

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		
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 connected person or, a 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 a connected person or, a 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 (relevant lines in the budget – Dispensation 20/2/13 – 19/2/17)	<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

Prescribed description

Employment, office, trade, profession or vocation

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

Sponsorship

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: 23 OCTOBER 2014

Start: 7.30pm

Finish: 9.15pm

PRESENT:

Councillors: Bailey (Chairman)

Ashcroft	G Hodson
Mrs Baybutt	J Hodson
Mrs Blake	L Hodson
Delaney	Kay
Dereli	Mrs Marshall
Devine	Ms Melling
Mrs C Evans	Wright

Officers: Assistant Director Community Services (Mr D Tilleray)
Technical Services Manager (Mr C Brady)
Property Services Manager (Mr P Holland)
Environmental Strategy Officer (Ms T Iball)
Partnership and Performance Officer (Ms A Grimes)
Assistant Solicitor (Mrs T Sparrow)
Principal Overview and Scrutiny Officer (Mrs C A Jackson)

15. APOLOGIES

Apologies for absence were submitted on behalf of Councillor McKay.

16. MEMBERSHIP OF THE COMMITTEE

In accordance with Council Procedure 4, Members noted the termination of membership of Councillor Mrs R Evans and the appointment of Councillor Kay, for this meeting only, thereby giving effect to the wishes of the Political Groups. The appointment of Councillor Devine to the Committee, resulting from a vacancy, was also noted.

The service of the late Councillor Barry Nolan to the Committee was acknowledged and recorded.

17. URGENT BUSINESS

There were no items of urgent business.

18. DECLARATIONS OF INTEREST

There were no declarations of interest.

19. DECLARATIONS OF PARTY WHIP

There were no declarations of a Party Whip.

20. MINUTES

RESOLVED: That the minutes of the Corporate and Environmental Overview and Scrutiny Committee held on 16 July 2014 be received as a correct record and signed by the Chairman.

21. MINUTES OF THE MEMBER DEVELOPMENT COMMISSION

RESOLVED: That the minutes of the Member Development Commission meeting held on 18 September 2014 be noted.

22. WORK PROGRAMME 2014/15

The Chairman informed the Committee that the West Lancashire Leisure Trust (WLCL) /Serco report, presented annually by representatives from WLCL and Serco, had been rescheduled for consideration at the next meeting on 4 December 2014.

The following two items were considered.

23. THE INVESTMENT IN RENEWABLE ENERGY BY THE COUNCIL

Consideration was given to the presentation by the Environmental Strategy Officer, Ms Tina Iball, on The Investment in Renewable Energy by the Council. The presentation was supported by a series of slides as contained on pages 167 to 183 of the Book of Reports.

The presentation included reference to:

- Build type challenges – Fabric of properties.
- Grid connection challenges – properties off the gas grid; solutions (alternatives to storage heaters.)
- Renewable Technology Considerations – feasibility (property type/ compatibility/ viability/ sustainability); external funding; aesthetic/planning considerations.
- Current Investment in Renewable Technologies – Air Source Heat Pumps; Biomass Communal Heating System; Solar Photovoltaics (PV); Solar Thermal Hot Water.
- Domestic Renewable Heat Incentive (RHI) – Eligibility for RHI income.

During the presentation reference was made to projects undertaken, with outcomes: Stockley Crescent (air heat pumps); Oakgate Close, Tarleton (biomass heating system); Victoria Close/Beechwood Court/The Dell (Solar PV) and also the recent Whitburn and Waverley Heating Feasibility Study on Technologies (choice - Individual Gas Boilers).

The Environmental Strategy Officer concluded her presentation by making reference to possible future investment in renewable technologies.

Comments and questions were raised in respect of the following:

- Solar Panels – installation options.
- Air Source Heat Pumps – feasibility; aesthetics/noise/vandalism considerations.
- Future roll out of a renewables programme – pace of programme/life span of existing heating installations.
- CO² emissions – savings to date.
- Publicity – generating interest; publicising successful outcomes and benefits.
- Size of Schemes – approach in relation to: new houses/ established flats/ alternative renewables/ cost benefit analysis/larger scale “renewables” projects.
- Exploration / investment in renewable energy at planning development stage.
- Reporting mechanisms – publicity; updates; advertising benefits to tenants; energy incentives.

It was indicated that the suggestion relating to the inclusion of renewable energy as a topic (task group or review) for future consideration, would be retained with others submitted during the course of the year. Topics submitted being subject to a satisfactory scoring outcome and resources.

RESOLVED: That the presentation be noted.

(Note: The Chairman declared an interest, as a result of his employer’s interest in “municipal energy”, when this was referred to in discussion.)

24. A MARKET STRATEGY FOR ORMSKIRK TOWN CENTRE

Consideration was given to the following as part of the in-depth review.

Presentation 1

Members received a presentation from the Technical Services Manager, Mr C Brady, on The Role of Ormskirk Town Centre Market. This was supported by data as contained on pages 185 to 191 of the Book of Reports.

In the presentation it was explained that the two days (Thursday and Saturday), that Ormskirk market was operational, were distinctly different. The information circulated showed: the number of stalls provided on each day; the licensed traders and the casual traders; the commodities sold and mix of trades. Also circulated was ‘The National picture – all markets’ produced by the National Association of British Market Authorities (nabma).

Reference was made to recent changes undertaken to the market layout including relocation of food traders’ stalls from the Market Way car park, behind Moor Street, onto Moor Street itself that had resulted in those market traders reporting a rise in their food trade takings as well as an increased take up by food trade stalls. Other improvements over the past few years had included the provision of new stalls and covers.

The Thursday market is currently well supported by traders, however, the number of permanent /casual stallholders trading on a Saturday was lower than on a Thursday and therefore the variety of commodities offered smaller. The main reasons suggested for this was the competition from other nearby local markets also operating on Saturdays, which Thursday traders attended, coupled with the variety of goods offered by them.

In relation to the aesthetics of the market, the Technical Services Manager referred to the potential use of “pop-up” / gazebo-type stalls, popular in other street markets. However, the practicalities and longevity of use of these types of stalls needed to be balanced against the, often blustery, weather conditions that existed in the location.

He went on to explain that the environmental proposals for the improvement of Moor Street, provided the opportunity, through the review, to look at:

- The impact of the Moor Street improvement works on the current market layout.
- The opportunities open to market traders, including those available to permanent traders / casual traders / start up traders.

Mr Brady made reference to ‘The Environmental Improvement of Moor Street, Ormskirk’ circulated, that provided a visual example of how the Market stalls could be positioned on Moor Street on Market Days. The review provided an opportunity to seek views in relation to:

- What type of layout should effectively be used? (back to back; one each side of street)
- Restricting vehicle access on Market Days.
- Consultation on proposals coming forward with Market Traders.
- Opportunities that could be afforded to Casual Traders.
- Attracting New Traders /commodities.
- Promoting Ormskirk Market as a destination.
- Creation of a “Events Space” in a central area of Moor Street.
- Improvements / knock-on effect on the town centre retailers.

Members raised questions/comments in relation to:

- Charges to Market Traders.
- Initiatives to attract more traders (examples included a regular “Continental Market”; “Local Produce” Market.)
- Prohibiting vehicles access through Ormskirk Town Centre (enforcement / restricted access during market operational times; provision of barriers or gates (Aughton Street); provision of clear signage.
- The changing face of the Town Centre (street scene; footfall; segregation of shared pedestrian/cycle routes; design of “safe” routes; opportunities for out-of-town shoppers (coach park; visitor parking; pick-up/drop-off points)
- Economic considerations – footfall; types of shops/retailers in the town centre; Ormskirk’s identity (“historic market town”); effect of national trends; the “shopping” experience.

The Technical Services Manager reported that a revised Traffic Regulation Order would be sought as part of the Moor Street improvements restricting the movement of vehicles through Ormskirk Town Centre.

At the conclusion of the discussion, the Chairman made an undertaking to meet with various Members to discuss further the lines of enquiry for the Review.

It was agreed that as Workshop Session should be held in January 2015, with an opportunity to meet with representatives of Ormskirk Market Traders and that an Interim Report, on work undertaken on the Review during 2014/15, come to the final meeting of the municipal year.

RESOLVED: That the Project Plan, as circulated, be revised to include:

- (i) Meeting 3 (4 December 2014) - Identify the next steps in the Review.
- (ii) Workshop Session to be arranged in January 2015.
- (iii) Meeting 4 (19 February 2015) – Interim report to conclude work undertaken in 2014/15.

25. QUARTERLY PERFORMANCE INDICATORS (Q1 2014/15)

Consideration was given to the report of the Transformation Manager which detailed performance monitoring data for the quarter ended 30 June 2014.

The Policy and Performance Officer attended the meeting and provided an overview of the current position referring to details as set down in the report. The report had previously been considered by Cabinet at its meeting on 16 September 2014.

In discussion Members raised questions and comments in respect of the following performance indicators:

- TS1 (Rent Collected as % of rent owed (excluding arrears b/f) – Anticipated effect on PIs / performance following the introduction of Universal Credit (UC)
- WL114 (% LA properties with CP12 outstanding) – Currently only one outstanding matter that had required statutory intervention.

RESOLVED: That the Council's performance against the indicator set for the quarter ended 30 June 2014 be noted.

.....
Chairman

MINUTE OF COUNCIL – 15 OCTOBER 2014

43. WELFARE REFORM WORKING GROUP - MOTION INCLUDED ON THE AGENDA AT THE REQUEST OF COUNCILLOR FUREY ON BEHALF OF THE LABOUR GROUP

In the absence of Councillor Furey, with the agreement of the meeting, the following altered Motion was moved and seconded:

“A. That following the introduction of Universal Credit in West Lancashire, the Corporate and Environmental Overview and Scrutiny Committee be asked to establish a cross party Commission to meet 4 times per year entitled ‘Welfare Reform Commission’, appoint the Chairman and Vice-Chairman, and agree the following Membership and Terms of reference:

Membership: Conservative Councillors 3, Labour Councillors 3.

Terms of Reference

1. To monitor the impact of Universal Credit on rent collection statistics of West Lancashire Borough Council.
 2. To monitor the impact of Universal Credit on rent arrears of West Lancashire Borough Council.
 3. To monitor the impact of Universal Credit on staffing resources in relation to contact with applicants on West Lancashire Borough Council.
 4. To monitor the impact of Universal Credit on the Housing Revenue Account of West Lancashire Borough Council.
 5. To receive evidence from other Landlords (including Social Landlords) on impact of Universal Credit on their rent collection rates and arrears.
 6. To review the impact of Universal Credit on payment and collection of Council Tax.
 7. To review the Universal Credit applicant’s ability to access services in West Lancashire (is the Digital Strategy working).
 8. To receive evidence from Mortgage Providers about the impact of Universal Credit on mortgage arrears.
 9. To monitor the Financial Inclusion Strategy and make recommendation for change if necessary.
- B. That the costs of supporting the work of the Commission, up to £10,000, be met from the Major Projects Reserve/HRA specified reserve.”

An Amendment to the Motion was moved and seconded.

A vote was taken, the Amendment was CARRIED and became the Substantive Motion.

A vote was taken on the Substantive Motion, which was CARRIED.

RESOLVED A. That following the introduction of Universal Credit in West Lancashire, the Corporate and Environmental Overview and Scrutiny Committee be asked to establish a standing agenda item entitled 'Welfare Reform Report', the scope of the report to be settled by the Transformation Manager, in consultation with the Chairman of the Corporate & Environmental Overview and Scrutiny Committee and the Leader of the Labour Group, which may include the matters set out below:

1. To monitor the impact of Universal Credit on rent collection statistics of West Lancashire Borough Council.
 2. To monitor the impact of Universal Credit on rent arrears of West Lancashire Borough Council.
 3. To monitor the impact of Universal Credit on staffing resources in relation to contact with applicants on West Lancashire Borough Council.
 4. To monitor the impact of Universal Credit on the Housing Revenue Account of West Lancashire Borough Council.
 5. To receive evidence from other Landlords (including Social Landlords) on impact of Universal Credit on their rent collection rates and arrears.
 6. To review the impact of Universal Credit on payment and collection of Council Tax.
 7. To review the Universal Credit applicant's ability to access services in West Lancashire (is the Digital Strategy working).
 8. To receive evidence from Mortgage Providers about the impact of Universal Credit on mortgage arrears.
 9. To monitor the Financial Inclusion Strategy and make recommendation for change if necessary.
- B. That the costs of supporting this additional work, up to £10,000, be met from the Major Projects Reserve/HRA specified reserve.

**CORPORATE AND ENVIRONMENTAL OVERVIEW & SCRUTINY COMMITTEE –
PROJECT PLAN**

Title: A MARKET STRATEGY FOR ORMSKIRK TOWN CENTRE

MEMBERSHIP:

Chairman: Councillor Bailey Vice-Chairman: Councillor Mrs Blake
Councillors Ashcroft, Mrs Baybutt, Delaney, Dereli, Mrs C Evans,
Mrs R Evans, Fillis, G Hodson, J Hodson, L Hodson, McKay, Mrs Marshall,
Ms Melling, Wright

TERMS OF REFERENCE

1. To undertake a review on 'A Market Strategy for Ormskirk Town Centre' as part of the work being undertaken in relation to the Ormskirk Town Centre Strategy.
2. To understand the current market position.
3. To present a report of the Committee's findings and recommendations to Cabinet and Council.

OBJECTIVES

The present –

- To understand the current arrangements of the market, including the existing layout of the market stalls, mix of traders and the aesthetics in relation to the style and look of the stalls.
- To understand the impact of the Moor Street improvement works on the current market layout.
- To explore the opportunities open to market traders, including those available to permanent traders / casual traders / start-up traders.
- To understand best practice from other thriving markets.

The future –

- To ensure that future approaches and facilities are developed to meet local needs.
- To ensure that the new Ormskirk market layout fits in with the proposed Moor Street improvements.
- To ensure the direction and priorities for the market will enable it to be both sustainable / competitive and also ensure that its development is in keeping with the aspirations of the Ormskirk Town Centre Strategy.
- To explore further opportunities to diversify, for example more specialist markets (crafts, foods etc.).

Comparison

To consider visiting or receiving a presentation from an example of good practice in Lancashire /a neighbouring Authority.

Resources -

- The Council's Assistant Director Community Services will provide technical support and guidance, together with Officers from Regeneration. Officers from across the Authority, including Planning and Street Scene, to be consulted as appropriate.
- External contribution, as appropriate.
- Any funding requirements will be included in the final recommendations of the Committee.

INFORMATION

<http://skiptonmarket.net/>

<http://www.stockport.gov.uk/services/leisureculture/visitstockport/stockportmarket/>

<http://markets.sthelens.gov.uk/markets/earlestown-market/>

<http://www.burymarket.com/>

Witnesses

Who?	Why?	How?
Representative from the Market Traders' Committee	To gain an understanding of the Market Trader's role.	Attendance at a meeting or in written form
Others within the community that may be identified during the course of the review.	To provide feedback on opportunities/developments considered.	To be identified during the review
The Committee may wish to hear from:		
Portfolio Holder for Planning and Development	The Portfolio Holder whose remit includes <ul style="list-style-type: none">• Operation of Ormskirk Market	Attendance at meetings as required.
Portfolio Holder for Town and Village Centres	The Portfolio Holder whose remit includes: <ul style="list-style-type: none">• Market Town and Village Centre Strategies and promotion of these centres.	Attendance at meetings as required
Portfolio Holder for Health Leisure and Commercial Safety	The Portfolio Holder whose remit includes: <ul style="list-style-type: none">• Environmental Health• Commercial Safety• Community Safety	Attendance at meetings as required

Site Visits		
Where?	Why?	
To be identified during the Review.	To be identified during the Review.	

ESTABLISH WAYS OF WORKING

Officer Support

Lead Officer (Corporate and Environmental Overview & Scrutiny Committee) –

Dave Tilleray, Assistant Director Community Services

Scrutiny Support Officer (SSO) – Cathryn Jackson, Principal Overview and Scrutiny Officer

Legal Officer (LO) – Tina Sparrow, Assistant Solicitor

Officers reporting as and when required –

Colin Brady, Technical Services Manager, Community Services.

Dave Tilleray, Assistant Director, Community Services, or Officers on his behalf.

Bob Livermore, Assistant Director Housing and Regeneration, or Officers on his behalf.

John Harrison, Assistant Director, Planning, or Officers on his behalf.

Graham Concannon, Assistant Director Street Scene, or Officers on his behalf.

Reporting Arrangements

- The Assistant Director Community Services, or Officers on his behalf, will submit reports on Ormskirk Town Centre Management; Market Strategy aspects of the review.
- The Assistant Director Planning, will submit reports on planning and development aspects of the review .
- The Assistant Director Housing and Regeneration will submit reports related to the Ormskirk Market Strategy aspects of the review.
- The Lead Officer (Assistant Director Community Services)/Principal Overview and Scrutiny will co-ordinate the generic elements of the review and submit progress reports as required.
- The Corporate and Environmental Overview and Scrutiny Committee to submit its final report and recommendations to Cabinet and Council Feb/March 2016 and Council in April 2016.

TIME SCALES

Meeting 1 – 16 July 2014

- Introduction on the theme of the topic from the Technical Services Manager, Community Services.
- Review confirmed to commence 2014/15.

Meeting 2 - 23 October 2014

- To consider the role of Ormskirk Town Centre Market, the co-ordinated approach of local partnerships in relation to the topic area and to debate strengths and weaknesses of current approaches.
- To agree the Project Plan.
- To identify the next steps in the project.

Meeting 3 - 4 December 2014

- To. consider an update from the Technical Services Manager.
- To agree and review the Project Plan.
- To identify the next steps.

Workshop Session – 20 January 2015.

Meeting 4 – 19 February 2015

- To receive feedback from the Workshop Session, if required.
- To consider an interim report of the work undertaken in 2014/15.
- To identify the next steps.
- To review the Project Plan.

Meeting 5 - ??July 2015

- To identify the next steps.
- To review the Project Plan

Meeting 6 - ??Oct 2015

- To identify the next steps.
- To review the Project Plan

Meeting 7 – ??Dec 2015

- To identify the next steps.
- To review the Project Plan

Meeting 8 – ??Feb or ??March 2016

To agree draft final report and final recommendations for submission to Cabinet and Council, if applicable, in April 2016.

Cabinet – ?? March 2016

- Submission of the final report.

Council – ?? April 2016

- To receive the final report, if applicable.

INFORMATION GATHERED	
CONCLUSION	
RECOMMENDATIONS	
REVIEW DATE – Usually 6 months after final review report submission. ?? Oct 2016.	