



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

Tuesday, 20 February 2018

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, 28 FEBRUARY 2018** at **7.30 PM** at which your attendance is requested.

Yours faithfully

A handwritten signature in black ink, appearing to be "Kim Webber", written over a horizontal line.

Kim Webber
Chief Executive

AGENDA
(Open to the Public)

PAGE(S)

1. **PRAYERS**

2. **APOLOGIES**

3. **DECLARATIONS OF INTEREST**

If a member requires advice on Declarations of Interest, he/she is advised to contact the Borough Solicitor in advance of the meeting. (For the assistance of members a checklist for use in considering their position on any particular item is included at the end of this agenda sheet.)

671 - 674

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| 4. | MINUTES
To receive as a correct record the minutes of the previous meeting held on Wednesday, 13 December 2017. | 673 - 686 |
| 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 & Appeals Committee - Tuesday, 5 December 2017 | 687 - 690 |
| b) | Planning Committee - Thursday, 14 December 2017 | 691 - 694 |
| c) | Planning Committee - Thursday, 18 January 2018 | 695 - 698 |
| d) | Audit & Governance Committee - Tuesday, 30 January 2018 | 699 - 702 |
| 8. | PAY POLICY STATEMENT 2018/19
To consider the report of the Borough Treasurer. | 703 - 722 |
| 9. | MEMBERS' ALLOWANCES SCHEME 2018/19 AND APPOINTMENT OF THE INDEPENDENT REMUNERATION PANEL
To consider the report of the Borough Solicitor. | 723 - 728 |
| 10. | SUSTAINABLE ORGANISATION REVIEW
To consider the report of the Chief Executive. | 729 - 740 |
| 11. | RECYCLING/GARDEN WASTE BIN INITIATIVE
To consider the report of the Director of Leisure and Environment. | 741 - 750 |
| 12. | REVIEW OF GROUNDS MAINTENANCE AND STREET CLEANSING
To consider a report of the Director of Leisure and Environment. | 751 - 798 |
| 13. | REVIEW OF PAY AND DISPLAY PARKING AND CHARGES
To consider the report of the Director of Development and Regeneration. | 799 - 810 |
| 14. | SUSPENSION OF COUNCIL PROCEDURE RULE 13.4
To enable the Portfolio Holder / Shadow Portfolio Holder to present their budget statement it will be necessary to suspend Council Procedure Rule 13.4 for Agenda Items 15 and 18. (This Rule limits the length of a speech to 5 minutes.) | |

*** In accordance with the Local Authorities (Standing Orders) (England) (Amendment) Regulation 2014, a recorded vote will be taken on these items.**

15. *** BUDGET REQUIREMENT 2018/19**
To consider the report of the Borough Treasurer. 811 - 834
16. *** DETERMINATION OF COUNCIL TAX 2018/19**
To consider the report of the Director of Housing and Inclusion. 835 - 844
17. **MEDIUM TERM GRA CAPITAL PROGRAMME**
To consider the report of the Borough Treasurer. 845 - 852
18. **HOUSING ACCOUNT - REVENUE AND CAPITAL PROGRAMME**
To consider the joint report of the Director of Housing and Inclusion and the Borough Treasurer. 853 - 874
19. **CAPITAL FINANCING AND TREASURY MANAGEMENT FRAMEWORK**
To consider the report of the Borough Treasurer. 875 - 898
20. **MAYOR ELECT 2018/19**
To consider the report of the Borough Solicitor. 899 - 900
21. **TIMETABLE OF MEETINGS 2018/19**
To consider the report of the Borough Solicitor. 901 - 904
22. **EXCLUSION OF PRESS AND PUBLIC**
It is recommended that members of the press and public be excluded from the meeting during consideration of the following item of business in accordance with Section 100A(4) of the Local Government Act 1972 on the grounds that it involves the likely disclosure of exempt information as defined in Paragraph 3 (Financial /Business 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.
23. **LAND TO THE SOUTH OF DEGRAVE HOUSE, WHITEMOSS BUSINESS PARK, SKELMERSDALE**
To consider the report of the Director of Development and Regeneration. 905 - 910

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**.