Kim Webber B.Sc. M.Sc.
Chief Executive

52 Derby Street
Ormskirk
West Lancashire
L39 2DF

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20 September 2016

TO: COUNCILLORS **N FUREY (CHAIRMAN), R PENDLETON (VICE CHAIRMAN), I ASHCROFT, J BULLOCK, J DAVIS, N DELANEY, P GREENALL, P HUDSON, F MCKENNA, MOON, E POPE, D WEST, D WESTLEY, D WHITTINGTON AND YATES**

Dear Councillor,

A meeting of the **EXECUTIVE OVERVIEW AND SCRUTINY COMMITTEE** will be held in the **CABINET/COMMITTEE ROOM - 52 DERBY STREET, ORMSKIRK L39 2DF** on **THURSDAY, 29 SEPTEMBER 2016** at **7.00 PM** at which your attendance is requested.

Yours faithfully

Kim Webber
Chief Executive

AGENDA
(Open to the Public)

1. APOLOGIES

2. MEMBERSHIP OF THE COMMITTEE
To be apprised of any changes to the membership of the Committee in accordance with Council Procedure Rule 4.

3. URGENT BUSINESS, IF ANY, INTRODUCED BY THE CHAIRMAN
Note: No other business is permitted unless, by reason by special circumstances, which shall be specified at the meeting, the Chairman is of the opinion that the item(s) should be considered as a matter of urgency.

4.	**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.)	19 - 20
5.	**DECLARATIONS OF PARTY WHIP** In accordance with Overview and Scrutiny Committee Procedure Rule 16, Members must declare the existence of any Party Whip, and the nature of it, when considering any matter in the following categories: - The review of any decision of the Cabinet or - The performance of any Member of the Cabinet N.B. The Secretary of State believes whipping is incompatible with Overview and Scrutiny.	
6.	**PUBLIC SPEAKING** Residents of West Lancashire on giving notice, may address the meeting to make representations on any item on the agenda except where the public and press are to be excluded during consideration of the item. The deadline for submissions is 5.00pm on Thursday 22 September 2016. A copy of the public speaking protocol and form to be completed is attached.	21 - 24
7.	**MINUTES** To receive as a correct record the Minutes of the meeting held on 30 June 2016.	25 - 26
8.	**RELEVANT MINUTES OF CABINET** To scrutinise the Minutes of Cabinet on 13 September 2016.	27 - 38
9.	**CALL-IN - COMMUNITY INFRASTRUCTURE LEVY FUNDING PROGRAMME 2017/18** To consider the report of the Borough Solicitor.	TO FOLLOW
10.	**CAPITAL PROGRAMME OUTTURN 2015/2016** To consider the report of the Borough Treasurer.	39 - 54
11.	**CAPITAL PROGRAMME MONITORING 2016/17** To consider the report of the Borough Treasurer.	55 - 62
12.	**EXCLUSION OF PRESS AND PUBLIC** It is recommended that members of the press and public be excluded from the meeting during consideration of the following item of business in accordance with Section 100A(4) of the Local Government Act 1972 on the grounds that it involves the likely disclosure of exempt information as defined in paragraph 3 (financial/business) of Part 1 of Schedule 12A to the Act and as, in all the circumstances of the case the public interest in maintaining the exemption under Schedule 12A outweighs the public interest in disclosing the information.	

P A R T 2
(Not open to the Public)

13. MOOR STREET GATEWAY PROJECT TO FOLLOW

To consider the report of the Director of Development and Regeneration.

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:-
Cathryn Jackson on 01695 585016
Or email cathryn.jackson@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 informed any interested parties of the escape routes.
3. Make yourself familiar with the location of the assembly point and informed 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.**