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15 February 2019

CORPORATE AND ENVIRONMENTAL OVERVIEW & SCRUTINY MEMBERS UPDATE

CORPORATE YEAR 2018/19 FEBRUARY 2019 – ISSUE 4

The content of this MEMBER UPDATE covers all services.

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 complete the attached form and e-mail it to member.services@westlancs.gov.uk by 12 Noon on Friday 22 February 2019.

Members Item / Councillor Call for Action

If a Member wants to place an item on the Corporate and Environmental O&S Committee Agenda, please complete the attached Member Item/Councillor Call for Action Pro Forma (Appendix B) and return it to member.services@westlancs.gov.uk by 12 Noon on Friday 22 February 2019.

(The Press are asked to contact Communications and Consultation on 01695 585011 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: 7 March 2019

This form must be received by Member Services, 52 Derby Street, Ormskirk by:- 12 noon on Friday 22 February 2019.

Member Update Issue: 4

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 585065 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"/>

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: 4**

Article of: **Borough Solicitor**

Contact for further information: Mr. E Hales (Extn 5016)
(E-mail: ethan.hales@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:

- Community Safety Partnership – 18 April 2018, 11 July 2018, 10 October 2018
- Ageing Well Partnership – 30 July 2018, 31 October 2018
- People and Communities –Newsletter May 2018
- Skills, Training and Employment Partnership (STEP) – 6 September 2018
- Health and Wellbeing Partnership – 23 May 2018, 20 September 2018, 21 November 2018

They can be accessed on the One West Lancashire Board's web page at:

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: 4**

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 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

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

[Minutes of Health Scrutiny Committees](#)

6 November and 11 December 2018



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

**MEMBERS UPDATE 2018/2019
ISSUE: 4**

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 THE LANCASHIRE POLICE AND CRIME PANEL

Wards affected: Borough wide

1.0 PURPOSE OF ARTICLE

- 1.1** To keep Members apprised of developments in relation to the Lancashire Police and Crime Panel.
-
-

2.0 BACKGROUND AND CURRENT POSITION

- 2.1** The Police and Crime Panel (PCP) can exercise specific powers under the [Police Reform and Social Responsibility Act 2011](#), and all other enabling powers, discharging its functions in accordance with the Policing Order 2011. The Panel has the power to scrutinise Police and Crime Commissioner (PCC) activities, including the ability to review the Police and Crime Plan and annual report, request PCC papers and call PCCs and Chief Constable to public hearings. The PCP can also veto decisions on the local precept and the appointment of a new Chief Constable.
- 2.2** The panel is a Joint Committee made up of representatives from the 15 local authorities in the Lancashire Police Force area, together with two independent co-opted members. West Lancashire's representative is Councillor K Wright.
- 2.3** To ensure that Members receive regular updates on the work being undertaken by the Panel and to provide an opportunity to feed back any comments via the Council's representative, a copy of the PCP's 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 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 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

Minutes of the Lancashire Police and Crime Panel can be accessed via the link below:

[Minutes of the Lancashire Police and Crime Panel](#)

19 September 2018



CORPORATE AND ENVIRONMENTAL OVERVIEW & SCRUTINY COMMITTEE

MEMBERS UPDATE 2018/19
ISSUE: 4

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 29 November 2018 by Councillor Cooper, Portfolio Holder for Communities and Older People.

3.2 The following grants were awarded from the General Fund.

West Lancs Debt Advice	£500
McDonald Dance Academy	£250
St. Mark's PCC	£500
West Lancashire Pensioners Forum	£150
17 th Ormskirk (1 st Skelmersdale) Scout Group	£500
George Greenall	£250

Emma Aggrey	£250
Jack Blakey	£100
Olivia Borland	£100
Shamaya Burnell	£100
Rebecca Charalambou	£100
Bethany Hare	£100
Lucy McDonough	£100
Katie Moore	£100
Jacob Nelson	£100
Natasha Owen	£100
Holly Parker	£100
Carrie Powell	£100
Shannon Roughley	£100
Abigail Strickland	£100
Essa Yousouff	£100
Bo Birchall-Vural	£100
Jack Duncan	£100
Lara Webber	£100
Alaister Critchley	£100
Alice Ireton	£100
Charlotte Lewis	£100
Eleanor Bemmet	£100
Noah Cox	£100
Alicia Dawson	£100
Chloe Williams	£100
Skelmersdale U3A	£400
Ormskirk Friendship Club	£400

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 £11,800.00
- 5.2 The total spent in each category in 2018/19 so far is as follows:-

General	£7,750.00
Play	NIL
Arts	NIL
Sports/Talented Athlete	£700.00
Older People's Champion	NIL

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:

West Lancs Debt Advice	27/06/18
McDonald Dance Academy	09/08/18
St. Mark's PCC	20/08/18
West Lancs Pensioners Forum	03/10/18
17 th Ormskirk (1 st Skelmersdale) Scout Group	09/11/18
George Greenall	06/08/18
Emma Aggrey	06/08/18
Jacky Blakey	06/08/18
Olivia Borland	19/07/18
Shamaya Burnell	19/07/18
Rebecca Charalambou	09/10/18
Bethany Hare	10/09/18
Lucy McDonough	18/07/18
Katie Moore	18/07/18
Jacob Nelson	19/10/18
Natasha Owen	18/07/18
Holly Parker	19/07/18
Carrie Powell	19/07/18
Shannon Roughley	19/07/18
Abigail Strickland	19/07/18
Essa Yousouff	29/09/18
Bo Birchall-Vural	21/07/18
Jack Duncan	29/10/18
Lara Webber	28/10/18
Alaister Critchley	26/10/18
Alice Ireton	28/10/18
Charlotte Lewis	07/10/18
Eleanor Bemmet	05/10/18
Noah Cox	13/10/18
Alicia Dawson	09/10/18
Chloe Williams	26/10/18
Skelmersdale U3A	22/11/18
Ormskirk Friendship Club	22/11/18

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.

Equality Impact Assessment Form



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	
<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):		
<p>If Yes, provide details of how this impacts on service users, staff or Councillors (stakeholders):</p> <p><i>If you answered Yes go to Section 3</i></p>		
<p>If you answered No to both Sections 1 and 2 provide details of why there is no impact on these three groups:</p> <p><i>You do not need to complete the rest of this form.</i></p>		
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?	



Article of: **Borough Solicitor**

Contact for further information: Mr T Broderick (Extn. 5001)
(E-mail: terry.broderick@westlancs.gov.uk)

**SUBJECT: EXEMPTION FROM CONTRACT PROCEDURE RULES – PRACTICAL
LAW AND WESTLAW SERVICES**

Wards affected: Borough wide

1.0 PURPOSE OF ARTICLE

- 1.1 To advise members of a recent exemption from the Contracts Procedure Rules granted by the Chief Executive.
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2.0 BACKGROUND

- 2.1 The Council has in place robust rules and procedures, reflecting best practice in relation to the procurement of goods and services.
- 2.2 The Chief Executive recently signed an exemption to the Contracts Procedure Rules in relation to a contract for the renewal of Practical Law and Westlaw Subscription services (a comprehensive suite of on-line legal research tools).

3.0 EXEMPTION TO CONTRACTS PROCEDURE RULES

- 3.1 The exemption relates to Contract Procedure rule 6 which provides that where the estimated value or amount of a proposed contract will exceed £10,000 (but will not exceed £50,000) the appropriate officer shall obtain not less than three written quotations.
- 3.2 In relation to the supply of a comprehensive suite of on-line legal research tools there are only two recognised suppliers in the UK due to the unique nature of the service provided and so it was not possible to obtain three quotations.

3.3 It was not practicable to approach Cabinet (or another body of Members) to request the exemption to rule 6 as the renewal with Thompson Reuters (Professional) UK Limited had to be finalised by 31st December 2018 in order to take advantage of a bulk discount negotiated by the North West Legal Consortium (a consortium of over 30 public sector bodies that wish to collaborate in the procurement and provision of quality legal services). The discounted yearly contract price is £15,680.68. Accordingly, the Chief Executive was requested to consider waiving the rule 6 requirement to obtain three quotations.

3.4 A quote was obtained from the only other supplier, Lexis Nexis, again through the North West Legal Consortium. However, the service offered by Lexis Nexis would not offer the breadth of the service of Thompson Reuters (Professional) UK Limited and would have cost in the order of £25,000.00 per annum.

4.0 SUSTAINABILITY IMPLICATIONS

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

5.0 FINANCIAL AND RESOURCE IMPLICATIONS

5.1 There are financial / resource implications arising from this article, however, these have been met from existing resources.

8.0 RISK ASSESSMENT

8.1 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 risk registers.

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Background Documents

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

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