



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

Wednesday, 20 March 2019

TO: COUNCILLORS E SAVAGE, I ASHCROFT, P COTTERILL, V CUMMINS,
S CURRIE, T DEVINE, S EVANS, F MCKENNA, E POPE,
MRS D STEPHENSON, D WESTLEY AND C WYNN,
(1 Labour Vacancy)

Dear Councillor,

A meeting of the **EXECUTIVE OVERVIEW & SCRUTINY COMMITTEE** will be held in the **CABINET/COMMITTEE ROOM, 52 DERBY STREET, ORMSKIRK L39 2DF** on **THURSDAY, 28 MARCH 2019 at 7.00 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)

- 1. APOLOGIES**
- 2. MEMBERSHIP OF THE COMMITTEE**

To be apprised of any changes to the membership of the Committee in accordance with Council Procedure Rule 4.

3. URGENT BUSINESS, IF ANY, INTRODUCED BY THE CHAIRMAN

Note: No other business is permitted unless, by reason of special circumstances, which shall be specified at the meeting, the Chairman is of the opinion that the item(s) should be considered as a matter of urgency.

4. DECLARATIONS OF INTEREST

921 -
922

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.)

5. DECLARATIONS OF PARTY WHIP

In accordance with Overview and Scrutiny Committee Procedure Rule 16, Members must declare the existence of any Party Whip, and the nature of it, when considering any matter in the following categories:

- The review of any decision of the Cabinet or
- The performance of any Member of the Cabinet

N.B. The Secretary of State believes whipping is incompatible with Overview and Scrutiny.

6. MINUTES

923 -
926

To receive as a correct record the Minutes of the meeting held on 31 January 2019.

7. PUBLIC SPEAKING

927 -
930

Residents of West Lancashire on giving notice, may address the meeting to make representations on any item on the agenda except where the public and press are to be excluded during consideration of the item. The deadline for submissions is 10.00am on Friday 22 March 2019. A copy of the public speaking protocol and form to be completed is attached.

8. CALL IN ITEMS

To consider the following two call in items.

8a Call In - Leaseholder Properties and the Planning Process

931 -
938

To consider the report of the Borough Solicitor.

8b Call In - Local Plan

939 -
964

To consider the report of the Borough Solicitor.

- | | | |
|------------|--|----------------|
| 9. | RELEVANT MINUTES OF CABINET - TUESDAY, 12 MARCH 2019 | 965 -
974 |
| | To scrutinise the minutes of Cabinet held on Tuesday 12 March 2019. | |
| 10. | CORPORATE PERFORMANCE MANAGEMENT 2019/20 | 975 -
988 |
| | To consider the report of the Director of Housing and Inclusion. | |
| 11. | COUNCIL PLAN 2019/20 - 2020/21 | 989 -
1016 |
| | To consider the report of the Chief Executive. | |
| 12. | HRA REVENUE AND CAPITAL MONITORING | 1017 -
1022 |
| | To consider the joint report of the Director of Housing and Inclusion and Borough Treasurer. | |
| 13. | 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 involve the likely disclosure of exempt information as defined in paragraphs 1 and 3 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. | |
| 14. | PROPOSED STRATEGY FOR THE COMMUNITY ASSET TRANSFER OF BANKS LEISURE CENTRE | 1023 -
1038 |
| | To consider the report of the Director of Leisure and Environment. | |

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:-
Julia Brown on 01695 585065
Or email julia.brown@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 4

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		Notes
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"/>	<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

Employment, office, trade, profession or vocation

Sponsorship

Prescribed description

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

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.

EXECUTIVE OVERVIEW & SCRUTINY COMMITTEE

HELD: Thursday, 31 January 2019

Start: 7.00 pm

Finish: 7.25 pm

PRESENT:

Councillor: J Bullock (Chairman)
E Savage (Vice Chair)

Councillors: T Devine V Cummins
M Mills S Evans
Mrs D Stephenson E Pope
T Blane Mrs M Blake
J Witter

In attendance: D Evans

Officers: Jacqui Sinnott-Lacey, Director of Housing and Inclusion
Mike Kostrzewski, Deputy Borough Treasurer
Kay Lovelady, Principal Solicitor
Sue Griffiths, Principal Member Services Officer

38 APOLOGIES

There were no apologies for absence.

39 MEMBERSHIP OF THE COMMITTEE

In accordance with Council Procedure Rule 2, Members noted the termination of membership of the Committee of Councillors I Ashcroft, D Westley and D Whittington and the appointment of Councillors J Whitter, T Blane and M Blake for this meeting only, thereby giving effect to the wishes of the Political Groups.

40 URGENT BUSINESS, IF ANY, INTRODUCED BY THE CHAIRMAN

There were no items of urgent business.

41 DECLARATIONS OF INTEREST

There were no declarations of interest.

42 DECLARATIONS OF PARTY WHIP

There were no declarations of a Party Whip.

43 PUBLIC SPEAKING

There were no items under this heading.

44 MINUTES

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

45 CALL IN ITEMS

There were no items under this Heading.

46 RELEVANT MEETINGS OF CABINET - TUESDAY, 15 JANUARY 2019

Consideration was given to the minutes of the meeting of Cabinet held on 15 January 2019.

RESOLVED: That the minutes of the Cabinet meeting held on 15 January 2019 be noted.

47 DRAFT REVENUE BUDGET 2019 - 2020

Consideration was given to the report of the Borough Treasurer contained on pages 807 to 814 of the Book of Reports that summarised the current General Revenue Budget position.

During the ensuing discussion a member raised a question in regard to the 75% business rate retention pilot.

RESOLVED: That the budget position be noted.

48 DRAFT MEDIUM TERM CAPITAL PROGRAMME

Consideration was given to the report of the Borough Treasurer contained on pages 815 to 824 of the Book of Reports which set out details on the General Revenue Account medium term capital programme position for the next 3 years.

A Member raised a question in relation to the additional receipts generated from land sales.

RESOLVED: That the report be noted.

49 HOUSING ACCOUNT - REVENUE AND CAPITAL PROGRAMME

Consideration was given to the joint report of the Director of Housing and Inclusion and the Borough Treasurer contained on pages 825 to 840 of the Book of Reports which provided a summary of the Housing Account's financial position.

RESOLVED: That the report be noted.

50 **EXCLUSION OF THE PRESS AND PUBLIC**

RESOLVED: That under Section 100(A) of the Local Government Act 1972, the press and 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) 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

51 **FORMING A DEVELOPMENT COMPANY**

Consideration was given to the joint report of the Director of Housing and Inclusion and the Borough Treasurer contained on pages 841 to 920 of the Book of Reports which provided an update on progress.

In referring to the proposed Board membership/governance arrangements, a Member requested that the Council explore how other similar arms-length organisations operate.

RESOLVED: That the report be noted and that consideration be given to the Board Membership/Scrutiny arrangements of other arms-length organisations operating in a similar manner.

.....
Chairman

PUBLIC SPEAKING – PROTOCOL

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

1.0 Public Speaking

1.1 Residents of West Lancashire may, on giving notice, address any of the above meetings to make representations on any item on the agenda for those meetings, except where the public and press are to be excluded from the meeting during consideration of the item.

1.2 The form attached as an Appendix to this Protocol should be used for submitting requests.

2.0 Deadline for submission

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

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

2.2 Completed forms will be collated by Member Services and circulated via e-mail to relevant Members and officers and published on the Council website via Modgov. Only the name of the resident and details of the issue to be raised will be published.

2.3 Groups of persons with similar views should elect a spokesperson to speak on their behalf to avoid undue repetition of similar points. Spokespersons should identify in writing on whose behalf they are speaking.

3.0 Scope

3.1 Any matters raised must be relevant to an item on the agenda for the meeting.

3.2 The Borough Solicitor may reject a submission if it:

- (i) is defamatory, frivolous or offensive;
- (ii) is substantially the same as representations which have already been submitted at a previous meeting; or
- (iii) discloses or requires the disclosure of confidential or exempt information.

4.0 Number of items

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

5.0 At the Meeting

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

(Please see attached form.)



REQUEST FOR PUBLIC SPEAKING AT MEETINGS

MEETING & DATE

NAME

ADDRESS

Post Code

PHONE

Email

Please indicate if you will be in attendance at the meeting

YES/NO*

*delete as applicable

Note: This page will not be published.

(P.T.O.)

PLEASE PROVIDE DETAILS OF THE MATTER YOU WISH TO RAISE

Agenda Item Number

Title

Details

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Name

Dated

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

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

Email: member.services@westlancs.gov.uk

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

Note: This page will be published.



DATE: 28 March 2019

Report of: Borough Solicitor

Contact for further information: Mrs J Brown (Extn. 5065)
(E-mail: Julia.brown@westlancs.gov.uk)

SUBJECT: CALL IN ITEM – LEASEHOLDER PROPERTIES AND THE PLANNING PROCESS

Borough wide interest

1.0 PURPOSE OF THE REPORT

1.1 To advise the Executive Overview and Scrutiny Committee of the reason for the call in of the decision on the above item set out in Minute No.100 of the Cabinet Meeting held on 12 March 2019.

2.0 RECOMMENDATION TO EXECUTIVE OVERVIEW AND SCRUTINY COMMITTEE

- 2.1 That the Committee determines whether it wishes to ask for a different decision.
- 2.2 That if the Committee does wish to ask for a different decision, the Committee indicates which of the options set out at paragraph 6.1 below, it wishes to pursue.
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3.0 BACKGROUND

- 3.1 At its meeting on 12 March 2019 Cabinet received a report which advised on the Council's ability to restrict the development of further leasehold homes through the planning process.
- 3.2 The decision of Cabinet reads as follows:-

100 – LEASEHOLDER PROPERTIES AND THE PLANNING PROCESS

The Leader introduced the report of the Director of Development and Regeneration which advised upon the Council's ability to restrict the development of further leasehold homes through the planning process.

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 report be noted.

- 3.3 A copy of the report of the Director of Development and Regeneration as submitted to Cabinet on 12 March 2019 is attached as Appendix 1.

4.0 DETAILS RELATING TO THE CALL IN

- 4.1 The following reason for call in was given in the requisition:-

"While the report notes that there is little that can be done within the planning process to influence whether new homes operate under leasehold basis, members are keen to explore the extent to which the council may be able to exert influence over the sometimes onerous lease terms, for both existing and future housing in the borough".

- 4.2 The requisition also provided a different decision which was:

"That Cabinet asks the Chief Executive, in consultation with the leader, to examine potential for any further measures that might be invoked, within existing legislation, which might reduce the onerous terms of the kind of leaseholds which are of concern to members".

- 4.3 The following Members of the Executive Overview & Scrutiny Committee signed the requisition for call-in in accordance with the provisions of Overview & Scrutiny Committee Procedure Rule 15:

Councillor P Cotterill
Councillor V Cummins
Councillor T Devine
Councillor S Evans
Councillor L Savage
Councillor C Wynn

5.0 COMMENTS OF THE DIRECTOR OF DEVELOPMENT AND REGENERATION AND BOROUGH SOLICITOR

- 5.1 Existing legislation does not provide the Council with the power to intervene to reduce onerous leasehold terms. However, as noted in the Director of Development and Regeneration's report, the Secretary of State for Communities and Local Government has stated his intention to introduce new legislation to make the leasehold system in England fairer and more transparent. In addition, and as noted, the Law Commission's report on leasehold enfranchisement is awaited, as a change in the law will be required in order to afford better protection to leaseholders.

- 5.2 Following consideration of the report by Cabinet, the Housing, Communities and Local Government Select Committee has lent its weight to the call for urgent reform through the publication of its report, on 19 March 2019, recommending a series of measures to redress the balance of power towards leaseholders in order to avoid their exploitation by developers, freeholders and managing agents.

6.0 CONCLUSION

- 6.1 Following consideration of the decision of Cabinet, the requisition for call in and the comments of the Director of Development and Regeneration, the Executive Overview and Scrutiny Committee can decide if it wishes to ask for a different decision. If the Committee does not wish to ask for a different decision then the decision of Cabinet takes immediate effect. If the Committee does wish to ask for a different decision, it may:
- a. refer the decision back to Cabinet (as the decision making body) for reconsideration, setting out the different decision:
- or
- b. refer the matter to Council. If the matter is referred to Council and Council does not object, then the decision of Cabinet will take effect immediately from that Council meeting date. If the Council does object, then the decision and the objection will be referred back to Cabinet (as the decision making body) for reconsideration.
- 6.2 The Secretary of State in his Guidance recommends that Overview & Scrutiny Committees should only use the power to refer matters to the full Council if they consider that the decision is contrary to the policy framework or contrary to or not wholly in accordance with the budget.

Background Documents

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

Appendices

1. Report of the Director of Development and Regeneration "Leaseholder Properties and the Planning Process" on 12 March 2019.



CABINET: 12 March 2019

Report of: Director Development and Regeneration

Relevant Portfolio Holder: Councillor J. Hodson

Contact for further information: Mrs C. Thomas (Extn. 5134)
(E-mail: catherine.thomas@westlancs.gov.uk)

SUBJECT: LEASEHOLDER PROPERTIES AND THE PLANNING PROCESS

Wards affected: Borough wide

1.0 PURPOSE OF THE REPORT

1.1 To advise Members with regard to the Council's ability to restrict the development of further leasehold homes through the planning process.

2.0 RECOMMENDATION

2.1 That the contents of the report be noted.

3.0 BACKGROUND

3.1 At full Council held on Wednesday 12th December 2018, Members debated a motion regarding leaseholder properties. In this country properties can either be owned as freehold or leasehold. Leasehold is a form of ownership where a person owns a property for a set number of years (typically, 99 or 125) on a lease from a landlord, who owns the freehold. Leaseholders pay ground rent to their freeholder and leasehold owners often do not have the same control over their homes as a freehold owner. Leaseholders may not be able to make alteration to their home without obtaining the permission of their landlord, and there are often fees payable to secure ground landlord's consent.

3.2 Residential leasehold, has for some time been the subject of increasingly prominent policy debate. The current system has been criticised as being too costly and difficult for leasehold owners. Last year the Government set out plans to end the current leasehold practices. The Secretary of State for Housing,

Communities and Local Government has stated his intention to introduce new legislation to make the leasehold system in England fairer and more transparent.

- 3.3 The Law Commission recently published a Consultation Paper on leasehold enfranchisement reform " Leasehold home ownership: buying your freehold or extending your lease". The consultation closed on 7th January and the report outlining the results of the consultation is awaited. The stated aim of the consultation is to provide a comprehensive review of leaseholders' rights with a view to improving the position.
- 3.4 At the December meeting of Council, Members expressed the view that the Government's failure to adequately regulate the sale of leasehold properties within the UK and tackle the onerous terms of existing leases is of considerable concern. Whilst pledges to address the matter are welcomed, Council remains frustrated regarding the extent of the Government's plans and its commitment to support those already affected by unfair practices and charges.
- 3.5 Council resolved that the Chief Executive be requested to write to the Secretary of State for Housing, Communities and Local Government, to express the Council's concern regarding the issues caused for residents of leaseholder properties, and request further, pressing action is taken not only to restrict the development of further leasehold homes, but to provide appropriate support and means of redress for existing leaseholders. Furthermore, officers were instructed to provide a report to Cabinet on the options available to this Council in controlling:
- i) The number of properties sold on leasehold in future housing developments and
 - ii) The terms under which these leaseholds are offered to prospective buyers
- 3.6 This report seeks to provide information regarding the Council's ability to use the planning process to restrict the number of new leasehold properties in future housing developments.

4.0 LEASEHOLDER PROPERTIES AND PLANNING RESTRICTIONS

- 4.1 When an application for planning permission is submitted, it is assessed in relation the Council's Local Plan, national planning policy and guidance and all other material planning considerations. Material planning considerations include matters such as impact on residential amenity, highway safety, ecology and landscape. Officers are not made aware of the applicant's intention with regard to leaseholder/freeholder ownership as this is not a material planning consideration and the owners' intention in this regard cannot be given any weight in the Council's consideration of a planning application.
- 4.2 Furthermore there would be no basis in law for the Council to impose a planning condition in relation to leasehold/freehold ownership on a residential development scheme. National Planning Policy is contained within the National Planning Policy Framework. The National Planning Policy Framework indicates

that planning conditions should be kept to a minimum and only imposed where they are necessary, relevant to planning and to the development being permitted, enforceable, precise and reasonable in all other aspects. It is my view that the imposition of such a condition would neither be relevant to planning or reasonable, and would therefore fail to meet the tests for planning conditions.

- 4.3 Therefore through the planning process there is no ability to control the number of properties sold on leasehold in future housing developments or the terms on which leaseholds are offered to perspective buyers.
- 4.4 Concern was expressed by Members that leasehold properties may create a problem for registered social landlords. Housing Associations who develop and acquire properties to be used as affordable housing are clearly subject to considering the matter of leaseholder arrangements. However, officers have been advised that such arrangements do not deter a housing association from acquiring leasehold properties provided that leasehold terms can be negotiated to meet requirements of housing association, for example social landlords generally prefer a 125 year lease.

5.0 CONCLUSION

- 5.1 Whilst Members concerns are recognised there is no ability to use the planning process to restrict the number of new leasehold properties within the Borough.
- 5.2 A response has been received from the Ministry of Housing, Communities and Local Government in reply to the letter sent by the Chief Executive. The response indicates that in addition to a legislative reform programme to help future leaseholders, the Government is committed to support existing leaseholders by putting pressure on developers who have onerous leases to provide support to leaseholders. The Government is also working with the Law Commission to make it easier and cheaper for leaseholders to buy their freehold or extend their lease.
- 5.3 In response to the specific points raised in the Council's resolution, the Minister for Housing and Homelessness indicates that the recent Consultation Paper does propose to abolish the rule that limits the enfranchisement rights to leaseholders of two years.
- 5.4 Furthermore the Minister indicates that the Government is also committed to improving the rights of freeholders who pay charges for the management and maintenance of communal areas and facilities.

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 FINANCIAL AND RESOURCE IMPLICATIONS

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

8.0 RISK ASSESSMENT

- 8.1 This item is for information only and makes no recommendations. It therefore does not require a formal risk assessment and no changes have been made to risk registers.
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Background Documents

Minutes of Full Council 12th December 2018

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.



DATE: 28 March 2019

Report of: Borough Solicitor

Contact for further information: Mrs J Brown (Extn. 5065)
(E-mail: Julia.brown@westlancs.gov.uk)

SUBJECT: CALL IN ITEM – LOCAL PLAN REVIEW PREFERRED OPTIONS –
INITIAL FEEDBACK ON PUBLIC CONSULTATION

Borough wide interest

1.0 PURPOSE OF THE REPORT

1.1 To advise the Executive Overview and Scrutiny Committee of the reason for the call in of the decision on the above item set out in Minute No.101 of the Cabinet Meeting held on 12 March 2019.

2.0 RECOMMENDATION TO EXECUTIVE OVERVIEW AND SCRUTINY COMMITTEE

- 2.1 That the Committee determines whether it wishes to ask for a different decision.
- 2.2 That if the Committee does wish to ask for a different decision, the Committee indicates which of the options set out at paragraph 5.1 below, it wishes to pursue.
-

3.0 BACKGROUND

- 3.1 At its meeting on 12 March 2019 Cabinet received a report which advised on the initial feedback received through the Local Plan Review Preferred Options Consultation.
- 3.2 The decision of Cabinet reads as follows:-

101 - LOCAL PLAN

The Leader introduced the report of the Director of Development and Regeneration entitled 'Local Plan Review Preferred Options – Initial Feedback on Public Consultation' which advised on the initial feedback received through the Local Plan Review Preferred Options Consultation. In relation to these comments he outlined the options available in order to address the Council's obligations under the Duty to

Co-operate in respect of any unmet housing need arising from Sefton Metropolitan Borough Council and the implications that the proposed change would have on the next version of the emerging local plan.

A motion from the Leader was circulated at the meeting.

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

RESOLVED That the Local Delivery Scheme be amended to allow time for the reconsideration of the proposed Local Plan timescale and for the preparation of and consultation on a new Local Plan Preferred Options.

3.3 A copy of the report of the Director of Development and Regeneration as submitted to Cabinet on 12 March 2019 is attached as Appendix 1.

4.0 DETAILS RELATING TO THE CALL IN

4.1 The following reason for call in was given in the requisition:-

"The motion introduced by the Leader of the Council and approved by Cabinet did not address the widespread public concern as manifest in the huge number of negative responses via the public consultation nor did it give due consideration to the negative financial impact on the Council in respect of the costs already incurred and the additional costs of preparing new Local Plan Preferred Options."

4.2 The requisition also provided a different decision which was:

"Given the widespread opposition to a 30 year Local Plan, the absence of safeguarded sites and the release of greenbelt, it is considered appropriate to give a commitment to continue the existing Local Plan 2012/27 subject to the completion of the planned 5 yearly review".

4.3 The following Members of the Executive Overview & Scrutiny Committee signed the requisition for call-in in accordance with the provisions of Overview & Scrutiny Committee Procedure Rule 15:

Councillor D Westley
Councillor I Ashcroft
Councillor E Pope
Councillor Mrs D Stephenson
Councillor S Currie

5.0 CONCLUSION

5.1 Following consideration of the decision of Cabinet, the requisition for call in and the comments of the Director of Development and Regeneration, the Executive Overview and Scrutiny Committee can decide if it wishes to ask for a different decision. If the Committee does not wish to ask for a different decision then the decision of Cabinet takes immediate effect. If the Committee does wish to ask for a different decision, it may:

- a. refer the decision back to Cabinet (as the decision making body) for reconsideration, setting out the different decision:

or

- b. refer the matter to Council. If the matter is referred to Council and Council does not object, then the decision of Cabinet will take effect immediately from that Council meeting date. If the Council does object, then the decision and the objection will be referred back to Cabinet (as the decision making body) for reconsideration.

5.2 The Secretary of State in his Guidance recommends that Overview & Scrutiny Committees should only use the power to refer matters to the full Council if they consider that the decision is contrary to the policy framework or contrary to or not wholly in accordance with the budget.

Background Documents

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

Appendices

1. Report of the Director of Development and Regeneration “Local Plan Review Preferred Options – Initial Feedback on Public Consultation” considered by Cabinet on 12 March 2019.



CABINET: 12 March 2019

Report of: Director of Development and Regeneration

Relevant Portfolio Holder: Councillor J Hodson

Contact for further information: Mr John Harrison (Extn. 5132)
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Mr Peter Richards (Extn. 5046)
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**SUBJECT: LOCAL PLAN REVIEW PREFERRED OPTIONS – INITIAL FEEDBACK
ON PUBLIC CONSULTATION**

Wards affected: Borough wide

1.0 PURPOSE OF THE REPORT

- 1.1 To provide Cabinet with initial headline feedback on the number of comments received through the Local Plan Review Preferred Options consultation; to outline the options available to the Council to address its obligations under the Duty to Co-operate in relation to any unmet housing need arising from Sefton in the light of the received comments and the strategic implications the proposed change would have on the next version of the emerging Local Plan.

2.0 RECOMMENDATIONS TO CABINET

- 2.1 That the initial feedback from the Preferred Options consultation regarding strategic development matters be noted.
- 2.2 That the ongoing conversations with infrastructure providers arising out of the Preferred Options consultation be noted.
- 2.3 That Option C in relation to how West Lancashire might fulfil its legal obligations under the Duty to Co-operate in respect of any unmet housing need in Sefton be endorsed.
- 2.4 That an assessment of Protected Land in the borough be incorporated into the Local Plan Review evidence to consider whether any Protected Land should be designated as Green Belt in the new Local Plan.

3.0 INITIAL FEEDBACK

3.1 The Local Plan Review Preferred Options public consultation ran for two months from 12 October - 13 December 2018 and involved several strands of public engagement:

- A dedicated set of Local Plan Review webpages on the Council's website, as well as a "citizenspace" consultation hub for the Preferred Options consultation where interested parties could view the proposals and submit comments
- A Wrap-around Advertisement on the Champion Newspaper as the consultation period started (with leaflets being sent to those residential properties where the Champion do not deliver their newspaper
- Letters / Emails to all contacts on the Local Plan consultation database
- Nine consultation events in seven different venues across the Borough, where interested individuals could book a place on appointments, with appointments running from 10am to 9pm at each event
- Paper copies of the Preferred Options document and other key evidence available at Council customer service points and libraries, with all documentation available online on the Council's dedicated webpages

3.2 Following the close of the consultation, officers processed all the representations received, and all are now available to view on the Council's citizenspace consultation hub (<https://westlancs.citizenspace.com/>). In total 1,619 representations were received from residents, statutory consultees, landowners, developers and infrastructure providers, with approximately 1,400 of the representations being from residents of West Lancashire.

3.3 Each representation was able to comment on multiple parts of the Preferred Options document and so officers are able to identify how many of the 1,619 representations chose to comment on each section of the document. This is summarised below in relation to the policies on strategic development requirements and strategic sites, and to the site allocations in each part of the borough:

Policy / Area	No. Comments made
Policy SP2 - Strategic Development Requirements	251
Policy SP5 – Skelmersdale Town Centre	45
Policy SP6 – Yew Tree Farm, Burscough	40
Policy SP7 - Land to West / SW of Skelmersdale	211
Policy SP8 - South-east of Ormskirk and Aughton	172
Skelmersdale and SE Parishes Housing Allocations	259
Skelmersdale and SE Parishes Employment Allocations	62
Ormskirk and Aughton Housing Allocations	150
Ormskirk and Aughton Employment Allocations	29
Burscough Housing and Employment Allocations	54
Tarleton Housing and Employment Allocations	67
Banks Housing Allocations	21
Parbold and Newburgh Housing Allocations	161
Appley Bridge Housing Allocations	124
Halsall and Haskayne Housing Allocations	253
Southport Boundary Housing Allocations	27

- 3.4 While officers are still considering the wide range of comments made on each of the above, it is clear a number of genuine planning concerns have been raised through the consultation in relation to proposed site allocations across the borough and so, where appropriate, officers will be seeking to address these in the amendments made to policies for the Publication (or Pre-Submission) version of the new Local Plan, which it is hoped will be ready for Cabinet to consider in June (as per the timetable in the Local Development Scheme).
- 3.5 Infrastructure (and the impact new development would have on it) was a frequently raised concern across all areas of West Lancashire (although it was often different types of infrastructure in different areas). To this end, it should be pointed out that throughout the consultation period (and since), officers have continued the dialogue with infrastructure providers (e.g. Highways England, LCC Education, CCG, UU and National Grid) that has been ongoing throughout the Local Plan Review process. The publication of the Preferred Options has enabled these conversations to become more focused as officers work with the infrastructure providers to better understand the implications of the proposals in the Preferred Options for infrastructure in the borough and how any necessary

improvements to infrastructure might be made during the proposed Local Plan period to address any resulting shortcomings in infrastructure provision.

4.0 FEEDBACK FROM SEFTON COUNCIL

4.1 Cabinet should be aware of the representation of Sefton Council to the Local Plan Review Preferred Options consultation (attached at Appendix A for ease), and in particular their comments on their estimated unmet housing need from 2035, which would be as follows:

- 2035-2040 – 500 dwellings from Southport
- 2040-2050 – 1,000 dwellings from Southport
- 2040-2050 – 500 dwellings from Formby

4.2 Furthermore, ongoing conversations with Sefton Council planning officers have confirmed that, were West Lancashire to meet any of the above unmet housing need, they would expect it to be met as close to the Southport/Formby boundary as possible and that they would not see housing development in Skelmersdale and the South-Eastern Parishes or the Eastern Parishes to be meeting Southport and Formby's unmet needs.

4.3 The proposed housing requirement in the Local Plan Review Preferred Options incorporated an assumption that Sefton would have an unmet housing of 3,496 dwellings beyond 2030, and that this would be met through development in all parts of the borough except the Eastern Parishes. This aspect of the housing requirement, and its implications for the release of land for housing development in West Lancashire, was perhaps the most controversial aspect of the Preferred Options proposals, and generated a great deal of objection.

4.4 Sefton Council's response enables the proposed Local Plan housing requirement to be reduced by approximately 1,500 dwellings immediately, which would go some way to addressing the objections raised through the consultation, though would be unlikely to fully address those concerns. However, while some individuals may object to the idea of West Lancashire meeting some of Southport and Formby's anticipated unmet housing needs, this does not remove the requirement placed on West Lancashire Borough Council (and every local planning authority) by the National Planning Policy Framework (NPPF) which is key to demonstrating the legal requirement under the Duty to Co-operate.

4.5 NPPF paragraph 60, in discussing how a local planning authority should calculate its housing requirement when preparing a Local Plan, states:

In addition to the local housing need figure, any needs that cannot be met within neighbouring areas should also be taken into account in establishing the amount of housing to be planned for.

As such, under the NPPF and the Duty to Co-operate, the Council are obliged to take into account any anticipated unmet housing need that is likely to arise from a neighbouring authority. However, the NPPF does not specify how these needs should be taken into account, and indeed could not given that every such

instance of an unmet housing need across the country will be different and have its own, specific context.

- 4.6 With regard to the anticipated unmet housing need from Southport and Formby, the context is one where the anticipated unmet need is some way in the future (after 2035) and is related to only two settlements in the borough of Sefton. The fact that it is not anticipated to arise until 2035 means that there is an inherent uncertainty about the estimated unmet housing need but the fact that 2035 would fall within the timeframe of a typical Plan period starting in 2020 (or at the very least would fall immediately after that Plan period) means that this Council has to have regard to it.
- 4.7 Furthermore, the fact that three-quarters of the unmet housing need is arising from Southport (which is undoubtedly constrained and has very limited capacity to meet further housing needs beyond 2035), and that the western parts of West Lancashire have the closest housing market links to Southport (even compared to other parts of Sefton), means that this part of the unmet need would be best met in West Lancashire, and it could also be argued that the unmet housing need arising from Formby should also be met in West Lancashire (although Formby does not have as strong a connection with West Lancashire as Southport).
- 4.8 Given all of the above, there are three potential options for this Council with regard the anticipated unmet housing need from Southport and Formby as it moves forward with the Local Plan Review, all of which could be argued are an appropriate way forward and would enable the Council to meet the requirements of NPPF paragraph 60 and the Duty to Co-operate:
- Option A – incorporate all **2,000 dwellings** of unmet housing need from Southport and Formby (2035-2050) into the West Lancashire Local Plan housing requirement
 - Option B – incorporate only the **1,500 dwellings** of unmet housing need from Southport (2035-2050) into the West Lancashire Local Plan housing requirement
 - Option C – incorporate only the **500 dwellings** of unmet housing need from Southport (2035-2040) into the West Lancashire Local Plan housing requirement
- 4.9 Of those options, it is the recommendation of officers that Option C would be the most appropriate option to take forward in the Publication version. Option C would seek only to meet the 500 dwellings of unmet housing need anticipated to arise from Southport between 2035 and 2040. It is considered that this option is justifiable, and so would still fulfil the requirements of NPPF paragraph 60, because there is such uncertainty about what actual unmet housing need may arise from Sefton borough beyond 2040, but by committing to meet 500 dwellings of unmet housing need from Southport now, this Council is ensuring it is addressing the issue of unmet need based upon the best available evidence up to 2040, which is reasonable under the requirements of the NPPF and the Duty to Co-operate.

- 4.10 By 2040, Sefton Council would have reviewed its own Local Plan and have a more accurate picture of how much housing development Sefton can accommodate within their own borough and what the housing need will be beyond 2040, and so what any unmet housing needs Sefton borough may have. Alongside this, if this Council ultimately adopts a new Local Plan with a Plan period to 2050 (as proposed by the Preferred Options), it would be starting to prepare a brand new Local Plan around 2040, to consider what further development (and so allocations) may be needed beyond 2050, and also consider its position in respect of any further unmet housing need of Sefton identified at that moment in time.
- 4.11 Option C would also involve the least amount of land release in West Lancashire of the three options, which is clearly beneficial. Indeed, compared to the Preferred Options (which would have accommodated approx. 3,500 dwellings of Sefton's unmet housing need), Option C would only be accommodating 500 dwellings of Sefton's unmet housing need, i.e. a 3,000 dwelling reduction in the housing requirement within the borough and, as a result, a significant reduction in Green Belt release to accommodate that requirement.
- 4.12 This reduction will provide an opportunity to the Council to review the proposed site allocations and to respond to some of the concerns raised through the Preferred Options consultation. While further assessment and analysis needs to be undertaken before a recommendation can be made regarding how the proposed site allocations from the Preferred Options should be amended and reduced, it can be stated that a reduction in circa 3,000 dwellings will allow a reduction in scale of some allocated sites and the removal in total of others and would equate to a reduction in Green Belt release of 140-180 ha depending on how the site allocations are amended.
- 4.13 In addition, the Council could consider designating more land as Green Belt by reviewing the land in the borough currently designated as Protected Land to assess whether it would meet the tests of the NPPF for adding land to the Green Belt. The adopted Local Plan contains a total of 174 ha of land designated as Protected Land and while some of this clearly would not meet the tests for inclusion in Green Belt, even if 50% of it did, it would allow 87 ha to be added to the Green Belt.
- 4.14 The proposals in the Preferred Options would have involved the release of approximately 640 ha of Green Belt, which equated to 1.7% of the borough's Green Belt. Taking all of the above into account, under Option C, this would likely fall to less than 500 ha of Green Belt release which could be further off-set by additions to the Green Belt, potentially to the point where there would only be a net reduction of the borough's Green Belt of 1%, i.e. that 89.5% of West Lancashire would still be Green Belt (compared to 88.8% under the Preferred Options proposals).
- 4.15 A decrease in the housing requirement, and the resulting reduction in site allocations, will also mean that less agricultural land is developed upon under Option C. Approximately 65% of West Lancashire is broadly considered to be Grade 1 or Grade 2 agricultural land, and the Preferred Options proposals would have reduced this to approximately 63.5%. Under Option C, approximately 64% of the borough would still be Grade 1 and 2 agricultural land.

- 4.16 Alongside this consideration of Sefton's unmet housing need, if all other aspects of the proposed housing requirement in the Preferred Options were to stay broadly the same, the overall housing requirement for the new Local Plan would be less than 13,000 dwellings, and while this offers significant benefits in reducing Green Belt release and enabling the Council to address some of the concerns raised in relation to specific site allocations, it would still mean a significant number of new houses is being planned for in West Lancashire through the new Local Plan, and economic growth (including significant new provision of jobs) of the borough is being supported. This will enable the Council and its infrastructure-providing partners to have a better chance when bidding for Government and other funding for infrastructure projects (e.g. Skelmersdale Rail, strategic highways improvements, schools, GPs, utilities, etc.). Without such a critical mass of new housing development, it is less likely the Government would support additional infrastructure funding for such large-scale infrastructure improvements.
- 4.17 The subject matter of this report is central to setting a housing requirement for the new Local Plan, which in turn effects site allocation, Green Belt boundary setting and policy formulation. In order to be able to prepare a Publication version of the Local Plan by June and for progress to be made on the review of the Local Plan in accordance with the Council's Local Development Scheme (LDS), officers need the urgent consideration of this matter and the recommendation of officers as set out in paragraph 2.3 of this report.

5.0 SUSTAINABILITY IMPLICATIONS

- 5.1 The decision being considered in this report is part of the wider preparation of a new Local Plan and the Local Plan will have very definite implications for sustainability (both positive and negative). With regard the three options considered in this report for the Sefton unmet housing need, at this high-level (non-site-specific) it is difficult to be precise about the relative sustainability merits of each option, but in moving from Option A through to C it is fair to say that while the environmental impacts of the options will generally decrease (due to reduced land release for development), the social and economic benefits will also decrease (as less housing would be built). However, the Sustainability Appraisal of the Publication Local Plan will consider these options in more detail in light of the specific amendments to site allocations, as the Publication version is prepared.
- 5.2 The proposal to identify what Protected Land could be designated as Green Belt instead may have a slight positive impact on sustainability in that it will more strictly control development on that land re-designated. This will only be slightly positive because Protected Land is already quite a restrictive designation but also because the re-designation of the land will not change how the land is currently being used, only what it might be used for if an applicant wanted to apply for development or change of use of the site.

6.0 FINANCIAL AND RESOURCE IMPLICATIONS

6.1 There are no financial and resource implications for the Council related to the recommendations of this report.

7.0 RISK ASSESSMENT

7.1 The preparation of a Local Plan, in general, does carry some risks, be that related to the costs of abortive work if the Local Plan is ultimately found unsound or not legally compliant at the Examination stage or related to the image of the Council should any proposals within the Local Plan prove unpopular. In respect of the decision being considered in this report, the primary risk relates to whether the Publication version of the Local Plan which will incorporate whichever option Cabinet choose will ultimately pass the legal requirement and soundness tests at Examination in relation to the duty to co-operate and the issue of Sefton's unmet housing needs. As explained in the report, officers are content that all three options could be justified in light of the requirements of NPPF paragraph 60 and the Duty to Co-operate, but planning is a subjective profession and there would remain a risk that an Examining Inspector might disagree with this view.

Background Documents

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

Equality Impact Assessment

A Local Plan does have a direct impact on members of the public, employees, elected members and / or stakeholders. Therefore, an Equality Impact Assessment is required and is included at Appendix B.

Appendices

Appendix A – Preferred Options response from Sefton Council

Appendix B – Equality Impact Assessment

Local Plan Consultation &
John Harrison
Director of Development and Regeneration
West Lancashire Borough Council
PO Box 16
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ORMSKIRK
L39 2DF
By email

Telephone: (0151) 934 3008
Email: planning.localplans@sefton.gov.uk
Date: 11th December 2018
Our Ref: 01_01_07

Dear Mr Harrison,

Sefton MBC comments on West Lancashire Local Plan 2012-2050 Preferred Options Draft (August 2018)

Thank you for providing the opportunity for Sefton Council to comment on the West Lancashire Local Plan 2012-2050 Preferred Options Draft. Sefton Council's comments are set out below:

1. Housing Need and Supply

- 1.1 It is noted that West Lancashire wish to adopt a long time frame for their Local Plan. However, whilst not objecting to this, Sefton Council recognises that looking so far ahead has the potential to cause challenges for both West Lancashire and for neighbouring authorities such as Sefton, in a situation where there is considerable planning and demographic uncertainty. For example, the local, sub-regional and national context could change considerably over the next 30 years.
- 1.2 Given the above, and consistent with paragraph 33 of the National Planning Policy Framework, Sefton Council would urge West Lancashire to build into their Local Plan appropriate mechanisms to allow for its early review should planning or demographic circumstances in West Lancashire change which impact on the adequacy of their housing capacity in relation to Local Plan Objectively Assessed Need.
- 1.3 Furthermore, Sefton Council would urge that additional flexibility be built into the West Lancashire Local Plan to take account of emerging unmet needs in neighbouring local authorities (such as Sefton) which are different to, or more specifically higher than, the Plan's current assumptions. If an unmet need were to arise in Sefton at some future date, which could potentially be accommodated in West Lancashire, Sefton Council would intend to alert West Lancashire Council to this. We would expect this to be regarded as a material consideration in deciding whether it would trigger an early review of the West Lancashire Local Plan, consistent with paragraph 33 of the National Planning Policy Framework.

1.4 Sefton Council acknowledges that making any housing assumptions over such a long time frame is fraught with difficulties, and indeed we do not have robust evidence on housing need and land supply much beyond the end of the Sefton Local Plan period to 2030. Nevertheless, Sefton Council is unable to support West Lancashire's current assessment of unmet housing need in Sefton between 2027 and 2050 and considers that the figures proposed are too high for Sefton.

1.5 Based on Sefton's estimate of the balance between housing need and supply in Sefton to 2050 it is suggested that, using the best evidence available and officer judgement, we consider that West Lancashire should adopt the following revised position for Sefton:

(i) Sefton Council is confident that the adopted Sefton Local Plan (2017) includes housing allocations and other assumptions about housing supply which should comfortably meet the borough's housing need to 2030. This is based on a Sefton Local Plan housing Objectively Assessed Need of 640 dwellings per year to 2030. Furthermore, we believe that it is reasonable to assume that in aggregate borough-wide terms, Sefton will have an adequate housing supply to circa 2035, based on:

- The current Local Plan housing allocations, in the round, are expected to exceed their assumed housing capacity
- There is likely to be some 'carry over' of capacity on a number of larger sites post 2030
- Sefton has applied very cautious windfall assumptions which we anticipate will be exceeded (a point acknowledged by the Sefton Local Plan Inspector); and
- The fact that the Sefton Local Plan includes safeguarded housing land of an additional 49 hectares (with a potential capacity of around 1,000 further dwellings).

There is therefore, at this time, and assuming no unforeseen circumstances arise with regard to housing supply or need, no need for West Lancashire to make any assumptions about unmet housing need in Sefton up to 2035.

(ii) Assuming an indicative housing Objectively Assessed Need of around 500 dwellings per year for Sefton over the period 2030 to 2050 (based on the best evidence available and officer judgement), this should be disaggregated by an Objectively Assessed Need of approximately 200 dwellings per year for north Sefton and approximately 300 dwellings per year for south Sefton to reflect a crude proportionate population split.

(iii) Regarding south Sefton; Sefton Council considers it is not feasible at this time to make further assumptions about the scale of unmet need in south Sefton between 2030 and 2050. Detailed housing capacity work (which has commenced) should help inform future assumptions but no assessment has been made about Green Belt potential at this time, nor is one planned to be undertaken for the foreseeable future. The position is likely to become clearer when any Sefton Local Plan review is undertaken post-2020. Until this time, Sefton Council is not able to say whether or not there will be a housing need which cannot be accommodated in south Sefton between 2030 and 2050;

consequently, Sefton is unable to provide an estimated figure for borough-wide unmet housing need between 2030 and 2050, at this time.

- (iv) Regarding north Sefton and given the tightness of the Green Belt boundary around Southport and Formby and other potential constraints such as flood risk and environmental constraints which may be not be fully addressed as yet; there is the possibility of housing need/supply challenges post-2035 in Southport and post-2040 in Formby. Allowing for further urban housing opportunities and windfall sites, in Southport there could be a housing shortfall of around 500 dwellings up to 2040 and a further shortfall of around 1,000 housing units between 2040 and 2050. For Formby there could be a housing shortfall of around 500 dwellings between 2040 and 2050.

Looking at the above figures in the aggregate, and acknowledging the significant number of uncertainties involved, there is a possibility of around 2,000 dwellings unmet need for Southport and Formby over the period to 2050; with about a quarter of this (around 500 dwellings), required between 2035 to 2040, and a further 1,500 (approximately) dwellings required between 2040 and 2050.

- 1.6 However, regarding the period post-2035, it should be born in mind that the above figures in paragraph 1.5 are based on officer assumptions made in the absence of robust evidence at this time, and these may or may not be realised. Sefton Council therefore reserves the right to update and amend these figures as new evidence becomes available.
- 1.7 Regarding the absence of proposed sites on the eastern edge of Southport, Sefton Council would seek clarification about the constraints for this area, in relation to other proposed sites and the rest of West Lancashire.

Affordable housing

- 1.8 Subject to paragraph 1.6 above, West Lancashire Council should bear in mind that it is likely that some 30% of the approximately 2,000 dwellings unmet need in Sefton (i.e. around 600 dwellings) which might arise between 2035 and 2050 in north Sefton will be for those in affordable housing need. This is based on the 2014 Sefton Strategic Housing Market Assessment (SHMA). While this is being reviewed via the 2018 SHMA, the broad picture is not expected to change significantly.
- 1.9 It is highly unlikely that this affordable housing need could be accommodated on housing sites to the east of Ormskirk or similar, because such needs have to be met where they arise i.e. in Southport or Formby or as close to these settlements as is possible. Given this, if the West Lancashire Local Plan is taken forward in the manner currently proposed, there would need to be a careful dialogue between West Lancashire Council and Sefton Council as to how these affordable needs (as opposed to wider market needs which are more flexible in terms of appropriate locations) might best be accommodated and Sefton's needs met.

Gypsies and travellers

- 1.10 Sefton Council notes policy H6: Gypsy and Traveller Sites. It is noted that the full traveller needs to 2037 are unable to be met due to lack of land availability (paragraph 5.85). Instead a criteria based policy approach is set out and broad

locations for growth are identified. However, as West Lancashire are undertaking a review of the Green Belt, to meet long-term needs for wider housing and employment needs, Sefton considers that it is important that the same approach be applied to traveller accommodation. In Sefton's experience a criteria-based policy approach for delivering traveller accommodation rarely delivers sites. Whilst it is acknowledged that West Lancashire has sought to identify sites for travellers, and that this can be a challenging process, it is considered that the potential remains to do this through the review of the Green Belt. Sefton considers it is important that its neighbouring authorities meet their own traveller accommodation needs to reduce the demand on Sefton's traveller sites and the potential for increased unauthorised encampments in general.

2. Employment land

- 2.1 Sefton Council notes that in terms of employment requirements, policy EC1: Delivering New Employment Development set out a proposed requirement of 190 hectares.
- 2.2 The preparation process for the Sefton Local Plan highlighted the challenge of identifying new employment land allocations in North Sefton. While Sefton's current Local Plan identifies an extension to the existing Southport Business Park (and at land North of the Formby By-Pass), in order to meet these longer-term employment needs post 2030 it may be necessary to look to sites in West Lancashire adjacent to or as close as possible to Southport Business Park and its environs. This possible need will not be quantified until Sefton undertakes a Sefton Local Plan review post-2020. However, based on the best evidence available and officer judgement, a replacement Southport Business Park would imply a need of around 12 hectares (net). It is noted that to date this is not taken into account in this West Lancashire draft Local Plan. Sefton Council would welcome on-going co-operation regarding eastward expansion of Southport Business Park into West Lancashire within the plan period proposed by West Lancashire.
- 2.3 The proposed allocation of approximately 70 hectares of Large-scale B8 uses as part of a Logistics Park at Junction 3 of the M58 is noted (policies EC1: Delivering New Employment Developments and SP7: The Creation of Garden Villages and Employment Area to the west and south-west of Skelmersdale). In principle, Sefton Council recognises that this could be an appropriate location for such use. However, it will be critical to understand the impacts of any proposals on the highway network, especially in relation to the strategic employment site at Land East of Maghull, Switch Island and the route to the Port of Liverpool, together with the associated consequences for air quality, noise and other environmental and health impacts on local communities along the affected routes (and see comments in section 4 below). Sefton Council looks forward to on-going cooperation on this issue.

3. Retail issues

- 3.1 Sefton Council notes that the identified future borough wide needs for town centres uses will primarily be met within Skelmersdale Town Centre and Development Opportunity Sites within Ormskirk Town Centre and that local and/or neighbourhood centres may be developed, subject to Masterplans, in garden

villages to the west and south-west of Skelmersdale, to the south-east of Ormskirk and Aughton and at Yew Tree Farm, Burscough (policy EC4: Vibrant Centres). Sefton Council supports the principle of this approach.

4. Transport

- 4.1 Sefton Council is in the process of reviewing the Transport Assessment for the West Lancashire Local Plan Review and the other transport related documents. Further detailed comments and queries related to the Transport Assessment will be provided in a separate response to follow once the review has been completed. Some initial comments are provided below.
- 4.2 The West Lancashire Local Plan needs to consider the transport infrastructure requirements of new development close to the Sefton boundary and additional land-use implications of how Southport can be better served and linked to the national road and rail networks in the future. This should include the reinstatement of the Burscough Curves, which is included in the Liverpool City Region Long Term Rail Strategy. It is noted that policy IF1: Strategic Transport Infrastructure seeks to support the delivery of and/or not prejudice the delivery of an appropriate rail link between the Ormskirk Preston line and the Southport-Wigan line and this is welcomed in principle.
- 4.3 The Local Plan should also take account of Sefton's emerging proposals for improving the eastern access to Southport, and Sefton Council looks forward to on-going cooperation on this issue. Further details will be provided in Sefton's detailed transport comments.
- 4.4 West Lancashire Local Plan review also needs to consider the impact that future development in West Lancashire will have on the wider highways network in Sefton, particularly the A59 and Switch Island, which are already at or close to capacity , and provide one of the key road connections from Ormskirk, Burscough and the Northern Parishes to Liverpool.
- 4.5 It is noted that policy IF1: Strategic Transport Infrastructure refers to Electric Vehicle Recharging points.
- 4.6 Sefton Council looks forward to on-going cooperation on these transport and related air quality issues, including linkages with Liverpool City Region air quality initiatives and studies. More generally Sefton Council would seek cooperation on extending and enhancing cross-boundary path, cycle route and green infrastructure networks including the Coast Path and routes away from the Coast which formed part of mitigation for recreation pressures on the Sefton Coast (see below).

5. Ecological issues including Habitats Regulations

- 5.1 The reference to ecological networks in West Lancashire and the need for cross-boundary links to the Liverpool City Region Ecological Network evidence base is noted. Sefton Council would welcome an explicitly positive approach towards opportunities for habitat creation, enhancement and management including cross-boundary linkages and extension of the City Region Nature Improvement Areas.

This would be helpful as part of a strategic response to pressures elsewhere in the plan area and in line with the 25-Year Environment Plan.

- 5.2 The Local Plan should be strengthened to make sure that development does not lead to adverse effects on the integrity of internationally important nature sites, and their supporting (functionally linked) habitat. This includes international nature sites on the Sefton Coast as well as those in West Lancashire or elsewhere, where potential adverse impacts include disturbance largely due to visitor pressure and loss of habitat and supporting habitat, and may include water quality (including rivers and groundwater) and other impacts or designation features. These issues will need to be specifically addressed in the Habitats Regulations Assessment (HRA) of the West Lancashire Local Plan.
- 5.3 For example, the need to make sure there are no adverse effects on the integrity of internationally important nature sites should be added in to Objective 10 as well as the third full bullet point of 'Key issues' on page 11 of the draft Local Plan. Policy SP1: Delivering sustainable development and other strategic policies, Policy EC3: The Rural and Visitor Economy, policy IF4: Low Carbon and Renewable Energy Development and policy G13: Nature Conservation and Ecological Networks should include explicit protection of internationally important sites in line with the Habitats Regulations, and specific mention of both the Sefton Coast sites and the potential impact so visitor pressure, habitat loss or disturbance and other advise impacts.
- 5.4 The Habitats Regulations Assessments relating to the Sefton Local Plan and the development plans of all of the other authorities in the Liverpool City Region have identified potential adverse 'in combination' effects from the quantum of new housing or tourism development on visitor pressure on the Sefton Coast, and loss of or disturbance to supporting habitat. This is important given the quantum of housing and tourism development proposed in West Lancashire, the relatively proximity of proposed West Lancashire's housing development sites to the internationally important nature sites on the Sefton Coast, and our understanding that a many coastal visitors to Sefton (Sefton Coast SAC) in particular originate in West Lancashire.
- 5.5 This issue should be specifically addressed in the Habitats Regulations Assessment of the West Lancashire Local Plan. Sefton Council is in the process of reviewing this Habitats Regulations Assessment document and will provide more detailed comments in due course in a separate response. The Local Plan should set the policy context for the Borough's approach to mitigation of recreation pressure recreation, commensurate with the emerging City Region-wide Recreation Mitigation Strategy although it should be noted that this work is at a relatively early stage.

6. Other environmental issues

Flood risk and coastal change

- 6.1 Cross-boundary flood risk issues include tidal and river flood risk in the Alt-Crossens catchment, including allocated or other sites adjacent to the River Alt and the Crossens systems (for example proposed site HW1) and the impacts of changes to the land drainage regime through the lower catchment and rural area. They also include the surface water flood risk from the proposed sites adjacent to

the Sefton boundary. Policy SD4: Managing Flood Risk should include an explicit requirement that development does not increase flood risk elsewhere; that is, outside the site. It should be made clear that this applies to flood risk from all sources, that is, including surface water flood risk and discharge into watercourses.

- 6.2 The Sefton Local Plan (2017) designates a Coastal Change Management Area which extends to the boundary with West Lancashire. It is noted that policy GI6: Coastal Zone does not refer explicitly to coastal change. Also GI6 does not refer to the capacity of the natural (salt-marsh) coast to form a natural sea defence on its own, but only in connection with 'secondary sea embankments', and West Lancashire may wish to look at this issue again.
- 6.3 Sefton Council looks forward to on-going cooperation on flood risk and coastal change issues.

Energy

- 6.4 It is not clear from Appendix A or policy IF4: Low Carbon and Renewable Energy development or its explanation whether the site 'Adjacent the River Alt, Great Altcar' or other sites adjacent to or close to the Sefton boundary are proposed for wind energy development in this Local Plan, and so it is not currently possible for Sefton to comment on this.
- 6.5 Sefton Council would seek clarification of energy issues including the evidence base and the assessment process for identifying sites or broad areas, linkages with Liverpool City Region renewable energy and air quality initiatives and studies and other issues, as part of on-going cooperation. Sefton Council would want to be confident that, taking these into account, the evidence base justifies the policy position regarding energy, including any decision to identify or allocate land which may impact on Sefton for onshore wind

7. Infrastructure

- 7.1 Sefton's Local Plan requires social, community, environmental and physical infrastructure to be protected, enhanced and provided where there is an identified need to support sustainable communities (policy IN1 'Infrastructure and development contributions'). Residents of any West Lancashire development site close to Sefton would be likely to draw on services and facilities in Sefton. These include schools, doctors and other health services, and community, sports and recreation groups. This applies mainly to Southport but to a lesser extent to Formby and perhaps even Maghull/Lydiat.
- 7.2 Sefton Council would wish to cooperate with West Lancashire to make sure that the West Lancashire Local Plan and the wider planning process provides appropriate legal mechanisms to help the deliver necessary infrastructure within Sefton, and put in place explicit policies and guidelines to make it clear how such cross boundary dependencies and needs would be considered, agreed and delivered.

8. Overview

A number of specific issues have been identified above where further cross-boundary cooperation is required and where the desired outcomes for Sefton may include changes to the emerging West Lancashire Local Plan. These include housing, employment land, transport, energy, air quality and ecological issues, and we would want to work positively and proactively with you on all of these as your plan progresses.

More generally, Sefton Council looks forward to maintaining effective co-operation with West Lancashire as part of the on-going cooperation with its neighbouring authorities including West Lancashire and authorities in the Liverpool City Region.

Yours sincerely



Stuart Barnes
Interim Head of Economic Growth and Housing

Equality Impact Assessment Form



Directorate: Development & Regeneration	Service: Planning
Completed by: P Richards	Date: 4 March 2019
Subject Title: Local Plan Review – Proposed Local Plan Preferred Options Consultation	
1. DESCRIPTION	
Is a policy or strategy being produced or revised:	Yes - a new Local Plan for West Lancs
Is a service being designed, redesigned or cutback:	No
Is a commissioning plan or contract specification being developed:	No
Is a budget being set or funding allocated:	No
Is a programme or project being planned:	No
Are recommendations being presented to senior managers and/or Councillors:	Yes
Does the activity contribute to meeting our duties under the Equality Act 2010 and Public Sector Equality Duty (Eliminating unlawful discrimination/harassment, advancing equality of opportunity, fostering good relations):	Yes
Details of the matter under consideration:	Consideration of options for the meeting of unmet housing need from a neighbouring authority and consequential matters of changing the Green Belt within the Local Plan.
<p><i>If you answered Yes to any of the above go straight to Section 3</i> <i>If you answered No to all the above please complete Section 2</i></p>	
2. RELEVANCE	
Does the work being carried out impact on service users, staff or Councillors (stakeholders):	Yes/No* <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>	
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)?	A new Local Plan will ultimately, directly or indirectly, affect all stakeholders in West Lancashire, be they residents, businesses or other organisations.
If the work being carried out relates to a universal service, who needs or uses it most? (Is there any	n/a.

particular group affected more than others)?	
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?	The Local Plan provides policy that is used to determine planning applications and provides strategy that guides the delivery of new infrastructure and new development across West Lancs, and so will be used by applicants, residents, statutory consultees and the Council in making planning decisions.
What will the impact of the work being carried out be on usage/the stakeholders?	A new Local Plan is unlikely to impact the usage of the service/function in question and will not directly affect any protected characteristics of the stakeholders involved.
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?	People's views on the Local Plan in general will depend upon how directly they are affected by allocation of new development or specific policies where they wish to deliver new development (or don't wish to see development).
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?	Guidance provided through the Town and Country Planning Act 1990. Census data and a range of other data have been included in the evidence base that informs the preparation of the Local Plan.
If any further data/consultation is needed and is to be gathered, please specify:	The decision related to Sefton's unmet housing need being considered by Cabinet will ultimately be incorporated into the Publication version of the Local Plan, which will be subject to public consultation.
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)?	A new Local Plan will generally affect people with protected characteristics no differently than those without those characteristics. However, some policies in the Local Plan (most notably related to Travellers and to provision for the Elderly – issues not being considered in this decision) will have a positive impact on those

	protected groups as those policies specifically seek to ensure opportunities for development that cater to those groups' needs are provided.
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.).	There is no negative impact at this stage.
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?	At each key stage of Local Plan preparation.

Agenda item: 6(m)

LOCAL PLAN

Motion on behalf of Councillor Moran

- A. That the Local Delivery Scheme be amended to allow time for the reconsideration of the proposed Local Plan timescale and for the preparation of and consultation on a new Local Plan Preferred Options.

Agenda Item 9

CABINET

HELD: Tuesday, 12 March 2019

Start: 7.00 pm

Finish: 7.12 pm

PRESENT:

Councillor: Councillor Ian Moran
(Leader, in the Chair)

Councillors:	Councillor Yvonne Gagen	<u>Portfolio</u> Deputy Leader of the Council and Portfolio Holder for Leisure & Human Resources
	Councillor Claire Cooper	Portfolio Holder for Communities and Older People
	Councillor Jenny Forshaw	Portfolio Holder for Housing and Landlord Services
	Councillor Kevin Wright	Portfolio Holder for Health and Community Safety
	Councillor Adam Yates	Portfolio Holder for Resources & Transformation

In attendance: P. Baybutt, M. Blake, G Dowling, A Owens & D Westley
Councillors

Officers: Kim Webber, Chief Executive
John Harrison, Director of Development and Regeneration
Terry Broderick, Borough Solicitor
Marc Taylor, Borough Treasurer
Simon Burnett, Deputy Director of Leisure and Wellbeing
Philip Samosa, Deputy Director of Street Scene
Peter Richards, Strategic Planning & Implementation Manager
Sue Griffiths, Principal Member Services Officer

83 **APOLOGIES**

Apologies for absence were submitted on behalf of Councillor Wilkie.

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

It was noted that agenda item 6(m) (Local Plan) had been placed on the agenda and the relevant process had been followed in accordance with Constitution 6, Rule 16 (Special Urgency), minute no. 101 refers.

85 DECLARATIONS OF INTEREST

Councillor Forshaw (tenant of Council accommodation) declared a disclosable pecuniary interest in agenda item 6g (HRA Revenue and Capital Monitoring) but considered she was entitled to speak and vote by virtue of an exemption as nothing in the report relates particularly to her relevant tenancy or lease.

86 PUBLIC SPEAKING

There were no items under this Heading.

87 MINUTES

RESOLVED That the minutes of the Cabinet meeting held on 15 January 2019 be received as a correct record and signed by the Leader.

88 MATTERS REQUIRING DECISIONS

Consideration was given to the reports relating to the following matters requiring decisions as circulated and contained on pages 1539 - 1744 and 1801 – 1825 of the Book of Reports.

At this point the Leader changed the order of business to enable agenda item 6(m) (Local Plan) to be considered before agenda item 6(a).

89 QUARTERLY PERFORMANCE INDICATORS (Q3)

The Leader introduced the report of the Director of Housing and Inclusion which presented performance monitoring data for the quarter ended 31 December 2018.

Minute no. 60 of the Corporate and Environmental Overview and Scrutiny Committee meeting held on 7 March 2019 was circulated at the meeting.

In reaching the decision below, Cabinet considered the minute of the Corporate and Environmental Overview and Scrutiny Committee and 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 2018 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 7 March 2019.

90 COUNCIL PLAN 2019/20 - 2020/21

The Leader introduced the report of the Chief Executive which sought approval of the "Council Plan 2019/20 – 2020/21".

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 2019/20 – 2020/21” attached as Appendix A to this 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 28 March 2019.

91

CORPORATE PERFORMANCE MANAGEMENT 2019/20

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 2019/20.

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 2019/20 (Appendix A to the report) and targets identified be approved and adopted as the Council’s Corporate PI Suite 2019/20.
- 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 28 March 2019, 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 28 March 2019.

92

USE OF SECTION 106 MONIES IN THE PARISH OF BURSCOUGH

Councillor Gagen introduced the joint report of the Directors of Leisure and Environment and Development and Regeneration which considered a proposal regarding the use of Section 106 monies for the development of public open space provision in the Parish of Burscough.

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 bid from Burscough Parish Council for £43,507 of S106 monies be refused on the grounds that the proposed use of the funds for the purchase of land in Burscough would not comply with the criteria of the S106 agreement from where the funds were generated, namely to "provide new/enhance existing public open space in the parish/ward".
- B. That the applicants be informed that a future bid for S106 funds, once the land has been purchased, to contribute towards a more detailed and costed programme of deliverable works to create a public open space facility would be more appropriate.

93 USE OF SECTION 106 MONIES IN THE PARISH OF TARLETON

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

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 Section 106 monies be approved for the use as outlined in paragraph 5.1 of the report, to enable an extension of Carr Lane Sports Pavilion, Tarleton.

94 ADOPTION OF REVISED SAFEGUARDING POLICY

Councillor Gagen introduced the report of the Director of Leisure and Environment which presented the revised Safeguarding Policy for adoption.

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 Safeguarding Policy 2019 attached at Appendix 1 to the report be approved.
- B. That the Director of Leisure and Environment be authorised to Implement, publish and keep under review the Safeguarding Policy 2019, to update the Safeguarding Policy 2019 as necessary and to nominate an officer as the Designated Safeguarding Officer.

95 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 2019/29 Housing Revenue Account (HRA) and the 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 2018/19 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 28th March.

96 **ORMSKIRK TOWN CENTRE STRATEGY UPDATE**

The Leader introduced the report of the Director of Development and Regeneration which provided an update on the implementation of the Ormskirk Town Centre Strategy 2015-2020.

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 progress made by the Ormskirk Town Centre Management Group be noted and that officers continue to work with the Management Group to progress the proposed future actions set out in Appendix A to the report.

97 **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 (Appendix A to the report) be noted and endorsed.
- B. That the updated Risk Management Policy at Appendix B be approved.

98 BURSCOUGH PARISH NEIGHBOURHOOD PLAN

The Leader introduced the report of the Director of Development and Regeneration which sought authority to publish a Decision Statement in relation to the Burscough Parish Neighbourhood Plan following completion of an examination by an independent examiner, and to adopt the neighbourhood plan if it passes a subsequent referendum.

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 authority be delegated to the Director of Development and Regeneration to publish a Decision Statement in relation to the Burscough Parish Neighbourhood Plan once the examination of the Plan is completed by an independent examiner and in accordance with regulation 18 of the Neighbourhood Planning (General) Regulations 2012.
- B. That authority be delegated to the Director of Development and Regeneration to 'make' the Burscough Parish Neighbourhood Plan in accordance with Section 38A of the Planning and Compulsory Purchase Act 2004, should it pass a referendum.

99 GREATER MANCHESTER SPATIAL FRAMEWORK REVISED DRAFT

The Leader introduced the report of the Director of Development and Regeneration which sought approval of the proposed Council response to the consultation on the Greater Manchester Spatial Framework (GMSF) Revised Draft.

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 comments at paragraph 4.10 of the report be approved for submission to the Greater Manchester Combined Authority.

100 LEASEHOLDER PROPERTIES AND THE PLANNING PROCESS

The Leader introduced the report of the Director of Development and Regeneration which advised upon the Council's ability to restrict the development of further leasehold homes through the planning process.

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 report be noted.

101 LOCAL PLAN

The Leader introduced the report of the Director of Development and Regeneration entitled 'Local Plan Review Preferred Options – Initial Feedback on Public Consultation' which advised on the initial feedback received through the Local Plan Review Preferred Options Consultation. In relation to these comments he outlined the options available in order to address the Council's obligations under the Duty to Co-operate in respect of any unmet housing need arising from Sefton Metropolitan Borough Council and the implications that the proposed change would have on the next version of the emerging local plan.

A motion from the Leader was circulated at the meeting.

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

RESOLVED That the Local Delivery Scheme be amended to allow time for the reconsideration of the proposed Local Plan timescale and for the preparation of and consultation on a new Local Plan Preferred Options.

102 EXCLUSION OF PRESS AND PUBLIC

RESOLVED That under Section 100A(4) of the Local Government Act 1972, the press and public be excluded from the meeting during consideration of the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in paragraphs 1 (any individual) and 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.

(Note: No representations had been received in relation to the following items being considered in private)

103 MATTERS REQUIRING DECISIONS

Consideration was given to the report relating to the following items of business as contained on pages 1745 – 1800 and 1827 of the Book of Reports.

104 PROPOSED STRATEGY FOR THE COMMUNITY ASSET TRANSFER OF BANKS LEISURE CENTRE

Councillor Gagen introduced the report of the Director of Leisure and Environment which sought authority to implement the proposed strategy for the Community Asset Transfer of Banks Leisure Centre.

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 the funding being agreed by Council, the Director of Leisure and Environment in consultation with the Portfolio Holder for Leisure and Human Resources be authorised to:-

- i) enter into all necessary legal agreements and obtain any consents and permissions as required to enable North Meols Parish Council (NMPC) to undertake a transitional period of operation of Banks Leisure Centre.
- ii) enter into all necessary legal agreements and obtain any consents and permissions as required to progress the proposed transfer of Banks Leisure Centre to NMPC providing that the transitional period of operation of Banks Leisure Centre is successful.

B. That in the event that an agreement is not reached with NMPC the Director of Leisure & Environment in consultation with the Portfolio Holder for Leisure and Human Resources be authorised to :-

- i) seek expressions of interest from other organisations wishing to take on the operation of the facility and to take all necessary steps with an alternative provider as set out in A. (i) & (ii) above.
- ii) notify the Department for Health and Social Care (DHSC) of the future lease requirements by September 2020.

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 28 March 2019.

105

VEHICLE PROVISION AND MAINTENANCE CONTRACT

The Leader introduced the report of the Director of Leisure and Environment which advised on the findings of an options appraisal undertaken for the future provision and maintenance of the Council's vehicle fleet.

A motion from the Leader was circulated at the meeting.

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

- RESOLVED A That the findings of the options appraisal report, attached at Appendix 1 be noted and option 1, to procure a new contract for the provision of vehicles and maintenance, be approved.
- B. That the Director of Leisure and Environment in consultation with the relevant Portfolio Holder be authorised to undertake soft marketing testing and procure a new vehicle fleet and maintenance service with ASPE's input.
- C. That if the tendered costs of option 1 referred to above are greater than the available budget or the in-house option appears more favourable on a costs basis, then a further report be presented to Cabinet and/or Council, as appropriate.

106 **PURCHASE OF LAND IN ORMSKIRK**

The Leader introduced the report of the Director of Development and Regeneration which sought authority to purchase a site on New Court Way, Ormskirk, from Lancashire County 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 That authority is granted to the Director of Development and Regeneration to take all necessary steps to purchase the land hatched on the attached plan (Appendix A to the report) with the cost funded through internal borrowing.

.....
Leader



CABINET: 12 March 2019

**EXECUTIVE OVERVIEW &
SCRUTINY COMMITTEE:
28 March 2019**

Report of: Director of Housing and Inclusion

Relevant Portfolio Holder: Councillor I Moran

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

SUBJECT: CORPORATE PERFORMANCE MANAGEMENT 2019/20

Borough wide interest

1.0 PURPOSE OF THE REPORT

- 1.1 To seek approval for the Suite of Performance Indicators (Appendix A) to be adopted as the Council's Corporate PI Suite 2019/20.

2.0 RECOMMENDATIONS TO CABINET

- 2.1 That the Suite of Performance Indicators 2019/20 (Appendix A) and targets identified be approved and adopted as the Council's Corporate PI Suite 2019/20.
- 2.2 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 28 March 2019, 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.
- 2.3 That call-in is not appropriate for this item as it is being considered at the next meeting of Executive Overview & Scrutiny Committee on 28 March 2019.

3.0 RECOMMENDATIONS TO EXECUTIVE OVERVIEW AND SCRUTINY COMMITTEE

- 3.1 That the Committee consider the Suite of Performance Indicators 2019/20 (Appendix A) and agree comments as appropriate.
-

4.0 BACKGROUND

4.1 The corporate suite of performance indicators is reported to provide information about service areas and where indicators are relevant help demonstrate performance against the priorities agreed by Members through the Council Plan. The suite assists the authority to understand how well it is performing and provides information as to whether the organisation is on track to achieve the priorities.

4.2 As part of the development of the Council Plan 2019/20, a review of the 2018/19 suite of performance indicators was undertaken. The review resulted in revision to some targets highlighted in the appendix. Proposed changes to indicators themselves are as follows:

- The replacement of the rent indicator:
 - TS1: Rent Collected as a % of rent owed (excluding arrears b/f)with:
 - TS1a: Rent Collected from current and former tenants as a % of rent owed (excluding arrears b/f)
- The revision of the definition to the repairs indicator:
 - HS1: % Housing repairs completed in timescale
- To reflect the Council's agreed Clean & Green service standards, the replacement of the Leisure and Environment indicators:
 - WL01: No. residual bins missed per 100,000 collections
 - WL06: Average time taken to remove fly tips (days)
 - NI 195a: Improved street and environmental cleanliness (litter)
 - NI 195b: Improved street and environmental cleanliness (detritus)with:
 - LE01: No. grass cuts undertaken on the highway between April/September
 - LE02: No. grass cuts undertaken in Sheltered Accommodation between April/September
 - LE03: Average No. missed bins per fortnight for refuse
 - LE04: Average No. missed bins per fortnight for recycling
 - LE05: Average No. missed bins per fortnight for garden waste
 - LE06: % jobs dealt with within response time to remove hazardous fly-tipping
 - LE07: % jobs dealt with within response time to remove non-hazardous fly-tipping
 - LE08: % roads inspected falling into categories A/B - Litter
 - LE09: % roads inspected falling into categories A/B - Detritus
 - LE010: % roads inspected falling into categories A/B – Litter Bins
 - LE011: % roads inspected falling into categories A/B – Grass
 - LE012: % roads inspected falling into categories A/B – Shrubbery/Hedges
 - LE013: % roads inspected falling into categories A/B – Dog fouling
- To better reflect the Leisure and Wellbeing services, the replacement of
 - WL18: Use of leisure and cultural facilities (swims and visits)with
 - HW01: No. of people attending health, wellbeing and sport activities and courses
 - WL133: Chapel Gallery visits

- To better reflect the Council's digital transformation journey, the replacement of the customer contact / digital indicator:
 - WL85aa: Website number of unique visitors
- with
 - WL130: No. Self-Serve Customer Accounts
 - WL131: No. Social Media Followers
- To better reflect the absence due to sickness within a period, the revision of the definition for the indicator WL121: Working Days Lost Due to Sickness Absence
- The indicator *WL 19bii: Direct dial calls answered within 10 seconds* will be reviewed with a view to replacement or revision once the Skype telephony has been rolled out to all staff.
- To reflect corporate health, the addition of the following data from the staff survey:
 - WL140: % of staff feeling committed to helping achieve our aims and objectives
 - WL141: % staff who feel the Council is a good organisation to work for
 - WL142: % of staff who are proud to work for the Council.

Changes are detailed in Appendix A.

- 4.3 It is recommended that targets for performance in 2019/20 are set to be challenging but realistic. In most cases given resources this means that targets are maintained as for 2018/19, but where circumstances suggest that PIs/targets need to vary then an explanation for the proposed change is provided in the table.
- 4.4 As in previous years, PI targets are reviewed and agreed with Heads of Service and Portfolio Holders prior to submission to committee. Targets for the Revenue & Benefits and ICT Services are determined via the Shared Services contractual process with input from the Director of Housing & Inclusion in consultation with the Portfolio Holder/s.
- 4.5 The outturns from the full suite of performance indicators/data items will be reported with the Annual Council Plan Report. In addition, there are 'key performance indicators' which will be reported to Members on a quarterly basis as indicated in the Appendix. Performance plans will be provided where identified actions can be expected to make a difference to future outturn or provide further detail on any underperformance.

5.0 SUSTAINABILITY IMPLICATIONS

- 5.1 The information set out in this report aims to help the Council to improve and sustain service performance.

6.0 FINANCIAL AND RESOURCE IMPLICATIONS

- 6.1 There are no significant financial or resource implications arising from the recommendations within this report. Several of the indicators/data items report against use of resources, helping to monitor and manage these appropriately within the authority.

7.0 RISK ASSESSMENT

- 7.1 Monitoring and managing performance information data together with the monitoring of progress against the Council Plan helps the authority to ensure it is achieving its priorities and reduces the risk of not doing so.

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 a direct impact on members of the public, employees, elected members and/or stakeholders. Therefore no equality impact assessment is required.

Appendices

Appendix A – Proposed 2019/20 Corporate Performance Indicator Suite

Appendix B - Minute of Cabinet 12 March 2019 (Executive Overview and Scrutiny Committee only) – to follow

APPENDIX A: PROPOSED PERFORMANCE INDICATOR SUITE 2019/20

PI Code & Short Name	2015/16	2016/17	2017/18	Annual target 2018/19	Proposed Annual Target 2019/20	Notes	Change to 2018/19	Priority / Purpose	Reporting
	Outturn Value	Outturn Value	Outturn Value						
Leisure and Environment									
WL124 Observations/incidents CCTV operatives involved in	~	6,045	5,633	Data only	Data only			Great place	Annual
WL125 Arrests that CCTV operators were involved in	~	282	282	Data only	Data only			Great place	Annual
WL126 No. incidents identified by CCTV operators in general monitoring	~	1,525	1,634	Data only	Data only			Great place	Annual
NI 191 Residual household waste per household (Kg)	513.15	493.94	500.32	500	500	Target remains challenging.		Great place	Q/Annual
NI 192 Percentage of household waste sent for reuse, recycling and composting	46.80%	48.53%	42.95%	50.00%	50.00%	EU target for the UK to recycle at least 50% of household waste by 2020. Target remains challenging.		Great place	Q/Annual
NI 195a Improved street and environmental cleanliness (levels of litter, detritus, graffiti and fly posting): Litter	1.44%	0.80%	0.76%	1.61%	Propose deletion	Replacement indicators proposed	Yes – propose deletion/replacement	Great place	Q/Annual
NI 195b Improved street and environmental cleanliness (levels of litter, detritus, graffiti and fly posting): Detritus	4.95%	2.16%	4.37%	5.00%	Propose deletion	Replacement indicators proposed	Yes – propose deletion/replacement	Great place	Q/Annual
WL01 No. residual bins missed per 100,000 collections	89.83	76.81	93.98	80.00	Propose deletion	Replacement indicators proposed	Yes – propose deletion/replacement	Great place	Q/Annual
WL06 Average time taken to remove fly tips (days)	1.06	1.03	1.04	1.09	Propose deletion	Replacement indicators proposed	Yes – propose deletion/replacement	Great place	Q/Annual

PI Code & Short Name	2015/16	2016/17	2017/18	Annual target 2018/19	Proposed Annual Target 2019/20	Notes	Change to 2018/19	Priority / Purpose	Reporting
	Outturn Value	Outturn Value	Outturn Value						
LE01 No. of grass cuts undertaken on the highway between April and September	~	~	~	~	8	New indicator based upon service standards agreed at Council.	NEW	Great place	Q/Annual
LE02 No. of grass cuts undertaken in Sheltered Accommodation between April and September	~	~	~	~	10	New indicator based upon service standards agreed at Council.	NEW	Great place	Q/Annual
LE03 Average No. missed bins per fortnight for refuse	~	~	~	~	50	More meaningful replacement for WL01 No. missed bins. A target of 50 or less per fortnight will report as an average for quarter/annual periods.	NEW	Great place	Q/Annual
LE04 Average No. missed bins per fortnight for garden waste	~	~	~	~	50	As above	NEW	Great place	Q/Annual
LE05 Average No. missed bins per fortnight for recycling	~	~	~	~	50	As above	NEW	Great place	Q/Annual
LE06 % jobs dealt with within response time to remove hazardous fly-tipping (1 day)	~	~	~	~	95%	More meaningful replacement for WL06 No. flytips removed. Reflects new service standards agreed by Council	NEW	Great place	Q/Annual
LE07 % jobs dealt with within response time to remove non-hazardous fly-tipping (3 days)	~	~	~	~	95%	As above	NEW	Great place	Q/Annual
LE08 % roads inspected falling into categories A/B - Litter	~	~	~	~	85%	New indicators based upon Land Audit Management System quality inspection model to replace NI195a & b and provide additional measures for increased service overview.	NEW	Great place	Q/Annual
LE09 % roads inspected falling into categories A/B - detritus	~	~	~	~	85%	As above	NEW	Great place	Q/Annual
LE10 % roads inspected falling into categories A/B - Litter Bins	~	~	~	~	90%	As above	NEW	Great place	Q/Annual
LE11 % roads inspected falling into categories A/B - Grass	~	~	~	~	85%	As above	NEW	Great place	Q/Annual
LE12 % roads inspected falling into categories A/B	~	~	~	~	85%	As above	NEW	Great place	Q/Annual

PI Code & Short Name	2015/16	2016/17	2017/18	Annual target 2018/19	Proposed Annual Target 2019/20	Notes	Change to 2018/19	Priority / Purpose	Reporting
	Outturn Value	Outturn Value	Outturn Value						
- Shrubbery/Hedges									
LE13 % roads inspected falling into categories A/B - Dog Fouling	~	~	~	~	85%	As above	NEW	Great place	Q/Annual
WL122 % Vehicle Operator Licence Inspections Carried Out within 6 Weeks	100%	100%	100%	100%	100%			Corporate/service delivery or support	Q/Annual
WL_18 Use of leisure and cultural facilities (swims and visits)	1,164,957	1,213,806	1,229,850	Data only	Propose deletion	PI comprises data from: participants in sports development; numbers attending countryside events and activities; visits to leisure/sports centres, golf course and Chapel Gallery. Chapel Gallery now proposed for separate reporting.	Yes - propose deletion/replacement	Great place	Q/Annual
HW01 No. of people attending health, wellbeing and sport activities and courses	~	~	~	~	Data only	Replacement revised indicator proposed. To better reflect leisure and wellbeing services.	NEW	Great place	Q/Annual
Development and Regeneration									
981 WL133 No. visitors to Chapel Gallery	~	~	~	~	Data only	A new system to collect footfall data has been put in place; previous data is not comparable. The Gallery visitor offer directly supports promotion of Ormskirk as a visitor destination. Chapel Gallery information was previously included within WL18 swims/visits.	NEW	Great place	Q/Annual
ER01 Apprenticeships created from Council intervention	~	27	15	Data only	Data only			Great place	Annual
ER04 Apprenticeship vacancies within the borough	~	254	182	Data only	Data only	Apprenticeships advertised in the West Lancashire area		Great place	Annual
ER05 Benefit claimant count in West Lancs	~	1.9%	1.9%	Data only	Data only	Includes Universal Credit. Monitors both those out of work claiming benefits and also those in work claiming benefits. However outturn is beyond control of the Council, therefore data only. Information comes from DWP administrative data.		Great place	Annual
NI 154 Net additional homes provided	266^	305	177	Data only	Data only	Monitored through the Local Plan		Tangible/visible	Annual
NI 155 Number of affordable homes	92	95	71	Data only	Data only	The Housing Strategy aspiration was for the development of no less than 500 affordable homes		Tangible/visible	Annual

PI Code & Short Name	2015/16	2016/17	2017/18	Annual target 2018/19	Proposed Annual Target 2019/20	Notes	Change to 2018/19	Priority / Purpose	Reporting
	Outturn Value	Outturn Value	Outturn Value						
Housing & Inclusion									
TS1 Rent Collected as a % of rent owed (excluding arrears b/f)	99.81	99.09	99.48	99.5	Propose deletion	Replacement indicator/s proposed to allow benchmarking and support continuous improvement.	Yes – propose deletion/replacement	Corporate/service delivery or support	Q/Annual
TS1a Rent Collected from current and former tenants as a % of rent owed (excluding arrears b/f)	~	~	~	~	100.04%	Replacement indicator proposed. The data reported has been revised to reflect Housemark definition. This will allow benchmarking for the service. The data demonstrates income collected from current and former tenants. Income from former tenants was not previously included in TS1.	NEW	Corporate/service delivery or support	Q/Annual
TS11 % of rent loss through dwellings being vacant	1.75%	1.79%	1.59%	1.9%	0.99%	Target amended to support continuous improvement and maximise income.	Yes - target	Corporate/service delivery or support	Q/Annual
TS1 % Housing repairs completed in timescale	96.39%	97.22%	97.37%	97.00%	98.00%	Definition changed to <i>Any repair job completed on or before its priority deadline, including those completed by a revised date the request of the tenant.</i> This will allow a focus on delays due to no access, availability of materials, or awaiting instruction from WLBC. Due to this change, comparison with previous data will not be possible.	Yes – definition	Tangible/visible	Q/Annual
HS14 % non-decent council homes	0.30%	0.25%	0.07%	0.20%	0.10%	To reflect ongoing investment in housing stock	Yes - target	Tangible/visible	Annual
HS27 % of properties with a valid Landlord Gas Safety Record (homes and buildings)	~	~	~	100%	100%	Reflect WLBC regulatory responsibilities		Corporate/service delivery or support	Q/Annual
HS28 % of properties with a valid Electrical Installation Condition Report (homes and buildings)	~	~	~	100%	100%	Reflect WLBC regulatory responsibilities		Corporate/service delivery or support	Q/Annual
HS29 % non-domestic that require an asbestos management survey/re-inspection	~	~	~	100%	100%	Reflect WLBC regulatory responsibilities		Corporate/service delivery or support	Q/Annual
HS30 % of non-domestic properties with fire risk assessment in place	~	~	~	100%	100%	Reflect WLBC regulatory responsibilities		Corporate/service delivery or support	Q/Annual

PI Code & Short Name	2015/16	2016/17	2017/18	Annual target 2018/19	Proposed Annual Target 2019/20	Notes	Change to 2018/19	Priority / Purpose	Reporting
	Outturn Value	Outturn Value	Outturn Value						
HS31 % of properties covered by water hygiene risk assessment (homes and buildings)	~	~	~	100%	100%	Reflect WLBC regulatory responsibilities		Corporate/service delivery or support	Q/Annual
ICT1 Severe Business Disruption (Priority 1) (ytd)	100.0%	100.0%	100.0%	99.0%	99.0%	Targets to be agreed via contract process *		Corporate/service delivery or support	Q/Annual
ICT3 Major Business Disruption (P2)	92.0%	96.0%	100.0%	98.0%	98.0%	Targets to be agreed via contract process *		Corporate/service delivery or support	Q/Annual
ICT2 Minor Business Disruption (P3)	98.0%	98.0%	99.0%	97.0%	97.0%	Targets to be agreed via contract process *		Corporate/service delivery or support	Q/Annual
ICT4 Minor Disruption (P4)	98.0%	99.0%	99.0%	98.0%	98.0%	Targets to be agreed via contract process *		Corporate/service delivery or support	Q/Annual
ICT5 Advice & Guidance (P5)	100.0%	100.0%	100.0%	98.0%	98.0%	Targets to be agreed via contract process *		Corporate/service delivery or support	Q/Annual
B1 Time taken to process Housing Benefit/Council Tax Benefit new claims and change events	7.02	6.41	5.63	12.00	12.00	Targets to be agreed via contract process *		Corporate/service delivery or support	Q/Annual
B2 Overpayment Recovery of Housing Benefit overpayments (payments received)	£276,577	£311,409	£294,695	£195,000	£195,000	Targets to be agreed via contract process *		Corporate/service delivery or support	Q/Annual
B4 Benefits Local authority Error Overpayments - Lower threshold YTD	£82,401	£96,867	£76,048	£111,205 (Below lower threshold)	tbv (Below lower threshold)	Targets to be agreed via contract process * Annual target cash figure may change, but is arrived at from the annual target of 'lower threshold year to date based on next year estimates' on the subsidy grant claim form. Actual cash figure will not be received until later in the year.		Corporate/service delivery or support	Annual
R1 % of Council Tax collected	97.02%	96.74%	96.51%	97.10%	97.10%	Targets to be agreed via contract process *		Corporate/service delivery or support	Q/Annual
R2 % council tax previous years arrears collected	37.31%	26.82%	26.78%	24.50%	24.50%	Targets to be agreed via contract process *		Corporate/service delivery or support	Q/Annual
R3 % of Non-domestic Rates Collected	98.32%	97.72%	98.18%	97.20%	97.20%	Targets to be agreed via contract process *		Corporate/service delivery or support	Q/Annual
R4 Sundry Debtors % of revenue collected against debt raised	95.00%	95.06%	95.78%	89.10%	89.10%	Targets to be agreed via contract process *		Corporate/service delivery or support	Q/Annual

PI Code & Short Name	2015/16	2016/17	2017/18	Annual target 2018/19	Proposed Annual Target 2019/20	Notes	Change to 2018/19	Priority / Purpose	Reporting
	Outturn Value	Outturn Value	Outturn Value						
BV8 % invoices paid on time	98.81%	98.48%	98.50%	98.75%	98.75%	Monitored by BTLS but mainly dependent on WLBC processes within individual services.		Corporate/service delivery or support	Q/Annual
WL85a Website: no. visits	451,906	516,776	592,447	Data only	Data only			Corporate/service delivery or support	Q/Annual
WL85aa Website: number of unique visitors	301,624	344,140	389,646	Data only	Propose deletion	The data is not a true reflection of unique visitors since if users clear cookies or use another device or browser then the visitor will be counted as a new unique visitor.	Yes – propose deletion	Corporate/service delivery or support	Q/Annual
WL85b Website: use of online forms	13,084	11,204	13,581	Data only	Data only	Data description will be changed to "Number of online forms submitted" better describing information reported.	Yes – PI title	Corporate/service delivery or support	Q/Annual
WL85c Website: no. online payments	40,353	45,134	73,679	Data only	Data only	Data description will be changed to "Number of payments processed online" better describing information reported.	Yes – PI title	Corporate/service delivery or support	Q/Annual
WL130 No. Self-Serve Customer Accounts	~	~	~	~	Data only	To monitor the total number of customers who sign up for a customer account via the online self-serve portal.	NEW	Engage/Empower	Q/Annual
WL131 No. Social Media Followers	~	~	~	~	5%p.q	To evidence the level of social media engagement. This figure will cover the two main Council Facebook and Twitter accounts. Target is to increase the total by 5% each quarter until 2021 (baseline 5500).	NEW	Engage/Empower	Q/Annual
WL90 % of Contact Centre calls answered	92.0%	93.0%	81.7%	88.0%	88.0%	Whilst outturn for the year is likely to miss target, this is as a result of the unprecedented level of calls being offered during Q1. 88% remains a realistic annual target.		Corporate/service delivery or support	Q/Annual
WL108 Average answered waiting time for callers to the contact centre (seconds)	51.00	60.00	145.00	145.00	145.00			Corporate/service delivery or support	Q/Annual
WL19bii Direct dial calls answered within 10 seconds	81.34%	81.23%	80.26%	80.26%	Propose replacement	Skype for Business is being introduced. Reporting capabilities from the system will be reviewed with a view to introducing a meaningful measure to replace this PI the quarter following full implementation.	Yes – propose replacement	Corporate/service delivery or support	Q/Annual
WL140 % of staff feeling committed to helping achieve Council aims and objectives	~	~	87%	~	Data only	Carried out through the staff survey providing a staff view of the Council.	NEW	Great place	Annual
WL141 % staff who feel the Council is a good organisation to work for	~	~	74%	~	Data only	As above	NEW	Great place	Annual

PI Code & Short Name	2015/16	2016/17	2017/18	Annual target 2018/19	Proposed Annual Target 2019/20	Notes	Change to 2018/19	Priority / Purpose	Reporting
	Outturn Value	Outturn Value	Outturn Value						
WL142 % of staff who are proud to work for the Council	~	~	66%	~	Data only	As above	NEW	Great place	Annual
CIT01 % feel West Lancs is safe & secure to live	79%	79%	78%	Data only ^{**}	Data only	Carried out by Citizen Survey providing a citizen view of Council services. This will not be collected in 2018/19 due to a change in scheduling of survey (Feb to May). Survey results are published on the internet.		Great place	Annual
CIT02 % satisfied with cleanliness of streets	65%	56%	54%	Data only ^{**}	Data only	As above		Great place	Annual
CIT03 % satisfied with how WLBC runs things	62%	57%	48%	Data only ^{**}	Data only	As above		Great place	Annual
CIT05 % satisfied with local area as a place to live	78%	80%	74%	Data only ^{**}	Data only	As above		Great place	Annual
CIT06 % satisfied with sports/leisure facilities	41%	27%	30%	Data only ^{**}	Data only	As above		Great place	Annual
CIT07 % satisfied with parks and open spaces	60%	52%	50%	Data only ^{**}	Data only	As above		Great place	Annual
CIT08 % residents agreeing that WLBC provides value for money	41%	35%	30%	Data only ^{**}	Data only	As above		Great place	Annual
CIT12 % of people satisfied with household collections for domestic waste	86%	85%	86%	Data only ^{**}	Data only	As above		Great place	Annual
CIT13 % of people satisfied with household collections for recyclable materials	82%	78%	79%	Data only ^{**}	Data only	As above		Great place	Annual
CIT14 % of residents who feel the Council keeps them well informed about its services and benefits	50%	49%	42%	Data only ^{**}	Data only	As above		Great place	Annual
CIT16 % of residents feel that they belong to their local area	69%	72%	67%	Data only ^{**}	Data only	As above		Engage/Empower	Annual

Notes:

* Managed through BT Lancashire Services contract. SLA targets are annual and are subject to contractual processes. Quarter targets as reported in performance reports are provided only as a gauge.

~ not collected and/or reported at this time or previous calculations not comparable

^ restated following a planning appeal

≠ Data for the Citizen Survey will not be collected in 2018/19 due to a change in scheduling of survey (Feb to May).

Reporting of data is dependent on collection mechanisms remaining in place.



CABINET: 12 MARCH 2019

**EXECUTIVE OVERVIEW & SCRUTINY COMMITTEE:
28 MARCH 2019**

COUNCIL: 10 APRIL 2019

Report of: Chief Executive

Relevant Portfolio Holder: Councillor I Moran

Contact for further information: Ms K Webber (Extn. 5005)
(E-mail: Kim.Webber@westlancs.gov.uk;
Alison.Grimes@westlancs.gov.uk)

SUBJECT: COUNCIL PLAN 2019/20 – 2020/21

Wards affected: Borough wide

1.0 PURPOSE OF THE REPORT

1.1 To seek approval for the “Council Plan 2019/20 – 2020/21” (Appendix A).

2.0 RECOMMENDATIONS TO CABINET

2.1 That the “Council Plan 2019/20 – 2020/21” attached as Appendix A to this report be approved and referred to Council for adoption.

2.2 That authority is given to the Chief Executive in consultation with the Leader to make any final amendments to the document, prior to publication.

2.3 That call-in is not appropriate for this item, as the report is being submitted to the next meeting of the Executive Overview and Scrutiny Committee on 28 March 2019.

3.0 RECOMMENDATION TO EXECUTIVE OVERVIEW AND SCRUTINY

3.1 That the “Council Plan 2019/20 – 2020/21” attached at Appendix A to the report be considered and that agreed comments be referred to Council on 10 April 2019 for consideration.

4.0 RECOMMENDATIONS TO COUNCIL

4.1 That the “Council Plan 2019/20 – 2020/21” attached at Appendix A to the report be adopted.

5.0 BACKGROUND AND CURRENT POSITION

- 5.1 The Council Plan 2018/19 – 2020/21 was agreed at Council in April 2018. An annual refresh is attached at Appendix A and sets out the Council's vision, values and priorities, together with key strategy actions and measures for 2019/20 - 2020/21. The Plan enables 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 assists effective planning and prioritisation of work within services, informs the development of staff work programmes and annual development appraisals, and is recognised good practice.
- 5.2 The Council Plan 2019/20 - 2020/21 will have a further annual refresh to ensure it reflects progress and remains up to date and relevant during its lifetime. Progress will be monitored with six-month reports provided through Members Updates against a detailed delivery plan, and a full Annual Report to Council.

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. The vision, values, priorities and key projects set out in Appendix A should contribute to the sustainability of services and the borough as a whole.

7.0 FINANCIAL AND RESOURCE IMPLICATIONS

- 7.1 The Council Plan 2019/20 – 2020/21 appended to this report will ensure the Council is able to continue to pursue its objectives, within the resources available. An agreed Council Plan will assist in shaping budget decisions and enable clear priorities to be set for services.

8.0 RISK ASSESSMENT

- 8.1 The difficult financial position facing Councils, together with changing legislative requirements and the regional agenda, means that having a clear statement of Council priorities is particularly important. By having well-defined priorities, attention and resources can be effectively focussed on achieving the Council's core objectives.

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 in the Recommendations contained within this report.

Appendices

Appendix A: Council Plan 2019/20 – 2020/21 (version dated 18.02.19)

Appendix B: Equality Impact Assessment

Appendix C: Minute of Cabinet (Executive Overview and Scrutiny Committee only)

- *To follow*

Appendix D: Minute of Executive Overview and Scrutiny Committee (Council only)

- *To follow*



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**Council Plan
2019/20 – 2020/21**

Version 18.02.19

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Foreword

by the Leader of the Council

In order to achieve our ambitions for our economy, environment, health and wellbeing, the Council's key priorities to 2020/2021 are to focus on:

- delivering tangible and visible improvements in the Borough
- engaging and empowering our local communities
- actively promoting the Borough as a great place to live, work, visit and invest.

Our projects ensure these priorities will result in meaningful change for the borough. I have been delighted with the excellent progress in the first year of the plan and since no project is the result of just one team, everyone across the organisation should be proud of what has been achieved.

Looking to 2019/2020, proposals for a new multi-purpose development on the site of Ormskirk's current bus station and car park site are progressing. The mixed use scheme will see the development of a new bus station alongside a commercial leisure/cultural offer, and new student accommodation. We will continue to work with our partners Lancashire County Council and Downing Developments on this important project which will contribute to the regeneration of this part of Ormskirk town centre.

The formation of the Tawd Valley Developments Ltd development company is an exciting opportunity for the Council and a pivotal moment for us as an organisation as it is the first time the Council has

established such a venture. 2019/2020 will see this company moving from shadow to full operation. We hope to see Tawd Valley Developments Ltd become a worthwhile and in time profitable venture for the Council and the borough.

We will also continue to work with our partners St. Modwen and Homes England on the hugely important Skelmersdale town centre project, which will be of significant benefit to the residents of Skelmersdale. A £19m funding deal has allowed the first phase to be given the green light. This has been a long time coming, needing belief and perseverance from all involved, but we can finally look forward to building work starting in 2019.

A further stimulus for our growth plans has come with the appointment of Mark Whitworth, Chief Executive of Peel Ports and Chair of West Lancashire College, as the new Chair of Skelmersdale Place Board. As a partner on the Place Board, I look forward to the Council working with Mark in raising the business profile of the town this year.

Away from a business focus, the Tawd Valley Park scheme has really begun to take shape this year with a variety of improvements carried out and plenty more planned. This scheme is a success story of working with partners and the local community to meet their aspirations.

Improving this green space adds to supporting our ambitions for health and wellbeing. We have also officially launched our Health and Wellbeing Strategy and are continuing to make good headway with the substantial work around delivering new and improved leisure and wellbeing facilities across the Borough.

A project that won't initially result in changes on the ground but is attracting an understandable amount of attention is our Local Plan review. Due to the timespan of the emerging plan (to 2050), the numbers involved are necessarily larger than West Lancs is perhaps used to considering in previous plans. We have done this to emphasise the Councils long term ambition for economic growth and to meet our future market and affordable housing needs. A long term strategy also positions the Council in a better place to secure funding from Government and other public sector bodies to meet the Borough's infrastructure and community needs. We will be consulting and listening to views on the proposals in the plan during the year.

A greater engagement with partners and the community and a commercial outlook runs throughout the plans for our services. The drivers of balancing budgets and value for money are the foundations to our Sustainable Organisation Review work, decisions on which will be taken during the year, with consultation as appropriate. The pace and nature of change is an ongoing adjustment for Councillors, officers, and as importantly, for residents, businesses and other stakeholders. We will assist with this through clear communications of our intent and of decisions taken.

I am proud to lead a Council with committed staff whose talents have allowed us to confidently put together an exciting and ambitious programme for the forthcoming year. We will continue to develop services for the whole of our Borough and ensure that we make a difference for all – our businesses, our places and our people.

Councillor Ian Moran
Leader of West Lancashire Borough Council

Introduction

from the Chief Executive

This document provides a clear statement of the vision, values and priorities of the Council over the next few years. By focusing on clear priorities and the key projects that will help to deliver these, good progress has been made in the first year of the three-year plan. This refreshed plan will take us into its second year.

The intention once again is to focus on the delivery of a series of specific initiatives alongside day-to-day service delivery including the Sustainable Organisation Review Project, a cross-cutting review touching on every aspect of the Council's operation, to ensure sustainability of services going forward.

The environment in which local government operates continues to undergo significant change and a traditional model of operation no longer fully reflects the expectation of our residents, businesses and other stakeholders, or the funding available for public service delivery. During the past year the Council began work on our Sustainable Organisation Review Project (SORP), which will:

- deliver a sustainable operating model and strategy for delivery for the Council
- address the estimated £2m GRA gap in funding by savings or income generation
- enable the Council to be 'self-financing' to meet Government's requirements by 2020/21
- provide a consistent and quality based customer experience with effective, efficient and accessible services

- be in the best possible position to deliver the area's ambitions.

The importance of SORP in enabling the continued delivery of Council services cannot be underestimated. It is also an opportunity to be creative and re-imagine the way services are provided, using technology to the best advantage for all. Consultants RedQuadrant were appointed in November 2018 following a competitive tender exercise to assist with this review, which staff, as our key resource, have also been instrumental in shaping.

The conclusions of the review will be reported to Council in the summer and we will then be consulting on change that impacts on service users and staff, and will listen to this, before applying a new operating model.

Notwithstanding the financial challenges facing all councils, West Lancashire Borough Council continues to be in a strong position. We have plans in place for financial sustainability and service delivery, an engaged and motivated workforce proud of working for the Borough, and focused on priorities, projects and service delivery. The most recent external audit of the organisation provided a positive review of the Council's arrangements, underlining the ability of the organisation to consider and adapt to new ways of working whilst maintaining high standards. Our annual staff survey shows that staff are motivated and committed to delivering this plan. My aspiration is that we now continue to build on this record, looking for further ways to improve services, and communicate, including through the use of technology, social and traditional media.

I look forward to working with Councillors, staff and partner organisations to deliver the Council's vision and priorities over the next year.

Kim Webber
Chief Executive

Financial Position

*[**Text from the Borough Treasurer to follow after Local Government Finance Settlement is analysed. (est mid March)**]*

Organisational Overview

West Lancashire is served by a Borough Council, County Council, 20 Parish Councils and one Parish Meeting. There are 54 elected Members for 25 wards. As a Borough Council, working in partnership with these organisations as well as the police, fire service, NHS, businesses, schools, colleges, university and other stakeholders is vital for delivering lasting improvements for the benefit of the borough. Council policy is determined by Councillors, with advice from officers. The Cabinet is the Executive Councillor body for the Council. The Cabinet and senior management structures and responsibilities are provided overleaf.

The Borough Council provides services for around 113,800 people or 49,540 households (including approximately 5,890 council homes) as well as businesses and organisations. Services are delivered by around 435 full time equivalent staff (not including employees managed through our secondment agreement with Lancashire County Council/BT Lancashire Services).

The organisation's success depends on our staff. Our staff are the face of the Council, representing the whole organisation. We are committed to ensuring that staffing levels are appropriate for delivering services and that the workforce is equipped to meet our commitments to the community and wider stakeholders, whilst fulfilling their own potential.

We are using the feedback from our staff survey to continue to build a great place for Council staff to work. As a result of the survey, we are creating a culture where our values can flourish and as part of this have introduced values agreements for staff and have developed staff and management behaviours framework through staff focus groups. This

framework will help staff contribute and shape the culture of the Council and improve working practices such as inter-team working. The frameworks will be launched in March 2019. Also as a result of staff feedback, we will be introducing a staff award scheme based on categories suggested by staff that recognise, reward and motivate staff.

We have also been promoting our health and wellbeing initiatives for staff, such as the Health and Wellbeing e-learning module and health checks.

Sustainable Organisation Review

We are fundamentally reviewing how all our services are delivered as well as the design of the organisation through the Sustainable Organisation Review Project (SORP). This work will help us improve how efficiently we function as an organisation including ensuring value for money and focusing our financial and staff resources on service provision and outcomes that support our priorities. A modernised Council will be better able to meet anticipated future needs of our communities and provide financial sustainability beyond 2020/21. In November 2018, we began work with Red Quadrant on the project, and this work will deliver proposals for a new Target Operating Model for approval by Council and consultation as required in July 2019. To complete a full review of how the Council operates, following SORP, the Council's size, numbers of councillors and ward boundaries will also be reviewed.

Members of the Cabinet with Portfolios



Leader of the Council: Councillor Ian Moran

Chairman of the Cabinet; community leadership; partnership working including One West Lancs; major policy issues not specified within other portfolios; matters of urgency; liaison for management issues. Liaison for: LGA; DCN; other Lancashire & neighbouring authorities; Parish Councils; town twinning; Lancashire & Liverpool LEPs; Marketing Lancashire. Economic Regeneration: town centre developments; external funding & inward investment; borough marketing; business grants & training advice; corporate & commercial property portfolio; asset management; valuation advice; rating appeals. Legal & democratic services: corporate procurement; Freedom of Information. Transformation: service design; customer relations; consultation & community engagement; press/media; corporate planning & performance; ICT and revenues & benefits services, including LCC/BTLS contract.



Portfolio Holder for Health and Community Safety

Councillor Kevin Wright

Commercial Safety: health promotion, health & safety and food safety. Public Protection and Licensing: licensing for taxis, public entertainment/alcohol, charities etc; pest control and animal welfare. Environmental Protection: environmental monitoring & sampling; public health; pollution control; nuisance complaints; foul drainage & private sewers; flytipping; dog control; unsanitary premises; disposal of the dead. Private Sector Housing: renovation & disabled facilities grants; home energy efficiency; Home Care Link; homelessness; unfit homes. Community safety, emergency planning/business continuity. Social cohesion.



Deputy Leader and Portfolio Holder for Leisure & Human Resources

Councillor Yvonne Gagen

Properties held and the services delivered for sports development, swimming pools, sports centres, arts development, the Chapel Gallery, playgrounds and community centres. Leisure Trust Partnership. Countryside service; golf course, formal parks, open spaces, rights of way, environmental improvements. Outdoor recreation; facilities and services in partnership to develop local communities. Children's services. Human Resources; equalities.



Portfolio Holder for Planning

Councillor John Hodson

Planning policy; Local Development Framework; development control, building control & enforcement; conservation of built & natural environment; arboricultural & landscape services. Council-owned unadopted footways, highways & grit bins; liaison with utility companies/Highway Authority for highway works & transport issues; off-street public car parking & enforcement; Ormskirk market & bus station; land drainage & coastal engineering; 'green' & sustainability issues.



Portfolio Holder for Communities and Older People

Councillor Claire Cooper

Voluntary sector grants. Well Skelmersdale. Community aspects of asylum seekers and refugees. Older people's issues; encouraging and supporting active, independent and healthy lives; raising the profile of and needs of older people; involving older people in the development of relevant council policies and service design; promoting positive images of older people as citizens; liaison with older peoples' networks and organisations.



Portfolio Holder for Street Scene

Councillor Kevin Wilkie

Transport: fleet/ garage/depot facilities; street cleansing; grounds maintenance; stores. Waste disposal & recycling duties as a waste collection authority; waste management, including through partnership; domestic & trade refuse; green waste & recyclables collection; farm round.



Portfolio Holder for Finance

Councillor Adam Yates

Accounting services; general capital and revenue estimates and budgeting; performance against budget; annual statement of accounts; treasury management; internal audit; risk management & insurance; data quality; value for money.



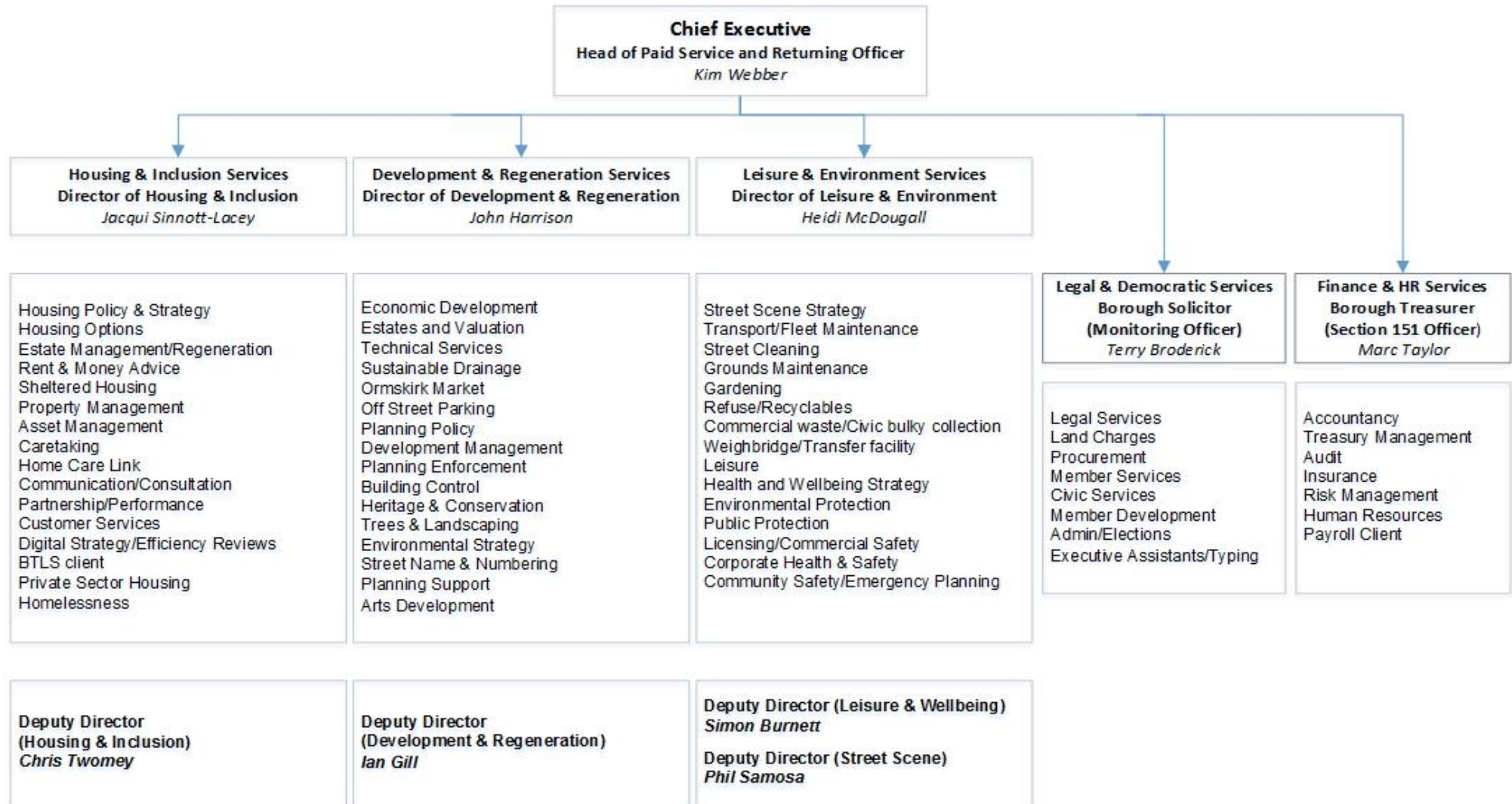
Portfolio Holder for Housing and Landlord Services

Councillor Jenny Forshaw

Public sector housing: repairs & maintenance; housing allocations; tenancy management; rent & money advice; sheltered housing; tenant empowerment/participation. Housing strategy; housing advice service; Supporting People Initiative. Links with social services, health providers and regulatory bodies. Housing finance including self-financing business plan.

Jan 2018

Senior Officer Management Structure



Council Plan 2019/20 - 2020/21

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

Focussed – 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 and improving leisure facilities as health and leisure hubs
- ❖ Delivering retail, housing and public realm improvements with a focus on Skelmersdale Town Centre
- ❖ Establishing a Development Company
- ❖ Creating the Moor Street Gateway
- ❖ Implementing the Route Optimisation Round Review and associated projects
- ❖ Implementing the new Clean & Green Service structure and deliver of the new service standards

Engage and empower our local communities, by:

- ❖ Delivering the Master Plan for Tawd Valley park, subject to resources
- ❖ Seeking the asset transfer of existing leisure facilities in North Meols
- ❖ Delivering digital inclusion initiatives
- ❖ Implementing the Health and Wellbeing Strategy including involvement with the Integrated Community Partnership

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 including through digital communications
- ❖ Engaging businesses and communities to enhance and promote Ormskirk and the wider West Lancashire visitor economy
- ❖ Engaging with Liverpool City Region, Lancashire authorities and key decision makers
- ❖ Enhancing and promoting Skelmersdale and the wider West Lancashire business economy

Our Priorities & Key Projects

Working to achieve the priorities to deliver the vision provides a clear strategic direction for the organisation. Our priorities are:

- deliver tangible and visible improvements in the Borough
- engage and empower our local communities
- actively promote the Borough as a great place to live, work, visit and invest.

Our plan allows us to prioritise work and therefore co-ordinate financial and staffing requirements. An annual refresh of a three year plan ensures that the plan remains in line with current thinking and the environment in which we operate. Service delivery throughout the Council supports our priorities with particular projects identified as contributing significantly. These projects are outlined below and their progress, including the key measures and targets, will be monitored and reported on during the year.

Deliver Tangible and Visible Improvements in the Borough

We will:

- ensure new homes, jobs and services are located in the most sustainable places
- provide a wide range of opportunities for promoting health and wellbeing in the community
- work to reduce the build and operational costs of our leisure provision
- regenerate the town centre in Skelmersdale
- deliver financial returns from activity in the development market
- provide quality, value for money homes across a range of tenures
- develop the commercial, leisure and cultural offer in Ormskirk
- improve the cost-effectiveness of refuse and recycling service
- enhance the local environmental quality through the Clean and Green service.

Completing the review of the Local Plan

The review of the current Local Plan 2012-2027 is well underway to ensure that land use plans for the Borough remain in line with evolving national planning policy and local needs. The Local Plan contains the vision and strategy for development in West Lancashire. It not only makes sure that the new homes, jobs and services required by communities are located in the most sustainable places, but also provides the framework for delivering the necessary infrastructure

facilities and other development to make this possible. The review processes and timescales are outlined within the Local Development Scheme. Taking around four years, the full review will involve extensive consultation and culminate in a new Local Plan. Having now completed the public consultation on the Preferred Options document, the review will now progress to the Publication stage (Summer 2019) and Submission of the new Local Plan for Examination by a Planning Inspector (Autumn 2019). Once the new Local Plan is submitted, it is anticipated that the Examination will take approximately a year, meaning that, if it is found sound, the Council would be able to adopt the Local Plan at the end of 2020 / start of 2021. In 2019/20 we will see:

- Local Plan Publication Document considered by Cabinet
- Publication / Pre-Submission Consultation
- Submission of Local Plan considered by Council
- Submission to Planning Inspectorate
- Monitoring the existing Local Plan through the Annual Monitoring Report.

Developing new leisure facilities as health and leisure hubs

Significant physical improvements to the borough can be achieved through replacement leisure facilities in Skelmersdale and Ormskirk. Our leisure facilities are the biggest assets we have for supporting and encouraging people of all ages to live active lives and enjoy healthy lifestyles. Collaborating with the West Lancashire Clinical Commissioning Group (CCG) around options for incorporating health services into the facilities will, in the longer term, provide a wider range of opportunities for further promoting health and wellbeing in

the community and also help to reduce build and operational costs. Work in 2019/20 will see:

- appointment of consultancy team
- confirmation of Memorandum of Understanding with West Lancashire CCG
- site surveys
- community consultation on progression to next phase of design and procurement.

Delivering retail, housing and public realm improvements with a focus on Skelmersdale town centre

Our main scheme in Skelmersdale will secure regeneration in the form of new commercial, leisure and residential development alongside existing property and environmental enhancements across a large area of land within and surrounding the town centre. The project is being implemented in partnership with Homes England and St Modwen. We have already worked with our partners and housing developers to secure development of over 200 houses on three large residential sites adjacent to the town centre.

In 2019/20 we aim to:

- start on site with construction of Phase 1 of the approved retail and leisure scheme, and associated public realm works
- explore all options to ensure the highest levels of occupancy in the Phase 1 scheme by the end of practical completion
- see substantial housing completions on the three town centre housing sites

- start discussions and develop our ideas for future phases of town centre development
- develop plans for new leisure and wellbeing facilities to replace Nye Bevan and Park Pool.

Establishing a Development Company

Tawd Valley Developments Ltd is the new Development Company, wholly-owned by West Lancashire Borough Council. The company has been created in order to enter the development market in West Lancashire, to acquire and develop sites and deliver new homes for the residents of the borough, whilst making financial returns for the Council. The company is due to commence formal trading in 2019/20 and is in the process of establishing the governance and operational arrangements.

The initial business plan is based on the proposed acquisition of a number of initial sites from West Lancashire Borough Council and a delivery of a mixture of market-for-sale properties and affordable homes. This plan is anticipated to be delivered over a five year period from winter 2019.

Key aims over the first five years of operation have been identified to:

- provide quality, value for money, homes across a range of tenures for the people of West Lancashire
- deliver new homes through effective procurement of suppliers and contractors
- deliver financial returns which are able to be reinvested into further schemes
- deliver financial returns for the Council as shareholder to the company.

Creating the Moor Street Gateway

Proposals for a new multi-purpose development on the site of Ormskirk's current bus station and car park site is progressing. The mixed use scheme will see the development of a new bus station alongside a commercial leisure/cultural offer, and new student accommodation. The redevelopment emphasises the importance of the site as a gateway into the town and subject to successful negotiation and relevant approvals, the proposal will contribute to the regeneration of Ormskirk town centre. Lancashire County Council has committed some funding to upgrade the bus station element of any scheme. We will also be working with Network Rail to improve the pedestrian link between the bus and train station.

In 2019/20 we will see:

- the completion of a new footpath and cycleway between the bus and train stations
- a planning application considered for the project
- a start on site for the Moor Street Gateway project.

Implementing the Route Optimisation Round Review and associated projects

A review will ensure that balanced rounds are delivered in the most economical way and provide a more reliable service for residents. The number of households will be arranged more effectively into rounds that can be completed within a standard working day. The review will also take account of the standard approach to the use of wheeled bins across the Borough and the provision of recycling at all households. In addition, where possible it will include capacity for future housing growth to be delivered through the Local Plan. A standard fortnightly service will be delivered across all households and issues such as additional grey bins, weekly sack collections and collections from rural properties will all be reviewed along with the necessity for assisted collections and additional containers for large families. In 2019/20 we will see:

- improved reliability of the service
- standardised service across the borough
- improved recycling provision across the borough.

Implementing the new Clean & Green Service structure and deliver new service standards

Following the Grounds Maintenance and Street Cleansing services review, assisted by the Association for Public Service Excellence, a new structure is to be implemented. Key personnel will be recruited to drive forward the new ambition for the service. This will involve the formation of multi-skilled neighbourhood teams delivering a set of agreed service standards aimed at improving the local environmental

quality. Work records will be digitised and schedules produced using the new asset management system. Performance against the service standards will be reported on a regular basis to Council and reviewed at the end of the year. In 2019/20 we will see:

- implementation of the new Clean and Green structure
- monitoring of new performance standards
- implementation of asset management system and digitisation of service records.

Other work streams also support this priority, including the longer term plan with LCC on their **West Lancashire Highways and Transport Masterplan**. The plan is supporting improvements to transport infrastructure such as around the Skelmersdale rail station location and the Ormskirk town centre movement strategy. Specifically, a preferred location for a new rail station in Skelmersdale has been selected in co-operation with LCC, Merseytravel and Network Rail, and work continues on the feasibility and costs of the **Skelmersdale Rail Link**. In Ormskirk, alongside the town centre movement strategy, the Council continue to explore proposals with LCC for an **Edge Hill Cycle Link**, and will be bringing forward the first section of this in 2019 with the shared-use cycle and footpath between rail and bus stations.

Engage and empower our local communities

We will:

- develop our parks and countryside sites for wider health and wellbeing, economic and social value
- promote volunteer engagement in our parks and countryside sites
- identify a cost-effective delivery model to facilitate the continued operation of Banks Leisure Centre
- support the uptake of basic online skills and access to the internet
- increase awareness of digital Council services
- target our resources to most effectively support improvements in health and/or reduce health inequalities in the borough.

Delivering the Master Plan for Tawd Valley park

The local community continues to play an integral part in planning and implementing the significant environmental and recreational enhancements to the Tawd Valley park. Such an extensive scheme also involves essential collaboration between a number of partners: Groundwork, the Environment Agency, Lancashire County Council, the River Douglas Catchment Partnership, SHARES and West Lancs CVS. During 2018 projects included footpath works, the creation of a community orchard, and improvements to the fishing pond. Structural surveys were undertaken on all bridges to allow path links to be

planned. A new project website www.tawd.net promotes the scheme and its links to the local community. In 2019/20 we will:

- implement infrastructure works in the park's Northern Zone, including footpath and cycle path development
- procure additional improvement works in Northern Zone including access and signing works, mountain bike/BMX track, and picnic area
- work alongside St Modwen to develop the Town Centre Zone of the park, including new play facilities and enhanced landscaping
- support LCC in the construction of the park cycleway
- support the Friends of the Tawd group in their development and assist with volunteer projects and activities
- work with the SHARES group, West Lancashire College and local schools to develop a programme of educational projects.

Seeking the asset transfer of existing leisure facilities in North Meols

We are working with key partners (Department of Health, West Lancs Community Leisure, North Meols Parish Council and the West Lancashire Sports Partnership) to identify a cost-effective delivery model which will facilitate the continued operation of Banks Leisure Centre. Partners have been informed that transfer or closure are the only options moving forward as this will enable the Council to achieve the broader objectives of our Leisure Strategy. In 2019/20 we will:

- review proposals and business plans for community transfer with key partners

- reduce the Leisure Management Contract fee, if the transfer takes place.

Delivering digital inclusion initiatives

Our work around digital development of services continues to expand to meet both efficiency and public expectations. We are also encouraging the use of digital technology with those members of community who are less confident in this area. This is with the aim of increasing the basic online skills necessary for life and work, access to the internet and therefore the uptake of West Lancashire Borough Council's digital services. Initiatives include working with partner agencies and attending local events to promote digital training opportunities and showcase the Council's on line services which will help promote self-service and further strengthen our customer service. In 2019/20 we will:

- engage with residents to understand their digital aspirations
- further encourage residents to take up digital training opportunities
- continue to support direct uptake of online Universal Credit claims
- promote the Council's online services.

Implementing the Health and Wellbeing Strategy including involvement with the Integrated Community Partnership

The strategy facilitates the ownership and sharing of expertise, interest, and skills, to help determine how best to make consistent improvements to the quality of life for West Lancashire residents. Implementation will allow us to progress the aims and objectives

through practical action in the community, support internal and external initiatives to improve health and wellbeing in the Borough, and try to improve health inequalities. We will also be establishing a mechanism through the development of an Integrated Community Partnership (ICP) to work alongside key partners to align health and care services in the Borough. The ICP establishment will allow us to work with the Clinical Commissioning Group and GP Federation to focus on the needs of our community and develop a person-centred health and social care. Actions in 2109/20 will see:

- seeking to extend existing successful health improvement projects
- improving internal mechanisms to improve health in corporate activities
- providing health improvement training for residents and Council employees
- developing an Integrated Community Partnership.

Other work streams supporting this priority. Implementing the **Homelessness Strategy** to extend the range of housing advice services to meet current and future challenges, enhancing the housing offer to all homeless applicants in the Borough and improve health and wellbeing. We are an established partner in **More Positive Together**, a Lancashire-wide European Structural and Investment Fund project providing various support pathways for people who are most affected by multiple and complex barriers to their employability, through a tailored programme including 1-1 mentoring, employment advice, and access to volunteering and work experience. We will support the progression of the **Burscough Neighbourhood Plan** as submitted by Burscough Parish Council in line with national legislation. Should all stages be completed successfully, this would result in the first neighbourhood plan for the borough. The plan would then be used to

determine planning applications in the Burscough parish area alongside the West Lancashire Local Plan and other local and national planning policies.

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

We will:

- ensure core messages are effectively delivered and received by all sections of the community and staff
- promote satisfaction with the area as a place to live
- encourage satisfaction with the way the Council runs things
- expand understanding of how the Council provides value for money
- maintain West Lancashire's profile and ambitions within the wider regional agenda
- promote West Lancashire as a place to operate an organisation or business in
- extend the influence of the Skelmersdale Place Board and Ambassadors network in promoting opportunities for business development
- foster West Lancashire's profile as a visitor destination.

Promoting the Council's role and West Lancashire's achievements

Progressing the digital communications plan will help us meet the current trends and changing needs of how customers seek and receive information, building on existing channels of media and public relations. We will continue to work with partners and diverse stakeholder groups to effectively communicate our responsibilities, services, key policies and programmes in line with our priorities to promote a positive image of the borough and its achievements. 2019/20 will see us:

- promote online services on the Council Facebook page
- create a dedicated Housing and Inclusion Facebook page and Twitter account to promote online services and the My Tenant App
- develop quarterly tenant and resident e-newsletters with links to online forms
- undertake resident and tenant consultation for the look and feel of a new Council website
- build in a process of capturing Social Media views into a corporate wide Comments, Compliments and Complaints reporting system.

Engaging with Liverpool City Region, Lancashire authorities and key decision makers

Although we are a Lancashire authority, West Lancashire's geographical position means we benefit from our active engagement with the Liverpool City Region Combined Authority. Within Lancashire, the 'shadow' Combined Authority has been in operation since July 2016. It has a focus on economy, skills and transport matters. One democratically accountable body will avoid duplication and provide

more efficient services; create a stronger basis for bidding for funding; make best use of Council and Government money; and speed up decision-making on a pan-Lancashire basis. Despite some Lancashire Council's doubts over the existing proposals, West Lancashire remains involved in the process and is working with Lancashire Authorities to take this project forward. In 2019/20 we will:

- play an active role as an Associate Member of Liverpool City Region Combined Authority
- further engage with the Lancashire Theme Groups, and play an active role in the economic development, environment & climate change, and housing theme groups
- participate in the development of a Local Industrial Strategy for Lancashire
- maintain membership of Growth Lancashire
- influence key decision makers in relation to our growth and infrastructure ambitions.

Enhancing and promoting Skelmersdale and the wider West Lancashire business economy

In Skelmersdale, key public and private sector leaders including from businesses, the Council, Edge Hill University and West Lancashire College continue to promote Skelmersdale through the Skelmersdale Place Board and Ambassadors network. The Board are looking to grow the Ambassadors network, establishing new relationships, providing information on opportunities and encouraging inward investment. In 2019/20 we will:

- continue to promote Skelmersdale as a great place to do business

- increase the number of paid Skelmersdale Ambassador members
- encourage partnership working with Place Board, Ambassadors and external partner organisations.

Engaging businesses and communities to enhance and promote Ormskirk and the wider West Lancashire visitor economy

We are working to assist our commercial centres in overcoming the challenges currently faced by high streets across the UK. Through the Ormskirk Town Centre Strategy and the borough's Economic Development Strategy a number of interventions support this objective ensuring the economic and social viability of the Ormskirk and wider West Lancashire visitor economy. Delivery of these adopted strategies and key initiatives will focus on:

- branding, marketing and promotion of Ormskirk and the wider West Lancashire visitor economy
- enhancing building and the public realm
- providing an enriched, relevant Ormskirk market offer
- facilitating year round events to animate town centres and enhance the visitor experience
- exploring the sale of branded products that promote the area.

There are a variety of other work streams that also support this priority. The biennial **West Lancashire Design Awards** will be held during 2019. The awards show how good design and well-designed buildings and places can greatly improve our local environment and can be used as a focus for economic and environmental regeneration.

We will continue to work through the **Private Sector Housing Strategy** to provide residents of West Lancashire decent homes which are safe, secure, warm, and in good repair. Our volunteer **Tenant Scrutiny Group** will be reviewing various housing services to recommend improvements to our housing service.

Monitoring Progress

The plan projects are resourced and managed through budget and service action planning. They are monitored directly by the relevant service areas and through budget reports, service action plans, the corporate risk register and individual project reports to committees and working groups as appropriate. In addition, progress on the projects are reported to Members half-yearly and as an annual report. A set of performance indicators spanning various service areas are also reported quarterly to Members to help the authority understand how well it is performing.

Our priorities and resulting projects are informed by working closely with partners and through various consultation and stakeholder engagement activities. We recognise that people who provide and use our services come from diverse backgrounds and have different experiences and needs. We develop, commission and deliver services in a way that will help overcome discrimination and disadvantage.

We aim to keep the public well informed about all our services, how we run things and how we are working to achieve value for money. As well as specific consultation for particular projects, we have a continuous customer engagement programme for housing services and an annual citizen and stakeholder survey. The annual survey is used to gather views to better understand the usage and opinions of Council services, gauge community safety perceptions, and receive views on the Council as a whole. Public opinion was directly sought to inform significant projects including the Tawd Valley Park Project and the Local Plan Review Preferred Options for the emerging West Lancashire Local Plan.

If you require any further information, or copies of this document in an alternative format, please contact:

Partnership & Performance, West Lancashire Borough Council,
Elson House, 49-51 Westgate, Sandy Lane Centre,
Skelmersdale, WN8 8LP
transformation@westlancs.gov.uk
01695 577177

Equality Impact Assessment Form



Directorate: Housing & Inclusion	Service: Partnership & Performance
Completed by: Alison Grimes	Date: 14 January 2019
Subject Title: Council Plan 2019/20-2020/21	
1. DESCRIPTION	
Is a policy or strategy being produced or revised:	Yes
Is a service being designed, redesigned or cutback:	No
Is a commissioning plan or contract specification being developed:	No
Is a budget being set or funding allocated:	No
Is a programme or project being planned:	No
Are recommendations being presented to senior managers and/or Councillors:	Yes
Does the activity contribute to meeting our duties under the Equality Act 2010 and Public Sector Equality Duty (Eliminating unlawful discrimination/harassment, advancing equality of opportunity, fostering good relations):	Yes
<p>Details of the matter under consideration: The assessment is for the Council Plan 2019/20 - 2020/21. The Council Plan reflects the Council's vision, values and priorities.</p> <p>The Council Plan is the overarching strategy for the Council and sets the vision and priorities for the Council, summarising the main actions/projects to achieve this. The Plan sets well-defined priorities to be used during service planning and when shaping future budget decisions. The plan includes projects (actions) which may themselves involve service design, redesign or cutback, or contract specification development, or require budget considerations. The plan has been reviewed and refreshed for year two.</p> <p><i>If you answered Yes to any of the above go straight to Section 3</i> <i>If you answered No to all the above please complete Section 2</i></p>	
2. RELEVANCE	
Does the work being carried out impact on service users, staff or Councillors (stakeholders):	Yes
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>	Delivery of the vision and priorities is through a variety of actions. Specifying priorities assists with managing resources. Outcomes and outputs will impact on a variety of customers, service users, communities, Councillors and employees depending on the action.
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)?	Given the wide range of actions included in the Plan, there is unlikely to be a disproportionate effect on any single group with protected characteristics, or on any stakeholder group across the whole of the plan. The plan directly or indirectly impacts on all Council services and therefore all who work for the Council, those who use Council services or engage with the Council. Any actions that may impact upon equality groups should be subject to an individual EIA by the relevant service.
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)?	As above. The current wide-range of actions included in the whole plan across many service areas means that there is unlikely to be a 'most relevant' protected characteristics affected, or any particular group affected more than others. This may change with content in the lifetime of the plan.
Which of the protected characteristics are most relevant to the work being carried out? Age Gender Disability Race and Culture Sexual Orientation Religion or Belief Gender Reassignment Marriage and Civil Partnership Pregnancy and Maternity	No No No No No No No No 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?	The plan applies borough-wide and beyond. Given the wide range of actions included, the work detailed in the plan will therefore likely impact on a variety of stakeholders in different ways.
What will the impact of the work being carried out be on usage/the stakeholders?	By having a clear statement of priorities through the Plan, attention and resources can be effectively focussed on achieving the Council's core objectives. The overall impact should be positive since the priorities of the plan aim for a positive impact on the borough. Negative impact will be mitigated through individual EIAs conducted by the relevant service.
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?	Council priorities are informed by the Citizen/Stakeholder Survey which gathers views on a range of issues including the Council's budget. The survey results can assist the Council in making plans to deliver services and make efficiency improvements.

	<p>The most recent survey results are from the survey conducted in March 2018. Results from the Citizen/Stakeholder Survey provide information about satisfaction with certain Council services. Results are not broken down into protected characteristics. The reason for levels of satisfaction is not explored.</p> <p>Views on services are gathered through informal and formal contacts/consultation throughout the year to provide a wide range of views to service managers about Council services. These will inform planning of services/changes alongside the financial constraints the Council works within.</p>
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?	As above. Individual projects that may impact upon equality groups should be the subject of EIAs themselves by the relevant service with involvement/consultation as appropriate.
If any further data/consultation is needed and is to be gathered, please specify:	As above.
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)?	Outlining the Council's priorities should provide reassurance that resources are being carefully managed. There is unlikely to be a disproportionate effect on any single group with protected characteristics, or on any stakeholder group. The plan can be provided in alternative formats on request. Impacts of changes resulting from individual actions will be dealt with by the relevant service.
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.).	Any initiatives within the plan that may impact upon equality groups should be subject to an individual EIA conducted by the relevant service.
What actions do you plan to take to address any other issues above?	No actions.
7. MONITORING AND REVIEWING	
When will this assessment be reviewed and who will review it?	The assessment will be reviewed as part of the Council Plan annual refresh process. This will include review by the senior management team.



CABINET: 12 March 2019

EXECUTIVE OVERVIEW &
SCRUTINY COMMITTEE:
28 March 2019

Report of: Director of Housing and Inclusion and Borough Treasurer

Relevant Portfolio Holder: Cllr J. Forshaw/Cllr A Yates

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

SUBJECT: HRA REVENUE AND CAPITAL MONITORING

Wards Affected: Borough wide

1.0 PURPOSE OF THE REPORT

- 1.1 To provide an update on the current position in respect of the 2018/19 Housing Revenue Account (HRA) and Council Housing Capital Investment Programme.

2.0 RECOMMENDATIONS TO CABINET

- 2.1 That the financial position in respect of the 2018/19 HRA and Council Housing Capital Investment Programme be noted.
- 2.2 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 28th March.

3.0 RECOMMENDATIONS TO EXECUTIVE OVERVIEW AND SCRUTINY COMMITTEE

- 3.1 That the financial position in respect of the 2018/19 HRA and Council Housing Capital Programme be noted.
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4.0 BACKGROUND

- 4.1 In February 2018 Council agreed the 2018/19 HRA revenue and capital budgets. Subsequently in July 2018 Council noted the favourable financial outturn position of the 2017/18 HRA and Capital Investment Programme and approved a number of budget changes and allocations. Further changes were approved at the mid-year review stage at Council in December 2018.
- 4.2 As a result of previously approved policy options, the HRA should be able to achieve a balanced budget position during the period of 1% per annum rent reductions that will need to be implemented under government rules until 2020.

5.0 HOUSING REVENUE ACCOUNT – PROJECTED OUTTURN

- 5.1 A summary of the projected HRA revenue outturn is set out in Appendix A and shows that a favourable budget variance of £1,427,000 is expected, representing 5.6% of total turnover. This compares to the mid-year projected outturn position of £1,146,000 (4.5% of total turnover). This demonstrates that the HRA remains in a healthy financial position. The main reasons for this positive forecast are that:
- There are a number of vacant posts, largely in Property Services, pending recruitment of the permanent staff to fill them. Consequently a significant favourable variance is anticipated on employee costs.
 - Following painting contractor issues in 2017/18 a more integrated and planned approach is being taken that delivers pre-painting at the same time as guttering and other works. The pre-painting budget itself will therefore largely not be used in the current financial year.
- 5.2 At the mid-year stage, demand-led pressure on the void repairs and responsive repairs budget were reported. This position has improved during the second half of the year and it is now expected that this will break even. As both budgets are demand led, there remain various factors that can influence the exact final outturn. This is the main change in the projected outturn position since the mid-year stage.
- 5.3 It can be confidently expected that the HRA will meet its budget targets and this will continue our track record of managing our financial performance to ensure that the outturn position is in line with the budget. At its meeting in February 2019 Council approved the use of £1,100,000 of the projected outturn to support the 2019/20 HRA budget position. Consideration will be given as to how the remaining projected favourable budget variance should be used in the HRA Outturn report to Council in July 2019, when the final year end position is known.

6.0 CAPITAL INVESTMENT PROGRAMME

- 6.1 A summary of capital expenditure to the end of December 2018 against the revised budgets is shown in Appendix B. Total expenditure to date is £8.839m which represents 57% of the total revised budget of £15.455m. This compares to

expenditure of £4.036m at the quarter 3 point of 2017/18, which represented 38% of the total budget.

- 6.2 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. It is anticipated at this stage that most unutilised budget will be slipped into 2019/20, and full details will be included in the HRA Outturn report to July Council.

7.0 SUSTAINABILITY IMPLICATIONS

- 7.1 Monitoring of the budget position will help to ensure, with the information we are aware of, that the HRA remains able to deliver services and is financially sustainable in the medium term.

8.0 RISK ASSESSMENT

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

Background Documents

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

Equality Impact Assessment

The decision does not have any direct impact on members of the public, employees, elected members and / or stakeholders. Therefore no Equality Impact Assessment is required.

Appendices

Appendix A – HRA Projected Revenue Outturn Position

Appendix B – Housing Capital Year to Date Position

Appendix C - Minute of Cabinet (Executive Overview and Scrutiny Committee only)

- *To follow*

Appendix A – HRA Revenue Projected Outturn

Budget Area	Budget £000	Variance £000	Comment
Employee Expenses	4,621	-300	Staffing vacancies will lead to a favourable budget variance
Void repairs and response repairs	2,742	0	Both budgets are demand-led so final outturn depends upon various factors. Pressure earlier in the year has eased.
Other premises costs	3,232	-660	Following painting contractor issues in 2017/18 a more integrated and planned approach is being taken that delivers pre-painting at the same time as guttering and other works. The pre-painting budget itself will therefore largely not be used.
Transport costs	186	0	
Budget contingency	242	-242	No calls anticipated on remaining budget contingency
Supplies and Services	1,076	-170	A range of factors including a smaller than anticipated bad debt provision
Support Services and internal income (net)	-1,075	35	
Loan interest	3,057	0	
Contributions to capital	11,335	0	
Dwelling rents	-22,820	-30	
Other external income	-2,596	-60	
Total	0	-1,427	Represents 5.6% of the overall turnover

Appendix B - Housing Capital Year to Date Position

Scheme Description	Revised Budget £000	Q3 Spend £000	Q3 Spend %
Beechtrees	3,699	1,669	45%
Re-Roofing Works	1,826	1,576	86%
Walls	1,258	1,215	97%
Heating System Upgrades	1,171	731	62%
Bathroom Replacements	1,065	892	84%
Electrical Upgrades	707	354	50%
Adaptations for Disabled People	385	386	100%
Communal Areas Improvements	606	56	9%
Professional Fees	697	669	96%
Westec Development HRA Element	637	411	65%
Contingency/Voids	466	333	71%
Kitchen Replacements	414	36	9%
Windows and Doors	336	27	8%
Improvements to Binstores	364	63	17%
Communal Fire Safety Works	900	133	15%
Structural Works	59	29	49%
Sheltered Housing Upgrades	63	36	57%
Install Carbon Monoxide Detectors	180	0	0%
Lifts	168	0	0%
HRA Garages	189	110	58%
Firbeck Revival	50	-31	-62%
Environmental Programme	45	51	113%
Purchase Service Charge Software	40	0	0%
Digital Inclusion/Welfare Reform	90	22	24%
Housing OR Recommendations	23	55	239%
Flaxton Rainbow	12	11	92%
Flood Resilience Works	5	0	0%
Energy Efficiency	0	3	
Total Expenditure	15,455	8,839	57%

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

Document is Restricted

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