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20 June 2019

CORPORATE AND ENVIRONMENTAL OVERVIEW & SCRUTINY MEMBERS UPDATE

CORPORATE YEAR 2019/20

JUNE 2019 – ISSUE 1

The content of this MEMBERS UPDATE covers all the 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 provide it to member.services@westlancs.gov.uk or telephone 01695 585016 by 12 Noon on Friday 28 June 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 28 June 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:-
Ethan Hales on 01695 585016
Or email ethan.hales@westlancs.gov.uk



‘MEMBER UPDATE’ REQUEST CORPORATE AND ENVIRONMENTAL OVERVIEW & SCRUTINY COMMITTEE

MEETING: 11 July 2019

**This form must be received by Member Services, 52 Derby Street, Ormskirk by:-
12 noon on Friday 28 June 2019.**

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 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"/>

**CORPORATE AND ENVIRONMENTAL OVERVIEW AND SCRUTINY
COMMITTEE AGENDA - MEETING: 11 July 2019**

This form must be received by Member Services, 52 Derby Street, Ormskirk, before 12 noon on Friday 28 June 2019.

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

Councillor:	
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 & SCRUTINY COMMITTEE:

MEMBERS UPDATE 2019/20
ISSUE: 1

Article of: Director of Development and Regeneration Services

Contact for further information: Mr David Owens (Extn. 5154)
(Email: david.owens@westlancs.gov.uk) /
Mr Peter Richards (Extn. 5046)
(Email: peter.richards@westlancs.gov.uk)

SUBJECT: HURLSTON BROOK FLOOD RISK STUDY

Wards affected: Derby, Knowsley and Scott

1.0 PURPOSE OF ARTICLE

1.1 To brief Members on the technical aspects of the LCC Hurlston Brook Flood Risk Study that considers seven key areas in Ormskirk.

2.0 BACKGROUND

2.1 Lancashire County Council (LCC) is the Lead Local Flood Authority (LLFA) for the Ormskirk area and therefore under s19 of the Flood and Water Management Act 2010 (FWMA) has a duty to investigate flooding. This duty is defined in the Act as follows:

19 Local authorities: investigations

- 1) *On becoming aware of a flood in its area, a lead local flood authority must, to the extent that it considers it necessary or appropriate, investigate—*
 - (a) *which risk management authorities have relevant flood risk management functions, and*
 - (b) *whether each of those risk management authorities has exercised, or is proposing to exercise, those functions in response to the flood.*
- 2) *Where an authority carries out an investigation under subsection (1) it must—*

- (a) *publish the results of its investigation, and*
- (b) *notify any relevant risk management authorities.*

2.2 WLBC is a risk management authority, the definition of which is contained within the FWMA, which reads:

“Risk management authority” means—

- (a) the Environment Agency,*
- (b) a lead local flood authority,*
- (c) a district council for an area for which there is no unitary authority,*
- (d) an internal drainage board,*
- (e) a water company, and*
- (f) a highway authority.*

2.3 Therefore, while the LLFA has a key regulatory role, it is not solely responsible for the management of all water assets in Ormskirk. However, LCC did commission a study to investigate flood risk across Ormskirk, and in particular in the Hurlston Brook catchment so far as it affects Ormskirk. The study was intended to ultimately notify any relevant risk management authorities (RMAs) of its findings in an area which suffered from significant flooding in December 2015. This study has now been finalised and is available to view at:

<https://www.lancashire.gov.uk/council/performance-inspections-reviews/environmental/technical-report/>

2.4 The vast majority of the highway drains and surface water sewers in Ormskirk either drain directly, or indirectly via ordinary watercourses and culverts, to Hurlston Brook. There are also elements of highway drainage that connect to the original combined sewer system resulting in surface water being conveyed with wastewater to New Lane Wastewater Treatment Works in Burscough.

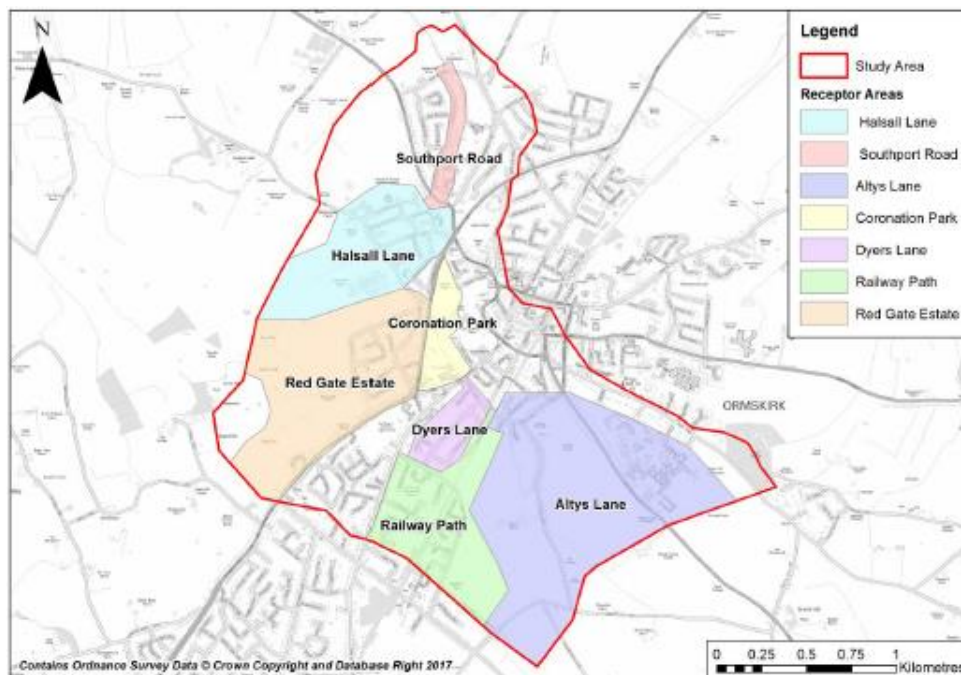
2.5 With the exception of public sewers, a significant proportion of buried drainage systems, including highway drainage, are uncharted. Consequently, the difficulties encountered when trying to resolve or deal with flooding are compounded. There are no existing measures in place to manage the overland flow of floodwater in Ormskirk.

3.0 OBSERVATIONS ON THE STUDY

3.1 This is a comprehensive study that combines a hydraulic sewer model provided by United Utilities with a hydraulic watercourse model developed by Jacobs using a suite of 'tried and trusted' software programmes.

3.2 The combined model has not been fully calibrated due to an absence of any gauged data for the watercourses, but it has been verified through comparison with observed flooding. The sewer model has been validated using flow and rainfall data gathered in the field.

- 3.3 Regardless of the level of confidence that the hydraulic modelling engineers may have in the models and the options they have produced, it is vitally important that it is noted that it is highly unlikely that any option would guarantee no further flooding. There will always be a residual risk for reasons outside of the relevant RMAs control, namely climate change.
- 3.4 On Boxing Day 2015 Ormskirk experienced extensive flooding and much of the evidence gathered on that day was used to support the study. It was provided by feedback from local residents via questionnaires and through the local Flood Action Group. Although largely anecdotal this information has been taken into account in preparing the study.
- 3.5 Ormskirk flooding mechanisms comprise:
- Runoff from fields, which is made worse if ground is fully saturated or is well compacted due to conventional agriculture;
 - Runoff from Highway exacerbated by runoff from fields and paved over gardens;
 - Groundwater flooding; and
 - Overflowing watercourses due to blocked inlets to culverts and bridge openings caused by debris being washed or blown into watercourses.
- 3.6 A comprehensive optioneering exercise has been undertaken for each of the seven key flooding receptor areas identified in the study (see plan below), the results of which were compared and scrutinised and then ranked by considering economic influence and technical effectiveness (e.g. Rank 1 illustrates the option that provides the greatest depth reduction, either locally or further downstream, and has the greatest damage influence).



Key Receptor Areas

(taken from Figure 1.3 on p.3 of the Flood Risk Management Viability Report)

- 3.7 18 options for flood alleviation measures were considered, of which 7 were considered suitable to take forward for economic appraisal in the study. These 7 shortlisted options are described in chapter 6 of the Flood Risk Management Report (pp.34-43), and are as follows:
- Option 1 – Flood Storage along Alty's Lane
 - Option 6 – Flood Storage on Alty's Lane playing fields
 - Option 9 – Flood Storage within Coronation Park
 - Options 10 & 12 – Flood Storage behind Asmall Lane
 - Option 14 – Flood Storage within Little Hall Farm
 - Option 18 – Flood Storage within Redgate Farm
- 3.8 Due to the nature of the flooding in Ormskirk, no single option is effective at reducing the risk of surface water flooding for the entire catchment on its own. Instead, a combination of the options would be required.
- 3.9 This process considered damage to properties at risk, direct damages to associated vehicles and indirect damages associated with schools and substations that have been applied to the relevant non-residential property type.
- 3.10 No damages have been calculated associated with flooding to transport infrastructure and no allowance for climate change has been included in the economic assessment.
- 3.11 All of the measures involving storage are above ground and rely on floodwater to drain away by gravity. This is a prudent move as the bed of Hurlston Brook is naturally the lowest lying ground in the catchment area so any below ground storage would require pumping out, thus increasing cost and future maintenance implications.

4.0 IMPLICATIONS OF THE STUDY AND NEXT STEPS

- 4.1 All but one of the 7 shortlisted options are on land in private ownership and the total cost of delivering the flood alleviation measures and maintaining the existing flood alleviation systems (which would be essential if any new measures were to have any benefit) would be in the region of £10 million. As such, Lancashire County Council are not currently in a position to deliver any of the 7 options in the foreseeable future.
- 4.2 However, LCC would recommend that, where new development was proposed in the future around Ormskirk (and particularly on land in the ownership of one or more of these potential flood alleviation schemes), it might be appropriate for those new developments to consider implementing some of the above options (or measures that would have an equivalent beneficial effect on surface water flowing into the Hurlston Brook) as part of their surface water management proposals for their developments.

- 4.3 As a Local Planning Authority, the Council cannot require a developer to implement a proposal that would create betterment compared to the existing surface water run-off from a greenfield site, but in implementing improvements in surface water drainage from their sites to ensure that they do not make the existing situation worse, it is possible that any development proposals on or near the land identified for the 7 shortlisted options may need to / choose to implement mitigation measures that will alleviate some of the flooding associated with Hurlston Brook.

5.0 SUSTAINABILITY IMPLICATIONS

- 5.1 It is the increasing intensity of rainfall that is the principal concern for flooding related to the Hurlston Brook, as this leads to flash floods as existing drainage systems are unable to cope with the amount of rainwater that the original designs never envisaged. As such, as pointed out above and in the study itself, the options identified in the study, even when taken in combination, will not entirely remove the risk of flooding, and so this will be an ongoing residual risk for residents and businesses in the properties affected by such flooding.

6.0 FINANCIAL AND RESOURCE IMPLICATIONS

- 6.1 Given that the report does not identify the relevant RMA for delivering any of the options identified, there are no financial or resource implications for this Council at the current time. However, one of the shortlisted options is on Council-owned land, and several assets in the existing surface water drainage systems in Ormskirk cross Council-owned land.

7.0 RISK ASSESSMENT

- 7.1 This item is for information only and does not contain any recommendation. It therefore does not require a formal risk assessment.

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 report is for information only and so 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 AND SCRUTINY
COMMITTEE:**

**MEMBER UPDATE 2019/20
ISSUE: 1**

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 – 23 January 2019
- Ageing Well Partnership – 30 January 2019
- People and Communities – Newsletter October 2018 & January 2019

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 2019/20
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 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](#)

5 February, 2 April, 14 May, 26 June



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

**MEMBERS UPDATE 2019/2020
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 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](#)

10 December 2018
21 January 2019



Article of: DIRECTOR OF HOUSING AND INCLUSION

**Contact for further information: Mrs J Denning (Extn. 5384)
(E-mail: jacky.denning@westlancs.gov.uk)**

SUBJECT: CORPORATE DELIVERY PLAN 2018/19: 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 2018/19.

3.0 BACKGROUND

- 3.1 In April 2018, the Council formally adopted a Council Plan 2018/19-2020/21 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 is currently being prepared and will be submitted for Council in July 2019.
- 3.2 The progress report on the delivery plan as at the end of 2018/19 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 2019 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 2019/20-20/21 was agreed by Members in April 2019.

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 2018/19


APPENDIX A: Corporate Delivery Plan Monitoring Report 2018/19


Action Status	 Action completed	 Action in progress	 Milestone overdue
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Priority: Deliver Tangible & Visible Improvements


Title	Establish Business Plan for Development Company	Service	Housing & Inclusion Services	Status	
Outcome	Deliver new commercial, industrial and residential development of Council-owned land and bring investment and growth to the borough.				
Milestones		Due Date	Completed	Milestone Note	
	Prepare Business Plan for consideration by Cabinet April to August 2018	29-Aug-2018	Yes	Business Plan completed and circulated to Members 9 October 2018. Plan will accompany report to Cabinet and Council.	
	Report to Council	17-Oct-2018	Yes	Report considered by Cabinet / Council but decision delayed	
	Formation of DevCo once approved by Council - October 2018 - January 2019	27-Feb-2019	Yes	Council decision taken 27 Feb 2019 to establish Tawd Valley Developments Ltd	


Title	Local Plan Review	Service	Development & Regeneration Services	Status	
Outcome	Fulfil national planning legislation and ensures sufficient land is made available for new development to meet housing, employment and infrastructure requirements.				
Milestones		Due Date	Completed	Milestone Note	
	Draft Local Plan Policies	31-Jul-2018	Yes		
	Draft Local Plan Preferred Options document considered by CMT	31-Jul-2018	Yes		
	Local Plan Preferred Options document considered by Cabinet	30-Sep-2018	Yes		
	Local Plan Preferred Options Consultation	30-Nov-2018	Yes		
	Review consultation feedback and refine Local Plan for Publication	31-Jan-2019	No	Proposals for the Local Plan review are being reviewed and updated timescales are anticipated to be agreed in June	
	Publication version of Local Plan considered by Cabinet	31-Mar-2019	No		
	Publication period	31-May-2019	No		


Title	Skelmersdale Town Centre Regeneration	Service	Development & Regeneration Services	Status	
Outcome	Create a modern town centre for Skelmersdale offering an improved night-time economy and attractive public realm.				
Milestones	Due Date	Completed	Milestone Note		
Receive appropriate financial / investment advice on how the Council may best invest in the scheme to secure the development of at least phase 1	15-May-2018	Yes	Advice received off JLL		
Discharge of pre commencement conditions	15-Jun-2018	Yes			
Cabinet/Council approval for funding	18-Jul-2018	Yes	Report agreed at Cabinet and Council		
New planning consent for revised supermarket to be submitted	21-Aug-2018	Yes	Planning application submitted		
Complete supplemental agreement to allow development to proceed	31-Oct-2018	No	Still awaiting signature by Homes England		
Grant of planning	31-Dec-2018	No	Relevant applications currently being considered. Decision expected shortly following signing of s.106		
Start on site	30-Jun-2019				

Title	Leisure Procurement and Facility Improvement	Service	Leisure & Environmental Services	Status	
Outcome	Improvements to the services, provision and leisure facilities provided to residents of West Lancashire.				
Milestones	Due Date	Completed	Milestone Note		
Completion of soft market testing	28-Feb-2018	Yes			
Agreement for extension for the operational management of the leisure facilities	30-Jun-2018	Yes			
Completion of procurement strategy and business case development	30-Jun-2018	Yes			
Pre app advice	31-Oct-2018	Yes			
Appointment of specialist consultants to support the project	31-Jan-2019	No	This is out for procurement. Deadline for submissions 30 April 2019 with likely appointment in place from 15 May 2019.		
Completion of site surveys	31-Jan-2019	No	Completion scheduled for July 2019. Work under taken by Technical Project Management Consultant.		
Formalise partnership with CCG	31-Jan-2019	No	Work is on-going on this scheduled for June 2019.		
Legal agreement with St Modwens	31-Jan-2019	No	Protracted negotiations are taking place with Homes England. Revised course of action to be confirmed in June 2019		
Production of tender documentation	31-Jan-2019	No	Work on-going; expected to complete June/July 2019.		
Community Consultations	28-Feb-2019	No	BECG consultants have been appointed to carry out consultations which will commence following Purdah on 28 May and conclude in July 2019		
Production of Masterplan	28-Feb-2019	Yes	Coronation Park masterplan complete		

Priority: Engage and Empower our Local Communities


Title	Tawd Valley Improvements	Service	Leisure & Environment Services	Status	
Outcome	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				
Milestones	Due Date	Completed	Milestone Note		
Commission updated design for town centre park zone	28-Feb-2018	Yes			
Establish 'Friends' group	28-Feb-2018	Yes			
Establish costs of Masterplan Improvements	31-Mar-2018	Yes			
Establish phased programme of works	31-Mar-2018	Yes			
Commence implementation of works	01-Apr-2018	Yes			
Establish operational links with West Lancs College	01-Apr-2018	Yes			
Seek additional external funding	30-Jun-2018	Yes			
Produce detailed plans for Park Town Centre Zone	31-Oct-2018	Yes			
Produce specifications for Northern Zone Phase 1	31-Oct-2018	Yes			
Procurement for Northern Zone Phase 1	31-Dec-2018	Yes	Contract negotiations were concluded and contract offered in April 2019		
Achieve funding for Park Town Centre Zone	31-Mar-2019	No	Extended discussions in respect of Town Centre Development Plan. CIL bid has now been put forward which would, if successful, allow the funding to be realised in April 2020.		
Implementation of Northern Zone Phase 1	31-Mar-2019	No	Works to commence in May/June 2019 with a completion date scheduled for July 2019.		


Title	Volunteer Engagement	Service	Leisure & Environment Services	Status	
Outcome	Maintain and develop parks and countryside sites for wider economic and social value whilst minimizing the draw on Council resources				
Milestones	Due Date	Completed	Milestone Note		
Collate and examine all documentation provided to, and/or agreed with, volunteers across all service areas	31-Dec-2018	No	Volunteering Policy developed and launched by Leisure and HR. Progress delayed whilst examining volunteer policy, work to commence April 2020.		
Reissue new documentation to all volunteers	28-Feb-2019	No	As above		
Work with colleagues across leisure and corporate health and safety to ensure all relevant requirements are included in the documentation.	28-Feb-2019	No	As above		


Title	Asset Transfer – Banks Leisure Centre	Service	Leisure & Environment Services	Status	
Outcome	Identify a cost-effective delivery model to facilitate the continued operation of Banks Leisure Centre				
Milestones	Due Date	Completed	Milestone Note		
Production of business plan for potential community transfer of Banks Leisure Centre	31-Oct-2018	Yes	Report agreed at Cabinet in March and Council in April 2019.		
Transfer of Banks Leisure Centre or notice of closure	31-Mar-2019	No	North Meols Parish Council will shadow the operation of the facility with Serco over the 2019/2020 financial year with a view to taking over the lease in April 2020.		

Title	Delivering digital inclusion initiatives	Service	Housing & Inclusion Services	Status	
Outcome	Increase basic online skills with digitally excluded members of the community and expanded use of West Lancashire Borough Council's digital services.				
Milestones	Due Date	Completed	Milestone Note		
Support Get Online Week 15-21 October 2018	16-Nov-2018	Yes	Various venues used to promote Learn My Way (free courses on using computers, web browsing, sending emails and finding work online) to staff and customers in line with national campaign.		
Survey customers to understand their digital needs, requirements and aspirations.	31-Jan-2019	Yes	Customer feedback gained from Learn My Way programme. Engaged with CVS and agreed digital project for CVS to deliver on our behalf in relation to understanding needs, training and development of champions. This started in April 2019 and will run until March 2020.		
Undertake a review of sheltered housing WiFi project to understand its use and impact	28-Mar-2019	Yes	Schemes have been surveyed for how WIFI is being used, perceived benefits etc. All data reported and will be used to identify any further training requirements.		
Carry out data analysis of survey and report findings	29-Mar-2019	Yes	Sheltered Schemes survey completed and data analysed. Report produced to evidence use of Wi-Fi and interest in digital services.		

Priority: Actively Promote the Borough as a Great Place to Live, Work, Visit and Invest

Title	Digital Communications Strategy	Service	Housing & Inclusion Services	Status	
Outcome	Meet the current trends and changing needs of how customers seek and receive information				
Milestones	Due Date	Completed	Milestone Note		
Produce Digital Plan for CMT and Cabinet approval	06-Sep-2018	Yes	Digital Plan presented to CMT in July and Cabinet Briefing in September		
Claim unofficial Facebook page for update and launch	01-Nov-2018	Yes	Page has been claimed work being doing to get ready for wider promotion		
Boost Social Media followers to 10k	01-Dec-2018	No	Due to recruitment issues during the year numbers were increased but the target was not achieved. Resource is now in place and we will be able to address this in 2019/20 with the in-year target of growing social media by 5% each quarter.		
Agree options to embed Twitter Feed in intranet/website to promote and improve access to the Twitter site, increase presence/size of social sharing tabs particularly on news page	01-Jan-2019	No	Work will complete in 2019/20 with a go live date of 17 May.		

Title	Place Branding	Service	Development & Regeneration Services	Status	
Outcome	Encourage visitors and create a distinct profile for the borough.				
Milestones	Due Date	Completed	Milestone Note		
Develop a Marketing Strategy and Action Plan for Ormskirk	30-Jun-2018	No	Skelmersdale Marketing Strategy & Action Plan has taken priority.		
Roll out implementation of banners within the town centre to utilise new branding and promote wider assets. Options for sponsorship of banners to be fully explored	30-Jun-2018	Yes			
Develop a Marketing Strategy and Action Plan for Skelmersdale	31-Jul-2018	No	First draft completed 25 May 2018, however the direction of the strategy will be reviewed following the appointment of the new chair of the Skelmersdale Place Board.		
Develop a Welcome to Ormskirk pack to provide essential information for new businesses to the town	31-Jul-2018	No	This will be taken forward in 2019/20 as a digital page to provide value for money.		
Refurbish signage at gateway locations (Pimbo and Gillibrands), employment areas and motorway areas	30-Sep-2018	No	Draft Plan done and costed. Ready for procurement process. Re-prioritisation of projects in line with resources means that progress will be delayed until 2020/21		
Investigate branded products and online shopping opportunities to create income generation opportunities	20-Dec-2018	Yes	September Cabinet gave approval for the design, production and selling of products through local retailers, attractions, the Chapel Gallery and/or online, subject to suitable financial probity measures being put in place.		
Continue to monitor and update the DiscoverOrmskirk website. Consider additional functionality that may be beneficial. Look to increase visitor numbers	31-Mar-2019	Yes	Ongoing		
Engagement with Skelmersdale Ambassadors via social media and website	31-Mar-2019	Yes	Ongoing		
Proactively manage social media for Discover Ormskirk on Facebook and Instagram	31-Mar-2019	Yes	On-going. Most engaging for Love Your Local Market. Instagram launched April 2018.		

Title	Promoting Skelmersdale & Ormskirk	Service	Development & Regeneration Services	Status	
Outcome	Ensure the long term economic and social viability of the town and improve its attractiveness as a visitor destination				
Milestones	Due Date	Completed	Milestone Note		
Create an event organisers guide for external groups who wish to host events in Ormskirk town centre	30-Jun-2018	Yes	Completed December 2018.		
Assist Ormskirk Community Partnership (OCP) in the promotion and delivery of Ormskirk Gingerbread Festival	31-Jul-2018	Yes	Event held 15 July.		
Assist OCP in the promotion and delivery of Ormskirk Christmas event	30-Nov-2018	Yes			
Deliver 4 Skelmersdale Ambassador Network events	31-Mar-2019	Yes	April, July, September and February events delivered.		
Support and attend 4 Skelmersdale Steering Group meetings	31-Mar-2019	Yes	April, July, September, October, November, January and March.		

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Title	Engage with Liverpool City Region and Lancashire Authorities	Service	Development & Regeneration Services	Status	
Outcome	Better engagement and partnership working with Liverpool City Region and Lancashire Authorities; Assist West Lancashire's profile and ambitions within the wider regional agenda				
Milestones	Due Date	Completed	Milestone Note		
Sign up and become member of Visit Liverpool	31-May-2018	Yes			
Reestablishment of Lancashire Economic Development Officers' Group (LEDOG)	30-Sep-2018	Yes	LEDOG has been re-established and will meet quarterly.		
Attend LEDOG meetings	30-Sep-2018	Yes			
Attend Lancashire Economic Development (LED) meetings	30-Mar-2019	Yes			
Continue to partnership work with Growth Lancashire	31-Mar-2019	Yes	On-going.		



ARTICLE NUMBER:

**CORPORATE AND
ENVIRONMENTAL OVERVIEW
AND SCRUTINY**

**MEMBERS UPDATE 2019-20
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 2018-2019

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 2018-19, the Council paid a total of £5,555,329 VAT to suppliers and received a total of £987,713 VAT from its own customers. This resulted in a net total of £4,567,616 being reclaimed from Revenue and Customs. The average VAT return for 2018-19 was therefore £380,634 comprising, £462,944 due from Revenue and Customs and £82,310 due to them. Table 1 shows how these values compare to the previous financial year of 2017-18:

	2018-2019 £'000	2017-2018 £'000
Total VAT:		
Paid to Suppliers	5,555	4,393
Received from our own Customers	987	1,098
Reclaimed from Customs and Excise	4,568	3,295
Average Monthly VAT:		
Paid to Suppliers	463	366
Received from our own Customers	82	91
Reclaimed from Customs and Excise	381	275

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 Minimus 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 2018-19 this equated to around £280k. If this threshold is exceeded, the Council may be liable to pay the full value of its exempt VAT to Revenue and Customs.
- 4.4 The VAT team monitor exempt expenditure throughout the year to ensure that the Council does not exceed the 5% limit and in recent years the de minimus level has been around 3%. However as a result of the capital works carried out at Gorsey Place during the year costing around £900k it is expected that the 5% threshold will be exceeded for 2018-19. In order to avoid having to repay HMRC the exempt VAT, we wrote to them as part of the VAT planning process back in 2016 informing them of the likely breach. HMRC have the discretion to allow a breach if they consider it occasional. They subsequently confirmed acceptance of the occasional nature of the breach in March 2016 and we are therefore not required to pay over the total exempt input VAT for 2018-19.

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 2018-19 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 Making Tax Digital is a new initiative that forms a key part of the government's plans to make it easier for individuals and businesses to get their tax right and keep on top of their affairs. They require VAT-registered businesses with a taxable turnover above the VAT threshold to use the Making Tax Digital service to keep records digitally and use software to submit their VAT returns from 1 October 2019. There are cost implications to this initiative but the exact figure is not known at this time.

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.



CORPORATE AND ENVIRONMENTAL OVERVIEW & SCRUTINY COMMITTEE

MEMBERS UPDATE 2019/20
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 last 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 March 2019 by Councillor Cooper, Portfolio Holder for Communities and Older People.

3.2 The following grants were awarded from the General Fund.

Chapel Court Farmers Club	£500
BDS Training	£500
Hillock Close & Lady Anne Bowls Club	£500
Community Rooms CIC (Trading as E Rooms)	£500
Westhead Carnival Association	£500
Sporting Challenge	£500

Saracens Head Bowling Club	£500
Resound Choir	£500
Burscough Heritage Group	£500
Newburgh Fair Association	£500
Christ Church Luncheon Club	£500
1 st Up Holland Scout Group	£500
Holmeswood School Cookery Club	£500
Skelmersdale Cricket Club	£500
Tom Baughen	£250
Wiktor Smogula	£250
Thomas Corlette	£250
Anabelle Corlette	£250
Lily Hegarty	£250
Isobel Ware	£250
Catherine Evans	£250

3.3 The following grants were awarded from the Sport/Talented Athletes Fund.

Ella Mae Gaterell	£500
Kelly Hunt	£500
Abigail Ward	£500

3.4 The following grants were awarded from the Older Peoples Champion Fund.

Hilldale Community Association	£500
Helping Hands	£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 £1,070.00

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

General	£8,010.00
Play	NIL
Arts	NIL
Sports/Talented Athlete	£1250.00
Older People's Champion	£770.00

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:

Chapel Court Farmers Club	04.01.19
BDS Training	21.11.18
Hillock Close & Lady Anne Bowls Club	13.11.18
Community Rooms CIC (Trading as E Rooms)	21.11.18
Westhead Carnival Association	23.11.18
Sporting Challenge	14.11.18
Saracens Head Bowling Club	23.11.18
Resound Choir	25.01.19
Burscough Heritage Group	11.02.19
Newburgh Fair Association	25.02.19
Christ Church Luncheon Club	25.02.19
1 st Up Holland Scout Group	26.02.19
Holmeswood School Cookery Club	18.02.19
Skelmersdale Cricket Club	01.03.19
Tom Baughan	14.01.19
Wiktor Smogula	30.01.19
Thomas Corlette	01.02.19
Anabelle Corlette	01.02.19
Lily Hegarty	18.02.19
Isobel Ware (Late)	26.03.19
Catherine Evans (Late)	12.03.19
Ella Mae Caterell	15.01.19
Kelly Hunt	19.01.19
Abigail Ward (Late)	21.03.19
Hilldale Community Association	11.03.19
Helping Hands (Late)	21.03.19

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?	

