



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

Tuesday, 9 July 2019

TO: THE MAYOR AND COUNCILLORS

Dear Councillor,

You are summoned to a meeting of the **COUNCIL** to be held in the **COUNCIL CHAMBER, 52 DERBY STREET, ORMSKIRK L39 2DF** on **WEDNESDAY, 17 JULY 2019** at **7.30 PM** at which your attendance is requested.

Yours faithfully

A handwritten signature in black ink, appearing to be "Kim Webber".

Kim Webber
Chief Executive

AGENDA
(Open to the Public)

PAGE(S)

1. **PRAYERS**
2. **APOLOGIES**
3. **DECLARATIONS OF INTEREST**
If a member requires advice on Declarations of Interest, he/she is advised to contact the Borough Solicitor in advance of the meeting. (For the assistance of members a checklist for use in considering their position on any particular item is included at the end of this agenda sheet.) 531 - 532

- 4. MINUTES**
To receive as a correct record, the minutes of the previous meeting held on:
- a) Wednesday, 10 April 2019 533 - 538
- b) Wednesday, 15 May 2019 (Annual) 539 - 544
- c) Wednesday, 10 July 2019 (Extraordinary) *TO FOLLOW*
- 5. ANNOUNCEMENTS BY THE MAYOR AND/OR THE CHIEF EXECUTIVE**
- 6. TO ANSWER ANY QUESTIONS UNDER THE PROVISIONS OF COUNCIL PROCEDURE RULE 10.2**
- 7. MINUTES OF COMMITTEES**
To receive the minutes of the following meetings, to confirm, if appropriate, such of the minutes as require confirmation and to pass such resolutions as the Council may deem necessary:
- a) Licensing & Appeals Committee - Tuesday, 2 April 2019 545 - 548
- b) Planning Committee - Thursday, 25 April 2019 549 - 550
- c) Planning Committee - Wednesday, 22 May 2019 551 - 554
- d) Audit & Governance Committee - Tuesday, 28 May 2019 555 - 560
- e) Licensing & Appeals Committee - Tuesday, 4 June 2019 561 - 564
- f) Planning Committee - Thursday, 20 June 2019 565 - 568
- 8. REVIEW OF POLLING DISTRICTS AND POLLING PLACES 2018/19 - FINAL PROPOSALS** 569 - 640
To consider the report of the Borough Solicitor.
- 9. FORMATION OF WEST LANCASHIRE INTEGRATED COMMUNITY PARTNERSHIP/MULTI SPECIALITY COMMUNITY PROVIDER** 641 - 650
To consider the report of the Director of Leisure & Environment.
- 10. FIXED PENALTY AMOUNTS** 651 - 656
To consider the report of the Director Leisure & Environment.
- 11. COUNCIL PLAN ANNUAL REPORT 2018/19** 657 - 682
To consider the report of the Director of Housing & Inclusion.
- 12. HEALTH & SAFETY STRATEGIC PLAN UPDATE** 683 - 698
To consider the report of the Director of Leisure & Environment.

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| 13. | TREASURY MANAGEMENT AND PRUDENTIAL INDICATOR PERFORMANCE 2018-19
To consider the report of the Borough Treasurer. | 699 - 706 |
| 14. | GENERAL REVENUE ACCOUNT OUTTURN
To consider the report of the Borough Treasurer. | 707 - 710 |
| 15. | HOUSING ACCOUNT - REVENUE AND CAPITAL OUTTURN
To consider the joint report of the Director of Housing & Inclusion and the Borough Treasurer. | 711 - 718 |
| 16. | EXCLUSION OF PRESS AND PUBLIC
It is recommended that members of the press and public be excluded from the meeting during consideration of the following item(s) of business in accordance with Section 100A(4) of the Local Government Act 1972 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 to the Act and as, in all the circumstances of the case the public interest in maintaining the exemption under Schedule 12A outweighs the public interest in disclosing the information. | |

PART 2 - NOT OPEN TO THE PUBLIC

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| 17. | LEISURE CONTRACT EXTENSION AND NEW LEISURE & WELLBEING FACILITY TENDER DOCUMENT
To consider the report of the Director of Leisure & Environment. | 719 - 734 |
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PART 3 - OPEN TO THE PUBLIC

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| 18. | MOTIONS
To consider the following Motions included on the agenda at the request of the Members indicated: | |
| a) | Climate Change Emergency - Motion Included on the Agenda by Councillor Cynthia Dereli on behalf of the Labour Group
Council notes that: <ul style="list-style-type: none"> • The economic system is enriching a minority while leading humanity towards climate catastrophe. • The Country's political system is leaving many to feel powerless and excluded from the key decisions that affect them. • In 2018, the world's leading climate scientists—the IPCC—warned that humanity has only 12 years left in which to cap temperature rises at 1.5C or face a sharply higher risk of drought, floods and heatwaves. • The UK Parliament has approved a motion to declare an environment and climate emergency, and all governments (national, regional and local) have a duty to limit the negative impacts of climate breakdown. • Local government organisations should recognise that they | |

cannot wait for national government to provide more money and support to reduce emissions, and that they should commit to the ambition of carbon neutrality by 2030 at the latest.

- Our emissions as an organisation are a small proportion of our area's CO2 emissions and that we can achieve more for our environment by working co-operatively than we do alone.
- Every year, our area spends significant amounts on energy, which goes out of the local economy to the big energy companies, when we believe that it could be retained through community energy, a fundamentally important part of the national energy transition we are undergoing right now.

In light of the above, Council therefore resolves:

That this Council will:

1. Join with other Councils in declaring a Climate Emergency, and have a vision of, and aspire to carbon neutrality by 2030 at the latest.
2. Continue to call on Westminster to provide the necessary powers and resources to make local action on climate change easier.
3. Work to explore the expansion of community energy to keep the benefits of our local energy generation in our local economy.
4. Continue to work with partners anchored in West Lancashire to deliver carbon reductions and grow the local economy.
5. Encourage local councillors to take action in their communities, with a view to establishing a Citizens Assembly made up of a range of representatives from our local citizens to establish the facts and make recommendations for our council.

b) Fracking - Motion Included on the Agenda by Councillor Maureen Mills on behalf of the Labour Group

This Council notes the announcement by Aurora Energy to submit a planning application to Lancashire County Council as the local Mineral Planning Authority to frack at a site in Altcar.

This Council reiterates its opposition to fracking in West Lancashire due to health and safety concerns and the impact of fracking on the environment.

This Council resolves that the relevant Portfolio Holder and Council Leader co-sign a letter to Lancashire County Council and Aurora Energy to reiterate this view.

Invitation be extended to Opposition Leaders and relevant spokespersons to co-sign shall also be made.

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

FIRE EVACUATION PROCEDURE: Please see attached sheet.

MOBILE PHONES: These should be switched off or to 'silent' at all meetings.

For further information, please contact:-

Jacky Denning on 01695 585384

Or email jacky.denning@westlancs.gov.uk

**FIRE EVACUATION PROCEDURE FOR:
COUNCIL MEETINGS WHERE OFFICERS ARE PRESENT
(52 DERBY STREET, ORMSKIRK)**

PERSON IN CHARGE: Most Senior Officer Present
ZONE WARDEN: Member Services Officer / Lawyer
DOOR WARDEN(S) Usher / Caretaker

IF YOU DISCOVER A FIRE

1. Operate the nearest **FIRE CALL POINT** by breaking the glass.
2. Attack the fire with the extinguishers provided only if you have been trained and it is safe to do so. **Do not** take risks.

ON HEARING THE FIRE ALARM

1. Leave the building via the **NEAREST SAFE EXIT**. **Do not stop** to collect personal belongings.
2. Proceed to the **ASSEMBLY POINT** on the car park and report your presence to the **PERSON IN CHARGE**.
3. **Do NOT** return to the premises until authorised to do so by the **PERSON IN CHARGE**.

NOTES:

Officers are required to direct all visitors regarding these procedures i.e. exit routes and place of assembly.

The only persons not required to report to the Assembly Point are the Door Wardens.

CHECKLIST FOR PERSON IN CHARGE

1. Advise other interested parties present that you are the person in charge in the event of an evacuation.
2. Make yourself familiar with the location of the fire escape routes and inform any interested parties of the escape routes.
3. Make yourself familiar with the location of the assembly point and inform any interested parties of that location.
4. Make yourself familiar with the location of the fire alarm and detection control panel.
5. Ensure that the zone warden and door wardens are aware of their roles and responsibilities.
6. Arrange for a register of attendance to be completed (if considered appropriate / practicable).

IN THE EVENT OF A FIRE, OR THE FIRE ALARM BEING SOUNDED

1. Ensure that the room in which the meeting is being held is cleared of all persons.
2. Evacuate via the nearest safe Fire Exit and proceed to the **ASSEMBLY POINT** in the car park.
3. Delegate a person at the **ASSEMBLY POINT** who will proceed to **HOME CARE LINK** in order to ensure that a back-up call is made to the **FIRE BRIGADE**.
4. Delegate another person to ensure that **DOOR WARDENS** have been posted outside the relevant Fire Exit Doors.

5. Ensure that the **ZONE WARDEN** has reported to you on the results of his checks, **i.e.** that the rooms in use have been cleared of all persons.
6. If an Attendance Register has been taken, take a **ROLL CALL**.
7. Report the results of these checks to the Fire and Rescue Service on arrival and inform them of the location of the **FIRE ALARM CONTROL PANEL**.
8. Authorise return to the building only when it is cleared to do so by the **FIRE AND RESCUE SERVICE OFFICER IN CHARGE**. Inform the **DOOR WARDENS** to allow re-entry to the building.

NOTE:

The Fire Alarm system will automatically call the Fire Brigade. The purpose of the 999 back-up call is to meet a requirement of the Fire Precautions Act to supplement the automatic call.

CHECKLIST FOR ZONE WARDEN

1. Carry out a physical check of the rooms being used for the meeting, including adjacent toilets, kitchen.
2. Ensure that **ALL PERSONS**, both officers and members of the public are made aware of the **FIRE ALERT**.
3. Ensure that **ALL PERSONS** evacuate **IMMEDIATELY**, in accordance with the **FIRE EVACUATION PROCEDURE**.
4. Proceed to the **ASSEMBLY POINT** and report to the **PERSON IN CHARGE** that the rooms within your control have been cleared.
5. Assist the **PERSON IN CHARGE** to discharge their duties.

It is desirable that the **ZONE WARDEN** should be an **OFFICER** who is normally based in this building and is familiar with the layout of the rooms to be checked.

INSTRUCTIONS FOR DOOR WARDENS

1. Stand outside the **FIRE EXIT DOOR(S)**
2. Keep the **FIRE EXIT DOOR SHUT**.
3. Ensure that **NO PERSON**, whether staff or public enters the building until **YOU** are told by the **PERSON IN CHARGE** that it is safe to do so.
4. If anyone attempts to enter the premises, report this to the **PERSON IN CHARGE**.
5. Do not leave the door **UNATTENDED**.

Agenda Item 3

MEMBERS INTERESTS 2012

A Member with a disclosable pecuniary interest in any matter considered at a meeting must disclose the interest to the meeting at which they are present, except where it has been entered on the Register.

A Member with a non pecuniary or pecuniary interest in any business of the Council must disclose the existence and nature of that interest at commencement of consideration or when the interest becomes apparent.

Where sensitive information relating to an interest is not registered in the register, you must indicate that you have an interest, but need not disclose the sensitive information.

Please tick relevant boxes

Notes

	General		
1.	I have a disclosable pecuniary interest.	<input type="checkbox"/>	<i>You cannot speak or vote and must withdraw unless you have also ticked 5 below</i>
2.	I have a non-pecuniary interest.	<input type="checkbox"/>	<i>You may speak and vote</i>
3.	I have a pecuniary interest because it affects my financial position or the financial position of a connected person or, a body described in 10.1(1)(i) and (ii) and the interest is one which a member of the public with knowledge of the relevant facts, would reasonably regard as so significant that it is likely to prejudice my judgement of the public interest or it relates to the determining of any approval consent, licence, permission or registration in relation to me or a connected person or, a body described in 10.1(1)(i) and (ii) and the interest is one which a member of the public with knowledge of the relevant facts, would reasonably regard as so significant that it is likely to prejudice my judgement of the public interest	<input type="checkbox"/> <input type="checkbox"/>	<i>You cannot speak or vote and must withdraw unless you have also ticked 5 or 6 below</i> <i>You cannot speak or vote and must withdraw unless you have also ticked 5 or 6 below</i>
4.	I have a disclosable pecuniary interest (Dispensation 20/09/16) or a pecuniary interest but it relates to the functions of my Council in respect of: (i) Housing where I am a tenant of the Council, and those functions do not relate particularly to my tenancy or lease. (ii) school meals, or school transport and travelling expenses where I am a parent or guardian of a child in full time education, or are a parent governor of a school, and it does not relate particularly to the school which the child attends. (iii) Statutory sick pay where I am in receipt or entitled to receipt of such pay. (iv) An allowance, payment or indemnity given to Members (v) Any ceremonial honour given to Members (vi) Setting Council tax or a precept under the LGFA 1992	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<i>You may speak and vote</i> <i>You may speak and vote</i> <i>You may speak and vote</i> <i>You may speak and vote</i> <i>You may speak and vote</i> <i>You may speak and vote</i>
5.	A Standards Committee dispensation applies (relevant lines in the budget – Dispensation 20/09/16 – 19/09/20)	<input type="checkbox"/>	<i>See the terms of the dispensation</i>
6.	I have a pecuniary interest in the business but I can attend to make representations, answer questions or give evidence as the public are also allowed to attend the meeting for the same purpose	<input type="checkbox"/>	<i>You may speak but must leave the room once you have finished and cannot vote</i>

'disclosable pecuniary interest' (DPI) means an interest of a description specified below which is your interest, your spouse's or civil partner's or the interest of somebody who you are living with as a husband or wife, or as if you were civil partners and you are aware that that other person has the interest.

Interest

Employment, office, trade, profession or vocation

Sponsorship

Prescribed description

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

Any payment or provision of any other financial benefit (other than from the relevant authority) made or provided within the relevant period in respect of any expenses incurred by M in carrying out duties as a member, or towards the election expenses of M.

	This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
Contracts	Any contract which is made between the relevant person (or a body in which the relevant person has a beneficial interest) and the relevant authority— (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged.
Land	Any beneficial interest in land which is within the area of the relevant authority.
Licences	Any licence (alone or jointly with others) to occupy land in the area of the relevant authority for a month or longer.
Corporate tenancies	Any tenancy where (to M's knowledge)— (a) the landlord is the relevant authority; and (b) the tenant is a body in which the relevant person has a beneficial interest.
Securities	Any beneficial interest in securities of a body where— (a) that body (to M's knowledge) has a place of business or land in the area of the relevant authority; and (b) either— (i) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the relevant person has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

"body in which the relevant person has a beneficial interest" means a firm in which the relevant person is a partner or a body corporate of which the relevant person is a director, or in the securities of which the relevant person has a beneficial interest; "director" includes a member of the committee of management of an industrial and provident society;

"land" excludes an easement, servitude, interest or right in or over land which does not carry with it a right for the relevant person (alone or jointly with another) to occupy the land or to receive income; "M" means a member of a relevant authority;

"member" includes a co-opted member; "relevant authority" means the authority of which M is a member;

"relevant period" means the period of 12 months ending with the day on which M gives notice to the Monitoring Officer of a DPI;

"relevant person" means M or M's spouse or civil partner, a person with whom M is living as husband or wife or a person with whom M is living as if they were civil partners;

"securities" means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

'non pecuniary interest' means interests falling within the following descriptions:

- 10.1(1)(i) Any body of which you are a member or in a position of general control or management and to which you are appointed or nominated by your authority;
- (ii) Any body (a) exercising functions of a public nature; (b) directed to charitable purposes; or (c) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union), of which you are a member or in a position of general control or management;
- (iii) Any easement, servitude, interest or right in or over land which does not carry with it a right for you (alone or jointly with another) to occupy the land or to receive income.
- 10.2(2) A decision in relation to that business might reasonably be regarded as affecting your well-being or financial position or the well-being or financial position of a connected person to a greater extent than the majority of other council tax payers, ratepayers or inhabitants of the ward, as the case may be, affected by the decision.

'a connected person' means

- (a) a member of your family or any person with whom you have a close association, or
- (b) any person or body who employs or has appointed such persons, any firm in which they are a partner, or any company of which they are directors;
- (c) any person or body in whom such persons have a beneficial interest in a class of securities exceeding the nominal value of £25,000; or
- (d) any body of a type described in sub-paragraph 10.1(1)(i) or (ii).

'body exercising functions of a public nature' means

Regional and local development agencies, other government agencies, other Councils, public health bodies, council-owned companies exercising public functions, arms length management organisations carrying out housing functions on behalf of your authority, school governing bodies.

A Member with a personal interest who has made an executive decision in relation to that matter must ensure any written statement of that decision records the existence and nature of that interest.

NB Section 21(13) of the LGA 2000 overrides any Code provisions to oblige an executive member to attend an overview and scrutiny meeting to answer questions.

Agenda Item 4a

COUNCIL

HELD: Wednesday, 10 April 2019

Start: 7.30 pm

Finish: 8.08 pm

PRESENT:

Councillors:

N Delaney (Mayor)	I Ashcroft
G Owen (Deputy Mayor)	Mrs M Blake
T Aldridge	J Cairns
Mrs P Baybutt	R Cooper
T Blane	V Cummins
C Cooper	C Dereli
P Cotterill	G Dowling
I Davis	D Evans
T Devine	N Furey
Mrs C Evans	J Gordon
S Evans	G Hodson
Y Gagen	P Hudson
N Hennessy	F McKenna
J Hodson	Mrs J Marshall
K Lockie	M Mills
C Marshall	M Nixon
J Mee	A Owens
I Moran	E Pope
D O'Toole	N Pryce-Roberts
J Forshaw	D West
A Pritchard	Mrs M Westley
Mrs D Stephenson	K Wilkie
D Westley	K Wright
D Whittington	
J Witter	
C Wynn	

Officers:

Jacqui Sinnott-Lacey, Director of Housing and Inclusion
John Harrison, Director of Development and Regeneration
Heidi McDougall, Director of Leisure & Environment
Marc Taylor, Borough Treasurer
Terry Broderick, Borough Solicitor
Jacky Denning, Member & Executive Services Manager

99 **PRAYERS**

The Mayor's Chaplain for the evening, Father Michael, led Members and officers in prayer.

100 **APOLOGIES**

Apologies for absence were received on behalf of Councillors Curry, Savage and Yates.

101 DECLARATIONS OF INTEREST

The following declarations were received:

1. Councillors Ashcroft, Mrs Blake, Blane, Dereli, Gordon, Lockie, Mrs Marshall, Mee, Moran, Owen, Pope and Whittington declared a non-pecuniary interest in relation to item 8 'Council Plan 2019/20 – 2020/21' in view of their membership of a Parish Council.
2. Councillors Aldridge, Hennessy, O'Toole and Pope declared a non pecuniary interest in relation to item 8 'Council Plan 2019/20 – 2020/21', as Members of Lancashire County Council, as did Councillors Cummins and Gagen as an employee of Lancashire County Council (but does not affect their employment).
3. Councillor Hennessy declared a disclosable pecuniary interest in relation to item 12 'Proposed Strategy for the Community Asset Transfer of Banks Leisure Centre' in view of her appointment to West Lancashire Community Leisure, as did Councillor Blane as a Member of North Meols Parish Council and they both indicated that they would leave the room whilst this item was being considered.

102 MINUTES

RESOLVED: That the minutes of the meeting held on Wednesday 27 February 2019, be approved as a correct record and signed by the Mayor.

103 ANNOUNCEMENTS BY THE MAYOR AND/OR THE CHIEF EXECUTIVE

The Mayor announced that it was the last meeting for some members of the Council as they would not be standing in the forthcoming local elections in May and thanked Councillors Bullock, Cotterill, J Hodson, Hudson, McKenna, C Marshall, Savage and Wynn for their service to the Council, including former Councillor Kay.

The Mayor also thanked everyone for making the charity ball a huge success, raising £2,300 for the Mayor's Charities.

104 TO ANSWER ANY QUESTIONS UNDER THE PROVISIONS OF COUNCIL PROCEDURE RULE 10.2

The following question was received:

"Flooding & Drainage Cabinet Working Group – Question from Councillor Charles Marshall

Will the Leader of the Council commit to forming a Flooding and Drainage Cabinet Working Group to be composed of three members of the administration and two members of the opposition with the following terms of reference:

- (a) To consider how a wider, more co-ordinated approach to managing flooding

and drainage across the whole Borough could be achieved.

- (b) To liaise with the Environment Agency, Lancashire County Council as the Lead Local Flood Authority, United Utilities, neighbouring Local Authorities, and any other relevant bodies on the issue of flooding and drainage.
- (c) To investigate any opportunities for relevant funding from appropriate bodies.
- (d) To report back to the relevant Portfolio Holder and Cabinet and, where appropriate, future meetings of Full Council with its findings and recommendations."

The Leader advised that although the matter was primarily the responsibility of Lancashire County Council, he would commit to forming a Flooding and Drainage Cabinet Working Group.

105 **MINUTES OF COMMITTEES**

Consideration was given to the minutes of the undermentioned meetings of the Committees shown.

RESOLVED That the minutes of the undermentioned meetings and any recommendations contained therein, be approved:

- A. Planning Committee held on Thursday 21 February and 21 March 2019.
- B. Standards Committee held on Tuesday 19 March 2019.

106 **COUNCIL PLAN 2019/20 - 2020/21**

Consideration was given to the report of the Chief Executive, as contained on pages 1017 to 1048 of the Book of Reports, which sought approval for the Council Plan 2019-2020/21.

Members were advised that a revised Appendix A had been circulated separately prior to the meeting, together with a Motion.

The Motion was moved and seconded.

A vote was taken, the Motion was CARRIED.

RESOLVED: That the "Council Plan 2019/20 – 2020/21" set out in the revised Appendix A, be adopted, subject to the revision of the wording in the last paragraph on page 1 as follows:

"This will mean replacing Nye Bevan and Park Pool in Skelmersdale and Ormskirk, and improvements to Burscough Sports and Racquet Club".

107 CASH INVESTMENTS - POTENTIAL RISKS AND REWARDS

Consideration was given to the report of the Borough Treasurer, as contained on pages 1049 to 1054 of the Book of Reports, which outlined investment alternatives for cash holdings and detailed the associated risks.

RESOLVED: That the report be noted and that potential options for cash investments be included in the Sustainable Organisation Review that will be reported to the Council meeting in July 2019.

108 COMMITTEE CHAIRMAN APPOINTMENTS

Consideration was given to the report of the Borough Solicitor, as contained on pages 1055 to 1056 of the Book of Reports, to appoint the Chairman of Executive Overview & Scrutiny Committee and the Chairman of Planning Committee.

Members were advised that a Motion had been circulated prior to the meeting.

The Motion was moved and seconded.

A vote was taken, the Motion was CARRIED.

RESOLVED: A. That Councillor Susan Evans be appointed Chairman of the Executive Overview & Scrutiny Committee for the remainder of the 2018/19 Municipal Year.

B. That Councillor David Evans be appointed Chairman of the Planning Committee and Councillor Gaynar Owen be appointed Vice-Chairman of the Planning Committee for the remainder of the 2018/19 Municipal Year.

109 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 items of business on the grounds that it involves the likely disclosure of exempt information as defined in paragraphs 1 & 3 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.

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

Consideration was given to the report of the Director of Leisure and Environment, as contained on pages 1057 to 1076 of the Book of Reports, which sought authority to implement the proposed strategy for the Community Asset Transfer of Banks Leisure Centre.

RESOLVED: That the Director of Leisure and Environment, in consultation with the Portfolio Holder for Leisure and Human Resources, be authorised to utilise existing budgets as set out in section 9.1 of the report, in order to facilitate the transfer of the facility and that the resources identified as being required in section 9.2 of the report, be allocated.

(Note: Councillors Blane and Hennessy declared a Disclosable Pecuniary Interest and left the room whilst this item was under consideration.)

111 PURCHASE OF LAND IN ORMSKIRK

Consideration was given to the report of the Director of Development and Regeneration, as contained on pages 1077 to 1084 of the Book of Reports, which sought authority to purchase a site on New Court Way, Ormskirk, from Lancashire County Council.

RESOLVED: That authority be granted to the Director of Development and Regeneration to take all necessary steps to purchase the land hatched on the plan attached at Appendix A to the report, with the cost funded through internal borrowing.

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THE MAYOR

Agenda Item 4b

COUNCIL

HELD: Wednesday, 15 May 2019

Start: 7.30 pm

Finish: 8.15 pm

PRESENT:

Councillors:

N Delaney (Mayor)	I Ashcroft
G Owen (Deputy Mayor)	Mrs M Blake
T Aldridge	A Blundell
Mrs P Baybutt	C Cooper
T Blane	C Coughlan
J Cairns	S Currie
R Cooper	C Dereli
V Cummins	G Dowling
I Davis	S Evans
T Devine	N Furey
D Evans	J Gordon
J Finch	G Johnson
Y Gagen	Mrs J Marshall
G Hodson	M Mills
K Lockie	J Monaghan
J Mee	M Nixon
K Mitchell	D O'Toole
I Moran	E Pope
P O'Neill	I Rigby
J Forshaw	Mrs D Stephenson
A Pritchard	J Thompson
N Pryce-Roberts	D Westley
A Sutton	D Whittington
D West	J Witter
Mrs M Westley	A Yates
K Wilkie	
K Wright	

Officers:

Kim Webber, Chief Executive
Jacqui Sinnott-Lacey, Director of Housing and Inclusion
John Harrison, Director of Development and Regeneration
Heidi McDougall, Director of Leisure & Environment
Terry Broderick, Borough Solicitor
Jacky Denning, Member & Executive Services Manager

1 PRAYERS

The Mayor welcomed all those in attendance to the meeting, particularly the new Members, Councillors Blundell, Coughlan, Finch, Johnson, Mitchell, Monaghan, O'Neill, Rigby, Sutton and Thompson.

The Mayor's Chaplain for the evening, Father Godric, led Members and officers in prayer.

The Mayor presented Father Godric with a token of appreciation for his support

during his Mayoral year in office.

2 **APOLOGIES**

Apologies for absence were received on behalf of Councillors Mrs Carolyn Evans and Adrian Owens.

The Mayor paid tribute to those who were no longer Councillors following the elections held on 2 May 2019, namely, John Bullock, Paul Cotterill, Nikki Hennessy, John Hodson, Phil Hudson, Charles Marshall, Frank McKenna, Liz Savage and Chris Wynn, and thanked them for their service to the Council. He advised that the election results were available on the Council's website.

3 **DECLARATIONS OF INTEREST**

There were no declarations of interest received.

4 **A. ELECTION OF MAYOR FOR ENSUING YEAR**

The retiring Mayor, Councillor Delaney, thanked Council Members and staff, friends and family for their part in making his year of office so enjoyable and wished the incoming Mayor a successful year of office and invited nominations for the office of Mayor for the ensuing Municipal year 2019/20.

The following Motion, was moved and seconded:

"That Councillor Gaynar Owen be elected Mayor for the ensuing Municipal Year."

A vote was taken, the Motion was CARRIED.

RESOLVED: That Councillor Gaynar Owen be elected as Mayor for the ensuing Municipal Year.

(Note, during this item:

1. Councillor Owen signified her acceptance of the Office and after she had been dressed in the Mayor's robes and invested in the Mayor's Chain and Badge of Office, she made the statutory Declaration of Acceptance of Office, following which she assumed the Chair.
2. The New Mayor, Councillor Owen, expressed her thanks to the proposer and seconder, and to the Council for the honour conferred upon her in electing her as Mayor, before presenting Councillor Delaney, the retiring Mayor, with his Past Mayor's engraved Shield.
3. The Mayor presented the outgoing Mayoress, Ms Ann Stubbart, with her past Mayoress's engraved Shield.
4. The New Mayor, Councillor Owen, presented the New Mayoress, Ms Lisa Packer, with the Mayoress' Chain and Badge.)

B. APPOINTMENT OF DEPUTY MAYOR FOR THE ENSUING YEAR

The Mayor invited nominations for the appointment of Deputy Mayor.

The following Motion was moved and seconded:
"That Councillor Terry Aldridge be appointed Deputy Mayor for the ensuing Municipal Year."

A vote was taken, the Motion was CARRIED.

RESOLVED: That Councillor Terry Aldridge be appointed Deputy Mayor for the ensuing Municipal Year.

(Note, during this item:

1. Councillor Aldridge signified his acceptance of Office and after he had been invested with the Deputy Mayor's Chain and Badge of Office, he made the statutory Declaration of Acceptance of Office and assumed the Deputy Mayor's Chair. The Deputy Mayor then thanked the Council for the honour of allowing him to serve as Deputy Mayor.
2. The Mayor presented the Deputy Mayoress, Miss Megan Aldridge, with the Deputy Mayoress' Chain and Badge.)

5 **ANNOUNCEMENTS BY THE MAYOR AND/OR THE CHIEF EXECUTIVE**

The Mayor announced:

- A. That her Chaplain for the year would be Rev Pauline Bicknell of Ormskirk Parish Church
- B. That Civic Sunday will be held on Sunday, 15 September 2019 at 2pm at Ormskirk Parish Church
- C. That fund raising activities for her year in office would be in aid of Up Holland Scout Group (51st Ormskirk) and Crawford Village Hut and Play Park and she sought the support of Members at the various fund raising events to be held throughout the year.
- D. That an Extraordinary Meeting of the Council would be held on Wednesday, 10 July 2019 at 7.30pm, to consider the Sustainable Organisation Review Project final report.

6 **ELECTION OF THE LEADER, THE LEADER'S APPOINTMENT OF THE DEPUTY LEADER AND CABINET, AND 'PROPER OFFICER PROVISIONS AND SCHEMES OF DELEGATION'**

Consideration was given to the report of the Borough Solicitor, as contained on pages 5 to 8 of the Book of Reports, which sought to elect the Leader of the Council

until the Annual Meeting in 2020, receive notification of the Leader's appointment of a Deputy Leader for the same term and Cabinet for the Municipal Year 2019/20 and to confirm the 'Proper Officer Provisions and Schemes of Delegation'.

- RESOLVED: A. That Councillor Ian Moran be elected as the Leader of the Council for a term of office expiring on the date of the Annual Meeting in 2020.
- B. That the Member appointed by the Leader as Deputy Leader for the same term of office, and the Members appointed by the Leader as Members of the Cabinet for 2019/20, with the Portfolios identified by the Leader, be noted as follows:
- Councillor Moran – Leader, Economic Regeneration
 - Councillor Gagen – Deputy Leader, Leisure and Human Resources
 - Councillor Wright – Health and Community Safety
 - Councillor D Evans – Planning
 - Councillor Forshaw – Housing and Landlord Services
 - Councillor Wilkie – Street Scene
 - Councillor Yates – Resources and Transformation
- C. That the 'Proper Officer Provisions and Scheme of Delegation to Chief Officers', insofar as they are Council functions be confirmed and insofar as they are Cabinet functions it be noted that the Leader has delegated these to the officers stated therein.
- D. That the Leader's Scheme of Delegation to Cabinet members, as updated to reflect the Portfolios/Portfolio Holders now appointed, be noted.

7 TO NOTE THE APPOINTMENT OF THE LEADER AND DEPUTY LEADER OF THE OPPOSITION GROUPS AND SHADOW CABINET

The Council noted that Councillor David Westley had been appointed Leader of the Conservative Group and that Councillor Iain Ashcroft was the Deputy Leader of the Group and members were advised that details of the Shadow Cabinet and Spokesmen would be circulated after the meeting.

The Council also noted that Councillor Adrian Owens had been appointed Leader of the Our West Lancs Group and that Councillor Ian Davis was Deputy Leader of the Group.

8 APPOINTMENT OF COMMITTEES ETC 2019/20

Consideration was given to the report of the Borough Solicitor, as contained on pages 9 to 10 of the Book of Reports, which set out the appointment of Committees

etc. and their terms of reference and allocation of seats thereon to the political groups for the Municipal Year 2019/20.

Members were advised that details listing the nominations from Labour and Our West Lancashire had been circulated prior to the meeting and Conservative nominations would be circulated following the meeting.

A Motion was moved and seconded in relation to the appointment of Parish Council representatives on the Standards Committee.

A vote was taken, the Motion was CARRIED.

- RESOLVED
- A. That, for the period ending with the next Annual Meeting of the Council, or such lesser period should the political balance or allocation to political groups change during the year requiring a review under the provisions of the Local Government and Housing Act 1989, the Committees, Sub-Committees etc be appointed as detailed in Appendix 1 to the report and that the allocation of seats to the political groups be as indicated.
 - B. That the representatives of the political groups on the Committees etc now appointed shall be as indicated on Appendix 1 to the report.
 - C. That the appointment of the Independent Person and Reserve Independent Person on the Standards Committee and the appointment of 2 Parish Councillor representatives, shall be as indicated on Appendix 1 to the report and that the Borough Solicitor establish a procedure for the nomination and appointment of those Parish Representatives.
 - D. That the terms of reference for the Committees etc now appointed be agreed as set out in the Constitution.
 - E. That it be noted that the Leader has appointed Cabinet Working Groups as indicated on Appendix 1 to the report, with the terms of reference included in the Constitution and set out in Appendix 2 as follows:
 - (i) The addition of the Flooding & Drainage Cabinet Working Group
 - (ii) The change of title of the Estates Revival Cabinet Working Group to the Estates Regeneration Cabinet Working Group and its wider terms of reference to incorporate the functions of the Hall Green Cabinet Working Group.

9 **APPOINTMENT OF CHAIRMAN AND VICE-CHAIRMAN OF COMMITTEES**

Consideration was given to the appointment of Chairmen and Vice-Chairmen of

COUNCIL

HELD: Wednesday, 15 May 2019

Committees for the ensuing year. Members noted that details of nominations had been incorporated in Appendix 1 to the report considered at agenda item 8.

RESOLVED: That Chairmen and Vice-Chairmen of Committees for 2019/20 be appointed as indicated in Appendix 1 to the report at agenda item 8.

.....
THE MAYOR

LICENSING & APPEALS COMMITTEE

HELD: Tuesday, 2 April 2019

Start: 7.30 pm

Finish: 8.05 pm

PRESENT:

Councillor: G Owen (Chairman)

Councillors: S Currie C Dereli
Mrs C Evans J Mee
M Mills A Owens
D West

Officers: Paul Charlson, Commercial, Safety and Licensing Manager
Michaela Murray, Senior Licensing Officer
Kay Lovelady, Principal Solicitor
Kirsty Breakell, Member Services / Civic Officer
Julia Brown, Member Services /Civic Officer

52 APOLOGIES

Apologies were received on behalf of Councillor Furey.

53 MEMBERSHIP OF THE COMMITTEE

In accordance with Council Procedure Rule 4, the Committee noted the termination of Councillor J Kay and the appointment of Councillor S Currie for this meeting only, thereby giving effect to the wishes of the political groups.

54 URGENT BUSINESS

There were no urgent items of business.

55 DECLARATION OF PARTY WHIP

There were no declarations of Party Whip.

56 DECLARATION OF INTEREST

There were no declarations of interest.

57 MINUTES OF SUB - COMMITTEES OR WORKING GROUPS

There were no minutes to receive.

58 MINUTES

RESOLVED: That the minutes of the meeting held on 12 February 2019, be received as a correct record and signed by the Chairman.

59 **DEPARTMENT FOR TRANSPORT - TAXI AND PRIVATE HIRE VEHICLE LICENSING: PROTECTING USERS CONSULTATION ON STATUTORY GUIDANCE FOR LICENSING AUTHORITIES**

Consideration was given to the report of the Director of Leisure and Environment as contained on pages 211 to 290 of the Book of Reports which informed Members of a Department for Transport consultation to provide Statutory Taxi and Private Hire Guidance for Licensing Authorities.

The Commercial, Safety and Licensing Manager outlined the report and responded to questions and comments raised by Members.

RESOLVED: That the consultation response at Appendix 4 of the report be approved for submission to the Department of Transport before the consultation deadline of 22 April 2019.

60 **EXCLUSION OF PRESS AND PUBLIC**

RESOLVED That under Section 100(A) of the Local Government Act 1972, the public be excluded from the meeting during consideration of the following items of business on the grounds that it involves the likely disclosure of exempt information as defined in paragraph 2 (Identity of an individual) and Paragraph 7 (Criminal Matters) part 1 of Schedule 12A outweighs the public interest in disclosing the information.

61 **APPLICATION FOR PRIVATE HIRE DRIVER LICENCE WK/000248161**

Members were asked to consider an Application for a Private Hire Driver Licence Number WK/000248161 having regard to the Statutory Declaration that accompanied the application form and any other relevant information.

The Applicant attended the meeting and was interviewed by the Committee, during which he was advised of his right to appeal to the Magistrates Court if he was aggrieved by the decision.

RESOLVED: That Private Hire Licence Number WK/000248161 be GRANTED

(Note: The Officers from Leisure and Environment Services left the meeting as Members considered their decision in this case)

62 **APPLICATION FOR PRIVATE HIRE DRIVER LICENCE WK/000248262**

Members were asked to consider an Application for a Private Hire Driver Licence Number WK/000248262 having regard to the Statutory Declaration that accompanied the application form and any other relevant information.

The Applicant attended the meeting and was interviewed by the Committee, during which he was advised of his right to appeal to the Magistrates Court if he was aggrieved by the decision.

RESOLVED: That Private Hire Licence Number WK/000248262 be GRANTED

(Note: The Officers from Leisure and Environment Services left the meeting as Members considered their decision in this case)

.....
Chairman

Agenda Item 7b

PLANNING COMMITTEE

HELD: Thursday, 25 April 2019

Start: 19.00 pm

Finish: 19.12 pm

PRESENT:

Councillor: D Evans (Chairman)
G Owen (Vice-Chair)

Councillors: I Ashcroft J Gordon
Mrs P Baybutt D O'Toole
V Cummins A Pritchard
T Devine Mrs M Westley
G Dowling A Yates
S Evans

Officers: John Harrison – Director of Development and Regeneration
Cath Thomas – Head of Development Management
Matthew Jones – Deputy Borough Solicitor
Ann Veevers – Principal Planning Officer
Jill Ryan – Member Services/Civic Officer

122 APOLOGIES

There were no apologies for absence received.

123 MEMBERSHIP OF THE COMMITTEE

In accordance with Council Procedure Rule 4, the Committee noted the termination of Councillors R Cooper and E Pope and the appointments of Councillors G Dowling and J Gordon for this meeting only, thereby giving effect to the wishes of the Political Groups.

124 URGENT BUSINESS, IF ANY INTRODUCED BY THE CHAIRMAN

There were no items of urgent business.

125 DECLARATIONS OF INTEREST

There were no Declarations of Interest received.

126 DECLARATIONS OF PARTY WHIP

There were no Declarations of Party Whip.

127 MINUTES

RESOLVED: That the minutes of the meeting held on the 21 March 2019 be approved as a correct record and signed by the Chairman.

128 PLANNING APPLICATIONS

The Director of Development and Regeneration submitted a report on planning application 2018/0213/FUL as contained on pages 1471 to 1479 in the Book of Report and on page 1481 of the Late Information Report.

129 2018/0213/FUL - CAST NORTH WEST ECO CENTRE, COBBS BROW LANE, NEWBURGH, WIGAN, LANCASHIRE WN8 7SF

RESOLVED: That planning application 2018/0213/FUL relating to Cast North West Eco Centre, Cobbs Brow Lane, Newburgh, Wigan be approved subject to the conditions as set out on pages 1478 to 1479 of the Report as amended on page 1481 of the Late Information Report.

130 PLANNING COMMITTEE 23 MAY 2019

Due to the possibility of the European Parliament Elections being held on Thursday 23 May 2019, Members of the Planning Committee were asked to consider the potential date/time change of the meeting due to be held on the 23 May.

RESOLVED: That the next scheduled Planning Committee be held on Wednesday 22nd May 2019 commencing at 19.00 pm.

.....
- CHAIRMAN -

Agenda Item 7c

PLANNING COMMITTEE

HELD: Wednesday, 22 May 2019

Start: 7.00pm

Finish: 7.50pm

PRESENT:

Councillor: G Dowling (Chairman)
A Pritchard (Vice-Chairman)

Councillors: I Ashcroft
Mrs P Baybutt
C Coughlan
V Cummins
N Delaney
C Dereli
T Devine
S Evans

J Finch
D O'Toole
A Owens
E Pope
D Westley
Mrs M Westley
Mrs J Witter

Officers: John Harrison – Director of Development and Regeneration
Cath Thomas – Head of Development Management
Matthew Jones – Deputy Borough Solicitor
Therese Maguire – Principal Planning Officer
Jill Ryan – Member Services/Civic Officer

In attendance: Councillor D Evans (Planning Portfolio Holder)
Councillor K Lockie (North Meols Ward)
Councillor I Rigby (Bickerstaffe Ward)

1. APOLOGIES

There were no apologies for absence received.

2. MEMBERSHIP OF THE COMMITTEE

In accordance with Council Procedure Rule 4, the Committee noted the termination of Councillor J Thompson and the appointment of Councillor A Owens 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

Councillor Mrs P Baybutt declared a pecuniary interest in respect of planning application 2018/1304/OUT relating to ORM Works and Former Railway Tavern, Railway Road, Skelmersdale as the applicant is a close friend of hers.

5. DECLARATIONS OF PARTY WHIP

There were no Declarations of Party Whip.

6. MINUTES

RESOLVED: That the minutes of the meeting held on the 25 April 2019 be approved as a correct record and signed by the Chairman.

7. PLANNING APPLICATIONS

The Director of Development and Regeneration submitted a report on planning applications (all prefixed 2019 unless otherwise stated) as contained on pages 19 to 100 of the Book of Reports and on pages 101 to 103 of the Late Information Report.

(Notes:

1. Councillor Lockie spoke in connection with planning application 2018/0606/FUL relating to Marsh View Stables, Rydings Lane, Banks.
2. An Objector and the Agent spoke in connection with planning application 2018/1304/OUT relating to ORM Works and Former Railway Tavern, Railway Road, Skelmersdale.
3. An Objector spoke in connection with planning application 2018/0606/FUL relating to Marsh View Stables, Rydings Lane, Banks.
4. Councillor Mrs P Baybutt had declared a pecuniary interest in respect of planning application 2018/1304/OUT relating to ORM Works and Former Railway Tavern, Railway Road, Skelmersdale as her friend was the Applicant and therefore left the Chamber during consideration of this item.)

7a. 2018/0985/FUL - DUNSCAR GARDEN CENTRE SOUTHPORT NEW ROAD TARLETON PRESTON LANCASHIRE PR4 6HY

RESOLVED: That planning application 2018/0985/FUL relating to Dunscar Garden Centre, Southport New Road, Tarleton be approved subject to the conditions set out on pages 25 to 28 of the Book of Reports but with the amendment to Condition No. 8 as set out on pages 101 to 102 of the Late Information Report.

7b. 2018/1304/OUT - ORM WORKS & FORMER RAILWAY TAVERN RAILWAY ROAD SKELMERSDALE LANCASHIRE WN8 8TR

RESOLVED: That in respect of planning application 2018/1304/OUT relating to ORM Works and Former Railway Tavern, Railway Road, Skelmersdale:-

1. The decision to grant planning permission be delegated to the Director of Development and Regeneration in consultation with the Chairman or Vice-Chairman of the Planning Committee subject to confirmation that the development will not have a detrimental impact on bats and the applicant entering into a planning obligation under S106 of the Town and Country Planning Act 1990 to secure

The terms and conditions of the affordable housing.
The terms and conditions of the accommodation for the elderly.
The management and maintenance of public open space.

2. That any planning permission granted by the Director of Development and Regeneration pursuant to 1 above be subject to the conditions as set out on pages 39 to 42 of the Reports and any additional conditions being added in respect of ecology.

7c. 2018/1322/FUL - 7 DERBY STREET ORMSKIRK LANCASHIRE L39 2BJ

RESOLVED: That planning application 2018/1322/FUL relating to 7 Derby Street, Ormskirk be approved subject to the conditions as set out on pages 51 to 54 of the Report and with an additional condition as set out below.

Condition 20

Prior to any part of the development hereby permitted taking place, a Traffic Management Plan (TMP) shall be submitted to and approved in writing by the Local Planning Authority. The TMP shall include the following:-

- The area for a site compound including the siting of office, storage of plant and materials and the parking of site operatives and visitor parking;
- Measures to prevent the transfer of mud out of the site (wheel wash facilities);
- Hours of delivery of materials to the site

All works which form part of the approved TMP shall be implemented while any demolition/construction works are in operation.

Reason 20

These details are required prior to the commencement of development in order to protect the amenity of neighbouring occupiers and to comply with the provisions of Policy GN3 in the adopted West Lancashire Local Plan 2012-2027 Development Plan Document.

7d. 2018/1323/LBC - 7 DERBY STREET ORMSKIRK LANCASHIRE L39 2BJ

RESOLVED: That listed building consent 2018/1323/LBC relating to 7 Derby Street, Ormskirk be granted subject to the conditions as set out on pages 61 to 62 of the Report.

7e. 2018/0606/FUL - MARSH VIEW STABLES RYDINGS LANE BANKS SOUTHPORT LANCASHIRE PR9 8EB

RESOLVED: That planning application 2018/0606/FUL relating to Marsh View Stables, Rydings Lane, Southport be deferred for one cycle to allow Officers to give further consideration to appropriate conditions.

7f. 2018/0464/FUL - LAND TO THE WEST OF RED CAT LANE BURSCOUGH LANCASHIRE

RESOLVED: That it be noted that planning application 2018/0464/FUL relating to Land to the West of Red Cat Lane, Burscough had been withdrawn by the Applicant. .

7g. 2018/1196/FUL - 183 SCHOOL LANE DOWNHOLLAND ORMSKIRK LANCASHIRE L39 7JF

RESOLVED: That planning application 2018/1196/FUL relating to 183 School Lane, Downholland be approved subject to the conditions as set out on pages 89 to 90 of the Report.

7h. 2019/0060/FUL - LAND ADJACENT TO RAILWAY LINE SANDY LANE AUGHTON LANCASHIRE

RESOLVED: That it be noted that planning application 0060/FUL relating to land adjacent to Railway Line, Sandy Lane, Aughton had been withdrawn by Officers for further negotiations to take place.

AUDIT & GOVERNANCE COMMITTEE

HELD: Tuesday, 28 May 2019

Start: 6.30pm

Finish: 7.30pm

PRESENT:

Councillor: C Cooper (Chairman)

Councillors: N Pryce-Roberts T Blane
A Blundell C Coughlan
C Dereli J Gordon
J Mee I Moran
P O'Neill I Rigby

Also in attendance: Councillors K Mitchell & J Thompson
Georgia Jones (Grant Thornton)

Officers: Marc Taylor – Borough Treasurer
Jacqueline Pendleton – Internal Audit Manager
Jane McNeice – Data Access & Storage Governance Officer
Kay Lovelady – Principal Solicitor
Julia Brown – Member Services/Civic Support Officer
Kirsty Breakell – Member Services/Civic Support Officer

1 APOLOGIES

There were no apologies for absence received.

2 MEMBERSHIP OF THE COMMITTEE

In accordance with Council Procedure Rule 4, the Committee noted the termination of Councillors M Nixon, A Pritchard and E Pope, and the appointments of Councillors C Coughlan, I Moran and A Blundell respectively, for this meeting only, thereby giving effect to the wishes of the Political Groups.

3 DECLARATIONS OF INTEREST

There were no declarations of Interest received.

4 PUBLIC SPEAKING

There were no items under this heading.

5 MINUTES

RESOLVED: That the minutes of the meeting held on the 29 January 2019 be approved as a correct record and signed by the Chairman.

6 GRANT THORNTON - PROGRESS UPDATE

Consideration was given to the report of the Borough Treasurer as circulated and contained on pages 67-72 of the supplementary agenda dated 21 May 2019 and pages 67-74 on the supplementary agenda dated 24 May 2019, of the book of reports. The purpose of the report was to receive an update from the Council's external auditors, Grant Thornton, on a range of different matters.

The Chairman invited Georgia Jones from Grant Thornton to present the Progress Report to the Committee.

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

- Calculation used to determine audit fees
- External audit fees and delivery of work on time
- How value for money study, is chosen

RESOLVED: That the Progress Report and Planned Audit Fee letter be noted.

(Note 1: Georgia Jones (Grant Thornton) left the meeting at the conclusion of this item.

(Note 2: Report marked in error as Agenda Item 8 – Annual Governance Statement, when should be marked as Agenda Item 6 – Grant Thornton Progress Report Appendix 1)

7 GRANT THORNTON - CERTIFICATION LETTER

This item was withdrawn.

8 ANNUAL GOVERNANCE STATEMENT

Consideration was given to the report of the Borough Treasurer as set out on pages 11 -18 of the Book of Reports which sets out the Annual Governance Statement 2018/19.

Comments and questions were raised in respect of the following:

- The role and core functions of an audit committee as identified in CIPFA's publication *Audit Committees – Practical Guidance for Local Authorities* and had not received a copy of this – a link will be provided to all Councillors to this documentation.

RESOLVED: That the Annual Governance Statement 2018/19, set out in appendix 1 be approved and commended to the Leader and Chief Executive for signature.

9 STATEMENT OF ACCOUNTS

Consideration was given to the report of the borough Treasurer as set out on pages 19-20 of the Book of Reports which provides details on the preparation of the Statement of Accounts for the year ended 31 March 2019.

The Borough Treasurer outlined the report and confirmed the framework is still in effect. He advised that the only significant issues are the financial challenges which are facing all Local Authorities.

RESOLVED: A. That the report be noted.

B. That a further report to approve the audited statement of accounts be produced for the next meeting of the Committee.

10 INTERNAL AUDIT ANNUAL REPORT

Consideration was given to the report of the Borough Treasurer as set out on pages 21-30 and pages 73-78 of the supplementary agenda dated 21 May 2019 of the Book of Reports, presenting the 2018-19 Internal Audit Annual Report for consideration.

The Chairman invited Jacqueline Pendleton, Internal Audit Manager, to present the 2018-19 Internal Audit Annual Report.

Comments and questions were raised in respect of performance indicators and customer satisfaction surveys.

RESOLVED: That the Internal Audit Annual Report for 2018-19 be noted.

11 INTERNAL AUDIT ACTIVITIES - QUARTERLY UPDATE

Consideration was given to the report of the Borough Treasurer contained on pages 31- 46 and pages 79 – 86 of the supplementary agenda dated 21 May 2019 of the Book of Reports advising of the progress against the 2018/19 Internal Audit Plan.

The Chairman invited Jacqueline Pendleton, Internal Audit Manager, to present the 2019/19 Internal Audit Plan.

Questions and Comments were raised as follows:

- 3 matters having limited assurance – These will come before the Committee in July 2019.

RESOLVED: That Members noted the progress in the year to date.

12 INTERNAL AUDIT STRATEGY AND AUDIT PLAN 2019/20

Consideration was given to the report of the Borough Treasurer contained on pages 47–58 of the Book of Reports, providing Members with the background to the preparation of the 2019/20 Internal Audit Plan, to be presented for approval.

The Chairman invited Jacqueline Pendleton, Internal Audit Manager, to present the 2019/20 Internal Audit Plan.

RESOLVED: That the internal Audit Plan 2019/20 attached at appendix 1 is approved to take effect from 1 June 2019.

13 RIPA ACT REGULAR MONITORING OF USE OF POWERS

In relation to the quarterly monitoring of activity under the Regulation of Investigatory powers Act 2000 (RIPA), the Borough Solicitor reported that there were no relevant activity to bring to the attention of the Committee since the last meeting.

RESOLVED: That the report be noted.

14 ELECTRONIC RECORDS STORAGE AND MANAGEMENT

To consider the report of the Borough Solicitor contained on pages 59–64 of the Book of Reports to update Members of programmed work in relation to the Council's electronic records storage and management.

The Data Access & Storage Governance Officer outlined the report for the Committee.

Questions and comments were raised as follows:

- Number of reports being overdue – BTLS have now given dedicated project management support and new dates have been agreed, which will be circulated to Members.

RESOLVED: That the report be noted.

15 WORK PROGRAMME

Consideration was given to the Committee's Work programme as set out on page 65 of the Book of Reports.

Councillor Dereli raised questions with regards to training and the length of the training sessions – After discussion, the motion was withdrawn to allow more time to consider the suggestions raised.

It was noted that:

- The Whistleblowing Code be added to the work programme for July 2019 meeting
- Training issues – To be referred to Member Development.

RESOLVED: (A) That the Work Programme be noted
(B) That the Whistleblowing Code be added to the work programme for July 2019
(C) That the exploration of training for Audit & Governance be referred to Member Development Commission.

.....
Chairman

LICENSING & APPEALS COMMITTEE

HELD: Tuesday, 4 June 2019

Start: 7.30p

Finish: 8.50pm

PRESENT:

Councillor: T Devine (Chairman)

Councillors: N Delaney S Currie
Mrs C Evans G Hodson
G Johnson J Mee
M Mills P O`Neill
J Witter

In attendance: Mr Peter Preston (representing the trade item 8)
Mr Stephen Davies “ “
Mr Joseph Johnson “ “

Officers: Paul Charlson, Commercial Safety & Licensing Manager
Samantha Jordon, Senior Licensing Officer
Kay Lovelady, Principal Solicitor
Kirsty Breakell, Member Services/Civic Support Officer

1 APOLOGIES

There were no apologies for absence received.

2 MEMBERSHIP OF THE COMMITTEE

There were no changes to the membership of the Committee.

3 URGENT BUSINESS

There were no items of urgent business.

4 DECLARATION OF PARTY WHIP

There were no declarations of Party Whip.

5 DECLARATION OF INTEREST

Councillor Johnson declared a prejudicial interest in Agenda item 8.

6 MINUTES OF SUB-COMMITTEE OR WORKING GROUPS

RESOLVED: That the minutes of the Employment Appeals Sub-Committee meeting held on 9 May 2019, be received as a correct record and signed by the Chairman.

7 MINUTES

RESOLVED: That the minutes of the meeting held on 2 April 2019, be received as a correct record and signed by the Chairman.

8 APPROVAL OF HACKNEY CARRIAGE AND PRIVATE HIRE POLICY 2019

Consideration was given to the report of the Director of Leisure and Environment as contained on pages 9 to 190 of the Book of Reports seeking approval of the highlighted amendments to the Hackney Carriage and Private Hire Licensing Policy 2019, attached at Appendix 3 of the report, to take effect from 5 June 2019.

The Commercial, Safety and Licensing Manager outlined the report and the issues raised during public consultation and responded to questions and comments raised by Members.

Representatives of the Trade made representations and answered questions and comments raised by Members.

RESOLVED: A. That the Hackney Carriage and Private Hire Licensing Policy 2019, as attached at Appendix 3 to the report, be approved to take effect from 11 June 2019, subject to the following amendments:

1. Vehicles may have tinted glass in the following situations:
 - a. If the tinted glass was supplied and fitted during vehicle manufacture.
 - b. If manufactured tinted glass is fitted to the vehicle manufacturer approved standard fit.
 - c. No films or spray which may alter the characteristics of any glass be used on any vehicle at any time
2. Vehicle emission and age requirements remain unchanged, but the Council's aspirations for such be clearly stated will remain under review.

B. The Commercial, Safety and Licensing Manager to provide an update on the impact of the above changes in 12 months time.

C. The Commercial, Safety and Licensing Manager to prepare an outline report in relation to the implications of installation of CCTV in taxi vehicles.

(Note 1: Members of the taxi trade were in attendance in respect of agenda item 8, Approval of Hackney Carriage and Private Hire Policy 2019)

(Note 2: Councillor Johnson left the Chamber during consideration of this item).

9 EXCLUSION OF PRESS AND PUBLIC

RESOLVED That under Section 100(A) of the Local Government Act 1972, the public be excluded from the meeting during consideration of the

following items of business on the grounds that it involves the likely disclosure of exempt information as defined in paragraph 2 (Identity of an individual) and Paragraph 7 (Criminal Matters) part 1 of Schedule 12A outweighs the public interest in disclosing the information.

(Note 1: The three members of the public left the chamber for this item)

(Note 2: Councillor Johnson returned to the Chamber for this item)

**10 PRIVATE HIRE DRIVER - DETERMINATION OF EXISTING LICENCE:
WK/000251234**

Members were asked to consider an existing Private Hire Driver Licence Number WK/000251234, having regard to offences recorded against the driver and the driver's failure to declare the offence.

RESOLVED: That Private Hire Driver Licence Number WK/000251234 be deferred one cycle in order to allow the Applicant to attend.

**11 PRIVATE HIRE DRIVER - DETERMINATION OF EXISTING LICENCE:
WK/000251286**

Members were asked to consider an existing Private Hire Driver Licence Number WK/000251286, having regard to offences recorded against the driver and the driver's failure to declare the offence.

RESOLVED: That Private hire Driver number WK/000251286 be deferred one cycle in order to allow the Applicant a further opportunity to attend.

.....
Chairman

PLANNING COMMITTEE

HELD: Thursday, 20 June 2019

Start: 7.00pm

Finish: 8.35pm

PRESENT:

Councillor: G Dowling (Chairman)
A Pritchard (Vice-Chairman)

Councillors: T Aldridge D Evans
Mrs P Baybutt S Evans
T Blane J Finch
A Blundell D O'Toole
C Coughlan E Pope
V Cummins J Thompson
C Dereli Mrs M Westley
T Devine Mrs J Witter

In attendance: Councillor K Lockie (North Meols Ward)
Councillor I Rigby (Bickerstaffe Ward)

Officers: Ian Gill – Deputy Director Development and Regeneration
Catherine Thomas – Head of Development Management
Matthew Jones – Deputy Borough Solicitor
Eileen Woollacott – Planning Appeals Officer
Jill Ryan – Member Services/Civic Officer

16 APOLOGIES

There were no apologies for absence received.

17 MEMBERSHIP OF THE COMMITTEE

In accordance with Council Procedure Rule 4, the Committee noted the termination of Councillors I Ashcroft and N Delaney and the appointment of Councillors T Blane and T Aldridge for this meeting only, thereby giving effect to the wishes of the Political Groups.

18 URGENT BUSINESS, IF ANY INTRODUCED BY THE CHAIRMAN

There were no items of urgent business.

19 DECLARATIONS OF INTEREST

Councillor D Evans declared a pecuniary interest in respect of planning application 2018/0606/FUL, Marsh View Stables, Rydings Lane, Banks as a close associate of the applicant was known to him.

20 **DECLARATIONS OF PARTY WHIP**

There were no Declarations of Party Whip.

21 **MINUTES**

RESOLVED: That the minutes of the meeting held on the 22 May 2019 be approved as a correct record and signed by the Chairman.

22 **PLANNING APPLICATIONS**

The Director of Development and Regeneration submitted a report on planning applications (all prefixed 2019 unless otherwise stated) as contained on pages 121 to 159 of the Book of Reports and on pages 161 to 162 of the Late Information Report.

(Notes:

1. An Objector and the Applicant spoke in connection with planning application 0060/FUL relating to Land Adjacent to Railway Line, Sandy Lane, Aughton.
2. An Objector and the Agent spoke in connection with planning application 0192/FUL relating to The Slipway, 48 Crabtree Lane, Burscough.
3. Councillor D Evans had declared a pecuniary interest in respect of planning application 2018/0606/FUL relating to Marsh View Stables, Rydings Lane, Banks as he knew a close associate of the applicant and therefore left the Chamber during consideration of this item).

23 **2019/0060/FUL - LAND ADJACENT TO RAILWAY LINE, SANDY LANE, AUGHTON**

RESOLVED: That planning application 0060/FUL relating to land adjacent to Railway Line, Sandy Lane, Aughton be refused for the reasons as set out below:-

The proposed development, by virtue of its siting, scale and design, would result in harm to the Green Belt by virtue of inappropriateness, loss of openness and conflict with one of the purposes of including land in the Green Belt (safeguarding the countryside from encroachment), contrary to the NPPF and Policy GN1 of the West Lancashire Local Plan 2012-2027 Development Plan Document. The harm is not outweighed by the circumstances of the application.

The proposed development, by virtue of its siting, scale and design, would result in harm to the visual amenity of the locality and conflict with the local landscape character and therefore conflict with Policies GN3 and EN2 in the West Lancashire Local Plan.

24 2019/0192/FUL - THE SLIPWAY, 48 CRABTREE LANE, BURSCOUGH, ORMSKIRK, L40 ORN

RESOLVED: That planning application 0192/FUL relating to The Slipway, 48 Crabtree Lane, Burscough be approved subject to the conditions as set out on pages 138 to 140 of the Report and with the amendment to Condition 5 as set out below:-

No development shall take place until a strategy for the surface water drainage of the development, including any necessary attenuation measures and measures to prevent pollution of the nearby canal including oil interceptors, if necessary, has been submitted to and approved in writing by the Local Planning Authority. The surface water drainage strategy must take account of the relevant provisions of this Council's Planning Applications – Drainage, Flood Risk and Sustainability guidance and the Non-Statutory Technical Standards for Sustainable Drainage Systems (March 2015) or any subsequent replacement standards. The drainage scheme shall be completed in accordance with the approved details. The peak surface water rate of discharge is to be limited to 3.01/s.

25 2018/1115/OUT - LAND TO THE REAR OF THE BULL AND DOG INN, LORDSGATE LANE, BURSCOUGH, ORMSKIRK, L49 7ST

RESOLVED: That planning application 2018/1115/OUT relating to Land to the rear of the Bull and Dog Inn, Lordsgate Lane, Burscough be approved subject to the conditions as set out on pages 146 to 149 of the Book of Reports.

26 2018/0606/FUL - MARSH VIEW STABLES, RYDINGS LANE, BANKS

RESOLVED: That planning application 2018/0606/FUL relating to Marsh View Stables, Rydings Lane, Banks be approved subject to the conditions as set out on pages 157 to 159 of the Book of Reports and with an additional condition as set out below:-

Condition No. 12

No plant, machinery or power tools shall be installed or operated at the site other than portable hand tools.

Reason No. 12

To safeguard the amenity of adjacent properties and the area generally and so comply with the provisions of Policy GN3 in the adopted West Lancashire Local Plan 2012-2027 Development Plan Document.

.....
Chairman



COUNCIL: 17 JULY 2019

Report of: Borough Solicitor

Contact for further information: Mr T Lynan (Extn. 5013)
(E-mail: tom.lynan@westlancs.gov.uk)

SUBJECT: REVIEW OF POLLING DISTRICTS AND POLLING PLACES 2018/19 – FINAL PROPOSALS

Wards affected: Borough wide

1.0 PURPOSE OF THE REPORT

1.1 To enable the Council to comply with its statutory duty to review all Parliamentary Polling Districts and Polling Places and to review all Local Government Polling Districts and Polling Places at the same time.

2.0 RECOMMENDATIONS

2.1 That the Final Schedule of Proposals as set out in Appendix 1, be approved.

3.0 BACKGROUND

3.1 Section 18C of the Representation of the People Act 1983 (as amended) (the 1983 Act) makes provision about the timing of reviews of polling districts and places by local authorities in the UK. The 1983 Act, now provides that a local authority must carry out and complete a review of all the polling districts and places in its area within the period of 16 months beginning with 1 October 2013, and the period of 16 months beginning with 1 October of every fifth year after that.

3.2 The Electoral Commission (the Commission) advises that a review of polling districts and places for local government elections should be undertaken at the same time. The last review was commenced in 2013 and completed in 2014.

3.3 The legislation does not prevent a local authority carrying out a review of some or all of the polling districts or polling places in its area at other times and a system for conducting interim reviews is in place and operating.

3.4 To aid understanding of the report and Appendices the following definitions will assist:-

- **Parliamentary constituency:** an area having separate representation in the House of Commons - these cannot be changed by the review. The division of these constituencies into polling districts and places is the subject of the review.
 - **Polling district:** a geographical area created by the sub-division of a constituency, ward or division into smaller parts. Each parish is to be a separate polling district (unless there are special circumstances) – this means that a parish must not be in a polling district which either has part in another parish or in an un-parished area;
 - **Polling place:** the building or area in which the Returning Officer will select polling stations.
 - **Polling station:** Chosen by the Returning Officer for the election, a polling station is the room or building within the polling place where the poll takes place.
- 3.5 Local authorities are required to divide every constituency into polling districts for UK parliamentary elections and to designate a polling place for each polling district. Polling places should be within the polling district unless special circumstances make it desirable to designate an area outside the district. These must be reviewed every five years.
- 3.6 Authorities must:
- Seek to ensure that all the electors have such reasonable facilities for voting as are practicable in the circumstances;
 - Seek to ensure that so far as is reasonable and practicable polling places are accessible to those who are disabled.
 - When considering or reviewing the designation of a polling place, have regard to the accessibility needs of disabled persons.
- 3.7 The Commission advise that the Review of Polling Districts and Places is a function of the Council and not the Electoral Registration Officer or Returning Officer, so funding should be made available from the Council for the review. The location of polling stations at any particular election is the responsibility of the Returning Officer.
- 3.8 Prior to the formal start of the 2018/19 Review, the Initial Proposals and timetable for the review were formulated and discussed with the respective appointed representatives of the three groups on West Lancashire Borough Council.
- 3.9 In West Lancashire the Review formally began on 1 February 2019 with the publication of the Notice of Review and the start of the Public Consultation on the Initial Proposals. These proposals included the views (if any) of the (Acting) Returning Officers for West Lancashire and South Ribble. In formulating proposals regard was had to census data and any large scale housing development planned for the next four years.
- 3.10 Notice of the Review was issued to all West Lancashire Borough Councillors, West Lancashire County Councillors, the MPs for West Lancashire and South Ribble, political parties and all Parish Clerks, as well as to organisations with

expertise on disability access. Press Releases were also issued at various times during the consultation period.

- 3.11 Following determination of the Review, any changes required to the Electoral Register will take effect from 1 December 2019, when the Revised Register of Electors is published.

4.0 CONSULTATION ON INITIAL PROPOSALS

- 4.1 The consultation on the Initial Proposals ran from 1 February 2019 until Friday 24 May 2019.

- 4.2 Submissions to the consultation could be made in writing or by email or online via the Council website.

- 4.3 In total 11 completed submissions were made to the consultation;

- 8 were received online
- 3 were received via email.

- 1 online submission was discounted as it did not provide the name and address of the person submitting.

- 3 submissions came from Councillors of West Lancashire Borough Council.
- 7 submissions came from registered electors within the Borough.

- 4.4 The 10 valid submissions covered 6 wards;

- 1 submission was received for each of Aughton Park, Bickerstaffe, Knowsley and Skelmersdale North Wards.
- 2 submissions were received for Tanhouse Ward.
- 4 submissions were received for Halsall Ward.

- 4.5 Details of each submission can be seen at Appendix 1 under the appropriate ward.

5.0 CURRENT POSITION

- 5.1 Following the consultation, the Final Proposals, as outlined in Appendix 1, note proposed changes to the Wards of; Ashurst, Digmaor, Knowsley, Moorside, Newburgh, Scott, Skelmersdale North, Skelmersdale South, Tarleton and Up Holland. In regard to Halsall it is not considered appropriate to make the initial changes proposed, albeit this is an area where some future change is considered desirable. For this reason a specific item of work will be taken forward and reported to the District Polling and Polling Places Review Committee. These Final Proposals take account of consultations undertaken and relevant notes in regard to this are included in Appendix 1.

- 5.2 The Council must now decide upon appropriate Polling Districts and Polling Places for the Borough after taking into account the submissions of the (Acting) Returning Officers and all other representations received (Appendix 1).

- 5.3 It must be remembered that the responsibility of the Council is to determine Polling Districts and Polling Places. Whilst it is understandable that Members will consider actual Polling Stations when reaching their determination, responsibility for finalising the location of a Polling Station within a Polling Place rests with the Returning Officer at each election.
- 5.4 Once the Council has agreed its final proposals, whether there are changes or the status quo applies, the proposals will be made available to the public together with the reasons for them in accordance with the legislation. Appendix 1 has been produced to enable Members to consider both the decision and reasons for that decision in each case; where changes are suggested reasons are set out, otherwise it is considered the current arrangements meet requirements having regard to the considerations at paragraph 3.6 above.

6.0 RISK ASSESSMENT

- 6.1 There will be a breach of statutory duty if the authority does not conduct a review of Parliamentary polling districts and polling places with the prescribed timeframe.

7.0 SUSTAINABILITY IMPLICATIONS

- 7.1 As noted earlier in the report the Council must seek to ensure that all the electors have such reasonable facilities for voting as are practicable in the circumstances, and that so far as is reasonable and practicable polling places are accessible to those who are disabled. There is no significant impact on crime and disorder.

8.0 FINANCIAL AND RESOURCE IMPLICATIONS

- 8.1 The costs of the Review have been met from existing resources by the careful prioritisation of workloads. Should the Final Proposals be adopted in full, a saving of approximately £5000 would be achievable against 2019 costs for a Borough-wide electoral event.

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.

- Consultation responses and related correspondence – file held in Elections office

Equality Impact Assessment

There is a direct impact on members of the public, employees, elected members and / or stakeholders, therefore an Equality Impact Assessment is required. A formal equality impact assessment is attached as an Appendix to this report, the results of which have been taken into account in the Recommendations contained within this report

Appendices

1. Final Polling Districts and Polling Places Review 2019 Proposals and Consultation comments.
2. Equality Impact Assessment

Ashurst

Polling District	Electors	Postal Voters	Postal Voters (%)	Location of Existing Polling Place	ARO Comments	Initial Proposals	Submissions Received	Final Proposals
Ashurst (Unparished)								
ASA	1130	169	15%	Mobile Unit Adjacent to 21-27 Fairlie, Birch Green, Skelmersdale	No suitable area within the Polling District. Mobile Units increasingly unviable option.	Move to neighbouring BGC Polling Place (Woodlands Primary School).	None Valid	Move to neighbouring BGC Polling Place (Woodlands Primary School).
ASB	1977	212	11%	Ashurst Centre, Lyndale, Skelmersdale	No Change	No Change Proposed	None Valid	No Change Proposed
ASC	1712	233	14%	Cobbs Brow Primary School, Manfield, Skelmersdale	No Change	No Change Proposed	None Valid	No Change Proposed

 Page 5 of 5

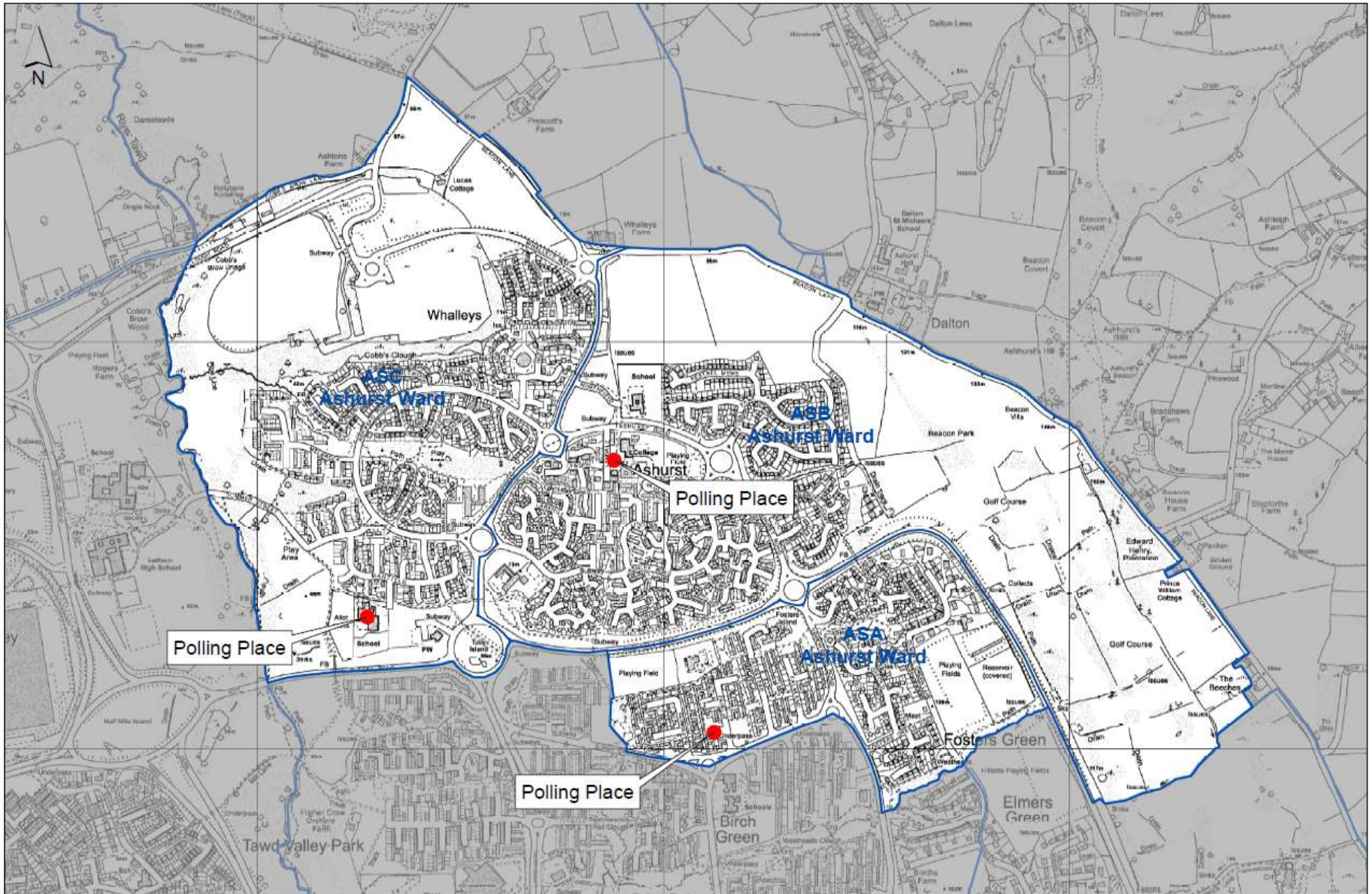
Summary of submissions to the consultation –

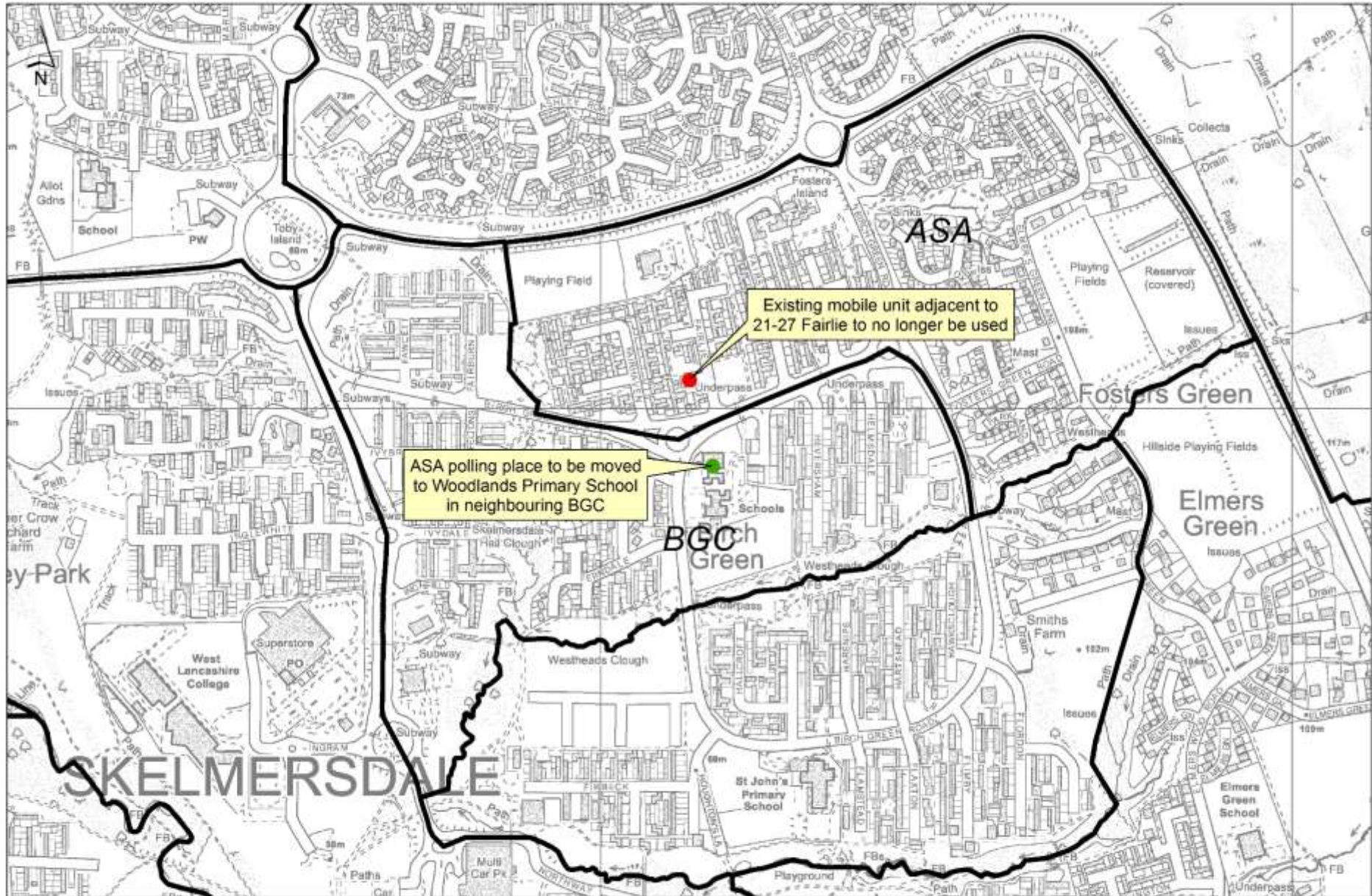
A submission was received online but did not include a name or address and is therefore invalid.

Reasons for the proposed change –

The alternative location of Woodlands Primary School has been proposed as it is already used as a Polling Place for the neighbouring BGC Polling District in Birch Green Ward and is less than 0.1 miles from the current Mobile Unit location.

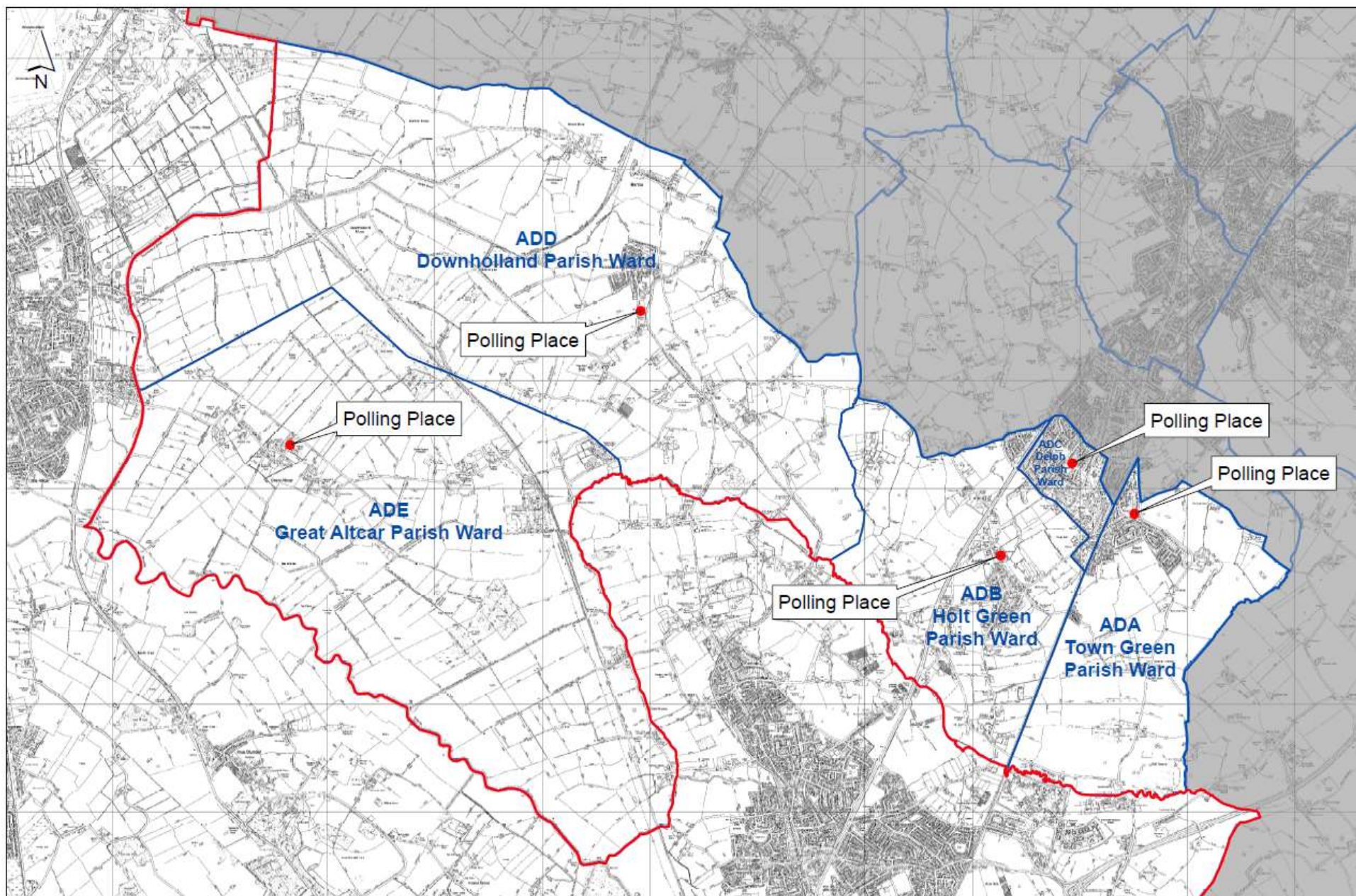
Whilst the proposed location is in a different Polling District and Ward, there is precedent for this across the current Polling Estate, with Polling Places shared by Polling Districts in Burscough West/Scarbrick and Digmoor/Tanhouse.





Aughton & Downholland

Polling District	Electors	Postal Voters	Postal Voters (%)	Location of Existing Polling Place	ARO Comments	Initial Proposals	Submissions Received	Final Proposals
Aughton & Downholland (Parished)								
ADA	1264	215	17%	Aughton Town Green Primary School, Town Green Lane, Aughton	No Change	No Change Proposed	None	No Change Proposed
ADB	920	208	23%	Scout and Guide Hut, Church Lane, Aughton	No Change	No Change Proposed	None	No Change Proposed
ADC	1346	238	18%	St Michael's Primary School, Delph Park Avenue, Aughton	No Change	No Change Proposed	None	No Change Proposed
ADD	828	137	17%	Haskayne Village Hall, School Lane, Haskayne	No Change	No Change Proposed	None	No Change Proposed
Page 578 ADE	177	18	10%	Mobile Unit on Aspinall Crescent, Great Altcar, Downholland	Very rural Polling District. Mobile Units increasingly unviable option but no suitable and available location in the area.	No Change Proposed	None	No Change Proposed at this time. Continue to monitor.



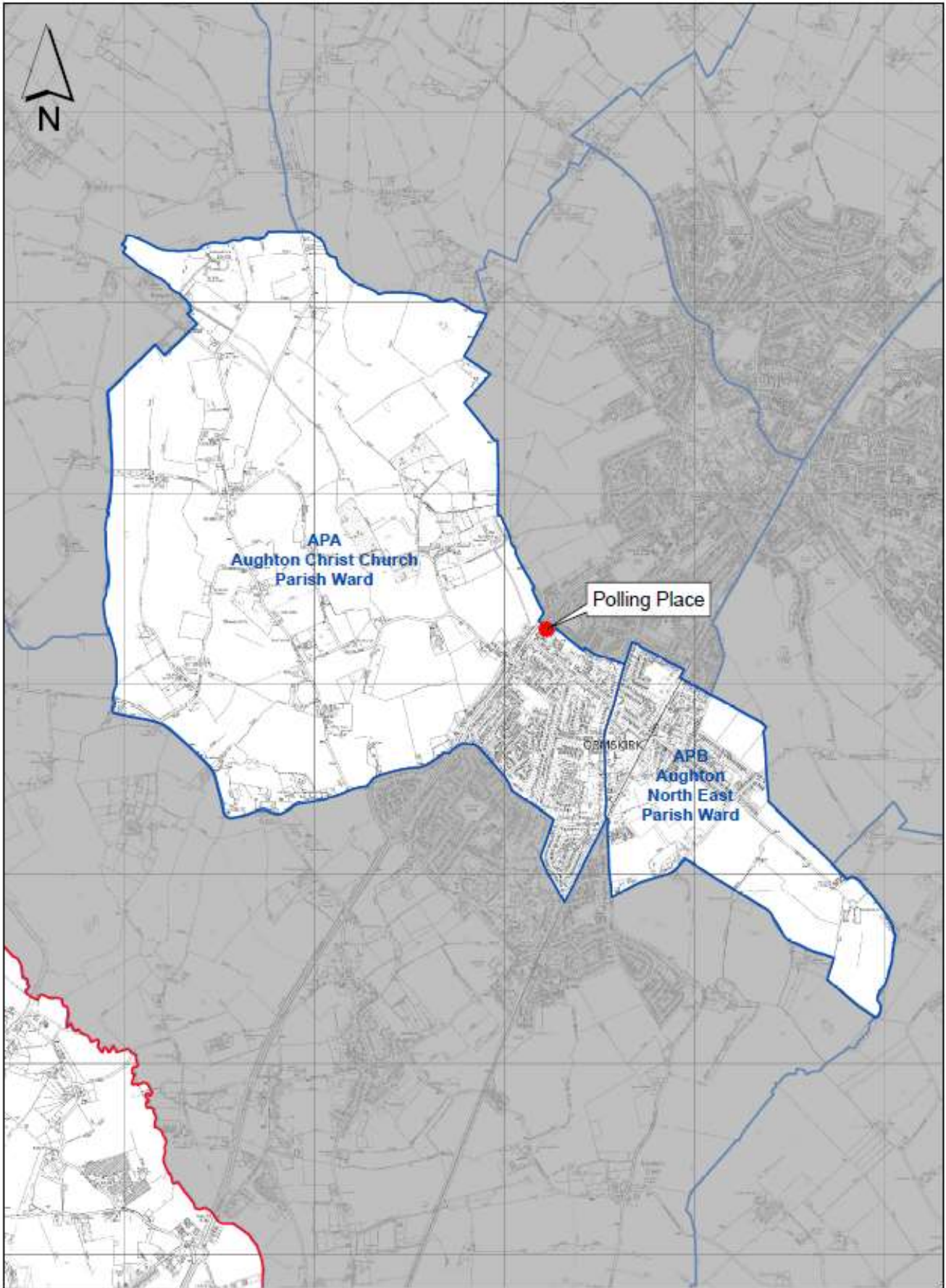
Aughton Park

Polling District	Electors	Postal Voters	Postal Voters (%)	Location of Existing Polling Place	ARO Comments	Initial Proposals	Submissions Received	Final Proposals	
Aughton Park (Parished)									
APA	2036	434	21%	The Ministry Centre, The Sands, Off Long Lane, Aughton	No Change	No Change Proposed	1	No Change Proposed	
APB	1127	299	27%	The Ministry Centre, The Sands, Off Long Lane, Aughton	No Change	No Change Proposed	None	No Change Proposed	

Summary of submissions to the consultation –

Registered Elector in APA

"The ministry centre at Christ church is perfect. Ample parking and access. Comfortable and spacious, it caters for all."



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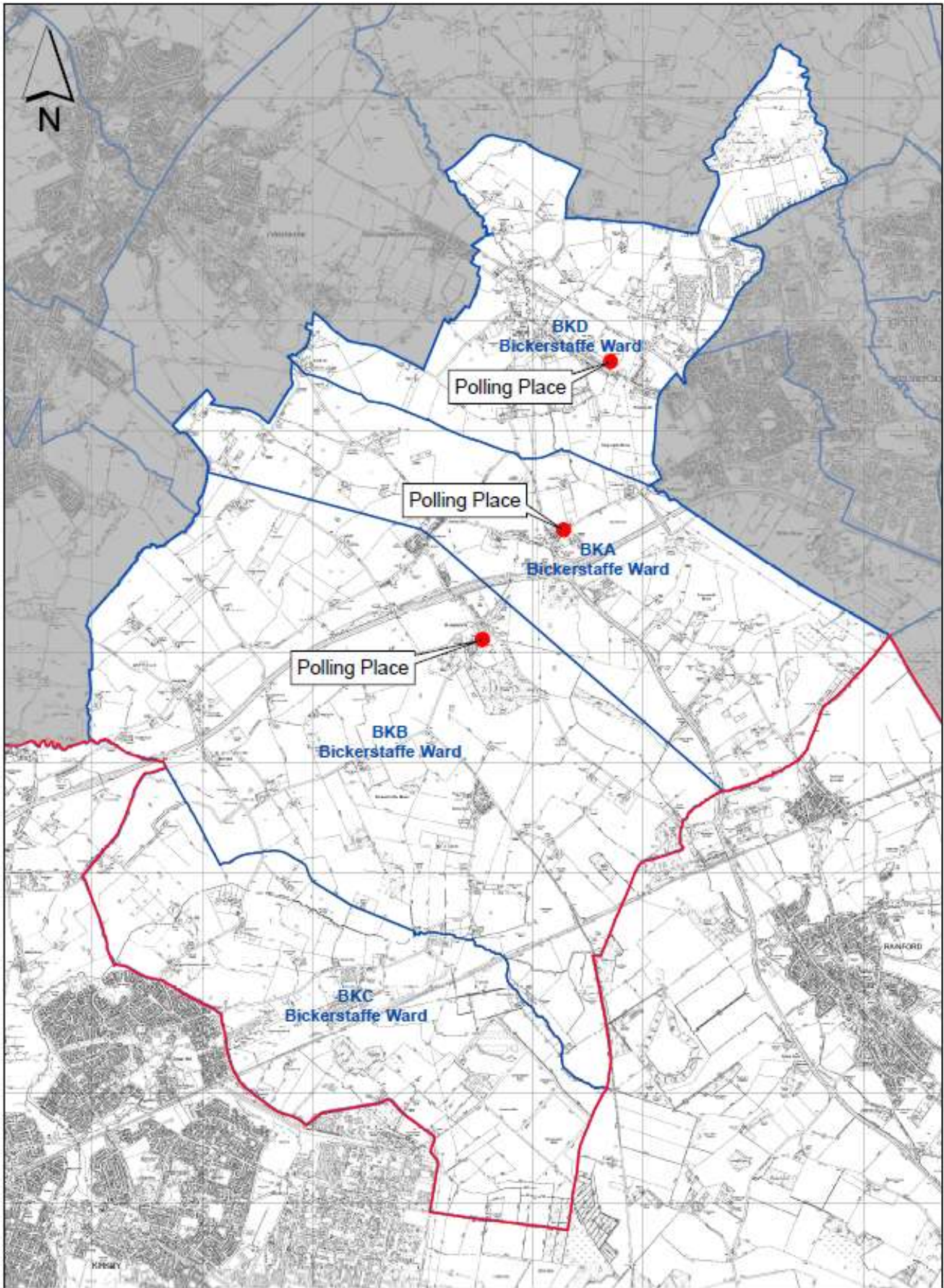
Bickerstaffe

Polling District	Electors	Postal Voters	Postal Voters (%)	Location of Existing Polling Place	ARO Comments	Initial Proposals	Submissions Received	Final Proposals
Bickerstaffe (Parished)								
BKA	357	65	18%	Four Lanes End Mission, Skelmersdale Road, Bickerstaffe	No Change	No Change Proposed	1	No Change Proposed
BKB	626	124	20%	Bickerstaffe Football Club, Hall Lane, Bickerstaffe	No Change	No Change Proposed	1	No Change Proposed
BKC	670	153	23%	Bickerstaffe Football Club, Hall Lane, Bickerstaffe	No Change	No Change Proposed	None	No Change Proposed
BKD	108	14	13%	Skelmersdale Cricket Club, Blaguegate Lane, Lathom	No Change	No Change Proposed	None	No Change Proposed

Summary of submissions to the consultation –

Bickerstaffe Parish Council

Bickerstaffe Parish Council examined the proposals at the Ordinary Parish Council Meeting on Feb 10th 2019, and as there were no changes to Bickerstaffe Ward or parish the PC had no comment."

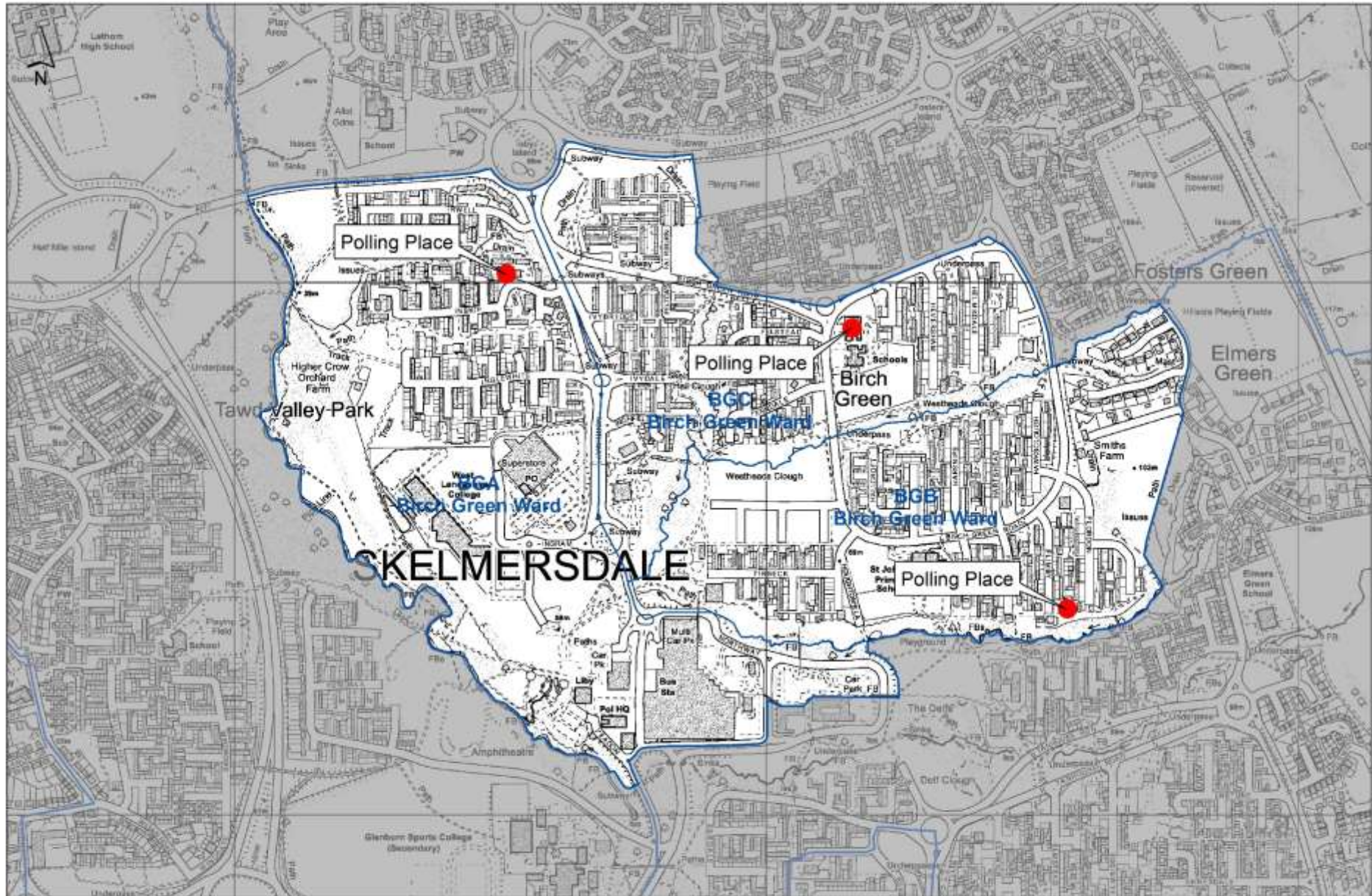


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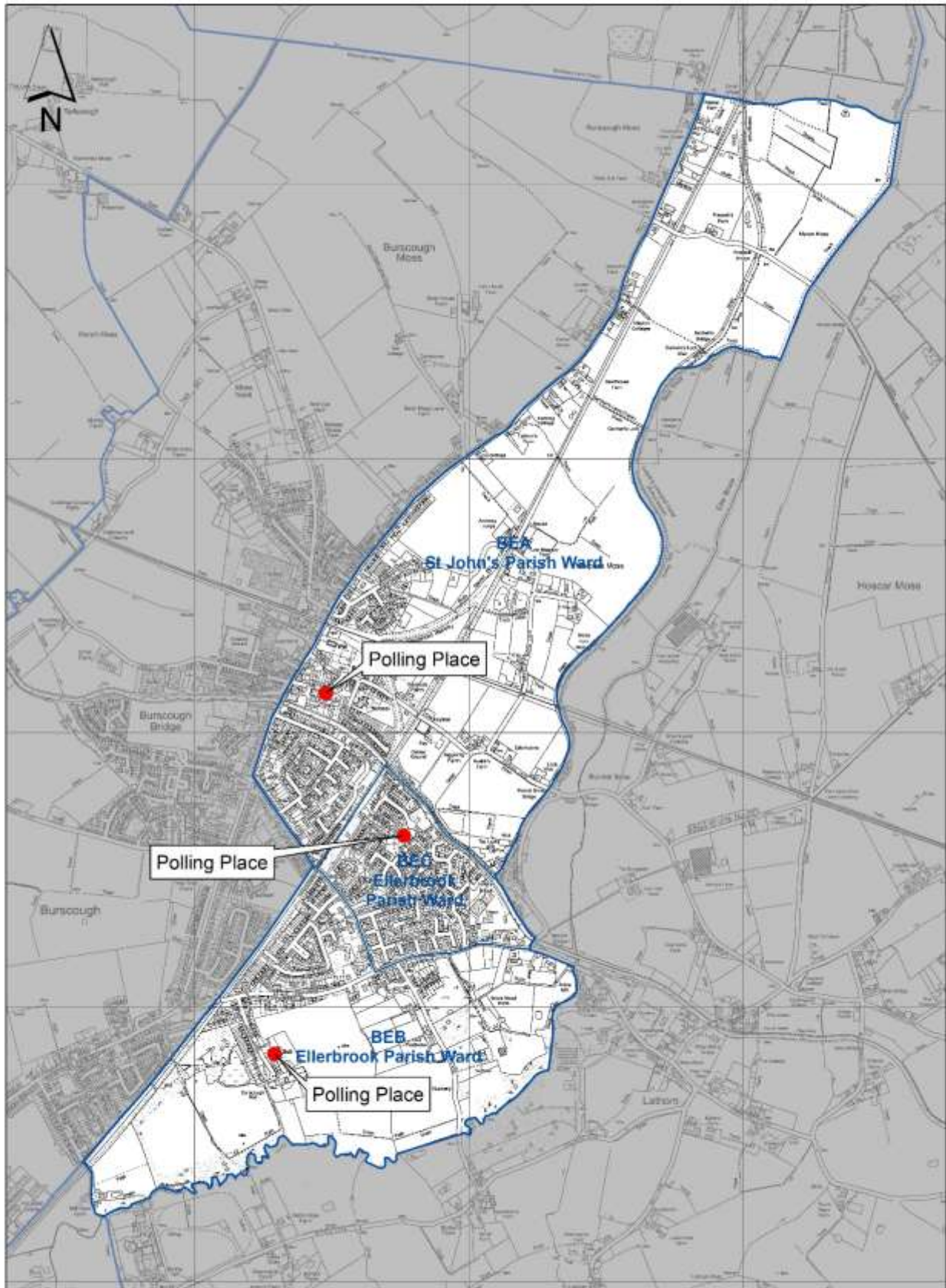
Birch Green

Polling District	Electors	Postal Voters	Postal Voters (%)	Location of Existing Polling Place	ARO Comments	Initial Proposals	Submissions Received	Final Proposals
Birch Green (Unparished)								
BGA	902	94	10%	Mobile Unit adj 42-48 Inskip, Skelmersdale	No suitable area within the Polling District. Mobile Units increasingly unviable option.	No Change Proposed	None	No Change Proposed at this time. Continue to monitor.
BGB	1039	143	14%	Meeting Room, Flimby, Skelmersdale	No Change	No Change Proposed	None	No Change Proposed
BGC	1036	135	13%	Woodlands CP School, Heathgate, Skelmersdale	No Change	No Change Proposed	None	No Change Proposed



Burscough East

Polling District	Electors	Postal Voters	Postal Voters (%)	Location of Existing Polling Place	ARO Comments	Initial Proposals	Submissions Received	Final Proposals
Burscough East (Parished)								
BEA	1472	324	22%	Old People's Club, Lord Street, Burscough	No Change	No Change Proposed	None	No Change Proposed
BEB	874	170	19%	St John's Catholic Church, Parish Hall, Chapel Lane, Burscough	No Change	No Change Proposed	None	No Change Proposed
BEC	1180	284	24%	Mobile Unit on Heathfield Estate Park, Between Rees Park and Delph Drive, Burscough	No suitable area within the Polling District. Mobile Units increasingly unviable option.	No Change Proposed	None	No Change Proposed at this time. Continue to monitor.



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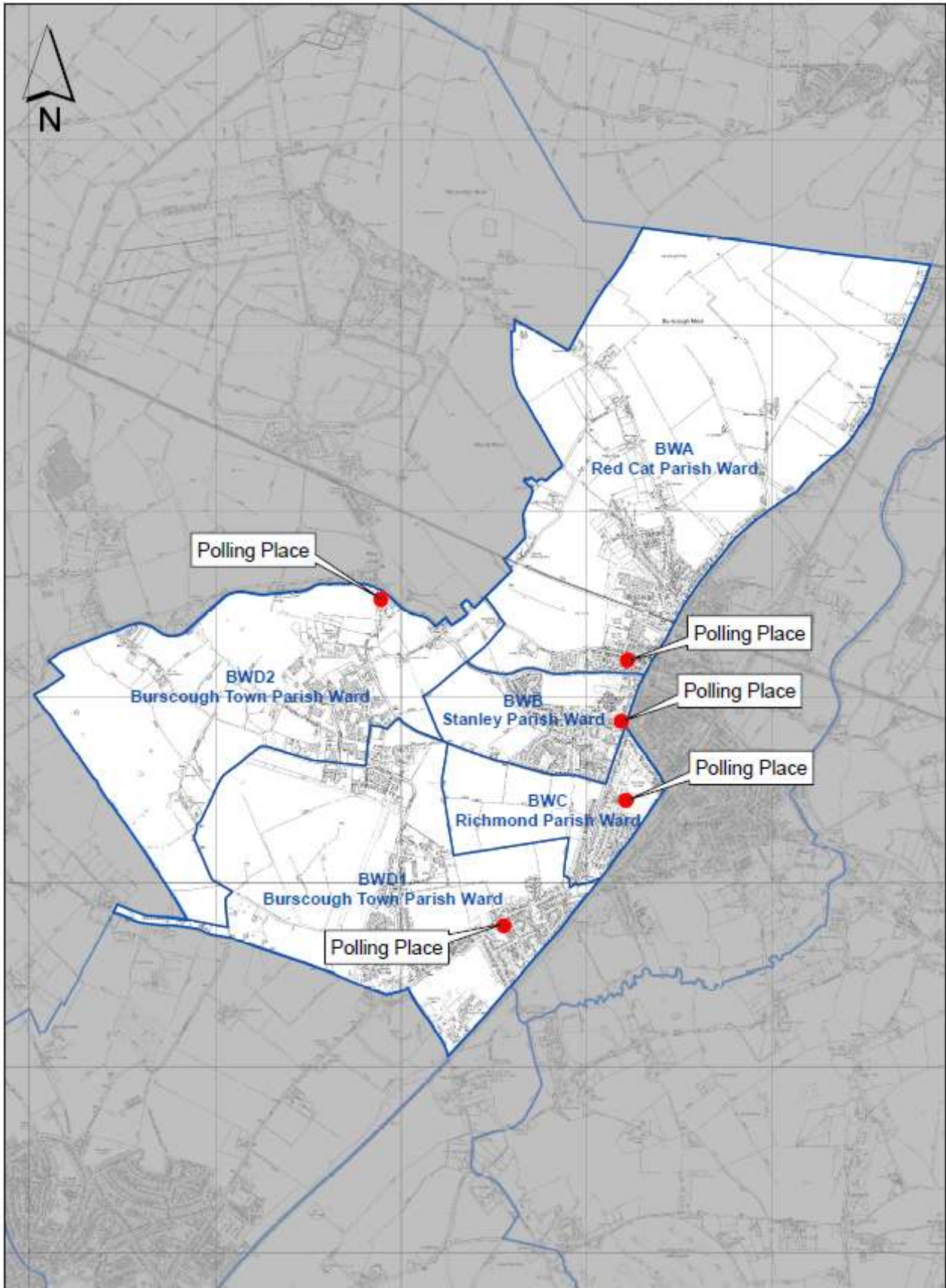
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Burscough West

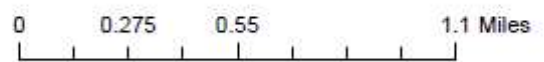
Polling District	Electors	Postal Voters	Postal Voters (%)	Location of Existing Polling Place	ARO Comments	Initial Proposals	Submissions Received	Final Proposals
Burscough West (Parished)								
BWA	1023	231	23%	Methodist Church Hall, Orrell Lane, Burscough	No Change	No Change Proposed	None	No Change Proposed
BWB	1117	205	18%	The Stanley Club, 1 Liverpool Road, Burscough	No Change	No Change Proposed	None	No Change Proposed
BWC	649	125	19%	Lordsgate Township Primary School, Lordsgate Drive, Burscough	No Change	No Change Proposed	None	No Change Proposed
BWD1	1001	168	17%	Mobile Unit on Manor Estate Car Park, Burscough	Mobile Units increasingly unviable option	No Change Proposed as no suitable and available alternative	None	No Change Proposed at this time. Continue to monitor.
BWD2	106	25	24%	The Farmers Arms, 36 New Lane, Burscough	No Change	No Change Proposed	None	No Change Proposed

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The initial proposals listed St. Andrew's Mission as the Polling Place for BWD2. Due to the long term unavailability of St. Andrews Mission notified to us after the consultation had started, the Polling Place was moved to The Farmers Arms for the Local Elections on 2 May 2019 and the European Elections on 23 May 2019.

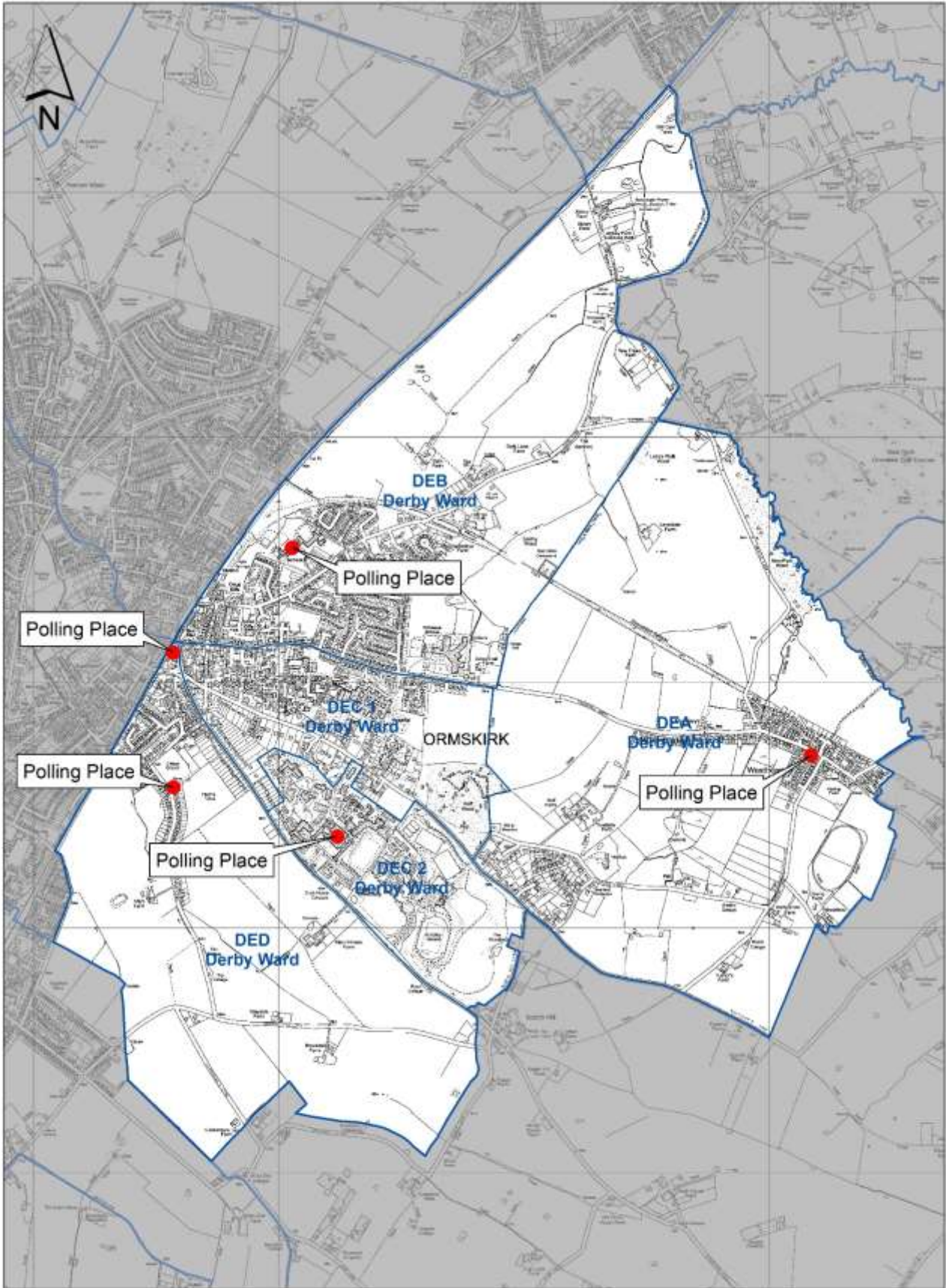


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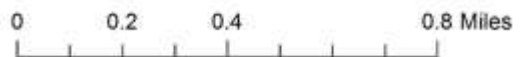


Derby

Polling District	Electors	Postal Voters	Postal Voters (%)	Location of Existing Polling Place	ARO Comments	Initial Proposals	Submissions Received	Final Proposals
Derby (Unparished)								
DEA	754	143	19%	Westhead Village Hall, Wigan Road, Westhead	No Change	No Change Proposed	None	No Change Proposed
DEB	1751	328	19%	Ormskirk C E Primary School, Greetby Hill, Ormskirk	No Change	No Change Proposed	None	No Change Proposed
DEC1	1053	204	19%	Ormskirk Community Centre, St Helens Road, Ormskirk	No Change	No Change Proposed	None	No Change Proposed
DEC2	285	10	4%	Sages – The Hub, Edge Hill University, St Helens Road, Ormskirk	No Change	No Change Proposed	None	No Change Proposed
DED	711	124	17%	Ormskirk Cricket Club, Brook Lane, Ormskirk	No Change	No Change Proposed	None	No Change Proposed



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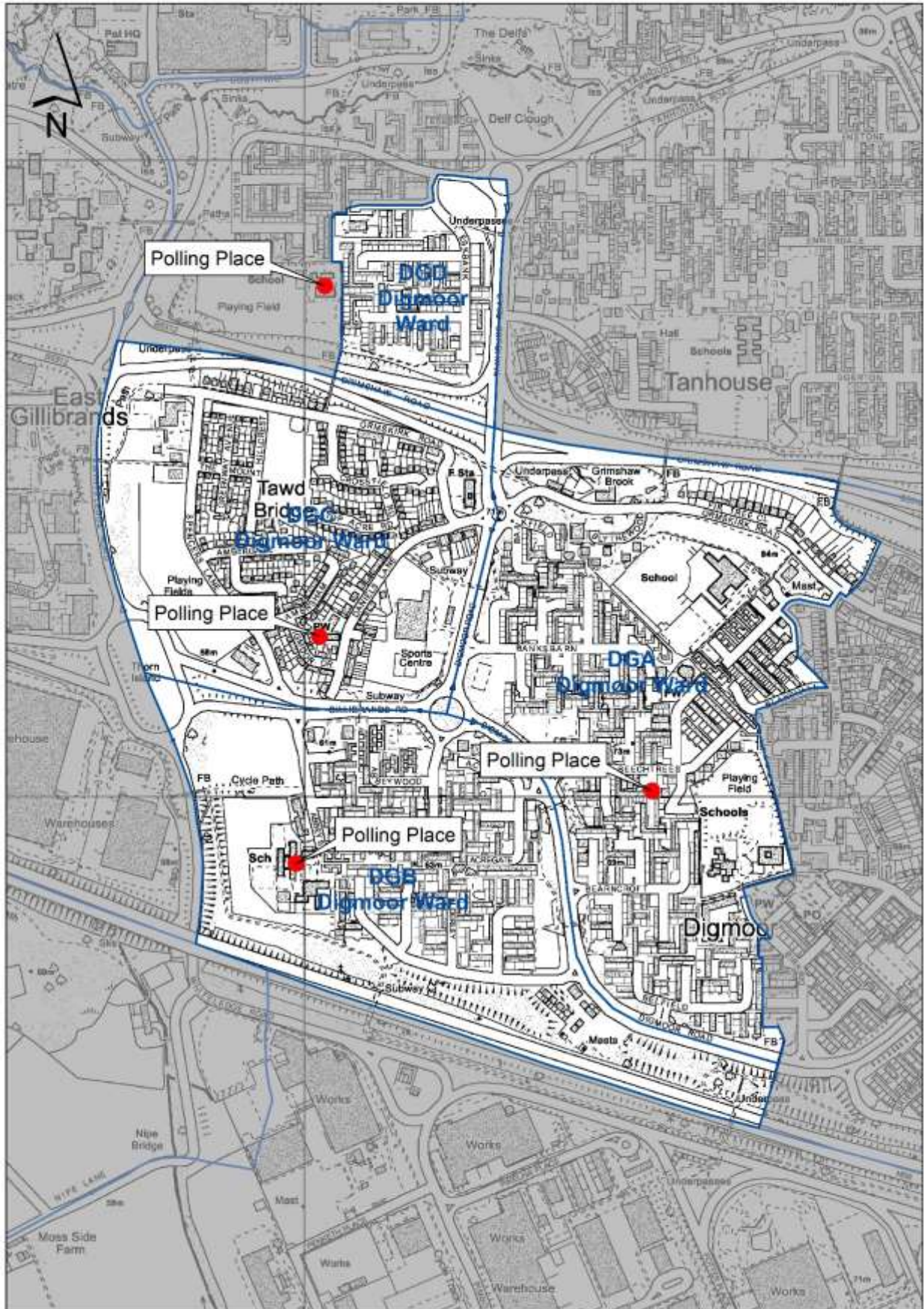
Digmoor

Polling District	Electors	Postal Voters	Postal Voters (%)	Location of Existing Polling Place	ARO Comments	Initial Proposals	Submissions Received	Final Proposals
Digmoor (Unparished)								
DGA	1361	179	13%	Mobile Unit adjacent to 124-128 Beechtrees, Skelmersdale	Mobile Units increasingly unviable option	Move to St Francis of Assisi Church, 157 Beechtrees	None	Move to St Francis of Assisi Church, 157 Beechtrees
DGB	694	79	11%	Little Digmoor Primary School, Abbeystead, Skelmersdale	No Change	No Change Proposed	None	No Change Proposed
DGC	648	110	17%	Methodist Church Hall, Daniel's Lane, Skelmersdale	No Change	No Change Proposed	None	No Change Proposed
DGD	364	30	8%	Delphside School, Eskdale, Skelmersdale	No Change	No Change Proposed	None	No Change Proposed

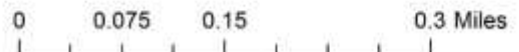
Page 159

Reasons for the proposed change –

This Polling District has a number of suitable permanent locations within it that make having a Mobile Unit unnecessary, one of which is the proposed location at St Francis of Assisi Church, 157 Beechtrees, Skelmersdale. The proposed location is approximately 0.1 miles from the site of the current Mobile Unit, has better access and also parking facilities available.



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Halsall

Polling District	Electors	Postal Voters	Postal Voters (%)	Location of Existing Polling Place	ARO Comments	Initial Proposals	Submissions Received	Final Proposals
Halsall (Parished)								
HLA	325	42	13%	Mobile Unit on car park of Dove Haven House, Moss Road, Halsall	Very rural Polling District. Mobile Units increasingly unviable option	Move to Bijou Botanics, New Cut Lane, Halsall. Merge Polling District with HLB and HLC, rename as HLA	See Below	It is not considered appropriate to make the initial changes proposed, albeit this is an area where some future change is considered desirable. For this reason a specific item of work will be taken forward and reported to the District Polling and Polling Places Review Committee. These take account of consultations undertaken and relevant notes in regard to this are included below.
HLB	157	31	20%	Mobile Unit on car park of Dove Haven House, Moss Road, Halsall	Very rural Polling District. Mobile Units increasingly unviable option	Move to Bijou Botanics, New Cut Lane, Halsall. Merge Polling District with HLB and HLC, rename as HLA	See Below	
HLC	156	26	17%	91-93 Segars Lane, Mobile Unit, Halsall	Very rural Polling District. Mobile Units increasingly unviable option	Move to Bijou Botanics, New Cut Lane, Halsall (In HLB). Merge Polling District with HLA and HLB, rename as HLA	See Below	
HLD	237	45	19%	St Aidan's Hall, Shirdley Hill, Halsall	No PP Change	Rename HLB in line with above merger	See Below	
HLE	875	147	17%	Halsall Memorial Hall, Halsall Road, Halsall	No PP Change	Rename HLC in line with above merger	See Below	

Summary of submissions to the consultation -

- Registered Elector in HLA

" The proposed merger of Polling Districts HLA, HLB and HLC, and the removal of the Polling Place in Moss Road and its replacement with a polling place almost 2 miles away in New Cut Lane is unacceptable.

The Council's case is that there are too few electors in Polling District HLA to warrant its own Polling Place. However, there is extant Planning Permission (2016/0126/FUL) for an additional 57 dwellings in this Polling District (at Fine Janes Farm), which will generate over 100 more electors, and the West Lancashire Local Plan Review calls for an additional 300 dwellings north of Moss Road, which would result in about 600 more electors.

It is therefore most short-sighted of West Lancashire Borough Council to propose the elimination of the Polling Place in Moss Road when such population growth is forecast by the Council's own approved or forecast actions.

Furthermore, the existing Polling Place is very convenient for the electors of the HLA Polling District. Any able-bodied person is able to walk from their home to the Polling Place, a distance of less than half a mile, to cast their vote in person. The proposed new alternative Polling Place at Bijou Botanics, New Cut Lane is almost 2 miles away and involves an excursion into another county! This will not be in walking distance for any but the most determined of elector, and involves a walk along a lane with no footway, and a 60 mph speed limit.

Although it will be open to the electors of the HLA Polling District to apply for Postal Votes, I consider that effectively depriving them of a nearby convenient Polling Place is to substantially reduce their access to democracy.

Taking all the above into account, I object to the proposal to merge Polling Districts HLA, HLB & HLC, and to the elimination of the Polling Place in Moss Road, Halsall and its replacement with one in New Cut Lane."

- Registered Elector in HLB

"Moving the Polling Station to Bijou Botanics is very close to me."

- Registered Elector in HLC

"Polling at New Cut Lane is too far from my address. I propose moving polling district HLC into Sefton as the only service provided by West Lancs in this area is waste collection (which we pay for!)."

- Cllr Maureen Mills – Ward Councillor for Halsall

"I put an article in the Halsall News May edition advising of the consultation and I followed it up with leaflets last week to every household in the Moss Road and Segars Lane areas. In the leaflets I mentioned postal votes.

Feedback from residents has been largely real disappointment. As I mentioned before, historically, residents on the Sefton boundary feel unloved by West Lancs. They are part of Halsall, but the feedback I get is that

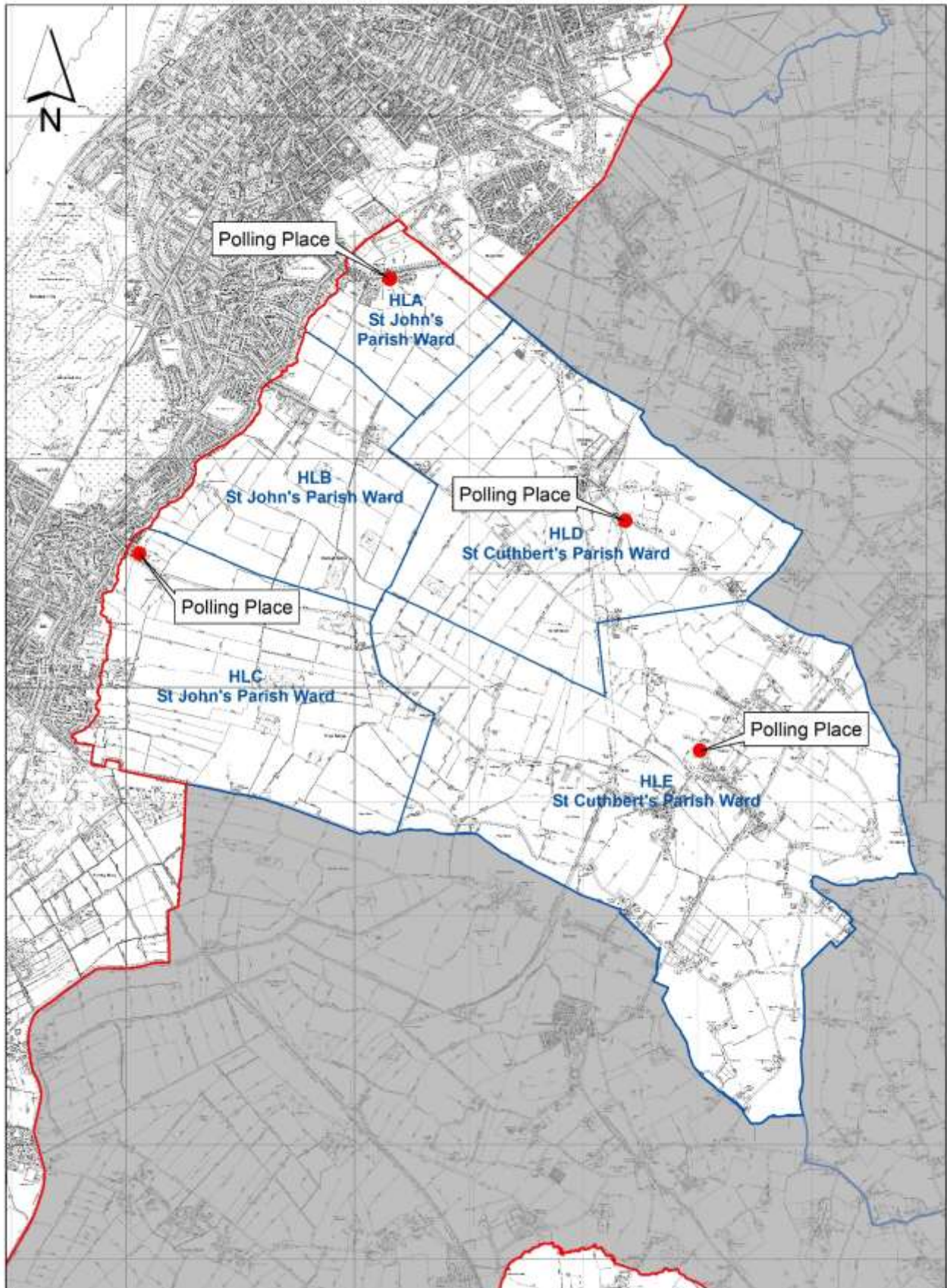
they do not feel they get the attention they should from the Borough Council though they pay the same rates that other residents pay. I have a great deal of sympathy with that.

As opposed to just considering the cost factor I think the Council should take account of the following:

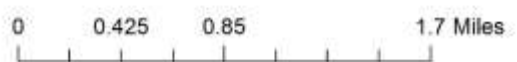
The proposed polling station at Bijou Botanics would entail, for residents of Moss Road and Segars Lane without access to a car, a bus to New Cut Lane then a walk along the length of New Cut Lane followed by another lengthy walk along a grass verge on a very busy 60 mph lane: there is no footpath from the housing cluster to Bijou Botanics. My observation is that both Moss Road and Segars Lane have to some degree ageing populations many of whom may be unable to make the proposed journey.

If the Council was minded to request cross border co-operation from Sefton, the neighbouring authority (co-operation should work both ways), I feel sure a compromise could be found. For example the redundant Police Station in Ainsdale might be a suitable place near to Segars Lane and Christ the King School in Stamford Road at the end of Moss Road? Has it been considered that perhaps a separate and clearly defined area in an existing polling station in Birkdale (for Moss Road) or Ainsdale (for Segars Lane) could be utilised? With good signage and separation I doubt that confusion would arise for voters.

I hope that my comments, as Borough Councillor for Halsall, will be given serious consideration and due weight in the consultation."

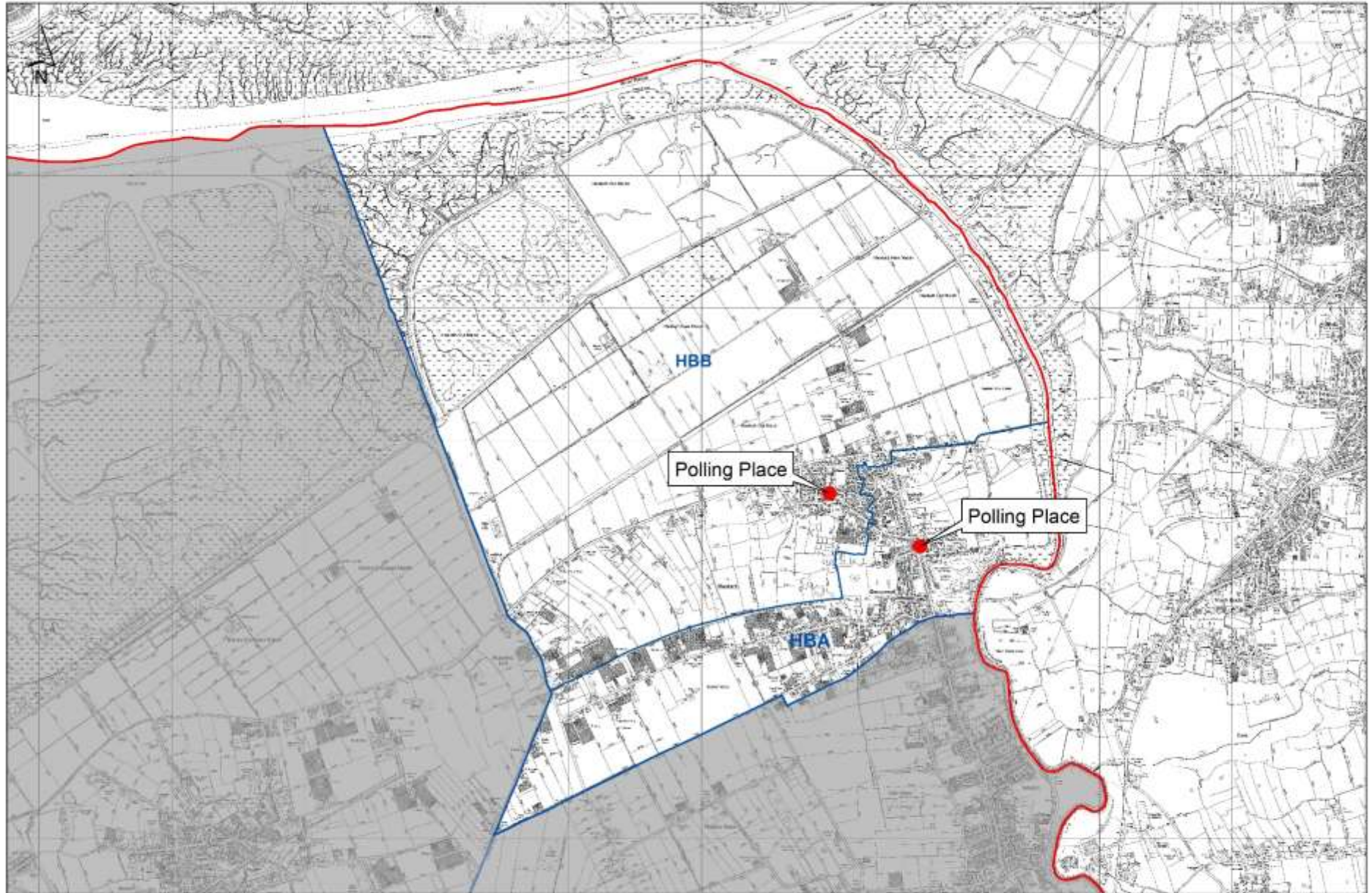


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Hesketh-with-Becconsall

Polling District	Electors	Postal Voters	Postal Voters (%)	Location of Existing Polling Place	ARO Comments	Initial Proposals	Submissions Received	Final Proposals
Hesketh-with-Becconsall (Parished)								
HBA	2066	365	18%	All Saints Church Hall, Station Road, Hesketh Bank	No Change	No Change Proposed	None	No Change Proposed
HBB	1220	230	19%	Hesketh Bank Methodist Chapel, Chapel Road	No Change	No Change Proposed	None	No Change Proposed



Knowsley

Ward/ Polling District	Electors	Postal Voters	Postal Voters (%)	Location of Existing Polling Place	ARO Comments	Initial Proposals	Submissions Received	Final Proposals
Knowsley (Unparished)								
KNA	1941	433	22%	St Anne's Parish Centre, Prescott Road, Ormskirk	No Change	Adjust Polling District Boundary with KNC to put all of Cottage Lane in KNC	1	Adjust Polling District Boundary with KNC to put all of Cottage Lane in KNC
KNB	1307	341	26%	St Anne's Parish Centre, Prescott Road, Ormskirk	No Change	No Change Proposed	None	No Change Proposed
KNC	1279	285	22%	Cottage Lane Mission, Cottage Lane, Ormskirk	No Change	Adjust Polling District Boundary with KNA to put all of Cottage Lane in KNC	None	Adjust Polling District Boundary with KNA to put all of Cottage Lane in KNC

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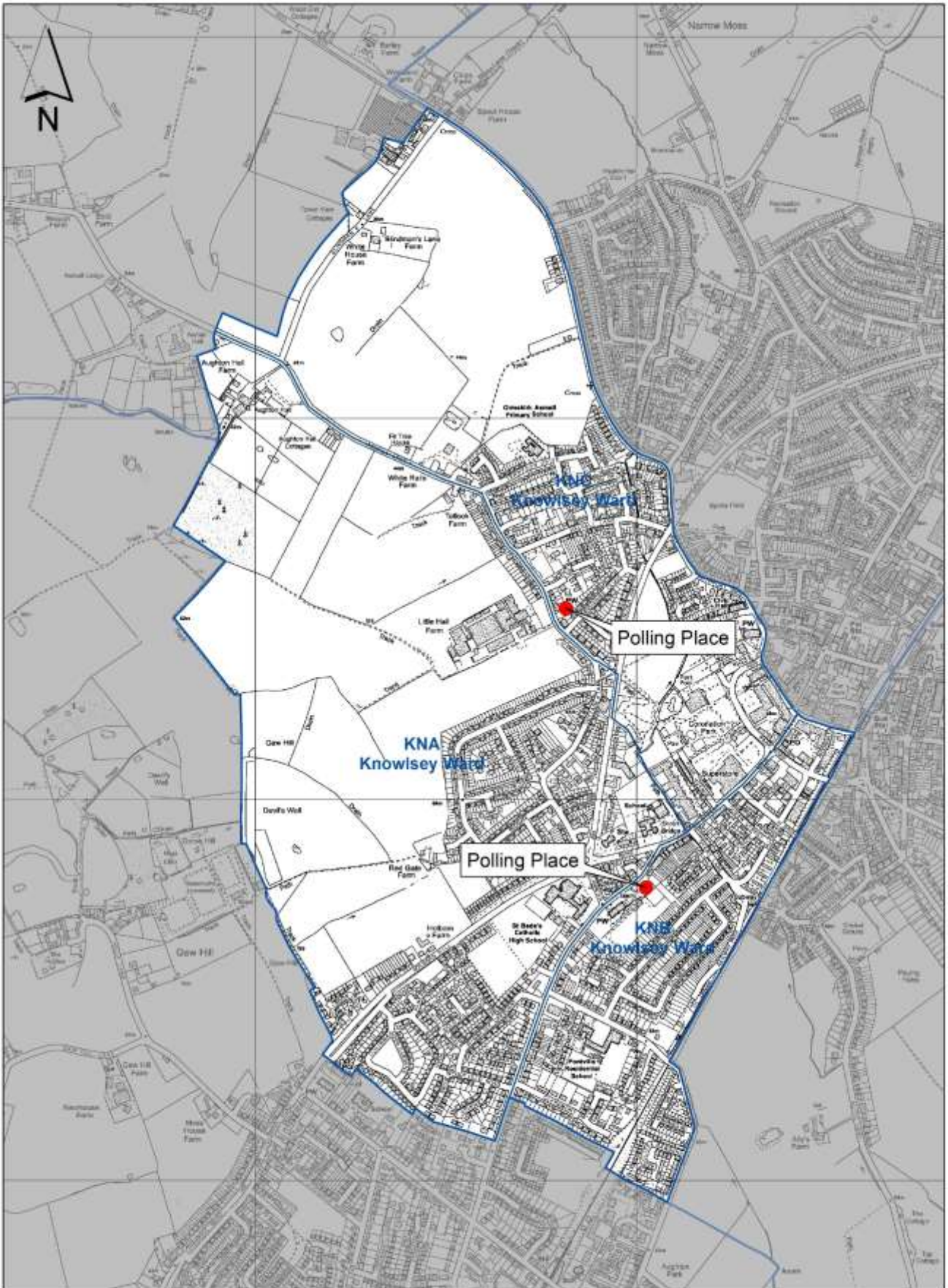
Summary of submissions to the consultation -

- Registered Elector in KNA

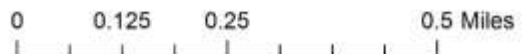
"I agree with the changes with regard to my own voting station."

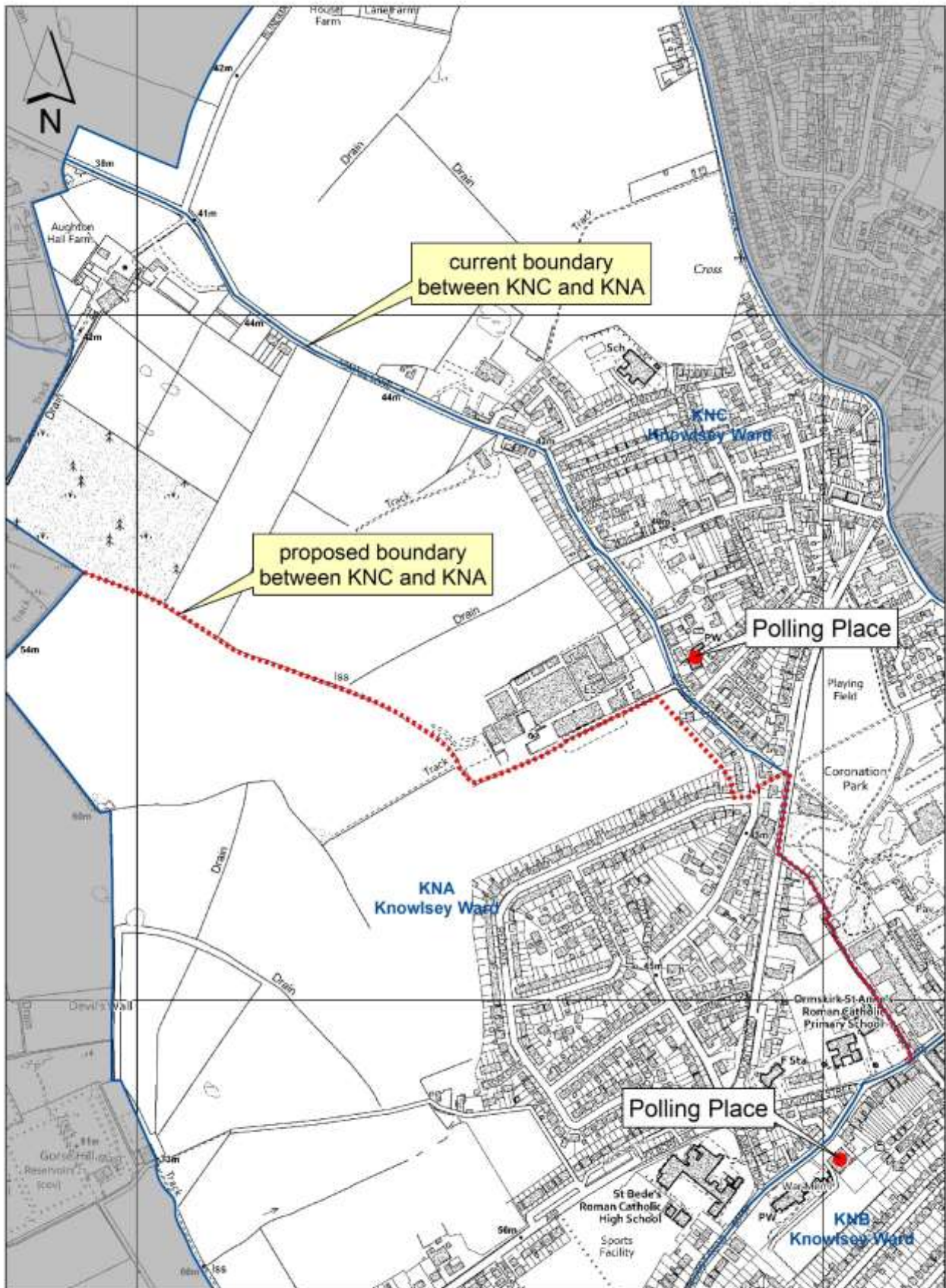
Reasons for the proposed change –

Currently electors who live on the western side of Cottage Lane are assigned to vote at St Anne's Parish Centre as part of Polling District KNA, whereas those on the eastern side are assigned to vote at Cottage Lane Mission as part of Polling District KNC. This means that many properties on the western side must travel past Cottage Lane Mission to cast their vote. This proposal would place all of the properties on Cottage Lane within KNC, making their assigned Polling Place Cottage Lane Mission.



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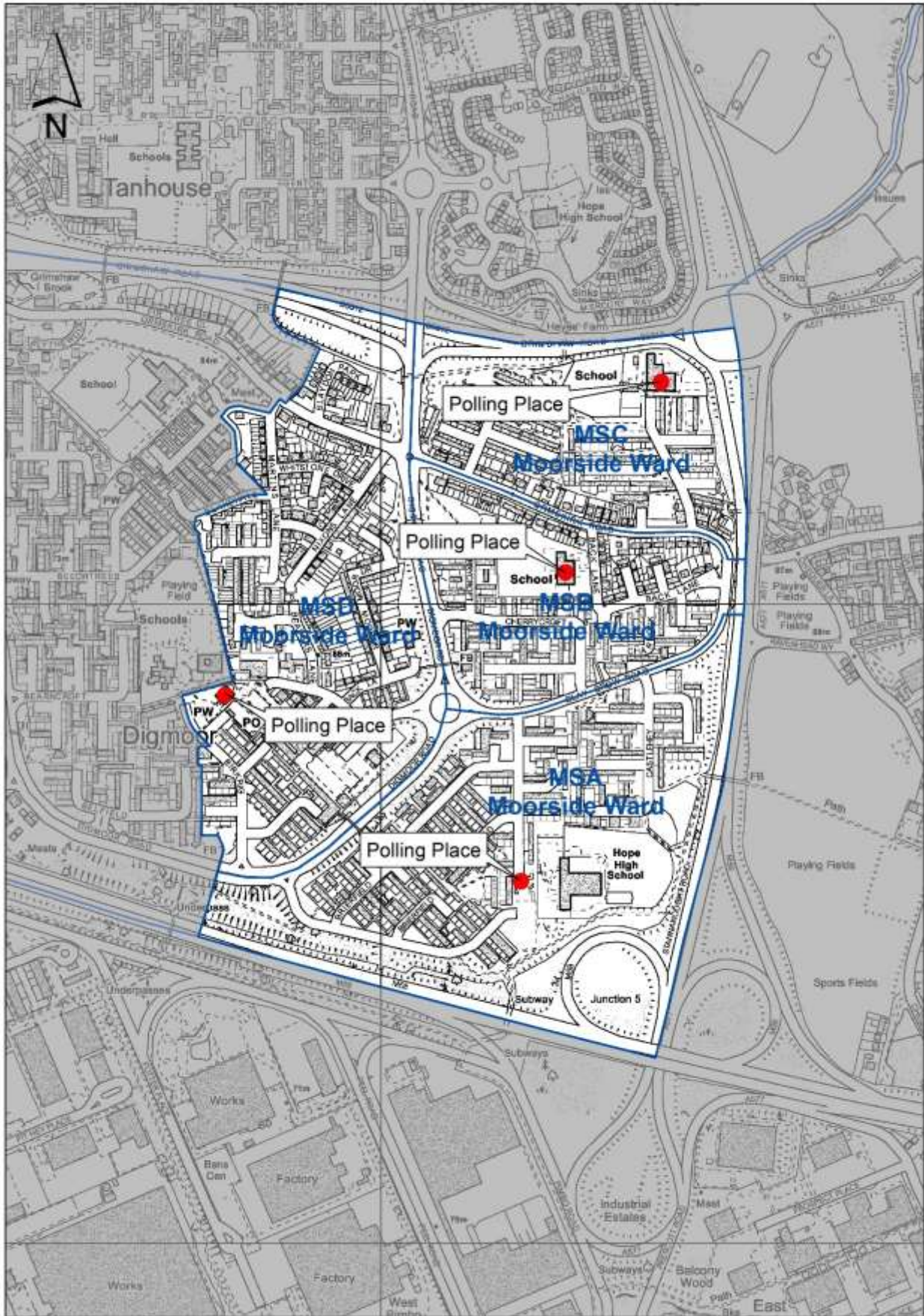
Moorside

Polling District	Electors	Postal Voters	Postal Voters (%)	Location of Existing Polling Place	ARO Comments	Initial Proposals	Submissions Received	Final Proposals
Moorside (Unparished)								
MSA	904	81	9%	Dream Centre, 356 Carfield, Skelmersdale	No Change	No Change Proposed	None	No Change Proposed
MSB	528	52	10%	Moorside CP School, Back Lane, Skelmersdale	No PP Change	Merge with MSC	None	Merge with MSC
MSC	480	53	11%	Holland Moor Primary School, Cornbrook, Skelmersdale	The Polling Place in MSB and MSC serve approximately 1000 combined and the distance between the two places is small.	Merge with MSB and move PP to Moorside Academy	None	Merge with MSB and move PP to Moorside Academy
MSD	731	135	18%	Christ the Servant Church, Birkrig, Skelmersdale	No PP Change	Rename MSC in line with the above merger	None	Rename MSC in line with the above merger

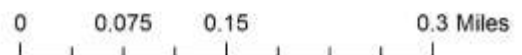
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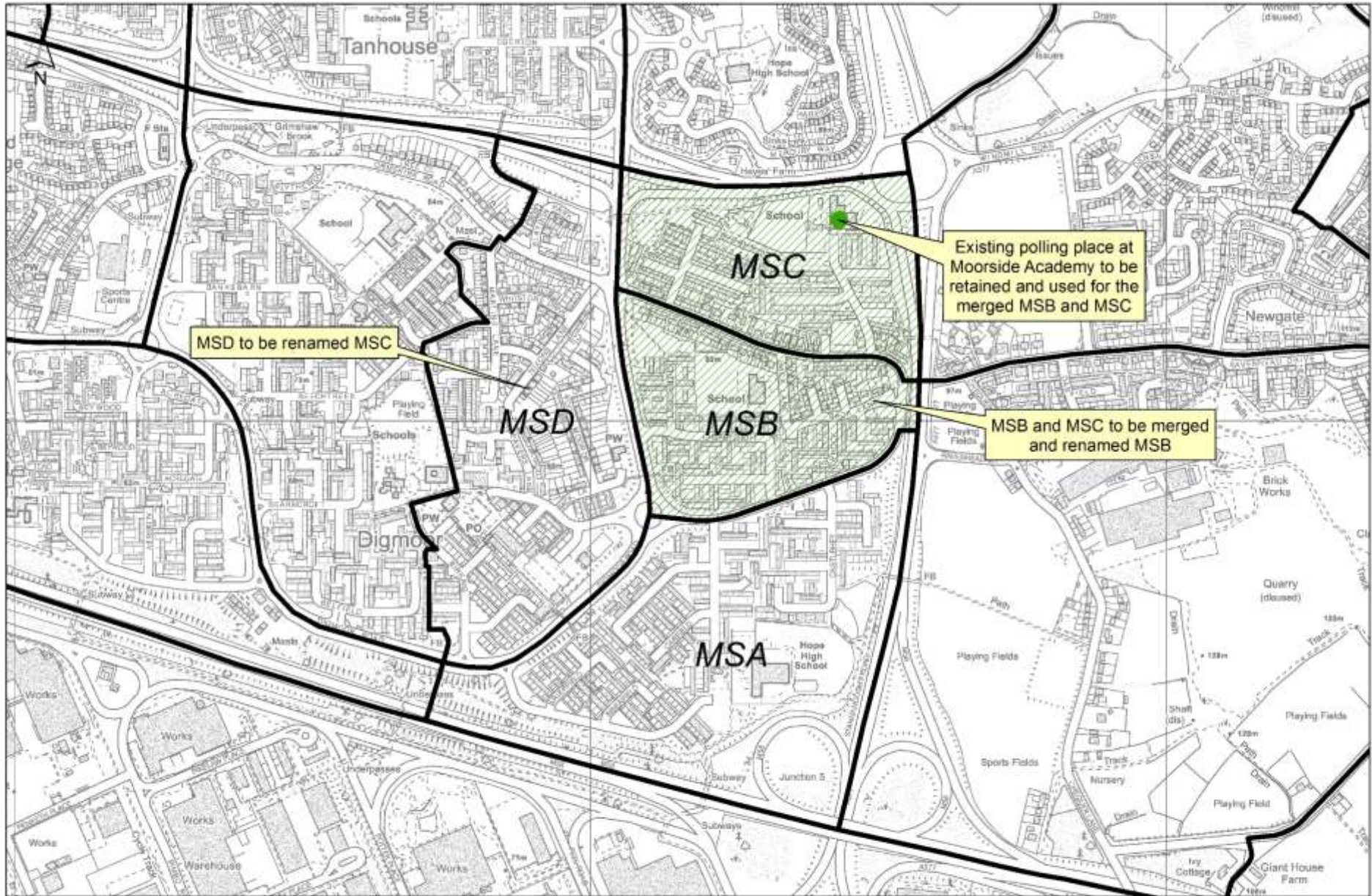
Reasons for the proposed change –

Moorside Ward covers an area roughly half a mile squared with 4 assigned Polling Places within it. The proposed change within Moorside merges together the two smallest of these four Polling Districts (MSB & MSC) whilst still providing these electors a convenient voting location.



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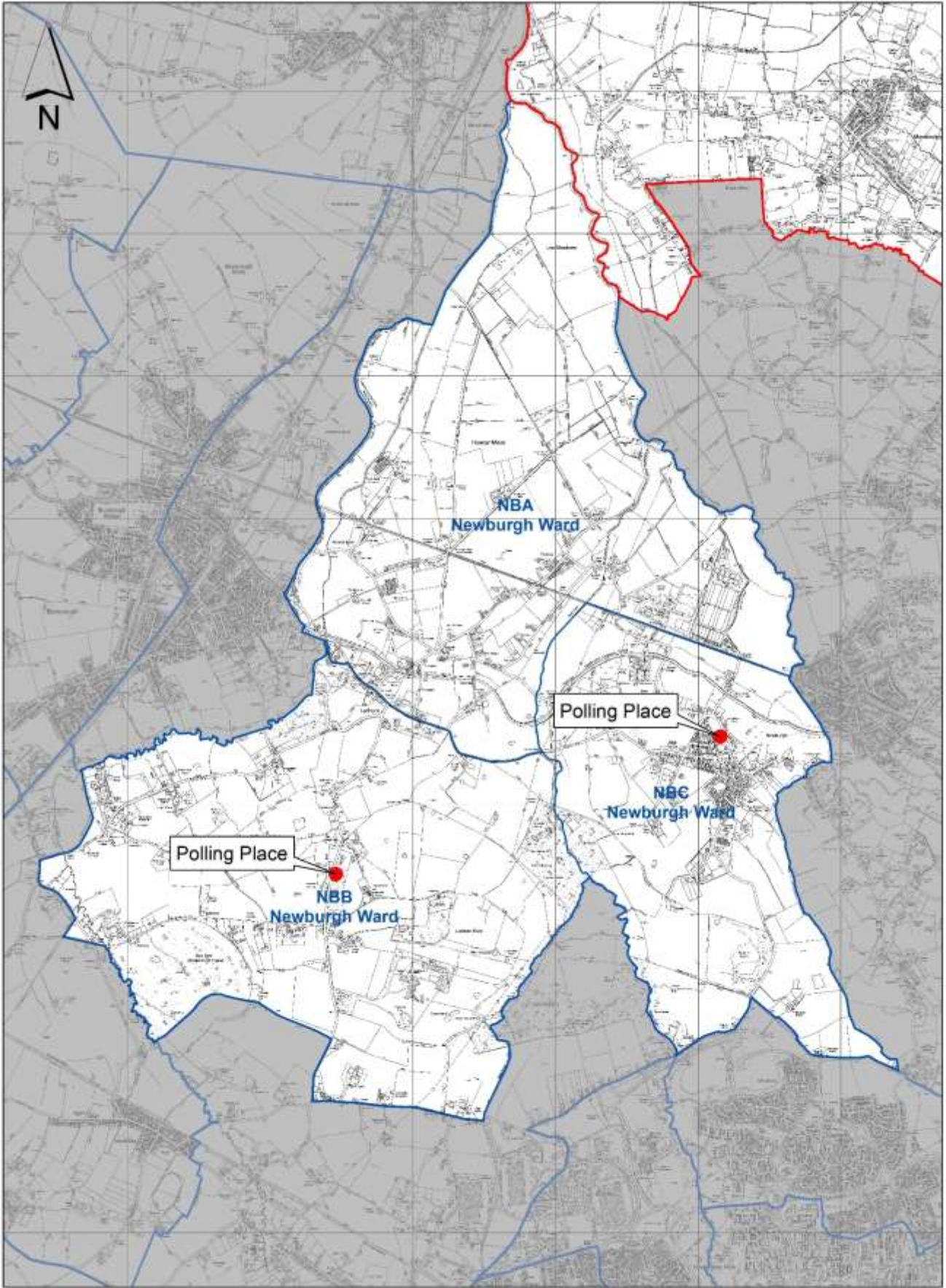
Page 605

Newburgh

Polling District	Electors	Postal Voters	Postal Voters (%)	Location of Existing Polling Place	ARO Comments	Initial Proposals	Submissions Received	Final Proposals
Newburgh (Parished)								
NBA	471	131	28%	Ormskirk & District Scout Headquarters, Hall Lane, Lathom	NBA and NBB served by one Polling Place	Merge with NBB, retain NBA name	None	Merge with NBB, retain NBA name
NBB	269	53	20%	Ormskirk & District Scout Headquarters, Hall Lane, Lathom	NBA and NBB served by one Polling Place	Merge with NBB	None	Merge with NBB
NBC	922	168	18%	Newburgh CofE Primary School, Back Lane, Newburgh	No PP Change	Rename to NBB in line with the above merger	None	Rename to NBB in line with the above merger

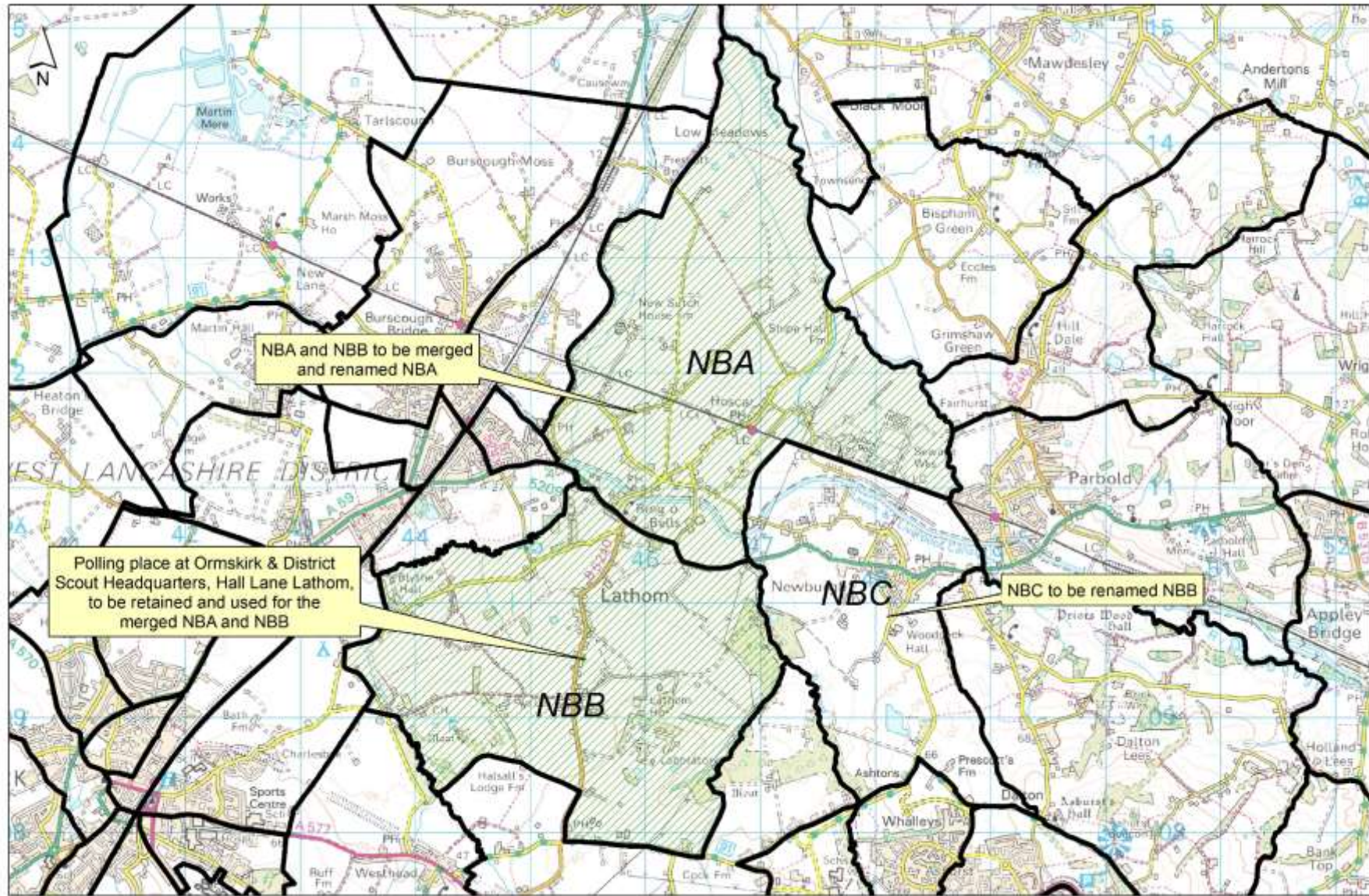
Reasons for the proposed change –

The proposed change in Newburgh is administrative and would have no direct impact on electors in comparison with their current voting arrangements. Since 2016 following the closure of the then NBA Polling Place at St Cyprians Mission, the assigned Polling Place for Polling District NBA has been the Ormskirk & District Scout Headquarters in the neighbouring NBB Polling District. The proposal for Newburgh merges together these two Polling Districts which will aid administration of the Ward electorally.



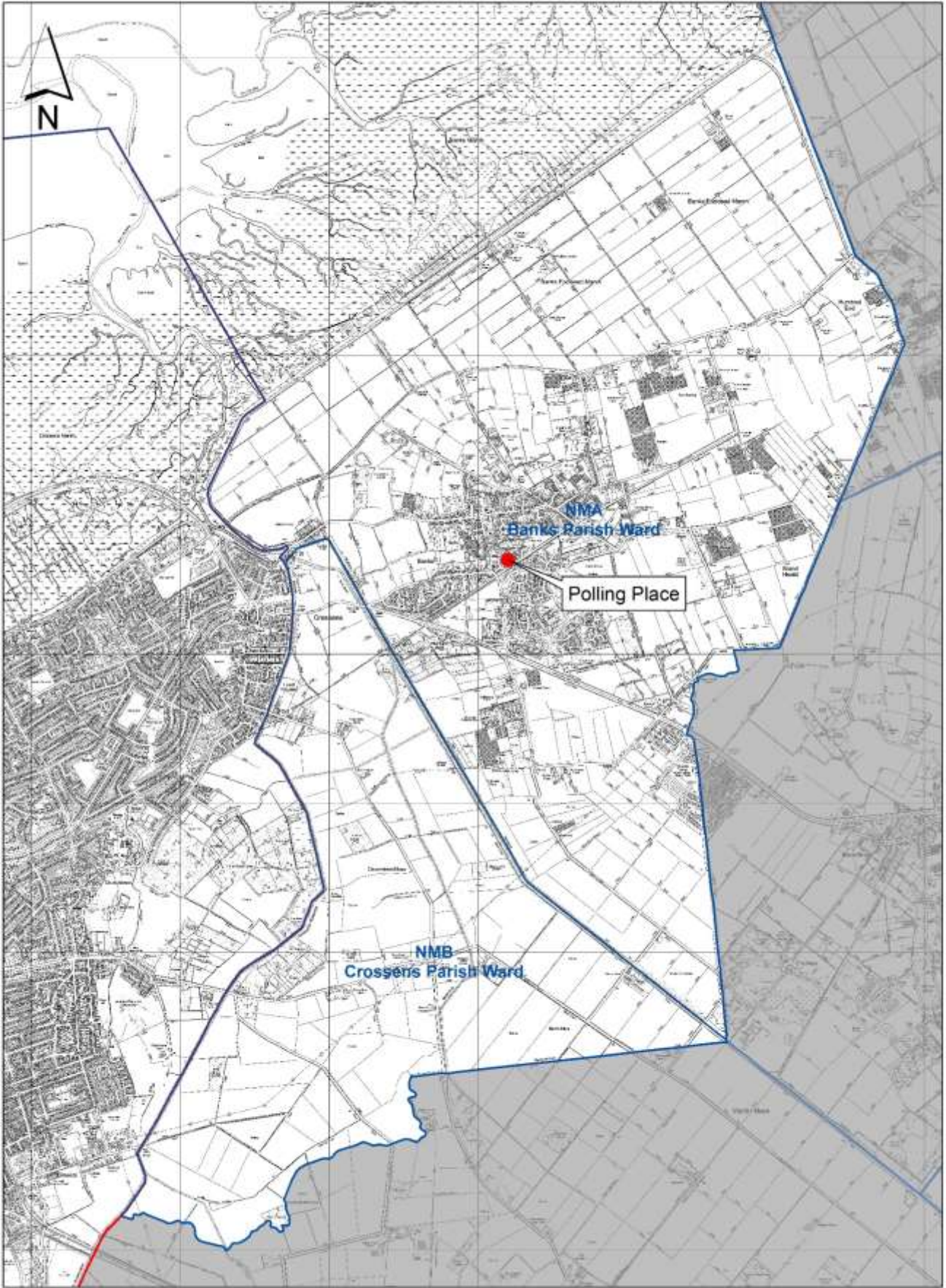
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North Meols

Polling District	Electors	Postal Voters	Postal Voters (%)	Location of Existing Polling Place	ARO Comments	Initial Proposals	Submissions Received	Final Proposals
North Meols (Parished)								
NMA	3507	659	19%	Meols Court Sheltered Housing, Schwartzman Drive, Banks	No Change	No Change Proposed	None	No Change Proposed
NMB	91	19	21%	Meols Court Sheltered Housing, Schwartzman Drive, Banks	No Change	No Change Proposed	None	No Change Proposed

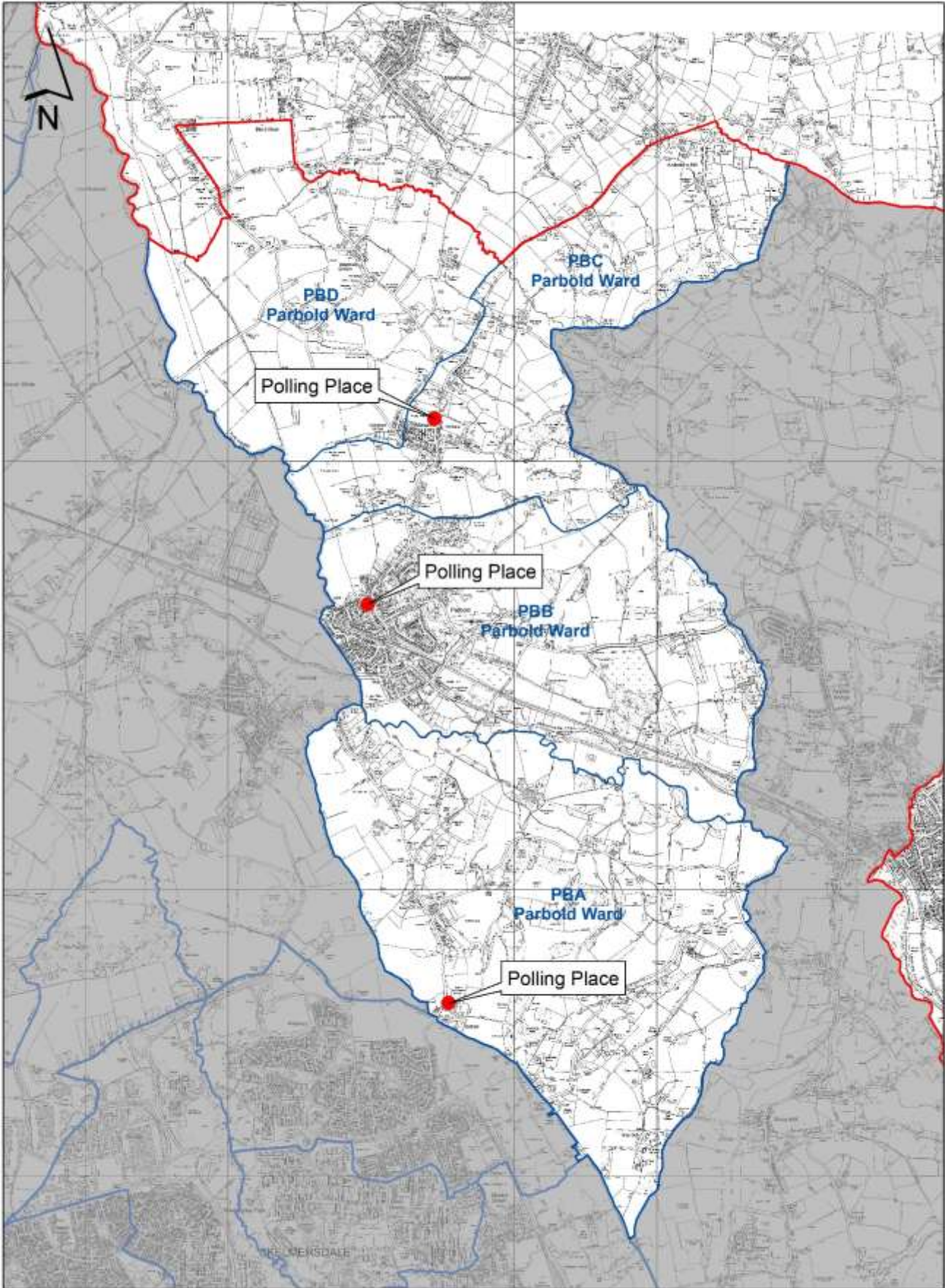


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Parbold

Polling District	Electors	Postal Voters	Postal Voters (%)	Location of Existing Polling Place	ARO Comments	Initial Proposals	Submissions Received	Final Proposals
Parbold (Parished)								
PBA	302	80	26%	Dalton CofE Primary School, Higher Lane, Dalton	No Change	No Change Proposed	None	No Change Proposed
PBB	2047	398	19%	Parbold Village Hall, The Green, Parbold	No Change	No Change Proposed	None	No Change Proposed
PBC	520	110	21%	Hilldale Village Hall, Chorley Road, Hilldale	No Change	No Change Proposed	None	No Change Proposed
PBD	183	29	16%	Hilldale Village Hall, Chorley Road, Hilldale	No Change	No Change Proposed	None	No Change Proposed



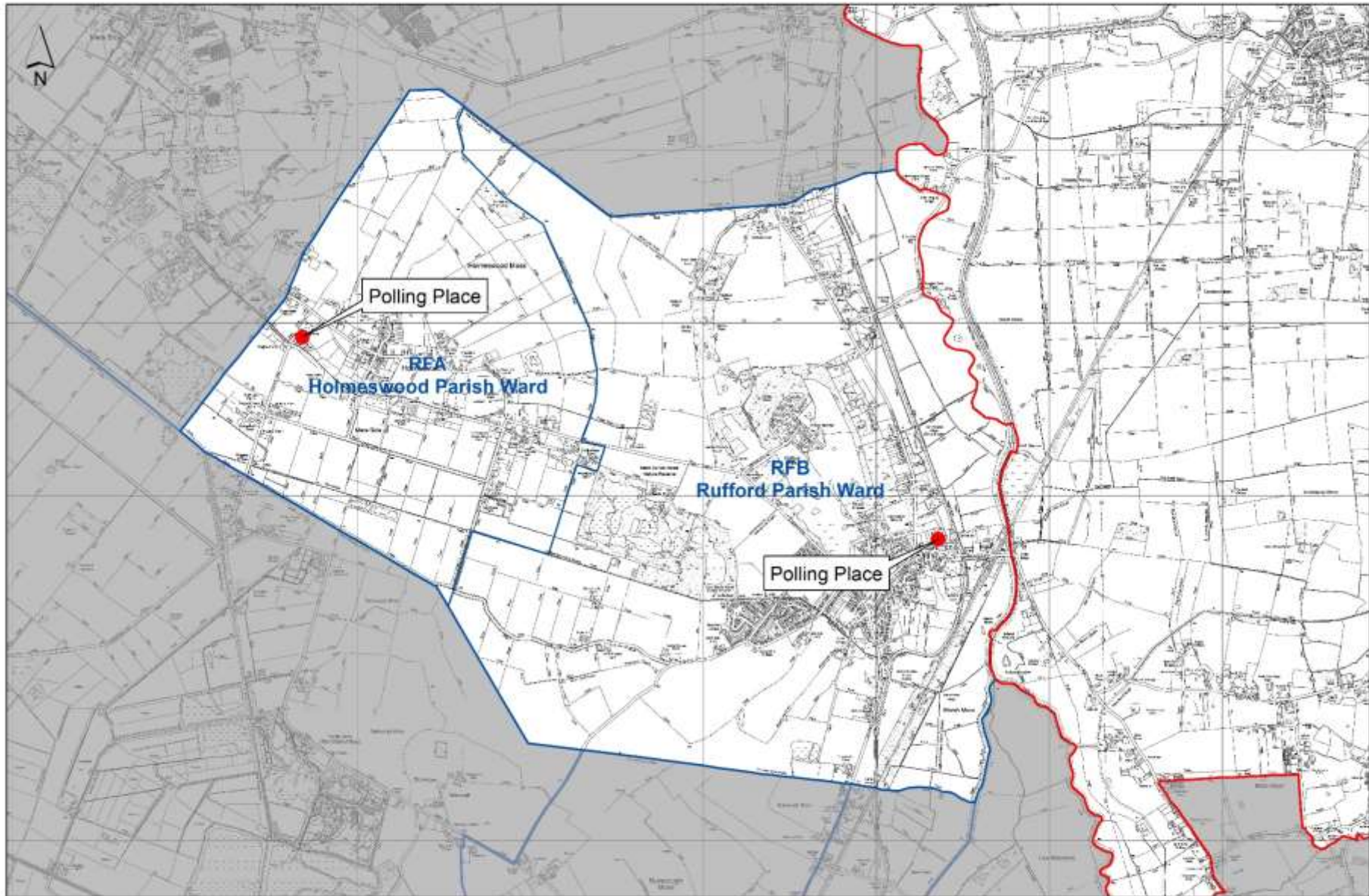
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Rufford

Ward/ Polling District	Electors	Postal Voters	Postal Voters (%)	Location of Existing Polling Place	ARO Comments	Initial Proposals	Submissions Received	Final Proposals
Rufford (Parished)								
RFA	272	48	18%	Holmeswood Village Hall, Wiggins Lane, Holmeswood, Rufford	No Change	No Change Proposed	None	No Change Proposed
RFB	1456	329	23%	St Mary The Virgin Church Hall, Church Road, Rufford	No Change	No Change proposed	None	No Change Proposed

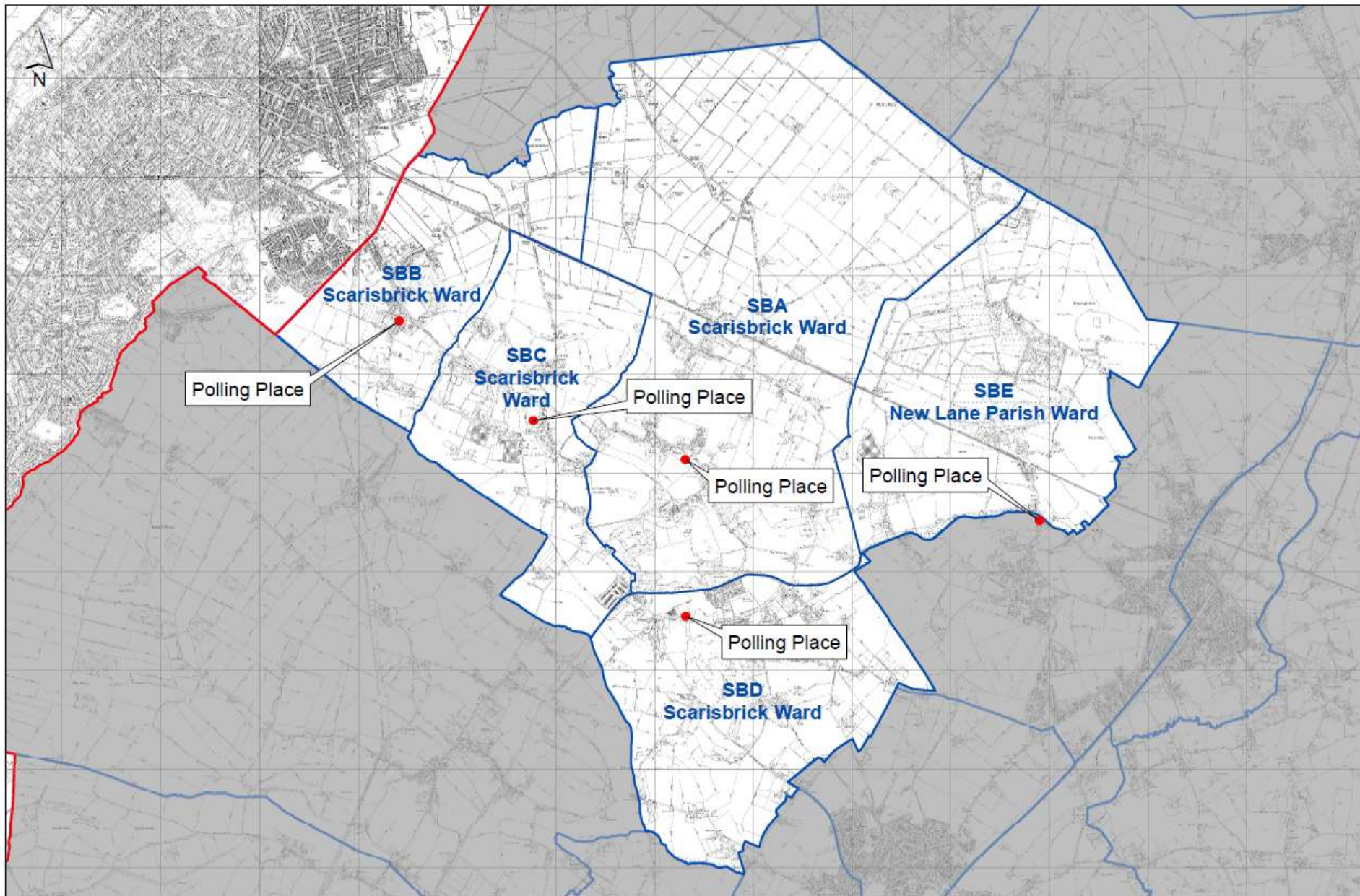
Prior to the European Parliamentary Elections on 23 May 2019, due to unforeseen circumstances we were unable to use Rufford Primary School as a Polling Place. For this election the Polling Place was moved to the proposed long term alternative location outlined in the initial proposals at St Mary the Virgin Church Hall. It is proposed that the Polling Place remain at this location.



Scarisbrick

Polling District	Electors	Postal Voters	Postal Voters (%)	Location of Existing Polling Place	ARO Comments	Initial Proposals	Submissions Received	Final Proposals
Scarisbrick (Parished)								
SBA	286	59	21%	St Mary's Primary School, Hall Lane, Scarisbrick	No Change	No Change Proposed	None	No Change Proposed
SBB	788	150	19%	Mobile Unit on Turning Lane Farm, Turning Lane, Scarisbrick	No suitable area within the Polling District. Mobile Units increasingly unviable option	No Change Proposed. Continue to Monitor.	None	No Change Proposed. Continue to Monitor.
SBC	598	122	20%	St Mark's School, Southport Road, Scarisbrick	No Change	No Change Proposed	None	No Change Proposed
SBD	764	140	18%	Scarisbrick Village Hall, Smithy Lane, Scarisbrick	No Change	No Change Proposed	None	No Change Proposed
SBE	594	113	19%	The Farmers Arms, 36 New Lane, Burscough	No Change	No Change Proposed	None	No Change Proposed

The initial proposals listed St. Andrew's Mission as the Polling Place for SBE. Due to the long term unavailability of St. Andrews Mission notified to us after the consultation had started, the Polling Place was moved to The Farmers Arms for the Local Elections on 2 May 2019 and the European Elections on 23 May 2019.



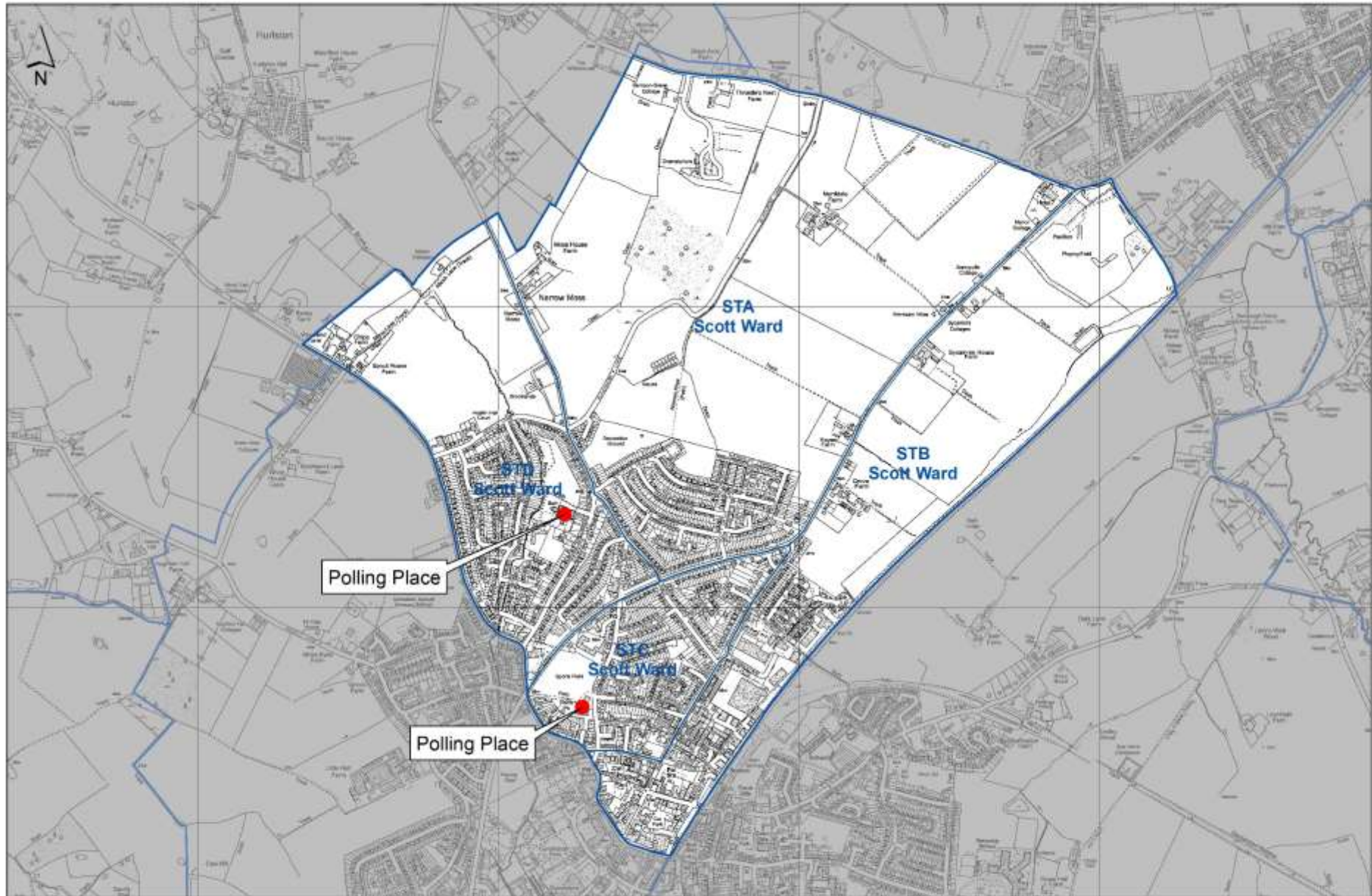
Scott

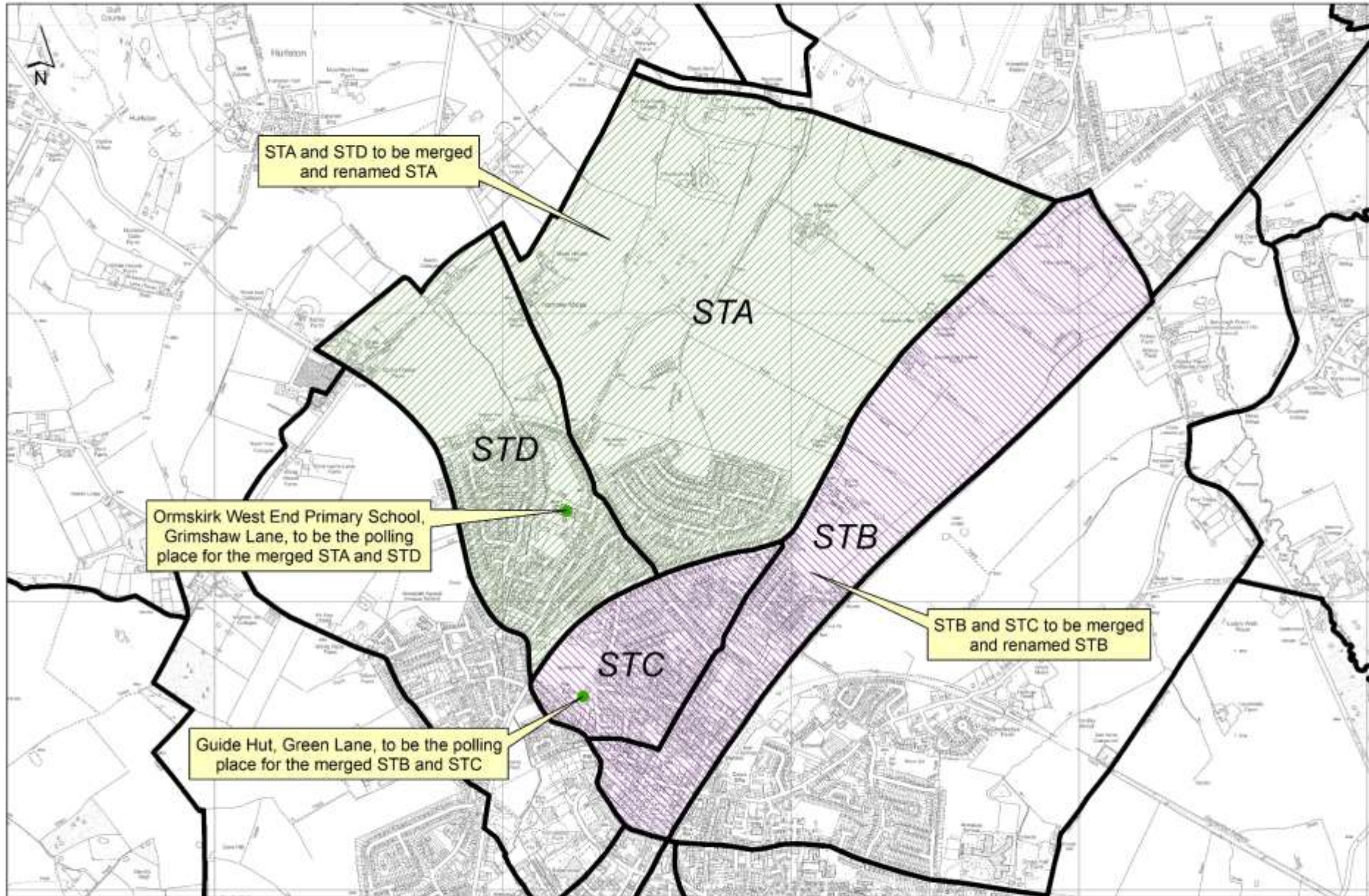
Ward/ Polling District	Electors	Postal Voters	Postal Voters (%)	Location of Existing Polling Place	ARO Comments	Initial Proposals	Submissions Received	Final Proposals
Scott (Unparished)								
STA	1113	199	18%	Ormskirk West End Primary School, Grimshaw Lane, Ormskirk	No Polling Place Change	Merge Polling Districts STA and STD, retaining the STA name.	None	Merge Polling Districts STA and STD, retaining the STA name.
STB	622	90	14%	Guide Hut, Green Lane, Ormskirk	No Polling Place Change	Merge Polling Districts STB and STC, retaining the STB name.	None	Merge Polling Districts STB and STC, retaining the STB name.
STC	1186	248	21%	Guide Hut, Green Lane, Ormskirk	No Polling Place Change	Merge Polling Districts STB and STC, retaining the STB name.	None	Merge Polling Districts STB and STC, retaining the STB name.
STD	1447	274	19%	Ormskirk West End Primary School, Grimshaw Lane, Ormskirk	No Polling Place Change	Merge Polling Districts STA and STD, retaining the STA name.	None	Merge Polling Districts STA and STD, retaining the STA name.

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Reasons for the proposed change –

The proposed change in Scott is administrative and would have no direct impact on electors in comparison with their current voting arrangements. Scott Ward is served by two Polling Places but is made up of four Polling Districts. This proposal merges together the Polling Districts by Polling Place, aiding administration of the electoral area.





Skelmersdale North

Ward/ Polling District	Electors	Postal Voters	Postal Voters (%)	Location of Existing Polling Place	ARO Comments	Initial Proposals	Submissions Received	Final Proposals
Skelmersdale North (Unparished)								
SNA	1401	249	18%	Crow Orchard CP School, School Lane, Skelmersdale	No Change	No Change	None	No Change Proposed
SNB	1162	180	15%	St Edmunds CP School, Windrows, Skelmersdale	SNB and SNC serve approximately 1500 electors. Distance between the two PPs is less than 0.25miles.	Merge with SNC with Polling Place at St Edmunds CP School to be retained.	None	Merge with SNC with Polling Place at St Edmunds CP School to be retained.
Page 620 SNC	356	38	11%	300 Yewdale, Skelmersdale	SNB and SNC serve approximately 1500 electors. Distance between the two PPs is less than 0.25miles.	Merge with SNB with Polling Place at St Edmunds CP School.	1	Merge with SNB with Polling Place at St Edmunds CP School.

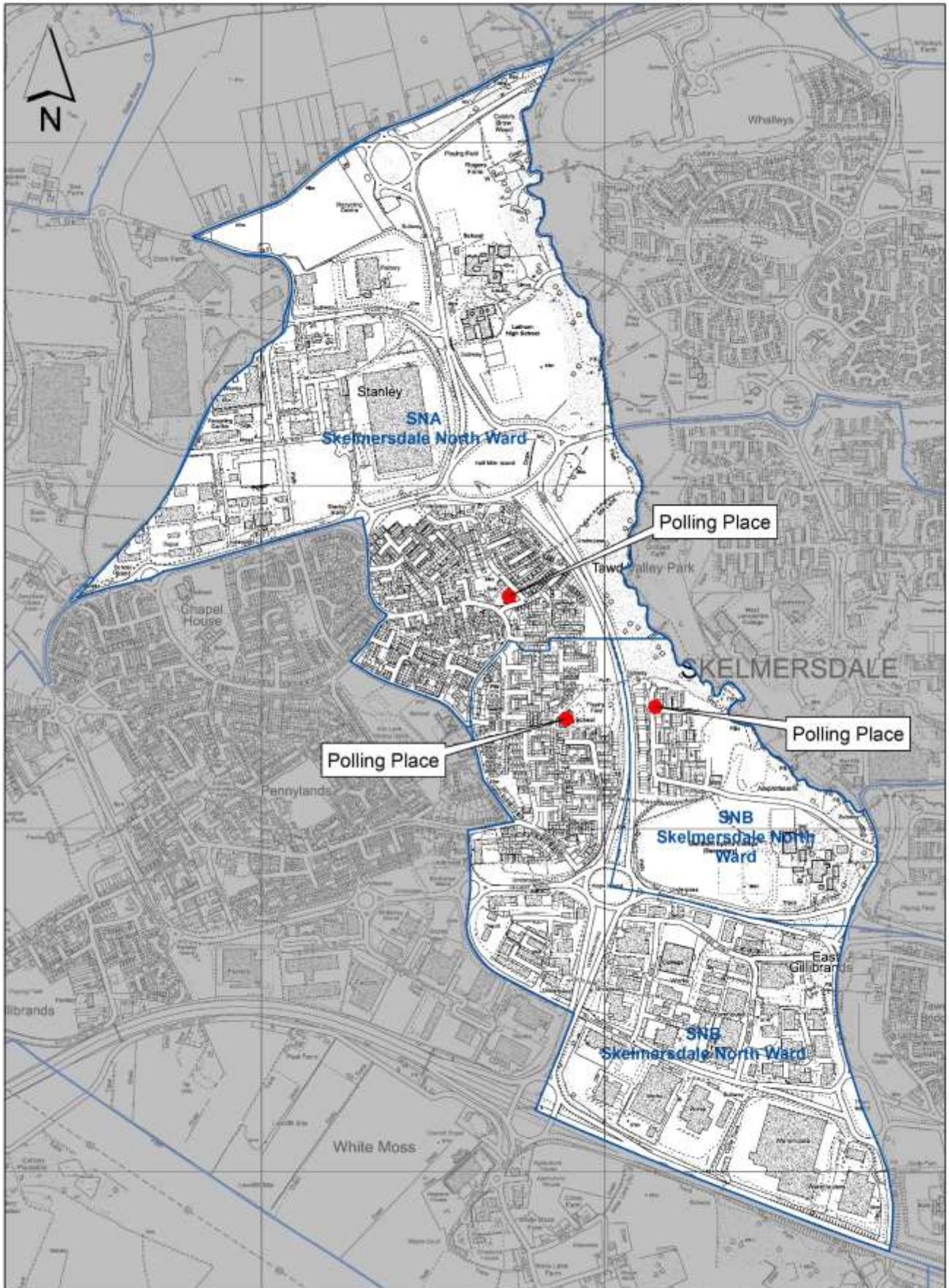
Summary of submissions to the consultation –

- Cllr Jennifer Forshaw – Ward Councillor for Skelmersdale North

"To run a polling station for a little over 350 electors is not money well spent. I would like to see a targeted campaign to encourage voters to sign up for postal or proxy votes."

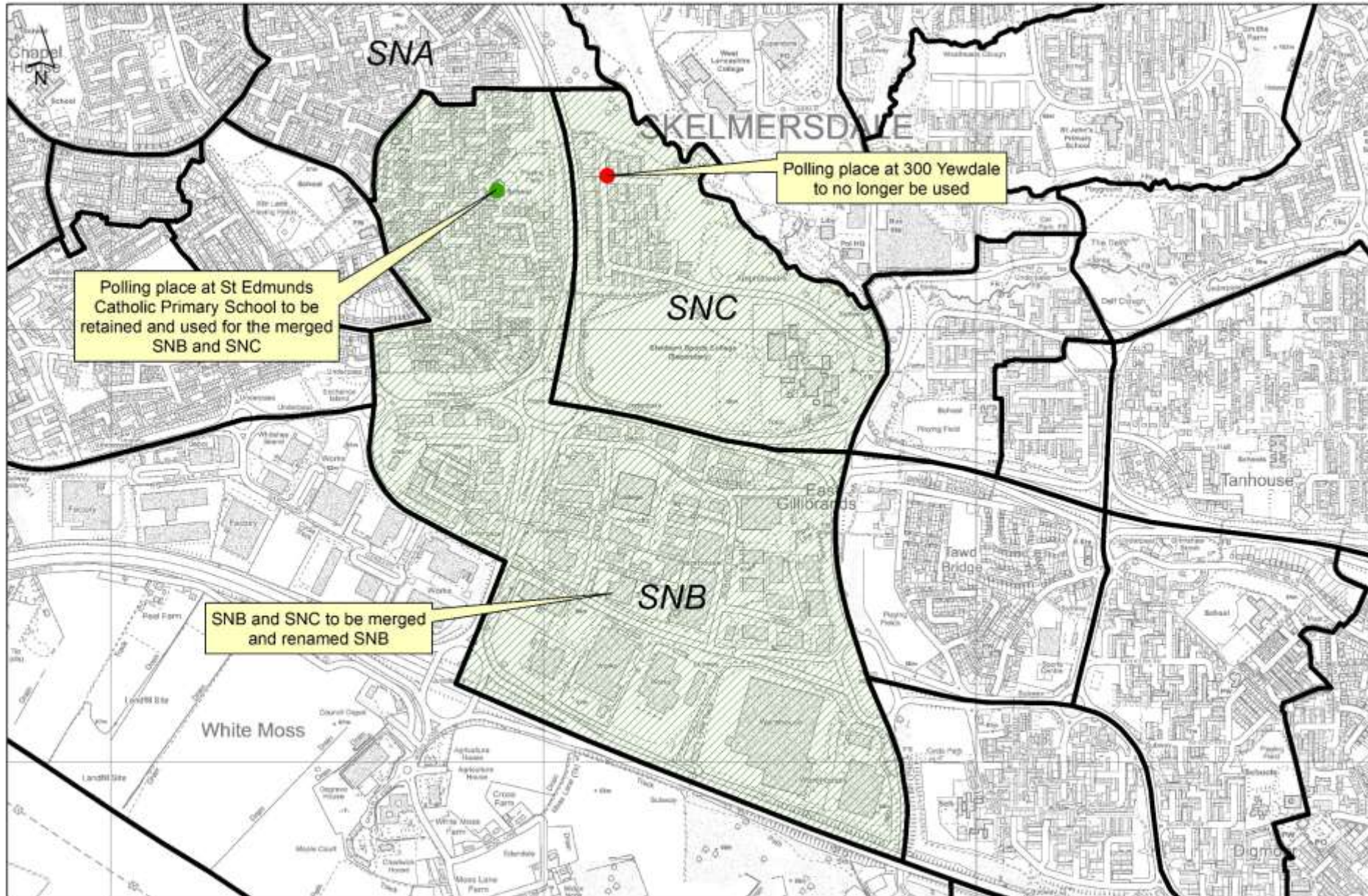
Reason for the proposed change –

The current Polling Place for SNC is less than 0.25 miles from the assigned Polling Place for SNB. The proposal merges SNB and SNC together to create a Polling District of a little over 1500 people, with the assigned Polling Place of the current SNB remaining as it is a community focal point in the area.



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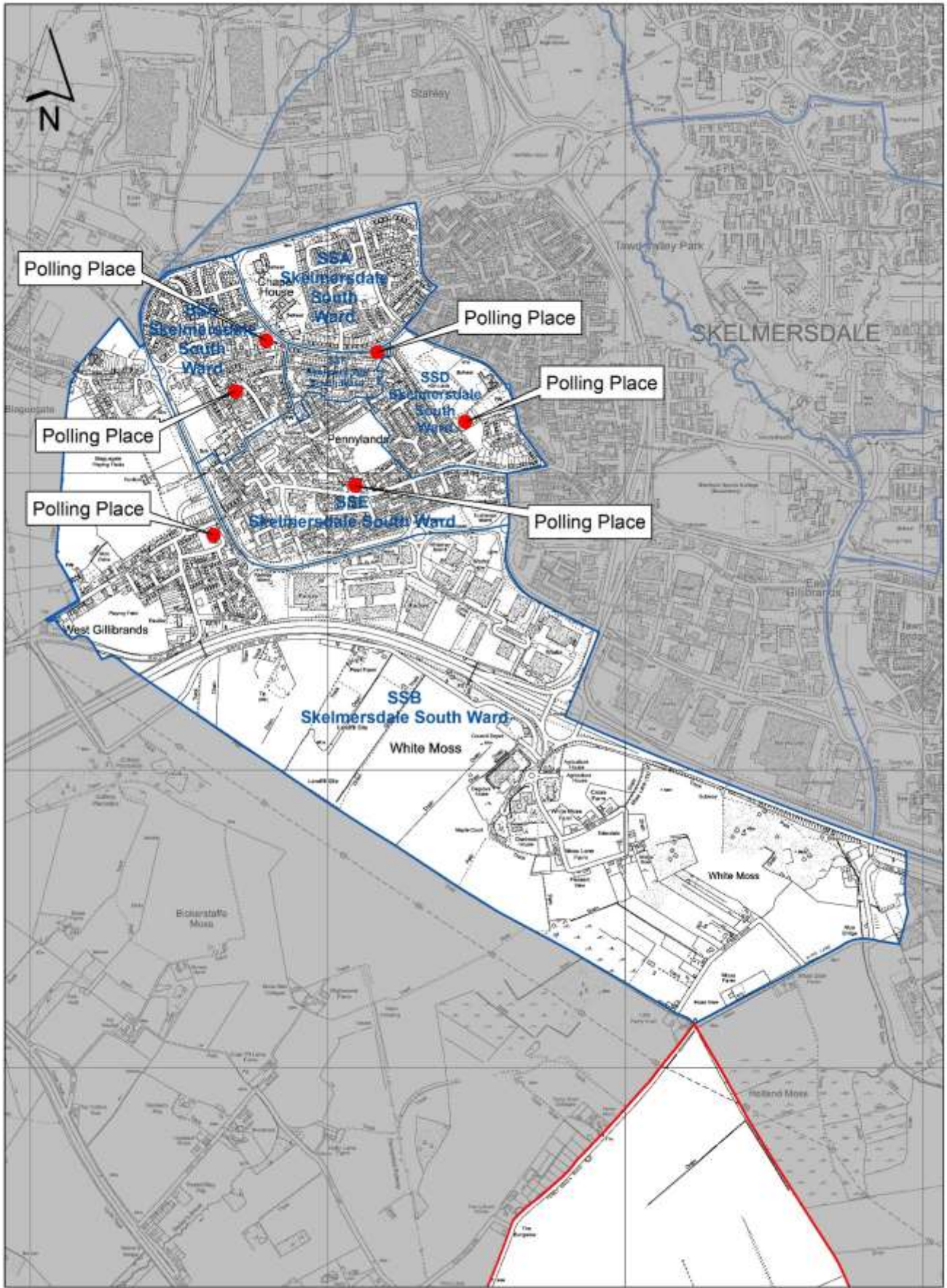


Skelmersdale South

Polling District	Electors	Postal Voters	Postal Voters (%)	Location of Existing Polling Place	ARO Comments	Initial Proposals	Submissions Received	Final Proposals
Skelmersdale South (Unparished)								
SSA	875	134	15%	Bethel Independent Methodist Church, Clayton Street, Skelmersdale	No Suitable area within SSA, PP currently in SSC. Disabled access is limited.	Merge SSA, SSC and SSF with the Polling Place to be at the Band Room, Hutton Road.	None	Merge SSA, SSC and SSF with the Polling Place to be at the Band Room, Hutton Road.
SSB	816	112	14%	Liverpool Road Hall, Skelmersdale	No Change	No Change Proposed	None	No Change Proposed
SSC	1032	141	14%	Band Room, Hutton Road, Skelmersdale	Disabled access better than PP for SSA and SSF. Room for multiple stations.	Merge as per SSA.	None	Merge as per SSA.
SSD	570	61	11%	Greenhill Community Centre, Beech Close, Skelmersdale	No PP Change	Rename as SSC	None	Rename as SSC
SSE	1146	127	11%	Methodist Church Hall, High Street, Skelmersdale	No PP Change	Rename as SSD	None	Rename as SSD
SSF	332	53	16%	School Lane/Tancaster Mobile unit	No PP Change	Merge as per SSA.	None	Merge as per SSA.

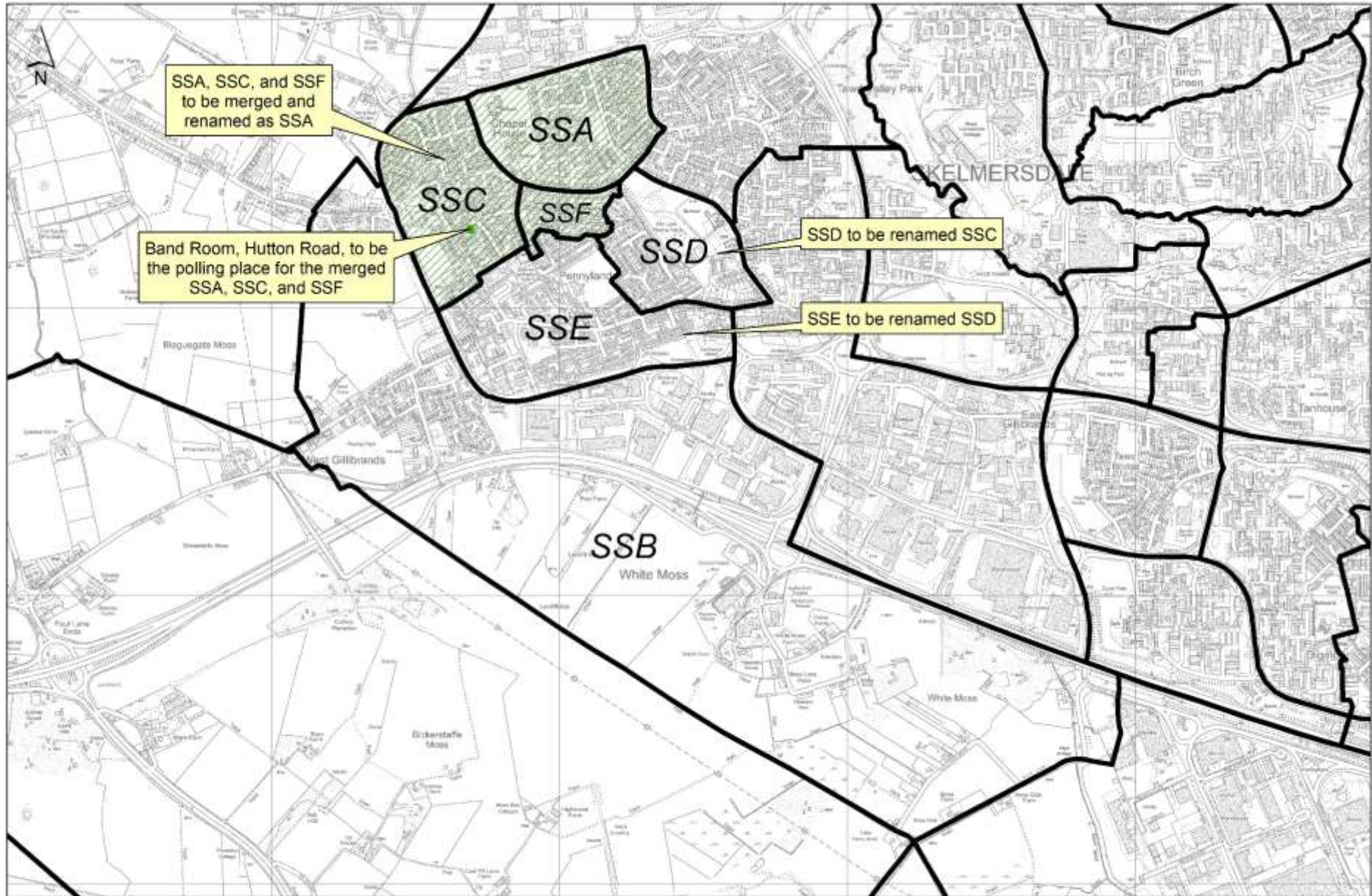
Reason for the proposed change –

The assigned Polling Places for SSA, SSB and SSC are all within a third of a mile of each other. Combining the three Polling Districts would have an in person electorate of around 2300 electors, within the Electoral Commission's recommended maximum of 2500 electors for a single Polling Station within a single Polling Place. The proposed combined Polling Place for the merged Polling Districts at the Band Room, Hutton Road, represents the most accessible location as it is large enough to accommodate multiple Polling Stations if required and there is ramp access through double doors into the building.



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Tanhouse

Ward/ Polling District	Electors	Postal Voters	Postal Voters (%)	Location of Existing Polling Place	ARO Comments	Initial Proposals	Submissions Received	Final Proposals
Tanhouse (Unparished)								
THA	1576	169	11%	Hillside CP School, Egerton, Skelmersdale	No Change	No Change	2	No Change Proposed
THB	338	56	17%	Delphside School, Eskdale, Skelmersdale	No Change	No Change	1	No Change Proposed
THC	1465	240	16%	Elm Tree CP School, Elmers Wood Road, Skelmersdale	No Change	No Change	1	No Change Proposed

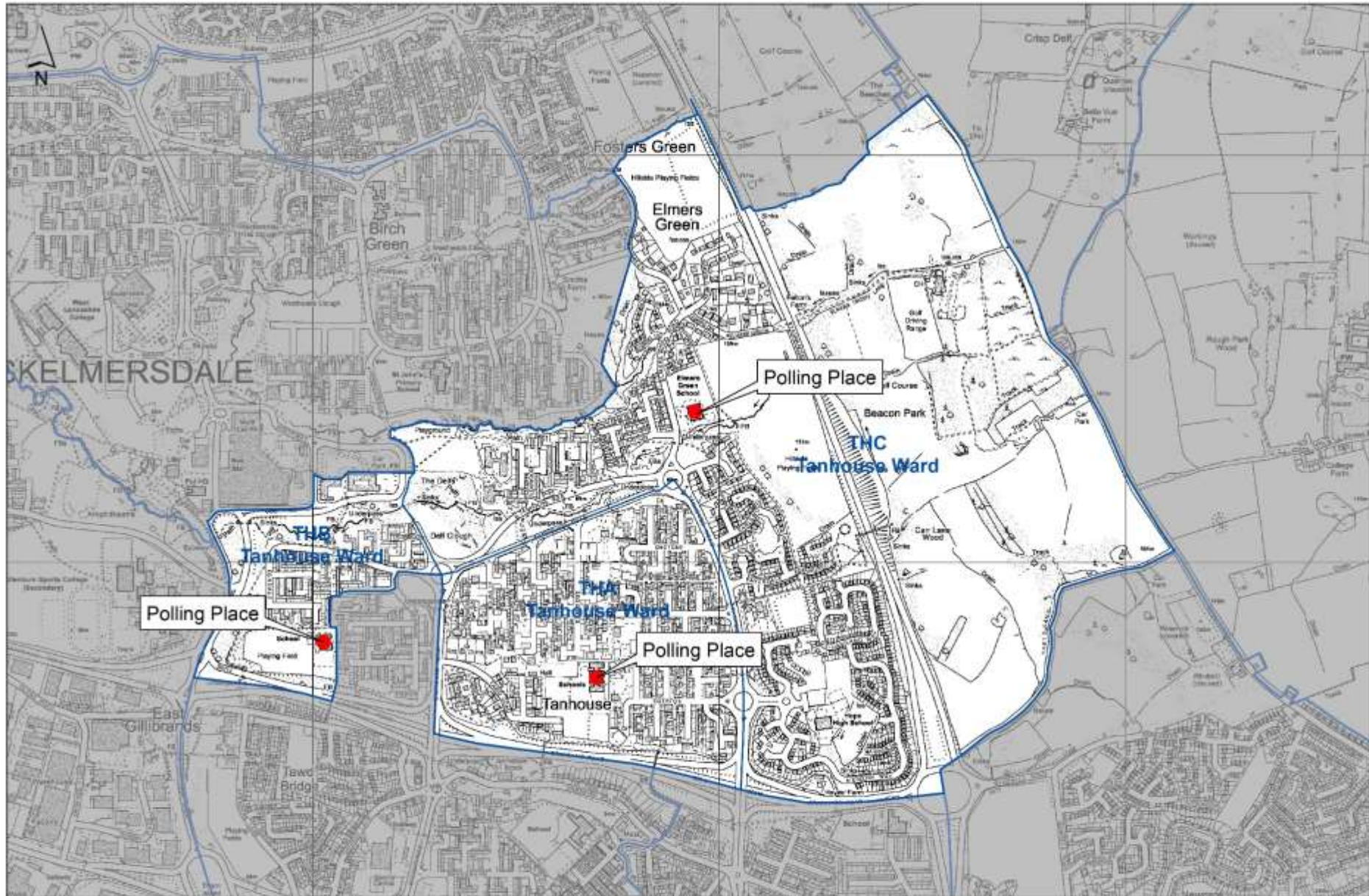
Summary of submissions to the consultation -

- Cllr Ron Cooper – Ward Councillor for Tanhouse

Page 626 don't have any issues with the Polling Stations being in the same place they have been for the last few years."

- Registered Elector in THA

"Yes agree as no changes."

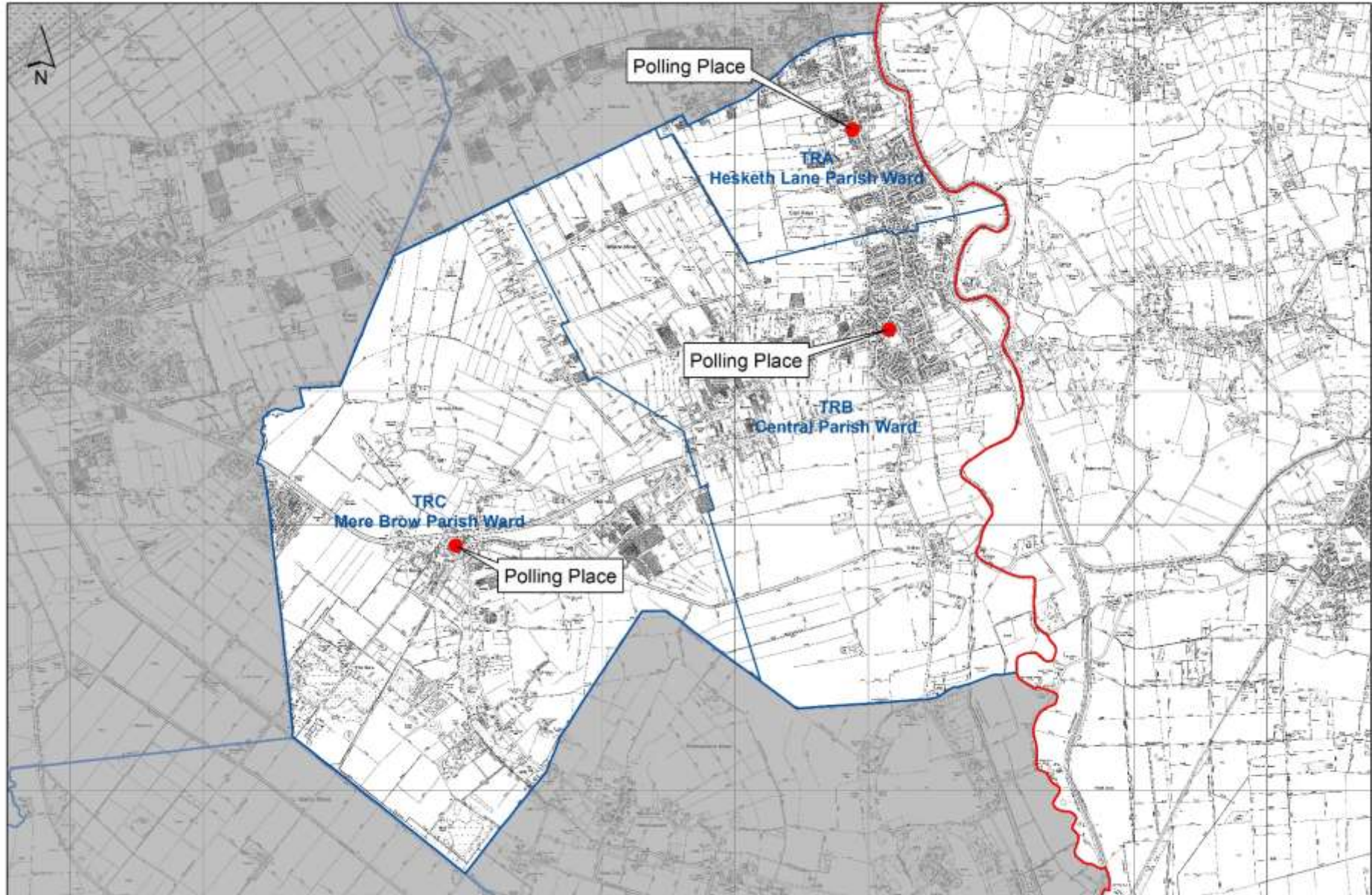


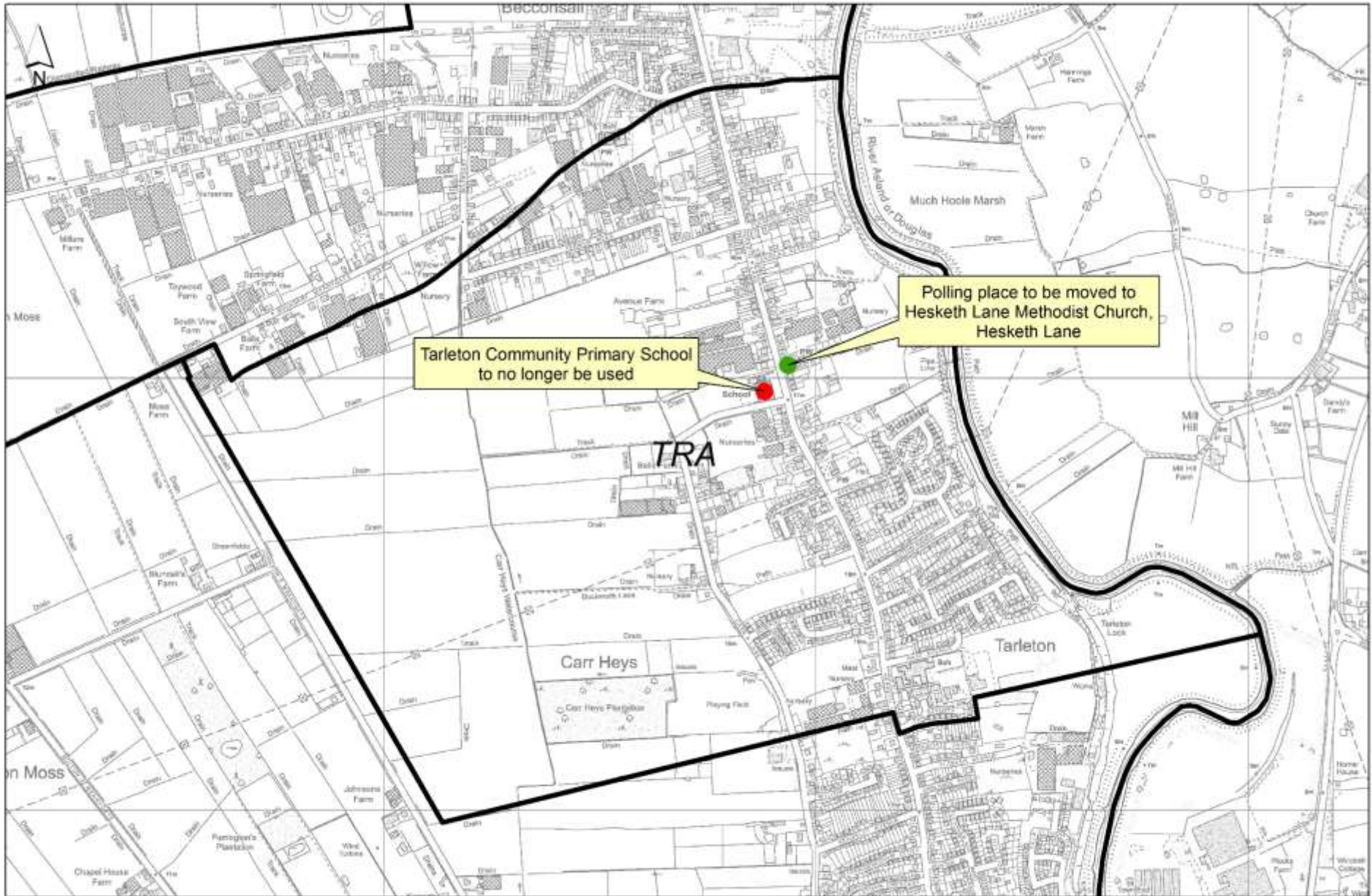
Tarleton

Ward/ Polling District	Electors	Postal Voters	Postal Voters (%)	Location of Existing Polling Place	ARO Comments	Initial Proposals	Submissions Received	Final Proposals
Tarleton (Parished)								
TRA	1487	358	24%	Tarleton CP School, Hesketh Lane, Tarleton	Current Location not ideal in terms of overall suitability.	No Change	None	Move to Hesketh Lane Methodist Church, Hesketh Lane, Tarleton.
TRB	2735	570	21%	Tarleton Holy Trinity CE Primary School, Tarleton	No Change	No Change	None	No Change Proposed
TRC	615	85	14%	Mere Brow Village Hall, The Gravel, Mere Brow	No Change	No Change	None	No Change Proposed

Reason for the proposed change –

The current Polling Place for TRA is not an ideal location in terms of overall suitability. Disabled access is via the school reception and it can take several minutes for a disabled elector to be escorted by a member of school staff, through the school to the Polling Station and then back out again. Polling Station staff have similar issues in terms of toilet and kitchen access as they must be escorted through the building by a member of staff. The proposed location of Hesketh Lane Methodist Church is directly across the road from the school, there is ample parking and full ramp access into the Church.





Page 630

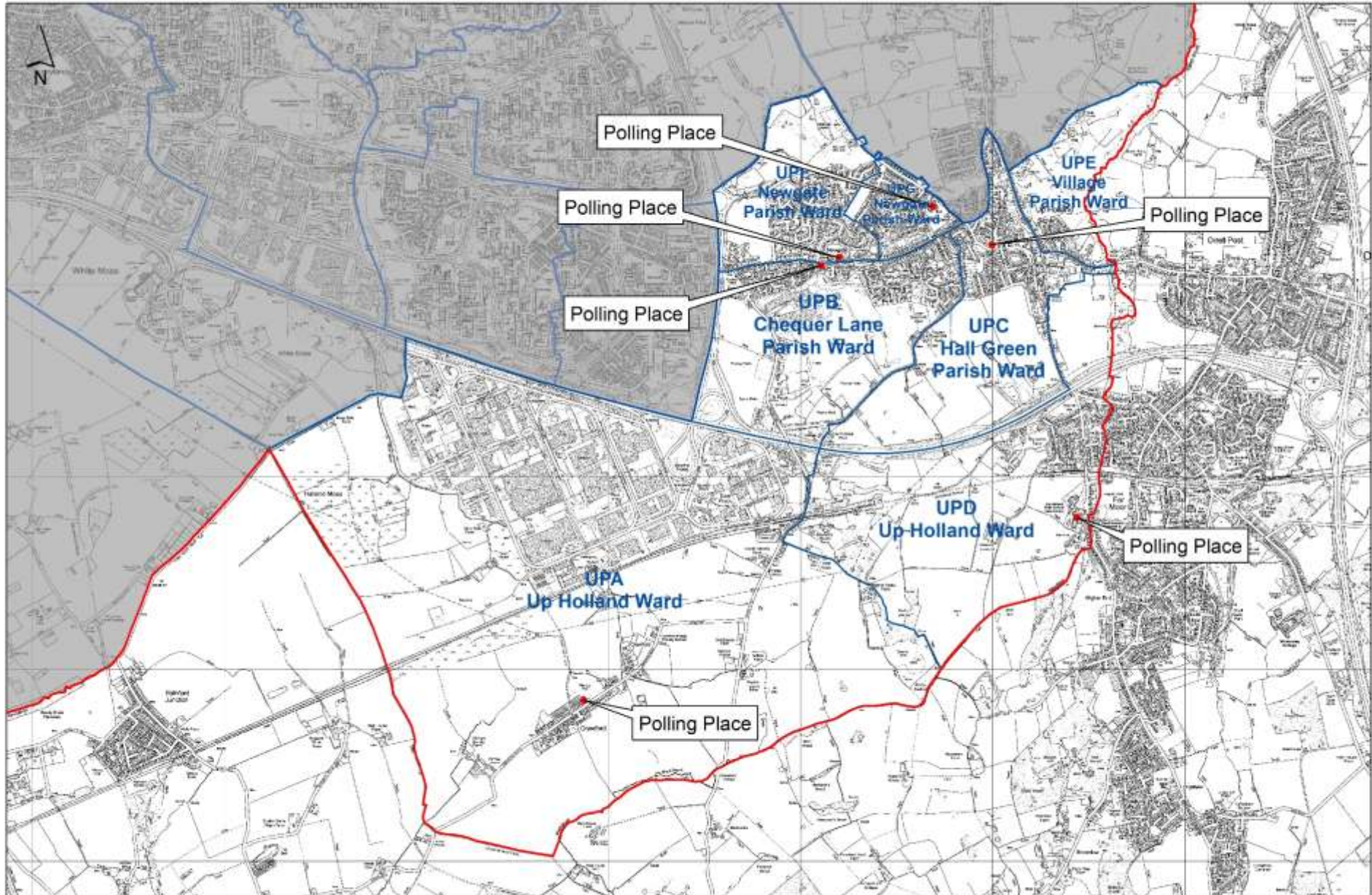
Up Holland

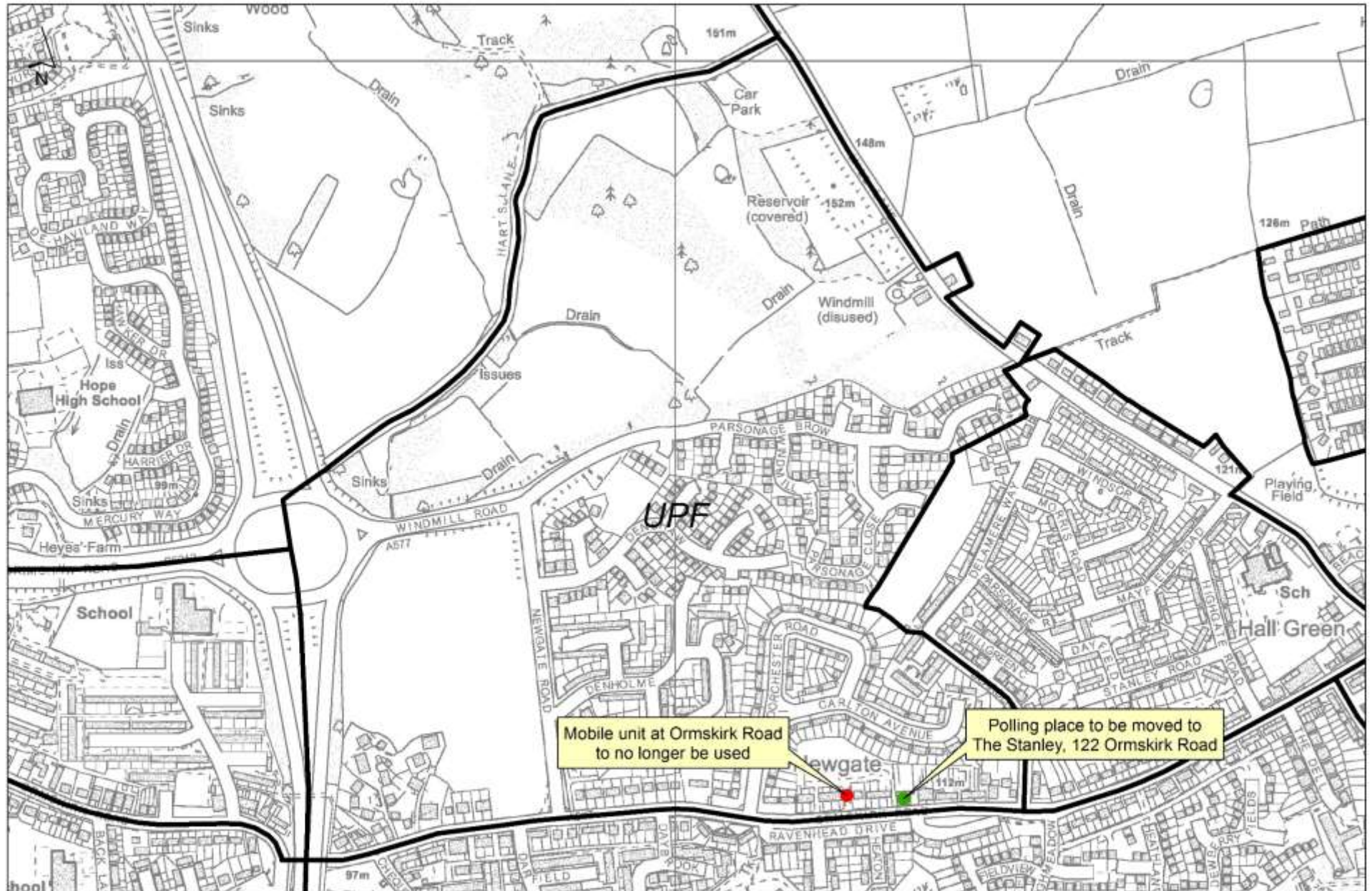
Ward/ Polling District	Electors	Postal Voters	Postal Voters (%)	Location of Existing Polling Place	ARO Comments	Initial Proposals	Submissions Received	Final Proposals
Up Holland (Parished)								
UPA	223	45	20%	Crawford Village Hall, Crawford Road, Crawford Village, Up Holland	No Change	No Change	None	No Change
UPB	1264	212	17%	Mobile Unit on Corner of Ravenhead Drive & Ormskirk Road, Up Holland	Mobile Units increasingly unviable option.	No Change	None	No Change
UPC	859	177	21%	Methodist Church Hall. Alma Hill, Up Holland	No Change	No Change as no suitable alternative at this time.	None	No Change at this time. Continue to monitor.
UPD	591	111	19%	Up Holland High School, Sandbrook Road	No Change	No Change	None	No Change
UPE	190	38	20%	Methodist Church Hall. Alma Hill, Up Holland	No Change	No Change	None	No Change
UPF	1082	156	14%	Mobile Unit at rear of 142 Ormskirk Road, Up Holland	Mobile Units increasingly unviable option. Land on which unit sits is not ideal.	Move PP to The Stanley, 122 Ormskirk Road, Up Holland	None	Move PP to The Stanley, 122 Ormskirk Road, Up Holland
UPG	721	77	11%	St Thomas the Martyr Parish Room, Highgate Road, Up Holland	No Change	No Change	None	No Change

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Reason for the proposed change –

The Polling Districts of UPB and UPF are served by Mobile Units positioned only a few hundred yards from each other. The proposed location at The Stanley, 122 Ormskirk Road represents a more suitable location for UPF in that it is a permanent location with parking and disabled access.

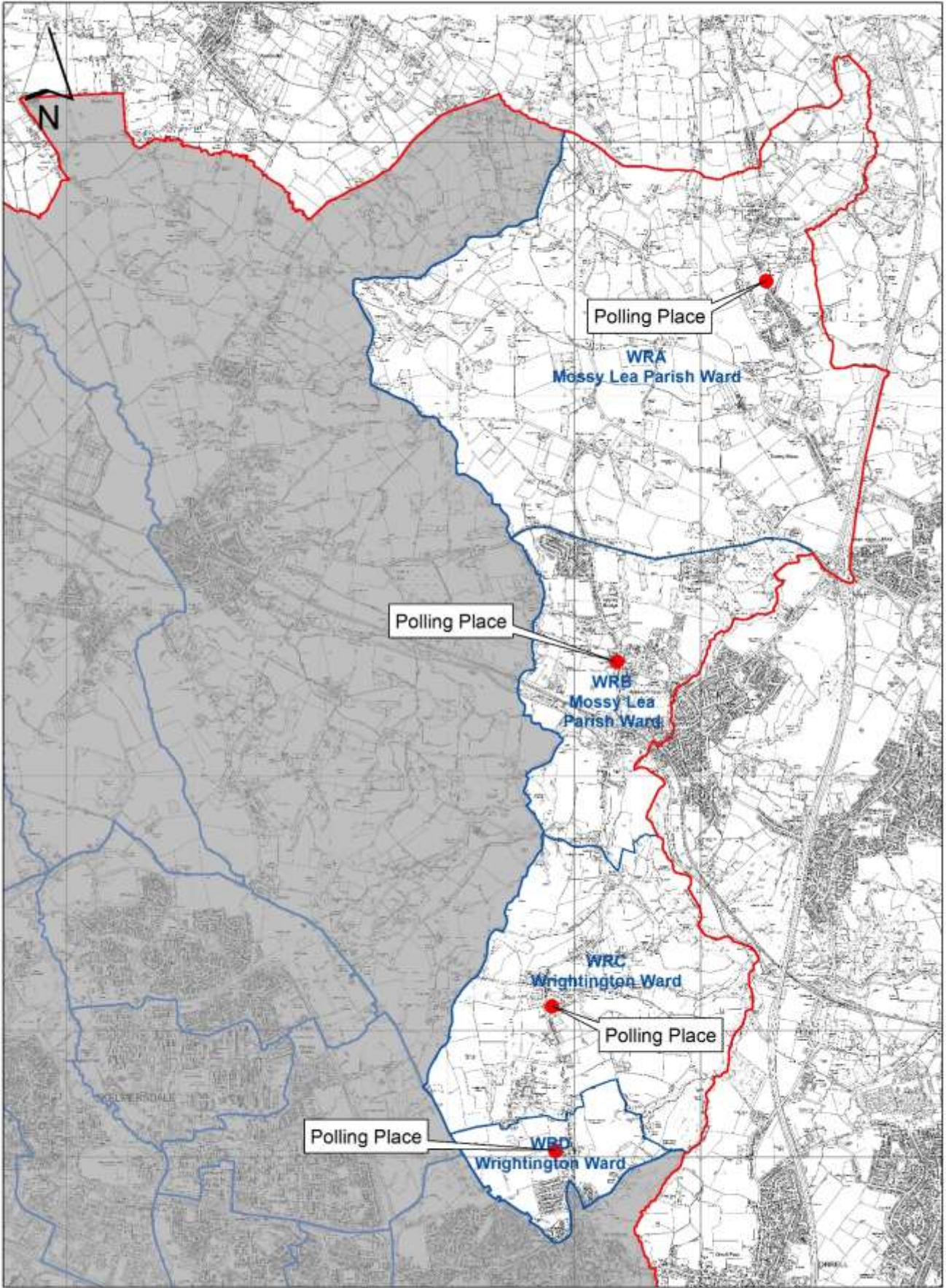




Wrightington

Ward/ Polling District	Electors	Postal Voters	Postal Voters (%)	Location of Existing Polling Place	ARO Comments	Initial Proposals	Submissions Received	Final Proposals
Wrightington (Parished)								
WRA	375	62	17%	Mossy Lea Village Hall, Mossy Lea Road, Wrightington	No Change	No Change	None	No Change
WRB	631	105	17%	Appley Bridge Village Hall, Appley Lane North, Wrightington	No Change	No Change	None	No Change
WRC	1020	232	23%	Jubille Hall, Roby Mill, Up Holland	No Change	No Change	None	No Change
WRD	1336	313	23%	St Teresa's Catholic Club, College Road, Up Holland	No Change	No Change	None	No Change

The initial proposals listed Roby Mill Primary School as the Polling Place for WRC. Due to unforeseen circumstances the Polling Place was moved to Jubilee Hall for the Local Elections on 2 May 2019 and the European Elections on 23 May 2019. It is proposed this location be retained going forward.



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Equality Impact Assessment Form



Service: Legal and Democratic Services	
Completed by: Thomas Lynan	Date: 01/01/2019
Subject Title: REVIEW OF POLLING DISTRICTS AND POLLING PLACES 2018/19 – Final Proposals	
1. DESCRIPTION	
Is a policy or strategy being produced or revised:	Yes
Is a service being designed, redesigned or cutback:	Yes
Is a commissioning plan or contract specification being developed:	No
Is a budget being set or funding allocated:	No
Is a programme or project being planned:	Yes
Are recommendations being presented to senior managers and/or Councillors:	Yes
Does the activity contribute to meeting our duties under the Equality Act 2010 and Public Sector Equality Duty (Eliminating unlawful discrimination/harassment, advancing equality of opportunity, fostering good relations):	Yes
Details of the matter under consideration:	Statutory review of all Polling Districts and Polling Places
<i>If you answered Yes to any of the above go straight to Section 3</i> <i>If you answered No to all the above please complete Section 2</i>	
2. RELEVANCE	
Does the work being carried out impact on service users, staff or Councillors (stakeholders):	
If Yes , provide details of how this impacts on service users, staff or Councillors (stakeholders): <i>If you answered Yes go to Section 3</i>	
If you answered No to both Sections 1 and 2 provide details of why there is no impact on these three groups:	

3. EVIDENCE COLLECTION	
Who does the work being carried out impact on, i.e. who is/are the stakeholder(s)?	There is a direct impact on members of the public, employees, elected members and or other stakeholders.
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)?	All groups are affected but special consideration is required for disabled electors.
Which of the protected characteristics are most relevant to the work being carried out? Age Gender Disability Race and Culture Sexual Orientation Religion or Belief Gender Reassignment Marriage and Civil Partnership Pregnancy and Maternity	No No Yes No No No No No No No
4. DATA ANALYSIS	
In relation to the work being carried out, and the service/function in question, who is actually or currently using the service and why?	Members of the public, employees, elected members and or other stakeholders currently use the service because it is a universal service integral to the function of the Council.
What will the impact of the work being carried out be on usage/the stakeholders?	Potential changes to voting arrangements.
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?	All relevant stakeholders have been given the opportunity to express their views through consultation.
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?	The views of those with expertise in disability issues was sought through the consultation.
If any further data/consultation is needed and is to be gathered, please specify:	All relevant stakeholders have had the opportunity to express their views through consultation.

5. IMPACT OF DECISIONS	
In what way will the changes impact on people with particular protected characteristics (either positively or negatively or in terms of disproportionate impact)?	Proposed changes expected to have a generally positive or neutral impact. Negative impact for some who may have to travel further to vote in person.
6. CONSIDERING THE IMPACT	
If there is a negative impact what action can be taken to mitigate it? (If it is not possible or desirable to take actions to reduce the impact, explain why this is the case (e.g. legislative or financial drivers etc.).	Any negative impact of increased travel distance is offset by the greater degree of accessibility of the new proposed locations and also the availability of postal votes to all electors.
What actions do you plan to take to address any other issues above?	No actions <i>If no actions are planned state no actions</i>
7. MONITORING AND REVIEWING	
When will this assessment be reviewed and who will review it?	At the next statutory Polling Review



CABINET: 11 June 2019

COUNCIL: 17 July 2019

Report of: Director of Leisure & Environment Services

**Relevant Portfolio Holders: Councillor Kevin Wright
Councillor Yvonne Gagen**

**Relevant Officer: Simon Burnett, Deputy Director Leisure & Wellbeing – Ext 5157
simon.burnett@westlancs.gov.uk**

SUBJECT: FORMATION OF WEST LANCASHIRE INTEGRATED COMMUNITY PARTNERSHIP / MUTLI SPECIALITY COMMUNITY PROVIDER

Wards affected: Borough wide.

1.0 PURPOSE OF THE REPORT

1.1 To provide information on the emerging priorities and proposals for formation of an Integrated Community Partnership (ICP) / Multi Speciality Community Provider (MCP) for West Lancashire.

2.0 RECOMMENDATIONS TO CABINET

2.1 That, subject to the decision of Council, the overall approach on the formation of an ICP/MCP in West Lancashire be endorsed.

2.2 That it be recommended to Council that the Portfolio Holder (Health & Community Safety) be nominated as the lead Member to represent the Council on the ICP/MCP.

3.0 RECOMENDATIONS TO COUNCIL

3.1 That the Council's membership and continued active participation in developing the West Lancashire ICP/MCP, in accordance with the Council's Partnership Protocol be approved in principle.

3.2 That the overall approach towards the formation of an ICP/MCP in West Lancashire be endorsed.

- 3.3 That the Director of Leisure & Environment Services, or her nominee, be nominated as the lead Officer to represent the Council on the ICP/MCP.
- 3.4 That the Director of Leisure & Environment Services be given delegated authority, in consultation with the relevant Portfolio Holder, to progress and (as appropriate) confirm the Council's membership of the ICP/MCP and to provide future updates at relevant stages of the partnership development process.
-

4.0 BACKGROUND & STRATEGIC CONTEXT

Local Strategic Context

- 4.1 In 2018 the Council published its first Health & Wellbeing Strategy demonstrating its commitment to the health and wellbeing of the residents of West Lancashire. The role of the strategy is to provide a strategic framework, including a number of high level objectives and priority actions, in order to ensure that the conditions are in place for people in West Lancashire to live healthy and fulfilling lives. The strategy recognises the contribution made by Council services, either directly or indirectly, towards our residents and communities' health and wellbeing.
- 4.2 A key emphasis of the strategy is the recognition that health is intrinsically linked to a number of wider determinants in particular employment, housing, community cohesion, and environmental health. The strategy highlights that there has been insufficient emphasis placed upon the prevention of ill health, outside the role of the NHS, highlighting the need to go beyond medical and social care to proactively tackle the root causes of poor health by working with key strategic partners including West Lancashire Clinical Commissioning Group (WLCCG), Lancashire County Council (LCC), Public Health England (PHE) and the National Health Service (NHS), amongst others.
- 4.3 Similarly the West Lancashire CCG Clinical Strategy – Building for the Future, provides clarity on the challenges faced by the existence of an increasing population with more people living longer with long term conditions and the associated pressures that this places upon the health and social care system. The strategy promotes an integrated approach to commissioning and delivery of services to ensure the delivery of key headline strategic objectives which include:-
- Right Care, Right Time, Safely Delivered
 - Preventing people from dying prematurely
 - Integrated working for better patient experience, safety, quality of life and reduced inequalities

Building for the Future sets out the vision for integrated care across West Lancashire over a five year period, advocating partnership working to ensure priorities and transformation programmes are aligned.

National Strategic Context

4.4 In February 2019 the NHS published the Long Term Plan. The plan sets out the proposed direction of travel for the NHS and its partners for the period of 2019 – 2029. Contained within the plan are a number of high level strategic objectives which include:-

- Joined up care
- Early intervention and prevention
- Improved outcomes and quality of care
- Workforce development
- Technology and digital enablement
- Financial sustainability

Fundamental to the implementation of the Long Term Plan is the formation of an Integrated Care System on a sub-regional level (Lancashire & South Cumbria). Similarly on a local level the plan calls for the formation of Integrated Care Partnerships or Multi Speciality Community Providers and Primary Care Networks (PCN) on a neighbourhood level (The Council & WLCCG boundaries). This report makes reference to the work that is currently taking place regarding the formation of the ICP / MCP and PCN. The exact title of the West Lancashire ICP / MCP has yet to be determined.

5.0 Developments to date

5.1 To initiate the formation of the ICP / MCP a summit of key leaders was held in October 2018 which was attended by the Council's Chief Executive, alongside leaders from health and care organisations operating in West Lancashire. The purpose of the summit was to explore and seek sign up to the establishment of a West Lancashire system wide approach to health and care integration, aligned to developments emerging from the Lancashire and South Cumbria Integrated Care System (ICS). Agreement was reached at the summit that a West Lancashire ICP / MCP would be established in shadow form and subsequently Key System Leaders now meet on a monthly basis to progress the development of the ICP/MCP.

5.2 The key partners within the ICP / MCP are:

- Lancashire Care NHS Foundation Trust
- Lancashire County Council (LCC)
- Virgin Care
- West Lancashire Borough Council
- West Lancashire Clinical Commissioning Group (WLCCG)
- West Lancashire Council for Voluntary Services
- West Lancashire GP Federation

Southport and Ormskirk NHS Hospital Trust are an associate partner to the ICP/ MCP arrangements in West Lancashire reflecting the importance of the hospital sector in delivering effective out of hospital care.

5.3 The work of the Partnership is intended to further enhance local delivery of the clinical model being developed, implemented and mobilised in West Lancashire that is outlined in the document Building for the Future <http://www.westlancashireccg.nhs.uk/building-for-the-future/>

- 5.4 The focus for the West Lancashire ICP / MCP is on out of hospital care and its aims are to;
- Encourage the development of better integration across the local health and care system in West Lancashire, improving quality and enhancing clinical and financial effectiveness and efficiency.
 - Ensure a system that is robust in its ability to improve population health, improve quality of care and achieve financial sustainability across the local health and care system, enhancing sustainability through enhanced collaborative working.
 - Strengthen collaborative relationships and decision-making between partners.
 - Deepen relationships and build trust between individual system leaders and between organisations to enable an improved population health and care system culture.
- 5.5 The framework set out in the NHS Long Term Plan is consistent with this approach. It describes how Primary Care Networks (PCN) will be based on neighbouring GP practices coming together to serve a population of between 30,000 and 50,000. These will then form a component of the model of expanded multidisciplinary neighbourhood teams that will comprise a range of staff such as GPs, pharmacists, district nurses, community geriatricians, dementia workers, allied health and social care professionals, along with other local authority and voluntary sector staff.
- 5.6 The proposed PCN's are also aligned to the three emerging neighbourhoods identified by the Council for the purposes of the Clean and Green team, namely Skelmersdale and Up Holland (population 38,359), Burscough and the 'Northern Parishes' (population 30,163), Ormskirk and Aughton (population 45,085). It was further agreed at the summit that the initial purpose of the West Lancashire ICP / MCP would be to develop, grow and nurture a neighbourhood system for the integration of health and care across West Lancashire subject to available resources.

6.0 The role and relevance of the Council

- 6.1 The Council is currently represented at the West Lancashire ICP / MCP by the Deputy Director of Leisure & Wellbeing who attends the monthly meetings. In addition the Chief Executive, Director for Leisure & Environment Services, Director of Housing and Inclusion form part of the extended network and are in regular receipt of updates and all information circulated across the ICP/MCP and in regular updates from the CCG's Director of Strategy and Operations.
- 6.2 Strategically the formation of the ICP/MCP and PCN networks are relevant to the Council in the context of the Council's Corporate Ambitions of Health & Wellbeing, the Environment and the Economy, its Health & Wellbeing Strategy and the plans for the development co located Leisure & Wellbeing Hubs with the WLCCG. Furthermore on an operational level the Council provides a number of key services which are highly relevant to the health and wellbeing of residents, most notably street scene, environmental health, housing, community safety,

licencing, and leisure & wellbeing services. These services and the wider strategic place shaping role of the Council makes it an important member of the Partnership. Furthermore some of these services are delivered with or on behalf of wider partnerships including WLCCG and LCC.

Key Services include:

Housing and Inclusion Services:

- Social Housing including sheltered housing schemes
- Homeless support
- Home Care Link
- Disabled Facilities Grants
- Financial inclusion
- Digital Enablement to support people to get on line.
- The provision of financial assistance and various community grants

Leisure and Environmental Services:

- Street cleansing and refuse collections services
- Grounds maintenance
- Environmental health
- Infections disease control
- Health & safety at work and accident investigation
- Domestic and industrial pollution control
- Leisure centres
- Countryside parks
- Health checks
- GP referral & social prescribing
- Community safety

6.3 It is therefore important that the Council plays a role in the leadership of these developments by its active participation in the West Lancashire ICP/MCP. Whilst the role, function and formation of the ICP/MCP remains under development and is evolving with time, it is important that the direction of travel and the opportunities for the population in West Lancashire are understood and contributed to as appropriate. It is therefore intended that further reports on governance, finances, risks and opportunities will be brought to Members in due course as appropriate.

6.4 Conversely if the Council fails to be an active participant in the development of health and care integration in West Lancashire, it would create a significant risk that the local population experience poorer quality services and outcomes as a result.

7.0 SUSTAINABILITY IMPLICATIONS / COMMUNITY STRATEGY

There are no significant sustainability impacts associated with this report.

8.0 FINANCIAL AND RESOURCE IMPLICATIONS

8.1 Financial

There are no financial or resource implications arising from this report other than the commitment of Member and Officer time to attend meetings.

Health and care integration in West Lancashire will inevitably demand a greater alignment of organisational resources, including financial resources across the NHS and local government, however at this stage there is no indication what this means to the Council and to what, if any, extent. It is anticipated that the largest impact will be upon WLCCG and the Public Health and Social Care providers.

There is also a commitment to a more collaborative approach to identifying financial efficiencies and organisational governance. Detail on this needs to be worked through and ICP/MCP finance and governance work streams, however at the appropriate point in time an invitation will be extended to the Council's Borough Treasurer and Borough Solicitor to join discussions.

8.2 Human Resources

Health and care integration in West Lancashire will involve improved alignment of the workforce across sectors and organisations.

Workforce development is therefore a priority locally reflecting the fact that the capability and capacity of the health and social care workforce will be one of the determining factors of success.

As work progresses, the implications for Council employees needs to be considered so that it can be determined how they can appropriately and actively participate in the further development of expanded multidisciplinary neighbourhood teams. On a practical level the proposed development of new and improved Leisure & Wellbeing Hubs, in partnership with the WLCCG, will provide and ideal opportunity for workforce alignment to maximise social return on investment in the PCN neighbourhoods.

8.3 Legal

Currently no legally binding changes have been made to the status or relationships between organisations working on health and care integration in West Lancashire.

Work has started to establish Memorandums of Understanding between organisations to support the direction of travel and enable successful delivery.

Following the recently published NHS Long Term Plan, consideration is being given to the local implementation of any legally binding changes that may be required to deliver this. This is with particular regard to the establishment of PCNs and expanded multidisciplinary neighbourhood teams. These neighbourhood teams could involve Council services such as Leisure & Wellbeing, Public Health & Social Care, via multidisciplinary meetings and possible co location.

However it is important to note that the Social Care Green Paper has not yet been published and that will also have significant impact on shaping the future

involvement of local government and social care in the development of the West Lancashire ICP/MCP.

8.4 Communications

A new ICP/MCP communications and engagement work stream commenced in February 2019. The council will need to determine how it can best support this work stream and play an effective leadership role in its implementation

9.0 RISK ASSESSMENT

It is important that the Council plays a role in the leadership of ICP/MCP developments, in accordance with the Councils Partnership Protocol. Whilst the role, function and formation of the ICP/MCP remains under development, it is important that the direction of travel and the opportunities for the population in West Lancashire are understood and contributed to as appropriate. If the Council fails to be an active participant in the development of health and care integration in West Lancashire, it could create a risk that the local population experience poorer quality services and outcomes as a result. To mitigate this risk it is intended that further reports on governance, finances, risks and opportunities will be brought to Members in due course as appropriate.

Background Documents

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

Equality Impact Assessment

No Equality Impact Assessment is required at this stage as the role, function and formation of the ICP/MCP is yet to be determined and as such the associated impact is unclear.

Appendix

Minute of Cabinet – 11 June 2019

MINUTE OF CABINET – 11 JUNE 2019

9 FORMATION OF WEST LANCASHIRE INTEGRATED COMMUNITY PARTNERSHIP/MULTI SPECIALITY COMMUNITY PROVIDER

Councillor Gagen introduced the report of the Director of Leisure and Environment which provided an update on the emerging priorities and proposals for the formation of an Integrated Community Partnership (ICP) / Multi Speciality Community Provider (MCP) for West Lancashire.

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

RESOLVED A. That, subject to the decision of Council, the overall approach on the formation of an ICP/MCP in West Lancashire be endorsed.

B. That it be recommended to Council that the Portfolio Holder (Health & Community Safety) be nominated as the lead Member to represent the Council on the ICP/MCP.



COUNCIL: 17th JULY 2019

Report of: Director of Leisure and Environment Services.

Contact for further information: Mr A Hill (Extn. 5243)
(E-mail: a.hill@westlancs.gov.uk)

SUBJECT: FIXED PENALTY AMOUNTS

Wards affected: Borough wide

1.0 PURPOSE OF THE REPORT

1.1 To advise Members of changes to the use of Fixed Penalties and agree the level of fixed penalty fines to be applied to certain waste offences.

2.0 RECOMMENDATIONS

2.1 That the use of fixed penalties to enforce against the householder duty of care offences be authorised and the level of the fixed penalty be set at the default amount of £200.

2.2 That the default fixed penalty amount for littering and for the related offences of unauthorised distribution of free printed material in a designated area, graffiti and fly-posting be reduced and set at the default level of £100

2.3 That the new fixed penalty amounts set out in Appendix 1 be adopted.

3.0 BACKGROUND

3.1 The Clean Neighbourhoods and Environment Act (CNEA) was introduced in 2005 and allowed local councils to serve fixed penalty notices for a number of offences.

3.2 The Government propose the use of fixed penalty notices as "on the spot" penalties which negate the need for expensive formal action through the courts and have the benefit that the offender will not incur a criminal record. If a person decides not to pay, the matter can still be dealt with by the courts.

4.0 PROPOSED AMENDMENTS TO CURRENT FIXED PENALTY LEVELS

- 4.1 Members previously adopted the default (recommended) amount for the CNEA offences, with the exception of unauthorised distribution of free printed material in a designated area, graffiti and fly-posting. At the time, Members thought that the deliberate nature of these acts and the fact that some could be by carried out by companies, warranted setting the level higher than the default level.
- 4.2 However, since this time fixed penalties in respect of these offences have hardly ever been issued. It would appear that the potential number offences have not been the issue it was thought they could be. It would therefore be difficult, if challenged to justify applying the higher level fine in the future. It is therefore recommended that the level of fine for these offences be reduced to the default level.
- 4.3 In addition, members will note that the Government have now increased the default (recommended) level of fixed penalties in England for littering (and for the related offences of unauthorised distribution of free printed material in a designated area, graffiti and fly-posting), to £100.
- 4.4 Adopting the new default level fines in both cases would ensure that the Council acts consistently with government recommendations and reduces the chance of the Council being challenged in the future. It is proposed that the Council now uses the default (recommended) amount for all the fixed penalty notices it issues, as per Appendix 1.
- 4.5 Whilst it is acknowledged that the proposed amounts for the fixed penalty notices for the distribution, fly-posting and graffiti offences are lower, they are little used so there will not be any significant financial impact if the reduction to the default amount of £100 is agreed. In any event, the increase in the amount due under the littering notice would more than cover any losses.

5. INTRODUCTION OF NEW FIXED PENALTY OFFENCES

- 5.1 The Environmental Protection Act 1990 introduced amongst other things, the duty of care offence for householders who fail to take reasonable steps to prevent fly-tipping by another person. It specifically requires the occupiers of domestic properties to take all reasonable measures available to them in the circumstances to ensure that they only transfer household waste produced on that property to an authorised person.
- 5.2 The offence can arise when someone offers to remove waste, usually for a low fee, and then fails to dispose of it properly and fly-tips it. The householder having not made reasonable checks to prevent this occurring. Quite often the perpetrator will tour an area in a van offering to remove waste for a low fee, then fly-tip it.
- 5.3 The aforementioned duty of care offence was originally dealt with by way of prosecution but the Unauthorised Deposit of Waste (Fixed Penalties) Regulations 2016 now allows Councils to set and issue fixed penalty notices instead. It is recommended that the fixed penalty amount for the householder duty of care offences be set at the default amount of £200.

5.4 DEFRA are aware that this is a little known offence and are keen to try and publicise it more. The introduction of Fixed Penalties may raise the awareness of the offence and subsequently help to reduce the number of occurrences. In addition to the proposed publicity by DEFRA, publicity will also be undertaken locally, including the use of social media.

5.5 Appendix 1 sets out full details of all the Fixed Penalties adopted by the Council and the proposed new fee levels.

6.0 SUSTAINABILITY IMPLICATIONS

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

7.0 FINANCIAL AND RESOURCE IMPLICATIONS

7.1 Fixed Penalty notices will be used in accordance with the Council's Enforcement Policy. It is not expected that significant sums will be generated by fixed penalty notices. If a fixed penalty notice is not paid, consideration is always given to what further action can be taken, if any.

7.2 The Council employs two Environmental Enforcement Officers who deal with litter, fly-tipping and dog issues. The resources available can accommodate this work.

8.0 RISK ASSESSMENT

8.1 The Council will be expected to use the powers available.

Background Documents

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

Equality Impact Assessment

There is a direct impact on members of the public, employees, elected members and / or stakeholders. Therefore an Equality Impact Assessment is required. A formal equality impact assessment is attached as an Appendix 2 to this report, the results of which have been taken into account in the Recommendations contained within this report.

Appendices


Appendix 1 – Fixed Penalty Notice Amounts

Appendix 2 – Equality Impact Assessment

Fixed Penalty Notices available and WLBC amount

Legislation allowing Fixed Penalty Notices to be used	Offence	Current WLBC Amount	Proposed new amount for approval
1. s.6(1) Clean Neighbourhoods and Environment Act 2005 (CNEA 2005)	Nuisance Parking	£100	£100
2. s.2A(1) Refuse Disposed (Amenity) Act 1978	Abandoning a Vehicle	£200	£200
3. s.88(1) Environmental Protection Act 1990 (EPA 1990)	Litter	£75	£100
4. s.94A2 EPA 1990	Street Litter Control Notices and Litter Clearing Notices	£100	£100
5. Schedule 3A para.7(2) EPA 1990	Distribution of Free Printed Material	£150	£100
6. s.43 Anti Social Behaviour Act 2003	Graffiti and Fly Posting Defacement	£150	£100
7. Environmental Protection (Duty of Care) (England) (Amendment) regulations 2003 Reg 3	Failure to Produce Waste Transfer Notes	£300	£300
8. s.34A(2) EPA 1990	Failure to Furnish Waste Carriers Licence	£300	£300
9. s.472A(2) EPA 1990	Offences in Relation to Waste Receptacles	£60	£60
10. s.59(2) CNEA 2005	Offences under WLBC Public Space Protection Order 2017	£75	£75
11. s.73(2) CNEA 2005	Failure to Nominate Keyholder in Alarm Notification Area	£75 N.B. This designation re alarm notification holders is not being implemented by WLDC at the current time.	£75 N.B. This designation re alarm notification holders is not being implemented by WLDC at the current time.
12. s.8 Noise Act 1996	Noise from Dwellings	£100	£100
13. The Unauthorised Deposit of Waste (Fixed Penalties) Regulations 2016	Fly-tipping	£200	£200

APPENDIX 2

Equality Impact Assessment Form		
Directorate: Leisure and Environment	Service: Community Services	
Completed by: Andrew Hill	Date: 17th June 2019	
Subject Title: Fixed Penalty Amounts		
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:	No	
Is a programme or project being planned:	Yes	
Are recommendations being presented to senior managers and/or Councillors:	Yes	
Does the activity contribute to meeting our duties under the Equality Act 2010 and Public Sector Equality Duty (Eliminating unlawful discrimination/harassment, advancing equality of opportunity, fostering good relations):	Yes	
Details of the matter under consideration:	Amount of new fixed penalty notice and alteration of some existing fixed penalty amounts	
<i>If you answered Yes to any of the above go straight to Section 3</i> <i>If you answered No to all the above please complete Section 2</i>		
2. RELEVANCE		
Does the work being carried out impact on service users, staff or Councillors (stakeholders):	Yes	
If Yes , provide details of how this impacts on service users, staff or Councillors (stakeholders): <i>If you answered Yes go to Section 3</i>		
If you answered No to both Sections 1 and 2 provide details of why there is no impact on these three groups: <i>You do not need to complete the rest of this form.</i>		
3. EVIDENCE COLLECTION		
Who does the work being carried out impact on, i.e. who is/are the stakeholder(s)?	General public	
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)?	no	

Which of the protected characteristics are most relevant to the work being carried out?	
Age	No
Gender	No
Disability	No
Race and Culture	No
Sexual Orientation	No
Religion or Belief	No
Gender Reassignment	No
Marriage and Civil Partnership	No
Pregnancy and Maternity	No
4. DATA ANALYSIS	
In relation to the work being carried out, and the service/function in question, who is actually or currently using the service and why?	Waste offences could be committed by anyone
What will the impact of the work being carried out be on usage/the stakeholders?	Some fixed penalty notices will be higher, some lower
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?	Environmental Enforcement is generally supported
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?	Public feedback and positive press coverage
If any further data/consultation is needed and is to be gathered, please specify:	n/a
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)?	n/a
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.).	n/a
What actions do you plan to take to address any other issues above?	n/a
7. MONITORING AND REVIEWING	
When will this assessment be reviewed and who will review it?	Andrew Hill June 2022



COUNCIL: 17 JULY 2019

Report of: Director of Housing and Inclusion Services

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

SUBJECT: COUNCIL PLAN ANNUAL REPORT 2018/19

Wards affected: Borough wide

1.0 PURPOSE OF THE REPORT

1.1 To present the Council Plan Annual Report 2018/19.

2.0 RECOMMENDATIONS TO COUNCIL

- 2.1 That the Council Plan Annual Report 2018/19 (attached at Appendix 1) be approved.
- 2.2 That authority is given to the Director of Housing and Inclusion Services in consultation with the relevant Portfolio Holder to make any minor final amendments to the document, prior to publication.
-

3.0 BACKGROUND AND CURRENT POSITION

- 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. The purpose was to deliver the Council's priorities, communicate its direction with the public and stakeholders including staff, and to support transparency and accountability.
- 3.2 The Council Plan Annual Report attached as Appendix 1 provides a summary of the progress against implementing the plan during 2018/19. Many of the actions have been the subject of detailed individual reports to committees as well as a six-month progress report being provided through a Members Update.
- 3.3 As evidenced in the report, overall the Council has made good progress in achieving the priorities of the plan. The annual report also contains the annual outturn against the Council's Corporate Performance Suite. The suite highlights performance in key areas of Council service and is aligned to the priorities and actions of the plan. The outturn shows that despite the challenges around

resources the Council continues to maintain a good level of performance against targets in most areas.

4.0 SUSTAINABILITY IMPLICATIONS

4.1 There are no direct implications arising from this report and, in particular, no significant impact on crime and disorder. The priorities and key projects set out in the Council Plan should contribute to the sustainability of services and the borough as a whole.

5.0 FINANCIAL AND RESOURCE IMPLICATIONS

5.1 The Council Plan Annual Report 2018/19 appended to this report demonstrates the Council's pursuit of its objectives, within the resources available, and includes a statement on its financial performance.

6.0 RISK ASSESSMENT

6.1 The development and monitoring of a strategic plan and associated processes mitigates the risks that the Council will not deliver its aspirations within a balanced budget. 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.

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 1: Council Plan Annual Report 2018/19

COUNCIL PLAN ANNUAL REPORT 2018/19



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Version: 05.07.2019

Introduction

We have set out to be a Council that is ambitious for West Lancashire – our Economy, Environment and for Health and Wellbeing. Our determination to deliver on this is evident throughout this report.

In recent years, as well as focusing on operations, we've had to be creative about how we deliver services, such as through digital initiatives and drawing on the capabilities of other organisations and the community. In this way we have reduced spending – a necessity since without those changes the only alternative was a reduction in services.

Last year I outlined the need to redesign and reshape our services so that they can continue to meet the needs of our customers. With that in mind, we took a significant decision to explore how we operate as a whole enterprise and review our processes as well as our culture. The initial outcomes of this work will come to Council in July, and I hope that staff, Councillors and customers embrace the opportunities and new ways of working that this new operating model will bring.

Being careful with our budget does not mean that we don't invest or innovate. Our new development company, Tawd Valley Developments Ltd, was given the green light in February. Initial plans will see 77 homes built in Skelmersdale, with 48 to be retained for our own stock. It also gives me a huge amount of satisfaction that after many years of determined effort funding has now been agreed for the construction of the first phase of development and Council officers are working with our partners

Homes England and St Modwen to facilitate a commencement of works on site. This is an exciting time for Skelmersdale with further plans for additional public realm works and the Tawd Valley park masterplan well underway. Proposals are also in preparation for new leisure centres in both Skelmersdale and Ormskirk and improvements to Burscough Racquet and Fitness Centre.

We also have a wide range of schemes moving forward or in the planning stages for attracting businesses to West Lancs, particularly through the successful Skelmersdale Ambassadors group, and encouraging visitors to Ormskirk and the wider area such as through the Gateway projects, the work of the Ormskirk Town Centre Management Group and the expanded Chapel Gallery visitor offer.

We know that our staff are supportive of our priorities and with the plans we have in place this puts us in a great position moving into 2019/20 to achieve our ambitions. I am confident that in another twelve months, we will be celebrating substantial progress and further success.

Councillor Ian Moran
Leader of West Lancashire Borough Council

Chief Executive's Review

Headlines about Councils failing to balance budgets and cutting services have become familiar reading. Here at West Lancs, due to robust and sustained action, we have rightly had no reason to attract that kind of publicity. In the last nine years we have made savings and generated additional income amounting to more than £10 million. Despite this, the Council still needs to save or raise additional income of £1.9 million by 2021/22 to meet the budget gap created by reductions in central government and other external funding. My role is to ensure that this organisation has a sustainable future and is capable of delivering services fit for purpose. A significant part of that will be achieved through our Sustainable Organisation Review Project (SORP).

During the year we have worked through an intense and structured process utilising the experience of consultants RedQuadrant. Their expert and impartial evaluation has been balanced along the way by the detailed organisational and local knowledge of Councillors, managers and staff. Towards the end of the year we began to finalise phase 3 of the work, 'focus and prioritise', and are on track to put the recommendations to Council in the summer as planned, ahead of public consultation. SORP has not been about needing a 'quick fix' for the organisation, since due to previous years' planning and focus on savings, efficiencies and income we are in good financial shape. It is however about applying decisive, large value measures that release innovation, efficiency and maximum resource at the earliest opportunity so we are in the best position for when final changes to Council funding frameworks come into force.

Whilst there is a continued focus on service improvement, it is also critical to maintain good governance in our current working practices and we

were pleased once more to receive positive feedback from our External Auditors in this regard.

A priority I had highlighted for the year was to improve communications for residents and staff, and we have been applying a more holistic approach to this. We have boosted our online presence providing additional channels for customers to access information about services, and through the launch of our 'customer account' facility we have given people more ownership of their service queries. Our services impact on so many areas of people's lives, and we are always conscious with any changes about considering the impact on customer experience.

We have also begun to implement many of the suggestions and solutions from our staff survey. During the year, we launched our Expected Behavioural Standards which will benefit not only colleagues within the organisation, but customers' experience of engaging with the Council. We will continue to engage staff in the running of the Council, and it was pleasing that the most recent staff survey showed staff to have increased their sense of being proud to work for the Council, being committed to our aims and objectives and feeling that the Council is a good organisation to work for.

It is always a pleasure to take stock of our achievements. I hope you find this report both helpful and informative. We will continue to work with statutory and non-statutory groups, communities and our Lancashire and city region neighbours, to deliver the ambitious agenda for the Borough.

Kim Webber
Chief Executive

Our Priorities 2018/19

Our Vision

To be a Council which is ambitious for West Lancashire – our Economy, Environment and for Health and Wellbeing

We are ambitious for our economy, and for inclusive growth in West Lancashire, retaining and growing good quality jobs, increasing skills levels and encouraging business and wealth generation. This is matched by our ambitions for a good quality, clean, built and physical environment, and for ensuring the conditions are in place for people in West Lancashire to live healthy and fulfilling lives. These ambitions are reflected in the priorities and key projects that have been identified.

Our Values

Collaborative – working in partnership to benefit West Lancashire, being open and involving in the way decisions are made, and adopting a co-ordinated 'one Council' approach

Empowering – valuing and developing communities and employees to take responsibility for solutions, and to make the most of our local assets

Enterprising – being innovative and creative, delivering lasting improvements and ongoing efficiencies to bring the Council to a sustainable position

Equality – promoting equality and seeking to reduce inequality

Focussed – being strategic and prioritising the things that make the biggest difference to our communities

Proud – of West Lancashire as a place to live, work, visit and invest

Priorities and Key Projects

Deliver tangible and visible improvements in the Borough, by:

- ❖ Completing the current review of the Local Plan
- ❖ Developing new leisure facilities as health and leisure hubs for the Borough
- ❖ Delivering retail, housing and public realm improvements with a focus on Skelmersdale Town Centre
- ❖ Establishing a Development Company, subject to the business case, to accelerate the build of housing and commercial property for rent and sale

Engage and empower our local communities, by:

- ❖ Delivering the Master Plan for Tawd Valley park, subject to resources, involving the community in planning and delivering improvements
- ❖ Piloting volunteer engagement at Abbey Lakes, and exploring opportunities to roll out this approach to other countryside parks in the Borough
- ❖ Facilitating the asset transfer of existing leisure facilities in North Meols, working with the owners of this facility and local communities
- ❖ Deliver digital inclusion initiatives, to encourage self-service and further strengthen customer service

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

- ❖ Promoting the Council's role and West Lancashire's achievements through a new digital communications strategy, complementing traditional approaches
- ❖ Roll out 'place branding' and continue to develop the websites for Ormskirk and Skelmersdale
- ❖ Continue to engage with Liverpool City Region and Lancashire authorities, to bring benefits to West Lancashire
- ❖ Engaging businesses and communities in enhancing and promoting Ormskirk, Burscough and Skelmersdale, including through the Ormskirk Town Centre Management Group and Skelmersdale Place Board

Priority: Deliver Tangible and Visible Improvements in the Borough

A number of projects were identified to help achieve this ambition. Highlights of the progress made in 2018/19 are given below.

Completing the review of the Local Plan

The review processes and timescales for West Lancashire's Local Plan are outlined within the Local Development Scheme. Although the current Local Plan is in place until 2027, we are reviewing now so that we are in a position to take advantage of emerging opportunities in the region, maintain a long-term supply of deliverable sites for development to enable economic growth in the borough, and to address the new requirements of the revised National Planning Policy Framework to review Local Plans every five years. During the year, we completed the public consultation on a Preferred Options document, which concluded in December 2018. This involved a series of public events where people were able to discuss issues with planning officers as well as feedback through our dedicated consultation pages on our website.

The Preferred Options document received around 1600 comments

The Council will now be considering the timetable for the Local Plan review through an updated Local Development Scheme, including further public consultation on an amended Local Plan document in 2019.

Developing new leisure facilities as leisure and wellbeing hubs

Our leisure facilities are the biggest assets we have for supporting and encouraging people of all ages to live active lives and enjoy healthy lifestyles. Significant improvements for the borough's facilities are progressing through plans for replacement leisure facilities in Skelmersdale and Ormskirk. Over the last twelve months, key actions have included continuing our collaborative working with the West Lancashire Clinical Commissioning Group around options for incorporating health services into the facilities, further developing contract specifications and completing a successful soft market testing exercise to substantiate our plans. As well as replacement facilities, we are also planning for improvements to Burscough Racquet and Fitness Centre. These are substantial projects with long lasting benefits for communities and as such will involve community consultation as the plans progress.

- *7,854 people took part in health improvement activities (sport, art, countryside)*
- *1,115,594 annual visitors to leisure centres & swimming pools*

Delivering retail, housing and public realm improvements with a focus on Skelmersdale Town Centre

Plans for our main scheme in Skelmersdale made significant progress during the year with Council securing funding to deliver the £19 million first phase to extend Skelmersdale town centre. The funding enabled plans for the construction of Phase 1 of the approved retail and leisure scheme, and associated public realm works to be finalised. Plans for the town centre include extensive improvements to the public realm, including a new pedestrian link between the college and the Concourse Shopping Centre, as well as enhancements to the public areas outside the library and Nye Bevan Pool. The Council is also continuing to work with owners of the Concourse Shopping Centre to help realise their plans for a multi-screen cinema and to look at further improvements to the Concourse and its surroundings.

An estimated 70 permanent and 240 temporary construction jobs will be created through the Skelmersdale town centre regeneration

Establishing a Development Company

In February 2019, the Council evidenced its ambitions for driving growth in the borough with the creation of a new development company, Tawd Valley Developments Ltd. Wholly-owned by the Council, and operating out of the West Lancashire Investment Centre, profits will be returned directly to the Council. The concept stemmed from the expertise and experience gained through recent Council regeneration projects.

The company's main objectives will be to acquire and develop sites for residential and commercial development, so that we can be more directly involved in bringing investment and growth to the borough and enabling employment and skills training opportunities in the construction industry. A board will oversee the running of the company and each year Council will agree the annual business plan. Council will be kept up to date with progress through quarterly performance reports. The company has begun operation and plans are in place to build up to 340 homes over the next 5 years, from January 2020. This includes the first phase of 77 good quality homes in Skelmersdale, with 48 to be retained by the Council for social housing.

Other work streams have supported this priority, for example the **Beechtrees scheme** (Skelmersdale) for 36 council homes and **Walmsley Drive** (Ormskirk) for 19 new homes for sale and the rest being added to our housing stock. These have both been under construction during the year and are due to complete in the first half of this year. We took extra care to ensure that the six **war memorials** owned by the Council were clean, tidy and in a good state of repair ahead of the 100th anniversary of the ending of World War One. In Up Holland, this included equal contributions from the Parish Council for re-gilding work. Our new **Clean and Green service** was launched with accompanying service standards and new neighbourhood teams, equipped to deliver a wide range of tasks within an area.

Priority: Engage and Empower Our Local Communities

A number of projects were identified to help achieve this ambition. Highlights of the progress made in 2018/19 are given below.

Delivering the Tawd Valley Park Master Plan

The Tawd Valley Masterplan is a success story of partners working with the local community to deliver what is needed by the community. Actions during the year centred around the development of contract specifications for major infrastructure works in the Park, establishing a dedicated staffing input and community support via a Friends of Tawd Valley group, and a Team Tawd action group, and sourcing funding to progress works on the ground. The volunteer support boosted our regeneration work with over 200 volunteers and 1,200 volunteer hours. Involvement has come from the community, local businesses, college and schools. Tasks include woodland management, litter picking, planting trees and hedges, creating paths, upgrading an angling pond, building bridges and creating a new community orchard as part of National Tree Week.

We will continue to promote the fantastic work being done and our future plans through Tawd.net and @ParkTawd, which were launched in September. To date active involvement on the ground has come from the Council and crucially for the success of the venture, a wide range of other partner organisations and volunteers. The Council and its partners are continuing to work to build on the £1.2m already secured. This strong progress to date was acknowledged by Council in February when extra support was

confirmed, allowing for a new dedicated ranger post to support community engagement and works on the ground.

Follow us @ParkTawd and Tawd.net

Piloting volunteer engagement at Abbey Lakes and exploring opportunities to roll out this approach

We have explored alternative ways to maintain and develop our parks and countryside sites for wider economic and social value whilst minimising the draw on Council resources. Volunteering is of major benefit for the project and whilst working with the Parks and Countryside Ranger service the volunteers are able to gain new skills whilst upgrading the sites. During the year, a volunteering policy was established, setting out the principles for volunteering and providing a framework for best practice when appointing, managing and supporting all our volunteers.

Volunteering has been taken forward through the 'friends' groups for Tawd Valley (Skelmersdale), Richmond Park (Burscough) and Coronation Park (Ormskirk). New volunteer/Friends groups are now planned for Burscough Brickpits and Hunters Hill in Hilldale, and volunteer activity at Abbey lakes is about to re-commence following a recess over the winter months.

Facilitating the asset transfer of existing leisure facilities in North Meols

During the year, detailed work with our key partners Department of Health, West Lancs Community Leisure, North Meols Parish Council (NMPC) and the West Lancashire Sports Partnership produced costed options for a viable community transfer. Council agreed the proposal for NMPC to shadow Serco in the operation of the leisure facility starting in June 2019. If this period is successful, NMPC's control of the lease for the facility could begin in April 2020 subject to successful negotiation with the Department of Health. The Parish Council's local knowledge will help move the facility into a more community focussed operating model. The transfer will also assist the wider aims of the Leisure Strategy, by rationalising the existing leisure provision and focusing on a sustainable leisure provision through the proposed Leisure and Wellbeing Hubs in Ormskirk and Skelmersdale and the refurbishment of Burscough Racquet and Fitness Centre.

Deliver Digital Inclusion Initiatives, to encourage self-service and further strengthen customer service

As we adopt more efficient ways of working with a focus on digital, we know that in designing these changes we will be meeting the expectations of many people. We are mindful however that for some customers more established contact methods will need to be retained, and for others who are able, but not yet enabled, we have our digital inclusion workstream. Through this, we want to develop confidence in basic online skills which when applied to council services, can then take the pressure off our traditional access routes.

In our wider community leader role, since some government services and many lifestyle opportunities are only accessible digitally, it is more important than ever that we are able to help people get online.

We gave direct help to 452 individuals for Personal Budgeting Support and 92 for Assisted Digital Support

During the year we supported Get Online week with community events in Skelmersdale and Ormskirk. The learning tool Learn My Way was used to help people take their first steps online, such as using search engines, finding a job, and using public services online. We will also be making the most of the Wi-Fi in our sheltered schemes by holding 'Tech and Tea Party' mornings to encourage online use.

We can't help tackle digital inclusion alone and, with CVS and Citizen's Advice Lancashire West, we are involved with putting the forthcoming free online training at the Digital Health Hub through the Buzz-IT programme.

28% of tenants now pay by direct debit

There are other work streams supporting this priority. We launched our new **Customer Portal** in early March 2019. This is transforming how we do business with our customers since users are able to track progress of service requests and interact directly with officers online without the need to call or come into the Council.

Over 4,000 customer self service accounts were created in the first month

The **More Positive Together** programme is a Lancashire-wide project directed at people in those areas in greater need to improve their health, activity levels, skills and employability. Since the start of the project in June 2018, the MPT team in West Lancashire have engaged with over 200 individuals and developed a referral network of 30 different partner agencies representing a wide cross-section of statutory, community, health and third sector organisations. The website mptwestlancs.org was launched in early 2019. The Council held **candidate and agent briefing sessions** in March ahead of the local May elections covering what prospective candidates needed to know about the election process.

12 Community Engagement events held to promote relationships between agencies and the community

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

We have made considerable progress in this priority, particularly in the key projects for 2018/19 outlined below.

Engaging businesses and communities in enhancing and promoting Ormskirk and Skelmersdale

As part of the Ormskirk Town Centre Management Group, we continue to meet quarterly to oversee the strategic plans for improving Ormskirk. The annual Ormskirk town centre stakeholder event was held in April for all stakeholders including local businesses and involving Google's Digital Garage running a session on digital marketing. Picking up on the interest that generated, two more Google digital marketing events were held over the summer to help businesses further develop digital promotion of their business. Key Ormskirk events in 2018 included the Gingerbread Festival in July and the improved Christmas lights switch on event, boosted by the £10,000 worth of lights won through Blachere Illuminations Christmas Lights Competition.

- *Ormskirk town centre ground floor units vacancy rate 8.1% (national rate 10.4%; regional 12%)¹*
- *Ormskirk town centre independent retail units 68.4% (national average 35.9%; regional 61.9%)¹*

¹ January 2019 – Springboard

Meanwhile Skelmersdale has been championed through the Skelmersdale Place Board and Skelmersdale Ambassadors. Mark Whitworth, CEO of Peel Ports was appointed as Chair of the Skelmersdale Place Board in January and will continue the work to promote Skelmersdale as a great place for business. A marketing strategy and action plan will now be progressed. Over the last twelve months the Ambassadors network has further developed its popular business breakfast events, shining the spotlight on a number of Skelmersdale businesses and key speakers covering topics such as the vision for the network, Peel Ports, Liverpool2, Lancashire Enterprise Advisers Network, the Local Plan and Skelmersdale town centre plans. To ensure this is a sustainable group we introduced paid membership commencing from January.

Follow us on twitter @ltskelmersdale and linkedin.com/skelmersdale

Rolling out 'place branding' and developing the websites for Ormskirk and Skelmersdale

The *Discover Ormskirk* website and supporting Instagram and Facebook pages continue to highlight attractions, shops and events in the town and wider area. Logins have been provided to a number

of event providers so they can add their own relevant events, for example Burscough Wharf's Artisan Market. When searching for "Ormskirk" on Google, the average listing position of Discover Ormskirk has been 5.6 on the first page of results and social media posts on Discover Ormskirk have high levels of engagement². Also boosting Ormskirk's digital presence is the Chapel Gallery website, which has been re-built and now allows online booking for selected events. Footfall in Ormskirk generally follows national and regional trends although it does outperform these on a number of occasions. Events are targeted for when footfall is traditionally low, such as on Sundays, resulting in a significant footfall increase.

- *September was the busiest month for footfall in Ormskirk with over 600,000 visits*
- *27,891 visits to DiscoverOrmskirk.com*

The business-focussed *Let's Talk Skelmersdale* website, and supporting LinkedIn page, continues to feature Skelmersdale's strengths as a place to do business by sharing news, providing information for business support, employment and skills, lifestyle and education.

- *4,428 visits to LetstalkSkelmersdale.com*

² over 4% on most posts, where the median across industry is 0.16% in 2018 Source: <https://www.rivaliq.com/blog/2019-social-media-benchmark-report>

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

During the year, we have taken steps to revisit how we listen and converse with our customers. We are developing a less formal Council 'voice' for our customers as demographics and expectations of contact with organisations evolve, whilst retaining the dependability associated with our brand. Key campaigns during the year have been around garden waste resubscriptions and promoting voter registration.

Join over 5,000 followers on @westlancsbc

We have increased our use of twitter, including re-tweeting partner organisation information that has value to our customers, is in line with our council priorities and helps celebrate life in West Lancs. We now have an established base of followers on twitter who regularly like and share content.

At the tail end of the year we claimed the unofficial Facebook page and have been working to make it one of our key communication channels. Although the number of followers are small at present they are building organically. Both twitter and Facebook lend themselves to communicating in a more visual way other than a formal written style.

Our focus is on ensuring service access and council achievements are well publicised and understood. An example of this is the 'voice of the customer' sessions that were integral in developing our new customer contact system that was began its phased implementation in March 2019.

- 69,607 online payments through the website
- 657,969 visits to the www.westlancls.gov.uk

Engaging with Liverpool City Region and Lancashire authorities

We are keen to maintain collaborative working across the county and look forward to joint working arrangements developing further. West Lancs' Chief Executive chairs the Lancashire Economic Development Officers Group, which was reformed in November 2018 to service the Lancashire Leaders' Economic Development Theme Group, and it is expected that officer support will be given to the development of a Lancashire Strategy. The Council is a member of Growth Lancashire and the Leader sits on the board. Given the potential benefits to the Borough from nearby Liverpool, we continue to participate as an associate member of the Liverpool City Region Combined Authority and have joined Visit Liverpool to assist with marketing the borough. The Planning Portfolio Holder attends meetings of the Liverpool City Region Housing and Spatial Planning Advisory Body. Officers also attend meetings of Chief Planning Officers in both Lancashire and the Liverpool City Region.

Other work streams that support this priority include our work to improve the condition of our housing stock, achieving a 0.68 % of **non-decent Council Homes** or around four of our homes. We have also made good progress with our **apprenticeship work**. This year the Council exceeded its statutory target creating 8 new apprenticeships within the council and providing management and Team Leading apprenticeships to 12 existing members of staff.

Around 4% of the workforce are undertaking apprenticeship training.

As part of our role in supporting skills and employment initiatives, we also work with local businesses to advise them on how to recruit apprentices. Since October 2015 the Council has supported the creation of 55 apprenticeships in small and medium-sized enterprises across West Lancashire. The **Chapel Gallery** in Ormskirk puts on a range of events across the year for all ages including the annual Lancashire Open competition, art exhibitions, workshops, creative sessions for children in holidays, an Enjoy Life! Programme including learn a language, improve your writing skills or making jewellery.

*We retained **Green Flag awards** for Beacon Country Park (Skelmersdale) and Coronation Park (Ormskirk) Beacon Country Park achieved the highest possible score in this year's Green Flag Award.*

Managing the Budget

The challenging financial climate facing the Council means that it is essential that budgets are effectively controlled and that financial targets are achieved.

On the Council's General Revenue Account (which covers all services apart from the Council's housing stock) a favourable budget variance of £49,000 was achieved in 2018/19, or 0.4% of the total budget. This continues the trend of strong financial management that has been demonstrated in previous years and means that this account currently has a healthy financial position.

However the latest medium term financial forecast projects an estimated budget gap of £1.9m by 2021/22, which would represent around 10% of the total budget. The scale of this gap, which is primarily caused by ongoing reductions in government grant funding, will represent a significant financial challenge and consequently this issue is included on the Council's Key Risk Register. The primary means to address this position will be through a Sustainable Organisation Review process whose results will be reported to Council in July 2019. This review will seek to close the budget gap, primarily through generating additional income and efficiency savings, to enable a balanced medium term financial position to be achieved.

A favourable budget variance of £1.73m, or 6.8%, has been achieved this year on the Housing Revenue Account (which covers all costs and income associated with the Council's housing stock). This strong performance means that this account is well placed to deal with future financial challenges, including ongoing rent reductions of 1% per year in the period up to 2020 in line with government policy.

Performance Data

The Council's Corporate Performance Suite is aligned to the corporate priorities and actions, which are agreed each year.

It contains a range of performance indicators (PIs) and data items aimed at highlighting performance in key service areas. The suite facilitates monitoring of service levels and is one element used by the authority to help it understand how well it is performing and therefore whether the organisation is on track to achieve its priorities.

Not all the indicators relate to operational performance. We also include information that helps demonstrate that we are operating as an efficient organisation.

From the performance information available, 72% of targets for available PIs in the suite were met or exceeded in 2018/19, with 56% of available outturns where comparison is possible showing an improvement or matching the previous year. This reflects that overall the Council is continuing to maintain a good level of performance in many of our frontline and support services, despite significant pressures on resources.

The performance suite is monitored quarterly by Cabinet and scrutinised by the Corporate & Environmental Overview and Scrutiny Committee. The annual outturn is provided in Appendix A.

Highlights

West Lancashire benefits from a broad base of organisations and individuals who create diverse activities for the Borough. The Council is involved with a variety of partners helping to stage a range of events throughout the year which contribute to making the Borough a vibrant and pleasant place to live. All our activities and events are promoted via our website, press releases and our Twitter account. The following is a selection of events and actions from throughout the year, many of them dependent on working with other organisations, and improving the operation of our own organisation.

April 2018

- The annual **Ormskirk town centre business stakeholder event** had a focus on digital marketing and was hosted by the Ormskirk Town Centre Management Group. It was attended by around 30 companies.
- Chapel Gallery promoted the **Lempen Puppet Theatre: Cardboard Carnival** for children.
- A **Skelmersdale Ambassador Network event** welcomed over 60 representatives of local businesses and organisations.
- The **Prince's Trust team 16 Ormskirk**, delivered through West Lancashire College, helped our Rangers create a fairy door trail through the woodland at Coronation Park (Ormskirk), as part of a community project.

May 2018

- Active West Lancs promoted the Lancashire-wide **Your Mile Your Way** day aiming to get Lancashire residents the equivalent of round the World in a Day.
- **Local elections** for 18 of our wards were held with a turnout of 36%.
- The **War Horse Route**, one of West Lancashire's most popular walks, was re-launched to mark the 100th anniversary of the end of World War One.
- Examples of sights, smells, sounds and tastes of what life was like 900 years ago were on display at the two-day Ormskirk **Medieval Festival** at Coronation Park.
- We supported community groups clean up their neighbourhoods as part of the national **Great Plastic Pick Up campaign** involving Keep Britain Tidy.

June 2018

- West Lancashire **Armed Forces Day** on 25 June was marked at the War Memorial in Ormskirk's Coronation Park paying tribute to veterans and those who are currently serving in our armed forces.
- Weekly community **Team Tawd Eco days** were launched for Tawd Valley Park led by the Council's Parks and Countryside Ranger Service to help with conservation and maintenance.
- Divine Days Community Arts ran the **4th Annual Ormskirk Dance Festival** in Coronation Park supported by our Park Rangers. Hundreds of dancers entertained on the day with performances ranging from street dance and musical theatre to contemporary dance.
- Brown bins were introduced for the collection of garden waste and green bins for paper and cardboard.

July 2018

- Ormskirk's third **Gingerbread Festival** was organised by Ormskirk Community Partnership and West Lancashire Borough Council, supported by the Ormskirk Town Centre Management Group and Ormskirk businesses.
- Skelmersdale Ambassadors held a **business breakfast event** at West Lancashire College where attendees heard from influential guest speakers and took a tour of the new Construction, Engineering and Logistics Centre.
- **By-elections** were held on 19 July in Hesketh-with-Beaconsall Ward (turnout 37.82%) and on 26 July in Knowsley Ward (turnout 34.58%).
- The **Green Fayre** was held on 21-22 July in Beacon Country Park.

October 2018

- Three **Silent Soldier Silhouettes** from the Royal British Legion were placed at the war memorials in Ormskirk, Skelmersdale and Burscough to mark the 100th anniversary of the end of World War One.
- Tanhouse Ward held a **by-election** on 11 October with a turnout of 18.9%.
- Council approved the appointment of the consultancy firm RedQuadrant after a competitive tendering process to take

August 2018

- The popular **Ormskirk Motorfest** event was held at the end of August. Organised by Aintree Circuit Club, the event is supported by the Council.
- West Lancashire residents were encouraged to get involved in **Community Action Days** in Tanhouse, Birch Green, Little Digmoor, Moorside, Digmoor and Scott Estate. Organised by West Lancashire Community Safety Partnership working with the Borough Council, Police, Fire Service and other agencies.
- Views were sought from gambling establishments and residents on the Council's policy for licensing gambling premises across the Borough. The new **Statement of Gambling policy** was introduced in January 2019.

November 2018

- The Council joined in with the Local Government Association's **#OurDay** event that gives everyone who works or volunteers in local public services the chance to spread the word on what they do to improve the quality of life of residents.
- The Council launched its **in-house bulky household waste collection service**.
- Ormskirk's **Christmas Gingerbread Market and Christmas Lights switch on** was held on 25 November.

September 2018

- The Annual flag raising ceremony to mark **Merchant Navy Day** was held on 3 September attended by the Mayor, Councillors, ex-service personnel, the Town Crier, Director of Development and Regeneration and members of the public.
- A new **Volunteers Policy** was put in place for recruiting and working with volunteers to support the work of the Council.
- We supported **Gas Safety Week** by sharing some top tips for local residents highlighting the importance of gas safety.
- Chapel Gallery's **Lancashire Open Exhibition** with a Celebrate Summer theme ran for three months and showcased 203 diverse artworks from over 100 artists.

December 2018

- Skelmersdale **Christmas lights switch on** was held at the Concourse shopping centre.
- Our CCTV Monitoring Service provided by Enigma Security won **Enigma Security Team of the year**.
- The **Chapel Gallery** held the Festival of Tales and Opening the Gates exhibitions, as well as free activities to learn about photography and filmmaking between Christmas and New Year.

forward the **Sustainable Organisation Review Project**.

- For **Local Democracy Week**, the Mayor welcomed groups of young people to the Council Chamber for a day which included debates and mock voting exercises.
- The **Free Tree Scheme** 2018 was launched providing a fruit tree and packet of 'Flanders Poppy' seeds helping improve the Borough's environment and attract more wildlife into local people's gardens.

January 2019

- A free 10 week programme of **Active Weight Courses** began in various venues including in Burscough, Up Holland Skelmersdale, Ormskirk, and Parbold.
- The **Burscough Parish Neighbourhood Plan** six-week consultation period was launched, with 39 responses received by the close.
- The **Hackney Carriage and Private Hire Licensing Policy** used as a means to safeguard the travelling public and to support the licensed trade was opened up for public consultation.
- Cabinet agreed s.106 monies for the new **shared cycle/footpath** between the rail and bus stations in Ormskirk.

- After demonstrating a high quality service to an external audit, the **Building Control Service** was subsequently awarded United Kingdom Accreditation Service (UKAS) Accredited **ISO 9001:2015** Certification.
- A revised **Housing Allocation Policy** was adopted after public consultation to support making the best possible use of our housing to meet people's needs.

February 2019

- **New play apparatus** was installed in Stanley Coronation Park, for ages 13+ and complementing the existing play provision for younger children and outdoor gym equipment.
- We were **shortlisted for Council of the Year** in the 2019 UK Housing Awards, hosted by the Chartered Institute of Housing.
- The first wave of staff were set up with **Skype for Business** replacing landlines to provide a cheaper, more productive and effective working experience. The rollout was completed in May.
- A 16-week public **review of all polling districts and polling places** across the Borough was begun.

- Volunteers and students from local schools and colleges joined our Rangers and the Friends of Tawd Valley Park to create a new **community orchard** of heritage varieties of fruit trees on a previously plain field.
- December's **full Council meeting** met and made decisions including on Budget Update (Business Rate Reliefs, Council Tax charges for homes empty for more than 2 years and the Council Tax Support Scheme) and Council Enforcement Policy.

March 2019

- As part of National Apprenticeship Week we celebrated our own success with apprenticeships (3.7% of the workforce this year) and held an **apprenticeship celebration event**.
- Championing the health and wellbeing needs of the workforce through **physical and mental wellbeing initiatives** a new staff steering group was established.
- A new Customer Relationship Management system with **online Customer Portal** was launched to improve both the customer and staff experience of the customer journey. Further phases are in development.

Strategy Review

A refreshed strategic Council Plan was developed for April 2019. A summary of the plan and projects is given below.

Council Plan 2019/20 - 2020/21

Our Vision

To be a Council which is ambitious for West Lancashire – our Economy, Environment and for Health and Wellbeing

We are ambitious for our economy, and for inclusive growth in West Lancashire, retaining and growing good quality jobs, increasing skills levels and encouraging business and wealth generation. This is matched by our ambitions for a good quality, clean, built and physical environment, and for ensuring the conditions are in place for people in West Lancashire to live healthy and fulfilling lives. These ambitions are reflected in the priorities and key projects that have been identified.

Our Values

Collaborative – working in partnership to benefit West Lancashire, being open and involving in the way decisions are made, and adopting a co-ordinated 'one Council' approach

Empowering – valuing and developing communities and employees to take responsibility for solutions, and to make the most of our local assets

Enterprising – being innovative and creative, delivering lasting improvements and ongoing efficiencies to bring the Council to a sustainable position

Equality – promoting equality and seeking to reduce inequality

Focused – being strategic and prioritising the things that make the biggest difference to our communities

Proud – of West Lancashire as a place to live, work, visit and invest

Priorities and Key Projects

Deliver tangible and visible improvements in the Borough, by:

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








Engage and empower our local communities, by:























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

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

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

APPENDIX A: PERFORMANCE INFORMATION 2015/16–2018/19


































Icon key	
	On target (within 0.01%) or exceeded
	Off target (within 5%)
	Off target (by 5% or more)
	Data only (no target)
	Performance improved on previous year
	Performance declined on previous year
	No change on previous year
/	Comparison not possible
~	Not collected and/or reported at this time or previous calculations not comparable

Performance Indicator	Results 2015/16 - 2018/19				2018/19 Target	2017/18 vs 2018/19	2018/19 Result	Note
	2015/16	2016/17	2017/18	2018/19				
	Value	Value	Value	Value				
ICT1 Severe Business Disruption (P1)	100%	100%	100%	100%	99%			
ICT3 Major Business Disruption (P2)	92%	96%	100%	100%	98%			
ICT2 Minor Business Disruption (P3)	98%	98%	99%	99%	97%			
ICT4 Minor Disruption (P4)	98%	99%	99%	99%	98%			
ICT5 Advice & Guidance (P5)	100%	100%	100%	100%	98%			
B1 Time taken to process Housing Benefit/Council Tax Benefit new claims and change events	7.02	6.41	5.63	6.16	12.00			
B2 Overpayment Recovery of Housing Benefit overpayments (payments received)	£276,577	£311,409	£294,695	£370,939	£195,000			
B4 Benefits Local authority Error Overpayments - Lower threshold	£82,401	£96,867	£76,048	£49,034	£111,205			
R1 % of Council Tax collected	97.02%	96.74%	96.51%	96.46%	97.10%			
R2 % council tax previous years arrears collected	37.31%	26.82%	26.78%	25.88%	24.50%			
R3 % of Business Rates Collected (NNDR)	98.32%	97.72%	98.18%	98.22%	97.20%			

Performance Indicator	Results 2015/16 - 2018/19				2018/19	2017/18 vs 2018/19	2018/19 Result	Note
	2015/16	2016/17	2017/18	2018/19				
	Value	Value	Value	Value				
R4 Sundry Debtors % of revenue collected against debt raised	95%	95.06%	95.78%	96.95%	89.1%			
BV8 % invoices paid on time	98.81%	98.48%	98.50%	98.21%	98.75%			Relates to the processing of over 47,000 invoices compared to over 40,100 last year.
CIT01 % feel West Lancs is safe & secure to live	79%	79%	78%	~		/		The Citizen Survey was not carried out in 2018/19 as the timing for collection during the year has been moved from February to the end of May ¹ .
CIT02 % satisfied with cleanliness of streets	65%	56%	54%	~		/		As above.
CIT03 % satisfied with how WLBC runs things	62%	57%	48%	~		/		As above.
CIT05 % satisfied with local area as a place to live	78%	80%	74%	~		/		As above.
CIT06 % satisfied with sports/leisure facilities	41%	27%	30%	~		/		As above.
CIT07 % satisfied with parks and open spaces	60%	52%	50%	~		/		As above.
CIT08 % residents agreeing that WLBC provides value for money	41%	35%	30%	~		/		As above.
CIT12 % of people satisfied with household collections for domestic waste	86%	85%	86%	~		/		As above.
CIT13 % of people satisfied with household collections for recyclable materials	82%	78%	79%	~		/		As above.
CIT14 % of residents who feel the Council keeps them well informed about its services and benefits	50%	49%	42%	~		/		As above.
CIT16 % of residents feel that they belong to their local area	69%	72%	67%	~		/		As above.
ER01 Apprenticeships created from Council intervention	~	27	15	12				All funds to support apprenticeships were allocated.
ER04 Apprenticeship vacancies within the borough	~	254	182	62				Apprenticeships advertised in the area. Data relates only to first six months of the year due to staff resource.

Performance Indicator	Results 2015/16 - 2018/19				2018/19	2017/18 vs 2018/19	2018/19 Result	Note
	2015/16	2016/17	2017/18	2018/19				
	Value	Value	Value	Value				
ER05 Benefit claimant count in West Lancs	~	1.9%	1.9%	~		/		No data collected due to staff resource.
HS14 % non-decent council homes	0.30%	0.25%	0.07%	0.07%	0.20%			Equivalent to 4 properties. Reflecting the ongoing investment in the Housing Stock.
HS1 % Housing repairs completed in timescale	96.39%	97.22%	97.37%	95.22%	97.00%			Data currently includes repairs where tenants request completion after the target date, for example due to holiday, convenience etc
HS27 % of properties with a valid Landlord Gas Safety Record (homes and buildings)	~	~	~	100%	100.0%	/		New for 2018/19
HS28 % of properties with a valid Electrical Installation Condition Report (homes and buildings)	~	~	~	98.8%	100.0%	/		New for 2018/19. Properties identified that require electrical remedial work are currently under action with a target completion by end of June.
HS29 % non-domestic that require an asbestos management survey/re-inspection	~	~	~	100%	100.0%	/		New for 2018/19
HS30 % of non-domestic properties with fire risk assessment in place	~	~	~	100%	100.0%	/		New for 2018/19.
HS31 % of properties covered by water hygiene risk assessment (homes and buildings)	~	~	~	100%	100.0%	/		New for 2018/19
NI 154 Net additional homes provided	266	305	177	351				Monitored through the Local Plan
NI 155 Number of affordable homes delivered (gross)	92	95	71	P				Data available from third party mid-end June.
NI 157a Processing of planning applications: Major applications	95.12%	87.10%	97.22%	97.56%	65.00%			Relates to 41 applications determined in the year.
NI 157b Processing of planning applications: Minor applications	67.31%	88.85%	88.31%	89.91%	75.00%			Relates to 218 applications determined in the year. Target and outturn is above government target of 65%
NI 157c Processing of planning applications: Other applications	82.71%	90.56%	93.05%	94.25%	85.00%			Relates to 557 applications determined in the year. Target and outturn is above government target of 80%

Performance Indicator	Results 2015/16 - 2018/19				2018/19	2017/18 vs 2018/19	2018/19 Result	Note
	2015/16	2016/17	2017/18	2018/19				
	Value	Value	Value	Value				
NI 159 Supply of ready to develop housing sites	108.3%	106.3%	105.5%	P				Monitored through the Local Plan
NI 191 Residual household waste per household (Kg)	513.15	493.94 +	500.32	P	500.00			Data pending from external source. Outturn figures will relate to data reported for (not validated during) the quarters April 2018-March 2019.
NI 192 Percentage of household waste sent for reuse, recycling and composting	46.80%	48.53% +	42.95%	P	50.00%			As above.
NI 195a Improved street and environmental cleanliness (levels of litter, detritus, graffiti and fly posting): Litter	1.44%	0.80%	0.76%	1.28%	1.61%			
NI 195b Improved street and environmental cleanliness (levels of litter, detritus, graffiti and fly posting): Detritus	4.95%	2.16%	4.37%	3.72%	5.00%			
TS1 Rent Collected as a % of rent owed (excluding arrears b/f)	99.81	99.09	99.48	99.77	99.50			
TS11 % of rent loss through dwellings being vacant	1.75%	1.79%	1.59%	0.94%	1.90%			
WL121 Working Days Lost Due to Sickness Absence	9.64	7.44	8.28	9.87	8.08			Sickness Management Training has been delivered for Managers during May
WL01 No. residual bins missed per 100,000 collections	89.83	76.81	93.98	111.32	80.00			Data reported for the year is up to 8 March only due to the move to Service Now replacing existing collection mechanisms. This PI is replaced for 2019/20 with a new standard to better reflect fortnightly collections.
WL06 Average time taken to remove fly tips (days)	1.06	1.03	1.04	1.12	1.09			Data reported for the year is up to 8 March only due to the move to Service Now replacing existing collection mechanisms. This PI is replaced for 2019/20 with new Clean and Green standards.
WL18 Use of leisure and cultural facilities (swims and visits)	1,164,957	1,186,788+	1,229,850	P		/		Chapel Gallery data has not been available during the year. New collection mechanism will be in place for 2019/20.

Performance Indicator	Results 2015/16 - 2018/19				2018/19 Target	2017/18 vs 2018/19	2018/19 Result	Note
	2015/16	2016/17	2017/18	2018/19				
	Value	Value	Value	Value				
WL24 % Building regulations applications determined within 5 weeks	61.98%	62.20%	51.00%	50.00%	50.00%			This relates to 210 decisions made on Full Plan submissions. 97.6% of decisions were made within 2 months of the submission.
WL85a Website: no. visits	451,906	516,776	592,447	657,969				
WL85aa Website: number of unique visitors	301,624	344,140	389,646	442,467				
WL85b Website: use of online forms	13,084	11,204	13,581	15,541				
WL85c Website: no. online payments	40,353	45,134	73,679	69,607				
WL90 % of Contact Centre calls answered	92.0%	93.0%	81.7%	72.2%	88.0%			Outturn relates to 130,993 calls into the contact centre, compared with 123,448 in 2017/18.
WL108 Average answered waiting time for callers to the contact centre (seconds)	51	60	145	250	145			This is equivalent to 4 mins 10s.
WL122 % Vehicle Operator Licence Inspections Carried Out within 6 Weeks	100%	100%	100%	100%	100%			
WL123 % Apprenticeships Started Each Year Within WLBC	~	~	0.17%	3.70%	2.30%			Target is 2.3% headcount of the workforce.
WL124 Observations/incidents that CCTV operatives are involved in	~	6,045	5,633	5,509				New for 2018/19.
WL125 Arrests that CCTV operators were involved in	~	282	282	266				New for 2018/19.
WL126 No. incidents identified by CCTV operators in general monitoring	~	1,525	1,634	1,654				New for 2018/19.
WL19bii Direct dial calls answered within 10 seconds	81.34%	81.23%	80.26%	77.75%	80.26%			This relates to 195,524 calls received compared with 191,680 in 2018/19. The reported data does not include around 60 Skype early adopters from the end of February to end March.

General notes on the 2018/19 suite

WLBC continues to collect certain PIs originating from the previous Best Value and National Indicator sets for its own performance management purposes although national reporting no longer exists. PIs and targets are reviewed annually and agreed by Cabinet. Data that is pending will be published when available on the council website.

¹ Our satisfaction survey results help us better understand how our services are perceived in the community. During 2018/19, the timing of the survey was reviewed and moved to May. This avoids restrictive timings due to purdah (as it will take place after the elections) and other key mailings such as Council Tax and annual canvas letters. The change meant that a survey did not fall within 2018/19.

+ Data restated since previous publication – NI191 2016/17 previously reported as 504.95; NI192 2016/17 previously reported as 47.38%. Both improved outturns due to corrected administrative error; WL_18 – 2016/17 figure revised from 1,213,806 due to a revision in the no. Chapel Gallery attendance
P data pending

Reporting of PIs is dependent on collection mechanisms remaining in place. Satisfaction (CIT_) indicators are collected via the Citizen & Stakeholder Survey.

Annual Report in other formats

The Annual Report can be provided upon request in other formats including audiotape, CD, in large print, Braille and other languages.

Telephone 01695 577177 or visit our website www.westlancs.gov.uk



COUNCIL :

17 JULY 2019

Report of: Director of Leisure and Environment

Relevant Portfolio Holder: Councillor Kevin Wright

Contact for further information: Paul Adamson (Extn. 5241)
(E-mail: paul.adamson@westlancs.gov.uk)

SUBJECT: HEALTH AND SAFETY STRATEGIC PLAN 2017/20 - UPDATE

Wards affected: Borough wide.

1.0 PURPOSE OF THE REPORT

1.1 To provide an update on the progress made in relation to the 2017/20 Health and Safety Strategic Plan.

2.0 RECOMMENDATIONS TO COUNCIL

2.1 That progress against the Health and Safety Strategic Plan 2017/20 be noted.

3.0 BACKGROUND

3.1 The Council has a long history of good compliance in health and safety management. Following the success of the Health and Safety Improvement Plan, a strategic approach was adopted to proactively manage health and safety issues within the Council.

3.2 The resultant Strategic Plan was focused on delivering improvements so as to handle risk effectively and produce a performance management framework to enable the Council to demonstrate improvements made in the management of health and safety. Performance against the 2014/17 Plan was continually reviewed at the Corporate Health and Safety Committee meetings.

3.3 Accordingly, a significant amount of effort and work is taking place to ensure the Council is meeting its statutory obligations to reduce the risks to those affected by the Council's operations.

4.0 THE 2017/20 HEALTH AND SAFETY STRATEGIC PLAN

4.1 The 2017/20 Health and Safety Strategic Plan (the 2017/20 Plan) was approved by Council on 19th July 2017 and an update is provided to Members annually. The 2017/20 Plan builds on previous work by concentrating on the provision of Health and Safety information and training to staff.

4.2 The implementation of the 2017/20 Plan has reinforced the Council's commitment to provide a safe and healthy working environment for its employees, Members and visitors. Progress against the 2017/20 Plan is continuing as expected with no significant deviations away from targets. Appendix 1 to this report provides an outline of the work to date.

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.

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 The formal reporting of progress on the Health and Safety Strategic Action Plan is part of the overall control framework that is designed to manage and mitigate the health and safety risks facing the Council.

Background Documents

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

Equality Impact Assessment

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

Appendices

Appendix 1 - Health and Safety Strategic Plan 2017/2020 – Update.



Health & Safety at Work

Health and Safety Policy and Procedures

**Occupational Health and Safety
Health and Safety Management**

Health & Safety Strategic Plan 2017/2020

Update - June 2019

WLBC Corporate Health and Safety Unit



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Introduction

The Health and Safety Strategy 2017-20 (the Strategy) has been developed to support the Council's aims and objectives as laid out in the Council Plan. The Health and Safety Strategy supports the strategic and operational management of the Council and looks to go beyond the traditional health and safety role of preventing harm. The Health and Safety Strategy commits the Council to continually improve the health and safety of its staff and any other person affected by its activities. Therefore the Health and Safety Strategy is not just about achieving compliance, but will assist in realising:

- Efficient, proactive and pragmatic ways of delivering health and safety
- A safe and healthy environment for staff and any other person affected by our activities
- A robust health and safety culture across the Council
- Effective means of protecting stakeholders, including staff and any other person affected by our activities from harm

The Strategy describes in broad terms what our approach to health and safety is and what we intend to do.

Background

All the Council's corporate objectives are more effectively realised in an environment that is both healthy and safe, where a positive safety culture is encouraged, legislative compliance is achieved and all stakeholders are engaged.

Robust and comprehensive health and safety management underpins all the work of the Council including corporate strategy and planning. This is achieved by ensuring staff work in a safe and healthy environment, aware of responsibilities with regard to maintenance of their own and colleague's health and safety and the duty the Council has to safeguard health and safety.

Health and Safety Management, as with all aspects of the Council's operation, does not operate in isolation and is affected by the political and economic environment prevailing at the time. Deregulation and reduction in public spending, the emphasis on compensation and blame, the rapid development of new processes and systems all have an impact on health and safety management. Therefore achieving a safe working environment has to be dynamic, proactive and comprehensive yet pragmatic.

The Council must ensure that it complies with all health and safety legislation and requirements of enforcing authorities. The Council will continue to work with the Health and Safety Executive (HSE) and Fire Authorities to improve the standards of health, safety and wellbeing across the Council.

Developing Key themes and key performance indicators of the Strategy

The key challenge for this Strategy is how to build upon the progress made from previous strategies and further embed health and safety into the operations of the Council.

The ability to maintain the effectiveness of our health and safety management system gained through the significant progress achieved over the last few years is vital. The adoption of these key themes and performance indicators will support and enhance what has been achieved to date.

The decision to adopt this approach is the result of the collaborative approach the Health and Safety Unit has adopted while working with the various service providers within the Council.

The themes will assist in achieving an improved balance between systems and behavioural aspects of management. In addition, it will ensure health and safety is an integral part of management generally rather than perceived as a separate additional aspect.

Strategic Health and Safety Themes

Identified themes cover the following areas:

- Leadership and Management
- Competence
- Risk Management
- Health and Wellbeing
- Collaborative working

Leadership and Management

Successful health and safety management comes from the top of an organisation and health and safety leadership must also start here. Visible and active commitment from the Council, CMT, DMT's and managers to health and safety clearly demonstrate a commitment which will be embraced by other members of staff. Proactive management and ownership of health and safety is a clear indication of a positive health and safety culture.

The activities/key performance indicators necessary to promote this theme are:

1. Maintenance of an effective communication system through the Councils clear management structure
2. Continue to demonstrate that Health and Safety management is integrated in business decisions
3. Maintain the regular reviews of health and safety performance
4. Ensuring appropriate resources are provided allowing for effective management of health and safety
5. Ensuring all staff continue to receive appropriate induction and training
6. Ensure sufficient training and guidance is provided regarding leadership in health and safety
7. Ensure strategic health and safety aims are communicated and embedded throughout the Council

In order to achieve the above we will continue with our health and safety communication strategy with our progress illustrated by the actions on page 6 of this document.

Competence

Effective health and safety management requires competence at every level. Competence, in this context, is the ability for every member of staff to recognise the most foreseeable risks, particularly the serious risks, and have the ability to take steps to control them. For large and complex organisations, such as the Council, competence also means having health and safety practices, procedures and standards which are used consistently across the organisation.

The activities/key performance indicators necessary to promote this theme are:

1. Use of competent staff to ensure all policies and procedures are up to date and reflect best practice in the sector
2. Making sure internal policies, procedures, guidance and advice are understood and easily accessible to staff and, where applicable, visitors and contractors
3. Staff are aware of how to access competent advice
4. Use of appropriate risk management/risk assessment techniques across all directorates/service areas
5. Ensuring comprehensive training programs and opportunities are available to staff

The activities/key performance indicators necessary to support staff are:

1. Extend the e-learning system to reflect training needs in relation to competence.
2. Develop specific face-to-face training relating to specific risks

Risk Management

Effective and proportionate risk management should ensure both legal compliance and the safety of staff.

The activities/key performance indicators necessary to promote this theme and support staff are:

1. Continue to proactively identifying all hazards across the Council
2. Further improve the risk management framework to ensure effective use and adoption
3. Ensure that health and safety is always an integral part of the planning and review processes at Council and also directorate/ service area levels
4. Ensure the effective implementation of the Councils fire safety management system and associated safety standards
5. Develop a suite of lagging / leading health and safety performance indicators
6. Ensure all aspects of the Council's activities is audited within the stated period
7. Evaluate the effectiveness and suitability of existing risk management methodology
8. Improve reporting, recording and investigation of accidents and incidents

Health and Wellbeing

Positive health and wellbeing can reduce absenteeism, improve physical fitness and mental wellbeing and as a result increase productivity.

The activities/key performance indicators necessary to promote this theme and support staff are:

1. Promote, encourage participation and support initiatives that enhance occupational health and wellbeing for staff
2. Improve the collection and understanding of ill-health and sickness absence data

Collaborative working

Successful health and safety management is a collective responsibility in which all members of staff must play a part.

This responsibility must be embedded through clear demonstration of management standards.

The activities/key performance indicators necessary to promote this theme and support staff are:

1. Develop initiatives to encourage collaborative working
2. Ensuring appropriate communications channels exist for the dissemination of all health and safety information
3. Ensure all aspects of the Council's activities is audited within the stated period
4. Develop occupational health and safety system in accordance with ISO 45001 principles
5. Evaluate the effectiveness and suitability of existing risk management methodology
6. Improve reporting, recording and investigation of accidents and incidents
7. Maintain effective and efficient management and control of contractors.

Making it Happen

The main responsibility for the health and safety of staff and visitors rests with the Chief Executive and Heads of Service. The day to day operational management of health and safety is delegated to senior managers, line managers and supervisors.

The Health and Safety Unit has a pivotal role to play in the development and monitoring/assurance of the implementation of the Strategy.

The day-to-day management of health and safety is the responsibility of line managers but the Health and Safety Unit, in partnership with others, will work to enable and empower managers and others to actively manage health and safety with the same degree of expertise to the standards of other core business activities.

The Health and Safety Unit will work closely with all Directorates and services, trades Unions and other stakeholders to promote ownership of health and safety across the Council and will develop the corporate health and safety action plan supporting this strategy.

During the first year of the plan (2017/18) we focused on embedding and targeting risk, including:

- i. Start of new internal safety audit program
- ii. Introduction of e-learning programs
- iii. Review of health and safety management system

For the remaining period 2019/20, we will further develop our health and safety management system to ensure that it reflects the requirements of ISO 45001, the new International Standard for Occupational Health and Safety Management Systems.

Key roles and responsibilities

In order for this strategy to be effective management have certain roles and responsibilities:

Chief Executive and Heads of Service

Responsibility:

- Owner of health and safety strategy.
- Review progress against plan
- Ensure sufficient resources are allocated to achieve objectives

Directorates

Responsibility:

- Ensure effective implementation of strategy within their sphere of influence
- Report service/directorate progress against plan

Health and Safety Unit

Responsibility:

- Monitor progress against plan
- Report to CMT/Corporate Health and Safety Committee

Action Plan

Theme 1: Leadership and Management

Objective	Key Performance Indicator	Success Indicator	Owner
Maintenance of an effective communication system through the Council's management structure.	Record of corporate and service health and safety meetings, publication of health and safety briefings.	Meeting are being held and accurate minutes are being kept. Regular publication dates are set and met for health and safety briefings. The publications will be released on a quarterly cycle or sooner should circumstances dictate.	Head of Service/ Health and Safety Unit
Continue to demonstrate that Health and Safety management is integrated in business decisions.	Inclusion of health and safety consideration as part of the decision making process.	Documented evidence that health and safety is being considered.	CMT/Senior Managers
Maintain the regular reviews of health and safety performance.	Health and safety management audit programme in place and audit areas and proposed dates communicated to managers.	Successful completion of audit programme, six audits per year, and publication of all completed health and safety management audit findings.	H&S Unit
Ensuring appropriate resources are provided allowing for effective management of health and safety.	Inclusion of appropriate health and safety consideration as part of the budget setting process.	Evidence of resource allocation for compliance with health and safety legislation.	CMT
Ensuring all staff continue to receive appropriate induction and training.	All new staff complete the health and safety induction programme.	Records of completed training are up to date and reported to management.	H&S Unit/HR
Ensure sufficient training and guidance is provided regarding leadership in health and safety.	All senior managers complete safety for senior managers via e-learning package.	Records of training and guidance are up to date, with any additional training needs identified acted upon.	H&S Unit/ CMT
Ensure strategic health and safety aims are communicated and embedded throughout the Council.	Strategy communicated to Council community on approval.	Strategy is being communicated to all staff via health and safety briefings, online bite size training modules (Learning Pool). Successful interaction with staff to ensure that it is understood and effectively implemented.	H&S Unit/ CMT

Theme 2: Competence

Objective	Key Performance Indicator	Success Indicator	Owner
Use of competent staff to ensure all policies and procedures are up to date and reflect best practice in the sector.	Development of health and safety competency matrix for each job category.	Progressive implementation of competency matrix.	H&S Unit
Making sure internal policies, procedures, guidance and advice are understood and easily accessible to staff and, where applicable, visitors and contractors.	Development and deployment of learning and development tools and information sources suited to the needs of all levels of staff within the Council.	Increased understanding and wide spread use of the learning and information resources provided, qualified by analysis of systems interaction and feedback.	H&S Unit/ CMT
Staff are aware of how to access competent advice.	Level of contact established between staff and the corporate health and safety unit.	Increased contact with H&S Unit from staff at all levels within the Council.	H&S Unit
Use of appropriate risk management/ risk assessment techniques across all Directorates/service areas.	Level of use of the health and safety risk management tools and forms provided by the H&S Unit on the Health and Safety Gateway.	Increase in the number of appropriate Health and Safety forms used and submitted to the H&S Unit. All submitted documents are archived and year on year cumulative comparisons analysed.	H&S Unit
Ensuring comprehensive training programs and opportunities are available to staff.	Number of appropriate Health and Safety courses available to staff.	Increased take up of health and safety training opportunities in all formats i.e. e-learning, classroom based learning and blended learning formats.	H&S Unit/ Head of Service
Extend e-learning system to reflect training needs in relation to competence.	New modules developed and introduced.	Year on year increase in % of users accessing the e-learning system and the number of courses completed.	H&S Unit
Develop specific face-to-face training relating to specific risks.	New modules developed and introduced.	Year on year increase in course availability, satisfaction and % passing.	H&S Unit

Theme 3: Risk Management

Objective	Key Performance Indicator	Success Indicator	Owner
Continue to proactively identifying all hazards across the Council.	Risk assessment programme developed and in place.	Year on year increase in the number of risk assessments documented with their findings implemented appropriately.	H&S Unit
Further improve the health and safety risk management framework to ensure effective use and adoption.	Increased user involvement in the development of the health and safety risk management framework.	Active user driven health and safety risk management programme.	H&S Unit
Ensure that health and safety is always an integral part of the planning and review processes at Council and directorate/ service area levels.	Documented evidence of the inclusion of relevant health and safety matters.	Evidence of the positive impact health and safety considerations have made during the processes.	H&S Unit
Ensure the effective implementation of the Council's fire safety management system and associated safety standards.	Implementation of fire risk assessment programme for all Council owned buildings.	Fire risk assessment findings/ recommendations effectively implemented.	H&S Unit
Develop a suite of lagging / leading health and safety performance indicators.	Suite of indicators developed.	Staged introduction of indicators based on service area maturity levels.	H&S Unit
Ensure all aspects of the Council's activities are audited within the stated period.	Areas audited according to audit plan.	Year on year improvement in audit outcomes measured with the audit finding implemented by the agreed time scale.	H&S Unit
Evaluate the effectiveness and suitability of existing risk management methodology.	Evaluation carried out and improvements implemented.	Improved risk management framework evidenced.	H&S Unit/ Directorates/ Service Areas
All service areas to carry out an annual risk assessment review.	Annual risk assessment review carried out by service managers between September and January.	All risk assessment reviews completed and documentation updated.	H&S Unit/ Head of Service
Improve reporting, recording and investigation of accidents and incidents.	All notifiable (RIDDOR) events reported and investigated.	Levels of reporting investigation noted. No adverse outcomes from enforcement agency follow-up.	H&S Unit/ Directorates/ Service Areas

Theme 4: Health and Wellbeing

Objective	Key Performance Indicator	Success Indicator	Owner
Promote, encourage participation and support initiatives that enhance occupational health and wellbeing for staff.	Greater awareness amongst staff of occupational health and wellbeing issues.	Reduction in reporting/recording of occupational health and wellbeing issues.	HR/H&S Unit
Promote, encourage participation and support initiatives that enhance occupational health and wellbeing.	Participation in WLBC'S wellbeing initiative.	Improved awareness by managers. Show year on year improvement for example by use of a general employee survey.	H&S Unit
Improve the collection and understanding of ill-health and sickness absence data.	Standardised reporting and recording system introduced.	Levels of absence are reduced and proactively monitored.	HR/ H&S Unit

Theme 5: Collaborative Working

Objective	Key Performance Indicator	Success Indicator	Owner
Develop initiatives to encourage collaborative working.	Progress made establishing joint working between employee representatives, management and the Health and Safety Unit.	Effective joint inspections, task based risk assessments and health and safety initiatives. Number and frequency to be agreed by management and employee representatives.	Trades Unions/H&S Unit
Ensuring appropriate communications channels exist for the dissemination of all health and safety information.	Increased take up of available health and safety resources.	Greater health and safety awareness throughout the workforce, evidenced through health and safety management audits, risk assessment reviews and training outcomes.	H&S Unit

Objective	Key Performance Indicator	Success Indicator	Owner
Establish links with Council community to ensure health and safety awareness is embedded.	Quarterly update reports and annual meetings with managers.	Increased awareness and ownership of safety system evidenced, this is evidenced through health and safety management audits, risk assessment reviews etc.	H&S Unit/ Directorates/ Service Areas
Utilise technological solutions to improve compliance monitoring and reporting arrangements.	Solutions reduce burden of compliance monitoring.	Evidence of improved compliance recorded.	H&S Unit
Encourage effective working of Trade Union Safety Representatives.	Regular meeting with Trades Unions and effective consultation arrangements.	Evidence of engaged collaborative workforce evidenced by level of employee representation at health and safety committee meetings, participation in joint health and safety inspections.	H&S Unit
Maintain effective and efficient management and control of contractors.	All contractors engaged by the Council have been subject to a health and safety management system/competency assessment evaluation.	All contractor Health and Safety documentation evaluated prior to the commencement of work and the results published on the Health and Safety gateway. Effective co-operation and consultation maintain with contractors regarding WLBC expectations.	H&S Unit/ Head of Service

Theme 1: Update - Leadership and Management

Guidance:

Successful health and safety management comes from the top of an organisation and health and safety leadership must also start here. Visible and active commitment from the Council, CMT, DMT's and managers to health and safety clearly demonstrate a commitment which will be embraced by other members of staff. Proactive management and ownership of health and safety is a clear indication of a positive health and safety culture.

The activities/key performance indicators necessary to promote this theme are:

1. Maintenance of an effective communication system through the Council's clear management structure
2. Continue to demonstrate that Health and Safety management is integrated in business decisions
3. Maintain the regular reviews of health and safety performance
4. Ensuring appropriate resources are provided allowing for effective management of health and safety
5. Ensuring all staff continue to receive appropriate induction and training
6. Ensure sufficient training and guidance is provided regarding leadership in health and safety
7. Ensure strategic health and safety aims are communicated and embedded throughout the Council

In order to achieve the above we will continue with our health and safety communication strategy with our progress illustrated by the actions on page 6 of this document.

1. Maintenance of an effective communication system through the Council's management structure

- Service area health and safety meetings continue to be held and accurate minutes are kept and posted on the health and safety gateway when made available.
- A representative from the corporate health and safety unit attends scheduled Service Health and Safety Committee meetings whenever possible.
- Regular publication dates are set and met for health and safety briefings.
- Regular reports are sent to CMT via the Director of Leisure and Environment.

2. Continue to demonstrate that Health and Safety management is integrated in business decisions.

- Documented evidence is available to show that health and safety is being considered, this includes contractor evaluation, health and safety risk assessments covering service provision etc.

3. Maintain the regular reviews of health and safety performance.

- The Health and Safety Management Audit programme is progressing well, Specific Service area audits have commenced:
 - * **Ranger Service** – Report completed, the action plan has been implemented and the majority of the recommendations have been addressed.
 - * **Admin and Elections** - Draft report being prepared.
 - * **Caretakers** – Draft report circulated to management for comment and action plan formulation.
 - * **Refuse and Recycling** - Risk assessments have been updated.
 - * **BTLS seconded staff** – Report sent to BTLs management for comment.

4. Ensuring appropriate resources are provided allowing for effective management of health and safety.

- Evidence of resource allocation for compliance with health and safety legislation is being gathered from the review of risk assessments and audit findings.

5. Ensuring all staff continue to receive appropriate induction and training.

- Records of completed training are up to date and reported to management.

6. Ensure sufficient training and guidance is provided regarding leadership in health and safety.

- Records of training and guidance are up to date, with any additional training needs identified by the health and safety management audit, risk assessment review and annual appraisal programme implemented.
- The "West Lancs Manager" e-learning training package has been developed, and is in final stages of testing before being launched.

6. Ensure strategic health and safety aims are communicated and embedded throughout the Council

- Positive promotion of the Council's health and safety strategic aims is being achieved via the health and safety committee structure, health and safety training, West Lancs Now newsletter and a variety of health and safety unit publications.

Theme 2: Update - Competence

NOTES:

Effective health and safety management requires competence at every level. Competence, in this context, is the ability for every member of staff to recognise the most foreseeable risks, particularly the serious risks, and have the ability to take steps to control them. For large and complex organisations, such as the Council, competence also means having health and safety practices, procedures and standards which are used consistently across the organisation.

The activities/key performance indicators necessary to promote this theme are:

1. *Use of competent staff to ensure all policies and procedures are up to date and reflect best practice in the sector*
2. *Making sure internal policies, procedures, guidance and advice are understood and easily accessible to staff and, where applicable, visitors and contractors*
3. *Staff are aware of how to access competent advice*
4. *Use of appropriate risk management/risk assessment techniques across all directorates/service areas*
5. *Ensuring comprehensive training programs and opportunities are available to staff*

The activities/key performance indicators necessary to support staff are:

1. *Extend the e-learning system to reflect training needs in relation to competence.*
2. *Develop specific face-to-face training relating to specific risks*

1. Use of competent staff to ensure all policies and procedures are up to date and reflect best practice in the sector.

- The development of a specific competency matrix for each service area is progressing well using that data that is gleaned from the risk assessment review and the Health and Safety Management Audit outcomes and recommendations.

2. Making sure internal policies, procedures, guidance and advice are understood and easily accessible to staff and, where applicable, visitors and contractors.

- An Institution of Occupational Safety and Health (IOSH) training course was organised for CMT and relevant senior managers, the feedback from the course was positive.
- Usage statistics from the Learning Pool training software will help identify the

3. Staff are aware of how to access competent advice.

- The Health and Safety Unit actively promote an open door policy regarding the provision of advice and guidance to staff.
- A Health and Safety Unit representative attends all service health and safety meetings whenever possible.
- Access to the Health and Safety Gateway on the Intranet is available to all staff, additional arrangements are in place for those members of staff who do not have access to the Intranet.

4. Use of appropriate risk management/risk assessment techniques across all directorates/service areas.

- The number of Health and Safety forms being received electronically has increased, but some hard copies are still being received. The Health and Safety Unit continue to remind staff at service health and safety meetings of the need to carry out suitable and sufficient risk assessment which involve staff and their representatives for all activities that present a significant risk.

5. Ensuring comprehensive training programs and opportunities are available to staff.

- We have implemented a planned Health and Safety training programme based on a training needs analysis gleaned from the ongoing risk assessment review and the planned health and safety management audit programme.
- Statutory Health and Safety training needs are being met.
- Requests for a wide variety of health and safety training in all formats has increased since the initial distribution of the health and safety management audit self-assessment questionnaire. This has helped to drive the development of the training programme. Examples of the training carried out are:
 1. Noise at work awareness training for all refuse and recycling operatives.
 2. Hand Arm Vibration (HAV) and noise at work awareness refresher for all the new green and clean operatives.
 3. Zone warden and practical fire extinguisher training for the gallery staff and Robert Hodge Centre.
 4. New tool box talk training - violence and aggression training for chapel gallery staff.
 5. First aid at work course.
 6. First aid refresher training booked for June 2019.

Theme 2: Update - Competence

7. Accident investigation procedure and training secession for all service areas (June 2019)
8. Risk assessment and events safety training.
9. Accredited asbestos awareness training for all new green and clean

6. Extend e-learning system to reflect training needs in relation to competence.

- Additions to the e-learning system are being developed, the content being based upon the needs identified by the Health and Safety Management Audit outcomes and the results of the risk assessment review programme.

7. Develop specific face-to-face training relating to specific risks.

- As with (6) above additional face-to-face training courses are being developed, the content being based upon the needs identified by the Health and Safety Management Audit outcomes and the results of the risk assessment review programme.

Theme 3: Update - Risk Management

NOTES:

Effective and proportionate risk management should ensure both legal compliance and the safety of staff. The activities/key performance indicators necessary to promote this theme and support staff are:

1. *Continue to proactively identifying all hazards across the Council*
2. *Further improve the risk management framework to ensure effective use and adoption*
3. *Ensure that health and safety is always an integral part of the planning and review processes at Council and also directorate/service area levels*
4. *Ensure the effective implementation of the Councils fire safety management system and associated safety standards*
5. *Develop a suite of lagging / leading health and safety performance indicators.*
6. *Ensure all aspects of the Council's activities is audited within the stated period*
7. *Evaluate the effectiveness and suitability of existing risk management methodology*
8. *Improve reporting, recording and investigation of accidents and incidents*

1. Continue to proactively identify all hazards across the Council.

- The annual risk assessment review cycle is nearing completion. Risk assessment status is now posted on the health and safety gateway which clearly advises service managers of the status of their risk assessments. All heads of service are regularly informed of progress.

2. Further improve the health and safety risk management framework to ensure effective use and adoption.

- Active user driven health and safety risk management programme implemented gleaned from the findings of the risk assessment reviews and Health and Safety management audit findings.

3. Ensure that health and safety is always an integral part of the planning and review processes at Council and directorate/service area levels.

- Evidence is being gathered to help show the positive impact health and safety considerations have made during the processes service level planning and review.

4. Ensure the effective implementation of the Council's fire safety management system and associated safety standards.

- We are informed that the review/update of all fire risk assessments has been completed by Housing and Inclusion.

5. Develop a suite of lagging/leading health and safety performance indicators.

- A Discussion document has been produced outlining the proposed approach to be adopted when implementing a package of lagging and leading performance indicators and will be considered by CMT and the Corporate Health and Safety Committee.

6. Ensure all aspects of the Council's activities are audited within the stated period.

- The health and safety management audit programme is progressing with some delays resulting from requests from services for rescheduling. It is important that every effort is made to deliver the audit programme on schedule.

7. Evaluate the effectiveness and suitability of existing risk management methodology.

- The risk management framework is under review and any changes will be reported to the Corporate Health and Safety Committee.

8. All service areas to carry out an annual risk assessment review.

- The risk assessment reviews are nearing completion and the results are being submitted to the Health and Safety Unit for inclusion on the service area micro sites on the Health and Safety Gateway. Progress is being reported to Head of Service and Service Managers.

9. Improve reporting, recording and investigation of accidents and incidents.

- The level of accident/incident reporting and investigation has remained constant.
- The Council has had no adverse outcomes from any enforcement agency follow-up.

Theme 4: Update - Wellbeing

NOTES:

Positive health and wellbeing can reduce absenteeism, improve physical fitness and mental alertness and as a result increase productivity.

The activities/key performance indicators necessary to promote this theme and support staff are:

- 1. Promote, encourage participation and support initiatives that enhance occupational health and wellbeing for staff.*
- 2. Promote, encourage participation and support initiatives that enhance occupational health and wellbeing*
- 3. Improve the collection and understanding of ill-health and sickness absence data.*

1. Promote, encourage participation and support initiatives that enhance occupational health and wellbeing for staff.

- To link with the initiatives set out in the Council's Health and Wellbeing Strategy.

2. Promote, encourage participation and support initiatives that enhance occupational health and wellbeing.

- Consultation required with Human Resources and Leisure Services. This will take place during 2019/20.

3. Improve the collection and understanding of ill-health and sickness absence data.

- Consultation required with Human Resources to obtain data. This will take place during 2019/20.

Theme 5: Update - Collaboration

NOTES:

Collaborative relationships

Successful health and safety management is a collective responsibility in which all members of staff must play a part. This responsibility must be embedded through clear demonstration of management standards. The activities/key performance indicators necessary to promote this theme and support staff are:

1. *Develop initiatives to encourage collaborative working*
2. *Ensuring appropriate communications channels exist for the dissemination of all health and safety information*
3. *Ensure all aspects of the Council's activities is audited within the stated period*
4. *Develop occupational health and safety system in accordance with OHSAS 18001 principals*
5. *Evaluate the effectiveness and suitability of existing risk management methodology*
6. *Improve reporting, recording and investigation of accidents and incidents*
7. *Maintain effective and efficient management and control of contractors.*

1. Develop initiatives to encourage collaborative working.

- The need for effective joint inspections, task based risk assessments and more health and safety initiatives has been identified.
- Discussions are ongoing with all interested parties to develop and implement a meaningful programme of events to satisfy this objective. The result will be provided to the Corporate Health and Safety Committee.

2. Ensuring appropriate communications channels exist for the dissemination of all health and safety information.

- As the health and safety management audit programme is progressing the Health and Safety Unit are gaining a greater understanding of the health and safety awareness throughout the workforce, this is being supported by risk assessment reviews and training outcomes.

3. Establish links with Council community to ensure health and safety awareness is embedded.

- Increased awareness and ownership of safety system is being evidenced by the results of the ongoing health and safety management audits, risk assessment reviews etc.

4. Utilise technological solutions to improve compliance monitoring and reporting arrangements.

- We have improved compliance recorded with the introduction of secure Intranet based records management.

5. Encourage effective working of Trade Union Safety Representatives.

- There has been increased workforce representation at Corporate Health and Safety Committee meetings. Accordingly, the Health and Safety Unit is developing a programme to promote participation in joint health and safety inspections.

6. Maintain effective and efficient management and control of contractors.

- All contractor health and safety documentation is evaluated prior to the commencement of work and the results published on the Health and Safety Gateway.
- Effective co-operation and consultation is being maintained with contractors regarding WLBC expectations.

P.M. Adamson
Corporate Health and Safety Manager

June 2019



COUNCIL: 17 July 2019

Report of: Borough Treasurer

Contact for further information: Mr J Smith (Extn.5093)
Mr M Kostrzewski (Extn 5374)

SUBJECT: TREASURY MANAGEMENT AND PRUDENTIAL INDICATOR PERFORMANCE 2018-19

Borough wide interest

1.0 PURPOSE OF THE REPORT

1.1 To inform Members of the Treasury Management performance and Prudential Indicators for the year ended 31 March 2019.

2.0 RECOMMENDATION

2.1 That the performance for the 2018-19 financial year be noted.

3.0 BACKGROUND

3.1 Treasury Management covers the management of the Council's cash flows, banking, investments and borrowing. Given the large sums of money involved it is an important area of the Council's finances and is subject to a specific set of rules and regulations.

3.2 The Chartered Institute of Public Finance and Accountancy (CIPFA) Code of Practice on Treasury Management, which has been adopted by the Council, requires a number of reports to be made to Council on Treasury Management activities. This includes details of performance during the year and the exercise of powers delegated to the Borough Treasurer.

3.3 The introduction of the Prudential Code for Capital Finance has allowed Councils to determine their own level of borrowing, taking account of a set of prudential indicators. The general principle is that borrowing is to be affordable, prudent and by conclusion sustainable.

4.0 INVESTMENT PERFORMANCE

4.1 The Council's investment activity during the year continued to be influenced by external factors. Most significantly, the Bank of England base rate which started the financial year at 0.50% and following a rate increase in August 2018 closed the year at 0.75%. This rise had a positive impact upon investment returns. The main priority however remained to guarantee the security of the funds invested. The average amount out on investment during 2018-19 was £27.8m compared to £20.8m in 2017-18.

4.2 The following table provides details on investment activity over the last 2 years.

	<u>2018-19</u>	<u>2017-18</u>
External Investment Interest earned	£182,224	£75,144
Annual Turnover	£233 million	£130 million
Number of individual investments	51	40
Average Interest Rate earned	0.635 %	0.308%
<u>Number & type of organisations invested in</u>		
Local Authorities	1	1
Building Societies	4	4
Banks	4	4

4.3 As part of the ongoing exercise to achieve best value in treasury management, we continue to monitor performance of the Council's investment activities against a benchmark of the average 3-month LIBID interest rate. The average interest rate earned by the Council, on its investments, was 0.635%. This was lower than the average LIBID rate of 0.68%. The main reason for not achieving the benchmark is down to the time delay between investments maturing that were placed before the base rate increase in November 2018 and reinvesting at the higher rate. It should be noted that although the average rate was lower than the benchmark, actual income earned was more than double that of 2017-18. This position is especially favourable given that we currently do not invest funds for longer periods than three months. As part of our procedures for minimising risk, the Council only invests in the highest rated UK based financial institutions.

5.0 COUNCIL BORROWING

5.1 At the start of the financial year the Council had outstanding long term borrowing of £88.212m, from the Public Works Loan Board which was related to HRA self-financing.

5.2 By the end of the financial year the position had remained unchanged. Total interest payments of £3.06m were made in 2018-19 in order to service the self-financing debt.

5.3 The funding resources for the Council's capital works for 2018-19 did not include any element of external borrowing in order to achieve the programme. Instead a combination of mainly internally generated resources and capital grants was

utilised in order to fund the different schemes detailed in the plan. However several large planned capital projects such as Skelmersdale town centre redevelopment, the proposed construction of new leisure centres, the Development Company and the HRA business plan will require external borrowing to be taken out and this position has been reflected in the budgets agreed by Council in February 2019.

6.0 EXERCISE OF DELEGATED POWERS

- 6.1 The current counterparties list is set out in Appendix A. This shows the types of organisations that have been approved for investment purposes, and the maximum amount and loan period for investing with a single organisation. This is in accord with the previously agreed treasury management protocol which has been reported to Members.
- 6.2 The Borough Treasurer has delegated powers to take out new debt and repay existing debt. These powers ensure that the Council can obtain the best possible deals in a market where conditions can change rapidly. However this facility was not utilised during the year.

7.0 PRUDENTIAL CODE PERFORMANCE

- 7.1 Appendix B details the actual Prudential Indicators for the financial year for 2018-19. The overall information that this conveys is one of a healthy financial position and this confirms that the Council has a good financial standing.
- 7.2 The purpose of the Indicators is to ensure that financing costs associated with capital activities are managed in a prudent, affordable and by definition, sustainable manner.
- 7.3 The Council aims to ensure this position in a number of ways. One of the main areas in which it achieves this objective is by a robust budget setting cycle. During this process Managers must detail the revenue implications of any capital decisions, while the capital process identifies the resources available to fund the capital programme. This ensures that strategic resource planning and option appraisal of bids are fully reviewed prior to setting the programme.
- 7.4 In specific reference to the Prudential Indicator performance for 2018-19 it is worth pointing out that the net revenue stream for the GRA is in a small positive position. This is due to the fact that investment returns are currently low as detailed above, while a minimum revenue provision (MRP) has to be made.
- 7.5 The HRA net revenue position is at the level detailed primarily due to the interest payments of £3.057m on the self-financing debt. However, it must be borne in mind that the Council does not now have to pay housing subsidy to the Government, which was some £6m p.a. and consequently is in a much better financial position.
- 7.6 The maturity structure of borrowing details the differing amounts of debt, the dates of maturity and the associated interest costs relating to the payment of £88.212m. It can be seen that by structuring the debt on a long term basis that the Council benefits from the very low interest charges that were available at that

specific time. This enables the HRA to develop a business plan with the backdrop of a clear financial picture relating to its debt.

8.0 SUSTAINABILITY IMPLICATIONS

8.1 There are no significant sustainability impacts implications associated with this report and in particular no significant impact on Crime and Disorder.

9.0 RISK ASSESSMENT

9.1 The formal reporting to Council of Treasury Management performance and Prudential Indicators for Capital Finance is part of the overall framework set out in the Code of Practice to ensure that the risks associated with this activity are effectively controlled.

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.

<u>Date</u>	<u>Document</u>	<u>File Ref</u>
2003	CIPFA Prudential Code for Capital Finance in Local Authorities	Accountancy Office
2009	CIPFA Revised Treasury Management Code of Practice	Accountancy Office

Equality Impact assessment

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

Appendices

Appendix A – Approved Counterparties for External Investments

Appendix B – Outturn Prudential Indicators

APPROVED COUNTERPARTIES FOR EXTERNAL INVESTMENTS –

Type of Counterparty	Maximum loan by Council	Maximum Period
Major British Based Banks and Subsidiaries with the highest possible credit ratings.	£5m	Up to £3m 364 days Up to £5m 6 months
British Based Building Societies. – Only those with the highest possible credit ratings as advised by Capita (our TM advisors)	£5m	Up to £2m 364 days Up to £5m 6 months
Other Local Authorities, where agreed.	£5m	Up to 364 days
Money Market Funds	£3m	Callable deposits

Loan funding will be provided to Tawd Valley Developments Limited (the Council's wholly owned development company) up to the values in the Company's Annual Business Plan that has been approved by the Council.

NOTE:-

No investments are currently being made for more than 3 months.

PRUDENTIAL INDICATORS OUTTURN 2018-19

Net Revenue Stream:

	<u>2018/19</u>	<u>2017/18</u>
General Revenue Account -	2.23%	2.56%
Housing Revenue Account -	11.63%	11.77%

This is a measure of the interest paid on borrowing / debt taking account of the interest earned on investments as a percentage of the overall Council tax or HRA expenditure requirement.

Capital Expenditure:

£ '000

	<u>Budget</u>	<u>Actual</u>
General Revenue Account -	£ 7,119	£ 5,682
Housing Revenue Account -	<u>£15,455</u>	<u>£13,881</u>
Total	<u>£22,574</u>	<u>£19,563</u>

This Indicator is reported upon to demonstrate that there is effective control of the capital programme and that expenditure is incurred in line with resources approved.

Authorised Limit for External Debt:
£ '000

Operational Boundary:

Borrowing	110,000	107,500
Other long term liabilities	<u>2,000</u>	<u>600</u>
Total	<u>112,000</u>	<u>108,100</u>

The Borough Treasurer has delegated authority to borrow up to the limits detailed above and to effect movement to these figures for borrowing and other long term liabilities. Such changes will be reported to Council at its next meeting following the change. The Council undertook borrowing of £88.212m on 28th March 2012 and had other long term liabilities totalling £0.218m at the end of financial year 2018-19. Hence, the Authority is comfortably within the parameters detailed.

Capital Financing Requirement

£ '000

	<u>2018/19</u>	<u>2017/18</u>
General Revenue Account	£ 22,965	£ 21,454
Housing Revenue Account	<u>£ 81,903</u>	<u>£ 80,106</u>
Total	<u>£104,868</u>	<u>£101,560</u>

The capital financing requirement measures the Authority's underlying need to borrow for a capital purpose.

Maturity Structure of Borrowing

All fixed rate loans:

<u>£</u> <u>Value</u>	<u>%</u> <u>Interest Rate</u>	<u>Period</u>	<u>Maturity date</u>	<u>£</u> <u>Int p.a.</u>
4,410,600	3.01	15	28/3/27	132,759
4,410,600	3.30	20	28/3/32	145,549
8,821,200	3.44	25	28/3/37	303,449
8,821,200	3.50	30	28/3/42	308,742
8,821,200	3.52	35	28/3/47	310,506
8,821,200	3.53	37	28/3/49	311,388
8,821,200	3.52	40	28/3/52	310,506
8,821,200	3.51	42	28/3/54	309,624
8,821,200	3.50	45	28/3/57	308,742
8,821,200	3.50	47	28/3/59	308,742
8,821,200	3.48	50	28/3/62	306,977

Weighted average interest rate is 3.47%

Total interest charge p.a. is £3,056,986



COUNCIL: 17th July 2019

Report of: Borough Treasurer

Contact: Marc Taylor (Extn. 5092)
(E-mail: Marc.Taylor@westlancs.gov.uk)

SUBJECT: GENERAL REVENUE ACCOUNT OUTTURN

Wards affected: Borough wide

1.0 PURPOSE OF THE REPORT

1.1 To provide a summary of the revenue and capital outturn position on the General Revenue Account (GRA) for the 2018/19 financial year.

2.0 RECOMMENDATIONS

2.1 That the revenue outturn position be noted and the proposed budget allocation set out in paragraph 4.5 be approved.

2.2 That the proposed new capital schemes set out in paragraph 5.3 be approved.

3.0 BACKGROUND

3.1 The GRA is facing a challenging financial position primarily as a result of ongoing reductions in government grant funding. To address this position a range of measures were agreed through the Policy Options process to deliver savings and generate additional income of just under £1.06m in 2018-19. The effective implementation of these measures is a key factor in ensuring that the GRA maintains a healthy financial position.

4.0 REVENUE OUTTURN

4.1 The Council set a revenue budget of £12.633m for the financial year, and the final outturn shows a favourable budget variance of £49,000 (0.4%). This continues our strong track record of managing financial performance to ensure that the outturn position is in line with the budget. Within this total position, each Directorate and Service achieved a favourable budget variance, and a breakdown is provided in Appendix 1.

- 4.2 Employee costs form a significant proportion of the Council's total budget and consequently are very important from a budget management perspective. The active management of staffing levels meant that this target was achieved for the year.
- 4.3 The external income that the Council generates can be one of the most volatile areas of the budget, with income going up and down due to factors outside our direct control. This year income levels were generally in line or performed better than the budget targets. In particular there was a high level of Community Infrastructure Levy funding and that was generated and a favourable budget variance on Commercial Asset rents.
- 4.4 In general good performance was also made in delivering Policy Option measures. In particular this included achieving the savings targets from staff restructuring, budget streamlining and treasury management.
- 4.5 It is recommended that the favourable variance of £49,000 that has been achieved in the final outturn position is used to support the budget position for 2020-21 in line with the approach used in recent years.

5.0 CAPITAL PROGRAMME OUTTURN

- 5.1 Expenditure on the GRA Capital Programme in the year was £5.682m against a budget of £7.119m, and a breakdown is provided in the following table:

Budget Area	Expenditure £000	Budget £000	Variance £000	Expenditure %
Leisure and Environment	994	1,570	-576	63%
Housing and Inclusion	3,407	3,725	-318	91%
Development and Regeneration	1,216	1,442	-226	84%
Finance and HR	65	382	-317	17%
Total	5,682	7,119	-1,437	80%

- 5.2 The expenditure level was 80% of the total budget, which is a slightly higher level than that achieved in previous years. The largest capital scheme was the Westec Site Development which had expenditure of £2.003m and was nearing completion by the year end. In line with our normal practice it is expected that the majority of the budget variance of £1.437m will be slipped into the 2019-20 financial year to enable capital schemes to be completed. A more detailed report will be presented to the September Cabinet and Executive Overview and Scrutiny Committee meetings that show the revised budget figures for 2019-20 after allowing for slippage.
- 5.3 At the Council meeting in February 2019 a number of new capital scheme proposals were deferred for consideration until July 2019. These potential schemes are set out below and would have a total cost of £0.783m.

<u>NEW PROPOSALS</u>	£000
<u>Development and Regeneration</u>	
Planning / Land Charges ICT upgrade	40
Alder Lane / Bramble Way Landfill site - update / replace equipment	75
Wheatsheaf Walks Improvement	30
Skelmersdale Highway / Gateway Improvements	50
Replacement of Trash Screen in Culvert	10
 <u>Legal and Democracy</u>	
Replacement time recording system (Etarmis)	17
 <u>Leisure and Environment</u>	
Long Term Provision of CCTV Cameras	240
Burscough Racquets and Fitness Centre - invest to save proposal	321
 Total funding requirement	 <u>783</u>

5.4 This funding requirement could be met from available capital receipts but it should be recognised that this, together with the use of capital receipt funding for SORP restructuring costs, would limit the ability to develop further new capital schemes from this funding source over the medium term future.

6.0 SUSTAINABILITY IMPLICATIONS

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

7.0 RISK ASSESSMENT

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

Background Documents

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

Equality Impact Assessment

The budget proposals contained in this report have either been the subject of previous reports to Committee, are currently at a high level where more detail needs to be worked out, or would not have an adverse impact on the public, employees, elected members and / or stakeholders. Consequently no equality impact assessments have been produced for these proposals at this time.

Appendices

Appendix 1 – GRA Revenue Outturn

**APPENDIX 1
GRA REVENUE OUTTURN**

Budget area	Net Budget £000	Variance from Budget £000	Variance %
Leisure and Environment	10,533	-32	-0.3%
Provision for Contract Inflation	0	172	See note
Housing and Inclusion	1,793	-161	-9.0%
Development & Regeneration	1,418	-462	-32.6%
Legal and Democracy	1,169	-65	-5.6%
Finance and Human Resources	1,716	-129	-7.5%
Employee Savings target	-445	445	See note
Other Budget Items	-3,551	183	5.2%
TOTAL	12,633	-49	-0.4%

NOTES

The budget figures for each area have been updated to include year-end capital accounting adjustments and the allocation of central budget items to services. These are technical accounting adjustments that do not affect the bottom line resource position.

The employee savings target is a corporate budget heading that is held centrally. The actual savings that are made in relation to this item are contained within services. Consequently savings made elsewhere will offset the apparent variance on this budget item.

The accounts contain a provision for additional costs in relation to the activation of inflation uplift clauses on a contract for the hire and maintenance of vehicles within Leisure and Environment Services.



COUNCIL: 17 July 2019

Report of: Director of Housing and Inclusion and Borough Treasurer

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

SUBJECT: HOUSING ACCOUNT – REVENUE AND CAPITAL OUTTURN

Wards affected: Borough wide

1.0 PURPOSE OF THE REPORT

1.1 To provide a summary of the Housing Revenue Account (HRA) revenue and capital outturn positions for the 2018/19 financial year.

2.0 RECOMMENDATIONS

2.1 That the financial outturn position of the 2018/19 HRA and Capital Investment Programme be noted and that the budget allocations set out in paragraphs 4.3 and 5.4 be approved.

3.0 BACKGROUND

3.1 The financial year 2018/19 represented year three of the government's four year rent setting policy to reduce social housing rents by 1% per annum to 2020. This policy continues to progressively add pressure to the HRA over this period. However, the Policy Options agreed by Council in July 2016 and October 2016 have delivered sufficient savings and efficiencies to secure the HRA's financial position over the medium term.

4.0 HOUSING REVENUE ACCOUNT – REVENUE OUTTURN

4.1 A summary of the HRA revenue outturn is set out in appendix one and shows that a favourable budget variance of £1.729m was achieved, which represents 6.8% of the total budget. This demonstrates that the HRA currently maintains a healthy financial position.

4.2 The main reasons for this positive position, which were anticipated and reported during the year are:

- There were a number of vacant posts, largely in Property Services, pending recruitment of the permanent staff to fill them
- Following painting contractor issues in 2017/18 a more integrated and planned approach was taken that delivers pre-painting at the same time as other works. The pre-painting budget itself was therefore largely not used
- The bad debt budget was increased during 2018/19 budget setting in anticipation of increased arrears due to welfare reform. However the transition to Universal Credit has been well managed and there have been no significant increase in arrears compared to the previous year
- There were no calls on the remaining Budget contingency

4.3 It is intended that the favourable budget variance of £1.729m will be used as follows:

- Use £1.100m toward funding the 2019/20 HRA budget as approved by Council in February 2019
- Use £0.569m to reduce the financing requirement for the capital programme in order to avoid the need to take out external borrowing and to save money on capital financing costs
- Adding £60,000 to the existing reserve of £100,000 for direct housing payments in order to support tenants claiming Universal Credit who may experience financial hardship in 2019/20 due to there being a 53 week rent year (as described in the February 2019 Council report on HRA budget setting)

5.0 CAPITAL INVESTMENT PROGRAMME

5.1 A summary of the Housing Capital Investment Programme outturn is shown in Appendix Two. Total expenditure was £13.881m, which represents around 90% of the total budget of £15.455m. This compares with 64% in 2018/19 and represents a very high level of spend compared to previous years.

5.2 It is standard practice at year-end that capital budgets that have not been fully utilised are reviewed before being slipped into the following year to allow for completion of the existing programme. If the review identifies elements of the capital budget that will not be required in the following year they may be removed from the capital investment programme to release funding.

5.3 The largest area of spending at £2.888m was on the Beechtrees Regeneration scheme, which will provide significant improvements to this estate, including building new homes, enhancing existing properties and selective demolition of properties that are no longer fit for purpose and / or are uneconomic to operate. There was also expenditure of £0.664m on building new homes as part of the Westec Development, which was largely completed by the year end.

5.4 It is proposed that the variance of £1.574m (£15.455m budget less £13.881m expenditure) is used as follows:

- That a net budget of £1.571m is slipped into 2019/20 as set out in Appendix 2.
- That budget transfers take place between schemes as detailed in Appendix 2, which have a net nil overall impact
- That funding of £3,000 that is no longer required is released

6.0 SUSTAINABILITY IMPLICATIONS

6.1 Work carried out through 2018/19 has ensured that, with the information we are aware of, the HRA can deliver services and is financially sustainable in the medium term.

7.0 RISK ASSESSMENT

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

Background Documents

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

Equality Impact Assessment

The budget issues set out in this report have been the subject of previous reports to Committees and consequently an Equality Impact Assessment has already been prepared for them where relevant

Appendices

Appendix One – HRA Revenue Outturn

Appendix Two – Capital Investment Programme Outturn and Funding

Appendix One – HRA Revenue Outturn

Budget Area	Budget £'000	Variance £'000	Comments
Employee Expenses	4,621	-338	Staffing vacancies
Void repairs and response repairs	2,742	23	
Other premises costs	3,232	-593	Following painting contractor issues in 2017/18 a more integrated and planned approach was taken that delivered pre-painting at the same time as guttering and other works. The pre-painting budget itself was therefore largely not used.
Transport costs	186	-37	
Budget contingency	242	-242	No calls on remaining budget of £242,000
Supplies and Services	1,076	-318	Variance reflects a range of factors including a smaller than anticipated bad debt provision
Support Services and internal income (net)	-1,075	-80	
Loan interest	3,057	0	
Contributions to capital	11,335	0	
Dwelling rents	-22,820	-35	
Other external income	-2,596	-109	
Total	0	-1,729	Represents 6.8% of the overall turnover

Appendix Two – Capital Investment Programme Outturn and Funding

Scheme Description Expenditure	Revised Budget £000's	Outturn 2018-19 £000's	Variance £000's	Transfers £000's	Slippage £000's	Release Funding £000's	Comments
Beechtrees	3,699	2,888	-811	-365	1,176		Funding added for refurbishment works and drain works, all then slipped into 2019/20
Re-Roofing Works	1,826	1,864	38		-38		£38k b/fwd from 2019/20 budget
Walls	1,258	1,195	-63			63	
Heating System Upgrades	1,171	1,080	-91	91			
Bathroom Replacements	1,065	1,056	-9	9			
Electrical Upgrades	707	539	-168	161	7		
Adaptations for Disabled People	385	690	305		-305		Funding released at mid-year, expenditure then increased again. Bringing forward funding from 5 year programme.
Communal Areas Improvements	606	480	-126	126			Funding to support communal FRA works
Professional Fees	697	676	-21			21	
Westec Development HRA	637	664	27		20	-47	
Contingency/Voids	466	420	-46			46	
Kitchen Replacements	414	340	-74	74			
Windows and Doors	336	273	-63	30	33		
Improvements to Binstores	364	65	-299		299		Programme put on hold pending further review
Communal Fire Safety Works	900	1,051	151	-306	155		Remaining 2018/19 programme completed in Q1 of 2019/20
Structural Works	59	45	-14			14	
Sheltered Housing Upgrades	63	119	56			-56	
Install Carbon Monoxide Detectors	180	0	-180	180			Detectors being fitted through other programmes, funding to

							support FRA works
Lifts	168	0	-168		168		Work expected Q4 2018/19 slipped into 2019/20
HRA Garages	189	234	45			-45	
Local Housing Allowance Initiatives	51	52	1			-1	
Firbeck Revival	50	42	-8			8	
Environmental Programme	45	51	6			-6	
Service Charge Software	40	0	-40		40		
Digital Inclusion Initiatives	39	32	-7		7		
Housing OR Recommendations	23	14	-9		9		
Flaxton Rainbow	12	11	-1			1	
Flood Resilience Works	5	0	-5			5	
Total Expenditure	15,455	13,881	-1,574	0	1,571	3	

Notes

1. As Carbon Monoxide detectors are being fitted through other programmes, this funding, along with the unused budget for Communal Works, is being transferred to support the Fire Risk Assessment works budget
2. Unrequired funding for component replacement budgets, (Heating, Bathrooms, Electrics, Kitchens and Windows), is being transferred to fund the refurbishment works on Beechtrees, as well as to support additional work required on drains.

Resources	Revised Budget £000's	Outturn 2018-19 £000's	Var. £000's	Transfers £000's	Slippage. £000's	Release Funding £000's	Comments
Capital Receipts	190	181	-9		9		141 receipts
HRA Borrowing	3,930	1,796	-2,134	569	1,562	3	
HRA/MRA Contribution	11,335	11,904	569	-569			See note 1 below
Total Resources	15,455	13,881	-1,574	0	1,571	3	

Notes

1. £0.569m of 2018/19 funding switched from borrowing to revenue contribution as per paragraph 4.3
2. The slippage total of £1.571m comprises £1.914m of 2018/19 budget slipped into 2019/20, less £0.343m of funding brought forward from the 5 year investment programme approved by Council in February 2019. The £0.343m relates to £0.305m of funding for Adaptations brought forward from the five year budget 2019/20 to 2023/24 in equal parts, plus £38,000 brought forward from the 2019/20 roofing programme.

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

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