



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

Tuesday, 10 July 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, 18 JULY 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.) 23 - 24
4. **MINUTES**
To receive as a correct record the minutes of the previous meetings held on:

a)	Wednesday, 25 April 2018	25 - 30
b)	Wednesday, 16 May 2018 (Annual)	31 - 36
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)	Planning Committee - Thursday, 19 April 2018	37 - 40
b)	Planning Committee - Thursday, 24 May 2018	41 - 44
c)	Audit & Governance Committee - Tuesday, 29 May 2018	45 - 48
d)	Licensing & Appeals Committee - Tuesday, 5 June 2018	49 - 50
e)	Licensing & Gambling Committee - Tuesday, 5 June 2018	51 - 52
f)	Planning Committee - Minutes of the meeting held on Thursday, 21 June 2018	53 - 54
8.	COUNCIL PLAN ANNUAL REPORT 2017/18 To consider the report of the Director of Housing and Inclusion.	55 - 84
9.	HOUSING ACCOUNT - REVENUE AND CAPITAL OUTTURN To consider the joint report of the Director of Housing and Inclusion and the Borough Treasurer.	85 - 92
10.	GENERAL REVENUE ACCOUNT OUTTURN To consider the report of the Borough Treasurer.	93 - 96
11.	TREASURY MANAGEMENT AND PRUDENTIAL INDICATOR PERFORMANCE 2017-18 To consider the report of the Borough Treasurer.	97 - 104
12.	HEALTH AND SAFETY STRATEGIC PLAN 2017/20 - UPDATE To consider the report of the Director of Leisure and Environment.	105 - 114
13.	CLEAN AIR STRATEGY 2018 - CONSULTATION To consider the report of the Director Leisure and Environment.	115 - 132
14.	RECYCLING UPDATE To consider the report of the Director of Leisure & Environment.	133 - 148

15. 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 items of business in accordance with Section 100A(4) of the Local Government Act 1972 on the grounds that they involves the likely disclosure of exempt information as defined in Paragraph 3 (business/financial 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 - NOT OPEN TO THE PUBLIC

16. LEISURE FACILITY AND CONTRACT PROCUREMENT

To consider the report of the Director of Leisure and Environment.

149 - 196

17. MOOR STREET GATEWAY REDEVELOPMENT

To consider the report of the Director of Development and Regeneration.

197 - 224

18. DELIVERING THE SKELMERSDALE TOWN CENTRE SCHEME

To consider the report of the Director of Development and Regeneration.

225 - 300

PART 3 - OPEN TO THE PUBLIC

19. MOTIONS

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

a) Collection of Recyclables from Blue Boxes and Blue Bins - Motion Included on the Agenda by Councillor David Westley on behalf of the Conservative Group

When the Conservatives introduced the Blue Wheelie Bin in 2013, it was offered free of charge to every property in the Borough, although residents were also given the option of continuing to use their Blue Box and Bag.

The Conservatives have always seen Refuse and Recycling Collections as essential frontline services, ones that should be funded from Council Tax and not by the imposition of additional charges.

Earlier this year the Conservative Group welcomed the introduction of the Brown Wheelie Bin for garden waste and the use of the Green Wheelie Bin for paper and cardboard collections. In line with Conservative Policy detailed above, the Brown Wheelie Bin and Green Wheelie Bins, for properties without one, were both provided free of charge.

The recent decision to stop the collection of recyclables from Blue Boxes and Blue Bins together with the imposition of a £25 charge for a Blue Wheelie Bins is contrary to the Council's previous policy and unfair. Labour have allowed the recent changes to be slipped in under

delegated authority without any democratic debate on what was a clear change in policy.

In consideration of the above, this Council resolves:

- (a) To continue the collections from Blue Boxes and Bags until the end of October 2018
- (b) That residents can, on request, have a Blue Wheelie Bin free of charge
- (c) To Refund £25 to all residents who have purchased recently a Blue Wheelie Bin
- (d) That the cost of this decision to be met from Reserves

b) Northern Rail Dispute - Motion included on the Agenda by Councillor R Pendleton on Behalf of the Labour Group

That this Council calls upon the Secretary of State for Transport, Chris Grayling, to work with and encourage discussions between Northern (Arriva Rail North) and the RMT Union in order to find a solution to the ongoing dispute over proposed changes to the role of the guards.

c) Surplus Student HMOs in Ormskirk - Motion included on the Agenda by Councillor Adrian Owens

That this Council notes that there is currently a significant surplus of student HMOs in Ormskirk with 69 properties comprising 334 rooms currently available for the 2018/19 academic year on one website alone on 4 July 2018, with at least nine of these properties being currently advertised for sale on the same website.

That it be further noted that the Council has available £850,823 in so-called 'one-for-one' monies which must be used to provide additional council housing by 31 December 2019 or be returned to Government and that currently the Council has no plans to expend these funds and therefore they are at risk of being lost to the Borough.

That the Director of Housing and Inclusion be asked to submit a report to Cabinet on 11 September and Council on 17 October 2018 to allow councillors to consider establishing a £1 million fund using £300,000 of so called 'one-for-one' monies, with match funds being provided from the appropriate HRA reserve, to purchase empty student HMO properties in Ormskirk and establish them as council homes for families.

d) NHS at 70 - Motion Including on the Agenda by Councillor Cooper on behalf of the Labour Group

That this Council:

1. celebrates the fact that 70 years ago Parliament, under a Labour Government, created a National Health Service, free at

the point of delivery

2. accordingly seeks to maintain those benefits for every resident in West Lancashire
3. resolves to write to the Secretary of State and to our local MP, Rosie Cooper, asking that the Government:
 - works with those in all parties to find a way of resolving the NHS's continuing cash crisis and securing a funding agreement for the long term
 - funds social care as identified by the Local Government Association
 - publishes a White Paper (by summer 2018) outlining the Government's intentions for integrating and funding health and social care provision in the future
 - provides adequate funding for mental health care in West Lancashire
 - takes appropriate steps to protect community pharmacies in West Lancashire

e) **Cooperative Party Charter Against Modern Slavery: Motion submitted by Cllr Hennessy on behalf of the Labour Group**

That this Council will support and sign the Cooperative Party Charter Against Modern Slavery and it will promote awareness of Modern Day Slavery amongst our residents and work with officers to support survivors, as follows:

"Charter Against Modern Slavery

West Lancs Borough Council will:

1. Train its corporate procurement team to understand modern slavery through the Chartered Institute of Procurement and Supply's (CIPS) online course on Ethical Procurement and Supply.
2. Require its contractors to comply fully with the Modern Slavery Act 2015, wherever it applies, with contract termination as a potential sanction for non-compliance.
3. Challenge any abnormally low-cost tenders to ensure they do not rely upon the potential contractor practising modern slavery.
4. Highlight to its suppliers that contracted workers are free to join a trade union and are not to be treated unfairly for belonging to

- one.
5. Publicise its whistle-blowing system for staff to blow the whistle on any suspected examples of modern slavery.
 6. Require its tendered contractors to adopt a whistle-blowing policy which enables their staff to blow the whistle on any suspected examples of modern slavery.
 7. Review its contractual spending regularly to identify any potential issues with modern slavery.
 8. Highlight for its suppliers any risks identified concerning modern slavery and refer them to the relevant agencies to be addressed.
 9. Refer for investigation via the National Crime Agency's national referral mechanism any of its contractors identified as a cause for concern regarding modern slavery.
 10. Report publicly on the implementation of this policy annually."

f) **Community Transport - Motion Included on the Agenda by Councillor Cooper on Behalf of the Labour Group**

That this Council calls upon Lancashire County Council's Conservative Administration to reverse the 50% cut of funding to the Community Transport Consortium, which includes our own Dial a Ride service in West Lancashire.

That Councillor Ian Moran, as the Leader of West Lancashire Borough Council writes to County Councillor Geoff Driver expressing this Council's shock and dismay and requesting a reverse to this cut to Community Transport including our Dial a Ride Service.

That this Council recognises the contribution that Community Transport services play in West Lancashire, having a major role in promoting good health and wellbeing, reducing loneliness and isolation and helps people to access important services. Noting that the recent public consultation resulted in over a thousand responses demanding that the services are not cut; that Dial-a-Ride services provide a door to door service for some of the most vulnerable in our communities; and that these are the elderly, disabled and people who suffer from long term illness, who cannot stand at the bus stop.

That the Chief Executive and the Leader of Lancashire County Council be asked to write to the Minister for Transport, Mr Chris Grayling MP requesting that he gives councils control over the Bus Service Operators' Grant, a fuel duty rebate currently paid directly to bus operators. The effect of this would also enable councils to protect vital bus routes, and give them the funding they need to provide an effective and efficient bus service.

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**.

Agenda Item 3

MEMBERS INTERESTS 2012

A Member with a disclosable pecuniary interest in any matter considered at a meeting must disclose the interest to the meeting at which they are present, except where it has been entered on the Register.

A Member with a non pecuniary or pecuniary interest in any business of the Council must disclose the existence and nature of that interest at commencement of consideration or when the interest becomes apparent.

Where sensitive information relating to an interest is not registered in the register, you must indicate that you have an interest, but need not disclose the sensitive information.

Please tick relevant boxes

Notes

	General		
1.	I have a disclosable pecuniary interest.	<input type="checkbox"/>	<i>You cannot speak or vote and must withdraw unless you have also ticked 5 below</i>
2.	I have a non-pecuniary interest.	<input type="checkbox"/>	<i>You may speak and vote</i>
3.	I have a pecuniary interest because it affects my financial position or the financial position of a connected person or, a body described in 10.1(1)(i) and (ii) and the interest is one which a member of the public with knowledge of the relevant facts, would reasonably regard as so significant that it is likely to prejudice my judgement of the public interest or it relates to the determining of any approval consent, licence, permission or registration in relation to me or a connected person or, a body described in 10.1(1)(i) and (ii) and the interest is one which a member of the public with knowledge of the relevant facts, would reasonably regard as so significant that it is likely to prejudice my judgement of the public interest	<input type="checkbox"/> <input type="checkbox"/>	<i>You cannot speak or vote and must withdraw unless you have also ticked 5 or 6 below</i> <i>You cannot speak or vote and must withdraw unless you have also ticked 5 or 6 below</i>
4.	I have a disclosable pecuniary interest (Dispensation 20/09/16) or a pecuniary interest but it relates to the functions of my Council in respect of: (i) Housing where I am a tenant of the Council, and those functions do not relate particularly to my tenancy or lease. (ii) school meals, or school transport and travelling expenses where I am a parent or guardian of a child in full time education, or are a parent governor of a school, and it does not relate particularly to the school which the child attends. (iii) Statutory sick pay where I am in receipt or entitled to receipt of such pay. (iv) An allowance, payment or indemnity given to Members (v) Any ceremonial honour given to Members (vi) Setting Council tax or a precept under the LGFA 1992	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<i>You may speak and vote</i> <i>You may speak and vote</i> <i>You may speak and vote</i> <i>You may speak and vote</i> <i>You may speak and vote</i> <i>You may speak and vote</i>
5.	A Standards Committee dispensation applies (relevant lines in the budget – Dispensation 20/09/16 – 19/09/20)	<input type="checkbox"/>	<i>See the terms of the dispensation</i>
6.	I have a pecuniary interest in the business but I can attend to make representations, answer questions or give evidence as the public are also allowed to attend the meeting for the same purpose	<input type="checkbox"/>	<i>You may speak but must leave the room once you have finished and cannot vote</i>

'disclosable pecuniary interest' (DPI) means an interest of a description specified below which is your interest, your spouse's or civil partner's or the interest of somebody who you are living with as a husband or wife, or as if you were civil partners and you are aware that that other person has the interest.

Interest

Prescribed description

Employment, office, trade, profession or vocation

Any employment, office, trade, profession or vocation carried on for profit or gain.

Sponsorship

Any payment or provision of any other financial benefit (other than from the relevant authority) made or provided within the relevant period in respect of any expenses incurred by M in carrying out duties as a member, or towards the election expenses of M.

	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 4a

COUNCIL

HELD: Wednesday, 25 April 2018

Start: 7.30 pm

Finish: 8.05 pm

PRESENT:

Councillors:

N Furey (Mayor)	
N Delaney (Deputy Mayor)	
T Aldridge	I Ashcroft
M Barron	Mrs P Baybutt
Mrs M Blake	T Blane
J Cairns	C Cooper
S Currie	J Davis
T Devine	G Dowling
C Evans	D Evans
Y Gagen	J Gordon
N Hennessy	G Hodson
J Hodson	C Marshall
Mrs J Marshall	J Mee
M Mills	P Moon
I Moran	M Nixon
D O'Toole	G Owen
A Owens	J Forshaw
R Pendleton	E Pope
A Pritchard	L Savage
Mrs D Stephenson	D West
D Westley	Mrs M Westley
D Whittington	K Wilkie
K Wright	C Wynn

Officers:

Kim Webber, Chief Executive
Jacqui Sinnott-Lacey, Director of Housing and Inclusion
John Harrison, Director of Development and Regeneration
Heidi McDougall, Director of Leisure & Environment
Marc Taylor, Borough Treasurer
Terry Broderick, Borough Solicitor
Jacky Denning, Assistant Member Services Manager

103 PRAYERS

The Mayor's Chaplain for the evening, Father Michael, led Members and officers in prayer.

104 APOLOGIES

Apologies for absence were received on behalf of Councillors Cotterill, I Davis, Kay, McKay, McKenna, Ms Melling, Pryce-Roberts and Yates.

105 DECLARATIONS OF INTEREST

The following declarations were received:

1. Councillors Aldridge, Barron, Hennessy, O'Toole and Pope declared a non pecuniary interest in relation to agenda item 8 'Council Plan 2018/19 – 2020/21', item 10 'Item referred from Cabinet – Flooding in the Borough' and item 12(b) 'Sustainable Drainage Systems (SUDs) Advisory Boards – Motion', as Members of Lancashire County Council (LCC), as did Councillor Gagen as an employee of LCC, and indicated that she would not participate in any detailed discussions which affected LCC.
2. Councillors Ashcroft, Barron, Mrs Blake, Blane, Gordon, Mrs Marshall, Mee, Pope and Whittington declared a non pecuniary interest in relation to agenda item 8 'Council Plan 2018/19 – 2020/21' as Members of a Parish Council and indicated they would not participate in any detailed discussions which affected the finances of those bodies specifically.
3. Councillor Hennessy declared a non pecuniary interest in relation to agenda item 8 'Council Plan 2018/19 – 2020/21' in view of her appointment to West Lancashire Community Leisure Trust Board and indicated that she would not participate in any detailed discussions that related to this body.

106 MINUTES

RESOLVED: That the minutes of the meeting held on Wednesday, 28 February 2018, be approved as a correct record and signed by the Mayor.

107 ANNOUNCEMENTS BY THE MAYOR AND/OR THE CHIEF EXECUTIVE

The Mayor announced that this would be the last meeting for some members of the Council as they would not be standing in the forthcoming local elections in May and thanked Councillors Barron, J Davis and D McKay for their service to the Council.

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

There were no items under this heading.

109 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. Planning Committee held on Thursday 15 February and 22 March 2018.
- B. Licensing and Appeals Committee held on Tuesday 20 February and 10 April 2018.
- C. Standards Committee held on Tuesday 20 March 2018.

D. Audit and Governance Committee held on Tuesday 27 March 2018.

110 **COUNCIL PLAN 2018/19 - 2020/2021**

Consideration was given to the report of the Chief Executive, as contained on pages 991 to 1020 of the Book of Reports, which sought approval for the "Council Plan 2018/19 – 2020/21".

RESOLVED: That the "Council Plan 2018/19 – 2020/21" attached at Appendix A to the report (dated 23 March 2018) be adopted.

111 **APPOINTMENT OF CHAIRMAN AND VICE-CHAIRMAN OF LICENSING COMMITTEES**

Consideration was given to the report of the Borough Solicitor, as contained on pages 1021 to 1022 of the Book of Reports, which sought to appoint the Chairman of Licensing and Appeals Committee and the Vice-Chairman of Licensing and Gambling Committee.

RESOLVED: A. That Councillor Gaynar Owen, who is a Member of the Licensing and Appeals Committee, be appointed Chairman of the Licensing and Appeals Committee for the remainder of the 2017/18 Municipal Year.

B. That Councillor Gaynar Owen, who is a Member of the Licensing and Gambling Committee, be appointed Vice-Chairman of the Licensing and Gambling Committee for the remainder of the 2017/18 Municipal Year.

112 **ITEM REFERRED FROM CABINET - FLOODING IN THE BOROUGH**

Consideration was given to the report of the Borough Solicitor, as contained on pages 1023 to 1024 and 1033 to 1036 of the Book of Reports, which advised on the decision of Cabinet at its meeting on 13 March 2018, in relation to an item referred from the Corporate and Environmental Overview and Scrutiny Committee, at its meeting on 4 January 2018, following a presentation from United Utilities 'Flooding in the Borough'.

RESOLVED: That the Director of Development and Regeneration be asked to write to DEFRA (The Department for Environment, Food & Rural Affairs) requesting that the Government give greater priority nationally to the funding of statutory services, in particular funding that would facilitate required improvements to existing surface water and waste water drainage infrastructure.

113 **REVISED TIMETABLE OF MEETINGS OF COUNCIL, CABINET AND COMMITTEES - 2018/19**

Consideration was given to the report of the Borough Solicitor, as contained on

pages 1025 to 1028 of the Book of Reports, which sought approval of the revised timetable of meetings for the Municipal Year 2018/19.

RESOLVED: That the revised timetable for the meetings for the 2018/19 Municipal Year, attached as an appendix to the report, be approved.

114 MOTIONS

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

115 CONDEMNATION OF ALL FORMS OF HATE CRIME - MOTION INCLUDED ON THE AGENDA BY COUNCILLOR CLAIRE COOPER ON BEHALF OF THE LABOUR GROUP

The following Motion was moved and seconded:

"West Lancashire Borough Council fully condemns hate crime in all its forms and strongly believes that any acts motivated by prejudice or hate against a person because of their race, religion, sexual orientation, disability or transgender identity to be unacceptable;

- believes that West Lancashire is a welcoming Borough and that the decency and tolerance of the overwhelming majority of people in West Lancashire will ensure that this continues to be the case;
- recognises the excellent work of the Lancashire Constabulary, True Vision and Stop Hate UK to bring together key public bodies to tackle all forms of hate crime in West Lancashire;
- is committed to defending the rights of everyone in West Lancashire to live their lives free from fear and discrimination;
- and resolves to continue to work with our statutory and voluntary sector partners to eradicate hate crime across West Lancashire."

An Amendment to the Motion was moved and seconded.

A vote was taken, the Amendment was LOST.

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

RESOLVED: West Lancashire Borough Council fully condemns hate crime in all its forms and strongly believes that any acts motivated by prejudice or hate against a person because of their race, religion, sexual orientation, disability or transgender identity to be unacceptable;

- believes that West Lancashire is a welcoming Borough and that the decency and tolerance of the overwhelming majority of people in West Lancashire will ensure that this continues to be the case;

- recognises the excellent work of the Lancashire Constabulary, True Vision and Stop Hate UK to bring together key public bodies to tackle all forms of hate crime in West Lancashire;
- is committed to defending the rights of everyone in West Lancashire to live their lives free from fear and discrimination;
- and resolves to continue to work with our statutory and voluntary sector partners to eradicate hate crime across West Lancashire.

116 **SUSTAINABLE DRAINAGE SYSTEMS (SUDS) ADVISORY BOARDS - MOTION INCLUDED ON THE AGENDA BY COUNCILLOR ANDREW PRITCHARD ON BEHALF OF THE LABOUR GROUP**

The following Altered Motion was moved and seconded, with the agreement of the meeting:

"This Council believes that in the interests of protecting homes, businesses, farms and infrastructure from the increasing risks of flooding, that Government must now move forward on Schedule 3 of the Flood Water Management Act 2010.

This would see the establishment of SuDS Approval Boards (SAB) created and set up in England.

Accordingly, this Council instructs the Chief Executive to write to the Department for Environment, Food and Rural Affairs to seek prompt action in respect of the SuDS Approval Boards (SAB) and to clarify the Government's current position and intended timeline for implementation of Schedule 3 of the Flood Water Management Act 2010."

RESOLVED: This Council believes that in the interests of protecting homes, businesses, farms and infrastructure from the increasing risks of flooding, that Government must now move forward on Schedule 3 of the Flood Water Management Act 2010.

This would see the establishment of SuDS Approval Boards (SAB) created and set up in England.

Accordingly, this Council instructs the Chief Executive to write to the Department for Environment, Food and Rural Affairs to seek prompt action in respect of the SuDS Approval Boards (SAB) and to clarify the Government's current position and intended timeline for implementation of Schedule 3 of the Flood Water Management Act 2010.

.....
THE MAYOR

Agenda Item 4b

COUNCIL

HELD: Wednesday, 16 May 2018

Start: 7.30 pm

Finish: 8.10 pm

PRESENT:

Councillors:

N Furey (Mayor)	I Ashcroft
N Delaney (Deputy Mayor)	Mrs M Blake
T Aldridge	J Bullock
Mrs P Baybutt	C Cooper
T Blane	S Currie
J Cairns	C Evans
P Cotterill	Y Gagen
T Devine	N Hennessy
D Evans	J Hodson
J Gordon	J Kay
G Hodson	C Marshall
P Hudson	J Mee
F McKenna	I Moran
Mrs J Marshall	G Owen
M Mills	J Forshaw
M Nixon	E Pope
A Owens	N Pryce-Roberts
R Pendleton	Mrs D Stephenson
A Pritchard	D Westley
L Savage	D Whittington
D West	K Wright
Mrs M Westley	A Yates
K Wilkie	
C Wynn	

Officers:

Kim Webber, Chief Executive
John Harrison, Director of Development and Regeneration
Heidi McDougall, Director of Leisure & Environment
Terry Broderick, Borough Solicitor
Chris Twomey, Deputy Director of Housing & Inclusion
Jacky Denning, Assistant Member Services Manager
Ann England, Civic PA
Jill Ryan, Member Services/Civic Support Officer

1 PRAYERS

The Mayor welcomed all those in attendance to the meeting, particularly the new Members, Councillors Michelle Aldridge, Vickie Cummins, Cynthia Dereli, Susan Evans and Kath Lockie.

The Mayor's Chaplain for the evening, Father Michael, led Members and officers in prayer.

The Mayor presented Father Michael with a token of appreciation for his support during his Mayoral year in office.

2 APOLOGIES

Apologies for absence were received on behalf of Councillors Ian Davis and David O'Toole.

The Mayor paid tribute to those Members who were no longer Councillors following the elections held on 3 May 2018, Malcolm Barron, John Davis, Gareth Dowling, Dave McKay and Ruth Melling, and thanked them for their service to the Council. He advised that the election results were available on the Council's website.

3 DECLARATIONS OF INTEREST

There were no declarations of interest received.

4 A. ELECTION OF MAYOR FOR ENSUING YEAR

The retiring Mayor, Councillor Furey, thanked Council Members and staff, friends and family for their part in making his year of office so enjoyable and wished the incoming Mayor a successful year of office and invited nominations for the office of Mayor for the ensuing Municipal year 2018/19.

Councillor Moran moved the following Motion, which was seconded:
"That Councillor Noel Delaney be elected Mayor for the ensuing Municipal Year."

A vote was taken, the Motion was CARRIED.

RESOLVED: That Councillor Noel Delaney be elected as Mayor for the ensuing Municipal Year.

(Note, during this item:

1. Councillor Delaney signified his acceptance of the Office and after he had been dressed in the Mayor's robes and invested in the Mayor's Chain and Badge of Office, he made the statutory Declaration of Acceptance of Office, following which he assumed the Chair.
2. The New Mayor, Councillor Delaney, expressed his thanks to the proposer, Councillor Moran, and seconder, Councillor Wright, and to the Council for the honour conferred upon him in electing him as Mayor, before presenting Councillor Furey, the retiring Mayor, with his Past Mayor's engraved Shield.
3. The Mayor presented the outgoing Mayoress, Mrs Julie Furey, with her past Mayoress's engraved Shield.
4. The New Mayor, Councillor Delaney, presented the New Mayoress, Mrs Ann Stubbart, with the Mayoress' Chain and Badge.
5. The Mayor and Group Leaders paid tribute to Ann England, Civic PA, who was retiring on 31 May 2018 and she was thanked for her service to the Council.)

B. APPOINTMENT OF DEPUTY MAYOR FOR THE ENSUING YEAR

The Mayor invited nomination for the appointment of Deputy Mayor.

Councillor Gagen moved the following Motion, which was seconded:
"That Councillor Gaynar Owen be appointed Deputy Mayor for the ensuing Municipal Year."

A vote was taken, the Motion was CARRIED.

RESOLVED: That Councillor Gaynar Owen be appointed Deputy Mayor for the ensuing Municipal Year.

(Note, during this item:

1. Councillor Owen signified her acceptance of Office and after she had been invested with the Deputy Mayor's Chain and Badge of Office, she made the statutory Declaration of Acceptance of Office and assumed the Deputy Mayor's Chair. The Deputy Mayor then thanked the Council for the honour of allowing her to serve as Deputy Mayor.
2. The Mayor presented the Deputy Mayoress, Mrs Bernie Green, with the Deputy Mayoress' Chain and Badge.)

5 ANNOUNCEMENTS BY THE MAYOR AND/OR THE CHIEF EXECUTIVE

The Mayor announced:

- A. That his Chaplain for the year will be Father Godric Timney of St Anne's Church in Ormskirk
- B. That Civic Sunday will be held on Sunday, 9 September 2018 at 2pm at St Anne's Church in Ormskirk
- C. That fund raising activities for his year in office would be in aid of Twinkle House and St Anne's Scouts and Guides in Ormskirk and he sought the support of Members at the various fund raising events to be held throughout the year.

6 ELECTION OF THE LEADER, THE LEADER'S APPOINTMENT OF THE DEPUTY LEADER AND CABINET, AND 'PROPER OFFICER PROVISIONS AND SCHEMES OF DELEGATION'

Consideration was given to the report of the Borough Solicitor, as contained on pages 5 to 8 of the Book of Reports, which sought to elect the Leader of the Council until the Annual Meeting in 2019, receive notification of the Leader's appointment of a Deputy Leader for the same term and Cabinet for the Municipal Year 2018/19 and to confirm the 'Proper Officer Provisions and Schemes of Delegation'.

- RESOLVED:
- A. That Councillor Ian Moran be elected as the Leader of the Council for a term of office expiring on the date of the Annual Meeting in 2019.
 - B. That the Member appointed by the Leader as Deputy Leader for the same term of office, and the Members appointed by the Leader as Members of the Cabinet for 2018/19, with the Portfolios identified by the Leader, be noted as follows:
 - Councillor Moran – Leader, Economic Regeneration
 - Councillor Gagen – Deputy Leader, Leisure and Human Resources
 - Councillor Wright – Health and Community Safety
 - Councillor J Hodson – Planning
 - Councillor Forshaw – Housing and Landlord Services
 - Councillor Wilkie – Street Scene
 - Councillor Yates – Resources and Transformation
 - Councillor Cooper – Communities and Older People
 - C. That the ‘Proper Officer Provisions and Scheme of Delegation to Chief Officers’, insofar as they are Council functions be confirmed and insofar as they are Cabinet functions it be noted that the Leader has delegated these to the officers stated therein.
 - D. That the Leader’s Scheme of Delegation to Cabinet members, as updated to reflect the Portfolios/Portfolio Holders now appointed, be noted.

7 **TO NOTE THE APPOINTMENT OF THE LEADER AND DEPUTY LEADER OF THE OPPOSITION GROUPS AND SHADOW CABINET**

The Council noted that Councillor David Westley had been appointed Leader of the Conservative Group and that Councillor Iain Ashcroft was the Deputy Leader of the Group and members were advised that details of the Shadow Cabinet and Spokesmen would be circulated after the meeting.

The Council also noted that Councillor Adrian Owens had been appointed Leader of the Our West Lancs (OWL) Group and that Councillor Ian Davis was Deputy Leader of the Group.

8 **APPOINTMENT OF COMMITTEES ETC 2018/19**

Consideration was given to the report of the Borough Solicitor, as contained on pages 9 to 10 of the Book of Reports, which set out the appointment of Committees etc. and their terms of reference and allocation of seats thereon to the political groups for the Municipal Year 2018/19.

- RESOLVED:
- A. That, for the period ending with the next Annual Meeting of the Council, or such lesser period should the political balance or allocation to political groups change during the year requiring a review under the provisions of the Local Government and Housing Act 1989, the Committees, Sub-Committees etc be appointed as detailed in Appendix 1 to the report and that the allocation of seats to the political groups be as indicated.
 - B. That the representatives of the Labour Group and the Our West Lancs Group on the Committees etc now appointed shall be as indicated in Appendix 1 to the report and the appointment of the Independent Person and Reserve Independent Person on the Standards Committee, be as detailed in that Appendix.
 - C. That the representatives of the Conservative Group on the Committees etc be notified to the Borough Solicitor, by the Leader of the Group following the meeting.
 - D. That the terms of reference for the Committees etc now appointed be agreed as set out in the Constitution.
 - E. That it be noted that the Leader has appointed Cabinet Working Groups as indicated in Appendix 1, with the terms of reference included in the Constitution.

9 APPOINTMENT OF CHAIRMAN AND VICE-CHAIRMAN OF COMMITTEES

Consideration was given to the appointment of Chairmen and Vice-Chairmen of Committees for the ensuing year. Members noted that details of nominations had been incorporated in Appendix 1 to the report considered at agenda item 8.

RESOLVED: That Chairmen and Vice-Chairmen of Committees for 2018/19 be appointed as indicated in Appendix 1 to the report at agenda item 8.

.....
THE MAYOR

Agenda Item 7a

PLANNING COMMITTEE

HELD: Thursday, 19 April 2018

Start: 7.30 P.M.

Finish: 8.55 P.M.

PRESENT:

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

Councillors: I Ashcroft Mrs P Baybutt
T Devine D Evans
G Hodson C Marshall
D O'Toole R Pendleton
A Pritchard Mrs M Westley
A Yates D Westley

Officers: Director of Development and Regeneration (Mr J Harrison)
Head of Development Manager (Mrs C Thomas)
Legal and Member Services Manager (Mr M Jones)
Planning Appeals Officer (Mrs E O Woollacott)
Member Services/Civic Support Officer (Mrs J A Ryan)

In attendance: Councillor J Gordon (Rufford Ward)

75 APOLOGIES

There were no apologies for absence received.

76 MEMBERSHIP OF THE COMMITTEE

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

77 URGENT BUSINESS, IF ANY INTRODUCED BY THE CHAIRMAN

There were no urgent items of business.

78 DECLARATIONS OF INTEREST

Councillor G. Hodson declared a pecuniary interest in respect of planning application 0158/ARM relating to Land Bounded by Liverpool Road South, Abbey Lane, Burscough as the applicant was known to her and therefore left the Chamber during consideration of this item.

79 DECLARATIONS OF PARTY WHIP

There were no Declarations of Party Whip.

80 **MINUTES**

RESOLVED: That the minutes of the meeting held on the 22 March 2018 be approved as a correct record and signed by the Chairman.

81 **DATES OF FUTURE MEETINGS**

RESOLVED: That the dates of the future meetings of the Planning Committee be approved.

82 **PLANNING APPLICATIONS**

The Director of Development and Regeneration submitted a report on planning applications (all prefixed 2017 unless otherwise stated) as contained on pages 1142 to 1193 of the Book of Reports and on pages 1205 to 1206 of the Late Information Report.

RESOLVED: A. That in respect of planning application 2018/0166/FUL relating to Charlton, Quarry Drive, Aughton, Ormskirk the decision to grant planning permission be delegated to the Director of Development and Regeneration in consultation with the Chairman or Vice-Chairman of the Planning Committee subject to the imposition of suitable conditions.

Reason for decision

The Local Planning Authority has considered the proposed development in the context of the Development Plan including, in particular, the following Policy/Policies in the adopted West Lancashire Local Plan 2012-2027 Development Plan Document:

Policy GN3 – Criteria for Sustainable Development

Policy RS1 – Residential development

Policy EN2 – Preserving and Enhancing West Lancashire's Natural Environment

together with Supplementary Planning Guidance and all relevant material considerations. The Local Planning Authority considers the additional supporting information demonstrates special circumstances to overcome the Council's objections to the scheme and does not consider that the proposed development would have a significant impact upon the character or appearance of the Conservation Area.

B. In respect of reserved matters application 0158/ARM relating to Land Bounded by Liverpool Road South, Abbey Lane, Burscough be approved subject to the conditions as set out on pages 1159 to 1161 of the Book of Reports.

- C. That planning application 1198/FUL relating to Land to the North-west of Mere Farm, Holmeswood Road, Rufford be deferred for one cycle to allow further negotiation with the applicant regarding the siting of the agricultural building.

- D. That in respect of planning application 0907/OUT relating to the Martin Inn, Martin Lane, Burscough:-
 - 1. That the decision to grant planning permission be delegated to the Director of Development and Regeneration in consultation with the Chairman or Vice-Chairman of the Planning Committee subject to the applicant entering into a planning obligation under S106 of the Town and Country Planning Act 1990 to secure

Terms and conditions of the affordable housing units.

- 2. That any planning permission granted by the Director of Development and Regeneration pursuant to recommendation 1 above be subject to the conditions as set out on pages 1187 to 1193 of the Book of Reports.

(Notes:

- 1. In accordance with the procedure for public speaking on planning applications on this Committee, the agent and 2 objectors spoke in connection with application no. 1198/FUL relating to Land to the North-West of Mere Farm, Holmeswood Road, Rufford.
- 2. In accordance with Regulatory Procedure Rule 7(b) Councillor Gordon spoke in connection with Planning Application 1198/FUL).
- 3. Councillor G. Hodson had declared a pecuniary interest in respect of planning application 0158/ARM Land Bounded by Liverpool Road South Abbey Lane, Burscough and left the Chamber during consideration of this item.
- 4. Councillor Gordon left the Chamber at the conclusion of planning application 1198/FUL Land to the North-West of Mere Farm, Holmeswood Road, Rufford and was not present for the remainder of the meeting.

.....
- CHAIRMAN -

PLANNING COMMITTEE

HELD: Thursday, 24 May 2018

Start: 7.30 pm

Finish: 8.20 pm

PRESENT:

Councillor: M Mills (Chairman)
D Evans (Vice Chairman)

Councillors: I Ashcroft Mrs P Baybutt
T Devine G Hodson
D O'Toole R Pendleton
E Pope A Pritchard
Mrs M Westley A Yates
M Aldridge

In attendance: Councillor J Hodson (Planning Portfolio Holder)

Officers: John Harrison, Director of Development and Regeneration
Catherine Thomas, Head of Development Management
Matthew Jones, Legal and Member Services Manager
Rob Hitchcock, Principal Planning Officer
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 the membership of the Committee.

3 URGENT BUSINESS, IF ANY INTRODUCED BY THE CHAIRMAN

There were no urgent items of business.

4 DECLARATIONS OF INTEREST

Councillor G Hodson declared a pecuniary interest in respect of planning application 2017/0756/OUT relating to the Leisure Lakes, The Gravel, Mere Brow, Tarleton, as the applicant was known to her and therefore left the Chamber during consideration of this item.

5 DECLARATIONS OF PARTY WHIP

There were no Declarations of Party Whip.

6 MINUTES

RESOLVED: That the minutes of the meeting held on the 19 April 2018 be approved as a correct record and signed by the Chairman.

7 PLANNING APPLICATIONS

The Director of Development and Regeneration submitted a report on planning applications (all prefixed 2018 unless otherwise stated) as contained on pages 1 to 76 of the Book of Reports and on pages 77 to 90 of the Late Information Report.

Notes:

1. In accordance with the procedure for public speaking on Planning Applications on this Committee, the Parish Clerk, Mr David Hughes, Up Holland Parish Council and the Applicant both spoke in connection with application no. 2018/0191/FUL relating to Lawns Farm, 40 Lawns Avenue, Orrell, Wigan.
2. Councillor G Hodson declared a pecuniary interest in respect of planning application 2017/0756/OUT, Leisure Lakes, The Gravel, Mere Brow, Tarleton and left the Chamber during consideration of this item.
3. Councillor J Hodson, Planning Portfolio Holder left the Chamber during consideration of planning application 2017/0756/OUT, Leisure Lakes, The Gravel, Mere Brow, Tarleton.

a 2018/0191/FUL - Lawns Farm, 40 Lawns Avenue, Orrell, Wigan

RESOLVED: That Planning Application 0191/FUL relating to Lawns Farm, 40 Lawns Avenue, Orrell be approved subject to the conditions as set out on pages 18 to 21 of the Report

b 2018/0402/FUL - 11 Renfrey Close, Ormskirk

RESOLVED. That Planning Application 0402/FUL relating to 11 Renfrey Close, Ormskirk, be approved subject to the conditions as set out on pages 25 to 26 of the Report.

c 2017/0756/OUT - Leisure Lakes, The Gravel

RESOLVED. (i) That in respect of Planning Application 2017/0756/OUT relating to Leisure Lakes, The Gravel, Mere Brow, Tarleton, the decision to grant planning permission be delegated to the Director of Development and Regeneration, subject to the Secretary of State raising no objection to the Local Planning Authority making a decision itself on the application.

(ii) that any planning permission granted by the Director of Development and Regeneration pursuant to resolution (i) above be subject to the conditions set out on pages 40 to 44 of the Book of Reports but subject to an amendment to condition 1 and an additional condition being imposed as set out below:

Condition 1 amended to read as follows:

Application for the approval of reserved matters must be made not later than the expiration of five years beginning with the date of this permission and the development must be begun not later than the expiration of two years from the final approval of the reserved matters or, in the case of approval on different dates, the final approval of the last such matter to be approved.

Additional condition to read as follows:

No use of jet-skis or motorcross cycles/bikes shall take place on the site after first occupation/use of any static caravan or holiday home/chalet hereby approved.

Reason:

To secure a suitable standard of amenity for users of the site and protect the amenity of nearby properties and the area generally and so comply with the provisions of Policy GN3 in the adopted West Lancashire Local Plan 2012-2027 Development Plan Document.

d 2017/0758/FUL - Shaw Hall Caravan Park

RESOLVED. That Planning Application 2017/0758/FUL relating to Shaw Hall Caravan Park, Smithy Lane, Scarisbrick be approved subject to the conditions as set out on pages 56 to 58 of the Report.

e 2017/1198/FUL - Land to the North-west of Mere Farm, Holmeswood Road, Rufford

RESOLVED. That Planning Application 2017/1198/FUL relating to Land to the North-West of Mere Farm, Holmeswood Road, Rufford be approved subject to the conditions as set out on pages 65 to 67 of the Report.

f 2018/0241/FUL - Aughton Institute, Bold Lane, Aughton

RESOLVED. That Planning Application 0241/FUL relating to Aughton Institute, Bold Lane, Aughton, Ormskirk be approved subject to the conditions as set out on pages 73 to 75 of the Report but subject to the removal of condition 12.

.....
Chairman

AUDIT & GOVERNANCE COMMITTEE

HELD: Tuesday, 29 May 2018

Start: 6.30 pm

Finish: 7.32 pm

PRESENT:

Councillor: P Cotterill (Chairman)

Councillors: R Pendleton C Dereli
J Gordon N Hennessy
J Mee E Pope

Officers: Terry Broderick, Borough Solicitor
Marc Taylor, Borough Treasurer
Mike Coysh, Internal Audit Manager
John Addison, Principal Overview and Scrutiny Officer

1 APOLOGIES

There were no apologies for absence.

2 MEMBERSHIP OF THE COMMITTEE

There were no changes to the membership of the Committee.

3 DECLARATIONS OF INTEREST

There were no declarations of interest.

4 PUBLIC SPEAKING

There were no items under this heading.

5 MINUTES

RESOLVED: That the Minutes of the meeting held on the 27th March 2018 be approved as a correct record and signed by the Chairman.

6 GRANT THORNTON REPORTS

Consideration was given to the report of the Borough Treasurer, which detailed the External Auditors, Grant Thornton's report that outlined their progress in delivering their responsibilities against their audit plan as well as a range of other matters. The report also contained, for Members comments, the Audit Fee letter that provided details on the audit fee and works that were planned to take place for 2018/19.

Members were informed that the Individual scale fees have been reduced by 23 percent from the fees applicable for 2017/18 and the Council's scale fee for 2018/19 has been set by Public Sector Audit Appointments Ltd (PSAA) at £33,684.

RESOLVED: That the Progress Report and the Planned Audit Fee letter be noted.

7 INTERNAL AUDIT ANNUAL REPORT 2017-18

The Audit Manager presented to Members the 2017-18 Internal Audit Annual Report for consideration. Members were reminded that the Audit Manager was required to present to the Committee an annual opinion report, which identified matters that the Audit Manager considered relevant to Member's consideration of the Annual Governance Statement and Statement of Accounts.

It was noted that the Internal Audit Annual Report concluded that West Lancashire Borough Council's risk management systems and framework of governance and control were adequate and effective.

RESOLVED: That the Internal Audit Annual Report for 2017-18 be noted.

8 INTERNAL AUDIT ACTIVITY - QUARTERLY UPDATE

The Audit Manager presented the Committee with a report that summarised progress against the 2018/19 Internal Audit Plan.

Members were reminded that for 2018-2019, the dates of this Committee had been changed to accommodate the new accounts closedown timetable and the reported figures cover the period to mid-May, whereas in previous years the update was on progress as at mid-June.

It was reported that so far this year there had been an increase in work streams with 31 included in the annual plan compared to 24 in 2017/18. Progress against the plan to date was satisfactory with 16% of audits in progress, similar to the position reported in 2017/18 when it was 17%.

RESOLVED: That progress in the year to date against the 2018/19 Internal Audit Plan be noted.

9 ANNUAL GOVERNANCE STATEMENT

The Borough Treasurer submitted to Members for approval the Annual Governance Statement 2017/2018. It was reported that the Accounts and Audit Regulations required the Council to publish an Annual Governance Statement with its financial reports.

The Annual Governance Statement provided a summary of the Council's internal control environment and a review of its effectiveness. The 2017/2018 Statement confirmed that the framework was adequate and that it was working effectively.

It was reported that all Heads of Service and Senior Managers at the Council had considered and signed a Certificate on Internal Control to confirm that governance arrangements and internal controls had not been compromised during the past year in their areas of responsibility. Members were reminded that Managers are charged with embedding governance systems in their areas of work, this was an integral part

of the annual review process.

RESOLVED: That the Annual Governance Statement 2017/2018, be approved and commended to the Leader and Chief Executive for signature.

10 **STATEMENT OF ACCOUNTS**

The Borough Treasurer submitted to Members a report outlining details on the preparation of the Statement of Accounts for the year ended 31st March 2018. It was noted that in previous years the draft statement had to be produced by the end of June and the audited statement approved before the end of September. However due to changes in government regulations the timescales for this work had now been brought forward, so that the draft statement had to be produced by the end of May and the audited statement approved before the end of July.

The Borough Treasurer stated that currently, the draft statement of accounts was being reviewed and verified, and was on course to be produced by the due date. Once the accounts were finalised it was intended that they would be published on the Council's website.

During June and July, the Council's External Auditors – Grant Thornton, would conduct an audit of the accounts. This period would also provide Members with the opportunity to scrutinise the accounts in detail and request any additional information or raise any issues.

Members were reminded that regulations required the External Auditors report on their findings from the audit directly to Members before the end of July. This report would be presented to the next meeting of the Audit and Governance Committee.

RESOLVED: A. That the report on the Statement of Accounts 2017/2018 be noted.

B. That a further report to approve the audited Statement of Accounts be produced for the next meeting of the Committee.

11 **RIPA ACT MONITORING OF USE OF POWERS**

In relation to the quarterly monitoring of activity under the Regulation of Investigatory Powers Act 2000 (RIPA) the Borough Solicitor reported that there was no relevant activity to bring to the attention of the Committee.

RESOLVED: That the report be noted.

12 **ANTI-FRAUD AND CORRUPTION ACTIVITIES**

The Borough Treasurer provided the Committee with a summary of the fraud, bribery and corruption issues facing the Council and the action being taken to deal with them.

It was reported that the Council had always taken a steadfast approach to tackling fraud and corruption issues. The importance and profile of this issue had increased in recent times as a result of the difficult financial climate and reductions in Council funding. This had caused a double impact because economic distress could increase the incentive to commit fraud, and at the same time controls to prevent and detect fraud had come under pressure as Councils had to reduce their costs as a result of funding reductions.

RESOLVED: A. That the self-assessment of Fraud and Corruption issues as set out in Appendix 1 be noted.

B. That the Counter Fraud Plan as set out in Appendix 2 be endorsed.

13 **WORK PROGRAMME**

Consideration was given to the Committee's Work Programme with the Members agreeing that prior to the Committee meeting in July that a training session on procurement be organised and it was noted that at prior to the October Committee, Members would receive training on the development company.

RESOLVED: That the Work Programme be noted.

.....
Chairman

LICENSING & APPEALS COMMITTEE

HELD: Tuesday, 5 June 2018

Start: 7.30 pm

Finish: 8.20 pm

PRESENT:

Councillor: G Owen (Chairman)

Councillors: N Furey C Dereli
C Evans J Kay
M Mills A Owens
D West

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

1 APOLOGIES

Apologies were received on behalf of Councillor Wright.

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 OF SUB - COMMITTEES OR WORKING GROUPS

There were no minutes to receive.

7 MINUTES

RESOLVED That the Minutes of the meeting held on 10 April 2018 be received as a correct record and signed by the Chairman.

8 DATE OF NEXT MEETING

RESOLVED That the meeting date be changed from Tuesday 10 July 2018 to Tuesday 3 July 2018.

9 **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.

10 **APPLICATION FOR PRIVATE HIRE DRIVER LICENCE – WK/000238507**

Members were asked to consider an Application for a Private Hire Driver Licence Number WK/000238507 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/000238507 be GRANTED.

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

11 **APPLICATION FOR PRIVATE HIRE DRIVER LICENCE – WK/000233094**

Members were asked to consider an Application for a Private Hire Driver Licence Number WK/000233094 having regard to the Statutory Declaration that accompanied the Application Form and any other relevant information.

RESOLVED: That Private Hire Driver Licence Number WK/000233094 be endorsed 'Not Proceeded With'.

.....
Chairman

LICENSING & GAMBLING COMMITTEE

HELD: Tuesday, 5 June 2018

Start: 7.00 pm

Finish: 7.20 pm

PRESENT:

Councillor: N Furey (Chairman)

Councillors: G Owen C Dereli
N Hennessy J Kay
C Marshall A Owens
A Pritchard N Pryce-Roberts
D West

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

1 APOLOGIES

There were no apologies for absence received.

2 MEMBERSHIP OF THE COMMITTEE

In accordance with Council Procedure Rule 4, the Committee noted the termination of membership of Councillors G Hodson and I Davis, and the appointment of N Pryce-Roberts and A Owens respectively for this meeting only, thereby giving effect to the wishes of the political groups.

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 10 October 2017 be received as a correct record and signed by the Chairman.

7 MINUTES OF SUB-COMMITTEES

The minutes of the Sub – Committee as listed a-g below were submitted.

RESOLVED That the minutes of the Sub – Committee listed a-g below be noted.

- a Licensing Sub-Committee - Friday 8 December 2017
- b Licensing Sub-Committee - Tuesday 19 December 2017
- c Licensing Sub-Committee -Tuesday 16 January 2018
- d Licensing Sub-Committee - Monday 29 January 2018
- e Licensing Sub-Committee -Tuesday 30 January 2018
- f Licensing Sub-Committee -Tuesday 20 February 2018
- g Licensing Sub-Committee -Tuesday 13 March 2018

8 **APPROVAL OF DRAFT STATEMENT OF LICENSING POLICY AND AUTHORISATIONS REQUIRED BY THE GAMBLING ACT 2005**

Consideration was given to the report of the Director of Leisure and Environment as contained on pages 29 to 64 of the Book of Reports, the purpose of which was to approve the draft Statement of Licensing Policy required under the Gambling Act 2005 prior to public consultation.

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

- RESOLVED A. That the draft Statement of Licensing Policy attached at Appendix 2 be approved, subject to minor administrative changes.
- B. That the Director of Leisure and Environment be given delegated authority to publish the draft Statement of Licensing Policy and conduct a period of public consultation prior to returning the final policy for approval before 3 January 2019.

.....
Chairman

Agenda Item 7f

PLANNING COMMITTEE

HELD: Thursday, 21 June 2018

Start: 7.30 p.m.

Finish: 8.10 p.m.

PRESENT:

Councillor: M Mills (Chairman)
D Evans (Vice Chairman)

Councillors: I Ashcroft E Pope
T Blane A Pritchard
S Evans D Westley
G Hodson Mrs M Westley
G Owen A Yates
R Pendleton

In attendance: Councillor J Hodson (Planning Portfolio Holder)

Officers: Ian Gill, Deputy Director of Development and Regeneration
Cath Thomas, Head of Development Management
Matthew Jones, Legal and Member Services Manager
Eileen Woollacott, Planning Appeals Officer
Jill Ryan, Member Services/Civic Support Officer

8 APOLOGIES

There were no apologies for absence received.

9 MEMBERSHIP OF THE COMMITTEE

In accordance with Council Procedure Rule 4, the Committee noted the termination of Councillors T. Devine, Mrs P. Baybutt and D. O'Toole and the appointment of Councillors S. Evans, D. Westley and T. Blane for this meeting only, thereby giving effect to the wishes of the Political Groups

10 URGENT BUSINESS, IF ANY INTRODUCED BY THE CHAIRMAN

There were no urgent items of business.

11 DECLARATIONS OF INTEREST

There were no Declarations of Interest received.

12 DECLARATIONS OF PARTY WHIP

There were no Declarations of Party Whip.

13 MINUTES

RESOLVED: That the minutes of the meeting held on the 24 May 2018 be approved as a correct record and signed by the Chairman.

14 PLANNING APPLICATIONS

The Director of Development and Regeneration submitted a report on planning applications (all prefixed 2018 unless otherwise stated) as contained on pages 105 to 123 of the Report and on pages 124 to 125 of the Late Information Report.

(Notes:

1. In accordance with the procedure for public speaking on planning applications on this Committee, the applicant and 2 objectors (one of which was the Ward Councillor representing an objector) spoke in connection with application no. 0291/FUL relating to 30 Peet Avenue, Ormskirk.
2. In accordance with Regulatory Procedure Rule 7(b) Councillor Hennessy spoke in connection with application no. 0291/FUL.).

15 2018/0281/OUT - LAND ON THE WESTERN SIDE OF XL BUSINESS PARK, STATHAM ROAD, SKELMERSDALE

RESOLVED: That planning application 0281/OUT relating to Land on the Western Side of XL Business Park, Statham Road, Skelmersdale be approved subject to the conditions as set out on pages 112 to 117 of the Report.

16 2018/0291/FUL - 30 PEET AVENUE, ORMSKIRK

RESOLVED: That planning application 0291/FUL relating to 30 Peet Avenue Ormskirk be refused for the following reason:-

That the proposed development would result in additional noise and disturbance to nearby residents, to the detriment of their amenity, contrary to Policy GN3 of the West Lancashire Local Plan 2012-2027 and one of the core principles of the National Planning Policy Framework.

.....
- CHAIRMAN -



COUNCIL: 18 JULY 2018

Report of: Director of Housing and Inclusion Services

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

SUBJECT: COUNCIL PLAN ANNUAL REPORT 2017/18

Wards affected: Borough wide

1.0 PURPOSE OF THE REPORT

1.1 To present the Council Plan Annual Report 2017/18.

2.0 RECOMMENDATIONS TO COUNCIL

- 2.1 That the Council Plan Annual Report 2017/18 (attached at Appendix 1) be approved.
- 2.2 That authority is given to the Director of Housing and Inclusion Services in consultation with the relevant Portfolio Holder to make any minor final amendments to the document, prior to publication.
-

3.0 BACKGROUND AND CURRENT POSITION

- 3.1 In October 2015, the Council formally approved a Council Plan 2015-18. The purpose was to deliver the Council's priorities, communicate its direction with the public and stakeholders including staff, and to support transparency and accountability. Having a clear statement of corporate priorities also assists effective planning within Services and is recognised good practice.
- 3.2 The Plan has been refreshed annually. The Council Plan Annual Report attached as Appendix 1 provides a summary of the progress against implementing the refresh of the plan agreed in April 2017 for 2017/18. Many of the actions have been the subject of detailed individual reports to committees as well as a six-month progress report being provided through a Members Update.

- 3.3 Overall the Council has made good progress in achieving the priorities of the plan. The annual report also contains the annual outturn against the Council's Corporate Performance Suite. The suite highlights performance in key areas of Council service and is aligned to the priorities and actions of the plan. The outturn shows that despite the challenges around resources the Council continues to maintain a good level of performance against targets in most areas.

4.0 SUSTAINABILITY IMPLICATIONS

- 4.1 There are no direct implications arising from this report and, in particular, no significant impact on crime and disorder. The priorities and key projects set out in the Council Plan should contribute to the sustainability of services and the borough as a whole.

5.0 FINANCIAL AND RESOURCE IMPLICATIONS

- 5.1 The Council Plan Annual Report 2017/18 appended to this report demonstrates the Council's pursuit of its objectives, within the resources available, and includes a statement on its financial performance.

6.0 RISK ASSESSMENT

- 6.1 The development and monitoring of a strategic plan and associated processes mitigates the risks that the Council will not deliver its aspirations within a balanced budget. It is essential to the effective management of the Council that sufficient time and consideration is given to the council planning process. Having a clear plan allows attention and resources to be effectively focused on achieving the Council's priorities and strong and effective performance management arrangements are in place to support this.

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: Council Plan Annual Report 2017/18

COUNCIL PLAN ANNUAL REPORT 2017/18



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Introduction

It's been another busy and challenging year for the Council. It is understandable that we tend to focus on preparation and current operation rather than taking the time to reflect on what has already been achieved, however this annual report provides the opportunity to acknowledge our successes and demonstrates a strong record in delivering on our objectives.

In pursuing our priorities for the economy, environment and health and wellbeing, it is most satisfying when we can see the results of our work. During the year, construction started on a 27 home development in the centre of Ormskirk, early work was undertaken on the Beechtrees estate in Skelmersdale ahead of the construction of 36 new council homes, and improvements were made to the appearance of Ormskirk town centre and market. We are also making real progress now with the Skelmersdale town centre redevelopment and want to see development activity start there soon. St Modwen has agreed a deal for Lidl as an anchor tenant. Confirmation of the interest of key businesses will help the negotiations with other potential occupiers. We have also concluded the sale of several housing sites in the area which will lead to additional footfall for the scheme in the long term.

A project that will see improvements to the natural environment is our masterplan project for the Tawd Valley. The community together with a number of partnership organisations are involved in our plans to create new habitats, new pedestrian and cycle access

routes and educational activities. Collaboration on the project includes from colleges and schools and a Friends of Tawd Valley group that will ensure that the developments continue to be informed by local people.

Long term planning for the future is of course essential and there are several excellent projects in their preparatory stages. I was pleased that the Council was successful in its bid for One Public Estate programme funding. The fund enables councils to deliver ambitious property-focused programmes in collaboration with central government and other public sector partners to make the most of our assets. A grant of £36K was received and this will be used to conduct feasibility studies and options appraisals for various underused buildings in Ormskirk, such as the former Magistrates Court. In September 2017 we also put forward a bid to the Forward Funding stream of the Housing Infrastructure Fund (HIF), requesting £40m to facilitate the potential growth of new homes and employment land at Skelmersdale. The bid was successful at this first round and will now be taken forward through to the co-development stage of the competitive HIF process. Working with partner organisations we will develop a more detailed business case for a further submission in March 2019.

We are also undertaking options appraisals for the procurement of Health and Wellbeing Hubs in Skelmersdale and Ormskirk,

working with the Clinical Commissioning Group to examine the potential for including health facilities. Resources being pooled in this way will be a real innovation in the way services are provided in West Lancs and will be significant assets for the community.

In addition to our planned work, we do of course have to respond to the impacts from events outside our control. We were pleased to learn that at Alt Crossens the Environment Agency has extended its notice period for turning off five satellite pumping stations until the end of 2018, and we will continue to press for a long term solution. We also had a positive outcome to the efforts on the Parrs Lane (Aughton) development appeal which saw the Council's decision upheld in line with the Local Plan and also the wishes of the local residents group.

There has been external recognition of our service's effectiveness with our Legal Services team being shortlisted for the Lawyers' in Local Government Legal Team of the Year Award for service excellence – creativity, innovation and responsiveness to clients' needs. The Housing Team were also shortlisted in the outstanding approach to promoting digital inclusion category in the UK Housing Awards and best digital inclusion initiative in the Northern Housing Awards for a project for installing Wi-Fi in all the communal sheltered accommodation schemes.

As productive as our year has been, we have more to do and we have refocused our priorities for the forthcoming year so that we can continue to deliver our ambitions for West Lancashire – our Economy, Environment and for Health and Wellbeing.

Councillor Ian Moran
Leader of West Lancashire Borough Council

Chief Executive's Review

I am pleased to introduce this Annual Report which summarises the good progress made on the major projects identified in the Council Plan for 2017/18. There is a significant amount of work in evidence here, and no success is a result of a single service area working alone.

We understand the value of bringing people together from across services to share expertise, and we extend this approach in our partnerships with colleagues in the Liverpool City Region and Lancashire, including through Growth Lancashire and Associate Membership of Liverpool City Region. It is essential to actively participate in these collaborative arrangements so that we can take advantage of the added value that can be generated, and from the national devolution agenda. More locally, we are ensuring West Lancashire will be in a position to benefit from growth opportunities through the extensive Local Plan Review process which is now underway. This will take several years to complete and provides a comprehensive examination of opportunities for the Borough.

The financial position remains challenging. We identified a further £1.2m of efficiencies from Policy Options, including £100K from management restructuring during 2017/18. Existing workstreams around more commercial approaches to services, such as plans for a Council-owned Development Company, and seeking further efficiencies through increasing the use of technology, will help generate ongoing savings and income, but it would be unrealistic to expect these actions to be enough in themselves to maintain a sustainable budget in the medium term.

The Government's expectation that all councils will be self-financing by 2021 has led us to develop a new Council-wide initiative; the Sustainable Organisational Review Project. Supported by external advisors this will create a sustainable operating model by establishing long term changes to how the Council is organised and financed, such as officer structure, increased income generation and the use of 'lean' processes and options around ICT/agile working. The project is currently in its early stages and is not expected to conclude until 2021. Such a fundamental review is likely to create uncertainty among staff. Keeping an open, ongoing dialogue is an integral part of the process. Informed by feedback from the annual staff survey we are also refreshing the attitudes and approaches statement that underpins the Council's values, so that staff understand the organisation's requirements going forward. We continue to enhance ICT and training opportunities so that staff are equipped with the necessary facilities and skills to take service developments forward.

To assist in delivering the Council's priorities, we listen and act on feedback from residents, businesses and visitors to make sure we continue to provide the best possible services within the resources available. We encourage stakeholders and residents to provide feedback and engage with the Council via our various consultations during the year, our four-star website and Twitter feed.

It is some years since we were bound to report performance figures, however maintaining public reporting of progress on key projects and indicators provides transparency and consistency. Where we can most accurately compare is of course with our own

previous performance, and in overall terms we are positively improving on our performance in previous years.

The strength of any Council is its workforce, and I believe that West Lancashire has a team to be proud of. It's right to celebrate our achievements, crediting staff and supporting our One Team culture.

I would like to express my continued thanks to staff and Councillors for their ongoing commitment to the Council and look forward to the coming year and the difference that we will make.

Kim Webber
Chief Executive

Our Priorities in 2017/18

Our Priorities in 2017/18 followed a three-year plan enabling us to plan for our financial and staffing requirements and look for longer-term opportunities to help achieve our ambitions.

Vision: To be a Council which is ambitious for West Lancashire

- 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

Priorities & Key Projects:

Ambitious for our Economy

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

- Skelmersdale Vision
- Land Auction
- Economic Development Strategy & Delivery
- Ormskirk Town Centre Strategy & Delivery
- Partnership working for infrastructure delivery identified in West Lancashire Highways and Transport Masterplan
- Combined Authority for Lancashire
- Engagement with Liverpool City Region
- Branding of Skelmersdale & Ormskirk
- Local Plan Review

Ambitious for our Environment

Enhance the built and physical environment, and its cleanliness

- Key site developments
- Estates Revival - Beechtrees
- Housing New Build Programme
- Private Sector Housing Strategy
- Development Company – Options Appraisal
- Street Scene Priority Projects
- Street Scene Strategy Development
- Community Safety Partnership Initiatives
- Tawd Valley Improvements
- Car Park Management & Enforcement Review

Ambitious for Health and Wellbeing

Improve the health and wellbeing of local communities

- Leisure Strategy & Delivery
- West Lancashire Health & Wellbeing Strategy Development
- Well Skelmersdale Project
- Housing Capital Programme
- Sheltered Housing
- Digital Inclusion Strategy & Delivery
- Tenants' Financial Inclusion Strategy & Delivery
- Homelessness Strategy

West Lancashire – Ambitious for All - our businesses, our places, our people

The Council Plan is reviewed every three years and updated annually to maintain its currency. Making sure the whole organisation recognises our priorities ensures we direct our efforts and resources in the most effective and efficient way. Our priority actions and activities during the year are outlined below.

Priority: Ambitious for our Economy

We will retain and grow jobs, increase skills levels and encourage business and wealth.

A number of projects were identified to help achieve this ambition. Highlights of the progress made in 2017/18 are given below.

Skelmersdale Town Centre

Following the successful conclusion of the judicial review process, St Modwen continue to market the retail and commercial leisure scheme with planning consent, and discussions took place around the delivery of the scheme in the challenging retail environment. Heads of Terms have been agreed with two major retailers and minor changes will be needed to the scheme to meet their requirements. St Modwen are in the process of discharging planning conditions. A site within the town centre has been identified for the new leisure centre and talks around the involvement of the Clinical Commissioning Group and how the centre will be delivered are underway. Three town centre housing sites have been sold to Gleeson Homes and work to deliver over 200 units should start on site shortly.

Land Auction

During the year, all four sites at Whalleys in Skelmersdale were marketed and sales agreed. The initial receipt for the sale of the land was received by the Council. The land disposal elements of the Land Auction model involves Homes England and the Council bringing development sites forward for sale. The scheme helps meet the objectives of the West Lancashire Local Plan, including

providing a supply of ready to build housing sites, and will provide capital income to be used for proposals which will assist in the regeneration of Skelmersdale Town Centre.

Economic Development Strategy and Delivery

The Strategy contains a wide variety of actions which have been pursued throughout the year. The Council became a member of Growth Lancashire in March 2017 with the Leader of the Council taking a seat on the Board. The Council has continued to support the work of the Skills, Training and Employment Partnership and has worked closely with Growth Lancashire to refer businesses through to *Boost*, a programme which gives access to various funded programmes in areas such as mentoring, product development, leadership development, and accessing finance.

49 local businesses referred to Boost Business Lancashire

The Council has continued to support Employment and Skills Charter businesses and the Skelmersdale Ambassadors scheme now with over 100 members has enabled a good dialogue with local businesses to be maintained.

- *Employment & Skills Charter - 56 signatories*
- *15 apprenticeships created after officer intervention*

Ormskirk Town Centre Strategy and Delivery

Ormskirk's Town Centre Management Group has continued to raise the town's profile and cater for the changing needs of the high street, working in partnership with the Council, local partners and businesses. An annual events programme has been developed, including the Gingerbread Festival, Love Your Market and Moor Street Night Markets, adding to established events and expanding the appeal of the town.

September was Ormskirk's busiest month for footfall with 566,885 trips

The attractiveness of the Moor Street gateway benefitted from the alterations to the highway and street furniture making it more flexible for events and more appealing to visitors. A review of the market stalls has helped improve the shopping experience. The potential of creating a Business Improvement District (BID) in Ormskirk took a step further with the Council agreeing to support and assist the Town Centre Management Group and any future BID Steering Group in developing the proposal. These initiatives aim to ensure Ormskirk town centre's long term economic and social viability.

- *Ormskirk town centre ground floor units vacancy rate 6.8% (national rate 8.9%; regional 11.4%)¹*
- *Ormskirk town centre independent retail units 64.6% (national average 42.9%; regional 58.7%)¹*

¹ January 2018 – Springboard

Infrastructure Delivery Identified in West Lancashire Highways and Transport Masterplan

Our economic ambitions for the area are reliant on ensuring where possible that West Lancashire's transport infrastructure is developed to meet our future needs. We aim to influence and assist infrastructure development by working closely with Lancashire County Council (LCC) and other partners on the projects identified in the West Lancashire Highways and Transport Masterplan. In addition, the Council has made a £40m bid for Housing Infrastructure Funding and has been successful in progressing onto a short list of 44 projects that will be subject of further assessment by Homes England over the coming months.

The most significant project in the Masterplan is the creation of a new Skelmersdale Rail Link with services to Manchester and Liverpool. The Council is partnering with LCC and Merseytravel to bring this major project forward. During the year £5m funding from LCC and Merseytravel was agreed to conduct further feasibility studies. If a strong business case can be developed and appropriate funding for the scheme be secured (estimated to be around £300m) the scheme has the potential to be delivered within 10 years.

During the year, with our input, LCC finalised the West Lancashire Route Management Strategy. In so doing, a series of highways projects were identified for implementation by LCC to deliver the different aspects of the Strategy across the Borough. Further work on an Ormskirk Town Centre Movement Strategy was commissioned in March 2018 for completion in the coming year.

Combined Authority for Lancashire and Engagement with Liverpool City Region Combined Authority

We continue to promote West Lancashire's profile and ambitions within the wider regional agenda through our involvement with other Lancashire Authorities with a particular focus on a potential Combined Authority. Discussions and collaboration between Lancashire authorities continues, whilst awaiting confirmation from central government around the opportunities and timelines to take this project forward. The Council has maintained membership of the Liverpool City Region Local Enterprise Partnership (LEP) and officers meet with colleagues from both the Liverpool City Region LEP as well as those from the Lancashire LEP to discuss issues of mutual interest. We have also continued as an Associate Member of the Liverpool City Region Combined Authority and attend relevant meetings of the Housing and Spatial Planning Board.

In a recent survey 62% of stakeholder respondents are satisfied with West Lancashire as a place to operate their organisation or business

Branding of Skelmersdale and Ormskirk

Strong branding for West Lancashire's two main towns is helping promote the Borough as a great place to visit, work, invest and study. Distinctive Skelmersdale and Ormskirk branding and classic images complement business branding and help create a sense of place. A dedicated website for Skelmersdale letstalkSkelmersdale.com and social media platforms on Twitter and LinkedIn were launched in October 2017 with a strong business focus highlighting Skelmersdale's strengths. The Council has

supported the Skelmersdale Steering Group (a collaboration of private and public sector leaders) in helping to promote the area regionally, nationally and internationally, with the aim of attracting inward investment. The Skelmersdale Ambassadors network (supported by the Skelmersdale Steering Group) has been created to help businesses establish connections, access new opportunities and raise the profile of their business and the area. A regular programme of Skelmersdale Ambassadors network events has been established.

- *Follow us on twitter @ltskelmersdale and [linkedin.com/skelmersdale](https://www.linkedin.com/company/skelmersdale)*
- *Overall, Skelmersdale supports around 43% of all jobs in West Lancashire*

Ormskirk branding has been used to develop promotional branded merchandise. The town now also has a social media presence on Facebook and Instagram and a number of persuasive social media campaigns have been run to promote local business sectors e.g. independent businesses, the food and drink sector, local attractions etc. We have also supported businesses to develop their own online presence by offering free digital marketing workshops.

- *Around 50 free business listings on DiscoverOrmskirk.com*
- *1,100 followers of [facebook.com/DiscoverOrmskirk](https://www.facebook.com/DiscoverOrmskirk)*

Local Plan Review

A review of the current Local Plan 2012-2027 is being held to ensure that we have a long term vision for land use plans for the Borough that remains in line with evolving national planning policy and is adapted for local needs. The Local Plan is principally about land use, but covers everything from where new homes, employment sites, and retail and leisure facilities should be situated to considering the potential impact from those developments on leading healthy lives, social interaction, employment opportunities and inequalities between different localities.

The lengthy review process made good progress during 2017/18. Consideration of the planning issues relevant to West Lancashire and a range of options for addressing those issues were developed into an Issues and Options paper. The Issues and Options were then extensively consulted on, along with the intended scope of the Local Plan, during March and April 2017. Following analysis of the consultation feedback, evidence is being collated that will inform the preparation of a Preferred Options document. It is anticipated that the Preferred Options will be publicly consulted on in the autumn of 2018.

Priority: Ambitious for our Environment

We will enhance the built and physical environment and its cleanliness.

A number of projects were identified to help achieve this ambition. Highlights of the progress made in 2017/18 are given below.

Key Site Developments

The **Moor Street Gateway** for Ormskirk project will redevelop the existing bus station and car park site including potential commercial, cultural, residential, employment and leisure uses. A competitive tender exercise is being undertaken and prospective development partners will produce indicative proposals for the site as part of a competitive dialogue process. The next stage will be for a preferred partner to be selected based on the indicative proposals and for a finalised, detailed scheme to be developed. This is required before a decision on whether to proceed can be made and then an application for planning consent made.

The Council was also able to take forward the development of 27 new homes on the former **Westec House** site, close to the Council offices in Derby Street, in the heart of Ormskirk. The details of the scheme means that 18 of the houses being built are specifically to be sold by the Council, which is the first time this arrangement has been agreed. One home will be for shared ownership and the remaining eight one-bedroom flats will be retained for rent. The site is currently under construction.

Estates Revival - Beechtrees

The £4 million Beechtrees Revival scheme (Digmoor, Skelmersdale) is helping revitalise and enhance the council estate and provide new homes for council tenants. During the year, the project received planning approval for 36 new two-bedroomed homes. These are due to be constructed during 2018 on the site of nine old blocks of flats and four houses, demolished to make way for the new properties. The new homes will significantly improve the appearance of the area and the remaining flats will be improved through new kitchens, bathrooms and heating, as well as replacement windows and doors to maintain a modernised and sustainable housing stock.

Housing New Build Programme

An initial £1.7 million fund comprising around £0.5 million of retained capital from the sale of Council properties under the right-to-buy scheme, plus £1.2 million match funding from the Council will be used to provide the types of property that are most needed in the Borough, in ways that deliver the best possible value for money including a number of new build properties. The funding will develop options for schemes that will provide a mixture of homes for rent and purchase, and consider the purchase of a small number of properties from the open market, to add to the Council's housing stock for rent.

Development Company – Options Appraisal

The Options Appraisal resulted in the approval for the establishment of a shadow Development Company in February 2018. The shadow Development Company will prepare the financial and governance arrangements, appoint key staff and identify key development sites to support the Business Plan. Subject to Council approval, the Development Company will drive forward the commercial ambitions of the Council by building on the expertise and experience gained through recent Council regeneration projects. Objectives include generating a financial return through development of profitable services/activities; creating profitable, complementary and transparent relationships with landowners, developers and investors; securing additional private and Government investment into the Borough enabling the construction of new homes for sale and rent, supporting regeneration and commercial and industrial schemes; and maximising appropriate development and growth. A final decision on progressing the Development Company will be taken by full Council in October.

Private Sector Housing Strategy

During the year, key pieces of work have helped implement the strategy and ensure that residents of West Lancashire maintain access to decent homes which are in good repair, safe, secure, and warm. For the fifth year, we promoted the LCC-funded Winter Warm Scheme whereby qualifying owner-occupiers can have their gas heating appliances repaired or replaced for free helping save money on their gas bills. The private sector housing team also prepared for work with a national database of rogue landlords, who may be based in other areas but operating across authority boundaries, and new rules that will allow fines or banning orders to

be imposed on landlords not complying with the law. These measures will provide additional protection for tenants. In addition, guidance for landlords was created to help them meet their obligations for providing smoke and carbon monoxide alarms.

There are around 42,000 private sector homes in West Lancashire. Circa 5,350 of these are available for private rent.

Street Scene Priority Projects & Strategy Development

A review of the Grounds Maintenance and Street Cleansing Service has been completed. With the aim of achieving savings of £150K by 2019/20, the review was undertaken by the Association of Public Sector Excellence (APSE) and made significant recommendations around processes to achieve efficiencies and reduce the level of reactive work. Actions that will be taken forward over a 12-month period include investment in a scheduling/asset management software system to produce quantitative data and work schedules for delivery by appropriate levels of staff; development of mobile technology to create paperless systems; a review of service standards in conjunction with all relevant stakeholders and agreed by Members; the development of a litter bin strategy; and a review of equipment. The outcome of this work will involve the production of a Street Scene Strategy.

1.04 days average to remove fly tips following reporting

The service is also progressing a Borough-wide review of refuse collection routes to ensure that rounds are delivered in the most efficient way and a GIS mapping project for areas of work such as grass cutting and litter bins.

In a recent resident survey:

- *86% of respondents were satisfied with household collections for domestic waste*
- *79% of respondents were satisfied with household collections for recyclable materials*

Community Safety Partnership Initiatives

As a partner in the multi-agency Partnership, the Council supports projects and interventions that tackle crime and disorder. A key element of the Council contribution to the partnership is managing the Borough's CCTV monitoring unit for 107 public space cameras.

In a recent resident survey:

- *78% of respondents feel safe and secure within West Lancashire*
- *43% of respondents believe CCTV helps reduce the fear of crime in the community*

The Partnership had previously commissioned a film which warned young people about the dangers of gang culture and knife crime

which was delivered to approximately 1,000 high school students this year. Approximately 25 schools benefited from teachers being taught to deliver training around Child Sexual Exploitation in schools. Annual campaigns were undertaken for Bright Sparx, tackling seasonal anti-social behaviour, and Welcome Week initiatives that help local Edge Hill University students integrate safely and responsibly into the community. The partnership also supported the national White Ribbon Campaign for ending male violence towards women. The Council joined the Office of the Police and Crime Commissioner, all other Lancashire Councils and Lancashire Police in becoming accredited as White Ribbon organisations, leading to Lancashire becoming the first White Ribbon county.

- *12 Community Engagement events held to promote relationships between agencies and the community, with 300 tons of waste being removed.*
- *Contributed to joint bids which resulted in over £250,000 worth of Home Office funding for domestic abuse initiatives offered by the Liberty Centre.*

Tawd Valley Improvements

During 2017, extensive public consultation through public events and presentations, schools and college workshops, press coverage, a visioning event, and an on-line survey resulted in a draft masterplan for the Tawd Valley Park project. The wide-ranging masterplan aims to make the park more accessible and broaden its appeal through retaining and improving existing facilities such as footpaths, cycle paths, woodland and landscapes, whilst developing new areas of interest for example a visitor centre, BMX track,

wetland habitat areas, a heritage trail and picnic spaces. External sources and Council development funding has been secured to take the plans forward. The project requires significant input from other agencies and organisations and a Friends of Tawd Valley group has been established. The Friends group will provide input into the planning and delivery of the scheme and help support the maintenance of the park to ensure that the outcomes of the project are sustainable.

Car Park Management and Enforcement Review

Ensuring that parking facilities keep pace with changing shopping and visitor habits is part of maintaining the vitality of town centres. We regularly run festive parking offers at the busiest shopping period of the year and have implemented low-cost parking for Ormskirk town centre. Backed by businesses, simple, consistent tariffs have been introduced across the town centre car parks, including a charge of £1 for three hours. Our car parks are maintained to a high standard and will feature the latest generation of ticket machines. We have also reviewed car park design to ensure that disabled bays are located in the most accessible areas of the car parks and continue to meet the guidelines for the number of spaces provided

- *10 Council-run car parks in Ormskirk providing around 933 spaces*

Priority: Ambitious for Health and Wellbeing

We will improve the health and wellbeing of local communities.

We have made considerable progress in this priority, particularly in the key projects for 2017/18 outlined below.

Leisure Strategy and Delivery

Work around a procurement strategy and business case development for new premises for replacement leisure facilities in Skelmersdale and Ormskirk is taking place. The Council is working with the Clinical Commissioning Group to examine options for these developments to include health facilities. Establishing Health and Wellbeing Hubs for communities will provide a broader range of services and facilities in one location whilst helping manage costs to the Council.

Work is now progressing with North Meols Parish Council around the potential community transfer of Banks Leisure Centre and we are developing a business plan for improvements to Burscough Sports Centre.

- *Maintained Green Flag awards for Beacon Country Park and Coronation Park (Ormskirk).*

West Lancashire Health and Wellbeing Strategy Development

Being ambitious for health and wellbeing is embedded in our Council vision and our Health and Wellbeing Strategy can make a real difference to people's lives. Building on existing opportunities around health, fitness and general wellbeing in the Borough, the strategy sets out a framework for improving the quality of life for residents by integrating and promoting health in wider services such as housing, the environment, leisure, economic regeneration, planning and community safety. We will now be taking the plans forward by working with key public sector partners, particularly through the West Lancashire Health and Wellbeing Partnership, to maximise investment and effort and enable residents to lead healthier lives.

- *10,615 took part in health improvement activities (sport, art, countryside)*
- *50% of residents responding to a recent survey are satisfied with parks and open spaces*
- *1.1 million annual visitors to leisure centres & swimming pools*

Well Skelmersdale Project

The Council is a partner in the Well Skelmersdale project, part of the Well North movement funded by Public Health England. The project is helping achieve positive social impact by allowing the community to reach its full potential through creating healthy environments for healthy living. Council Officers form part of the Well Skelmersdale project meetings and network to promote the joint planning and delivery of services and ensuring strategic links with key Council projects including the Town Centre redevelopment, Tawd Valley Master Plan and introduction of co-located Leisure, Health & Wellbeing facilities.

Housing Capital Programme

The Housing Capital Programme continued to deliver planned improvement works for our stock of around 6,000 homes from the £65M five-year Regenerating Homes budget.

In 2017/18, £10.6M was allocated to maintain the stock and help make tenants feel proud of their homes. We carried out work in a variety of areas including replacing bathrooms and installing heating systems and electrical upgrades. We were also able to undertake significant external improvements such as re-roofing which assists with the appearance of the local neighbourhoods, and helped with energy efficiency by installing new loft installation. Work on capital improvements (in addition to repairs service) will continue in 2018/19.

- *523 new bathrooms fitted*
- *509 heating systems upgraded*
- *383 electrical upgrades*
- *112 properties re-roofed, including new upvc fascia, soffits and rainwater goods*
- *98 properties had upvc double glazed windows installed*

Sheltered Housing

Following significant grant and budget reductions for delivery of the Sheltered Accommodation service, scheme reviews and consultation with residents resulted in a revised sustainable sheltered housing management service launched in April 2017. A survey of residents and staff was carried out during 2017 on the new service and feedback was very positive from both customers and staff who support the customer choice and flexibility of the new offer, which includes staff contact tailored to individual need. A project to upgrade the communication equipment at the sheltered sites which includes smoke detectors linked to Home Care Link has been deployed into all but one intended site, whilst Wifi is installed first.

Digital Inclusion

The Council is continuing to develop its online offer directly through the Digital Development Plan which ensures that all our services consider the use of digital technologies as part of service delivery for efficiency reasons and to meet customer expectations. Digital Inclusion work is also being carried out as we recognise that as more and more services (not only from the Council) move online, it is important that we help residents to gain basic online skills and access to the internet. We have working agreements with community resource centres, CAB, Lancashire Libraries Services to offer Assisted Digital Support for residents who need help with claiming online Universal Credit.

A project to install Wi-Fi in all of our communal sheltered accommodation schemes saw the Council become a 2018 finalist in the Northern Housing Awards 'outstanding approach to promoting digital inclusion' category. As well as the Wifi installation, our residents were introduced to digital taster sessions and offered courses through Lancashire Adult Learning in the comfort of their own communal lounge. An early review of outcomes, using a small sample of the schemes, indicated that ownership of devices had gone from 18% to 76%, and that 88% of residents were now accessing services online, such as NHS Choices.

In a recent resident survey:

- *92% of respondents use the internet*
- *78% of respondents use the internet every day*
- *76% of respondents over 65 use the internet*
- *69% of respondents had used the Council website to access information*

Financial Inclusion for Tenants

The strategy supports financially excluded Council tenants affected by welfare reforms to sustain their tenancy and increase their opportunities for employability. The Money Advice Service (MAS) is a key part of delivering the strategy and this year was expanded to meet unprecedented demand for assistance following the full service rollout of Universal Credit (UC) in December 2017. Through the year, MAS has dealt with 1,142 cases, of which 229 were for Personal Budgeting Advice to UC claimants and 17 Assisted Digital Support for claiming UC online. Advice and assistance can also be provided pre-tenancy. As well as providing this direct contact with tenants, we have also introduced text message reminders for MAS appointments and further developed the website for budgeting help and money advice. The Income Management team are working to increase the number of payment dates available for direct debits, and promoting use of the mobile Housing App, to encourage quicker, more convenient ways to pay rent and check rent balances.

- *1,347 tenants signed up to SMS/E mail services*
- *572 tenants signed up to the Housing App and 252 have used the rents menu*
- *20% of tenants paying by direct debit*

Homelessness Strategy

A key focus of the Homelessness Advice and Prevention Team is around preventing rather than resolving homelessness. As part of the strategy implementation, a homelessness prevention toolkit and improved advice service was developed which helped manage 51 prevention cases in 2017/18 (compared with 19 the previous year). This work has been a principal part of preparation for the introduction of the Homelessness Reduction Act, which came into force in April 2018. The Act increases the number of people eligible for advice and assistance at a much earlier stage thereby reducing the number of people becoming homeless. Additional homelessness prevention funding has been provided by central government for the development of this service, which will also require future changes to ICT systems for recording data around homelessness in the Borough.

- *93 homeless presentations*
- *22 evictions from private rented accommodation*
- *17 placements in temporary accommodation*
- *0 placements in bed & breakfast / hostel*

Managing the Budget

The challenging financial climate facing the Council means that it is essential that budgets are effectively controlled and that financial targets are achieved.

On the Council's General Revenue Account (which covers all services apart from the Council's housing stock) a favourable budget variance of £218,000 was achieved in 2017/18, or 1.7% of the total budget. This continues the trend of strong financial management that has been demonstrated in previous years and means that this account currently has a healthy financial position.

However the latest medium term financial forecast projects an estimated budget gap of between £1.5m and £2.0m by 2020/21, which would represent over 10% of the total budget. The scale of this gap, which is primarily caused by ongoing reductions in government grant funding, will represent a significant financial challenge and consequently this issue is included on the Council's Key Risk Register. The primary means to address this position will be through a Sustainable Organisation Review process which has been agreed and is now underway. This review will seek to close the budget gap, primarily through generating additional income and efficiency savings, to enable a balanced medium term financial position to be achieved.

A favourable budget variance of £1.4m, or 5.5%, has been achieved this year on the Housing Revenue Account (which covers all costs and income associated with the Council's housing stock). This strong performance means that this account is well placed to deal with future financial challenges, including ongoing rent reductions of 1% per year in the period up to 2020 in line with government policy.

Performance Data

The Council's Corporate Performance Suite is aligned to the corporate priorities and actions, which are agreed each year.

It contains a range of performance indicators (PIs) and data items aimed at highlighting performance in key service areas. The suite facilitates monitoring of service levels and is one element used by the authority to help it understand how well it is performing and therefore whether the organisation is on track to achieve its priorities.

Not all the indicators relate to operational performance. Our satisfaction survey results are also included and these help us better understand how our services are perceived in the community. We also include information that helps demonstrate that we are operating as an efficient organisation.

From the performance information available, 71% of targets for available PIs in the suite were met or exceeded in 2017/18, with 50% of available outturns showing an improvement or matching the previous year. This reflects that overall the Council is continuing to maintain a good level of performance in many of our frontline and support services, despite significant pressures on resources.

The performance suite is monitored quarterly by Cabinet and scrutinised by the Corporate & Environmental Overview and Scrutiny Committee. The annual outturn is provided in Appendix A.

Highlights

West Lancashire benefits from a broad base of organisations and individuals who create diverse activities for the Borough. The Council is involved with a variety of partners helping to stage a range of events throughout the year which contribute to making the Borough a vibrant and pleasant place to live. All our activities and events are promoted via our website, press releases and our Twitter account. This contributes to a recent survey result, which indicated that 74% of people are satisfied with the local area as a place to live. The following is a selection of events and actions from throughout the year, many of them dependent on working with other organisations.

April 2017

- Helping keep children safe and reduce problems with dog fouling, a decision was taken to **ban dogs from 26 more children's play areas** and to require dogs to be kept on leads in five specified areas in public parks and playing fields.
- Dog owners were able to have pets checked over and get them microchipped at a **Dog Welfare Roadshow** at Tanhouse Community Centre.
- Residents were invited to sign up to the new **chargeable garden waste service** with the quickest and most convenient way to pay being via the Council website.
- Consultation closed on Issues and Options for the **Local Plan Review**.

May 2017

- Ormskirk celebrated its much loved market with events and entertainment as part of the annual **Love Your Local Market** fortnight.
- A **Medieval Weekend** was held in Coronation Park for people to experience the sights, smells, sounds and tastes of Norman England and the Byzantine empire, 900 years ago.
- **DiscoverOrmskirk.com** launched.
- Home Care Link service achieved **TeleCare Association Accreditation**, an award that is a significant step towards meeting the highest quality standards for the industry. The service operates and provides monitoring support for vulnerable clients 24 hours a day.

June 2017

- A **free family fun day** was held at Richmond Park, Burscough with plenty of attractions including fair rides.
- **Elections** were held for the General Election (74.41% turnout); and by-elections in Derby Ward (31.18% turnout) and Aughton Park (76.36% turnout).
- westlancs.gov.uk was named as a top performing **4 star council website** by the SOCITM Better Connected Survey, putting us in the top 9% of Council websites
- The Parks and Countryside Service teamed up with Divine Days Community Arts CIC to host the third **Ormskirk Dance Festival**.
- **Armed Forces Day** was marked with a special event to honour the sacrifices made.

July 2017

- The first **Moor Street Night Market** was held with local food and drink establishments setting up on the streets alongside live music and street entertainment.
- Children aged between 5 and 12 were given the chance to join in with a variety of summer holiday activities with the **Junior Rangers Club**.
- The Chapel Gallery hosted the prestigious **Lancashire Open Exhibition**, a celebration of works by accomplished artists from across the UK
- The fabulous **Green Fayre** celebrating of the countryside and countryside living was held over two days for thousands of visitors in Beacon Country Park, Skelmersdale.

October 2017

- Residents were invited to sign up for the **Free Tree scheme**. First introduced in October 2008, over 6,000 trees have now been given to residents to improve the Borough's environment and attract more wildlife into gardens.
- Local schools took part in mock meetings at the Council to learn how a

August 2017

- Over 30,000 people enjoyed the seventh year of the **Ormskirk Motorfest**, organised by Aintree Circuit Club and supported by the Council, it has become one of the North West's biggest free family events.
- West Lancs residents were invited to a **Community Action Day** in Little Digmaor, Skelmersdale.
- More than 25 people completed the **first Active West Lancs Couch to 5K** 12-week programme in Skelmersdale reaching a 35-45 minute run by week 12.
- The annual **West Lancashire Walking Festival** was held covering short, themed, strolls to long distance countryside rambles.

November 2017

- Ormskirk Clock Tower and Lightcube in Skelmersdale were illuminated purple to raise **awareness for pancreatic cancer** throughout November
- Dog owners were invited along to Evermoor Hub, Birleywood, Skelmersdale for **free health checks** for their pets which included advice on diets, free

September 2017

- Winners of the 2017 **West Lancashire Design Awards** were announced. The awards acknowledges the importance of good quality development and building design.
- **Active West Lancs** promoted a new programmes including a 12-week Active Weight programme in Burscough and Skelmersdale, a second Couch to 5K and a Health Week of free fun activities.
- The Red Ensign Flag was raised at Derby St offices, in recognition of **Merchant Navy Day**.
- A **Green Infrastructure and Cycling Strategy** was adopted to create an attractive environment and provide opportunities for sustainable forms of travel.

December 2017

- A landmark decision was taken to approve a scheme at the former Council-owned Westec site that allows the authority for the first time to **build houses to be sold**.
- A pair of **Wishing Wings** were installed in Digmaor Parade, Skelmersdale following involvement of the community, artists and the Arts Development Service.

local council operates as part of **Local Democracy Week**.

- Extensive research by the Heritage and Environment Team resulted in seven more of the area's **war memorials** earning a place on the National Heritage List for England.
- **letstalkSkelmersdale.com**, the business-focused website for Skelmersdale, was officially launched.

January 2018

- Residents were given the opportunity to comment on how WLBC should spend money raised from **Community Infrastructure Levy** on local projects.
- A new **Housing Allocations and Pet Policy** was approved.
- Council offered **advice to residents about tree contractors** to always check carefully that firms are suitably qualified and insured
- Our **Citizen and Stakeholder Survey** was launched.
- £300K CIL funding for the **Tawd Valley Masterplan** project was approved.
- Work started on the development of the **Westec** site in Ormskirk.

microchipping and goodie bags for puppy owners.

- **A Festival of Tales** arts event developed with Ormskirk Town Centre Management Group, and Edge Hill University in partnership with local businesses and received a £15,000 grant from the Arts Lottery Programme.
- The **Ormskirk Christmas lights switch on** event proved popular with almost double the footfall on the previous year.

February 2018

- The Housing Team were shortlisted in the *outstanding approach to promoting digital inclusion* category for the UK Housing Awards 2018 for the work around WiFi installation in all its communal sheltered accommodation schemes to make the **internet more accessible to older people**.
- The Council announced a **£13m housing investment programme** for 2018/19 for creating new homes and making hundreds of others even better.
- Residents interested in being a **candidate or agent** for Borough elections were invited to briefing sessions.
- The **Local Plan Review: Issues & Options Topic Papers** were approved for public consultation.

- All of West Lancashire moved to full service **Universal Credit** on 13 December 2017, following its limited first introduction in September 2014.
- Shopkeepers across Ormskirk decorated their windows for the **best dressed window competition** and shoppers were asked to vote by visiting the Chapel Gallery.
- The Council's first **Health and Wellbeing Strategy** was approved.

March 2018

- We were awarded a grant of £36K from the national **One Public Estate programme** to undertake feasibility studies and options appraisals for various underused buildings in Ormskirk.
- The **Sustainable Organisational Review Project** was launched to help bridge the budget gap for the Council and will look at officer structure, the way we organise work, the use of 'lean' processes and ICT/agile working.
- The Lightcube on Exchange Island in Skelmersdale was lit up in red and blue to mark **World Down Syndrome Day**
- **New Property Compliance Policies** around fire, water hygiene, electrical installation, asbestos and gas safety were approved.

Strategy Review – Council Plan 2018/19 – 2020/21

A new strategic Council Plan was developed for April 2018. A summary of the plan and projects is given below.

Our Vision

To be a Council which is ambitious for West Lancashire – our Economy, Environment and for Health and Wellbeing

We are ambitious for our economy, and for inclusive growth in West Lancashire, retaining and growing good quality jobs, increasing skills levels and encouraging business and wealth generation. This is matched by our ambitions for a good quality, clean, built and physical environment, and for ensuring the conditions are in place for people in West Lancashire to live healthy and fulfilling lives. These ambitions are reflected in the priorities and key projects that have been identified.

Our Values

Collaborative – working in partnership to benefit West Lancashire, being open and involving in the way decisions are made, and adopting a co-ordinated 'one Council' approach

Empowering – valuing and developing communities and employees to take responsibility for solutions, and to make the most of our local assets

Enterprising – being innovative and creative, delivering lasting improvements and ongoing efficiencies to bring the Council to a sustainable position

Equality – promoting equality and seeking to reduce inequality

Focused – being strategic and prioritising the things that make the biggest difference to our communities

Proud – of West Lancashire as a place to live, work, visit and invest

Priorities and Key Projects

Deliver tangible and visible improvements in the Borough, by:

- ❖ Completing the current review of the Local Plan
- ❖ Developing new leisure facilities as health and leisure hubs for the Borough
- ❖ Delivering retail, housing and public realm improvements with a focus on Skelmersdale Town Centre
- ❖ Establishing a Development Company, subject to the business case, to accelerate the build of housing and commercial property for rent and sale

Engage and empower our local communities, by:









- ❖ Delivering the Master Plan for Tawd Valley park, subject to resources, involving the community in planning and delivering improvements
- ❖ Piloting volunteer engagement at Abbey Lakes, and exploring opportunities to roll out this approach to other countryside parks in the Borough
- ❖ Facilitating the asset transfer of existing leisure facilities in North Meols, working with the owners of this facility and local communities
- ❖ Deliver digital inclusion initiatives, to encourage self-service and further strengthen customer service























Actively promote the Borough as a great place to live, work, visit and invest, by:

- ❖ Promoting the Council's role and West Lancashire's achievements through a new digital communications strategy, complementing traditional approaches
- ❖ Roll out 'place branding' and continue to develop the websites for Ormskirk and Skelmersdale
- ❖ Continue to engage with Liverpool City Region and Lancashire authorities, to bring benefits to West Lancashire
- ❖ Engaging businesses and communities in enhancing and promoting Ormskirk, Burscough and Skelmersdale, including through the Ormskirk Town Centre Management Group and Skelmersdale Place Board

Organisational Sustainability Review












APPENDIX A: PERFORMANCE INFORMATION 2014/15–2017/18

Icon key	
	On target (within 0.01%) or exceeded
	Off target (within 5%)
	Off target (by 5% or more)
	Data only (no target)
	Performance improved on previous year
	Performance declined on previous year
	No change on previous year
	Comparison not possible

Performance Indicator	Results 2014/15-2017/18				Targets 2017-18	2016/17 vs 2017/18	2017/18 Result	Note
	2014/15 Value	2015/16 Value	2016/17 Value	2017/18 Value	Annual 2017/18			
ICT1 Severe Business Disruption (Priority 1)	100.0%	100.0%	100.0%	100.0%	99.0%			
ICT3 Major Business Disruption (P2)	100.0%	92.0%	96.0%	100.0%	98.0%			
ICT2 Minor Business Disruption (P3)	99.0%	98.0%	98.0%	99.0%	97.0%			
ICT4 Minor Disruption (P4)	99.0%	98.0%	99.0%	99.0%	98.0%			
ICT5 Advice & Guidance (P5)	100.0%	100.0%	100.0%	100.0%	98.0%			
B1 Time taken to process Housing Benefit/Council Tax Benefit new claims and change events(days)	6.62	7.02	6.41	5.63	12.00			
B2 Overpayment Recovery of Housing Benefit overpayments (payments received)	£203,868	£276,577	£311,409	£294,695	£195,000			
B4 Benefits Local authority Error Overpayments - Lower threshold	£86,090	£82,401	£96,867	£76,048	£123,371			
R1 % of Council Tax collected	96.03%	97.02%	96.74%	96.51%	97.10%			Annual outturn equates to a shortfall of approximately £350k against a total annual liability of £59m. Direct impact of this to WLBC is 13% (£45k).
R2 % council tax previous years arrears collected	33.56%	37.31%	26.82%	26.78%	24.5%			
R3 % of Non-domestic Rates Collected	96.40%	98.32%	97.72%	98.18%	97.20%			

R4 Sundry Debtors % of revenue collected against debt raised	90.73%	95.00%	95.06%	95.78%	89.1%			
BV8 % invoices paid on time	98.22%	98.81%	98.48%	98.50%	98.75%			Data relates to 40,134 invoices processed during the year
CIT01 % feel West Lancs is safe & secure to live	78%	79%	79%	78%				
CIT02 % satisfied with cleanliness of streets	69%	65%	56%	54%				
CIT03 % satisfied with how WLBC runs things	68%	62%	57%	48%				
CIT05 % satisfied with local area as a place to live	82%	78%	80%	74%				
CIT06 % satisfied with sports/leisure facilities	42%	41%	27%	30%				
CIT07 % satisfied with parks and open spaces	58%	60%	52%	50%				
CIT08 % residents agreeing that WLBC provides value for money	43%	41%	35%	30%				
CIT12 % of people satisfied with household collections for domestic waste	83%	86%	85%	86%				
CIT13 % of people satisfied with household collections for recyclable materials	82%	82%	78%	79%				
CIT14 % of residents who feel the Council keeps them well informed about its services and benefits	57%	50%	49%	42%				
ER01 Apprenticeships created from Council intervention	~	~	27	15				
ER04 Apprenticeship vacancies within the borough	~	~	254	182				Apprenticeships advertised within West Lancs.
ER05 Benefit claimant count in West Lancs	~	~	1.9%	1.9%				Information comes from DWP administrative data.
HS13 % LA properties with Landlord Gas Safety Record outstanding	0.10%	0.13%	0.19%	0.49%	0.00%			Significant work during the year has improved processes. This had reduced to 1 property as at 25 April.
HS14 % non-decent council homes	0.39%	0.30%	0.25%	0.07%	0.25%			4 properties
HS1 % Housing repairs completed in timescale	96.56%	96.39%	97.22%	97.37%	97.00%			

NI 154 Net additional homes provided	239	266	305	177				236 total homes, demolitions/losses 59
NI 155 Number of affordable homes delivered (gross)	16	92	95	71				
NI 157a Processing of planning applications: Major applications	76.09%	95.12%	87.10%	97.22%	65.00%			Relates to 36 applications determined in the year
NI 157b Processing of planning applications: Minor applications	73.88%	67.31%	88.85%	88.31%	75.00%			Relates to 248 applications determined in the year. Target and outturn is above government target of 65%
NI 157c Processing of planning applications: Other applications	81.99%	82.71%	90.56%	93.05%	85.00%			Relates to 561 applications determined in the year. Target and outturn is above government target of 80%
NI 159 Supply of ready to develop housing sites	120.5%	108.3%	106.3%	P				
NI 191 Residual household waste per household (Kg)	502.59	513.15	504.95	P	500.00			Data pending from external source. Figures relate to data reported for (not validated during) the quarters April 2017-March 2018.
NI 192 Percentage of household waste sent for reuse, recycling and composting	46.29%	46.80%	47.38%	P	50.00%			As above.
NI 195a Improved street and environmental cleanliness (levels of litter, detritus, graffiti and fly posting): Litter	0.83%	1.44%	0.80% ^R	0.76%	1.61%			^R Previously reported as 1.03%
NI 195b Improved street and environmental cleanliness (levels of litter, detritus, graffiti and fly posting): Detritus	4.77%	4.95%	2.16%	4.37%	5.00%			
TS1 Rent Collected as a % of rent owed (excluding arrears b/f)	98.65	99.81	99.09	99.48	99.00			
TS11% of rent loss through dwellings being vacant	1.69%	1.75%	1.79%	1.59%	2.00%			
WL_121 Working Days Lost Due to Sickness Absence	8.74	9.64	7.44	8.28	8.08			Direct HR support for stage 1 and 2 interviews and training for attendance management as requested is anticipated to improve performance.
WL01 No. residual bins missed per 100,000 collections	84.26	89.83	76.81	93.98	80.00			Route optimisation work currently underway is anticipated to improve performance.
WL06 Average time taken to remove fly tips (days)	1.09	1.06	1.03	1.04	1.09			1,216 reports compared to 1,207 in previous year
WL08a Number of Crime Incidents	4,971	4,765	5,170	6,004				
WL_18 Use of leisure and cultural facilities (swims and visits)	1,203,074	1,164,957	1,213,806	1,229,850				

WL24 % Building regulations applications determined within 5 weeks	61.64%	61.98%	62.20%	51.00%	50.00%			202 decisions made. 100% of the decisions were made within the two months of submission.
WL90 % of Contact Centre calls answered	92.4%	92.0%	93.0%	83.1%	91.0%			Performance has been heavily impacted by an unprecedented level of calls around the first green waste subscription service, changes to bin collections and the new subscription period for 2018. Outturn relates to 123,448 calls into the contact centre in 2017/18, compared with 102,646 in 2016/17.
WL108 Average answered waiting time for callers to the contact centre (seconds)	30	51	60	145	60			As above.
WL122 % Vehicle Operator Licence Inspections Carried Out within 6 Weeks	100%	100%	100%	100%	100%			
WL123 Apprenticeships Started Each Year Within WLBC	~	~	~	0.17%	2.30%	~		New for 2017/18.
WL19bii Direct dial calls answered within 10 seconds	81.98%	81.34%	81.23%	80.26%	82.21%			Relates to 191,680 calls during the year.

General notes on the 2017/18 suite

WLBC continues to collect certain PIs originating from the previous Best Value and National Indicator sets for its own performance management purposes although national reporting no longer exists. Satisfaction PIs (CIT_) are collected through the West Lancashire Citizen Survey. PIs and targets are reviewed annually and agreed by Cabinet. Data that is pending will be published when available on the council website.

Annual Report in other formats

The Annual Report can be provided upon request in other formats including audiotape, CD, in large print, Braille and other languages. Telephone 01695 577177 or visit our website www.westlancs.gov.uk



COUNCIL: 18 July 2018

Report of: Director of Housing and Inclusion and Borough Treasurer

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

SUBJECT: HOUSING ACCOUNT – REVENUE AND CAPITAL OUTTURN

Wards affected: Borough wide

1.0 PURPOSE OF THE REPORT

1.1 To provide a summary of the Housing Revenue Account (HRA) revenue and capital outturn position for the 2017-2018 financial year.

2.0 RECOMMENDATION

2.1 That the financial outturn position of the 2017-18 HRA and Capital Investment Programme be noted and that the budget allocations set out in paragraphs 4.3 and 5.4 be approved.

3.0 BACKGROUND

3.1 The financial year 2017-18 represented year two of the government's four year rent setting policy to reduce social housing rents by 1% per annum to 2020. This policy continues to progressively add pressure to the HRA over this period. However, the Policy Options agreed by Council in July 2016 and October 2016 have delivered sufficient savings and efficiencies to secure the HRA's financial position over the medium term.

4.0 HOUSING REVENUE ACCOUNT – REVENUE OUTTURN

4.1 A summary of the HRA revenue outturn is set out in Appendix one and shows that a favourable budget variance of £1.411m was achieved, which represents 5.5% of the total budget. This is a similar position to the 2016-17 outturn and demonstrates that the HRA currently maintains a healthy financial standing.

- 4.2 The main reasons for this position, which were anticipated and reported during the year, were the active management of staffing levels, a painting contractor going into liquidation with a consequent reduction in activity, and only limited calls being made on the central contingency budget. In addition there was an underspend on the void repairs and responsive repairs budgets, which are largely demand driven.
- 4.3 It is intended that this favourable budget variance will be used for a number of purposes as follows:
- Contributing £687,000 to the 2017-18 capital programme that is being slipped into 2018-19, to avoid the need to take out external borrowing and to save money on capital financing costs
 - Carrying forward £23,000 of funding from the Department for Works and Pensions to fund a staff post that will provide personal budgeting support to residents moving onto Universal Credit
 - Allocating the balance of £701,000 to the Budget and Efficiency Savings Reserve. Part of this funding will be used to cover the HRA share of costs for the Sustainable Organisation Review Project (which are not yet known at this time) and the use of the remaining funding will be considered through the budget setting process for next year

5.0 CAPITAL INVESTMENT PROGRAMME

- 5.1 A summary of the Housing Capital Investment Programme outturn is shown in Appendix Two. Total expenditure was £6.839m, which represents 64% of the total budget of £10.652m.
- 5.2 It is standard practice at year-end that capital budgets that have not been fully utilised are reviewed before being slipped into the following year to allow for completion of the existing programme. If the review identifies elements of the capital budget that will not be required in the following year they may be removed from the capital investment programme to release funding.
- 5.3 The 2017-18 planned maintenance schemes are either complete or will be completed in the first part of 2018-19, with the exception of the roofing programme which has encountered unavoidable delays due to structural issues. The budget not required from these planned maintenance schemes is due to tendering and delivery being cheaper than originally estimated, plus tenant refusals which will be funded by slipping the remaining 2017-18 contingency budget into 2018-19. Good progress is being made on procurement of the 2018-19 planned maintenance programme to ensure earlier commencement of works than in previous years.
- 5.4 It is proposed that the variance of £3.813m (£10.652m budget less £6.839m expenditure) is used as follows:
- A total net budget of £2.779m is slipped into the next financial year to enable schemes to be completed

- That scheme funding adjustments take place as detailed in Appendix Two, they are funding neutral overall.
- That consideration is given in the budget setting process for next year as to how funding of £1.034m that is no longer required should be used. Information from the full stock condition survey will have been analysed by this time to enable an updated asset plan to be produced

6.0 SUSTAINABILITY IMPLICATIONS

6.1 Work carried out through 2017-18 has ensured that, with the information we are aware of, the HRA can deliver services and is financially sustainable in the medium term.

7.0 RISK ASSESSMENT

7.1 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 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

Appendix One – HRA Revenue Outturn

Appendix Two – Capital Investment Programme Outturn and Funding

Appendix One – HRA Revenue Outturn

Budget Area	Budget £'000	Projected Variance £'000	Comments
Employee expenses	4,958	-495	The active management of staffing levels enabled a favourable budget variance to be delivered
Void repairs and response repairs	2,637	-303	Both budgets are demand-led
Other premises costs	3,160	-474	Mainly due to a reduction in painting activity as a result of a contractor going into liquidation
Transport expenses	220	-44	
Budget Contingency	125	-125	There were no calls on this contingency budget
Supplies and Services	1,304	-69	
Support Services and Internal Income (net)	1,640	143	Capitalisation of staff salaries was 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	41	
Other external income	-2,470	-85	
Total	0	-1,411	Represents 5.5% of the overall budget

Appendix Two – Capital Investment Programme Outturn and Funding

Scheme Description Expenditure	Revised Budget £000's	Outturn 2017-18 £000's	Var. £000's	Funding Adjustments £000's	Slippage £000's	Release Funding £000's	Comments
Bathroom Replacements	1,306	984	-322		200	122	£200k slipped into 2018-19. Any further refusals will be picked up from contingency/voids.
Re-Roofing Works	1,200	679	-521	-99	620		Works delayed due to structural issues, £99k from Structural Works budget to fund additional works required.
Electrical Upgrades	1,034	685	-349	250	80	19	£80k to finish the current programme. £250k to fund capital boiler replacement works.
Heating System Upgrades	809	900	91	-250	159		£250k to fund capital boiler replacement works.
Sheltered Housing Upgrades	756	523	-233	41	50	142	
Contingency	725	516	-209		209		
Beechtrees	680	350	-330	-135	463	2	£135k no longer required for Firbeck moved to support Beechtrees. The balance to be slipped into 2018-19 to match build works profile.
Professional Fees	679	610	-69			69	
Adaptations for Disabled People	642	237	-405		243	162	Slip funding for three large adaptations projects expected

							to be completed in 2018-19
Scheme Description Expenditure	Revised Budget £000's	Outturn 2017-18 £000's	Var. £000's	Funding Adjustments £000's	Slippage £000's	Release Funding £000's	Comments
Communal Areas Improvements	470	191	-279	-41	320		£41k from Sheltered to fund communal works. Balance slipped as it overlaps with the Fire Risk Assessment Works.
Property Purchases	470	495	25			-25	
Windows & Doors	455	177	-278			278	Programme finished
Structural Works	260	14	-246	99		147	
Garages	229	204	-25		25		
Firbeck Revival	200	15	-185	135	50		£50k to smarten older blocks, £135k to support Beechtrees development
Walls	200	19	-181		190	-9	
Westec Development HRA Element	130	133	3		-3		
Environmental Programme	100	3	-97		45	52	
Digital Inclusion Initiatives	80	22	-58		18	40	
Improvements to Bin Stores	50	4	-46	-24	70		
Housing OR Recommendations	40	17	-23		23		
Flood Resilience Works	33	28	-5		5		
Flaxton Rainbow	25	0	-25		12	13	
Environmental Improvements	24	0	-24	24			
Evenwood Court Remodelling	23	0	-23			23	
Painting Rendering no fines	15	0	-15			15	
Energy Efficiency	6	32	26			-26	
Lifts	6	1	-5			5	

Equipment Replacement	5	0	-5			5	
Total Expenditure	10,652	6,839	-3,813	0	2,779	1,034	

Resources	Revised Budget £000's	Outturn 2017-18 £000's	Var. £000's	Funding Adjustments £000's	Slippage £000's	Release Funding £000's	
Capital Receipts	227	339	112	-112			Use of 141 receipts and Affordable Housing funding
HRA Borrowing	1,833	0	-1,833	799		1,034	
HRA/MRA Contribution	8,592	6,500	-2,092	-687	2,779		
Total Resources	10,652	6,839	-3,813	0	2,779	1,034	

*£2.779m (net) of 2017-18 capital budget slipped into 2018-19 to be funded from £2.092m of 2017-18 approved revenue contributions and £0.687m of 2017-18 revenue underspend.



COUNCIL: 18 July 2018

Report of: Borough Treasurer

Contact: Marc Taylor (Extn. 5092)
(E-mail: Marc.Taylor@westlancs.gov.uk)

SUBJECT: GENERAL REVENUE ACCOUNT OUTTURN

Wards affected: Borough wide

1.0 PURPOSE OF THE REPORT

1.1 To provide a summary of the revenue and capital outturn position on the General Revenue Account (GRA) for the 2017/18 financial year.

2.0 RECOMMENDATION

2.1 That the outturn position be noted and the budget allocations set out in paragraph 4.5 be approved.

3.0 BACKGROUND

3.1 The GRA is facing a challenging financial position primarily as a result of ongoing reductions in government grant funding. To address this position a range of measures were agreed through the Policy Options process to deliver savings and generate additional income of just under £1.2m in 2017-18. The effective implementation of these measures is a key factor in ensuring that the GRA maintains a healthy financial position.

4.0 REVENUE OUTTURN

4.1 The Council set a revenue budget of £12.927m for the financial year. The third quarter monitoring position projected an overall favourable variance of £175,000 or 1.4% against this budget. The final outturn shows an improvement of £43,000 on this position, with a favourable budget variance of £218,000 (1.7%). This continues our strong track record of managing financial performance to ensure

that the outturn position is in line with the budget. Within this total position, each Directorate and Service achieved a favourable budget variance, and a breakdown is provided in Appendix 1.

- 4.2 Employee costs form a significant proportion of the Council's total budget and consequently are very important from a budget management perspective. The budget contains a corporate target for staff efficiency savings of £280,000 per year, and the active management of staffing levels meant that this target was achieved.
- 4.3 The external income that the Council generates can be one of the most volatile areas of the budget, with income going up and down due to factors outside our direct control. This year income levels were generally in line or performed better than the budget targets. In particular there was a high level of Community Infrastructure Levy funding that was generated.
- 4.4 In general good performance was made in delivering Policy Option measures. The most significant measure was the introduction of garden waste charging, and the income performance in this area has exceeded the budget target. To reflect this position the income budget for garden waste charging was increased for 2018-19 when the budget was set.
- 4.5 At its meeting in February 2018, Council agreed to use the projected favourable variance at that time of £175,000 to provide financial support for the budget in 2018-19. It is recommended that the additional favourable variance of £43,000 that has been achieved in the final outturn position is used in the same way to support the budget position in future years.

5.0 CAPITAL PROGRAMME OUTTURN

- 5.1 Expenditure on the GRA Capital Programme in the year was £2.344m against a budget of £3.168m, and a breakdown is provided in the following table:

Budget Area	Expenditure £000	Budget £000	Variance £000	Expenditure %
Leisure and Environment	469	576	-107	81%
Housing and Inclusion	1,529	1,695	-166	90%
Development and Regeneration	319	558	-239	57%
Finance and HR	27	339	-312	8%
Total	2,344	3,168	-824	74%

- 5.2 The expenditure level was 74% of the total budget, which is a broadly similar level to that achieved in previous years. In line with our normal practice it is expected that the majority of the budget variance of £824,000 will be slipped into the 2018-19 financial year to enable capital schemes to be completed. A more detailed report will be presented to the September Cabinet and Executive

Overview and Scrutiny Committee meetings that show the revised budget figures for 2018-19 after allowing for slippage.

6.0 SUSTAINABILITY IMPLICATIONS

6.1 There are no significant sustainability impacts associated with this report and, in particular, no significant impact on crime and disorder.

7.0 RISK ASSESSMENT

7.1 The formal reporting of performance on the General 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 – GRA Revenue Outturn

**APPENDIX 1
GRA REVENUE OUTTURN**

Budget area	Net Budget £000	Variance from Budget £000	Variance %
Leisure and Environment	8,947	-172	-1.9%
Housing and Inclusion	1,797	-43	-2.4%
Development & Regeneration	1,410	-170	-12.1%
Legal and Democracy	1,042	-93	-8.9%
Finance and Human Resources	1,514	-85	-5.6%
Employee Savings target	-280	280	See note
Other Budget Items	-1,503	65	4.3%
TOTAL	12,927	-218	-1.7%

NOTES

The budget figures for each area have been updated to include year-end capital accounting adjustments and the allocation of central budget items to services. These are technical accounting adjustments that do not affect the bottom line resource position.

The employee savings target is a corporate budget heading that is held centrally. The actual savings that are made in relation to this item are contained within services. Consequently savings made elsewhere will offset the apparent variance on this budget item.



Report of: Borough Treasurer

Contact for further information: Mr J Smith (Extn.5093)
Mr M Kostrzewski (Extn 5374)

SUBJECT: TREASURY MANAGEMENT AND PRUDENTIAL INDICATOR PERFORMANCE 2017-18

Wards affected: Borough wide

1.0 PURPOSE OF THE REPORT

1.1 To set out details of Treasury Management performance and Prudential Indicators for the year ended 31 March 2018.

2.0 RECOMMENDATION

2.1 That the performance for the 2017-18 financial year be noted.

3.0 BACKGROUND

3.1 Treasury Management covers the management of the Council's cash flows, banking, investments and borrowing. Given the large sums of money involved it is an important area of the Council's finances and is subject to a specific set of rules and regulations.

3.2 The Chartered Institute of Public Finance and Accountancy (CIPFA) Code of Practice on Treasury Management, which has been adopted by the Council, requires a number of reports to be made to Council on Treasury Management activities. This includes details of performance during the year and the exercise of powers delegated to the Borough Treasurer.

3.3 The Prudential Code for Capital Finance allows Councils to determine their own level of borrowing, taking account of a set of prudential indicators. The general

principle is that borrowing is to be affordable, prudent and by conclusion sustainable. Details on these prudential indicators are required to be reported to Council on a regular basis.

4.0 INVESTMENT PERFORMANCE

4.1 The Council's investment activity during the year continued to be adversely influenced by external factors. The continuation of the Funding for Lending Scheme until the end of January 2018, for example, had a negative impact on investment returns. The Bank of England Base Rate started the financial year at 0.25% and following a rate rise in November 2017 closed the year at 0.50%. This rise did not have a significant impact on the Council's average interest rate for the year as cash flow in the final quarter reduces, and so the availability of funds for investment is restricted. The main priority however is to guarantee the security of the funds invested. The average amount of investments during 2017-18 was £20.8m compared to £19.1m in 2016-17.

4.2 The following table provides details on investment activity over the last 2 years.

	<u>2017-18</u>	<u>2016-17</u>
External Investment Interest earned	£75,114	£90,980
Annual Turnover	£130 million	£152 million
Number of individual investments	40	32
Average Interest Rate earned	0.308%	0.389%
<u>Number & type of organisations invested in</u>		
Local Authorities	1	1
Building Societies	4	3
Banks	4	4

4.3 As part of the ongoing exercise to achieve Best Value in Treasury Management, performance on investment activities continues to be monitored against a benchmark of the average 3-month LIBID interest rate. The average interest rate earned by the Council on its investments, was 0.308%, which was higher than the average LIBID rate of 0.28%. This represents a good performance and demonstrates that treasury management activities continue to be delivered effectively. This position is especially favourable given that our procedures for minimising risk mean that investments are only made in the highest rated UK based financial institutions and for relatively short periods of time.

5.0 COUNCIL BORROWING

5.1 At the start of the financial year the Council had outstanding long term borrowing of £88.212m, from the Public Works Loan Board which was related to the implementation of HRA self-financing. By the end of the financial year this position had remained unchanged. Total interest payments of £3.06m were made in 2017-18 in order to service this debt.

5.2 The funding resources for the Council's capital works for 2017-18 did not include any element of external borrowing in order to achieve the programme. Instead a

combination of mainly internally generated resources and capital grants was utilised in order to fund the different schemes detailed in the programme.

- 5.3 There are a number of potential initiatives that are currently being considered that could have major borrowing implications. These projects include the Skelmersdale Town Centre Vision, the replacement of leisure facilities, and the setting up of a development company. In addition delivery of the HRA Business Plan will require funding through external borrowing over the course of the medium term capital programme. These schemes will be subject to separate reports to Council which will contain details on their financial implications.
- 5.4 It was reported to Council in February 2018 that there is new guidance on Minimum Revenue Provision requirements and local government investments coming into force from 2019-20. In addition there is also a new suite of prudential indicators to be reported from 2019-20. Appropriate measures will be taken to ensure that any external borrowing that is utilised complies with the requirements of this new guidance.

6.0 EXERCISE OF DELEGATED POWERS

- 6.1 The current Counterparties list is set out in Appendix A. This shows the types of organisations that have been approved for investment purposes, and the maximum amount and loan period for investing with a single organisation. There have been no changes made to this list during the year.
- 6.2 The Borough Treasurer has delegated powers to take out new debt and repay existing debt. These powers ensure that the Council can obtain the best possible deals in a market where conditions can change rapidly. However this facility was not utilised during the year.

7.0 PRUDENTIAL CODE PERFORMANCE

- 7.1 Appendix B details the actual Prudential Indicators for the financial year 2017-18. The overall information that this conveys is one of a healthy financial position and this confirms that the Council has a good financial standing.
- 7.2 The purpose of the Indicators is to ensure that financing costs associated with capital activities are managed in a prudent, affordable and by definition, sustainable manner.
- 7.3 The Council aims to ensure this position in a number of ways. One of the main areas in which it achieves this objective is by a robust budget setting cycle. During this process Managers must detail the revenue implications of any capital decisions, while the capital process identifies the resources available to fund the capital programme. This ensures that strategic resource planning and option appraisal of bids are fully reviewed prior to setting the programme.
- 7.4 In specific reference to the Prudential Indicator performance for 2017-18 it is worth pointing out that the net revenue stream for the GRA is in a small positive position. This is due to the fact that investment returns are currently low as

detailed above, while a minimum revenue provision for the repayment of outstanding liabilities has to be made.

- 7.5 The HRA net revenue position is at the level detailed primarily due to the interest payments of £3.06m on the self-financing debt. However, it must be borne in mind that the Council does not now have to pay housing subsidy to the Government, which was some £6m per annum, and consequently is in a much better financial position.

8.0 SUSTAINABILITY IMPLICATIONS

- 8.1 There are sustainability impacts about undertaking long term debt. Any decisions in this regard will follow the following principles of being prudent, affordable and sustainable and will also be in accord with CIPFA guidance and codes of practice. There are no significant impacts on Crime and Disorder arising from this report.

9.0 RISK ASSESSMENT

- 9.1 The formal reporting to Council of Treasury Management performance and Prudential Indicators for Capital Finance is part of the overall framework to ensure that the risks associated with this activity are effectively controlled.

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 or elected members and/or stakeholders. Therefore, no Equality Impact Assessment is required.

Appendices

Appendix A – Approved Counterparties for External Investments

Appendix B – Outturn Prudential Indicators

APPROVED COUNTERPARTIES FOR EXTERNAL INVESTMENTS –

Type of Counterparty	Maximum loan by Council	Maximum Period
Major British Based Banks and Subsidiaries with the highest possible credit ratings.	£5m	Up to £3m 364 days Up to £5m 6 months
British Based Building Societies. – Only those with the highest possible credit ratings as advised by our Treasury Management advisors	£5m	Up to £2m 364 days Up to £5m 6 months
Other Local Authorities	£5m	Up to 364 days
Money Market Funds	£3m	Callable deposits

NOTE:-

No investments are currently being made for more than 3 months.

PRUDENTIAL INDICATORS OUTTURN 2017-18

Net Revenue Stream:

	<u>2017/18</u>	<u>2016/17</u>
General Revenue Account -	2.56 %	2.38 %
Housing Revenue Account -	11.77 %	12.11 %

This is a measure of the interest paid on borrowing / debt taking account of the interest earned on investments as a percentage of the overall Council tax or HRA expenditure requirement.

Capital Expenditure:

£ '000

	<u>Budget</u>	<u>Actual</u>
General Revenue Account -	£3,168	£2,344
Housing Revenue Account -	<u>£10,652</u>	<u>£6,839</u>
Total	<u>£13,820</u>	<u>£9,183</u>

This Indicator is reported upon to demonstrate that there is effective control of the capital programme and that expenditure is incurred in line with resources approved.

Authorised Limit for External Debt:

£ '000

Operational Boundary:

Borrowing	110,000	107,500
Other long term liabilities	<u>2,000</u>	<u>600</u>
Total	<u>112,000</u>	<u>108,100</u>

The Borough Treasurer has delegated authority to borrow up to the limits detailed above and to effect movement to these figures for borrowing and other long term liabilities. Such changes will be reported to Council at its next meeting following the change. The Council undertook borrowing of £88.212m on 28th March 2012 and had other long term liabilities totalling £0.446m at the end of the year, and consequently is comfortably within the parameters detailed.

Capital Financing Requirement

£ '000

	<u>2016/17</u>	<u>2017/18</u>
General Revenue Account	£21,454	£21,621
Housing Revenue Account	<u>£80,106</u>	<u>£80,106</u>
Total	<u>£101,560</u>	<u>£101,727</u>

The capital financing requirement measures the Authority's underlying need to borrow for a capital purpose.

Maturity Structure of Borrowing

All fixed rate loans:

<u>£</u> <u>Value</u>	<u>%</u> <u>Interest Rate</u>	<u>Period</u>	<u>Maturity date</u>	<u>£</u> <u>Int p.a.</u>
4,410,600	3.01	15	28/3/27	132,759
4,410,600	3.30	20	28/3/32	145,549
8,821,200	3.44	25	28/3/37	303,449
8,821,200	3.50	30	28/3/42	308,742
8,821,200	3.52	35	28/3/47	310,506
8,821,200	3.53	37	28/3/49	311,388
8,821,200	3.52	40	28/3/52	310,506
8,821,200	3.51	42	28/3/54	309,624
8,821,200	3.50	45	28/3/57	308,742
8,821,200	3.50	47	28/3/59	308,742
8,821,200	3.48	50	28/3/62	306,977

Weighted average interest rate is 3.47%

Total interest charge p.a. is £3,056,986



COUNCIL : 18 JULY 2018

Report of: Director of Leisure and Environment

Contact for further information: Paul Adamson (Extn. 5241)
(E-mail: paul.adamson@westlancs.gov.uk)

SUBJECT: HEALTH AND SAFETY STRATEGIC PLAN 2017/20 - UPDATE

Wards affected: Borough wide.

1.0 PURPOSE OF THE REPORT

1.1 To provide an update on the progress made in relation to the 2017/20 Health and Safety Strategic Plan.

2.0 RECOMMENDATION

2.1 That progress against the Health and Safety Strategic Plan 2017/20 be noted.

3.0 BACKGROUND

3.1 The Council has a long history of good compliance in health and safety management. Following the success of the Health and Safety Improvement Plan, a strategic approach was adopted to proactively manage health and safety issues within the Council.

3.2 The resultant Strategic Plan was focused on delivering improvements so as to handle risk effectively and produce a performance management framework to enable the Council to demonstrate improvements made in the management of health and safety. Performance against the 2014/17 Plan was continually reviewed at the Corporate Health and Safety Committee meetings.

3.3 Accordingly, a significant amount of effort and work is taking place to ensure the Council is meeting its statutory obligations to reduce the risks to those affected by the Council's operations.

4.0 THE 2017/20 HEALTH AND SAFETY STRATEGIC PLAN

4.1 The 2017/20 Health and Safety Strategic Plan (the 2017/20 Plan) was approved by Council on 19th July 2017 and an update is provided to Members annually.

The 2017/20 Plan builds on previous work by concentrating on the provision of Health and Safety information and training to staff.

- 4.2 The implementation of the 2017/20 Plan has reinforced the Council's commitment to provide a safe and healthy working environment for its employees, Members and visitors. Progress against the 2017/20 Plan is continuing as expected with no significant deviations away from targets. Appendix 1 to this report provides an outline of the work to date.

5.0 SUSTAINABILITY IMPLICATIONS

- 5.1 There are no significant sustainability impacts associated with this report and, in particular, no significant impact on crime and disorder.

6.0 FINANCIAL AND RESOURCE IMPLICATIONS

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

7.0 RISK ASSESSMENT

- 7.1 The formal reporting of progress on the Health and Safety Strategic Action Plan is part of the overall control framework that is designed to manage and mitigate the health and safety 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 - Health and Safety Strategic Plan 2017/2020 – Update.

Health and Safety at Work

Health and Safety Strategic Plan

Update – June 2018

Introduction

This strategic plan is designed to promote the Council's vision, which is to build on our existing procedures to ensure health and safety remains as a cornerstone of the Council's activities and, with that, to achieve a record of workplace health and safety that leads the sector. The strategy builds on our success and develops the Council's health and safety management system.

The strategy sets out what we, as a Council want to achieve and further energise our approach to improving workplace health and safety for the future. We will own it, promote it and make sure it happens.

The Health and Safety Strategy 2017-20 has been developed to support the Council's aims and objectives as laid out in the Corporate Plan. It supports the strategic and operational management of the Council and looks to go beyond the traditional health and safety role of preventing harm. It commits the Council to continually improve the health and safety of its staff and any other person affected by its activities, it is not just about achieving compliance, but assisting in realising:

- Efficient, proactive and pragmatic ways of delivering health and safety
- A safe and healthy environment for staff and any other person affected by our activities
- A robust health and safety culture across the Council
- Effective means of protecting stakeholders, including staff and any other person affected by our activities from harm

The Health and Safety Unit will contribute with others how the health and safety management system might be strengthened and, where there are improvements that can be made, how they might be achieved. The strategy confirms the Council's intention to understand and value the contribution of its staff and others to improving health and safety, therefore we will continue to engage with everyone who can contribute to its success.

This is also a strategy about continuing to promote change. It is about doing things in new ways, getting others involved or even saying no in some cases.

The strategy builds on the strength of our relationship with our staff and our collective ambition to promote a healthy and productive workforce.

Background

The Council has an excellent safety record. This is due to the commitment of its staff at every level to make risk management relevant to the work place. That said, we cannot be complacent. Public attitudes to risk and redress, and blame and compensation have changed. The new challenges in health and safety are almost all health rather than safety but, crucially, the rate of improvement in safety has now slowed nationally.

Accordingly, communication remains vital within the Council. We have a developed health and safety culture, which is evidenced through the Corporate and Service Health and Safety Committee structure, the employee health and safety representative network and the open communication policy adopted by the Health and Safety Unit. This aims to improve the quality of our decision making, helping to confirm trust and achieve higher levels of recognition and respect for health and safety.

Our mission is to ensure all staff and elected Members work together to protect the health and safety of employees, visitors and contractors by ensuring that risks in the changing workplace are properly controlled. This will be done by:

- Providing information and advice, promoting and assuring a goalsetting system of health and safety management;
- Helping Council services to embrace high standards of health and safety and to recognise the social and economic benefits;
- Working with services to prevent failures in the management system; and seek to optimise the use of resources to deliver our health and safety mission and vision.
- Develop new ways to establish and maintain an effective health and safety culture in the face of financial pressures of the Council, so that all employees take their responsibilities seriously and that the workforce is fully involved and risks are properly managed;
- Achieve higher levels of recognition and respect for health and safety as an integral part of a modern, public sector organisation; and

- Exemplify public sector best practice in managing our health and safety resources.

This strategy has been developed through a process of consultation with managers and staff and the examination of available evidence on the effectiveness of health and safety management systems.

We have made significant advances in the development of our health and safety management systems, but we will;

- Continue to work with public and private sectors organisations to develop the provision of occupational health and safety support according to need. At the core of this support will be the principle of proactive management of health and safety risks.
- Will raise awareness and stimulate demand for these services and find channels to influence all groups within our workforce. We will continue to strengthen the role of health and safety in what our staff do as part of their everyday working life.
- Recognise the need to continue to make health and safety and its benefits widely understood and accepted by all within the Council.
- Communicate the moral, business and economic cases for health and safety. Appropriate health and safety management is an integral part of the Council's operations and, as such, is an enabler and not a hindrance.
- Aim to simplify the concept of risk assessment to make it relevant and available to all and to ensure a sensible approach to risk management. We have made it clear that risk assessment is a simple, relevant and effective tool.
- Support employees to spot issues and contribute to bring about real improvements. We recognise that employees influence a positive health and safety culture through their own actions and by accepting personal responsibility. Accordingly, we will encourage the voluntary expansion of workplace health and safety representatives across all service areas of the Council.
- Ensure workplace health and safety representatives operating in partnership with management remain an important part of realizing health and safety benefits. We recognize their valuable contribution and have both trades union and none trades union health and safety representatives active in the workplace.

The Corporate Health and Safety Unit plays an important role in the realisation of these objectives by promoting, coordinating and contributing to the Council's responsibilities to ensure the safety of anyone affected by the Council's services. Accordingly, the Unit will provide staff and Members with the support, advice and training they need to meet our legislative requirements.

Developing Key themes and key performance indicators of the Strategy

The key challenge for this Strategy is how to build upon the progress made from previous strategies and further embed health and safety into the operations of the Council. The ability to maintain the effectiveness of our health and safety management system gained through the significant progress achieved over the last few years is vital. The adoption of key themes and performance indicators will support and enhance what has been achieved to date.

The decision to adopt this approach is the result of the collaborative approach the Health and Safety Unit (HSU) has adopted while working with the various services within the Council. The themes will assist in achieving an improved balance between systems and behavioural aspects of management. In addition, it will ensure health and safety is an integral part of management generally rather than perceived as a separate additional aspect.

Making it Happen

The main responsibility for health and safety of staff and visitors rests with the Chief Executive and Heads of Service. The day to day operational management of health and safety is delegated to senior managers, line managers and supervisors. The HSU has a pivotal role to play in the development and monitoring/assurance of the implementation of the Health and Safety Strategy.

The HSU will work to enable and empower managers and others to actively manage health and safety with the same degree of expertise to the standards of other core business activities. Accordingly, the HSU will work closely with all Directorates, Trade Unions and other stakeholders to promote ownership of health and safety across the Council

During the first year of the plan (2017/18) the HSU has been focusing on targeting risk, including:

- i. Start of new internal safety audit program
- ii. Introduction of e-learning programs
- iii. Review of health and safety management system

For the remaining period 2018/20 as well as ensuring that the above has been achieved and maintained, the HSU will further develop our health and safety management system to ensure that it reflects the requirements of ISO 45001, the new International Standard for Occupational Health and Safety Management Systems.

Key roles and responsibilities

In order for this strategy to be effective, management have certain roles and responsibilities:

Role	Responsibility
Chief Executive and Heads of Service	<ul style="list-style-type: none"> • Owner of health and safety strategy. • Review progress against plan • Ensure sufficient resources are allocated to achieve objectives
Directorates	<ul style="list-style-type: none"> • Ensure effective implementation of strategy within their sphere of influence • Report service/directorate progress against plan
Health and Safety Unit	<ul style="list-style-type: none"> • Monitor progress against plan • Report to CMT/CHSC

Theme 1: Leadership and Management

Successful health and safety management comes from the top of an organisation and health and safety leadership must also start here. Visible and active commitment from the Council, CMT, DMT's and managers to health and safety clearly demonstrate a commitment which will be embraced by other members of staff. Proactive management and ownership of health and safety is a clear indication of a positive health and safety culture.

The activities/key performance indicators necessary to promote this theme are:

1. Maintenance of an effective communication system through the Council's clear management structure
2. Continue to demonstrate that Health and Safety management is integrated in business decisions
3. Maintain the regular reviews of health and safety performance
4. Ensuring appropriate resources are provided allowing for effective management of health and safety
5. Ensuring all staff continue to receive appropriate induction and training
6. Ensure sufficient training and guidance is provided regarding leadership in health and safety
7. Ensure strategic health and safety aims are communicated and embedded throughout the Council

In order to achieve the above we will continue with our health and safety communication strategy with our progress illustrated by the actions on page 6 of this document.

Objective	KPI	Progress Indicator
1.1 Maintenance of an effective communication system through the Council's management structure	Record of corporate and service health and safety meetings, publication of health and safety briefings.	<p>Meetings are being held and accurate minutes are being kept.</p> <p>A representative from the Corporate HSU attends all scheduled Service Health and Safety Committee meetings.</p> <p>Regular publication dates are set and met for health and safety briefings.</p> <p>Regular reports are sent to CMT via the Director of Leisure and Environment.</p>

1.2	Continue to demonstrate that Health and Safety management is integrated in business decisions.	Inclusion of health and safety consideration as part of the decision making process.	Documented evidence is available to show that health and safety is being considered, e.g. contractor evaluation, health and safety risk assessments covering service provision etc.
1.3	Maintain the regular reviews of health and safety performance.	Health and safety management audit programme in place and audit areas and proposed dates communicated to managers.	The Health and Safety Management Audit programme has commenced with all managers submitting the self-assessment questionnaire to the HSU. Specific Service are audits have commenced i.e. Ranger Service, Admin and Elections, Caretakers and Refuse and Recycling.
1.4	Ensuring appropriate resources are provided allowing for effective management of health and safety.	Inclusion of appropriate health and safety consideration as part of the budget setting process.	Evidence of resource allocation for compliance with health and safety legislation is being gathered from the review of risk assessments and audit findings.
1.5	Ensuring all staff continue to receive appropriate induction and training.	All new staff complete the health and safety induction programme.	Records of completed training are up to date and reported to management.
1.6	Ensure sufficient training and guidance is provided regarding leadership in health and safety.	All senior managers complete safety for senior managers via e-learning package.	Records of training and guidance are up to date, with any additional training needs identified acted upon. The "West Lancs Manager" e-learning training package has been developed and will be deployed after final beta testing in September 2018.
1.7	Ensure strategic health and safety aims are communicated and embedded throughout the Council.	Strategy communicated to Council community on approval.	The strategy is available on the Health and Safety Gateway and accessible by all staff, paper copies are available for staff who do not have access to a computer. The health and safety management audit includes sections which allow checking of staff understanding of the Strategy and checks to ensure that managers are effectively implementing the objectives.

Theme 2: Competence

Effective health and safety management requires competence at every level. Competence, in this context, is the ability for every member of staff to recognise the most foreseeable risks, particularly the serious risks, and have the ability to take steps to control them. For large and complex organisations, such as the Council, competence also means having health and safety practices, procedures and standards which are used consistently across the organisation.

The activities/key performance indicators necessary to promote this theme are:

1. Use of competent staff to ensure all policies and procedures are up to date and reflect best practice in the sector
2. Making sure internal policies, procedures, guidance and advice are understood and easily accessible to staff and, where applicable, visitors and contractors
3. Staff are aware of how to access competent advice
4. Use of appropriate risk management/risk assessment techniques across all directorates/service areas
5. Ensuring comprehensive training programs and opportunities are available to staff

The activities/key performance indicators necessary to support staff are:

1. Extend the e-learning system to reflect training needs in relation to competence.
2. Develop specific face-to-face training relating to specific risks

Objective		KPI	Progress Indicator
2.1	Use of competent staff to ensure all policies and procedures are up to date and reflect best practice in the sector.	Development of health and safety competency matrix for each job category.	The development of a competence matrix has commenced. This will be implemented during service specific health and safety management audits.
2.2	Making sure internal policies, procedures, guidance and advice are understood and easily accessible to staff and, where applicable, visitors and contractors.	Development and deployment of learning and development tools and information sources suited to the needs of all levels of staff within the Council.	An IOSH training course has been organised for CMT and relevant senior managers on 27/09/18. Usage statistics from the Learning Pool training software will be examined to identify the impact of the online training resource on health and safety awareness in staff. (Also see Section 5.2)
2.3	Staff are aware of how to access competent advice.	Level of contact established between staff and the HSU.	The HSU are actively promoting an open door policy regarding the provision of advice and guidance to staff. The Unit routinely attends all service health and safety meetings.
2.4	Use of appropriate risk management/risk assessment techniques across all directorates/service areas.	Level of use of the health and safety risk management tools and forms provided by the HSU on the Health and Safety Gateway.	The number of Health and Safety forms being received electronically has increased, but some hard copies are still being received. The HSU will remind staff at service health and safety meetings.
2.5	Ensuring comprehensive training programs and opportunities are available to staff.	Number of appropriate HS courses available to staff.	We have implemented a planned H&S training programme based on a training needs analysis gleaned from the annual risk assessment review. Statutory H&S training needs are being met. Requests for a wide variety of health and safety training in all formats has increased since the initial distribution of the health and safety management audit self-assessment questionnaire. These will help to drive the development of the training programme.
2.6	Extend e-learning system to reflect training needs in relation to competence.	New modules developed and introduced.	Progress in this area is dependent on the implementation of the competency matrix programme. (See Section 2.1)
2.7	Develop specific face-to-face training relating to specific risks.	New modules developed and introduced.	Course development is planned based on the results of the annual risk assessment review and health and safety management audit.

Theme 3: Risk Management

Effective and proportionate risk management should ensure both legal compliance and the safety of staff. The activities/key performance indicators necessary to promote this theme and support staff are:

1. Continue to proactively identifying all hazards across the Council
2. Further improve the risk management framework to ensure effective use and adoption
3. Ensure that health and safety is always an integral part of the planning and review processes at Council and also directorate/service area levels
4. Ensure the effective implementation of the Council's fire safety management system and associated safety standards
5. Develop a suite of lagging / leading health and safety performance indicators.
6. Ensure all aspects of the Council's activities is audited within the stated period
7. Evaluate the effectiveness and suitability of existing risk management methodology
8. Improve reporting, recording and investigation of accidents and incidents

Objective	KPI	Progress Indicator
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3.1	Continue to proactively identifying all hazards across the Council.	Risk assessment programme developed and in place.	The annual risk assessment review has been carried out in the majority of service areas.
3.2	Further improve the health and safety risk management framework to ensure effective use and adoption.	Increased user involvement in the development of the health and safety risk management framework.	Active user driven health and safety risk management programme gleaned from the findings of the risk assessment reviews and HS management audit findings.
3.3	Ensure that health and safety is always an integral part of the planning and review processes at Council and directorate/service area levels.	Documented evidence of the inclusion of relevant health and safety matters.	Evidence needs to be gathered to show the positive impact health and safety considerations have made during the processes service level planning and review. This is to take place during 2018/19.
3.4	Ensure the effective implementation of the Council's fire safety management system and associated safety standards.	Implementation of fire risk assessment programme for all Council owned buildings.	A full review/update of all fire risk assessments is being carried out by fire safety consultants on behalf of Housing and Inclusion.
3.5	Develop a suite of lagging / leading health and safety performance indicators.	Suite of indicators developed.	Discussion document has been produced and will be circulated to Senior Managers and the Corporate Health & Safety Committee for comment.
3.6	Ensure all aspects of the Council's activities are audited within the stated period.	Areas audited according to audit plan.	Audit programme has started.
3.7	Evaluate the effectiveness and suitability of existing risk management methodology.	Evaluation carried out and improvements implemented.	The risk management framework is under review and any changes reported to the Corporate Health & Safety Committee.
3.8	All service areas to carry out an annual risk assessment review.	Annual risk assessment review carried out by service managers between September and January.	The majority of service areas have carried out risk assessment reviews completed and documentation updated. Any gaps have been reported accordingly with the Head of Service.
3.9	Improve reporting, recording and investigation of accidents and incidents.	All RIDDOR events reported and investigated.	Levels of reporting investigation noted. No adverse outcomes from enforcement agency follow-up.

Theme 4: Wellbeing

Positive health and wellbeing can reduce absenteeism, improve physical fitness and mental alertness and as a result increase productivity.

The activities/key performance indicators necessary to promote this theme and support staff are:

1. Promote, encourage participation and support initiatives that enhance occupational health and wellbeing for staff.
2. Promote, encourage participation and support initiatives that enhance occupational health and wellbeing
3. Improve the collection and understanding of ill-health and sickness absence data

Objective	KPI	Progress Indicator
4.1 Promote, encourage participation and support initiatives that enhance occupational health and wellbeing for staff.	Greater awareness amongst staff of occupational health and wellbeing issues.	To link with the initiatives set out in the councils Health and Wellbeing Strategy.
4.2 Promote, encourage participation and support initiatives that enhance occupational health and wellbeing.	Participation in WLBC'S wellbeing initiative.	Consultation required with HR and Leisure Services. This will take place during 2019/20.
4.3 Improve the collection and understanding of ill-health and sickness absence data.	Standardised reporting and recording system introduced.	Consultation required with HR to obtain data. This will take place during 2019/20.

Theme 5: Collaboration

Collaborative relationships

Successful health and safety management is a collective responsibility in which all members of staff must play a part. This responsibility must be embedded through clear demonstration of management standards. The activities/key performance indicators necessary to promote this theme and support staff are:

1. Develop initiatives to encourage collaborative working
2. Ensuring appropriate communications channels exist for the dissemination of all health and safety information
3. Ensure all aspects of the Council’s activities is audited within the stated period
4. Develop occupational health and safety system in accordance with OHSAS 18001 principals
5. Evaluate the effectiveness and suitability of existing risk management methodology
6. Improve reporting, recording and investigation of accidents and incidents
7. Maintain effective and efficient management and control of contractors.

Objective	KPI	Progress Indicator
5.1 Develop initiatives to encourage collaborative working.	Progress made establishing joint working between employee representatives, management and the HSU.	The need for effective joint inspections, task based risk assessments and more health and safety initiatives has been identified. Discussions are taking place with all interested parties to develop and implement a meaningful programme of events to satisfy this objective. The result will be provided to the Corporate Health and Safety Committee.
5.2 Ensuring appropriate communications channels exist for the dissemination of all health and safety information.	Increased take up of available health and safety resources.	Once the results of the health and safety management audits have been analysed the HSU will have a greater understanding of the health and safety awareness throughout the workforce, this will be supported by risk assessment reviews and training outcomes. (also see Section 2.2)
5.3 Establish links with Council community to ensure health and safety awareness is embedded.	Quarterly update reports and annual meetings with managers.	Increased awareness and ownership of safety system will be evidenced by the results of the health and safety management audits, risk assessment reviews etc.
5.4 Utilise technological solutions to improve compliance monitoring and reporting arrangements.	Solutions reduce burden of compliance monitoring.	We have improved compliance recorded with the introduction of secure intranet based records management.
5.5 Encourage effective working of Trade Union Safety Representatives.	Regular meeting with Trade Unions and effective consultation arrangements.	There has been increased workforce representation, but such representation at Corporate Health and Safety Committee meetings needs to be consistent. Accordingly, the HSU is developing a programme to promote participation in joint health and safety inspections.
5.6 Maintain effective and efficient management and control of contractors.	All contractors engaged by the Council have been subject to a health and safety management system/competency assessment evaluation.	All contractor health and safety documentation is evaluated prior to the commencement of work and the results published on the Health and Safety Gateway. Effective co-operation and consultation is being maintained with contractors regarding WLBC expectations.



COUNCIL: 18 July 2018

Report of: Director of Leisure and Environment Services.

Contact for further information: Mr A Hill (Extn. 5243)
(E-mail: a.hill@westlancs.gov.uk)

SUBJECT: CLEAN AIR STRATEGY 2018 - CONSULTATION

Wards affected: Borough wide

1.0 PURPOSE OF THE REPORT

1.1 To advise Members of the contents of the Government's Clean Air Strategy 2018 Consultation and agree appropriate responses.

2.0 RECOMMENDATION

2.1 That Members note the contents of the Government's Clean Air Strategy 2018 consultation and agree the proposed responses indicated in Appendix 2.

3.0 BACKGROUND

3.1 On the 23rd May 2018 the Department for Environment Food and Rural Affairs (DEFRA) published a consultation paper outlining the Government's Clean Air Strategy 2018. This consultation is available to view in full via <https://consult.defra.gov.uk/environmental-quality/clean-air-strategy-consultation> and the deadline for responses is the 14th August 2018. It is stated that "this Clean Air Strategy shows how we will tackle all sources of air pollution, making our air healthier to breathe, protecting nature and boosting the economy".

3.2 Following the review of all the comments received it is the intention to utilise them to inform the final Clean Air Strategy and detailed National Air Pollution Control Programme, which are set to be published in March 2019.

3.3 Essentially, although the consultation notes that the levels of recognised pollutants have dropped since 1970, the strategy is about reducing levels even further. This is proposed because there is now a much greater understanding

regarding the effects of air pollution and health and as technology improves, there is a greater chance of solving or reducing problems. There is also greater concern for how indoor air pollution affects people within their homes.

- 3.4 Members will recall that although in general the air quality in West Lancashire is very good, there is a small Air Quality Management Area (AQMA) in Ormskirk, around the Moor Street and Stanley Street Junction. This incorporates 13 residential properties and was declared in 2010. It was declared due to exceedances of the national guideline limit for Nitrogen Oxide/Nitrogen Dioxide (generally called NO_x). The declaration of an AQMA means that the Council needs to produce annual plans for the area, with a view to working towards improvement in air quality. Details of our last plan (approved by DEFRA) were provided by Members Update in Autumn 2017. Road traffic is the major source of NO_x in our AQMA and the proximity of the houses to the road and the amounts of standing traffic contribute to the monitored levels. Whilst the current levels are still above the threshold, they are generally decreasing and it is thought that the AQMA will not be needed within the next decade, if engine efficiency improvements continue to be made, or the volumes of standing traffic reduce.

4.0 AREAS FOR CONSULTATION

- 4.1 The consultation document is split into a number of chapters, namely:
- Understanding the Problem
 - Protecting the Nation's Health
 - Protecting the Environment
 - Securing clean growth and innovation
 - Action to reduce emissions from transport
 - Action to reduce emissions from home
 - Action to reduce emissions from farming
 - Action to reduce emissions from industry
 - Leadership at all levels
 - Progress towards our goals
- 4.2 Under each of these headings there are a broad range of proposals to reduce air pollution. Appendix 1 details all of these proposals, under the relevant chapter.
- 4.3 Appendix 2 details the consultation questions and any proposed responses. Given only some of the proposals are relevant at a local level, it is difficult to provide detailed comments on some elements of the strategy. Further clarity will be received when the above mentioned documents are drafted or published next year. Additionally, some of the questions are aimed at industries which are or will be regulated and it is again difficult to comment in these cases.
- 4.4 The first chapter details the five pollutants that are of concern, these being fine particulate matter (PM_{2.5}), ammonia (NH₃), nitrogen oxides (NO_x), sulphur dioxide (SO₂) and non-methane volatile organic compounds (NMVOCs). It details current levels of pollutants, risks and the need to collate all available monitoring data and make it widely available.
- 4.5 The second chapter starts by detailing "Air pollution is a major public health risk ranking alongside cancer, heart disease and obesity. It causes more harm than passive smoking". This chapter also looks at ensuring health information

regarding air pollution is communicated to the right people, including the vulnerable and those at risk, to allow, for example, choices to be made re exposure and to allow appropriate decision making.

- 4.6 In chapter three the impacts of air pollution on the environment are discussed. The strategy wants to ensure we move away from thinking that pollution is simply the price paid for progress. The Planning process will be used to try to mitigate cumulative impacts of nitrogen deposition.
- 4.7 The fourth chapter looks at driving forward the economy in an environmentally friendly way. This in turn will increase productivity, due to reduced pollution related absences. There is also support for the UK to become global leaders in clean green technologies, for example in relation to zero or ultra-low emission heavy goods vehicles.
- 4.8 Emissions from transport are discussed in the fifth chapter. Emissions of nitrogen dioxides have fallen by almost 27% between 2010 and 2016 and are also at their lowest level since records began. However, transport, including road, shipping, aviation and rail are responsible for 50% of nitrogen oxides, 16% of PM_{2.5}, and 5% of NMVOCs. Essentially the focus here is to move towards lower emission forms of transport. Sixty one local authorities, with the highest levels of NO_x pollution, have been required to investigate what can be done to reduce this pollutant in their areas (this does not include West Lancashire). Shipping, rail, aviation and non-road mobile machinery have all been identified as other polluting sources, with suggestions made to look at improvements in all these areas.
- 4.9 The government objective outlined in chapter six is "to raise awareness of the potential impacts of air pollution at home and ensure that consumers are armed with reliable information enabling them to make informed choices to protect themselves, their families and their neighbours". Open fires and stoves and unsuitable fire wood logs seem to be attracting the most attention in the strategy, especially in relation to PM_{2.5}. From 2022 all new domestic stoves will be required to comply with an efficiency standard. In addition, local authorities will be given powers to reduce the sale of unseasoned wood. Small bundles of logs, principally bought from garage forecourts, are identified as particularly polluting as the energy goes to removing the moisture, which produces smoke, rather than providing heat. The other strand of this issue relates to the NMVOCs that are given off from new furniture, carpets and cleaning materials. Encouragement and advice will be given to ensure that householders are aware to ventilate their properties appropriately.
- 4.10 The provisions relating to Ammonia are discussed in chapter seven. It is now recognised that agriculture has a role to play in relation to air quality. The agricultural sector is the main source of ammonia, accounting for 88% of all emissions in 2016. Agriculture is also responsible for around 51% of methane emissions. Numerous proposals are in the document in relation to ammonia reduction.
- 4.11 In the eighth chapter of the strategy consultation, emissions from Industry are targeted. Since 1990, industrial emissions of nitrogen oxides to air have reduced by 74%, emissions of sulphur dioxide have reduced by 97% and emissions of volatile organic compounds have reduced by 73%. However, industrial emissions

are still responsible for a significant proportion of total UK emissions - 35% of nitrogen oxides, 65% of sulphur dioxides, 27% of particulate matter and 53% of volatile organic compounds in 2016. Significant polluting industrial sectors including energy and refineries, iron and steel, manufacturing, solvents, chemicals and cement production will all be explored with a view to reducing emissions.

- 4.12 The ninth chapter details what the government's legislative approach will cover. They aim to "bring forward legislation at the earliest opportunity in order to secure a more coherent legislative framework for action to tackle air pollution. This will be underpinned by new England-wide powers to control major sources of air pollution, in line with the risk they pose to public health and the environment, plus new local powers to take action in areas with an air pollution problem". Local government will be given additional powers, where clean air zones are in force (N.B. not West Lancashire).
- 4.13 The final chapter of proposals details how well the proposals should enable the Government to deliver against the targets set.

5.0 ISSUES FOR WEST LANCASHIRE

- 5.1 Given the document is only a consultation, it is difficult to estimate what legislation and guidance will actually follow. It is clear that this is the biggest review of air quality for a number of years and that the projected reductions are significant. As such there should be corresponding improvements in air quality in some areas. West Lancashire only has a very small air quality issue and as such it is difficult to see how we will be affected, however, industry and particularly farming in West Lancashire could see significant changes in relation to how they control emissions.

6.0 SUSTAINABILITY IMPLICATIONS

- 6.1 The proposals are all aimed at improving air quality. This will have a direct impact on people's health and the environment. In addition, the proposals are aimed at boosting the economy, without impacting on health or the environment.

7.0 FINANCIAL AND RESOURCE IMPLICATIONS

- 7.1 At this stage it is difficult to detail whether there are financial or resource implications for West Lancashire Borough Council. There could be more income from the regulation of industry. Equally, there could be new legislation that local government is given the task of utilising and enforcing. A further report will be produced at the appropriate time.

8.0 RISK ASSESSMENT

- 8.1 The Council will be expected to use any powers available and reduce air pollution, where possible.

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 an Appendix to this report, the results of which have been taken into account when undertaking the actions detailed within this Article.

Appendices

Appendix 1 – Clean Air Strategy 2018 Proposals

Appendix 2 – Consultation questions

Appendix 3 - Equality Impact Assessment

Appendix 1 – Clean Air Strategy 2018 Proposals (exerts from DEFRA's Clean Air Strategy 2018).

Chapter 1

- We are investing £10m in improving our modelling, data and analytical tools to give a more precise picture of current and future air quality and the impact of policies to improve it in future.
- We will increase transparency by bringing local and national monitoring data together into a single accessible portal for information on air quality monitoring and modelling, catalysing public engagement through citizen science.

Chapter 2

- We will set a bold new goal to progressively cut public exposure to particulate matter pollution, as suggested by the World Health Organisation. We will reduce PM2.5 levels in order to halve the number of people living in locations where concentrations of particulate matter are above 10 µg/m³ by 2025.
- We will back these goals up with a comprehensive set of new powers designed to enable targeted local action in areas with an air pollution problem.
- We will review our progress in 2022, and we will consider if we should have more challenging milestones towards WHO goals; the new independent statutory body that we are establishing to hold government to account on environmental objectives may, subject to consultation, have a role in the scrutiny of air quality policy and any other strategies relating to air quality.
- We will develop and deliver a personal air quality messaging system to inform the public, particularly those who are vulnerable to air pollution about the air quality forecast and provide clearer information on air pollution episodes and health advice.
- We will improve the information we provide about air pollution, health impacts and the simple actions people can take to reduce their exposure and improve air quality.
- We plan to publish a new set of appraisal tools and accompanying guidance this year to enable the health impacts of air pollution to be considered in every relevant policy decision that is made.
- We will equip health professionals to play a stronger role by working with the Medical Royal Colleges and the General Medical Council to embed air quality into the health profession's education and training. Work with local authorities and directors of public health to equip and enable them to lead and inform local decision-making to improve air quality more effectively.
- We will work with the NHS, hospitals, emergency departments, GPs and local authorities to gather better information on where, when and how patients report and are treated for air quality related health conditions, to help evaluate the effectiveness of actions to improve air quality. This will help meet the recommendations of the recent Chief Medical Officer report on air pollution.

Chapter 3

- Our programme of actions to reduce ammonia emissions from agriculture is set out in Chapter 7.
- We will monitor the impacts of air pollution on natural habitats and report annually so that we can chart progress as we reduce the harm air pollution does to the environment.
- Later this year we will provide guidance for local authorities explaining how cumulative impacts of nitrogen deposition on natural habitats should be mitigated and assessed through the planning system.

Chapter 4

- We will maximise the advantages for UK industry from the global shift to clean growth through leading the world in the development, manufacture and use of technologies, systems and services that tackle air pollution.
- In partnership with UKRI, we will seek ways to support further investment in Clean Air innovation to enable the development of novel technologies and solutions that tackle emissions from industry, vehicles, products, combustion and agriculture and support both improvements in air quality and decarbonisation.
- Future energy, heat and industrial policies will together improve air quality and tackle climate change. Phasing out coal-fired power stations, improving energy efficiency, and shifting to cleaner power sources will reduce emissions of air pollution as well as carbon dioxide. As we phase out oil and coal heating, we will ensure this transition improves air quality wherever possible and cost effective to do so. In addition, the government will conduct a cross-departmental review into the role of biomass in future policy for low carbon electricity and heat, focusing on the air quality impacts. The proposed way forward will be set out in the final Clean Air Strategy.
- We will minimise the air quality impacts of the Renewable Heat Incentive Scheme, for example by tackling non-compliance and consulting on excluding biomass from the RHI if installed in urban areas which are on the gas grid. We will work across central and local government to put a plan in place. In addition, we will consult on making coal to biomass conversions ineligible for future allocation rounds of the contracts for difference scheme.
- We will hold an annual Green Great Britain Week, starting in autumn 2018, as announced in the Clean Growth Strategy. It will consist of events, public engagement and media activity focused on climate and air quality issues across the UK.
- We are seeking evidence on the uses of non-road diesel, mainly in urban areas, considering the air quality impacts and the potential for market distortion. The Treasury has also announced it will review how alternative fuel rates line up with rates of petrol and diesel ahead of Budget 2018.

Chapter 5

Using the comprehensive evidence base on maritime emissions, we will:

- By March 2019, consult on options for new domestic regulations to reduce pollutant emissions from domestic ships. This could be through the application of international emission standards.
- By March 2019 - we will consult on options for extending the current Emissions Control Areas (ECAs) in UK waters.
- By May 2019, all major English ports should produce Air Quality Strategies setting out their plans to reduce emissions across the port estate including ship and shore activities. These plans will be reviewed periodically to establish if the measures implemented are effective or further government action is required.
- By summer 2018, we will introduce a new government-led Clean Maritime Council to bring together different parts of the maritime sector to drive uptake of cleaner technologies and greener fuels.

Rail

- Since 2017, the new Bi-Mode Class 800 – Intercity Express trains have been replacing Class 43 trains, delivering a reduction in emissions by complying with latest emission standards and by switching to electric mode where lines and stations are electrified.
- There are examples of lower emission alternatives in use on the rail network, for example, in Birmingham there are light rail and tram alternatives which are helping to improve local air quality.

- There are also bi-mode rail freight locomotives in service, including the new Class 88s which provide an environmental benefit as they are predominantly designed for electric mode but retain the ability to use diesel on non-electrified lines.
- After poor air quality issues were identified at Birmingham New Street, industry introduced measures including reduced idling time to reduce air pollution.
- We are developing the evidence and testing alternatives to conventional fuels. In particular we are looking at the viability of using alternative fuels including hydrogen fuel cells through research conducted by the Transport Systems Catapult project amongst others. This technology is already in use in Germany and is being developed for use in the UK within the next few years.
- Government will work closely with the decarbonisation task force and industry throughout 2018 and early 2019 to develop a range of measures to tackle decarbonisation and air quality within the wider rail industry including in stations.
- We will develop options to reduce emissions from freight informed, among other sources, by the National Infrastructure Commission's Freight Study.
- Government is sponsoring the independent assessment of air quality at a range of stations to identify if there is a more widespread problem. This assessment will be completed in early 2019.

We will, as appropriate for the type of machinery:

Grant LAs powers to impose minimum emission standards where required to tackle serious air pollution problems;

- Introduce compliance checks, to ensure that the equipment has emissions within a specified tolerance of the regulated maximum emissions levels enforced when it was placed on the market.

● We have also launched last week a call for evidence on the use of NRMM, emissions from NRMM, use of red diesel and the availability of lower emission options. Informed by the responses to the call for evidence, we will take further action to reduce emissions from this source with options that may include but are not limited to:

- Introducing a requirement for in-service compliance checks, to ensure that NRMM equipment emissions remain within agreed levels for their whole lifetime.
- Introducing controls over in-service operations to deter and penalise tampering to intentionally reduce the effectiveness of emission control devices.
- Establishing of a register of NRMM to enable local enforcement including, where appropriate, information of retrofitted equipment and compliance checks.
- Introducing an emissions labelling scheme where it can encourage uptake of lower emission equipment.
- Ensuring that emission standards continue to reflect what is technically achievable as new technologies develop, and drive down emissions of new equipment.

Chapter 6

Domestic burning

- We will legislate to prohibit sale of the most polluting fuels.
- We will ensure that only the cleanest stoves are available for sale by 2022.
- We will give new powers to local authorities to take action in areas of high pollution, bringing legislation into the 21st century with more flexible, proportionate enforcement powers.
- We will work with industry to identify an appropriate test standard for new solid fuels entering the market.

- We will ensure that consumers understand what they can do to reduce their impact from burning.

NMVOCs

- We will work with consumer groups, health organisations and industry to improve awareness of NMVOC build-up in the home, and the importance of effective ventilation to reduce exposure.
- We will work with consumer groups, health organisations, industry and retailers to better inform consumers about the VOC content of everyday products. We will explore a range of options including the development of a voluntary labelling scheme for NMVOC-containing products, and assess its potential effectiveness.
- We will work with consumer groups, health organisations, industry and retailers to promote development of lower VOC-content products and to reduce emissions from this sector.

Chapter 7

Key measures to control ammonia emissions from farming

- covering slurry and digestate stores and manure heaps or using slurry bags.
 - using low emissions techniques for spreading slurries and digestate on land (for example, by injection, trailing shoe or trailing hose).
 - incorporating manures into soils rapidly after spreading (at least within 12 hours).
 - washing down animal collection points soon after use.
 - ensuring that levels of protein in livestock diets are well matched to nutritional needs.
 - switching from urea based fertilisers to ammonium nitrate, which has lower emissions, injecting urea into soil or applying it alongside a urease inhibitor.
- we will provide a national code of good agricultural practice to reduce ammonia emissions.
- we will regulate to reduce ammonia emissions from farming and are seeking views on 3 possible approaches to regulation.
 - we propose to require and support farmers to make investments in the farm infrastructure and equipment that will reduce emissions.
 - we propose that a future environmental land management system should fund targeted action to protect habitats impacted by ammonia.
 - we will continue to work with the agriculture sector to ensure the ammonia inventory reflects existing farming practice and the latest evidence on emissions.
 - we will task a group of independent experts to make recommendations by November 2019 on the maximum limits that should be applied for (organic and inorganic) fertiliser application, taking account of economic efficiency and commitments to reduce ammonia and greenhouse gas emissions from agriculture, and to protect sensitive habitats and water bodies.

Chapter 8

- We will maintain our longstanding policy of continuous improvement in relation to industrial emissions, building on existing good practice to deliver a stable and predictable regulatory environment for business as part of a world-leading clean green economy. This means that we will maintain the existing successful model of integrated pollution control as we leave the EU. But we also want to explore how to evolve this

framework over time, for instance, by exploring the use of market-oriented approaches to further reducing industrial emissions.

- We will consult on how to improve the current framework to make it work better for both the environment, the public and UK industry.
- We will work with industrial sectors to review improvements to date, and to explore opportunities to go further through a series of sector roadmaps that set ambitious standards – moving beyond a focus on minimum standards – to make UK industry world leaders in clean technology and to secure further emissions reductions from industry between 2018 and 2030.
- We will develop a UK approach to determine Best Available Techniques for industrial sectors. We will review existing guidance, in conjunction with devolved administrations, regulators, industry and other interested stakeholders.
- We will review existing guidance to support effective emission controls at smaller industrial sites and consider whether further action is needed to strengthen the current regulatory framework.
- As legislation on medium combustion plants and generators comes into force, we will consider the case for tighter emissions standards on this source of emissions.
- We will close the regulatory gap between the current ecodesign and medium combustion plant regulations to tackle emissions from plants in the 500kW to 1MW thermal input range.

Chapter 9

- We will give Local Government new legal powers to take decisive action in the most polluted areas through local Clean Air Zones that can lower emissions from a wider range of sources than transport alone.
- We will consult on transformative changes to the LAQM system to minimise bureaucracy and reporting burdens, shifting the focus to taking action to clean up local air through strong collaborative local partnerships, and driving stronger local action on reducing PM emissions.
- We will encourage greater public transparency about local air quality to empower local citizens and the air quality decision-makers in their local communities, and provide stronger incentives for local authorities to use their tools and powers.
- We will develop a single, straightforward clean air designation covering Air Quality Management Areas, Clean Air Zones and Smoke Control Areas.
- We will strengthen statutory planning guidance on air quality and help share good practice where it is already happening.
- We will facilitate the sharing of best practice and knowledge between local authorities through webinars and other digital media.

Chapter 10

No proposals contained in this chapter.

Appendix 2 – Consultation questions

Chapter/question number	Question	Proposed response
Chapter 1		
Q1.	What do you think about the actions put forward in the understanding the problem chapter? Please provide evidence in support of your answer if possible.	It is clear that air quality information is held by numerous bodies in different forms. As such collating this information and making it clearer and accessible will be extremely useful.
Q2.	How can we improve the accessibility of evidence on air quality, so that it meets the wide-ranging needs of the public and other interested parties?	Some form of all-encompassing website which is accessible to all and has layers of information for pollutants at local regional and national levels would seem the most appropriate way forward.
Chapter 2		
Q3.	What do you think of the package of actions put forward in the health chapter? Please provide evidence in support of your answer if possible.	Clearly warning and informing the public about air pollution and health is fundamental to allow informed choices and decisions.
Q4.	How can we improve the way we communicate with the public about poor air quality and what people can do?	An option could be to ensure that detailed air quality information becomes part of information that is given as part of weather forecasts especially for affected areas. Given the amount of air-time given to obesity, sugar etc. surely programme makers should be encouraged to try and make air quality advisory programmes for television.
Chapter 3		
Q5.	What do you think of the actions put forward in the environment chapter? Please provide evidence in support of your answer if possible.	We are supportive of these actions.
Q6.	What further action do you think should be taken to reduce the impact of air pollution on the natural environment? Where possible, please include evidence of the potential effectiveness of suggestions.	Unable to comment.
Chapter 4		
Q7.	What do you think of the package	The proposals appear to strike


	of actions put forward in the clean growth and innovation chapter? Please provide evidence in support of your answer if possible.	the right balance.
Q8.	In what areas of the air quality industry is there potential for UK leadership?	Unable to comment
Q9.	In your view, what are the barriers to the take-up of existing technologies which can help tackle air pollution? How can these barriers be overcome?	Unable to comment
Q10.	In your view, are the priorities identified for innovation funding the right ones?	Yes
Chapter 5		
Q11.	What do you think of the package of actions put forward in the transport chapter? Please provide evidence in support of your answer if possible.	The proposals appear to tackle the most polluting issues and look like they are including new areas that have not been targeted before.
Q12.	Do you feel that the approaches proposed for reducing emissions from Non- Road Mobile Machinery are appropriate or not? Why?	Given this is a largely unregulated sector, any proposals are an improvement as this clearly is a source of pollution.
Chapter 6		
Q13.	What do you think of the package of actions put forward to reduce the impact of domestic combustion? Please provide evidence in support of your answer if possible.	It would appear to tackle the issues that are the most polluting.
Q14.	Which of the following measures to provide information on a product's non-methane volatile organic compound content would you find most helpful for informing your choice of household and personal care products, and please would you briefly explain your answer? <ul style="list-style-type: none"> • “A B C” label on product packaging (a categorised product rating for relevant domestic products, similar to other labels such as food traffic light labels) • information on 	User awareness of the problem needs to be raised and a comprehensive media campaign would seem the most appropriate way to do this. Further to this information on a product would assist consumers make decisions at the point of sale and prior to use.

	<p>manufacturer website</p> <ul style="list-style-type: none"> • leaflet at the point of sale • inclusion in advertising campaigns • other option 	
Q15.	What further actions do you think can be taken to reduce human exposure from indoor air pollution?	Given the majority of the general population would be oblivious to being exposed to pollution in their homes, it would appear that a substantial awareness raising campaign will be essential, covering all aspect discussed (combustion, packaging, furniture, use of products etc.).
Chapter 7		
Q16.	What do you think of the package of actions put forward in the farming chapter? Please provide evidence in support of your answer if possible.	We support these proposals.
Q17.	<p>What are your preferences in relation to the 3 regulatory approaches outlined and the timeframe for their implementation:</p> <p>(1) introduction of nitrogen (or fertiliser) limits;</p> <p>(2) extension of permitting to large dairy farms;</p> <p>(3) rules on specific emissions-reducing practices?</p> <p>Please provide evidence in support of your views if possible.</p>	Local authority/EA staff have a great deal of experience in regulating emission sources and as such option 2 would seem appropriate in assisting with consistency. It also follows the polluter pays principle.
Q18.	Should future anaerobic digestion (AD) supported by government schemes be required to use best practice low emissions spreading techniques through certification? If not, what other short-term strategies to reduce ammonia emissions from AD should be implemented? Please provide any evidence you have to support your suggestions.	Unable to comment
Chapter 8		
Q19.	What do you think of the package of actions put forward in the	Legislative controls clearly have an impact, given the huge

	industry chapter? Please provide evidence in support of your answer if possible.	reductions in certain pollutants from industry since the Environmental Protection Act 1990 was introduced. Improved guidance and reduced limits will clearly have an impact.
Q20.	We have committed to applying Best Available Techniques to drive continuous improvement in reducing emissions from industrial sites. What other actions would be effective in promoting industrial emission reductions?	Unable to comment.
Q21.	Is there scope to strengthen the current regulatory framework in a proportionate manner for smaller industrial sites to further reduce emissions? If so, how?	One suggestion would be to include knacker yards under the permitting regime.
Q22.	What further action, if any, should Government take to tackle emissions from medium combustion plants and generators? Please provide evidence in support of your suggestions where possible.	Unable to comment
Q23.	How should we tackle emissions from combustion plants in the 500kW-1MW thermal input range? Please provide evidence you might have to support your proposals if possible.	One option could be to bring the plant under the LA PPC regime and ensure they have permits.
Q24.	Do you agree or disagree with the proposal to exempt generators used for research and development from emission controls? Please provide evidence where possible.	Unable to comment.
Chapter 9		
Q25.	What do you think of the package of actions put forward in the leadership chapter? Please provide evidence in support of your answer if possible.	We are supportive of the proposals.
Q26.	Do you feel that the England-wide legislative package set out in 9.2.2 is appropriate? Why/why not?	Yes it appears appropriate.
Q27.	Are there gaps in the powers available to local government for tackling local air problems? If so,	It is difficult for District Councils to have an impact on air-quality when the source is a

	what are they?	traffic/highway issue as the Highways authority will be the County Council. West Lancashire has a small air quality management area that is an issue solely because of standing traffic, which we have no way of altering. Giving some responsibility to County Councils could assist in situation like this.
Q28.	What are the benefits of making changes to the balance of responsibility for clean local air between lower and upper tier authorities? What are the risks?	There is potentially an improvement for West Lancashire as Lancashire County Council have the highways function. Any additional costs/responsibility falling to Councils should be fully funded.
Q29.	What improvements should be made to the Local Air Quality Management (LAQM) system? How can we minimise the bureaucracy and reporting burdens associated with LAQM?	There seems to be a lot of duplicate information submitted each year. Is it not the time to report on results and progress each year, with 5 yearly substantial reports submitted?
Chapter 10		
Q30.	What do you think of the package of actions in the strategy as a whole?	It is an extremely comprehensive package of measures which appears to cover the most polluting sources.
Q31.	Do you have any specific suggestions for additional or alternative actions that you think should be considered to achieve our objectives? Please outline briefly, providing evidence of potential effectiveness where possible.	No
Q32.	If you have any further comments not covered elsewhere, please provide them here.	

APPENDIX 3

Equality Impact Assessment Form		
Directorate: Leisure and Environment	Service: Community Services	
Completed by: Andrew Hill	Date: 11th June 2018	
Subject Title: Air Quality Consultation		
1. DESCRIPTION		
Is a policy or strategy being produced or revised:	No	
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):	No	
Details of the matter under consideration:	Proposed response to Air Quality Consultation	
<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>		
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)?	General 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	no	

than others)?	
Which of the protected characteristics are most relevant to the work being carried out?	
Age	No
Gender	No
Disability	No
Race and Culture	No
Sexual Orientation	No
Religion or Belief	No
Gender Reassignment	No
Marriage and Civil Partnership	No
Pregnancy and Maternity	No
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?	n/a
What will the impact of the work being carried out be on usage/the stakeholders?	n/a
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?	n/a
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:	n/a
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)?	n/a
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?	Andrew Hill June 2022



EXTRAORDINARY CABINET: 18 July
2018

COUNCIL: 18 July 2018

Report of: Director of Leisure and Environment

Relevant Portfolio Holder: Councillor K Wilkie

Contact for further information: Heidi McDougall (Ext 5191)
(E-mail: Heidi.mcdougall@westlancs.gov.uk)

SUBJECT: RECYCLING UPDATE

Wards affected: Borough wide

1.0 PURPOSE OF THE REPORT

1.1 To update Members on the changes to the recycling and garden waste service to improve the future efficiency of the service.

2.0 RECOMMENDATIONS TO EXTRAORDINARY CABINET

2.1 That Members note that the provision of free brown bins to those residents that are re-subscribing to the garden waste service, as outlined in section 5.8 ceased on 16th July 2018 and that any brown bins ordered from this date incur a charge of £25.

2.2 That Members note that the payment scheme outlined in the policy options report, approved by Council in December 2017 applies to all bins, and all households except in exceptional circumstances and for those properties that require an additional grey bin for medical waste as outlined in 5.17.

2.3 That subject to approval of budget by Council the deadline of 16 July be extended until 31st October 2018 to enable those residents who are using blue boxes (or other containers) for paper and cardboard to order a green bin, free of charge as outlined in 5.12 and 5.15.

2.4 That the use of blue boxes (or other containers) for glass, cans and plastic bottles be withdrawn by 31st October 2018, except for at those properties outlined in section 5.22, and that either:

- a) Blue wheeled bins are issued at a charge of £25 in line with the existing policy as outlined in 5.17, or

- b) Members consider an alternative option outlined in 5.28 to provide blue bins free of charge to those residents using blue boxes or other containers or previously had a box and if choosing this option approve:
 - An exemption to Contract Procedure Rules Number 7, as the contract is expected to exceed £50,000 which would normally require a competitive tender process. This will enable the current supplier of bins to be used to supply the green and blue bins as outlined at 5.28 and request that Council approve the following:
 - That funding of £200,000 be approved from capital receipts to fund blue and green bins to those properties that are using boxes, other containers or previously had a box until 31st October 2018 as outlined in section 5.15, 5.26 and 5.28;
 - That residents who have purchased a blue bin since 12th March 2018 to replace the use of a blue box or other containers as outlined in 5.22 be refunded.

2.5 That subject to the approval of budget by Council delegated authority be given to the Director of Leisure and Environment in consultation with the relevant portfolio holder to take all necessary steps to implement 2.3 and 2.4 above.

2.6 That this report is not appropriate for call in due to this matter being one where urgent action is required in order to provide a clear notification to residents of service changes resolving concerns.

3.0 RECOMMENDATIONS TO COUNCIL

3.1 That funding for the changes to the service as agreed by Extraordinary Cabinet as circulated at the meeting be approved on the following basis:

- That funding of £200,000 be approved from capital receipts to fund blue and green bins to those properties that are using boxes, other containers or previously had a box until 31st October 2018 as outlined in section 5.15, 5.26 and 5.28;
- That residents who have purchased a blue bin since 12th March 2018 to replace the use of a blue box or other containers as outlined in 5.22 be refunded.

4.0 BACKGROUND

4.1 The current waste service collects, residual waste, garden waste and recycling in two streams (paper/cardboard and glass/cans/plastic bottles) and is operated on an alternative weekly basis using a variety of containers. This is summarised in the table below.

Waste Material	Container Type	Charge	Changes
Residual Waste	Grey Bin (small	2014 – Charge of	No Change,

	number of properties on black bags)	£23 for replacement bins 2017 – charge of £25 for all bins except medical waste	however black bag properties will be reviewed as part of route optimisation.
Glass/Cans and Plastic Bottles	Blue Bin or box	2014 – Charge of £23 for replacement bins 2017 – charge of £25 for all bins except medical waste	Blue boxes to be removed except for those properties that meet criteria.
Paper and Cardboard	Blue Bags	No Charge	Blue bags removed and replaced with a green bin except for those properties that meet criteria.
Garden waste	Green Bin	2014 – Charge of £23 for replacement bins 2017 – charge of £25 for all bins except medical waste	Brown Bin introduced for collection of garden waste.

- 4.2 In February 2018, Council resolved that a brown bin be introduced, for use by those residents that re-subscribed to the garden waste service in 2018, allowing for the existing green bin to be reutilised to collect paper and cardboard removing the use of blue bags, except for those properties that are unable to accommodate a green bin due to its design or where they are serviced by a vehicle that is not equipped with the necessary lifting equipment.
- 4.3 In 2013, Council approved the introduction of blue bins to replace the blue boxes except where residents chose to retain a blue box for glass/cans/plastic bottles and subsequently, in 2014 approved the introduction of a charging scheme of £23 for replacement bins.
- 4.4 In 2016, Council approved the introduction of charging for garden waste and agreed an income target of £500,000 in 2017/18 and an additional £100,000 of efficiencies in 2018/19, beyond the first year of charging.

5.0 CURRENT POSITION

Garden Waste Composting Service – Brown Bins

- 5.1 The green bin scheme was first introduced in 2004, free of charge, for the collection of garden waste. Not all residents could participate in the scheme as some properties within the Borough do not have gardens, and therefore, these properties did not receive a green bin.

- 5.2 In 2016, as part of the policy options process and following the notification by Lancashire County Council that the cost share agreement would not be extended, charging was approved, and introduced for the garden waste service on 4th June 2017. Residents were able to sign up from 19th April 2017 and over 22,000 subscriptions were received which generated over £700,000 over a 12 month period, exceeding the agreed £500,000 income target. This income target was subsequently revised and a new net income target of £640,000 (allowing for costs of collection) was agreed by Council in October 2017. In addition, to implementing a charge and achieving the new revised income target an additional £100,000 of efficiencies in 2018/19 were agreed as a policy option in October 2016, beyond the first year of charging.
- 5.3 It was envisaged that the £100,000 would be generated by efficiencies, including from a 'round review', and accordingly, in a report to Council in October 2017, Members were advised that the use of route optimisation technology was being implemented in the refuse and recycling function to ensure services were delivered with maximum efficiency.
- 5.4 To maximise the efficiencies it was regarded as essential to enforce the use of bins across all services in order to standardise waste and recycling presentation and maximise efficiency prior to the construction of new rounds, to meet the savings target previously agreed by Council. The change has the benefit of maximising capacity for residents to recycle, improves efficiency in collections, and also addresses health and safety concerns within the service.
- 5.5 The relaunch of the garden waste service in 2018 took place on 12th March and initially, residents were encouraged to sign up online. It was agreed by Council, in February 2018, that residents who re-subscribed to the service in 2018, would receive a brown bin free of charge or more if they purchased more green bins the previous year to enable the green bins to be reutilised for the collection of paper and cardboard and cease using the blue bags. To promote the service a range of methods were used, including enclosing a leaflet with the council tax notification, advertising at the concourse centre, a series of press releases, updating the website, use of social media such as Twitter and a leaflet delivered to every household to explain the changes to the service. The telephone subscriptions were later launched on 2nd May.
- 5.6 The current subscriptions for 2018, to the garden waste service are already over 21,000 and over 22,500 brown bins have been distributed to residents, of which at the time of writing the report 1,500 have been purchased as part of a new subscription or additional bins from those purchased in the previous year, generating around an additional £40,000.
- 5.7 Of the subscriptions received so far, 17,950 subscriptions were received online and 3,409 taken over the telephone. To improve the service from the previous year and reduce administration costs, the process of receiving the subscription pack was automated electronically when customers provided an email address, this in turn has generated a saving of approximately £6,460 in postage alone. In addition, printing costs have been reduced and the removal of the subscription sticker for the bin has saved over £1,000.

- 5.8 Since the launch of the changes on 12th March those residents that have received their brown bins have switched and started officially using them from 4th June. Due to the high demand in subscriptions, the deadline for accessing free brown bins was extended until 16th July 2018. From 16th July, all brown bins issued, except in exceptional circumstances as determined by the Director of Leisure and Environment in consultation with the relevant Portfolio Holder, will incur a charge of £25.

Paper and Cardboard Recycling Service – Green Bins

- 5.9 In 2017, over 22,000 residents used the chargeable garden waste service. This meant that many properties, who chose not to access the garden waste service were left with a redundant green bin. With the introduction of a new brown bin for garden waste, only to those residents that chose to re-subscribe, this allowed for the reutilisation of the green bins for the collection of paper and cardboard and the removal of the blue bag system, except for those properties that are unable to accommodate a wheeled bin due to their design or where the property is serviced by a vehicle not fitted with the necessary lifting equipment.
- 5.10 It was estimated at the time that the number of properties that would require a green bin, free of charge, would be low due to the low number of properties without gardens. These properties did not receive a green bin at the time when garden waste was introduced and the free bin offer was made. Since 12th March, 2,500 green bins have been requested. Included in this figure is a number of requests that were received from residents who despite already having received a free green bin, first time round, requested a new one for paper and cardboard, these requests have been rejected and bins have not been delivered. If these bins are damaged or residents require a new bin these are chargeable under the current policy.
- 5.11 Since the change was announced in March 2018, over 250 requests have been received for green bins containing garden waste to be emptied to enable residents to now use it for paper and cardboard. Many of these requests have been actioned.
- 5.12 The use of green bins for paper and cardboard was implemented on 4th June and those residents who have received them have started to present them containing cardboard and paper. Some residents are still awaiting delivery of the green bin and in the meantime are continuing to use the blue bags. Due to the high demand and number of requests received the deadline for accessing a free green bin was extended along with the brown bins until 16th July.
- 5.13 Since this switch took place in June, feedback received from both residents and staff has confirmed that the system is much improved, with the bins being more convenient for residents and offering far more capacity, whilst the staff have reported that the system is easier, more efficient and the streets are a lot cleaner with the material being contained.
- 5.14 Residents that had more than one green bin for garden waste can return their unwanted bins to the Council and are being advised to leave them visible and in an accessible place so that they can be collected. Over the next few months

these bins will be collected and if suitable, cleaned and returned to stock. Any bins that are unable to be returned to stock will be recycled.

- 5.15 The participation survey undertaken in June 2018 (see 5.24) has revealed that many residents are presenting paper and cardboard in a blue box having retained it when blue bins were introduced. It is recommended that the deadline for ordering a green bin, free of charge be extended until 31st October 2018 to enable those residents that are using boxes and other containers to obtain the correct bin and for the use of bags and boxes or other containers to be withdrawn, except in circumstances where properties meet the criteria for not accommodating a wheeled bin. In these circumstances a blue bag should be used. The provision of a free bin does not apply new properties ordering their first set of bins or any replacement bins, these will incur a charge in line with current policy.

Glass/Cans/Plastic Bottles Recycling Service – Blue Bins

- 5.16 In 2005, the Council introduced the recycling of glass/cans/plastic bottles using a blue box. The scheme was successful but there were issues with restricted volume of material presented by households, manual handling related to the lifting of the boxes by the collection teams, noise due to using a 'slave' bin system and productivity.
- 5.17 To overcome these issues as part of the budget setting process, Council in February 2013, approved the use of blue bins for the collection of glass, cans and plastic bottles. Whilst, at the time residents were given a choice to retain the blue box, they were encouraged to change to a bin and advised that blue boxes would no longer be issued and that if their box was damaged or went missing at a later date the box would be replaced with a bin. Residents were also advised that only one box would be collected and that no other containers could be used. At the time bins were issued free of charge, this however, subsequently changed when charges for replacement bins was introduced in 2014. Since this time, residents who have required a replacement blue bin have incurred a charge of £23, except in exceptional circumstances. Where it was possible to repair a bin (lids and wheels) this would have been done free of charge. In December 2017, as part of the policy options process and following consultation, this charge was revised to £25 and extended under delegation to cover all bins provided to all households except in exceptional circumstances and for those used for medical waste where a second grey bin is provided, free of charge. Exceptional circumstances would usually include those bins that have fallen into the back of the vehicle whilst being emptied. No concessions are allowed and where a report is received that a bin has allegedly been damaged by the staff, these will only if replaced free of charge if evidence can be provided of the staff causing the damage or the staff reporting the damage themselves. Damaged to bins is considered general wear and tear and due to difficulties in obtaining parts for the large variety of bins in use across the Borough damaged bins are also chargeable.
- 5.18 The change to bins improved the recycling rate by offering additional storage capacity, improved health and safety conditions for the collection operatives (noise and manual handling issues) and allowed a more efficient collection process through the change from kerbside collection vehicles to a more traditional vehicle with compaction. An added benefit of the change from box to

wheeled bin service was that the amount of litter generated on collection day reduced through improved presentation.

- 5.19 In 2013, 48,000 blue bins were purchased and rolled out at a cost of approximately £860,000. The estimated initial take up of bins was approximately 30,000. This figure was reported in a press release in 2014 and is the last known quantity reported. Based on a household figure of 48,000, minus the farms and communal sites, it was estimated that there could be anywhere up to 15,000 properties that still have blue boxes. Providing this number of households with free blue bins would have required further significant capital investment as the original stock has been used up since 2013 to replace bins or provide bins to new properties.
- 5.20 Since 2014, many residents who retained their blue box have mislaid it and rather than opting to purchase a blue bin have implemented their own system, as shown in the photographs below. This has resulted in various different types of containers being visible on collection day, presenting a health and safety risk to the staff. Residents are also presenting multiple containers, adding additional time to complete the rounds. This results in long hours, excess overtime and an additional member of staff being needed on these rounds. There are also many instances where properties have a blue bin and are presenting cardboard and paper in the blue box as previously mentioned at 5.15.



- 5.21 There are many advantages of using a bin including improvements to the service for residents making it simpler, whilst maximising their opportunities to recycle more by providing greater capacity, helping to increase the rate of recycling towards the 50% target. Using a bin also more effectively contains the waste, reducing the need to deploy additional resources e.g. street cleansing service to collect the scattered litter and it makes the operation much quicker, safer and more efficient. Where residents have raised concerns about having a bin due to the small amounts of waste that they are presenting a bin can still be used and presented less often or there are opportunities to share with a neighbour, if this is possible. Where residents are unable to accommodate a bin due to the design of the property as determined by officers, a blue box will be able to be used.
- 5.22 Having considered existing policies and operational practises, previous changes to the recycling service and the free bin offer and recent changes to the garden waste service approved by Council in February 2018 and the need to make efficiencies of £100,000 across the waste service, using available delegations it was proposed that a more efficient, safer operational practise be adopted and steps were taken to move the remaining residents (except for those that are

unable to have a wheeled bin due to the design of their property or due to the vehicle that they are serviced by not having the necessary lifting equipment) from a blue box to a blue bin, whilst continuing to apply the existing charging policy operated since its introduction in 2014. Since this time 401 blue bins have been purchased, although this figure is likely to change. Following a high number of enquiries received the deadline to request a blue bin was extended until 31st October 2018.

- 5.23 It was considered beneficial that the blue box change took effect at the same time as the other changes to the service involving the switch between the brown and green bins to ensure that efficiencies were maximised and that the round review could be completed within the timescales set.

Participation Survey

- 5.24 To obtain a more accurate figure of how many boxes are in use across the Borough, a participation survey was undertaken over a fortnight period between Tuesday 12th June and Friday 22nd June. This involved a member of staff driving the round and recording those properties that had presented glass/cans/plastic bottles in either a blue box or their own containers.
- 5.25 It quickly became apparent during the survey that many residents are also using blue boxes for paper and cardboard and these properties were also noted.
- 5.26 During this two week period a total of approximately 4,000 properties were recorded as having presented glass/cans/plastic bottles or paper and cardboard in a box or similar type of container. The number of households recorded gives a more accurate figure to that originally estimated, however, it is likely that the figure will be much higher due to the fact that not all properties present waste on every collection and residents may have stopped participating when they lost their blue box and this has been accounted for in the costings.
- 5.27 The deadline for residents to order a blue bin to replace their blue box has been extended until 31st October 2018. These bins are currently chargeable in line with existing policy.
- 5.28 Should Members wish to change the existing policies to take account of recent feedback from residents and consider offering those residents who have blue boxes, other containers or previously had a box a free blue wheeled bin, the following should be taken into consideration:
- The charge for blue bins has been in operation since 2014.
 - Since 12 March 2018, when the service change was introduced, at the date of writing this report 401 blue bins have been purchased by residents at a cost of £25.00 generating an additional £10,025.
 - If blue bins are to be provided free of charge to residents who are currently using a blue box (or similar container) for glass, cans and plastic bottles then the Council would reasonably be expected to reimburse those residents who, at the request of the Council, have already purchased blue bins, since being notified of the service change on 12th March. Moreover, any move to reimburse could set an expectation for future changes to

service requirements and may lead to complaints from residents who have previously purchased a bin, for the fee they have paid to be reimbursed.

- That free bins are not offered to new properties or to replace an existing bin.
- The time to introduce these containers will extend the project until 31st October 2018 and may impact on the ongoing work around route optimisation and the saving target previously agreed.
- Extending the project and making further changes may give rise to further complaints.
- The cost of providing the properties identified through the participation survey with free green and blue bins, communicating the changes in addition to handling calls is estimated to be up to £200,000, although the exact cost will depend on take up which cannot be known at this time. This is based on the cost per bin, recently obtained during a recent tender exercise through the Yorkshire Purchasing Order Framework.
- If green and blue bins are issued, free of charge until the end of October to those residents that are using blue boxes (or other similar containers) it is recommended that Council approve an exemption to Contract Procedure Rules Number 7, as the contract is expected to exceed £50,000 which would normally require a competitive tender process. This will enable the same supplier to be used who met the value for money criteria during a tender exercise in March 2018 for brown and green bins. This will also avoid any further delays in delivering this project.
- The use of blue bags and blue boxes would cease on 1st November 2018 except for those properties that cannot accommodate a wheeled bin due to the reasons outlined in 5.22.
- The free bin offer is for a limited time period only and green and blue bins will be chargeable to all households from 1st November 2018.

5.29 Members should also consider that there are a number of other key initiatives including the Skelmersdale Vision, Leisure Centre Strategy and Development Company that will be reported to Council in the forthcoming months that will require significant levels of investment. In addition the Council needs to generate estimated additional income and savings of £1.5m to £2.0m per year by 2020/21. Consequently careful consideration needs to be given to the priorities of different schemes, and allocating funding to provide free green and blue wheeled bins will make it more difficult to deliver on these other initiatives.

5.30 It is recommendation that Cabinet consider the options outlined in 5.27 and 5.28 above.

6.0 IMPLEMENTATION AND COMMUNICATION

6.1 The participation survey carried out has enable us to identify many of those households still using boxes for either cardboard and paper or glass/cans and plastic bottles. A letter specifically targeting these residents to explain the changes, could provide much of the information required and prevent residents contacting the Customer Services Team.

6.2 To deliver the bins it will be necessary to hire three vehicles and have three teams of staff delivering bins during a 6-8 week period. If delivery of the bins to the Council is delayed for any reason, by the supplier it will take longer to

implement the changes which may give rise to increased enquiries to customer services.

- 6.3 The website will need updating and a number of press releases will need to be issued to ensure that residents are informed of the change. A service delivery document should also be produced to detail all the rules and criteria of the refuse and recycling service.
- 6.4 Training will be necessary for the Customer Services Team and Street Scene Staff through the use of scripts, verbal updates and frequently asked questions. Additional agency workers will need to be employed in Customer Services, to support the increase in calls during the first few months of the green and blue bin scheme being launched.
- 6.5 The delivery of green and blue bins would be co-ordinated by the Street Scene Services admin team. Training will be provided to the crews to ensure that they are aware of the change.

7.0 SUSTAINABILITY IMPLICATIONS

- 7.1 There are no significant sustainability impacts associated with this report and, in particular, no significant impact on crime and disorder.

8.0 FINANCIAL AND RESOURCE IMPLICATIONS

- 8.1 There are significant financial implications arising from this report in respect of the issues raised. The cost of purchasing and distributing green and blue bins, administering and communicating the changes has been estimated at up to £200,000. This will be funded from the capital receipts that were not allocated when the Council set the capital programme in February 2018.

9.0 RISK ASSESSMENT

- 9.1 There are a number of risks associated with the proposed service changes as follows.
- 9.2 The number of households using boxes may be higher than the participation survey showed and therefore the capital funding required would be greater.
- 9.3 A delay in the delivery of bins by the supplier, to the council will result in the changes being made later than anticipated. If a delay is experienced the service will continue to operate as is until such time that the new bins are delivered.
- 9.4 A lack of communication with the public could result in an increase in calls to the Customer Services Centre. A range of publications will be used to help minimise this.
- 9.5 Investing in free wheeled bins will reduce the monies available to fund other capital schemes. The existing charging policy allows the cost of the bin to be covered by the householder.

- 9.6 If blue bins are to be offered, free of charge to those residents that are currently using a blue box or similar container, this may give rise to complaints and challenges from residents who have previously purchased them since charging was introduced in 2014.
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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 have a direct impact on members of the public, employees, elected members and / or stakeholders. Therefore an Equality Impact Assessment has been completed.

Appendices

Appendix 1: Equality Impact Assessment

Equality Impact Assessment Form



Directorate: Leisure and Environment	Service: Refuse & Recycling
Completed by: Heidi McDougall	Date: 18th June 2018
Subject Title: Recycling Update	

1. DESCRIPTION

Is a policy or strategy being produced or revised:	Yes <i>*delete as appropriate</i>
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:	Yes
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):	Yes
Details of the matter under consideration:	Removing the use of blue boxes for the collection of cardboard/paper and glass/cans/plastic bottles from those properties that are able to have a blue or green bin.

*If you answered **Yes** to any of the above go straight to Section 3*
*If you answered **No** to all the above please complete Section 2*

2. RELEVANCE

Does the work being carried out impact on service users, staff or Councillors (stakeholders):	Yes <i>*delete as appropriate</i>
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>	The service delivered will have a direct impact of the quality of the environment and residents ability to recycle.
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)?	Residents of the Borough and employees of the service related areas.
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)?	Universal service, no particular group affected more.

Which of the protected characteristics are most relevant to the work being carried out?	<i>*delete as appropriate</i>
Age	No
Gender	No
Disability	No
Race and Culture	No
Sexual Orientation	No
Religion or Belief	No
Gender Reassignment	No
Marriage and Civil Partnership	No
Pregnancy and Maternity	No
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?	Residents across the Borough.
What will the impact of the work being carried out be on usage/the stakeholders?	Easier service and improved recycling service and environment.
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 2016/17 Community/Customer satisfaction survey Recycling Collection of 78%. It is anticipated that the satisfaction level can be positively affected by the proposal. Positive comments have recently been received about using bins and some residents have objected to the charge.
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?	It is a universal service that will not unduly disadvantage stakeholders with protected characteristics.
If any further data/consultation is needed and is to be gathered, please specify:	Consultation has taken place with service related employees. In the Citizen survey in 2016/17 some comments were received to improve the service.
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)?	There is no anticipated disproportionate impact on people with protected characteristics.
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	There is no perceived negative impact on those with protected characteristics.

financial drivers etc.).	
What actions do you plan to take to address any other issues above?	No actions <i>If no actions are planned state no actions</i>
7. MONITORING AND REVIEWING	
When will this assessment be reviewed and who will review it?	June 2019

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