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Wednesday, 13 November 2019

**CORPORATE AND ENVIRONMENTAL OVERVIEW & SCRUTINY MEMBERS  
UPDATE**

**CORPORATE YEAR 2019/20**

**NOVEMBER 2019 – ISSUE 3**

The content of this MEMBERS UPDATE covers all services.

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

If a Member wants to place an item on the Committee agenda in connection with any article in the Update, please provide it to [member.services@westlancs.gov.uk](mailto:member.services@westlancs.gov.uk) or telephone 01695 585017 by **12 Noon Friday 22<sup>nd</sup> November 2019.**

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Members Item/Councillor Call for Action

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

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

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

For further information, please contact:-  
Ethan Hales on  
Or email [ethan.hales@westlancs.gov.uk](mailto:ethan.hales@westlancs.gov.uk)



## APPENDIX A

# 'MEMBER UPDATE' REQUEST CORPORATE AND ENVIRONMENTAL OVERVIEW SCRUTINY COMMITTEE

MEETING: 5 December 2019

This form must be received by Member Services, 52 Derby Street, Ormskirk before 12 noon on Friday 22<sup>nd</sup> November 2019.

Member Update Issue: 3

Councillor:	
Article No:	
Subject:	

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

Please advise Member Services on 01695 585065 if at any time you wish to withdraw this item following receipt of further information or e-mail [member.services@westlancls.gov.uk](mailto:member.services@westlancls.gov.uk)

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

### FOR MEMBER SERVICES USE ONLY

Received by:	Date of Committee
Date: Time:	Chief Operating Officer informed
Head of Service informed	Chairman informed
Contact Officer informed	Portfolio Holder informed:





## APPENDIX B

# MEMBER ITEM/ COUNCILLOR CALL FOR ACTION CORPORATE AND ENVIRONMENTAL OVERVIEW AND SCRUTINY COMMITTEE AGENDA

MEETING: 5 December 2019

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

Please advise Member Services on 01695 585065 if at any time you wish to withdraw this item following receipt of further information or e-mail [member.services@westlancs.gov.uk](mailto:member.services@westlancs.gov.uk)

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

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

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

- Raise Ward Issue as a 'Patch Problem'
- Discuss issue with an appropriate officer from the Council Service or Agency
- Discuss issue with an appropriate Cabinet member
- Raise the issue with partner agency, eg. Police, PCT, etc.
- Write formal letters on behalf of constituents
- Use official complaints procedure or other official route
- Put forward the issue as a topic for inclusion on an O&S work programme
- The following are potential reasons why your Member Item/CCfA may not be considered further:
  - The issue is an individual case
  - You have not explored the issue fully and exhausted all avenues above
  - A review into the general issue is included in an O&S work programme
  - A petition is being submitted to the Council
  - A complaint is being or has been submitted and the outcome is awaited
  - A FOI request is being or has been made and the outcome is awaited
  - Scrutiny of the issue is unlikely to result in improvements for local people
  - The issue has been the subject of Executive Call In
  - The issue has been the subject of a Council Motion / Question
  - The issue is urgent and could be more speedily resolved by other means
  - The issue is an 'excluded matter' (Constitution 18.3)
- FOR MEMBER SERVICES USE ON

Received by:	Date of Committee:
Date                      Time:	Chief Operating Officer informed
Head of Service informed	Chairman informed
Contact Officer informed	Portfolio Holder informed









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

**MEMBER UPDATE 2019/20  
ISSUE: 3**

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**Article of:** Borough Solicitor

**Contact for further information:** Mr. E Hales (Extn 5016)  
(E-mail: [ethan.hales@westlancs.gov.uk](mailto:ethan.hales@westlancs.gov.uk))

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**SUBJECT: MINUTES OF ONE WEST LANCASHIRE BOARD – THEMATIC GROUPS**

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Wards affected: Borough wide

## **1.0 PURPOSE OF ARTICLE**

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

- 2.1 The West Lancashire Local Strategic Partnership was dissolved on 31 March 2013 and its successor partnership arrangement 'One West Lancashire' was established. Minutes of the Thematic Groups will continue to be received by the One West Lancashire Board and reported to Members via future issues of this Members' Update.

- 2.2 The following notes/minutes have been included since the last edition of this Members Update:

- Community Safety Partnership – 16 July 2019 & 15 October 2019
- Ageing Well Partnership – 9 July 2019 & 27 August 2019
- Health and Wellbeing – 25 March 2019

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

### **3.0 SUSTAINABILITY IMPLICATIONS**

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

### **4.0 FINANCIAL AND RESOURCE IMPLICATIONS**

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

### **5.0 RISK ASSESSMENT**

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

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#### **Background Documents**

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

#### **Equality Impact Assessment**

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

#### **Appendices**

None.



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

**MEMBERS UPDATE 2019/2020  
ISSUE: 3**

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**Article of: Borough Solicitor**

**Relevant Portfolio Holder: Councillor Wright**

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

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**SUBJECT: MINUTES OF THE LANCASHIRE POLICE AND CRIME PANEL**

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Wards affected: Borough wide

### **1.0 PURPOSE OF ARTICLE**

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

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### **2.0 BACKGROUND AND CURRENT POSITION**

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

### **3.0 SUSTAINABILITY IMPLICATIONS**

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

### **4.0 FINANCIAL AND RESOURCE IMPLICATIONS**

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

### **5.0 RISK ASSESSMENT**

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

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#### **Background Documents**

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

#### **Equality Impact Assessment**

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

#### **Appendices**

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

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

18 September 2019



## **ARTICLE NO:**

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

## **MEMBERS UPDATE 2019/20 ISSUE:**

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**Article of: Corporate Director of Transformation & Resources**

**Relevant Portfolio Holder: Councillor I Moran**

**Contact for further information: Ms A Grimes (Extn. 3211)  
(E-mail: [alison.grimes@westlancs.gov.uk](mailto:alison.grimes@westlancs.gov.uk))**

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**SUBJECT: CORPORATE DELIVERY PLAN 2019/20: PROGRESS REPORT**

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Wards affected: Borough wide

### **1.0 PURPOSE OF ARTICLE**

- 1.1 To provide an update on the progress made towards implementing key Council actions during 2019/20.
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### **3.0 BACKGROUND**

- 3.1 In April 2019, the Council formally adopted a Council Plan 2019/20 - 2020/21 with a vision, set of values and priorities together with the key projects for 2019/20. It was agreed that progress against key actions would be provided through six-month Members Update reports and a full Annual Report to Council.
- 3.2 The progress report on the delivery plan for the first half of the year is attached at Appendix 1.

### **4.0 CURRENT POSITION**

- 4.1 The Appendix summarises the good progress that has been made across the plan. Explanations have been provided as appropriate in those areas where progress has not been as planned and in particular where progress is dependent on third parties. Many of the actions are the subject of detailed individual reports to committees.
- 4.2 Appendix 1 provides information correct as at the end of September 2019. Work continues to progress the actions.
- 4.3 To ensure that the Council maintains progress against its corporate priorities, it is essential that a strategic plan is in place and is monitored. Given the established

procedures of the delivery plan process, progress against the plan is provided by six-month reports through Members Updates and a full Annual Report to Council.

## **5.0 SUSTAINABILITY IMPLICATIONS**

- 5.1 There are no significant sustainability impacts associated with this report and, in particular, no significant impact on crime and disorder. The priorities and key projects set out in Appendix 1 should contribute to the sustainability of services and the borough as a whole.

## **6.0 FINANCIAL AND RESOURCE IMPLICATIONS**

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

## **7.0 RISK ASSESSMENT**

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

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### **Background Documents**

There are no background documents (as defined in Section 100D(5) of the Local Government Act 1972) to this 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: Corporate Delivery Plan Monitoring Report Q2 2019/2020


## APPENDIX 1: Corporate Delivery Plan Monitoring Report (Q2 2019/2020)

Action Status	 Action completed	 Action in progress	 Cancelled	 Milestone overdue
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### Priority: Deliver Tangible and Visible Improvements


Priority Summary	Status
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 of the new service standards	

Title	Local Plan Review	Service	Development & Regeneration Services	Status	
<b>Action Note</b>					
Action cancelled following Cabinet decision to cease work on the Local Plan Review.					

Title	Leisure Procurement and Facility Improvement	Service	Leisure & Environment Services	Status	
<b>Outcome</b>	New, high quality leisure and wellbeing centres for all to use				
<b>Milestones</b>	<b>Due Date</b>	<b>Completed</b>	<b>Milestone Note</b>		
Appointment of project management consultants to support the project	28-Apr-2019	Yes	Hadron appointed as project management consultants		
Community Consultations	30-Jun-2019	Yes	Community Consultations completed		
Legal agreement with St Modwens	30-Jun-2019	No	Report for Cabinet and Council produced for October meeting.		


Progress as at the end of Q2 (September 2019)


Production of tender documentation	30-Jun-2019	No	Delayed owing to CCG confirmations and proposed competitive dialogue process. Likely completion Jan 2020
Completion of site surveys	01-Jul-2019	No	In progress. Due for completion Jan 2020
Issue of Invitation to submit detailed solutions (ISDS)	15-Jul-2019	No	Now proposed Jan 2020
Closing date for ISDS responses	13-Oct-2019		Timeline under review owing to finalisation of CCG timeframes and proposed competitive dialogue process
Selection of shortlist	30-Nov-2019		As above
Issue of Final Tender Documentation	05-Feb-2020		As above
Closing date for final tenders	10-Mar-2020		As above
Award of Contract	31-Mar-2020		


Title	Skelmersdale Town Centre Regeneration		Service	Development & Regeneration Services	Status	
<b>Outcome</b>	Create a modern town centre for Skelmersdale offering an improved night-time economy and attractive public realm.					
<b>Milestones</b>	<b>Due Date</b>	<b>Completed</b>	<b>Milestone Note</b>			
Complete Funding Agreement with Partners	01-May-2019	No	Council awarded £2M Growth Deal funding from the LEP			
Complete Supplemental Legal Agreement	01-May-2019	No	Report due to go to Cabinet/Council on 16 October 2019 for approval to proceed			
Discussion with LCP re: possible Phase 2	31-Aug-2019	Yes				
Start on site	30-Sep-2019	No	Start delayed due to land purchase and necessary legal agreements. Further authority needed from Cabinet & Council via the October report. Start on site would be early 2020.			
Consideration given to any proposals put forward by LCP for Phase 2	31-Dec-2019					

Progress as at the end of Q2 (September 2019)




Title	Establishing a Development Company	Service	Housing & Inclusion	Status	
Outcome	Increase income to Council; Incorporate housing stock/ supply; Deliver new commercial, industrial and residential development of Council-owned land and bring investment and growth to the borough.				
Milestones	Due Date	Completed	Milestone Note		
Appointment of Board of Directors	31-Jul-2019	Yes	Council approved the appointment of the Director of Housing & Inclusion and Borough Treasurer in February 2019. Two independent Directors were appointed in July 2019 following a recruitment exercise.		
Submit sites included in Phase 1 of the Business Plan for Planning Permission	31-Jul-2019	Yes			
Agree and execute the legal and financial documents	31-Oct-2019	Yes	All documents agreed, executed and completed		
Tender Building Works and Appoint Contractor	31-Dec-2019				
Secure phase 2 sites	31-Mar-2020				
Start on Site	31-Mar-2020				





Title	Creating the Moor Street Gateway	Service	Development & Regeneration Services	Status	
Outcome	New multi-purpose development created on site of current bus station				
Milestones	Due Date	Completed	Milestone Note		
Considered at planning committee	31-May-2019	No	Council awarded funding from the Heritage Action Zone Fund, for a 4 year period, to include consideration of the bus station site and its surroundings. Discussions being held with LCC about how to take the bus station site forward with funding already identified.		
Start on site	31-Mar-2020				


Title	Implementing the Route Optimisation Round Review	Service	Leisure & Environment Services	Status	
Outcome	More responsive, accurate and economical service; vehicle route/workload optimisation; potential for fuel economy.				
Milestones	Due Date	Completed	Milestone Note		
Polish rounds & consult staff	30-Jun-2019	Yes	The polishing of rounds is complete for Refuse & Recycling. Since Garden Waste is a subscription service, this is an ongoing process for that service. Staff have been consulted.		
Report to Members on options-	31-Jul-2019	Yes	Report to Cabinet in June 2019.		
Implement new rounds	31-Oct-2019		Implementation date Tuesday 12 November agreed with the Portfolio Holder.		

Progress as at the end of Q2 (September 2019)


Title	<b>Implementing the new Clean &amp; Green Service</b>		Service	Leisure & Environment Services	Status	
Outcome	New structure to focus on priority areas and delivery of set programmes of work to improve environmental standards					
Milestones		Due Date	Completed	Milestone Note		
Form new neighbourhood operational teams		30-Apr-2019	Yes			
Recruit Technical and Operational Support Officer		30-Apr-2019	Yes			
Recruit two Area Managers		31-May-2019	Yes			
Devise electronic schedules for grass cutting, litter bins and street cleansing		31-Mar-2020				
Report quarterly performance against service standards and review future standards		31-Mar-2020				


## Priority: Engage and Empower our Local Communities


Priority Summary	Status
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	

Title	<b>Delivering the Master Plan for Tawd Valley</b>		Service	Leisure & Environment Services	Status	
Outcome	Environmental improvements and community involvement in Tawd Valley Park.					
Milestones		Due Date	Completed	Milestone Note		
Support LCC in the installation of the Tawd Valley Cycleway		31-Jul-2019	Yes	Works in progress, completion expected December 2019		
Complete implementation of Phase 1 of Northern Zone		30-Sep-2019	Yes			
Seek funding to implement the SUDS programme of works in Tawd Valley Park		31-Dec-2019		Environment Agency funding bid. Decision expected December 2019		
Produce specifications for Phase 2 of Northern Zone		31-Mar-2020		Designs refined and circulated to be costed		

Progress as at the end of Q2 (September 2019)





<b>Title</b>	<b>Asset Transfer of Leisure Facilities in North Meols</b>	<b>Service</b>	Leisure & Environment Services	<b>Status</b>	
<b>Outcome</b>	Assist the wider aims of the Leisure Strategy, by rationalising the existing leisure provision and focusing on a sustainable leisure provision				
<b>Milestones</b>	<b>Due Date</b>	<b>Completed</b>	<b>Milestone Note</b>		
Start of trial year for North Meols Parish Council to operate the leisure facility	30-Jun-2019	Yes	This has now been superseded by a different approach that will involve the Parish Council shadowing Serco from 2019/2020 and then the Parish Council will take over the lease from April 2020.		


<b>Title</b>	<b>Delivering Digital Inclusion Initiatives</b>	<b>Service</b>	Housing & Inclusion	<b>Status</b>	
<b>Outcome</b>	Increased basic online skills with digitally excluded members of the community and expanded use of West Lancashire Borough Council's digital services.				
<b>Milestones</b>	<b>Due Date</b>	<b>Completed</b>	<b>Milestone Note</b>		
Promotion of the Council self-service portal and iPads at the CSP	30-Aug-2019	No	Work was delayed however sessions will now be held during October and November. CVS have been promoting the portal as part of the joint Buzz IT project.		
Support Get Online Week 14-19 October 2019	31-Oct-2019		CVS to deliver workshops during this week. A communication plan and internal promotion to be developed as part of the support. Following events arranged as part of Buzz IT project for Get Online Week: Mon 14th - 11am - 1pm - Up Holland Artz Centre Wed 16th - 10am - 12pm - Burscough Methodist Church		
Deliver digital skills training using Learn My Way to Elected Members	01-Nov-2019		Member session to be held during Get On Line week		
Deliver staff training of Learn My Way and how to promote to customers	20-Dec-2019		One staff "lunchtime learning" session on Digital Inclusion project and Learn My Way was held. Further sessions to be carried out as part of Get Online week.		
Work with CVS on 12 month partnership Digital Inclusion project, Buzz IT	31-Mar-2020		First quarterly report received, detailing engagement data and project progression. Digital Champions toolkit in process of being developed, for use in local centres, libraries, charities etc. to ensure sustainability after 12 month programme ends.		

Title	Implementing the Health and Wellbeing Strategy	Service	Leisure & Environment Services	Status	
Outcome	Improve health and wellbeing, reduce health inequalities, and generally improve quality of life for all residents				
Milestones	Due Date	Completed	Milestone Note		
Progress the MPT2 bid to continue the scheme from Dec 2019	30-Sep-2019	Yes	Bid produced in conjunction with Active Lancashire. Expected decision in February 2020.		
Establish a Health in All policies framework for the Council	31-Dec-2019		Ongoing work exploring best practice. Advice and guidance being provided by Lancashire County Council's Public Health Team		
Investigate proposals for the extension of the Active West Lancs project from March 2020	31-Dec-2019	Yes	Discussions with LCC in progress. Alternative internal options being discussed, including joint working with new leisure provider		
Review the effectiveness of the internal and external programmes of health improvement	31-Dec-2019		Review in progress for Cabinet report in November 19		
Continue a schedule of training, talks and workshops to increase local skills and knowledge on a wide range of health issues.	31-Mar-2020		Schedule of talks and training continuing through Health promotions Officer		
Develop a Health and Wellbeing Service Directory	31-Mar-2020		Discussions have commenced with CVS into the feasibility and LCC have been approached with a view to gaining an insight into the construction and operation of their health and wellbeing database		
Introduce workforce wellbeing initiatives including corporate fitness improvement	31-Mar-2020		Initiatives commenced, including workforce weight management courses		
Through an internal workplace wellbeing group develop a health improvement programme based on identified health themes within the Borough	31-Mar-2020		An internal workplace wellbeing steering group of 10 officers is meeting monthly and formulating a workforce health improvement plan based on suggestions put forward by staff.		
Work with key partners (CCG/GP federation) regarding the establishment of the Integrated Community Partnership (ICP)	31-Mar-2020		Shadow ICP established		


Progress as at the end of Q2 (September 2019)

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

Priority Summary	Status
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	

Title	Digital Communications Plan	Service	Housing & Inclusion	Status	
Outcome	Increase the number of visitors engaged with page content Increase the number of visitor needs addressed within page content; To support the phases of the Service Now Project and the number of services accessed through digital communications				
Milestones	Due Date	Completed	Milestone Note		
Introduce a graphic design photography and video production resource to the team and evidence VFM savings	28-Jun-2019	Yes	This has been actioned and we are starting to see VFM saving and efficiencies from having this resource in house.		
Introduce <i>In the know</i> ( <a href="https://www.stayintheknow.co.uk">https://www.stayintheknow.co.uk</a> ) as a hyper local digital communications channel	31-Jul-2019	Yes	This has been actioned and we are working through a comms and marketing campaign alongside Lancashire Constabulary to increase our coverage		
Create a Consistent briefing process to consider wider digital platforms and types of content	27-Sep-2019	Yes	This is complete and demonstrates our range of digital communication channels including video and infographics		
Following the implementation of Phase 1 Service Now coordinate review of content with Web Champions	31-Oct-2019	Yes	First phase is complete with pages updated for service areas such as refuse and recycling and pest control. Most of the contact details have been taken out of the pages but service managers are still listed whilst we undergo a corporate wide complaints review.		
Create a programme of digital newsletters for both Council Tenants and Residents	26-Feb-2020				
Boost Social Media followers by 5% each quarter	28-Feb-2020		Q1&Q2 targets were met, helped by embedding the Facebook icon into the footer of the website page.		
Conduct a residents and staff survey on the website and present the findings	28-Feb-2020				
To start the review of the web platform and the implications of using Service Now and a Knowledge article based website	20-Mar-2020				
Agree a website development plan with BTLS	28-Mar-2020				


Progress as at the end of Q2 (September 2019)

Title	Engage businesses and communities to enhance and promote Ormskirk and the wider West Lancashire visitor economy	Service	Development & Regeneration Services	Status	
Outcome	Ensure the economic and social viability of the Ormskirk and wider West Lancashire visitor economy				
Milestones	Due Date	Completed	Milestone Note		
Continue the promotion of Ormskirk and the wider West Lancashire area using all platforms including digital and the sale of products/souvenirs utilising the Ormskirk branding.	31-Mar-2020		Promotion ongoing via social media and Discover Ormskirk website. Facebook engagement is very positive. Branded bags have been ordered and other products are in progress.		
Continue to facilitate the Ormskirk Town Centre Management Group and ensure key partners are working together to deliver the actions contained within the strategy.	31-Mar-2020		Management Group meetings held on 30 April and 30 July 2019		
Continue to work with and support businesses in OTC and the wider area	31-Mar-2020		Officers attend Ormskirk Business Action and Town Centre Management Group meetings. Continue to promote the area online. Town Centre Stakeholder 'experiential' event held in April. Workshops offered to businesses.		
Deliver public realm and other physical improvements within Ormskirk town centre to improve the appearance and functionality of the town.	31-Mar-2020		Scheme for Moor Street and Wheatsheaf Walks designed. Public consultation took place on these proposals in August 2019. Results of consultation exercise being considered before works tendered.		
Ensure engagement with wider strategic partners to promote and raise the profile of the West Lancashire visitor economy.	31-Mar-2020		Engagement with Marketing Lancs and Visit Liverpool has been positive. Staff attended the Group Leisure and Travel show in partnership with certain other Lancs districts to promote visitors to the area.		
Page 80 Facilitate the delivery of events to animate Ormskirk town centre and the wider West Lancashire area.	31-Mar-2020		<ul style="list-style-type: none"> <li>• Motorfest successfully delivered in August with record crowds - Ormskirk's highest ever recorded footfall</li> <li>• Gingerbread Festival successfully delivered - assistance to Ormskirk Community Partnership provided by Council staff.</li> <li>• Series of Night Markets in Ormskirk delivered, with some assistance provided by WLBC</li> <li>• Planning for Ormskirk Christmas event well advanced</li> <li>• Green Fayre at Beacon Country Park delivered by Rangers.</li> <li>• 'Sharing' of other events done via social media and Discover Ormskirk website and via Visit Liverpool.</li> </ul>		

Title	Engage with Liverpool City Region and Lancashire Authorities	Service	Development & Regeneration Services	Status	
Outcome	Better engagement and partnership working with Liverpool City Region and Lancashire Authorities Assist West Lancashire's profile and ambitions within the wider regional agenda				
Milestones	Due Date	Completed	Milestone Note		
Attend Greater Lancashire Plan meetings	31-Mar-2020		Initial meeting held in May 2019. Next meeting held in October 2019 and future regular series of meetings established.		
Attend Lancashire Economic Development (LED) meetings	31-Mar-2020		Regular meetings held and attended by officers. Next meeting due		

Progress as at the end of Q2 (September 2019)

			November 2019
Attend LEDOG meetings	31-Mar-2020		LEDOG Meetings attended in April, June, July, September.

Title	Enhancing and promoting Skelmersdale and the wider West Lancashire Business Economy		Service	Development & Regeneration Services	Status	
Outcome	Ensure the long term economic viability of Skelmersdale and improve its appeal as a place to do business					
Milestones		Due Date	Completed	Milestone Note		
Investigate new ways to promote the region as a great place to do business		01-Oct-2019	Yes	Work is on-going. To date the following actions have been addressed: Re-fresh the Skelmersdale website; Advertorial in Champion newspaper; Currently looking at google ad words; Linked In adverts; Features in the Let's Talk Business newsletter		
Deliver 4 Skelmersdale Ambassador Network events		31-Mar-2020		Event held on 15 May involving John Prescott. Further event planned for late November		
Support and attend 4 Skelmersdale Place Board meetings		31-Mar-2020		Place board meetings already held in May, July and September 2019.		
Work with businesses and partners in the promotion of Skelmersdale		31-Mar-2020		Work is on going		







## CORPORATE & ENVIRONMENTAL OVERVIEW & SCRUTINY

**MEMBERS UPDATE 2019/20**  
**Issue: 3**

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**Article of: Director Housing & Inclusion Services & Borough Treasurer**

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**SUBJECT: FORMING A DEVELOPMENT COMPANY**

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Wards affected: Borough wide

### **1.0 PURPOSE OF ARTICLE**

- 1.1 To update Members on the progress made to date with regards to the forming of the Council's Development Company, Tawd Valley Developments Limited (TVD).
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### **2.0 BACKGROUND**

- 2.1 Members will recall that in January 2019 Cabinet approved the formation of Council's first solely owned Development Company, TVD. This was subsequently approved by Council on 28 February 2019.
- 2.2 Since this time, there has been considerable activity and the report is intended to provide members with an update on progress made to date.

### **3.0 PROGRESS UPDATE**

#### **3.1 Governance Arrangements**

- 3.1.1 Progress has now been made in completing the governance arrangements for the company. Companies House has been updated with the agreed company name, Tawd Valley Developments Limited, company number 11427947.
- 3.1.2 The legal and financial documents were prepared by the Council's appointed external legal advisors DWF LLP, and have been agreed by all parties, with relevant documentation filed with Companies House.

- 3.1.3 In addition to the appointment to the board of directors of the Director of Housing & Inclusion and the Borough Treasurer, two independent board members have been appointed. The two new directors have a wide range of commercial expertise to support board effectiveness. A training programme has been agreed and will commence early October, this will deal with all aspects of operating a commercial development company.
- 3.1.4 TVD has now started to function as an independent company. A funding application which will cover the running costs of the company, has been received and relates to revenue cash flow requirements of £200K. An initial capital finance application under the Facilities Agreement was also received at the start of October.
- 3.1.5 Regular shareholder meetings to take place with the Council. Board Directors to monitor progress.

### 3.2 TVD – Activity to Date

- 3.2.1 TVD is now operating independently from a registered office in the Council's Investment Centre. The interim team continue to support the delivery of the Business Plan however, recruitment of the permanent team is now underway with recruitment to be completed by late October.
- 3.2.2 TVD has established its own Information & Communications Technology (ICT) systems making use of Microsoft Office 365 and cloud technology. Further software including financial and development appraisal systems will be procured to ensure effective financial management of the company and delivery of the business plan.
- 3.2.3 A number of company policies have been produced and are to be finally approved by the board in October. These include financial regulations, standing orders, health & safety, procurement, governance, data protection, risk management, equality and diversity, use of ICT & social media, conflicts of interest, complaints and anti-money laundering.
- 3.2.4 A marketing strategy will support TVD market the properties for sale and will be key to the successful delivery of the Business Plan. A brand logo (appendix 1) and name have been checked for intellectual property rights and approved for use. This will provide TVD with its own unique brand and will be used in the formation of a company website which is currently under construction and will go live in December 2019.
- 3.2.5 TVD has in place Employer's Liability and Public Liability Insurance to protect the board and the company against claims.

### 3.3 Progress against the Business Plan

- 3.3.1 Members will recall phase 1 site location plans accompanied the original report and included land at Northfield, Eskbank, Brierfield and Fairstead. Work has continued to de-risk these sites and relevant survey work undertaken to support the planning process has been completed. The business plan agreed by the Council proposed 77 units across the 4 sites, of which, 29 will be for market sale,

and 48 for affordable housing units for the Housing Revenue Account. Full planning applications were submitted for the 4 sites in July 2019 and are available to view on the Council's website on the planning portal. TVD is now in consultation with planning officers and has made some amendments to the site plans following their feedback. Work to understand the impact of this on the Business Plan is proceeding whilst TVD awaits the consideration and determination of the applications.

3.3.2 Work has also commenced on the technical design drawings for the phase 1 sites which, will be used to develop these to tender stage. The internal design layouts are being reviewed with officers and will inform the archetypes along with the design and material selection for the external elevations.

3.3.3 Alongside progress with the phase 1 sites, negotiations continue with Lancashire County Council (LCC) and West Lancashire Borough Council (WLBC), who are at present de-risking a number of sites in their ownership or joint-ownership. Further work on these sites in respect of feasibility designs and site assessments are scheduled to take place over the next few months to determine suitability for inclusion in phase 2 of the business plan.

#### **4.0 CONCLUSIONS**

4.1 Members will note the achievements to date and progress made to set up the Council's Development Company, TVD.

4.2 Phase 1 sites included in the Business Plan have been submitted for planning approval and determinations are awaited. Subject to this it is intended that the building works will be tendered prior to Christmas with works starting on site in March 2020.

4.3 Negotiations with LCC and WLBC continue in order to secure sites which can be considered by Members for potential inclusion in phase 2.

#### **5.0 SUSTAINABILITY IMPLICATIONS**

5.1 Phase 1 would deliver high quality properties in Skelmersdale, which will help to satisfy housing demand in addition to delivering a financial return. This includes 48 affordable homes which is in line with the Council's affordable planning policy.

#### **6.0 FINANCIAL AND RESOURCE IMPLICATIONS**

6.1 The grant funding made available by the Department of Communities and Local Government has now been expended as anticipated, enabling Company set up and the preparation of sites.

6.2 TVD will now access the draw-down facility agreed within the Business Plan to take the phase 1 sites to tender stage and beyond. In addition, work will commence on identifying and assessing phase 2 sites alongside the creation of a future pipeline of development opportunities for Members to consider.

- 6.3 The Council will commission the development of the affordable housing units using HRA borrowing and one for one capital receipts. In the event of any delays in the programme, the one for one money will need to be invested through alternative acquisitions to ensure that all the one for one money is utilised and not returned to government.

## **7.0 RISK ASSESSMENT**

- 7.1 Commercial development activity carries risk that needs to be appropriately managed. The Council and TVD have appropriate risk management structures in place to manage these risks, however it is not possible to completely eliminate the potential for financial loss. TVD provides an opportunity to stimulate growth in the Borough by developing sites that otherwise may not be attractive to the market, and to achieve a financial return through dividends and premiums on lending.
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### **Background Documents**

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

### **Equality Impact Assessment**

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

### **Appendices**

Appendix 1 – Tawd Valley Developments Limited – Name & Brand Logo

## Appendix A





By virtue of paragraph(s) 1, 2, 4 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

Document is Restricted

