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Thursday, 16 February 2023

CORPORATE AND ENVIRONMENTAL OVERVIEW & SCRUTINY MEMBERS UPDATE
MUNICIPAL YEAR 2022/23
FEBURARY 2023 - ISSUE NUMBER 4

The content of this **CORPORATE AND ENVIRONMENTAL OVERVIEW & SCRUTINY MEMBERS UPDATE** covers all the services.

If a Member wishes to receive further information on anything in the Update, please contact the officer named at the beginning of the article.

Articles:

If a Member wants to place an item on the Committee agenda in connection with any article in the Update, please provide it to member.services@westlancs.gov.uk or telephone 01695 5833127 by **12 NOON FRIDAY, 24 FEBRUARY 2023**.

Members Item/Councillor Call for Action:

If a Member wants to place an item on the Corporate and Environmental O&S Committee Agenda, please complete the attached Member Item/Councillor Call for Action Proforma (Appendix B) and return it to member.services@westlancs.gov.uk by **12 NOON FRIDAY, 24 FEBRUARY 2023**.

The Press are asked to contact the Digital Communications Manager for further information on this Update.



**'MEMBER UPDATE' REQUEST
CORPORATE AND ENVIRONMENTAL OVERVIEW
SCRUTINY COMMITTEE**

MEETING: 9 March 2023

This form must be received by Member Services, 52 Derby Street, Ormskirk before 12 noon on Friday 24 February 2023.

Member Update Issue: 4

Councillor:	
Article No:	
Subject:	

If more information is required in relation to this item, please contact the officer indicated on the first page of the related report.

Please advise Member Services on 01695 583312 if at any time you wish to withdraw this item following receipt of further information or e-mail member.services@westlancs.gov.uk

<p>1. What are your reasons for requesting the item?</p>
<p>2. What outcome would you wish to see following discussion of the item?</p>

FOR MEMBER SERVICES USE ONLY

Received by:	Date of Committee:
Date: Time:	Chief Officer informed:
Head of Service informed:	Chairman informed:
Contact Officer informed:	Portfolio Holder informed:



**MEMBER ITEM/ COUNCILLOR CALL FOR ACTION
CORPORATE AND ENVIRONMENTAL OVERVIEW AND
SCRUTINY COMMITTEE AGENDA**

MEETING: 9 March 2023

This form must be received by Member Services, 52 Derby Street, Ormskirk, before 12 noon on Friday 24 February 2023.

Please advise Member Services on 01695 585065 if at any time you wish to withdraw this item following receipt of further information or e-mail member.services@westlancs.gov.uk

Councillor:	(Name of Member requesting the item)
Subject:	
1. What are your reasons for requesting the item:	
2. What outcome would you wish to see following discussion of the item?	

3. What have you already done to resolve this issue?

Potential means of pursuing an issue before resorting to a Member Item/CCfA:

- Raise Ward Issue as a 'Patch Problem'
- Discuss issue with an appropriate officer from the Council Service or Agency
- Discuss issue with an appropriate Cabinet member
- Raise the issue with partner agency, eg. Police, PCT, etc.
- Write formal letters on behalf of constituents
- Use official complaints procedure or other official route
- Put forward the issue as a topic for inclusion on an O&S work programme

The following are potential reasons why your Member Item/CCfA may not be considered further:

The issue is an individual case

You have not explored the issue fully and exhausted all avenues above

- A review into the general issue is included in an O&S work programme
- A petition is being submitted to the Council
- A complaint is being or has been submitted and the outcome is awaited
- A FOI request is being or has been made and the outcome is awaited
- Scrutiny of the issue is unlikely to result in improvements for local people
- The issue has been the subject of Executive Call In
- The issue has been the subject of a Council Motion / Question
- The issue is urgent and could be more speedily resolved by other means
- The issue is an 'excluded matter' (Constitution 18.3)

FOR MEMBER SERVICES USE ONLY

Received by:	Date of Committee:
Date Time:	Chief Executive informed
Head of Service informed	Chairman informed
Contact Officer informed	Portfolio Holder informed

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

For further information, please contact:-
Kirsty Breakell on 01695 583312
Or email Kirsty.Breakell@westlancs.gov.uk



**CORPORATE & ENVIRONMENTAL
OVERVIEW & SCRUTINY
COMMITTEE:**

**MEMBERS UPDATE 2022/23
ISSUE: 4**

Article of: Corporate Director of Transformation & Resources

Contact for further information: Miss K Breakell (Extn 3022)
(E-mail: Kirsty.Breakell@westlancs.gov.uk)

**SUBJECT: MINUTES OF LANCASHIRE COUNTY COUNCILS HEALTH AND ADULT
SERVICES SCRUTINY COMMITTEE**

Wards affected: Borough wide

1.0 PURPOSE OF ARTICLE

1.1 To keep Members apprised of developments in relation to Health and Adult Services Scrutiny Committee in Lancashire.

2.0 BACKGROUND AND CURRENT POSITION

2.1 The Health and Social Care Act (2001), subsequently superseded by the National Health Service Act 2006 and the Health and Social Care Act 2012, extended the powers of Overview and Scrutiny Committees of local authorities responsible for social services functions to include the power to review and scrutinise matters relating to the health service in their areas.

2.2 The Health and Adult Services Scrutiny Committee at Lancashire County Council exercises the statutory functions of a health overview and scrutiny committee. The Membership of the Committee includes twelve non-voting Co-opted District Council Members.

2.3 To ensure that Members receive regular updates on the work being undertaken by the Service and to provide an opportunity to feed back any comments via the Council's representative, a copy of the County Council's Health and Adult Services Scrutiny Committee minutes are attached.

3.0 SUSTAINABILITY IMPLICATIONS

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

4.0 FINANCIAL AND RESOURCE IMPLICATIONS

4.1 There are no significant financial or resource implications associated with this item, except the Officer time in compiling this Article.

5.0 RISK ASSESSMENT

5.1 This Article is for information only and makes no recommendations. It therefore does not require a formal risk assessment and no changes have been made to the risk registers as a result of this article.

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 article 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

Minutes of the Health and Adult Services Scrutiny Committee can be accessed via the link below:-

[Health and Adult Services Scrutiny Committee \(lancashire.gov.uk\)](https://www.lancashire.gov.uk/scrutiny/minutes/health-and-adult-services-scrutiny-committee)

14 December 2022

1 February 2023



CORPORATE & ENVIRONMENTAL OVERVIEW & SCRUTINY COMMITTEE:

MEMBERS UPDATE 2022/2023
ISSUE: 4

Article of: Corporate Director of Transformation and Resources

Relevant Portfolio Holder: Councillor G Dowling (Portfolio Holder for Communities & Community Safety/Deputy Leader)

Contact for further information: Miss Kirsty Breakell (Extn 3312)
(E-mail: Kirsty.Breakell@westlancs.gov.uk)

SUBJECT: MINUTES OF THE LANCASHIRE POLICE AND CRIME PANEL

Wards affected: Borough wide

1.0 PURPOSE OF ARTICLE

- 1.1 To keep Members apprised of developments in relation to the Lancashire Police and Crime Panel.

2.0 BACKGROUND AND CURRENT POSITION

- 2.1 The Police and Crime Panel (PCP) can exercise specific powers under the [Police Reform and Social Responsibility Act 2011](#), and all other enabling powers, discharging its functions in accordance with the Policing Order 2011. The Panel has the power to scrutinise Police and Crime Commissioner (PCC) activities, including the ability to review the Police and Crime Plan and annual report, request PCC papers and call PCCs and Chief Constable to public hearings. The PCP can also veto decisions on the local precept and the appointment of a new Chief Constable.
- 2.2 The panel is a Joint Committee made up of representatives from the 15 local authorities in the Lancashire Police Force area, together with two independent co-opted members. West Lancashire's representative is Councillor G Johnson.
- 2.3 To ensure that Members receive regular updates on the work being undertaken by the Panel and to provide an opportunity to feed back any comments via the Council's representative, a copy of the PCP's minutes are attached.

3.0 SUSTAINABILITY IMPLICATIONS

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

4.0 FINANCIAL AND RESOURCE IMPLICATIONS

4.1 There are no significant financial or resource implications associated with this item, except the Officer time in compiling this Article.

5.0 RISK ASSESSMENT

5.1 This Article is for information only and makes no recommendations. It therefore does not require a formal risk assessment and no changes have been made to the risk registers as a result of this article.

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

Minutes of the Lancashire Police and Crime Panel can be accessed via the link below:

[Minutes of the Lancashire Police and Crime Panel](#)

05 December 2022
01 February 2023



CORPORATE AND ENVIRONMENTAL OVERVIEW & SCRUTINY COMMITTEE

MEMBERS UPDATE 2022/23
ISSUE: 4

Article of: Corporate Director of Transformation

Relevant Portfolio Holder: Councillor Dowling

Contact for further information: Miss K Breakell (Extn. 3312)
(E-mail: Kirsty.Breakell@westlancs.gov.uk)

SUBJECT: COMMUNITY CHEST GRANTS

Wards affected: Borough wide

1.0 PURPOSE OF ARTICLE

1.1 To inform Members of the mechanism for dealing with grant applications from the Community Chest and advise of the grants awarded in the second tranche of bids for the financial year 2022/23.

2.0 BACKGROUND

2.1 Applications for grants from the Community Chest are dealt with through the delegation procedures (see Constitution 4.3). The delegation in 2022/23 is to the Portfolio Holder for Communities and Community Safety and the Older Peoples Champion.

2.2 In reaching the decisions on Community Chest Applications the Portfolio Holder, in consultation with Councillors, the Chief Operating Officer and Corporate Directors, have considered the criteria set out on the application form to ensure the appropriate use of funding.

3.0 CURRENT POSITION

3.1 Applications were considered under delegated authority by the Portfolio Holder for Communities and Community Safety, Councillor Gareth Dowling.

3.2 The following grants were awarded from the General Fund.

3.3	17 th Ormskirk / 1 st Skelmersdale Scout Group	£500
	Gifft CIC	£500
	Haskayne And Downholland Residents' Association	£500
	Christ Church Luncheon Club	£500
	Aughton Ladies' Bowling Club	£500
	Sunshine Club	£500
	Jacob Brooks	£500
	Katy Hawthorne	£500
	Poppie Hussey	£500
	Meghan Clayton	£500
	Katy Wilson	£500

4.0 SUSTAINABILITY IMPLICATIONS

4.1 There are no significant sustainability implications associated with this update and in particular, no significant impact on crime and disorder. Applications received are from individuals and groups and the allocation of funding provide opportunities for culture, leisure and sport, including opportunities for education, training and life-long learning.

5.0 FINANCIAL AND RESOURCE IMPLICATIONS

5.1 The total remaining balance in the financial year 2022/23 is £18,990.00

5.2 The total spent in 2022/23 so far is £5,500

6.0 RISK ASSESSMENT

6.1 The actions referred to in this Article are covered by the Scheme of Delegation to Cabinet and Portfolio Holders and any necessary changes have been made in the relevant risk registers.

Background Documents

The following background documents (as defined in Section 100D (5) of the Local Government Act 1972) have been relied on to a material extent in preparing this Report.

Application forms from:

17th Ormskirk / 1st Skelmersdale Scout Group
 Gifft CIC
 Haskayne And Downholland Residents' Association
 Christ Church Luncheon Club

Aughton Ladies' Bowling Club
Sunshine Club
Jacob Brooks
Katy Hawthorne
Poppie Hussey
Meghan Clayton
Katy Wilson

Equality Impact Assessment

There is a direct impact on members of the public, and 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 when undertaking the actions detailed within this Article.

Appendices

1. Equality Impact Assessment.

<h1>Equality Impact Assessment Form</h1>	
Directorate: Legal and Democratic Services	Service: Member Services
Completed by: Kirsty Breakell	Date: February 2023
Subject Title: Community Chest grants	
1. DESCRIPTION	
Is a policy or strategy being produced or revised:	No
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:	No
Are recommendations being presented to senior managers and/or Councillors:	No
Does the activity contribute to meeting our duties under the Equality Act 2010 and Public Sector Equality Duty (Eliminating unlawful discrimination/harassment, advancing equality of opportunity, fostering good relations):	Yes
Details of the matter under consideration:	Outcome of Community Chest Grant Applications
<i>If you answered Yes to any of the above go straight to Section 3</i>	
<i>If you answered No to all the above please complete Section 2</i>	
2. RELEVANCE	
Does the work being carried out impact on service users, staff or Councillors (stakeholders):	No
If Yes , provide details of how this impacts on service users, staff or Councillors (stakeholders): <i>If you answered Yes go to Section 3</i>	
If you answered No 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>	
3. EVIDENCE COLLECTION	
Who does the work being carried out impact on, i.e. who is/are the stakeholder(s)?	Voluntary Organisations and Individuals under the age of 18.
If the work being carried out relates to a universal service, who needs or uses it most? (Is there any particular group affected more	Voluntary Organisations and Individuals under the age of 18.



than others)?	
Which of the protected characteristics are most relevant to the work being carried out?	
Age	Yes
Gender	Yes
Disability	Yes
Race and Culture	Yes
Sexual Orientation	Yes
Religion or Belief	Yes
Gender Reassignment	Yes
Marriage and Civil Partnership	Yes
Pregnancy and Maternity	Yes
4. DATA ANALYSIS	
In relation to the work being carried out, and the service/function in question, who is actually or currently using the service and why?	Residents who are recipients of a service provided by a voluntary/community organisation
What will the impact of the work being carried out be on usage/the stakeholders?	A grant will assist the voluntary/community organisation in its activities
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?	Not known
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?	Sought data on the application forms submitted by the voluntary/community organisations
If any further data/consultation is needed and is to be gathered, please specify:	None
5. IMPACT OF DECISIONS	
In what way will the changes impact on people with particular protected characteristics (either positively or negatively or in terms of disproportionate impact)?	A grant to a voluntary/community group will assist it in undertaking its activities within the Borough
6. CONSIDERING THE IMPACT	
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
What actions do you plan to take to address	No actions

any other issues above?	
7. MONITORING AND REVIEWING	
When will this assessment be reviewed and who will review it?	



Article of: Corporate Director of Transformation, Housing & Resources

Relevant Portfolio Holder: Councillor Anne Fennell

**Contact for further information: Mr T Hodge (Extn. 3240)
(E-mail: tim.hodge@westlancs.gov.uk)**

SUBJECT: Exemption to Contract Procedure Rules – Renewal of ESRI Software Maintenance/Licenses for 2023

Wards affected: Borough wide

1.0 PURPOSE OF ARTICLE

1.1 To inform members of the requirement for a procurement exemption to ensure uninterrupted support from the GIS software provider ESRI.

2.0 BACKGROUND

2.1 For many years, we have been using the ArcGIS software "ArcMap" for many planning functions. ArcMap links with other software used by Planning including Uniform and it is vital for the everyday running of the Council's Planning and Mapping systems. ESRI are the company that provides this software.

2.2 The Council have an annual subscription with ESRI to provide us with several licenses so staff can use ArcMap. The subscription also includes software support in the event that there are any outages, and we need their technical assistance.

3.0 CURRENT POSITION

3.1 On December 12th, 2022, the council received a quote from ESRI for 2023's subscription.

3.2 When seeking advice from the Procurement Team, it was deemed necessary to use a call-off contract from CCS (Crown Commercial Services) named "G-Cloud".

3.3 The situation became time sensitive as the Council could ill afford to be without support for this software, so the Council secured a month's grace from ESRI to complete the necessary forms.

4.0 ISSUES

4.1 The Council liaised with ESRI to complete the forms for the aforementioned call-off contract until the 24th January at which time ESRI informed us that they "do not work through G-Cloud for maintenance renewals."

4.2 This has caused a problem as undertaking an alternative extensive procurement process before the cut off point of 31st January was unfeasible.

5.0 CONSULTATION

5.1 After internal consultation with the procurement team, it was decided that the only course of action was to obtain an exemption.

5.2 A Record of Decision has been signed and an Exemption completed to allow a 12-month extension while a thorough procurement process is done.

5.3 The exemption was granted and the document (procurement practice note no. 17) that confirms this has the two necessary signatures.

6.0 SUSTAINABILITY IMPLICATIONS

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

7.0 FINANCIAL AND RESOURCE IMPLICATIONS

7.1 There are no financial implications arising from this exemption as this is an annual subscription that is already budgeted for.

8.0 RISK ASSESSMENT

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

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 Article.

Equality Impact Assessment

This article is for information only and does not have any direct impact on members of the public, employees, elected members and/ or stakeholders. Therefore no Equality Impact Assessment is required.

Appendices

None.

