



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

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52 Derby Street
Ormskirk
West Lancashire
L39 2DF

25 January 2012

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 2 FEBRUARY 2012** at **7:30PM** at which your attendance is requested.

Yours faithfully,

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) 611 to 612

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 following minutes:

- (a) **Meeting held on Thursday 1 December 2011. Pages(s) 613 to 620**
- (b) **Special Meeting held on Thursday 8 December 2011. Page(s) 621 to 624**

7. KEY DECISION FORWARD PLANS - 1 JANUARY 2012 TO 31 MAY 2012

There are no items under this heading.

8. RELEVANT MINUTES OF CABINET

To scrutinise the:

- (a) **Minutes of the Special Meeting of Cabinet held on Wednesday 14 December 2011. Page(s) 625 to 628**
- (b) **Minutes of the Cabinet Meeting held on Tuesday 17 January 2012. Page(s) 629 to 642.**

9. CALLED IN ITEMS

The following items have been called in. Please note the called in item - Strategic Asset Management Project will be taken as the last item of business.

- (a) **Call-In Item Ormskirk Motor Festival**
To consider the report of the Borough Solicitor **Page(s) 643 to 652**
- (b) **Call-In Item Skelmersdale & UpHolland Demand Responsive Transport System**
To consider the report of the Borough Solicitor. **Page(s) 653 to 668**

10. SELECTIVE HMO LICENSING - ITEM REFERRED BY CABINET

To consider the report of the Borough Solicitor. **Page(s) 669 to 676**

11. BUSINESS PLAN 2012/13 REFRESH

To consider the report of the Managing Directors. **Page(s) 677 to 710**

12. DRAFT REVENUE BUDGET 2012-2013

To consider the report of the Borough Treasurer. **Page(s) 711 to 718**

- 13. MEDIUM TERM CAPITAL PROGRAMME**
To consider the report of the Borough Treasurer. **Page(s) 719 to 726**
- 14. HOUSING REVENUE ACCOUNT (HRA) BUSINESS PLAN**
To consider the report of the Assistant Director Housing and Regeneration.
Page(s) 727 to 746
- 15. REINVIGORATING THE RIGHT TO BUY AND ONE FOR ONE REPLACEMENT - CONSULTATION**
To consider the report of the Assistant Director Housing and Regeneration.
Page(s) 747 to 760
- 16. 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(s) 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), 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.

P A R T 2
(Not open to the Public)

- 17. CALL-IN ITEM (Part II) STRATEGIC ASSET MANAGEMENT PROJECT**
To consider the report of the Borough Solicitor. **Page(s) 761 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 585016
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.