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Thursday, 21 June 2018

CORPORATE AND ENVIRONMENTAL OVERVIEW & SCRUTINY MEMBER UPDATE

CORPORATE YEAR 2018/19 JUNE 2018 – ISSUE 1

The content of this MEMBER UPDATE covers all the services provided by the Corporate & Environmental Overview and Scrutiny Committee.

If a Member wishes to receive further information on anything in the Update, please contact the officer named at the beginning of the article.

If a Member wants to place an item on the Committee agenda in connection with any article in the Update, please provide it to member.services@westlancs.gov.uk or telephone 01695 585017 by **12 Noon Friday 29 June 2018**.

The Press are asked to contact the Consultation and Communications Manager for further information on this Update.

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We can provide this document, upon request, on audiotape, in large print, in Braille and in other languages.

For further information, please contact:-
Julia Brown on 01695 585065
Or email Julia.brown@westlancs.gov.uk



‘MEMBER UPDATE’ REQUEST CORPORATE AND ENVIRONMENTAL OVERVIEW SCRUTINY COMMITTEE

MEETING: 12 JULY 2018

This form must be received by Member Services, 52 Derby Street, Ormskirk by 12 noon on Friday 29 June 2018.

Member Update Issue: 1

Councillor:	
Article No:	
Subject:	

If more information is required in relation to this item, please contact the officer indicated on the first page of the related report.

Please advise Member Services on 01695 585016 if at any time you wish to withdraw this item following receipt of further information or e-mail member.services@westlancs.gov.uk

1. What are your reasons for requesting the item?:
2. What outcome would you wish to see following discussion of the item?

FOR MEMBER SERVICES USE ONLY

Received by:	Date of Committee:
Date: Time:	Chief Executive informed <input type="checkbox"/>
Head of Service informed <input type="checkbox"/>	Chairman informed <input type="checkbox"/>
Contact Officer informed <input type="checkbox"/>	Portfolio Holder informed: <input type="checkbox"/>

**CORPORATE AND ENVIRONMENTAL OVERVIEW AND SCRUTINY COMMITTEE
AGENDA - MEETING: 12 JULY 2018**

This form must be received by Member Services, 52 Derby Street, Ormskirk, before 12 noon on Friday 29 June 2018.

Please advise Member Services on 01695 585016 if at any time you wish to withdraw this item following receipt of further information or e-mail member.services@westlancs.gov.uk

Councillor:	(Name of Member requesting the item)
Subject:	
1. What are your reasons for requesting the item:	
2. What outcome would you wish to see following discussion of the item?	

3.
What have you already done to resolve this issue?

Potential means of pursuing an issue before resorting to a Member Item/CCfA:

- Raise Ward Issue as a ‘Patch Problem’
- Discuss issue with an appropriate officer from the Council Service or Agency
- Discuss issue with an appropriate Cabinet member
- Raise the issue with partner agency, eg. Police, PCT, etc.
- Write formal letters on behalf of constituents
- Use official complaints procedure or other official route
- Put forward the issue as a topic for inclusion on an O&S work programme

The following are potential reasons why your Member Item/CCfA may not be considered further:

- The issue is an individual case
- You have not explored the issue fully and exhausted all avenues above
- A review into the general issue is included in an O&S work programme
- A petition is being submitted to the Council
- A complaint is being or has been submitted and the outcome is awaited
- A FOI request is being or has been made and the outcome is awaited
- Scrutiny of the issue is unlikely to result in improvements for local people
- The issue has been the subject of Executive Call In
- The issue has been the subject of a Council Motion / Question
- The issue is urgent and could be more speedily resolved by other means
- The issue is an ‘excluded matter’ (Constitution 18.3)

FOR MEMBER SERVICES USE ONLY

Received by:		Date of Committee:	
Date:	Time:	Chief Executive informed	<input type="checkbox"/>
Head of Service informed	<input type="checkbox"/>	Chairman informed	<input type="checkbox"/>
Contact Officer informed	<input type="checkbox"/>	Portfolio Holder informed	<input type="checkbox"/>



**CORPORATE &
ENVIRONMENTAL
OVERVIEW AND SCRUTINY
COMMITTEE:**

**MEMBERS UPDATE 2018/19
ISSUE: 1**

Article of: Borough Solicitor

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

SUBJECT: MINUTES OF ONE WEST LANCASHIRE BOARD – THEMATIC GROUPS

Wards affected: Borough wide

1.0 PURPOSE OF ARTICLE

- 1.1 To notify Members of the latest notes/minutes of meetings of One West Lancashire Board - Thematic Groups available on the Board's website.
-

2.0 BACKGROUND

- 2.1 The West Lancashire Local Strategic Partnership was dissolved on 31 March 2013 and its successor partnership arrangement 'One West Lancashire' was established. Minutes of the Thematic Groups will continue to be received by the One West Lancashire Board and reported to Members via future issues of this Members' Update.
- 2.2 The following notes/minutes have been included since the last edition of this Members Update:
- Health & Wellbeing Partnership – 23 May 2018
 - Skills, Training & Employment – 20 March 2018
 - Community Safety Partnership – 24 January 2018
 - Ageing Well Partnership – 13 November 2017, 8 January 2018, 20 February 2018, 10 April 2018, 15 May 2018

They can be accessed on the One West Lancashire Board's web page at:
<http://www.onewestlancs.org/thematic-groups.html>

3.0 SUSTAINABILITY IMPLICATIONS

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

4.0 FINANCIAL AND RESOURCE IMPLICATIONS

- 4.1 There are no significant financial or resource implications arising from this article.

5.0 RISK ASSESSMENT

- 5.1 This item is for information only and makes no recommendations. It therefore does not require a formal risk assessment and no changes have been made to risk registers as a result of this article.

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

Appendices

None.



CORPORATE & ENVIRONMENTAL OVERVIEW & SCRUTINY COMMITTEE:

**MEMBERS UPDATE 2018/19
ISSUE: 1**

Article of: Borough Solicitor

Relevant Portfolio Holder: Councillor Wright

Contact for further information: Mrs J A Ryan (Extn 5017)
(E-mail: jill.ryan@westlancs.gov.uk)

**SUBJECT: MINUTES OF LANCASHIRE COUNTY COUNCIL'S HEALTH SCRUTINY
COMMITTEE**

Wards affected: Borough wide

1.0 PURPOSE OF ARTICLE

- 1.1** To keep Members apprised of developments in relation to Health Overview and Scrutiny in Lancashire.

2.0 BACKGROUND AND CURRENT POSITION

- 2.1** The Health and Social Care Act (2001), subsequently superseded by the National Health Service Act 2006 and the Health and Social Care Act 2012, extended the powers of Overview and Scrutiny Committees of local authorities responsible for social services functions to include the power to review and scrutinise matters relating to the health service in their areas.
- 2.2** The Health Scrutiny Committee at Lancashire County Council exercises the statutory functions of a health overview and scrutiny committee. The Membership of the Committee includes twelve non-voting Co-opted District Council Members, West Lancashire's representative is Councillor G. Hodson.
- 2.3** To ensure that Members receive regular updates on the work being undertaken by the Committee and to provide an opportunity to feed back any comments via the Council's representative, a copy of the County Council's Health Scrutiny Committee minutes are attached.

3.0 SUSTAINABILITY IMPLICATIONS

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

4.0 FINANCIAL AND RESOURCE IMPLICATIONS

- 4.1 There are no significant financial or resource implications associated with this item, except the Officer time in compiling this Article.

5.0 RISK ASSESSMENT

- 5.1 This Article is for information only and makes no recommendations. It therefore does not require a formal risk assessment and no changes have been made to the risk register as a result of this article.

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 article 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

Minutes of the Health Scrutiny Committee can be accessed via the link below:-

[Minutes of Health Scrutiny Committees](#)

23 January 2018

5 March 2018

17 April 2018



CORPORATE AND ENVIRONMENTAL OVERVIEW & SCRUTINY COMMITTEE

MEMBERS UPDATE 2018/19
ISSUE: 1

Article of: Director of Housing and Inclusion

Relevant Portfolio Holder: Councillor Cooper

Contact for further information: Mrs J Ryan (Extn. 5017)
(E-mail: jill.ryan@westlancs.gov.uk)

SUBJECT: COMMUNITY CHEST GRANTS

Wards affected: Borough wide

1.0 PURPOSE OF ARTICLE

- 1.1 To inform Members of the mechanism for dealing with grant applications from the Community Chest and advise of the grants awarded in the first tranche of bids for the financial year 2018/19.
-

2.0 BACKGROUND

- 2.1 Applications for grants from the Community Chest are dealt with through the delegation procedures (see Constitution 4.3). The delegation in 2018/19 is to the Portfolio Holder for Communities and Older People.
- 2.2 In reaching the decisions on Community Chest Applications, the Portfolio Holder, in consultation with Councillors, the Chief Executive and Directors, has considered the criteria set out on the application form to ensure the appropriate use of funding.

3.0 CURRENT POSITION

- 3.1 Applications were considered on 20 June 2018 by Councillor Cooper, Portfolio Holder for Communities and Older People.
- 3.2 The following grants were awarded from the General Fund.

Phoenix Dive Club	£500
Ormskirk Community Partnership	£500
Beaconsall U3A	£500
Rachel Baughan	£250
Joshua Gaskill	£150

3.3 The following grant was awarded from the Sports and Talented Athletes Fund

Cameron Birkett	£200
Gabrielle Brindle	£500

4.0 SUSTAINABILITY IMPLICATIONS

- 4.1 There are no significant sustainability implications associated with this update and in particular, no significant impact on crime and disorder. Applications received are from individuals and groups and the allocation of funding provide opportunities for culture, leisure and sport, including opportunities for education, training and life-long learning.

5.0 FINANCIAL AND RESOURCE IMPLICATIONS

- 5.1 The total remaining balance in the financial year 2018/19 is £17,400.00
- 5.2 The total spent in each category in 2018/19 so far is as follows:-

General	£2,150
Play	NIL
Arts	NIL
Sports/Talented Athlete	£700

6.0 RISK ASSESSMENT

- 6.1 The actions referred to in this Article are covered by the Scheme of Delegation to Cabinet and Portfolio Holders and any necessary changes have been made in the relevant risk registers.

Background Documents

The following background documents (as defined in Section 100D (5) of the Local Government Act 1972) have been relied on to a material extent in preparing this Report.

Application forms from:


Phoenix Dive Club	22/03/18
Ormskirk Community Partnership	30/05/18
Beconsall U3A	07/06/18
Rachel Baughen	13/04/18
Joshua Gaskill	11/05/18
Tegan Hayward	22/05/18
Cameron Birkett	18/04/18
Gabrielle Brindle	23/05/18

Equality Impact Assessment

There is a direct impact on members of the public, and stakeholders, therefore an Equality Impact Assessment is required. A formal Equality Impact Assessment is attached as an Appendix to this report, the results of which have been taken into account when undertaking the actions detailed within this Article.

Appendices

1. Equality Impact Assessment.

<h1 style="text-align: center;">Equality Impact Assessment Form</h1> 	
Directorate: Legal and Democratic Services	Service: Member Services
Completed by: Jill Ryan	Date: November 2017
Subject Title: Community Chest grants	
1. DESCRIPTION	
Is a policy or strategy being produced or revised:	No
Is a service being designed, redesigned or cutback:	No
Is a commissioning plan or contract specification being developed:	No
Is a budget being set or funding allocated:	Yes
Is a programme or project being planned:	No
Are recommendations being presented to senior managers and/or Councillors:	No
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:	Outcome of Community Chest Grant Applications
<i>If you answered Yes to any of the above go straight to Section 3</i> <i>If you answered No to all the above please complete Section 2</i>	
2. RELEVANCE	
Does the work being carried out impact on service users, staff or Councillors (stakeholders):	
If Yes , provide details of how this impacts on service users, staff or Councillors (stakeholders): <i>If you answered Yes go to Section 3</i>	
If you answered No to both Sections 1 and 2 provide details of why there is no impact on these three groups: <i>You do not need to complete the rest of this form.</i>	
3. EVIDENCE COLLECTION	
Who does the work being carried out impact on, i.e. who is/are the stakeholder(s)?	Voluntary Organisations and Individuals under the age of 18.
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)?	Voluntary Organisations and Individuals under the age of 18.

Which of the protected characteristics are most relevant to the work being carried out?	
Age	Yes
Gender	Yes
Disability	Yes
Race and Culture	Yes
Sexual Orientation	Yes
Religion or Belief	Yes
Gender Reassignment	Yes
Marriage and Civil Partnership	Yes
Pregnancy and Maternity	Yes
4. DATA ANALYSIS	
In relation to the work being carried out, and the service/function in question, who is actually or currently using the service and why?	Residents who are recipients of a service provided by a voluntary/community organisation
What will the impact of the work being carried out be on usage/the stakeholders?	A grant will assist the voluntary/community organisation in its activities
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?	Not known
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?	Sought data on the application forms submitted by the voluntary/community organisations
If any further data/consultation is needed and is to be gathered, please specify:	None
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 grant to a voluntary/community group will assist it in undertaking its activities within the Borough
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.).	No
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?	



CORPORATE & ENVIRONMENTAL OVERVIEW & SCRUTINY

MEMBERS UPDATE 2018/19
Issue: 1

Article of: **DIRECTOR OF HOUSING AND INCLUSION**

Contact for further information: Ms A Grimes 01695 577177 (Extn. 5409)
(E-mail: alison.grimes@westlancs.gov.uk)

SUBJECT: EXEMPTION FROM CONTRACT PROCEDURE RULES

Wards affected: Borough wide

1.0 PURPOSE OF ARTICLE

1.1 To advise Members of a recent exemption from contract procedure rules.

2.0 BACKGROUND

2.1 The Council has in place robust rules and procedures, reflecting national and European regulations in relation to the procurement of goods and services.

2.2 There are however certain occasions where, with appropriate reasons, officers can procure goods or services in a different way. The Chief Executive signed an exemption from the Contract Procedure Rules in relation to the existing Empty Homes Review Service on 29 May 2018.

3.0 SERVICE PROCURED

3.1 The service, initially procured in June 2015 following a CPR exemption, identifies 'Long Term Empty Properties' that are in fact occupied.

3.2 The supplier, Capacity Grid, is provided with non-personal data from the Council Tax system to identify empty properties. The supplier then undertakes an activity review (using, for example, credit checking agency data and other signifiers) to establish the level of activity at the addresses and whether the homes have therefore been brought back into use. The Council is then able to benefit from the New Homes Bonus grant paid by the government and the potential additional Council Tax revenue.

- 3.3 The service includes the issue of review and reminder mailings, property inspections, telephone calling and the provision of contact centre support for inbound customer queries. The supplier provides reports which are used to update the Council's records.

4.0 ISSUES

- 4.1 The requirement for this exemption relates to the value of the work for an existing contract for an Empty Homes Review service with the supplier, Capacity Grid.
- 4.2 The pricing model of the contract is dependent on results. Because of this arrangement, it was not possible to confirm the value of the contract at its outset.
- 4.3 After the third year of the contract, the service has been so successful that WLBC has to date been invoiced for circa £70K taking the value of the contract over the threshold of the original exemption. This means that the Council has received a greater amount of New Homes Bonus grant funding than originally anticipated.
- 4.4 The exemption therefore relates to the value of an existing contract with a supplier, *Rule 7: Where the estimated value or amount of a proposed contract exceeds £50,000, and in any other case where an authorised body determine or where required by legislation tenders shall be invited in accordance with either Rule 9, 10, 11 or 12 and shall be the subject of a contract signed by both contracting parties.*
- 4.5 The nature of the contract means that we remain in contract unless one of the parties terminates the contract. This provides flexibility to retain the service whilst the rules for New Homes Bonus remain favourable for the Council. The exemption outlined above has been required because of the annual increments towards overall contract value has taken it above the original exemption threshold.
- 4.6 Due to the nature of the work, this outcome could not have been known at the start of the exercise. It remains difficult to estimate the value of the contract for forthcoming years, as the value is entirely dependent on what the research work identifies and what government rules remain in place.
- 4.7 This is not an issue that could be taken to Cabinet or another appropriate body of Members to request an exemption because of urgency and timescales involved. The deadline for submission of the 2018 New Homes Bonus application is mid-October, prior to which Capacity Grid will require sufficient time to conduct their activity review and follow-up activities.

5.0 SUSTAINABILITY IMPLICATIONS

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

6.0 FINANCIAL AND RESOURCE IMPLICATIONS

- 6.1 There will be continued impact on resource within the Revenues and Benefits Service. There are some financial implications arising from this article in respect

of paying the contract, however these are met through the income generated, similar to a risk/reward model.

7.0 RISK ASSESSMENT

- 7.1 The pricing model of the contract is dependent on results and is therefore low risk for the Council. This item is for information only and makes no recommendations. It therefore does not require a formal risk assessment and no changes have been made to risk registers as a result of this article.

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

This article is for information only and does not have any direct impact on members of the public, employees, elected members and/ or stakeholders. Therefore no Equality Impact Assessment is required.

Appendices

None



CORPORATE & ENVIRONMENTAL OVERVIEW & SCRUTINY

MEMBERS UPDATE 2018/19

Issue: 1

Article of: **DIRECTOR OF HOUSING AND INCLUSION**

Contact for further information: Ms A Grimes 01695 577177 (Extn. 5409)
(E-mail: alison.grimes@westlancs.gov.uk)

SUBJECT: EXEMPTION FROM CONTRACT PROCEDURE RULES

Wards affected: Borough wide

1.0 PURPOSE OF ARTICLE

1.1 To advise Members of a recent exemption from contract procedure rules.

2.0 BACKGROUND

2.1 The Council has in place robust rules and procedures, reflecting national and European regulations in relation to the procurement of goods and services.

2.2 There are however certain occasions where, with appropriate reasons, officers can procure goods or services in a different way. The Chief Executive signed an exemption from the Contract Procedure Rules in relation to the existing Business Rates Review Service on 11 April 2018.

3.0 SERVICE PROCURED

3.1 The Council engaged Inform CPI Ltd in March 2017 (following a CPR exemption) to maximise its NNDR income by ensuring that the existing local rating list is accurate and reflects the correct values of existing commercial property in the Borough.

3.2 The supplier provides a service utilising a wide range of internal and external data sources and technologies to identify properties that are missing from the rating list or need to be re-assessed. The supplier provides the Council (through the BTLS Revenues and Benefits Service) with the relevant comprehensive property reports as evidence to enable a reassessment submission to the Valuation Office Agency.

- 3.3 As well as identifying potential additional income for the Council, the exercise also reduces potential fraud and improves the accuracy of the Council's tax base.

4.0 ISSUES

- 4.1 The requirement for this exemption relates to the value of the work for an existing contract for a Business Rates Review service with the supplier, Inform CPI Ltd.
- 4.2 The pricing model of the contract is dependent on results. The increase in Rateable Value included on the rating list is reliant upon the type and number of any changes identified. Because of this arrangement, it was not possible to confirm the value of the contract at its outset, or the value of work in subsequent years. As 2017/18 was the first year of a detailed review for a number of years, based on the first year there may still be a high number of changes to apply.
- 4.3 The initial 12 month contract has resulted in WLBC being invoiced for circa £77K taking the value of the contract to date over the threshold of the original exemption.
- 4.4 The exemption therefore relates to the value of an existing contract with the supplier, *Rule 7: Where the estimated value or amount of a proposed contract exceeds £50,000, and in any other case where an authorised body determine or where required by legislation tenders shall be invited in accordance with either Rule 9, 10, 11 or 12 and shall be the subject of a contract signed by both contracting parties.*
- 4.5 The nature of the initial contract means that we can extend for further periods of 12 months unless one of the parties terminates the contract. This provides flexibility to retain the service as long as it remains favourable for the Council. The exemption outlined above has been required because the initial year of the contract took its value above the original exemption threshold.
- 4.6 This is not an issue that could be taken to Cabinet or another appropriate body of Members to request an exemption because of timescales involved. Given the financial pressures that the Council is facing it is important to continue to maximise revenue and avoid a break in the work.

5.0 SUSTAINABILITY IMPLICATIONS

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

6.0 FINANCIAL AND RESOURCE IMPLICATIONS

- 6.1 There will be continued impact on resource within the Revenues and Benefits Service. There are financial implications arising from this article in respect of paying the contract, however these are met through the income generated, similar to a risk/reward model.

7.0 RISK ASSESSMENT

- 7.1 The pricing model of the contract is dependent on results and is therefore low risk for the Council. This item is for information only and makes no recommendations.

It therefore does not require a formal risk assessment and no changes have been made to risk registers as a result of this article.

Background Documents

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Equality Impact Assessment

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Appendices

None



Agenda Item 3a

**CORPORATE AND
ENVIRONMENTAL OVERVIEW
AND SCRUTINY**

**MEMBERS UPDATE 2018/19
ISSUE: 1**

Article of: Borough Treasurer

Relevant Portfolio Holder: Councillor A Yates

Contact for further information: Mr J Smith (Ext 5093)
E-mail: Jonas.smith@westlancs.gov.uk

SUBJECT: ANNUAL VAT REPORT 2017/2018

1.0 PURPOSE OF ARTICLE

- 1.1 To inform Members of developments and performance in relation to Value Added Tax (VAT).
-

2.0 BACKGROUND

- 2.1 The Accountancy Service has the following objectives for accounting for VAT:
- minimise the Council's VAT liabilities
 - raise the profile of VAT within the Authority
 - develop and improve VAT processes and procedures.
- 2.2 One of the means of achieving these objectives is the production of an annual VAT report for members.

3.0 ACCOUNTING FOR VAT

- 3.1 The Council pays VAT to its suppliers for most of the goods and services it procures. The Council also charges VAT for most goods and services provided to its customers for business reasons. Any VAT paid to suppliers is recovered from Her Majesty's Revenue and Customs (HMRC) and any VAT received on the Council's supplies is paid to HMRC. This is done by the completion of a monthly VAT Return.

- 3.2 Responsibility for the Council's VAT function is incorporated within the Accountancy team and officers aim to continually minimise the Council's VAT liabilities. This includes ensuring fines, interest, and assessments are minimised and VAT recovery is maximised. To achieve this, every effort is made to ensure that VAT is accounted for correctly throughout the Authority and that all staff are aware of relevant changes in VAT Regulations.

4.0 VAT MANAGEMENT AND PERFORMANCE

VAT Returns

- 4.1 The Council generally expends more on VAT than it collects from its own activities. This is because most of its own activities are not classed as being carried out for business purposes and VAT is, therefore, not applicable. As such, the monthly VAT Returns reclaim the net VAT from HMRC by the Council. During 2017/2018, the Council paid a total of £4,393,192 VAT to suppliers and received a total of £1,097,627 VAT from its own customers. This resulted in a net total of £3,295,565 being reclaimed from Revenue and Customs. The average VAT return for 2017/2018 was £274,630 comprising, £366,099 due from Revenue and Customs and £91,469 due to them. Table 1 shows how these values compare to the previous financial year of 2016/2017:

Table 1 - VAT Return Comparison: 2017/2018 to 2016/2017		
	2017/2018 £'000	2016/2017 £'000
Total VAT:		
Paid to Suppliers	4,393	4,747
Received from our own Customers	1,098	1,070
Reclaimed from Customs and Excise	3,295	3,677
Average Monthly VAT:		
Paid to Suppliers	366	395
Received from our own Customers	91	89
Reclaimed from Customs and Excise	275	306

VAT Penalties

- 4.2 If there are mistakes within the VAT return or if something is missed from it the Council is liable to fines, interest charges, and other financial penalties. A voluntary disclosure is declared when errors are above a threshold of £10,000. This limit has been increased by HMRC from £2,000 as from 1 July 2008. To date we have not been required to register a voluntary disclosure as the Council has not breached this threshold. As from 1 April 2009 a new penalty regime has been implemented by HMRC, which could have an impact on the Council due to the way that fines, interest charges and other penalties are to be calculated, as this could result in a greater percentage of fine being levied to the Council. However, currently this new regime has had no impact on the Council, which is due to no fines etc being imposed.

De Minimis Calculation (Partial Exemption)

- 4.3 Exempt activities for VAT purposes are defined in the VAT Act 1994 and cover 15 categories. Local Authorities can only reclaim VAT paid to their suppliers for its exempt activities providing that this is less than 5% of the total VAT paid to suppliers, for 2017/18 this equated to £219,660. If this threshold is exceeded, the Council may be liable to pay the full value of its exempt VAT to Revenue and Customs, i.e. £219,660.
- 4.4 The Vat team monitor exempt expenditure throughout the year to ensure that the Council does not exceed the 5% limit. For 2017/18 the partial exemption calculation was well within the threshold at 2.82%.

VAT Manual and Training

- 4.5 The Council has a VAT manual, which is available on the Council's intranet and is updated periodically. Details on vat issues are also included in the Finance Budget Manual which is published on the Intranet.

Overall Performance

- 4.6 Management of the VAT function within the Authority is a well established process. For 2017/18 the monthly vat return to HMRC was always completed on time. HMRC inspections in previous years have been undertaken with the result that the Council's processes and procedures have been given a clean bill of health. The authority is part of a Lancashire wide Council networking group whereby VAT topics and issues of a common interest can be raised. This promotes good practice across the Councils and the latest VAT topics are discussed in order to maximise performance.

5.0 RECENT VAT DEVELOPMENTS

- 5.1 HMRC has recently began to investigate the VAT treatment of hire charges for market pitches and market stalls. The Council currently treats this income as an exempt activity ie no VAT is applied to the charge. Members will be kept informed of any further developments in this area.

6.0 SUSTAINABILITY IMPLICATIONS/COMMUNITY STRATEGY

- 6.1 There are no significant sustainability impacts or Community Strategy implications associated with this Update.

7.0 RISK ASSESSMENT

- 7.1 The formal reporting of performance on VAT is part of the overall management and control framework that is designed to minimise the financial risks facing the Council.

8.0 SUMMARY

8.1 Value Added Tax is a technical and complex area and mistakes can be costly to the Council. The Accountancy team strive to ensure that the Council's VAT liabilities are minimised and VAT recovery is maximised by developing and improving VAT processes and procedures.

Background Documents:

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

Equality Impact Assessment

There is no evidence from an initial assessment of an adverse impact on equality in relation to the equality target groups.

Appendices:

None.



Article of: **DIRECTOR OF HOUSING AND INCLUSION**

Contact for further information: Ms A Grimes 01695 577177 (Extn. 5409)
(E-mail: alison.grimes@westlancs.gov.uk)

SUBJECT: CORPORATE DELIVERY PLAN 2017/18: PROGRESS REPORT

Wards affected: Borough wide

1.0 PURPOSE OF ARTICLE

- 1.1 To provide an update on the progress made towards implementing key Council actions identified in the Council Plan during 2017/18.

3.0 BACKGROUND

- 3.1 In April 2017, the Council formally adopted a Council Plan 2017-18 with a vision, set of values and priorities together with key projects. It was agreed that progress against key actions would be provided through six-month Members Update reports and a full Annual Report to Council. A full Annual Report will be submitted for Council in July 2018.
- 3.2 The progress report on the delivery plan for end of year 2017/18 is attached at Appendix A.

4.0 CURRENT POSITION

- 4.1 The Appendix summarises the good progress that has been made across the plan. Explanations have been provided as appropriate in those areas where progress has not been as planned and in particular where progress is dependent on third parties. Many of the actions are the subject of detailed individual reports to committees.
- 4.2 It should be noted that the report in Appendix A provides information correct as at the end of March 2018 and work continues on the Plan actions.
- 4.3 To ensure that the Council maintains progress against its corporate priorities, it is essential that a strategic plan is in place and is monitored. Given the established procedures of the delivery plan process, progress against the plan is provided by six-month reports through Members Updates and a full Annual Report to Council.

4.4 A Council Plan for 2018/19-20/21 was agreed by Members in April 2018.

5.0 SUSTAINABILITY IMPLICATIONS

5.1 There are no significant sustainability impacts associated with this report and, in particular, no significant impact on crime and disorder. The priorities and key projects set out in Appendix A should contribute to the sustainability of services and the borough as a whole.

6.0 FINANCIAL AND RESOURCE IMPLICATIONS

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

7.0 RISK ASSESSMENT

7.1 It is essential to the effective management of the Council that sufficient time and consideration is given to the council planning process. Having a clear plan allows attention and resources to be effectively focused on achieving the Council's priorities and strong and effective performance management arrangements are in place to support this. The actions referred to in this report are covered by the scheme of delegation to officers and any necessary changes have been made in the relevant operational risk registers.

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: Corporate Delivery Plan Monitoring Report 2017/18


APPENDIX 1: Corporate Delivery Plan Monitoring Report 2017/18


Action Status		
		
Action completed	Action in progress	Milestone overdue / tbc


Ambitious for our Economy

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


Summary		
Action	Key Outcomes	
Skelmersdale Town Centre Regeneration Project	Create a modern town centre for Skelmersdale offering an improved night-time economy and attractive public realm.	
Land Auction	Meet the objectives of the Local Plan and raise capital to invest in the priorities of the council	
Economic Development Strategy & Delivery	Build a prosperous Borough with skilled and trained local residents to ensure that West Lancashire continues to be a great place to live, work, study and invest	
Ormskirk Town Centre Strategy & Delivery	Ensure the long term economic and social viability of the town and improve its attractiveness as a visitor destination.	
Infrastructure Delivery (via H&T Masterplan)	Support the delivery of improvements to transport infrastructure including around rail links and roads.	
Combined Authority for Lancashire	Assist West Lancashire's profile and ambitions within the wider regional agenda	
Engagement with Liverpool City Region	Assist West Lancashire's profile and ambitions within the wider regional agenda	
Branding of Skelmersdale & Ormskirk	Enhance the reputation of West Lancashire so that it is recognised as an improving place with aspirations.	
Local Plan Review	West Lancashire's Local Plan remains in line with evolving national planning policy and local needs.	

Service:	Development & Regeneration Services			Head of Service:	John Harrison
Action	Title	Milestones	Due Date	Completed	Milestone Note
Ec1	Skelmersdale Town Centre Regeneration	Identify site within the town centre for possible new leisure building to replace Nye Bevan	30-Apr-2017	Yes	Site identified by end of April and following discussions with CCG & St Modwen site boundary fixed on 25 May 2017.
		Complete discussions with potential end-users of the proposed development to establish market interest in the scheme	31-May-2017	Yes	St Modwen completed initial discussions with potential end operators
		Review the approved retail/leisure scheme to ensure it meets current market demands and undertake all actions identified as necessary by the review	31-Jul-2017	Yes	Revised draft plans drawn by St Modwen and discussions ongoing with end operators.
		Agree Heads of Terms with interested parties for the Town Centre development	30-Sep-2017	Yes	Viability appraisal completed. Heads of Terms agreed with two anchor retailers who have expressed an interest in units within the retail element of the site. Work continuing to find interested parties for other elements of the site.
Status		Note	<i>Project Board Meetings</i> are held regularly and involve representation from HCA, WLBC, St Modwen and LCC. <i>Skelmersdale Town Centre District / County Liaison Group</i> meetings involving Members from WLBC and LCC are held to ensure full political engagement.		



Service:	Development & Regeneration Services			Head of Service:	John Harrison
Action	Title	Milestones	Due Date	Completed	Milestone Note
Ec2	Land Auction	Sell sites at Whalleys (Skelmersdale) in conjunction with the HCA	31-Mar-2017	Yes	Disposal of first site completed in March. Preferred bidders have been identified for the remaining sites and they are in the process of preparing planning applications for submission to the Council
		Agree way forward	30-Nov-2017	Yes	The Land Auction pilot has been extended by MHCLG until 31 st March 2019.
		Land receipt to West Lancashire Borough Council	31-Mar-2018	Yes	12 month extension of Land Auction Pilot agreed by MHCLG. First Tranche of receipt for Whalleys 4 received by WLBC. Sales agreed on all Whalleys and Town Centre sites.
Status		Note			

Service:	Development & Regeneration Services			Head of Service:	John Harrison
Action	Title	Milestones	Due Date	Completed	Milestone Note
Ec3	Economic Development Strategy & Delivery	Add value to businesses by referring through to the Lancashire Business Growth Hub, BOOST Gateway	31-Mar-2018	Yes	49 referrals
		Continue to support Employment & Skills Charter businesses to be involved in local activities	31-Mar-2018	Yes	Ongoing - continuing to support Charter businesses, making necessary links with local partners e.g. schools, West Lancashire College, the Lancashire Enterprise Adviser Network and the Lancashire Apprentice Ambassador Network.
		Continue to support the Skills, Training and Employment Partnership (STEP) to ensure ESIF programmes are integrated into activities	31-Mar-2018	Yes	Ongoing.
Status		Note	The ED Study provided a robust evidence base to inform the ED Strategy, eg. information such as levels of deprivation, skills and qualifications, employee numbers. This information will help to shape new projects that will improve the life chances of residents, having a direct and positive impact on the equalities agenda.		




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Service:	Development & Regeneration Services			Head of Service:	John Harrison
Action	Title	Milestones	Due Date	Completed	Milestone Note
Ec4	Ormskirk Town Centre Strategy & Delivery	Review existing set up and market stalls provisions	31-May-2017	Yes	
		Feasibility Study produced for a potential Business Improvement District (BID)	30-Jun-2017	Yes	Groundwork appointed June 2017. Draft study received and presented to the OTC Management group in January 2018.
		Support improvements to Wheatsheaf Walks	31-Dec-2017	Yes	Initial phase one improvements completed. As part of a phase two a brief is being prepared to investigate options to improve the public realm with the use of hard landscaping and investigate funding options.
		Complete changes to market stalls set up	31-Mar-2018	Yes	Market layout has been amended with the inclusion of some additional stalls following the completion of Moor Street interim site clearance works. New gazebos are also being trialled within the existing market on Moor Street which will be used to inform future market layout proposals.
		Facilitate Management Group and encourage partnership working	31-Mar-2018	Yes	Regular partner meetings and contact have taken place and will continue to take place.
Status		Note			

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Service:	Development & Regeneration Services			Head of Service:	John Harrison	
Action	Title		Milestones	Due Date	Completed	Milestone Note
Ec5	Infrastructure Delivery (via Highways & Transport Masterplan)		Skelmersdale Rail - Commission GRIP2 Refresh	31-Jan-2017	Yes	Network Rail commissioned in February 2017
			West Lancashire Route Management Strategy: Final Report	30-Nov-2017	Yes	Final report published by LCC in November
			Skelmersdale Rail - Complete GRIP2 Refresh	31-Dec-2017	Yes	Final GRIP2 Refresh report received
			Ormskirk Town Centre Movement Strategy: Commissioned	31-Jan-2018	Yes	LCC commissioned consultants to prepare this Strategy in March 2018
			Skelmersdale Rail - Commission GRIP3A Study: Funding & Remit	31-Mar-2018	Yes	Funding and remit for study agreed, study underway
			Maintain WL Highways & Transport Masterplan Officer Steering Group	Ongoing	Yes	Ongoing – chaired by LCC with input from various services in LCC, WLBC and Sefton Council
			Maintain Skelmersdale Rail Project Board	Ongoing	Yes	Ongoing – chaired by LCC with representatives from Merseytravel, WLBC, Network Rail, Transport for the North and Rail Operators
Status		Note	Delivery and management of project is not within WLBC control. The Council engages with partners (particularly LCC) on a range of transport-related projects through contributing to the content of plans and projects as appropriate, advising partners, facilitating local consultations and raising awareness in the local community.			
Action	Title		Milestones	Due Date	Completed	Milestone Note
Ec6	Combined Authority for Lancashire		Consider a further report on the Parliamentary Order in relation to the Combined Authority	tbc		The Shadow Authority has been in place since summer 2016 with WLBC playing a full role in ongoing discussions. Following the conclusion of these discussions, and any work arising, central government confirmation of timelines to take this project forward will be required.
			Input to a Devolution deal for Lancashire	tbc		Clarification from Government on the deal/options available is awaited.
			Continue to play an active role in the Housing theme	31-Mar-2018	Yes	Active input to the work of this group has continued.
Status		Note	Having a Combined Authority in place would enable Lancashire as a whole to have a stronger voice with national Government, assisting the 'Northern Powerhouse' debate. West Lancashire remains involved in the process and is working with other Lancashire Authorities to take this project forward.			


Service:	Development & Regeneration Services			Head of Service:	John Harrison	
Action	Title	Milestones	Due Date	Complete	Milestone Note	

Ec7	Engagement with Liverpool City Region	Renew associate membership of Liverpool LEP	30-Apr-2017	Yes	
		Strategic Housing and Employment Land Market Assessment (SHELMA) with Liverpool City Region authorities	30-Sep-2017	Yes	SHELMA published for consultation purposes by LCRCA. Representations, currently being considered.
Status		Note	Play an active role as an Associate Member of Liverpool City Region Combined Authority (LCRCA)		
Service:	Development & Regeneration Services		Head of Service:	John Harrison	
Action	Title	Milestones	Due Date	Complete	Milestone Note
Ec8	Branding of Skelmersdale & Ormskirk	Place Plan agreed	30-Apr-2017	Yes	Will be reviewed quarterly with the Skelmersdale Place Board
		Develop an Ormskirk website to promote the town and the wider visitor assets of the Borough	31-May-2017	Yes	DiscoverOrmskirk.com and www.facebook.com/DiscoverOrmskirk launched
		Develop a website for Skelmersdale with a business focus	31-Jul-2017	Yes	Launched in October 2017 <i>LetstalkSkelmersdale</i> website highlights Skelmersdale's strengths as a place to do business by providing information for business support, employment and skills, lifestyle and education.
		Annual Ormskirk Town Centre Stakeholder event	28-Feb-2018	Yes	Event has been set up for 18 th April to focus on digital marketing. Google analytics have been booked to provide specific support for small businesses. In addition to promoting the event using the Lets Talk Business newsletter and our town centre database invites have been prepared and will be hand delivered to all town centre businesses.
Status		Note			
Service:	Development & Regeneration Services		Head of Service:	John Harrison	
Action	Title	Milestones	Due Date	Complete	Milestone Note
Ec9	Local Plan Review	Issues & Options Consultation	31-Mar-2017	Yes	Six-week consultation closed on 28 April 2017
		Local Plan Preferred Options Document finalised for consideration by Cabinet	30-Sep-2018		Work is ongoing on the Preferred Options and evidence that informs it and the document is anticipated to be put before Cabinet in September before a 6-week public consultation on the Preferred Options
Status		Note			




Ambitious for our Environment



Enhance the built and physical environment, and its cleanliness


Summary		
Action	Key Outcomes	
Key Site Developments	Regeneration of Ormskirk areas	
Estates Revival - Beechtrees	Revitalise and enhance Council estates to maintain a modernised and sustainable housing stock	
Housing New Build Programme	Providing the types of property that are most needed in the borough, in ways that deliver the best possible value for money	
Private Sector Housing Strategy	Improve private sector housing conditions in the borough	
Development Company – Options Appraisal	An informed decision around the establishment of a Development Company for the commercial and residential redevelopment of Council-owned land and the purchase of appropriate land to develop, both in and outside the Borough	
Street Scene Priority Projects	Create a more responsive service improving the ability to enhance the appearance of the Borough	
Street Scene Strategy Development	Ensure the sustainability of the service to continue to enhance the appearance of the Borough	
Community Safety Partnership Initiatives	Ensure that West Lancashire remains a safe borough to live, work and visit	
Tawd Valley Improvements	Enhanced attractiveness of the park helping to promote its use for healthy outdoor exercise and recreation and establishing sustainable routes to school, college or work.	
Car Park Management and Enforcement Review	Well-managed, cost-effective parking that contributes to wider town centre traffic management operations.	

Service:	Development & Regeneration Services / Housing & Inclusion			Head of Service:	Jacqui Sinnott Lacey / John Harrison
Action	Title	Milestones	Due Date	Completed	Milestone Note
Env01	Key Site Developments	Westec: submit planning application	31-May-2017	Yes	
		Westec: tender out	01-Jun-2017	Yes	
		Moor St Gateway - Secure a development partner to devise proposals for a variety of potential schemes.	31-Jul-2017	No	Delay to competitive dialogue process as we review scheme options. Anticipated to complete June 2018
		Westec: New Build start on site	31-Oct-2017	Yes	
		Moor St Gateway - Work up final scheme through to planning application	31-Dec-2017	No	Scheme to be finalised. Final scheme anticipated late 2018.
Status		Note			


Service:	Housing & Inclusion			Head of Service:	Jacqui Sinnott-Lacey
Action	Title	Milestones	Due Date	Complete	Milestone Note
Env02	Beechtrees Revival	Complete disconnection of utilities	31-Jul-2017	Yes	Final disconnections now confirmed for 19 October

		Engage new build contractor	31-Aug-2017	Yes	Out to tender, due in November 2017
		Complete demolition	30-Nov-2017	Yes	January 2018
		Start new build	30-Nov-2017	No	Expected 23 April 2018
		Project completion	30-Nov-2018		Expected May 2019
Status		Note			
Service:	Housing & Inclusion		Head of Service:	Jacqui Sinnott-Lacey	
Action	Title	Milestones	Due Date	Complete	Milestone Note
Env03	Housing new build programme	Secure £785K DCLG funding to deliver options for Hall Green and establish housing development company.	01-May-2017	Yes	This is in addition to our existing Housing Strategy's Affordable Housing budget, committed to our partnership contract with Regenda Housing Group to deliver homes for rent that the Council can nominate to.
		Use of 1-4-1 retained capital receipts to acquire additional property agreed up to September 2017.	30-Sep-2017	Yes	9 properties acquired to date, additionally 1-4-1 receipts used to deliver social housing on Westec site.
		Development at Westec and Beechtrees	30-Nov-2017	Yes	Beechtrees phase 1 demolition began October 2017 with phase 2 redevelopment starting on site 23 rd April 2018. Following full Council in December 2017, approval was given to Westec which started on site in January 2018
Status		Note			
Service:	Housing & Inclusion		Head of Service:	Jacqui Sinnott-Lacey	
Action	Title	Milestones	Due Date	Complete	Milestone Note
Env04	Private Sector Housing Strategy	Produce guidance document on Smoke and Carbon Monoxide Alarm (England) Regulations 2015 for landlords	30-Apr-2017	Yes	
		Amend the Private Sector Housing Enforcement Policy to reflect the Housing and Planning Act 2016 responsibilities for maintaining the content of the database of rogue landlords and property agents and the power to apply for a banning order	31-Dec-2017	Yes	
		Produce Home Energy Conservation Act annual report	31-Mar-2018	Yes	
Status		Note	Strategy approved in January 2017.		
Service:	Housing & Inclusion		Head of Service:	Jacqui Sinnott-Lacey	
Action	Title	Milestones	Due Date	Completed	Milestone Note
Env05	Development Company	Establishment of an officer working group	31-Mar-2017	Yes	Cross directorate working group in place
		Commission options appraisal and production of a business case	30-Sep-2017	Yes	Commissioned appraisal through DWF.
		Report to members on business case	30-Nov-2017	Yes	Cabinet approved indicative Business case and project implementation plan.



		Report to Council to establish a Company and agree the governance arrangements	31-Jan-2018	Yes	A report was agreed to set up the Development Company in Shadow format with proposed governance arrangements and agreement to appoint staff, shadow board and complete outline business plan. Final report October 2018.
Status		Note			
Service:	Street Scene		Head of Service:	Heidi McDougall	
Action	Title	Milestones	Due Date	Completed	Milestone Note
Env06	Street Scene Priority Projects	Vehicle in-cab communications: installation and system training	30-Jun-2016	Yes	Software installation completed and user training for drivers completed.
		Improve the visual aspect of the Borough: implement improvements and revise/include areas on maintenance schedule	28-Feb-2018	No	Early stages of GIS mapping project has commenced. The process of mapping litter bin locations will still take place once other features and assets have been completed, such as land assets etc. ICT have been engaged in process and are offering support to populate system.
Status		Note			

Service:	Street Scene		Head of Service:	Heidi McDougall	
Action	Title	Milestones	Due Date	Completed	Milestone Note
Env07	Street Scene Strategy Development 2017-2020	Draft strategy outlining future service options	31-Mar-2018	No	A consultant has been engaged to review Grounds Maintenance and street Cleansing. This work has now been concluded and works started to produce the strategy based on the recommendation of the review. A draft version is expected by May 2018.
		Consult with relevant stakeholders	29-Jun-2018		Consultation will be undertaken in July 2018
		Adopt final strategy	28-Sep-2018		Cabinet/Council in October 2018
Status		Note			

Service:	Leisure & Environment Services		Head of Service:	Heidi McDougall	
Action	Title	Milestones	Due Date	Completed	Milestone Note
Env08	Community Safety Partnership Initiatives	Agree plans with multi-agency group for "Freshers Week" initiatives	30-Jun-2017	Yes	
		Deliver "Freshers Week" (3-week programme)	31-Oct-2017	Yes	A comprehensive multi-agency plan covering the first few weeks of the autumn term. Actions include key safety, security and behaviour messages; dedicated




					police and street pastor patrols; advice in relation to waste, re-cycling and noise; and information around fire safety, sensible drinking and road safety.
		Complete evaluation of "Freshers Week" initiatives to inform future plans	30-Nov-2017	Yes	
		Ensure "Brightsparx" campaign takes place	30-Nov-2017	Yes	Planning meetings held for Brightsparx. Action plan implemented during October and November. Co-ordinated multi-agency activity including visiting vulnerable people to provide reassurance and advice; taking fireworks from the under aged; removing unauthorised bonfires; promoting events organised by partners; school visits to warn of the dangers of playing with fireworks and the consequences of anti-social behaviour; promoting to fun activities delivered at local community centres.
		Complete evaluation of "Brightsparx" to inform future plans	31-Dec-2017	Yes	
		12 Community Action and Engagement initiatives to have taken place within year	31-Mar-2018	Yes	
Status		Note			






P 9 33	Service:	Leisure & Environment Services			Head of Service:	Heidi McDougall
	Action	Title	Milestones	Due Date	Completed	Milestone Note
	Env09	Tawd Valley Improvements	Officer working group established	30-Nov-2016	Yes	
			Officer working group to establish specification for an external contractor to develop the Masterplan	31-Jan-2017	Yes	
			Contractor appointed and review of existing site begun	31-May-2017	Yes	Contractor engaged – Groundwork CLM, with support from West Lancs CVS
			Public consultation	31-Aug-2017	Yes	Consultation began in June 2017 to October 2017.
			Draft Masterplan produced	31-Dec-2017	Yes	Draft Masterplan completed and approved by Cabinet in November 2017. Further consultation undertaken Dec/Jan 17/18. Some small scale amendments following consultation, including highlighting links to town centre development.
			Funding bids made	31-Jan-2018	Yes	Small bids secured: WLBC £25k; Environment Agency £15K; S106 £8k; Tesco £5k. CIL funding of £300,000 approved by Cabinet January 2018. S106 bid for £175,000 approved by Cabinet March 2018. Sport England funding bid for but unsuccessful Heritage Lottery bid to be developed during 2018
			Community Engagement	31-Mar-2018	Yes	Establishment of "Friends of Tawd Valley" group. First

					practical event held for the Great British Spring Clean on 17 March.
		Scheme implementation phase 1	31-Jul-2018		Small scale works commenced January 2018 Larger schemes costed and programmed by March 2018 to be commenced April 2018
		Annual Progress Report	31-Mar-2019		Report on Year 1 implementation
Status		Note			
Service:	Planning & Development		Head of Service:	John Harrison	
Action	Title	Milestones	Due Date	Completed	Milestone Note
Env10 Page 34	Ormskirk Town Centre Car Parks	Complete negotiations for car park management support service	31-May-2017	Yes	Negotiations completed - joint initiative with preferred supplier not to be taken forward at this stage
		Complete specification for new pay and display machines	31-May-2017	Yes	Specifications produced
		Alterations to existing car park layouts	31-Aug-2017	Yes	Proposed works not required due to management option not being taken forward
		Order new pay and display equipment	01-Nov-2017	Yes	
		Installation of new pay and display equipment	31-Dec-2017	No	Expected end April 2018
		Commissioning and operation of new system	31-Jan-2018	No	Expected end April 2018
Status		Note			

Ambitious for Health and Wellbeing

Improve the health and wellbeing of local communities


Summary			
Action	Key Outcomes		
Leisure Strategy & Delivery	A sustainable, quality service offer that contributes to the wider health and wellbeing agenda		
West Lancashire Health & Wellbeing Strategy Development	Align and target resources to deliver improvements in health and/or reduce health inequalities		
Well Skelmersdale Project	Create conditions that allow the community to reach its full potential by creating healthy environments for healthy living. These are environments that foster better conditions in which to live, learn, work, play, grow and socialise.		


Housing Capital Programme	Improve existing council homes and target investment in new housing stock	
Sheltered Housing	A balanced budget is achieved whilst maintaining a sheltered housing service	
Digital Inclusion Strategy & Delivery	Increase online access and uptake of digital services across the borough including for Council services	
Tenants' Financial Inclusion Strategy & Delivery	Assist the financially excluded access appropriate financial products and services	
Homelessness Strategy	Improve homeless prevention and reduce numbers of homeless presentations.	


Service:	Leisure & Environment Services			Head of Service:	Heidi McDougall
Action	Title	Milestones	Due Date	Completed	Milestone Note
HWB1 Page 35	Leisure, Culture and Arts Services Strategy & delivery	Notification of intention to extend current leisure services contract	30 Apr 2017	No	On hold
		Completion of financial viability study	30 Nov 2017	Yes	
		Completion of procurement strategy and business case development	31 Dec 2017	No	Process funded and underway. Expected May 2018.
		Completion of soft market testing	28-Feb-2018	Yes	
		Completion of 4 stage design process	31 Mar 2018	No	Process funded and underway
		Pre app and planning process completed	31 Aug 2018		
		Discussions with North Meols Parish Council regarding options for community transfer of Banks Leisure Centre	30 Sep 2018		Discussions on going with parish council and other potential partners.
		Production of business plan for potential community transfer of Banks Leisure Centre	30 Nov 2017	No	Discussions underway with North Meols Parish Council and other potential partner. Decision anticipated end May 2018.
		Banks Leisure Centre transferor / notification of closure	30 Sep 2018		Now anticipated January 2019
		Produce and publish final Leisure Strategy	30 Nov 2017	No	On order. Expected end April 2018.
Status		Note	Strategy adopted by Council February 2016. Parks and open space work reflected in Tawd Valley Improvements action.		


Service:	Leisure & Environment Services			Head of Service:	Heidi McDougall
Action	Title	Milestones	Due Date	Completed	Milestone Note
HWB2	West Lancashire Health & Wellbeing Strategy	Appoint Health Strategy Manager	31-May-2016	Yes	
		Identify/secure external project funding for health initiatives	31-Oct-2016	Yes	Edge Hill research project funded and underway. Interim report expected by the end of 2018.


						<p>Expression of Interest (EOI) for joint bid to Sport England Local Pilot made with Sefton MBC and Knowsley MBC – unsuccessful</p> <p>ESIF funded More Positive Together project - successful bid, scheme launched in March 2018 to assist with volunteering opportunities with the project.</p> <p>EOI for Sport England Tackling Inactivity and Economic Disadvantage scheme – Bid unsuccessful</p> <p>EOI for Sport England Green Motivators –Bid unsuccessful</p>
			Develop Draft Health & Wellbeing Strategy	31-May-2017	Yes	
			Adoption of Health and Wellbeing Strategy	30-Nov-2017	Yes	Approved December 2017
			Identify project work to support strategy	31-Dec-2017	Yes	In part and ongoing, funding in region of £200,000 has been secured to deliver a community health & wellbeing initiative that falls directly within the main priority objectives of the H&W Strategy.
			Secure external grant funding to support key strategy aims	31-March-2018	No	Work is ongoing and currently exploring funding opportunities with LCC Community Projects Team.
<div>Page 36</div> <div>Status</div>		Note	The Council is a partner in the West Lancashire Health & Wellbeing Partnership and works to lead, support and deliver actions where possible.			

Service:	Leisure & Environment Services / Development & Regeneration			Head of Service:	Heidi McDougall / John Harrison
Action	Title	Milestones	Due Date	Completed	Milestone Note
HWB3	Well Skelmersdale Project	Promote and encourage Well Skelmersdale project links through the Health and Wellbeing Partnership	31- Mar-2018	Yes	Ongoing. Health & Wellbeing Strategy Manager to form part of the Well Skelmersdale network.
		Support development of the Well Skelmersdale project as a key member	31- Mar-2018	Yes	Ensuring strategic linkages with key WLBC projects including the Town Centre redevelopment, Tawd Valley Master Plan and introduction of co-located Leisure, Health & Wellbeing facilities.
		Town centre regeneration work to reflect Well Skelmersdale aims	31- Mar-2018	Yes	As above
Status		Note			


Service:	Housing & Inclusion			Head of Service:	Jacqui Sinnott-Lacey
Action	Title	Milestones	Due Date	Completed	Milestone Note
Page 37 HWB4	Housing Capital Programme	Heating programme	31-Mar-2018	Yes	Programme complete
		Electrical programme	31-Mar-2018	Yes	Programme complete
		Bathroom programme	31-Mar-2018	Yes	Programme complete
		Communal Areas (CAAT budget) programme	31-Mar-2018	No	Not taken forward in 2017/18
		Roofing (flat roofing - Tanhouse) programme	31-Mar-2018	Yes	Programme complete
		Roofing (Pitched) programme	31-Mar-2018	No	Works to roofing and external walls will continue as part of the 2018 / 2019 programme
		Walls programme	31-Mar-2018	No	Deferred until 2018/19
Status		Note			

Service:	Housing & Inclusion			Head of Service:	Jacqui Sinnott-Lacey
Action	Title	Milestones	Due Date	Completed	Milestone Note
HWB05	Sheltered Housing	Implement new service offer to sheltered tenants	03-Apr-2017	Yes	The new service offer was agreed and implemented on 1 April 2017.
		Complete communication equipment upgrade	30-Sep-2017	No	The Tunstall emergency call equipment including smoke detectors linked to Home Care Link has now been installed in all but one scheme which requires wifi connection needs to be installed first.
		Gather customer feedback relating to the new service offer and evaluate	31-Dec-2017	Yes	Feedback received on the new service offer has been very positive from both customers and staff who support the customer choice and flexibility of the new offer.
		Gather stakeholder feedback following equipment upgrade and evaluate.	30-Mar-2018	No	Customer Feedback of the new equipment will be gathered after completion of the upgrade.
Status		Note			

Service:	Housing & Inclusion Services			Head of Service:	Jacqui Sinnott-Lacey
Action	Title	Milestones	Due Date	Completed	Milestone Note
Page 38 HWB06	Digital Inclusion Strategy & Delivery	Identify and implement improvements to the customer journey for online payments	30-Sep-2017	No	Improvements to the payment journey will be implemented as part of the Service Now implementation. A payment portal is essential for all online services requiring a payment to be made. The portal is due to be completed July 2018.
		Installation of Wi-Fi at 12 Category 2 Sheltered Housing Schemes	30-Sep-2017	Yes	The contract for the installation of WiFi has been awarded to Social Telecoms. Contractors are due to begin work on the first scheme to go live first week in October. Training is being provided to tenants via Lancashire Education & Learning
		Create a network of trained, community based Digital Champions to promote digital skills	30-Mar-2018	Yes	WLCVS were commissioned to help deliver this milestone. Work on this action is progressing and a digital hub has been established where customers can call in and get help, support and training.
		Explore potential developments to expand services available through the Housing App	31-Mar-2018	No	Options to explore potential to expand services available through the app not progressed due to introduction of Service Now.
		Introduce Service Now into Customer Services and targeted service areas.	31-Mar-2018	No	The project is being implemented and is underway with a target completion date of October 2018.
Status		Note	DI Strategy adopted by Council in September 2015. The Council's digital offer is also being progressed through its Digital Development Plan for actions to improve and develop the website and online services. In addition, a Digital Executive post was appointed in March 2016 to		

			ensure a joined up, integrated, corporate approach to digitisation across all service areas and to deliver efficiencies.		
Service:	Housing & Inclusion Services			Head of Service:	Jacqui Sinnott-Lacey
Action	Title	Milestones	Due Date	Completed	Milestone Note
HWB07 Page 39	Tenants' Financial Inclusion Strategy & Delivery	Increase the number of payment dates available for direct debit to ensure ease of payment – ongoing	28-Jul-2017	No	Implementation of the project has been delayed due to technical issues which BTLS have been working to resolve. There are a number of corporate system considerations that have to be addressed in addition to the product implementation. Revised target date is 22 nd May 2018, BTLS will project manage implementation direct with Allpay to achieve this date.
		Continue to link up economic redevelopment approaches with financial inclusion initiatives to ensure options are available for our tenants in finding appropriate work opportunities.	31-Mar-2018	Yes	The Council Website is updated to include referral paths and links to employment sites. Housing and Inclusion will also support the More Positive Together (MPT) programme, led by the Leisure & Environment directorate in the Council, funded by European Structural and Investment Funds. MPT is aimed at addressing the needs of Lancashire residents furthest from the labour market to help them improve their employment prospects. Tenants will be referred onto the programme as appropriate. The Councils Health Strategy Manager is co-ordinating the project delivery.
		Implement digital inclusion strategy, specifically the promotion of online services and digital engagement with tenants.	31-Mar-2018	Yes	Existing digital services continue to be promoted. The creation of the Customer Engagement team will assist with this work. Current vacancies are being advertised and once filled will help support delivery of this action.
		Planned, targeted and ongoing communication regarding welfare reform and benefit changes including the promotion of information on the website and consistent branding/marketing.	31-Mar-2018	Yes	A Delivery Partnership Agreement (DPA) Action Plan has been agreed with all involved partners for the delivery of and key communications required for UC Full Service in West Lancashire, for example maintaining website information. Regular monthly meetings are programmed to continue delivery of this work. The current DPA was reviewed in March 2018 in preparation for the new financial year.
Status		Note	FI Strategy approved by Cabinet in January 2016. The Council have an equality objective in relation to Financial Inclusion. The strategy has regard to some of the most vulnerable in society and equality impacts will be considered throughout this work. A Universal Credit Task Group involving the Council, the local JCP Team and BTLS has been set up to manage implementation within West Lancs.		

Service:	Housing & Inclusion		Head of Service:	Jacqui Sinnott-Lacey	
Action	Title	Milestones	Due Date	Completed	Milestone Note

HWB08	Homelessness Strategy	Consultation period closed	12-May-2017	Yes	Draft Strategy was approved by Cabinet for public consultation.
		Assess the Borough's current and future demand for temporary accommodation	31-Dec-2017	Yes	
		Investigate homelessness prevention fund	31-Jan-2018	Yes	
		Develop a homelessness prevention toolkit	28-Feb-2018	Yes	
Status		Note			