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Tuesday 10 July 2018

<b>COUNCIL MINUTE BOOK</b>
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These Minutes are not included on the Council Agenda (except for specific items, which may be included on the Agenda, if necessary) but are enclosed for information for the Council Meeting on Wednesday [insert date]

**1. MINUTES OF CABINET AND OVERVIEW & SCRUTINY COMMITTEES**

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| <b>1.1</b> | MINUTES OF CABINET HELD ON 12 JUNE 2018   | 1 - 6  |
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## CABINET

**HELD: Tuesday, 12 June 2018**

Start: 7.00 pm

Finish: 7.07pm

## PRESENT:

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

Councillors:	Councillor Claire Cooper	<u>Portfolio</u> Portfolio Holder for Communities and Older People
	Councillor Jenny Forshaw	Portfolio Holder for Housing and Landlord Services
	Councillor John Hodson	Portfolio Holder for Planning
	Councillor Kevin Wilkie	Portfolio Holder for Street Scene
	Councillor Kevin Wright	Portfolio Holder for Health and Community Safety
	Councillor Adam Yates	Portfolio Holder for Resources & Transformation

Officers: Kim Webber, Chief Executive  
Jacqui Sinnott-Lacey, Director of Housing and Inclusion  
Heidi McDougall, Director of Leisure & Environment  
Terry Broderick, Borough Solicitor  
Mike Kostrzewski, Deputy Borough Treasurer  
Sue Griffiths, Principal Member Services Officer

## 1 APOLOGIES

Apologies for absence were submitted on behalf of Councillor Gagen.

## 2 SPECIAL URGENCY (RULE 16 ACCESS TO INFORMATION PROCEDURE RULES)/URGENT BUSINESS

There were no items of special urgency.

## 3 DECLARATIONS OF INTEREST

1. Councillors Forshaw and Wilkie (tenants of Council accommodation) and Wright (connected person tenant of Council accommodation) declared disclosable pecuniary/pecuniary interests in agenda item 8(c) (Draft Tenancy Agreement) and 8(d) (Housing Allocations and Pet Policies – Consultation Feedback) but considered they were entitled to speak and vote by virtue of an exemption as nothing in the report relates particularly to the relevant tenancy or lease.

2. Councillor Moran declared a non-pecuniary interest in agenda item 8(a) (Use of Section 106 monies in Up Holland) as a member of Up Holland Parish Council.

4 **PUBLIC SPEAKING**

There were no items under this Heading.

5 **MINUTES**

RESOLVED That the minutes of the Cabinet meeting held on 13 March 2108 be received as a correct record and signed by the Leader.

6 **CONFIRMATION OF PROCEDURAL MATTERS**

RESOLVED A. That the appointment of Cabinet Committees and Working Groups for 2018/19 as circulated at the Annual Meeting on 16 May 2018 with the terms of reference included in the Constitution, be noted.

B. That the 'Proper Officer Provisions and Scheme of Delegation to Chief Officers', insofar as they are executive functions, and the Scheme of Delegation to Cabinet Members, as set out in the Constitution, be noted.

7 **ITEM REFERRED FROM THE EXECUTIVE OVERVIEW AND SCRUTINY COMMITTEE - CORPORATE PERFORMANCE MANAGEMENT 2018/19**

The Leader introduced the report of the Borough Solicitor which set out the resolution of the Executive Overview and Scrutiny Committee at its meeting on 29 March 2018 in relation to an item referred back to Cabinet by the Executive Overview and Scrutiny Committee on Corporate Performance Management 2018-19. The report included the comments of the Director of Housing and Inclusion in respect of the decision of the Executive Overview and Scrutiny Committee.

Additional information from the Director of Housing and Inclusion was circulated at the meeting.

The Leader moved a motion which was seconded and had been circulated at the meeting.

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

- RESOLVED A. That taking into consideration the comments of the Director of Housing and Inclusion contained within paragraph 4.0 of the report (including the additional information) the resolution of the Executive Overview and Scrutiny Committee meeting held on 29 March 2018 be noted and the Suite of Performance Indicators 2018/19 remain as in Appendix A to the report submitted to Cabinet on 13 March 2018.
- B. That call-in is not appropriate for this item as it was considered by the Executive Overview & Scrutiny Committee on 29 March 2018.

**8 MATTERS REQUIRING DECISIONS**

Consideration was given to the report relating to the following matters requiring decisions as circulated and contained on pages 31 – 215 of the Book of Reports

**9 USE OF SECTION 106 MONIES IN UP HOLLAND**

The Leader introduced the report of the Director of Leisure and Environment which considered a proposal in respect of the use of Section 106 monies for the enhancement of public open space provision in Up Holland.

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

- RESOLVED That the use of up to £15,000 of S106 monies be approved, as outlined at paragraph 5.3 of the report to enable improvements to be made at Abbey Lakes, Up Holland.

**10 QUARTERLY PERFORMANCE INDICATORS Q4 2017-2018**

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

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

- RESOLVED A. That the Council's performance against the indicator set for the quarter ended 31 March 2018 be noted.

- B. That the call-in procedure is not appropriate for this item as the report will be submitted to the meeting of the Corporate & Environmental Overview & Scrutiny Committee on 12 July 2018.

## **11 DRAFT TENANCY AGREEMENT**

Councillor Forshaw introduced the report of the Director of Housing and Inclusion which considered draft tenancy Agreements and confirmed that the report proposed the reduction of the number of tenancy agreements from six to two.

Minute no. 6 of the Landlord Services Committee (Cabinet Working Group) meeting held on 6 June 2018 was circulated at the meeting.

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

- RESOLVED A. That the Draft Tenancy Agreements attached at Appendices 1 & 3 of the report be approved for consultation.
- B. That the Director of Housing and Inclusion, in consultation with the relevant Portfolio Holder, be given delegated authority to make minor changes to the Draft Tenancy Agreements where appropriate following the public consultation.

## **12 HOUSING ALLOCATIONS AND PET POLICIES - CONSULTATION FEEDBACK**

Councillor Forshaw introduced the report of the Director of Housing and Inclusion which considered the feedback of the public consultation on proposed amendments to the Housing Allocations Policy and the proposed introduction of a Pet Policy.

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

- RESOLVED A. That the updated Housing Allocations Policy attached at Appendix 1 to the report be approved.
- B. That the updated Pet Policy attached at Appendix 2 to the report be approved.
  - C. That the implementation of the Pet Policy be restricted to sheltered housing.

- D. That the Director of Housing and Inclusion, in consultation with the relevant Portfolio Holder, be given delegated authority to make minor drafting updates and changes arising from new legislation as required to both policies.
- E. That the call-in procedure is not appropriate for this item as the report will be submitted to the meeting of the Executive Overview and Scrutiny Committee on 28th June 2018.

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**Leader**





## EXECUTIVE OVERVIEW & SCRUTINY COMMITTEE

**HELD:** Thursday, 28 June 2018

Start: 7.00 pm

Finish: 7.16 pm

### **PRESENT:**

Councillor: J Bullock (Chairman)

Councillors:	I Ashcroft	R Pendleton
	E Pope	L Savage
	D Westley	D Whittington
	C Wynn	Cummins
	Evans	Mrs D Stephenson

In attendance:

Officers: Jacqui Sinnott-Lacey, Director of Housing and Inclusion  
Tina Sparrow, Principal Solicitor  
John Addison, Principal Overview and Scrutiny Officer

### **1 APOLOGIES**

Apologies for absence were received on behalf of Councillor M Mills.

### **2 MEMBERSHIP OF THE COMMITTEE**

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

### **3 URGENT BUSINESS, IF ANY, INTRODUCED BY THE CHAIRMAN**

There were no items of urgent business.

### **4 DECLARATIONS OF INTEREST**

There were no declarations of interest.

### **5 DECLARATIONS OF PARTY WHIP**

There were no declarations of a Party Whip.

### **6 PUBLIC SPEAKING**

There were no items under this heading.

**7 MINUTES**

That the minutes of the meeting held on 29 March 2018 be received as a correct record.

**8 RELEVANT MINUTES OF CABINET**

Consideration was given to the Minutes of the meeting of Cabinet held on 12 June 2018.

**RESOLVED:**

That the Minutes of the Cabinet meetings held on 12 June 2018 be noted.

**9 CALL-IN**

There were no items under this heading.

**10 HOUSING ALLOCATIONS AND PET POLICIES - CONSULTATION FEEDBACK**

The Director of Housing and Inclusion provided Members with feedback received during public consultation on proposed amendments to the Housing Allocations Policy and the proposed introduction of a Pet Policy.

It was reported that the Draft Housing Allocations Policy and Pet Policy had been considered at Cabinet, Landlord Services Committee & Executive Overview and Scrutiny Committee in January 2018. Following which a 7 week public consultation exercise was undertaken from 1 February 2018.

Members were provided with an update on the feedback the Council had received, with the Committee noting that some minor amendments to the policy had been made to comply with requirements of the Homelessness Reduction Act 2017.

**RESOLVED:**

That the Committee noted the feedback received during public consultation on proposed amendments to the Housing Allocations Policy and the proposed introduction of a Pet Policy.

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**Chairman**

## 2280CORPORATE AND ENVIRONMENTAL OVERVIEW AND SCRUTINY COMMITTEE

**HELD:** Thursday, 12 July 2018

Start: 19:00

Finish: 21:25

### **PRESENT:**

Councillor: N Hennessy (Chairman)

Councillors:	M Nixon	D Evans
	Mrs M Blake	P Cotterill
	S Currie	G Hodson
	A Owens	N Pryce-Roberts
	Cummins	

In attendance: Mr M Orford (Director of ICT, BT Lancashire Services)  
Ms C Hall (Director of Transactional Services, BT Lancashire Services)

Officers: Heidi McDougall, Director of Leisure & Environment  
Alison Grimes, Partnership & Performance Officer  
Chris Twomey, Deputy Director of Housing & Inclusion  
John Addison, Principal Overview and Scrutiny Officer

### 1 **APOLOGIES**

Apologies were received from Cllr's Lockie and West (Sub Cummins).

### 2 **MEMBERSHIP OF THE COMMITTEE**

There was no change to the Membership of the Committee.

### 3 **URGENT BUSINESS, IF ANY, INTRODUCED BY THE CHAIRMAN**

There were no items of urgent business.

### 4 **DECLARATIONS OF INTEREST**

There were no declarations of Interests.

### 5 **DECLARATIONS OF A PARTY WHIP**

There were no declarations of a Party Whip.

### 6 **MINUTES**

#### **RESOLVED:**

That the Minutes of the Corporate and Environmental Overview and Scrutiny Committee meeting held on 1 March 2018 be received as a correct record and signed by the

Chairman.

**7 PUBLIC SPEAKING**

There were no items under this heading.

**8 EXCLUSION OF PRESS AND PUBLIC**

**RESOLVED:**

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

**9 BT LANCASHIRE SERVICES ANNUAL REVIEW 2017/18**

Consideration was given to the report of the Director of Housing and Inclusion and Deputy Director of Housing & Inclusion as contained on pages 17 to 37 of the Book of Reports that detailed the Annual Review 2017/18 of the ICT and Revenues and Benefits Council services delivered by BT Lancashire Services as part of the partnership agreement with Lancashire County Council.

The Chairman welcomed the representatives from BT Lancashire Services (BTLS).

The meeting was attended by Mr Mark Orford (Director of ICT Services) and Ms Claire Hall (Director of Transactional Services) who provided an overview of the work that had been undertaken over the previous 12 months under the shared services agreement.

**RESOLVED:**

- 1) That the Council Tax team liaise with BTLS to ensure a form of wording is included on Council Tax demand letters, that provide assistance to residence on were to attain advice/help.
- 2) That the BT Lancashire Services Annual Review 2017/18 be noted.

**10 QUARTERLY PERFORMANCE INDICATORS Q4 2017-18**

Consideration was given to the report of the Director of Housing and Inclusion which detailed performance monitoring data for the quarter ended 31<sup>st</sup> March 2018 (Q4). The report had previously been considered by Cabinet at its meeting on 12<sup>th</sup> June 2018.

The Performance and Partnership Officer attended the meeting introduced the item and referred to detail as set down in the report. Members noted, following feedback

Comments and questions were raised in respect of the following targets:

- WL90 '% of Contact Centre calls answered' – Concern around response time for emails to contact centre.
- WL19bii 'Direct dial calls answered within 10 seconds'
- NI192 'Percentage of household waste sent for, reuse, recycling and composting'

**RESOLVED:**

That the Council's performance against the indicator set for the quarter ended 31<sup>st</sup> March 2018, be noted.

**11 COMMUNITY INVOLVEMENT IN SERVICE DELIVERY REVIEW**

The Chair provided Members with an overview and update on the Committees review of Community Involvement in Service Delivery.

**12 CVS - COUNCIL FOR VOLUNTARY SERVICES**

The Chair welcomed to the meeting the Chief Officer of the CVS, Gregg Mitten. Who had been invited to the meeting to inform members what support his organisation could give to community/voluntary groups to help them through the community transfer process the Chief thanked Members for his invitation and the work they had been doing on voluntary services.

The CVS Chief Officer informed Members that;

- Asset transfer can be either change of ownership or management,
- Plan what's important, benefits to community and residents,
- Look at joint owned principle,
- Ensure diligence is done before transfers of assets,
- Lessons from previous asset transfers shared.
- Possibility of accessing funding previously unavailable.

**REOLVED:**

That the Chief Officer of the CVS be thanked for his attendance.

**13 PROJECT PLAN**

Consideration was given to the Project Plan contained on pages 273 to 278 of the Book of Reports.

RESOLVED: That the Project Plan be noted.

**14 MEMBER DEVELOPMENT COMMISSION MINUTES OF THE LAST MEETING**

Consideration was given to the Minutes of the Member Development Commission meeting held on 15 March 2018 as contained on pages 185 to 187 of the Book of Reports.

In discussion reference was made to the following:

- Member Induction – composition of future sessions; support; scope/information provided.
- Membership of the Commission Panel – That consideration be given to including newly elected Members onto the Commission, to offer their perspective/needs as a newly elected Member

The Principal Overview and Scrutiny Officer provided an overview of the Member Induction process and provided clarification on the issues raised.

RESOLVED:

- 1) That the Minutes of the Member Development Commission meeting held on 15 March 2018 be noted.
- 2) That the Principal Overview and Scrutiny Officer raise at the next meeting of the Member development Commission, that consideration be given to including newly elected Members onto the Commission, to offer their perspective/needs as a newly elected Member

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

There were no items under this heading.

**16 ITEMS FROM THE MEMBERS' UPDATE**

There were no items under this heading.

**17 WORK PROGRAMME - FUTURE MEETINGS**

Consideration was given to items on the work programme due to be considered at the next meeting of the Committee scheduled to be held on 11 October 2018.

RESOLVED:

That the work programme for the next meeting, scheduled to take place on 11 October 2018, be noted.

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**Chairman**

