



William J Taylor M.B.E
Chief Executive

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26 January 2011

TO: COUNCILLORS: **O'TOOLE, GRICE, MRS BLAKE, COYLE ,
CROPPER, MRS EVANS, FILLIS, FUREY,
GARTSIDE, HENNESSY, MAWDSLEY,
MORAN, NOLAN, R A PENDLETON, POPE,
PRATT, G M ROBERTS, TATTERSALL**

Dear Councillor,

A meeting of the **EXECUTIVE OVERVIEW AND SCRUTINY COMMITTEE** will be held in the **COUNCIL CHAMBER, 52 DERBY STREET, ORMSKIRK, WEST LANCASHIRE, L39 2DF** on **3 FEBRUARY 2011** at **7:30PM** at which your attendance is requested.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'William J Taylor', written over a horizontal line.

William J Taylor
Chief Executive

A G E N D A
(Open to the Public)

1. APOLOGIES

2. MEMBERSHIP OF THE COMMITTEE

To be apprised of any changes to the membership of the Committee in accordance with Council Procedure Rule 4.

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

Note: No other business is permitted unless, by reason of special circumstances, which shall be specified at the meeting, the Chairman is of the opinion that the item(s) should be considered as a matter of urgency.

4. DECLARATIONS OF INTEREST

If a member requires advice on Declarations of Interest, he/she is advised to contact the Council Secretary and Solicitor in advance of the meeting. (For the assistance of members a checklist for use in considering their position on any particular item is included at the end of this agenda sheet.)

Page(s) 335 to 336

5. DECLARATIONS OF PARTY WHIP

In accordance with Overview and Scrutiny Committee Procedure Rule 16, Members must declare the existence of any Party Whip, and the nature of it, when considering any matter in the following categories:

- The review of any decision of the Cabinet or
- The performance of any Member of the Cabinet

N.B. The Secretary of State believes whipping is incompatible with Overview and Scrutiny.

6. MINUTES

To receive as a correct record the:

- (a) **MINUTES OF THE MEETING HELD ON 2 DECEMBER 2010. Page(s) 337 to 340**

- (b) **MINUTES OF THE SPECIAL MEETING HELD ON 19 JANUARY 2011. Page(s) 341 to 342**

7. PETITION REVIEW REQUEST - OFF PEAK RAIL AND BUS CONCESSION FOR OVER 60S/DISABLED PEOPLE

To consider the report of the Council Secretary and Solicitor. **Page(s) 343 to 354**

8. CALLED IN ITEMS

The following three items have been called in:

- (a) **LOCAL DEVELOPMENT FRAMEWORK (LDF) CORE STRATEGY - STRATEGIC DEVELOPMENT OPTIONS**

To consider the report of the Council Secretary and Solicitor. **Page(s) 355 to 402**

- (b) **TENANTS' AND RESIDENTS' FORUM CONSTITUTION**

To consider the report of the Council Secretary and Solicitor. **Page(s) 403 to 432**

- (c) **CHANGES TO HOUSING AND COUNCIL TAX BENEFIT**

To consider the report of the Council Secretary and Solicitor. **Page(s) 433 to 444**

9. KEY DECISION FORWARD PLANS - 1 JANUARY 2011 - 31 MAY 2011

There are no items under this heading.

- 10. RELEVANT MINUTES OF CABINET**
To scrutinise the:
 - (a) MINUTES OF THE SPECIAL CABINET MEETING HELD ON 15 DECEMBER 2010. Page(s) 445 to 448**
 - (b) MINUTES OF THE CABINET MEETING HELD ON 18 JANUARY 2011. Page(s) 449 to 460**
- 11. REVENUE ESTIMATES**
To consider the report of the Council Secretary and Solicitor. **Page(s) 461 to 472**
- 12. MEDIUM TERM CAPITAL PROGRAMME**
To consider the report of the Council Secretary and Solicitor. **Page(s) 473 to 484**
- 13. PERFORMANCE MANAGEMENT FRAMEWORK 2011/12**
To consider the report of the Assistant Chief Executive. **Page(s) 485 to 500**
- 14. DRAFT BUSINESS PLAN 2011-15**
To consider the report of the Assistant Chief Executive. **Page(s) 501 to 522**
- 15. HOUSING REVENUE ACCOUNT (HRA) BUDGET FOR 2011-12**
To consider the report of the Executive Manager Housing and Property Maintenance Services. **Page(s) 523 to 548**
- 16. PUBLIC SECTOR HOUSING CAPITAL INVESTMENT SCHEMES AND PROGRAMMED WORKS PROJECTS - 2011/12 - INCORPORATING DECENT HOMES UPDATE**
To consider the report of the Council Secretary and Solicitor. **Page(s) 549 to End**

We can provide this document, upon request, on audiotape, in large print, in Braille and in other languages.

FIRE EVACUATION PROCEDURE: Please see attached sheet.
MOBILE PHONES: These should be switched off at all meetings.

*For further information, please contact:-
Cathryn Jackson on 01695 585017
or email cathryn.jackson@westlancs.gov.uk*

FIRE PRECAUTIONS ACT 1971
FIRE EVACUATION PROCEDURE FOR MEETINGS WHERE OFFICERS ARE
PRESENT
(52 DERBY STREET, ORMSKIRK)

PERSON IN CHARGE: Most Senior Officer present
ZONE MARSHAL: Member Services Officer / Lawyer

IF YOU DISCOVER A FIRE

1. Operate the nearest **FIRE CALL POINT** by breaking the glass.
2. Attack the fire with the extinguishers provided only if you have been trained and it is safe to do so. **Do not** take risks.

ON HEARING THE FIRE ALARM

1. Leave the building via the **NEAREST SAFE EXIT**. **Do not stop** to collect personal belongings.
2. Proceed to the **ASSEMBLY POINT** on the car park and report your presence to the **PERSON IN CHARGE**.
3. **DO NOT** return to the premises until authorised to do so by the **PERSON IN CHARGE**.

NOTES:

Officers are required to direct all visitors regarding these procedures i.e. exit routes and place of assembly.

CHECKLIST FOR PERSON IN CHARGE

The Person in Charge must take the following actions:

1. Advise other interested parties present that you are the person in charge in the event of an evacuation.
2. Make yourself familiar with the location of the fire escape routes and inform any interested parties of the escape routes.
3. Make yourself familiar with the location of the assembly point and inform any interested parties of that location.
4. Make yourself familiar with the location of the fire alarm and detection control panel.
5. Ensure that the Zone Warden is aware of their role and responsibilities.
6. Arrange for a register of attendance to be completed (if considered appropriate/practicable).

IN THE EVENT OF A FIRE, OR THE FIRE ALARM BEING SOUNDED

1. Ensure that the room in which the meeting is being held is cleared of all persons.
2. Evacuate via the nearest safe Fire Exit and proceed to the **ASSEMBLY POINT** in the car park.
3. Delegate a person at the **ASSEMBLY POINT** who will proceed to the HOME CARE LINK SECTION in Westec House, in order to ensure that a back-up call is made to the **FIRE AND RESCUE SERVICE**.
4. Ensure that the **ZONE WARDEN** has reported to you on the results of his checks, i.e. that the rooms in use have been cleared of all persons.
5. If an Attendance Register has been taken, take a **ROLL CALL**.

6. Report the results of these checks to the **FIRE AND RESCUE OFFICER IN CHARGE** on arrival and inform them of the location of the **FIRE ALARM CONTROL PANEL**.
7. Authorise return to the building only when it is cleared to do so by the **FIRE AND RESCUE OFFICER IN CHARGE**.

NOTE:

The Fire Alarm system will automatically call the FIRE AND RESCUE SERVICE. The purpose of the 999 back-up call is to meet a requirement of the Fire Precautions Act to supplement the automatic call.

CHECKLIST FOR ZONE WARDEN

1. Carry out a physical check of the rooms being used for the meeting, including adjacent toilets, kitchen.
2. Ensure that **ALL PERSONS**, both officers and members of the public are made aware of the **FIRE ALERT**.
3. Ensure that **ALL PERSONS** evacuate **IMMEDIATELY**, in accordance with the **FIRE EVACUATION PROCEDURE**.
4. Proceed to the **ASSEMBLY POINT** and report to the **PERSON IN CHARGE** that the rooms within your control have been cleared.
5. Assist the **PERSON IN CHARGE** to discharge their duties.

It is desirable that the **ZONE WARDEN** should be an **OFFICER** who is normally based in this building and is familiar with the layout of the rooms to be checked.

DECLARATION OF INTEREST - CHECKLIST FOR ASSISTANCE OF MEMBERS – 2007 OVERVIEW AND SCRUTINY

Name: Councillor

Overview and Scrutiny Committee:

Date:

Item No: Item Title:

Nature of Interest:

A Member with a personal interest in any business of the Council must disclose the existence and nature of that interest at commencement or when interest apparent except:

- Where it relates to or is likely to affect a person described in 8(1)(a)(i) or 8(1)(a)(ii)(aa), you need only disclose the existence and nature when you address the meeting on that business.
- Where it is a personal interest of the type mentioned in 8(1)(a)(viii), you need not disclose the nature or existence of that interest to the meeting if the interest was registered more than three years before the date of the meeting.
- Where sensitive information relating to it is not registered in the register, you must indicate that you have a personal interest, but need not disclose the sensitive information.

A Member with a prejudicial interest must withdraw, **either** immediately after making representations, answering questions or giving evidence where 4 or 6 below applies **or** when business is considered and must not exercise executive functions in relation to that business and must not seek to improperly influence a decision.

Please tick relevant boxes

Notes

	Overview and Scrutiny only		Notes
1.	I have a personal interest* but it is not prejudicial.	<input type="checkbox"/>	<i>You may speak and vote</i>
2.	I have a personal interest* but do <u>not</u> have a prejudicial interest in the business as 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.	<input type="checkbox"/>	<i>You may speak and vote</i>
(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.	<input type="checkbox"/>	<i>You may speak and vote</i>
(iii)	Statutory sick pay where I am in receipt or entitled to receipt of such pay.	<input type="checkbox"/>	<i>You may speak and vote</i>
(iv)	An allowance, payment or indemnity given to Members	<input type="checkbox"/>	<i>You may speak and vote</i>
(v)	Any ceremonial honour given to Members	<input type="checkbox"/>	<i>You may speak and vote</i>
(vi)	Setting Council tax or a precept under the LGFA 1992	<input type="checkbox"/>	<i>You may speak and vote</i>
3.	I have a personal interest* and it is prejudicial because it affects my financial position or the financial position of a person or body described in 8 overleaf and the interest is one which a member of the public with knowledge of the relevant facts, would reasonably regard as so significant that it is likely to prejudice my judgement of the public interest or it relates to the determining of any approval consent, licence, permission or registration in relation to me or any person or body described in 8 overleaf 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"/>	<i>You cannot speak or vote and must withdraw unless you have also ticked 4 or 7 below</i> <i>You cannot speak or vote and must withdraw unless you have also ticked 4 or 7 below</i>
4.	I have a personal and prejudicial 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>
5.	I must regard myself as having a personal and prejudicial interest in the business because it relates to a decision made (whether implemented or not) or action taken by the Cabinet or another of the Council's committees or sub-committees and, at the time the decision was made or action was taken, I was a member of the Cabinet, committee or sub-committee and I was present when that decision was made or action was taken	<input type="checkbox"/>	<i>You cannot speak or vote and must withdraw unless you are a Cabinet member attending under section 21(13) of the LGA 2000 when you may speak to answer questions</i>

6.	I must regard myself as having a personal and prejudicial interest in the business because it relates to a decision made (whether implemented or not) or action taken by the Cabinet or another of the Council's committees or sub-committees and, at the time the decision was made or action was taken, I was a member of the Cabinet, committee or sub-committee and I was present when that decision was made or action was taken, however I am attending the meeting for the purpose of making representations, answering questions or giving evidence relating to the business as the public are also allowed to attend the meeting for this purpose, whether under a statutory right or otherwise	<input type="checkbox"/>	<i>You may make representations, answer questions or give evidence but must leave the room once you have finished and cannot vote</i>
7.	A Standards Committee dispensation applies.	<input type="checkbox"/>	<i>See the terms of the dispensation</i>

* **“Personal Interest”** in the business of the Council means either it relates to or is likely to affect:

- 8(1)(a)(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 -
- (aa) exercising functions of a public nature;
 - (bb) directed to charitable purposes; or
 - (cc) 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 employment or business carried on by you;
- (iv) any person or body who employs or has appointed you;
- (v) any person or body, other than a relevant authority, who has made a payment to you in respect of your election or any expenses incurred by you in carrying out your duties;
- (vi) any person or body who has a place of business or land in your authority's area, and in whom you have a beneficial interest in a class of securities of that person or body that exceeds the nominal value of £25,000 or one hundredth of the total issued share capital (whichever is the lower);
- (vii) any contract for goods, services or works made between your authority and you or a firm in which you are a partner, a company of which you are a remunerated director, or a person or body of the description specified in paragraph (vi);
- (viii) the interests of any person from whom you have received a gift or hospitality with an estimated value of at least £25;
- (ix) any land in your authority's area in which you have a beneficial interest;
- (x) any land where the landlord is your authority and you are, or a firm in which you are a partner, a company of which you are a remunerated director, or a person or body of the description specified in paragraph (vi) is, the tenant;
- (xi) any land in the authority's area for which you have a licence (alone or jointly with others) to occupy for 28 days or longer.

or

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 relevant 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 relevant 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 8(1)(a)(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)(b) of the LGA 2000 overrides any Code provisions to oblige an executive member to attend an overview and scrutiny meeting to answer questions.

EXECUTIVE OVERVIEW AND SCRUTINY COMMITTEE HELD: 2 DECEMBER 2010

Start: 7.30pm

Finish: 8.35pm

PRESENT: O'Toole (Chairman)

Councillors: Mrs Blake Hanlon
Cotterill Hennessey
Coyle Mawdesley
Cropper Nolan
Mrs Evans R A Pendleton
Furey Pope
Gartside Pratt
Grice G M Roberts

Officers: Executive Manager Housing and Property Maintenance Services
(Mr B Livermore)
Deputy Treasurer (Mr M Kostrzewski)
Planning Control Team Leader (Mrs C Thomas)
Legal Services Manager (Mr T P Broderick)
Principal Overview and Scrutiny Officer (Mrs C A Jackson)

33. APOLOGIES

There were no apologies for absence.

34. MEMBERSHIP OF THE COMMITTEE

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

35. URGENT BUSINESS

There were no items of urgent business.

36. DECLARATIONS OF INTEREST

1. Councillors Hanlon, O'Toole, Hennessey, Pope and G M Roberts, declared a personal interest in the called-in item, agenda item 7(a) Article 4 Direction – Ormskirk, Aughton and Westhead as they lived in the area affected by the proposal.
2. Councillors Furey and Mawdsley, declared a personal interest in the called-in item, agenda item 7(a) Article 4 Direction – Ormskirk, Aughton and Westhead as they lived in one of the areas named in the alternative proposal as set down in the called-in requisition.
3. Councillors O'Toole, Grice, Gartside, Mawdsley and Pope declared a personal interest in the called-in item, agenda item 7(a) Article 4 Direction – Ormskirk, Aughton and Westhead as members of the Planning Committee.
4. Councillor Mrs Evans declared a personal interest in Item 9 – Relevant Minutes of Cabinet (16 November 2010) - Minute 81 (Feasibility Study for the Linear Park at Tarleton and Hesketh Bank) stating that she had been part of the initial steering group.

37. DECLARATIONS OF PARTY WHIP

There were no declarations of a party whip.

38. MINUTES

RESOLVED: That the minutes of the last meeting of the Committee held on 30 September 2010 be approved as a correct record and signed by the Chairman.

39. CALLED IN ITEM

Consideration was given to the following called in item, as circulated and contained on pages 273 to 285 of the Book of Reports.

40. ARTICLE 4 DIRECTION - ORMSKIRK, AUGHTON AND WESTHEAD

Consideration was given to the report of the Council Secretary and Solicitor advising that a decision of Cabinet in relation to the above item (minute 85 refers) had received a call in requisition signed by five Members of the Committee. The report set out the reason given for the call in, together with the alternative decision put forward by the five Members concerned on the requisition notice.

On behalf of the Members concerned it was explained that whilst the proposed Article 4 Direction demonstrated a long term approach to controlling the development of Houses in Multiple Occupation a further extension of the areas covered by that Direction was sought as it was felt that it did not provide adequate protection for all residents of West Lancashire as it would enable landlords opportunities to purchase properties in other areas of the Borough thereby potentially displacing the concentration of Houses in Multiple Occupation (HMOs) into other areas.

In the ensuing discussion the following comments/questions were noted:

- The nature and impact of Permitted Development Rights, particularly change of use and restriction of permission.
- The evidence available to justify the removal of permitted development rights in Burscough and Skelmersdale.
- The need for a house to become one of “multiple occupation” to be subject to a planning application.
- Recognition that the complaints associated with HMOs are not always related to students and the negative effect of linking all students with “anti-social behaviour”.
- Recognition that students are not the only social group with a need to have access to houses of multiple occupation. Examples cited included workers and families from other countries within the European Union.
- Impact of HMOs within Ormskirk and fear of a rash of HMOs before the Article 4 Direction takes effect.
- Disappearance of low-rate properties.
- Limiting or extending the size of the area covered by the proposed Article 4 Direction.

EXECUTIVE OVERVIEW AND SCRUTINY COMMITTEE HELD: 2 DECEMBER 2010

It was also suggested that the situation could be monitored over the following 12 months, with a further report coming to Members to see whether there was a case, at that time, to extend or create a further Article 4 Direction into other areas of the Borough.

The Planning Control Team Leader responded to questions, referencing details contained in the Acting Executive Manager Planning report. She explained the nature of Article 4 Directions and the steps/time-scales involved. She also made reference to the evidence gathering and information that had been used to inform the proposed Article 4 Direction, particularly in relation to the number of dwellings covered by HMOs in the proposed area and Borough and related Government guidance. Also referenced was the use of the Core Strategy policy (once adopted) in relation to the determination of applications. The Planning Control Team Leader also indicated that a further report would come forward after 12 months.

RESOLVED: That the Committee does not wish to ask for a different decision.

41. KEY DECISION FORWARD PLANS - 1 NOVEMBER 2010 - 31 MARCH 2011

There were no items under this heading.

42. RELEVANT MINUTES OF CABINET

Consideration was given to the minutes of the meeting of the Cabinet held on 16 November 2010. Members raised questions/comments on:

Minute 83 (Demand Responsive Transport Service for Skelmersdale) – Effectiveness of Burnley BEST model and detail of report to be brought back to a future meeting of Cabinet on alternative transport schemes.

RESOLVED: That the Minutes of the meeting of Cabinet held on 16 November 2010 be noted.

43. REVENUE BUDGET MID-YEAR REVIEW

Consideration was given to the report of the Council Secretary and Solicitor as circulated and contained on pages 297 to 303 of the Book of Reports which provided a projection on the financial position on the General and Housing Revenue Accounts to the end of the financial year.

At the invitation of the Chairman, the Deputy Borough Treasurer gave an overview of the information within the report.

Members raised questions and comments in respect of the following:

- Impact of the outcome of the Job Evaluation (JE) Exercise Appeals on budgets.
- Concessionary Travel and changes as a result of the responsibility for travel concessions transferring to the County Council.
- Housing Revenue Account and addressing some of the issues raised in the recent Audit Commission's Report.

EXECUTIVE OVERVIEW AND SCRUTINY COMMITTEE HELD: 2 DECEMBER 2010

The Deputy Borough Treasurer provided responses to the comments and questions raised. Noted:

- Reserves had been set aside in relation to the outcome of the JE appeals. In future years on-going increases would need to be included in service budgets.
- The statutory element for travel concessions will transfer to the County Council from April 2011. In relation to the budget saving this year, this benefit would have to be noted for future years as a result of the transfer of the travel concessions service to the County Council.

In relation to comments relating to issues as a result of the Audit Commission's Report the Executive Manager Housing and Property Maintenance Services reported that a Report would be going to the meeting of Council scheduled to take place on 15 December 2010.

RESOLVED: That the financial position of the Revenue Accounts be noted.

44. REVISED CAPITAL PROGRAMME AND MID YEAR REVIEW 2010/11

Consideration was given to the report of the Council Secretary and Solicitor as circulated and contained on pages 305 to 317 of the Book of Reports which provided an overview on the progress, at the mid-year point, of the Revised Capital Programme.

At the invitation of the Chairman, the Deputy Borough Treasurer gave an overview of the information within the report.

Members raised questions and comments in respect of the following:

- Abbotsford Regeneration scheme and monies related to affordable housing.
- Funding in relation to the refurbishment of 52 Derby Street.
- Take up on the Housing Loans Scheme.

The Deputy Borough Treasurer provided an explanation on the capital resources and expected resource from the selling of the Abbotsford site and explained that alternative costed schemes for the refurbishment of 52 Derby Street would come forward for approval in due course.

The Executive Manager Housing and Property Maintenance commented on the low take up on the Housing Loans Scheme referring to the move away from a Grant Scheme to a Loan Scheme and the involvement in the future of the Home Improvement Agency referring to the tendering exercise for that service which is expected to conclude in the early part of 2011.

RESOLVED: That the Revised Capital Programme and progress against it at the mid-year point be noted.

.....
Chairman

**EXECUTIVE OVERVIEW AND SCRUTINY COMMITTEE
(SPECIAL MEETING)**

HELD: 19 JANUARY 2011

Start: 10.05pm
Finish: 10.25pm

PRESENT: O'Toole (Chairman)
Grice (Vice Chairman)

Councillors: Mrs Atherley Moran
Mrs Blake Nolan
Coyle R A Pendleton
Mrs Evans Pope
Fillis Pratt
Furey G M Roberts
Gartside Tattersall
Hennessey

In attendance:
Councillors: Fowler (Portfolio Holder Community Services)
Gagen

Officers: Executive Manager Housing and Property Maintenance Services
(Mr B Livermore)
Council Secretary and Solicitor (Mrs G L Rowe)
Head of Leisure & Cultural Services (Mr J Nelson)
Member Services Manager (Mr G Martin)

45. APOLOGIES

There were no apologies for absence.

46. MEMBERSHIP OF THE COMMITTEE

In accordance with Council Procedure Rule 4, the Committee noted the termination of membership of Councillor Cropper and the appointment of Councillor Mrs Atherley this meeting only, thereby giving effect to the wishes of the political groups.

47. URGENT BUSINESS

There were no items of urgent business.

48. DECLARATIONS OF INTEREST

It was noted that the Code of Conduct in relation to personal and prejudicial interests of Cabinet Members when they have taken a decision is overridden by Section 21(13) of the Local Government Act 2000.

1. There were no declarations of interest.

49. DECLARATIONS OF PARTY WHIP

There were no declarations of a party whip.

50. 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 items of business on the grounds that they involve the likely disclosure of exempt information as defined in paragraphs 3 and 5 of Part 1 of Schedule 12A of that Act, as set out on the agenda, 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.

51. CALL-IN ITEM - DALTON PARK OPEN SPACE AND PLAY AREA

Consideration was given to the report of the Council Secretary and Solicitor advising that the decision of Cabinet in relation to the above item (Minute 98 refers) had been called in by five Members of the Committee. The report set out the reason for the call in, together with the alternative decision put forward by the Members concerned and the comments of the Executive Manager Community Services.

During the discussion on this item members noted that officers were investigating possible opportunities to secure funding for the development of the site and that in the event of an application for funding being successful, any scheme for the site would be developed in consultation with residents, in accordance with usual practice.

RESOLVED: That the Committee does not wish to ask for a different decision.

.....
- CHAIRMAN -



AGENDA ITEM: 7

**EXECUTIVE OVERVIEW &
SCRUTINY COMMITTEE:
3 February 2011**

Report of: Council Secretary and Solicitor

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

**SUBJECT: PETITION REVIEW REQUEST - OFF PEAK RAIL AND BUS
CONCESSION FOR OVER 60S/DISABLED PEOPLE**

Wards affected: Borough Wide

1.0 PURPOSE OF THE REPORT

1.1 To consider a request to review the steps that the Council has taken in response to a petition received in respect of Off peak rail and bus concession for Over 60s/Disabled people, as required by the Local Democracy, Economic Development and Construction Act 2009.

2.0 RECOMMENDATIONS

- 2.1 That the Committee determines whether it considers the steps taken by the Council in response to the petition are adequate.
- 2.2 That if the Committee does not consider the steps taken to be adequate, consideration be give as to what action to pursue within existing terms of reference.
-

3.0 BACKGROUND

3.1 The Local Democracy, Economic Development and Construction Act 2009 requires every local authority to adopt a 'Petition Scheme' that sets out how it will handle petitions which must be complied with as adopted. In accordance with the procedure if a 'petition organiser' does not feel that the Council has dealt with the petition adequately, he/she can request the Executive Overview and Scrutiny Committee to review the steps taken to respond.

4.0 STEPS TAKEN TO RESPOND TO THE PETITION

4.1 A petition was received on Tuesday, 19 October 2011 containing 34 signatures in respect of the following:

“PETITION – Off peak rail and bus concession for Over 60s/Disabled people of the West Lancashire Borough who are in need of medical services, or are socially excluded from rail or bus services by virtue of being in a low income group such as a state pensioner.

“The Over 60s/Disabled people of West Lancashire petition the West Lancashire Borough Council to commit to a concession system whereby those Over 60s/Disabled who need to travel for medical services can do so by using a concession pass provided by West Lancashire Borough Council that is free of charge, that enables free rail and bus travel including to any and all medical appointments on production of an appointment card or letter;

and that the West Lancashire Borough Council does commit to providing a similar concession system whereby any and all Over 60s/Disabled may be socially included in any and all benefits of free off peak rail and bus travel.

And that West Lancashire Borough Council does so by arranging to use empty publicly funded seats on out of borough trains at no cost to WLBC.”

4.2 An acknowledgement letter was sent to the ‘petition organiser’ on 20 October which advised that a formal response would be sent to him within 15 working days and detailed what steps the Council may take to deal with the petition i.e.:

- Take the action requested
- Give a written response setting out the Council’s views about the request
- Refer to the relevant overview and scrutiny committee
- Refer to Cabinet (executive functions)
- Consider at a meeting of the Council
- Hold an inquiry
- Undertake research
- Hold a public meeting
- Hold a consultation
- Hold a meeting with petitioners
- Call a referendum

4.3 On 9 November 2010 a letter was sent to the ‘petition organiser’ which advised that the following step would be taken to deal with the petition:

“The Assistant Chief Executive, in consultation with the Leader and the Finance and Performance Management Portfolio Holder, will give a written response setting out the Council’s views about the request, within 10 working days.”

4.4 On 19 November 2010 a letter was sent to the ‘petition organiser’ from the Assistant Chief Executive, a copy of which is attached at Appendix A.

5.0 REVIEW REQUEST

5.1 A request to review the steps taken was received, within the deadline, on 1 December 2010. A copy of the request is attached at Appendix B.

6.0 COMMENTS OF THE ASSISTANT CHIEF EXECUTIVE

6.1 As Members will recall a report on the subject of Concessionary Travel was considered by Special Cabinet (Minute 95) and Council on 15 December 2010. Minute 73 of Council reads as follows:

“73. CONCESSIONARY TRAVEL

In a report contained on pages 589 to 594 of the Book of Reports, the Assistant Chief Executive updated members on the implications of the transfer of statutory responsibility for concessionary travel from the lower to upper tier Authority (i.e. WLBC to Lancashire County Council) from 1 April 2011 and sought approval in relation to consultation on options for the future in relation to discretionary concessions.

Members noted that the transfer to the County Council of this Council’s concessionary travel budget would enable the County Council to provide both the statutory and discretionary travel concessions currently provided by this Council and asked officers to draw this to the attention of the County Council’s officers.

- RESOLVED
- A. That the current position, as outlined in the report, be noted.
 - B. That Officers continue to liaise with Lancashire County Council colleagues in relation to the County Council’s proposals for any future scheme of concessionary travel within the Borough and their proposals for the operation of this.
 - C. That the proposals for consultation as set out in paragraph 7 of the report in relation to the options identified at paragraph 6.1 of the report, be noted.
 - B That the Assistant Chief Executive report back to Council in February with the results of the consultation and proposals for discretionary concessionary travel within the Borough from 1 April 2011, together with an equality impact assessment.”

6.2 In view of this, may I suggest the following:

- “A. That the Committee considers the steps taken by the Council in response to the petition to be adequate.
- B. That the Assistant Chief Executive be asked to consider the matters raised in the petition and in the review request, as part of the consultation currently being undertaken on discretionary concessionary travel within

the Borough and the subsequent report to be submitted to Council on 23 February 2011.”

7.0 PROCEDURE FOR DEALING WITH REVIEW REQUESTS

- 7.1 The ‘petition organiser’, Mr Brookfield, has been notified of the time, date and place of this Committee meeting and, with the permission of the Chairman, he may be allowed to address the committee, under usual procedures, on why he considers that the authority’s decision on the petition is inadequate.
- 7.2 Following consideration of the steps taken, the request for a review of the steps taken and the comments of the Assistant Chief Executive, the Executive Overview & Scrutiny Committee can decide if it considers the petition was dealt with adequately or it may use any of its powers under the Local Government Act 2000 to deal with the matter.
- 7.3 If the Committee considers that the petition was not dealt with adequately it could:
- Request the relevant officer to bring back a more detailed report on the issue.
 - Make a recommendation to Cabinet / Council as appropriate
 - Request the Corporate / Environmental Overview & Scrutiny Committee to undertake a Review on the subject matter (subject to current work programmes and resources).
 - Set up a Working Group to look at the issue in more detail (subject to the Committees work programme and resources).
- 7.4 Once the ‘review request’ has been considered the ‘petition organiser’ will be informed of the results within 5 working days. The results of the ‘review request’ will also be published on the website.

8.0 SUSTAINABILITY IMPLICATIONS/COMMUNITY STRATEGY

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

9.0 FINANCIAL AND RESOURCE IMPLICATIONS

- 9.1 There are no significant financial or resource implications other than officer and Member time in dealing with this request.

10.0 RISK ASSESSMENT

- 10.1 The Council is required to comply with Sections 10 to 22 of the Local Democracy, Economic Development and Construction Act 2009.

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 no evidence from an initial assessment of an adverse impact on equality in relation to the equality target groups as the new rules on petitions are intended to enable public access to the decision-making process of the authority and as such contribute towards open and inclusive governance.

Appendices

- A. Letter to R Brookfield, Secretary of the West Lancashire Pensioners' Forum from Assistant Chief Executive – 19 November 2010
- B. Review request from Mr R Brookfield, Secretary of the West Lancashire Pensioners' Forum – Received 1 December 2010.

FILE COPY

Appendix A

01695 585229
kim.webber@westlancs.gov.uk

Raymond Brookfield Esq.
Secretary of the West Lancashire
Pensioners' Forum

19th November 2010

[REDACTED]

KW/CMT

Halsall
Ormskirk
West Lancashire
L39 [REDACTED]

Ms. K. Webber
01695 585005
5005

Dear Mr. Brookfield,

Petition – Off Peak Rail and Bus Concession for Over 60's/Disabled People who are in need of Medical Services, or are Socially Excluded from Rail or Bus Services by virtue of being in a Low Income Group such as State Pensioner

Thank you for your petition in relation to the above received by the Council on 19th October 2010. I refer to Mrs. Denning's acknowledgement letter to you of 20th October, and subsequent letter of 9th November 2010 advising that the Council would provide a written response setting out its views about your request.

The Council has for many years provided support for groups at potential risk of social exclusion by providing funding for a range of travel options, beyond those which are required statutorily. This support has included:

- Providing an annual grant to Dial-a-Ride, alongside that provided by the County Council to this organisation, to enable demand responsive transport system to be available to people unable to use other forms of transport. Recently, this arrangement has been superseded by a tender exercise conducted by LCC, in which the Borough Council was a partner, and which has enabled continued direct financial support to this service.
- Allowing the use of bus passes on Dial-a-Ride services and County Car Schemes, a facility not available in all parts of Lancashire, and which enables travel as a visitor to a number of destinations including Southport General Hospital at Kew, Ormskirk and District General and Wrightington Hospitals.
- Allowing the use of bus passes prior to 9.30 a.m. and post 11 p.m., Monday to Friday for a flat rate 50p fare, and the use of passes on Blackpool Trams and Knott End Ferry.
- Offering an option of travel tokens or a senior railcard instead of a bus pass to those eligible; the tokens can be used on most local taxi, bus or rail journeys including throughout Merseyside.
- In addition, eligible people who choose either a bus pass or travel tokens can also purchase a discounted railcard.

The above arrangements go beyond the statutory scheme requirements, of a free national bus pass for eligible residents, which is administered through the Lancashire Joint Concessionary Travel Scheme. The arrangements are more favourable than in many other parts of Lancashire, and are currently funded by the Council with an associated cost to local taxpayers, as the Council has sought to cater for a wide range of travel needs within its community.

However, as you may be aware, there are some changes pending with regard to the administration of concessionary travel from 1/4/11. From this date responsibility for administering concessionary travel will shift to upper tier authorities and as a result it is anticipated that funding associated with this function will be re-allocated by Government to Lancashire County Council.

Furthermore, you may be aware that the Government has recently announced reductions of 28% in the amount of grant funding that will be made to Councils such as our own over the next four years.

In the light of these changes it is not considered likely, at this point in time, that an enhanced concessionary travel scheme such as the type described within your petition will be affordable in the future. Indeed, it is likely that the Council, and other Councils, are going to be facing some very difficult decisions in future years as to which existing services it can continue to offer, and at what level. However, we are awaiting the Government's detailed grant announcement in December and will be looking closely at the details and considering the implications of this over the coming months.

Thank you once again for taking the time to submit your petition.

Yours sincerely,

Kim Webber
Assistant Chief Executive

c.c. Peter Blakey, Exchequer Services Manager
Jacky Denning, Assistant Member Services Manager

WLDC ACE DIVISION	
FILE NO	
REC'D	01 DEC 2010
COPY TO	

**WEST LANCASHIRE PENSIONERS
FORUM**

The Organisation of Retired Citizens; For Retired Citizens;

Kim Webber B.Sc., M.Sc.
Assistant Chief Executive
West Lancashire Borough Council
P.O Box 16
52 Derby Street
Ormskirk
L39 2DF

Mr R Brookfield
Sec West Lancashire Pensioners Forum
[REDACTED]
Halsall
Ormskirk
L39 [REDACTED]
[REDACTED]

29th November 2010.

Dear Ms Webber

Petition-Off peak rail and bus concession for Over60s/Disabled people of the West Lancashire Borough who are in need of medical services, or are socially excluded from rail or bus services by virtue of being in a low income group such as state pensioner.

Thank you for your letter of 19th November 2010 in response to the petition referred to above which, for the benefit of readers, also contained specific reference to the following matters;

The Over60s/Disabled people of West Lancashire petition the West Lancashire Borough Council to commit to a concession system whereby those Over60s/Disabled who need to travel for medical services can do so by using a concession pass provided by West Lancashire Borough Council that is free of charge, that enables free rail and bus travel including to any and all medical appointments on production of an appointment card or letter; and that the West Lancashire Borough Council does commit to providing a similar concession system whereby any and all Over60s/Disabled may be socially included in any and all benefits of free off peak rail and bus travel .and that West Lancashire Borough Council does so by arranging to use empty publicly funded seats on out of borough trains at no cost to WLBC.

We wish to express our gratitude for having received support from council tax payers for any travel options beyond those which were statutorily provided, albeit we are paying such council tax anyway.While thanking you for providing a history of Council's support to us, of Council's view of the forthcoming changes to the higher tier administration of concessionary travel, and the potential amount of grant funding Council might receive, we did not petition Council for those facts and we had assumed the Petition would be answered in its entirety.

You have said in your letter Council would provide a response setting out its views about our request, but it has failed to do so. There is no Council view on enabling us to travel free of charge to

essential medical appointment outside the Borough, nor of Council's attempts, if any, of arranging for us to use empty publicly funded seats on out of Borough trains at little or no cost to the Borough, which we believe is possible.

So, Council having provided the history of its support for us to date, we feel compelled to do likewise in respect of our legitimate and honourable campaign not to be socially excluded from this Council's policies, as has been the case. We refer to the history of the £28 of travel tokens, now devalued over five years, of the recent refusal by Council to retain the £153,000 refunded by bus operators in the concessionary travel budget, of the savings of £38,000 made on concessionary travel for the past two years, and of various other annual savings amounting to circa £20,000.

The tone of Council's concessionary travel policy was set in February 2009 by its direct request to Merseytravel for ball park indicative worst case costs, for a confidential guestimate, of the practicality of offering a free railcard to us. Having provided these statistics to Merseytravel, that "WLDC has approx 26,600 elderly residents, of which approx 4,000 opt for the free Senior Railcard (a further 1,000 purchase a discounted Senior Railcard from us as an addition to their chosen concession of either a Bus Pass or Travel Tokens)" Merseytravel estimated that "your full year costs for free travel on Merseyrail would be in the region of £0.5m to £0.750m. The actual figure will depend upon the following:-quantum of journeys; any commercial deal with Merseyrail; scale of the concession offered to West Lancs residents eg, Ormskirk/Liverpool, or pan-Merseyside".

As is now known, there was no single legitimate "quantum" or "how many" journeys or what scale of concession might be offered allowing for the indicative numbers Council had quoted, the 4,000 who opt for the free senior railcard and the further 1,000 who purchased a discounted senior railcard. Council simply took the maximum ball park, indicative worst case costs of the total of 26,600 elderly in the Borough and obtained the confidential guestimate. And thus it was that an email from a senior Council officer reported "Hi Councillor Grant, Just received the attached info from Merseyside - I think this will help your position with regard to this issue", the "info" being £0.5m to £0.75m for the worst case.

But what of a best case, which pensioners believe should also have been sought as an option? The published accounts for Merseytravel refer to "continuous surveys of all bus, train and ferry services undertaken by Merseytravel's team of Traffic Investigators". Council did not bother to obtain and use those surveys for West Lancashire stations. Nor did Council use any actuarial system for assessing the costs of such a service. In its simplest form, and in the absence of true statistics, a best case is for Council to determine that the 4,000 who opt for a free railcard and the 1,000 who opt to purchase a discounted senior railcard would benefit from a Merseytravel rail concession at a cost easily contained within the £28 of tokens to those who opt for them.

Despite the rebuttal of our claim we continued to campaign for parity with Merseysiders, on the basis of being discriminated against, of inequality, of our human rights not to be socially excluded, and of the evidence that Council was not being completely transparent. This fact was confirmed during 2010, when unknown to us and despite our ongoing searches for public information relating to free rail travel, it came to our notice that WLBC received an email dated 10th February 2010 which contained an offer from Merseyrail with details of a West Lancashire Concessionary Pass. That email and that offer remained undisclosed to us until 26th June 2010, only obtained under Freedom of Information law as has been most of our information. We were told there was absolutely no other

information to disclose under FoI. This has turned out not to be the case and we now have irrefutable evidence that the offer was declined by Council in March 2010, in terms that state; 'Unfortunately, at the moment in view of the severe financial pressures that face the Council both now and in the future, and the likely move of responsibility for travel concessions to Upper Tier Authorities, we do not think it's the right time to progress your proposal at this time. It may be that at some point in the future the Council will decide to look again at this issue and if so I will contact again'.

This non-disclosure under FoI is the subject of a complaint to the Information Commissioner's Office.

We have on a number of occasions quoted various Acts by which Council could have applied for the Borough to be included in the Merseytravel concession, such as the Transport Act 1985, (6) A non-metropolitan county council in England and Wales or, in Scotland, a . . . council shall have power to take any measures that appear to them to be appropriate for the purpose of or in connection with promoting, so far as relates to their area— (b) the convenience of the public (including persons who are elderly or disabled) in using all available public passenger transport services (whether subsidised or not).

We stated earlier our belief there is a possibility of little or no cost to the Borough for us to use off peak services, which many of us need to reach medical services in Merseyside. We based our view on Council taking an ethical or moral stance on why public subsidies made available to run public transport should instead be used to make huge profits for a foreign private company involved in the provision of local rail services.

We made information available that the Merseytrave/Merseyrail/Serco group franchise, being in receipt of a long term public subsidy to run the Merseytravel services, was making huge profits from the subsidy. Of the profit which for the last full year alone being circa £12million, £8million went to Serco shareholders in dividends, profits achieved from UK taxpayers despite the empty off peak trains wasting resources.

We approached Serco in a private capacity to enquire if they would be willing to provide a facility to use the empty seats. They have confirmed the rebuttal of our claim by Council, but we feel encouraged by their attitude to us. Serco operates what they describe as an "Ethics and Business Conduct Policy Standard – 4.3 Cultural sensitivity Wherever Serco operates it will support and contribute to the social and economic well being of those communities within which we work and encourage individuals to participate in projects that strengthen these communities. Serco is working with and across the whole local community to make citizens' lives better. The value Serco brings is Citizen focused. We understand local government and the needs of local citizens and provide a level of customer care that goes deep into the community, contact channels that work and technology that enables service. We design and deliver services that really meet the changing needs of citizens, and our performance is measured on their levels of satisfaction. Ethical partnering. We believe commercial models should create value and we are prepared to put our profit at risk against delivering sustainable improvements in outcomes for citizens. We will only suggest new ways of working where it will create real value and will develop business cases jointly and transparently with our customers. We will share our knowledge and skills with our customers, and believe that the best outcomes will be achieved through pooling knowledge. We will deliver our promises and recognise that successful partnerships are built on trust.

It is therefore our belief that our Petition should instigate Council contact with Serco so as to explore the possibilities of their Ethical Partnering policy being applied to our case for social inclusion.

We wish to make known the following facts; that a Borough Councillor stated recently "You are wasting your time trying to convince the Borough Council to further enhance the existing provision for Concessionary Travel as it simply cannot afford to do so on a sustainable basis. You would be far better directing your efforts towards the County Council". Yet these are some current council tax levels for comparison with West Lancashire. Council tax non-parished area, Sefton band D £1478; Knowsley band D £1416; Liverpool band D £1519; Wirral band D £1440; St Helens band D £1438; Average £1458 West Lancashire band D £1502. It seems these councils can afford to pay their Merseytravel levies and still keep their local taxes more affordable by comparison to ours.

We should make it clear to Council we object to enhanced concessionary travel being the only policy publicly stated by Council as likely not to be affordable in the future. We point to a period of five years of travel tokens devalued by inflation and compare it to Council's policy of free parking to all Council employees, which we know costs council tax payers more than the annual cost of concessionary travel. We point to grants to property owners in conservation areas for the planting of

trees, or for property improvements, and we wonder why these grants, not means tested, have received more consideration than the provision of essential travel assistance to pensioners whose income IS means tested. The administrative reform of concessionary travel states it is not the intention of these proposed changes to have any impact on the additional entitlements offered by local authorities. It recognises that for many people these discretionary enhancements are the most valuable part of the concession. Upper tier authorities will be able to take into account the differing needs of their individual residents in determining which discretionary concessions to offer and who is eligible for them and could retain different discretionary concessions in different district areas if they wish. Even though the responsibility for administering discretionary concessions is being removed from district councils, they will still retain their well-being powers under the Local Government Act 2000 and Local Transport Act 2008. These powers enable all local authorities to promote or improve economic, social, or environmental well-being within their area. It is these powers we ask West Lancashire Borough Council to retain. We also refer Council to ensuring any decision regarding the possible discontinuation of concessionary travel follows appropriate consultation and explanation of the Council's responsibilities under the Disability Discrimination Act and a proper Equality Impact Assessment. We saw no evidence of Council having due regard to its duties under the Disability Discrimination Act and Equalities Laws during the exchanges with Merseyrail rather than they may have relied on decision makers' general and limited awareness of equality matters. We believe this to be unlawful.

Please now refer our response to the relevant overview and scrutiny committee for a formal public examination of our concessionary travel petition.

Yours sincerely

Raymond Brookfield



AGENDA ITEM: 8(a)

**EXECUTIVE OVERVIEW &
SCRUTINY COMMITTEE:
3 February 2011**

Report of: Council Secretary and Solicitor

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

**SUBJECT: CALL IN ITEM – LOCAL DEVELOPMENT FRAMEWORK (LDF) CORE
STRATEGY – STRATEGIC DEVELOPMENT OPTIONS**

Wards affected: Borough wide.

1.0 PURPOSE OF THE REPORT

1.1 To advise the Executive Overview & Scrutiny Committee of the reason for the call in of the decision on the above item, as set out in Minute No. 106 of the meeting of Cabinet held on 18 January 2011.

2.0 RECOMMENDATIONS

2.1 That the Committee determines whether it wishes to ask for a different decision.

2.2 That if the Committee does wish to ask for a different decision, the Committee indicates which of the options set out at paragraph 5.1 below, it wishes to pursue.

3.0 DETAILS RELATING TO THE CALL IN

3.1 The report attached as an Appendix to this report was considered at a meeting of Cabinet on 18 January 2011.

3.2 The decision of Cabinet 18 January 2011 reads as follows:

**“106. LOCAL DEVELOPMENT FRAMEWORK (LDF) CORE STRATEGY -
STRATEGIC DEVELOPMENT OPTIONS**

Councillor Forshaw introduced the report of the Acting Executive Manager Planning the purpose of which was to detail progress on the Core Strategy DPD for the West Lancashire Local Development Framework (LDF), particularly in relation to the strategic development options for Green Belt release within the Core Strategy, and to

determine which of these options should be selected for inclusion in the Preferred Options public consultation document.

The Leader referred to a paper circulated which contained a summary of comments made by the LDF Working Group at a meeting held on Monday, 17 January 2011 and also a letter he had received personally from a local resident in respect of this item that he would copy to Cabinet after the meeting.

In reaching the decision below, Cabinet considered the comments and observations made at the LDF Working Group and the details set out in the report before it and accepted the reasons contained therein.

- RESOLVED:
- A. That the comments and observations received from the Local Development Framework Working Group be noted.
 - B. That the two Options for strategic development be identified as Option B – a Burscough Strategic Site and Option C – the Dispersal of several sites around the edges of Burscough, Ormskirk and Banks (as detailed in paragraph 6 of the report and the Appendices), for inclusion in the Core Strategy Preferred Options public consultation document.

3.3 The following reason for call in was given in the requisition:

“The discarding of Option A from the Core Strategy preferred options is inappropriate at this stage, given:

- a) the lack of scrutiny to date of underlying issues within the report to Cabinet*
- b) the potential for the contents of Option A to be recommended by consultees during the formal consultation phase”*

3.4 The requisition also provided an alternative decision which was:

*“That Resolution B be amended to read:
That all three Options for strategic development be identified for inclusion in the Core Strategy preferred options public consultation document.”*

3.5 The following Members of the Executive Overview & Scrutiny Committee signed the requisition for call-in in accordance with the provisions of Overview & Scrutiny Committee Procedure Rule 15:

Councillor N Furey
Councillor B Nolan
Councillor J Fillis
Councillor C Mawdsley
Councillor I Moran

4.0 COMMENTS OF THE ACTING EXECUTIVE MANAGER PLANNING

4.1 In the report to Cabinet three strategic development options were put forward for consideration, with no specific preference being stated by myself. All the options have positive and negative attributes which were fully set out in the report.

Further assessment will be needed on whatever options are taken forward – for example possible highway impacts are still being looked at by consultants.

- 4.2 It was recommended in my report to Cabinet that two options be taken forward for further consultation, either in the form of a 'Plan A' and a 'Plan B', or that two options be chosen without stating a preference. Cabinet decided on the latter course of action and chose Options B & C. It is intended that a full Preferred Options document be presented to Cabinet in March, with a view to consulting on this in May/June.
- 4.3 The Core Strategy will ultimately need to contain a main strategy and a Plan B option should any part of the wider Core Strategy fail to be delivered. In terms of the Preferred Options document and the consultation phase, it is feasible for it to contain three options. However, I did not recommend this course of action to Cabinet as I considered that this would make the document very complicated. For example, there would have to be three versions of the policies relating to the over-arching strategy, residential development and development of employment land.
- 4.4 During the consultation phase it is open to anyone making representations to put forward their views on any rejected options. This being the case, one way of dealing with the issue, if Executive Overview and Scrutiny Committee agree with the proposed alternative decision (and should Cabinet accept this view), would be to include a statement in the Preferred Options document setting out Option A, clearly stating that this option was **not** preferred by the Council, but also making it clear that people's views can still be given on this option. This could also be set out in any consultation material.
- 4.5 This would have the advantage of allowing those who feel strongly against this option to make their views known, so that they can be weighed in the balance with those who may wish to put such an option forward. The full range of views will then be brought back to Members to decide on the most appropriate direction for the Core Strategy. The representations will also be able to be considered by the Inspector at the Examination in Public so that he also has a rounded view of public opinion when ruling on the soundness of the plan.
- 4.6 It is my view that to include all three options in the document as equals, however, would simply be confusing, given that the document will contain much more than simply the strategic site issue and would overcomplicate the document.

5.0 CONCLUSION

- 5.1 Following consideration of the decision of Cabinet, the requisition for call in and the comments of the Acting Executive Manager Planning, the Executive Overview & Scrutiny Committee can decide if it wishes to ask for a different decision. If the Committee does not wish to ask for a different decision then the decision of Cabinet takes immediate effect. If the Committee does wish to ask for a different decision, it may:

- a. refer the decision back to Cabinet (as the decision making body) for reconsideration, setting out the different decision; or

b. refer the matter to Council. If the matter is referred to Council and Council does not object, then the decision of Cabinet will take effect immediately from that Council meeting date. If the Council does object, then the decision and the objection will be referred back to Cabinet (as the decision making body) for reconsideration.

5.2 The Secretary of State in his Guidance recommends that Overview & Scrutiny Committees should only use the power to refer matters to the full Council if they consider that the decision is contrary to the policy framework or contrary to or not wholly in accordance with the budget.

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

Appendices

Report of the Acting Executive Manager Planning.



AGENDA ITEM: 5(b)

CABINET: 18th January 2011

Report of: Acting Executive Manger Planning

Relevant Portfolio Holder: Councillor M. Forshaw

Contact for further information: Mr P. Richards (Extn. 5046)
(E-mail: peter.richards@westlancs.gov.uk)

SUBJECT: LDF CORE STRATEGY – STRATEGIC DEVELOPMENT OPTIONS

Wards affected: Borough wide

1.0 PURPOSE OF THE REPORT

1.1 To inform Cabinet Members on the progress of the Core Strategy DPD for the West Lancashire Local Development Framework (LDF), particularly in relation to the strategic development options for Green Belt release within the Core Strategy, and to determine which of these options should be selected for inclusion in the Preferred Options public consultation document.

2.0 RECOMMENDATION

2.1 That Cabinet identify two options for strategic development for inclusion in the Core Strategy Preferred Options public consultation document as detailed in paragraph 6 of the report.

3.0 BACKGROUND

3.1 The LDF team have been preparing a Core Strategy Preferred Option Paper over the course of 2010. This follows on from initial visioning work and the identification of key issues, undertaken through a series of consultation exercises in 2008/09 and the Public Consultation on the Core Strategy Options Paper in Autumn 2009.

3.2 In the course of preparing the Core Strategy Preferred Option Paper, after assessing all the available evidence, it has become clear that there will be a need to release a relatively small amount of land on the edge of existing settlements that is currently within the Green Belt or designated as “protected” land for strategic development in order to meet the Borough’s targets for housing and employment land over the Core Strategy period (2012-2027). This is due to the

shortage of available and suitable land for development within the existing towns and villages across the Borough.

- 3.3 A range of sites and locations across the Borough that could deliver this housing and employment development have been looked at and consideration given to their suitability in light of all available evidence, including infrastructure provision, impact on the Green Belt and the sustainability of the adjoining settlement. This process has culminated in the identification and preparation of three options for delivering the shortfall in housing and employment land provision over the Core Strategy period.

4.0 CURRENT POSITION

- 4.1 Significant progress has been made in preparing a Core Strategy Preferred Options Paper, which essentially sets out the key strategic planning policies for the Borough in a “first draft” format for public consultation. The Preferred Options paper identifies the need for the additional provision of 4,500 dwellings and 87 ha of employment land in the Borough over the Core Strategy period (2012-2027).
- 4.2 All but approximately 600 dwellings and 18 ha employment land of these targets can, and should, be provided within the existing built-up areas of the Borough’s towns and larger villages. Therefore, this shortfall needs to be accommodated on Green Belt land or, where suitable, on “protected” land that is open countryside on the edge of some settlements.

5.0 ISSUES

The implications of housing and employment land targets for Green Belt release in West Lancashire

- 5.1 The Core Strategy will set out targets for housing and employment land development over the Core Strategy period (2012-2027), as derived from available evidence and the Regional Spatial Strategy for the North West (RSS). Appendix 1 sets out more detail on how these targets have been arrived at, but the targets are as follows:
- Housing – 4,500 dwellings (or an average of 300 dwellings per year)
 - Employment Land – 87 ha (or an average of 5.8 ha per year)
- 5.2 On the basis of an assumed average density for new residential development of 30 dwellings per hectare (which is the minimum that the West Lancashire Replacement Local Plan expects of a housing site and was, until recently, a national minimum target), the target of 4,500 dwellings for the Core Strategy period would require 150 ha of land.
- 5.3 Based on the availability and deliverability of sustainable brownfield and greenfield land within the existing built-up areas of the Borough’s towns and villages (as identified through the SHLAA and other evidence), approximately 3,900 dwellings can be delivered within existing settlement boundaries, disaggregated as follows:

- Skelmersdale & Up Holland – 3,000 dwellings
 - Ormskirk & Aughton – 300 dwellings
 - Burscough – 200 dwellings
 - Northern Parishes – 240 dwellings
 - Eastern Parishes – 80 dwellings
 - Western Parishes – 80 dwellings
- 5.4 This means that at least 600 dwellings (20 ha) will need to be developed on Green Belt land or protected land on the edge of the built-up area if the proposed Core Strategy housing target is to be delivered. This would likely be delivered towards the end of the Core Strategy period once the relevant infrastructure has been put in place and the vast majority of suitable land within the built-up areas has been developed out.
- 5.5 In relation to the 87 ha employment land target, 39 ha can be delivered through the realistic supply of existing Local Plan allocations for employment development and safeguarded land in Skelmersdale, Burscough, Banks and Appley Bridge. A further 30 ha (approx.) could be provided through the regeneration and reconfiguration of parts of the existing industrial estates in Skelmersdale, Burscough and Simonswood. This would leave approximately 18 ha of brand new employment sites to be identified for development in order to meet the Core Strategy employment land target.
- 5.6 Few, if any, sites have been identified within the built-up areas of the Borough's towns and villages that can contribute to the delivery of this additional 18 ha, and so Green Belt land or protected land will need to be identified and allocated to deliver the full employment land target.
- 5.7 Combined, this shortfall of land to deliver the Core Strategy's key development targets will require at least 38 ha of Green Belt land or protected land, plus any land required for complementary infrastructure needs.
- 5.8 While there are sites not designated as Green Belt that are protected land on the edge of the built-up area, the development of such land would, in most cases, have a similar impact as that of developing Green Belt, given that the characteristics of such land are very similar to that of Green Belt, and so it should not necessarily be considered that development on this land would be more appropriate. In addition, these sites are generally located around the villages in the Northern Parishes where there are several significant infrastructure issues that cannot be overcome. This means that large amounts of development could not be considered there, whatever the land availability.
- 5.9 Therefore, regardless of which option is ultimately selected, the development of some Green Belt will be required within the Core Strategy period (i.e. before 2027) and the total amount of land that might need to be released from the Green Belt to deliver this development, taking into account associated infrastructure and other non-residential / non-employment development needs, could be as high as 90 ha.

- 5.10 To put this figure in context, 91% of the Borough is designated as Green Belt, which equates to 34,630 ha. Therefore, the 90 ha that could be considered the maximum Green Belt release during the Core Strategy period represents only 0.26% of the total Green Belt in the Borough.
- 5.11 It should also be noted that, when the Green Belt was established in 1987 around Ormskirk and Burscough, it was never intended to be a designation that lasted forever, but was more an attempt to slow down urban sprawl at that time, protect agricultural land and ensure that what we would now call the most sustainable sites within the built-up area were brought forward for development in preference to greenfield sites in the countryside or on the edge of the built-up area.
- 5.12 In designating this Green Belt, the designation was only ever intended to last between 15 and 20 years (i.e. until between 2002 and 2007), a period which we have now exceeded, and we are seeing the consequences of that now as Green Belt begins to stifle development in the Borough.

Identifying the spatial distribution of development across the Borough

- 5.13 Having identified the targets for residential and employment land development over the Core Strategy period, the Core Strategy must consider how that development should be spread spatially across the Borough. This must have particular reference to:
- where sustainable brownfield and greenfield land is available within existing settlements and whether such land is deliverable for development;
 - the sustainability of a location / settlement for development;
 - the need and demand for housing and employment development in any given part of the Borough;
 - the infrastructure capacity of any given part of the Borough;
 - any aspirations for regeneration / economic development; and
 - the most suitable location for the development of Green Belt land.
- 5.14 Taking into account all the above factors, as set out above, it is anticipated that 3,900 dwellings and 69 ha of employment land can be accommodated within the existing built-up areas of the Borough, with Skelmersdale providing the vast majority of this development (3,000 dwellings and 52 ha of employment land).
- 5.15 As discussed above, totalling up this development and subtracting it from the housing and employment land targets shows a 600 dwelling and 18 ha employment land shortfall that therefore cannot be met within existing settlements in the Borough and therefore must be provided on Green Belt or “Protected” land (currently designated under Policy DS4 in the Local Plan).
- 5.16 Following a thorough evaluation exercise a shortlist of three options for delivering this shortfall in housing and employment land provision during the Core Strategy period have been identified and have come to be known as Strategic Development options. The three Strategic Development options are discussed in section 6 of this report below, but several other possible scenarios have been considered and not been taken forward to this stage because of major constraints or negative impacts associated with them. The following table provides a brief overview of the scenarios that have been considered, and the reasons they have not been taken forward. Not all scenarios could have delivered all 600 dwellings

and all 18 ha of employment land, but even in combination these scenarios were not considered suitable.

Table 5.1: Scenarios considered for Strategic Development, but not taken forward

Potential Scenario	Reasons for not taking forward
Expansion of Skelmersdale / Up Holland	The simple reason for not locating further housing development in the Green Belt around Skelmersdale / Up Holland relates to the level of housing already proposed within the town – providing 3,000 dwellings over 15 years in Skelmersdale / Up Holland is already an ambitious target based on the delivery of housing in the town over the last 15 years, so any further housing would almost certainly result in an undeliverable target. It would also take away housing that is needed in other parts of the Borough.
Expansion of Tarleton / Hesketh Bank	While there is quite a large amount of “protected” (DS4) land around Tarleton / Hesketh Bank, the villages are constrained by several issues (most notably traffic congestion, areas of flood risk and surface water drainage issues) and suffer from a lack of some key services, such as public transport. It would also be difficult to deliver some of the larger areas of “protected” land because they are in multiple ownerships, not all of which would wish to sell their land for development.
Expansion of Banks to the north, west and east	Expansion of Banks to the north, west and east would be very difficult to achieve due to the fact that the vast majority of land on the village’s periphery lies within an area at risk of flooding. The village also suffers from surface water drainage issues and is reliant on other nearby settlements for some key services. However, the southern part of Banks (south of the former railway line) is less constrained by flood risk and so has been considered within one of the shortlisted options in Section 6 (Option C).
Development on the Southport Boundary	A scenario that effectively allows Southport to expand into West Lancashire Green Belt on the Borough boundary (e.g. Brown Edge and Moss Road areas) was considered but parts of the area suffers from significant flood risk and all the area is constrained by deep peat resources that would mean development would require costly piling within the foundations. The land in this location is also Grade 1 agricultural land and is very open, meaning that the loss of Green Belt in this location could be quite harmful.
Expansion of Parbold	Parbold is constrained by several environmental factors that would make development inappropriate or difficult to deliver. The south-western side is restricted by areas of flood risk associated with the River Douglas, the south-eastern side has several Biological Heritage Sites and the north and eastern sides are adjacent to a Conservation Area and adjoin a very attractive landscape that could be negatively impacted by any development. Depending on location, development could also generate significant traffic that would have to travel through the village to access the A5209.

Potential Scenario	Reasons for not taking forward
Development on the periphery of other, smaller villages across the Borough	Development on the periphery of the Borough's smaller villages would not be appropriate due to the unsustainable nature of focusing such large amounts of development in such rural locations with access to limited services, especially public transport. Typically, the villages also lie within areas of agricultural, environmental or landscape value and so the importance of protecting the rural character of these villages and their surroundings is a vital consideration.

6.0 PROPOSALS

- 6.1 The three strategic development options for delivering the shortfall in housing and employment land provision during the Core Strategy period on the edge of existing settlements, together with their pros and cons, are set out below. All three of these strategic development options are deliverable and have their merits in being sustainable options for development. However, all have issues that will either need to be resolved as part of the development or that the Council will need to accept as a "cost" for delivering the wider benefits that the development brings.
- 6.2 It is requested that Cabinet identify, at least two of these three options for consultation. It would be preferable if Cabinet were able to make it clear which is their first choice option and which is their second choice option, together with the reasons for their decision, but a distinction between first and second choice is not critical at this stage. The selected strategic development options, together with the wider Core Strategy Preferred Options document, will also be debated by Members at Executive Overview & Scrutiny Committee, Planning Committee and the LDF Cabinet Working Group before the full Core Strategy Preferred Options document (which will incorporate the selected strategic development options) is formally agreed for public consultation purposes at Cabinet in March.
- 6.3 There is a need to identify two options for consultation because, ultimately, the Core Strategy will need to include what development it proposes to meet the housing and employment land targets (the first choice option) and it will need to incorporate a "Plan B" so that the Core Strategy is able to demonstrate flexibility and is able to respond to any change in circumstances that may arise during the Core Strategy period. It would therefore seem logical that the second choice option for Green Belt release should constitute that "Plan B".
- 6.4 Looking forward to our Core Strategy period, there are a couple of situations, centred on failure to deliver development, which might arise and that could result in targets not being met. The prime example of this would be if the market does not deliver 3,000 dwellings in Skelmersdale over the Core Strategy period, and so a significant shortfall begins to build up that cannot be met by 2027 in Skelmersdale. In order to address a situation where it becomes clear part way through the Core Strategy period that the Skelmersdale target is not going to be met, an alternative location for that shortfall should be identified now within the Core Strategy as a "Plan B" to enable the Borough-wide targets to be delivered without having to review the Core Strategy. This same principle would apply in

other parts of the Borough if the planned levels of new housing were not being delivered.

The Options for Strategic Development

- 6.5 The three strategic development options that have been arrived at to deliver the shortfall in housing and employment land provision during the Core Strategy period are, **in no particular order**:
- Option A: An Ormskirk Strategic Site (see Plan A in Appendix 2)
 - Option B: A Burscough Strategic Site (see Plan B in Appendix 2)
 - Option C: Several Sites dispersed around the edges of Burscough, Ormskirk and Banks (see Plan C in Appendix 2)
- 6.6 All the options include 8 ha of Green Belt release to the south of Skelmersdale and up to 10 ha of Green Belt release to the west of Burscough for employment land, and all options involve up to 10 ha of Green Belt release to the east of the existing campus in Ormskirk to accommodate the existing and future needs of Edge Hill University.
- 6.7 Table A3 in Appendix 3 sets out the details of each option along with the pros and cons of each option against a range of issues, but a summary of this assessment for each option is provided below.

Option A – an Ormskirk Strategic Site

- 6.8 Option A would involve the following development on 60 ha of Green Belt land to the south-east of Ormskirk on St Helens Road and at Alty's Farm:
- Up to 600 dwellings;
 - 5 ha of high quality employment land;
 - A Sports Village for Ormskirk's sports clubs;
 - Off-Campus Student Accommodation for up to 700 students; and
 - Expansion of the University campus, including new sports facilities.
- 6.9 In order to meet employment targets, under Option A 8 ha of employment land would also need to be provided to the south of Skelmersdale, as well as 5 ha to the west of Burscough.
- 6.10 The Ormskirk Strategic Site could potentially deliver several significant benefits:
- i) *An opportunity to provide purpose-built, off-campus student accommodation for second and third year students separated from the majority of the town in order to off-set any increased requirements for Student HMOs within the town*

Despite some short-term uncertainty over the next 2 or 3 years due to proposed funding changes to higher education, Edge Hill is currently still anticipating further growth in student numbers over the Core Strategy period. Whilst the University's proposals for restructuring the existing campus would enable all first year students that are expected to require accommodation on campus to be able to have this, it is likely that a large proportion of these

students would have to find accommodation in Student HMOs within the town in their second and third years.

By providing purpose-built, off-campus student accommodation so close to the University, Option A would not only off-set any increased demand for HMOs and prevent more affordable housing stock for local residents being taken up by students but may also remove potential issues between students and local residents by locating students away from the vast majority of the town's residents and close to the campus, but still with easy access to services in the town centre.

ii) The development of a Sports Village for the town's sports clubs

This would enable the provision of high quality sports pitches and facilities for the town's Cricket, Rugby, Tennis and Bowling Clubs in one location, with shared built facilities and a new highway access with car park. This would enable efficiencies in space and facilities between the clubs and mean that the land currently used by these clubs within the town could be used for development where appropriate, bringing a capital receipt in to contribute to the costs of the Sports Village. This Sports Village development would provide a significantly improved facility for the whole town for the future.

Initial discussions have suggested the need for the Sports Village to include 2 cricket pitches; 4 rugby pitches and 1 4G pitch for rugby and other sports use; 2-4 indoor tennis courts (which could also be used for indoor cricket nets & indoor bowls) and 7 outdoor courts; and 3 crown bowling greens, including one artificial green for year round use.

All the sports clubs, who have a combined membership of around 1,000 (comprising Rugby 80 adult and 430 junior members, Cricket approx 350 members, Tennis approx 60 members and Bowls approx 95 members), are strongly supportive of the Sports Village proposal.

It will also assist in getting more young people involved in sport with the associated health and wellbeing benefits this would bring and enable closer links between the clubs and the sports development department at the University.

iii) The provision of high quality business / office space

Such high quality employment development on one of the major gateways into Ormskirk would raise the profile of the town and attract businesses offering high quality jobs. The development could also accommodate businesses in those sectors that complement areas of study within the University, e.g. the media sector.

iv) The managed redesign and expansion of the University Campus

The reconfiguration of the Edge Hill campus is ongoing, but is reaching the stage where additional land is required to decant facilities out to in order to allow the redevelopment of the parts of the campus that those facilities currently occupy. These improvements to the campus, including new sports facilities that will be available for public use, are necessary to ensure that the

University has high quality and modern facilities in order to compete in an increasingly competitive market.

While all three options include land for the expansion of Edge Hill, by including this expansion within a strategic development site in the Core Strategy, Option A would enable the Council to set clear boundaries on how much expansion is to be allowed, ensure that sufficient capacity is created on-campus for the Core Strategy period and beyond and to limit the rate of expansion to ensure that on- and off-campus student accommodation can be delivered to limit the growth of student HMOs in the town.

vi) The provision of much needed new housing in Ormskirk, including new affordable housing

Due to the lack of available land in Ormskirk, local planning policy that has restricted housing development over the past decade and the recent effects of the recession, historic housing completions in Ormskirk have been relatively low when compared to other parts of the Borough (especially Burscough) and given that it is the second largest town and civic centre of the Borough.

This, together with increasing numbers of Student HMOs, has meant that demand for housing in Ormskirk has far out-stripped supply. Allocating a strategic site on the edge of the town that will deliver 600 new dwellings would go some way to meeting this pent-up demand.

A proportion of these dwellings would also be affordable, and so meet the latent need for affordable dwellings in Ormskirk.

vii) New housing in Ormskirk will fill Primary Schools places in Ormskirk

There are currently a large number of places in Ormskirk's Primary Schools that are not being taken-up due to falling numbers of primary school age children in the town. By providing such a large number of new dwellings in the town (900 including those delivered within the urban area as well), a proportion of these places will be filled, thereby better using existing resources in the Borough, rather than having to create new Primary Schools elsewhere in the Borough.

viii) The site is in a very sustainable location

The town centre, bus station, two rail stations and both primary and secondary schools are in walking distance of the site, the University Shuttle Bus could be extended to serve the new development and the site has easy motorway access to the M58 (which would be improved by modifications to the A570 corridor), without the need to drive through the town centre and add to the existing congestion there. The possibility of using the University and / or employment area's car parks at weekends as a Park and Ride with the Shuttle Bus Service could also be explored.

- viii) *The development of a strategic site to the south-east of Ormskirk would directly effect very few existing dwellings*

This is especially the case given that the Sports Village (which is essentially the same use as already exists on this part of the site) would be developed behind most of the houses that actually border the site, with only those dwellings on the western side of Alty's Lane and the cul-de-sacs to the north of this (approximately 40 in total) potentially backing on to new built development, although even this could be avoided with sensitive masterplanning of the site.

- ix) *Potential for an on-site renewable energy scheme with community heat and power infrastructure network*

This would serve the entire strategic site, including the existing University campus and possibly other nearby properties, making the development zero, or very low, carbon as well as creating the potential for a feed-in tariff to sell any excess energy back to the grid or at a lower cost locally.

- x) *Potential links with the University's IT infrastructure, especially high-speed broadband*

The University have the best IT infrastructure in the Borough and includes broadband infrastructure that is not available elsewhere in the Borough, or likely to be available in the near future. The University could extend this infrastructure to serve the wider strategic site, especially the employment and student accommodation.

6.11 However, there are four key constraints in relation to the Ormskirk Strategic Site:

- i) *Waste Water Treatment Infrastructure*

This issue constrains all three options and is a matter principally for United Utilities to resolve, but would actually prevent any development in Ormskirk, Burscough, Rufford and Scarisbrick from taking place if it is not resolved.

- ii) *The Traffic Impacts of such a large development in this location*

An increase in traffic in the already congested Ormskirk town centre and along the A570 (which can be severely congested at peak times) is inevitable, even though the site is in a sustainable location and despite the probability that a significant proportion of traffic generated by the site will primarily be travelling to and from the M58.

Increased traffic on local roads, such as Scarth Hill Lane, could also be generated by the development, although traffic generated by the site would be encouraged to move through the site and exit onto the A570 wherever possible and Alty's Lane could also be closed off from through-traffic to prevent traffic using Brook Lane and Small Lane.

However, the congestion on the A570 could be partially mitigated for by highways improvements to the A570 and a Park & Ride scheme for the University. Improvements to pedestrian and cycle routes could also be implemented to encourage car users to use more sustainable means to travel to and from Ormskirk town centre although, ultimately, the town centre will still suffer from congestion.

Officers are continuing to work with Lancashire County Council to better understand the potential effects of development options on the highway network and investigate any potential measures to remedy congestion issues in Ormskirk and Burscough and will incorporate all the latest evidence as it is received.

iii) There will be a loss of Green Belt and good quality agricultural land

All three options involve the loss of Green Belt and good quality agricultural land, but the Ormskirk Strategic Site involves arguably the most valuable Green Belt in any of the three options. This is because it fulfils the purposes of the Green Belt (as defined by national planning policy guidance note 2) better than sites in Options B and C by preventing urban sprawl and safeguarding the countryside from encroachment. Development would also involve the permanent loss of Grade 1 agricultural land.

iv) Visual Impact

Development on St Helens Road could be seen to detract from an attractive view (to the south) on a main gateway into the town. Any development would need to be designed to a high standard to mitigate for this loss of view and to complement the Ruff Lane Conservation Area across St Helens Road.

Option B – a Burscough Strategic Site

6.12 Option B would involve the development of up to 70 ha of Green Belt land to the west of Burscough (encompassing the land at Yew Tree Farm) and would provide:

- Up to 600 dwellings;
- 10 ha of new employment land;
- A new Park;
- A new Primary School and other community infrastructure; and
- Safeguarded land for future housing or employment development.

6.13 In order to meet employment targets, under Option B 8 ha of employment land would also need to be provided in the Green Belt to the south of Skelmersdale and there would still be a need to manage the existing and future needs of Edge Hill University by planning for the expansion of the St Helens Road campus in Ormskirk to the east (up to 10 ha in the Green Belt).

6.14 The Burscough Strategic Site could potentially deliver several significant benefits for Burscough:

i) The provision of new housing, including new affordable housing

Option B allows for 600 new dwellings and will include land to be safeguarded for the potential development of more dwellings in the future. A proportion of these dwellings will be affordable, meeting a local need for affordable housing.

ii) A 10 ha extension of the existing employment area

This extension will provide an opportunity for new businesses to locate in the area, thereby creating job opportunities locally, and meeting demand for business premises in Burscough and the Western and Northern Parishes of the Borough, as well as the North Sefton area.

iii) A new town park

The Strategic Site would incorporate a sizeable area of land for a large town park for Burscough, possibly of a similar scale to Coronation Park in Ormskirk. To continue this comparison, Coronation Park is a Green Flag park containing traditional play equipment for younger and older children, a Skate Park, a multi-use games area, a bowling green, a duck pond, a pavilion, a bandstand, a wildlife meadow and a large area of grass which can be used for sports pitches. While not all of these facilities may be necessary or appropriate for a new park in Burscough, it gives a sense of the quantity and quality of facilities that could be provided. However, it would be important to ensure that a Development Management Trust was established for the new park using developer contributions so that the cost of maintaining such a park would not ultimately fall upon the Council.

iv) A new single form entry primary school (or at least an extension of an existing school)

Although a new primary school is only required because of the increased demand that the development of the strategic site would generate for school places, it would still be a significant community benefit for Burscough to have a new primary school (or new extension to an existing school). The development of the new school (or extension) would be reliant on contributions from the developer(s) of the Strategic Site.

v) Improved health care facilities

Health facilities in Burscough are in need of improvement, and so the development of such a strategic development site would be able to contribute towards such improvements. By way of example, this could involve improvements to the existing health centre in Burscough.

vi) A new youth and community centre and new local centre

There is the potential for a new youth and community centre within the Strategic Site, offering new community facilities for all ages in the Burscough community, adjacent to a new local centre providing local convenience shops.

vii) Improved Public Transport links

The development of a strategic site in Burscough could potentially fund improvements to public transport. Developer Contributions could be used as a catalyst for investment in rail improvements or, at very least, to contribute towards an improved service between Preston and Ormskirk. Funds could also be used to improve bus services, possibly including a bus service to serve the employment area.

viii) Improved Surface Water Drainage

Option B would deliver such a large level of new development in Burscough that developer contributions could fund solutions to the surface water flooding issues that currently exist in the town, possibly even utilising some of the land on the strategic site to create attenuation ponds.

ix) Potential for an on-site renewable energy scheme with community heat and power infrastructure network

This would serve the entire strategic site, including the existing employment area and possibly other nearby properties, making the development zero, or very low, carbon as well as creating the potential for a feed-in tariff to sell any excess energy back to the grid or at a lower cost locally.

6.15 However, the Burscough Strategic Site does have several key constraints:

i) Waste Water Treatment Infrastructure

This issue constrains all three options and is a matter principally for United Utilities to resolve, but would actually prevent any development in Ormskirk, Burscough, Rufford and Scarisbrick from taking place if it is not resolved.

ii) The need to address surface water flooding and drainage in Burscough through the provision of a sewerage holding tank to hold excess run-off

While this is a limitation and constraint upon development, a development of the size of the Strategic Site may be able to fund the improvements necessary to resolve this issue.

iii) The Traffic Impacts of such a large development in this location

While the traffic impact of Option B would likely not be as great as those options which directly affect traffic in Ormskirk, there would still be significant impacts on the A59 through Burscough and the A5209 out to the M6 (via Newburgh and Parbold). In addition, such a large amount of development in Burscough may have some impact on Ormskirk and other, local routes to Ormskirk.

Officers are continuing to work with Lancashire County Council to better understand the potential effects of development options on the highway network and investigate any potential measures to remedy congestion issues

in Ormskirk and Burscough and will incorporate all the latest evidence as it is received.

iv) Rail Infrastructure

Given that there is likely to be little in the way of highways improvements options available that will off-set the above traffic impacts, it becomes even more important that the rail links between Burscough and Ormskirk / Liverpool are improved to take traffic off the roads heading to / coming from the south and to generally better connect Burscough to Liverpool.

Several options are being considered for this, ranging from a simple improvement to the existing Preston to Ormskirk service so that it is more frequent and ties in with the timetable for the Ormskirk to Liverpool services to the full electrification of the line between Ormskirk and Burscough, allowing the Ormskirk to Liverpool service to be extended to Burscough. Other alternatives include re-opening the Burscough Curves to link Southport to Ormskirk, via Burscough.

Further work is currently being carried out to assess the feasibility and indicative costs of these various options, but it is safe to say that, aside from simply improving the existing Preston to Ormskirk service, all options would be very costly and it would be unlikely that developer contributions from the Burscough Strategic Site could deliver the improvements as well as all the other infrastructure improvements required in conjunction with the site. In addition, there can be no guarantee in the current economic climate that the public sector will be able to fund and deliver costly improvements to rail services and infrastructure over the Core Strategy period.

v) There will be a loss of Green Belt and good quality agricultural land

All three options involve the loss of Green Belt and good quality agricultural land, but the Burscough Strategic Site would develop Green Belt that does not fulfil the purposes of the Green Belt as well as the land in Option A and C and losing this land may not be seen as detrimental as other options to the openness of the Green Belt. Development would also involve the permanent loss of Grade 2 agricultural land.

vi) Development of the Burscough Strategic Site would be directly adjacent to over 100 dwellings

In comparison to Option A, Option B would directly affect many more adjacent dwellings (those fronting the A59, Higgins Lane and Lordsgate Lane). Some of this effect might be off-set depending on where the new park was located and by sensitive masterplanning of the site.

vii) The Burscough Strategic Site would not be able to contribute towards a solution to the student accommodation issue in Ormskirk

Even if student accommodation was provided in Burscough instead it would be unlikely to solve the issues in Ormskirk as it is not expected that students would wish to live in Burscough and travel to University and, even if they were willing to, this would create an additional burden on the roads and

public transport between the two towns. However, Option B does include the reconfiguration of the Edge Hill campus in Ormskirk separate from a Burscough Strategic Development Site and this could help resolve existing issues with student accommodation in Ormskirk but Option B would not contribute to the resolution of student accommodation issues created by any growth in student numbers at Edge Hill University.

Option C – the Dispersal of several sites around the edges of Burscough, Ormskirk and Banks

- 6.16 Option C would involve the development of several sites around the Borough (some of which are also in Options A and B), including approximately 45 ha of Green Belt land, and would deliver the following:
- Up to 300 dwellings and 10 ha of employment land in the Green Belt to the west of Burscough;
 - Up to 200 dwellings in Green Belt to the north of Ormskirk;
 - An expansion of the Edge Hill University Campus to the south-east of Ormskirk, within the Green Belt;
 - Up to 100 dwellings on protected “DS4” land in the southern part of Banks; and
 - 8 ha of employment land in the Green Belt to the south of Skelmersdale.
- 6.17 Given that Option C involves the dispersal of the “strategic” development around several sites on the edge of several settlements in the Borough, it is not, strictly speaking, a “strategic” development. Therefore, if Option C is pursued as a Preferred Option in the Core Strategy, it will not allocate specific sites for development in the Core Strategy but instead define “areas of search” in the Core Strategy which will guide the identification of specific sites for the development in the Site Allocations DPD to follow the Core Strategy.
- 6.18 Dispersing development to several locations in the Borough would have several significant benefits:
- It would not negatively impact any one area to the degree that the Strategic Sites do, whether that be through loss of Green Belt, visual impact or the impacts of development (e.g. traffic).
 - It would ensure a more even distribution of housing around the Borough, helping to better meet housing need and demand in all parts of the Borough, including for affordable housing.
 - All the areas of search for residential development are reasonably well served by key services and sustainable transport.
 - Community benefits provided by developments (such as affordable housing, public open space and environmental enhancements) would be spread around several settlements.

6.19 However, there are key constraints with Option C as well:

- It would mean that more areas are affected to some degree, while not being able to guarantee the delivery of infrastructure improvements and mitigation to off-set the impacts of development because no single area of search would be able to deliver the critical mass to enable significant developer contributions towards infrastructure improvements in the surrounding area.
- Banks would ultimately be subject to a relatively high level of development overall in the Core Strategy in comparison to its size.
- There would still potentially be some traffic impacts in Ormskirk and Burscough as a result of the proposed overall level of new development set out in this option.
- It would not contribute to the resolution of student accommodation issues related to any growth in student numbers at Edge Hill University, although it does enable the reconfiguration of the existing campus to help address existing student accommodation issues.
- As Option C only sets out “areas of search”, not specific sites, it is difficult at this stage to define how many existing properties are likely to be affected by the proposals.

A Sustainability Appraisal Perspective on the Options

- 6.20 The Sustainability Appraisal (SA) is a key element of the preparation of any Local Development Framework (LDF) document and is a statutory obligation on Local Authorities preparing LDF documents. The recommendations of an SA must be considered fully and accorded significant weight in making decisions on the strategy and policy direction of an LDF document, none more so than in relation to the Core Strategy document.
- 6.21 Having said that, the SA is only one factor in the decision-making process and a Local Authority may wish to move forward in a slightly different direction than that recommended by the SA, or to select an option that is not the most sustainable one, because of other factors. However, this is only appropriate where there is sufficient evidence to justify this move away from the SA recommendations.
- 6.22 The three strategic development options have been appraised as to their sustainability by independent consultants, URS/Scott Wilson, with the initial assessment provided below only received on the 15th December 2010. More detail on their assessment can be found in Table A3 in Appendix 3, but the summary recommendations of the SA of these strategic development options are set out in the remainder of this section.
- 6.23 A Scoping Report was prepared by West Lancashire Borough Council in February 2008, to be used as the basis for appraisal of the development plan documents that form the West Lancashire Local Development Framework. The baseline data and SA Framework for the Scoping Report was updated in 2009. Each of the strategic development options have been assessed against this SA Framework.

- 6.24 The SA identified that all the strategic development options are sustainable, provided that developer contributions are secured to deliver the infrastructure necessary to address the issues development faces. However, Option A and B were generally seen as more sustainable than Option C due to the fact that it would be difficult to generate sufficient developer contributions in any one location under Option C to deliver necessary infrastructure.
- 6.25 It is difficult to distinguish between the relative sustainability merits of Options A and B and say which is most sustainable because, while Option A arguably brings greater benefits than Option B, it could potentially also have greater negative impacts. It therefore becomes an even choice between whether the Council wish to see the greatest benefits (and so select Option A) or wish to minimise the negative impacts (and so select Option B).
- 6.26 The 2008 Scoping Report identified the several key issues as the most important sustainability issues for the Borough. The following commentary provides a summary of the findings of the SA report prepared by URS/Scott Wilson, concentrating on how each of these options compares against these key sustainability issues.
- 6.27 *Lack of Affordable Housing* - The provision of affordable homes for local people is a key issue in West Lancashire. The provision of affordable housing must be in the most sustainable location, with close access to services and amenities. Option A is the most sustainable of the three options. Option A is the option most likely to address the needs of students as well as those residents wishing to occupy lower cost housing in Ormskirk, and thus alleviate pressure on affordable housing in Ormskirk. Provision of affordable housing in Burscough and rural areas may be limited by Option A however, due to the lower housing targets in those areas. (Option C is the most sustainable in this respect as it spreads development most broadly). Mitigation of this impact could include an exceptions policy for affordable housing in rural areas. Ormskirk is the most sustainable settlement in the Borough for affordable housing in transport terms, including public transport, which is important for residents accessing jobs and services particularly for those without access to a private vehicle.
- 6.28 *Access to Health Care* - Option A is the most sustainable option as development of the Ormskirk strategic site would not require any improvements to existing facilities, and is the most accessible to existing facilities. Option B and C would both require improvements to existing local health facilities to enable the development.
- 6.29 *Provision of Accessible Public Transport* - Option A and B are the most sustainable options as Ormskirk and Burscough have good access to local services and facilities, and to services, facilities and destinations beyond the Borough boundary. In particular, Ormskirk has the best rail connections to Liverpool and good links by bus to Wigan and Southport, while Burscough has the best rail connections to Southport, Wigan and Manchester. Options A and B are also the most likely to be able to generate development contributions to fund the infrastructure and public transport improvements required to address the congestion generated by the development.

- 6.30 *Protection of land from flooding* - Option A is the most sustainable option in terms of avoiding exposure of new development to flood risk. Option B and C would both require resolution of surface water flooding issues to enable development.
- 6.31 *Protection of Biodiversity* – No significant effects from Option B or C have been identified at this point in time. Ruff Woods Biological Heritage Site lies adjacent to the Ormskirk Strategic Development site, and has been designated due to the fact it provides a home for red squirrels. There is potential for a negative impact from Option A due to the proximity of this development, particularly residential development to this woodland habitat, which will increase disturbance and bring an increased population of domestic cats and dogs. Mitigation measures would include the retention of habitat connectivity, through maintaining any mature hedgerows or lines of trees on site, and maintaining, enhancing or creating new habitat linkages or woodland habitat.
- 6.32 *Disposal of Waste* - No information has been provided about proposed disposal of waste from these sites.
- 6.33 *Promotion of the rural economy* – Options B and C may be the most sustainable options in relation to this issue because they focus more employment development in Burscough, which could be described as sitting at the centre, and in easy reach by road, of several rural areas for people in those rural areas to access employment. There is potential for secondary negative impacts on the rural economy if Options A or B are implemented, as these options may reduce provision of affordable housing in rural areas, due to the lower housing targets in the Northern Parishes compared to Option C, thus reducing ability for rural workers to live close to their place of work. However, an exceptions policy may assist to mitigate this.
- 6.34 *Regeneration of Skelmersdale Town Centre* - All three options release 8ha of land to south of Skelmersdale for employment use which should have a positive impact on the regeneration of the town. Option A and B (and to a lesser extent Option C) could have the potential to conflict with this objective, as these options provide more attractive employment and housing opportunities elsewhere, potentially drawing prospective businesses and people away from Skelmersdale.

Mitigation Measures recommended by the SA

- 6.35 SA requires mitigation measures to be put forward, in order to mitigate or enhance the identified effects of the proposals and thus improve the sustainability of the proposals. The following mitigation measures have been recommended for inclusion in the detailed policy options which are taken forward.
- 6.36 *Local Economy and Employment* – The focus on Ormskirk in Option A may draw prospective businesses and residents away from Skelmersdale, reducing opportunities to assist in the regeneration of Skelmersdale. Phasing the release of sites should assist to mitigate this. The provision of high quality employment sites in Skelmersdale may not be the best match with local skills. Policy to address this mismatch by improving the skills of local people so that they are able to take up the new job opportunities generated would help to off-set this.

- 6.37 *Social Equity and Community Services* - A policy on development contributions will be needed to support the options taken forward, to ensure that any identified negative affects on community services can be off-set by contributions to meet existing and future need. This is particularly important in the case of Option B.
- 6.38 *Housing* - A policy on exception sites for affordable housing in rural areas would be beneficial to support Options A and B (and possibly C), to off-set potential negative impact in terms of ability to provide affordable housing in rural areas.
- 6.39 *Transportation and Air Quality* – Mitigation will need to be identified as part of development proposals in all options to attempt to off-set the traffic impacts of development and, where possible, improve the existing traffic situation. Policy will be needed to identify and address impacts on Air Quality, particularly in light of the designation of the AQMA in Ormskirk if Option A is taken forward.
- 6.40 *Heritage and Landscape* - Expansion of University campus and development of the Ormskirk Strategic site would be adjacent to Ruff Lane Conservation Area so any development would need to consider the design implications and impact on built heritage, as well as impacts on natural landscapes in this area and mitigate any negative impacts. This applies to Options A, B and C. Mitigation measures to address this might include preparing a masterplan for the site, or design guidance in the form of an SPD.
- 6.41 *Water and Land Resources* - All options require the provision of infrastructure to address wastewater treatment capacity issues and gas reinforcement is required in parts of Burscough and Ormskirk. This mitigation must be provided to support development.
- 6.42 *Biodiversity* - Mitigation of impacts on biodiversity arising from proximity of development to Ruff Woods Biological Heritage site, and Biological Heritage sites to the south of Skelmersdale should be addressed through policy. Ruff Woods has been designated as habitat for red squirrel. Appropriate mitigation measures would include the retention of habitat connectivity, through maintaining any mature hedgerows or lines of trees on site, and maintaining, enhancing or creating new habitat linkages or woodland habitat.
- 6.43 *Climatic Factors and Flooding* - Detailed options taken forward will need to be subject to Flood Risk Assessment, given the identified flood risk in Banks, Alty's Farm and surface water flooding issues in parts of Burscough. Policy should reflect this. In addition, policy on SuDs should be included to address run-off and surface water flooding issues.

Next Steps and Future Action

- 6.44 Following Cabinet's decision on which of the strategic development options to take forward for public consultation within the Preferred Options document, a full Preferred Options document will be finalised, alongside the Sustainability Appraisal (SA) and Habitats Regulation Assessment (HRA) of that document, and submitted to Cabinet for consideration for public consultation. Subject to Cabinet's approval for consultation, the Preferred Options document and accompanying SA and HRA reports will be put out to public consultation for a statutory six week period.

7.0 SUSTAINABILITY IMPLICATIONS/COMMUNITY STRATEGY

- 7.1 The sustainability implications of the options for strategic development are set out above, having been fully evaluated by Scott Wilson Ltd, the independent consultants preparing the Sustainability Appraisal (SA) for the Core Strategy. The full findings of the SA for the Core Strategy will be made available in a report alongside the main Core Strategy Preferred Options document.
- 7.2 Progressing the Core Strategy, as the key document within the Local Development Framework, will help progress the implementation of key aspects of the Sustainable Community Strategy.

8.0 FINANCIAL AND RESOURCE IMPLICATIONS

- 8.1 Budgetary provision has been made to allow for the Public Consultation on the Core Strategy Preferred Options. Budgetary provision has also been made to allow for any further evidence base work that may be required following the Public Consultation.

9.0 RISK ASSESSMENT

- 9.1 The Core Strategy will ultimately be subject to an Examination in Public where a Planning Inspector will ensure that all the correct procedures have been followed in preparing the document and will assess whether the document can be considered “sound” or not. Soundness is assessed in relation to whether the document is:
- justified by the available evidence;
 - deliverable; and
 - consistent with national planning policy.
- 9.2 A key part of the evidence base will also be the Sustainability Appraisal, and so the relative sustainability merits of each option considered throughout the process, and in particular of the Preferred Options, will be an important factor considered by the Planning Inspector.
- 9.3 Therefore, it is important that these factors are taken into account when selecting Preferred Options for the Core Strategy and that the selection of a Preferred Option is fully justified by evidence, otherwise the document could ultimately be found “unsound” by the Planning Inspector.

10.0 CONCLUSIONS

- 10.1 Three options have been identified to accommodate strategic development as part of the Core Strategy, the key document within the LDF. Cabinet are requested to select two of these three options for inclusion within the Core Strategy Preferred Options document for public consultation.
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Background Documents

Sustainability Appraisal Review of the Strategic Development Options (December 2010)
prepared by URS / Scott Wilson – document available from the LDF Team Leader

Equality Impact Assessment

A statutory Equality Impact Assessment (EqIA) is being prepared for the Core Strategy Preferred Options document, of which the selected strategic development options will form part. The initial findings of this EqIA have been taken into account in the recommendations contained within this report.

Appendices

Appendix 1 – Establishing Housing and Employment Land Targets for the Borough

Appendix 2 – Plans of the Strategic Development Options

Appendix 3 – Table A3: The Options for Strategic Development

Appendix 1 – Establishing Housing and Employment Land Targets for the Borough

Housing

Each Local Authority in the North West has been set a target for housing development within the North West Regional Spatial Strategy (RSS) which the LDF and, in particular, the Core Strategy of each Authority needs to account for in setting local planning policies. In May 2010 the Secretary of State for Communities and Local Government (CLG) gave notice of the intention to abolish this regional tier of planning policy, one of the effects of which would be to leave a vacuum in relation to housing targets that Local Authorities would need to fill through the identification of their own targets in their Core Strategy.

At present the RSS is still a part of the Development Plan for the Borough, and will still be so in the future if it is not abolished, but given the Secretary of State's announcement, it seems prudent to work on the assumption that it will be abolished and that West Lancashire will need to determine its own targets for housing and employment land within the Core Strategy. However, in preparing to consult on the Core Strategy Preferred Options, West Lancashire must also continue in line with the RSS targets in case the RSS is not abolished because it is part of the Development Plan and still will be at the time of consulting on the Core Strategy Preferred Options.

Whichever targets are ultimately used, they must be based on robust evidence in order for the Core Strategy to be considered "sound" by the Planning Inspectorate at the Examination in Public and should seek to deliver sustainable development and growth. Should the Planning Inspectorate find the Core Strategy "unsound" it cannot be adopted or used as planning policy and fresh work must be completed on the Core Strategy to make it sound before it is again submitted to the Planning Inspectorate for another costly Examination in Public.

The housing target set by the RSS for West Lancashire is 300 new dwellings per annum (net) and this target was agreed between WLBC and the North West Regional Assembly in 2005, prior to being set out in the Submitted Draft RSS. These targets were based on 2003 ONS population statistics and other evidence available in 2005.

Officers have analysed, and continue to analyse, more recent evidence that is available pertaining to housing targets for the Borough and it is clear that every different approach to estimating household projections arrives at a different answer, some of which result in an annual requirement that is higher than 300 and others which result in an annual requirement lower than 300.

The most recent Household Projections from CLG, which were published at the end of November, provide one such nationally-recognised approach to household projections based on 2008 ONS population statistics. The latest projections suggest that the number of households in the Borough may not increase as much as previously thought over the next 25 years. They project a 6,000 household increase in West Lancashire between 2008 and 2033, which equates to 250 dwellings required per annum. This compares to a projected increase of 7,000 dwellings (291 dwellings per annum) derived from the household projections for 2006-2031.

This reduction can be partially attributed to changes in the methodology CLG use to calculate household projections, in particular the use of revised mid-year population

estimates from 2002 to 2008, which were lower than previously estimated and which included the effect of the start of the economic downturn in 2008. However, it is clear that the latest projections do indicate a slight slow-down in “natural” population growth for the Borough. It should also be noted that CLG Household Projections round figures in their projections to the nearest thousand households, and so there is considerable scope for variance in their projections.

In setting targets for housing development, Local Authorities can move away from these, or any other, projections where evidence or sustainable planning would justify it, either to set a target that is lower than the projections (perhaps to preserve the character of a rural area) and thereby artificially limit any growth, or to set a target that is higher than the basic need in order to enable economic growth or regeneration or account for other demographic changes that the projections may not have accounted for.

It is the view of Officers that any housing target significantly over the existing RSS target of 300 new dwellings per annum would not be appropriate in light of the environmental assets, agricultural base and the general rural character of the Borough, but that a figure in the region of 300 dwellings per annum enables a degree of economic growth as well as meeting the projected growth in population anticipated in the Borough. To reduce this target to somewhere in the region of 250 dwellings per annum would further protect the rural character of the Borough, but possibly to the detriment of economic development and regeneration of the Borough’s urban areas, especially Skelmersdale.

Ultimately, to deliver only 250 dwellings per annum over the Core Strategy period (2012-2027, i.e. 3,750 dwellings in total) would not allow enough housing to be developed in Skelmersdale to deliver the critical mass needed to begin to bring about regeneration of the town, as well as attempt to meet the basic local needs for new housing in other parts of the Borough. Therefore, reducing the housing target in this way would either mean that the regeneration of Skelmersdale would not really take hold or that not enough housing would be built in the rest of the Borough.

In addition, the new CLG Household Projections show how the population of West Lancashire is going to age significantly over the period to 2033, with the number of households where the household representative (main bread-winner) is 65 or over rising from 13,000 to 23,000, i.e. a 10,000 increase in households aged 65 or over compared to the overall increase of 6,000 households. This means that the number of working age households will actually decrease by 4,000.

Therefore, if West Lancashire’s economy is to grow, or even stand still, it will either be reliant on more people commuting into the area to work (or less out-commuting) or on a working-age population migrating into the Borough (be that from elsewhere in the UK or abroad) to take-up the jobs that an ageing population will vacate. If it is the latter then more housing will need to be delivered over and above the CLG projections in order to accommodate those migrant workers.

In light of this, and given the robustness and relevance of available evidence, a target of 300 new dwellings per annum would be the most appropriate figure for use within the Core Strategy as the housing requirement for the Borough, whether the RSS is abolished or not. In this instance, the housing requirement for the Borough for the Core Strategy period (2012-2027, i.e. 15 years) would be 4,500 dwellings.

Employment Land

Employment Land targets for West Lancashire have been derived from the Joint Employment Land and Premises Study (JELPS), which was completed in January 2010 but began in May 2008, with the bulk of the collation of information taking place in 2008. This set an overall target for employment land development from 2010 to 2026 of approximately 150ha. This target was calculated based on historic take-up rates of employment land development between 1992 and 2008.

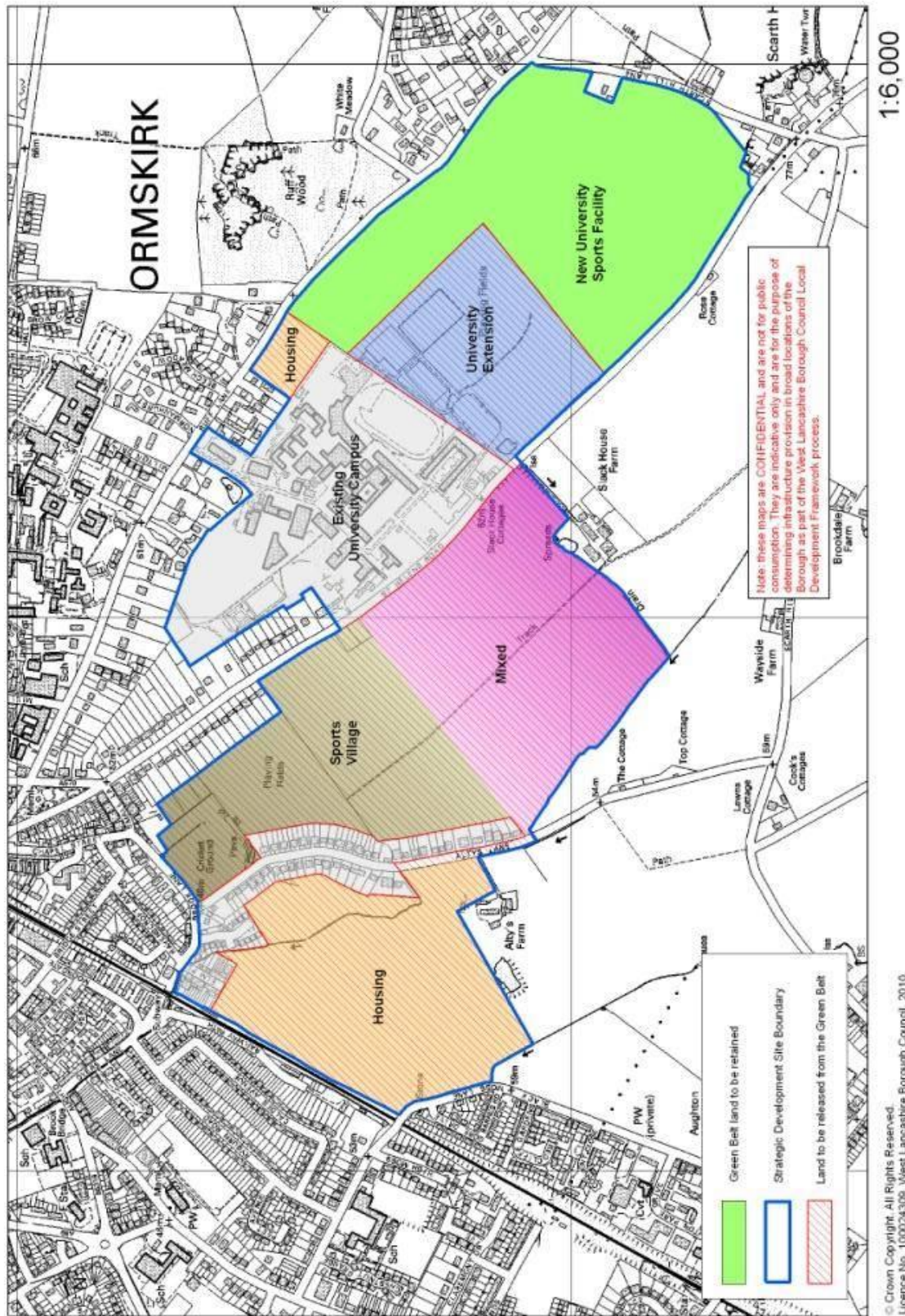
Since the information used in the JELPS was collated, an additional two years of employment land completions have taken place, therefore updating the historic take-up rate. In addition, several comments have been received on the approach used in the JELPS, questioning whether two anomalous years of very high employment land development should be included in the calculation, given that they involved extremely large developments (such as the distribution warehouses on XL Business Park in Skelmersdale) of a sort that are not being promoted in the Borough over the Core Strategy period.

Therefore, utilising the same methodology as the JELPS, but updating the calculation to take into account these factors, the employment target for West Lancashire over the Core Strategy period has been recalculated and equates to 87 ha.

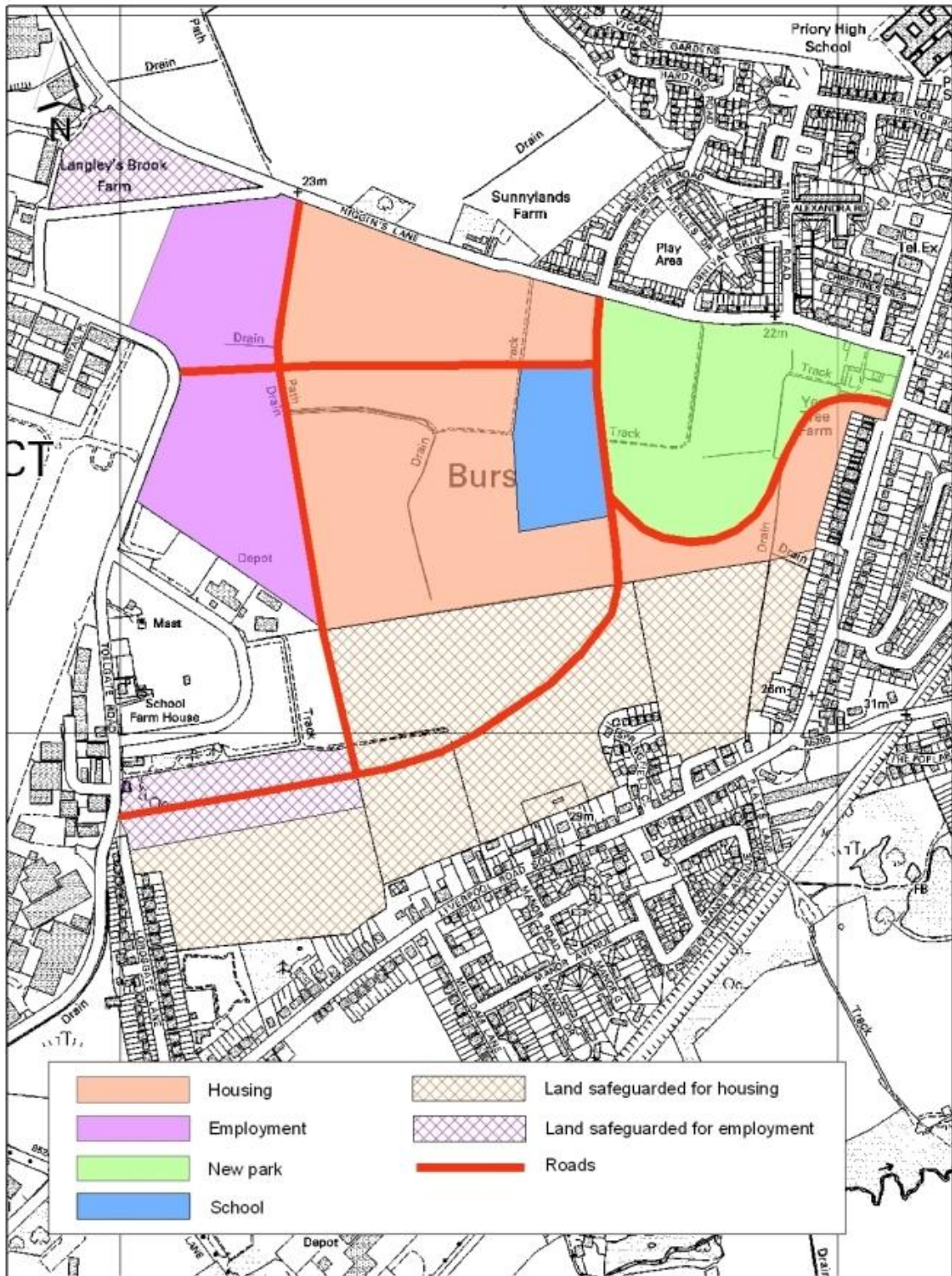
The employment land target is not disaggregated by employment sector or type of employment land but the West Lancashire Economy Study (2009) identified the type of sectors that should be encouraged to locate within the Borough and the economic policies within the Draft Core Strategy Preferred Options Paper will reiterate this. Some of these sectors require high quality business premises, while others require more general industrial or warehousing premises, and so there is scope to provide both through new employment developments over the Core Strategy period.

Appendix 2 – Plans of the Strategic Development Options

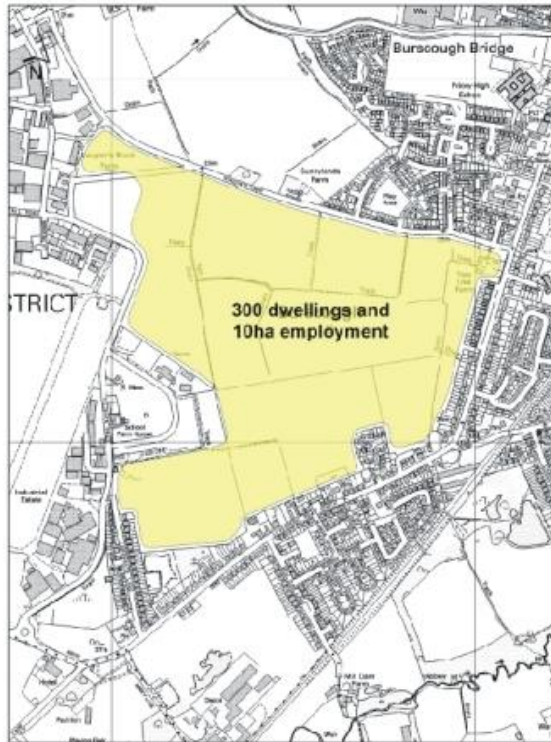
Option A – the Ormskirk Strategic Site



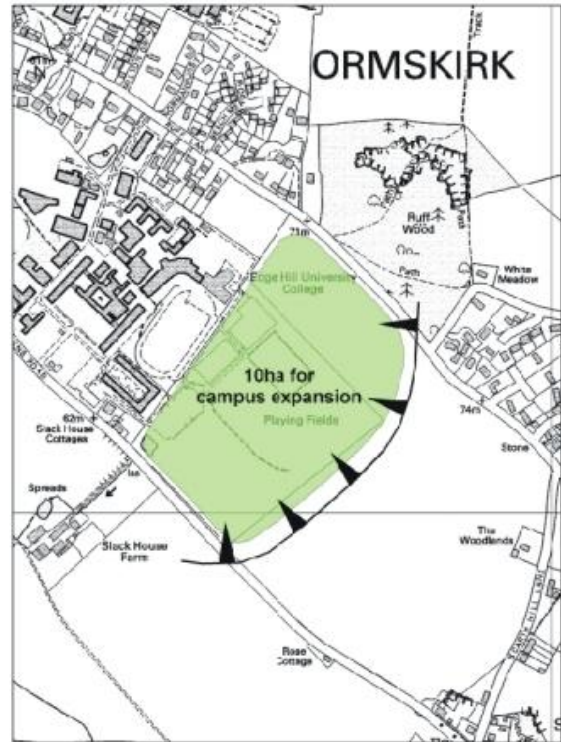
Option B – the Burscough Strategic Site



Option C – Several sites dispersed around the Borough



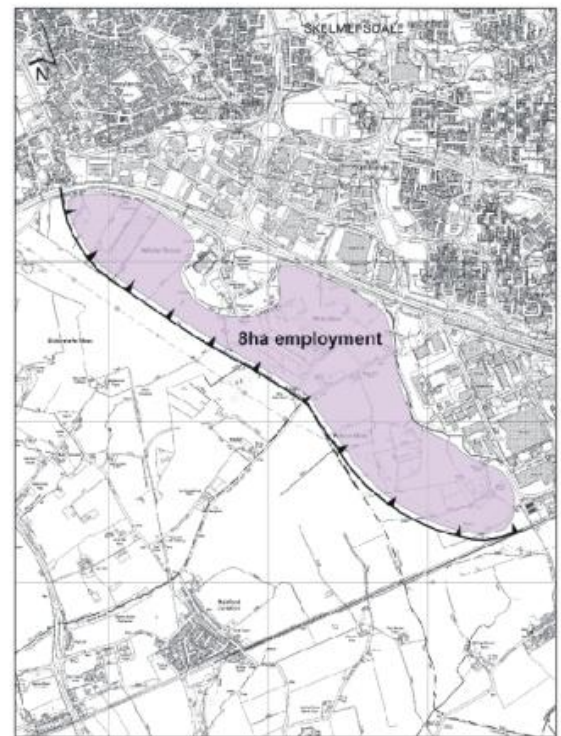
"Area of Search" for mixed-use development in Burscough



"Area of Search" for campus expansion at Edge Hill University



"Area of Search" for residential development in Ormskirk



"Area of Search" for employment development in Skelmersdale

N.B. The Skelmersdale "area of search" for employment would be part of every option, not just Option C, as would the expansion of the Edge Hill campus.

Appendix 3

Table A3: The Options for Strategic Development

	Option A: Ormskirk Strategic Site	Option B: Burscough Strategic Site	Option C: Dispersal of Sites
Locations and Quantum of Development	<p>A Strategic Site to the south-east of Ormskirk encompassing land to the south of St Helens Road, land at Alty's Farm and land to the east of the University campus would be proposed for the development of:</p> <ul style="list-style-type: none"> • Up to 600 dwellings; • 5 ha of high quality employment land; • A Sports Village for Ormskirk's sports clubs; and • Expansion of the University campus, including new sports facilities. <p>8 ha of employment land would also need to be provided to the south of Skelmersdale, as well as 5 ha to the west of Burscough.</p>	<p>A Strategic Site to the west of Burscough encompassing the land at Yew Tree Farm would be proposed for the development of:</p> <ul style="list-style-type: none"> • Up to 600 dwellings; • 10 ha of high quality employment land; • A new Park; and • A new Primary School. <p>8 ha of employment land would also need to be provided to the south of Skelmersdale.</p> <p>Expansion of the University campus would be required to the east of the St Helens Road campus in Ormskirk.</p>	<p>Several sites will need to be identified in the Site Allocations DPD within "areas of search" defined in the Core Strategy, as follows:</p> <ul style="list-style-type: none"> • Up to 300 dwellings to the west of Burscough • Up to 200 dwellings to the north of Ormskirk • Up to 100 dwellings on protected "DS4" land in the southern part of Banks <p>10 ha of employment land would also need to be provided to the west of Burscough as well as 8 ha to the south of Skelmersdale.</p> <p>Expansion of the University campus would be required to the east of the St Helens Road campus in Ormskirk.</p>
What the Public said at Issues & Options stage	<p>41% of respondents supported a Skelmersdale and Ormskirk focus at options stage, while 38% objected to it.</p>	<p>30% of respondents supported a Skelmersdale and Burscough focus at options stage, while 51% objected to it.</p>	<p>This option does not correspond directly to any of the strategic options but is a combination of several. Therefore, it is unclear at the moment how the public would respond to this option.</p>

	Option A: Ormskirk Strategic Site	Option B: Burscough Strategic Site	Option C: Dispersal of Sites
Green Belt / DS4 Land and Agricultural Land	<p>60 ha of Green Belt would be released for new development, a Sports Village and the expansion of Edge Hill as part of the Ormskirk Strategic Site.</p> <p>13 ha of Green Belt would be released for employment land in Skelmersdale (8 ha) and Burscough (5 ha).</p> <p>All this land fulfils at least one purpose of the Green Belt, and so would constitute a genuine loss of Green Belt.</p> <p>However, as a whole, the Ormskirk Strategic Site is well contained by the Ormskirk settlement on all but the south-eastern side of the Strategic Site.</p> <p>The Strategic Site is entirely Grade 1 Agricultural Land.</p>	<p>Up to 70 ha of Green Belt would need to be released for development as part of the Burscough Strategic Site.</p> <p>8 ha of Green Belt would be released for employment land in Skelmersdale.</p> <p>10 ha of Green Belt would be released for the expansion of the University campus on St Helens Road, Ormskirk.</p> <p>Virtually all this land fulfils at least one purpose of the Green Belt, and so would constitute a genuine loss of Green Belt.</p> <p>However, as a whole, the Burscough Strategic Site is well contained by the Burscough settlement.</p> <p>The Strategic Site is entirely Grade 2 Agricultural Land.</p>	<p>At least 20 ha of Green Belt land would be required to the west of Burscough for housing and employment.</p> <p>17 ha of Green Belt land would be required around Ormskirk for housing and the expansion of the University campus.</p> <p>8 ha of Green Belt would be released for employment land in Skelmersdale.</p> <p>A 4 ha protected land (DS4) site would be required in Banks for housing.</p> <p>Virtually all the Green Belt land to be released would fulfil at least one purpose of the Green Belt, and so would constitute a genuine loss of Green Belt.</p> <p>However, all housing sites would be well contained by surrounding development on at least three sides.</p> <p>The sites are a mixture of Grade 1 and 2 Agricultural Land.</p>
Accessibility and Transport Infrastructure	<p>Pros</p> <p>Ormskirk is the most sustainable settlement in the Borough for transport benefiting from high frequency rail connections to Liverpool and a limited service to Preston and being well served by frequent bus services to Southport, Preston, Skelmersdale and Wigan.</p> <p>Development at the Ormskirk Strategic</p>	<p>Pros</p> <p>Burscough is served by a rail station on the frequent Southport-Manchester line and one on the less frequent Ormskirk-Preston line – however, connectivity between these two stations is poor.</p> <p>The proposed development could contribute to possible rail improvements.</p>	<p>Pros</p> <p>Spreading development around several locations would mean no, single location would suffer from very negative traffic congestion impacts as a result of development.</p> <p>All three locations where housing may be developed on Green Belt are reasonably well served by Bus services and two of</p>

	Option A: Ormskirk Strategic Site	Option B: Burscough Strategic Site	Option C: Dispersal of Sites
	<p>Site would be within walking distance of Aughton Park rail station and of Ormskirk Bus and Rail stations, as well as the town centre and other key services such as schools.</p> <p>Development in Ormskirk could also help deliver the Ormskirk-Skelmersdale Linear Park through commuted sums.</p> <p>A Park & Ride scheme for Edge Hill University could free up capacity on the highway network.</p> <p>Cons</p> <p>The town suffers from severe congestion especially on the town centre ring road and along the A570 (M58 to Southport).</p> <p>Development in Ormskirk would inevitably add to this congestion, especially at peak times, and could result in severe capacity problems on the highways network.</p> <p>However, with possible options such as a Park & Ride scheme for Edge Hill University, there may be the possibility of freeing up capacity on the network to cater for the new development.</p> <p>Ormskirk already has an Air Quality Management Area in Ormskirk town centre.</p>	<p>The Burscough Strategic Site is within walking distance of key services such as Burscough town centre and schools.</p> <p>The development may provide the potential to improve bus services, including to the existing industrial areas.</p> <p>A Park & Ride scheme for Edge Hill University could free up capacity on the highway network.</p> <p>Cons</p> <p>The proposed development in Burscough would cause severe capacity problems on the existing road network – initial consideration of this suggests that there is very little that can be done to improve the highway network and its capacity to off-set this.</p> <p>A development of this size would certainly increase congestion on the A59 affecting Burscough and Ormskirk and also the A5029 heading to the M6 affecting villages such as Parbold and Newburgh.</p> <p>The proposed extension of the Merseyrail network could cost up to £40 million and so any commuted sums from development would not be sufficient to fund these improvements.</p>	<p>the three are in walking distance of rail stations.</p> <p>All three locations have good access to key services, especially Ormskirk and Burscough.</p> <p>A Park & Ride scheme for Edge Hill University could free up capacity on the highway network.</p> <p>Cons</p> <p>Despite spreading the impact, there would still be some negative impacts on traffic congestion, especially in Ormskirk and Burscough.</p> <p>Spreading development across several locations would mean that the commuted sums generated in any one location would likely not be sufficient to fund significant improvements to transport infrastructure in any of the locations.</p>

	Option A: Ormskirk Strategic Site	Option B: Burscough Strategic Site	Option C: Dispersal of Sites
Utilities Infrastructure	<p>A major waste water treatment capacity issue would need to be resolved to allow any development in Ormskirk or Burscough – any development could not commence in these areas until 2017 at the earliest.</p> <p>Gas reinforcement required in parts of Ormskirk.</p> <p>Ormskirk and Skelmersdale do not have SDSL for business broadband but Ormskirk Strategic Site could benefit from the University’s high quality IT infrastructure.</p>	<p>A major waste water treatment capacity issue would need to be resolved to allow any development in Ormskirk or Burscough – any development could not commence in these areas until 2017 at the earliest.</p> <p>Gas reinforcement required in parts of Burscough.</p> <p>Burscough and Skelmersdale do not have SDSL for business broadband.</p>	<p>A major waste water treatment capacity issue would need to be resolved to allow any development in Ormskirk or Burscough – any development could not commence in these areas until 2017 at the earliest.</p> <p>Gas reinforcement required in parts of Burscough and Ormskirk.</p> <p>Burscough and Skelmersdale do not have SDSL for business broadband.</p>
Flood Risk	<p>Some localised flood risk issues on Alty’s Farm, but could be developed around.</p>	<p>No flood risk issues with Burscough Strategic Site, other than surface water flooding issues that would need resolving in parts of Burscough.</p>	<p>Banks is heavily affected by flood risk issues but there are a few sites in the southern part of Banks that have large areas not at risk of flooding.</p> <p>Surface water flooding issues would also need resolving in Banks.</p>
Ground Conditions	<p>No known issues related to Ground Conditions</p>	<p>No known issues related to Ground Conditions</p>	<p>No known issues related to Ground Conditions</p>
Renewable Energy Potential	<p>The level, type and density of development associated with an Ormskirk Strategic Site could mean that a decentralised energy network powered by</p>	<p>The level, type and density of development associated with a Burscough Strategic Site could mean that a decentralised energy network powered</p>	<p>Spreading development around several locations would likely mean that there would not be a critical mass on any single site that would make a decentralised</p>

	Option A: Ormskirk Strategic Site	Option B: Burscough Strategic Site	Option C: Dispersal of Sites
	<p>a renewable heat and power source would be feasible and commercially viable, resulting in a low or zero carbon development and possibly providing heat and power for existing uses nearby, such as the existing University campus and Ormskirk Hospital.</p> <p>Any expansion of existing employment areas to the south of Skelmersdale or west of Burscough could incorporate a renewable energy source that could heat and power new and existing employment uses, if it would be feasible or commercially viable.</p>	<p>by a renewable heat and power source would be feasible and commercially viable, resulting in a low or zero carbon development and possibly providing heat and power for existing uses nearby, such as the existing Burscough employment areas.</p> <p>Any expansion of existing employment areas to the south of Skelmersdale or west of Burscough could incorporate a renewable energy source that could heat and power new and existing employment uses, if it would be feasible or commercially viable.</p>	<p>energy network powered by a renewable heat and power source feasible or commercially viable.</p> <p>The combination of housing and employment development to the west of Burscough may make it viable, but likely at the cost of other developer contributions.</p> <p>Any expansion of existing employment areas to the south of Skelmersdale or west of Burscough could incorporate a renewable energy source that could heat and power new and existing employment uses, if it would be feasible or commercially viable.</p>
Environmental / Landscape / Heritage	<p>Ormskirk Strategic Site would be adjacent to Ruff Lane Conservation Area and Ruff Woods Biological Heritage site and so development would need to compliment these areas and not negatively impact them.</p> <p>There are some Biological Heritage sites to the south of Skelmersdale that any employment development would need to avoid any impact on.</p>	<p>No significant impacts from Burscough Strategic Site.</p> <p>Expansion of University campus would be adjacent to Ruff Lane Conservation Area and Ruff Woods Biological Heritage site and so development would need to compliment these areas and not negatively impact them.</p> <p>There are some Biological Heritage sites to the south of Skelmersdale that any employment development would need to avoid any impact on.</p>	<p>No significant impacts from any of the areas of search.</p> <p>Expansion of University campus would be adjacent to Ruff Lane Conservation Area and Ruff Woods Biological Heritage site and so development would need to compliment these areas and not negatively impact them.</p> <p>There are some Biological Heritage sites to the south of Skelmersdale that any employment development would need to avoid any impact on.</p>

	Option A: Ormskirk Strategic Site	Option B: Burscough Strategic Site	Option C: Dispersal of Sites
Sports / Open Space Provision	<p>Any housing development will generate an additional demand over and above what public open space is already provided, unless there is a local over-provision.</p> <p>Ormskirk Strategic Site could deliver a new Sports Village on St Helens Road for Ormskirk's sports clubs, with links to, and support from, the sports faculty at Edge Hill.</p> <p>University campus expansion will involve new, high quality sports facilities, which will be open to the public as well as University users.</p>	<p>Any housing development will generate an additional demand over and above what public open space is already provided, unless there is a local over-provision.</p> <p>Burscough Strategic Site could deliver a large new Park for Burscough with several key open space facilities, as well as local community sports facilities (MUGA).</p> <p>University campus expansion will involve new, high quality sports facilities, which will be open to the public as well as University users.</p>	<p>Any housing development will generate an additional demand over and above what public open space is already provided, unless there is a local over-provision.</p> <p>It is questionable whether any of the levels of housing development within each area of search would be able to deliver anything over what is needed to meet the demand generated by the new housing (i.e. small open spaces within the developments).</p> <p>University campus expansion will involve new, high quality sports facilities, which will be open to the public as well as University users.</p>
Community Infrastructure	<p>None proposed or needed as part of Ormskirk Strategic Site proposals, although Club House within the Sports Village may serve a community facility function and the co-location of several sports clubs may lead to greater community cohesion and a new community hub for the town.</p> <p>The level of housing development in Option A would boost pupil numbers in Ormskirk Primary Schools, where numbers are falling.</p>	<p>Burscough Strategic Site would generate the need for a new Primary School in Burscough and would need to deliver this as part of the proposals.</p> <p>Improvement to local health facilities would also be required in Burscough.</p> <p>Burscough Strategic Site proposals could incorporate youth / community facilities.</p>	<p>Housing development in Burscough area of search would generate the need for a new Primary School, but it is questionable whether a housing development of this scale could deliver a new school as part of development proposals.</p> <p>Improvement to local health facilities would also be required in Burscough.</p>

	Option A: Ormskirk Strategic Site	Option B: Burscough Strategic Site	Option C: Dispersal of Sites
Employment Uses & Sectors	<p>Ormskirk Strategic Site would enable an opportunity to develop 5 ha of high quality business accommodation in Ormskirk, across the road from the University campus and in sectors complementary to some of the courses studied at Edge Hill.</p> <p>Depending on the precise location, employment development in the Green Belt to the south of Skelmersdale could involve high quality business accommodation to complement what is, and will be, provided at White Moss Business Park.</p> <p>Employment development in the Green Belt to the west of Burscough will likely be of a more standard industrial / warehousing type (as currently exists in the employment areas), although some high quality accommodation may be possible if there is demand.</p>	<p>Employment development in the Green Belt to the west of Burscough will likely be of a more standard industrial / warehousing type (as currently exists in the employment areas), although some high quality accommodation may be possible if there is demand.</p> <p>Depending on the precise location, employment development in the Green Belt to the south of Skelmersdale could involve high quality business accommodation to complement what is, and will be, provided at White Moss Business Park.</p> <p>With this option, no new employment development will be promoted through the LDF in Ormskirk at all.</p>	<p>Employment development in the Green Belt to the west of Burscough will likely be of a more standard industrial / warehousing type (as currently exists in the employment areas), although some high quality accommodation may be possible if there is demand.</p> <p>Depending on the precise location, employment development in the Green Belt to the south of Skelmersdale could involve high quality business accommodation to complement what is, and will be, provided at White Moss Business Park.</p> <p>With this option, no new employment development will be promoted through the LDF in Ormskirk at all.</p>
Edge Hill University and Student Accommodation	<p>All options allow for the expansion of the University campus into Green Belt, providing new sports facilities, car parking, a new access road and approximately 5 ha of land for built development, ostensibly for new teaching facilities and first year student accommodation.</p> <p>The Ormskirk Strategic Site would also include the development of purpose-built</p>	<p>All options allow for the expansion of the University campus into Green Belt, providing new sports facilities, car parking, a new access road and approximately 5 ha of land for built development, ostensibly for new teaching facilities and first year student accommodation.</p> <p>However, this option does not provide scope for purpose-built student</p>	<p>All options allow for the expansion of the University campus into Green Belt, providing new sports facilities, car parking, a new access road and approximately 5 ha of land for built development, ostensibly for new teaching facilities and first year student accommodation.</p> <p>However, this option does not provide scope for purpose-built student</p>

	Option A: Ormskirk Strategic Site	Option B: Burscough Strategic Site	Option C: Dispersal of Sites
	off-campus student accommodation for up to 700 second and third year students, on the southern side of St Helens Road. This would alleviate demand for student HMOs in the rest of the town.	accommodation for second and third year students unless it can be provided on campus. This would mean that there would be continued and increasing demand for student HMOS in Ormskirk.	accommodation for second and third year students unless it can be provided on campus. This would mean that there would be continued and increasing demand for student HMOS in Ormskirk.
Affordable Housing	Such a large amount of housing development in Ormskirk could result in a good level of new affordable housing being provided in the town, thereby meeting the need and demand for such housing, especially in light of Student HMOs having taken up a good proportion of the cheaper housing stock in the town. Provision of affordable housing in Burscough and rural areas may be limited by the lower housing targets in those areas.	Such a large amount of housing development in Burscough could result in a good level of new affordable housing being provided in the town, thereby meeting the need and demand for such housing. Provision of affordable housing in Ormskirk and rural areas may be limited by the lower housing targets in those areas.	By spreading housing development round the Borough more, this option may enable more affordable housing to be delivered across the Borough and therefore meet demand and need across the Borough.
Market Deliverability of Housing	This option would result in a housing target of 900 dwellings in Ormskirk / Aughton over the 15 year Core Strategy period. This is 300 dwellings higher than that delivered over the last 15 years in Ormskirk / Aughton, but this historic delivery could be seen to be a reflection of constraints on housing development in Ormskirk / Aughton due to planning policy and a lack of available development sites. In addition, due to the waste water treatment infrastructure issues affecting	This option would result in a housing target of 800 dwellings in Burscough over the 15 year Core Strategy period. This is 100 dwellings higher than that delivered over the last 15 years in Burscough, but this historic delivery could be seen to be a reflection of constraints on housing development in Burscough due to planning policy and a lack of available development sites. In addition, due to the waste water treatment infrastructure issues affecting	This option would result in housing targets of 500 dwellings in Ormskirk / Aughton, 500 dwellings in Burscough and 500 dwellings in rural areas over the 15 year Core Strategy period. This is easily deliverable based on historic delivery of housing in the Borough, which has totalled over 3,000 dwellings outside of Skelmersdale / Up Holland over the last 15 years. Due to the waste water treatment infrastructure issues affecting Ormskirk /

	Option A: Ormskirk Strategic Site	Option B: Burscough Strategic Site	Option C: Dispersal of Sites
	<p>Ormskirk / Aughton and Burscough, the 900 dwellings would, at best, only be able to be delivered over the last 10 years of the Core Strategy period, once infrastructure issues have been resolved.</p> <p>This would require 90 units a year to be delivered, which is higher than any single year in Ormskirk / Aughton over the past 15 years, albeit that this historic delivery has been restricted.</p>	<p>Ormskirk / Aughton and Burscough, the 800 dwellings would, at best, only be able to be delivered over the last 10 years of the Core Strategy period, once infrastructure issues have been resolved.</p> <p>This would require 80 units a year to be delivered in Burscough. This figure was exceeded in 3 of the last 15 years and so may be achievable given that constraints to housing development will have eased.</p>	<p>Aughton and Burscough, the 1,000 dwellings required in these towns would, at best, only be able to be delivered over the last 10 years of the Core Strategy period, once infrastructure issues have been resolved.</p> <p>This would require 100 units a year to be delivered in Ormskirk / Aughton and Burscough. This figure was exceeded in 6 of the last 15 years and so may be achievable given that constraints to housing development will have eased.</p>
Impact on Neighbouring Properties	<p>Approximately 40 dwellings directly adjacent to areas of built development on the site – approximately 50 more would be adjacent to the Sports Village.</p>	<p>Over 100 dwellings are directly adjacent to the site; possibly as many as 150 depending on how much of the site is developed.</p>	<p>Difficult to define given that this option only involves “areas of search”, however, it is likely to be a larger number than other options because it will ultimately involve more sites.</p>
Land Ownership	<p>Land for development within the Ormskirk Strategic Site is all owned either by Lord Derby’s Estate or Edge Hill University. Both landowners are supportive of the developments proposed through the Strategic Site and therefore would not restrain development.</p>	<p>Land for development within the Burscough Strategic Site is all owned by, or under option to, one landowner who is supportive of the developments proposed through the Strategic Site and therefore would not restrain development.</p> <p>However, other landowners are involved on those sites involving an option and these landowners could restrain development if they wished to.</p>	<p>Given that the areas of search could identify one or more suitable sites for housing development, multiple landowners could be involved in delivering housing development, so it is difficult to assess this option against this issue at the moment.</p>

	Option A: Ormskirk Strategic Site	Option B: Burscough Strategic Site	Option C: Dispersal of Sites
<p>Sustainability Appraisal View</p> <p>Please note that this is a summary of the full appraisal.</p>	<p><u>Overall SA Assessment</u></p> <p>Option A is a sustainable option (provided that developer contributions are secured to deliver the infrastructure necessary to overcome the issues development faces) and it and Option B are considered the most sustainable options of the 3 strategic development options.</p> <p><u>Economic:</u></p> <p>Option A maximises local benefit from investment in the University and Sports Village, to the benefit of local residents and students, but also the wider West Lancashire community.</p> <p>Option provides the broadest range of jobs and employment opportunities, including the opportunity for clustering of sectors to support the University.</p> <p>Option A may draw prospective businesses and employees away from Skelmersdale.</p> <p><u>Social:</u></p> <p>Option A maximises local benefits in terms of provision of community infrastructure through provision of the Sports Village and increasing viability of</p>	<p><u>Overall SA Assessment</u></p> <p>Option B is a sustainable option (provided that developer contributions are secured to deliver the infrastructure necessary to overcome the issues development faces) and it and Option A are considered the most sustainable options of the 3 strategic development options.</p> <p><u>Economic:</u></p> <p>Option B will improve the range of sustainable employment sites and attract new businesses to the Borough although will not necessarily promote growth in key sectors of the economy, or make the most of the opportunities for clustering with the University.</p> <p>Option B may draw prospective businesses and employees away from Skelmersdale.</p> <p><u>Social:</u></p> <p>Development may improve sustainability of Burscough community but will require the provision of an additional school, and improvements to local health facilities.</p>	<p><u>Overall SA Assessment</u></p> <p>Option C could be a sustainable option if developer contributions are secured to deliver the infrastructure necessary to overcome the issues development faces in several locations but because this is unlikely it is considered the least sustainable option of the 3 strategic development options.</p> <p><u>Economic:</u></p> <p>Option C will improve the range of sustainable employment sites and attract new businesses to the Borough although will not necessarily promote growth in key sectors of the economy, or make the most of the opportunities for clustering with the University.</p> <p>Option C may draw prospective businesses and employees away from Skelmersdale.</p> <p><u>Social:</u></p> <p>Development less likely to address community infrastructure requirements as there will be no strategic site developer contributions to fund significant</p>

	Option A: Ormskirk Strategic Site	Option B: Burscough Strategic Site	Option C: Dispersal of Sites
	<p>local schools by boosting pupil numbers. It does not require any additional community infrastructure.</p> <p>Option A is most likely to address housing needs in Ormskirk, including the needs of students.</p> <p><u>Environmental:</u></p> <p>Option A has potential to enhance or have a negative impact on the built heritage of the Ruff Lane Conservation Area, depending on the sensitivity of the design and layout of the development - these impacts can be mitigated / addressed at the non-strategic level.</p> <p>Impact on landscape is more likely to be negative, depending on the sensitivity of the design and layout. While localised impacts will be felt in the vicinity of the development, this option safeguards other areas of the Borough by concentrating development adjacent to existing built up areas.</p> <p>Ormskirk is the most sustainable settlement in the Borough for transport, but the negative effects of traffic generation, congestion and air quality in Ormskirk are likely to arise – adding to the issues that already exist. However, with possible options such as a Park &</p>	<p>Option B may deliver a community park but this would be incumbent on the development.</p> <p>Option B will address housing need and affordable need in Burscough, but will not address student housing need in Ormskirk.</p> <p><u>Environmental:</u></p> <p>Option B has potential to enhance or have a negative impact on the built heritage of the Ruff Lane Conservation Area, depending on the sensitivity of the design and layout of the development, but these impacts can be mitigated / addressed at the non-strategic level.</p> <p>Impact on landscape is more likely to be negative, depending on the sensitivity of the design and layout. While localised impacts will be felt in the vicinity of the development, this option safeguards other areas of the Borough by concentrating development adjacent to existing built up areas.</p> <p>The proposed development in Burscough would cause capacity problems on the existing road network – which may be difficult to mitigate.</p> <p>Option B would increase congestion and therefore impact negatively on local air</p>	<p>improvements in one location.</p> <p>Option C most likely to meet affordable housing needs across the Borough but less likely to address student housing need in Ormskirk.</p> <p><u>Environmental:</u></p> <p>Option C has potential to enhance or have a negative impact on the built heritage of the Ruff Lane Conservation Area, depending on the sensitivity of the design and layout of the development, but these impacts can be mitigated / addressed at the non-strategic level.</p> <p>Impact on landscape is more likely to be negative, depending on the sensitivity of the design and layout. Localised impacts will be felt in the vicinity of the development at Ormskirk, Burscough, Skelmersdale and Banks. Option C is less likely to safeguard other areas of the Borough because it spreads development more thinly across the Borough.</p> <p>Spreading development around several locations would mean no single location would suffer from very negative impacts as a result of increased vehicular traffic and congestion (and subsequently impacts on air quality and rise in noise</p>

	Option A: Ormskirk Strategic Site	Option B: Burscough Strategic Site	Option C: Dispersal of Sites
	<p>Ride scheme for Edge Hill University, there may be the possibility of freeing up capacity on the network to cater for the new development.</p> <p>Potential for negative impact on Ruff Woods woodland habitat, including due to an increased population of domestic cats and dogs.</p> <p>Option A is the most sustainable option in terms of least risk of exposing new development to flood risk.</p> <p>Feasibility of a decentralised heat and power network to serve the strategic site would minimise the need for energy, and maximise production / proportion of renewable energy.</p> <p>Option A results in loss of Grade 1 agricultural land and soil quality.</p>	<p>quality and increase noise pollution.</p> <p>No significant impacts on biodiversity are likely to arise from development of the Burscough Strategic Site although this will require further detailed investigation. May be some impact from University expansion on Ruff Woods.</p> <p>Development of a strategic site in Burscough may provide an opportunity to reduce or manage flood risk in Burscough through funding by developer contributions.</p> <p>Feasibility of a decentralised heat and power network to serve the strategic site would minimise the need for energy, and maximise production / proportion of renewable energy.</p> <p>Option B results in loss of Grade 2 agricultural land and soil quality.</p>	<p>pollution) as a result of development.</p> <p>However, despite spreading the impact, there would still be some negative impacts on traffic congestion, especially in Ormskirk and Burscough and the commuted sums generated in any one location would likely not be sufficient to fund significant improvements to transport infrastructure in any of the locations.</p> <p>No significant impacts on biodiversity are likely to be caused from any of the areas of search included in Option C although this will require further detailed investigation. May be some impact from University expansion on Ruff Woods.</p> <p>It will be difficult to resolve surface water flood risk constraints at Banks and Burscough without development contributions of a strategic scale.</p> <p>Unlikely to be a critical mass on any single site that would make a decentralised power and energy network viable without developer contributions.</p> <p>Option C results in loss of Grade 1 and 2 agricultural land and soil quality.</p>

AGENDA ITEM 5(b) – LDF CORE STRATEGY

Comments raised at Local Development Cabinet Working Group

In respect of the above Agenda Item, also considered at the Local Development Framework Cabinet Working Group on Monday 17 January 2011, Members wished the following comments and observations to be taken forward to Cabinet on the 18 January 2011:-

- (a) That the Working Group did not recommend specific options, however individual members had preferred strategic site options (A and B) and various issues on these options were widely discussed.
- (b) The benefits of Option B (Burscough Site) to residents in Burscough, in particular the creation of a new school and park and the transport improvements
- (c) That there were significant transport issues in Ormskirk, particularly around the Town Centre. It was acknowledged that the transport solutions would require significant funding as even the strategic sites may not be able to resolve all the local problems as it was unlikely that the Ormskirk Bypass would be built in the medium to long term.
- (d) That there may be issues around air quality in Ormskirk.
- (e) That the Thornton-Switch Island link, which now had funding, could take some traffic away from Ormskirk.
- (f) The possibility of the link road across the park was raised and that Lancashire County Council would be producing a study on Ormskirk traffic problems soon which would look at various solutions, although it was acknowledged that there was no easy solution.
- (g) That it was Important to note that the report dealt with 'dwellings' as opposed to 'houses' and that issues relating to elderly persons accommodation, affordable housing and the mix of house types (based on housing needs) would be considered in the full Preferred Options document.
- (h) That the University expansion was included in each option and it was clarified that the land to be used for University playing fields up to Scarth Hill Lane would remain in the Green Belt.
- (i) That significant infrastructure issues exist in the Borough and that talks were continuing with United Utilities regarding sewer issues. Development could not happen in Ormskirk and Burscough until the waste water issues had been resolved and in order to aid regeneration it was important to phase development first in Skelmersdale as there were no infrastructure constraints.
- (j) That in respect of densities – that 30 dwellings per hectare was a good benchmark, however this could vary across the Borough depending on the nature and location of the site.

- (k) That certain areas around the Borough had been considered but disregarded as potential sites, particularly areas of land adjacent to the Sefton boundary which were generally felt not to be appropriate.
- (l) That the Open Space Strategy and the Rural Economy Study were considered as part of the development of the options.
- (m) That the development of the Sports Village could include pitches for junior football if this was thought to be appropriate as proposals to date were based on discussions with sports clubs and would provide replacement facilities for the rugby, tennis and bowls clubs, however land may still be required at Green Lane for junior rugby but there could also be scope for junior football there. More consultation would be needed if this option was taken forward.
- (n) That the Green Belt is particularly important to stop the joining together of settlements and to stop the spread of the conurbation into West Lancs
- (o) That rural areas needed some development and that rural employment was considered to be important which should be considered in the Preferred Options document. It was noted that an allowance for employment land in rural areas was being made.



AGENDA ITEM: 8(b)

**EXECUTIVE OVERVIEW &
SCRUTINY COMMITTEE:
3 February 2011**

Report of: Council Secretary and Solicitor

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

**SUBJECT: CALL IN ITEM – TENANTS’ AND RESIDENTS’ FORUM
CONSTITUTION**

Wards affected: Borough wide.

1.0 PURPOSE OF THE REPORT

1.1 To advise the Executive Overview & Scrutiny Committee of the reason for the call in of the decision on the above item, as set out in Minute No. 114 of the meeting of Cabinet held on 18 January 2011.

2.0 RECOMMENDATIONS

2.1 That the Committee determines whether it wishes to ask for a different decision.

2.2 That if the Committee does wish to ask for a different decision, the Committee indicates which of the options set out at paragraph 5.1 below, it wishes to pursue.

3.0 DETAILS RELATING TO THE CALL IN

3.1 The report attached as an Appendix to this report was considered at a meeting of Cabinet on 18 January 2011.

3.2 The decision of Cabinet 18 January 2011 reads as follows:

“114. TENANTS’ AND RESIDENTS’ FORUM - CONSTITUTION

Councillor Mrs Hopley introduced the report of the Executive Manager Housing and Property Maintenance Services which provide an amended Tenants and Residents’ Forum Constitution as an interim measure until the Corporate Overview and Scrutiny Committee has recommended changes which better reflect the role encouraged by the Tenant Services Authority (TSA) for tenants to influence and scrutinise services received by them.

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

RESOLVED: A. That the amended Tenants' and Residents' Forum Constitution attached at Appendix A to the report be approved.

B. That the Executive Manager Housing and Property Maintenance Services, in consultation with the Portfolio Holder for Housing, be given delegated authority to make future amendments to the Constitution, subject to the approval of the Tenants' and Residents' Forum."

3.3 The following reason for call in was given in the requisition:

"a) The exclusion of the right of elected members to speak at the Tenants and Residents' Forum is both injurious to local democracy and doubtful in terms of its legality

b) The delegation of further amendments to the constitution is excessive."

3.4 The requisition also provided an alternative decision which was:

"That the resolutions be amended to read:

A. That the amended Tenants' and Residents' Forum Constitution attached at Appendix A be rejected, and that an amended version maintaining the right of elected members to speak, and inclusive of appropriate legal considerations, be brought back to Cabinet at the earliest opportunity.

B. That any future amendments to the Tenants' and Residents' Forum constitution be made through the normal process of Cabinet and Overview & Scrutiny as appropriate."

3.5 The following Members of the Executive Overview & Scrutiny Committee signed the requisition for call-in in accordance with the provisions of Overview & Scrutiny Committee Procedure Rule 15:

Councillor N Furey

Councillor B Nolan

Councillor J Coyle

Councillor J Fillis

Councillor C Mawdsley

4.0 COMMENTS OF THE EXECUTIVE MANAGER HOUSING AND PROPERTY MAINTENANCE SERVICES

4.1 Tenants requested on review of the TRF Constitution that members should not be allowed to speak at meetings but welcome their attendance as observers. Tenant's feel that there are a number of other platforms available that members can use to raise issues without having to do so at the TRF meetings. Tenant's do not wish the TRF meetings to become political.

4.2 The recommended changes better reflect the role encouraged by the Tenant Services Authority (TSA) for tenants to have some independence and influence in scrutinising services received by them.

5.0 CONCLUSION

5.1 Following consideration of the decision of Cabinet, the requisition for call in and the comments of the Assistant Chief Executive, the Executive Overview & Scrutiny Committee can decide if it wishes to ask for a different decision. If the Committee does not wish to ask for a different decision then the decision of Cabinet takes immediate effect. If the Committee does wish to ask for a different decision, it may:

- a. refer the decision back to Cabinet (as the decision making body) for reconsideration, setting out the different decision; or
- b. refer the matter to Council. If the matter is referred to Council and Council does not object, then the decision of Cabinet will take effect immediately from that Council meeting date. If the Council does object, then the decision and the objection will be referred back to Cabinet (as the decision making body) for reconsideration.

5.2 The Secretary of State in his Guidance recommends that Overview & Scrutiny Committees should only use the power to refer matters to the full Council if they consider that the decision is contrary to the policy framework or contrary to or not wholly in accordance with the budget.

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

Appendices

Report of the Executive Manager Housing and Property Maintenance Services.



AGENDA ITEM: 5 (j)

CABINET: 18 January 2011

Report of: Executive Manager Housing and Property Maintenance Services

Relevant Portfolio Holder: Councillor Mrs V Hopley

**Contact for further information: L. McGarry (Extn. 5233)
(E-mail: leigh.mcgarry@westlancs.gov.uk)**

SUBJECT: TENANTS' AND RESIDENTS' FORUM CONSTITUTION

RVL/LMcG/EH2.952cab
11 January 2011
Wards affected: Borough-wide

1.0 PURPOSE

1.1 The purpose of this report is to consider the proposed amendments to the Tenants and Residents' Forum Constitution. This is an interim measure until the Corporate Overview and Scrutiny Committee has recommended changes which better reflect the role encouraged by the Tenant Services Authority (TSA) for tenants to influence and scrutinise services received by them.

2.0 RECOMMENDATIONS

- 2.1 That the amended Tenants' and Residents' Forum Constitution attached at Appendix A to the report be approved.
- 2.2 That the Executive Manager Housing and Property Maintenance Services in consultation with the Portfolio Holder for Housing be given delegated authority to make future amendments to the Constitution, subject to the approval of the Tenants' and Residents' Forum.

3.0 BACKGROUND

- 3.1 Cabinet agreed the current Tenants and Residents' Forum Constitution in 2008 following the review of Tenant Participation.
- 3.2 The Constitution was reviewed by the Tenant Participation Working Group In November 2010 and the suggested amendments were then agreed by the Tenants and Residents' Forum on 7 December 2010.

- 3.3 The Forum Constitution states that Councillors will recognise that the Tenants' and Residents' Forum is a non political organisation they will not politicise meetings unless they are asked to clarify a point of information relating to Council policy.

4.0 CURRENT POSITION

- 4.1 The Tenants and Residents' Forum is open to Tenants, Residents and Elected Members to attend.
- 4.2 On average 3-4 Elected Members attend the Forum meetings when they are held bi-monthly

5.0 ISSUES

- 5.1 On occasions, Elected Members have dominated discussions at the Forum and have attempted to bring in political views.
- 5.2 The Tenant Participation Working Group members feel that while Elected Members' attendance is appreciated, Elected Members have other opportunities through the political structure of meetings to raise issues.
- 5.3 Forum members would like Elected Members to continue to attend the Forum meetings but as observers only.

6.0 SUSTAINABILITY IMPLICATIONS/COMMUNITY STRATEGY

- 6.1 The new Constitution will enable the Tenants' and Residents' Forum to become more focussed and structured to encourage greater participation and more Tenants and Residents to join.

7.0 FINANCIAL AND RESOURCE IMPLICATIONS

- 7.1 There are no additional costs to the HRA as a result of the new constitution. The Tenants' and Residents' Forum currently have an annual budget to cover grants for Tenant and Resident Associations, training and costs associated with running the bi monthly Tenants' and Residents' Forum meetings.

8.0 RISK ASSESSMENT

- 8.1 Tenants may decline from making comments or suggestions at the Tenants and Residents' Forum if they feel it is a political meeting.

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

Appendices

Appendix A – Tenants’ and Residents’ Forum – Constitution

WEST LANCASHIRE BOROUGH COUNCIL

TENANTS' AND RESIDENTS' FORUM

CONSTITUTION

1.0 TITLE

- 1.1 The West Lancashire Tenants' and Residents' Forum (hereinafter referred to as "the Forum")

2.0 AIMS AND OBJECTIVES

- a) To provide a regular method of consultation between residents of West Lancashire, Council tenants and leaseholders from across the Borough elected Members and Council Officers.
- b) To be used as a method of consultation with tenants and residents to ensure their views are central to shaping Council services. However, substantial matters will also be consulted upon with tenants in accordance with S105 of the Housing Act 1985
- c) To provide an informal communication network, offering support and advice to West Lancashire Borough Council tenants and residents
- d) To promote and encourage good practice in Tenant and Resident Participation.
- e) To represent, as far as possible, tenants and residents living in West Lancashire
- f) To organise and participate in regular information and training opportunities, which raise awareness on housing strategy and housing policy issues, through training, seminars and visits.
- g) To maintain an effective consultation link between Tenants, Residents, Council Officers and Councillors.
- h) To provide the opportunity for council departments and external agencies to consult and discuss services and other issues with tenants and residents on matters as necessary.
- i) To participate in the development of projects, programmes and policies which determine the future of housing provision and management in the Borough and have an effective influence on housing issues in general
- j) To encourage and support environmental and community issues, by funding the development of agreed projects.
- k) To be involved in the development, review and monitoring of the Tenant Participation Compact.

- l) To be accountable for the fair and effective distribution of grants provided to the Forum.
- m) To discuss matters which affect tenants and residents at a local, Borough wide and national level
- n) To ensure the Council is kept informed and made aware of the views, needs, aspirations, priorities and issues of concern for its tenants and residents and issues are addressed as appropriate.
- o) To share good practice between Forum members and Tenant and Resident Associations and bench mark against other similar organisations.

3.0 MEMBERSHIP

- a) The Forum is open to all tenants and residents who are interested in their community and want a say in how the Housing and Property Maintenance Division operates.
- b) Any member, who fails to attend 3 consecutive meetings without tendering acceptable apologies, will be contacted by the Tenant Participation Officer to enquire if they wish to continue their membership.
- c) It is intended that the majority of the membership will always be West Lancashire Borough Council tenants, and admission to membership of the Forum may be restricted at times to ensure this.
- d) Officer positions available at the AGM will be the Chairperson, Vice Chairperson, Secretary and Treasurer.
- e) It is envisaged that the elected Chairperson will also Chairperson the Finance Committee and in conjunction with the Tenant Participation Officer, will support and consult regularly with the elected Chairpersons of the other groups.

4.0 FORUM STRUCTURE

Tenants' and Residents' Forum

The Forum is to have a Chairperson, Vice Chairperson, Secretary and Treasurer, with meetings to be “open” and made available to all tenants and residents of the Borough. In order for a meeting to be quorate, there must be at least 10 members in attendance who are eligible to vote. A copy of the Forum structure can be found at Appendix A.

Project Approval Group

- a) A group consisting of the Chairperson, Treasurer, 3 West Lancashire Borough Council Tenants' and Residents' Forum members, one of which must be a Tenant*, 2 Councillors and 2 Officers with responsibility for:
 - Monitoring the expenditure of the Forum's budget
 - Approving grants to Tenants' and Residents' Associations
 - Approving applications for Tenants' and Residents' Forum members to attend meetings that require payment of fees/expenses from the Forum Budget
 - Approving expenditure for Forum events
- b) A member of the Committee may remain in the room and participate during the discussion of a request involving his/her local association, but shall not vote on that application.

Training Committee

A group consisting of 5 tenants*, 1 Housing Staff and 2 Councillors will work with the Tenant Participation Officer to identify suitable training for members of the Tenants' and Residents' Forum and agree a training plan which would then be submitted to the Finance Committee for approval. A member of the Committee may not participate in the discussion or vote on an application for training for themselves.

The Training Committee shall carry out a skills audit with members of the Forum to ensure an effective and relevant training programme is developed. Capacity building for Committee/group/board members is essential to ensure the Forum runs effectively. Relevant training will be given to Forum members on request, subject to budgetary constraints.

Tenant Participation Working Group

A working group of 5 tenants*, 2 Housing Staff and 2 Councillors will look at the issue of the Tenant Participation issues in general for the Borough. The Chairperson of the Working Group should be a tenant representative. This Group will also be responsible for considering agreements which might be entered into between the Tenants' and Residents' Forum and any other parties; the details of those proposed agreements shall be approved on behalf of the Council and Forum by the Tenant Participation Officer.

Quorum

In order for meetings of the Finance Committee, Training Committee and the Tenant Participation Monitoring Group to take place, there must be a quorum of 4 members in attendance.

Grievance Committee

Any Committee, Group, Board or members aggrieved by a decision made by any other Committee can have their case reviewed by the Grievance Committee.

The Grievance Committee will consist of a West Lancashire Borough Council Officer and 3 Forum members elected to the Grievance Committee by the Forum*. The Officer will not be able to vote on this Committee.

The Grievance Committee will make the final decision on any grievance claims, in accordance with any policy agreed by the Forum and within any available budgetary provision. The Committee will report their decision in writing to the member/s making the claim and will also report the decision back to the Tenants' and Residents' Forum.

NB * Members shall be appointed annually at the Forum AGM; casual vacancies may be filled at any Forum meeting.

5.0 FORUM REPRESENTATIVES AND EQUAL OPPORTUNITIES

- a) Each Tenants' and Residents' Association representative must seek to represent the views of the community they represent; all Forum members must not discriminate on the grounds of, race and ethnicity, religion or belief, gender, transgender, sexual orientation, age or disability.
- b) The Forum will actively promote equal opportunities wherever possible and encourage Tenants and Residents to become involved with the Forum.
- c) The Forum will encourage equality of opportunities for tenants and residents by actively encouraging wide participation and will attempt to develop membership from the whole community.
- d) The Forum will work in line with the West Lancashire Local Strategic Partnership's Community Strategy 2007-2017. A copy of the policy is available from the Tenant Participation Officer on request.
- e) The Forum will also try to be aware of and identify solutions to any barriers or obstacles that may prevent Tenants and Residents from attending meetings.
- f) If a member fails to fulfil the membership criteria (e.g. a tenant leaves West Lancashire) he/she ceases to be a member of the Forum.
- g) Tenants and Residents attending Forum meetings, or any other meetings where they have been asked to represent the Forum may claim the cost of reasonable travelling expenses from the Forum budget where transport has not been provided. Representatives attending any such meeting must provide a detailed report back to the Forum.
- h) Forum members will be encouraged to attend Local Strategic Partnership meetings and other appropriate community meetings. Relevant feedback from these meetings should then be given to the Forum.
- i) Councillors are invited to attend Forum meetings as observers only but can raise points of information through the Chairperson for clarification purposes.

6.0 OFFICER REPRESENTATION

- a) Officers of the Council will attend meetings of the Forum & associated Committees, Boards or groups, as appropriate, to provide advice, information and assistance but will not be entitled to vote.

7.0 CHAIRPERSON, VICE-CHAIRPERSON, SECRETARY AND TREASURER

- a) A Chairperson, Vice-Chairperson, Secretary and Treasurer shall be appointed annually. At each AGM in June, all officers will stand down but may be re-elected. The Chairperson and Vice Chairperson **must** be tenants of the Council.
- b) In the absence from a meeting of the Chairperson and Vice-Chairperson, a Chairperson for the meeting shall be appointed by the Forum who **must** be a Council tenant.
- c) In the absence from a meeting of the Secretary, a Secretary for the meeting shall be appointed by the Forum.
- d) The Treasurer will ensure that proper accounts are kept and will produce a Financial Report at the AGM for the previous financial year
- e) Vacancies arising during the year in the above posts may be filled at a Forum meeting.

8.0 CODE OF CONDUCT

- a) There will be a code of conduct for all members of the Forum both at meetings and whilst representing the Forum externally. Forum members will show common courtesy to each other at all times. If a member does not show courtesy the Chairperson can ask them to leave the meeting. The Code of Conduct is shown in Appendix C.
- b) The Chairperson will facilitate and control the meeting in accordance with the agenda, ensuring that it runs to time and that the members present get a fair opportunity to contribute to the meeting.
- c) The use of bad language, offensive or aggressive behaviour will not be accepted.

- d) Members who breach the Code of Conduct may be excluded from attending further Forum meetings by the Forum's Officers (Chairperson, Vice Chairperson, Secretary and Treasurer) voting in accordance with clause 10. If the member who has breached the Code is one of the Forum's Officers, the remaining Officers may act.
- e) Members who have been asked to leave a meeting or who have been excluded from attending future meetings have the right to appeal to the Forum Secretary in writing for consideration by the Grievance Committee.

9.0 MEETINGS, MINUTES AND PROCEDURES

- a) All Forum meetings, including Committees, Boards and Groups, shall have a maximum time limit of 3 hours. It is the responsibility of the Chairperson to ensure that meetings run to the Agenda and within the set time limit.
- b) The Forum shall meet every two months and will be held at the Council Offices, 52 Derby Street, Ormskirk. The Chairperson may call a meeting at any time by giving at least seven working days' notice.
- c) There shall be no fewer than 6 Forum meetings per year.
- d) The Secretary of the Forum will be responsible for producing the minutes, which will be submitted to the next meeting of the Forum for approval as a correct record.
- e) The Secretary of the Forum will, with the assistance of the Tenant Participation Officer be responsible for the distribution of the minutes, agenda and any other relevant paper work, to the members of the Forum.
- f) An agenda and minutes of the previous meeting shall, wherever practicable, be issued to all members of the Forum seven days prior to the next scheduled meeting. Late agenda items will need to be agreed by the Chairperson before the meeting by reason of urgency. AOB will be allowed by the Chairperson if time allows and matters raised are relevant to the Forum. Requests for agenda items can be made at a Forum meeting or by contacting the Chairperson.
- g) Appropriate items arising from the meetings of the Forum including Committees, Boards and Groups shall be placed by the Executive Manager, Housing and Property Maintenance Services on the Agenda of the appropriate Committee of the Council.
- h) No matter shall be included on an agenda if, in the view of the Chairperson, it relates to the individual affairs of a resident, or the particular circumstances of a decision taken by or on behalf of the Council on the basis of confidential/exempt information or offends the aims and objectives of the Forum.

- i) Complaints regarding the action of Council staff shall be dealt with via the Council's normal procedures and not by the Forum. Complaints of misconduct by Councillors shall be dealt with via the Standards Committee.
- j) Focus groups, training sessions or any other Committee/Board/Group meetings may be held in various locations throughout the Borough.

9.1 Annual General Meetings

- a) Officers of the Forum will be elected by a majority vote of those eligible to vote at the Annual General Meeting of each year.
- b) Nomination papers for officer positions will be available at the meeting prior to the AGM and sent out upon request
- c) Nomination papers must be returned to the TPO no later than 35 days before the AGM. Nomination papers will be opened by the TPO and the Executive Manager of Housing and Property Maintenance
- d) Forum members will be given at least 21 days notice of when the AGM is to be held detailing the nominations received.
- e) Members eligible to vote who cannot attend the AGM can vote by proxy or by post.
- f) Postal and Proxy votes must be received by the TPO at least 7 days prior to the AGM and will be opened by the TPO and the Executive Manager of Housing and Property Maintenance.
- g) Were a member submits a proxy vote and then subsequently attend the meeting, the proxy vote will stand.

10.0 VOTING ARRANGEMENTS

- a) With the exception of the Forum's first year of operation, a member of the Forum must attend 4 out of the previous 6 meetings, in order to be eligible to vote. .
- b) In the case of an equality of votes the Chairperson, or the Member of the Forum acting as Chairperson for the occasion, shall upon any question have a second or casting vote.
- c) Voting will usually be done by a show of hands, however a secret ballot may be held at the request of members attending if necessary.
- d) Any proposals must have a seconder.

- e) Council officers and Councillors cannot vote at the Tenant and Resident Forum.

11.0 CONSTITUTION

- a) The Forum may review its operation and Constitution at the AGM or at a Special General Meeting.
- b) The Forum Constitution will be reviewed annually by the Tenant Participation Working Group.
- c) The Tenant Participation Officer may call a Special General Meeting, if requested to do so by 5 eligible voting members; sufficient information shall be provided of the issue concerned to enable an agenda to be compiled. If an SGM is called, 14 days notice will be given.
- d) Any amendments to the Constitution will need to be approved by the Council.

12.0 FINANCIAL REGULATIONS

- a) The Council's Borough Treasurer may specify Financial Regulations to apply to the Forum's activities.

If such Financial Regulations are specified, they shall be observed by Forum members at all times.

- b) All income shall be used solely towards the promotion of Tenant Participation or for Community projects.
- c) The Treasurer will ensure that proper accounts are kept and that regular budget review meetings are held by the Project Approval Group.
- d) A Financial Report and Accounts will be presented at the AGM for the previous financial year
- e) Members of the Forum will not receive payment for their work.
- f) All expenses allowed to members will be as agreed and monitored by the Project Approval Group.
- g) As the Forum is a Council sponsored body, the Tenant Participation Officer and Service Manager for Tenant Participation, shall report to the Council on the performance, achievements and spending decisions of the Forum by means of a Annual Report.

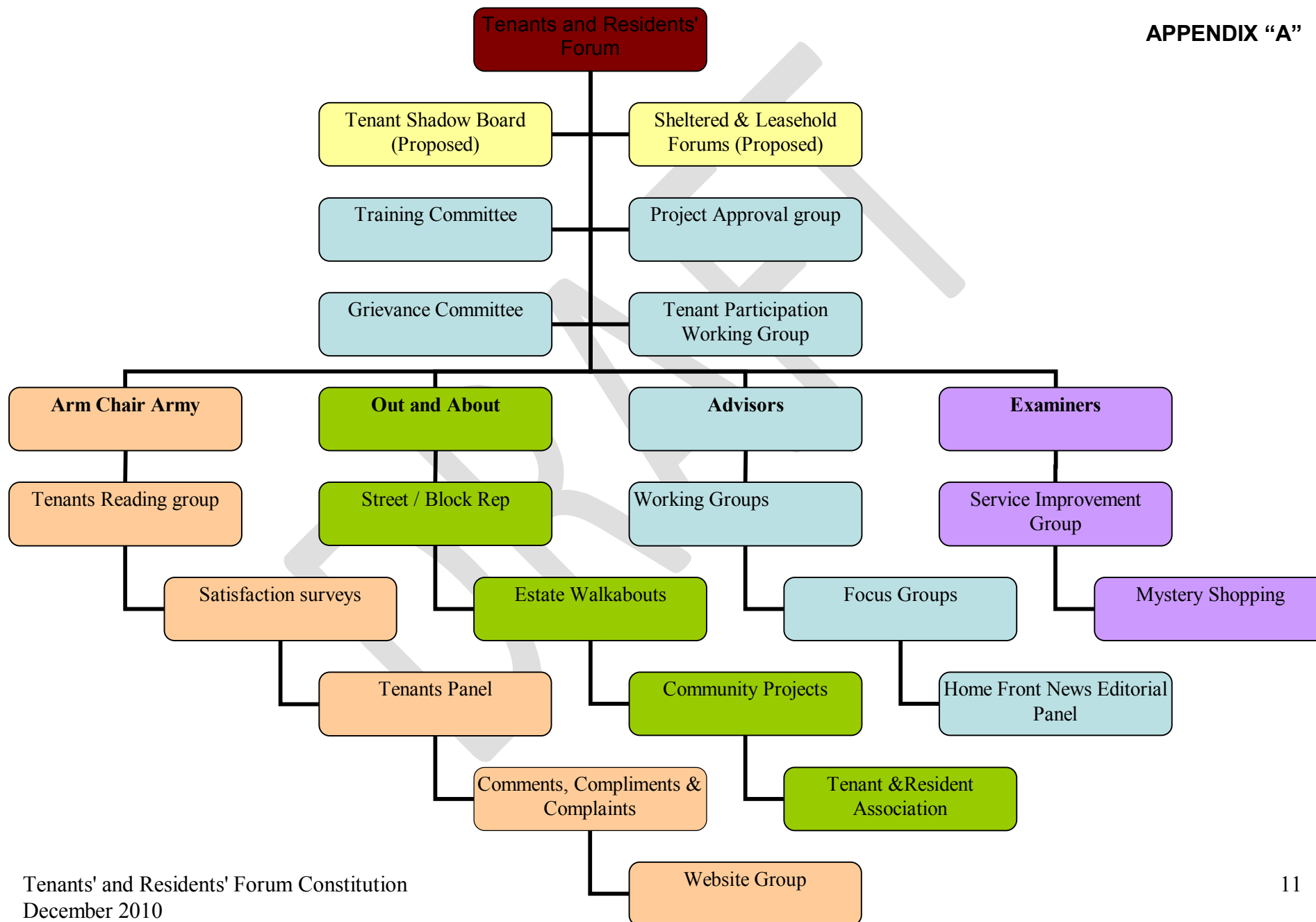
13.0 RELATED PROCEDURES

The related procedures set out in Appendices A, B C and D attached shall form part of this Constitution. The related procedures may be amended as and when necessary, following the procedures at clause 11.

Signature of the Chairperson of the Forum:

Signature of the Portfolio Holder for Housing:

Date:



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RELATED PROCEDURES

1 MINUTES

Minutes shall be kept of all General Meetings, Ordinary meetings and meetings of other Forum bodies, by the relevant secretary, who shall record all attendances, proceedings and resolutions. The Chairperson is responsible for ensuring that minutes are taken.

2 DISCIPLINARY PROCEEDINGS

Action will be taken if a member of the Forum, Council Officer, Elected Member or any other person involved in the Forum makes racist or other offensive remarks, or behaves in such a way as to contravene the aims and objectives of the Forum. The procedure shall be as follows:

Where misconduct, which is not serious, occurs at a meeting organised or convened by the Forum, the person concerned will be challenged and asked to apologise and or withdraw their remarks. If the meeting is not satisfied with the response, the person concerned will be asked to leave by the Chairperson of the meeting.

If a formal complaint is made following misconduct alleged against Council Staff or Councillors, action shall be taken as detailed in 9.0 i)

3 VOTING

- Voting will take place as per the Constitution
- The Chairperson has the right to defer any decision to a later meeting.
- Council Officers are unable to vote at the Forum or any other associated meetings of the Forum

Tenants' and Residents' Forum Code of Conduct

The Code of Conduct sets out the working relationship between members of the Tenants' and Residents' Forum, Council Officers and Councillors and the rules and procedures that should be followed at the Tenants' and Residents' Forum meetings and all related meetings.

The Code of Conduct has been drawn up following joint discussion between Tenant Representatives, Housing staff and Councillors.

It has been developed in the spirit of mutual respect and understanding of each other roles and responsibilities. The aim of the Code of Conduct is to ensure that the Tenants' and Residents' Forum has a culture of partnership and co-operation. The Code of Conduct will also allow for a professional and positive relationship to develop between members of the Tenants' and Residents' Forum, Council Officers and Councillors.

Members of the Tenants' and Residents' Forum, Council Officers and Councillors must agree to adopt and abide by the Code of Conduct; any failure to do so may result in the individual being excluded permanently from the Forum.

This Code of Conduct complements the rules laid down in the Tenants' and Residents' Forum Constitution.

All elements of the following Code of Conduct apply equally to Tenants, Residents, Councillors and Council staff, who will hereafter be referred to as Participants, unless specifically noted.

Conduct at meetings of the Forum and all related bodies

- The Chairperson should welcome participants and any others to the meeting.
- All participants will prepare for Tenants' and Residents' Forum meetings by reading the information sent to them prior to the meeting and bringing it with them to the meeting.
- Participants are expected to stay for the duration of each meeting. However if a Participant wishes to leave the meeting early for whatever reason, they should inform the Chairperson at the beginning of the meeting.
- Participants should exit the meeting with minimum disruption.
- Refreshment breaks should only be taken at an agreed point in the meeting
- Participants who arrive late to a meeting should enter quietly and not disrupt the meeting with apologies.

- Speakers should go through the Chairperson and keep to the subject being discussed. Any participant wishing to ask a question or raise a point, must raise their hand and wait. The Chairperson or the Tenant Participation Officer will note the raised hands and will note the order for questions to be asked or points to be raised. This is to ensure that all participants get an opportunity to speak.
- Any participant unable to attend a meeting should always give apologies in advance of meetings.
- Only one participant should speak at a time and there should be no cross-talking or separate discussions held.
- Where available, a microphone should be used when a participant is speaking
- Participants must listen respectfully to whoever is speaking and not hold their own conversation with others who are sat around them.
- Wherever possible, jargon should be avoided, however if it is used, then a full explanation should be given.
- Participants should remember that the purpose of the meeting is to benefit tenants and residents generally and not specific individual/s.
- No smoking is allowed during the meeting and smoking is not allowed immediately outside any Council buildings, where the meeting is being held.
- All dealings will be fair and impartial.
- During a meeting, participants may be assertive in an attempt to put over their view, however this must not be in an aggressive manner.
- In carrying out their role, no participant will discriminate against any person in a manner that is contrary to the Councils Equal Opportunities Policy. All participants shall ensure that everybody is treated with respect and dignity regardless of their sex, race, colour, ethnic origin, religion, creed, marital status, disability, age, or sexual orientation or any other matter, which causes people to be treated with injustice.

Code of Conduct

All participants:

- are required to act in a courteous manner and treat each other with a mutual respect that is open and honest. Personal attacks, offensive and abusive comments will not be tolerated.

- will listen to each other's points of view and respect that people sometimes have differing views.
- Should learn from each other and work together as a team and recognise the work that each other does.
- will remember that everyone is human and sometimes makes mistakes.
- will recognise that everyone is an individual and has their own area of expertise.
- Will address each other in a professional manner.
- Will declare any personal or professional connection they have with an issue if relevant.
- Will not abuse any personal connections.
- Will expect to be treated equally.
- Will use the proper procedures to report issues and not use meetings of the Tenants' and Residents' Forum as a reporting platform.
- Will not bring personal or political issues to the attention of the Forum,
- Will recognise that Councillors are elected to perform their duties in the best interests of the Council and will fully respect the position regardless of their own personal political views.
- Will remember that demands on tenants and residents time must be kept to a minimum.
- Will offer full explanations about decisions, which have been made.
- Will ensure all their communications are in plain English.

Additional information

Council Officers and Councillors are non-voting participants and will abide by the Tenants' and Residents' Forum Code of Conduct when attending meetings or in representing the Tenants' and Residents' Forum.

Council Officers Code of Conduct

- Officers are responsible to WLBC and will fulfil their duties in mindful recognition of the Council's Tenant Participation Policy statement to increase the involvement of tenants in the delivery of services and will support and encourage the development of the Tenants' and Residents' Forum.

- Officers will support and advise the Tenants' and Residents' Forum on issues concerning Council policy, but will not discuss details of individual tenancies.
- Officers will also abide by the Council's Code of Conduct.

Councillors Code of Conduct

- Councillors will recognise that the Tenants' and Residents' Forum is a non-political organisation and will not politicise meetings unless they are asked to clarify a point of information relating to Council policy.
- Councillors are also bound by the Council's own Member Code of Conduct.

Breach of Conduct

Should any Tenants' and Residents' Forum member, Council officer or Councillor breach the Code of Conduct at a meeting, they may be given a verbal warning. If the individual continues to breach the Code, or in the case of more serious breaches, that person may be excluded or suspended from the meeting by the Chairperson.

Complaints regarding the action of Council staff shall be dealt with via the Council's normal procedures and not by the Forum. Complaints of misconduct by Councillors shall be dealt with via the Standards Committee.

Participants who breach the Code of Conduct may be excluded from attending further Forum meetings.

If any participant refuses to leave a meeting, after being excluded, the meeting can be closed and reconvened at the Chairpersons discretion.

Participants who have been asked to leave a meeting or who have been excluded from attending future meetings have a right to appeal to the Forum Secretary in writing for consideration by the Grievance Committee.

If a participant of the Tenants' and Residents' Forum feels another participant is breaching the Code of Conduct, the details of the alleged breach shall be made in writing to the Tenant Participation Officer.

1 Duties of Officers

- a) **The Chairperson is the person who makes sure things get done, not the person who “does everything”.**

The Chairperson shall be responsible for:

- Chairing the Tenants' and Residents' Forum and other associated meetings
- Ensuring that the Forum functions in accordance with its Constitution
- Ensuring that the duties of all Officers and Representatives of the Forum are properly fulfilled.
- Signing correspondence on behalf of the Forum except as may be assigned to another Officer or Committee member
- Carrying out such other relevant duties as she/he may from time to time be called upon to perform by the Forum
- Guiding the Forum to achieving its' Aims and Objectives
- Preparing the agenda in conjunction with the Tenant Participation Officer
- Encouraging all Forum Members to contribute to meetings
- Challenging any forms of discrimination
- Networking in the community to promote the Forum and obtain views on any issues.

- b) The **Vice-Chairperson** shall fulfil the duties of the Chairperson in his/her absence or when otherwise called upon to do so.

- c) **The Secretary is the caretaker of the Forum's files and paperwork**

The Secretary will have responsibility for:

- Ensuring that accurate minutes are kept of all meetings and that these are open for general inspection.
- Ensuring that membership records and all other records are kept up to date
- Ensuring that all members concerned are duly notified of meetings of the Forum
- Distribution of the minutes, agenda and any other relevant paper work, with assistance from the Tenant Participation Officer
- Assisting the Chairperson with follow up work between meetings
- Ensuring the correct number of meetings are held in line with the Constitution
- Challenging any forms of discrimination
- Networking in the community to promote the Forum and obtain views on any issues.

d) The Treasurer has overall responsibility for the Forum's finances, however all members should know how the Forum's finances are managed

The Treasurer will be responsible for:

- Opening a bank account
- Keeping a record of all money received by the organisation and making sure it is properly managed
- Paying any bills as agreed by the Finance Committee
- Paying any money received into the Forums' banks account promptly
- Preparing regular reports for the Finance Committee and the Forum members about the financial position
- Providing a financial statement on the years income and expenditure to the Forum Annual General Meeting
- Making the accounts available to any member or Council Officer on request
- Acting as counter signatory on cheques (must have a minimum of 2 signatures for all cheques, who will be members of the Finance Committee)
- Challenging any forms of discrimination
- Networking in the community to promote the Forum and obtain views on any issues.

e) The Members help the Forums' elected officers to achieve the aims and objectives as set out in the Constitution

The Members are responsible for:

- Attending meetings or sending their apologies
- Turning up on time with any information needed
- Listening and contributing to discussions
- Carrying out decisions as decided by the Forum
- Challenging all forms of discrimination
- Providing receipts to the Treasurer for any agreed expenses incurred
- Networking in the community to promote the Forum and obtaining views on any issues.

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Useful Contacts numbers

<p>Tenants' and Residents' Forum John Fleet – Chairperson, 0752226318 Tracy Berry – Tenant Participation Officer 01695 585227 PO Box 16, 52 Derby Street, Ormskirk, L39 2DF</p>	<p>Estate Management & Tenant Participation Team Tracy Berry – Tenant Participation Officer 01695 585227 tracy.berry@westlancs.gov.uk Cath Pulford – Service Manager 01695 585204 cath.pulford@westlancs.gov.uk</p>
<p>Ashurst Tenants' and Residents' Association Clare Pollard – Chairperson 01695 726488 66 Lindens Ashurst Skelmersdale WN8 6TL</p>	<p>Birch Green Tenants' and Residents' Association Brenda Malloret 9 Ivybridge Birch Green Skelmersdale WN8 6RR</p>
<p>Clay Brow & Holland Moor EMB Margaret Highton – Chairperson 01695 725483 Digmaor Community Centre Birleywood, Digmaor, Skelmersdale WN8 9HR</p>	<p>Digmaor EMB Margaret Nind – Chairperson 01695 51014 185 Banksbarn Digmaor Skelmersdale WN8 9ER</p>
<p>Tanhouse Action Group (TAG) John Yates – Acting Chairperson 01695 50957 103 Elmridge Tanhouse Skelmersdale WN8 6DE</p>	<p>West Lancashire Borough Council 01695 577177</p>



AGENDA ITEM: 8(c)

**EXECUTIVE OVERVIEW &
SCRUTINY COMMITTEE:
3 February 2011**

Report of: Council Secretary and Solicitor

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

**SUBJECT: CALL IN ITEM – CHANGES TO HOUSING AND COUNCIL TAX
BENEFIT**

Wards affected: Borough wide.

1.0 PURPOSE OF THE REPORT

1.1 To advise the Executive Overview & Scrutiny Committee of the reason for the call in of the decision on the above item, as set out in Minute No. 118 of the meeting of Cabinet held on 18 January 2011.

2.0 RECOMMENDATIONS

2.1 That the Committee determines whether it wishes to ask for a different decision.

2.2 That if the Committee does wish to ask for a different decision, the Committee indicates which of the options set out at paragraph 5.1 below, it wishes to pursue.

3.0 DETAILS RELATING TO THE CALL IN

3.1 The report attached as an Appendix to this report was considered at a meeting of Cabinet on 18 January 2011.

3.2 The decision of Cabinet 18 January 2011 reads as follows:

“118. CHANGES TO HOUSING & COUNCIL TAX BENEFIT

Councillor Westley introduced the report of the Assistant Chief Executive which provided an update on the implications of the Government’s recently published White Paper ‘Universal Credit: Welfare that Works’.

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

- RESOLVED: A. That the current position, as outlined in the report, be noted.
- B. That the Assistant Chief Executive report back when more details are known about the impact on the Council, its customers and staff.

3.3 The following reason for call in was given in the requisition:

“The report fails to fully explain the financial impact on customers faced with a reduction in their benefits, from changes being implemented on 1 April 2011.”

3.4 The requisition also provided an alternative decision which was:

“That the Assistant Chief Executive report back and provide a detailed account of the financial impact faced by customers from the changes being made on 1 April 2011. And that a further report is brought back when more details are known about other changes which impact on the Council, its customers and staff.”

3.5 The following Members of the Executive Overview & Scrutiny Committee signed the requisition for call-in in accordance with the provisions of Overview & Scrutiny Committee Procedure Rule 15:

Councillor C Mawdsley
Councillor I Moran
Councillor R A Pendleton
Councillor J Fillis
Councillor N Furey

4.0 COMMENTS OF THE ASSISTANT CHIEF EXECUTIVE

4.1 At this moment in time a complete and accurate picture of the financial impact of the changes affecting customers is not available. Estimated impacts could be produced, should Members so wish, but this would involve some officer time.

5.0 CONCLUSION

5.1 Following consideration of the decision of Cabinet, the requisition for call in and the comments of the Assistant Chief Executive, the Executive Overview & Scrutiny Committee can decide if it wishes to ask for a different decision. If the Committee does not wish to ask for a different decision then the decision of Cabinet takes immediate effect. If the Committee does wish to ask for a different decision, it may:

- a. refer the decision back to Cabinet (as the decision making body) for reconsideration, setting out the different decision; or
- b. refer the matter to Council. If the matter is referred to Council and Council does not object, then the decision of Cabinet will take effect immediately from that Council meeting date. If the Council does object, then the decision and

the objection will be referred back to Cabinet (as the decision making body) for reconsideration.

- 5.2 The Secretary of State in his Guidance recommends that Overview & Scrutiny Committees should only use the power to refer matters to the full Council if they consider that the decision is contrary to the policy framework or contrary to or not wholly in accordance with the budget.
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Background Documents

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

Equality Impact Assessment

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

Appendices

Report of the Assistant Chief Executive.



AGENDA ITEM: 5(n)

CABINET: 18 January 2011

Report of : Assistant Chief Executive

Relevant Portfolio Holder : Councillor D Westley

Contact for further information : Mr. P Blakey (Extn. 5054)

(e-mail: peter.blakey@westlancs.gov.uk)

SUBJECT: CHANGES TO HOUSING & COUNCIL TAX BENEFIT

Borough-wide interest

1.0 PURPOSE OF THE REPORT

1.1 To update Members on the implications of the Government's recently published White Paper *Universal Credit: Welfare that Works*.

2.0 RECOMMENDATIONS

2.1 That the current position, as outlined in the report, be noted.

2.2 That the Assistant Chief Executive report back when more details are known about the impact on the Council, its customers and staff.

3.0 BACKGROUND

3.1 On Thursday 11 November 2010, the Government published its White Paper on the introduction of the Universal Credit (UC) and intends to issue a Welfare Reform Bill in January 2011, which will provide more detail on these proposals and give effect to the changes.

3.2 The White Paper outlines the timetable for implementation of the UC with a pilot starting in October 2013 and all new working age claims starting from April 2014. This will be followed by the gradual closure of existing Benefits and Tax Credits claims and their transfer to the new system intended to be fully completed by October 2017.

3.3 The recent Comprehensive Spending Review provided £2Bn for the implementation and roll out of the UC. The implementation costs will include development of two IT systems, one for the assessment of the UC (probably

involving the enhancement of existing systems) and a second system to obtain real time Her Majesty's Revenues & Customs (HMRC) Pay As You Earn (PAYE) data.

- 3.4 The White Paper provides some detail on the Department for Work & Pensions' (DWP) preferred operational, assessment and delivery arrangements for the UC, however, there remain many elements which are still being considered, including the involvement, if any, of Local Authorities (LA's).
- 3.5 The White Paper's preferred administrative arrangements are that the Universal Credit (UC) will be administered centrally by the DWP. There is very little recognition within the administrative proposals of the Government's overall localism agenda and, although there has yet to be any final decision on the future role of LAs, there are few specific proposals for any involvement for LAs in the future arrangements for the assessment and delivery of the UC.
- 3.6 The DWP intends that the majority of claims will be made, assessed, and delivered electronically. Entitlement will be automatically adjusted as earnings vary, based on monthly income reports through the upgraded version of the PAYE tax system. Other changes in circumstances will have to be reported as now. Otherwise, the White Paper is very light on detail of customer services.
- 3.7 Currently, the responsibility for investigating Benefit fraud is with both LA's (Housing & Council Tax Benefit) and the DWP (other Social Security Benefits) and both organisations have worked closely where appropriate, for many years.
- 3.8 The Government has announced the creation of a single national fraud investigation service from 2013, which suggests that Local Authority responsibility for Benefit fraud investigation will transfer to the DWP from that date. We await further detail in this regard, particularly in relation to the impact on LA staff.
- 3.9 Impact on current Housing Benefit Scheme
- 3.10 Many of the announcements in relation to Housing Benefit (HB) and welfare reform (see Appendix 1 to this Report), contained in the summer budget and autumn spending review are intended as steps towards the eventual implementation of the UC, for example, the household benefit cap (initially to be administered by LAs).
- 3.11 Fundamentally, the proposals contained in the white paper involve the merging of existing income related benefits including Income Support, Job Seekers Allowance, Employment Support Allowance, Tax Credits and HB, into one benefit, but with the overall benefit amount payable remaining much the same for those out of work.
- 3.12 Essentially the new UC will involve the calculation of a maximum entitlement, consisting of a basic entitlement made up of a personal allowance which is based on existing personal allowance levels contained in existing applicable amounts used to calculate the above Benefits currently payable, with relevant additions relating to the other benefits the claimant qualifies for, added to this basic allowance.
- 3.13 These additions relate to extra costs associated with children, disabilities and housing costs, with eligibility rules that correspond to the benefits they previously would have been entitled to and which the UC additions replace.

- 3.14 The UC will be assessed on a household basis, with the income and capital of both members of a couple being taken into account. The UC will then normally be paid into the bank account of one member of the couple although the DWP are considering arrangement to 'split' payments to each member of a couple, so that the child support elements of the UC can be paid to main carer of the child(ren).
- 3.15 One of the key elements in the assessment of UC, and continued claim maintenance, is the proposal for earnings information to be obtained from HMRC PAYE system, providing for automatic assessment of the level of earnings and reassessment when those earnings reduce, for example, due to reduced or increased hours, overtime or salary increases. Under the current Housing Benefit arrangements, Local Authority Benefit Sections collect this directly from claimants.
- 3.16 The housing component of the UC i.e. due to the landlord (social or private) will be paid to individuals as part of the overall UC payment. The White Paper, however, says the Government recognises the importance of stable rental income for social landlords, and will develop Universal Credit "in a way that protects their financial position". Options for achieving this could include some ongoing use of direct payments to landlords, use of direct debits, and a protection mechanism which safeguards landlords' income.
- 3.17 It would seem likely that from 2013, LA's will no longer be responsible for investigating Benefit Fraud although some form of referral mechanism from remaining LA Benefit services to the new single fraud investigation service, will no doubt be required.
- 3.18 The White Paper also recognises there are many policy and operational issues to work through in respect of housing. The Government, it says, will work closely with Local Authorities and the housing sector as plans develop.
- 3.19 Impact on current Council Tax Benefit Scheme
- 3.20 Council Tax benefit (CTB) will not be part of the UC and its administration will be devolved to LAs. LAs will receive grants towards the costs of local CT rebate schemes which will be 10% less than current CTB costs. Much more work on this is required in discussion with Department for Communities & Local Government (DCLG), who will take over responsibility for CT rebates/benefit from the DWP.

4.0 CURRENT POSITION

- 4.1 The Council currently pays £13m pa Rent Rebate (Housing Benefit) to Council tenants, £11m pa Rent Allowance (Housing Benefit) to private tenants and £9m Council Tax Benefit to the above and house owner occupiers, approximately 98% of which it claims back directly from Central Government as these Benefits are classed as Social Security Benefits and therefore ultimately the responsibility of the DWP.
- 4.2 The Council employs 35.5 FTE staff within its Benefit Service to administer the above, at a cost of £1.6m. It currently receives £794,730 pa from DWP toward that cost.

- 4.3 Other than CTB, any involvement of LAs in delivery of the UC is not set out in the White Paper, other than in one paragraph, which says:-

“The potential implications and opportunities for Local Authorities are significant. The Department for Work and Pensions will hold further discussions with Local Authorities and their associations about the detail and implications of Universal Credit for their Housing Benefit operations and of the new approach to Council Tax costs. This will include considering whether there may still be a role for Local Authorities in dealing with non-mainstream Housing Benefit cases (for example, people living in supported or temporary accommodation). Local Authorities may also have a role to play in delivering face-to-face contact for those who cannot use other channels to claim and manage their Universal Credit”.

5.0 ISSUES

- 5.1 These proposals raise a number of significant issues for Local Authorities i.e.

- From 2013, the current HB administrative arrangements to process and pay HB to local customers, will start to be dismantled as elements of this Scheme are transferred to DWP;
- This will have significant implications for LA staff working within LA Benefit and Customer Facing Services, as resource requirements and funding will no doubt reduce throughout the transitional period to 2017, by when it is envisaged the full implementation of these proposals will be completed;
- LA`s will have to review future contractual arrangements with external partners e.g. software suppliers;
- LA`s will need to review future budget implications including internal dependancies e.g. corporate recharges;
- LA`s will be responsible for setting up and administering local Council Tax Benefit Schemes within finite funding thresholds and maybe for administering some remaining elements of the existing HB Scheme in relation to supported and temporary accommodation, as well as possibly handling some of the customer facing functions of the new UC;
- LA`s will need to take account of all of the above when considering future shared services/partnership arrangements involving Benefit Services, which are likely to feature prominently in many emerging LA business plans.

6.0 FINANCIAL AND RESOURCE IMPLICATIONS

- 6.1 As mentioned earlier in this report there will be significant financial implications for LA`s in relation to these proposals, which will need to be considered when more detail is known.
- 6.2 Perhaps the most immediate priority will be the pending Government announcement in relation to the annual Benefits Administration Grant that we receive i.e. how & by how much this will be reduced year on year from now on as these proposals start to take effect and how this impacts on the resources needed to continue to deliver the Benefits Service.
- 6.3 As noted above, there is likely to be a significant impact for the Council`s staff and the Council will need to develop a strategy to deal with these implications.

7.0 RISK ASSESSMENT

- 7.1 There is a risk associated with the implications of these changes to Benefit claimants, but Central Government have indicated that this will be mitigated as part of the transitional implementation arrangements of these changes.
- 7.2 There is a significant risk to staff working for the Council in Benefit related functions as it is apparent that Central Government funding is likely to be significantly reduced as the current HB & CT Benefit Scheme is dismantled and the new arrangements start to be implemented. A Council strategy to deal with this will be necessary.
- 7.3 There is a financial risk to the Council in relation to the reduction in Benefit Administration Grant received from Central Government. Officers await more detail in relation to this.

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.
- 8.2 The report has no links with the Sustainable Community Strategy.

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 Department for Work and Pensions has carried out an initial equality impact assessment on the proposal to introduce Universal Credit (and consequential reforms) to meet the requirements of equality legislation. At this stage there are still some detailed policy decisions to be taken and so this Equality Impact Assessment provides an indicative high level assessment of impacts. Final conclusions cannot be drawn until policy development is complete. A more detailed Equality Impact Assessment will be provided with the introduction of the Welfare Reform Bill. There is no evidence from an initial assessment of an adverse impact on equality in relation to the equality target groups.

Appendices

Appendix 1 – Other changes to Housing Benefit

Appendix 1 – Other Changes to Housing Benefit

1. Local Housing Allowance (LHA) Scheme

From April 2011 for new claims; for existing claims, protected for 9 months after the claim anniversary date (12 monthly):-

- remove the five bedroom LHA rate so that the maximum level is for a four bedroom property.
- introduce absolute caps so that LHA rates cannot exceed:
£250 for a one-bedroom property,
£290 for a two-bedroom property,
£340 for a three-bedroom property,
£400 for a four-bedroom property.

From April 2011 for new claims; for existing claims, protected for 9 months after the claim anniversary date (12 monthly):-

- LHA rates will be set at the 30th percentile of rents in each Broad Rental Market Area rather than the median.

From April 2011 for new claims; for existing claims, after the claim anniversary date (12 monthly):-

- the £15 weekly excess that some customers can receive under the LHA arrangements will be removed.

From April 2011 for all claims:-

- the inclusion of an additional bedroom within the size criteria used to assess Housing Benefit claims in the private rented sector where a disabled person or someone with a long term health condition has a proven need for overnight care and this is provided by a non-resident carer(s).

2. Discretionary Housing Payments (DHP)

From 2011/12:-

The Government has also announced that it will triple its contribution to local authorities' funding for DHP's. This is currently £20 million a year, and will increase to £30 million in 2011/12 and then to £60 million a year.

The Council currently receives a Government DHP threshold contribution of £29,035, which is used to support claimants who are experiencing exceptional financial and/or personal circumstances that affects their ability to meet their housing costs, in accordance with the Council's DHP Policy.

3. Direct Payments

From April 2011:-

There will be a relaxation of the rules regarding the point at which an LA can consider changing Benefit payment from direct to the claimant, to directly to the landlord.

4. Non-dependant deductions

From 2011 – 2014

A non dependant is someone who normally lives with the Housing Benefit claimant such as an adult son, daughter, relative or friend. Non dependent deductions (NDDs) are the deductions made to a household's housing benefit when it contains a non dependent. Non-dependants cannot claim Housing Benefit for any payments they make for their keep.

There will be staged increases in NDDs to bring them up to the level they would have been had they been fully uprated since 2001 (charges have been frozen since then) and we await specific details to be contained in the Bulk Uprating Order which usually arrives in January.

5. Index linking of LHA

From 2013/14 (needs primary legislation)

LHA rates will be up rated on the basis of the Consumer Price Index (CPI), rather than on the basis of local rents as is currently the case.

6. Limiting working age HB entitlement to reflect household size in the social rented sector

From: 2013/14 (needs primary legislation)

Working age people in social housing will no longer be able to claim HB on a property deemed bigger than their needs. This already applies in the Private Rented Sector under LHA.

7. HB award reduced to 90% after 12 months for claimants of JSA

From: 2013/14 (needs primary legislation)

Any claimant on JSA for over a year will have their HB entitlement cut by 10%.

CABINET(SPECIAL)**HELD: 15 DECEMBER 2010**

Start: 6.30pm

Finish: 6.45pm

PRESENT:

Councillor I Grant (Leader of the Council, in the Chair)

Councillors		<u>Portfolio</u>
I Ashcroft		Human Resources and Partnership
M Forshaw		Planning and Transportation
A Fowler		Community Services and Health
P Greenall		Street Scene Management
Mrs V Hopley		Housing
A Owens		Deputy Leader & Regeneration and Estates
D Westley		Finance and Performance Management

In attendance
Councillors: Mrs B Kean D O'Toole
D McKayOfficers
Chief Executive (Mr W Taylor)
Council Secretary and Solicitor (Mrs G Rowe)
Assistant Chief Executive (Ms K Webber)
Executive Manager Community Services (Mr D Tilleray)
Head of Leisure & Cultural Services (Mr J Nelson)
Treasurer (Mr M Taylor)
Assistant Member Services Manager (Mrs J Denning)**91. APOLOGIES**

There were no apologies for absence.

92. SPECIAL URGENCY (RULE 16 ACCESS TO INFORMATION PROCEDURE RULES)/URGENT BUSINESS

There were no urgent items.

93. DECLARATIONS OF INTEREST

Councillors Grant, Mrs Hopley, Ashcroft, Westley and O'Toole declared a personal interest in agenda item 4(a) 'Concessionary Travel' as eligible to receive travel concessions and Councillors Westley and O'Toole as members of Lancashire County Council.

94. MATTERS REQUIRING DECISIONS

Consideration was given to reports relating to the following matters requiring decisions as contained on pages 889 to 894 of the Book of Reports:

95. CONCESSIONARY TRAVEL

Councillor Westley introduced the report of the Assistant Chief Executive which provided an update on the implications of the transfer of statutory responsibility for concessionary travel from the lower to upper tier Authority i.e. West Lancashire Borough Council to Lancashire County Council from 1 April 2011 and sought approval in relation to consultation on options for the future in relation to discretionary concessions.

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

- RESOLVED:
- A. That the current position, as outlined in the report, be noted.
 - B. That Officers continue to liaise with Lancashire County Council colleagues in relation to their proposals for any future scheme of concessionary travel within the Borough and their proposals for the operation of this.
 - C. That the proposals for consultation as set out in paragraph 7 of the report in relation to the options identified at paragraph 6.1 of the report be endorsed.
 - D. That the Assistant Chief Executive report back to Council in February with the results of the consultation and proposals for discretionary concessionary travel within the Borough from 1 April 2011, together with an equality impact assessment.

96. 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 items of business on the grounds that they involve the likely disclosure of exempt information as defined in paragraph(s) 3, 5 and 7 of Part 1 of Schedule 12A of that Act, as set out on the agenda, 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.

97. MATTERS REQUIRING DECISIONS

Consideration was given to reports relating to the following matters requiring decisions, as contained on pages 895 to 912 of the Book of Reports:

98. DALTON PARK - OPEN SPACE AND PLAY AREA

Councillor Fowler introduced the report of the Executive Manager Community Services which sought approval to purchase public open space at Dalton Park, Whalleys, Skelmersdale.

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

- RESOLVED: A. That the public open space land at Dalton Park, Whalleys, Skelmersdale, shown edged in bold on the plan attached at Appendix 1 to the report, be purchased.
- B. That upon purchase of the land the Executive Manager Community Services arrange for the existing play equipment to be removed and the area grassed over.

99. CCTV - RELOCATION AND OPERATION OF MONITORING SUITE

Councillor Greenall introduced the report of the Executive Manager Community Services which sought approval for the relocation and future operation of the CCTV monitoring suite.

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

- RESOLVED: A. Subject to B. and D. below, the Executive Manager Community Services (EMCS), in consultation with the relevant Portfolio Holder, be authorised to relocate the Council's CCTV monitoring suite to a location to be identified through a tender exercise to be undertaken in accordance with B. below.
- B. That the EMCS be authorised to undertake tender exercises to engage suitable contractors to:
- Provide monitoring services for the Council's CCTV images; and
 - Build/fit out the CCTV suite and ensure connectivity.
- C. That the EMCS be authorised to obtain all necessary consents/licences, negotiate and enter into all necessary agreements and enter into any agreements (including leases) regulating the occupation of the CCTV facility as identified through the tender process referred to at B. above.
- D. That Council make appropriate funding available as detailed in paragraph 9.1 of the report.
- E. That the call in procedure is not appropriate for this item as this matter is one where urgent action is required because of the need to commence the initial Tender process as soon as possible.

THE LEADER

CABINET**HELD: 18 JANUARY 2011**

Start: 7.30pm

Finish: 8.55pm

PRESENT:

Councillor I Grant (Leader of the Council, in the Chair)

Councillors		<u>Portfolio</u>
I Ashcroft		Human Resources and Partnership
M Forshaw		Planning and Transportation
A Fowler		Community Services and Health
P Greenall		Street Scene Management
Mrs V Hopley		Housing
A Owens		Deputy Leader & Regeneration and Estates
D Westley		Finance and Performance Management

In attendance	N Furey	R A Pendleton
Councillors:	J Grice	G Pratt

Officers

Chief Executive (Mr W Taylor)
Council Secretary and Solicitor (Mrs G Rowe)
Assistant Chief Executive (Ms K Webber)
Executive Manager Housing and Property Maintenance Services (Mr R Livermore)
Executive Manager Community Services (Mr D Tilleray)
Treasurer (Mr M Taylor)
Property Services Manager (Mr P Holland)
Access to Services and Performance Manager (Mr S Walsh)
Interim Head of Planning Policy & Environment (Mr I Gill)
LDF Team Leader (Mr P Richards)
Tenant Participation Officer (Ms T Berry)
Assistant Member Services Manager (Mrs J Denning)

100. APOLOGIES

There were no apologies for absence.

101. SPECIAL URGENCY (RULE 16 ACCESS TO INFORMATION PROCEDURE RULES)/URGENT BUSINESS

There were no items of urgent business.

102. DECLARATIONS OF INTEREST

The following declarations were received:

1. Councillors Ashcroft, Fowler, Grant and Westley declared a personal interest in Agenda Item 5(d) 'Medium Term Capital Programme' in respect of Parish Council matters as a Parish Councillor in, Aughton, Scarisbrick and Halsall Parish Councils respectively.

2. Councillor Grant declared in relation to Agenda Item 5(b) 'Local Development Framework (LDF) Core Strategy – Strategic Development Options' that he was Life Vice President of Ormskirk Rugby Club.
3. Councillor Westley declared a personal interest in the following items as a Member of Lancashire County Council:

Agenda Item No.	Title
5(a)	Local Transport Plan (LTP3) 2011 – 2021 – A Draft Strategy for Lancashire
5(d)	Medium Term Capital Programme
5(f)	Draft Business Plan 2011-15
5(k)	Car Parking in West Lancashire – Final Report of the Environmental Overview and Scrutiny Committee
5(i)	Public Sector Housing Capital Investment Schemes and Programmed Works Projects – 2011-2012 – Incorporating Decent Homes Update
5(m)	Joint Strategic Needs Assessment

103. MINUTES

RESOLVED: That the minutes of the meeting held on 16 November and the Special meeting held on 15 December 2010 be received as a correct record and signed by the Leader.

104. MATTERS REQUIRING DECISIONS

Consideration was given to reports relating to the following matters requiring decisions as contained on pages 931 to 1190 of the Book of Reports:

105. LOCAL TRANSPORT PLAN (LTP3) 2011-2021 - A DRAFT STRATEGY FOR LANCASHIRE

Councillor Forshaw introduced the report of the Acting Executive Manager Planning which detailed the implications of *The Third Local Transport Plan (LTP3) for Lancashire 2011-2021 – A Draft Strategy for Lancashire*, which is currently available for consultation, and sought agreement to a response.

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

- RESOLVED:
- A. That Appendix 1 to the report be agreed as this Council's response to the draft Lancashire LTP.
 - B. That the call in procedure is not appropriate for this item as the matter is one where urgent action is required in view of the deadline for responding to the consultation.

106. LOCAL DEVELOPMENT FRAMEWORK (LDF) CORE STRATEGY - STRATEGIC DEVELOPMENT OPTIONS

Councillor Forshaw introduced the report of the Acting Executive Manager Planning the purpose of which was to detail progress on the Core Strategy DPD for the West Lancashire Local Development Framework (LDF), particularly in relation to the strategic development options for Green Belt release within the Core Strategy, and to determine which of these options should be selected for inclusion in the Preferred Options public consultation document.

The Leader referred to a paper circulated which contained a summary of comments made by the LDF Working Group at a meeting held on Monday, 17 January 2011 and also a letter he had received personally from a local resident in respect of this item that he would copy to Cabinet after the meeting.

In reaching the decision below, Cabinet considered the comments and observations made at the LDF Working Group and the details set out in the report before it and accepted the reasons contained therein.

- RESOLVED:
- A. That the comments and observations received from the Local Development Framework Working Group be noted.
 - B. That the two Options for strategic development be identified as Option B – a Burscough Strategic Site and Option C – the Dispersal of several sites around the edges of Burscough, Ormskirk and Banks (as detailed in paragraph 6 of the report and the Appendices), for inclusion in the Core Strategy Preferred Options public consultation document.

107. REVENUE ESTIMATES

Councillor Westley introduced the report of the Council Secretary and Solicitor which provided a summary on the current budget position.

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

- RESOLVED:
- A. That the financial position for 2011-12 and later years be noted
 - B. That the Portfolio Holder for Finance be given delegated authority to submit firm proposals to Council on 23rd February 2011 to enable the budget to be set.
 - C. That call in is not appropriate for this item as it is to be submitted to the Executive Overview and Scrutiny Committee on 3 February 2011.

108. MEDIUM TERM CAPITAL PROGRAMME

Councillor Westley introduced the report of the Council Secretary and Solicitor which set out a number of options for determining the medium term capital programme in the light of the continuing reduction in capital receipt funding.

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

- RESOLVED:
- A. That the on-going reduction in capital receipt funding from Right to Buy Council House sales be noted.
 - B. That the options set out in section 8 on producing a balanced capital programme over the medium term be noted.
 - C. That the Portfolio Holder for Finance be given delegated authority to submit firm proposals to Council on 23rd February 2011 to enable the capital programme to be set.
 - D. That call in is not appropriate for this item as the report is being submitted to the Executive Overview and Scrutiny Committee on 3 February 2011.

109. PERFORMANCE MANAGEMENT FRAMEWORK 2011/12

Councillor Westley introduced the report of the Assistant Chief Executive which sought approval for the Suite of Performance Indicators (Appendix A) to be adopted as the Council's Corporate PI Suite 2011/12.

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

- RESOLVED:
- A. That the Suite of Performance Indicators 2011/12 (Appendix A) be approved as being most important in terms of delivering the Council's service priorities.
 - B. That it be noted that targets for 2011-12 will be set as the 2010-11 outturn figures, as detailed in paragraph 4.8 of the report.
 - C. That the Performance Indicators listed in Appendix B to the report continue to be monitored by Managers and be removed from the list of those reported to Members quarterly.
 - D. That it be noted that the Performance Indicators listed in Appendix C to the report previously reported in 2010/11, have been removed from the Suite of Performance Indicators for 2011/12 for the reasons stated.

- E. That the Assistant Chief Executive, in consultation with the Portfolio Holder for Finance and Performance Management, be authorised to finalise and make any amendments to the suite in response to issues and central government guidance as they emerge throughout the year and following consideration of agreed comments from the Executive Overview and Scrutiny Committee.
- F. That call-in is not appropriate for this item as it is being considered at the next meeting of the Executive Overview & Scrutiny Committee on 3 February 2011.

110. DRAFT BUSINESS PLAN 2011-15

Councillor Westley introduced the report of the Assistant Chief Executive which sought comments and amendments to the draft Business Plan 2011-15.

The Leader referred to a paper circulated at the meeting which contained comments from UNISON in respect of this item and advised that in this regard redeployment opportunities would be maximised for all employees and not just UNISON members.

In reaching the decision below, Cabinet noted the comments received from UNISON and considered the details set out in the report before it and accepted the reasons contained in it.

- RESOLVED:
- A. That the draft Business Plan 2011-15 (Appendix A) be endorsed for consultation purposes.
 - B. That the 'Business Plan Development and Consultation Arrangements' at Appendix B to the report be noted.
 - C. That call-in is not appropriate for this item, as the report is being submitted to the Executive Overview and Scrutiny Committee on 3 February 2011.

111. QUARTERLY PERFORMANCE INDICATORS - Q2 2010/11 (JULY 2010 TO SEPTEMBER 2010)

Councillor Westley introduced the report of the Assistant Chief Executive which presented performance monitoring data for the quarter ended 30 September 2010.

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

- RESOLVED:
- A. That the Council's overall good performance against the indicators set for the quarter ended 30 September 2010 be noted.
 - B. That the monitoring of the quarterly suite of indicators for 2010/11 continues until the end of March 2011.

- C. That call-in is not appropriate for this item as the report will be considered at the meeting of the Corporate Overview & Scrutiny Committee on 8 March 2011.

112. HOUSING REVENUE ACCOUNT (HRA) BUDGET FOR 2011-2012

Councillor Mrs Hopley introduced the report of the Executive Manager Housing and Property Maintenance Services which set out the Rent and Service Charges increases for 2011-2012 as provided under the Government's Rent Reform formulae and the Housing Revenue account Estimates for 2011-2012.

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

- RESOLVED:
- A. That the Rent and Service charges, set within delegated authority, as detailed in paragraphs 6.1 and 6.2 of the report be noted and endorsed.
 - B. That the draft Housing Revenue Account (HRA) Subsidy Determination 2011-12, as set out in Appendix A to the report, be noted.
 - C. That the Draft Housing Revenue Account Estimates for 2011-2012, as set out in Appendix B to the report be noted.
 - D. That the Portfolio Holder for Housing be authorised to submit firm proposals to Council on 23 February 2011 on the preferred options to balance the HRA.
 - E. That the Executive Manager Housing and Property Maintenance Services be authorised to take all necessary action to implement the changes resulting from the budget proposals including the use of reserves, the serving of relevant notices, the increasing of rents etc.
 - F. That call in is not appropriate for this item as the report is to be submitted to the Executive Overview and Scrutiny Committee on 3 February 2011

113. PUBLIC SECTOR HOUSING CAPITAL INVESTMENT SCHEMES AND PROGRAMMED WORKS PROJECTS - 2011-2012 - INCORPORATING DECENT HOMES UPDATE

Councillor Mrs Hopley introduced the report of the Executive Manager Housing and Property Maintenance Services which presented the proposed Public Sector Housing Capital Investment and Programmed Works Projects for 2011/12 and sought approval to invite tenders/quotations for the 2011/12 contracts. The report also provided details of progress officers have made on implementing the Decent Homes Standard within the public housing stock and sought approval to prioritise capital investment plans for health and safety and energy efficiency measures whilst still achieving the required "decency" standards.

In reaching the decision below, Cabinet considered the details set out in the report before it and in the Motion submitted by Councillor Mrs Hopley and accepted the reasons contained therein.

- RESOLVED: A. That the proposed Public Sector Housing Capital Investment and Programmed Works Projects for 2011/12, incorporating the Decent Homes update be endorsed, subject the following items being incorporated in the report to be considered by Council on 23 February 2011:
- (i) That the budget estimate of £59,000 for environmental works, should be specifically allocated to tenants to decide where this money is invested. This will add to the money already available to tenants and will give tenants the opportunity to invest £110,000 to improve the areas in which they live.
 - (ii) That timescales on the future of Findon and Firbeck are not moving forward as fast as residents or Members would wish. In order that residents of Firbeck Court, some of who moved in to benefit from sheltered housing support, do not face yet another winter with single glazed wooden windows, £62,000 be reallocated from the budget to cover new arising decent homes standard failures to provide double glazed PVCu windows to Firbeck Court.
 - (iii) That within the budget for sheltered housing improvements a sum of money be allocated to provide all of our Cat II sheltered housing schemes with a computer connected to the internet in their communal lounges and that there be no charge made for the use of this facility which would enable residents to access the Council Website.
- B. That the Executive Manager Housing and Property Maintenance Services present this report to Executive Overview and Scrutiny Committee and the Tenants and Residents Forum together with the proposals at A(i), (ii) and (iii) above.
- C. That the Executive Manager Housing and Property Maintenance Services be authorised to ensure that the stock condition survey is robust and validated to inform investment decisions from financial year 2012/13 when it is anticipated that the Council will be “self-financing” investment in its housing stock.
- D. That a Housing Self-Financing Cabinet Working Group, comprising 3 Conservative Members, 2 Labour Members, 2 Tenants and 2 Co-opted Members, if the Working Group so determine, be established with the following Terms of Reference:
“To consider preparations to manage the introduction of ‘self-financing’ investment in the housing stock”.

- E. That call in is not appropriate for this item as the report is to be submitted to the Executive Overview and Scrutiny Committee on 3 February 2011.

114. TENANTS' AND RESIDENTS' FORUM - CONSTITUTION

Councillor Mrs Hopley introduced the report of the Executive Manager Housing and Property Maintenance Services which provide an amended Tenants and Residents' Forum Constitution as an interim measure until the Corporate Overview and Scrutiny Committee has recommended changes which better reflect the role encouraged by the Tenant Services Authority (TSA) for tenants to influence and scrutinise services received by them.

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

- RESOLVED: A. That the amended Tenants' and Residents' Forum Constitution attached at Appendix A to the report be approved.
- B. That the Executive Manager Housing and Property Maintenance Services, in consultation with the Portfolio Holder for Housing, be given delegated authority to make future amendments to the Constitution, subject to the approval of the Tenants' and Residents' Forum.

115. CAR PARKING IN WEST LANCASHIRE - FINAL REPORT OF THE ENVIRONMENTAL OVERVIEW AND SCRUTINY COMMITTEE

Councillor Forshaw introduced the report of the Executive Manager Regeneration and Estates which presented the final report and recommendations of the Environmental Overview & Scrutiny Committee following an in-depth review conducted entitled 'Car Parking in West Lancashire'.

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

- RESOLVED: A. That the final report on "Car Parking in West Lancashire", attached at Appendix A to the report, be received and the Committee be thanked for its work.
- B. That following recommendations contained in the final report be endorsed:
- "(1) That the Executive Manager Regeneration and Estates, during the preparation of the Asset Management Project, be asked to consider:

- the existing strategy/policies for the management of Council-owned car parks.
 - the potential use of vacant Council-owned land for car parking.
 - the potential uses for empty Council-owned garages.
- (2) That the analysis report arising from the Members' Survey, as detailed at page 7 of the report, be shared with Lancashire County Council (LCC) and that they be asked to give due consideration to the following in their on-going and any future transport studies:
- (a) to further tackle, and find solutions to, car parking problems in the locations identified in the report as priority, particularly:
 - Ormskirk, around the town centre and in the vicinity of Tower Hill, Edge Hill University and Ormskirk Hospital
 - Sandy Lane Centre, Skelmersdale
 - Linaker Drive, Halsall
 - Burscough Village Centre
 - Parbold Village Centre
 - Aughton Town Green Lane shops/Aughton Village Hall
 - Ormskirk, Burscough, Aughton Town Green, Aughton Park, Appley Bridge and Up Holland railway stations.
 - (b) to expand park and ride car park facilities in Ormskirk.
 - (c) to improve signage for motorists and pedestrians, including replacing damaged signage, to assist with enforcement action on illegal parking.
 - (d) to take enforcement action on illegal parking, particularly dangerous and nuisance parking near schools and attention be drawn to the recommendations referred to the County Council in March 2009 which emanated from this Council's in-depth review, 'Speeding Traffic with particular reference to 20mph speed limits near schools'.
 - (e) to note that in some villages and towns in the Borough there is little or no on-street disabled parking provision in or near to the businesses and services of those communities and where such parking is provided it is often misused by other motorists.

- (3) That the Final Report of the Environmental Overview and Scrutiny Committee's review 'Car Parking in West Lancashire' be referred to the West Lancashire Community Safety Partnership, the Local Strategic Partnership Integrated Transport Thematic Group, West Lancashire Borough Transport Liaison Group and Edge Hill University/WLBC Forum for consideration and published on the Council's and Centre for Public Scrutiny web-sites."

- C. That Call In is not appropriate as the matter has already been considered by the Environmental Overview and Scrutiny Committee and will be considered at Council on 23 February 2011.

116. HEALTH AND SAFETY STRATEGIC PLAN

Councillor Mrs Hopley introduced the report of the Executive Manager Housing and Property Maintenance Services which detailed progress made in relation to the Health and Safety Strategic Plan.

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

- RESOLVED: A. That progress against the Health and Safety Strategic Plan be noted.
- B. That the current objectives and targets be noted.
- C. That Cabinet continue to monitor progress against the objectives set by the Health and Safety Strategic Plan.

117. JOINT STRATEGIC NEEDS ASSESSMENT

Councillor Fowler introduced the report of the Executive Manager Community Services which detailed the Joint Strategic Needs Assessment for West Lancashire and the implications for the Council

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

- RESOLVED: A. That the Joint Strategic Needs Assessment for West Lancashire be noted.
- B. That the Joint Strategic Needs Assessment be used when relevant work programmes are developed.

118. CHANGES TO HOUSING & COUNCIL TAX BENEFIT

Councillor Westley introduced the report of the Assistant Chief Executive which provided an update on the implications of the Government's recently published White Paper 'Universal Credit: Welfare that Works'.

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

- RESOLVED: A. That the current position, as outlined in the report, be noted.
- B. That the Assistant Chief Executive report back when more details are known about the impact on the Council, its customers and staff.

119. TENDER EVALUATION METHODOLOGY (ORGANISATIONAL RE-ENGINEERING)

Councillor Westley introduced the report of the Assistant Chief Executive which sought delegated authority for the use of criteria other than price in the evaluation of a tender.

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

- RESOLVED: A. That delegated authority be given to the Assistant Chief Executive, in consultation with the Portfolio Holder for Finance and Performance Management, to accept a tender other than the lowest tender, should such a tender be considered as the most advantageous, having regard to an appropriate tender evaluation methodology.
- B. Due to the urgency of this matter call-in is not appropriate for this item.

120. KEY DECISION FORWARD PLAN - QUARTERLY REPORT ON SPECIAL URGENCY DECISIONS - 1 OCTOBER TO 31 DECEMBER 2010

Councillor Grant introduced the report of the Council Secretary and Solicitor which advised that no decisions had been made during the last quarter in respect of 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 quarter ending 31 December 2010.

121. 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 paragraph 3 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.

122. MATTERS REQUIRING DECISIONS

Consideration was given to reports relating to the following matter requiring a decision as contained on pages 1193 to 1202 of the Book of Reports.

123. HOME CARE LINK - MARKET TESTING

Councillor Mrs Hopley introduced the report of the Executive Manager Housing and Property Maintenance Services which detailed progress on the market testing exercise for the Home Care Link service and sought approval for implementing the post-tender decision.

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

- RESOLVED: A. That an Evaluation Panel, comprising of the following Membership, be appointed to assist the Executive Manager Housing and Property Maintenance Services in considering tenders submitted for the future provision of the Home Care link service:
- 1) Portfolio Holder for Housing - Councillor Mrs Hopley
 - 2) Portfolio Holder for Finance and Performance Management - Councillor Westley
 - 3) Shadow Housing Portfolio Holder - Councillor R A Pendleton
 - 4) Procurement and Projects Manager – Mr J Ryding
 - 5) Executive Manager Housing and Property Maintenance Services - Mr R Livermore
 - 6) Legal Representative - To be advised
 - 7) Finance Representative – Mr D McCulloch [Housing Group Accountant]
 - 8) Service Manager – Mr S Jones
- B. That the Executive Manager Housing and Property Maintenance Services be authorised to select a suitable successful bidder based on the evaluation criteria defined at Appendix A to the report, after consulting with the Evaluation Panel and assessing any significant broader corporate financial impact on the Council.
- C. That the Executive Manager Housing and Property Maintenance Services be authorised to take all necessary actions to allow transfer of the service to the successful bidder.

THE LEADER



AGENDA ITEM: 11

CABINET: 18 January 2011

**EXECUTIVE OVERVIEW AND
SCRUTINY:
3 February 2011**

Report of: Council Secretary and Solicitor

Relevant Portfolio Holder: Councillor D. Westley

Contact for further information: Marc Taylor (Ext. 5092)

SUBJECT: REVENUE ESTIMATES

Borough wide interest

1.0 PURPOSE OF THE REPORT

1.1 To provide a summary on the current budget position.

2.0 RECOMMENDATIONS TO CABINET

2.1 That the financial position for 2011-12 and later years be noted, and consideration given to how a balanced budget can be achieved.

2.2 That the Portfolio Holder for Finance be given delegated authority to submit firm proposals to Council on 23rd February 2011 to enable the budget to be set.

2.3 That call in is not appropriate for this item as it is to be submitted to the Executive Overview and Scrutiny Committee on 3rd February 2011.

3.0 RECOMMENDATION TO EXECUTIVE OVERVIEW AND SCRUTINY COMMITTEE

3.1 That the budget position be considered and that any comments agreed by the Committee be submitted to the Portfolio Holder for Finance in advance of the Council meeting to be held on 23rd February 2011.

4.0 BACKGROUND

4.1 The Council is required to set a budget for the 2011-12 financial year in accordance with section 32 of the Local Government Finance Act 1992. The Council meeting on the 23rd February will provide all Members with the opportunity to debate and agree this budget.

5.0 LOCAL GOVERNMENT FINANCE SETTLEMENT

- 5.1 On the 13th December the Government announced its provisional finance settlement for local government for the next two years. The results of this settlement were largely as expected with the largest cuts in funding being made since the Second World War. The Council will see a reduction in its core formula grants of 14.8% in 2011-12 with a further reduction of 11.5% in 2012-13. It is also likely that further reductions in grant funding will be made in the final 2 years of the 4 year Comprehensive Spending Review period, but these have not yet been announced.
- 5.2 This position of a 10% plus cut in funding is similar for most authorities (with the exception of police and fire authorities). Details on the settlements for other neighbouring local authorities are shown below.

AUTHORITY	Increase	AUTHORITY	Increase
England (average)	-9.9%	OTHER LANCASHIRE	
Shire districts (average)	-15.0%	Blackburn with Darwen	-10.7%
		Blackpool	-9.1%
LANCASHIRE DISTRICTS		Lancashire County	-12.2%
Burnley	-13.8%	Lancashire Police	-5.1%
Chorley	-14.8%	Lancashire Fire	-4.2%
Fylde	-15.8%		
Hyndburn	-13.8%	NEIGHBOURING METS	
Lancaster	-13.8%	Knowsley	-11.3%
Pendle	-13.8%	Liverpool	-11.3%
Preston	-14.7%	Sefton	-12.3%
Ribble Valley	-14.8%	St Helens	-12.3%
Rosendale	-15.8%	Wirral	-12.3%
South Ribble	-16.8%	Wigan	-11.2%
West Lancashire	-14.8%		
Wyre	-14.8%		

- 5.3 In 2010-11 the West Lancashire council tax level was frozen, which was below the national average increase of 1.8%. The Government have now confirmed that for 2011-12 it will provide funding to Councils that freeze their council tax. The funding that will be provided will be equivalent to a 2.5% council tax increase, or around £173,000 in the case of this Council.
- 5.4 For Councils that do decide to increase their Council tax, the Government have announced that they will introduce powers for residents to veto excessive council tax increases through a local referendum. In the meantime, the Government will take capping action against councils that propose excessive rises, although the details of what is defined as “excessive” are yet to be announced.
- 5.5 Local authorities had until 5th January to respond to the Government on the contents of the settlement. However unless there is a mathematical error in the formula used to calculate the settlement it is very unlikely that any changes will

be made to the grant allocations. It is expected that the final settlement will be announced in mid to late January.

6.0 MEDIUM TERM FINANCIAL FORECAST

- 6.1 A medium term financial forecast covering the next four years has now been prepared and is enclosed in Appendix 1. This forecast allows for the impact of the grant settlement but also considers other spending and income pressures on the budget.
- 6.2 Over the next four years, the Council's resources are expected to reduce significantly, mainly as a result of the grant settlement but also because the continuing effect of the recession will depress income in other areas. However at the same time there will be pressures to increase spending as a result of a wide range of factors including increasing Employers NI rates, higher pension costs, contractual increments and inflationary uplifts on contracts. Taken together this double effect of reducing resources and increased spending pressures will require savings of around 30% to be made over the next four years.
- 6.3 This financial position represents a massive challenge for the Council. However we have a strong track record of effective financial management and have already put a business planning process in place, which is the subject of a separate report elsewhere on the agenda. This process will review all the Council's activities to establish new corporate objectives and priorities as well as generating the savings needed to balance the budget. This will include ensuring that all possible efficiency savings are achieved and income opportunities maximised, but will also require difficult decisions on service reductions to be made.
- 6.4 The medium term financial forecast is based on a number of assumptions and has been calculated on a prudent but not worst case scenario taking into account information that is currently available. However due to the inherent uncertainties involved with this type of financial projection there is scope for significant variance particularly in later years. Consequently the forecast will need to be periodically reviewed to ensure that it remains up to date, but it does provide a clear indication of the magnitude of savings that will be required.

7.0 BUDGET POSITION FOR 2011-12

- 7.1 Draft estimates have now been prepared for next year that set out a provisional budget for the Council covering all areas of expenditure and income. These estimates include increases in the base budget to roll forward agreed service levels but do not allow for any service improvements. I have reviewed these estimates to ensure that they are robust for the purposes of the budget calculation in accordance with the requirements of the Local Government Act 2003.
- 7.2 The draft estimates show a budget gap between expenditure and resources of £1.726m. The main changes between this year and next are summarised below (and explained in more detail in the Appendix).

<u>Budget Summary</u>	£000
Overall reduction in general grant funding	1,105
New Homes Bonus Scheme (estimate)	-100
Grant to freeze the council tax level	-173
Contractual increments	140
Impact of job evaluation appeals	144
1% increase in Employer NI rates partially offset by higher threshold level	80
1% increase in Superannuation rate following actuarial review	115
Impact of previous year's budget decisions	115
Inflation on contracts	50
Budget pressures on expenditure and income (see para 7.3)	250
Budget gap	<u>1,726</u>

7.3 Divisional Managers have identified a range of budget pressures that mainly relate to unavoidable cost increases or income reductions. Members will need to carefully consider what proposals to include in the final budget to meet corporate and service objectives but also to ensure a balanced overall financial position. In line with the approach adopted in the medium term financial forecast a provision of £250,000 has been allowed for this factor in 2011-12, but its final value will depend on the political acceptability of these issues.

7.4 In looking at how the budget gap can be balanced consideration will need to be given to a number of different factors including:

- The acceptance of budget issues identified by Divisional Managers
- Changes to fees and charges and the level of the Council tax
- The use of balances and reserves
- Identifying efficiency and other budget savings
- The Business Plan process

7.5 Past experience demonstrates that there will normally be a significant gap at this stage of the budget process. However the size of the gap this year is unprecedented as a result of the cuts in government grant funding that have been made. However the Council has a healthy financial position to start from and a clear business planning process to deal with this situation.

7.6 The Group leaders and their financial spokespersons are currently examining in detail various budget options. A more detailed set of budget papers will be reported to the Executive Overview and Scrutiny Committee to enable a more in depth consideration of the budget position. The Council meeting will then provide an opportunity for each Political Group to put forward proposals that combine both expenditure and the means of funding it and to set the Council Tax.

8.0 SUSTAINABILITY IMPLICATIONS / COMMUNITY STRATEGY

8.1 There are no direct sustainability implications arising from this report.

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.

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

Appendices

Appendix 1 – Medium Term Financial Forecast

APPENDIX 1
MEDIUM TERM FINANCIAL FORECAST – DECEMBER 2010

	2011-12 £000	2012-13 £000	2013-14 £000	2014-15 £000
GRANTS				
<p><u>1. General Government Grants (RSG & NNDR) – Cuts in funding</u> The Government's Provisional Finance Settlement has announced significant reductions in local authority funding for the next two years. The projections here also assume that the Council's general grants are cut in line with national average reductions in the final 2 years of the 4 year Comprehensive Spending Review period. This equates to a cumulative 30% cash reduction over a 4 year period on an adjusted basis allowing for transfers of responsibilities and functions.</p>	1,105	1,988	2,041	2,386
<p><u>2. New Homes Bonus Scheme (estimate)</u> A New Homes Bonus scheme has been established to reward Councils that allow new homes to be built in their area. It is not yet clear how this new scheme will work in practice but a prudent allowance has been included in this forecast to reflect this initiative. This estimate will need to be updated once more information becomes available.</p>	-100	-100	-100	-100
<p><u>3. Specific Grants – Cuts in funding</u> Government specific grants are paid to individual service areas and typically have to be spent on clearly identified activities. The Spending Review announced that there would be significant cuts in these areas as well as to general government grants. However these projections assume that where cuts in funding are made to specific grants then the relevant service area will have to make a matching reduction in expenditure or find alternative funding. Consequently this forecast is based on a principle that reductions in specific grant funding are not replaced by mainstream Council funding and consequently do not affect the bottom line position.</p>	0	0	0	0

	2011-12 £000	2012-13 £000	2013-14 £000	2014-15 £000
COUNCIL TAX				
<p><u>4. Council Tax income</u> The Government has announced that it will provide funding to local authorities to enable them to freeze the Council tax level next year. This grant will be equivalent to a 2.5% council tax increase in 2011-12 or £173,000. In subsequent years it is assumed that the Council tax level increases by 2.0% per year (in line with the Government's inflation target) to ensure that the value of this income source is maintained in real terms.</p>	-173	-311	-452	-596
OTHER RESOURCES				
<p><u>5. Exhaustion of LABGI grant funding</u> In past years the Council received significant amounts of LABGI grant as a performance reward for increasing the size of the business rate base. This funding was put into a LABGI reserve and has been used to support the bottom line budget position at a rate of £0.347m per year. The Government no longer pays LABGI grant and it is expected that this reserve funding will run out part way through the 2012-13 financial year.</p>	0	136	347	347
<p><u>6. Fees, Charges and other income</u> As a result of the recession external income levels have reduced dramatically across a range of areas including planning fees, treasury management, land charges and the CRA property portfolio. It is reasonable to assume that income levels will start to recover at some point but the timing and the extent of this recovery is far from clear. For budget planning purposes it is assumed that income levels will increase by £100,000 per year from 2012-13, as the economy recovers from the recession. These are prudent estimates as it is important that the budget gap is not closed by overly optimistic future income assumptions. The projections do not include any extra income from increases in the level of charges or the introduction of new charges.</p>	0	-100	-200	-300

	2011-12 £000	2012-13 £000	2013-14 £000	2014-15 £000
<p><u>7. Potential income loss on Commercial Rents</u> The Council receives a significant income from commercial rents but there are a number of factors that may reduce these levels in the future. Consequently a reduction in income has been assumed from 2013-14 to reflect this situation. The actual income position will however depend on how successfully the Council can manage these developments and this will be a key challenge over the next few years.</p>	0	0	270	540
EMPLOYEE COSTS				
<p><u>8. Employee Pay Awards</u> For planning purposes it is assumed that there is no net increase in employee costs from pay awards over the next two years, but subsequently the level of the pay award is 2% in line with the government's inflation target.</p>	0	0	300	600
<p><u>9. Contractual Increments</u> Typically each year there will be increases in employee costs due to contractual increments paid to staff as they progress through the grade structure. The original job evaluation (JE) process that was implemented in August 2009 meant that a significant amount of staff who were previously at the top of their grade were re-graded, and staff who were previously on a fixed spinal column point were put onto a grade structure. Consequently there will be a significant increase in incremental costs in 2011-12 as a result of the ongoing impact of JE. However after this point, the effects of JE will have largely been assimilated and incremental costs will be lower.</p>	140	180	220	260

	2011-12 £000	2012-13 £000	2013-14 £000	2014-15 £000
<p><u>10. Job Evaluation Appeals</u> The main process to assess staff appeals against job evaluation scores has now been completed and a provision for the cost of the successful appeals must be built into the budget for future years</p>	144	154	154	154
<p><u>11. National Insurance Increase</u> The Government have announced that Employer NI rates will increase by 1% from April 2011, but the level at which employers start to pay NI will also increase by £21 per week. Consequently this should mean that NI costs should reduce or stay the same for low paid staff but will increase for staff on higher grades.</p>	80	80	80	80
<p><u>12. Superannuation Increases</u> A triennial actuarial review of the County superannuation fund is currently taking place and it is expected that this will lead to increases in Employer contribution rates for all member authorities. The projections allow for a 1% increase (£115,000) per year, which will take the contribution rate from the current 19% to 22% in 2013-14. However the actual increase will be dependent on the results of the actuarial review and any government decisions taken in the future on the affordability of public sector pays schemes.</p>	115	230	345	345
OTHER ISSUES				
<p><u>13. Impact of previous year's budget decisions</u> This factor reflects the impact of budget decisions that were taken in previous years but which have an additional financial impact over the next four years</p>	115	95	95	95

	2011-12 £000	2012-13 £000	2013-14 £000	2014-15 £000
<p>14. Contract Inflation The Council's contracts typically contain provisions on how costs will be uplifted to reflect inflationary factors. Given the very difficult financial climate every effort will be made to negotiate with contractors to avoid cost increases, but in many cases this will be unavoidable.</p>	50	100	150	200
<p>15. Budget pressures The projections include a provision for additional budget pressures. Past experience demonstrates that each year the Council will face new and unavoidable budget increases and this factor needs to be included in the financial forecasts. The scale of this factor cannot be estimated with certainty but could be required, for example, to deal with additional benefit costs arising from exempt accommodation issues or to meet new statutory duties.</p>	250	500	750	1,000
CUMULATIVE BUDGET GAP	1,726	2,952	4,000	5,011
GAP AS A PROPORTION OF THE NET BUDGET	10.5%	18.0%	24.4%	30.6%

NOTE

The forecast will need to be updated periodically as new information becomes available including, for example, how the proposed reform of the HRA subsidy system could affect the GRA, and when further details on the New Homes Bonus Scheme are issued.



AGENDA ITEM: 12

CABINET: 18 January 2011

**EXECUTIVE OVERVIEW &
SCRUTINY COMMITTEE:
3 February 2011**

Report of: Council Secretary and Solicitor

Relevant Portfolio Holder: Councillor D Westley

**Contact for further information: Mrs K Samosa (Ext. 5038)
(E-mail: karen.samosa@westlancs.gov.uk)**

SUBJECT: MEDIUM TERM CAPITAL PROGRAMME

Wards Affected: Borough wide

1.0 PURPOSE OF THE REPORT

1.1 To set out a number of options for determining the medium term capital programme in the light of the continuing reduction in capital receipt funding.

2.0 RECOMMENDATIONS TO CABINET

2.1 That the on-going reduction in capital receipt funding from Right to Buy Council House sales be noted.

2.2 That consideration be given to the options set out in section 8 on producing a balanced capital programme over the medium term.

2.3 That the Portfolio Holder for Finance be given delegated authority to submit firm proposals to Council on 23rd February 2011 to enable the capital programme to be set.

2.4 That call in is not appropriate for this item as it is to be submitted to the Executive Overview and Scrutiny Committee on 3rd February 2011.

3.0 RECOMMENDATION TO EXECUTIVE OVERVIEW AND SCRUTINY COMMITTEE

3.1 That consideration be given to how a balanced capital programme can be set and that any comments agreed by the Committee be submitted to the Portfolio Holder for Finance in advance of the Council meeting to be held on 23rd February 2011.

4.0 BACKGROUND

- 4.1 The Council has a medium term rolling capital programme, which is reviewed and updated on a regular basis. As part of the budget setting process, a programme covering the next few years will need to be agreed by Council at its meeting in February 2011.
- 4.2 The total value of the medium term capital programme currently stands at £23.522m. These approvals include Housing Public Sector capital schemes that are the subject of a separate report contained elsewhere on this agenda. The programme also contains a significant number of schemes that are dependent on external funding which reflects the Council's success in attracting match funding for capital works and grants. The programme is updated for such schemes once the funding is secured.
- 4.3 A significant source of funding for the programme comes from the capital receipts generated by sales of assets. This area is explored in more detail in the next section.

5.0 CAPITAL RECEIPT FUNDING

- 5.1 In April 2010 the Council had a total of £6.848m of usable capital receipts that it held and which had been generated from asset sales in previous years. These receipts had mainly been generated from Council house sales, but also reflected a number of land sales as well.
- 5.2 The pattern of Council house sales in the past had meant that it could be relied upon to produce a very substantial and regular source of income for the capital programme. While land sales had also generated income, this had tended to be a smaller, less regular factor.
- 5.3 Over the last 2½ years the number of Council house sales has been very low. This is probably due to a combination of factors including, the economic downturn and the credit crunch, a reduction in the value of Right to Buy discounts, and, possibly, that the majority of tenants that want to buy their home have already done so.
- 5.4 At the current time it has been estimated that capital receipts of around £0.225m could be generated each year from Council house sales and land sales. The assumptions underlying these projections have been based on discussions with colleagues in Housing and Estates. This estimate, however, is potentially subject to significant variation as one large asset sale could produce a significant receipt and asset sales are demand led. The Strategic Asset Management Plan that has recently been agreed may also identify opportunities in this area. However, in looking at medium term financial plans, it is best practice to use a prudent approach when estimating future available resources.

5.5 Consequently, looking at the medium term programme in total up to 2013/2014, it is estimated that there will be £7.748m available (based on £6.848m already held in April 2010 plus £0.225m of receipts per annum that will be generated this year and over each of the next 3 years).

6.0 SPENDING REQUIREMENTS

6.1 Based on budget decisions made previously by Council the total value of capital receipt funded scheme approvals over the medium term is £7.669m. Appendix A provides a detailed breakdown by scheme. The vast bulk of these approvals relate to Housing and Corporate Property and reflect the Council's main fixed assets. It should be recognised, however, that we operate a medium term capital programme and that where approvals have been given for future years these are indicative allocations only that are potentially subject to change.

6.2 In addition to the existing programme, there is also a need to consider potential future spending requirements. Divisional Managers have identified £1.641m of new capital issues that will need to be considered through the budget process. Details on these issues are provided in Appendix B. The majority of these issues are for essential or unavoidable items and consequently may be difficult to avoid. However, it is important to recognise that, given the overall budget gap, any new issues will require either matching cuts to be made elsewhere or additional funding to be found.

6.3 Consequently, in total looking at the period up to 2013/2014, there is currently a potential spending requirement of £9.310m (based on £7.669m of existing approvals and £1.641m of potential additional expenditure).

6.4 These figures do not include any provision for a potential significant redevelopment scheme at Firbeck and Findon which has been the subject of previous Committee reports.

7.0 OVERVIEW

7.1 Table 1 summarises the position in terms of capital receipt funding and spending requirements:

Table 1 – Capital Receipt Funding Gap	£m
Usable capital receipts held at April 2010	6.848
Estimate of receipts that will be generated between April 2010 and the end of the 2013/2014 financial year	0.900
Estimated receipts available	7.748
Spending Approvals covering period to 2013/2014	-7.669
Potential new unavoidable capital issues identified	-1.641
Total Funding Gap	-1.562

7.2 In total, over the period to 2013/2014, there is a potential funding gap of £1.562m. Consequently, there will be a need to review and realign the programme. However, this can be done over a medium term time scale as there are sufficient receipts already held by the Council to fund this year's and next year's programme.

8.0 WAY FORWARD

8.1 There are a number of options that can be used to realign the programme that essentially involve either reducing the level of current and future spending to match the available resources, re-profiling schemes into later years, or finding alternative sources of funding.

8.2 Given the reduced level of capital receipts available for the foreseeable future and the difficult financial position facing the Council in general, it now seems inevitable that a period of "belt tightening" should take place. This means that some desirable but not essential schemes will need to be taken out of the capital programme. This is particularly relevant to schemes that may have been approved several years ago but which are no longer consistent with current priorities and the more difficult financial climate.

8.3 The Executive Overview and Scrutiny Committee recently requested details on the age of schemes that have been slipped year on year. This information is shown in Appendix C along with approvals that have been re-profiled from previous years. The appendix figures cover all capital resources, not just capital receipts, and exclude Housing Public Sector schemes which are the subject of a separate report elsewhere on this agenda.

8.4 The capital programme contained £1.922m that had previously been allocated to the Abbotsford Regeneration scheme. Council have approved that funding from this source is to be used to meet the costs of a replacement roof and refurbishment of the Derby Street site (£0.763m) and a further report will be produced for Council on the costs arising from the relocation of CCTV to the depot (£0.35m). This leaves a balance of £0.809m that could go to balancing the programme or which could be set aside for future capital works on the Derby Street site.

8.5 The Council has been very successful at attracting external capital investment over many years, and this could provide additional funds to maintain the capital programme. However, while this avenue is worthy of exploration, such funding can have some considerable lead in times before issues are concluded and there are likely to be less opportunities in the future given reductions in government funding and the ongoing recession. Nevertheless, partnership with the private sector and other forms of external funding will be important for the future development of the programme.

8.6 Government grants have been secured for the commencement of Flood Alleviation schemes at Calico Brook, Appley Bridge (£1.267m) and Dock Brook, Parbold (£0.392m). Members are aware that officers have been negotiating

funding for these schemes with the Environment Agency and approvals of £0.187m have been obtained for 2010/2011. A further £0.75m for 2011/2012, £0.36m for 2012/2013, and £0.362m for 2013/2014 is expected to be ratified by the Environment Agency in February, 2011. Members will be advised of any changes to this funding.

- 8.7 A further option that could be considered is borrowing to provide additional resources. However, if the Council was to borrow £1m it would increase revenue costs by broadly £80,000 pa as a result of interest and minimum revenue provision requirements. The costs associated with borrowing would need to be factored into the revenue budget and the GRA is already facing a significant budget gap. Consequently, it would only be appropriate to use borrowing to fund schemes that provide long term fixed assets for the Council and/or will generate future revenue savings.
- 8.8 Officers will work with each Political Group throughout the budget process to review the options. The Council meeting will then provide an opportunity for each Political Group to put forward proposals to produce a balanced capital programme.

9.0 SUSTAINABILITY IMPLICATIONS/COMMUNITY STRATEGY

- 9.1 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.

10.0 RISK ASSESSMENT

- 10.1 The Council has fixed assets totalling over £200m and the Council has a capital strategy and asset management plan to ensure their proper management. In addition, the Property Services Team manage these assets and the capital and revenue schemes associated with them. This ensures that health and safety and other legislative requirements are met.
- 10.2 The level of capital receipts generated by RTB sales is a key risk to the future development of the programme. If receipts exceed the projections contained in this report, it would enable additional schemes to be developed. However, if receipts are below the projections, it would require reductions to be made.
- 10.3 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.

11.0 CONCLUSIONS

- 11.1 A capital programme covering 2011/2012 to 2013/2014 will need to be approved by Council in February 2011. There is currently £7.669m of expenditure approvals and a further £1.641 of new issues identified. However, anticipated

capital receipts available to fund this expenditure is £7.748m. This leaves a funding gap of £1.562m.

11.2 Members are asked to consider the options to close this funding gap and to submit comments to the Portfolio Holder for Finance to enable the capital programme to be set by Council in February.

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

Appendices

- A – Existing capital receipt funding approvals
- B – New capital issues identified by divisional managers
- C – Analysis of significant slippage

EXISTING CAPITAL RECEIPT FUNDING APPROVALS

2010/2011	SCHEME	2011/2012	2012/2013	2013/2014	Total
£'000		£'000	£'000	£'000	£'000
50	Parish Capital Schemes	35			85
79	I C T Infrastructure				79
2	Electronic Document Managing & Workflow				2
136	E-Government				136
27	Contaminated Land Works				27
13	Coronation Park	15			28
13	Richmond Park				13
2	Playground Improvements		30		32
142	Leisure Trust				142
26	Nye Bevan Pool				26
4	CCTV Relocation				4
3	Aughton Street Pedestrianisation				3
	Beacon Park Visitor Centre		25	350	375
598	Corporate Property Investment Programme	344	294		1,236
146	Office Refurbishment				146
1	Free Tree Scheme	1			2
1	Preservation of Buildings at risk	1			2
11	Residual Abbotsford Regeneration Programme				11
254	Former Abbotsford Regeneration Balance	555			809
	Replacement CCTV Suite	350	to be confirmed in separate Council Report		350
20	Replacement Roof and Refurbishment at 52 Derby Street	743			763
100	Empty Homes Initiative				100
3	Housing Renewal Grants/Loans Financial Assistance	420	350	350	1,123
182	Disabled Facilities Grants				182
13	Clearance Programme, Skelmersdale				13
	Affordable Housing	350	306	350	1,006
80	Heating System Upgrades				80
418	Sheltered Housing Upgrades	326			744
44	Adaptations for the Disabled				44
37	Structural Works to Properties				37
60	Voids				60
9	Improvements to Binstores				9
2,474	Total Capital Receipt Funding	3,140	1,005	1,050	7,669

NEW CAPITAL ISSUES IDENTIFIED BY DIVISIONAL MANAGERS

SCHEME	2011/2012	2012/2013	2013/2014	Total
	£'000	£'000	£'000	£'000
<u>Continuation of Ongoing Schemes</u>				
Parish Capital Schemes	30	30	30	90
I C T Infrastructure	50	50	50	150
ICT Capital Development Programme	50	50	50	150
Playground Improvements	30	30 included in Programme	30	60
Leisure Trust	142	142	142	426
Corporate Property Investment Programme	344 included in Programme	294 included in Programme	300	300
Disabled Facilities Grants	250	250	250	750
	552	522	852	1,926
<u>Other Issues</u>				
Provision of Wheelie Bin Storage	40			40
Energy Saving Initiatives - 52 Derby Street	40	Further £40 match funding available		40
Estates IT system	10			10
Beacon Visitor Centre		-25	-350	-375
	90	-25	-350	-285
<u>Total New Issues</u>	642	497	502	1,641

ANALYSIS OF SIGNIFICANT SLIPPAGE
(Excluding Housing Public Sector)

Scheme	£000	Commentary
Acquisition of Wheelie Bins	270	Introduced in 2009/2010 and slipped into 2010/2011 when the bins have been purchased and distributed.
Parish Capital Schemes	75	Previous years' unused approvals rolled forward. New criteria introduced to ensure approvals spent within 2 years. £30,000 saving achieved on previous approvals in current year.
I C T Infrastructure	29	Slippage carried forward from 2009/2010 for scheme completion in 2010/2011. Progress reported to Cabinet in September 2010.
EGovernment	106	Slippage and re-profiling from 2009/2010 for scheme completion in 2010/2011. Progress reported to Cabinet in September 2010.
Contaminated Land Works	18	Slippage carried forward from 2009/2010 for scheme completion in 2010/2011.
Coronation Park	28	2006/2007 residual programme. £13,000 budget for 2010/2011 will be spent.
Richmond Park - Phase 2	13	2008/2009 residual programme completed 2010/2011.
Playground Improvements	360	Rolling programme introduced 2006/2007 and slipped into subsequent programmes. Expenditure plan is now progressing.
Coronation Park Skelmersdale	90	Part of the VAT Refund funded programme introduced November 2009 and rolled forward for completion.
Nye Bevan Roof	26	Residual programme from 2009/2010 slipped into 2010/2011.
Christmas Lights	16	Unused approval rolled forward from 2008/2009 Programme.
Beacon Park Visitor Centre and Park Improvements	375	Unused approval rolled forward from 2008/2009 Programme.
Skelmersdale Town Centre Regeneration	50	Residual approval from 2007/2008 programme pending commencement of a wider regeneration programme. There are a number of commitments against this budget in the current year.
Conservation Area Enhancement General	73	Part of the VAT Refund funded programme introduced November 2009. £60,000 reprofiled to span a 3-year programme and £13,000 saving achieved in the current year.
Corporate Property Investment Programme	327	Unused approvals from a rolling programme are slipped or re-profiled until schemes are completed. A £73,000 saving has been achieved in the current year.
Office Refurbishment	150	2009/2010 residual programme slipped into current year.
Housing Renewal Grants/Loans Financial Assistance	772	Loans scheme introduced 2006 and rolled forward until scheme commenced in 2010 to slow start. £194,000 saving achieved in the current year and the balance re-profiled over the next 3 years.
Disabled Facilities Grants	114	Slippage carried forward from 2009/2010 for payment of commitments in 2010/2011.
Clearance Programme, Skelmersdale	259	Residual Programme from 2006/2007. £159,000 awaiting the outcome of legal proceedings and £100,000 moved to Empty Homes initiative in the 2010/2011 budget.
Affordable Housing	356	Introduced 2006 with minimal approvals having been spent. Balances have been rolled forward and plans are being formulated for their use in accordance with a Cabinet report in September 2010.



AGENDA ITEM: 13

CABINET:
18 January 2011

**EXECUTIVE OVERVIEW AND
SCRUTINY COMMITTEE:**
3 February 2011

Report of: Assistant Chief Executive

Portfolio Holder: Councillor D Westley

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SUBJECT: PERFORMANCE MANAGEMENT FRAMEWORK 2011/12

Borough wide interest

1.0 PURPOSE OF THE REPORT

1.1 To seek approval for the Suite of Performance Indicators (Appendix A) to be adopted as the Council's Corporate PI Suite 2011/12.

2.0 RECOMMENDATIONS TO CABINET

2.1 That the Suite of Performance Indicators 2011/12 (Appendix A) be approved as being most important in terms of delivering the Council's service priorities.

2.2 That it be noted that targets for 2011-12 will be set as the 2010-11 outturn figures as detailed in paragraph 4.8 of the report.

2.3 That the Performance Indicators listed in Appendix B to the report continue to be monitored by Managers and be removed from the list of those reported to Members quarterly.

2.4 That it be noted that the Performance Indicators listed in Appendix C to the report previously reported in 2010/11, have been removed from the Suite of Performance Indicators for 2011/12 for the reasons stated.

2.5 That the Assistant Chief Executive, in consultation with the Portfolio Holder for Finance and Performance Management, be authorised to finalise and make any amendments to the suite in response to issues and central government guidance as they emerge throughout the year and following consideration of agreed comments from Executive Overview and Scrutiny Committee..

2.6 That call-in is not appropriate for this item as it is being considered at the next meeting of Executive Overview & Scrutiny Committee on 3 February.

3.0 RECOMMENDATIONS TO EXECUTIVE OVERVIEW AND SCRUTINY COMMITTEE

3.1 That the Committee consider the Suite of Performance Indicators 2011/12 (Appendix A) and comment as appropriate.

4.0 BACKGROUND

4.1 The Department of Communities and Local Government has announced that it no longer requires local authorities to submit performance information against the National Indicator Set and Local Area Agreements. This is with a view to establishing a single data set by April 2011.

4.2 At the moment, it is therefore not clear what performance reporting requirements there will be from central government or exactly when these will be introduced. The message emerging is that performance frameworks should be developed that are tailored to local needs and circumstances.

4.3 Whilst we await confirmation of national reporting requirements, it is necessary that the Council has in place a local performance framework that is able to fulfil proper monitoring and thereby management of Council objectives during 2011/12.

4.4 A review of the 2010/11 suite has been undertaken. Existing PIs have been assessed for their continued relevance to the provision of service and managers were also asked to judge the benefit of adopting NIs, where mechanisms would remain in place for these to be measured during the year, as local indicators. In particular it should be noted that the mechanisms to collect the Place Survey no longer exist. The PIs collected through this survey therefore cannot simply be “rolled over” to another survey format and data used as a direct comparison. Managers were however asked whether they thought that a survey of a similar question (as a local PI) would have value.

4.5 The proposed 2011/12 suite has therefore been developed to provide key strategic information regarding service priorities and an additional focus on key customer experiences.

4.6 Attached at Appendix A is a draft list of Corporate Performance Indicators for 2011/12. Those indicators which are noted in the table as having a frequency of ‘quarterly’ would be reported to Members through the Quarterly Performance Indicator reports.

4.7 Performance Indicators relevant to the Business Plan will not be reported with the quarterly performance indicators but in separate six-month reports that will detail progress on delivering the Business Plan, in order to avoid duplication of effort.

4.8 It is recommended that targets for performance in 2011-12 will be based on the outturn performance for 2010-11. This is based upon an aspiration to maintain performance in as many frontline services as possible, whilst acknowledging the

restrictions to the council budget following the reduction in funding from central government. The exception to using the 2010/11 outturn figure is where proposed indicators measure satisfaction with services and where a survey was not carried out during 2010/11. For these indicators, should a future survey be carried out, the most recent survey outturn would be used.

- 4.9 It will be noted that it is recommended that a number of PIs are no longer reported quarterly to Members (Appendix B). It is recognised that these are of management benefit rather than providing a strategic view or complete perspective on the customer experience. Managerially these will continue to be of high importance and will continue to be monitored within the divisions. Members would therefore be able to obtain figures upon request.
- 4.10 Appendix C details those indicators that are being recommended for deletion. Explanations have been provided within the tables as to why it has been suggested they be removed, deleted and/or replaced with other indicators.

5.0 SUSTAINABILITY IMPLICATIONS/COMMUNITY STRATEGY

- 5.1 The information set out in this report aims to help the Council to improve service performance and is consistent with the Sustainable Community Strategy aim of making local services amongst the best in the country.

6.0 FINANCIAL AND RESOURCE IMPLICATIONS

- 6.1 There are no significant financial or resource implications arising from the recommendations within this report, however the streamlined suite ensures Members receive the most important PIs whilst minimising the administrative burden on the corporate team.

7.0 RISK ASSESSMENT

- 7.1 Monitoring and managing performance information data helps the authority to ensure it is achieving its objectives and reduces the risk of not doing so.

8.0 CONCLUSIONS

- 8.1 The proposed revisions to our suite of performance indicators provide balanced coverage of our service priorities.

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

Appendices

Appendix A – Draft 2011/12 CORPORATE PERFORMANCE INDICATOR SUITE

Appendix B – Draft 2011/12 DIVISIONAL PERFORMANCE INDICATORS

Appendix C – Draft 2011/12 DELETED PERFORMANCE INDICATORS

APPENDIX A – DRAFT 2011/12 CORPORATE PERFORMANCE INDICATOR SUITE

NB: this proposed suite is subject to change depending on survey methods being developed, collection/reporting mechanisms remaining in place for PIs coded as NI-, and any requirements made on WLBC by central government. Where PIs are adopted from the previous national indicators to local PIs, coding may be revised.

Business Plan Performance Indicators

PI Code & Short Name	Reporting to Members	Purpose and/or comment	PI Development
TBC	Half-yearly business plan reports / Annual report	To provide performance information relating to the delivery of the Council's strategic priorities.	These PIs will be developed and form part of the overall suite of indicators monitored by the Council but will not be reported quarterly.

Service Priority: Corporate Support

PI Code & Short Name	Reported	Purpose and/or comment	PI Development
NI 5 Overall/general satisfaction with local area	Annually	Customer focus. Survey indicator. Question was included in the 2010 Citizens' Survey.	To develop similar PI in suite for 2011/12 (or bi-ennial basis) subject to mechanisms being developed.
BV3 % satisfaction with overall LA service	Annually	Customer focus. Survey indicator. Question was included in the 2010 Citizens' Survey	To develop similar PI in suite for 2011/12 (or bi-ennial basis) subject to mechanisms being developed.
BV8 % invoices paid on time	Quarterly performance report / Annually	Financial management. Good indication of performance in delivering existing corporate priority / useful management tool / Best Practice	Continue current monitoring arrangements.
BV9 % of Council Tax collected	Quarterly performance report / Annually	Financial management. Useful management tool / Best Practice	Continue current monitoring arrangements.

BV12 Working Days Lost Due to Sickness Absence	Quarterly performance report / Annually	Essential management tool.	Continue current monitoring arrangements.
BV66a % Rent collection & arrears recovery (Cumulative)	Quarterly performance report / Annually	Efficiency/financial management. Used in benchmarking nationally and regionally.	Continue current monitoring arrangements.
WL19b(ii) % Direct Dial calls answered within 10 seconds	Quarterly performance report / Annually	Customer focus	Continue current monitoring arrangements.
No. cases solved by Contact Centre	Quarterly performance report / Annually	New. Customer focus.	Replacing WL92 % telephone calls solved, as that PI does not reflect actual service provision. eg. more than one service provided in one telephone call. Statistic unreliable.
WL24 % Building regulations applications determined within 5 weeks	Quarterly performance report / Annually	Customer focus. Financial management. Statutory deadline for planning decisions.	Continue current monitoring arrangements.
WL90 % of Contact Centre calls answered	Quarterly performance report / Annually	Customer focus	Continue current monitoring arrangements.
WL108 Average waiting time for callers to the contact centre (seconds)	Quarterly performance report / Annually	Customer focus	Continue current monitoring arrangements.
NI 157a Processing of planning applications: Major applications	Quarterly performance report / Annually	Customer focus	Continue current monitoring arrangements.
NI 157b Processing of planning applications: Minor applications	Quarterly performance report / Annually	Customer focus	Continue current monitoring arrangements.

NI 157c Processing of planning applications: Other applications	Quarterly performance report / Annually	Customer focus	Continue current monitoring arrangements.
NI 181 Time taken to process Housing Benefit/Council Tax Benefit new claims and change events	Quarterly performance report / Annually	Customer focus. Useful management tool / best practice.	Seek to retain in corporate suite, subject to collection mechanisms remaining

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

PI Code & Short Name	Reported	Purpose and/or comment	PI Development
BV119a % satisfied with sports/leisure facilities	Annually	Customer focus. Survey indicator.	To develop similar PI in suite for 2011/12 (or bi-ennial basis) subject to mechanisms being developed.
BV119e % satisfied with parks and open spaces	Annually	Customer focus. Survey indicator.	To develop similar PI in suite for 2011/12 (or bi-ennial basis) subject to mechanisms being developed.
WL18 Use of leisure and cultural facilities (swims and visits)	Quarterly performance report / Annually	Customer focus / partner performance.	Continue current monitoring arrangements.

Service Priority: Combat crime and the fear of crime

PI Code & Short Name	Reported	Purpose and/or comment	PI Development
Total number of crimes	Quarterly performance report / Annually	New. Customer focus.	Replacing crimes per 100,000 to better reflect data received from police and best practice elsewhere.

Public perception / fear of crime. i.e. do you feel West Lancashire is a safe place to live	Annually	New. Customer focus. Question was included in the 2010 Citizens' Survey. Survey indicator.	To develop for 2011/12 (or bi-ennial basis) subject to mechanisms being developed.
NI 27 Understanding of local concerns about anti-social behaviour and crime issues by the local council and police	Annually	Customer focus. Useful management tool, supporting investment in community safety. Survey indicator.	To develop for 2011/12 (or bi-ennial basis) subject to mechanisms being developed.

Service Priority: Protect and improve the environment and keep our streets clean and tidy

PI Code & Short Name	Reported	Purpose and/or comment	PI Development
BV89 Satisfaction with cleanliness of streets	Annually	Customer focus. Survey indicator.	To develop for 2011/12 (or bi-ennial basis) subject to mechanisms being developed.
NI 191 Residual household waste per household (Kg)	Quarterly performance report / Annually	Important measure of waste not sent for reuse/recycle/compost	Continue current monitoring arrangements.
NI 192 Percentage of household waste sent for reuse, recycling and composting	Quarterly performance report / Annually	Possible item in new government data set. Monitoring the PI under the same criteria would require the validation of information from an external source.	Continue monitoring as is subject to collection mechanisms remaining / suitable external validator
NI 195a-b Improved street and environmental cleanliness (levels of litter, detritus, graffiti and fly posting): Litter / Detritus	Quarterly performance report / Annually	Customer focus. Existing national database will only be available until 31/3/11. Access to the database after this date will be through subscription to the Keep Britain Tidy group. The monitoring of the service is an essential management tool, as it assists in targeting resources. The structure of the monitoring process should be reviewed.	Continue monitoring as is subject to collection mechanisms remaining / suitable external validator
NI 195c-d Improved street and environmental cleanliness (levels of litter, detritus, graffiti and fly	Quarterly performance report / Annually	Customer focus. Existing national database will only be available until 31/3/11. Access to the database after this date will be	Continue monitoring as is subject to collection mechanisms remaining / views on subscription service

posting): Graffiti / Fly-posting		through subscription to the Keep Britain Tidy group. The monitoring of the service is an essential management tool, as it assists in targeting resources. The structure of the monitoring process should be reviewed.	
WL01 No. bins missed per 100,000 collections	Quarterly performance report / Annually	Customer focus.	Continue current monitoring arrangements.
WL06 Average time taken to remove fly tips (days)	Quarterly performance report / Annually	Customer focus.	Continue current monitoring arrangements.

Service Priority: Improve housing and strive to achieve affordable housing that is available for local people

PI Code & Short Name	Report	Purpose and/or comment	PI Development
BV212 Average time taken to re-let local authority housing (days)	Quarterly performance report / Annually	Customer forum. Used in benchmarking against other landlords. Would be more relevant if this indicator could be split between general and sheltered accommodation.	Continue current monitoring arrangements. Consider development of a PI for two areas suggested.
NI 155 Number of affordable homes delivered (gross)	Quarterly performance report / Annually	Possible item in new government data set.	Continue monitoring as is subject to collection mechanisms remaining.
NI 156 Number of households living in temporary accommodation	Quarterly performance report / Annually	Possible item in new government data set.	Continue monitoring as is subject to collection mechanisms remaining.
NI 160 Local authority tenants' satisfaction with landlord services	Annually	Customer focus. Part of TSA assessments.	To develop for 2011/12 (or bi-ennial basis) subject to mechanisms being developed.
NI 158 % non-decent council homes	Annually	Customer focus. Requirement to report on our Decency performance. Management tool for investment plans in terms of basic stock condition. A good	Continue current monitoring arrangements.

		indicator to monitor our Home Standard and share with tenants.	
WL111 % Housing repairs completed in timescale	Quarterly performance report / Annually	Customer focus/ contractor performance.	Continue current monitoring arrangements.
WL114 % LA properties with CP12 outstanding	Quarterly performance report / Annually	Customer focus. Legal duty for CP12 certificate.	Continue current monitoring arrangements.
NI 154 Net additional homes provided	Annually	Possible item in new government data set. LDF monitoring.	Continue current monitoring arrangements.
NI 159 Supply of ready to develop housing sites	Annually	Possible item in new government data set. LDF monitoring.	Continue current monitoring arrangements.

Service Priority: Work to create opportunities for and retain good quality jobs in particular for local people;

PI Code & Short Name	Reported	Purpose and/or comment	PI Development
NI 151 Overall Employment rate (working-age)	Quarterly performance report / Annually	External organisations provide data. May be more benefit to monitor on a 6 monthly basis rather than quarter, given the time lag involved in the release of data.	Continue monitoring bi-annually rather than quarterly subject to collection mechanisms remaining
NI 152 Working age people out of work on benefits	Annually	External organisations provide data.	Continue current monitoring arrangements.
NI 153 Working age people claiming out of work benefits in worst performing neighbourhoods	Quarterly performance report / Annually	External organisations provide data. May be more benefit to monitor on a 6 monthly basis rather than quarter, given the time lag involved in the release of data.	Continue monitoring bi-annually rather than quarterly subject to collection mechanisms remaining
WL113 Businesses assisted by partnership working for start up/thrive	Quarterly performance report / Annually	Partnership working.	Continue current monitoring arrangements.

APPENDIX B – Draft 2011/12 DIVISIONAL PERFORMANCE INDICATORS

PI Code & Short Name	Frequency	Recommendation to retain in divisional reporting: reason
WL07a No. complaints fouling/strays	Quarterly	Continue current monitoring arrangements at divisional level. The PI for Satisfaction of cleanliness of streets should indicate whether street cleanliness is meeting customer expectations. If issues with this arise, the contributory factor from these PIs can be examined.
WL07b Dog fouling per km	Quarterly	As above
WL85aa Website: number of unique visitors	Quarterly	Operational/management benefit rather than corporate strategic benefit or customer focus. The Council wishes to make the website the first choice for accessing our services. Monitoring the number of people who use the website is therefore important, but provides incomplete picture of accessing services. Should be considered alongside indicators reflecting the other ways that people access services rather than in isolation.
WL85b Website: use of online forms	Quarterly	Operational/management benefit rather than strategic benefit or for citizen focus. Reflects only one area of use of services.
WL85c Website: no. online payments	Quarterly	Operational/management benefit rather than strategic benefit or for citizen. Monitoring online payments is important, but as it is not the preferred method of payment for all bills, and provides incomplete picture of payment methods for the Council. Should be considered alongside indicators reflecting other ways that people pay bills rather than in isolation.
WL101b Average time taken to carry out standard searches	Quarterly	Operational/ management tool.
NI 182 Satisfaction of business with local authority regulation services	Annual Survey	Retain in divisional suite if collection mechanisms remain
NI 188 Planning to Adapt to Climate Change	Annually	Adaptation measures need to be identified and implemented at a local level to ensure services are well adapted for the anticipated increases in extreme weather events. Retain in divisional suite if collection mechanisms remain
NI 189 Flood and coastal erosion risk management	Annually	Retain in divisional suite if collection mechanisms remain

NI 197 Improved Local Biodiversity – proportion of Local Sites where positive conservation management has been or is being implemented	Annually	Continue monitoring subject to collection mechanisms remaining. Informs LDF. Best Practice. Possible item in new government data set.
LAA Loc01 No. of new homes granted planning permission per year	Quarterly	Monitoring of LDF policy
LAA Loc02 No. of new homes constructed	Quarterly	Monitoring of LDF policy
WL88 % Planning decisions delegated to officers	Quarterly	Management of internal process/function

APPENDIX C – Draft 2011/12 DELETED PERFORMANCE INDICATORS

PI Code & Short Name	Frequency	Recommendation to delete: reason
WL08 Number of Crime Incidents per 1,000 population	Quarterly	Introduction of slightly revised 'all crime' PI better reflecting data received from police and best practice elsewhere.
WL92 % of cases (telephone calls) to the Contact Centre solved at first point of contact	Quarterly	PI no longer reflects actual service provision. eg. more than one service provided in one telephone call. Statistic unreliable. Replacement PI detailing total number of cases resolved by Contact Centre per quarter suggested.
WL96 % of playgrounds meeting WLBC policy	Quarterly	No longer accurately reflects service. Assessment can be unclear and does not reflect equipment/location conditions. Playground replacement programme is dependant on a number of factors, external finance, changing standards, planning guidance and customer consultation.
WL112 % actions complete from Health & Wellbeing Thematic Group Action Plan (where WLBC is lead body)	Quarterly	Does not provide an accurate picture of work carried out to achieve service priority.
NI 1 % of people who believe people from different backgrounds get on well together in their local area	Place Survey	The requirement to collect and report against this NI was removed by the coalition government and the information is no longer collected.
NI 4 % of people who feel they can influence decisions in their locality (Was QoL 23)	Place Survey	The requirement to collect and report against this NI was removed by the coalition government and the information is no longer collected.
NI 6 Participation in regular volunteering	Place Survey	The requirement to collect and report against this NI was removed by the coalition government and the information is no longer collected.
NI 17 Perceptions of anti-social behaviour	Place Survey	The requirement to collect and report against this NI was removed by the coalition government and the information is no longer collected.
NI 21 Dealing with local concerns about anti-social behaviour and crime issues by the local council and police	Place Survey	The requirement to collect and report against this NI was removed by the coalition government and the information is no longer collected.
NI 22 Perceptions of parents taking responsibility for the behaviour of	Place	The requirement to collect and report against this NI was removed by the coalition government

their children in the area	Survey	and the information is no longer collected.
NI 41 Perceptions of drunk or rowdy behaviour as a problem	Place Survey	The requirement to collect and report against this NI was removed by the coalition government and the information is no longer collected.
NI 42 Perceptions of drug use or drug dealing as a problem	Place Survey	The requirement to collect and report against this NI was removed by the coalition government and the information is no longer collected.
NI 119 Self-reported measure of people's overall health and wellbeing	Place Survey	The requirement to collect and report against this NI was removed by the coalition government and the information is no longer collected.
NI 137 Healthy life expectancy at age 65	Census	The requirement to collect and report against this NI was removed by the coalition government and the information is no longer collected. Council does not lead
NI 138 Satisfaction of people over 65 with both home and neighbourhood	Place Survey	The requirement to collect and report against this NI was removed by the coalition government and the information is no longer collected.
NI 139 The extent to which older people receive the support they need to live independently at home	Place Survey	The requirement to collect and report against this NI was removed by the coalition government and the information is no longer collected.
NI 163 Proportion of population aged 19-64 for males and 19-59 for females qualified to at least Level 2 or higher	Annual	The requirement to collect and report against this NI was removed by the coalition government and the information is no longer collected. Data not currently available on a local level
NI 179 Value for money – total net value of ongoing cash-releasing value for money gains that have impacted since the start of the 2008-09 financial year	Bi-annual (forecast and outturn)	The requirement to collect and report against this NI was removed by the coalition government and the information is no longer collected. Complicated and time-consuming collation. Other less time consuming methods where VfM can be demonstrated
NI 185 Percentage annual CO2 reduction from local authority operations	Annual	The requirement to collect and report against this NI was removed by the coalition government and the information is no longer collected. Data collection from outsourced services / contractors. No real value as no control over achieving reductions in emissions from these sources.
NI 186 Per capita reduction in CO2 emissions in the LA area	Annual	The requirement to collect and report against this NI was removed by the coalition government and the information is no longer collected. Due to the complexities of this calculation by DEFRA the latest figure is 2 years out of date. WLBC reports carbon saving projects being undertaken

		across the borough on a quarterly basis to DEFRA for the final calculation. Monitoring the projects itself is an effective tool.
NI 187 Tackling fuel poverty	Annual	The requirement to collect and report against this NI was removed by the coalition government and the information is no longer collected. Household survey by Energy Saving Trust for financial contribution. Results considered little use and Lancashire Energy Officers Group (LEOG) has decided that no surveying will be carried out this year.
NI 194 Air quality – % reduction in NOx and primary PM10 emissions through local authority’s estate and operations	Annual	The requirement to collect and report against this NI was removed by the coalition government and the information is no longer collected. Data collection from outsourced services / contractors. No real value as no control over achieving reductions in emissions from these sources.
NI 196 Improved street and environmental cleanliness – fly tipping	Annual	The requirement to collect and report against this NI was removed by the coalition government. DEFRA advises caution with the indicator as different Council’s interpret results differently and reporting is variable between authorities.



AGENDA ITEM: 14

CABINET: 18 January 2011

**EXECUTIVE OVERVIEW AND
SCRUTINY COMMITTEE:
3 February 2011**

COUNCIL: 23 February 2011

Report of: Assistant Chief Executive

Relevant Portfolio Holder: Councillor Westley

**Contact for further information: Ms K Webber (Extn. 5005)
(E-mail: Kim.Webber@westlancs.gov.uk)
Ms C McNamara (Ext. 5380)
(E-mail: Cath.McNamara@westlancs.gov.uk)**

SUBJECT: DRAFT BUSINESS PLAN 2011-15

Wards affected: Borough wide

1.0 PURPOSE OF THE REPORT

1.1 To seek comments and amendments to the draft Business Plan 2011-15 (Appendix A).

2.0 RECOMMENDATIONS TO CABINET

2.1 That the draft Business Plan 2011-15 (Appendix A) be endorsed for consultation purposes.

2.2 That the Business Plan Development and Consultation Arrangements at Appendix B to the report be noted.

2.3 That call-in is not appropriate for this item, as the report is being submitted to the next meeting of the Executive Overview and Scrutiny Committee on 3 February 2011.

3.0 RECOMMENDATION TO EXECUTIVE OVERVIEW AND SCRUTINY

3.1 That the Committee consider the draft Business Plan at Appendix A to the report and the Business Plan Development and Consultation Arrangements at Appendix B and agreed comments be considered by Council on 23 February 2011.

4.0 RECOMMENDATIONS TO COUNCIL

- 4.1 That the draft Business Plan at Appendix A to the report be approved for the purpose of consultation.
 - 4.2 That the Business Plan Development and Consultation Arrangements at Appendix B to the report be noted.
 - 4.3 That it be noted that Council will receive the final Business Plan 2011-2015 for approval at its meeting on 13th April 2011.
-

5.0 BACKGROUND AND CURRENT POSITION

- 5.1 Following an informal meeting of Cabinet Members in October to discuss the issues facing the authority, the Executive provided a view as to the direction that the authority's strategic management should take in the future, subject to further discussion and formal consideration by Members.
- 5.2 Senior Members indicated that they aspired to:
 - Maximise all possible efficiencies whilst minimising the impact on the range and quality of front line services, including discretionary, frontline services.
 - Retain the Council's own Chief Executive and Management Team at this stage, with a revised Management Structure which had the capacity to manage change and embrace innovation through developments such as the Locality Working agenda with the County Council, partnerships and joint ventures.
 - Largely retain the management and provision of front line services, e.g. Street Scene, the contact centre/CSP's.
 - Explore the development of public and/or private sector partnerships where the sustainability of the services in the long term, would be better served, or better value for money could be achieved through the economics of scale; and
 - Embrace and drive forward the Locality Working agenda with the County Council, involving on the one hand, the devolution of front line services to WLBC, and on the other the bringing together of support services at the County level.
- 5.3 Development and implementation of a 4 year Integrated Business Plan via the Business Plan Cabinet Working Group, which would consider all possible cost savings, efficiency and re-organisation initiatives, was a key vehicle through which to realise these aspirations.
- 5.4 The Corporate Management Board have subsequently given consideration as to how Members' aspirations could be delivered.
- 5.5 Attached at Appendix A is a draft Business Plan which, once finalised, is intended to provide a strategic framework for the organisation over the next 4 years. The Plan is currently only in draft form, the intention being to finalise the draft, following a consultation period, for consideration by Council in April.

Refinement will be needed following the setting of the Council's budget in February, in the context of the Government's grant announcement which indicates a 25% reduction in grant funding over the next two years, with the possibility of further reductions in year 3 & 4.

5.6 The draft Business Plan 2011-15 is accompanied by a Delivery Plan, which will act as an aid to the effective implementation and management of these major projects and programmes. It is intended that once finalised at April Council, the Plan will be monitored and reviewed by Cabinet every 6 months.

5.7 Within the context of existing and projected budgets, the Business Plan should provide the strategic direction for the operation of the Council over the next 4 years.

5.8 Appendix B details a process for taking the production of the Business Plan forward. It includes plans for communicating with Unions and staff.

6.0 ISSUES

6.1 In line with direction provided by the Working Group and set out in the draft Business Plan, work is progressing apace in relation to discussion with:

- The forthcoming JVC on Revenues and Benefits and ICT; and
- LCC on possible shared service models in relation to Finance and Legal Services.

6.2 Furthermore, the Assistant Chief Executive has put in hand a tendering process with a view to speeding up the delivery of Organisational Re-Engineering, and from January will be undertaking work through her Division to develop a methodology for Major Service Reviews, with a view to commencement in April.

6.3 In order to maximise the savings that can be delivered from these approaches and to secure successful partnership deals and workforce buy-in, it is viewed as vital that the process outlined in Appendix B is followed. This includes, as Members will see, structured communication with the workforce, and seeking initial expressions of interest, (subject to business case), in voluntary redundancy and options for reduced hours.

7.0 SUSTAINABILITY IMPLICATIONS/COMMUNITY STRATEGY

7.1 There are no direct implications arising from this report.

8.0 FINANCIAL AND RESOURCE IMPLICATIONS

8.1 The draft Business Plan appended to this report will ensure the Council is able to continue to pursue its objectives, within the resources available. It sets out a range of ways in which efficiency savings, income and cost reductions might be achieved in the future.

8.2 Officer time will continue to be required throughout the process of refining and delivering the Business Plan.

9.0 RISK ASSESSMENT

- 9.1 The development of the Business Plan and associated processes mitigates against the risks that the Council will not deliver its aspirations within a balanced budget.

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

Appendices

Appendix A: Draft Business Plan 2011-15 (version dated 22/12/10)

Appendix B: Business Plan Development and Consultation Arrangements – Process and Timescales.

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VERSION 10. 5/1/11

Leader's Statement

This is an exciting but challenging time for West Lancashire. Over the next four years, the Council faces the task of striving to pursue its ethos of providing the best possible services within the resources available to it, at a time of shrinking public finance, and with economic challenges facing the country. Our commitment remains to provide the most efficient and effective services possible for residents and businesses in the Borough. However, we do not underestimate the task - to balance the Council's budget, at a time when Government grant is to reduce by at least 28% over 4 years - it will mean change.

Our track record is a good one and I am determined we won't rest on our laurels, but will continue to seek to move forward. On those indicators that matter most, we have continued in the last few years to improve performance and at the same time we have the best record in Lancashire for zero or low Council Tax increases. (This approach reflects the messages that we have had informally, and formally through regular customer surveys, that local people want good services at an affordable price). However, our task, looking to the future, will undoubtedly be tougher. Our aspiration is to maintain performance in as many frontline services as possible, but reductions in some areas are going to be necessary.

The advent of the Coalition Government has provided an opportunity to tackle these challenges in a way which will help minimise the impact on the services that matter most to local people. The Council reduced its spending by £1.25 million in 2010/11 following a major downsizing initiative, and this followed years of delivering efficiency savings through the Council's Organisational Re-engineering Programme. Cumulatively, £2.6 million of cash and efficiency savings have been delivered since the start of the Programme in 2004 - at the same time as improving the quality of, and access to, the services we provide. But we will need to speed up the delivery of programmes like this, if we are to bridge the budget gap facing us in the future most effectively.

In 2010, the Council received feedback on its housing service from a number of quarters. While there were some positive messages, there are clearly some significant challenges, and this remains one of our firm priorities. The changes that the national Government are bringing about in the environment in which Councils work, by reducing inspection regimes and bureaucracy, will enable us to further hone the efficiency of our services.

The above is our primary focus for the next four years - driving out as much inefficiency as possible, and focusing resources on the areas that matter most to minimise the effect of reductions in funding to Councils on frontline services like refuse collection, recycling and street cleaning. Service reductions are likely in some areas and we will need to prioritise spending carefully in line with local needs.

We can achieve this through innovative working, harnessing technology, listening and consulting with local people and working with partners. To deliver this aspiration, we have devised a programme around three principles:

- **Lean** - we will continue to look for ways of providing better services at reduced cost, working with partners where economy of scale can bring dividends, and by re-engineering our services so that they are customer focussed and as lean as possible.
- **Local** - where services are best delivered locally, we will work with our partners, including Serco, the County Council and Parish Councils to make sure decisions are locally based and focussed on what local people want. Where we can, we will continue to place emphasis on supporting the development and enhancement of the voluntary and community Sectors as often these sectors are best placed to deliver services and support to local communities. And we will be transparent - clear about what we spend public money on, and why.
- **Fair to the Tax Payer and to Staff** - we firmly believe that the best approach is a managed approach to change in this era of reduced finance. This means that our Business Plan sets out a measured approach that will take some time to deliver. We do not intend to adopt the sort of knee-jerk approach to cuts that newspapers have been full of over the recent months. We intend to study each service in depth through major service reviews to look at what level each service is best delivered at and where there are areas of discretion which are less valued by our customers. It is likely that in the future we will be a smaller organisation. In making this change, we will unashamedly be seeking to minimise compulsory redundancy amongst staff where we can - as this is both better for the tax payer, for staff and the local economy.

I hope you will enjoy reading our Business Plan. I, and everyone at West Lancashire Borough Council, look forward to working with you all, shaping this next period in West Lancashire life.



Cllr Ian Grant
Leader
West Lancashire Borough Council

Chief Executive's Review - Organisational Strategy for 2011/12 - 2014/15

This is an unprecedented period of change for Local Government. The Council of the future will need to be focussed, innovative and prepared to make radical change for the benefit of local people. Over the next four years, Councils will receive 28%+ less grants - that translates to a 10% reduction in Year One and slightly smaller, but still significant reduction in the following years, (this 28% is an average and reductions for Districts will be significantly larger).

In money terms, this translates into a Budget Gap of around £1.5M in 2011/12 with similar amounts being needed to be found in the forthcoming years. The Council has sought over recent years to minimise the tax burden on local people by delivering programmes which drive forward efficiencies, cutting waste and reducing bureaucracy and keeping Council Tax increases at their lowest levels across the whole of Lancashire. Whilst continued efforts will be made to retain this notable record, it is likely that at some point in the future, in lesser priority areas, service levels will need to be reduced or ceased and, if we are to meet customer aspirations, Councillors will need to consider appropriate levels of Council Tax. However, listening carefully to what local people have to say, the Council has asked me and my staff to make sure that we keep this as low as possible. Be assured that we will be doing our utmost to achieve this.

To deliver the Council's vision of Lean, Local and Fair services, our objectives over the next four years are set out below:

'Putting SERVICES FIRST - building a Borough second to none' Our aim is to make the best use of resources to deliver the best possible services.	
OUR VALUES We will deliver this by continuing to be an innovative organisation which: <ul style="list-style-type: none"> ● Puts residents and frontline services first; ● Ensures local services offer the best possible value including embracing partnership as a way of securing greater value for money; ● Provides local people with the information that they need to judge how well their council is serving them; ● Is open and accountable in the way we make decisions; ● Promotes equality of opportunity and values the diversity of our communities; ● Values and develops our employees. 	OUR PRIORITIES Our values underpin the way in which we will deliver our priorities and achieve our vision. Our corporate priorities for the next four years are: <ul style="list-style-type: none"> ● Maximising all possible efficiencies to minimise the impact of grant reductions on the range and quality of front line services; ● Managing change and embracing innovation through developments such as the Locality Working agenda with the County Council, shared service partnerships and joint ventures; ● Scrutinising our service offer, in light of local priorities, to ensure it is affordable in the years ahead; ● Striving to ensure that service standards meet realistic expectations by communicating effectively with customers; ● Implementing more focussed, yet flexible, management structures; and ● Seeking to ensure that our workforce remains skilled and motivated.

To achieve the Council's vision, a strategy has been developed encompassing four streams of work. The first is a Shared Services Programme which involves looking at those services that might be delivered better on a wider footprint than just West Lancashire boundaries, by working with partners to deliver services. The key plank of this strategy in the first few years will be to work with Lancashire County Council and the Joint Venture Company that has been recently established, to look at more effective ways of delivering key support and back-office services including ICT, Finance, Member Services, Revenues & Benefits and the Estates Function. In addition, we will be working with the County Council to look at how we can make better use of our assets, for example by sharing office accommodation. This goes to the heart of this Council's efficiency ethos, and the County Council's Locality Programme, and we will be discussing with County Council how we might assist them in delivering their services more locally and more efficiently by devolving management and resources where appropriate. We also benefit in West Lancashire from having a number of unitary authorities bordering our own and, in some service areas, e.g. Legal and Democratic services, there may be economies that can be achieved by working in partnership with these councils.

The next work stream is our Value for Money Programme. The key to this is the continuation of our successful *Organisational Re-engineering* approach - using Lean philosophy to strip out unnecessary processes and improve services for customers, where appropriate. We will be speeding up this programme in 2011/12 and have tendered for a private sector partner to work with us.

We will also be undertaking indepth reviews across each service area, *Major Service Reviews*, looking at the services each Division provides and asking key questions about whether or not each service is still affordable or desirable within the new context in which we are working. The result of these reviews will be reported to Council in July and, following this, we will be consulting with staff and local people before making a decision as to what services can be afforded in the future.

Effective Procurement of goods, supplies and services remains a key plank of our VfM Programme and a number of tender exercises to test the market will be concluded in the plan period, including market testing our very popular Home Care Link system, our CCTV monitoring approach and our internal garage services. The application of new technology through our ICT development programme continues to release efficiency savings year on year and this will remain an important area of work. We will also look to build on the positive relationship we have with Serco to see how we might achieve further improvements and efficiencies across our leisure activities, by working in a similar way to the way we have done on our Leisure Centres.

The third work stream over the next four years is Resource Management. We are currently undertaking a strategic review of our asset holding (the *Strategic Asset Management Plan*), with a view to prioritising these assets for retention, improvement or disposal and this will provide a useful income stream and resources for future capital projects. We continue to investigate and plan for the best possible option in terms of future head office accommodation, given the investment needs at the 52 Derby St. building, and this will enable us to improve energy efficiency and efficiency of working in the future.

Effective *Human Resource Management and Development* of our staff is vital to the delivery of services, and we will continue to look for ways of sustaining the partnership benefits we have secured by working with the County Council in delivery of this important internal support service.

The Council will also need to look to new ways of *generating income* by introducing an appropriate fees and charges scheme, the principle being that basic universal services should be free at point of use with appropriate charges being introduced for additional services in order to maintain their sustainability into the longer-term.

The final stream of our strategy for the next 4 years is to retain, where we can in the context of the financial situation, our focus on the delivery of good, basic front-line services and enhancement of the well being of the Borough. To do this we have identified a number of Service Priorities and Priority Delivery Projects, these being:

Service Priorities	Priority Delivery Projects
<p>Subject to affordability and local priorities:</p> <ul style="list-style-type: none"> • Protect and improve the environment and keep our streets clean and tidy; • Combat crime and the fear of crime; • Work to create opportunities for and retain good quality jobs in particular for local people; • Improve housing and strive to achieve affordable housing that is available for local people; • Provide opportunities for leisure and culture that together with other council services contribute to healthier communities. 	<ul style="list-style-type: none"> • Work with the County Council and other partners to deliver support for enterprise and the generation of funding and inward investment to the Borough. • Implementation of the major planned changes in the Revenue & Benefits Services as highlighted in the Government’s white paper on Universal Credit. • Delivery of the Skelmersdale Vision Town Centre Action Plan in partnership with St Modwen. • Delivery of a Self Financing Business Plan for Housing. • Delivery of a new Local Development Framework to provide the basis of a sustainable Borough going forward

We look forward to a further four years of success and commitment to delivering the best possible services to the people and businesses of West Lancashire, within the resources available.

Mr William J Taylor MBE
Chief Executive



Financial Review

(To be completed)

- Overview of the financial position, both a synopsis of the end of year position and forecast for the next 4 years. What challenges lie ahead? (e.g. what savings will need to be made?)

CABINET STRUCTURE

CABINET MEMBERS AND PORTFOLIOS



Leader of the Council: Cllr Ian Grant.
 Responsible for: Community Leadership; Strategic Service Delivery Partnerships; matters of urgency; Customer Relations; Legal and Democratic Services; Press and Media Strategy; Council input to the Local Strategic Partnership and Sustainable Community Strategy.
 Principal Advisers: Chief Executive; Council Secretary & Solicitor; Assistant Chief Executive



**Portfolio Holder
Regeneration and
Estates:**

Cllr Adrian Owens.
 Responsible for: Regeneration; External Funding; Inward Investment; Marketing; Advice to Businesses; Property Portfolio Mgt; Liaison with the Local Strategic Partnership, Lancashire Economic Partnership, Lancashire and Blackpool Tourist Board and Lancashire Economic Partnership
 Principal Advisers: EM Regen & Estates; EM Housing & Property Maintenance Services; Estates & Valuation Mgr.



**Portfolio Holder
Planning and
Transportation:**

Cllr Martin Forshaw.
 Responsible for: Planning Policy; Local Development Framework; Development Control; Building Control & Enforcement; Conserving Built & Natural Environment, Arboricultural & Landscape Services; Maintaining Council Owned Unadopted Footways & Highways; Car Parks; Ormskirk Market & Bus Station; Green Issues.
 Principal Advisers: Acting EM Planning; EM Community Services; EM Housing & Property Maintenance Services.



**Portfolio Holder
Community Services
& Health:**

Cllr Andrew Fowler.
 Responsible for: Commercial Safety; Public Protection & Licensing; Environmental Protection; Sports Development; Sports Centres; Arts Development; Playgrounds; Community Centres; Leisure Trust/Serco Contract; Countryside Service; Outdoor Recreational Opportunities; Children's Services; Voluntary Sector Grants; Parish Council Liaison.
 Principal Advisers: EM Community Services; Head of Leisure & Cultural Services; ACE.



**Portfolio Holder
Finance &
Performance
Management:**

Cllr David Westley
 Responsible for: Capital & Revenue Estimates and Budgeting; Annual Statement of Accounts; Treasury Mgt; Internal Audit; Risk Mgt; Insurance; Exchequer Administration; ICT; VfM; Organisational Re-Engineering; Performance Mgt Culture & Framework; Production & Use of Performance Information; Corporate Planning.
 Principal Advisers: Council Secretary & Solicitor; Borough Treasurer; ACE.



**Portfolio Holder
Housing:**
Cllr Val Hopley

Responsible for: Public Sector Housing - Future Mgt Option, Repairs & Maintenance, Housing Allocations, Tenancy Mgt, Rent Arrears Mgt, Sheltered Housing and Tenant Participation.
 Private Sector Housing.
 Principal Advisers: EM Housing & Property Maintenance Services; Borough Treasurer.



**Portfolio Holder
Human Resources
and Partnerships:**

Cllr Iain Ashcroft
 Responsible for: Corporate & strategic HR inc. Job Evaluation, Workforce Planning, national/Local Pay Bargaining & Diversity; Partnership Working; Council representative at North West Local Authorities' Employers' Organisation & WLBC Joint Consultative Committee; HR Strategy, Policies & Procedures; Equality Lead Member / Champion; Employee Dev't Champion; Health & Safety Champion; Sickness, Employee Numbers & Workforce Profile Monitoring.; Cohesive Communities.
 Principal Adviser: ACE.



**Portfolio Holder
Street Scene
Management:**

Cllr Paul Greenall
 Responsible for: Council's fleet of vehicles/garage/ depot facilities; Street Cleansing; Grounds Maintenance; Waste Disposal & Recycling inc. Domestic Household Refuse & Recyclables Collection; Green Waste & Recyclables Collection; Farm Round; Trade Refuse Services; Community Safety inc. Community Safety Strategy & Partnership; CCTV.
 Principal Advisers: EM Street Scene; EM Community Services.

MANAGEMENT TEAM AND RESPONSIBILITIES



Chief Executive: William J Taylor MBE

- Head of Council's Paid Service
- Strategic Support to Elected Members
- Corporate Strategic Management & Development
- Civil Protection



CORE FUNCTIONS

The Council has key roles to play as both a local strategic leader and a local delivery partner. As a public body, it is crucial that the Council is transparent and accountable in all of its operations.

The services provided by the Council are determined by statute, although often there is discretion as to the level, or nature, of the service provided. The aim of this Council is to focus upon providing those services in the most advantageous way possible for local people. In some instances this will require direct delivery by the Council's workforce, in other instances delivery under contract or agreement with a private sector company or third sector organisation, and sometimes via a shared service or partnership arrangement.

Both the Council and this Business Plan are structured to deliver the key roles of strategic leader and local delivery partner as effectively as possible. Mechanisms are in place enabling all operations and decisions to be open to scrutiny, as robust challenge is integral to effective and accountable decision-making.

Strategic Direction and Local Leadership	
Internal Focus: <ul style="list-style-type: none"> • Shared Services • VfM Programming • Resource Management 	External Focus: <ul style="list-style-type: none"> • Partnership Working • Community Leadership • Strategy Development & Prioritisation
Local Delivery	
Direct Delivery: <ul style="list-style-type: none"> • Benefits (partnership under discussion) • Council Tax (partnership under discussion) • Customer Services • ICT (partnership under discussion) • Finance (partnership under discussion) • Legal/Democracy (partnership under discussion) • Estates (partnership under discussion) • Planning • Housing • (aspects of) Leisure, Arts & Culture • Economic Regeneration • Environmental Health/Licensing • Grounds Maintenance (partnership under discussion) 	Delivery Partner or Partnership: <ul style="list-style-type: none"> • Leisure Centres • Community Safety • HR • Transport • Recycling • Street Cleansing • Refuse Collection
Accountability	
Corporate: <ul style="list-style-type: none"> • Full Council • Cabinet • Overview & Scrutiny Committees • Audit and Governance 	External: <ul style="list-style-type: none"> • Local Democracy & Elections • Freedom of Information • Statutory Publication Requirements • Transparency Agenda • Local Strategic Partnership • Tenant Scrutiny

KEY ACTIVITIES

Recent Government announcements have confirmed that local authorities will need to achieve significant savings over the next four years. This means that we need to think not only about what we can do, what services we can provide, but also about how they are provided. The latter is particularly important with regard to the functions that we are required to provide under statute.

To ensure that we are providing the most appropriate services, as effectively and efficiently as possible, the Council has agreed a programme of activities to be undertaken over the next few years that are focussed upon realising the maximum value for money from the Council, for residents.

In order to achieve the necessary budget approach, without compromising front line services as far as is practicable, in addition to the day to day business of the the local authority, over the next four years the following programmes will be a major focus of work for the council:

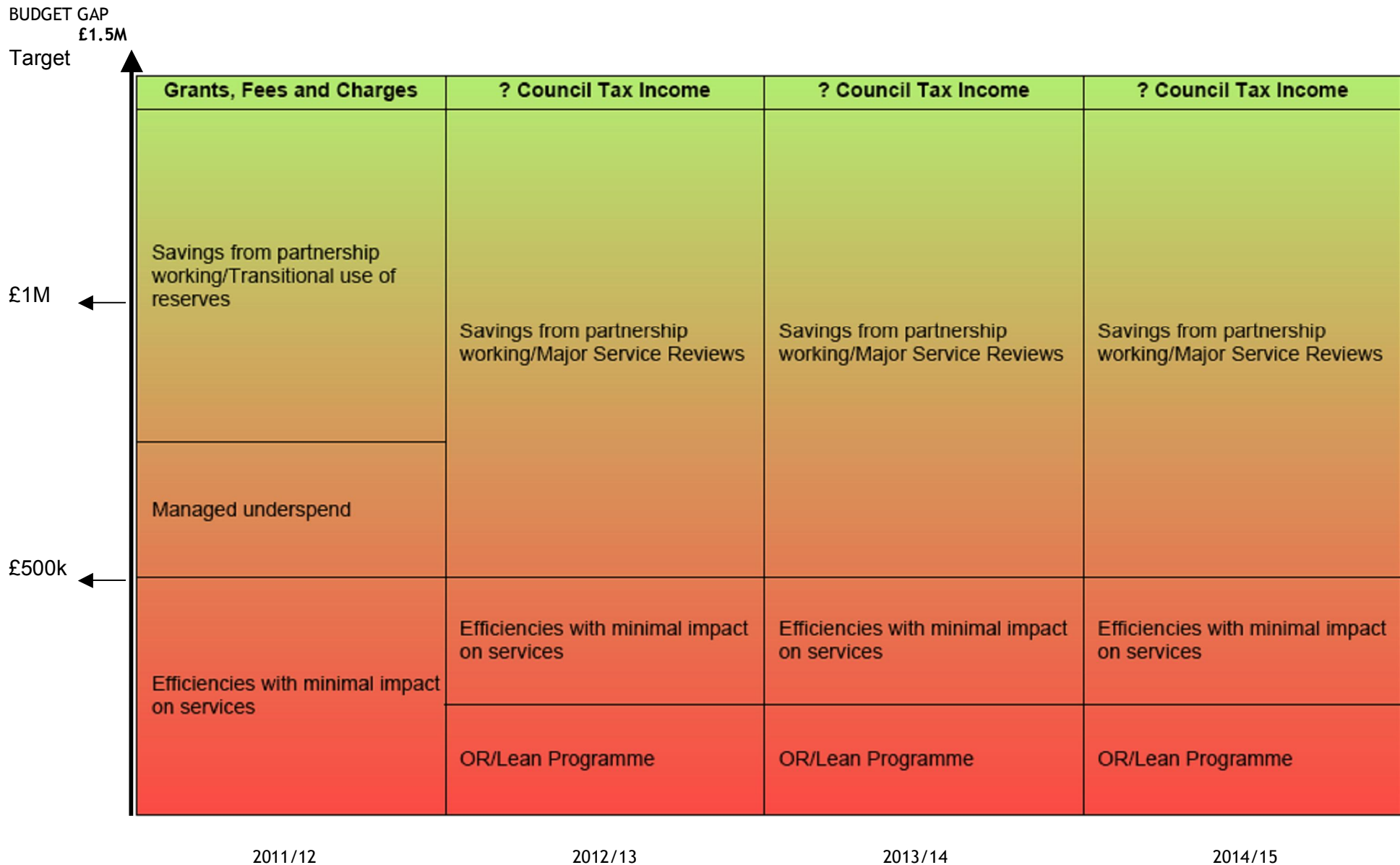
- Shared Services Programme;
- Value for Money Programme;
- Resource Management; and
- Priority Delivery Projects.

Taken as a whole, these projects will deliver the Council's Budget Strategy, which is outlined in the next section. The how and when of the programmes' delivery is outlined in the following sections. Full details, including the milestones and targets against which the Council's progress and success in achieving these will be monitored and managed, is provided in the Delivery Plan, (appendix a).

BUDGET STRATEGY

To be completed.

POSSIBLE REPRESENTATION OF BUDGET STRATEGY



YEAR TO VIEW 2011/12

ACTIVITIES AND KEY PROJECTS	MONTH/YEAR														
	2011												2012		
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR
Shared Service Programme															
1. Lancashire County Council Lancashire Strategic Partnership/Joint Venture Company (e.g. ICT, Revenues & Benefits, Finance, Estates, Member Services)	Project Work/Consultation			Implementation											
2. Whole Leisure Trust	Project Work														
3. Other Locality Working with Lancashire County Council e.g. Devolved Decisions/Services	Discussion			Project Work											
4. Partnership Working with Neighbouring Councils - e.g. Legal and Democratic Services	Project Work/Consultation			Implementation											
VfM Programme															
5. Major Service Reviews - All Divisions	Methodology Development			Project Work			Consultation			Implementation					
6. Procurement Projects: Home Care Link Garage Tender CCTV	Tender Process (including evaluation)				Implementation										
	Tender Process (including evaluation)			Implementation											
	Tender Process (including evaluation)						Provide new facilities								
7. Organisational Re-Engineering e.g. Planning Services	Tender Process and Selection of Private Sector Partner					Pilot Project Work					Implementation				
8. ICT Development Programme e.g. EDM and Server Virtualisation	Implementation														
Resource Management															

ACTIVITIES AND KEY PROJECTS	MONTH/YEAR															
	2011												2012			
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	
9. Strategic Asset Management Programme	Business Plan Development. Pilot Asset Management work			Asset Management Project Implementation (subject to Cabinet approval)												
10. 52 Derby Street Project	Quotations and tender preparations	Various work on site and office moves														
11. Human Resources Partnership Development and Delivery	Ongoing															
12. Income Generation/Fees and Charges Strategy	TBC															
Priority Delivery Projects																
13. Local Enterprise Partnership/ Investment/Growth Fund	RGF Round 1 Bidding Process		LEP structure in place	LIP 1 & 2 in place			LIP Implementation									
14. Implementation of Revenues and Benefits Changes (Universal Credit)	Project Work															
15. Skelmersdale Vision	Financial Viability Work								(if viable) Construction work to commence							
16. Self Financing Business Plan	Prepare for and implement new arrangements from April 2012															
17. Local Development Framework?	TBC															

RESOURCE BUDGETING AND STAFFING

- Overview of income (i.e. sources as a proportion of overall budget) and expenditure (i.e. on core functions as a proportion of budget). Simply illustrated in pie charts. (To be completed).
- Overview of approach to staffing and recruitment (e.g. general approach to recruitment [recruitment freeze?], secondments, agency staff etc. (To be completed).

CONSULTATION AND EQUALITIES

The Council has a statutory duty to involve representatives of local people in exercising its functions when it considers it appropriate. The duty specifies three ways of involving that need to be covered in this consideration: Providing information; consulting; or involving in another way. There is also a common law requirement for fair consultation which requires Councils to conscientiously take account of the representations of consultees.

In addition, the Council has statutory responsibilities in relation to taking account of Equality Impacts in considering new or amended policies, strategies or cessation of services. The Council will ensure it seeks to meet these important duties.

MONITORING OF ACTIVITIES.

Business Plan Monitoring

Performance and progress against this four year Business Plan will be reported annually to the Council and the public in the form of an Annual Report.

Programme/Project Monitoring

In addition, the Business Plan Working Group will receive regular reports regarding progress against the Delivery Plan, with Cabinet reviewing progress on a six monthly basis. This will enable any issues to be identified at the earliest opportunity.

A member of the Executive Management Team is identified as the 'Lead Officer' against each of the projects contained within the Delivery Plan. Lead Officers will regularly monitor progress and performance against their projects, and report any issues to CMB by exception.

Risk Management

The programmes contained within the Delivery Plan will be entered as high level risks on the Corporate Risk Register.

Cabinet receives reports against the Key Risk Register. These reports are available for call-in through the Overview and Scrutiny process, ensuring the opportunity for robust challenge regarding any issues of concern.

Contact for Further Information:

If you require any further information, or copies of this document in alternative formats, please contact:

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Ormskirk
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Fax: 01695 585229

DELIVERY PLAN

Description: Shared Service Programme								
Assigned To	Chief Executive/ACE/CSS/EMRE							
Action	Description	Latest status update	Milestones Description	Milestone Due Date	Completed Date	Milestone Note	Status Icon	Action Status
1.	Shared Services with LCC/The LCC Strategic Partnership/Joint Venture Company		Explore scope for partnership agreements in relation to ICT, Revenues and Benefits, Finance, Estates, Member Services.	Dec 10		Target of 10%plus saving on each arrangement.		
			Develop business case	Feb 11				
			Consultation	Jan-Mar 11				
			Member Decision	Feb 11				
			Develop SLA/Contract	Mar 11				
Go live on early projects	April 11							
Assigned To	EMCS							
Action	Description	Latest status update	Milestones Description	Milestone Due Date	Completed Date	Milestone Note	Status Icon	Action Status
2.	Whole Leisure Trust		Options/recommendations report to Cabinet	Mar 11			Do not populate	Do not populate
			Completion of feasibility appraisal for a new leisure facility in Skelmersdale	Sep 11				
			Partnership delivery arrangements/documentation agreed	Dec 11				
Assigned To	ACE							
Action	Description	Latest status update	Milestones Description	Milestone Due Date	Completed Date	Milestone Note	Status Icon	Action Status
3.	Locality Working with LCC		Produce Borough Proposal	Aug 10	Sept 10		Do not populate	Do not populate
			Hold Leadership discussions	Nov 10	Nov 10			
			Develop Locality Plan	Mar 11				
			Establish Three -Tier Forum	Apr 11				
Assigned To	CSS							
Action	Description	Latest status update	Milestones Description	Milestone Due Date	Completed Date	Milestone Note	Status Icon	Action Status
4.	Partnership working with Sefton MBC on Elections		Action to be completed or target to be met				Do not populate	Do not populate

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Description: Efficiency Programme

Assigned To	ACE							
Action	Description	Latest status update	Milestones Description	Milestone Due Date	Completed Date	Milestone Note	Status Icon	Action Status
5.	Major Service Reviews		Develop/consult on methodology	Mar 11			Do not populate	Do not populate
			Undertake reviews	Apr-Jun 11				
			Report findings	Jul 11				
			Consultation	Jul-Oct 11				
			Rework structures	Jul-Oct 11				
			Fill Structures	Nov/Dec 11				
			New structures operational	Feb 12				
Assigned To	EMHPS/EMSS/EMCS							
Action	Description	Latest status update	Milestones Description	Milestone Due Date	Completed Date	Milestone Note	Status Icon	Action Status
6.	Procurement Projects		Home Care Link:	28/1/11			Do not populate	Do not populate
			<ul style="list-style-type: none"> Tender return date Tender evaluation Contract award Mobilisation period Contract commencement 	Feb-Mar 11				
			<ul style="list-style-type: none"> Contract award Mobilisation period Contract commencement 	1/4/11				
			Garage tender:	14/1/11				
			<ul style="list-style-type: none"> Tender return date Evaluate tenders 	Mid Jan-Mid Feb 11				
			<ul style="list-style-type: none"> Contract award Mobilisation period Contract commencement 	11/2/11				
			CCTV:	15 Dec 10				
			<ul style="list-style-type: none"> Committee approval for project; Commence tender; Appoint partner; Appoint builder and commence works; Complete building works; Go live 	Jan 11				
				May 11				
				Nov 11				
				Jan 12				
				Apr 12				
Assigned To	ACE							
Action	Description	Latest status update	Milestones Description	Milestone Due Date	Completed Date	Milestone Note	Status Icon	Action Status
7.	OR/Lean Programme		Draw up tender documents	17/12/10		10% savings target	Do not	Do not

			Tender for partner/delivery	17/12/10-14/2/11		Largest in-house/transactional service areas first Viz: Planning <ul style="list-style-type: none"> • Benefits (subject to partnership arrangements) • Street Scene (operational) • Council Tax/Cashiers (revisit) • Housing Management • Customer Services • HR/Payments/Payroll 	populate	populate
			Evaluate Tenders	14/2/11-15/4/11				
			Framework contract award	15/4/11				
			Mini competition for pilot project:- <ul style="list-style-type: none"> • Invite tenders • Tender date return • Evaluate tenders • Award pilot project • Mobilisation 	25/4/11 16/5/11 2 weeks 1/6/11 4 weeks				
			Pilot project	Jul-Oct 11				
			Implementation	Nov onwards				

Assigned To ACE

Action	Description	Latest status update	Milestones Description	Milestone Due Date	Completed Date	Milestone Note	Status Icon	Action Status
8.	ICT Development Programme		Server Virtualisation • Start implementation	31/03/12 15/10/10		Multi-year project	Do not populate	Do not populate
			Installation of Wireless Network	31/05/10	10/05/10			
			Implementation of Voicemail	31/03/11				
			Web Improvement Programme	31/03/11				
			CRM/EDM/Back Office integration	31/03/11		As part of the OR development programme		
			Government Connect/Infrastructure Security	31/03/11				

Description: Resource Management

Assigned To EMRE

Action	Description	Latest status update	Milestones Description	Milestone Due Date	Completed Date	Milestone Note	Status Icon	Action Status
9.	Strategic Asset Management Programme		Annual Business Plan in place	Mar 11			Do not populate	Do not populate
			Pilot project completed	Mar 11				
			Full project commences (subject to Cabinet approval)	Apr 11				

Assigned To		EMHPS							
Action	Description	Latest status update	Milestones Description	Milestone Due Date	Completed Date	Milestone Note	Status Icon	Action Status	
10.	52 Derby Street Project		Quotations/Prepare tenders	Jan 11			Do not populate	Do not populate	
			Planning approval						
			Start on-site	May 11					
			Completion	Oct 11					

Assigned To		ACE							
Action	Description	Latest status update	Milestones Description	Milestone Due Date	Completed Date	Milestone Note	Status Icon	Action Status	
11.	HR Partnership Development & Delivery		Revise/update service specification	Feb 11			Do not populate	Do not populate	
			Develop partnership proposals/options for future delivery	May 11					
			Report to Members	July 11					

Assigned To		BT							
Action	Description	Latest status update	Milestones Description	Milestone Due Date	Completed Date	Milestone Note	Status Icon	Action Status	
12.	Income Generation, Fees and Charges Strategy		Action to be completed or target to be met				Do not populate	Do not populate	

Description: Priority Delivery Projects

Assigned To		EMRE							
Action	Description	Latest status update	Milestones Description	Milestone Due Date	Completed Date	Milestone Note	Status Icon	Action Status	
13.	LEP/LIP/RGF		Round 1 RGF Bid submitted	Jan 11			Do not populate	Do not populate	
			LEP in place	Mar 11					
			LIP in place (subject to LEP being in place)	Aug 11					
			Further RGF Programme bids with partner authorities (submission dates for subsequent RGF rounds yet to be confirmed by Government)	Mar 14					

Assigned To	ACE								
Action	Description	Latest status update	Milestones Description	Milestone Due Date	Completed Date	Milestone Note	Status Icon	Action Status	
14.	Changes to Revenues and Benefits System in line with Government White Paper		Review detail of Welfare Reform Bill	Apr 11			Do not populate	Do not populate	
			Produce Action Plan to implement changes	31/12/11					
			Report update to Members	31/3/12					
Assigned To	CEO								
Action	Description	Latest status update	Milestones Description	Milestone Due Date	Completed Date	Milestone Note	Status Icon	Action Status	
15.	Skelmersdale Vision		Round 1 RGF Bid submitted	Jan 11			Do not populate	Do not populate	
			Employment/Skills Initiative commences	Anr 11					
Assigned To	EMHPS								
Action	Description	Latest status update	Milestones Description	Milestone Due Date	Completed Date	Milestone Note	Status Icon	Action Status	
16.	Self Financing Business Plan		Assess financial impact	Feb 11			Do not populate	Do not populate	
			Establish monitoring group	Apr 11					
			Prepare detailed implementation timetable	May 11					
			Completed implementation	Anr 12					
Assigned To	AEMPS								
Action	Description	Latest status update	Milestones Description	Milestone Due Date	Completed Date	Milestone Note	Status Icon	Action Status	
17.	LDF		Action to be completed or target to be met				Do not populate	Do not populate	

BUSINESS PLAN DEVELOPMENT AND CONSULTATION ARRANGEMENTS:

TIMESCALES AND PROCESS

Timescale	Action
30 November	Assistant Chief Executive (ACE) to prepare first 'roughcut' Draft of Business Plan and presentation regarding Business Plan and Process
Late Nov/ Early Dec	ACE, with support of Lead Human Resources Business Partner (LHRBP) and Communication and Consultation Manager (C&CM) develop communication plan
Early December	Corporate Management Board (CMB) workshop session – 8 Dec – to refine draft Business Plan/inform budget proposals
December	Chief Executive (CE) & LHRBP to work up process to facilitate workforce reduction within existing HR policies
Mid January	CE to brief all members of Divisional Management Teams (DMTs) regarding the content of the emerging Business Plan, consultation and agreement processes.
Mid January	CE, ACE and LHRBP to brief Trades Unions
18th January	Report to Cabinet
Late January	Letter to all staff detailing opportunities for alternative working arrangements.
Jan-Mar	ACE to develop methodology for Major Service Reviews (MSRs) in consultation with Borough Treasurer (BT) and LHRBP
3 February	<ul style="list-style-type: none"> • Submit draft Business Plan report for consideration by Council on 23 Feb 11; and • CE to submit draft report re: Partnership with LCC/JVC for Council on 23 Feb 11
23 Feb-23 Mar and beyond as necessary	Undertake consultation with stakeholders (e.g. Trade Unions, staff and partners)
24 Mar	Updated / Final Business Plan submitted for Council adoption on 13 Apr 11
IMPLEMENTATION	



AGENDA ITEM: 15

CABINET:
18 January 2011

**EXECUTIVE OVERVIEW AND
SCRUTINY COMMITTEE:**
3 February 2011

Report of: Executive Manager Housing and Property Maintenance Services

Relevant Portfolio Holder: Councillor Mrs V Hopley

Contact for further information: Darroll McCulloch (Extn 5203)
(E-mail: Darroll.McCulloch@westlancs.gov.uk)

SUBJECT: HOUSING REVENUE ACCOUNT (HRA) BUDGET FOR 2011-2012

RVL/DDMc/EH2953cabeo&s
7 January 2011

Borough wide interest

1.0 PURPOSE OF THE REPORT

- 1.1 Advise Members of the Rent and Service Charges increases for 2011-2012 as provided under the Government's Rent Reform formulae.
- 1.2 To consider the Housing Revenue account Estimates for 2011-2012.

2.0 RECOMMENDATIONS TO CABINET

- 2.1 That the Rent and Service charges, set within delegated authority, as detailed in paragraph's 6.1 and 6.2 of the report be noted and endorsed.
- 2.2 That the draft Housing Revenue Account (HRA) Subsidy Determination 2011-12, as set out in Appendix A to the report, be noted.
- 2.3 That the Draft Housing Revenue account Estimates for 2011-2012, as set out in Appendix B to the report be noted and consideration be given to how a balanced HRA can be achieved.
- 2.4 That the Portfolio Holder for Housing be authorised to submit firm proposals to Council on 23 February 2011 on the preferred options to balance the HRA

2.5 That the Executive Manager Housing and Property Maintenance Services be authorised to take all necessary action to implement the changes resulting from the budget proposals including the use of reserves, the serving of relevant notices, the increasing of rents etc.

2.6 That call in is not appropriate for this item as the report is to be submitted to Executive Overview and Scrutiny committee on 3 February 2011

3.0 RECOMMENDATION TO EXECUTIVE OVERVIEW AND SCRUTINY COMMITTEE

3.1 That the proposed Draft housing Revenue Account (HRA) budget for 2011-2012 be considered and agreed comments be reported to Council on 23 February 2011

4.0 INTRODUCTION

4.1 The Housing Revenue Account (HRA) budget represents the cost of managing and maintaining Council owned Housing stock of approximately 6,307 homes as at 1st April 2011 and should, as a statutory requirement, be balanced taking one year with another. The requirement to deliver a balanced budget has to be considered alongside two ongoing pressures that continue to be addressed:

- The need to respond to the Government's Rent Convergence Policy; and
- The need to meet the decent homes national target.

The HRA is a ring-fenced account and can only contain entries that relate to the landlord function and that are specified;

- By Statute
- By Statutory Instrument
- By the direction of the Secretary of State.

5.0 BACKGROUND

5.1 Section 76(2) of the Local Government and Housing Act 1989, sets out the main duty placed on the Council in relation to the keeping of the HRA and provides that the Council must formulate proposals in respect of HRA income and expenditure for the financial year which, on the best assumptions and estimates that the Council is able to make at the time, ensure that the HRA does not show a debit balance.

5.2 Under S74 of the Local Government and Housing Act 1989, the Council, as a Local Housing Authority, is required to keep a Housing Revenue Account in accordance with proper practices. The Council has the responsibility to determine a strategy that is designed to ensure that the HRA is in balance taking one year with another. In doing so, it should take into account the following issues:

- The need to determine rent levels for 2011/12, having regard to the obligations placed on the Council to set rents at reasonable levels (Section 24 of the Housing Act 1985) and the introduction in 2002 of the Government's policy on rent restructuring for social housing. Government policy has been reviewed and as a result the guideline rent levels have been amended. This budget takes account of the revised targets.
 - The need to comply with accepted accounting practices.
 - Provide a sound base for the commencement of a "self-financing" Business Plan which looks like it will need to be in place by April 2012.
- 5.3 Since 1 April 1990, under the provisions of the Local Government and Housing Act 1989, the Housing Revenue Account has been ring-fenced. This means that it must, in general, now balance on a year-to-year basis, so that the costs of running the Housing Service, in terms of debt charges and management and maintenance expenditure, must be met from income for the account in any given year. For this reason there is an obligation on the Council to maintain an adequate HRA working Balance to meet unforeseen temporary fluctuations in income or expenditure.
- 5.4 The main sources of income are rent and service charges. Rents for have been calculated using the formula given in HRA Rent Restructuring guidance issued by the Department for Communities and Local Government (DCLG). Council formally adopted the policy of utilising this guidance to inform the annual rent increase and delegated authority to the Executive Manager Housing and Property Maintenance Services to determine the rent levels to be charged each year for as long as the Governments rent reform exists and to report this to Members as part of the budget process.
- 5.5 The main expenditures are supervision and management, repairs and maintenance, and HRA subsidy paid to Government. Under the current HRA Subsidy system Councils that make a surplus on their account (according to government assumptions) have to make a payment into a central pool that is used to subsidise authorities that make a loss.
- 5.6 The Executive Manager Housing and Property Maintenance Services is therefore bringing to Cabinet, an estimate of the HRA income and expenditure for 2011-12. In parallel with this a consultation exercise will be carried out with Tenant Representatives to seek any comments in relation to this process. Any comments will be reported to Council.
- 5.7 Following consideration of the estimates by Executive Overview and Scrutiny Committee on 3 February 2011, their comments will be considered by a meeting of Council on the 23 February 2011. These meetings will also have any details of any latest financial information available.
- 5.8 The Council meeting will provide an opportunity for each Political Group to put forward proposals that combine both expenditure and the means of funding it.

6.0 KEY DETERMINANTS FOR THE BUDGET

The Draft Housing Revenue Account has been largely based on a roll forward of the 2010-2011 Budget uplifted for inflation. The key determinants for the Budget are detailed below.

6.1 SOCIAL RENT REFORM

6.1.1 The attached 2011-2012 Draft HRA Budget again proposes a rent increase in line with the Government's Rent Restructuring Guidelines. The guidelines provide for rent increases to be restricted to a maximum of the annual change in the Retail Price Index (RPI) 4.6% (RPI at September 2010) plus 0.5% real growth, plus £2 per week based on achieving convergence with the Government's Rent formula by 2015-2016. The Government estimates that this will result in an overall average rent increase across all Local Authorities of 6.8%

6.1.2 Applying the Government's guidelines will result in overall average rent of £67.39 on the basis of 48 chargeable weeks. This represents an overall average increase of £4.29 per week on 2010-2011 comparative overall average rent level of £63.10 also based on a 48 chargeable weeks. Individual Property rents may be higher or lower than the overall average. The Executive Manager Housing and Property Maintenance Services will exercise his delegated authority and advise tenants of the rent increase when the Government has announced its final Housing Subsidy Determination. Currently, this draft determination would indicate that the overall average rent increase across the District will be 6.8% as required by Ministers.

6.1.3 Members will no doubt recall that this authority did not increase its rents in line with the Government's formula in the first two years of operation. Because of this there is scope to increase rent higher than 6.8%. The maximum amount that the Council could increase rents by is 7.8% which is 1% above the Government's guideline rent increase for 2011-2012. The additional increase could help address the budget pressures faced this year and would be beneficial for the "self-financing" business plan which will be introduced in April 2012. Members could choose to introduce this now, sometime in the financial year 2011-2012, to be determined, or not at all.

6.2 SERVICE CHARGES

6.2.1 Under the government's Rent and Service charges reforms the assumed inflation rate for 2011-12 is 4.6% based on the Retail Price Index as at September 2010. The maximum allowed increase is RPI plus real growth of 0.5%. In exercise of my delegated authority I propose to increase service charges for Cat 0 and Cat 1 type sheltered schemes by 4.6% and Cat 2 type sheltered schemes by 4.8% in 2011-2012. These proposed rates of charge have been included in the Draft Estimates and the weekly scheme charges are detailed in Table 1 below:

Table 1 Sheltered Scheme Service charges per week:

Scheme	2010/11	2011/12	Increase
	£	£	£
Cat 0	11.56	12.09	0.53
Cat 1	17.76	18.58	0.82
Cat 2	22.90	24.00	1.10

- 6.2.2 Members will note that service charges could also be increased from an overall average 4.6% to a maximum overall average of 4.8%. Once again I would ask that consideration be given to increasing Cat 2 service charges by a larger percentage which will help address the current situation where the service charge does not cover the full cost of the services received and are subsidised by other rent payers.
- 6.2.3 Members will recall that authority was delegated to me, in consultation with the Portfolio holder, to determine future District Heating charges. However, much has happened since then. Our Gas suppliers have changed and we are once more with British Gas, and much more importantly we have attracted match funding investments in highly innovative and modern high performance low cost energy heating units. Whilst our supply prices have not materially changed from the previous year, we need some time to see the actual benefits this new technology will bring. Accordingly, I propose to freeze the existing charges so that I may carry out a full review of the District Heating Service to ensure that the benefits of this new equipment have been realised and passed on those on the District Heating Scheme. I will bring a report to Cabinet in the autumn of 2011.
- 6.2.4 In respect of other charges and Garage rents, it is proposed that no increase be applied at this time as this may adversely affect our compliance with the government's limits on rent and service charge increases contained in the Subsidy Determination or will result in lower take up and lower income generation.
- 6.2.5 The Council currently provides a gardening service to elderly residents who can not manage their gardens and do not have relations living in the area to assist them. This service assists around 70 residents. There are tenants who are unable to access this service and are held on a waiting list. The Council has worked with Help Direct to establish a social enterprise which will assist residents, whether they are owners or tenants, for an appropriate fee.
- 6.2.6 Members did review the gardening service during down sizing and looked to reduce the team by one full time equivalent post. However, the team consist of disabled people and it was not possible to deliver this saving in a sensitive and acceptable way.
- 6.2.7 During 2010-2011 I have investigated the possibility of moving service into the independent sector. I have met with a number of social enterprises and there is little appetite to take this team because of the obligations of TUPE (Transfer of Undertakings, Protection of Employment) appears to be too onerous.

6.2.8 Central Funding regimes are changing for care and support costs and all eligible residents will be able to access personalised budgets for these. With this in mind I propose that we introduce a flat charge of £5 per cut. This will not cover the full cost but will raise approximately £2,500 income which will help meet other budget pressures.

6.3 HOUSING SUBSIDY

6.3.1 The Draft Housing revenue account subsidy determination was received on 5 November 2010. This consultation closed on the 16 December 2010 and we are awaiting the Final Housing Revenue Account Subsidy Determination. However, as this is likely to be the last HRA Subsidy Determination prior to implementation of the Government's HRA Finance Reforms there is unlikely to be any material change to the factors determining the amount of subsidy to be paid to the DCLG.

6.3.2 A comparison of outputs from the 2011-2012 Draft HRA subsidy Determination with the 2010-2011 HRA Final subsidy determination are attached at Appendix A. In summary the estimated amount payable to the DCLG is likely to be around £6.34m in 2011-2012, an increase on the comparative settlement in 2010-2011 of £1,034m.

6.4 RIGHT TO BUY

6.4.1 Levels of Council house Right to Buy sales can greatly influence the amount of income the authority might generate from rents and service charges. However, the number of sales in 2010-2011 has to date remained low and this is anticipated to continue well into 2011-2012. For 2011-2012 an estimated 16 Right to Buys have been assumed within the Draft HRA Budget.

6.5 USE OF WORKING BALANCES AND RESERVES

6.5.1 The working balance is a prudent reserve to meet temporary budgetary shortfalls and Reserves are normally designed to meet specific financial needs which arise but are not budgeted for.

6.5.2 The estimated Working balance at 31 March 2011 is estimated to be £632,708. With an average stock of 6,302 in 2011-2012 a prudent Working Balance of £630,200 will ideally need to be maintained. If this minimum level of working balance was to be maintained then there would be £2,508 available to fund programmes in 2011-2012.

6.5.3 When the Council surrendered the lease at Whelmar House, the landlords claimed losses in respect of disrepair and dilapidation. Accordingly a provision was made in the sum of £50,000. Whilst this is still the subject of negotiation the latest advice is the provision can now be reduced by £30,000. I am therefore proposing to release this sum to meet the budgetary issues detailed in paragraph 9 below.

6.5.4 Members will be mindful that the use of Council's HRA Working Balance and Reserves can only be used as "one-off" arrangements.

6.6 INTEREST RATES

- 6.6.1 Interest rates in 2010-2011 have continued to remain low. Having used some of the Working Balance in 2010-11 the amount of interest earned is set to reduce further from £128,100 in 2010/11 to £112,620 in 2011-2012.

6.7 GOVERNMENT HRA FINANCE REFORM

- 6.7.1 The Government is about to publish in 2011 the proposed settlement in respect of the HRA Finance Reform. Whilst this will not affect the 2011-2012 budgets directly, we will need to budget for specialist work which will ensure the success of the self financing business plan. Members should be aware that the Government's planned announcement will have very significant implication for the Council's Housing Service in future years.

7.0 SUSTAINABILITY IMPLICATIONS / COMMUNITY STRATEGY

Setting a balanced budget is a fundamental requirement to achieve sustainability and delivery of the Community strategy. The steps taken now will have to be continued beyond the forthcoming financial year to ensure the council satisfies its fiduciary and legal requirement to deliver a balanced budget.

8.0 FINANCIAL AND RESOURCE IMPLICATIONS

Subject to any further identified costs or savings that may be proposed and allowing for the realignment of budgets to expected levels of expenditure, the HRA (attached at Appendix B) is expected to generate a surplus of around £292,392 before any of the budgetary issues under paragraph 9 below have been considered.

9.0 BUDGETARY ISSUES

The Table below identifies the principal issues for the HRA in 2011-2012 that cannot completely be delivered from the existing resources currently made available:

Item	Budgetary Issue	£'000
9.1	Audit Commission / Tenants Services Authority Service Improvement Plan Implementation	220
9.2	Central Heating Servicing & Maintenance	100
9.3	Disabled Adaptations	281
9.4	Day to day Repairs	50
9.5	Preparation for Self Financing Business Planning	30
9.6	Anti Social Behaviour Support Officer	24
	Total Budgetary Requirement	705

10.0 ESTIMATED RESOURCES AVAILABLE TO THE HRA IN 2011-2012

The Table below identifies resources available to the HRA in 2011-12

Item	Resource	£'000
10.1	Estimated HRA surplus 2011-2012	292
10.2	Available working balance (<i>para 6.5.2</i>)	2
10.3	Available unused HRA Reserve (<i>para 6.5.3</i>)	30
10.4	Income from Gardening Service (<i>para 6.2.8</i>)	2
	subtotal	326
10.5	Income from higher rent and service charges (<i>subject to Members recommending a 1% increase above the Government's guideline rent increase of 6.8% see para 6.1.3 and 6.2.2</i>)	194
	Total Available Resources	520

11.0 BUDGETARY GAP

- 11.1 If Members approve the use of all the available resources identified in paragraph 10 above to the budgetary Issues listed in paragraph 9 above there is a budgetary gap of £185,000. If Members decide that they do not wish to recommend item 10.5 above then the budgetary shortfall becomes £379,000.

12.0 TENANTS COMMENTS AND PRIORITIES

- 12.1 The comments and priorities of the tenants are currently being sought and will be reported to Members in January 2011.

13.0 OPTIONS PROPOSED TO BRIDGE THE BUDGETARY GAP

- 13.1 Members will need to determine their preference for balancing the Housing Revenue account. This report should be read in conjunction with the Mid Term Capital Programme, and the Public Sector Housing Capital Investment Schemes and Programmed Works Projects 2011-2012 being considered elsewhere on tonight's agenda. I will be working with both Political Groups to look at the options for delivering a balanced Housing revenue account. However, to accommodate the budgetary issues highlighted in 9 above Members may need to explore making efficiency savings and/or realigning the Public Sector Capital Programme to tackle the budgetary issues. Additionally, there may be Political priorities that Members would wish to see addressed which will add to the difficulties in determining a balanced Housing Revenue Account.

14.0 RISK ASSESSMENT

Statutorily the Council is required to set a balanced budget based on the best estimates available at the time in January / February each year. Members may determine to increase the level of expenditure. However, if this can only be funded from a reduced working balance or decreases specific reserves then this may not be looked upon favourably by the District Auditor, Government Office or DCLG if it is unsuitable.

Background Papers

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

Equality Impact Assessment

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

Appendices

- Appendix A - HRA Subsidy Determination - 2011-2012 Draft Determination compared with 2010-2011 Final Determination
- Appendix B - Revenue Estimates 2011-2012 Housing Revenue Account

APPENDIX A - HRA SUBSIDY DETERMINATION - DRAFT 2011-12 COMPARED WITH 2010-11 FINAL DETERMINATION

2010-11 Final	Detail	2011-12	Change between Draft 2011-12 and 2010-11 Draft Determination	
		Initial Draft		
6,323	No Dwellings	6,318	-	5.00 -0.08%
£		£	£	%
509.73	Management Allowance	515.61	5.88	1.15%
1,027.32	Mte Allowance	1,027.32	-	0.00%
641.36	MRA	642.88	1.52	0.24%
- 3,090.53	Guideline Rent	- 3,266.22	- 175.69	- 5.68%
- 912.12	Net	- 1,080.41	- 168.29	- 18.45%
£		£	£	
3,223,023.00	Management allowance	3,257,624.00	34,601.00	1.07%
6,495,744.00	Maintenance Allowance	6,490,608.00	- 5,136.00	-0.08%
4,055,319.00	MRA	4,061,716.00	6,397.00	0.16%
- 19,150,593.00	Guideline rent after 2% Voids Allowance	- 20,223,258.00	- 1,072,665.00	- 5.60%
- 5,376,507.00	Net subtotal	- 6,413,310.00	- 1,036,803.00	- 19.3%
	Add: Notional Debt Management Expenditure:			
3,432,621.00	HRA SCFR	3,602,665.00		4.95%
0.83%	Assumed interest rate	0.83%		0.00%
28,490.75	Assumed interest payable	29,902.12	1,411.37	4.95%
40,089.00	Debt Management Expenditure	40,931.00	842.00	2.10%
68,579.75	Total Notional Debt Management Expenditure	70,833.12	2,253.37	3.3%
- 1,352.00	Mortgage interest receivable on RTB's	- 1,146.99	205.01	-15.16%
- 5,309,279.25	Net Amount due / - payable	- 6,343,623.87	- 1,034,344.62	- 19.48%
-	Estimated Rent constraint Allowance (subject to audit)	-	-	-
- 5,309,279.25		- 6,343,623.87	- 1,034,344.62	- 19.48%

WEST LANCASHIRE BOROUGH COUNCIL
REVENUE ESTIMATES 2011/2012
HOUSING REVENUE ACCOUNT

ITEM		2010/11	2011/12
		BUDGET	BUDGET
		1	2
	SUMMARY		
	EXPENDITURE		
		£	£
1	General Expenses HRA 3.7	9,288,130	10,325,695
2	Supervision, Management & Housing Repairs & Maintenance HRA 4.8	10,571,780	10,144,226
3	Total HRA Expenditure	19,859,910	20,469,921
	INCOME		
4	General Income HRA 3.10	19,571,310	20,762,313
5	<u>Total Income</u>	<u>19,571,310</u>	<u>20,762,313</u>
6	Transfer (from) / to WORKING BALANCE	(288,600)	292,392
7	Transfer (from) / Reserves	-	-
8	Total HRA Income	19,282,710	21,054,705
	WORKING BALANCE		
9	1st April	921,308	632,708
10	Net Change During Year	(288,600)	292,392
11	31st March	632,708	925,100

WEST LANCASHIRE BOROUGH COUNCIL
REVENUE ESTIMATES 2011/2012
HOUSING REVENUE ACCOUNT

ITEM		2010/11	2011/12
		BUDGET	BUDGET
		1	2
	STATISTICS		
	Estimated Number of Properties		
1	At 1st April	6,332	6,307
2	LESS Sales and Demolitions	10	16
3	At 31st March	6,322	6,291
4	Average Number for the Year	6,327	6,299
	EXPENDITURE	£ p	£ p
5	HRA Subsidy - Housing Element	993.10	1,007.08
6	Management & Repairs	1,489.47	1,436.15
7	Cyclical & Programmed Repairs	181.43	174.30
8	Other Expenses	474.92	632.18
9	<u>Total Expenditure</u>	3,138.91	3,249.71
	INCOME		
10	Rent Income	3,073.05	3,278.25
11	Other Income	20.25	17.88
12	<u>Total Income</u>	3,093.30	3,296.13
13	TRANSFER FROM / (TO) WORKING BALANCE	45.61	(46.42)
		3,138.91	3,249.71
	WORKING BALANCE		
14	At 1st April	145.62	100.45
15	Net Change during Year	(45.61)	46.42
16	At 31st March	100.00	146.86

WEST LANCASHIRE BOROUGH COUNCIL
REVENUE ESTIMATES 2011/2012
HOUSING REVENUE ACCOUNT

ITEM		2010/11	2011/12
		BUDGET	BUDGET
		1	2
	GENERAL EXPENSES	£	£
1	Housing Revenue Account Subsidy Housing Element	6,283,320	6,343,624
2	Premises Related Expenses	17,750	38,610
3	Contributions to Provisions for Bad Debts	100,000	32,000
4	Contingency Sum - Unavoidable Employee Related expenditure	50,000	50,000
5	Contribution to Capital Programme / depreciation	3,048,320	4,061,461
6	Office Efficiencies to be allocated	(211,260)	(200,000)
7	Total Expenditure to Summary To HRA 1.1	9,288,130	10,325,695
	GENERAL INCOME		
8	Customer & Client Receipts	19,443,210	20,649,693
9	Interest	128,100	112,620
10	Total Income to Summary To HRA 1.4	19,571,310	20,762,313

WEST LANCASHIRE BOROUGH COUNCIL
REVENUE ESTIMATES 2011/2012
HOUSING REVENUE ACCOUNT

ITEM			2010/11	2011/12
			BUDGET	BUDGET
			1	2
<i>SUPERVISION, MANAGEMENT & HOUSING REPAIRS & MAINTENANCE</i>				
SUMMARY				
1	Central Administration	HRA 5.8	2,043,020	2,081,785
2	Performance Improvement Team	HRA 5.13	332,870	297,511
3	Rent & Money Advice	HRA 5.18	625,070	617,401
4	Voids & Allocations	HRA 7.7	1,800,620	1,826,626
5	Estate Management & Tenant Participation	HRA 9.7	669,680	658,624
6	Property Services	HRA 11.25	4,434,990	4,034,221
7	Elderly & Disabled Support	HRA 12.9	665,530	628,058
8	Total Expenditure to summary	To HRA 1.2	10,571,780	10,144,226

WEST LANCASHIRE BOROUGH COUNCIL
REVENUE ESTIMATES 2011/2012
HOUSING REVENUE ACCOUNT

ITEM		2010/11	2011/12
		BUDGET	BUDGET
		1	2
	<i>SUPERVISION, MANAGEMENT & HOUSING REPAIRS & MAINTENANCE</i>		
	<i>- CENTRAL ADMINISTRATION</i>		
	EXPENDITURE		
1	Employee Expenses	440,330	465,922
2	Premises Related Expenses	-	-
3	Transport Related Expenses	10,100	10,100
4	Supplies and Services	123,150	123,140
5	Support Services	1,676,500	1,689,683
6	<u>Total Expenditure</u>	2,250,080	2,288,845
7	INCOME	207,060	207,060
8	Net Expenditure to Summary to HRA 4.1	2,043,020	2,081,785
	<i>- PERFORMANCE IMPROVEMENT</i>		
	EXPENDITURE		
9	Employee Expenses	165,030	157,571
10	Transport Related Expenses	5,920	5,920
11	Supplies and Services	122,430	92,440
12	Support Services	39,490	41,580
13	Net Expenditure to Summary to HRA 4.2	332,870	297,511
	<i>- RENT & MONEY ADVICE</i>		
	EXPENDITURE		
14	Employee Expenses	395,630	382,490
15	Transport Related Expenses	15,380	15,380
16	Supplies and Services	38,980	39,010
17	Support Services	175,080	180,521
18	Net Expenditure to Summary to HRA 4.3	625,070	617,401

WEST LANCASHIRE BOROUGH COUNCIL
REVENUE ESTIMATES 2011/2012
HOUSING REVENUE ACCOUNT

-

ITEM		2010/11	2011/12
		BUDGET	BUDGET
		1	2
	- VOIDS & ALLOCATIONS		
	ADMINISTRATION		
	EXPENDITURE		
1	Employee Expenses	435,970	389,917
2	Premises Related Expenses	14,000	14,000
3	Transport Related Expenses	17,330	21,750
4	Supplies and Services	44,820	44,880
5	Support Services	26,610	31,205
6	<u>Total Expenditure</u>	<u>538,730</u>	<u>501,752</u>
7	INCOME	54,700	54,700
8	Net Expenditure - Voids & Allocations Admin to HRA 7.3	484,030	447,052
	FURNISHED HOMES SCHEME		
	EXPENDITURE		
9	Premises Related Expenses	98,600	98,600
10	Supplies and Services	18,210	18,210
11	<u>Total Expenditure</u>	<u>116,810</u>	<u>116,810</u>
12	INCOME	259,600	196,616
13	Net Income - Furnished Homes Scheme to HRA 7.4	(142,790)	(79,806)
	TENANTS EXPENSES		
	EXPENDITURE		
14	All Estate Areas	70,460	70,460
15	Net Expenditure - Tenants Expenses to HRA 7.5	70,460	70,460

WEST LANCASHIRE BOROUGH COUNCIL
REVENUE ESTIMATES 2011/2012
HOUSING REVENUE ACCOUNT

ITEM		2010/11	2011/12
		BUDGET	BUDGET
		1	2
	- VOIDS & ALLOCATIONS ... continued		
	HOUSING REPAIRS: VOIDS		
	EXPENDITURE		
1	All Estates	1,388,920	1,388,920
2	Net Expenditure - Housing Repairs: Voids to HRA 7.6	1,388,920	1,388,920
	VOIDS & ALLOCATIONS - SUMMARY		
3	ADMINISTRATION HRA 6.8	484,030	447,052
4	FURNISHED HOMES SCHEME HRA 6.13	(142,790)	(79,806)
5	TENANTS EXPENSES HRA 6.15	70,460	70,460
6	HOUSING REPAIRS - VOIDS HRA 7.2	1,388,920	1,388,920
7	Expenditure to Summary to HRA 4.4	1,800,620	1,826,626

WEST LANCASHIRE BOROUGH COUNCIL
REVENUE ESTIMATES 2011/2012
HOUSING REVENUE ACCOUNT

ITEM		2010/11	2011/12
		BUDGET	BUDGET
		1	2
	ESTATE MANAGEMENT & TENANT PARTICIPATION		
	ADMINISTRATION		
	EXPENDITURE		
1	Employee Expenses	269,140	294,509
2	Premises Related Expenses	133,070	114,790
3	Transport Related Expenses	23,730	23,730
4	Supplies & Services	129,150	104,160
5	Support Services	27,570	34,415
6	<u>Total Expenditure</u>	582,660	571,604
7	INCOME	5,750	5,750
8	Net Expenditure - Administration to HRA 9.3	576,910	565,854
	GENERAL COMMUNITY FACILITIES		
	EXPENDITURE		
9	Supplies & Services	3,910	3,910
10	Support Services	580	580
11	<u>Total Expenditure</u>	4,490	4,490
12	INCOME	6,600	6,600
13	Net Expenditure - General Community Facilities to HRA 9.4	- 2,110	- 2,110
	ESTATE MAINTENANCE SERVICES		
	EXPENDITURE		
14	Estate Maintenance Services (All Estates)	50,230	50,230
15	Net Expenditure - Estate Maintenance Services to HRA 9.5	50,230	50,230

WEST LANCASHIRE BOROUGH COUNCIL
REVENUE ESTIMATES 2011/2012
HOUSING REVENUE ACCOUNT

ITEM		2010/11	2011/12
		BUDGET	BUDGET
		1	2
	ESTATE MANAGEMENT & TENANT PARTICIPATION ... continued		
	E M B EXPENSES		
	EXPENDITURE		
1	All EMBs	44,650	44,650
2	Net Expenditure - E.M.B.Expenses to HRA 9.6	44,650	44,650
	ESTATE MANAGEMENT & TENANT PARTICIPATION SUMMARY		
	EXPENDITURE		
3	ADMINISTRATION HRA 8.8	576,910	565,854
4	GENERAL COMMUNITY FACILITIES HRA 8.13	- 2,110	- 2,110
5	ESTATE MAINTENANCE SERVICES HRA 8.15	50,230	50,230
6	E M B EXPENSES HRA 9.2	44,650	44,650
7	Net Expenditure to Summary to HRA 4.5	669,680	658,624

WEST LANCASHIRE BOROUGH COUNCIL
REVENUE ESTIMATES 2011/2012
HOUSING REVENUE ACCOUNT

ITEM		2010/11	2011/12
		BUDGET	BUDGET
		1	2
	PROPERTY SERVICES		
	ADMINISTRATION		
		£	£
1	Employee Expenses	735,240	764,367
2	Premises Related Expenses	41,330	41,340
3	Transport Related Expenses	48,160	48,160
4	Supplies & Services	55,980	55,810
5	Support Services	95,510	67,670
6	<u>Total Expenditure</u>	976,220	977,347
7	INCOME	274,660	274,660
8	Net Expenditure - Administration to HRA 11.14	701,560	702,687
	CARETAKERS & GARDENERS		
9	Employee Expenses	180,230	228,173
10	Premises Related Expenses	151,480	151,480
11	Transport Related Expenses	34,570	34,570
12	Supplies & Services	8,970	8,990
13	<u>Total Expenditure</u>	375,250	423,213
14	INCOME	12,960	12,960
15	Net Expenditure - Caretakers & Gardeners to HRA 11.15	362,290	410,253
	COMMUNAL AREAS		
16	Premises Related Expenses	13,000	13,000
17	Expenditure - Communal Areas to HRA 11.16	13,000	13,000
	MAINTENANCE OF GRASSED AREAS		
18	Employee Related Expenses	8,140	8,290
19	Premises Related Expenses	656,200	653,941
20	Third Party Payments	830	830
21	<u>Total Expenditure</u>	665,170	663,061
22	INCOME	5,900	5,900
23	Net Expenditure - Maintenance of Grassed Areas to HRA 11.17	659,270	657,161
	TV AERIAL MAINTENANCE		
24	Premises Related Expenses	41,050	15,000
25	Supplies & Services	-	-
26	Support Services	-	-
27	<u>Total Expenditure</u>	41,050	15,000
28	INCOME	1,180	1,180
29	Net Expenditure - TV Aerial Maintenance to HRA 11.18	39,870	13,820

WEST LANCASHIRE BOROUGH COUNCIL
REVENUE ESTIMATES 2011/2012
HOUSING REVENUE ACCOUNT

ITEM		2010/11	2011/12
		BUDGET	BUDGET
		1	2
	PROPERTY SERVICES ... continued		
		£	£
	DISTRICT HEATING SERVICE		
1	Premises Related Expenses	294,000	294,000
2	Supplies and Services	10,000	0
3	<u>Total Expenditure</u>	304,000	294,000
4	INCOME	294,000	294,000
5	Net Expenditure - District Heating Service to HRA 11.19	10,000	-
	HOUSING REPAIRS & MAINTENANCE		
6	Day-to Day Response Repairs	977,000	927,000
7	Programmed Maintenance	520,000	470,000
8	Central Heating Maintenance	577,000	527,000
9	Stock condition Surveys	20,000	20,000
10	Cyclical Maintenance of Communal Lighting	-	30,000
11	Cyclical Maintenance of Gutters	-	20,000
12	Asbestos Management & Water Sampling	50,900	50,900
13	Disabled Adaptations	257,400	157,400
14	Environmental Improvements	20,000	
15	Additional Major Works	191,700	
16	General Repairs Contingency	35,000	35,000
17	Net Expenditure - Housing Repairs & Mtce to HRA 11.20	2,649,000	2,237,300
	PROPERTY SERVICES - SUMMARY		
18	ADMINISTRATION HRA 10.8	701,560	702,687
19	CARETAKERS & GARDENERS HRA 10.15	362,290	410,253
20	COMMUNAL AREAS HRA 10.17	13,000	13,000
21	MAINTENANCE OF GRASSED AREAS HRA 10.23	659,270	657,161
22	TV AERIAL MAINTENANCE HRA 10.29	39,870	13,820
23	DISTRICT HEATING SERVICE HRA 11.5	10,000	0
24	HOUSING REPAIRS & MAINTENANCE HRA 11.13	2,649,000	2,237,300
25	Total Expenditure to Summary to HRA 4.6	4,434,990	4,034,221

WEST LANCASHIRE BOROUGH COUNCIL
REVENUE ESTIMATES 2011/2012
HOUSING REVENUE ACCOUNT

ITEM	<i>ELDERLY & DISABLED SUPPORT</i>	2010/11	2011/12
		BUDGET 2	BUDGET 3
		£	£
	EXPENDITURE		
1	Employee Expenses	1,041,670	1,057,149
2	Premises Related Expenses	507,000	505,959
3	Transport Related expenses	55,810	55,810
4	Supplies and Services	94,060	94,050
5	Transfer Payments	5,000	5,000
6	Support Services	196,370	196,160
7	<u>Total Expenditure</u>	<u>1,899,910</u>	<u>1,914,128</u>
8	INCOME	1,234,380	1,286,070
9	Net Expenditure to summary to HRA 4.7	665,530	628,058

WEST LANCASHIRE BOROUGH COUNCIL
REVENUE ESTIMATES 2011/2012
HOUSING REVENUE ACCOUNT

ITEM	<i>HOUSING REPAIRS & MAINTENANCE SUMMARY - MEMORANDUM ACCOUNT</i>	2010/11	2011/12
		BUDGET	BUDGET
		1	2
		£	£
	CYCLICAL & PROGRAMMED REPAIRS		
1	Programmed Maintenance HRA 11.7	520,000	470,000
2	Central Heating Maintenance HRA 11.8	577,000	527,000
3	Cyclical Maintenance of Gutters HRA 11.10		30,000
4	Asbestos Management & Water Sampling HRA 11.11		20,000
5	Asbestos Management & Water Sampling HRA 11.12	50,900	50,900
6	Net Expenditure - Cyclical & Programmed Repairs	1,147,900	1,097,900
5	DAY TO DAY RESPONSE REPAIRS HRA 11.6	977,000	927,000
6	VOIDS REPAIRS HRA 7.2	1,388,920	1,388,920
7	DISABLED ADAPTATIONS HRA 11.11	257,400	157,400
8	ADDITIONAL MAJOR WORKS HRA 11.15	191,700	-
9	ENVIRONMENTAL IMPROVEMENTS HRA 11.14	20,000	-
10	STOCK CONDITION SURVEYS HRA 11.9	20,000	20,000
11	GENERAL REPAIRS CONTINGENCY HRA 11.12	35,000	35,000
10	<i>Net Expenditure - Housing Repairs & Maintenance</i>	4,037,920	3,626,220

NB This sheet is for information only and brings together all estimates as they relate to Housing Repairs & Maintenance carried out by the Housing Division



AGENDA ITEM: 16

**EXECUTIVE OVERVIEW &
SCRUTINY COMMITTEE:
3 February 2011**

Report of: Council Secretary and Solicitor

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

**SUBJECT: PUBLIC SECTOR HOUSING CAPITAL INVESTMENT SCHEMES AND
PROGRAMMED WORKS PROJECTS – 2011/12 – INCORPORATING
THE DECENT HOMES UPDATE**

Wards affected: Borough wide

1.0 PURPOSE OF THE REPORT

1.1 To consider the decision of Cabinet in respect of the Public Sector Housing Capital Investment and Programmed Works Projects for 2011-12 and progress made on implementing the Decent Home Standard within the public housing stock.

2.0 RECOMMENDATION

2.1 That the report attached at Appendix 1 and Minute 113 of Cabinet detailed at paragraph 3.2 below be considered and any agreed comments be incorporated in the report to be considered by Council on 23 February 2011.

3.0 BACKGROUND

3.1 The report of the Executive Manager Housing and Property Maintenance Services, which was considered at Cabinet on 18 January 2011, is attached at Appendix 1 to this report.

3.2 The minute of Cabinet reads as follows:-

**“113. PUBLIC SECTOR HOUSING CAPITAL INVESTMENT SCHEMES AND
PROGRAMMED WORKS PROJECTS - 2011-2012 - INCORPORATING
DECENT HOMES UPDATE**

Councillor Mrs Hopley introduced the report of the Executive Manager Housing and Property Maintenance Services which presented the proposed Public Sector Housing Capital Investment and Programmed Works Projects for 2011/12 and sought approval

to invite tenders/quotations for the 2011/12 contracts. The report also provided details of progress officers have made on implementing the Decent Homes Standard within the public housing stock and sought approval to prioritise capital investment plans for health and safety and energy efficiency measures whilst still achieving the required “decency” standards.

In reaching the decision below, Cabinet considered the details set out in the report before it and in the Motion submitted by Councillor Mrs Hopley and accepted the reasons contained therein.

- RESOLVED: A. That the proposed Public Sector Housing Capital Investment and Programmed Works Projects for 2011/12, incorporating the Decent Homes update be endorsed, subject the following items being incorporated in the report to be considered by Council on 23 February 2011:
- (i) That the budget estimate of £59,000 for environmental works, should be specifically allocated to tenants to decide where this money is invested. This will add to the money already available to tenants and will give tenants the opportunity to invest £110,000 to improve the areas in which they live.
 - (ii) That timescales on the future of Findon and Firbeck are not moving forward as fast as residents or Members would wish. In order that residents of Firbeck Court, some of who moved in to benefit from sheltered housing support, do not face yet another winter with single glazed wooden windows, £62,000 be reallocated from the budget to cover new arising decent homes standard failures to provide double glazed PVCu windows to Firbeck Court.
 - (iii) That within the budget for sheltered housing improvements a sum of money be allocated to provide all of our Cat II sheltered housing schemes with a computer connected to the internet in their communal lounges and that there be no charge made for the use of this facility which would enable residents to access the Council Website.
- B. That the Executive Manager Housing and Property Maintenance Services present this report to Executive Overview and Scrutiny Committee and the Tenants and Residents Forum together with the proposals at A(i), (ii) and (iii) above.
- C. That the Executive Manager Housing and Property Maintenance Services be authorised to ensure that the stock condition survey is robust and validated to inform investment decisions from financial year 2012/13 when it is anticipated that the Council will be “self-financing” investment in its housing stock.

- D. That a Housing Self-Financing Cabinet Working Group, comprising 3 Conservative Members, 2 Labour Members, 2 Tenants and 2 Co-opted Members, if the Working Group so determine, be established with the following Terms of Reference:
“To consider preparations to manage the introduction of ‘self-financing’ investment in the housing stock”.
 - E. That call in is not appropriate for this item as the report is to be submitted to the Executive Overview and Scrutiny Committee on 3 February 2011.
-
-

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

Appendices

1. Report of the Executive Manager Housing and Property Maintenance Services - Public Sector Housing Capital Investment Schemes And Programmed Works Projects - 2011/2012 - Incorporating Decent Homes Update – Cabinet 18 January 2011.



AGENDA ITEM: 5(i)

CABINET:
18 January 2011

**EXECUTIVE OVERVIEW AND
SCRUTINY COMMITTEE:**
3 February 2011

Report of: Executive Manager Housing and Property Maintenance Services

Relevant Portfolio Holder: Councillor Mrs V Hopley

Contact for further information: P Holland (Extn 5226)
(e-mail: Phil.Holland@westlancs.gov.uk)

**SUBJECT: PUBLIC SECTOR HOUSING CAPITAL INVESTMENT SCHEMES AND
PROGRAMMED WORKS PROJECTS - 2011/12 - INCORPORATING
DECENT HOMES UPDATE**

RVL/WB/DMcC/2.951cabeos
7 January 2011

Borough wide interest

1.0 PURPOSE OF THE REPORT

- 1.1 To present the proposed Public Sector Housing Capital Investment and Programmed Works Projects for 2011/12.
- 1.2 To seek approval to invite tenders/quotations for the 2011/12 contracts.
- 1.3 To inform on the progress officers have made on implementing the Decent Home Standard within the public housing stock.
- 1.4 To seek approval to prioritise capital investment plans for health and safety and energy efficiency measures whilst still achieving the required "decency" standards.

2.0 RECOMMENDATIONS TO CABINET

- 2.1 That the proposed Public Sector Housing Capital Investment and Programmed Works Projects for 2011/12, incorporating the Decent Homes update be considered and comments be incorporated in the report to be considered by Council on 23 February 2011.

- 2.2 That the Executive Manager Housing and Property Maintenance Services present this report to Executive Overview and Scrutiny Committee and the Tenants and Residents Forum.
- 2.3 That the Executive Manager Housing and Property Maintenance Services be authorised to ensure that the stock condition survey is robust and validated to inform investment decisions from financial year 2012/13 when it is anticipated that the Council will be “self-financing” investment in its housing stock.
- 2.4 That a Housing Self-Financing Cabinet Working Group be established to ensure that the Council is prepared to manage the changes that “self-financing” will bring as referred to in paragraph 7.3 of the report and Cabinet determine the membership arrangements of that Group.
- 2.5 That call in is not appropriate for this item as the report is to be submitted to Executive Overview and Scrutiny Committee on 3 February 2011.

3.0 RECOMMENDATIONS TO EXECUTIVE OVERVIEW AND SCRUTINY COMMITTEE

- 3.1 That the proposed Public Sector Housing Capital Investment and Programmed Works Projects for 2011/2012, incorporating the Decent Homes update be considered and agreed comments be incorporated in the report to be considered by Council on 23 February 2011.

4.0 BACKGROUND

- 4.1 This is the Eleventh Year of the Major Repairs Allowance (MRA) for Public Sector Housing. For the financial year 2011/2012 the draft HRA Subsidy determination from the Department for Communities and Local Government (DCLG) has been released but the final determination will not be released until late December/January. However, it is estimated to be in the region of £4,061,461. This resource, together with rolled forward MRA £60,000, Housing Revenue Account (HRA) support of £1,275,300, plus £170,000 from available HRA Reserves will enable the Council to invest a total of £5,566,761 in Capital Investment Projects and Programmed Works in 2011/12.
- 4.2 In addition to the above there is also planned investment of £326,000 in sheltered upgrades which is funded from capital receipts. However, the application of available capital receipts funding is the subject of review in the Medium Term Capital Programme to be discussed elsewhere on tonight’s agenda. For this reason the planned work has not been included within our Capital Programme.
- 4.3 The projected investment through to the end of 2011 will maintain the Decent Homes Standard set by Government. However this is considered by officers to be a minimum standard, and will not be able to meet all the aspirations of investment by tenants.

- 4.4 2010/11 was the final year of the year of the framework agreement for the Public Sector Housing Capital Programme. A recent review of the procurement options has been undertaken and it was found that, in the current economic climate, greater efficiencies can be achieved by traditional tendering on bespoke contracts.

5.0 CONSULTATION

- 5.1 The 2011/2012 outline programmes of work set out in this report are due to be considered on 13 January 2011 by tenants at the Home Standard Service Improvement Group (SIG) . Any material comments will be reported to Council on 23 February 2011.
- 5.2 Due to increasing energy costs a number of Members have expressed their concern in connection the energy efficiency of council homes despite them meeting the decent homes standard, particularly in relation to homes occupied by elderly and vulnerable residents.
- 5.3 The last borough wide consultation on tenants' priorities was carried out in 2010. The results are shown in Table 1 below:

Table 1: Tenants Priorities for investment

Rank	Improvement
1	New heating system
2	New bathroom
3	New Kitchen
4	New double Glazing
5	New front and rear Doors
6	Environmental works
7	New wiring
8	New Roof

6.0 PROGRESS

- 6.1 On 1st April 2002 40% of our properties failed the DHS. The Council will have achieved the Government's target to have all properties meet the DHS by the end of the 2010 calendar year.
- 6.2 Further targeted stock condition surveys have been carried out during the year to target HHSRS issues (Housing Health and Safety Rating System).

7.0 CURRENT POSITION

- 7.1 The mid year revised 2010/11 investment programme is progressing well and it is envisaged this will be completed within financial year.
- 7.2 The Council updates its stock condition survey on a regular basis. With the changes proposed in the Localism Bill which will take the Council out of the HRA

Subsidy system I propose that further work be undertaken to ensure robustness of the stock condition survey.

7.3 I also propose that a Business Plan Group be established to consist of Members, tenants and if appropriate independent Members to ensure that the Council is ready and prepared for the challenges that working outside of the HRA will bring.

7.4 If Council is happy with the above approach Cabinet will determine the membership arrangements of the Business Plan Group.

8.0 PROPOSALS FOR THE CAPITAL INVESTMENT PROGRAMME AND PROGRAMMED WORKS SCHEMES

8.1 The 2011/12 Public Sector Housing Capital Investment Programme and Programmed Works have been drawn up taking account of:

- i) Decent Home Standard targets set by the Government.
- ii) Stock Condition Survey information
- iii) Health & Safety (and other) legislation
- iv) Fire Risk assessments done in conjunction with Lancashire Fire and Rescue Services (LFRS)
- v) Disability Discrimination ACT (DDA) (now superceded by the Equality Act 2010) audits on sheltered schemes
- vi) Asset management analysis
- vii) Energy Efficiency
- viii) The views of the Tenants and Residents' Forum

8.2 The budget for the Capital Investment Programme in 2011/2012 will be allocated into 6 main areas, as follows:

CAPITAL PROGRAMME		Notes	2011/12
			£
1	Structural works (<i>e.g. Reroofing, rewiring</i>)	*	944,936
2	Energy Efficiency (<i>e.g. Heating upgrades, window and door replacements</i>)	*	884,919
3	Fixtures and Fittings (<i>e.g. disabled adaptations, sheltered upgrades, fire detection upgrades, DDA compliance</i>)	*, a, b	1,504,241
4	Environmental Improvements (<i>including sheltered</i>)	*	287,165
5	Newly Arising Non-Decent Homes	*	520,200
6	Capital works contingency	*	150,000
	Total	*	4,291,461

Notes

* includes provision for professional fees (e.g. architects, surveyors) of approximately 8%

a includes rolled forward MRA of £60,000 for disabled Adaptations

b includes £170,000 for fire detection upgrades funded from HRA Reserves

8.3 As previously mentioned in paragraph 4.2 above there is currently £326,000 planned investment in sheltered upgrades that is funded from capital receipts

which has been excluded from the Programme as it is the subject of a capital receipts funding review considered in the Medium Term Capital Programme to be discussed elsewhere on tonight's agenda.

8.4 The budget for the Programmed Works Schemes will be allocated as follows:

PROGRAMMED WORKS	2011/12 £
1 Pre-painting Repairs and Painting Programme	470,000
2 Cyclical Maintenance of Communal Lighting	30,000
Cyclical Maintenance of Gutters	20,000
2 Stock Condition Surveys	20,000
3 Central Heating Maintenance	527,000
4 Asbestos Management and Legionella (Water Testing)	50,900
5 Adaptations Contribution	157,400
Total **	1,275,300

*** Funded by Housing Revenue Account (please note that this funding is detailed in a separate report on tonight's agenda entitled "Draft Housing Revenue Account (HRA) Estimates for 2011/2012"*

8.5 Members should note that the above figures are subject to change following consideration of the reports on Medium Term Capital Programme, the Draft HRA Estimates on tonight's agenda and to the final HRA final subsidy determination to be announced by the DCLG.

9.0 PROCUREMENT POLICY

9.1 I propose conducting a full tendering exercise for Schemes with a value of over £50,000 commencing March 2011 in line with the Council's contract procurement rules as detailed in the Council's Constitution dated June 2009. I will invite competitive quotations for schemes less than this amount in line with the Council's Contract Procedure rules.

9.2 To meet health and safety priorities, the pre-painting programme for 2010/11 was delayed until 2011/12. For the provision of pre-painting repairs and external painting in 2011/12, I therefore propose to proceed with the second of a three year contract procured in 2009 with Darbyshire Decorating Services. and P.Casey Ltd.

10.0 SUSTAINABILITY ISSUES/RISK ASSESSMENT

10.1 The 2011/12 work programme will substantially improve the existing Council-owned housing stock. We also aim to improve energy efficiency within our homes and maintain the Decent Home Standard set by the Government as well as addressing some Health and Safety issues with older back boiler units. Well-maintained homes will help to secure sustainable lettings.

- 10.2 Failure to adequately invest in the housing stock may result in value of the Council's housing assets reducing and properties coming into disrepair.
- 10.3 The contract work and related documentation will comply with relevant Health and Safety legislation and in particular with the Construction Design and Management (CDM) Regulations 2007.
- 10.4 We will improve housing to ensure our stock is desirable for tenants in order to create demand for our homes and secure sustainable lettings.

11.0 FINANCIAL IMPLICATIONS

- 11.1 The total investment requirement for the 2011/12 work programme contained within this report amounts to £5,566,761 of expenditure.
- 11.2 The Public Sector Housing Capital Programme and Programmed Works projects will be funded as follows:

	£
Major Repairs Allowance 2011-12	4,061,461
Major Repairs allowance Rolled forward	60,000
Housing Revenue Account Contributions	1,275,300
Housing Revenue Account Reserves	170,000
TOTAL	£5,566,761

- 11.3 I estimate that there are adequate resources from the Major Repairs Allowance to maintain the Decent Home Standard in 2011.
- 11.4 The projections regarding funding after 2012 have been based on the current MRA funding levels being maintained. However, this will not be known until details of the self-financing model are released in 2011.
- 11.5 There is insufficient funding to meet tenant aspirations for house improvements and estate regeneration. This will be addressed in a future 30 year business plan.

12.0 CONCLUSIONS

- 12.1 Officers propose awarding contracts for the Capital Programme following competitive tendering which will commence in March 2011.
- 12.2 Officers continue with their work to improve the information relating to the investment requirement for our stock based on:
- i) further updates to the stock condition database,
 - ii) targets set by Government in the Decent Home Standard, and
 - iii) detailed consultation with our tenants
- 12.3 We have delivered the governments target for the Decent Homes Standard and we are well placed to maintain that standard in the future.

- 12.4 Plans for investment 2011/12 have been amended to focus on energy efficiency and addressing health and safety issues.
- 12.5 Extensive borough wide consultation with tenants is proposed to ensure that we focus on tenants' priorities where investment flexibility exists whilst maintaining the decent homes standard, subject to Member approval.

Background Papers

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

1. Housing Investment Programme Submission 2005 to Government
2. Public Sector Stock Condition Survey 1997 (revised 2009)
3. 10 year Capital Investment Plan 2009-2018
4. Report of Executive Manager Housing Services to Council dated 16th September 2003 entitled "Implementing the Decent Home Standard (DHS) – Public Sector Housing Stock.
5. A Decent Home – The Revised Definition and Guidance for Implementation following competitive tendering which will commence in March 2011.
6. Housing Green Paper 'Quality and Choice – A Decent Home for all'.
7. Procurement Strategy Report
8. Housing Health and Safety Rating System Guidance for Landlords published by DCLG May 2006.

Equality Impact Assessment

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

Appendices

- Appendix A -** Housing Public Sector Major Works Programmes (3 year suggested programmes)

PUBLIC SECTOR HOUSING	2011/12	2012/13	2013/14
	£	£	£
CAPITAL PROGRAMME			
Structural Works	944,936	699,903	441,665
Energy Efficiency	884,919	1,243,220	2,273,683
Fixtures and Fittings	1,504,241	922,887	738,919
Environmental Improvements	287,165	584,277	61,350
Newly Arising Non-Decent Homes	520,200	530,600	541,200
Capital Repairs contingency	150,000	150,000	150,000
Total Capital Programme*	4,291,461	4,130,887	4,206,817
PROGRAMMED WORKS			
Pre-painting Repairs and Painting Programme	470,000	470,000	470,000
Communal Lighting Cyclical Maintenance	30,000	30,000	30,000
Gutters Cyclical Maintenance	20,000	20,000	20,000
Stock Condition Surveys	20,000	20,000	20,000
Central Heating Maintenance	527,000	527,000	527,000
Asbestos Management & Legionella (Water Testing)	50,900	50,900	50,900
Adaptations Contribution	157,400	157,400	157,400
Total Programmed Works	1,275,300	1,275,300	1,275,300
TOTAL CAPITAL & PROGRAMMED WORKS	5,566,761	5,406,187	5,482,117
PROGRAMME FUNDING			
HRA Contribution	1,275,300	1,275,300	1,275,300
HRA Reserves Contribution	170,000		
Major Repairs Allowance	4,061,461	4,130,887	4,206,817
Major Repairs Allowance rolled forward	60,000		
Total Programme Funding	5,566,761	5,406,187	5,482,117

** Please note that the above programme excludes investment funded from capital receipts as the use of capital receipts is subject to review in the Medium Term Capital Programme reported elsewhere on tonight's agenda*