



Jacqui Sinnott-Lacey  
Chief Operating Officer  
52 Derby Street  
Ormskirk  
West Lancashire  
L39 2DF

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Tuesday, 16 February 2021

**TO: THE MAYOR AND COUNCILLORS**

Dear Councillor,

You are summoned to a meeting of the **COUNCIL** to be held on **SKYPE** on **WEDNESDAY, 24 FEBRUARY 2021 at 7.30 PM** at which your attendance is requested.

Yours faithfully

A handwritten signature in black ink, appearing to be "JS", written over a faint circular stamp.

Jacqui Sinnott-Lacey  
Chief Operating Officer

**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 Legal and Democratic Services Manager 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.)

621 - 622

<b>4.</b>	<b>MINUTES</b> To receive as a correct record, the minutes of the previous meeting held on Wednesday, 16 December 2021.	623 - 628
<b>5.</b>	<b>ANNOUNCEMENTS BY THE MAYOR AND/OR THE CHIEF OPERATING OFFICER</b>	
<b>6.</b>	<b>TO ANSWER ANY QUESTIONS UNDER THE PROVISIONS OF COUNCIL PROCEDURE RULE 10.2</b>	
<b>7.</b>	<b>MINUTES OF COMMITTEES</b> 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:	
<b>a)</b>	Strategic Asset Purchasing Committee - Tuesday, 8 December 2020	629 - 632
<b>b)</b>	Planning Committee - Thursday, 14 January 2021	633 - 636
<b>c)</b>	Audit & Governance Committee - Tuesday, 26 January 2021	637 - 640
<b>d)</b>	Planning Committee - Thursday, 11 February 2021	641 - 644
<b>8.</b>	<b>PAY POLICY STATEMENT 2021/22 AND INTRODUCTION OF HOLIDAY PAY PERCENTAGE SUPPLEMENT</b> To consider the report of the Corporate Director of Transformation & Resources.	645 - 668
<b>9.</b>	<b>MEMBERS' ALLOWANCES SCHEME 2021/22 AND APPOINTMENT OF THE INDEPENDENT REMUNERATION PANEL</b> To consider the report of the Corporate Director of Transformation & Resources.	669 - 676
<b>10.</b>	<b>SUSPENSION OF COUNCIL PROCEDURE RULE 13.4</b> To enable the Portfolio Holder / Shadow Portfolio Holder / Spokesperson for OWL to present their budget statement it will be necessary to suspend Council Procedure Rule 13.4 for Agenda Items 11 and 14. (This Rule limits the length of a speech to 5 minutes.)	
<b>* IN ACCORDANCE WITH THE LOCAL AUTHORITIES (STANDING ORDERS) (ENGLAND) (AMENDMENT) REGULATIONS 2014, A RECORDED VOTE WILL BE TAKEN ON THESE</b>		
<b>11.</b>	<b>* BUDGET REQUIREMENT 2021/22</b> To consider the report of the Head of Finance, Procurement and Commercial Services.	677 - 696
<b>12.</b>	<b>* DETERMINATION OF COUNCIL TAX</b> To consider the report of the Head of Finance, Procurement and Commercial Services.	697 - 702

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|-----|---|-----------|
| 13. | <b>MEDIUM TERM GRA CAPITAL PROGRAMME 2021-22</b><br>To consider the report of the Head of Finance, Procurement and Commercial Services.   | 703 - 712 |
| 14. | <b>HOUSING ACCOUNT - REVENUE AND CAPITAL BUDGET SETTING</b><br>To consider the report of the Head of Finance, Procurement and Commercial Services.  | 713 - 728 |
| 15. | <b>CAPITAL FINANCIAL AND TREASURY MANAGEMENT FRAMEWORK</b><br>To consider the report of the Head of Finance, Procurement and Commercial Services.   | 729 - 744 |
| 16. | <b>WEST LANCASHIRE ELECTORAL REVIEW - COUNCIL SIZE SUBMISSION</b><br>To consider the report of the Chief Operating Officer.   | 745 - 774 |
| 17. | <b>TIMETABLE OF MEETINGS 2021/22</b><br>To consider the report of the Corporate Director of Transformation & Resources.   | 775 - 780 |
| 18. | <b>MOTIONS</b><br>To consider the following Motions included on the agenda at the request of the Members indicated:   |           |
| a)  | <b>Planning Enforcement - Motion from Councillor Tom Blane on behalf of the Conservative Group</b><br>This Council has a duty to investigate alleged breaches of planning control and has powers to remedy proven breaches subject to available resources.<br>The Council views breaches of planning control very seriously and the Council's policy to exercise powers appropriately and rigorously so that development takes place in accordance with the appropriate legislation, or with the planning conditions and limitations imposed on any planning permission through the development management process.<br><br>While the planning enforcement system does not exist to simply punish those responsible for a breach of planning control and it is an important principle of the planning system that the use of formal planning enforcement action is a discretionary power of this Council and seen as a last resort. Yet the Members of this Council do not at present have any effective involvement in the exercise of this discretionary power nor is there any opportunity for the Public to witness or influence the decision making process.<br><br>To rectify this situation, I move the following Motion:<br><br>That this Council instructs the Director of Place and Community to bring a report to a future meeting of the Full Council setting out recommendations on the options and their implications for having |           |

Enforcement Decisions decided by the Planning Committee.

**b) Commonwealth Service Personnel - Motion from Councillor T Devine, Armed Forces Champion, on behalf of the Labour Group**

That this council expresses its deep concern as to the handling of the Eight Commonwealth Soldiers who have been denied their leave to remain in the United Kingdom. Due to administrative errors on many levels and also to the fees that are being asked of £2,400 per application.

This Council notes the service of our armed forces personnel including our West Lancashire Armed Forces Champion who have proudly fought alongside Australians, Canadians, Fijians, South Africans, Zimbabweans, Jamaicans and many other nationalities.

That this council resolves:

That the Chief Operating Officer/Leader/Armed Forces Champion write to the Foreign and Commonwealth Office, The Home Office and also to Johnny Mercer MP, Minister for Veterans Affairs. The letter asks that a change in the Law is sought so that any Commonwealth Service personnel who does more than five years exemplary service to the Crown has automatic leave to remain in the United Kingdom and also for these ludicrous fees of £2,400 per application to be scrapped forthwith.

This council offers solidarity to all those current and former service personnel who have bravely served this country, regardless of the nationality or place of birth.

**c) Coronavirus Pandemic - Financial compensation - Motion from Councillor Ian Moran on behalf of the Labour Group**

That the Chief Operating Officer writes to the government to honour its commitment to fully compensate this council financially with regards to its costs incurred during the coronavirus pandemic.

The government told us to get on with the fight against the virus and support our residents and businesses and they would fully support us but so far they have been woefully lacking.

Their failed promises have left this council £1M out of pocket which will have to be found either through services cuts or higher council tax rises. The people of West Lancashire don't deserve that.

**d) West Lancashire water level management - Motion from Councillor Andrew Pritchard on behalf of the Labour Group**

This council notes

- Since 2015 the Environment Agency has served notice of its intention to cease operation of five satellite pumping stations in the Alt Crossens Catchment area, which serve West Lancashire.
- The successful campaign to save our flood pumps in 2016 which led to their continuation beyond their previous notice periods.
- The EA's recent intent to cease operating the pumping stations

on 31 March 2021, with no alternative proposed for their future operation, and their subsequent u-turn and further two year extension.

- The quarter of a billion pound agricultural industry in West Lancashire which supports jobs across the whole borough including farming, processing, packaging, logistics, wholesale and retail.
- The commitment by partners including this council, parish council, the National Farmers Union and the Environment Agency to develop a long-term, sustainable solution to operation of the pumping stations.
- The delay to the Environment Bill 2020 which is required in order to allow for the formation of new Internal Drainage Boards (IDB) or Water Level Management Boards (WLMB) in England.

This council believes

- Farming of Grade 1 agricultural land in West Lancashire is essential to continued food supply locally and nationally.
- Discontinuation of the pumping stations' operations will lead to increased flooding across West Lancashire particularly affecting rural homes, farms, businesses and infrastructure including roads and transport.

This council resolves

- That the Chief Operating Officer/Leader/Portfolio Holder for Planning write to Lancashire County Council, as the Lead Local Flood Authority, to ask
  - what considerations and modelling they have undertaken to identify the risks posed by the discontinuation of the pumping stations' operation, and what impact assessment has been drawn up
  - what action they have taken or to intend to take, in their role as the LLFA as per their requirement under the Flood and Water Management Act 2010, in developing the local flood risk management strategy, with particular respect to the pumping stations' discontinuation
- That the Chief Operating Officer/Leader/Portfolio Holder for Planning write to the Environment Agency, to ask what considerations and modelling they have undertaken to identify the risks posed by the discontinuation of the pumping stations' operation, and what impact assessment has been drawn up
- That the Chief Operating Officer/Leader/ Portfolio Holder for Planning write to the Prime Minister and Secretary of State for Environment, Food and Rural Affairs, to ask
  - that additional funding be provided to continue the operation of the pumping stations until such point as a long-term, sustainable solution for the future operation of the pumping stations is agreed and implemented, which

- could be some years away
  - that DEFRA assign a dedicated civil servant to facilitate the creation of an IDB/WLMB as appropriate, and begin work with partners immediately, in advance of the pumping stations' operation ceasing, with knowledge of the expected financial commitment from each partner critical to ensuring progress can be made
- That relevant officers and the Portfolio Holder for Planning undertake work to assess West Lancashire's position in relation to the pumping station and consider work through the Flooding and Drainage Cabinet Working Group and/or the Alt Crossens Advisory Group to meet and communicate with relevant partners in order to progress the project.

e) **Local NHS services - 'Shaping Care Together' - Motion from Councillor Vickie Cummins on behalf of the Labour Group**

This council notes

The launch of the 'Shaping Care Together' listening exercise by West Lancashire NHS Clinical Commissioning Group (CCG), Southport and Ormskirk Hospital NHS Trust and Southport and Formby CCG.

The consultation seeks to gather views and experiences of the public and local stakeholders about local health and care services, as part of the organisations' aims to make sure that health and care services are accessible, effective and operated by skilled staff to meet everyone's needs.

Views are being sought on what currently works well at Southport and Ormskirk hospitals as well as in primary and community healthcare services and in particular, what steps should be taken to improve the following:

- frail and elderly care
- when you have an urgent or emergency care need
- services for children including those who have complex needs
- services for women who are pregnant and for the new-born
- gynaecology - dealing with women's reproductive system
- sexual health service for all genders
- planned care, such as follow-up outpatient and/or subsequent admissions as part of ongoing treatment.

This council believes

- That provision of health and care services are best placed locally and serve the residents and community of West Lancashire.
- That Ormskirk Hospital should be considered as the primary location for the provision of Adult Accident and Emergency (A&E) to the residents of West Lancashire.
- That the current arrangement of adult A&E serving residents across West Lancashire including Skelmersdale and Upholland at Southport hospital is unsuitable and unsustainable for such a large population and geographic spread.

This council resolves

- That the Chief Operating Officer/Leader/Portfolio Holder for Health & Wellbeing formally contribute to this consultation on behalf of West Lancashire Borough Council outlining our beliefs and calling for the return of adult A&E provision to Ormskirk Hospital.
- That this council continues to promote the consultation engagement to all our residents and providing them with the opportunity to join us in supporting these calls for the return of adult A&E to Ormskirk Hospital.
- That the Shaping Care Together team be called to present to councillors through a dedicated meeting or through Overview and Scrutiny on their consultation.

#### **19. 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**

#### **20. PURCHASE OF LAND AT FAIRLIE, SKELMERSDALE**

To consider the report of the Corporate Director of Place & Community. 781 - 792

#### **21. DEVELOPMENT COMPANY BUSINESS PLAN**

To consider the report of the Chief Operating Officer. 793 - 822

**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](mailto:jacky.denning@westlancs.gov.uk)



## **REMOTE MEETINGS – GUIDANCE**

**This guidance is designed to assist members when attending remote meetings.**

**The guidance should be read in conjunction with the Council's Remote Meetings Protocol and Procedures Rules**

### **General**

1. If members wish to speak on a particular item it will assist the smooth running of the remote meeting if they indicate to the Chairman their wish to speak in advance of the meeting.
2. Please join the meeting no later than 15 minutes before the start of the meeting to ensure that the technology is working correctly.
3. It is a requirement of the remote meetings regulations that any member participating in a remote meeting must be able to be heard (and if practicable also be seen) by all other members, officers and public speakers participating in the meeting and, in turn, be able to hear (and if practicable see) those persons.
4. It is also a requirement that the meeting be live broadcast and so any camera (video-feed) should show a non-descript background and members should take care to ensure that no exempt or confidential papers can be seen in the video-feed.
5. At the start of the meeting please ensure that your microphone is muted and your video feed (if available on your device) is paused. Please remember to unmute your microphone (and unpause your video feed if available) when invited to speak by the Chairman!
6. At the start of the meeting the Member Services Officer will read out which Members and Officers are present. The attendance of members will be recorded.



7. Please remember to mute your mic/pause your video feed when you're not talking.
8. Only speak when invited to by the Chair.
9. Please state your name before you make an address.
10. If you're referring to a specific page or slide mention the page or slide number.
11. In the event of failure of the live broadcast then the Chairman will immediately adjourn the meeting until such time as the live broadcast is restored.
12. In the event that a member's individual remote connection should fail, the Chairman will call a short adjournment to determine whether the connection can be re-established (either by video technology or telephone connection). If connection cannot be restored after a reasonable period of time then the presumption is that the meeting should continue, providing the meeting remains quorate.
13. If connection to a member is lost during discussion of an item of business at a regulatory meeting (planning and licensing committees) that member will not be able to vote on that item (unless that part of the discussion during which connection was lost is, in the view of the Chairman, capable of being repeated for the benefit of the member concerned).

## **Public speaking**

14. Any member of the public participating in a meeting remotely in exercise of their right to speak must be able to be heard (and if practicable also be seen) by members, officers and public speakers participating in the same item of business and, in turn, be able to hear (and if practicable see) those persons.
15. The Member Services Officer will mute the member of the public once they have spoken and remove them from the remote meeting on the instruction of the Chairman once the relevant item of business has been dealt with. Note: members of the public will be able to view/listen to the remainder of the meeting via the live broadcast.

## **Voting**

16. Unless a recorded vote is called by a member, the method of voting will be, at the discretion of the Chairman, by:
  - General assent by the meeting (where there is no dissent); or
  - By the Member Services Officer calling out the name of each member present with members stating "for", "against" or "abstain" to indicate their vote when their name is called. The Member Services Officer will then clearly state the result of the vote (to be confirmed by the Chairman)
17. Details of how members voted will not be minuted, unless a recorded vote is called for prior to the vote taking place.

### **Declarations of Interest**

18. Any member participating in a remote meeting who declares a disclosable pecuniary interest, or pecuniary interest that would normally require them to leave the room in which the meeting is taking place must leave the remote meeting. Their departure will be confirmed by the Member Services Officer who will invite the relevant member to re-join the meeting at the appropriate time.

### **Exclusion of the Press and Public**

19. There are times when council meetings are not open to the public when confidential, or "exempt" items (as defined in Schedule 12A of the Local Government Act 1972) are under consideration. The Member Services Officer will ensure that there are no members of the public in remote attendance and the live broadcast is ended, once the exclusion has been agreed by the meeting for that item(s).
20. Every Member in remote attendance must ensure there are no other persons present in their remote location who are able to hear, see or record the proceedings (unless those such persons are also entitled to be so present). Members must declare to the meeting, if at any point during discussion of the item, this requirement is not met.

## 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"/>	You cannot speak or vote and must withdraw unless you have also ticked 5 below
2.	I have a non-pecuniary interest.	<input type="checkbox"/>	You may speak and vote
3.	<p>I have a pecuniary interest <b>because</b></p> <p>it affects my financial position or the financial position of a connected person or, a body described in 10.1(1)(i) and (ii) <b>and</b> 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</p> <p>or</p> <p>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) <b>and</b> 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</p>	<input type="checkbox"/>       <input type="checkbox"/>	<p>You cannot speak or vote and must withdraw unless you have also ticked 5 or 6 below</p>       <p>You cannot speak or vote and must withdraw unless you have also ticked 5 or 6 below</p>
4.	<p>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:</p> <p>(i) Housing where I am a tenant of the Council, and those functions do not relate particularly to my tenancy or lease.</p> <p>(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.</p> <p>(iii) Statutory sick pay where I am in receipt or entitled to receipt of such pay.</p> <p>(iv) An allowance, payment or indemnity given to Members</p> <p>(v) Any ceremonial honour given to Members</p> <p>(vi) Setting Council tax or a precept under the LGFA 1992</p>	<input type="checkbox"/>       <input type="checkbox"/>       <input type="checkbox"/>       <input type="checkbox"/>       <input type="checkbox"/>       <input type="checkbox"/>	<p>You may speak and vote</p>       <p>You may speak and vote</p>       <p>You may speak and vote</p>       <p>You may speak and vote</p>       <p>You may speak and vote</p>
5.	A Standards Committee dispensation applies (relevant lines in the budget – Dispensation 15/09/20 – 14/09/24)	<input type="checkbox"/>	See the terms of the dispensation
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"/>	You may speak but must leave the room once you have finished and cannot vote

**‘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

### **Prescribed description**

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

## Sponsorship

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 4

## COUNCIL

**HELD: Wednesday, 16 December 2020**

Start: 7.30 pm

Finish: 8.15 pm

## PRESENT:

Councillors: T Aldridge (Mayor)  
M Nixon (Deputy Mayor)

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

Officers: Jacqui Sinnott-Lacey, Chief Operating Officer  
Heidi McDougall, Corporate Director of Place & Community  
Chris Twomey, Corporate Director of Transformation & Resources  
Fiona Graham, Head of Housing and Regulatory Services  
Matt Jones, Legal & Democratic Services Manager  
Jacky Denning, Democratic Services Manager  
Jill Ryan, Senior Member Services Officer

## 47 PRAYERS

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

**48 APOLOGIES**

Apologies for absence were received on behalf of Councillor Mrs Baybutt.

**49 DECLARATIONS OF INTEREST**

The following declarations were received:

1. Councillors Delaney, Devine, Owen, Nixon, West and J Wilkie (Tenant of a Council flat/house) Coughlan (Tenant of a Council garage) declared disclosable pecuniary interests in relation to item 8 'HRA Revenue and Capital Mid-Year Review' for the reasons indicated but were entitled to speak and vote by virtue of an exemption (nothing in these reports relates particularly to their respective interests arising from the tenancy or lease).
2. Councillors Aldridge, Blane, Cooper, Mee, Nixon, Sutton, K Wilkie and Wright declared non-pecuniary interests in relation to 8 'HRA Revenue and Capital MidYear Review' as they have a connected person who is a tenant of rented Council accommodation. Insofar as that interest becomes a pecuniary interest (as it could affect the financial position of their relative and a member of the public with knowledge of the relevant facts would reasonably regard this as so significant that it is likely to prejudice their judgement of the public interest) they declared that interest but considered that they were entitled to speak and vote by virtue of an exemption as nothing in these reports relates particularly to the relevant tenancy or lease.
3. Councillors Aldridge and O'Toole declared a non pecuniary interest in relation to Agenda Item 15 ' Shared Services Contract ' as Members of Lancashire County Council (LCC) as did Councillors Coughlan and Gagen as employees of LCC, and indicated that they would not participate in any detailed discussions which affected LCC.

**50 MINUTES**

RESOLVED: That the minutes of the meeting of Council held on 14 October 2020 were received as a correct record and signed by the Mayor.

**51 ANNOUNCEMENTS BY THE MAYOR AND/OR THE CHIEF OPERATING OFFICER**

The Mayor welcomed Father Kenny to his first Council meeting and wished him all the best in his new role serving the people of Skelmersdale.

He advised that given the ongoing Covid-19 Pandemic, that civic visits or charity events were still not being undertaken.

He wished all fellow Councillors and Staff a peaceful Christmas with his best wishes for a much happier and safer New Year.

He expressed his heartfelt and warmest wishes to all the residents in the Borough for a peaceful Christmas and their families and looked forward to a much safer 2021.

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

A question had been received from Councillor Adrian Owens as follows:

1. *"The date on which West Lancashire Borough Council purchased land at Spencers Mews in Skelmersdale?"*
2. *Which council committee or individual made the decision to purchase the land at Spencers Mews in Skelmersdale?"*
3. *If applicable, which portfolio holder was consulted on the decision to make the purchase of the land at Spencers Mews in Skelmersdale?"*
4. *The legal entity off whom the Council purchased the land at Spencers Mews in Skelmersdale?"*

The Leader advised that a response to the question would be circulated after the meeting.

53 **MINUTES OF COMMITTEES**

Consideration was given to the minutes of the undermentioned meetings of the Committees shown, as contained on pages 541 to 552 of the Book of Reports.

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

- (a) Licensing and Appeals Committee held on Tuesday, 6 October 2020
- (b) Planning Committee held on Thursday, 15 October 2020
- (c) Planning Committee held on Thursday, 12 November 2020
- (d) Planning Committee held on Thursday, 3 December 2020

54 **HRA REVENUE & CAPITAL MID YEAR REVIEW**

Consideration was given to the report of the Corporate Director of Place and Community as contained on pages 553 to 567 of the Book of Reports, which provided a summary of the Housing Revenue Account (HRA) and Housing Capital Programme positions for the 2020/21 financial year.

RESOLVED: A. That the 2021/21 HRA and Housing Capital Programme positions

be noted.

- B. That the proposed budget adjustments identified in Appendix 2 of the report be approved.

55 **MID-YEAR GENERAL REVENUE ACCOUNT (GRA) FINANCIAL UPDATE 2020/2021**

Consideration was given to the report of the Head of Finance, Procurement and Commercial Services as contained on pages 569 to 574 of the Book of Reports the purpose of which was to provide a summary of the projected revenue position on the General Revenue Account (GRA) at the mid-year point of the financial year 2020-21.

RESOLVED: That the overall summary and the position on reserves and balances because of the COVID-19 Pandemic be noted.

56 **REVISED CAPITAL PROGRAMME**

Consideration was given to the report of the Head of Finance, Procurement and Commercial Services as contained on pages 575 to 586 of the Book of Reports the purpose of which was to agree a revised General Revenue Account (GRA) Capital Programme for 2020/21 and provide an update on progress on capital schemes.

RESOLVED: A. That the revised Capital Programme, including the re-profiling, virements and budget adjustments contained within Appendix A of the report be approved.

- B. That progress against the Revised Capital Programme at the mid-year point be noted.

57 **APPOINTMENT OF INDEPENDENT PERSON (STANDARDS COMMITTEE)**

Consideration was given to the report of the Legal and Democratic Services Manager as contained on pages 587 to 589 of the Book of Reports the purpose of which was to approve the appointment of the Independent Persons (Standards Committee).

RESOLVED: That Mr. Stephen Garvey and Mr Mike Fawcett be appointed Independent Persons, with an annual allowance of £375 each.

58 **EXECUTIVE DECISIONS - SPECIAL URGENCY**

Consideration was given to the report of the Corporate Director of Transformation and Resources as contained on pages 591 to 594 of the Book of Reports which advised that, for the period 1 December 2019 to 30 November 2020, one decision was taken under Access to Information Procedure Rule 16 (Special Urgency).

RESOLVED: That it be noted that Access to Information Rule 16 (special Urgency) was exercised once during the period 1 December 2019 to 30



November 2020 at the Cabinet meeting held on 9 June 2020 in relation to the item "Use of Capital Funding for Public Realm Improvements at Wheatsheaf Walk".

59 **MOTIONS**

The following Motion was considered at the request of the Member indicated:

60 **MOTION - FIREWORKS - INCLUDED ON THE AGENDA BY COUNCILLOR KATE MITCHELL**

The following Altered Motion was moved and seconded, with the agreement of the meeting:

"This Council resolves to:

- **encourage** all public firework displays within the local authority boundaries to be advertised in advance of the event, allowing residents to take precautions for their animals and vulnerable people
- actively promote a public awareness campaign about the impact of fireworks on animal welfare and vulnerable people—including the precautions that can be taken to mitigate risks
- write to the UK Government urging them to introduce legislation to limit the maximum noise level of fireworks to 90dB for those sold to the public for private displays
- encourage local suppliers of fireworks to stock 'quieter' fireworks for public display"

RESOLVED: That this Council resolves to:

- A. encourage all public firework displays within the local authority boundaries to be advertised in advance of the event, allowing residents to take precautions for their animals and vulnerable people
- B. actively promote a public awareness campaign about the impact of fireworks on animal welfare and vulnerable people—including the precautions that can be taken to mitigate risks
- C. write to the UK Government urging them to introduce legislation to limit the maximum noise level of fireworks to 90dB for those sold to the public for private displays
- D. encourage local suppliers of fireworks to stock 'quieter' fireworks for public display"

61 **EXCLUSION OF PRESS AND PUBLIC**

RESOLVED: That under Section 100A(4) of the Local Government Act 1972, the

public be excluded from the meeting during consideration of the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in paragraphs 1, 2, 3 & 4 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.

## 62 SHARED SERVICE REVIEW

Consideration was given to the report of the Corporate Director of Transformation and Resources as contained on pages 595 to 613 of the Book of Reports, which provided an update on the proposals outlined in the report presented 21 November 2019 regarding Payroll, Revenue and Benefits and ICT provision and sought approval of the recommendations outlined in Section 2 of the Report.

- RESOLVED:
- A. That the proposal to return Revenues and Benefits to an in-house service be approved.
  - B. That the proposal to enter into a 3 year contract for payroll to be provided by Lancashire County Council be approved.
  - C. That the proposal for a shared IT provision with Lancashire County Council, on a collaboration arrangement, be approved, as outlined in section 8 of the report.
  - D. That the Corporate Director of Transformation & Resources be given delegated authority, in consultation with the relevant Portfolio Holder, to undertake any actions required to progress the proposals outlined above.

.....  
**THE MAYOR**

## STRATEGIC ASSET PURCHASING COMMITTEE

**HELD:** Tuesday, 8 December 2020

Start: 6.00 pm

Finish: 7.15 pm

### PRESENT:

Councillors: I Moran (Chairman)  
D Evans (Vice Chairman)

A Yates	I Rigby
D Westley	D Whittington

In attendance: Councillor A Owens

Officers: Rachel Kneale, Estates & Valuation Manager  
Matt Jones, Legal & Democratic Services Manager  
Tom Dickinson, Principal Solicitor  
Mike Kostrzewski, Finance and Audit Manager  
Marc Taylor, Investments Project Advisor  
Jacqueline Pendleton, Internal Audit Manager  
Kirsty Breakell, Member Services / Civic Officer  
Chloe McNally, Apprentice / Member Services

### 1 APOLOGIES

There were no apologies for absence received.

### 2 TERMS OF REFERENCE

RESOLVED: That the Terms of Reference of the Committee be noted as follows:

Functions:

1. To consider the following financial instruments, within the limits detailed, in order to achieve a financial return:
  - Property Funds – Investment up to £3m in individual property funds for a period of up to 5 years
  - Corporate bond investments – Investment of up to £3m in individual bonds for a maximum period not exceeding 3 years
  - Infrastructure investments e.g. solar bonds – Investment of up to £3m for a period of not exceeding 5 years
  - Sums can be invested with other Councils for a period of up to 5 years, not exceeding an amount of £5m
  - Investments with banks and building societies can be made for a period of up to 3 years as long as the credit rating is A- or above and the sums do not exceed £3m.

The business case for each type of investment must be robust and

demonstrate the appropriate net rate of return for that class of investment.

2. To approve commercial property investments with a value of up to £5m in accordance with the Investing in West Lancashire – Commercial Property Strategy.

**3 MEMBERSHIP OF THE COMMITTEE**

There were no changes to the membership of the Committee.

**4 DECLARATIONS OF INTEREST**

There were no declarations of interest.

**5 URGENT BUSINESS**

There were no urgent items of business.

**6 FUTURE TRAINING REQUIREMENTS**

The Committee received an overview from the Estates and Valuation Manager, of the work the team does when considering the purchase of a property and the proposed training the Group would receive, along with asking Members if there were any specific issues they wished to be covered.

RESOLVED: That the overview be noted.

**7 IMPLICATION OF REVISED GOVERNMENT POLICY ON PUBLIC WORKS LOAN BOARD (PWLB) BORROWING**

The Committee received a presentation from the Investments Project Advisor on the implications of revised government policy on public works loan board borrowing.

RESOLVED: That the presentation be noted.

**8 EXCLUSION AND 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 3 (Financial Business) of part 1 of Schedule 12A to the Act and as in all circumstances of the case, not in the public interest in disclosing the information.

**9 COMMERCIAL PROPERTY INVESTMENT STRATEGY - OVERVIEW OF KEY FEATURES**

The Committee received a presentation from the Investments Project Advisor which gave an overview of the Commercial Investment Property Strategy.

Questions and comments were raised in respect of the following:

- Current position regarding existing properties where borrowing occurred
- Categories that investments fall into

RESOLVED: That the presentation be noted

**10 COMMERCIAL PROPERTY INVESTMENT STRATEGY - PROGRESS UPDATE**

The Committee received an update from the Head of Finance, Procurement and Commercial Services, on the Commercial Property Investment Strategy. The Members were advised that a group has been set up comprising of Officers from Legal, Finance, Estates and Environmental Services who meet twice a month. Updates from the group will be brought to Members at future meetings.

RESOLVED: That the update be noted.

**11 NEW LONG TERM TREASURY MANAGEMENT INVESTMENT OPPORTUNITIES - PROGRESS UPDATE**

The Committee received a presentation from the Finance and Audit Manager which gave an overview of the Long Term Treasury Management Investment Opportunities, to include previous and suggested revised approaches to Treasury Management and the possibility of piggy backing onto other Authorities who already have established investments in place where the background research has already been carried out.

Questions and comments were raised in respect of the following:

- Ethical implications
- Investments being in line with the Authorities ethos
- Investments being made locally
- Multifaceted Investments
- Members to provide ideas and suggestions by mid-January 2021

RESOLVED: That the presentation be noted

**12 TRACK RECORD OF RECENT COMMERCIAL INVESTMENTS**

The Committee received a presentation from the Investments Project Advisor, of the track record of the Commercial Investments made to date.

Questions and comments were made in respect of the following:

- No past borrowing was done, which has affected performance. Future figures for investment would therefore look different.
- The Authority provide a good service as a landlord, which could potentially secure investment to the area.
- Investment not being purely for financial gain but to provide control over what types of business are brought into the area.

RESOLVED: That the presentation be noted

.....  
**Chairman**

## PLANNING COMMITTEE

**HELD:** Thursday, 14 January 2021

Start: 7.00 p.m.

Finish: 7.45 p.m.

### PRESENT:

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

Councillors:	I Ashcroft	D O'Toole
	Mrs P Baybutt	E Pope
	T Devine	N Pryce-Roberts
	D Evans	J Thompson
	S Evans	

In attendance: Councillor M Mills (Halsall Ward)

Officers: Ian Gill – Head of Growth and Development Services  
Catherine Thomas – Development, Heritage and Environment Manager  
Mark Loughran – Principal Planning Officer  
David Delaney – Legal Assistant (Planning)  
Jill Ryan – Senior Member Services Officer  
Julia Brown – Member Services Officer

### 77 APOLOGIES

There were no apologies for absence received.

### 78 MEMBERSHIP OF THE COMMITTEE

In accordance with Council Procedure Rule 4, the Committee noted the termination of Councillors Delaney and Finch and the appointments of Councillors D Evans and Pryce-Roberts for this meeting only, thereby giving effect to the wishes of the Political Groups.

### 79 URGENT BUSINESS, IF ANY INTRODUCED BY THE CHAIRMAN

There were no items of urgent business.

### 80 DECLARATIONS OF INTEREST

There were no Declarations of Interest received.

### 81 DECLARATIONS OF PARTY WHIP

There were no Declarations of Party Whip.

**82 MINUTES**

RESOLVED: That the minutes of the meeting held on the 3 December 2020 be approved as a correct record and signed by the Chairman.

**83 PLANNING APPLICATIONS**

The Corporate Director of Place and Community submitted a report on planning applications (all prefixed 2020 unless otherwise stated) as contained on pages 529 to 551 of the Book of Reports and on pages 553 to 554 of the Late Information Report.

(Notes:

1. A Parish Councillor from Halsall Parish Council spoke in connection with Planning Application 0908/FUL relating to Land to the rear of 14A to 20 New Cut Lane, Halsall and left the meeting after consideration of this item.
2. In accordance with Regulatory Procedure Rule 7(b), Councillor Mills spoke in connection with Planning Application 0908/FUL relating to Land to the rear of 14A to 20 New Cut Lane, Halsall and left the meeting after consideration of this item).

**84 2020/0908/FUL - LAND TO THE REAR OF 14A TO 20 NEW CUT LANE, HALSALL, LANCASHIRE**

RESOLVED: That planning application 0908/FUL relating to Land to the Rear of 14A to 20 New Cut Lane, Halsall be approved subject to the conditions as set out on pages 532 to 534 of the Book of Reports. But, with the deletion of Condition 8 and also noting the reason for Condition 3 which had been omitted from the original report as set out on pages 553 to 554 of the Late Information Report.

**85 2020/1001/FUL - 6 GREETBY WALK, ORMSKIRK, LANCASHIRE**

RESOLVED: That planning application 1001/FUL relating to 6 Greetby Walk, Ormskirk be approved subject to the conditions as set out on page 537 of the Book of Reports

**86 2020/0800/FUL - 6 EAST MEAD, AUGHTON, LANCASHIRE**

RESOLVED: That planning application 0800/FUL relating to 6 East Mead, Aughton be approved subject to the conditions as set out on pages 542 to 543 of the Book of Reports



- 87      **2020/0837/FUL - SYDNEY HUYTON AND SON, 71 - 75 TOWN GREEN LANE, AUGHTON, ORMSKIRK**

RESOLVED: That planning application 0837/FUL relating to Sydney Huyton and Son, 71 – 75 Town Green Lane, Aughton be approved subject to the conditions as set out on pages 550 to 551 of the Book of Reports

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**Chairman**



## AUDIT & GOVERNANCE COMMITTEE

**HELD:** Tuesday, 26 January 2021

**Start:** 6.30 pm

**Finish:** 8.10 pm

### PRESENT:

Councillors:

N Furey (Chairman)	
P O'Neill (Vice-Chairman)	T Blane
I Davis	C Dereli
G Dowling	J Gordon
J Mee	E Pope
A Pritchard	N Pryce-Roberts

In attendance: Gerard Small and Jon Roberts, Grant Thornton

Officers:

James Pierce, Head of Finance, Procurement and Commercial Services  
Mike Kostrzewski, Finance and Audit Manager  
Jacqueline Pendleton, Internal Audit Manager  
Rebecca Spicer, Insurance and Risk Officer  
Tom Dickinson, Principal Solicitor  
Jacky Denning, Democratic Services Manager  
Chloe McNally, Member Services Apprentice

### 16 APOLOGIES

There were no apologies received.

### 17 MEMBERSHIP OF THE COMMITTEE

There were no changes to the membership of the Committee.

### 18 URGENT BUSINESS

There were no urgent items of business.

### 19 DECLARATIONS OF INTEREST

There were no declarations of interest.

### 20 MINUTES OF PREVIOUS MEETING

RESOLVED: That the minutes of the meeting held on the Tuesday, 28 July 2020, be approved as a correct record and signed by the Chairman.

### 21 PUBLIC SPEAKING

There were no items under this heading.

### 22 GRANT THORNTON – PROGRESS UPDATE

This item was dealt with as part of the following item at minute 23 'Annual Audit Letter'.

**23 GRANT THORNTON – ANNUAL AUDIT LETTER**

Consideration was given to the Audit Findings report for West Lancashire Borough Council for the year ended 31 March 2020, produced by Grant Thornton, as contained on pages 225-264 of the Book of Reports.

The Chairman invited Gerard Small and Jon Roberts, Grant Thornton to present the findings to the Committee.

Comments and Questions were raised regarding the following:

- Potential for an extra meeting of the Committee
- Pensions

**RESOLVED:** That the annual audit letter be noted and the Head of Finance, Procurement & Commercial Services, in consultation with the Chairman, be given delegated authority to finalise the document, and any significant changes be reported to Committee.

**24 RISK MANAGEMENT FRAMEWORK**

Consideration was given to the report of the Head of Finance, Procurement and Commercial Property as contained on pages 153-208 of the Book of Reports, which set out details of the operation of the Risk Management Framework over the last twelve months.

The Chairman invited Rebecca Spicer, Risk and Insurance Officer, to present the report to the Committee.

**RESOLVED:**

- A. That the continuing effective operation of the Risk Management Framework be noted.
- B. That the revised Risk Management Policy, including a new Risk Appetite Statement and Corporate Risk Matrix (appendix A) and Risk Management Toolkit (appendix B), be endorsed for approval by Executive Overview & Scrutiny and Cabinet.

**25 REGULATION OF INVESTIGATORY POWERS ACT - USE OF POWERS**

Consideration was given to the report of the Legal and Democratic Services Manager as contained on pages 209-210 of the Book of Reports, the purpose of which was to report on the Council's use of its powers under the Regulation of Investigatory Powers Act 2000 (RIPA)

**RESOLVED:** That it be noted that the Council has not had cause to use its powers under the Regulation of Investigatory Powers Act 2000 (RIPA) during the last 12 months.

**26 INTERNAL AUDIT ACTIVITIES – QUARTERLY UPDATE**

Consideration was given to the report of the Head of Finance, Procurement and Commercial Services, as contained on pages 211-222 of the Book of Reports, which advised of progress against the 2020/21 Internal Audit Plan.

The Chairman invited the Internal Audit Manager to present the report to the Committee.

Comments and Questions were raised regarding the following:

- Audit delays
- Repairs
- Fuel management
- Performance Indicators suspended

RESOLVED: That progress in the year to date be noted and special thanks be given to the Audit Manager and her team.

**27 WORK PROGRAMME**

Consideration was given to the report of the Committee's Work Program as set out on pages 223-224 of the Book of Reports.

RESOLVED: That the work programme be agreed, subject to:

- A. The removal of the meeting on 23 March 2021
- B. The inclusion of 'EU Rules – Changes with Procurement, with the emphasis on social value'

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**Chairman**



## PLANNING COMMITTEE

**HELD:** Thursday, 11 February 2021

Start: 7.00 p.m.

Finish: 8.04 p.m.

### PRESENT:

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

Councillors: I Ashcroft J Finch  
Mrs P Baybutt D O'Toole  
N Delaney E Pope  
T Devine J Thompson  
S Evans

In attendance: Cllr Blane (North Meols Ward)  
Cllr D Evans (Planning Portfolio Holder)

Officers: Ian Gill - Head of Growth and Development Services  
Ann Veevers – Principal Planning Officer  
Mark Loughran – Principal Planning Officer  
Judith Williams – Assistant Solicitor  
Jill Ryan – Senior Member Services Officer  
Chloe McNally – Member Services Apprentice

### 88 APOLOGIES

There were no apologies for absence received.

### 89 MEMBERSHIP OF THE COMMITTEE

There were no changes to the Membership of the Committee.

### 90 URGENT BUSINESS, IF ANY INTRODUCED BY THE CHAIRMAN

There were no items of urgent business.

### 91 DECLARATIONS OF INTEREST

In line with the Officers Code of Conduct, the Head of Growth and Development Services (Mr I Gill) declared a pecuniary interest in respect of planning applications 2020/0272/FUL and 2020/0273/FUL relating to The Windmill, 24 Wigan Road, Ormskirk. This was due to his connection with Ormskirk Bowling Club and Windmill Bowling Club and, accordingly left the meeting during consideration of these items.

### 92 DECLARATIONS OF PARTY WHIP

There were no Declarations of Party Whip.

**93 MINUTES**

RESOLVED: That the minutes of the meeting held on the 14 January 2021 be approved as a correct record and signed by the Chairman.

**94 PLANNING APPLICATIONS**

The Corporate Director of Place and Community submitted a report on planning applications (all prefixed 2020 unless otherwise stated) as contained on pages 573 to 633 of the Book of Reports and on pages 635 to 638 of the Late Information Report.

(Notes:

1. The Head of Growth and Development left the meeting during consideration of planning applications 0272/FUL and 0273/LBC relating to the Windmill, 24 Wigan Road, Ormskirk as he had declared a pecuniary interest in these items.
2. In accordance with Regulatory Procedure Rule 7(b), Councillor Blane spoke in connection with planning application 2019/1200/FUL relating to the site of the Former Greaves Hall Hospital, Greaves Hall Avenue, Banks and left the meeting after consideration of this item).

**95 2020/0272/FUL - THE WINDMILL, 24 WIGAN ROAD, ORMSKIRK, LANCASHIRE**

RESOLVED: That planning application 0272/FUL relating to the Windmill, 24 Wigan Road, Ormskirk be approved subject to the conditions as set out on pages 583 to 588 of the Book of Reports and with the amendment to Conditions 14, 15 and 16 as set out on page 636 of the Late Information Report.

**96 2020/0273/LBC - THE WINDMILL, 24 WIGAN ROAD, ORMSKIRK, LANCASHIRE**

RESOLVED: That listed building consent 0273/LBC relating to the Windmill, 24 Wigan Road, Ormskirk be approved subject to the conditions as set out on pages 593 to 595 of the Book of Reports.

**97 2020/0786/FUL - EDEN TEAROOM AND GALLERIES, COURSE LANE, NEWBURGH, LANCASHIRE**

RESOLVED: This application had been withdrawn by the Applicant.

**98 2019/1200/FUL - SITE OF FORMER GREAVES HALL HOSPITAL, GREAVES HALL AVENUE, BANKS, LANCASHIRE**

RESOLVED: That planning application 2019/1200/FUL relating to the site of former Greaves Hall Hospital, Greaves Hall Avenue, Banks be approved subject to the conditions as set out on pages 614 to 620 of the Book of Reports and with the amendment to Condition 11 as set out on page 637 of the Late Information Report.



**99 2020/0510/WL3 - LAND TO THE WEST OF THE RIVER TAWD, SUMMER STREET, SKELMERSDALE, LANCASHIRE**

RESOLVED: That planning application 0510/WL3 relating to land to the West of the River Tawd, Summer Street, Skelmersdale be approved subject to the conditions as set out on pages 625 to 627 of the Book of Reports.

**100 2020/1076/FUL - 44 DINGLE ROAD, UP HOLLAND LANCASHIRE**

RESOLVED: That planning application 1076/FUL relating to 44 Dingle Road, Up Holland be approved subject to the conditions as set out on pages 632 to 633 of the Book of Reports.

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**Chairman**





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**Report of:** Corporate Director of Transformation and Resources

**Contact for further information:** Ms. S Lewis (Extn. 5027)  
(e-mail: [sharon.lewis@westlancs.gov.uk](mailto:sharon.lewis@westlancs.gov.uk))

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**SUBJECT: PAY POLICY STATEMENT 2021/22 and Introduction of Holiday Pay Percentage Supplement**

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Wards affected: Borough wide.

## **1.0 PURPOSE OF THE REPORT**

- 1.1 To agree a Pay Policy Statement for 2021/22 detailing the Authority's policy on Workforce remuneration, as required by the Localism Act 2011 (the 'Localism Act').

## **2.0 RECOMMENDATION**

- 2.1 That the Pay Policy Statement for 2021/22 attached at Appendix 1 be approved, published on the Council's website and included in the Constitution.
- 2.2 That a 2 year mandatory gap from when a former West Lancashire Borough Council employee exits the organisation via a Voluntary Redundancy to when they can be re-engaged by the Council in any contract for employment or service, be introduced with effect from 1 April 2021 for any exits after that date.
- 2.3 That the Chief Operating Officer, in consultation with the portfolio holder for Human Resources, has delegated authority to agree to exceptions to the mandatory 2 year engagement gap, in exceptional circumstances, when special skills are required.
- 2.4 That the Chief Operating Officer, in consultation with the portfolio holder for Human Resources, has delegated authority to update the Pay Policy Statement in year, for any changes that may occur after Council have agreed the version attached, prior to next year's statement being approved.
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### **3.0 BACKGROUND**

- 3.1 The Localism Act 2011 refers to 'Pay Accountability' and sets out the requirements for Councils and Fire and Rescue authorities to prepare and publish annual pay policy statements. The pay policy statement must be approved by full Council, in advance of the financial year to which it relates.
- 3.2 The Council must publish the statement on the Council's website and may choose to expand the publication in other ways as part of its approach towards transparency. The pay policy statement must set out the Council's policies relating to:
- Chief Officer remuneration (at recruitment, salary, bonus/performance related pay, charges/fees/allowances, benefits in kind, enhancement to pension at termination),
  - Remuneration of its lowest paid employees (including elements as above), the definition used for this group and the reason for adopting that definition,
  - The relationship between Chief Officer Remuneration and that of other staff.
- 3.3 The Council may amend its pay policy statement during the year but must comply with the statement in force in making decisions on relevant remuneration.
- 3.4 The definition of Chief Officers is not limited to those on Chief Executive and Chief Officer Terms and Conditions (JNC Conditions). It means Heads of Paid Service, statutory and non-statutory Chief Officers and those who report directly to them.
- 3.5 The Localism Act 2011 sets out the minimum requirements and authorities are encouraged to consider whether they wish to extend the scope of their pay policy statement to include highly paid staff not within the definition of 'Chief Officers'. At West Lancashire the scope of the 'Chief Officer' definition means that it is not necessary to extend the definition.
- 3.6 The information set out within the Pay Policy Statement compliments the data on pay and reward that the Council is required to publish separately, under the Code of Recommended Practice for Local Authorities on Data Transparency and by the Accounts and Audit (England) Regulations and Local Government Transparency Code 2014. This is referred to on the Council's website.

### **4.0 GUIDANCE ON OPENNESS AND ACCOUNTABILITY IN LOCAL PAY**

- 4.1 Under Section 40 of the Localism Act 2011 the Council must, when preparing and approving pay policy statements, have regard to any guidance issued or approved by the Secretary of State for Communities and Local Government. In February 2012, the Secretary of State issued guidance on openness and accountability in local pay setting out specific expectations including:
- Full council having the opportunity to vote on senior remuneration packages with a value over £100,000 prior to an offer being made in a new appointment;

- Policies explaining the planned relationship between chief officers' remuneration and that of other staff and the ratio between the highest paid and the median salary that the authority aims to achieve or maintain;
- Authorities considering Lord Hutton's recommendations on the value of a system of 'earn back' pay, with an element of their basic pay 'at risk', to be earned back each year through meeting pre-agreed objectives;
- Any decision that an authority takes in relation to the award of severance to an individual Chief Officer, complying with their published policy for that year;
- Authorities having an explicit policy in their pay statement on whether or not they permit an individual to be in receipt of a pension in addition to receiving a salary;
- Policies toward Chief Officers, who have returned to an authority and had received a severance or redundancy payment, returned under a contract for services or are in receipt of a LGPS / firefighter pension.

4.2 Additional supplementary guidance was issued in February 2013 which is summarised below:

- Pay Policy Statements are public documents to be used to hold Councillors to account on pay matters;
- The Pay Policy Statement should be published as soon as reasonably practicable after approval by full Council, it should include the Council's approach to the publication of and access to information on Chief Officer Remuneration.
- Building on existing guidance regarding the need for full Council approval for Senior Officer Appointments on salaries over £100,000, where Councils do not have posts within their structure of over £100,000, local salary thresholds should be set for full Council approval to senior officer appointments.
- There should be published policies on severance for Chief Officers and details of any redundancy payment discretions.
- Full Council should vote on large severance packages beyond a threshold of £100,000, the details should be set out to include all components of the severance, including salary paid in lieu, redundancy compensation, pension entitlement, holiday pay, bonuses, fees and allowances.

## **5.0 CURRENT APPROACH – PAY POLICY STATEMENT**

- 5.1 Members have been mindful for many years of ensuring that the remuneration available to the Chief Officers and senior managers within the Council is appropriate including in terms of ensuring the necessary skills are available to the Council.
- 5.2 The annual Pay Policy Statement provides information about the remuneration package offered by the Council to the Chief Officers within the structure. The salary ratio of highest paid and the average salary across the workforce and the Chief Officers is detailed in the policy statement.
- 5.3 Lord Hutton in his review of public sector pay, Fair Pay in the Public Sector, December 2010, recommended amongst a number of other things that the ratio between the lowest and highest paid officers within a public sector organisation

should be no more than 1:20. With this recommendation in mind the Council is well within the boundaries of reasonable and appropriate pay differentials.

- 5.4 In producing the Pay Policy Statement, due consideration has been given to the guidance available and it is considered that the Pay Policy Statement presents a fair and appropriate approach to senior officer remuneration across the Council, which also represents good value for money.
- 5.5 It is Council policy to pay an additional supplement to those Council employees not currently receiving 'a Living Wage Foundation living wage'. This wage level is currently £9.50 per hour and this approach has been accounted for in the Pay Policy Statement 2021/22, as the lowest hourly rate payable by WLBC is £9.50, based on the current minimum salary point within the current pay grade, so no supplement is necessary at this rate.
- 5.6 Employees who are members of the Local Government Pension Scheme (LGPS) pay annual contributions into the Scheme based on a banding structure. The LGPS was amended with effect from 1 April 2014 and the current contribution bandings are incorporated into the Pay Policy 2020/21. These are details at the April 2020 rates, and will be updated once new rates are applied as an administrative update of the policy.
- 5.7 The Pay Policy Statement contains the grade structure for the Council, following the National Joint Council 2018/19 two year pay award. The national salary scale is due for the next national award in April 2021 for NJC officers and July 2021 for JNC officers. However these updated figures are not available at this current time. It is unlikely to affect the grade structure, but will affect the actual annual salary offered. Consequently when the pay award negotiations have been settled the annual salaries figures and respective ratios will be amended and the Policy will be updated to reflect those revised annual salaries, as an administrative update to the policy.

## **6.0 INTRODUCTION OF A MANDATORY 2 YEAR GAP FOR RE-ENGAGEMENT FOLLOWING A VOLUNTARY REDUNDANCY EXIT**

- 6.1 Historically the Council has not placed any restrictions on the re-engagement of former employees of the Council, regardless of their route of exit.
- 6.2 In recent times public bodies have come under increased scrutiny in relation to the exit payments they provide when staff leave. This has led in part to the proposed change in the Council's approach. However, the Pay Policy Statement had included reference to the introduction of a £95K exit payment cap introduced by Government from November 2020. But this has recently been revoked and will now be removed from the Pay Policy Statement, as attached, and the Organisational Change Policy will be updated, in due course.
- 6.3 Local concerns have also been expressed following our recent major restructure following the SORP Review, which saw a number of staff exiting the employment of the Council following acceptance of Voluntary Redundancy and being compensated for loss of office, and questions asked about whether they were eligible to be re-engaged despite having been declared redundant etc.

- 6.4 Whilst the re-engagement of former employees who leave on voluntary redundancy ground, is not illegal in any way, the Council wishes to be transparent in this regard and therefore introduce a restriction on the re-engagement of former employees who leave the Council with a Voluntary Redundancy Package.
- 6.5 The proposals is that a mandatory 2 year gap will be put in place which prevents the re-engagement of staff who exit the Council's employment on the terms of Voluntary Redundancy, from being re-engaged by the Council by reason of Temporary fixed term or permanent appointment, as an Agency placement or via a contract for service.
- 6.6 This mandatory re-engagement gap will be in place regardless of whether the former employee is in receipt of a pension or not. However, there will be an exemption situation, which will enable the Council to relax this policy decision in emergency situations, which would enable specialist skilled former employees to be brought back into the Council for short fixed term periods, subject to direct approval of the Chief Operating Officer.
- 6.7 There are outstanding regulations included in the Small Business, Enterprise and Employment Act 2015, which planned to introduce for the recovery of termination payments paid to high earning public sector employees and public sector employees being required to repay a tapering proportion of a 'qualifying exit payment', if they return to the public sector within a period of 12 months and earn an annual salary of £80,000 or more. If this becomes effective, the Council's policies will be more consistent in this regard, by this mandatory gap in re-engagement.
- 6.8 The Trade Unions have been made aware of this proposals and their comments are available for consideration by Council.

## **7.0 SUSTAINABILITY IMPLICATIONS**

- 7.1 There are no significant sustainability impacts associated with this report and, in particular, no significant impact on crime and disorder. However, it does have an impact on local employment, in terms of establishing the rates of pay w and pay ratios within the Council workforce.

## **8.0 FINANCIAL AND RESOURCE IMPLICATIONS**

- 8.1 The proposed Pay Policy Statement itself will not have any direct effect on the budgetary position of the Council as it encapsulates the current arrangements in relation to Pay and Conditions of its employees.

## **9.0 RISK ASSESSMENT**

- 9.1 The publication of a pay statement and introducing measures in relation to holiday pay is a statutory / regulatory requirement.

## **10.0 HEALTH AND WELLBEING IMPLICATIONS**

- 10.1 There are no health and wellbeing implications arising from this report.

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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**

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

### **Appendices**

Appendix 1 - Pay Policy Statement 2020/21

Appendix 2 - Equality Impact Assessment



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## **PAY POLICY STATEMENT 2021/22 (Revised February 2021)**

### **1. Introduction and Purpose**

Under section 112 of the Local Government Act 1972, the Council has the “power to appoint officers on such reasonable terms and conditions as the authority thinks fit”. This Pay Policy Statement (the ‘statement’) sets out the Council’s approach to pay policy in accordance with the requirements of Section 38 of the Localism Act 2011.

The purpose of the statement is to provide transparency with regard to the Council’s approach to setting the pay of its employees by identifying;

- the methods by which salaries of all employees are determined;
- the details of the remuneration of its most senior staff i.e. ‘chief officers’, as defined by the relevant legislation;
- the relationship between the remuneration of its Chief Officers and other employees

This pay policy statement is effective from 1 April 2021 and will be subject to review on an annual basis, or earlier if required, the policy for the next financial year being approved by 31<sup>st</sup> March each year.

On 4 November 2019, the Council’s pay line was amended and the grade of the Chief Officer WLa was amended. The current pay line is detailed at Appendix A.

### **2. Other legislation relevant to pay and remuneration**

In determining the pay and remuneration of all of its employees, the Council will comply with all relevant employment legislation. This includes legislation such as the Equality Act 2010, Part Time Employment (Prevention of Less Favorable Treatment) Regulations 2000 and where relevant, the Transfer of Undertakings (Protection of Earnings) Regulations. The Council ensures there is no pay discrimination within its pay structures and that all pay differentials can be objectively justified through the use of job evaluation mechanisms, which directly establish the relative levels of posts in grades according to the requirements, demands and responsibilities of the role.

### **3. Pay Structure**

The Council uses the nationally negotiated pay spine(s) (i.e. a defined list of salary points) as the basis for its local pay structure, which determines the salaries of the large majority of its workforce together with the use of locally determined rates where these do not apply.

The Council’s pay scales range from Scale 1 to WLa. Scales 1 to PO4 are in line with the National Pay Spine and senior managers on Grades SM1 to WLa are on a locally determined pay spine. Full details are shown in the Appendices A. Variable additional payments may also be made as appropriate in line with the terms and conditions of employment, which completes the total remuneration package.

The Council pays an additional supplement to those Council employees not currently receiving the Living Wage Foundation ‘living wage’ (currently an hourly rate of £9.50). This equates to the current spinal column point 1 on the Council’s pay scale

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and consequently not additional supplements are required.

The Council adheres to the national pay bargaining arrangements in respect of the establishment and revision of the national pay spine, for example through any agreed annual pay increases negotiated with joint trade unions. All other pay related allowances are the subject of either nationally or locally negotiated rates, having been determined from time to time in accordance with collective bargaining machinery.

In determining its grading structure and setting remuneration levels for any posts which fall outside the scope of the national pay spine, the Council takes account of the need to ensure value for money in respect of the use of public expenditure, balanced against the need to recruit and retain employees who are able to meet the requirements of providing high quality services to the community, delivered effectively and efficiently and at times at which those services are required.

New appointments will normally be made at the minimum of the relevant pay scale for the grade, although this can be varied where necessary to secure the best candidate. Where the appointment salary is above the minimum point of the pay scale and is not affected by other council policies, for example promotion, redeployment or flexible retirement, this is approved in accordance with the Scheme of Delegation, contained in the Council's constitution, available on the Council's website.

From time to time it may be necessary to take account of the external pay levels in the labour market in order to attract and retain employees with particular experience, skills and capacity. This may lead to the payment of a market supplement or retention payment. Where necessary, the Council will ensure the requirement for such is objectively justified by reference to clear and transparent evidence of relevant market comparators, using data sources available from within the local government sector and outside, as appropriate.

Any temporary supplement to the salary scale for the grade for this purpose is approved in accordance with the locally agreed Market Premia and Retention Payments detailed in the local conditions of service. A decision in relation to any payment of this nature is delegated to the Chief Operating Officer except for officers on JNC Chief Officer terms and conditions which must be determined by the Council.

The Council also employs a number of Apprenticeships throughout the various services. These are paid in line with National Minimum Wage rates for age. These rates do not form part of the overall grading structure for the Council and are presently as detailed below (1 April 2020 figures):

<b>FTE Annual Salary</b>	<b>Apprenticeship Age Rate</b>
£8,541	Age under 18 years
£12,108	Age 18 – 20
£15,393	Age 21 -24
£16,369	Age over 25 years

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These national apprenticeship rates are not included in the pay ratios as they are not part

of the Council's pay scale structure.

#### 4. Definitions

The Localism Act refers to the position of Chief Officer, which is defined as:

- Head of Paid Service designated under Section 4(1) of the Local Government & Housing Act (LGHA) 1989
- Monitoring Officer designated under section 5(1) of the LGHA 1989
- Statutory Chief Officer mentioned in section 2(6) of the LGHA 1989
- Non statutory Chief Officers mentioned in section 2(7) of the LGHA 1989
- A Deputy Chief Officer mentioned in Section 2(8) of the LGHA 1989

Within the Council structure this includes the following posts:

**Chief Operating Officer, Corporate Director of Place & Community, Corporate Director of Transformation & Resources, Head of Growth & Development Services, Head of Wellbeing & Leisure Services, Head of Environmental Services, Head of Housing & Regulatory Services, Head of Finance, Procurement & Commercial Services and Head of Corporate & Customer Services and Legal & Democratic Services Manager which also assumes the role of Monitoring Officer for the Council.**

There are a further series of posts which fall within the definition of Chief Officer by virtue of being “Deputy Chief Officers” i.e. via reporting lines, which have not been specifically listed here but salaries range from PO1 to WLe (see the Appendix).

“Lowest Paid Employees” – see Para 14.

#### 5. Terms and Conditions of Employment

There are three officers on JNC Chief Officer terms and conditions of employment are the Chief Operating Officer, Corporate Director of Place & Community and Corporate Director of Transformation & Resources. All other posts within the Council are employed in accordance with National Joint Council (NJC) terms and conditions for Local Government Services.

Both two groups of officers are subject to any local variations adopted by the Council and detailed in its policy and procedures.

Where the Council is unable to recruit chief officers, or there is a need for interim support to provide cover for a substantive chief officer post, the Council will, where necessary, consider engaging individuals under a contract for service. These will be sourced through a relevant procurement process ensuring the Council is able to demonstrate the maximum value for money benefits from competition in securing the relevant service. In assessing such it should be noted that in respect of such engagements the Council is not required to make either pension or national insurance contributions for such individuals.

The Council does not currently have any chief officers engaged under such arrangements.

## **6. Recruitment**

The Council's policy and procedures with regard to the recruitment of Chief Officers on JNC Terms and Conditions is set out within the Officer Employment Procedure Rules as set out in Part 13.2 of the Council's Constitution.

When recruiting to all posts the Council will take full and proper account of all provisions of relevant employment law and its own Equality in Employment, Recruitment and Selection and Redundancy and Redeployment Policies as approved by Council.

The relevant policies are:

### **Recruitment**

- Recruitment Advertising protocols
- Recruitment and Selection (see Chief Officer Appointment details by Committee referred to in paragraph 16 below)
- Secondment Policy
- Staff Recruitment Incentive Scheme - guidance

### **Redundancy and redeployment**

#### **Organisational Change Scheme**

The determination of the remuneration to be offered to any newly appointed Chief Officer will be in accordance with the pay structure and relevant policies in place at the time of recruitment.

With effect from 1 April 2021, the Council has introduced a mandatory 2 year gap from when a former employee exits the Council on the ground of voluntary redundancy to when they may be re-engaged in the employment of the Council or engaged as an agency placement or on a contract for service. This is applied across all grades for both NJC and JNC staff and do not take account of whether or not a pension is payable.

There will be an exemption to this for emergency situations when former employees may need to be brought back into the employment of the Council on short fixed term contracts in view of their specialist skills. However this would be subject to the direct approval of the Chief Operating Officer, in consultation with the Portfolio holder for Human Resources.

### **Other relevant HR Policies and Procedures**

This Pay Policy Statement should be read in conjunction with the following policies on paid terms and conditions as appropriate:

### **Conditions of service**

Joint Negotiating Committee (JNC) for Chief Officers of Local Authorities  
National Joint Council (NJC) for Local Government Services

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**Family-friendly documents**

Childcare Vouchers - parent information  
Paternal and Maternity Policy

**Retirement**

Ill-Health Retirement Policy  
Flexible Retirement Policy

**Training and Development**

Training & Development Strategy  
Staff Development Appraisal Scheme  
Post-Entry Training Policy

All the above Policies are available on the Council's intranet or from the Human Resources Team.

**7. Additions to Salary of Chief Officers**

The Council does not apply any bonuses or performance related pay to its Chief Officers. Any changes in duties would be covered in the Harmonisation and Single Status Document.

**8. Chief Operating Officer - Remuneration**

The current Senior Management structure was approved by extraordinary Council on 10 July 2019. The new structure became effective from 4 November 2019. The post of Chief Operating Officer was created and is designated the Head of the Paid Service and also Returning Officer.

The post is paid at WLa on the attached Appendix A. This is a spot salary and carries no additional annual increments.

Returning Officer fees are based upon a fee calculated periodically by the Cabinet Office, with the fee being based on a sum of money multiplied per every 10,000 of electorate. The Council pays the fees for the local election while the fees for other elections, such as Parliamentary and County Council, are paid for externally.

**9. Corporate Directors - Remuneration**

There are two posts of Corporate Director reporting to the Chief

Operating Officer:

Corporate Director of Place & Community - WLb

## Corporate Director of Transformation & Resources – WLb

The Grade for these posts is at WLb as indicated above and detailed on the attached Appendix A. There is a spot salary for this grade, which carries no additional annual increments.

### **10. Other Heads of Service – Remuneration**

There are six further posts of Head of Service. The first 4 are noted below:

Head of Growth & Development Services,  
Head of Wellbeing & Leisure Services,  
Head of Environmental Services,  
Head of Corporate & Customer Services.

The Grade for these posts are WLe, which is a 3 increment grade. Progression through the grade occurs through the payment of an additional annual increment on 1 April each year, up to the maximum spinal column point in each grade range.

The fifth and sixth head of services are:

Head of Finance, Procurement and Commercial Services (Section 151),  
Head of Housing & Regulatory Services.

The Grade for these posts are WLd, which is a 3 increment grade. Progression through the grade occurs through the payment of an additional annual increment on 1 April each year, up to the maximum spinal column point in each grade range.

### **11. Other ‘Chief Officer’ posts as defined within the Localism Act**

There are a further series of posts which fall within the definition of Chief Officer by virtue of being “Deputy Chief Officers” i.e. via reporting lines, which have not been specifically listed here but salaries range from PO1 to WLe, as set out in the Appendix.

Of particular note the following post which is the designated Monitoring Officer, and is a member of the Corporate Management Team, for the Council:

Legal & Democratic Services Manager

This role is graded SM3, which is a 3 increment grade. Progression through the grade occurs through the payment of an additional annual increment on 1 April each year, up to the maximum spinal column point in each grade range.

### **12. Payments on Termination**

The Council’s approach to statutory and discretionary payments on termination of employment of the Chief Executive and chief officers and other groups of staff, prior to reaching normal retirement age, is set out within its Organisational Change Scheme, in accordance with Regulations 5 and 6 of the Local Government (Early Termination of Employment) (Discretionary Compensation) Regulations 2006 and the Local Government Pension Scheme (LGPS) (Transitional Provisions, Savings and

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Amendment) Regulations 2014.

Any payments falling outside these provisions or the relevant periods of notice within the contract of employment or £100,000 or more shall be subject to a formal decision made by full Council.

With effect from 1 April 2016 regulations included in the Small Business, Enterprise and Employment Act 2015 were planned to be introduced for the recovery of termination payments paid to high earning public sector employees. Under these rules, public sector employees will be required to repay a tapering proportion of a 'qualifying exit payment', if they return to the public sector within a period of 12 months and earn an annual salary of £80,000 or more. Currently these regulations have not been brought in, but when they are the Council will apply them as appropriate.

However, with the introduction of the mandatory 2 Year Gap for re-engagement into a contract for employment or service with the Council for any officer who exits the Council's employment via Voluntary Redundancy, should mean the potential for needing to consider this will be limited.

With effect from 4 November 2020 the regulations associated with a maximum £95,000 exit costs cap to be applied to public sector exit payments became effective. However, these have recently been revoked and consequently the Council's Organisational Change Scheme will be amended, in due course, to remove this requirement from the Councils redundancy policies, in line with legislation.

### **13. Publication**

This statement will be published on the Council's website and intranet. In addition, for Senior Officer Posts where the full time equivalent salary is at least £50,000, the Council's Annual Statement of Accounts will include a note setting out the total amount of

- salary, fees or allowances paid to or receivable by the person in the current and previous year;
- any bonuses so paid or receivable by the person in the current and previous year;
- any sums payable by way of expenses allowance that are chargeable to UK income tax;
- any compensation for loss of employment and any other payments connected with termination;
- Any benefits received that do not fall within the above.

The information set out within this pay policy statement compliments the data on pay and reward that the Council is required to publish separately under the Accounts and Audit (England) Regulations 2011 and Local Government Transparency Code 2014. This data includes all Senior Officers on a Salary in excess of £50,000 p.a.

### **14. Lowest Paid Employees**

The lowest paid persons employed under a contract of employment with the Council are employed on full time 36 hours equivalent salaries in accordance with the minimum spinal column point currently in use within the Council's grading structure. This excludes Apprenticeships, which are paid in line with National minimum wage rates for age and do

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not form part of the Council's pay scale structure.

The National Joint Council (NJC) pay spine applied by the Council to its grading structure, ranges from Spinal Column Point (Scp) 1, £17,842 and Scp 43 £46,845 p.a. as at 31 January 2021.

The lowest paid grade applied to any Council post is grade Scale 1 which is paid at Scp 1 on a grade Scp 1 to scp 3) on the NJC pay spine, with annual incremental progression.

The relationship between the rate of pay for the lowest paid and Chief Operating Officer and Chief Officers is determined by the processes used for determining pay and grading structures as set out earlier in this policy statement.

As part of its overall and ongoing monitoring of alignment with external pay markets, both within and outside the sector, the Council will use available benchmark information to ensure that our pay rates are fair, affordable and competitive in the market place.

## **15. Ratio of Salary Differences**

Ratio calculation need to be based on salary point and actual remuneration. The ratio calculations are based on salaries at 31 January 2021.

The full pay spine for 2020 is detailed at Appendix A, and is pending the 1 April 2021 national pay awards.

The lowest paid employee of the Council is someone employed on Scp 1 on the NJC pay spine. The average annual salary for this grade would be £17,842.

The Chief Operating Officer and Chief Officer range of salaries (as defined in this policy) spans a minimum of local Scp 53 to 71. This provides an annual mean average Chief Officer salary of £69,093. Consequently, the Chief Officer to lowest paid salary mean average is a ratio of 1:3.74 (or 1:3.88 when expressed as a ratio of total remuneration). This calculation is based on the salaries for Chief Operating Officer and Corporate Directors and Heads of Service only.

Using the wider definition of Chief Officer including those that could be considered Deputy Chief Officers by virtue of reporting lines would provide a grade range from Scp 29 to 71. This provides a mean average Chief Officer salary of £42,301 p.a. creating a ratio of 1:2.29 (or 1:2.43 when expressed as a ratio of total remuneration).

The highest salary paid in the Council is £97,099 p.a. This compares to a median average salary of £25,481 p.a. which is a ratio of 1:3.45 (or 1:2.86 when expressed as a ratio of total remuneration). This is well within the recommendations put forward in the Hutton report, Fair Pay in the Public Sector, September 2010, which suggested no more than a ratio of 1:20.

## **16. Accountability and Decision Making**

In accordance with the Constitution of the Council, the following Committees are responsible for decision making in relation to the recruitment, pay, terms and conditions and severance arrangements in relation to employees of the Council:



**Recruitment and Dismissal of Head of Paid Service, Chief Officers and Deputy Chief Officers** - Where the Council proposes to appoint and it is not proposed that the appointment be made exclusively from among their existing officers, it will do so as outlined below:

**Appointment of Head of Paid Service** - The full Council must approve the appointment of the Head of Paid Service before an offer of appointment is made to him/her following the recommendation of such an appointment by the Chief Officers Committee. That Committee will include at least one member of the Cabinet.

**Appointment of Chief Officers employed on JNC Terms and Conditions** - The Chief Officers Committee will appoint these officers. That Committee will include at least one member of the Cabinet.

**Other appointments** - Appointment of officers below this level is the responsibility of the Head of Paid Service or his/her nominee, and may not be made by Councillors.

**Disciplinary Action - Head of Paid Service** - The full Council must approve the dismissal of the Head of the Paid Service before notice of dismissal is given to him/her, following the recommendation of such dismissal by the Investigating Committee. That Committee will include at least one member of the Cabinet.

**Disciplinary Action - Dismissal of Chief Officers employed on JNC Terms and Conditions** - The Investigating Committee will be responsible for the dismissal of Chief Officers employed on JNC Terms and Conditions and the Section 151 Officer and Monitoring Officer. That Committee will include at least one member of the Cabinet.

**Disciplinary Action - Further Provisions – Suspension** - The Head of Paid Service, Monitoring Officer and Chief Finance Officer (Section 151 Officer) may be suspended whilst an investigation takes place into alleged misconduct. That suspension will be on full pay and last no longer than two months.

**Other Dismissals and Disciplinary Action** – The dismissal of and taking disciplinary action against Officers on NJC Terms and Conditions (other than above) must be discharged on behalf of the Council by the Head of the Paid Service or his/her nominee.

Councillors will not be involved in the dismissal of any officer below Corporate Director level except where such involvement is necessary for any investigation or inquiry into alleged misconduct, through the Council's disciplinary, capability and related procedures, as adopted from time to time may allow a right of appeal to Members.

## **17. Engagement of Former Chief Officers in receipt of Pensions**

The Council does not have a policy which prevents former Council employees from applying for and being successfully appointed to any Council job including other Chief Officer jobs, because they are in receipt of a Public Sector or Local Government pension. Normal Recruitment and Selection processes would apply in line with the Council's Equality in Employment Policy.

However the Council does have a mandatory 2 Year gap which must be maintained for any officer, not just Chief Officer, who exits the Council via voluntary redundancy, before they can be re-engaged. This prevents someone being re-engaged by the Council to a

temporary fixed term or permanent employment, used as an Agency placement or engaged on a contract for service, for a period of 2 years from the date that they left on voluntary redundancy. This is applicable whether or not the former employee is in receipt of a pension. There is an exemption for specialist skills required in emergency situations, by direct approval of the Chief Operating Officer, in consultation with the portfolio holder for Human Resources, as noted above.

However, in accordance with the Small Business, Enterprise and Employment Act 2015, regulations relating to the repayment of exit payments, any public sector employees who received an annual salary of £80,000 or above, will be required to repay a tapering proportion of a 'qualifying exit payment', if they return to the public sector and are offered a post within the Council at this Salary level or above within a period of 12 months from the receipt of the original exit payment (subject to this being approved for implementation by the Government). Once this is legislation, this will be applied by the Council

## **18. Holiday Pay Supplement**

The Council pays an additional percentage on all overtime payments, to compensate staff for any additional holiday pay they may be entitled to. This will be an amount equivalent to 7.69% (20/260) of the overtime payment. This percentage takes into account the number of

statutory holidays (20) and typically no more than 260 working days in the year. This additional percentage for the following claimable pay elements:

- Shift Allowances and Shift Pay
- Call Out and Standby
- Extra Duty and Additional Hours
- Honoraria

## **19. Policy Review**

The Pay Policy Statement will be reviewed annually or earlier if required and agreed by Council before 31 March in each year.

## **20. Employer Pension Contribution**

The Council will contribute to the Local Government Pension Scheme in 2020/21 for all its employees who are members based on a rate of 19% of their pensionable pay. Additional contributions will also be made to address the current overall deficit on the Pension Fund. The rate of contribution is set by Actuaries advising the Lancashire Pension Fund and is reviewed on a triennial basis.

## **21. Employee Pension Contribution**

Employees who are members of the Local Government Pension Scheme pay at April 2020 the following annual contributions:

Up to £14,100	5.5%
£14,101 to £22,000	5.8%
£22,001 to £35,700	6.5%
£35,701 to £45,200	6.8%

## Constitution 13:1: Pay Policy Statement

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£45,201 to £63,100	8.5%
£63,101 to £89,400	9.9%
£89,401 to £105,200	10.5%
£105,201 to £157,800	11.4%

## Notes

- (1) The salary ratio details shown in this statement are based on the actual earnings in effect at 31st January 2021.
- (2) Total remuneration has been calculated including salary, car expense allowance, over time, extra duties allowance, shift allowance, living wage supplement, standby duty, telephone allowance, election fees and employer's pension contributions. In view of the implementation of the restructure part way through the year, remuneration ratios do not contain full year calculations.

**Appendix A**

WLBC Grade Bands	Grade Title	SCP	Salary from 1 April 2020
1	Scale 1	1	£17,842
		2	£18,198
		3	£18,562
2	Scale 2	3	£18,562
		4	£18,933
3	Scale 3	5	£19,312
		6	£19,698
4	Scale 4	7	£20,092
		8	£20,493
		9	£20,903
		11	£21,748
5	Scale 5	12	£22,183
		14	£23,080
		15	£23,541
		17	£24,491
6	Scale 6	19	£25,481
		20	£25,991
		21	£26,511
		22	£27,041
7	SO1	23	£27,741
		24	£28,672
		25	£29,577
8	SO2	26	£30,451
		27	£31,346
		28	£32,234
9	PO1	29	£32,910
		30	£33,782
		31	£34,728
		32	£35,745
10	PO2	33	£36,922
		34	£37,890
		35	£38,890

## Constitution 13:1: Pay Policy Statement

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	36	£39,880
11 PO3	37	£40,876
	38	£41,881
	39	£42,821
12 PO4	40	£43,857
	41	£44,863
	42	£45,859
	43	£46,845
13 SM1	44	£47,241
	45	£48,057
	46	£48,874
14 SM2	47	£49,880
	48	£51,335
	49	£52,794
15 SM3	50	£52,953
	51	£55,021
	52	£57,090
16 WLe	53	£57,636
	54	£57,962
	55	£58,509
17 WLd	56	£62,704
	57	£63,249
	58	£63,794
<b>JNC</b>		
18 WLc	61	£76,301
19 WLb	62	£83,933
20 WLa	71	£97,099

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# Equality Impact Assessment Form



<b>Directorate: Transformation and Resources</b>	<b>Service: Corporate and Customer Services</b>
<b>Completed by: S Lewis</b>	<b>Date: January 2021</b>
<b>Subject Title: Pay Policy Statement 2021/22</b>	
<b>1. DESCRIPTION</b>	
Is a policy or strategy being produced or revised:	Yes
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:	No
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 ( <b>Eliminating unlawful discrimination/harassment, advancing equality of opportunity, fostering good relations</b> ):	Yes
Details of the matter under consideration:	<p>The Localism Act refers to 'Pay Accountability' and sets out the requirements for Councils and fire and rescue authorities to determine and publish annual pay policy statements. The full Council must approve the pay policy statement in advance of the financial year to which it relates. It must set out the Council's policies relating to:</p> <ul style="list-style-type: none"> <li>•Chief Officer remuneration (at recruitment, salary, bonus/performance related pay, charges/fees/allowances, benefits in kind, enhancement to pension, at termination),</li> <li>•Remuneration of its lowest paid employees (elements as above), the definition used for this group and the reason for adopting that definition,</li> <li>•The relationship between Chief Officer remuneration and that of other staff.</li> </ul> <p>The Council needs to agree a Pay Policy Statement and is recommended to adopt the Pay Policy Statement 2021/22 as detailed in the report.</p>

If you answered **Yes** to any of the above **go straight to Section 3**  
 If you answered **No** to all the above **please complete Section 2**

## 2. RELEVANCE

Does the work being carried out impact on service users, staff or Councillors (stakeholders):	Yes
If <b>Yes</b> , provide details of how this impacts on service users, staff or Councillors (stakeholders): <i>If you answered <b>Yes</b> go to <b>Section 3</b></i>	This report has an impact on the workforce.
If you answered <b>No</b> 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)?	<p>The Policy has an impact on the entire Council workforce and as such has an impact on all protected characteristics, as the Council's workforce comprises of all the protected characteristics.</p> <p>A knowledge of the existing workforce profile and equality policies within the Council that are applied to the workforce, including the Recruitment and Selection Policy, Equality in Employment Policy and all other related employment policies, including a recent Equal Pay Audit have been used to assess the impact of the Pay Policy Statement on the workforce.</p>
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)?	See Above.
<p>Which of the protected characteristics are most relevant to the work being carried out?</p> <p>Age            Gender            Disability            Race and Culture            Sexual Orientation            Religion or Belief            Gender Reassignment            Marriage and Civil Partnership            Pregnancy and Maternity</p>	<p>Yes            Yes            Yes            Yes            Yes            Yes            Yes            Yes            Yes</p>

## 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?	The Policy has an impact on the entire Council workforce and as such has an impact on all protected characteristics.
What will the impact of the work being carried out be on usage/the stakeholders?	The Pay Policy Statement is a statement of the Council's current policies in relation to the pay of senior managers and the various ratios between higher and lower paid staff. This is a statement of current practice and does not present any practice changes or policy revision. Consequently, there are no altered impacts envisaged on any particular stakeholder or protected group of stakeholders.
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?	The Council is part of a national collective bargaining process for all levels of remuneration throughout the Council. The Council itself, however, have determined the grade structure. This main management structure was last amended in April 2020. Any changes achieved at that time were subject to Trade Union and individual officer consultation and were agreed. Although minor change occur on a service level basis periodically throughout the year. Any actual salary amounts changes since that time have been subject to the national negotiating machinery, which also provides for Trade Union contributions to pay award settlements. This is not an area that can be affected locally, other than in the determination of individual grades. Actual grades are arrived at via a joint Trade Union and management agreed Job Evaluation process. The next National Pay award is due in April 2021, but it is not anticipated to affect the grade structure, but will affect the actual salary assigned to each spinal column point.
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?	Census Data Profile information available on the Council's website Workforce Profile Equality Policies within the Council Equal Pay Audit
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)?

The decision is to agree the existing status is reflected in the Pay Policy Statement. It identifies different ratios between groups of staff based on pay levels. As there is no proposed change to actual practice, but rather, a reflection of the impact of the pay award on these ratios, it is envisaged that there will be no impact, negative or positive, upon any particular group with protected characteristics.

## **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.).

See above in 5.

What actions do you plan to take to address any other issues above?

No further actions on equality impact need to be taken.

## **7. MONITORING AND REVIEWING**

When will this assessment be reviewed and who will review it?

The Pay Policy Statement is reviewed annually prior to 31 March each year. At that stage, the EIA will also be reviewed to ensure there has been no change to the assessed impact on any protected characteristic group.



COUNCIL: 24 February 2021

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

**Relevant Portfolio Holder:** Councillor I Moran

**Contact for further information:** Mrs J Denning (Ext. 5384)  
(Email: [jacky.denning@westlancs.gov.uk](mailto:jacky.denning@westlancs.gov.uk))

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**SUBJECT: MEMBERS' ALLOWANCES SCHEME 2021/22 AND APPOINTMENT OF THE INDEPENDENT REMUNERATION PANEL**

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Wards affected: Borough wide

## **1.0 PURPOSE OF REPORT**

- 1.1 To agree the Members' Allowances Scheme for 2021/22 and to note and endorse the Membership of the IRP.

## **2.0 RECOMMENDATIONS**

- 2.1 That it be noted that the IRP has not been asked for a report this year, but met as referred to in paragraph 3.4 of the report.
- 2.2 That a Members Allowance Scheme be made, effective from 1 April 2021, in accordance with the current scheme, incorporating:
- (a) A Basic Allowance of £4,842 (no increase)
  - (b) Provision for SRA payments, as detailed on the Schedule attached as Appendix 1 (no change)
  - (c) Childcare and Dependent Carer's Allowance to be set at the same level as the Living Wage (currently £9.50 per hour).
- 2.3 That the Corporate Director of Transformation & Resources update the Members' Allowances Scheme for the period commencing 1 April 2021, such scheme to be incorporated into the Constitution and subsequently published.
- 2.4 That the Membership of the IRP for 2021/22 and the respective terms of office be noted and endorsed as follows:
- |                          |            |
|--------------------------|------------|
| Mrs G Stanley (Chairman) | 1 May 2024 |
| Mr J Boardman            | 1 May 2023 |
| Mr I Thompson            | 1 May 2022 |

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### **3.0 BACKGROUND**

- 3.1 The Council must establish and operate an IRP to consider and make recommendations on various issues relating to the matter of allowances to members of the authority. The Council is required to take into consideration any recommendation made by its IRP when making any new scheme of allowances, revising, or amending any existing scheme.
- 3.2 The Council currently has a scheme for the payment of a Basic Allowance to each Member plus a Special Responsibility Allowance (SRA) for each of those Members holding a position of special responsibility. The Scheme also provides for the payment of travel and subsistence allowances and, in certain specific circumstances, Childcare and Dependent Carer's Allowance.
- 3.3 In February 2020, the Council resolved to accept the IRP's recommendation that the Basic Allowance should remain at £4,842 and that the figure be fixed for four years (ie. until April 2024), when a further recommendation will be sought from the Independent Remuneration Panel. The Council have the right, in any year, to request the Panel to consider an increase. The Panel would expect specific reasons to be put forward in support of such a request. The only increase would be in relation to the Childcare and Dependent Carer's Allowance, which was recommended to be set at the Living Wage (currently £9.50).

### **4.0 THE COUNCIL'S SCHEME FOR 2021/22**

- 4.1 The IRP met on 12 February 2021 to consider the current position in relation to Members' Allowances and the Council's Scheme for 2021/22 and agreed that as the Panel had not received any requests to consider an increase, a formal report from the IRP was not required and that the level of allowances should remain at the same rate as the 2020/21 rates, with the exception of the Childcare and Dependent Carer's Allowance, referred to in paragraph 3.3. A copy of the Members Allowances Scheme 2020/21 is contained in Section 19 of the Constitution:  
<https://democracy.westlancs.gov.uk/ieListMeetings.aspx?CId=305&info=1&MD=Constitution>
- 4.2 Members of the IRP also meet to consider Parish matters as the Parish Remuneration Panel (PRP) and in this respect they did not receive any requests to make amendments to the previous report, the Panel considered there was no requirement to issue a new report.
- 4.3 The Scheme commences on 1 April in each year in accordance with the legislation, rather than the municipal year. Following the Council's decision, a new scheme for 2021/22 will be prepared, effective from 1 April 2021. A copy of the new scheme will be incorporated in the Council's Constitution and as a consequence published on the Council's website and circulated to all members.

### **5.0 THE INDEPENDENT REMUNERATION PANEL MEMBERSHIP**

- 5.1 The IRP Membership is Mrs G Stanley, Mr J Boardman and Mr I Thompson. Terms of office are 3 years, with one position on the Panel being subject to re-

selection each year. The Term of Office of Mrs G Staney expires on 1 May 2021. The Council is required to adopt an appointments process that it considers is best able to provide an Independent Panel that is well qualified to discharge its functions and which is representative of the community. The Council's arrangements for appointing the Panel involved the placing of advertisements in the local press and then interviewing the candidates.

- 5.2 If the Council wished to appoint a replacement member, a full recruitment process would need to be undertaken in accordance with the appropriate Regulations, which would then be reported to Council for approval at a future meeting. Mrs Stanley has indicated that she is prepared to serve for a further period of three years and continue as Chairman of the Panel. Given the infrequency with which the IRP is required to meet, it takes some time to gain relevant experience and therefore it is sensible to maintain continuity of membership where possible. Mrs Stanley has been a member and Chairman of the Panel since it was established in 2002. It is therefore recommended that Mrs Stanley be appointed for a further 3 years.
- 5.3 The Panel has also been appointed to serve as the Parish Remuneration Panel and in this respect considers and reports to the Parish Councils on issues relating to Members' allowances paid by those bodies.

## **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 The budget figures for 2021-22 contained elsewhere on the agenda for this meeting include provision to meet the costs of Allowances contained within the Scheme, together with employer's National Insurance (N.I.) contributions where appropriate.
- 7.2 Regulations provide for Allowances to be paid to IRP members and for 2021/22 each Panel member will be entitled to receive an allowance of £250, with the Chairman receiving an additional £50. These are included as part of the Council's scheme and provision is included in the current budget.

## **8.0 RISK ASSESSMENT**

- 8.1 The report ensures that the Council is complying with the requirements of the Local Authorities (Members' Allowances) (England) Regulations 2003, as amended, to establish annually a Scheme of Members Allowances and in making that scheme, to have regard to the recommendation of an Independent Remuneration Panel.

## **9.0 HEALTH AND WELLBEING IMPLICATIONS**

- 9.1 There are no health and wellbeing implications arising from this report.

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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 and stakeholders, however there is a direct impact on elected members. Therefore an Equality Impact Assessment is attached as an Appendix to this report.

### **Appendices:**

1. SRA Payments
2. Equality Impact Assessment

**SPECIAL RESPONSIBILITY ALLOWANCES**

The following posts are specified as having special responsibilities in respect of which Special Responsibility Allowances are payable under Paragraph 4, in the amounts shown for each post.

<b>Area of Special Responsibility</b>	<b>Basis of Allowance (as percentage of Basic Allowance)</b>	<b>Amount of Allowance (£)</b>
Leader	250%	12,105
Deputy Leader	150%	7,263
Cabinet Member (up to 8)	100%	4,842
Opposition Group Leader (if Group comprises 5 or more Members)	70%	3,389
Opposition Group Deputy Leader (if Group comprises 5 or more Members)	35%	1,694
Chairman - Overview & Scrutiny Committee	50%	2,421
Chairman - Licensing & Appeals Committee	50%	2,421
Chairman – Licensing & Gambling Committee	50%	2,421
Chairman – Planning Committee	100%	4,842
Chairman – Audit and Governance Committee	50%	2,421





# Equality Impact Assessment Form



<b>Directorate: Transformation &amp; Resources</b>	<b>Service: Legal &amp; Democratic Services</b>
<b>Completed by: Jacky Denning</b>	<b>Date: 21 January 2021</b>
<b>Subject Title: Members Allowances Scheme 2021/22</b>	

## 1. DESCRIPTION

Is a policy or strategy being produced or revised:	No
Is a service being designed, redesigned or cutback:	No
Is a commissioning plan or contract specification being developed:	No
Is a budget being set or funding allocated:	Yes
Is a programme or project being planned:	No
Are recommendations being presented to senior managers and/or Councillors:	Yes
Does the activity contribute to meeting our duties under the Equality Act 2010 and Public Sector Equality Duty ( <b>Eliminating unlawful discrimination/harassment, advancing equality of opportunity, fostering good relations</b> ):	No
Details of the matter under consideration:	Members Allowances Scheme 2021/22

If you answered **Yes** to any of the above **go straight to Section 3**  
 If you answered **No** to all the above **please complete Section 2**

## 2. RELEVANCE

Does the work being carried out impact on service users, staff or Councillors (stakeholders):	Yes <i>*delete as appropriate</i>
If <b>Yes</b> , 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 <b>No</b> 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)?	Councillors
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)?	Councillors

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	None
<b>4. DATA ANALYSIS</b>	
In relation to the work being carried out, and the service/function in question, who is actually or currently using the service and why?	N/A – Not a service
What will the impact of the work being carried out be on usage/the stakeholders?	The report relates directly to the level of allowances for Councillors.
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?	Councillors approve the Scheme following consideration by the IRP and its recommendations.
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 IRP has considered the scheme
If any further data/consultation is needed and is to be gathered, please specify:	None
<b>5. IMPACT OF DECISIONS</b>	
In what way will the changes impact on people with particular protected characteristics (either positively or negatively or in terms of disproportionate impact)?	There is no impact in relation to the particular protected characteristics.
<b>6. CONSIDERING THE IMPACT</b>	
If there is a negative impact what action can be taken to mitigate it? (If it is not possible or desirable to take actions to reduce the impact, explain why this is the case (e.g. legislative or financial drivers etc.).	No negative impact.
What actions do you plan to take to address any other issues above?	No actions
<b>7. MONITORING AND REVIEWING</b>	
When will this assessment be reviewed and who will review it?	The Scheme is reviewed annually by the IRP and Council.



COUNCIL: 24 February 2021

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**Report of:** Head of Finance, Procurement and Commercial Services

**Contact:** James Pierce (Extn. 5202)  
(E-mail: James.Pierce@westlancs.gov.uk)

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**SUBJECT: BUDGET REQUIREMENT 2021/22**

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Wards affected: Borough Wide

## **1.0 PURPOSE OF THE REPORT**

1.1 To enable the Council to set its budget for the next financial year.

## **2.0 RECOMMENDATIONS**

2.1 That the General Revenue Account (GRA) budget be approved based on the proposals to be presented at the Council meeting.

2.2 That the GRA Reserves Policy set out in **Appendix A** to this report be approved.

2.3 That delegated authority be given to the Chief Operating Officer and the Corporate Directors to take all necessary action to implement the changes resulting from the budget proposals.

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## **3.0 BACKGROUND**

3.1 The Council is required to set a budget and determine its council tax before the start of each financial year in accordance with statutory requirements and proper accounting practices.

3.2 The draft budget position was considered by Cabinet at its meeting of 12<sup>th</sup> January. The Executive Overview and Scrutiny Committee also considered this position at its meeting of 28<sup>th</sup> January but did not agree any comments on the budget.

- 3.3 The Portfolio Holder for Resources and Transformation has been given delegated authority to submit proposals to Council at its meeting on 24<sup>th</sup> February to enable the budget to be set. This meeting will provide all Members with the opportunity to debate and agree the budget.

#### **4.0 CURRENT YEAR BUDGET MONITORING**

- 4.1 The GRA budget approved by Council for the 2020-21 financial year provided for net expenditure of £13,430,140. Throughout the year, budget managers and their staff have been monitoring and controlling their expenditure and income against their approved budgets, and financial reports have been made on performance.
- 4.2 The GRA Budget Update report to December Council projected that the outturn position would be a £0.563m overspend. This will be updated following the most recent budget monitoring however, it is expected that this figure will reduce. These projections have been calculated on a prudent basis, and consequently this should mean that the projections should be realistic and can be treated with confidence.

#### **5.0 RESERVES AND BALANCES**

- 5.1 In accordance with statutory regulations and CIPFA guidance, the levels of balances and reserves have been reviewed during the budget process to ensure that they are currently sufficient, and that they will remain adequate over the medium term.
- 5.2 The Council's medium term financial approach involves using reserves to support the budget position while the savings attributable to the Sustainable Organisation Review (SORP) are being realised. There are adequate funds in reserves in the next financial year, 21/22 to support this approach and consequently, this should enable the Council to achieve a balanced budget position for 21/22.
- 5.3 It should be noted that in line with the agreed MTFF in 20/21 £780k of reserves have been used to balance the budget and it is anticipated that further, significant use of reserves will be required to balance the 21/22 budget, particularly in the light of the pandemic and the impact upon the Council's finances.
- 5.4 Appendix A shows that the un-ringfenced reserve balances now sit at £2.7m. Utilising £1.2m of these reserves in 21/22 to fund the gap would mean that useable reserve balances would reduce to approx. £1.5m including core balances held of £960k. This presents an un-sustainable position moving forward if reserves diminish further. It is clear, that further savings, will therefore, need to be identified in 21/22 in order to stabilise the Council's finances over the medium term.
- 5.5 The level of funding in the Community Infrastructure Levy Reserve is increasing at the current time, reflecting the number of new homes being built, and this should help to facilitate the development of core projects over the next few years.

## **6.0 BUDGET POSITION FOR 2021-22**

- 6.1 The Medium Term Financial Forecast originally projected that there would be a need to use £310k of reserve funding to balance the budget for 2021-22 after taking account of changes in spending required to maintain agreed service levels, the resources that were expected to be available, and the phased implementation of SORP proposals. The latest position taking into account the results of the Local Government Finance Settlement and the detailed work on producing budget estimates is a revised funding requirement of £394k.
- 6.2 The budget estimates include one-off support funding of £141,000 Lower Tier Support Grant, and Covid Support Funding of £598,640. In addition, Policy options agreed by Council will impact further on the funding requirement of £394k and hence to the budget pressures.
- 6.3 Draft estimates have been prepared for next year that set out a provisional budget for the Council covering all areas of expenditure and income. Details on these estimates are included in **Appendix B**, which have been reviewed to ensure that they are robust for the purposes of the budget calculation in accordance with statutory requirements and accounting codes of practice. The draft estimates have been prepared to include the increases in the base budget required to roll forward agreed service levels, covering a range of standard factors such as pay inflation, contractual increments, contract inflation, and changes in recharges.
- 6.4 The budget setting process for 21/22 has shown the current budget gap to be £394k excluding policy options to date. If the policy options were largely agreed, then this gap will extended and will be in the region of £1.2m. This would require funding from reserves.
- 6.5 The draft budget includes an allowance of £125,000 to fund new budget issues and to deal with spending and income pressures. However, the final value of budget issues will depend on the proposals agreed by Members at the Council meeting. If the value of these budget issues exceeds the £125,000 provision, it will increase the scale of the budget gap. Conversely, if the value of budget issues is below the £125,000 provision it will reduce the amount of the budget gap.

## **7.0 COUNCIL TAX**

- 7.1 Statutory regulations require that a council tax base figure is calculated each year that reflects the amount of income that can be raised through the council tax. The tax base has increased this year from 35,978.93 to 36,774.06 (expressed in number of Band D equivalent properties), which represents an increase of 2.16%, mainly because of new homes being built in the Borough.
- 7.2 The Medium Term Financial Forecast, and the original budget gap, were based on an assumed increase in the council tax level of £5.00 for a Band D property, which is equivalent to a 2.4% increase. The maximum increase in council tax allowed in 2021/22 by the Government without requiring a referendum has been confirmed as the higher of 2% or a £5 rise in the Band D tax level (equivalent to 2.4%), and this level has now been built into the draft estimates. Members will need to determine what council tax increase to approve at the Council meeting.

- 7.3 During 20/21, WLBC received £994,920 for the CTS Covid hardship fund. This is administered through our Northgate system by granting up to £150.00 for all working age customers who qualify for CTS during this financial year. In addition, during 20/21, the Council Tax Support to residents of West Lancashire was £8.1m and therefore the total support provided to residents is approx. £9m. This is administered in line with the Council Tax Support Policy approved by members. Due to the economic climate, we expect this figure to rise in 21/22.

## **8.0 MEDIUM TERM BUDGET PROSPECTS**

- 8.1 The Government has introduced a one-year funding settlement for 2021/22. This settlement did not involve any significant changes in funding. There is however significant uncertainty from 2022/23 onward, where it is expected that a new funding formula will be introduced together with a new business rates retention system. Consequently, the medium term financial forecast will be revised in the once this information has become available to establish the Council's financial position going forward.

## **9.0 BUDGET APPROVAL**

- 9.1 The Portfolio Holder for Resources and Transformation has been given delegated authority to submit proposals for consideration at the Council meeting to enable the budget to be determined.

## **10.0 SUSTAINABILITY IMPLICATIONS**

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

## **11.0 RISK ASSESSMENT**

- 11.1 The formal consideration and reporting of the budget estimates is part of the overall budgetary management and control framework that is designed to minimise the financial risks facing the Council. This process is resource intensive for both Members and Officers but ensures that a robust and achievable budget is set.
- 11.2 The challenging financial position facing local authorities has been evaluated and assessed as being a key risk, and consequently is included on the Council's key risk register.

## **12.0 HEALTH AND WELLBEING IMPLICATIONS**

- 12.1 The health and wellbeing implications arising from this report will be dependent on the budget proposals put forward at the Council meeting. Details of any significant implications will be provided at the Council meeting if required.

### **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 direct impact on members of the public, employees, elected members and / or stakeholders is dependent on the proposals to be put forward at the Council meeting. Therefore no Equality Impact Assessment has been produced at this time.

### **Appendices**

Appendix A – *GRA Reserves Policy (to follow)*

Appendix B – Draft General Revenue Account Estimates





## APPENDIX A - GRA RESERVES POLICY

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### 1. Reserves Protocol

- 1.1 For each reserve held by the Council there must be a clear protocol setting out:
  - The reason for and purpose of the reserve;
  - How and when the reserve can be used;
  - Procedures for the reserve's management and control; and
  - A process and timescale for review of the reserve to ensure continuing relevance and adequacy.
- 1.2 Details for each GRA reserve held by the Council are set out below. Each reserve is managed and controlled by a Head of Service. The responsible officer can authorise amounts of up to £10,000 to be taken from a reserve provided that its use is in line with the stated purpose of the reserve.
- 1.3 In addition the responsible officer must also consult with the Portfolio Holder for Resources and Transformation and other relevant portfolio holder(s) before authorising uses from reserves in excess of £10,000.
- 1.4 Reserves are reviewed and updated as part of the annual budget preparation and as part of the closure of accounts process to ensure that they continue to be required and are adequate in size. Earmarked reserves represent money that has been set aside for a clearly defined purpose, and which is available to meet future expenditure in that area. Balances represent unallocated funds which have not been earmarked and consequently are available to support any service area.
- 1.5 The values shown below for each reserve reflect their current position. The process for closing down the accounts at the year end will allow for any outstanding in year commitments and contributions to be taken into account.
- 1.6 The Council's medium term financial plans mean that most reserves will reduce in size over the next few years, with the exception of the Community Infrastructure Reserve which is expected to increase significantly based on projections of new homes being built.

Description	Purpose	How and When Used	Responsible Officer(s)	Value £000
<b>Balances</b>				
CORE BALANCES	Balances held to help cushion the impact of uneven cash flows and to avoid unnecessary temporary borrowing	Core balances will typically not change in year and should be maintained at a minimum level of 5% of the budget requirement	Head of Finance, Procurement & Commercial Property (HFP&CP)	690
CONTINGENCY BALANCES	Balances held to cushion the impact of unexpected events or emergencies	Used if required as a general contingency with an expectation that it will be maintained at a minimum level of 2% of budget		270
<b>Corporate Reserves</b>				
MAJOR PROJECTS	Funds set aside to cover the costs of major corporate projects	Used to meet the costs of specific initiatives agreed through Council and Cabinet	HFP&CP	0
SUSTAINABLE ORGANISATIONAL REVIEW	To support the development and implementation of the Sustainable Organisational Review process	Funding to implement proposals, including additional unexpected costs, project resourcing, delays in implementation etc.		0
BENEFITS / COUNCIL TAX SUPPORT EQUALISATION	To assist in managing and controlling benefits / council tax support costs which are demand led areas outside of the direct control of the Council	Used to smooth out variations in benefits spending and council tax support against budget.		207
BUSINESS RATE INCOME EQUALISATION	To assist in managing and controlling business rate income which is not within the direct control of the Council	Used to smooth out variations in business rate income over a medium term time scale		308
PLANNING INCOME EQUALISATION	To assist in managing and controlling planning income which is not within the direct control of the Council	Used to smooth out variations in planning income over a medium term time scale		314
BUDGET AND EFFICIENCY SAVINGS	This reserve is available to support the overall budget position	Used to deal with the financial challenges facing the Council as set out in the medium term financial forecast		1,413

Description	Purpose	How and When Used	Responsible Officer(s)	Value £000
<b>Insurance Reserve</b>				
INSURANCE RESERVE	Funds held to meet the Council's self-insured liabilities where this is a more cost effective method of insuring than using an external company.	Costs are incurred when insurance claims are settled and funding is provided by individual Council services. The level of the reserve is determined through actuarial reviews	HFP&CP	2,076
<b>Repairs and Renewals</b>				
COMMUNITY RELATED ASSETS (CRA) PORTFOLIO – REPAIRS AND RENEWALS FUND	Fund used to meet the costs of building and other issues on the Community Related Assets Portfolio	Available for programmed maintenance and response repairs, new investment, and to provide general support for the CRA portfolio. Annual contribution made from revenue budget.	HFP&CP	222
SOLAR PV FUND	To fund the replacement of Solar PV equipment located on Council houses	Annual contribution made to reserve from within revenue budget. To be used to fund repairs and renewals.	Head of Housing & Regulatory Services	222
PAY & DISPLAY MACHINE REPLACEMENT FUND	To part fund the replacement of the pay & display machines located on the Council car parks	Annual contribution made to reserve from within revenue budget. To be used to part fund replacement of all machines.	Head of Growth & Development	29
<b>Ring Fenced Reserves</b>				
HOME CARE LINK	Funding generated from surpluses on Home Care Link activities which is operated as a trading account	Available to meet costs and initiatives within this trading account area. Its level reflects accumulated surpluses.	Head of Housing & Regulatory Services	13
INDUSTRIAL PORTFOLIO FUND	Funding generated from surpluses on the Langtree Estate that is ring fenced for certain regeneration purposes	Available to meet initiatives within this ring fenced area. Its level reflects accumulated surpluses	HFP&CP	709
INVESTMENT CENTRE INC UTILITY RESERVE	Funding generated from surpluses on the Investment Centre that is ring fenced for social enterprise purposes	Available to meet initiatives within this ring fenced area and to provide general support to the trading account position. Its level reflects accumulated surpluses.	HFP&CP	320
COMMUNITY INFRASTRUCTURE LEVY	Funding generated from CIL monies and which must be spent in line with the CIL framework	Uses of this reserve are agreed through reports to Cabinet.	Head of Growth & Development	6.601



	Budget 2020-21 £000	Estimate 2021-22 £000
Wellbeing and Leisure	2,826	2,746
Housing and Regulatory	1,766	1,823
Finance, Procurement & Commercial Property	128	155
Growth and Development	1,294	1,294
Environmental Services	7,025	7,184
Corporate and Customer Services	3,324	3,218
Central Service Items	142	-416
Treasury Management	-379	-379
Capital Charges	-1,369	-1,369
Funding From Reserves	-1,330	
Budget Requirement	-13,427	-14,256
<b>FUNDED BY</b>		
General Government Grants	-886	-802
Business Rates Income and Grants	-4,920	-5,495
Council Tax Surplus	-123	113
Council Tax Requirement	-7,498	-7,678
Budget Requirement	-13,427	-13,862
Budget Gap	0	394

**WELLBEING AND LEISURE**

Service Area		Employees	Running Expenses	Income	Cash Total	Recharges & Capital	Net Total
<b>ESTIMATES 2021-22</b>							
2848	ABBAY LAKES CTRY PARK		50		50		50
2753	ABBAY LANE SPORTSFIELDS		54,240		54,240		54,240
2695	ACTIVE WEST LANCS	32,790	66,710	-35,000	64,500		64,500
2855	ALLOTMENTS		600	-600	0		0
2754	APPLEY BRIDGE SPORTSFIELD		1,790	-260	1,530		1,530
2667	ASHURST MTG RM		13,030	-440	12,590		12,590
2766	AVELING DRIVE PLAYING FIELDS		8,930		8,930		8,930
2615	BEACON GOLF CENTRE		4,120		4,120	66,370	70,490
2743	BEACON PARK		6,840	-4,000	2,840		2,840
2703	BIRCH GREEN COMM CENTRE		15,760	-330	15,430		15,430
2764	BLAGUEGATE SPORTSFIELD	6,880	16,580	-25,370	-1,910	8,660	6,750
2630	BURSCOUGH SPORTS CENTRE		80,390		80,390	91,950	172,340
2761	CHEQUER LANE SPORTSFIELD			-590	-590	1,380	790
2844	CHESHIRE LINES		1,800		1,800		1,800
2892	CHRISTMAS LIGHT SWITCH ON		6,220		6,220	40	6,260
2696	COMMUNTIY LETTING FACILITY MANAGEMENT				0	51,320	51,320
2880	CORONATION PARK, ORMS (NEW FACILITIES)	1,500	12,790	-12,000	2,290		2,290
2840	COUNTRYSIDE RECREATION-GENERAL	120,440	105,790	-2,440	223,790	28,120	251,910
2710	DEVELOPMENT PROGRAMME	0	16,080		16,080	158,000	174,080
2702	DIGMOOR COMM CENTRE		14,040	-440	13,600		13,600
2669	FLIMBY MTG RM		10	-10	0		0
2839	GREEN FAYRE		18,500	-2,000	16,500		16,500
2759	GREEN LANE SPORTSFIELD			-520	-520		-520
2693	HEALTH & WELLBEING STRATEGY	0	45,690	0	45,690	16,850	62,540
1306	HEALTH PROMOTION		2,450		2,450		2,450
2762	HILLSIDE SPORTSFIELD		220		220	3,330	3,550
2671	INSKIP MTG RM		110		110		110
2640	LEISURE TRUST SUPPORT		112,830		112,830	70	112,900
2649	LEISURE TRUST WORKING GROUP	29,570	98,310	0	127,880	0	127,880
2677	LIVERPOOL ROAD MTG RM		2,940		2,940		2,940
2697	MORE POSITIVE TOGETHER	68,580	4,420	-44,850	28,150	-34,350	-6,200

2757	NEWBURGH (KG V) SPORTSFILED		1,820		-720	1,100		1,100
2645	NORTH MEOLS COMM LEISURE CTRE		124,960			124,960	88,980	213,940
2625	NYE BEVAN POOL		283,460			283,460	93,710	377,170
2660	ORMSKIRK CIVIC HALL		990		-990	0		0
2605	ORMSKIRK GALLERY	0	22,450		0	22,450	0	22,450
2620	PARK POOL		487,290			487,290	92,470	579,760
2841	PLATTS LANE CTRY PARK		50		-1,300	-1,250		-1,250
2889	PUBLIC OPEN SPACE PROJECTS		5,000			5,000		5,000
2602	RECREATION	378,500	23,760			402,260	-388,880	13,380
2755	RICHMOND PARK SPORTSFIELD				-530	-530		-530
2751	SPORTSFIELDS MANAGEMENT		97,730		0	97,730	12,290	110,020
2881	STANLEY CORONATION PARK SKELMERSDALE		10		-2,690	-2,680		-2,680
2701	TANHOUSE COMM CENTRE		13,000		-440	12,560		12,560
2846	TAWD VALLEY COUNTRY PARK	32,290	0			32,290	44,330	76,620
2893	URBAN PARKS MANAGEMENT	32,910	1,740			34,650	1,390	36,040
2838	W&L SPECIAL PROJECTS		19,000			19,000		19,000
2700	WEST SKEM COMM CENTRE		15,300		-330	14,970		14,970
2765	WHITEMOSS ROAD SPORTSFIELD		20,190			20,190	13,890	34,080
2676	YEWDAL MTG RM		160			160		160
Grand Total		703,460	1,828,150		-135,850	2,395,760	349,920	2,745,680

Service Area	Employees	Running Expenses	Income	Cash Total	Recharges & Capital	Net Total
BUDGETS 2020-21						
ABBAY LAKES CTRY PARK		50		50		50
ABBAY LANE SPORTSFIELDS		54,110		54,110		54,110
ACTIVE WEST LANCs	35,810	63,190	-35,000	64,000		64,000
ALLOTMENTS		600	-600	0		0
APPLEY BRIDGE SPORTSFIELD		1,790	-260	1,530		1,530
ASHURST MTG RM		13,040	-450	12,590		12,590
AVELING DRIVE PLAYING FIELDS		8,900		8,900		8,900
BEACON GOLF CENTRE		4,170		4,170	82,500	86,670
BEACON PARK		6,790	-4,000	2,790		2,790
BIRCH GREEN COMM CENTRE		15,810	-380	15,430		15,430
BLAGUEGATE SPORTSFIELD	6,530	16,560	-25,370	-2,280	8,660	6,380
BURSCOUGH SPORTS CENTRE		80,450		80,450	83,100	163,550
CHEQUER LANE SPORTSFIELD			-590	-590	1,380	790
CHESHIRE LINES		1,800		1,800		1,800
CHRISTMAS LIGHT SWITCH ON		6,220		6,220	40	6,260
COMMUNTIY LETTING FACILITY MANAGEMENT				0	38,300	38,300
CORONATION PARK, ORMS (NEW FACILITIES)	1,500	12,830	-12,000	2,330		2,330
COUNTRYSIDE RECREATION-GENERAL	106,270	105,220	-2,440	209,050	63,320	272,370
DEVELOPMENT PROGRAMME	0	4,050		4,050	104,510	108,560
DIGMOOR COMM CENTRE		14,070	-470	13,600		13,600
FLIMBY MTG RM		40	-40	0		0
GREEN FAYRE		18,500	-2,000	16,500		16,500
GREEN LANE SPORTSFIELD			-520	-520		-520
HEALTH & WELLBEING STRATEGY	0	80,000	0	80,000	-37,910	42,090
HEALTH PROMOTION		2,450		2,450		2,450
HILLSIDE SPORTSFIELD		190		190	3,330	3,520
INSKIP MTG RM		90		90		90
LEISURE TRUST SUPPORT		112,830		112,830	70	112,900
LEISURE TRUST WORKING GROUP	64,060	131,080	0	195,140	0	195,140
LIVERPOOL ROAD MTG RM		2,940		2,940		2,940
MORE POSITIVE TOGETHER	99,780	0	-59,800	39,980	-39,980	0
NEWBURGH (KG V) SPORTSFILED		1,800	-720	1,080		1,080
NORTH MEOLS COMM LEISURE CTRE		125,070		125,070	6,840	131,910
NYE BEVAN POOL		283,650		283,650	84,840	368,490
ORMSKIRK CIVIC HALL		1,060	-1,060	0		0
ORMSKIRK GALLERY	0	42,650	0	42,650	0	42,650
PARK POOL		487,480		487,480	83,610	571,090
PLATTS LANE CTRY PARK		50	-1,300	-1,250		-1,250
PUBLIC OPEN SPACE PROJECTS		5,000		5,000		5,000
RECREATION	316,130	23,680		339,810	-305,670	34,140

RICHMOND PARK SPORTSFIELD			-530	-530	-530	0	
SPORTSFIELDS MANAGEMENT	96,750		0	96,750	17,690	114,440	0
STANLEY CORONATION PARK SKELMERSDALE	50		-2,730	-2,680		-2,680	0
TANHOUSE COMM CENTRE	12,980		-420	12,560		12,560	0
TAWD VALLEY COUNTRY PARK	31,750	0		31,750	55,140	86,890	0
URBAN PARKS MANAGEMENT	31,280	1,740		33,020	1,380	34,400	0
W&L SPECIAL PROJECTS	19,000			19,000		19,000	0
WEST SKEM COMM CENTRE	15,310		-340	14,970		14,970	0
WHITEMOSS ROAD SPORTSFIELD	20,180			20,180	13,890	34,070	0
YEWDALE MTG RM	160			160		160	0
ART CLUB	3,000		-4,960	-1,960		-1,960	0
ARTS DEVELOPMENT MANAGEMENT AND ADMIN	50,720	3,740	-6,200	48,260	67,590	115,850	0
SPECIALITY MARKETS	20			20		20	0
WEST LANCS OPEN EXHIBITION	5,000		-6,240	-1,240	0	-1,240	0
WINTER READY PROGRAMME	12,000			12,000		12,000	0
Grand Total	743,830	1,918,140	-168,420	2,493,550	332,630	2,826,180	

HOUSING AND REGULATORY SERVICES

Service Area	Employees	Running Expenses	Income	Cash Total	Recharges & Capital	Net Total
<b>ESTIMATES 2021-22</b>						
Corporate Property Services Management	162,450	6,480		168,930	-88,460	80,470
Caretaker	30,830	190		31,020	-29,880	1,140
Evening Usher	5,650	250		5,900	-5,700	200
Bus/Rail Interchange		35,050	-27,000	8,050	2,490	10,540
Public Conveniences	38,930	49,770		88,700	-5,480	83,220
Lighting & Public Buildings	6,870	82,220	-15,100	73,990	-64,650	9,340
Office Accomodation	91,520	509,350	-55,510	545,360	-541,810	3,550
Leisure Buildings		73,320		73,320	-73,740	-420
Corporate Solar PV		110,850	-224,760	-113,910	42,900	-71,010
<b>Corporate Property</b>	<b>336,250</b>	<b>867,480</b>	<b>-322,370</b>	<b>881,360</b>	<b>-764,330</b>	<b>117,030</b>
CCTV		340,920		340,920	6,940	347,860
Community safety	42,790	114,580	-10,000	147,370	70,920	218,290
Licencing	118,950	45,180	-250,840	-86,710	87,300	590
Pest Control	76,610	24,000	-61,000	39,610	49,040	88,650
Food Safety		0		0	0	0
Health & Safety	47,980	23,340	-570	70,750	215,920	286,670
Pollution Control	180,960	18,290	-13,690	185,560	59,380	244,940
Civil Contingency	34,010	3,280		37,290	50,670	87,960
Health Management	263,280	17,780	-600	280,460	-277,460	3,000
Corporate Health & Safety	38,140	13,660		51,800	-27,860	23,940
Covid Response	69,980		-69,980	0		0
<b>Environmental Health</b>	<b>872,700</b>	<b>601,030</b>	<b>-406,680</b>	<b>1,067,050</b>	<b>234,850</b>	<b>1,301,900</b>
Home Care Link	370,860	512,340	-823,000	60,200	-60,200	0
Private Sector Housing Management	101,280	17,840		119,120	-118,620	500
Housing Renewal	78,380	36,180	-107,210	7,350	166,650	174,000
Housing Enforcement		100		100		100
Homelessness	74,880	11,630	0	86,510	143,510	230,020
<b>Private Sector Housing</b>	<b>254,540</b>	<b>65,750</b>	<b>-107,210</b>	<b>213,080</b>	<b>191,540</b>	<b>404,620</b>
Grand Total	1,834,350	2,046,600	-1,659,260	2,221,690	-398,140	1,823,550

Service Area	Employees	Running Expenses	Income	Cash Total	Recharges & Capital	Net Total
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BUDGETS 2020-21

Corporate Property Services Management	158,260	6,480		164,740	-87,580	77,160	Corporate Property Services Management	158260	6480	-87580	77160
Caretaker	29,400	190		29,590	-29,590	0	Caretaker	29400	190	-29590	0
							Evening Usher	5390	250	-5640	0

Evening Usher	5,390	250		5,640	-5,640	0	Bus/Rail Interchange		35050	-27000	2470	10520
Bus/Rail Interchange		35,050	-27,000	8,050	2,470	10,520	Public Conveniences	37000	49740		-5420	81320
Public Conveniences	37,000	49,740		86,740	-5,420	81,320	Lighting & Public Buildings	5960	81080	-15100	-64110	7830
Lighting & Public Buildings	5,960	81,080	-15,100	71,940	-64,110	7,830	Office Accomodation	86120	505500	-55200	-536460	-40
Office Accomodation	86,120	505,500	-55,200	536,420	-536,460	-40	Leisure Buildings		73320		-73010	310
Leisure Buildings		73,320		73,320	-73,010	310	Corporate Solar PV		110870	-224760	42870	-71020
Corporate Solar PV		110,870	-224,760	-113,890	42,870	-71,020		322130	862480	-322060	-756470	106080
Corporate Property	322,130	862,480	-322,060	862,550	-756,470	106,080						
CCTV		338,180		338,180	6,520	344,700	CCTV		338180		6520	344700
Community safety	40,650	114,580	-10,000	145,230	69,620	214,850	Community safety	40650	114580	-10000	69620	214850
Licencing	113,000	45,180	-250,840	-92,660	85,310	-7,350	Licencing	113000	45180	-250840	85310	-7350
Pest Control	63,650	23,850	-61,000	26,500	47,990	74,490	Pest Control	63650	23850	-61000	47990	74490
Food Safety		30,770		30,770	151,630	182,400	Food Safety		30770		151630	182400
Health & Safety	46,140	3,570	-570	49,140	53,560	102,700	Health & Safety	46140	3570	-570	53560	102700
Pollution Control	172,090	18,290	-13,690	176,690	57,950	234,640	Pollution Control	172090	18290	-13690	57950	234640
Civil Contingency	32,260	3,280		35,540	49,330	84,870	Civil Contingency	32260	3280		49330	84870
Health Management	241,610	19,780	-600	260,790	-260,790	0	Health Management	241610	19780	-600	-260790	0
Corporate Health & Safety	34,350	23,660		58,010	-28,660	29,350	Corporate Health & Safety	34350	23660		-28660	29350
Covid Response	0		0	0		0	Covid Response	0		0		0
Environmental Health	743,750	621,140	-336,700	1,028,190	232,460	1,260,650		743750	621140	-336700	232460	1260650
Home Care Link	392,190	312,340	-656,000	48,530	-48,520	10						
Private Sector Housing Management	101,270	17,840		119,110	-119,100	10	Private Sector Housing Management	101270	17840		-119100	10
Housing Renewal	74,550	36,080	-107,210	3,420	166,000	169,420	Housing Renewal	74550	36080	-107210	166000	169420
Housing Enforcement		100		100		100	Housing Enforcement		100			100
Homelessness	71,140	11,730	0	82,870	146,920	229,790	Homelessness	71140	11730	0	146920	229790
Private Sector Housing	246,960	65,750	-107,210	205,500	193,820	399,320		246960	65750	-107210	193820	399320
Grand Total	1,705,030	1,861,710	-1,421,970	2,144,770	-378,710	1,766,060		1705030	1861710	-1421970	-378710	1766060

FINANCE, PROCUREMENT AND COMMERCIAL PROPERTY

Service Area	Employees	Running Expenses	Income	Cash Total	Recharges & Capital	Net Total
ESTIMATES 2021-22						
Burscough Industrial Estate		1,000	-31,280	-30,280	-250	-30,530
Burscough Old Stables	1,110	17,470	-10,000	8,580	7,260	15,840
CRA Management		260,190	-1,139,180	-878,990	222,250	-656,740
Estates	298,640	48,720	-11,110	336,250	-307,510	28,740
Estates Management	1,200	339,950	-318,400	22,750	-5,050	17,700
Green Hey Place		12,500	-62,610	-50,110	-2,370	-52,480
Greenwood Business Centre		10,900	-101,510	-90,610	26,350	-64,260
Industrial Portfolio		78,450	-396,930	-318,480	318,480	0
Investment Centre	151,700	64,950	-313,100	-96,450	85,820	-10,630
Other Facilities		44,100	-56,200	-12,100		-12,100
Westgate Depot		7,950	-33,170	-25,220	2,800	-22,420
Wheatsheaf Walk		120,300	-248,110	-127,810	31,400	-96,410
Estates	452,650	1,006,480	-2,721,600	-1,262,470	379,180	-883,290
Finance Expenses	2,500	79,890	-2,320	80,070	-15,270	64,800
Financial Management	525,150	21,400		546,550	-57,980	488,570
Insurance Management	46,360	4,020		50,380	-44,610	5,770
Internal Audit	172,400	2,820		175,220	-156,430	18,790
Parish Councils		55,170		55,170	5,070	60,240
Pension Costs	375,720	1,500		377,220		377,220
Treasury Management		11,750		11,750	9,440	21,190
Finance	1,122,130	176,550	-2,320	1,296,360	-259,780	1,036,580
Procurement	97,980	4,310		102,290	-100,700	1,590
Grand Total	1,672,760	1,187,340	-2,723,920	136,180	18,700	154,880



Service Area	Employees	Running Expenses	Income	Cash Total	Recharges & Capital	Net Total						
BUDGETS 2020-21												
Burscough Industrial Estate		1,000	-31,280	-30,280	-320	-30,600	Burscough Industrial Estate		1000	-31280	-320	-30600
Burscough Old Stables	1,110	17,470	-10,000	8,580	7,160	15,740	Burscough Old Stables	1110	17470	-10000	7160	15740
CRA Management		260,190	-1,139,180	-878,990	219,950	-659,040	CRA Management		260190	-1139180	219950	-659040
Estates	295,050	48,720	-11,000	332,770	-304,700	28,070	Estates	295050	48720	-11000	-304700	28070
Estates Management	1,200	339,950	-315,250	25,900	-5,000	20,900	Estates Management	1200	339950	-315250	-5000	20900
Green Hey Place		12,500	-62,610	-50,110	-2,470	-52,580	Green Hey Place		12500	-62610	-2470	-52580
Greenwood Business Centre		10,900	-100,500	-89,600	26,300	-63,300	Greenwood Business Centre		10900	-100500	26300	-63300
Industrial Portfolio		78,450	-393,000	-314,550	314,550	0	Industrial Portfolio		78450	-393000	314550	0
Investment Centre	141,250	64,950	-310,000	-103,800	89,550	-14,250	Investment Centre	141250	64950	-310000	89550	-14250
Other Facilities		44,100	-55,650	-11,550		-11,550	Other Facilities		44100	-55650		-11550
Westgate Depot		7,950	-33,170	-25,220	2,700	-22,520	Westgate Depot		7950	-33170	2700	-22520
Wheatsheaf Walk		120,300	-245,650	-125,350	31,090	-94,260	Wheatsheaf Walk		120300	-245650	31090	-94260
Estates	438,610	1,006,480	-2,707,290	-1,262,200	378,810	-883,390		438610	1006480	-2707290	378810	-883390
Finance Expenses	2,500	79,890	-2,300	80,090	-15,290	64,800	Finance Expenses	2500	79890	-2300	-15290	64800
Financial Management	497,400	21,400		518,800	-57,430	461,370	Financial Management	497400	21400		-57430	461370
Insurance Management	46,220	4,020		50,240	-44,180	6,060	Insurance Management	46220	4020		-44180	6060
Internal Audit	166,520	2,820		169,340	-154,870	14,470	Internal Audit	166520	2820		-154870	14470
Parish Councils		55,170		55,170	5,070	60,240	Parish Councils		55170		5070	60240
Pension Costs	382,860	1,500		384,360		384,360	Pension Costs	382860	1500			384360
Treasury Management		11,750		11,750	9,440	21,190	Treasury Management		11750		9440	21190
Finance	1,095,500	176,550	-2,300	1,269,750	-257,260	1,012,490		1095500	176550	-2300	-257260	1012490
Procurement	94,260	4,010		98,270	-99,690	-1,420	Procurement	94260	4010		-99690	-1420
								94260	4010		-99690	-1420
Grand Total	1,628,370	1,187,040	-2,709,590	105,820	21,860	127,680		1628370	1187040	-2709590	21860	127680

## ENVIRONMENTAL SERVICES

Service Area	Employees	Running Expenses	Income	Cash Total	Recharges & Capital	Net Total
ESTIMATES 2021-22						
Budget Issues Charging Set Up Costs	28,360			28,360		28,360
Clean & Green	1,458,290	1,465,090	-52,810	2,870,570	115,440	2,986,010
Depot Waste Transfer Station	95,410	146,930	0	242,340	-242,340	0
Enforcement Officers	79,360	50,750	-2,500	127,610	32,010	159,620
Environmental Officers	543,090	61,060		604,150	-604,151	-1
Garden Waste Collection	553,430	46,150	-710,000	-110,420	0	-110,420
Gardeners	103,150	11,020		114,170	-114,170	0
LCC Highways Maintenance	35,590	224,660	-260,250	0		0
Playgrounds	47,920	31,170		79,090		79,090
Recycling	1,013,450	465,470		1,478,920	96,620	1,575,540
Refuse Collection	945,960	1,011,270	-80,500	1,876,730	555,490	2,432,220
Trade Refuse	79,930	239,310	-364,760	-45,520	17,300	-28,220
Transport DSO	49,000	2,107,230	0	2,156,230	-2,156,230	0
Weed Removal	46,560	41,800		88,360	-30,630	57,730
Xmas Trees		4,200		4,200		4,200
Grand Total	5,079,500	5,906,110	-1,470,820	9,514,790	-2,330,661	7,184,129

Service Area	Employees	Running Expenses		Income	Cash Total	Recharges & Capital	Net Total										
<b>BUDGETS 2020-21</b>																	
Budget Issues Charging Set Up Costs	27,600				27,600		27,600	Budget Issues Charging Set Up Costs	27600								27600
Clean & Green	1,379,510	1,451,220		-52,810	2,777,920	25,450	2,803,370	Clean & Green	1379510	1451220	-52810				25450	2803370	

Depot Waste Transfer Station	90,860	144,470	0	235,330	-223,500	11,830	Depot Waste Transfer Station	90860	144470	0	-223500	11830
Enforcement Officers	76,460	49,510	-2,500	123,470	31,700	155,170	Enforcement Officers	76460	49510	-2500	31700	155170
Environmental Officers	485,190	44,660		529,850	-292,020	237,830	Environmental Officers	485190	44660		-292020	237830
Garden Waste Collection	375,692	46,150	-710,000	-288,158	0	-288,158	Garden Waste Collection	375692	46150	-710000	0	-288158
Gardeners	98,060	10,790		108,850	-108,850	0	Gardeners	98060	10790		-108850	0
LCC Highways Maintenance	31,050	224,660	-260,170	-4,460		-4,460	LCC Highways Maintenance	31050	224660	-260170		-4460
Playgrounds	43,560	31,300		74,860		74,860	Playgrounds	43560	31300			74860
Recycling	921,448	494,020		1,415,468	95,670	1,511,138	Recycling	921448	494020		95670	1511138
Refuse Collection	909,534	1,167,090	-80,500	1,996,124	451,130	2,447,254	Refuse Collection	909534	1167090	-80500	451130	2447254
Trade Refuse	76,276	222,070	-364,760	-66,414	13,560	-52,854	Trade Refuse	76276	222070	-364760	13560	-52854
Transport DSO	46,580	2,065,440	0	2,112,020	-2,070,870	41,150	Transport DSO	46580	2065440	0	-2070870	41150
Weed Removal	45,310	41,800		87,110	-30,630	56,480	Weed Removal	45310	41800		-30630	56480
Xmas Trees		4,200		4,200		4,200	Xmas Trees		4200			4200
Grand Total	4,607,130	5,997,380	-1,470,740	9,133,770	-2,108,360	7,025,410	Grand Total	4607130	5997380	-1470740	-2108360	7025410

GROWTH AND DEVELOPMENT

Service Area	Employees	Running Expenses	Income	Cash Total	Recharges & Capital	Net Total
ESTIMATES 2021-22						
Director of Growth & Development	80,010	8,440		88,450	-86,850	1,600
Building Control General	178,980	24,600	-151,610	51,970	110,220	162,190
Car Parks/Market Manager	69,660	970		70,630	-68,020	2,610
Electric Vehicle Charging Points		1,020	-1,000	20		20
Engineers	99,160	9,030	0	108,190	-106,270	1,920
Environmental Monitoring & Management		39,750		39,750	40,500	80,250
Festive Lighting		21,660		21,660	40	21,700
Flooding		7,380		7,380	20,210	27,590
Gritting		13,000		13,000	8,080	21,080
Motorfest		16,000		16,000		16,000
Parking		50,140	0	50,140	39,150	89,290
Street Nameplates		20,000		20,000	32,550	52,550
Town Centre Management		5,400		5,400	22,430	27,830
Building Control and Technical Services	347,800	208,950	-152,610	404,140	98,890	503,030
Community Infrastructure Levy		43,090	-2,000,000	-1,956,910	1,953,450	-3,460
Cycle Scheme		1,200		1,200	-1,210	-10
Economic Development Strategy		40,000		40,000	-40,400	-400
Economic Development Unit	130,770	51,430		182,200	234,130	416,330
Housing Strategy	56,160	13,020	0	69,180	-12,040	57,140
Market - Ormskirk	8,070	80,860	-197,180	-108,250	89,440	-18,810
Ormskirk TC Strategy		37,680		37,680	-38,060	-380
Parking		191,680	-626,980	-435,300	92,810	-342,490
Skelmersdale TC Strategy				0	16,830	16,830
Strategic Planning	253,280	129,840	-250	382,870	17,060	399,930
Strategic Planning Regeneration and Housing Strategy	448,280	588,800	-2,824,410	-1,787,330	2,312,010	524,680
Development Management	642,300	110,900	-914,000	-160,800	319,970	159,170
Green Issues		3,750		3,750		3,750
Heritage & Environment	123,100	8,490	-21,000	110,590	-11,560	99,030
Planning Appeals		3,100		3,100		3,100
Development Management Heritage and Environment	765,400	126,240	-935,000	-43,360	308,410	265,050
Grand Total	1,641,490	932,430	-3,912,020	-1,338,100	2,632,460	1,294,360

Service Area	Employees	Running Expenses	Income	Cash Total	Recharges & Capital	Net Total
BUDGETS 2020-21						
Director of Growth & Development	77,550	8,440		85,990	-85,990	0
Building Control General	197,490	24,600	-151,610	70,480	109,140	179,620

Director of Development	77550	8440	85990	-85990	0
Building Control General	197490	24600	-151610	70480	109140

Car Parks/Market Manager	40,630	970		41,600	-41,600	0	Car Parks/Market Manager	40630	970		41600	-41600	0
Electric Vehicle Charging Points		1,020	-1,000	20		20	Electric Vehicle Charging Points		1020	-1000	20		20
Engineers	96,180	9,030	0	105,210	-105,210	0	Engineers	96180	9030	0	105210	-105210	0
Environmental Monitoring & Management		39,750		39,750	40,100	79,850	Environmental Monitoring & Management		39750		39750	40100	79850
Festive Lighting		21,660		21,660	40	21,700	Festive Lighting		21660		21660	40	21700
Flooding		7,380		7,380	20,010	27,390	Flooding		7380		7380	20010	27390
Gritting		13,000		13,000	8,000	21,000	Gritting		13000		13000	8000	21000
Motorfest		16,000		16,000		16,000	Motorfest		16000		16000		16000
Parking		50,140	0	50,140	37,280	87,420	Parking		50140	0	50140	37280	87420
Street Nameplates		20,000		20,000	32,230	52,230	Street Nameplates		20000		20000	32230	52230
Town Centre Management		5,400		5,400	22,210	27,610	Town Centre Management		5400		5400	22210	27610
Building Control and Technical Services	334,300	208,950	-152,610	390,640	122,200	512,840		334300	208950	-152610	390640	122200	1025680
Community Infrastructure Levy		43,090	-2,000,000	-1,956,910	1,952,920	-3,990	Community Infrastructure Levy		43090	-2000000	-1956910	1952920	-3990
Cycle Scheme		1,200		1,200	-1,200	0	Cycle Scheme		1200		1200	-1200	0
Economic Development Strategy		89,000		89,000	-40,000	49,000	Economic Development Strategy		89000		89000	-40000	49000
Economic Development Unit	94,090	66,430		160,520	231,820	392,340	Economic Development Unit	94090	66430		160520	231820	392340
Housing Strategy	54,350	13,020	0	67,370	-11,900	55,470	Housing Strategy	54350	13020	0	67370	-11900	55470
Market - Ormskirk	7,820	80,860	-197,180	-108,500	76,190	-32,310	Market - Ormskirk	7820	80860	-197180	-108500	76190	-32310
Ormskirk TC Strategy		62,680		62,680	-37,680	25,000	Ormskirk TC Strategy		62680		62680	-37680	25000
Parking		191,680	-626,980	-435,300	80,060	-355,240	Parking		191680	-626980	-435300	80060	-355240
Skelmersdale TC Strategy				0	16,660	16,660	Skelmersdale TC Strategy				0	16660	16660
Strategic Planning	242,490	129,840	-250	372,080	16,890	388,970	Strategic Planning	242490	129840	-250	372080	16890	388970
Strategic Planning Regeneration and Housing Strategy	398,750	677,800	-2,824,410	-1,747,860	2,283,760	535,900		398750	677800	-2824410	-1747860	2283760	1071800
Development Management	632,910	110,900	-914,000	-170,190	316,780	146,590	Development Management	632910	110900	-914000	-170190	316780	146590
Green Issues		3,750		3,750		3,750	Green Issues		3750		3750		3750
Heritage & Environment	115,730	8,490	-21,000	103,220	-11,430	91,790	Heritage & Environment	115730	8490	-21000	103220	-11430	91790
Planning Appeals		3,100		3,100		3,100	Planning Appeals		3100		3100		3100
Development Management Heritage and Environment	748,640	126,240	-935,000	-60,120	305,350	245,230	(blank)	748640	126240	-935000	-60120	305350	490460
Grand Total	1,559,240	1,021,430	-3,912,020	-1,331,350	2,625,320	1,293,970		1559240	-3912020	1021430	2625320	2587940	3881910

CORPORATE AND CUSTOMER SERVICES

Service Area	Employees	Running Expenses	Income	Cash Total	Recharges & Capital	Net Total
ESTIMATES 2021-22						
Bus. Intelligence & Development Mngt	159,260	1,050	0	160,310	-67,860	92,450
Information Governance	86,840	6,440		93,280	-91,740	1,540
Partnership & Performance	139,650	21,220		160,870	-154,780	6,090
Service Development	215,530	97,980	0	313,510	-311,500	2,010
Service Improvement/Special Projects	183,150	33,450		216,600	-212,100	4,500
Business Intelligence and Development Total	784,430	160,140	0	944,570	-837,980	106,590
Rev and Bens and IT Services	2,671,990	28,152,890	-27,912,630	2,912,250	-1,172,460	1,739,790
Head of Corporate & Customer Services	76,420	2,070		78,490	-77,600	890
ICT Strategy Management	34,210	27,650		61,860	-38,380	23,480
Community Chest Grants		29,670		29,670	760	30,430
Grants to Voluntary Organisations		130,150		130,150	3,710	133,860
Womens Refuge		11,230		11,230	20	11,250
Community Grants and Payments Total		171,050		171,050	4,490	175,540
Business Support	345,830	104,160	-70	449,920	-527,930	-78,010
Customer & Business Engagement	293,510	84,340		377,850	-307,620	70,230
Customer Experience and Comms Management	67,550	2,380		69,930	-66,590	3,340
Customer Services	446,160	122,830		568,990	-604,800	-35,810
Digital Communications	144,700	3,600		148,300	-143,950	4,350
Executive Support	255,320	19,800		275,120	-266,150	8,970
Land Charges	58,540	12,920	-70,790	670	81,370	82,040

Planning Support	197,830	38,270	-2,350	233,750	-223,070	10,680
Tenant Initiatives	26,620	11,590		38,210	-37,810	400
<b>Customer Experience and Communications Total</b>	<b>1,836,060</b>	<b>399,890</b>	<b>-73,210</b>	<b>2,162,740</b>	<b>-2,096,550</b>	<b>66,190</b>
Human Resources	368,280	110,790	0	479,070	-438,770	40,300
Administration	93,380	18,550		111,930	-55,340	56,590
Civic Administration	5,000	356,400		361,400	-44,370	317,030
Civic Ceremonials		2,230		2,230	130	2,360
Civic Expenses	1,430	25,840		27,270	440	27,710
Elections		93,790	0	93,790	56,200	149,990
Legal Services	393,937	43,000	-5,500	431,437	-431,980	-543
Member Services	212,190	7,880		220,070	103,470	323,540
Register of Electors	55,360	74,110	-1,500	127,970	56,850	184,820
Standards Committee	1,500	2,250		3,750		3,750
<b>Legal and Democratic Services Total</b>	<b>762,797</b>	<b>624,050</b>	<b>-7,000</b>	<b>1,379,847</b>	<b>-314,600</b>	<b>1,065,247</b>
<b>Grand Total</b>	<b>6,534,187</b>	<b>29,648,530</b>	<b>-27,992,840</b>	<b>8,189,877</b>	<b>-4,971,850</b>	<b>3,218,027</b>

Service Area	Employees	Running Expenses	Income	Cash Total	Recharges & Capital	Net Total
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ESTIMATES 2020-21

Bus. Intelligence & Development Mngt	155,130	2,050	0	157,180	-67,180	90,000	Bus. Intelligence & Development Mngt	155130	2050	0	157180	-67180	90000
Information Governance	84,390	6,440		90,830	-90,830	0	Information Governance	84390	6440		90830	-90830	0
Partnership & Performance	132,990	20,220		153,210	-153,210	0	Partnership & Performance	132990	20220		153210	-153210	0
Service Development	210,420	97,980	0	308,400	-308,400	0	Service Development	210420	97980	0	308400	-308400	0
Service Improvement/Special Projects	176,540	33,450		209,990	-209,990	0	Service Improvement/Special Projects	176540	33450		209990	-209990	0
<b>Business Intelligence and Development Total</b>	<b>759,470</b>	<b>160,140</b>	<b>0</b>	<b>919,610</b>	<b>-829,610</b>	<b>90,000</b>		759470	160140	0	919610	-829610	90000
Rev and Bens and IT Services	2,672,440	28,213,890	-27,912,630	2,973,700	-1,160,870	1,812,830	Rev and Bens and IT Services	2672440	2.8E+07	-27912630	2973700	-1160870	1812830
Head of Corporate & Customer Services	74,730	2,070	0	76,800	-76,800	0	Head of Corporate & Customer Services	74730	2070		76800	-76800	0
ICT Strategy Management	31,330	91,650	0	122,980	-37,980	85,000	ICT Strategy Management	31330	91650		122980	-37980	85000
Community Chest Grants		29,670		29,670	750	30,420	Community Chest Grants		29670		29670	750	30420
Grants to Voluntary Organisations		130,150		130,150	3,670	133,820	Grants to Voluntary Organisations		130150		130150	3670	133820
Womens Refuge		11,230		11,230	20	11,250	Womens Refuge		11230		11230	20	11250
<b>Community Grants and Payments Total</b>	<b>0</b>	<b>171,050</b>	<b>0</b>	<b>171,050</b>	<b>4,440</b>	<b>175,490</b>			171050		171050	4440	175490
Business Support	430,200	104,160	-70	534,290	-522,710	11,580	Business Support	430200	104160	-70	534290	-522710	11580
Customer & Business Engagement	225,250	84,340		309,590	-304,590	5,000	Customer & Business Engagement	225250	84340		309590	-304590	5000
Customer Experience and Comms Management	63,540	2,380		65,920	-65,920	0	Customer Experience and Comms Manageme	63540	2380		65920	-65920	0
Customer Services	479,170	122,830		602,000	-598,810	3,190	Customer Services	479170	122830		602000	-598810	3190
Digital Communications	138,930	3,600		142,530	-142,530	0	Digital Communications	138930	3600		142530	-142530	0
Executive Support	227,700	19,800		247,500	-263,500	-16,000	Executive Support	227700	19800		247500	-263500	-16000
Land Charges	54,070	12,920	-70,790	-3,800	80,560	76,760	Land Charges	54070	12920	-70790	-3800	80560	76760
Planning Support	184,950	38,270	-2,350	220,870	-220,870	0	Planning Support	184950	38270	-2350	220870	-220870	0
Tenant Initiatives	25,850	11,590		37,440	-37,440	0	Tenant Initiatives	25850	11590		37440	-37440	0
<b>Customer Experience and Communications Total</b>	<b>1,829,660</b>	<b>399,890</b>	<b>-73,210</b>	<b>2,156,340</b>	<b>-2,075,810</b>	<b>80,530</b>	(blank)	1829660	399890	-73210	2156340	-2075810	80530
Human Resources	355,970	90,220	0	446,190	-433,440	12,750	Human Resources	355970	90220	0	446190	-433440	12750
Administration	91,400	18,540		109,940	-54,780	55,160	Administration	91400	18540		109940	-54780	55160
Civic Administration	5,000	356,350		361,350	-44,740	316,610	Civic Administration	5000	356350		361350	-44740	316610
Civic Ceremonials		2,170		2,170	130	2,300	Civic Ceremonials		2170		2170	130	2300
Civic Expenses	1,430	25,820		27,250	440	27,690	Civic Expenses	1430	25820		27250	440	27690
Elections		93,790	0	93,790	55,640	149,430	Elections		93790	0	93790	55640	149430
Legal Services	381,550	42,960	-5,500	419,010	-415,040	3,970	Legal Services	381550	42960	-5500	419010	-415040	3970
Member Services	202,060	7,850		209,910	105,990	315,900	Member Services	202060	7850		209910	105990	315900
Register of Electors	53,670	84,100	-1,500	136,270	56,290	192,560	Register of Electors	53670	84100	-1500	136270	56290	192560
Standards Committee	1,500	2,250		3,750		3,750	Standards Committee	1500	2250		3750		3750
<b>Legal and Democratic Services Total</b>	<b>736,610</b>	<b>633,830</b>	<b>-7,000</b>	<b>1,363,440</b>	<b>-296,070</b>	<b>1,067,370</b>	(blank)	736610	633830	-7000	1363440	-296070	1067370
							(blank)				0		

Grand Total	6,460,210	29,762,740	-27,992,840	8,230,110	-4,906,140	3,323,970	0
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**Report of:** Director of Housing and Inclusion

**Contact for further information:** Mr P Blakey (Ext. 87292)  
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**SUBJECT: DETERMINATION OF COUNCIL TAX 2021/22**

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Wards affected: Borough wide

## **1.0 PURPOSE OF THE REPORT**

- 1.1 To set the Council Tax rate for each property band for the whole of the Borough Council's area, including the Council Tax rate as set by the County Council, the Police and Crime Commissioner for Lancashire, the Lancashire Combined Fire Authority, and the local Parish Council in parished areas.
- 1.2 To confirm the statutory resolutions that are required in order to set the Council Tax for 2021/22.

## **2.0 RECOMMENDATIONS**

- 2.1 That it be noted that on the 14<sup>th</sup> January 2021, the Head of Finance, Procurement and Commercial Services (Section 151) declared the Council Tax Base amounts set out in Appendix A for the financial year 2021/22 in accordance with the Local Authorities (Calculation of Council Tax Base) (England) Regulations 2012.
- 2.2 That the Budget for the Council's own purposes for 2021/22 (excluding parish precepts) be set at **£xxx** in accordance with the earlier Budget Requirement report.

2.3 That the following amounts be now calculated by the Council for the financial year **2021/2022** in accordance with the Local Government Finance Act 1992 (the Act):

- a) **£xx** being the aggregate of the amounts, which the Council estimates for the items, set out in Section 31A(2) of the Act taking into account all precepts issued to it by Parish Councils.
- b) **£xx** being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(3) of the Act
- c) **£xx** being the amount by which the aggregate at 2.3(a) above exceeds the aggregate at 2.3(b) above, calculated by the Council in accordance with Section 31A(4) of the Act as its Council Tax requirement for the year.
- d) **£xx** being the amount at 2.3(c) above divided by **xx** (the Tax Base) calculated by the Council in accordance with Section 31(B) of the Act, as the basic amount of its Council Tax for **2021/2022**.
- e) **£xx** being the aggregate amount of all special items (i.e. Parish Precepts) referred to in Section 34(1) of the Act.
- f) **£xx** being the amount at 2.3(d) above, less the result given by dividing the amount at 2.2(e) above by **xx** (the Tax Base), calculated by the Council in accordance with Section 34(2) of the Act, as the basic amount of its Council Tax for **2021/2022** for dwellings in those parts of its area to which no special item relates.
- g) Part of the Council's area:

	£. p
Aughton	xx
Bickerstaffe	xx
Bispham	xx
Burscough	xx
Dalton	xx
Downholland	xx
Great Altcar	xx
Halsall	xx
Hesketh with Beconsall	xx
Hilldale	xx
Lathom	xx
Lathom South	xx
Newburgh	xx
North Meols	xx
Parbold	xx
Rufford	xx
Scarisbrick	xx
Simonswood	xx
Tarleton	xx
Up Holland	xx
Wrightington	xx

being the amounts given by adding to the amount at 2.3(f) above the amounts of the special item relating to dwellings in those parts of the Council's area mentioned above divided in each case by the relevant Tax



Base for those areas, calculated by the Council, in accordance with Section 34(3) of the Act, as the basic amounts of the Council Tax for 2021/2022 for dwellings in those parts of its area to which a special item (i.e. Parish Precepts) relate.

- h) Part of the Council's area for each valuation band, being the amounts given by multiplying the amounts at 2.3(f) and 2.3(g) above by the number which, in the proportion set out in Section 5(1) of the Act, is applicable to dwellings listed in a particular valuation band divided by the number which in that proportion is applicable to dwellings listed in valuation band D, calculated by the Council, in accordance with Section 36(1) of the Act, as the amounts to be taken into account for the year in respect of categories of dwellings listed in different valuation bands (**See Schedule 1**).

- 2.4 That it be noted that for the year 2021/2022 Lancashire County Council has stated the following amounts in precept issued to the Council, in accordance with Section 40 of the Act, for each of the categories of dwelling shown below:

#### VALUATION BANDS

A	B	C	D	E	F	G	H
£. p xx	£. p xx	£. p xx	£. p xx	£. p xx	£. p xx	£. p xx	£. p xx

- 2.5 That it be noted that for the year 2021/2022 the Police and Crime Commissioner for Lancashire has stated the following amounts in precept issued to the Council in accordance with Section 40 of the Act for each of the categories of dwelling shown below:

#### VALUATION BANDS

A	B	C	D	E	F	G	H
£. p xx	£. p xx	£. p xx	£. p xx	£. p xx	£. p xx	£. p xx	£. p xx

- 2.6 That it be noted that for the year 2021/2022 the Lancashire Combined Fire Authority has stated the following amounts in precept issued to the Council in accordance with Section 40 of the Act for each of the categories of dwelling shown below:

#### VALUATION BANDS

A	B	C	D	E	F	G	H
£. p xx	£. p xx	£. p xx	£. p xx	£. p xx	£. p xx	£. p xx	£. p xx

- 2.7 That having calculated the aggregate in each case of the amounts at 2.3(h), 2.4, 2.5 and 2.6, the Council, in accordance with Section 30(2) of the Act, hereby sets the amounts shown in **Schedule 2** as the amounts of Council Tax for the year 2021/2022 for each of the categories of dwellings shown.

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### 3.0 BACKGROUND

- 3.1 The earlier report entitled Budget Requirement resulted in the Council setting a Budget Requirement of £xx for 2021/2022. Other precepting authorities have also determined their budget requirements and notified the Council of the amounts they wish to collect through the Council Tax. This report consolidates this information and calculates the Council Tax level for each property band throughout the Borough.

### 4.0 CURRENT POSITION

- 4.1 In accordance with statute, the Head of Finance, Procurement and Commercial Services (Section 151), declared, on the 14th January 2021, the estimated balance on the Collection Fund, in respect of Council Tax, as at the 31<sup>st</sup> March 2021.
- 4.2 The result of the exercise showed an estimated deficit of £954,894 as detailed in Appendix B. This deficit is shared by the Borough Council, the Lancashire Combined Fire Authority, the Police and Crime Commissioner for Lancashire and the County Council, in proportion to their respective calls on the Collection Fund as follows:

	£
Borough Council	112,952
Combined Fire Authority	35,456
Police Authority	105,804
County Council	700,682
	<hr/> 954,894

- 4.3 This deficit has to be taken into account when setting the Council Tax and Budget for 2021/2022.

### 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 The following calculation shows the amount of the basic tax rate for band D properties after using the Council's approved Tax Base of xx band D equivalent properties.

	£	£
Budget Requirement (Borough proportion)	xx	
Budget Requirement (Parish proportion)	xx	
Total Budget Requirement		xx
General government grants and retained business rate income		xx
Estimated deficit on Council Tax Collection Fund		112,952
Balance to be financed by Council Taxpayer (inc. Parishes)		xx
Balance to be financed by Council Taxpayer (excl. Parishes)		xx

- 6.2 The average Council Tax rate (including Parishes) for a Band 'D' Equivalent Property is, therefore, calculated as follows:

West Lancashire Borough Council (Including Parish Precepts)

		£ p
Balance to be financed by Taxpayer	xx	
Band 'D' Equivalent Properties	36,774.06	xx

- 6.3 The actual Council Tax rate (excluding Parishes) for a Band 'D' Equivalent Property is, therefore, calculated as follows:

West Lancashire Borough Council (excluding Parish Precepts)

		£ p
Balance to be financed by Taxpayer	xx	
Band 'D' Equivalent Properties	36,774.06	xx

Add Basic Tax Rates for:

Lancashire County Council	xx
Lancashire Police Authority	xx
Lancashire Combined Fire Authority	xx

Basic Tax Rate for a Band 'D' Equivalent Property xx

- 6.4 It is necessary to calculate the Council Tax rate for each property band in respect of the Borough Council and Parish Council elements only. **Schedule 1** shows the Council Tax rate for each property band in each of the Parish Council areas.
- 6.5 It is then necessary to calculate the aggregate Council Tax rate by incorporating the Lancashire County Council, the Police and Crime Commissioner for Lancashire, and the Lancashire Combined Fire Authority Council Tax rates into the figures shown in **Schedule 1**. The aggregated Council Tax rates are shown in **Schedule 2**.

## **7.0. RISK ASSESSMENT**

- 7.1 There is a statutory requirement for the Council to set a Council Tax each year. Failure to set the Council Tax until a later date would have implications for billing and the required statutory fourteen days notice for the first instalment date of 2 April 2021. This would have an adverse effect on cash flow and the collection rate.
- 
- 

### **Background Documents**

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

### **Equality Impact Assessment**

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

### **Appendices**

- Appendix A Declaration of Council Tax Base 2021/2022
- Appendix B Estimated Collection Fund Balance as at 31 March 2021
- Schedule 1 Council Tax rates payable for each band in respect of the Borough Council and Parish Council elements only
- Schedule 2 Council Tax rates payable for each band within the Borough Council's area



**COUNCIL: 24 February 2021**

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**Report of: Head of Finance, Procurement and Commercial Services**

**Contact for further information: Cathy Murphy (Ext. 5057)**

**(E-mail: [Cathy.Murphy@westlancs.gov.uk](mailto:Cathy.Murphy@westlancs.gov.uk))**

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**SUBJECT: MEDIUM TERM GRA CAPITAL PROGRAMME 2021-22**

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Wards affected: Borough wide

## **1.0 PURPOSE OF REPORT**

1.1 To set the Council's Medium Term Capital Programme.

## **2.0 RECOMMENDATIONS**

- 2.1 That the Medium Term Capital Programme be approved based on the proposals to be presented at the Council meeting by the Portfolio Holder for Resources and Transformation.
- 2.2 That delegated authority be given to Heads of Service to take all necessary action to implement the agreed Capital Programme.

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## **3.0 BACKGROUND**

- 3.1 The Capital Programme is set on a three-year rolling basis that is updated on a regular basis. The current programme was last reviewed and updated through the Revised Capital Programme report to Council in December 2020. Details of Housing Public Sector Capital Schemes are discussed elsewhere on this

agenda, and changes to these schemes will be incorporated into the Medium Term Capital Programme following their approval.

#### 4.0 CURRENT POSITION

- 4.1 Members have previously been advised on the projected capital receipt funding that will be available as well as existing and provisional spending, approvals as summarised in the table below.

<b>Table 1 - Capital Receipts Funding Available</b>	<b>£000</b>
Usable capital receipts held in April 2020	2.602
Estimate of receipts that will be generated between April 2021 and the end of the 2023/2024 financial year	4.090
Existing spending approvals covering period 2020/21 to 2022/23	-5.237
Provisional spending approvals for 2023/2024	-0.424
<b>Total Funding Available for new schemes</b>	<b>1.031</b>

Note: The spending approvals and estimate of receipts figures have been updated since the capital cabinet report on the 12<sup>th</sup> January 2021 to reflect updated information.

- 4.2 This position takes into account Right to Buy Sales, along with anticipated sales from other assets and the development of the Westec House Site. This position also takes into account current spending approvals as well as provisional allocations for 2021/2024 which are set out in more detail in Appendix 2.
- 4.3 The estimate of capital receipts that will be available is potentially subject to significant variation as one large asset sale could potentially produce a significant receipt. Changes in demand for Council House Right to Buy sales could also cause significant changes. To deal with this uncertainty the estimates in the capital programme will be reviewed and updated regularly to ensure they are accurate and up to date.

4.4 The table above shows that there is £1.031m of capital receipt funding available for new capital schemes which is to be financed from available capital receipts.

4.5 Appendix 2 provides a summary of the potential new capital schemes that have been identified by Heads of Service. The total value of these schemes over the next 3 years is £935,000 and Members will need to give consideration to which of these schemes should be approved.

## **5.0 DETERMINING THE CAPITAL PROGRAMME**

5.1 The Portfolio Holder for Resources and Transformation has been given delegated authority to submit proposals for consideration at the Council meeting to enable the programme to be set, and it is anticipated that a set of budget papers will be circulated at the Council meeting to enable this to be achieved.

## **6.0 SUSTAINABILITY IMPLICATIONS**

6.1 The Capital Programme includes schemes that the Council plans to implement to enhance service delivery and assets. The Capital Programme also achieves the objectives of the Prudential Code for Capital Finance in Local Authorities by ensuring capital investment plans are affordable, prudent, and sustainable. This report provides an updated position on project plans and shows progress against them.

## **7.0 RISK ASSESSMENT**

7.1 Capital assets shape the way services are delivered for the long term and, as a result, create financial commitments. The formal reporting of performance against the Capital Programme is part of the overall budgetary management and control framework that is designed to minimise the financial risks facing the Council. Schemes within the Programme that are reliant on external contributions and/or decisions are not started until funding is secured. Other resources that are subject to fluctuations are monitored closely to ensure availability. The Capital receipts position is scrutinised on a regular basis and managed over the medium term to mitigate the risk of unfunded capital expenditure.

## **8.0 HEALTH AND WELLBEING IMPLICATIONS**

8.1 There are no health and wellbeing implications arising from this report.

### **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 direct impact on members of the public, employees, elected members and /or stakeholders is dependent on the proposals to be put forward at the Council meeting.

Therefore no Equality Impact Assessment has been produced at this time. However, an Assessment will be produced and made available at the Council meeting if required.

### **Appendices**

Appendix 1 – Capital Receipt Funding Approvals

Appendix 2 – Potential New Capital Schemes



## APPENDIX 1 - CAPITAL RECEIPT FUNDING APPROVALS

SERVICE AND SCHEME					Provisional
	2020/21	2021/22	2022/23	Total	2023/24
	£'000	£'000	£'000	£'000	£'000
<b><u>Finance Procurement &amp; Commercial Services</u></b>					
Parish Capital Schemes	45	30	30	105	30
Civica Financials - Making Tax Digital	26	0	0	26	
Culvert Debris Screens	2	0	0	2	
Economic Regeneration Programme	5	0	0	5	
<b><u>Wellbeing &amp; Leisure</u></b>					
Leisure Essential Works	44	0	0	44	
Burscough Sports Centre	321	0	0	321	
Green Lane Rugby Car Park	21	0	0	21	
Chapel Gallery Phase 3	10	0	0	10	
WL Play Strategy Improvements	260	30	30	320	30
Nye Bevan Pool Building Works	9	0	0	9	
Park Pool Building Works	13	0	0	13	
Allotment Improvements	6	0	0	6	
Whittle Drive Playing Fields	37	0	0	37	
<b><u>Environmental Services</u></b>					
Purchase of Vehicles	6	40	0	46	
Purchase of Wheelie Bins	2	55	0	57	
Expand In Cab System	0	4	0	4	
Waste Collection Projects	0	1	0	1	
Litter Bin Policy Review (Cabinet November 2019)	10	5	5	20	
Replacement Vehicle Wash	21	0	0	21	
Street Cleansing Tools	0	10	0	10	
Updated Weighbridge Software	5	0	0	5	
<b><u>Growth and Development</u></b>					

Moor Street Phase 2	3	174	0	<b>177</b>	
Alder Lane/Bramble Way Landfill, Site upgrade and replace	75	0	0	<b>75</b>	
Free Trees	0	14	6	<b>20</b>	
Conservation Area Enhancement	0	15	0	<b>15</b>	
Preservation of Buildings at Risk	2	0	0	<b>2</b>	
Skelmersdale Vision	0	11	0	<b>11</b>	
Mill Dam Lane	3	0	0	<b>3</b>	
Abbey Lake Quarry	20	0	0	<b>20</b>	
Skelmersdale Gateway Improvements	50	0	0	<b>50</b>	
Wheatsheaf Walks	0	29	0	<b>29</b>	
Affordable housing	0	247	0	<b>247</b>	
<b><u>Housing and Regulatory Services</u></b>					
Corporate Property Investment Programme	164	164	164	<b>492</b>	164
Derby Street works to allow staff relocation following SORP	55	0	0	<b>55</b>	
Building Compliance on Commercial Property	20	20	20	<b>60</b>	
Project Management Leisure Buildings	61	0	0	<b>61</b>	
Stanley Depot	39	0	0	<b>39</b>	
Public Buildings Regulations & Upgrades	251	0	0	<b>251</b>	
Project Management Public Buildings	20	0	0	<b>20</b>	
Derby Street	343	0	0	<b>343</b>	
M3PP System Replacement	0	40	0	<b>40</b>	
Housing Renewal Grants	100	50	50	<b>200</b>	50
Disabled Facilities Grants	100	0	0	<b>100</b>	
CCTV	134	120	0	<b>254</b>	
Electric Vehicle Charge Point Network Extension	20	0	0	<b>20</b>	
<b><u>Corporate and Customer Services</u></b>					
I C T Infrastructure	50	50	50	<b>150</b>	50
ICT Development Programme	110	100	100	<b>310</b>	100
Increase in ICT Development Budget from 100k to 200k pa	200	100	100	<b>400</b>	
Website	0	20	0	<b>20</b>	
Egress Secure Email & File Transfer	11	0	0	<b>11</b>	

CRM System	1	71	0	<b>72</b>	
Invest to Save Digital Services	59	0	0	<b>59</b>	
Etarmis System	0	17	0	<b>17</b>	
Right Kit Right Role Right Refresh - support agile working	129	25	0	<b>154</b>	
Digital Transformation - Implementation of IT Strategy	400	0	0	<b>400</b>	
Less HRA funding for Strategy	-200	0	0	<b>-200</b>	
Microsoft Enterprise Site Licence	35	35	35	<b>105</b>	
ICT Upgrades	20	20	20	<b>60</b>	
IDOX ERDM System	12	0	0	<b>12</b>	
<b>Total Programme</b>	<b>3,130</b>	<b>1,497</b>	<b>610</b>	<b>5,237</b>	<b>424</b>



APPENDIX 2 - POTENTIAL NEW CAPITAL SCHEMES		2021-22 £000	2022-23 £000	2023-24 £000
<b>Places &amp; Community/Environmental/Clean &amp; Green</b>				
Robert Hodge Centre - external site improvements relating to				
1	Health and Safety Traffic Flow	16	0	0
2	Waste Management Service - re-model/review project	35	0	0
3	Liverpool road cemetery	9	0	0
<b>Places &amp; Community - Leisure Services</b>				
1	Burscough Sports Centre - roofing upgrades	20	0	0
<b>Finance, Procurement and Commercial Services</b>				
1	Restructuring Costs	190	0	0
2	Capitalise revenue transformation costs.	300	0	0
<b>Corporate and Customer Services</b>				
1	Corporate wifi upgrade	85	0	0
2	Website development	150	30	30
3	Communication devices	50	0	0
<b>Corporate and Customer Services + Growth &amp; Development</b>				
1	Planning/building control and land charges system upgrades	0	0	20
<b>Total</b>		<b>855</b>	<b>30</b>	<b>50</b>

Deferred Sorp staff reductions - ,also incorporates possible redundancy costs  
Possible use of capitalisation direction to save revenue costs

Opportunity to access as a service through rental model

Heads of Service - year 3 only requiring approval

<b>Total cost over 3 years</b>	<b>935</b>
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of Banks transfer to NM parish Council.



## **AGENDA ITEM:**

**COUNCIL: 24 February 2021**

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**Report of: Head of Finance, Procurement and Commercial Services**

**Relevant Portfolio Holder: Cllr J. Wilkie**

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

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**SUBJECT: HOUSING ACCOUNT – REVENUE AND CAPITAL BUDGET SETTING**

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Wards Affected: Borough wide

### **1.0 PURPOSE OF THE REPORT**

- 1.1 To enable the Council to set its Housing Revenue Account (HRA) budget and capital investment programme for the next financial year 2021/22.

### **2.0 RECOMMENDATIONS**

- 2.1 That the Rent and Service Charges set within delegated authority, as detailed in sections 4 and 5 of the report, be noted and endorsed.
- 2.2 That the comments of Tenants and Residents as set out in Appendix E of the report be considered.
- 2.3 That the HRA budget and capital expenditure budget be approved based on the proposals to be presented at the Council meeting by the Housing and Landlord Services Portfolio Holder.
- 2.4 That the Reserves Policy set out in Appendix C be approved.
- 2.5 That delegated authority be given to the Director of Place & Community to take all necessary action to implement the decisions of Council.

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### **3.0 BACKGROUND**

- 3.1 The Council must set a budget for its Housing Revenue Account (HRA) before the start of each financial year, and this budget will set out the financial basis for the delivery of services. The budget that is set must enable Council and tenant priorities to be delivered but must also be affordable. In addition it should comply with best practice requirements on budget setting and meet statutory and accounting regulations.
- 3.2 Local Authorities with housing stock are now regulated by the Regulator of Social Housing from 1 April 2020. Members were invited to comment on the consultation on a new rent standard between May 2019 and July 2019. It is anticipated that the new regulatory regime will be more robust than previously around compliance with rent standard rules and consumer standards. WLBC also took part in the pilot scheme during 2019/20 to make the transition to the new standard and regulator as smooth as possible.
- 3.3 The Covid pandemic has had a substantial operational impact for WLBC during 2020/21, particularly in relation to the delivery of services and collection of rents. This coincided with the new SORP organisation structures and working methods coming into place from 1 April 2020.
- 3.4 Policy options agreed in 2016 created the required reserves and funding to see the HRA through the four years of Government policy to reduce tenant rents by 1% per annum. These reserves, the budget savings and efficiency reserve, have now been used. There is therefore no general reserve remaining for funding additional budget issues.
- 3.5 The HRA budget has been the subject of recent reports to Cabinet, Executive Overview and Scrutiny Committee and Landlord Services Committee. Tenants have also been consulted on the HRA budget position. These reports identified that there was a small draft budget surplus in 2021/22 between the resources available and the expenditure required to deliver agreed service levels and investment plans with some further work still required.

### **4.0 RENTAL INCOME**

- 4.1 In line with our standard practice, the Director of Place & Community will use her delegated authority to increase the majority of tenant rents by 1.5%, (being September CPI of 0.5% plus 1%), from April 2021.
- 4.2 To ensure compliance with the specific rules of the new rent policy and rent standard, a number of specific rules will also be applied to WLBC rents:
- To ensure strict adherence to the maximum rent increase that is allowed of CPI + 1%, all rents with this increase will be rounded down to the nearest



penny. The effect in any individual year is negligible and penny differences over time will be corrected each time a property is re-let.

- Around 2% of properties will have an increase in rent of between 0% and 0.5%, (being September 2020 CPI), rounded down if applicable.

#### 4.3 There are a number of other factors that influence the rent budget:

- The number of properties within the Housing Stock which will be influenced by Right to Buy Council house sales (which is outside the Council's control), the number of homes built or purchased, and the number of homes demolished as part of revival and development projects
- The full roll out of Universal Credit continues to be an area requiring close monitoring but the effect so far has been a relatively modest increase in arrears that, in turn, has meant a modest increase in the contribution to the bad debt provision. This and the effects of lockdown can be accommodated within the existing budget for contribution to bad debts of £160k p.a.
- As indicated in the 2020/21 HRA mid-year forecast, the current weekly rent roll for tenant rents means that the rental budget can be increased by £100k in addition to the uplift of 1.5% This is a technical adjustment and will not have any effect on tenants.

## 5.0 OTHER CHARGES

5.1 The general principle applied to service charges is that they should be calculated to ensure that they are sufficient to recover the full cost of service provision. In addition, the Government has advised, but not directed, that it would expect service charge increases to be limited to CPI + 1% unless there is a very clear rationale.

5.2 In keeping with this principle, it is proposed to increase the general level of service charges next year by 1.5% (based on the September CPI rate of 0.5% plus 1.0% in line with our standard practices). In general, the service charges apply to communal properties such as sheltered stock and flats as well as residents who receive the Council's furnishing service.

5.3 There will be a number of exceptions to this general approach including:

- The heating charge for each property in 2021/22 will be calculated based on estimated cost. This means that different charges will apply to different residents. Wholesale gas prices have reduced in recent months. In addition the heating account overall remains in surplus, so all residents will have their heating charge reduced by 10%, except for around 275 residents who will receive a lower reduction or will have their heating charge unchanged.

- As in 2020/21, garage rents will be increased by CPI, (0.5%).
- The sheltered tenant charge that relates to the Intensive Housing Management offer will be unchanged in 2021/22 because total income raised from this service is covering costs. The previous offer to category 1 sheltered tenants, that they could receive a category 2 level of service if they pay the additional charge, has been successful. The budget has been increased to recognise the additional income generated of over £100k. This is a great example of providing wider customer choice, and providing greater value for money for our residents.
- All sheltered tenants will still see an increase of 1.5% (CPI plus 1%) for their property maintenance charge.

5.4 There are a number of changes to service charges for leaseholders with some charges going up and others going down. As much as possible reductions in one set of charges have been offset against increases in the others, though some leaseholders will see an overall increase in their bill in excess of 1.5%. During 2020/21 budget setting it was advised that to avoid excessive increases in one year we would phase increases over two or three years in some cases, so some increases will continue to be phased in over 2021/22 and 2022/23. Overall there are 84 leaseholders with an annual increase more than £52 (£1 per week) for the coming year. These leaseholders have previously been advised that they were likely to see an increase.

## **6.0 REVENUE ESTIMATES AND CAPITAL INVESTMENT PROGRAMME**

6.1 The base assumptions used in the HRA Business Plan and for the HRA Estimates have previously been reported to Cabinet and Executive Overview and Scrutiny Committee. The HRA revenue estimates for 2021/22 are shown in Appendix A and provide the detailed information that sets out the financial basis for how HRA service objectives will be achieved. They cover all areas of revenue expenditure and income and include changes in the base budget required to roll forward agreed service levels, such as pay and contract inflation, but do not allow for any service improvements.

6.2 The HRA estimates reflect a range of factors including:

- The changes in rents and service charges set out above.
- Recharges have generally been increased by 1%. The recharge budget for Grounds Maintenance has increased by £145k, reflecting costs charged to the HRA in 2020/21, uplifted by 1%.

- Savings of £50k in HRA base running costs have been removed from the budget, being £25k not required in delivering planned revenue works; around £18k in staff car allowance budgets no longer required; and around £7k in other running costs.
- Contractual uplifts have been budgeted for when required, for example the revenue boiler servicing contract has been increased by 3%.
- After finalising the 2019/20 year end accounts, around £5.2k remained in the budget savings and efficiency reserve at 31 March 2020. This will be released in 2021/22.
- Various other virements and adjustments as required to ensure effective financial management.

6.3 The HRA budget report that went to Cabinet and Executive Overview and Scrutiny advised that work would continue on finalising the HRA budget for February Council. Budget issues in Appendix D have been updated to represent the current position. The capital programme has also been reprofiled, covered in the next paragraphs and Appendix B, and budget for purchases from Tawd Valley Developments Ltd. has been added.

6.4 The Capital Investment Programme for the next 8 years is shown in Appendix B along with initial profiling. These are the remaining 3 years from the five year programme approved by Council in February 2019 plus 2020/21 capital budget reprofiled at mid-year; as well as the next five years to March 2029. In the Cabinet report the five years from 2023 to 2029 were for information only though they did reflect the current stock condition information.

6.5 The capital investment plan budgets and most other housing capital scheme budgets in Appendix B have been reprofiled equally through the next eight years. This is to help manage resourcing and delivery of the required works by smoothing out the budget to avoid step changes up and down in resourcing. It also supports plans to procure longer term capital contractors. As the programme is delivered some re-profiling forwards and backwards between years may be required due to:

- The outcome of asset reviews to assess the financial viability of individual stock;
- Delivery contracts once tendered;
- Local knowledge from Council staff and findings once particular works actually commence; and
- Contractual uplift obligations and changes in stock levels

- 6.6 The HRA business plan includes provision and profiling for the purchase of affordable homes from Tawd Valley Developments Ltd., (whose updated plans are subject of a separate report to Council). WLBC housing budgets for TVDL homes, approved in February 2020 and subsequently, have been added to Appendix B for thoroughness, along with planned funding. Some schemes started on site in 2020/21 and some will go into 2022/23. For ease of review the budget totals are shown in 2021/22 and will be reprofiled forwards and backwards to reflect actual expenditure.

## **7.0 CURRENT FINANCIAL POSITION**

- 7.1 The HRA mid-year review projected that the budget targets for the year would be met and exceeded and that a favourable budget variance would be achieved. The latest third quarter monitoring has confirmed this position, albeit with a smaller favourable variance, primarily as a result of staffing vacancies generating a favourable budget variance on employee costs, planned revenue works and contingency budgets not being fully used, and rental income ahead of budget.
- 7.2 In accordance with best practice the levels of HRA balances and reserves have been reviewed during the budget process to ensure that they are currently sufficient and that they will remain adequate over the medium term. A draft reserves policy reflecting this position is attached at Appendix C.

## **8.0 BUDGET PROPOSALS**

- 8.1 In addition to the roll over budget in continuing services, it is also important to consider new budget issues and areas for development. Appendix D indicates one budget issue that Officers have identified and that should be considered as part of the budget process. Members will need to consider this option, and any others that may emerge through the budget process and determine which proposals to include in the final budget to meet service objectives.
- 8.2 The views of tenants and residents have been considered through meeting with the tenant scrutiny group and reviewing the proposed HRA revenue and capital budgets as well as the new budget issue. Details of their comments are provided in Appendix E. Members are asked to consider these details when determining their final budget position.
- 8.3 The Portfolio Holder for Housing and Landlord Services has been given delegated authority to submit proposals for consideration at the Council meeting to enable the budget and capital programme to be set. It is anticipated that a set of budget papers will be circulated at the Council meeting to enable this to be achieved.

## **9.0 SUSTAINABILITY IMPLICATIONS**

- 9.1 The Council with its Tenants wants to ensure that the future business plan allows properties to be brought up to a reasonable standard and that appropriate investment can be made at the appropriate time. Business plan modelling enables a well-informed investment plan to be developed in keeping with the requirements of an effective asset management strategy.

## **10.0 RISK ASSESSMENT**

- 10.1 The formal consideration and reporting of the budget estimates is part of the overall budgetary management and control framework that is designed to minimise the financial risks facing the Council. This process is resource intensive for both Members and Officers but ensures that a robust and achievable budget is set.

## **11.0 HEALTH AND WELLBEING IMPLICATIONS**

- 11.1 The health and wellbeing implications arising from this report will be dependent on the budget proposals put forward at the Council meeting. Details of any significant implications will be provided at the Council meeting if required.

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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 direct impact on members of the public, employees, elected members and / or stakeholders is dependent on the proposals to be put forward at the Council meeting. Therefore no Equality Impact Assessment has been produced at this time. However, an Assessment will be produced and made available at the Council meeting if required.

### **Appendices**

Appendix A – HRA Revenue Estimates  
Appendix B – Capital Investment Plan  
Appendix C – Reserves Policy  
Appendix D – Budget Issues  
Appendix E – Tenant Views on Budget Proposals

## Appendix A

# HOUSING REVENUE ACCOUNT

## REVENUE ESTIMATES 2021/22

Budget 2021/22	Employees £	Running Expenses £	External income £	Total Cash £	Support Services & Capital Charges £	Net budget £
<b>General Expenses</b>						
Premises Related Expenses	0	167,890	0	<b>167,890</b>	0	<b>167,890</b>
Bad Debts Provision	0	160,000	0	<b>160,000</b>	0	<b>160,000</b>
Capital Programme Contribution	0	0	0	<b>0</b>	7,550,000	<b>7,550,000</b>
Debt Principal Repayment	0	0	0	<b>0</b>	349,860	<b>349,860</b>
Debt Charges	0	0	0	<b>0</b>	3,056,990	<b>3,056,990</b>
<b>Sub-Total</b>	<b>0</b>	<b>327,890</b>	<b>0</b>	<b>327,890</b>	<b>10,956,850</b>	<b>11,284,740</b>
<b>Supervision, Management, Repairs &amp; Maintenance</b>						
Central Administration	127,900	858,270	-411,600	<b>574,570</b>	3,152,290	<b>3,726,860</b>
Income & Financial Inclusion	643,630	101,770	0	<b>745,400</b>	148,770	<b>894,170</b>
<b>Tenancy Services</b>						
Allocations	231,020	69,250	-90	<b>300,180</b>	9,810	<b>309,990</b>
Estate Management	293,290	303,600	-30	<b>596,860</b>	114,750	<b>711,610</b>
Other Tenancy Services	32,090	228,560	-277,770	<b>-17,120</b>	0	<b>-17,120</b>
Elderly & Disabled Support	554,900	411,510	-1,279,690	<b>-313,280</b>	323,280	<b>10,000</b>
<b>Sub-Total</b>	<b>1,111,300</b>	<b>1,012,920</b>	<b>-1,557,580</b>	<b>566,640</b>	<b>447,840</b>	<b>1,014,480</b>
<b>Property Services</b>						
Property Services Management	548,380	1,096,800	-210	<b>1,644,970</b>	-137,330	<b>1,507,640</b>
Caretakers	304,240	140,520	-49,180	<b>395,580</b>	13,130	<b>408,710</b>
Maintenance of Grassed Areas	0	866,840	-30,200	<b>836,640</b>	0	<b>836,640</b>
Responsive & Void Repairs	348,260	3,563,140	-57,360	<b>3,854,040</b>	-13,840	<b>3,840,200</b>
Planned Maintenance	438,360	432,570	-3,640	<b>867,290</b>	-310,670	<b>556,620</b>
<b>Sub-Total</b>	<b>1,639,240</b>	<b>6,099,870</b>	<b>-140,590</b>	<b>7,598,520</b>	<b>-448,710</b>	<b>7,149,810</b>
<b>General Income</b>						
Customer & Client Receipts	0	0	-24,083,860	<b>-24,083,860</b>	0	<b>-24,083,860</b>
Interest	0	0	0	<b>0</b>	-1,000	<b>-1,000</b>
<b>Sub-Total</b>	<b>0</b>	<b>0</b>	<b>-24,083,860</b>	<b>-24,083,860</b>	<b>-1,000</b>	<b>-24,084,860</b>
Transfers to/from Reserves	0	0	0	<b>0</b>	-5,200	<b>-5,200</b>
<b>Grand Total</b>	<b>3,522,070</b>	<b>8,400,720</b>	<b>-26,193,630</b>	<b>-14,270,840</b>	<b>14,250,840</b>	<b>-20,000</b>

Notes:

1. Support service recharges between HRA services and with the GRA are increased by 1%. The Grounds maintenance recharge has been increased by £145k to reflect estimated cost of Grounds Maintenance services to the HRA.
2. Staff budgets reflect the organisational establishment structure.
3. Salary costs have been increased at cost centre level by 2.75% in line with the WLBC GRA Medium Term Financial Strategy. Given latest Government statements on pay, the increase is being offset by a central HRA credit. If the 0% pay uplift is confirmed the central element can be moved to individual budgets if necessary.
4. Savings of £50k in HRA base running costs have been removed from the budget, being £25k not required in delivering planned revenue works; around £18k in staff car allowance budgets no longer required; and around £7k in other running costs.
5. The revenue boiler servicing budget has been increased by 3%.
6. The furniture service offered to HRA tenants is growing, so running costs associated with WLBC purchasing furniture, white goods, carpets and removal costs have been increased by £64k, matched by a £64k increase in budgeted income, to reflect current demand.
7. The HRA budget includes release of £5,202 remaining in the budget and efficiency savings reserve after 2019/20 year end.
8. Other virements and technical adjustments have been done when necessary. For example, the rental income budget has been increased by £100k in addition to budgeted uplift; to reflect the current run rate. This was identified as being available in the 2020/21 HRA mid-year forecast.

Budget 2020/21	Employees £	Running Expenses £	External income £	Total Cash £	Support Services & Capital Charges £	Net budget £
<b>General Expenses</b>						
Premises Related Expenses	0	162,940	0	<b>162,940</b>	0	<b>162,940</b>
Bad Debts Provision	0	160,000	0	<b>160,000</b>	0	<b>160,000</b>
Capital Programme Contribution	0	0	0	<b>0</b>	8,800,000	<b>8,800,000</b>
Debt Principal Repayment	0	0	0	<b>0</b>	338,033	<b>338,033</b>
Debt Charges	0	0	0	<b>0</b>	3,056,990	<b>3,056,990</b>
<b>Sub-Total</b>	<b>0</b>	<b>322,940</b>	<b>0</b>	<b>322,940</b>	<b>12,195,023</b>	<b>12,517,963</b>
<b>Supervision, Management, Repairs &amp; Maintenance</b>						
Central Administration	224,160	954,290	-436,900	<b>741,550</b>	2,877,309	<b>3,618,859</b>
Income & Financial Inclusion	585,480	88,770	-10,000	<b>664,250</b>	147,300	<b>811,550</b>
<b>Tenancy Services</b>						
Allocations	223,490	73,250	-90	<b>296,650</b>	9,710	<b>306,360</b>
Estate Management	279,420	291,370	-30	<b>570,760</b>	113,610	<b>684,370</b>
Other Tenancy Services	32,470	164,560	-213,770	<b>-16,740</b>	0	<b>-16,740</b>
Elderley & Disabled Support	547,390	406,060	-1,303,550	<b>-350,100</b>	320,070	<b>-30,030</b>
<b>Sub-Total</b>	<b>1,082,770</b>	<b>935,240</b>	<b>-1,517,440</b>	<b>500,570</b>	<b>443,390</b>	<b>943,960</b>
<b>Property Services</b>						
Property Services Management	502,320	1,086,570	-210	<b>1,588,680</b>	-134,390	<b>1,454,290</b>
Caretakers	299,420	140,190	-39,000	<b>400,610</b>	13,000	<b>413,610</b>
Maintenance of Grassed Areas	0	716,590	-29,800	<b>686,790</b>	0	<b>686,790</b>
Responsive & Void Repairs	337,390	3,563,140	-57,160	<b>3,843,370</b>	-13,460	<b>3,829,910</b>
Planned Maintenance	425,670	462,570	-3,640	<b>884,600</b>	-302,320	<b>582,280</b>
<b>Sub-Total</b>	<b>1,564,800</b>	<b>5,969,060</b>	<b>-129,810</b>	<b>7,404,050</b>	<b>-437,170</b>	<b>6,966,880</b>
<b>General Income</b>						
Customer & Client Receipts	0	0	-23,624,930	<b>-23,624,930</b>	0	<b>-23,624,930</b>
Interest	0	0	0	<b>0</b>	-53,980	<b>-53,980</b>
<b>Sub-Total</b>	<b>0</b>	<b>0</b>	<b>-23,624,930</b>	<b>-23,624,930</b>	<b>-53,980</b>	<b>-23,678,910</b>
Transfers to/from Reserves	0	0	0	<b>0</b>	-1,511,190	<b>-1,511,190</b>
<b>Grand Total</b>	<b>3,457,210</b>	<b>8,270,300</b>	<b>-25,719,080</b>	<b>-13,991,570</b>	<b>13,660,682</b>	<b>-330,888</b>



## APPENDIX B - CAPITAL INVESTMENT PLAN UNTIL 2028/29

Scheme	21/22 £000's	22/23 £000's	23/24 £000's	5 Years 2024-29
Roofing	1,105	1,105	1,105	5,519
External Works	833	833	833	4,165
Kitchens	733	733	733	3,664
Heating	851	851	851	4,257
Windows & Doors	448	448	448	2,241
Electrics	329	329	329	1,644
Bathrooms	463	463	463	2,317
Walls	444	444	444	2,219
Fire Safety Works	101	101	101	507
Communal Services	133	133	133	667
<b>Housing Capital Investment Plan</b>	<b>5,440</b>	<b>5,440</b>	<b>5,440</b>	<b>27,200 (5,440pa)</b>
Carbon Neutral Dwellings	475	475		
Salary costs & Professional Fees	600	600	600	3,000
Disabled Adaptations	502	502	502	2,510
Contingency	300	300	300	1,500
Change in Standard for Smoke	300	300	300	1,500
Environmental Programme	364	364	200	1,000
Sheltered Housing Upgrades	140	140	140	700
Lifts	35	35		
Solar PV Battery Storage	25	25		
<b>Other Housing Schemes</b>	<b>2,741</b>	<b>2,741</b>	<b>2,042</b>	<b>10,210 (2,042pa)</b>
Properties from TVDL– Feb 2020	18,744			
Halton Castle – July 2020	1,920			
<b>Purchase Homes from TVDL*</b>	<b>20,664</b>			
<b>Total Expenditure</b>	<b>28,845</b>	<b>8,181</b>	<b>7,482</b>	<b>37,410 (7,482pa)</b>

Funded by	21/22 £000's	22/23 £000's	23/24 £000's	5 Years 2024-29
Revenue Contributions/borrowing	8,181	8,181	7,482	37,410
Borrowing for TVDL purchases*	17,934			
Homes England Grant – TVDL*	2,010			
Capital receipts (141) – TVDL*	720			
<b>Total Funding</b>	<b>28,845</b>	<b>8,181</b>	<b>7,482</b>	<b>37,410</b>

## Notes

- (1) The eight years, (2021/22 to 2028/29), cover the remaining three years from the five year housing capital programme approved by Council in February 2019, 2020/21 capital budget of £4.933m re-profiled at mid-year, and the previously indicated five years from 2024/25 to 2028/29.
- (2) The Housing capital budgets from 2021/22 to 2028/29 have initially been re-profiled equally to support resource allocation and contract procurement as well as smooth out current pressures from Covid delivery, whilst also addressing the significantly smaller 2023 to 2029 five year programme indicated by previous stock condition survey information.
- (3) Budgets are expressed in 2021/22 terms, contractual uplift and changes in stock levels will be considered each year as part of budget setting.
- (4) It is anticipated that budgets will require profiling forwards and backwards to optimize use of available funds and resources, based on asset reviews as they are carried out, as well as local knowledge.
- (5) \*Planned acquisitions of new build affordable rent Council Homes from Tawd Valley Developments Ltd. have been added to the appendix to give a fuller picture of all HRA/housing capital expenditure commitments.
- (6) \*TVDL budgets are those approved in February 2020 for schemes that are being delivered for the HRA, plus Halton castle which has been separately approved.
- (7) \*Delivery of some of these schemes has started in 2020/21 and some will not be completed until 2022/23, however; for ease of presentation these are all shown in 2021/22 in the Appendix. Profiling forwards and backwards of this total will be required to reflect delivery profiling.
- (8) Initial funding plans have also been included. They indicate that the 'housing capital investment plan' and 'other housing schemes' will be funded from revenue contributions and borrowing as is standard practice. Acquisitions from TVDL will be funded from retained right to buy 141 capital receipts, Homes England contributions and HRA borrowing. The profiling of this will reflect the profiling of the purchases from TVDL. Existing HRA borrowing will be utilised first before additional borrowing is required.

## APPENDIX C

### HRA RESERVES POLICY

#### Reserves Protocol

- 1.1 For each reserve held by the Council there must be a clear protocol setting out:
- The reason for and purpose of the reserve;
  - How and when the reserve can be used;
  - Procedures for the reserve's management and control; and
  - A process and timescale for review of the reserve to ensure continuing relevance and adequacy.
- 1.2 Details for each HRA reserve are set out below. Each reserve is managed and controlled by a Chief Officer. The responsible officer can authorise amounts of up to £10,000 to be taken from a reserve provided that its use is in line with the stated purpose of the reserve.
- 1.3 In addition the responsible officer must also consult with the Housing and / or Finance Portfolio Holders before authorising uses from reserves in excess of £10,000.
- 1.4 Reserves are reviewed and updated as part of the annual budget preparation and as part of the closure of accounts process to ensure that they continue to be required and are adequate in size. Earmarked reserves represent money that has been set aside for a clearly defined purpose, and which is available to meet future expenditure in that area. Balances represent unallocated funds which have not been earmarked and consequently are available to support any service area.
- 1.5 The values shown below for each reserve reflect their current position. The process for closing down the accounts at the year-end will then allow for any outstanding in year commitments and contributions.
- 1.6 The underlying level of reserves is adequate and reflects the HRA's stable financial position.

Description	Purpose	How and When Used	Responsible Officer	Value £000
HRA BALANCES	Balances are held by every organisation and are used to cushion the impact of unexpected events or emergencies, uneven cash flows and to avoid temporary borrowing	Can be used as a general contingency and should be maintained at a level of at least £100 per property.	Head of Housing & Regulatory Services	620

HRA ELEMENT OF INSURANCE FUND	Funds held to meet the Council's self-insured liabilities where this is a more cost effective method of insuring than using an external company	Costs are incurred when insurance claims are settled. The level of the reserve is determined through actuarial reviews	Head of Finance, Procurement & Commercial Property	292
DISTRICT HEATING CHARGES RESERVE	This reserve holds the difference between the income raised from charges to tenants for the District Heating scheme and the cost of running this scheme (primarily gas charges).	It is Council policy to run this scheme on a cost recovery basis, and so it is necessary to maintain this reserve so that any surpluses that are achieved can be carried forward to fund lower charges to tenants in the future than otherwise would be possible	Head of Housing & Regulatory Services	182
REPAIRS RESERVE	This reserve is used to deal with demand led and other spending pressures on the response and void repairs budgets	Can be used as a general contingency for repairs expenditure and should be maintained at a level of at least 10% of the repairs budgets	Head of Housing & Regulatory Services	351
GENERAL SLIPPAGE RESERVE	This reserve is used to carry forward slippage on revenue and capital projects, where required	Enables the funding on schemes that are not completed at the financial year end to be carried forward so that the scheme can be completed in the next financial year	Head of Housing & Regulatory Services	30
BUDGET AND EFFICIENCY SAVINGS	This reserve is available to support the overall budget position	Used to deal with the financial challenges facing the HRA over a medium term period	Head of Housing & Regulatory Services	0

## APPENDIX D

### BUDGET ISSUES

	Budget Issues	2021/22 £000	2022/23 £000	2023/24 £000
	<b>Capital Expenditure</b>			
	<b>Sub Total</b>			
	<b>Revenue Expenditure</b>			
1	Capital & Repairs satisfaction through Voicescape	20		
	<b>Sub Total</b>	<b>20</b>		
	<b>Total</b>	<b>20</b>		

## APPENDIX E

### TENANT VIEWS ON BUDGET PROPOSALS 2021/22

Officers have met with the Tenant Scrutiny Group to review the overall HRA budget position and the budget issues proposed by officers, and answered tenant questions. Having scrutinised the budget proposals tenants are supportive of them.



## AGENDA ITEM:

Council:

24<sup>th</sup> February 2021

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**Report of:** Head of Finance, Procurement and Commercial Services

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**SUBJECT: CAPITAL FINANCIAL AND TREASURY MANAGEMENT FRAMEWORK**

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**Wards affected: Borough Wide**

### **1.0 PURPOSE OF REPORT**

- 1.1 To set the framework for capital financing and treasury management operations for the next financial year.

### **2.0 RECOMMENDATIONS**

- 2.1 That the projected position in respect of the Prudential Indicators for 2020-21 set out in Appendix 1 be noted.
- 2.2 That the Prudential Indicators for the next three years set out in Appendix 2 be agreed.
- 2.3 That the Minimum Revenue Provision (MRP) policy set out in Appendix 3 be approved for the next financial year.

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### **3.0 BACKGROUND**

- 3.1 The Council has the ability to borrow to support its capital investment programme, subject to regulations that require any borrowing to be affordable, prudent and sustainable. These regulations require consideration to be given to a range of prudential indicators in determining what represents an appropriate level of borrowing. The Council approved targets for the prudential indicators for 2020-21 and the subsequent two financial years at its meeting in February 2020. This report considers performance against the targets for 2020-21 and sets out proposed targets for the next 3 years, taking account of new information and

planned future developments. It is also recognised best practice that the MRP policy (which governs the repayment of debt and other long term liabilities) should be reviewed on a regular basis, and an updated policy is proposed as a result of the latest review.

- 3.2 The CIPFA Treasury Management Code of Practice requires Authorities to have a Treasury Management Strategy in place, and this report sets out the proposed strategy for the next financial year, 2021/22. The code also requires that a Capital Strategy should be put in place and that performance indicators are expanded upon to aid understanding of exposure risks and investment decisions.
- 3.3 It is expected that the next 3 years will see a significant increase in external borrowing for a range of different initiatives including Skelmersdale Town Centre Redevelopment, investment in affordable housing, and investment in Tawd Valley Developments Limited. The Sustainable Organisation Review (SORP), approved at Council in July 2019 agreed that up to £10m be invested in longer term higher yielding investments subject to analysis and evaluation of the risks, and to purchase or build up to £30m in physical assets through a new Commercial Property Strategy. The financial outcome of the change in investment strategy was that the treasury management income budget was increased from £54,300 to £380,300. Consequently, this is a time of significant change for the Council in respect of its treasury management activities and this report provides Members with relevant information in order to make informed decisions.

#### **4.0 PRUDENTIAL INDICATOR PERFORMANCE 2020-21**

- 4.1 Appendix 1 shows the projected position against the prudential indicator targets agreed for 2020-21. The first indicator shows the ratio of debt financing costs, after allowing for investment income compared to the net revenue budget (reflecting treasury management costs as a percentage of expenditure). The GRA forecast level of 0.06% reflects the position that income targets have not been as great as budgeted. The estimated investment income target is challenging in the current economic climate, and the significant impact of the pandemic has compounded this. Consequently, investment returns have not been as high as anticipated.
- 4.2 The HRA forecast level for financing costs of 11.76% is higher than the GRA ratio, as a direct result of the £88.212m of borrowing taken out to pay the government for the introduction of the HRA self-financing system. This borrowing has an interest charge of £3.056m but this can be accommodated within the overall HRA budget position. Estimated performance on HRA financing costs is broadly in line with forecast.
- 4.3 The second indicator shown in Appendix 1 is the impact of capital decisions on the Council Tax. The forecast and estimated levels are shown as nil, as borrowing for capital investment will only be undertaken where the business case has demonstrated a positive rate of return (and so there will be no additional costs that fall against the Council Tax).
- 4.4 Table 2 in Appendix 1 details the Indicator in relation to capital expenditure, which falls under the principle of Prudence. The figures represent the total scheme



approvals for the capital programme, and were recently considered by Council at its meeting in December 2020. The key point here is that the schemes are fully financed and that the actual expenditure incurred to date is contained within the budgetary sums provided so no problems are anticipated.

- 4.5 There is also a requirement to report upon the Capital Financing Requirement of the Council. This indicator details the authority's underlying need to borrow for a capital purpose. Due to its nature, it can only be reported upon when the fixed asset accounts are closed, and this will not be possible until Summer 2021 which is the normal timescale.
- 4.6 Appendix 1, Part B, shows that the Council has not breached any of its borrowing limits during the financial year, and it is not expected that any external borrowing will be taken out this year. The figure for 'Other Long Term Liabilities' represents the agreement the Council has with Serco Paisa in respect of the investment they are undertaking within the Council's leisure centres. This agreement ceases at the end of March 2020 and as such the other long term liabilities figure will be zero by this time.

## **5.0 FORECAST 3-YEAR PRUDENTIAL AND PERFORMANCE INDICATORS**

- 5.1 As well as considering performance in the current year, forecast levels need to be agreed for the next 3 years. The range of indicators reported against has also been expanded to reflect the new regulations in this area, and details are set out in Appendix 2.
- 5.2 The estimate of the ratio of financing costs for the GRA is showing a negative percentage in 2021-22 which means that more investment income is being generated than the financing costs being incurred. This is as a result of the budgeted increases in cash investment returns as a result of SORP.
- 5.3 Debt to net service expenditure is detailed in Appendix 2 for the GRA. The purpose of this indicator is to show the amount of gross borrowing in the context of the size of the Council as measured by net service expenditure. This indicator will be influenced by a number of factors going forward including:
- The level of borrowing that will need to be taken out to support lending to the Council's development company. This will fluctuate significantly over time depending on the timing of when building works start and when sales are generated.
  - The Skelmersdale Town Centre development will require borrowing to finance the scheme the timing of which is unclear and will be dependent upon overall Council cash flows.
  - Borrowing of up to £30m to fund a new Commercial Property Strategy was also agreed through the SORP. This has not been reflected in the PI here as the time scales for this strategy require further development.
  - There could be a significant borrowing requirement to fund the rebuilding of Leisure Centres. This has not been reflected in the PI as the funding requirement and timescales have still to be agreed

- 5.4 As projects move forward, and the financial picture develops, the implications of the financing arrangements will be reflected in the PI's and future reports provided on a regular basis. It is worth explaining that this PI is a good broad indicator of risk exposure when undertaking borrowing. The level reported should not be considered in isolation, as each scheme that the Council approves will be subject to a detailed business case analysis and discounted cash flow, if appropriate. It should also be noted that while the GRA ratio of debt to net service expenditure is expected to increase significantly going forward, it is still well below the HRA level.
- 5.5 The incremental impact on the Council Tax as a result of the capital programme is estimated to be nil as although there will be borrowing in the future, this would be progressed only if the business case demonstrated that they had at least a neutral effect on the revenue position. The HRA rental levels are subject to regulation and consequently the capital programme will not have a direct effect on the charges levied.
- 5.6 Appendix 2, Table 5, details the Indicators with regard to future capital expenditure and the capital financing requirement. The Council's three-year capital programme is provided as a separate item on the Council agenda and consequently the figures presented are in line with those previously reported to Members and will be updated to reflect the decisions made at this Council meeting.
- 5.7 The Capital Financing Requirement (CFR) measures the Council's underlying need to borrow for a capital purpose. As a key indicator of prudence the Prudential Code states:
- 'In order to ensure that over the medium term, net borrowing will only be for a capital purpose, the local authority should ensure that net external borrowing does not, except in the short term, exceed the total of the capital financing requirement in the preceding year plus the estimates of any additional capital financing requirement for the current year and next two financial years'.
- 5.8 The Council should have no difficulty meeting this requirement in 2020-21 nor are any difficulties envisaged for future years. This view takes into account current commitments and existing plans.
- 5.9 Appendix 2, Part B, details the prudential indicators that are relevant for the purposes of setting an integrated treasury management strategy, including the authorised and operational limits for external debt.
- 5.10 The authorised limits for external debt are consistent with the authority's current commitments, existing plans and the proposals in the budget reports for capital expenditure and financing. They are based on the estimate of most likely, prudent but not worst case scenario, with sufficient headroom over and above this to allow for operational management, for example unusual cash movements. Risk analysis and risk management strategies have been taken into account, as have plans for capital expenditure, estimates of the capital financing requirement and estimates of cash flow requirements for all other purposes.
- 5.11 The Council is also asked to approve the operational boundary for external debt for the same period. The proposed operational boundary for external debt is

based on the same estimates as the authorised limit but reflects the most likely, prudent but not worst case scenario without the additional headroom included in the authorised limit. Within the authorised limit and operational boundary, figures for borrowing and other long-term liabilities are separately identified.

- 5.12 Appendix 2 contains details on occupancy levels for different types of Commercial Assets. The industrial assets occupancy has held up well during the pandemic whilst retail premises occupancy rates have declined. This appendix also shows a forecast decline in income levels by the commercial assets, based upon actual performance and forecast income in the current financial year. This provides trend information on the income levels being achieved.

## **6.0 MRP AND HOUSING DEBT REPAYMENT POLICIES**

- 6.1 The basic idea behind the MRP is that a minimum level of funding should be set aside each year for the repayment of borrowing or other long term liabilities on a prudent basis. There are regulatory requirements that must be met in setting the MRP and the policy should be reviewed on an annual basis. The proposed policy for the next year is set out in Appendix 3.
- 6.2 HRA Debt Repayments were suspended when the Government required rent reductions to be made for a 4 year period up to March 2020. This period has ended and these repayments were reinstated to ensure that the full £88.212m of HRA external borrowing can be provided for over a 70 year period i.e. the estimated life time of the assets.
- 6.3 The MRP policy has also been updated to clarify that charges will not commence until after building works for commercial assets have been completed rather than during the construction phase. This is an important consideration on Commercial Property schemes where the income to make debt repayments will only start to be generated once the property becomes operational. Similarly, going forward, MRP charges for new and existing Commercial Property schemes will be determined following a consideration of scheme specific factors and agreed through Council and the annual MRP policy.

## 7.0 TREASURY MANAGEMENT STRATEGY 2020-21

- 7.1 The Council's cash flow position is actively managed in order to avoid any short-term deficits arising, however in light of a number of large projects commencing and continuing in 2021/22, some borrowing of this nature may be required.
- 7.2 Members are assured that the Treasury team act in accordance with the principles set out in the CIPFA Treasury Management Code of Practice with the objective of minimising the debt costs and financial risks that face the Council as a result of borrowing.

### PROSPECTS FOR INTEREST RATES

- 7.3 Link Asset Services act as a Treasury Adviser to the Council, and part of their service is to assist in formulating views on interest rates.
- 7.4 The table below gives the Link central view on future interest rate movements.

	Q1 2021	Q2 2021	Q3 2021	Q4 2021	Q1 2022
Base Rate	0.10%	0.10%	0.10%	0.10%	0.10%

Public Works Loan Board (PWLB) interest rate on 25 year borrowing 1.50%

- 7.5 As can be seen from the above table Link are not predicting any base rate rises in 2021/22 and in fact there is a small chance that there could be negative interest rates. This will have an adverse effect on short term investment returns in 2021/22 when compared with 2020/21.
- 7.6 In November 2020 the government reduced the cost of borrowing from the PWLB by one percentage point and it's Link's view that rates will rise gradually by a further 0.20% by December 2022. It should be noted that the government at the same time announced that PWLB funds could no longer be used for investing in commercial properties purely for yield.
- 7.7 There are a number of factors that will have a major impact on the prospects for interest rates in the short to medium term,, most significantly, the continuing impact of the Coronavirus pandemic and the UK's exit from the European Union. The Treasury Management team will therefore closely monitor the interest rate market and adopt a pragmatic approach to any changing circumstances, reporting any decisions to the Council at the next available opportunity.

### INVESTMENTS STRATEGY

- 7.8 Following a review of the treasury management function by Red Quadrant as part of SORP, an additional GRA income target of around £326k per annum is expected to be generated by using longer term alternative investments. The Council's investment strategy was updated within last years strategy to facilitate achievement of this increased sum.
- 7.9 The Council has established a cross party Strategic Asset Purchasing Committee to assess suitable longer term investment opportunities. An approach is currently being devised in order to improve returns over those currently being achieved.

- 7.10 Given the operating environment as set out in 8.7, the additional GRA investment income of £326k will not be achieved in 2020/21, the shortfall, which has been previously reported to Members, is expected to be around £120k on the GRA. Furthermore it will be a very challenging target for 2021/22.
- 7.11 It is anticipated that, during 2021/22, the Council should, on average, have somewhere in the region of £25m available for investment, although the level of investments can vary significantly at different times of the year.
- 7.12 There are a number of protocols in place to guarantee the safety of our investments. As a result of the SORP review these protocols have been amended and were agreed within last year's strategy report. They are detailed below as an update to Members:
- Property Funds - Investment up to £3m in individual property funds for a period of up to 5 years;
  - Corporate bond investments – Investment of up to £3m in individual bonds for a maximum period not exceeding 3 years;
  - Infrastructure investments e.g. solar bonds – Investment of up to £3m for a period not exceeding 5 years;
  - Sums can be invested with other Councils for a period of up to 5 years, not exceeding an amount of £5m; and
  - Investments with banks and building societies can be made for a period of up to 3 years as long as the credit rating is A- or above and the sums do not exceed £3m.
- 7.13 There will be continued regular interaction with Link to ensure that we are up to date with changes in the markets and the financial situation in general. The Council will look to ensure the security of its funds invested and then look to maximise its return on investments. Performance will continue to be monitored however it has to be decided whether the previously declared benchmark of the 3 month London Interbank Bid Rate, LIBID, interest rate is still appropriate and meaningful going forward.

## BORROWING STRATEGY

- 7.14 The loan for the Housing self-financing payment of £88.212m to central government was arranged via the Public Works Loan Board. Given the special discount applied by the PWLB to its interest rates specifically for this purpose, the loans offered the most preferential rate available to the Council in which to finance the debt.
- 7.15 The structure of the loan has been set over the longer term, with, at the time of borrowing, loan periods ranging from 15 to a maximum of 50 years. The structure of the debt is in line with treasury risk management principles, and a detailed outline of the debt profile is attached in Appendix 2.
- 7.16 In recent years, an approach has been adopted of reducing the level of cash investments to avoid the need to borrow to support the capital programme. This

approach is appropriate given that the interest rate earned on cash investments is significantly lower than the interest rate paid on external borrowing. This approach will continue to be used going forward but as mentioned in Section 8.1 with a number of significant projects due to commence the requirement for long term borrowing is very likely.

## **8.0 SUSTAINABILITY IMPLICATIONS**

- 8.1 The Capital Financing and Treasury Management Framework ensures that robust financial decisions are made. The strategies in place provide for sound financial management decision making with regards to the Council's assets and their sustainability. This report has no significant impacts on crime and disorder.

## **9.0 RISK ASSESSMENT**

- 9.1 The Council is signed up to the CIPFA Treasury Management Code of Practice and it reviews the Prudential Indicators on a regular basis. It is therefore minimising the risks associated with financing decisions.

## **10.0 HEALTH AND WELLBEING IMPLICATIONS**

- 10.1 There are no significant health and wellbeing implications arising from this report.

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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 – Prudential Indicator Performance 2020-21  
Appendix 2 – Three year prudential indicator Forecasts  
Appendix 3 – Minimum Revenue Provision policy

## Part A - Affordability

Table 1:

## Estimate/Forecast of Ratio of Financing Costs to net revenue stream

G.R.A.	Estimate	0.06%	
	Forecast		-1.36%
H.R.A.	Estimate	11.76%	
	Forecast		11.43%

## Estimate/Forecast of the incremental impact of capital decisions on the Council Tax

Incremental Increase Band D:

Estimate	Nil
Forecast	Nil

## Prudence:

Table 2 £000

## Estimate with slippage of capital expenditure

G.R.A.	Estimate with slippage	6,651
H.R.A.	Estimate with slippage	7,697
TOTAL		14,348

Approved Council December 2020

## Part B – Treasury Management Prudential Indicators

Table 3 £000

## Authorised limit for external debt

	Limit	Forecast
Borrowing	120,500	88,212
Other Long Term Liabilities	500	0
Total	121,000	88,212

## Operational Boundary

	Limit	Forecast
Borrowing	107,500	88,212
Other Long Term Liabilities	0	0
Total	107,500	88,212





## Appendix 2

### 3– YEAR PRUDENTIAL INDICATORS & PERFORMANCE LEVELS

#### Part A - Affordability

**Table 4**

Estimate of Ratio of Financing Costs to net revenue stream			
	2021-22	2022-23	2023-24
G.R.A.	-0.07%	1.32%	1.18%
H.R.A.	11.54%	11.22%	10.91%

Estimate of the incremental impact of capital decisions on the Council Tax and HRA rental levels			
£	2021-22	2022-23	2023-24
Incremental increase Band D and HRA rental levels	Nil	Nil	Nil

#### Prudence:

**Table 5**

£ 000' s

	2021-22	2022-23	2023-24
Estimate of capital expenditure - Accurate figures TBD on the night - Estimates based upon previous committee reports			
G.R.A.	12,206	610	1,050
H.R.A.	11,829	11,829	8,958
	24,035	12,439	10,008

#### Capital Financing Requirement

G.R.A.	26,955	26,475	25,995
H.R.A.	83,115	83,115	83,115
Total	110,070	109,590	109,110

## Appendix 2

### Part B - Treasury Management Prudential Indicators

**Table 6**

£ 000's	2021-22	2022-23	2023-24
<b>Authorised limit for external debt</b>			
Borrowing	120,500	120,500	130,500
Other Long Term Liabilities	500	500	500
<b>Total</b>	<b>121,000</b>	<b>121,000</b>	<b>131,000</b>
<b>Operational Boundary</b>			
Borrowing	107,500	110,500	120,500
Other Long Term Liabilities	0	0	0
<b>Total</b>	<b>107,500</b>	<b>110,500</b>	<b>120,500</b>

**Table 7 - Borrowing and Interest payment structure**

All fixed rate loans:

£ Value	% Interest Rate	Period	Mat date	£ Int p.a.
4,410,600	3.01	15	28/3/2027	132,759
4,410,600	3.30	20	28/3/2032	145,549
8,821,200	3.44	25	28/3/2037	303,449
8,821,200	3.50	30	28/3/2042	308,742
8,821,200	3.52	35	28/3/2047	310,506
8,821,200	3.53	37	28/3/2049	311,388
8,821,200	3.52	40	28/3/2052	310,506
8,821,200	3.51	42	28/3/2054	309,624
8,821,200	3.50	45	28/3/2057	308,742
8,821,200	3.50	47	28/3/2059	308,742
8,821,200	3.48	50	28/3/2062	306,977

Weighted average interest rate is 3.47%

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

## PERFORMANCE LEVELS:

Actual Rental Income Levels Achieved and Forecast
---

	<u>2018-19</u>	<u>2019-20</u>	<u>2020-21</u>
£000			FORECAST
G.R.A.	2,281	2,331	2,120

Debt to Net Service Expenditure
---------------------------------

	<u>2021-22</u>	<u>2022-23</u>	<u>2023-24</u>
G.R.A.	55.0%	55.0%	55.0%

Occupancy Levels – as at January 2021
---------------------------------------

Percentage of units let	%
Industrial Units	98.98
Offices	94.20
Retail Units	93.10
Ground leases, depot+ others	90.48



## **Appendix 3**

### **Minimum Revenue Provision (MRP) policy**

The basic idea behind the MRP is that a minimum level of funding should be set aside each year for the repayment of borrowing and other long term liabilities.

The Council will charge a minimum MRP of 1% for any old items within the Capital Financing Requirement (CFR). However for any new capital projects that increase the CFR, the MRP rate will be determined by the estimated useful life of the capital works.

For example, £1m borrowed to fund a capital project that has a useful life of 40 years, would result in a 2.5% MRP charge of £25,000 p.a. for 40 years. It should be noted that the revenue account would also have to meet the additional interest costs associated with borrowing the sum of £1m.

The value of the usable capital receipts reserve will be deducted from the CFR in calculating the MRP, as this provides a better reflection of the Council's underlying need to borrow. In addition the General Revenue Account MRP calculation also excludes debt taken on in relation to HRA self financing in accordance with Government regulations.

The allowable debt element of capital receipts that are generated from Right to Buy Council House sales will be used for general capital spending as separate provision for HRA debt repayment is now being made within the HRA. The level of HRA debt repayment has been set so that the £88.212m of external borrowing that was taken out in relation to self-financing can be repaid over 70 years to match the expected life of Council houses, with the level of repayments increasing each year in line with inflation.

MRP will be calculated on finance leases in accordance with standard accounting practice.

MRP will only be provided on projects once the scheme has been completed and commissioned i.e. not during the construction phase.

The MRP on existing and new Commercial Property Investments will be determined following consideration of scheme specific factors and agreed via Council approval and through the annual MRP policy.





**COUNCIL: 24 FEBRUARY 2021**

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**Report of: Chief Operating Officer**

**Relevant Portfolio Holder: Councillor I Moran**

**Contact for further information: Mr Thomas Lynan (Extn. 5013)**  
**(E-mail: [tom.lynan@westlancs.gov.uk](mailto:tom.lynan@westlancs.gov.uk))**

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**SUBJECT: WEST LANCASHIRE ELECTORAL REVIEW – COUNCIL SIZE SUBMISSION**

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Wards affected: Borough wide

## **1.0 PURPOSE OF THE REPORT**

- 1.1 To approve the Council Size Submission document to be submitted to the Local Government Boundary Commission for England's (LGBCE) as part of the Electoral Review of West Lancashire (the Review), as recommended by the Electoral Review Working Group.

## **2.0 RECOMMENDATION**

- 2.1 That the Council Size Submission document, attached at Appendix A to the report, be submitted to the LGBCE as part of the Electoral Review of West Lancashire.

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## **3.0 BACKGROUND**

- 3.1 West Lancashire Borough Council last underwent an Electoral Boundary Review in 1999/2000 as part of the Local Government Commission for England's programme of Periodic Electoral Reviews (PERs). The Local Government Commission for England has been superseded by the LGBCE. The 1999/2000 review resulted in a reduction in Wards and Councillors from 26 to 25 and 55 to 54 respectively.

3.2 An electoral review considers:

- the total number of councillors elected to the local authority;
- the number and boundaries of wards for the purposes of the election of councillors and;
- the name of any ward.

3.3 On 14 June 2019 the Commission wrote to the Chief Executive advising that a review of West Lancashire would be undertaken as part of their new programme of periodic reviews of authorities who have not been reviewed for 12 or more years. The Commission's approach coincides with the activation of the Council's decision (October 2018) to request a review following determination of the SORP proposals in July 2019.

3.4 On 9 January 2020 the Chief Executive and Chairman of the Commission met with the Leader of the Council, the Chief Operating Officer and Officers. This marked the start of the 'Preliminary Period' of the Review.

#### **4.0 ELECTORAL REVIEW – PRELIMINARY PERIOD**

4.1 In February 2020 Council created the Electoral Review Working Group to facilitate the work required to comply with its obligations as part of the Electoral Review of West Lancashire.

4.2 The Electoral Review Working Group has met regularly between May 2020 and January 2021 to consider and draft a Council Size Submission document to be submitted to the LGBCE, marking the end of the Preliminary Period of the Electoral Review of West Lancashire.

4.3 The Council Size Submission document outlines a proposed figure of 45 as the optimal number of Councillors for West Lancashire, having considered the Council's political management arrangements, regulatory and scrutiny functions, the representational role of councillors in their ward work and representing the Council on external bodies.

#### **5.0 RECOMMENDATIONS OF THE ELECTORAL REVIEW WORKING GROUP**

5.1 The minute of the Electoral Review Working Group reads as follows:

Consideration was given to the latest version of draft Council's submission document to the Boundary Commission.

Comments were raised in respect of the Council's decision to elect by thirds.

A motion to approve the submission of the document to Council on 24 February 2021 was moved and seconded.

At the request of a Member, voting was recorded as follows:

FOR: Councillors: Gareth Dowling, Ian Moran and Adam Yates (THREE)



AGAINST: Councillors: Iain Ashcroft, Gordon Johnson and David Westley (THREE)

As there was an equal number of members voting FOR and AGAINST, the Chairman, Ian Moran, used his casting vote: FOR

The Motion was CARRIED.

AGREED: That the draft document of the Council's submission, be submitted to Council on 24 February 2020.

## **6.0 CONSIDERATION BY THE LGBCE**

- 6.1 Along with any submission made the Council, the LGBCE will also consider any submissions made by political groups on the Council.
- 6.2 The LGBCE is due to meet in March to consider all proposals submitted and make a decision on the future Council Size for West Lancashire.

## **7.0 WARD BOUNDARY PHASE**

- 7.1 The next phase of the review is scheduled to commence in late May (exact dates to be confirmed) and consist of a 10 week consultation during which the Council, Political Groups and any other interested parties can submit ward boundary proposals.
- 7.2 Members of the Working Group and any Group Leaders not on the working group will be given access and training in the use of Xpress Maps to facilitate this stage of the review.
- 7.3 Following completion of this phase the LGBCE will then consider all submitted proposals and produce Draft Recommendations for Warding Arrangements which will then be put to public consultation.

## **8.0 SUSTAINABILITY IMPLICATIONS**

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

## **9.0 FINANCIAL AND RESOURCE IMPLICATIONS**

- 9.1 Any financial and resource implications arising from conducting the review are being met from existing budgets.

## **10.0 RISK ASSESSMENT**

- 10.1 Failure to submit a Council Size proposal would mean the Council had not met its obligations in facilitating the LGBCE to complete the Electoral Review of West Lancashire. It would also mean that LGBCE would not be able to take the Council's views into account when deciding future Council Size.

## **11.0 HEALTH AND WELLBEING IMPLICATIONS**

11.1 There are no health and wellbeing implications arising from this report.

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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**

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**

A: WLBC Council Size Submission

B: Equality Impact Assessment

# Equality Impact Assessment Form



<b>Directorate: Transformation &amp; Resources</b>	<b>Service: Legal and Democratic Services</b>
<b>Completed by: Thomas Lynan</b>	<b>Date: 18/01/2021</b>
<b>Subject Title: WEST LANCASHIRE ELECTORAL REVIEW – COUNCIL SIZE SUBMISSION</b>	
<b>1. DESCRIPTION</b>	
Is a policy or strategy being produced or revised:	No
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:	No
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 ( <b>Eliminating unlawful discrimination/harassment, advancing equality of opportunity, fostering good relations</b> ):	Yes
Details of the matter under consideration:	WEST LANCASHIRE ELECTORAL REVIEW – COUNCIL SIZE SUBMISSION
<i>If you answered <b>Yes</b> to any of the above <b>go straight to Section 3</b></i> <i>If you answered <b>No</b> to all the above <b>please complete Section 2</b></i>	
<b>2. RELEVANCE</b>	
Does the work being carried out impact on service users, staff or Councillors (stakeholders):	
If <b>Yes</b> , provide details of how this impacts on service users, staff or Councillors (stakeholders): <i>If you answered <b>Yes</b> go to <b>Section 3</b></i>	
If you answered <b>No</b> to both Sections 1 and 2 provide details of why there is no impact on these three groups:	
<b>3. EVIDENCE COLLECTION</b>	
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.

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 No No No No No No No No
<b>4. DATA ANALYSIS</b>	
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?	Changes to Council Size.
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 will get the opportunity to express their views through consultation at later stages.
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?	All relevant stakeholders will get the opportunity to express their views through consultation at later stages.
If any further data/consultation is needed and is to be gathered, please specify:	All relevant stakeholders will get the opportunity to express their views through consultation at later stages.
<b>5. IMPACT OF DECISIONS</b>	
In what way will the changes impact on people with particular protected characteristics (either positively or negatively or in terms of disproportionate impact)?	No adverse changes anticipated.
<b>6. CONSIDERING THE IMPACT</b>	
If there is a negative impact what action can be taken to mitigate it? (If it is not possible or desirable to take actions to reduce the impact, explain why this is the case (e.g. legislative or financial drivers etc.).	No adverse changes anticipated.
What actions do you plan to take to address any other issues above?	No actions
<b>7. MONITORING AND REVIEWING</b>	
When will this assessment be reviewed and who will review it?	This phase of the Review ends with the submission of a Council Size proposal.

West Lancashire Borough Council

# Council Size Submission

West Lancashire Borough Council

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## How to Make a Submission

1. It is recommended that submissions on council size follow the format provided below. Submissions should focus on the future needs of the council and not simply describe the current arrangements. Submissions should also demonstrate that alternative council sizes have been considered in drawing up the proposal.
2. The template allows respondents to enter comments directly under each heading. It is not recommended that responses are should unduly long; as a guide, it is anticipated that a 15 to 20-page document using this template should suffice. Individual section length may vary depending on the issues to be explained. Where internal documents are referred to URLs should be provided, rather than the document itself. It is also recommended that a table is included that highlights the key paragraphs for the Commission's attention.

## About You

3. The respondent should use this space to provide the Commission with a little detail about who is making the submission, whether it is the full Council, Officers on behalf of the Council, a political party or group, or an individual.
- 
- 3.1 This submission sets out West Lancashire Borough Council's response to the LGBCE's invitation to put forward a case for Council Size.
  - 3.2 At the meeting of Full Council on 22 July 2020 it was resolved that the Council would maintain elections by Thirds.
  - 3.3 The Council's submission has been developed by the Electoral Review Working Group (ERWG) which includes members from all political groups on the Council and a range of officers. The ERWG considered the council size submission over a series of meetings between May 2020 and January 2021 before recommending it to full Council who agreed the submission at their meeting held on 24 February 2021.
  - 3.4 West Lancashire Borough Council has carried out an assessment of the work of the Council, and the roles and responsibilities of its elected members.
  - 3.5 West Lancashire Borough Council considers that a council size of 45 Councillors, elected by thirds, will be able to secure effective local government and maintain strong community identities and interests in the Borough going forward.
  - 3.6 Maintaining elections by thirds will mean significant change from the current electoral geography of the Borough – a mixture of 1, 2 and 3 member wards – but it will bring in more uniform representation with electorally balanced wards across the Borough.
  - 3.7 This decision to maintain elections by thirds was not unanimous, although the decision does respect the full council motion on 17 October 2018 which only resolved to review the Council's size, number of councillors and ward boundaries and not the electoral cycle.

- 3.8 With a Council Size of 45 this could consist of a mix of 13 three member wards and 3 two member wards for a total of 16 wards. Other examples could be 11 three member wards and 6 two member wards for a total of 17 wards, or 9 three member wards and 9 two member wards for a total of 18 wards.
- 3.9 The request for some two member wards is to allow for more concise representation of the Borough's rural communities that would otherwise be subsumed into overly large three member wards which may cross several parish and town boundaries, therefore not reflecting community identity.

#### Reason for Review (Request Reviews Only)

4. Please explain the authority's reasons for requesting this electoral review; it is useful for the Commission to have context. *NB/ If the Commission has identified the authority for review under one of its published criteria, then you are not required to answer this question.*
- 4.1 West Lancashire Borough Council (the Council) last underwent a boundary review in 1999/2000 as part of the Local Government Commission for England's programme of Periodic Electoral Reviews (PERs). The Local Government Commission for England has since been superseded by the Local Government Boundary Commission for England (LGBCE).
- 4.2 The 1999/2000 review resulted in a reduction in Wards and Councillors from 26 to 25 and 55 to 54 respectively.
- 4.3 At the meeting of full Council on 17 October 2018 the following was resolved;
- A. That this council believes:
- 1) That the potential for radical restructuring of Council governance exists within the Sustainable Organisation Review Process, and should therefore be considered at this point in time.
  - 2) That it is appropriate that the role and number of elected members be considered equally alongside those of officers within the review process.
  - 3) That a concomitant review of governance and service delivery will provide the best opportunity for innovative changes across the council and the way in which its services are delivered at a local level.



4) That the new Target Operating Model, to be presented to Council in July 2019, will provide clear guidance as to the potential for revising the political management structure.

B. That this Council resolves:

1) To commence an electoral review process, to review the Council's size, numbers of councillors and ward boundaries, following consideration of the SORP review and the agreement of the new Target Operating Model in July 2019.

2) To authorise officers to make initial contact with the Local Government Boundary Commission for England to establish timescales and likely issues arising from an electoral review and assess the resource provision required.

4.4 Separately, on 14 June 2019 the Commission wrote to WLBC advising that a review of West Lancashire would be undertaken as part of their new programme of periodic reviews of authorities who have not been reviewed for 12 or more years.

4.5 On 25 June and 22 July 2019, the Chief Executive and Borough Solicitor respectively, wrote to the Commission confirming the Council's wish to be included in the Commission's review programme given its coincidence with the Council's motion of October 2018.

## Local Authority Profile

5. Please provide a short description of the authority and its setting. This should set the scene for the Commission and give it a greater understanding of any current issues. The description may cover all, or some of the following:

- Brief outline of area - are there any notable geographic constraint for example that may affect the review?
- Rural or urban - what are the characteristics of the authority?
- Demographic pressures - such as distinctive age profiles, migrant or transitional populations, is there any large growth anticipated?
- Are there any other constraints, challenges, issues or changes ahead?

5.1 West Lancashire is predominantly a rural borough which lies at the heart of the North West of England, located within easy reach of Manchester and Liverpool, and easily accessed by the M6 and the M58. One of 12 districts in Lancashire, the area stretches from the outskirts of Liverpool, Knowsley, and St Helens in the south to the River Ribble in the north, with Southport and Sefton to the west and Wigan, South Ribble and Chorley to the east.

5.2 In 2012 the Borough population was around 111,000 residents. The Borough is home to over 4,000 businesses and supports around 45,000 jobs.

- 5.3 The Borough is a mixture of small picturesque villages together with the larger market town of Ormskirk, and the town of Skelmersdale, combining business districts, central and local shopping centres, with green space, woodlands and the greatest amount of Green Belt designated land in England.
- 5.4 Outside of the urban centres of Ormskirk and Skelmersdale all parts of the Borough are represented by Parish/Town Councils or a Parish Meeting.
- 5.5 West Lancashire has a diverse population in terms of age with some communities having a markedly older population (Aughton, Parbold/Newburgh and Tarleton) with others being the home to households with younger children (Skelmersdale). The borough is also home to Edge Hill University which has more than 22,000 students, most of whom live in the area – the population of Ormskirk has a high level of 18-24 year olds because of this. The 2011 census has shown that West Lancashire has a generally ageing population – a 23% rise in those over 65 in a ten year period.
- 5.6 The ethnicity of residents is almost entirely White British – around 5% of the population in Skelmersdale declared themselves to be White Other which could reflect the Eastern European community living and working in the area. There are very small numbers of residents who have other ethnicities (less than one half of one percent) and these live across the borough. Less than 1% of residents have a mixed ethnicity. In the most recent census, 76% of residents declared themselves to be Christian with 17% stating that they do not follow a religion. The remaining 7% of the population have beliefs that include Buddhism, Hinduism, Judaism, Islam and Sikhism.
- 5.7 The gender of the borough is relatively balanced overall with 52% of the population identifying as female.
- 5.8 More than 20% of the population of West Lancashire consider that their day-to-day activities are limited by health which is significantly higher than the national average. Almost 12,000 residents have a hearing impairment and just short of 2,000 adults have a visual impairment. More than 2,000 resident adults have a learning disability. 12% of the population are found to have a common mental health disorder including depression and anxiety.
- 5.9 The English Indices of Deprivation 2019 shows that in West Lancashire 19.2% of the Borough, predominantly in Skelmersdale and north east Ormskirk, is within the 20th percentile of most deprived areas in England. 30.1% of the Borough, predominantly in suburban areas and villages outside of Ormskirk and Skelmersdale, is within the 20th percentile of least deprived areas. Overall, in the period between 2015 and 2019, deprivation in West Lancashire has declined by 5.8% according to the Index of Multiple Deprivation average rank measure.

## Council Size

6. The Commission believes that councillors have three broad aspects to their role. These are categorised as: Strategic Leadership, Accountability (Scrutiny, Regulation and Partnerships), and Community Leadership. Submissions should address each of these in turn and provide supporting evidence. Prompts in the boxes below should help shape responses.

## Strategic Leadership

7. Respondents should provide the Commission with details as to how elected members will provide strategic leadership for the authority. Responses should also indicate how many members will be required for this role and why this is justified.

Topic	
<div data-bbox="100 730 129 869" data-label="Page-Header">Page 757</div> <div data-bbox="123 938 309 1002" data-label="Section-Header">Governance Model</div>	<div data-bbox="398 603 571 671" data-label="Section-Header">Key lines of explanation</div> <div data-bbox="593 544 2125 730" data-label="List-Group"> <ul style="list-style-type: none"> <li>➤ <i>What governance model will your authority operate? e.g. Committee System, Executive or other?</i></li> <li>➤ <i>The Cabinet model, for example, usually requires 6 to 10 members. How many members will you require?</i></li> <li>➤ <i>If the authority runs a Committee system, we want to understand why the number and size of the committees you have represents is most appropriate for the authority.</i></li> </ul> </div>
	<div data-bbox="443 1050 571 1086" data-label="Section-Header">Analysis</div> <div data-bbox="593 730 2125 1399" data-label="List-Group"> <ul style="list-style-type: none"> <li>• The Council has been operating executive arrangements under the Local Government Act 2000 since May 2002. The Council's Constitution was first adopted at that time and continues to be updated to take account of changes since then. On 15 December 2010 the Council resolved to change its executive arrangements from May 2011, as required by the Local Government Public Involvement in Health Act 2007, and adopt the 'new style' Leader and Cabinet Executive (England) model.</li> <li>• There are currently 54 Councillors and the Council would like to reduce this number by 9 to 45 from 2023. This reduction would bring West Lancashire in line with the average number of Councillors for district authorities within Lancashire and also the average of our CIPFA Nearest Neighbours. A reduction to 45 Councillors would mean an Electors per Councillor Ratio of approximately 2002, just slightly below the average of our CIPFA Nearest Neighbour authorities.</li> <li>• There are currently no plans to change to a different governance model at this time, however should West Lancashire decide to change to a Committee structure, the Council is confident that this could be accommodated within the proposed reduced number of Councillors as some of our CIPFA Nearest Neighbour authorities, such as Newark &amp; Sherwood (39 Members), operate under different governance structures with the same or fewer members.</li> </ul> </div>

		<ul style="list-style-type: none"> <li>The current Cabinet consists of 9 Councillors and whilst this figure has fluctuated over time it is felt that even with the reduction in the total number of members proposed that this would not have a significant impact on capacity based on current workloads. However, a greater reduction in Councillor numbers would make maintaining a Cabinet of this size more challenging as there would be a smaller pool of members from the leading group to choose. This could potentially result in the Leader choosing to have fewer portfolio holders, increasing the workload for those members and reducing the flexibility the Leader has in this regard. A further reduction in council size, beyond the proposed decrease to 45, could mean that the entire leading group are required to be members of the executive or chairs/vice chairs of committees, greatly increasing the workload of each member.</li> <li>Currently the remaining forty five members are appointed to the Council's two Overview and Scrutiny Committees, the Member Development Commission, the Regulatory Committees for Planning, Licensing, Audit &amp; Governance, Standards Committee and various Working Groups. A reduction in council size may see membership of committees reduced but it is not felt that the proposed reduction would have a significant impact on the work of these committees or the workload of the members, whereas a further reduction would necessitate smaller committees and potentially members serving on more committees than they do now, increasing their workload.</li> </ul>
Portfolios	Key lines of explanation	<ul style="list-style-type: none"> <li>➤ <i>How many portfolios will there be?</i></li> <li>➤ <i>What will the role of a portfolio holder be?</i></li> <li>➤ <i>Will this be a full-time position?</i></li> <li>➤ <i>Will decisions be delegated to portfolio holders? Or will the executive/mayor take decisions?</i></li> </ul>
	Analysis	<ul style="list-style-type: none"> <li>There are currently 9 Portfolio Holders as follows:   Leader &amp; Portfolio Holder for Economic Regeneration  Deputy Leader &amp; Portfolio Holder for Leisure and Human Resources  Health and Wellbeing  Housing and Landlord Services  Street Scene  Resources and Transformation  Planning  Emergency Planning, Preparation and Implementation (until 2021)  Communities and Community Safety </li> </ul>

		<ul style="list-style-type: none"> <li>Full details of each portfolio can be found in the Constitution via the following link: <a href="https://democracy.westlancls.gov.uk/ieListMeetings.aspx?CId=305&amp;info=1&amp;MD=Constitution">https://democracy.westlancls.gov.uk/ieListMeetings.aspx?CId=305&amp;info=1&amp;MD=Constitution</a></li> <li>Sections 4.1B: Cabinet Members - "Portfolio Details" and 4.3 "Scheme of Delegation to Cabinet and Portfolio Holders"</li> <li>The positions of Leader, Deputy Leader and Cabinet Member, although not deemed to be considered as full time positions, do require a substantial commitment given the level of responsibility and significant additional time that needs to be spent to undertake those roles effectively. A reduction to a number lower than the 45 proposed would likely adversely impact the workload of these members.</li> <li>There are 5 scheduled formal meetings of Cabinet each year, 5 scheduled informal meetings and 5 Cabinet Briefing Meetings. Additional meetings are also held when required.</li> <li>All of the Council's functions are exercised by the Executive arm of the Council unless the law makes specific provision to the contrary. Where the law provides the Council with a choice, the council's constitution determines whether a function may be exercised by the Cabinet. Executive decisions are mainly taken by the Cabinet as a whole or by Officer Delegation given by the Leader, usually in consultation with the relevant Portfolio Holder. There are no anticipated changes to the current arrangements and the proposed reduction to 45 Councillors in would not adversely affect how this process works, whilst also maintaining a manageable workload for members of the executive. Decisions taken directly by the Portfolio Holders e.g. determining Community Chest Grants, are set out in Constitution 4.3 as detailed above.</li> </ul>
<b>Delegated Responsibilities</b>	<i>Key lines of explanation</i>	<ul style="list-style-type: none"> <li>➤ <i>What responsibilities will be delegated to officers or committees?</i></li> <li>➤ <i>How many councillors will be involved in taking major decisions?</i></li> </ul>
	Analysis	<ul style="list-style-type: none"> <li>The Scheme of delegation to Executive Members and Officers can be found in Constitution 4.2 via <a href="https://democracy.westlancls.gov.uk/ieListMeetings.aspx?CId=305&amp;info=1&amp;MD=Constitution">https://democracy.westlancls.gov.uk/ieListMeetings.aspx?CId=305&amp;info=1&amp;MD=Constitution</a></li> <li>Current Member workloads are not distributed evenly across all Members. For example, members in leading positions (e.g. Cabinet Portfolio Holders and Committee Chairmen etc.) have a significantly higher involvement in meetings than those members who are not in positions of responsibility. In</li> </ul>

		addition, members of the Planning Committee have a greater workload because of the number of meetings, length of meetings and associated site visits, and members of scrutiny committees, particularly Executive Overview & Scrutiny Committee, keep an active overview on the work of Cabinet. Whilst workloads would likely increase with a reduction in members it is felt that this would be manageable without adversely impacting the workload of executive members.
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### Accountability

8. Give the Commission details as to how the authority and its decision makers and partners will be held to account. The Commission is interested in both the internal and external dimensions of this role.

Topic	
Internal Scrutiny	The scrutiny function of authorities has changed considerably. Some use theme or task-and-finish groups, for example, and others have a committee system. Scrutiny arrangements may also be affected by the officer support available.
Page 760 Key lines of explanation	<ul style="list-style-type: none"> <li>➤ <i>How will decision makers be held to account?</i></li> <li>➤ <i>How many committees will be required? And what will their functions be?</i></li> <li>➤ <i>How many task and finish groups will there be? And what will their functions be? What time commitment will be involved for members? And how often will meetings take place?</i></li> <li>➤ <i>How many members will be required to fulfil these positions?</i></li> <li>➤ <i>Explain why you have increased, decreased, or not changed the number of scrutiny committees in the authority.</i></li> <li>➤ <i>Explain the reasoning behind the number of members per committee in terms of adding value.</i></li> </ul>
Analysis	<ul style="list-style-type: none"> <li>• The Council is currently undertaking a separate review of its Overview and Scrutiny functions but current arrangements are based on two Committees and a Member Development Commission.</li> </ul> <p>Executive overview and scrutiny committee:</p> <p>Calls in Cabinet decisions Examines Cabinet decisions which have not been called in, after they have been made, and comments to the Cabinet or council (post hoc scrutiny) Considers matters referred by the Cabinet or council Makes proposals to the Cabinet of its own volition Acts as Co-ordinating Committee for Overview and Scrutiny</p>

### Corporate and Environmental Overview and Scrutiny Committee

- The Committee conducts in depth reviews/policy development as set out in its work programme.
- The Committee considers, as part of its routine work:
  - Items referred from "Members Update" at the request of a Member
  - Members items/Councillor Call for Action (CCfA)
  - Performance Management, including the Annual Reports from West Lancs Community Leisure/Serco and BT Lancashire Services Limited.
  - Acts as the Council's Crime and Disorder Committee
  - Monitors recommendations from previously conducted reviews

### Member Development Commission

- This Commission considers issues around the training of members as well as their wider strategic role in Council business. The commission is also currently reviewing the Council's Overview & Scrutiny function.
- This scrutiny structure may change given the internal review of scrutiny that is currently taking place, but any reduction in members will be factored into this review and be managed accordingly with new structures going forward reflecting the number of Councillors the Council will have in the future.

### Task and Finish Groups

- Task and finish groups, locally referred to as Working Groups are created ad-hoc to undertake reviews on particular matters. The membership of each task and finish group will likely include a mix of Councillors, including (but not limited to) members of the Cabinet and Overview and Scrutiny Committees.
- Recommendations from task and finish groups are either carried out by officers under existing delegation arrangements or referred to Cabinet and Council as appropriate for approval.



- There are currently 9 task and finish groups. There is no set number for their membership, although they tend to range between 5 and 9 councillors.
- The Overview and Scrutiny Committees report periodically and annually to full Council on the workings of currently formed task and finish groups, their future and ongoing work programmes, and working methods.
- The time commitment will vary depending on the members' role in the committee and any membership of working groups that they hold. All members however commit time to reading and understanding committee papers, with those members involved in the Corporate & Environmental Overview & Scrutiny Committee devoting more time to in-depth reviews of set topics.
- There are currently 5 meetings of the Executive Overview and Scrutiny Committee each year, 4 meetings of the Corporate & Environmental Overview and Scrutiny Committee and at least 2 meetings of the Member Development Commission (although additional meetings of the Commission have been held to undertake the Overview & Scrutiny Function review).
- Meetings of Working Groups vary between 1 annual meeting to monthly meetings as required during the year.
- A full list of meeting dates and times can be found via the following link: <https://democracy.westlanes.gov.uk/mgCalendarMonthView.aspx?GL=1&bcr=1>
- The Executive Overview and Scrutiny Committee and the Corporate & Environmental Overview and Scrutiny Committee both have 11 members each currently. The Member Development Committee currently has 6 members.
- The 9 task and finish groups tend to range between 5 and 9 councillors and a reduction in council size to 45 as proposed would not adversely affect this.
- The scrutiny arrangements of the Council have been in place since 2002 and are currently undergoing review by the Member Development Commission.
- In 2004, a number of Select Committees were removed and 2 Scrutiny Committees were established.



		<p>Further refinements to Overview and Scrutiny were made in 2006/7 when 3 Committees were established with the titles Executive, External and Internal Overview and Scrutiny Committees. The number of Committees was then reduced down to 2 in 2012.</p> <ul style="list-style-type: none"> <li>• Membership of these committees has changed over the years, more recently there has been a change from 16 members down to 11. This has not seen a noticeable impact on the work of the committees or the workload of its constituent members.</li> <li>• The number of members in committees is deemed appropriate to allow each member to have a significant and worthwhile contribution. Given the reduction in the number of Committees and their constituent membership over the last several years, the proposed reduction in Council size to 45 members reflects this whilst also ensuring that the Council will have a sufficient number of members going forward to accommodate revised scrutiny arrangements, whatever they may be.</li> </ul>
<b>Statutory Function</b>		This includes planning, licencing and any other regulatory responsibilities. Consider under each of the headings the extent to which decisions will be delegated to officers. How many members will be required to fulfil the statutory requirements of the council?
<b>Planning</b>	<i>Key lines of explanation</i>	<ul style="list-style-type: none"> <li>➤ <i>What proportion of planning applications will be determined by members?</i></li> <li>➤ <i>Has this changed in the last few years? And are further changes anticipated?</i></li> <li>➤ <i>Will there be area planning committees? Or a single council-wide committee?</i></li> <li>➤ <i>Will executive members serve on the planning committees?</i></li> <li>➤ <i>What will be the time commitment to the planning committee for members?</i></li> </ul>
	Analysis	<ul style="list-style-type: none"> <li>• In 2019/20 94.4% of applications were determined by officers under delegated powers. It is envisioned that this figure will increase or remain the same in coming years, pending the progress of the Planning for the Future White Paper.</li> <li>• In the four years between 2016/17 and 2019/20 the percentage of applications determined by officers under delegated powers grew by 1.5%. Over the same period the number of planning applications being determined overall, by both officers and planning committee has declined by 9.2%. Under the current planning regime it is likely that this trend will continue before levelling off.</li> </ul>

Period	Total Number of Planning Applications Determined	Number of Planning Applications Determined by Planning Committee	% of Planning Applications Determined by Planning Committee	Number of Planning Applications Determined under Delegated Powers	% of Planning Applications Determined under Delegated Powers
1 Apr 2019 – 31 Mar 20	790	44	5.6%	746	94.4%
1 Apr 2018 – 31 Mar 19	816	56	6.9%	760	93.1%
1 Apr 2017 – 31 Mar 18	845	67	7.9%	778	92.1%
1 Apr 2016 – 31 Mar 17	860	61	7.1%	799	92.9%

- The Planning for the Future white paper has signalled major changes to the planning system and this could fundamentally change the role and function of the Council's Planning Committee. A reduction in the overall number of Councillors to 45 as proposed would not be adversely impacted by these proposals.
- There is a single Council-wide Planning Committee with 11 Members.
- Executive members are not prohibited from being a member (the Portfolio Holder for Planning has previously been a member), although they cannot be Chairman. A reduction greater than to 45 as proposed may necessitate that more executive members are permanent members of the Planning Committee which would increase their workloads.
- The vast majority of planning applications are determined by officers to ensure that the Council meets the required performance standards.
- There are 10 meetings of Planning Committee per year along with associated site visits and preparatory work. The time commitment is dependent on the complexity of applications and the site visits required.

		<ul style="list-style-type: none"> <li>This would change should the Planning for the Future White Paper be brought into law and the reduction in Councillor numbers to 45 as proposed would not adversely affect this.</li> </ul>
<div>Page 765</div> <b>Licensing</b>	<i>Key lines of explanation</i>	<ul style="list-style-type: none"> <li>➤ <i>How many licencing panels will the council have in the average year?</i></li> <li>➤ <i>And what will be the time commitment for members?</i></li> <li>➤ <i>Will there be standing licencing panels, or will they be ad-hoc?</i></li> <li>➤ <i>Will there be core members and regular attendees, or will different members serve on them?</i></li> </ul>
	<b>Analysis</b>	<ul style="list-style-type: none"> <li>There are on average 15 licensing panels held each year split across a Licencing &amp; Gambling Committee (15 Members) and also a Licencing &amp; Appeals Committee (11 Members). This includes both the main Committee hearings and also meetings of sub-committees and appeals.</li> <li>A number of Premises Licence applications have also been dealt with under the non-hearing procedure.</li> <li>The time commitment of members will vary based on the nature of the application, as well as the requirement for any site visits.</li> <li>Meetings of ad-hoc panels take place during the year when there is an objection or appeal.</li> <li>There is a core group of members assigned to the main Committees with members of the sub-committees being drawn from this group.</li> </ul>
<b>Other Regulatory Bodies</b>	<i>Key lines of explanation</i>	<ul style="list-style-type: none"> <li>➤ <i>What will they be, and how many members will they require?</i></li> <li>➤ <i>Explain the number and membership of your Regulatory Committees with respect to greater delegation to officers.</i></li> </ul>
	<b>Analysis</b>	<ul style="list-style-type: none"> <li>The Council also maintains an Audit &amp; Governance Committee and Standards Committee.</li> <li>Audit &amp; Governance currently contains 11 members and meets 4 times a year. Standards Committee contains 6 members and meets 2 times a year. A reduction in overall council size would not adversely affect the work of these committees.</li> </ul> <p>Standards Committee – Arrangements</p> <ul style="list-style-type: none"> <li>As a result of the implementation of duties under the Localism Act 2011, from the 1 July 2012 the Council</li> </ul>

set out its arrangements for dealing with complaints of misconduct and the actions which may be taken against a member who is found to have failed to comply with the relevant Code of Conduct. Also, the Council delegated appropriate powers to the Standards Committee and to the Monitoring Officer. The functions of the Standards Committee are set out in Article 9 of the Council's Constitution.

- <https://democracy.westlancs.gov.uk/ieListMeetings.aspx?CId=305&info=1&MD=Constitution>
- The Legal and Democratic Services Manager is the Monitoring Officer (MO) and duly appointed as the Proper Officer to receive complaints of failure to comply with the Code of Conduct. The MO provides regular updates to the Standards Committee in respect of the number and nature of complaints received.

#### Membership

- Six members are appointed to the Committee. The Chairman and Vice-Chairman are appointed at Council and, respectively, are the Leader of the Council and Leader of the main Opposition Group. Substitute members may be nominated in exceptional circumstances and if the nominated substitute has been appropriately trained.
- At annual Council on 15 May 2019 it was resolved to appoint 2 Parish Council
- Representatives to serve on the Standards Committee. Parish/Town Councils submitted nominations and subsequently voted on the nominees.

#### Independent Persons

- The Localism Act 2011 introduced a requirement to appoint an 'Independent Person' (IP). Following a recruitment process during May/June 2012 an IP and a 'Reserve Independent Person' (RIP) were appointed effective from 1 July 2012.
- Following the resignation of the Independent Person, the Council changed its arrangements to provide for the appointment of two IP's. A recruitment process was undertaken and these appointments were considered and approved at Council on 16 December 2020.
- The IP's are not members of the Standards Committee but are invited to its meetings and they regularly

		<p>attend.</p> <p>Audit &amp; Governance Committee – Arrangements</p> <ul style="list-style-type: none"> <li>The Council delegated appropriate powers to the Audit &amp; Governance Committee and to the Section 151 Officer (The Head of Finance, Procurement and Commercial Services). The functions of the Audit &amp; Governance Committee are set out in Section 4.1 of the Council's Constitution.</li> <li><a href="https://democracy.westlancs.gov.uk/ieListMeetings.aspx?CId=305&amp;info=1&amp;MD=Constitution">https://democracy.westlancs.gov.uk/ieListMeetings.aspx?CId=305&amp;info=1&amp;MD=Constitution</a></li> </ul> <p>Membership</p> <ul style="list-style-type: none"> <li>The committee is politically balanced with 11 Members and a reduction in overall council size to 45 members would not adversely affect the work of this committee.</li> </ul>
Page 767	<b>External Partnerships</b>	Service delivery has changed for councils over time, and many authorities now have a range of delivery partners to work with and hold to account.
	<i>Key lines of explanation</i>	<ul style="list-style-type: none"> <li>➤ <i>Will executive members serve on decision-making partnerships, sub-regional, regional or national bodies?</i></li> <li>➤ <i>How many councillors will be involved in this activity? And what is their expected workload? What proportion of this work is undertaken by portfolio holders?</i></li> <li>➤ <i>What other external bodies will members be involved in? And what is the anticipated workload?</i></li> </ul>
	<b>Analysis</b>	<ul style="list-style-type: none"> <li>A number of councillors are appointed as the Council's representatives on a range of different local, regional and national external organisations.</li> <li>The list of such bodies can be found at the following link; <a href="https://democracy.westlancs.gov.uk/mgListOutsideBodies.aspx?bcr=1">https://democracy.westlancs.gov.uk/mgListOutsideBodies.aspx?bcr=1</a></li> <li>There are currently 24 members, mostly from the leading group, that are appointed to outside bodies.</li> <li>The workload will vary depending on the outside body appointed to and the nature of work that they undertake.</li> <li>Currently all members of the executive have appointments to outside bodies, varying between 1</li> </ul>

	<p>appointment and 6 appointments. Overall 56% of appointments are currently undertaken by portfolio holders.</p> <ul style="list-style-type: none"> <li>• A reduction to 45 members as proposed would allow for this current system of appointments to remain as it is. A reduction greater than that proposed to a number below 45 would likely increase the number appointments the remaining members undertake given that there would be a smaller pool of members to appoint from, therefore increasing their workload.</li> </ul>
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## Community Involvement

9. The Commission understands that there is no single approach to community leadership and that members represent, and provide leadership to, their communities in different ways. The Commission wants to know how members are required to provide effective community leadership and what support the council offers them in this role. For example, does the authority have a defined role and performance system for its elected members? And what support networks are available within the council to help members in their duties?

Topic		Description
Community Leadership	Key lines of explanation	<ul style="list-style-type: none"> <li>➤ <i>In general terms how do councillors carry out their representational role with electors?</i></li> <li>➤ <i>Does the council have area committees and what are their powers?</i></li> <li>➤ <i>How do councillors seek to engage with their constituents? Do they hold surgeries, send newsletters, hold public meetings or maintain blogs?</i></li> <li>➤ <i>Are there any mechanisms in place that help councillors interact with young people, those not on the electoral register, and/or other minority groups and their representative bodies?</i></li> <li>➤ <i>Are councillors expected to attend community meetings, such as parish or resident's association meetings? If so, what is their level of involvement and what roles do they play?</i></li> <li>➤ <i>Explain your approach to the Area Governance structure. Is your Area Governance a decision-making forum or an advisory board? What is their relationship with locally elected members and Community bodies such as Town and Parish Councils? Looking forward how could they be improved to enhance decision-making?</i></li> </ul>
	Analysis	<ul style="list-style-type: none"> <li>• In many cases Councillors are community leaders and will frequently take an active involvement in local community groups and parish councils, be that as actual members of the groups/parish councils or as active contributors. This is in addition to their role in undertaking casework and more general engagement with their constituents.</li> <li>• The Council does not currently have area Committees.</li> <li>• It is down to the individual member as to how they engage their constituents. Many members may hold surgeries, attend public meetings, visit constituents and engage in traditional door to door canvassing. Increasingly though contact is made virtually through the use of social media and other digital channels.</li> <li>• Councillors are members of various external bodies that allow for this engagement to take place.</li> <li>• Several Councillors are involved each year in events that take place with local schools during Local Democracy Week and throughout the year.</li> </ul>

Page 770		<ul style="list-style-type: none"> <li>Members are not expected to attend or be members of such groups and their meetings, but they are encouraged to do so as part of their representative role. Councillors with specific responsibilities may be asked, or attend of their own accord, meetings of various local or regional organisations and community groups.</li> <li>Councillors who represent Wards with Parish Councils may also sit as members of those Parish Councils or provide updates to them on their work. We currently have 13 Councillors who are also Parish Councillors.</li> <li>The Council does not currently operate an area governance structure.</li> <li>A reduction to 45 members serving a minimum of 15 Wards (down from the current 25) would mean members representing more residents within larger wards than they presently are. Within the geography of West Lancashire, whilst this would increase the size of wards, particularly in the rural areas of the Borough, the proposed reduction to 45 would be manageable coupled with the Council's request to retain some 2 member wards. A greater reduction would translate to overly large wards covering several distinct communities which would dilute their democratic representation and make the community leadership role of members more difficult.</li> </ul>
	Key lines of explanation	<ul style="list-style-type: none"> <li>➤ <i>How do councillors deal with their casework? Do they pass it on to council officers? Or do they take a more in-depth approach to resolving issues?</i></li> <li>➤ <i>What support do members receive?</i></li> <li>➤ <i>How has technology influenced the way in which councillors work? And interact with their electorate?</i></li> </ul>
	Casework  Analysis	<ul style="list-style-type: none"> <li>There is often a difference of approach depending the experience and other considerations of the individual member. Whilst not in every case, more experienced members or those with specific responsibilities will often take a more direct role in dealing with casework themselves. There remains a significant amount of casework that is passed to officers to action but this is generally an appropriate response to the variety of issues raised.</li> <li>The Council has established a 'Patch Problem' protocol which provides Members with a tracking and monitoring facility when reporting issues in their individual Wards.</li> <li>Members receive support in a variety of ways, both internal and external to the Council. Internally this will include officer support and an extensive member training programme. Externally members may receive</li> </ul>



		<p>support from their ward colleagues, party colleagues and the local/regional party office should one exist.</p> <ul style="list-style-type: none"> <li>• Since the last review of the Council 20 years ago technological advancement has had a significant impact on the way members work and interact with their electorate.</li> <li>• As part of the Council's digital strategy and the introduction of paperless meetings, all members have a laptop or iPad to enable them to access their papers digitally, along with receiving and sending out emails and telephone calls. Meetings are also currently held virtually and broadcast to the public via the internet when appropriate.</li> <li>• A reduction to 45 members as proposed would be reflective of these technological advances and the ability of members to communicate with their constituents in a wide variety of ways, whilst acknowledging the role officers play in assisting members with their casework.</li> </ul>
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### Other Issues

10. Respondent may use this space to bring any other issues of relevance to the attention of the Commission.

### Financial Issues

- 10.1 At Extraordinary Cabinet and Council meetings on Wednesday 28 February 2018, Councillors agreed to undertake a review of the Council's operating model, (across the GRA and HRA funds) with the aim of ensuring that the Council can deliver its key priorities, and maintain service provision and financial sustainability beyond 2020/21.
- 10.2 The Council has agreed savings and additional income which will total £1.2m by 2020/21 and it is anticipated that the remaining budget gap to 2020/21 will be between £1.5-£2.0m.
- 10.3 Over the last 8 years the Council has made savings and generated income totalling more than £10m. This position has been assisted by large scale income/efficiency opportunities and management/staff restructuring since February 2016. Savings have also been delivered in the HRA to address budget pressures and the business plan going forward.
- 10.4 This has been achieved with a limited impact on services and staff. Initiatives, including looking to operate more commercially, and seeking further efficiencies will help generate further income/savings, however it is not anticipated that this will be sufficient to meet the remaining gap in the timescale required.

- 10.5 As it has become increasingly difficult to find policy options for balancing the budget that Members would wish to take, Cabinet/Council agreed to undertake the sustainable organisation review project.
- 10.6 The objective of the SORP is to be able to deliver the Council's vision (being ambitious for the economy, environment and health and wellbeing) and its priorities, whilst also being sustainable from 2020/21, when it is anticipated the Council will have to be locally financed.
- 10.7 Whilst reviewing the Council's operating model, Full Council also resolved to request a review of the political structure.
- 10.8 The new Council Vision & Plan 2020/21 – 2022/23, was approved by Council on 14 October 2020 following an extensive consultation exercise with the Council's vision being "West Lancashire together; the place of choice to live, work, visit and invest" and it's priorities being to:
- ☐ Create empowered, engaged and inclusive communities
  - ☐ Support businesses to adapt and prosper
  - ☐ Become a Greener West Lancashire
  - ☐ Be a financially sustainable Council by 2023
  - ☐ A clean, safe environment with affordable homes to buy or rent for everyone in West Lancashire
  - ☐ Everyone to be healthy, happy, safe and resilient
  - ☐ Everyone to be proud of their Council
- 10.9 Whilst this review is not being undertaken with financial savings at the forefront of considerations, a reduction to 45 members as proposed would represent a potential saving of £43,500 each year from the year after the implementation of the outcome of the review, based on current Members Basic Allowance (£4842.00 per Member).

Outsourcing

- 10.10 The Council currently outsources a number of services to third party providers, including; ICT, Revenues and Benefits, payroll and the running of leisure centres.
- 10.11 Members retain oversight of these services through appointments to outside bodies as detailed above. Reports and updates to members are also provided to the scrutiny committees, Cabinet and Full Council.
- 10.12 A review of the above contracts is being undertaken and decisions will be made as to whether services are to be brought back in house but it is not felt that a reduction in overall council size to 45 as proposed would negatively impact oversight of these services.

### Summary

11. In following this template respondents should have been able to provide the Commission with a robust and well-evidenced case for their proposed council size; one which gives a clear explanation as to the number of councillors required to represent the authority in the future. Use this space to summarise the proposals and indicate any other options considered. Explain why these alternatives were not appropriate in terms of their ability to deliver effective Strategic Leadership, Accountability (Scrutiny, Regulation and Partnerships), and Community Leadership.
- 11.1 West Lancashire Borough Council has carried out an assessment of the work of the Council, and the roles and responsibilities of its elected members.
  - 11.2 West Lancashire Borough Council considers that a council size of 45 Councillors, elected by thirds, will be able to secure effective local government and maintain strong community identities and interests in the Borough going forward.
  - 11.3 Maintaining elections by thirds will mean significant change from the current electoral geography of the Borough – a mixture of 1, 2 and 3 member wards – but it will bring in more uniform representation with electorally balanced wards across the Borough.
  - 11.4 This decision was not unanimous, although the decision does respect the full council motion on 17 October 2018 which only resolved to review the Council's size, number of councillors and ward boundaries and not the electoral cycle.
  - 11.5 With a Council Size of 45 this could consist of a mix of 13 three member wards and 3 two member wards for a total of 16 wards. Other examples could be 11 three member wards and 6 two member wards for a total of 17 wards, or 9 three member wards and 9 two member wards for a total of 18 wards.
  - 11.6 The request for some two member wards is to allow for more concise representation of the Borough's rural communities that would otherwise be subsumed into overly large three member wards which may cross several parish and town boundaries.

- 11.7 Full Council at its meeting of 24 February 2021 approved the making of this submission to the Local Government Boundary Commission for England.



**COUNCIL: 24 February 2021**

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

**Relevant Portfolio Holder: Councillor I Moran**

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

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**SUBJECT: TIMETABLE OF MEETINGS 2021/22**

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Wards affected: Borough wide

## **1.0 PURPOSE OF THE REPORT**

1.1 To approve the timetable of meetings for the Municipal Year 2021/22.

## **2.0 RECOMMENDATION**

2.1 That the timetable for the meetings for the 2021/22 Municipal Year, attached as an appendix to this report, which includes changes to Executive Overview & Scrutiny Committee dates, as detailed in paragraph 4 below and changes to the start times of some Committee meetings, as detailed in paragraph 5 below, be approved.

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## **3.0 BACKGROUND AND ISSUES**

3.1 It is important to establish a timetable of meetings to enable the work of the Council, its Committees and the Cabinet to operate effectively and to enable Members and Officers to plan work commitments/deadlines.

3.2 The attached timetable has been based on the timetable for the current year, with some changes to reflect issues arising during the year.

3.3 The timetable attempts to ensure good links between Cabinet and Overview & Scrutiny Committee meetings and also to ensure that meetings are held at the most suitable time (such as in late February for setting budgets etc). The regular frequency of Planning Committee meetings is also important to enable the Council to determine planning applications in accordance with statutory and other deadlines. Audit & Governance Committee dates take into consideration requirements for the production and approval of the Council's Statement of

Accounts. Other meetings are scheduled to give an appropriate number of meetings to enable the work of the Council to be conducted.

#### **4.0 REVISED EXECUTIVE OVERVIEW & SCRUTINY COMMITTEE ARRANGEMENTS**

- 4.1 The Executive Overview & Scrutiny Committee at its meeting held on 28 January 2021, considered a report arising from a review of scrutiny arrangements at West Lancashire undertaken by the Member Development Commission.
- 4.2 Following a recommendation from the Commission to improve pre-decision scrutiny, the Committee agreed that meetings should be held prior to Cabinet meetings. Currently meetings of Executive Overview & Scrutiny Committee are held 2 weeks after meetings of Cabinet to accommodate any Call In requests, however Call In requests are very limited and it is therefore proposed that a Special meeting of the Committee is also scheduled into the diary for Call In requests only and these meetings would only be held if a Call-In request is received.

#### **5.0 REVISION OF START TIMES FOR MEETING**

- 5.1 Currently meetings of the various Committees start at different times, with some meetings finishing late into the evening eg. 11.30pm. In 2020/21 meetings started at the following times:

- Council 7.30 pm
- Cabinet 7.00 pm
- Executive Overview and Scrutiny Committee 7.00 pm
- Corporate and Environmental Overview & Scrutiny Committee 7.00 pm
- Licensing and Appeals Committee 7.30 pm
- Audit and Governance Committee 6.30 pm
- Planning Committee 7.00 pm
- Standards Committee 5.00pm

It is therefore recommended that in 2021, all main Committee meetings, Cabinet and Council should start at the same uniformed time of 6.30pm.

#### **6.0 SUSTAINABILITY IMPLICATIONS**

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

#### **7.0 FINANCIAL AND RESOURCE IMPLICATIONS**

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

#### **8.0 RISK ASSESSMENT**

- 8.1 A timetable of scheduled meetings is important in enabling the Council to plan the conduct of its business, ensuring that decisions are made at the appropriate time to meet statutory requirements, such as setting the Council Tax.

## **9.0 HEALTH AND WELLBEING IMPLICATIONS**

9.1 There are no health and wellbeing implications arising from this report.

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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.

### **Appendix**

Timetable of meetings 2021/22.





# WEST LANCASHIRE BOROUGH COUNCIL

## Timetable of Meetings of Council, Cabinet and Committees - 2021/22

MEETING	MAY 2021	JUN 2021	JUL 2021	AUG 2021	SEPT 2021	OCT 2021	NOV 2021	DEC 2021	JAN 2022	FEB 2022	MAR 2022	APR 2022	MAY 2022
<b>Council (Wednesday)</b>	19 Annual		21	<b>R</b>		13		15		23		6	18 Annual
<b>Cabinet</b> (Tuesday)		8		<b>E</b>	14		2		25		8		
<b>Executive Overview and Scrutiny Committee</b> (Thursday)	27				2	21			13	24			
<b>Special Executive Overview and Scrutiny Committee (Call In Meeting only)</b> (Thursday)		24		<b>C</b>	30		18			10	24		
<b>Corporate and Environmental Overview &amp; Scrutiny Committee</b> (Thursday)		10		<b>E</b>	16			9			10		
<b>Licensing and Appeals Committee</b> (Tuesday)		1	27	<b>S</b>		5		7		8	29		
<b>Audit and Governance Committee</b> (Tuesday)	25		28 (Wed)	<b>S</b>		26			25				24
<b>Planning Committee</b> (Thursday)	20	17	22		9	14	25		12 (Wed)	9 (Wed)	17	21	19
<b>Standards Committee</b> (Tuesday)					21						15		

- Notes:**
1. Licensing & Gambling Committee meets 30 minutes earlier on the same day as Licensing & Appeals Committee (only if there is business to discuss).
  2. Dates for all other meetings will be convened on an ad-hoc basis.
  3. Public Holidays – 3 & 31 May, 30 August, 27 & 28 December 2021, 3 January 2022, 15 & 18 April and 2 May 2022.
  4. Elections – 6 May 2021 (Borough, PCC & County Council)



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