



Jacqui Sinnott-Lacey
Chief Operating Officer

52 Derby Street
Ormskirk
West Lancashire
L39 2DF

Wednesday, 1 February 2023

**TO: COUNCILLORS A OWENS, J FINCH, P BURNSIDE, I ECCLES, A FOWLER,
S GREGSON, R MOLLOY, D OWEN, E POPE, I RIGBY,
D WESTLEY AND D WHITTINGTON**

Dear Councillor,

A meeting of the **SPECIAL EXECUTIVE OVERVIEW & SCRUTINY COMMITTEE (BUDGET MEETING)** will be held in the **COUNCIL CHAMBER, 52 DERBY STREET, ORMSKIRK L39 2DF** on **THURSDAY, 9 FEBRUARY 2023** at **7.00 PM** at which your attendance is requested.

Yours faithfully

A handwritten signature in black ink, appearing to be 'JSL', 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.

4. DECLARATIONS OF INTEREST

681 - 682

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.)

5. DECLARATIONS OF PARTY WHIP

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:

- The review of any decision of the Cabinet or
- The performance of any Member of the Cabinet

N.B. The Secretary of State believes whipping is incompatible with Overview and Scrutiny.

6. MINUTES

683 - 688

To receive as a correct record the Minutes of the meeting held on 12 January 2023.

7. GRA REVENUE & CAPITAL BUDGET REPORT & MTFs UPDATE

To consider the report of the Head of Finance, Procurement and Commercial Services.
(To follow)

8. CAPITAL FINANCE & TREASURY MANAGEMENT STRATEGY

To consider the report of the Head of Finance, Procurement and Commercial Services.
(To follow)

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

**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

	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.

Agenda Item 6

EXECUTIVE OVERVIEW & SCRUTINY COMMITTEE

HELD: Thursday, 12 January 2023

Start: 7.00 pm

Finish: 8.55 pm

PRESENT:

Councillor: A Owens (Chairman)

Councillors: J Finch (Vice-Chair) P Burnside
I Eccles A Fowler
S Gregson R Molloy
E Pope I Rigby
D Westley D Whittington

Officers: Kathryn Sephton, Head of Environmental Services
Tom Dickinson, Principal Solicitor
Peter Quick, Principal Finance Business Partner (Virtually)
Gillian Wossick, Environmental Sustainability Manager (Virtually)
Peter Gregory, Estates & Valuations Manager (Virtually)
Nicola Bradley, Tenancy Service Manager
Julia Brown, Democratic Services Officer

1 APOLOGIES

There were no apologies for absence received.

(Note: Councillor Fowler left the meeting following Agenda Item 7)

2 URGENT BUSINESS, IF ANY, INTRODUCED BY THE CHAIRMAN

There were no urgent items of business.

3 DECLARATIONS OF INTEREST

1. Councillor Rigby declared a non-pecuniary interest in relation to Agenda Item 17 'Draft Housing Allocations Policy' having a close relative that is currently active on 'Homefinder'.
2. Councillor Finch informed that in relation to Agenda Item 14 'Climate Change Strategy and Action Plan 2030' that he is a Member of 'The Friends of Tawd Valley' and would not participate in any discussions relating to this if they should arise.

4 DECLARATIONS OF PARTY WHIP

There were no declarations of Party Whip.

5 MINUTES

RESOLVED: That the Minutes of the meeting held on 3 November 2022 be received as a correct record and signed by the Chairman.

6 PUBLIC SPEAKING

There were no items under this heading.

7 RELEVANT MINUTES OF CABINET

Consideration was given to the Minutes of Cabinet held on 15 November 2022 as contained on pages 531 to 536 of the Book of Reports.

RESOLVED: That the Minutes of Cabinet held 15 November 2022 be noted.

8 DRAFT HRA BUDGET REPORT 23-24

Consideration was given to the report of the Head of Finance, Procurement and Commercial Services as contained on pages 663 to 678 of the Book of Reports, which was to obtain feedback from the Committee to enable the Council to set its Housing Revenue Account (HRA) budget and Capital Investment Programme for the next financial year 2023/24.

The Principal Finance Business Partner outlined the report and responded to comments and questions raised by Members of the Committee.

RESOLVED: That the budget position be considered and noted.

(Note: This item was heard in Part 2 - Financial / Business Affairs – Paragraph 3, following Agenda Item 18 – exclusion of press and public)

9 DRAFT GRA BUDGET REPORT AND MTFS UPDATE 23-24

This item was withdrawn from the Agenda.

10 DRAFT GRA CAPITAL PROGRAMME 23-24 - 25-26

This item was withdrawn from the Agenda.

11 DRAFT CAPITAL STRATEGY REPORT 23-24

This item was withdrawn from the Agenda.

12 DRAFT TREASURY MANAGEMENT STRATEGY 23-24

This item was withdrawn from the Agenda.

**13 CLIMATE CHANGE STRATEGY AND ACTION PLAN 2030: PROGRESS
UPDATE, ACHIEVEMENTS AND 2023/24 PRIORITIES**

Consideration was given to the report of the Corporate Director of Place and Community as contained on pages 537 to 548 and 679 to 680 of the Book of Reports, which provided an update on the Council's progress towards delivering the

actions set out in the Climate Change Strategy (Strategy) and Action Plan 2030, and to approve the Council's Priorities for 2023/24.

The Environmental Sustainability Manager outlined the report and responded to questions and comments raised by Members.

Comments and questions were raised in respect of the following:

- Why use a consultant in respect of calculating carbon pathways for the Council's carbon footprint to 2030, and borough carbon footprint to National targets? - Due to the complexity of this work, the Environmental Sustainability Team are unable to complete it.
- Geothermal energy/disused mines– Skelmersdale Energy Group have investigated this and was found not favourable
- Helpful to receive more Information in respect of what risks are identified – Risk Workshop/Service Areas/Teams
- Seven Priorities/targets and progress
- EV Charging Infrastructure – Importance of being in place in advance
- The carbon footprint will be calculated to identify the Council's biggest emissions

The Vice-Chair asked for it to be noted that in respect of paragraph 5.3.2 point 3 of the report that "the Friends of Tawd Valley created community food growing areas in the community orchard section of the park, funds were contributed by Asda and Postcode Lottery" and not Tesco as stated.

RESOLVED: That the content of the report be noted, and that the Committee endorse the recommendation to Cabinet as detailed at paragraph 3.2 of the report.

14 **DRAFT DECANT POLICY**

Consideration was given to the report of the Corporate Director of Transformation, Housing and Resources as contained on pages 549 to 564 of the Book of Reports, which was to consider and agree the decant Policy.

The Tenancy Services Manager outlined the report and responded to comments and questions raised by Members.

RESOLVED: That the report be noted and supported for consideration by Cabinet.

15 **DRAFT GARAGE ALLOCATIONS & MANAGEMENT POLICY**

Consideration was given to the report of the Corporate Director of Transformation, Housing and Resources as contained on pages 564 to 580 of the Book of Reports, which was to consider and agree the Garage Allocations and Management Policy.

The Tenancy Services Manager outlined the report, she informed that a consultation had taken place with existing garage tenancies and applicants currently on the garage waiting list. It was noted that the most important factor to customers was the proximity of the garage to the applicants' home.

The following comments and questions were raised by Members.

- Is 2 days sufficient to receive and make a written decision? - The 2 day timescale has been used for some years and mirrors that used in property lettings. Offers are usually made by telephone or email, in situations where post is used, the 2 days would be calculated from the expected delivery date
- Apprentice to undertake project to review waiting list and reduce vacant garages

RESOLVED: That the content of the Policy and report be noted and passed to Cabinet for their consideration.

16 DRAFT HOUSING ALLOCATIONS POLICY

Consideration was given to the report of the Corporate Director of Transformation, Housing and Resources as contained on pages 581 to 636 of the Book of Reports, which was to consider and agree the Housing Allocations Policy subject to statutory consultation.

The Tenancy Services Manager outlined details of the report, including a summary of the main changes.

Comments and questions were raised in respect of the following:

- Lathom South Parish Council – not a local connection area – would like rural local connection area added to the Allocations Policy

RESOLVED:

- A. That the content of the Policy and Report be supported and noted.
- B. That the Committee agreed comment to request that a rural local connection area be added to the Allocations Policy for all rural villages not already listed in the policy.

17 EXCLUSION OF PRESS AND PUBLIC

RESOLVED: That under Section 100(A) of the Local Government Act 1972, public be excluded from the meeting during consideration of the following items of business on the grounds that it involves the likely disclosure of exempt information as defined in paragraph 3 part 1 of Schedule 12A outweighs the public interest in disclosing the information.

18 A CORPORATE STRATEGY FOR THE MANAGEMENT OF GENERAL REVENUE ACCOUNT (GRA) PROPERTY ASSETS

Consideration was given to the report of the Corporate Director of Transformation, Housing and Resources as contained on pages 637 to 662 of the Book of Reports, which set out an approach for the Council to improve the corporate management of its property assets. The report presents the need to procure assistance from an external provider to collect and present data and to advise on the Council's non-housing property portfolio, and seeks approval, subject to funding to advertise the

project to suppliers.

The Interim Estates and Valuations Officer outlined the report and responded to comments and questions raised by Members.

Comments and questions were raised in respect of the following:

- Whether the use of a fixed term post would be more effective than using an external provider
- The need for further work to refine and focus the project requirements and scope
- That elements of the work could be dealt with internally e.g. GIS
- That some data for premises in relation to CAD plans and asbestos management reports should be available already

RESOLVED: That the report be noted and passed to Cabinet for their consideration.

(Note: Councillor Pope left the meeting during consideration of this item).

19 **ACQUISITION AND DEVELOPMENT OF LAND IN SKELMERSDALE**

This item was withdrawn from the Agenda.

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Chairman

