

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 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

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.

COUNCIL

HELD: 16 DECEMBER 2015

Start: 7.30pm

Finish: 9.50pm

PRESENT:

Councillor Mrs Hennessy (Mayor)
Savage (Deputy Mayor)

Councillors	Aldridge	Hudson
	Ashcroft	Kay
	Mrs Atherley	McKay
	Bailey	McKenna
	Barron	C Marshall
	Mrs Baybutt	Mrs Marshall
	Bell	Mee
	Mrs Blake	Ms Melling
	Bullock	Moran
	Cotterill	Nixon
	Davis	Oliver
	Delaney	O'Toole
	Dereli	Owen
	Devine	Owens
	Dowling	Patterson
	Mrs C Evans	Pendleton
	Mrs R Evans	Pope
	Forshaw	Pryce-Roberts
	Furey	Mrs Stephenson
	Gagen	West
	Greenall	D Westley
	G Hodson	Mrs Westley
	J Hodson	Whittington
	L Hodson	Wilkie
	Mrs Houlgrave	Wright
		Wynn

Officers: Managing Director (Transformation) (Ms K Webber)
Managing Director (People & Places) (Mrs G Rowe)
Assistant Director Housing & Regeneration (Mr R Livermore)
Assistant Director Community Services (Mr D Tilleray)
Borough Solicitor (Mr T Broderick)
Borough Treasurer (Mr M Taylor)
Transformation Manager (Mr S Walsh)
Deputy Assistant Director Housing & Regeneration (Mr I Gill)
Electoral and Admin Services Manager (Mr T Lynan)
Assistant Member Services Manager (Mrs J Denning)

58. PRAYERS

The Rev Duncan Petty and Ann Petty, led Members and officers in prayer.

59. APOLOGIES

An apology for absence was received on behalf of Councillor Blane.

60. DECLARATIONS OF INTEREST

The following declarations were received:

1. Councillors Aldridge, Barron, Dereli, Hennessy, O'Toole and Westley declared a non pecuniary interest in relation to agenda item 10 'Electoral Review of Lancashire County Council', item 14 'Towards a Combined Authority for Lancashire – Update', as Members of Lancashire County Council, as did Councillors Gagen, McKay and Savage as employees of Lancashire County Council.
2. Councillors Ashcroft, Mrs Atherley, Bailey, Barron, Bell, Mrs Blake, Mrs R Evans, Forshaw, Mrs Houlgrave, Mrs Marshall, C Marshall, Mee, Moran, Pope, Mrs Stephenson and Whittington declared a non-pecuniary interest in item 8 'Approval of Statement of Licensing Policy Required by the Gambling Act 2005' and a pecuniary interest in item 11 'Revised Capital Programme and Mid Year Review 2015/2016' in relation to Parish Council matters, in view of their membership of a Parish Council.*
3. Councillors Delaney, Devine, Owen, Nixon, Patterson and West (Tenant of a Council flat/house) Aldridge and McKay (Tenant of a Council garage) declared disclosable pecuniary interests in relation to item 11 'Revised Capital Programme and Mid-Year Review 2015/2016' and item 12 'HRA Budget Monitoring Position' for the reasons indicated but were entitled to speak and vote by virtue of an exemption as nothing in these reports relates particularly to their respective tenancy or lease.*
4. Councillors Aldridge, Mee, Pendleton and Wright declared non-pecuniary interests in relation to item 11 'Revised Capital Programme and Mid-Year Review 2015/2016' and item 12 'HRA Budget Monitoring Position' as they have a connected person who is a tenant of rented Council accommodation. Insofar as that interest becomes a pecuniary interest (as it would affect the financial position of their relative and a member of the public with knowledge of the relevant facts would reasonably regard this as so significant that it is likely to prejudice their judgement of the public interest) they declared that interest but considered that they were entitled to speak and vote by virtue of an exemption as nothing in these reports relates particularly to their relevant tenancy or lease.*
5. Councillor Wynn declared an interest in relation to item 11 'Revised Capital Programme and Mid Year Review 2015/2016' in relation to the 'Vehicle In-Cab Communication System' as he is employed by Essential Fleet Services Ltd to maintain Council vehicles and works at the Robert Hodge Centre and indicated he would not participate in any detailed discussions which affected his employer or employment.*
6. Councillors J Hodson and Wright declared a non-pecuniary interest in Agenda Item 19(a) 'Alt Crossens Catchment Drainage - Motion' as Members of the Environment Agency Alt Crossens Advisory Group appointed by West Lancashire as did Councillors Barron and Dereli as members appointed by Lancashire County Council.

7. Councillor Bullock declared a Disclosable Pecuniary Interest in relation to item 19(b) 'Park Pool – Motion' in respect of his appointment as a Director of West Lancashire Community Leisure Trust and his appointment as a Director as the Council's representative on the Trust and advised that he would leave the room whilst the item was under consideration.
8. Councillor Bailey declared a non-pecuniary interest in relation to item 9 'Review of Polling District, Polling Places and Polling Stations for Edge Hill Polling Station' and item 19(b) 'Park Pool – Motion' as she is a Senior Lecturer at Edge Hill University.
9. Councillors Hudson, Melling and Wright declared a non-pecuniary interest in item 19(b) 'Park Pool – Motion' as service users.

* By virtue of a dispensation granted by the Standards Committee all Councillors who have disclosable pecuniary or pecuniary interests in relation to relevant lines in the budget may participate and vote in the budget debates but not engage in detailed discussions about matters which affect those interests.

61. MINUTES

RESOLVED That the minutes of the Council meeting held on Wednesday, 21 October 2015 be received as a correct record and signed by the Mayor.

62. ANNOUNCEMENTS BY THE MAYOR AND/OR THE MANAGING DIRECTORS

The Mayor announced:

- That there would be a Charity Concert held at the Civic Hall on Saturday 30 January 2016 by a group of singing Ormskirk Doctors called The Undecided.
- That this would be the last Council meeting attendance by the Managing Director (People and Places). The Mayor presented Mrs Gill Rowe with flowers and a commemorative plaque to wish her well for the future.

The Leader of the Council and the Leader of the Conservative Group gave their thanks to Mrs Gill Rowe for her long service to the Council and she addressed the meeting.

63. TO ANSWER ANY QUESTIONS UNDER THE PROVISIONS OF COUNCIL PROCEDURE RULE 10.2

The following Question to the Leader was received and a response circulated at the meeting:

'To Let' Boards – Question from Councillor Owens on Behalf of a Local Resident

"Noting that the number of To Let boards on residential properties have become excessive in parts of Ormskirk where there are high concentrations of rented accommodation and that this is having a negative impact on the visual amenity in these

neighbourhoods, and further noting that many councils have implemented voluntary letting boards codes of practice or ultimately applied to the Secretary of State for a Regulation 7 Direction under the Town and Country Planning (Control of Advertisements) (England) Regulation 2007, asks the Council Leader whether he will take steps to introduce a voluntary letting boards code of practice for the West Lancashire Borough Council and to involve letting agents and resident groups from the affected areas in the drafting of the code of practice.”

Leader's Response

A balance needs to be struck between allowing landlords to advertise their properties and the visual impact of letting boards. The number of boards in the town tends to peak for a few months in the autumn/winter but there is no evidence of a long term problem in Ormskirk. Councils around the country report mixed results when using Voluntary Codes of Practice which, if in place, would affect all to let properties.

The use of a Regulation 7 Direction under the Town and Country Planning (Control of Advertisements) (England) Regulations 2007 alongside voluntary codes tends to be more successful, however this is an evidence based, lengthy and resource intensive process, requiring Secretary of State approval. It is not considered that the evidence available would currently support the establishment of a Direction. However, I have asked officers to keep the matter under review.

64. MINUTES OF COMMITTEES

Consideration was given to the minutes of the undermentioned meetings of the Committees shown.

RESOLVED That the minutes of the following meetings and any recommendations contained in them, be approved:

- A. Planning Committee held on Thursday, 12 November and 10 December 2015.
- B. Licensing and Gambling Committee held on Tuesday, 1 December 2015.
- C. Licensing and Appeals Committee held on Tuesday, 1 December 2015.

65. APPROVAL OF STATEMENT OF LICENSING POLICY REQUIRED BY THE GAMBLING ACT 2005

Consideration was given to the report of the Assistant Director Community Services, as contained on pages 787 to 818 of the Book of Reports, which sought approval of the Statement of Licensing Policy required under the Gambling Act 2005 following public consultation.

- RESOLVED
- A. That the Statement of Licensing Policy attached at Appendix 2 to the report, be approved.
 - B. That the Assistant Director Community Services be given delegated authority to publish and administer the revised Statement of Licensing Policy.

66. REVIEW OF POLLING DISTRICT, POLLING PLACES AND POLLING STATIONS FOR DERBY WARD - DISTRICT DEC

Consideration was given to the report of the report of the Borough Solicitor, as contained on pages 819 to 836 of the Book of Reports, which considered how to action the (Acting) Returning Officer's proposal of November 2013 to site a Polling Place/Station at Edge Hill University, while retaining a Polling Place/Station at the Community Centre.

An updated paragraph 3.8 was circulated, together with a revised Appendix 4, which contained details of the proposed membership and the proposed Chairman and Vice-Chairman of a Polling Districts and Polling Places Review Committee.

- RESOLVED
- A. That the outline timetable and process for the review of Derby Ward District DEC (the Review) as set out in Appendix 1 to the report, be noted.
 - B. That the Borough Solicitor be authorised to administer the Review.
 - C. That the Returning Officer be consulted on the Review and report on the existing Polling Stations and any new Polling Stations within Derby Ward District DEC.
 - D. That a Polling Districts and Polling Places Review Committee be established by Council, with the membership, Chairman and Vice Chairman, terms of reference and delegations set out in the Appendix 4 circulated at the meeting.
 - E. That following the outcome of the consultation on the Review, the Borough Solicitor reports to the Polling Districts and Polling Places Review Committee with the Final Review Proposals for determination.
 - F. That the Managing Director (People and Places) be authorised to designate/re-designate Polling Places within the Borough to suitable venues in consultation with the Leader, the Leader of the main opposition group and the Ward Councillors, in exercise of the powers conferred by Sections 18A, 18B, 18C, 18D and 31 of the Representation of the People Act 1983 (as amended).

67. ELECTORAL REVIEW OF LANCASHIRE COUNTY COUNCIL - CONSULTATION

Consideration was given to the report of the Borough Solicitor, as contained on pages 837 to 854 of the Book of Reports, which detailed a response to the Local Government Boundary Commission's consultation on proposals for West Lancashire in its "Draft Recommendations on the new electoral arrangements for Lancashire County Council".

RESOLVED That the response to the consultation set out at Appendix 5 to the report, be agreed.

68. REVISED CAPITAL PROGRAMME AND MID YEAR REVIEW 2015-2016

Consideration was given to the report of the Borough Treasurer, as contained on pages 855 to 874 of the Book of Reports, which sought agreement of a Revised Capital Programme for 2015/2016 and provided an overview on the progress against it at the mid-year point.

- RESOLVED
- A. That the revised Capital Programme, including the re-profiling, virements and budget adjustments contained within Appendix A to the report, be approved.
 - B. That progress against the revised Capital Programme at the mid-year point be noted.

69. HRA BUDGET MONITORING POSITION

Consideration was given to the joint report of the Assistant Director Housing and Regeneration and the Borough Treasurer, as contained on pages 875 to 892 of the Book of Reports, which provided a projection of the financial position on the Housing Revenue Account (HRA) and the Housing Capital Investment Programme to the end of the financial year and sought agreement to a number of budget changes.

- RESOLVED
- A. That the financial position of the HRA and Capital Investment Programme be noted.
 - B. That the minutes of the Landlord Services Committee (Cabinet Working Group) and Executive Overview and Scrutiny Committee be noted.
 - C. That the revised Capital Investment Programme, including the re-profiling, virements and budget adjustments contained in Appendix A to the report, be approved.

70. BUDGET UPDATE

Consideration was given to the joint report of the Borough Treasurer and Transformation Manager, as contained on pages 893 to 898 of the Book of Reports, which provided an update on a range of financial and budget matters.

A Motion was circulated, which was moved and seconded.

A vote was taken, the Motion was CARRIED.

- RESOLVED
- A. That the projected outturn position on the General Revenue Account for the current financial year be noted.
 - B. That the new Voluntary Living Wage level of £8.25 per hour be implemented from 1st December 2015 and that delegated authority be given to the Borough Treasurer to implement future increases in the Voluntary Living Wage from 1st December each year.
 - C. That the existing Council Tax Reduction Scheme be continued for the next financial year.

71. TOWARDS A COMBINED AUTHORITY FOR LANCASHIRE - GOVERNANCE REVIEW AND NEXT STEPS

Consideration was given to the joint report of the Managing Directors, as contained on pages 899 to 948 of the Book of Reports, which outlined the findings of the Governance Review undertaken for Lancashire and set out the next steps and recommendations.

An Equality Impact Assessment was circulated.

A Motion was circulated, which was moved and seconded.

A vote was taken, the Motion was CARRIED.

- RESOLVED
- A. That the contents of the report be noted.
 - B. That the contents of the Lancashire Governance Review and recommendation therein be noted.
 - C. That the contents of the draft Scheme for a Combined Authority be noted.
 - D. That the Council take part in the public consultation in January/February 2016 which will seek views on the formation of a Combined Authority for Lancashire.
 - E. That the Council consider the feedback from the public consultation and note that following this, those authorities who wish to form a Lancashire Combined Authority will submit a proposal to the Secretary of State for consideration.
 - F. That in principle the Council become a constituent member of the Combined Authority for Lancashire.
 - G. That final consideration is given to becoming a constituent member of a Lancashire Combined Authority at Council on 13 April 2016, after consideration of the consultation responses.

72. PUBLIC INVOLVEMENT AT MEETINGS - DRAFT PROTOCOL

Consideration was given to the report of the Borough Solicitor, as contained on pages 949 to 960 of the Book of Reports, which considered extending public speaking at meetings via an agreed Protocol.

A Motion was circulated, which was moved and seconded.

A vote was taken, the Motion was CARRIED.

- RESOLVED
- A. That the work undertaken by the Public Involvement In Meetings Working Group, at its meetings held on 28 July and 28 September 2015, as detailed in paragraph 5 of the report, be noted.
 - B. That the resource issues set out in paragraph 9 of the report be given further consideration through the budget setting process for the next financial year.
 - C. That the Protocol, attached at Appendix 1 to the report, be approved and implemented from April 2016, subject to the related additional staffing requirement being agreed at February Council.
 - D. That in respect of implementation, the following meetings affected should start at the times indicated below, ie. 30 minutes earlier, to allow for the extension of public involvement in meetings:
 - 7.00pm for meetings of Cabinet, Executive Overview & Scrutiny Committee, Corporate and Environmental Overview & Scrutiny Committee.
 - 6.30pm for meetings of Audit & Governance Committee (although the usual training sessions held prior to this Committee would then start at 6.00pm).(Standards Committee meetings are called on an ad hoc basis.)
 - E. That relevant changes to the Constitution, as a result of the decisions above, be made by the Borough Solicitor, as appropriate.

73. EXECUTIVE DECISIONS - SPECIAL URGENCY

Consideration was given to the report of the Borough Solicitor, as contained on pages 961 to 962 of the Book of Reports, which advised that, for the period 1 December 2014 to 30 November 2015, there were no executive decisions made in relation to Access to Information Procedure Rule 16 (Special Urgency).

RESOLVED That it be noted that Access to Information Procedure Rule 16 (Special Urgency) was not exercised during the period 1 December 2014 to 30 November 2015.

74. EXCLUSION OF PRESS AND PUBLIC

RESOLVED: That under Section 100A(4) of the Local Government Act 1972, the public be excluded from the meeting during consideration of the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in paragraphs 3 and 5 of Part 1 of Schedule 12A of that Act and as, in all the circumstances of the case, the public interest in maintaining the exemption under Schedule 12A outweighs the public interest in disclosing the information.

75. SKELMERSDALE LAND AUCTION AND DELIVERING PUBLIC REALM IN THE TOWN CENTRE

Consideration was given to the report of the Assistant Director Housing and Regeneration, as contained on pages 963 to 973 of the Book of Reports, which considered the best approach to ensure the Council gets the maximum possible return from the Land Auction sites at Whalleys, Skelmersdale and to develop proposals for the funding of public realm infrastructure for Skelmersdale Town Centre.

- RESOLVED
- A. That delegated authority be given to the Assistant Director Housing & Regeneration to enter into formal discussions about the purchase of the remaining land auction sites at Whalleys, Skelmersdale, from the HCA at the base values identified in the draft Memorandum of Understanding.
 - B. That delegated authority be given to the Assistant Director Housing & Regeneration, in consultation with the Borough Treasurer, Leader and Finance Portfolio Holder to determine whether there is a positive business case to purchase up to three of the remaining land auction sites, at Whalleys, Skelmersdale (as shown at Appendix 1 to the report) prior to the 31st March 2018 deadline and, if so, to proceed to purchase taking all necessary steps to do so.
 - C. That a future report be brought back to Cabinet and/or Council, as appropriate, to give consideration to how any Whalleys sites purchased by this Council will be brought forward for development and on any additional resources required to deliver this development.
 - D. That temporary borrowing be used, if necessary, to fund the delivery of public realm in Skelmersdale Town Centre alongside the St Modwen Scheme, should sufficient funds from the Land Auction not be in place at the relevant point in time.

76. MOTIONS

Consideration was given to the following 2 Motions included on the agenda at the request of Members:

77. ALT CROSSENS CATCHMENT DRAINAGE - MOTION INCLUDED ON THE AGENDA AT THE REQUEST OF COUNCILLOR D WESTLEY ON BEHALF OF THE CONSERVATIVE GROUP

The following Motion was moved and seconded:

“Given the Environment Agency has now served the required 2 year statutory period of notice of closure for the 5 pumping stations at Banks Marsh, Boundary Brook, Kew, Clay Brow and Rufford Causeway and given the implications for agriculture, infrastructure and surface drainage should these pumps cease to operate this Council resolves the following;

- (A) That an Alt Crossens Working Group be established comprising 3 Labour Members and 2 Conservative Members with a Chairman and Vice Chairman as now nominated by the Leader of the Council with the following Terms of Reference:
1. To explore all possible options for the continued operation of the 5 local pumping stations currently under Notice of Closure from the Environment Agency.
 2. To meet and discuss with all interested parties including any appropriate statutory bodies to gather evidence, consider cost implications and make recommendations on possible solutions by way of a report to a future meeting of the Full Council.
- (B) That funding of £10,000 from the Major Projects Reserve to cover the costs of servicing the work of the Alt Crossens Working Group be agreed.”

An Amendment to the Motion was moved and seconded.

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

An Amendment to the Substantive Motion was moved and seconded.

A vote was taken, the Amendment was LOST.

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

RESOLVED Given the Environment Agency has now served the required 2 year statutory period of notice of closure for the 5 pumping stations at Banks Marsh, Boundary Brook, Kew, Clay Brow and Rufford Causeway and given the implications for agriculture, infrastructure and surface drainage should these pumps cease to operate and the current circumstance of record amounts of rainfall and flooding events, this Council resolves the following:

- A. To call upon the Environment Agency to revoke the Notices and continue to fund the operation of these pumping stations.
- B. To ask, if the Notices are not revoked, that Lancashire County Council, as Local Lead Flood Authority, and the Environment Agency work together with any relevant Government body to develop a solution which does not place a direct financial burden on the Council Tax payers of West Lancashire.

78. PARK POOL - MOTION INCLUDED ON THE AGENDA BY COUNCILLOR D WESTLEY, ON BEHALF OF THE CONSERVATIVE GROUP

The following Motion was moved and seconded:

“Given that the Consultant's Report dated January 2015, that was included as an appendix to the Draft Leisure Strategy, assessed the condition of the Changing Facilities at Park Pool as "poor" and given that Park Pool is now in direct competition with the newly built Sporting Edge for the retention of its existing users, this Council resolves as follows:

- A. That in conjunction with West Lancashire Community Leisure Trust and Serco, a complete refurbishment of the Changing Facilities at Park Pool be undertaken as soon as feasible.
- B. That £150,000 be allocated to carry out the refurbishment work from the funding of £634,000 within the Capital Programme that the Council agreed to allocate at a later date at its meeting in February 2015.”

An Amendment was circulated, which was accepted by the Mover and Seconder of the Motion as an alteration, with the consent of the meeting.

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

RESOLVED Given that the Consultant's Report dated January 2015, that was included as an appendix to the Draft Leisure Strategy, assessed the Changing Facilities at Park Pool as "poor" and given that Park Pool is now in direct competition with the newly built Sporting Edge for the retention of its existing users, this Council resolves as follows:

- A. That, in conjunction with West Lancashire Community Leisure Trust and Serco, a report be submitted to Council in February 2016 on the refurbishment of the Changing Facilities at Park Pool in the context of the Council's new Leisure Strategy.
- B. That £150,000 be allocated for Park Pool, Ormskirk from the funding of £634,000 within the Capital Programme that the Council agreed to allocate at a later date at its meeting in February 2015.

THE MAYOR

PLANNING COMMITTEE

HELD: 14 JANUARY 2016

Start: 7.30 p.m.
Finish: 10.35 p.m.

PRESENT: Councillor Bell (Chairman)
Councillor Owen (Vice-Chairman)

Councillors: Ashcroft Nixon
Mrs. Baybutt O'Toole
Dereli Pendleton
G. Hodson Pope
Hudson Savage
McKay Mrs. Stephenson
C. Marshall West
Mee Mrs. Westley

Officers: Assistant Director Planning (Mr. J. Harrison)
Head of Development Management (Mrs. C. Thomas)
Legal and Member Services Manager (Mr. M. Jones)
Principal Planning Officer (Mrs. A. Veevers)
Member Services/Civic Officer (Mrs. J.A. Ryan)

In attendance: Councillor J. Hodson (Portfolio Holder for Planning)
Councillor Owens (Derby Ward)
Councillor Dowling (Knowsley Ward)
Deputy Assistant Director Housing & Regeneration (Mr. I. Gill)

53. APOLOGIES

There were no apologies for absence received.

54. MEMBERSHIP OF THE COMMITTEE

There were no changes to the membership of the Committee.

55. URGENT BUSINESS, IF ANY, INTRODUCED BY THE CHAIRMAN

There were no urgent items of business.

56. DECLARATIONS OF INTEREST

Councillor Bell declared a non-pecuniary interest in respect of Yew Tree Farm, Liverpool Road South, Burscough by virtue of his membership of Burscough Parish Council in view of their objection to the application.

57. DECLARATIONS OF PARTY WHIP

There were no declarations of Party Whip.

58. MINUTES

RESOLVED That the minutes of the meeting held on the 10 December 2015 be approved as a correct record and signed by the Chairman.

59. PLANNING APPLICATIONS

The Assistant Director Planning submitted a report on planning applications (all prefixed 2015 unless otherwise stated) as contained on pages 1315 to 1443 of the Book of Reports and on pages 1515 to 1529 giving details of late information.

RESOLVED A. That the under-mentioned planning applications be approved subject to the conditions in the report:-

1119/FUL; 0884/FUL;

B. That in respect of planning application 0171/OUT relating to Yew Tree Farm, Liverpool Road South, Burscough:-

(i) It was noted that the description of the planning application had been amended as follows and that Policy SP3 – Yew Tree Farm had been added to the list of relevant West Lancashire Local Plan policies (and to the recommended reasons for approval).

Description

Outline planning permission (including details of access) for the erection of up to 580 dwellings (C3); Extra Care or Care Accommodation (C2); a Local Centre (comprising up to 500m² of A1, A2, A3, A4 and A5 floorspace; and community uses); the construction of 4.6 hectares of Employment Development (up to 13,800m² of B1, B2 and B8 floorspace); the provision of open space and associated recreation facilities (including parkland, allotments, play areas, a linear park, cycle and pedestrian facilities); together with the provision of related infrastructure including the construction of drainage works (including sustainable urban drainage systems), roads, services and related utilities; and associated works.

(ii) the decision to grant planning permission be delegated to the Assistant Director Planning in consultation with the Chairman or Vice-Chairman of the Planning Committee subject to a planning obligation under S106 of the Town and Country Planning Act 1990 being entered into to secure the provision of:

- Affordable housing and specialist housing for the elderly
- The provision and maintenance of the public open space and SUDs infrastructure
- The provision and maintenance of biodiversity mitigation

- measures
- Appropriate sustainable travel measures, subject to viability
 - Safeguarding of primary school site throughout the plan period and if not required, the provision in lieu, of a commuted sum towards education provision if required.
- (iii) any planning permission granted by the Assistant Director Planning pursuant to resolution (ii) above be subject to the conditions set out on pages 1388 to 1398 of the Book of Reports but subject to the amendment to conditions/additional condition below:

Condition 4

Development shall not begin until a phasing programme for the whole of the site has been submitted to and approved in writing by the Local Planning Authority. The phasing plan shall identify residential and employment phases, drainage phases, provision of the internal link roads, provision of the public open space, provision of the Linear Park and provision of the retail/community development. Any amendment to the phasing programme should provide evidence to demonstrate that such changes would not be likely to give rise to any significant environmental impacts. In instances where phasing changes may give rise to environment impacts then the amended phasing programme shall be accompanied by an Environmental Statement prepared in accordance with the (Environmental Impact Assessment) Regulations 2011 (or as amended).

Condition 9

No construction works shall take place on any residential phase until full engineering details of the signalised junction at the main entrance to the site on Liverpool Road South as shown on Plan Ref CBO-0054-001 Rev E have been submitted to and approved in writing by the Local Planning Authority. No dwellings, other than those adjacent to Lordsgate Lane (as shown in orange on Parameters Plan ref: 6815_SP(90)22/1) shall be occupied until the new junction has been provided in accordance with the approved details.

Condition 10

The southern roundabout access shown on Plan Ref HC/15820/001 shall be implemented in accordance with a S278 Agreement before any development served from that access is occupied.

Condition 32

Notwithstanding the provisions of Schedule 2, Part 15 Class B(e) to the Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) no

substations shall be provided within the site without the prior approval in writing to the Local Planning Authority of the detailed siting and external appearance of the substations.

Additional Condition 36

A monitoring strategy in respect of trips from the site, the flows at the A59/A5209 junction (to allow the site trips to be discounted and the background flows derived) shall be submitted to and approved in writing by the Local Planning Authority on or before the Occupation of **400** Dwellings. Such monitoring strategy to include but not be limited to the following:

- the proposed neutral months to be used for monitoring;
- the proposed weeks to be used for monitoring such weeks not being school holidays for the borough or bank holidays and avoiding major roadwork's on the local highway network;
- methodology of how the data will be captured;
- how and when it will be submitted to the Council;
- timetabling of monitoring and submission of data; and
- and the approved monitoring strategy shall be carried out at the Owner's expense;

Once approved by the LPA, the monitoring strategy shall be implemented thereafter.

Prior to the Occupation of 450 Dwellings the results of such monitoring shall be submitted to the Local Planning Authority in accordance with the programme for reporting set out in the said approved monitoring strategy. If the "no development" flows exceed the flows set out in the TA received by the LPA on 19th February 2015 then mitigation measures shall be submitted to and agreed in writing with the LPA which address the issues raised by the flows exceeding those set out in the 19th February 2015 TA. Such measures (if any are required) shall be implemented prior to occupation of the 451st dwelling.

Reason 36

In order that the highway network is not undermined and that the development continues to comply with Policy GN3 in the West Lancashire Local Plan 2012-2027 Development Plan Document

- C. That planning application 0924/FUL relating to Land to the West of Ingram, Birch Green, Skelmersdale be approved subject to the conditions as set out on pages 1411 to 1414 but subject to the amendment of Condition 6 as below:-

Condition 6

The development shall proceed in accordance with the details and

specifications (including tree protection measures) contained within the Arboricultural Impact Assessment by Outline Trees Consultancy dated November 2015 and received by the Local Planning Authority on 1st December 2015 and within 9 months of the occupation of the development hereby approved the landscaping shall be implemented in accordance with the details provided on Plan Ref WCM/MIS/AL/01 received by the Local Planning Authority on 9th October 2015. All trees and shrubs shall comply with BS. 3936 (Specification of Nursery Stock) and shall be planted in accordance with BS.4428 (General Landscape Operations). All planting shall be maintained and any dead or dying material shall be replaced for a period of ten years from the agreed date of planting.

- D. That planning application 1109/FUL relating to Pear Tree Farm, Lowry Hill Lane, Lathom be approved subject to the conditions as set out on pages 1321 to 1323 of the Book of Reports and with the additional condition as set out below:-

Condition 9

A contaminated land investigation shall be carried out in respect of the proposed development site in order to identify whether there are substances in, on or under the land with potential to cause harm to human, ecological, environmental, structural or controlled water receptors, and to assess the degree of risk posed by those substances to each receptor.

The investigation should be carried out by appropriately qualified and experienced consultants.

The investigation shall begin with a desk study that adequately characterises the site, including its geography, geology, hydrology and historical use. From this a conceptual site model shall be produced, based on the past and intended use of the site and identifying all potential pollutant linkages.

If the desk study and conceptual site model identify potential pollutant linkages, an intrusive site investigation shall be carried out in accordance with BS10175:2001 'Investigation of Potential Contaminated Sites – Code of Practice' and any other relevant Government guidance current at the time.

The investigation shall take the form of a sufficient number of sampling points arranged spatially so as to ensure adequate cover of the site, especially those areas intended for use as gardens and landscaped areas, or where concentrations of contaminants are anticipated.

Sufficient samples must be obtained to characterise the soils, and in addition to soil samples, shall include ground and surface water samples where the conceptual model demands. Additionally,

monitoring for landfill gas shall be carried out where appropriate and the results assessed against the latest version of the CIRIA report. The samples shall be analysed for a full suite of organic and inorganic contaminants. The analysis must be carried out at a laboratory that is UKAS accredited, and which complies with the Environment Agency's MCERTS standard in respect of each contaminant.

Sample results shall be screened against Government Soil Guideline Values (SGV) where these are available. Where these are not available, the results must be screened using clearance values that have been derived using best available toxicological data using a statistical model acceptable to the Local Planning Authority (LPA). In those cases where values are exceeded, more detailed site-specific risk assessments must be carried out to decide whether remediation is required. These assessments must be carried out using best toxicological data for the contaminant concerned, and by means of a statistical model acceptable to the LPA.

Where the investigation confirms the presence of contamination likely to cause harm to receptors, whether human or otherwise, a remediation scheme shall be devised that will result in the contamination being dealt with so as to remove the risk to receptors and make the site suitable for its intended use.

The results of the desk study and site investigation, together with details of any proposed remediation, shall be approved by the LPA before development of the site commences. Any remediation scheme approved shall be carried out as part of the development of the site, and shall be followed by a validation report sufficient to prove that the remediation has been effective. This report must also be approved by the LPA.

Where it is evident that a risk to controlled waters may exist, the Environment Agency must be consulted and any requirements made by them must be carried out.

Reason 9

To ensure that the development is adequately protected against potentially contaminated land and so complies with the provisions of Policy GN3 in the adopted West Lancashire Local Plan 2012-2027 Development Plan Document

- E. That planning application 1044/COU relating to The Fat Olive, 8 St. Helens Road, Ormskirk be approved subject to the conditions as set out on pages 1338 to 1339 of the Book of Reports and with the amendment of Condition No. 2 and an additional condition as set out below :-

Condition 2

The development hereby approved shall be carried out in accordance with details shown on the following plans:-

Plan reference G02 Rev C received by the Local Planning Authority on 11 January 2016.

Plan reference G01, G03 and G04 received by the Local Planning Authority on 9 October 2015.

Additional Condition 11

Prior to the first occupation of the building, a Management Plan shall be submitted to and approved in writing by the Local Planning Authority. Thereafter the property shall be managed in accordance with the approved Plan.

Reason 11

To safeguard the amenity of adjacent properties and the area generally and so comply with the provisions of Policy GN3 in the adopted West Lancashire Local Plan 2012-2027 Development Plan Document.

- F. That planning application 0885/LBC relating to Moor Hall, Prescott Road, Aughton be approved subject to the conditions as set out on pages 1440 to 1442 of the Book of Reports and with the amendment to Condition 2, the removal of Condition 8 and an additional Condition below:-

Condition 2

Due to the receipt of the amended site plan Condition 2 is revised to include the following reference 02-02-012B received by the Local Planning Authority on 11th January 2016.

Additional Condition 27

The windows on the east elevation shall be fitted with obscure glass (Pilkington level 5 or equivalent) prior to commencement of use of the development hereby approved and shall remain so fitted at all times thereafter for the duration of the development.

Reason 27

To safeguard the amenity of adjacent properties and the area generally and so to comply with the provision of policy GN3 in the adopted West Lancashire Local Plan 2012-2027 Development Plan Document.

- G. That planning application 1121/COU relating to 38 Holly Close, Westhead, Ormskirk be refused for the following reason:-

Through the intensity of the use the proposed development would result in noise and disturbance and a loss of amenity to nearby

residents, in an area characterised by mainly elderly persons accommodation, contrary to Policy GN3 of the West Lancashire Local Plan and one of the Core Planning principles in the National Planning Policy Framework.

(Notes:

1. In accordance with the procedure for public speaking on planning applications on this Committee members of the public spoke in connection with application nos. 2015/1044/COU; 2015/1121/COU.
2. The Parish Clerk from Aughton Parish Council, Mrs. Tess Reddington spoke in connection with planning application 2015/0171/OUT
3. In accordance with Regulatory Procedure Rule 7 (b) Councillor Owens spoke in connection with planning applications 2015/1044/COU and 2015/1121/COU.
4. Councillor Hudson left the meeting during consideration of planning application 2015/0171/OUT relating to Yew Tree Farm and was not present for the remainder of the meeting.
5. Councillors Owens left the Chamber at the conclusion of planning application 2015/1121/COU, 38 Holly Close, Westhead and was not present for the remainder of the meeting.
6. After consideration of planning application 2015/1121/COU relating to 38 Holly Close, Westhead the meeting was adjourned for a 5 minute comfort break.

60. WEST LANCASHIRE STATEMENT OF COMMUNITY INVOLVEMENT 2016 UPDATE

Consideration was given to the report of the Assistant Director Planning as contained on pages 1455 to 1514 of the Book of Reports. Members were asked to consider the report and the Statement of Community Involvement attached at Appendix A to the report and that agreed comments be referred to the Assistant Director Planning for consideration, in consultation with the Portfolio Holder.

RESOLVED That Officers be thanked for a very comprehensive report.

- CHAIRMAN -

AUDIT AND GOVERNANCE COMMITTEE

HELD: 26 JANUARY 2016

Start: 7.00pm

Finish: 7.40pm

PRESENT:

Councillors: Bullock (Chairman)

Mrs Baybutt	G Hodson
Blane	Mee
Cotterill	Pendleton
Dereli	Pope
Gagen	Whittington

Officers: Borough Treasurer (Mr M Taylor)
Borough Solicitor (Mr T Broderick)
Audit Manager (Mr M Coysh)
Assistant Member Services Manager (Mrs J Denning)

In attendance: Georgia Jones of Grant Thornton (External Auditors)

25. APOLOGIES

An apology for absence was received on behalf of Councillor L Hodson.

26. MEMBERSHIP OF THE COMMITTEE

In accordance with Council Procedure Rule 4, the Committee noted the termination of membership of Councillor Pryce-Roberts and the appointment of Councillor Cotterill for this meeting only, giving effect to the wishes of the Political Groups.

27. DECLARATIONS OF INTEREST

There were no declarations of interest.

28. MINUTES

RESOLVED That the minutes of the last meeting of the Committee held on 29 September 2015 be approved as a correct record and signed by the Chairman.

29. GRANT THORNTON - THE ANNUAL AUDIT LETTER

Consideration was given to the report of the Borough Treasurer, as contained on pages 373 to 380 of the Book of Reports, that introduced the Annual Audit Letter for the year ended 31 March 2015 produced by the External Auditors, Grant Thornton.

Georgia Jones from Grant Thornton attended the meeting to respond to questions, referencing details set down in the Annual Audit Letter and provided information of the key findings arising from the work that had been undertaken. She also advised that in relation to the Code of Practice on Transport Infrastructure Assets, this was a highways matter and therefore not relevant for West Lancashire.

Comments and questions were raised in respect of the following:

- The Audit Fee
- Value for Money key elements, particularly in relation to examples of economic regeneration innovation.
- Challenges in bringing forward the publication date from 30 September to 31 July for the 2017-18 accounts.

RESOLVED That the Annual Audit Letter, prepared by the External Auditors, Grant Thornton, be noted.

30. GRANT THORNTON - CERTIFICATION LETTER

Consideration was given to the report of the Borough Treasurer which introduced the letter of the External Auditors Grant Thornton, as contained on pages 381 to 386 of the Book of Reports, which set out details of the External Auditor's findings from their certification of 2014/15 claims and returns.

Georgia Jones from the external auditors, Grant Thornton, was present to answer any questions and advised that the 2014/15 fees for the Certification was be £14,450.

Comments and questions were raised in respect of the level of incorrect housing benefit assessments.

RESOLVED That the findings by the External Auditor's Grant Thornton, be noted.

31. INTERNAL AUDIT ACTIVITIES - QUARTERLY UPDATE

Consideration was given to the report of the Borough Treasurer, as contained on pages 387 to 392 of the Book of Reports, which advised of progress against the 2015/16 Internal Audit Plan.

Comments and questions were raised in respect of the following:

- Revenues systems reconciliations
- Payroll – variations to pay
- Payroll IT system assurance
- CIL processing

RESOLVED That progress in the year to date be noted and an update be provided to a future meeting in respect of the review to be undertaken on controls on variations to pay in the new "self-service" payroll system.

32. REGULATION OF INVESTIGATORY POWERS ACT QUARTERLY MONITORING OF USE OF POWERS

In relation to the quarterly monitoring of activity under the Regulation of Investigatory Powers Act 2000 (RIPA) the Borough Solicitor reported that there was no relevant activity to bring to the attention of the Committee.

RESOLVED That the update be noted.

33. WORK PROGRAMME

Consideration was given to the Committee's work programme as set out at page 393 of the Book of Reports.

- RESOLVED
- A. That the Work Programme be noted.
 - B. That the Procurement Training in September 2016 should include:
 - Value for Money
 - Social Value
 - E-tendering
 - SME's (Small and medium-sized enterprises)
 - C. That the training session for January 2017 to be Treasury Management, which should include Value for Money.

.....
CHAIRMAN

**POLLING DISTRICTS AND POLLING PLACES
REVIEW COMMITTEE**

HELD:

27 JANUARY 2016

Start:

5.00pm

Finish:

5.05pm

PRESENT:

Councillors: Dowling (Chairman)
Owen (Vice-Chairman)

Cotterill
Greenall
D Westley

Officers: Borough Solicitor (Mr T Broderick)
Elections and Admin Manager (Mr T Lynan)
Assistant Member Services Manager (Mrs J Denning)

1. APOLOGIES

There were no apologies for absence.

2. MEMBERSHIP OF THE COMMITTEE

In accordance with Council Procedure Rule 4, the Committee noted the termination of Councillor Dereli and the appointment of Councillor Cotterill for this meeting only, thereby giving effect to the wishes of the Political Groups.

3. DECLARATIONS OF INTEREST

There were no declarations of interest.

4. MINUTES

As this was the first meeting of this Committee, there were no minutes to receive.

5. TERMS OF REFERENCE

RESOLVED That the Terms of Reference of the Committee be noted as follows:
"To consider and determine (as necessary) any interim review of Polling Districts and Polling Places within the Borough and/or constituency."

6. INTERIM REVIEW OF POLLING DISTRICT AND POLLING PLACES FOR DERBY WARD - DISTRICT DEC - FINAL PROPOSALS

Consideration was given to the report of the Borough Solicitor, as contained on pages 3 to 34 of the Book of Reports, which sought approval of the Final Proposals for the interim review of the Polling District and Polling Places for Derby Ward Polling District DEC.

RESOLVED That the Final Proposals as detailed in Appendix B to the report be approved as they provide all electors in the DEC Polling District with such reasonable facilities for voting as are practicable in the circumstances and, so far as is reasonable and practicable are accessible to all Electors including those who are disabled.

THE CHAIRMAN

LICENSING AND GAMBLING COMMITTEE

HELD:2 FEBRUARY 2016

Start:7.00pm

Finish: 7.40pm

PRESENT: Councillor Delaney (Chairman)
Councillor Devine (Vice Chairman)

Councillors: Mrs Baybutt Nixon
Dowling Owens
Kay Patterson
McKay Pendleton
Mee Mrs Westley
Ms Melling Wright

Officers: Commercial, Safety and Licensing Manager (Mr P Charlson)
Assistant Solicitor (Mrs J Williams)
Senior Licensing Officer (Ms M Murray)
Member Services / Civic Support Officer (Mrs J Brown)

In attendance: Police Sergeant Bushell (Lancashire Constabulary)

18. APOLOGIES

Apologies were received on behalf of Councillor Mrs C Evans.

19. MEMBERSHIP OF THE COMMITTEE

There were no changes to Membership of the Committee.

20. URGENT BUSINESS

There were no items of urgent business.

21. DECLARATION OF PARTY WHIP

There were no declarations of Party Whip.

22. DECLARATIONS OF INTEREST

There were no declarations of interest.

23. MINUTES OF LICENSING SUB - COMMITTEE

The Minutes of the Licensing Sub – Committee held on 27 November 2015 were submitted.

RESOLVED: That the above Minutes be noted.

24. MINUTES

RESOLVED: That, the Minutes of the meeting held on 1 December 2015 be received as a correct record and signed by the Chairman subject to the following amendment; that Councillor Pendleton was present at the meeting and Councillor Savage was no longer a Member and therefore was not present.

25. LICENSING ACT 2003 - NIGHT TIME LICENSING OPTIONS

Consideration was given to the report of the Interim Director Community Services as contained on pages 127 to 168 of the Book of Reports, the purpose of which was to provide an update on the options resulting from the action plan devised to address concerns regarding night time antisocial behaviour in the Borough, including Ormskirk town centre.

The Commercial, Safety and Licensing Manager outlined the report and responded to questions from Members of the Committee. He further invited Sergeant Bushell, Lancashire Constabulary to outline his findings to Members as contained at Appendix 2 of the report.

- RESOLVED:
- A. That the content of the report be noted.
 - B. That a further scoping exercise be undertaken to determine the impact of the late night levy, particularly on smaller premises throughout the Borough and any steps that can be taken to alleviate unnecessary financial hardship and that the findings be brought to the next Committee for further consideration.

- CHAIRMAN -

PRESENT: Councillor Devine (Chairman)
Councillor Delaney (Vice Chairman)

Councillors: Kay Nixon
McKay Patterson
C Marshall Mrs Stephenson
Mee Wright

Officers: Commercial, Safety and Licensing Manager (Mr P Charlson)
Assistant Solicitor (Mrs J Williams)
Senior Licensing Officer (Ms M Murray)
Member Services/Civic Support Officer (Mrs J Brown)

52. APOLOGIES

There were no apologies for absence received.

53. MEMBERSHIP OF THE COMMITTEE

There were no changes to Membership of the Committee.

54. URGENT BUSINESS

There were no items of urgent business.

55. DECLARATION OF PARTY WHIP

There were no declarations of Party Whip.

56. DECLARATIONS OF INTEREST

Councillor Nixon declared a pecuniary interest in relation to Agenda Item 10 – Hackney Carriage Driver – WK/000212449 as the driver is a friend of hers.

Councillor Devine and Councillor Nixon declared a pecuniary interest at Agenda Item 12 in relation to an Application for a Private Hire Driver Licence – Application Number WK/000210815 as the Applicants Representative was a friend of them both.

57. MINUTES OF SUB-COMMITTEES OR WORKING GROUPS

There were no Minutes to receive.

58. MINUTES

RESOLVED: That the Minutes of the meeting held on 1 December 2015 be received as a correct record and signed by the Chairman.

59. APPROVAL OF HACKNEY CARRIAGE AND PRIVATE HIRE POLICY STATEMENTS 2016

Consideration was given to the report of the Interim Director Community Services as contained on pages 291 to 430 of the Book of Reports, the purpose of which was to approve the Hackney Carriage and Private Hire Licensing Policy Statement 2016 following public consultation.

The Commercial, Safety and Licensing Manager outlined the report and responded to questions and comments raised by Members.

RESOLVED: That the Hackney Carriage and Private Hire Licensing Policy Statement 2016 as attached at Appendix 2 to the report be approved for use from 1 April 2016, having regard to the consultation responses attached at Appendix 3 to the report.

60. EXCLUSION OF PRESS AND PUBLIC

That under Section 100(A) of the Local Government Act 1972, the public be excluded from the meeting during consideration of the following items of business on the grounds that it involves the likely disclosure of exempt information as defined in paragraph 2 (identity of an individual), Paragraph 3 (Financial/Business Affairs), paragraph 5 (Legal Matters) and Paragraph 7 (Criminal Matters) part 1 of Schedule 12A outweighs the public interest in disclosing the information.

**61. HACKNEY CARRIAGE DRIVER - WK/000212449
(FINANCIAL/BUSINESS AFFAIRS / LEGAL MATTERS - PARAGRAPHS 3 & 5)**

Members were asked to consider a Hackney Carriage Driver Licence having regard to a caution not declared on the Statutory Declaration which accompanied his two previous renewal applications.

The driver attended the meeting with his representative and was interviewed by the Committee during which the Applicant was advised of his right of appeal to the Magistrates Court if he was aggrieved by the decision.

RESOLVED: That, under the provisions of Section 61(1)b of the Local Government (Miscellaneous Provisions) Act 1976, the Hackney Carriage Driver Number LN/000006660 be revoked with immediate effect on the grounds of reasonable cause in that the driver is not a fit and proper person to hold such a licence having regard to the nature of the caution.

(Note 1: Councillor Nixon declared a pecuniary interest, as the Applicant is a friend of hers and therefore left the Chamber during consideration of this item).

(Note 2: The Officers from Community Services left the meeting as Members considered their decision in this case).

**62. APPLICATION FOR PRIVATE HIRE DRIVER LICENCE - WK/000210950
(IDENTITY OF AN INDIVIDUAL / CRIMINAL MATTERS - PARAGRAPHS 2 & 7)**

Members were asked to consider an Application for a Private Hire Driver Licence Number WK/000210950 having regard to the offences declared on the Statutory Declaration, which accompanied the Application Form.

The Applicant attended the meeting and was interviewed by the Committee during which the Applicant was advised of his right of appeal to the Magistrates Court if he was aggrieved by the decision.

RESOLVED: That Application Number WK/000210950 be GRANTED.

(Note: The Officers from Community Services left the meeting as Members considered their decision in this case).

**63. APPLICATION FOR PRIVATE HIRE DRIVER LICENCE - WK/000210815
(IDENTITY OF AN INDIVIDUAL / CRIMINAL MATTERS - PARAGRAPHS 2 & 7)**

Members were asked to consider an Application for a Private Hire Driver Licence Number WK/000210815 having regard to the offences declared on the Statutory Declaration, which accompanied the Application Form.

The Applicant attended the meeting with his representative and was interviewed by the Committee during which the Applicant was advised of his right of appeal to the Magistrates Court if he was aggrieved by the decision.

RESOLVED: That Application Number WK/000210815 be REFUSED.

(Note 1: Councillor Devine and Councillor Nixon declared a pecuniary interest, as the Applicants representative was a friend to them both and therefore both Members left the Chamber during consideration of this item).

(Note 2: Councillor Delaney took the Chair for this item only).

(Note 3: The Officers from Community Services left the meeting as Members considered their decision in this case).

**64. PRIVATE HIRE DRIVER - WK/000207372
(IDENTITY OF AN INDIVIDUAL / CRIMINAL MATTERS - PARAGRAPHS 2 & 7)**

Members were asked to consider a Private Hire Driver Licence having regard to a current Police conviction received by the Driver.

The Applicant attended the meeting and was interviewed by the Committee during which the Applicant was advised of his right of appeal to the Magistrates Court if he was aggrieved by the decision.

RESOLVED: That, under the provision of Section 61(1)b of the Local Government (Miscellaneous Provisions) Act 1976, the Private Hire Driver Licence Number LN/0000003562 be revoked with immediate effect on the grounds of reasonable cause in that the driver is not a fit and proper person to hold such a licence having regard to the nature of the conviction.

(Note: The Officers from Community Services left the meeting as Members considered their decision in this case).

- CHAIRMAN -

MINUTE OF CABINET – 12 JANUARY 2016

90. STRATEGIC ASSET PURCHASES FUND

Councillor Moran introduced the report of the Assistant Director Housing & Regeneration which sought authority to establish a Strategic Asset Purchasing Committee to purchase land and property for the Council if considered prudent to do so and the timeframe precludes the normal process.

In reaching the decision below, Cabinet considered the details set out in the report before it and accepted the reasons contained therein.

- RESOLVED
- A. That the report be noted.
 - B. That the establishment of a Strategic Asset Purchasing Committee be agreed and supported.



Report of: Interim Borough Transformation Manager

Contact for further information: Ms S Lewis (Extn. 5027)
(E-mail: sharon.lewis@westlancs.gov.uk)

SUBJECT: PAY POLICY STATEMENT 2016/17

Wards affected: Borough wide.

1.0 PURPOSE OF THE REPORT

1.1 To agree a Pay Policy Statement for 2016/17 detailing the Authority's policy on workforce remuneration, as required by the Localism Act 2011.

2.0 RECOMMENDATIONS TO COUNCIL

2.1 That the Pay Policy Statement for 2016/17 attached at Appendix (i) be approved, published on the Council's website and included in the Constitution.

3.0 BACKGROUND

3.1 The Localism Act refers to 'Pay Accountability' and sets out the requirements for Councils and fire and rescue authorities to prepare and publish annual pay policy statements. The pay policy statement must be approved by full Council, in advance of the financial year to which it relates.

3.2 The Council must publish the statement on the Council's website and may choose to expand the publication in other ways as part of its approach towards transparency. The pay policy statement must set out the Council's policies relating to:-

- Chief Officer remuneration (at recruitment, salary, bonus/performance related pay, charges/fees/allowances, benefits in kind, enhancement to pension, at termination),
- Remuneration of its lowest paid employees (elements as above), the definition used for this group and the reason for adopting that definition,
- The relationship between Chief Officer remuneration and that of other staff.

- 3.3 The Council may amend its pay policy statement during the year but must comply with the statement in force in making decisions on relevant remuneration. Items elsewhere on the agenda deal with the Senior Management Structure within the Council, subject to the decisions on these items an updated Pay Policy Statement 2016/17 will be submitted for approval to Council in April 2016.
- 3.4 The definition of Chief Officers is not limited to those on Chief Officer Terms and Conditions (JNC Conditions). It means Heads of Paid Service, statutory and non-statutory Chief Officers and those who report directly to them.
- 3.5 The Localism Act sets out the minimum requirements and authorities are encouraged to consider whether they wish to extend the scope of their pay policy statement to include highly paid staff not within the definition of 'Chief Officers'. At West Lancashire the scope of the 'Chief Officer' definition means that it is not necessary to so extend.
- 3.6 The information set out within the Pay Policy Statement complements the data on pay and reward that the Council is required to publish separately, under the Code of Recommended Practice for Local Authorities on Data Transparency and by the Accounts and Audit (England) Regulations 2011 and Local Government Transparency Code 2014. This is referred to on the Council's website.

4.0 GUIDANCE ON OPENNESS AND ACCOUNTABILITY IN LOCAL PAY

4.1 Under Section 40 of the Localism Act the Council must, when preparing and approving pay policy statements, have regard to any guidance issued or approved by the Secretary of State for Communities and Local Government. In February 2012, the Secretary of State issued guidance on openness and accountability in local pay setting out specific expectations including:-

- Full Council having the opportunity to vote on senior remuneration packages with a value over £100,000 prior to an offer being made in a new appointment;
- Policies explaining the planned relationship between chief officer's remuneration and that of other staff and the ratio between the highest paid and the median salary that the authority aims to achieve or maintain;
- Authorities considering Lord Hutton's recommendations on the value of a system of 'earn back' pay, with an element of their basic pay 'at risk'; to be earned back each year through meeting pre-agreed objectives;
- Any decision that an Authority takes in relation to the award of severance to an individual Chief Officer, complying with their published policy for that year;
- Authorities having an explicit policy in their pay statement on whether or not they permit an individual to be in receipt of a pension in addition to receiving a salary;
- Policies toward Chief Officers, who have returned to an Authority and; had received a severance or redundancy payment, returned under a contract for services or are in receipt of a LGPS / firefighter pension.

4.2 Additional supplementary guidance was issued in February 2013, which is summarised below:

- Pay Policy Statements are public documents to be used to hold Councillors to account on pay matters.

- The Pay Policy Statement should be published as soon as reasonably practicable after approval by full Council, it should include the Council's approach to the publication of and access to information on Chief Officer remuneration.
- Building on existing guidance regarding the need for full Council approval for Senior Officer appointments on salaries over £100,000. Where Councils do not have posts within their structure of over £100,000, local salary thresholds should be set for full Council approvals to senior officer appointments.
- There should be published policies on severance for Chief Officers and details of any redundancy payment discretions.
- Full Council should vote on large severance packages beyond a threshold of £100,000, the details should be set out to include all components of the severance, including salary paid in lieu, redundancy compensation, pension entitlement, holiday pay, bonuses, fees and allowances.

5.0 CURRENT APPROACH

- 5.1 Members have been mindful for many years of ensuring that the remuneration available to the Chief Officers and senior managers within the Council is appropriate in terms of ensuring the necessary skills are available to the Council.
- 5.2 The annual Pay Policy Statement provides information about the remuneration package offered by the Council to the Chief Officers within the structure. The salary ratio of highest paid and the average salary across the workforce and the Chief Officers is detailed in the policy statement.
- 5.3 Lord Hutton in his review of public sector pay, Fair Pay in the Public Sector, December 2010, recommended (amongst a number of other things), that the ratio between the lowest and highest paid officers within a public sector organisation should be no more than 1:20. With this recommendation in mind, the Council is well within the boundaries of reasonable and appropriate pay differentials.
- 5.4 In producing the Pay Policy Statement, due consideration has been given to the guidance available, and the recommendations and findings of the Hutton report and it is considered that the Pay Policy Statement presents a fair and appropriate approach to senior officer remuneration across the Council, which also represents good value for money.
- 5.5 In December 2015, Council agreed to increase the additional supplement to those Council employees not currently receiving 'a Living Wage Foundation living wage' (i.e. an hourly rate of less than £8.25) with effect from 1 December 2015. This provides a supplementary payment to all staff on spinal column points 6 to 11 in addition to their normal salary payment. This has been accounted for in the Pay Policy Statement 2016/17.
- 5.6 Employees who are members of the Local Government Pension Scheme (LGPS) pay annual contributions into the Scheme based on a banding structure. The LGPS was amended with effect from 1 April 2014 and the revised contribution bandings effective from 1 April 2014 are incorporated into the Pay Policy 2016/17.

6.0 PROPOSALS

- 6.1 The Council is required to agree a Pay Policy Statement and it is recommended to adopt the Pay Policy Statement 2016/17 as attached at Appendix (i). The statement agreed for 2015/16 has been refreshed and figures appropriately updated. The Policy will be reviewed annually and further reports prepared for Council each year in order to ensure effective delivery of the Council's objectives.
- 6.2 The Council put in place interim Senior Management arrangements from 1 February 2016 at its meeting in October 2015. On agreement of a new permanent Senior Management structure for the Council the Pay Policy Statement 2016/17 will be revised and presented to Council for approval in April 2016.

7.0 SUSTAINABILITY IMPLICATIONS/COMMUNITY STRATEGY

- 7.1 The report acknowledges the need to be transparent and open about the Chief Officer Pay arrangements. The Council has sought to make sure its pay arrangements ensure a suitably qualified and experienced set of Chief Officers are in place to deliver the Council's business, through appropriate remuneration at this senior level, whilst at the same time achieving value for money and being cognisant of the Council's objectives set out in the Council Plan.

8.0 FINANCIAL AND RESOURCE IMPLICATIONS

- 8.1 The proposed Pay Policy Statement will not have any direct effect on the budgetary position of the Council as it encapsulates the current arrangements in relation to Pay and Conditions of its Chief Officers and makes no recommendations to amend these.

9.0 RISK ASSESSMENT

- 9.1 This item is a statement of the current position. It therefore does not require a formal risk assessment and no changes have been made to risk registers as a result of this report.

Background Documents

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

Equality Impact Assessment

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

Appendices

- (i). Pay Policy Statement 2016/17
- (ii). Equality Impact Assessment

PAY POLICY STATEMENT 2016/17

1. Introduction and Purpose

Under section 112 of the Local Government Act 1972, the Council has the “power to appoint officers on such reasonable terms and conditions as the authority thinks fit”. This Pay Policy Statement (the ‘statement’) sets out the Council’s approach to pay policy in accordance with the requirements of Section 38 of the Localism Act 2011.

The purpose of the statement is to provide transparency with regard to the Council’s approach to setting the pay of its employees by identifying;

- the methods by which salaries of all employees are determined;
- the details of the remuneration of its most senior staff i.e. ‘chief officers’, as defined by the relevant legislation;
- the relationship between the remuneration of its Chief Officers and other employees

This pay policy statement is effective from 1 April 2016 and will be subject to review on an annual basis, or earlier if required, the policy for the next financial year being approved by 31st March each year.

2. Other legislation relevant to pay and remuneration

In determining the pay and remuneration of all of its employees, the Council will comply with all relevant employment legislation. This includes legislation such as the Equality Act 2010, Part Time Employment (Prevention of Less Favourable Treatment) Regulations 2000 and where relevant, the Transfer of Undertakings (Protection of Earnings) Regulations. The Council ensures there is no pay discrimination within its pay structures and that all pay differentials can be objectively justified through the use of job evaluation mechanisms, which directly establish the relative levels of posts in grades according to the requirements, demands and responsibilities of the role.

3. Pay Structure

The Council uses the nationally negotiated pay spine(s) (i.e. a defined list of salary points) as the basis for its local pay structure, which determines the salaries of the large majority of its workforce together with the use of locally determined rates where these do not apply.

The Council’s payscales range from Scale 1 to WL1. Scale 1 to PO4 are in line with the National Pay Spine and senior managers on Grade SM1 to WL1 are on a - locally determined pay spine. Full details are attached at Appendix A. Variable additional payments may also be made as appropriate in line with the terms and conditions of employment, which completes the total remuneration package.

With effect from 1 December 2015, the Council paid an additional supplement to those Council employees not currently receiving ‘a voluntary living wage’ (i.e.

Currently an hourly rate of less than £8.25). This provides a supplementary payment to all staff on spinal column points 6 to 11 in addition to their normal salary payment, which has been taken into account within this document.

The Council adheres to the national pay bargaining arrangements in respect of the establishment and revision of the national pay spine, for example through any agreed annual pay increases negotiated with joint trade unions. All other pay related allowances are the subject of either nationally or locally negotiated rates, having been determined from time to time in accordance with collective bargaining machinery.

In determining its grading structure and setting remuneration levels for any posts which fall outside the scope of the national pay spine, the Council takes account of the need to ensure value for money in respect of the use of public expenditure, balanced against the need to recruit and retain employees who are able to meet the requirements of providing high quality services to the community, delivered effectively and efficiently and at times at which those services are required.

New appointments will normally be made at the minimum of the relevant pay scale for the grade, although this can be varied where necessary to secure the best candidate. Where the appointment salary is above the minimum point of the pay scale and is not affected by other council policies, for example promotion, redeployment or flexible retirement, this is approved in accordance with the Scheme of Delegation (paragraph 5.13), contained in the Council's constitution, available on the Council's website.

From time to time it may be necessary to take account of the external pay levels in the labour market in order to attract and retain employees with particular experience, skills and capacity. Where necessary, the Council will ensure the requirement for such is objectively justified by reference to clear and transparent evidence of relevant market comparators, using data sources available from within the local government sector and outside, as appropriate.

Any temporary supplement to the salary scale for the grade for this purpose is approved in accordance with the locally agreed Market Premia and Retention Payments detailed in the local conditions of service. A decision in relation to any payment of this nature is delegated to the Acting Chief Executive except for officers on Chief Officer terms and conditions which must be determined by the Council.

4. Definitions

The Localism Act refers to the position of Chief Officer, which is defined as:

- Head of Paid Service designated under Section 4(1) of the Local Government & Housing Act (LGHA) 1989
- Monitoring Officer designated under section 5(1) of the LGHA 1989
- Statutory Chief Officer mentioned in section 2(6) of the LGHA 1989
- Non statutory Chief Officers mentioned in section 2(7) of the LGHA 1989
- A Deputy Chief Officer mentioned in Section 2(8) of the LGHA 1989

Within the Council structure this includes the following posts:

Acting Chief Executive, Interim Borough Treasurer, Interim Director Housing and Regeneration, Interim Director Community Services, Interim Director Street Scene, Interim Director Planning, Interim Borough Transformation Manager, Interim Borough Solicitor.

There are a further series of posts which fall within the definition of Chief Officer by virtue of being “Deputy Chief Officers” i.e. via reporting lines, which have not been specifically listed here but salaries range from PO1 to WL4 (see Appendix A).

“Lowest Paid Employees” – see Para 14.

5. Terms and Conditions of Employment

Officers on JNC ‘Chief Officers’ terms and conditions of employment are the Acting Chief Executive , Interim Director Housing & Regeneration, Interim Director Community Services, Interim Director Street Scene and Interim Director Planning. All other posts within the Council are employed in accordance with National Joint Council (NJC) for Local Government Services.

Both groups of officers are subject to any local variations adopted by the Council and detailed in its policy and procedures.

Where the Council is unable to recruit chief officers, or there is a need for interim support to provide cover for a substantive chief officer post, the Council will, where necessary, consider engaging individuals under a ‘contract for service’. These will be sourced through a relevant procurement process ensuring the Council is able to demonstrate the maximum value for money benefits from competition in securing the relevant service. In assessing such it should be noted that in respect of such engagements the Council is not required to make either pension or national insurance contributions for such individuals.

The Council does not currently have any chief officers engaged under such arrangements.

6. Recruitment

The Council’s policy and procedures with regard to the recruitment of Chief Officers on JNC Terms and Conditions is set out within the Officer Employment Procedure Rules as set out in Part 3 Para 13 of the Council’s Constitution.

When recruiting to all posts the Council will take full and proper account of all provisions of relevant employment law and its own Equality in Employment, Recruitment and Selection and Redundancy and Redeployment Policies as approved by Council.

The relevant policies are:

Recruitment

Recruitment Advertising protocols
Recruitment and Selection (see Chief Officer Appointment details by Committee referred to in paragraph 16 below)
Secondment Policy
Staff Recruitment Incentive Scheme - guidance

Redundancy and redeployment

Redeployment and Redundancy Policy

The determination of the remuneration to be offered to any newly appointed Chief Officer will be in accordance with the pay structure and relevant policies in place at the time of recruitment.

Other relevant HR Policies and Procedures

This Pay Policy Statement should be read in conjunction with the following policies on paid terms and conditions as appropriate:

Conditions of service

Joint Negotiating Committee (JNC) for Chief Officers of Local Authorities.
National Joint Council (NJC) for Local Government Services
Harmonisation and single status: local conditions of service document

Family-friendly documents

Childcare Vouchers - parent information
Paternal and Maternity Policy

Retirement

Ill-health Retirement Policy
Flexible Retirement Policy

Training and Development

Training & Development Strategy
Staff Development Appraisal Scheme
Post-Entry Training Policy

All the above Policies are available on the Council's intranet or from the Human Resources Team.

7. Additions to Salary of Chief Officers

The Council does not apply any bonuses or performance related pay to its Chief Officers. Any changes in duties would be covered in the Harmonisation Document.

8. Acting Chief Executive - Remuneration

At its meeting on 16 October 2015, the Council agreed the voluntary redundancy of the Managing Director (People and Places), and agreed an interim management structure, resulting in savings of £103,000. The post of Acting Chief Executive was filled with effect from 1 February 2016 pending a decision on a permanent senior management structure.. The current postholder fulfills the duties and responsibilities of the post of Acting Chief Executive and is designated the Head of the Paid Service and also Returning Officer.

The post is paid at WL1 on the attached Appendix A and carries a car allowance of £4967 per annum. This is a spot salary and carries no additional annual increments.

Returning Officer fees are based upon a fee calculated periodically by the Cabinet Office, with the fee being based on a sum of money multiplied per every 10,000 of electorate. The Council pays the fees for the local election and the fees for other elections, such as Parliamentary and County Council, are paid for externally.

9. Interim Directors - Remuneration

There are four posts of Interim Director reporting to the Acting Chief Executive:-

Interim Director Community Services – WL2
Interim Director Housing & Regeneration – WL2
Interim Director Street Scene – WL3
Interim Director Planning – WL3

These interim posts were also filled with effect from 1 February 2016.

The Grade for these posts are at WL2 and WL3 respectively as indicated above and detailed on the attached Appendix A and carry a car allowance of £4967.¹⁺² The Interim Director Community Services receives a telephone allowance of £150.66 p.a.¹⁺² in connection with his emergency planning role.

Progress through the grade occurs via the payment of an additional annual increment on 1 April each year, up to the maximum spinal column point in each grade range.

10. Other Heads of Service – Remuneration

There are three further interim posts of Head of Service reporting to the Acting Chief Executive with effect from 1 February 2016:

Interim Borough Transformation Manager
Interim Borough Solicitor (Monitoring Officer)
Interim Borough Treasurer (Section 151 Officer)

The Grade for these posts is at WL4 and the Interim Borough Transformation Manager receives a car allowance of £1239 p.a.¹⁺².

Progression through the grade occurs through the payment of an additional annual increment on 1 April each year, up to the maximum spinal column point in each grade range.

11. Other “Chief Officer” posts as defined within the Localism Act

There are further series of posts which fall within the definition of Chief Officer by virtue of being “Deputy Chief Officers” i.e. via reporting lines, which have not been specifically listed here but salaries range from PO1 to WL4, see Appendix A.

12. Payments on Termination

The Council’s approach to statutory and discretionary payments on termination of employment of chief officers and other groups of staff, prior to reaching normal retirement age, is set out within its Redundancy and Redeployment Policy, in accordance with Regulations 5 and 6 of the Local Government (Early Termination of Employment) (Discretionary Compensation) Regulations 2006 and the Local Government Pension Scheme (LGPS) (Transitional Provisions, Savings and Amendment) Regulations 2014.

Any payments falling outside these provisions or the relevant periods of notice within the contract of employment or £100,000 or more shall be subject to a formal decision made by full Council.

With effect from 1 April 2016 the Council will implement regulations included in the Small Business, Enterprise and Employment Act 2015 for the recovery of termination payments paid to high earning public sector employees.

Under these rules, public sector employees will be required to repay a tapering proportion of a ‘qualifying exit payment’, if they return to the public sector within a period of 12 months and earn an annual salary of £80,000 or more.

13. Publication

This statement will be published on the Council’s website and intranet. In addition, for Senior Officer posts where the full time equivalent salary is at least £50,000, the Council’s Annual Statement of Accounts will include a note setting out the total amount of

- salary, fees or allowances paid to or receivable by the person in the current and previous year;
- any bonuses so paid or receivable by the person in the current and previous year;
- any sums payable by way of expenses allowance that are chargeable to UK income tax;
- any compensation for loss of employment and any other payments connected with termination;
- any benefits received that do not fall within the above.

The information set out within this pay policy statement complements the data on pay and reward that the Council is required to publish separately under the Accounts and Audit (England) Regulations 2011 and Local Government Transparency Code 2014. This data included all Senior Officers on a Salary in excess of £50,000 p.a., some of which are not employed on Chief Officer terms and conditions within the Council.

14. Lowest Paid Employees

The lowest paid persons employed under a contract of employment with the Council are employed on full time 36 hours equivalent salaries in accordance with the minimum spinal column point currently in use within the Council's grading structure, plus a voluntary Living Wage supplement, ensuring all employees receive the equivalent of a minimum payment of £8.25 per hour, effective from 1 December 2015.

The National Joint Council (NJC) pay spine applied by the Council to its grading structure, ranges from Spinal Column Point (Scp) 6, £ 15,486 and Scp 49 £42,857 p.a. ¹ (Scp 6 is illustrated including the voluntary Living Wage Supplement).

The lowest paid grade applied to any Council post is grade Scale 1 (a) which is paid at Scp 6 on the NJC pay spine, with annual incremental progression (including a voluntary Living Wage supplement).

The relationship between the rate of pay for the lowest paid and Chief Officers is determined by the processes used for determining pay and grading structures as set out earlier in this policy statement.

As part of its overall and ongoing monitoring of alignment with external pay markets, both within and outside the sector, the Council will use available benchmark information to ensure that our pay rates are fair, affordable and competitive in the market place.

15. Ratio of Salary Differences

The lowest paid employee of the Council is someone employed on Scp 6 on the NJC pay spine including the Living wage supplement. The average annual salary for this grade would be £15,486 p.a. ¹ (Including a voluntary Living Wage supplement).

The Chief Officer range of salaries (as defined in this policy) spans a minimum of local Scp 65 to 88. This provides an annual mean average Chief Officer salary for this grade range of £67,641 p.a. ¹ Consequently, the Chief Officer to lowest paid salary mean average is a ratio of 1:4.59 (or 1:4.70 when expressed as a ratio of total remuneration²). This calculation is based on the salaries for Acting Chief Executive and Interim Heads of Service only.

Using the wider definition of Chief Officer including those that could be considered Deputy Chief Officers by virtue of reporting lines would provide a grade range from Scp 35 to 88 creating a mean average Chief Officer salary of £39,276p.a. ¹) creating

a ratio of 1:2.67 (or 1:2.64 when expressed as a ratio of total remuneration ²). This grade ratio will continue unless the grade structure is amended, as any pay awards allocated to the NJC grades would be proportionately applied to all local spinal column points at the same time.

The highest salary paid in the Council is £ 89,434 p.a. ¹. This compares to a median average salary of £22,212p.a.¹. which is a ratio of 1:4.03 (or 1:4.20 when expressed as a ratio of total remuneration ² ratio). This is well within the recommendations put forward in the Hutton report, Fair Pay in the Public Sector, September 2010, which suggested no more than a ratio of 1:20.

16. Accountability and Decision Making

In accordance with the Constitution of the Council, the following Committees are responsible for decision making in relation to the recruitment, pay, terms and conditions and severance arrangements in relation to employees of the Council;

Recruitment and Dismissal of Head of Paid Service, Chief Officers and Deputy Chief Officers; Where the Council proposes to appoint and it is not proposed that the appointment be made exclusively from among their existing officers, it will do so as outlined below:

Appointment of Head of Paid Service - The full Council must approve the appointment of the Head of Paid Service before an offer of appointment is made to him/her following the recommendation of such an appointment by the Chief Officers Committee. That Committee will include at least one member of the Cabinet.

Appointment of Chief Officers employed on JNC Terms and Conditions- The Chief Officers Committee will appoint these officers. That Committee will include at least one member of the Cabinet.

Other appointments - Appointment of officers below this level is the responsibility of the Head of Paid Service or his/her nominee, and may not be made by Councillors.

Disciplinary Action - Head of Paid Service - The full Council must approve the dismissal of the Head of the Paid Service before notice of dismissal is given to him/her, following the recommendation of such dismissal by the Investigating Committee. That Committee will include at least one member of the Cabinet.

Disciplinary Action - Dismissal of Chief Officers employed on JNC Terms and Conditions - The Investigating Committee will be responsible for the dismissal of Chief Officers employed on JNC Terms and Conditions and the Section 151 Officer. That Committee will include at least one member of the Cabinet.

Disciplinary Action - Further Provisions - Suspension. The Head of Paid Service, Monitoring Officer and Chief Finance Officer (Section 151 Officer) may be suspended whilst an investigation takes place into alleged misconduct. That suspension will be on full pay and last no longer than two months.

Other Dismissals and Disciplinary Action – Officers on NJC terms and Conditions (other than above):- the dismissal of and taking disciplinary action against officers below deputy chief officer (other than assistants to political groups) must be discharged on behalf of the Council by the Head of the Paid Service or his/her nominee.

Councillors will not be involved in the dismissal of any officer below Interim Director level except where such involvement is necessary for any investigation or inquiry into alleged misconduct, though the Council's disciplinary, capability and related procedures, as adopted from time to time may allow a right of appeal to members.

17. Engagement of Former Chief Officers in receipt of Pensions

The Council does not have a policy which prevents former Council employees from applying for and being successfully appointed to any Council job including other Chief Officer jobs, because they are in receipt of a Public Sector or Local Government pension. Normal Recruitment and Selection processes would apply in line with the Council's Equality in Employment Policy.

The Council does not prevent someone being offered a contract for services, e.g. as a consultant or agency worker based on the fact that they are in receipt of a pension. In relation to the appointment of Consultants, normal procurement rules would apply on value for money. In respect of agency workers, the normal agency procurement processes would apply.

However, in accordance with the the Small Business, Enterprise and Employment Act 2015, regulations relating to the repayment of exit payments, any public sector employees who received an annual salary of £80,000 or above, will be required to repay a tapering proportion of a 'qualifying exit payment', if they return to the public sector and are offered a post within the Council at this Salary level or above within a period of 12 months from the receipt of the original exit payment.

18. Policy Review

The Chief Officer Pay Policy Statement will be reviewed annually or earlier if required and agreed by Council before 31 March in each year.

19. Employer Pension Contribution

The Council will contribute to the Local Government Pension Scheme in 2016/17 for all its employees who are members at the rate of 13.7% of an employee's salary across the whole workforce for all member employees plus a deficit recovery contribution of £980,000. This rate of contribution is set by Actuaries advising the Lancashire Pension Fund and is reviewed on a triennial basis.

20. Employee Pension Contribution

Employees who are members of the Local Government Pension Scheme pay at present the following annual contributions. The Local Government Pension Scheme was amended with effect from 1 April 2014. The table set out below details the contribution bands effective from 1 April 2014 together with those previously applied.

Band	FTE Salary up to from 31/3/14	Employee Contribution Rate (%) from 31/3/14
1	Up to £13,700	5.5
2	£13,700 to £16,000	5.8
3	£16,01 to £20,800	5.9
4	£20,801 to £34,700	6.5
5	£34,701 to £46,500	6.8
6	£46,501 to £87,100	7.2
7	More than £87,100	7.5

¹ Salary details as at 1st January 2016

² Remuneration details as at 1st January 2016 – Remuneration includes salary, car expense allowance, enhance rates of pay for over time, extra duties allowance, shift allowance, living wage supplement, standby duty, telephone allowance, election fees and employers pension contributions .

Grade	Grade Title	SCP Range	Salary since <u>1.1.15</u>
1	Scale 1 (a)	6*	£13,6148
2	Scale 1 (b)	7*	£13,715
		8*	£13,871
		9*	£14,075
		10*	£14,338
3	Scale 2	11*	£15,207
		12	£15,523
		13	£15,941
4	Scale 3	14	£16,231
		15	£16,572
		16	£16,969
		17	£17,372
5	Scale 4	18	£17,714
		19	£18,376
		20	£19,048
		21	£19,742
6	Scale 5	22	£20,253
		23	£20,849
		24	£21,530
		25	£22,212
7	Scale 6	26	£22,937
		27	£23,698
		28	£24,472
8	SO1	29	£25,440
		30	£26,293
		31	£27,123
9	SO2	32	£27,924
		33	£28,746
		34	£29,558
10	PO1	35	£30,178

		36	£30,978
		37	£31,846
		38	£32,778
11	PO2	39	£33,857
		40	£34,746
		41	£35,662
		42	£36,571
12	PO3	43	£37,483
		44	£38,405
		45	£39,267
13	PO4	46	£40,217
		47	£41,140
		48	£42,053
		49	£42,957
14	SM1	50	£43,320
		51	£44,069
		52	£44,818
15	SM2	53	£45,741
		54	£47,075
		55	£48,413
16	SM3	56	£48,558
		57	£50,454
		58	£52,352
17	WL4	65	£52,880
		66	£54,202
		67	£55,523
18	WL3	71	£60,088
		72	£61,395
		73	£62,699
19	WL2	77	£66,358
		78	£67,663
		79	£68,969
20	WL1	88	£89,434

*Spinal Column Point 6 to 11 are all in receipt of an annual salary of £15,486 when the voluntary Living Wage supplement is added.

Equality Impact Assessment Form



Directorate: Transformation	Service: Human Resources
Completed by: S Lewis	Date: 14 January 2016
Subject Title: Pay Policy Statement 2016/17	
1. DESCRIPTION	
Is a policy or strategy being produced or revised:	<i>*delete as appropriate</i>
Is a service being designed, redesigned or cutback:	No
Is a commissioning plan or contract specification being developed:	No
Is a budget being set or funding allocated:	No
Is a programme or project being planned:	No
Are recommendations being presented to senior managers and/or Councillors:	Yes
Does the activity contribute to meeting our duties under the Equality Act 2010 and Public Sector Equality Duty (Eliminating unlawful discrimination/harassment, advancing equality of opportunity, fostering good relations):	Yes
Details of the matter under consideration:	<p>The Localism Act refers to 'Pay Accountability' and sets out the requirements for Councils and fire and rescue authorities to determine and publish annual pay policy statements. The full Council must approve the pay policy statement in advance of the financial year to which it relates. It must set out the Council's policies relating to:</p> <ul style="list-style-type: none"> •Chief Officer remuneration (at recruitment, salary, bonus/performance related pay, charges/fees/allowances, benefits in kind, enhancement to pension, at termination), •Remuneration of its lowest paid employees (elements as above), the definition used for this group and the reason for adopting that definition, •The relationship between Chief Officer remuneration and that of other staff. <p>The Council needs to agree a Pay Policy Statement and is recommended to adopt the Pay Policy Statement 2016/17 as detailed in the report. The statement agreed for 2015/16 has been refreshed and figures</p>

	appropriately updated.
<p>If you answered Yes to any of the above go straight to Section 3 If you answered No to all the above please complete Section 2</p>	
2. RELEVANCE	
Does the work being carried out impact on service users, staff or Councillors (stakeholders):	Yes <i>*delete as appropriate</i>
If Yes , provide details of how this impacts on service users, staff or Councillors (stakeholders): If you answered Yes go to Section 3	This report has an impact on the workforce.
If you answered No to both Sections 1 and 2 provide details of why there is no impact on these three groups: You do not need to complete the rest of this form.	
3. EVIDENCE COLLECTION	
Who does the work being carried out impact on, i.e. who is/are the stakeholder(s)?	<p>The Policy has an impact on the entire Council workforce and as such has an impact on all protected characteristics, as the Council's workforce comprises of all the protected characteristics.</p> <p>A knowledge of the existing workforce profile and equality policies within the Council that are applied to the workforce, including the Recruitment and Selection Policy, Equality in Employment Policy and all other related employment policies, including a recent Equal Pay Audit have been used to assess the impact of the Pay Policy Statement on the workforce.</p>
If the work being carried out relates to a universal service, who needs or uses it most? (Is there any particular group affected more than others)?	See Above.
Which of the protected characteristics are most relevant to the work being carried out?	<i>*delete as appropriate</i>
Age Gender Disability Race and Culture Sexual Orientation Religion or Belief Gender Reassignment Marriage and Civil Partnership Pregnancy and Maternity	Yes Yes Yes Yes Yes Yes Yes Yes Yes

4. DATA ANALYSIS	
In relation to the work being carried out, and the service/function in question, who is actually or currently using the service and why?	The Policy has an impact on the entire Council workforce and as such has an impact on all protected characteristics.
What will the impact of the work being carried out be on usage/the stakeholders?	The Pay Policy Statement is a statement of the Council's current policies in relation to the pay of senior managers and the various ratios between higher and lower paid staff. This is a statement of current practice and does not present any practice changes or policy revision. Consequently, there are no altered impacts envisaged on any particular stakeholder or protected group of stakeholders.
What are people's views about the services? Are some customers more satisfied than others, and if so what are the reasons? Can these be affected by the proposals?	The Council is part of a national collective bargaining process for all levels of remuneration throughout the Council. The Council itself, however, have determined the grade structure. This structure was agreed by Council in 2011 and amended in 2016. Any changes achieved at that time were subject to Trade Union and individual officer consultation and were agreed. Any actual salary amounts changes since that time have been subject to the national negotiating machinery, which also provides for Trade Union contributions to pay award settlements. This is not an area that can be affected locally, other than in the determination of individual grades. Actual grades are arrived at via a joint Trade Union and management agreed Job Evaluation process. However, a national agreement on the 2014/16 pay award has been reached and the implementation of the effect of this is now reported within the Pay Policy Statement for 2016/17.
What sources of data including consultation results have you used to analyse the impact of the work being carried out on users/stakeholders with protected characteristics?	Census Data Profile information available on the Council's website Workforce Profile Equality Policies within the Council Equal Pay Audit
If any further data/consultation is needed and is to be gathered, please specify:	N/A

5. IMPACT OF DECISIONS

In what way will the changes impact on people with particular protected characteristics (either positively or negatively or in terms of disproportionate impact)?

The decision is to agree the existing status is reflected in the Pay Policy Statement. It identifies different ratios between groups of staff based on pay levels. As there is no proposed change to actual practice, but rather, a reflection of the impact of the pay award on these ratios, it is envisaged that there will be no impact, negative or positive, upon any particular group with protected characteristics.

6. CONSIDERING THE IMPACT

If there is a negative impact what action can be taken to mitigate it? (If it is not possible or desirable to take actions to reduce the impact, explain why this is the case (e.g. legislative or financial drivers etc.).

See above in 5.

What actions do you plan to take to address any other issues above?

No further actions on equality impact need to be taken.

7. MONITORING AND REVIEWING

When will this assessment be reviewed and who will review it?

The Pay Policy Statement is reviewed annually prior to 31 March each year. At that stage, the EIA will also be reviewed to ensure there has been no change to the assessed impact on any protected characteristic group.



AGENDA ITEM: 13

COUNCIL: 24 February 2016

Report of: Interim Borough Solicitor

Contact for further information: Mrs J Denning (Ext. 5384)

(Email: jacky.denning@westlancs.gov.uk)

SUBJECT: MEMBERS' ALLOWANCES SCHEME 2016/17 AND APPOINTMENT OF THE INDEPENDENT REMUNERATION PANEL (IRP)

Wards affected: Borough wide

1.0 PURPOSE OF REPORT

1.1 To consider the report of the Independent Remuneration Panel (IRP), agree the Members' Allowances Scheme for 2016/17 and to note and endorse the Membership of the IRP.

2.0 RECOMMENDATIONS

2.1 That the IRP's report for 2016/17, attached at Appendix 2, be received and taken into account when considering the recommendation at 2.2 and 2.3 below.

2.2 That in accordance with paragraph 4 of the IRP's report, a Members Allowance Scheme be made, effective from 1 April 2016 incorporating a Basic Allowance of £4,842 (no increase) and provision for SRA payments, as detailed on the Schedule attached as Appendix 1, including a new Special Responsibility Allowance (SRA) of 50%, i.e. £2421, for the Chairman of the Audit and Governance Committee and a uniform rate of SRA of 100% for Cabinet Members.

2.3 That the Basic Allowance of £4,842 be fixed for a 4 year period until 31 March 2020, as set out in paragraph 4.2 of the IRP's report, the Council being able to ask the IRP to consider an increase in any year and to give specific reasons for the request.

2.4 That the Interim Borough Solicitor update and publish the Members' Allowances Scheme for the period commencing 1 April 2016, such scheme to be incorporated into the Constitution.

2.5 That the Membership of the IRP for 2016/17 and the respective terms of office be noted and endorsed as follows:

Mrs G Stanley (Chairman) 1 May 2018

Mr J Boardman 1 May 2017

Mr I Thompson 1 May 2019

3.0 BACKGROUND

- 3.1 The Council must establish and operate an IRP to consider and make recommendations on various issues relating to the matter of allowances to members of the authority. The Council is required to take into consideration any recommendation made by its IRP when making any new scheme of allowances or revising or amending any existing scheme.
- 3.2 The Council currently has a scheme for the payment of a Basic Allowance to each Councillor plus a Special Responsibility Allowance (SRA) for each member holding a position of special responsibility. The Scheme also provides for the payment of travel and subsistence allowances and, in certain specific circumstances, Childcare and Dependent Carer's Allowance.

4.0 THE COUNCIL'S SCHEME FOR 2016/17

- 4.1 The IRP met on 11 June 2015 to consider the current position in relation to Members' Allowances and the Council's Scheme for 2016/17, and agreed to undertake a full review. Details of the information considered as part of the review, the two meetings held with Members and the Panel's recommendations are contained in their report attached at Appendix 2, which also contains recommendations for the addition of an SRA for the Chairman and the Audit and Governance Committee and a uniform rate of SRA of 100% for Cabinet Members in the Council's Scheme for 2016/17.
- 4.2 During the review the Panel also considered the current methodology for considering annual adjustments to Members Allowances (in place until 31 March 2016) following a decision in February 2008 and then again in February 2012 that provision should be made in the Scheme of Allowances for an annual adjustment of allowances to be ascertained by reference to an index, namely the National Joint Council annual increase payable to staff. The Panel recommended that the current arrangement be discontinued and that the Basic Allowance should be fixed for four years. This figure would then be used to calculate the SRAs payable under the Council's Scheme as detailed in Appendix 1, the Council being able to ask the Panel to consider an increase in any year and to give specific reasons for the request.
- 4.3 Members of the IRP also meet to consider Parish matters as the Parish Remuneration Panel (PRP) and in this respect they did not receive any requests to make amendments to the previous report, the Panel considered there was no need to issue a new report.
- 4.4 The Scheme commences on 1 April in each year in accordance with the legislation, rather than the municipal year. Following the Council's decision, a new scheme for 2016/17 will be prepared, effective from 1 April 2016. A copy of the new scheme will be circulated to all members, incorporated in the Council's Constitution and as a consequence published on the Council's website.

5.0 THE INDEPENDENT REMUNERATION PANEL (IRP)

- 5.1 The IRP Membership is Mrs G Stanley, Mr J Boardman and Mr I Thompson. Terms of office are 3 years, with one position on the Panel being subject to re-selection each year. The Term of Office of Mr I Thompson expires on 1 May 2016. The Council is required to adopt an appointments process that it considers is best able to provide an Independent Panel that is well qualified to discharge its functions and which is representative of the community. The Council's arrangements for appointing the Panel involved the placing of advertisements in the local press and then interviewing the candidates.
- 5.2 Mr Thompson has been on the Panel since July 2010 and has indicated that he is prepared to serve for a further period of three years. Given the infrequency with which the IRP is required to meet it takes some time to gain relevant experience and therefore it is sensible to reappoint Members. If the Council wished to appoint a replacement member, a full recruitment process would be required to be undertaken in accordance with the appropriate Regulations, which would then be reported to Council for approval at a future meeting.
- 5.3 Regulations provide for Allowances to be paid to IRP members and for 2016/17 each member will be entitled to receive an allowance of £250, with the Chairman receiving an additional £50. These are included as part of the Council's scheme and provision is included in the current budget.
- 5.4 The Panel has also been appointed to serve as the Parish Remuneration Panel and in this respect considers and reports to the Parish Councils on issues relating to allowances to those bodies. As referred to in 4.3 there has been no change to the Parish Scheme this year.

6.0 SUSTAINABILITY IMPLICATIONS/COMMUNITY STRATEGY

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

7.0 FINANCIAL IMPLICATIONS

- 7.1 The Budget Requirement report contained elsewhere on this agenda includes provision to meet a 1% increase in the cost of Basic and Special Responsibility Allowances in line with current practice. If this increase is not agreed in line with the recommendations of this report it would lead to a saving of £3,300 against the base budget position.
- 7.2 There is no provision in the budget estimates for an SRA for the Chairman of Audit and Governance Committee as this is a new issue. Consequently if this new SRA is approved it would lead to an increase in the budget requirement of £2,421.
- 7.3 The IRP recommendation that all Cabinet Members should receive a SRA of 100% would not have any budget impact at this time. However if in the future the number of Cabinet Members is changed then this could have a financial impact,

as currently the SRA paid varies depending on the number of Members in the Cabinet.

8.0 RISK ASSESSMENT

8.1 This report sets out the recommendations of the IRP report, which the Council is required to take into consideration when making any new scheme of allowances or revising or amending any existing scheme.

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 and stakeholders, however there is a direct impact on elected members. Therefore an Equality Impact Assessment is attached as Appendix 3 to this report.

Appendices:

1. Schedule of Special Responsibility Allowances with no increase
2. IRP report and recommendations.
3. Equality Impact Assessment.

APPENDIX 1**SPECIAL RESPONSIBILITY ALLOWANCES**

The following posts are specified as having special responsibilities in respect of which Special Responsibility Allowances are payable under Paragraph 4, in the amounts shown for each post.

Area of Special Responsibility	Basis of Allowance (as percentage of Basic Allowance)	Amount of Allowance (£)
Leader	250%	12,105
Deputy Leader	150%	7,263
Cabinet Member (up to 8)	100%	4,842
Opposition Group Leader (if Group comprises 5 or more Members)	70%	3,389
Opposition Group Deputy Leader (if Group comprises 5 or more Members)	35%	1,694
Chairman - Overview & Scrutiny Committee	50%	2,421
Chairman - Licensing & Appeals Committee	50%	2,421
Chairman – Licensing & Gambling Committee	50%	2,421
Chairman – Planning Committee	120%	5,810
Chairman – Audit & Governance Committee	50%	2,421



WEST LANCASHIRE BOROUGH COUNCIL

**REPORT OF THE INDEPENDENT REMUNERATION PANEL
ON MEMBERS' ALLOWANCES**

22 DECEMBER 2015

REPORT OF THE INDEPENDENT REMUNERATION PANEL

REVIEW OF MEMBERS' ALLOWANCES FOR WEST LANCASHIRE BOROUGH COUNCIL – 2016/17

1. Membership

1.1 The Local Government Act 2000 requires local authorities to establish an Independent Remuneration Panel to review and report to the Council on the Members' Allowances Scheme. Following public advertisement and interview we are the current members of the Panel.

1.2 We are: -

- 1 Gail Stanley – Resident of Ormskirk (Chairman of the Panel);
- 2 Jeremy Boardman - HR Business Partner of Burscough; and
- 3 Ian Thompson - retired former police officer now working in the charity sector of Aughton.

1.3 We have been assisted in our deliberations by an external local government consultant, Mike Dudfield.

2. Panel's Terms of Reference

2.1 The Council set us the following terms of reference:

- 1 To make recommendations to the Council as to the amount of basic allowance which should be payable to elected members.
- 2 To make recommendations to the Council about the roles and responsibilities for which a special responsibility allowance should be payable and the amount of each such allowance.
- 3 To make recommendations as to whether the Council's allowances scheme should include an allowance in respect of the expenses of arranging for the care of children and dependents and, if it does make such a recommendation, the amount of this allowance and the means by which it is determined.
- 4 To apply Best Value principles in relation to the allowances under consideration.

3. Legislative Position

- 3.1 The local government legislation requires a full review of Members' allowances to be undertaken at least every four years. This is the fourth year since we last undertook a full review and this report follows a review of all aspects of the current Scheme of Allowances.

4. Background

- 4.1 To understand the approach that we have adopted towards this review, it is necessary to summarise how the Members' Allowances Scheme has evolved since 2000. Allowances had been set by the Council but statutory Independent Remuneration Panels were not established until 2002. Some Councils had Panels earlier than that but they didn't operate under any statutory authority.
- 4.2 Panels were established under the Local Government Act 2000 which also introduced the Executive forms of Council Administration. These also commenced in 2002. West Lancashire decided to establish a Shadow Executive in 2000. The Council also appointed a firm of local government consultants, Don Latham Associates, to assess the changes to Members' responsibilities that flowed from the 2000 Act and the new manner in which the Council decision-making process would operate.
- 4.3 The consultants reported in March 2000 and recommended a system of allowances based on a new Basic Allowance and a multiplier of that allowance for each post in the Council which attracted a Special Responsibility Allowance. The Council accepted the consultants' recommendations and a Basic Allowance of £4,725 was set for 2001/02. The recommendation also included an inflationary uplift in succeeding years.
- 4.4 When the Panel was first established in 2002 year, we were aware of the consultants' report. The work that the Panel did at the time suggested that the conclusions reached by the consultants as to the changes in Members' workloads were, in the main, accurate. The Panel was aware that the Basic Allowance was the highest of all the Shire District Councils in Lancashire but, from the information received from Councillors, the Panel believed that the Allowance was a fair one considering the amount of time that Members gave to undertaking their roles as a Councillor, with a discount for the voluntary nature of the roles. The Panel therefore recommended a Basic Allowance of £5,040 for 2002/03 and the continued application of the multiplier principle for SRAs.
- 4.5 Whilst more work was subsequently undertaken by the Panel in the following years, the Panel's recommendations from year to year did not change the level of the Basic Allowance. The Council, however, decided that a reduction was appropriate and the figure was reduced to £4,610 during 2002/03. With inflationary increases the figure now stands at £4,842 for the current year,

although inflationary increases have not been applied by the Council in the most recent years.

- 4.6 In undertaking this year's full review we have had two meetings with Councillors, one with long-serving Members so that we could compare the workload in 2002 with that at present, and the second with Members of the current Cabinet and the previous one, to review the levels of SRAs. We would like to extend our appreciation to Councillors Aldridge, Ashcroft, Bell, Blake, Delaney, Dowling, Gagen, Kay, Mee, Moran, O'Toole, Owens, Patterson, Pendleton, Westley, Whittington and Wilkie for giving us their time and for their contributions which were extremely useful to us.
- 4.7 We have also considered
- the correspondence received from Councillor Owens earlier in the year promoting the concept of the Basic Allowance being an average of the Basic Allowances approved by Lancashire Shire Districts for 2014/15
 - the current Basic and Special Responsibility Allowances paid by those authorities
 - the report of the allowances review undertaken earlier this year by South Ribble Borough Council's Independent Remuneration Panel.

5. **Basic Allowance**

- 5.1 The long serving Members told us that, whilst the level of work associated with their roles had not changed, the manner in which that work arose has substantially changed. Digital technology, in particular in communication, meant the ability for immediate contact and instant solutions and this had increased the pressure that could be placed on Members. The Council now used email far more for distribution of information to Members. The number of formal meetings had reduced but there had been an increase in the number of briefings and training sessions although these were not always attended by as many Members as perhaps there should be as they were not mandatory. We were concerned to hear this. Whilst we appreciate that Members will not always be available to attend such sessions we feel that the public would expect that all Councillors see the need and advantage of attending such events as part of their basic responsibilities as a councillor. The general feeling of Members was that the Basic Allowance was about right.
- 5.2 As we have already said, the initial view taken by the Panel was to continue with the principles used for the level set in the Latham report. We have highlighted from time to time the fact that the Basic Allowance is the highest in the Lancashire Shire Districts although the current average is now £3,756 following South Ribble Council's decision to increase its Basic Allowance from £1,800 to £4,378. We do not know if there are specific reasons why other authorities have the levels that they do but we have considered the variety in population levels (from 57,100 to 140,200 (2011 Census)) and the number of Councillors (from 35

- to 60). None of these or the statistics that flow from any sort of comparative exercise lead to any form of justifiable conclusion as to the level of allowance that should be paid.
- 5.3 The principle for the introduction of a Basic Allowance was to recognise the work undertaken by Councillors in all their roles, rather than just attendance at meetings, which had been the previous regime. Whilst it is easy to measure attendance at meetings, we can understand that many members of the public do not appreciate the extent of time that Members do spend outside the meeting rooms. When this change took place, the guidance from the then Local Government Associations was that the allowance was not intended to be an income but was designed to ensure that Councillors did not suffer financial hardship as a consequence of becoming a Councillor. This protects the ability for a cross-section of the public to apply for office as a councillor. In our earlier years the Panel compared other public sector payment schemes and discounted figures to reflect the voluntary nature of the position whilst maintaining the protection of those who would suffer financial hardship. These calculations endorsed the figure arrived at by Don Latham.
- 5.4 Local government is currently in a transitional period where, potentially, there could be substantial change. In the meantime, it is still in a period of austerity and services are having to contract. The Panel does not consider political matters in reaching its conclusions but we have to take into account the fact that many people in the local community are having to deal with the effects of this contraction. We are appointed as a public watchdog and have to take this into consideration. With that in mind we recommend that, for 2016/17, the Basic Allowance should remain at £4,842. In addition we recommend that the application of an inflationary increase be discontinued. We feel that the figure should be fixed for four years with the right for the Council, in any year, to request the Panel to consider an increase. The Panel would expect specific reasons to be put forward in support of such a request.

6. Special Responsibility Allowances

- 6.1 Since the acceptance of the Don Latham report, SRAs have been calculated as a percentage of the Basic Allowance and we feel that principle should be continued.

Cabinet

- 6.2 The Cabinet comprises the Leader of the Council, Deputy Leader, and 6 Cabinet Members. The appointment of Leader is made by the Council. The Deputy Leader and Cabinet Members are appointed by the Leader. The individual portfolios, and their specific remits, are allocated to each Member on the Cabinet by the Leader. The current Scheme provides for payments of 250% for the Leader, 150% for the Deputy Leader, and between 75% and 100% for the Cabinet Members depending on the number of persons appointed. For 6 persons the

- provision is for 100%.
- 6.3 Whilst the Leader and Deputy Leader were content with their allocations, there was some concern that the levels didn't accurately reflect the level of responsibility held by these two posts and should be higher. The Cabinet Members were generally content with their allocations but comments were made about the differing levels of work and consequent responsibilities between the portfolio areas. This largely depended on current issues.
- 6.4 The allowances paid in the other Lancashire Shire Districts vary considerably (from £21,380 to £6,000 for Leader and £10,690 to £1,500 for Deputy Leader). Some of those figures are misleading as some authorities restrict the right of Councillors to receive only one SRA regardless of the number of posts held whereas others do not have such a restriction. As with the Basic Allowance, it has not been possible to undertake a sensible comparative exercise but we feel that the figures do suggest that the amount of time inputted and the responsibilities carried by the Leader and Deputy Leader are appropriately reflected in the current percentages.
- 6.5 As to the Cabinet Members, the variation in portfolio remits are entirely a matter for the Leader. We do not see how a system could be devised to properly assess each individual portfolio at any one time given the variation in pressures in different areas. Any attempt to do so would result in a Scheme that would have to require re-assessment each time there was any change in a portfolio area or an amendment made by the Leader on the remit on any one portfolio. That is not practical and we believe that all Cabinet Members should receive the same level of allowance - it is for the Leader to seek to ensure that the allocation of work is fair and appropriate between different portfolios.
- 6.6 When the current Scheme was originally established, it was felt by the Panel that there was an overall body of work to be undertaken by the Cabinet and this was assessed as being equivalent to 600% to be divided between the Cabinet Members. This Council is the only authority in Lancashire that has a differential payment in its Scheme and we believe that the changes in the local government landscape make it impossible to maintain the sort of assessment we originally undertook. We are therefore recommending that Cabinet Members (other than the Leader and Deputy, see above) should receive an SRA of 100%.

Opposition Leader & Deputy Leader

- 6.7 The views of the Members were mixed in relation to the appropriateness of this allowance and the responsibility that the positions carry. All Lancashire Districts make a payment to an Opposition Leader varying from £8,856 to £1,350. Two Districts make payments of a lump sum per Group Member for each Opposition Group. In those cases Groups are defined by a minimum number of Members.

- 6.8 We feel that it is important for democracy that an Opposition is organised and has appropriate recognition within the Council. Members felt that the Opposition Leader & Deputy do not receive the same level of Officer support as the Cabinet and Committee Chairmen, however the Panel acknowledged the responsibility that the Members concerned have to ensure proper scrutiny of Council and Cabinet decision-making by the Opposition.
- 6.9 The current percentages for these positions are 70% and 35% respectively and, by comparison with the percentages of the Cabinet Members, we believe these are appropriate for the responsibilities concerned.

Committee Chairman

- 6.10 The views of the Members were that the current percentages fairly reflected the respective levels of responsibility attached to each of these posts. It is important to recognise that these responsibilities are to the Council and not the Cabinet as the functions undertaken are not executive functions.

Planning

- 6.11 The current Chairman did not feel that his allowance should be any higher than the other Chairmen although his assessment was questioned by other Members. The Council's planning function is probably the one function above all others that most residents have dealings with. Invariably planning matters can be sensitive and raise emotional concerns and the Chairman is required not only to ensure proper governance of the working of the Committee but also appropriate consideration of the public view particularly when representations are being made by affected residents in public session. The level of the workload of this Committee is greater than the other Committees and we believe that the percentage should be higher than that received by the other Chairmen. We feel that 120% is an appropriate level.

Overview & Scrutiny, Licensing & Appeals and Licensing & Gambling Committee Chairmen

- 6.12 We have considered these together. Whilst the functions undertaken are very different, the level of workloads and the responsibilities carried by each Chairman are similar. The current percentage is 50% and we believe this reasonably reflects the level of the responsibilities concerned.

Audit and Governance Committee Chairman

- 6.13 Last year we were requested to consider the position of Audit and Governance Committee Chairman, which previously had received no SRA. The responsibilities attached to the Committee had increased substantially in recent years and we felt that the Chairman should receive an SRA of 50% as the level of

responsibility generally equated to that of the Chairmen referred to in the previous paragraph. The Council did not accept that recommendation when considering last year's report. We have considered the matter further and are of the same view as last year. The Members we interviewed did not demure from the principle of that post being worthy of an SRA. We therefore recommend that the Audit and Governance Committee Chairman should receive an SRA of 50%.

7. Other Allowances

- 7.1 The Council's Scheme also provides for allowances for Childcare and Dependent Carers and for Travelling and Subsistence. No representation has been received that the payments under these headings require review but we have, nevertheless, reviewed them and find no reason to recommend any changes.

8. Summary of Recommendations for 2016/17

We recommend that the Council's Scheme of Allowances for 2016/17 should be as follows -

Basic Allowance - £4,842, this figure to be fixed for four years and the present inflationary increase be discontinued. The Council to have the right to ask the Panel to consider an increase in any year and to give specific reasons for the request.

Special Responsibility Allowances -these to remain the same as the current allowances with the addition of an allowance for the Chairman of the Audit & Governance Committee of 50% and a change to the Cabinet members (other than the Leader and Deputy) to a uniform rate of SRA of 100%.

All other aspects of the current Scheme to remain the same.

Gail Stanley

Jeremy Boardman

Ian Thompson



AGENDA ITEM: 14

COUNCIL: 24 February 2016

Report of: Acting Chief Executive

Contact for further information: Marc Taylor (Ext. 5092)
(marc.taylor@westlancs.gov.uk)

SUBJECT: POLICY OPTIONS 2016/17

Wards affected: Borough wide

1.0 PURPOSE OF THE REPORT

1.1 To report the results of the Policy Options 2016/17 consultation and agree any amendments to the Policy Option proposals as a result of the consultation.

2.0 RECOMMENDATIONS

2.1 That the results of the Policy Option consultation set out at Appendix B be noted.

2.2 That

a. the Policy Options set out at Appendix A be approved for inclusion in the 2016/17 budget, with Option A selected for proposals PO7 and PO8 (reduce grant funding for Parish Councils by 10% per year over each of the next 3 years), or if 2.2a is not agreed, that

b. alternative options be approved, subject to consultation as appropriate, to ensure that a balanced budget position can be achieved for 2016/17.

2.3 That the Acting Chief Executive and Heads of Service be given authority to take all necessary action in connection with the implementation of these Policy Options.

3.0 BACKGROUND

3.1 The Budget Requirement report elsewhere on this agenda sets out details on the General Revenue Account budget gap of £838,000 between the level of spending required to maintain agreed services and the resources that are expected to be available. This budget gap has been calculated after taking into

account £875,000 of efficiencies and additional income that would not have any impact on the services provided by the Council.

- 3.2 The Policy Option process is a key initiative to enable the Council to deliver the additional income and savings that are required to balance its budget. At the October Council meeting a set of Policy Options proposals with a total value of £696,000 were approved for consultation as set out in Appendix A. The Council has a duty to consult and involve representatives of local persons and others, where appropriate, in the exercise of its functions, and it was necessary to consult on these proposals given that they could have an impact on customers and current levels of performance.

4.0 CONSULTATION

- 4.1 Given the scope of the Policy Option proposals, consultation was undertaken with a range of stakeholders as well as local residents. The consultation was undertaken primarily through two online surveys – one for individual residents and one for stakeholder organisations and community groups, although paper copies of the survey were also available upon request. The surveys were promoted in a variety of ways including:

- Press releases issued to local papers;
- On the home page of the Council website;
- Through partnership work with West Lancashire CVS;
- Using Facebook and Twitter
- Offering meetings to key stakeholders where appropriate;
- Emails sent directly to parish councils and other public sector organisations.

- 4.2 The results of the consultation are contained in Appendix B. In total 110 responses were received, 80 from local residents and 30 from stakeholders. The majority of residents and stakeholders agreed with the Policy Option proposals, with the exception of measures in relation to charging for green waste collection and reducing funding to Parish Councils, where particular concerns were expressed. It should be noted that while the number of responses received from both residents and stakeholders has exceeded those of previous budget consultations, caution should still be applied when reviewing the analysis and findings. This is because the total response remains relatively low and, because this was an open-access consultation with the potential for self-selection, therefore it cannot be considered representative of the West Lancashire population.

- 4.3 There has also been a regular dialogue on the Policy Option process with the Trades Unions in line with good practice.

5.0 FINAL POLICY OPTIONS FOR 2016/17

- 5.1 Members must now consider the results of the consultation exercise, as well as other relevant factors, in determining what Policy Options to approve.

- 5.2 Over the 4 year period 2011-15 the Council had to make savings of 30% of its budget, which it did primarily through efficiencies and additional income, with only a relatively minor impact on services. However the Council is still facing a very difficult medium term financial position as are all local authorities, and the recent Local Government Finance Settlement has highlighted that there will be further reductions in its grant funding over the next few years. This means that proposals that will have an impact on our services to residents will need to be considered and difficult choices made on how services can be reshaped to ensure that a balanced budget position can be maintained over the medium term future.
- 5.3 The policy options set out in Appendix A have been drawn up on the basis that they are the “least painful” options that are required given the scale of the budget gap facing the Council. Consequently Members will need to consider what replacement savings could be put forward if they wish to modify the list.

6.0 SUSTAINABILITY IMPLICATIONS/COMMUNITY STRATEGY

- 6.1 Every effort has been made to minimise the impact of the need to make budget savings on priority areas. Creating a sustainable budget is a priority for all organisations and this report seeks to achieve this.

7.0 FINANCIAL AND RESOURCE IMPLICATIONS

- 7.1 The policy options proposals contained in this report mean that 2 posts will be removed from the staffing establishment. This will be achieved without the need for redundancies.
- 7.2 The total value of the policy options proposals set out in Appendix A is £696,000. However to take account of the consultation responses option A is being recommended for proposals PO7 and PO8 in terms of reducing grant funding for parish councils by 10% per year over the next 3 years rather than making a 30% saving next year. This will reduce the value of the savings next year to £674,000.
- 7.3 There will be one off implementation costs to implement proposal PO4 rationalisation of bin provision, and PO5 introducing a charge for the collection of green compostable material. It will also not be possible to make a full year saving on option PO5 as it will take some months to introduce the new charging arrangement. These one off costs and part year savings can be funded from the Policy Options Reserve, which is an appropriate use of this reserve given its terms of reference.
- 7.4 The decisions taken by Members in relation to the policy options set out in this report will be reflected in the Budget Requirement report later on this agenda, where the General Revenue Account budget for the next financial year will be set.

8.0 RISK ASSESSMENT

- 8.1 The difficult financial position facing the Council is a key risk that is included on the Council's Key Risk Register, and the Policy Options process is the main means for managing and controlling this risk. The financial scenario facing all local authorities means that "doing nothing" is not an option and a large scale package of savings needs to be agreed.

Background Documents

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

Equality Impact Assessment

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

Appendices

Appendix A – Summary of policy options

Appendix B – West Lancashire Meeting the Budget Challenge Consultation Report

Appendix C – Equality Impact Assessment

APPENDIX A – SUMMARY OF POLICY OPTIONS

Ref.	Policy Option	Estimated Savings £000s	Impact of policy option on service/customers	Comments
PO1	Operate the Chapel Gallery and Arts Service on a more commercial basis in accordance with a Commercial Development Plan	10	The proposal would have minimal impact on the customer.	The estimated saving of £10,000 is based on a 5% target and should be achievable in the first year of operation of this new approach. A higher level of savings should then be achieved in subsequent years following the installation of the proposed new lift.
PO2	Building Control Restructure	42	The proposal would have minimal impact on the customer.	The team was restructured in 2011/12 and again in 2013/14 as a result of a reduction in workload resulting from the expansion of activities by Approved Inspectors. Approved Inspectors continue to increase their share of the Building Control market, and in addition it is anticipated that there will be a reduction in HRA work, and consequently there is now sufficient spare capacity to facilitate a further restructure of the team.
PO3	Reduced Civic Costs	5	Reduced level of engagement with others through civic role.	Replace Civic Dinner with Mayor's Charity Ball paid for by attendees with resource support limited to officer time only, and reduced catering provision at civic events.
PO4	Rationalisation of bin provision and move to dual waste bins (replacement of dog waste bins with dual function bins)	28	Move away from current arrangement which involves dedicated dog waste bins and dedicated litter bins being provided across the borough to a combined function litter / dog waste bin. There would be a need to consult with Parish Councils on this proposal.	Most other Lancashire authorities have adopted this approach. There would be some additional costs involved in the transition from specific to generic bins.

Ref.	Policy Option	Estimated Savings £000s	Impact of policy option on service/customers	Comments
PO5	Introduce a charge for the collection of green compostable material	500	<p>Potential reduction in recycling rate and negative public reaction to the introduction of charging for this high profile service.</p> <p>The charge would be £30 per year for a seasonal service and assumes a take up rate of 35% from the 48,000 residential properties in the Borough</p> <p>Households could also choose to have more than one green bin, at a charge of £25 for each additional bin.</p>	<p>A comprehensive advertising and promotion campaign explaining the need for the change would take place as part of this proposal.</p> <p>A number of local authorities have already introduced this approach. Concerns that garden material will be diverted to the grey (residual) bin have not been recognised by these authorities. It has been promoted that the most environmentally beneficial and cost effective method of dealing with garden material is in the property's garden via home composting.</p> <p>There would be one off costs of implementing this new approach, and a staffing review would need to take place once the new system has been established.</p>
PO6	Renegotiation of Lancashire County Council shared services contract for Revenues, Benefits and ICT services, for example through joint efficiency projects and changes to performance targets for cost reductions	42	There may be an impact on customers (internal and external) depending upon which part of the contract is focused on with potential service reductions.	Renegotiation of this contract, which is worth £3.2m a year, would require a significant input from a number of key staff including the Procurement Executive, and specialist external support. The outcome would be dependent on negotiations with our partners, but with the expectation that the savings figure would be significantly higher from year 2 onwards.

Ref.	Policy Option	Estimated Savings £000s	Impact of policy option on service/customers	Comments
PO7	<p>Reduce concurrent grants paid to parish councils:</p> <p>Option A – reduce funding by 10% per year over each of the next 3 years in line with the reductions anticipated in our government grant support;</p> <p>Option B – front load this reduction and make a 30% saving in 2016/17.</p>	19	This option could potentially result in a reduction in the services provided by Parish Councils.	<p>This proposal would reduce the concurrent funding provided to parishes, which is currently worth £64,000 per year.</p> <p>Under Option A the saving would be £6,000 in 2016/17, £12,000 in 2017/18 and £19,000 in 2018/19. Under Option B the saving would be £19,000 from 2016/17 onwards</p>
PO8	<p>Reduce Council Tax support grant paid to parish councils:</p> <p>Option A – reduce funding by 10% per year over each of the next 3 years in line with the reductions anticipated in our government grant support;</p> <p>Option B – front load this reduction and make a 30% saving in 2016/17.</p>	14	This option could potentially result in a reduction in the services provided by Parish Councils.	<p>This proposal would reduce the council tax support funding provided to parishes, which is currently worth £48,000 per year.</p> <p>Under Option A the saving would be £5,000 in 2016/17, £10,000 in 2017/18 and £14,000 in 2018/19. Under Option B the saving would be £14,000 from 2016/17 onwards</p> <p>There is a government expectation that this funding should be provided to parishes but it is not a statutory requirement</p>

Ref.	Policy Option	Estimated Savings £000s	Impact of policy option on service/customers	Comments
PO9	Cease: (a) Producing Year Books and Diaries (b) Attendance at Royal Garden Party (c) Sending of Christmas Cards (d) Remaining Town Twinning function (e) Provision of past Mayor's Jewel	1.3 1.1 0.4 1.5 0.6	Reduced level of engagement with others through civic role.	
PO10	Seek funding from local businesses for Christmas Light provision for Ormskirk and Skelmersdale	31	None	This option is dependent on contributions from local businesses
TOTAL		696		

West Lancashire
Meeting the Budget Challenge
Consultation Report



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1 Executive Summary

110 responses were received to the 2015 Meeting the Budget Challenge consultation, 80 from local residents and 30 from stakeholders, between 27 October 2015 and 10 January 2016.

1.1 Level of agreement with budget savings proposals

Proposals	% who strongly or tend to agree	
	Residents	Stakeholders
Annual charge of £30 to collect garden waste on the current seasonal basis	28%	38%
Annual charge of £25 for each additional green bin collection	42%	47%
Rationalising litter and dog waste bin provision to combined litter and dog waste bins	76%	70%
Operating the Chapel Gallery on a more commercial basis	78%	87%
Restructuring the Building Control team to reduce costs	61%	72%
Ceasing the production of year books and diaries for councillors	92%	89%
Cease attendance by the Mayor at the Royal Garden party in London	90%	71%
Cease sending out Christmas cards	94%	89%
Cease the Council's funding of Town Twinning activities	82%	54%
Cease the provision of a 'past Mayor's Jewel' medal to the Mayor at the end of their year in office	92%	93%
Replacing the Civic Dinner with a Mayor's Charity Ball	95%	93%
Renegotiating the shared services contract with Lancashire County Council and BT Lancashire Services for Revenues, Benefits and IT services	78%	86%
Seeking contributions from local businesses to help fund the Christmas lights in Ormskirk and Skelmersdale	74%	70%
Reducing concurrent grants paid to parish councils by up to 30%	32%	30%
Reducing Council Tax support grant paid to parish councils by up to 30%	41%	33%
Satisfaction with the measures the Council has proposed to take to reduce spending, generate income and improve efficiency (% very or quite satisfied)	37%	61%

2 Background and Methodology

2.1 Background

West Lancashire Borough Council needs to make savings, efficiencies and increase income in order to balance the budget for 2016/17.

The Council developed a range of proposals in 2015 which were approved for consultation with residents and organisations in the borough before any final decisions are made on the Council's budget for 2016/17.

The aim of the consultation is to understand whether residents and organisations agree with the proposals and what impact these would have if they are implemented. The findings of the consultation will inform the decision-making process on the Council's budget.

2.2 Methodology

Two online consultation surveys were developed, one open-access version for residents and a targeted survey for organisations and stakeholders in West Lancashire. The consultation went live on Tuesday 27 October 2015 and closed on Sunday 10 January 2016.

The residents' survey was hosted on the Council website and promoted through a range of press releases and social media updates, including Facebook and Twitter. Residents were also made aware that they could request a paper copy of the survey or send in their views directly either by email or in writing.

The stakeholder survey was also hosted on the Council website. An email was sent to around 644 stakeholders, including public and private sector organisations and voluntary and community groups, inviting them to take part in the consultation.

In total, 80 responses were received from residents and 30 from stakeholders in the borough (of which 4 were paper returns). The level of response has increased significantly compared to the 2013 budget consultation when 32 residents and 14 stakeholders completed a survey.

In addition to the survey responses, 9 emails and letters were received from residents about proposals within the consultation. 8 of these came from residents who objected to any charging for green waste. The other direct response was from a Parish Council in the borough which will be picked up within the stakeholder analysis.

The purpose of the consultation was to give residents and stakeholders the opportunity to give their views on the Council's budget proposals and provide insight into any impact these would have. Therefore it should not be considered a representative piece of research which represents the views of all residents in the borough.

Whilst the number of responses received from both residents and stakeholders has exceeded previous runs of the Council's budget consultation, caution should still be applied when reviewing the analysis and findings. This is because the total response remains relatively low and, because this was an open-access consultation with the potential for self-selection bias, it cannot be considered representative of the West Lancashire population.

Where possible this report will present findings as percentages, with any questions on level of agreement combining those who strongly or tend to agree and those who strongly or tend to disagree.

Moreover, whilst demographic information was captured in the survey there will be no cross-tabulation analysis within this report due to the lower sub-sample sizes.

A number of open-ended questions were included in the resident and stakeholder surveys to give people the opportunity to comment on the proposals. As part of the reporting, these comments have been independently reviewed and grouped into categories to enable some quantitative analysis. Please note that comments made by individuals could cover more than one category, therefore there will be instances where the sum of category totals exceeds the total number of comments made.

The most common categories within each section are listed in tables within this report, whilst less represented categories captured within a summary of other comments raised.

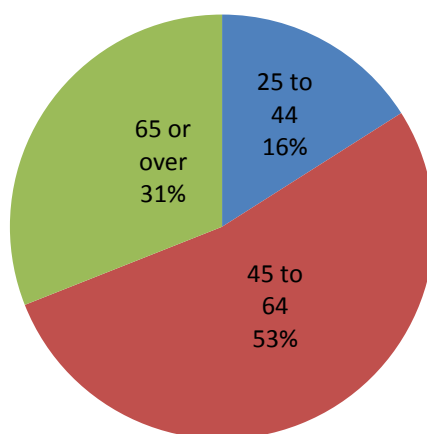
Stakeholder categorisations are not listed within tables due to the lower number of responses and the general breadth of issues raised throughout the survey responses.

2.3 Who responded to the resident survey?

There was a broadly even response from male (52%) and female (48%) residents.

Just over half of resident responses came from people aged 45 to 64. No responses were received from people under the age of 25.

Figure 2.1: What was your age on your last birthday? (base – 77)



12% of respondents indicated that they have a disability.

Of the 72 respondents who disclosed their ethnicity, all indicated that they are White.

2.4 Who responded to the stakeholder survey?

In terms of the stakeholder responses:

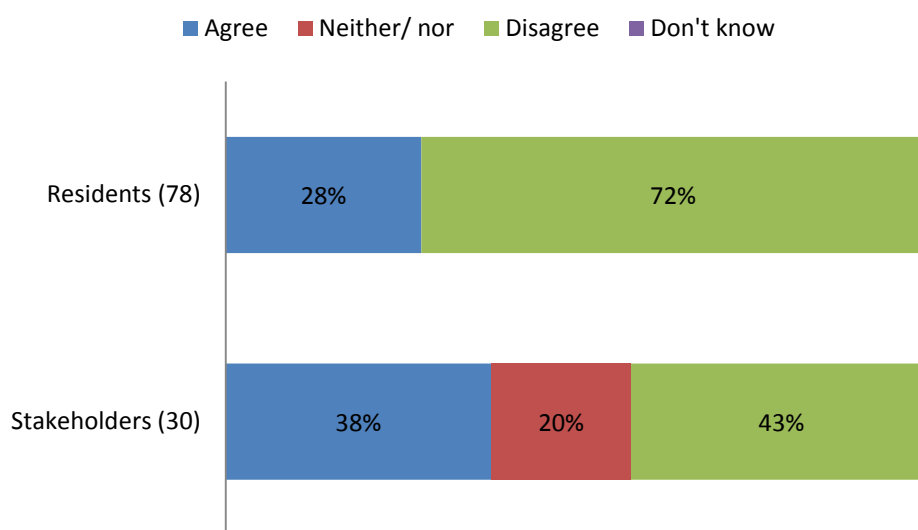
- 9 Parish councils (including one direct response by email)
- 8 community or voluntary organisations
- 7 local businesses
- 4 public services, including health, care, education and housing
- 2 local groups
- 1 stakeholder did not provide information on their organisation

3 Charging for garden waste collection and additional green bins

For householders, the Council is considering introducing an annual charge of £30 to collect garden waste on the current seasonal basis. Many other local authorities have already introduced this approach and it is estimated that this would raise around £500,000.

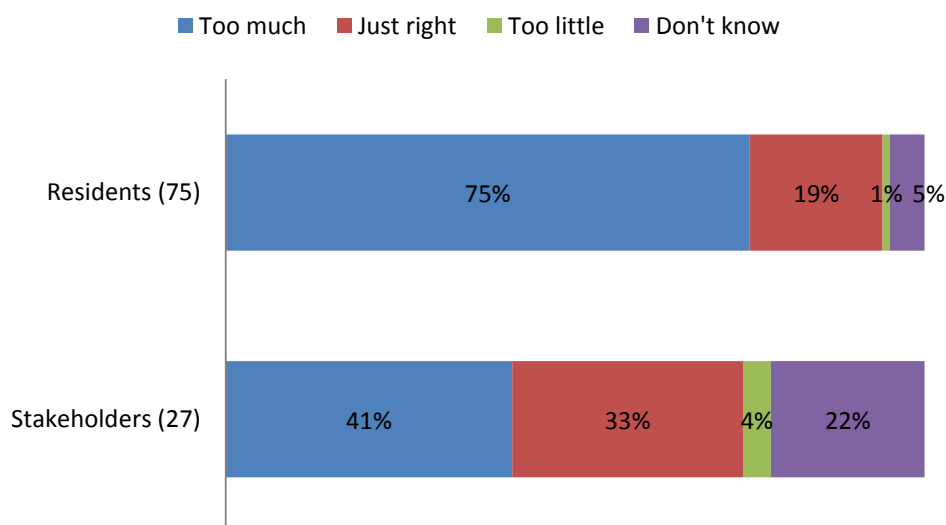
72% of residents disagree with the proposal for an annual garden waste charge compared to 43% of stakeholders.

Figure 3.1: How strongly do you agree or disagree with the annual garden waste charge proposal? (base totals in brackets)



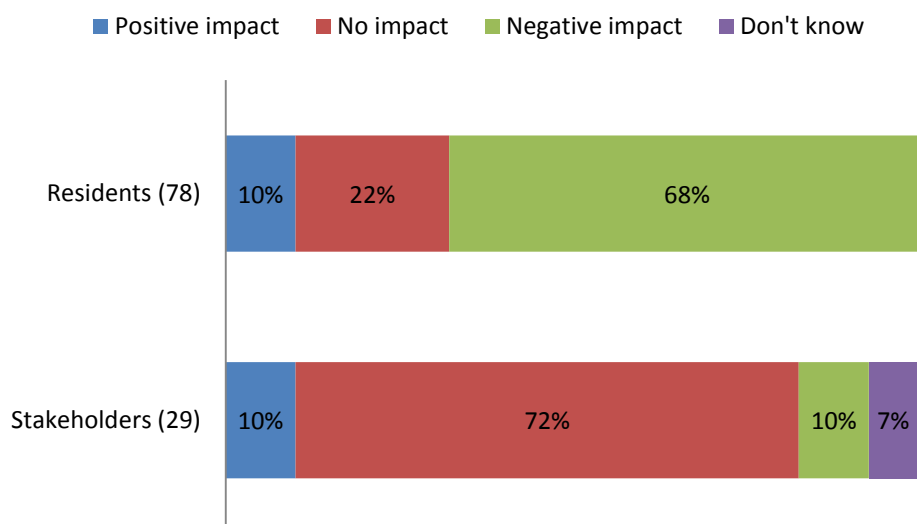
Three in four respondents to the resident survey feel the annual charge is too much.

Figure 3.2: Do you think the proposed green waste charge is...? (base totals in brackets)



68% of residents who responded to the consultation feel the green waste charge would have a negative impact on them. 72% of stakeholder respondents indicated that a green waste charge would have no impact on their organisation.

Figure 3.3: What impact, if any, would it have on you/ your organisation? (base totals in brackets)



59 residents commented on the impact that a proposed charge for green waste would have on them. These have been analysed and the main categories are listed below.

Issues highlighted by residents	Number of comments
Generally negative comments about the cost of the proposal and its impact	46
Expectation that the provision of green waste should be covered within current Council Tax payments	20
Impact on fly tipping in the borough	15
Impact the proposal would have on infrequent users of the green waste service	6
Needs to consider wider factors of green waste usage, including the size of the garden and greenery outside the property footprint (such as trees and leaves)	5
Environmental impact if more people use recycling centres instead	4

Of the other comments made, subjects included the impact on disabled residents, the potential to discourage people to look after their garden and an idea to introduce service charges based on usage.

7 stakeholders commented on the impact of a green waste charge. Comments included the impact on fly tipping and local recycling centre usage in the borough and the ability of residents to cope with the additional cost.

The consultation also asked residents and stakeholders if they could suggest how the Council could minimise any negative impact of the change.

63 comments and suggestions about mitigating impact were received from residents.

Issues highlighted by residents	Number of comments
The Council should not introduce the proposed charge	28
Overall Council Tax payments should be increased to cover the cost of the green waste service	5

A range of other suggestions were received, including:

- Charging for green waste collections based on usage
- Establishing local green waste ‘dumping areas’ to make the most of composting in the community
- Reducing or ceasing green waste collections during the winter months
- Reducing the cost of the proposed green waste charge to make it more affordable for residents
- Introducing exemptions for residents in receipt of a pension or benefits
- Ensuring residents have the opportunity to opt out of any charge
- Charging Council Tax to landlords of student properties to offset any service changes or savings

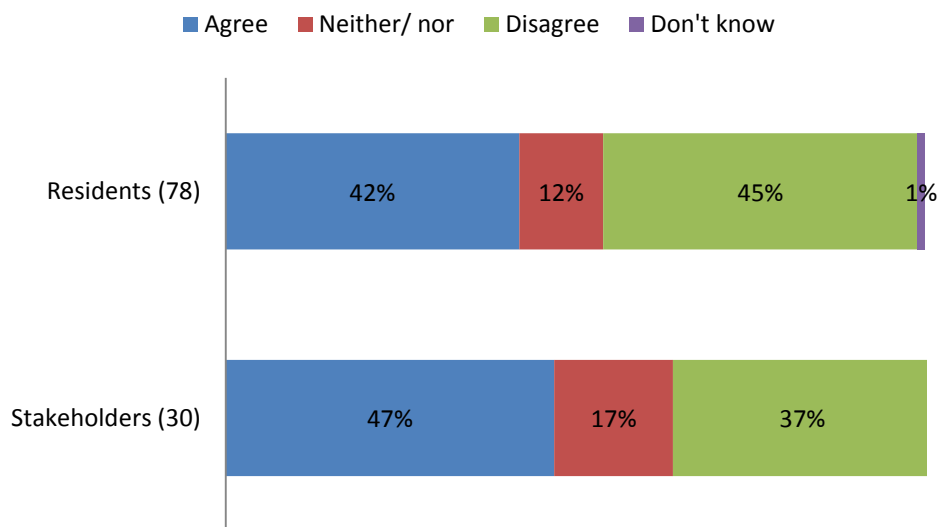
13 suggestions were received from stakeholders, which included:

- Ensuring residents understand that they can opt out of the service
- Communicating more effectively the costs of delivering the service to residents to increase awareness and understanding of the challenges to maintaining valued services in the borough
- Introducing the charge in stages, for example over a three year period
- Reducing the regularity of collections as an alternative to realise the required savings
- Considering the impact of introducing a charge on residents on low incomes or in receipt of benefits
- Introducing charges based on Council Tax bandings of properties

Households could also choose to have more than one green bin emptied, at an annual charge of £25 for each additional bin collection.

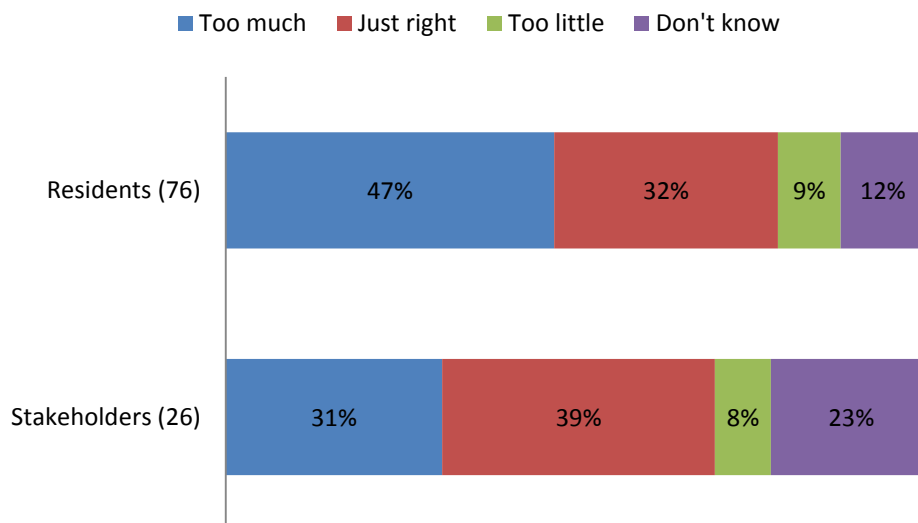
42% of residents agree with this proposal, 45% disagree. More stakeholders agree than disagree with the proposed charge for additional bin collections.

Figure 3.4: How strongly do you agree or disagree with the proposal for an additional green bin collection charge? (base totals in brackets)



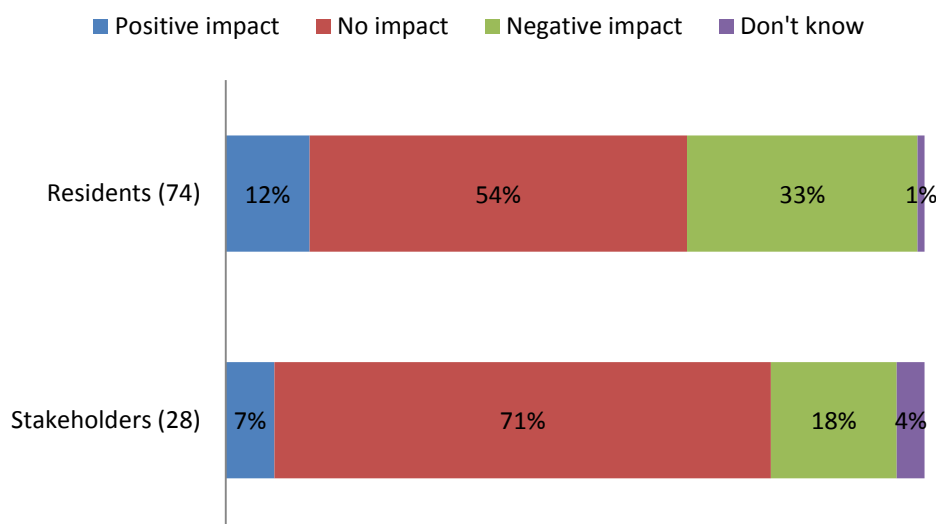
Nearly half of residents who responded to the consultation feel the charge is too much, with around a third believing it is 'just right'.

Figure 3.5: Do you think the proposed additional bin charge is...? (base totals in brackets)



A third of respondents to the resident survey feel increasing a charge for additional green bins would have a negative impact on them. Just over half of residents feel it would have no impact on them, rising to 71% amongst stakeholder respondents.

Figure 3.6: What impact, if any, would it have on you/ your organisation? (base totals in brackets)



32 residents commented on the proposal to charge for additional green bins. These have been analysed and the main categories are listed below.

Issues highlighted by residents	Number of comments
Residents should only be charged for additional green bins as an alternative to the proposal to introduce the basic green waste charge	7
The charge is too high and another expense for residents to deal with	4
The proposal should already be covered by current Council Tax payments	4

A range of other comments were made by residents including the impact the proposal would have on fly tipping and the ability for residents to opt out.

7 stakeholders commented on the proposal, with 3 feeling that the proposal could lead to an increase in fly tipping and 2 suggesting it would negatively impact on residents who are on low incomes. One comment supported the idea that the collection of additional bins should be paid for.

18 residents suggested how the Council could minimise any impact of the proposal. These have been analysed and the main categories are listed below.

Issues highlighted by residents	Number of comments
The Council should simply not implement the proposal for additional green waste collection charges	4
The Council should only charge for additional green waste bin collections	3

Other suggestions included increasing the level of Council Tax generally, charging landlords of student properties and using volunteers to support the delivery of the service.

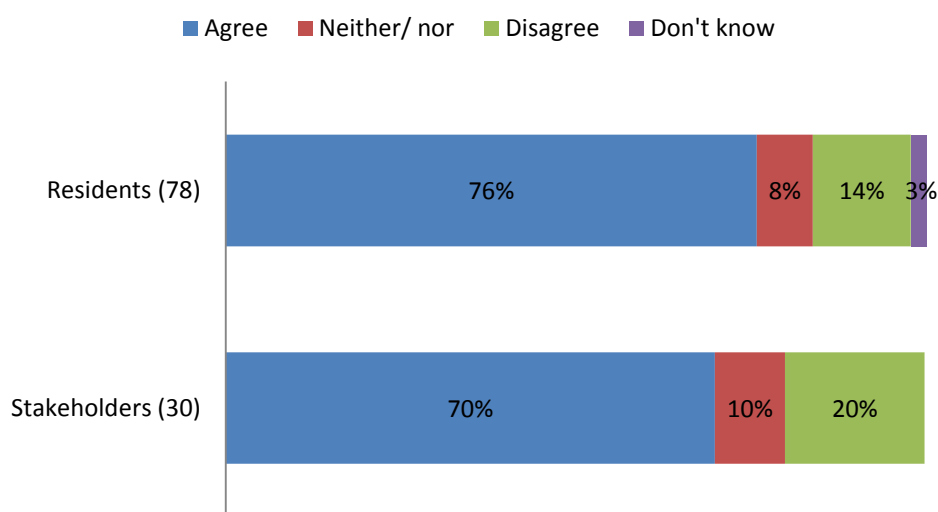
Of the 10 stakeholders who suggested mitigating measures, 3 feel the Council should promote the charge for an additional bin as a positive service offer and communicate the importance of maintaining or improving the quality of service delivered.

4 Litter bins and dog waste bins

The Council is considering rationalising litter and dog waste bin provision by moving away from dedicated litter and dog waste bins being provided across the borough, to combined litter and dog waste bins which would save around £28,000 a year.

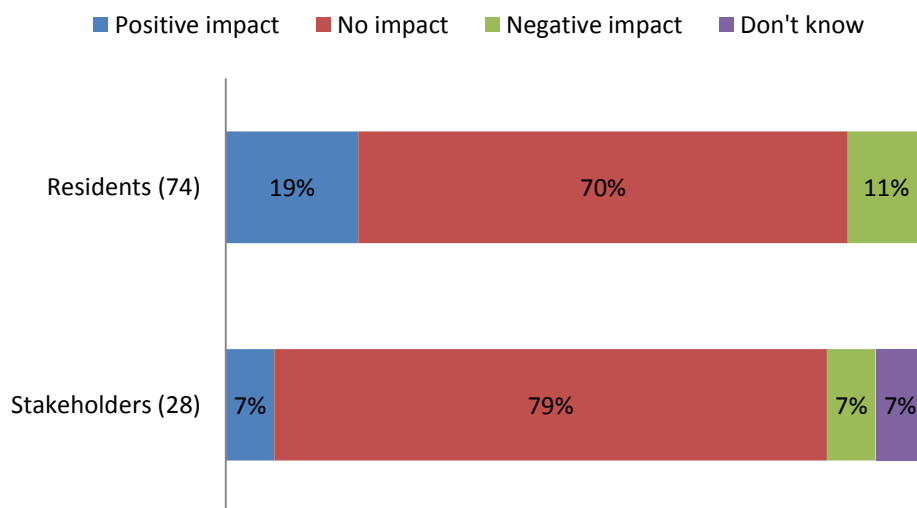
Around three quarters of residents agree with the proposal to combine litter and dog waste bins.

Figure 4.1: How strongly do you agree or disagree with the proposal for combined litter and dog waste bins? (base totals in brackets)



The majority of respondents to the consultation feel that the proposal would have no impact on them.

Figure 4.2: What impact, if any, would it have on you/ your organisation? (base totals in brackets)



21 residents commented on the proposal to combine dog fouling and litter waste bins. These have been analysed and the main categories are listed below.

Issues highlighted by residents	Number of comments
Dog fouling is a problem in the borough	6
Concern around the cleanliness of combining bins and the potential for spreading disease	4
Combined bins would make things easier for residents	3

Other comments included the risk of overflowing waste in bins, some concern around the cost of implementing and also the need for more dog fouling patrols to support the switch.

6 comments were received from stakeholders. 4 of these comments expressed some concern about public health issues and the impact the combination might have on general littering by people who might not want to put litter in bins used for dog fouling. 2 stakeholders queried the availability of dual bins across the borough to meet both litter and dog fouling needs.

15 residents commented on how the Council could mitigate any issues relating to the dual bin proposal. These have been analysed and the main categories are listed below.

Issues highlighted by residents	Number of comments
The Council needs to enforce fines for non-compliance/ dog fouling	4
There should be a sufficient number of bins across the borough	3

Other comments included ensuring the bins are covered to prevent the spread of odours and disease, as well as the need to empty them regularly.

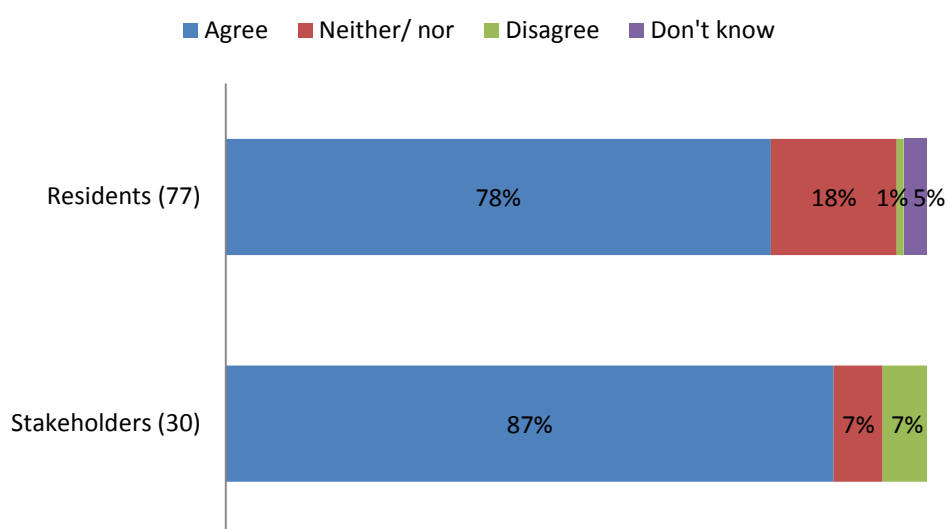
6 stakeholders commented on mitigation around the proposal, including the need to empty on a regular basis to prevent 'overflow', ensuring the bins are accessible and educating people about the dangers of setting bins alight (indicated by one stakeholder as an issue in the borough). 2 stakeholders feel this would be an improvement with evidence that it works in other areas. One stakeholder queried the process for handling the waste and impact on landfill sites.

5 Chapel Gallery

The Council is considering operating the Chapel Gallery, Ormskirk, and the Arts Service on a more commercial basis to generate additional income of around £10,000 a year.

78% of residents who responded to the consultation agree with this proposal, rising to 87% of stakeholder respondents.

Figure 5.1: How strongly do you agree or disagree with the proposal to operate Chapel Gallery on a more commercial basis? (base totals in brackets)



28 comments were made by residents on the proposal to operate the Chapel Gallery on a more commercial basis. These have been analysed and the main categories are listed below.

Issues highlighted by residents	Number of comments
General support for the idea, particularly the move towards more commerciality at the Council	15
The Gallery would benefit from more promotion	6
There was not sufficient information available to take a view on the proposal	3

Other comments included feedback on the Gallery and its café and some concern around charging for admission.

13 stakeholders commented on the Chapel Gallery proposal with 7 expressing support. Other comments from stakeholders included:

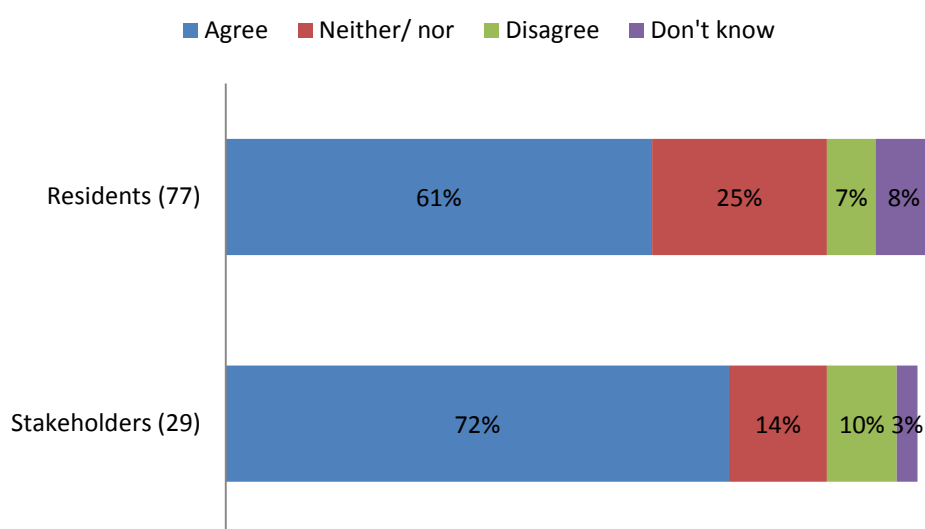
- Providing more volunteering opportunities
- More promotion to maximise its potential, and promotion of the arts generally
- Building on the café as a community led resource for meetings and local seasonal promotions
- Mixed views on admission charges
- Advising caution when it comes to making a profit from the café

6 Building Control

The Council is considering restructuring the Building Control team to reduce costs and this would save around £42,000 a year.

Around three in five residents agree with the proposal, one in four neither agree nor disagree.

Figure 6.1: How strongly do you agree or disagree with the proposal to restructure the Council’s Building Control team? (base totals in brackets)



27 comments were made by residents on the proposal to restructure the Building Control team. These have been analysed and the main categories are listed below.

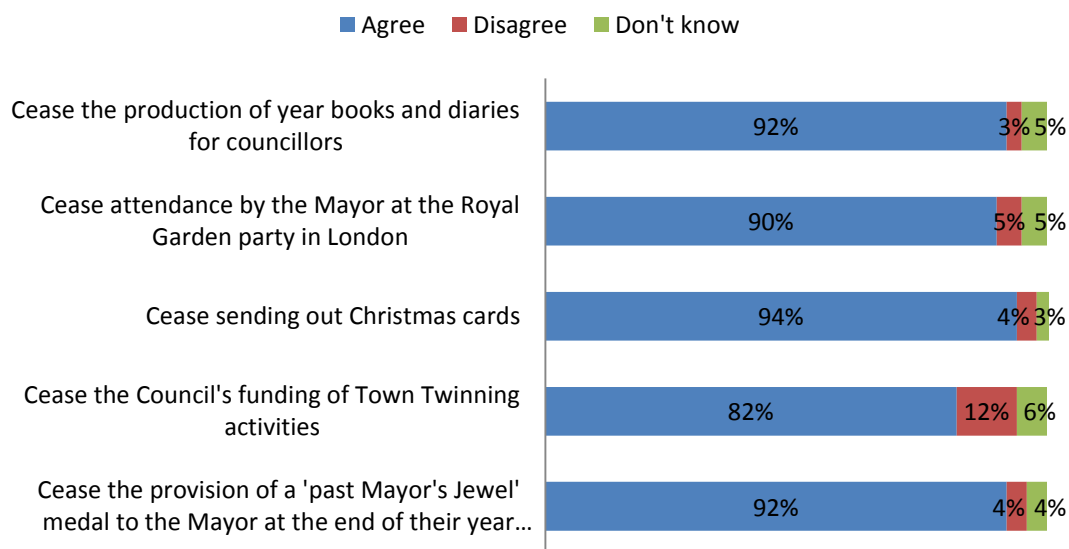
Issues highlighted by residents	Number of comments
They would need more information to understand the impact it would have on them and whether it is a good idea	13
Concern around the impact it would have on job losses at the Council	7
General support for the proposal, assuming it would have no impact on service provision in the borough	5

13 stakeholders commented on the proposal. General support was expressed on the assumption that the Council would still be able to control private landlord and private sector buildings, domestic extensions and that the planning process would not be made more lengthy. Other comments included a need to understand the impact on staff themselves and a suggestion that the building control function could be put out to tender.

7 Savings on civic activities

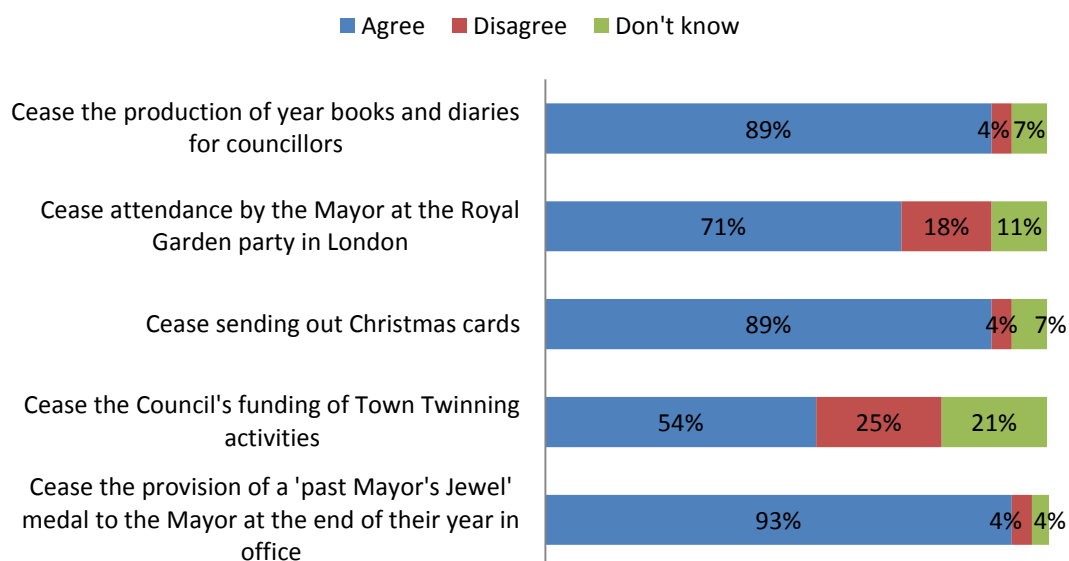
The Council is considering reducing spending on various civic activities to realise savings of around £4,900 a year. The majority of residents who responded to the consultation agreed with the proposals around reductions in civic activity spend. The highest level of agreement (94%) was for the cessation of sending out Christmas cards.

Figure 7.1: Level of agreement from residents with civic activity proposals (base – 78)



The majority of stakeholders agree with ceasing councillor year books and diaries, sending out Christmas cards and the provision of a 'past Mayor's jewel' medal. They were less likely to agree with ceasing funding for Town Twinning activities, although more than half still agreed with this proposal.

Figure 7.1: Level of agreement from stakeholders with civic activity proposals (base – 28)



34 residents commented on the civic activity proposals with unanimous support for making savings in this area. A couple of comments were made about balancing these reductions with the need to maintain the Council's profile at events. Moreover, some residents suggested that e-cards should be sent out at Christmas.

17 stakeholders commented on the civic activity proposals. Like residents, there is general support for implementing the proposals but some specific comments were made:

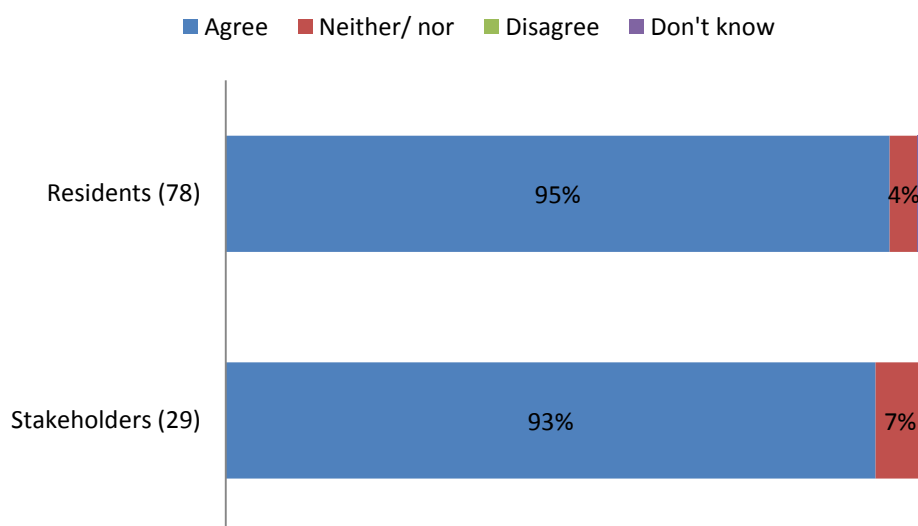
- Christmas cards could be a good way to provide useful contact details and information for people
- A gift for the Mayor is a good idea, but a cheaper alternative should be sourced
- The Mayor can help to raise awareness of West Lancashire
- Depending on the nature of Twinning visits these could be seen as a positive for the borough on both a cultural and economic level

8 Civic Dinner

The Council is considering replacing the Civic Dinner with a Mayor’s Charity Ball which will be paid for by attendees and resource support will be limited to officer time only. This would save around £5,000 a year.

95% of residents and 93% of stakeholders agree with the proposal to replace the Civic Dinner with a Mayor’s Charity Ball.

Figure 8.1: How strongly do you agree or disagree with the proposal to replace the Civic Dinner with a Mayor’s Charity Ball? (base totals in brackets)



25 comments were received from residents about the proposal to replace the Civic Dinner with a Mayor’s Charity Ball. These have been analysed and the main categories are listed below.

Issues highlighted by residents	Number of comments
Cease the provision of a Mayor’s dinner altogether with council resources focused on services which benefit the majority	9
The proposal for a Mayor’s Charity Ball is a good idea	8
There was not sufficient information available to take a view on the proposal	3

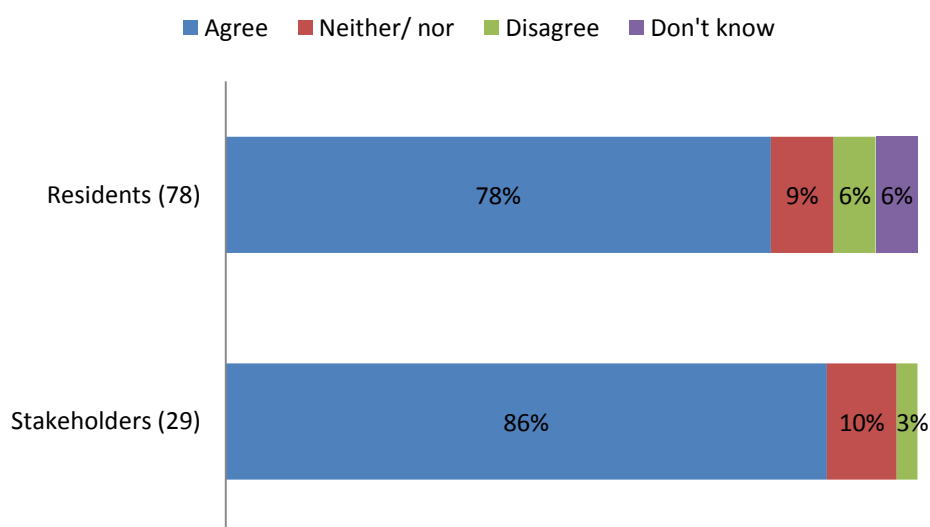
Other comments included a suggestion that any associated charities are local whilst another resident queried whether local businesses could sponsor the event.

11 stakeholders commented on the Civic Dinner proposal, with 10 expressing support, particularly the move towards charitable work. One stakeholder feels the Mayor should organise the event themselves without using officer time.

9 Shared Services Contract

The Council is considering renegotiating the shared services contract with Lancashire County Council and BT Lancashire Services for Revenues, Benefits and IT services. The first year's saving target would be £42,000 with the expectation that savings would be significantly higher in subsequent years.

Figure 9.1: How strongly do you agree or disagree with the proposal to renegotiate the shared services contract with Lancashire County Council and BT Lancashire Services? (base totals in brackets)



23 residents commented on the proposal to renegotiate the shared services contract with BT Lancashire Services. These have been analysed and the main categories are listed below.

Issues highlighted by residents	Number of comments
General support for the proposal to realise savings for the Council	6
Concern or dissatisfaction with the BT Lancashire Services arrangement and the quality of service offered	6
Not enough information to comment on the proposal	5
Concern for any potential job losses as a result of renegotiating the contract	4

14 stakeholders expressed a mix of views on the proposal to renegotiate the BT Lancashire Services contract. Comments included:

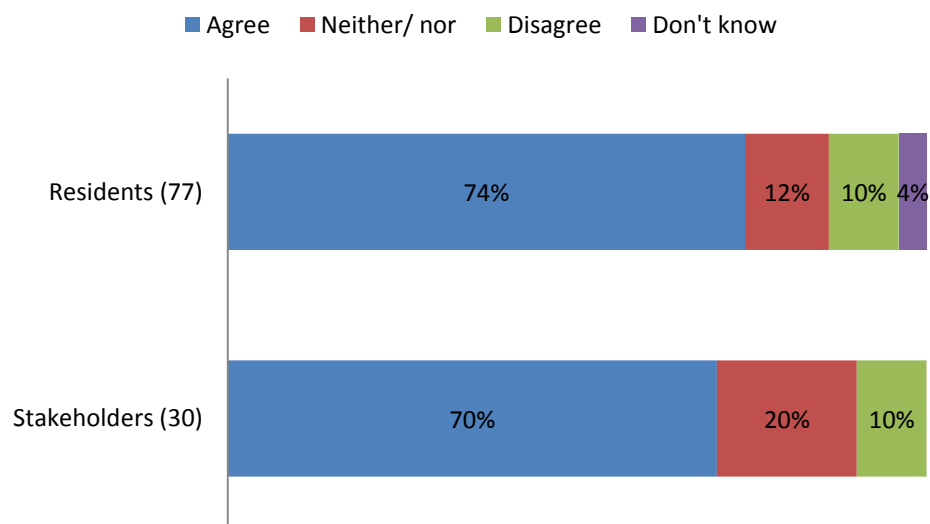
- Any increased efficiencies or resource sharing would be positive
- A couple of stakeholders felt that this could have been done sooner
- It should be an on-going process where savings targets are regularly reviewed
- Some concern around the potential loss of staff hours
- A suggestion that the Council could undertake a wider review of commissioned services to maximise value and that the current BT contract could be renegotiated with a new provider

10 Funding for Christmas lights

The Council is considering seeking contributions from local businesses to help fund the Christmas lights in Ormskirk and Skelmersdale which could save up to £31,000 a year.

Seven out of ten stakeholders agree that the Council should seek contributions from local businesses.

Figure 10.1: How strongly do you agree or disagree with the proposal to seek contributions from local businesses to help fund Christmas lights? (base totals in brackets)



38 comments were made by residents on the proposal to seek contributions from local businesses to help fund the Christmas lights in Ormskirk and Skelmersdale. These have been analysed and the main categories are listed below.

Issues highlighted by residents	Number of comments
General support for the idea to seek contributions from local businesses	9
Unsure of the potential impact on local businesses	6
Comments about the prioritisation of the locations of Christmas lights across the borough	5

Other comments from residents included a view that the Council should contribute to the cost, the contributions from businesses should be optional, the lights could be scrapped altogether and certain businesses should take more responsibility for contributing (such as national chains and Edge Hill University).

14 stakeholders commented on the proposal with a mix of views expressed, including:

- Christmas lights are important to local towns and local businesses
- Christmas lights are 'a waste of money' and do not bring in extra income for businesses
- The proposal would only be relevant to retail businesses who operate in town centres
- It could be difficult to strike the balance between being mandatory and 'opt in' and may not be fair if some contribute but others don't

11 Parish Councils

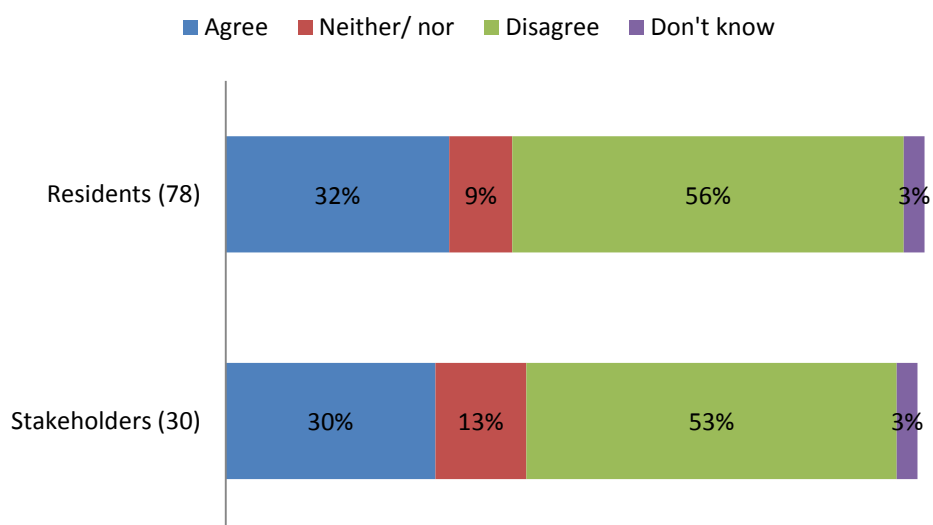
The Council is considering reducing some grants to parish councils in order to save a total of £33,000 a year. This could potentially result in a reduction in the services provided by parish councils.

Proposal one is to reduce concurrent grants paid to parish councils by up to 30%. Concurrent grants, currently worth £64,000 a year, are used by parish councils to provide specific services within their area. This would save up to £19,000 a year.

32% of residents who responded to the consultation agree with the proposal to reduce concurrent grants paid to parish councils, whilst 56% disagree.

All parish council respondents strongly disagree with the proposal.

Figure 11.1: How strongly do you agree or disagree with the proposal to reduce concurrent grants paid to parish councils? (base totals in brackets)

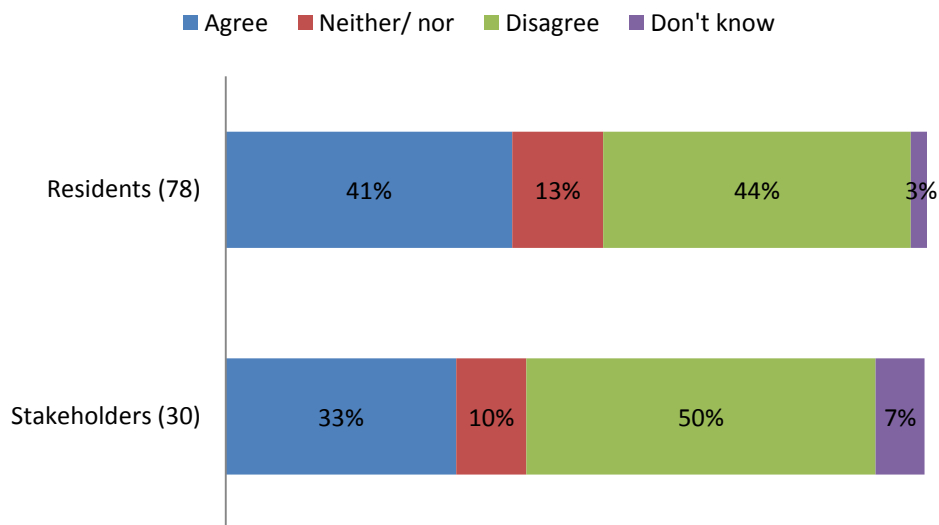


Proposal two is to reduce Council Tax support grant paid to parish councils by up to 30%. This grant is paid to compensate parish councils for reductions in income resulting from changes to the council tax benefit scheme, currently worth £48,000 a year, and is used by parish councils to help provide some local services. This would save up to £14,000 a year.

41% of residents who responded to the consultation agree with the proposal to reduce concurrent grants paid to parish councils, whilst 44% disagree.

All parish council respondents strongly disagree with the proposal.

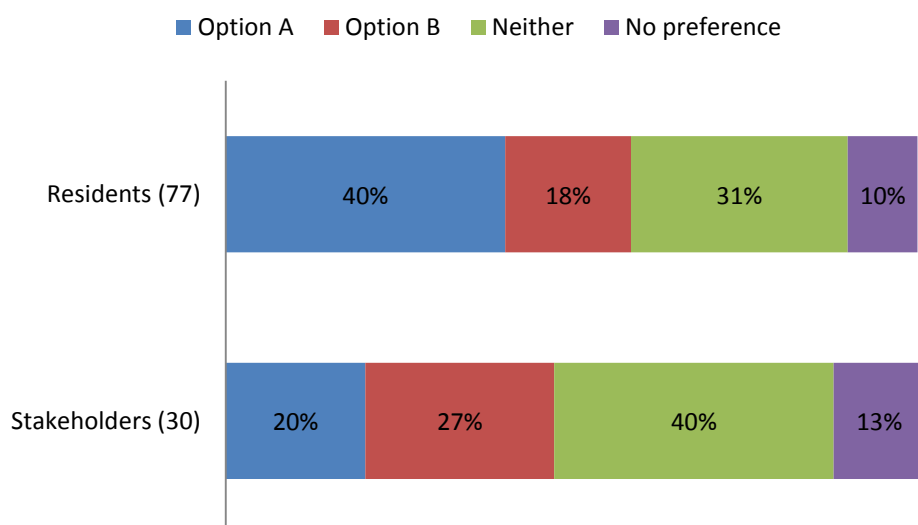
Figure 11.2: How strongly do you agree or disagree with the proposal to reduce Council Tax support grant paid to parish councils? (base totals in brackets)



In making these reductions, there would be two options to choose from. Option A would be to reduce funding by 10% per year over each of the next 3 years. Option B would be to introduce the full 30% saving in 2016/17.

Residents appear more likely to opt for option A whereas stakeholders are more mixed. Two in five stakeholders indicated that they would prefer neither option.

Figure 11.3: Which option would you prefer? (base totals in brackets)



29 comments were received from residents on the proposals relating to Parish Councils. These have been analysed and the main categories are listed below.

Issues highlighted by residents	Number of comments
Concern about the impact that grant reductions could have on services in the local area	6
Funding for Parish Councils should be left alone	6
Grant reductions should be implemented but the Parish Councils should be given some time to manage the reductions	4

Other comments from residents included implementing the reductions straightaway, positive feedback about Parish Councils, a lack of information to provide an informed response and some queries about how the proposal would affect non-parish areas of the borough.

14 stakeholders commented on the Parish Council proposals. 9 stakeholders expressed disagreement with the proposal to reduce grant funding, with the main reasons being the impact it would have on local services across the borough and the timing of the budget setting process makes it difficult for Parish Councils to agree their own budgets.

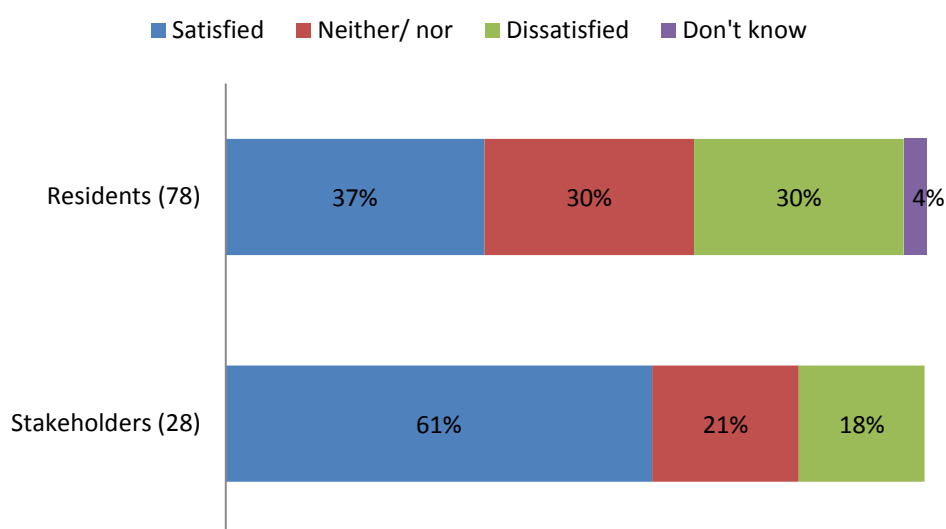
Other stakeholders did not feel as strongly that the proposal should not be implemented. Instead suggestions included incentivising Parish Councils to ensure funds are used effectively and introducing more control over how Parish Councils spend their grants.

12 Views on the overall measures

Overall, stakeholders appear to be more satisfied than residents with the measures the Council is proposing to take to reduce spending, generate income and improve efficiency.

Three in five (61%) stakeholders are satisfied with the measures compared to 37% of residents.

Figure 12.1: Overall, how satisfied or dissatisfied are you with the measures the Council is proposing to take to reduce spending, generate income and improve efficiency?



31 residents made final comments at the end of the consultation survey. A wide range of comments were captured, including:

- The need to continue looking for further savings, including staff and councillor expenses
- Several comments on student landlords and how they should not be exempt from Council Tax charges
- Some negativity about the cuts that the Council is making
- But also some sympathy and understanding for the challenges the Council faces to reduce its budget

11 stakeholders provided a final comment during the consultation, including:

- Needs to be more focus on efficiencies and commercialisation rather than reducing spend and increasing costs

- Some general support for a number of the proposals and appreciation that the Council is trying to spread the reductions across different sectors and services, although there is some disappointment relating to specific proposals, namely reductions to Parish Council grants
- General empathy for the situation the Council is in and the difficult decisions which need to be made

Equality Impact Assessment Form



Directorate: Transformation	Service: Partnership & Performance
Completed by: Alison Grimes	Date: 24 February 2016
Subject Title: Policy Options 2016/17	
1. DESCRIPTION	
Is a policy or strategy being produced or revised:	Yes
Is a service being designed, redesigned or cutback:	Yes
Is a commissioning plan or contract specification being developed:	Yes
Is a budget being set or funding allocated:	Yes
Is a programme or project being planned:	Yes
Are recommendations being presented to senior managers and/or Councillors:	Yes
Does the activity contribute to meeting our duties under the Equality Act 2010 and Public Sector Equality Duty (Eliminating unlawful discrimination/harassment, advancing equality of opportunity, fostering good relations):	Yes
Details of the matter under consideration:	Policy Options for efficiencies, savings and income for 2016-17.
<p><i>If you answered Yes to any of the above go straight to Section 3</i> <i>If you answered No to all the above please complete Section 2</i></p>	
2. RELEVANCE	
Does the work being carried out impact on service users, staff or Councillors (stakeholders):	
<p>If Yes, provide details of how this impacts on service users, staff or Councillors (stakeholders):</p> <p><i>If you answered Yes go to Section 3</i></p>	
<p>If you answered No to both Sections 1 and 2 provide details of why there is no impact on these three groups:</p> <p><i>You do not need to complete the rest of this form.</i></p>	

3. EVIDENCE COLLECTION	
Who does the work being carried out impact on, i.e. who is/are the stakeholder(s)?	Since the options apply to several service areas/functions they impact on a various groups of customers, service users, communities, Councillors and employees.
If the work being carried out relates to a universal service, who needs or uses it most? (Is there any particular group affected more than others)?	<p>The package of options relate to a broad spread of service areas so that there is unlikely to be a group who needs/uses the areas outlined in the options more than others.</p> <p>The options are sufficiently wide-ranging (particularly in relation to the potential impact from reduction in grants and funding to parish councils) that they will directly or indirectly impact on all who use Council/parish council services or engage with the Council.</p>
Which of the protected characteristics are most relevant to the work being carried out?	Since the options are varied and can apply to all service users, no specific groups are more relevant.
<p>Age</p> <p>Gender</p> <p>Disability</p> <p>Race and Culture</p> <p>Sexual Orientation</p> <p>Religion or Belief</p> <p>Gender Reassignment</p> <p>Marriage and Civil Partnership</p> <p>Pregnancy and Maternity</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>
4. DATA ANALYSIS	
In relation to the work being carried out, and the service/function in question, who is actually or currently using the service and why?	The policy options apply to a variety of customer-facing services and internal/Councillor functions. As a set of proposals, the options therefore impact on a variety of customers, service users, communities, Councillors and employees.
What will the impact of the work being carried out be on usage/the stakeholders?	<p>The reduction and re-shaping of services is unlikely to provide a positive impact on any group, however the long-term outcome is to ensure a sustainable council budget and ability to continue to provide services.</p> <p>The numbers of people impacted by the options varies from large numbers of services users eg. green waste collection, to a limited number of individuals, eg. ceremonial /civic duties. The options ensure that statutory requirements are still met and, if these are sufficient, there should therefore be a limited negative impact on stakeholders.</p>

<p>What are people’s views about the services? Are some customers more satisfied than others, and if so what are the reasons? Can these be affected by the proposals?</p>	<p>Officers have access to a variety of information which helps in considering impact whilst developing options including knowledge of their service areas, previous customer contact, and the results of the Citizen/Stakeholder Survey 2015. The most recent survey was conducted in March 2015. Results provide information about satisfaction with certain Council services and these can be broken down into protected characteristics (other than beliefs, culture, marriage/ partnership, pregnancy/maternity). The reason for levels of satisfaction is not explored.</p> <p>Views on the services and potential impacts of the proposals were gathered during a policy option consultation (‘Meeting the Budget Challenge’) between 27 October 2015 and 10 January 2016. 110 responses were received, 80 from local residents and 30 from stakeholders. The total response is relatively low and because this was an open-access consultation with the potential for self-selection bias, it cannot be considered representative of the West Lancashire population.</p> <p>61% of stakeholders are satisfied with the proposed measures overall compared to 37% of residents. Levels of agreement with the individual options proposed are detailed in the survey report attached as an appendix to the Council report.</p> <p>The Council continues to gauge views on services to inform service delivery. A further Citizen/Stakeholder Survey is currently being carried out. Any future surveys will provide evidence about satisfaction with services.</p>
<p>What sources of data including consultation results have you used to analyse the impact of the work being carried out on users/stakeholders with protected characteristics?</p>	<p>The ‘Meeting the Budget Challenge’ consultation asked for examples of what impact there would be on the individual/household/organisation from the proposals relating to green bin charges, litter bins and dog waste bins since these were deemed to have the most direct impact on service users. Respondents were also asked to suggest ways in which negative impact could be minimised. Demographic information was captured in the survey but the low sample size is not sufficient to draw conclusions about the impact of different options on protected characteristics.</p> <p>The majority of responses from the survey in relation to impact were:</p> <ul style="list-style-type: none"> • green bin charge (negative impact for 68% of

	<p>residents; no impact for 72% of stakeholders)</p> <ul style="list-style-type: none"> • additional green bin collection (no impact for 54% of residents and 71% of stakeholders) • combining dog waste bins (no impact for 70% of residents and 79% of stakeholders) <p>Specific user/stakeholder impact from implementing the options PO7 and PO8 (parish council grants) cannot be known at the Borough Council level, since if approved would require service decisions to be made at the parish council level following budget consideration by the parish councils.</p>
<p>If any further data/consultation is needed and is to be gathered, please specify:</p>	<p>Impacts from implementing PO6 (Renegotiation of Shared Services) cannot be determined until options are developed and assessed.</p>
<p>5. IMPACT OF DECISIONS</p>	
<p>In what way will the changes impact on people with particular protected characteristics (either positively or negatively or in terms of disproportionate impact)?</p>	<p>No groups with protected characteristics are specifically targeted by the policy options. It is not anticipated that the proposals will have a disproportionate impact on users/stakeholders with protected characteristics. No services for the public will cease, however, the groups 'worklessness and people with low income' / 'disadvantaged communities' identified within 'other life circumstances' (which are not protected characteristics) are likely to be impacted where the options involve charges for services. Demographic information was captured in the survey but due to the low sample size it is not sufficient to draw conclusions about impact of different options on protected characteristics.</p>
<p>6. CONSIDERING THE IMPACT</p>	
<p>If there is a negative impact what action can be taken to mitigate it? (If it is not possible or desirable to take actions to reduce the impact, explain why this is the case (e.g. legislative or financial drivers etc.).</p>	<p>The Council needs to achieve savings and this will be increasingly difficult to achieve without impacting on service delivery.</p> <p>The 'Meeting the Budget Challenge' consultation results will help the understanding of any negative impacts and possible mitigating actions for consideration by Council. However, it should be noted that given the size of the budget reductions necessary, it will be extremely difficult to avoid negative impacts arising out of the choices required.</p>
<p>What actions do you plan to take to address any other issues above?</p>	<p>No further actions</p>

7. MONITORING AND REVIEWING	
When will this assessment be reviewed and who will review it?	A new assessment will be required for all future policy options prepared in order to balance the Council's budget.



AGENDA ITEM: 16

COUNCIL: 24 February 2016

Report of: Interim Borough Treasurer

Contact: Marc Taylor (Extn. 5092)
(E-mail: Marc.Taylor@westlancs.gov.uk)

SUBJECT: BUDGET REQUIREMENT 2016/17

Wards affected: Borough Wide

1.0 PURPOSE OF THE REPORT

1.1 To enable the Council to set its budget for the next financial year.

2.0 RECOMMENDATIONS

- 2.1 That the General Revenue Account (GRA) budget be approved based on the proposals to be presented at the Council meeting.
- 2.2 That the GRA Reserves Policy set out in Appendix A to this report be approved.
- 2.3 That delegated authority be given to the Acting Chief Executive and Heads of Service to take all necessary action to implement the changes resulting from the budget proposals.

3.0 BACKGROUND

- 3.1 The Council is required to set a budget and determine its council tax before the start of each financial year in accordance with statutory requirements and proper accounting practices.
- 3.2 The draft budget position was considered by Cabinet at its meeting of 12th January. The Executive Overview and Scrutiny Committee also considered this

position at its meeting of 28th January but did not agree any comments on the budget.

- 3.3 The Portfolio Holder for Finance has been given delegated authority to submit proposals to Council at its meeting on 24th February to enable the budget to be set. This meeting will provide all Members with the opportunity to debate and agree the budget.

4.0 CURRENT YEAR BUDGET MONITORING

- 4.1 The GRA budget approved by Council for the 2015-16 financial year provided for net expenditure of £12.954m. Throughout the year Heads of Service and their staff have been monitoring and controlling their expenditure and income against their approved budgets, and monitoring reports have been made to Members on performance.

- 4.2 The mid-year monitoring report projected an overall favourable variance of £360,000 or 2.8% on the budget. The latest third quarter monitoring figures show an improvement of £110,000, and now forecast an updated favourable variance of £470,000 or 3.6% of the budget. These projections have been calculated on a prudent basis, and consequently should be achieved. Members can decide how they wish to use this favourable variance as part of the budget setting process.

5.0 RESERVES AND BALANCES

- 5.1 In accordance with statutory regulations and CIPFA guidance the levels of balances and reserves have been reviewed during the budget process to ensure that they are currently sufficient and that they will remain adequate over the medium term. Base Budget Review principles have been applied as part of this process to consider whether reserves are being used on a regular basis, may no longer be required, can be amended to reflect changes in the Council's financial strategies, or are above the minimum levels set out in the Reserves policy.

- 5.2 Following this review a number of changes are now proposed to the structure and level of reserves including:

- The deletion of the Corporate Income Reserve, Strategic IT Reserve, Planning Delivery Grant Reserve, and Budget Equalisation Reserve
- Reductions in the values of the Benefits Equalisation Reserve, Major Projects Reserve, Benefits / Council Tax Support Initiatives Reserve, and Business Rate Income Equalisation Reserve
- The creation of a new Planning Income Equalisation Reserve (which was previously reported to the July 2015 Council meeting)

- 5.3 Details on the purpose and proposed level of reserves and balances are shown in the GRA Reserves Policy in Appendix A. The proposed changes have identified that a total of £2,282,000 will no longer be required, and this amount can now be reallocated to other purposes. This funding can be used for revenue or capital schemes, but as it is a one off funding source it is suitable for temporary schemes and projects rather than for ongoing budget requirements.

6.0 BUDGET POSITION FOR 2016-17

- 6.1 Draft estimates have been prepared for next year that set out a provisional budget for the Council covering all areas of expenditure and income. Details on these estimates are included in Appendix B, which I have reviewed to ensure that they are robust for the purposes of the budget calculation in accordance with statutory requirements and accounting codes of practice. The draft estimates have been prepared to include the increases in the base budget required to roll forward agreed service levels, covering a range of standard factors such as the national pay agreement, contractual increments, contract inflation, and changes in recharges. These estimates show that there is currently a budget gap of £838,000 between the spending required to maintain agreed service levels and the resources that are expected to be available. The Policy Options and Management Restructuring reports elsewhere on this agenda contain proposals for savings, which if agreed would reduce the scale of this budget gap.
- 6.2 Statutory regulations require that a council tax base figure is calculated each year that reflects the amount of income that can be raised through the council tax. The tax base has increased this year from 33,587.59 to 34,020.96 (expressed in number of Band D equivalent properties), which represents an increase of 1.3%, mainly as a result of new homes being built in the Borough.
- 6.3 The draft budget includes an allowance of £125,000 to fund new budget issues and to deal with spending and income pressures. However the final value of budget issues will depend on the proposals agreed by Members at the Council meeting. If the value of these budget issues exceeds the £125,000 provision it will increase the scale of the budget gap. Conversely if the value of budget issues is below the £125,000 provision it will reduce the amount of the budget gap.

7.0 BUDGET APPROVAL

- 7.1 The Portfolio Holder for Finance has been given delegated authority to submit proposals for consideration at the Council meeting to enable the budget to be determined, and it is anticipated that a set of budget papers will be circulated at the meeting to enable this to be achieved.

8.0 SUSTAINABILITY IMPLICATIONS/COMMUNITY STRATEGY

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

9.0 RISK ASSESSMENT

- 9.1 The formal consideration and reporting of the budget estimates is part of the overall budgetary management and control framework that is designed to minimise the financial risks facing the Council. This process is resource intensive for both Members and Officers but ensures that a robust and achievable budget is set.
- 9.2 The challenging financial position facing local authorities has been evaluated and assessed as being a key risk, and consequently is included on the Council's key risk register.

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 direct impact on members of the public, employees, elected members and / or stakeholders is dependent on the proposals to be put forward at the Council meeting. Therefore no Equality Impact Assessment has been produced at this time. However, an Assessment will be produced and made available at the Council meeting if required.

Appendices

Appendix A – GRA Reserves Policy

Appendix B – Draft General Revenue Account Estimates

APPENDIX A - GRA RESERVES POLICY

1. Reserves Protocol

- 1.1 For each reserve held by the Council there must be a clear protocol setting out:
 - The reason for and purpose of the reserve;
 - How and when the reserve can be used;
 - Procedures for the reserve's management and control; and
 - A process and timescale for review of the reserve to ensure continuing relevance and adequacy.
- 1.2 Details for each GRA reserve held by the Council are set out below. Each reserve is managed and controlled by a Head of Service. The responsible officer can authorise amounts of up to £10,000 to be taken from a reserve provided that its use is in line with the stated purpose of the reserve.
- 1.3 In addition the responsible officer must also consult with the Portfolio Holder for Finance and other relevant portfolio holder(s) before authorising uses from reserves in excess of £10,000.
- 1.4 Reserves are reviewed and updated as part of the annual budget preparation and as part of the closure of accounts process to ensure that they continue to be required and are adequate in size. Earmarked reserves represent money that has been set aside for a clearly defined purpose, and which is available to meet future expenditure in that area. Balances represent unallocated funds which have not been earmarked and consequently are available to support any service area.
- 1.5 The values shown below for each reserve reflect their current position and after allowing for the proposed changes set out in the Budget Requirement report. The process for closing down the accounts at the year end will allow for any outstanding in year commitments and contributions to be taken into account.
- 1.6 The challenging medium term financial position facing the Council means that the level of reserves and balances is likely to reduce over time. The underlying level of reserves however is adequate and reflects the Council's stable financial position.

Description	Purpose	How and When Used	Responsible Officer(s)	Value £000
Balances				
CORE BALANCES	Balances held to help cushion the impact of uneven cash flows and to avoid unnecessary temporary borrowing	Core balances will typically not change in year and should be maintained at a minimum level of 5% of the budget requirement	Borough Treasurer	700
CONTINGENCY BALANCES	Balances held to cushion the impact of unexpected events or emergencies	Used on a regular basis if required as a general contingency with an expectation that it will be maintained at a minimum level of 2% of budget	Borough Treasurer	260
Corporate Reserves				
MAJOR PROJECTS	Funds set aside to cover the costs of major corporate initiatives and projects	Used to meet the costs of specific initiatives agreed through Council and Cabinet	Borough Treasurer	1,122
POLICY OPTIONS	To support the development and implementation of the Policy Options process	Funding to implement Policy Option proposals, including additional unexpected costs, project resourcing, delays in implementation etc.	Borough Treasurer	500
CAPITAL	To hold revenue funds that will be used to support capital projects	Used to meet the costs of specific capital schemes agreed through Council and Cabinet	Borough Treasurer	200
BENEFITS / COUNCIL TAX SUPPORT EQUALISATION	To assist in managing and controlling benefits / council tax support costs which are demand led areas outside of the direct control of the Council	Used to smooth out variations in benefits spending and council tax support against budget. Its level is maintained at a minimum of 1% of the expenditure budget	Borough Treasurer	310
BUSINESS RATE INCOME EQUALISATION	To assist in managing and controlling business rate income which is not within the direct control of the Council	Used to smooth out variations in business rate income over a medium term time scale	Borough Treasurer	390
PLANNING INCOME EQUALISATION	To assist in managing and controlling planning income which is not within the direct control of the Council	Used to smooth out variations in planning income over a medium term time scale	Borough Treasurer	106
RESTRUCTURING	This reserve is used to meet one off staff exit costs from redundancies and early retirements as part of restructuring initiatives	Used following approval of redundancies in accordance with Council policy	Borough Treasurer	1,434
BUDGET AND EFFICIENCY SAVINGS	This reserve is available to support the overall budget position	Used to deal with the financial challenges facing the Council as set out in the medium term financial forecast	Borough Treasurer	1,454

Description	Purpose	How and When Used	Responsible Officer(s)	Value £000
Insurance Reserve				
INSURANCE RESERVE	Funds held to meet the Council's self-insured liabilities where this is a more cost effective method of insuring than using an external company.	Costs are incurred when insurance claims are settled and funding is provided by individual Council services. The level of the reserve is determined through actuarial reviews	Borough Treasurer	2,294
Specific Grant Reserves				
BENEFITS / COUNCIL TAX SUPPORT INITIATIVES	Fund used to store Benefits Initiatives Grants received from the Government in previous financial years	Used to maintain and improve performance, implement changes in regulations, and deliver service improvements. Its level reflects the balance of unspent grant	Transformation Manager	75
Repairs and Renewals				
CRA PORTFOLIO – REPAIRS AND RENEWALS FUND	Fund used to meet the costs of building and other issues on the Community Related Assets Portfolio	Available for programmed maintenance and response repairs, new investment, and to provide general support for the CRA portfolio. Annual contribution made from revenue budget	Director Housing & Regeneration	518
PAY & DISPLAY MACHINE REPLACEMENT FUND	To part fund the replacement of the pay & display machines located on the Council car parks	Annual contribution made to reserve from within revenue budget. To be used to part fund replacement of all machines	Director Community Services	58
Ring Fenced Reserves				
HOME CARE LINK	Funding generated from surpluses on Home Care Link activities which is operated as a trading account	Available to meet costs and initiatives within this trading account area. Its level reflects accumulated surpluses	Director Community Services	8
INDUSTRIAL PORTFOLIO FUND	Funding generated from surpluses on the Langtree Estate that is ring fenced for certain regeneration purposes	Available to meet initiatives within this ring fenced area. Its level reflects accumulated surpluses	Director Housing & Regeneration	685
INVESTMENT CENTRE	Funding generated from surpluses on the Investment Centre that is ring fenced for social enterprise purposes	Available to meet initiatives within this ring fenced area and to provide general support to the trading account position. Its level reflects accumulated surpluses	Director Housing & Regeneration	108
COMMUNITY INFRASTRUCTURE LEVY	Funding generated from CIL monies and which must be spent in line with the CIL framework	Uses of this reserve are agreed through reports to Cabinet	Director of Planning	37

APPENDIX B

GENERAL REVENUE ACCOUNT

***DRAFT ESTIMATES
2016/2017***

TABLE 1

**WEST LANCASHIRE BOROUGH COUNCIL
GENERAL REVENUE ACCOUNT ESTIMATES**

NET EXPENDITURE BUDGETS	2015/2016 BUDGET £	2016/2017 BUDGET £
SERVICE BUDGETS		
Community Services	4,441,830	4,452,420
Corporate Services		
- Borough Solicitor	1,116,660	1,135,060
- Borough Treasurer	1,647,810	1,752,640
- Transformation	1,646,630	1,469,410
Housing and Regeneration	169,920	-43,980
Planning Services	1,284,110	1,215,680
Street Scene	4,931,930	5,053,710
General and Unallocated Items	-554,503	-261,440
NON SERVICE ITEMS		
Treasury Management	-29,300	-44,300
Capital Charges	-1,420,110	-1,277,710
Minimum Revenue Provision	88,000	88,000
Transfer from Balances / Reserves	-110,390	-181,040
FUNDING ITEMS (all provisional or to be updated)		
General Government Grants	-4,619,811	-3,946,104
Retained Business Rate Income	-2,444,039	-2,351,558
Council Tax Deficit or Surplus	16,265	16,265
Council Tax Requirement	-6,165,002	-6,238,982
Bottom line budget position	0	838,071

COMMUNITY SERVICES

	Employees	Running Expenses	External Income	Cash Total	Support Services & Capital Charges	Net Budget
	£	£	£	£	£	£
BUDGET 2016/2017						
ENVIRONMENTAL HEALTH						
Health Management	309,100	42,060	-650	350,510	-327,750	22,760
Food Safety	330	18,910	-1,990	17,250	135,090	152,340
Health Promotion	26,940	4,770	-500	31,210	8,840	40,050
Health & Safety	169,880	8,310	-570	177,620	-66,920	110,700
Pollution Control	176,220	29,000	-13,640	191,580	78,230	269,810
Licensing	101,780	28,310	-245,200	-115,110	78,220	-36,890
Pest Control	66,410	33,390	-61,000	38,800	13,830	52,630
Criminal Records Bureau	0	10,000	-10,000	0	0	0
Public Health	103,210	76,170	-2,500	176,880	24,560	201,440
Sub total	953,870	250,920	-336,050	868,740	-55,900	812,840
COMMUNITY SAFETY						
Community Support Officers	0	88,000	0	88,000	0	88,000
Community Safety	34,040	26,810	-10,000	50,850	106,400	157,250
CCTV Running Costs	0	267,760	0	267,760	119,720	387,480
Crime & Disorder General	66,600	4,880	0	71,480	-71,480	0
Sub total	100,640	387,450	-10,000	478,090	154,640	632,730
TECHNICAL SERVICES						
Technical Services Employees	147,880	14,710	-60	162,530	-162,530	0
Town Centre Management	0	7,400	0	7,400	46,650	54,050
Bus Shelters	0	320	0	320	0	320
Car Parks	0	211,790	-630,500	-418,710	123,160	-295,550
Other Services	0	2,000	0	2,000	0	2,000
Festive Lighting	0	16,770	0	16,770	0	16,770
Shoreline Management	0	3,750	0	3,750	11,810	15,560
Street Nameplates, etc	0	20,000	0	20,000	15,830	35,830
Watercourses / Flooding	0	3,500	0	3,500	25,540	29,040
Methane Monitoring	0	37,000	0	37,000	19,360	56,360
Market Contribution	19,180	146,710	-255,380	-89,490	76,850	-12,640
Sub total	167,060	463,950	-885,940	-254,930	156,670	-98,260

COMMUNITY SERVICES

	Employees	Running Expenses	External Income	Cash Total	Support Services & Capital Charges	Net Budget
	£	£	£	£	£	£
BUDGET 2015/2016						
ENVIRONMENTAL HEALTH						
Health Management	186,820	45,500	-650	231,670	106,060	337,730
Food Safety	87,430	17,420	-700	104,150	1,420	105,570
Health Promotion	29,070	5,770	-1,500	33,340	710	34,050
Health & Safety	86,810	8,310	-640	94,480	1,060	95,540
Pollution Control	188,710	31,590	-13,890	206,410	17,360	223,770
Licensing	115,870	29,300	-245,200	-100,030	9,660	-90,370
Pest Control	62,560	33,380	-59,000	36,940	350	37,290
Criminal Records Bureau	0	10,000	-10,000	0	0	0
Public Health	105,920	77,200	-1,500	181,620	9,080	190,700
Sub total	863,190	258,470	-333,080	788,580	145,700	934,280
COMMUNITY SAFETY						
Community Support Officers	0	88,000	0	88,000	0	88,000
Community Safety	62,820	26,610	-10,000	79,430	34,150	113,580
CCTV Running Costs	0	262,550	0	262,550	116,600	379,150
Crime & Disorder General	64,930	4,870	0	69,800	-75,510	-5,710
Sub total	127,750	382,030	-10,000	499,780	75,240	575,020
TECHNICAL SERVICES						
Technical Services Employees	203,110	14,700	-60	217,750	-225,000	-7,250
Town Centre Management	0	8,400	0	8,400	29,980	38,380
Bus Shelters	0	300	0	300	0	300
Car Parks	0	223,360	-633,020	-409,660	232,830	-176,830
Other Services	0	0	0	0	0	0
Festive Lighting	0	22,870	0	22,870	0	22,870
Shoreline Management	0	4,000	0	4,000	33,440	37,440
Street Nameplates, etc	0	20,000	0	20,000	30,460	50,460
Watercourses / Flooding	0	3,500	0	3,500	76,660	80,160
Methane Monitoring	0	37,000	0	37,000	12,620	49,620
Market Contribution	17,150	145,810	-255,380	-92,420	46,440	-45,980
Sub total	220,260	479,940	-888,460	-188,260	237,430	49,170

COMMUNITY SERVICES

	Employees	Running Expenses	External Income	Cash Total	Support Services & Capital Charges	Net Budget
	£	£	£	£	£	£
BUDGET 2016/2017						
LEISURE, CULTURAL AND HOME CARE LINK						
Employee Account	266,760	21,910	0	288,670	-288,720	-50
Chapel Gallery	82,160	45,140	-45,640	81,660	211,640	293,300
Cultural Services	30,650	25,380	-12,440	43,590	99,710	143,300
Golf Centre	0	2,120	0	2,120	42,920	45,040
Park Pool	0	396,240	0	396,240	126,150	522,390
Nye Bevan Pool	0	258,450	0	258,450	94,930	353,380
Burscough Sports Centre	0	46,930	0	46,930	78,110	125,040
North Meols Comm. Leis Centre	0	154,080	0	154,080	67,560	221,640
Leisure Trust Support	0	15,500	0	15,500	74,920	90,420
Civic Hall	0	2,520	-2,390	130	14,390	14,520
Community Letting Facilities	0	940	-890	50	89,140	89,190
Skelmersdale Comm. Centres	0	4,230	-3,160	1,070	77,960	79,030
Sports Development Prog.	10,370	21,760	-15,000	17,130	15,850	32,980
Playgrounds Client A/c	0	94,520	0	94,520	89,430	183,950
Countryside Sites Client A/c	0	92,870	-19,940	72,930	23,370	96,300
Countryside Recreation	112,080	69,900	-10,040	171,940	65,710	237,650
Sports Fields Client A/c	7,790	134,090	-28,020	113,860	100,320	214,180
Parks	26,360	37,660	-27,000	37,020	1,660	38,680
Home Care Link	368,410	162,870	-474,280	57,000	-22,920	34,080
Sub total	904,580	1,587,110	-638,800	1,852,890	962,130	2,815,020
PRIVATE SECTOR HOUSING						
Housing Management	70,690	0	0	70,690	-70,690	0
Housing Advice	66,640	22,750	0	89,390	74,140	163,530
Housing Renewal	110,820	35,980	-90,810	55,990	70,660	126,650
Housing Schemes	0	43,880	-43,880	0	0	0
Sub total	248,150	102,610	-134,690	216,070	74,110	290,180
HEALTH & SAFETY						
Health & Safety	86,900	9,050	0	95,950	-96,040	-90
Sub total	86,900	9,050	0	95,950	-96,040	-90
Service Total	2,461,200	2,801,090	-2,005,480	3,256,810	1,195,610	4,452,420

COMMUNITY SERVICES

	Employees	Running Expenses	External Income	Cash Total	Support Services & Capital Charges	Net Budget
	£	£	£	£	£	£
BUDGET 2015/2016						
LEISURE, CULTURAL AND HOME CARE LINK						
Employee Account	200,600	23,890	0	224,490	-247,140	-22,650
Chapel Gallery	58,700	41,750	-34,350	66,100	99,560	165,660
Cultural Services	29,650	19,270	-12,440	36,480	91,800	128,280
Golf Centre	0	2,090	0	2,090	45,840	47,930
Park Pool	0	378,450	0	378,450	140,970	519,420
Nye Bevan Pool	0	250,160	0	250,160	102,770	352,930
Burscough Sports Centre	0	49,640	0	49,640	75,120	124,760
North Meols Comm. Leis Centre	0	147,160	0	147,160	66,400	213,560
Leisure Trust Support	0	15,500	0	15,500	74,920	90,420
Civic Hall	0	2,390	-2,390	0	4,000	4,000
Community Letting Facilities	15,050	4,210	-12,180	7,080	129,420	136,500
Skelmersdale Comm. Centres	0	20,670	-3,160	17,510	55,650	73,160
Sports Development Prog.	10,320	21,770	-15,000	17,090	19,830	36,920
Playgrounds Client A/c	0	98,240	0	98,240	80,050	178,290
Countryside Sites Client A/c	0	76,080	-4,000	72,080	26,480	98,560
Countryside Recreation	143,180	70,230	-6,680	206,730	-9,890	196,840
Sports Fields Client A/c	7,570	144,770	-27,860	124,480	113,560	238,040
Parks	27,270	24,800	-3,540	48,530	-8,550	39,980
Home Care Link	353,250	168,230	-474,080	47,400	-47,400	0
Sub total	845,590	1,559,300	-595,680	1,809,210	813,390	2,622,600
PRIVATE SECTOR HOUSING						
Housing Management	0	0	0	0	0	0
Housing Advice	110,690	16,500	0	127,190	26,910	154,100
Housing Renewal	126,310	18,970	-73,500	71,780	11,960	83,740
Housing Schemes	0	20,000	0	20,000	0	20,000
Sub total	237,000	55,470	-73,500	218,970	38,870	257,840
HEALTH & SAFETY						
Health & Safety	90,950	9,040	0	99,990	-97,070	2,920
Sub total	90,950	9,040	0	99,990	-97,070	2,920
Service Total	2,384,740	2,744,250	-1,900,720	3,228,270	1,213,560	4,441,830

CORPORATE SERVICES BOROUGH SOLICITOR

	Employees	Running Expenses	External Income	Cash Total	Support Services & Capital Charges	Net Budget
	£	£	£	£	£	£
BUDGET 2016/2017						
Legal & Member Services	773,890	60,720	-3,500	831,110	-824,970	6,140
Democratic Representation	1,500	2,800	0	4,300	452,370	456,670
Civic Admin	6,240	382,140	0	388,380	-50,110	338,270
Civic Expenses	1,410	28,480	-1,500	28,390	390	28,780
Civic Ceremonials	0	6,890	0	6,890	180	7,070
Land Charges	0	12,800	-70,790	-57,990	83,690	25,700
Procurement	53,420	3,420	0	56,840	-53,070	3,770
Administration Services	151,230	23,690	-10	174,910	-174,790	120
Elections	0	94,590	0	94,590	42,710	137,300
Register of Electors	15,670	35,240	-1,500	49,410	81,830	131,240
Service Total	1,003,360	650,770	-77,300	1,576,830	-441,770	1,135,060

BUDGET 2015/2016

Legal & Member Services	677,190	70,480	-3,500	744,170	-732,370	11,800
Democratic Representation	2,000	3,450	0	5,450	428,490	433,940
Civic Admin	6,700	380,040	0	386,740	-50,590	336,150
Civic Expenses	1,400	31,360	-1,500	31,260	6,510	37,770
Civic Ceremonials	0	6,540	0	6,540	200	6,740
Land Charges	0	13,150	-70,790	-57,640	83,280	25,640
Procurement	50,800	1,590	0	52,390	-53,960	-1,570
Administration Services	150,220	23,950	-10	174,160	-174,390	-230
Elections	0	94,990	0	94,990	42,350	137,340
Register of Electors	15,670	35,230	-1,500	49,400	79,680	129,080
Service Total	903,980	660,780	-77,300	1,487,460	-370,800	1,116,660

CORPORATE SERVICES BOROUGH TREASURER

	Employees	Running Expenses	External Income	Cash Total	Support Services & Capital Charges	Net Budget
	£	£	£	£	£	£
BUDGET 2016/2017						
Financial Services	641,750	31,280	-2,300	670,730	-671,370	-640
Corporate and Democratic Core	0	85,140	0	85,140	529,440	614,580
Non Distributed Costs	1,058,170	1,500	0	1,059,670	0	1,059,670
Parish Councils	0	74,310	0	74,310	4,720	79,030
Service Total	1,699,920	192,230	-2,300	1,889,850	-137,210	1,752,640

BUDGET 2015/2016

Financial Services	620,320	32,740	-2,360	650,700	-648,570	2,130
Corporate and Democratic Core	0	86,140	0	86,140	500,500	586,640
Non Distributed Costs	1,383,350	1,500	0	1,384,850	-404,790	980,060
Parish Councils	0	74,310	0	74,310	4,670	78,980
Service Total	2,003,670	194,690	-2,360	2,196,000	-548,190	1,647,810

CORPORATE SERVICES TRANSFORMATION

	Employees	Running Expenses	External Income	Cash Total	Support Services & Capital Charges	Net Budget
	£	£	£	£	£	£
BUDGET 2016/2017						
Communication & Consultation	90,320	13,930	0	104,250	-103,840	410
Partnership & Performance	68,880	10,950	0	79,830	-71,060	8,770
Grant to Voluntary Organisations	0	136,240	0	136,240	6,710	142,950
Community Chest	0	20,250	0	20,250	6,870	27,120
Customer Services & Transformation	540,030	20,170	-60	560,140	-701,500	-141,360
Revenues, Benefits & ICT Services	2,590,930	4,342,730	-4,223,160	2,710,500	-2,215,530	494,970
Housing Benefits	0	29,607,820	-29,992,910	-385,090	1,325,010	939,920
Human Resources and Payroll	260,140	90,610	0	350,750	-354,120	-3,370
Service Total	3,550,300	34,242,700	-34,216,130	3,576,870	-2,107,460	1,469,410

BUDGET 2015/2016

Communication & Consultation	87,810	13,930	0	101,740	-98,190	3,550
Partnership & Performance	40,140	10,850	0	50,990	-39,330	11,660
Grant to Voluntary Organisations	0	136,240	0	136,240	6,560	142,800
Community Chest	0	20,250	0	20,250	6,850	27,100
Customer Services & Transformation	525,040	21,160	-60	546,140	-546,820	-680
Revenues, Benefits & ICT Services	2,617,520	4,357,070	-4,149,800	2,824,790	-2,282,830	541,960
Housing Benefits	0	29,607,820	-30,057,610	-449,790	1,360,490	910,700
Human Resources and Payroll	233,260	92,040	0	325,300	-315,760	9,540
Service Total	3,503,770	34,259,360	-34,207,470	3,555,660	-1,909,030	1,646,630

PLANNING

	Employees	Running Expenses	External Income	Cash Total	Support Services & Capital Charges	Net Budget
	£	£	£	£	£	£
BUDGET 2016/2017						
Management Admin & Support	318,990	39,540	-2,850	355,680	-367,990	-12,310
Policy	242,360	76,880	-230,250	88,990	343,860	432,850
Heritage & Environment	154,500	19,030	-19,000	154,530	51,830	206,360
Development Control	566,650	92,730	-734,000	-74,620	564,410	489,790
Building Control	222,840	33,700	-194,610	61,930	37,060	98,990
Service Total	1,505,340	261,880	-1,180,710	586,510	629,170	1,215,680

BUDGET 2015/2016

Management Admin & Support	308,820	39,530	-2,850	345,500	-340,500	5,000
Policy	230,510	77,160	-540,250	-232,580	650,290	417,710
Heritage & Environment	203,130	21,920	-14,000	211,050	29,220	240,270
Development Control	544,030	92,650	-659,000	-22,320	545,650	523,330
Building Control	215,130	33,690	-194,610	54,210	43,590	97,800
Service Total	1,501,620	264,950	-1,410,710	355,860	928,250	1,284,110

HOUSING AND REGENERATION

	Employees	Running Expenses	External Income	Cash Total	Support Services & Capital Charges	Net Budget
	£	£	£	£	£	£
BUDGET 2016/2017						
PROPERTY MAINTENANCE						
Property Services	219,620	735,930	-65,000	890,550	-871,210	19,340
Bus/Rail Interchange	0	28,080	-3,000	25,080	8,890	33,970
Public Conveniences	35,080	35,230	0	70,310	1,510	71,820
War Memorial/Clocks/Sculptures	0	11,800	0	11,800	20	11,820
Sub total	254,700	811,040	-68,000	997,740	-860,790	136,950
REGENERATION, ESTATES & HOUSING						
Management Support	24,940	4,820	0	29,760	26,110	55,870
Economic Development Unit	274,910	170,190	0	445,100	-12,850	432,250
Estates	217,330	26,030	-11,000	232,360	-225,360	7,000
Burscough Industrial Estate	0	1,000	-31,280	-30,280	-2,740	-33,020
Westgate Depot	0	8,850	-29,320	-20,470	600	-19,870
Green Hey Place	0	5,500	-57,610	-52,110	3,430	-48,680
Burscough Old Stables	1,110	7,960	-5,000	4,070	16,020	20,090
CRA Management	0	196,440	-948,070	-751,630	79,800	-671,830
Industrial Portfolio	0	165,470	-323,660	-158,190	158,190	0
Investment Centre	130,610	443,170	-602,560	-28,780	28,780	0
Estates Management	0	0	0	0	13,760	13,760
Regeneration Projects Team	2,370	1,810	0	4,180	0	4,180
Housing Strategy	50,220	14,700	-100	64,820	-16,730	48,090
Women's Refuge	0	11,230	0	11,230	0	11,230
Sub total	701,490	1,057,170	-2,008,600	-249,940	69,010	-180,930
Service Total	956,190	1,868,210	-2,076,600	747,800	-791,780	-43,980

HOUSING AND REGENERATION

	Employees	Running Expenses	External Income	Cash Total	Support Services & Capital Charges	Net Budget
	£	£	£	£	£	£
BUDGET 2015/2016						
PROPERTY MAINTENANCE						
Property Services	221,610	737,980	-68,000	891,590	-862,380	29,210
Bus/Rail Interchange	0	27,890	-3,000	24,890	8,860	33,750
Public Conveniences	37,990	36,700	0	74,690	15,140	89,830
War Memorial/Clocks/Sculptures	0	16,750	0	16,750	20	16,770
Sub total	259,600	819,320	-71,000	1,007,920	-838,360	169,560
REGENERATION, ESTATES & HOUSING						
Management Support	25,340	10,060	0	35,400	19,200	54,600
Economic Development Unit	289,210	194,110	-7,520	475,800	-33,640	442,160
Estates	211,490	25,990	-10,000	227,480	-229,090	-1,610
Burscough Industrial Estate	0	1,000	-31,280	-30,280	-3,080	-33,360
Westgate Depot	0	10,420	-29,320	-18,900	810	-18,090
Green Hey Place	0	7,140	-57,610	-50,470	3,090	-47,380
Burscough Old Stables	2,330	7,850	-5,000	5,180	15,800	20,980
CRA Management	0	191,840	-922,070	-730,230	148,830	-581,400
Industrial Portfolio	0	185,880	-323,660	-137,780	137,780	0
Investment Centre	124,460	437,560	-590,560	-28,540	28,540	0
Estates Management	0	0	0	0	72,540	72,540
Regeneration Projects Team	30,870	1,780	0	32,650	0	32,650
Housing Strategy	48,690	14,950	-100	63,540	-15,500	48,040
Women's Refuge	0	11,230	0	11,230	0	11,230
Sub total	732,390	1,099,810	-1,977,120	-144,920	145,280	360
Service Total	991,990	1,919,130	-2,048,120	863,000	-693,080	169,920

STREET SCENE SERVICES

	Employees	Running Expenses	External Income	Cash Total	Support Services & Capital Charges	Net Budget
	£	£	£	£	£	£
BUDGET 2016/2017						
Depot	53,390	84,510	0	137,900	-137,900	0
Depot Support Services	308,040	48,860		356,900	-357,380	-480
Transport Section	41,650	1,972,820	0	2,014,470	-2,014,470	0
Street Cleansing	928,560	2,026,320	-38,400	2,916,480	-1,617,360	1,299,120
Refuse & Green Waste Collection	1,373,090	3,043,750	-1,224,260	3,192,580	-1,497,310	1,695,270
Recycling	663,010	452,850	-199,050	916,810	231,200	1,148,010
Environmental Officers	220,520	39,810	0	260,330	-260,330	0
Grounds Maintenance Officers	1,060	0	0	1,060	-1,060	0
Formal Parks Client A/c	0	96,000	-850	95,150	21,870	117,020
Public Open Spaces Client A/c	0	174,340	-260	174,080	210,400	384,480
Highways Landscape Maint.	0	513,060	-261,000	252,060	2,880	254,940
Housing Landscape Maint.	0	580,300	0	580,300	-582,300	-2,000
Cemeteries Client A/c	0	16,030	-6,250	9,780	2,340	12,120
CRA Landscape Maint. Client	0	190,090	0	190,090	3,210	193,300
Grounds Maint. Trading A/c	686,330	752,450	-74,550	1,364,230	-1,412,300	-48,070
Service Total	4,275,650	9,991,190	-1,804,620	12,462,220	-7,408,510	5,053,710

BUDGET 2015/2016

Depot	56,820	84,740	0	141,560	-162,230	-20,670
Depot Support Services	300,650	49,430	0	350,080	-350,080	0
Transport Section	40,390	1,931,170	0	1,971,560	-1,973,500	-1,940
Street Cleansing	970,400	2,090,440	-38,400	3,022,440	-1,722,700	1,299,740
Refuse & Green Waste Collection	1,132,700	2,786,040	-1,215,260	2,703,480	-1,275,560	1,427,920
Recycling	839,440	465,480	-199,050	1,105,870	211,260	1,317,130
Environmental Officers	223,230	39,930	0	263,160	-263,160	0
Grounds Maintenance Officers	1,060	0	0	1,060	-1,060	0
Formal Parks Client A/c	0	98,270	-850	97,420	24,890	122,310
Public Open Spaces Client A/c	0	171,150	-260	170,890	211,760	382,650
Highways Landscape Maint.	0	509,320	-261,000	248,320	2,760	251,080
Housing Landscape Maint.	0	577,670	0	577,670	-577,670	0
Cemeteries Client A/c	0	15,980	-6,250	9,730	2,340	12,070
CRA Landscape Maint. Client	0	188,700	0	188,700	3,700	192,400
Grounds Maint. Trading A/c	676,020	761,530	-74,550	1,363,000	-1,413,760	-50,760
Service Total	4,240,710	9,769,850	-1,795,620	12,214,940	-7,283,010	4,931,930



AGENDA ITEM: 17

COUNCIL: 24 February 2016

Report of: Interim Transformation Manager

Contact for further information: Mr P Blakey (Ext. 87292)
(email: peter.blakey@btlancashire.co.uk)

SUBJECT: DETERMINATION OF COUNCIL TAX 2016/17

Wards affected: Borough wide

1.0 PURPOSE OF THE REPORT

- 1.1 To set the Council Tax rate for each property band for the whole of the Borough Council's area, including the Council Tax rate as set by the County Council, the Police and Crime Commissioner for Lancashire, the Lancashire Combined Fire Authority, and the local Parish Council in parished areas.
- 1.2 To confirm the statutory resolutions that are required in order to set the Council Tax for 2016/2017.

2.0 RECOMMENDATIONS

- 2.1 That it be noted that on the 8 January, 2016, the Borough Treasurer declared the Council Tax Base amounts set out in Appendix A for the financial year 2016/2017 in accordance with the Local Authorities (Calculation of Council Tax Base) Regulations 2012.

Please note that the budget will be set at the Council meeting on 24 February. Consequently an updated version of this report, with the relevant budget figures included, will be circulated on the night of the Council meeting.

- 2.2 That the Budget for the Council's own purposes for 2016/2017 (excluding parish precepts) be set at £x in accordance with the earlier Budget Requirement report.

2.3 That the following amounts be now calculated by the Council for the financial year 2016/2017 in accordance with the Local Government Finance Act 1992 (the Act):

- a) £x being the aggregate of the amounts, which the Council estimates for the items, set out in Section 31A(2) of the Act taking into account all precepts issued to it by Parish Councils.
- b) £x being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(3) of the Act
- c) £x being the amount by which the aggregate at 2.3(a) above exceeds the aggregate at 2.3(b) above, calculated by the Council in accordance with Section 31A(4) of the Act as its Council Tax requirement for the year.
- d) £x being the amount at 2.3(c) above divided by 34,020.96 (the Tax Base) calculated by the Council in accordance with Section 31(B) of the Act, as the basic amount of its Council Tax for 2016/2017.
- e) £x being the aggregate amount of all special items (i.e. Parish Precepts) referred to in Section 34(1) of the Act.
- f) £x being the amount at 2.3(d) above, less the result given by dividing the amount at 2.2(e) above by 34,020.96 (the Tax Base), calculated by the Council in accordance with Section 34(2) of the Act, as the basic amount of its Council Tax for 2016/2017 for dwellings in those parts of its area to which no special item relates.

g) Part of the Council's area:

	£. p
Aughton	X
Bickerstaffe	X
Bispham	X
Burscough	X
Dalton	X
Downholland	x
Great Altcar	X
Halsall	X
Hesketh with Beconsall	X
Hilldale	X
Lathom	X
Lathom South	X
Newburgh	X
North Meols	X
Parbold	X
Rufford	X
Scarisbrick	X
Simonswood	X
Tarleton	X
Up Holland	X
Wrightington	X

being the amounts given by adding to the amount at 2.3(f) above the amounts of the special item relating to dwellings in those parts of the Council's area mentioned above divided in each case by the relevant Tax Base for those areas, calculated by the Council, in accordance with Section 34(3) of the Act, as the basic amounts of the Council Tax for 2016/2017 for dwellings in those parts of its area to which a special item (i.e. Parish Precepts) relate.

- h) Part of the Council's area for each valuation band, being the amounts given by multiplying the amounts at 2.3(f) and 2.3(g) above by the number which, in the proportion set out in Section 5(1) of the Act, is applicable to dwellings listed in a particular valuation band divided by the number which in that proportion is applicable to dwellings listed in valuation band D, calculated by the Council, in accordance with Section 36(1) of the Act, as the amounts to be taken into account for the year in respect of categories of dwellings listed in different valuation bands (**See Schedule 1**).

- 2.4 That it be noted that for the year 2016/2017 Lancashire County Council has stated the following amounts in precept issued to the Council, in accordance with Section 40 of the Act, for each of the categories of dwelling shown below:

VALUATION BANDS

A	B	C	D	E	F	G	H
£. p	£. p	£. p	£. p	£. p	£. p	£. p	£ .p
x	x	x	x	x	x	x	x

- 2.5 That it be noted that for the year 2016/2017 the Police and Crime Commissioner for Lancashire has stated the following amounts in precept issued to the Council in accordance with Section 40 of the Act for each of the categories of dwelling shown below:

VALUATION BANDS

A	B	C	D	E	F	G	H
£. p	£. p	£. p	£. p	£ .p	£. p	£. p	£. p
x	x	x	x	x	x	x	x

- 2.6 That it be noted that for the year 2016/2017 the Lancashire Combined Fire Authority has stated the following amounts in precept issued to the Council in accordance with Section 40 of the Act for each of the categories of dwelling shown below:

VALUATION BANDS

A	B	C	D	E	F	G	H
£. p	£. p	£. p	£. p	£. p	£. p	£. p	£. p

2.7 That having calculated the aggregate in each case of the amounts at 2.3(h), 2.4, 2.5 and 2.6, the Council, in accordance with Section 30(2) of the Act, hereby sets the amounts shown in **Schedule 2** as the amounts of Council Tax for the year 2016/2017 for each of the categories of dwellings shown.

3.0 BACKGROUND

3.1 The earlier report entitled Budget Requirement resulted in the Council setting a Budget Requirement of £x for 2016/2017. Other precepting authorities have also determined their budget requirements and notified the Council of the amounts they wish to collect through the Council Tax. This report consolidates this information and calculates the Council Tax level for each property band throughout the Borough.

4.0 CURRENT POSITION

4.1 In accordance with statute, the Borough Treasurer, declared, on the 14 January 2016, the estimated balance on the Collection Fund, in respect of Council Tax, as at the 31st March 2016.

4.2 The result of the exercise showed an estimated surplus of £287,688 as detailed in Appendix B. This surplus is shared by the Borough Council, the Lancashire Combined Fire Authority, the Police and Crime Commissioner for Lancashire and the County Council, in proportion to their respective calls on the Collection Fund as follows:

	£
Borough Council	36,725
Combined Fire Authority	12,024
Police Authority	29,488
County Council	209,451
	287,688

4.3 This surplus has to be taken into account when setting the Council Tax and Budget for 2016/2017.

5.0 SUSTAINABILITY / COMMUNITY STRATEGY IMPLICATIONS

5.1 There are no significant sustainability impacts associated with this report and in particular, no significant impact on crime and disorder. The report has no significant links with the sustainable community strategy.

6.0 FINANCIAL AND RESOURCE IMPLICATIONS

- 6.1 The following calculation shows the amount of the basic tax rate for band D properties after using the Council's approved Tax Base of 34,020.96 band D equivalent properties.

	£	£
Budget Requirement (Borough proportion)	x	
Budget Requirement (Parish proportion)	x	
Total Budget Requirement		<u>x</u>
General government grants and retained business rate income		x
Estimated deficit or surplus on Council Tax Collection Fund		-36,725
Balance to be financed by Council Taxpayer (inc. Parishes)		<u>x</u>
Balance to be financed by Council Taxpayer (excl. Parishes)		<u>x</u>

- 6.2 The average Council Tax rate (including Parishes) for a Band 'D' Equivalent Property is, therefore, calculated as follows:

West Lancashire Borough Council (Including Parish Precepts)

		£	p
Balance to be financed by Taxpayer	<u>x</u>		
Band 'D' Equivalent Properties	34,020.96		x

- 6.3 The actual Council Tax rate (excluding Parishes) for a Band 'D' Equivalent Property is, therefore, calculated as follows:

West Lancashire Borough Council (excluding Parish Precepts)

		£	p
Balance to be financed by Taxpayer	<u>x</u>		
Band 'D' Equivalent Properties	34,020.96		x

Add Basic Tax Rates for:

Lancashire County Council		x
Lancashire Police Authority		x
Lancashire Combined Fire Authority		x

Basic Tax Rate for a Band 'D' Equivalent Property xx

- 6.4 It is necessary to calculate the Council Tax rate for each property band in respect of the Borough Council and Parish Council elements only. **Schedule 1** shows the Council Tax rate for each property band in each of the Parish Council areas.

6.5 It is then necessary to calculate the aggregate Council Tax rate by incorporating the Lancashire County Council, the Police and Crime Commissioner for Lancashire, and the Lancashire Combined Fire Authority Council Tax rates into the figures shown in **Schedule 1**. The aggregated Council Tax rates are shown in **Schedule 2**.

7.0. RISK ASSESSMENT

7.1 There is a statutory requirement for the Council to set a Council Tax each year. Failure to set the Council Tax until a later date would have implications for billing and the required statutory fourteen days notice for the first instalment date of x April 2016. This would have an adverse effect on cash flow and the collection rate.

Background Documents

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

Equality Impact Assessment

This 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 Declaration of Council Tax Base 2016/2017

Appendix B Estimated Collection Fund Balance as at 31 March 2016

Schedule 1 Council Tax rates payable for each band in respect of the Borough Council and Parish Council elements only **(TO FOLLOW)**

Schedule 2 Council Tax rates payable for each band within the Borough Council's area **(TO FOLLOW)**

Please note that the budget will be set at the Council meeting on 24th February. Consequently an updated version of this report, with completed schedules 1 and 2, will be circulated on the night of the Council meeting.

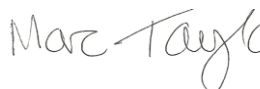
APPENDIX A

Declaration of Council Tax Base 2016/17

In accordance with the Local Authorities (Calculation of Council Tax Base) (England) Regulations 2012 the amounts calculated by West Lancashire Borough Council as its Tax Base for the whole area for the year 2016/2017 shall be **34,020.96** and for the parts of the area for the year 2016/2017 shall be:

<u>Parish</u>	<u>Tax base</u>
Aughton	3,493.13
Bickerstaffe	444.62
Bispham	100.39
Burscough	3,013.55
Dalton	197.25
Downholland	348.43
Great Altcar	80.30
Halsall	798.80
Hesketh with Becconsall	1,379.18
Hilldale	256.50
Lathom	386.84
Lathom South	304.07
Newburgh	458.11
North Meols	1,389.20
Parbold	985.44
Rufford	804.83
Scarisbrick	1,257.70
Simonswood	46.09
Tarleton	2,114.59
Up Holland	2,306.41
Wrightington	1,149.05

The anticipated collection level for 2016/17 has been estimated at 98.0%.

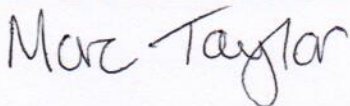
Name	Marc Taylor
Position in organisation	Borough Treasurer
Signed	
Date	08/01/2016

APPENDIX B
ESTIMATED COUNCIL TAX BALANCE AS AT 31/3/2016

Item	Amount
INCOME	
Council Tax receivable	£54,152,100
Contribution to previous year's deficit	£125,344
Total Income	<u>£54,277,444</u>
EXPENDITURE	
Precepts	
Lancashire County Council	£37,946,587
Lancashire Combined Fire Authority	£2,178,491
Police and Crime Commissioner for Lancashire	£5,342,442
West Lancashire Borough Council	<u>£6,653,523</u>
	<u>£52,121,043</u>
Charges to Collection Fund	
Write offs and increases in bad debt provisions	£1,897,640
Total Expenditure	<u>£54,018,683</u>
SURPLUS AND DEFICIT	
Estimated Surplus / Deficit (-) for 2015/16 financial year from above	£258,761
Actual Surplus / Deficit (-) as at 31/3/2015	£28,927
Estimated Surplus / Deficit (-) as at 31/3/2016	<u>£287,688</u>

Name: MARC TAYLOR

Position in organisation: BOROUGH TREASURER

Signed: 

Dated: 14/01/2016



AGENDA ITEM: 18

COUNCIL: 24 February 2016

Report of: Interim Borough Treasurer

Contact for further information: Marc Taylor (Ext. 5092)
(E-mail: marc.taylor@westlancs.gov.uk)

SUBJECT: MEDIUM TERM GRA CAPITAL PROGRAMME

Wards Affected: Borough wide

1.0 PURPOSE OF THE REPORT

1.1 To set the Council's Medium Term GRA Capital Programme.

2.0 RECOMMENDATIONS

2.1 That the Medium Term GRA Capital Programme be approved based on the proposals to be presented at the Council meeting by the Portfolio Holder for Finance.

2.2 That delegated authority be given to Heads of Service to take all necessary action to implement the agreed Capital Programme.

3.0 BACKGROUND

3.1 The Capital Programme is a three-year rolling programme that is updated on a regular basis. The current Programme was last reviewed and updated through the 2015/2016 Revised Capital Programme report to Council in December 2015. Details of Housing Public Sector capital schemes are discussed elsewhere on this agenda, and changes to these schemes will be incorporated into the Medium Term Capital Programme following their approval.

3.2 Details on future capital receipt funding and spending requirements were reported to Cabinet and Executive Overview and Scrutiny Committee in January. This report now provides Members with an opportunity to realign and reshape the GRA Capital Programme to meet Corporate and Service objectives.

4.0 CABINET AND EXECUTIVE OVERVIEW AND SCRUTINY COMMITTEE COMMENTS

- 4.1 A report setting out a number of options for determining the Medium Term GRA Capital Programme has recently been presented to Cabinet and Executive Overview and Scrutiny Committee. Cabinet considered how a balanced Capital Programme could be achieved, noted the medium term financial position, and approved delegated authority for the Portfolio Holder for Finance to submit firm proposals to Council to enable the Programme to be set. The Executive Overview and Scrutiny Committee noted the medium term capital programme but did not agree any comments on its detail.

5.0 CAPITAL RECEIPT FUNDING

- 5.1 Members have previously been advised on the likelihood of there being an estimated funding shortfall of £515,000 between current and future year spending approvals and the capital receipt funding that will be available, as summarised in the table below:

Table 1 – Capital Receipts Funding Available	£000
Usable capital receipts held in April 2015	2,383
Estimate of receipts that will be generated between April 2015 and the end of the 2018/2019 financial year	2,795
Existing spending approvals covering period 2015/2016 to 2017/2018	-4,891
Provisional spending approvals for 2018/2019	-802
Funding Shortfall	-515

- 5.2 This position takes into account Right to Buy Council House Sales, along with the sale of Westec House and other anticipated sales from the Strategic Asset Management Plan (SAMP) process. This position also takes into account current spending approvals and provisional allocations for 2018/19, which are set out in more detail in Appendix 1.
- 5.3 The estimate of capital receipts that will be available is potentially subject to significant variation. One large asset sale could produce a significant receipt and the SAMP process may identify opportunities in this area. Changes in demand for Council House Right to Buy Sales could also cause significant volatility. To deal with this uncertainty the estimates in the capital programme will be reviewed and updated on a regular basis to ensure they are accurate and up to date.
- 5.4 Recent work that has been undertaken as part of Third Quarter monitoring has identified an increase in the number of Right to Buy sales that have taken place and as a consequence it is now expected that the level of capital receipt funding will be £160,000 more than previously anticipated.

6.0 OTHER ISSUES

- 6.1 Partnership with the private sector and other forms of external funding are important for the future development of the programme, for example through Section 106 monies used to provide play areas within the Borough, Community Infrastructure Levy funding, and Disabled Facility Grants that are part funded by Government Grant. However, such funding can have some considerable lead in times before it is confirmed and can be difficult to achieve in the current financial climate.
- 6.2 The Capital Reserve is a fund that is used to store revenue monies allocated to capital schemes until such time as they can be delivered and the expenditure incurred. The level of this reserve is currently £213,000, and this has been reviewed during the budget process to ensure that it continues to be appropriate. This review has identified that £13,000 of funding is no longer required to deliver the current programme.
- 6.3 Taken together this means that there is now a revised funding shortfall to be found of £342,000 (£515,000 original shortfall as per table 1 less £160,000 additional capital receipt funding and £13,000 capital reserve funding).
- 6.4 It should be noted that this funding shortfall is before any consideration is given to potential new capital schemes that have been identified by Heads of Service. Appendix 2 provides a summary of these policy options, which in total comes to £217,000.

7.0 DETERMINING THE CAPITAL PROGRAMME

- 7.1 The Portfolio Holder for Finance has been given delegated authority to submit proposals for consideration at the Council meeting to enable the programme to be set, and it is anticipated that a set of budget papers will be circulated at the Council meeting to enable this to be achieved.

8.0 SUSTAINABILITY AND COMMUNITY STRATEGY LINKS

- 8.1 The proper management of the Council's asset base enhances service delivery. Assets consume a high level of resources both in terms of capital investment and revenue maintenance and having a proper strategy in this area ensures that the capital base can shape the future direction of the Council.

9.0 RISK ASSESSMENT

- 9.1 The level of capital receipts generated by asset sales is a key risk to the future development of the programme. If receipts exceed the projections contained in this report, it would enable a larger programme to be delivered. However, if receipts are below the projections, it would require reductions to be made.
- 9.2 Some schemes in the Programme are dependent on external partner funding. To minimise the risk of funding not being available, such schemes will only begin once their funding details have been finalised.
-

Background Documents

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

Equality Impact Assessment

This report may have a direct impact on members of the public, employees, elected members and / or stakeholders. Therefore an Equality Impact Assessment is required, and a formal assessment is attached at Appendix 3, the results of which should be taken into account when considering the matters contained in this report.

Appendices

- Appendix 1 - Capital Receipt Funding Approvals
- Appendix 2 – Potential New Capital Schemes
- Appendix 3 – Equality Impact Assessments

APPENDIX 1 - CAPITAL RECEIPT FUNDING APPROVALS

SERVICE AND SCHEME	Current Allocations				Provisional Allocation
	2015/2016	2016/2017	2017/2018	Total	2018/2019
	£'000	£'000	£'000	£'000	£'000
<u>Corporate Services</u>					
Enviroment / Town and Village Centre Fund	287	100		387	
Unallocated Funding	384			384	
<u>Financial Services</u>					
Parish Capital Schemes	35	45	30	110	30
<u>Transformation</u>					
I C T Infrastructure	50	50	50	150	50
ICT Development Programme	395	100	100	595	100
Website Contract Management System	12	20		32	
<u>Community Services</u>					
Playground Improvements	129	65	30	224	30
Beacon Park	19			19	
Chapel Gallery	25			25	
Parks and open spaces	11			11	
Works to East Quarry Wall	75			75	
Skelmersdale Allotments	50			50	
Abbey Lane Playing fields	100			100	
Leisure Trust	228	228	228	684	228
CCTV	100	75		175	
Park Pool Changing Rooms Refurbishment		150		150	
<u>Community Services - Housing</u>					
Housing Renewal Grants	65	100	100	265	100
Disabled Facilities Grants	89	100	100	289	100
<u>Planning Services</u>					
Free Tree Scheme	2			2	
Preservation of Buildings at risk	2			2	
Planning System Upgrade	15			15	
S106 / CIL Database	13			13	
Replacement Scanner	30			30	
Implementation of OR recommendations	29			29	
Skem Town Centre Vision	11			11	
<u>Corporate Property</u>					
Corporate Property Investment Programme	217	164	164	545	164
Improved facilities at Robert Hodge centre	40			40	
<u>Housing and Regeneration</u>					
Culvert Debris Screens	14			14	
Affordable Housing	70	395		465	
Total Programme	2,497	1,592	802	4,891	802

APPENDIX 2

POTENTIAL NEW CAPITAL SCHEMES	2016-17 £000	2017-18 £000	2018-19 £000
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HIGH PRIORITY ITEMS			
Corporate Services			
1 Replacement Customer Relationship Management (CRM) System and Contact Centre telephony system - net funding requirement from capital receipts (with ongoing revenue impact)	130	0	0
Corporate Property / Street Scene			
1 Robert Hodge Centre works	13	0	0
Total	143	0	0

OTHER ITEMS			
Community Services			
1 Chapel Gallery 2nd Phase Improvements - total cost of £85,000 less £60,000 Arts Council grant (with ongoing revenue impact)	25	0	0
2 Beacon Park Footpath	10	0	0
3 Coronation Park Entrance Gates	15	0	0
4 Richmond Park Changing Rooms	15	0	0
Planning			
1 Free tree scheme (continuation of existing provision)	3	3	3
Total	68	3	3

GRAND TOTAL OVER 3 YEARS	217
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APPENDIX 3

Equality Impact Assessment Form



Directorate: People and Places		Service: Community Services	
Completed by: John Nelson		Date: 10th February 2016	
Subject Title: Chapel Gallery access improvements and grant funding			
1. DESCRIPTION			
Is a policy or strategy being produced or revised:	No*	<i>*delete as appropriate</i>	
Is a service being designed, redesigned or cutback:	No*		
Is a commissioning plan or contract specification being developed:	No*		
Is a budget being set or funding allocated:	Yes		
Is a programme or project being planned:	Yes		
Are recommendations being presented to senior managers and/or Councillors:	Yes		
Does the activity contribute to meeting our duties under the Equality Act 2010 and Public Sector Equality Duty (Eliminating unlawful discrimination/harassment, advancing equality of opportunity, fostering good relations):	Yes		
Details of the matter under consideration:	Capital allocation of £25,000 to support and secure external grant funding of £60,000 from the Arts Council England. Providing sanitary services to 1st floor, improve a stairwell, move and extend café. Installation of digital equipment and extend artistic programme at the Chapel Gallery.		
<p><i>If you answered Yes to any of the above go straight to Section 3</i></p> <p><i>If you answered No to all the above please complete Section 2</i></p>			
2. RELEVANCE			
Does the work being carried out impact on service users, staff or Councillors (stakeholders):	Yes/No*	<i>*delete as appropriate</i>	
If Yes , provide details of how this impacts on service users, staff or Councillors (stakeholders): <i>If you answered Yes go to Section 3</i>			
If you answered No to both Sections 1 and 2 provide details of why there is no impact on these three groups: <i>You do not need to complete the rest of this form.</i>			
3. EVIDENCE COLLECTION			
Who does the work being carried out impact on, i.e. who is/are the stakeholder(s)?	Current and future visitors to the Chapel Gallery, event organisers and exhibitors.		
If the work being carried out relates to a universal service, who needs or uses it most? (Is there any particular group affected more than others)?	The proposed works are a 2 nd phase development. It includes improving access to the first floor event/exhibition space, development of sanitary services. Moving and extending the café facility. These		

	<p>improvements will benefit those who have difficulty using stairs, e.g. wheelchair users, visitors with pushchairs or who have difficulty walking and using stairs.</p> <p>It also includes the installation of digital equipment and development of the artistic programme. This will increase service provision across West Lancashire and have great impact regionally.</p>
<p>Which of the protected characteristics are most relevant to the work being carried out?</p> <p>Age Gender Disability Race and Culture Sexual Orientation Religion or Belief Gender Reassignment Marriage and Civil Partnership Pregnancy and Maternity</p>	<p><i>*delete as appropriate</i></p> <p>Yes* No* Yes No* No* No* No* No* No*</p>
4. DATA ANALYSIS	
In relation to the work being carried out, and the service/function in question, who is actually or currently using the service and why?	Universal service.
What will the impact of the work being carried out be on usage/the stakeholders?	Improved service provision in terms of access and quality, throughout the facility and in particular to the first floor.
What are people's views about the services? Are some customers more satisfied than others, and if so what are the reasons? Can these be affected by the proposals?	Consultation for the grant funding application, provided information that individuals with mobility issues, including those with prams and young children would benefit from improved access to the 1 st floor.
What sources of data including consultation results have you used to analyse the impact of the work being carried out on users/stakeholders with protected characteristics?	Consultation with exhibitors and the Arts Council on improving access to events and exhibitions.
If any further data/consultation is needed and is to be gathered, please specify:	None
5. IMPACT OF DECISIONS	
In what way will the changes impact on people with particular protected characteristics (either positively or negatively or in terms of disproportionate impact)?	The Capital allocation is required to secure the external grant funding. The funding will secure a second phase of development, include provision of sanitary services, improve a stair well, move and extend the café. Extend and improve the artistic programme. This phase that will increase the quality of the service provision for all users but in particular those with disabilities.
6. CONSIDERING THE IMPACT	
If there is a negative impact what action can be taken to mitigate it? (If it is not possible or desirable to take actions to reduce the impact, explain why this is the case	Planning considerations on the visual impact of the works. Work with planners and conservation officer to agree works.

(e.g. legislative or financial drivers etc.).	
What actions do you plan to take to address any other issues above?	No actions <i>If no actions are planned state no actions</i>
7. MONITORING AND REVIEWING	
When will this assessment be reviewed and who will review it?	March 2017 John Nelson

Equality Impact Assessment Form



Directorate: People and Places		Service: Community Services	
Completed by: S. Kent		Date: 3/2/16	
Subject Title: Beacon Park Footpath			
1. DESCRIPTION			
Is a policy or strategy being produced or revised:	No*	<i>*delete as appropriate</i>	
Is a service being designed, redesigned or cutback:	No*		
Is a commissioning plan or contract specification being developed:	Yes		
Is a budget being set or funding allocated:	Yes		
Is a programme or project being planned:	Yes		
Are recommendations being presented to senior managers and/or Councillors:	Yes		
Does the activity contribute to meeting our duties under the Equality Act 2010 and Public Sector Equality Duty (Eliminating unlawful discrimination/harassment, advancing equality of opportunity, fostering good relations):	Yes		
Details of the matter under consideration:	Capital allocation to create a new safer accessible footpath from Beacon Visitor Centre to the main Beacon Park, by-passing the main car park.		
<p><i>If you answered Yes to any of the above go straight to Section 3</i></p> <p><i>If you answered No to all the above please complete Section 2</i></p>			
2. RELEVANCE			
Does the work being carried out impact on service users, staff or Councillors (stakeholders):		<i>*delete as appropriate</i>	
If Yes , provide details of how this impacts on service users, staff or Councillors (stakeholders): <i>If you answered Yes go to Section 3</i>			
If you answered No to both Sections 1 and 2 provide details of why there is no impact on these three groups: <i>You do not need to complete the rest of this form.</i>			
3. EVIDENCE COLLECTION			
Who does the work being carried out impact on, i.e. who is/are the stakeholder(s)?	All visitors to Beacon Park Visitor Centre and car park, Beacon Country Park and Golf Course		
If the work being carried out relates to a universal service, who needs or uses it most? (Is there any	The proposed works will provide a safe and comfortable access for pedestrians, wheelchair		

particular group affected more than others)?	and pushchair users, to and from Beacon Park Visitor Centre from the main park area. This will particularly benefit family groups moving to and from the centre and the new play facilities on the park.
Which of the protected characteristics are most relevant to the work being carried out? Age Gender Disability Race and Culture Sexual Orientation Religion or Belief Gender Reassignment Marriage and Civil Partnership Pregnancy and Maternity	<i>*delete as appropriate</i> Yes No* Yes No* No* No* No* No* No*
4. DATA ANALYSIS	
In relation to the work being carried out, and the service/function in question, who is actually or currently using the service and why?	Universal Service
What will the impact of the work being carried out be on usage/the stakeholders?	Safer and more comfortable access will increase the impetus for accessing the facility
What are people's views about the services? Are some customers more satisfied than others, and if so what are the reasons? Can these be affected by the proposals?	Users and staff very keen for works to be undertaken. Will preclude the need to traverse a busy car park
What sources of data including consultation results have you used to analyse the impact of the work being carried out on users/stakeholders with protected characteristics?	Informal consultation with users.
If any further data/consultation is needed and is to be gathered, please specify:	None
5. IMPACT OF DECISIONS	
In what way will the changes impact on people with particular protected characteristics (either positively or negatively or in terms of disproportionate impact)?	Works will provide a more secure, safe and comfortable access for pedestrians and vehicles users with disabilities or mobility problems.
6. CONSIDERING THE IMPACT	
If there is a negative impact what action can be taken to mitigate it? (If it is not possible or desirable to take actions to reduce the impact, explain why this is the case (e.g. legislative or financial drivers etc.).	No negative impacts
What actions do you plan to take to address any	None

other issues above?	<i>If no actions are planned state no actions</i>
7. MONITORING AND REVIEWING	
When will this assessment be reviewed and who will review it?	March 2017 S. Kent

Equality Impact Assessment Form



Directorate: People and Places	Service: Community Services
Completed by: S. Kent	Date: 3/2/16
Subject Title: Coronation Park Entrance Gates	
1. DESCRIPTION	
Is a policy or strategy being produced or revised:	No* <i>*delete as appropriate</i>
Is a service being designed, redesigned or cutback:	No*
Is a commissioning plan or contract specification being developed:	Yes
Is a budget being set or funding allocated:	Yes
Is a programme or project being planned:	Yes
Are recommendations being presented to senior managers and/or Councillors:	Yes
Does the activity contribute to meeting our duties under the Equality Act 2010 and Public Sector Equality Duty (Eliminating unlawful discrimination/harassment, advancing equality of opportunity, fostering good relations):	No
Details of the matter under consideration:	Construction of entrance gates and railings at the entrances to the park at Churchfields and on County Road.
<p><i>If you answered Yes to any of the above go straight to Section 3</i></p> <p><i>If you answered No to all the above please complete Section 2</i></p>	
2. RELEVANCE	
Does the work being carried out impact on service users, staff or Councillors (stakeholders):	<i>*delete as appropriate</i>
If Yes , provide details of how this impacts on service users, staff or Councillors (stakeholders): <i>If you answered Yes go to Section 3</i>	
If you answered No to both Sections 1 and 2 provide details of why there is no impact on these three groups: <i>You do not need to complete the rest of this form.</i>	
3. EVIDENCE COLLECTION	
Who does the work being carried out impact on, i.e. who is/are the stakeholder(s)?	All users of Coronation Park, Ormskirk
If the work being carried out relates to a universal service, who needs or uses it most? (Is there any particular group affected more than others)?	All local community.

Which of the protected characteristics are most relevant to the work being carried out?	<i>*delete as appropriate</i>
Age	Yes
Gender	No*
Disability	No
Race and Culture	No*
Sexual Orientation	No*
Religion or Belief	No*
Gender Reassignment	No*
Marriage and Civil Partnership	No*
Pregnancy and Maternity	No*
4. DATA ANALYSIS	
In relation to the work being carried out, and the service/function in question, who is actually or currently using the service and why?	Local community, especially families, for leisure and recreation purposes.
What will the impact of the work being carried out be on usage/the stakeholders?	The provision of these new entrances will improve the aesthetic view of the park entrances, but will also safeguard the park from incursions by unauthorised motor vehicles.
What are people's views about the services? Are some customers more satisfied than others, and if so what are the reasons? Can these be affected by the proposals?	Park users have been very pleased with the recent improvement to the park and visitor numbers have increased substantially. The provision of the new entrances will complete a programme of park improvements, particularly for visitors entering the site from County Road/Scott Estate
What sources of data including consultation results have you used to analyse the impact of the work being carried out on users/stakeholders with protected characteristics?	Annual surveys are carried out by the ranger service to look at all park users and to attract views for improvements.
If any further data/consultation is needed and is to be gathered, please specify:	Further user surveys will be undertaken in 2016.
5. IMPACT OF DECISIONS	
In what way will the changes impact on people with particular protected characteristics (either positively or negatively or in terms of disproportionate impact)?	New facilities will give users more security on the park and so increase visitor numbers.
6. CONSIDERING THE IMPACT	
If there is a negative impact what action can be taken to mitigate it? (If it is not possible or desirable to take actions to reduce the impact, explain why this is the case (e.g. legislative or financial drivers etc.).	No negative impacts
What actions do you plan to take to address any other issues above?	None

	<i>If no actions are planned state no actions</i>
7. MONITORING AND REVIEWING	
When will this assessment be reviewed and who will review it?	March 2017 S. Kent

Equality Impact Assessment Form



Directorate: People and Places	Service: Community Services
Completed by: S. Kent	Date: 3/2/16
Subject Title: Richmond Park Changing Rooms	
1. DESCRIPTION	
Is a policy or strategy being produced or revised:	No* <i>*delete as appropriate</i>
Is a service being designed, redesigned or cutback:	No*
Is a commissioning plan or contract specification being developed:	Yes
Is a budget being set or funding allocated:	Yes
Is a programme or project being planned:	Yes
Are recommendations being presented to senior managers and/or Councillors:	Yes
Does the activity contribute to meeting our duties under the Equality Act 2010 and Public Sector Equality Duty (Eliminating unlawful discrimination/harassment, advancing equality of opportunity, fostering good relations):	No
Details of the matter under consideration:	To extend the existing changing pavilion to include a larger facility for match officials, in line with FA guidelines.
<p><i>If you answered Yes to any of the above go straight to Section 3</i></p> <p><i>If you answered No to all the above please complete Section 2</i></p>	
2. RELEVANCE	
Does the work being carried out impact on service users, staff or Councillors (stakeholders):	<i>*delete as appropriate</i>
If Yes , provide details of how this impacts on service users, staff or Councillors (stakeholders): <i>If you answered Yes go to Section 3</i>	
If you answered No to both Sections 1 and 2 provide details of why there is no impact on these three groups: <i>You do not need to complete the rest of this form.</i>	
3. EVIDENCE COLLECTION	
Who does the work being carried out impact on, i.e. who is/are the stakeholder(s)?	Burscough Richmond Football Club and other community groups that use the facility.
If the work being carried out relates to a universal service, who needs or uses it most? (Is there any particular group affected more than others)?	See above

Which of the protected characteristics are most relevant to the work being carried out? Age Gender Disability Race and Culture Sexual Orientation Religion or Belief Gender Reassignment Marriage and Civil Partnership Pregnancy and Maternity	<i>*delete as appropriate</i> No No* No No* No* No* No* No* No*
4. DATA ANALYSIS	
In relation to the work being carried out, and the service/function in question, who is actually or currently using the service and why?	N/A
What will the impact of the work being carried out be on usage/the stakeholders?	The provision of this new facility will allow Burscough Richmond FC to fulfil the ground criteria set down by the Football Association to allow them to progress into a higher league. This will progress their development for the benefit of the club, community and Borough.
What are people's views about the services? Are some customers more satisfied than others, and if so what are the reasons? Can these be affected by the proposals?	Users and staff are very keen for works to be undertaken.
What sources of data including consultation results have you used to analyse the impact of the work being carried out on users/stakeholders with protected characteristics?	None
If any further data/consultation is needed and is to be gathered, please specify:	None
5. IMPACT OF DECISIONS	
In what way will the changes impact on people with particular protected characteristics (either positively or negatively or in terms of disproportionate impact)?	New facility will allow a wider range of uses for the facility
6. CONSIDERING THE IMPACT	
If there is a negative impact what action can be taken to mitigate it? (If it is not possible or desirable to take actions to reduce the impact, explain why this is the case (e.g. legislative or financial drivers etc.).	No negative impacts
What actions do you plan to take to address any other issues above?	None

	<i>If no actions are planned state no actions</i>
7. MONITORING AND REVIEWING	
When will this assessment be reviewed and who will review it?	March 2017 S. Kent



AGENDA ITEM: 19

COUNCIL: 24 February 2016

Report of: Interim Director Housing and Regeneration

Contact for further information: Peter Quick (Ext. 5203)
(E-mail: Peter.Quick@westlancs.gov.uk)

SUBJECT: HOUSING ACCOUNT – REVENUE AND CAPITAL PROGRAMME

Wards Affected: Borough wide

1.0 PURPOSE OF THE REPORT

1.1 To enable the Council to set its Housing Revenue Account (HRA) budget and capital investment programme for the next financial year 2016/17.

2.0 RECOMMENDATIONS

- 2.1 That the Rent and Service charges set within delegated authority, as detailed in section 4 of the report be noted and endorsed.
- 2.2 That a delegated authority be given to the Interim Director Housing and Regeneration in consultation with the relevant Portfolio Holder to set rent levels for new tenancies in Sheltered Housing in accordance with relevant regulations once these are in place.
- 2.3 That the comments of Tenants and Residents as set out in Appendix D of the report be considered.
- 2.4 That the HRA budget and capital investment programme be approved based on the proposals to be presented at the Council Meeting by the Housing Portfolio Holder.
- 2.5 That delegated authority be given to the Interim Director Housing and Regeneration to take all necessary action to implement the decisions of Council.
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3.0 BACKGROUND

- 3.1 The Council has a statutory duty to set a budget for its Housing Account before the start of the financial year, and this budget will set out the financial basis for the delivery of services. The budget that is set must enable the Council and tenant priorities to be delivered but must also be affordable. In addition it should comply with best practice requirements on budget setting, and meet statutory and accounting regulations.
- 3.2 The HRA budget has been the subject of recent reports to Cabinet, Executive Overview and Scrutiny Committee and Landlord Services Committee. Tenants have also been consulted on the HRA budget position. These reports identified that there was a budget gap of £1,396,000 in 2016/17 between the expenditure required to deliver agreed service levels and investment plans, and the resources available. This gap was primarily as a result of new government rules that require rent levels to be reduced by 1% per year rather than being increased in line with a target rent formula.
- 3.3 The HRA is facing a challenging medium term financial position. It is intended that detailed work on assessing potential policy options will be undertaken over the next few months to identify how this position can be addressed. The results of this work will then be reported to the July Council meeting and will follow the established framework used for the GRA policy options process.

4.0 RENTS AND SERVICE CHARGES

- 4.1 Based on the new government rules I have used my delegated authority to reduce rent levels by 1% for most Council properties. However in recent weeks it has been announced that the rules will not apply to certain categories of supported accommodation in 2016/17, including sheltered housing, while a government review is carried out on this area. Consequently I have used my delegated authority to apply the previous target rent approach of CPI inflation plus 1% to sheltered housing, which means that rents for this type of property will increase by 0.9% in 2016/17. This change should generate additional income of around £50,000 more than was previously anticipated and consequently will have the effect of reducing the budget gap to £1,346,000.
- 4.2 Recent amendments to the Welfare Reform and Work Bill, which is currently passing through parliament, would provide the Secretary of State with powers (by Regulations) to allow rent setting for new tenancies in supported housing at up to 10% above the rate for general needs housing. Current and future reductions in supporting people grant funding mean that Sheltered Housing has a challenging financial position, and moving to a higher rent level would contribute towards maintaining the level and quality of sheltered housing services that could be provided. A delegated authority is sought to enable this approach to be put in place subject to the relevant legislation and regulations being enacted. This will not affect existing tenants and it will take a number of years for all sheltered housing to be re-let and for the full rental income benefit to be realised. There are around 1,100 sheltered housing properties in the housing stock and a 10% rise would on average mean a rent increase of around £7.60 per week.

4.3 A general principle is applied to service charges that they should be calculated to ensure that they are sufficient to recover the cost of services provided to tenants. In keeping with this principle I have used my delegated authority to increase the general level of service charges next year by 0.9% (based on CPI inflation plus 1%) in line with our standard practices. This is a permissible approach as service charges are not subject to the 1% rent reduction rules that will be applied to most tenant rents.

4.4 There will be a number of exceptions to this general approach including:

- a) An analysis of Leaseholder service charges has identified that the costs of service provision are currently under-recovered. Service charge increases will be implemented in a phased manner over the next 3 years to rectify this position;
- b) District Heating charges will remain at current levels pending a review that will take place during the course of the 2016/17 financial year;
- c) The rent levels for garages will be increased by 0.9% in line with the general service charge increase where they have benefitted from recent improvement works but will remain frozen for other garages.

5.0 CURRENT REVENUE ESTIMATES AND CAPITAL PROGRAMME

5.1 The base assumptions used for the HRA budget estimates have been previously reported to Cabinet and Executive Overview and Scrutiny Committee. The budget estimates shown at Appendix A set out a provisional budget for the Housing Revenue Account covering all areas of revenue expenditure and income for 2016/17. These estimates include increases in the base budget required to roll forward agreed service levels but do not allow for any service improvements or budget issues. These figures also allow for the changes in rents and other charges as set out above. The estimates have been reviewed to ensure that they are robust for the purposes of the budget calculation in accordance with statutory and accounting requirements. The Appendix shows that there is a budget gap of £1,346,000 based on the roll over budget position and capital programme.

5.2 The capital investment programme is agreed on a medium term multi year basis and consequently there is already a planned set of capital schemes in place for the 2016/17 year. The total value of these schemes is £13,433,000 as set out in Appendix B. This appendix also identifies some proposed net nil changes to the capital programme to address electrical issues that have been identified during the course of the year.

6.0 OTHER FINANCIAL MATTERS

6.1 The Council must have a debt repayment policy in place that sets out the minimum level of funding that will be set aside for the repayment of borrowing each year, and this policy must be reviewed on an annual basis. The current policy is that debt will be repaid over the 75 year estimated useful life of the dwelling stock, and that these repayments will be index linked so that the real value of the repayments will be the same in each year. In addition for each council house sale above the level expected in the self financing settlement, £14,000 (the average amount of debt per property) will be set aside for debt repayment, up to a maximum of the

“debt” element of capital receipt funding received in the year. Members may wish to consider amending this policy as part of the budget process or alternatively could consider amendments as part of the work that will take place on developing policy options for the July Council meeting.

6.2 In accordance with best practice the levels of HRA balances and reserves have been reviewed during the budget process to ensure that they are currently sufficient and that they will remain adequate over the medium term. Details on the purpose and current level of reserves and balances are shown in the Reserves Policy in Appendix C. The changes that are proposed following this review are:

- To reduce the level of HRA balances from the current level of £783,000 to the minimum required level of £620,000;
- To delete the TV Aerial reserve once the current programme of work has been completed, which will free up £35,000 for reallocation;
- To create a new Budget and Efficiency Savings Reserve to assist in dealing with the medium term financial challenges facing the HRA. It is anticipated that a favourable budget variance will be achieved on the HRA in the current year and this reserve will be used to carry forward this surplus to help bridge the budget gap facing the HRA in future years.

6.3 In addition to the roll forward of the existing base budget position it is important to consider new issues and areas for service improvement as part of the budget process. The budget reports that have been previously considered by Members contained a list of issues for Asbestos Management (with an ongoing budget of £30,000 per year), and one off schemes for Pennington Avenue Sheltered Property (£30,000) and a contribution to a replacement corporate Customer Relations Management system (£112,000).

6.4 The Government have previously announced that it would introduce measures to force local authorities to sell high value properties when they become vacant. This position has now changed and the latest thinking is that the Government will charge authorities a levy instead based on a formula that is yet to be announced. Due to the lack of detail on this initiative it is not possible to quantify its financial effect at this time, and a report will be brought back to Members when this position becomes clearer. Similarly there is also a lack of detail at the current time on the Government’s proposed “pay to stay” initiative and consequently this will be the subject of a future report back to Members in due course.

6.5 To improve the robustness of the HRA Business Planning process it is intended that an external financial model will be procured. This will assist in providing accurate assessments of the HRA’s long term financial position and should also facilitate the modelling of different scenarios.

7.0 BUDGET PROPOSALS

7.1 A series of meetings have been held with Tenants and Residents to consider the HRA budget and capital programme, and details on their comments are provided at Appendix D. Members are asked to consider these details when determining their final budget position.

7.2 The Portfolio Holder for Housing has been given delegated authority to submit proposals for consideration at the Council meeting to enable the budget and capital programme to be set. It is anticipated that a set of budget papers will be circulated at the Council meeting to enable this to be achieved.

8.0 SUSTAINABILITY AND COMMUNITY STRATEGY LINKS

8.1 Rent and service charges together with appropriate housing supply are an important factor in the sustainability of local communities. The budget and charges proposed in this report will support the Council's strategy to bring all Council owned housing stock up to a good standard of maintenance and to achieve a good standard of service to tenants.

9.0 RISK ASSESSMENT

9.1 The formal consideration and reporting of the budget estimates is part of the overall budgetary management and control framework that is designed to minimise the financial risks facing the Council. This process is resource intensive for both Members and Officers but ensures that a robust and achievable budget is set.

9.2 The rental changes for next year have been determined based on the current proposals contained in the Welfare Reform and Work Bill, and taking into account guidance issued by the Association of Retained Council Housing. However as the Bill has not yet been enacted there is a possibility that it could be amended in which case rent levels may have to be revisited.

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 proposal to set rent levels for new tenancies in Sheltered Housing at a rate above that for general needs housing could have a significant impact on new tenants and consequently an Equality Impact Assessment is required. A formal equality impact assessment is attached as an Appendix to this report, the results of which have been taken into account in the Recommendations contained within this report.

Appendices

Appendix A - Draft HRA Estimates

Appendix B – Current Capital Investment Programme

Appendix C – Reserves Policy

Appendix D – Tenant Views on Budget Proposals

Appendix E – Equality Impact Assessment

APPENDIX A

HOUSING REVENUE ACCOUNT

***DRAFT ESTIMATES
2016/2017***

HOUSING REVENUE ACCOUNT

	Employees	Running Expenses	External Income	Total Cash	Support Services & Capital Charges	Net Budget
	£	£	£	£	£	£
BUDGET 2016/2017						
<u>SUMMARY</u>						
General Expenses						
Premises Related Expenses	0	87,620	0	87,620	0	87,620
Bad Debts Provision	0	250,000	0	250,000	0	250,000
Capital Programme Contribution	0	0	0	0	9,250,000	9,250,000
Debt Charges	0	0	0	0	3,459,920	3,459,920
Sub-Total	0	337,620	0	337,620	12,709,920	13,047,540
Supervision, Management, Repairs & Maintenance						
Central Administration	925,030	219,520	-45,490	1,099,060	1,626,430	2,725,490
Performance Improvement Tm	327,560	195,910	0	523,470	44,790	568,260
Rents and Money Advice	488,350	39,480	0	527,830	246,610	774,440
Voids and Allocations	413,670	2,143,260	-216,060	2,340,870	10,730	2,351,600
Estates Management & TP	378,710	457,210	-6,630	829,290	66,500	895,790
Property Services	1,917,770	3,621,910	-361,330	5,178,350	-414,410	4,763,940
Elderly & Disabled Support	624,380	557,710	-925,330	256,760	241,240	498,000
Sub-total	5,075,470	7,235,000	-1,554,840	10,755,630	1,821,890	12,577,520
General Income						
Customer & Client Receipts	0	0	-24,242,020	-24,242,020	0	-24,242,020
Interest	0	0	0	0	-37,000	-37,000
Sub-Total	0	0	-24,242,020	-24,242,020	-37,000	-24,279,020
GRAND TOTAL	5,075,470	7,572,620	-25,796,860	-13,148,770	14,494,810	1,346,040

HOUSING REVENUE ACCOUNT

	Employees	Running Expenses	External Income	Total Cash	Support Services & Capital Charges	Net Budget
	£	£	£	£	£	£
BUDGET 2015/2016						
<u>SUMMARY</u>						
General Expenses						
Premises Related Expenses	0	126,810	0	126,810	0	126,810
Bad Debts Provision	0	125,000	0	125,000	0	125,000
Capital Programme Contribution	0	0	0	0	8,772,880	8,772,880
Debt Charges	0	0	0	0	3,449,210	3,449,210
Sub-Total	0	251,810	0	251,810	12,222,090	12,473,900
Supervision, Management, Repairs & Maintenance						
Central Administration	857,760	291,600	-45,490	1,103,870	1,597,600	2,701,470
Performance Improvement Tm	305,280	195,960	0	501,240	42,450	543,690
Rents and Money Advice	436,550	52,290	0	488,840	224,080	712,920
Voids and Allocations	374,080	2,132,420	-216,060	2,290,440	9,930	2,300,370
Estates Management & TP	379,800	448,490	-6,630	821,660	54,240	875,900
Property Services	1,896,450	3,576,970	-358,320	5,115,100	-397,020	4,718,080
Elderly & Disabled Support	660,110	560,060	-917,210	302,960	209,930	512,890
Sub-total	4,910,030	7,257,790	-1,543,710	10,624,110	1,741,210	12,365,320
General Income						
Customer & Client Receipts	0	0	-24,762,220	-24,762,220	0	-24,762,220
Interest	0	0	0	0	-77,000	-77,000
Sub-Total	0	0	-24,762,220	-24,762,220	-77,000	-24,839,220
GRAND TOTAL	4,910,030	7,509,600	-26,305,930	-13,886,300	13,886,300	0

HOUSING REVENUE ACCOUNT

	Employees	Running Expenses	External Income	Total Cash	Support Services & Capital Charges	Net Budget
	£	£	£	£	£	£
BUDGET 2016/2017						
<u>SUPERVISION, MANAGEMENT, REPAIRS & MAINTENANCE</u>						
Central Administration	925,030	219,520	-45,490	1,099,060	1,626,430	2,725,490
Performance Improvement Tm	327,560	195,910	0	523,470	44,790	568,260
Rents And Money Advice	488,350	39,480	0	527,830	246,610	774,440
Voids And Allocations						
Voids and Allocations Admin	413,670	58,690	-2,560	469,800	10,730	480,530
Furnished Homes	0	98,520	-160,630	-62,110	0	-62,110
Tenants Expenses	0	59,680	0	59,680	0	59,680
Housing Repairs Voids	0	1,926,370	-52,870	1,873,500	0	1,873,500
Sub total	413,670	2,143,260	-216,060	2,340,870	10,730	2,351,600
Estate Management and Tenant Participation						
Estates Administration	258,050	307,730	-30	565,750	50,260	616,010
General Community Facilities	0	360	-6,600	-6,240	0	-6,240
Estate Maintenance Services	0	69,940	0	69,940	0	69,940
Tenant Participation	120,660	79,180	0	199,840	16,240	216,080
Sub total	378,710	457,210	-6,630	829,290	66,500	895,790
Property Services						
Property Services Admin	1,689,930	193,390	-3,450	1,879,870	-411,410	1,468,460
Caretakers & Gardeners	218,230	147,360	-13,410	352,180	-3,000	349,180
Communal Areas	0	20	0	20	0	20
Maintenance of Grassed Areas	9,610	618,830	-5,900	622,540	0	622,540
TV Aerial Maintenance	0	18,510	-1,180	17,330	0	17,330
District Heating Service	0	337,390	-337,390	0	0	0
Housing Repairs & Maintenance	0	2,306,410	0	2,306,410	0	2,306,410
Sub total	1,917,770	3,621,910	-361,330	5,178,350	-414,410	4,763,940
Elderly And Disabled Support	624,380	557,710	-925,330	256,760	241,240	498,000
Grand Total	5,075,470	7,235,000	-1,554,840	10,755,630	1,821,890	12,577,520

HOUSING REVENUE ACCOUNT

	Employees	Running Expenses	External Income	Total Cash	Support Services & Capital Charges	Net Budget
	£	£	£	£	£	£
BUDGET 2015/2016						
<u>SUPERVISION, MANAGEMENT, REPAIRS & MAINTENANCE</u>						
Central Administration	857,760	291,600	-45,490	1,103,870	1,597,600	2,701,470
Performance Improvement Tm	305,280	195,960	0	501,240	42,450	543,690
Rents And Money Advice	436,550	52,290	0	488,840	224,080	712,920
Voids And Allocations						
Voids and Allocations Admin	374,080	65,960	-2,560	437,480	9,930	447,410
Furnished Homes	0	97,670	-160,630	-62,960	0	-62,960
Tenants Expenses	0	59,600	0	59,600	0	59,600
Housing Repairs Voids	0	1,909,190	-52,870	1,856,320	0	1,856,320
Sub total	374,080	2,132,420	-216,060	2,290,440	9,930	2,300,370
Estate Management and Tenant Participation						
Estates Administration	238,070	300,560	-30	538,600	35,040	573,640
General Community Facilities	0	360	-6,600	-6,240	0	-6,240
Estate Maintenance Services	0	68,540	0	68,540	3,350	71,890
Tenant Participation	141,730	79,030	0	220,760	15,850	236,610
Sub total	379,800	448,490	-6,630	821,660	54,240	875,900
Property Services						
Property Services Admin	1,615,720	198,980	-3,450	1,811,250	-392,440	1,418,810
Caretakers & Gardeners	270,650	146,260	-13,410	403,500	-5,400	398,100
Communal Areas	0	20	0	20	400	420
Maintenance of Grassed Areas	10,080	592,620	-5,900	596,800	0	596,800
TV Aerial Maintenance	0	18,340	-1,180	17,160	0	17,160
District Heating Service	0	334,380	-334,380	0	0	0
Housing Repairs & Maintenance	0	2,286,370	0	2,286,370	420	2,286,790
Sub total	1,896,450	3,576,970	-358,320	5,115,100	-397,020	4,718,080
Elderly And Disabled Support	660,110	560,060	-917,210	302,960	209,930	512,890
Grand Total	4,910,030	7,257,790	-1,543,710	10,624,110	1,741,210	12,365,320

APPENDIX B - HRA CAPITAL INVESTMENT PROGRAMME 2016/17

Scheme	Current Budget £000	Proposed Changes £000	Proposed Budget £000
Bathrooms	2175	0	2175
Electrical	129	284	413
Heating	1581	0	1581
Kitchen	2315	0	2315
Mains Water	795	0	795
Walls	248	-248	0
Windows and Doors	374	0	374
Firbeck revival	2176	0	2176
Investment to deliver Housing OR	25	0	25
Painting/Rendering 'No Fines' properties	15	0	15
Environmental Programme	100	0	100
Disabled Adaptations	697	0	697
Capital Contingency	147	0	147
General sheltered upgrades	518	0	518
Communal areas (CAT Budget)	168	0	168
Laundry equipment	18	0	18
General Structural	176	0	176
Gutters	12	-12	0
Gulleys	12	-12	0
Failed Double glazing	12	-12	0
Capital contingency voids	150	0	150
Garages	113	0	113
Beechtrees revival scheme	568	0	568
Professional Fees	909	0	909
Total	13433	0	13433

Notes

- The current budget was agreed by Council in December 2015
- The proposed amendments are to address electrical issues identified during the course of the current year, which has required some reprofiling of expenditure.

APPENDIX C - HRA RESERVES POLICY

Reserves Protocol

- 1.1 For each reserve held by the Council there must be a clear protocol setting out:
 - The reason for and purpose of the reserve;
 - How and when the reserve can be used;
 - Procedures for the reserve's management and control; and
 - A process and timescale for review of the reserve to ensure continuing relevance and adequacy.
- 1.2 Details for each HRA reserve are set out below. Each reserve is managed and controlled by a Chief Officer. The responsible officer can authorise amounts of up to £10,000 to be taken from a reserve provided that its use is in line with the stated purpose of the reserve.
- 1.3 In addition the responsible officer must also consult with the Housing and / or Finance Portfolio Holders before authorising uses from reserves in excess of £10,000.
- 1.4 Reserves are reviewed and updated as part of the annual budget preparation and as part of the closure of accounts process to ensure that they continue to be required and are adequate in size. Earmarked reserves represent money that has been set aside for a clearly defined purpose, and which is available to meet future expenditure in that area. Balances represent unallocated funds which have not been earmarked and consequently are available to support any service area.
- 1.5 The values shown below for each reserve reflects their current position. The process for closing down the accounts at the year end will then allow for any outstanding in year commitments and contributions.
- 1.6 The underlying level of reserves is adequate and reflects the Council's stable financial position.

Description	Purpose	How and When Used	Responsible Officer	Value £000
HRA BALANCES	Balances are held by every organisation and are used to cushion the impact of unexpected events or emergencies, uneven cash flows and to avoid temporary borrowing	Can be used as a general contingency and should be maintained at a level of at least £100 per property	Interim Director Housing and Regeneration	783
HRA ELEMENT OF INSURANCE FUND	Funds held to meet the Council's self-insured liabilities where this is a more cost effective method of insuring than using an external company	Costs are incurred when insurance claims are settled. The level of the reserve is determined through actuarial reviews	Borough Treasurer	185
TV AERIAL RESERVE	To finance the costs of works to TV aerials	Once the current programme of works has been completed this reserve will no longer be required and will be deleted	Interim Director Housing and Regeneration	50
DISTRICT HEATING CHARGES RESERVE	This reserve holds the difference between the income raised from charges to tenants for the District Heating scheme and the cost of running this scheme (primarily gas charges).	It is Council policy to run this scheme on a cost recovery basis, and so it is necessary to maintain this reserve so that any surpluses that are achieved can be carried forward to fund lower charges to tenants in the future than otherwise would be possible	Interim Director Housing and Regeneration	124
SLIPPAGE RESERVE	This reserve is used to carry forward slippage on revenue and capital projects, where required	Enables the funding on schemes that are not completed at the financial year end to be carried forward so that the scheme can be completed in the next financial year	Interim Director Housing and Regeneration	0
BUDGET AND EFFICIENCY SAVINGS	This reserve is available to support the overall budget position	Used to deal with the financial challenges facing the Council over a medium term period	Interim Director Housing and Regeneration	0

**APPENDIX D
TOWARDS A BALANCED HRA BUDGET POSITION FOR 2016/17
TENANTS PROPOSALS**

	£'000
Budget Gap Identified in January 2016 Cabinet report	1,396
Additional rental income from sheltered housing properties	-50
Funding in reserves that is no longer required	
- HRA balances	-163
- TV aerial reserve	-35
One off reduction in borrowing requirement identified in mid-year review report to Council in December 2015	-424
Initial budget streamlining / tightening savings	-250
Reduction in fee costs for capital programme	-110
Plus new budget issues identified in para 6.3 of the Council report	172
Savings to be achieved by re-profiling work in the 2016/17 capital programme into 2017/18	<u>536</u>

Tenant Views on Balancing the Budget 2016/17

Tenants have scrutinised the Budget Proposals and feel that all the Growth Items in Appendix C should be funded, based on the information within the report to Cabinet dated 12th January 2016.

This means that the budget gap identified in Appendix B needs to be increased by £172K for 2016/17. Tenants accepted the principle of the savings identified in Appendix E but would like to see the final details prior to implementation.

Tenants suggested that the savings should be achieved by re-profiling the Capital Budget and “slipping” investment into next year. This would allow a comprehensive assessment of all savings to be conducted and a major consultation exercise undertaken to establish views before savings of around £10M were recommended for the following 3 years. Tenants also indicated that they consider that the Beechtrees Revival should be started, although the pace of improvement may need to be considered.

Tenants were not in favour of painting rendering to improve the look of areas, particularly the "no fines" buildings, as they believe this would only be cosmetic. They would want any re-rendering to concentrate on improving energy efficiency rather than simply being cosmetic.

Tenants were supportive of Environmental Improvements generally, but would like more detail on how this is to be spent and may prefer this to be spent on energy efficiency to homes.

Additionally, areas that tenants wished to be explored for possible savings as part of the Policy Option Proposals in July 2016 are as follows:

- Raise additional income by letting more garages, particularly for commercial storage.
- Review high spending/high performance areas of housing with a view to reducing costs.
- Review administration costs of the service and support costs to deliver efficiencies and consider other options for delivery of the service e.g. Housing Co-Operative or ALMO etc.
- Review the specification for grounds maintenance.

Equality Impact Assessment Form



Directorate: Transformation	Service: Housing and Regeneration
Completed by: Bob Livermore	Date: 15th February 2016
Subject Title: Housing Account – Revenue and Capital Programme	
1. DESCRIPTION	
Is a policy or strategy being produced or revised:	No
Is a service being designed, redesigned or cutback:	Yes
Is a commissioning plan or contract specification being developed:	No
Is a budget being set or funding allocated:	Yes
Is a programme or project being planned:	Yes
Are recommendations being presented to senior managers and/or Councillors:	Yes
Does the activity contribute to meeting our duties under the Equality Act 2010 and Public Sector Equality Duty (Eliminating unlawful discrimination/harassment, advancing equality of opportunity, fostering good relations):	Yes
Details of the matter under consideration:	
<p><i>If you answered Yes to any of the above go straight to Section 3</i> <i>If you answered No to all the above please complete Section 2</i></p>	
2. RELEVANCE	
Does the work being carried out impact on service users, staff or Councillors (stakeholders):	
If Yes , provide details of how this impacts on service users, staff or Councillors (stakeholders): <i>If you answered Yes go to Section 3</i>	
If you answered No to both Sections 1 and 2 provide details of why there is no impact on these three groups: <i>You do not need to complete the rest of this form.</i>	
3. EVIDENCE COLLECTION	
Who does the work being carried out impact on, i.e. who is/are the stakeholder(s)?	Council Tenants
If the work being carried out relates to a universal service, who needs or uses it most? (Is there any particular group affected more than others)?	The service covers a range of people but consistently less likely to be able to resolve their own housing needs.

Which of the protected characteristics are most relevant to the work being carried out?	
Age	Yes
Gender	No
Disability	Yes
Race and Culture	No
Sexual Orientation	No
Religion or Belief	No
Gender Reassignment	No
Marriage and Civil Partnership	No
Pregnancy and Maternity	No
4. DATA ANALYSIS	
In relation to the work being carried out, and the service/function in question, who is actually or currently using the service and why?	Council Tenants
What will the impact of the work being carried out be on usage/the stakeholders?	Those in Sheltered Housing will have a small rent increase. Those in General Need Housing will have a small decrease.
What are people's views about the services? Are some customers more satisfied than others, and if so what are the reasons? Can these be affected by the proposals?	It is unlikely that the rent increase or budget alignment will affect satisfaction levels.
What sources of data including consultation results have you used to analyse the impact of the work being carried out on users/stakeholders with protected characteristics?	Discussions have taken place with Involved Tenants.
If any further data/consultation is needed and is to be gathered, please specify:	N/A
5. IMPACT OF DECISIONS	
In what way will the changes impact on people with particular protected characteristics (either positively or negatively or in terms of disproportionate impact)?	The changes are required by law and impact on those that pay rent and do not qualify for Housing Benefit.
6. CONSIDERING THE IMPACT	
If there is a negative impact what action can be taken to mitigate it? (If it is not possible or desirable to take actions to reduce the impact, explain why this is the case (e.g. legislative or financial drivers etc.).	The proposals to balance the budget have been designed to mitigate any negative impact on groups or individuals.
What actions do you plan to take to address any other issues above?	No actions planned

7. MONITORING AND REVIEWING

When will this assessment be reviewed and who will review it?

The Council will review discussions and look forward to the budget 2017/2020 with a view to saving £10M. The process will commence in July 2016.



AGENDA ITEM: 20

Council: 24th February 2016

Report of: Interim Borough Treasurer

Contact for further information: Mr M. Kostrzewski (Ext.5374)
(E-mail: mike.kost@westlancs.gov.uk)
Mr J. Smith (Ext 5093)
(E-mail: jonas.smith@westlancs.gov.uk)

SUBJECT: CAPITAL FINANCING AND TREASURY MANAGEMENT FRAMEWORK

Wards affected: Borough Wide

1.0 PURPOSE OF REPORT

1.1 To set the framework for capital financing and treasury management operations for the next financial year.

2.0 RECOMMENDATIONS

2.1 That the projected position in respect of the Prudential Indicators, as set out in Appendix 1, for 2015-16 be noted.

2.2 That the Prudential Indicators for the next three years be agreed, as set out in Appendix 2.

2.3 That the minimum revenue provision (MRP) policy as set out in Appendix 3, be approved for the next financial year.

2.4 That the Treasury Management Strategy as set out in section 8.0, be approved.

3.0 BACKGROUND

3.1 The introduction of the 2003 Prudential Code for Capital Finance allowed Councils to determine their own level of borrowing taking account of a set of prudential indicators. The general maxim is that borrowing is to be affordable, prudent and by conclusion sustainable. Subsequent to that legislation, the 2012 Housing Self Financing regulations introduced a debt cap that set a maximum amount for Housing Revenue Account borrowing.

3.2 These indicators are to be used as a guide in order to determine an affordable level of borrowing that the Council can undertake in order to support its capital programme. Further, the indicators are to be calculated over a three-year period

in order to highlight any trends. Also, indicators have to be calculated for the General Revenue Account (GRA) and the Housing Revenue Account (HRA) in certain instances.

- 3.3 The Council approved Prudential Indicators for 2015-16 and the subsequent two financial years in February 2015. It is recognised best practice that Treasury Management arrangements and the MRP policy should be considered on a regular basis to ensure they take account of recent developments and new information. These areas have been reviewed and a number of changes are proposed as a result.
- 3.4 The CIPFA Treasury Management Code of Practice requires Authorities to have a Treasury Management Strategy and this report sets out the Council's strategy for the next financial year.

4.0 FORECAST PRUDENTIAL INDICATOR PERFORMANCE

- 4.1 Appendix 1, Part A, details the estimate and the projected outturn in relation to the principle of affordability contained within The Prudential Code for the current year.
- 4.2 The first indicator shows that there is a small financing cost on the GRA as the forecast income earned is less than any interest paid, including any provision made in respect of MRP. This is due to the fact that investment income returns have been relatively low in recent years, in line with base interest rates.
- 4.3 With regard to the HRA, there is a fixed interest charge of £3.056m levied on this account as a result of the borrowing of £88.212m undertaken for HRA self financing. Consequently the ratio of net financing costs to net revenue stream is higher than for the GRA.
- 4.4 The second indicator, impact of capital decisions on the Council Tax, is nil. This is because the Council has not borrowed to fund its general capital programme and consequently does not have borrowing interest costs. The capital programme does include a scheme for the development of commercial units, referred to as the Green Shoots project, as well as investment in Solar PV. However, as the business cases for these schemes demonstrate that they should produce a surplus then this would not adversely affect the Council Tax requirement.
- 4.5 Appendix 1, Part A, Table 2 details the Prudential Indicator in relation to capital expenditure, which falls under the principle of Prudence. The figures represent the total scheme approvals for the capital programme. The main message is that the schemes are fully financed and that the actual expenditure incurred to date is less than the budgetary sums provided.
- 4.6 There is also a requirement to report upon the Capital Financing Requirement of the Council. This indicator details the authority's underlying need to borrow for a capital purpose. Due to its nature it can only be reported upon when the fixed asset accounts are closed. Hence, this will be reported to Members in Summer 2016.

- 4.7 Appendix 1, Part B, shows that the Council has not breached any of its borrowing limits during the financial year. The figure for 'Other Long Term Liabilities' represents the agreement the Council has with Serco Paisa in respect of the investment they are undertaking within the Council's leisure centres.
- 4.8 Overall, the indicators show that even though the Council's financial landscape is challenging it is currently in a healthy financial position and that there are no significant problems that need to be brought to the attention of Members.

5.0 THREE-YEAR PRUDENTIAL INDICATORS

- 5.1 Appendix 2, Part A, details the Prudential Indicators in relation to affordability for the next three years
- 5.2 With regard to the GRA there are net financing costs in 2016-17 as investment income earned is expected to continue to be relatively low. The HRA's position is largely determined by the debt costs associated with the self financing payment.
- 5.3 The incremental impact on the Council Tax as a result of the capital programme is estimated to be nil as although there may be some borrowing in the future, for example invest to save schemes, these would be progressed only if the business case demonstrated that they had at least a neutral effect on the revenue position. The Government have introduced a policy whereby HRA rental levels have to be reduced by 1% per annum over the next four years, and consequently the HRA capital programme will not have a direct effect on the rental levels that are charged.
- 5.4 Appendix 2, Table 5, details the Indicators with regard to future capital expenditure and the capital financing requirement. The Council's three year capital programme is discussed elsewhere on the agenda, as such, the figures presented are in line with those previously reported to Members, and will be updated to reflect the decisions made at this Council meeting.
- 5.5 The capital financing requirement measures the Council's underlying need to borrow for a capital purpose. As a key indicator of prudence the Prudential Code states:
- 'In order to ensure that over the medium term net borrowing will only be for a capital purpose, the local authority should ensure that net external borrowing does not, except in the short term, exceed the total of capital financing requirement in the preceding year plus the estimates of any additional capital financing requirement for the current year and next two financial years.'
- 5.6 The Council should have no difficulty meeting this requirement in 2015-16 nor are any difficulties envisaged for future years. This view takes into account current commitments, existing plans and the proposals in this budget report.
- 5.7 Appendix 2, Part B, details the prudential indicators that are relevant for the purposes of setting an integrated treasury management strategy.
- 5.8 In respect of external debt, it is recommended that the Council approve the authorised limits, in Appendix 2, for its total external debt gross of investments.

These authorised limits are consistent with the authority's current commitments, existing plans and the proposals in the budget reports for capital expenditure and financing. They are based on the estimate of most likely, prudent but not worst case scenario, with in addition sufficient headroom over and above this to allow for operational management, for example unusual cash movements. Risk analysis and risk management strategies have been taken into account, as have plans for capital expenditure, estimates of the capital financing requirement and estimates of cash flow requirements for all purposes.

- 5.9 The Council is also asked to approve the operational boundary for external debt for the same period. The proposed operational boundary for external debt is based on the same estimates as the authorised limit but reflects the most likely, prudent but not worst case scenario without the additional headroom included in the authorised limit. Within the authorised limit and operational boundary, figures for borrowing and other long-term liabilities are separately identified. The Borough Treasurer has authority to affect movement between these figures for borrowing and other long-term liabilities within the total authorised and operational boundary for any individual year. Any such changes will be reported to the Council at its next meeting following the change.

6.0 MRP AND HOUSING DEBT REPAYMENT POLICIES

- 6.1 The basic idea behind the MRP is that a minimum level of funding should be set aside each year for the repayment of borrowing or other long term liabilities on a prudent basis. There are regulatory requirements that must be met in setting the MRP and the policy should be reviewed on an annual basis. The proposed policy for the next year is set out in Appendix 3.
- 6.2 The HRA Debt Repayment policy needs to be reviewed in the context of the change that the Government has made in terms of requiring rent levels to be reduced by 1% per year over the next 4 years, and consequently this matter has been dealt with in the Housing Account Budget report elsewhere on this agenda.

7.0 CIPFA TREASURY MANAGEMENT CODE OF PRACTICE

- 7.1 The Council has adopted the CIPFA Treasury Management Code of Practice in order to govern its Treasury Management operations. The last major update by CIPFA was in 2009 and the Authority formally adopted this updated policy at Council in July 2010. A further minor review of the policy was carried out in January 2014 and was presented to Council in February 2014. The Council Officers that carry out Treasury Management operations are suitably qualified and experienced and work within the framework set out by the Code of Practice.

8.0 TREASURY MANAGEMENT STRATEGY 2016-17

- 8.1 The Council's cash flow position is actively managed in order to avoid any short-term deficits arising. Consequently, it is not expected that any short-term borrowing will be required during 2016-17.

PROSPECTS FOR INTEREST RATES

- 8.2 Capita Treasury Services act as a Treasury Adviser to the Council and part of their service is to assist in formulating views on interest rates. The table below gives the Capita central view on future interest rate levels:

	Q1 2016	Q2 2016	Q3 2016	Q4 2016	Q1 2017
Base Rate	0.50%	0.50%	0.50%	0.75%	0.75%

Public Works Loan Board (PWLB) interest rate on 25 year borrowing 3.27%

- 8.3 As can be seen from the above table, base rate forecasts are still very subdued at the present time. Capita is currently predicting that the base rate will remain steady at 0.5% until towards the end of the 2016/17 financial year, but increased economic uncertainty may push out the first increase in the rate until after this period. PWLB rates are expected to rise very slowly over the same period.
- 8.4 The Treasury Management team will monitor the interest rate market and adopt a pragmatic approach to any changing circumstances, reporting any decisions to the Council at the next available opportunity.

INVESTMENTS STRATEGY

- 8.5 The key feature of the Investment Strategy will remain, as it has been in the past, the security of the money that is invested, followed by liquidity and finally, yield. It is anticipated that, during 2016/17, the Council should on average have somewhere in the region of £20m available for investment. This estimation is predicated on the position that cash flow has reduced as a result of increased housing capital spending in conjunction with funding reductions from central government in 2015/16 and 2016/17.
- 8.6 There are a number of protocols in place to guarantee the safety of our investments. We will continue with these protocols, in that we will only invest with Local Authorities or U.K. based counterparties that have the best available credit rating. Currently four British High Street banks and four Building Societies meet the criteria.
- 8.7 There will be regular interaction with Capita to ensure that we keep ourselves up to date with changes in the markets and the financial situation in general. The Council will look to ensure the security and liquidity of its funds invested and then look to maximise its return on investments. Performance will continue to be monitored against our previously declared benchmark of the 3 month LIBID interest rate.

BORROWING STRATEGY

- 8.8 The debt for the Housing self-financing payment of £88.212m to the Government was arranged via the Public Works Loan Board, as it offered the best available rates at that time. The structure of this debt has been set over the longer term, with loan periods ranging from 15 to a maximum of 50 years. The structure of the debt is in line with treasury risk management principles and has also taken

account of the HRA debt repayment policy. A detailed outline of the debt profile is attached in Appendix 2.

- 8.9 Whilst the payment to government is set, the HRA may also undertake future borrowing up to the limit of the debt cap set by the Government. This debt cap includes an additional £2.5m approved by the Government in 2015-16 for new house building as part of the Firbeck Revival project. In the first instance any funding requirement for increased housing investment will be met by reducing the level of external investments as their interest rates are significantly lower than external borrowing. However as the level of investment increases in the housing stock there will come a point where external borrowing will be required.
- 8.10 The Council has also approved borrowing to fund the Greenshoots project and investment in Solar PV. Once again any funding required for this investment will initially be met from internal borrowing (by reducing the level of external investments) rather than by borrowing externally due to current interest rate differentials.

9.0 SUSTAINABILITY IMPLICATIONS / COMMUNITY STRATEGY

- 9.1 The Capital Financing and Treasury Management Framework ensures that robust financial decisions are made. The strategies in place provide for sound financial management decision making with regards to the Council's assets and their sustainability.

10.0 RISK ASSESSMENT

- 10.1 The Council is signed up to the CIPFA Treasury Management Code of Practice and it reviews the Prudential Indicators on a regular basis. It is, therefore, minimising the risks associated with financing decisions.

Background Documents

Treasury Management in the Public Services, Code of Practice and Cross-Sectoral Guidance Notes 2011 Edition.

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 1 – Forecast Indicators
- Appendix 2 – Three year prudential indicators
- Appendix 3 – Minimum Revenue Provision

Part A - Affordability

Table 1:

Estimate/Forecast of Ratio of Financing Costs to net revenue stream

G.R.A.	Estimate	0.82%	
	Forecast		0.79%
H.R.A.	Estimate	11.50%	
	Forecast		12.00%

Estimate/Forecast of the incremental impact of capital decisions on the Council Tax

Incremental Increase Band D:

Estimate	Nil
Forecast	Nil

Prudence:

Table 2 £000

Estimate with slippage of capital expenditure

G.R.A.	Estimate with slippage	10,127
H.R.A.	Estimate with slippage	16,601
TOTAL		26,728

Part B – Treasury Management Prudential Indicators

Table 3 £000

Authorised limit for external debt

	Limit	Forecast
Borrowing	107,500	88,212
Other Long Term Liabilities	2,000	550
Total	109,500	88,762

Operational Boundary

	Limit	Forecast
Borrowing	97,500	88,212
Other Long Term Liabilities	1,500	550
Total	99,000	88,762

THREE – YEAR PRUDENTIAL INDICATORS
Part A - Affordability

Table 4

Estimate of Ratio of Financing Costs to net revenue stream

	2016-17	2017-18	2018-19
G.R.A.	0.96%	1.16%	1.01%
H.R.A.	11.53%	11.60%	11.67%

Estimate of the incremental impact of capital decision on the Council Tax and HRA rental levels

£	2016-17	2017-18	2018-19
Incremental increase Band D and HRA rental levels	Nil	Nil	Nil

Prudence:

Table 5

£ 000' s

	2016-17	2017-18	2018-19
Estimate of capital expenditure			
G.R.A.	1,592	802	802
H.R.A.	13,433	11,800	11,050
	<u>15,025</u>	<u>12,602</u>	<u>11,852</u>

Capital Financing Requirement

G.R.A.	19,522	19,224	18,946
H.R.A.	83,665	84,665	85,665
Total	<u>103,187</u>	<u>103,889</u>	<u>104,611</u>

Appendix 2

Part B - Treasury Management Prudential Indicators

Table 6

£ 000's	<u>2016-17</u>	<u>2017-18</u>	<u>2018-19</u>
Authorised limit for external debt			
Borrowing	107,500	112,500	112,500
Other Long Term Liabilities	2,000	2,000	2,000
Total	<u>109,500</u>	<u>114,500</u>	<u>114,500</u>
Operational Boundary			
Borrowing	102,500	104,000	104,000
Other Long Term Liabilities	750	1,000	1,000
Total	<u>103,250</u>	<u>105,000</u>	<u>105,000</u>

Table 7 - Borrowing and Interest payment structure

All fixed rate loans:

£ Value	% Interest Rate	Period	Mat date	£ Int p.a.
4,410,600	3.01	15	28/3/2027	132,759
4,410,600	3.30	20	28/3/2032	145,549
8,821,200	3.44	25	28/3/2037	303,449
8,821,200	3.50	30	28/3/2042	308,742
8,821,200	3.52	35	28/3/2047	310,506
8,821,200	3.53	37	28/3/2049	311,388
8,821,200	3.52	40	28/3/2052	310,506
8,821,200	3.51	42	28/3/2054	309,624
8,821,200	3.50	45	28/3/2057	308,742
8,821,200	3.50	47	28/3/2059	308,742
8,821,200	3.48	50	28/3/2062	306,977

Weighted average interest rate is 3.47%
Total interest charge p.a. is £3,056,986

Appendix 3

Minimum Revenue Provision (MRP) policy

M.R.P.

The basic idea behind the MRP is that a minimum level of funding should be set aside each year for the repayment of borrowing and other long term liabilities.

The Council will charge a minimum MRP of 2% for any items within the Capital Financing Requirement (CFR). However for any new capital projects that increase the CFR, the MRP rate will be determined by the estimated useful life of the capital works.

For example, £1m borrowed to fund a capital project that has a useful life of 40 years, would result in a 2.5% MRP charge of £25,000 p.a. for 40 years. It should be noted that the revenue account would also have to meet the additional interest costs associated with borrowing the sum of £1m.

The value of the usable capital receipts reserve will be deducted from the CFR in calculating the MRP, as this provides a better reflection of the Council's underlying need to borrow. In addition the General Revenue Account MRP calculation also excludes debt taken on in relation to HRA self financing in accordance with Government regulations.

MRP will also be calculated on finance leases in accordance with standard accounting practice.



AGENDA ITEM: 21

COUNCIL: 24 FEBRUARY 2016

Report of: Interim Borough Solicitor

Contact for further information: Mrs J Denning (extn 5384)
(email: jacky.denning@westlancs.gov.uk)

SUBJECT: MAYOR ELECT 2016/17

Wards Affected: Borough wide

1.0 PURPOSE OF THE REPORT

1.1 To seek nominations for the positions of Mayor and Deputy Mayor for 2016/17.

2.0 RECOMMENDATION

2.1 That an indication be given as to the name of the Member to be designated as Mayor-elect for the Municipal Year 2016/17 and the name of the Member to be designated for appointment as the Deputy Mayor.

3.0 BACKGROUND

3.1 This year the Annual Meeting of the Council will be held on Wednesday 18 May, and, as usual, the first items of business will be to elect the Mayor and appoint the Deputy Mayor for the next Municipal Year.

3.2 As in previous years, it would be helpful if an indication could be given as to the names of the Members likely to be elected as Mayor and the names of the Members likely to be appointed as the Deputy Mayor, to enable those Members to make any necessary arrangements in advance. If no choice is made in advance of the Annual Meeting, the member to be elected would have very little time in which to make appropriate arrangements (for example, with his or her employer). It is important that both the member involved and the officers have as much time as possible to make arrangements for the Annual Meeting and indeed for the incoming Mayor's year of office. This would greatly assist in ensuring that the Annual Meeting runs smoothly and that the first weeks of the Mayor's term of office are organised as efficiently as possible.

3.3 In general terms, the points raised above in relation to the Mayor-elect also apply to the position of Deputy Mayor-elect, although, of course, to a lesser extent.

4.0 SUSTAINABILITY IMPLICATIONS/COMMUNITY STRATEGY

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

5.0 FINANCIAL AND RESOURCE IMPLICATIONS

5.1 There are no significant financial/resource implications arising from the issues discussed in this report.

6.0 RISK ASSESSMENT

6.1 It is sensible in the interests of the efficient running of the Council for an indication to be given in advance of the Members to be designated as Mayor elect and Deputy Mayor elect respectively.

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



AGENDA ITEM: 22

COUNCIL: 24 February 2016

Report of: Interim Borough Solicitor

Contact for further information: Mrs J Brown (Extn. 5065)

(E-mail: julia.brown@westlancs.gov.uk)

SUBJECT: TIMETABLE OF MEETINGS 2016/17

Wards affected: Borough wide

1.0 PURPOSE OF THE REPORT

1.1 To secure approval to the timetable of meetings for the Municipal Year 2016/17.

2.0 RECOMMENDATION

2.1 That the timetable for the meetings for the 2016/17 Municipal Year, attached as an appendix to this report, be approved, subject to approval of the additional staffing requirement to provide public involvement in meetings, as detailed in paragraph 3 below and considered under a different item on this agenda as part of the budget setting process.

3.0 BACKGROUND AND ISSUES

3.1 It is important to establish a timetable of meetings to enable the work of the Council, its Committees and the Cabinet to operate effectively and to enable Members and Officers to plan work commitments/deadlines.

3.2 The attached timetable has been based on the timetable for the current year, with some changes to reflect issues arising during the year. This includes the decision of Council in December 2015 to commence some meetings 30 minutes earlier to allow for public involvement in meetings, which is subject to related additional staffing requirement being agreed as part of the budget process being considered under another item on the agenda. Should budget provision be not agreed start times for the following meetings will remain as follows:

- 7.30pm for meetings of Cabinet, Corporate & Environmental Overview & Scrutiny Committee and Executive Overview & Scrutiny Committee.
- 7.00pm for meetings of Audit & Governance Committee.

3.3 The timetable attempts to ensure good links between Cabinet and Overview & Scrutiny Committee meetings and also to ensure that meetings are held at the most suitable time (such as in late February for setting budgets etc). The regular frequency of Planning Committee meetings is also important to enable the Council to determine planning applications in accordance with statutory and other deadlines. Other meetings are scheduled to give an appropriate number of meetings to enable the work of the Council to be conducted.

4.0 SUSTAINABILITY IMPLICATIONS/COMMUNITY STRATEGY

4.1 There are no significant sustainability/community strategy implications arising from this report.

5.0 FINANCIAL AND RESOURCE IMPLICATIONS

5.1 There are no significant financial/resource implications arising from this report, other than those referred to in paragraph 3.2 of the report and being considered under a different item on this agenda.

6.0 RISK ASSESSMENT

6.1 A timetable of scheduled meetings is important in enabling the Council to plan the conduct of its business, ensuring that decisions are made at the appropriate time to meet statutory requirements, such as setting the Council Tax.

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.

Appendix

Timetable of meetings 2016/17.

WEST LANCASHIRE BOROUGH COUNCIL
Timetable of Meetings of Council, Cabinet and Committees - 2016/17

MEETING	MAY 2016	JUN 2016	JUL 2016	AUG 2016	SEPT 2016	OCT 2016	NOV 2016	DEC 2016	JAN 2017	FEB 2017	MAR 2017	APR 2017	MAY 2017
Council (7.30 pm, Wednesday)	18 Annual		20	R		19		14		22		26	17 Annual
Cabinet (*7.00 pm, Tuesday)		14		E	13		8		10		14		
Executive Overview and Scrutiny Committee (*7.00 pm, Thursday)		30		C	29		24		26		30		
Corporate and Environmental Overview & Scrutiny Committee (*7.00 pm –Thursday)			14	E		13		1			2		
Licensing and Appeals Committee (7.30 pm, Tuesday)		7	19	S		11		6		7		4	
Audit and Governance Committee (*6.30 pm, Tuesday)		28		S	27				31		28		
Planning Committee (7.30 pm, Thursday)	19	23	28		1	6	10	8	12	9	9	13	18

Notes:

1. Dates for all other meetings, including the Licensing and Gambling Committee and Standards Committee will be convened on an ad-hoc basis.
2. Public Holidays – 30 May, 29 August, 26 & 27 December 2016, 2 January, 14 & 17 April, 1 & 29 May 2017.
3. Elections – Lancashire County Council – 4 May 2017

* Subject to budget approval for additional resources



Report of: Interim Director Community Services

Contact for further information: Mr John Nelson (Extn. 5157)
(E-mail: John.Nelson@westlancs.gov.uk)

SUBJECT: LEISURE STRATEGY CONSULTATION RESULTS

Wards affected: Borough wide

1.0 PURPOSE OF THE REPORT

1.1 To present the results of the consultation on the draft Leisure Strategy and draft Playing Pitch Strategy which was considered at the Council meeting on the 21st October 2015.

2.0 RECOMMENDATIONS

2.1 That the consultation comments be received and noted and the Key Action Plan in appendix B be approved.

2.2 That the Leisure Strategy and Playing Pitch Strategy with the amendments agreed at 2.1 be formally adopted by the Council.

3.0 BACKGROUND

3.1 Community Services provides a leisure services function which operates under a number of strategic documents. These strategies/documents have been subject to a review and a draft Leisure Strategy and draft Playing Pitch Strategy was presented to members at the Council meeting on the 21st October 2015.

3.2 Members agreed to a period of consultation with an amendment of the Leisure Strategy action plan in relation to the Key Actions Timetable, 'Built Sports Provision, (b) Ormskirk' being amended to read: "In the context of the impact of the new Sporting Edge facilities and the finances available, undertake an options appraisal in relation to replacing Park Pool in the future."

- 3.3 A petition was presented at the Council meeting in relation to Park Pool. The petition was signed by 1068 individuals with the following statement 'We, the undersigned, call on the councillors of West Lancashire Borough Council to remove all references to the possible closure of Park Pool, Ormskirk from the draft Leisure Strategy when it is debated and voted upon on Wednesday 21st October 2015.

4.0 CONSULTATION PROCESS AND RESPONSES

- 4.1 The consultation was undertaken through the 'Your Views' section of the Councils web site, the period of consultation was from the 2nd November 2015 to the 10th January 2016, press releases were issued at the commencement of the consultation period with a reminder press release issued in December.
- 4.2 Below is a summary of the responses received, full details of the responses can be found at Appendix A. Numbers in brackets refer to the log number for the response. The names and contact details have been removed, but are available from the Head of Leisure and Cultural Services if required.

Summary of comments received for the period 2nd November 2015 to 10th January 2016.

57 responses were received from members of the public, including representative groups who responded via email to the consultation:

- 91% stated that they would like the reference to 'closure of park Pool' removed (P21, section C).
- 74% stated that they would like to replace the 'closure reference of park Pool' to a 'commitment to invest in facilities'.
- 25% highlighted that WLBC should take into consideration the high numbers of Primary Schools that use the pool to meet national curriculum requirements and also the high volume of members of the public who attend swimming lessons.
- 18% have expressed concerns that 'community use' at Edge Hill University is limited and their new facilities are predominantly for student use.
- 9% have concerns that the car parking facilities at Edge Hill University (alternative site named in strategy) would be far from adequate to accommodate additional cars for community use of pool.
- 7% have stated that when Park Pool was originally opened, it was the local residents of Ormskirk who raised funds towards the construction of this facility.

Additional individual comments included:

- Lengthy email re the 'importance of maintaining the WLBC Ranger Service' (26).
- Should take the opportunity to end involvement with Serco (32).
- Link cycling/walking routes to hubs of activity e.g. town/ village centres and sports & leisure facilities (32).
- Essential aspect of Strategy is promotion & publicity (32).

- Replacement/refurbishment of Nye Bevan is a priority (52).
- Vital that smaller parishes/areas not left disadvantaged by strategy (55).

Additional in-depth responses were provided, numbered 26 / 32 / 51 / 55 / 57.

- 4.3 The majority of the responses together with the petition handed in to Council on the 21st October relate to the facilities at Park Pool. The key action plan timetable was amended at the Council meeting in October and reflected the similar concerns and views of members in relation to Park Pool. The consultation responses do not vary from the amended view taken by Members and the revised Key Action Timetable circulated as part of the consultation process.
- 4.4 A revised action plan is attached at Appendix B which includes the revision to Built Sports provision item (b) Ormskirk and changes to Burscough item (c) which removes the notation regarding closure of Park Pool.

5.0 KEY ACTIONS

- 5.1 The Key Actions Timetable identifies an action to 'Establish a Project Team led by the Head of Leisure and Cultural Services with representatives from Finance and Legal, supported by the Procurement Executive with an external Specialist Adviser to undertake the procurement of a new partnership arrangement from 1 April 2020 which would include significant capital investment for the built sports provision'.
- 5.2 It is expected that any procurement exercise, negotiations and contract agreements will require lengthy contractual commitments in order to secure the capital investment required. The capital investment will need to consider a range of factors including future demands and affordability given the expectation that the Council will receive less government funding in the future and will need to reshape the way it provides services.
- 5.3 The current swimming facilities at Nye Bevan Pool and Park Pool are now over 40 years old and in need of replacement; a commitment to replace the Nye Bevan facilities with a new wet and dry sports centre in Skelmersdale has been part of the town centre development plan for a number of years. The options to be considered for Ormskirk and Park Pool should also consider a full replacement facility. However these issues will need to be considered in the context of the Council's challenging financial position, which will require significant savings to be made in future years.
- 5.4 Members at the Council meeting on 16th December considered a motion that £150,000 be allocated for investment in Park Pool, and this scheme approval has now been built into the capital programme. While this is welcomed it is intended to hold back on the funding allocation until a full assessment of the replacement option and discussions with prospective partners have commenced. The leisure trust partners have confirmed that the current changing room provision at Park Pool is in a condition that within existing maintenance resources could last a further 2 to 4 years.

6.0 FINANCIAL AND RESOURCE IMPLICATIONS

- 6.1 The strategy does not provide a list of priorities or commitments to incur revenue expenditure or capital investment or any specific savings. Decisions will need to be taken regarding the level and approach to leisure service provision, to ensure sustainability with decreasing funding being available and the competing priorities of the Council.
- 6.2 The capital investment for new facilities identified in the strategy documents and action plan will need to consider future demands, but will also need to be affordable in the context of the Council's difficult medium term financial situation.
- 6.3 The Leisure Strategy and Playing Pitch Strategy do not assume that all services will necessarily be delivered by the Council; Community Asset Transfers have demonstrated that alternative delivery models can prove not only affordable but also deliver quality services.

7.0 RISK ASSESSMENT

- 7.1 Agreeing and adoption of a Leisure Strategy is important to provide direction for the future for the services provided under the leisure section.
- 7.2 The adoption of the Playing Pitch Strategy is particularly important in relation to external grant funding opportunities. The opportunities to bid for grant funding from Sport England, National Playing Fields Association and the Football Foundation for playing pitch improvements are predicated on either having or undertaking the work leading up to the adoption of a Playing Pitch Strategy.
- 7.3 The affordability of the proposed key aims/actions and recommendations will need to be assessed; and are all subject to resources being available.

Background Documents

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

Equality Impact Assessment

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

Appendices

Appendix A	Consultation responses
Appendix B	Revised Key Action Timetable
Appendix C	Equality Impact Assessment Form

LEISURE STRATEGY CONSULTATION RESULTS

Appendix A

1

From:

Sent: 15 November 2015 11:11

To: Leisure Services

Subject: Park Pool

Consultation Response to Draft Leisure Strategy.

I am writing on behalf of the West Lancs. Sports and Social Club for the disabled, who meet every Friday evening at Park Pool, Ormskirk from 8pm until 10pm.

At our recent committee meeting The West Lancashire Borough Council Draft Leisure Strategy plan was discussed. Deep concerns, and total bewilderment at the statement made re: future consideration of Park Pool.

(Page 21 c) we would like to see the reference to closure of Park Pool removed, and replaced with investing in the facilities. We have a wonderful building, ideally situated. Great parking facilities, this should never be considered or worded in an document for closure. It would be a total disgrace, and sadness to the community.

What security can you now give to the community who use Park Pool. which has been stated by yourselves that it is making a operating surplus.

2

From

Sent: 09 November 2015 11:40

To: Leisure Services

Subject: CONSULTATION RESPONSE TO DRAFT LEISURE STRATEGY

Dear West Lancashire Borough Council Leisure Department, In response to your consultation on your Draft Leisure Strategy, as a resident of Ormskirk for the last 38 years, I would like the reference to the closure of Park Pool at page 21 removed and replaced with a commitment to invest in and develop the Park Pool facility as an excellent and well used resource for the Borough.

In the case of my own family all three of my sons were members of Ormskirk Otters Swimming Club and Park Pool has been used regularly by all our family members.

The swimming facilities at Edge Hill University are primarily for University use and not available for local schools or community use for much of the week.

Therefore to close Park Pool either in the short or longer term would represent a very serious loss to Ormskirk and the wider Borough at a time when activity, exercise and fitness are being promoted by the Government to combat rising obesity and ill health.

Please acknowledge this email in order that our views on your Leisure Strategy will be taken into account.

Thank you.

3

From:

Sent: 09 November 2015 17:43

Subject: Park Pool, Ormskirk

Consultation Response to Draft Leisure Strategy.

Further to the continuing confusion as to the future of Park Pool would you please remove the reference to **closure** of Park Pool (at Page 21 c) and replace it with with an **honest and open** commitment to invest in and develop the facility.

I am a 73 year old pensioner living in Scott Ward who visits the facility three times a week in order to try and stay reasonably fit. I submit the following to help you focus on the absolute need for the future of Park Pool to be strongly positive. During the working day when I go, there is a large fluid group of people engaged in healthy exercise. This community includes many pensioners, some in their 80's, Grannies while their charges are at school, new-born to four year infants learning how to swim with their young Mums, the unemployed, people who work unsocial hours, the disabled, Doctor's Referrals and some students.

Two years ago I used to go to the Edge Hill facility but I stopped for two main reasons. Often, when I arrived the gym or the pool it was quiet rightly being used for course work by the students; so, turn round and go home. Othertimes, because of the lack of sensible parking I went straight home. Even with today's acres of parking at the Uni I think the same problem would still exist for many of the above group. Pushing prams and walking several hundred yards across the car park on dodgy knees, hips, lungs and hearts, particularly in inclement weather, to get to the sports hall/pool is not a very healthy option. For those without their own transport I cannot find a viable bus service to the Uni from anywhere; they seem to supply the students with a private service. At Park Pool the Council parking means a maximum of fifty yards walking, this is often less than ten yards.

I trust that the above will help you to positively secure the future for Park Pool.

Would you please acknowledge receipt of my email.

Thank you,

4

From:

Sent: 17 November 2015 07:34

To: Leisure Services

Subject: CONSULTATION RESPONSE TO DRAFT LEISURE STRATEGY

Dear West Lancashire Borough Council Leisure Department, In response to your consultation on your Draft Leisure Strategy, we sent you an email outlining our views on November 9th 2015 requesting that you send us an acknowledgement in order that our views will be taken into account.

To date, we have not received an acknowledgement and so we again ask that you kindly send us one.

Thank you.

5

From:

Sent: 23 November 2015 08:54

To: Leisure Services

Subject: Consultation response to Draft Leisure Strategy

I understand that the option of closing the Park Pool has been reinstated in this document (Page21 c). It is a matter of regret that, despite recent assurances, this has occurred. Whatever plans the current Labour administration has in mind for a new (and much needed) Pool, closure of the current facility would be a retrograde step in the provision of a leisure facility that additionally improves the health of its users.

Please acknowledge this email

6

From:
Sent: 21 November 2015 15:53
To: Leisure Services
Cc: 'Our West Lancashire'
Subject: Consultation Response to Draft Leisure Strategy

I want the reference to the closure of the Park Pool at Pg 21c) removed & replaced with a commitment to invest in & develop the facility.
Please acknowledge receipt of this email.

7

To whom it May concern,

I recently signed a petition to stop the closure of the Park pool leisure centre and show my support to the valuable service it provides to our local community.

I would like to further my support for this cause by requesting that you remove reference to the closure of Park Pool from page 21 c) and replace it with a commitment to invest in and develop the facility which provides a crucial benefit to the local community?

Please can you acknowledge that my email has been received by the council and keep me informed of any development in this matter?

Kind Regards,

8

To whom it may concern

I was very disappointed to learn that at a recent council meeting, despite assurances to the contrary, Park Pool is still under threat of closure.

Please remove reference to closure of Park Pool from the Draft Leisure Strategy on Page 21 Section c. Instead a commitment should be made to invest in and develop this facility which brings in much needed revenue and teaches hundreds of children to swim every year (not only privately, but also through the national curriculum requirement) - not to mention the health benefits. The same services can not be delivered elsewhere in the area.

Please acknowledge receipt of this email
Regards

9

19th November 2015

RE: Consultation Response to Draft Leisure Strategy – Park Pool

Dear Members

I am writing with passion to urge that the reference to closure of Park Pool at Page 21 c) be removed and replaced with a commitment to invest in and develop the facility. Park Pool is a pivotal part of our community, it is a place where our children can develop fitness, community cohesion and other developing interests (life saving badges, swimming etc). This is essential and continues to stop groups of teenagers roaming or huddling into groups around our town. It also plays a vital role for all people in our community – anti natal classes, baby clubs, OAP classes. Park Pool was originally built by the community to serve the community, this is a role it continues to play and why it is very important that the West Lancs Council continue to invest and develop.

Would you please ensure that you acknowledgement that my email has been received by the council and I would be grateful if you could please keep me informed of any correspondence you make on this matter.

Thank you for your kind attention in this matter.

Yours sincerely

10

From:

Sent: 18 November 2015 16:56

To: Leisure Services

Subject: Consultation Response

To those responsible for the draft Leisure Strategy

I would like to say that as a West Lancashire resident I would not like to see Ormskirk bereft of its own community swimming pool. I mean Park Pool. It is a facility whose services cannot be fully duplicated by another entity due to its 100% community focus. Also as it was provided with the help of West Lancashire tax payers' money it should not be considered for closure. To this end I would like to see all consideration of it as a target for closure removed from the Draft Leisure strategy document on page 21c. Rather I would like to see there a commitment to invest in this vital leisure service for continued community use for years to come.

Yours Faithfully

11

I write as a concerned resident of Ormskirk in relation to the recently circulated draft leisure Strategy for West Lancashire. I would particularly like to express my displeasure at the fact that still contained within the strategy is reference to the "Closure" of Park Pool in Ormskirk which appears on page 21 section c of your strategy.

I am led to believe an amendment was proposed at a recent council meeting to remove the specific reference to this closure from the draft strategy but this was voted down by Labour councillors.

As a tax paying resident of West Lancashire, which I have now been for over 25 years, I want the reference to the closure of Park Pool at page 21c of the report removed and would want to see this replaced with a firm commitment from the borough council to invest in and further develop the facilities at Park Pool.

I would also ask that I receive acknowledgement of the receipt of this email by return and that I be kept abreast of any developments in relation to this draft strategy either directly or via my ward councillors who I have copied on this email.

Yours sincerely

12

To whom it may concern;

Please can you remove the reference to the closure of Park pool (p.21 c) and replace it with a commitment to invest and develop the facility further. As someone who learned to swim there, spent time there, and have taught my children to swim there I feel this is an important piece of the locality and should remain present.

Please can you both acknowledge that this has been done and keep me informed of any further changes to this proposal.

Kind regards

13

From:
Sent: 18 November 2015 17:34
To: Leisure Services
Subject: Remove the option of closing Park Pool

I find it hard to believe that West Lancs Council would ever consider closing Park Pool. I urge the council to remove the option of closure from the draft consultation document.

The following statement (circulated by Our West Lancashire) should make it quite clear that such a move would be against the interests of the people of this area. Moreover, there is no financial reason for recommending closure.

"Park Pool makes an operating surplus, serves 15 primary schools with swimming to meet their national curriculum requirement, 9000 swimming lessons a year and has provided employment for a growing number of local people as its use has actually increased in recent years. It is a highly popular and well located facility whose construction was part funded by the people of Ormskirk. The new facilities at Edge Hill are primarily for University use and are not available to the community or schools for much of the week."

14

From:
Sent: 18 November 2015 18:37
To: Leisure Services
Subject: Consultation Response to Draft Leisure Strategy

To the Council

I want the reference to closure of Park Pool at Page 21 c) removed and replaced with a commitment to invest in and develop the facility .

With Regards

15

From: Sent: 18 November 2015 21:08
To: Leisure Services
Subject: Re Consultation Response to Draft Leisure Strategy.

Dear Sir,

I request the reference to closure of Park Pool at page 21c be removed and replaced with a commitment to "Invest and Develop The Park Pool Facility"

I request a receipt for this email.

Yours sincerely

16

From:
Sent: 18 November 2015 21:29
To: Leisure Services
Subject: Consultation Response to Draft Leisure Strategy

Further to reference to 'closure' of Park Pool that remains in the draft Leisure Strategy.

As a local resident and member of Park Pool for a number of years I would like to see this reference to closure of Park Pool at Page 21 c) removed and replaced with a commitment to invest in and develop the facility would be enormously helpful.

Thanks

17

From:
Sent: 18 November 2015 23:04
To: Leisure Services
Subject: Consultation review

To whom it may concern,

I am writing with reference to the closure of Park Pool and would like removed page 21 c) .
I would like to see it replaced with a commitment to invest and develop the facility.
Please can you confirm receipt of this email and keep me informed on this matter.

Regards

Ormskirk Resident

18

From:
Sent: 19 November 2015 02:46
To: Leisure Services
Subject: Consultation Response to Draft Leisure Strategy

To whom it may concern,

I write to request that the reference to closure of Park Pool page 21, section c, be removed and replaced with a commitment to invest in and develop the facility.

Park Pool is a valuable and irreplaceable resource for the community. Failure to develop and invest in such a resource would be a grave error in judgement and leadership.

I ask that the council acknowledge receipt of this email and thank you in advance for considering my comments.

Yours sincerely,

19

From:
Sent: 19 November 2015 12:55
To: Leisure Services
Subject: Consultation Response to Draft Leisure Strategy

Dear Sir/Madam,

With reference to the "Draft Leisure Strategy" document.

I want the reference to the closure of Park Pool at Page 21 c) removed and replaced with a commitment to invest in and develop the facility.

Please send an acknowledgement that my email has been received by the council.

Regards
Skelmersdale Resident

20

From:
Sent: 19 November 2015 13:02
To: Leisure Services
Subject: Fwd: Consultation Response to Draft Leisure Strategy

Date: 18 Nov 2015 9:54 pm
Subject: Consultation Response to Draft Leisure Strategy
To:
With reference to closure of Park Pool at Page 21 c) removed and with commitment to invest and develop the facility would be enormously helpful. I would be pleased to receive an acknowledgment to this email

21

From:
Sent: 08 November 2015 18:31
To: Leisure Services
Subject: Consultation Response to Draft Leisure Strategy

Dear Sir,

Please remove the reference to the closure of Park Pool at Page 21 c) and replace it with a commitment to invest in and develop the facility.

Yours sincerely,

Ormskirk Resident

22

From:
Sent: 18 November 2015 16:41
To: Leisure Services
Subject: Park Pool proposed closure

I write with reference to an e mail that I have received regarding the pool. I implore you not to even consider it's closure in the future when Serco's contract expires. This is a facility that must stay with the people of Ormskirk. I along with many others are appalled at the prospect. I would ask you to acknowledge receipt of this 'e' mail.

Regards

23

From:
Sent: 18 November 2015 18:13
To: Leisure Services
Subject: Possible Park Pool Closure

Dear Sirs

I am emailing to express my wish that the reference to the closure of Park Pool on Page 21 c) removed and replaced with a commitment to invest in and develop the facility

Thank You
Ormskirk Resident

24

From:

Sent: 26 November 2015 11:13

To: Leisure Services

Subject: Park Pool Leisure Centre's Threatened Closure

I wish that the statement at 21c be removed and amended that Park Pool will be invested in and developed more for the good of all West Lancs citizens.

Thank you.

25

From:

Sent: 26 November 2015 11:57

To: Leisure Services

Subject: PARK POOL PROPOSED FUTURE CLOSURE - OBJECTION

Dear Sirs,

I am writing in response to information stating that there may be plans to close Park Pool in the future.

This would be a massive mistake for the health and social interaction within the community of Ormskirk.

This facility provides easily accessible and affordable facilities for all ages. It has prime position, very helpful staff and the majority of Ormskirk residents do not need a car to get there. Additionally if a car

is needed to be used the parking facilities are good enough to cater for the leisure centre's needs.

I am 60 years old and have recently joined the gym, classes and pool use. I have osteopenia and arthritis and

it has been critical and helpful for me to be able to use these facilities to improve my health in this area and

reap the benefits of the positive effect that this improvement provides.

I cannot express my exasperation and frustration at this even being thought about.

Yours sincerely,

26

From:

Sent: 30 November 2015 12:01

To: Leisure Services

Subject: WLBC - Draft Leisure Strategy and importance of Ranger services

Hello,

I have referred to this document whilst aware of the pressure on local authorities provisions of services.

The particular focus for my comments relates to the Ranger Services, which I am seriously worried will be eroded according to my reading of the wording at the end of the document.

3 In the context of the finances available explore the scope for reshaping the Ranger service including the role of volunteers

3 Engage with local users to develop and provide volunteer support for Tawd Valley Park

3 Develop the role of volunteer groups in the management of the Council's facilities

3 Provide information packs and invitations to colleges and commercial organisations on the opportunities for engagement for students and staff on

supporting local parks and green spaces.

There does not seem to be recognition of the limitations of voluntary support, welcome though that may be whenever it is provided. Such volunteers will always need a level of supervision and training which only a dedicated band of qualified Rangers could provide. In my view and experience, volunteer activities are much less efficiently achieved than what would be provided by fully employed staff for you need to take into account that productivity in certain tasks would only be 50%, and other tasks could not be undertaken at all by volunteers.

It is also the case that volunteer support is very erratic and undependable.

It does not seem to be recognised that the running and management of Green Spaces requires a background of training and expertise in countryside management and the natural world which could not be assured from the voluntary sector.

It is also vitally important that the number of Rangers is maintained for they cannot possibly run a duty roster with fewer staff.

The rangers' role is crucial in helping to foster good health in the community whether by active walks or in simply in maintaining the green environment for the population to benefit from.

Their role is probably under-appreciated by population but the use of Green spaces surely is a mirror upon their valuable activity. Maybe, they could undertake more public walks with an educational focus on their background activity. Can such walks be charged to the local general practitioner services in their prescriptions for restoration for healthy living?

Yours sincerely,
Ormskirk, Resident

27

From:

Sent: 30 November 2015 12:10

To: Leisure Services

Subject: WLBC Draft Leisure Strategy - Rangers and follow-on comment

Hello,

As a follow-on to my previous email about the Ranger Services, I think laudable though the proposal for a cycle route between Ormskirk and Skelmersdale and even more so a new Park Pool swimming pool be, maintenance of the Ranger Services is of much higher priority. I say this also as a keen cyclist and swimmer.

Yours sincerely,
Ormskirk, Resident

28

From:

Sent: 01 January 2016 12:37

To: Leisure Services

Subject: Consultation into possible closure of park pool ORMSKIRK

I realise that austerity is at the forefront of your decisions about where to impose council cuts. I beg you to keep park pool open. I regularly use the facilities there as my children do and their children. 20 members of my family have been taught to swim there over the years. It is a real hub of ORMSKIRK community and to close it would be devastating to a great many people of all ages.

Sincerely

29

From:

Sent: 01 January 2016 13:24

To: Leisure Services

Subject: Consultation response to draft leisure strategy

Sir, Madam

I want the reference to closure of Park Pool at Page 21 c) removed and replaced with a commitment to invest in and develop the facility.

I ask for an acknowledgement that this email has been received by the council.

I wish to point out that Park Pool makes an operating surplus, serves 15 primary schools with swimming to meet their national curriculum requirement, 9000 swimming lessons a year and has provided employment for a growing number of local people as its use has actually increased in recent years. It is a highly popular and well located facility whose construction was part funded by the people of Ormskirk. The new facilities at Edge Hill are primarily for University use and are not available to the community or schools for much of the week.

Best regards

30

From:

Sent: 01 January 2016 13:47

To: Leisure Services

Subject: Consultation Response to Draft Leisure Strategy

Dear Sirs,

I wish the reference to closure of Park Pool at Page 21 c) removed and replaced with a commitment to invest in and develop the facility.

Points I wish to make are: Park Pool makes an operating surplus, serves 15 primary schools with swimming to meet their national curriculum requirement, 9000 swimming lessons a year and has provided employment for a growing number of local people as its use has actually increased in recent years. It is a highly popular and well located facility whose construction was part funded by the people of Ormskirk. The new facilities at Edge Hill are primarily for University use and are not available to the community or schools for much of the week.

Thank you

31

From

Sent: 01 January 2016 14:07

To: Leisure Services

Subject: Consultation Response to Draft Leisure Strategy

To whom it may concern

I would like to place on record that I want the reference to the closure of Park Pool at Page 21c removed. To be replaced with a commitment to invest in and develop the facility, which would enhance the social facilities of West Lancashire provided by the Council.

Park Pool makes an operating surplus; serves 15 primary schools with swimming to meet their national curriculum requirement; 9,000 swimming lessons each year; has provided employment for a growing number of local people. Its use has significantly increased in recent years. It is a highly popular and well-located facility. The construction of Park Pool was part funded by the people of Ormskirk. The proposed possible alternative of the new facilities at Edge Hill University are primarily for the use of the University, and are not available to the community or schools for much of the time.

Please acknowledge receipt of this communication.

Sincerely

32

From:

Sent: 01 January 2016 14:06

To: Leisure Services

Subject: Response to Leisure Strategy Consultation

FAO

Leisure Strategy Consultation Team,
WLBC.

I am an Ormskirk resident of fifteen years' duration, a member and regular user of the gym and pool facilities at Park Pool leisure centre, and a frequent cyclist on West Lancashire's roads, as well as a habitual pedestrian/leisure walker in and around the town and adjacent countryside. I also visit the parks and from time to time attend cultural events such as theatre, music and art exhibitions.

I have skim-read the draft strategy, and agree that for health, social and environmental reasons it is increasingly important to apply public resources to the provision of leisure, with an emphasis on public participation and physical and mental fitness.

A few specific points I would make are:

1. It is important not only to cater for the defined needs and groups of 'users' of sports and leisure resources, but to anticipate and promote fitness and participation among groups of people where "take up" levels could be higher, in the interests of the overall health of the community as well as individuals' quality of life.

2. While I am in favour of an 'options review' in relation to Park Pool, I strongly disagree that closure should be an option, as implied in point (c) on page 21 - replacement may, depending on economic and environmental costs, be worthy of consideration, though I would think enhancement a more desirable aim unless there are serious structural weaknesses in the existing building. [Without personal knowledge of the other built facilities in the area, I can only say that this would seem to me to be a working principle in general, also.]

3. I believe WLBC should take this opportunity to end its involvement with Serco, a company found in an Ethical Consumer survey to have possibly the worst overall human rights and environmental record among an appalling field of corporations to which public services are outsourced [www.ethicalconsumer.org/commentanalysis/ethicaleconomics/outsourcingukpublicservices.aspx] It is gravely implicated, for example, in shocking child abuse accounts at Yarl's Wood detention centre [https://www.opendemocracy.net/ourkingdom/clare-sambrook/uk-border-agencys-long-punitive-campaign-against-children-helped-by-g4s-an] Under Serious Fraud Office investigation, Serco has also been found guilty of overcharging the Government for services. <http://www.theguardian.com/business/sercogroup>
I question why WLBC is using my council tax money to further feed this corporation's profits.

4. While I would support a growing integration, as far as possible, of health and leisure opportunities and facilities provided by WLBC and by Edge Hill University, the Council's Strategy must be realistic about the priorities of EHU, to provide for its students and staff. Public access to University resources and memberships may be promoted, but must not be exaggerated, as a part of this Strategy; for example, timing restrictions for the general public need to be made clear. It should also be borne in mind that central facilities such as Park Pool are more conveniently located for local residents, particularly those who choose not to or cannot use cars.

5. I strongly support the intention to link cycling - and, I would add, walking - routes to hubs of activity such as town and village centres, because of the well-established health and environmental benefits of walking and cycling. I would like to see routes to and from sport and leisure facilities pro-actively included in this.

6. Cycling and walking routes which are as far as possible separated from traffic, especially heavy or fast-moving traffic [but designed by active cyclists and walkers, to avoid common inconsistencies and inconveniences such as very short marked lanes or significant detours and loss of priority at roundabouts and junctions] would be particularly welcomed.

7. An essential aspect of the Strategy will be its promotion and publicity, making it clear to the public what opportunities are available - not least, easy-to-find-and-read maps and routes for walking and cycling. Identifying and allocating resources to publicise healthy living and leisure opportunities in libraries, other public buildings, town and shopping centres, as well as in the press and virtual media, has to be a priority.

I thank you for taking the time to read my comments, and look forward to your acknowledgement that you have seen and will give due consideration to them.

Yours faithfully,

Ormskirk, Resident

33

From:

Sent: 01 January 2016 15:40

To: Leisure Services

Subject: Park Pool

I have sent you an email a while ago about the long term future of Park Pool Ormskirk and would request an acknowledgement.

I understand that the pool is making an operating surplus so financially it is viable. It serves its purpose well, with 15 primary schools using it to fulfil their obligation (in the National Curriculum) to teach swimming to students.

As well as school swimming lessons, many private lessons are taught there which in an area with a canal nearby is most important.

It must be remembered that the pool was funded by the people of Ormskirk, for the local people who do not have unlimited access to any other local facility such as Edge Hill Pool which is primarily for Student use. I

Both my sons learned to swim there (now aged 43 and 37) and I have grandchildren who benefit from weekly lessons.

It is strongly felt among the community, that Park pool is an asset which should be kept at all costs. I await your response and acknowledgement of the email.

Burscough, Resident

34

From:

Sent: 01 January 2016 18:58

To: Leisure Services

Subject: consultation response to draft leisure strategy (ORMSKIRK PARK POOL)

F.A.O the department of the possible closure of Ormskirk Park pool.

It is in the interest of my family and so many more around West Lancs that the reference to closure of Park Pool at Page 21 c) is removed and replaced with a commitment to invest in and develop the facility instead.

It saddens us deeply that Ormskirk park pool is under threat of closure.

I used the pool myself as a child for lessons with my primary school and with park pool, and I have brought my 2 children now for many years. They both learned to swim there as it is the only pool I can travel to.

My daughter has been attending swimming lessons there now for several years, she has Autism and doesn't usually integrate well in social settings, but at swimming she responds so well in the group and likes her swimming teacher a lot.

Routine is key with her and I think she is so comfortable in the setting and surroundings that she has adjusted so well at Ormskirk pool.

Its also the only exercise she truly enjoys so I welcome the lessons she has every Saturday.

The government are all about health and fitness at the moment, so this is such a shame as it's a great source of exercise for the locals.

To close Ormskirk would most probably be the end of swimming for my daughter as she is so well adjusted to Ormskirk, she wouldn't want to start anywhere new- a new place, new teacher, new surroundings would damage her progress and knock her confidence that has taken such a long time to build.

There are so many children catered for in the whole week of swimming lessons (at Ormskirk) to move them all to SKEM or EDGE HILL would definitely over subscribe those places, so what happens to the children who don't get a place at the new venue?

Please reconsider the possible closure of Ormskirk Park pool, myself and so many other parents, teenagers, children and toddlers would be devastated at this loss.

Please can you acknowledge this email and I would be very grateful of a response from you.

Yours sincerely

35

From:

Sent: 01 January 2016 20:08

To: Leisure Services

Subject: Consultation Response to Draft Leisure Strategy.

Dear Sir/Madam

I am writing about the future of Park Pool, Ormskirk.

I would be very grateful if any reference to it's closure would be removed from the literature.

Instead, the commitment of the council to invest in it and develop it further would surely benefit so many people in our town.

Personally, my husband and I use the facilities regularly and I am aware of how frequently the schools and private swimming lessons take place there. To say that we could use the facilities at Edge Hill Uni is of no use to me. I would be exhausted before I had even walked there; I do not want to add to my expense of catching public transport and, for those who have a car, I believe it would be impossible to find anywhere to park.

PLEASE DO NOT CLOSE OUR POOL.

An acknowledgement to this e mail, would be gratefully received. Thank you.

Yours faithfully

36

From:

Sent: 01 January 2016 21:39

To: Leisure Services

Subject: Park pool closure

Lancashire council,

With reference to closure of Park Pool at Page 21 c). This requires removal and replacement with a commitment to invest in and develop the facility would be enormously helpful.

Although I am a Merseyside resident, myself and many other Southport families use the pool as it is far better than our own council run one.

Kind regards,

37

From:

Sent: 01 January 2016 21:42

To: Leisure Services

Subject: Consultation Response to Draft Leisure Strategy

I am writing this email as I want the reference to closure of Park Pool (at Page 21 c) removed and replaced with a commitment to invest in and develop the facility. As a local resident living in a family home in Park Avenue with ownership dating back 100 years, I know that my grandparents were among local residents who raised money to fund the opening of a swimming bathes for the Ormskirk people as the local council wouldn't fund it therefore making it more important that we honour the people who tirelessly worked to create Park Pool for the people.

Park Pool has played an enormously important role in the lives of most residents spanning from their childhood to adult life. I would like to state some facts about Park Pool:-

Park Pool makes an operating surplus, serves 15 primary schools with swimming to meet their national curriculum requirement, 9000 swimming lessons a year and has provided employment for a growing number of local people as its use has actually increased in recent years. It is a highly popular and well located facility whose construction was part funded by the people of Ormskirk. The new facilities at Edge Hill are primarily for University use and are not available to the community or schools for much of the week.

38

From:

Sent: 01 January 2016 23:21

To: Leisure Services

Subject: Consultation Response to Draft Leisure Strategy

Dear Sirs

I refer to the above consultation. I would like the reference to closure of Park Pool at Page 21 c) removed and replaced with a commitment to invest in and develop the facility. Park Pool is an important local amenity. The Facilities at Edge Hill University are not in the Town Centre, difficult to get to unless once has a car and even then parking is a major problem which is a long way from the swimming facility.

Please acknowledge this email.

Regards

Ormskirk Resident

39

From:

Sent: 02 January 2016 11:03

To: Leisure Services

Subject: Consultation Response to Draft Leisure Strategy

At your next meeting I would like to see the reference to closure of Park Pool removed, and replaced with a commitment to invest and develop this popular facility, for the following reasons:

- 1) Serves 15 primary schools.
- 2) Numerous swimming lessons
- 3) Ideal Parking facilities (which could not be provided at Edge Hill).
- 4) This was Part funded by the residents of Ormskirk.

On behalf of the West Lancs. Sports and Social Club for the Disabled, of which I am secretary, and have been meeting at Park Pool for 40 years, every Friday evening from 8pm until 10pm, serving families from several districts within the West Lancs. Borough.

Park Pool has become more popular over the years, Edge Hill can not fulfill the needs and requirements of all the above, so many people will suffer in the community should Park Pool close. Edge Hill is for the benefit of students whose paying £9,000 per year for all the facilities on campus.

I would be grateful for my records if you would acknowledge that you have received this email.

40

From:

Sent: 02 January 2016 12:54

To: Leisure Services

Subject: Leisure Consultation Document and Park Pool, Ormskirk

As a child born in 1955 and living in Burscough my only access to a swimming pool was via a train journey to either Southport or Wigan. After much campaigning Park Pool came along in my teenage years and has been enjoyed by my children and their childrens children. It is used by over 25 Primary Schools in the area and its own swimming lessons are currently being enjoyed by my grandchildren. The planning department of West Lancs Council is agreeing permission to build on many green spaces in our area thus increasing demand on local services. I see any reference to closure as being a major step backwards in the development of West Lancashire. Yes private leisure/gym facilities fill the gap but it is impossible to join with sole access to a swimming pool and outside many peoples income..

Therefore please remove any reference to close Park Pool at page 21 c) and replace with a commitment to invest and develop this facility.

Please acknowledge receipt of this email

Burscough Resident

41

From:

Sent: 03 January 2016 09:14

To: Leisure Services

Subject: Proposal on the closure of Park Pool Ormskirk.

To whom it may concern, please be informed that I am totally opposed to this proposal about the closure of the swimming pool and other facilities in the building at Park Pool.

The pool carries out vitally important work teaching children how to swim along with the fact it's helps the community stay fit and also employs people.

The council's short sightedness will create more problems than it solves.

I would like to give you an example, would you like your child to die because he or she couldn't swim if they were unfortunate enough to fall in water somewhere and couldn't manage to get to safety.

We all know that council's have to save money, but this proposal is outrageously lacking in common sense.

Please be aware that I require a notification that you have received this email.

42

From:

Sent: 03 January 2016 18:51

To: Leisure Services

Subject: Consultation Response to Draft Leisure Strategy

To whom it may concern

I am writing to request that the reference to closure of Park Pool on Page 21 c) removed and replaced with a commitment to invest in and develop the facility.

It is unthinkable that the council would even consider closing this facility.

As a nation are we not supposed to be tackling obesity?

Is it not important that children are taught to swim?

What else do we have to occupy young people?

This building of this pool was supported by local residents myself included; I joined a sponsored 20 mile walk to raise funds in the early 70's.

Please reconsider this decision it is so important for the community both locally and surrounding area.

Regards

43

From:

Sent: 04 January 2016 12:17

To: Leisure Services

Subject: Park Pool

Dear Sir/Madam

I would just like to express a view that reference to the possible closure of Park Pool in Ormskirk should be removed from the Draft Leisure Strategy. Whenever I have visited Park Pool during the past few years it has always been busy and is obviously a key leisure facility for many members of the community. To lose this facility would be a great loss to Ormskirk and the surrounding areas. It would severely detract from the attraction of West Lancashire as a good place to live.

I wonder if it would be possible to acknowledge your receipt of this email.

Kind Regards

44

From:

Sent: 04 January 2016 12:32

To: Leisure Services

Subject: Park Pool Ormskirk

Please change Park 21c to say it will close to you will provide funds to improve existing site.

This pool is essential to the people in the Ormskirk area and would be a great loss .

Yours sincerely

45

From:

Sent: 04 January 2016 12:38

To: Leisure Services

Subject: Consultation Response to Draft Leisure Strategy

Hi

With regard to the above, I would like the reference to the closure of Park Pool at Page 21 c) removed and replaced with a commitment to invest in and develop the facility.

I believe that any closure of the pool would severely curtail the leisure facilities in the town and would be nothing short of a disaster for the future. The Council should be looking at ways of improving the facilities available rather than knee jerk reactions such as that proposed.

I would appreciate an acknowledgement of this email please.
Yours faithfully

46

From:
Sent: 04 January 2016 19:06
To: Leisure Services
Subject: Consultation Response to Draft Leisure Strategy

Dear Sirs,

It has just been brought to my attention that a consultation document refers to the possible closure of Park Pool in Ormskirk. I lived in Ormskirk for many years and although I now live in Rufford, still visit the pool. My children both learned to swim there and I can't imagine why it has ever been a consideration to close the pool. It is not only an essential form of exercise for many who cannot walk, run or attend gym facilities, but a lifesaving and essential lifelong activity.

In my opinion the reference to closure of Park Pool, apparently at Page 21 c) should be removed and replaced with a commitment to invest in and modernise this invaluable facility.

Rufford

47

From:
Sent: 04 January 2016 20:31
To: Leisure Services
Subject: Draft Leisure Strategy

FTAO – Council Leisure Services

RE: Draft Leisure Strategy

Please remove the reference to closure of Park Pool at Page 21 c) and replace it with a commitment to invest in and develop the facility.

Park Pool makes an operating surplus, serves 15 primary schools with swimming to meet their national curriculum requirement, 9000 swimming lessons a year and has provided employment for a growing number of local people as its use has actually increased in recent years. It is a highly popular and well located facility whose construction was part funded by the people of Ormskirk. The new facilities at Edge Hill are primarily for University use and are not available to the community or schools for much of the week.

If the above figures are incorrect please supply your own detail. Can you please explain why West Lancs Council do not communicate to residents important decisions such as the above. What other matters are you trying to conceal?

Regards

Ormskirk

48

From:
Sent: 04 January 2016 20:51
To: Leisure Services
Subject: Consultation response to draft leisure strategy

Sir, Madam

I want the reference to closure of Park Pool at Page 21 c) removed and replaced with a commitment to invest in and develop the facility.

I ask for an acknowledgement that this email has been received by the council.

I wish to point out that Park Pool makes an operating surplus, serves 15 primary schools with swimming to meet their national curriculum requirement, 9000 swimming lessons a year and has provided employment for a growing number of local people as its use has actually increased in recent years. It is a highly popular and well located facility whose construction was part funded by the people of Ormskirk. The new facilities at Edge Hill are primarily for University use and are not available to the community or schools for much of the week.

Best regards

49

From:

Sent: 06 January 2016 00:17

To: Leisure Services

Subject: Consultation Response to Draft Leisure Strategy

Dear Sir/Madam

I am writing to request that the reference to closure of Park Pool at Page 21c be removed from the consultation document. I would ask that it be replaced with a clause that promises to develop this fantastic facility for the people of Ormskirk.

I remember the pool opening and it has been a part of all our lives in Ormskirk ever since. I am currently a gym member, and all my family have used the facility over the years, through schools, local clubs and individually. It is in a great location by the park, in the heart of the community of Ormskirk, providing thousands of essential swimming lessons, helping perhaps 20 local schools fulfil the national curriculum requirements. It's loss would be a catastrophic blow to Ormskirk. It's unimaginable!

I would be grateful if you would acknowledge receipt of this email because I feel I need to be reassured my views, along with countless other locals, have been heard and will be considered.

Yours sincerely

50

From: Ormskirk Residents

Sent: 07 January 2016 11:23

To: Leisure Services

Subject: Draft Leisure Strategy Consultation

FROM ORMSKIRK RESIDENTS GROUP

ORG has previously written to Councillors concerning the proposals for Park Pool and received a response from the Leader asserting that there would be no closure of Park Pool.

We therefore strongly object to the fact that on Page 21 "ACTIONS", there still remain references to the possible replacement/closure of Park Pool in the future.

The Pool is used by old and young alike, schools and lessons (for which there are waiting lists), disabled use features largely in its provision. It was originally partly funded by public subscription and is an asset to the town. Its services can in no way be provided by a private provider (Edge Hill).

We ask that proposals, however remote, to close Park Pool are removed by deleting any references to possible future closure and a commitment is given to refurbish the facility.

51

From:

Sent: 07 January 2016 17:04

Some Comments on the WLBC Draft Leisure Strategy 2015-2025

I support the key aims and proposed actions but regret that they are not more ambitious.

It is not clear how demand for various types of facilities has been assessed. The strategy is more a list of existing facilities and concerns at the future funding of them. It would have been useful if some suggestions for sources of future funding were made, even if by an increase in Council Tax.

It seems likely that a case could be made for a swimming pool in the north of the Borough, possibly Burscough.

Equally the reinstatement of the Trim Trail/ circuit training in Tawd Valley Park, provision of adult outdoor sports exercise equipment in all public parks, and arts activities in the basement of Skelmersdale Library and other parts of the Borough in addition to the Chapel Gallery, Ormskirk, might have resulted from a clearly stated strategy.

The criteria of 10 minutes driving time to reach Sports Hall and the conclusion p8 that (95% of the population meets these criteria) would seem to be unsound as those most deprived and unhealthy are likely not to own or have access to cars.

The report does not take into account the decision of Lancashire County Council to close Glenburn Sports College and the probable consequence that the playing fields and sports hall there will be not available for public use very soon.

Has the WLBC had any discussions to maintain Public access to the Active8 facilities following the LCC decision to close the school? It seems unlikely that Lathom High would wish to use facilities "off campus". It is many years, 25 plus, since my children left West Bank High School, (since closed) and I have no idea what happened to the Swimming pool it shared with Glenburn. Has its existence been overlooked in the assessment of swimming pools?

The Report does not take into account demand to be generated by planned housing developments at Whalleys in Skelmersdale, Firwood Road Lathom and elsewhere in the borough. The poor condition and lack of signage does not encourage use of the extensive network of foot path and cycle ways created by the SDC. Wind and rain also play a part!

It is difficult to know where and how Sports Hall and swimming pool facilities could be provided in Skelmersdale Town centre as there is no land allocated for them in the approved St Modwen planning permission and to rebuild on the existing site would deprive users of the use of the facilities for some considerable time. This is not an insolvable problem but require thought and more attention than that given to the replacement of educational facilities at Glenburn- in temporary huts at Lathom. The Nye Bevan Pool is most unattractive and worn out facility and urgently needs replacement.

There has been no assessment of the impact on football pitches of the Environment Agency decision to switch of pumps and allow ground water levels to rise in the Alt-Crossens basin. Is the WLBC prepared to support an IRB?

To say there is no demand for cricket pitches in Skelmersdale is disingenuous as the WLBC allowed the long established Skelmersdale Cricket Club, based in the old mining village to make a planning gain and relocate in the green belt just outside the town in South Lathom. I know cricketers who maintained membership and play on the new, better facilities there. It's a pity that the football club relocated to the Stanley Industrial estate with it lack of car parking and public transport connections.

In view of the uncertainty of the continued availability of the cricket pitch in Dalton I suggest that the former cricket pitch in Elmers Green, now designated as Green Space in the local plan be protected/safeguarded for possible future use as a cricket pitch

7Jan2016

52

From:
Sent: 07 January 2016 21:02
To: Leisure Services
Subject:

we have read the leisure strategy and have the following comments:

- Refurbishment/replacement of Nye Bevan pool is a priority for us. The facilities for changing young children there are horrible at present.
- it would be good to have the facility for spinning, body pump and other aerobics style classes combined with a gym at Nye Bevan, so you could have membership for these including a pool
- Park Pool is a useful facility, we would like to see it maintained but are not convinced it needs replacement. We would not see a facility at Burscough as comparable as the flexibility to be able to go into Ormskirk town afterwards is useful.
- we enjoy the green spaces in the area very much and regularly use Beacon Park. We would definitely not want to see standards in this area drop, your proposals for greater reliance on volunteers and partnership organisation could potentially put this at risk.

Regards,

53

From:
Sent: 08 January 2016 11:09
To: Leisure Services
Subject: comment on Draft Leisure Strategy

Mr & Mrs R Hill, Ormskirk

Our only comment concerns the Possible Future closure of Park Pool. Despite assurances in the press that this will not happen we note that from the wording in the "Actions" Page 21, the references to the possible future closing/replacing remain. If Councillors were honest about safe guarding this much used facility, then any reference however slight would have been removed and there would be a commitment to refurbish Park Pool. This facility was partly funded by public subscription and must remain for use by public, schools, for lessons, classes and disabled group use.

The references to Sporting Edge are irrelevant for major use for the town. This is a private provider, with limited pool facilities, peripherally located in the town.

All references to Park Pool's closure must be removed.

54

From:
Sent: 08 January 2016 11:43
To: Leisure Services
Subject: Park pool

I would like to lodge an objection to the closure of Park Pool in Ormskirk. The idea of closing it and using Edge Hill is a disgrace. Students can't park at Edge Hill due to lack of car park spaces. How on earth do residents have the opportunity to park. Please don't suggest Edge Hill take even more agricultural land to build a car park. Edge Hill controls Ormskirk and it's time the Council supported the residents and listened to their views.

Regards

55

From: Parish Clerk Newburgh
Sent: 08 January 2016 16:42

To: Leisure Services

Subject: Newburgh Parish Council response to WLBC draft Leisure and Playing Pitch Strategy

Dear Sir/Madam,

Newburgh Parish Council would like to make the following comments in relation to the consultation on the draft Leisure and draft Playing Pitch Strategy:

Newburgh Parish Council welcomes the fact that West Lancashire Borough Council has drafted a strategy for the period 2015-2025 and is pleased to note that the Strategy includes plans for significant capital investment. However, there are concerns that the capital investment appears to be targeted mainly at the larger areas of the Borough – ie Skelmersdale, Ormskirk and Burscough. While this is understandable, it is vital that the smaller Parishes such as Newburgh are not left disadvantaged by the Strategy especially given cuts to other public services including those at Lancashire County Council level, such as subsidised bus services. Rural residents already face additional challenges due to lack of nearby facilities and cuts to public transport will make it harder for residents to get to the new planned and improved leisure facilities across the Borough. The proposed development of linear parks and other cycle routes are also targeted towards the larger towns and are unlikely to be of benefit to smaller Parishes. Current facilities in the smaller Parishes such as the Sports Club at Newburgh should also be supported with funding to ensure the long term health and wellbeing of all residents in the Borough. Residents living in the Parishes pay an additional charge on their Council tax to fund local facilities, which Ormskirk and Skelmersdale residents do not have to pay, so it is not fair that they should be disadvantaged in this way.

Regards

Clerk to Newburgh Parish Council

56

From:

Sent: 08 January 2016 18:17

To: Leisure Services

Subject: Consultation Response to Draft Leisure Strategy

New Way Tenants Residents Association wish for the reference to 'closure of Park Pool' at page 21 c) removed and replaced with a commitment to invest in and develop this facility.

Please send confirmation of receipt of this e mail.

Regards

Chair NWTRA

57

From: Lathom South PC

Sent: 09 January 2016 23:03

To: Leisure Services

Subject: Response to consultation

Please find below comments on the draft leisure strategy from Lathom South Parish Council

Clerk to Lathom South Parish Council

8th January 2016

Re: Draft Leisure Strategy and draft Playing Pitch Strategy – Comments from Lathom South Parish Council

Strategy: a plan designed to achieve a particular long term aim (Concise Oxford English Dictionary).

1. The Plan

The main body of this document starts at page 3. Pages 8 to 18 come under the heading "Assessment of Facilities". "Key Aims" start part way down page 19 and finish at the end of page 20. Then the Key actions timetable is listed on only three pages (21 to 23) and covers seven different aspects, from "built sports provision" to "sport and physical activity". One of the titles embraces "Countryside Sites, Parks, Green Spaces and Allotments" a very wide-ranging title which produces seven sub-titles with varying dates attached, three of which are for 2015/16; by the time that this document is finally approved, that period will be nearly over. Examination of the other four sub-titles reveals vague statements with no quantified targets and therefore no way of measuring outcomes against targets. Many of the so-called actions contain the word "support", which, in the context of a plan, is a meaningless and unquantifiable expression. This is typical of the whole four and a half page section that is supposed to be the plan.

2. What is the long term aim?

Quoting the document:

"The Council's Vision is:

To be a Council which is Ambitious for West Lancashire

Our Priorities

- *to retain and grow jobs, increase skill levels and encourage business and wealth*
- *to enhance the built and physical environment and its cleanliness*
- *to improve the health and wellbeing of local communities"*

3. How do the proposed actions support the long term aim?

3.1 Built Facilities

Under *Built Sports Provision* the aim is to "Address and rationalise present stock of ageing built sports provision **to provide facilities which meet contemporary standards**. This must be based on an affordable model of delivery that reflects the Council's financial position while also **providing sustainable gym/swimming provision to service anticipated needs** (our emphases).

Before the Council can address this issue it must be able to cost the financial needs of individual buildings but no estimates have been produced. Thus there is nothing to aim for in this period of financial stringency. The spectre of closures, staff reductions and limited hours working is ominously present, although down-played, in contravention of the stated long-term aim.

Without costings, suggested way of raising funding and recommended actions, this document falls short of anything that could properly be described as a strategy.

This is typified by the positions of Park Pool in Ormskirk and Banks Sports Centre:

On the Council's website, under "current consultations", the following statement about this document appears:

"This would include options for securing significant capital investment for the Council's built sports provision, subject to the finances available, as follows:

- Developing a new sports centre for Skelmersdale, to replace Nye Bevan Pool
- Replacing Ormskirk's Park Pool
- Refurbishing and/or enhancing the sports facilities at Burscough Racquets and Fitness Centre and Banks Sports Centre"

There is thus an apparent commitment to direct capital monies to these buildings, in order to achieve better facilities at all three of the locations mentioned. However, the text of the draft strategy

document contains statements of possible outcomes from "update, refurbish, enhance" to "**close**", **with a particular thread relating to the closure of Park Pool and using the new sports facilities at Edge Hill University instead. The built facilities assessment, at point 3 in its recommendations (page 33), contains the peculiar statement about Edge Hill** "This would be more central to the Ormskirk area". More central than Park Pool???

The draft strategy document states:

"Swimming is popular in West Lancashire and there is strong demand for all water based activities including lessons. There is no indication of unmet demand; 88.5% of West Lancashire's residents are resident within 10 minutes' drive of a West Lancashire public or school/ university swimming pool."

This emphasis on 'drive times' is justified only if there are (affordable and sufficient) parking facilities at, or close to, the venues. However, both the document and its supporting built facilities assessment fail to acknowledge this basic reality. In the case of Edge Hill, parking facilities are (or should be) fully allocated for the use of students and staff during the daytime and the surrounding roads are mostly unavailable for parking. The parking that does take place is largely in contravention of parking restrictions and/or causes friction between residents and the University.

For that reason alone, any dependence on members of the public being able to use the University's facilities is unreliable. However, it also relies on an underlying assumption that the University makes a reliable partner for the local authority, whereas its aims are often in conflict with local people.

In spite of these points, danger signs are evident in the draft documents, for example: (from the draft Leisure Strategy)

"Built Sports Provision

- Ageing Council sport and leisure provision tends to be in outdated buildings that do not reflect contemporary standards or expectations.
 - **Strong and developing private sector, University and West Lancashire College provision** (our emphasis)
 - No theoretical shortfall in existing provision
 - Public access to school based facilities tends to be limited during daytime hours"
- (from the Built Facilities Assessment):

"3. An economic viability assessment should be undertaken for Park Pool to determine the: financial viability of its retention and maintenance/improvement, projected lifespan and cost implications; and possibility of an improved shared access agreement with Sporting Edge (University) for access to its new facilities. This would be more central to the Ormskirk area, although such an arrangement may require a standing financial agreement.

4. In keeping with the above recommendations, **the costs and income potential/capital receipt that might arise from the clearance of the Park Pool and Nye Bevan sites should be assessed"**

Edge Hill is not more central than Park Pool. The location of Park Pool should be preserved (or within a short walk of the town centre (Edge Hill is NOT a short walk and therefore not a complete alternative). We don't have a problem with redeveloping the park pool site SO LONG as the pool can be relocated within a SHORT distance, if this enables its long term security).

The credibility of this draft "strategy" is put in doubt by contradictory statements relating to the future of Park Pool. Under Ormskirk, the document states, at page 21:

"(b) Ormskirk

In the context of the impact of the new Sporting Edge facilities and the finances available, undertake an options appraisal in relation to replacing Park Pool in the future.

However in point (c), **Burscough**, it states:

"consider the option of enhancing the facilities at Burscough if Park Pool closure is considered."

There is a world of difference between “replacement” and “closure” but the document treats the words as being interchangeable.

Park Pool currently caters for over two thousand child admissions a week, presumably supported by the fact that swimming lessons form part of their school curriculum. However, there is no mention of the need to find alternative educational provision, should closure be pursued.

Banks has been the subject of substantial housing development in the recent years and much more is planned. Even to contemplate closing sporting facilities in this outlying area shows disjointed planning. The apparent options of assuming that Banks residents could use facilities in Southport or at Tarleton High School have not been tested.

A proper options appraisal including figures for refurbishment or replacement is needed, and as part of this also ensure that long term maintenance is provided for, whether from investment of capital receipts from redevelopment, secure budget provision and business plans.

Countryside Sites, Parks, Green Spaces and Allotments

The statement “Maximise external funding, use of devolved management, income generation/sponsorship and the use of volunteers and volunteer organisations in relation to the Council’s countryside sites, formal parks and green spaces” could have come from a whiteboard at the end of a brainstorming session but without supporting proposals it means very little. These headings require much more detail within each. But in addition, investment of CILs and other sums eg. from land sales, as endowments to secure the long term future management of parks and green spaces is needed. Consider using the specialist land management charity, The Land Trust, to calculate the required sums and invest and protect the resources in perpetuity.

One of the statements in the section, i.e: “**Deliver 2 new allotment sites in Skelmersdale**” is somewhat misleading, since one new site already has approval, even before this consultation period has ended and it is not clear whether it is the same site or the second one that is likely to be funded out of Community Infrastructure Levy monies that have already been collected.

Countryside Sites, Parks, Green Spaces and Allotments and Cycle Routes

All countryside sites and parks are very valuable, our councillors use almost all of them regularly (and Blaguegate Playing Fields is also used as a valuable open space not just for sport, but for used as a park mainly for dog walking and as part of a circular walking route linking with the rights of way. We appreciate the work of the Ranger service and countryside management staff.

The suggestions of maximising external funding, use of devolved management, income generation/sponsorship and the use of volunteers and volunteer organisations are all useful. But also to ensure that income from CILs is directed into open space management. Consider using The Land Trust to either invest endowments to generate interest to use to maintain the open spaces, and /or to work with developers to ensure that the proper resources are made available for the future management of any open space associated with the development through service charges on each new dwelling or commercial building.

Cycling routes are important and the development of the linear park is welcomed. Although many cyclists use our country roads, in particular Spa Lane, a designated cycle route, however use by HGV’s who use it as a short – cut to Burscough are a danger to cyclists. To improve the cycle routes, HGV’s should be better directed to the main ‘A’ roads and motorways, as the current small signs are not effective.

Clerk to Lathom South Parish Council

KEY ACTIONS Timetable

Aim	Action	Estimated Timescale	Partners (Lead)
Built Sports Provision	<p>Establish a Project Team led by the Head of Leisure and Cultural Services with representatives from Finance and Legal, supported by the Procurement Executive with an external Specialist Adviser to undertake the procurement of a new partnership arrangement from 1 April 2020 which would include significant capital investment for the built sports provision as outlined in (a) to (d) below, including options for securing capital investment.</p> <p><i>(a) Skelmersdale</i></p> <ul style="list-style-type: none"> ◀ In the context of the Partnership Agreement with HCA and St Modwens and the finances available, minimising revenue cost wherever possible, development of a new sports centre in Skelmersdale replacing Nye Bevan pool. <p><i>(b) Ormskirk</i></p> <ul style="list-style-type: none"> ◀ In the context of the impact of the new Sporting Edge facilities and the finances available, undertake an options appraisal in relation to replacing Park Pool in the future. <p><i>(c) Burscough</i></p> <ul style="list-style-type: none"> ◀ In the context of the finances available and market appetite potentially update and refurbish and enhance as appropriate the sports facilities at Burscough Racquets and Fitness Centre in order to secure its medium term future. <p><i>(d) Banks</i></p> <ul style="list-style-type: none"> ◀ In the context of the finance available and market appetite potentially update and refurbish and enhance as appropriate the sports facilities at Banks Sports Centre in order to secure its medium term future or consider closure. 	2016-2020	WLBC, Private Sector, Health partners, Parish Councils, Sport England, National Governing Bodies (NGB's).

Arts Service	<ul style="list-style-type: none"> ◀ Provide enhancements and an external lift at the front of the building to facilitate commercial opportunities/awareness and street presence for the gallery. ◀ In the context of the finances available, produce and deliver a commercial development plan which includes the scope to rent studio/work/display space to artists and consider options for reshaping the service in the longer term. 	<p>2015-2016</p> <p>2016-2020</p>	<p>WLBC, Arts Council and Arts North West, Edge Hill University, West Lancashire College, LCC, Ormskirk Business Forum, Commercial artists and partner organisations.</p>
Countryside Sites, Parks, Green Spaces and Allotments	<ul style="list-style-type: none"> ◀ In the context of the finances available explore the scope for reshaping the Ranger service including the role of volunteers ◀ Engage with local users to develop and provide volunteer support for Tawd Valley Park ◀ Develop the role of volunteer groups in the management of the Council's facilities ◀ Provide information packs and invitations to colleges and commercial organisations on the opportunities for engagement for students and staff on supporting local parks and green spaces. <p>Examine company sponsorship opportunities as a form of social responsibility and local commitment to assist conservation and support site management schemes</p> <p>Utilise S106/CIL funding to continue the development and improvement of the Council's parks and open spaces</p> <p>Deliver 2 new allotment sites in Skelmersdale.</p>	<p>2015-2018</p> <p>2015-2018</p> <p>2015-2025</p> <p>2015-2016</p> <p>2015-2016</p> <p>2015-2018</p> <p>2015-2016</p>	<p>WLBC, Schools, Colleges Edge Hill University, Third Sector, Private sector businesses.</p> <p>West Lancashire Allotment Federation, Community Food Growing Initiative, Allotment Societies</p>

Cycling Provision	Support the development of linear parks/cycle routes linking areas of settlements within the Borough including:- <ul style="list-style-type: none"> ◀ Ormskirk to Skelmersdale ◀ Ormskirk to Burscough ◀ Douglas Linear Park ◀ Banks Linear Park 	2015-2025	WLBC, LCC, Lancashire Sport Partnership, Marketing Lancashire.
	Support and develop further recreational routes including:- <ul style="list-style-type: none"> ◀ Tawd Valley Cycleway ◀ West Lancs Wheel ◀ Trans Pennine Trail 	2015-2025	
	Support cycling as an activity through:- <ul style="list-style-type: none"> ◀ Continued provision of cycle parking facilities, subject to resource availability ◀ Promotion of cycle hire schemes ◀ Production of cycling publicity material 	2015-2025	
Sport and Physical Activity	◀ Work with partners to reduce obesity levels at year 6, working with schools, Schools Sports Partnership and Sport and Physical Activity Alliance (SPAA) to improve access for children to clubs and physical activity programmes.	2015-2025	WLBC, Health partners, LCC YPS, West Lancashire Community Leisure Trust. Lancashire Sport Partnership, Parish Councils. SPAA, NGB's,
	Support the expansion of the GP Referral Scheme by <ul style="list-style-type: none"> ◀ Engaging with external partners to address the wider range of health inequalities across West Lancashire ◀ Seeking grants/funding streams to enable more staff to be recruited ◀ Extending operating hours to include "peak time" delivery ◀ Developing a "cycling scheme" in conjunction with British Cycling Local Recreation Programme 	2015-2018	
Timetable review	Review of actions and review/set new targets	2018	Cabinet / Council

Equality Impact Assessment Form



Directorate: People and Places		Service: Community Services	
Completed by: John Nelson		Date: 25th January 2016	
Subject Title: Leisure Strategy (inc playing Pitch Strategy)			
1. DESCRIPTION			
Is a policy or strategy being produced or revised:		Yes* <i>*delete as appropriate</i>	
Is a service being designed, redesigned or cutback:		No*	
Is a commissioning plan or contract specification being developed:		No*	
Is a budget being set or funding allocated:		No*	
Is a programme or project being planned:		No*	
Are recommendations being presented to senior managers and/or Councillors:		Yes	
Does the activity contribute to meeting our duties under the Equality Act 2010 and Public Sector Equality Duty (Eliminating unlawful discrimination/harassment, advancing equality of opportunity, fostering good relations):		Yes	
Details of the matter under consideration:		Providing a Leisure Strategy for the Council which includes a linked playing pitch strategy. Providing a strategic direction for the provision of leisure services for the period 2015 – 2025.	
<p><i>If you answered Yes to any of the above go straight to Section 3</i></p> <p><i>If you answered No to all the above please complete Section 2</i></p>			
2. RELEVANCE			
Does the work being carried out impact on service users, staff or Councillors (stakeholders):		Yes	
If Yes , provide details of how this impacts on service users, staff or Councillors (stakeholders): <i>If you answered Yes go to Section 3</i>		Providing a Leisure Strategy for the Council which includes a linked playing pitch strategy. Providing a strategic direction for the provision of leisure services for the period 2015 – 2025.	
If you answered No to both Sections 1 and 2 provide details of why there is no impact on these three groups: <i>You do not need to complete the rest of this form.</i>			
3. EVIDENCE COLLECTION			
Who does the work being carried out impact on, i.e. who is/are the stakeholder(s)?		Current and future users of Leisure Services provided by the Council.	
If the work being carried out relates to a universal service, who needs or uses it most? (Is there any particular group affected more than others)?		The proposed strategy documents impact across all sectors of the community, the provision of a universal service with specific target groups.	

Which of the protected characteristics are most relevant to the work being carried out?	<i>*delete as appropriate</i>
Age	Yes*
Gender	No*
Disability	Yes
Race and Culture	No*
Sexual Orientation	No*
Religion or Belief	No*
Gender Reassignment	No*
Marriage and Civil Partnership	No*
Pregnancy and Maternity	No*
4. DATA ANALYSIS	
In relation to the work being carried out, and the service/function in question, who is actually or currently using the service and why?	Universal service.
What will the impact of the work being carried out be on usage/the stakeholders?	Provide a leisure strategy for the Council in order to prioritise actions and funding.
What are people's views about the services? Are some customers more satisfied than others, and if so what are the reasons? Can these be affected by the proposals?	
What sources of data including consultation results have you used to analyse the impact of the work being carried out on users/stakeholders with protected characteristics?	Consultation with key stakeholders and user groups. The strategy documents have been made available for public consultation prior to any amendments and formal adoption.
If any further data/consultation is needed and is to be gathered, please specify:	None
5. IMPACT OF DECISIONS	
In what way will the changes impact on people with particular protected characteristics (either positively or negatively or in terms of disproportionate impact)?	The actions and delivery from the strategy documents will impact on future availability and quality of services
6. CONSIDERING THE IMPACT	
If there is a negative impact what action can be taken to mitigate it? (If it is not possible or desirable to take actions to reduce the impact, explain why this is the case (e.g. legislative or financial drivers etc.).	The affordability of the proposed key aims/actions and recommendations will need to be assessed; not all of the aims and actions will be affordable or delivered and are all subject to resources being available.
What actions do you plan to take to address any other issues above?	No actions <i>If no actions are planned state no actions</i>
7. MONITORING AND REVIEWING	
When will this assessment be reviewed and who will review it?	October 2016 John Nelson



AGENDA ITEM: 24

COUNCIL: 24 February 2016

Report of: Interim Director Planning

**Contact for further information: Mr Peter Richards (Extn. 5046)
(E-mail: peter.richards@westlancs.gov.uk)**

SUBJECT: LIVERPOOL CITY REGION HOUSING & SPATIAL PLANNING BOARD

Wards affected: All Wards

1.0 PURPOSE OF THE REPORT

- 1.1 To seek Council's authority for West Lancashire Borough Council to join the Liverpool City Region Housing & Spatial Planning Board as an associate (non-voting) member should the Liverpool City Region Combined Authority agree to the change in membership.

2.0 RECOMMENDATIONS TO COUNCIL

- 2.1 That Council agree to West Lancashire Borough Council's associate membership of the Liverpool City Region Housing & Spatial Planning Board, nominating the Portfolio Holder for Planning, Cllr John Hodson, as the Council's representative, with the Portfolio Holder for Housing and Landlord Services, Cllr Jenny Patterson, as his reserve.

3.0 BACKGROUND

- 3.1 As an Associate Member of the Liverpool City Region Combined Authority, it is possible for the Council to be considered for non-voting associate membership of various Boards and Committees that sit under the Combined Authority. Such membership would allow the Council to engage in the discussion of items on the agenda of each Board and so communicate the Council's view on those matters, but when the Board is required to make a decision, the Council's representative would not be able to vote.

- 3.2 Due to officer involvement in the Liverpool City Region District Planning Officers Group and Planning Policy Managers Group, and the close engagement had with Liverpool City Region authorities on planning matters over a number of years, the Council has been invited to join the Housing & Spatial Planning Board as an associate member and its officer level Co-ordinating Group. The Board and Co-ordinating Group meet every two months, with representation on the Board restricted to one elected Member with one officer in support.
- 3.3 If the Council were to choose to take up the invitation of associate membership, the Combined Authority itself would need to vote on the change of membership and so a report would be taken to the next suitable meeting of the Combined Authority.
- 3.4 The remit of the Housing & Spatial Planning Board covers all areas of housing, including matters related to local authority owned housing stock and matters of wider housing strategy and its contribution to the economy. In terms of spatial planning, the Board would lead on the proposed Statutory Plan for the Liverpool City Region, which was a power granted to the Combined Authority in the recent Devolution Deal for the Liverpool City Region.
- 3.5 In relation to spatial planning matters, Council officers already liaise very closely with colleagues in the Liverpool City Region authorities, and it is readily apparent that West Lancashire associates most closely with the Liverpool City Region in planning terms, primarily due to the close economic and housing market links that West Lancashire has with parts of the Liverpool City Region. As such, the Council will need to continue to liaise closely on these matters, especially as the City Region prepares its own Statutory Plan, and so input via associate membership of the Housing & Spatial Planning Board and its associated Co-ordinating Group would seem to be the next natural step in that cross-boundary working. It is also inevitable that the City Region's Statutory Plan will have cross-boundary implications for West Lancashire, and so it is appropriate that the Council consider carefully the offer of associate membership to be party to high-level discussions on the Statutory Plan.
- 3.6 In relation to housing matters, it may be useful to input on, and co-ordinate with, the Liverpool City Region Housing Strategy, which is the responsibility of the Board, as well as engage on all devolution-related housing matters that come before the Board.
- 3.7 In addition, associate membership of this Board is the next natural step, following the Council's associate membership of the Liverpool City Region Combined Authority and continued engagement with the Liverpool City Region LEP as a Corporate Member.

4.0 PROPOSAL

- 4.1 Having considered the above background, it is recommended that the Council should accept the invitation to be represented on the Housing & Spatial Planning Board should the Liverpool City Region Combined Authority agree the change in

membership, most particularly to have elected Member input on the Liverpool City Region Statutory Plan. This would also have the benefit of helping the Council to fulfil the Duty to Co-operate.

- 4.2 Given that the remit of the Board extends across two Portfolios at West Lancashire, there is a choice to be made as to which Cabinet Member is proposed as West Lancashire's representative on the Board, but at this stage, given that West Lancashire's involvement in the Liverpool City Region is currently more spatial planning based than housing based, it is recommended that the Portfolio Holder for Planning is nominated as West Lancashire's representative, with the Portfolio Holder for Housing and Landlord Services as a substitute if the Portfolio Holder for Planning is unable to attend.
- 4.3 In relation to the Co-ordinating Group, Council officers recently started to attend the Group, with the Interim Director Planning attending on behalf of West Lancashire, and the Interim Director Housing & Regeneration also able to attend if the housing items on the agenda are of particular relevance to West Lancashire. As substitute, respectively the Strategic Planning & Implementation Manager and Deputy Assistant Director Housing & Regeneration would also be able to attend. Going forward, were the Council to become associate members of the Board, the officer representative on the Co-ordinating Group would also support the Member representative at the Board itself.

5.0 SUSTAINABILITY IMPLICATIONS/COMMUNITY STRATEGY

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

6.0 FINANCIAL AND RESOURCE IMPLICATIONS

- 6.1 There are no significant financial or resource implications arising from this report, other than minimal officer and member involvement in attendance at meetings, which can be met from existing budget provision.

7.0 RISK ASSESSMENT

- 7.1 Not participating in the Liverpool City Region Housing & Spatial Planning Board and Co-ordinating Group may restrict the Council's ability to influence decisions being made in the Liverpool City Region on matters of housing and spatial planning. Engaging with the Board would also help demonstrate the Council's fulfilment of the Duty to Co-operate at Member level, and so not taking up this opportunity would weaken the Council's case for the Duty to Co-operate.

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.



AGENDA ITEM: 25

COUNCIL: 24th February 2016

Report of: Interim Director Community Services

**Contact for further information: Lucy Weston (Extn 5247)
Lucy.weston@westlancs.gov.uk**

SUBJECT: The Smoke and Carbon Monoxide Alarm (England) Regulations 2015

Wards affected: Borough wide

1.0 PURPOSE OF THE REPORT

1.1 To inform Council of the new duties and responsibilities placed on landlords and the Local Authorities under The Smoke and Carbon Monoxide Alarm (England) Regulations 2015 and to put into place relevant arrangements.

2.0 RECOMMENDATIONS TO COUNCIL

- 2.1 That Council approves an amendment of the constitution 4.2D part (ix) Private Sector housing paragraph 18 (as outlined in Appendix 1) and authorises the Interim Director (Community Services) and officers designated by him to implement the Regulations.
- 2.2 That the Council agrees that landlords, on receipt of a Remedial Notice under the Regulations can make their written representation to the Interim Director of Community Services who will thereafter determine what (if any) action is required and notify the landlord of the decision in accordance with the Regulations.
- 2.3 That the Council agrees that landlords seeking a review of a Penalty Charge Notice under the Regulations can do so in writing to the Interim Director of Community Services who will thereafter determine what (if any) action is required and notify the landlord of the decision in accordance with the Regulations.
- 2.4 That the Council agrees that the Interim Director of Community Services, in consultation with the portfolio holder can, on behalf of the council prepare and publish the 'Statement of principles' which it proposes to follow in determining the amount of a penalty notice.
-
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3.0 BACKGROUND

- 3.1 From October 2015 landlords in the private rented sector in England are required to ensure that a smoke alarm is installed on every storey of their rented dwelling when occupied under a tenancy, and that a carbon monoxide alarm is installed in any room which contains a solid fuel burning combustion appliance.
- 3.2 The landlord must test the alarms on the first day of the tenancy, after which the tenants are expected to take responsibility for their own safety and test all alarms regularly to make sure they are in working order. Testing monthly is generally considered an appropriate frequency for smoke alarms. If tenants find that their alarm(s) are not working it is the Landlords responsibility to repair or replace them.
- 3.3 The Regulations also amend the conditions which must be included in the licences for Houses in Multiple Occupation under Part 2 or 3 of the Housing Act 2004 (“the 2004 Act”) in respect of smoke and carbon monoxide alarms.
- 3.4 West Lancashire Borough Council is the enforcing authority and is required to serve a remedial notice on a relevant landlord where they have reasonable grounds to believe the landlord has not complied with any one of the duties set out above. A landlord who is in breach of a duty must comply with the remedial notice and if they fail to do so within 28 days of the notice being served, the local housing authority is placed under a duty (where the occupier consents) to arrange remedial action.
- 3.5 The local housing authorities are able to impose a penalty charge of up to £5000 on landlords who are in breach of their duty to comply with the remedial notice. Where a local housing authority intends to impose a penalty, it must give written notice of its intention to do so (a “penalty charge notice”). The landlord is required within the specified period, to pay the penalty charge or request a review.
- 3.6 A person served with a penalty notice may appeal to the First-Tier Tribunal if it is confirmed or varied by a local housing authority after a review. If an appeal is lodged the penalty cannot be enforced until the appeal is disposed of.
- 3.7 The penalty will be enforceable on the order of a court, and where proceedings are necessary for the recovery of the penalty, a certificate signed by the local authority’s Chief Finance Officer stating that the amount due has not been received by a date stated on the certificate, will be taken as conclusive evidence that the penalty has not been paid.
- 3.8 Sums received by an enforcement authority under a monetary penalty may be used by the authority for any of its functions.

4.0 PROPOSAL

- 4.1 The proposed amendment to the Scheme of Delegation (Constitution 4.2D) (subject to Council’s agreement) reflects a delegation of authority to the Interim Director of Community Services and officers designated by him, to implement the

Smoke and Carbon Monoxide Alarm (England) Regulations 2015 as outlined below:

- to act as Inspectors;
- to undertake the service and signing of notices;
- to authorise remedial work;
- to consider and determine any representations and objections;
- To set and impose the penalty charge for non-compliance (to a maximum of £5000);
- To prepare and publish the 'Statement of Principles' which the Local Authority will follow in determining the amount of a penalty charge;
- To recover the monetary penalty through a certificate signed by the Chief Finance Officer;
- To deal with any Appeal to a First Tier Tribunal (if necessary).

5.0 SUSTAINABILITY IMPLICATIONS/COMMUNITY STRATEGY

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

6.0 FINANCIAL AND RESOURCE IMPLICATIONS

6.1 The Local Authority will be under a duty to undertake works required by a Remedial Notice in cases where a landlord fails to take the appropriate action.

6.2 The Local Authority will need to ensure that the penalty charge notice is sufficient to cover the costs of the works and the administration and legal fees.

6.3 The Penalty charge must also be sufficient to act as a deterrent to landlords.

6.4 Sums received by an enforcement authority under a monetary penalty may be used by the authority for any of its functions.

6.5 The cost of implementing these regulations and in particular the cost of default works is unknown but it is anticipated that this will be cost neutral as the income generated through Penalty Charges should cover the cost of the default works

7.0 RISK ASSESSMENT

7.1 The legal duty to carry out the functions contained in the Regulations provides an opportunity for the Council to increase its enforcement powers in relation to private sector housing standards. There is also the opportunity to generate income as the Council is able to set the level of the Penalty Charge Notice.

7.2 If the recommendations are not agreed, the Council would be in breach of the duty to enforce the Regulations. The level set for the Penalty Charge Notice should be carefully considered as the Council may be subject to First Tier Tribunal scrutiny if the level is deemed to be too disproportionate to the actual cost incurred by the Council.

Background Documents

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

Other references include:

The Smoke and Carbon Monoxide Alarm (England) Regulations 2015

http://www.legislation.gov.uk/ukdsi/2015/9780111133439/pdfs/ukdsi_9780111133439_en.pdf

The Smoke and Carbon Monoxide Alarm (England) Regulations 2015

Explanatory Booklet for Local Authorities

(September 2015 Department for Communities and Local Government)

<https://www.gov.uk/government/publications/smoke-and-carbon-monoxide-alarms-explanatory-booklet-for-local-authorities>

These documents are published so can be found using the web links provided.

Equality Impact Assessment

There is a direct impact on members of the public, employees, elected members and / or stakeholders. Therefore an Equality Impact Assessment is required.

A formal equality impact assessment is attached as **Appendix 2** to this report, the results of which have been taken into account in the Recommendations contained within this report

Exempt Information

There is no exempted information in this report.

Appendices

Appendix 1

Suggested amendment to the Constitution

Appendix 2

Equality Impact Assessment

Appendix 1

Amendment of the constitution 4.2D part (ix) Private Sector housing paragraph 18
(note; the added amendments are in bold)

To administer relevant provisions, give authorisations, directions, serve notices, enforce, carry out work in default, raise and recover charges, **to set and impose penalty notice charges, to review and determine penalty charges where representations are made;** issue formal cautions and to lay information and complaints to Court in relation of offences in appropriate cases under the following enactments and any Act or Acts extending or amending the same or incorporating them and under any order of regulations made upon the said Act or Acts:

Public Health Act (s) 1936 and 1961
Caravan Sites and Control of Development Act 1960
Caravan Sites Act 1968
Local Government Act 1972
Local Government (Miscellaneous Provisions) Acts 1976 and 1982
Building Act 1984
Housing Act 1985
Housing Act 2004 (with effect from the appropriate enactment dates for each
Section of the Act)
Local Government and Housing Act 1989
Environmental Protection Act 1990
Housing Grants, Construction and Regeneration Act 1996
Protection from Eviction Act 1977
Home Energy Conservation Act 1995
Local Government Act 2000
Regulations Reform (Housing Assistance) (England and Wales)
Order 2002
Town and Country Planning Act 1990 (Sections 215, 216 and 219)
Enterprise and Regulatory Reform Act 2013
The Energy Act 2013 -The Smoke and Carbon Monoxide Alarm
(England) Regulations 2015 (only)

Note - 'The Smoke and Carbon Monoxide Alarm (England) Regulations 2015 have been implemented by The Secretary of State, in exercise of his powers conferred by section 150(1) to (6) and (10) of the Energy Act 2013(1)

Appendix 2

Equality Impact Assessment Form



Directorate: Community Services		Service: Private Sector housing	
Completed by: Lucy Weston		Date: 3rd Dec 2015	
Subject Title:			
1. DESCRIPTION			
Is a policy or strategy being produced or revised:	*delete as appropriate		
	No		
Is a service being designed, redesigned or cutback:			
	No		
Is a commissioning plan or contract specification being developed:			
	No		
Is a budget being set or funding allocated:			
	No		
Is a programme or project being planned:			
	No		
Are recommendations being presented to senior managers and/or Councillors:			
	Yes		
Does the activity contribute to meeting our duties under the Equality Act 2010 and Public Sector Equality Duty (Eliminating unlawful discrimination/harassment, advancing equality of opportunity, fostering good relations):			
	No		
Details of the matter under consideration:			
<p><i>If you answered Yes to any of the above go straight to Section 3</i></p> <p><i>If you answered No to all the above please complete Section 2</i></p>			
2. RELEVANCE			
Does the work being carried out impact on service users, staff or Councillors (stakeholders):	*delete as appropriate		
	Yes		
If Yes , provide details of how this impacts on service users, staff or Councillors (stakeholders): <i>If you answered Yes go to Section 3</i>	Any service users requesting property inspections of Private Rented Properties can expect the new legal duties under the Smoke and Carbon Monoxide Alarm (England) Regulations 2015 to be enforced and implemented.		
If you answered No to both Sections 1 and 2 provide details of why there is no impact on these three groups: <i>You do not need to complete the rest of this form.</i>			

3. EVIDENCE COLLECTION	
Who does the work being carried out impact on, i.e. who is/are the stakeholder(s)?	Landlords and Tenants of Private Rented Properties and the Local Authority, who will be under a legal duty to comply with and implement the Smoke and Carbon Monoxide Alarm (England) Regulations 2015.
If the work being carried out relates to a universal service, who needs or uses it most? (Is there any particular group affected more than others)?	Not applicable
Which of the protected characteristics are most relevant to the work being carried out? Age Gender Disability Race and Culture Sexual Orientation Religion or Belief Gender Reassignment Marriage and Civil Partnership Pregnancy and Maternity	Not applicable <i>*delete as appropriate</i> Yes/No* Yes/No* Yes/No* Yes/No* Yes/No* Yes/No* Yes/No* Yes/No* Yes/No*
4. DATA ANALYSIS	
In relation to the work being carried out, and the service/function in question, who is actually or currently using the service and why?	Private rented tenants to ensure their landlords provide smoke and carbon monoxide monitors as required under the Smoke and Carbon Monoxide Alarm (England) Regulations 2015.
What will the impact of the work being carried out be on usage/the stakeholders?	No additional impact to the current Private Sector Housing inspections
What are people's views about the services? Are some customers more satisfied than others, and if so what are the reasons? Can these be affected by the proposals?	Those who are aware of the service have been in contact. If we promote the new regulations we will target those properties which are most vulnerable such as HMOs / student accommodation.
What sources of data including consultation results have you used to analyse the impact of the work being carried out on users/stakeholders with protected characteristics?	None These regulations will be implemented alongside all other regulations enforced in the Private Rented Sector.
If any further data/consultation is needed and is to be gathered, please specify:	None
5. IMPACT OF DECISIONS	
In what way will the changes impact on people with particular protected characteristics (either positively or negatively or in terms of disproportionate impact)?	The provision of the service is not related to any particular protected characteristics

6. CONSIDERING THE IMPACT	
If there is a negative impact what action can be taken to mitigate it? (If it is not possible or desirable to take actions to reduce the impact, explain why this is the case (e.g. legislative or financial drivers etc.).	There will be no negative impact, these should only be positive impacts associated with implementing these new regulations
What actions do you plan to take to address any other issues above?	No actions <i>If no actions are planned state no actions</i>
7. MONITORING AND REVIEWING	
When will this assessment be reviewed and who will review it?	This service is statutory enforcement so will delivered according to need, not protected characteristics – so equality will not be reviewed

Appendix 1

Amendment of the constitution 4.2D part (ix) Private Sector housing paragraph 18 (note; the added amendments are in bold).

To administer relevant provisions, give authorisations, directions, serve notices, enforce, carry out work in default, raise and recover charges, **to set and impose penalty notice charges, to review and determine penalty charges where representations are made;** issue formal cautions and to lay information and complaints to Court in relation of offences in appropriate cases under the following enactments and any Act or Acts extending or amending the same or incorporating them and under any order of regulations made upon the said Act or Acts:

Public Health Act (s) 1936 and 1961
Caravan Sites and Control of Development Act 1960
Caravan Sites Act 1968
Local Government Act 1972
Local Government (Miscellaneous Provisions) Acts 1976 and 1982
Building Act 1984
Housing Act 1985
Housing Act 2004 (with effect from the appropriate enactment dates for each Section of the Act)
Local Government and Housing Act 1989
Environmental Protection Act 1990
Housing Grants, Construction and Regeneration Act 1996
Protection from Eviction Act 1977
Home Energy Conservation Act 1995
Local Government Act 2000
Regulations Reform (Housing Assistance) (England and Wales) Order 2002
Town and Country Planning Act 1990 (Sections 215, 216 and 219)
Enterprise and Regulatory Reform Act 2013
The Energy Act 2013 -The Smoke and Carbon Monoxide Alarm (England) Regulations 2015 (only)

Note - 'The Smoke and Carbon Monoxide Alarm (England) Regulations 2015 have been implemented by The Secretary of State, in exercise of his powers conferred by section 150(1) to (6) and (10) of the Energy Act 2013(1).

Appendix 2

Equality Impact Assessment Form



Directorate: Community Services		Service: Private Sector housing	
Completed by: Lucy Weston		Date: 3rd Dec 2015	
Subject Title:			
1. DESCRIPTION			
Is a policy or strategy being produced or revised:	No	<i>*delete as appropriate</i>	
Is a service being designed, redesigned or cutback:	No		
Is a commissioning plan or contract specification being developed:	No		
Is a budget being set or funding allocated:	No		
Is a programme or project being planned:	No		
Are recommendations being presented to senior managers and/or Councillors:	Yes		
Does the activity contribute to meeting our duties under the Equality Act 2010 and Public Sector Equality Duty (Eliminating unlawful discrimination/harassment, advancing equality of opportunity, fostering good relations):	No		
Details of the matter under consideration:			
<p><i>If you answered Yes to any of the above go straight to Section 3</i></p> <p><i>If you answered No to all the above please complete Section 2</i></p>			
2. RELEVANCE			
Does the work being carried out impact on service users, staff or Councillors (stakeholders):	Yes	<i>*delete as appropriate</i>	
If Yes , provide details of how this impacts on service users, staff or Councillors (stakeholders): <i>If you answered Yes go to Section 3</i>	Any service users requesting property inspections of Private Rented Properties can expect the new legal duties under the Smoke and Carbon Monoxide Alarm (England) Regulations 2015 to be enforced and implemented.		
If you answered No to both Sections 1 and 2 provide details of why there is no impact on these three groups: <i>You do not need to complete the rest of this form.</i>			

3. EVIDENCE COLLECTION	
Who does the work being carried out impact on, i.e. who is/are the stakeholder(s)?	Landlords and Tenants of Private Rented Properties and the Local Authority, who will be under a legal duty to comply with and implement the Smoke and Carbon Monoxide Alarm (England) Regulations 2015.
If the work being carried out relates to a universal service, who needs or uses it most? (Is there any particular group affected more than others)?	Not applicable
Which of the protected characteristics are most relevant to the work being carried out? Age Gender Disability Race and Culture Sexual Orientation Religion or Belief Gender Reassignment Marriage and Civil Partnership Pregnancy and Maternity	Not applicable <i>*delete as appropriate</i> Yes/No* Yes/No* Yes/No* Yes/No* Yes/No* Yes/No* Yes/No* Yes/No*
4. DATA ANALYSIS	
In relation to the work being carried out, and the service/function in question, who is actually or currently using the service and why?	Private rented tenants to ensure their landlords provide smoke and carbon monoxide monitors as required under the Smoke and Carbon Monoxide Alarm (England) Regulations 2015.
What will the impact of the work being carried out be on usage/the stakeholders?	No additional impact to the current Private Sector Housing inspections
What are people's views about the services? Are some customers more satisfied than others, and if so what are the reasons? Can these be affected by the proposals?	Those who are aware of the service have been in contact. If we promote the new regulations we will target those properties which are most vulnerable such as HMOs / student accommodation.
What sources of data including consultation results have you used to analyse the impact of the work being carried out on users/stakeholders with protected characteristics?	None These regulations will be implemented alongside all other regulations enforced in the Private Rented Sector.
If any further data/consultation is needed and is to be gathered, please specify:	None
5. IMPACT OF DECISIONS	
In what way will the changes impact on people with particular protected characteristics (either positively or negatively or in terms of disproportionate impact)?	The provision of the service is not related to any particular protected characteristics

6. CONSIDERING THE IMPACT	
If there is a negative impact what action can be taken to mitigate it? (If it is not possible or desirable to take actions to reduce the impact, explain why this is the case (e.g. legislative or financial drivers etc.).	There will be no negative impact, these should only be positive impacts associated with implementing these new regulations
What actions do you plan to take to address any other issues above?	No actions <i>If no actions are planned state no actions</i>
7. MONITORING AND REVIEWING	
When will this assessment be reviewed and who will review it?	This service is statutory enforcement so will delivered according to need, not protected characteristics – so equality will not be reviewed.