



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

Tuesday, 7 December 2021

TO: THE MAYOR AND COUNCILLORS

Dear Councillor,

You are summoned to a meeting of the **COUNCIL** to be held in the **COUNCIL CHAMBER, 52 DERBY STREET, ORMSKIRK L39 2DF** on **WEDNESDAY, 15 DECEMBER 2021** at **7.30 PM** at which your attendance is requested.

Yours faithfully

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

Jacqui Sinnott-Lacey
Chief Operating Officer

AGENDA
(Open to the Public)

PAGE(S)

1. **PRAYERS**
2. **APOLOGIES**
3. **DECLARATIONS OF INTEREST**
If a member requires advice on Declarations of Interest, he/she is advised to contact the Legal and Democratic Services Manager in advance of the meeting. (For the assistance of members a checklist for use in considering their position on any particular item is included at the end of this agenda sheet.) 483 - 484

- 4. MINUTES**
To receive as a correct record, the minutes of the following meetings held on Wednesday, 13 October 2021:
- a) Special Meeting (Freedom of the Borough) 485 - 486
 - b) Special Meeting (Alderman) 487 - 488
 - c) Ordinary Meeting 489 - 504
- 5. ANNOUNCEMENTS BY THE MAYOR AND/OR THE CHIEF OPERATING OFFICER**
- 6. TO ANSWER ANY QUESTIONS UNDER THE PROVISIONS OF COUNCIL PROCEDURE RULE 10.2**
- 7. MINUTES OF COMMITTEES**
To receive the minutes of the following meetings, to confirm, if appropriate, such of the minutes as require confirmation and to pass such resolutions as the Council may deem necessary:
- a) Licensing & Appeals Committee - Tuesday, 5 October 2021 505 - 506
 - b) Planning Committee - Thursday, 14 October 2021 507 - 512
 - c) Audit & Governance Committee - Tuesday, 26 October 2021 513 - 516
 - d) Planning Committee - Thursday, 25 November 2021 517 - 520
 - e) Strategic Asset Purchasing Committee - Tuesday, 30 November 2021 521 - 524
- 8. HRA REVENUE & CAPITAL MID-YEAR REVIEW**
To consider the report of the Head of Finance, Procurement and Commercial Services. 525 - 540
- 9. MID-YEAR GENERAL REVENUE ACCOUNT (GRA) FINANCIAL UPDATE 2021/2022** 541 - 546
To consider the report of the Head of Finance, Procurement and Commercial Services.
- 10. CAPITAL PROGRAMME MID YEAR REVIEW** 547 - 564
To consider the report of the Head of Finance, Procurement and Commercial Services.
- 11. TREASURY MANAGEMENT AND PRUDENTIAL INDICATORS MONITORING 2021-22** 565 - 574
To consider the report of the Head of Finance, Procurement and Commercial Services.
- 12. REVISED COMMERCIAL PROPERTY STRATEGY** 575 - 598
To consider the report of the Head of Finance, Procurement and Commercial Services.

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| 13. | APPROVAL OF STATEMENT OF LICENSING POLICY AND AUTHORISATIONS REQUIRED BY THE GAMBLING ACT 2005
To consider the report of the Corporate Director of Place & Community. | 599 - 636 |
| 14. | ANTI-SOCIAL BEHAVIOUR, CRIME AND POLICING ACT 2014: PUBLIC SPACE PROTECTION ORDER IN RESPECT OF PIMBO INDUSTRIAL ESTATE
To consider the report of the Corporate Director of Place & Community. | 637 - 646 |
| 15. | WEST LANCASHIRE ELECTORAL REVIEW - LGBCE DRAFT RECOMMENDATIONS
To consider the report of the Chief Operating Officer. | 647 - 660 |
| 16. | DUKE OF LANCASTER REGIMENT - FREEDOM OF THE BOROUGH AND FREEDOM OF ENTRY
To consider the report of the Chief Operating Officer. | 661 - 664 |
| 17. | APPOINTMENT OF POLLING DISTRICTS CHAIRMAN & STRATEGIC ASSETS PURCHASING COMMITTEE VICE-CHAIRMAN
To consider the report of the Corporate Director of Transformation & Resources. | 665 - 666 |
| 18. | TIMETABLE OF MEETINGS 2022/23
To consider the report of the Corporate Director of Transformation & Resources. | 667 - 672 |
| 19. | EXECUTIVE DECISIONS - SPECIAL URGENCY
To consider the report of the Corporate Director of Transformation & Resources. | 673 - 674 |
| 20. | EXCLUSION OF PRESS AND PUBLIC
It is recommended that members of the press and public be excluded from the meeting during consideration of the following item(s) of business in accordance with Section 100A(4) of the Local Government Act 1972 on the grounds that it involves the likely disclosure of exempt information as defined in Paragraph 3 (Financial/Business Affairs) of Part 1 of Schedule 12A to the Act and as, in all the circumstances of the case the public interest in maintaining the exemption under Schedule 12A outweighs the public interest in disclosing the information. | |

PART 2 - NOT OPEN TO THE PUBLIC

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| 21. | LEISURE PROCUREMENT STRATEGY REVIEW
(Relevant Portfolio Holder: Councillor Y Gagen) | 675 - 704 |
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PART 3 - OPEN TO THE PUBLIC

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| 22. | MOTIONS
To consider the following Motion included on the agenda at the request | |
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of the Member indicated:

a) **Governance Arrangements - Motion Included by Councillor Adrian Owens**

"This Council recognises that the current constitutional arrangements may not be well-suited to a situation of 'No Overall Control' and resolves to consider possible changes to its Constitution and to its Governance arrangements.

The Chief Operating Officer is instructed to bring a Report to a Full Council Meeting no later than February 2023 setting out the options and necessary actions that would be need to be taken into account to discontinue the existing Leader and Cabinet system of decision making and to revert to a Committee system with effect from the start of the civic year beginning in May 2023. The Report of the Chief Operating Officer is to also set out the statutory framework, possible options for political governance structures, timescales and detailed implications of any change.

This Council also authorises:

- (a) The establishment of a cross party working group to thoroughly investigate the options for any change in the political system of governance. The working group is to comprise 3 Labour, 2 Conservative and 1 Our West Lancashire Members and is to be chaired by Councillor David Whittington. The cross party working group is expected to report its findings to the Full Council Meeting no later than February 2023.
- (b) An all Member briefing on the options for change and their implications to be provided with the support of the Centre for Governance & Scrutiny and/or the Local Government Association.
- (c) That the Chief Operating Officer in consultation with the Chairman of the Cross-party working group be authorised to commission the above independent review and that it be funded by allocating appropriate reserves."

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

FIRE EVACUATION PROCEDURE: Please see attached sheet.

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

For further information, please contact:-
Jacky Denning on 01695 585384
Or email jacky.denning@westlancs.gov.uk

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

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

IF YOU DISCOVER A FIRE

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

ON HEARING THE FIRE ALARM

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

NOTES:

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

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

CHECKLIST FOR PERSON IN CHARGE

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

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

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

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

NOTE:

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

CHECKLIST FOR ZONE WARDEN

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

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

INSTRUCTIONS FOR DOOR WARDENS

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