



Jacqui Sinnott-Lacey  
Chief Operating Officer

52 Derby Street  
Ormskirk  
West Lancashire  
L39 2DF

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Friday, 7 October 2022

**TO: THE MAYOR & COUNCILLORS**

Dear Councillor,

Please find attached late information for the meeting of the **COUNCIL** being held in the **COUNCIL CHAMBER, 52 DERBY STREET, ORMSKIRK L39 2DF** on **WEDNESDAY, 12 OCTOBER 2022** at 7.30 PM.

Yours faithfully

A handwritten signature in black ink, appearing to be 'JS', written over a light blue circular stamp.

Jacqui Sinnott-Lacey  
Chief Operating Officer

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

- |           |   |                  |
|-----------|---|------------------|
| <b>6.</b> | <b>TO ANSWER ANY QUESTIONS UNDER THE PROVISIONS OF COUNCIL PROCEDURE RULE 10.2</b>                                    | <b>295 - 298</b> |
|           | LIST OF QUESTIONS FROM MEMBERS TO THE LEADER  |                  |
| <b>7e</b> | <b>Standards Committee - Tuesday 20 September 2022</b>  | <b>299 - 300</b> |
| <b>7f</b> | <b>Budget/Council Plan Committee - Wednesday 28 September 2022</b>  | <b>301 - 304</b> |
| <b>8.</b> | <b>OVERVIEW &amp; SCRUTINY ANNUAL REPORT 2021/22 AND REQUEST FOR ADDITIONAL RESOURCES</b><br>Appendix (Annual Report) | <b>305 - 332</b> |

**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)

**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**.

## TO ANSWER ANY QUESTIONS UNDER THE PROVISIONS OF COUNCIL PROCEDURE RULE 10.2

### 1. Questions from Councillor James Upjohn – Report 'Change of Governance Arrangements'

- (i) Leader, should there be a public consultation on such a monumental and costly change to council workings?
- (ii) We recently switched to pre-scrutiny, after a vote at full council, has this been implemented yet and if yes how effective is it?
- (iii) Is it a good idea to switch to a committee structure? Has any research been done on Hybrid Models?
- (iv) The report at 7.6 refers to consultation proposed with key stake holders and the implementation of the new arrangements. For the consultation to be lawful and effective it must be carried out when the proposals are still at an informative stage. Can you confirm this has been done and if so where is the data.

### 2. Questions from Councillor Rob Molloy – Report 'Change of Governance Arrangements'

I have several questions on the report into Change of Governance Arrangements that is in the Council papers for the meeting on October 12th.

- (i) The report states in Section 10 that there are "major implications" in terms of resources in any change to governance arrangements. In section 10.2 the report says that they are likely to be £50k to £100k in one off costs but there is no breakdown of how this is made up.

Has a financial impact assessment been taken to validate this £50k to £100k range?

Is there a detailed breakdown that members can see to assure themselves and our residents that all one-off costs both internally and externally have been accurately considered in arriving at this figure?

- (ii) Paragraph 10.4 calls for a comprehensive training programme for members and officers.

Has this programme been designed and what are the costs arising from it for both external training costs and officer time?

What will the time commitment for "comprehensive training" be for officers and members?

- (iii) Paragraph 10.6 states that the Council is looking into whether additional financial support is available.

Has this been progressed and if so how much funding has been made available? If not how much is being requested and when will the council know if support is available?

### **3. Question from Councillor Kate Mitchell – JMO Sports Park**

Having been contacted by concerned residents whose children or grandchildren have had their junior football cancelled at the Council's Blaguegate pitches on Sunday 9th October as a result of dangerous and inconsiderate parking arising from a dispute between the council and JMO Sports Park about the previous parking provision at JMO Sports Park, to respectfully ask the Council Leader what action she proposes to take to ensure that the situation is resolved; the dangerous parking eliminated; and the interests of local junior footballers is not relegated below those of footballers at JMO, some of whom are from outside the area?

### **4. Questions from Councillor Julian Finch – Report 'Change in Governance Arrangements'**

These questions are not about legal compliance, but whether or not we have complied with "accepted good practice" as defined by the LGA's Centre for Public Scrutiny (CfPS) Guidelines and in good practice in any other type of organisation.

It was made clear to the cross-party working group, in the first meetings, that there is a clear process for Council's to review their governance arrangements and its effectiveness. Based on their extensive research and the experience of Councils who have changed governance arrangements, their guidance is promoting "good practice" rather than legal advice. They also make it abundantly clear that "introducing a structural solution will not resolve issues which may have underlying political causes."

The first stage of the LGA's recommended process is planning your approach, scoping your review, and assessing the current position.

- (i) Can the Council provide evidence clearly demonstrating these first stages of governance review were carried out properly (diligently)?
- (ii) Are you satisfied that a proper assessment of the current position has been carried out?

- (iii) What evidence have we established that the current governance arrangements as per current constitution, are inadequate?

The second stage on the LGA's recommended review process is to consider and agree the principles on which the new governance arrangements could be designed. Quote: "From the initial assessment (Stage 1) you have identified some strengths, practices and ways of working that you want to keep, and weaknesses, ways of working that you want to stop or change substantially." These principles should be tangible, so that in future you can judge whether or not.

- (iv) Is the Leader / Council confident that we have identified clear and tangible/measurable objectives? If so, what are they?

It is imperative when budgets are going to be tight that you are clear on the financial implications, but you can't put a cost to operating a new structure before you have agreed what that structure is going to be.

- (v) Is the leader on behalf of the Council, convinced that WLBC has a clear rationale for the proposed formal change in governance arrangements? (If not, could this be challenged legally?)
- (vi) What will be done to mitigate the various risks involved in this proposed change, including those which have been identified in the review process?
- (vii) What evidence do we have that this proposed change will strengthen our governance in a way that cannot be achieved by other means, e.g evidence that:
- under a committee system decision making will be more consensual
  - partnership decision making will be more effective
  - engagement with Councillors in policy making will be more inclusive than it is now?
- (viii) Is the Leader of the Council satisfied that sufficient consideration has been given to the option of a "Hybrid system of governance which would require cultural change in the organisation rather than major constitutional /structural change, and possibly some more minor changes to the constitution? If so what evidence do we have to substantiate that?



## STANDARDS COMMITTEE

**HELD:** Tuesday, 20 September 2022

Start: 7.00 pm

Finish: 7.05 pm

### PRESENT:

Councillor: Y Gagen (Chairman)  
D Westley (Vice Chairman)

Councillors: I Davis J Witter  
J Fillis J Howard  
G Owen

In attendance: Linda Webster (Parish Councillor)  
Steve Garvey (Independent Person)

Officers:  
Claire Kelly, Principal Solicitor  
Kirsty Breakell, Democratic Services Officer

### 1 APOLOGIES

Apologies were received on behalf of the Independent Person, Mr Mike Fawcett.

### 2 MEMBERSHIP OF THE COMMITTEE

There were no changes to the Membership of the Committee.

### 3 DECLARATIONS OF INTEREST

There were no Declarations of Interest.

### 4 URGENT BUSINESS

There were no urgent items of business.

### 5 PUBLIC SPEAKING

There was no public speaking.

### 6 MINUTES

RESOLVED: That the minutes of the meeting held on 21 September 2021, be approved as a correct record.

### 7 COMPLAINTS STATISTICS

The Principal Solicitor presented the Complaints Statistics as contained on pages 13-22 of the Book of Reports, which provided Members with statistical information in relation to standards complaints for the period 22 September 2021 to 19 September 2022. Two formal complaints were received, one has been resolved and one is still

pending waiting further investigation.

RESOLVED: That the Standards Complaint Statistics attached at appendix 1 to the report be noted.

**8 STANDARDS COMMITTEE - ANNUAL REPORT 2020/21**

The Principal Solicitor presented the Annual Report as contained on pages 23-32 of the Book of Reports, detailing the work undertaken by the Committee during 2021/22.

RESOLVED: That the Standards Committee Annual Report 2021/22, attached as Appendix 1 to the report, be noted, endorsed and published on the Council's website.

**9 WORK PROGRAMME**

RESOLVED: That the work programme be noted.

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**Chairman**

# Agenda Item 7f

**BUDGET / COUNCIL PLAN COMMITTEE**

**HELD: Wednesday, 28 September 2022**

Start: 7.00 pm

Finish: 7.31 pm

**PRESENT:**

Councillors: R Molloy (Vice-Chairman in the Chair) I Davis  
Y Gagen Howard  
D Westley

Officers: Chris Twomey, Corporate Director of Housing, Transformation & Resources  
James Pierce, Head of Finance, Procurement and Commercial Services  
Lisa Windle, Head of Corporate and Customer Services  
Simon Peet, Corporate Finance Manager (Deputy S151)  
Alison Grimes, Performance Improvement Lead  
Jacky Denning, Democratic Services Manager

1 **APOLOGIES**

Apologies were received on behalf of Councillor A Yates.

2 **MEMBERSHIP OF THE COMMITTEE**

In accordance with Council Procedure Rule 4, the Committee noted the termination of Councillor D Whittington and the appointment of Councillor J Howard for this meeting only, thereby giving effect to the wishes of the Political Groups.

3 **URGENT BUSINESS**

There were no urgent items of business.

4 **DECLARATIONS OF INTEREST**

There were no declarations of interest.

5 **MINUTES OF PREVIOUS MEETING**

As this was the first meeting of the Committee, there were no minutes to receive.

6 **TERMS OF REFERENCE**

RESOLVED: That Council approves the following Terms of Reference of the Committee:

Functions

- (i) To oversee development or annual refresh of the Council Plan for the forthcoming year/s and make recommendations to Cabinet & Council.

- (ii) To monitor performance towards achievement of the Council Plan and make recommendations to Cabinet & Council, when required
- (iii) To approve the Annual Council Plan report, which provides details of actions undertaken from the previous year, prior to publication.
- (iv) To review the Medium-Term Financial Strategy (MTFS) and make recommendations to Cabinet & Council, when required.
- (v) To monitor the GRA (General Revenue Account) and HRA (Housing Revenue Account) and the capital programme and make recommendations to Cabinet & Council, when required.
- (vi) To monitor the Treasury Management Performance & Prudential Indicators.
- (vii) To consider annual budget setting matters, i.e. Council Tax, GRA (General Revenue Account) and HRA (Housing Revenue Account) requirements and the Capital Programme and make recommendations to Cabinet & Council.

(Note:

1. In accordance with Constitution 7: Budget and Policy Framework Procedure Rules, recommendations from this Committee, will be considered by Executive Overview & Scrutiny Committee and Cabinet, prior to the full Council meeting.
2. Delegations are in place to allow Service Heads to vire across budget heads where each individual virement does not exceed £10,000 and the Cabinet can approve virement in the revenue and capital budgets of up to £50,000, where the new activity accords with the Council's Policies and Objectives.)

## **7 COUNCIL PLAN DEVELOPMENT TIMETABLE**

The Committee considered the report of the Corporate Director of Transformation, Housing & Resources, as contained on pages 3 to 10 of the Book of Reports, which sought agreement of the approach and timetable to developing a new Council Plan for 2023 onwards.

The Committee was advised that the timetable may need to be amended, since the notification from the MP that she would be resigning from office to take up another position, which would lead to a Parliamentary By-election. The date of the By-election had not been announced, however the purdah period in the run up to the By-election, could impact on the timetable proposed.

- RESOLVED:
- A. That the principles for development of the Council Plan set out in section 5.2 of the report, be approved.
  - B. That the proposed development timetable set out in section 6.1 of the report be approved, subject to the implications of the purdah period referred to above.
  - C. That the working period for the Plan be agreed as five years and that outcomes and priorities be monitored by this committee as outlined at section 7.1 of the report.

**8 MEDIUM TERM FINANCIAL FORECAST (MTFF) 2023/24 TO 2025/26**

The Committee considered the report of the Head of Finance, Procurement & Commercial Services, as contained on pages 11 to 30 of the Book of Reports, previously submitted to Executive Overview & Scrutiny Committee on 6 September and Cabinet on 13 September 2022, which set out the future work of the Committee in respect of budget matters. A copy of the minutes were attached to the report for information.

The Committee was advised that the report was a starting point for discussions around the current financial position and future debates in respect of income generation and savings.

Comments and questions were raised in respect of the following:

- Recruitment issues – nationally and locally
- The budget gap and how to address eg. A review of services, new business, shared services
- Budget assumptions – Inflation, Insurance, Pay Award
- Income generation and savings plan

The Committee was advised that officers would prepare some ideas for income generation and savings for consideration by Members at a future meeting.

RESOLVED: That the report be noted.

**9 WORK PROGRAMME**

Consideration was given to the Committee's 2022/23 Work Programme as set out on page 31 of the Book of Reports.

RESOLVED: That the Committee Work Programme 2022/23 be agreed, subject to the potential changes to the Council Plan timetable, referred to in Minute 7 above.

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**Chairman**





# West Lancashire Borough Council

Overview and Scrutiny Annual Report 2021/22





## **INTRODUCTION**

Welcome to the annual report on Overview and Scrutiny in West Lancashire, which gives a retrospective insight into the important work undertaken by each of the Council's Overview and Scrutiny Committees that has made a real difference to the work of the authority and information on some of the subjects our Committees will be scrutinising during 2022/23.

In 2021/22 Council year Overview and Scrutiny at West Lancashire operated through two Committees, the Executive Overview and Scrutiny Committee and the Corporate and Environmental Overview and Scrutiny Committee. The work undertaken has been wide-ranging and the report notes key scrutiny activity handled over the last year. Members in examining the issues presented to them have considered best practice and taken evidence from interested parties, highlighting the reasons that informed the recommendations resulting from their work.

Recognising the extensive and in-depth nature of the work undertaken by the two Committees, I would like to thank, past and current Members who were involved in the scrutiny activities during 2021/22. Particular thanks goes to those external to the Council who gave up their time to attend various forms of meetings and contribute to the work of the Committees.

The Council continues to recognise the importance of the independent challenge of overview and scrutiny and the diversity of the contributions that have been invaluable in assisting the approach to overview and scrutiny at West Lancashire Borough Council.

**Chris Twomey**

Corporate Director of Transformation, Housing and Resources  
October 2022

# SCRUTINY IN WEST LANCASHIRE

In 2021/22 Overview and Scrutiny operated through two committees – The Executive Overview and Scrutiny Committee and the Corporate and Environmental Overview and Scrutiny Committee.

## 1. Executive Overview and Scrutiny Committee

The Executive Overview and Scrutiny Committee continues to provide a cross-cutting forum to consider matters as follows:

- ‘Call In’ – scrutinising decisions made by Cabinet prior to implementation
- ‘Post Hoc Scrutiny’ – examining decisions after they have been made
- Considering matters referred by Cabinet or Council
- Making proposals to Cabinet or Council/reviewing the performance of the Cabinet and the Council’s senior officers
- Conducting budget and policy development linked to the Cabinet Cycle

During 2021/22 under the Chairmanship of Councillor Adrian Owens, the business of the Executive Overview and Scrutiny Committee included the following:

### ‘Call In’

Call-in provides a mechanism for councillors to intervene when they feel that a decision being made by the Cabinet needs to be revisited (or possibly changed). It provides a key check and balance in the leader/cabinet system of governance. It should, however, be regarded as a measure that is only needed in exceptional circumstances, rather than day-to-day. It sits in the context of a range of other tools at scrutiny’s disposal to influence decision making.

There were no ‘call-in’ requests received during 2021/22.

Following a review of governance arrangements, a change to allow any 5 Members of the Council to call in an item was introduced, when previously this was 5 Members of the Executive Overview & Scrutiny Committee.

### ‘Post Hoc Scrutiny’

All minutes of Cabinet meetings were referred to the Committee for post hoc scrutiny. As part of this process the Committee can hold Cabinet to account for the decisions they had taken and the Committee can raise detailed questions and observations.

### **Matters referred by Cabinet or Council to Executive Overview and Scrutiny Committee for views and comments**

Cabinet or Council are able to refer items directly to Scrutiny, however it is usual that reports are headed up for both Executive Overview and Scrutiny Committee as well as Cabinet and, on occasion Council, when appropriate.

## **Making proposals to Cabinet or Council**

The Overview and Scrutiny Committee has the power to make recommendations to the Cabinet or Council (pre-decision scrutiny).

The Forward Plan is published 28 days prior to Cabinet and circulated to all Members. Members can request for an item included on the Forward Plan to be included on the next meeting of the Executive Overview & Scrutiny Committee.

Details of those items considered prior to Cabinet, the recommendations from Executive Overview & Scrutiny and whether those recommendations were taken into consideration and actioned, can be found in the attached appendix 1.

## **Conducting policy and budget development linked to the Cabinet Cycle**

Policy and Budget Development is also a key role for scrutiny. Following a review of Overview & Scrutiny, all policy and strategy documents are reported to Executive Overview & Scrutiny prior to consideration by Cabinet, which provides for cross party debate on key documents and provides an opportunity for scrutiny Members to take a more strategic role. The Committee was consulted on the following during the year:

- (i) Revised Tenancy Policy – June 2021
- (ii) Mobile Home fit & Proper Person Policy 2021 – September 2021
- (iii) Customer Feedback Policy – November 2021
- (iv) Data Quality Policy – November 2021
- (v) Tenancy Strategy 2022-2025 – November 2021
- (vi) Minimum Energy Efficiency Standard Enforcement Policy – November 2021
- (vii) Private Rented Sector Electrical Safety Policy 2021 – November 2021
- (viii) Housing Revenue Account - Revenue and Capital Mid-Year Review – November 2021
- (ix) Capital Programme Mid Year Review – November 2021
- (x) Draft Revenue & Capital Programme Budget – January 2022
- (xi) Housing Account – Revenue and Capital Programme Budget Setting – January 2022
- (xii) Equality, Diversity & Inclusion Strategy and Equality Objectives 2022-2026 – March 2022

Details of specific recommendations to Cabinet, from the Committee are set out in Appendix 1.

In depth Scrutiny and policy development was also carried out by informal cross party Member Working Groups, which have been established for key topics, under the following headings:

- Political Governance Arrangements Working Group
- Community Wealth Building Cabinet Working Group
- Estates Regeneration Cabinet Working Group
- Flooding & Drainage Cabinet Working Group
- Landlord Services Committee (Cabinet Working Group)
- Local Plan Cabinet Working Group
- West Lancashire Leisure Cabinet Working Group
- Grant to Voluntary Bodies Cabinet Working Group

## **Budget Scrutiny**

The Committee has continued to be involved in budget scrutiny. Corporate Directors/Heads of Service and various officers across the Council have attended meetings to provide information and answer questions.

In 2022 a Budget/Council Plan Committee was established, with Members of Scrutiny and Cabinet, with the aim to scrutinise and focus on budget issues and set priorities, prior to formal consideration by Executive Overview & Scrutiny, Cabinet and Council.

## **Member Development Commission**

The overview and development of Members is undertaken by the Member Development Commission, which in 2021/22 was Chaired by Councillor Cynthia Dereli, and identifies appropriate training to support Members in their role. All Members can request training needs directly to Member Services or via their political group representative on the Commission. An item for feedback from those group representatives is included on each agenda.

Members are kept abreast of courses, conferences, and other training opportunities throughout the year by Member Services. New Councillors are provided with an Identification of Training Needs (ITNs) form in their 'New Members Induction Pack' when elected. A list of training etc. can be found in Appendix 2.

In the previous calendar year the Commission was tasked with identifying a way forward to give effect to the greater role that was envisaged for Councillors in setting the strategy and direction of the organisation under the refreshed operating arrangements. As part of this review the Commission reviewed the Council's Overview & Scrutiny function and came up with several recommendations to improve scrutiny, which were implemented during the year, these included:

(i) Pre-Decision Scrutiny at Executive Overview & Scrutiny Committee

The Council at its meeting held on 24 February 2021, approved the timetable of meetings for 2021/22, to allow for Executive Overview & Scrutiny Committee to be held prior to Cabinet, to accommodate pre-scrutiny, with a Special 'Call In' Meeting of Executive Overview & Scrutiny Committee being scheduled following Cabinet, to meet as and when required.

The new ways of working have added significant value to the decision-making process, allowing more cross party working prior to decisions being taken at Cabinet, with greater contribution and involvement from scrutiny members.

(ii) Submission of Questions in advance of meetings

Members of Overview & Scrutiny Committees are being asked to submit questions in advance of Overview & Scrutiny meetings. This has proved very effective in the preparation of meetings for both Members and Officers and has enabled officers to be better prepared to address any issues at the meeting, which may have previously required a reply following the meeting.

(iii) Training

In-house 'Overview & Scrutiny at West Lancashire' training sessions will be held each year following a local election with a further session on 'Best Practice Scrutiny' being arranged with an external trainer in the year that there are no local elections.

(iv) Topic Selection and Scoring

Topics for in depth reviews/policy development are sought by:

- Inviting all Members, Parish Councils and CMT to submit topics.
- Inviting members of the public to submit topics via a press release and the
- inclusion of an article on the Council's web site. And if felt appropriate, a workshop session could be held inviting all Members, Key Stakeholders, the Press and members of the public, if determined by the Lead Officer, in consultation with the Chairman, Vice Chairman and Opposition Spokespersons.

All potential topics received are then published on the Council website.

Scoring of submitted in-depth scrutiny topics are scored by a Panel consisting of the Chairman, Vice-Chairman and Opposition Spokespersons of the Corporate & Environmental Overview & Scrutiny Committee, with the person submitting the topic being asked if they wish to present their reasons for submitting the topic in person/virtually.

The results of the scoring exercise are considered by the main Committee to select one topic for review. Consideration at that meeting is also given to how the other items submitted will be dealt with, eg. Referred to the relevant Head of Service and/or Portfolio Holder, referred to another authority, a report included on a future agenda (one-hit item).

Following the criteria, the topic selected should meet at least one of the following:

- Improvements for local people likely.
- Community/Corporate priority area.
- Key issue for the public.
- Poor performing service.
- High level of dissatisfaction.

Each topic is scored for Importance (how well a topic fits with the Council's key aims and priorities) and impact (likely potential impact of outcomes from a scrutiny investigation of the topic in terms of community benefit).

The MDC wished to continue with the current arrangement for scoring topics as they felt it was a very fair and thorough process to choose topics. They also recognised this process helped to ensure that topics would add to the work already being undertaken by the Council and would strengthen and improve services offered to residents.

The Commission agreed that future in depth reviews be undertaken by Task & Finish Groups, rather than by the main Committee, which was later approved by full Council. Members felt that task and finish groups provided good cross party working and could produce excellent reports due to smaller size groups being more focussed on the specific issue. Four Task & Finish Groups have been established in 2022 on the following topics:

- Litter Clearance In West Lancashire, Including 'Fly-Tipping' and 'Grot Spots'
- Community Environmental Improvements, Including Community Orchards
- Shop Front Improvements
- Ormskirk Market

(v) Attendance by others

That the leaders of the political groups on the Council be allowed to attend each Overview and Scrutiny Committee and to speak but not vote on any issue under consideration, with the consent of the Chairman.

(vi) Requests for Items from the Forward Plan

As the Forward Plan is published 4 weeks prior to decisions taken by Cabinet a process has been put in place to allow Members to request items from the Forward Plan to be included on the agenda for Executive Overview & Scrutiny. Holding meetings of Executive Overview & Scrutiny 2 weeks prior to Cabinet has enabled this process to be adopted.

The Executive Overview & Scrutiny Committee is kept up to date with the work of the Commission through the minutes of its meetings or when specific recommendations have been submitted.

## **2. Corporate and Environmental Overview and Scrutiny Committee**

The remit of the Corporate and Environmental Overview and Scrutiny Committee is to:

- Undertake Performance Management.
- Conduct in-depth reviews/policy development within Services, including related external matters as set out in its Work Programme for the relevant year.
- Routinely review recommendations from previous reviews.
- Consider Members' items (including Councillor Call for Action).
- Consider Items referred to it from the Members' Update at the request of a Member.
- Act as the Council's Crime and Disorder Committee.

Under the Chairmanship of Councillor Donna West the business of the Corporate and Environmental Overview and Scrutiny Committee in 2021/22 included consideration of the following matters:

### **Performance Management**

The Committee plays a key role in performance management by:

- Monitoring and commenting on Council performance by considering regular performance management reports.
- Requesting additional performance information to scrutinise specific service quality.
- Holding the Cabinet and Officers to account if specified outcomes are not being met, ensuring questions are asked both about value for money and the performance of staff.
- Ensuring that effective performance systems are in place and working well.

- Conducting strategic reviews that include service performance in line with strategic objectives.
- Raising individual agenda items on aspects of poor performance.

Relevant officers attended the meetings and provided additional information and responded to questions. Where required actions plans were developed to evidence how underperformance was being effectively addressed, these actions plans are shared with the Committee.

During 2021/22 the Committee scrutinised the following reports and raised detailed questions in respect of the following:

(i) Corporate Performance Indicators (Q4 2020/21)

A question was raised in respect of WL85a Website: no. visits, as to how this performance indicator is measured. The Partnership and Performance Officer explained that this is measured by each separate visit to the website.

(ii) Quarterly Council Plan Performance Delivery Plan – Q2 2021/22

- 44,811 Service Now Accounts – Could they be utilised for contact / promotions subject to GDPR guidance – (It was noted that this would be a great idea, although Members were informed that the Council have previously sought advice in respect of this and are not legally permitted to do so without consent)
- WL108 Average answered waiting time for callers to the Contact Centre
- NI192 Percentage of kerbside household waste sent for reuse, recycling, and composting – Discussion took place in respect of the nature of the formulations of this Performance Indicator and how promotion/ education of buying/using less plastic will reduce the amount to be recycled. It was suggested that the Council's Waste & Recycling Promotions Officer could promote and drive information in respect of this behavioural change. (It was noted that the Council follow and report on National measures)
- Estates and Valuation Manager Post currently vacant – Specialist role
- Information in respect of recycling – Providing details of what goes into which colour bin? - Possibility of visually displaying information on the roundabouts in the Borough and to also provide information to Schools. It was suggested that this information would be particularly useful to new residents/tenants. (The Partnership and Performance Officer made an undertaking to provide details of this suggestion to the Service)

(iii) Council Plan Delivery Plan Q3 2021/22

A Comment was raised by a Member in respect of the following:

- 'Support businesses to adapt and prosper' and 'Become a Greener West Lancashire' KPI's - how these interrelate and can have a 'knock on' effect.
- Support for businesses in respect of electric vehicles and solar panels.

## **Other items considered:**

At the request of Cabinet, the Corporate Overview and Scrutiny Committee receive annually, in the form of a presentation to Members, a report on the work undertaken in the previous twelve months of the Leisure Trust

An update of the work undertaken in the previous twelve months was presented on behalf of West Lancashire Community Leisure (WLCL). In 2021/2 representatives of WLCL, attended a meeting (16 September 2021) to present the annual report of that body and responded to detailed questions on the presentation.

## **In-depth review/policy development**

Action on Climate Emergency combined with 'Create/Designate Hedgehog and Wildlife areas in public parks/gardens across the Borough.

The topic was chosen by the Committee following a consultation and scoring exercise. Members felt that both the topics, 'Action on Climate Emergency' and 'Create/designate Hedgehog and wildlife areas in public parks/gardens across the Borough' could be combined for selection on to the Committee's 2021/22 Work Programme. The Committee received briefings and presentations from the Environmental Strategy Officer and Head Ranger. An on-line consultation took place to enable feedback from citizens, businesses and interested groups. The results were detailed at the meeting held in June 2021 and the outcomes and actions were presented to the Committee at the meeting in September 2021.

The draft final report was considered at the Committee on 9 December 2021 to agree the final recommendations of the review for submission to Cabinet on 25 January 2022 who approved all the recommendations of the Committee.

A full review of the recommendations will be undertaken by the Committee in December 2022

## **Member items/Councillor Call for Action**

Any Member can ensure that any matter relevant to the remit of the Committee can be placed on the agenda and discussed at a meeting in accordance with the protocol for submitting Members Items / Councillor Call for Action in accordance with the provisions in the Local Government and Public Involvement in Health Act 2007 (as amended). The Councillor is then able to attend the meeting and present that item to the Committee and the members of the Committee will decide what further action to take. The Protocol can be found at Constitution 18.3.

A Members item was submitted in respect of 'Performance in Council Tax Department'. A written response to this matter was provided and circulated to Members of the Committee.

## **Members Update Articles**

General Information Items (not including planning and licensing matters) are circulated via the Corporate & Environmental O & S Members Update. This includes items in relation to delegated decisions, performance monitoring, LCC Health Scrutiny and Police & Crime Panel meetings. Any Councillor can request these items to be included on the Corporate O&S Committee agenda for scrutiny. The Protocol can be found at Constitution 9.2.

## **Crime and Disorder Committee**

Section 19 of the Police and Justice Act 2006 requires every local authority to have a crime and disorder committee with the power to review or scrutinise decisions made or other action taken in connection with the discharge by responsible authorities of their crime and disorder functions. The Crime and Disorder (Overview and Scrutiny) Regulations 2009 complement the provisions under section 19.

The Corporate and Environmental Overview and Scrutiny Committee has been designated as the committee responsible for undertaking this function, enabling that committee to scrutinise the work of the West Lancashire Community Safety Partnership and the partners who comprise it, insofar as their activities relate to the partnership itself. The legislation gives powers to scrutinise the Community Safety Partnership (CSP) rather than the partners to encourage Members to focus on policy issues rather than individual organisations. The Council has a duty to carry out crime and disorder scrutiny at least once a year in order to fulfill its statutory responsibility.

Members scrutinised the work being undertaken around crime and disorder, projects being delivered in the borough to combat and improve resident's lives and how it was funded. A presentation was made to the Committee on 10 March 2022 on behalf of the West Lancashire Community Safety Partnership outlining the vision of the Partnership. The committee were reassured by the work being undertaken by the partnership and recognised the positive impact this is having on the communities of West Lancashire.

## **OFFICER SUPPORT**

The Council ensures that officers effectively support the overview and scrutiny function to encourage a healthy culture of open debate and reporting. It has developed an integrated approach with officer support from a variety of sources: Member Services, Partnership/Performance and officers from Services across the Council. This integrated approach means that a full range of professional skills can be used when undertaking any particular scrutiny exercise.

The Corporate Director Transformation, Housing and Resources is responsible for the Council's overview and scrutiny function.

Overview and Scrutiny Committees are administered by Member Services, led by the Democratic Services Manager, to bring a supported and corporate approach to the scrutiny process, whilst maintaining its independence within the democratic function.

This Council has a supportive senior officer culture for Overview and Scrutiny. As well as attending meetings, Corporate Directors/Heads of Service and other senior officers play a proactive role in supporting the function by:

- Assisting in identifying the Work Programme (ensuring it is focused on the Council's Corporate Priorities, thereby adding value), being mindful of big issues "on the horizon", scheduling in reports from the inspectorate regimes etc.
- Briefing Members on current issues.

- Assisting in identifying officer support when required.
- Overseeing the quality and value of reports to Committees.

The Corporate Director of Transformation, Housing and Resources leads the performance management agenda on behalf of the Council through:

- Provision of performance information, production of corporate performance plan, establishing the Council's high-level priorities, target and action.
- Corporate inspection regimes.
- Establishment of the Council's Performance Management Framework including the incorporation of service plans.

Officers from Environmental Services and Planning & Regulatory Services have supported development relating to crime and disorder scrutiny.

## **CORPORATE PEER CHALLENGE FEEDBACK**

The Council took part in an LGA led Corporate Peer Challenge in March 2021, the inspection team considered the Council's approach to governance and scrutiny recognising the areas of good practice. The team noted the changes that have been implemented following the Member Development Commissions review and how they have 'added significant value to the decision-making process, allowing more cross party working prior to decisions being taken'.

## **OVERVIEW AND SCRUTINY NETWORKS/TRAINING**

### **North West Strategic Scrutiny Network (NWSSN) – North West Employers' Organisation**

This councillor led network is for scrutiny chairmen, vice chairmen and experienced scrutineers. The role of the group is to support councillors in their development of their scrutiny function role, share good practice and advice and highlight local and national drivers.

The network is open to both Councillors and officers in organisations who hold membership with North West Employers.

The NWSSN aims are:

- To increase collaboration between authorities to ensure greater efficiencies and explore value for money approaches.
- To support the value of overview and scrutiny.
- To share intelligence, knowledge, resources and generate ideas to improve scrutiny function.
- To disseminate information on national and regional initiatives to ensure equal opportunity.
- To share strategic and practical contributions and recognise the value of listening to experiences.

The Centre for Governance & Scrutiny (CfGS) and NWE also provide sign-posts to guidance and information through Bulletins and Newsletters.

## HEALTH SCRUTINY

Health Scrutiny functions are conferred on Councils with social services responsibilities as a result of The Local Authority (Public Health, Health and Well-Being Boards and Health Scrutiny) 2013 Regulations.

The Health Scrutiny Committee at LCC exercises the statutory functions of a health overview and scrutiny Committee. The purpose of the Committee is to review and scrutinise issues relating to health and adult social care delivered by LCC, the National Health Service and other relevant partners. Membership includes 12 non-voting co-opted district Council Members. In 2021/22 West Lancashire's representative was Councillor S Gregson.

Members receive regular Members' Updates on the work being undertaken by the Committee in order to provide an opportunity to feedback any comments via the Council's representative or request items to be included on the next appropriate Committee agenda for more detailed scrutiny.

The North West Ambulance Service also provide information through Bulletins to its stakeholders.

## WORK PROGRAMMES

The process for establishing the work programmes is well established.

- **Members of the Council** submit topics (to ensure Member involvement)
- **Members of the Corporate Management Team** submit topics (to ensure a strategic input into the process)
- **Members of the public** submit topics via a press release and the inclusion of an article on the Council's web site (to encourage public participation)

The Work Programme for each Committee is included on the Council's web site, which includes a facility to submit potential topics. Comments in relation to overview and scrutiny in general may also be sent.

The Council uses well-established Selection/Rejection Criteria for scoring topics to ensure a structured approach to the selection of topics to be included in the Work Programme.

## THE PLAN FOR THE DEVELOPMENT OF OVERVIEW AND SCRUTINY

- The Annual Report will routinely be submitted to Council.
- The Overview and Scrutiny web page will continue to be updated.
- Support will continue for innovative reviews.
- Performance Management including the annual review of the work undertaken through West Lancashire Leisure Trust.
- Operation of the overview and scrutiny agenda through two Committees
- Participation in the Scrutiny Networks, where appropriate.
- Further training will be provided for officers and members, within existing resources.

## CONCLUSION

This report has highlighted the main activities undertaken by overview and scrutiny during 2021/22 and most importantly how the role of scrutiny has made a tangible difference to the work of the authority. The Overview and Scrutiny Committees have considered a range of issues that impact on the Council and the Borough as a whole. Overview and Scrutiny will continue to ensure policies and practices are developed and meet objectives.

## **CONTACTS**

**For further information about this annual report or any aspect of scrutiny work in West Lancashire please contact:**

Jacky Denning, Democratic Services Manager, 52 Derby Street, Ormskirk, West Lancashire L39 2DF, Phone 01695 585384, E-mail: [jacky.denning@westlancs.gov.uk](mailto:jacky.denning@westlancs.gov.uk)

All overview and scrutiny reports are available to the public on our website and by request.

We are always happy to talk to you about what is happening in overview and scrutiny. If you have any comments or topics for future scrutiny work, then please do get in touch. You can also visit our website at [www.westlancs.gov.uk](http://www.westlancs.gov.uk)

Please bear in mind that overview and scrutiny is not a complaints system.

## **OVERVIEW AND SCRUTINY 2022/23**

**In 2022/23 overview and scrutiny will operate through two Committees:**

### **Overview and Scrutiny Chairmen**

Executive Overview and Scrutiny Committee – Councillor Adrian Owens  
01257 464813 – [cllr.owens@westlancs.gov.uk](mailto:cllr.owens@westlancs.gov.uk)

Corporate and Environmental Overview and Scrutiny Committee – Councillor Donna West  
01695 729350 – [cllr.west@westlancs.gov.uk](mailto:cllr.west@westlancs.gov.uk)

Member Development Commission – Councillor Vikki Cummins  
07720315322 – [cllr.cummins@westlancs.gov.uk](mailto:cllr.cummins@westlancs.gov.uk)

### **Overview and Scrutiny Lead Officers**

Corporate and Environmental Overview and Scrutiny Committee – Chris Twomey, Corporate Director Transformation, Housing and Resources  
01695 585262 – [chris.twomey@westlancs.gov.uk](mailto:chris.twomey@westlancs.gov.uk)

Executive Overview and Scrutiny Committee – Heidi McDougall, Corporate Director Place and Community  
01695 585191 – [heidi.mcdougall@westlancs.gov.uk](mailto:heidi.mcdougall@westlancs.gov.uk)

Member Development Commission – Jacky Denning, Democratic Services Manager  
01695 585384 – [jacky.denning@westlancs.gov.uk](mailto:jacky.denning@westlancs.gov.uk)

### **Overview and Scrutiny Function and Support Officers**

Overview & Scrutiny Development – Jacky Denning, Democratic Services Manager  
01695 585384 – [jacky.denning@westlancs.gov.uk](mailto:jacky.denning@westlancs.gov.uk)

Executive Overview and Scrutiny Committee / Development and Support – Julia Brown, Democratic Services Officer 01695 585065 – [Julia.brown@westlancs.gov.uk](mailto:Julia.brown@westlancs.gov.uk)

Corporate & Environmental Overview and Scrutiny Committee / Development and Support – Kirsty Breakell, Democratic Services Officer 01695 583312 – [Kirsty.Breakell@westlancs.gov.uk](mailto:Kirsty.Breakell@westlancs.gov.uk)

Member Development Commission Support - Julia Brown, Member Services Officer 01695 585065 – [Julia.brown@westlancs.gov.uk](mailto:Julia.brown@westlancs.gov.uk)

E-mail any of the team at [member.services@westlancs.gov.uk](mailto:member.services@westlancs.gov.uk)



**The effectiveness of Scrutiny on the decisions taken by Cabinet in 2021/22 (New arrangements introduced)**

ITEM	SCRUTINY MEETING	CABINET MEETING	DECISION OF SCRUTINY	DECISION OF CABINET
REVIEW OF A TRIAL OF COMPACTION LITTER BINS	Corporate & Env O&S Cttee June 2021	8 June 2021	That the Committee recommend to Cabinet that the trial of compaction litter bins in designated locations be postponed and further reviewed in one year's time, and that the capital funds of £10k allocated to litter bin review work stream, of which £5k was specifically designated for the trial in a high footfall location (10 compaction bins @ £500 each) be utilised to bring forward and support the Borough wide litter bin replacement upgrade programme."	<b>Recommendations agreed in full:</b> That the trial of compaction litter bins in designated locations be postponed and further reviewed in one year's time, and that the capital funds of £10k allocated to litter bin review work stream, of which £5k was specifically designated for the trial in a high footfall location (10 compaction bins @ £500 each) be utilised to bring forward and support the Borough wide litter bin replacement upgrade programme.
Corporate Peer Challenge  Page 321	Exec O&S Oct 2021	Nov 2021	That the content of the report be noted and that the following agreed comments of Executive Overview & Scrutiny Committee be presented to Cabinet for their consideration: A. That the full results of the Corporate Peer Challenge be published subject to the redaction of commercially exempt information. B. That all Political Leaders be invited to participate in the scoping meeting with the Local Government Association ahead of the onsite review.	<b>Recommendations agreed in full and expanded:</b> A. That the contents of the report and the indicative timetable at appendix 1, be noted. B. That the results of the Corporate Peer Challenge and action plan be published following good practice and advice from the peer challenge team. C. That all Councillors be invited to send their views on the scoping exercise to the Leader and Chief Operating Officer prior to the scoping meeting with the Local Government Association ahead of the onsite review.
LOCAL PLAN REGULATION 18 (SCOPE, ISSUES &	Exec O&S Oct 2021	Nov 2021	That the following agreed comments be considered by Cabinet: A. That the recommendation at 3.2 of the report	<b>Recommendations agreed in full</b> A. That the Sustainability Appraisal and Habitats Regulations Assessment of the Issues & Options material (provided at

ITEM	SCRUTINY MEETING	CABINET MEETING	DECISION OF SCRUTINY	DECISION OF CABINET
OPTIONS) CONSULTATION  Page 322			<p>be amended to read:            'That the Local Plan 2023-2040 Issues &amp; Options material (provided at Appendix A) be approved for public consultation, subject to any minor amendments made by the Interim Head of Growth and Development in consultation with the Portfolio Holder, and that comments on the scope of a new Local Plan also be sought as part of this public consultation'.            B. That the Local Plan Cabinet Working Group meet more frequently to consider documents.            C. That although the documents have been through scrutiny, there has not been enough time to scrutinise every document.</p>	<p>Appendices B and C respectively), and the Duty to Co-operate Statement (provided at Appendix D), be noted.            B. That the Local Plan 2023-2040 Issues &amp; Options material (provided at Appendix A) be approved for public consultation, subject to any minor amendments made by the Interim Head of Growth and Development in consultation with the Portfolio Holder, and that comments on the scope of a new Local Plan also be sought as part of this public consultation.            C. That the Local Plan Cabinet Working Group meet more frequently to consider documents.</p>
Climate Change Review Final Report of the Corp & Env O&S Cttee	Corp O&S Dec 2021	Jan 2022	<p>A. That the following completed Actions/outcomes highlighted by the Committee during the course of the review, be noted:            1. Information regarding the Green Homes Grant has been sent to all residents who requested it, with links to the Cosy Homes in Lancashire (CHIL) website, which provides further information, encourages householders to take up free energy efficiency measures in their homes and provides an online application form.            2. An invite to the NW Energy Hub event in</p>	<p><b>Recommendations agreed in full:</b>            That the final report of the Committee on the review undertaken on the Action on Climate Emergency' combined with 'Create/Designate Hedgehog and Wildlife areas in public parks/gardens across the Borough', attached as Appendix A to the report be noted, and the recommendations contained therein, be approved as follows:            A. That the following completed Actions/outcomes highlighted by the Committee during the course of the review, be noted:</p>

ITEM	SCRUTINY MEETING	CABINET MEETING	DECISION OF SCRUTINY	DECISION OF CABINET
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Page 323			<p>June was forwarded to all who expressed an interest, together with another similar event by Electricity Northwest (ENW) 'Powering our Communities' which launched a Fund to support community and local energy groups to develop and grow.</p> <p>3. A 2nd bid has been submitted to the Office of Low Emissions Vehicles (OLEV) for their consideration. This includes 32 charge points at 16 locations, the majority of which are in communal parking areas on housing estates in Skelmersdale, to ensure those living in properties without off-street parking have access to a convenient charging network. Should the project go ahead, it would attract £374,709.01 investment, at nil cost to the council.</p> <p>B. That interested parties be contacted to inform about the Rural Community Energy Fund.</p> <p>C. That the Council continue to investigate a community/group purchasing project for Solar PV, noting that early conversations are underway with NW Energy Hub regarding an application to the Rural Community Energy Fund, with possible partners. The intention is to community fund a solar PV project on large scale building/s in Skelmersdale occupied by a high energy user to purchase the power (this could be a Council owned commercial</p>	<p>1. Information regarding the Green Homes Grant has been sent to all residents who requested it, with links to the Cosy Homes in Lancashire (CHIL) website, which provides further information, encourages householders to take up free energy efficiency measures in their homes and provides an online application form.</p> <p>2. An invite to the NW Energy Hub event in June was forwarded to all who expressed an interest, together with another similar event by Electricity Northwest (ENW) 'Powering our Communities' which launched a Fund to support community and local energy groups to develop and grow.</p> <p>3. A 2nd bid has been submitted to the Office of Low Emissions Vehicles (OLEV) for their consideration. This includes 32 charge points at 16 locations, the majority of which are in communal parking areas on housing estates in Skelmersdale, to ensure those living in properties without off-street parking have access to a convenient charging network. Should the project go ahead, it would attract £374,709.01 investment, at nil cost to the council.</p> <p>B. That interested parties be contacted to inform about the Rural Community Energy Fund.</p> <p>C. That the Council continue to investigate a community/group purchasing project for Solar PV, noting that early conversations are</p>
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ITEM	SCRUTINY MEETING	CABINET MEETING	DECISION OF SCRUTINY	DECISION OF CABINET
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Page 324			<p>building with a high user tenant). The income generated could then be reinvested to fund a further project or offered back to investors, depending on the community model used.</p> <p>D. That representatives from North West Energy Hub and Electricity North West be invited to attend a West Lancashire community energy event, following the outcome of a RCEF fund application in C above.</p> <p>E. That case studies, with performance and savings figures, from installed renewable technologies on Council housing, be developed and made available on the Council's website, including details of:</p> <ol style="list-style-type: none"> <li>1. How much will it cost to install a 2kw 3kw or 4kw?</li> <li>2. How much disruption will there be to install them?</li> <li>3. What potential returns are there, if any, besides the positive impact on the environment?</li> </ol> <p>F. That working with the Lancashire Woodland Connect Project, continue to identify locations for tree planting and hedgehog and wildlife areas, noting that potential sites currently identified include 2-3 hectares at Fairy Glenn for the Queens 'Green Canopy Scheme'; 2-3 hectares at Tawd Valley Park with the assistance of the 'Friends of Tawd Valley Park'; a community orchard at Whittle Drive,</p>	<p>underway with NW Energy Hub regarding an application to the Rural Community Energy Fund, with possible partners. The intention is to community fund a solar PV project on large scale building/s in Skelmersdale occupied by a high energy user to purchase the power (this could be a Council owned commercial building with a high user tenant). The income generated could then be reinvested to fund a further project or offered back to investors, depending on the community model used.</p> <p>D. That representatives from North West Energy Hub and Electricity North West be invited to attend a West Lancashire community energy event, following the outcome of a RCEF fund application in C above.</p> <p>E. That case studies, with performance and savings figures, from installed renewable technologies on Council housing, be developed and made available on the Council's website, including details of:</p> <ol style="list-style-type: none"> <li>1. How much will it cost to install a 2kw 3kw or 4kw?</li> <li>2. How much disruption will there be to install them?</li> <li>3. What potential returns are there, if any, besides the positive impact on the environment?</li> </ol> <p>F. That working with the Lancashire Woodland Connect Project, continue to identify locations for tree planting and</p>
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ITEM	SCRUTINY MEETING	CABINET MEETING	DECISION OF SCRUTINY	DECISION OF CABINET
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Page 325			<p>Ormskirk, working with Westend School; hedgehog gardens at the Halsall Lane site, where the Schools will be getting involved, with potential funding being made available from the housing environmental improvement fund.</p> <p>G. That the potential to provide for an alternative/reduced mowing regime be investigated in order to manage areas specifically for wildlife and wildflower habitats.</p> <p>H. That consideration be given to climate change matters within the emerging Local Plan.</p> <p>I. That officers investigate / explore how businesses in the Borough can be supported with recycling.</p> <p>J. That 'Water Management Strategies' be considered as a future topic for consideration for inclusion in the Corporate &amp; Environmental Overview &amp; Scrutiny work programme for 2022/23.</p> <p>K. That Members receive via a Members Update, frequent updates in respect of the 'Action on Climate Emergency Strategy and Action plan'.</p> <p>L. That a Lead Member and senior officer be identified to drive forward the Council's agenda for Carbon Reduction/Environment and the importance of appointing an Environmental Strategy Manager to facilitate the actions outlined in the Council's Climate</p>	<p>hedgehog and wildlife areas, noting that potential sites currently identified include 2-3 hectares at Fairy Glenn for the Queens 'Green Canopy Scheme'; 2-3 hectares at Tawd Valley Park with the assistance of the 'Friends of Tawd Valley Park'; a community orchard at Whittle Drive, Ormskirk, working with Westend School; hedgehog gardens at the Halsall Lane site, where the Schools will be getting involved, with potential funding being made available from the housing environmental improvement fund.</p> <p>G. That the potential to provide for an alternative/reduced mowing regime be investigated in order to manage areas specifically for wildlife and wildflower habitats.</p> <p>H. That consideration be given to climate change matters within the emerging Local Plan.</p> <p>I. That officers investigate / explore how businesses in the Borough can be supported with recycling.</p> <p>J. That 'Water Management Strategies' be considered as a future topic for consideration for inclusion in the Corporate &amp; Environmental Overview &amp; Scrutiny work programme for 2022/23.</p> <p>K. That Members receive via a Members Update, frequent updates in respect of the 'Action on Climate Emergency Strategy and Action plan'.</p> <p>L. That a Lead Member and senior officer</p>
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ITEM	SCRUTINY MEETING	CABINET MEETING	DECISION OF SCRUTINY	DECISION OF CABINET
			<p>Change Strategy, be expressed.  M. That an update on progress of the recommendations be reviewed at Corporate &amp; Environmental Overview &amp; Scrutiny Committee in September 2022.</p>	<p>be identified to drive forward the Council's agenda for Carbon Reduction/Environment and the importance of appointing an Environmental Strategy Manager to facilitate the actions outlined in the Council's Climate Change Strategy, be expressed.  M. That an update on progress of the recommendations be reviewed at Corporate &amp; Environmental Overview &amp; Scrutiny Committee in September 2022.  (An update will presented to the O&amp;S Cttee in December 2022)</p>
<p>Corporate Performance Reporting 2022/23  CSC 326</p>	<p>Feb 2022</p>	<p>March 2022</p>	<p>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</p>	<p><b>Recommendation agreed in part:</b>  A. That the suite of Key Performance Indicators (KPIs) and targets in Appendix A are approved and adopted for reporting as part of a Council Plan Corporate Delivery Plan to evidence progress with the Council Plan.  B. That in respect of PI WL108 'Average answered waiting time for callers to the Contact Centre (seconds)' and the request from Executive Overview &amp; Scrutiny Committee to change the proposed target for 2022/23 from 145 seconds to 60 seconds, that officers undertake an evidence-based evaluation to model this, and the additional resources required and bring back a report to Cabinet for consideration.  C. That in respect of PI WL157a 'No. visits to Leisure Facilities' and PI WL159 'No. attending Parks and Countryside events' the</p>

ITEM	SCRUTINY MEETING	CABINET MEETING	DECISION OF SCRUTINY	DECISION OF CABINET
Page 327			<p>new Government guidance in respect of Covid restrictions ending and that major events may now take place.</p> <p>4. That a proposed new PI be formulated to reflect staff turnover/vacancy levels.</p>	<p>figures for 2022/23 be revised in accordance with the changing legislation.</p> <p>D. That a proposed new PI be formulated to reflect staff turnover/vacancy levels.</p> <p>E. That the Corporate Director of Transformation and Resources, in consultation with the Leader of the Council as Portfolio Holder, be authorised to finalise and amend the suite (Appendix A) and to make necessary amendments to the suite in year in response to any issues that may arise, for example government policy or collection mechanisms.</p> <p><b>ACTIONS COMPLETED:</b></p> <p>B. A report was considered by Executive O&amp;S &amp; Cabinet in September 2022, when it was agreed that the target for WL108 remains at 145 seconds.</p> <p>C. Within Q1 reporting. WL157a target was increased from initially proposed 480K (annual) to 550K and WL159 target was increased from initial 15K (annual) to 35K)</p> <p>D. Within Q1 reporting staff turnover rate was included.</p>
Risk Management Framework & Key Risk Register	Exec O&S Feb 2022	March 2022	<p>A. That the continuing effective operation of the Risk Management Framework as detailed in the Annual Report 2021 (Appendix A) be noted.</p> <p>B. That the proposed amendments to the Risk Management Policy &amp; Strategy (Appendix B) and Toolkit (Appendix C)</p>	<p><b>Recommendations accepted in full:</b></p> <p>A. That the continuing effective operation of the Risk Management Framework as detailed in the Annual Report 2021 (Appendix A) be noted.</p> <p>B. That the proposed amendments to the Risk Management Policy &amp; Strategy (Appendix B) and Toolkit (Appendix C) be</p>

ITEM	SCRUTINY MEETING	CABINET MEETING	DECISION OF SCRUTINY	DECISION OF CABINET
Page 328			<p>be considered and noted.</p> <p>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.</p> <p>D. That the following agreed comments of Executive Overview and Scrutiny Committee be considered by Cabinet on 8 March 2022:</p> <p>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: Page 1916 Agenda Item 6c</p> <p>a) Growth and Development Services – delays in preparation of new Local Plan.</p> <p>b) Failure for Tawd Valley Developments to deliver the Business Plan agreed by Council.</p> <p>c) Corporate and Customer Services– Recruitment and retention of key staff</p>	<p>approved.</p> <p>C. That in respect of the agreed comments of the Executive Overview &amp; Scrutiny Committee held on 24 February 2022, as detailed in the minute circulated, it be noted that risk ratings are constantly reviewed and are looked at as a minimum on a quarterly basis by the risk owner and are measured against the risk impact descriptor tables.</p> <p>D. That the progress made in relation to the management of the risks shown in the Key Risk Register (Appendix D) be endorsed.</p>
Local Development Scheme Update	Exec O&S Feb 2022	March 2022	<p>That the content of the report be noted and that the following agreed comments of Executive Overview &amp; Scrutiny Committee be submitted to Cabinet on 8 March 2022:</p> <p>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'.</p>	<p><b>Recommendations accepted in full:</b></p> <p>A. That the updated March 2022 Local Development Scheme within Appendix A to the report be approved.</p> <p>B. That the agreed comments of the Executive Overview &amp; Scrutiny Committee at its meeting on 24 February 2022, in respect of the resources levels of the Planning Policy Team and the proposed new Local Plan</p>

ITEM	SCRUTINY MEETING	CABINET MEETING	DECISION OF SCRUTINY	DECISION OF CABINET
			<p>2. There is concern that the proposed new Local Plan timescale is difficult to achieve.</p> <p>3. That the Local Plan Cabinet Working Group should not consider changes/approval of the HEDNA by email and that a further meeting be held to consider this.</p> <p>4. That the request that further and more frequent meetings of the Local Plan Cabinet Working Group take place is reiterated.</p> <p>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</p>	<p>timescale be noted.</p> <p>C. That the agreed comments of the Executive Overview &amp; Scrutiny Committee, in respect of the work programme and frequency of meetings of the Local Plan Cabinet Working Group, be endorsed.</p>

**Items considered by Scrutiny Committees, which were supported and referred to Cabinet without any agreed comments:**

1. Revised Tenancy Policy – June 2021
2. Planning Service Review – June 2021
3. Corporate Risk Register – September 2021 (A matter was referred to Audit & Gov)
4. Mobile Home fit & Proper Person Policy 2021 – September 2021
5. Draft CIL Funding Programme 2022/23 – September 2021
6. Timetable For Local Plan Preparation – September 2021
7. The Planning Service Review – Update (noted) – September 2021
8. Independent Review of Tawd Valley Developments Ltd (post hoc scrutiny) – September 2021
9. Tenancy Strategy 2022-2025 – November 2021
10. Housing Revenue Account - Revenue and Capital Mid-Year Review (Noted) – November 2021
11. Capital Programme Mid Year Review – November 2021
12. Customer Feedback Policy – November 2021

ITEM	SCRUTINY MEETING	CABINET MEETING	DECISION OF SCRUTINY	DECISION OF CABINET
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- 13. Data Quality Policy – November 2021
- 14. Food Insecurity – November 2021
- 15. Minimum Energy Efficiency Standard Enforcement Policy – November 2021
- 16. Private Rented Sector Electrical Safety Policy 2021 – November 2021
- 17. Greater Manchester Combined Authority 'Places for Everyone' Statement of Common Ground – November 2021
- 18. Infrastructure Funding Statement 2021 – November 2021
- 19. A Regeneration Plan for Skelmersdale Town Centre – November 2021
- 20. Draft Revenue & Capital Programme Budget – January 2022
- 21. Housing Account – Revenue and Capital Programme Budget Setting – January 2022
- 22. Quarterly Council Plan Performance Delivery Plan – Q2 2021/22 – January 2022
- 23. CIL Funding Programme 2022/23
- 24. Review of the Community Infrastructure Levy (CIL) Charging Schedule – March 2022
- 25. Planning Service Review – Update – March 2022
- 26. Equality, Diversity & Inclusion Strategy and Equality Objectives 2022-2026 – March 2022
- 27. Queen's Platinum Jubilee Celebrations – March 2022

A list of events organised for Members in 2021/22:

<b>Title</b>	<b>Training Provider</b>
Online Energy Summit	Association for Public Service Excellence
Net Zero Government	Puget Sound Energy
COVID-19 next steps - International experiences	Local Government Association
Risk Management Training	West Lancashire Borough Council
Zero Carbon Communities	Puget Sound Energy
Zero Carbon Communities (OFFERED)	Electricity North West
Women in Political Leadership Network Forum (OFFERED)	North West Employers
Guidance for the use of personal data in political campaigning (OFFERED)	Information Commissioner's Office
Elected Members Counter Terrorism Briefing (OFFERED)	Lancashire Prevent Team
Leading the homelessness sector: A councillor's guide (OFFERED)	Local Government Association
Induction Programme for New Councillors	West Lancashire Borough Council
Audit and Governance Briefing	West Lancashire Borough Council
Key Features of the Accounts	West Lancashire Borough Council
Waste Management Conference	Government Events
Licensing & Appeals and Licensing & Gambling Committees Training	West Lancashire Borough Council
Electric Charging Networks	Association for Public Service Excellence
Planning Committee Training	Planning Officers Society
Climate Change	Association for Public Service Excellence
PAS Councillor Training: Local Plans (OFFERED)	Planning Advisory Service (PAS) Events
PAS Councillor Training: Decision Making	Planning Advisory Service (PAS) Events
PAS Councillor Training: Infrastructure Planning	Planning Advisory Service (PAS) Events
Newly Elected Councillor Event	Local Government Association
NW Employers Councillor Induction Programme	North West Employers
Energy Solutions	Association for Public Service Excellence
Think Tank, Housing	Local Government Association
Zero Carbon Communities	Electricity North West
E-Merge E-Learning System Training	West Lancashire Borough Council

LGA Virtual Annual Conference	Local Government Association
West Lancashire Scrutiny Training	West Lancashire Borough Council
An Introduction to MS Team Meetings	West Lancashire Borough Council
Egress Learning Session	West Lancashire Borough Council
Hitting the Ground Running (OFFERED)	Local Government Association
Emerge E-learning system – Councillor Development	West Lancashire Borough Council
Skelmersdale Rail Link Strategic Outline	Lancashire County Council
Powering Our Communities Fund	Electricity North West
Modern Slavery Training	Hope for Justice
Food Insecurities Presentation	West Lancashire Borough Council
Local Plan Briefing	West Lancashire Borough Council
Induction Programme for New Councillors	West Lancashire Borough Council
Questioning Skills for Scrutiny	LGIU Events
Post COP26 Briefing	Local Government Information Unit (LGIU)
Leadership webinar on scrutiny essentials	Local Government Association
Flood Risk Management	Lancashire County Council
Emergency Familiarisation Session	West Lancashire Borough Council
Emerge E-learning system – Councillor Development	West Lancashire Borough Council
ICT - MS365 Rollout MFA Registration walkthrough (Virtual)	WLBC
United Utilities Roadshow (Virtual)	United Utilities