



Jacqui Sinnott-Lacey  
Chief Operating Officer

52 Derby Street  
Ormskirk  
West Lancashire  
L39 2DF

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5 January 2022

**TO: COUNCILLORS     A OWENS, N FUREY, C COUGHLAN, S GREGSON, T DEVINE,  
P O'NEILL, E POPE, I RIGBY, A SUTTON, D WESTLEY AND  
D WHITTINGTON**

Dear Councillor,

A meeting of the **EXECUTIVE OVERVIEW & SCRUTINY COMMITTEE** will be held in the **COUNCIL CHAMBER, 52 DERBY STREET, ORMSKIRK L39 2DF** on **THURSDAY, 13 JANUARY 2022** at **7.00 PM** at which your attendance is requested.

Yours faithfully

A handwritten signature in black ink, appearing to be 'JS', written over a horizontal line.

Jacqui Sinnott-Lacey  
Chief Operating Officer

**AGENDA**  
**(Open to the Public)**

- 1. APOLOGIES**
- 2. MEMBERSHIP OF THE COMMITTEE**  
To be apprised of any changes to the membership of the Committee in accordance with Council Procedure Rule 4.
- 3. URGENT BUSINESS, IF ANY, INTRODUCED BY THE CHAIRMAN**  
Note: No other business is permitted unless, by reason of special circumstances, which shall be specified at the meeting, the Chairman is of the opinion that the item(s) should be considered as a matter of urgency.

<b>4.</b>	<b>DECLARATIONS OF INTEREST</b> 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.)	1279 - 1280
<b>5.</b>	<b>DECLARATIONS OF PARTY WHIP</b> In accordance with Overview and Scrutiny Committee Procedure Rule 16, Members must declare the existence of any Party Whip, and the nature of it, when considering any matter in the following categories:  <ul style="list-style-type: none"> <li>- The review of any decision of the Cabinet or</li> <li>- The performance of any Member of the Cabinet</li> </ul> N.B. The Secretary of State believes whipping is incompatible with Overview and Scrutiny.	
<b>6.</b>	<b>MINUTES</b> To receive as a correct record the Minutes of the meeting held on 21 October 2021.	1281 - 1292
<b>7.</b>	<b>PUBLIC SPEAKING</b> Residents of West Lancashire on giving notice, may address the meeting to make representations on any item on the agenda except where the public and press are to be excluded during consideration of the item. The deadline for submissions is 10.00am on Friday 7 January 2022. A copy of the public speaking protocol and form to be completed is attached.	1293 - 1298
<b>8.</b>	<b>MEMBER DEVELOPMENT COMMISSION - MINUTES OF THE MEETING HELD ON 7 OCTOBER 2021</b> To consider the Minutes of the Member Development Commission held on 7 October 2021.	1299 - 1302
<b>9.</b>	<b>RELEVANT MINUTES OF CABINET</b> To scrutinise the Minutes of Cabinet held on 2 November 2021.	1303 - 1314
<b>10.</b>	<b>CIL FUNDING PROGRAMME 2022/23</b> To consider the report of the Corporate Director of Place and Community.	1315 - 1372
<b>11.</b>	<b>PLANNING SERVICE REVIEW - UPDATE</b> To consider the report of the Corporate Director of Place and Community.	1373 - 1386
<b>12.</b>	<b>OVERVIEW &amp; SCRUTINY FUNCTION REVIEW - MEMBER DEVELOPMENT COMMISSION RECOMMENDATIONS</b> To consider the report of the Corporate Director of Transformation and Resources.	1387 - 1398

13. **DRAFT REVENUE & CAPITAL PROGRAMME BUDGET**  
*(To follow)*
14. **HOUSING ACCOUNT - REVENUE AND CAPITAL PROGRAMME BUDGET SETTING** 1399 -  
1408  
To consider the report of the Head of Finance, Procurement and Commercial Services.
15. **EXCLUSION OF PRESS AND PUBLIC**  
It is recommended that members of the press and public be excluded from the meeting during consideration of the following items of business in accordance with Section 100A(4) of the Local Government Act 1972 on the grounds that they involve the likely disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A to the Act and as, in all the circumstances of the case the public interest in maintaining the exemption under Schedule 12A outweighs the public interest in disclosing the information.
16. **LAND DISPOSAL** 1409 -  
1414  
To consider the report of the Head of Finance, Procurement and Commercial Services.

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

**FIRE EVACUATION PROCEDURE: Please see attached sheet.**

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

For further information, please contact:-  
Julia Brown on 01695 585065  
Or email [julia.brown@westlancs.gov.uk](mailto:julia.brown@westlancs.gov.uk)

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

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

**IF YOU DISCOVER A FIRE**

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

**ON HEARING THE FIRE ALARM**

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

**NOTES:**

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

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

**CHECKLIST FOR PERSON IN CHARGE**

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

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

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

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

**NOTE:**

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

**CHECKLIST FOR ZONE WARDEN**

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

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

**INSTRUCTIONS FOR DOOR WARDENS**

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



# Agenda Item 4

## 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

	<b>General</b>		
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 <b>because</b> it affects my financial position or the financial position of a connected person or, a body described in 10.1(1)(i) and (ii) <b>and</b> the interest is one which a member of the public with knowledge of the relevant facts, would reasonably regard as so significant that it is likely to prejudice my judgement of the public interest 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) <b>and</b> the interest is one which a member of the public with knowledge of the relevant facts, would reasonably regard as so significant that it is likely to prejudice my judgement of the public interest	<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 6

## EXECUTIVE OVERVIEW & SCRUTINY COMMITTEE

HELD: Thursday, 21 October 2021

Start: 7.00 pm

Finish: 9.37 pm

### PRESENT:

Councillor: A Owens (Chairman)

Councillors: N Furey (Vice-Chair) C Coughlan  
T Devine S Gregson  
P O`Neill I Rigby  
A Sutton D Westley  
Mrs M Westley D Whittington

Officers: Fiona Graham, Head of Housing and Regulatory Services  
Derek Jackson, Interim Corporate Finance Manager  
Peter Morrison, Service Improvement & Special Projects Manager  
Helen Hatch, Senior Planner and S106/CIL Officer  
Stephen Benge, Principal Planning Officer  
Laura Lea, Homelessness and Private Sector Housing Manager  
Jonathan Mitchell, Housing Strategy & Development Programme  
Manager  
Helen Morrison, Customer Experience & Communications  
Manager  
Adam Spicer, Assistant Solicitor  
Julia Brown, Member Services Officer

### 43 APOLOGIES

There were no apologies for absence received.

### 44 MEMBERSHIP OF THE COMMITTEE

In accordance with Council Procedure Rule 4, the Committee noted the termination of Councillor E Pope and the appointment of Councillor Mrs M Westley for this meeting only, thereby giving effect to the wishes of the Political Groups.

The Committee also noted a permanent change of Membership where Councillor S Gregson replaced Councillor G Owen.

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

There were no urgent items of business.

### 46 DECLARATIONS OF INTEREST

Councillor I Rigby declared a non-pecuniary interest in relation to Item 11 'Private Rented Sector Electrical Safety Policy 2021' and Item 12 'Minimum Energy Efficiency Safety Policy 2021' as a landlord of property in the Borough.

**47 DECLARATIONS OF PARTY WHIP**

There were no declarations of Party Whip.

**48 MINUTES**

RESOLVED: That the Minutes of the meeting held on 23 September 2021 be received as a correct record and signed by the Chairman.

**49 PUBLIC SPEAKING**

There were no items under this heading.

**50 RELEVANT MINUTES OF CABINET**

Consideration was given to the Minutes of Cabinet held on 14 September 2021 as contained on pages 315 to 320 of the Book of Reports.

RESOLVED: That the Minutes of Cabinet held on 14 September 2021 be noted.

**51 CAPITAL PROGRAMME MID YEAR REVIEW**

Consideration was given to the report of the Head of Finance, Procurement and Commercial Services as contained on pages 321 to 334 of the Book of Reports which was to agree a revised General Revenue Account (GRA) Capital Programme for 2021/22 and to provide an update on progress on capital schemes.

The Interim Corporate Finance Manager provided an overview of the report referring to details set down in the report and appendices.

In discussion comments and questions were raised in respect of:

- Overspend on Electric Vehicle charging points - It was explained that a grant received in respect of this and a further grant from the Department of Transport is expected.
- Which of the Capital projects detailed in Appendix A have been Completed; In progress; not commenced and therefore at risk of slippage into 2022/23 (Members were informed that details of this information will be circulated following the meeting)
- How the target of 50 house sales is expected to be met by the end of the year when 10 sales have only been met mid-year. It was explained that there is a backlog to clear Right to Buy applications and there have been staffing issues, however resources have been diverted to address this in order to achieve target.

The Chairman suggested that it would be beneficial to receive information and to be kept informed of what is going well and what is not going well.

The Interim Corporate Finance Manager made an undertaking to incorporate the breakdown of capital expenditure into completed; in progress; not commenced

categories in future reports regarding capital, together with information as to what is going well and what is not going well.

RESOLVED:

- A. That the revised Capital Programme, including the re-profiling, virements and budget adjustments contained within Appendix A, be approved and referred to Cabinet and the Head of Finance, Procurement and Commercial Services in consultation with the relevant Portfolio Holders.
- B. That progress against the Revised Capital Programme at the mid-year point be noted.

(Note: The Chairman welcomed the Interim Corporate Finance Manager to the meeting)

52 **HOUSING REVENUE ACCOUNT - REVENUE AND CAPITAL MID-YEAR REVIEW**

Consideration was given to the report of the Head of Finance, Procurement and Commercial Services as contained on pages 335 to 344 of the Book of Reports which provided a summary of the Housing Revenue Account (HRA) and Housing Capital Programme positions for the 2021/22 financial year.

The Interim Corporate Finance Manager provided an overview of the report referring to details set down in the report and appendices.

The Head of Housing and Regulatory Services also provided information in respect of the Wates unsubstantiated contract claims in respect of Brexit and Covid business cases. She explained that these costs will be mitigated through various processes. She also informed that this is being looked at in detail with Legal and that Members will be kept informed in respect of this.

In discussion comments and questions were raised in respect of:

- Wates unsubstantiated contract claims – Brexit and Covid business cases
- Escalating building costs / shortage of tradespersons
- Overspend on responsive repairs / financial stability of Wates
- Update on proposal to build Carbon Neutral Dwellings - The project is still in the procurement phase, and this is currently progressing
- Re-roofing works
- Walls

RESOLVED: That the 2021/22 HRA and Housing Capital Programme positions be noted.

**53 PRIVATE RENTED SECTOR ELECTRICAL SAFETY POLICY 2021**

Consideration was given to the report of the Corporate Director of Place and Community as contained on pages 345 to 364 of the Book of Reports which was to consider and agree the Private Rented Sector Electrical Safety Policy 2021.

The Homelessness and Private Sector Housing Manager outlined the report, detailing the introduction of the Electrical Safety Standards in the Private Rented Sector (England) Regulations 2020 which came into force on 1 June 2020, and as of 1 April 2021 apply to all private rented tenancies and licences to occupy. The purpose of the Regulations is to improve safety in all residential premises, particularly the private rented sector.

She informed Members that in respect of the 'financial and resource implications' as set out at paragraphs 11.1 and 11.2 of the report, which detailed that a further FTE equivalent post would be required to ensure the Council can meet its legal obligations, was no longer required due to a recent staff restructure.

In discussion, the following comments and questions were raised:

- It was suggested that it be specified that electrical installations are 'signed off' by a qualified and competent person according to British Standard Regulations)
- Communication of the Private Rented Sector Electrical Safety Policy 2021
- Legal Challenges / fair warning
- Members welcomed the introduction of the Policy

**RESOLVED:** That the Private Rented Sector Electrical Safety Policy 2021 attached at Appendix 1 to the report be presented to Cabinet for approval.

(Note: Councillor I Rigby left the Chamber for the duration of this item)

**54 MINIMUM ENERGY EFFICIENCY STANDARD ENFORCEMENT POLICY**

Consideration was given to the report of the Corporate Director of Place and Community as contained on pages 365 to 390 of the Book of Reports which was to consider and agree the Minimum Energy Efficiency Standard Enforcement Policy.

The Homelessness and Private Sector Housing Manager outlined the report explaining that the regulations first came into force on 1 April 2018 but were amended in 2020. She explained that they were brought in to tackle the least energy efficient private rented properties in England and Wales.

In discussion the following feedback and comments were raised:

- Promotion / Education of the Policy
- Details of properties EPC ratings available on-line
- Tenants are provided with an Energy Efficiency Certificate

- Enforcement and financial penalties
- Funding Improvement Schemes available to Landlords

RESOLVED: That the Minimum Energy Efficiency Standard Enforcement Policy attached at Appendix 1 of the report be presented to Cabinet for approval.

(Note: Councillor I Rigby was not present in the Chamber for the duration of this item)

55 **TENANCY STRATEGY 2022-2025**

Consideration was given to the report of the Corporate Director of Place and Community as contained on pages 391 to 432 of the Book of Reports which was to seek approval for the publication of the Tenancy Strategy 2022-2025.

The Housing Strategy & Development Programme Manager outlined the report and explained that the introduction of the Tenancy Strategy 2022-2025 is written from the Council's strategic perspective as the Local Housing Authority. He informed that this would replace the 2013 version of the Strategy, although the core principles of this remain relevant.

He also explained that the Tenancy Strategy must be given 'due regard' by Registered Providers when publishing their own tenancy policy.

The Consultation will be open to Registered Providers between 15 November 2021 and 9 January 2022. The Strategy will be published at the end of January 2022. It was noted that there are 21/22 regulatory providers including WLBC within the Borough.

The Chairman suggested proposed amendments in respect of paragraphs 7.23, 7.26, 7.34 and 7.41 of the Draft Tenancy Strategy 2022-2025, in relation to the perspective of making best use of social housing stock and providing a tenancy with more security of tenure where appropriate and only using flexible tenancies on rare occasions.

RESOLVED: That the Tenancy Strategy 2022-2025 be presented to Cabinet for their consideration.

(Note: Councillor I Rigby returned to the Chamber at the commencement of this item)

56 **CUSTOMER FEEDBACK POLICY**

Consideration was given to the report of the Corporate Director of Transformation and Resources as contained on pages 433 to 456 of the Book of Reports which was to seek approval of the new Customer Feedback Policy (previous Complaints Policy).

The Customer Experience & Communications Manager outlined the report and explained that the current complaints process had been in place since 2015.

She informed that a review had been undertaken to ensure the policy is up to date, meets good practice guidance of the Local Government & Social Care Ombudsman and the expectations of the Ministry of Housing Communities and Local Government White Paper published in November 2020, which sets out clear expectations for landlords in relation to handling complaints and evidence of learning. As such, activities were undertaken as part of the review, to develop the Customer Feedback Policy which are detailed at Appendix 2 of the report.

She went on to inform that the number of stages has reduced from three to two and once approved, the Website / Intranet would be updated in line with new procedure.

It was also noted that data will be analysed to identify trends, to improve or change services as required. Learning from complaints will be documented and published on the Council's Website which will evidence delivery of the Councils 'We Will' statement of 'Listen and provide feedback to customers about how their views have improved services'.

The Committee welcomed the excellent report. It was also recognised that it was important to promote positive feedback as well.

RESOLVED: That the new Customer Feedback Policy be supported by the Committee and presented to Cabinet for approval.

57 **CORPORATE PEER CHALLENGE**

Consideration was given to the report of the Chief Operating Officer as contained on pages 457 to 464 of the Book of Reports, which advised that the Local Government Association will be supporting the Council with a Corporate Peer Challenge (CPC) in the coming months.

The Service Improvement & Special Projects Manager outlined the report detailing the background of the LGA, who provide a range of resources and tools to help Councils with support and challenge to improve. He explained that in Autumn 2019, the LGA had invited the Council to take part in a CPC, however this was put on hold due to the Covid pandemic. He then went on to outline the CPC process and the indicative timetable as set out at Appendix 1 to the report.

In discussion comments and questions were raised in respect of:

- Financial and resource implications /officer time
- Welcome of the review
- Publication of results
- Involvement of all Political Leaders in discussions

**RESOLVED:**

That the content of the report be noted and that the following agreed comments of Executive Overview & Scrutiny Committee be presented to Cabinet for their consideration.

1. That the full results of the Corporate Peer Challenge be published subject to the redaction of commercially exempt information.
2. That all Political Leaders be invited to participate in the scoping meeting with the Local Government Association ahead of the onsite review.

**58 FOOD INSECURITY**

Consideration was given to the report of the Chief Operating Officer as contained on pages 465 to 512 of the Book of Reports which was to share with Members the findings report following a research study into food insecurity within West Lancashire and to recommend actions for implementation that will help tackle food insecurity within the Borough in a dignified way and help address the root causes.

The Service Improvement & Special Projects Manager outlined the report and explained that Iconic Consulting were appointed for the commissioning of a study to examine food insecurity within the Borough. This was due to start in March 2020, however this was paused due to the Covid-19 pandemic. The research began in September 2020 involving several tasks listed at paragraph 4.3 of the report, which also included a number of feedback sessions.

He went on to outline the key findings from the research and the impact Covid has had on food insecurity and informed that the established food banks in the Borough had distributed an average of 405 food parcels per week between the start of July to the end of December 2020.

He informed that a number of opportunities could be implemented relatively quickly, including the establishment of a cross-sector food insecurity forum, led by a WLBC Officer.

In discussion comments and questions were raised in respect of:

- Trussell Trust food bank users In West Lancashire 2020 (Wards data)
- Drivers of food insecurity and food bank use
- Significant increase of foodbank use during Covid-19 pandemic
- Thanks to Citizens and Businesses for their support and generous donations to the foodbanks in the Borough

The Chairman had received a statement from Councillor R Cooper, which was read out to the Committee on his behalf:

"I have a special interest in Food Insecurity, as my wife, Claire Cooper initiated this research when she was Community Portfolio Holder. I had a number of questions/challenges after having read this report, which Peter Morrison kindly answered in a conversation on Wednesday morning.

Peter assured me that he had looked to identify a local organisation before putting a tender out nationally for this research contract.

We agreed that it would be of great benefit to have a register of local businesses and the goods and services that they could provide. Then commissioning officers could look to that register first before searching for organisations in the wider regional/national area.

Another of my concerns was that the statistics were not detailed enough. Peter assured me that regular consultations were held which covered details that could not be included in the report.

We both agreed that we have a good understanding of the issue in our towns, but not so much in the Northern Parishes and the more rural areas.

Hopefully, the new cross-sector forum will investigate this further as it takes the recommendations forward.

I'd like to express my thanks to Peter for finding time to answer my queries on this report".

**RESOLVED:** That the Committee thank all involved and fully support the report for presentation to Cabinet for their consideration.

(Note: The Chairman declared a non-pecuniary interest at this item in respect of café Birchwood in relation to his position as a Trustee of the Birchwood Centre, and explained that he would not partake in consideration of this item if detailed discussion should occur in respect of this).

59

## **DATA QUALITY POLICY**

Consideration was given to the report of the Corporate Director of Transformation and Resources as contained on pages 513 to 524 of the Book of Reports which was to seek approval of the new Data Quality Policy.

The Customer Experience & Communications Manager outlined the report, which informed that the new Data Quality Policy will have in place arrangements for the data collected and used by both the Council and Partners, to ensure that the management of such data is of high quality, accurate, valid, reliable, timely and complete in nature.

She also explained that during the development of the Policy, Key Stakeholders had been engaged and that other similar Councils were also considered.

It was noted that further to agreement at Cabinet, the Policy will be communicated across the Council to ensure robust data quality management is in place in line with the Policy.

The Members of the Committee thanked Officers for the report.

**RESOLVED:** That the new Data Quality Policy be presented to Cabinet for approval.



**60 GREATER MANCHESTER COMBINED AUTHORITY 'PLACES FOR EVERYONE'  
STATEMENT OF COMMON GROUND**

Consideration was given to the report of the Corporate Director of Place and Community as contained on pages 525 to 600 of the Book of Reports, which was to seek agreement to the Leader of the Council signing a Statement of Common Ground covering cross-boundary spatial planning matters with Greater Manchester Combined Authority partner authorities, as required under the Duty to Co-operate.

The Principal Planning Officer outlined the report and explained that the Greater Manchester Combined Authority along with ten local authorities make up the Greater Manchester area has been preparing a development plan to cover the area. He advised that Stockport Council withdrew from the process, but the remaining nine authorities have continued to work together in preparing a plan entitled 'Places for Everyone'.

He went on to inform that, as its response to the recent consultation on the Places for Everyone plan (not the subject of this report), WLBC expressed the view that the document is 'sound' but requested a minor modification to the text of the Plan so that it acknowledges the proposed Skelmersdale Rail Link, linking both to Merseyside and to Greater Manchester, in order to help support the case for the proposed scheme.

He outlined that the Statement of Common Ground (the subject of this report) sets out how the Combined Authority has engaged with its neighbours in preparing the 'Places for Everyone' plan; the strategic, cross boundary, planning-related issues and the current position in the City Region regarding those issues. The Cabinet report is expressing the view that this engagement has been satisfactory and that it is recommended that the Leader sign the Statement of Common Ground on behalf of West Lancashire Borough Council.

In discussion Members felt the report had addressed all concerns raised and felt encouraged in respect of this and that the Statement of Common Ground provided at Appendix A be agreed for signature by the Leader of the Council.

**RESOLVED:** That the Committee support the 'Places for Everyone' Statement of Common Ground provided at Appendix A to be presented to Cabinet, to be agreed for signature by the Leader of the Council.

**61 LOCAL PLAN REGULATION 18 (SCOPE, ISSUES & OPTIONS) CONSULTATION**

Consideration was given to the report of the Corporate Director of Place and Community as contained on pages 601 to 1224 of the Book of Reports, which was to seek authorisation to publicly consult on the scope of a new Local Plan and on the West Lancashire Local Plan 2023-2040: Issues & Options material.

The Principal Planning Officer outlined the report and informed that preparation of the Local Plan started in September 2019 but stopped temporarily due to Covid-19 pandemic and work recommenced in March 2021. He outlined the details of the

'scope' of the new Plan and what it is intended to cover.

He informed that should Cabinet approve the public consultation on the Scope of the Local Plan and on Issues & Options, the consultation is intended to run between 18 November 2021 and 27 January 2022, which is a longer than 'usual' period due to spanning the Christmas and New Year period.

Questions and comments were raised in respect of the following:

- Timescale pressures / consultation timescales
- Resources
- Not enough time to scrutinise lengthy documents
- LPCWG provided with 'Portrait of West Lancashire' for comment
- The possibility of making minor amendments to the Local Plan 2023-2040 Issues & Options material (Appendix A)
- Changes that are deemed 'non-minor' can be considered through the consultation process

RESOLVED: That the following agreed comments be considered by Cabinet:

A. That the recommendation at 3.2 of the report be amended to read:

'That the Local Plan 2023-2040 Issues & Options material (provided at Appendix A) be approved for public consultation, **subject to any minor amendments made by the Interim Head of Growth and Development in consultation with the Portfolio Holder**, and that comments on the scope of a new Local Plan also be sought as part of this public consultation'.

B. That the Local Plan Cabinet Working Group meet more frequently to consider documents.

C. That although the documents have been through scrutiny, there has not been enough time to scrutinise every document.

## 62 **INFRASTRUCTURE FUNDING STATEMENT 2021**

Consideration was given to the report of the Corporate Director of Place and Community as contained on pages 1225 to 1278 of the Book of Reports, which introduced the Infrastructure Funding Statement (IFS) for 2021 and seeks comments prior to seeking Cabinet approval to publish the report.

The Senior Planning & CIL / S106 Officer outlined the report and informed that CIL Regulations now require Councils to report annually on their CIL and S106 receipts and expenditure through an annual IFS report and to publish this on the Council website by 31 December.

In discussion, the Chairman suggested a review be taken of the pros and cons of funding flood alleviation through CIL as other Local Authorities do.

Comments and questions were raised in respect of the use of CIL for flood alleviation, including:

- Why flood alleviation is not funded through CIL –
- Possible review pros and cons of including flooding as an infrastructure type in future IFS's
- Highways and drainage
- Infrastructure / canal towpath / access to leisure
- Developer obligations to mitigate flood risk
- Periodic review of policy documents (Governance and Expenditure)

**RESOLVED:** That the Committee note the content of the Infrastructure Funding Statement report and that the report be presented to Cabinet for their consideration.

.....  
**Chairman**



## **PUBLIC SPEAKING – PROTOCOL**

**(For meetings of Cabinet, Overview & Scrutiny Committees, Audit & Governance Committee and Standards Committee)**

### **1.0 Public Speaking**

- 1.1 Residents of West Lancashire may, on giving notice, address any of the above meetings to make representations on any item on the agenda for those meetings, except where the public and press are to be excluded from the meeting during consideration of the item.
- 1.2 A Parish Council Representative may, on giving notice, address any of the above meetings to make representations on any item on the agenda for those meetings, except where the public and press are to be excluded from the meeting during consideration of the item.
- 1.3 The form attached as an Appendix to this Protocol should be used for submitting requests.

### **2.0 Deadline for submission**

- 2.1 The prescribed form should be received by Member Services by 10.00 am on the Friday of the week preceding the meeting. This can be submitted by e-mail to [member.services@westlancs.gov.uk](mailto:member.services@westlancs.gov.uk) or by sending to:

Member Services  
West Lancashire Borough Council  
52 Derby Street  
Ormskirk  
West Lancashire  
L39 2DF

- 2.2 Completed forms will be collated by Member Services and circulated via e-mail to relevant Members and officers and published on the Council website via Modgov. Only the name of the speaker (and representative) and details of the issue to be raised will be published.
- 2.3 Groups of persons with similar views should elect a spokesperson to speak on their behalf to avoid undue repetition of similar points. Spokespersons should identify in writing on whose behalf they are speaking.

### **3.0 Scope**

- 3.1 Any matters raised must be relevant to an item on the agenda for the meeting.
- 3.2 The Legal & Democratic Services Manager may reject a submission if it:
  - (i) is defamatory, frivolous or offensive;
  - (ii) is substantially the same as representations which have already been submitted at a previous meeting; or

- (iii) discloses or requires the disclosure of confidential or exempt information.

#### **4.0 Number of items**

- 4.1 A maximum of one form per resident will be accepted for each Agenda Item.
- 4.2 There will be a maximum of 10 speakers per meeting. Where there are more than 10 forms submitted by residents, the Legal & Democratic Services Manager will prioritise the list of those allowed to speak. This will be considered having regard to all relevant matters including:
  - a. The order in which forms were received.
  - b. If one resident has asked to speak on a number of items, priority will be given to other residents who also wish to speak
  - c. Whether a request has been submitted in relation to the same issue.

No amendments will be made to the list of speakers once it has been compiled (regardless of withdrawal of a request to speak).

- 4.3 All submissions received will be published on the Council's website and circulated to Members of the relevant body and officers for consideration.

#### **5.0 At the Meeting**

- 5.1 Speakers will be shown to their seats. At the commencement of consideration of each agenda item the Leader/Chairman will invite the speakers to make their representations. Speakers will have up to 3 minutes to address the meeting. The address must reflect the issue included on the prescribed form submitted in advance.
- 5.2 Members may discuss what the speaker/s have said, along with any other information/representations submitted under this protocol, when all speakers on that item have finished and will then make a decision. Speakers should not circulate any supporting documentation at the meeting and should not enter into a debate with Councillors.
- 5.4 If residents feel nervous or uncomfortable speaking in public, then they can ask someone else to do it for them, including a Parish or Borough Councillor representative. They can also bring an interpreter if they need one. They should be aware there may be others speaking as well.

(Note: If a Resident wishes to have their Borough Councillor speak on their behalf, the Borough Councillor is not a member of the body considering the item.)

5.5 Speakers may leave the meeting at any time, taking care not to disturb the meeting.

(Please see attached form.)







## REQUEST FOR PUBLIC SPEAKING AT MEETINGS

**MEETING & DATE** .....

**NAME** .....

**ADDRESS** .....

Post Code .....

**PHONE** .....

**Email** .....

Please indicate if you will be in attendance at the meeting

**YES/NO\***

\*delete as applicable

Please indicate if someone will be speaking on your behalf at the meeting

**YES/NO\***

\*delete as applicable

If someone is speaking on your behalf please provide their contact details:

**NAME** .....

**PHONE** .....

**Email** .....

Note: This page will not be published.

(P.T.O.)

PLEASE PROVIDE DETAILS OF THE MATTER YOU WISH TO RAISE

Agenda Item      Number .....

Title .....

Details .....

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Name .....

Dated .....

*Completed forms to be submitted by 10.00am on the Friday of the week preceding the meeting to:-*

*Member Services, West Lancashire Borough Council, 52 Derby Street, Ormskirk, Lancashire, L39 2DF or*

*Email: [member.services@westlancs.gov.uk](mailto:member.services@westlancs.gov.uk)*

*If you require any assistance regarding your attendance at a meeting (including access) or if you have any queries regarding your submission please contact Member Services on 01695 585065*

Note: This page will be circulated to Members of the Committee and published.

# Agenda Item 8

**MEMBER DEVELOPMENT COMMISSION**

**HELD: Thursday, 7 October 2021**

Start: 6.00 pm

Finish: 6.55 pm

## **PRESENT:**

Councillor: C Dereli (Chairman)

Councillors: G Dowling (Vice-Chair) Y Gagen  
Mrs J Marshall D Westley

Officers: Jacky Denning, Democratic Services Manager  
Julia Brown, Member Services Officer  
Chloe McNally, Apprentice Member Services Officer

## 68 **APOLOGIES**

Apologies were received on behalf of Councillor I Moran.

Note 1: Councillor A Owens wished to attend the meeting but was unable to due to ICT technical difficulties.

Note 2: Councillors Y Gagen and J Marshall also experienced ICT issues and joined the meeting during Agenda Item 9.

## 69 **SUBSTITUTIONS (IF ANY)**

There were no substitutions.

## 70 **DECLARATIONS OF INTEREST**

There were no declarations of interest.

## 71 **NOTES OF THE PREVIOUS MEETING**

The Notes of the previous meeting held on 6 July 2021, were received as a correct record.

## 72 **MEMBER INDUCTION**

Members considered the report of the Corporate Director of Place and Community which provided feedback on the induction process provided to newly elected Members undertaken in May 2021.

The Member Services Officer explained that the induction process had been affected by the Covid-19 pandemic and that the Induction process was adhered to by Government guidance at the time. However, even with these challenges, the full Member Induction was presented as usual and had gone well.

AGREED: That the induction process for newly elected Members, be noted.

73 **MEMBER TRAINING-SUMMARY OF EVENTS HELD MARCH 2021 TO PRESENT**

Members considered the report of the Corporate Director of Transformation and Resources, which provided an update on Training and Briefings undertaken since March 2021.

In discussion, it was noted that the training had been cost effective due to several free on-line webinars and that this form of training was beneficial under the current circumstances in respect of Covid-19. Members also noted that the attendance of training had been good and successful.

AGREED: That the update be noted.

74 **FEEDBACK FROM THE MEMBER DEVELOPMENT GROUP REPRESENTATIVES FROM THEIR MEMBERS**

In discussion, it was noted that Members had requested that the following training be made available to them; Lone working, Equality and Diversity, Information Governance, Prevent, Safeguarding of Adults, Safeguarding of Children, Coercive Control, Social Media (inc. 'Do's and Don'ts'), Mindfulness, Mental Health First Aid. Also, to be considered; Chairing of meetings, IT skills inc. virtual meetings software, Writing press releases. The Apprentice Member Services Officer informed the Commission that the list below was available on the Emerge E-Learning system:

- Remote Working
- Equality and Diversity
- Prevent
- Safeguarding Children & Adults L1
- Mindfulness
- Mental Health Awareness and Lancashire and South Cumbria Mental Health and Suicide Prevention
- Chairing Meetings – Councillors

She also advised that IT Skills Training was not available, but Presentation Skills, Keyboard Skills Training, and Conference Call Etiquette was.

It was also noted that Writing Press Releases Training was not available, but Effective Writing, Learning to Learn, and Plain English was.

Members were advised that the training set out below is not currently available on E-merge:

- Information Governance
- Coercive Control
- Social Media (inc. 'Do's and Don'ts')

**AGREED:**

- A. That the Political Groups make arrangement for Social Media training within their Group and to also advise of the training available on E-merge.
- B. That Member Services explore provision of training listed that are not currently available on E-merge.
- C. That arrangements be made with Community Safety Partnership to explore the facilitation of Coercive Control Training for Members.
- D. That the feedback and comments from the Commission be noted.

**75 FUTURE TRAINING**

The Member Services Officer outlined the future training for Members, including:

- Code of Conduct Training, date to be confirmed

- AGREED:**
- A. That the above future training arrangement be noted, and date to be circulated once confirmed.
  - B. That details of any further training will be circulated to Members.

**76 SCRUTINY REVIEW QUESTIONNAIRE - FEEDBACK FROM LOCAL AUTHORITIES**

The Commission considered the report of the Corporate Director of Transformation & Resources, which detailed the responses from other Local Authorities in relation the Scrutiny Review Questionnaire, as agreed at the Member Development Commission held on 6 July 2021 and considered any proposed changes to the Scrutiny structures at West Lancs.

Discussion took place regarding Task and Finish groups. Members felt that task and finish groups provided good cross party working and could produce excellent reports due to smaller size groups being more passionate about the topic selection. It was discussed that moving to task and finish groups would reduce the current heavy workload of the Corporate & Environment Overview and Scrutiny Committee as the task and finish groups can do the detailed work then produce reports and recommendations to that Committee. Members felt that task and finish groups were more effective as membership of these groups didn't have to be restricted to just members of scrutiny committees, they do not stretch resources as much as a committee, they give councillors a sense of growth, and give greater scope for public

engagement and stakeholders. The groups could also appoint its own chairman.

- A. That the response from Local Authorities to the Scrutiny Review Questionnaire be noted.
- B. That it be noted of the twenty-eight Authorities contacted, sixteen Authorities responded with completed questionnaires.
- C. That following consideration of responses to the Scrutiny Review Questionnaire, Member Development Commission recommend:
  - (i) That the Council continue with 2 scrutiny committees (Corporate & Environmental Overview & Scrutiny Committee and Executive Overview & Scrutiny Committee)
  - (ii) That Corporate & Environmental Overview & Scrutiny Committee establish Task and finish Groups to undertake in depth scrutiny work rather than that work being undertaken by the main Committee.
  - (iii) That a permanent role of Member Services Officer at Grade SO1 at 10 hours per week be created to facilitate this work.
  - (iv) That the Members Update to remain in its current format.
  - (v) That a report be presented to Corporate & Environmental Overview & Scrutiny Committee on 9 December 2021 and Executive Overview & Scrutiny Committee on 14 January 2022 to consider the recommendations and submitted to Council on 23 February 2022 for approval, with a proposed implementation date of May 2022, and that this report will be shared with MDC prior to submission to the relevant Overview & Scrutiny Committees.

77

**WORK PROGRAMME 2021/22 AND DATE OF NEXT MEETING**

AGREED: That the Work Programme of the Commission and date of the next meeting to be held on 3 March 2022, 6:00pm, be noted.

.....  
**Chairman**

# Agenda Item 9

## CABINET

**HELD: Tuesday, 2 November 2021**

Start: 7.00 pm

Finish: 7.11 pm

## PRESENT:

### Councillors:

### Portfolio

Councillor Ian Moran	Leader of the Council and Portfolio Holder for Economic Regeneration
Councillor Yvonne Gagen	Deputy Leader of the Council and Portfolio Holder for Leisure & Human Resources
Councillor Vickie Cummins	Portfolio Holder for Health and Wellbeing
Councillor Gareth Dowling	Portfolio Holder for Communities and Community Safety
Councillor Gaynar Owen	Portfolio Holder for Planning

### In attendance: Councillors

Juckes and Owens

### Officers:

Jacqui Sinnott-Lacey, Chief Operating Officer  
Heidi McDougall, Corporate Director of Place & Community  
Fiona Graham, Head of Housing and Regulatory Services  
Alan Houghton, Interim Head of Growth & Development  
James Pierce, Head of Finance, Procurement and Commercial Services  
Kay Lovelady, Legal & Democratic Services Manager  
Jacky Denning, Democratic Services Manager  
James Crowley, Leisure Project Development Manager  
Stephen Benge, Principal Planning Officer  
Jonathan Mitchell, Housing Strategy & Development Programme Manager

## 39 APOLOGIES

Apologies for absence were received from Councillors Jenny Wilkie, Kevin Wilkie and Adam Yates.

## 40 SPECIAL URGENCY (RULE 16 ACCESS TO INFORMATION PROCEDURE RULES)/URGENT BUSINESS

There were no items of special urgency.

## 41 PUBLIC SPEAKING

There were no items under this heading.

**42 DECLARATIONS OF INTEREST**

The following declarations were received:

1. Councillor Yvonne Gagen declared a non-pecuniary interest in agenda items relating to Lancashire County Council (LCC) as an employee of Lancashire County Council and did not enter into detailed discussions, which affected LCC.
2. Councillor Gaynar Owen (tenant of Council accommodation) declared a disclosable pecuniary interests in agenda items 6(a) 'Tenancy Strategy 2022-2025 and 6(b) 'HRA Revenue and Capital Mid Year Review' but considered they were entitled to speak and vote by virtue of an exemption as nothing in the report relates particularly to the relevant tenancy or lease.

**43 MINUTES**

RESOLVED: That the minutes of the Cabinet meeting held on Tuesday, 14 September 2021 be received as a correct record and signed by the Leader.

**44 MATTERS REQUIRING DECISIONS**

Consideration was given to report relating to the following matters requiring decisions and contained on pages 437 to 1396 and 1421 to 1450 of the Book of Reports.

**45 TENANCY STRATEGY 2022-2025**

The Leader introduced the report of the Corporate Director of Place & Community, which sought approval for the publication of the Tenancy Strategy 2022-2025.

The minutes of the Executive Overview & Scrutiny Committee held on 21 October 2021 and Landlord Services Committee (Cabinet Working Group) held on 27 October 2021 had been circulated prior to the meeting.

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

- RESOLVED:
- A. That the minutes of the Executive Overview & Scrutiny Committee, set out in Appendix D to the report, and the Landlord Services Committee (Cabinet Working Group) set out in Appendix E, be noted.
  - B. That the Tenancy Strategy 2022 -2025 attached at Appendix A be approved for consultation purposes.
  - C. That the Head of Housing & Regulatory Services, in consultation with the relevant Portfolio Holder, be given delegated authority



to make drafting changes arising from any consultation responses received and publish any such revised and final version of the Tenancy Strategy in February 2022.

46 **HRA REVENUE & CAPITAL MID-YEAR REVIEW**

The Leader introduced the report of the Head of Finance, Procurement and Commercial Services, which provided a summary of the Housing Revenue Account (HRA) and Housing capital programme positions for 2021/22 financial year.

The minutes of the Executive Overview & Scrutiny Committee held on 21 October 2021 and Landlord Services Committee (Cabinet Working Group) held on 27 October 2021 had been circulated prior to the meeting.

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

- RESOLVED:
- A. That the minutes of the Executive Overview & Scrutiny Committee, set out in Appendix D to the report, and the Landlord Services Committee (Cabinet Working Group) set out in Appendix E, be noted.
  - B. That the 2021/22 HRA and Housing capital programme positions be noted.
  - C. That the proposed budget adjustments identified in Appendix 2 be endorsed for consideration by Council.

47 **CAPITAL PROGRAMME MID YEAR REVIEW**

The Leader introduced the report of the Head of Finance, Procurement and Commercial Services, which sought approval of the revised General Revenue Account (GRA) Capital Programme for 2021/22 and provided an update on progress on capital schemes.

The minute of the Executive Overview & Scrutiny Committee held on 21 October 2021 had been circulated prior to the meeting.

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

- RESOLVED:
- A. That the revised Capital Programme, including the re-profiling, variations and budget adjustments contained within Appendix A to the report, be approved.
  - B. That progress against the Revised Capital Programme at the mid-year point be noted.

**48 NEW CUSTOMER FEEDBACK POLICY**

The Leader introduced the report of the Corporate Director of Transformation & Resources, which sought approval of the new Customer Feedback Policy (previous Complaints Policy).

The minute of Executive Overview & Scrutiny Committee held on 21 October 2021.

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

RESOLVED: That the Customer Feedback Policy be approved.

**49 DATA QUALITY POLICY**

The Leader introduced the report of the Director of Transformation & Resources, which sought approval of the new Data Quality Policy.

The minute of the Executive Overview & Scrutiny Committee held on 21 October 2021 had been circulated prior to the meeting.

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

RESOLVED: That the new Data Quality Policy be approved.

**50 CORPORATE PEER CHALLENGE**

The Leader introduced the report of the Chief Operating Officer, which advised that the Local Government Association would be supporting the Council with a Corporate Peer Challenge in the coming months.

The minute of Executive Overview & Scrutiny Committee held on 21 October 2021 had been circulated prior to the meeting.

A Motion, displayed on the screens, was moved and seconded.

In reaching the decision below, Cabinet considered the details set out in the report before it, the reasons contained therein and the agreed comments submitted from Executive Overview & Scrutiny Committee.

RESOLVED: A. That the contents of the report and the indicative timetable at appendix 1, be noted.

B. That the results of the Corporate Peer Challenge and action plan be published following good practice and advice from the peer challenge team.

- C. That all Councillors be invited to send their views on the scoping exercise to the Leader and Chief Operating Officer prior to the scoping meeting with the Local Government Association ahead of the onsite review.

51 **FOOD INSECURITY**

Councillor Dowling introduced the report of the Corporate Director of Place & Community, which set out the findings report following a research study into food insecurity within West Lancashire and recommended actions for implementation that would help tackle food insecurity within the borough in a dignified way, and help address the root causes.

The minute of Executive Overview & Scrutiny Committee held on 21 October 2021 was circulated prior to the meeting.

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

- RESOLVED:
- A. That the minutes of Executive Overview and Scrutiny Committee attached at appendix 3, be noted.
- B. That the findings of the research study be noted and the implementation of the following opportunities, identified in section 5 of the report, to address food insecurity be approved:
- That the Chief Operating Officer nominates a senior officer within the Council to take overall responsibility for co-ordinating a response to tackling food insecurity in the borough.
  - The establishment of a cross-sector food insecurity forum, led by a WLBC officer, to strengthen ties and support cross-sector co-ordination and that this forum commits to a sustainable and dignified approach to tackling food insecurity in the borough.
  - Where applicable, the Council and partners highlight the issues which cause food insecurity and their impact at both a regional and national level.
- C. That the Portfolio Holder for Communities and Community Safety be appointed as Food Security Champion for West Lancashire, providing political leadership at both a local and national level.
- D. That the newly established cross-sector forum, in consultation with the Food Security Champion, consider the other opportunities identified within the research report and where appropriate seek Cabinet / Council approval for their

implementation

52 **MINIMUM ENERGY EFFICIENCY STANDARD ENFORCEMENT POLICY**

Councillor Gareth Dowling introduced the report of the Corporate Director of Place & Community, which sought approval of the Minimum Energy Efficiency Standard Enforcement Policy.

The minute of the Executive Overview & Scrutiny Committee held on 21 October 2021 was circulated prior to the meeting.

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

- RESOLVED:
- A. That the Minimum Energy Efficiency Standard Enforcement Policy, attached at Appendix 1 to the report, be approved.
  - B. That the minute of Executive Overview & Scrutiny be noted.
  - C. That the Corporate Director of Place & Community, in consultation with the relevant Portfolio Holder, be authorised to amend the policy considering any legislative or guidance changes.
  - D. That the Corporate Director of Place & Community, in consultation with the relevant Portfolio Holder, be authorised to review and change the level of financial penalties issued as required.
  - E. That the Corporate Director of Place & Community, in consultation with the relevant Portfolio Holder, be authorised to amend the current Private Sector Housing Enforcement Policy, originally approved by Cabinet, to include the Energy Efficiency (Private Rented Property) (England and Wales) Regulations 2015 (the Regulations) (as amended).

53 **PRIVATE RENTED SECTOR ELECTRICAL SAFETY POLICY 2021**

Councillor Gareth Dowling introduced the report of the Corporate Director of Place & Community, which sought approval of the Private Rented Sector Electrical Safety Policy 2021.

The minute of Executive Overview & Scrutiny Committee held on 21 October 2021 was circulated prior to the meeting.

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

- RESOLVED:
- A. That the Private Rented Sector Electrical Safety Policy 2021, attached at Appendix 1 to the report, be approved.
  - B. That the minute of Executive Overview & Scrutiny be noted.
  - C. That the Corporate Director of Place & Community, in consultation with the relevant Portfolio Holder, be authorised to amend the policy considering any legislative or guidance changes.
  - D. That the Corporate Director of Place & Community, in consultation with the relevant Portfolio Holder, be authorised to review and change the level of financial penalties issued as required.
  - E. That the Corporate Director of Place & Community, in consultation with the relevant Portfolio Holder, be authorised to amend the current Private Sector Housing Enforcement Policy, originally approved by Cabinet, to include the Electrical Safety Standards in the Private Rented Sector (England) Regulations 2020.

54 **LOCAL PLAN REGULATION 18 (SCOPE, ISSUES & OPTIONS) CONSULTATION**

Councillor Gaynar Owen introduced the report of the Corporate Director of Place & Community, which sought authorisation to publicly consult on the scope of a new Local Plan and on the West Lancashire Local Plan 2023 -2040: Issues & Options material.

The minute of Executive Overview & Scrutiny Committee held on 21 October 2021 had been circulated prior to the meeting.

A Motion circulated prior to the meeting was moved and seconded.

In reaching the decision below, Cabinet considered the details set out in the report before it, the reasons contained therein and the agreed comments of the Executive Overview & Scrutiny Committee.

- RESOLVED:
- A. That the Sustainability Appraisal and Habitats Regulations Assessment of the Issues & Options material (provided at Appendices B and C respectively), and the Duty to Co-operate Statement (provided at Appendix D), be noted.
  - B. That the Local Plan 2023-2040 Issues & Options material (provided at Appendix A) be approved for public consultation, subject to any minor amendments made by the Interim Head of Growth and Development in consultation with the Portfolio Holder, and that comments on the scope of a new Local Plan

also be sought as part of this public consultation.

- C. That the Local Plan Cabinet Working Group meet more frequently to consider documents.

55 **GREATER MANCHESTER COMBINED AUTHORITY 'PLACES FOR EVERYONE' STATEMENT OF COMMON GROUND**

Councillor Gaynar Owen introduced the report of the Corporate Director of Place & Community, which sought agreement of a Statement of Common Ground covering cross-boundary spatial planning matters with Greater Manchester Combined Authority partner authorities, as required under the Duty to Co-operate.

The minute of Executive Overview & Scrutiny Committee held on 21 October 2021 had been circulated prior to the meeting.

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

- RESOLVED:
- A. That the minute of Executive Overview & Scrutiny Committee (21 October 2021, provided at Appendix B) and the content of the Greater Manchester Combined Authority 'Places for Everyone' Statement of Common Ground provided at Appendix A be noted.
  - B. That the Statement of Common Ground be agreed for signature by the Leader of the Council.

56 **INFRASTRUCTURE FUNDING STATEMENT 2021**

The Leader introduced the report of the Corporate Director of Place & Community, which set out the Community Infrastructure Levy (CIL) Infrastructure Funding Statement for 2021 and sought approval to publish the report.

The minute of Executive Overview & Scrutiny Committee held on 21 October 2021 had been circulated prior to the meeting.

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

- RESOLVED:
- A. That the content of the Infrastructure Funding Statement be noted and published on the Council website.
  - B. That delegated authority be given to the Corporate Director of Place and Community, in consultation with the Portfolio Holder for Planning, to make any amendments to the Infrastructure Funding Statement, following its initial publication, to reflect the subsequent decisions of Cabinet regarding the CIL Funding

Programme for 2022/23, and any other non-material amendments required, as set out in paragraph 5.9 of the report.

**57 A REGENERATION PLAN FOR SKELMERSDALE TOWN CENTRE**

The Leader introduced the report of the Corporate Director of Place & Community, which sought approval to the funding arrangements for the preparation of a Regeneration Plan for Skelmersdale Town Centre.

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

- RESOLVED:
- A. That it be noted that Lancashire County Council (LCC) has made a provisional award of £245,900 from its Lancashire Economic Recovery and Growth Fund (LERG Fund), to the Skelmersdale Regeneration Plan, subject to the Council making a 15% contribution to the project cost.
  - B. That the Council makes a 15% contribution to the cost of the Skelmersdale Regeneration Plan in the sum of £43,100.
  - C. That the Council accepts the award of £245,900 from LCC's LERG Fund, which represents 85% of the project's cost.

**58 EXCLUSION OF PRESS AND PUBLIC**

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

(Note: No representations had been received in relation to the following item being considered in private.)

**59 MATTERS REQUIRING DECISIONS**

Consideration was given to report relating to the following matter requiring decisions and contained on pages 1397 to 1420 and 1451 to 1454 of the Book of Reports:

**60 LEISURE PROCUREMENT STRATEGY REVIEW**

Councillor Yvonne Gagen introduced the report of the Corporate Director of Place & Community, which sought approval of the proposed revised strategy for the procurement of new Wellbeing and Leisure Hubs and the future operational options

for Leisure facilities.

The minutes of the West Lancashire Leisure Partnership Cabinet Working Group held on 12 October 2021 had been circulated prior to the meeting.

Councillor Gagen advised that the report would be submitted to Council on 15 December and would reflect the recommendations of the Cabinet Working Group held on 12 October 2021.

In reaching the decision below, the Cabinet considered the details set out in the report before it, the reasons contained therein and the comments and recommendations of the Cabinet Working Group.

- RESOLVED:
- A. That the minutes of the West Lancashire Leisure Partnership Cabinet Working Group held on 12 October 2021 as attached as appendix 1 to the report and the preferred options recommended by the Group, be endorsed.
  - B. That given the assessments of future operational options detailed in section 6 of the report, Option 3 should be pursued as the preferred option for the future Leisure Procurement and Operating positions.
  - C. That in respect of the financial modelling detail in section 7 of the report, that in the first instance Option 1 should be pursued to reduce the reliance on prudential borrowing on the schemes and allow both buildings to be developed in parallel and consider what option is preferred should Option 1 be unsuccessful.
  - D. That in respect of the extension of the Leisure contract it is recommended that Option 2 in paragraph 8 of the report should be pursued as agreed by the Leisure Procurement Cabinet Working Group on 12 October 2021
  - E. That the Director of Place and Community, in consultation with the Portfolio Holder for Human Resources and Leisure, be granted delegated authority to develop a Leisure only approach to the development of the Wellbeing and Leisure Hubs, as detailed in section 5 of the report.
  - F. That the Director of Place and Community, in consultation with the Portfolio Holder for Human Resources and Leisure be granted delegated authority to develop a Design and Build (D&B) approach to the development of the Wellbeing and Leisure Hubs as detailed in section 6 and section 8 of the report.
  - G. That the Director of Place and Community, in consultation with



the Portfolio Holder for Human Resources and Leisure be granted delegated authority to develop a bid to the Levelling Up Fund in relation to the development of the new Skelmersdale Wellbeing and Leisure Hub as detailed in section 5 of the report.

- H. That the Director of Place and Community and the Head of Finance, Procurement and Commercial Services, in consultation with the Portfolio Holder for Human Resources and Leisure and the Portfolio Holder for Resources and Transformation, be granted delegated authority to provide the necessary resources to support a Levelling Up Fund bid as detailed at 7.16 of the report.
- I That the Director of Place and Community and the Head of Finance, Procurement and Commercial Services, in consultation with the Portfolio Holder for Human Resources and Leisure and the Portfolio Holder for Resources and Transformation, be granted delegated authority to engage the professional design team as detailed in 7.17 of the report.
- J. That the Director of Place and Community, in consultation with the Portfolio Holder for Human Resources and Leisure, be granted delegated authority to undertake a procurement exercise to procure a Leisure Contract using the approach detailed at paragraphs 8.5 to 8.15 of the report.
- K. That the Director of Place and Community, in consultation with the Portfolio Holder for Human Resources and Leisure, be granted delegated authority to negotiate a short term contractual arrangement with Serco Leisure to cover the period from 1st April 2022 until the procurement of a Leisure Contract has been concluded and to enter into contractual arrangements as required.

.....  
**Leader**





## AGENDA ITEM:

**EXECUTIVE OVERVIEW AND  
SCRUTINY COMMITTEE: 13  
January 2022**

**CABINET: 25 January 2022**

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**Report of:** Corporate Director of Place and Community

**Relevant Portfolio Holder:** Councillor Gaynar Owen

**Contact for further information:** Helen Hatch (Extn. 5171)  
(Email: [helen.hatch@westlancs.gov.uk](mailto:helen.hatch@westlancs.gov.uk))

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**SUBJECT: CIL FUNDING PROGRAMME 2022/23**

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Wards affected: Borough-wide

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

1.1 To report on the consultation on the draft CIL Funding Programme for 2022/23, and to propose final recommendations for the CIL Funding Programme in 2022/23.

### **2.0 RECOMMENDATIONS TO EXECUTIVE OVERVIEW & SCRUTINY COMMITTEE**

2.1 That the Committee consider the content and final recommendations of the CIL Funding Programme 2022/23 report and that the agreed comments of Executive Overview and Scrutiny Committee be passed to Cabinet for their consideration.

### **3.0 RECOMMENDATIONS TO CABINET**

3.1 That the consultation feedback report provided at Appendix A be noted.

3.2 That CIL monies be allocated to the delivery of the following projects in 2022/23:

- £31,555 – Dial-a-Ride service (Year 2)
- £37,650 – Creation of an active hub, Skelmersdale Ecumenical Centre

3.3 That Skelmersdale Neighbourhood CIL monies be allocated to the delivery of the following project in 2022/23

- £12,760 – Track and trim-trail at St James' Primary School, Ashurst
- 3.4 That Ormskirk Neighbourhood CIL monies be allocated to the delivery of the following project in 2022/23:
- £60,000 – Improvements to Whittle Drive changing facilities
- 3.5 That the underspend (c.£6835) from the previously approved Burscough towpath improvement scheme be transferred to the previously approved Parbold towpath scheme to increase the available funding for that project.
- 3.6 That delegated authority is granted to the Director of Place and Community, in consultation with the Portfolio Holder for Planning, to consider and authorise any reasonable changes to the details of the Cabinet approved schemes contained within this report, including minor changes to CIL funding or delivery timescales, that may be necessary to facilitate the subsequent delivery of an approved project, and that this delegation level is updated in the Council Constitution.
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## **4.0 BACKGROUND**

### **CIL Funding Programme 2022/23**

- 4.1 The Council adopted a CIL Charging Schedule in July 2014 and has been charging CIL since 1 September 2014. In July 2020, the Council approved an update to the CIL Governance Framework which sets out how decisions would be made on the spending of CIL monies by the Council, amongst other matters. As a reminder, when CIL monies are collected by the Council in relation to any development it is divided into three parts:
- 80% of the monies are retained by the Council to be pooled with other CIL income from other developments to be spent on infrastructure as the Council sees fit across West Lancashire.
  - 15% is passed to the local Parish Council that the development is located within for them to decide what infrastructure the monies should be spent on locally within the Parish. This is known as the "neighbourhood portion". Where there is not a Parish Council, the Borough Council keeps hold of the monies and must decide what infrastructure the monies should be spent on within that unparished area. The portion increases to 25% in those areas with a Neighbourhood Plan (reducing the strategic portion to 70% in those areas).
  - 5% is retained by the Council to help cover the costs of administering CIL
- 4.2 In relation to the 80% of CIL income retained by the Council for spend on infrastructure across the Borough, the vast majority of this CIL income will be saved towards "strategic" infrastructure; that is projects which individually require more than £100,000 of CIL funding. Decisions on what to spend those saved CIL

monies on (and when) will be made by Cabinet as and when a project arises that is considered a suitable use of the saved monies.

- 4.3 The annual CIL Funding Programme will therefore focus on smaller projects (each requiring £100,000 of CIL funding or less), with a maximum cap of £200,000 of the CIL funds raised in a given financial year to be allocated to smaller projects through the CIL Funding Programme each year.
- 4.4 A draft of this CIL Funding Programme must be publicly consulted upon before Cabinet make a final decision on it late autumn/winter in any given year in readiness for spending the monies from April the following year. The public consultation on potential smaller projects to be included in the CIL Funding Programme 2022/23 was conducted in autumn 2021.
- 4.5 In addition, CIL monies have been collected by the Council in relation to the unparished areas of Ormskirk and Skelmersdale. In accordance with the CIL Regulations 2010 (as amended) 15% of those monies received in those non-parished areas must be retained by the Council as the neighbourhood portion who must then consult with residents and businesses of those areas on how best to spend these "neighbourhood" CIL (NCIL) monies. The Council included consultation on this alongside the consultation on the CIL Funding Programme in autumn 2021.
- 4.6 This report follows up on that public consultation held in autumn 2021 on the above types of CIL monies. It reports back on the responses received and recommends which schemes should be incorporated into the 2022/23 CIL Funding Programme.

#### The Infrastructure Delivery Schedule and scheme assessments

- 4.7 A key document that informs the process of preparing a CIL Funding Programme is the Infrastructure Delivery Schedule (IDS). The IDS is a database of infrastructure projects that are planned or desired to take place during the current Local Plan period. It originally formed part of the evidence base for the Local Plan and the CIL Charging Schedule but has become more of a "live" document now, allowing monitoring of all infrastructure projects in the Borough and concurrent measuring of how the Local Plan is performing in delivering this key aspect of sustainable development.
- 4.8 Many projects on the IDS have a connection to new development in that they are needed or demanded because of the new development proposed and being delivered through the Local Plan. However, other projects are not necessarily linked to new development in this way but are still needed to upgrade existing infrastructure provision or reflect aspirations that infrastructure providers have and which, in some cases, may enable further new development in the future.
- 4.9 In relation to CIL, therefore, the IDS provides the basis for assessing which infrastructure projects CIL monies should be spent on. Not all projects on the IDS will be eligible for and / or need CIL monies.
- 4.10 Residents and businesses, infrastructure providers, ward councillors, parish councils and relevant council officers have all been given opportunity to input ideas and suggestions on schemes that could go into the latest version of the

IDS, and to update details of schemes that are already in the IDS. This is a vital part of the process and the more specific and detailed the information provided, the better the Council can assess the projects. If the information is inadequate or incorrect, this will inevitably affect the assessment, particularly in relation to deliverability of a project. To this end, all contributors are invited to comment on the draft CIL Funding Programme when it is published for public consultation and can update the information provided as they see necessary.

## **5.0 CONSULTATION FEEDBACK**

5.1 Public consultation plays an important part in helping to identify those schemes with the greatest priority for local people. As such, a significant investment of funds (for publicity) and officer time is made each year into the public consultation on the CIL Funding Programme. The draft CIL Funding Programme was put out to public consultation between 23 September and 22 October 2021. The consultation was advertised in the Champion, online and via mailouts to the consultation database, with respondents able to respond online. It sought views on the following shortlisted projects:

### **CIL monies:**

- £31,555 Dial-A-Ride (Year 2)
- £37,650 Creation of an active community hub at Skelmersdale Ecumenical Centre

### **Skelmersdale Neighbourhood CIL monies:**

- £10,760 Installation of a mile-long track and trim-trail at St James' Primary School, Ashurst, Skelmersdale

### **Ormskirk Neighbourhood CIL monies:**

- No projects were shortlisted, although people were invited to submit suggestions of infrastructure schemes that could be suitable for delivery in the future.

5.2 59 responses to the consultation were received from the public and stakeholders, and all their comments have been considered in making the final recommendations regarding CIL funding in 2022/23. The full set of comments is provided at Appendix A, with a summary below.

### ***Dial-a-ride***

5.3 A number of comments were received supporting the Dial-A-Ride service, on the basis it provides an important transportation service across the Borough.

### ***Active hub at the Ecumenical Centre***

5.4 There was wide support for the active hub because of its role in supporting the community, providing opportunities for volunteering, encouraging more people to get involved in health activities and addressing local needs. Respondents stated that its central location means it can offer its services across the town, and there

has been significant development in the surrounding area to justify the allocation of CIL funds. It was considered that the project meets the Council's vision of creating empowered, engaged and inclusive communities and supports improvements to health and wellbeing, whilst the innovative cycle scheme supports transportation, leisure and active travel ambitions.

### ***Installation of a mile-long track and trim-trail at St James' Primary School***

- 5.5 There was a significant amount of support received for the project at St James' Primary School, Ashurst. A number of the comments noted that the project would support the school pupils and promote their physical and mental health, with benefits extended into the local community and organised groups (cubs, scouts etc) to provide outdoor activity facilities.

### ***Other***

- 5.6 Through the consultation, a number of additional schemes were suggested but will not be taken forward at this time, either because they are not infrastructure items listed on the Council's Infrastructure Funding Statement and/or a need for them does not arise from new development (e.g. wildflower verges, filling of potholes), or they have not been assessed as suitable for shortlisting at this current time (St James' MUGA). Further suggestions, including improvements to a play area in Inglewhite, Skelmersdale and the installation of Speed Indication Devices (SpIDs) in Ormskirk have been sent to the responsible service providers to consider and advise on the feasibility of their inclusion on the IDS.
- 5.7 Support was therefore received for all the shortlisted projects, and no comments were received that raised any concerns with regard the use of CIL funds on those projects. A small number of additional project suggestions were received, and appropriate proposals are being explored in more detail.
- 5.8 It is therefore considered appropriate that the shortlisted projects for the use of CIL monies are carried forward into final recommendations for the CIL Funding Programme 2022/23.

## **6.0 RECOMMENDATIONS OF THE CORPORATE DIRECTOR OF PLACE AND COMMUNITY**

### **CIL monies**

- 6.1 Given the feedback from the consultation and the positive assessment of the projects by officers, I recommend at 3.2 above that Cabinet should allocate CIL monies to the following projects:
- ***Dial-a-Ride, Borough-wide (Year Two) – demand responsive transport service for West Lancashire (£31,555 of CIL sought to help fund the service for one year, with c.£154,700 of match funding)***
- 6.2 This already established scheme provides accessible transport, particularly for elderly and disabled residents, covering those areas of the borough not well-served by public transport.

- 6.3 Dial-a-Ride's original bid sought CIL monies to help fund the service for three years. However, it was decided that the project should be considered for funding as a one-year scheme on the basis that it could be supported in the immediate future whilst still keeping CIL monies available for use on other projects. Should further monies be required in future years, new bids for CIL monies could be submitted. Subsequently, the Dial-a-Ride scheme was awarded CIL monies through the 2021/22 funding programme to help finance the service in year 1.
- 6.4 It follows that this bid relates to year 2 and seeks the same amount of funding to support this valued transportation service during 2022/23. As with year 1, Dial-a-Ride have already secured the majority of funding from Lancashire County Council (LCC) and other assured sources and raise further significant income through fares and subscriptions for the service.
- 6.5 In consideration of this project, it has been acknowledged that CIL monies must be used to support new, not existing, development. Therefore, whilst CIL monies will go some way to supporting the continuation of the Dial-a-Ride scheme, and preventing cuts to the existing service, any award of funding will also be able to support changing needs and increased demand for the scheme that may be created as a result of new development.
- ***Creation of an active community hub at Skelmersdale Ecumenical Centre, Skelmersdale (£37,650 of CIL sought)***
- 6.6 This bid is to develop the Ecumenical centre's hall into a multi-functional sport and recreation facility to enable leisure projects / activities to meet local demand; to create a small bike hire station at the centre using second-hand bikes; and to publicise the hub via a new website and social media presence. The project would provide health improvement opportunities, particularly to disenfranchised groups, as well as provide low cost and active/sustainable transport opportunities. Skelmersdale is undergoing significant residential and retail development, both in and around the town centre, which this project would help support. Whilst the Council have their own ambitions for sports centres, this active hub would provide an alternative, community-based health improvement opportunity, deliverable in the immediate short-term.
- 6.7 That being the case, the total cost of funding all those projects is £69,205, which falls below the £200,000 annual cap and means the two projects can be funded in 2022/23 and there will still be a remaining amount (£130,795) to carry over into the strategic CIL pot to enable those funds to accumulate further.

#### Skelmersdale Neighbourhood CIL monies

- 6.8 In relation to the following scheme:
- ***Installation of a mile-long track and trim-trail at St James' Primary School, Ashurst, Skelmersdale (£12,760 of NCIL sought with £20,000 match funding)***

St James' Primary School has seen pupil numbers increase as a result of surrounding residential developments (including Ashurst Road and Whalleys) (the school report a 22% increase between 2019 and 2021). The school state that they have pupils who struggle with physical and mental health and access to outdoor recreation, which has been exacerbated by pandemic lockdowns. In



response, the mile-long track and adjoining 'trim-trail' would run within the school grounds and provide access to health and sport opportunities for pupils, including less-mobile children, as well as the wider community.

- 6.9 Whilst the school have an existing trim-trail to the east of the school, they have stated that this proposal is for a new trim-trail to connect the existing trail with the proposed mile-long track to the north of the school. Further, they have confirmed that whilst there are existing drainage issues on the school field, the works here will not directly address those issues and will just provide new facilities. Any improvements will be obtained indirectly through the wider, new works.
- 6.10 Many of the consultation respondents supported the project because of its benefits for the school's pupils but to be eligible for CIL funding, the facilities must be accessible by, and available for, the community, albeit this may inevitably be outside of operational school hours. The school have stated facilities will be available to the community at weekends and after school etc. but, as the track and trail would be within the school premises, it would require authorised keyholders (i.e., cubs, scouts, etc.) to take responsibility for supporting access. With appropriate management of access, it is considered the new facilities would help improve the health of pupils and the local community.
- 6.11 It is proposed to fund this project using the available Neighbourhood CIL (NCIL) monies which have derived from the nearby Whalleys development, thereby enabling the monies to directly benefit the area from which they stemmed. In addition, NCIL can be spent more flexibly than strategic CIL because it can also be used to fund "anything else that is concerned with addressing the demands that development places on an area".
- 6.12 Given the feedback from the consultation, the assessment of the project by officers and having addressed previous Member concerns regarding drainage and accessibility, I recommend at 3.3 above that Cabinet should allocate Neighbourhood CIL monies to this project. Due to the spiralling costs of materials and labour at present, the school have said that the costs for the scheme have increased by £2,000 since their original submission, and therefore this bid is now higher than that figure publicly consulted upon. However, the allocation of £12,760 is still a relatively modest sum, against the match funding available, to help deliver this scheme. NCIL funding will be conditioned on the basis that the facilities it provides must be available by the community, for free, outside of the school hours.

#### Ormskirk Neighbourhood CIL monies

- 6.13 No schemes in Ormskirk had been shortlisted through the draft CIL Funding Programme, and therefore no schemes formed part of the consultation. However, since the draft programme was approved for consultation, internal discussions have brought the following scheme for the consideration of Ormskirk NCIL monies.
- ***Whittle Drive changing facilities (£60,000 of NCIL sought with £100,000 match funding)***

- 6.14 Members will recall that, in January 2018, CIL monies were awarded to the creation of improved changing facilities at Whittle Drive, Ormskirk (West End FC). Following that approval, progress began on the project but was subsequently slowed due to a number of factors, including the coronavirus pandemic. Most notably, necessary changes to the scheme's design could not be actioned because the architects faced significant challenges from the pandemic, whilst internal staff resources were redirected to the Council's tactical covid response. These issues were then followed by further delays arising from staff departures and the need to 'handover' the project to new officers. During the time taken to re-establish the project, the time window for the use of the CIL monies expired.
- 6.15 However, the Council's Leisure Services and the football club are still keen to deliver the project and the project still meets the criteria for CIL funding. Leisure Services have provided new assurances that the project can be delivered within two years, including providing a credible two-year programme for the works.
- 6.16 Through the original approval (in January 2018), Cabinet awarded £40,000 to this project with the club providing an additional £40,000 match funding from the Football Foundation (FF). In the interim period, the club have evolved their proposals into a more detailed specification, and have undertaken tendering exercises for the work, which showed costs have increased significantly; for example, building and labour costs have spiralled following the pandemic and Brexit. In response to the increase in scheme costs, the club have now obtained a revised grant of £100,000 from the FF to deliver the scheme but now wish to seek £60,000 of CIL funding from the Council. This increase of £20,000 on the earlier CIL funding approval reflects the revisions to costs set out here.
- 6.17 The principle of the suitability of the project for CIL funding has already been established through the previous Cabinet decision (and its associated public consultation), and the revised scheme has again been favourably re-assessed for CIL. Therefore, a new decision relates to whether the Council are happy to (re-) allocate monies to this project to ensure delivery of the community project. Herein also lies a potential opportunity to achieve better value from available CIL monies - should Cabinet be amenable to re-awarding funding to this project, then it is proposed that Ormskirk Neighbourhood CIL (NCIL) monies should be used in lieu of CIL (as was previously awarded). When the scheme was first granted approval, relatively little NCIL money was available in Ormskirk but the Council now hold a significant amount of NCIL monies which could be drawn from, particularly given no other schemes are currently able to be shortlisted in the Ormskirk area. As the previously allocated and 'expired' £40,000 has been returned to the council 'pot', use of NCIL would then ensure these strategic monies could be used on projects elsewhere in the Borough.
- 6.18 I therefore recommend at 3.4 above that Cabinet should agree to allocate Ormskirk Neighbourhood CIL monies to the Whittle Drive project:

#### Other CIL funding matters

- 6.19 In 2016, Cabinet agreed to allocate £150,000 of CIL towards funding towpath improvements between Burscough Wharf and Glovers Swing Bridge, to be delivered by the Canal and Rivers Trust (CRT). In 2020, Cabinet approved £385,000 of CIL to fund additional towpath improvements between Parbold and

Appley Bridge, again to be delivered by CRT. Whilst the Burscough towpath scheme has been completed, CRT have advised that they have a resultant underspend from the Burscough project of c.£6,835 and have proposed that the underspend is now transferred to the Parbold scheme. The Parbold scheme is currently in its design stages, and, whilst the Council have made it clear that any subsequent increase in costs arising from that design work would need to be borne by CRT, it does seem reasonable that the underspend on the Burscough project could be transferred across to the Parbold scheme to provide a little more leeway, particularly given ever-increasing material costs. Both towpath improvement schemes are closely related green-infrastructure schemes, designed to improve connectivity between West Lancashire and surrounding areas (including Wigan). The transfer of the underspend to the Parbold project would not have any additional impact on the availability of CIL funds, as they were already taken to have been utilised on the Burscough project. CRT would just be required to reassign the available underspend to the Parbold scheme. Therefore, I recommend at paragraph 3.5 above that the underspend from the Burscough towpath improvement project be transferred to the Parbold towpath improvement scheme to increase the available funding for that project.

### CIL receipts

- 6.20 In terms of available monies, it is anticipated that the Council will collect £2.9 million of CIL in 2021/22, with the relevant strategic portion being £2.2 million for that year. As such, there will therefore be sufficient funds to allocate up to £200,000 to 'smaller' infrastructure schemes through the CIL Funding Programme 2021 and still save £2 million for 'larger', more strategic and costlier projects in the future.
- 6.21 As of April 2021, the Council had a cumulative strategic CIL balance of just under £7.8 million, which by April 2022 should stand at over £10 million (including those monies that would be allocated to new schemes through the recommendations in this report). There will therefore be sufficient funds to allocate to 'larger' infrastructure schemes in 2022/23 and beyond when an appropriate project is identified.

*Table 1: CIL Receipts received / anticipated since September 2014-2022*

Collected in:	Total receipts	Strategic portion (80%)	CIL Funding allocated to Infrastructure Projects	Cumulative Strategic CIL balance**
2014/15	£45,703	£36,562	£43,000	£110,083
2015/16	£144,959	£116,521		
2016/17	£603,834	£483,660	£173,000	£420,743
2017/18	£2,257,038	£1,805,877	£425,000	£1,801,620
2018/19	£2,150,247	£1,734,107	£91,000	£3,444,727
2019/20	£2,944,857	£2,376,729	£325,000	£5,556,455

2020/21	£3,743,047	£2,770,046	£555,555	£7,801,946
<b>Sub-Total 2014-2021</b>	<b>£11,619,685</b>	<b>£9,323,501</b>	<b>£1,612,555</b>	<b>£7,801,946</b>
<b>2021/22 Anticipated</b>	<b>£2,949,535</b>	<b>£2,281,226</b>	<b>£69,205*</b>	<b>£10,013,967*</b>
<b>Total 2014-2022</b>	<b>£14,569,220</b>	<b>£11,604,727</b>	<b>£1,681,760*</b>	<b>£10,013,967*</b>

\*If the recommended projects were to be awarded CIL funding

\*\*Including any monies allocated but since returned as a result of non-delivery

- 6.22 By April 2022, the Council expect the neighbourhood CIL balance in Ormskirk to be £320,766 so there will therefore be sufficient funds to allocate monies. Should the recommendations of this report be approved, then it will leave a balance of £260,766 for the future.

*Table 2: Neighbourhood CIL Receipts received / anticipated since September 2014-2022 in Ormskirk*

Collected in:	Neighbourhood portion (15%)	CIL Funding allocated to Infrastructure Projects	Ormskirk Neighbourhood CIL balance
2014-2021	£422,051	£200,000	£222,051
2021/22 Anticipated	£98,715	£60,000*	£38,715*
<b>Total 2014-22</b>	<b>£520,766</b>	<b>£260,000*</b>	<b>£260,766*</b>

\*If the recommended projects were to be awarded NCIL funding

- 6.23 By April 2022, the Council expect the neighbourhood CIL balance in Skelmersdale to be £33,295 so there will therefore be sufficient funds to allocate monies to the project identified at paragraph 6.8.

*Table 2: Neighbourhood CIL Receipts received / anticipated since September 2014-2022 in Skelmersdale*

Collected in:	Neighbourhood portion (15%)	CIL Funding allocated to Infrastructure Projects	Skelmersdale Neighbourhood CIL balance
2014-2021	£33,295	£0	£33,295
2021/22 Anticipated	£0	£12,760*	£20,535*
<b>Total 2014-22</b>	<b>£33,295</b>	<b>£12,760*</b>	<b>£20,535*</b>

\*If the recommended projects were to be awarded NCIL funding

6.24 Recommendations for the use of CIL monies are always made based on the best information available at that time. However, as some projects in the funding programme can take up to two years to deliver, details relating to costs, timescales and specifications can change in that time. This is of particular relevance at present as the repercussions of Brexit and the global pandemic play out on labour availability and material costs. To ensure that the projects presented through this report can be delivered, it is recommended, at paragraph 3.6 above, that delegated authority is granted to the Director of Place and Community, in consultation with the Portfolio Holder for Planning, to consider and authorise any reasonable changes to the details of the Cabinet approved schemes contained within this report, including minor changes to CIL funding or delivery timescales, that may be necessary to facilitate the subsequent delivery of an approved project, and that this delegation level is updated in the Council Constitution.

## **7.0 SUSTAINABILITY IMPLICATIONS**

7.1 The delivery of new infrastructure funded by CIL monies will have positive implications for sustainability and contribute to the delivery of the development allocated in the West Lancashire Local Plan 2012-2027 in a sustainable manner.

## **8.0 FINANCIAL AND RESOURCE IMPLICATIONS**

8.1 There is no additional cost to Council resources of preparing and consulting on a CIL Funding programme or how to spend NCIL monies given that any projects prioritised for funding will be funded by CIL monies and, in some cases, match-funding identified by the infrastructure provider from other sources. The administration of CIL (including the CIL Funding Programme) is covered by the 5% administration fee retained by the Council from CIL receipts together with the Growth and Development Service's revenue budgets.

## **9.0 RISK ASSESSMENT**

9.1 There are no significant risks related to this report, as CIL funding is being allocated appropriately, in accordance with CIL regulations and will only be transferred to partner organisations delivering the infrastructure when contracts for delivering the works are committed.

## **10.0 HEALTH AND WELLBEING IMPLICATIONS**

10.1 The delivery of any of the projects proposed through this CIL funding programme, will have a positive impact on health and wellbeing. The schemes propose either improvements to outdoor play areas, creation of an active hub and improvements to active travel (cycling/walking) to support physical activity to improve health. Dial-a-ride provides a demand-led transport service to support resident's access to key facilities, including GPs and hospitals, particularly for those areas currently not well-served by public transport.

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## **Background Documents**

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

## **Equality Impact Assessment**

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

## **Appendices**

Appendix A – Consultation Feedback Report on the draft CIL Funding Programme  
2022/23

Appendix B – Assessment of shortlisted projects

Appendix C – Equality Impact Assessment

## WLBC STRATEGIC CIL MONIES

Respondent ID	637047
Organisation (if applicable)	-
Do you agree with the shortlisted projects?	Yes, because the Ecumenical centre in Skelmersdale is a really good centre to get the support from, and the aim is to help all the local in the town, as making group, doing activities and language learning class. I do agree to support this centre because it deserves it
Council response	Support for the Ecumenical Centre noted.
Are there any other projects on the IDS we should consider?	-
Council response	-
Can you suggest any other infrastructure schemes?	-
Council response	-

Respondent ID	637114
Organisation (if applicable)	-
Do you agree with the shortlisted projects?	My vote goes for the following project. " Creation of an active community hub at Skelmersdale Ecumenical Centre (CIL)" I believe the above project will help people who arrived in Skem from other countries be able to integrate into society and learn about the cultural differences and learn how to be culturally appropriate. It gives people like me an opportunity to volunteer at the centre on different projects and give the feeling of being valuable. Therefore, I support the above project as funding can help the centre to be able to take on more people and use different initiatives to bring diverse people from different walks of life together.
Council response	Support for the Ecumenical Centre noted.
Are there any other projects on the IDS we should consider?	-
Council response	-
Can you suggest any other infrastructure schemes?	Skelmersdale Ecumenical centre can utilise the funding to improve the centre hall and also can provide community bike which will be really useful for everyone.
Council response	Support for the Ecumenical Centre noted.

Respondent ID	637967
Organisation (if applicable)	-
Do you agree with the shortlisted projects?	The Ecumenical Centre is central for all those who live/work in Skelmersdale and having a community hub for the whole community of Skelmersdale so central to town is important. There are many good organisations working to support the residents who are using the centre so any funding can only be a really good thing

	to do.
Council response	Support for the Ecumenical Centre noted.
Are there any other projects on the IDS we should consider?	-
Council response	-
Can you suggest any other infrastructure schemes?	-
Council response	-

Respondent ID	640063
Organisation (if applicable)	-
Do you agree with the shortlisted projects?	Yes Dial a ride is a vital service that enables many elderly & vulnerable to get out and avoid being isolated at home
Council response	Support for the Dial-a-ride noted.
Are there any other projects on the IDS we should consider?	No
Council response	Comment noted.
Can you suggest any other infrastructure schemes?	Extra gp services needed. Dental care. Sports facility
Council response	The Council are working with the NHS and CCCG's to identify needs but remain dependent on the necessary scheme details being provided by those service providers. No specific details are provided of what sports facilities should be provided. A number of sports facilities are included on the IDS already.

Respondent ID	642937
Organisation (if applicable)	-
Do you agree with the shortlisted projects?	The ecumenical centre is centrally located to allow many local residents to access a range of services. It is in a great geographical location to allow it to increase the range of services it can offer from supporting community led projects, providing office space for local business, space hire etc etc. There is no other facility in the area that can offer this.
Council response	Support for the Ecumenical Centre noted.
Are there any other projects on the IDS we should consider?	-
Council response	-
Can you suggest any other infrastructure schemes?	-
Council response	-

Respondent ID	644294
Organisation (if applicable)	-
Do you agree with the	As Superintendent Minister of the Methodist Church in the area and



shortlisted projects?	a Trustee of the Ecumenical Centre, I am very aware of the importance of the Community work carried out there. I also recognise the great value of the dial a ride service
Council response	Support for the Ecumenical Centre and Dial-A-Ride noted.
Are there any other projects on the IDS we should consider?	-
Council response	-
Can you suggest any other infrastructure schemes?	-
Council response	-

Respondent ID	645084
Organisation (if applicable)	-
Do you agree with the shortlisted projects?	No. The Ecumenical centre in Skelmersdale is a religious multi faith organisation and should not be funded by public money - especially having recently received as significant amount of National Lottery funding that should have been distributed to many organisations within Skemersdale - Not one organisation The Church of England and Catholic church should be funding the Ecumenical centre
Council response	Comments noted. As the Ecumenical centre provides community facilities, it is eligible for CIL funding.
Are there any other projects on the IDS we should consider?	More community gardens and communal meeting areas on estates in Skelmersdale
Council response	No specific details are provided of where community gardens and communal meeting areas should be provided around Skelmersdale. CIL can only be used to help support new development, and so CIL monies could not be used to provide facilities on existing estates as this would relate to an existing, and not new, need.
Can you suggest any other infrastructure schemes?	-
Council response	-

Respondent ID	662662
Organisation (if applicable)	-
Do you agree with the shortlisted projects?	Yes, it is important that the funds are spent on projects with a broad impact. The project at the Ecumenical Centre will have long term effect on people from different generations. It is at the heart of the town.
Council response	Support for the Ecumenical Centre noted.
Are there any other projects on the IDS we should consider?	n/a
Council response	-
Can you suggest any other infrastructure schemes?	Work is desperately needed to improve / reclaim the towns cycle paths and subways. Many are overgrown and full of glass this town could be a flagship town for green infrastructure if we really put our

	minds to it
Council response	CIL can only be used to help support new development, and so CIL monies could not be used to improve subways as this would relate to an existing, and not new, need. However, green infrastructure improvements would serve a wider area, including new development in the town, and so could be an appropriate use of CIL monies. There are a number of green infrastructure projects on the IDS, but anyone can submit suggestions of new schemes at any time. No specific details were received with this response.

Respondent ID	662667
Organisation (if applicable)	-
Do you agree with the shortlisted projects?	Yes, I believe all the projects will be beneficial for the community. I especially think the ecumenical centre will get to reach so many people that are in need.
Council response	Support for the Ecumenical Centre noted.
Are there any other projects on the IDS we should consider?	-
Council response	-
Can you suggest any other infrastructure schemes?	Lighting on streets and on cycling/footpaths could certainly improve to provide more safety. I also think the roads needs resurfacing and correct any potholes that are dangerous to vehicles.
Council response	CIL can only be used to help support new development, and so CIL monies could not be used to resurface roads or fill pot-holes as this would relate to an existing, and not new, need. However, green infrastructure improvements would serve a wider area, including new development in the town, and so could be an appropriate use of CIL monies. There are a number of green infrastructure projects on the IDS, but anyone can submit suggestions of new schemes at any time. No specific details were received with this response.

Respondent ID	66452
Organisation (if applicable)	-
Do you agree with the shortlisted projects?	I agree mostly with the development of the ecumenical centre as there is a chronic shortage of activities in Skelmersdale and as the transport is poor it is difficult for some people to do anything.
Council response	Support for the Ecumenical Centre noted.
Are there any other projects on the IDS we should consider?	As the train and sports centre development would be handled outside Cil funding there is nothing else I can add except many roads in Skelmersdale are full of pot holes and need resurfacing. Most places I drive now have roadworks on but Skelmersdale doesn't ( except M58) but some of our roads are in worse conditions.
Council response	CIL can only be used to help support new development, and so CIL monies could not be used to resurface roads or fill pot-holes as this would relate to an existing, and not new, need.
Can you suggest any other infrastructure schemes?	West lincs college could do sport activities of a night like sports centres or glenburn did such as badminton, yoga etc. which could

	act as a mini sports centre until a new one could be built.
Council response	Comments noted. West Lancs College are an independent body and it is for them to decide those facilities which they offer to the local area.

Respondent ID	668140
Organisation (if applicable)	-
Do you agree with the shortlisted projects?	Yes they would all be useful
Council response	Comments noted.
Are there any other projects on the IDS we should consider?	No
Council response	Comments noted.
Can you suggest any other infrastructure schemes?	No
Council response	Comments noted.

Respondent ID	683966
Organisation (if applicable)	-
Do you agree with the shortlisted projects?	<p>The Ecumenical Centre is in the centre of our town and easily accessible. Not everyone wants to attend a council run or privately owned leisure centre or gym. Alternative venues that aim to improve the health, wellbeing and physical activity of our residents such as active transport would be immensely valuable and environmentally friendly.</p> <p>A vision to improve health and wellbeing, (physical, mental and social) would serve the people of our town well. I have seen the recent changes within the centre and can envisage it becoming a vibrant central hub of activity, offering health improvement activities that target local needs. I consider this a very worthwhile project with the potential to tackle loneliness, physical inactivity and mental wellbeing.</p>
Council response	Support for the Ecumenical Centre noted.
Are there any other projects on the IDS we should consider?	-
Council response	-
Can you suggest any other infrastructure schemes?	-
Council response	-

Respondent ID	699656
Organisation (if applicable)	Skelmersdale U3A
Do you agree with the shortlisted projects?	We use the Skelmersdale Ecumenical centre for some of our activity meetings and support efforts to increase the building usage for it is a town centre located community facility under local management.it

Council response	Support for the Ecumenical Centre noted.
Are there any other projects on the IDS we should consider?	Please see comment below. Basically we consider that CIL fund should be spent on supporting the Climate Emergency policy adopted by the Council. As the scale of these can vary considerably depending on the scale it is impossible to know whether or not they satisfy the financial limits of the scheme.
Council response	Addressing climate change is a priority for the Council, but CIL monies must be used to support new development. Some of the schemes listed on the IDS, like green infrastructure projects, can help mitigate climate change, but we have been unable to shortlist many of them due to insufficient details on costs and delivery. We continue to liaise with those service providers.
Can you suggest any other infrastructure schemes?	Sustainable Urban Drainage schemes shown on the masterplan for Tawd Valley Park should be designed and costed and funded from CIL monies. The schemes to intercept water from Glenburn Road, which currently flow direct to the River Tawd by creating wetlands to slow the rate of flow, with consequent reduction in flood risk down stream on land adjacent the Tawd and Douglas in Parbold and Rufford. Depending on scale they may, or may not fall within the financial limits of the scheme. This would support development in these areas outside Skelmersdale. Such schemes could also be developed elsewhere in the borough. To encourage active travel, rural footpaths should be converted to joint footpaths and cycleways. Perhaps the starting point should be footpaths close to Edge Hill University and a cycle route from Skelmersdale to Ormskirk via Edge Hill University. This would be a response to the developments in Skelmersdale and contribute a a reduction in cyclists on narrow country lanes.
Council response	CIL monies cannot be spent on mitigating flooding, for example through SUDs, because CIL can only be spent on supporting new development. Where new development may be expected to create flooding, appropriate mitigation measures, such as SUDs, should be designed into the development. Therefore, any other flooding risk is taken to arise from existing development and so unsuitable for CIL. The IDS contains a proposal to deliver a linear park between Ormskirk and Skelmersdale, which will improve off-road cycle and pedestrian links between the two towns.

Respondent ID	701592
Organisation (if applicable)	-
Do you agree with the shortlisted projects?	Yes, especially the development of the Ecumenical Centre Hub. This building is in a prime location in the Centre of Town but is greatly under used. The ability to hold large events and small ones exists within this building and it is right that this money be used to support its development. When we had the ground floor of there were many types of shows and events taking place ie Theatre Groups and one person shows, and this is an area that should be looked in to in developing the Ecumenical Centre. During the day there are already different groups starting to visit the Centre and once the kitchen is up and running I believe even

	<p>more people will start to attend so having diverse socially inclusive activities can only help its development.</p> <p>Regards the Dial a Ride scheme, this organisation has been struggling to meet its core activities for as long as I can remember. I can't believe the County Council has not absorbed it in to its own transport services especially given how much it puts in to it each year. It is much needed and it is a very good scheme but surely at some point someone has to ask a hard question?</p>
Council response	Support for Ecumenical Centre noted. No details are provided on what 'core activities' the Dial-a-ride service are struggling to meet. LCC contribute a significant amount of funding to support the DAR service. Comments regarding its community need are noted.
Are there any other projects on the IDS we should consider?	South West Lancashire ICAN are a local Charity providing welfare rights, Debt advice, employment law and IT support across West Lancashire and are always looking for funding support.
Council response	CIL can only be spent on supporting new development. Bids are welcome from anyone, but projects must be community infrastructure and need to identify how they support new, not existing, development. A guidance service would not be community infrastructure or fall under any infrastructure type permitted for CIL funding.
Can you suggest any other infrastructure schemes?	-
Council response	-

Respondent ID	707052
Organisation (if applicable)	-
Do you agree with the shortlisted projects?	I favour the Ecumenical Centre project . It's location in the town makes it ideal for a community hub, building on the valuable work already undertaken there. It's vital for our town to have somewhere central which provides a wide range of facilities for all ages.
Council response	Support for the Ecumenical Centre noted.
Are there any other projects on the IDS we should consider?	-
Council response	-
Can you suggest any other infrastructure schemes?	-
Council response	-

Respondent ID	708046
Organisation (if applicable)	-
Do you agree with the shortlisted projects?	Yes I agree both projects appear worthy to benefit from CIL funding. However as WLBC's Local Councillor for Birch Green Ward I have a particular interest in the Ecumenical Centre Project and the funding of a Skelmersdale Active Community Hub. The benefit to residents health and well being both physically and mentally of becoming more active and having a community resource that enables not just physical activity but also social inclusion has been well documented.

	<p>The impact of Covid -19 with lock downs and the restrictions we have seen on people meeting has impacted on people's mental health with more people identifying as having health problems and also feeling lonely. The Ecumenical Centre is a landmark building desperately in need of upgrading it sits at the heart of Skelmersdale and is therefore accessible to all residents. This project is timely and can make a big beneficial impact on all residents of Skelmersdale desperately in need of a community sports facility. The surrounding area has also seen new developments in close proximity and I'm sure the proposed project will prove beneficial to residents old and new and be complementary to the regeneration of the Skelmersdale Town Centre.</p> <p>Furthermore the project meets the Councils overall vision of creating, empowered, engaged and inclusive communities and also dovetails with a number of other Council objectives and strategies. The project supports the Health and Well being strategy, the innovative cycling scheme also supports a Greener West Lancashire and the Transportation delivery and Leisure strategies. I fully support CIL funding for this project.</p>
Council response	Support for the Ecumenical Centre noted.
Are there any other projects on the IDS we should consider?	The installation of the running track and trim trail at St James. Ashurst
Council response	Support for the track and trim trail noted.
Can you suggest any other infrastructure schemes?	<p>The upgrade of the Inglewhite recreation zone which provides much needed play space for children and young people which overall supports new development.</p> <p>The strategic planting of fruit trees and upgrading of the rusting metal fencing and concrete planting areas in the squares of Birch Green which would help improve the aesthetics and overall communal space making the ward more cohesive for all local residents including the residents moving into new developments.</p>
Council response	<p>CIL can only be used to help support new development, and so CIL monies could not be used to improve existing fencing and planting area as this would relate to an existing, and not new, need. In relation to the Inglewhite recreation zone, this will be discussed with colleagues in Leisure as to its need / feasibility. There has been little development directly in and around Inglewhite, although it is only a relatively short distance from the Tawd Valley and Skelmersdale town centre redevelopment.</p>

Respondent ID	Email-1
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Organisation (if applicable)	Natural England
Comments	<p>Thank you for consulting us on the above. Natural England is a non-departmental public body. Our statutory purpose is to ensure that the natural environment is conserved, enhanced, and managed for the benefit of present and future generations, thereby contributing to sustainable development.</p> <p>Natural England does not consider that the West Lancashire Borough Council Draft CIL Funding Programme for 2022/23 poses any likely risk or opportunity in relation to our statutory purpose, and so does not wish to comment on this consultation.</p>
Council response	Comments noted.

Respondent ID	Email-2
Organisation (if applicable)	-
Comments	<p>Aughton. Bickerstaffe etc have electronic speed cameras funded by these funds.</p> <p>Ormskirk also require cameras, but due to not having access to the funding because we do not have a parish council they would have to be paid for by residents. This is unfair.</p> <p>I would appreciate subscribing funding for electronic cameras in Ormskirk as our need is just as important and we seem to be the back of the queue.</p> <p>[Specifically?]</p> <p>Altys Lane. Burscough Road</p> <p>I have asked for a camera in Altys Lane and haven't been lucky enough to even have a temporary one.</p> <p>The cars speed up Altys because it's a clear lane.</p>
Council response	<p>NCIL can in principle be used on SPIDS providing that the need arises as a result of new development. In relation to Burscough Road, there have been new developments nearby, including Atkinson Road, Hattersleys and the Grove Farm site, which would be expected to have increased the traffic in and around that area. Comments will be passed to LCC, as the local highways authority, to ascertain whether this is something they consider is required or would be beneficial. However, there has been no new development in or around Altys Lane to warrant or justify a need for SPIDs and it is likely to relate to an existing need or want.</p>

Respondent ID	Email-3
Organisation (if applicable)	Network Rail

Comments	Network Rail has no comments.
Council response	Comments noted.

Respondent ID	Email-4
Organisation (if applicable)	National Highways
Comments	Thanks for your email. Beyond any suggestions for potential local improvements that we have made in previous years, there are no comments that we feel we need to make at this time.
Council response	Comments noted.

Respondent ID	Email-5
Organisation (if applicable)	Historic England
Comments	At this stage we have no comments to make.
Council response	Comments noted.

Respondent ID	Email-6
Organisation (if applicable)	Wildlife Trust
Comments	No comments.
Council response	Comments noted.

Respondent ID	Email-7
Organisation (if applicable)	Newburgh Parish Council
Comments	Newburgh Parish Council feels that priority should be given to the Dial A Ride project, which delivers important and much needed support to residents all across the Borough, in preference to the other schemes. The other schemes listed also deserving of support, but are mainly focused in one area of the Borough compared to the Dial A Ride scheme which benefits all areas.
Council response	Support for Dial-A-Ride noted.

Respondent ID	Email-8
Organisation (if applicable)	Coal Authority
Comments	It is noted that this consultation provides an opportunity for local communities to provide comments on the spending of CIL monies. I can confirm that the Coal Authority has no specific comments to make on this issue.
Council response	Comments noted.

Respondent ID	Email-9
Organisation (if applicable)	St James Primary School, Ashurst
Comments	A new bid has been submitted for a MUGA on the school land. Two supporting statements were received from local youth football groups.



Council response	MUGA has been included on the IDS for assessment.

## 'PLACES' map

Respondent ID	Web-1
Organisation (if applicable)	-
Comments	Heritage Centre  Not my idea but this was promised as per planning permission for Persimmon in conjunction with WLBC 2018. Nothing seems to have come forwards ie building etc?
Council response	The West Lancashire Heritage Park proposal are included on the IDS. See IDS for a justification of why this project has not been shortlisted for CIL funding.

## SKELMERSDALE NEIGHBOURHOOD CIL (NCIL) MONIES

Respondent ID	639841
Area	Skelmersdale North
Do you agree with the shortlisted project?	Yes it's good for community
Council response	Support noted.
Are there any other projects on the IDS we should consider?	-
Council response	-
Can you suggest any other infrastructure schemes?	-
Council response	-

Respondent ID	639845
Area	Skelmersdale North
Do you agree with the shortlisted project?	Great school but seriously lacking useable outdoor spaces to keep children fit and healthy.
Council response	Support noted.
Are there any other projects on the IDS we should consider?	No
Council response	Comment noted.
Can you suggest any other infrastructure schemes?	-
Council response	-

Respondent ID	639846
Area	Skelmersdale North
Do you agree with the shortlisted project?	It would benefit the children greatly both physically and mentally
Council response	Support noted.
Are there any other projects on the IDS we should consider?	St James' running track
Council response	Support noted.
Can you suggest any other infrastructure schemes?	Train station
Council response	Skelmersdale train station is still being progressed, but will be funded through other alternate sources. (CIL not required.)

Respondent ID	639853
Area	Skelmersdale South
Do you agree with the shortlisted project?	Yes, it good for the students to be in the fresh air. Sport Is good for children
Council response	CIL monies must be used on community infrastructure. Should the project be recommended for funding, it will be conditional that the

	facilities MUST be accessible by, and available for, the community outside of operational school hours. Whilst it is acknowledged that the facilities may provide direct benefits for the school and pupils, it is important that the community basis of this scheme is stressed.
Are there any other projects on the IDS we should consider?	At James school
Council response	Noted
Can you suggest any other infrastructure schemes?	-
Council response	-

Respondent ID	640032
Area	Other
Do you agree with the shortlisted project?	The scheme has a number of health benefits, physical activity would be addressed and this would also improve mental health. The whole community would be able to use the facility and the school would be able to host sporting events.
Council response	Support noted.
Are there any other projects on the IDS we should consider?	-
Council response	-
Can you suggest any other infrastructure schemes?	-
Council response	-

Respondent ID	640078
Area	Skelmersdale North
Do you agree with the shortlisted project?	Yes i think this would benefit the school children and the local community as it will provide a safe outdoor running zone
Council response	Support noted. -
Are there any other projects on the IDS we should consider?	-
Council response	-
Can you suggest any other infrastructure schemes?	Extra medical services such as gp, dentist. Community Centre & facilities for people to meet & socialise
Council response	The Council are working with the NHS and CCCG's to identify needs but remain dependent on the necessary scheme details being provided by those service providers. No specific details are provided of what other facilities should be provided and where.

Respondent ID	640066
Area	Skelmersdale North
Do you agree with the shortlisted project?	I feel it would greatly benefit the school and nearby residents

Council response	CIL monies must be used on community infrastructure. Should the project be recommended for funding, it will be conditional that the facilities MUST be accessible by, and available for, the community outside of operational school hours. Whilst it is acknowledged that the facilities may provide direct benefits for the school and pupils, it is important that the community basis of this scheme is stressed.
Are there any other projects on the IDS we should consider?	-
Council response	-
Can you suggest any other infrastructure schemes?	-
Council response	-

Respondent ID	640074
Area	Skelmersdale North
Do you agree with the shortlisted project?	Yes, this would be a welcome addition to this fantastic primary school. The children will benefit from the outdoor space to enhance their physical and mental well-being.
Council response	CIL monies must be used on community infrastructure. Should the project be recommended for funding, it will be conditional that the facilities MUST be accessible by, and available for, the community outside of operational school hours. Whilst it is acknowledged that the facilities may provide direct benefits for the school and pupils, it is important that the community basis of this scheme is stressed.
Are there any other projects on the IDS we should consider?	No
Council response	-
Can you suggest any other infrastructure schemes?	Sports centre to be built
Council response	The Council are progressing plans for a sports centre. This project is already contained on the IDS.

Respondent ID	640122
Area	Skelmersdale North
Do you agree with the shortlisted project?	I believe as a mother and a resident of the area we would benefit and our children would benefit from this project to promote children's well-being and mental health
Council response	CIL monies must be used on community infrastructure. Should the project be recommended for funding, it will be conditional that the facilities MUST be accessible by, and available for, the community outside of operational school hours. Whilst it is acknowledged that the facilities may provide direct benefits for the school and pupils, it is important that the community basis of this scheme is stressed.
Are there any other	-

projects on the IDS we should consider?	
Council response	-
Can you suggest any other infrastructure schemes?	-
Council response	-

Respondent ID	640227
Area	Skelmersdale North
Do you agree with the shortlisted project?	Yes, my children attend St James' School and I believe it will benefit their physical education inside school and outside school hours
Council response	CIL monies must be used on community infrastructure. Should the project be recommended for funding, it will be conditional that the facilities MUST be accessible by, and available for, the community outside of operational school hours. Whilst it is acknowledged that the facilities may provide direct benefits for the school and pupils, it is important that the community basis of this scheme is stressed.
Are there any other projects on the IDS we should consider?	-
Council response	-
Can you suggest any other infrastructure schemes?	-
Council response	-

Respondent ID	645020
Area	Skelmersdale North
Do you agree with the shortlisted project?	It's a great idea for all children to be inclusive and this would aid them to access not just the curriculum but to become members of various clubs and schemes who will be able to use this out of school hours. A much needed resource for Ashurst and surrounding areas of Skelmersdale.
Council response	Support noted. -
Are there any other projects on the IDS we should consider?	-
Council response	-
Can you suggest any other infrastructure schemes?	-
Council response	-

Respondent ID	640618
Area	Skelmersdale North
Do you agree with the shortlisted project?	Yes I agree with the shortlist St James needs the funding to help students in their school,,they are only asking for a small amount of funding.
Council response	CIL monies must be used on community infrastructure. Should the

	project be recommended for funding, it will be conditional that the facilities MUST be accessible by, and available for, the community outside of operational school hours. Whilst it is acknowledged that the facilities may provide direct benefits for the school and pupils, it is important that the community basis of this scheme is stressed.
Are there any other projects on the IDS we should consider?	-
Council response	-
Can you suggest any other infrastructure schemes?	-
Council response	-

Respondent ID	640748
Area	Skelmersdale North
Do you agree with the shortlisted project?	Yes. It will bring much happiness to the local children my 2 included. Also the wider community of classes are to be held such as brownies / Cubs.
Council response	Support noted.
Are there any other projects on the IDS we should consider?	-
Council response	-
Can you suggest any other infrastructure schemes?	-
Council response	-

Respondent ID	640837
Area	Skelmersdale North
Do you agree with the shortlisted project?	Yes very much so, I think it will be fantastic for the children of st James to have this amazing trim trail. The school has grown so much over the last year and now has more children who would really benefit from this equipment. My daughter and so n go to st James and loves their time there I know they will fully appreciate this too .
Council response	CIL monies must be used on community infrastructure. Should the project be recommended for funding, it will be conditional that the facilities MUST be accessible by, and available for, the community outside of operational school hours. Whilst it is acknowledged that the facilities may provide direct benefits for the school and pupils, it is important that the community basis of this scheme is stressed.
Are there any other projects on the IDS we should consider?	-
Council response	-
Can you suggest any other infrastructure schemes?	-
Council response	-

Respondent ID	640878
Area	Skelmersdale North
Do you agree with the shortlisted project?	I work at St James' primary school and this will benefit the children and staff at our school so much.
Council response	CIL monies must be used on community infrastructure. Should the project be recommended for funding, it will be conditional that the facilities MUST be accessible by, and available for, the community outside of operational school hours. Whilst it is acknowledged that the facilities may provide direct benefits for the school and pupils, it is important that the community basis of this scheme is stressed.
Are there any other projects on the IDS we should consider?	-
Council response	-
Can you suggest any other infrastructure schemes?	-
Council response	-

Respondent ID	640906
Area	Skelmersdale North
Do you agree with the shortlisted project?	<p>This is a fantastic project and absolutely necessary for the pupils and community. Young peoples wellbeing must be invested in and following an extremely challenging period of the pandemic it's important to focus on activity that promotes both physical activity (maintaining a healthy weight) and ensuring good mental wellbeing which is facilitated by both being outdoors green area and participating in physical activity.</p> <p>This funding will support a project that enables the national recommendations for children to take part in at least an hour of physical activity per day. Teaching staff will support children to fit this into their daily teaching plans therefore developing habits for life. Local road and path infrastructure is currently not safe nor adequate for children to undertake circular walking routes in the area outside of school.</p> <p>The fact that £20,000 of match funding has been identified for the project means that funding of this work brings so many benefits for a relatively little cost.</p> <p>Maintenance of this facility would also be at a low cost.</p> <p>The school are willing to open it up to key holders in the community would fill a void in existing facilities for clubs and activity's particularly due to poor maintenance of local sports fields leaving them inaccessible. Please support this application to make a difference to our local community.</p>
Council response	CIL monies must be used on community infrastructure. Should the project be recommended for funding, it will be conditional that the facilities MUST be accessible by, and available for, the community outside of operational school hours. Whilst it is acknowledged that the facilities may provide direct benefits for the school and pupils, it is important that the community basis of this scheme is stressed.

Are there any other projects on the IDS we should consider?	-
Council response	-
Can you suggest any other infrastructure schemes?	-
Council response	-

Respondent ID	640986
Area	Skelmersdale North
Do you agree with the shortlisted project?	Yes
Council response	Support noted.
Are there any other projects on the IDS we should consider?	Installation of a mile-long 'track and trim trail' at St James' Primary School, Ashurst, Skelmersdale
Council response	Comments noted.
Can you suggest any other infrastructure schemes?	-
Council response	-

Respondent ID	641142
Area	Skelmersdale South
Do you agree with the shortlisted project?	Yes, it promotes a healthier lifestyle for the children in our community.
Council response	Support noted.
Are there any other projects on the IDS we should consider?	St James primary school Ashurst
Council response	Comments noted.
Can you suggest any other infrastructure schemes?	-
Council response	-

Respondent ID	641275
Area	Tarleton
Do you agree with the shortlisted project?	Yes. Would be beneficial to the children's health and mental health.
Council response	This response has been submitted from someone recorded as outside of the Skelmersdale area. Due to the nature of the funding, the Council can only accept comments from those in the Skelmersdale area.
Are there any other projects on the IDS we should consider?	-
Council response	-
Can you suggest any other infrastructure schemes?	-



Council response	-
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Respondent ID	642109
Area	Burscough
Do you agree with the shortlisted project?	Skelmersdale needs help for children and adults of all ages to get fitter. There is a lot of take away shops and fat food that is cheaper than the healthy options. If it is a trim trail within a school grounds that everyone can access, it stands less chance of being vandalised.
Council response	This response has been submitted from someone recorded as outside of the Skelmersdale area. Due to the nature of the funding, the Council can only accept comments from those in the Skelmersdale area.
Are there any other projects on the IDS we should consider?	St James Trim Trail
Council response	This response has been submitted from someone recorded as outside of the Skelmersdale area. Due to the nature of the funding, the Council can only accept comments from those in the Skelmersdale area.
Can you suggest any other infrastructure schemes?	-
Council response	-

Respondent ID	641600
Area	Skelmersdale North
Do you agree with the shortlisted project?	The school is a lovely small school which has not only seen an increase of pupils due to the local housing developments but has a development literally on its door step! The school deserves a little something for the pupils and the children of the local community to enjoy!
Council response	Support noted.
Are there any other projects on the IDS we should consider?	-
Council response	-
Can you suggest any other infrastructure schemes?	More parks and free activities for the children to enjoy! Also the parks that are in the area could do with renovating
Council response	Noted. There are a number of existing schemes already identified in the IDS.

Respondent ID	641725
Area	Skelmersdale South
Do you agree with the shortlisted project?	Yes
Council response	Support noted.
Are there any other projects on the IDS we should consider?	-

Council response	-
Can you suggest any other infrastructure schemes?	-
Council response	-

Respondent ID	641764
Area	Skelmersdale North
Do you agree with the shortlisted project?	St James is a community, not just a school and it has a big place in the heart of the community. To be able to utilise the space for out of school activities would enhance the community spirit of the school and provide a cost effective addition to the local area, with a facility that can be used by all age groups and all backgrounds, adults and children.
Council response	Support noted.
Are there any other projects on the IDS we should consider?	-
Council response	-
Can you suggest any other infrastructure schemes?	-
Council response	-

Respondent ID	742059
Area	Lathom
Do you agree with the shortlisted project?	Yes the children in the area would benefit from more opportunities to improve their mental and physical health.
Council response	Support noted.
Are there any other projects on the IDS we should consider?	-
Council response	-
Can you suggest any other infrastructure schemes?	-
Council response	-

Respondent ID	642669
Area	Burscough
Do you agree with the shortlisted project?	the benefits the project will bring to all members of the local community
Council response	This response has been submitted from someone recorded as outside of the Skelmersdale area. Due to the nature of the funding, the Council can only accept comments from those in the Skelmersdale area.
Are there any other projects on the IDS we should consider?	the proposed development at St James Primary School, Ashurst
Council response	This response has been submitted from someone recorded as outside of the Skelmersdale area. Due to the nature of the funding,

	the Council can only accept comments from those in the Skelmersdale area.
Can you suggest any other infrastructure schemes?	No
Council response	This response has been submitted from someone recorded as outside of the Skelmersdale area. Due to the nature of the funding, the Council can only accept comments from those in the Skelmersdale area.

Respondent ID	643026
Area	Other
Do you agree with the shortlisted project?	The school field of St James' is often unusable due to poor drainage. The children and local community are missing out as a result of this. A mile long running track would be useful for the school and wider community.
Council response	This response has been submitted from someone recorded as outside of the Skelmersdale area. Due to the nature of the funding, the Council can only accept comments from those in the Skelmersdale area.
Are there any other projects on the IDS we should consider?	-
Council response	-
Can you suggest any other infrastructure schemes?	-
Council response	-

Respondent ID	644674
Area	Skelmersdale South
Do you agree with the shortlisted project?	There are no affordable sports fields for children to use in Skelmersdale, no leisure facilities for the wider population, this project will be beneficial to boost physical activity especially for children which can only be a good thing
Council response	Support noted.
Are there any other projects on the IDS we should consider?	-
Council response	-
Can you suggest any other infrastructure schemes?	More leisure facilities, it would bring more people into the town which would support local businesses
Council response	Comments noted. There are a number of existing schemes already identified in the IDS.

Respondent ID	645016
Area	Skelmersdale South
Do you agree with the shortlisted project?	No, I believe there are many other priorities such as flooding underpasses, pavement repairs, a policy re verges and their cutting (there is no need to cut 75% of verges, left to grow wild, better still

	to seed with wild flowers, is a much better way forward,. I realise that some may not be exclusively the local Council's responsibility but these things should be addressed as they are a detriment to our locality and it's population.
Council response	These suggestions are not suitable for CIL funding because they relate to existing needs and are not required as a result of new development.
Are there any other projects on the IDS we should consider?	As above.
Council response	As above.
Can you suggest any other infrastructure schemes?	-
Council response	-

Respondent ID	645439
Area	Skelmersdale South
Do you agree with the shortlisted project?	Badly needed in an area which has been changed by so many new homes. I believe it will be well used and valued.
Council response	Support noted.
Are there any other projects on the IDS we should consider?	-
Council response	-
Can you suggest any other infrastructure schemes?	-
Council response	-

Respondent ID	645718
Area	Skelmersdale South
Do you agree with the shortlisted project?	Yes, I think this would be a major improvement to the school and the local area
Council response	Support noted.
Are there any other projects on the IDS we should consider?	-
Council response	-
Can you suggest any other infrastructure schemes?	-
Council response	-

Respondent ID	653900
Area	Skelmersdale South
Do you agree with the shortlisted project?	I walked from Ashurst to Newburgh and back last week. The only route is Cobbs Brow Lane. It's one of the most dangerous things I have ever undertaken. I suggest that a pavement is created as

	number 1 priority.
Council response	Suggestion noted and will be discussed with LCC as highways provider.
Are there any other projects on the IDS we should consider?	I walked from Ashurst to Newburgh and back last week. The only route is Cobbs Brow Lane. It's one of the most dangerous things I have ever undertaken. I suggest that a pavement is created as number 1 priority.
Council response	Suggestion noted and will be discussed with LCC as highways provider.
Can you suggest any other infrastructure schemes?	I walked from Ashurst to Newburgh and back last week. The only route is Cobbs Brow Lane. It's one of the most dangerous things I have ever undertaken. I suggest that a pavement is created as number 1 priority.
Council response	LCC/WLBC are progressing proposals for a 'West Lancs Wheel' which would provide a cycling/pedestrian route around West Lancashire. Whilst the 'Wheel' is not listed within the IDS, several of its component parts are. Under the 'Wheel', there is a proposed off-road route from Beacon Lane to connect with Cobbs Brow Lane in Newburgh. As more details are known of the route, this will be included on the IDS. Suggestion noted and will be discussed with LCC as highways provider.

Respondent ID	658791
Area	Skelmersdale North
Do you agree with the shortlisted project?	It would not only benefit the children of the school but also the children in the surrounding area giving them access to an outdoor area that could be used all year round aiding their health and mental well-being.
Council response	Support noted.
Are there any other projects on the IDS we should consider?	-
Council response	-
Can you suggest any other infrastructure schemes?	-
Council response	-



## ORMSKIRK NEIGHBOURHOOD CIL (NCIL) MONIES

Respondent ID	639207
Area	Ormskirk
Do you have any suggestions of projects?	Installation of speed indicators on various rural lanes in Ormskirk .v z Altys Lane or [Burscough Road]
Council response	Comments noted. The proposal has been raised with LCC for them to advise on feasibility and costs.
Can you suggest any other infrastructure schemes?	-
Council response	-





**WEST LANCASHIRE BOROUGH COUNCIL**

**CIL FUNDING PROGRAMME 2021**

**for the financial year 2022/23**

**APPENDIX C:  
DETAILED ASSESSMENTS FOR  
ALL SHORTLISTED PROJECTS**

ID 80

Project name New changing facilities at Whittle Drive, Ormskirk

Location: Whittle Drive playing fields

Project description: Improvement / re-building of existing changing facility

Status: Not started

Lead agency: WLBC Leisure

Project partners:

Does the project meet a local need? Yes

Is it identified in strategy / policy? Yes

Does it meet a corporate priority? Yes

Is it an item on the R123? Yes

Can it be delivered short-term?: Yes

Are CIL monies requested/required?: Yes

Are costs known?: Yes

Remove from CIL assessment?: No

**Does the project meet a local need or demand that has arisen or been exacerbated by new development?**

Yes

How would the project support or enable growth or planned development in West Lancashire?

Ormskirk has seen sufficient levels of development, and new development is in progress at Grove Farm (313 units). This project would meet a local need or demand arising from new development.

**Is it a project listed in the IFS?**

Yes

Type of infrastructure:

Outdoor sports facilities

Provision of new infrastructure? No

Improvement of existing? Yes

Replacement of existing? No

Operation? No

Maintenance? No

**Is the project identified in strategy / policy**

Yes

Local Plan 2012-2027? Yes

Transport and Highways? No

Leisure Strategy? Yes

Green Infrastructure? No

Policy Links

Health and Wellbeing? Yes

Other?

**Does it meet a corporate priority?**

Yes

Communities: False

Greener WL: False

Clean, safe, affordable: False

Healthy, happy: False

Support business: False

Financially sustainable: False

Comments: Allows for extended level of club football. Supported by the FA.

ID 80

Project name New changing facilities at Whittle Drive, Ormskirk

What level will improvements be delivered at?

Local level Yes

Town level Yes

Borough level No

Comments: Ormskirk

Does the proposal have a positive impact on equality Yes

Comments: Access for all

Has the project already benefitted from engagement? Yes

Comments: Discussions with football club (West End FC)

Can it be delivered short-term Yes

Delivery within 1-2 years? Yes

Delivery within 3-5 years? No

Delivery over 5 years? No

Delivery unknown? No

Comments: Design and build can be established quickly

Are there any risks if this project does not come forward? Minor risks / impacts

Comments: Degradation of existing facility if project does not come forward

Has any work been undertaken to assess the feasibility of the project?

Are there any risks to delivery? Is it reliant on other projects or consents?

Provide key milestones/tasks for the project:

Who will be responsible for future management and maintenance of the infrastructure? Full maintaining lease will be for West End Football Club

Are project costs known? Yes

Project cost £160,000

Are CIL monies requested/required? Yes

CIL / Match funding  
Total cost: £160,000  
CIL funding requested: £60,000 (37.5%)  
Match funding secured: £100,000 (62.5%) from the Football Foundation

Has the parish council received Local CIL?

Total CIL awarded to parish council to date £409,285

2021 Assessment Comments

ID 80

Project name **New changing facilities at Whittle Drive, Ormskirk**

The project was originally awarded CIL monies in January 2018, but for various reasons, including the coronavirus pandemic, the project could not be delivered within the 2 years and so monies 'expired'. The Council and the football club (West End FC) are still keen to see the project delivered. In the interim period, revised delivery costs have been sought and the project cost has increased. In response, the club have now obtained £100,000 from the Football foundation and seek £60,000 of CIL as match funding. The project is an acceptable use of CIL, and there has been a sizeable amount of development in Ormskirk (Grove Farm, Atkinson Road) to justify a need for improved facilities. It meets corporate priorities to improve health. Costs are known, match funding demonstrated and the Leisure team have provided assurances it can now be delivered in the short term.

**Shortlisted for potential funding in 2022/23?**

**Yes**

ID 182

Project name

West Lancashire Dial-a-Ride (Year 2)

Location

Borough-wide

Project description

Dial-a-Ride is an accessible passenger transport service for West Lancashire, already supported by Lancashire County Council. CIL monies have been awarded to fund this scheme in 2021/22. This bid is seeking funding for 2022/23.

Status

Not started

Lead agency

West Lancashire Dial-a-Ride

Project partners

LCC, WLBC

Does the project meet a local need?

Yes

Is it identified in strategy / policy?

Yes

Does it meet a corporate priority?

Yes

Is it an item on the R123?

Yes

Can it be delivered short-term?:

Yes

Are CIL monies requested/required?:

Yes

Are costs known?:

Yes

Remove from CIL assessment?:

No

**Does the project meet a local need or demand that has arisen or been exacerbated by new development?**

Yes

How would the project support or enable growth or planned development in West Lancashire?

Development is being delivered across the Borough, including in areas not well-served by public transport. Whilst this proposal is for the continuation of an already existing service, it will also support increasing demand as a result of new developments. New residential developments and rising population will increase the demand for these services.

Dial a Ride is the only accessible transport service available without restriction to any qualifying resident of the borough.

**Is it a project listed in the IFS?**

Yes

Type of infrastructure:

Strategic transport

Provision of new infrastructure?

No

Improvement of existing?

Yes

Replacement of existing?

No

Operation?

Yes

Maintenance?

No

**Is the project identified in strategy / policy**

Yes

Local Plan 2012-2027?

No

Transport and Highways?

Yes

Leisure Strategy?

No

Green Infrastructure?

No

Policy Links

Health and Wellbeing?

Yes

Other?

**Does it meet a corporate priority?**

Yes

Communities

True

Greener WL:

False

Clean, safe, affordable:

False

Healthy, happy: Support business: Financially sustainable: 

Comments: The Transport Masterplan records an expected steady growth in the borough's population, including those who are aged, and expects that the transport network will be required to accommodate new development and support economic growth sustainably. In addition, the health and wellbeing strategy records that loneliness causes illness whilst reliable access to health facilities favourably impacts people's wellbeing and NHS efficiency. Whilst this proposal is for the continuation of an already existing service, it will also support increasing demand as a result of new developments. This will enable people to access necessary services, including GPs and hospitals.

**What level will improvements be delivered at?**Local level Town level Borough level 

Comments: Currently DAR provides transport for any qualifying resident in any part of the borough. It takes people to family and shops and to any health venue in the borough (including Southport hospital). To maintain its service, DAR needs to receive sufficient funding to maintain this inclusivity and geographic reach, particularly as the population increases.

**Does the proposal have a positive impact on equality** 

Comments: DAR focusses on the needs of residents who cannot access public transport because of age, disability or social isolation. Services are provided to this demographic without discrimination in any way.

**Has the project already benefitted from engagement?** 

Comments: DAR currently provides accessible transport with the active support of several community groups including CVS, Age UK, Mencap, vocation training providers and residential care providers.

**Can it be delivered short-term** Delivery within 1-2 years? Delivery within 3-5 years? Delivery over 5 years? Delivery unknown? 

Comments: This project, which is to sustain and grow existing services, is already running and will continue until 2024.

Are there any risks if this project does not come forward? 

Comments: For many years WLBC has been a significant and valued funder of this service. Recently DAR have been successful in securing renewed funding from LCC and other sources. DAR also raise significant income through fares and subscriptions. However, without support from WLBC, services will continue but at a

reduced level. Because many vehicle costs are fixed, a reduction in funding would have to be accommodated by disproportionate cuts in service, in particular, in their inclusivity and borough-wide reach. Bus services may have to be concentrated around just the main population centres of Skelmersdale and Ormskirk. Booking line hours may also have to be reduced.

However, whilst this proposal is for the continuation of an already existing service, it will also support increasing demand as a result of new developments.

Has any work been undertaken to assess the feasibility of the project?

The current operations demonstrate the demand for the service and a capacity to meet this demand. DARs achievements demonstrate the ability to adapt to changes and growth in the community

Are there any risks to delivery? Is it reliant on other projects or consents?

No. DAR is experienced at operating community transport services. Services are legally compliant, sustainable and supported by the community.

Provide key milestones/tasks for the project:

Milestones will be the month-on-month achievements in:  
 - delivery of services measured as single passenger trips;  
 - sustained inclusivity and reach across the borough, measured by the demographic spread of journeys.

Who will be responsible for future management and maintenance of the infrastructure?

The trustees of West Lancashire Dial a Ride Association

**Are project costs known?**

Yes

Project cost

Total cost: £186,269 (1 year)  
 CIL funding requested: £31,555 (17%)  
 Other funding required: £154,714

**Are CIL monies requested/required**

Yes

CIL / Match funding

Total cost: £186,269 (1 year)  
 CIL funding requested: £31,555 (17%)  
 Other funding required: £154,714

The proposal requested funding for a 3 year period, with the total cost of the scheme totalling £558,807 and seeking £94,665 of CIL funding for that period with the remaining £464,142 match funded through other sources (including fare revenues, LCC contract, transport consortium and fuel rebates). The above details show the cost of the service for 1 year. Should further CIL funds be sought after that year, then further bids can be made.

The funding sources shown above are fully assured. In particular, the funding from LCC is agreed within the terms of a three-year community transport contract with Lancashire Community Transport Consortium released in May 2020

Has the parish council received Local CIL?

Total CIL awarded to parish council to date

**2021 Assessment Comments**

ID 182

Project name

West Lancashire Dial-a-Ride (Year 2)

Total cost: £186,269 (1 year)  
CIL funding requested: £31,555 (17%)  
Other funding required: £154,714

The proposal requested funding for a 3 year period, with the total cost of the scheme totalling £558,807 and seeking £94,665 of CIL funding for that period with the remaining £464,142 match funded through other sources (including fare revenues, LCC contract, transport consortium and fuel rebates). The above details show the cost of the service for 1 year.

CIL Funding was awarded through the 2020 CFP to fund the service for Year 1. This bid relates to continuing the funding to cover Year 2.

Development is being delivered across the borough, including that in areas which are not particularly well-served by public transport. Whilst DAR is an existing service and monies are required for its current continuation and to prevent the service being reduced, financial support of this service through CIL monies also enables the scheme to support changing needs and demand created by new development across the Borough.

**Shortlisted for potential funding in 2022/23?**

Yes



ID 183

Project name Skelmersdale Active Community Hub

Location Skelmersdale town centre (Ecumenical centre)

Project description Creation of an active community hub at the Ecumenical centre, where people can access a range of leisure and fitness activities that enrich their lives, with particular focus on people who are older, with mobility issues, disengaged youth, refugees.

Status Not started

Lead agency Skelmersdale Ecumenical Centre

Project partners

Does the project meet a local need? Yes

Is it identified in strategy / policy? Yes

Does it meet a corporate priority? Yes

Is it an item on the R123? No

Can it be delivered short-term?: Yes

Are CIL monies requested/required?: Yes

Are costs known?: Yes

Remove from CIL assessment?: No

Does the project meet a local need or demand that has arisen or been exacerbated by new development?

Yes

How would the project support or enable growth or planned development in West Lancashire?

There is significant development being undertaken in and around Skelmersdale town centre, and the wider town area. This is a community asset, seeking to develop a health and leisure hub for the community to use. The community needs accessible, affordable spaces to exercise, meet, socialise, connect, learn and grow. The centre is perfectly located close to the concourse shopping centre, bus station, Asda and the new shopping street being built. The project would strengthen the offer for the wider community in relation to getting active, connecting with others, improving health and wellbeing, and building a stronger community.

Is it a project listed in the IFS?

Yes

Type of infrastructure:

- Provision of new infrastructure? Yes
Improvement of existing? Yes
Replacement of existing? Yes
Operation? No
Maintenance? No

Is the project identified in strategy / policy

Yes

- Local Plan 2012-2027? No
Transport and Highways? No
Leisure Strategy? No
Green Infrastructure? Yes
Policy Links
Health and Wellbeing? Yes
Other?

Does it meet a corporate priority?

Yes

Communities True

ID 183

Project name

Skelmersdale Active Community Hub

Greener WL:

Clean, safe, affordable:

Healthy, happy:

Support business:

Financially sustainable:

Comments:

**What level will improvements be delivered at?**

Local level

Town level

Borough level

Comments:

**Does the proposal have a positive impact on equality**

Comments:

The centre and its partners work with some of the most disadvantaged and disenfranchised people in West Lancashire. In particular the centre is accessed by: older people, people from poorer socio-economic backgrounds, those with long term health conditions. They also host the Refugee and Asylum advice centre.

**Has the project already benefitted from engagement?**

Comments:

A significant programme of community consultation took place during the period of refurbishment funded by The National Lottery 2018-2020. This included stakeholder engagement, ideas sessions for the future of the centre, questionnaires, feedback sessions and consultation days facilitated by an external consultant. Once Lockdown came into force it was difficult to put any of the consultation ideas into action.

**Can it be delivered short-term**

Delivery within 1-2 years?

Delivery within 3-5 years?

Delivery over 5 years?

Delivery unknown?

Comments:

Are there any risks if this project does not come forward?

Comments:

Has any work been undertaken to assess the feasibility of the project?

Are there any risks to delivery? Is it reliant on other projects or consents?

ID 183

Project name

Skelmersdale Active Community Hub

Provide key milestones/tasks for the project:

Consultation and engagement, 2 year delivery plan, recruitment of volunteers, contractors etc

Who will be responsible for future management and maintenance of the infrastructure?

Skelmersdale Ecumenical centre

**Are project costs known?**

Yes

Project cost

Total cost: £37,650  
CIL funding requested: £37,650  
Other funding required: £0

The £37,650 breaks down as:  
Hall redevelopment - £23,500  
Bicycle stand and hire - £9,300  
Centre website - £4850

Toilet redevelopment - £23,000 (funding to be provided through separate bid to Whitemoss Community fund)

**Are CIL monies requested/required**

Yes

CIL / Match funding

The centre will fund the manager role to oversee development and delivery of work, alongside providing additional funding of volunteer expenses and the purchase of the cycles.

Has the parish council received Local CIL?

Total CIL awarded to parish council to date

£16,581

**2021 Assessment Comments**

Total cost: £37,650  
CIL funding requested: £37,650  
Other funding required: £0

There has been significant development in Skelmersdale, including that in the town centre (Firbeck, Findon, Delf Clough) which this scheme could help support. CIL may be used to help fund community infrastructure, including schemes such as this to deliver leisure facilities. The Council do have aspirations to provide new leisure facilities in the town centre, although it is anticipated that provision of leisure facilities through this scheme would be at a lower, localised level and help people that may otherwise be disenfranchised from accessing those facilities. The creation of cycle facilities would fall within transport infrastructure and help promote cheap and active travel.

**Shortlisted for potential funding in 2022/23?**

Yes

ID 184

Project name Installation of a 1 mile running track and trim trail

Location: St James Catholic Primary School, Ashurst Road, Skelmersdale

Project description: Installation of a 1 mile running track and trim trail

Status: Not started

Lead agency: St James Catholic Primary School, Ashurst Road, Ashurst

Project partners:

Does the project meet a local need? Yes

Is it identified in strategy / policy? Yes

Does it meet a corporate priority? Yes

Is it an item on the R123? No

Can it be delivered short-term?: Yes

Are CIL monies requested/required?: Yes

Are costs known?: Yes

Remove from CIL assessment?: No

**Does the project meet a local need or demand that has arisen or been exacerbated by new development?**

Yes

How would the project support or enable growth or planned development in West Lancashire?

There are numerous housing developments around the school with 2 at the perimeter of the school grounds and others within a short distance. The school numbers are increasing and the useable outdoor space is described as not sufficient. In Reception Class 2020 we had 13 pupils. We are due to take 27 in September 2021. Overall the pupil numbers have increased from 159 in 2019 to 195 in 2021. The school are struggling for space on the yards, and wish to promote an increased level of physical activity. The school field is not fit for purpose due to flooding and drainage issues. The already installed trim trail is often not used due to pupils not being able to gain access to it across the waterlogged field.

Since the lockdown we, as a school, are seeing an increased number of children and families affected by poor mental health. The increased residents will also benefit from the community cohesion encouraged by the community activities planned onsite and would benefit from the use of resources. The school work closely with the local community and would encourage local community groups to use the facilities. We are regularly involved in local community activities arranged by James Upjohn of Skem First. The school are hoping to introduce an annual Ashurst Gala and other large community events.

**Is it a project listed in the IFS?**

Yes

Type of infrastructure:

Provision of new infrastructure? Yes

Improvement of existing? No

Replacement of existing? No

Operation? No

Maintenance? No

**Is the project identified in strategy / policy**

Yes

Local Plan 2012-2027? No

Transport and Highways? No

Leisure Strategy? No

Green Infrastructure?

No

Policy Links

Health and Wellbeing?

Yes

Other?

**Does it meet a corporate priority?**

Yes

Communities

True

Greener WL:

False

Clean, safe, affordable:

False

Healthy, happy:

True

Support business:

False

Financially sustainable:

False

Comments:

**What level will improvements be delivered at?**

Local level

Yes

Town level

Yes

Borough level

No

Comments:

Community Cohesion would be strengthened. We fully engage with the local community but it is envisaged that these facilities would be used by local residents and community groups thus promoting an increase in community cohesion, health and wellbeing. Interschool activities/competitions could be held at the school where previously due to the poor draining we have not been able to offer this.

**Does the proposal have a positive impact on equality**

Yes

Comments:

The facilities would be fully inclusive and are accessible to all. The track up to the trim trail and also the mile a day track would enable those with mobility issues to access the outdoor spaces. We have pupils in school who could not access the field without the track due to their mobility issues and the poor conditions for wheelchair access.

**Has the project already benefitted from engagement?**

No

Comments:

**Can it be delivered short-term**

Yes

Delivery within 1-2 years?

Yes

Delivery within 3-5 years?

No

Delivery over 5 years?

No

Delivery unknown?

No

Comments:

School are in receipt of 3 quotations for the work and are ready to give the go ahead when sufficient funds secured. School would like the project to commence as soon as possible so financial year 2021/22. It would take approximately 2 weeks to complete the project.

ID 184

Project name Installation of a 1 mile running track and trim trail

Are there any risks if this project does not come forward?

Minor risks / impacts

Comments:

School has some pupils with mobility issues, who would be unable to access outdoor areas if this project is not delivered. School may otherwise need to look at off-site provision, which would have cost impacts on education provision. Would limit health improvement opportunities.

Has any work been undertaken to assess the feasibility of the project?

School have had the 3 quotations and spoken with representatives of the community and the feedback is positive. The community would welcome the facilities both to benefit their children but also the wider community.

Are there any risks to delivery? Is it reliant on other projects or consents?

Can commence as soon as funding is secured. May require planning permission.

Provide key milestones/tasks for the project:

Ideally we would hope to have the go ahead to complete the project asap so that the field would be accessible in the Autumn term. If the decision is delayed until Autumn chances are it would be another year before the works could be carried out.

Who will be responsible for future management and maintenance of the infrastructure?

School Governing Body

**Are project costs known?**

Yes

Project cost

Total cost: £30,760  
CIL funding requested: £30,760  
Other funding required: £0

Mile track - £24,330  
Trim trail path - £4700  
If path delivered separately to mile track - £6430

**Are CIL monies requested/required**

Yes

CIL / Match funding

Total cost: £30,760  
CIL funding requested: £10,760  
Other funding required: £20,000 (capital)

The funding we currently have in place has been due to allocated capital funds. This is secured. If CIL bid is not successful the project would not be able financially viable at this time.

Has the parish council received Local CIL?

Total CIL awarded to parish council to date

£16,581

**2021 Assessment Comments**

Total cost: £30,760  
CIL funding requested: £10,760  
Other funding required: £20,000 (capital)

There has been significant levels of development in and around Ashurst, including Ashurst Road (x2) and Whalleys, which the school state have increased pupil numbers and placed pressures on the school. Health improvement opportunities are important for the pupils physical and mental health, and these improvements would also help accessibility for less mobile pupils as well as providing community access to the health betterment facilities. It falls under an acceptable project/type within the IFS,

ID 184

Project name Installation of a 1 mile running track and trim trail

supports new development and provides health improvement opportunities. The school have confirmed that the trail would be available to the community outside of school hours (weekends and after school) but would require keyholders (i.e. cubs, scouts, football managers). With appropriate management of access, it is considered this trail would help improve the health of pupils and the local community.

**Shortlisted for potential funding in 2022/23?**

Yes





# Equality Impact Assessment Form



<b>Directorate: Growth &amp; Development Services</b>	<b>Service: Strategic Planning, Regeneration &amp; Implementation</b>
<b>Completed by: Helen Hatch</b>	<b>Date: 15 November 2021</b>
<b>Subject Title: Community Infrastructure Levy (CIL) Funding Programme 2022/23</b>	
<b>1. DESCRIPTION</b>	
Is a policy or strategy being produced or revised:	No <span style="float: right;"><i>*delete as appropriate</i></span>
Is a service being designed, redesigned or cutback:	No
Is a commissioning plan or contract specification being developed:	No
Is a budget being set or funding allocated:	Yes
Is a programme or project being planned:	Yes
Are recommendations being presented to senior managers and/or Councillors:	Yes
Does the activity contribute to meeting our duties under the Equality Act 2010 and Public Sector Equality Duty ( <b>Eliminating unlawful discrimination/harassment, advancing equality of opportunity, fostering good relations</b> ):	Yes
Details of the matter under consideration:	The approval of proposed funding priorities for spending CIL monies in 2022/23.
<p><i>If you answered <b>Yes</b> to any of the above go straight to Section 3</i></p> <p><i>If you answered <b>No</b> to all the above please complete Section 2</i></p>	
<b>2. RELEVANCE</b>	
Does the work being carried out impact on service users, staff or Councillors (stakeholders):	Yes/No* <span style="float: right;"><i>*delete as appropriate</i></span>
If <b>Yes</b> , provide details of how this impacts on service users, staff or Councillors (stakeholders): <i>If you answered <b>Yes</b> go to Section 3</i>	-
If you answered <b>No</b> to both Sections 1 and 2 provide details of why there is no impact on these three groups: <i>You do not need to complete the rest of this form.</i>	-
<b>3. EVIDENCE COLLECTION</b>	
Who does the work being carried out impact on, i.e. who is/are the stakeholder(s)?	CIL provides funding to provide or improve infrastructure required as a result of new development and growth in the Borough. CIL expenditure will benefit the residents and

	businesses within the Borough by delivering improvements to infrastructure. Infrastructure projects, identified as suitable for expenditure in 2022/23 have been shortlisted from the Infrastructure Delivery Schedule (IDS). The IDS has been compiled through consultation with infrastructure providers. Some schemes on the IDS will need to be delivered in partnership with the infrastructure providers and their deliverability, timescales and costs have been a consideration in identifying project priorities.
If the work being carried out relates to a universal service, who needs or uses it most? (Is there any particular group affected more than others)?	The schemes proposed for funding serve to provide or make improvements to community infrastructure, the need for which has arisen as a result of new development. Such projects will be prepared in acknowledgement of equality and diversity to ensure that all groups may access the schemes.
Which of the protected characteristics are most relevant to the work being carried out?  Age Gender Disability Race and Culture Sexual Orientation Religion or Belief Gender Reassignment Marriage and Civil Partnership Pregnancy and Maternity	<i>*delete as appropriate</i>  Yes Yes Yes Yes No No No No No
<b>4. DATA ANALYSIS</b>	
In relation to the work being carried out, and the service/function in question, who is actually or currently using the service and why?	Service-users will include, but not be limited to, members of the public and local community groups.
What will the impact of the work being carried out be on usage/the stakeholders?	Provision of improved infrastructure can only benefit stakeholders.
What are people's views about the services? Are some customers more satisfied than others, and if so what are the reasons? Can these be affected by the proposals?	Public consultation on options for the CIL Funding Programme was held in Autumn 2021, and the feedback from this consultation has informed the final recommendation for allocating CIL monies in 2022/23.
What sources of data including consultation results have you used to analyse the impact of the work being carried out on users/stakeholders with protected characteristics?	Any completed equality surveys have been analysed and reported on.
If any further data/consultation is needed and is to be gathered, please specify:	-

<b>5. IMPACT OF DECISIONS</b>	
In what way will the changes impact on people with particular protected characteristics (either positively or negatively or in terms of disproportionate impact)?	Provision of improved infrastructure can only benefit all parts of the community, including those with protected characteristics.
<b>6. CONSIDERING THE IMPACT</b>	
If there is a negative impact what action can be taken to mitigate it? (If it is not possible or desirable to take actions to reduce the impact, explain why this is the case (e.g. legislative or financial drivers etc.).	No negative impacts have been identified.
What actions do you plan to take to address any other issues above?	No actions.  <i>If no actions are planned state no actions</i>
<b>7. MONITORING AND REVIEWING</b>	
When will this assessment be reviewed and who will review it?	A CIL Funding Programme will be prepared each year to consider how best to spend CIL monies received by the Council on strategic infrastructure.





**EXECUTIVE OVERVIEW  
AND SCRUTINY  
COMMITTEE: 13 January 2022**

**PLANNING COMMITTEE: 9 February 2022**

**CABINET: 8 March 2022**

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**Report of: Corporate Director of Place & Community**

**Relevant Portfolio Holder: Cllr G Owen**

**Contact for further information: Heidi McDougall (Extn. 5191)  
(Heidi.mcdougall@westlancs.gov.uk)**

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**SUBJECT: PLANNING SERVICES REVIEW UPDATE REPORT**

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Wards Affected: Borough wide

## **1.0 PURPOSE OF THE REPORT**

1.1 To outline the proposed actions and update members on progress with implementing the recommendations of the planning services review.

## **2.0 RECOMMENDATIONS TO EXECUTIVE OVERVIEW & SCRUTINY COMMITTEE**

2.1 That the Committee consider the report and that the agreed comments of the Executive Overview and Scrutiny Committee on the Planning Services Review Update Report be forwarded to Cabinet for consideration.

## **3.0 RECOMMENDATIONS TO PLANNING COMMITTEE**

3.1 That the Committee consider the report and that the agreed comments of Planning Committee be forwarded to Cabinet for consideration.

## **4.0 RECOMMENDATIONS TO CABINET**

4.1 That the agreed comments of the Executive Overview & Scrutiny Committee (Appendix 2) and Planning Committee (Appendix 3) be considered and the Summary Level Project Plan, attached at appendix 1 be noted and endorsed.

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## **5.0 BACKGROUND**

- 5.1 In June 2021, Cabinet agreed to the implementation of the recommendations from the Planning Services Review Report.
- 5.2 A working group was established, made up of representatives from across the council including the planning service, the business intelligence team, IT, the communication and digital team and planning support, led by the Corporate Director of Place and Community to drive forward the implementation of the recommendations.
- 5.3 It was also agreed that Red Quadrant would continue to be involved in taking forward a number of the recommendations to create capacity and drive forward implementation.
- 5.4 Throughout June and July 2021, the working group reviewed all the recommendations made by Red Quadrant. Each recommendation was grouped according to the following themes; the steps required to accomplish each of the recommendations were then outlined and documented:
- Enforcement
  - Pre-application Process
  - Interface with Business Support
  - Complaint Handling
  - Customer Self-Service
  - Workforce Planning

These themes are dependent on the outcome of the Planning white paper, financial constraints, and staff resources. At the heart of each theme will be the use of technology to both make processes more efficient and enable customers to self-serve, improving communication and engagement and delivering a range of training for officers and members.

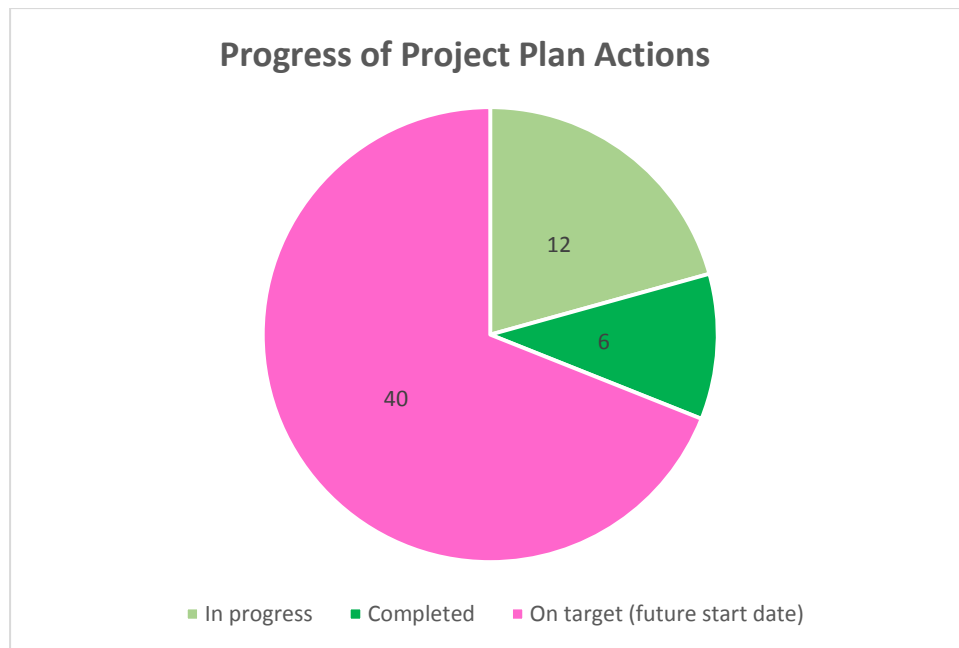
- 5.5 In September 2021, the action plan containing all the recommendations, sub tasks and timescales was agreed, albeit feedback was received requesting that future updates include specific implementation dates of future actions.

## **6.0 CURRENT POSITION**

- 6.1 The Planning Review Implementation Project officially commenced in October 2021; the current expected completion date is November 2022. 81 recommendations were made by Red Quadrant, across 11 areas of focus. These were organised into a formal project plan, covering 56 main actions, further sub-divided into 210 individual tasks and approximate completion dates have been included. These are target dates only and will require flexibility in delivery, due to the constraints on resources currently being experienced.

- 6.2 In order to release experienced members of the team to devote time to project delivery, the recruitment of two temporary Planning Officers was approved under delegation. The Planning Service have a statutory workload, which is currently operating with a backlog of applications, due to non-project-related vacancies within the team, and the impact of COVID-19.
- 6.3 The two temporary project posts were advertised and subsequently recruited to from within the Planning Service, promoting two Planning Officers to Senior Planning Officers providing them with value experience of dealing with more challenging applications. The two temporary Planner Officer posts (backfill positions) have been re-advertised; however, it should be noted that there is a significant lack of available Planning Officers, both locally, and nationally. This means that recruiting suitable candidates remains a challenge and it is highly likely that other options, incurring additional costs, will need to be considered, such as use of agency workers or market supplement payments to ensure that sufficient resources are secured.
- 6.4 Despite the challenges with resources, the team have made good progress in carrying out the project tasks. A copy of the updated project plan is attached at Appendix 1, which shows that the following activities have been completed:
- The quick wins have been completed, including reviewing information currently available on the website, and developing a new appointment booking system for members who wish to speak directly with Planning Officers. The appointment system was launched on 10 January 2022.
  - A review of the Enforcement Process has commenced; a full end-to-end process map detailing the steps taken by the Planning Service and the Planning Support Team (within Business Support Services) was developed; a workshop was held with Red Quadrant to discuss the Enforcement Charter; discussions have commenced regarding the interaction with Legal Services; a first draft of the new Enforcement Charter has been drafted by Red Quadrant and is currently being reviewed by the team.
  - The Pre-App process has commenced; a full end-to-end process map detailing the steps taken by the Planning Service and the Planning Support Team (within Business Support Services) was developed; opportunities and barriers were discussed and captured and are being worked through to develop a more streamlined service.

6.5 Of the 58 main actions derived from the Red Quadrant recommendations:



- 31% are in progress or completed.
- 69% are on target with scheduled future start dates. See the project plan attached in appendix 1.

6.6 The team are approximately a quarter of the way through the project lifecycle; 31% demonstrates that the project is on target and actions are progressing at a good pace.

## 7.0 NEXT STEPS

7.1 The working group will continue to meet on a regular basis and monitor the delivery of the actions. Progress will also be reported into the Our Future; Our People Transformation Programme Board, Cabinet, Executive Overview & Scrutiny Committee and Planning Committee as required.

7.2 The focus over the next three months will be on reviewing the Enforcement Charter, providing feedback to Red Quadrant and agreeing a final version through the appropriate committee. A workshop will be held with Legal Services to develop a Service Level Agreement and review resource. Opportunities to improve and streamline the Enforcement internal process and the Pre-App service will be examined and future processes will be mapped out and steps identified to enable implementation.

## 8.0 SUSTAINABILITY IMPLICATIONS

8.1 The recommendations look to modernise and make the service more efficient whilst maximising income opportunities and providing a clear offer for customers making the service more sustainable and improving customer satisfaction.



8.2 This report has no significant impacts upon crime and disorder.

## **9.0 FINANCIAL AND RESOURCE IMPLICATIONS**

9.1 The additional costs associated with recruiting temporary planning staff will be met from vacant posts and the reserve.

## **10.0 RISK ASSESSMENT**

10.1 The risk of not taking forward the recommendations will continue to impact on service delivery. Regular monitoring will enable progress to be mapped and resources reviewed.

10.2 The risk of not recruiting to the vacant planning posts will affect service delivery and progress with implementing the review. The posts will be advertised and other options considered to ensure that sufficient resource is available.

## **11.0 HEALTH AND WELLBEING IMPLICATIONS**

11.1 If additional staff resources are not provided to manage the current vacancies, daily workloads, backlog of cases and the recommendations of the review, the quantity of work could have a direct impact on the health and wellbeing of the current staff. The addition of extra resources into the team will help to create some capacity to manage this work moving forward.

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### **Background Documents**

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

### **Equality Impact Assessment**

There is no direct impact on members of the public, employees, elected members and / or stakeholders by virtue of this report. Therefore an Equality Impact Assessment is not required.

### **Appendices**

Appendix 1 – Planning Service Review Summary Level Project Plan

Appendix 2 – Minute of Executive Overview & Scrutiny Committee (Planning & Cabinet only)

Appendix 3 – Minute of Planning Committee (Cabinet only)



REF.	MAIN ACTION RAG STATUS	RED QUADRANT RECOMMENDATION	KEY TASKS FOR DELIVERY	PROGRESS RAG STATUS	SHORT/ MEDIUM/ LONG TERM	PREDICTED DELIVERY CYCLE	START DATE	PLANNED TARGET END DATE
<b>PLANNING ENFORCEMENT</b>								
ENFORCEMENT 001	In progress	Produce an up to date outward focused Planning Enforcement Charter with KPI's.	Hold initial meeting to discuss the task with Red Quadrant	Completed	Short	Cycle 1	01/10/2021	28/10/2021
			Agree process with Red Quadrant for assistance with undertaking the task, in consultation with Officers & Members. <b>Hold initial workshop.</b>	Completed	Short	Cycle 1	01/10/2021	28/10/2021
			Red Quadrant to produce report for comment.	In progress	Short	Cycle 1	01/10/2021	31/12/2021
			Team to create opportunity to involve others and create synergy with Enforcement Charter	In progress	Short	Cycle 1	01/10/2021	31/01/2022
			Link with communications- branding; design; website.	On target	Short	Cycle 2	01/02/2022	31/03/2022
			Red Quadrant to present to members in advance of scrutiny meetings.	On target	Short	Cycle 2	01/02/2022	31/03/2021
			Signed off at Planning Committee; Cabinet & Council.	On target	Medium	Cycle 4	01/04/2022	30/06/2022
ENFORCEMENT 002	In progress	The Planning Service, Enforcement Team and Legal Services conduct a workshop exercise to produce an SLA based on mutual undertakings and obligations. The SLA should include KPI's, fee structure and minimum documentation requirements.	Impartial facilitator to conduct workshop with Legal Services for discussion of issues.	In progress	Short	Cycle 1	01/10/2021	31/01/2022
			Consideration of current pay re-charge for legal services and limited resources in legal for planning matters.	On target	Short	Cycle 1	01/02/2022	31/01/2022
			Conduct benchmarking exercise to compare process and practice with other authorities.	On target	Short	Cycle 1	01/02/2022	31/01/2022
			Identification of solutions.	On target	Short	Cycle 2	01/02/2022	28/02/2022
			Development of SLA once Legal and Democratic Services Manager and Monitoring Officer in place.	On target	Short	Cycle 2	01/02/2022	31/03/2022
			Present final progress report to the Our Future Transformation Programme Board and Cabinet.	On target	Short	Cycle 2	01/02/2022	31/03/2022
ENFORCEMENT 003	On target	An Annual Report on Enforcement activities be submitted to the appropriate committees. Consideration be given to a six monthly review.	Determine the key criteria and information that will be included within the report (including key improvements made to service and tree enforcement information).	On target	Medium	Cycle 3	01/03/2022	30/04/2022
			Utilise existing template (used previously) as a starter for ten to update and further develop.	On target	Medium	Cycle 3	01/03/2022	30/04/2022
			Include Annual Enforcement Report on Forward Plan of meetings.	On target	Medium	Cycle 3	01/03/2022	30/04/2022
			Issue annual report to ONS in May of each year and Cabinet in June, with the first report issued in May 2022.	On target	Medium	Cycle 3	01/03/2022	30/04/2022
			Circulate report (by email) to all members as a Member update following Cabinet endorsement.	On target	Medium	Cycle 3	01/03/2022	30/04/2022
ENFORCEMENT 004	In progress	The Planning Service consider if capacity and risk issues can be resolved via the delegation "down" to Enforcement Officers for writing non expedient reports and reports for action.	Conduct benchmarking exercise to compare process and practice with other authorities.	On target	Short	Cycle 2	01/02/2022	31/03/2022
			Develop process mapping of current and potential future process. <b>(DUPLICATE OF 005.)</b>	In progress	Short	Cycle 1	01/10/2021	31/01/2022
		The "traditional" approach to the management of Enforcement be replaced with greater accountability placed on Enforcement Officers and changes to management oversight.	Impartial facilitator (Red Quadrant/ Donald?) to conduct workshop for discussion of final process maps to finalise new approach.	On target	Short	Cycle 2	01/02/2022	31/03/2022
			Develop a standard pre-populated template as a starter for ten for Officers to further develop, as appropriate.	On target	Short	Cycle 2	01/02/2022	31/03/2022
			Consider changing job descriptions of Enforcement Officers to include as a key task of the role.	On target	Short	Cycle 2	01/02/2022	31/03/2022
ENFORCEMENT 005	In progress	The Planning Service and Council consider whether the absence of a seamless service is in the best interests of the Council, the planning service and the citizens and stakeholders of West Lancs.	Determine how the team currently operates and communicates with the customer (including multiple customers and wider stakeholders). Process mapping.	Completed	Short	Cycle 1	01/10/2021	31/12/2021
			Undertake customer journey mapping exercise to process map the current 'as is' and the potential 'to be'.	Completed	Short	Cycle 1	01/10/2021	31/01/2022
			Investigate complaints etc. through service now and develop a single system/ approach for communication.	On target	Short	Cycle 2	01/02/2022	31/03/2022
			Proactively encourage a shift to move customers to self-serve (i.e. online) rather than ringing up for advice.	On target	Short	Cycle 2	01/02/2022	31/03/2022
			Investigate opportunities to utilise different technology.	On target	Short	Cycle 2	01/02/2022	31/03/2022
			Finalise approach for managing expectations of customers- including all stakeholders.	On target	Short	Cycle 2	01/02/2022	31/03/2022
ENFORCEMENT 006	In progress	The Planning Service consider how best Building Control officers and others can support Enforcement Officers gather and corroborate evidence when carrying out site visits.	Explore as part of wider process mapping.	In progress	Short	Cycle 1	01/10/2021	31/01/2022
			Explore capacity of role of officers to undertake the task.	On target	Short	Cycle 2	01/02/2022	31/03/2022
			Develop recommendations to implement a revised approach and embed new process, if appropriate.	On target	Short	Cycle 2	01/02/2022	31/03/2022
<b>PRE-APPLICATION ADVICE SERVICE</b>								
PRE-APP 001	In progress	a) The level of charging fees for Planning Services be updated from 2016 to 2021. b) A mechanism be introduced using a variety of criteria to provide an annual review and justify of charges as part	Link to wider corporate project for fees and charges.	Completed	Short	Cycle 1	01/11/2021	31/01/2022
			Produce benchmarking information to determine current national average for fees and charges.	Completed	Short	Cycle 1	01/11/2021	30/11/2021

		to provide an annual review and upirt or charges as part of normal business in setting the Council's budget.	Once determined implement new fees and charges, including publicising revised changes to customers.	On target	Short	Cycle 2	01/02/2022	31/03/2022
			Annually increase fees, in line with corporate approach, moving forward.	On target	Short	Cycle 2	01/02/2022	31/03/2022
PRE-APP 002	On target	The turnover of planning applications from all categories for an agreed period be utilised as a base line for predicting income generation against the costs of the fee based service.	Determine time period for assessing turnover of planning applications.	On target	Short	Cycle 2	01/02/2022	28/02/2022
			Apply formula to turnover of planning applications X proposed charging fees to determine baseline for predicting income.	On target	Short	Cycle 2	01/02/2022	28/02/2022
			Utilise baseline for predicting income to tailor processes, service structure and approach to service delivery to meet income expectations.	On target	Short	Cycle 2	01/02/2022	28/02/2022
			Undertake evaluation/ analysis on a minimum of an annual basis to assess appropriateness of fees and charges.	On target	Short	Cycle 2	01/02/2022	28/02/2022
PRE-APP 003	In progress	Financial and Planning Service include in their internal KPI financial transactions received and paid for online linked to the Validation Process.	Liaise with Finance colleagues to determine most appropriate approach to gathering and analysing financial transactions received.	On target	Short	Cycle 2	01/02/2022	31/03/2022
			Undertake process mapping (where appropriate) to determine current 'as is' process and consider new 'to be' process.	In progress	Short	Cycle 1	01/11/2021	31/01/2022
			Re-assess current set of KPI's and include new financial KPI's	On target	Short	Cycle 2	01/02/2022	31/03/2022
			Continue to monitor new financial KPI's to influence continuous service improvement and influence performance.	On target	Short	Cycle 2	01/02/2022	31/03/2022
PRE-APP 004	On target	a) Financial and Planning Services evaluate the costs and benefits of utilising the Planning Portal only as a means of processing offline payments as against the current range of payment options. b) The Councils Planning Web Portal be reviewed and decisions made as to which elements of planning processes should be provided solely via the governments sponsored Planning Portal.	Undertake workshop to determine scope in terms of costs and benefits.	On target	Short	Cycle 2	01/02/2022	31/03/2022
			Utilise benchmarking information i.e. approach of Warrington.	On target	Short	Cycle 2	01/02/2022	31/03/2022
			Look to streamline the range of payment options to online only (with the caveat of phone payment etc. in circumstances where appropriate)	On target	Short	Cycle 2	01/02/2022	31/03/2022
			Devise approach to channel customers to the portal payment only.	On target	Short	Cycle 2	01/02/2022	31/03/2022
			Monitor revised process to determine effectiveness.	On target	Short	Cycle 2	01/02/2022	31/03/2022
PRE-APP 005	On target	A precise explanation be provided on council documentation explaining that charges are for professional services provided by the Planning Service.	Draft statement to be produced.	On target	Short	Cycle 2	01/02/2022	31/03/2022
			Gain approval of draft statement through appropriate channels.	On target	Short	Cycle 2	01/02/2022	31/03/2022
			Publicise approved statement on relevant documentation and relevant WLBC website pages.	On target	Short	Cycle 2	01/02/2022	31/03/2022
PRE-APP 006	In progress	The Planning Service devise a consistent way of working for all planning staff that provides clarity to officers, elected members and applicants as to the limits of preliminary advice prior to it becoming a chargeable service.	Develop process maps to determine approach to be taken for preliminary advice and limits prior to becoming a chargeable service.	In progress	Short	Cycle 1	01/11/2021	28/02/2022
			Develop standardised approach to working practices for implementation.	In progress	Short	Cycle 1	01/11/2021	28/02/2022
			Communicate standardised approach to all stakeholders via appropriate channels of engagement.	On target	Short	Cycle 2	01/02/2022	28/02/2022
			Provide officers with necessary training and 'permissions' to challenge stakeholders if revised process is not followed/ trying to be by-passed.	On target	Short	Cycle 2	01/02/2022	28/02/2022
PRE-APP 007	On target	Planning Officers apply their time within this criteria and ensure this is recorded on Idox/Uniform for charging and management purposes.	Time recording system to be investigated. Use benchmarking information where appropriate.	On target	Short	Cycle 2	01/02/2022	31/03/2022
			Revised time recording system to be approved.	On target	Short	Cycle 2	01/02/2022	31/03/2022
			Revised time recording system to be implemented across the service, facilitating engagement and buy-in form all staff.	On target	Short	Cycle 2	01/02/2022	31/03/2022
			Monitor appropriateness and effectiveness of new time management system and re-evaluate if not creating desired results.	On target	Short	Cycle 2	01/02/2022	31/03/2022
<b>COMPLAINTS PROCESS</b>								
COMPLAINTS 001	On target	The Planning Service affirm or otherwise that it is content that current council policy statements are sufficient reassurance to Officers who are the recipient of complaints alleging corruption and malpractice.	Review the existing process. Ensure input received from NP & JP.	On target	Medium	Cycle 4	01/04/2022	30/06/2022
			Explore opportunity to develop a feedback process, include both compliments and complaints.	On target	Medium	Cycle 4	01/04/2022	30/06/2022
			Develop new robust process to support and reassure Officers.	On target	Medium	Cycle 4	01/04/2022	30/06/2022
			Create opportunities to showcase positive feedback received.	On target	Medium	Cycle 4	01/04/2022	30/06/2022
			Link to Annual Report and utilise for continuous improvement for further service development.	On target	Medium	Cycle 4	01/04/2022	30/06/2022
COMPLAINTS 002	On target	The Planning Service affirm or otherwise that appropriate HR support is available should it be sought under such circumstances.	Review the existing process. Ensure input received from HR.	On target	Medium	Cycle 4	01/04/2022	30/06/2022
			Develop new robust process to strengthen current procedures.	On target	Medium	Cycle 4	01/04/2022	30/06/2022
			Further utilise the WLBC website to manage stakeholder expectations.	On target	Medium	Cycle 4	01/04/2022	30/06/2022
			Explore opportunity to develop a feedback process, include both compliments and complaints.	On target	Medium	Cycle 4	01/04/2022	30/06/2022
		The Planning Service carry out an annual and sixth monthly review of complaints to identify any learning	Undertake process mapping to revise the process for monitoring of complaints and compliments to analyse the quantitative and qualitative responses received.	On target	Medium	Cycle 4	01/04/2022	30/06/2022

COMPLAINTS 003	On target	Monthly review of complaints to identify any learning opportunities (and/or gain reassurance) from complaints that may help both the planning service and corporate entity improve service delivery and reputation.	Link to EDM Project for issuing of FOI responses online.	On target	Medium	Cycle 4	01/04/2022	30/06/2022
			Link to Annual Report and utilise for continuous improvement for further service development.	On target	Medium	Cycle 4	01/04/2022	30/06/2022
<b>STAKEHOLDER ENGAGEMENT &amp; CONSULTATION</b>								
ENGAGEMENT 001	On target	The Planning Service breakdown its weekly Planning List by Ward to enable councillors to readily become aware of planning applications.	Establish capabilities of UNIFORM to breakdown to Ward level.	On target	Long	Cycle 6	01/08/2022	30/09/2022
			Establish small working group between Planning Service and Planning Support to investigate opportunities for a new approach.	On target	Long	Cycle 6	01/08/2022	30/09/2022
			Determine clear ward boundaries for development of reports.	On target	Long	Cycle 6	01/08/2022	30/09/2022
			Begin issuing of new style reports.	On target	Long	Cycle 6	01/08/2022	30/09/2022
ENGAGEMENT 002	On target	The survey data on home working be evaluated to inform best practice working and collate any issues that impact on the planning service that may have implications for service delivery.	Undertake analysis of staff survey results.	On target	Long	Cycle 6	01/08/2022	30/09/2022
			Undertake analysis of Red Quadrant survey results.	On target	Long	Cycle 6	01/08/2022	30/09/2022
			Conduct a workshop to explore opportunities for different styles of working/ agile working.	On target	Long	Cycle 6	01/08/2022	30/09/2022
			Link with health and safety at work policies, including developing procedures to lone working on sites etc.	On target	Long	Cycle 6	01/08/2022	30/09/2022
			Link with health and wellbeing agenda, including issues surrounding mental health.	On target	Long	Cycle 6	01/08/2022	30/09/2022
			Develop a standardised approach to determine best practice and set boundaries as a team to determine flexibilities.	On target	Long	Cycle 6	01/08/2022	30/09/2022
ENGAGEMENT 003	On target	a) The Planning Service with Customer Services, Business Support and Legal Services engage in a workshop to assess process transfer and case monitoring to the first point of contact via the case management system and greater use of templates.	Conduct workshop to investigate the process and associated performance and determine what can be streamlines and/or automated.	On target	Medium	Cycle 3	01/03/2022	30/04/2022
			Process maps to be conducted. Determine use of templates; automation to be determined. Multiple channels for customer contact - look to streamline and control this process.	On target	Medium	Cycle 3	01/03/2022	30/04/2022
		b) The Planning Service review its case management processes and expectations to ensure all elements of the Planning resource have a formal responsibility and ability to respond to internal and external enquiries thereby enhancing the ability to manage case load in a seamless way.	Develop case management process with Legal Services, to track progress.	On target	Medium	Cycle 3	01/03/2022	30/04/2022
ENGAGEMENT 004	On target	The Planning Service with support from Customer Services initiate periodic customer experience interviews.	Implement sample survey approach and determine frequency of sample survey.	On target	Long	Cycle 7	01/09/2022	31/10/2022
			Undertake workshop with customer services to determine scope and availability.	On target	Long	Cycle 7	01/09/2022	31/10/2022
			Implement revised feedback process, including compliments and complaints. Promote and feedback results of analysis in a variety of formats, including Annual Report to Elected Members.	On target	Long	Cycle 7	01/09/2022	31/10/2022
			Create a customer journey based on planning perspective- not just customers itself.	On target	Long	Cycle 7	01/09/2022	31/10/2022
			Further utilise the WLBC website to manage stakeholder expectations.	On target	Long	Cycle 7	01/09/2022	31/10/2022
<b>CONSULTATION PROCESS</b>								
CONSULTATION 001	On target	The Parish Councils be encouraged where they have staff to accept the responsibility as the first point of contact for the promotion of awareness of local planning applications.	Engage with Parish Council's to determine their future requirements and current capabilities.	On target	Long	Cycle 7	01/09/2022	31/10/2022
			Determine whether Parish Council's have the resources and willingness to undertake this.	On target	Long	Cycle 7	01/09/2022	31/10/2022
			Determine opportunities to link with existing member training i.e. at the Parish Council Liaison Meeting.	On target	Long	Cycle 7	01/09/2022	31/10/2022
			Utilise exiting learning and development tools to strengthen our approach i.e. e-learning; Design Guide.	On target	Long	Cycle 7	01/09/2022	31/10/2022
			Be more pro-active in 'handholding' parish councils from the outset. Invest time at early stages. NOTE: Risk of high turnover and therefore wasted time of Officers.	On target	Long	Cycle 7	01/09/2022	31/10/2022
			Implement preferred approach to revise processes and support Parish Councils' through learning and development.	On target	Long	Cycle 7	01/09/2022	31/10/2022
CONSULTATION 002	On target	The Planning Service engage with developers and council partners on major applications to persuade them to deploy a wider range of tools including Planning for Real sessions that are interactive thereby promoting a greater understanding of their objectives.	Investigate opportunities to conduct 'Planning For Real' exercises.	On target	Long	Cycle 7	01/09/2022	31/10/2022
			Investigate a range of interactive tools for deployment within the service and provide recommendations for approval.	On target	Long	Cycle 7	01/09/2022	31/10/2022
			Conduct benchmarking exercise to compare process and practice with other authorities.	On target	Long	Cycle 7	01/09/2022	31/10/2022
			Escalate recommendations through approval process for implementation.	On target	Long	Cycle 7	01/09/2022	31/10/2022
<b>ORGANISATIONAL STRUCTURES IN PLANNING</b>								
ORGANISATIONAL 001	On target	The senior managers of the Planning Service produce a joint position statement in relation to the opportunities for change and service delivery within the context of proposals contained in the current White Paper for the Corporate Management Team.	Keep abreast of White Paper development and anticipate changes that potentially may impact the service.	On target	Long	Cycle 8	01/11/2022	30/11/2022
			Determine timescales for White Paper implementation and further develop scope for change and service delivery.	On target	Long	Cycle 8	01/11/2022	30/11/2022
			Determine if Chief Officer for design and place making is to be a requirement in the Bill.	On target	Long	Cycle 8	01/11/2022	30/11/2022

		Corporate Management Team	Begin to scope 'look and feel' of what potential structure and future service will look like.	On target	Long	Cycle 8	01/11/2022	30/11/2022
ORGANISATIONAL 002	On target	The Planning Service anticipate the changes in the White Paper and review operational work practices to identify potential latent capacity and digital platforms for delivery of the service without disruption.	Keep abreast of White Paper development and anticipate changes that potentially may impact the service.	On target	Long	Cycle 8	01/11/2022	30/11/2022
			Determine timescales for White Paper implementation and further develop scope for change and service delivery.	On target	Long	Cycle 8	01/11/2022	30/11/2022
			Consult with colleagues/ partners from neighbouring authorities to share best practice and develop consistency.	On target	Long	Cycle 8	01/11/2022	30/11/2022
ORGANISATIONAL 003	On target	a) The Planning Service adopt an integrated approach to work flows and operational practices that place the responsibility for customer engagement with all elements of the Service to support a seamless service delivery and promote resilience. b) The Planning Service engage in an internal divisional workshop to consider how daily operational practices for customer engagement and satisfaction can be enhanced by all elements of planning contributing to managing the customer engagement process including telephony contact and case management. c) A business workshop exercise be conducted between the Planning service, Telephony and Business Support to identify service transfer opportunities and the means by which they can be delivered to provide a seamless service.	Undertake joint workshop with Planning Support Team to determine revised workflows and operational practices to improve service delivery.	On target	Medium	Cycle 4	01/04/2022	30/06/2022
			Develop and undertake necessary workflows and customer journeys to identify the 'as is' and the 'to be'.	On target	Medium	Cycle 4	01/04/2022	30/06/2022
			Create process whereby Planning Officers upload documentation to the system instead of planning support to create more efficient use of resource. New process to include development of a consistent labelling system that is clear to all.	On target	Medium	Cycle 4	01/04/2022	30/06/2022
			Explore possibility of online booking service. Develop and implement as appropriate.	On target	Medium	Cycle 4	01/04/2022	30/06/2022
			Develop and implement an integrated approach that is seamless for the customer.	On target	Medium	Cycle 4	01/04/2022	30/06/2022
ORGANISATIONAL 004	On target	a) The Planning Service and HR consider pathways to promotion and development thresholds for career development based on work experience and qualifications. b) The Planning Service and HR review with trade unions and staff the range of acceptable qualifications and type of work experience relevant to becoming a Planner or career development within the Service.	Hold discussion with HR to scope potential for alternative thresholds for career development within the service. Include discussion with Trade Unions when appropriate.	On target	Long	Cycle 6	01/08/2022	30/09/2022
			Re-assess criteria and requirements within existing grading structure, with the intention to streamline and strengthen (removing unnecessary barriers to career progression).	On target	Long	Cycle 6	01/08/2022	30/09/2022
			Benchmark with other Local Authorities to learn from best practice and determine whether the career grading thresholds at West Lancashire are fit for purpose.	On target	Long	Cycle 6	01/08/2022	30/09/2022
			Develop a range of approaches which seek to retain people within the organisation, including exploring the opportunity for a career graded system based on qualification and experience. Gain approval and implement as appropriate.	On target	Long	Cycle 6	01/08/2022	30/09/2022
ORGANISATIONAL 005	On target	The Planning Service enable staff to gain experience across all divisions and develop a mutual exchange programme with other LA's.	Continue current internal programme whereby a range of staff are gaining experience in other areas of the service and expand programme where appropriate.	On target	Long	Cycle 6	01/08/2022	30/09/2022
			Create template to showcase which staff have gained experience in which areas.	On target	Long	Cycle 6	01/08/2022	30/09/2022
			Long term objective to develop in conjunction with other authorities in the local area.	On target	Long	Cycle 6	01/08/2022	30/09/2022
ORGANISATIONAL 006	Completed	Financial Services and the Planning Service review the processes, audit tracking mechanisms for determining the level of CIL/infrastructure payments to be paid and collected.	Confirm with Finance that the new 2021-22 mechanism for determining the level of CIL/ infrastructure payments is in place and working effectively.	Completed	Short	Cycle 1	15/09/2021	07/10/2021
			Review the mechanisms if required.	Completed	Short	Cycle 1	01/10/2021	07/10/2021
<b>BUSINESS SUPPORT &amp; CUSTOMER SERVICES</b>								
BUS SUPPORT 001	On target	A subject and volume analysis of back office calls to Planning including failed attempts be carried out.	Determine whether the data required is currently available and if not determine approach to begin to gather it.	On target	Medium	Cycle 4	01/04/2022	30/06/2022
			Undertake analysis of calls via statistics gathered, based on subject and volume.	On target	Medium	Cycle 4	01/04/2022	30/06/2022
			Undertake process mapping to re-assess work flows to full capacity in Uniform.	On target	Medium	Cycle 4	01/04/2022	30/06/2022
			Investigate the 'failed attempts' of calls to analyse why and develop an appropriate solution.	On target	Medium	Cycle 4	01/04/2022	30/06/2022
BUS SUPPORT 002	On target	The council consider carrying out a full business mapping process exercise of a planning process that focuses on complexity, risk , customer pathways and income generation.	Investigate current customer pathways to analyse the quantity and journey made. Look at the high level journeys to showcase opportunities to improve service delivery.	On target	Medium	Cycle 4	01/04/2022	30/06/2022
			Focus on re-developing the high level journeys to showcase opportunities to further improve service delivery.	On target	Medium	Cycle 4	01/04/2022	30/06/2022
			Identify simple ways to improve service to customers.	On target	Medium	Cycle 4	01/04/2022	30/06/2022
<b>IT INFRASTRUCTURE</b>								
IT INFRASTRUCTURE 001	Completed	West Lancs should if possible novate the contract with IDOX from BTLs in order to benefit from a more direct contractual relationship	Check with Chris Walker if the contract has been novated. The contract was novated on 1st April.	Completed				
			Check the date of contract renewal (3 year contract until 31/03/2024).	Completed				
IT INFRASTRUCTURE 002	On target	Engage with IDOX to undertake a full audit of the use of the planning system as well as provide a cost/benefit analysis of on premise v hosted delivery.	Via the user group - discuss with other councils which options work best (on premise or hosted delivery.)	On target	Medium	Cycle 5	01/05/2022	31/07/2022
			Produce a report with the current issues and possible options, including undertaking full audit (if required)	On target	Medium	Cycle 5	01/05/2022	31/07/2022

IT INFRASTRUCTURE 003	On target	Establish a user group of district councils that utilise the same systems to provide collective leverage that focuses on sharing operational practices; intelligence, problems and workaround solutions to system applications, pilot test updates and sign off regardless of whether the management of IT systems are externalised.	Discuss with user group if possible to jointly procure IDOX. Investigate practicalities of developing a system that works for everyone.	On target	Medium	Cycle 5	01/05/2022	31/07/2022
IT INFRASTRUCTURE 004	On target	a) Following the audit, West Lancs should commission a formal programme of training on the Uniform system for all planning and planning support staff.  b) Identify lead officers from within other LA's who are familiar with IDOX Uniform and commission them to provide regular training for planners on a regional or bespoke basis.	Understand what tasks need to be completed in Uniform and the full range of functionality of Uniform. Consider both planning support and planning use of Uniform/IDOX.	On target	Medium	Cycle 5	01/05/2022	31/07/2022
			Undertake training gap analysis (Kate Turner has access to both and the level of skills required.)	On target	Medium	Cycle 5	01/05/2022	31/07/2022
			Identify super users for the service, with advanced training (medium term goal)	On target	Medium	Cycle 5	01/05/2022	31/07/2022
			Explore arranging a training session - joint training session between planning support and planning.	On target	Medium	Cycle 5	01/05/2022	31/07/2022
			Create "how to" training guides with consistent indexing system used by planning support.	On target	Medium	Cycle 5	01/05/2022	31/07/2022
IT INFRASTRUCTURE 005	In progress	WLBC should consider the need to upgrade display screen equipment for planning staff and within environments used for planning committee meetings	Obtain views of officers about what they require.	In progress	Short	Cycle 1	01/01/2022	31/03/2022
			Identify what equipment is currently being used.	In progress	Short	Cycle 1	01/01/2022	31/03/2022
			Identify who would like additional equipment.	In progress	Short	Cycle 1	01/01/2022	31/03/2022
			Identify what equipment is needed for onsite visits for planning committee and planning officers	On target	Short	Cycle 1	01/01/2022	31/03/2022
			Identify budget for the equipment.	On target	Short	Cycle 1	01/01/2022	31/03/2022
			Identify who is responsible for planning committee equipment (screens in the committee room and hand held devices)	On target	Short	Cycle 1	01/01/2022	31/03/2022
IT INFRASTRUCTURE 006	On target	IT facilities and access to the Idox case management system should be reviewed to enable Planning Support and Customer services to provide a wider range and deeper level of service	Identify which staff/teams can access planning systems and what they use it for	On target	Medium	Cycle 5	01/05/2022	31/07/2022
			Investigate if customer services could get basic access to view information to support phone call enquiries.	On target	Medium	Cycle 5	01/05/2022	31/07/2022
			Investigate how customers can get access to updates on where their case is up to. Provide instructions on how to use the system to find out information.	On target	Medium	Cycle 5	01/05/2022	31/07/2022
IT INFRASTRUCTURE 007	On target	The look and feel of the Planning service web planning portal (Council webpage) requires fundamental change to facilitate the promotion of the Planning Service as part of the One Council Vision and to enhance customer access and understanding.	Scoping exercise - see what the functionality is on the current webpage and compare with other LA's.	On target	Medium	Cycle 5	01/05/2022	31/07/2022
			Hold workshop to look at the different options and which areas planning officers would like to implement/take forward.	On target	Medium	Cycle 5	01/05/2022	31/07/2022
			Identify a web champion within planning.	On target	Medium	Cycle 5	01/05/2022	31/07/2022
IT INFRASTRUCTURE 008	On target	a) IT systems should support the easy uploading of large files.  b) The capacity of software and hardware be reviewed to enable easy downloads for large plans.	Produce/reinforce communications about the acceptable file types that can be submitted. Suggestion of the files being flattened before sending.	On target	Medium	Cycle 5	01/05/2022	31/07/2022
			Link this with the action around asking people to submit applications via the planning portal.	On target	Medium	Cycle 5	01/05/2022	31/07/2022
			Contact Legal Services to see if there are any issues with asking people only to submit through planning portal.	On target	Medium	Cycle 5	01/05/2022	31/07/2022
IT INFRASTRUCTURE 009	On target	The Planning Portal (MHLG) function, templates and financial transaction services should be assessed by Planning and Finance to determine which links may offer efficiency savings in monetary and work load transfer terms.	Ensure clear signposting toward the portal on our website.	On target	Medium	Cycle 5	01/05/2022	31/07/2022
			Explore the options for different types of payment.	On target	Medium	Cycle 5	01/05/2022	31/07/2022
			Assess whether only to allow BACS payments for payments over a certain value.	On target	Medium	Cycle 5	01/05/2022	31/07/2022
			Discuss with Service Now how this could be used for pre-apps and have an interface with IDOX.	On target	Medium	Cycle 5	01/05/2022	31/07/2022
			Investigate if Planning/Planning Support can procure or be allocated Service Now licences.	On target	Medium	Cycle 5	01/05/2022	31/07/2022
IT INFRASTRUCTURE 010	On target	a) The Council ensure that IT can support virtual site assessments and presentations to the Planning Committee.  b) The Planning Service ensure its IT capabilities enable virtual site assessments to support Enforcement, Development and Policy review.	Ensure that microphones and screens work correctly in the chamber.	On target	Medium	Cycle 5	01/05/2022	31/07/2022
			Look at what technology is required for members to use and arrange procurement.	On target	Medium	Cycle 5	01/05/2022	31/07/2022
			Ensure that members are trained in the use of their IT equipment.	On target	Medium	Cycle 5	01/05/2022	31/07/2022
IT INFRASTRUCTURE 011	In progress	An appointment system be introduced for Members enquiries with casual attendance at the planning office discouraged.	Coordinate a standardised approach for an appointment booking system with all planning officers.	Completed	Short	Cycle 1	15/09/2021	30/11/2021
			Produce communications to explain the new appointment booking process. To include comms to members and team.	In progress	Short	Cycle 1	15/09/2021	31/12/2021
			Comms with the team to ensure the new approach works.	In progress	Short	Cycle 1	15/09/2021	31/12/2021
			Implement the new standardised booking system approach.	In progress	Short	Cycle 1	01/12/2021	31/01/2022
			Implement and monitor new process	In progress	Short	Cycle 1	15/09/2021	31/12/2021
IT INFRASTRUCTURE 012	On target	The hardware available to Members and Officers with particular reference to visual presentations be reviewed.	Engagement to find out what the members would appreciate in terms of equipment.	On target	Medium	Cycle 5	01/05/2022	31/07/2022
			Obtain costings and look at the different options for equipment.	On target	Medium	Cycle 5	01/05/2022	31/07/2022

IT INFRASTRUCTURE 013	On target	a) The issues around IT and understanding of its capabilities and limitations be addressed as outlined below.  b) Given the current challenges impeding site visits the Planning Service consider how an interactive technical solution can be provided to Members and on line to the public.	Check what is required by law for information shown on drawings.	On target	Medium	Cycle 5	01/05/2022	31/07/2022
			Look at the validation process - update instructions/advice for submitting plans - to include measurements.	On target	Medium	Cycle 5	01/05/2022	31/07/2022
			For more complex schemes agents to submit more detailed drawings.	On target	Medium	Cycle 5	01/05/2022	31/07/2022
<b>PLANNING PORTAL (WLBC WEBSITE)</b>								
PORTAL 001	Completed	The Planning Service remove all redundant documents from the Web Portal and validate that embedded links actually function.	Currently two validation checklists on website. Old version to be removed.	Completed	Short	Cycle 1	15/09/2021	07/10/2021
			SPD's to be reviewed and old ones removed/ archived as appropriate.	Completed	Short	Cycle 1	15/09/2021	07/10/2021
PORTAL 002	Completed	The SCI's role as a critical tool for community engagement, education and promotion of the Councils reputation be reflected in the Planning Web Portal with an appropriate explanation that is more than a short link.	Appropriate explanation of the SCI's role developed and uploaded to Portal.	Completed	Short	Cycle 1	15/09/2021	07/10/2021
<b>COMMUNICATIONS</b>								
COMMS 001	In progress	The Planning Service consider how the current West Lancs website referencing Enforcement links can be improved to reflect the Councils Vision and Values, public access, understanding and external sources of advice including links to the Planning Portal.	Review the enforcement content on the website and the contact details that are provided.	Completed	Short	Cycle 1	15/11/2021	15/12/2021
			Benchmark against other websites from LAs.	On target	Short	Cycle 2	01/02/2022	31/03/2022
			Design the new content.	On target	Short	Cycle 2	01/02/2022	31/03/2022
			When new policies/information are developed ensure this is uploaded.	On target	Short	Cycle 2	01/02/2022	31/03/2022
COMMS 002	On target	The Planning Service and Corporate Communications engage in a plain English review and communication strategy for Enforcement within the context of the law, planning policy and the Council's Vision and Priorities mission statement.	Look at how other LAs explain and communicate the key messages.	On target	Short	Cycle 2	01/02/2022	31/03/2022
			Comms campaign to stress that WLBC will enforce planning regulations. Zero tolerance on abuse of officers. On website and all external communication. Review the current statement on the website regarding vexatious complaints.	On target	Short	Cycle 2	01/02/2022	31/03/2022
			Create link to the Corporate Complaints Policy - complaints about decisions do not come under the Corporate Complaints Procedure.	On target	Short	Cycle 2	01/02/2022	31/03/2022
COMMS 003	On target	The Planning Service and Corporate Communications devise a periodical promotional campaign of the benefits of the Pre Application Advice Service.	Identify budget for the campaign.	On target	Medium	Cycle 5	01/05/2022	31/07/2022
			Devise promotional campaign using a range of measures - website, Parish Councils, posters in key venues, such as DIY stores etc.	On target	Medium	Cycle 5	01/05/2022	31/07/2022
COMMS 004	In progress	The Planning Service ensure that embedded links in web documents actually function.	Check links associated with planning are functioning.	Completed	Short	Cycle 1	15/09/2021	07/10/2021
			Explore feasibility of a digital request to LCC to create a table of contents page. Obtain costs/timescales.	Completed	Short	Cycle 1	07/10/2021	28/10/2021



			Resolve any issues with links in website documents that are identified.	Completed	Short	Cycle 1	01/12/2021	31/01/2022
			Identify top 10 most used planning webpages on our website.	On target	Short	Cycle 2	01/02/2022	31/03/2022
			Review and update top 10 most used planning webpages on our website.	On target	Short	Cycle 2	01/02/2022	31/03/2022
COMMS 005	Completed	All out-dated planning documents be removed from the councils Web Portal and time of last review dates be placed on all documents as a matter of course.	Remove outdated validation check lists from the website. Quick win.	Completed	Short	Cycle 1	15/09/2021	15/10/2021
			Add updated guidance notes on the pre-app process (along with fee schedule) and the enforcement documents. Link to the Pre-app and Enforcement actions. <b>This is a duplicate and covered under PRE-APP 005 SO WILL BE CLOSED AND COVERED UNDER THE ABOVE ACTION.</b>	Completed	Short	Cycle 2	N/A	N/A
COMMS 006	On target	The Planning Service and Corporate Communications reflect on how best to promote in the public eye the integrity of the Planning Service.	Create an FAQ document	On target	Medium	Cycle 5	01/05/2022	31/07/2022
COMMS 007	Completed	It is good practice in relation social media sites where Council Officers and Members are maligned to demand the Administrator remove the postings.	When this happens, look to see if the person should be directly contacted, or sent to the service manager to comment.	Completed	Short	Cycle 1	01/12/2021	31/01/2022
			Take the communication away from social media to have direct conversation.	Completed	Short	Cycle 1	01/12/2021	31/01/2022
COMMS 008	On target	The three service areas agree thresholds of access to case management systems to enable enhanced communications with the public on progress and annotations recording contact and response.	This action would be led by development management, business support and customer services. DEPENDENCY - availability of a suitable back office system.	On target	Medium	Cycle 5	01/05/2022	31/07/2022
<b>ELECTED MEMBER TRAINING</b>								
MEMBER TRAINING 001	On target	a) Member Training be provided on the Enforcement Process with particular reference to prosecutions and retrospective applications. b) Democratic Services amend the Council's Constitution following agreement with Members to make formal training a condition of serving on the Planning Committee. c) A workshop training module be developed for elected members and officers that covers the Pre-Application Advice Service Charging and Validation process. d) The Planning Service in conjunction with the Planning Committee prioritise key areas of training that are essential to their role including the role of Officers in presenting Reports and recommendations.	Identify what the annual training includes.	On target	Medium	Cycle 4	01/04/2022	30/06/2022
			Undertake gap analysis to find out what the training should include.	On target	Medium	Cycle 4	01/04/2022	30/06/2022
			Design bitesize courses for members.	On target	Medium	Cycle 4	01/04/2022	30/06/2022
			Develop a booklet/guide on the planning process/ FAQs - link with the enforcement plan	On target	Medium	Cycle 4	01/04/2022	30/06/2022
			Organise one training session which covers this criteria and Elected Member 002.	On target	Medium	Cycle 4	01/04/2022	30/06/2022
			Take the suggestion to member development commission (beginning of July).	On target	Medium	Cycle 4	01/04/2022	30/06/2022
MEMBER TRAINING 002	On target	a) The Council's Constitution be amended to ensure newly elected or appointed Members to the Planning Committee may attend with Observer Status until training is provided. b) Party Leaders consider whether training for all members on Planning be mandatory.	Benchmark against other local authorities e.g. Wigan Council.	On target	Medium	Cycle 5	01/05/2022	31/07/2022
			Terms of reference for the planning committee would need to be amended to say that training is mandatory.	On target	Medium	Cycle 5	01/05/2022	31/07/2022
			Terms to reference taken to member development	On target	Medium	Cycle 5	01/05/2022	31/07/2022
			Taken to planning committee	On target	Medium	Cycle 5	01/05/2022	31/07/2022
			Pre-meet with the Leaders prior to any reports being submitted to Cabinet.	On target	Medium	Cycle 5	01/05/2022	31/07/2022
			Take to Council for approval.	On target	Medium	Cycle 5	01/05/2022	31/07/2022
MEMBER TRAINING 003	On target	Democratic Services build into Members Annual diary provision for several training modules including Enforcement, Pre-Application Advice and Validation on Planning for all Members.	Planning Team to determine the possible dates.	On target	Medium	Cycle 4	01/04/2022	30/06/2022
			Once training identified liaise with Member Services to get the dates built in.	On target	Medium	Cycle 4	01/04/2022	30/06/2022
			Prior to training session, an email to be sent out to all members.	On target	Medium	Cycle 4	01/04/2022	30/06/2022





**CORPORATE AND  
ENVIRONMENTAL OVERVIEW AND  
SCRUTINY COMMITTEE:  
9 DECEMBER 2021**

**EXECUTIVE OVERVIEW AND  
SCRUTINY COMMITTEE:  
13 JANUARY 2022**

**COUNCIL: 23 FEBRUARY 2022**

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

**Relevant Portfolio Holder: Councillor I Moran**

**Contact for further information: Helen Peek, Member Services Officer (Extn. 5168 )**

**(E-mail: [Helen.Peek@westlancs.gov.uk](mailto:Helen.Peek@westlancs.gov.uk))  
Jacky Denning, Democratic Services Manager  
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Email [Jacky.Denning@westlancs.gov.uk](mailto:Jacky.Denning@westlancs.gov.uk) )**

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**SUBJECT: OVERVIEW & SCRUTINY FUNCTION REVIEW - MEMBER  
DEVELOPMENT COMMISSION RECOMMENDATIONS**

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Wards affected: Borough wide

## **1.0 PURPOSE OF THE REPORT**

1.1 To consider recommendations of the Member Development Commission, following a review of Scrutiny Arrangements of West Lancashire Borough Council, and to authorise next steps.

## **2.0 RECOMMENDATIONS TO CORPORATE & ENVIRONMENT OVERVIEW & SCRUTINY COMMITTEE**

2.1 That the recommendations arising from the Scrutiny Review undertaken by the Member Development Commission on behalf of the Council, previously adopted and implemented set out in paragraph 6 below, be noted, and the recommendations set out in paragraph 7.2 C. (i), (ii), (iii) and (iv) be endorsed.

## **3.0 RECOMMENDATIONS TO EXECUTIVE OVERVIEW & SCRUTINY COMMITTEE**

3.1 That the recommendations arising from the Scrutiny Review undertaken by the Member Development Commission on behalf of the Council, previously adopted and implemented set out in paragraph 6 below, be noted, and the recommendations set out in paragraph 7.2 C. (i), (ii), (iii) and (iv) be endorsed.

## **4.0 RECOMMENDATIONS TO COUNCIL**

- 4.1 That the recommendations arising from the Scrutiny Review undertaken by the Member Development Commission on behalf of the Council, previously adopted and implemented set out in paragraph 6 below, be noted, and the recommendations set out in paragraph 7.2 C. (i), (ii), (iii) and (iv) be approved as follows:
- (i) That the Council continue with 2 scrutiny committees (Corporate & Environmental Overview & Scrutiny Committee and Executive Overview & Scrutiny Committee)
  - (ii) That Corporate & Environmental Overview & Scrutiny Committee establish Task and finish Groups to undertake in depth scrutiny work rather than that work being undertaken by the main Committee.
  - (iii) That a permanent role of Member Services Officer at Grade SO1 at 10 hours per week be created to facilitate this work.
  - (iv) That the Members Update to remain in its current format.
- 4.2 That the Legal & Democratic Services Manager be authorised to make any necessary amendments to the Constitution.
- 4.3 That the Task and Finish Groups be established in accordance with paragraph 8 of the report, subject to the approval of the financial implications set out at paragraph 10 of the report.
- 

## **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, 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. 29 responses were received from Members. The Member Development Commission considered the outcome of the Overview & Scrutiny Questionnaire and produced a number of recommendations, which were subsequently approved. A summary of these approved recommendations and improvements to the scrutiny arrangements at West Lancashire are set out below:

## **6.0 SUMMARY OF PREVIOUSLY ADOPTED RECOMMENDATIONS**

- 6.1 Following the review undertaken by the Member Development Commission the following recommendations have been adopted and implemented:

### **6.1.1 Pre-Decision Scrutiny at Executive Overview & Scrutiny Committee**

The 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.

The new ways of working have added significant value to the decision-making process, allowing more cross party working prior to decisions being taken at Cabinet, with greater contribution and involvement from scrutiny members.

### **6.1.2 Submission of Questions in advance of meetings**

Members of Overview & Scrutiny Committees are being asked to submit questions in advance of Overview & Scrutiny meetings.

This has proved very effective in the preparation of meetings for both Members and Officers and has enabled officers to be better prepared to address any issues at the meeting, which may have previously required a reply following the meeting.

### 6.1.3 Training

In-house 'Overview & Scrutiny at West Lancashire' training sessions will 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.

### 6.1.4 Topic Selection and Scoring

Topics for in depth reviews/policy development are sought 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 felt appropriate, a workshop session could be held inviting all Members, Key Stakeholders, the Press and members of the public, if determined by the Lead Officer, in consultation with the Chairman, Vice Chairman and Opposition Spokespersons.

All potential topics received are then published on the Council website.

Scoring of submitted in-depth scrutiny topics are scored by a Panel consisting of the Chairman, Vice-Chairman and Opposition Spokespersons of the Corporate & Environmental Overview & Scrutiny Committee, with the person submitting the topic being asked if they wish to present their reasons for submitting the topic in person/virtually.

The results of the scoring exercise are then currently 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).

Following the criteria, the topic selected should meet at least one of the following:

- Improvements for local people likely.
- Community/Corporate priority area.
- Key issue for the public.
- Poor performing service.
- High level of dissatisfaction.

Each topic is scored for Importance (how well a topic fits with the Council's key aims and priorities) and impact (likely potential impact of outcomes from a scrutiny investigation of the topic in terms of community benefit).

The MDC wished to continue with the current arrangement for scoring topics as they felt it was a very fair and thorough process to choose topics, straightforward, but detailed enough to be a realistic guide for the Council's vision and priorities, which helped to ensure that topics would very much add to the work already being undertaken by the Council and would strengthen and improve services offered to residents.

However, recommendations are set out below which provide for future in-depth reviews to be undertaken by Task & Finish Groups, rather than by the main Committee.

#### 6.1.5 Attendance by others

It was agreed at Council in April 2021 that the leaders of the political groups on the Council 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.

#### 6.16 Requests for Items from the Forward Plan

As the Forward Plan is published 4 weeks prior to decisions taken by Cabinet a process has been put in place to allow Members to request items from the Forward Plan to be included on the agenda for Executive Overview & Scrutiny. Holding meetings of Executive Overview & Scrutiny 2 weeks prior to Cabinet has enabled this process to be adopted.

#### 6.17 Comparison of Overview & Scrutiny structures of other similar Local Authorities

At Council on 14 April 2021, it was resolved 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.

### **7.0 ADDITIONAL RECOMMENDATIONS FROM THE MEMBER DEVELOPMENT COMMISSION**

7.1 The Member Development Commission (MDC) compared the Overview & Scrutiny structures of other similar Local Authorities via a questionnaire sent to 28 other Local Authorities. These included Local Authorities, listed as 'similar' Authorities by CIPFA, as well as other Lancashire and Cumbria Authorities. Of the twenty-eight Authorities contacted, sixteen Authorities responded with completed questionnaires.

7.2 Responses were reported and considered by the Members Development Commission (MDC) on 7<sup>th</sup> October 2021. The minute of the meeting reads as follows:

## **"SCRUTINY REVIEW QUESTIONNAIRE - FEEDBACK FROM LOCAL AUTHORITIES**

*The Commission considered the report of the Corporate Director of Transformation & Resources, which detailed the responses from other Local Authorities in relation the Scrutiny Review Questionnaire, as agreed at the Member Development Commission held on 6 July 2021 and considered any proposed changes to the Scrutiny structures at West Lancs.*

*Discussion took place regarding Task and Finish groups. Members felt that task and finish groups provided good cross party working and could produce excellent reports due to smaller size groups being more passionate about the topic selection.*

*It was discussed that moving to task and finish groups would reduce the current heavy workload of the Corporate & Environment Overview and Scrutiny Committee as the task and finish groups can do the detailed work then produce reports and recommendations to that Committee.*

*Members felt that task and finish groups were more effective as membership of these groups didn't have to be restricted to just members of scrutiny committees, they do not stretch resources as much as a committee, they give councillors a sense of growth, and give greater scope for public engagement and stakeholders. The groups could also appoint its own chairman.*

### **AGREED:**

- A. *That the response from Local Authorities to the Scrutiny Review Questionnaire be noted.*
- B. *That it be noted of the twenty-eight Authorities contacted, sixteen Authorities responded with completed questionnaires.*
- C. *That following consideration of responses to the Scrutiny Review Questionnaire, Member Development Commission recommend:*
  - (i) *That the Council continue with 2 scrutiny committees (Corporate & Environmental Overview & Scrutiny Committee and Executive Overview & Scrutiny Committee)*
  - (ii) *That Corporate & Environmental Overview & Scrutiny Committee establish Task and finish Groups to undertake in depth scrutiny work rather than that work being undertaken by the main Committee.*
  - (iii) *That a permanent role of Member Services Officer at Grade SO1 at 10 hours per week be created to facilitate this work.*
  - (iv) *That the Members Update to remain in its current format.*
  - (v) *That a report be presented to Corporate & Environmental*



*Overview & Scrutiny Committee on 9 December 2021 and Executive Overview & Scrutiny Committee on 14 January 2022 to consider the recommendations and submitted to Council on 23 February 2022 for approval, with a proposed implementation date of May 2022, and that this report will be shared with MDC prior to submission to the relevant Overview & Scrutiny Committees."*

7.3 Members are therefore being asked to approve the recommendations of the Member Development Commission (MDC) at paragraph 7.2 C. (i), (ii), (iii) and (iv) above.

## **8.0 TASK & FINISH GROUPS**

8.1 It is recommended that Task & Finish Group be established with the following arrangements:

(a) Membership:

- 6 Members (3 Lab, 2 Con, 1 OWL)
- Additional Members (To be appointed by the Task & Finish Group/Committee if required)
- Co-optees: If required

(Members volunteer to be a member of the group, and selection is made on the members particular interest and expertise in the area being scrutinised. Members not to be restricted to Scrutiny Members, but open to all. Cabinet Members by invitation only.)

(b) Meetings:

- to be held ad hoc, dependent on the nature of the topic, eg if there is a set deadline for a review to take place and conclude in order to make a decision, the group will meet several times within a short timeframe.
- To be held virtually

(c) Remit:

- Initial meeting will set out the Terms of Reference, membership, timeframe, etc via a project plan proforma
- Final reports of the Task & Finish Group to be submitted to Corporate & Environmental Overview & Scrutiny Committee for approval prior to consideration by Cabinet / Council.

## **9.0 SUSTAINABILITY IMPLICATIONS**

9.1 The development of scrutiny will provide an opportunity to involve stakeholders, especially the local community and young people, in its on-going development and implementation and consider their views when selecting topics for future in-depth review. In-depth reviews will allow the involvement of relevant stakeholders in order to influence outcomes. In identifying topics for review, consideration will be given to future sustainability implications and regeneration, and may also have an impact on crime and disorder.

## **10.0 FINANCIAL AND RESOURCE IMPLICATIONS**

- 10.1 The additional work associated with introducing additional task and finish groups would require the creation of a part time Member Services Officer post of 10 hours per week, to facilitate this and would require a budget requirement of approx. £12,000. This will be considered as part of the budget setting process. The post will facilitate and add value to the work being undertaken by the Council and build and evolve the scrutiny function in line with the corporate direction of travel.

## **11.0 RISK ASSESSMENT**

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

## **12.0 HEALTH AND WELLBEING IMPLICATIONS**

- 12.1 There are no direct health and wellbeing implications arising from this report, however it is inevitable that there will be future implications arising from the work that scrutiny will undertake at Committees and in the Task and Finish Groups, which will be considered.

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### **Background Documents**

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

### **Equality Impact Assessment**

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

### **Appendices**

1. Minute of Corporate & Environment Overview & Scrutiny Committee – 9 December 2021 (Exec O&S and Council only)
2. Minute of Executive Overview & Scrutiny Committee – 13 January 2022 (Council only)

## CORPORATE & ENVIRONMENTAL OVERVIEW & SCRUTINY COMMITTEE

9 DECEMBER 2021

### OVERVIEW & SCRUTINY FUNCTION REVIEW - MEMBER DEVELOPMENT COMMISSION RECOMMENDATIONS

#### Motion to be moved by Councillor Dereli

That the recommendations arising from the Scrutiny Review undertaken by the Member Development Commission on behalf of the Council, previously adopted and implemented set out in paragraph 6 below, be noted, and the recommendations set out in paragraph 7.2 C. (i), (ii), (iii) and (iv) be endorsed, subject to the following agreed comments being recommended to Council:

- A. That recommendation (iii) be amended to read:
- (iii) That a permanent **allocation of 10 hours per week** at Grade SO1 at 10 hours per week be **assigned** to facilitate this work, **either as a standalone Member Services Officer role or a more substantive role combined with other duties.**
- B. **That the Task and Finish Groups be established in accordance with paragraph 8 of the report, subject to the approval of the financial implications set out at paragraph 10 of the report and the Membership details being amended a paragraph 8.1 (a) to read:**
- (a) Membership:
- 6 Members (3 Lab, 2 Con, 1 OWL) ), **subject to change each year to reflect political makeup and inclusion of Independent councillor(s) as appropriate**
  - Additional Members (To be appointed by the Task & Finish Group/Committee if required)
  - Co-optees: If required

(Members volunteer to be a member of the group, and selection is made on the members particular interest and expertise in the area being scrutinised. Members not to be restricted to Scrutiny Members, but open to all. Cabinet Members by invitation only.)



## MINUTE OF CORPORATE &amp; ENVIRONMENTAL OVERVIEW &amp; SCRUTINY COMMITTEE – 9 DECEMBER 2021

## 42. OVERVIEW &amp; SCRUTINY FUNCTION REVIEW - MEMBER DEVELOPMENT COMMISSION RECOMMENDATIONS

Consideration was given to the report of the Corporate Director of Transformation and Resources as contained on pages 197 to 204 of the Book of Reports, which was to consider the recommendations of the Member Development Commission, following a review of Scrutiny arrangements at West Lancashire Borough Council.

The Democratic Services Manager outlined the report and explained that the Member Development Commission (MDC) compared the Overview & Scrutiny structures of other similar Local Authorities via a questionnaire sent to 28 other Local Authorities.

She also gave a summary of the previously adopted recommendations of the MDC, including Pre-Decision Scrutiny at Executive Overview & Scrutiny Committee and the submission of Questions in advance of meetings.

Comments and Questions were raised in respect of:

- The structure of Task and Finish Groups
- Member's time and involvement.
- Opportunity for members of Public to participate at these.

A Motion, circulated prior to the meeting, was moved and seconded.

A vote was taken the Motion was CARRIED.

RESOLVED: That the recommendations arising from the Scrutiny Review undertaken by the Member Development Commission on behalf of the Council, previously adopted and implemented set out in paragraph 6 below, be noted, and the recommendations set out in paragraph 7.2 C. (i), (ii), (iii) and (iv) be endorsed, subject to the following agreed comments being recommended to Council:

A. That recommendation (iii) be amended to read:

"(iii) That a permanent **allocation of 10 hours per week** at Grade SO1 at 10 hours per week be **assigned** to facilitate this work, **either as a standalone Member Services Officer role or a more substantive role combined with other duties.**

B. That the Task and Finish Groups be established in accordance with paragraph 8 of the report, subject to the approval of the financial implications set out at paragraph 10 of the report and the Membership details being amended a paragraph 8.1 (a) to read:

"(a) Membership:

- 6 Members (3 Lab, 2 Con, 1 OWL) ), **subject to change each year to reflect political makeup and inclusion of Independent councillor(s) as appropriate**
- Additional Members (To be appointed by the Task & Finish Group/Committee if required)
- Co-optees: If required

(Members volunteer to be a member of the group, and selection is made on the members particular interest and expertise in the area being scrutinised. Members not to be restricted to Scrutiny Members, but open to all. Cabinet Members by invitation only.)



**AGENDA ITEM:**

**EXECUTIVE OVERVIEW & SCRUTINY  
COMMITTEE: 13 January 2022**

**CABINET: 25 January 2022**

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

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

**Contact for further information: Peter Quick (Extn. 5203)**

**[\(\[peter.quick@westlancs.gov.uk\]\(mailto:peter.quick@westlancs.gov.uk\)\)](mailto:peter.quick@westlancs.gov.uk)**

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

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Wards Affected: Borough wide

**1.0 PURPOSE OF THE REPORT**

1.1 To enable the Council to set its Housing Revenue Account (HRA) budget and capital investment programme for the next financial year 2022/23.

**2.0 RECOMMENDATIONS TO EXECUTIVE OVERVIEW AND SCRUTINY COMMITTEE**

2.1 That the budget position be considered and that any comments agreed by the Committee be submitted to the Housing and Landlord Services Portfolio Holder in advance of the Council meeting to be held on 23 February 2022.

**3.0 RECOMMENDATIONS TO CABINET**

3.1 That the financial position be noted and consideration given to the budget matters set out in this report.

3.2 That the use of the Director of Place & Community's delegated authority in relation to rent and service charge changes be noted and endorsed.

3.3 That this report be used for consultation purposes prior to the Council considering this matter in February 2022.

- 3.4 That the Housing and Landlord Services Portfolio Holder be given delegated authority to submit firm proposals to Council on 23 February 2022 to enable the budget to be set.

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## **4.0 BACKGROUND**

- 4.1 The Council must set a budget for its Housing Revenue Account (HRA) before the start of each financial year, and this budget will set out the financial basis for the delivery of services. The budget that is set must enable Council and tenant priorities to be delivered but must also be affordable. In addition it should comply with best practice requirements on budget setting and meet statutory and accounting regulations.
- 4.2 The Covid pandemic has had a substantial operational impact for WLBC during 2020/21 and 2021/22, particularly in relation to the delivery of services and collection of rents. This coincided with the new SORP organisation structures and working methods coming into place from 1 April 2020.

## **5.0 RENTAL INCOME**

- 5.1 In line with our standard practice, the Director of Place & Community will use her delegated authority to increase the majority of tenant rents by 4.1%, (being September CPI of 3.1% plus 1%), from April 2022.
- 5.2 To ensure compliance with the specific rules of the new rent policy and rent standard, a number of specific rules will also be applied to WLBC rents:
- To ensure strict adherence to the maximum rent increase that is allowed of CPI + 1%, all rents with this increase will be rounded down to the nearest penny. The effect in any individual year is negligible and penny differences over time will be corrected each time a property is re-let.
  - Around 1% of properties will have an increase in rent of between 0% and 3.1%, (being September 2021 CPI), rounded down if applicable.
- 5.3 The rent budget is also affected by the number of properties within the Housing Stock which will be influenced by Right to Buy Council house sales (which is outside the Council's control), the number of homes built or purchased, and the number of homes demolished as part of revival and development projects.

## **6.0 OTHER CHARGES**



- 6.1 The general principle applied to service charges is that they should be calculated to ensure that they are sufficient to recover the full cost of service provision. In addition, the Government has advised, but not directed, that it would expect service charge increases to be limited to CPI + 1% unless there is a very clear rationale.
- 6.2 In keeping with this principle, it is proposed to increase the general level of service charges next year by 4.1% (based on the September CPI rate of 3.1% plus 1.0% in line with our standard practice). In general, the service charges apply to communal properties such as sheltered stock and flats as well as residents who receive the Council's furnishing service.
- 6.3 There will be a number of exceptions to this general approach including:
- The heating charge for each property in 2022/23 will be calculated based on estimated cost. This means that different charges will apply to different residents. Gas prices have increased significantly in recent months. However; the heating account overall remains in surplus, so increases for most our residents will be limited to 2%, except for around 100 residents who will receive an increase between 0% and 2%, and around 71 residents who will receive an increase of between 2% and 4%
  - As in 2021/22, garage rents will be increased by CPI, (3.1%).
- 6.4 There are a number of changes to service charges for leaseholders. Some leaseholders might see an overall increase in their bill in excess of 4.1% During 2020/21 and 2021/22 budget setting it was advised that to avoid excessive increases in one year we would phase increases over two or three years in some cases, so some increases will continue to be phased in over 2022/23.

## **7.0 REVENUE ESTIMATES**

- 7.1 Work on the HRA revenue estimates for 2022/23 is ongoing and will be reported at Council. The estimates will provide the detailed information that sets out the financial basis for how HRA service objectives will be achieved. They will cover all areas of revenue expenditure and income and include changes in the base budget required to roll forward agreed service levels, such as pay and contract inflation, but will not allow for any service improvements.
- 7.2 The HRA estimates summary in 7.3 below provides a high-level picture consistent with 2021/22 mid-year reporting, and makes clear the main assumptions being applied. Appendix 1 details the draft estimates for 2022/23.

## 7.3

## Indicative HRA Revenue Estimates Summary 2022/23

Budget Area	2021/22 Budget £000	Mid year Forecast Variance £000	2022/23 Summary £000	Assumptions
Employee Expenses	3,617	-100	4,059	£325k resourcing changes; 2% assumed pay uplift; 1.25% welfare tax/NI.
Void repairs and response repairs	3,504	1,000	4,504	£1m forecast overspend in 21/22 assumed to base. Wates business cases assumed to be refuted.
Other premises costs	3,314	-200	3,512	No contract inflation identified. Electrical testing budget moved from supplies & services.
Transport costs	149	0	162	No contract inflation identified. Modest increase in fleet recharge costs.
Budget contingency	482	-482	260	Returned to base budget contingency amount
Supplies and Services	1,194	-50	980	Electrical testing moved to premises related costs
Support Services and internal income (net)	2,927	0	2,736	2% uplift assumed on recharges not yet finalised, pending completion of work.
Loan interest & Contribution towards Repayment	3,407	0	3,419	£3,057k interest – existing debt £362k existing debt repayment set aside

Contributions to capital	7,600	0	7,435	Balancing item
Dwelling rents	-23,260	-25	-24,300	4.1% uplift on the majority of tenant rents. Assumed rtb losses outweighed by new stock from TVD.
Other external income	-2,934	-25	-3,087	Several different income streams that behave in different ways. 4.1% increase to most service charges; 3.1% on garages.
<b>Total</b>	<b>0</b>	<b>118</b>	<b>-320</b>	

## 8.0 CAPITAL INVESTMENT PROGRAMME

8.1 The Capital Investment Programme for the next seven years is shown in 8.2, below. These are the remaining years from the eight year housing capital programme approved by Council in February 2021. £400k of 2021/22 Walls budget, reprofiled at mid-year into 2022/23 has also been added. The budgets have initially been profiled equally to support resource allocation and contract procurement, Operational changes between years will be reflected in budget adjustments forwards or backwards.

8.2 Capital investment Plan until 2028/29

Scheme	22/23 £000's	23/24 £000's	5 Years 2024-29
Roofing	1,105	1,105	5,519
External Works	833	833	4,165
Kitchens	733	733	3,664
Heating	851	851	4,257
Windows & Doors	448	448	2,241
Electrics	329	329	1,644
Bathrooms	463	463	2,317
Walls	844	444	2,219
Fire Safety Works	101	101	507
Communal Services	133	133	667
<b>Housing Capital Investment Plan</b>	<b>5,840</b>	<b>5,440</b>	<b>27,200</b> <b>(5,440pa)</b>
Carbon Neutral Dwellings	475		
Salary costs & Professional Fees	600	600	3,000
Disabled Adaptations	502	502	2,510
Contingency	300	300	1,500
Change in Standard for Smoke	300	300	1,500
Environmental Programme	364	200	1,000
Sheltered Housing Upgrades	140	140	700
Lifts	35		
Solar PV Battery Storage	25		
<b>Other Housing Schemes</b>	<b>2,741</b>	<b>2,042</b>	<b>10,210</b> <b>(2,042pa)</b>
<b>Total Expenditure</b>	<b>8,581</b>	<b>7,482</b>	<b>37,410</b> <b>(7,482pa)</b>

\*Funded from revenue contributions and HRA borrowing

\*\*No contract inflation added at this stage

8.3 Delivery of Tawd Valley Developments phase one continues, providing additional housing for WLBC tenants. The budget of £17.009m for phase one not used in 2020/21 was reprofiled into 2021/22. Phase one budget for phase one works to be delivered in 2022/23 will be reprofiled at year end, once the 2021/22 outturn position is known. Phase one funding plans were to utilise borrowing as well as Homes England Grants and 141 receipts. If the financial position at the end of 2021/22 supports it, funding may be switched to revenue contributions to avoid the unnecessary use of borrowing.

8.4 HRA budget relating to Tawd Valley Developments phases two and three are being finalised, in line with the approved TVD business plan values, which cover both Council Housing and houses for private sale.

## 9.0 BUDGET PROPOSALS

9.1 In addition to the roll over budget in continuing services, it is also important to consider new budget issues and areas for development. The table in 9.2 indicates budget issue that officers have identified so far and that should be considered as part of the budget process. Members will need to consider these options, plus any others that may emerge through the budget process and determine which proposals to include in the final budget to meet service objectives.

9.2 Indicative HRA budget issues and ambitions

	Indicative budget Issues	2022/23 £000	2023/24 £000	2024/25 £000
	<b>Capital Expenditure</b>			
1	Regeneration project - £9m	1,000	4,000	4,000
2	Abritas upgrade	36	3	
3	Digital screens for Sheltered schemes	12		
	<b>Sub Total</b>	<b>1,048</b>	<b>4,003</b>	<b>4,000</b>
	<b>Revenue Expenditure</b>			
1	Second half of stock condition survey	300		
2	ASB prevention measures	10	10	10
3	Hardship fund - ongoing	10	10	10
	<b>Sub Total</b>	<b>320</b>	<b>20</b>	<b>20</b>
	<b>Total</b>	<b>1,368</b>	<b>4,023</b>	<b>4,020</b>

\*revenue policy options will be funded from the HRA (rents)

\*\*capital policy options will be funded by HRA borrowing

- 9.3 The views of tenants and residents will also be considered through meeting with the tenant scrutiny group and reviewing the proposed HRA revenue and capital budgets as well as the new budget issue.

## **10.0 SUSTAINABILITY IMPLICATIONS**

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

## **11.0 RISK ASSESSMENT**

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

## **12.0 HEALTH AND WELLBEING IMPLICATIONS**

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

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### **Background Documents**

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

### **Equality Impact Assessment**

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

## Appendix 1 – HRA Draft Estimates 2022/23

	Employees	Running Expenses	External income	Total Cash	Support Services & Capital Charges	Net budget
Budget 2022/23	£	£	£	£	£	£
<b>General Expenses</b>						
Premises Related Expenses	0	167,890	0	167,890	0	167,890
Bad Debts Provision	0	160,000	0	160,000	0	160,000
Capital Programme Contribution	0	0	0	0	7,434,510	7,434,510
Debt Principal Repayment	0	0	0	0	362,110	362,110
Debt Charges	0	0	0	0	3,056,990	3,056,990
<b>Sub-Total</b>	<b>0</b>	<b>327,890</b>	<b>0</b>	<b>327,890</b>	<b>10,853,610</b>	<b>11,181,500</b>
<b>Supervision, Management, Repairs &amp; Maintenance</b>						
Central Administration	285,310	858,270	-414,220	729,360	2,735,460	3,464,820
Income & Financial Inclusion	666,050	103,770	0	769,820	151,750	921,570
<b>Tenancy Services</b>						
Allocations	278,700	69,250	-90	347,860	10,000	357,860
Estate Management	301,700	303,600	-30	605,270	24,380	629,650
Other Tenancy Services	34,550	228,560	-288,870	-25,760	0	-25,760
Elderley & Disabled Support	304,710	98,150	-653,030	-250,170	181,480	-68,690
<b>Sub-Total</b>	<b>919,660</b>	<b>699,560</b>	<b>-942,020</b>	<b>677,200</b>	<b>215,860</b>	<b>893,060</b>
<b>Property Services</b>						
Property Services Management	750,480	1,096,800	-210	1,847,070	-140,070	1,707,000
Caretakers	407,160	153,420	-41,220	519,360	-43,220	476,140
Maintenance of Grassed Areas	0	869,570	-31,440	838,130	0	838,130
Responsive & Void Repairs	344,910	4,563,140	-58,000	4,850,050	-14,130	4,835,920
Independent Living Premises Costs	239,260	313,360	-745,250	-192,630	148,270	-44,360
Planned Maintenance	446,300	432,570	-3,780	875,090	-316,880	558,210
<b>Sub-Total</b>	<b>2,188,110</b>	<b>7,428,860</b>	<b>-879,900</b>	<b>8,737,070</b>	<b>-366,030</b>	<b>8,371,040</b>
<b>General Income</b>						
Customer & Client Receipts	0	0	-25,150,990	-25,150,990	0	-25,150,990
Interest	0	0	0	0	-1,000	-1,000
<b>Sub-Total</b>	<b>0</b>	<b>0</b>	<b>-25,150,990</b>	<b>-25,150,990</b>	<b>-1,000</b>	<b>-25,151,990</b>
Transfers to/from Reserves	0	0	0	0	0	0
<b>Grand Total</b>	<b>4,059,130</b>	<b>9,418,350</b>	<b>-27,387,130</b>	<b>-13,909,650</b>	<b>13,589,650</b>	<b>-320,000</b>

\*Independent living premises costs have been moved from Tenancy Services to Property Services, reflecting management of the budget. The budget for Elderley & Disabled support remains in Tenancy Services.

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



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

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