



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

Tuesday, 6 December 2016

TO: THE MAYOR AND COUNCILLORS

Dear Councillor,

You are summoned to a meeting of the **COUNCIL** to be held in the **COUNCIL CHAMBER - 52 DERBY STREET, ORMSKIRK, L39 2DF** on **WEDNESDAY, 14 DECEMBER 2016** at **7.30 PM** at which your attendance is requested.

Yours faithfully

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

Kim Webber
Chief Executive

AGENDA
(Open to the Public)

1. PRAYERS

2. APOLOGIES

3. DECLARATIONS OF INTEREST

If a member requires advice on Declarations of Interest, he/she is advised to contact the Borough Solicitor in advance of the meeting. (For the assistance of members a checklist for use in considering their position on any particular item is included at the end of this agenda sheet.)

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4. MINUTES

To receive as a correct record the following minutes of Council:

- | | | |
|----|--|-----------|
| a) | Wednesday, 19 October 2016 (Extraordinary) | 537 - 538 |
| b) | Wednesday, 19 October 2016 | 539 - 552 |

5.	ANNOUNCEMENTS BY THE MAYOR AND/OR THE CHIEF EXECUTIVE	
6.	TO ANSWER ANY QUESTIONS UNDER THE PROVISIONS OF COUNCIL PROCEDURE RULE 10.2	
7.	MINUTES OF COMMITTEES	Page(s)
	To receive the minutes of the following meetings, to confirm, if appropriate, such of the minutes as require confirmation and to pass such resolutions as the Council may deem necessary:	
a)	Polling Districts and Polling Places Review Committee - Thursday, 27 October 2016	553 - 554
b)	Chief Officers Committee - Wednesday, 2 November 2016	555 - 556
c)	Chief Officers Committee - Wednesday, 9 November 2016	557 - 558
d)	Chief Officers Committee - Thursday, 10 November 2016	559 - 560
e)	Planning Committee - Thursday, 10 November 2016	561 - 564
f)	Licensing & Appeals Committee - Tuesday, 6 December 2016	(To Follow)
g)	Planning Committee - Thursday, 8 December 2016	(To Follow)
8.	REVISED CAPITAL PROGRAMME AND MID YEAR REVIEW 2016/2017	565 - 588
	To consider the report of the Borough Treasurer.	
9.	APPOINTMENT OF EXTERNAL AUDITORS AND BUDGET UPDATE	589 - 592
	To consider a report of the Borough Treasurer.	
10.	APPOINTMENT OF VICE-CHAIRMAN OF PLANNING COMMITTEE	593 - 594
	To consider the report of the Borough Solicitor.	
11.	EXECUTIVE DECISIONS - SPECIAL URGENCY	595 - 598
	To consider the report of the Borough Solicitor.	
12.	PROVISION OF URGENT CARE AND COMMUNITY HEALTH SERVICE - MOTION INCLUDED ON THE AGENDA BY COUNCILLOR WRIGHT ON BEHALF OF THE LABOUR GROUP	
	To consider the following Motion included on the agenda at the request of Councillor Wright, on behalf of the Labour Group:	
	“That this Council notes with concern the intention of West Lancashire Clinical Commissioning Group to proceed towards contract with the profit-making company Virgin Care Ltd for the delivery, from April 2017, of both urgent care and community health service, which to this point have been provided on a non-profit basis from within the NHS.	

That this Council is concerned that, over time, health services contracted to a profit-making company such as Virgin Care Ltd may become degraded, with consequent negative effect for the people of West Lancashire, given the inherent conflict of interest between the contractual requirement to deliver services and the primary requirement of a private company to deliver returns to the shareholders of Virgin Care Ltd, which is majority owned by the Virgin Group Ltd conglomerate.

Further, that this Council is concerned that, over time, and for the same 'profit before people' rationale, the terms and conditions of staff currently operating within the NHS, and indeed their continued employment, may be compromised, with unjust contract changes imposed following due TUPE process, for "economic, technical and organizational (ETO)" reasons which may not have been made clear during the tendering process.

That in light of these concerns, the Chief Executive be instructed to:

- a) write to the Chief Executives of both West Lancashire CCG and Virgin Care Ltd, to demand that the contracting process be carried out with full transparency, and with West Lancashire Borough Council afforded full opportunity to consult and make recommendations on the final contract before it is signed by both parties.
- b) that this letter to the two Chief Executives include specific demands to consult and make recommendations on the contract as pertain to:
 - i) the continuation of terms and conditions for staff post TUPE transfer;
 - ii) the metrics and measurement processes under which Virgin Care Ltd will be required to prove compliance with the contracts signed;
 - iii) a due adherence within the contract to the measures promised by Virgin Care during the tendering process, including but not restricted to any or all promises made about the fair subcontracting of Voluntary, Community & Faith Sector organisations for the delivery of a proportion of the services, in a way which promotes the long-term viability of the sector.

That responses to this letter be reviewed at the earliest opportunity by Cabinet and by the Corporate & Environmental Overview & Scrutiny Committee."

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

**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**.