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Friday 23 September 2016

**CORPORATE AND ENVIRONMENTAL OVERVIEW & SCRUTINY MEMBERS UPDATE**

**COUNCIL YEAR 2016/17**  
**SEPTEMBER 2016 – ISSUE 2**

The content of this **MEMBERS UPDATE** covers all services.

If a Member wishes to receive further information on anything in the Update, please contact the officer named at the beginning of the article.

If a Member wants to place an Update item on the Corporate and Environmental O&S Committee Agenda in connection with any article in the Update, please complete the attached Members Update Pro Forma (Appendix A) and return it to Member Services, 52 Derby Street, by **12 noon on Friday 30 September 2016.**

The Press are asked to contact the Consultation and Communications Manager for further information on this Update.

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**MEMBERS ITEM / COUNCILLOR CALL FOR ACTION**

If a Member wants to place an item on the Corporate and Environmental O&S Committee Agenda, please complete the attached Member Item/Councillor Call for Action Pro – Forma (Appendix B) and return it to Member Services, 52 Derby Street, by **12 noon on Friday 30 September 2016.**

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**'MEMBERS UPDATE' REQUEST  
CORPORATE AND ENVIRONMENTAL OVERVIEW  
SCRUTINY COMMITTEE**

**MEETING: 13 OCTOBER 2016**

This form must be received by Member Services, 52 Derby Street, Ormskirk by 12 noon on Friday 30 September 2016.

(Any forms sent by fax should be sent to 01695 585082).

Members Update Issue: 2

Councillor:	
Article No:	
Subject:	

If more information is required in relation to this item, please contact the officer indicated on the first page of the related report.

Please advise Member Services on 01695 585016 if at any time you wish to withdraw this item following receipt of further information or e-mail [member.services@westlancs.gov.uk](mailto:member.services@westlancs.gov.uk)

1. What are your reasons for requesting the item?          
2. What outcome would you wish to see following discussion of the item?          

**FOR MEMBER SERVICES USE ONLY**

Received by:	Date of Committee:
Date: _____ Time: _____	Chief Executive informed <input type="checkbox"/>
Head of Service informed <input type="checkbox"/>	Chairman informed <input type="checkbox"/>
Contact Officer informed <input type="checkbox"/>	Portfolio Holder informed: <input type="checkbox"/>

**CORPORATE AND ENVIRONMENTAL OVERVIEW AND SCRUTINY COMMITTEE  
AGENDA - MEETING: 13 OCTOBER 2016**

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<b>Councillor:</b>	(Name of Member requesting the item)
<b>Subject:</b>	
1. What are your reasons for requesting the item:	
2. What outcome would you wish to see following discussion of the item?	

3. What have you already done to resolve this issue?

**Potential means of pursuing an issue before resorting to a Member Item/CCfA:**

- Raise Ward Issue as a ‘Patch Problem’
- Discuss issue with an appropriate officer from the Council Service or Agency
- Discuss issue with an appropriate Cabinet member
- Raise the issue with partner agency, eg. Police, PCT, etc.
- Write formal letters on behalf of constituents
- Use official complaints procedure or other official route
- Put forward the issue as a topic for inclusion on an O&S work programme

**The following are potential reasons why your Member Item/CCfA may not be considered further:**

- The issue is an individual case
- You have not explored the issue fully and exhausted all avenues above
- A review into the general issue is included in an O&S work programme
- A petition is being submitted to the Council
- A complaint is being or has been submitted and the outcome is awaited
- A FOI request is being or has been made and the outcome is awaited
- Scrutiny of the issue is unlikely to result in improvements for local people
- The issue has been the subject of Executive Call In
- The issue has been the subject of a Council Motion / Question
- The issue is urgent and could be more speedily resolved by other means
- The issue is an ‘excluded matter’ (Constitution 18.3)

**FOR MEMBER SERVICES USE ONLY**

Received by:		Date of Committee:	
Date:	Time:	Chief Executive Informed	<input type="checkbox"/>
Head of Service informed	<input type="checkbox"/>	Chairman informed	<input type="checkbox"/>
Contact Officer informed	<input type="checkbox"/>	Portfolio Holder informed	<input type="checkbox"/>

## CONTENTS

### 1. GENERAL

<b>A</b>	MINUTES OF ONE WEST LANCASHIRE BOARD - THEMATIC GROUPS	119 - 120
<b>B</b>	MINUTES OF LANCASHIRE COUNTY COUNCIL'S HEALTH SCRUTINY COMMITTEE	121 - 122
<b>C</b>	MINUTES OF THE LANCASHIRE POLICE AND CRIME PANEL	123 - 124
<b>D</b>	LAND DRAINAGE / FLOODING - THE FUTURE APPROACH	125 - 140

### 2. PERFORMANCE MONITORING

<b>A</b>	LET'S TALK APPRENTICESHIP GRANT AND LET'S TALK EMPLOYMENT AND SKILLS CHARTER PROGRESS REPORT	141 - 156
<b>B</b>	ICT STRATEGIC PLAN	157 - 164
<b>C</b>	LOCAL GOVERNMENT OMBUDSMAN - STATISTICS 2015/16	165 - 172

### 3. ACTION TAKEN UNDER DELEGATED AUTHORITY

<b>A</b>	COMMUNITY CHEST GRANTS	173 - 176
<b>B</b>	EXEMPTION FROM CONTRACT PROCEDURE RULES - MERSEYSIDE ENVIRONMENTAL ADVISORY SERVICE (This Item is not for publication by virtue of Paragraph 3 (Financial / Business Affairs) of Part 1 of Schedule 12A to the Local Government Act 1972)	177 - 182

**We can provide this document, upon request, on audiotape, in large print, in Braille and in other languages.**

For further information, please contact:-  
Julia Brown on 01695 585065  
Or email [Julia.brown@westlancs.gov.uk](mailto:Julia.brown@westlancs.gov.uk)