



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

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".

Kim Webber
Chief Executive

AGENDA
(Open to the Public)

PAGE(S)

1. **PRAYERS**
2. **APOLOGIES**
3. **DECLARATIONS OF INTEREST**

465 - 466

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.)

- 4. MINUTES** 467 - 486

To receive as a correct record the minutes of the previous meeting held on 18 October 2017.
- 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**

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
- 8. POLICY OPTIONS 2018-21** 497 - 504

To consider the report of the Chief Executive.
- 9. HRA MID-YEAR REVIEW** 505 - 518

To consider the joint report of the Director of Housing and Inclusion and the Borough Treasurer.
- 10. REVISED CAPITAL PROGRAMME** 519 - 526

To consider the report of the Borough Treasurer.
- 11. HEALTH & WELLBEING STRATEGY AND DELIVERY PLAN FOR WEST LANCASHIRE** 527 - 594

To consider the report of the Borough Solicitor.
- 12. PUBLIC INVOLVEMENT AT MEETINGS - REVISED PROTOCOL** 595 - 612

To consider the report of the Borough Solicitor.
- 13. EXECUTIVE DECISIONS - SPECIAL URGENCY** 613 - 614

To consider the report of the Borough Solicitor.
- 14. 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(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 affairs) 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.

PART 2 - PRIVATE AND CONFIDENTIAL (NOT OPEN TO THE PUBLIC)

15. LCC PUBLIC REALM WORK 2018-2021

615 - 624

To consider the report of the Director of Street Scene.

16. WESTEC DEVELOPMENT UPDATE

625 - 692

To consider the report of the Director of Housing and Inclusion.

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

**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**.

	This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
Contracts	Any contract which is made between the relevant person (or a body in which the relevant person has a beneficial interest) and the relevant authority— (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged.
Land	Any beneficial interest in land which is within the area of the relevant authority.
Licences	Any licence (alone or jointly with others) to occupy land in the area of the relevant authority for a month or longer.
Corporate tenancies	Any tenancy where (to M's knowledge)— (a) the landlord is the relevant authority; and (b) the tenant is a body in which the relevant person has a beneficial interest.
Securities	Any beneficial interest in securities of a body where— (a) that body (to M's knowledge) has a place of business or land in the area of the relevant authority; and (b) either— (i) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the relevant person has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

"body in which the relevant person has a beneficial interest" means a firm in which the relevant person is a partner or a body corporate of which the relevant person is a director, or in the securities of which the relevant person has a beneficial interest; "director" includes a member of the committee of management of an industrial and provident society;

"land" excludes an easement, servitude, interest or right in or over land which does not carry with it a right for the relevant person (alone or jointly with another) to occupy the land or to receive income; "M" means a member of a relevant authority;

"member" includes a co-opted member; "relevant authority" means the authority of which M is a member;

"relevant period" means the period of 12 months ending with the day on which M gives notice to the Monitoring Officer of a DPI;

"relevant person" means M or M's spouse or civil partner, a person with whom M is living as husband or wife or a person with whom M is living as if they were civil partners;

"securities" means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

'non pecuniary interest' means interests falling within the following descriptions:

- 10.1(1)(i) Any body of which you are a member or in a position of general control or management and to which you are appointed or nominated by your authority;
- (ii) Any body (a) exercising functions of a public nature; (b) directed to charitable purposes; or (c) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union), of which you are a member or in a position of general control or management;
- (iii) Any easement, servitude, interest or right in or over land which does not carry with it a right for you (alone or jointly with another) to occupy the land or to receive income.
- 10.2(2) A decision in relation to that business might reasonably be regarded as affecting your well-being or financial position or the well-being or financial position of a connected person to a greater extent than the majority of other council tax payers, ratepayers or inhabitants of the ward, as the case may be, affected by the decision.

'a connected person' means

- (a) a member of your family or any person with whom you have a close association, or
- (b) any person or body who employs or has appointed such persons, any firm in which they are a partner, or any company of which they are directors;
- (c) any person or body in whom such persons have a beneficial interest in a class of securities exceeding the nominal value of £25,000; or
- (d) any body of a type described in sub-paragraph 10.1(1)(i) or (ii).

'body exercising functions of a public nature' means

Regional and local development agencies, other government agencies, other Councils, public health bodies, council-owned companies exercising public functions, arms length management organisations carrying out housing functions on behalf of your authority, school governing bodies.

A Member with a personal interest who has made an executive decision in relation to that matter must ensure any written statement of that decision records the existence and nature of that interest.

NB Section 21(13) of the LGA 2000 overrides any Code provisions to oblige an executive member to attend an overview and scrutiny meeting to answer questions.

Agenda Item 4

COUNCIL

HELD: Wednesday, 18 October 2017

Start: 7.30 pm

Finish: 10.15 pm

PRESENT:

Councillor: N Furey (Mayor)
N Delaney (Deputy Mayor)

Councillors:

T Aldridge	I Ashcroft
M Barron	Mrs P Baybutt
Mrs M Blake	T Blane
J Bullock	J Cairns
C Cooper	P Cotterill
S Currie	Davis
J Davis	T Devine
G Dowling	D Evans
Y Gagen	J Gordon
N Hennessy	G Hodson
J Hodson	P Hudson
J Kay	D McKay
C Marshall	Mrs J Marshall
J Mee	R Melling
M Mills	P Moon
I Moran	D O'Toole
G Owen	A Owens
J Forshaw	R Pendleton
E Pope	A Pritchard
N Pryce-Roberts	L Savage
Mrs D Stephenson	D West
D Westley	Mrs M Westley
D Whittington	K Wilkie
K Wright	C Wynn
A Yates	

Officers:

Kim Webber, Chief Executive
Dave Tilleray, Director of Leisure and Wellbeing
Jacqui Sinnott-Lacey, Director of Housing and Inclusion
John Harrison, Director of Development and Regeneration
Heidi McDougall, Director of Street Scene
Marc Taylor, Borough Treasurer
Shaun Walsh, Borough Transformation Manager & Deputy Director of Housing and Inclusion
Terry Broderick, Borough Solicitor
Sharon Lewis, Head of Human Resources and Organisational Development
Jacky Denning, Assistant Member Services Manager

34 PRAYERS

The Mayor advised of the absence of his Chaplain, Father Michael of St Richard's Church and Paul Rowan, Parish MC, led Members and officers in prayer.

35 **APOLOGIES**

Apologies for absence were received on behalf of Councillors Mrs C Evans, F McKenna and M Nixon.

36 **DECLARATIONS OF INTEREST**

The following declarations were received:

1. Councillors Aldridge, Barron, Hennessy, O'Toole and Pope declared a pecuniary / non pecuniary interest in relation to, agenda item 8 'Policy Options 2018-2021'*, agenda item 11 'West Lancashire Tourism – the Visitor Economy- Final Report' and agenda item 18 (c) 'Policing of Events at Orgreave – Motion' as Members of Lancashire County Council (LCC), as did Councillors Gagen and McKay as employees of LCC, and indicated that they would not participate in any detailed discussions which affected LCC*.
2. Councillor Wynn declared a Disclosable Pecuniary Interest in relation to item 8 'Policy Options 2018-2021', in relation to OP17 review of grounds maintenance street cleansing', as he is employed by Essential Fleet Services Ltd to maintain Council vehicles and works at the Robert Hodge Centre and indicated he would not participate in any detailed discussions which affected his employer or employment.*

* By virtue of a dispensation granted by the Standards Committee all Councillors who have disclosable pecuniary or pecuniary interests in relation to relevant lines in the budget may participate and vote in the budget debates but not engage in detailed discussions about matters which affect those interests.

3. Councillors Furey and Delaney, declared a pecuniary interest in relation to agenda item 8 'Policy Options 2018-2021' as Mayor and Deputy Mayor, but were entitled to speak and vote by virtue of an exemption.
4. Councillors Blane, Bullock, G Hodson, J Hodson, C Marshall and Mrs Marshall declared a Disclosable Pecuniary Interest in relation to agenda item 13 'Housing and Planning Act 2016: Civil Penalties & Rent Repayment Orders' as landlords.
5. Councillor J Hodson, McKay and Whittington declared a non-pecuniary interest in relation to agenda item 18(f) 'WASPI (Women Against State Pension Inequality) Motion' as their wives are within the age group to which the motion refers, as did Councillors Hennessy, G Hodson, Owen and Mills as a women within the age group.
6. Councillors Aldridge, Cooper, Cotterill, Hennessy, J Hodson, G Hodson, McKay, Mills, Owen, Pryce-Roberts and Savage declared a non-pecuniary interest in relation to agenda item 18(b) 'NJC Pay – Motion' as members of a trade union, as did Councillor Gagen as a public sector worker.

7. Councillors Blane, Bullock, Cotterill, G Hodson, J Hodson, C Marshall, Owens, Savage, D Westley declared a non-pecuniary interest in relation to agenda item 18(a) 'Small Business Tax Burden – Motion' as owners of a small business.
8. Councillors Cotterill and Mee declared a non-pecuniary interest in relation to agenda item 14 'Discretionary Business Rate Reliefs' as they may be affected by the Scheme.

37 MINUTES

RESOLVED: That the minutes of the meeting held on Wednesday, 19 July 2017, be approved as a correct record and signed by the Mayor.

38 ANNOUNCEMENTS BY THE MAYOR AND/OR THE CHIEF EXECUTIVE

The Mayor announced:

1. That a Charity Evening with Rachael Russell, International Opera Star, would be held at the Stanley Institute, Burscough on Friday 24 November at 7.30 p.m.
2. That Ormskirk Remembrance Day Service on Saturday 11 November at 11.00 a.m. would be held at the Memorial in Coronation Park this year and future years (previously held at Ormskirk Clock Tower).
3. That Shaun Walsh, Transformation Manager and Deputy Director Housing and Inclusion was leaving the Council on 3 November 2017 after over 31 years' service. The Mayor and Members thanked Shaun for all his years of service and wished him well for the future.

39 TO ANSWER ANY QUESTIONS UNDER THE PROVISIONS OF COUNCIL PROCEDURE RULE 10.2

There were no items under this heading.

40 MINUTES OF COMMITTEES

Consideration was given to the minutes of the undermentioned meetings of the Committees shown.

RESOLVED That the minutes of the undermentioned meetings and any recommendations contained in them, be approved:

- A. Licensing & Appeals Committee held on Tuesday, 18 July 2017
- B. Planning Committee held on Thursday 27 July, 7 September and 5 October 2017

C. Audit & Governance Committee held on Tuesday 5 September 2017

D. Standards Committee held on Tuesday 19 September 2017

41 **POLICY OPTIONS 2018-21**

Consideration was given to the report of the Chief Executive, as contained on pages 253 to 290 of the Book of Reports, which considered the financial performance in the current year, detailed the results of the Policy Options 2018/19 consultation and sought approval of the final set of Policy Options for implementation.

A Motion, which had been circulated, was moved and seconded.

An Amendment to the Motion was moved and seconded.

The meeting adjourned for 10 minutes.

The Amendment was withdrawn by the Mover and Seconder, with the agreement of the meeting.

A further Amendment was moved and seconded in the following terms:

- A. That the financial performance at the mid-year point be noted.
- B. That the results of the Policy Options consultation set out in Appendices 1 and 2 be noted.
- C. That Policy Options OP17 Cross service review of Grounds Maintenance and Street Cleansing Services' be approved, subject to its recommendations and savings value being considered at a future meeting of the Council and OP18 Senior Management Team Restructuring as set out in Appendix 3 be approved, and that the Chief Executive and Heads of Service be given authority to take all necessary action in connection with the implementation of these proposals.
- D. That consideration of the other Policy Options included in Appendix 3 be deferred for consideration at the Council meeting in December 2017.

A vote was taken on the further Amendment, which at the request of a Member was recorded as follows:

FOR: Councillors Ashcroft, Barron, Mrs Baybutt, Mrs Blake, Blane, Cairns, Currie, I Davis, Gordon, Kay, C Marshall, Mrs Marshall, Mee, Ms Melling, Moon, O'Toole, Owens, Pope, Mrs Stephenson, D Westley, Mrs Westley and Whittington (TWENTY TWO)

AGAINST: Councillors Aldridge, Bullock, Cooper, Cotterill, J Davis, Delaney, Devine, Dowlilng, D Evans, Forshaw, Furey, Gagen, Hennessy, G

Hodson, J Hodson, Hudson, McKay, Mills, Moran, Owen, Pendleton, Pritchard, Pryce-Roberts, Savage, West, Wilkie, Wright and Yates.
(TWENTY EIGHT)

ABSTENTIONS: NONE

The further Amendment was LOST.

A vote was taken on the Motion, which was CARRIED.

- RESOLVED:
- A. That the financial performance at the mid-year point be noted.
 - B. That the results of the Policy Options consultation set out in Appendices 1 and 2 be noted.
 - C. That Policy Options OP17 'Cross service review of Grounds Maintenance and Street Cleansing Services' and OP18 'Senior Management Team Restructuring', as set out in Appendix 3 be approved and that the Chief Executive and Heads of Service be given authority to take all necessary action in connection with the implementation of these proposals.
 - D. That consideration of the other Policy Options included in Appendix 3 (i.e. not those at C above) be deferred for consideration at the Council meeting in December 2017.

- (Note: (i) Option OP18 Senior Management Restructuring is the subject of a more detailed report on the agenda at item 17.
- (ii) Councillor Wynn declared a Disclosable Pecuniary Interest and left the room whilst this item was under consideration.)

42 **TREASURY MANAGEMENT AND PRUDENTIAL INDICATORS MONITORING 2017-18**

Consideration was given to the report of the Borough Treasurer, as contained on pages 291 to 298 of the Book of Reports, which set out details of Treasury Management operations in the year to date and reported on the Prudential Indicators for 2017/18, where available.

RESOLVED: That the Prudential Indicators and Treasury Management activity in the year to date be noted.

43 **BROWNFIELD LAND REGISTER AND PERMISSION IN PRINCIPLE**

Consideration was given to the report of the Director of Development and Regeneration, as contained on pages 299 to 338, which advised of new Regulations which impose a requirement on the Council to prepare and maintain a Brownfield Land Register, the consequences of placing land on Part 2 of that Register, the resulting implications for the Council and to make provision in the Council's

constitution for effective decision making.

RESOLVED: A. That the following functions are delegated to the Planning Committee:

- (i) Power to approve sites for entry into Part 2 of the Brownfield Land Register and so grant Permission in Principle
- (ii) Power to decline to approve sites for entry into Part 2 of the Brownfield Land Register
- (iii) Power to determine applications for Permission in Principle
- (iv) Power to determine applications for Technical Details Consent

B. That authority be delegated to the Director of Development and Regeneration to determine applications for Technical Details Consent.

44 **WEST LANCASHIRE TOURISM - THE VISITOR ECONOMY - FINAL REPORT OF THE CORPORATE & ENVIRONMENTAL OVERVIEW AND SCRUTINY COMMITTEE**

Consideration was given to the report of the Director of Leisure and Wellbeing, as contained on pages 339 to 368 of the Book of Reports, which set out the final report and recommendations of the Corporate and Environmental Overview and Scrutiny Committee following a review conducted entitled 'West Lancashire Tourism – The Visitor Economy.'

RESOLVED: A. That the Corporate and Environmental Overview and Scrutiny Committee be complimented on their work.

B. That the final report of the Corporate and Environmental Overview and Scrutiny Committee on West Lancashire Tourism – The Visitor Economy (attached at Appendix A to the report) be noted and approved for formal publication, subject to resources.

C. That the Corporate and Environmental Overview and Scrutiny Committee review the recommendations contained in the report in March 2018.

45 **OVERVIEW AND SCRUTINY ANNUAL REPORT 2016/17**

Consideration was given to the report of the Borough Solicitor, as contained on pages 369 to 390 of the Book of Reports, which presented the Overview and Scrutiny Annual Report 2016/17 and considered how overview and scrutiny is working at West Lancashire.

RESOLVED: A. That the Overview and Scrutiny Annual Report 2016/17,

appended to the report, be noted and the Overview and Scrutiny Committees be commended on their work.

- B. That special thanks be given to Mrs Cathryn Jackson, Principal Overview and Scrutiny Officer, who is retiring at the end of December, for all the support she has given to Overview and Scrutiny at West Lancashire Borough Council.

46 **HOUSING AND PLANNING ACT 2016: CIVIL PENALTIES & RENT REPAYMENT ORDERS**

Consideration was given to the report of the Director of Leisure and Wellbeing, as contained on pages 391 to 420 of the Book of Reports, which advised of new powers provided to Local Authorities under the Housing and Planning Act 2016, specifically, civil penalties and rent repayment orders (RROs).

- RESOLVED:
- A. That the amendment to the constitution at 4.2D part viii, Private Sector Housing, paragraph 18; as outlined at Appendix 1 to the report, which authorises the Director of Leisure and Wellbeing and officers designated by him to implement the new powers, be approved.
- B. That the Director of Leisure and Wellbeing be authorised to consider written representations from landlords that have received a Notice of Intent to issue either a civil penalty or a RRO, and to determine whether to impose a civil penalty, the amount of the penalty, or apply for a RRO, in accordance with the Rent Repayment Orders Policy at Appendix 3 to the report.
- C. That the Housing Civil Penalties Policy outlined at Appendix 2 to the report, be approved.
- D. That the Rent Repayment Order Policy outlined at Appendix 3 to the report, be approved.
- E. That the report be referred to Cabinet to consider an update to the current Private Sector Housing Enforcement Policy, originally approved by Cabinet, to include appropriate coverage of the civil penalties and rent repayment orders as outlined at Appendix 2 and 3 of the report.

(Note: Councillors Blane, Bullock, G Hodson, J Hodson, C Marshall and Mrs Marshall declared a Disclosable Pecuniary Interest and left the room whilst this item was under consideration.)

47 **DISCRETIONARY BUSINESS RATE RELIEFS**

Consideration was given to the joint report of the Director of Housing and Inclusion and the Borough Treasurer, as contained on pages 459 to 464 of the Book of Reports, which provided an update on discretionary rate relief for local businesses

using funding provided by Government as announced in the Spring 2017 Budget.

- RESOLVED: A. That the discretionary relief schemes that have already been implemented this year under delegated authority be noted and endorsed.
- B. That the further local scheme of relief set out in the Appendix to the report be approved and delegated authority be provided to the Director of Housing and Inclusion in consultation with the Leader to finalise and implement the scheme.

(Note: Councillor Dowling was not present during consideration of this item.)

48 **APPOINTMENT OF CHAIRMEN AND VICE-CHAIRMEN OF COMMITTEE AND CHANGE TO THE CABINET**

Consideration was given to the report of the Borough Solicitor, as contained on pages 421 to 422 of the Book of Reports, which sought to appoint the Chairman and Vice-Chairman of the Audit and Governance Committee and the Vice-Chairman of the Planning Committee and to note the change to the Cabinet Portfolio Holder for Finance.

A Motion was circulated, which was moved and seconded.

A vote was taken on the Motion, which was CARRIED.

- RESOLVED: A. That Councillor Cotterill, who is a Member of the Audit and Governance Committee, be appointed Chairman of the Audit and Governance Committee for the remainder of the 2017/18 Municipal Year.
- B. That Councillor Pendleton, who is a Member of the Audit and Governance Committee, be appointed Vice-Chairman of the Audit and Governance Committee for the remainder of the 2017/18 Municipal Year.
- C. That Councillor Mills, who is a Member of the Planning Committee, be appointed Vice-Chairman of the Planning Committee for the remainder of the 2017/18 Municipal Year.
- D. That it be noted that Councillor Yates has been appointed as the Cabinet Portfolio Holder for Finance in place of Councillor Wynn.

49 **EXCLUSION OF PRESS AND PUBLIC**

RESOLVED: That under Section 100A(4) of the Local Government Act 1972, the public be excluded from the meeting during consideration of the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in paragraphs 1, 3 and 4 of Part 1 of Schedule 12A of that 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.

50 **SENIOR MANAGEMENT STRUCTURE**

Consideration was given to the report of the Chief Executive, as contained on pages 423 to 442 of the Book of Reports, the purpose of which being to establish a revised management structure, providing strategic leadership to deliver the Council's priorities in the current financial context.

- RESOLVED:
- A. That the management structure attached at Appendix 3 to the report be approved, with effect from 1 February 2018.
 - B. That with effect from 1 February 2018 the post of Director of Leisure and Wellbeing be disestablished, and the post of Director of Street Scene be redesignated as Director of Leisure and Environment.
 - C. That with effect from 1 February 2018 the following post holders assume the duties attributed to the respective revised roles as detailed in paragraphs 5.4-5.6 of the report, and updated job descriptions be issued, with the salary levels set out in paragraph 5.8 of the report (subject to Job Evaluation), on the basis of existing terms and conditions:
 - (i) Director of Housing and Inclusion
 - (ii) Director of Leisure and Environment
 - (iii) Director of Development and Regeneration
 - D. That the Proper Officer Provisions and Scheme of Delegation be updated from 1 February 2018, as set out in Appendix 5 to the report, and all other Policies and Procedures be similarly updated to reflect job titles/roles, where appropriate.
 - E. That any comments from the Trade Union be noted.
 - F. That the Chief Executive be given authority to take all action in connection with the implementation of A to D above.

51 **MOTIONS**

The following Motions were considered at the request of the Members indicated:

52 **SMALL BUSINESS TAX BURDEN - MOTION INCLUDED ON THE AGENDA BY COUNCILLOR BULLOCK ON BEHALF OF THE LABOUR GROUP**

The following Motion was moved and seconded:

"That this Council notes that Small Business, are spending more of their time

delivering statutory tax obligations & compliance which can be absorbed easier by larger entities without impact to their bottom line. Small Business in West Lancashire are spending increasing time with red tape rather than productive time managing their businesses. Small businesses are experiencing more leakage in direct and indirect taxation than larger corporations and Multi Nationals, and this Council recognises the struggles and risks taken by Small Business here in West Lancashire.

That this Council believes that the tax burden placed on Small Business coupled with an increasing burden of red tape is stifling growth of fledgling business looking to grow here in West Lancashire.

That the Chief Executive writes to the Chancellor of the Exchequer to ask:

- (i) Why have Small Business (Self employed/life style businesses and/or Micro Entities), been targeted with unfair tax schemes and not large corporations?
- (ii) What consideration, if any, was given to making all the changes tax neutral? For example, offsetting one tax for another? For reducing red tape for businesses with less than 50 employees?

By way of example;

- Auto enrolment
- SSP paid by the employer not government from the Employer NI paid
- Increase in the Flat Rate of Vat
- Restriction on MIR
- Reduction in Fees from government for FREE childcare

- (iii) How do you think it will impact Small Business here in West Lancashire?
- (iv) Will the Chancellor/Treasury/Government consider redressing the balance of taxation & compliance for Small Business against that of their Multi National counterparts in its Autumn Statement?"

RESOLVED: A. That this Council notes that Small Business, are spending more of their time delivering statutory tax obligations & compliance which can be absorbed easier by larger entities without impact to their bottom line. Small Business in West Lancashire are spending increasing time with red tape rather than productive time managing their businesses. Small businesses are experiencing more leakage in direct and indirect taxation than larger corporations and Multi Nationals, and this Council recognises the struggles and risks taken by Small Business here in West Lancashire.

- B. That this Council believes that the tax burden placed on Small Business coupled with an increasing burden of red tape is stifling growth of fledgling business looking to grow here in West

Lancashire.

- C. That the Chief Executive writes to the Chancellor of the Exchequer to ask:
- (i) Why have Small Business (Self employed/life style businesses and/or Micro Entities), been targeted with unfair tax schemes and not large corporations?
 - (ii) What consideration, if any, was given to making all the changes tax neutral? For example, offsetting one tax for another? For reducing red tape for businesses with less than 50 employees?
- By way of example;
- Auto enrolment
 - SSP paid by the employer not government from the Employer NI paid
 - Increase in the Flat Rate of Vat
 - Restriction on MIR
 - Reduction in Fees from government for FREE childcare
- (iii) How do you think it will impact Small Business here in West Lancashire?
 - (iv) Will the Chancellor/Treasury/Government consider redressing the balance of taxation & compliance for Small Business against that of their Multi National counterparts in its Autumn Statement?

(Note: (i) Councillor Savage left the room whilst this item was under consideration.

- (ii) Councillors Ashcroft, Barron, Mrs Baybutt, Mrs Blake, Blane, Cairns, Currie, Gordon, Kay, C Marshall, Mrs Marshall, Mee, Ms Melling, Moon, O'Toole, Pope, Mrs Stephenson, D Westley, Mrs Westley and Whittington left the meeting during consideration of this item.)

53

NJC PAY - MOTION INCLUDED ON THE AGENDA BY COUNCILLOR PRYCE-ROBERTS ON BEHALF OF THE LABOUR GROUP

The following Motion was moved and seconded:

"That West Lancashire Borough Council notes that:

- NJC basic pay has fallen by 21% since 2010 in real terms
- NJC workers had a three-year pay freeze from 2010-2012
- Local terms and conditions of many NJC employees have also been cut, impacting on their overall earnings

- NJC pay is the lowest in the public sector
- Job evaluated pay structures are being squeezed and distorted by bottom-loaded NJC pay settlements needed to reflect the increased National Living Wage and the Foundation Living Wage
- There are growing equal and fair pay risks resulting from this situation

That this Council:

- (i) Supports the NJC pay claim for 2018, submitted by UNISON, GMB and Unite on behalf of council and school workers and calls for the immediate end of public sector pay restraint. NJC pay cannot be allowed to fall further behind other parts of the public sector.
- (ii) Welcomes the joint review of the NJC pay spine to remedy the turbulence caused by bottom-loaded pay settlements.
- (iii) Notes the drastic ongoing cuts to local government funding and calls on the Government to provide additional funding to fund a decent pay rise for NJC employees and the pay spine review.

That this Council:

- Calls immediately on the LGA to make urgent representations to Government to fund the NJC claim and the pay spine review and notify us of their action in this regard
- Writes to the Prime Minister and Chancellor supporting the NJC pay claim and seeking additional funding to fund a decent pay rise and the pay spine review
- Meets with local NJC union representatives to convey support for the pay claim and the pay spine review"

A vote was taken on the Motion, which at the request of a Member, was recorded as follows:

FOR: Councillors Aldridge, Bullock, Cooper, Cotterill, J Davis, Delaney, Devine, Dowlilng, D Evans, Forshaw, Furey, Gagen, Hennessy, G Hodson, J Hodson, Hudson, McKay, Mills, Moran, Owen, Pendleton, Pritchard, Pryce-Roberts, Savage, West, Wright, Wynn and Yates.
(TWENTY EIGHT)

AGAINST: NONE

ABSTENTIONS: Councillors I Davis and Owens (TWO)

The Motion was CARRIED.

RESOLVED: A. That West Lancashire Borough Council notes that:

- (i) NJC basic pay has fallen by 21% since 2010 in real terms
- (ii) NJC workers had a three-year pay freeze from 2010-2012

- (iii) Local terms and conditions of many NJC employees have also been cut, impacting on their overall earnings
- (iv) NJC pay is the lowest in the public sector
- (v) Job evaluated pay structures are being squeezed and distorted by bottom-loaded NJC pay settlements needed to reflect the increased National Living Wage and the Foundation Living Wage
- (vi) There are growing equal and fair pay risks resulting from this situation

B. That this Council:

- (i) Supports the NJC pay claim for 2018, submitted by UNISON, GMB and Unite on behalf of council and school workers and calls for the immediate end of public sector pay restraint. NJC pay cannot be allowed to fall further behind other parts of the public sector.
- (ii) Welcomes the joint review of the NJC pay spine to remedy the turbulence caused by bottom-loaded pay settlements.
- (iii) Notes the drastic ongoing cuts to local government funding and calls on the Government to provide additional funding to fund a decent pay rise for NJC employees and the pay spine review.

C. That this Council:

- (i) Calls immediately on the LGA to make urgent representations to Government to fund the NJC claim and the pay spine review and notify us of their action in this regard
- (ii) Writes to the Prime Minister and Chancellor supporting the NJC pay claim and seeking additional funding to fund a decent pay rise and the pay spine review
- (iii) Meets with local NJC union representatives to convey support for the pay claim and the pay spine review

(Note: Councillor Wilkie left the room whilst this item was under consideration.)

54 **POLICING OF EVENTS AT ORGREAVE - MOTION INCLUDED ON THE AGENDA BY COUNCILLOR COOPER ON BEHALF OF THE LABOUR GROUP**

The following Motion was moved and seconded:

"That this Council is disappointed by the Home Secretary's rejection on the 31st October, 2016 of an Inquiry into the policing of events at Orgreave.

That the Council:

- (i) observes that the Independent Police Commission said in their redacted

report released in June 2015 “that there was evidence of excessive violence by police officers, and a false narrative from police exaggerating violence by miners, perjury by officers giving evidence to prosecute the arrested men, and an apparent cover-up of that perjury by senior officers”.

- (ii) believes in the light of such statements that the Home Secretary needs to review her decision that there should be no enquiry into such events.
- (iii) notes that 95 miners were arrested and charged with riot offences, but were all later acquitted amid claims that police at the time had fabricated evidence.
- (iv) requests that the Chief Executive and the West Lancashire MP, Rosie Cooper, write to the Home Secretary and ask that she takes into account the opinion of this Council and accepts that there is widespread public concern about events at Orgreave and calls for her to order an inquiry into them.
- (v) calls on Lancashire County Council and the other local authorities across the North West to pass a similar motion."

A vote was taken on the Motion, which at the request of a Member was recorded as follows:

FOR: Councillors Aldridge, Bullock, Cooper, Cotterill, I Davis, J Davis, Delaney, Devine, Dowling, D Evans, Forshaw, Furey, Gagen, Hennessy, G Hodson, J Hodson, Hudson, McKay, Mills, Moran, Owen, Pendleton, Pritchard, Pryce-Roberts, Savage, West, Wilkie, Wright, Wynn and Yates. (THIRTY)

AGAINST: Owens (ONE)

ABSTENTIONS: NONE

The Motion was CARRIED.

RESOLVED: A. That this Council is disappointed by the Home Secretary’s rejection on the 31st October, 2016 of an Inquiry into the policing of events at Orgreave.

B. That the Council:

- (i) observes that the Independent Police Commission said in their redacted report released in June 2015 “that there was evidence of excessive violence by police officers, and a false narrative from police exaggerating violence by miners, perjury by officers giving evidence to prosecute the arrested men, and an apparent cover-up of that perjury by senior officers”.
- (ii) believes in the light of such statements that the Home Secretary needs to review her decision that there should be

no enquiry into such events.

- (iii) notes that 95 miners were arrested and charged with riot offences, but were all later acquitted amid claims that police at the time had fabricated evidence.
- (iv) requests that the Chief Executive and the West Lancashire MP, Rosie Cooper, write to the Home Secretary and ask that she takes into account the opinion of this Council and accepts that there is widespread public concern about events at Orgreave and calls for her to order an inquiry into them.
- (v) calls on Lancashire County Council and the other local authorities across the North West to pass a similar motion."

55 **ORMSKIRK 'NIGHT MARKET' - MOTION INCLUDED ON THE AGENDA BY COUNCILLOR DOWLING ON BEHALF OF THE LABOUR GROUP**

The following Motion was moved and seconded:

"That this Council recognises the initiative shown and efforts made by those local retailers and small businesses in Ormskirk Town Centre who have led on the town's series of 'Night Market' events.

That a letter of thanks is sent to those businesses involved, for their efforts in promoting the town and the borough of West Lancashire, and instructs officers to continue to support the project in whatever way they can within available resource levels through:

- professional and legal advice and guidance
- event planning
- marketing and communications
- supply of access to council materials and property
- and any other help, where practical."

An Amendment to the Motion was moved and seconded in the following terms:

"That this Council recognises the initiative shown and efforts made by those local retailers and small businesses in Ormskirk Town Centre who have led on the town's series of 'Night Market' events.

That a letter of thanks is sent to those businesses involved for their efforts in promoting the town and the Borough of West Lancashire.

That the Council make £15,000 available from the current year underspend or council reserves to promote additional specialist markets and events to attract visitors. This funding to be managed by the most appropriate council officer and available for bids from the organisers of the Night Markets and from those considering other possible events.

That the Council publicise the availability of this new funding in local media, the Ormskirk Town Centre forum and to other town centre businesses.

That the Council continue to offer:

- Professional and legal advice and guidance
- Event planning
- Marketing and Communications
- Supply of access to suitable council materials and property
- And any other help, where practical

Within available resource levels to such specialist markets and events."

A vote was taken, which at the request of a Member was recorded as follows:

FOR: Councillors I Davis and Owens (TWO)

AGAINST: Councillors Aldridge, Bullock, Cooper, Cotterill, J Davis, Delaney, Devine, Dowlilng, D Evans, Forshaw, Furey, Gagen, Hennessy, G Hodson, J Hodson, Hudson, McKay, Mills, Moran, Owen, Pendleton, Pritchard, Pryce-Roberts, Savage, West, Wilkie, Wright, Wynn and Yates. (TWENTY NINE)

ABSTENTIONS: NONE

The Amendment was LOST.

A vote was taken on the Motion, which was CARRIED.

RESOLVED: A. That this Council recognises the initiative shown and efforts made by those local retailers and small businesses in Ormskirk Town Centre who have led on the town's series of 'Night Market' events.

- B. That a letter of thanks is sent to those businesses involved, for their efforts in promoting the town and the borough of West Lancashire, and instructs officers to continue to support the project in whatever way they can within available resource levels through:
- professional and legal advice and guidance
 - event planning
 - marketing and communications
 - supply of access to council materials and property
 - and any other help, where practical.

56

STUDENT ACCOMMODATION - MOTION INCLUDED ON THE AGENDA BY COUNCILLOR OWENS ON BEHALF OF OUR WEST LANCASHIRE GROUP

The following Motion was moved and seconded:

"Council notes that:

- Student landlords do not pay for the local public services their tenants use as student accommodation is currently exempt from business rates and student households are exempt from council tax.
- As at August 2017, there are 717 properties registered within the Borough that attract an exemption from Council Tax in accordance with the Regulation relating to student households (Exemption Class N) and a further 308 properties registered within the Borough that attract an exemption from Council Tax in accordance with the Regulation relating to student halls of residence (Exemption Class M).
- If these properties were not exempt from Council Tax, if a full Council Tax charge was levied in all these cases (assuming no Council Tax Support entitlement or other Council Tax Discounts/ Exemptions were eligible), it is estimated that an additional £1.3M Council Tax liability may be generated of which the Borough Council's share of the additional liability income is estimated to be approximately £169K.
- Student landlords have tenants who generate much need of local authority-funded public services, e.g. extra street cleansing, waste management, and environmental health demands (noise abatement and poor housing conditions).
- Councils currently effectively receive funding to cover the cost of these services through the Revenue Support Grant (RSG), but the Government's intention is to phase out the RSG by 2020. After 2020 when the RSG is phased out, the income lost from council tax exemptions relating to student accommodation will effectively be borne by all other West Lancashire council tax payers.

Council believes that:

- Students are a very welcome part of our community and our local economy, but live in concentrated areas of the Borough in densely populated conditions. This has a big impact on services in these parts of the Borough.
- Student households should continue to be exempt from council tax, as students are on low (and loaned) incomes.
- Student landlords are profit –making businesses, and should pay properly for the demands their tenants make on public services.

Council resolves to ask the Chief Executive to write to the Chancellor of the Exchequer, Secretary of State for Communities and Local Government, the Chair and Vice-Chairs of the Local Government Association and the Members of Parliament serving West Lancashire Borough to request that councils should be given powers to bring student landlords within the scope of business rates in the same way that hotels, self-catering and holiday lets are within the scope of business rates."

A vote was taken on the Motion, which was LOST.

57 **WASPI (WOMEN AGAINST STATE PENSION INEQUALITY) MOTION SUBMITTED BY CLLR YVONNE GAGEN ON BEHALF OF THE LABOUR GROUP**

The following Motion was moved and seconded:

"This Council calls upon the Government to make fair transitional state pension arrangements for all women born on or after 6th April 1951, who have unfairly borne the burden of the increase to the State Pension Age (SPA) with lack of appropriate notification.

Hundreds of thousands of women had significant pension changes imposed on them by the Pensions Acts of 1995 and 2011 with little/no personal notification of the changes. Some women had only two years notice of a six-year increase to their state pension age.

Many women born in the 1950s are living in hardship. Retirement plans have been shattered with devastating consequences. Many of these women are already out of the labour market, caring for elderly relatives, providing childcare for grandchildren, or suffer discrimination in the workplace so struggle to find employment. Women born in this decade are suffering financially. These women have worked hard, raised families and paid their tax and national insurance with the expectation that they would be financially secure when reaching 60. It is not the pension age itself that is in dispute – it is widely accepted that women and men should retire at the same time. The issue is that the rise in the women's state pension age has been too rapid and has happened without sufficient notice being given to the women affected, leaving women with no time to make alternative arrangements.

The Council calls upon the Government to reconsider transitional arrangements for women born on or after 6 April 1951, so that women do not live in hardship due to pension changes they were not told about until it was too late to make alternative arrangements."

RESOLVED: A. That this Council calls upon the Government to make fair transitional state pension arrangements for all women born on or after 6th April 1951, who have unfairly borne the burden of the increase to the State Pension Age (SPA) with lack of appropriate notification. Hundreds of thousands of women had significant pension changes imposed on them by the Pensions Acts of 1995 and 2011 with little/no personal notification of the changes. Some women had only two years notice of a six-year increase to their state pension age. Many women born in the 1950s are living in hardship. Retirement plans have been shattered with devastating consequences. Many of these women are already out of the labour market, caring for elderly relatives, providing childcare for grandchildren, or suffer discrimination in the workplace so struggle to find employment. Women born in this decade are suffering financially. These women have worked hard, raised families and paid their tax and national insurance with the expectation that they would be financially secure when reaching 60. It is not the pension age itself that is in dispute – it

is widely accepted that women and men should retire at the same time. The issue is that the rise in the women's state pension age has been too rapid and has happened without sufficient notice being given to the women affected, leaving women with no time to make alternative arrangements.

- B. That the Council calls upon the Government to reconsider transitional arrangements for women born on or after 6 April 1951, so that women do not live in hardship due to pension changes they were not told about until it was too late to make alternative arrangements.

58 **MINISTER FOR OLDER PEOPLE - MOTION BY CLLR ALDRIDGE ON BEHALF OF THE LABOUR GROUP**

The following Motion was moved and seconded:

"That this Council believes that the appointment of a Minister for Older People in Government is a real opportunity to commit to a coherent cross-governmental approach to age and ageing.

There are gaps between the remit of the Health and Pensions Ministers which needs to be addressed in order to effectively deal with the unprecedented demographic change that underpins the transformation of the economy, training, work and social care.

A similar model of that for the Minister for Disabled people should be considered. They work successfully across all Government departments to ensure disabled people are not disadvantaged in any way. The same approach needs to be considered for older people.

From a local authority perspective, we are working across a range of council services, as well as with our partner agencies, to plan for the needs of the projected ageing population. The Government should attach the same priority and approach across their own Government departments to ensure that people over the age of 50 are skilled, empowered and enabled to contribute fully to society, whilst also taking into consideration their health and living needs, as well as tackling issues such as isolation."

RESOLVED: That this Council believes that the appointment of a Minister for Older People in Government is a real opportunity to commit to a coherent cross-governmental approach to age and ageing.

There are gaps between the remit of the Health and Pensions Ministers which needs to be addressed in order to effectively deal with the unprecedented demographic change that underpins the transformation of the economy, training, work and social care.

A similar model of that for the Minister for Disabled people should be considered. They work successfully across all Government

departments to ensure disabled people are not disadvantaged in any way. The same approach needs to be considered for older people.

From a local authority perspective, we are working across a range of council services, as well as with our partner agencies, to plan for the needs of the projected ageing population. The Government should attach the same priority and approach across their own Government departments to ensure that people over the age of 50 are skilled, empowered and enabled to contribute fully to society, whilst also taking into consideration their health and living needs, as well as tackling issues such as isolation.

.....
THE MAYOR

Start: 7.00 pm

Finish: 7.12 pm

PRESENT:

Councillor: N Delaney (Chairman)

Councillors: T Devine J Cairns
J Gordon N Hennessy
J Kay D McKay
J Mee R Melling
G Owen A Owens
A Pritchard Mrs D Stephenson
K Wright

In attendance: M Mills

Officers: Paul Charlson, Commercial, Safety and Licensing Manager
Samantha Jordan, Senior Licensing Officer
Kay Lovelady, Principal Solicitor
Julia Brown, Member Services/Civic Support Officer

1 **APOLOGIES**

There were no apologies for absence received.

2 **MEMBERSHIP OF THE COMMITTEE**

There were no changes to Membership of the Committee.

3 **URGENT BUSINESS**

There were no urgent items of business.

4 **DECLARATION OF PARTY WHIP**

There were no declarations of Party Whip.

5 **DECLARATION OF INTEREST**

There were no declarations of interest.

6 **MINUTES**

RESOLVED That the minutes of the meeting held on 5 April 2016 be received as a correct record and signed by the Chairman.

7 MINUTES OF SUB- COMMITTEES

The minutes of the Licensing Sub – Committee held on 19 July 2016, 21 September 2016, 24 January 2017, 10 February 2017, 24 May 2017 and 6 June 2017 were submitted.

RESOLVED That the above minutes be noted.

8 APPROVAL OF REVISED SEX ESTABLISHMENT LICENSING POLICY

Consideration was given to the report of the Director of Leisure and Wellbeing as contained on pages 23 to 74 of the Book of Reports, the purpose of which was for Members approval of the revised Statement of Sex Establishment Licensing Policy.

The Commercial, Safety and Licensing Manager outlined the report and responded to questions and comments raised by the Committee.

RESOLVED A. That the Statement of Sex Establishment Licensing Policy attached at Appendix 3 to the report be approved for publication on 11 January 2018 and take effect from 11 February 2018.

B. That if no press enquiry is made, a press release confirming the approval of the Statement of Sex Establishment Licensing Policy attached at Appendix 3 to the report be published with agreement of the Chairman of the Committee in consultation with the Portfolio Holder for Health and Community Safety.

.....
Chairman

PRESENT:

Councillor: T Devine (Chairman)

Councillors:	N Delaney	C Evans
	J Kay	D McKay
	J Mee	R Melling
	M Mills	G Owen
	A Owens	K Wright

Officers: Paul Charlson, Commercial, Safety and Licensing Manager
Samantha Jordan, Senior Licensing Officer
Kay Lovelady, Principal Solicitor
Julia Brown, Member Services/Civic Support Officer

23 APOLOGIES

There were no apologies for absence received.

24 MEMBERSHIP OF THE COMMITTEE

There were no changes to Membership of the Committee.

25 URGENT BUSINESS

There were no urgent items of business.

26 DECLARATION OF PARTY WHIP

There were no declarations of Party Whip.

27 DECLARATION OF INTEREST

Councillor Devine declared a pecuniary interest in relation to Agenda Item 11 – Application for Private Hire Driver Licence WK/000232352 as the Applicant was known to him.

Councillor Devine also declared a pecuniary interest in relation to Agenda Item 12 – Application for Private Hire Driver Licence WK/000231487 as the Applicant was a personal friend to him.

Councillor Kay declared a pecuniary interest in relation to Agenda Item 13 – Application for Private Hire Driver Licence WK/000230807 as he had previously prosecuted the Applicant.

28 MINUTES OF SUB - COMMITTEES OR WORKING GROUPS

There were no Minutes to receive.

29 MINUTES

RESOLVED: That the Minutes of the meeting held on 18 July 2017 be received as a correct record and signed by the Chairman.

30 EXCLUSION OF PRESS AND PUBLIC

RESOLVED That under Section 100(A) of the Local Government Act 1972, the public be excluded from the meeting during consideration of the following items of business on the grounds that it involves the likely disclosure of exempt information as defined in paragraph 2 (Identity of an individual) and Paragraph 7 (Criminal Matters) part 1 of Schedule 12A outweighs the public interest in disclosing the information.

31 APPLICATION FOR PRIVATE HIRE DRIVER LICENCE - WK/000229705

Members were asked to consider an Application for a Private Hire Driver Licence Number WK/000229705 having regard to the content of the Statutory Declaration that accompanied the Application Form and any other relevant information.

The Applicant attended the meeting and was interviewed by the Committee during which he was advised of his right of appeal to the Magistrates Court if he was aggrieved by the decision.

RESOLVED: That Private Hire Driver Licence Number WK/000229705 be GRANTED.

(The Officers from the Leisure and Wellbeing Services left the meeting as Members considered their decision in this case).

32 APPLICATION FOR PRIVATE HIRE DRIVER LICENCE - WK/000229122

Members were asked to consider an Application for a Private Hire Driver Licence Number WK/000229122 having regard to the content of the Statutory Declaration that accompanied the Application Form and any other relevant information.

In discussion, Members raised the issue of the delay in obtaining Applicants DVLA Reports.

The Commercial, Safety and Licensing Manager explained to Members that the DVLA postal mandate no longer provides driver licence history, as only live endorsements are shown. Officers had also experienced significant delays in the return of some mandate information from the DVLA. Members agreed to amend the Hackney Carriage and Private Hire Statement of Licensing Policy to allow use of the DVLA online mandate service, which would provide a more efficient service for applicants without reducing the adequacy of the Council's driver licence application procedure.

- RESOLVED: A. That Application Number WK/000229122 be deferred a further cycle in order to allow receipt of the DVLA Report.
- B. That the Hackney Carriage and Private Hire Statement of Licensing Policy be amended to allow Applicants use of the DVLA Mandate Service.

33 **APPLICATION FOR PRIVATE HIRE DRIVER LICENCE- WK/000232352**

Members were asked to consider an Application for a Private Hire Driver Licence Number WK/000232352 having regard to the content of the Statutory Declaration that accompanied the Application Form and any other relevant information.

RESOLVED: That Private Hire Driver Licence Number WK/000232352 be deferred one cycle in order to allow receipt of the DVLA reports.

(Note: Councillor Devine declared a pecuniary interest in this item as the Applicant was known to him. The item was deferred and therefore he did not leave the Chamber for this item).

34 **APPLICATION FOR PRIVATE HIRE DRIVER LICENCE - WK/000231487**

Members were asked to consider an Application for a Private Hire Driver Licence Number WK/000231487 having regard to the content of the Statutory Declaration that accompanied the Application Form and any other relevant information.

The Applicant attended the meeting with a representative and was interviewed by the Committee during which he was advised of his right of appeal to the Magistrates Court if he was aggrieved by the decision.

RESOLVED: That Private Hire Driver Licence Number WK/000231487 be GRANTED.

(Note 1: Councillor Devine declared a pecuniary interest in relation to this item as the Applicant was personally known to him, and therefore left the Chamber during consideration of this item and did not return to the meeting following this item).

(Note 2: Councillor Owen declared an interest in relation to this item as the Applicants Representative was known to her and therefore left the Chamber during consideration of this item).

(Note 3: Councillor Delaney took the Chair for this item).

(Note 4: The Officers from the Leisure and Wellbeing Services left the meeting as Members considered their decision in this case).

35 **APPLICATION FOR PRIVATE HIRE DRIVER LICENCE - WK/000230807**

Members were asked to consider an Application for a Private Hire Driver Licence Number WK/000230807 having regard to the content of the Statutory Declaration that accompanied the Application Form and any other relevant information.

The Applicant attended the meeting and was interviewed by the Committee during which he was advised of his right of appeal to the Magistrates Court if he was aggrieved by the decision.

RESOLVED: That Private Hire Driver Licence Number WK/000230807 be GRANTED.

(Note 1: Councillor Kay declared a pecuniary interest in this item as he had previously prosecuted the Applicant, and therefore left the Chamber during consideration of this item and did not return to the meeting).

(Note 2: Councillor Delaney took the Chair for this item).

(Note 3: The Officers from the Leisure and Wellbeing Services left the meeting as Members considered their decision in this case).

.....
Chairman

Agenda Item 7c

PLANNING COMMITTEE

HELD: Thursday, 9 November 2017

Start: 7.30 p.m.

Finish: 8.50 p.m.

PRESENT:

Councillor: G Dowling (Chairman)
M. Mills (Vice-Chairman)

Councillors: I Ashcroft Mrs P Baybutt
D Evans T Devine
D McKay C Marshall
G. Owen D O'Toole
R Pendleton E. Pope
Mrs M Westley

Officers: Director of Development and Regeneration (Mr J Harrison)
Head of Development Management (Mrs C Thomas)
Principal Planning Officer (Mrs A Veevers)
Assistant Solicitor (Mrs J Williams)
Member Services/Civic Support Officer (Mrs J A Ryan)

In attendance: Councillor J Hodson (Portfolio Holder Planning)
Councillor A Yates (Knowsley Ward)

38 **APOLOGIES**

There were no apologies for absence received.

39 **MEMBERSHIP OF THE COMMITTEE**

In accordance with Council Procedure Rule 4, the Committee noted the termination of Councillor G. Hodson and the appointment of Councillor G. Owen for this meeting only, thereby giving effect to the wishes of the Political Groups.

40 **URGENT BUSINESS, IF ANY INTRODUCED BY THE CHAIRMAN**

There were no urgent items of business.

41 **DECLARATIONS OF INTEREST**

Councillor G. Owen declared a non-pecuniary interest in respect of planning application 0665/FUL relating to the Site of the Former Sports Centre, Digmoor Road, Skelmersdale as a friend of hers lives near to the site.

42 **DECLARATIONS OF PARTY WHIP**

There were no Declarations of Party Whip.

43 **MINUTES**

RESOLVED: That the minutes of the meeting held on the 5 October 2017 be approved as a correct record and signed by the Chairman with it noting that in respect of planning application LCC/2017/0064, Beconsall Exploration Site, Marsh Road, Banks, Members raised no objections to the application, but that the Director of Development and Regeneration would write to Lancashire County Council expressing Members concerns that the restoration of the site was taking a long time and that they wished Lancashire County Council to ensure the applicant undertakes the necessary restoration as soon as the wintering bird season was over before any birds nested on the site.

44 **PLANNING APPLICATIONS**

The Director of Development and Regeneration submitted a report on planning applications (all prefixed 2017 unless otherwise stated) as contained on pages 766 to 835 of the Book of Reports and on pages 843 to 846 of the Late Information Report.

- RESOLVED:**
- A. That planning application 0663/FUL relating to Land to the West of Evenwood Court, Evenwood, Tanhouse be approved subject to the conditions as set out on pages 773 to 780 of the Book of Reports but with the amendment of Condition 2 as set out on pages 843 to 844 of the Late Information Report.
 - B. That planning application 0427/FUL relating to 188 Southport Road, Scarisbrick be deferred for discussions with the applicant regarding an improved pedestrian crossing.
 - C. That planning application 0665/FUL relating to the Site of the Former Sports Centre, Digmoor Road, Skelmersdale be approved subject to the conditions as set out on pages 805 to 810 of the Book of Reports but with the amendment to Condition 2 as set out on pages 844 to 845 of the Late Information Report.
 - D. That in planning application 0724/WL3 relating to 30 Alderley, Digmoor, Skelmersdale be approved subject to the conditions as set out on pages 814 to 815 of the Book of Reports.
 - E. That planning application 0664/FUL relating to Land to the West of Birch Green Road, Skelmersdale be approved subject to the conditions as set out on pages 823 to 828 of the Book of Reports but with the amendment to Condition 2 as set out on

pages 845 to 846 of the Late Information Report.

- F. That in respect of planning application 0940/FUL relating to Lyncroft, Butchers Lane, Aughton be approved subject to the conditions as set out on pages 834 to 835 of the Book of Reports but with the amendment to Condition 5 as set out on page 846 of the Late Information Report.

(Note: In accordance with the procedure for public speaking on planning applications on this Committee, members of the public spoke in connection with application no: 2017/0427/FUL relating to 188 Southport Road, Scarisbrick).

.....
- **CHAIRMAN** -



Report of: Chief Executive

Contact for further information: Marc Taylor (Ext. 5092)
(marc.taylor@westlancs.gov.uk)

SUBJECT: POLICY OPTIONS

Wards affected: Borough wide

1.0 PURPOSE OF THE REPORT

- 1.1 To consider the set of Policy Options that was deferred for consideration at the previous Council meeting.

2.0 RECOMMENDATION

- 2.1 That the Policy Option proposals set out in the Appendix be approved, and that the Chief Executive and Heads of Service be given authority to take all necessary action in connection with the implementation of these proposals.

3.0 BACKGROUND

- 3.1 The Council has been going through an extended period of reducing resources since 2009 primarily as a result of significant reductions in its government grant funding. This has been a period of unprecedented change for the General Revenue Account (GRA) and there is an expectation that savings will continue to need to be made until at least 2020. The current medium term financial forecast projects a budget gap of £1.925m for 2018-19, £0.590m for 2019-20, and £0.210m for 2020-21. In total this would mean reducing the ongoing annual budget requirement by £2.725m by 2020-21.
- 3.2 In practice there is scope for considerable variation in this type of forecast as many factors cannot be known with certainty at this time and unexpected new developments will occur. However the forecast does give a clear indication of the scale of budget reductions and additional income that will need to be found over the next 3 years, which would be around 13% of overall turnover.

- 3.3 The July Policy options report to Council agreed £0.457m of savings measures for 2018-19 including proposals for staff restructuring, budget streamlining, efficiency improvements and treasury management and procurement savings. At its October meeting, Council then agreed a further £0.176m of savings measures through a senior management restructuring and a review of the Grounds Maintenance and Street Cleansing Services. It was also noted that the income budget for garden waste charges could be increased by £0.140m based on performance in the current year. In total this would provide savings and additional income of £0.773 for 2018-19.
- 3.4 At the October Council meeting 5 policy options were deferred for consideration at a later date and these are set out in the Appendix. Decisions now need to be made on whether to agree these proposals so that there is sufficient time to implement them before the start of the new financial year in April 2018.

4.0 POLICY OPTION DECISIONS

- 4.1 Consultation with residents and stakeholders took place over the Summer so that their views could be taken into account in making decisions on the policy option proposals. The results of this consultation were included in the Policy Options report to October Council, and as a result option OP16 on Reduced Civic Services and Mayoral Role was amended and updated.
- 4.2 The Council is facing a very difficult medium term financial position as are most other local authorities. In addition to the large scale budget gap for 2018/19, the Medium Term Financial Forecast has identified further significant budget gaps in 2019/20 and 2020/21. Consequently once next year's budget position has been agreed there will be further work required to identify significant additional efficiencies, income and savings proposals over the medium term.
- 4.3 Taking this position into account, and considering the consultation results as well as other relevant factors, it is recommended that the policy options contained in the Appendix are approved. In total these proposals would generate additional income and savings of £0.218m in 2018-19, increasing to £0.318m in 2020-21.

5.0 ISSUES

- 5.1 The Policy Option proposals set out in the Appendix would involve the deletion of two posts and the creation of one new post. The maximum anticipated staff exit cost at this time would be £55,680, which could be financed from the Council's Restructuring Fund. The payback period (time for the savings generated by the proposal to match its staff exit costs) would be within 3 years in accordance with Council policy.
- 5.2 There has been a regular dialogue with the Trade Unions and affected staff on policy options in line with best practice and a number of meetings have taken place to discuss these proposals in detail.

6.0 SUSTAINABILITY IMPLICATIONS/COMMUNITY STRATEGY

- 6.1 Every effort will be made through the Policy Option process to minimise the impact of the need to make budget savings on priority areas. Creating a sustainable budget is a priority for all organisations and this report seeks to achieve this.

7.0 FINANCIAL AND RESOURCE IMPLICATIONS

- 7.1 If the proposals in this report are approved it will mean that there will be measures in place to deliver savings and additional income of £0.991m for 2018-19. This will then reduce the value of the budget gap for 2018/19 from £1.925m to £0.934m. Consideration on how this remaining budget gap can be closed will take place through the detailed budget setting process, which will run up until the February 2018 Council meeting when the full budget for 2018/19 will be set. This will include consideration of the £310,000 favourable budget variance for 2016/17, the anticipated £165,000 budget streamlining saving in the current year, and funding from reserves. These sources would however only providing funding on a one off basis for 2018/19 only.
- 7.2 Looking further forward the Medium Term Financial Forecast is projecting a further budget gap of £0.590m for 2019/20, and £0.210m for 2020/21. Consequently consideration will need to be given to how this position can best be addressed going forward.

8.0 RISK ASSESSMENT

- 8.1 The difficult financial position facing the Council is a key risk that is included on the Council's Key Risk Register. The financial scenario facing all local authorities means that "doing nothing" is not an option, and that a large scale package of savings needs to be agreed over a medium term period.
- 8.2 In considering the budget gap for 2018-19 and future years, it is important to recognise that these are projections based on the best available information at the current time using prudent assumptions. However there is scope for considerable variation, and the value and scale of issues identified in the forecast may change and new issues may emerge. However the risk that the final budget position may be worse than the forecast, can be managed by taking funding out of the Budget and Efficiency Savings Reserve if required.

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

A number of these options could have a significant direct impact on members of the public, employees, elected members and / or stakeholders and therefore an equality

impact assessment is required. These assessments have been previously reported to Council where relevant.

Appendix

Appendix – Deferred Policy Options

APPENDIX - DEFERRED POLICY OPTION PROPOSALS

Ref Code	Policy Option/Initiative	Estimated net ongoing savings generated (£000s) from April			Impact of policy option on service/customers	Comments (including exit costs)
		18	19	20		
OP12	Increase Bus Station departure charges to Bus Companies from 7.5p per departure to 50p	24	24	24	Bus operators have objected to proposed increases in the charges in the past. They could stop using the bus station and drop off / pick up at bus stops instead.	Charges have not increased since 1981. Other bus stations in the area and in Lancashire are charging between 50p and 75p per departure.
OP13	Home Care Link – look to at least break even or else review the provision and model of service delivery	70	70	70	The impact would be dependent on the development of the service and the outcome of reviews.	This trading account currently has a budgeted net deficit of £70,000 per year. It is a discretionary service that the Council does not have to provide.

Ref Code	Policy Option/Initiative	Estimated net ongoing savings generated (£000s) from April			Impact of policy option on service/customers	Comments (including exit costs)
		18	19	20		
OP14	General Income Programme e.g. new trading areas, expansion of existing trading, increase in level of existing fees and charges etc	80	130	180	Generation of additional income from increasing and extending fees and charges.	<p>This programme covers a range of items including:</p> <ul style="list-style-type: none"> • Where appropriate, increases in the level of fees and charges each year in line with inflation • Charging for the provision of procurement advice to third parties • Increasing Trade Waste Charges by 6% from April 2018 • Increasing the charge for replacement waste containers from £23 to £25 from April 2018 • Increasing planning application fees in line with government guidelines where possible • Charging for an additional catering van at Coronation Park, Ormskirk during peak visitor periods
OP15	Cease provision of civic car and chauffeur.	36	36	36	Reduced officer support for mayoral role, and reduction in level of civic activity to within the Borough.	<p>Mayor to self-drive / order a taxi to all functions and to claim mileage allowance for distance travelled as per the Member Allowances scheme. Mayoral visits to be restricted to within the Borough.</p> <p>Potential exit costs of £32,700.</p>

Ref Code	Policy Option/Initiative	Estimated net ongoing savings generated (£000s) from April			Impact of policy option on service/customers	Comments (including exit costs)
		18	19	20		
OP16	Reduced Civic Services and Mayoral Role – no officer support for the Mayor's Charity and reduce visits to those within the Borough	8	8	8	Loss of civic presence outside of the Borough and potential reduction in funding contributions to local charities.	Potential exit costs of £22,980, and savings subject to job evaluation of new post. Members may wish to consider a reduction in the level of Allowances paid to the Mayor and Deputy Mayor to reflect the reduction in the level of duties to be undertaken. The current level of allowances is £8,910 for the Mayor and £1,760 for the Deputy Mayor.
TOTAL		218	268	318		



CABINET: 7 November 2017

EXECUTIVE OVERVIEW AND SCRUTINY
COMMITTEE:
23 November 2017

COUNCIL: 13 December 2017

Report of: Director of Housing and Inclusion and Borough Treasurer

Relevant Portfolio Holder: Cllr J. Forshaw

Contact for further information: Peter Quick (Extn. 5203)
(peter.quick@westlancs.gov.uk)

SUBJECT: HRA MID-YEAR REVIEW

Wards affected: Borough wide

1.0 PURPOSE OF THE REPORT

- 1.1 To provide a summary of the Housing Revenue Account (HRA) and Housing Capital Programme positions for the 2017/2018 financial year.

2.0 RECOMMENDATIONS TO CABINET

- 2.1 That the HRA and Housing Capital Programme positions be noted.
- 2.2 That the proposed capital budget adjustments set out in Appendix 2 be endorsed for consideration by Council.
- 2.3 That Call In is not appropriate for this item as the report is being submitted to the next meeting of the Executive Overview and Scrutiny Committee on 23 November 2017.

3.0 RECOMMENDATION TO EXECUTIVE OVERVIEW AND SCRUTINY COMMITTEE

- 3.1 That the HRA and Housing Capital Programme positions be noted.

4.0 RECOMMENDATIONS TO COUNCIL

- 4.1 That the HRA and Housing Capital Programme positions be noted.
- 4.2 That the proposed capital budget adjustments set out in Appendix 2 be approved.

5.0 BACKGROUND

- 5.1 In February 2017 Council agreed the 2017/18 HRA revenue and capital budgets. These budgets built on previous policy options that addressed the on-going and progressive financial pressures created by the 1% per annum rent reduction required by the government over the 4 year period to 2019-2020.

6.0 HOUSING REVENUE ACCOUNT – PROJECTED OUTTURN

- 6.1 A summary of the projected HRA revenue outturn is set out in Appendix 1 and shows that a favourable budget variance of £875,000 is expected, representing 3.4% of total turnover. This demonstrates that the HRA remains in a healthy financial position. The main reasons for this positive forecast are that:

- The active management of staffing levels should deliver a favourable budget variance on employee expenditure
- Void repairs and response repairs are projected to be £100,000 below budget for the year, although as both budgets are demand led this position could change depending on issues and developments in the remainder of the year
- There is a projected underspend on painting activities due to a contractor being in liquidation. Future resource requirements in this area will take this position into account during the budget setting process for 2018/19

- 6.2 A significant element of the projected favourable budget variance on employee costs comes from vacant posts being held prior to the reorganisation of the Housing and Inclusion Directorate which was agreed by Council in July. It is estimated that the reorganisation itself will generate a saving of around £100,000 this year after taking into account estimates of when new posts will be filled and the value of exit payments. These staff savings has been transferred to the HRA Budget contingency in line with our normal approach for dealing with in year savings. The anticipated shortfall in internal income is primarily due to capitalised staff costs where there are a number of vacant posts, and this is in effect offsetting part of the favourable employee expenses variance.

- 6.3 In July 2017 Council agreed funding of £60,000 from the 2016/17 favourable outturn position for use towards stock condition survey work. Having up-to-date, comprehensive stock condition information is essential for producing a good quality asset plan and maintaining good quality homes. It is intended that a further £300,000 will be spent on stock condition and other survey and inspection work this year funded from the HRA Budget contingency. This should help to provide a thorough picture of the condition of our housing stock and will enable any potential issues to be identified.

7.0 CAPITAL INVESTMENT PROGRAMME

- 7.1 Appendix 2 provides details of the current budget position on the capital investment programme of £12.486m. A number of proposed net nil budget

transfers between schemes are then set out as well as proposals on budget re-profiling to update approvals to more accurately match the anticipated timing of expenditure. The proposed adjustments would reduce the size of the programme to £10.652m, mainly as a result of re-profiling £1.799m of expenditure approvals into the next financial year.

- 7.2 A summary of capital expenditure to the 11th October against the revised budgets is shown in Appendix 3. Total expenditure to date is £2.626m which represents 25% of the total revised budget. This compares to expenditure of £4.749m at the mid year point of 2016/17, which represented 32% of the total budget of £14.750m. The main reason why expenditure was higher last year was as a result of spending of £1.440m on the Firbeck Revival project, which has now largely been completed. It is expected that most schemes should progress and spend in line with their approvals by the year end.

8.0 SUSTAINABILITY IMPLICATIONS/COMMUNITY STRATEGY

- 8.1 Monitoring of the budget position will help to ensure, with the information we are aware of, that the HRA remains able to deliver services and is financially sustainable in the medium term. This supports the community strategy which highlighted that local people should receive good quality homes for a fair and appropriate rent.

9.0 RISK ASSESSMENT

- 9.1 The formal reporting of performance on the Housing Revenue Account is part of the overall budgetary management and control framework that is designed to minimise the financial risks facing the Council.

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 1 – HRA Projected Outturn

Appendix 2 – Housing Revised Capital Programme Summary of Changes

Appendix 3 - Housing Capital Year to Date Position

Appendix 4 - Minute of Landlord Services Committee – 2 November 2017 (Cabinet Working Group) (*Cabinet, Executive Overview and Scrutiny Committee and Council*)

Appendix 5 - Minute of Cabinet – 7 November 2017 (*Executive Overview and Scrutiny Committee and Council*)

Appendix 6 - Minute of Executive Overview and Scrutiny Committee – 23 November 2017 (*Council only*)

Appendix 1 – HRA Projected Outturn

Budget Area	Budget £000	Variance £000	Comment
Employee Expenses	4,958	-500	The active management of staffing levels will lead to a favourable budget variance
Void repairs and response repairs	2,637	-100	Both budgets are demand-led so the final outturn will depend upon various factors
Other premises costs	3,160	-250	There is a projected underspend mainly due to a reduction in painting activity as a result of a contractor going into liquidation
Transport costs	220	-30	
Budget contingency	125	-125	No calls on remaining contingency identified
Supplies and Services	1,304	0	
Support Services and internal income (net)	1,640	150	Capitalisation of staff salaries will be below budget due to vacant posts. This is offset by the favourable budget variances on employee expenses
Loan interest	3,057	0	
Contributions to capital	8,592	0	
Dwelling rents	-23,223	0	
Other external income	-2,470	-20	
Total	0	-875	Represents 3.4% of the overall turnover

NOTES

- (1) The budget for employee expenses has been amended to reflect the reorganisation of the Housing and Inclusion Directorate approved by Council in July and becoming operational from November. Budget savings in-year have been added to the contingency budget.
- (2) The Budget contingency has been used to fund stock condition and related assessments and this funding has been transferred to Supplies and Services.

Appendix 2 – Housing Revised Capital Programme Summary of Changes

Scheme	Current Budget £000's	Transfers £000's	Re-profiling £000's	No Longer Required £000's	Revised Budget £000's	Comments
Re-Roofing Works	1,374	-174			1,200	Transfer £174k to fund heating, day to day boiler replacement
Beechtrees	1,328		-648		680	Programme to be completed in 2018/19
Bathroom Replacements	1,306				1,306	
Walls	1,240		-1,040		200	Re-profile into 2018/19 for Whitburn and Waverley project
Electrical Upgrades	1,194		-160		1,034	Difficulties in accessing properties means that works are taking longer to complete
Sheltered Housing Upgrades	756				756	
Contingency/Voids	725				725	
Professional Fees	679				679	
Adaptations for Disabled People	642				642	
Heating System Upgrades	602	207			809	Funding transferred for replacement boilers
Communal Areas Improvements	470				470	
Windows and Doors	455				455	
Firbeck Revival	375	-140		-35	200	
Westec Development HRA Element	361	140	-371		130	Additional funding required to reflect revised scheme costs
Structural Works	260				260	
HRA Garages	229				229	
Improvements to Bin stores	100		-50		50	
Environmental Programme	100				100	
Local Housing Allowance Initiatives	50				50	
Housing OR Recommendations	40				40	
Digital Inclusion Initiatives	30				30	
Flaxton Rainbow	25				25	

Scheme	Current Budget £000's	Transfers £000's	Re- profiling £000's	No Longer Required £000's	Revised Budget £000's	Comments
Environmental Improvements	24				24	
Evenwood Court Re modelling	23				23	
Beacon Crossing	18	-18			0	
Flood Resilience Works	15	18			33	
Painting/Rendering no Fines	15				15	
Replace Failed Double Glazing	11	-11			0	
Gulley Replacement	11	-11			0	
Gutter Replacement	11	-11			0	
Energy Efficiency	6				6	
Lifts	6				6	
Equipment Replacement	5				5	
Property Purchases	0		470		470	Budget from future years approved July 2017
Total	12,486	0	-1,799	-35	10,652	

Resources

	Current Budget £000's	Transfers £000's	Re- profiling £000's	No Longer Required £000's	Revised Budget £000's	Comments
Capital Receipts	76				76	
Affordable Housing Pot	151				151	
HRA Borrowing	3,667		-1,799	-35	1,833	
HRA/MRA Contribution	8,592				8,592	
Total Resources	12,486	0	-1,799	-35	10,652	

Appendix 3 – Housing Capital Expenditure to date

Scheme Description	Revised Budget £000's	Mid Year Spend £000	Mid Year Spend %
Re-Roofing Works	1,200	2	0%
Beechtrees	680	111	16%
Bathroom Replacements	1,306	239	18%
Walls	200	2	1%
Electrical Upgrades	1,034	377	36%
Sheltered Housing Upgrades	756	340	45%
Voids/Contingency	725	232	32%
Professional Fees	679	319	47%
Adaptations for Disabled People	642	-1	0%
Heating System Upgrades	809	470	58%
Communal Areas Improvements	470	-72	-15%
Windows and Doors	455	21	5%
Westec Development HRA Element	130	-	0%
Firbeck Revival	200	-53	-27%
Structural Works	260	13	5%
HRA Garages	229	117	51%
Improvements to Binstores	50	4	8%
Environmental Programme	100	-	0%
Local Housing Allowance Initiatives	50	-	0%
Housing OR Recommendations	40	7	18%
Digital Inclusion Initiatives	30	-	0%
Flaxton Rainbow	25	-	0%
Environmental Improvements	24	-	0%

Scheme Description	Revised Budget £000's	Mid Year Spend £000's	Mid Year Spend %
Evenwood Court Re modelling	23	-	0%
Painting Rendering no fines	15	-	0%
Flood Resilience Works	33	26	79%
Energy Efficiency	6	5	83%
Lifts	6	-	0%
Equipment Replacement	5	-	0%
Property Purchases	470	468	100%
Total Expenditure	10,652	2,626	25%

**MINUTE OF LANDLORD SERVICES COMMITTEE (CABINET WORKING GROUP)
2 NOVEMBER 2017**

CONSULTATION ON RELEVANT DRAFT CABINET REPORTS:

14 HRA MID YEAR REVIEW

Consideration was given to the draft joint report of the Director of Housing and Inclusion and Borough Treasurer that summarised the Housing Revenue Account (HRA) and Housing Capital Programme positions for 2017/2018 financial year.

The Group Accountant attended the meeting and provided an overview of the report, clarification on the issues raised, referring to details as set down in the report and responded to questions.

In discussion comments and questions were raised in relation to the:

- Capital Programme – contingency arrangements; impact of adverse weather.
- External rendering – advantages/disadvantages external paint or specialist washing; types of paint products options available.

The Director of Housing and Inclusion responded to questions raised on possible treatment options for the rendering and made an undertaking to bring a report on potential paint products for external rendering to a future meeting of the Working Group.

RESOLVED: That the HRA mid-year update be noted.

MINUTE OF CABINET – 7 NOVEMBER 2017

46 HRA MID-YEAR REVIEW

Councillor Forshaw introduced the report of the Director of Housing and Inclusion and Borough Treasurer which provided a summary of the Housing Revenue Account (HRA) and Housing Capital Programme positions for the 2017/2018 financial year.

Minute no. 14 of the Landlord Services Committee (Cabinet Working Group) meeting held on 2 November 2017 was circulated at the meeting

In reaching the decision below, Cabinet considered the minute of the Landlord Services Committee (Cabinet Working Group) and the details as set out in the report before it and accepted the reasons contained therein.

- RESOLVED (A) That the HRA and Housing Capital Programme positions be noted.
- (B) That the proposed capital budget adjustments set out in Appendix 2 to the report be endorsed for consideration by Council.
- (C) That call-in is not appropriate for this item as the report is being submitted to the next meeting of the Executive Overview and Scrutiny Committee on 23 November 2017.

MINUTE OF THE EXECUTIVE OVERVIEW & SCRUTINY COMMITTEE HELD ON
23 NOVEMBER 2017

22 **HRA MID-YEAR REVIEW**

Consideration was given to the joint report of the Director of Housing and Inclusion and Borough Treasurer that summarised the Housing Revenue Account (HRA) and Housing Capital Programme positions for 2017/2018 financial year. The report had previously been considered by Cabinet at its meeting on 7 November 2017 and was scheduled to be considered by Council at its meeting on 13 December 2017.

The Deputy Borough Treasurer attended the meeting and provided an overview of the report referring to details as set down in the report and appendices.

RESOLVED: That the HRA and Housing Capital Programme positions be noted.

(Note: Councillor Pope left the meeting whilst this item was under consideration)



Report of: Borough Treasurer

Contact for further information: Marc Taylor (Ext. 5092)
(E-mail: marc.taylor@westlancs.gov.uk)

SUBJECT: REVISED CAPITAL PROGRAMME

Wards affected: Borough wide

1.0 PURPOSE OF REPORT

1.1 To agree a Revised General Revenue Account (GRA) Capital Programme for 2017/2018 and to provide an update on progress against it.

2.0 RECOMMENDATIONS

2.1 That the revised Capital Programme, including the re-profiling, virements and budget adjustments contained within Appendix A, be approved.

2.2 That progress against the Revised Capital Programme be noted.

3.0 BACKGROUND

3.1 The Capital Programme is set on a three-year rolling basis and the Programmes for 2017/2018, 2018/2019 and 2019/2020 were approved by Council in February 2017.

3.2 In accordance with best practice, the Capital Programme is subject to revision during the year to ensure that it is based on the latest available information and to make monitoring of the Programme more meaningful. It enables Managers to review their schemes with the most up to date information and to review the resources available. It also provides a base upon which to build future Capital Programmes.

3.3 Members are kept informed of the financial position of the Capital Programme through regular monitoring reports. The last such report was presented to Cabinet in September 2017 and reported on a total Capital Programme of £15.389m for 2017/2018. This comprised a GRA Programme of £2.903m and a Housing Public Sector Capital Programme of £12.486m. The Housing Public Sector programme is the subject of a separate report elsewhere on the agenda and this report concentrates on the GRA programme.

4.0 REVISED CAPITAL PROGRAMME

4.1 Heads of Service have reviewed their respective schemes and are now proposing that changes are made as a result of more up to date information that has become available. This review process has incorporated a number of considerations including:

- Re-profiling of schemes to match the anticipated timing of spending
- Increasing expenditure budgets to reflect new and / or additional external funding
- Amending budgets to reflect anticipated levels of demand or new issues

4.2 The proposed changes to the 2017/2018 Programme are analysed in Appendix A, and show an overall net reduction of £0.269m. The revised GRA Capital Programme will then total £2.634m following these changes. The overall programme is analysed by service in Appendix B along with a summary of the revised capital resources available.

5.0 CAPITAL EXPENDITURE

5.1 Generally, capital schemes are profiled with relatively low spending compared to budget in the early part of the financial year with increased spending as the year progresses. This reflects the fact that many new schemes have considerable lead in times, for example, because of the need to undertake the tendering process and award contracts at the start of the scheme. Other schemes are dependent on external partner funding and schemes can only begin once their funding details have been finalised. Other schemes include contract retentions or contingencies that will only be spent some time after completion of the contract. Most schemes then progress and spend in line with their approval by the year end.

5.2 For the current year, £0.778m (30%) of expenditure has been incurred by the end of October. This is a slightly higher percentage spend than the position in 2014-15 and 2015-16, but lower than last year as a result of the large value purchase of the Wheatsheaf Walk site in the first half of 2016-17. Comparisons to previous years' programmes are shown in Table 1.

Year	Expenditure £m	Budget £m	% spend against Budget
2017/2018	0.778	2.634	30%
2016/2017	4.811	7.676	63%
2015/2016	2.260	10.060	22%
2014/2015	0.866	3.478	25%

6.0 CAPITAL RESOURCES

- 6.1 There are sufficient resources identified to fund the 2017/2018 Revised Capital Programme as shown in Appendix B.
- 6.2 The main area of the capital resources budget that is subject to variation is in relation to capital receipts. These are the useable proceeds from the sale of Council assets (mainly houses under Right to Buy legislation) that are available to fund capital expenditure. These receipts can vary significantly depending on the number and value of assets sold.
- 6.3 The budget for useable capital receipts to be generated from Council House sales in the year is set at £0.695m from 45 sales. However at the mid-year point 39 sales had been completed generating £0.816m of useable capital receipts.
- 6.4 Retained proceeds generated by Council House sales are now split between general useable capital receipts (detailed above) and one for one Replacement funding. At the mid-year point £0.377m of additional one for one funding has also been generated, which can only be used on new housing schemes.
- 6.5 In addition to receipts from council house sales the Council also has a programme to sell plots of its land and other assets under the Strategic Asset Management Plan (SAMP). The budget for this in the 2017/2018 Programme is £0.100m. To date there has been 1 land sale generating £9,400.
- 6.6 Useable Capital Receipts generated to date are analysed in Table 2:

Category	Estimate £'000	Actual £'000	% Received against Budget
Right to Buy Sales	695	816	117%
SAMP Sales	100	9	9%
Total	795	825	104%

- 6.7 The level of receipts achieved at the mid-year point is above the budget target for the year, and consideration will be given through the budget process for 2018-19 to how the additional resources being generated should be used.

7.0 SUSTAINABILITY IMPLICATIONS/COMMUNITY STRATEGY

- 7.1 The Capital Programme includes schemes that the Council plans to implement to enhance service delivery and assets. The Programme also achieves the objectives of the Prudential Code for Capital Finance in Local Authorities by ensuring capital investment plans are affordable, prudent, and sustainable. This report provides an updated position on the Programme and shows progress against it.

8.0 RISK ASSESSMENT

8.1 Capital assets shape the way services are delivered for the long term and, as a result, create financial commitments. The formal reporting of performance against the Capital Programme is part of the overall budgetary management and control framework that is designed to minimise the financial risks facing the Council. Schemes within the Programme that are reliant on external contributions and/or decisions are not started until funding is secured. Other resources that are subject to fluctuations are monitored closely to ensure availability. The capital receipts position is scrutinized on a regular basis and managed over the medium term to mitigate the risk of unfunded capital expenditure.

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 majority of the budget issues set out in this report have been the subject of previous reports to committees and consequently an Equality Impact Assessment has already been prepared for them where relevant.

Appendices

- A 2017/2018 Revised Capital Programme Summary of Changes
- B 2017/2018 Revised Capital Programme Spend to Date Against Budget

2017/2018 REVISED CAPITAL PROGRAMME
SUMMARY OF CHANGES

SCHEME	REASON FOR AMENDMENT	2017/18	2018/19	2019/20
		£'000	£'000	£'000
<u>Capital programme totals included in report to Cabinet in September 2017</u>		2,903	1,000	847
<u>Re-profiled Expenditure</u>				
Parish Capital Grants	Timing of expenditure is dependent on progress by Parish Councils	-15	15	
Customer Relations Management System	Delayed start and full implementation will take place in 2018-19	-84	84	
Enabling of Digital Services	Dependent on delayed implementation of CRM system	-20	20	
Customer Account promotion	Dependent on delayed implementation of CRM system	-15	15	
Play strategy improvements	Delays as a result of consultation requirements	-70	70	
Conservation Area Grants	Expenditure re-profiled to meet demand requirements	-12	12	
Affordable Housing	Work delivering this scheme with our partner Regenda is ongoing	-247	247	
Environmental Town & Village Centre Fund	A number of projects within the Fund are dependent on progress with the Skelmersdale Town Centre Vision	-190	50	140
		-653	513	140
<u>New / Additional funding</u>				
Disabled Facilities Grants	Adjustment to reflect additional grant funding received, anticipated pattern of expenditure and reduced capital receipt funding requirement	223	765	
Homelessness IT system	Funding from government revenue grant	40		
Tawd Valley Park	Additional external funding	14		
Chapel Gallery	Additional external funding	8		
Burscough Brick Pits	Additional external funding	6		
Burscough Cricket Club Recreation Space	Cabinet approved Section 106 funding	21		
Parish Play Areas	Cabinet approved Section 106 funding	36		

2017/2018 REVISED CAPITAL PROGRAMME
SUMMARY OF CHANGES

<u>Other Adjustments</u>				
Parish Capital Grants	Funding no longer required	-25		
Renovation Grants	Demand reduced following a change in qualifying criteria.	-50		
Website contract management	Virement to ICT Development	-5		
ICT Development	Virement from Website contract management	5		
Upgrade of Northgate M3PP to Northgate Assure	Required upgrade to IT system	40		
Investment Centre Heating and Cooling works	Required property works	77		
CCTV	Virement from Environmental Town & Village Centre Fund	3		
Environmental Town & Village Centre Fund	Funding no longer required and virement to CCTV	-9		
<u>Total Adjustments</u>		-269	1,278	140
<u>Funded By:</u>				
Re-profiling		-653	513	140
Capital Receipt funding		-141		
Additional external funding		351	765	
Additional revenue funding		117		
Additional Section 106 funding		57		
		-269	1,278	140
<u>Revised Programme Total</u>		2,634	2,278	987

NOTE

The figures shown above do not include the Westec Site Development, which is the subject of a separate report elsewhere on the agenda.

APPENDIX B - 2017/2018 CAPITAL PROGRAMME
SPEND TO DATE AGAINST BUDGET

Service	Budget Approval	Spend to date	
	£'000	£'000	%
EXPENDITURE			
Central Items			
Financial Services	35	11	31%
Central Schemes	105	4	4%
Leisure and Wellbeing			
Leisure and Wellbeing - General	668	271	41%
Housing Private Sector	790	331	42%
Development and Regeneration			
Development and Regeneration - General	233	3	1%
Technical Services	144	26	18%
Housing and Inclusion			
Corporate Property	276	88	32%
IT Investment	383	44	11%
Total	2,634	778	30%
RESOURCES			
Capital grants and external funding	909		
GRA Reserve	328		
GRA Revenue grant	40		
Capital Receipts	1,357		
	2,634		



**EXECUTIVE OVERVIEW &
SCRUTINY COMMITTEE:**
23 November 2017

COUNCIL
13 December 2017

Report of: Borough Solicitor

Relevant Portfolio Holders: Councillor K Wright/Councillor Y Gagen

Contact for further information: Mrs S Griffiths (Extn. 5097)
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**SUBJECT: HEALTH AND WELLBEING STRATEGY AND DELIVERY PLAN FOR
WEST LANCASHIRE**

Borough wide interest

1.0 PURPOSE OF THE REPORT

1.1 To consider a proposed Health and Wellbeing Strategy and Delivery Plan.

2.0 RECOMMENDATION TO EXECUTIVE OVERVIEW AND SCRUTINY COMMITTEE

2.1 To consider the Health and Wellbeing Strategy and Delivery Plan at Appendix 1 to the attached report of the Director of Leisure and Wellbeing and forward any agreed comments to the relevant Portfolio Holder.

3.0 RECOMMENDATION TO COUNCIL

3.1 That the Health and Wellbeing Strategy and Delivery Plan be approved.

4.0 BACKGROUND

4.1 At its meeting on 7 November 2017, Cabinet considered the attached report of the Director of Leisure and Wellbeing (Appendix A), which presented the proposed Health and Wellbeing Strategy and Delivery Plan for West Lancashire. Additional information and revised recommendations were circulated at the meeting (Appendix B), which were subsequently approved by Cabinet. A copy of the minute is attached at Appendix 3.

Background Documents

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

Appendices

- A. Report of the Director of Leisure and Wellbeing
- B. Additional Information and revised recommendations circulated at Cabinet



CABINET: 7 November 2017

EXECUTIVE OVERVIEW AND
SCRUTINY COMMITTEE :
23 November 2017

COUNCIL: 13 December 2017

Report of: Director of Leisure and Wellbeing

Relevant Portfolio Holders: Councillor K. Wright
Councillor Y. Gagen

Contact for further information: Caroline Robinson, (ext 5152)
Health and Wellbeing Strategy Manager
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**SUBJECT : HEALTH AND WELLBEING STRATEGY AND DELIVERY PLAN FOR
WEST LANCASHIRE**

Wards affected: Borough Wide.

1.0 PURPOSE OF THE REPORT

1.1 To consider a proposed Health and Wellbeing Strategy and Delivery Plan.

2.0 RECOMMENDATIONS TO CABINET

2.1 That the Health and Wellbeing Strategy and Delivery Plan be approved, subject to any agreed amendments from the Executive Overview and Scrutiny Committee.

2.2 That the Director of Leisure & Wellbeing in consultation with the Portfolio Holder for Health & Community Safety be authorised to finalise the Health and Wellbeing Strategy and Delivery Plan having considered agreed comments of the Executive Overview and Scrutiny Committee.

2.3 That the call-in procedure is not appropriate for this item as the report will be submitted to the meeting of the Executive Overview and Scrutiny Committee on 23 November 2017.

3.0 RECOMMENDATION TO EXECUTIVE OVERVIEW AND SCRUTINY COMMITTEE

3.1 To consider the Health and Wellbeing Strategy and Delivery Plan and forward any agreed comments to the relevant Portfolio Holder.

4.0 RECOMMENDATIONS TO COUNCIL

4.1 That the Health and Wellbeing Strategy and Delivery Plan be approved.

5.0 BACKGROUND

5.1 In 2016 the Council made significant amendments to the Corporate Priorities, specifically to include health and wellbeing.

Subsequently the Council's key Corporate Priorities are:

- **Ambitious for the economy** – by focusing on retaining and growing jobs, increasing skills levels and encouraging business wealth;
- **Ambitious for the environment** – driving the infrastructure to enhance the built and physical environment, and its cleanliness;
- **Ambitious for health and wellbeing** – to improve the health and wellbeing of local communities.

5.2 In order to meet the Council's Corporate Priorities there was a strong acknowledgement by Members of the need for a Health and Wellbeing Strategy. The purpose of the Strategy is to properly identify the numerous and wide-ranging health related services already provided and also to identify what more, where and how the Council can contribute to improvements in health and the reduction in health inequalities.

5.3 In response, a Health and Wellbeing Strategy and Delivery Plan has been drafted, a copy of which is attached as appendix 1.

6.0 CURRENT POSITION

6.1 The Strategy and Delivery Plan have been produced collectively by the various Council Directorates and Services in order to ensure ownership and the sharing of expertise, interest, skills and to help determine how best to make consistent improvements to the quality of life of West Lancashire residents.

6.2 Across the Council there was strong support for the direction and priorities of the Strategy and the need to focus on the Council's role to influence the broader "determinants of health". These include the infrastructure, economic development, housing and community safety, nutrition and diet, and physical activity, as well as developing and supporting the Council to become more holistic in its approach to meet the needs of local residents and communities.

- 6.3 The principles of prevention, early intervention and taking a whole-systems approach to tackling challenges and embracing opportunities to support health and wellbeing is mainstreamed throughout the Strategy. There was consistent support for these principles throughout the consultation process, which involved consulting with internal Council directorates and external partners through the West Lancashire Health and Wellbeing Partnership
- 6.4 Fundamentally, the Strategy is informed by national and local Public Health strategies and intelligence, together with West Lancashire Clinical Commissioning Group and Council data.
- 6.5 To guide the development of the Strategy, four core priorities were introduced which relate to the Council's Corporate Priorities and Services. These are to :
- Ensure the adoption of across-the-board action to improve health and wellbeing throughout the Borough.
 - Take every opportunity to improve health and wellbeing through contacts with residents and in key settings such as schools and workplaces.
 - Create and sustain an environment that helps people to make healthy choices.
 - Support residents and communities to manage their health, prevent ill-health and build resilience.
- 6.6 The Strategy is structured so that:
- Pages 1 – 10 contain the structure of the document and provide an overview of what can determine health and wellbeing, linked to the national and local context and other relevant strategies and plans.
 - Pages 11 – 21 sets out the Council's Strategic Priorities, Vision and Plan to underpin the justification for a Health and Wellbeing Strategy. It also summarises how Council Services support and influence the health and wellbeing of residents.
 - Pages 21 – 37 sets out how the Strategy will be delivered, its priorities, themes, desired outcomes and describes the intent behind improving health through all stages of life.
 - Finally, pages 38 – 55 sets out how the Strategy will be monitored; providing an overview of the health profile of the Borough and a summary of additional information to further support the Strategy rationale and outcomes.

7.0 PROPOSALS

- 7.1 The Health and Wellbeing Strategy intends to be a broad document in which much of the Council and its partners will feature. For example, the Delivery Plan fully encompasses the development of the Council's Corporate Priorities and also features relevant aspects of the Council's other strategies and plans (e.g. Tawd

Valley Park Masterplan and the Council's Economic Development Strategy, amongst others).

- 7.2 Much of the work the Council undertakes is already contributing, either directly or indirectly to health and wellbeing locally. The Health and Wellbeing Strategy is an exciting opportunity to acknowledge the contribution the Council's work is already making in this area and to demonstrate how the Council will continue to positively influence the health and wellbeing of residents.
- 7.3 Within the Delivery Plan, under each of the priorities, specific projects / actions for delivery over the first three years of the Strategy are identified. As this is a completely new Strategy, this initial timeframe was designed to provide the opportunity for ongoing review and further strategic and partnership development.
- 7.4 Furthermore, whilst the Strategy and Delivery Plan are designed to reflect the Council's commitment, ambitions and intentions in the context of health and wellbeing, it is acknowledged that aspects of this work will involve wider partners, most notably members of the West Lancashire Health and Wellbeing Partnership.
- 7.5 It is proposed that progress against the Health and Wellbeing Strategy Delivery Plan be reported annually. A delegation has been sought to enable finalisation of the Strategy and Delivery Plan to take account of the input from Cabinet, Overview and Scrutiny and Council.

8.0 SUSTAINABILITY IMPLICATIONS / COMMUNITY STRATEGY

- 8.1 As identified in 4.5 the Health and Wellbeing Strategy reflects and meets all the Corporate Priorities of the Council, for instance:-

'Ambitious for our economy' - the Strategy sets out delivery plans aimed to tackle worklessness and absenteeism.

'Ambitious for our environment' - the Strategy sets out actions to improve the green infrastructure of local parks and open spaces and identifies ways of making West Lancashire an attractive place to live, work and invest.

'Ambitious for our health and wellbeing' - the Strategy sets out a framework to develop a thriving leisure and cultural offer, tackle obesity, anti-social behaviour and social isolation.

9.0 FINANCIAL AND RESOURCE IMPLICATIONS

- 9.1 The Delivery Plan that accompanies the Health and Wellbeing Strategy identifies key priorities and actions that will be delivered over the period of the Strategy.
- 9.2 An aim of the Strategy is to align specific services/ actions with key organisations to open up joint funding and commissioning opportunities to deliver wide-scale health improvements.
- 9.3 Some of the outcomes within the Delivery Plan will be funded through the Strategic Investment Reserve (SIR), which was allocated by Council in 2016. This fund was specifically assigned to leveraging in match-funding to support the

development and implementation of the Strategy and its accompanying Delivery Plan. In total £100,000 was made available for this purpose.

- 9.4 The Delivery Plan also identifies key stakeholders that the Council will work in partnership with and this may provide the opportunity to seek external funding from grant-giving organisations.

10.0 RISK ASSESSMENT

10.1 The main risks associated with the Health and Wellbeing Strategy include:

- Raised expectations of what the Health and Wellbeing Strategy will deliver amongst the general public and partner organisations as a result of the Strategy Delivery Plan
- Ability to deliver the aspirations and actions contained within the Strategy Delivery Plan
- Lack of partnership buy-in.
- The effectiveness of monitoring the success of the Strategy.

10.2 To mitigate the potential risks associated with the Health and Wellbeing Strategy:

- All priorities and definitive actions identified will remain within the overall resources available to deliver the Strategy.
- A continued programme of engagement with Council Directorates / Services/Officers and partner organisations will be undertaken throughout.
- A Health and Wellbeing Strategy Manager has been appointed to write the Strategy and oversee its implementation.
- The introduction of a performance monitoring process to regularly review the success of the Strategy.

Background Documents

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

Equality Impact Assessment

There is a direct impact on members of the public, employees, elected members and / or stakeholders. Therefore an Equality Impact Assessment is required. A formal Equality Impact Assessment is attached as an Appendix to this report, the results of which have been taken into account in the Recommendations contained within this report.

Appendices

Appendix 1 Health and Wellbeing Strategy

Appendix 2 Equality Impact Assessment

Appendix 3 Minute of Cabinet – 7 November 2017 (*Executive Overview and Scrutiny*)

Committee and Council)

Appendix 4 Minute of Executive Overview and Scrutiny Committee – 23 November 2017
(Council only)



Health and Wellbeing Strategy

2018 - 2021



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1.0 Introduction

1.1 The Purpose of the Health and Wellbeing Strategy

Welcome to West Lancashire Borough Council's (WLBC) Health and Wellbeing Strategy (HWS). Its role is to provide a solid framework, or “delivery plan” with a number of high level strategic objectives and priority actions, to contribute to ensuring the conditions are in place for people in West Lancashire to live healthy and fulfilling lives.

We are mindful that most of our services contribute either directly or indirectly towards our residents and communities’ health and wellbeing. Indeed, the 2010 national review of health inequalities reaffirmed that health is intrinsically linked to a number of determinants, in particular, employment, housing, community cohesion and environmental health, to which we play a key role in delivering and controlling.

We understand that for too long there has been less emphasis on preventing ill-health outside the role of the NHS and recognise, especially during the current financial climate the benefits to be gained for our residents and communities if we go beyond medical and social care and tackle the root causes of poor health.

As a result, if we were to consider health in all we do and pay more attention on what can be done to further embed health and wellbeing into our everyday business functions, the greater the contribution we will make to the health status of the local population and the economy.

Moreover, not only is it our commitment to improve local health and wellbeing it is also the intention of this Strategy to lend our support to the public health agendas of West Lancashire Clinical Commissioning Group (WLCCG), Lancashire County Council (LCC), Public Health England (PHE) and the National Health Service (NHS).

We recognise this Strategy comes at a particularly important and challenging time for public services and acknowledge, in response to demographic change and achievement of long-term financial sustainability, we must do things differently - and this Strategy aims to do just that.

2.0 What Determines our Health and Wellbeing

Our health is determined by a complex interaction between individual characteristics, lifestyle and the physical, social and economic environment, also known as the environments in which we live, learn, work and play. The view amongst experts is that these wider determinants of health and individual health choices play a significant role in how long and how well we live.

To help illustrate what determines our health and wellbeing the Robert Johnson Foundation and the University of Wisconsin Population Health Institute provide the following useful table:

Figure 1 – What Determines our Health and Wellbeing

Health and Behaviours 30%	Socioeconomic Factors 40%	Clinical Care 20%	Built Environment 10%
Smoking 10%	Education 10%	Access to Care 10%	Built Environment 5%
Diet/ Exercise 10%	Employment 10%	Quality of Care 10%	Environment Quality 5%
Alcohol Use 5%	Income 10%		
Poor Sexual Health 5%	Family/ Social Support 5%		
	Community Safety 5%		

Source: Robert Johnson Foundation and the University of Wisconsin Population Health Institute

It is important to note that socioeconomic factors (40%) are not only the largest single predictor or driver of health and wellbeing, they also strongly influence health behaviours, the second greatest contributor towards health and mortality.

According to the World Health Organization (WHO) they state that blaming people for having poor health or crediting them for good health is inappropriate, especially given the fact that people are unlikely to be able to directly control many of the factors i.e. “the determinants of health” that affect their health and wellbeing, which, include:

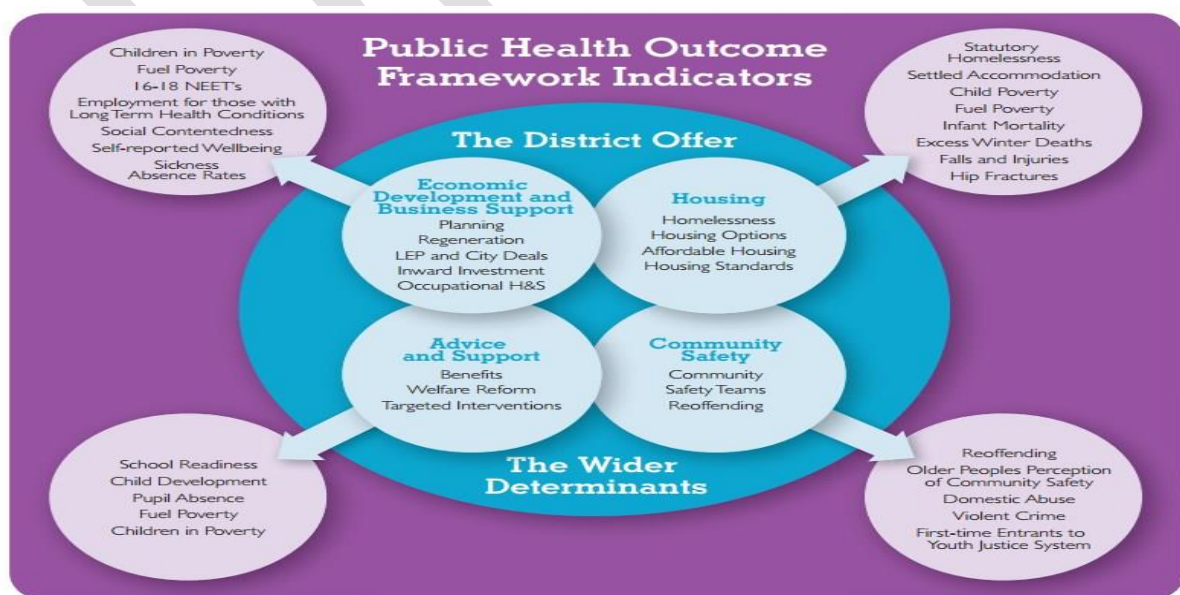
- Income and social status – higher income and social status are linked to better health i.e. the greater the gap between the richest and poorest people, the greater the differences in health;
- Education – low education levels are linked with poor health, more stress and lower self-confidence;

- Physical environment – safe water and clean air, healthy workplaces, safe houses, communities and roads all contribute to good health.
- Employment and working conditions – people in employment are healthier, particularly those who have more control over their working conditions;
- Social support networks – greater support from families, friends and communities is linked to better health.
- Culture – customs and traditions, and the beliefs of the family and community all affect health.
- Genetics – inheritance plays a part in determining lifespan, healthiness and the likelihood of developing certain illnesses.
- Personal behaviour and coping skills – balanced eating, keeping active, smoking, drinking, how we deal with life’s stresses and challenges all affect health;
- Health services – access and use of services that prevent and treat disease influences health;
- Gender – Men and women suffer from different types of disease at different ages.

In the context of district councils we play a key role in being able to determine how to keep people healthy. For example, we have a distinct, local role in leisure service provision, housing, economic development, planning, and helping to shape and support our communities – according to the English health charity The King's Fund these are all key areas that are increasingly recognised as vital components of a true population health system.

Figure 2 below taken from the "District Councils' Network" 2013 publication on how district council's contribute towards the new health and wellbeing agenda of local government, illustrates the unique and multi-dimensional roles we possess that can help determine a person's health status and how these levers can be used to influence better outcomes.

Figure 2 – What Determines our Health and Wellbeing



Source: District Council's Network 2013

3.0 Context and Case for Change

In recent years, there has been significant change across the health and wellbeing policy landscape. There are a number of policies and programmes, (national, regional and local) that this Health and Wellbeing Strategy takes account of and in places complements, however, it should be noted this strategy is not led by legislation, but indeed reflects the Council's core priorities.

3.1 The National Context

Central Government has introduced new policy and legislation that has had a fundamental impact in the way public health, health services and social care are delivered. This change included giving upper tier and unitary authorities, through Health and Wellbeing Boards (HWBs), a new role in encouraging joined-up commissioning across the NHS, social care, education, public health and other local partners.

HWBs are formal committees which operate with core statutory duties that bring together political, professional, commissioning and community leaders as equal partners with equal status.

Since the public health reform we have played a statutory role within the Lancashire HWB to embed legislative public health functions into our business activities.

Overall, our role within the statutory HWB is to share leadership responsibility for local health and wellbeing by working with Board partners to improve our communities' health outcomes.

Since commencement of the Boards local authorities are now better placed to influence the way healthcare is designed, commissioned and delivered.

Considering other national health policy frameworks, the NHS is developing new models of primary care aimed to provide local communities with services that are more proactive, holistic and responsive, particularly for frailer older people. The key strategy currently in circulation is the NHS "Five Year Forward View", commissioned October 2014, it sets out a future vision to play a stronger role in preventing ill-health and upgrades in high quality care and prevention. This new model also argues for district councils to:

- Ensure that their actions have a positive effect on public health;
- Ensure that their actions are cost effective and, where possible, offer a positive return on investment;
- Take a more enabling role in the health of residents and communities;
- Innovate in services and their delivery.

In November 2008 Professor Sir Michael Marmot was asked by the Secretary of State for Health to oversee an independent review to propose the most effective

evidence-based strategies for reducing health inequalities, including addressing the social determinants of health in England from 2010. The report concluded that a good start in life, a decent home, good nutrition, a quality education, sufficient income, healthy habits, a safe neighbourhood, a sense of community and citizenship were the fundamental building blocks required to improve quality of life and reduce health inequalities. The final report, titled, The Marmot Review, “Fair Society, Healthy Lives, - Strategic Review of Health Inequalities in England” was published in February 2010 and defines action on six policy objectives:

- Give every child the best start in life;
- Enable all children, young people and adults to maximise their capabilities and have control over their lives;
- Create fair employment and good work for all;
- Ensure healthy standards of living for all;
- Create and develop healthy and sustainable places and communities;
- Strengthen the role and impact of ill-health prevention.

These objectives have assisted local authorities' to develop and implement strategies to combat some of the most prevalent health inequalities affecting the societies they serve. Currently over 75% of local authorities are now working to embed Marmot principles in all policies and service plans.

"From evidence into action: opportunities to protect and improve the nation's health (October 2014)": is a strategic document setting out the PHE five-year action plan based on seven priorities.

These priorities are to:

- Tackle obesity, especially in children;
- Reduce smoking and stopping children starting;
- Reduce harmful drinking and alcohol-related hospital admissions;
- Ensure every child has the best start in life;
- Reduce the risk of dementia and its incidence and prevalence in 65-75 year olds;
- Tackle the growth in antimicrobial resistance;
- Achieve a year-on-year decline in tuberculosis incidence.

In effect, PHE is focusing efforts on securing improvements against each of these priorities by working more closely in partnership with a range of national and local partners, such as district councils.

PHE have also initiated a “Health in All Policies” work programme, which seeks to harness the potential of diverse local authority policies and services to address the wider determinants of health in all they do. Therefore, this Strategy also responds to the work programme, where further details can be found in Appendix 4.

3.2 The Local Context

The West Lancashire Borough covers an area of 38,109 hectares and contains the greatest amount of Green Belt land in England.

The population of the district mid-2014 was estimated by the Office for National Statistics (ONS) to be 112,000, spread across rural heritage, "new town" developments, idyllic villages and tranquil countryside.

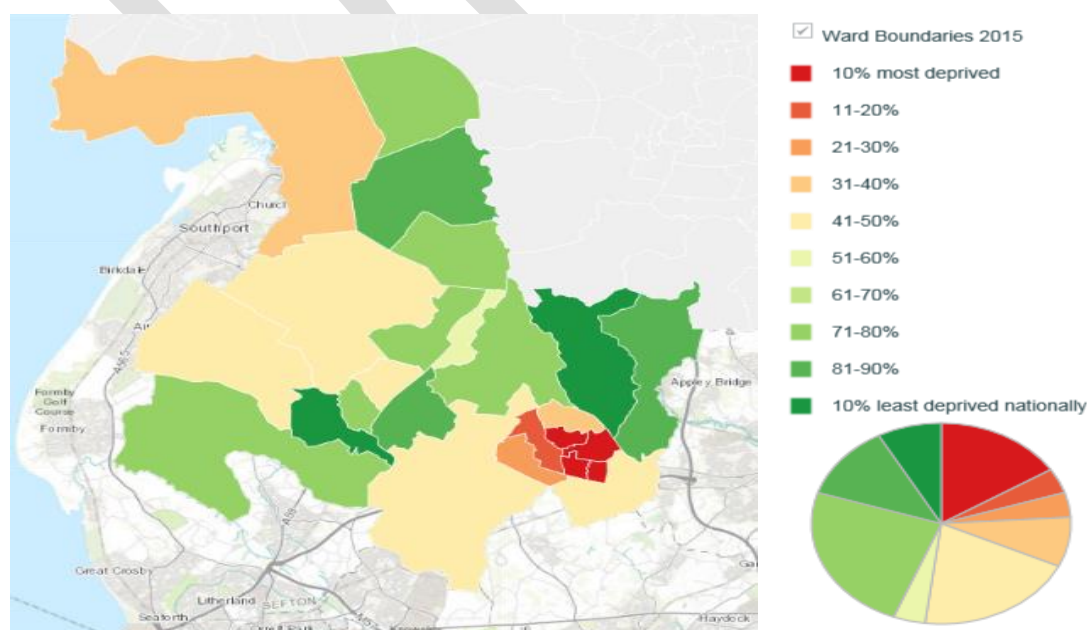
The Borough itself is complex and diverse in nature, with the urban conurbation of Skelmersdale and the key service centres of Ormskirk, Aughton and Burscough, having the majority of residents.

There are three distinct rural areas; the Northern, Eastern and Western Parishes, containing a number of villages, the largest of which are the linear settlements of Tarleton and Hesketh Bank.

We have a thriving and diverse local economy and are home to international companies, such as PepsiCo-Walkers Ltd, Procter & Gamble and Nippon Sheet Glass (NSG). In fact, West Lancashire supports around 45,500 jobs of which 26% are found within the public sector, 15% Manufacturing and 14% Wholesale & Retail.

However, the high level of economic successes and countryside settings mask a range of internal inequalities. Locally some of our neighbourhoods struggle with high levels of deprivation, for instance within the seven Wards of Skelmersdale, five of them are ranked 20% most deprived places to live in the UK and four within the national 5%. The people who live in these Wards struggle disproportionately with poorer life opportunities, poorer outcomes in health, education attainment, income and wealth, and being and feeling safe, as well as accessing employment and more.

Figure 3 – West Lancashire Index of Multiple Deprivation (2015)



There are also other communities living in the Borough who face a range of daily challenges and inequalities. Our children in care have poorer life chances, as do many disabled residents (both physical and learning) and those with mental health conditions.

Overall there are a number of social inequalities affecting the local population to which a more detailed account can be found in Appendix 2, "Snapshot Health Profile of West Lancashire".

The profile of West Lancashire as a whole is one of a Borough with stark health contrasts. Studies show the population is rising rapidly and this is expected to continue, with projected growth in the region of 117,000 by 2031, with the proportion of people over 60 expected to rise by 32% whilst the proportion of people aged over 75 is expected to dramatically rise by 110%.

The rise in demand comes from the demographic fact we are witnessing steep increases in the number of people living for longer. For instance, currently, over a quarter of our residents are aged over 60, making West Lancashire just one of a dozen authorities in England with an (over 60) aged population greater than 25%.

Undoubtedly, our ageing population presents challenges to the health care system, especially given the fact that many health conditions and associated disability become more common with age, and that older people are higher users of our health services, thus providing good evidence to support an expanded role in health improvement.

As we continue to face challenging budget pressures and increased demand across many of our service areas we recognise the importance of increasing our focus on keeping people well, so that there is less need for support to help people get better or cope with long-term conditions. Therefore, a key driver of this Strategy is to focus priorities that can reduce gaps in inequalities and improve local life expectancy.

4.0 Our Vision for Health and Wellbeing

4.1 Our Council Vision

- To be a Council which is ambitious for West Lancashire.

This Vision helps us to clearly determine our rationale for involvement in the development of policy activities and programmes that go beyond the simple promotion of good health. It enables us to action the evidence to clearly define "health and wellbeing" in its broadest sense, underpinned by our Council Plan, its Vision, Values and Priorities.

4.2 Our Council Plan

Our Council Plan and underpinning priorities mean we aim to get results and make a positive difference for all our businesses, places and people. Central to this is our ongoing drive to develop opportunities that will create a more joined up and responsive "One Council" - prerequisites strongly endorsed via extensive consultation with local people and partners, to which this Strategy aligns.

4.3 Our Values

- Enterprising – being innovative and creative, delivering lasting improvements;
- Inclusive – working in partnership to benefit West Lancashire, and being open and involving in the way decisions are made;
- Equality – promoting equality and reducing inequality;
- One Council – adopting a co-ordinated approach;
- Caring – valuing and developing employees.

How this Strategy relates to our Values is to provide a strategic steer to encourage integrated working that adds better value, so that our investment continues to be directed towards our communities' wellbeing.

The shared priorities identified in this Strategy will help us go beyond organisational boundaries, to work in more creative and innovative ways to maximise efficiency and create the required impact to meet our Values, especially in the current environment of shrinking budgets and increasing demand for public services.

4.4 Our Strategic Priorities are:

- **Ambitious for our economy**, by focusing on retaining and growing jobs, increasing skills levels and encouraging business wealth;
- **Ambitious for our environment** driving the infrastructure to enhance the built and physical environment, and its cleanliness;
- **Ambitious for health and wellbeing** to improve the health and wellbeing of local communities.

Our strategic priorities help direct us to target resources and look at new ways of working to ensure we are constantly focused on providing essential and sustainable services that can greatly enhance quality of life.

Led by our priorities, this Strategy recognises the need to seize opportunities that will achieve greater outcomes to improve the current social, economic and

environmental conditions which impact on local health and tackle the unjust and unfair inequalities that impinge on our quality of life.

5.0 Internal Assessment of Health-Promoting Assets

5.1 Our Services that Directly Promote Wellbeing

Considering Section 2.0, it is clear to see how many of our services play a significant role in supporting the health and wellbeing of our residents and communities.

As evidence suggests, socio-economic factors and health behaviours contribute around 70% towards preventing premature death, and the physical environment 10%. Therefore, we need to ask ourselves – “if we wish to make a real difference to the health and wellbeing of residents, how can all these factors be modified by the services we deliver?”

The King's Fund paper – “The District Council contribution to public health: a time of challenge and opportunity” outlines broader provisions of Council services in terms of core functions and enabling roles that dramatically influence health and wellbeing across the lifecycle.

Taking the information provided and linking it to the services we deliver has enabled us to pull together a significant account of health-promoting assets at our disposal that can directly and indirectly influence a person's health status across lifecycle stages.

To build an emerging action plan of health improvements the various types of health-promoting assets we possess, as outlined by The King's Fund, are examined below, to which further findings taken from an early review of our services can also be found in Appendix 5.

5.1.1 Housing:

There are clear links between the housing conditions people live in and their health. Overcrowding, poor quality housing and fuel poverty can all impact on physical and mental health, whereas good quality housing can be a major contributory factor in attaining good health, especially for those in the recovery process of mental health and substance misuse.

Poor housing in England is costing the NHS in excess of £600 million a year, so money invested into dealing with poor housing conditions will result in a financial benefit to health.

Our Housing Services play a crucial role in supporting our residents' health and wellbeing and is a central component of what we do. In terms of our service

delivery we strive to provide an appropriate balance of good quality housing that meets the needs of residents and contributes positively to the wellbeing of our communities.

Over many years in order to meet our housing challenges and provide residents with the ongoing infrastructure to live adequately and sufficiently in Council dwellings, we have invested heavily in our housing stock and are self-financing. This great achievement enabled us to commence in 2013 a five year £65 million capital improvement programme aimed to raise standards of living to further support people to take better control of their lives and their families.

As well as ensuring people live in warm and safe environments, we also operate with a range of housing policies and initiatives to improve various living circumstances that can impinge on wellbeing such as:

- Promoting and enabling employment;
- Volunteer training and supporting social enterprise;
- Small scale local projects such as community gardens/ allotments;
- Facilitation and support for estate based community projects promoting healthy lifestyles or building capacity and awareness around health and wellbeing;
- Targeting frailer older residents and engaging them in estate based activity to make links between residents and reduce isolation;
- Supporting tenants in social housing susceptible to financial exclusion.

With regard to the private rented sector, we enforce a range of interventions to combat poor living conditions. We offer support to tenants who are having problems with their rented properties with legal advice and support and enforce a number of legislative regulations to ensure, in relation to tenant health and safety, landlords maintain a legal level of care.

Overall, we are instrumental in controlling, minimising and preventing poor housing conditions by:

- Helping to facilitate access to social housing to residents who need it;
- Delivering the Council's statutory homelessness function by investigating all homelessness enquires, securing temporary accommodation, seeking re-housing and ensuring an out of hours service is in place;
- Facilitating projects to provide advice and assistance to individuals at risk of homelessness or whose discharged from hospital who may be delayed by lack of appropriate housing;
- Regulating landlords in the private rented sector, including Houses in Multiple Occupation;
- Investigating and taking actions against landlords for harassment and illegal eviction;
- Allocating the Disabled Facilities Grants to fund adaptations to enable residents to stay in their own homes for as long as possible and avoid hospital admissions;

- Working with LCC and other partners to improve the conditions of the housing stock, including energy efficiency, and the health conditions of residents.

We also continue to be committed to tackling fuel poverty and have made good progress in reducing the number of fuel poverty households in the Borough through new build, regeneration, refurbishment, and decent homes work and have been very successful leveraging in many million pounds of external funding to carry out home energy efficiency works.

From a health and wellbeing perspective tackling fuel poverty offers multiple benefits: better living conditions for people with low incomes, an improved and more energy efficient housing stock, fewer winter deaths and reduced costs for the NHS are just a few of the advantages we recognise are to be gained in the interest of improving local health.

Those with specific needs because of disabilities often rely on special adaptations to enable them to live independently. Within the Council Tenancy Strategy we ensure that there is specific provision for adapted properties for those who need them most. In addition, we have housing strategies which consider how best to maximise financial support for adaptations through disabled facilities grants and other grant funding.

Another important area of work, is homelessness, which is the most extreme form of housing need impacting on peoples' health. Over the course of time we have made considerable progress reducing homelessness and improving services for homeless households. This includes reducing the number of people in temporary accommodation; providing a dedicated service for single homeless people and making significant progress towards ending rough sleeping in the Borough.

There are now significant challenges in building on these achievements to continue to prevent homelessness. These include major changes to the benefit system, social housing reform, prolonged economic uncertainties, and reduced resources for services – likely to continue in the coming years. In response, and in light of unprecedented challenges a new Homelessness Strategy has been launched with an overarching ambition to address the wider support needs of homeless people and further develop multi-agency working and implementation of early intervention initiatives.

5.1.2 Countryside Sites, Parks and Green Spaces:

Physical inactivity is responsible for up to one in five premature deaths and is estimated to cost the UK economy more than £7 billion annually. Severe obesity reduces life expectancy by around 8-10 years, the same reduction as a lifetime of smoking. Obese and overweight individuals also require the assistance of a number of health services and costs for the wider economy have been estimated at £27 billion, including costs to the NHS and days off work due to sickness.

Physical inactivity is one of the biggest health challenges facing West Lancashire with 27% of adults and 27% of reception aged children considered to be either overweight or obese, thus recognising, an important need for access to green and open spaces as a means to reducing the impact of physical inactivity and associated mental illnesses.

Access to nature and open spaces are key elements of what makes West Lancashire a great place in which to live and work and therefore it is vital in the interest of physical and mental wellbeing that these natural assets are maintained for the benefit of all, now and for the future.

The landscape in which the Council maintains and operates its countryside sites, parks and green spaces are vital components that support people to live more physically active lives and how our open spaces, keeping our streets clean and litter free, maintaining our grass, roadside verges, trees and shrubs all contribute significantly to the way a person chooses to live their life.

Currently, our open spaces provide venues for activities, such as walking, cycling and running. The Ranger Services provide patrols, health and safety checks, site management, and education and conservation initiatives for ten countryside sites and three urban parks. We have received the prestigious green flag award for the high standard and quality of Beacon Country Park in Up Holland and Coronation Park in Ormskirk and we continue to work hard to maintain the 28 conservation areas we are responsible for.

We also operate healthy walking programmes run by our outdoor walk leaders and local volunteers. These walks provide residents with the chance to improve health and socialise, whilst learning about the local cultural and historical features found within our green and open spaces.

To encourage families to spend quality family time together we offer over 40 public play areas across the borough. These facilities offer children and young people the chance to play together, hang out with friends, meet new friends and exercise and learn about the world around them.

All these assets are vital commodities towards promoting opportunities for people to make healthy life choices.

5.1.3 Leisure and Wellbeing:

We play an integral role in supporting social capital by providing opportunities for engaging people in health promotion activities, spreading health messages and motivating changes in lifestyle, particularly peer to peer.

For instance, our Health Promotion Services aims to improve residents' health and wellbeing through the provision of education, training and workshops, and by supporting both local and national campaigns for health improvement within the Borough. These services deliver health promotion initiatives on a wide range of

topics including accident prevention, food safety, healthy eating and infection disease control.

Another scheme we currently deliver to help local people make positive choices about their health and lifestyles is "Active West Lancs". Its concept is to engage people into healthier lifestyles through exercise and healthy eating. The scheme itself focuses on targeting different sections of the community by utilising a range of Council assets, in the context of our leisure centres, community buildings and our outdoor gyms located within our parks and open spaces. The scheme overall focuses with partners on reducing the local prevalent levels of obesity and improving mental wellbeing by creating the right environments to help people build their self-confidence and self-esteem. Commissioned for three years by LCC the scheme is now into its second successful year and is anticipated (funding permitting) due to its success, to be recommissioned for a further two years.

Our arts and cultural services provides an outlet for residents to come together. The cultural activities delivered, in particular, exhibitions, events, educational workshops and arts development projects all contribute to making a positive impact on public health and wellbeing in the form of enabling people to identify with, understand, appreciate, engage with and feel a sense of belonging, to which various health benefits are associated.

Undoubtedly, it is fair to say the biggest assets we possess in terms of supporting and encouraging hundreds of thousands of people of all ages to live active lives and enjoy healthy lifestyles are our community leisure centres and swimming pools.

Currently, our leisure centres and swimming pools are managed on our behalf by West Lancashire Community Leisure (a Community Leisure Trust) and its operating partner Serco Leisure Operating Ltd. This agreement started in 2005 to run until 2020 and since commencement has enabled us to focus greater attention on increasing physical activity levels and sports club participation within the Borough.

In fact, this partnership has placed us in a unique position to be able to secure significant levels of inward investment we otherwise would not have been able to achieve. This investment has permitted us to add greater tangible value to these health-promoting assets purposely for the long-term health benefits of residents and communities. In total, over the course of the partnership tangible asset investment (facility improvements) will equate up to the region of £3.5 million.

In short, this partnership has enabled us to better establish our commitment to offering appropriate leisure choices to encourage all our residents to engage in leisure and sport activities and support reductions in prevalent health inequalities to improve borough-wide quality of life.

Our fifteen year partnership with the Leisure Trust and Serco Leisure is a good example of how we strive to bring the local community and local service providers together at a neighbourhood level to tackle local health issues and improve local

services, which includes identifying root causes of poor health and setting realistic aims to overcome them.

5.1.4 Environmental Health:

Most aspects of environmental health services are likely to have an impact on health. For example, air and noise pollution are both associated with a number of negative health outcomes, while food-borne diseases can result in hospital visits and time off work.

Our role in environmental health is potentially vast, covering functions such as, monitoring and managing local air quality, public health, noise nuisance, food safety, enforcing the smoking ban, and ensuring compliance with occupational health and safety regulations.

We also continue to provide essential intervention that protect communities from environmental hazards and also provide local intelligence to inform the health protection priorities.

We are vital partners in emergency planning and delivering comprehensive multi-agency plans to respond to major public health incidents in disease control and environmental contamination.

We monitor air pollution concentrations to mitigate short and long term exposure to air pollutants associated with negative health impacts such as those related to respiratory and heart disease.

Children, the elderly and people on low incomes are more likely to be exposed to air pollution and it is currently estimated that pollution can reduce life expectancy of every person in the UK by an average of 6-8 months, with associated costs of up to £20 billion each year.

We recognise that the principle source of air pollution are motor vehicles, which are estimated to be responsible for up to 90% of emissions. There is also a link between air quality and climate change as air pollutants and climate change pollutants share a common source, therefore investigation to slow climate change is another service function we strive to improve.

To help keep our streets clean and provide good quality of life for all we enforce on-the-spot fines for littering, dog fouling and engage with the police, fire service and Lancashire County Council on initiatives of intervention and prevention.

Graffiti and Abandoned Vehicles have become less of an issue than previous years as effective management and response practices are in place to minimise these

activities and their impacts. On the other hand, fly tipping incidents are increasing – part of a national trend – to which for the benefit of our residents and communities we are responding to by taking action through our Environmental Enforcement Team.

5.1.5 Community Safety:

The impact of crime and fear of crime on health and wellbeing is well documented and particularly present in areas of deprivation and upon vulnerable individuals. Exposure to crime and anti-social behaviour in all its forms is a wider determinant of health which can contribute to anxiety and mental illness and has the ability to undermine the confidence of whole communities.

In response we manage the West Lancashire Community Safety Partnership (WLCSP) made up of a large number of community groups and partners. The focus of the partnership is working together to reduce the negative impact of crime on both communities and individuals and engage people in securing sustainable solutions to these issues. Priority areas are focused on reducing violent crime, domestic abuse, child sex exploitation, road safety, and tackling anti-social behaviour and organised crime including cross border criminality.

The partnership works well in linking health and crime enforcement to tackle a wide range of local activities deemed detrimental to wellbeing.

5.1.6 Street Scene:

Another of our most critical service areas for health protection activities are the services for waste and recycling collections, street sweeping, removal of fly-tipped waste, graffiti and abandoned vehicles. All these services contribute immensely to improve and promote a healthy living environment.

A well maintained street scene relates closely to how safe residents feel and how satisfied they are with their locality.

We know a clean street can promote civic pride, safer communities and a sense of wellbeing, so we understand the importance in continuing to maintain quality service standards. Residents rightly expect that these services also provide value-for-money.

Our recycling performance in 2016/17 was 47.7%. Whilst performance is good, we continuously strive to improve this target by ensuring that opportunities to recycle household waste are maximised. Although producing less waste in the first place is key to reducing costs and environmental impacts; in the interest of our residents'

health we are constantly striving to encourage residents and neighbourhoods to generate less waste and of that waste recycle or reuse as much as possible. There are many environmental benefits associated with reducing waste and increasing recycling, which we recognise is of the utmost importance given that natural resources are depleting and understand how we must ensure we continue to have the right mechanisms in place to make the best use of the materials and energy contained in the waste stream from the fundamental viewpoint of protecting the environment and resident wellbeing.

5.2 Our Services that Indirectly Promote Wellbeing:

Beyond delivering the core functions outlined, we also facilitate "enabling roles". These roles both affect and shape how our services are delivered and therefore their impact underpins the development and operation of our core business functions.

Examples of the types of enabling roles we execute and how these roles shape community wellbeing are summarised below:

5.2.1 Economic Development:

Apart from being a major local employer, we make a major contribution to the economic wellbeing of West Lancashire via a range of activities across a number of our services.

Across each of our core functions there is a clear understanding that sustainable economic growth is a priority for the Council; and that each and every service area has a contribution to make to the economic wellbeing of the Borough.

To cover the period 2015-2025, we prepared and agreed a new Economic Development Strategy. The purpose of the Plan is to build upon the success of previous work, adding new insights that reflect a strong commitment to work together to maximise opportunities locally for the benefit of businesses, employees, residents and visitors.

The Strategic Plan sets out a 2025 vision aimed to build up the economic capacity of the local area to improve its economic future and quality of life for all. In this context, the Strategy sets out ambitions for transforming the local economy by clearly articulating opportunities for existing and future residents, especially those in genuine need and focuses on reducing levels of unemployment, poverty and inequalities that exist within the Borough.

Our Economic Development Strategy is intended to assist in delivering the strategic objectives set out in the Council's Strategic Plan and in particular provide a broad framework to establish a long-term plan of new developments, essential service support, infrastructure and sustainability. This commitment is underpinned by eight core Strategic Themes:

- Stimulating Change;

- Providing the right scale and mix of Employment Sites;
- Housing as a Driver for Change;
- Revitalised Town Centres;
- A Better-Connected West Lancashire;
- Promoting the Place;
- Supporting the Rural and Visitor Economy;
- Advantage through Knowledge and Skills.

The eight key themes supported by a robust action plan provides an enabling framework to stimulate economic prosperity and influence borough-wide community wellbeing.

5.2.2 Planning:

Our Local Plan provides the vision for the development of West Lancashire to 2027 and was developed in conjunction with health partners and includes strategic objectives around promoting healthy neighbourhoods that promote active and healthy lifestyles.

The Local Plan is built upon the following eight principles:

- Sustainable development;
- Stimulating economic and housing growth;
- Addressing climate change;
- Preserving and enhancing the natural and built environment;
- Spatial planning;
- High quality design;
- Good accessibility;
- Community involvement.

A component of the Local Plan is spatial planning, which does not only take into account land use, but also considers other issues that could indirectly affect, or be affected by land use, such as health, education and crime.

Our Local Planning policy also contributes towards maintaining and enhancing the green infrastructure and open recreation space of the Borough, all of which contributes towards healthy living.

Overall, the Local Plan is designed to conform to the National Planning Policy Framework set out by Government, which in essence means that all planning policies and decisions will take into consideration reductions in health inequalities, such as access to healthy food outlets and encouragement of physical activity, improvement of mental wellbeing, and prevalence of respiratory diseases associated with air quality.

Moreover, our Local Plan provides the framework for the development and infrastructure for what our communities need and in respect of local interest sets out clear guidelines on what developments can and cannot be permitted.

The Council have started the process of reviewing the Local Plan, with the intention of adopting a new Local Plan in 2020, potentially running to 2050. Health and wellbeing will be a key factor that will need to be reflected in several areas of policy in the new Local Plan to try and ensure that new developments are built in a way that enhances opportunities for healthier living and that creates healthier places where people are happier and live longer.

6.0 Our Programme for Change

6.1 Our Delivery Focus

Many of the people who come into regular contact with our services are often facing multiple challenges directly and indirectly related to health and wellbeing, signalling that more can be done to embed health and wellbeing within our service delivery.

Although, we already have a number of service areas working hard to improve the health status of the local population, as demonstrated by the information outlined in section 5.0 and Appendix 5, we recognise that when we peruse the local context and snapshot of health inequalities, (outlined in Appendix 2), there is still a long list of health priorities requiring action.

When we examine our core functions and breakdown the physical, institutional and community assets at our disposal we gain a clearer picture of where potentially we can make a more concerted effort to improve our communities' health and wellbeing.

In accordance with the evidence, throughout this Strategy our focus has been to adopt a lifecourse approach and develop a programme for change with distinct priorities comparable to the six policy objectives of the Marmot Review. These are detailed in section 3.1, however, for ease of reference are:

- Give every child the best start in life;
- Enable all children, young people and adults to maximize their capabilities and have control over their lives;
- Create fair employment and good work for all;
- Ensure healthy standards of living for all;
- Create and develop healthy and sustainable places and communities;
- Strengthen the role and impact of ill-health prevention.

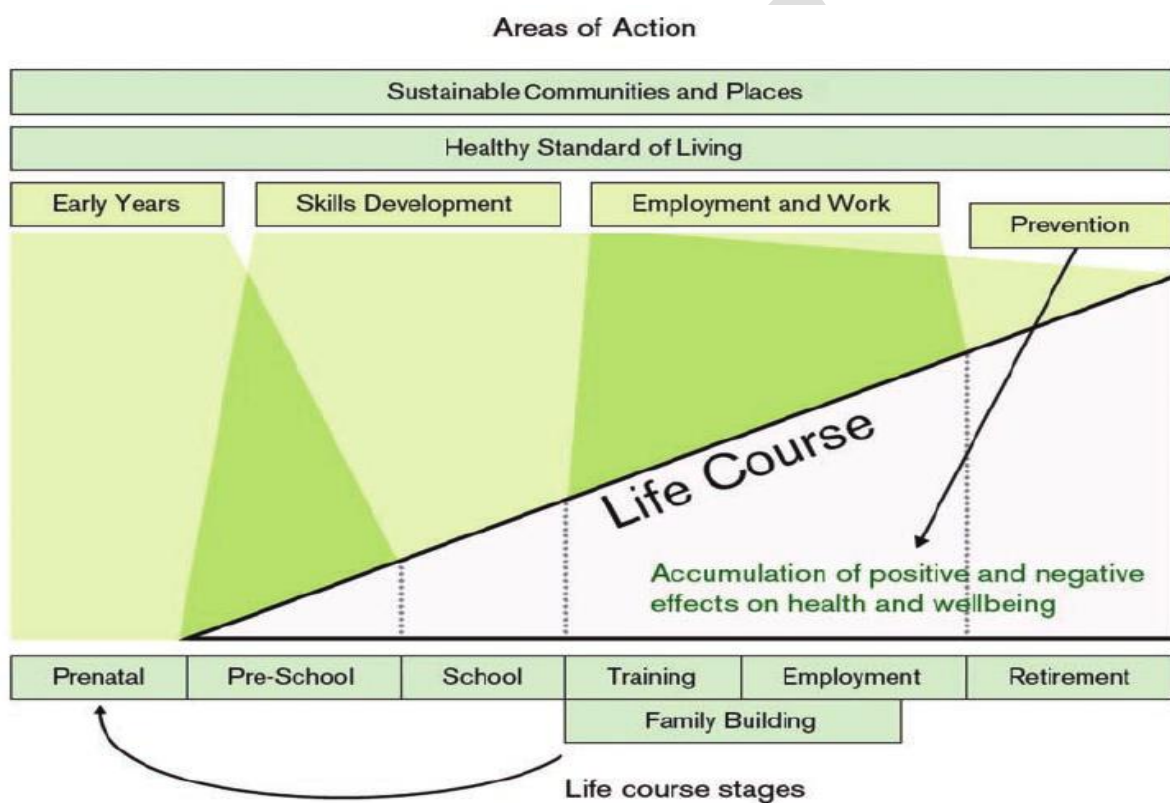
The Marmot Review suggests that policy activities and programmes which embed these principles, can achieve across-the-board improvements in population health and wellbeing.

In order for us to determine the most suitable course of action to successfully expand our services as per the policy objectives of the Review and meet our Strategy

aspiration and have in place the best conditions possible for people in West Lancashire to live fulfilling lives. Figure 4 below assembles the six policy objectives into four distinct themes that reflect the stages of support people need throughout the course of life to better influence life choices/ outcomes.

At the same time, to clearly articulate a framework that can improve local population health all four themes i.e. Early Years, Skills Development, Employment and Work and Prevention have been looked at and incorporated to underpin our priority objectives for action plan delivery.

Figure 4 – Action across the Lifecourse (Marmot 2010)



Source – The Marmot Review, “Fair Society, Healthy Lives, - Strategic Review of Health Inequalities in England

These objectives were also informed by the health-promoting assets at our disposal that can support and create the conditions needed to reduce the prevalence of local health inequalities.

When formulating the priority areas for action we also took into account scope for reduced duplication of work and tackling multiple issues, such as disparity in life expectancy, poverty and obesity.

In recognition of the findings the following priority areas are proposed for delivery plan action:

- Promote the adoption of across-the-board action to improve health and wellbeing throughout the Borough.

- Maximise opportunities to improve health and wellbeing through contacts with residents and in key settings such as schools and workplaces.
- Create and sustain an environment that helps people to make healthy choices.
- Support residents and communities to manage their health, prevent ill-health and build resilience.

6.2 Our Delivery Plan

The overarching vision of this Strategy: "To have in place the best conditions possible for people in West Lancashire to live healthy and fulfilling lives".

The core principle of the Strategy: "To clearly define health and wellbeing in its broadest sense" underpinned by our Council Vision, Values and Priorities.

The cross-cutting theme: "To focus on the needs of the local population to reduce health inequalities".

To deliver our "programme for change" our Strategy on a page, see Figure 5 below:

Figure 5 – The Health & Wellbeing Strategy Visually



The Strategy framework, and actions that follow, provide the backdrop of what we want to achieve in relation to improving health and builds on work that is already underway across the Borough.

Within the priority areas and possible actions, we have looked for things that are likely to do one or more of the following:

- Utilise collective effort/ resource for greater impact;
- Address a gap in current provision/ need;
- Be feasible in terms of delivery;
- Expand already effective programmes/ services for greater impact; and/ or develop an untapped opportunity.

DRAFT

Strategy Vision – To have in place the best conditions possible for people to live healthy and fulfilling lives.

Core Principles – To clearly define health and wellbeing in its broadest sense.

Cross-Cutting Theme – To focus on the needs of the local population to reduce health inequalities.

Priority – Ensure cross-the-board action to improve health and wellbeing throughout the Borough.

Key Action	Directorate / Partner	Responsible Lead	Resources	Milestone Progress	Overall Anticipated Outcome/ Impacts	Timescale
To identify, explore and apply for relevant external funding opportunities, as appropriate.	All Directorates	Health and Wellbeing Strategy Manager	Existing officer time	Identify Directorates funding requirements.	Ensure that funding from the Strategic Investment Reserve (SIR) is maximised, and more external funding is brought into WLBC to support the development of schemes of health intervention and early prevention.	Jan 2018 Ongoing
Lead Directorates to be contacted on a quarterly basis to identify their funding requirements, and to alert them to funding opportunities to support delivery on health and wellbeing initiatives within the community.	Leisure and Wellbeing, Housing and Inclusion, Development and Regeneration, Street Scene Services	Health and Wellbeing Strategy Manager	Existing officer time	Develop the resource to alert Lead Directorates to funding opportunities relevant to service requirement.	Provide the capacity to develop opportunities to take decisive action to achieve health and wellbeing goals and build Council resilience.	May 2018 Ongoing
Look to innovative ways to pool resources to make the biggest impact on reducing prevalent health inequalities, for example: cross-directorate buy-in when promoting programmes and activities of health intervention in the form of assets, equipment and efforts.	Leisure and Wellbeing, Housing and Inclusion, Development and Regeneration, Street Scene	Health and Wellbeing Strategy Manager	Existing officer time	Carry out Service evaluations to assess common ground working in tackling local health inequalities.	Greater utilisation of resource to better target health improvement within communities.	Jul 2018 Ongoing

	Services					
In the context of available resources, seek to address and rationalise the present stock of ageing built sports provision to provide facilities which meet contemporary standards.	Leisure and Wellbeing, Development and Regeneration, Legal and Democratic and Finance and HR Services	Deputy Director of Leisure and Wellbeing	Existing officer time and match-funding support	Establish a project team with representatives from finance, legal, procurement, property services, planning and development and leisure services supported by external specialist advisers – to undertake a feasibility study that will allow for significant capital and inward investment.	The project model for development to be based on the Built Sports Provision action of the 2015-2025 Leisure Strategy.	Apr 2020

Priority – Take every opportunity to improve health and wellbeing through contacts with residents and in key settings such as schools and workplaces.

Key Action	Directorate / Partner	Responsible Lead	Resources	Milestone Progress	Overall Anticipated Outcome/ Impacts	Timescale
Ongoing partnership facilitation to ensure the infrastructure is in place to enable apprenticeships, training and skills development is accessible for people living and working in the Borough.	Development and Regeneration Services	Economic Regeneration Manager	Existing officer time	Using our Economic Development Strategy 2015-2025 to drive this action forward.	Opportunities available at various skills levels for those seeking employment.	Ongoing
Easy access to the information and resources that will allow residents to make healthy choices and manage their own health. Possible activities: <ul style="list-style-type: none"> Develop a comprehensive health and wellbeing service directory that joins, programmes, activities and resources; Use Council and partnership events, newsletters, posters and 	Leisure and Wellbeing, Housing and Inclusion, Development and Regeneration, Street Scene Services	Health and Wellbeing Strategy Manager Health Promotion Officer	Existing officer time Existing officer time	Review internal processes, with regard to assessing implementation functionality. Using data from PHE outcomes framework determine the health	To help local people make informed choices by putting them in touch with a variety of services and organisations so that they can find out what might best meet their health and wellbeing needs.	Mar 2019 Aug 2018

<p>social media to pass on important health messages and promote local/ national health campaigns, such as Stoptober and Change4Life locally;</p> <ul style="list-style-type: none"> To increase the skills and knowledge of individuals by providing training, talks, workshops and seminars on a wide range of local and national health issues in the community. 				<p>needs of the Borough to develop a timeline of campaigns to support, promote and communicate.</p> <p>Plan and evaluate new and existing health promotion initiatives with the aim to develop a timeline of structured programmes.</p>		Mar 2018
<p>Combat negative health implications by facilitating schemes of intervention to reverse the upward trend in adult and childhood obesity, in particular to:</p> <ul style="list-style-type: none"> Reduce prevalent levels of obesity amongst adults, children 0-5 and 10-11 year olds by working alongside schools and communities using a variety of pathways, including social prescribing, to enable people to access health promotion activities such as: physical activity "sessions" and healthy eating "classes". 	Leisure and Wellbeing Services	Health and Wellbeing Strategy Manager and Leisure Operations Manager	Existing officer time and match-funding support	Benchmark impact based on PHE Health Profile Summary for West Lancashire.	To support reductions in adult and childhood obesity.	Aug 2018
<p>Demonstrate our commitment to health and wellbeing of our workforce. Possible activities:</p> <ul style="list-style-type: none"> Develop an internal programme of health and wellbeing initiatives, reminiscent of the key health-related themes of PHE "Workplace Charter" i.e. healthy eating, physical health and mental health (further details see Appendix 6). 	HR Services and Leisure and Wellbeing Services	Health Promotion Officer and HR Services	Existing officer time and possible budget implications	Design a programme of health-related themes aimed to improve our workforces' health and wellbeing.	To provide the internal infrastructure to help support the workforce to make healthy choices. Creating a healthier workplace will also support reductions in ill-health and	May 2018

					employee sickness absence.	
To educate local businesses knowledge and raise awareness on healthy workplace programmes to improve workforce health and wellbeing.	Leisure and Wellbeing Services	Health Promotion Officer	Existing officer time	Develop a programme and/ or step-by-step guide of effective tools and examples to embed practical health-related themes into the workplace.	(See above action point anticipated outcome/ impact).	Aug 2018

Priority – Create and sustain an environment that helps people to make healthy choices.

Key Action	Directorate / Partner	Responsible Lead	Resources	Milestone Progress	Overall Anticipated Outcome/ Impacts	Timescale
<p>Maximise opportunities to reduce health inequalities through greater integration of planning, housing and environmental developments, such as:</p> <ul style="list-style-type: none"> Ensure health and wellbeing issues are embedded into the Local Plan (further details, see Appendix 4); Consult with LCC public health specialists to advise planning teams on the creation of health-promoting (non-obesogenic) developments and environments; Utilise the "Health Impact Assessment" to embed considerations about health and wellbeing into committee reports. 	Development and Regeneration Services	Strategic Planning and Implementation Manager	Existing officer time	<p>Consider health and wellbeing issues as a cross-cutting theme during the preparation of the Local Plan Review and through the Sustainability Appraisal (SA) of the Local Plan</p> <p>Consultation to be carried out where a form of development is proposed that has the potential to impact on public health.</p>	<p>To embed considerations of health, equity and sustainability as a standard part of decision-making.</p>	Feb 2019
	Development and Regeneration Services	Strategic Planning and Implementation Manager	Existing officer time			Feb 2019
	All Directorates	Health and Wellbeing Strategy Manager	Existing officer time	<p>To develop the framework/ policy document(s) to embed health into committee reports.</p>	May 2018	
Promote a healthy environment, through the following service provisions and actions:						

<ul style="list-style-type: none"> Play areas to be accessible by walking and cycling routes; 	Leisure and Wellbeing Services	Leisure Operations Manager	Existing officer time and possible internal capital (Inc. CIL & Section 106) and external grant funding	Working with youth services, schools and/ or voluntary sector groups consult with children and young people to ascertain the routes they take to access play areas and the mode of transport they use to identify any specific safety concerns or other potential barriers to develop a rolling capital programme of improvement.	Enable residents' ease of access to physical activity to maintain a healthy weight.	Mar 2019
<ul style="list-style-type: none"> Develop more physical activities in parks and open spaces, including the continued development of outdoor gyms in suitable locations; 	Leisure and Wellbeing Services	Leisure Operations Manager		Engage the views of local communities about improving the parks and open spaces and develop a community engagement strategy aimed to better utilise the outdoor gyms, placing emphasis on engaging with disabled users and older people (50+).	Regular participation in physical activity among children and young people is vital for health growth and development.	Dec 2018
<ul style="list-style-type: none"> In relation to play provision continue to pursue "fewer, bigger and better" prioritising lower quality yet high value sites, and rationalising lower quality sites; 	Leisure and Wellbeing Services	Leisure Operations Manager	Existing officer time and possible capital budgetary implications	Undertake a play provision review to ascertain sites considered "surplus to requirement" to develop plans for alternative usage in respect of further access to open spaces of public value.	In the context of policy and finances available, continue to identify, protect and enhance play provision and work closely with other play site providers to alleviate catchment gaps where areas lacking in certain types of provision are targeted.	Mar 2018
<ul style="list-style-type: none"> Operate with an effective management and maintenance regime in place to maintain the quality and usability of open spaces. 	Leisure and Wellbeing Services	Leisure Operations Manager	Existing officer time and possible capital budgetary implications	Engage the views of local communities attuned with the type of space and wildlife habitats present to develop robust mechanisms for the funding and maintenance of open space resource.	Access to open space has a positive impact on health and wellbeing. Living close to areas of green space, parks, woodland and other open space can improve physical and mental health regardless of social background.	Mar 2019

Address relative over and under provision of playing pitches in different parts of the Borough.	Leisure and Wellbeing Services	Deputy Director of Leisure and Wellbeing and Leisure Operations Manager	Existing officer time and match-funding support	Investigate the conversion of some adult pitches to junior/youth provision, particularly at Blaguegate and Skelmersdale.	Underpin the contribution that sport, and the facilitation of opportunities has towards supporting local people to achieve a healthy lifestyle. West Lancashire population is predicted to grow significantly over the next few years, so there is a need to ensure sufficient provisions of accessible, quality and affordable facilities and pitches to meet local need.	Oct 2018
Explore possibilities to reshape Arts Services as a hub identifiable by the entire community, so to further build the cultural landscape of West Lancashire.	Leisure and Wellbeing Services	Deputy Director of Leisure and Wellbeing and Arts Development Manager	Existing officer time	Develop a business plan to increase participation and income.	Create linkages between culture and other civic activities to promote greater communal, engagement, strengthen community identity and support local economic development.	Dec 2017
To develop significant environmental and recreational benefits to Tawd Valley Park (TVP) and surrounding local communities.	Leisure and Wellbeing Services	Deputy Director of Leisure and Wellbeing and Leisure Operations Manager	Existing officer time and possible internal capital (Inc. CIL & Section 106) and external grant funding	Co-ordinate the development of the Masterplan for improvement to TVP, and establish management methods and required resources to implement the Masterplan and ensure future community engagement in the park and its facilities.	To support the provision of intrinsic environmental, aesthetic, and recreational benefits for residents.	Dec 2018
To enable all residents to live in communities that are clean, tidy and safe:						

<ul style="list-style-type: none"> • Continue to review our street cleaning schedule (including weekends) to maximise its effectiveness whilst ensuring it reflects the varying needs of local communities; • Engage with community and volunteer groups to organise local clean-ups; • Removal of fly-tipping, dog fouling, chewing gum and target litter hotspots; • Continue to measure public satisfaction levels with cleanliness in both residential and retail areas; • Maintain public open spaces to enhance the local environmental quality. 	Street Scene Services	Director of Street Scene	Existing officer time	<p>Cleaning schedules to be reviewed.</p> <p>Working in partnership communicate borough-wide messages on-line, publishing press releases, public notices opportunities for increased public participation in keeping our streets and parks clean, and safe.</p> <p>Work in partnership with residents and other stakeholders to improve the street cleanliness</p> <p>Increase the number of residents that are satisfied with the cleanliness of the Borough and the quality of the public open space using the residents survey</p> <p>Working in partnership with the volunteer community to generate additional opportunities to help care for our parks and green spaces.</p>	To maintain the highest standards of street cleanliness within the Borough.	<p>Ongoing</p> <p>Jun 2018</p> <p>Aug 2018</p> <p>May 2018</p> <p>Jun 2018</p>
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Priority – Support residents and communities to manage their health, prevent ill-health and build resilience.

Key Action	Directorate / Partner	Responsible Lead	Resources	Milestone Progress	Overall Anticipated Outcome/ Impacts	Timescale
<p>Strengthen the role and impact of ill-health prevention through regulation and enforcement of:</p> <ul style="list-style-type: none"> Excess noise and pollution, and seek to reduce the impact of noise or pollution on or from new developments; Continue to produce Air Quality update reports containing work to reduce impacts of vehicle pollution in air quality management area; Continue to inspect sites to ensure compliance with relevant permits; Continue to work with partners to reduce anti-social behaviour, crime and the fear of crime within communities. Continue to carry out licensing and inspection of tattooists, skin piercing and laser treatment 	Leisure and Wellbeing Services	Environmental Protection and Community Safety Manager	Existing officer time	<p>Continue to have a robust process of noise nuisance monitoring in situ.</p> <p>Action plan in place.</p> <p>Continue to ensure associated staff have detailed knowledge on relevant Codes of Practice and Enforcement.</p> <p>Action plan in place.</p>	<p>Mitigate against the effects of noise and pollution on health and quality of life.</p> <p>Comply with Department for Environment, Food & Rural Affairs requirement and work to improve air quality.</p> <p>To ensure adherence to statutory requirements and regulatory obligations for the greater wellbeing of local residents.</p> <p>Ongoing partnership working to prevent and deter criminal activities.</p> <p>Reduce the risk of infectious disease.</p>	<p>Mar 2018</p> <p>Jun 2018</p> <p>Aug 2018</p> <p>Jan 2019</p> <p>Ongoing</p>
		Commercial, Safety and Licensing Manager	Existing officer time	Continued statutory compliance.		

<p>businesses, and inspection of premises for legionella prevention;</p> <ul style="list-style-type: none"> Continue to carry out inspections of food businesses and analysis of food samples as necessary; Licensing policy to include data on responsible drinking to prevent anti-social behaviour associated with drinking; Carrying out our Taxi Licensing functions and continue to operate with robust policies to ensure that all those associated with the taxi industry are safe and suitable to do so. 				<p>Continued statutory compliance.</p> <p>Implement an information-sharing programme with local A&E, Urgent care and Walk-in centres to identify alcohol-related attendances and where the drinking took place.</p> <p>Roll-out of mandatory training programme for all licensed drivers to include safeguarding and to provide a means to raise concerns.</p>	<p>To ensure the production, transportation, storage, preparation and sale of food in hygienic conditions to reduce the risk of food poisoning.</p> <p>Tackle underage access to alcohol, street drinking and reinforce responsible drinking and reduce the high incidence of hospital stays for alcohol related harm.</p> <p>To continue to protect public safety, in particular relation to safeguarding children, young persons and vulnerable adults.</p>	<p>Ongoing</p> <p>Apr 2019</p> <p>Apr 2018</p>
<p>Plan to meet the changing needs of current and future occupants and assist residents who live with limiting long-term illness or disability (including reducing frailty) by undertaking the following actions:</p> <ul style="list-style-type: none"> Seek additional funding to support frail, elderly and disabled people with home adaptations that will enable them to live at home for as long as possible; Identify external funding sources to 	<p>Housing and Inclusion and Leisure and Wellbeing Services</p>	<p>Property Services Manager, Homelessness and Private Sector Housing Manager and Programme Works Manager</p> <p>Property Services</p>	<p>Existing officer time and match-funding support</p> <p>Existing officer</p>	<p>Identify sources of funding with consideration to investigate the feasibility to strengthen funding bids with integration support from the NHS and/ or other partners, for example, drawing on the Better Care Fund.</p> <p>Identify sources of funding with</p>	<p>Accessible and easily adaptable homes can help support independence, which in turn helps to reduce physical frailty and support fewer need for hospital admissions.</p> <p>Provide support to residents</p>	<p>Jun 2018</p> <p>Jun 2018</p>

<p>promote warm, fuel efficient homes – in both private and public rented sector, for example - identify external sources of funding to continue the winter warmth programme;</p> <ul style="list-style-type: none"> Develop opportunities for older people living in local care homes, sheltered accommodation and users of our Home Care Link service to be more socially included and raise awareness of opportunities already available. Installation of free Wi-Fi across 12 sheltered housing schemes with the aim of improving digital and financial inclusion and the general health and wellbeing of older residents 	<p>Housing and Inclusion</p>	<p>Manager, Homelessness and Private Sector Housing Manager</p> <p>Housing Operations Manager and Home Care Link Control Room Manager</p> <p>Performance & Projects Manager</p>	<p>time and match-funding support</p> <p>Existing officer time and match-funding support</p> <p>Existing resources and officer time</p>	<p>consideration to investigate the feasibility to strengthen funding bids with integration support from the NHS and/ or other partners, for example, drawing on the Better Care Fund.</p> <p>Identify sources of funding with consideration to investigate the feasibility to strengthen funding bids with integration support from the NHS and/ or other partners, for example, drawing on the Better Care Fund.</p> <p>Work in partnership with Social Telecoms, Lancashire Adult Learning and The Good Things Foundation in developing a Digital Deal for Older People</p>	<p>who may be suffering ill-health due to insufficient warmth and help to reduce fuel poverty.</p> <p>Help to tackle social isolation, loneliness and support mental wellbeing.</p> <p>Campaign aims to reduce isolation and loneliness through the use the internet.</p>	<p>Jun 2018</p> <p>December 17</p>
<p>Work together to implement schemes for systemic change towards proactive prevention, which include to:</p> <ul style="list-style-type: none"> Embed social value considerations throughout the procurement cycle (including in the core requirements, contract notices, pre-qualification questionnaire, award processes, and throughout delivery, contract management and disposal, as well as through a prominent position in the pre-procurement process) (further details, see Appendix 3); 	<p>All Directorates</p>	<p>Procurement Executive</p>	<p>Existing officer time</p>	<p>Establish the core economic, social and environmental objectives that we want to achieve from our procurement activities, and include a social value % weighting within procurement assessments where appropriate. Including – to produce guidance for procurers on social value and how to include social value considerations in specifications and procurement documentation.</p>	<p>Greater and more explicit focus on using the Council's procurement spending power to deliver economic, social and environmental benefits for the wider community as part of our drive to secure best value.</p>	<p>Nov 2018</p>

<ul style="list-style-type: none"> Initiate “Health in All Policies” framework to build an across sector approach to Council public policies that will systematically take into account the health implications of decisions, seek synergies and avoid harmful health impacts in order to improve local population health and health “equity” (further details, see Appendix 4); 	All Directorates	Health and Wellbeing Strategy Manager	Existing officer time	Review internal processes, with regard to assessing implementation functionality.	To embed considerations of health, equity and sustainability as a standard part of decision-making.	Jun 2019
<ul style="list-style-type: none"> Make changes to internal processes, such as service action plan (SAP) templates to embed considerations (and data) about health and wellbeing into decision-making and work objectives. 	All Directorates	Health and Wellbeing Strategy Manager / Partnership and Performance Manager	Existing officer time	To develop the framework/ policy document(s) to initiate embedding health into SAP.	Cement Health and Wellbeing as an integral part of business functions.	Jun 2019

7.0 Future Opportunities

Since 2010, public services have seen reductions in funding from Central Government and an increasing requirement to deliver significant efficiency savings in order to become self-financing. The state of the economy and the Government's commitment to reduce the public sector deficit means there is no indication that the funding position will improve and every likelihood is it will worsen over the short term.

The public sector in West Lancashire is still facing significant challenges and as a result the Council is continuing to absorb its share of budgetary cuts. At the same time, we continue to manage services as efficiently as possible to ensure increasingly limited resources deliver real benefits for local people.

Experience tells us that if we wish to make a positive impact to the lives of local people we need to be creative when managing limited resources and in the execution of this Strategy, strive to maximise external funding opportunities wherever possible.

Whilst there has been successes in obtaining external funding over the years, there is still some work to do to ensure that all relevant funding opportunities guided by the priorities set out in this Strategy are maximised.

We believe we are best placed to make a valuable difference to the wellbeing of residents and given the health focus at a local, regional and national level sit in a strong position to secure funding provision that can action widespread sustainable change.

In addition, and to show our continued commitment to improve the health profile of West Lancashire we have committed £100,000 of budgetary resource; allocated to lever in match-funding aimed to support the implementation of this Strategy, its priorities and actions.

We recognise, given the nature of some of the priority areas, the benefits gained by maximising match-funding opportunities and how this provision can be utilised to strategically obtain funding we may not otherwise be able to apply for; especially if we are to continue to operate efficiently under ever-decreasing resources.

It is important that we look to innovative ways to ensure we continue to maximise the impact of our investments and utilise wisely the allocated funding and develop cohesive partnerships to meet local health needs through the West Lancashire Health and Wellbeing Partnership.

For the Council to be as successful as possible in obtaining external funding support we will explore opportunities to develop creative partnerships and use the following principles when seeking and/ or securing funding:

- Use our priorities to help us better identify sources of funding;
- Build on our existing relationships and develop new relationships with partner organisations to maximise our ability to secure external funding;
- Develop a clear and detailed understanding of our communities' needs, in order to best direct external funding;
- Monitor and evaluate externally funded projects to ensure that aims have been met and value for money has been achieved.

8.0 Regulation and Monitoring

The priority areas and actions in this Strategy focus on strengthening our services to create the conditions required to support people to take better control of their lives and that of their families from "cradle to grave".

Through continued internal dialogue, we will identify key actions to help to improve the health and wellbeing of individuals, families and communities who rely on the extensive range of services we provide.

In order to monitor progress and success, the Strategy and Delivery Plan will be regularly monitored by the Health and Wellbeing Strategy Manager, who will update the plan as required in response to changes and to reflect progress.

Performance updates will also be regularly provided to relevant service managers and service heads and milestones achieved will be reported to our Elected Members in line with our constitution.

This Strategy will be implemented at a time when there are significant constraints upon public sector finances, so innovative use of existing resources will become even more important as we progress the Strategy and champion community wellbeing.

Furthermore, whilst the Strategy and Delivery Plan are designed to reflect the Council's commitment, ambitions and intentions in the context of health and wellbeing, it is acknowledged that aspects of this work will involve wider partners, most notably members of the West Lancashire Health and Wellbeing Partnership.

Appendix 1 – Glossary of Terms

HWS	Health and Wellbeing Strategy
WLBC	West Lancashire Borough Council
WLCCG	West Lancashire Clinical Commission Group
LCC	Lancashire County Council
PHE	Public Health England
NHS	National Health Service
HWB	Health and Wellbeing Boards
ONS	Office for National Statistics
DH	Department of Health
IOM	Institute of Medicine
NOMIS	Official Labour Market Statistics
WLCSP	West Lancashire Community Safety Partnership
WLCCG	West Lancashire Clinical Commission Group
HiAP	Health in All Policies
AWL	Active West Lancs

Appendix 2 – Snapshot Health Profile of West Lancashire

Background

To identify the right assets at our disposal and achieve the aspirations of the Strategy. It was firstly important to understand some of the prevalent health inequalities, lifestyle behaviours and socioeconomic factors affecting our communities, and assess the physical environments that coexist across the social gradient.

The following information is based on data taken from nationally recognised sources, such as the Office for National Statistics (ONS), Official Labour Market Statistics (NOMIS), UK Crime Stats, PHE and West Lancashire Clinical Commissioning Group (WLCCG).

Demographics

- According to ONS mid-2014 the population of West Lancashire was estimated at 112,000, (males 49%, females 51%) a breakdown of population density is highlighted in Figure 6.
- Although the age structure is distributed relatively evenly across most cohorts there is over a quarter of the current population aged over 60, making West Lancashire just one of a dozen authorities in England with an aged population greater than 25% (See Figure 7 – Age Distribution).
- Population projections show that substantial increases in the older age groups are expected within the next 10 years, in particular the over 70's and with it the natural effect of ageing, which is explored in section 3.2.
- The report also indicates a below average proportion of 15-24 years old to be living within the Borough (North West 26.1%, England 26.5%) and identifies the greatest percentage decreases are in age-groups 30-34 (-31%) and 35-39 (-18%).
- The main settlements are in Skelmersdale, Ormskirk and Burscough.
- The Borough is predominantly rural/ semi-rural in nature.
- Data from the 2011 Census showed 95.6% of residents identified as white British, which is decidedly higher than the England rate (85.5%) and only 0.8% were reported of Asian ethnicity, compared to a national average of 7.7%.
- There is limited information on sexuality at a local level, however, estimates at a national level vary from 1.5% to 5% which would mean between 1,700 and 5,600 residents of our Borough are lesbian, gay or bisexual.

Figure 6 – 2016 West Lancashire Population Density Super Output Areas (SOAs)

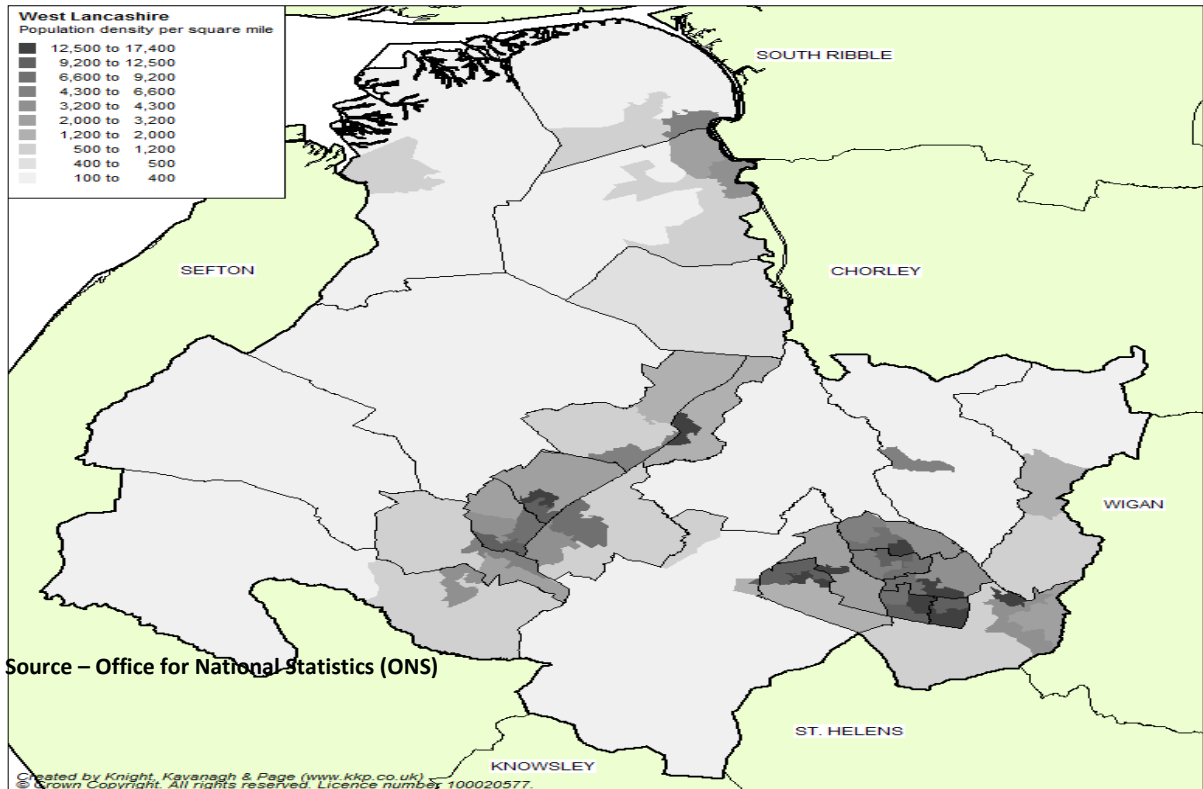
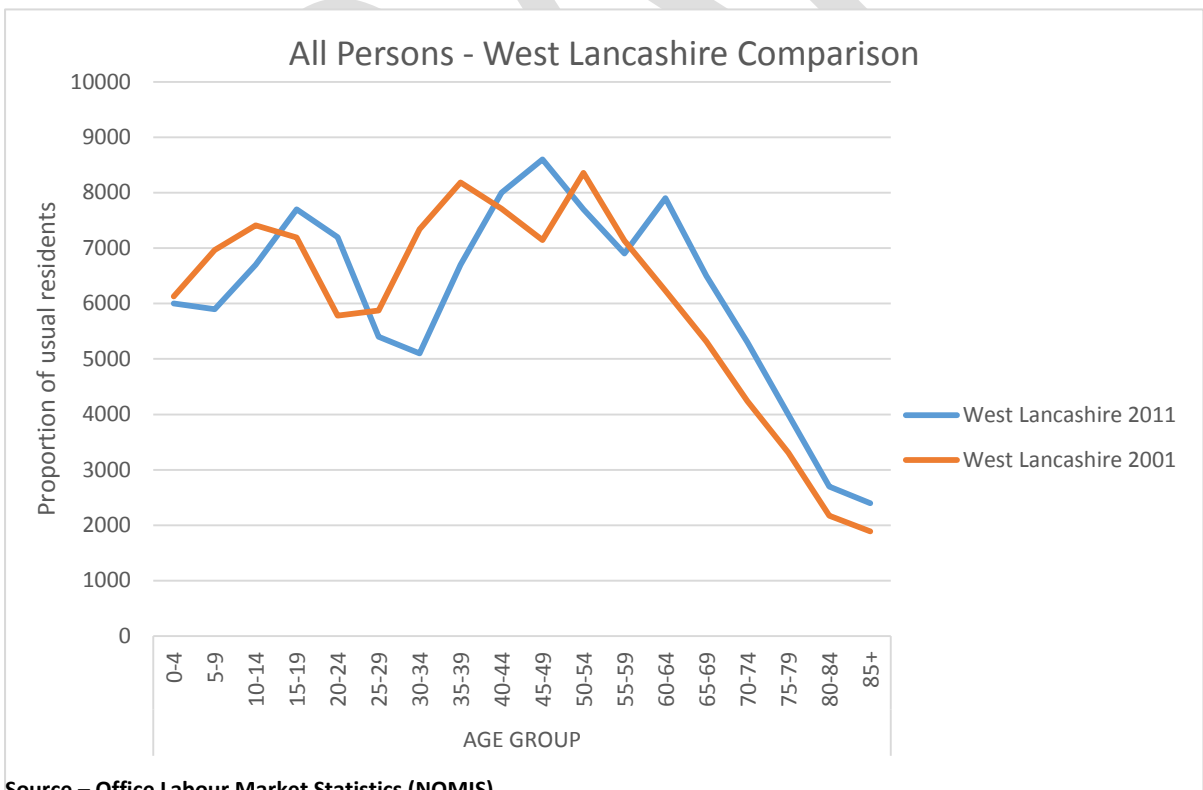


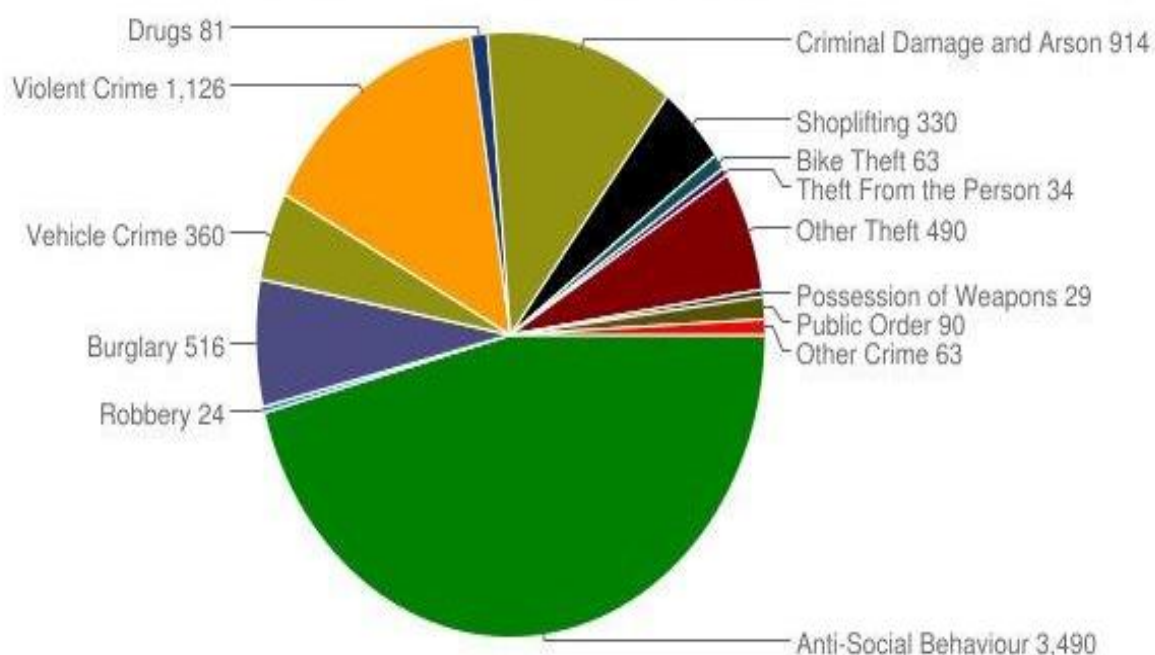
Figure 7 – Age Distribution – Comparisons for West Lancashire (2001 and 2011 Census)



Crime and Community Safety

- Anti-Social behaviour accounts for nearly 50% of all crimes in West Lancashire.
- The second, is violence and sexual crime, which accounts for 15% of criminal activities, followed by criminal damage, arson and burglaries.
- The crime rate in West Lancashire is lower than average, however, the Wards of Birch Green, Scott, Skelmersdale North, Derby and Up Holland are reported to have prevalent crime rates.
- The rate of people killed and seriously injured on roads in West Lancashire is worse than the national average.
- Single-figure (low level) crime rates have been reported over 2016 within the Wards of Newburgh, Rufford and Halsall.
- Figure 8 below provides a crime breakdown of criminal activities within West Lancashire over January 2016 to December 2016.

Figure 8 – West Lancashire Crime Breakdown (Jan 2016 to Dec 2016)



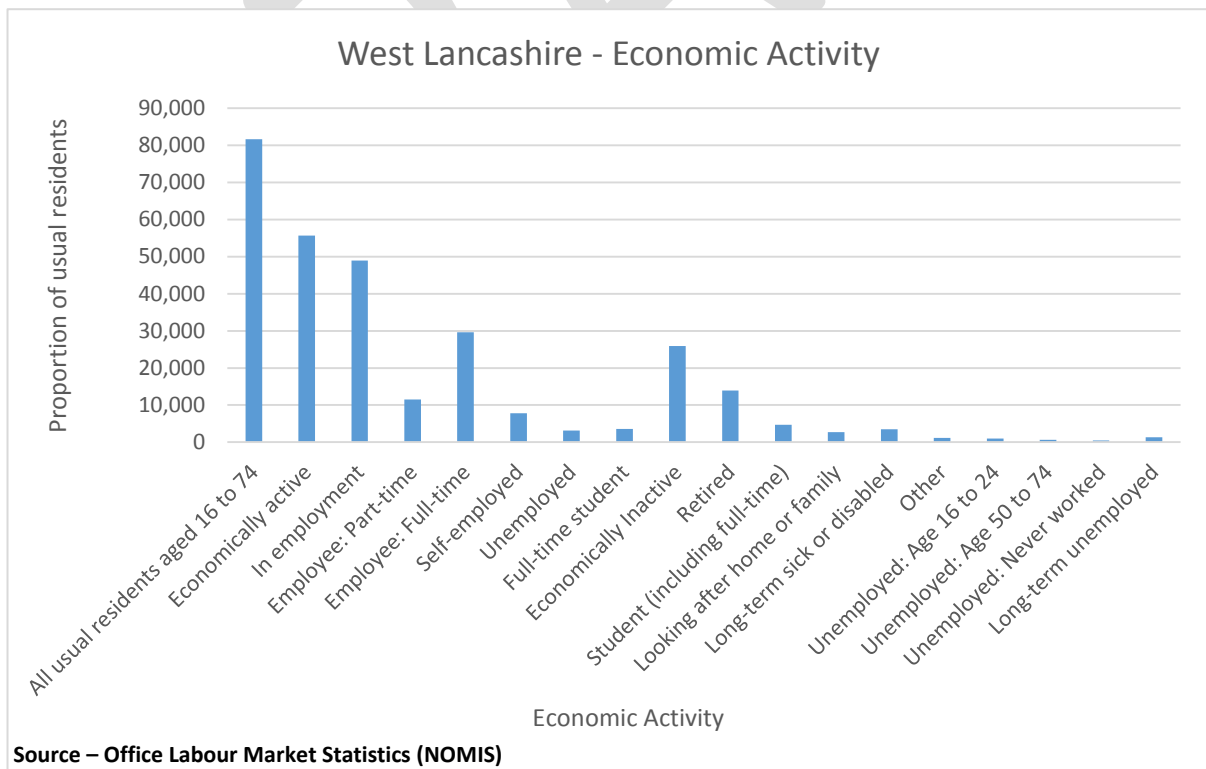
Source – Office Labour Market Statistics (NOMIS)

Economy, Employment, Education and Skills

- 1 in 4 businesses in West Lancashire are four years old or younger.
- 68% of 16-74 years are economically active within the Borough.
- The proportion of the Borough who are economically inactive has fallen from 34.6% in 2001 to 32% in 2011.
- Whilst youth unemployment is below regional and national averages there are noticeably high levels in certain Wards, such as Skelmersdale South/ North and Digmaor. These Wards also suffer from significant high levels of school absenteeism and serve educational underachievement, particularly GCSE attainment.

- In total 63.1% of young people do achieve 5 or more GCSE's at grade A* - C which is above the national average. Although, in Wards such as, Skelmersdale South/ North and Moorside these rates drop significantly and are considerably worse than the regional and national average.
- Income deprivation is highest in Skelmersdale, along with unemployment.
- Of the working age population 17% are retired, this percentage is much higher than that of national average (13%) and indicates along with the figures for population age, that West Lancashire has a high level of retirees, and an ageing population living within it. It is estimated that this in turn will have economic implications on the Borough, particularly in the future as growth in our ageing population continues.
- In total 25% of our population are qualified to NVQ level 4+, which is below the national average of 27.2%.
- It is reported that only 6% of the districts workforce are employed in "skilled trades" (Agriculture, Construction, Electrical, etc.) and long-term unemployment even though it is below the national average at 7.2% (national average 7.8%) trend shows it worsening year-over-year.
- There is a significant difference in the proportion of work-age people receiving Job Seekers Allowance in different Wards, the highest proportion being within the seven Wards of Skelmersdale (Skelmersdale North and South, Tanhouse, Birch Green, Ashurst, Digmaor and Moorside).
- Figure 9 below taken from the 2011 Census provides an account of the economic activity of West Lancashire.

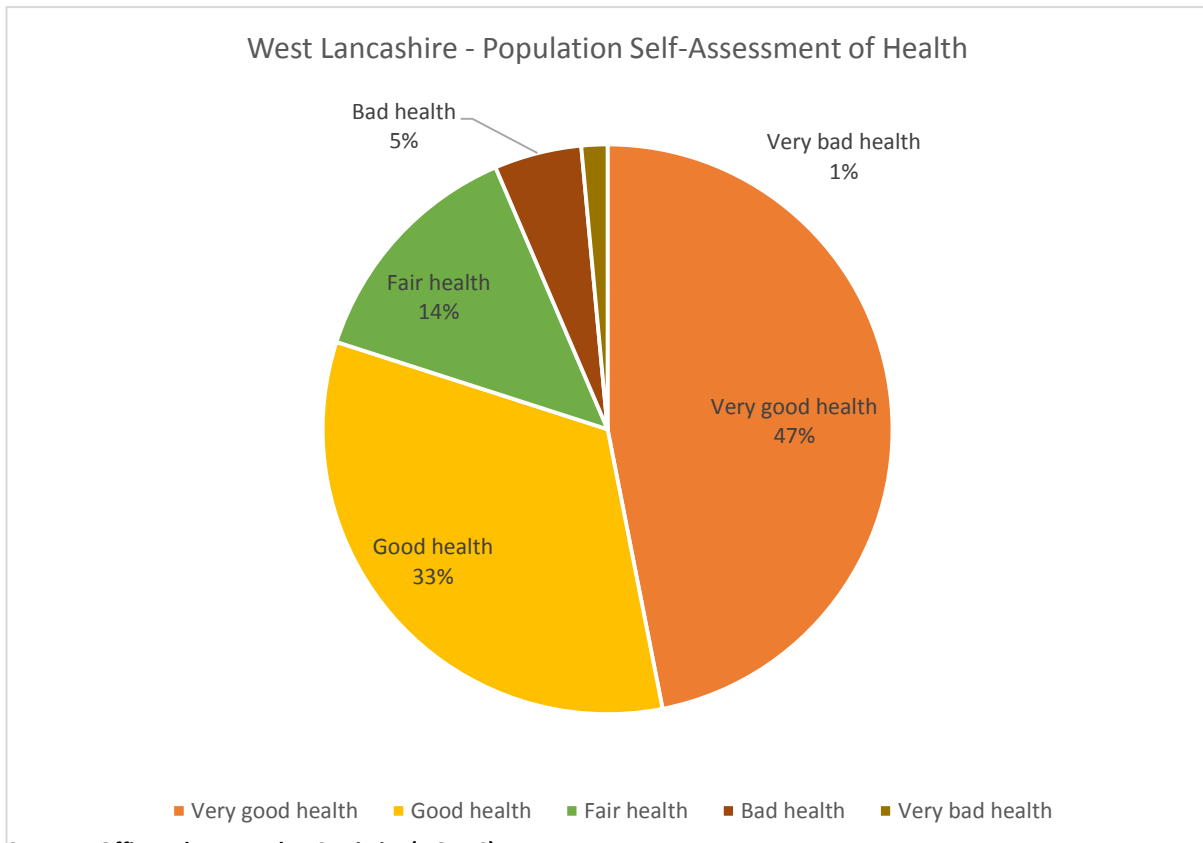
Figure 9 – Economic Activity – Comparisons for West Lancashire (2011 Census)



Health and Housing

- Out of the adult population of West Lancashire 27% are either categorised overweight or obese along with 27% of reception aged children and 33% of 10-11 years.
- 12% of the population are living with a mental health disorder, such as anxiety and depression.
- Hip fractures in the 65s and over is worse than the national average and injuries due to falls by females aged 65+ is also higher than the national average.
- People living in the most deprived communities are twice as likely to die under the age of 75.
- Males living in our most deprived neighbourhoods will live on average 9 years less than those living in the least and women 7 years.
- Reports indicate 1 in 5 residents over the age of 60 are living below the poverty line, including 22.7% of children (national average 21%).
- Only 27% of residents are estimated to be eating the recommended five portions of fruit and vegetables a day (national average 29%).
- Hospital stays for alcohol-related harm is above the national average, especially amongst under 18s.
- 17% of pregnant women continue to smoke throughout their pregnancy (national average 19%).
- Hospital admissions for self-harm are also above the national average.
- 78% of attributable mortalities are associated to cancers, cardiovascular disease, diseases of the respiratory system and mental health and behavioural disorders.
- 32.5% of the adult population take part in at least 1 x 30 minutes of moderate intensity sports per week, this is less than the national average of 35.7% and 19% of the population are members of sports club (national average 21.5%).
- Compared to 326 local authorities West Lancashire sits 164th most deprived area in England, indicating large scale scope for health improvement.
- Figure 10 below was taken from the 2011 Census on how residents perceive their health and as per the Census 47% view their health as very good, whilst 33% view their health as good, leaving the remaining 20% to regard it between fair to very bad. Setting a scene for health intervention (improvement).

Figure 10 – Health in West Lancashire (2011 Census)



Environment

- Despite West Lancashire having a large amount of green belt, at 8.5 tonnes, we have the third highest CO2 emissions per person in Lancashire, significantly above the national average of 7.6.
- 3 out of 4 people travel to work by car, considerably above the national rate of 62.6%.

Appendix 3 – Social Value

The Public Services (Social Value) Act 2012 places a requirement on commissioners and procurers to "consider how the services they commission and procure might improve the economic, social or environmental wellbeing of an area". Although the Act only applies to contracts which are valued over the EU procurement threshold, the principle of social value if placed throughout the commissioning cycle is capable of generating benefits to society and the economy whilst minimising damage to the environment during any given procurement, especially in terms of delivering best value across an entire lifecycle.

The requirements of the Act are therefore a really important tool to enable public bodies to think about how to achieve the very best for their communities in relation to health and health outcomes. Figure 11 below provides examples of the types of economic, social and environmental factors that can be typically embedded to provide social value within the commissioning and procurement cycle.

Figure 11 – Examples of Economic, Social and Environmental Factors for Sustainable Health



A robust social value framework can encourage a more innovative way of thinking, especially in the context of increasingly limited resources. The Act itself ensures public bodies will achieve the greatest value for every pound spent to achieve the greatest environmental, economic and social benefits for people to live quality lives.

Last year a Freedom of Information request by Social Enterprise UK identified more than 1 in 3 (33%) local authorities routinely consider social value in their commissioning and procurement processes, and 1 in 4 (24%) have a social value policy.

By working with suppliers to deliver social value in contracts where it is appropriate and proportionate to do so, direct and indirect health improvements and further ways to reduce health inequalities can be achieved. This action also has the potential to reduce demand on health services (and other services) in the long-term by imposing the framework to improve the conditions to which people live their lives.

Appendix 4 – Health in All Policies

A “Health in All Policies” (HiAP) approach targets the key social determinants of health through an integrated approach with the ultimate goal of achieving health equity. **Health equity** is different from **health equality**. Equity is about fairness it involves trying to understand and give people what they need to enjoy full, healthy lives. Equality, in contrast, aims to ensure that everyone gets the same things in order to enjoy full, healthy lives. Like equity, equality aims to promote fairness and justice, but it can only work if everyone starts from the same point.

In order to effectively influence population health, it is crucial to target the root causes found within a wider societal perspective. In practice this means integrating health considerations into a wider range of related policy areas, such as, to name a few, housing, planning, environmental health and economic regeneration.

The effective use of the HiAP approach involves a number of activities, such as utilisation of a Health Impact Assessment (HIA), to achieve better health outcomes and reduce health inequalities. The use of a HIA is currently used during review and formation of the Council’s Local Plan, so it would be logical to adopt its principles to systematically look at all internal policies, in relation to identifying gaps and integrating health equity into all policies and maximise on across-the-board health improvements.

A HiAP process is very distinguishable from general assessments in that it should achieve at least one of the following things:

- Specify a change to be achieved, such as increased access to/ uptake of a service within marginalised communities;
- Measure an activity or process aiming to contribute to a reduction of inequity, such as, increasing resources allocated to areas in greatest need;
- Disaggregate outcomes to be achieved by equity groups, often with a greater improvement specified for some groups or areas compared to others;
- Focus on determinants of poor outcomes, such as reducing poverty, unemployment or poor housing (key equity groups).

Ultimately, the HiAP approach seeks to embed considerations of health, equity and sustainability as a standard part of decision-making.

Through a HiAP focus it is possible to achieve collaboration across service divisions and promote efficiency and effectiveness by fostering discussions on how services can be shaped, resources shared and duplication of work reduced. This action alone can provide potential to decrease costs, end working in silos, and improve performance and business outcomes.

In relation to the Council there is widespread support and ambition to build upon existing strategies to ensure that they are part of a broader health and wellbeing agenda and contribute comprehensively to the delivery of our overarching priorities and Council Plan. In support, there is a real appetite to build greater coherence and strategic focus on a number of policy areas and existing strategies to ensure improved alignment across a wide range of services for closer working and collective action and it is the intention of this strategy’s delivery plan to create the assessment process to enable this to happen.

We already have a series of strategies and priorities which reflect a number of policy areas and delivery arrangements that have a particular impact on community health and wellbeing. These include, but are not limited to:

- Economic Development Strategy;
- Green Infrastructure and Cycling Strategy;
- Ormskirk Town Centre Strategy;
- Climate Change Strategy;
- Domestic Violence Strategy;
- Housing Strategy;
- Sustainable Energy Strategy;
- Tenure Strategy;
- Leisure Strategy;
- Financial Inclusion Strategy.

To fulfil this appetite and strengthen cohesive working it is the intention of this action to develop the framework through utilisation of the "HIA" used to formulate our Local Plan as previously mentioned, to assess individual strategies as they expire and as new ones are prepared to ensure Council policies and delivery plans are complementary, and effectively align to best meet the health and wellbeing needs of West Lancashire.

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Appendix 5 – WLBC Audit Review of Health-Promoting Assets

Development and Regeneration Services

Strategic Planning and Implementation	<ul style="list-style-type: none"> Through our Local Plan setting the framework for the growth of West Lancashire over the decades to support economic activity, jobs, infrastructure, education and skills, housing, social and environmental issues and policies to address health inequalities. Ensuring development proposals contribute to delivering the Local Plan vision and undertake prevention, intervention and enforcement when this does not happen. Assessing the impact of major development proposals on the health and wellbeing of communities, for example, through use of Health Impact Assessment (HIA) and consultation with LCC public health team.
Economic Regeneration	<ul style="list-style-type: none"> Influencing the Local Enterprise Partnership (LEP) and other key partners to help enable economic growth and inward investment which would provide opportunities for West Lancashire residents to improve quality of life through various employment opportunities. Play a strategic part in the facilitation of the Skills, Training and Employment Partnership (STEP) focused on bringing together partners, providers and local organisations to develop and deliver pathways to improve local employment opportunities and skills opportunities. Delivering a Regeneration action plan to stimulate economic growth in key parts of the borough, for example, to support delivery of positive change, support business growth and encourage quality investment, by the implementation of substantial developments and initiatives, such as those found within the Ormskirk Town Centre Strategy and the Skelmersdale Vision Masterplan. Continue to develop the Skelmersdale Ambassador network encouraging businesses to raise the profile of the area as a place to work, invest and live. Work with local employers to encourage participation in the West Lancashire Employment and Skills Charter, which includes a range of local initiatives such as attending careers fairs, mock interviews within schools and recruitment of apprenticeships, aimed to help improve the aspirations of young people and support disadvantaged individuals.
Housing Strategy and Development	<ul style="list-style-type: none"> Significant energy efficient improvements to housing stock to provide long term fuel efficiencies, reductions in fuel poverty and to ensure affordable warmth for tenants. To significantly improve the housing stock of Skelmersdale by action of works to improve bathrooms, kitchens and windows to enable residents to live in nicer surroundings for better enjoyment of overall quality of life. Key asset for supporting individuals to access training and employment, including priority "digital inclusion" project. This project will help support people to develop IT skills in order to access Council services (including benefits) online, as well as developing skills for future employment.
Technical Services	<p><u>Ormskirk Town Centre</u></p> <ul style="list-style-type: none"> Provide parking facilities that ensure residents can access the health services they need. Continuing to provide residents and visitors with access to essential services by improving car parking provision. Managing parking to reduce adverse impact, improve journey times for bus services. Reducing the adverse impact of on-street parking and provide facilities for off-street parking for new developments appropriate to the location. Fostering and encouraging the use of sustainable forms of transport. Managing on-street parking to reduce traffic congestion and improve safety to improve the environment for residents and visitors. Providing residents and visitors with opportunities to park where they will not adversely affect the amenities or

	<p>safety of others.</p> <ul style="list-style-type: none"> • Ensure car parks are well lit, clean and well maintained. • Provide reserved parking bays for disabled badge holders to enable them to park closer to their destination. • Managing the provision of facilities for parking and business deliveries to maintain the attractiveness of Ormskirk Town Centre.
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Finance and HR Services

HR Services	<ul style="list-style-type: none"> • Delivery of a range of HR policies to support managers and officers to manage our employees in a supportive and safe environment. • Provisions to promote mental wellbeing and work-life balance for the entire workforce.
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Leisure and Wellbeing Services

Environmental Protection & Community Safety	<ul style="list-style-type: none"> • Work with businesses to ensure they manage noise from their activities which may impact upon health. • Monitoring and tackling local air quality issues caused by traffic and industrial processes. • Ensuring any local air quality issues are reported and vulnerable groups informed. • Management and delivery of a district wide CCTV service helping to keep residents safe. • Coordination of Community Safety work in the district through the West Lancashire Community Safety Partnership to help keep residents safe. • Taking action to ensure those responsible for environmental crimes are challenged and when appropriate prosecuted. • Monitoring, responding and tackling environmental crimes and responding to community needs in relation to improving the look and feel of our neighbourhoods. • Tackling community nuisance issues such as noise, pests, waste problems, low level; anti-social behaviour (ASB) which impact upon community health and wellbeing. • Monitor compliance for smoke free buildings and play areas, thus reducing the impact of passive smoking. • Assessing land contamination and suggesting land remediation, usually through local planning applications to determine appropriate land use to protect public health. • Working with social services and vulnerable residents to reduce health risks of hoarding and self-neglect and control wider community issues associated with such issues. • Coordination and management of multi-agency anti-social behaviour (ASB) problem solving group tackling ASB and supporting victims. • Delivering an emergency plan procedure in partnership with other sector agencies in the event of a civil emergency. • Delivery of an emergency event management plan, the opening of rest centres if required and opening of emergency operations centres.
Commercial, Safety and Licensing Manager	<ul style="list-style-type: none"> • Protect the public from food poisoning through food safety business audits, information and training sessions and through work with health partners to ensure serious food poisoning such as e-coli or salmonella are investigated and controlled. • In partnership with public health colleagues managing cases of infectious disease within the community. • Protect employees from accidents at work through business support, information, training and audits of higher risk industries. • Working with local industry to ensure environmental and health standards are managed and monitoring undertaken to ensure safe limits for the community.

	<ul style="list-style-type: none"> • Tackling dilapidation within our towns and villages and where possible ensuring property is brought back into use and local amenity is protected. • Statutory administration of 15 licensing schemes including keeping licenced premises safe and regulation of West Lancashire carriage taxis and private hire vehicles.
Home Care Link	<ul style="list-style-type: none"> • Administration of a 24-hour community alarm system to help our older residents remain independent and safe in their own homes.
Homelessness and Private Sector Housing	<ul style="list-style-type: none"> • Removing health & safety risks as outlined within the Housing Health & Safety Rating System. Such as excessive cold and risks of slips, trips and falls. • Annual inspection of Caravan sites to ensure they meet legislative standards in relation to site licence conditions and health and safety requirements. • Deliver support to households in Council managed temporary and hostel accommodation. • Managing improvement loans and grants. • Minor works grants to vulnerable residents in the private sector to remove hazards. • Adaptions to vulnerable disabled residents to improve their ability to remain at home and prevent hospital admissions through slips, trips and falls. Ensuring safe facilities for washing, access and egress. <p>Houses in Multiple Occupation</p> <ul style="list-style-type: none"> • Working in partnership to protect the more vulnerable private sector housing tenants, under the provision of home visits and legislative advice. With a particular focus around living conditions resulting in damp and mould and other health and safety issues including dangerous gas/ electrical appliances and no smoke detection.
Corporate Health and Safety	<ul style="list-style-type: none"> • Underscore the legislative regulation to provide corporate health & safety to enforce a safe and compliant working environment for the whole of WLBC workforce.
Leisure Operations	<ul style="list-style-type: none"> • Deliver health improvement brief intervention such as, the 2016 commissioned "Active West Lancs" Scheme, which helps target different sections of the community to become more physically active by utilising local facilities and green spaces, such as leisure centres, our parks (outdoor gyms) and community buildings. • Delivery of a wide-range of projects to improve activity levels for all ages, including provision to engage in sport and physical activity from a young age. • Undertaking community food initiatives to provide residents with essential dietary and lifestyle advice to enable healthier living. • Provision of a health professional team to carryout community engagement to encourage healthier lifestyles, such as undertaking health walks, delivery of exercise sessions, sports activities and food seminars in local schools, colleges and community buildings, as well as providing accredited nutritional training. • Operate 40 play areas within the towns and villages, 10 countryside parks, 3 urban parks, to provide open spaces for residents to enjoy the outdoors, meet friends and remain active, including facilitating the promotion of arts and cultural facilities/ services and the organising of high-profile events to support community mass participation. • Volunteering <ul style="list-style-type: none"> ○ Many of the parks benefit from groups of volunteers "Friends" who help to support our plans and improvements for the community. ○ Other active volunteers carry out health walk leadership support and take part in activities that help look after the local environment. ○ The volunteer groups provide an opportunity for people to stay active, meet new friends and take pride in their local area.

Housing and Inclusion

Housing Operations	<ul style="list-style-type: none"> • Allocation of social and affordable housing in accordance with the Council's allocation policy to those households in greatest need (including health and medical conditions). • Assessing housing needs to ensure the district can provide the right type and numbers of accommodation to meet the requirements of our population and growth. • Delivering a range of Housing advice services to prevent homelessness wherever possible and take action to rehouse households where it is shown that they are unintentionally threatened with homelessness. • To improve the financial capability of residents living in social housing. For example, reducing the risk of residents asking for help from illegal money lenders. • For residents with limited resources, and those in greatest need provision of sheltered accommodation. • To clearly communicate to our tenants' standards of health and safety management throughout our housing stock, underpinned from the "decent homes standard" guidelines. • To deliver a "Housing Property Repairs Programme" which consists of approximately 22,400 works orders being issued annually for our tenants homes. • Ensuring to carry out approximately 5820 annual gas safety checks. • Provision of minor repairs and improvement works to eligible vulnerable residents. • Maintain the cleanliness levels of communal areas, including the removal of graffiti. • Provide a level of provision for gardening services for our disabled and elderly tenants. • Assist the falls prevention team with supporting vulnerable tenants at risk. • Work in partnership with Age UK to facilitate support for residents with dementia. • Work in partnership with Lancashire Fire and Rescue service to ensure vulnerable tenants are assisted with fire prevention aids and advice.
Housing Benefits and Council Tax Support	<ul style="list-style-type: none"> • Administration and payments of housing and council tax benefits to maximise income for residents who qualify for such support.
Customer Services	<ul style="list-style-type: none"> • Offering a central Customer Contact Centre and two Customer Service Points in Ormskirk and Skelmersdale to provide information, advice and guidance with regard to the delivery of Council services and signposting where appropriate to other relevant services available within the district. • Information distribution whether through the central contact centre, service points or council website - including advice on how to register with a GP, reporting exploitation, workers' rights, and fire safety in the home and general useful local support agency contacts. • Provision of funding for arts and cultural activities, talented athletes, grants for community groups, and youth activities and sports clubs.

Street Scene Services

Street Scene Operations	<ul style="list-style-type: none"> • Maintain good levels of cleanliness in our streets, public areas and open spaces. • Maintain, public areas and open spaces for recreational use. • Removal of graffiti, fly-tipping and abandoned vehicles. • Provision for collection of domestic and non-domestic waste. • Arrangements for bulky household waste to be collected. • Assisted collection services for our more vulnerable residents. • To work collaborative with partners to ensure the required infrastructure is in place to maximise recycling opportunities to best protect the environment.
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Appendix 6 – The Workplace Wellbeing Charter

The Workplace Wellbeing Charter was relaunched as a national initiative in June 2014 by Public Health England (PHE), as a means of offering employers in England a more systematic methodology for improving workplace health. The Charter is also backed by the Government's former national director for health and work, Dame Carol Black, who has described it as being an "opportunity for employers to demonstrate their commitment to health and wellbeing of their workforce."

The scheme is a voluntary, self-assessment programme open to all public, private and voluntary sector organisations; where it offers an evidence-based approach towards providing advice, guidance and resources to help organisations create an environment in which individuals can flourish.

The initiative is based around three levels: commitment, achievement and excellence. Each of the levels in different ways, tackle key health issues such as: mental ill-health, physical inactivity, smoking, alcohol abuse, unhealthy eating and sickness absence.

In terms of specific initiatives, there are many to choose from. The company does a lot of what might be called standard intervention or support, including wellbeing policies, employee assistance programmes and so on.

Organisations using the Charter can benefit in many ways, these include:

- The ability to audit and benchmark against an established and independent set of standards – identifying what the organisation already has in place and what gaps there may be in health & wellbeing of employees.
- Developing strategies and plans – The Charter provides a clear structure that organisations can use to develop health & wellbeing strategies and plans.
- National recognition – The Charter award process is robust and evidence based. With over 1,000 organisations across England holding awards, The Workplace Wellbeing Charter is now widely recognised as the business standard for health & wellbeing across England.
- The award can help organisations to strengthen brand and reputation and support in marketing activities.
- The Charter can also bring concrete benefits in the form of reduced sickness, lower staff turnover and increased levels of employee engagement and productivity.

Why we should take part

There is a growing body of evidence to show the financial benefits enjoyed by organisations that implement wellbeing programmes, including reduced sickness absence, improved productivity and reduced staff turnover. As we know the workforce is ageing and according to the Department of Health by 2024 almost 40% of the British population will be aged 50 or over.

As we age, we become more susceptible to chronic diseases, such as heart disease and diabetes, which are on the increase. Nowadays through sensible lifestyle choices and condition management, most of us can continue to lead normal and productive lives. As employers it is in our best interest to help our employees by supporting wellbeing through the workplace. Heart disease is often the result of poor diet, smoking and lack of exercise – all of which can be affected by the workplace. Failing to take action is likely to lead to lower productivity, all of which will levy a significant cost to the business.

Sickness absence and worklessness associated with ill-health costs the British economy £100 billion a year. With employers and employees bearing the burden of sickness absence costs, and the economy losing the output of those who are not in work, it is in everyone's interest to improve the health and wellbeing of working age people.

The Department for Work and Pensions estimated in July 2011 the total annual cost of Statutory Sick Pay to employers in England is more than £1.5 billion.

As an employer not only should our success be based on providing services to support the local population to live a decent quality of life we should also look to measure the satisfaction levels of our employees to ensure they are fully engaged and infused to meet our Council Plan and Ambitions, so we are able to achieve the maximum benefit and return for all.

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Equality Impact Assessment Form



Directorate: Leisure and Wellbeing		Service: Leisure Services	
Completed by: Caroline Robinson		Date: 31st Aug 2017	
Subject Title: Health & Wellbeing Strategy			
1. DESCRIPTION			
Is a policy or strategy being produced	Yes	*delete as appropriate	
Is a service being designed, redesigned or cutback:	NO		
Is a commissioning plan or contract specification being developed:	NO		
Is a budget being set or funding allocated:	NO		
Is a programme or project being planned:	NO		
Are recommendations being presented to senior managers and/or Councillors:	Yes		
Does the activity contribute to meeting our duties under the Equality Act 2010 and Public Sector Equality Duty (Eliminating unlawful discrimination/harassment, advancing equality of opportunity, fostering good relations):	Yes		
Details of the matter under consideration:	Draft Health and Wellbeing Strategy		
<p><i>If you answered Yes to any of the above go straight to Section 3</i> <i>If you answered No to all the above please complete Section 2</i></p>			
2. RELEVANCE			
Does the work being carried out impact on service users, staff or Councillors (stakeholders):			
If Yes , provide details of how this impacts on service users, staff or Councillors (stakeholders): <i>If you answered Yes go to Section 3</i>			
If you answered No to both Sections 1 and 2 provide details of why there is no impact on these three groups: <i>You do not need to complete the rest of this form.</i>			
3. EVIDENCE COLLECTION			
Who does the work being carried out impact on, i.e. who is/are the stakeholder(s)?	Council Departments, partner organisations, current and future users of Council Services		
If the work being carried out relates to a universal service, who needs or uses it most? (Is there any particular group affected more than others)?	The Strategy aims to improve the quality of life of all residents, with a particular emphasis on redressing health inequalities		

Which of the protected characteristics are most relevant to the work being carried out? Age Disability	<i>*delete as appropriate</i>
4. DATA ANALYSIS	
In relation to the work being carried out, and the service/function in question, who is actually or currently using the service and why?	Current and future users of Council Services
What will the impact of the work being carried out be on usage/the stakeholders?	The Strategy will have a positive impact upon residents Health and Wellbeing
What are people's views about the services? Are some customers more satisfied than others, and if so what are the reasons? Can these be affected by the proposals?	
What sources of data including consultation results have you used to analyse the impact of the work being carried out on users/stakeholders with protected characteristics?	<ul style="list-style-type: none"> • Consultation with all Council Departments • An internal audit of Council Services • Local Public Health Intelligence • West Lancashire Borough Council and WLCCG data
If any further data/consultation is needed and is to be gathered, please specify:	
5. IMPACT OF DECISIONS	
In what way will the changes impact on people with particular protected characteristics (either positively or negatively or in terms of disproportionate impact)?	Whilst universal, the strategy will proactively seek to support older people, those with disabilities and those experiencing Health inequalities
6. CONSIDERING THE IMPACT	
If there is a negative impact what action can be taken to mitigate it? (If it is not possible or desirable to take actions to reduce the impact, explain why this is the case (e.g. legislative or financial drivers etc.).	N/A
What actions do you plan to take to address any other issues above?	N/A
7. MONITORING AND REVIEWING	
When will this assessment be reviewed and who will review it?	Annually

MINUTE OF CABINET – 7 NOVEMBER 2017

47 **HEALTH & WELLBEING STRATEGY AND DELIVERY PLAN FOR WEST LANCASHIRE**

Councillor Wright introduced the report of the Director of Leisure and Wellbeing which presented the draft Health & Wellbeing Strategy and Delivery Plan for approval.

The Director of Leisure and Wellbeing circulated additional information and revised recommendations at the meeting.

In reaching the decision below, Cabinet considered the additional information and revised recommendations and the details as set out in the report before it and accepted the reasons contained therein.

- RESOLVED (A) That the Health and Wellbeing Strategy and Delivery Plan be approved, subject to any agreed amendments from the Executive Overview and Scrutiny Committee.
- (B) That the Director of Leisure & Wellbeing in consultation with the Portfolio Holder for Health & Community Safety be authorised to finalise the Health and Wellbeing Strategy and Delivery Plan having considered agreed comments of the Executive Overview and Scrutiny Committee.
- (C) That the call-in procedure is not appropriate for this item as the report will be submitted to the meeting of the Executive Overview and Scrutiny Committee on 23 November 2017.
- (D) That the Director of Leisure and Wellbeing's actions in seeking and obtaining funding from the More Positive Together initiative in West Lancashire be endorsed.
- (E) That the Director of Leisure and Wellbeing take all necessary steps to deliver the More Positive Together initiative in West Lancashire, utilising the externally provided grant of up to £196,000, together with existing resources, as necessary.

**MINUTE OF EXECUTIVE OVERVIEW AND SCRUTINY COMMITTEE
23 NOVEMBER 2017**

23 **HEALTH & WELLBEING STRATEGY AND DELIVERY PLAN FOR WEST
LANCASHIRE**

Consideration was given to the report of the Borough Solicitor that provided details of the decision of Cabinet, at its meeting on 7 November 2017, on the proposed Health and Wellbeing Strategy and Delivery Plan.

Members considered the report of the Director of Leisure and Wellbeing, attached at Appendix A, the proposed Health and Wellbeing Strategy and Delivery Plan at Appendix 1 of that report and the additional information and revised recommendations that had been circulated at Cabinet, at Appendix B.

The views of the Committee were sought on the Strategy prior to consideration by Council at its meeting on 13 December 2017.

The Deputy Director of Leisure and Wellbeing attended the meeting, provided an overview, referring to details as set down in the report, provided clarification on the issues raised and responded to questions.

In discussion questions and comments were raised in relation to the Priorities and Vision for health and wellbeing; its promotion, partnerships; attracting external funding; encouraging leisure participation, particularly amongst youngsters; provision of facilities and ensuring that reference is made to the Strategy within the Local Plan currently being developed.

The participation corporately to the Strategy was acknowledged as was the excellent report and the challenges and ambitions within the Strategy to contribute to the health and wellbeing of West Lancashire residents.

The Deputy Director of Leisure and Wellbeing, on behalf of those who had been involved in bringing the strategy forward, acknowledged the thanks and positive response to the Strategy. He noted the general comments and made an undertaking to continue to seek out initiatives, through local links and sports partnerships, that could benefit, especially young people, in local schools.

RESOLVED: As a consequence of the discussion on the draft Health and Wellbeing Strategy 2018-2021, the agreed comments to the relevant Portfolio Holders be:

- (1) That the following additional phrase (page 33, draft Strategy) be included:

“and work as appropriate with local partners such that they engage in similar actions to apply social value considerations through the procurement cycle, especially where this does not occur already.”

- (2) That reference be made to the Strategy within the Local Plan, currently being developed.

Cabinet: 7 November 2017
Agenda item 6(f)

**HEALTH & WELLBEING STRATEGY AND DELIVERY PLAN FOR WEST
LANCASHIRE**

**ADDITIONAL INFORMATION & REVISED RECOMMENDATIONS OF THE
DIRECTOR OF LEISURE AND WELLBEING**

ADDITIONAL INFORMATION

Health & Wellbeing Strategy – More Positive Together initiative

I am pleased to formally advise Cabinet that the Council has been successful in its bid for European funding, via the Lancashire Sport Partnership. The sum allocated to West Lancashire is £196,000, which will be used to create 3 new posts (as well as fund support costs for facility and equipment hire, transport, recruitment, training, marketing, promotional materials, etc.).

These new posts will work alongside 2 of our existing staff from Leisure and Housing Services (provided as "match-funding"), and will help develop support packages for tenants living in the most deprived areas, to improve their health & activity levels, their skills and their employability. The initiative will also support those most affected by multiple and complex barriers to their progression, such as substance misuse, mental and physical health problems, caring responsibilities, poverty and debt.

The opportunity to bid for this external grant funding arose before the Health & Wellbeing Strategy has been formally adopted – however, it clearly falls directly within the Council's Corporate Priorities and Vision for Health & Wellbeing – as well as being one of the Strategy's primary objectives, namely to seek external funding to develop and deliver Health & Wellbeing initiatives. I've therefore proceeded using the relevant general delegations, but it will be helpful if Cabinet could specifically note and endorse the actions taken and being done to deliver this particular initiative, by way of two further Recommendations to be added to the Report:

REVISED RECOMMENDATIONS

- 2.1 That the Health and Wellbeing Strategy and Delivery Plan be approved, subject to any agreed amendments from the Executive Overview and Scrutiny Committee.
- 2.2 That the Director of Leisure & Wellbeing in consultation with the Portfolio Holder for Health & Community Safety be authorised to finalise the Health and Wellbeing Strategy and Delivery Plan having considered agreed comments of the Executive Overview and Scrutiny Committee.

- 2.3 That the call-in procedure is not appropriate for this item as the report will be submitted to the meeting of the Executive Overview and Scrutiny Committee on 23 November 2017.
- 2.4 That the Director of Leisure & Wellbeing's actions in seeking and obtaining funding from the More Positive Together initiative in West Lancashire be endorsed.
- 2.5 That the Director of Leisure & Wellbeing take all necessary steps to deliver the More Positive Together initiative in West Lancashire, utilising the externally provided grant of up to £196,000, together with existing resources, as necessary.



CABINET: 7 NOVEMBER 2017

COUNCIL: 13 DECEMBER 2017

Report of: Borough Solicitor

Relevant Portfolio Holder: Councillor I Moran

Contact for further information: Mrs J Denning (Extn. 5384)
(E-mail: Jacky.Denning@westlancs.gov.uk)

SUBJECT: PUBLIC INVOLVEMENT AT MEETINGS – REVISED PROTOCOL

Wards affected: Borough wide

1.0 PURPOSE OF THE REPORT

1.1 To consider proposed revisions to the protocol for public speaking at meetings of Cabinet, Overview & Scrutiny Committees, Audit & Governance Committee and Standards Committee and other related matters raised at the Public Involvement at Meetings Working Group.

2.0 RECOMMENDATIONS TO CABINET

2.1 That the revised 'Public Speaking – Protocol' for meetings of Cabinet, Overview & Scrutiny Committees, Audit & Governance Committee and Standards Committee, attached at Appendix 1 to the attached report (Appendix A), be endorsed and submitted to Council on 13 December 2017 for approval.

2.2 That it be noted that a regular press release will be produced highlighting public speaking timescales.

3.0 RECOMMENDATIONS TO COUNCIL

3.1 That the revised 'Public Speaking – Protocol' for meetings of Cabinet, Overview & Scrutiny Committees, Audit & Governance Committee and Standards Committee, attached at Appendix 1 to the attached report (Appendix A), be approved, taking into consideration the comments of the Corporate and Environmental Overview & Scrutiny Committee (Appendix 3) and Cabinet (Appendix 4).

3.2 That Section 14.1 of the Constitution be updated accordingly and published on the Council's website.

4.0 BACKGROUND & CURRENT POSITION

- 4.1 At its meeting on 12 October 2017 the Corporate and Environmental Overview & Scrutiny Committee considered the attached report (Appendix A), which sets out proposed revisions to the protocol for public speaking at meetings of Cabinet, Overview & Scrutiny Committees, Audit & Governance Committee and Standards Committee and other related matters raised at the Public Involvement at Meetings Working Group. Revised recommendations were circulated at the meeting. (Appendix B).
- 4.2 A copy of the minute of the Committee, which concludes the work of the Working Group, is attached at Appendix C.

5.0 SUSTAINABILITY IMPLICATIONS/COMMUNITY STRATEGY

- 5.1 The provision of public involvement in meetings provides another method to enable local people to raise concerns or state their views to the Council providing an additional feedback mechanism for the community and improving access for all.

6.0 FINANCIAL AND RESOURCE IMPLICATIONS

- 6.1 There are no financial or resource implications arising from this report as the revised protocol can be accommodated within existing resources.

7.0 RISK ASSESSMENT

- 7.1 The report provides an opportunity to further develop transparency and openness through public involvement at meetings.

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

There is a direct impact on members of the public, employees, elected members and / or stakeholders, therefore an Equality Impact Assessment is required. A formal equality impact assessment is attached as Appendix 1 to the attached report, the results of which have been taken into account in the Recommendations contained within this report

Appendices

- A. Report of the Borough Solicitor to 12 October 2017 Corporate and Environmental Overview & Scrutiny Committee, with appendices.
- B. Recommendations as updated for Corporate and Environmental Overview and Scrutiny Committee.



**CORPORATE & ENVIRONMENTAL
OVERVIEW & SCRUTINY COMMITTEE:
12 OCTOBER 2017**

CABINET: 7 NOVEMBER 2017

COUNCIL: 13 DECEMBER 2017

Report of: Borough Solicitor

**Contact for further information: Mrs J Denning (Extn. 5384)
(E-mail: Jacky.Denning@westlancs.gov.uk)**

SUBJECT: PUBLIC INVOLVEMENT AT MEETINGS – REVISED PROTOCOL

Wards affected: Borough wide

1.0 PURPOSE OF THE REPORT

1.1 To consider proposed revisions to the protocol for public speaking at meetings of Cabinet, Overview & Scrutiny Committees, Audit & Governance Committee and Standards Committee and other related matters raised at the Public Involvement at Meetings Working Group.

2.0 RECOMMENDATIONS TO CORPORATE AND ENVIRONMENTAL OVERVIEW & SCRUTINY COMMITTEE AND CABINET

2.1 That the revised 'Public Speaking – Protocol' for meetings of Cabinet, Overview & Scrutiny Committees, Audit & Governance Committee and Standards Committee, attached at Appendix 1 to the report, be endorsed and submitted to Council on 13 December 2017 for approval.

2.2 That it be noted that a regular press release will be produced highlighting public speaking timescales.

2.3 That the current facilities/arrangements for people with disabilities accessing meetings of the Council, set out in paragraph 6 of the report, be noted.

2.4 That the continuation of the Working Group to allow it to consider the introduction of webcasting at meetings, the associated costs and any potential budget growth item, as detailed in paragraph 7 of the report, be noted and endorsed.

3.0 RECOMMENDATIONS TO COUNCIL

3.1 That the revised 'Public Speaking – Protocol' for meetings of Cabinet, Overview & Scrutiny Committees, Audit & Governance Committee and Standards Committee, attached at Appendix 1 to the report, be approved, taking into consideration the

comments of the Corporate and Environmental Overview & Scrutiny Committee (Appendix 3) and Cabinet (Appendix 4).

- 3.2 That Section 14.1 of the Constitution be updated accordingly and published on the Council's website.

4.0 REVISIONS TO THE PROTOCOL

- 4.1 At its meeting on 21 April 2017 the Public Involvement in Meetings Working Group reviewed the current arrangements in relation to public involvement in meetings 12 months after its implementation and agreed an amended protocol at its last meeting held on 20 September 2017.
- 4.2 The revised Protocol, attached at Appendix 1 to the report, has been redesigned to take into account suggestions put forward by the Working Group at its meeting in April. As revised (if approved) this would allow:
public speaking at the commencement of the appropriate item on the agenda, rather than at the start of the meeting; and
an extension of the deadline for submitting requests by Members of the public .
- 4.3 As the report is being considered by Corporate & Environmental Overview & Scrutiny Committee on 12 October, Cabinet on 7 November and Council on 13 December 2017 the first meeting for operation of any agreed revisions would be Corporate and Environmental Overview & Scrutiny Committee on 4 January 2018.

5.0 PUBLICITY

- 5.1 Currently, publicity arrangements include a page on the Council's website, all agendas are published on the website and an agenda sheet is placed on the Council's noticeboard. A press release is produced prior to each Cabinet meeting, which sets out the deadline for submitting requests to speak at future meetings of Audit & Governance Committee, Scrutiny Committees, Standards Committee and Cabinet, to promote these arrangements to members of the public.

6.0 DISABLED ACCESS ARRANGEMENTS FOR SPEAKERS

- 6.1 Meetings held in the Council Chamber and Cabinet & Committee Room are accessible for speakers who are wheelchair users/people with limited mobility. There is a disabled access in the Council Chamber and a designated space to park a wheelchair (if users so wish), a roaming microphone is also available from Member Services.

7.0 USE OF WEBCAM RECORDING AT MEETINGS

- 7.1 The Working Group also considered the future use of webcasting and recording at meetings. Initial estimates in the region of £40,000 were received from two providers of public sector live streaming services. A full survey of the meeting rooms would be required to give a more detailed cost analysis, which would take into consideration the current audio system.

7.2 Members of the Working Group agreed to extend its work to further consider the introduction of webcasting at meetings and the associated costs, with a view to considering a future budget growth item, if appropriate. A suitable procurement process would be required to firm up any arrangements, including a full assessment of any other additional resources required.

8.0 SUSTAINABILITY IMPLICATIONS/COMMUNITY STRATEGY

8.1 The provision of public involvement in meetings provides another method to enable local people to raise concerns or state their views to the Council providing an additional feedback mechanism for the community and improving access for all.

9.0 FINANCIAL AND RESOURCE IMPLICATIONS

9.1 The revised protocol can be accommodated within existing resources.

9.2 There is currently no budget for the provision of a webcasting system, therefore if Members wish to take this option forward a decision by Cabinet and/or Council would be required to authorise the additional costs required to take this project forward.

10.0 RISK ASSESSMENT

10.1 The report provides an opportunity to further develop transparency and openness through public involvement at meetings.

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

There is a direct impact on members of the public, employees, elected members and / or stakeholders. Therefore an Equality Impact Assessment is required, a formal equality impact assessment is attached as Appendix 1 to this report, the results of which have been taken into account in the Recommendations contained within this report

Appendices

1. Revised 'Public Speaking – Protocol' (Constitution 14.1)
2. Equality Impact Assessment
3. Minute of the Corporate & Environmental Overview & Scrutiny Committee held on 12 October 2017 (Cabinet and Council only)
4. Minute of the Cabinet held on 7 November 2017 (Council only)

PUBLIC SPEAKING – PROTOCOL

(For meetings of Cabinet, Overview & Scrutiny Committees, Audit & Governance Committee and Standards Committee)

1.0 Public Speaking

- 1.1 Residents of West Lancashire may, on giving notice, address any of the above meetings to make representations on any item on the agenda for those meetings, except where the public and press are to be excluded from the meeting during consideration of the item.
- 1.2 The form attached as an Appendix to this Protocol should be used for submitting requests.

2.0 Deadline for submission

- 2.1 The prescribed form should be received by Member Services by 10.00 am on the Friday of the week preceding the meeting. This can be submitted by e-mail to member.services@westlancs.gov.uk or by sending to:

Member Services
West Lancashire Borough Council
52 Derby Street
Ormskirk
West Lancashire
L39 2DF

- 2.2 Completed forms will be collated by Member Services and circulated via e-mail to relevant Members and officers and published on the Council website via Modgov. Only the name of the resident and details of the issue to be raised will be published.
- 2.3 Groups of persons with similar views should elect a spokesperson to speak on their behalf to avoid undue repetition of similar points. Spokespersons should identify in writing on whose behalf they are speaking.

3.0 Scope

- 3.1 Any matters raised must be relevant to an item on the agenda for the meeting.
- 3.2 The Borough Solicitor may reject a submission if it:
- (i) is defamatory, frivolous or offensive;
 - (ii) is substantially the same as representations which have already been submitted at a previous meeting; or
 - (iii) discloses or requires the disclosure of confidential or exempt information.

4.0 Number of items

- 4.1 A maximum of one form per resident will be accepted for each Agenda Item.
- 4.2 There will be a maximum of 10 speakers per meeting. Where there are more than 10 forms submitted by residents, the Borough Solicitor will prioritise the list of those allowed to speak. This will be considered having regard to all relevant matters including:
 - a. The order in which forms were received.
 - b. If one resident has asked to speak on a number of items, priority will be given to other residents who also wish to speak
 - c. Whether a request has been submitted in relation to the same issue.
- 4.3 All submissions will be circulated to Members of the relevant body and officers for information, although no amendments will be made to the list of speakers once it has been compiled (regardless of withdrawal of a request to speak).

5.0 At the Meeting

- 5.1 Speakers will be shown to their seats. At the commencement of consideration of each agenda item the Leader/Chairman will invite members of the public to make their representations. Residents will have up to 3 minutes to address the meeting. The address must reflect the issue included on the prescribed form submitted in advance.
- 5.2 Members may discuss what the speaker has said along with all other information, when all public speakers on that item have finished and will then make a decision. Speakers should not circulate any supporting documentation at the meeting and should not enter into a debate with Councillors.
- 5.4 If residents feel nervous or uncomfortable speaking in public, then they can ask someone else to do it for them. They can also bring an interpreter if they need one. They should be aware there may be others speaking as well.
- 5.5 Speakers may leave the meeting at any time, taking care not to disturb the meeting.

(Please see attached form.)



REQUEST FOR PUBLIC SPEAKING AT MEETINGS

MEETING & DATE

NAME

ADDRESS

.....

Post Code

PHONE

Email

Please indicate if you will be in attendance at the meeting

<p>YES/NO*</p> <p>*delete as applicable</p>
--

Note: This page will not be published.

(P.T.O.)

PLEASE PROVIDE DETAILS OF THE MATTER YOU WISH TO RAISE

Agenda Item Number

Title

Details

.....

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.....

Name Dated

Completed forms to be submitted by 10.00am on the Friday of the week preceding the meeting to:-

*Member Services, West Lancashire Borough Council, 52 Derby Street, Ormskirk, Lancashire, L39 2DF or
Email: member.services@westlancs.gov.uk*

If you require any assistance regarding your attendance at a meeting (including access) or if you have any queries regarding your submission please contact Member Services on 01695 585065

Note: This page will be published.

Equality Impact Assessment Form



Directorate: Legal and Democratic Services	Service: Member Services
Completed by: Sue Griffiths	Date: 4 October 2017
Subject Title: Public Involvement in Meetings	
1. DESCRIPTION	
Is a policy or strategy being produced or revised:	Yes
Is a service being designed, redesigned or cutback:	Yes
Is a commissioning plan or contract specification being developed:	No
Is a budget being set or funding allocated:	No
Is a programme or project being planned:	Yes
Are recommendations being presented to senior managers and/or Councillors:	Yes
Does the activity contribute to meeting our duties under the Equality Act 2010 and Public Sector Equality Duty (Eliminating unlawful discrimination/harassment, advancing equality of opportunity, fostering good relations):	No
Details of the matter under consideration:	To review the current arrangements for public involvement in meetings
<p><i>If you answered Yes to any of the above go straight to Section 3</i> <i>If you answered No to all the above please complete Section 2</i></p>	
2. RELEVANCE	
Does the work being carried out impact on service users, staff or Councillors (stakeholders):	
If Yes , provide details of how this impacts on service users, staff or Councillors (stakeholders): <i>If you answered Yes go to Section 3</i>	
If you answered No to both Sections 1 and 2 provide details of why there is no impact on these three groups: <i>You do not need to complete the rest of this form.</i>	
3. EVIDENCE COLLECTION	
Who does the work being carried out impact on, i.e. who is/are the stakeholder(s)?	Members of the Public
If the work being carried out relates to a universal service, who needs or uses it most? (Is there any particular group affected more than others)?	No

Which of the protected characteristics are most relevant to the work being carried out?	
Age	Yes
Gender	Yes
Disability	Yes
Race and Culture	Yes
Sexual Orientation	Yes
Religion or Belief	Yes
Gender Reassignment	Yes
Marriage and Civil Partnership	Yes
Pregnancy and Maternity	Yes
4. DATA ANALYSIS	
In relation to the work being carried out, and the service/function in question, who is actually or currently using the service and why?	Members of the public
What will the impact of the work being carried out be on usage/the stakeholders?	Possible revisions to the current arrangements to encourage increased public participation
What are people's views about the services? Are some customers more satisfied than others, and if so what are the reasons? Can these be affected by the proposals?	The revision to current arrangements have been made following feedback and consultation with the Public Involvement at Meetings Working Group.
What sources of data including consultation results have you used to analyse the impact of the work being carried out on users/stakeholders with protected characteristics?	n/a
If any further data/consultation is needed and is to be gathered, please specify:	The Corporate & Environmental Overview & Scrutiny Committee will review the arrangements annually.
5. IMPACT OF DECISIONS	
In what way will the changes impact on people with particular protected characteristics (either positively or negatively or in terms of disproportionate impact)?	None.
6. CONSIDERING THE IMPACT	
If there is a negative impact what action can be taken to mitigate it? (If it is not possible or desirable to take actions to reduce the impact, explain why this is the case (e.g. legislative or financial drivers etc.).	None
What actions do you plan to take to address any other issues above?	None
7. MONITORING AND REVIEWING	
When will this assessment be reviewed and who will review it?	12 months from the Decision of Council by the Corporate & Environmental Overview & Scrutiny Committee.

**MINUTE OF CORPORATE AND ENVIRONMENTAL OVERVIEW AND SCRUTINY
COMMITTEE – 12 OCTOBER 2017**

26. PUBLIC INVOLVEMENT AT MEETINGS – REVISED PROTOCOL

Consideration was given to the report of the Borough Solicitor on Public Involvement at Meetings – revised protocol, Appendix 1, at pages 137 to 141 and the circulated revised recommendations.

The Committee noted that the Public Participation in Meetings Working Group had now completed its work and considered its request that it continue to allow it to review the introduction of webcasting at meetings, as detailed within the report. Members discussed the merits of the Working Group undertaking such a review but felt that the cost outweighed the benefits.

The Committee thanked the Working Group for all the work that had been undertaken by them and the recommendations that had been brought forward as a result of its work.

- RESOLVED: A. That the revised 'Public Speaking – Protocol' for meetings of Cabinet, Overview & Scrutiny Committees, Audit & Governance Committee and Standards Committee, attached at Appendix 1 to the report, be endorsed and submitted to Council on 13 December 2017 for approval.
- B. That it be noted that a regular press release will be produced highlighting public speaking timescales.
- C. That the current facilities/arrangements for people with disabilities accessing meetings of the Council, set out in paragraph 6 of the report, be noted.
- D. That the Public Participation in Meetings Working Group be thanked for its work which is now concluded and a review on webcasting at meetings not be undertaken.

MINUTE OF CABINET – 7 NOVEMBER 2017**44 PUBLIC INVOLVEMENT AT MEETINGS - REVISED PROTOCOL**

The Leader introduced the report of the Borough Solicitor which outlined proposed revisions to the protocol for public speaking at meetings of Cabinet, Overview and Scrutiny Committees, Audit & Governance Committee and Standards Committee and other related matters raised at the Public Involvement at Meetings Working Group.

In reaching the decision below, Cabinet considered the details as set out in the report before it and accepted the reasons contained therein.

RESOLVED (A) That the revised 'Public Speaking – Protocol' for meetings of Cabinet, Overview & Scrutiny Committees, Audit & Governance Committee and Standards Committee, attached at Appendix 1 to the report (Appendix A), be endorsed and submitted to Council on 13 December 2017 for approval.

(B) That it be noted that a regular press release will be produced highlighting public speaking timescales.

**CORPORATE AND ENVIRONMENTAL OVERVIEW AND SCRUTINY
COMMITTEE - 12 OCTOBER 2017**

AGENDA ITEM: 8

PUBLIC INVOLVEMENT AT MEETINGS – REVISED PROTOCOL

REVISED RECOMMENDATIONS:

**2.0 RECOMMENDATIONS TO CORPORATE AND ENVIRONMENTAL
OVERVIEW & SCRUTINY COMMITTEE**

- 2.1 That the revised 'Public Speaking – Protocol' for meetings of Cabinet, Overview & Scrutiny Committees, Audit & Governance Committee and Standards Committee, attached at Appendix 1 to the report, be endorsed and submitted to Council on 13 December 2017 for approval.
- 2.2 That it be noted that a regular press release will be produced highlighting public speaking timescales.
- 2.3 That the current facilities/arrangements for people with disabilities accessing meetings of the Council, set out in paragraph 6 of the report, be noted.
- 2.4 That consideration be given to the continuation of the Working Group to allow it to review the introduction of webcasting at meetings, the associated costs and any potential budget growth item, as detailed in paragraph 7 of the report.



COUNCIL: 13 December 2017

Report of: Borough Solicitor

Contact for further information: Mrs J Denning (Extn. 5384)
(E-mail: jacky.denning@westlancs.gov.uk)

SUBJECT: EXECUTIVE DECISIONS – SPECIAL URGENCY

Wards affected: Borough wide

1.0 PURPOSE OF THE REPORT

- 1.1 To advise that, for the period 1 December 2016 to 30 November 2017, no decisions were taken under Access to Information Procedure Rule 16 (Special Urgency).

2.0 RECOMMENDATION

- 2.1 That it be noted that Access to Information Rule 16 (Special Urgency) was not exercised during the period 1 December 2016 to 30 November 2017.
-

3.0 ACCESS TO INFORMATION PROCEDURES

- 3.1 In accordance with Access to Information Procedures, Key Decisions undertaken by the Executive (Cabinet) must be included on the Forward Plan. If the matter has not been included on the Forward Plan, Procedure Rule 15 (General Exception) still allows the decision to be taken when the specified safeguards are met.

- 3.2 Access to Information Procedure Rule 16 (Special Urgency) states:

“If by virtue of the date by which a decision must be taken Rule 15 (general exception) cannot be followed, then the decision can only be taken if the decision taker (if an individual), the Leader (if the Cabinet is making the decision) or the Chairman of the body making the decision:

- (a) obtains the agreement of the Chairman of a relevant Overview and Scrutiny Committee; or
if there is no Chairman of the relevant Overview and Scrutiny Committee;
or if the Chairman of each relevant Overview and Scrutiny Committee is unable to act, then the agreement of the Chairman of the Council (the

Mayor), or in his/her absence the Vice Chairman (the Deputy Mayor) that the making of the decision is urgent and cannot reasonably be deferred; and

- (b) makes available on the Council's website and at the Offices of the Council a notice setting out the reasons that the meeting/decision is urgent and cannot reasonably be deferred."

3.3 In accordance with the 'Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012, any decisions taken under 'Special Urgency' must be reported to Council annually.

3.4 I can advise that Procedure Rule 16 (Special Urgency) was not exercised in the period 1 December 2016 to 30 November 2017.

4.0 SUSTAINABILITY IMPLICATIONS/COMMUNITY STRATEGY

4.1 There are no significant sustainability impacts associated with this report and no significant impact on crime and disorder.

5.0 FINANCIAL AND RESOURCE IMPLICATIONS

5.1 There are no financial/resource implications arising from this report.

6.0 RISK ASSESSMENT

6.1 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 report.

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

None.

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A of the Local Government Act 1972.

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