



Jacqui Sinnott-Lacey
Chief Operating Officer

52 Derby Street
Ormskirk
West Lancashire
L39 2DF

Monday, 27 February 2023

**TO: COUNCILLORS A YATES, R MOLLOY, I DAVIS, Y GAGEN, D WESTLEY AND
D WHITTINGTON**

Dear Councillor,

**LATE INFORMATION – BUDGET / COUNCIL PLAN COMMITTEE, 28TH FEBRUARY
2023.**

Please find attached a report prepared by the Head of Finance, Procurement and Commercial Services, relating to item 9 on the agenda for the above mentioned meeting.

Yours faithfully

A handwritten signature in black ink, appearing to be 'JS', written over a horizontal line.

Jacqui Sinnott-Lacey
Chief Operating Officer

**AGENDA
(Open to the Public)**

- 9. Q3 GRA REVENUE AND CAPITAL REPORT**
To consider the report of the Head of Finance, Procurement and Commercial Services.

133 - 136

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 or to 'silent' at all meetings.

For further information, please contact:-

Jacky Denning, Democratic Services Manager on 01695 585384

Or email Member.Services@westlancs.gov.uk

**FIRE EVACUATION PROCEDURE FOR:
COUNCIL MEETINGS WHERE OFFICERS ARE PRESENT
(52 DERBY STREET, ORMSKIRK)**

PERSON IN CHARGE: Most Senior Officer Present
ZONE WARDEN: Member Services Officer / Lawyer
DOOR WARDEN(S) Usher / Caretaker

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.

The only persons not required to report to the Assembly Point are the Door Wardens.

CHECKLIST FOR PERSON IN CHARGE

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 and door wardens are aware of their roles 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 **HOME CARE LINK** in order to ensure that a back-up call is made to the **FIRE BRIGADE**.
4. Delegate another person to ensure that **DOOR WARDENS** have been posted outside the relevant Fire Exit Doors.

5. 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.
6. If an Attendance Register has been taken, take a **ROLL CALL**.
7. Report the results of these checks to the Fire and Rescue Service on arrival and inform them of the location of the **FIRE ALARM CONTROL PANEL**.
8. Authorise return to the building only when it is cleared to do so by the **FIRE AND RESCUE SERVICE OFFICER IN CHARGE**. Inform the **DOOR WARDENS** to allow re-entry to the building.

NOTE:

The Fire Alarm system will automatically call the Fire Brigade. 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.

INSTRUCTIONS FOR DOOR WARDENS

1. Stand outside the **FIRE EXIT DOOR(S)**
2. Keep the **FIRE EXIT DOOR SHUT**.
3. Ensure that **NO PERSON**, whether staff or public enters the building until **YOU** are told by the **PERSON IN CHARGE** that it is safe to do so.
4. If anyone attempts to enter the premises, report this to the **PERSON IN CHARGE**.
5. Do not leave the door **UNATTENDED**.



BUDGET/COUNCIL PLAN COMMITTEE:
28 February 2023

Report of: Head of Finance, Procurement and Commercial Services

Relevant Portfolio Holder: Councillor Adam Yates

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

SUBJECT: 2022/23 GRA REVENUE Q3 MONITORING

Wards affected: Borough wide

1.0 PURPOSE OF THE REPORT

1.1 To provide a summary of the General Revenue Account (GRA) position for the 2022/23 financial year at quarter 3.

2.0 RECOMMENDATIONS TO BUDGET/COUNCIL PLAN COMMITTEE

2.1 That the report be noted.

3.0 BACKGROUND

3.1 In February 2022, Council agreed the 2022/23 GRA Net Budget of £14.953m

3.2 The 2022/23 budget was set prior to the worsening of the cost-of-living crisis and the escalating inflation and energy costs. The quarter 1 position included some early estimations in the context of energy and other cost pressures along with materials shortages, and the quarter 2 position further quantified these.

4.0 GENERAL REVENUE ACCOUNT: QUARTER 3 POSITION

4.1 The table below provides quarter 3 forecast outturn estimates against the revised budget. The Q3 net forecast position is a shortfall of £254K, this compares favourably with the £590k forecast shortfall at quarter 2. Further details are provided below.

<u>2022/23</u>	Revised Budget £000s	Q1 Var. £000s	Q2 Var. £000s	Q3 Var. £000s	Comments
Corporate and Customer Services	5,725	0	(200)	(750)	Vacancies. ICT costs below budget.
Legal and Democratic Services	1,178	0	0	(25)	Various budgets
Environmental Services	6,595	0	200	130	Staffing cost pressure. Fuel costs over budget contained in various other budgets.
Finance, Procurement and Commercial Services	(703)	0	(70)	0	
Housing	839	0	0	(250)	Grant allocated in year rather than rolled forward.
Planning and Regulatory	1,810	0	0	300	£110k staffing costs Planning income below budget
Wellbeing and Place	1,232	0	0	(150)	Leisure contract repairs
Central Service: Corporate Budgets	754	0	0	(150)	Pension fund contributions
Central Service: Corporate Staff Vacancy Factor	(1,014)	0	400	1,014	All staff cost pressures reflected in services above
NET SERVICE BUDGET	16,416	0	330	119	
Non Service: Treasury Management	(122)	240	170	135	Rising interest rates
Non Service: Reserves	(1,341)	0	0	0	
NET BUDGET	14,953	240	500	254	To be met from reserves
Council Tax	(8,227)	0	0	0	
Business Rates: Retained Income	(2,793)	0	0	0	
Business Rates: S31 Grants	(2,850)	0	0	0	
Government Grants	(1,083)	0	0	0	
FUNDING	(14,953)	0	0	0	

Quarter 3: Review

4.2 It was previously reported that:

- The 2022/23 net budget included an increase to the vacancy factor of £569k, to a total of £1.014m (around 6%)
- The Local Government pay offer for 2022/23 was a flat increase of £1,925 per full time employee, regardless of grade. The estimated cost above the 3% budgeted in February 2022 was around £518k
- There has been continued effort to recruit into vacant posts and to use agency staff to cover key posts within the establishment.
- A projected shortfall in Treasury Management Income due to interest rates and unrealistic SORP assumptions about cash balances.

Quarter 3: Forecast Outturn

4.3 ICT revenue expenditure in Corporate and Customer Services relates to the Lancashire County Council ICT Support agreement, and also systems licence costs. Reductions in the monthly amount of the support agreement and control of systems licences are expected to lead to an outturn below budget.

- 4.4 The Q3 forecast for Planning & Regulatory Services, of £300k over budget, in part reflects staff budget pressures. However, there is also a forecast shortfall relating to planning income. This operational forecast is prudent, and discussions with budget managers indicate that there is a likelihood of improvement to the forecast to the end of the year.
- 4.5 Work will continue across services in seeking control of non-essential expenditure with the aim of further improving overall outturn in 2022/23 and beyond.
- 4.6 It should be noted that the 2023/24 staff vacancy factor of £1.014m has been moved from the central corporate pot where it has been held for many years, and will be split proportionally between each service, thus supporting operational monitoring and control of both Service staff costs and vacancies.
- 4.7 The forecast shortfall in treasury management income has improved each quarter, reflecting rising interest rates. The Q3 forecast is a shortfall of £135k, an improvement of £35k from Q2.

5.0 SUSTAINABILITY IMPLICATIONS

- 5.1 Careful monitoring of the budget position helps ensure that the GRA remains able to deliver services and is financially sustainable in the medium term.

6.0 RISK ASSESSMENT

- 6.1 The formal reporting of performance on the General Revenue Account 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

The decision does not have any direct impact on members of the public, employees, elected members and / or stakeholders. Therefore, no Equality Impact Assessment is required.

