



Jacqui Sinnott-Lacey  
Chief Operating Officer  
52 Derby Street  
Ormskirk  
West Lancashire  
L39 2DF

3 March 2022

**TO: COUNCILLORS I MORAN, Y GAGEN, V CUMMINS, G DOWLING, G OWEN,  
J WILKIE, K WILKIE AND A YATES**

Dear Councillor,

Please find attached the following documents for the meeting of **CABINET** being held in the **COUNCIL CHAMBER, 52 DERBY STREET, ORMSKIRK L39 2DF** on **TUESDAY, 8 MARCH 2022** at **7.00 PM**.

Yours faithfully

A handwritten signature in black ink, appearing to be 'JSL', written over a circular stamp or watermark.

Jacqui Sinnott-Lacey  
Chief Operating Officer

**AGENDA**  
**(Open to the Public)**

6a	<b>Corporate Performance Reporting 2022/23</b> (Minute of Executive O & S Committee – 24 February 2022)	1914 - 1915
6c	<b>Risk Management Framework &amp; Key Risk Register</b> (Minute of Executive O & S Committee – 24 February 2022)	1916 - 1917
6e	<b>Local Development Scheme Update</b> (Minute of Executive O & S Committee – 24 February 2022)	1918 - 1919
6g	<b>Review of the Community Infrastructure Levy (CIL) Charging Schedule</b> (Minute of Executive O & S Committee – 24 February 2022)	1920 - 1921

6i	<b>Equality, Diversity &amp; Inclusion Strategy and Equality Objectives 2022-2026</b> (Minute of Executive O & S Committee – 24 February 2022)	1922 - 1923
6j	<b>HRA Review and Capital Monitoring</b> (Report marked 'To follow' on the agenda)	1924 - 1929
6k	<b>Queen's Platinum Jubilee Celebrations</b> (Minute of Executive O & S Committee – 24 February 2022)	1930 - 1931

**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 on 01695 585384  
Or email [jacky.denning@westlancs.gov.uk](mailto:jacky.denning@westlancs.gov.uk)

# Agenda Item 6a

Minute of Executive Overview & Scrutiny Committee – 24 February 2022

## 90 CORPORATE PERFORMANCE REPORTING 2022/23

Consideration was given to the report of the Corporate Director of Transformation and Resources as contained on pages 1607 to 1620 of the Book of Reports, which was to seek approval for the Corporate Performance Reporting for 2022/23.

The Partnership and Performance Officer outlined the report and explained that the targets for the KPI's have been set following consideration by services based on current expectations and are reported on a quarterly basis.

She outlined the following proposed changes:

- Remove: *WL164: Savings within financial year* (since no savings requirement identified in the Medium-Term Financial Strategy)
- Remove *NI191: Kerbside residual household waste per household (Kg) (still to be monitored in-service; promotion but limited Council influence on outturn)*
- Replace: *B1: Time taken to process Housing Benefit/Council Tax Support new claims change events* with *B5: Time taken to process Housing Benefit new claims and change events* (CTS still to be monitored in-services, but CTS timescales largely determined by UC process.

She explained that the PI, WL161- Affordable Housing units via Tawd Valley Developments target could not specifically be given a figure ahead of decisions of Council held on 23 February 2022.

She also informed that there were no changes proposed to Appendix B, 'Council Vision and Priorities'.

Comments and questions were raised in respect of the following:

- Senior Management and Staff turnover
- Covid / Impact on Leisure Centres
- New Leisure Facilities data; demand for Services; trends local/National
- To scrutinise individual performance figures for each Leisure Centre
- Park and Countryside events such as the 'Green Fayre' may now take place due to lifting of restrictions; figures to be updated to reflect this
- Potential for 'Park Runs' also to be included - Park and Countryside events

**RESOLVED:** That the Committee considered and noted the suite of Key Performance Indicators 2022/23 (Appendix A) and that the following agreed comments be passed to Cabinet on 8 March 2022 for their consideration:

1. That the PI WL108 Average answered waiting time for callers to the Contact Centre (seconds), to change the proposed target for 2022/23 from 145 seconds to 60 seconds.
2. That PI WL157a No. visits to Leisure Facilities proposed annual target 2022/23 be increased to reflect the new

- Government guidance in respect of Covid restrictions ending.
3. That PI WL159 No. attending Parks and Countryside events, proposed annual target 2022/23 be increased to reflect the new Government guidance in respect of Covid restrictions ending and that major events may now take place.
  4. That a proposed new PI be formulated to reflect staff turnover/vacancy levels.

# Agenda Item 6c

Minute of Executive Overview & Scrutiny Committee – 24 February 2022

## 89 RISK MANAGEMENT FRAMEWORK & KEY RISK REGISTER

Consideration was given to the report of the Head of Finance, Procurement and Commercial Services as contained on pages 1539 to 1606 of the Book of Reports, which set out details of the operation of the Risk Management Framework over the last twelve months; recommended changes to the current Risk Management Policy & Toolkit and sets out details on the key risks facing the Council and how they are being managed.

The Risk and Insurance Officer outlined the annual report which highlights the positive improvements to risk management that have been made over the last 12 months and further areas for development over the next 12 months. She explained that the new policy has been renamed 'policy and strategy' as it now included a detailed strategy of how risk management can be further embedded.

She also explained that there were two new risks added to the key risk report: External Funding Uncertainty and, Recruitment and Retention of Key Staff.

Comments and questions were raised in respect of the following:

- It would be beneficial to receive a 'tracked change' version of document for future
- Typographical / contact amendments to be updated
- Growth and Development Services – delays in preparation of new Local Plan
- Tawd Valley Developments – revision of risk score
- Concern in respect of the retention and loss of staff / senior staff
- Political balance / delivery challenges
- The Committee are pleased with progress of risk management in the Council

RESOLVED:

- A. That the continuing effective operation of the Risk Management Framework as detailed in the Annual Report 2021 (Appendix A) be noted.
- B. That the proposed amendments to the Risk Management Policy & Strategy (Appendix B) and Toolkit (Appendix C) be considered and noted.
- C. That the progress made in relation to the management of the risks shown in the Key Risk Register (Appendix D) be considered and noted.
- D. That the following agreed comments of Executive Overview and Scrutiny Committee be considered by Cabinet on 8 March 2022:
  1. That the risk owner look again at the ratings of the following key risk areas as contained in the Key Risk Report at Appendix D:

- a) Growth and Development Services – delays in preparation of new Local Plan.
- b) Failure for Tawd Valley Developments to deliver the Business Plan agreed by Council.
- c) Corporate and Customer Services– Recruitment and retention of key staff

# Agenda Item 6e

Minute of Executive Overview & Scrutiny Committee – 24 February 2022

## 87 LOCAL DEVELOPMENT SCHEME UPDATE

Consideration was given to the report of the Corporate Director of Place and Community as contained on pages 1501 to 1531 of the Book of Reports, which was to consider an updated Local Development Scheme for West Lancashire, reflecting changes in the timetable for preparing the Local Plan, and the inclusion of two additional planning policy documents in the Local Development Scheme.

The Chairman introduced and welcomed Simon Kirby, Interim Head of Wellbeing and Leisure Services to the meeting.

The Senior Planning Officer responded to points raised by Members. He explained that the March 2022 LDS also includes two additional elements that were not included in the September 2021 LDS. The first of these is a new Supplementary Planning Document (SPD) on a joint Recreation Mitigation Strategy for West Lancashire and the Liverpool City Region which is being prepared jointly with the six Liverpool City Region Councils and the Liverpool City Region Combined Authority. The second was a Review of the Community Infrastructure Levy (CIL) Charging Schedule.

He explained that certain Local Plan policies were out of date, and therefore a need for the new Local Plan to proceed at present, he informed that paragraph 33 of the National Planning Policy Framework is relevant in respect of this. He informed that if there are delays, special measures could be taken and informed that other Local Authorities were likely to be in a similar position.

He advised that the Local Plan timetable will be reviewed again once the team is fully staffed and, if possible, a revised timetable proposed.

Comments and questions were raised in respect of the following:

- Concerns with staffing resources within Planning Policy
- Concerns in respect of consideration / publication of the HEDNA
- Concerns with timescales / resources to deliver
- A view was expressed that the proposed Local Development Scheme should not be endorsed
- Proposals in the Government's Planning for the Future White Paper (August 2020) / Implications of this on the Local Plan
- Review every five years - legal requirement for all Local Plans
- Housing supply in current Local Plan/ housing targets

RESOLVED: That the content of the report be noted and that the following agreed comments of Executive Overview & Scrutiny Committee be submitted to Cabinet on 8 March

2022:

1. There are significant concerns in respect of resource levels of the Planning Policy Team. This includes concern that one position in the new structure is advertised as 'temporary'.
2. There is concern that the proposed new Local Plan timescale is difficult to achieve.
3. That the Local Plan Cabinet Working Group should not consider changes/approval of the HEDNA by e-mail and that a further meeting be held to consider this.
4. That the request that further and more frequent meetings of the Local Plan Cabinet Working Group take place is reiterated.
5. That the Local Plan Cabinet Working Group be provided with an update on the 2019 PAS report outlining policies on the current Local Plan that are outdated.



# Agenda Item 6g

Minute of Executive Overview & Scrutiny Committee – 24 February 2022

## 88 **REVIEW OF THE COMMUNITY INFRASTRUCTURE LEVY (CIL) CHARGING SCHEDULE**

Consideration was given to the report of the Corporate Director of Place and Community as contained on pages 1533 to 1538 of the Book of Reports, which was to seek approval for officers to commence work on a review of the Community Infrastructure Levy (CIL) Charging Schedule.

The Senior Planner and Section 106/CIL Officer outlined the report and explained that CIL was adopted in 2014 and informed that the Council has collected almost £15 million of CIL monies from new developments across the Borough.

She explained that an 'in principle' review of the CIL Charging Schedule is sought, to ensure it can be appropriately considered and viability tested against emerging Local Plan policies and growth / infrastructure requirements as the new Plan takes shape.

She explained that with the preparation of a new Local Plan, this provides an appropriate and timely opportunity to review the CIL Charging Schedule. The timing of the CIL Charging Schedule review, in particular the timing of the Examination will need to be determined in future once resources are confirmed at the time.

Comments and questions were raised in respect of the following:

- Is it necessary to have approval now?
- Viability evidence – consider and incorporate all other policy requirements
- CIL Officer post vacant / resource issues
- 25% CIL from Burscough goes to Town Council – what rules apply on how to spend that (Councillor Pope thanked the Senior Planner and Section 106/CIL Officer for her work with Burscough Town Council)

The Chairman and Members of the Committee thanked the Senior Planner and Section 106/CIL Officer in recognition of all her work and huge input in respect of this and wished her well for the future.

**RESOLVED:** That the Committee note and support the report and that the report be passed to Cabinet for their consideration.



# Agenda Item 6i

Minute of Executive Overview & Scrutiny Committee – 24 February 2022

91 **EQUALITY, DIVERSITY & INCLUSION STRATEGY AND EQUALITY OBJECTIVES 2022-2026**

Consideration was given to the report of the Corporate Director of Transformation and Resources as contained on pages 1621 to 1651 of the Book of Reports, which presented the Equality, Diversity & Inclusion Strategy and the Equality Objectives for the period 2022 to 2026.

The Human Resources and Organisational Development Manager outlined the report and explained that as a Public Sector organisation, the Council has a public sector equality duty (PSED) in accordance with the requirements of the Equality Act 2010. She informed that the Equality Objectives should be refreshed at least every four years and that a new Equality, Diversity & Inclusion Strategy has been developed. Once adopted, the Equality Objectives will then form part of the Service Action Plans for the relevant Head of Service to be monitored and delivered. She informed that progress against the objectives will be presented quarterly to CMT and Cabinet.

Comments and questions were raised in respect of the following:

- Strengthening Older Persons Champion role/ emphasis and recognition of enabling access to services
- Engaging and supporting young people
- Council approach to Equality Impact Assessments
- That the Strategy was an excellent document and a step change improvement from previous versions

**RESOLVED:** That the Equality, Diversity & Inclusion Strategy for the Council, and the Equality Objectives 2022-2026 be considered and noted and that the report be presented to Cabinet for their consideration.





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**Report of: Head of Finance, Procurement and Commercial Services**

**Relevant Portfolio Holder: Councillor J. Wilkie**

**Contact for further information: Peter Quick (Extn. 5203)**  
**([peter.quick@westlancs.gov.uk](mailto:peter.quick@westlancs.gov.uk))**

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**SUBJECT: HRA REVENUE AND CAPITAL QUARTER 3 REVIEW**

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Wards affected: Borough wide

## **1.0 PURPOSE OF THE REPORT**

- 1.1 To provide a summary of the Housing Revenue Account (HRA) and Housing capital programme positions for the 2021/22 financial year.

## **2.0 RECOMMENDATIONS TO CABINET**

- 2.1 That the 2021/22 HRA and Housing capital programme positions be noted.

## **3.0 BACKGROUND**

- 3.1 In February 2021, Council agreed the HRA revenue and eight year capital budgets for the 2021/22 financial year. Subsequently in July 2021 Council noted the favourable financial outturn position of the 2020/21 HRA and Capital Investment Programme and approved a number of budget changes and allocations. In January 2022 Members noted the mid-year position.

## **4.0 HOUSING REVENUE ACCOUNT – PROJECTED OUTTURN**

- 4.1 A summary of the projected HRA revenue outturn against budget is set out in **Appendix 1** and shows that the HRA is expected to outturn broadly in line with budget, (a small favourable budget variance overall of £132,000 is now forecast for 2021/22, compared with £118,000 adverse forecast at mid-year). The final outturn position is likely to be affected by actions taken in regard to paragraph 4.2, below.

- 4.2 Budget pressure on response repairs and void revenue repairs is still expected, in part due to there being more works completed by Wates outside the standard price per property (ppp) and void per property (ppv) cost than was initially anticipated at the time of procuring the contract. This is being monitored by Property Services and additional control steps have been added in regard to voids costs. Furthermore, work is underway to complete a thorough and detailed analysis of claims and payments made to the contractor to identify any discrepancies or over payments which may be recoverable.
- 4.3 In 2020/21, additional funding was added to the repairs reserve to reflect unsubstantiated Wates contract claims. If required at the end of 2021/22, these reserves are available to address any shortfall not offset elsewhere in the HRA, though a longer-term solution will still be required to ensure that the reserve remains at the required level. The use of reserves is not included in the forecast in Appendix 1.
- 4.4 The budget pressure identified in paragraph 4.2 is expected to be offset by the favourable variances below:
- There are a number of vacant posts pending recruitment and consequently a favourable variance is anticipated on employee costs.
  - Planned revenue works are unlikely to be fully undertaken in year.
  - The remaining budget contingency is not expected to be used.

## **5.0 CAPITAL INVESTMENT PROGRAMME**

- 5.1 A summary of the capital expenditure position at quarter 3, against the revised budget is shown in **Appendix 2**. Total expenditure to Q3 on the capital programme is £4.479m which represents 45% of the total revised capital programme budget. It is expected that the major part of the revised capital budget will be spent in this financial year. This is broadly consistent with previous years where expenditure is typically greatest in quarter 4.
- 5.2 All capital programme expenditure to date is funded from revenue contributions, (tenant rents).
- 5.3 As TVDL phase one work continues on delivering additional Council housing stock, the HRA has spent £6.306m as at Q3, £1.22m of that has been funded by grants from Homes England and 141 capital receipts for replacement housing. The balance is expected to be funded from HRA borrowing, though this will be reviewed at year end once the final position is clear.

## **6.0 SUSTAINABILITY IMPLICATIONS**

- 6.1 Careful monitoring the budget position helps ensure that the HRA remains able to deliver services and is financially sustainable in the medium term. This supports the aim that local people should receive good quality homes for a fair and appropriate rent.

## **7.0 RISK ASSESSMENT**

7.1 The formal reporting of performance on the Housing 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.

## **8.0 HEALTH AND WELLBEING IMPLICATIONS**

8.1 The health and wellbeing implications arising from this report will be dependent on the particular circumstances for that budget.

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### **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.

### **Appendices**

Appendix 1 – HRA Revenue Projected Outturn

Appendix 2 - Housing Capital Year to Date Position

## Appendix 1 – HRA Revenue Projected Outturn

Budget Area	Revised Budget £000	Mid Year variance £000	Q3 variance £000	Comment
Employee Expenses	3,617	-100	-200	Continued staffing vacancies will lead to a favourable budget variance
Void repairs and response repairs	3,504	1,000	1,000	Both budgets are demand-led so final outturn depends upon various factors. Works outside the standard ppp and vpp prices are significantly more than expected.
Other premises costs	3,314	-200	-150	Planned revenue works budget not expected to be fully used in 2021/22
Transport costs	149	0	0	
Budget contingency	482	-482	-482	No current calls on remaining budget contingency
Supplies and Services	1,194	-50	-150	Based on current review of expenditure
Support Services and internal income (net)	2,927	0	0	
Loan interest & Contribution towards Repayment	3,407	0	0	
Contributions to capital	7,600	0	0	
Dwelling rents	-23,260	-25	-100	TVD stock increases, plus less right to buy than anticipated
Other external income	-2,934	-25	-50	
<b>Total</b>	<b>0</b>	<b>118</b>	<b>-132</b>	Represents 0.5% of overall turnover



## Appendix 2 – Housing Capital Q3 Year to Date Position

<b>Scheme Description</b>	<b>Revised Budget £000's</b>	<b>Q3 Spend £000's</b>	<b>Q3 Spend %</b>
Re-Roofing Works	1,398	747	53%
External Works	1,270	667	53%
Windows and Doors	895	345	39%
Heating System Upgrades	851	745	88%
Kitchen Replacements	733	9	1%
Electrical Upgrades	522	140	27%
Walls	87	27	31%
Bathroom Replacements	463	74	16%
Communal Fire Safety Works	338	223	66%
Communal Areas Improvements	133	32	24%
<b>Capital Investment Programme</b>	<b>6,690</b>	<b>3,009</b>	<b>45%</b>
Carbon Neutral Dwellings	698	4	1%
Salary costs & Professional Fees	600	527	88%
Change in Standard for Smoke Detection	550	101	18%
Adaptations for Disabled People	300	210	70%
Environmental Programme	366	67	18%
Contingency/Voids	300	528	176%
Improvements to Binstores	192	0	0%
Sheltered Housing Upgrades	140	5	4%
Lifts	105	0	0%
Energy Efficiency	25	0	0%
Asset Management Assessment	17	26	153%
<b>Other Housing Schemes</b>	<b>3,293</b>	<b>1,468</b>	<b>45%</b>
Purchase Service Charge Software	40	1	3%
Digital Initiatives	7	1	14%
Rounding			
<b>Total Capital Programme</b>	<b>10,030</b>	<b>4,479</b>	<b>45%</b>
Properties from TVD	17,009	6,306	37%
<b>Total Expenditure</b>	<b>27,039</b>	<b>10,785</b>	<b>40%</b>

**Resources**

<b>Scheme Description</b>	<b>Revised Budget £000's</b>	<b>Q3 Spend £000's</b>	<b>Q3 Spend %</b>
HRA/MRA Contribution - capital	7,969	4,479	56%
HRA Borrowing - capital	2,061	0	0%
HRA Borrowing for TVDL purchases	14,279	5,085	36%
Homes England Grants - TVDL	2,010	901	45%
Capital Receipts (141) - TVDL	720	320	44%
<b>Total Resources</b>	<b>27,039</b>	<b>10,785</b>	<b>40%</b>

# Agenda Item 6k

Minute of Executive Overview & Scrutiny Committee – 24 February 2022

## 92 **QUEEN'S PLATINUM JUBILEE CELEBRATIONS**

Consideration was given to the report of the Interim Head of Wellbeing and Leisure as contained on pages 1653 to 1657 of the Book of Reports, which was to consider proposals for an event in Coronation Park Ormskirk and Beacon on 2 June 2022 to celebrate Her Majesty's Platinum Jubilee with additional related activities Borough wide.

The Interim Head of Wellbeing and Leisure Services outlined the report which detailed the importance of celebrating the Platinum Jubilee, which provides an opportunity for communities and people throughout the United Kingdom to come together to celebrate this historic milestone. He informed that details are currently in the early stages of development and that Officers are engaging with and providing support for our local communities. He informed that interest had been received from some partner organisations who are keen to support activities and gave some examples of these, including a tea dance, dance schools and the possibility of a large outdoor screen at the Beacon showing relevant footage relating to the Jubilee.

Comments and questions were raised in respect of the following:

- Engagement with CSP/Partners
- Engagement with Community/Schools/Parish Councils
- 'Queen's Green Canopy' Tree Planting Scheme
- Lighting of the Beacon
- Resources and funding opportunities
- Catering
- Wet weather contingencies
- Event Planning Safety Group
- Ideas welcomed (inform Simon Kirby, Interim Head of Wellbeing and Leisure Services and/or Jill Ryan, Senior Member Services Officer)

**RESOLVED:** That the Committee noted and gave their support to the Queen's Platinum Jubilee Celebrations report and that the report be passed to Cabinet for their consideration.

