



William J Taylor M.B.E
Chief Executive

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23 March 2011

TO: COUNCILLORS:

**O'TOOLE, GRICE, BLAKE, COYLE , CROPPER,
EVANS, FILLIS, FUREY, GARTSIDE, HENNESSY,
MAWDSLEY, MORAN, NOLAN, PENDLETON,
POPE, PRATT, 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 **THURSDAY 31 MARCH 2011** at **07:30PM** at which your attendance is requested.

Yours faithfully,

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) 575 to 576

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 Minutes of the meeting held on 3 February 2011. **Page(s) 577 to 584**

7. CALLED IN ITEMS

There are no items under this heading.

8. KEY DECISION FORWARD PLANS - 1 MARCH 2011 TO 31 JULY 2011

There are no items under this heading.

9. RELEVANT MINUTES OF CABINET

To scrutinise the Minutes of the Cabinet meeting held on 15 March 2011. **Page(s) 585 to 596.** Please also refer to item 15.

10. REVENUE BUDGET MONITORING

To consider the report of the Director Designate (Council Secretary and Solicitor). **Page(s) 597 to 604**

11. CAPITAL MONITORING 2010/11

To consider the report of the Director Designate (Council Secretary and Solicitor). **Page(s) 605 to 614**

12. LDF CORE STRATEGY - PREFERRED OPTIONS PAPER FOR CONSULTATION

To consider the report of the Acting Executive Manager Planning. **Page(s) 615 to 624**

13. LDF CORE STRATEGY EVIDENCE BASE - DRAFT GREEN BELT STUDY

To consider the report of the Acting Executive Manager Planning. **Page(s) 625 to 630**

(Please note that the Appendices to Agenda items 12 and 13 were circulated separately on 11 March 2011 and Members are requested to bring their copies to the meeting.)

14. EXCLUSION OF PRESS AND PUBLIC

It is recommended that members of the press and public be excluded from the meeting during consideration of the following item of business in accordance with Section 100A(4) of the Local Government Act 1972 on the grounds that it involves the likely disclosure of exempt information as defined in Paragraph 3 (Financial/Business Affairs) of Part 1 of Schedule 12A to the 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.

15. STRATEGIC ASSET MANAGEMENT PROJECT - OUTCOME OF THE PILOT PROJECT *(Previously Circulated)*

To discuss at the request of a Member whether to ask the Executive Manager Regeneration and Estates or the Council whether to make this report , considered by Cabinet on 15 March and to be considered by Council on 13 April 2011, available to the public.

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 WARDEN: Member Services Officer

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.