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20 April 2018

**COUNCIL MINUTE BOOK**

**APRIL 2018**

These Minutes are not included on the Council Agenda (except for specific items, which may be included on the Agenda, if necessary) but are enclosed for information for the Council Meeting on Wednesday 25 April 2018.

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# Agenda Item 1a

**CABINET**

**HELD: Wednesday, 28 February 2018**

Start: 6.00pm

Finish: 6.12pm

**PRESENT:** Councillor Ian Moran (Leader,  
In the Chair)

Portfolio

|             |                          |   |
|-------------|--------------------------|---|
| Councillors | Councillor Yvonne Gagen  | Deputy Leader of the Council and<br>Portfolio Holder for Leisure &<br>Human Resources |
|             | Councillor Claire Cooper | Portfolio Holder for Communities<br>and Older People                                  |
|             | Councillor Jenny Forshaw | Portfolio Holder for Housing and<br>Landlord Services                                 |
|             | Councillor John Hodson   | Portfolio Holder for Planning   |
|             | Councillor Kevin Wilkie  | Portfolio Holder for Street Scene   |
|             | Councillor Kevin Wright  | Portfolio Holder for Health and<br>Community Safety                                   |
|             | Councillor Adam Yates    | Portfolio Holder for Finance  |

In attendance:  
Councillors G Hodson, D Westley

Officers:  
Kim Webber, Chief Executive  
Jacqui Sinnott-Lacey, Director of Housing and Inclusion  
John Harrison, Director of Development and Regeneration  
Terry Broderick, Borough Solicitor  
Heidi McDougall, Director of Leisure & Environment  
Marc Taylor, Borough Treasurer  
Chris Twomey, Deputy Director of Housing & Inclusion  
Sue Griffiths, Principal Member Services Officer

70 **APOLOGIES**

There were no apologies for absence.

71 **SPECIAL URGENCY (RULE 16 ACCESS TO INFORMATION PROCEDURE RULES)/URGENT BUSINESS**

There were no items of special urgency.

72 **DECLARATIONS OF INTEREST**

Councillor Wright declared a non-pecuniary interest in agenda item 5(c) (Review of

Pay and Display Parking and Charges) in view of him being a blue badge holder.

**73 PUBLIC SPEAKING**

There were no items under this Heading.

**74 MATTERS REQUIRING DECISIONS**

Consideration was given to the report relating to the following matters requiring decisions as circulated and contained on pages 1165 to 1271 and 1279 – 1281 of the Book of Reports.

**75 SUSTAINABLE ORGANISATION REVIEW**

The Leader introduced the report of the Chief Executive which sought agreement for a review of the Council's operating model and identification of opportunities for further income generation and efficiencies with the aim of ensuring delivery of the Council's vision, key priorities, maintenance of service provision and financial sustainability beyond 2020/2021.

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

RESOLVED (A) That the Council's financial position be noted.

(B) That a Sustainable Organisation Review be undertaken adopting Option 3 at paragraph 6.1 of the report as the preferred approach.

(C) That a Sustainable Organisation Review Cabinet Working Group be established, with the membership and functions set out at Appendix 1 to the report, and the respective Leaders provide to the Borough Solicitor details of named Councillors to fill the positions agreed.

(D) That the Chief Executive be given delegated authority in consultation with the Sustainable Organisation Review Cabinet Working Group, to take all necessary steps to procure a suitable contractor or contractors to support the Sustainable Organisation Review, in accordance with paragraphs 5.1-5.3, 9.1 and 9.3 of the report.

(E) That the Governance Arrangements set out at paragraphs 7.1-7.2 of the report be noted, and that the Chief Executive report on the Sustainable Organisation Review as set out at paragraph 7.1 of the report.

**76 FORMING A DEVELOPMENT COMPANY - OPTIONS APPRAISAL**

Councillor Forshaw introduced the report of the Director of Housing and Inclusion which sought authority for further preparation for the formation of a Development Company in order to drive forward the commercial ambitions of the Council.

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

- RESOLVED (A) That the Development Objectives set out in paragraph 3.2 of the report be approved.
- (B) That the formation of a single Development Company (Option 2 at paragraph 4.2 of the report) be endorsed as the best approach to delivering the Development Objectives set out in paragraph 3.2 of the report.
- (C) That the indicative implementation plan to establish a proposed Development Company set out in Appendix 5 to the report be endorsed.
- (D) That the Director of Housing and Inclusion in consultation with the relevant Portfolio Holders be authorised to put in place arrangements to form a Development Company in shadow format as identified at paragraph 7.8 of the report.
- (E) That a further report be presented to Council to consider finalising the establishment of the Development Company including presentation of a full business case and proposals for appointment of Directors to the Company.

**77 REVIEW OF PAY AND DISPLAY PARKING AND CHARGES**

Councillor J Hodson introduced the report of the Director of Development and Regeneration which considered proposed changes to the existing charging structure of the Council's pay and display car parks in Ormskirk Town Centre.

A motion was circulated by Councillor J Hodson and the Director of Development and Regeneration submitted additional information in relation to the motion.

In reaching the decision below, Cabinet considered the motion from Councillor J Hodson, the additional information from the Director of Development and Regeneration and the details as set out in the report before it and accepted the reasons contained therein.

RESOLVED (A) That the Director of Development and Regeneration be authorised to make an order to introduce revised pay and display and parking permit charges on the Council's pay and display car parks in Ormskirk Town Centre as set out below:-

**Short stay car parks (except Park Road)**

|               | Existing | Proposed |
|---------------|----------|----------|
| Up to 1 hour  | £0.70    |          |
| Up to 2 hours | £1.10    |          |
| Up to 3 hours | £1.60    | £1.00    |
| Up to 4 hours | £2.00    | £2.00    |

**Park Road**

|               | Existing | Proposed |
|---------------|----------|----------|
| Up to 1 hour  | Free     |          |
| Up to 2 hours | £1.10    |          |
| Up to 3 hours | £1.60    | £1.00    |
| Up to 4 hours | £2.00    | £2.00    |

**Long stay car parks (except Hants Lane)**

|               | Existing | Proposed |
|---------------|----------|----------|
| Up to 1 hour  | £0.70    |          |
| Up to 2 hours | £1.10    |          |
| Up to 3 hours | £1.60    | £1.00    |
| Up to 4 hours | £2.00    | £2.00    |
| Up to 9 hours | £3.00    | £3.00    |

**Hants Lane**

|               | Existing | Proposed |
|---------------|----------|----------|
| Up to 1 hour  | 40p      |          |
| Up to 2 hours | 60p      |          |
| Up to 3 hours | £1.00    | £1.00    |
| Up to 9 hours | £1.70    | £2.00    |

(B) That the annual cost of car parking permits be increased from £195 to £250.

(C) That the provision of 3 hours free parking in marked disabled spaces for Blue Badge Holders be continued.

- (D) That the Director of Development and Regeneration, in consultation with the Portfolio Holder, be given delegated authority to consider and determine any objections received to the Order made.
- (E) That the new charging structure for the Council's pay and display car parks in Ormskirk Town Centre be monitored over a 12 month period in order to assess the outcomes.

**78 REVIEW OF GROUNDS MAINTENANCE AND STREET CLEANSING**

Councillor Wilkie introduced the report of the Director of Leisure and Environment which provided an update on the progress of the grounds maintenance and street cleansing review and proposed a way forward in order to deliver an action plan to achieve the proposed savings.

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

- RESOLVED (A) That the findings of the review, attached in Appendix 1 to the report are noted.
- (B) That the action plan attached in Appendix 2 to the report is agreed and Council be requested to provide funding for the capital items outlined.
  - (C) That the efficiency savings of £30,000 in 2018/19 are agreed and a future report be brought to Cabinet and Council on completion of further works to outline the savings for 2019/20.
  - (D) That delegated authority be given to the Director of Leisure and Environment to take all necessary steps to implement the recommendations of the review outlined in the action plan and section 8 of the APSE report in consultation with the relevant Portfolio Holder.
  - (E) That this item is not appropriate for call-in due to the need to procure and implement a computer system and that this policy option was agreed through the budget process and it is being considered by Council.

79 **RECYCLING/GARDEN WASTE BIN INITIATIVE**

Councillor Wilkie introduced the report of the Director of Leisure and Environment which sought agreement to the change of use of the green garden waste bin for paper/cardboard and the introduction of a brown bin for garden waste in order to improve the recycling and garden waste service for residents and improve the future efficiency of the service.

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

- RESOLVED (A) That from 4 June 2018 the current green bin be used for the collection of cardboard/paper and a new brown bin be introduced as set out in sections 6, 7 and 8 of the report, for use by those residents that sign up to the garden waste service.
- (B) That the new charge of £25 for a wheeled bin, agreed in the policy options report at Council in December 2017 be implemented earlier than 1 April 2018, on 12 March 2018 to coincide with the launch of the garden waste service for 2018/19.
- (C) That 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 this scheme.
- (D) That this item is not appropriate for call-in due to the timescales involved in the launch of the new scheme, in time for the new growing season.

80 **EXCLUSION OF PRESS AND PUBLIC**

RESOLVED That under Section 100A(4) of the Local Government Act 1972, the public be excluded from the meeting during consideration of the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in paragraph 3 (financial/business affairs) of Part 1 of Schedule 12A of that Act and as, in all the circumstances of the case, the public interest in maintaining the exemption under Schedule 12A outweighs the public interest in disclosing the information.

81 **MATTER REQUIRING DECISION**

Consideration was given to the private & confidential report relating to the following matter requiring a decision as contained on pages 1273 – 1277 of the Book of Reports.



**82 LAND TO THE SOUTH OF DEGRAVE HOUSE, WHITEMOSS BUSINESS PARK, SKELMERSDALE**

The Leader introduced the report of the Director of Development and Regeneration which provided an understanding of the reasons for the acquisition of the subject land and sought authority to purchase said land.

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

RESOLVED (A) That the Director of Development and Regeneration be authorised to take all necessary steps to proceed with the acquisition of the subject land as set out at paragraph 5.2 of the report.

(B) That this item is not appropriate for call-in due to the need to expedite the proposed acquisition of the site for the reasons set out at paragraph 7.1 of the report.

.....  
**Leader**



# Agenda Item 1b

**CABINET**

**HELD: Tuesday, 13 March 2018**

Start: 7.00pm  
Finish: 7.10 pm

**PRESENT:** Councillor Ian Moran (Leader,  
In the Chair)

Portfolio

|              |                          |   |
|--------------|--------------------------|---|
| Councillors: | Councillor Yvonne Gagen  | Deputy Leader of the Council and<br>Portfolio Holder for Leisure &<br>Human Resources |
|              | Councillor Claire Cooper | Portfolio Holder for Communities<br>and Older People                                  |
|              | Councillor Jenny Forshaw | Portfolio Holder for Housing and<br>Landlord Services                                 |
|              | Councillor John Hodson   | Portfolio Holder for Planning   |
|              | Councillor Kevin Wilkie  | Portfolio Holder for Street Scene   |
|              | Councillor Kevin Wright  | Portfolio Holder for Health and<br>Community Safety                                   |
|              | Councillor Adam Yates    | Portfolio Holder for Finance  |

In attendance:  
Councillors Councillor Dowling

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  
Matthew Jones, Legal and Member Services Manager  
Sue Griffiths, Principal Member Services Officer

83 **APOLOGIES**

There were no apologies for absence.

84 **SPECIAL URGENCY (RULE 16 ACCESS TO INFORMATION PROCEDURE  
RULES)/URGENT BUSINESS**

There were no items of special urgency.

**85 DECLARATIONS OF INTEREST**

1. Councillors Forshaw and Wilkie (tenants of Council accommodation) and Wright (connected person tenant of Council accommodation) declared disclosable pecuniary/pecuniary interests in agenda item 7(d) (HRA Revenue and Capital Monitoring) and 7(j) (Property Compliance Policies) but considered they were entitled to speak and vote by virtue of an exemption as nothing in the report relates particularly to the relevant tenancy or lease.
2. Councillor J Hodson declared a non-pecuniary interest in agenda item 7(k) (Homelessness Reduction Act 2017) in view of him being a landlord and the document contained references to private landlords.

**86 PUBLIC SPEAKING**

There were no items under this heading.

**87 MINUTES**

RESOLVED That the minutes of the Cabinet meetings held on 9 January and 28 February 2018 (Extraordinary) be received as a correct record and signed by the Leader.

**88 FLOODING IN THE BOROUGH - ITEM REFERRED FROM CORPORATE & ENVIRONMENTAL OVERVIEW AND SCRUTINY COMMITTEE**

Councillor J Hodson introduced the report of the Borough Solicitor which set out the resolution of the Corporate & Environmental Overview and Scrutiny Committee at its meeting on 4 January 2018 in relation to the presentation made by United Utilities on flooding and the wastewater network operations and services in the Borough.

The report included the comments of the Director of Development and Regeneration in respect of the decision of the Committee and went on to advise that it would be a matter for Council if Members considered supporting the resolution.

A motion from Councillor J Hodson was circulated at the meeting.

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

RESOLVED That resolution 48(B) of the Corporate and Environmental Overview and Scrutiny Committee held on 4 January 2018 be supported and that this item be referred to Council, requesting that Council consider lobbying the government in relation to the reduction in funding for statutory services, in particular the general under investment in improving the waste sewerage systems.

**89 MATTERS REQUIRING DECISIONS**

Consideration was given to the report relating to the following matters requiring decisions as circulated and contained on pages 1305 – 1538 of the Book of Reports.

**90 USE OF S106 MONIES IN SKELMERSDALE**

Councillor Gagen introduced the report of the Director of Leisure and Environment which considered a proposal in respect of the use of Section 106 monies for the enhancement of public open space provision in Skelmersdale.

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

**RESOLVED** That the use of £175,622 of S106 monies be approved to enable improvements to be made in Tawd Valley Park.

**91 RISK MANAGEMENT**

Councillor Yates introduced the report of the Borough Treasurer which provided details on the key risks facing the Council and how they are managed, and sought approval to changes to the Risk Management Policy.

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

**RESOLVED (A)** That the progress made in relation to the management of the risks shown in the Key Risks Register at Appendix A to the report be noted and endorsed.

**(B)** That the updated Risk Management Policy at Appendix B to the report be approved.

**92 GENERAL REVENUE ACCOUNT BUDGET MONITORING**

Councillor Yates introduced the report of the Borough Treasurer which provided a projection of the financial position on the General Revenue Account (GRA) to the end of the financial year.

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

**RESOLVED (A)** That the financial position of the GRA be noted including the position on reserves and balances.

- (B) That call-in is not appropriate for this item as the report is being submitted to the next meeting of the Executive Overview and Scrutiny Committee on 29 March 2018.

**93 HRA REVENUE AND CAPITAL MONITORING**

Councillor Forshaw introduced the joint report of the Director of Housing and Inclusion and the Borough Treasurer which provided an update on the current position of the 2017-18 Housing Revenue Account (HRA) and Council Housing Capital Investment Programme.

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

RESOLVED (A) That the financial position in respect of the 2017-18 HRA and Council Housing Capital Investment Programme be noted.

- (B) That call-in is not appropriate for this item as the report is being submitted to the next meeting of the Executive Overview and Scrutiny Committee on 29 March 2018.

**94 DEVELOPING AN ORMSKIRK BUSINESS IMPROVEMENT DISTRICT**

The Leader introduced the report of the Director of Development and Regeneration which provided a summary of the report prepared by Groundwork Ltd. and sought agreement to the next steps in relation to the development of a BID for Ormskirk.

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

RESOLVED (A) That subject to a BID Steering Group being formed by the private sector businesses of Ormskirk the development of a BID be taken forward by this group.

- (B) That the development of a BID for Ormskirk be supported by the Council.
- (C) That officers support the Town Centre Management Group and any future BID Steering Group in activities to develop a BID.
- (D) That, should an application be made by the Town Centre Management Group/BID Steering Group to the MHCLG (Ministry of Housing, Communities and Local Government) BID loan fund, that the application be supported by the Council and that the Council act as the accountable body for the loan.

- (E) That delegated authority be given to the Director of Development & Regeneration to oversee utilisation of the loan (if approved by the MHCLG).
- (F) That the Council draws up and publishes baseline agreements relating to the Council's statutory obligations within the BID area.
- (G) That the Council administer any BID ballot.
- (H) That the proposed timeline as evidenced in Appendix C to the report be approved.

95 **QUARTERLY PERFORMANCE INDICATORS (Q3 2017/18)**

The Leader introduced the report of the Director of Housing and Inclusion which presented performance monitoring data for the quarter ended 31 December 2017.

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

RESOLVED (A) That the Council's performance against the indicator set for the quarter ended 31 December 2017 be noted.

- (B) That the call-in procedure is not appropriate for this item as the report was submitted to the meeting of the Corporate & Environmental Overview & Scrutiny Committee on 1 March 2018.

96 **CORPORATE PERFORMANCE MANAGEMENT 2018/19**

The Leader introduced the report of the Director of Housing and Inclusion which sought approval of the Suite of Performance Indicators to be adopted as the Council's Corporate PI Suite 2018/19.

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

RESOLVED (A) That the Suite of Performance Indicators 2018/19 (Appendix A) and targets identified be approved and adopted as the Council's Corporate PI Suite 2018/19.

- (B) That the Director of Housing & Inclusion, in consultation with the Leader of the Council as Portfolio Holder, be authorised to finalise and amend the suite having regard to agreed comments from Executive Overview and Scrutiny Committee made on 29 March 2018, and to make necessary amendments to the suite in year in response to any issues that may arise, for example government policy or collection mechanisms.

- (C) That call-in is not appropriate for this item as it is being considered at the next meeting of Executive Overview & Scrutiny Committee on 29 March 2018.

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

The Leader introduced the report of the Chief Executive which sought approval of the Council Plan 2018/19 – 2019/21.

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

- RESOLVED (A) That the “Council Plan 2018/19 – 2020/21” attached as Appendix A to the report be approved and referred to Council for adoption.
- (B) That authority is given to the Chief Executive in consultation with the Leader to make any final amendments to the document, prior to publication.
  - (C) That call-in is not appropriate for this item, as the report is being submitted to the next meeting of the Executive Overview and Scrutiny Committee on 29 March 2018.

98 **ORMSKIRK NIGHT MARKETS AND TOWN CENTRE EVENTS**

Councillor J Hodson introduced the report of the Director of Development and Regeneration which sought approval of a way forward to facilitate the successful implementation of a series of night markets and other events in Ormskirk Town Centre in conjunction with the Ormskirk Business Action Group and other appropriate community/business organisations.

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

- RESOLVED (A) That the Director of Development and Regeneration, in consultation with the relevant Portfolio Holder, be authorised to submit an application for a Premises Licence under the Licensing Act 2003 and to authorise regulated entertainment and sale of alcohol which would enable the night markets and other themed events in Ormskirk Town Centre to proceed.
- (B) That the Director of Development and Regeneration be authorised to develop a code of conduct under which any night market or other event must operate for agreement with the organising body and to review these as appropriate.



**99 PROPERTY COMPLIANCE POLICIES**

Councillor Forshaw introduced the report of the Director of Housing and Inclusion which presented and sought approval of policies in relation to five main areas of property compliance.

Additional information from the Director of Housing and Inclusion and minute No. 25 of the Landlord Services Committee (Cabinet Working Group) held on 8 March 2018 was circulated at the meeting.

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

RESOLVED (A) That the policies set out at Appendices A to E (amended by the additional information) be approved.

(B) That the Director of Housing and Inclusion be given delegated authority to make minor amendments to the policies in line with any legislative changes in the future.

**100 HOMELESSNESS REDUCTION ACT 2017**

Councillor Wright introduced the report of the Director of Housing and Inclusion which advised on changes to homelessness legislation arising from the Homelessness Reduction Act 2017 and sought approval to put in place appropriate arrangements.

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

RESOLVED (A) That the Director of Housing and Inclusion be authorised to implement the new powers contained within the Homelessness Reduction Act 2017.

(B) That the Homelessness Prevention Fund Policy 2018 (Appendix 1 to the report) be approved.

- (C) That the Director of Housing and Inclusion be authorised to amend the policy approved at (B) above to take account of any minor amendments as a result of legislative changes.
- (D) That the call-in procedure is not appropriate for this item as processes need to be established before the legislation comes into place in April 2018.

.....  
**Leader**

## CORPORATE AND ENVIRONMENTAL OVERVIEW AND SCRUTINY COMMITTEE

HELD: Thursday, 1 March 2018

Start: 7.00 pm  
Finish: 10.00 pm

### PRESENT:

Councillor: N Hennessy (Chairman)

Councillors: D Evans (Vice-Chairman) M Barron  
Mrs M Blake T Blane  
P Cotterill G Hodson  
D McKay M Nixon  
N Pryce-Roberts L Savage  
Mrs D Stephenson D West

In attendance: Marion Gelder, Chief Executive of Lancashire Association of Local Councils (LALC)

Officers: Philip Samosa, Deputy Director of Street Scene  
Andrew Hill, Environmental Protection and Community Safety  
Manager  
Cliff Owens, Community Safety Officer  
Tina Sparrow, Principal Solicitor  
Alison Grimes, Partnership & Performance Officer  
Jacky Denning, Assistant Member Services Manager

### 57 APOLOGIES

Apologies for absence were received on behalf of Councillors Curry and Kay.

### 58 MEMBERSHIP OF THE COMMITTEE

There were no changes to the Membership of the Committee.

### 59 URGENT BUSINESS, IF ANY, INTRODUCED BY THE CHAIRMAN

There were no items of urgent business.

### 60 DECLARATIONS OF INTEREST

There were no declarations of interests.

### 61 DECLARATIONS OF A PARTY WHIP

There were no declarations of a Party Whip.

### 62 MINUTES

The Committee received an update in relation to:

(i) Minute 48 – Flooding in the Borough

(a) That the following information was awaited from Steve Howell, United Utilities:

- The level of investment in West Lancashire
- The programme of works for cleaning sewerage pipes, to circulate to Members
- The publication of the Hurlston Brook Flood Risk Study

(b) That a report would be submitted to Cabinet on 13 March 2018, to consider the Committee's recommendation in respect of lobbying the government.

(ii) Minute 51 – Corporate Performance Indicators Q2 2017-18

That the recommendation from the Committee to review the target level for NI157a 'Processing of planning applications' would be considered at Cabinet on 13 March 2018.

Reference was made in respect of minute 30 of the meeting held on 12 October 2017 and the outstanding information requested from the CCG.

The Assistant Member Services Manager gave an undertaking to follow up on the matter.

RESOLVED: That the minutes of the meeting held Thursday, 4 January 2018 be received as a correct record and signed by the Chairman.

**63 PUBLIC SPEAKING**

There were no items under this heading.

RESOLVED: That a press release be issued prior to the next meeting to advertise particular agenda items in a more focused approach.

**64 QUARTERLY PERFORMANCE INDICATORS (Q3 2017/18)**

Consideration was given to the report of the Director of Housing and Inclusion, as contained on pages 295 to 312 of the Book of Reports, which presented the performance monitoring data for the quarter ended 31 December 2017.

Comments and questions were raised in respect of the following:

- R1 % of Council Tax collected / R3 % of Non-domestic Rates Collected – concern was expressed in relation to the proposed approach to collection and the use of third party advanced specialist recovery providers, particularly with the introduction of Universal Credit and the need to retain an understanding approach to those who are not able to pay
- NI192 % of household waste sent for reuse
- HS 13 % LA properties with Landlord Gas Safety Record outstanding

RESOLVED: A. That the Council's performance against the indicator set for the quarter ended 31 December 2017, be noted.

- B. That in relation to 'R1 % of Council Tax collected / R3 % of Non-domestic Rates Collected':
- (i) BT Lancashire Services (Revenues & Benefits Service) be requested to provide at the next meeting during their annual review presentation, information in relation to:
- The review of the WLBC Policy on potential bulk write off cases
  - Those affected and circumstances that would apply in relation to the work to be undertaken with "third party advanced specialist recovery providers to utilise in recovering high value, more complex non-payment cases" taking into account the concerns raised above.
- (ii) That the Portfolio Holder for Finance be notified of the Committees concern in relation to (i) above and be invited to the next meeting during consideration of the presentation.
- (iii) That the Partnership & Performance Officer be asked to circulate information in respect of what the "new Management Information Software to assist identification of areas for focus ' Go Live' ", will be used for.

65 **CRIME AND DISORDER SCRUTINY**

A presentation was received from the Environmental Protection and Community Safety Manager and the Community Safety Officer on behalf of the West Lancashire Community Safety Partnership (CSP). The presentation was supported by a series of slides as contained on pages 319 to 342 of the Book of Reports the aim of which was to provide the Committee with an understanding of:

- What is the Community Safety Partnership
- How does it operate
- How is it funded
- What does it deliver

In addition, as requested at the previous meeting, an overview of Crime figures was also provided. Particular reference was made in respect of the following:

- Work undertaken through the multi-agency thematic groups
- Successful Domestic Violence Funding Bids
- Projects delivered:
  - Bright Sparx
  - Fresher's
  - Community Action Days
  - Child Sexual Exploitation/Healthy Relationships

- Domestic Abuse
- Motorcycle nuisance
- Knife Wands
- World Café

Comments and questions were raised in respect of:

- Referral of cases to the Integrated Working Team (IWT)
- The work of the Divert Group
- Drink Driving campaigns
- CCTV
- Potential funding from Lancashire Fire and Rescue in relation to 'Bright Sparx' given the success of the project
- PACT Meetings
- Fracking – pressure on resources

The Chairman gave an undertaking to write a letter to the liberty Centre congratulating them on the work being undertaken and the funding achieved in respect of the Safe Teens Domestic Violence Project.

RESOLVED: A. That the presentation be noted.

B. That the Community Safety Officer be asked to find out which PACT meetings are still being held in West Lancashire.

66

## **THE ROLE OF PARISH COUNCILS IN WEST LANCASHIRE**

The Committee received a presentation from Marion Gelder, Chief Executive of Lancashire Association of Local Councils (LALC), as requested by the Committee at a previous meeting. The presentation informed the Committee on the role of LALC and the various services it provides to Parish Councils, in particular:

- procedural advice
- template documents
- Briefings
- training workshops eg. finance, new councillor workshops, Clerks law, agendas, roles and responsibilities, planning
- facilitation of the Certificate in Local Council Administration for Clerks
- the role of the National Association of Local Councils (NALC)

A copy of the booklet entitled 'The Good Councillor's Guide' was circulated, which set out the functions, powers and duties and statutory provisions of parish councils.

Comments and questions were raised in respect of the following:

- Town Councils
- Membership
- Precepts
- The transparency code
- Elections

- Neighbourhood Plans
- Clerks Salaries
- Audit arrangements
- Reserves limits
- Partnership work opportunities

RESOLVED: That Marion Gelder, the Chief Executive of Lancashire Association of Local Councils (LALC) be thanked for her presentation.

**67 COMMUNITY INVOLVEMENT IN SERVICE DELIVERY REVIEW:**

The Committee considered the following 2 items as part of the review being undertaken 'Community Involvement in Service Delivery':

**68 LEGAL AND PROCUREMENT MATTERS**

The Committee received a presentation from the Borough Solicitor, as contained on pages 343 to 360 of the Book of Reports, to provide an understanding of the potential legal and procurement barriers that may be encountered in relation to the transfer of services to the local community. The presentation provided information in respect of the following:

- The transfer of services, assets, resources
- Financial support and governance matters
- An overview of the Social Value Act in relation to procurement
- Community Right to Challenge under the Localism Act 2011
- Procurement matters
- Issues associated with the perception of inadvertently granting state aid
- Powers of authority and relevant legislation
- limitations of powers (ultra vires)
- Details of the Council's estate – land, industrial units, shopping centres, community centres, meeting rooms and playing fields
- Title issues – restrictive covenants, conditions, clawback payments
- Disposal issues – freehold transfer, types, length of time, Assets of community value
- Best Value
- Maintenance issues – cost, disrepair and monitoring/inspections
- Staff issues – pensions, terms and conditions etc
- Risk assessments, health and safety, insurance

Comments and questions were raised in respect of the following:

- Board members on external bodies
- Contracts and procurement
- Salaries
- TUPE transfer
- Legal advice
- Inspections

RESOLVED: That the presentation be noted.

**69 PROJECT PLAN**

The Committee considered the revised project plan, as contained on pages 313 to 316 of the Book of Reports, which had been updated following the decisions made at the previous meeting.

RESOLVED: That the project plan be agreed, subject to 'Objective' 'The future' being amended to:

- A. Remove the wording "To enable community groups to be involved, engaged, empowered and active in their local communities."
- B. Revise the wording "To consider whether to develop a Guidance or Information Pack to help 'sign-post' community groups to help them become involved in service delivery."

**70 MEMBERS' ITEMS/COUNCILLOR CALL FOR ACTION (CCFA)**

There were no items under this heading.

**71 ITEMS FROM THE MEMBERS' UPDATE**

There were no items under this heading.

**72 FUTURE WORK PROGRAMME 2018/19**

Consideration was given to the Committee's future Work Programme, as contained on pages 317 to 318 of the Book of Reports.

RESOLVED: That the Committee's future Work Programme be approved, subject to:

- A. The item 'West Lancashire Tourism – The Visitor Economy Review – Review of Recommendations' being deferred to the October 2018 meeting.
- B. Reference to 'Parish Councils', under the 'Community Involvement in Service Delivery Review', at the July 2018 meeting, be removed.

.....  
**Chairman**







Start: 7.00 pm  
Finish: 7.57 pm

**PRESENT:**

Councillor: J Bullock (Chairman)

Councillors: M Mills (Vice-Chair) I Ashcroft  
Mrs M Blake N Delaney  
R Pendleton E Pope  
L Savage D Westley  
D Whittington

Officers: Jacqui Sinnott-Lacey, Director of Housing and Inclusion  
Mike Kostrzewski, Deputy Borough Treasurer  
Alison Grimes, Partnership & Performance Officer

46 **APOLOGIES**

Apologies for absence were submitted on behalf of Cllr Moon.

47 **MEMBERSHIP OF THE COMMITTEE**

In accordance with Council Procedure Rule 2, Members noted the termination of membership of the Committee of Councillor J Davis and the appointment of Councillor Pritchard, for this meeting only, thereby giving effect to the wishes of the Political Groups.

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

There were no items of urgent business.

49 **DECLARATIONS OF INTEREST**

There were no declarations of interest.

50 **DECLARATIONS OF PARTY WHIP**

There were no declarations of a Party Whip.

51 **PUBLIC SPEAKING**

There were no items under this heading.

52 **MINUTES**

That the minutes of the meeting held on 25 January 2018 be received as a correct record and signed by the Chairman.

**53 RELEVANT MINUTES OF CABINET**

Consideration was given to the minutes of the meeting of Cabinet held on 28 February and 13 March 2018 respectively.

RESOLVED: That the minutes of the Cabinet meetings held on 28 February and 13 March 2018 be noted.

**54 CORPORATE PERFORMANCE MANAGEMENT 2018/19**

Consideration was given to the report of the Director of Housing and Inclusion as contained on pages 369 to 382 of the Book of Reports that detailed the Suite of Performance Indicators for adoption as the Council's Corporate PI Suite 2018/19 and sought agreed comments, if any, prior to final adoption, following approval by Cabinet at its meeting on 13 March 2018.

In discussion comments and questions were raised in respect of the following:

- Public consultation – process and consultees.
- Suite of indicators – understanding the indicators and their purpose.
- Percentage of indicators linked to regional / national statistics.

The Partnership and Performance Officer attended the meeting provided an overview and clarification, referencing details as set down in the report.

RESOLVED:

- 1) That the Executive Overview and Scrutiny Committee recommend to Cabinet that in relation to Corporate Performance Management 2018/2019 – indicator WL08a be kept.
- 2) That in relation to indicator WL108;
  - a) The 60 second call answering target be kept,
  - b) The 60 seconds starts the moment the customer's call is picked up (automated messages starts);
  - c) That the automated message length be shortened,
  - d) That all Members of the Committee receive a written response to the above points.
- 3) That Cabinet be asked to consider performance indicators NI157a and NI157b and the potential to improve the targets.
- 4) That the report be noted.

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

Consideration was given to the report of the Chief Executive that gave details of the Council Plan 2018/19-2020/21 (Appendix A) as contained on pages 383 to 410 of the Book of Reports, that sought comments, if any, following consideration by Cabinet at its meeting on 13 March 2018 and prior to consideration of the final version of the Plan by Council at its meeting on 25 April 2018.

It was noted that the plan set out the Council's vision, values and priorities, together with key strategy actions and measures. The Plan enabled the Council to communicate its direction with the public, stakeholders and staff, and supports transparency and accountability. Having a clear statement of corporate priorities also assisted effective planning and prioritisation of work within Services, informing the development of staff work programmes and annual development appraisals, and was recognised good practice.

The Partnership and Performance Officer attended the meeting, provided an overview, referencing details as set down in the report.

RESOLVED: That the Council Plan 2018/19 – 2020/21 be noted.

**56 GENERAL REVENUE ACCOUNT BUDGET MONITORING**

Consideration was given to the report of the Borough Treasurer, as contained on pages 411 to 416 of the Book of Reports, which provided an overview and update of the current progress on the General Revenue Account Budget Monitoring.

The Deputy Borough Treasurer attended the meeting, summarised the current position of the Programme, referring to details as set down in the report.

RESOLVED: That the Financial position in respect of the General Revenue Account be noted.

**57 HRA REVENUE AND CAPITAL MONITORING**

Consideration was given to the joint report of the Director of Housing and Inclusion and the Borough Treasurer as contained on pages 417 and 426 of the Book of Reports which provided an update on the current position on the 2017/18 Housing Revenue Account (HRA) and Council Housing Capital Investment Programme.

The Deputy Borough Treasurer attended the meeting and provided an overview in relation to the financial position referencing details as set down in the report.

RESOLVED: That the financial position in respect of the 2017/2018 HRA and Capital Housing Capital Programme be noted.

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**Chairman**

**LICENSING SUB-COMMITTEE**

**HELD: Tuesday, 20 February 2018**

Start: 10.30 am

Finish: 11.30 am

**PRESENT:**

Councillor: N Delaney (Chairman)

Councillors: T Devine J Kay

In attendance: PC Julie Stewart, Preston Licensing Unit  
Malcolm Ireland, Napthens Solicitors  
Premises Licence Holder

Officers: Kay Lovelady, Principal Solicitor  
Samantha Jordan, Senior Licensing Officer  
Julia Brown, Member Services/Civic Support Officer

65 **APOLOGIES**

There were no apologies for absence received.

66 **MEMBERSHIP OF THE COMMITTEE**

There were no changes to Membership of the Sub - Committee.

67 **URGENT BUSINESS**

There were no urgent items of business.

68 **DECLARATIONS OF PARTY WHIP**

There were no declarations of Party Whip.

69 **DECLARATIONS OF INTEREST**

There were no declarations of interest.

70 **MINUTES**

RESOLVED: That the Minutes of the meetings held on 29 and 30 January 2018 be noted.

71 **LICENSING HEARING PROCEDURE**

The Chairman referred to the Licensing Hearing Procedure.

72 **APPLICATION FOR THE SUMMARY REVIEW OF A PREMISES LICENCE IN RESPECT OF VICTORIA HOTEL, 2 ORMSKIRK ROAD, UP HOLLAND WN8 0AG**

Consideration was given to the report of the Director of Leisure and Environment as contained on pages 497 to 506 of the Book of Reports which was to consider an application for the Summary Review of a Premises Licence in respect of Victoria Hotel, 2 Ormskirk Road, Up Holland WN8 0AG.

In considering this matter the Sub – Committee had regard to its Licensing Policy and the guidance issued under S. 182 of the Licensing Act. It considered the relevant Licensing Objectives on this occasion was the 'Prevention of Crime and Disorder' and 'Public Safety'.

On hearing evidence from Lancashire Constabulary and the Premises Licence Holders Representative the Sub – Committee:-

**RESOLVED:**

- A. That no further action be taken.

**INTERIM STEPS**

- B. That, the condition applied to the Premises Licence on 30 January 2018 that the said Designated Premises Supervisor does not enter or remain on the property whilst licensable activities are taking place, shall be withdrawn with immediate effect in order to comply with current Police bail conditions.

.....  
**Chairman**



**LICENSING SUB-COMMITTEE**

**HELD: Tuesday, 13 March 2018**

Start: 10.30 am

Finish: 11.20 am

**PRESENT:**

Councillor: N Delaney (Chairman)

Councillors: T Devine R Melling

In attendance: Mr S Horrocks (Applicant)

Officers: Mrs K Lovelady (Principal Solicitor)  
Mrs S Jordan (Senior Licensing Officer)  
Mrs J Brown (Member Services/ Civic Support Officer)

73 **APOLOGIES**

There were no apologies for absence received.

74 **MEMBERSHIP OF THE COMMITTEE**

There were no changes to Membership of the Sub – Committee.

75 **URGENT BUSINESS**

There were no urgent items of business.

76 **DECLARATIONS OF PARTY WHIP**

There were no declarations of Party Whip.

77 **DECLARATIONS OF INTEREST**

There were no declarations of interest.

78 **MINUTES**

RESOLVED: That the Minutes of the meeting held on 20 February 2018 be noted.

79 **LICENSING HEARING PROCEDURE**

The Principal Solicitor referred to the Licensing Hearing Procedure.

80 **APPLICATION TO VARY A PREMISES LICENCE IN RESPECT OF E-ROOMS, 14-16 WESTGATE, SKELMERSDALE WN8 8AZ**

Consideration was given to the report of the Director of Leisure and Environment as contained on pages 513 to 554 of the Book of Reports which was to consider an application for the variation of a Premises Licence in respect of E-Rooms, 14-16 Westgate, Skelmersdale, WN8 8AZ.

In considering this matter the Sub – Committee had regard to its Licensing Policy and the guidance issued under S. 182 of the Licensing Act. It considered the relevant Licensing Objectives on this occasion was the 'Prevention of Public Nuisance'.

On hearing evidence from the Applicant, the Sub – Committee:-

RESOLVED:

That the following condition shall be added to the Premises Licence:-

- A. That on 20 non-consecutive days per calendar year, on the proviso the DPS and/or Premises Licence Holder provides the Licensing Authority, Police and Environmental Health with at least 21 days' written notice in advance of each event, the following timings shall apply:-

|                                     |                      |
|-------------------------------------|----------------------|
| The Opening Hours of the Premises   | 09:00 to 04:00 hours |
| Sale/Supply of Alcohol              | 12:00 to 03:00 hours |
| Live Music                          | 10:00 to 03:00 hours |
| Recorded Music Facilities for Dance | 09:00 to 03:00 hours |

.....  
**Chairman**