



Gill Rowe LL.B (Hons) Solicitor
Managing Director (People and Places)

Kim Webber B.Sc. M.Sc.
Managing Director (Transformation)

52 Derby Street
Ormskirk
West Lancashire
L39 2DF
Telephone 01695 585000
Fax 01695 585021

23 November 2011

TO: COUNCILLORS

**GRICE, GREENALL, BALDOCK, MRS BLAKE,
BLANE, CROPPER, FILLIS, GAGEN, GIBSON,
HENNESSY, G R JONES, KAY, MORAN, NOLAN,
O'TOOLE, R A PENDLETON, POPE, SUDWORTH**

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 1 DECEMBER 2011** at **7:30PM** at which your attendance is requested.

Yours faithfully,

A handwritten signature in cursive script that reads 'Gill Rowe'.

Gill Rowe
Managing Director (People and Places)

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 Borough 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) 371 to 372

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 29 September 2011. **Page(s) 373 to 382**

7. CALLED IN ITEMS - NOT VALID

(a) Organisational Re-Engineering Update

To consider the report of the Borough Solicitor. (To follow) **Page(s) 383 to 388**

(b) Management Plans - Beacon Park, Coronation Park and Richmond Park

To consider the report of the Borough Solicitor. (To follow) **Page(s) 389 to 394**

8. KEY DECISION FORWARD PLANS - 1 NOVEMBER 2011 - 31 MARCH 2012

There are no items under this heading.

9. RELEVANT MINUTES OF CABINET

To scrutinise the Minutes of the Cabinet meeting held on 15 November 2011. **Page(s) 395 to 406**

10. REVISED CAPITAL PROGRAMME AND MID YEAR REVIEW 2011/2012

To consider the report of the Borough Solicitor. **Page(s) 407 to 426**

11. REVENUE BUDGET MID YEAR REVIEW

To consider the report of the Borough Treasurer. **Page(s) 427 to 434**

12. MOVING FROM A LOCAL DEVELOPMENT FRAMEWORK (LDF) TO A LOCAL PLAN

To consider the report of the Borough Planner. **Page(s) 435 to 444**

13. PREFERRED OPTION LOCAL PLAN

To consider the report of the Borough Planner. **Page(s) 445 to 458**

- 14. CORE STRATEGY PREFERRED OPTIONS (CSPO) - CONSULTATION RESPONSES**
To consider the report of the Borough Planner. **Page(s) 459 to 468**
- 15. DRAFT NATIONAL PLANNING POLICY FRAMEWORK**
To consider the report of the Borough Solicitor. **Page(s) 469 to 534**
- 16. STREAMLINING COUNCIL HOUSE ASSET MANAGEMENT - DISPOSALS AND USE OF RECEIPTS CLG CONSULTATION**
To consider the report of the Borough Solicitor. **Page(s) 535 to 552**
- 17. HEALTH AND SAFETY ANNUAL REPORT 2011**
To consider the report of the Assistant Director Community Services.
Page(s) 553 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 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.