

MEMBERS INTERESTS 2012

A Member with a disclosable pecuniary interest in any matter considered at a meeting must disclose the interest to the meeting at which they are present, except where it has been entered on the Register.

A Member with a non pecuniary or pecuniary interest in any business of the Council must disclose the existence and nature of that interest at commencement of consideration or when the interest becomes apparent.

Where sensitive information relating to an interest is not registered in the register, you must indicate that you have an interest, but need not disclose the sensitive information.

Please tick relevant boxes

Notes

	General		Notes
1.	I have a disclosable pecuniary interest.	<input type="checkbox"/>	<i>You cannot speak or vote and must withdraw unless you have also ticked 5 below</i>
2.	I have a non-pecuniary interest.	<input type="checkbox"/>	<i>You may speak and vote</i>
3.	I have a pecuniary interest because it affects my financial position or the financial position of a person or body described in 10.1(1)(i) and (ii) and the interest is one which a member of the public with knowledge of the relevant facts, would reasonably regard as so significant that it is likely to prejudice my judgement of the public interest or it relates to the determining of any approval consent, licence, permission or registration in relation to me or any person or body described in 10.1(1)(i) and (ii) and the interest is one which a member of the public with knowledge of the relevant facts, would reasonably regard as so significant that it is likely to prejudice my judgement of the public interest	<input type="checkbox"/> <input type="checkbox"/>	<i>You cannot speak or vote and must withdraw unless you have also ticked 5 or 6 below</i> <i>You cannot speak or vote and must withdraw unless you have also ticked 5 or 6 below</i>
4.	I have a disclosable pecuniary interest (Dispensation 16/7/12) or a pecuniary interest but it relates to the functions of my Council in respect of: (i) Housing where I am a tenant of the Council, and those functions do not relate particularly to my tenancy or lease. (ii) school meals, or school transport and travelling expenses where I am a parent or guardian of a child in full time education, or are a parent governor of a school, and it does not relate particularly to the school which the child attends. (iii) Statutory sick pay where I am in receipt or entitled to receipt of such pay. (iv) An allowance, payment or indemnity given to Members (v) Any ceremonial honour given to Members (vi) Setting Council tax or a precept under the LGFA 1992	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<i>You may speak and vote</i> <i>You may speak and vote</i> <i>You may speak and vote</i> <i>You may speak and vote</i> <i>You may speak and vote</i> <i>You may speak and vote</i>
5.	A Standards Committee dispensation applies.	<input type="checkbox"/>	<i>See the terms of the dispensation</i>
6.	I have a pecuniary interest in the business but I can attend to make representations, answer questions or give evidence as the public are also allowed to attend the meeting for the same purpose	<input type="checkbox"/>	<i>You may speak but must leave the room once you have finished and cannot vote</i>

'disclosable pecuniary interest' (DPI) means an interest of a description specified below which is your interest, your spouse's or civil partner's or the interest of somebody who you are living with as a husband or wife, or as if you were civil partners and you are aware that that other person has the interest.

Interest

Employment, office, trade, profession or vocation

Sponsorship

Prescribed description

Any employment, office, trade, profession or vocation carried on for profit or gain.

Any payment or provision of any other financial benefit (other than from the relevant authority) made or provided within the relevant period in respect of any expenses incurred by M in carrying out duties as a member, or towards the election expenses of M.

	This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
Contracts	Any contract which is made between the relevant person (or a body in which the relevant person has a beneficial interest) and the relevant authority— (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged.
Land	Any beneficial interest in land which is within the area of the relevant authority.
Licences	Any licence (alone or jointly with others) to occupy land in the area of the relevant authority for a month or longer.
Corporate tenancies	Any tenancy where (to M's knowledge)— (a) the landlord is the relevant authority; and (b) the tenant is a body in which the relevant person has a beneficial interest.
Securities	Any beneficial interest in securities of a body where— (a) that body (to M's knowledge) has a place of business or land in the area of the relevant authority; and (b) either— (i) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the relevant person has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

"body in which the relevant person has a beneficial interest" means a firm in which the relevant person is a partner or a body corporate of which the relevant person is a director, or in the securities of which the relevant person has a beneficial interest; "director" includes a member of the committee of management of an industrial and provident society;

"land" excludes an easement, servitude, interest or right in or over land which does not carry with it a right for the relevant person (alone or jointly with another) to occupy the land or to receive income; "M" means a member of a relevant authority;

"member" includes a co-opted member; "relevant authority" means the authority of which M is a member;

"relevant period" means the period of 12 months ending with the day on which M gives notice to the Monitoring Officer of a DPI; "relevant person" means M or M's spouse or civil partner, a person with whom M is living as husband or wife or a person with whom M is living as if they were civil partners;

"securities" means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

'non pecuniary interest' means interests falling within the following descriptions:

- 10.1(1)(i) Any body of which you are a member or in a position of general control or management and to which you are appointed or nominated by your authority;
- (ii) Any body (a) exercising functions of a public nature; (b) directed to charitable purposes; or (c) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union), of which you are a member or in a position of general control or management;
- (iii) Any easement, servitude, interest or right in or over land which does not carry with it a right for you (alone or jointly with another) to occupy the land or to receive income.
- 10.2(2) A decision in relation to that business might reasonably be regarded as affecting your well-being or financial position or the well-being or financial position of a connected person to a greater extent than the majority of other council tax payers, ratepayers or inhabitants of the ward, as the case may be, affected by the decision.

'a connected person' means

- (a) a member of your family or any person with whom you have a close association, or
- (b) any person or body who employs or has appointed such persons, any firm in which they are a partner, or any company of which they are directors;
- (c) any person or body in whom such persons have a beneficial interest in a class of securities exceeding the nominal value of £25,000; or
- (d) any body of a type described in sub-paragraph 10.1(1)(i) or (ii).

'body exercising functions of a public nature' means

Regional and local development agencies, other government agencies, other Councils, public health bodies, council-owned companies exercising public functions, arms length management organisations carrying out housing functions on behalf of your authority, school governing bodies.

A Member with a personal interest who has made an executive decision in relation to that matter must ensure any written statement of that decision records the existence and nature of that interest.

NB Section 21(13) of the LGA 2000 overrides any Code provisions to oblige an executive member to attend an overview and scrutiny meeting to answer questions.

**CORPORATE AND ENVIRONMENTAL
OVERVIEW AND SCRUTINY COMMITTEE**

HELD: 13 DECEMBER 2012

Start: 7.30pm

Finish: 8.40pm

Councillors: Bailey (Chairman) Houlgrave (Vice Chairman)

Councillors: Mrs Atherley G Hodson
Mrs Baybutt L Hodson
Mrs Blake McKay
Coyle Ms Melling
Delaney Nolan
Dereli Oliver
Mrs C Evans Pope
Fowler Mrs Stephenson
Griffiths Wright

In attendance:

Councillor Pendleton

Officers:

Assistant Director Community Services (Mr D Tilleray)
Customer Services Manager (Mrs H Morrison)
Assistant Solicitor (Mrs T Sparrow)
Planning Officer (Mr D Carr)
Principal Overview and Scrutiny Officer (Mrs C A Jackson)

In attendance:

41. APOLOGIES

There were no apologies for absence. Councillor Fowler's apology for late arrival was noted.

42. MEMBERSHIP OF THE COMMITTEE

In accordance with Council Procedure Rule 4, Members noted the termination of membership of Councillor Mrs Kean and the appointment of Councillor Pope for this meeting only thereby giving effect to the wishes of the Political Groups.

43. URGENT BUSINESS

There were no items of urgent business.

44. DECLARATIONS OF INTEREST

Councillor Wright declared a non-pecuniary interest in relation to Agenda Item 11 (Item from the Members Update – Minutes of Lancashire County Council's Health Scrutiny Committee Meeting 16 October 2012) as his wife is an Associate Director of Public Health in Health Protection, Central Lancashire PCT.

45. DECLARATIONS OF PARTY WHIP

There were no declarations of a Party Whip.

46. MINUTES

RESOLVED: That the Minutes of the special meeting of the Corporate and Environmental Overview and Scrutiny Committee held on 25 October 2012 be received as a correct record and signed by the Chairman.

47. MINUTES OF THE MEMBER DEVELOPMENT COMMISSION

RESOLVED: That the Minutes of the Member Development Commission meeting held on 27 November 2012 be noted.

48. COMPLAINTS MONITORING

Consideration was given to the report of the Transformation Manager which presented data on complaints received by the Council from April 2011 to March 2012 as contained on pages 205 to 218 of the Book of Reports.

A discussion ensued in relation to the Council's definition of a complaint; the monitoring, identification and presentation of the complaints data.

The Customer Services Manager attended the meeting and responded to questions giving an explanation of the processes involved in relation to receipt, monitoring, capture and presentation of the complaints data.

It was agreed that the provision of information in relation to verbal complaints, particularly those received by telephone, the nature of the interactions and dissatisfaction would be useful when considering complaints monitoring reports.

RESOLVED: A. That in relation to the monitoring of complaints received by the Council that the matter be referred to Cabinet with a request that future reports on complaints monitoring include an overview of the level of verbal complaints received on telephone routes into the Council to see the nature of interactions and frustrations.

B. That the report be noted.

49. CYCLING IN WEST LANCASHIRE

Consideration was given to the following two items.

50. CYCLING IN THE BOROUGH

Members considered an update on behalf of the Borough Planner on cycling issues in the Borough raised at the previous meeting.

(a) Cycling bye-laws and town centre cycling

The Planning Officer (DC) reported. He explained that Lancashire County Council (LCC) are currently in consultation with the Borough Council to regulate vehicular movement in Ormskirk Town Centre.

Benefits cited included:

- Provision of a vital link with Ormskirk avoiding the busy town centre one way system
- Link to other existing and proposed cycle paths including the proposed link from the rail station to Edge Hill University.

Disadvantages cited included:

- Potential conflict between pedestrians and cyclists.
- Concern over blind/deaf and other disabled groups who may struggle to avoid cycles.

He went on to explain that many towns and cities, including Sheffield, Newcastle and Nottingham have allowed cycling on pedestrianised streets for 24 hours a day for some time. Whilst some towns and cities permit cycling on pedestrianised streets during quieter times of the day including York, Ipswich and Leeds.

It was also explained that research has been carried out by the Department for Transport (DfT) and this with other sources of evidence, has shown that accidents between pedestrian and cyclists are rarely generated in pedestrianised areas and observations have revealed no real factors to justify excluding cyclists from those areas.

The Assistant Solicitor (TS) explained that a LCC Traffic Regulation Order covers the prohibition of cycling in the town centre. She also explained the separate bye-law that specifically covers the movement of traffic, including cyclists, on Market Days.

In discussion Members made reference to:

- The approach adopted by some European countries, including Belgium, Holland and Norway.
- Use of designated cycling paths by cyclists.
- The indiscriminate use, as a thoroughfare, by other road users, including vans and cars of the pedestrian route through the town centre.
- The work being undertaken by LCC in relation to vehicle movement in the town centre.
- The feasibility/operation of rent-a-bike schemes.
- The hazards for cyclists on the ring road, particularly at the narrow section adjacent to Ormskirk Parish Church.
- Maintenance of roads, particularly pot-holes.

(b) Use of footpaths by cyclists

In his presentation the Planning Officer explained that cycling is currently prohibited on footpaths by law and that cycling on the footpaths can cause conflict with pedestrians. He went on to explain the reasons why cyclists choose to use the footpaths including lack of confidence on roads; to avoid traffic controls; poorly designed roads/junctions; poor road surfaces; dangerous roads and to avoid HGVs, heavy traffic. He also explained that the majority of injuries to cyclists occur at junctions.

In discussion Members made reference to:

- Occurrence of injuries resulting from cyclists collisions on public footpaths.
- Regulations associated with young children cycling in town centres.
- Motorists behaviour towards cyclists.
- Lack of knowledge in relation to highway behaviour between motorists and cyclists.
- Relationship between pedestrians and cyclists for joint use of footpaths and common sense approach to that joint use.
- The law in relation to the use of mobility scooters on footpaths.

In response to the query regarding the rights of mobility scooters to use footpaths, the Assistant Solicitor undertook to circulate additional information to review Members.

(b) Use of subways by cyclists

The Planning Officer gave an overview on subway routes used by cyclists.

He explained that all subways in West Lancashire are in Skelmersdale. Subways are key routes for pedestrians and cyclists. They were built as key gateways to avoid crossing busy roads which segregated the town. In recent years the subways have attracted some antisocial behaviour; their appearance appears to be inhospitable and in poor condition.

He reported that the subways are key routes for pedestrians and cyclists and initiatives in relation to discouraging antisocial behaviour and refurbishment of the subways to make them more user friendly, were being considered.

In relation to the subways Members made reference to:

- The number of subways in Skelmersdale (86)
- The need for better signage and markings in the interior and exterior.
- The use of section 106 monies for refurbishments.
- Maintenance of lighting within them.
- Patrolling of the subways to help address anti-social behaviour.

(d) Lowering of raised kerbs at junctions

In relation to the lowering of raised kerbs the following points were noted :

- Any junction change would be subject to consultation with LCC as the responsible authority.
- Lower kerbs at junctions allows for the free flow of cycle traffic and increases access for disabled groups as well as cyclists.

In discussion Members made reference to:

- Attracting support for cycling initiatives through schemes, for example the West Lancashire and Sefton Local Sustainable Transport Fund.

As a result of consideration of the above items the following recommendation was agreed for inclusion in the final review report.

RESOLVED: That in relation to cycling in the pedestrian area of Ormskirk town centre, that a request be made to LCC (as the Highway Authority) to consider amendment to the Traffic Order that restricts cyclists from cycling in that area, for a pilot period.

51. PROJECT PLAN

Members reviewed the Project Plan. It was agreed that the project was now nearing completion and that a draft final report on the review be prepared for consideration by the Committee at the next scheduled meeting to be held on 21 February 2013.

RESOLVED: A. That the review of the Project Plan be noted.

B. That arrangements be made for the draft final report of the review 'Cycling in West Lancashire' to be prepared for consideration at the meeting of the Committee scheduled to take place on 21 February 2013.

52. MEMBERS ITEMS

There are no items under this heading.

53. ITEMS FROM THE MEMBERS UPDATE - MINUTES OF LANCASHIRE COUNTY COUNCIL'S HEALTH SCRUTINY COMMITTEE MEETING 16 OCTOBER 2012.

Consideration was given to the request for further information relating to the Minutes of the Lancashire County Council's (LCC) Health Scrutiny Meeting 16 October 2012 relating particularly to the Update on the Transfer of Public Health to LCC (Minute 4 refers) as contained on pages 223 to 232 of the Book of Reports.

Councillor Dereli sought further information on issues raised at Minute 4 particularly the reference to liaison / operation of the Clinical Commissioning Groups (CCGs) and the Borough Council.

The Assistant Director Community Services gave an overview of the current position in relation to consultation as a result of the PCTs being abolished on 31 March 2013, as part of the Health and Social Care Act 2013, and the transfer of public health responsibilities to the County Council. He referred to the new arrangements that were being put in place, including the establishment of Health and Well Being Boards, explaining that the current thematic groups under the LSP would be re-aligned to provide a West Lancashire Health and Well-Being Board at local level with similar aims and objectives to the work at LCC. He also informed the Committee that a presentation to Members, originally scheduled for October, would now be held on 16 January 2013 which would include contributions from the Assistant Director of Public Health, the West Lancashire GP consortia and the Chief Executive of the Southport and Ormskirk NHS Trust.

He explained that the new public health arrangements would have little impact on Environmental Health, Leisure Services and Housing.

During discussion questions and comments were noted in relation to:

- The role of the Clinical Commissioning Groups (CCGs).
- NHS principles, local health services and arrangements under the new regime.
- Local level opportunities for representation, input and participation.
- The proposed meeting in January 2012 – opportunities to pose questions and raise concerns.

RESOLVED: That the presentation to be held on 16 January 2012 in relation to changes to public health provision be noted.

.....
Chairman

PRESENT: Councillor Greenall (Chairman)

Councillors: Mrs Blake Owen
Mrs R Evans

Officers: Principal Overview & Scrutiny Officer (Mrs C A Jackson)
Member Services Officer / Civic Support Officer (Mrs J Brown)

12. APOLOGIES

Apologies were submitted on behalf of Councillors Mrs Houlgrave and L Hodson.

13. SUBSTITUTIONS

There were no substitutions.

14. DECLARATIONS OF INTEREST

There were no declarations of interest.

15. MINUTES

RESOLVED: That the Minutes of the meeting of the Member Development Commission held on 27 November 2012 be noted.

16. MEMBER TRAINING - SUMMARY OF EVENTS NOVEMBER 2012 TO PRESENT

Members considered the report of the Borough Solicitor as contained on pages 45 to 47 of the Book of Reports, which provided an update on Member training undertaken since November 2012.

Members commented that 'In – House' training events were well attended. They also commented that the additional information provided at Appendix 1 in relation to location, cost and attendance figures of training events was useful.

RESOLVED: That the update be noted.

17. FEEDBACK FROM MEMBER DEVELOPMENT REPRESENTATIVES

The Chairman explained that Members are regularly kept informed of upcoming training events by e-mail. Different ways of keeping Members informed of training was also discussed.

The Group Representative made an undertaking to raise at the Group meetings

RESOLVED: That the feedback be noted.

18. TRAINING EVENTS

The Principal Overview & Scrutiny Officer provided an update in relation to proposed future training events including the Licensing and Gambling 'In-House' training to be held on 26 February 2013, further details of which would be circulated to Members.

RESOLVED: That the update be noted.

19. WORK PROGRAMME 2013/14

Members considered the Work Programme and the proposed meeting dates for 2013/14 as circulated on page 49 of the Book of Reports.

RESOLVED: That the Work Programme and dates of meetings for 2013/14 be noted.

20. DATE AND TIME OF NEXT MEETING

It was agreed that the next meeting would be held on 19 September 2013.



AGENDA ITEM: 9

CABINET: 15 January 2012

**CORPORATE & ENVIRONMENTAL
OVERVIEW & SCRUTINY COMMITTEE:
21 February 2012**

Report of: Transformation Manager

Relevant Managing Director: Managing Director (Transformation)

Relevant Portfolio Holder: Councillor D Westley

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

SUBJECT: QUARTERLY PERFORMANCE INDICATORS (Q2 2012/13)

Wards affected: Borough wide

1.0 PURPOSE OF THE REPORT

1.1 To present performance monitoring data for the quarter ended 30 September 2012.

2.0 RECOMMENDATIONS TO CABINET

2.1 That the Council's performance against the indicator set for the quarter ended 30 September 2012 be noted.

2.2 That the call-in procedure is not appropriate for this item as the report has been submitted to the Corporate and Environmental Overview & Scrutiny Committee meeting on 21 February 2013.

**3.0 RECOMMENDATIONS TO CORPORATE AND ENVIRONMENTAL OVERVIEW
& SCRUTINY COMMITTEE**

3.1 That the Council's performance against the indicator set for the quarter ended 30 September 2012 be noted.

4.0 CURRENT POSITION

- 4.1 Members are referred to Appendix A of this report detailing the quarterly performance data for the Corporate and Service Priorities.
- 4.2 Of the 32 performance indicators:
- 18 are on target
 - 1 has data unavailable (*NI191: Residual household waste*)
 - 1 is data only
 - 12 indicators did not meet target, of these 6 narrowly missed target.

As a general comparison, this is broadly similar to Q2 performance for the 2011/12 suite (17 out of 31 indicators on target).

- 4.3 Improvement plans are already in place for those indicators where performance falls short of the target by 5% or more for this quarter if such plans are able to influence outturn.
- 4.4 These plans are provided in Appendices B1-B6. Where performance is below target for consecutive quarters, plans are revised only as required, as it is reasonable that some remedial actions will take time to make an impact. This is indicated in the table.
- 4.5 For those PIs that have flagged up as 'amber', an assessment has been made at head of service level based on the reasons for the underperformance and balancing the benefits of implementing an improvement plan versus resource implications. This is indicated in the table.

5.0 SUSTAINABILITY IMPLICATIONS/COMMUNITY STRATEGY

- 5.1 The information set out in this report aims to help the Council improve service performance and is consistent with the Sustainable Community Strategy aim of providing good quality services that are easily accessible to all.

6.0 FINANCIAL AND RESOURCE IMPLICATIONS

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

7.0 RISK ASSESSMENT

- 7.1 This item is for information only and makes no recommendations. It therefore does not require a formal risk assessment and no changes have been made to risk registers as a result of this report. Monitoring and managing performance information data helps the authority to ensure it is achieving its corporate priorities and key objectives and reduces the risk of not doing so.

8.0 CONCLUSIONS

- 8.1 The performance indicator data appended to this report details the Council's current performance against the key performance indicators from the full suite of indicators for 2012/13 as agreed by Cabinet in March 2012. Indicators are aligned as appropriate to Corporate and Service Priorities contained in the Business Plan.

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. Quarterly Performance Indicators for Q2 July-September 2012/13
2. Current Improvement Plans

B1: TS24b-BV212 SP Average time taken to re-let local authority housing (days)

B2: WL114 % LA properties with CP12 outstanding










B3: BV12 Working Days Lost Due to Sickness Absence

B4: WL90 % of Contact Centre calls answered







B5: WL108 Average waiting time for callers to the contact centre (seconds)

B6: WL06 Average time taken to remove fly tips (days)


APPENDIX A: QUARTERLY PERFORMANCE INDICATORS

PI Status			Performance against same quarter previous year		
	OK (within 0.01%) or exceeded	18		Improved	13
	Warning (within 5%)	6		Worse	13
	Alert (by 5% or more)	6		No change	1
	Awaiting data	1	/	Comparison not available	4
	Data only	1		Awaiting data	1
N/A	Data not collected for quarter	0			
Total number of indicators		32			

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

PI Code & Short Name	Q2 2010/11	Q3 2010/11	Q4 2010/11	Q1 2011/12	Q2 2011/12	Q3 2011/12	Q4 2011/12	Q1 2012/13	Q2 2012/13	Current Target	Comments	Q2 12/13 vs Q2 11/12	Quarter Performance
	Value	Value	Value	Value	Value	Value	Value	Value					
OCL-BV10 % of Non-domestic Rates Collected	58.97%	87.25%	99.05%	32.48%	60.38%	87.87%	95.97%	32.31%	61.41%	57.69%*			
OCL-BV9 % of Council Tax collected	58.62%	86.74%	98.19%	30.61%	58.35%	86.96%	98.06%	30.59%	58.07%	58.42%*	Performance slightly down due to challenging economic climate. Collection and recovery programmes scheduled in to maximise performance. Issues discussed at monthly Quality of Service meetings. No improvement plan beyond detail above.		
TS1-BV66a % Rent collected (including arrears brought forward)	98.48%	98.62%	98.41%	97.95%	97.84%	98.34%	98.42%	98.02%	98.15%	98.41%	Head of Service's amber assessment: improvement plan not required.		



Focusing upon sustainable regeneration and growth within the Borough

PI Code & Short Name	Q2 2010/11	Q3 2010/11	Q4 2010/11	Q1 2011/12	Q2 2011/12	Q3 2011/12	Q4 2011/12	Q1 2012/13	Q2 2012/13	Current Target	Comments	Q2 12/13 vs Q2 11/12	Quarter Performance
	Value	Value	Value	Value	Value	Value	Value	Value	Value				
NI 151 Overall Employment rate (working-age)	68.7%	71.9%	74.4%	76.1%	79.1%	75.9%	72.0%	73.0%‡	69.8%	74.4%	Data released with 6 month time lag via ONS. Relates to April 2011-March 2012. Data collected quarterly covering the previous 12 months. A useful indicator to monitor but no improvement plan as data largely beyond control of Council. The average in this period for all North West LA's is 70% ¹	↓	

Combat crime and the fear of crime



PI Code & Short Name	Q2 2010/11	Q3 2010/11	Q4 2010/11	Q1 2011/12	Q2 2011/12	Q3 2011/12	Q4 2011/12	Q1 2012/13	Q2 2012/13	Current Target	Comments	Q2 12/13 vs Q2 11/12	Quarter Performance
	Value	Value	Value	Value	Value	Value	Value	Value	Value				
WL08a Number of Crime Incidents	1,467	1,522	1,416	1,565	1,628	1,488	1,395	1,444	1,392	1,628		↑	

Improve housing and deliver housing that meets the needs of local people, including affordable housing







PI Code & Short Name	Q2 2010/11	Q3 2010/11	Q4 2010/11	Q1 2011/12	Q2 2011/12	Q3 2011/12	Q4 2011/12	Q1 2012/13	Q2 2012/13	Current Target	Comments	Q2 12/13 vs Q2 11/12	Quarter Performance
	Value	Value	Value	Value	Value	Value	Value	Value	Value				
NI 157a Processing of planning applications: Major applications	50.00%	85.71%	83.33%	28.57%	33.33%	61.54%	22.22%	55.56%	80.00%	65.00%	This represents 4 out of 5 complex applications.	↑	
NI 157b Processing of planning applications: Minor applications	77.19%	68.66%	84.00%	78.33%	76.47%	84.42%	85.46%	81.33%	82.09%	75.00%		↑	














PI Code & Short Name	Q2 2010/11	Q3 2010/11	Q4 2010/11	Q1 2011/12	Q2 2011/12	Q3 2011/12	Q4 2011/12	Q1 2012/13	Q2 2012/13	Current Target	Comments	Q2 12/13 vs Q2 11/12	Quarter Performance
	Value	Value	Value	Value	Value	Value	Value	Value	Value				
NI 157c Processing of planning applications: Other applications	87.30%	78.97%	89.06%	92.16%	96.77%	93.13%	99.20%	90.81%	92.54%	85.00%		↓	✓
WL24 % Building regulations applications determined within 5 weeks	56.44%	72.31%	77.60%	66.67%	75.74%	80.60%	87.18%	79.29%	79.51%	70.00%		↑	✓
TS24a-BV212 GN Average time taken to re-let local authority housing (days) - GENERAL NEEDS	Not previously measured							13.90	16.75	17.50		/	✓
TS24b-BV212 SP Average time taken to re-let local authority housing (days) - SUPPORTED NEEDS	Not previously measured							42.40	73.29	45.00	Performance below target due to allocation of several very long term voids in sheltered schemes. Improvement plan attached as Appendix B1	/	✗
HS1-WL111 % Housing repairs completed in timescale	94.94%	95.45%	93.84%	85.51%	89.92%	95.79%	92.98%	94.62%	98.18%	95.00%		↑	✓
HS13-WL114 % LA properties with CP12 outstanding	1.27%	0.58%	0.17%	0.11%	0.04%	0.19%	0.07%	0.01%	0.09%	0%	Target based on legal requirement for eligible properties to have certificate. Figure equates to 5 properties outstanding. Improvement plan attached as Appendix B2.	↓	✗

Provide opportunities for leisure and culture that together with other council services contribute to healthier communities

PI Code & Short Name	Q2 2010/11	Q3 2010/11	Q4 2010/11	Q1 2011/12	Q2 2011/12	Q3 2011/12	Q4 2011/12	Q1 2012/13	Q2 2012/13	Current Target	Comments	Q2 12/13 vs Q2 11/12	Quarter Performance
	Value	Value	Value	Value	Value	Value	Value	Value	Value				
WL18 Use of leisure and cultural facilities (swims and visits)	289,577	265,033	318,935	284,845	287,724	268,446	341,024	296,315	280,865	295,510	Poor weather resulted in cancellation of Green Fayre (expected attendance appx 10K) and reduced attendance at golf course. Skelmersdale Sports Centre closed in September 2012, which will impact on future quarters. Head of Service's amber assessment: improvement plan not required.		

Operational

PI Code & Short Name	Q2 2010/11	Q3 2010/11	Q4 2010/11	Q1 2011/12	Q2 2011/12	Q3 2011/12	Q4 2011/12	Q1 2012/13	Q2 2012/13	Current Target	Comments	Q2 12/13 vs Q2 11/12	Quarter Performance
	Value	Value	Value	Value	Value	Value	Value	Value	Value				
OCL-ICT1 Severe Business Disruption (Priority 1)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	100.0%	100.0%	99.00%*		/	
OCL-ICT2 Minor Business Disruption (P3)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	97%	98%	95%*		/	
OCL-R1 Sundry Debtors (cash collected and write offs)	N/A	N/A	N/A	1,236,117	2,615,231	4,524,437	7,582,641	1,134,242	2,718,863	*			
OCL-B1-NI181 Time taken to process Housing Benefit/Council Tax Benefit new claims and change events	10.54	9.62	6.72	10.95	8.99	9.06	7.19	12.34	11.4	12.00			

PI Code & Short Name	Q2 2010/11	Q3 2010/11	Q4	Q1	Q2	Q3	Q4	Q1 2012/13	Q2	Current Target	Comments	Q2 12/13 vs Q2 11/12	Quarter Performance
	Value	Value	Value	Value	Value	Value	Value	Value	Value				
OCL-B2 Overpayment Recovery of Housing Benefit overpayments (payments received)	N/A	N/A	N/A	N/A	£88,460	£38,587	£59,889	£48,269	£90,397		Data only. Annual target of £170K set via SLA.		
BV12 Working Days Lost Due to Sickness Absence	2.05	2.75	2.53	1.97	2.24	2.28	1.90	2.26	2.42	2.02	Improvement plan attached as Appendix B3.		
BV8 % invoices paid on time	98.37%	98.69%	97.45%	95.72%	97.47%	98.20%	97.84%	97.46%	96.98%	98.24%	Heads of Service have been reminded about the need for staff to process invoices promptly. Not an OCL contractual target. Head of Service's amber assessment: improvement plan not required.		
WL19b(ii) % Direct Dial calls answered within 10 seconds	80.68	81.54	82.36	81.62	81.53	82.49	83.17	82.00	80.20	82.21	Heads of Service have been reminded about the need for staff to answer calls promptly. Head of Service's amber assessment: improvement plan not required.		
WL90 % of Contact Centre calls answered	90.0%	86.6%	69.8%	91.9%	92.0%	90.9%	87.8%	84.7%	85.7%	90.6%	Below target predominantly due to vacant posts, a phased return to work from long term staff sickness and technical issues with the interface of the telephony system between Lancashire Place and the Contact Centre. Improvement plan attached as Appendix B4.		
WL108 Average waiting time for callers to the contact centre (seconds)	47.00	64.00	148.00	19.00	21.00	19.00	46.00	38.00	46.00	26.25	Below target predominantly due to vacant posts, a phased return to work from long term staff sickness and technical issues with the interface of the telephony system between Lancashire Place and the Contact Centre. Improvement plan attached as Appendix B5.		

Caring for our Borough - delivering the small improvements that can make a big difference

PI Code & Short Name	Q2 2010/11	Q3 2010/11	Q4 2010/11	Q1 2011/12	Q2 2011/12	Q3 2011/12	Q4 2011/12	Q1 2012/13	Q2 2012/13	Current Target	Comments	Q2 12/13 vs Q2 11/12	Quarter Performance
	Value	Value	Value	Value	Value	Value	Value	Value	Value				
NI 195a Improved street and environmental cleanliness (levels of litter, detritus, graffiti and fly posting): Litter	2.00%	2.67%	2.33%	N/A	1.83%	.83%	2.17%	N/A	0.33%	1.61%			
NI 195b Improved street and environmental cleanliness (levels of litter, detritus, graffiti and fly posting): Detritus	3.06%	9.86%	5.31%	N/A	4.64%	13.43%	4.15%	N/A	6.49%	7.33%			
NI 195c Improved street and environmental cleanliness (levels of litter, detritus, graffiti and fly posting): Graffiti	1.00%	1.50%	.00%	N/A	2.33%	.67%	.33%	N/A	0.67%	1.11%			
NI 195d Improved street and environmental cleanliness (levels of litter, detritus, graffiti and fly posting): Fly-posting	0.00%	0.00%	0.00%	N/A	0.00%	0.00%	0.00%	N/A	0.00%	0.00%			
WL01 No. bins missed per 100,000 collections	73.13	48.29	46.61	65.31	147.93	68.38	44.94	49.96	63.36	81.64			
WL06 Average time taken to remove fly tips (days)	1.02	1.03	1.02	1.04	1.05	1.07	1.19	1.18	1.10	1.09	Head of Service's amber assessment: improvement plan required. Improvement plan attached as Appendix B6.		
NI 191 Residual household waste per household (Kg)	131.25	123.27	120.58	120.78	125.26	123.97	124.36			123.47	Awaiting external data.		
NI 192 Percentage of household waste sent for reuse, recycling and composting	47.51%	44.08%	45.68%	52.49%	49.62%	44.65%	42.52%	51.48%	52.74%	47.58%	Traditionally Q1 and Q2 provide the highest composting figures.		

Notes: ¹ Data taken from LG Inform; * One Connect Limited's contractual targets are annual and set via SLA. Quarter targets are provided as a gauge for performance but are not contractual; † figure revised up from 69.8% to 73%; "NI" and "BV" coding retained for consistency/comparison although national reporting no longer applies; Figures are unaudited.

PERFORMANCE IMPROVEMENT PLAN	
Indicator	TS24b - Average time taken to re-let local authority housing (days) - SUPPORTED NEEDS
Reasons for not meeting target – Several long term voids have been relet during the quarter which results in average number of day being skewed significantly.	
Brief Description of Proposed Remedial Action Options Appraisals of two sheltered schemes have now been commissioned. All investment in Category II sheltered schemes will be considered in light of the councils Asset Management Plan.	
Resource Implications None	
Priority Medium	
Future Targets <i>(these will not be changed mid-year)</i>	
Action Plan	
Tasks to be undertaken	Task Completion Date
<ul style="list-style-type: none"> ▪ Options Appraisals ▪ Asset Management Planning 	April 2013 Ongoing

PERFORMANCE IMPROVEMENT PLAN	
Indicator	WL114: % LA properties with CP12 outstanding
Reasons for not meeting target Properties requiring a gas certificate alter on a daily basis and are monitored weekly at service management team level. A very small number of tenants still refuse to give access.	
Brief Description of Proposed Remedial Action We continually work to reduce the number of properties that do not have a current CP12, this is monitored weekly at the service management team. We will continue to work with our contractor to reduce the number of properties without a current CP12 and cater for individual tenant needs. In addition we continue to maximise publicity utilising our own newsletters / leaflets and the local media emphasising the importance of allowing access and publicising evictions. We will continue to fit gas restriction devices on properties with a history of repeat “no access”, this device restricts the delivery of gas to the boiler which will prompt the tenant to phone us for access.	
Resource Implications A small cost is associated with fitting gas restriction devices, which is met from existing budgets.	
Priority High	
Future Targets No change	
Action Plan	
Tasks to be undertaken As outlined above	Completion Date On-Going

PERFORMANCE IMPROVEMENT PLAN	
Indicator	BVPI 12 Sickness Absence
<p>Reasons for not meeting target The Council's target for 2012/13 is to achieve (not more than) 8.08 working days lost per employee, measured on a rolling 12 month basis.</p> <p>Attendance levels in the last 3 months have shown an increase in sickness absence, resulting in the current outturn figure of 8.74 days (2.42 for Q2 compared to 2.26 for Q1). This slight increase can be attributed to a small number of employees on long term sick whose continued absence during the second reporting quarter impacted on the overall figure. A number of these cases have now been resolved and this is likely to lead to an improvement in outturn figures in subsequent months.</p>	
<p>Brief Description of Proposed Remedial Action</p> <ul style="list-style-type: none"> • HR to provide improved management information to more effectively identify all short term cases of sickness absence which have exceed the agreed 'trigger' levels and all on-going long term cases of sickness absence. • Senior HR Officers to continue to meet with individual Heads of Service to provide advice and support to ensure managers have the continued skills and confidence to address absence issues appropriately. • Following receipt of medical advice, where requested, HR will work with managers to review the options and feasibility for employees to return to work on reduced hours to assist them in their rehabilitation back into the workplace for example, following a period of long-term sick. • Three events have recently been organised by colleagues in Community Services to provide staff with access to free health advice on smoking cessation, mental well being and physical activity and to help raise awareness and signpost staff to local health services where appropriate. • The revised Management of Sickness Absence Policy was implemented in January 2012. A review of the effectiveness of the Policy will be undertaken in January 2013 with key stakeholders. 	
<p>Resource Implications</p> <p>Attendance management is primarily the responsibility of line managers who are in the best position to deliver timely interventions, and offer practical support, which can make a real positive difference to attendance levels.</p> <p>The HR team will continue to provide support and guidance to managers on the implementation of the revised policy.</p>	
<p>Priority High</p>	
<p>Future Targets The overall aim is to strive to meet the agreed target of 8.08 days at the earliest opportunity.</p>	
Action Plan	
Tasks to be undertaken	Completion Date
See proposed remedial action (above)	Ongoing with sickness absence levels continuing to be reported on a monthly basis

PERFORMANCE IMPROVEMENT PLAN	
Indicator	WL90 - % of Contact Centre calls answered
Reasons for not meeting target	
<ul style="list-style-type: none"> • Resource issues within Customer Services. 	
Brief Description of Proposed Remedial Action	
<ul style="list-style-type: none"> • Priority recruitment of temporary/agency staff in line with the vacancy approval process. • Rigorously addressing all sickness absence issues. 	
Resource Implications	
Priority	
High	
Future Targets	
Previous targets set remain appropriate	
Action Plan	
Tasks to be undertaken	Task Completion Date
<ul style="list-style-type: none"> ▪ .see above comments 	Recruitment process commenced and ongoing.

PERFORMANCE IMPROVEMENT PLAN	
Indicator	WL108 Average waiting time for callers to the Contact Centre (seconds)
Reasons for not meeting target	
<ul style="list-style-type: none"> • Resource issues within Customer Services 	
Brief Description of Proposed Remedial Action	
<ul style="list-style-type: none"> • Priority recruitment of temporary/agency staff in line with the vacancy approval process. • Rigorously addressing all sickness absence issues. 	
Resource Implications	
Priority High	
Future Targets Previous targets set remain appropriate	
Action Plan	
Tasks to be undertaken	Task Completion Date
<ul style="list-style-type: none"> ▪ See above comments. 	Recruitment process commenced and ongoing.

PERFORMANCE IMPROVEMENT PLAN	
Indicator	WL6 – Fly Tip Response
<p>Reasons for not meeting target Due to the transitional period of managerial and supervisory reporting changes. The average response time for quarter 2 is 0.01 days above target – a reduction on the previous quarter.</p>	
<p>Brief Description of Proposed Remedial Action Improvements in response times continue to be observed; Q1 – 1.18 days, Q2 – 1.10 days. Continue to monitor service performance.</p>	
<p>Resource Implications None</p>	
<p>Priority High</p>	
<p>Future Targets No proposed change to quarterly targets.</p>	
Action Plan	
Tasks to be undertaken	Completion Date
Continue to examine the weekly performance statistics.	December 2012



AGENDA ITEM: 10

**CORPORATE & ENVIRONMENTAL
OVERVIEW & SCRUTINY COMMITTEE:
21 FEBRUARY 2013**

CABINET: 19 MARCH 2013

Report of: Transformation Manager

Relevant Managing Director: Transformation

Relevant Portfolio Holder: Councillor D Westley

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

SUBJECT: QUARTERLY PERFORMANCE INDICATORS (Q3 2012/13)

Wards affected: Borough wide

1.0 PURPOSE OF THE REPORT

1.1 To present performance monitoring data for the quarter ended 31 December 2012.

**2.0 RECOMMENDATIONS TO CORPORATE AND ENVIRONMENTAL OVERVIEW
& SCRUTINY COMMITTEE**

2.1 That the Council's performance against the indicator set for the quarter ended 31 December 2012 be noted.

3.0 RECOMMENDATIONS TO CABINET

3.1 That the Council's performance against the indicator set for the quarter ended 31 December 2012 be noted.

3.2 That the call-in procedure is not appropriate for this item as the report has been submitted to the Corporate and Environmental Overview & Scrutiny Committee meeting on 21 February 2013.

4.0 CURRENT POSITION

- 4.1 Members are referred to Appendix A of this report detailing the quarterly performance data for the Corporate and Service Priorities.
- 4.2 Of the 32 performance indicators:
- 14 are on target
 - 8 narrowly missed target; 8 were 5% or more off target.
 - 2 report estimated data (*NI191: Residual household waste & NI192 % of household waste sent for reuse, recycling and composting*)
 - 1 has data pending (*BV12 working days lost to sickness absence*)
 - 1 is data only.

For a general comparison, Q3 performance for the 2011/12 suite showed 17 out of 31 indicators on target.

- 4.3 Improvement plans are already in place for those indicators where performance falls short of the target by 5% or more for this quarter if such plans are able to influence outturn.
- 4.4 These plans are provided in Appendices B1-B6. Where performance is below target for consecutive quarters, plans are revised only as required, as it is reasonable that some remedial actions will take time to make an impact. This is indicated in the table.
- 4.5 For those PIs that have flagged up as 'amber', an assessment has been made at head of service level based on the reasons for the underperformance and balancing the benefits of implementing an improvement plan versus resource implications. This is indicated in the table.

5.0 SUSTAINABILITY IMPLICATIONS/COMMUNITY STRATEGY

- 5.1 The information set out in this report aims to help the Council improve service performance and is consistent with the Sustainable Community Strategy aim of providing good quality services that are easily accessible to all.

6.0 FINANCIAL AND RESOURCE IMPLICATIONS

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

7.0 RISK ASSESSMENT

- 7.1 This item is for information only and makes no recommendations. It therefore does not require a formal risk assessment and no changes have been made to risk registers as a result of this report. Monitoring and managing performance information data helps the authority to ensure it is achieving its corporate priorities and key objectives and reduces the risk of not doing so.

8.0 CONCLUSIONS

- 8.1 The performance indicator data appended to this report details the Council's current performance against the key performance indicators from the full suite of indicators for 2012/13 as agreed by Cabinet in March 2012. Indicators are aligned as appropriate to Corporate and Service Priorities contained in the Business Plan.
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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

Appendix A – Quarterly Performance Indicators for Q3 October-December 2012/13

Appendix B – Current Improvement Plans

B1: NI 191 Residual household waste per household (Kg)

B2: NI 192 Percentage of household waste sent for reuse, recycling and composting










B3: WL24 % Building regulations applications determined within 5 weeks

B4: WL114 % LA properties with CP12 outstanding





B5: TS24b-BV212 GN Average time taken to re-let local authority housing (General Needs)

B6: TS24a-BV212 SP Average time taken to re-let local authority housing (Supported Needs)



APPENDIX A: QUARTERLY PERFORMANCE INDICATORS

Icon key					
PI Status			Performance against same quarter previous year		
	OK (within 0.01%) or exceeded	14		Improved	9
	Warning (within 5%)	8		Worse	17
	Alert (by 5% or more)	8		No change	1
	Data only	1	/	Comparison not available	4
	Awaiting data	1		Awaiting data	1
N/A	Data not collected for quarter	0			
Total number of indicators		32			

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

PI Code & Short Name	Q3 2010/11	Q4 2010/11	Q1 2011/12	Q2 2011/12	Q3 2011/12	Q4 2011/12	Q1 2012/13	Q2 2012/13	Q3 2012/13	Current Target	Comments	Q3 12/13 vs Q3 11/12	Quarter Performance
	Value	Value	Value	Value	Value	Value	Value	Value	Value				
TS1-BV66a % Rent collected (including arrears brought forward)	98.62%	98.41%	97.95%	97.84%	98.34%	98.42%	98.02%	98.15%	98.63%	98.41%			
OCL-BV9 % of Council Tax collected	86.74%	98.19%	30.61%	58.35%	86.96%	98.06%	30.59%	58.07%	86.77%	86.54%*			
OCL-BV10 % of Non-domestic Rates Collected	87.25%	99.05%	32.48%	60.38%	87.87%	95.97%	32.31%	61.41%	88.04%	85.97%*			

Focusing upon sustainable regeneration and growth within the Borough

PI Code & Short Name	Q3 2010/11	Q4 2010/11	Q1 2011/12	Q2 2011/12	Q3 2011/12	Q4 2011/12	Q1 2012/13	Q2 2012/13	Q3 2012/13	Current Target	Comments	Q3 12/13 vs Q3 11/12	Quarter Performance
	Value	Value	Value	Value	Value	Value	Value	Value	Value				
NI 151 Overall Employment rate (working-age)	71.9%	74.4%	76.1%	79.1%	75.9%	72.0%	73.0%	69.8%	70.9%	74.4%	Data released with 6 mth time lag via ONS. Relates to Jul 2011-Jun 2012. Data collected quarterly and covers previous 12 mths. No improvement plan as data largely beyond control of Council. The average in this period for all North West LA's is 70.5% ¹		

Caring for our Borough - delivering the small improvements that can make a big difference


PI Code & Short Name	Q3 2010/11	Q4 2010/11	Q1 2011/12	Q2 2011/12	Q3 2011/12	Q4 2011/12	Q1 2012/13	Q2 2012/13	Q3 2012/13	Current Target	Comments	Q3 12/13 vs Q3 11/12	Quarter Performance
	Value	Value	Value	Value	Value	Value	Value	Value	Value				
WL01 No. bins missed per 100,000 collections	48.29	46.61	65.31	147.93	68.38	44.94	49.96	63.36	65.4	81.64			
WL06 Average time taken to remove fly tips (days)	1.03	1.02	1.04	1.05	1.07	1.19	1.18	1.10	1.12	1.09	Head of Service's amber assessment: improvement plan not required.		
NI 195a Improved street and environmental cleanliness (levels of litter, detritus, graffiti and fly posting): Litter	2.67%	2.33%	N/A	1.83%	.83%	2.17%	N/A	.33%	1.00%	1.61%			
NI 195b Improved street and environmental cleanliness (levels of litter, detritus, graffiti and fly posting): Detritus	9.86%	5.31%	N/A	4.64%	13.43%	4.15%	N/A	6.49%	3.10%	7.33%			
NI 195c Improved street and environmental cleanliness (levels of litter, detritus, graffiti and fly posting): Graffiti	1.50%	.00%	N/A	2.33%	.67%	.33%	N/A	.67%	0.00%	1.11%			
NI 195d Improved street and environmental cleanliness (levels of litter, detritus, graffiti and fly posting): Fly-posting	0.00%	0.00%	N/A	0.00%	0.00%	0.00%	N/A	0.00%	0.00%	0.00%			
NI 191 Residual household waste per household (Kg)	123.27	120.58	120.78	125.26	123.97	124.36	121.91	122.3	131.6	123.48	Estimated data. Improvement plan attached as Appendix B1.		
NI 192 Percentage of household waste sent for reuse, recycling and composting	44.08%	45.68%	52.49%	49.62%	44.65%	42.52%	51.48%	52.74%	44.17%	47.58%	Estimated data. Traditionally Q1 and Q2 provide the highest composting figures. Improvement plan attached as Appendix B2.		

Combat crime and the fear of crime








PI Code & Short Name	Q3 2010/11	Q4 2010/11	Q1 2011/12	Q2 2011/12	Q3 2011/12	Q4 2011/12	Q1 2012/13	Q2 2012/13	Q3 2012/13	Current Target	Comments	Q3 12/13 vs Q3 11/12	Quarter Performance
	Value	Value	Value	Value	Value	Value	Value	Value	Value				
WL08a Number of Crime Incidents	1,522	1,416	1,565	1,628	1,488	1,395	1,444	1,392	1,351	1,488			

Improve housing and deliver housing that meets the needs of local people, including affordable housing

PI Code & Short Name	Q3 2010/11	Q4 2010/11	Q1 2011/12	Q2 2011/12	Q3 2011/12	Q4 2011/12	Q1 2012/13	Q2 2012/13	Q3 2012/13	Current Target	Comments	Q3 12/13 vs Q3 11/12	Quarter Performance
	Value	Value	Value	Value	Value	Value	Value	Value	Value				
WL24 % Building regulations applications determined within 5 wks	72.31%	77.60%	66.67%	75.74%	80.60%	87.18%	79.29%	79.51%	66.2%	70.00%	Improvement plan attached as Appendix B3.		
NI 157a Processing of planning applications: Major applications	85.71%	83.33%	28.57%	33.33%	61.54%	22.22%	55.56%	80.00%	33.33%	65.00%	This represents 3 out of 9 complex applications. Outturn largely beyond Council control since a small number of major applications are received, often very complex, involving decisions being delegated to committee or subject to S106 agreements. No improvement plan beyond detail above.		
NI 157b Processing of planning applications: Minor applications	68.66%	84.00%	78.33%	76.47%	84.42%	85.46%	81.33%	82.09%	73.13%	75.00%	Head of Service's amber assessment: improvement plan not required.		
NI 157c Processing of planning applications: Other applications	78.97%	89.06%	92.16%	96.77%	93.13%	99.20%	90.81%	92.54%	91.78%	85.00%			
HS1-WL111 % Housing repairs completed in timescale	95.45%	93.84%	85.51%	89.92%	95.79%	92.98%	94.62%	98.18%	98.66%	95.00%			
HS13-WL114 % LA properties with CP12 outstanding [Lower is Better]	0.58%	0.17%	0.11%	0.04%	0.19%	0.07%	0.01%	0.09%	0.08%	0%	Target based on legal requirement for eligible properties to have certificate. The target of 0% was achieved in December.		

PI Code & Short Name	Q3 2010/11	Q4 2010/11	Q1 2011/12	Q2 2011/12	Q3 2011/12	Q4 2011/12	Q1 2012/13	Q2 2012/13	Q3 2012/13	Current Target	Comments	Q3 12/13 vs Q3 11/12	Quarter Performance	
	Value	Value	Value	Value	Value	Value	Value	Value	Value					
											Improvement plan attached as Appendix B4.			
TS24a-BV212 GN Average time taken to re-let local authority housing (days) - GENERAL NEEDS	Not previously measured						13.90	16.75	21.3	17.50		Performance below target due to delays in advertising whilst awaiting costs, a measure which has been introduced to control spending. Improvement plan attached as Appendix B5.	/	
TS24b-BV212 SP Average time taken to re-let local authority housing (days) - SUPPORTED NEEDS	Not previously measured						42.40	73.29	167.58	45.00		Performance below target due to allocation of several very long term voids in sheltered scheme. Improvement plan attached as Appendix B6.	/	



Operational

PI Code & Short Name	Q3 2010/11	Q4 2010/11	Q1 2011/12	Q2 2011/12	Q3 2011/12	Q4 2011/12	Q1 2012/13	Q2 2012/13	Q3 2012/13	Current Target	Comments	Q3 12/13 vs Q3 11/12	Quarter Performance
	Value	Value	Value	Value	Value	Value	Value	Value	Value				
BV8 % invoices paid on time	98.69%	97.45%	95.72%	97.47%	98.20%	97.84%	97.46%	96.98%	96.71%	98.24%	Staff have been reminded about using appropriate administrative processes which can assist in improving payment times. Head of Service's amber assessment: improvement plan not required.		
BV12 Working Days Lost Due to Sickness Absence	2.75	2.53	1.97	2.24	2.28	1.90	2.26	2.42		2.02	Figures from October 2012 onwards will not include staff seconded to OCL.		
OCL-B1-NI181 Time taken to process Housing Benefit/Council Tax Benefit new claims and change events	9.62	6.72	10.95	8.99	9.06	7.19	12.34	11.4	12.08	12.00*	Performance is very slightly over target. Additional resources have been directed at this area and performance was within target in December.		

PI Code & Short Name	Q3 2010/11	Q4 2010/11	Q1 2011/12	Q2 2011/12	Q3 2011/12	Q4 2011/12	Q1 2012/13	Q2 2012/13	Q3 2012/13	Current Target	Comments	Q3 12/13 vs Q3 11/12	Quarter Performance
	Value	Value	Value	Value	Value	Value	Value	Value	Value				
											Issues discussed at monthly Quality of Service meetings. No improvement plan beyond detail above.		
OCL-B2 Overpayment Recovery of Housing Benefit overpayments (payments received)	N/A	N/A	N/A	£88,460.0	£127,047	£186,926	£48,269.0	£90,397.0	£130,250		Data only. Annual target of £170K set via SLA.		
OCL-R1 Sundry Debtors (cash collected and write offs)	N/A	N/A	1,236,117	2,615,231	4,524,437	7,582,641	1,134,242	2,718,863	4,031,803	* 4,210,505	Resources will continue to be directed at maximising performance in this important area. Issues discussed at monthly Quality of Service meetings. No improvement plan beyond detail above.		
OCL-ICT1 Severe Business Disruption (Priority 1)	N/A	N/A	N/A	N/A	N/A	N/A	100%	100%	100%	99%*		/	
OCL-ICT2 Minor Business Disruption (P3)	N/A	N/A	N/A	N/A	N/A	N/A	97%	98%	100%	95%*		/	
WL108 Average waiting time for callers to the contact centre (seconds)	64.00	148.00	19.00	21.00	19.00	46.00	38.00	46.00	26.00	26.25			
WL90 % of Contact Centre calls answered	86.6%	69.8%	91.9%	92.0%	90.9%	87.8%	84.7%	85.7%	88.8%	90.6%	Below target predominantly due to three vacant posts and long term staff sickness. Vacancies have been recruited to and are in post. Head of Service's amber assessment: improvement plan not required.		
WL19b(ii) % Direct Dial calls answered within 10 seconds	81.54	82.36	81.62	81.53	82.49	83.17	82	80.2	78.4	82.21	Q3 does not include: <ul style="list-style-type: none"> ▪ data from 4 December onwards, due to an issue with the call logger (now resolved). ▪ data for staff seconded to OCL is not included for Q3. The 		

PI Code & Short Name	Q3 2010/11	Q4 2010/11	Q1 2011/12	Q2 2011/12	Q3 2011/12	Q4 2011/12	Q1 2012/13	Q2 2012/13	Q3 2012/13	Current Target	Comments	Q3 12/13 vs Q3 11/12	Quarter Performance
	Value	Value	Value	Value	Value	Value	Value	Value	Value				
											<p>facility to log this data is currently temporarily unavailable.</p> <p>Staff have been reminded about the need to answer calls promptly.</p> <p>Head of Service's amber assessment: improvement plan not required.</p>		

Provide opportunities for leisure and culture that together with other council services contribute to healthier communities

PI Code & Short Name	Q3 2010/11	Q4 2010/11	Q1 2011/12	Q2 2011/12	Q3 2011/12	Q4 2011/12	Q1 2012/13	Q2 2012/13	Q3 2012/13	Current Target	Comments	Q3 12/13 vs Q3 11/12	Quarter Performance
	Value	Value	Value	Value	Value	Value	Value	Value	Value				
WL18 Use of leisure and cultural facilities (swims and visits)	265,033	318,935	284,845	287,724	268,446	341,024	296,315	280,865	241,569	295,510	<p>Figures for Skelmersdale Sports Centre are not included from Q3.</p> <p>No improvement plan required.</p>		

Notes: ¹ Data taken from LG Inform; *One Connect Limited's contractual targets are annual and set via SLA. Quarter targets are provided as a gauge for performance but are not contractual; "NI" and "BV" coding retained for consistency/comparison although national reporting no longer applies; Figures are unaudited.

PERFORMANCE IMPROVEMENT PLAN	
Indicator	NI 191 Residual household Waste per Household
Reasons for not meeting target	
A reason for the increase in waste being collected cannot be identified. It is understood that other authorities within Lancashire are also experiencing such an increase. The tonnage figure is currently an estimation as the amount of residual waste is still to be confirmed.	
Brief Description of Proposed Remedial Action	
Continue to monitor the weight figures as provided by Lancashire County Council.	
Resource Implications	
None	
Priority	
Medium	
Future Targets	
Continue with existing performance target.	
Action Plan	
Tasks to be undertaken	Completion Date
Monitor monthly tonnage figures presented by LCC	March 2013

PERFORMANCE IMPROVEMENT PLAN	
Indicator	NI 192 Percentage of Household Waste sent for reuse, recycling and composting.
Reasons for not meeting target There has been an increase in the tonnage of residual waste collected which has a negative impact upon the recycling rate.	
Brief Description of Proposed Remedial Action The options for increasing the amount of material are limited as we can only collect what is presented.	
Resource Implications None	
Priority Low	
Future Targets Continue with existing performance target.	
Action Plan	
Tasks to be undertaken	Completion Date
Monitor monthly tonnage figures	March 2013

PERFORMANCE IMPROVEMENT PLAN	
Indicator	WL24 % Building regulations applications determined within 5 weeks
<p>Reasons for not meeting target</p> <p>The failure to achieve the published target for the third quarter of 2012/13 is mainly due to a high number of 'Partner Authority Schemes' being submitted (51), we are not responsible for the plan checking on these submissions and consequently they are beyond our control; the majority of these were approved after 5 weeks had elapsed.</p> <p>A lot of the plans awaiting a decision were due that decision over the Christmas period. In a number of these cases the agents / applicants requested an extension of time within which to furnish the council with amendments, if such a request is made we must extend the Decision date to 2 months.</p> <p>Following a recent internal audit of the section over November / December we have changed the way in which we count the decisions and now don't count certain decisions, ie Building Notice Accepted, as there is little input from the service in the decision process. This has had a negative impact upon the results for this quarter.</p>	
<p>Brief Description of Proposed Remedial Action</p> <p>Short term re-prioritising of work loads to focus on plan checking and issuing decisions within 5 weeks. Where applicable try and convince Partner Authorities to make decisions within 5 weeks, where this is possible.</p>	
<p>Resource Implications</p> <p>None</p>	
<p>Priority</p> <p>High</p>	
<p>Future Targets</p> <p>No Change at this time</p>	
Action Plan	
Tasks to be undertaken	Completion Date
N/A	N/A

PERFORMANCE IMPROVEMENT PLAN	
Indicator	WL114: % LA properties with CP12 outstanding
Reasons for not meeting target Properties requiring a gas certificate alter on a daily basis and are monitored weekly at service management team level. A very small number of tenants still refuse to give access.	
Brief Description of Proposed Remedial Action We continually work to reduce the number of properties that do not have a current CP12, this is monitored weekly at the service management team. We will continue to work with our contractor to reduce the number of properties without a current CP12 and cater for individual tenant needs. In addition we continue to maximise publicity utilising our own newsletters / leaflets and the local media emphasising the importance of allowing access and publicising evictions. We will continue to fit gas restriction devices on properties with a history of repeat “no access”, this device restricts the delivery of gas to the boiler which will prompt the tenant to phone us for access.	
Resource Implications A small cost is associated with fitting gas restriction devices, which is met from existing budgets.	
Priority High	
Future Targets No change	
Action Plan	
Tasks to be undertaken As outlined above	Completion Date On-Going

PERFORMANCE IMPROVEMENT PLAN	
Indicator	TS24a Average time taken to re-let local authority housing (days) - GENERAL NEEDS
Reasons for not meeting target Performance has been above target due to delays in advertising properties whilst awaiting cost of repair work. This measure has been introduced to control spending.	
Brief Description of Proposed Remedial Action Increased turnaround times have been an inevitable result of measures taken to reduce projected overspend, and therefore will continue until next financial year.	
Resource Implications None	
Priority Low	
Future Targets <i>(these will not be changed mid-year)</i>	
Action Plan	
Tasks to be undertaken	Task Completion Date
As above	

PERFORMANCE IMPROVEMENT PLAN	
Indicator	TS24b - Average time taken to re-let local authority housing (days) - SUPPORTED NEEDS
Reasons for not meeting target – Several long term voids have been relet during the quarter which results in average number of day being skewed significantly.	
Brief Description of Proposed Remedial Action Options Appraisals of two sheltered schemes have now been commissioned. All investment in Category II sheltered schemes will be considered in light of the councils Asset Management Plan.	
Resource Implications None	
Priority Medium	
Future Targets <i>(these will not be changed mid-year)</i>	
Action Plan	
Tasks to be undertaken	Task Completion Date
<ul style="list-style-type: none"> ▪ Options Appraisals ▪ Asset Management Planning 	April 2013 Ongoing



AGENDA ITEM: 11

**CORPORATE OVERVIEW &
SCRUTINY COMMITTEE:
21 FEBRUARY 2012**

Report of: Assistant Director Community Services (Lead Officer)

Relevant Managing Director: Managing Director (People and Places)

**Contact for further information: Cathryn Jackson (Extn. 5016)
(E-mail: cathryn.jackson@westlancs.gov.uk)**

**SUBJECT: 'CYCLING IN WEST LANCASHIRE - DRAFT FINAL REPORT OF THE
CORPORATE AND ENVIRONMENTAL OVERVIEW & SCRUTINY
COMMITTEE**

District wide interest

1.0 PURPOSE OF THE REPORT

1.1 To consider the draft final report and recommendations of the Corporate and Environmental Overview & Scrutiny Committee following a review entitled 'Cycling in West Lancashire'.

2.0 RECOMMENDATION

2.1 That the draft final report and recommendations therein be approved and, subject to any amendments, be submitted to Cabinet on 19 March 2013 and Council, as appropriate.

3.0 CURRENT POSITION

3.1 Members will find attached the report of the review commenced by the Environmental Overview and Scrutiny Committee and concluded by the combined Committee entitled 'Cycling in West Lancashire'.

4.0 RISK ASSESSMENT

4.1 Should any of the proposals at Recommendation (1) within the attached report be taken forward the County Council should carry out a risk assessment to determine the impact of the proposal on local residents, business users and

visitors. In particular, if the proposal at Recommendation 1(vii) to allow cyclists to cycle in the pedestrian area of Ormskirk Town Centre is piloted, then any pilot scheme would also need to be carefully managed and monitored by the County Council. In addition, with significant numbers of elderly people and young families shopping in the Town Centre, there are increased risks of injury to both pedestrians and cyclists, should such a Scheme be allowed in the pedestrian area.

Background Documents

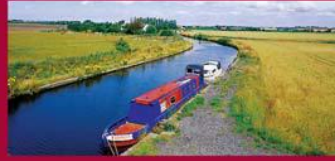
There are no background documents (as defined in Section 100D(5) of the Local Government Act 1972) to this Report.

Equality Impact Assessment

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

Appendices

Draft Final Report of the Corporate and Environmental Overview & Scrutiny Committee 'Cycling in West Lancashire'



West Lancashire Borough Council

Report of the Corporate and Environmental Overview & Scrutiny Committee
'Cycling in West Lancashire'

DRAFT





Cycling in West Lancashire Report of the Corporate and Environmental Overview & Scrutiny Committee

FOREWORD by the Chairman Councillor Rob Bailey



“A review ‘Cycling in West Lancashire’ was carried out during 2011/13. The work was undertaken by the Environmental Overview and Scrutiny Committee and concluded by the combined Corporate and Environmental Overview & Scrutiny Committee in February 2013.

The purpose of the review was to understand the on-going and proposed initiatives as they affected cycling in the Borough and to encourage cycling initiatives to help promote cycling as a recreational and alternative mode of transport in West Lancashire.

In addition to the information provided by Officers of the Council, we would like to thank External partners who have been involved in the review.”

Ms Julia Dickinson	Environmental Safety Officer, Edge Hill University, Ormskirk
Ms Maureen Fazal	Project Director, Exselcic West Lancashire Community Recycling Service
Mr Rob Hancock	Sustainable Travel Advisor, Sustainable Travel Team, Environment Directorate, Lancashire County Council
Mr Alasdair Simpson	Senior Cycle Officer, Sustainable Travel Team, Environment Directorate, Lancashire County Council

THE REVIEW AND RECOMMENDATIONS

BACKGROUND

Following the submission of topics by the public, Members and Directorate Service Heads (DSH), and the subsequent scoring exercise, the Environmental Overview and Scrutiny Committee at its meeting on 7 July 2011 agreed to undertake a review on the topic ‘Cycling in West Lancashire’. Following a decision of Council in February 2012, the work of the Corporate and Environmental Overview and Scrutiny Committees was combined and the review was subsequently completed by the combined Committee.

TERMS OF REFERENCE

Members of the Committee agreed:

1. To undertake a review entitled ‘Cycling in West Lancashire’.
2. To examine the priorities for linking key educational, employment and tourist attractions in West Lancashire.
3. To present a report of the Committee’s findings to Cabinet and Council, as appropriate.

Objectives

1. To understand what studies have been undertaken to date regarding cycling in the Borough.
2. To understand current policies in relation to cycling in West Lancashire.
3. To understand on-going and proposed initiatives in relation to cycling.
4. To improve elected Members knowledge of transport studies/initiatives.
5. To identify possible future ways of working in partnership with neighbouring authorities and respective cycling organisations.
6. To identify ways of promoting cycling across the Borough to improve health and well-being and help reduce the Borough’s carbon footprint.
7. To utilise West Lancashire’s unique topography and location to promote West Lancashire as a cycling destination, helping to promote the Borough’s visitor economy.
8. To encourage cycling initiatives to help promote cycling to places of work/education helping to reduce congestion across the Borough.

RECOMMENDATIONS

The Corporate and Environmental Overview and Scrutiny Committee make the following recommendations:

- (1) That Lancashire County Council (LCC), as the Highway Authority, give due consideration to the following:
 - (i) Take account of cyclists safety on the highways, particularly at junctions when re-surfacing and upgrading road markings.
 - (ii) When considering highways changes, consider making the following adjustments:
 - (a) Cycle priority signals at traffic lights.
 - (b) Cycle priority through traffic.
 - (c) Cycle junction improvements.
 - (iii) When reviewing the cycling network in the Borough and, prior to any future exercise, seek the views of Ward Councillors in respect of proposed cycle routes or maintenance of existing routes.
 - (iv) When examining widening access within the Borough through its proposed cycle hire initiative also look at the possibility to extend this to the hire of electric powered cycles.
 - (v) When considering the Travel Plans for West Lancashire College, Skelmersdale, give due consideration to any cycling options coming through the Skelmersdale Vision Project.
 - (vi) That during future consideration of the Lancashire Local Transport Plan, and associated documents the potential to extend cycle recreation and other routes, particularly eastward, be considered.
 - (vii) For a pilot period, consider an amendment to the Traffic Regulation Order that currently prohibits cyclists from cycling in the pedestrian area of Ormskirk Town Centre in order to permit cyclists to cycle in that area.
- (2) That Council (subject to resource availability) work with our partners to:
 - (i) encourage the potential to recycle otherwise discarded bicycles through established mechanisms.
 - (ii) through Members links with schools in their Wards, encourage the continuation of initiatives adopted within their School Travel Plans.
 - (iii) through established mechanisms with Edge Hill University and other education establishments, encourage the use of cycles as an alternative mode of transport and safe cycling through opportunities available to undertake cycling proficiency courses.
- (3) That the final report of the Corporate and Environmental Overview and Scrutiny Committees review 'Cycling in West Lancashire' be circulated to external contributors to the review, scrutiny at Lancashire County Council and published on the Council and Centre for Public Scrutiny (CfPS) web-sites.
- (4) That the Corporate and Environmental Overview and Scrutiny Committee:
 - (i) consider the results, when available, of the Travel Survey being undertaken by Edge Hill University.
 - (ii) review its recommendations in December 2013.

MEMBERSHIP OF THE COMMITTEE

MEMBERS

Environmental Overview and Scrutiny Committee 2011/12:

Chairman: Councillor Mrs Blake **Vice-Chairman:** Councillor Pratt

Councillors: Ainscough, Aldridge, Mrs Atherley, Ms Baybutt, Cheetham, Gartside, Hennessy, J Hodson, Mee, Ms Melling, McKay, M Pendleton, Mrs Pollock, Pye, Savage and Mrs Stephenson.

Corporate and Environmental Overview and Scrutiny Committee 2012/13:

Chairman: Councillor Bailey **Vice-Chairman:** Councillor Houlgrave

Councillors: Mrs Atherley, Mrs Baybutt, Mrs Blake, Coyle, Delaney, Dereli, Mrs C Evans, Greenall, Griffiths, G Hodson, L Hodson, Mrs Kean, McKay, Ms Melling, Nolan, Oliver, Mrs Stephenson and Wright.

Substitute Members

The following Members acted as substitute Members for one or more of the meetings held when considering the review:

Councillors: Cropper, Cheetham, Fillis, Gibson, R A Pendleton

METHODS OF ENQUIRY

MEETINGS

Meetings were held on the following dates:

- A. 7 July 2011
- B. 3 November 2011
- C. 23 February 2012
- D. 5 July 2012
- E. 25 October 2012
- F. 13 December 2012
- G. 21 February 2012

SITE VISIT

Exselcic West Lancashire Recycling Service – 29 October 2011

INFORMATION GATHERED

Meeting of the Environmental Overview and Scrutiny Committee held on 5 July 2012 the Cabinet and Committee Room, 52 Derby Street, Ormskirk

Members received a presentation from one of the Council's Planning Officers, Mr Dominic Carr.

In the presentation the Planning Officer gave an update on what West Lancashire was doing to encourage cycling, exemplified through reference to its policies, studies, leaflets, promotions and work with neighbouring authorities. He also made reference to the policy areas relating to cycling within the Core Strategy Preferred Options, the West Lancashire Cycling Strategy and other cycling projects and referred to the successful bid to the Local Sustainable Transport Fund.

He gave an explanation of cycling routes already established in the Borough and the opportunities for cycling including the links with neighbouring Southport.

Mr Carr also made reference to the role of Lancashire County Council (LCC) and their responsibilities as the transport authority.

Members asked questions and raised comments in relation to the following:

- LCC's role, as the transport authority, in its promotion of cycling in the County.
- Use of Section 106 monies to promote cycling.
- Establishment of a Cycling Park.
- Edge Hill University's approach to cycling in and around its Ormskirk campus, including safe cycling routes between the town and campus.
- Approach to off-road cycling.
- The various representative bodies, including reference to the role of the Lancashire Enterprise Partnership (LEP), Local Strategic Partnership (LSP) and its Thematic Group on Sustainable Transport.
- Accessing funding related to sustainable transport.
- The education initiatives available to encourage 'safe cycling'.
- The use of redundant railway tracks, trails, canal towpaths as cycling paths and other useable links between towns and villages.
- Cycling Benefits including its links to health and well-being and other initiatives including 'Cycling to Work'.
- Cycling links to industrial estates (work places) with nearby residential areas.
- The Cycling network, including promotion by visible signage of routes.
- The Recycling of bicycle initiative.

The Planning Officer responded to the questions and comments raised and concluded his presentation by referencing the opportunities referred to in the discussion in relation to cycling in the borough including:

- Encouraging Edge Hill University to promote cycling and related town centre issues.
- Section 106 Schemes, including a possible Cycle to Work/Education Scheme, cycling routes and the West Lancashire Community Recycling Service.
- Improvement of Cycling in Skelmersdale including links into the cycling network, improved signage and links to its employment areas.
- Possible Linear Parks.

Members agreed to undertake a review entitled 'Cycling in West Lancashire'.


Site Visit – Exselcic West Lancashire Community Recycling Service (WLRCS) – 29 October 2011

Review Members took the opportunity to visit the WLRCS to observe operations and obtain up-to-date information on the activity at their recycling facility in Skelmersdale, particularly in relation to the bicycle recycling programme.

Members were welcomed by the Project Director of Exselcic WLRCS, Mrs Maureen Fazal, who gave an overview of the recycling service provided at the Skelmersdale site. She explained that the service had been established four years ago as a social enterprise work originally operating from a 8,000 square feet warehouse. Initially they operated with one van/driver, 2 staff and 3 volunteers. This had now increased to 6 vans/drivers, 24 staff, over 300 volunteers and 60,000 square feet of warehouses covering three sites. The Project Director gave an explanation of the waste items that are recycled, the processes undertaken and the organisations, including Lancashire County Council, with whom they had links.

They heard that the bicycle recycling service had been introduced in response to the large amount of bicycles being donated. The refurbished bicycles also provided volunteers with a means of getting to work. Members heard about their expansion plans for the future including the Bicycle Recycling Initiative (Table 1) whose aim was to introduce a bicycle recycling programme for Skelmersdale.

Table 1:

 <p>Bicycle Recycling Initiative</p> <p><u>Aim:</u></p> <p>To introduce a bicycle recycling programme for Skelmersdale, West Lancashire, that will include a full repair and renovation service; re-building donated bikes to BSS 6102-1: 1992, providing affordable transport, reducing pollution and encouraging healthier lifestyles, with the long-term goal of achieving sustainability.</p> <p><i>(Extract – Supporting Information re. application to Big Lottery – “Reaching Communities” Exselcic WLRCS – 29 October 2011)</i></p>

Following the presentation Members undertook a tour of the recycling facility and met with staff and volunteers which included a looked at the area that was expected to become “The Bike Shed”.

Mrs Fazal accepted an invitation to the next meeting of the Committee to give a presentation to all review Members on the work of WLCRS particularly the vision for the future in relation to the bicycle recycling initiative.

Meeting of the Environmental Overview and Scrutiny Committee held on 3 November 2011 in the Cabinet/Committee Room, 52 Derby Street, Ormskirk.

Members agreed the lines of enquiry of the review and formulated and endorsed the Project Plan.

Presentation 1 – Cycling in West Lancashire

Members received a presentation from Mr Alasdair Simpson, Sustainable Travel, Lancashire County Council (LCC). The presentation 'Cycling in West Lancashire' was supported by a series of slides.⁽¹⁾

Members heard about the seven key priorities contained in the Lancashire Local Transport Plan which presents LCC's transport priorities for the next ten years. The seven key priorities include: Improving Access into Areas of Economic Growth and Regeneration; Providing Better Access to Education and Employment; Improving People's Quality of Life and Wellbeing; Improving the Safety of our Streets for our most Vulnerable Residents; Providing Safe, Reliable, Convenient and Affordable Transport Alternatives to the Car, Maintaining our Assets and Reducing Carbon Emmission and its Effects and made reference to the White Paper 'Creating Growth, Cutting Carbon' (www.gov.uk/government/publications/creating-growth-cutting-carbon-making-sustainable-local-transport-happen) on sustainable travel, a government document issued in early 2011 with the aim to support economic growth whilst at the same time reducing carbon.

The areas covered in the presentation included:

- Potential for Change – a comparison of trips by type and distance.
- The benefits of investing in cycling.
- Transport as a barrier to access to employment.
- Ormskirk – Problems (heavy traffic) and the opportunities to promote cycling through Edge Hill University, school and rail commuting.

As a demonstration of what can be achieved the cycling related facilities at Lancaster University were highlighted. Members heard about the University's internal cycle path network on the Lancaster campus, the cycle recycling scheme and the promotion of cycling by that University and additionally the cycle infrastructure within the city of Lancaster.

Mr Simpson raised the problems cyclists faced associated with the Skelmersdale Road Network, in particular the large roundabouts and style of junctions that can discourage cyclists and where there are cycle paths the disadvantages with them including an incomplete network, lack of links to industrial estates, barriers and the remoteness of subways. He then explained the opportunities that could be achieved by promoting cycling in Skelmersdale highlighting opportunities to cycle to work, college, school, the town centre and Tawd Valley.

Members were informed of a recent announcement by the Department of Transport related to improvements to road signs (on cycle/footpaths) to include “travel times” as well as distances to encourage and assist more accurate planning of journeys by foot or cycle.

Mr Simpson concluded his presentation by making reference to the various promotional schemes being supported by LCC in the Borough to encourage more cycling use.

Members discussed, raised questions and made comments in respect of:

- The financial support available from Government to promote cycling in Lancashire.
- The provision of secure “cycle bays” at railway stations, schools and Edge Hill University.
- Problems that hamper cyclists associated with indiscriminate parking of cars. Examples cited included vehicles parking too close to junctions and shops.
- Possibility of improvements to junctions to improve road safety for cyclists, similarly to those operating in Lancaster.
- The success of the initiative where cyclists ride against the on-coming traffic.
- Evidence of supporting cycle use related to road accident as it was highlighted that the improvement of cycling facilities has demonstrated that cycle-related accidents can decline, despite the increase in cycle users.
- The cycling routes mapped for West Lancashire and possible extension into Skelmersdale and the eastern part of the Borough.
- The availability of funding, similar to the Lancaster model, for cycling projects in the Borough.
- The funding available for sustainable transport initiatives through the Local Transport Plan.
- Allowing cyclists to use the pedestrian town centre (Ormskirk). It was reported that some cities allow cycling in pedestrian only areas outside commuting hours.

Presentation 2 – School Travel Plans

Rob Hancock a member of the Sustainable Travel Team at Lancashire County Council gave a presentation entitled ‘Travel Planning in Lancashire’. The presentation was supported by a series of slides.⁽²⁾

In his presentation, Mr Hancock, explained that a Travel Plan is a long-term management strategy from a site to deliver sustainable transport objectives through positive action. He then went on to explain the different Travel Plan Types and the type of sites/personnel they covered. These include Plans for School Travel, Business/Workplace, Area Wide, Resident and Personalised Travel.

Attention was drawn to the benefits of travel planning which are:

- To maximise access to education, jobs and services.
- Reduce traffic congestion.
- Reduce carbon emissions and improve air quality.
- Improve health and well-being.

- Create more attractive, safer places and communities to ensure greater access for everyone to local services.
- Promote enhanced mobility and independence for vulnerable groups.

Mr Hancock gave an insight into the production of the travel plans, particularly those completed with schools, stating that 98% of schools in the Borough now had a School Travel Plan. He made reference to the cycle storage facilities which had been introduced at some schools using some of the grant money connected to the School Travel Plans and provided statistical information (Table 2) that showed a decline in the reliance on cars for school travel in the County.

Table 2:

School Travel		
Percentage of car use		
West Lancashire	2008/09	2010/11
Primary	46.1%	39.1%
Secondary	21.5%	19.5%
Lancashire	2008/09	2010/11
Primary	43.6%	41.1%
Secondary	21.7%	21.3%

In conclusion Mr Hancock outlined the current and future use of travel plans including:

- The target approach with Schools.
- The support by schools in the Borough of the Walk to School Weeks and WOW initiative.
- The travel plans being devised with businesses, citing the work being undertaken with Southport & Ormskirk NHS and Edge Hill University.
- Development Support
- The ability to identify Large Employers and Employment Sites to encourage a proactive approach to cycling.

In discussion Members raised questions and comments in relation to:

- The availability of grants to schools to provide cycle storage.
- General use and availability of cycle storage facilities at train stations to encourage cycle use and to alleviate car parking congestion particularly in villages in the Borough where lack of car parking at stations is a problem.
- The link to the drop in car usage for school transport through travel initiatives for example good School Travel Plans and WOW.
- The opportunities available to encourage implementation of travel initiatives within School Travel Plans.
- Possible partnership (LCC) with LAPTC to encourage road safety schemes in the Parishes.

In response to questions Mr Hancock explained that as a result of changes at the County Council they were unable to formally review individual School Travel Plans in operation in schools across the County. However, through projects such as WOW it was hoped that schools would continue to regularly audit their own School Travel Plans to ensure they remained valid. He also informed Members that 98% of schools in West Lancashire now had a School Travel Plan in place.

Recommendations:

1. That Members continue through their links with schools in their Ward to encourage continuation of the initiatives adopted within their School Travel Plans.
2. That Lancashire County Council as the Highway Authority be encouraged to take account of cyclists safety on the highways, particularly at junctions, when re-surfacing and upgrading road markings.

Presentation 3 – West Lancashire Community Recycling Services (WLCRS) – Cycle Recycle Facility

Members, through a presentation given by Maureen Fazal, Project Director of Exselcic WLCRS, heard about the work being undertaken by the WLCRS particularly as it related to the Cycle Recycle Facility. The presentation was supported by a series of slides.⁽³⁾

Mrs Fazal made reference to the visit undertaken by a deputation of the Committee to the Recycling facility located in Skelmersdale.

She went on to describe the renovation and repair work that was to be undertaken in the aptly named 'Bike Shed', explaining that the reconditioning service had started in response to the large number of discarded bicycles that were either amongst other household goods or had been donated to them. In response WLRCS began to recondition bicycles initially to provide transport for volunteers coming to work at the Skelmersdale site but due to the volume of cycles being donated or discarded it was recognised that, with the assistance of a cycle technician, there was an opportunity to extend this much needed service to the wider community.

Mrs Fazal then explained the bid Excelcic WLCRS had submitted to The Big Lottery "Reaching Communities" for financial assistance for the Bicycle Recycling Initiative. The application was to assist with:

- Development of the work area.
- Purchase of tools and equipment.
- Financial support for qualified staff.
- Training materials to train/support volunteers.
- Contribution towards utilities.

If successful the aim was to introduce a bicycle recycling programme for Skelmersdale that could include a full repair and renovation service, the ability to rebuild donated bikes to the required BSS standard thereby assisting in the provision of affordable transport, reducing pollution and encouraging healthier lifestyles with the long-term goal of achieving sustainability.

In discussion questions/comments were raised in relation to the following:

- The type of cycles WLCRS hoped to repair and renovate.
- The processes involved from stripping down the donated bicycles to final re-build.

- The financial implications of offering such a service.

Recommendation:

That the potential to recycle otherwise discarded bicycles be encouraged.

Presentation 4 – Local Sustainable Transport Fund (LSTF)

Members considered the presentation by the Council’s Planning Officer, Dominic Carr entitled ‘Local Sustainable Transport Fund – The Sefton & West Lancashire visitor Economy Project’. The presentation was supported by a series of slides.⁽⁴⁾

In his presentation Mr Carr gave background information relating to the Local Sustainable Transport Fund (LSTF) explaining that the key aim of the fund is to support economic growth whilst reducing carbon emission, which was released to help authorities deliver sustainable transport solutions. It was noted that funding through the LSTF does not include major rail, passenger transport or road infrastructure enhancements as these are more appropriately funded from other sources.

He then provided information relating to the successful West Lancashire Sefton Bid from the LSTF explaining that Sefton as a Transport Authority with WLBC had submitted a joint bid focusing on the visitor economy that effectively worked as one area. The area covered in the bid included the Sefton Coast from Waterloo to Southport and inland incorporating the western parts of West Lancashire including Ormskirk and Burscough along with attractions in West Lancashire that are difficult to access by public transport. Its aim, to promote sustainable forms of transport to these areas, primarily walking and cycling and it was also hoped that this would become an attraction in itself. The bid was awarded £1.55 million.

He then went on to explain some of the areas focussed on within the bid which included:

- Cycle Hire (primarily Sefton-focused, but may extend into WLBC).
- Southport Eastern Park and Ride (at Kew).
- Improvements in Leisure Routes and Facilities.
- Improved facilities for walking and cycling.
- Developing and promoting the visitor offer.

Other aspects covered in the course of the presentation included the proposed Governance arrangements and financial proposals over the five year period.

The presentation concluded with the opportunities that the successful bid had provided including:

- Opportunities for joint working between neighbouring authorities.
- Mayor boost through promotion to the local visitor economy.
- Opportunities to open up access to areas of “attraction”, including the potential for new recreational routes and facilities for residents and visitors.
- The knock-on benefits related to health and a reduction in levels of congestion.

In discussion Members raised questions and comments in relation to:

- Involvement of the Sefton/Coastal Partnership – completion of coastal paths.
- Development/maintenance of canal paths.
- The financial resource for the individual projects over the 5 year period.
- The possibility of extending the recreational and other routes further eastward into Skelmersdale, particularly the Ormskirk route or at least the potential to do so in the future.
- Physical improvements – the possibility of making the Cheshire Lines more accessible.
- Improving cycle routes through the town centre (Ormskirk).
- Proposals relating to the linear parks.
- Consultation process related to projects.
- Exclusion of eastern areas of the Borough deemed a visitor attractive, for example Parbold.

In response it was explained that the bid was based on visitor economy, was a small scale project led by Sefton (as the highway authority) and that Skelmersdale and Parbold, and the more eastern parts of West Lancashire, were not included as they are not adjacent to Southport (Sefton). It was suggested, however, that through the Local Transport Plan future opportunities may be available on other key routes into the eastern part of the Borough but it was recognised that the latter would be a big project that would need to take account of, for example, land ownership issues.

In discussion reference was made to the work of the Community Voluntary Service (CVS) and the projects they undertake and manage.

Recommendation:

That during future consideration of the West Lancashire Local Transport Plan the potential to extend cycle recreation and other routes eastward be considered.

Meeting of the Environmental Overview and Scrutiny Committee held on 23 February 2012 in Cabinet and Committee Room, 52 Derby Street, Ormskirk

Presentation 5 – Edge Hill University – Cycling Initiatives

Members received a presentation from Ms Julia Dickinson, Environmental Safety Officer, Edge Hill University. The presentation ‘Cycling Initiatives at Edge Hill University’ was supported by a series of slides⁽⁵⁾

In her presentation, Ms Dickinson, explained the background to the University cycling initiative that is encouraging students who live within 5 miles of the Ormskirk campus to use alternative transport to help reduce the number of cars on campus and in turn help to reduce the environmental impact.

As part of the initiative the University has brought in a package of measures to improve the structure and culture in relation to car dependency at the University.

She went on to explain the initiatives and policies that had been introduced, including:

- Traffic Management Plan that included restricting car parking permits on the campus to those living outside a 5km zone.
- Working being undertaken with the Carbon Trust in relation to carbon management.
- Encouraging “Shared use” of cars and raising the profile of cycling on campus.
- Infrastructure improvements have also included the provision of safe storage for cycles, including Sheffield and Butterfly stands at the Ormskirk Campus and the provision of Bykebins.
- Green lane entrance created off St. Helens Road for use by cyclists and pedestrians only.

A explanation of the promotional events that had been held, including “Green Week”; Travelwise Roadshow and a Well-being week to promote the benefits of cycling and facilities being offered was also provided.

In conjunction with Lancashire County Council (LCC) staff had been encouraged to consider Cycling to Work. Advice and help on travel alternatives was also offered.

Members were shown a snapshot of the Travel page on the University’s web-site (<http://www.edgehill.ac.uk/sustainability/travel>) which gave information on Cycling, the facilities and discounts offered by a local cycle shop as well as a bicycle repair service.

Ms Dickinson concluded her presentation by outlining future proposals related to cycling and sustainability including:

- Travel Survey 2012 to measure and assess the initiatives that have been introduced.
- Walking and cycling map to provide detailed information to get to the University.
- Cycle routes – on-going work with LCC on travel between Ormskirk Town Centre, the bus/rail stations and the campus.
- Cycle parking outside key buildings – to include the provision of additional Sheffield stands.
- Cycle promotion days – bicycle maintenance days; provision of breakfast for cyclists who travel.
- Interest Free Loans – for employees to purchase cycles and related safety equipments.

Members raised questions/comments in relation to:

- Allocation of Parking Permits and special circumstances.
- Improvement in percentages of people cycling to the campus since the introduction of the initiatives.
- Methodology of the approach to cycling at the University.
- Grant funding and association with LCC.
- Postcode analysis and use in the wider community, particular with businesses.
- Benefits associated with working with the Carbon Trust
- Choice of 5 mile radius around the campus to support and encourage cycling at the University.
- Incentives associated with the car sharing initiative.

- Continued investment in cycling through infrastructure additions/changes at the Ormskirk campus.
- Monitoring of park permit entitlement.
- Impact on Ormskirk Town Centre parking as a result of changes to car parking permit entitlement at the University.
- Education and training initiatives related to cycling.
- Working up Travel Plans with LCC

Ms Dickinson responded to questions.

Members were encouraged by what the University is seeking to undertake in relation to cycling at the Ormskirk campus and that they would be revisiting the impact of their initiatives, through a Travel Survey, later in the year. In respect of the latter, it was suggested that an additional question to add to the survey could be, “Where do people park?” Ms Dickinson noted the recommendation.

Recommendations:

1. That it be noted that the representative from Edge Hill University took on board the comments from the Committee to request them to include the question “Where do people park?” in their future Travel Survey.
2. That, subject to the agreement of the University, that the results of the Travel Survey 2012 be shared with the Committee as part of the review into ‘Cycling in West Lancashire.’

(Further update provided at meeting held on 25 October 2012)

Presentation 6 – Cycling in the Borough

Members considered the update provided by the Council’s Planning Officer, Dominic Carr on issues raised earlier in the review which was supported by the circulated information⁽⁶⁾ that detailed the following:

Cycling Routes

It was explained that there were several cycle maps available relating to West Lancashire. These included cycle maps for Ormskirk and Skelmersdale; the Lancashire Cycle Guide and a new Local Sustainable Transport Fund (LSTF) Cycle Map for West Lancashire and Sefton as part of that Project. Members considered the map showing the existing and proposed cycle routes in the Borough. (Appendix 2)

An explanation of the cycling networks that were being developed in West Lancashire and Sefton was provided and it was indicated that interactive maps would be available on-line in early summer.

Skelmersdale Pilot and other LTP3 Initiatives

It was reported that as part of Lancashire LTP3 the County Council had identified an opportunity to improve the public realm and access within Skelmersdale that may

include improvements to the cycle and pedestrian network. LCC had proposed a pilot scheme but this was in its infancy and no firm details of their proposals were known.

Improvements to Ormskirk Town Centre using S106 and LTP funding

In relation to the above it was reported that WLBC are working with LCC to look at a range of ways to improve links for cyclists and pedestrians between Ormskirk Town Centre and Edge Hill University. By seeking such improvements, including new cycle lanes and links to the train/bus station and junction improvements, it is hoped that there will be an increase in cycle usage amongst students as well as providing an improvement to the cycle network for residents.

Local Sustainable Transport Fund (LSTF)

The update included a recap of the Sefton and West Lancashire successful bid (£1.55 million) to improve and promote sustainable links to the visitor economy. Highlighted:

- Extension of Cycle Hire into West Lancashire, including locations at Scarisbrick (Morris Dancers); Burscough Bridge and Ormskirk rail/bus station.
- Marketing and Development - VISIT (Visit Using Sustainable Integrated Transport).
- In conjunction with LCC, examination of a number of routes over a 4 year period, to include the identification of one large scheme, plus a range of smaller schemes coming forward, each year.

Skelmersdale Vision

Attention was focussed on the proposals within the Vision to reconnect the town centre with surrounding communities, by the provision of new footpaths and cycleways. It was recognised that this was an important issue particularly in relation to the development of Skelmersdale Town Centre.

Cycling to Work Scheme

The background to the introduction of these schemes was explained, including the incentives to encourage employees to use bikes as an alternative means of transport.

Safe Cycling in West Lancashire

Members considered the information provided by a resident in respect of Forward Cycling Lines at Road Junctions in relation to cycle safety. It was explained that the details had also been passed to LCC as the Highway Authority for consideration and their response was also considered (Table 3).

Table 3:

Safe Cycling in West Lancashire – Advanced Stop Lines

(Response on behalf of Lancashire County Council – 16 January 2012)

“Our practise is to add advance stop lines to traffic signal junctions as they are upgraded. There has been a lot of concern about accidents at traffic signals involving left turning lorries crushing cyclists especially in London. Fortunately, this type of accident is not

common in Lancashire.

TRL (Transport Research Laboratory) have recently published a study on infrastructure and cyclist safety which you can download from their website (Report no PPR580).

This report concluded that reducing vehicles speeds has the single greatest benefit in reducing cycle accidents. Partly for this reason the Council (LCC) is introducing 20mph speed limits in all residential roads in the county. The report also highlighted large roundabouts as being particularly risky for cyclists. Defective road surfaces (eg potholes) and slippery road surfaces were also seen as hazards to cyclists.

In connection with advanced stop lines the research was felt to be inconclusive. Though they can help give cyclists priority at junctions, there was little evidence that they lead to a reduction in accidents to cyclists at junctions.”

Additional information is available at

http://www.trl.co.uk/online_store/reports_publications/trl_reports/cat_road_user_safety/report_infrastructure_and_cyclist_safety.htm

The update concluded with details of the ongoing promotion and support for cyclists in West Lancashire. This included:

- Improved links in Ormskirk town centre to Edge Hill University.
- The use of LTP3 and S106 money for improvements in Skelmersdale town centre.
- Improvements to the visitor economy in the north and western parts of the Borough.

Members raised questions/comments in relation to:

- Linear parks in Skelmersdale and access improvements.
- Mapping and the review that LCC are undertaking associated with Tourism.
- Economic regeneration of areas and planning links.
- The involvement of Members to seek local knowledge when planning cycle network links.
- Advantages/disadvantages of the accessibility of electric powered cycles, including health and access for the elderly.
- Topography issues when planning routes.
- Opportunities for cycle routes linking Skelmersdale to Ormskirk, via Scarth Hill and between Burscough and Ormskirk, via Mill Dam Lane and further into the Borough linking cycling routes into Sefton and the coast.
- Provision of suitable cycling storage facilities at bus/rail stations.
- Opportunities to link the cycle hire facilities/access points, associated with tourism, to the wider business community.
- Engaging with local community groups, including Parish and Town Councils and coastal partnerships, interested in sustainable transport and widening access in West Lancashire through the promotion of cycling.
- The Travel Plan for West Lancashire College, Skelmersdale and proposals related to sustainable transport coming through in processes linked to the development of Skelmersdale Town Centre and the opportunity to undertake a post-code analysis.
- Reinforcing cycling options as an integral part of the Vision for Skelmersdale.

- Cycling infrastructure, particularly at junctions including forward cycling lines and priority setting of traffic lights.
- Cycling hiring locations, including making use of established park/ride areas and areas at local stations.
- Facilities available to cyclists at bus/rail/interchange stations, including access for disabled cyclists and cycle storage.
- Access and difficulties transporting cycles on buses and trains.
- Opportunities for accessing other funding for environmental improvements.

Recommendations:

That Lancashire County Council (LCC) give due consideration to the following:

1. When considering highway changes, consider making the following adjustments:
 - a) Cycle priority signals at traffic lights.
 - b) Cycle priority through traffic.
 - c) Cycle junctions improvements.
2. When reviewing the cycling network in the Borough and, prior to any future exercise, seek the views of Ward Councillors in respect of proposed cycle routes or maintenance of existing routes.
3. When examining widening access within the Borough through its proposed cycle hire initiative also look at the possibility to extend this to the hire of electric powered cycles.
4. When considering the Travel Plans for West Lancashire College, Skelmersdale, give due consideration to any cycling options coming through the Skelmersdale Vision Project.

Meeting of the Corporate and Environmental Overview and Scrutiny Committee held on 5 July 2012 in Cabinet and Committee Room, 52 Derby Street, Ormskirk

Presentation 7

Consideration was given to the information provided on behalf of the Borough Planner that gave an overview of the project and updated Members on the current position in relation to the review. The Planning Officer (DC) presented the information⁽⁶⁾ detailing achievements to date including how the objectives set had been met and updated Members on the work that was currently being undertaken in relation to on-going projects related to cycling in the Borough.

The update gave details on:

VISIT Sefton and West Lancashire project – including the improvements being undertaken in the cycling network across the Borough, citing improvements to the tow path in Burscough and utilisation of S106 monies.

The continuing work to improve cycle links between Edge Hill University and Ormskirk Town Centre and the promotional work being undertaken with West Lancashire College and other local schools.

Links established with other organisations - including Edge Hill University; West Lancashire Recycling Ltd.; West Lancashire College; private companies through the Local Strategic Transport Fund (LSPF). Reference was made to the cycle hire facilities established at the Morris Dancers in Scarisbrick and other links with neighbouring local authorities; hospital trusts and West Lancashire Cycle Action Group.

Information was also provided on initiatives considered during the course of the review in respect of Safe Cycling in West Lancashire including free cycling training to residents in the Borough and the establishment of new “family friendly” cycle routes, for example, the link from Rufford Hall, along the canal tow path to the railway station.

As a result of the update Members raised/question/comments in relation to:

- The improvements to aid safe cycling between Edge Hill University and the Bus/Train Stations in Ormskirk.
- Working in partnership with Edge Hill University and other education establishments to increase the use of cycles as an alternative mode of transport and encourage safe cycling and linked with this, the opportunities available to undertake cycling proficiency courses.
- Plans for the Linear Park at Skelmersdale.
- Establishment of cycling lanes on/next to footpaths and the possibility to link cycle paths from the Borough to those already established.
- Safety implications associated with busy main roads including opportunities to segregate road traffic from cyclists and pedestrians and the improvement of junctions, pavements and main travel routes to encourage cycling as an alternative form of transport.
- Safety issues associated with rural roads, for example, narrow lanes often with no footpaths and little signage.
- Maintenance of road surfaces to remove hazards such as potholes.
- General highway code issues, including observance of the rules by both motorists and cyclists on public highways.

The Planning Officer (DC) responded to questions, making reference to initiatives within the VISIT Sefton and West Lancashire Project; the Local Transport Plan and the opportunities, where resource permitted, to segregate cyclists on the road network and explore routes that had the potential to be segregated. He also made reference to the introduction of interactive maps and the additional promotional material available to assist cyclists travelling in the Borough.

Meeting of the Corporate and Environmental Overview and Scrutiny Committee held on 25 October 2012 in the Council Chamber.

Presentation 8 – Travel Survey Edge Hill University

Members considered an update on behalf of the Environmental Safety Officer Edge Hill University in relation to a travel survey being undertaken by the University with students

during November 2012, referred to by that Officer in her presentation to Members earlier in the review. It was confirmed that, as requested by Members, as part of that survey students would be asked detailed questions in relation to where they park. The results were expected in December 2012/January 2013 and a request had been made to the University for feedback on the results of that survey once these were available.

In discussion Members made reference to:

- Safe cycling routes between Skelmersdale to the Edge Hill Campus and Ormskirk.
- Problems for cyclists associated with raised kerbs.
- The increase in cycle use as a result of the success of British cyclists at the London 2012 Olympics.
- Clearer highway signage to warn other road users of “cyclists in the vicinity”.
- Maintenance of cycling signage and routes.
- Imaginative uses of 106 monies - to assist wider surface of cycle paths and improvement of subways connected to cycle paths.

A query was raised in relation to the bye-laws in the town centres that prohibited cyclists from the pedestrian areas and a request was made for more informed information on this.

Clarification was also sought in relation to the use of footpaths by cyclists; the possibility of lowering kerbs at particular junctions in the Borough to assist cyclists’ journeys and the use of subways routes by cyclists.

Meeting of the Corporate and Environmental Overview and Scrutiny Committee held on 13 December 2012 in the Council Chamber.

Presentation 9

Members considered an update on behalf of the Borough Planner on cycling issues in the Borough raised at the previous meeting.

Cycling bye-laws and town centre cycling

The Planning Officer (DC) reported that Lancashire County Council (LCC) are currently in consultation with the Borough Council to regulate vehicular movement in Ormskirk Town Centre.

Benefits cited included:

- Provision of a vital link with Ormskirk avoiding the busy town centre one way system
- Link to other existing and proposed cycle paths including the proposed link from the rail station to Edge Hill University.

Disadvantages cited included:

- Potential conflict between pedestrians and cyclists.
- Concern over blind/deaf and other disabled groups who may struggle to avoid cycles.

It was explained that many towns and cities, including Sheffield, Newcastle and Nottingham have allowed cycling on pedestrianised streets for 24 hours a day for some time. Whilst some towns and cities permit cycling on pedestrianised streets during quieter times of the day including York, Ipswich and Leeds.

Research had been carried out by the Department for Transport (DfT) (Table 4 refers) and this with other sources of evidence⁽⁹⁾, has shown that accidents between pedestrian and cyclists are rarely generated in pedestrianised areas and observations have revealed no real factors to justify excluding cyclists from those areas.

Table 4:

Department for Transport (DfT) – Cycling in Town Centres
<p>Key Findings</p> <p>Pedestrians change their behaviour in the presence of motor vehicles, but not in response to cyclists.</p> <p>Cyclists respond to pedestrian density, modifying their speed, dismounting and taking other avoiding action where necessary.</p> <p>Accidents between pedestrians and cyclists were very rarely generated in pedestrianised areas (only one pedestrian/cyclist accident in 15 site years) in the sites studied.</p> <p>Where there are appreciable flows of pedestrians or cyclists, encouragement to cyclists to follow a defined path aids orientation and assists effective movements in the area. At lower flows, both users mingle really.</p> <p>(Source http://www.ukroads.org/webfiles/TAL%209-93%20Cycling%20in%20Pedestrian%20Areas.pdf)</p>

The Assistant Solicitor (TS) explained that a Traffic Regulation Order covers the prohibition of cycling in the town centre. Traffic Regulation Orders are now dealt with by the LCC as Highway Authority and therefore any amendment to the existing Order would be a decision for LCC. She also explained a separate bye-law that specifically covers the movement of traffic, including cyclists, on Market Days.

In discussion Members made reference to:

- The approach adopted by some European countries, including Belgium, Holland and Norway.
- Use of designated cycling paths by cyclists.
- The indiscriminate use, as a thoroughfare, by other road users, including vans and cars of the pedestrian route through the town centre.
- The work being undertaken by LCC in relation to vehicle movement in the town centre.
- The feasibility/operation of rent-a-bike schemes.
- The hazards for cyclists on the ring road, particularly at the narrow section adjacent to Ormskirk Parish Church.
- Maintenance of roads, particularly pot-holes.

(b) Use of footpaths by cyclists

In his presentation the Planning Officer explained that cycling is currently prohibited on footpaths by law and that cycling on the footpaths can cause conflict with pedestrians. He went on to explain the reasons why cyclists choose to use the footpaths including lack of confidence on roads; to avoid traffic controls; poorly designed roads/junctions; poor road surfaces; dangerous roads and to avoid HGVs, heavy traffic. He also explained that the majority of injuries to cyclists occur at junctions.

In discussion Members made reference to:

- Occurrence of injuries resulting from cyclists collisions on public footpaths.
- Regulations associated with young children cycling in town centres.
- Motorists behaviour towards cyclists.
- Lack of knowledge in relation to highway behaviour between motorists and cyclists.
- Relationship between pedestrians and cyclists for joint use of footpaths and common sense approach to that joint use.
- The law in relation to the use of mobility scooters on footpaths.

In response to the query raised regarding the rights of mobility scooters to use footpaths, the Assistant Solicitor supplied the following information.

Table 5:

<p>Use of Mobility Scooters on Pavements</p> <p>“All vehicles can be used on footpaths, pavements, bridleways, and in pedestrian areas at a maximum speed of 4mph. Class 1 and 2 vehicles can be used on the road if a pavement is not available, or where it is necessary to cross the road.</p> <p>Class 3 vehicles can be used on most roads at a maximum speed of 8mph. They cannot be used on motorways, in bus lanes (when in operation) or in "cycles only" cycle lanes. They should not be used on dual carriageways with a speed limit of over 50 mph.”</p> <p>Additional information is available at: https://www.gov.uk/mobility-scooters-and-powered-wheelchairs-rules/print https://www.mobilitypitstop.com/mobility-scooter-law-insurance.aspx</p>
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In response to a query raised regarding the use of bicycles on footpaths the following additional information was provided:

Table 6:

<p>Use of Bicycles on Footpaths</p> <p>“The Highways Act 1835 prohibits cycling on footpaths by the side of roads or set apart for the use of pedestrian. If a cyclist is caught by a police officer or a community support officer riding on a pedestrian pavement they can be given a fixed penalty notice of £30.</p> <p>This does not extend to footpaths away from roads and a cyclist who causes an injury to a pedestrian on a pavement by the side of the road will have committed an offence merely by using their bicycle upon the road. There is no exemption for children, however, greater discretion is likely to be afforded by police/magistrates and it is worth noting that the usual fixed penalty for such an</p>
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offence, cannot be issued to anybody under 16.

A cyclist could also potentially be charged with more serious offences for dangerous or careless cycling in which case the offender could be prosecuted and fined. There are also other general offences such as actual bodily harm, careless cycling etc but the prosecution would have to prove an intention to cause harm to fulfil the requirements of those offences.

If there was a collision between a cyclist and a pedestrian, then it may be a criminal matter if the police are involved and decide to prosecute and/or a civil matter between the two parties in which case an individual cyclist may wish to consider their home insurance policy but would not necessarily have an indemnifying insurer.”

Additional information is available at:

<http://menmedia.co.uk/macnhestereveningnews/news/s/1588902>

<http://www.gov.uk/rules-for-cyclists-59-to-82/print>

Use of subways by cyclists

The Planning Officer gave an overview on subway routes used by cyclists.

He explained that all subways in West Lancashire are in Skelmersdale. Subways are key routes for pedestrians and cyclists. They were built as key gateways to avoid crossing busy roads which segregated the town. In recent years the subways have attracted some antisocial behaviour; their appearance appears to be inhospitable and in poor condition.

He reported that the subways are key routes for pedestrians and cyclists and initiatives in relation to discouraging antisocial behaviour and refurbishment of the subways to make them more user friendly, were being considered.

In relation to the subways Members made reference to:

- The number of subways in Skelmersdale (86)
- The need for better signage and markings in the interior and exterior.
- The use of section 106 monies for refurbishments.
- Maintenance of lighting within them.
- Patrolling of the subways to help address anti-social behaviour.

Lowering of raised kerbs at junctions

In relation to the lowering of raised kerbs the following points were noted :

- Any junction change would be subject to consultation with LCC as the responsible authority.
- Lower kerbs at junctions allows for the free flow of cycle traffic and increases access for disabled groups as well as cyclists.

In discussion Members made reference to:

- Attracting support for cycling initiatives through schemes, for example the West Lancashire and Sefton Local Sustainable Transport Fund.

Recommendation

That in relation to cycling in the pedestrian area of Ormskirk town centre that a request be made to LCC (as the Highway Authority) to consider amendment to the Traffic Order that restricts cyclists from cycling in that area, for a pilot period.

Meeting of the Corporate and Environmental Overview and Scrutiny Committee held on 21 February 2013 in the Council Chamber.

The Committee considered the draft of the final report, and recommendations, of its review 'Cycling in West Lancashire' and agreed the recommendations to Cabinet and Council.

Project Plan

The Project Plan was reviewed at each meeting of the Committee and is attached as Appendix 1.

Other Information

Referenced material information that has assisted the work of the review and compilation of this report:

- (1) 'Cycling in West Lancashire' (*Alasdair Simpson, Senior Cycle Officer, Sustainable Travel Team, LCC*)
- (2) Travel Planning in Lancashire' (*Rob Hancock, Sustainable Travel Advisor, Sustainable Travel Team, LCC*)
- (3) 'West Lancashire Community Recycling Services – Cycle Recycle Facility' (*Maureen Fazal, Project Director, Excel CIC (West Lancs Recycling)*)
- (4) Local Sustainable Transport Fund – The Sefton & West Lancashire Visitor Economy Project (*Dominic Carr, Planning Officer, WLBC – on behalf of the Borough Planner*)
- (5) 'Cycling Initiatives at Edge Hill University' (*Julia Dickinson, Environmental Co-ordinator, EHU*)
- (6) 'Cycling in the Borough' (*Dominic Carr, Planning Officer, WLBC*)

Web links:

'Creating Growth, Cutting Carbon'

<http://www.gov.uk/government/publications/creating-growth-cutting-carbon-making-sustainable-local-transport-happen>

'Travel' – Edge Hill University

<http://www.edgehill.ac.uk/sustainability/travel>

'Infrastructure and Cyclists Safety' (*Transport Research Laboratory (TRL)* -

http://www.trl.co.uk/online_store/reports_publications/trl_reports/cat_road_user_safety/report_infrastructure_and_cyclist_safety.htm

'Cycling in Town Centres' (*Department of Transport (DfT)* –

<http://www.ukroads.org/webfiles/TAL%209-93%20Cycling%20in%20Pedestrian%20Areas.pdf>

'Use of Mobility Scooters on pavements'

<https://www.gov.uk/mobility-scooters-and-powered-wheelchairs-rules/print>

<https://www.mobilitypitstop.com/mobility-scooter-law-insurance.aspx>

'Use of Bicycles on Footpaths'

<http://menmedia.co.uk/macnhestereveningnews/news/s/1588902>

<http://www.gov.uk/rules-for-cyclists-59-to-82/print>

Minutes:

- Minutes of the Meetings of the Environmental Overview and Scrutiny Committee held on 7 July, 3 November 2011 and 23 February 2012.
- Minutes of the meeting of the Corporate and Environmental Overview and Scrutiny Committee held on 5 July, 25 October, 13 December 2012 and 21 February 2013.

OFFICER SUPPORT

Lead Officer: Dave Tilleray, Assistant Director Community Services

Officers Reporting: Dominic Carr, Planning Officer

Scrutiny Support Officer: Cathryn Jackson, Principal Overview & Scrutiny Officer

Legal Officer: Tina Sparrow, Assistant Solicitor

SUSTAINABILITY IMPLICATIONS/COMMUNITY STRATEGY

There are significant sustainability impacts associated with this report although there is no significant impact on crime and disorder. Although Lancashire County Council (LCC), as the highway authority, would be responsible for implementing majority of improvements requested through the recommendations within the report, the report has links to the aims of the Sustainable Community Strategy and the Local Sustainable Transport Fund that promote the West Lancashire visitor economy by encouraging and widening access within our Borough and by encouraging people to use sustainable forms of transport. Promoting cycling and access to the countryside helps to improve the health and well-being of residents and visitors alike helping to deliver strong and sustainable communities. The improvements requested through the recommendations also aims to improve safety for cyclists helping to make West Lancashire a safer place to live, work and live.

FINANCIAL AND RESOURCE IMPLICATIONS

There are financial/resource implications arising from this report in respect of the implementation of the recommendations at (1) which would be need to be resourced by LCC. The implementation of the recommendations set down at (2) and (3) would have some resource implications which would need to be met from existing budgets.

RISK ASSESSMENT

Should any of the proposals at Recommendation (1) be taken forward the County Council should carry out a risk assessment to determine the impact of the proposal on local residents, business users and visitors. In particular, if the proposal at Recommendation 1(vii) to allow cyclists to cycle in the pedestrian area of Ormskirk Town Centre is piloted, then any pilot scheme would also need to be carefully managed and monitored by the County Council.

Background Documents

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

Equality Impact Assessment

There will be a direct impact on members of the public, employees, elected members and / or stakeholders as a result of recommendations to LCC at (1), if implemented. An EIA would be undertaken as part of that process. An EIA relating to recommendation (2) is attached at Appendix 3.

Appendices

- (1) Project Plan
- (2) Proposed and Existing Cycle Routes – West Lancashire Borough
- (3) Equality Impact Assessment (EIA)

ENVIRONMENTAL OVERVIEW & SCRUTINY COMMITTEE – PROJECT PLAN

Title: 'Cycling in West Lancashire'

MEMBERSHIP:

Environmental Overview and Scrutiny Committee 2011/12:

Chairman: Councillor Mrs Blake Vice-Chairman: Councillor Pratt

Councillors: Ainscough, Aldridge, Mrs Atherley, Ms Baybutt, Cheetham, Gartside, Hennessy, Hodson, Mee, Ms Melling, McKay, M Pendleton, Mrs Pollock, Pye, Savage and Mrs Stephenson.

Corporate and Environmental Overview and Scrutiny Committee 2012/13:

Chairman: Councillor Bailey Vice-Chairman: Councillor Houlgrave

Councillors: Mrs Atherley, Mrs Baybutt, Mrs Blake, Coyle, Delaney, Dereli, Mrs C Evans, Greenall, Griffiths, G Hodson, L Hodson, Mrs Kean, McKay, Ms Melling, Nolan, Oliver, Mrs Stephenson and Wright.

TERMS OF REFERENCE

1. To undertake a review entitled 'Cycling in West Lancashire'.
2. To examine the priorities for linking key educational, employment and tourist attractions in West Lancashire.
3. To present a report of the Committee's findings to Cabinet and Council, as appropriate.

OBJECTIVES

The present –

- To understand what studies have been undertaken to date regarding cycling in the Borough.
- To understand current policies in relation to cycling in West Lancashire.
- To understand on-going and proposed initiatives in relation to cycling.

The future –

- To improve elected Members knowledge of transport studies/initiatives
- To identify possible future ways of working in partnership with neighbouring authorities and respective cycling organisations.
- To identify ways of promoting cycling across the Borough to improve health and well-being and help reduce the Borough's carbon footprint.
- To utilise West Lancashire's unique topography and location to promote West Lancashire as a cycling destination, helping to promote the Borough's visitor economy.
- To encourage cycling initiatives to help promote cycling to places of work/education helping to reduce congestion across the Borough.

Comparison:

An understanding of cycling initiatives within the County that could be relevant to West Lancashire and the benefits that have resulted.

Resources:

The Council's Borough Planner will provide technical support and guidance.
Officers across the Authority to be consulted as appropriate.
External contributions as identified during the course of the review.
Any funding requirements will be included in the recommendations of the Committee.

INFORMATION

The Sefton/West Lancashire Visitor Economy Project – The Local Sustainable Transport Fund (LSTF)

<http://www.sefton.gov.uk/default.aspx?page=11079>

Cycling in West Lancashire (West Lancashire Borough Council)

Cycling Lancashire

http://www.westlancsdc.gov.uk/living_in_west_lancs/roads_travel_and_transport/cycling.aspx

Sustrans

<http://www.sustrans.org.uk>

CTC – The UK national cyclists' organisation

<http://www.ctc.org.uk/>

Witnesses:

Who?	Why?	How?
Mr Alasdair Simpson, LCC Environment Directorate	To provide up-to-date information on cycling initiatives within the County, particularly those which are/could be of benefit to West Lancashire.	Attendance at a meeting
Mr Rob Hancock, Sustainable Travel Team, LCC	To give an overview of the different Travel Plan Types and their objectives	Attendance at a meeting.
Representative from Edge Hill (Ms Julia Dickinson, Environmental Safety Officer)	To share knowledge on cycle travel initiatives being undertaken/encouraged by the University.	Attendance at a meeting or in written form.
Project Manager/Director (Ms Maureen Fizzall) – Execelcic, West Lancashire Community Recycling Service (WLCRS)	To provide an insight into the work of WLCRS in relation to the recycling of cycles.	Attendance at a meeting.
Neighbouring Local Authorities	To share knowledge on cycling programmes/initiatives operating in their areas.	Update on behalf of Borough Planner at meetings.
Portfolio Holders for Planning & Technical Services, Health & Leisure, Community Safety and Regeneration	The Portfolio Holders whose remit includes that of planning, transportation, environmental strategy, health and leisure, community safety and regeneration.	Attendance as required.

Site Visits	
Where?	Why?
WLCRS	To observe the operation of and hear about the work of the service in relation to the recycling of cycles.
ESTABLISH WAYS OF WORKING	
<u>Officer Support</u>	
<p>Lead Officer (Environmental Overview & Scrutiny Committee 2011/12) - Jayne Traverse, Borough Economic Regeneration and Strategic Property Officer</p> <p>Lead Officer (Corporate and Environmental Overview & Scrutiny Committee 2012/13) – Dave Tilleray, Assistant Director Community Services</p> <p>Scrutiny Support Officer – Cathryn Jackson, Principal Overview and Scrutiny Officer</p>	
Officers reporting as and when required –	
<p>Ian Gill (Deputy Borough Planner)</p> <p>Dominic Carr (Planning Officer)</p>	
Reporting Arrangements	
<p>The Borough Planner, or Officers on his behalf, will contribute to the technical aspects of the review.</p> <p>The Assistant Director Community Services, or Officers on his behalf, will contribute as required.</p> <p>The Assistant Director Housing & Regeneration, or Officers on his behalf, will contribute as required.</p> <p>The Lead Officer (Borough Economic Regeneration and Strategic Property Officer) / Scrutiny Support Officer (Principal Overview and Scrutiny Officer) will co-ordinate the generic elements of the review.</p> <p>The Corporate & Environmental Overview and Scrutiny Committee to submit its report to Cabinet (March 2013 and Council (April 2013), as appropriate.</p>	
TIME SCALES	
Meeting 1 – 7 July 2011	
The review topic is agreed.	
Site Visit – 28 October 2011 – Execelcic West Lancashire Community Recycling Service (WLCRS) – To observe/hear about the recycling of cycles service.	
Meeting 2 – 3 November 2011	
To agree the Project Plan.	
To receive a presentation from Alasdair Simpson and Rob Hancock (Sustainable Travel Team, LCC) on the work being undertaken in the Borough in relation to cycling initiatives and provide information on “Travel Plans”.	
To receive a presentation on behalf of the Borough Planner on the Local Transport Plan, current schemes and the Local Sustainable Transport Fund (LSTF).	
To receive a presentation from the Project Manager/Director of Execelcic West Lancashire Community Recycling Service as a follow-up to the visit undertaken in October.	
To identify the next steps in the project.	

Meeting 3 – 23 February 2012

To receive a presentation from a Julia Dickinson of Edge Hill University in relation to alternative transport initiatives, particularly related to cycling, currently being undertaken at the University.

To receive a written report or presentation from Martin Trengove of West Lancashire Community Voluntary Service (CVS) to hear about current or future projects, if any, that may or could have links to the review topic.

To receive a general update on behalf of the Borough Planner on initiatives linked to the review topic.

To review the Project Plan.

Corporate and Environmental Overview & Scrutiny Committee:**Meeting 4 - 5 July 2012**

To receive an update on behalf of the Borough Planner on the LSTF and other contributions as identified.

To agree future progress.

To review the Project Plan.

Meeting 5 – 25 October 2012

To receive a general update.

To review the Project Plan.

Meeting 6 – 13 December 2012

To receive an update on behalf of the Borough Planner on cycling issues as identified at the previous meeting.

To review the Project Plan.

Meeting 7 – 21 February 2013

Conclusion of the review.

To receive the draft final report and agree the final recommendations for submission to Cabinet and Council, if applicable.

To confirm the review date.

INFORMATION GATHERED

TO BE ADDED

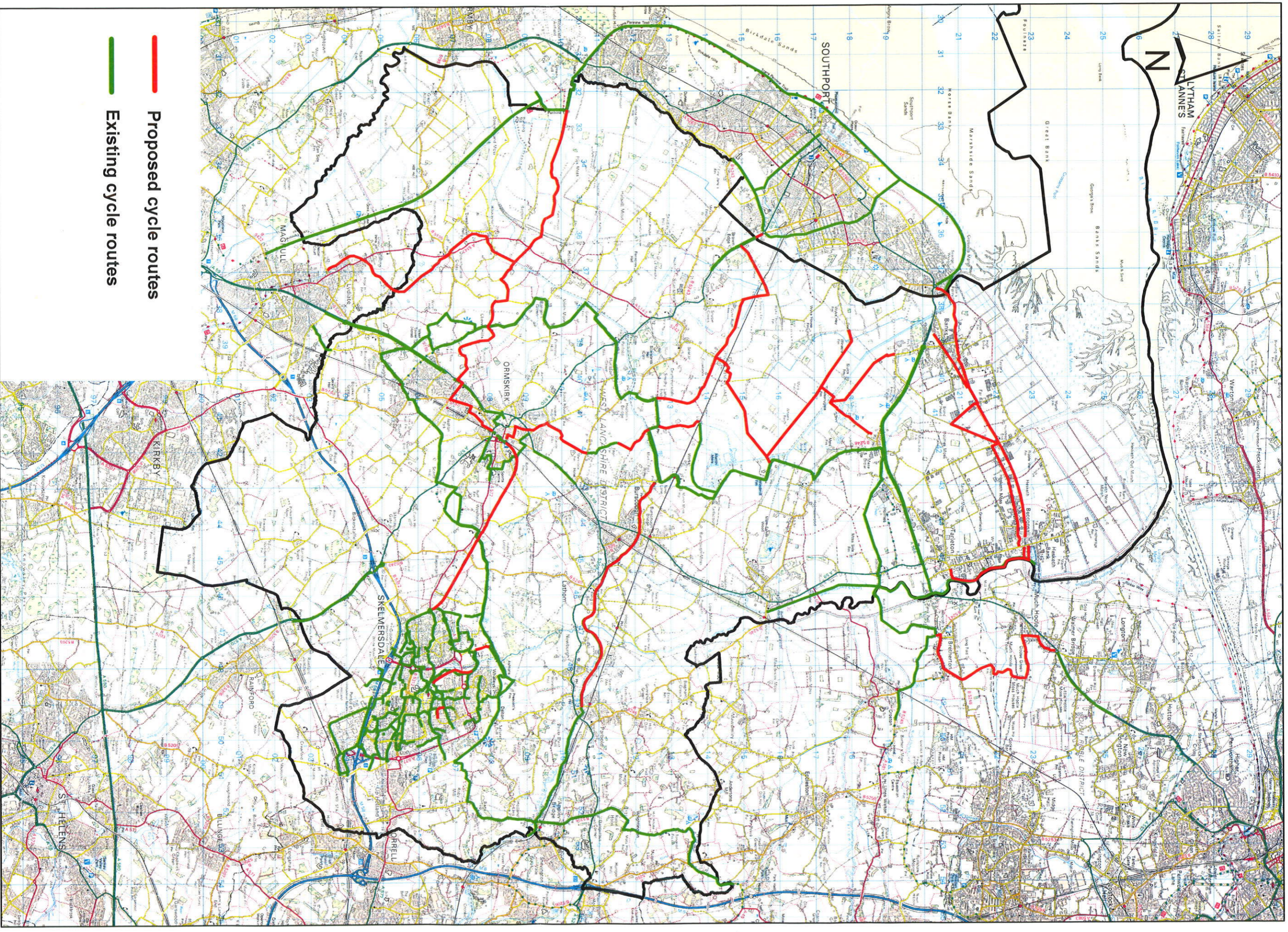
CONCLUSION:

To be inserted at the end of the review.

RECOMMENDATIONS:

To be inserted following the conclusion of the work of the Committee.

REVIEW DATE: t.b.c. December 2013



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<p>1. Using information that you have gathered from service monitoring, surveys, consultation, and other sources such as anecdotal information fed back by members of staff, in your opinion, could your service/policy/strategy/decision (including decisions to cut or change a service or policy) disadvantage, or have a potentially disproportionately negative effect on, any of the following groups of people: <i>People of different ages – including young and older people</i> <i>People with a disability;</i> <i>People of different races/ethnicities/ nationalities;</i> <i>Men; Women;</i> <i>People of different religions/beliefs;</i> <i>People of different sexual orientations;</i> <i>People who are or have identified as transgender;</i> <i>People who are married or in a civil partnership;</i> <i>Women who are pregnant or on maternity leave or men whose partners are pregnant or on maternity leave;</i> <i>People living in areas of deprivation or who are financially disadvantaged.</i></p>	<p>No disadvantage.</p>
<p>2. What sources of information have you used to come to this decision?</p>	<p>Information considered during the course of the review.</p>
<p>3. How have you tried to involve people/groups in developing your service/policy/strategy or in making your decision (including decisions to cut or change a service or policy)?</p>	<p>The recommendations within the report have been influenced by the information gathered and presentations from contributors.</p>
<p>4. Could your service/policy/strategy or decision (including decisions to cut or change a service or policy) help or hamper our ability to meet our duties under the Equality Act 2010? Duties are to:- <i>Eliminate discrimination, harassment and victimisation;</i> <i>Advance equality of opportunity (removing or minimising disadvantage, meeting the needs of people);</i> <i>Foster good relations between people who share a protected characteristic and those who do not share it.</i></p>	<p>No</p>
<p>5. What actions will you take to address any issues raised in your answers above</p>	<p>No further action required.</p>



AGENDA ITEM: 12

**CORPORATE AND
ENVIRONMENTAL OVERVIEW &
SCRUTINY COMMITTEE:
21 February 2013**

Report of: Borough Solicitor

Relevant Managing Director: Managing Director (People and Places)

**Contact for further information: Mrs C A Jackson (Extn.5016)
(E-mail: cathryn.jackson@westlancs.gov.uk)**

SUBJECT: WORK PROGRAMME – PROGRESS REPORT

Wards affected: Borough wide.

1.0 PURPOSE OF THE REPORT

1.1 To consider the current position of the Work Programme of the Corporate and Environmental Overview & Scrutiny Committee and the way forward for 2013/14.

2.0 RECOMMENDATIONS

2.1 That the Committee determines **either** that it wishes to undertake a review as part of its work programme in 2013/14, as detailed at paragraph 5.2 **or** considers topics put forward through the established 'Member Items Protocol'.

2.2 That the Work Programme 2013/14 for the Corporate and Environmental Overview & Scrutiny Committee be considered at the first 2013/14 meeting of the Committee.

3.0 BACKGROUND

3.1 The current Work Programme for Corporate and Environmental Overview & Scrutiny Committee and included on the Council's web site is:

- Conducts in depth reviews/policy development as set out in its work programme in respect of the functions undertaken within each service, including related external matters.

The Committee considers as part of its routine work:

- Items referred from 'Members Update' at the request of a Member
- Members items/Councillor Call for Action (CCfA)
- Performance management
- Acts as the Council's Crime and Disorder Committee
- Recommendations from previously conducted reviews

3.2 The Corporate and Environmental Overview & Scrutiny Committee establishes its own Work Programme annually. In relation to that Work Programme it was previously agreed that future work programmes would be informed:

- By inviting all Members and DSH to submit topics.
- By inviting members of the public to submit topics via a press release and the inclusion of an article on the Council's web site.
- And if appropriate, via a workshop session to which all Members be invited, including Key Stakeholders, the Press and members of the public, if determined by the Lead Officer, in consultation with the Chairman, Vice Chairman and Opposition Spokesperson.

Potential topics to be considered by the Committee for inclusion in its Work Programme shall be included on the Council's web site with a request that any comments be forwarded to Member Services.

3.3 In depth work 'a review' is usually undertaken by the Committee, however it may also be carried out by informal cross party member working groups called "Commissions" to contribute to and inform the Overview and Scrutiny process.

3.4 At its meeting on 5 July 2012 the Committee considered outstanding work associated with the work previously undertaken by the Corporate and Environmental Overview and Scrutiny Committees and confirmed the Work Programme for the combined Committee for 2012/13. The Work Programme timetable for the Committee was noted with the proviso that the Committee would re-consider its option to undertake an in-depth study at a later date.

4.0 CURRENT POSITION

4.1 The in-depth review 'Cycling in West Lancashire', commenced in July 2011 has progressed as per the timetable contained in its Project Plan. The final report on the review is being considered at this meeting. Any minor amendments will be fed into the final report before being considered by Cabinet or Council, as appropriate.

4.2 The review 'Role of the Parish and Town Councils and the impact of the Localism Bill' was completed in July 2012 and its recommendations endorsed by Council at its meeting held on 17 October 2012. The Committee will review its recommendations in June 2013.

4.3 The Committee considered the recommendations from the previously conducted review 'Governance Arrangements – Tenants Services' and noted that the Landlord Services Committee (Cabinet Working Group) would continue to monitor the arrangements.

- 4.4 The Member Development Commission has continued its work during 2012/13 and the Committee has been kept informed of its work through the notes from its meetings.
- 4.5 The Committee continues to consider items at the request of a Member. In 2012/13 it determined that Grass Cutting in West Lancashire should receive further consideration and Members heard from and questioned Officers from Street Scene on the work undertaken in relation to the maintenance of the Borough's grassed open public land.
- 4.6 The Committee's work programme also includes consideration of items referred to it at the request of a Member from the Members' Update.
- 4.7 The Committee continues to consider items as part of its performance management role, including the Annual Reports from West Lancashire Community Leisure/Serco and One Connect Ltd.
- 4.8 The Committee also acts as the Council's Crime and Disorder Committee and as part of that role is considering a presentation on behalf of the West Lancashire Community Safety Partnership at this meeting.

5.0 FUTURE WORK PROGRAMME

- 5.1 In considering the future Work Programme of the Committee Members will need to be mindful of its routine work which may limit the scope of the review they select in order to undertake and complete its work within reasonable timescales.
- 5.2 If the Committee does determine that it will undertake a review in 2013/14 then the following arrangements will need to be put in place.
- (i) Arrangements to request items for the Committee's Work Programme for 2013/14 from Members, Directorate Service Heads (DSH) and by inviting members of the public to submit topics via a press release and the inclusion of an article on the Council's web site, using the agreed procedure set out in paragraph 3.2 above.
 - (ii) Arrangements for all potential topics received by the deadline to be published on the Council's web site for Members of the public to comment or make suggestions on any future topics.
 - (iii) Following the deadline for receipt of potential topics the Lead Officer, in consultation with the Chairman, Vice Chairman and Labour Spokesperson be requested to score each of the topics using the agreed 'Scrutiny Topic Assessment Criteria.'

6.0 SUSTAINABILITY IMPLICATIONS/COMMUNITY STRATEGY

- 6.1 Enhanced overview and scrutiny arrangements can give a greater level of involvement for non-cabinet members in the decision making process.

7.0 FINANCIAL AND RESOURCE IMPLICATIONS

7.1 There are financial and resource implications in respect of officer and member time in dealing with the matters under the Work Programme. There are also limitations to the scope of a review and number of topics that can be undertaken and these must be contained within existing resources.

8.0 RISK ASSESSMENT

8.1 The work of the Committee has to be balanced with other priorities in Member Services and dealt with accordingly. Officers will advise the Committee on the capacity to support the work and will be as helpful as possible in trying to accommodate Members requests.

9.0 CONCLUSION

9.1 The topic selection process involves members applying their knowledge, experience and judgement throughout. Officers can support and advise members on topic selection having regard to the agreed criteria. It is for the Members of the Corporate and Environmental Overview and Scrutiny Committee to decide how they wish to proceed.

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.