



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

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Tuesday, 5 December 2017

**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, 13 DECEMBER 2017** 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)**

**PAGE(S)**

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.) 465 - 466

	<b>PAGE(S)</b>
<b>4. MINUTES</b> To receive as a correct record the minutes of the previous meeting held on 18 October 2017.	467 - 486
<b>5. ANNOUNCEMENTS BY THE MAYOR AND/OR THE CHIEF EXECUTIVE</b>	
<b>6. TO ANSWER ANY QUESTIONS UNDER THE PROVISIONS OF COUNCIL PROCEDURE RULE 10.2</b>	
<b>7. MINUTES OF COMMITTEES</b> 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) Licensing & Gambling Committee - Tuesday, 10 October 2017	487 - 488
b) Licensing & Appeals Committee - Tuesday, 10 October 2017	489 - 492
c) Planning Committee - Thursday, 9 November 2017	493 - 496
<b>8. POLICY OPTIONS 2018-21</b> To consider the report of the Chief Executive.	497 - 504
<b>9. HRA MID-YEAR REVIEW</b> To consider the joint report of the Director of Housing and Inclusion and the Borough Treasurer.	505 - 518
<b>10. REVISED CAPITAL PROGRAMME</b> To consider the report of the Borough Treasurer.	519 - 526
<b>11. HEALTH &amp; WELLBEING STRATEGY AND DELIVERY PLAN FOR WEST LANCASHIRE</b> To consider the report of the Borough Solicitor.	527 - 594
<b>12. PUBLIC INVOLVEMENT AT MEETINGS - REVISED PROTOCOL</b> To consider the report of the Borough Solicitor.	595 - 612
<b>13. EXECUTIVE DECISIONS - SPECIAL URGENCY</b> To consider the report of the Borough Solicitor.	613 - 614
<b>14. EXCLUSION OF PRESS AND PUBLIC</b> It is recommended that members of the press and public be excluded from the meeting during consideration of the following item(s) 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.	

<b>PART 2 - PRIVATE AND CONFIDENTIAL (NOT OPEN TO THE PUBLIC)</b>	<b>PAGE(S)</b>
<b>15. LCC PUBLIC REALM WORK 2018-2021</b> To consider the report of the Director of Street Scene.	615 - 624
<b>16. WESTEC DEVELOPMENT UPDATE</b> To consider the report of the Director of Housing and Inclusion.	625 - 692

**PART 3 - OPEN TO THE PUBLIC**

**17. MOTIONS**

To consider the following Motions included on the agenda at the request of the Members indicated:

**a) "Tyred" Campaign - Motion Included on the Agenda by Councillor F McKenna on behalf of the Labour Group**

"On Monday 10 September 2012 a coach bound for Liverpool carrying 53 people from the Bestival music festival on the Isle of Wight, left the road and crashed into a tree instantly killing Michael Molloy (18), Kerry Ogden (23) and the coach driver, Colin Daulby (63), and left others with life changing injuries. The inquest into the crash found that the front nearside tyre which was actually older than the coach itself, at 19 years, was responsible for the crash. In 2014, Liverpool City Council unanimously agreed a motion in support of Michael's mother Frances calling for a change in the law requiring a ban on tyres older than six years on commercial vehicles. Despite the wide spread public and political support for this campaign, no change in the law has been made, shamefully leaving others at risk from faulty and dangerous tyres.

That this Council:

- Notes that Frances Molloy has launched "Tyred" – the official campaign to pressure Government – to change the law to ban the use of tyres older than ten years on commercial vehicles.
- Wholeheartedly supports "Tyred" and instructs the Leader of the Council to write to the Prime Minister and the Leader of the Opposition to call together cross-party support for a change in the law.
- Supports the "Tyred" campaign until such a change in the law is achieved and to draw the attention of the Local Government Association, especially its Environment and Transport Board, to this Council's view that the concerns should be fully addressed.

That the Chief Executive be asked to write to all schools in the Borough asking them to require coach and bus operators they use for school trips etc to adhere to the provisions set out in the "Tyred" campaign.

That Council officers be asked to look at our own procurement procedures with a view to inserting an appropriate clause in any contracts with coach and bus commercial operators."

**b) Baby Loss Awareness Week – Motion Included on the Agenda by Councillor C Cooper on behalf of the Labour Group**

"This year, Baby Loss Awareness Week called for improved bereavement support for families affected by baby and pregnancy loss. Baby Loss Awareness Week is held annually from 9 to 15 October and is a special opportunity to mark the loss of pregnancies and the brief lives of babies lost at or soon after birth.

Miscarriage is a common experience, it is estimated that one in six confirmed pregnancies ends in miscarriage and this can be devastating for the people affected.

As a large employer within West Lancashire, West Lancashire Borough Council is in a position to help employees affected by pregnancy loss. As an organisation that exists to serve the people of West Lancashire, it is also in a position to deal supportively with residents who have experienced miscarriage and baby loss.

That the Chief Executive be asked to ensure that:

- Managers have the correct training to help employees who miscarry or who have suffered a loss.
- Managers have good quality resources on miscarriage and baby loss in the workplace, such as the Miscarriage Association's 'Miscarriage and the Workplace' leaflet.
- Frontline staff have training and resources to help understand the needs of residents in West Lancashire affected by miscarriage and baby loss and to be able to recognise the affect it can have on long term mental health.
- All employees have access to good quality information about miscarriage and baby loss.
- Miscarriage and baby loss is dealt with sensitively and supportively at all times."

**c) Fitting of Sprinklers - Motion Included on the Agenda by Councillor Cooper on Behalf of the Labour Group**

"Sprinklers are the most effective way to ensure that fires are suppressed or even extinguished before the fire service can arrive. They save lives and reduce injuries, protect firefighters who attend incidents and reduce the amount of damage to both property and the environment from fire.

Evidence indicates that sprinkler systems operate on 94% of occasions, demonstrating very high reliability. Furthermore, it is evident that when they operate they extinguish or contain a fire on 99% of occasions and are thus very effective. The research also found that in both converted and purpose built flats, sprinklers are 100% effective in controlling fires.

That this Council recognise that sprinklers are an effective part of the overall fire safety solution and can be used efficiently to improve fire safety in a range of new and existing buildings and recommend that the Government legislate for the retro-fitting of sprinklers into high-rise buildings and to install sprinklers in all new schools and major school extensions.

That the Chief Executive be asked to write to the Minister for Policing and the Fire Service, Nick Hurd MP, requesting that he puts these proposals to the House at his earliest convenience and that when this act is passed, that it is called the 'Grenfell Act' in memory of the many lives lost in this disaster."

d) **Universal Credit Roll Out - Motion Included on the Agenda by Councillor G Dowling on Behalf of the Labour Group**

"That this Council notes that Universal Credit, the single monthly payment which replaces the six current working age benefits, is to be fully implemented in West Lancashire in December and that within our area this is likely to affect many of our residents.

That West Lancashire Borough Council notes with concern that the move to a Full Service Universal Credit in other parts of the Country has caused considerable financial hardship for many of those people moving onto this new system of benefit payments. Despite some changes in the recent budget, before a full roll out of Universal Credit, the following problems need to be addressed:

- **The five week wait for claimants to receive their benefits.**  
The idea that all workers are in jobs where they are paid a month in arrears ignores the reality for the 1.5m workers who struggle on zero hours, insecure jobs or forced self-employment. Claimants need to be paid from day one.
- **Payments going to one named member of a household.**  
Many claimants struggle to budget and payments should be paid to the separate claimants within a household and on a fortnightly rather than monthly basis. With the present policy there is a real danger that if the whole benefit goes to one named individual there is no guarantee that the money will be distributed fairly within the household
- **An end to benefit sanctions** as there is no evidence that sanctioning helps people into work. In fact taking away claimant's ability to feed themselves and their families prevents them from focusing on finding employment as they are too busy trying to survive. The evidence of the harm that sanctions cause is growing – they are an unnecessary cruelty in our benefits system. A claimant should not be sanctioned if the reason for any absence of lateness is proven and justifiable.
- **Allow all new claimants to apply for Universal credit in jobs centres** with the support of trained job centre staff. Forcing new claimants to apply on-line causes real problems

for many people who don't have either access or the IT skills to cope with the complex online application. The planned job centre closures also needs to be reversed as claimants need face to face support to help them back into work and to deal with the complexity of Universal Credit.

- **Greater resource should be given to libraries, Citizens Advice and Jobcentres** to allow trained persons to be present at these facilities to assist with applications.
- **Abandon the in-work conditionality for part-time or low paid workers** – the idea that there are extra hours or higher paid work for the large numbers of these affected workers is simply not the case. This clause of UC places the emphasis on individuals who often want greater number of hours of work – and not on the employers who benefit from short hours and insecurity.

That this Council notes with concern, that the implementation of a Full Service Universal Credit in the Borough is likely to prove seriously detrimental to the health and wellbeing of thousands of its local residents.

That the Chief Executive be asked to write to the Secretary of State for Work and Pensions asking that the system of Universal Credit is redesigned in such a way that it removes the inherent risks that this Council has expressed its concerns over."

**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**.