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11 November 2016

CORPORATE AND ENVIRONMENTAL OVERVIEW & SCRUTINY MEMBERS UPDATE

CORPORATE YEAR 2016/17
NOVEMBER 2016 – ISSUE 3

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 item on the Corporate and Environmental O & S 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 18 November 2016.

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

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 18 November 2016.

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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



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

MEETING: 1 December 2016

This form must be received by Member Services, 52 Derby Street, Ormskirk by 12 noon on Friday 18 November 2016.

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

Members Update Issue: 3

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

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

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"/>

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"/>



ARTICLE NO: 1A

CORPORATE & ENVIRONMENTAL OVERVIEW AND SCRUTINY COMMITTEE:

**MEMBERS UPDATE 2016/17
ISSUE: 3**

Article of: Borough Solicitor

Contact for further information: Mrs. J Brown (Extn 5065)
(E-mail: julia.brown@westlancs.gov.uk)

**SUBJECT: MINUTES OF ONE WEST LANCASHIRE BOARD – THEMATIC
GROUPS**

Wards affected: Borough wide

1.0 PURPOSE OF ARTICLE

1.1 To notify Members of the latest notes/minutes of meetings of One West Lancashire Board - Thematic Groups available on the Board's website.

2.0 BACKGROUND

2.1 The West Lancashire Local Strategic Partnership was dissolved on 31 March 2013 and its successor partnership arrangement 'One West Lancashire' was established. Minutes of the Thematic Groups will continue to be received by the One West Lancashire Board and reported to Members via future issues of this Members' Update.

2.2 The following notes/minutes have been included since the last edition of this Members Update:

- Transport – 20 July 2016
- Health & Wellbeing Partnership – 28 September 2016

They can be accessed on the One West Lancashire Board's web page at:
<http://www.onewestlancs.org/thematic-groups.html>

3.0 SUSTAINABILITY IMPLICATIONS/COMMUNITY STRATEGY

3.1 There are no significant sustainability impacts associated with this article, and in particular no significant impact on crime and disorder. The Thematic Groups were established in order to achieve the objectives of the Sustainable Community Strategy.

4.0 FINANCIAL AND RESOURCE IMPLICATIONS

4.1 There are no significant financial or resource implications arising from this article.

5.0 RISK ASSESSMENT

5.1 This item is for information only and makes no recommendations. It therefore does not require a formal risk assessment and no changes have been made to risk registers as a result of this article.

Background Documents

There are no background documents (as defined in Section 100D (5) of the Local Government Act 1972) to this Report.

Equality Impact Assessment

The Article does not have any direct impact on members of the public, employees, elected members and / or stakeholders. Therefore no Equality Impact Assessment is required.

Appendices

None.



ARTICLE NO: 1B

**CORPORATE & ENVIRONMENTAL
OVERVIEW & SCRUTINY
COMMITTEE:**

**MEMBERS UPDATE 2016/17
ISSUE: 3**

Article of: Borough Solicitor

Relevant Portfolio Holder: Councillor Wright

**Contact for further information: Mrs J A Ryan (Extn 5017)
(E-mail: jill.ryan@westlancs.gov.uk)**

**SUBJECT: MINUTES OF LANCASHIRE COUNTY COUNCIL'S HEALTH SCRUTINY
COMMITTEE**

Wards affected: Borough wide

1.0 PURPOSE OF ARTICLE

- 1.1** To keep Members apprised of developments in relation to Health Overview and Scrutiny in Lancashire.
-

2.0 BACKGROUND AND CURRENT POSITION

- 2.1** The Health and Social Care Act (2001), subsequently superseded by the National Health Service Act 2006 and the Health and Social Care Act 2012, extended the powers of Overview and Scrutiny Committees of local authorities responsible for social services functions to include the power to review and scrutinise matters relating to the health service in their areas.
- 2.2** The Health Scrutiny Committee at Lancashire County Council exercises the statutory functions of a health overview and scrutiny committee. The Membership of the Committee includes twelve non-voting Co-opted District Council Members, West Lancashire's representative is Councillor Savage.
- 2.3** To ensure that Members receive regular updates on the work being undertaken by the Committee and to provide an opportunity to feed back any comments via the Council's representative, a copy of the County Council's Health Scrutiny Committee minutes are attached.

3.0 SUSTAINABILITY IMPLICATIONS

3.1 There are no significant sustainability impacts associated with this update.

4.0 FINANCIAL AND RESOURCE IMPLICATIONS

4.1 There are no financial and resource implications associated with this item except the Officer time in compiling this update.

Background Documents

There are no background documents (as defined in Section 100D (5) of the Local Government Act 1972) to this report.

Equality Impact Assessment

The article does not have any direct impact on members of the public, employees, elected members and/or stakeholders. Therefore no Equality Impact Assessment is required.

Appendices

Minutes of the Health Scrutiny Committee can be accessed via the link below:-

[Minutes of Health Scrutiny Committees](#)

1. 20 September 2016
2. 18 October 2016



Agenda Item 2a

ARTICLE NO: 2A

**CORPORATE AND
ENVIRONMENTAL OVERVIEW &
SCRUTINY COMMITTEE**

**MEMBERS UPDATE 2016/17
ISSUE: 3**

Article of: Borough Transformation Manager and Deputy Director of Housing and Inclusion

Relevant Portfolio Holder: Councillor I Moran

**Contact for further information: Ms A Grimes (Extn. 5409)
(E-mail: alison.grimes@westlancs.gov.uk)**

SUBJECT: CORPORATE DELIVERY PLAN 2016/17: PROGRESS REPORT

Wards affected: Borough wide

1.0 PURPOSE OF ARTICLE

- 1.1 To provide a six-month update on the progress made towards implementing key Council actions during 2016/17.

2.0 BACKGROUND

- 2.1 In April 2016, the Council formally adopted a Council Plan 2016-18 with a vision, set of values and priorities together with the key projects for 2016/17. It was agreed that progress against these key projects would be provided through six-month Members Update reports and a full Annual Report to Council.
- 2.2 The progress report on the delivery plan for the first half of the year is attached at Appendix A.

3.0 CURRENT POSITION

- 3.1 The Appendix summarises the good progress that has been made across the plan. Explanations have been provided as appropriate in those areas where progress has not been as planned and in particular where progress is dependent on third parties. Many of the actions are the subject of detailed individual reports to committees.
- 3.2 It should be noted that the report in Appendix A provides information correct as at the end of September 2016. Work continues on the Plan, and at the time of this report being written the following progress and changes can also be noted:

Ambitious for the Environment

Housing Programme – Environmental Improvements

Tenant consultation on parking provision at Holly Close, Westhead is now completed

Street Scene Strategy Development

Future agreed service options for 2017/18 - the policy options for green waste charging and review of mechanical sweeping and street cleansing prestige work were approved at Council in October 2016

Leisure Strategy & Delivery

Provide enhancements/external lift to Chapel Galley - completed

In addition, the Director for Street Scene, Graham Concannon, has now retired.

- 3.3 To ensure that the Council maintains progress against its corporate priorities, it is essential that a strategic plan is in place and is monitored. Given the established procedures of the delivery plan process, progress against the plan is provided by six-month reports through Members Updates and a full Annual Report to Council.

4.0 SUSTAINABILITY IMPLICATIONS/COMMUNITY STRATEGY

- 4.1 There are no significant sustainability impacts associated with this report and, in particular, no significant impact on crime and disorder. The report has various links to the Sustainable Community Strategy through the wide range of actions contained within it. The priorities and key projects set out in Appendix A should contribute to the sustainability of services and the borough as a whole.

5.0 FINANCIAL AND RESOURCE IMPLICATIONS

- 5.1 There are no significant financial or resource implications arising from this report.

6.0 RISK ASSESSMENT

- 6.1 It is essential to the effective management of the Council that sufficient time and consideration is given to the council planning process. Having a clear plan allows attention and resources to be effectively focused on achieving the Council's priorities and strong and effective performance management arrangements are in place to support this. The actions referred to in this report are covered by the scheme of delegation to officers and any necessary changes have been made in the relevant operational risk registers.

Background Documents

There are no background documents (as defined in Section 100D(5) of the Local Government Act 1972) to this Report.




Equality Impact Assessment

The decision does not have any direct impact on members of the public, employees, elected members and / or stakeholders. Therefore no Equality Impact Assessment is required.

Appendices









Appendix A: 2016/17 Corporate Delivery Plan Monitoring Report


APPENDIX A: Corporate Delivery Plan Monitoring Report 2016/17


Action Status		
 Action completed	 Action in progress	 Milestone overdue / tbc


Ambitious for our Economy


Retain and grow jobs, increase skills levels and encourage business and wealth

Summary		
Action	Key Outcomes	
Skelmersdale Town Centre Regeneration Project	Create a modern town centre for Skelmersdale offering an improved night-time economy and attractive public realm.	
Land Auction	Meet the objectives of the Local Plan and raise capital to invest in the priorities of the council	
Economic Development Strategy & Delivery	Build a prosperous Borough with skilled and trained local residents to ensure that West Lancashire continues to be a great place to live, work, study and invest	
Ormskirk Town Centre Strategy & Delivery	Ensure the long term economic and social viability of the town and improve its attractiveness as a visitor destination.	
Infrastructure Delivery (via H&T Masterplan)	Support the delivery of improvements to transport infrastructure including around rail links and roads.	
Combined Authority for Lancashire	Assist West Lancashire's profile and ambitions within the wider regional agenda	
Engagement with Liverpool City Region	Assist West Lancashire's profile and ambitions within the wider regional agenda	
Promoting the Borough as a place to be	West Lancashire is recognised as an improving place with aspirations which enhances West Lancashire's reputation as a place to live, a location to develop a business, a place to visit, a place to work and a place to study.	


Service:	Development & Regeneration Service			Head of Service:	John Harrison
Action	Title	Milestones	Due Date	Completed	Milestone Note
Ec1 Page 190	Skelmersdale Town Centre Regeneration	Complete appraisal of alternative development options to deliver Town Centre regeneration	31-May-2014	Yes	Following review of options, planning application submitted for mixed retail and leisure development. Planning application approved for subject to Section 106 agreement. The planning decision is however subject of an on-going Judicial Review and consequently implementation of the scheme is held in abeyance.
		Agree supplementary agreement relating to land at Findon, Delf Clough and Digmoor	31-Jul-2016	No	This has been rolled into a wider supplementary agreement for the town centre.
		Remarket residential sites at Findon, Delf Clough and Digmoor	31-Aug-2016	Yes	The marketing was delayed in order to approve a Local Development Order for all three sites which effectively granted planning permission for residential development and to undertake a series investigations and studies to de-risk the site from a developer perspective. This work has been completed and the sites were put out to tender in August. The closing date for tender submissions is 10th October
		Subject to market interest complete sale of residential sites	31-Mar-2017		Delayed as a result of the actions set out above. Subject to a successful conclusion of the current tender exercise, a revised target date for completion of the sale of the sites is 31 March 2017
		Complete Public Realm and environmental improvements	31-Jul-2018		Works delayed as a result of the on-going Judicial Review of the planning consent for the town centre retail/leisure development
Status		Note	<i>Project Board Meetings</i> are held regularly and involve representation from HCA, WLBC, St Modwen and LCC. <i>Skelmersdale Town Centre District / County Liaison Group</i> meetings involving Members from WLBC and LCC are held to ensure full political engagement.		


Service:	Development & Regeneration		Head of Service:		John Harrison
Action	Description	Milestones	Due Date	Completed	Milestone Note
Ec2	Land Auction	Issue ITT	30-Apr-2015	Yes	
		Negotiate new Memorandum of Understanding	30-Apr-2015	Yes	Negotiations begun and remain ongoing
		Market and sell sites at Whalleys (Skelmersdale) in conjunction with the HCA	31-Mar-2017		Disposal of first site on track for completion. Further milestones and sale method for remaining sites will be determined following receipt of report from Wates.
Status		Note			

Service:	Development & Regeneration		Head of Service:		John Harrison
	Description	Milestones	Due Date	Completed	Milestone Note
Ec3 Page 191	Economic Development Strategy & Delivery	Improving the knowledge and skills gap by developing initiatives with St Modwens, JCP and training providers	31-Mar-2016	No	Awaiting notification from St Modwen of the occupiers of units within the town centre in order to prepare skills training and employment support. Delayed activity due to Judicial Review.
		Report to Members to update on progress of apprenticeship initiative and Employment and Skills Charter	31-Oct 2016	Yes	Members Update report prepared for October
		Place Board/ Ambassadors programme established	31-Dec 2016	Yes	In early stages of development
		Investigate the potential for a Skelmersdale Leadership Board	31-Mar-2017		Further investigations and discussions are necessary, with the Skelmersdale place branding activity informing whether this action will proceed.
Status		Note	The Economic Development Study provided a robust evidence base to inform the Strategy, eg. information such as levels of deprivation, skills and qualifications, employee numbers. This information is helping shape new projects that will improve the life chances of residents, having a direct and positive impact on the equalities agenda.		

Service:	Development & Regeneration		Head of Service:		John Harrison
	Description	Milestones	Due Date	Completed	Milestone Note
Ec4	Ormskirk Town Centre Strategy & Delivery	Conduct and analyse market research to inform Ormskirk's brand and develop action plan	31-May-2016	Yes	Research project to understand visitor perception of Ormskirk to inform brand development. Ormskirk residents and businesses were invited to share their views to help build a consistent identity and brand for Ormskirk.
		Review current market operation and stall provision	31-Jul-2016	No	A report to be produced by the Market and Car Park Sub group into the opportunities to expand the appeal of the Saturday market
		Establish comprehensive car parking review and develop proposals	31-Mar-2017		To be carried out by the Market and Car Park Sub Group
Status		Note			


Progress as at the end of Q2 (September)

Service:	Development & Regeneration Service		Head of Service:	John Harrison	
Action	Title	Milestones	Due Date	Completed	Milestone Note
Ec5 Page 192	Infrastructure Delivery (via H&T Masterplan)	West Lancashire Route Management Strategy: Stage 1 Report (Evidence Review and Issues Identification)	30-Nov-2015	Yes	
		Skelmersdale Rail – initial GRIP3 stage work: Commission Station Location Options Appraisal	30-Apr-2016	Yes	Network Rail commissioned the Station Location options appraisal in September 2016
		West Lancashire Route Management Strategy: Stage 2 Report (Options Development and Assessment)	31-May-2016	No	LCC working on Stage 2 Report – LCC unable to advise when it will be complete.
		West Lancashire Route Management Strategy: Draft West Lancs Route Management Plan	31-Jul-2016	No	LCC unable to advise when this will be undertaken
		Skelmersdale Rail – initial GRIP3 stage work: Complete Station Location Options Appraisal	31-Jul-2016		Work now due to be complete by end of November.
		West Lancashire Route Management Strategy: A Preferred Option for A59 Bank Bridge	30-Sep-2016		LCC unable to advise when this will be undertaken
		West Lancashire Route Management Strategy: Draft Ormskirk Town Centre Movement Strategy	30-Sep-2016		LCC unable to advise when this will be undertaken
		Maintain WL Highways & Transport Masterplan Officer Steering Group	Ongoing		
Status		Note	Delivery and management of project is not within WLBC control. The Council engages with partners (particularly LCC) on a range of transport-related projects through contributing to the content of plans and projects as appropriate, advising partners, facilitating local consultations and raising awareness in the local community.		

Service:	Development and Regeneration		Head of Service:	John Harrison	
Action	Description	Milestones	Due Date	Completed	Milestone Note
Ec6	Combined Authority for Lancashire	Consider further report on becoming a member of a Combined Authority for Lancashire	13-Apr-2016	Yes	
		To take part in a Shadow Combined Authority for Lancashire when established	31-Jul-2016	Yes	Officer working group arrangements now in place to support the shadow Authority. District CEOs are leading work under 5 themes: Skilled Lancashire, Better Homes; Connected Lancashire; Prosperous Lancashire and Public Services Working Together. West Lancs leading work on the Prosperous theme with Director of Economic Development at LCC.
		Consider a further report on the Parliamentary Order in relation to the Combined Authority	31-Dec-2016		Anticipated start date for the full form of the Combined Authority is spring 2017.
Status		Note	Having a Combined Authority in place will enable Lancashire as a whole to have a stronger voice with national Government, assisting the 'Northern Powerhouse' debate		

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Service:	Development & Regeneration Service		Head of Service:	John Harrison	
Action	Title	Milestones	Due Date	Completed	Milestone Note
Ec7	Engagement with Liverpool City Region	Renew associate membership of Liverpool LEP	30-Apr-2016	Yes	
		Strategic Housing and Employment Land Market Assessment (SHELMA) with Liverpool City Region authorities	31-Mar-2017		Project on-going
Status		Note	Play an active role as an Associate Member of Liverpool City Region Combined Authority (LCRCA)		

Service:	Development and Regeneration		Head of Service:	John Harrison	
Action	Description	Milestones	Due Date	Completed	Milestone Note
Ec 8	Promoting the Borough as a Place to Be	Skelmersdale brand consultation exercise	30-Jun-2016	Yes	Cosultation exercises completed by May. Working with <i>thinkingplace</i> , a specialist marketing company and with key stakeholders including local businesses and other partners.
		Cleaning of signage and environmental improvements at all borough gateway locations	30-Jun-2016	No	Action and costs report to be produced. Site visits undertaken with potential contractor for an indication of pricing.
		Cabinet report on development of new brand/image for Skelmersdale	31-Oct-2016	Yes	Cabinet report June 2016 and Members Briefing September 2016. Ambassador programme launched and Place Board formed.
		Market rural visitor attractions and events - investigate development of a micro-site as part of the Marketing Lancashire website	31-Dec-2016		
Status		Note	Involving partnership working between WLBC, LCC, Marketing Lancashire, HCA and local businesses.		


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Ambitious for our Environment

Enhance the built and physical environment, and its cleanliness


Summary		
Action	Key Outcomes	
CCTV Scheme	Help prevent disorder or crime, reduce the fear of crime, improve community confidence and maintain public safety	
Community Safety Partnership Initiatives	Ensure that West Lancashire remains a safe borough to live, work and visit	
Estates Revival	Revitalise and enhance Council estates to maintain a modernised and sustainable housing stock	
Housing Programme - Environmental Improvement	Improve the built and natural environment to improve tenant satisfaction with the area in which they live	
Street Scene Priority Projects	Create a more responsive service improving the ability to enhance the appearance of the Borough	
Street Scene Strategy Development	Ensure the sustainability of the service to continue to enhance the appearance of the Borough	


Progress as at the end of Q2 (September)


Service:	Leisure & Wellbeing Service			Head of Service:	David Tilleray
Action	Title	Milestones	Due Date	Completed	Milestone Note
Env1	CCTV Scheme	Phase 3: Seven cameras operational	30-Nov-2015	Yes	Final Scarisbrick one operational as at beginning of June.
		Phase 4: four cameras to be installed and brought into operation (Castlehey, Tanfields, Little Digmaor (Skelmersdale) and the Burscough Street area of Ormskirk)	31-Dec-2016	Yes	All cameras working by the end of August.
Status		Note	CCTV can directly contribute to the corporate/equality objectives of the Council in relation to addressing the effects of ASB since cameras can help reduce ASB and therefore improve the quality of life of residents.		


Service:	Leisure & Wellbeing Service			Head of Service:	David Tilleray	
Action	Title	Milestones	Due Date	Completed	Milestone Note	
Page 195 Env2	Community Safety Partnership Initiatives	Adopt new Community Safety Partnership Plan 2016-19	30-Apr-2016	Yes		
		Agree plans with multi-agency group for "Freshers Week" initiatives	31-May-2016	Yes		
		Deliver "Freshers Week" (3-week programme)	31-Oct-2016			A comprehensive multi-agency plan covering the first few weeks of the autumn term. Actions include key safety, security and behaviour messages; dedicated police and street pastor patrols; advice in relation to waste, re-cycling and noise; and information around fire safety, sensible drinking and road safety.
		Complete evaluation of "Freshers Week" initiatives to inform future plans	31-Oct-2016			
		Ensure "Brightsparx" campaign takes place	30-Nov-2016			Action plan implemented during October and November. Co-ordinated multi-agency activity including visiting vulnerable people to provide reassurance and advice; taking fireworks from the under aged; removing unauthorised bonfires; promoting events organised by partners; school visits to warn of the dangers of playing with fireworks and the consequences of anti-social behaviour; promoting to fun activities delivered at local community centres.
		Complete evaluation of "Brightsparx" to inform future plans	31-Dec-2016			
		5 Community Action and Engagement initiatives to have taken place within year	31-Mar-2017			
Status		Note				

Progress as at the end of Q2 (September)

Service:	Housing & Inclusion			Head of Service:	Bob Livermore
	Description	Milestones	Due Date	Completed	Milestone Note
Env3	Estates Revival	Beechtrees: Produce detailed implementation timetable (inc anticipated start date)	31-May-2016	Yes	Draft programme in place. This will be further developed as work progresses. Decanting of existing tenants commenced 3 June 2016.
		Firbeck: complete build of 42 new properties	31-July-2016	Yes	
		Firbeck: complete regeneration works to street scene	31-Aug-2016	Yes	
		Work with voids and allocation teams to facilitate moves	31-Dec-2016		Ongoing
Status		Note			





Service:	Housing & Inclusion			Head of Service:	Bob Livermore
Action	Description	Milestones	Due Date	Completed	Milestone Note
Page 196 Env4	Housing Programme – Environmental Improvements	Report to Cabinet for guidance and decision on spend	30-June-2016	Yes	Cabinet decision to use budget to commence scheme to provide additional car parking at certain sheltered schemes. In addition, any available funding will be used to remodel communal bin store areas on a priority basis in order to address crime and disorder.
		Complete tenant consultation on parking provision at Holly Close, Westhead	14-Oct-2016		
		Planning permission obtained	31-Dec-2016		
		Anticipated project start date	01-Feb-2017		
		Project completion date	31-Mar-2017		
Status		Note			

Service:	Street Scene			Head of Service:	Graham Concannon
Action	Description	Milestones	Due Date	Completed	Milestone Note
Env 5	Street Scene Priority Projects	Vehicle in-cab communications: installation and system training	30-Jun-2016	No	Integration work underway to ensure secure integration onto network ongoing
		Improve the visual aspect of the Borough: implement improvements and revise/include areas on maintenance schedule	31-Mar-2017		Progressing dog/litter rationalisation. Active input into Ormskirk town centre development plan and Skelmersdale work project.
Status		Note			

Service:	Street Scene			Head of Service:	Graham Concannon
Action	Description	Milestones	Due Date	Completed	Milestone Note
Env 6 Page 197	Street Scene Strategy Development	Future agreed service options for 2017/18	31-Jul-2016	No	Policy options following consultation to be presented to Council in October
		Development of new grounds maintenance specification	31-Mar-2017	Yes	Specification only for WLBC owned land. LCC agreement ends June 2016 as this element of work handed back.
		Negotiations for support funding post cost sharing	2018		Currently at Chief officer and Leader level
Status		Note			


Ambitious for Health and Wellbeing


Improve the health and wellbeing of local communities


Summary		
Action	Key Outcomes	
Housing Capital Programme	Improve existing council homes and target investment in new housing stock	
Sheltered Housing	A balanced budget is achieved whilst maintaining a sheltered housing service	
Leisure Strategy & Delivery	A sustainable, quality service offer that contributes to the wider health and wellbeing agenda	
West Lancashire Health & Wellbeing Strategy Development	Align and target resources to deliver improvements in health and/or reduce health inequalities	
Digital Inclusion Strategy & Delivery	Increase online access and uptake of digital services across the borough including for Council services	
Tenants' Financial Inclusion Strategy & Delivery	Assist the financially excluded access appropriate financial products and services	

Service:	Housing and Inclusion			Head of Service:	Bob Livermore
Action	Description	Milestones	Due Date	Completed	Milestone Note
HWB1	Housing Capital Programme	Consultation with tenants on budget options	31-Aug-2016	Yes	Council tenants were asked to give their views on housing budget proposals totalling more than £6 million over the next 3 years over the summer period. Outcome of consultation to go to Council in October 2016.
		PVCu windows	31-Mar-2017		Increasing safety and security for tenants Around 100 properties will receive new PVCu windows this financial year.
		Heating systems	31-Mar-2017		Installation of new, more efficient heating systems to reduce fuel poverty. Seven Sheltered Housing Schemes will have received heating upgrades this year, together with 72 blocks of flats which will be having boiler room refurbishments & new boilers.
		Energy Efficiency Measures	31-Mar-2017		To increase thermal efficiency and reduce fuel poverty. Options are currently under discussion, which will be progressed towards the end of the current financial


Progress as at the end of Q2 (September)


					year.
		New / Replacement Lifts	31-Mar-2017		To improve quality of life for residents. Three Cat 2 Sheltered Housing Schemes have received new/replacement lifts this financial year.
		Adaptations of disabled	31-Mar-2017		To improve quality of life for residents. This is a demand-led service, which is likely to out-turn below the approved budget.
		Delivery of bathroom, kitchen, heating and pre-paint and redecoration contracts	31-Mar-2017		Year 4 of the maintenance programme. Maintaining the condition of the outside of the properties to reduce response maintenance needs. Approximately 450 bathrooms and 500 kitchens are due to be fitted this year.
Status		Note			

Service:	Housing & Inclusion Services		Head of Service:	Bob Livermore	
Action	Title	Milestones	Due Date	Completed	Milestone Note
Page 199 HWB2	Sheltered Housing	Consider further decommissioning of Cat 1 schemes	31-Jul-2015	Yes	
		Review out of hours emergency response service	30-Sep-2015	Yes	Following split of maintenance/support reviewed response to out of hours emergencies.
		Report to Cabinet	31-Mar-2016	Yes	Outlining LCC proposed withdrawal of all Supporting People (SP) funding for older people's housing related support from April 2017.
		Review options for WL service following LCC consultation outcomes	31-Aug-2016	Yes	LCC confirmation letter confirming withdrawal of SP funding. New service option service charges have now been costed by Housing Accountant on this basis and passed to Housing Benefit for consideration.
		Consultation with sheltered housing tenants on WL options	28-Feb-2017		Tenant Involvement team have this programmed to support full consultation exercise when HB outcome is known and LCC confirmation of SP has been received.
		Report to Cabinet	14-Mar-2017		Cabinet report will be linked to the outcome of the sheltered tenant new service consultation.
Status		Note			

Service:	Leisure & Wellbeing Service			Head of Service:	David Tilleray
Action	Title	Milestones	Due Date	Completed	Milestone Note
HWB3	Leisure Strategy & Delivery	Establish project team for procurement of a partner organisation	30-Apr-2016	Yes	
		Provide enhancements/external lift to Chapel Galley	31-Jul-2016	No	Lift unit in place, internal foyer works to be completed by end of October 2016.
		Publish final strategy documents	31-Jul-2016	Yes	Strategy document is available on the website. Printed copies with photos under development.
		Improve and enhance the GP referral scheme	30-Sep-2016	Yes	New Active West Lancs Scheme now in place and funding secured for 3 years.
		Identify options for delivery of new leisure centre provision	31-Dec-2016		
Status		Note	Strategy adopted by Council February 2016		


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Service:	Leisure & Wellbeing			Head of Service:	Dave Tilleray
Action	Description	Milestones	Due Date	Completed	Milestone Note
HWB4	West Lancashire Health & Wellbeing Strategy Development	Appoint Health Strategy Manager	31-May-2016	Yes	Commenced in position on 1 September. Due to the delay in the start date for the post holder other target dates and milestones have been amended.
		Identify/secure external project funding for health initiatives	31-Oct-2016		Partly completed and on going. Funding has been agreed for health research and intervention projects with Edge Hill University extending the Active West Lancashire scheme. Project applications pending for joint ESIF project with WLBC housing.
		Develop draft Health and Wellbeing Strategy	31-Mar-2017		
		Adoption of Health and Wellbeing Strategy	30-Jun-2017		
Status		Note	The Council is a partner in the West Lancashire Health & Wellbeing Partnership and works to lead, support and deliver actions where possible.		

Service:	Housing & Inclusion			Head of Service:		Bob Livermore
Action	Description	Milestones	Due Date	Completed	Milestone Note	
HWB5	Digital Inclusion Strategy & Delivery	Define the needs and attitudes of residents and set benchmarks	31-May-2016	Yes	Citizen survey carried out in Jan/Mar 2016. Results will inform future work on the strategy.	
		Participate in Government Digital Service pilot	31-Mar-2017	Yes	Ongoing. Framework aims to provide comparable findings and produce evidence about what works to make it easier to share best practice, providing consistent, common robust measures across public and third sectors. Government Digital Services framework used when designing questions for the Citizen & Stakeholder Survey 2016. This will be kept under review for future surveys.	
		Deliver relevant actions from Digital Development Plan	31-Mar-2017		Actions to drive channel migration ongoing. For example, Ipads and branded stands have been delivered for Ormskirk and Skem CSPs, installation is imminent; a housing app allowing tenants access to housing services is in the latter stages of development; and work to improve the accessibility of the Council website is ongoing.	
		Further milestones tbc with refresh of the strategy action plan				
Status		Note	The DI Strategy was adopted in September 2015. The Council's digital offer is also being progressed through its Digital Development Plan for actions to improve and develop the website and online services. In addition, a Digital Executive post was appointed in March 2016 to ensure a joined-up, integrated and corporate approach to digitisation across all service areas and to deliver efficiencies.			

Service:	Housing & Inclusion Service			Head of Service:		Bob Livermore
Action	Title	Milestones	Due Date	Completed	Milestone Note	
HWB6	Tenants' Financial Inclusion Strategy & Delivery	Provide information regarding free childcare places to tenants, applicants and residents	30-Jun-2016	Yes	This service is provided by LCC, details of services available are being tweeted by WLBC and posters have been provided to local stakeholders. We are considering putting the government link on our website.	
		Review arrears procedures	30-Jun-2016	Yes	Arrears procedures linked to QL escalations have all been reviewed. All new tenants now receiving next day call after sign up to take a rent payment. DWP notification process for tenants moving to UC is now received by e mail.	
		Review reasons for tenancy failure and measures to address/prepare for this	31-Jul-2016	Yes	Estate management team now prioritise new tenant contact/support to take account of potential tenancy failure and are working on a red/amber/green status.	

Progress as at the end of Q2 (September)

Page 202			Develop and promote solutions for engagement via a range of channels including SMS/online/apps	31-Mar-2017		538 tenants are currently signed up to the SMS/E mail services this is being promoted through contact at both Customer Services staff and in the housing teams. The Council automated payment phone line service will be improved as part of a corporate telephony upgrade and is programmed to be in place by April 2017. The Housing mobile app for tenants is programmed to go live by 31 March 2017.
			Explore staff training and development to promote understanding of the specific needs of particular groups eg younger tenants	31-Mar-2017		Assessment is made when a new tenant signs up to allow tailoring of the level of support and visit requirements needed for specific groups of tenants.
			Provide advice and guidance in appropriate locations	31-Mar-2017	Yes	Money advice sessions are now set up in The Zone, local Community Centres and Children's Centres one hour every other week. Advice sessions are also being considered at West Lanc's College. These will be reviewed to ensure they are well utilised and deliver outcomes.
			Support and provide funding for the provision of a credit union offer for WLBC Council tenants	31-Mar-2017		Knowsley Credit Union have provided loans to 490 residents to date since launching in the Borough. They are taking a 6mth lease on the ground floor of the Concourse and this service will be launched to prevent door step lending in the lead up to Christmas. Consideration to be given to a potential HRA growth bid directly targeted to support for council tenants only.
Status		Note	FI Strategy approved by Cabinet in January 2016. The Council have an equality objective in relation to Financial Inclusion. The strategy has regard to some of the most vulnerable in society and equality impacts will be considered throughout this work. A Universal Credit Task Group involving the Council, the local JCP Team and BTLS has been set up to manage implementation within West Lancs.			



Article of: Director of Leisure and Wellbeing

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**SUBJECT: SMOKE & CARBON MONOXIDE ALARM REGULATIONS
IMPLEMENTATION AND ENFORCEMENT**

Wards affected: Borough wide

1.0 PURPOSE OF ARTICLE

- 1.1 To update members on how the Smoke & Carbon Monoxide Alarm Regulations 2015 (the Regulations) will be enforced and implemented.

2.0 BACKGROUND

- 2.1 In February 2016, Council approved an amendment to the Constitution authorising the Director of Leisure and Wellbeing to implement the Regulations and, in conjunction with the relevant Portfolio Holder, to prepare and publish a statement of principles to be followed when determining the amount of penalty notice.
- 2.2 Council also requested that Members be provided with an update as to how the Regulations will be implemented and enforced.

3.0 CURRENT POSITION

- 3.1 The Regulations came into effect on the 1 October 2015 and require private landlords to ensure there is at least one smoke alarm installed on every floor of the property where rooms are used as living accommodation and a carbon monoxide alarm must be installed in any room used as a living room if it contains a solid fuel burning appliance.
- 3.2 The Council will enforce the Regulations by way of serving a Remedial Notice and subsequently a Penalty Charge Notice where the landlord fails to comply. The maximum penalty fee allowed by the Regulations is £5,000.
- 3.3 Following consultation with the relevant Portfolio Holder, it has been decided that the penalty charge will be set as follows:

- For a first offence £1,000
- For second and subsequent offences £5,000

There is no reduction for early repayment.

3.4 A statement of principles has been prepared and is attached as Appendix 1

3.5 The Regulations will be enforced by responding to complaints directly relating to this issue in addition to officers routinely checking for the presence of smoke and carbon monoxide alarms whenever they carry out an inspection of a private rented property irrespective of the reason for the inspection.

3.6 An enforcement procedure has been prepared and is attached as Appendix 2.

4.0 SUSTAINABILITY IMPLICATIONS/COMMUNITY STRATEGY

4.1 The report is for information only to update members with how the Regulations will be implemented. A sustainability assessment was previously carried out as part of the The Smoke and Carbon Monoxide Alarm (England) Regulations 2015 report considered by Council on the 24 February 2016.

5.0 FINANCIAL AND RESOURCE IMPLICATIONS

5.1 There are no significant financial or resource implications arising from this Article.

6.0 RISK ASSESSMENT

6.1 This Article is for information only and makes no recommendations. It therefore does not require a formal risk assessment and no changes have been made to risk registers.

Background Documents

There are no background documents (as defined in Section 100D(5) of the Local Government Act 1972) to this Article.

Equality Impact Assessment

This article is for information only and does not have any direct impact on members of the public, employees, elected members and/ or stakeholders. Therefore no Equality Impact Assessment is required.

Appendices

Appendix 1 Statement of Principles

Appendix 2 The Smoke and Carbon Monoxide Alarm (England) Regulations 2015: Enforcement Procedure



The Smoke and Carbon Monoxide Alarm (England) Regulations 2015

Statement of Principles for Determining Financial Penalties

Introduction

The Smoke and Carbon Monoxide Alarm (England) Regulations 2015 (the Regulations) were introduced on the 1st October 2015 and require all private landlords to ensure the following are complied with for all new tenancies entered into on or after the 1st October 2015. The regulations state that:

- at least one smoke alarm must be installed on every storey of the property on which there is a room used wholly or partly as living accommodation; and
- a carbon monoxide alarm must be installed in any room which is used wholly or partly as living accommodation and contains a solid fuel burning appliance
- the landlord must ensure that each alarm is in proper working order on the first day of the tenancy. The tenant is responsible for testing the alarms on a regular basis and reporting any faults to the landlord

This statement sets out the principles that West Lancashire Borough Council (the Council) will apply in exercising its powers to require a relevant landlord to pay a financial penalty.

Enforcement

Where the Council has reasonable grounds to believe that:

- there are no smoke alarms or carbon monoxide detectors in the property as required by the Regulations or the number of alarms is insufficient; or
- the alarms were not working at the start of a tenancy

a Remedial Notice shall be served on the landlord detailing the action that must be taken to ensure compliance. The notice must be complied with within 28 days.

Failure to comply with the Remedial Notice will result in a Penalty Charge Notice being served. The maximum penalty charge is £5,000.

Penalty Charge

Fire and carbon monoxide represents a clear and significant danger to tenants and alarms provide a cost effective method of managing those dangers.

The level of penalty should as a minimum, cover the cost of all works in default, officer time, recovery costs, an administration fee and a fine.

Repeated offences should attract a higher penalty in view of continuing disregard for legal requirements and tenant safety.

The Council has determined that the penalty charge will be set as follows:

1 st offence	£1,000
2 nd & subsequent offences	£5,000

Failure to pay the penalty charge will result in the Council pursuing this through the Courts.

Appeals

There is a right of review against the service of a Penalty Charge Notice. The request for review must be submitted in writing within 28 days of the notice being served to the Director of Leisure & Wellbeing. The review will determine whether the notice should be confirmed, varied or withdrawn.

There is a further right of appeal against the decision made on review to the First-Tier Tribunal.



The Smoke and Carbon Monoxide Alarm (England) Regulations 2015
Enforcement Procedure

1.0 INTRODUCTION

1.1 The Smoke and Carbon Monoxide Alarm (England) Regulations 2015 came into force on the 1st October 2015.

1.2 From the 1st October 2015, all private sector landlords must ensure that:

- at least one smoke alarm is installed on every storey of the property on which there is a room used wholly or partly as living accommodation; and
- a carbon monoxide alarm is installed in any room which is used wholly or partly as living accommodation and contains a solid fuel burning appliance.

1.3 The landlord must ensure that each alarm is in proper working order at the start of each new tenancy. It is recommended that the landlord provides the tenants with a form to sign indicating that they are aware of the location(s) of the alarm(s) and that the landlord has tested that they are in working order on the first day of the tenancy.

1.4 The tenant is responsible for testing the alarms on a regular basis and reporting any faults to the landlord.

2.0 DEFINITIONS

2.1 What is classed as a 'new tenancy'?

- A new tenancy is a tenancy agreement that begins on for after 1st October 2015 and is not a renewal of a previous tenancy.

2.3 Solid fuel burning combustion appliance

- The appliance must burn some type of solid fuel such as a coal fire, log burning stove etc.
- There is no requirement to have a carbon monoxide alarm in rooms that only contain gas appliances.

2.4 Living accommodation

- A room is classed as 'living accommodation' if it is used for the primary purpose of living or is a room in which a person spends a significant amount of time. The regulations specifically stipulate that a bathroom or lavatory would be classed as living accommodation.

3.0 EXCLUSIONS FROM THE REQUIREMENTS

- **Social Housing:** registered providers of social housing are excluded from the requirements

- **Houses in multiple occupation (HMOs):** licences HMOs are exempt from the requirements but they do apply to unlicensed HMOs (the regulations amend the Housing Act 2004 to allow the requirement to be inserted into the licence conditions)
- **Live-in landlords:** where the occupier shares accommodation with the landlord or landlord's family, the agreement is excluded from the requirements
- **Long leases:** leases granting a lease of 7 or more years without a break clause for either party are excluded
- **Student halls of residence:** there are existing codes of practice that go beyond the duties imposed by the regulations
- **Hostels and refuges**
- **Care homes, hospitals, hospices and other NHS accommodation:** the occupants of such accommodation are protected by the Regulatory Reform (Fire Safety) Order 2005

4.0 ENFORCEMENT PROCESS

4.1 Where the Council has reasonable grounds to believe there has been a breach of duty by a relevant landlord (reasonable grounds include being informed by a tenant, letting agent or housing officer that the required alarms are not installed), the following procedure must be followed.

1. **Inspect:** visit the property to carry out an inspection to confirm the non-compliance.

Although there is no requirement to enter the property to prove non-compliance, it would be good practice to do so. Officers should also use the visit to carry out a HHSRS inspection to ensure there are no other issues.

2. **Serve a Remedial Notice:** If the visit confirms non-compliance, a Remedial Notice must be served on the landlord within 21 days of the breach being identified. The landlord has 28 days beginning on the day the notice is served to comply.

If the landlord provides written representation within the 28 day compliance period stating that all reasonable steps have been taken to comply with the remedial notice (other than legal proceedings) but it has not been complied with, the Council will review the case and a **Review Notice** will be issued with a decision to confirm, vary or withdraw the notice. If the notice is confirmed or

varied, the review notice will re-affirm the date the remedial notice must be complied with.

If after 28 days the landlord has not complied and cannot show they have taken all reasonable steps to do so, the Council must decide if the landlord is in breach by judging on a balance of probabilities.

3. **Remedial Action:** if the Council is satisfied that the landlord has breached the duty to comply, the Council must arrange for remedial action to be taken within 21 days to ensure that the tenants are protected by working alarms. Remedial action can be:

- Repairing an installed alarm
- Checking an installed alarm is in proper working order

The Council cannot recover the cost of carrying out any remedial works; collection of a civil penalty fine is the only method of recovery.

Before carrying out works in default the Council must send a letter to seek **consent from the occupier and to provide 48hrs notice of entry**. If consent or access is not provided the Council is no longer under a legal duty to carry out the remedial works.

4. **Penalty charge notice:** the Council can serve a civil penalty of up to £5,000 on landlords who do not comply with the remedial notice by serving a penalty charge notice. The PCN must be served within 6 weeks of the landlords' failure to comply with the remedial notice.

The landlord has 28 days from the date the notice is served to either pay the charge or appeal the notice.

A notice will be considered to have been served on a landlord on:

- a) The day it is given to the landlord in person
- b) The second business day* after it is sent by 1st class post to the landlords last known address
- c) The day it is delivered by hand to the landlords last known address; or
- d) where the landlord has provided the Council with an email address and has consented to accept service by email, the day it is sent by email to that address

*business day is any day other than Saturday, Sunday, Christmas Day, Good Friday or any official bank holiday

If the landlords address cannot be found after reasonable enquiries, the notice will be considered served on the day it is fixed to the property to which the notice relates.

You must completed a certificate of service form and attach it to the relevant worksheet.

A sundry debtor request must be completed to raise an invoice and the invoice must be enclosed with the PCN.

The landlord has the right to appeal the PCN. Where an appeal is lodged, the Private Sector Housing Administration Officer shall make a note on the payment system regarding the appeal and explain the unpaid invoice.

The Council has set the penalty fine as follows:

1 st offence:	£1,000
2 nd and subsequent offences:	£5,000

There is no reduction for early payment.

5.0 SUSPENSION/REVOCAION OF A NOTICE

5.1 Any notice served may be amended, suspended or revoked in writing at any time. The Council can re-instate a suspended notice once the compliance period has expired but the reissued notice should give a new 28 day compliance period.

6.0 RECOVERY OF THE PENALTY CHARGE

6.1 Where the landlord fails to either pay the penalty charge or appeal the penalty charge notice, the Council can recover the amount through the Courts.

6.2 The penalty charge notice allows the landlord 28 days to either pay the charge or appeal. The process of recovering the amount cannot start before the end of this 28 day period.

7.0 APPEAL PROCESS

Internal Review

7.1 The landlord can request a review of the Remedial Notice or Penalty Charge Notice (PCN). This appeal must be in writing to the Director of Leisure and Wellbeing and within the time period set within the respective notice (currently 28 days from the date of the notice).

- 7.2 If made in time, the Council must consider any representations and decide whether to confirm, vary or withdraw the notice. The Council must serve a **Review Notice** to the landlord outlining the decision whether to confirm, vary or withdraw the notice. If the notice is varied or confirmed, the review notice must also state the date the notice expires or the charge that must be paid.
- 7.3 Where the review relates to a PCN, the Private Sector Housing Administration Officer must be notified of the decision and must notify Revenues and Payments that the invoice is to be amended or withdrawn.

First Tier Tribunal Appeal

- 7.4 Where the Council decides to confirm or vary a PCN, the landlord must be informed of their right to appeal to the First Tier Tribunal (FTT). Appeals can be made on the grounds that the Council's decision was based on a factual error, was wrong in law or was unreasonable for any other reason. The PCN cannot be enforced until the FTT has dealt with the appeal.
- 7.5 The Private Sector Housing Administration Officer will note on the payment system that the invoice remains in dispute and will update Revenues and Payments once the tribunal has reached a decision.