



Jacqui Sinnott-Lacey  
Chief Operating Officer

52 Derby Street  
Ormskirk  
West Lancashire  
L39 2DF

---

Wednesday, 7 December 2022

**TO: COUNCILLORS A YATES, R MOLLOY, I DAVIS, Y GAGEN, D WESTLEY AND D WHITTINGTON**

Dear Councillor,

A meeting of the **BUDGET / COUNCIL PLAN COMMITTEE** will be held in the **CABINET/COMMITTEE ROOM, 52 DERBY STREET, ORMSKIRK L39 2DF** on **THURSDAY, 15 DECEMBER 2022 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**  
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** 75 - 76  
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. **MINUTES OF PREVIOUS MEETING** 77 - 80  
To approve as a correct record, the minutes of the Committee held on Tuesday 1 November 2022.
6. **MEDIUM TERM FINANCIAL FORECAST (MTFF) 2023/24 TO 2025/26**  
To consider the report of the Head of Finance, Procurement & Commercial Services. (This report will be circulated on Monday 12 December 2022.)
7. **WORK PROGRAMME** 81 - 82  
To consider and note the Committee Work Programme 2023.

**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, Democratic Services Manager on 01695 585384

Or email [Member.Services@westlancs.gov.uk](mailto:Member.Services@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 informed any interested parties of the escape routes.
3. Make yourself familiar with the location of the assembly point and informed 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**.



	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 5

**BUDGET / COUNCIL PLAN COMMITTEE**

**HELD: Tuesday, 1 November 2022**

Start: 7.00 pm

Finish: 7.55 pm

## **PRESENT:**

Councillors: A Yates (Chairman)  
R Molloy (Vice-Chairman) I Davis  
Y Gagen D Westley  
D Whittington

In attendance: Councillor A Sutton & J Witter (Virtually)

Officers: James Pierce, Head of Finance, Procurement and Commercial Services  
Simon Peet, Corporate Finance Manager (Deputy S151)  
Claire Kelly, Principal Solicitor and Deputy Monitoring Officer  
Jacky Denning, Democratic Services Manager

## 10 **APOLOGIES**

There were no apologies for absence.

## 11 **MEMBERSHIP OF THE COMMITTEE**

There were no changes to the membership.

## 12 **URGENT BUSINESS**

There were no urgent items of business.

## 13 **DECLARATIONS OF INTEREST**

There were no declarations of interests.

## 14 **MINUTES OF PREVIOUS MEETING**

The Committee was advised that in relation to Item 7 in the minutes '- update related to Resolution B, the timetable of key steps is still not confirmed due to the unknown purdah period, however officers are continuing to progress the survey work to seek views on the current plan – as well as councillors and key staff and key stakeholders and a draft question set for the survey is being finalised by officers and will be circulated to committee members for information.

RESOLVED: That the minutes of the meeting held on 28 September 2022, be received as a correct record and signed by the Chairman.

## 15 **2022/23 GRA REVENUE Q2 MONITORING**

Consideration was given to the report of the Head of Finance, Procurement and Commercial Services, as contained on pages 39 to 42, which provided a summary

of the General Revenue Account (GRA) position for the 2022/23 financial year at quarter 2 and sought approval of the budget amendments.

Comments and questions were raised in respect of:

- Government Funding
- Energy Relief Funding for businesses

**RESOLVED:** That the report be noted and any comments be submitted to the Finance Portfolio Holder in advance of the Council meeting on 14 December 2022.

**16 2022/23 GRA CAPITAL Q2 MONITORING**

Consideration was given to the report of the Head of Finance, Procurement and Commercial Services, as contained on pages 43 to 51 of the Book of Reports, which provided the Revised General Revenue Account (GRA) Capital Programme for 2022/23 and an update on the progress of capital schemes at quarter 2, and sought approval of the re-profiling, virements and budget adjustments contained within Appendix A and the additions of £1.800m to the 2022/23 budget and £296k 2023/24 budget.

A question was raised in respect to 'Right to Buy' sales.

**RESOLVED:** That the report be noted and any comments submitted to the Finance Portfolio Holder in advance of the Council meeting on 14 December 2022.

**17 2022/23 HRA REVENUE & CAPITAL Q2 MONITORING**

Consideration was given to the report of the Head of Housing, Transformation & Commercial Services, as contained on pages 53 to 62 of the Book of Reports, which provided a summary of the Housing Revenue Account (HRA) and Housing capital programme positions for the 2022/23 financial year and sought approval of the proposed budget adjustments identified in section 7 and paragraph 10.1 of the report.

**RESOLVED:** That the report be noted, and any comments submitted to the Housing Portfolio Holder in advance of the Council meeting on 14 December 2022.

**18 TREASURY MANAGEMENT AND PRUDENTIAL INDICATORS Q2 MONITORING 2022-23**

Consideration was given to the report of the Head of Finance, Procurement & Commercial Services, as contained on pages 63 to 72 of the Book of Reports, which set out details of Treasury Management operations for the first half of 2022/23, reported on the Prudential Indicators, where available and sought approval of the changes to the Prudential Indicators highlighted in section 10.

Comments and questions were raised in respect of the following:



- the recent increase in interest rates
- borrowing requirements
- Reserves levels – ideally £5/6m mark and the impact from the pandemic, Brexit & the war in Ukraine on current levels
- Predictions around inflation levels
- Corporate Bonds option
- Council Tax payments – 12 month payment options

The Chairman gave an undertaking to consult with officers in respect of options going forward, including Corporate Bonds.

The Head of Finance, Procurement & Commercial Services gave an undertaking to feedback to the Committee on the option for offering residents the payment of Council Tax over a 12 month period.

**RESOLVED:** That the report be noted and any comments submitted to the Finance Portfolio Holder in advance of the Council meeting on 14 December 2022.

**19 WORK PROGRAMME**

Consideration was given to the Committee's 2023 Work Programme as set out on page 73 of the Book of Reports.

Comments and questions were raised in respect of the following:

- when the Committee would consider proposals for meeting the budget gap.
- Officer suggestions
- Statutory and non-statutory functions
- Collaborative working between Groups

The Committee was advised that political group budget sessions would be held by the end of November 2022.

**RESOLVED:** A. That the Committee Work Programme 2023 be agreed.

B. That a meeting of the Committee be held in December 2022 on the officers base budget options.

.....  
**Chairman**



**Budget / Council Plan Committee Work Programme – 15 December 2022**

Date	Items
10 January 2023	<ol style="list-style-type: none"> <li>1. Draft GRA Budget Report &amp; MTFF</li> <li>2. Committee update on survey responses and draft plan</li> </ol>
28 February 2023	<ol style="list-style-type: none"> <li>1. Review a Version 1.0 of new Plan – based on views on current Plan and agreed principles and approve for Councillor workshop</li> <li>2. Quarter 3 Council Plan Monitoring Report</li> </ol>
15 March 2023	<ol style="list-style-type: none"> <li>1. Councillor Workshop – to seek views on the revised Plan</li> </ol>
24 May 2023	<ol style="list-style-type: none"> <li>1. Review a Version 2.0 of new Plan – incorporating workshop feedback and approve draft for public consultation.</li> <li>2. Quarter 4 Council Plan Monitoring Report</li> </ol>
12 September 2023	<ol style="list-style-type: none"> <li>1. Review Version 3.0 of new Plan – incorporating public consultation and approve for consideration by Executive Overview &amp; Scrutiny (Sept 2023)/Cabinet (Sept 2023)/Council (Oct 2023)</li> <li>2. 2023-24 Quarter 1 Revenue and Capital Monitoring HRA (Housing Revenue Account)</li> <li>3. 2023-24 Quarter 1 Revenue Monitoring GRA (General Revenue Account)</li> <li>4. 2023-24 Quarter 1 Capital Monitoring GRA (General Revenue Account)</li> <li>5. 2023-24 Quarter 1 Treasury Management &amp; Prudential Indicators</li> <li>6. Medium Term Financial Strategy Update 2023/24-2025/26</li> <li>7. Quarter 1 Council Plan Monitoring</li> </ol>
7 November 2023	<ol style="list-style-type: none"> <li>1. 2023-24 Quarter 2 Revenue and Capital Monitoring HRA (Housing Revenue Account)</li> <li>2. 2023-24 Quarter 2 Revenue Monitoring GRA (General Revenue Account)</li> <li>3. 2023-24 Quarter 2 Capital Monitoring GRA (General Revenue Account)</li> <li>4. 2023-24 Quarter 2 Treasury Management &amp; Prudential Indicators</li> </ol>

- |  |  |
|--|--|
|  | <ol style="list-style-type: none"><li>5. Medium Term Financial Strategy Update 2023/24-2025/26</li><li>6. Quarter 2 Council Plan Monitoring Report</li></ol> |
|--|--|