



Jacqui Sinnott-Lacey
Chief Operating Officer

52 Derby Street
Ormskirk
West Lancashire
L39 2DF

Tuesday, 9 May 2023

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, 17 MAY 2023** at **7.30 PM** at which your attendance is requested.

Yours faithfully

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

Jacqui Sinnott-Lacey
Chief Operating Officer

AGENDA
(Open to the Public)

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

4. **MINUTES**
To receive as a correct record, the minutes of the previous meeting held on Wednesday, 5 April 2023.
5. **A. ELECTION OF MAYOR FOR ENSUING YEAR** 3 - 4
B. APPOINTMENT OF DEPUTY MAYOR FOR THE ENSUING YEAR
(See attached Procedural Note.)
6. **ANNOUNCEMENTS BY THE MAYOR AND/OR THE CHIEF OPERATING OFFICER**
7. **ELECTION OF THE LEADER, THE LEADER'S APPOINTMENT OF THE DEPUTY LEADER AND CABINET, AND 'PROPER OFFICER PROVISIONS AND SCHEMES OF DELEGATION'** 5 - 8
To consider the report of the Chief Operating Officer.
8. **TO NOTE THE APPOINTMENT OF THE LEADER AND DEPUTY LEADER OF THE CONSERVATIVE GROUP**
9. **APPOINTMENT OF COMMITTEES ETC 2023/24** 9 - 26
To consider the report of the Chief Operating Officer.
10. **APPOINTMENT OF CHAIRMEN AND VICE-CHAIRMEN OF COMMITTEES**
To appoint the Chairmen and Vice-Chairmen of Committees as indicated in the Appendix to be circulated as part of Agenda Item 9.

(If there are more than two people nominated for any position to be filled and there is not a clear majority of votes in favour of one person, then the name of the person with the least number of votes will be taken off the list and a new vote taken. The process will continue until there is a majority of votes for one person.)

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**.

Agenda Item 3

MEMBERS INTERESTS 2012

A Member with a disclosable pecuniary interest in any matter considered at a meeting must disclose the interest to the meeting at which they are present, except where it has been entered on the Register.

A Member with a non pecuniary or pecuniary interest in any business of the Council must disclose the existence and nature of that interest at commencement of consideration or when the interest becomes apparent.

Where sensitive information relating to an interest is not registered in the register, you must indicate that you have an interest, but need not disclose the sensitive information.

Please tick relevant boxes

Notes

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

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

Interest

Employment, office, trade, profession or vocation

Sponsorship

Prescribed description

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

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

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

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

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

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

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

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

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

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

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

'a connected person' means

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

'body exercising functions of a public nature' means

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

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

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

ANNUAL COUNCIL MEETING – 17 MAY 2023 PROCEDURE FOR THE INVESTITURE OF MAYOR AND DEPUTY MAYOR

1.0 INVESTITURE OF MAYOR

- 1.1 After the Mayor’s Chaplain has led the Council in prayer, the Mayor, Councillor Mrs Westley will invite the submission of apologies for absence from the meeting.

The Mayor will then take the opportunity of thanking those who have helped him during his term of office.

The Mayor will then thank her Mayoress, Mrs Doreen Stephenson for all her help and support during the last year.

- 1.2 The Mayor will invite nominations for the office of Mayor.

Any nominations will need to be moved and seconded in the following terms:

“That Councillor be elected Mayor for the ensuing Municipal Year.”

Nominees will signify their assent to the nomination.

- 1.2 If there is more than one nomination, an election will take place.
1 vote in favour for 1 person
(If there are more than two people nominated and there is not a clear majority of votes in favour of one person, then the name of the person with the least number of votes will be taken off the list and a new vote taken. The process will continue until there is a majority of votes for one person.)

2.0 DECLARATION OF ACCEPTANCE OF OFFICE - MAYOR

The newly elected Mayor will make the Declaration of Acceptance of Office.

3.0 MAYOR’S MAYORESS/CONSORT

The Mayor will then announce who the Mayoress/Consort will be for the year.

4.0 MAYOR’S SPEECH AND VOTE OF THANKS

The newly elected Mayor will then make a short speech thanking the Council for electing them and will propose a vote of thanks to the retiring Mayor.

5.0 INVESTITURE OF DEPUTY MAYOR

- 5.1 The newly elected Mayor will then invite nominations for the appointment of Deputy Mayor.

- 5.2 A motion will then be moved and seconded in the following terms:

“That Councillor be appointed Deputy Mayor of the Council for the ensuing Municipal Year.”

Nominees will signify their assent to the nomination.

- 5.3 If there is more than one nomination, an election will take place.

1 vote in favour for 1 person

(If there are more than two people nominated and there is not a clear majority of votes in favour of one person, then the name of the person with the least number of votes will be taken off the list and a new vote taken. The process will continue until there is a majority of votes for one person.)

6.0 DECLARATION OF ACCEPTANCE OF OFFICE – DEPUTY MAYOR

6.1 The newly appointed Deputy Mayor will make the Declaration of Acceptance of Office and a short speech of thanks.

6.2 The Deputy Mayor will then announce who the new Deputy Mayoress/Deputy Consort will be.

7.0 REMAINING ITEMS OF BUSINESS

The Council will then proceed to the remaining items of business on the agenda.



ANNUAL COUNCIL: 17 MAY 2023

Report of: Chief Operating Officer

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

SUBJECT: ELECTION OF THE LEADER, THE LEADER'S APPOINTMENT OF THE DEPUTY LEADER AND CABINET, AND 'PROPER OFFICER PROVISIONS AND SCHEMES OF DELEGATION'

Borough-wide interest

1.0 PURPOSE OF THE REPORT

1.1 To elect the Leader of the Council until the Annual Meeting in 2024, to note the Leader's appointment of a Deputy Leader for the same term and of Cabinet for the Municipal Year 2023/24, and to confirm/note the 'Proper Officer Provisions and Schemes of Delegation'.

2.0 RECOMMENDATIONS

2.1 That a Councillor be elected as the Leader of the Council for a term of office expiring on the date of the Annual meeting in 2024.

2.2 That the Member appointed by the Leader as Deputy Leader for the same term of office, and the Members appointed by the Leader as Members of the Cabinet for 2023/24, with the Portfolios identified by the Leader, set out in the Appendix to the report, be noted.

2.3 That the 'Proper Officer Provisions and Scheme of Delegation to Chief Officers', insofar as they are Council functions be confirmed and insofar as they are Cabinet functions it be noted that the Leader has delegated these to the officers stated therein.

2.4 That the Leader's Scheme of Delegation to Cabinet members, be updated to reflect the Portfolios/Portfolio Holders now appointed.

3.0 BACKGROUND

3.1 The Council has been operating executive arrangements under the Local Government Act 2000 since May 2002. The Council's Constitution was first

adopted at that time and continues to be updated to take account of changes since then. On 15 December 2010 the Council resolved to change its executive arrangements from May 2011, as required by the Local Government Public Involvement in Health Act 2007, and adopt the Leader and Cabinet Executive (England) model.

- 3.2 The Localism Act 2011 altered the local governance arrangements in the Local Government Act 2000. The key points were that the Leader and Cabinet Executive arrangements kept the Strong Leader features, but the Council could move to the Committee system, if it wished, with one or more overview and scrutiny committees, but this was not obligatory. The legal requirement for the Leader to be elected for a 4-year term was removed and the Council returned to a 12-month term of office for the Leader.
- 3.3 The Council should therefore elect a Leader of the Council until the day of the next Annual Meeting. The election will be by direct ballot. If there is more than one nomination, an election will take place. 1 vote in favour for 1 nominated person. If there are more than two people nominated and there is not a clear majority of votes in favour of one person, then the name of the person with the least number of votes will be taken off the list and a new vote taken. The process will continue until there is a majority of votes for one person. The Leader remains a member of the Council until the next Annual Council meeting unless he/she resigns from the office of Leader; is disqualified from being a Councillor; or the Council so resolve. This provision would be applicable in circumstances such as the Leader wishing to step down, political change or the Council wishing to remove a Leader from office.
- 3.4 The Leader determines the size of the Cabinet, appoints the Deputy Leader for the same term as their own and appoints Members of the Cabinet and allocates portfolios or areas of responsibility to the various Cabinet Members. The Leader also allocates decision-making powers to the Cabinet and individual Cabinet Members and is responsible for removing and replacing Cabinet Members. In addition, it is the Leader who approves the Scheme of Delegation of executive (Cabinet) powers to officers. Under the Local Government Act 2000, the Cabinet is to consist of the Leader, together with at least 2, but not more than 9 Councillors. The executive cannot be the chairman or vice-chairman of the authority.
- 3.5 From May 2024 the Council will operate a Committee system. There will still be a requirement to appoint a Leader although they will have no formal legal powers and duties vested in them under the Local Government Act 1972 or the Local Government Act 2000. However, in practice, all local authorities need to appoint a Leader and the Leader will hold the most significant elected Member role within the Council. The Council's Leader will be the political/elected head, the focus for policy direction and community development and the chief advocate and ambassador for the Borough.

4.0 FINANCIAL IMPLICATIONS

- 4.1 Appropriate resources are in place to provide support for the current political management system. The Leader, Deputy Leader and Members of the Cabinet receive a Special Responsibility Allowance, as approved at the budget Council meeting held in February.

5.0 SUSTAINABILITY IMPLICATIONS

5.1 The Local Government Act 2000 and supporting legislation and guidance requires the Council to maintain a Constitution setting out the working rules and procedures of the Council.

6.0 RISK ASSESSMENT

6.1 Appointing the Leader at the Annual meeting ensures that the Council meets its statutory responsibilities.

7.0 HEALTH AND WELLBEING IMPLICATIONS

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

Background Documents

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

Equality Impact Assessment

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

Appendices:

Constitution 4.1A – Membership of the Cabinet (To follow)

Constitution 4.2 Proper Officer Provisions and Scheme of Delegation to Chief Officers:
[Constitution - West Lancashire Borough Council \(westlancs.gov.uk\)](http://westlancs.gov.uk)



ANNUAL COUNCIL: 17 MAY 2023

Report of: Chief Operating Officer

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

SUBJECT: APPOINTMENT OF COMMITTEES etc 2023/24

Borough wide interest

1.0 PURPOSE OF REPORT

1.1 To consider the appointment of Committees etc and their terms of reference and the allocation of seats thereon to the political groups for the Municipal Year 2023/24.

2.0 RECOMMENDATIONS

- 2.1 That, for the period ending with the next Annual Meeting of the Council, or such lesser period should the political balance or allocation to political groups change during the year requiring a review under the provisions of the Local Government and Housing Act 1989, the Committees, Sub-Committees etc be appointed as detailed in the attached Appendix and that the allocation of seats to the political groups be as indicated.
- 2.2 That the representatives of the political groups on the Committees etc now appointed shall be as indicated on the attached Appendix 1 (Constitution 4.1A) and the appointment of the Independent Persons & the 2 Parish Council Representatives on the Standards Committee, be as detailed in the appendix.
- 2.3 That the terms of reference for the Committees etc now appointed be agreed as set out in Constitution 4.1: Responsibility for Functions.
- 2.4 That it be noted that the Leader has appointed Cabinet Working Groups as indicated on Appendix 1 to the report, with the terms of reference included in Constitution 4.1: Responsibility for Functions.
- 2.5 That it be noted that the Chief Operating Officer, in consultation with the Leader and Deputy Leader, will appoint representatives to the Outside Bodies listed in Constitution 4.1C Cabinet and Council Appointments to Outside Bodies

3.0 APPOINTMENT OF COMMITTEES, SUB-COMMITTEES etc

- 3.1 At its Annual Meeting, the Council is under an obligation, under Section 15(1) of the Local Government and Housing Act 1989, to review the representation of the Political Groups on Committees and Sub-Committees. Under the Act, the numbers of seats on ordinary Committees have to be aggregated and allocated to the proportion that each political group bears to the total members of the Council, in so far as reasonably practicable. The current elected membership of the Council is 45. The Labour Group has 26 members – 58% of the total membership, the Conservative Group has 15 members – 33% of the total membership, ‘Our West Lancashire’ has 1 member (2%) of the total membership (which does not constitute a Political Group) and there are 3 vacancies (7%) of the total membership,.
- 3.2 Of the seats available in Committees, these will be allocated to the Labour Group and the Conservative Group, in line with the above. The allocation of remaining seats not allocated to any Political Group will fall to be made by the Council in its discretion. The regulations provide that the Council must only appoint from Members who belong to no Political Group. The remaining seats must therefore be allocated to a Member that does not belong to a Political Group.
- 3.3 There is no legal requirement under the 1989 Act to aggregate the number of seats on ordinary sub-committees. The Act simply requires the seats on such sub-committees to be allocated to the political groups in the same proportion as each group bears to the whole Council. Political balance rules do not apply to Working Groups or Commissions.
- 3.4 The entitlement to seats under the Council's Political Management Structure is set out in the attached Appendix 1.
- 3.5 The Terms of Reference for each of the Committees etc are set out in the Council's Constitution 4.1: Responsibility for Functions.

4.0 APPOINTMENT OF CABINET COMMITTEES, WORKING GROUPS etc

- 4.1 It is for the Leader to appoint Cabinet Committees, Working Groups and Cabinet appointments to Outside Bodies, to assist it in its work and details of the same are included on Appendix 1 and Appendix 2 for noting.

5.0 APPOINTMENT TO OUTSIDE BODIES

- 5.1 Under the Local Authorities (Functions and Responsibilities) (England) Regulations 2000 “appointments to outside bodies” are local choice functions. Constitution 4.1 at paragraph 1 reads “apart from appointments to outside bodies which relate to Cabinet functions and are the responsibility of the Cabinet, the Council has decided that all these matters are to remain the responsibility of the Council.”
- 5.2 The Council in May 2005 resolved that the Chief Executive be given delegated authority, in consultation with the Leader and Deputy Leader, to make appointments to the outside bodies related to Council functions. Cabinet in May 2005 also resolved that the Chief Executive be given delegated authority, in consultation with the Leader and Deputy Leader, to make appointments to outside bodies related to Cabinet functions. These delegations are now included in the Scheme of Delegation to the Chief Operating Officer.

6.0 SUSTAINABILITY IMPLICATIONS

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

7.0 FINANCIAL AND RESOURCE IMPLICATIONS

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

8.0 RISK ASSESSMENT

8.1 Reviewing the political balance on committees ensures that the Council is complying with its obligation, under Section 15(1) of the Local Government and Housing Act 1989.

9.0 HEALTH AND WELLBEING IMPLICATIONS

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

Background Documents

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

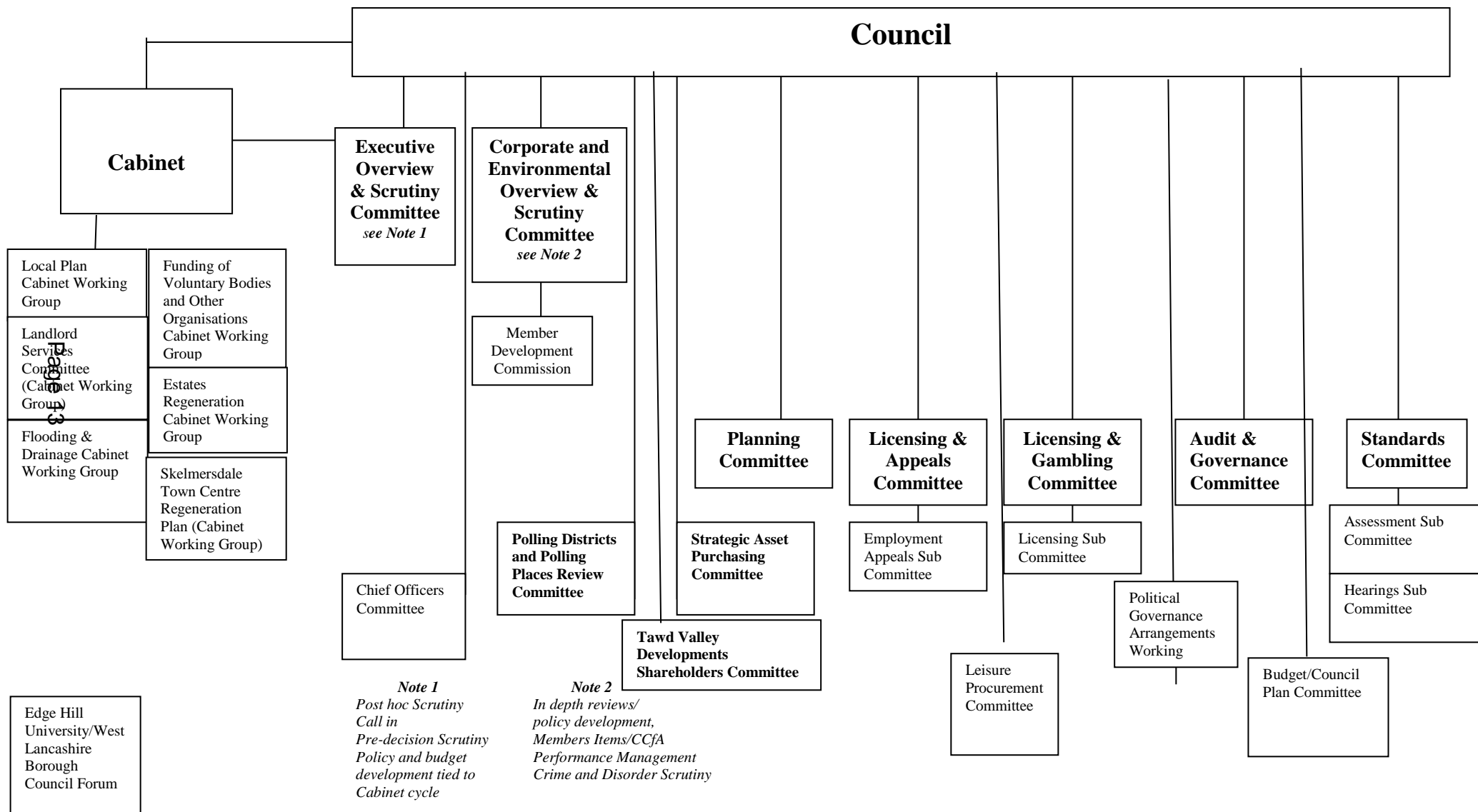
Equality Impact Assessment

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

Appendices

1. Constitution 4.1A 'Membership of Committees, Sub-Committees, etc. (See item 7) – To follow
2. Constitution 4.1: Responsibility for Functions [Constitution - West Lancashire Borough Council \(westlancs.gov.uk\)](http://www.westlancs.gov.uk)
3. Constitution 4.1C Cabinet and Council Appointments to Outside Bodies [Constitution - West Lancashire Borough Council \(westlancs.gov.uk\)](http://www.westlancs.gov.uk)

WEST LANCASHIRE BOROUGH COUNCIL – STRUCTURE MAY 2023



MEMBERSHIP OF CABINET FOR THE MUNICIPAL YEAR 2023/2024

CABINET

Minimum 3, maximum 10, including the Leader, may not include Mayor or Deputy Mayor - Section 11(7).

- | | |
|-----------------------------|-------------------|
| Leader | Councillor |
| Deputy Leader | Councillor |
| Portfolio Holder (1) | Councillor |
| Portfolio Holder (2) | Councillor |
| Portfolio Holder (3) | Councillor |
| Portfolio Holder (4) | Councillor |
| Portfolio Holder (5) | Councillor |
| Portfolio Holder (6) | Councillor |

The Leader has appointed the above Cabinet Members with the following Portfolios i.e. Areas of Responsibility

- Leader -**
- Deputy Leader -**
- (1)**
- (2)**
- (3)**
- (4)**
- (5)**
- (6)**

The Leader has appointed the Cabinet Committees and Working Groups set out below.

The Leader has also approved the Scheme of Delegation to Cabinet Members as set out in Constitution 4.3 and the Scheme of Delegation to Chief Officers insofar as they are Cabinet functions as set out in Constitution 4.2.

Leader

Dated **17 May 2023**

MEMBERSHIP OF COMMITTEES, SUB COMMITTEES, PANELS, WORKING GROUPS ETC FOR THE MUNICIPAL YEAR 2023/2024**CABINET WORKING GROUPS****1. LOCAL PLAN CABINET WORKING GROUP**

(Members: LAB CON)

Chairman: Councillor

Vice Chairman: Councillor

Labour: Councillors

Cons: Councillors

2. FUNDING OF VOLUNTARY BODIES AND OTHER ORGANISATIONS**CABINET WORKING GROUP**

(Members: LAB CON)

Chairman: Councillor

Vice Chairman: Councillor

Labour: Councillors

Cons: Councillors

3. LANDLORD SERVICES COMMITTEE (CABINET WORKING GROUP)

(Members: LAB CON 4 Tenants)

Chairman: Councillor

Vice Chairman: Councillor

Labour: Councillors:

Cons: Councillors:

Tenants

Representatives: Ms. J. Killey, Ms. L. Mangan, Mr B Povey and
Vacancy

- N.B.** (i) tenant representatives have voting rights
(ii) substitutes are not allowed on the Working Group

4. ESTATES REGENERATION CABINET WORKING GROUP

(Members: LAB CON)

Chairman: Councillor

Vice Chairman: Councillor

Labour: Councillors

Cons: Councillors

5. FLOODING AND DRAINAGE CABINET WORKING GROUP

(Members: LAB CON)

Chairman: Councillor

Vice-Chairman: Councillor

Labour: Councillor

Cons: Councillors

6. SKELMERSDALE TOWN CENTRE REGENERATION PLAN CABINET WORKING GROUP

(Members: LAB CON)

Chairman: Councillor

Vice-Chairman: Councillor

Labour: Councillors

Cons: Councillors

COMMITTEES

1. EXECUTIVE OVERVIEW AND SCRUTINY COMMITTEE

(Members: LAB CON Co-optees)

Chairman Councillor

(Vice-Chairman) Councillor

Labour: Councillors

Cons: Councillors

The Senior Overview and Scrutiny Chairman is the Chairman of the Executive Overview and Scrutiny Committee

2. CORPORATE AND ENVIRONMENTAL OVERVIEW AND SCRUTINY COMMITTEE

(Members: LAB CON Co-optees)

Chairman: Councillor

Vice-Chairman: Councillor

Labour: Councillors

Cons: Councillors

3. PLANNING COMMITTEE

(Members: LAB CON)

Chairman: Councillor

Vice-Chairman: Councillor

Labour: Councillors

Cons: Councillors

The Portfolio Holder for Planning will not be Chairman, other portfolio holders should not normally be Chairman.

4. LICENSING AND APPEALS COMMITTEE

(Members: LAB CON)

Chairman: Councillor

Vice-Chairman: Councillor

Labour: Councillors

Cons: Councillors

(Note: Membership must include at least one member of Cabinet, not to be a member of the Investigating Committee – see Sub-Committee requirements.)

5. LICENSING AND GAMBLING COMMITTEE

(Members: LAB CON)

Chairman: Councillor

Vice-Chairman: Councillor

Labour: Councillors

6. STANDARDS COMMITTEE

(Members: LAB CON)

Chairman: Councillor

(Leader of Labour Group)

Vice Chairman: Councillor

(Leader of Cons Group)

Labour: Councillors

Cons: Councillor

Parish Councillor Representatives: Parish Councillor J Stopford

Parish Councillor L Webster

(Note term of office until May 2023)

The Chairman should be the Leader of the largest Group and the Vice Chairman should be the Leader of the second largest Group.

(Note: Independent Persons: Mr Stephen Garvey

(Appointed 17 December 2020)

Mr Mike Fawcett

(Appointed 17 December 2020)

7. INVESTIGATING COMMITTEE

(Members: LAB CON)

Chairman Councillor

Vice-Chairman: Councillor

Labour: Councillor

Cons: Councillor

Must include at least one Member of the Cabinet.

8. INDEPENDENT PANEL

Independent Person: Mr. Stephen Garvey

Independent Person: Mr Mike Fawcett

And if advice requires it LAB, CON, Members

Names to be nominated by the Group Leaders to the Legal & Democratic Services Manager

9. CHIEF OFFICERS COMMITTEE
(Members: LAB CON)

Chairman: Councillor
Vice-Chairman: Councillor

Labour: Councillor

Cons: Councillors

Must include at least one Member of the Cabinet.

10. AUDIT AND GOVERNANCE COMMITTEE
(Members: LAB CON)

Chairman: Councillor
Vice-Chairman: Councillor

Labour: Councillors

Cons: Councillors

CIPFA Guidance - Chairman should not be a member of the Cabinet

11. CCTV IMAGES COMMITTEE
(Members: LAB CON)

Chairman Councillor
Vice-Chairman: Councillor

Labour: Councillors

Cons: Councillors

12. POLLING DISTRICTS AND POLLING PLACES REVIEW COMMITTEE
(Members: LAB CON)

Chairman Councillor
Vice-Chairman Councillor

Labour: Councillor

Cons: Councillors

13. STRATEGIC ASSET PURCHASING COMMITTEE

(Members: LAB CON)

Chairman: Councillor

Vice-Chairman: Councillor

Labour: Councillors

Cons: Councillors

14. TAWD VALLEY DEVELOPMENTS SHAREHOLDERS COMMITTEE

(Members: LAB CON)

Chairman: Councillor

Vice-Chairman: Councillor

Labour: Councillors

Cons: Councillors

15. LEISURE PROCUREMENT COMMITTEE

(Members: LAB CON)

Chairman: Councillor

Vice-Chairman: Councillor

Labour: Councillors

Cons: Councillors

16. BUDGET / COUNCIL PLAN COMMITTEE

(Members: LAB CON)

Chairman: Councillor

Vice-Chairman: Councillor

Labour: Councillors

Cons: Councillors

**LICENSING AND APPEALS COMMITTEE –
SUB-COMMITTEE****1. EMPLOYMENT APPEALS SUB-COMMITTEE**

The Sub-Committee to consist of 3 members, the membership to be determined by the Legal & Democratic Services Manager, in consultation with the Chairman of the Licensing and Appeals Committee.

(Note: For Chief Officers and Officers on JNC conditions, JNC guidance requires that Membership must include at least one member of Cabinet, not to be a member of the Investigating Committee).

**LICENSING AND GAMBLING COMMITTEE –
SUB COMMITTEE****1. LICENSING SUB COMMITTEE**

The Sub-Committee to consist of 3 members, the membership to be determined by the Legal & Democratic Services Manager, in consultation with the Chairman of the Licensing and Gambling Committee.

Either the Chairman, Vice Chairman or Opposition Spokespersons of the Licensing and Gambling Committee to act as Chairman.

STANDARDS COMMITTEE – SUB COMMITTEES**1. ASSESSMENT SUB-COMMITTEE**

The Sub-Committee to consist of 3 Members, selected by the Legal & Democratic Services Manager, in consultation with the Chairman of the Standards Committee.

2. HEARINGS SUB-COMMITTEE

The Sub-Committee to consist of a maximum of 5 Members selected by the Legal & Democratic Services Manager, in consultation with the Chairman of the Standards Committee.

3. RECRUITMENT OF INDEPENDENT MEMBERS PANEL

The Panel to consist of 3 Members selected by the Legal & Democratic Services Manager in consultation with the Chairman of the Standards Committee.

WORKING GROUP OF COUNCIL**1. POLITICAL GOVERNANCE ARRANGEMENTS WORKING GROUP**
(Members - Lab Con)

Chairman: Councillor
Vice-Chairman: Councillor

Labour: Councillors

Cons: Councillors

JOINT COMMITTEES**1. POLICE AND CRIME PANEL**
(18 Elected Members (1 from West Lancashire) plus 2 independent co-opted members)

Councillor

See Constitution 4.1 Appendices 3A – 3C .

OVERVIEW AND SCRUTINY COMMISSIONS AND TASK & FINISH WORKING GROUPS**1. MEMBER DEVELOPMENT COMMISSION**
(Members Lab Con)

Chairman: Councillor
Vice-Chairman: Councillor

Labour: Councillors

Cons: Councillors

Additional Member/ Co-optees: To be appointed by the Commission/Committee if required

2. LITTER CLEARANCE IN WEST LANCASHIRE, INCLUDING 'FLY-TIPPING' AND 'GROT SPOTS' TASK & FINISH WORKING GROUP

(Members LAB CON)

Chairman Councillor
(Vice-Chairman) Councillor

Labour: Councillor

Cons: Councillors

- 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.)

3. COMMUNITY ENVIRONMENTAL IMPROVEMENTS, INCLUDING COMMUNITY ORCHARDS TASK & FINISH WORKING GROUP

(Members LAB CON)

Chairman: Councillor
Vice-Chairman: Councillor

Labour: Councillors

Cons: Councillors

- 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.)

4. SHOP FRONT IMPROVEMENTS TASK & FINISH GROUP

(Members Lab, Con,)

**Chairman Councillor
(Vice-Chairman) Councillor**

Labour: Councillors

Cons: Councillors

- 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.)

5. ORMSKIRK MARKET TASK & FINISH GROUP

(Members Lab, Con,)

**Chairman Councillor
(Vice-Chairman) Councillor**

Labour: Councillors

Cons: Councillors

- 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.)

LIAISON GROUPS**PLACE-SHAPING HUB**

Lancashire County Council
Chair of Skelmersdale Place Board

Chief Operating Officer
 Leader of Council
 Corporate Director of Place and Community

Once proposals are being considered the following partners will be engaged as appropriate:

London & Cambridge Properties (owners of the Concourse Centre)
 Homes England
 West Lancashire College
 Lancashire Local Economic Partnership
 Tawd Valley Developments
 Business Representative of Skelmersdale Place Board

FORUMS

1. **EDGE HILL UNIVERSITY/WEST LANCASHIRE BOROUGH COUNCIL FORUM**

10 Forum Members – 4 Borough Councillors (LAB, CON,), 4 Board University Members, Chief Operating Officer (or her nominee), Vice-Chancellor (or his nominee)

Labour: Councillors

Cons: Councillor

The Member of Parliament for West Lancashire and the President of the Students Union will be invited to attend meetings of the Forum.

2. **HACKNEY CARRIAGE AND PRIVATE HIRE FORUM**

Membership – please refer to paragraphs 1 and 2 of the Forum’s Constitution attached at 4.1 Appendix 2.

3. **FOOD INSECURITY FORUM**

Membership – cross-sector

WEST LANCASHIRE ARMED FORCES COMMUNITY COVENANT WORKING GROUP

(2 Members)

Labour: Councillor
 Substitute: Councillor

Cons: Councillor
 Substitute: Councillor

Partners

Jobcentre Plus, North & West Lancashire Chamber of Commerce, NHS West Lancashire Clinical Commissioning Group, West Lancashire Community Leisure, Council for Voluntary Service, One West Lancashire Board, Lancashire West CAB, Parish Councils), Army, British Legion, Soldiers', Sailors' and Airmen's Families Association, Veterans Council, West Lancashire College, Edge Hill University, Help Direct Lancs

**INDEPENDENT REMUNERATION PANEL /
PARISH INDEPENDENT REMUNERATION PANEL**

Mrs G Stanley: until May 2024 Chairman
Mr J Boardman: until May 2026
Mr I Thompson: until May 2025

**CHAMPIONS Role Descriptions – Constitution 3.2 Article
2**

Armed Forces: Councillor
Older People: Councillor
Youth: Councillor
Food Insecurity: Portfolio Holder for Communities (Councillor)