



Jacqui Sinnott-Lacey
Chief Operating Officer

52 Derby Street
Ormskirk
West Lancashire
L39 2DF

Tuesday, 6 April 2021

TO: THE MAYOR AND COUNCILLORS

Dear Councillor,

You are summoned to a meeting of the **COUNCIL** to be held on **SKYPE** on **WEDNESDAY, 14 APRIL 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 light grey 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.)

871 - 872

- | | | |
|------------|---|-----------|
| 4. | MINUTES
To receive as a correct record, the minutes of the previous meeting held on Wednesday, 24 February 2021. | 873 - 894 |
| 5. | ANNOUNCEMENTS BY THE MAYOR AND/OR THE CHIEF OPERATING OFFICER | |
| 6. | TO ANSWER ANY QUESTIONS UNDER THE PROVISIONS OF COUNCIL PROCEDURE RULE 10.2 | |
| 7. | MINUTES OF COMMITTEES
To receive the minutes of the following meetings, to confirm, if appropriate, such of the minutes as require confirmation and to pass such resolutions as the Council may deem necessary: | |
| a) | Planning Committee - Thursday, 18 March 2021 | 895 - 898 |
| 8. | HEALTH AND SAFETY STRATEGIC PLAN 2020/23 - ANNUAL UPDATE
To consider the report of the Corporate Director of Place & Community. | 899 - 910 |
| 9. | OVERVIEW & SCRUTINY FUNCTION REVIEW
To consider the report of the Corporate Director of Transformation & Resources. | 911 - 954 |
| 10. | MAYOR ELECT 2021/22
To consider the report of the Corporate Director of Transformation & Resources. | 955 - 956 |

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

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@westlincs.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 unpauses 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"/>	<i>You cannot speak or vote and must withdraw unless you have also ticked 5 below</i>
2.	I have a non-pecuniary interest.	<input type="checkbox"/>	<i>You may speak and vote</i>
3.	I have a pecuniary interest because it affects my financial position or the financial position of a connected person or, a body described in 10.1(1)(i) and (ii) and the interest is one which a member of the public with knowledge of the relevant facts, would reasonably regard as so significant that it is likely to prejudice my judgement of the public interest or it relates to the determining of any approval consent, licence, permission or registration in relation to me or a connected person or, a body described in 10.1(1)(i) and (ii) and the interest is one which a member of the public with knowledge of the relevant facts, would reasonably regard as so significant that it is likely to prejudice my judgement of the public interest	<input type="checkbox"/> <input type="checkbox"/>	<i>You cannot speak or vote and must withdraw unless you have also ticked 5 or 6 below</i> <i>You cannot speak or vote and must withdraw unless you have also ticked 5 or 6 below</i>
4.	I have a disclosable pecuniary interest (Dispensation 20/09/16) or a pecuniary interest but it relates to the functions of my Council in respect of: (i) Housing where I am a tenant of the Council, and those functions do not relate particularly to my tenancy or lease. (ii) school meals, or school transport and travelling expenses where I am a parent or guardian of a child in full time education, or are a parent governor of a school, and it does not relate particularly to the school which the child attends. (iii) Statutory sick pay where I am in receipt or entitled to receipt of such pay. (iv) An allowance, payment or indemnity given to Members (v) Any ceremonial honour given to Members (vi) Setting Council tax or a precept under the LGFA 1992	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<i>You may speak and vote</i> <i>You may speak and vote</i> <i>You may speak and vote</i> <i>You may speak and vote</i> <i>You may speak and vote</i> <i>You may speak and vote</i>
5.	A Standards Committee dispensation applies (relevant lines in the budget – Dispensation 15/09/20 – 14/09/24)	<input type="checkbox"/>	<i>See the terms of the dispensation</i>
6.	I have a pecuniary interest in the business but I can attend to make representations, answer questions or give evidence as the public are also allowed to attend the meeting for the same purpose	<input type="checkbox"/>	<i>You may speak but must leave the room once you have finished and cannot vote</i>

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

Interest

Employment, office, trade, profession or vocation

Sponsorship

Prescribed description

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

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

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

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

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

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

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

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

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

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

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

'a connected person' means

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

'body exercising functions of a public nature' means

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

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

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

Agenda Item 4

COUNCIL

HELD: Wednesday, 24 February 2021

Start: 7.30 pm

Finish: 11.36 pm

PRESENT:

Councillors:

T Aldridge (Mayor)	
M Nixon (Deputy Mayor)	
I Ashcroft	Mrs P Baybutt
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
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	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
James Pierce, Head of Finance, Procurement and Commercial Services
Ian Gill, Head of Growth & Development Services
Michelle Williams, Head of Environmental Services
Lisa Windle, Head of Corporate and Customer Services
Fiona Graham, Head of Housing and Regulatory Services
Matt Jones, Legal & Democratic Services Manager
Sharon Lewis, Head of Human Resources and Organisational Development
Mike Kostrzewski, Finance and Audit Manager
Thomas Lynan, Admin and Electoral Services Manager
Jacky Denning, Democratic Services Manager
Jill Ryan, Senior Member Services Officer
Chloe McNally, Apprentice Member Services Officer
Kay Lovelady, Principal Solicitor

63 **PRAYERS**

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

64 **APOLOGIES**

An apology for absence was received on behalf of Councillor Mrs Stephenson.

65 **DECLARATIONS OF INTEREST**

The following declarations were received:

1. All Members present declared a pecuniary interest in item 9 'Members' Allowances Scheme 2021/22 and in relation to item 12 'Determination of Council Tax 2021/22', but were entitled to speak and vote by virtue of an exemption.
2.
 - a) Councillors Ashcroft, Mrs Blake, Blane, Dereli, Gordon, Mrs Marshall, Mee, Moran, Owen, Pope, Sutton and Whittington declared a pecuniary interest in relation to relevant lines in the budget in respect of item 11 'Budget Requirement 2021/22' and item 13 'Medium Term Capital Programme 2021-22' in relation to Parish Council matters in view of their membership of a Parish Council and indicated they would not participate in any detailed discussions which affected the finances of those bodies specifically.*
 - b) Councillors Aldridge and O'Toole declared a pecuniary interest in relation to relevant lines in the budget in respect of item 11 'Budget Requirement 2021/22' and item 13 'Medium Term Capital Programme 2021-22', as Members of Lancashire County Council (LCC) as did Councillors Coughlan, Cummins and Gagen as employees of LCC, and indicated that they would not participate in any detailed discussions which affected LCC.*
 - c) Councillor Coughlan declared a disclosable pecuniary interest in relation to relevant lines in the budget in respect of item 11 'Budget Requirement 2021/22' and item 13 'Medium Term Capital Programme 2021-22' in respect of his appointment to West Lancashire Community Leisure.*
3. Councillors Ashcroft, Mrs Blake, Blane, Dereli, Gordon, Mrs Marshall, Mee, Moran, Owen, Pope, Sutton and Whittington declared a non-pecuniary

* By virtue of a dispensation granted by the Standards Committee all Councillors who have disclosable pecuniary or pecuniary interests in relation to relevant lines in the budget may participate and vote in the budget debates but not engage in detailed discussions about matters which affect those interests.

interest in relation to item 12 'Determination of Council Tax 2021/22' in view of their membership of a Parish Council.

4. Councillors Aldridge and Pope declared a non pecuniary interest in relation to item 12 'Determination of Council Tax 2021/22', item 18 (d) ' West Lancashire water level management - Motion', as Members of Lancashire County Council, as did Councillors Coughlan, Cummins and Gagen as an employee of Lancashire County Council.
5. Councillors Delaney, Devine, Owen, Nixon, West and J Wilkie (Tenant of a Council flat/house) Coughlan and Gregson (Tenants of a Council garage) declared disclosable pecuniary interests in relation to item 13 'Medium Term Capital Programme and item 14 'Housing Account – Revenue and Capital Programme' 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).
6. Councillors Aldridge, Blane, Cooper, Gregson, Mee, Nixon, Sutton, K Wilkie and Wright declared non-pecuniary interests in relation to item 13 'Medium Term Capital Programme and item 14 'Housing Account – Revenue and Capital Programme' as they have a connected person who is a tenant of rented Council accommodation. Insofar as that interest becomes a pecuniary interest (as it would 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.
7. Councillor Pope declared a non-pecuniary interest in item 8 'Pay Policy Statement 2021/22' as a member of the Lancashire County Council Pension Fund Committee.
8. Councillor O'Toole declared a non-pecuniary interest in relation to item 12 'Determination of Council Tax 2021/22' as a Member of Lancashire Combined Fire & Rescue Authority and Councillor Wilkie as an employee.
9. Councillor Dowling declared a non-pecuniary interest in relation to agenda item 12 'Determination of Council Tax 2021/22' as a member appointed to the Police and Crime Panel, as did Councillor Baybutt as her son is a police officer in Lancashire Constabulary..
10. The following members declared interests in relation to item 18 (e) ' Local NHS services - 'Shaping Care Together' for the reasons indicated:
 - Councillors Johnson and Thompson declared a disclosable pecuniary interest in in view of their employment with the NHS and indicated that they would leave the meeting whilst the item was under consideration

- Councillor Wright declared a declare a disclosable pecuniary interest (by virtue of his and his wife's employment with the NHS and also a pecuniary interest in relation to his daughter's employment with the NHS and indicated that he would leave the meeting whilst the item was under consideration
- Councillor Nixon declared a pecuniary interest in view of her daughter's employment with the NHS and indicated that she would leave the meeting whilst the item was under consideration.
- Councillor Gregson declared a non-pecuniary interest in view of her employment with the Track and Trace Team.

66 MINUTES

RESOLVED: That the minutes of the meeting held on 16 December 2020 be received as a correct record and signed by the Mayor.

67 ANNOUNCEMENTS BY THE MAYOR AND/OR THE CHIEF OPERATING OFFICER

The Mayor advised that given the continuing Covid-19 pandemic face to face visits or holding any charity events had not been possible, however virtual meetings have been taking place with schools and churches in the area.

The Mayor informed Members of the Winter Ready Programme sessions that he had regularly taken part in, along with our residents and encourage all Councillors to sign up.

The Mayor and other members paid tribute to Councillor Iain Ashcroft, conservative member for Hesketh-with Beconsall Ward and advised that he would be retiring as a Councillor. The Mayor thanked Councillor Ashcroft for his service to the Council and wished him well for the future.

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

There were no items under this heading.

69 MINUTES OF COMMITTEES

Consideration was given to the minutes of the undermentioned meetings of the Committees shown, as contained on pages 629 to 644 of the Book of Reports.

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

- (a) Strategic Asset Purchasing Committee, held on Tuesday 8 December 2020

(b) Planning Committee, held on Thursday 14 January 2021

(c) Audit & Governance Committee, held on Tuesday 26 January 2021

(d) Planning Committee, held on Thursday 11 February 2021

70 **PAY POLICY STATEMENT 2021/22 AND INTRODUCTION OF HOLIDAY PAY PERCENTAGE SUPPLEMENT**

Consideration was given to the report of the Corporate Director of Transformation and Resources, as contained on pages 645 to 668 of the Book of Reports, the purpose of which was 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').

- RESOLVED:
- A. That the Pay Policy Statement for 2021/22 attached at Appendix 1 to the report be approved, published on the Council's website and included in the Constitution.
 - B. 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.
 - C. That the Chief Operating Officer, in consultation with the portfolio holder for Human Resources, be given delegated authority to agree to exceptions to the mandatory 2 year engagement gap, in exceptional circumstances, when special skills are required.
 - D. 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 to the report, prior to next year's statement being approved.

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

Consideration was given to the report of the Corporate Director of Transformation and Resources as contained on pages 669 to 676 of the Book of Reports which sought approval of the Members' Allowances Scheme for 2021/22 and to note and endorse the Membership of the Independent Remuneration Panel (IRP).

A Motion to approve the recommendations at paragraphs 2.1 to 2.4 of the report was

moved and seconded.

An Amendment to the Motion, displayed on the screen, was moved and seconded.

A vote was taken on the Amendment, which was LOST.

A vote was taken on the Motion, which was CARRIED.

- RESOLVED:
- A. That it be noted that the IRP had not been asked for a report this year, but met as referred to in paragraph 3.4 of the report.
 - B. 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)
 - C. That the Corporate Director of Transformation and Resources update the Members' Allowances Scheme for the period commencing 1 April 2021, such scheme to be incorporated into the Constitution and subsequently published.
 - D. 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

72 **SUSPENSION OF COUNCIL PROCEDURE RULE 13.4**

RESOLVED: That Council Procedure Rule 13.4 be suspended to enable the Portfolio Holder/Shadow Portfolio Holder/Spokesperson for OWL to present their budget statements, in respect of agenda items 11 (Budget Requirement 2021/22) and 14 (Housing Account – Review and Capital Budget Setting).

73 **BUDGET REQUIREMENT 2021/22**

Consideration was given to the report of the Head of Finance, Procurement and Commercial Services, as contained on pages 677 to 696 of the Book of Reports,

which set out information in order for the Council to set its budget for the next financial year, including the General Revenue Account (GRA), Reserves Policy and the Draft GRA Estimates.

Councillor Yates, Portfolio Holder for Transformation & Resources, moved a Motion that provided details of the Labour Budget Proposals (as displayed on the screen, circulated prior to the meeting and contained in the Book of Reports), which was seconded.

Councillor Owens, Our West Lancashire, moved an Amendment (as displayed on the screen, circulated prior to the meeting and contained in the Book of Reports), which was seconded.

In accordance with Council Procedure Rule 16.5, voting on the Amendment was recorded as follows:

FOR: Councillors Davis, Johnson, Mitchell, Owens, Rigby and Thompson
(SIX)

AGAINST: Councillors Aldridge, Ashcroft, Mrs Baybutt, Mrs Blake, Blane, Blundell, Cains, Cooper, Coughlan, Cummins, Currie, Delaney, Dereli, Devine, Dowling, Mrs C Evans, D Evans, S Evans, Finch, Furey, Gagen, Gordon, Gregson, Hodson, Lockie, Mrs J Marshall, Mee, Monaghan, Moran, Nixon, O'Neill, O'Toole, Owen, Pope, Pritchard, Pryce-Roberts, Sutton, West, D Westley, Mrs Westley, Whittington, J Wilkie, K Wilkie, Witter, Wright and Yates. (FORTY SIX)

The Amendment was LOST.

In accordance with Council Procedure Rule 16.5, voting on the Motion was recorded as follows:

FOR: Councillors Aldridge, Cooper, Coughlan, Cummins, Delaney, Dereli, Devine, Dowling, D Evans, S Evans, Finch, Furey, Gagen, Gregson, Hodson, Lockie, Monaghan, Moran, Nixon, O'Neill, Owen, Pritchard, Pryce-Roberts, West, J Wilkie, K Wilkie, Wright and Yates. (TWENTY EIGHT)

AGAINST: Councillors Ashcroft, Mrs Baybut, Mrs Blake, Blane, Blundell, Cains, Currie, Davis, Mrs C Evans, Gordon, Johnson, Mrs J Marshall, Mee, Mitchell, O'Toole, Owens, Pope, Rigby, Sutton, Thompson, D Westley, Mrs M Westley, Whittington and Mrs Witter (TWENTY FOUR)

The Motion was CARRIED.

RESOLVED: A That the General Revenue Account Estimates for 2021/22 set out in Appendix B of the Council report be approved, subject to the changes set out in the Amended Labour Budget Proposals shown on the screen, circulated at the meeting and contained in the Book of Reports.

- B That the GRA Reserves Policy set out in Appendix A to the Council report be approved.
- C. 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.

74 DETERMINATION OF COUNCIL TAX

Consideration was given to the revised report of the Head of Finance, Procurement and Commercial Services as circulated shown on screen, circulated prior to the meeting and contained in the Book of Reports, which set out the proposed 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, in order to confirm the statutory resolutions that are required in order to set the Council Tax for 2021/22.

Councillor Yates moved a Motion to approve the recommendations in the revised report, which was seconded.

In accordance with Council Procedure Rule 16.5 voting on the Motion was recorded as follows:

FOR: Councillors Aldridge, Ashcroft, Mrs Baybutt, Mrs Blake, Blane, Blundell, Cains, Cooper, Coughlan, Cummins, Currie, Davis, Delaney, Dereli, Devine, Dowling, Mrs C Evans, D Evans, S Evans, Finch, Furey, Gagen, Gordon, Gregson, Hodson, Johnson, Lockie, Mrs Marshall, Mee, Mitchell, Monaghan, Moran, Nixon, O'Neill, O'Toole, Owen, Owens, Pope, Pritchard, Pryce-Roberts, Rigby, Sutton, Thompson, West, D Westley, Mrs Westley, Whittington, J Wilkie, K Wilkie, Mrs Witter, Wright and Yates (FIFTY TWO).

AGAINST: (NONE)

ABSTENTIONS: (NONE)

- RESOLVED:
- A. That it be noted that on the 18 January 2021, the Borough Treasurer 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.
 - B. That the Budget for the Council's own purposes for 2021/22 (excluding parish precepts) be set at £13,857,983 in accordance with the earlier Budget Requirement report.
 - C. 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) £86,759,879 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) £78,275,065 being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(3) of the Act
- c) £8,484,814 being the amount by which the aggregate at C(a) above exceeds the aggregate at C(b) above, calculated by the Council in accordance with Section 31A(4) of the Act as its Council Tax requirement for the year.
- d) £230.73 being the amount at C(c) above divided by 36,774.06 (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) £637,597 being the aggregate amount of all special items (i.e. Parish Precepts) referred to in Section 34(1) of the Act.
- f) £213.39 being the amount at C(d) above, less the result given by dividing the amount at C(e) above by 36,774.06 (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 | 16.99 |
| Bickerstaffe | 33.57 |
| Bispham | 0.00 |
| Burscough | 35.59 |
| Dalton | 20.23 |
| Downholland | 40.81 |
| Great Altcar | 13.18 |
| Halsall | 20.24 |
| Hesketh with Becconsall | 41.05 |
| Hilldale | 56.97 |
| Lathom | 17.63 |
| Lathom South | 28.09 |
| Newburgh | 35.02 |
| North Meols | 34.78 |
| Parbold | 33.76 |

Rufford	39.71
Scarisbrick	17.60
Simonswood	20.05
Tarleton	31.03
Up Holland	22.11
Wrightington	15.71

being the amounts given by adding to the amount at C(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 C(f) and C(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 revised Schedule 1).

- D. 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	£. p	£. p	£. p	£. p	£. p	£. p	£ .p
970.79	1,132.59	1,294.39	1,456.19	1,779.79	2,103.39	2,426.98	2,912.38

- E. 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	£. p	£. p	£. p	£ .p	£. p	£. p	£. p
150.97	176.13	201.29	226.45	276.77	327.09	377.42	452.90

- F. 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	£. p	£. p	£. p	£. p	£. p	£. p	£. p
48.18	56.21	64.24	72.27	88.33	104.39	120.45	144.54

- G. That having calculated the aggregate in each case of the amounts at C(h), D, E and F, the Council, in accordance with Section 30(2) of the Act, hereby sets the amounts shown in the revised Schedule 2 as the amounts of Council Tax for the year 2021/2022 for each of the categories of dwellings shown.

75

MEDIUM TERM GRA CAPITAL PROGRAMME 2021-22

Consideration was given to the report of the Head of Finance, Procurement and Commercial Services as contained on pages 703 to 712 of the Book of Reports, which advised on the Council's Medium Term Capital Programme.

Councillor Yates, Portfolio Holder for Resources and Transformation, moved a Motion which set out the Labour Capital Programme proposals, as displayed on screen, circulated at the meeting and contained within the Book of Reports, which was seconded.

An Amendment from the Our West Lancashire Group, as displayed on the screen, circulated prior to the meeting and contained within the Book of Reports, was moved and seconded.

A vote was taken on the Amendment which was LOST.

A vote was taken on the Motion, which was CARRIED.

RESOLVED: A. That the proposed new capital schemes set out in Appendix 2 of the report be approved.

- B. That delegated authority be given to the Chief Operating Officer and Corporate Directors to take all necessary action to implement the agreed capital programme.

76 **HOUSING ACCOUNT - REVENUE AND CAPITAL BUDGET SETTING**

Consideration was given to the report of the Head of Finance, Procurement and Commercial Services as contained on pages 713 to 728 of the Book of Reports, which advised on the rent and service charges to be applied; and detailed the Public Sector Housing Capital Investment Programme and Housing Revenue Estimates for 2021/22, the purpose of which is to enable the Council to set its Housing Revenue Account (HRA) budget and capital investment programme for the next financial year.

Councillor J Wilkie, Portfolio for Housing and Landlord Services, moved a Motion, as displayed on the screen, circulated prior to the meeting and contained in the Book of Reports, which set out Labour proposals in relation to the Draft Housing Revenue Account Estimates for 2021/22 and Public sector Housing Capital Investment Programme for 2021/22, which was seconded.

An Amendment from the Conservative Group, displayed on the screen and contained in the Book of Reports, was moved and seconded.

A vote was taken on the Amendment, which was LOST.

A further Amendment from the Our West Lancashire Group, displayed on the screen, circulated prior to the meeting and contained in the Book of Reports, was moved and seconded.

A vote was taken on the further Amendment, which was LOST.

A vote was taken on the Motion, which was CARRIED.

- RESOLVED:
- A. That the Rent and Service Charges set within delegated authority, as detailed in sections 4 and 5 of the report, be noted and endorsed.
 - B. That the comments of Tenants and Residents as set out in Appendix E to the report be noted.
 - C. That the Revenue Estimates and Capital Investment Plan, set out in Appendices A and B to the report be approved, subject to the changes set out in the Labour proposals displayed on the screen, circulated prior to the meeting and contained in the Book of Reports.
 - D. That the Housing Revenue Account Reserves Policy set out in Appendix C of the report be approved.
 - E. That delegated authority be given to the Corporate Director of Place & Community to take all necessary action to implement

the decisions of Council.

77 **CAPITAL FINANCIAL AND TREASURY MANAGEMENT FRAMEWORK**

Consideration was given to the report of the Head of Finance, Procurement and Commercial Services as contained on pages 729 to 744 of the Book of Reports the purpose of which was to set the framework for capital financing and treasury management operations for the next financial year.

RESOLVED: A. That the projected position in respect of the Prudential Indicators for 2020-21 set out in Appendix 1 of the report be noted.

B. That the Prudential Indicators for the next three years set out in Appendix 2 of the report be agreed.

C. That the Minimum Revenue Provision (MRP) policy set out in Appendix 3 of the report be approved for the next financial year.

78 **WEST LANCASHIRE ELECTORAL REVIEW - COUNCIL SIZE SUBMISSION**

The Chief Operating Officer presented her report as contained on pages 745 to 774 of the Book of Reports the purpose of which was 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.

RESOLVED: 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.

79 **TIMETABLE OF MEETINGS 2021/22**

Consideration was given to the report of the Corporate Director of Transformation and Resources as contained on pages 775 to 780 of the Book of Reports the purpose of which was to agree the timetable of meetings for the Municipal Year 2021/22.

RESOLVED: A. That the timetable of meetings for the 2021/22 Municipal Year, attached as an appendix to the report, which included changes to the Executive Overview and Scrutiny Committee dates, as detailed in paragraph 4 of the report be approved.

B. That the start time of meetings should remain as the same start times at the 2020/21 Municipal Year and all members be surveyed to establish a preference for future meetings.

80 **MOTIONS**

The following Motions were considered at the request of the Members indicated:

81 PLANNING ENFORCEMENT - MOTION FROM COUNCILLOR TOM BLANE ON BEHALF OF THE CONSERVATIVE GROUP

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

"This Council has a duty to investigate alleged breaches of planning control and has powers to remedy proven breaches subject to available resources.

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.

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.

To rectify this situation, I move the following Motion:

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".

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

FOR: Councillors Ashcroft, Mrs Baybutt, Mrs Blake, Blane, Blundell, Cairns, Currie, Davis, Mrs C Evans, Gordon, Johnson, Mrs Marshall, Mee, Mitchell, O'Toole, Owens, Pope, Rigby, Sutton, Thompson, D Westley, Mrs Westley, Whittington and Witter (TWENTY FOUR)

AGAINST: Councillors Aldridge, Cooper, Coughlan, Cummins, Delaney, Dereli, Devine, Dowling, D Evans, S Evans, Finch, Furey, Gagen Gregson, Hodson, Lockie, Monaghan, Moran, Nixon, O'Neill, Owen, Pritchard, Pryce-Roberts, West, J Wilkie, K Wilkie, Wright and Yates (TWENTY EIGHT)

The Motion was LOST.

82 COMMONWEALTH SERVICE PERSONNEL - MOTION FROM COUNCILLOR T DEVINE, ARMED FORCES CHAMPION, ON BEHALF OF THE LABOUR GROUP

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

"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.

That 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 **four** 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."

- RESOLVED: A. 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.
- B. That 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.
- C. 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 four 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.
- D. That 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.

The following Motion was moved and seconded:

"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 service cuts or higher council tax rises. The people of West Lancashire don't deserve that".

RESOLVED: 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.

(Note: A Motion to suspend Council Procedure Rule 9 to continue the meeting until all the business on the agenda has been concluded was moved, seconded and agreed by the meeting.)

84

WEST LANCASHIRE WATER LEVEL MANAGEMENT - MOTION FROM COUNCILLOR ANDREW PRITCHARD ON BEHALF OF THE LABOUR GROUP

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

"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."

RESOLVED: A. That 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.
- B. That 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.
- C. 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
- D. 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
- E. 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

F. 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.

85 **LOCAL NHS SERVICES - 'SHAPING CARE TOGETHER' - MOTION FROM COUNCILLOR VICKIE CUMMINS ON BEHALF OF THE LABOUR GROUP**

The following Motion was moved and seconded:

"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. "

RESOLVED: A. That 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.

B. That 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.

C. 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.

D. 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.

E. That the Shaping Care Together team be called to present to councillors through a dedicated meeting or through Overview and Scrutiny on their consultation.

(Note: Councillors Johnson, Thompson, Wright and Nixon left the meeting whilst this item was under consideration.)

86 **EXCLUSION OF PRESS AND PUBLIC**

RESOLVED: That under Section 100A(4) of the Local Government Act 1972, the public be excluded from the meeting during consideration of the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in paragraph 3 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.

87 **PURCHASE OF LAND AT FAIRLIE, SKELMERSDALE**

Consideration was given to the report of the Corporate Director of Place and Community as contained on pages 781 to 792 of the Book of Reports the purpose of which was to seek authority to purchase land at Fairlie, Skelmersdale.

RESOLVED: The acquisition of the land at Fairlie, Skelmersdale for £350,000, hatched on Appendix A to the report, on behalf of the Housing Revenue Account be agreed and authority be given to the Corporate Director of Place and Community to enter into all necessary arrangements with regard to the proposed purchase from Lancashire County Council.

88 **DEVELOPMENT COMPANY BUSINESS PLAN**

Consideration was given to the report of the Chief Operating Officer as contained on pages 793 to 822 of the Book of Reports, the purpose of which was to seek approval for the latest business plan of Tawd Valley Developments Limited (TVDL), which is the Council's wholly owned Development Company.

A Motion to approve the recommendations at 2.1 to 2.3, was moved and seconded.

An Amendment to the Motion, as displayed on the screen and included in the Book of Reports, was moved and seconded.

A vote was taken on the Amendment, which was LOST.

A Further Amendment to the Motion, as displayed on the screen, circulated prior to the meeting and included in the Book of Reports was moved and seconded.

A vote was taken on the Further Amendment, which was LOST.

A vote was taken on the Motion, which was CARRIED.

- RESOLVED: A That the TVDL business plan for the next 5 years be approved.
- B. That the appraisal criteria for affordable homes schemes set out in paragraph 4.7 of the report be approved.
 - C. That the financial implications for the Council arising from the TVDL business plan, as set out in section 5 of the report, be approved.

.....
THE MAYOR

Agenda Item 7a

PLANNING COMMITTEE

HELD: Thursday, 18 March 2021

Start: 7.00 p.m.

Finish: 8.20 p.m.

PRESENT:

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

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

In attendance: Cllr D Evans (Planning Portfolio Holder)
Cllr M Mills (Halsall Ward)

Officers: Heidi McDougall - Corporate Director of Place and Community
Catherine Thomas – Development, Heritage and Environment Manager
Mark Loughran – Principal Planning Officer
David Delaney – Legal Assistant (Planning)
Jill Ryan – Senior Member Services Officer
Chloe McNally – Member Services Apprentice

101 APOLOGIES

There were no apologies for absence received.

102 MEMBERSHIP OF THE COMMITTEE

There were no changes to the membership of the Committee.

103 URGENT BUSINESS, IF ANY INTRODUCED BY THE CHAIRMAN

There were no items of urgent business.

104 DECLARATIONS OF INTEREST

There were no Declarations of Interest received.

105 DECLARATIONS OF PARTY WHIP

There were no Declarations of Party Whip.

106 MINUTES

RESOLVED: That the minutes of the meeting held on the 11 February 2021 be approved as a correct record and signed by the Chairman.

107 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 653 to 700 of the Book of Reports and on pages 639 to 641 of the Late Information Report.

(Notes:

1. In accordance with Regulatory Procedure Rule 7(b), Councillor Mills spoke in connection with Planning Applications 0390/FUL relating to Land at the Rear of 78 New Cut Lane Halsall and Planning Application 2021/063/FUL relating to 72 New Cut Lane, Halsall.
2. The Parish Clerk from Halsall Parish Council spoke in connection with Planning Applications 0390/FUL relating to Land at the Rear of 78 New Cut Lane, Halsall and Planning Application 2021/0063/FUL relating to 72 New Cut Lane, Hasall.
3. 2 Objectors spoke in connection with Planning Application 0390/FUL relating to Land at the Rear of 78 New Cut Lane, Halsall and left the meeting after consideration of this item.)

108 2020/0737/FUL - THE BAY LEAF, LIVERPOOL ROAD, TARLETON, LANCASHIRE

RESOLVED: A. That planning application 0737/FUL relating to The Bay Leaf, Liverpool Road, Tarleton be referred to the Secretary of State for consideration.

B. That subject to the application not being 'called in' by the Secretary of State pursuant to paragraph 11.1 of the report, planning permission be granted subject to the conditions and reasons as set out on pages 668 to 674 of the Book of Reports.

109 2020/0782/WL3 - LAND ADJACENT TO 21 TO 55A PENNINGTON AVENUE, ORMSKIRK, LANCASHIRE

RESOLVED: That planning application 0782/WL3 relating to Land adjacent to 21 to 55A Pennington Avenue, Ormskirk be approved subject to the conditions and reasons as set out on pages 679 to 680 of the Book of Reports and with the amendment to Condition 2 as set out on pages 639 to 640 of the Late Information Report.

110 2020/0390/FUL - LAND TO THE REAR OF 78 NEW CUT LANE, HALSALL, LANCASHIRE

RESOLVED: That planning application 0390/FUL relating to Land to the Rear of 78 New Cut Lane, Halsall be approved subject to the conditions and reasons as set out on pages 688 to 691 of the Book of Reports and with the amendment to paragraph 11.10 of the report as contained on page 640 of the Late Information

Report.

111 2021/0063/FUL - 72 NEW CUT LANE, HALSALL, LANCASHIRE

RESOLVED: That planning application 2021/0063/FUL relating to 72 New Cut Lane, Hasall be approved subject to the conditions and reasons as set out on pages 695 to 699 of the Book of Reports and with the amendment to paragraph 11.5 of the report as set out on page 641 of the Late Information Report.

.....
Chairman



COUNCIL: 14 APRIL 2021

Report of: Corporate Director of Place and Community

Contact for further information: Paul Charlson (Ext 5246)
(E-mail: paul.charlson@westlancs.gov.uk)

SUBJECT: HEALTH AND SAFETY STRATEGIC PLAN 2020/23 – ANNUAL UPDATE

1.0 PURPOSE OF THE REPORT

- 1.1 To provide an update on the progress made in relation to the 2020/23 Health and Safety Strategic Plan.

2.0 RECOMMENDATIONS

- 2.1 That the progress against the Health and Safety Strategic Plan 2020/23 be noted.
-

3.0 BACKGROUND

- 3.1 Members will recall that a strategic approach was adopted to proactively manage health and safety issues within the Council.
- 3.2 The resultant Strategic Plan is refreshed every 3 years and focuses on review as well as delivering improvements, so as to handle risk effectively within the Council. 6 monthly updates are provided to the Councils' Corporate Health and Safety Committee, with an update provided to Members annually.

4.0 THE 2020/23 HEALTH AND SAFETY STRATEGIC PLAN

- 4.1 The 2020/23 Plan builds on previous work by concentrating on the changes introduced following the Sustainable Organisation Review Project and embedding health and safety culture in the new staff structure.
- 4.2 The implementation of the 2020/23 Plan reinforces the Council's commitment to provide a safe and healthy working environment for its employees, Members and visitors. However, progress against the 2020/23 Plan has inevitably been affected

by Covid-19 as staff resources within the Council's Corporate Health and Safety Service are new and have been committed to ensuring the Council's own Covid compliance. Appendix 1 to this report provides an outline of the work completed to date and those projects intended for completion with relevant targets.

5.0 SUSTAINABILITY IMPLICATIONS

5.1 There are no significant sustainability impacts associated with this report and, in particular, no significant impact on crime and disorder. The report has no significant links with the Sustainable Community Strategy.

6.0 FINANCIAL AND RESOURCE IMPLICATIONS

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

7.0 RISK ASSESSMENT

7.1 This item is for information only and makes no recommendations. It therefore does not require a formal risk assessment and no changes have been made to risk registers.

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

Appendices

Appendix 1: Health and Safety Strategic Plan 2020/2023 Update

Appendix 1: Corporate Health and Safety Strategic Plan 2020/23 Update

Action	Target	Completion	Responsible Service / Officer(s)	Progress	Comments
Review of Corporate and Service Health and Safety Committee meeting attendees and structure	Revised and agreed attendance	June 2020	Corporate H&S Service	Complete	Attendees reviewed and settled for main committee. Sub committees established for Robert Hodge Centre incorporating Leisure and Rangers, Derby Street incorporating the Investment Centre and Westgate.
To review the health and safety audit process	Agreed and published audit programme	July 2020	Corporate H&S Service	Complete	Covid-19 and change in working methods have meant that priorities have shifted based on these developments. Audits carried out on the basis of risk and trend analysis.
	Revised audit process	October 2020		Ongoing	New audit template created for use.
	Audits conducted	Annually		Complete	Range of audits completed including including: <ul style="list-style-type: none"> • 61 Westgate • 49 Westgate (Familiarisation visit only) • 26 Gorseley Place (Familiarisation visit only) • Investment Centre (Familiarisation visit only) • 52 Derby Street (During and post refurbishment) • Robert Hodge Centre (Site)

					<ul style="list-style-type: none"> Traffic Management at Robert Hodge depot
Improved Corporate Health and Safety communications and service standards	<p>Customer policy</p> <p>Communication Plan (incl. attendance at team meetings, campaigns and promotional materials)</p>	<p>July 2020</p> <p>July 2020 (Commence November 2020)</p>	Corporate H&S Service	<p>Complete</p> <p>Ongoing</p>	<p>New intranet page launched.</p> <p>Delays due to Covid-19. However, newsletters sent to all First Aiders (Covid-19 Updates). Initial plan in place outlining a topic of the month.</p>
Review of Corporate Health and Safety Documentation	Documents to be easily accessible, succinct and understandable	March 2021	Corporate H&S Service	<p>Review complete. Action to update existing documents.</p>	<p>The team has conducted a document review to identify the documents that can be kept and those that can be amalgamated to streamline and simplify. Many of the performance standards we currently have are reference documents, which need to be simplified and turned into an individual policy or a health and safety manual.</p> <p>All documents have been transferred off the old health and safety gateway and old filing system into a new location on the shared drive. Documents to be updated on a risk basis, as this a significant body of work and all actions will continue throughout the duration of this plan.</p> <p>The new team has engaged directly with staff and have implemented new Covid-19.</p>

					<p>risk assessment, generic risk assessment and health and safety tools. The generic risk assessment has been produced to provide a benchmark and starting point for line managers to review and customize for their teams along with a risk checklist for reference. This will be shared at Corporate Health & Safety Committee for comment and once the group is happy will be shared with line managers and staff for sharing, discussion and feedback in team meetings. The document can also be the basis of a training tool, including for staff on induction. As and when documentation and new intranet pages are developed the risk assessment will cross reference to these other sources of information.</p>
To review and rationalise the Health and Safety Gateway into a more sustainable and resilient format upon the intranet	Maintain effective and efficient management and control of contractors	March 2021	Corporate H&S Service	Review complete	<p>Review complete. New intranet skeleton has been produced to begin to populate with documentation and guidance in a way which is more intuitive and easy to use. Some updated/little used information has been removed.</p>
Proposals for external audit / verification / peer review / external accreditation	To have considered and decided on a suitable verification method of the Council's health and safety management	March 2021	Corporate H&S Service	Review complete	<p>Review complete. The team are actively engaging with neighbouring local authority health and safety teams to benchmark and share ideas and information.</p> <p>No system of external verification in place at the moment. Options and costs being considered.</p>

					The team has developed knowledge of the organisation, teams, buildings and systems, but it will take a significant amount of time and effort to develop an updated health and safety system which is in line with the team's goals. The systems are being reviewed and updated on a risk basis. Covid-19 continues to have a significant impact especially following reduction in team resource.
Implement recommendations for external audit / verification / peer review / external accreditation	To deliver and report on the chosen verification method	March 2023	Corporate H&S Service	On target	Based on above action.
Reduced number of accident / incident reports	To maintain a downward trend of incidents and accidents [Links to communication plan – to ensure any reduction is not resulting from a reduction in reporting]	March 2023	Corporate H&S Service HoS	On target	Accidents numbers remain low. Accident statistics and causal factors reviewed at each Corporate Health and Safety Committee meeting.
Improve near miss / hazard reporting	To continue communications relating to near miss / hazard reporting	March 2023	Corporate H&S Service HoS	On target	Accident and near miss reports have been updated and regular communication in place in higher risk work areas. Specific accident and near miss page in

					development on intranet to signpost and simplify.
Review and revise risk assessment documentation controls	Devolve control of risk assessment to service level Risk assessments reviewed	July 2021 Annually	Corporate H&S Service HoS / Line Managers	On target	New risk assessment template has been piloted with different services and feedback has been used to adjust. Feedback has been positive on the whole. The new template should allow managers to more easily carry out their own risk assessments
Improved oversight of health and safety performance	Increased use of Pentana to allow oversight of risk assessment and related processes	July 2021	Corporate H&S Service HoS	Review complete	Demonstration of software options, in addition to Pentana, is complete. Proposal to be presented to Corporate Health & Safety Committee.
Manager health and safety training	To deliver suitable training session to managers to support them in controlling their own service health and safety risks	March 2021	Corporate H&S Service		Delays due to Covid-19, however options and prices now obtained. Environmental Services have sought training on risk assessment for their supervisors.
All accident (including RIDDOR) events reported and investigated	Procedures reviewed Levels of reporting investigation noted No adverse outcomes from enforcement agency follow-up	March 2021 Ongoing Ongoing	Corporate H&S Service HoS / Line Managers	Complete	New accident report form in place. More information is provided up front and the line manager is more actively involved in the review/reflection.

Ensure all staff continue to receive appropriate induction and training	To review the health and safety induction and refresher training module	January 2022	Corporate H&S Service HoS / Line Managers	On target	Current training methods and delivery adequate. New policy and induction checklist drafted. To be shared with Corporate Health & Safety Committee prior to implementation.
Examine links between health and safety controls and ill health absenteeism	To review insurance claims, sick absence statistics to identify and implement proactive controls to reduced incidents	March 2022	Corporate H&S Service / HR	On target	Delays due to the Council's OH provider being heavily involved in Covid-19 vaccination. Looking at whether roles can have standardised occupational health requirements to simplify management and HR checks and create more consistency.
Support effective building management compliance processes and related safety standards.	Improved links between Corporate Health and Safety and Property Services and Estates to provide a coordinated compliance regime	March 2022	Corporate H&S Service / Property Services	On target	Systems remain adequate. Plan in place to focus on potential gaps brought about by changes to staff structure, corporate buildings and new ways of working.
Develop health and safety competencies for job categories	To link staff responsibilities to minimum requirements for health and safety training	March 2022	Corporate H&S Service / HR	On target	
Reduction in reporting/recording of occupational health and	To demonstrate a downward trend in incidents	March 2023	Corporate H&S Service / HR	On target	

wellbeing issues					
Ensure competencies within the Corporate Health & Safety Service	Staff training and development in line with development appraisal process	March 2023	EH Manager	On target	Options and prices obtained.
Support and improve operational links between Corporate Health and Safety Service and key services – Insurance, Property Services, Environmental Services	To foster improved collaborative working and proactive risk control	March 2023	Corporate H&S Service	On target	Continuous improvement plan being developed.
Corporate building inspections	HoS complete corporate building (and related areas) inspection	Annually	HoS	Ongoing	Programme of inspections through health and safety sub committees in place.
Record of Corporate and Service health and safety meetings	Meetings held and minutes actioned and recorded	Quarterly	Corporate H&S Service HoS	On target	All meetings held.
Ensure sufficient training and guidance is provided regarding leadership in health and safety	One training session per year provided to CMT and/or senior managers	Annually	Corporate H&S Service CMT	N/A	Training scheduled.
Ensuring comprehensive training	Increased use and take up of health	Ongoing	Corporate H&S Service	N/A	Under continual review to ensure this remains in place.

programs and opportunities are available to staff	and safety training opportunities		HoS / Line Managers		
Support joint working between employee representatives, management and the Health and Safety Service.	Effective joint inspections, task based risk assessments and health and safety initiatives [when requested]	Ongoing	Corporate H&S Service HoS / Line Managers / Unions	N/A	Under continual review to ensure this remains in place.

Agenda Item 9



EXECUTIVE OVERVIEW & SCRUTINY COMMITTEE:

28 January 2021

CORPORATE & ENVIRONMENTAL OVERVIEW & SCRUTINY COMMITTEE: 11 March 2021

COUNCIL: 14 April 2021

Report of: Corporate Director of Transformation & Resources

Relevant Portfolio Holder: Councillor I Moran

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

SUBJECT: OVERVIEW AND SCRUTINY FUNCTION REVIEW

Wards affected: Borough wide

1.0 PURPOSE OF THE REPORT

1.1 To consider the recommendations of the Member Development Commission following a review of the Overview & Scrutiny function at West Lancashire.

2.0 RECOMMENDATIONS TO EXECUTIVE OVERVIEW & SCRUTINY COMMITTEE

2.1 That an in-house 'Overview & Scrutiny at West Lancashire' training session be held each year following a local election with a further session on 'Best Practice Scrutiny' being arranged with an external trainer in the year that there are no local elections, as detailed in paragraph 6 below.

2.2 That Council be recommended to amend the timetable of meetings for 2021/22 to allow for Executive Overview & Scrutiny Committee to be held prior to Cabinet, to accommodate pre-scrutiny, with a Special 'Call In' Meeting of Executive Overview & Scrutiny Committee being scheduled following Cabinet, to meet as and when required, as detailed in paragraph 7 below.

2.3 That Members of Overview & Scrutiny Committees be asked to submit questions in advance of meetings.

2.4 That Council be recommended to amend 'The Overview & Scrutiny Procedure Rules at Constitution 14' to read:

"Attendance by others

- (a) *The leaders of the political groups on the Council shall be allowed to attend each Overview and Scrutiny Committee and to speak but not vote on any issue under consideration."*

- 2.5 That consideration be given to Constitution 9.2: Members' Update Procedure Rules - Information Items and the form for submitting Members Update Items, attached at Appendix 2 to the report, together with the recommendation of the Member Development Commission, that Information Items, usually included on the Corporate & Environmental Overview & Scrutiny Members Update, should be routinely included on the agenda for Committee, without the requirement for Members to request these items to be included, as detailed in paragraph 12 below.
- 2.6 That consideration be given to extend the terms of reference of the Member Development Commission to consider Overview & Scrutiny structures of other similar Local Authorities, with a view to increasing the number of Overview & Scrutiny Committees to three (or four, if required) in May 2022 (rather than May 2021), taking into account the comments in paragraph 13.2 in relation to timescales and additional staff resources.

3.0 RECOMMENDATIONS TO CORPORATE & ENVIRONMENTAL OVERVIEW & SCRUTINY COMMITTEE

- 3.1 That an in-house 'Overview & Scrutiny at West Lancashire' training session be held each year following a local election with a further session on 'Best Practice Scrutiny' being arranged with an external trainer in the year that there are no local elections, as detailed in paragraph 6 below.
- 3.2 That it be recommended that Members of Overview & Scrutiny Committees be asked to submit questions in advance of meetings.
- 3.3 That scoring of topics should be scored by a Panel consisting of the Chairman, Vice-Chairman and Opposition Spokespersons.
- 3.4 That consideration be given to Constitution 9.2: Members' Update Procedure Rules - Information Items and the form for submitting Members Update Items, attached at Appendix 2 to the report, together with the recommendation of the Member Development Commission, that Information Items, usually included on the Corporate & Environmental Overview & Scrutiny Members Update, should be routinely included on the agenda for Committee, without the requirement for Members to request these items to be included, as detailed in paragraph 12 below, taking into account the decision and recommendation of the Executive Overview & Scrutiny Committee held on 28 January 2021, attached at Appendix 3.

4.0 RECOMMENDATIONS TO COUNCIL

- 4.1 That the timetable of meetings for 2021/22 be prepared to allow for Executive Overview & Scrutiny Committee to be held prior to Cabinet, to accommodate pre-

scrutiny, with a Special 'Call In' Meeting of Executive Overview & Scrutiny Committee being scheduled following Cabinet, as detailed in paragraph 7 below.

- 4.2 That 'The Overview & Scrutiny Procedure Rules at Constitution 14' be amended to read:

"Attendance by others

(a) *The leaders of the political groups on the Council shall be allowed to attend each Overview and Scrutiny Committee and to speak but not vote on any issue under consideration."*

- 4.3 That the Legal & Democratic Services Manager be given delegated authority to amend 'Constitution 9.2: Members' Update Procedure Rules - Information Items' and the form for submitting Members Update Items, attached at Appendix 2 to the report, if required, to take into account the comments of the Executive Overview & Scrutiny Committee and the Corporate & Environmental Overview & Scrutiny Committee.

5.0 BACKGROUND

- 5.1 Overview and scrutiny committees were introduced in 2000 as part of new executive governance arrangements to ensure that members of an authority who were not part of the executive could hold the executive to account for the decisions and actions that affect their communities. Overview and scrutiny committees have statutory powers to scrutinise decisions the executive is planning to take, those it plans to implement, and those that have already been taken/implemented. Recommendations following scrutiny enable improvements to be made to policies and how they are implemented.
- 5.2 Overview and scrutiny committees can also play a valuable role in developing policy. Effective overview and scrutiny should:
- Provide constructive 'critical friend' challenge;
 - Amplify the voices and concerns of the public;
 - Be led by independent people who take responsibility for their role; and
 - Drive improvement in public services.
- 5.3 Current overview and scrutiny legislation recognises that authorities are democratically-elected bodies who are best-placed to determine which overview and scrutiny arrangements best suit their own individual needs, which provides a degree of flexibility to decide which arrangements to adopt. The organisational culture, behaviours and attitudes of an authority will largely determine whether its scrutiny function succeeds or fails. While everyone in an authority can play a role in creating an environment conducive to effective scrutiny, it is important that this is led and owned by members, given their role in setting and maintaining the culture of an authority.
- 5.4 Under the Sustainable Organisation Review (SORP), the terms of reference of the Member Development Commission were extended to include: "In order to give effect to the augmented Member role proposed within the Sustainable Organisation Review, to examine how cross-party scrutiny and development of

strategy could be strengthened via either existing or new committee arrangements, reporting to Executive Overview and Scrutiny and (then) to Council by April 2020. Such activity to include the option of engaging external specialist advice with relevant expenditure being contained within the budget provided." One aspect of this task, although delayed, was to look at current scrutiny arrangements and how it can be more strategic in its role.

- 5.5 In order to obtain the views of all Members the Member Development Commission agreed a number of questions, which were then circulated to Members in the form of an on-line questionnaire. The results of the questionnaire are attached at Appendix A. 29 responses were received from Members. The Member Development Commission considered the outcome of the Overview & Scrutiny Questionnaire at its meeting held on 30 September 2020 and agreed a number of issues/actions to review, which were then considered by the Commission on 17 November 2020. The outcome of those considerations are detailed below:

6.0 TRAINING REQUIREMENTS

- 6.1 A common theme that came out of responses across the whole of the Questionnaire was the lack of understanding of Scrutiny processes at West Lancashire and requirements for training. This year training sessions on 'Best Practice Scrutiny' (Committee Work /Annual Report) and 'Best Practice Scrutiny' (Effective Review Groups) were held 22 January 2020 by an external trainer. A further session to review Scrutiny at West Lancashire was due to be held on 24 March 2020, however due to Covid-19 this session was postponed.
- 6.2 Given the high number of responses it is proposed that future West Lancashire Overview & Scrutiny Training is provided each year when there are local elections (not by-elections) to give an overview of the procedures at West Lancashire and provide details on how Members can get strategically involved in decision making. It is also proposed that a further session on 'Best Practice Scrutiny' be organised with an external trainer in the year when there are no local elections, in order to provide an independent perspective.

7.0 PRE-DECISION SCRUTINY

- 7.1 Feedback provided from the questionnaire was the perceived lack of pre-decision scrutiny. The Commission at the previous meeting recognised the role of Cabinet Working Groups in pre-decision scrutiny. It was considered that more use of the Forward Plan and timetable changes for meetings of Executive Overview & Scrutiny Committee could better facilitate pre-decision scrutiny of Cabinet decisions and develop further non-cabinet Members strategic role in decision making.
- 7.2 It is therefore proposed that as the Forward Plan is published 4 weeks prior to decisions taken by Cabinet a process be put in place to allow Members to request items from the Forward Plan to be included on the agenda for Executive Overview & Scrutiny. In order to accommodate this process, it is proposed that meetings of Executive Overview & Scrutiny be held prior to Cabinet, which would also facilitate officers submitting reports to that Committee prior to consideration by Cabinet.

7.3 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 scheduled into the diary for Call In requests. These meetings would only be held if a Call-In request is received.

8.0 QUESTIONS FROM MEMBERS IN ADVANCE OF THE MEETING

8.1 Feedback identified from the questionnaire and also in the training members received that it was good practice for Members to provide questions prior to meetings so that a more structured approach to the meeting could be facilitated. This practice had been adopted for recent meetings of Overview & Scrutiny Committees and it is proposed that this practice should continue.

9.0 PORTFOLIO HOLDER ATTENDANCE AT MEETINGS

9.1 The Overview & Scrutiny Procedure Rules at Constitution 14 currently read:

Attendance by others

- "(a) The leaders of the two main political groups on the Council shall be allowed to attend each Overview and Scrutiny Committee and to speak but not vote on any issue under consideration.
- (b) The members of the Cabinet with responsibility for an area of Council activity (i.e. the relevant Portfolio Holders) shall be allowed to attend the relevant Overview and Scrutiny Committee and with the consent of the Chairman to answer questions only but not vote on any issue under consideration affecting that member's area of responsibility save that with the express consent of the Chairman the relevant Portfolio Holder may be invited to address the Committee."

9.2 Consideration was given as to whether Portfolio Holders should routinely be invited to attend meetings of Overview & Scrutiny Committees, rather than ad hoc under current practice. The Commission noted that Overview and Scrutiny Meetings are open to attendance by Portfolio Holders at any time and that the Chairman could invite a specific Portfolio Holder to attend where item(s) include reference to their portfolio areas and / or relevant Officer and agreed that no change was required to paragraph (b) above.

9.3 The Commission considered that as there were 3 political groups on the Council, that paragraph (a) above 'The Overview & Scrutiny Procedure Rules at Constitution 14' be amended to read:

"Attendance by others

- (a) *The leaders of the political groups on the Council* shall be allowed to attend each Overview and Scrutiny Committee and to speak but not vote on any issue under consideration."

10.0 SCORING OF TOPICS - CORPORATE AND ENVIRONMENTAL OVERVIEW & SCRUTINY COMMITTEE IN-DEPTH REVIEWS

- 10.1 The Corporate and Environmental Overview & Scrutiny Committee conducts in depth reviews/policy development as set out in its work programme and establishes its own Work Programme annually, informed by:
- Inviting all Members, Parish Councils and CMT to submit topics.
 - Inviting members of the public to submit topics via a press release and the inclusion of an article on the Council's web site.
 - And if appropriate, via a workshop session to which all Members be invited, including Key Stakeholders, the Press and members of the public, if determined by the Lead Officer, in consultation with the Chairman, Vice Chairman and Opposition Spokesperson.
- 10.2 All potential topics received are then published on the Council website. These are then scored by a Panel consisting of the Chairman, Vice-Chairman and Conservative and Our West Lancashire Spokespersons.
- 10.3 The results of the scoring exercise are then considered by the main Committee to select one topic for review. Consideration at that meeting is also given to how the other items submitted will be dealt with, eg. Referred to the relevant Head of Service and/or Portfolio Holder, referred to another authority, a report included on a future agenda (one-hit item).
- 10.4 The Commission reviewed the Topic Submission Form and the Topic Selection Assessment Form and agreed that comments / feedback be sought from Corporate & Environmental Overview and Scrutiny Committee and previous Municipal Year's Chairman. The Corporate & Environmental Overview Committee are asked to consider the process. The Chairman of the Corporate & Environmental Overview & Scrutiny Committee 2019/20, Councillor Vickie Cummins, are as follows:

"I only have positive feedback for the Topic Scoring Exercise, as I found it a very fair and thorough process to choose the Work Programme whilst I was Chair of C & E Scrutiny.

I found the criteria for selection and rejection of suggested topics to be straightforward, detailed enough and a realistic guide for the Council's vision and priorities. To my mind, this helped to ensure the chosen topic would very much add to the work already being undertaken by the Council and would therefore only strengthen and improve services offered to residents.

At every stage I was briefed on the exercise, its importance and each individual step of the process by yourself, which was very much appreciated! This knowledge ensured I could confidently take part in the process and fairly reflect on each suggestion as it was presented.

Finally, I was truly heartened to see the efforts made by yourself to contact each resident, group etc. who had taken the time to suggest topics for the Work Programme but who on this occasion were not successful. Your detailed replies not only acknowledged their ideas with thanks, but also offered an encouraging response which explained how the Council would still try to help, what they were already doing or would take their ideas on-board for future services."

- 10.5 The Commission in reviewing the process for scoring of topics recommended that all future potential topics received should be scored by a Panel consisting of the Chairman, Vice-Chairman and Opposition Spokespersons.

11.0 MEMBERS ITEMS/COUNCILLOR CALL FOR ACTION (CCfA)

- 11.1 The Commission considered and reviewed Constitution 18.3: Protocol on Members Items & Councillor Call for Action, together with the form Members use for submitting items. The Commission did not recommend any changes.

12.0 MEMBER UPDATE ITEMS

- 12.1 The Commission considered and reviewed Constitution 9.2: Members' Update Procedure Rules - Information Items, together with the form Members use for submitting items. The Commission recommended that Information Items, usually included on the Corporate & Environmental Overview & Scrutiny Members Update, should be routinely included on the agenda for Committee, without the requirement for Members to request these items to be included.
- 12.2 This matter was considered informally by the Corporate & Environmental Overview & Scrutiny Committee at its meeting in December, when issues were raised in respect of the current heavy workload of the Committee and the number of items already included on the Agendas for those meetings. Reference was also made to the 'Strategic Scrutiny' training and the emphasis on outcomes and the value these items would add.
- 12.3 Members views are sought on this issue. If Members are mindful to agree this change, given the size of the Corporate & Environment Overview & Scrutiny Committee agendas, it is recommended that such items should be included on the Executive Overview & Scrutiny agendas.

13.0 ADDITIONAL OVERVIEW & SCRUTINY COMMITTEES

- 13.1 In considering the above matters, the Member Development Commission recommended that:

*"That the Member Development Commission recommend consideration of Council to develop a Scrutiny system consisting of three (or four, if required) Scrutiny Committees, with appropriately assigned areas of Overview & Scrutiny. Officers to present back the Overview and Scrutiny structures from other similar Local Authorities with a view to adoption in time for the new municipal year. The hosting of a further scrutiny committee may require additional staff resource. It is recommended that additional staff resource be allocated for this ongoing work. Purely for demonstrative purposes, some options could be:
Executive, Corporate, Environmental*

Members views are sought on this issue.

- 13.2 If Members are mindful to agree this course of action, further work could be undertaken with the Member Development Commission by extending its terms of reference. In order to provide an opportunity for Members to monitor the changes arising from this report, it is recommended that a target date of May 2022 (rather than May 2021) to introduce any proposed new structures be agreed, particularly at the current time, and would allow for the work to be undertaken within existing resources. Members should also note that any increase in the number of Overview & Scrutiny Committees would require an additional staff resource.

14.0 SUSTAINABILITY IMPLICATIONS

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

15.0 FINANCIAL AND RESOURCE IMPLICATIONS

- 15.1 There are some financial/ resource implications arising from this report in respect of additional meetings sourcing information from other authorities and additional training sessions, however these will be met using existing resources. Any additional resources in respect of an increase in the number of Committees would be subject to a further report.

16.0 RISK ASSESSMENT

- 16.1 Effective overview and scrutiny arrangements are important in holding the executive to account, policy development and meeting statutory requirements.

17.0 HEALTH AND WELLBEING IMPLICATIONS

- 17.1 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 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

1. Overview & Scrutiny Questionnaire and responses from Members.
2. 'Constitution 9.2: Members' Update Procedure Rules - Information Items' and the form for submitting Members Update Items
3. Minute of the Executive Overview & Scrutiny Committee – 28 January 2021 (Corp & Env O&S Cttee and Council only)
4. Minute of the Corporate & Environmental Overview & Scrutiny Committee – 11 March 2021 (Council only)



Scrutiny Questionnaire for Members

Responses to this survey: **29**

1: In your opinion, does Overview & Scrutiny work at West Lancashire?

Option	Total	Percent
No	14	48.28%
Yes	13	44.83%
Don't know	2	6.90%
Not Answered	0	0.00%

The 13 Members that replied 'yes', provided the following reasons:

1. The process for scrutiny is sound, so it works well when items are called in / put forward for scrutiny. However, more items should be scrutinised to ensure that decisions are being made with full transparency, and also to raise awareness and understanding of the decisions made.
2. Specific decisions can and are reviewed in formal meetings with evidence given by the decision maker and anyone calling in the decision
3. Cross party opinions meaning no whipped decisions
4. Able to challenge the Executive and explore in depth decision making
5. If needed items can be called in and scrutinized properly. I know it's not a perfect system but it works and west lancs should keep the system
6. It gives members a chance to voice their ideas and opinions and ask questions about things that effect their wards. It also gives insight into the workings of the officers dealing with a variety of things
7. Scrutiny gives great opportunity for cross party working, close working and collaboration with Officers and outside agencies and the chance to look closely at Council decisions and workings.
8. The reason the scrutiny works is because those involved in the process are invested in it, they are driven to ensure that things are delivered well and strive for continuous improvement, the agenda is able to be influenced by the membership of the committee and is open to the public and public speaking is welcomed, therefore making it accessible
9. It gives cross party's the chance to look at ways of trying to improve or to ask the question why !
10. Overview and scrutiny is fundamental to the accountability of the Council, there seems to an integrated approach with the sharing of information between members and officers of the council and heads of services. Having reviewed previous annual reports of the Overview and Scrutiny Committees this appears to be working well.
11. It allows things to be looked at a more in depth
12. Allows non cabinet members and back benchers to ask questions

13. Because it is important that members have the ability to call things up in front of the committee and that they are properly scrutinised. To not have them would lead to decisions not being subjected to checks and balances.

The 2 Members that responded 'don't know' provided reasons:

1. Not on scrutiny committee.
2. do not feel opposition members have sufficient information or knowledge of background of item discussed. Need to be more involved.

The 14 Members that responded 'No' provided suggestions for improvements:

1. Initially a lack of training and explanation for members, this was solved into the second year of office.
2. The committees do not fulfil the intended purpose.
3. There is an increasing tendency to hold Cabinet meetings immediately before Council meetings. It is impossible to scrutinise decisions taken at such meetings
4. There is hardly any use of pre-decision scrutiny. This has been neglected in recent years. Items discussed following decisions see division along party lines. Call-in at 5 councilors of the O&S committee is unduly restrictive. Projects at Corporate Overview and Scrutiny are much too led by officers. The chairman and vice-chairman should be taking a lead. Overview and scrutiny chairmanships should NOT be with the ruling group.
5. Ruling group have overall control so can out vote other parties. Vice chair should be from opposing party, to make it fairer.
6. The ability of a Scrutiny committee to consider items seems to be limited by a scoring system that in practice has shown itself not fit for purpose I feel.
7. There's a failure to consult.
Rules stop some members.
8. Better up to date information it should be led and Owned by members. Understanding what scrutiny is. Relevant investigation and reviews
9. Firstly, I feel that the chairman of O & S committees should be a member of the opposition parties and NOT of the overall ruling party. I believe that this would result in a more fair and constructive committee having an open and honest discussion. I also feel that all reports produced by officers to be scrutinised should be written in a more 'reader friendly' format and avoid using complicated terminology (This suggestion was agreed by the training specialist, David McGrath, who has hosted previous O & S workshops)
10. When the chair and majority of members of a scrutiny committee are whipped outside of the meeting, they will never have the scrutiny at heart. Regardless of having no whip in the meeting. I know full well how pointless it was for me to fill in this form because nothing will change but in order to it to, the chair and majority of members have to be from opposition.
11. More input from non Cabinet members and more decision making is required. Perhaps with some work aspects passed to committee prior to decision making by Cabinet and full council.

Much of what we have now is a tick box exercise. With Cabinet members receiving much more knowledge having been continually briefed by Council officers.

12. The governance of Scrutiny committees is dominated by the ruling party. This means that anything referred to overview and scrutiny will still be approved by the majority whip. The lack of items referred to scrutiny demonstrates the apathy inherent in a system that fails to uphold genuine scrutiny
13. There are differing understandings of what overview and scrutiny means, there needs to be clear guidance of what it means so all members and officers are working from the same point. Also, the politics needs to be taken out of it, otherwise good ideas don't come forward for fear of being rubbished politically early on, and can lead to party in power railroading through their ideas rather than having sound discussion
14.
 1. Papers and documents are not being read by committee members
 2. Lack of understanding of the function of the scrutiny Committee - At one meeting I suggested a Paper should be returned to Cabinet. This resulted in one member saying that was not our role. But another member asserted that this was exactly what the scrutiny committee should be doing.
 3. It's unclear what scrutiny can do with Cabinet resolutions., especially when it is stated that no'call in' is allowed because this item is to be heard by Scrutiny.

2: Executive O & S Committee is responsible for post hoc scrutiny, which is undertaken by considering the minutes of the Cabinet meeting, after the meeting has taken place, in your opinion does this work well?

Option	Total	Percent
No	11	37.93%
Yes	10	34.48%
Don't know	8	27.59%
Not Answered	0	0.00%

Of the 10 Members that responded 'yes', 9 provide reasons:

1. Again, the process is sound for Exec O&S but more items should be scrutinised to increase transparency and to strengthen the decisions taken by having gone through the scrutiny process.
2. it meets the objectives set out by scrutiny
3. Extra layer of scrutiny over that of the cabinet, the controlling group and relevant officers. Allows transparency
4. Acts as a mirror for Cabinet, challenges rationale for decisions
5. The agenda for cabinet is published and cllrs can observe cabinet, the political groups allow for debate of the topics prior to cabinet, all of this helps to provide pre scrutiny, post scrutiny add to helping people evaluate the decisions and to be able to raise questions of any decisions, therefore I feel it meets its requirements
6. It gives the chance to understand and why if things need to be changed
7. It allows cross party to look at it
8. Always worked well
9. Because to not have it could lead to things being missed.

Of the 8 Members who replied 'don't know', 3 Members provided reasons:

1. Too much red tape.
2. Being a new member, I would welcome some in-house training on the roles, functions and protocols regarding raising concerns on items under consideration. Or mentoring maybe by a more experienced member would be beneficial. Rather than having to search for this information within the constitution etc with very little guidance. With regard to the timings of the meeting it would seem to me this would be more effective if the committee met to discuss any issues arising from the set agenda then cabinet would be aware of concerns to discuss prior to decisions being made.
3. I am not part of the Exec. so have no background information. Need to be more involved by attending or at least by virtual participation.

The 11 Members that replied 'no', provided suggestions for improvement:

1. Stop Cabinet meetings immediately prior to Council
2. The relevant officers should attend O&S. I asked three questions at two successive meetings early in the 2019/20 municipal year. There were NO officers present who could answer the questions.
The chairman should go through minutes page by page - this does not consistently happen.
3. Less councillors should be needed to ask for item to go to overview and scrutiny
4. Draft should be circulated.
5. Minutes need to be more detailed. Better guidance training members better review of policy. A greater voice within council. Involving the public views
6. Improvement suggestions as previously mentioned.
Basically, all cabinet discussions and decisions are 'pushed through' by the ruling party regardless of O & S observations, particularly those made by opposition party members on the committee.
7. Last year I asked for further companies to show us their compactable bins. This was agreed by the members and roundly ignored as it passed through with the original- and sole- presenter. I have asked for it to happen again and I am not holding my breathe. I fully assume that saving the council money is not top of the agenda.
8. This is just a tick box exercise with little or no options to deal with aspects of concern.
9. The Cabinet system fails to engender effective debate before decisions are made. Items tabled at the public Cabinet meeting have already been decided by the ruling party. The lack of interest from the public is testament to the lack of consideration given to public input.
Greater effort needs to be made to engage in debate with Members and Public before items are brought to Cabinet.
10. It is a bit late looking at a decision after it has been taken, as it is too late to influence said decision. Surely the decision making should go the other way, ie put forward by Cabinet, considered by Scrutiny, then decided on by Cabinet with consideration of Scrutiny's views
11. understanding of what Scrutiny can do is not clear.
Does Scrutiny merely 'note' the minutes?

3: Executive O & S Committee is responsible for pre-decision scrutiny in your opinion does this work well?

Option	Total	Percent
No	12	41.38%
Yes	11	37.93%
Don't know	6	20.69%
Not Answered	0	0.00%

Of the 11 Members that replied 'yes', 9 provided reasons:

1. Again, I don't think there are any issues with the process of scrutiny but it could be strengthened in regard to the number of items scrutinised and the level of detail covered. The process is sound but further training for members (and officers) would help to increase its efficacy.
2. Because of its key mechanism under Executive decision making
3. Can explore a decision and provide clarification and suggestions
4. An extra opportunity is given to examine forthcoming decisions.
5. It enables people to consider the reports and make recommendations, and enables cllrs to have informed argument a that they can lobby to cabinet to consider if they so wish
6. It allows non cabinet member s to also ask questions and how things work
7. As it allows the chance for more decisions
8. Because it works very well
9. Because it is important to have as many things checked as possible to uphold the confidence that the public have in the council

Of the 6 Members who replied 'don't know', 2 provided reasons:

1. Again I refer to my previous answer with regard to training of roles, responsibilities and processes / protocols of committee members. Reviewing the Annual reports of the Overview and Scrutiny Committees the processes in place do appear to work well and the Members updates are informative and timely therefore a good source of information sharing.
2. Do not have sufficient information to make a valid comment would appear to work well

The 12 Members that responded 'no', provided suggestions for improvement:

1. Not enough explanation of the background of issues, not enough opportunity to question.
2. There is no evidence Cabinet take any notice of comments. Perhaps Cabinet members had to come to the committee to answer questions that would enable genuine scrutiny to take place
3. Few if any matters are referred to O&S before decision. This is a major failing.
4. Ruling party out votes others .
5. If the council had a work plan going forward perhaps cabinet members would have the option to ask Scrutiny to collect relevant information or test out options etc?
6. The whole system requires review and revising.

7. Pre decision should provide councillors information for them to make comments and proposals and decisions it should be a selective approach through identifying items from cabinet.
8. As previous answers.
9. Decisions or a direction of travel has already been decided by Cabinet
10. Very few items are referred to Executive O&S. I believe it requires 5 Members to call in an item for consideration. This number should be lower to encourage greater scrutiny of decisions and the evidence that supports them
11. I have rarely seen pre-decision scrutiny, ever
12. It's not clear what Scrutiny can do on any items on the agenda apart from note the report or recommendations

4: Executive O & S Committee is responsible for 'Call In', which is undertaken when 5 members of that Committee submit a request for a different decision to be taken from the decision made at Cabinet.

In your opinion does this work well?

Option	Total	Percent
No	3	10.34%
Yes	24	82.76%
Don't know	2	6.90%
Not Answered	0	0.00%

The 24 Members that answered 'yes' provided the following reasons:

1. I have only experienced it on one occasion while on the committee, which had to be explained.
2. No. It means small groups on the Council will not have sufficient members on the committee to call in.
3. The need to describe an alternative decision is a good one.
The requirement for 5 councillors to call-in is a high bar. I would favour it being reduced to two councillors. This would parallel the ability of a motion or amendment to be debated at full council if a proposer and seconder support it.
4. As with all of the scrutiny processes, I think the process of call in is sound but the understanding of it could be raised among members. If Cabinet has gone about deciding matters in a transparent and robust way, then the need for call in should be less, but there are occasions when decisions would benefit from the extra level of scrutiny that call in provides, particularly on issues that are of a sensitive nature or highly emotive to the general public. However, that would require more members to have a greater strategic understanding of decisions, so additional (and frequent) training in this area would help

strengthen the process further.

5. if it does not work well it is a fault of the cabinet/ scrutiny system.
6. No because we cannot supply the 5 members .
This is the Cruz of the problem and why it does not work for all in what is considered a democratic country.
7. I have seen this work well, were these decisions are made
8. Yes, but 5 members for call in might be a little high. Some items could be overlooked.
9. Yes although occasionally and inevitably can be open to use for narrow political purpose, though thankfully very rarely at WL
10. Within my term this option has never been used, therefore it is difficult to fully evaluate, but as pre decision debate is welcomed, this function should not be heavily Italians, so therefore the fact it isn't supports that other processes are effective
11. Well yes if the whole history and reasons are all looked at and things to be noted
12. Call can work at times but sometimes the call in are not really relevant given the Item.
Call does not happen enough and I think that's because of a lack of understanding of the reasons why members can call items in.
13. It can as long as not used for political gain
14. It would work well in principle if the majority of members weren't whipped into a vote in other committees.
15. No, as the opposition rarely call anything in. It is unclear if ruling group have influence over its scrutiny committee members to deter them from calling in their own items
16. Again, I don't think there are any issues with the process of scrutiny but it could be strengthened in regard to the number of items scrutinised and the level of detail covered.
The process is sound but further training for members (and officers) would help to increase its efficacy.
17. Because of its key mechanism under Executive decision making
18. Can explore a decision and provide clarification and suggestions
19. An extra opportunity is given to examine forthcoming decisions.
20. It enables people to consider the reports and make recommendations, and enables cllrs to have informed argument a that they can lobby to cabinet to consider if they so wish
21. It allows non cabinet member s to also ask questions and how things work
22. As it allows the chance for more decisions
23. Because it works very well
24. Because it is important to have as many things checked as possible to uphold the confidence that the public have in the council

Of the 2 Members that replied 'don't know', 1 Member provided a reason:

Not fully, please see previous answers with regard to training, I do not know the process or protocol for calling in a decision or how and when the 5 members debate or discuss and agree ultimately agree to call in a decision.

The 3 Members that replied 'no', provided reasons:

1. Basically the whole process, Would like a training session please.
2. Call In is used very infrequently with many items barring call in
3. The lack of items called in in this way demonstrates how ineffective this system is. The requirement for 5 needs to be reduced to encourage greater scrutiny

5: Executive O & S Committee is responsible for Policy & Development tied to the Cabinet cycle, this is undertaken by submitting reports that are being considered by Cabinet to that Committee for consideration, either prior to the meeting of Cabinet or following the meeting of Cabinet.

In your opinion does this work well?

Option	Total	Percent
No	10	34.48%
Yes	12	41.38%
Don't know	7	24.14%
Not Answered	0	0.00%

Of the 12 Members that replied 'yes', 10 Members provided reasons:

1. Again, the process is sound. However, in practice, the reality of decision making through cabinet, where timescales are often tight, means that the process isn't always as rigorous as we might like. If the standard timetable was always adhered to, the process would be fine. Where reports are coming to cabinet at the last minute, the current process could be seen to struggle to deliver on scrutiny, even if this is only perception over reality. To be transparent, we need to ensure that late reports and decisions are able to undergo the same scrutiny as standard reports, so post hoc scrutiny is essential and should be encouraged. Where decisions are deemed to have been incorrect, but it is too late to reverse them, the post hoc scrutiny should deliver recommendations on how to better address similar matters in future.
2. Decisions are made effectively
3. Again, scrutiny and challenge. Takes decision making into a more public arena
4. This gives an extra opportunity for members to voice opinions, raise concerns and queries and have comments noted on Cabinet reports.
5. As good dialogue exists with the cabinet there should never be major policy decisions reached that are a surprise to the councillors
6. Again making sure to know the history and ask questions

7. The cycle in my opinion works well. The work plan should be agreed in advance focusing on areas of service delivery maybe more time between cabinet and scrutiny to allow members to recommend items that can make a real difference some recommendations will take several month to investigate.
8. So things can be looked at the same time
9. Always worked well
10. Because I would have heard otherwise if it didn't work well.

Of the 7 Members that replied 'don't know', 5 Members provided reasons why:

1. Have there been instances of this process? I'm not aware not having served on Exec O&S
2. I am confused. Are the cabinet discussions open for members to listen in to or are they just held by the ruling party or am I getting mixed up with the Cabinet Working Group?
3. As a new member I can only form my answer by reviewing previous minutes and the annual reports whereby the process does appear to work.
In my option this would be an effective way to deliver reports to cabinet for consideration., ie. prior to the meeting.
4. Do not have sufficient information about this procedure.
5. This process is not visible or evident to Members who are not on the Committee. IF this was effective then there surely would be more items on which Members would have a view that merits listening to.

Of the 10 Members that replied 'no', 9 Members provided suggestions for improvements:

1. Lack of communication.
2. Inexperienced members.
3. See comments about cabinet meetings immediately prior to Council meetings
4. Requires cabinet to take a totally different approach. There are other changes that I refer to in my responses that are easier to resolve and should be the initial focus.
5. I may be wrong, but as I understand it and as previously mentioned, the ruling party tends to use the Leader to use his casting vote to push a decision through. I don't think that is fair.
6. As previous
7. I have no idea what any of this means, we could start with understanding what is being suggested here
8. The Council Plan was considered recently and it was obvious that some had not read the doc.
I had read the Plan and made suggestions for alterations. But, I was cut off from completing my comments.
Whereas other members thought it was not appropriate for detailed comments to be given.

6. Corporate & Environmental O&S Committee is responsible for in depth review or policy development. The Committee sets its own work programme in this regard and details of this can be found via Constitution 3.6.

6 (a): Topics are chosen via a consultation exercise, usually via a press release, and e-mails to Councillors and the Corporate Management Team, there is also an option to carry out this exercise at a workshop session. Are you aware of this process?

Option	Total	Percent
No	11	37.93%
Yes	18	62.07%
Not Answered	0	0.00%

6 (b): Do you feel that this process for selecting topics works well?

Option	Total	Percent
No	12	41.38%
Yes	9	31.03%
Don't know	8	27.59%
Not Answered	0	0.00%

Of the 9 Members that replied 'yes', 7 Members provided reasons:

1. we have a good working relationship of policy development within the council
2. Open to all
3. As I say read ask questions and listen to the public
4. Pooling ideas and elimination.
5. Policy's need to be looked at to make sure up to date
6. Policies are there to be amended if needed but not broken
7. Open and transparent to members and public for their input

Of the 8 Members that replied 'don't know', 4 Members provided reasons:

1. The processes for in-depth review and policy development seem adequate but haven't necessarily been tested sufficiently. As a result, it's hard to say if they are working well or not. More feedback / data around these matters would help to increase understanding and ensure that the processes were implemented in the most effective way.
2. Because there are so many important policies and such a global and national changing landscape, there is just not the resource to achieve everything that cllrs would like to achieve
3. I am a new member and my knowledge of how topics are chosen is related to what I have read within documents on the councils intranet site and from the recent

Scrutiny workshops attended. But I do not know the process on how to put forward a topic I wished to be considered for in-depth scrutiny.

4. Because I do not have experience of the process

Of the 12 Members that replied 'no', 11 Members provided suggestions for improvement:

1. Transparency and communication.
2. Strategic issues should be scrutinised.
3. Make the procedure better known & used more often
4. The whole committee should debate and agree the topics.
5. Review
6. Not enough responses which leaves the door open for undue attacks from minority groups. Wider consultations should be encouraged through social media links or telephone consultations
7. Better engagement with the members and community training workshops. Public meetings.
8. To date , the public consultation process has been poor eg 27 responses to the Pagoda issue and then questionnaires carried out via social media, which generated a huge response but the responses were, on the whole, ignored by the Council. Putting a few questionnaires in shops is not sufficient. Not everyone has the Champion delivered or even bothers to read it! A significant proportion of the community does not or will not access the internet (as acknowledged by the Council) so as well as social media surveys/questionnaires include leaflets being available at post offices, delivered to retirement homes and community centres.
9. I have not been aware of this process and in any case would feel that due consideration would not be given to any suggestions made.
10. Members should be made aware of what is being talked about here
11. It's not clear how to submit ideas to be included in this process

6 (c): Topics submitted are scored for importance and impact on a scale of 1-4 using a scoring guide.

Importance – how well a topic fits with the Council’s key aims and priorities.

Impact – likely potential impact of outcomes from a scrutiny investigation of the topic in terms of community benefit.

The scoring guide can be found on the Council's website under Overview & Scrutiny. Scoring is undertaken by the Chairman, Vice Chairman and Opposition Spokespersons.

Do you think this process of scoring topic suggestions works well?

Option	Total	Percent
No	3	10.34%
Yes	12	41.38%
Don't know	14	48.28%
Not Answered	0	0.00%

Of the 12 Members that replied 'yes', 10 Members provided reasons:

1. The council aims and priorities should be the principle process for setting the agenda for decision making, and so the scoring works because it is measured against them.
2. Prioritises subject according to relevance and importance
3. It’s very straightforward, relevant to Council’s aims and is fair
4. This helps when officers are there to also assist
5. A scoring guide I feel this is the best way forward
6. Scored against info and relevance.
7. See how they work or over lap with other policy
8. Think it works well
9. Scoring appears to be fair between political parties
10. Because councillors across all parties have an input

Of the 14 Members that replied 'don't know', 10 Members provided reasons:

1. Lack of communication.
2. Scoring is fine but should be by whole committee.
3. perhaps these terms are too vague - the scoring system has not been working to produce reports that made a valuable contribution in the past.
4. Need opportunity to explore problems and proposals and challenge them in a sensible way.
5. Never heard of this
6. This would be influenced by the understanding of the topic by those understanding the scoring so therefore could be heavily waited by lack of information
7. no

8. I have seen the scoring guide but I am unable to comment on how effective this has been in the past, the priorities set seem to good benchmarks.
9. The ruling party will always find a way to support the policy ideas they want to promote. Scores can always be biased to achieve the result you want. Only If scored by an independent Party will this methodology work.
10. Never heard of this scoring process

The 3 Members that replied 'no' provided suggestions for improvement:

1. Inexperience or lack of autonomy.
2. The opposition should have far more influence. The objective is to scrutinise the Cabinet & to have members of the same political party deciding what should be considered reduces the chance of discussing issues Cabinet would wish were not discussed
3. It is a very small pool of people who undertake the scoring, which is a cover for basically they get to decide what is taken forward

6 (d): In depth Scrutiny is usually undertaken by the main committee, however it may also be carried out by informal cross party member working groups. Members of these informal groups can include Cabinet Members, although they should not take a lead role. The only informal group under O&S is the Member Development Commission. Informal Working Groups of this type have been established under Cabinet (Local Plan, Leisure, Grants to Voluntary Bodies, Community Wealth Building, Estates Regeneration, Flooding & Drainage, Landlord Services Committee), which do allow Cabinet Members to take a lead role.

Can you give the Member Development Commission your views in this regard?

1. Working groups tend to be slightly less party political and have the potential to be a very productive part of the process. They should be open to non-voting non-councillors too, if those individuals can bring expertise to a particular topic.
2. Should be cross party
3. Working groups are a very effective way of working through decisions but they are entirely dependent on the strength of member input. In theory, they provide a useful forum for allowing members to air their views and to discuss matters without overt political influence, while working through the detail of specific issues. In practice, the level of political steering depends entirely on the individual members and their willingness to approach matters on the basis of community benefit, rather than political gain. This can veer dramatically from extreme to the other depending upon the members involved. When the members involved are willing to work to shape and inform decision making on the basis of community benefit, putting politics to one side in favour of bringing experience and knowledge to bear, then the working groups are a highly effective and vital process. They allow for members to bring their personal experience and skills to the process, which can only benefit decision making by making it more robust. Only when members try to play political games within working groups do they fail

- to deliver for the public.
4. These are held in private and also only report back to cabinet as far as I can see, Surely if a working group happens under the auspices of 'scrutiny' then it should report back to its parent scrutiny committee for that committee to make recommendations to cabinet.
 5. After due consultation with all concerned so that opinions and ideas can be provided.
 6. The group works really well with all members able to input information.
 7. It works in its present format.
 8. Works well, allows for consensus
 9. If I was to give a policy opinion I wouldn't do it through these means
 10. I think its important for those in a lead role to have experience of the area covered by the working group, if this means they are cabinet members then that is ok. Its important that any other member with equal experience could be given the same opportunity.
 11. Cabinet members can bring in depth knowledge to a working group
 12. As the cabinet members are not Hierarchical in there manner I do not have an issue of there involvement, however I would comment that there involvement and in depth knowledge of the subject matter can be a real asset to the process
 13. Yes it shows how close things can be in the borough
 14. I think it works well with a good representation of the parties
 15. no, because I do not understand enough about it.
I think a training session is appropriate to furnish Members with the workings of the council instead of them trying to navigate their way through all of this!
 16. To have in-depth scrutiny it must include all key stakeholders and those with knowledge to share. This should be within a forum that enables open discussion, transparency and for all views to be considered without judgement. If Cabinet members are best placed to take a lead role then consideration should be given as to whether the above can be facilitated or if Committee members have any objections.
 17. Additional feedback to cabinet to help with decision making.
 18. All the party's mentioned and above as it needs input from all
 19. It works well in my opinion
 20. Training is available to members from time to time by Member Development Commission. No in depth knowledge of Commission or how many take up the offer of training
 21. Happy with this to continue
 22. As previous
 23. There need to be much more sharing of information with all non-cabinet members. With more consultation taken with scrutiny by Cabinet.
 24. As with earlier comments, the process is devalued by the fact that Cabinet members chair the Working Groups and therefore the ruling party will always support their own proposals.
 25. Opposition play too much politics with cross part groups which is why these would often be setup as cabinet groups instead of scrutiny sub committees.
 26. Not sure how effective they are. Council needs to be more inclusive. Citizens consultation panels should be established to gain ideas of what our customers want and not just decide from the top

7: Any Councillor is able to submit an item on any matter or a Councillor call for action on to the agenda for Corporate & Environmental O & S Committee. The Councillor is then able to attend the meeting and present that item to the Committee and the members of the Committee will decide what further action to take. The Protocol can be found at Constitution 18.3.

<https://democracy.westlancs.gov.uk/ieListMeetings.aspx?Cid=305&info=1&MD=Constitution>

Option	Total	Percent
No	6	20.69%
Yes	13	44.83%
Don't know	10	34.48%
Not Answered	0	0.00%

Of the 13 Members that replied 'yes', 11 Members provided reasons:

1. It works well but, once again, the process is entirely dependent on the effective understanding and commitment of members.
2. It is important that all councillors are able to do this to serve all residents of the borough
3. Open to all
4. Do not change this !
5. It can be that thru other committee's things link on and needs to be investigated an need to be approved
6. Every member has the opportunity to call in an item the process is easy to follow and can help resolve issues outside of council policy
7. It seems an effective process for members to raise concerns.
8. It allows the person who. may. no be a cabinet member
9. It allows all to have a voice and others opinions are heard which is good
10. There appears to be a reasonable response from Cllrs for call in where appropriate. Call In appears to work well
11. Because it is important that things can be called

Of the 10 Members that replied 'don't know', 6 Members provided reasons:

1. No experience of this
2. The idea is a sound one but I worry the rules governing when a call for action can be made are too restrictive.
3. System weighted towards ruling party
Others unable to promote ideas or suggestions.
4. Have only witnessed this happening once so am unable to comment further.
5. I have not seen this process in place as it has not been used during my term, however I have no issue with this provision existing

6. Firstly, I wasn't aware of that process and secondly I am not aware of any Councillor having called anything in and presented it to the committee. I am not experienced enough and do not possess enough knowledge on this subject.

The 6 Members that replied 'no' provided suggestions for improvements:

1. Communication.
2. How often is this exercised?
3. Judging by the items on the agenda for scrutiny committees this is not working - either not needed or not delivering what is needed.
4. There is little knowledge of this from members with many not knowing how to progress these
5. Not enough awareness of these given to councillors, no support from officers when it does happen
6. How many times has this occurred?
I've never heard of this happening.

8: General Information Items (not including planning and licensing matters) are circulated via the Corporate & Environmental O & S Members Update. This includes items in relation to delegated decisions, performance monitoring, One West Lancs, LCC Health Scrutiny and Police & Crime Panel meetings. Any Councillor can request these items to be included on the Corporate O&S Committee agenda for scrutiny. The Protocol can be found at Constitution 9.2. <https://democracy.westlancs.gov.uk/ieListMeetings.aspx?Cid=305&info=1&MD=Constitution>

1. Do you think this process works well?

Option	Total	Percent
No	5	17.24%
Yes	15	51.72%
Don't know	9	31.03%
Not Answered	0	0.00%

Of the 15 Members who replied 'yes', 12 Members provided reasons:

1. This is fine. Councillors though do not use it because of wider problems with how scrutiny works.
2. The process is sound but should be used more often by members, where they have a detailed understanding of the issue and can bring something new to bear through the process.
3. Again it is important that all councillors are able to bring items to meetings
4. Open process
5. I've had no problems with this system

6. It means that many items that are for information do not end up filling an agenda, which allows for a more focused agenda
7. Yes as you can go to officers ask for in-depth questions and portfolio holders
8. Although we only get access to the reports pack one week before the committee meeting, it does give members the opportunity to read (again, complex and long winded reports) raise questions and hopefully get answers from council officers at the committee meeting.
9. It seems an effective way for members to raise an issue for scrutiny
10. So questions can be asked Why it is going good or bad. Up or down
11. Works well
12. Because input from as many sources is important

Of the 9 Members that replied 'don't know', 5 Members provided reasons

1. No experience
2. As before complete review needed
3. Cannot make a comment either way. Members needs to be more involved e.g. knowledge and understanding. Would appear to be working well.
4. Not aware of any items circulated to Members as part of this process
5. Never heard of this happening

The 5 Members that replied 'no' have provided suggestions for improvement:

1. Transparency and communication.
2. Training.
3. It is not at all clear what exactly a member needs to be referring back to committee, as these reports are varied in their format etc.
4. It comes back to councillors engaged with the process and keeping up to date by reading papers/ reports and understanding what's going on. I think training awareness responsibility of councillors. Should be part of a contract when they sign up to be a councillor.
5. I never knew about this. Moving to paper has made it even more difficult to keep abreast of all the information thrown at members

9: The Corporate & Environmental O & S Committee considers performance management reports, including the annual reports from West Lancs Community Leisure/ Serco and BT Lancashire Services Ltd. Do you think this works well?

Option	Total	Percent
No	8	27.59%
Yes	17	58.62%
Don't know	4	13.79%
Not Answered	0	0.00%

Of the 17 Members that replied 'yes', 14 Members provided reasons:

1. It works well.
2. It works reasonably well.
3. Again, there is no issue with the process, but the efficacy of members can vary wildly, which means that the level of scrutiny varies too.
4. Re performance management it is possible on an item raised by a member for an officer to attend to address concerns raised.
5. to ensure that everything works well for the residents of the borough
6. These 3rd party organisations should be aware that their performance is scrutinised. They represent the council in some of the most front-facing roles and as such should be scrutinised further!
7. Open process although unsure of influence over external bodies providing services to the Council
8. A good opportunity for queries to be raised via cross party working and for suggestions to be noted and minuted.
9. Statistical data is fine, but sometimes offers of further information do not come to fruition
10. Although the presentations/reports are all generally glowing and positive, it does provide the opportunity for members to raise concerns that they may have over the running/management of the organizations.
11. Important statistics indicate performance of council activities.
12. So things can be monitored and to make sure kept to a high standard
13. Appears to work well from information received. Lack of in depth knowledge
14. Because scrutiny is important when services are being used to ensure value for money and that what is supposed to be given is indeed given

Of the 4 Members that replied 'don't know', 2 Members provided reasons:

1. No experience
2. If reports are distributed for full consideration ie. in a timely way it would seem to work.

Of the 8 Members that replied 'no', 7 Members provided suggestions for improvement

1. It is not well publicised, nor are the reports.
2. Needs rethink
3. I T has been the biggest problem
4. There needs to be a lead to challenge more often. More transparency more communication
5. Little confidence in the accuracy and validity of reports. Statistics are all too easily manipulated to portray positive outcomes. Measures are often ambiguous or meaningless and do not instil confidence that the Council is performing effectively.
6. Seems to just be a rubber-stamping. Even where questions or concerns are raised, there isn't the function available to follow up on as they don't have to return to the committee for 12 months, by which point the membership may have changed and the matters raised long since forgotten about

7. I sub'd on this committee once and raised concerns about not meeting targets on recycling AND that the targets were too low. We should be more ambitious. But my concerns fell into a black hole. I made representations to the Portfolio holder that we should introduce recycling machines as in Denmark. But was told that this would affect the targets and we may lose allowances from LCC

10: The Corporate & Environmental O & S Committee acts as the Council's Crime & Disorder Committee. (See Constitution 18.1) <https://democracy.westlancs.gov.uk/ieListMeetings.aspx?Cid=305&info=1&MD=Constitution> and it receives a presentation annually from representatives of the West Lancashire Community Safety Partnership.

Do you think this meets/facilitates the requirement for effective scrutiny?

Option	Total	Percent
No	9	31.03%
Yes	13	44.83%
Don't Know	7	24.14%
Not Answered	0	0.00%

Of the 13 Members that replied 'yes', 9 Members provided reasons:

1. Explained clearly.
2. It provides a suitable forum for scrutiny and discussion. It is therefore up to members to ensure that they deliver to the highest standards.
3. Seen it action, useful function
4. Members can ask questions 365 days a year of cabinet members and officers? Therefore an annual summary is sufficient
5. Yes can ask direct questions
6. See previous answer.
Also, members have the opportunity to have issues explained and clarified where necessary after the presentation. I usually enjoy these.
7. If comments feedback was taken on board
8. We can keep updated on service
9. Because scrutiny is important

Of the 7 Members that replied 'don't know', 4 Members provided reasons:

1. No experience
2. Not aware of
3. unsure
4. I would like more information and be more involved in order to make a valid comment

Of the 9 Members that replied 'no', 8 Members provided suggestions for improvement:

1. These are important subjects that should be scrutinised by full council.

2. Needs a representative of the police present as well as the council lead officer.
3. Not clear on the powers or scope at present of the Community Safety Partnership
4. 3rd party auditing would be better at uncovering all pertinent information
5. I would feel better if the brief came from the PCC or from the police themselves.
6. Not enough engagement or challenges again members need to understand their role
7. If this was effective then we wouldn't be seeing the steady increase in petty and anti social crime. Police resources are constantly being stated as being stretched and the crimes that are repeatedly committed are not able to be prosecuted, typically traffic offences and anti social behaviour. The committee should be addressing the lack of resources and directing the focus on community policing and well being.
8. Never knew this was the council's crime and disorder committee. Much like the previous question and answer, one half hour presentation per year is pathetic - where is the actual scrutiny?
9. Yet again, this is not including the wider public . We need more consultations.

11. The Overview and Scrutiny terms of reference are contained at Constitution 9.1

<https://democracy.westlancs.gov.uk/ieListMeetings.aspx?Cid=305&info=1&MD=Constitution>, and, as described above, these duties are currently split across 2 Committees (Executive O&S Committee and Corporate & Environmental O&S Committee), further details in relation to the split of duties can be found at Constitution 3.6: Article 6 – Overview & Scrutiny Committees

11 (a): In your opinion, how many scrutiny committees do you think West Lancashire should have?

One Committee	7	
Two Committees	16	<p>I think the current committees have been sufficient but if more items were to be brought through the process then perhaps splitting out the committees might be necessary.</p> <p>I think the 2 we have are enough, otherwise there is the danger of getting bogged down 'scrutinising' to much and not actioning things.</p> <p>This question needs a lot of thought and</p>

		should be discussed either in political group or across parties.
Three Committees	2	
Four – Ten committees	1	
As many as are needed for effective scrutiny.	1	
Can't say	2	

11 (b): What would your suggestion be on the name/s of the Committees?

1. Council Scrutiny	
2. The Executive's decisions must be scrutinised. The funding and relationship with external agencies whose work impacts the borough council's role and expenditure should be scrutinised. The legal and financial aspects of the council's activities should be scrutinised.	
3. Scrutiny committee	2
4. Overview and scrutiny	2
5. As they stand, the names are sufficient but we should always be looking at ways to make our processes clearer and more understandable to the general public. Retitling the committees as simply as, e.g. "Overview & Scrutiny Committee: Executive (cabinet) Decisions" and "Overview & Scrutiny Committee: Corporate & Environmental Decisions" could help increase transparency by making the functions clearer, but more thought should be given to this.	
6. council and community council as service provider or split between holding cabinet to account for service delivery and scrutinising the council's relation to other bodies but in either case there is overlap between the two. The present Exec remit relates directly to cabinet current business which is clear but limited to post hoc scrutiny role. Pre-decision scrutiny should be possible from either committee... so perhaps the present remit is a reasonable division for post decision/event scrutiny but the resources of both need to be able to generate task and finish group activities and the members to be a pool of resources to support any such T&F group?	
7. Needs rethink	
8. Overview and Scrutiny, and Executive Overview and Scrutiny	

9. Executive, Corporate, Environmental as 3 separate entities	
10. 1. Executive Scrutiny Committee 2. Corporate Scrutiny Committee (Drop the 'overview')	
11. OK as they are.	7
12. If one is only is required then it is a General O/S Cttee More than one should be discussed in political group or across parties	
13. 1 scrutiny ran more often with opposition chair and more members.	
14. One for each area of scrutiny, eg crime and disorder, leisure, corporate, environmental, executive, etc	

11 (c): The main functions of Overview & Scrutiny, and the Committee that function is considered by, are listed below. Which functions would you like to see remaining under that Committee and which function would you like see either move to Executive O&S Committee or Corporate & Environmental O&S Committee or an additional new Committee:

Functions currently under Executive O&S Committee: - Post hoc & pre decision scrutiny & policy & budget development tied to the Cabinet cycle

Option	Total	Percent
Remain/no change	18	62.07%
Changes to Corporate & Environmental	3	10.34%
New Committee	8	27.59%
Not Answered	0	0.00%

Functions currently under Executive O&S Committee: - Call in

Option	Total	Percent
Remain/no change	17	58.62%
Changes to Corporate & Environmental	3	10.34%
New Committee	9	31.03%
Not Answered	0	0.00%

Functions currently under Executive O&S Committee: - Acts as the co-ordinating committee for overview & scrutiny

Option	Total	Percent
Remain/no change	16	55.17%
Changes to Corporate & Environmental	3	10.34%
New Committee	10	34.48%
Not Answered	0	0.00%

11 (d): Functions currently under Corporate & Environmental O & S Committee:

c) Functions currently under Corporate & Environmental O&S Committee - In-depth review or policy development as set out in the work programme agreed by the committee each year

Option	Total	Percent
Remain/no change	17	58.62%
Changes to Executive O&S	3	10.34%
New Committee	9	31.03%
Not Answered	0	0.00%

c) Functions currently under Corporate & Environmental O&S Committee - Member update items

Option	Total	Percent
Remain/no change	19	65.52%
Changes to Executive O&S	2	6.90%
New Committee	8	27.59%
Not Answered	0	0.00%

c) Functions currently under Corporate & Environmental O&S Committee - Member items/CCfA) (See Section 18.3 for Protocol)

Option	Total	Percent
Remain/no change	18	62.07%
Changes to Executive O&S	3	10.34%
New Committee	8	27.59%
Not Answered	0	0.00%

d) Functions currently under Corporate & Environmental O&S Committee - Performance monitoring. This also includes scrutiny of the One West Lancashire minutes and the LCC Health Scrutiny Committee Minutes.

Option	Total	Percent
Remain/no change	14	48.28%
Changes to Executive O&S	4	13.79%
New Committee	11	37.93%
Not Answered	0	0.00%

e) **Functions currently under Corporate & Environmental O&S Committee - Performance Management reports, including the Annual Reports from West Lancs Community Leisure/ Serco and BT Lancashire Services Limited**

Option	Total	Percent
Remain/no change	16	55.17%
Changes to Executive O&S	2	6.90%
New Committee	11	37.93%
Not Answered	0	0.00%

f) **Functions currently under Corporate & Environmental O&S Committee - Acts as the Council's Crime and Disorder Committee**

Option	Total	Percent
Remain/no change	17	58.62%
Changes to Executive O&S	1	3.45%
New Committee	11	37.93%
Not Answered	0	0.00%

12: Can you provide your views on how scrutiny members could take a more strategic role?

1. Training.
2. They must undergo training in their role, the function of the committee and output expected from the committee.
3. Earlier consideration of items
4. It requires the political groups to assign responsibilities to the councillors in their groups but then the ruling group and lead officers to share more thinking at an earlier stage with opposition spokespersons. These spokespersons sit on scrutiny committees and could provide a more informed view.
5. Have a fairer number of councillors from each party on the committee
6. For me, the key element is for members to undertake further training on making strategic decisions. That would ensure that members are fully aware of the council's aims and priorities, and able to make strategic decisions to ally scrutiny to them.
7. Members need to be empowered to put forward topics for T&F groups that engage members and make a contribution to the council's

8. By cross party discussion on important matters.
9. By supporting the cabinet, and acting as a sounding board
10. To ensure all members understand the information they are taking in it could be good to see each member make a small submission with their personal views on the items for reference only.
11. Need to be informed and proactive
12. I have sometimes found some scrutiny committee reading a bit overwhelming but have found that discussing items with other members helps. This depends on the item covered.
13. Further meetings with relevant Officers, to see how their suggestions are working in action.
14. This is difficult for those who work full time, but being able to meet with the authors of the reports before they are finalised to discuss points in more detail would be a good provision
15. Member need to want to engage with the process and committees functions take up training to get a better understanding
16. Having access to more reader friendly reports that are not full of council terminology that is off putting and wearying to read.
17. Following on from the workshops to identify topics for working groups to work with heads of service and officers on priorities and policy formation
18. Maybe member visits to areas under scrutiny to see first-hand any issues that could be dealt with more effectively.
19. Maybe have a work shop before main committee to ask more and allow things to come back in a shorter time ??
20. Be more involved in the business of item under scrutiny. Be part of that cttee or listen and watch by virtual participation. Knowledge gives more confidence to scrutinise.
21. To lead on certain aspects of work in consultation with Portfolio Holders.
22. For Scrutiny to be effective and strategic, the committees must be chaired by a Member from an opposition party. There is no scrutiny when the ruling party simply has the majority to dismiss any challenge to decisions they have already taken
23. Perhaps they could be offered a more strategic role. Come up with ideas and submit to cabinet member for consideration by relevant portfolio holder
24. Need for further training for understanding of process of scrutiny and all should read the documents.
But there is no opportunity for the committees to raise strategic ideas when only considering papers with predetermined recommendations

13: Do you have any further suggestions for making improvements to scrutiny in general?

1. It should feedback and BE SEEN to feedback to the running of the council.
2. The vice chair of scrutiny should be from an opposition party
3. Only more strategic decision making training for members.
4. Complete review needed so all members can put forward Ideas and make sensible contributions
5. Maybe lay members?

6. I think we need to understand scrutiny better. I know we have had training but I feel that as a group/council we could work out what scrutiny means to US. There seems to be a few different ideas as to what scrutiny is. I see it as looking at things a bit more in depth and being 'critical' in a positive way to find best practices and ways forwards though projects or items.
7. Agendas could be shorter, or meeting could take place every other month.
8. Training/Introduction sessions for newly elected members instead of just throwing them in at the deep end and expecting them to understand how it all works and what is going on. I am still struggling at committee meetings and based on the lack of input from some other committee members, I am guessing that they do not understand half of what is being 'scrutinized' either!

Also, regular refresher sessions for committee members to attend. I found David McGrath's workshops informative and refreshing, yet I don't see any evidence of the scrutiny committee adopting any of his ideas or approaches, we all just appear to muddle on with the same tactics and methods.

9. As previously stated in house training or mentoring for new members when delegated to the committees.
10. Presentations are good but sometimes site visits are useful.
11. more knowledge of item under scrutiny and more involvement in process so that an understanding is reached giving more confidence to ask questions.
12. We had a presentation about effective scrutiny earlier in the year. There have been no moves to establish best practice scrutiny in West Lancashire. The fact that we paid consultants to make this presentation and then do nothing about it shows the ineffectiveness of scrutiny in our Council.
13. Larger membership, more members may mean more people actually read the papers. Or more committees, meaning members have a more defined focus
14. More training and members should be reading papers

Members' Update Procedure Rules - Information Items

1. Reports on matters which do not require members to make a meaningful decision, namely:
 - (a) information reports providing details of events/happenings;
 - (b) position statements;
 - (c) progress reports;
 - (d) performance monitoring reports;
 - (e) reports back on decisions taken under delegated authority

will not be routinely formally reported to committees or Overview and Scrutiny Committees.

2. All members (including co-opted members) will receive, for the Corporate and Environmental Overview and Scrutiny Committee and each Regulatory Committee meeting, a **Members' Update**. The purpose of the Update will be to highlight issues related to the work of the committee or Overview and Scrutiny Committee which do not require a decision.

In practice this means "Members Updates" will be prepared for the following

- Corporate and Environmental Overview and Scrutiny Committee
 - Planning Committee
 - Licensing and Appeals Committee
 - Licensing and Gambling Committee
3. Each Members Update will be produced, through Member Services, to a corporate standard, and will have a clear identity making it easily recognisable. A timetable for its production and in relation to papers generally will be circulated by Member Services.
 4. Articles for the Members Update should follow the corporate form and be as succinct and informative as possible. Regard should be had to the guidance on Plain English and the excellent work which has been carried out here. It is for the Chief Operating Officer, Corporate Director or relevant Head of Service to determine the contents of each "Members Update." It is crucial that all articles have the appropriate input from the Legal and Democratic Services Manager, Head of Finance, Procurement and Policy, Human Resources and other relevant Heads of Service before being passed to Member Services. Authors will need to devise appropriate consultation arrangements which should also include the

relevant Portfolio Holder as necessary. The Members Update will be assembled by Member Services using the articles received and will be dispatched via an e-mail link to Members and to the Press and made available for public inspection and published on the Council's website.

5. The Chief Operating Officer, Corporate Director or relevant Head of Service also need to identify those items within the Update which may require a more specific media release or briefing.
6. Overview and Scrutiny Committee Procedure Rule 8(b) and Committee Procedure Rule 6(b) provide for an item from the Members Update (including an exempt Members Update) to be placed on a committee agenda.
7. Member Services will collate all items received and put them on the agenda. They will advise the Chief Operating Officer, Corporate Director or relevant Head of Service in order that a response may be prepared.

MINUTE OF EXECUTIVE OVERVIEW & SCRUTINY - 28 JANUARY 2021

51. OVERVIEW AND SCRUTINY FUNCTION REVIEW

Consideration was given to the report of the Corporate Director of Transformation and Resources as contained on pages 323 to 362 of the Book of Reports, which was to consider the recommendations of the Member Development Commission following a review of the Overview & Scrutiny function at West Lancashire.

The Democratic Services Manager outlined the report and explained that a questionnaire had been sent to all Members. She explained that there had been 29 responses to the questionnaire (as detailed at Appendix A of the report).

She explained that from the analysis of the responses, the common themes included training, pre-scrutiny, questions in advance of meetings, Portfolio Holder attendance at meetings, Scoring of Topics, Member Update items and the consideration of the future number of Scrutiny Committees.

The Democratic Services Manager responded to questions raised by Members in relation to the scrutiny processes and themes contained within the report.

The following Motion was moved and seconded:

RESOLVED:

- A. That an in-house 'Overview & Scrutiny at West Lancashire' training session be held each year following a local election with a further session on 'Best Practice Scrutiny' being arranged with an external trainer in the year that there are no local elections, as detailed in paragraph 6 of the report.
- B. That Council be recommended to amend the timetable of meetings for 2021/22 to allow for Executive Overview & Scrutiny Committee to be held prior to Cabinet, to accommodate pre-scrutiny, with a Special 'Call In' Meeting of Executive Overview & Scrutiny Committee being scheduled following Cabinet, to meet as and when required, as detailed in paragraph 7 of the report.
- C. That Members of Overview & Scrutiny Committees be asked to submit questions in advance of meetings.
- D. That Council be recommended to amend 'The Overview & Scrutiny Procedure Rules at Constitution 14' to read:

"Attendance by others

- (a) *The leaders of the political groups on the Council shall be allowed to attend each Overview and Scrutiny Committee and to speak but not vote on any issue under consideration."*

E. That it be recommended:

That no change be made to Constitution 9.2: Members' Update Procedure Rules and the form for submitting Members Update Items, attached at Appendix 2 to the report, and information items continue to be reported via the Corporate & Environmental Overview & Scrutiny Members Update.

F That no change be made to the current number of Overview & Scrutiny Committees at West Lancashire i.e. retain Executive Overview & Scrutiny Committee and Corporate & Environmental Overview & Scrutiny Committee.

Minute of the Corporate & Environmental Overview & Scrutiny Committee – 11 March 2021

OVERVIEW & SCRUTINY FUNCTION REVIEW

Consideration was given to the report of the Corporate Director of Transformation and Resources as contained on pages 195 to 236 of the Book of Reports, which was to consider the recommendations of the Member Development Commission following a review of the Overview & Scrutiny function at West Lancashire.

The Democratic Services Manager outlined the report and detailed the background and themes contained within.

Councillor Dowling, Portfolio Holder of Communities and Community Safety was invited to speak by the Chairman. He commented on the key points of the recommendations of the Member Development Commission held on 17 November 2020, including details of the possible development of a scrutiny system consisting of a variation of several Scrutiny Committees.

The Democratic Services Manager responded to questions raised by Members in relation to the scrutiny function review.

The following Motion was moved and seconded:

RESOLVED:

- A. That an in-house 'Overview & Scrutiny at West Lancashire' training session be held each year following a local election with a further session on 'Best Practice Scrutiny' being arranged with an external trainer in the year that there are no local elections, as detailed in paragraph 6 below.
- B. That Members of Overview & Scrutiny Committees be asked to submit questions in advance of meetings.
- C. That scoring of topics should be scored by a Panel consisting of the Chairman, Vice-Chairman and Opposition Spokespersons.
- D. That it be noted that Council at its meeting held on 24 February 2021, approved the timetable of meetings for 2021/22, to allow for Executive Overview & Scrutiny Committee to be held prior to Cabinet, to accommodate pre-scrutiny, with a Special 'Call In' Meeting of Executive Overview & Scrutiny Committee being scheduled following Cabinet, to meet as and when required, as detailed in paragraph 7 of the report.

- E. That no change be made to Constitution 9.2: Members' Update Procedure Rules and the form for submitting Members Update Items, attached at Appendix 2 to the report, and information items continue to be reported via the Corporate & Environmental Overview & Scrutiny Members Update, subject to G below.
- F. That Council be recommended to amend 'The Overview & Scrutiny Procedure Rules at Constitution 14' to read:
- "Attendance by others**
- (a) ***The leaders of the political groups on the Council*** shall be allowed to attend each Overview and Scrutiny Committee and to speak but not vote on any issue under consideration, ***with the consent of the Chairman.***"
- G. That it be recommended that the terms of reference of the Member Development Commission be extended to review the number and remit of Overview & Scrutiny Committees at West Lancashire, including the Members Update procedure rules, by comparing Overview & Scrutiny structures of other similar Local Authorities, and submit recommendations to Executive Overview & Scrutiny Committee, Corporate & Environmental Overview & Scrutiny Committee and Council, if appropriate, which should include any additional staff resource required, with an implementation date of May 2022.



COUNCIL: 14 APRIL 2021

Report of: Corporate Director of Transformation & Resources

Relevant Portfolio Holder: Councillor I Moran

Contact for further information: Mrs J Denning (extn 5384)
(email: jacky.denning@westlancs.gov.uk)

SUBJECT: MAYOR ELECT 2021/22

Wards Affected: Borough wide

1.0 PURPOSE OF THE REPORT

1.1 To seek nominations for the positions of Mayor and Deputy Mayor for 2021/22.

2.0 RECOMMENDATION

2.1 That an indication be given as to the name of the Member/s to be designated as Mayor-elect for the Municipal Year 2021/22 and the name of the Member/s to be designated for appointment as the Deputy Mayor.

3.0 BACKGROUND

3.1 This year the Annual Meeting of the Council will be held on Wednesday 19 May, and, as usual, the first items of business will be to elect the Mayor and appoint the Deputy Mayor for the next Municipal Year.

3.2 As in previous years, it would be helpful if an indication could be given as to the names of the Members likely to be elected as Mayor and the names of the Members likely to be appointed as the Deputy Mayor, to enable those Members to make any necessary arrangements in advance. If no choice is made in advance of the Annual Meeting, the member to be elected would have very little time in which to make appropriate arrangements (for example, with his or her employer).

3.3 It is important that both the member involved and the officers have as much time as possible to make arrangements for the Annual Meeting and indeed for the incoming Mayor's year of office. This would greatly assist in ensuring that the Annual Meeting runs smoothly and that the first weeks of the Mayor's term of office are organised as efficiently as possible.

3.4 In general terms, the points raised above in relation to the Mayor-elect also apply to the position of Deputy Mayor-elect, although, of course, to a lesser extent.

4.0 SUSTAINABILITY IMPLICATIONS

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

5.0 FINANCIAL AND RESOURCE IMPLICATIONS

5.1 The remuneration for the posts of Mayor and Deputy Mayor will remain at the same level for 2021/2022, (£9,000 and £1,780 respectively) and these will be funded from existing resources.

6.0 RISK ASSESSMENT

6.1 It is sensible in the interests of the efficient running of the Council for an indication to be given in advance of the Members to be designated as Mayor elect and Deputy Mayor elect respectively.

7.0 HEALTH AND WELLBEING IMPLICATIONS

7.1 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 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

None