



Kim Webber B.Sc. M.Sc.
Chief Executive
52 Derby Street
Ormskirk
West Lancashire
L39 2DF

Date 08/10/18

TO: COUNCILLORS N HENNESSY, M NIXON, D EVANS, MRS M BLAKE, T BLANE, P COTTERILL, S CURRIE, G HODSON, LOCKIE, C MARSHALL, A OWENS, N PRYCE-ROBERTS AND D WEST

Dear Councillor,

A meeting of the **CORPORATE AND ENVIRONMENTAL OVERVIEW AND SCRUTINY COMMITTEE** will be held in the **CABINET & COMMITTEE ROOM, 52 DERBY STREET, ORMSKIRK, L39 2DF** on **THURSDAY, 11 OCTOBER 2018** at **7.00 PM** at which your attendance is requested.

Yours faithfully

A handwritten signature in black ink, appearing to be "Kim Webber", written over a horizontal line.

Kim Webber
Chief Executive

AGENDA
(Open to the Public)

- 11. COMMUNITY INVOLVEMENT IN SERVICE DELIVERY ANNUAL REPORT 49 - 64**

For the Committee to consider its final report and recommendations on its Scrutiny review 2017-2018.

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:-

John Addison on 01695 585016

Or email John.Addison@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**.



**CORPORATE &
ENVIRONMENTAL
OVERVIEW & SCRUTINY
COMMITTEE:
11 October 2018**

Report of: Director of Leisure and Environment (Lead Officer)

**Contact for further information: John Addison (Extn. 5016)
(E-mail: john.addison@westlancs.gov.uk)**

**SUBJECT: 'COMMUNITY INVOLVEMENT IN SERVICE DELIVERY' - DRAFT
REPORT OF THE CORPORATE AND ENVIRONMENTAL
OVERVIEW & SCRUTINY COMMITTEE**

Borough wide interest

1.0 PURPOSE OF THE REPORT

1.1 To consider the draft report and proposed recommendations of the Corporate and Environmental Overview & Scrutiny Committee following a review entitled 'Community Involvement in Service Delivery'.

2.0 RECOMMENDATIONS

2.1 That the Committee consider and comment on the first draft of its report on Community Involvement in Service Delivery, and that a final report be submitted to the December meeting of the Committee.

2.2 That the Committee confirm the recommendations in the report previously agreed during the course of the review.

2.3 That Members consider any additional recommendations to be included in the report.

3.0 CURRENT POSITION

3.1 Members will find attached the report of the Corporate and Environmental Overview and Scrutiny Committee 'Community Involvement in Service Delivery'.

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 EIA is required.

Appendices

Draft Final Report of the Corporate and Environmental Overview & Scrutiny Committee 'Community Involvement in Service Delivery'



West Lancashire Borough Council

Report of the Corporate and Environmental Overview & Scrutiny Committee
'Community Involvement in Service Delivery'





Community Involvement in Service Delivery - Report of the Corporate and Environmental Overview & Scrutiny Committee

FOREWORD by the Chairman Councillor Nikki Hennessy



"The Corporate and Environmental Overview and Scrutiny Committee carried out a review of 'Community Involvement in Service Delivery' in 2017/18. This report sets down the outcomes of the work undertaken by Members of the Committee during that period.

We started the scrutiny project in October 2017 with an overview presentation from the Director of Leisure and Wellbeing, to assist our understanding of how Community groups could be involvement in Service Delivery. We have gained knowledge from the excellent briefings provided by a number of Officers, who have been very helpful in assisting us to explore the issues.

We would like to thank all those who have been involved in the review in particular those Members and Officers who took the time to attend meetings.

In addition to the information provided by Officers of the Council, we would like to thank External partners who provided detail in respect of Community Involvement in Service Delivery both locally and wider afield.

Mrs Marion Gelder	Chief Executive of Lancashire Association of Local Council's
Mr Gregg Mitton	Chief Officer CVS

THE REVIEW

BACKGROUND

Following the submission of topics by the public, Members and the Corporate Management Team (CMT) and the subsequent scoring exercise, the Corporate and Environmental Overview and Scrutiny Committee at its meeting on 12 October 2017 agreed to undertake a review entitled 'Community Involvement in Service Delivery'.

The Project Plan (Appendix B) was agreed and considered at each meeting.

TERMS OF REFERENCE

1. To undertake a review entitled 'Community Involvement in Service Delivery'
2. To undertake an examination of the potential for community groups (including Parish Councils) to take on certain services, currently provided across the Borough by WLBC, in their locality.
3. To present a report of the Committee's findings to Cabinet and Council, as appropriate.

RECOMMENDATIONS

- 1) That in relation to the transfer of assets to community groups, consideration should be given to a formal in-house support mechanism being established as part of the process, for groups to access support following the transfer of facilities, with bi-annual or quarterly monitoring meetings put in place for this purpose.
- 2) That in the interest of prudent financial management, the £15k revenue funding given to Abbey Lakes each year be reviewed in the context of the overall programme of grants given to voluntary organisations.
- 3) That the option of offering groups insurance under a bulk insurance scheme be investigated.

Note: item 1 above to be clarified to confirm this relates only to when the Council transfers services to community groups.

Membership of the Committee 2017/18

Chairman: Councillor N Hennessy

Vice Chairman: Councillor D Evans

Councillors: M Barron, Mrs M Blake, T Blane, P Cotterill, S Currie, G Hodson, J Kay, D McKay, M Nixon, N Pryce-Roberts, Savage, West and Westley.

Membership of the Committee 2018/19

Chairman: Councillor N Hennessy

Vice Chairman: Councillor M Nixon

Councillors: D Evans, P Cotterill, S Currie, M Blake, G Hodson, Lockie, West, N Pryce-Roberts, Marshall, A Owens and Cummins.

INFORMATION GATHERED

Meeting of the Corporate and Environmental Overview and Scrutiny Committee held on 12th October 2017 in the Cabinet and Committee Room, 52 Derby Street, Ormskirk

Members agreed to undertake an in-depth study entitled 'Community Involvement in Service Delivery' and confirmed the Project Plan for the review.

Presentation 1 – Community Involvement in Service Delivery

Members considered information presented by the Director of Leisure and Wellbeing.

Members received an overview of proposals for the review to look at how community groups could be involved in service delivery in their local communities. Members acknowledged it was anticipated that a Guidance /Information pack would be developed to provide support information for community groups wishing to get involved in the management of a local service.

Meeting of the Corporate and Environmental Overview and Scrutiny Committee held on 4th January 2018 in the Cabinet and Committee Room, 52 Derby Street, Ormskirk

Presentation 2 – 'Transferring a Community Service to a Local Community Group - Leisure and Wellbeing

Members considered information presented by the Director of Leisure and Wellbeing, on the experience of transferring a community service to a local community group.

The presentation included reference to the:

- Examples of community transfer – Community buildings, outdoor sports facilities and Outdoor activity facility;
- The process undertaken and the lessons learnt, particularly in relation to the Community Resource Centres in Skelmersdale, the Civic Hall, Ormskirk and Abbey Lane Playing Fields, Burscough;
- Potential transfer opportunities.

Presentation 3 – Transfer of Service Delivery - Street Scene

Also at the January meeting, the Deputy Director of Street Scene, provided a presentation on Street scenes experience in relation to the transfer of service delivery. The Committee was advised that experience was limited as services didn't lend themselves easily to transfer, as groups in the main did not have the necessary infrastructure to support such involvement.

The Committee learnt that Street Scene was working in partnership with Total Reuse, a local social enterprise organisation based in Skelmersdale, providing the physical collection part of the bulky household waste collection service, with the Council providing the administration. Items are refurbished, when appropriate, and offered for sale or donated to community groups and good causes. Income generated from sales was used to create training programmes.

The Committee were advised on the work undertaken with local volunteer groups such as the Scouts', parish councils and neighbourhood clean-up campaigns in providing equipment, materials and the removal of any waste collected and that national clean-up campaigns were promoted by the service such as the Keep Britain Tidy initiatives "The Great British Clean" and "Clean for the Queen" offering local action groups advice and once again the provision of equipment and the removal of waste. Requests being dealt with on an individual basis.

Meeting of the Corporate and Environmental Overview and Scrutiny Committee held on 1 March 2018 in the Cabinet and Committee Room, 52 Derby Street, Ormskirk

Presentation 4 – Legal and Procurement Matters

At the March meeting a presentation from the Borough Solicitor on the legal and procurement barriers that could be encountered in relation to the transfer of services to the local community was received by Members.

Information received by the Committee included;

- The transfer of services, assets, resources
- Financial support and governance matters
- An overview of the Social Value Act in relation to procurement
- Community Right to Challenge under the Localism Act 2011
- Procurement matters
- Issues associated with the perception of inadvertently granting state aid
- Powers of authority and relevant legislation
- limitations of powers (ultra vires)
- Details of the Council's estate – land, industrial units, shopping centres, community centres, meeting rooms and playing fields
- Title issues – restrictive covenants, conditions, clawback payments
- Disposal issues – freehold transfer, types, length of time, Assets of community value
- Best Value
- Maintenance issues – cost, disrepair and monitoring/inspections
- Staff issues – pensions, terms and conditions etc
- Risk assessments, health and safety, insurance

Meeting of the Corporate and Environmental Overview and Scrutiny Committee held on 12 July 2018 in the Cabinet and Committee Room, 52 Derby Street, Ormskirk

Presentation 5 - CVS – Council for Voluntary Services

Members considered information from the Chief Officer of the CVS, who had been invited to inform Members what support the CVS could give to community/voluntary groups to help them through the community transfer process;

- Asset transfer can be either change of ownership or management,
- Plan what's important, benefits to community and residents,
- Look at joint owned principle,
- Ensure diligence is done before transfers of assets,
- Lessons from previous asset transfers shared.
- Possibility of accessing funding previously unavailable.

Minutes:

Minutes of the meeting of the Corporate and Environmental Overview and Scrutiny Committee held on 12 October 2017, 4 January 2018, 1 March 2018 and 12 July 2018.

Web links:

<https://democracy.westlancs.gov.uk/mgCommitteeDetails.aspx?ID=142>
<https://www.westlancs.gov.uk/more/community-centres.aspx>
<https://www.westlancs.gov.uk/more/your-community/grants-to-voluntary-groups.aspx>
<http://www.wlcvcs.org/>
<https://www.westlancs.gov.uk/more/your-community.aspx>

OFFICER SUPPORT

Lead Officer: Heidi McDougall, Director of Leisure and Wellbeing

Scrutiny Support Officer: Cathryn Jackson/John Addison, Principal Overview & Scrutiny Officer

Officers Reporting: Terry Broderick, Borough Solicitor
Phil Samosa, Deputy Director Street Scene

Legal Officer: Tina Sparrow, Principal Solicitor

SUSTAINABILITY IMPLICATIONS

There are no significant sustainability impacts associated with this report.

FINANCIAL AND RESOURCE IMPLICATIONS

There are no direct financial/resource implications arising from this report.

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 will be a direct impact on members of the public, employees, elected members and/or stakeholders as a result of recommendations that may come forward, if implemented. An EIA would be undertaken as part of that process.

Appendices

- (1) Project Plan

CORPORATE AND ENVIRONMENTAL OVERVIEW AND SCRUTINY COMMITTEE – PROJECT PLAN

Title: **COMMUNITY INVOLVEMENT IN SERVICE DELIVERY**

MEMBERSHIP:

Chairman: Councillor N Hennessy Vice-Chairman: Councillor D Evans

Councillors: Barron, Mrs Blake, Blane, Cotterill, Currie, G Hodson, Kay, McKay, Nixon, Pryce-Roberts, Savage, West and Westley.

TERMS OF REFERENCE

1. To undertake a review entitled 'Community Involvement in Service Delivery'
2. To undertake an examination of the potential for community groups (including Parish Councils) to take on certain services, currently provided across the Borough by WLBC, in their locality.
3. To present a report of the Committee's findings to Cabinet and Council, as appropriate.

OBJECTIVES

The present –

- To understand the existing arrangements in Leisure Services, where community centres, the Civic Hall and (more recently) sports fields & facilities have been transferred to appropriate community groups.
- To understand the potential role of Parish Councils in service delivery in the community.
- To understand the financial, legal and procurement barriers that may be encountered.

The future –

- To enable community groups to be involved, engaged, empowered and active in their local communities.
- To identify WLBC service areas that could be transferred to the responsibility of local community groups, as appropriate.
- To continue to promote the work of community groups in West Lancashire in projects and initiatives that benefit the local economy and bring significant health & well-being benefits.
- To develop a Guidance or Information Pack to help 'sign-post' community groups to help them become involved in service delivery

Comparison

The experiences of the transfer of services by WLBC Leisure Services to a community group.

Resources -

- The Council's Director of Leisure and Wellbeing Services will provide technical support and guidance, together with Officers from across the Authority, including Legal Services, Street Scene, Development & Regeneration and Financial Services, to be consulted as appropriate.
- External contribution, as appropriate
- Any funding requirements will be included in the final recommendations of the Committee.

INFORMATION

<https://democracy.westlancs.gov.uk/mgCommitteeDetails.aspx?ID=142>
<https://www.westlancs.gov.uk/more/community-centres.aspx>
<https://www.westlancs.gov.uk/more/your-community/grants-to-voluntary-groups.aspx>
<http://www.wlcvs.org/>
<https://www.westlancs.gov.uk/more/your-community.aspx>

Who?	Why?	How?
Representative/s from Leisure Service	To gain an insight into their experience of the transfer of a leisure service to a community group.	<u>Attendance at a meeting and presentation of information.</u>
Representative/s from Street Scene	To gain an insight of the experience of the Street Scene to transfer a street scene service to a community group.	<u>Attendance at a meeting and presentation of information.</u>
Representative/s from Legal Services	To provide information of the legal and procurement barriers that may be encountered.	<u>Attendance at a meeting and presentation of information.</u>
Representative/s from Financial Services	To provide an overview on the financial aspects of local service delivery.	<u>Attendance at a meeting and presentation of information.</u>
Representative/s of a Parish Council)	To understand the willingness of Parish Councils, as identified, to deliver a local service in their Parish area.	<u>Attendance at a meeting, if appropriate, or presentation of information.</u>
Others in the community that may be identified during the course of the	To provide information on local activities undertaken in their community.	<u>Attendance at a meeting, if appropriate or presentation of information.</u>

review.		

ESTABLISH WAYS OF WORKING

Officer Support

Lead Officer (Corporate and Environmental Overview & Scrutiny Committee) – Heidi McDougall, Director of Street Scene

Scrutiny Support Officer (SSO) – John Addison Principal Overview and Scrutiny Officer

Legal Officer (LO) – Tina Sparrow Assistant Solicitor

Officers reporting as and when required –

Dave Tilleray, Director of Leisure and Wellbeing, or Officers on his behalf

Terry Broderick, Borough Solicitors, or Officers on his behalf.

Heidi McDougall, Director of Street Scene, or Officers on his behalf.

John Harrison, Director of Development and Regeneration, or Officers on his behalf.

Marc Taylor, Borough Treasurer, or Officers on his behalf.

Reporting Arrangements

The Director of Leisure and Wellbeing, or Officers on his behalf, will contribute, as appropriate, to aspects of the review related to leisure.

The Borough Solicitor, or Officers on his behalf, will contribute, as appropriate, to aspects of the review related to legal and procurement matters

The Director of Street Scene, or Officers on her behalf, will contribute, as appropriate to aspect of the review related to street scene services

The Director Development and Regeneration, or Officers on his behalf, will contribute, as appropriate, to aspect of the review related to economic regeneration.

The Borough Treasurer, or Officers on his behalf, will contribute, as appropriate to advise on related financial implications.

The Lead Officer (Director of Leisure and Wellbeing)/Principal Overview and Scrutiny Officer will co-ordinate the generic elements of the review and submit reports as required.

The Corporate and Environmental Overview and Scrutiny Committee to submit its final report and recommendations to Cabinet and Council September/October 2018.

TIME SCALES

Meeting 1 – 12 October 2017

- Introduction of the theme of the topic from the Director of Leisure and Wellbeing
- Review confirmed to commence.
- To agree the Project Plan

Meeting 2 – 4 January 2018

- To consider a presentation, on behalf of the Director of Leisure and Wellbeing on the experience of transferring a community service to a local community group.
- To consider a presentation, on behalf of the Director of Street Scene, on the Service's experience in relation to the transfer of service delivery.
- To agree and review the Project Plan

Meeting 3 – 1 March 2018

To consider a presentation, on behalf of the Borough Solicitor, on the legal and procurement barriers that may be encountered in relation to delivery of services in the local community.

Meeting 4 – 12 July 2018

- To consider any final aspects of the review, including a Guidance and Information Pack, as appropriate.

Meeting 5 - 11 October 2018

- To consider the first draft of the Committees final report.

Meeting 6 – 6 December

- To receive the final report. To agree the final report and final recommendations for submission to Cabinet and Council.

RECOMMENDATIONS

- 1) That the Council, identify service areas that could be transferred to the responsibility of local community groups, to be evaluated and considered by Cabinet at its feasibility.
- 2) That in relation to the transfer of assets to community groups, consideration should be given to a formal in-house support mechanism being established as part of the process, for groups to access support following the transfer of facilities, with bi-annual or quarterly monitoring meetings put in place for this purpose.
- 3) That the Council explore the possibility of external funding to assist in delivering project partnership work with community groups.
- 4) That in the interest of prudent financial management, the £15k revenue funding given to Abbey Lakes each year be reviewed in the context of the overall programme of grants given to voluntary organisations.
- 5) That the option of offering groups insurance under a bulk insurance scheme be investigated.
- 6) That a Guidance and Information Pack to help 'sign-post' community groups to enable them to become involved in service delivery, be created as soon as possible and be present to the Committee before it goes live.
- 7) That the Council were possible, promote the work of community groups in West Lancashire highlighting the benefits to the local economy along with health & well-being benefits.

REVIEW DATE – If completed in the timescales indicated, March 2019.