



Jacqui Sinnott-Lacey
Chief Operating Officer

52 Derby Street
Ormskirk
West Lancashire
L39 2DF

Tuesday, 10 October 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, 18 OCTOBER 2023** at the rising of the Special Council Meeting being held at 6.45pm, but not before **7.30 PM** at which your attendance is requested.

Yours faithfully

A handwritten signature in black ink, appearing to be 'JS', written over a circular stamp or mark.

Jacqui Sinnott-Lacey
Chief Operating Officer

AGENDA
(Open to the Public)

	PAGE(S)
1. APOLOGIES	
2. 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
3. MINUTES To receive as a correct record, the minutes of the previous meeting held on 19 July 2023.	3 - 14

4. **ANNOUNCEMENTS BY THE MAYOR AND/OR THE CHIEF OPERATING OFFICER**
5. **TO ANSWER ANY QUESTIONS UNDER THE PROVISIONS OF COUNCIL PROCEDURE RULE 10.2**
6. **MINUTES OF COMMITTEES**
To receive the minutes of the following meetings, to confirm, if appropriate, such of the minutes as require confirmation and to pass such resolutions as the Council may deem necessary:
 - a) **Audit & Governance Committee - Wednesday, 26 July 2023** 15 - 18
 - b) **Planning Committee - Thursday, 27 July 2023** 19 - 22
 - c) **Planning Committee - Thursday 7 September 2023** 23 - 28
 - d) **Standards Committee - Tuesday 19 September 2023** 29 - 30
 - e) **Licensing & Appeals Committee - Tuesday, 3 October 2023** 31 - 32
7. **SOCIAL VALUE POLICY**
To consider the report of the Head of Finance, Procurement and Commercial Property. 33 - 46
(Relevant Portfolio Holder: Councillor R Molloy)
8. **COUNCIL ANNUAL REVIEW 2022/23**
To consider the report of the Corporate Director of Transformation, Housing & Resources. 47 - 72
9. **COUNCIL VISION AND PRIORITIES 2023-2028**
To consider the report of the Corporate Director of Transformation, Housing & Resources. 73 - 102
(Relevant Portfolio Holder: Councillor R Molloy)
10. **OVERVIEW & SCRUTINY ANNUAL REPORT 2022/23**
To consider the report of the Corporate Director of Transformation, Housing & Resources. 103 - 136
11. **COMMITTEE SYSTEM - PROPOSED STRUCTURE AND TERMS OF REFERENCE MAY 2024** 137 - 144
To consider the report of Simon Goacher, Independent Legal Advisor, on behalf of the Chief Operating Officer.
12. **REVISION OF VIREMENT LEVELS** 145 - 150
To consider the report of Mr Simon Goacher, Independent Legal Advisor, on behalf of the Chief Operating Officer.
13. **YOUTH MAYOR** 151 - 154
To consider the report of the Corporate Director of Transformation, Housing & Resources.

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**.

	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 3

COUNCIL

HELD: Wednesday, 19 July 2023

Start: 7.30 pm

Finish: 8.50 pm

PRESENT:

Councillor: M Nixon (Mayor)

J Finch (Deputy Mayor)

Councillors:

T Aldridge

R Bailey

P Burnside

V Cummins

T Devine

I Eccles

J Fillis

T De Freitas

Y Gagen

N Hennessy

P Hesketh

J Howard

K Lloyd

R Molloy

M Parlour

E Pope

I Rigby

Webster

D Westley

J Witter

M Anderson

A Blundell

C Coughlan

D Daniels

G Dowling

A Fennell

A Fowler

N Furey

J Gordon

P Hennessy

P Hogan

S Lawton

Mrs J Marshall

G Owen

S Patel

Marsh-Pritchard

N Pryce-Roberts

D West

D Whittington

A Yates

Officers:

Jacqui Sinnott-Lacey, Chief Operating Officer

Chris Twomey, Corporate Director of Housing, Transformation & Resources

James Pierce, Head of Finance, Procurement and Commercial Services Section 151 Officer

Kay Lovelady, Head of Legal & Democratic Services

Jacky Denning, Democratic Services Manager

Chantal Barton, Digital Communications Officer

Thomas Lynan, Electoral Services Manager

11 PRAYERS

The Mayor's Chaplain for the evening, Father Godric Timney, led Members and officers in prayer.

12 APOLOGIES

Following the Countermanded Election held on 22 June, the Mayor welcomed new members Councillors Linda Webster and Thomas Marsh-Pritchard and also welcomed back Councillor Ian Rigby.

The Mayor also paid tribute to Councillor Paul Turpin who was no longer a Member of the Council following that Countermanded Election and thanked him for his service to the Council.

Apologies for absence were received on behalf of Councillors Rear, Jukes and Mrs M Westley.

13 DECLARATIONS OF INTEREST

The following declarations were received:

1. Councillors Blundell, de Freitas, Gordon, Howard, Mrs Marshall, Gaynar Owen, Pope, Webster, Whittington and Witter declared a non-pecuniary interest in relation to item 12 'Capital Programme Out-Turn 2022-23' and item 17 'Linear Parks Update' in view of their membership of a Parish Council.
2. Councillors Aldridge, Bailey, Pope and D Westley declared a non pecuniary interest in relation to item 12 Capital Programme Out-Turn 2022-23 and item 17 'Linear Parks Update', as Members of Lancashire County Council, as did Councillors Coughlan, Cummins and Gagen as an employee of Lancashire County Council.
3. Councillors Gaynar Owen, Nixon and West (Tenant of a Council flat/house) Coughlan (Tenant of a Council garage) declared a non-pecuniary interest in relation to item 14 'HRA – Revenue & Capital Outturn' for the reasons indicated but were entitled to speak and vote by virtue of an exemption (nothing in these reports relates particularly to their respective interests arising from the tenancy or lease).
4. Councillors Aldridge, de Freitas, Nixon and Rigby declared a non-pecuniary interest in relation to item 14 'HRA – Revenue & Capital Outturn' as they have a connected person who is a tenant of rented Council accommodation. Insofar as that interest becomes a pecuniary interest (as it would affect the financial position of their relative and a member of the public with knowledge of the relevant facts would reasonably regard this as so significant that it is likely to prejudice their judgement of the public interest) they declared that interest but considered that they were entitled to speak and vote by virtue of an exemption as nothing in these reports relates particularly to the relevant tenancy or lease.

14 MINUTES

The minutes of the meeting held on 17 May 2023 were received as a correct record and signed by the Mayor.

15 ANNOUNCEMENTS BY THE MAYOR AND/OR THE CHIEF OPERATING OFFICER

The Mayor announced:

1. That an Extraordinary Council meeting will be held at 6.45pm on Wednesday 18 October 2023 to confer upon Mrs May Blake, the title of Honorary Alderman of the Borough of West Lancashire in recognition of the eminent services which she has rendered to the Council of the Borough of West Lancashire during the 28 years in which she was a Member of the Council.
2. That the fund-raising Committee are organising a Red Carpet Cinema Night at the end of September or first week in October. The date to be confirmed.
3. Civic Sunday would be held on Sunday 10 September at 2.30pm at St Anne's RC Church, Prescott Road, Ormskirk.

16 **TO ANSWER ANY QUESTIONS UNDER THE PROVISIONS OF COUNCIL PROCEDURE RULE 10.2**

The following question and response was circulated prior to the meeting:

Planning Application 2019/0366/FUL – Question from Councillor Marsh-Pritchard

To ask the Council Leader, in relation to the Planning Application 2019/0366/FUL Demolition of existing structures and erection of a foodstore (Use Class E(a)) and trade counter unit (Use Class B8) | Pennylands House, High Street, Skelmersdale which was considered by Planning committee on 16 February 2023:

- a. *To confirm that conditions 9 and 10 approved by Planning Committee have been fulfilled to the satisfaction of the council*
- b. *If the conditions 9 and 10 have not yet been fulfilled what further steps the Council will contemplate to preserve the amenity of local residents during the construction phase of the development given that construction is already underway"*

Response

Officers are aware of a number of concerns raised by local residents and we have written to developer's planning representatives to remind them of their responsibilities. In response, they have apologised for any disruption caused. We now have applications to address condition 9 relating to Traffic Management and condition 10, which relates to Construction Environment Management Plan (CEMP). If unacceptable disruption continues pending the outcome of these applications, it is open to the Council to take formal action against the developers. Such measures could include a Breach of Condition Notice or a Temporary Stop Notice. In the meantime, officers will continue to monitor the site to ensure that conditions remain complied with at all times.

17 **MINUTES OF COMMITTEES**

Consideration was given to the minutes of the undermentioned meetings of the Committees shown.

RESOLVED That the minutes of the undermentioned meetings and any recommendations contained in them, be approved:

- A. Licensing & Appeals Committee – Tuesday, 28 March and 6 June 2023
- B. Planning Committee – Thursday, 20 April, 25 May and 22 June 2023
- C. Audit & Governance Committee – Tuesday, 30 May 2023.

18 **PROCUREMENT POLICY**

Consideration was given to the report of the Corporate Director of Transformation, Housing & Resources, as contained on pages 29 to 52 of the Book of Reports, which detailed the proposed Procurement Policy.

The minutes of the Audit & Governance Committee, Executive Overview & Scrutiny Committee and Cabinet had been circulated prior to the meeting.

RESOLVED: That the Procurement Policy is noted and approved.

19 **COMMUNITY WEALTH BUILDING STRATEGY**

Consideration was given to the report of the Corporate Director of Transformation, Housing & Resources, as contained on pages 53 to 122 of the Book of Reports, which sought approval of the Council's first Community Wealth Building Strategy.

The Minute of Cabinet was circulated prior to the meeting.

RESOLVED: A. That the Community Wealth Building Strategy contained at Appendix A be approved.

B. That the Director of Transformation, Housing and Resources be given delegated authority to make any minor or inconsequential amendments to the Strategy as deemed appropriate.

20 **USE OF COMMUNITY INFRASTRUCTURE LEVY MONIES ON BURSCOUGH WELLBEING AND LEISURE HUB**

Consideration was given to the report of the Corporate Director of Transformation, Housing & Resources, as contained on pages 123 to 136 of the Book of Reports, which sought authority for the allocation and expenditure of up to £320,000 of Community Infrastructure Levy monies towards the refurbishment of Burscough Racquets and Fitness Centre.

The Minute of Cabinet was circulated prior to the meeting.

RESOLVED: That the following decision of Cabinet held on 27 June 2023, be

endorsed:

- A. The sum of £320,000 be taken from the Community Infrastructure Levy (CIL) to be used towards the refurbishment of Burscough Racquets and Fitness Centre.
- B. That the Director of Transformation, Housing and Resources and/or the Head of Finance, Procurement and Commercial Services, in consultation with the Portfolio Holder for Human Resources and Leisure and the Portfolio Holder for Resources and Transformation be granted delegated authority to utilise funding allocated CIL Funding to take all steps (including the appointment and payment to Alliance Leisure) to undertake the works set out in Section 5 of the report.

21 REVIEW OF POLITICAL BALANCE 2023/24

Consideration was given to the report of the Chief Operating Officer, as contained on pages 137 to 140 of the Book of Reports, which reviewed the allocation of seats on Committees to Political Groups, as a result of the Countermanded Election held on 22 June 2023 and the re-establishment of the Our West Lancashire (OWL) Group.

A Motion circulated prior to the meeting was moved and seconded.

A vote was taken on the Motion, which was CARRIED.

RESOLVED: A. 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 allocation of seats to the political groups be as agreed at the Annual Meeting of the Council on 17 May 2023, subject to:

- (i) Executive Overview & Scrutiny Committee – less 1 Conservative, plus 1 OWL
 - (ii) Corporate & Environmental Overview & Scrutiny Committee – less 1 Conservative, plus 1 OWL
 - (iii) Planning Committee – less 1 Conservative, plus 1 OWL
 - (iv) Licensing & Appeals Committee – less 1 Labour, plus 1 Conservative, plus 1 OWL
 - (v) Licensing & Gambling Committee – plus 1 Conservative
 - (vi) Standards Committee – plus 1 OWL
 - (vii) Audit & Governance Committee – plus 1 OWL
 - (viii) Investigating Committee – less 1 Conservative, plus 1 OWL
- B. That the Leaders of each Political Group advise the Head of Legal & Democratic Services in relation to the names of the Councillors in respect of A. above and Section 4.1A of the

Council's Constitution be updated accordingly.

22 UK SHARED PROSPERITY FUND UPDATE

Consideration was given to the report of Corporate Director of Transformation, Housing & Resources, as contained on pages 141 to 158 of the Book of Reports, which sought approval for the Council's proposed delivery of the UK Shared Prosperity Fund ('UKSPF') and Rural England Prosperity Fund ('REPF') investment programme.

The Leader gave an undertaking to provide regular updates via the Members Update.

- RESOLVED:
- A. That the spending and investment proposals and all other associated work(s) required to deliver, award, manage and monitor both the UK Shared Prosperity Fund (£4.25m) and Rural England Prosperity Fund (£441,630) set out in this Report and Appendices be approved.
 - B. Thereafter, the Corporate Director of Transformation, Housing and Resources, in consultation with the portfolio holder be granted delegated authority to amend the investment proposals/plan as deemed appropriate
 - C. That the Corporate Director of Transformation, Housing and Resources be given delegated authority to procure specialist support and advice, to ensure the programmes of work can be implemented and meet the UKSPF framework and timescales. The cost of which will be taken from the over-all administration and management fees allocation.
 - D. That West Lancashire Partnership Board are appointed to act as the Independent Local Partnership Board. The role of the Board will be to provide guidance and advice on the strategic fit and deliverability of the activities funded by UK Shared Prosperity Fund.
 - E. That the Corporate Director of Transformation, Housing and Resources in consultation with the Portfolio Holder be granted delegated authority to make alternative arrangements for the provision of an Independent Partnership Board if at any time the West Lancashire Partnership Board are either unwilling or unable to carry out that function.

23 GRA REVENUE OUT-TURN 22-23

Consideration was given to the report of the Head of Finance, Procurement & Commercial Services, as contained on pages 159 to 166 of the Book of Reports, which provided a summary of the revenue outturn position on the General Revenue Account (GRA) for the 2022/23 financial year, noting movements in the Council's

reserves and balance.

- RESOLVED: A. That the revenue outturn position be noted.
- B. That the use of reserves required was £234k less than was budgeted be noted.

24 **GRA CAPITAL OUT-TURN 2022-23**

Consideration was given to the report of the Head of Finance, Procurement & Commercial Services, as contained on pages 167 to 178 of the Book of Reports, which provided a summary of the capital outturn position on the General Revenue Account (GRA) for the 2022/2023 financial year.

- RESOLVED: A. That the Capital outturn position be noted and the proposed Capital allocation set out in Appendix 1 be approved.
- B. That the Capital programme and Re-profiling in Appendix 1 be noted and approved.

25 **HRA REVENUE & CAPITAL OUT-TURN**

Consideration was given to the report of the Head of Finance, Procurement & Commercial Services, as contained on pages 179 to 186 of the Book of Reports, which provided a summary of the Housing Revenue Account (HRA) revenue and capital outturn positions for the 2022/23 financial year.

- RESOLVED: A. That the draft financial outturn position of the 2022/23 HRA and Capital Investment Programme be noted and that the use of HRA reserves be noted.
- B. That the switching of funding from HRA borrowing to HRA revenue contributions in paragraph 5.4 be noted.
- C. That capital slippage identified in appendix one be noted.

26 **TREASURY MANAGEMENT & PRUDENTIAL INDICATOR PERFORMANCE 22-23**

Consideration was given to the report of the Head of Finance, Procurement & Commercial Services, as contained on pages 187 to 196 of the Book of Reports, which detailed the Treasury Management performance and Prudential Indicators for the year ended 31 March 2023.

RESOLVED: That the performance for the 2022-23 financial year be noted.

27 **LINEAR PARKS UPDATE**

Consideration was given to the report of the Corporate Director of Transformation, Housing & Resources, as contained on pages 197 to 202 of the Book of Reports,

which provided an update in relation to progress of the proposed linear parks between Ormskirk – Burscough and Tarleton - Hesketh Bank.

RESOLVED: That the update be noted.

28 **EXCLUSION OF PRESS AND PUBLIC**

RESOLVED: That under Section 100A(4) of the Local Government Act 1972, the public be excluded from the meeting during consideration of the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A of that Act and as, in all the circumstances of the case, the public interest in maintaining the exemption under Schedule 12A outweighs the public interest in disclosing the information.

29 **TAWD VALLEY DEVELOPMENTS LIMITED - BUSINESS PLAN UPDATE**

Consideration was given to the report of the Chief Operating Officer, as contained on pages 203 to 262, which sought approval for the latest Business Plan of Tawd Valley Developments Limited (TVDL), which is the Council's wholly owned development company.

A Motion to move the recommendations at paragraph 2 of the report was moved and seconded.

A vote was taken and was recorded at the request of a Member, as follows:

FOR: Councillors: T Aldridge, M Anderson, R Bailey, A Blundell, P Burnside, C Coughlan, V Cummins, D Daniels, T Devine, G Dowling, I Eccles, A Fennell, J Fillis, J Finch, A Fowler, T de Frietas, N Furey, Y Gagen, J Gordon, N Hennessy, P Hennessy, P Hogan, J Howard, S Lawson, K Lloyd, Mrs Marshall, , R Molloy, M Nixon, G Owen, M Parlour, S Patel, E Pope, N Pryce-Roberts, D West, D Westley, D Whittington, J Witter and A Yates (THIRTY EIGHT)

AGAINST: Councillors: T Marsh-Pritchard, I Rigby and L Webster (THREE)

ABSENCES: Councillor: P Hesketh (ONE)

The Motion was CARRIED.

RESOLVED: A. That the TVDL Business Plan set out in the Appendix to the report be approved.

B. That the implications for the Council arising from the Business Plan, as set out in section 5 of the report, be approved.

30 **MOTIONS**

The following Motion was considered at the request of the Member indicated:

31 **STANDING UP FOR RESPONSIBLE TAX CONDUCT - MOTION FROM COUNCILLOR ADAM YATES ON BEHALF OF THE LABOUR GROUP**

A Motion, included on the agenda at the request of a Member was moved and seconded.

An Amendment to the Motion, circulated prior to the meeting, was moved and seconded.

A vote was taken on the Amendment, which was LOST.

A vote was taken on the Original Motion, which was CARRIED.

RESOLVED: A. That full Council notes that:

1. The pressure on organisations to pay their fair share of tax has never been stronger.
2. Polling from the Institute for Business Ethics finds that “corporate tax avoidance” has, since 2013, been the clear number one concern of the British public when it comes to business conduct.
3. Two thirds of people (66%) believe the Government and local councils should at least consider a company’s ethics and how they pay their tax, as well as value for money and quality of service provided, when awarding contracts to companies.
4. Around 17.5% of public contracts in the UK have been won by companies with links to tax havens.
5. It has been conservatively estimated that losses from multinational profit-shifting (just one form of tax avoidance) could be costing the UK some £17bn per annum in lost corporation tax revenues.
6. The Fair Tax Mark offers a means for business to demonstrate good tax conduct, and has been secured by a wide range of businesses across the UK, including FTSE-listed PLCs, co-operatives, social enterprises and large private businesses.

B. That full Council believes that:

1. Paying tax is often presented as a burden, but it shouldn't be.
 2. Tax enables us to provide services from education, health and social care, to flood defence, roads, policing and defence. It also helps to counter financial inequalities and rebalance distorted economies.
 3. As recipients of significant public funding, local authorities should take the lead in the promotion of exemplary tax conduct; be that by ensuring contractors are paying their proper share of tax, or by refusing to go along with offshore tax dodging when buying land and property.
 4. Where councils hold substantive stakes in private enterprises, influence should be wielded to ensure that such businesses are exemplars of tax transparency and tax avoidance is shunned.
 5. More action is needed, however, as current and proposed new UK procurement law significantly restricts councils' ability to either penalise poor tax conduct (as exclusion grounds are rarely triggered) or reward good tax conduct, when buying goods or services.
 6. UK cities, boroughs, counties and towns can and should stand up for responsible tax conduct - doing what they can within existing frameworks and pledging to do more given the opportunity, as active supporters of international tax justice.
- C. That Full Council resolves to:
1. Approve the Councils for Fair Tax Declaration. (1)
 2. Lead by example in West Lancashire and demonstrate good practice in our tax conduct, right across our activities.
 3. Ensure IR35 is implemented robustly and contract workers pay a fair share of employment taxes.
 4. Not use offshore vehicles for the purchase of land and property, especially where this leads to reduced payments of stamp duty.
 5. Undertake due diligence to ensure that not-for-profit structures are not being used inappropriately by suppliers as an artificial device to reduce the payment of tax and business rates.

6. Demand clarity on the ultimate beneficial ownership of suppliers UK and overseas and their consolidated profit & loss position, given lack of clarity could be strong indicators of poor financial probity and weak financial standing.
7. Promote Fair Tax Mark certification especially for any business in which we have a significant stake and where corporation tax is due.
8. Support Fair Tax Week events in West Lancashire, and celebrate the tax contribution made by responsible businesses are proud to promote responsible tax conduct and pay their fair share of corporation tax.
9. Support calls for urgent reform of UK procurement law to enable local authorities to better penalise poor tax conduct and reward good tax conduct through their procurement policies.

(1) <https://fairtaxmark.net/wp-content/uploads/2022/12/Councils-for-Fair-Tax-Declaration-ENG-CYM-2022.pdf>

.....
THE MAYOR

AUDIT & GOVERNANCE COMMITTEE

HELD: Wednesday, 26 July 2023

Start: 7.03 pm

Finish: 7.59 pm

PRESENT:

Councillor: M Anderson (Chairman)

Councillors: M Parlour
J Fillis
S Patel
D West
D Daniels
Marsh-Pritchard
E Pope
D Whittington

In attendance: Councillor Paul Hogan
Councillor David Westley

Officers: Catherine Kirwan, Procurement Manager
Jennifer Lunn, Assistant Solicitor
Jacqueline Pendleton, Corporate Compliance & Governance
Manager
James Pierce, Head of Finance, Procurement and Commercial
Services Section 151 Officer
Duncan Jowitt, Democratic Services Officer

15 APOLOGIES

There were no apologies received.

16 MEMBERSHIP OF THE COMMITTEE

There were no changes to the membership of the Committee.

17 URGENT BUSINESS

There were no urgent items of business.

18 DECLARATIONS OF INTEREST

There were no declarations of interest.

19 MINUTES OF PREVIOUS MEETING

RESOLVED: That the minutes of the meeting held on the 30 May 2023, be approved as a correct record and signed by the Chairman.

20 PUBLIC SPEAKING

There were no items under this heading.

21 GRANT THORNTON PROGRESS UPDATE

Consideration was given to the Audit Findings Report 2020-21 and Auditor's Annual Report 2020-21.

The Chairman welcomed and invited Georgia Jones, Director, Grant Thornton, to present the reports to the Committee.

She confirmed that there were no significant changes overall and that the risks identified were not unusual. She described in detail their key findings, judgments and estimates, the matters they had discussed with corporate management team, the council's value for money arrangements and other responsibilities under the code.

Councillors raised question in respect of the pension fund, in particular the misstatement relating to the payment in advance of employer contributions in respect of the pension fund for 2021/22 and 2022/23, and about Value for Money (VFM) arrangements.

Georgia Jones confirmed that now that the amendments had been made, she was satisfied that the council was compliant with guidance and that there were no further issues. She confirmed that VFM had been looked at in detail and, following the agreement of fees and any appropriate liaison, the final costing would be brought back to the Committee and the accounts would go to council for approval. James Pierce cited the turnover of finance staff as the cause of delay and said he was looking into the recruitment of senior staff in Finance and was not anticipating any major impact on the MTFs.

RESOLVED: That the reports as set out on pages 13-108 of the Book of Reports, which had been presented to Members for approval be noted and the issue of the Letter of Representation 2020-21 be recommended.

22 INTERNAL AUDIT ANNUAL REPORT 2022/23

The Corporate Director of Transformation, Housing & Resources submitted a report presenting the 2022/23 Internal Audit Annual Report and Opinion for the consideration of Members.

The Chairman invited the Corporate Compliance and Governance Manager to present the report.

The Committee considered the 2022/23 Internal Audit Annual Report and Opinion as contained on pages 109 to 126 of the Book of Reports, which had been presented to Members for approval.

RESOLVED: That Internal Audit be thanked and the contents of the 2022/23 Internal Audit Annual Report and Opinion, be noted.

23 INTERNAL AUDIT PROGRESS REPORT - QUARTERLY UPDATE

The Corporate Director of Transformation, Housing & Resources submitted a report for the consideration of Members advising of progress against the 2023/24 Internal Audit Plan.

The Chairman invited the Corporate Compliance and Governance Manager to present the report.

The Committee considered the report of progress against the 2023/24 Internal Audit Plan as detailed on pages 127 to 139 of the Book of Reports, which had been presented to Members for approval.

RESOLVED: Members noted the progress in the year to date.

24 QUARTERLY EXEMPTION REPORT

The Head of Finance, Procurement and Commercial Property submitted a report on the Council's use of an exemption from Public Contracts Regulations 2015 and/ or Council's Contract Procedure Rules.

The Chairman invited the Procurement and Contracts Manager to present the report.

A question was raised and responded to in relation to the GIS software detailed in the Request for Exemption from Contract Procedure Rules.

The Committee considered the Quarterly Report on Procurement Exemptions as contained on pages 141-146 of the Book of Reports, which had been presented to Members.

RESOLVED: that the Council's exemption activity be noted.

25 RIPA ACT - REGULAR MONITORING OF USE OF POWER

The Head of Legal and Democratic Services submitted a report on the Council's use of its powers under the Regulation of Investigatory Powers Act 2000 (RIPA).

RESOLVED: Members noted that the Council has not had cause to use its powers under RIPA during the last 12 months.

26 ANNUAL GOVERNANCE STATEMENT 2022/23

The Head of Finance, Procurement and Commercial Services submitted a report to consider the Council's Annual Governance Statement (AGS) for 2021/22 and 2022/23.

RESOLVED: Members agreed that the AGS 2021/22, as set out in Appendix 1, and the AGS 2022/23, set out in Appendix 2 of the report be approved and commended to the Leader and Chief Operating Officer for signature.

Any subsequent changes to the Annual Governance Statements, following receipt of the final external audit reports from Grant Thornton, would be undertaken by the Head of Finance, Procurement and Commercial Services (s151 officer) in consultation with the Chair of the Audit and Governance Committee.

27 **AUDIT & GOVERNANCE COMMITTEE WORK PROGRAMME - JULY 2023**

The following minor changes to items on the work programme were suggested and the Democratic Services Officer agreed to make the amendments.

- Grant Thornton – Audit Plan 2022-23 should read 2021-22.
- The projected meeting dates from May 2024 onwards shown on the work programme had not yet been approved by Council.

Members also suggested that the Governance Issues (page 186 of the agenda) would need to be addressed and the Corporate Compliance & Governance Manager said she would amend the work programme to include an item.

The Chairman asked about the proposed briefing on the final accounts, however arranging a suitable date with Grant Thornton had so far proved difficult.

.....
Chairman

PLANNING COMMITTEE

HELD: Thursday, 27 July 2023

Start: 7.00 p.m.

Finish: 8.20 p.m.

PRESENT:

Councillor: G Owen (Chairman)
A Fowler (Vice-Chairman)

Councillors: M Anderson E Pope
A Fennell L Webster
P Hogan D Westley
S Patel J Witter

In attendance: Councillor Rigby (Rural South Ward)
Councillor Howard (North Meols and Hesketh Bank Ward –
from agenda item 7f),

Officers: Steve Faulkner, Planning Services Manager
Kate Jones, Planning Services Team Leader
David Delaney, Legal Assistant (Planning)
Jill Ryan, Principal Democratic Services Officer
Hollie Griffiths, Planning Assistant Solicitor

9 APOLOGIES

There were no apologies for absence received.

10 MEMBERSHIP OF THE COMMITTEE

In accordance with Council Procedure Rule 4, the Committee noted the termination of Councillor A Blundell and the appointment of Councillor D Westley for this meeting only, thereby giving effect to the wishes of the Political Groups.

11 URGENT BUSINESS, IF ANY INTRODUCED BY THE CHAIRMAN

There were no urgent items of business received.

12 DECLARATIONS OF INTEREST

There were no Declarations of Interest received.

13 DECLARATIONS OF PARTY WHIP

There were no Declarations of Party Whip.

14 MINUTES

RESOLVED: That the minutes of the meeting held on the 22 June 2023 be approved as a correct record and signed by the Chairman.

15 **PLANNING APPLICATIONS**

Consideration was given to the report of the Corporate Director of Transformation, Housing and Resources as contained on pages 65 to 197 of the Book of Reports and on pages 199 to 210 of the Late Information Report.

(Notes:

1. Parish Councillor Lewis from Simonswood Parish Council spoke in connection with planning application 2023/0030/FUL relating to the Caravan Site, Newbridge Farm, Stopgate Lane, Simonswood.
2. The Agent also spoke in connection with planning application 2023/0030/FUL relating to the Caravan Site, Newbridge Farm, Stopgate Lane, Simonswood.
3. Councillor I Rigby spoke as Ward Councillor in connection with planning applications 2023/0030/FUL relating to the Caravan Site, Newbridge Farm, Stopgate Lane, Simonswood and also in connection with planning application 2022/1314.FUL relating to Holly Fold Farm, Rainford Road, Bickerstaffe and left the meeting at the conclusion of this item.
4. Councillor J. Howard joined the meeting during planning application 2022/1143/FUL relating to Valera Ltd, Plox Brow, Tarleton and was in attendance for the remainder of the meeting.)

16 **2023/0008/FUL - OLD GORE BARN, ALTCAR LANE, GREAT ALTCAR, LIVERPOOL**

The Corporate Director of Transformation, Housing and Resources submitted a report on planning application 2023/0008/FUL relating to Old Gore Barn, Altcar Lane, Great Altcar, Liverpool.

RESOLVED: That planning application 2023/0008/FUL relating to Old Gore Barn, Altcar Lane, Great Altcar, Liverpool be approved subject to the revised conditions and reasons as set out on pages 199 to 201 of the Late Information Report.

17 **2022/1326/FUL - ALMOND VILLA, SOUTHPORT ROAD, SCARISBRICK**

The Corporate Director of Transformation, Housing and Resources submitted a report on planning application 2022/1326/FUL relating to Almond Villa, Southport Road, Scarisbrick.

RESOLVED: That planning application 2022/1326/FUL relating to Almond Villa, Southport Road, Scarisbrick be refused for the reasons as set out on pages 83 to 84 of the Book of Reports

18 **2022/1210/FUL - LAND ADJACENT THE OLD SCHOOL HOUSE, HIGHER LANE,**

DALTON

The Corporate Director of Transformation, Housing and Resources submitted a report on planning application 2022/1210/FUL relating to Land Adjacent to The Old School House, Higher Lane, Dalton, Wigan.

RESOLVED: That planning application 2022/1210/FUL relating to Land adjacent The Old School House, Higher Lane, Dalton, Wigan be deferred for one cycle to allow for a site visit to take place to investigate the issues of highway safety.

19 **2023/0030/FUL - CARAVAN SITE, NEWBRIDGE FARM, STOPGATE LANE, SIMONSWOOD, LANCASHIRE**

The Corporate Director of Transformation, Housing and Resources submitted a report on planning application 2023/0030/FUL relating to the Caravan Site, Newbridge Farm, Stopgate Lane, Simonswood, Lancashire.

RESOLVED: That planning application 2023/0030/FUL relating to the Caravan Site, Newbridge Farm, Stopgate Lane, Simonswood, Lancashire be approved subject to the conditions and reasons as set out on pages 114 to 116 of the Book of Reports

20 **2022/1314/FUL - HOLLY FOLD FARM, RAINFORD ROAD, BICKERSTAFFE**

The Corporate Director of Transformation, Housing and Resources submitted a report on planning application 2022/1314/FUL relating to Holly Fold Farm, Rainford Road, Bickerstaffe.

RESOLVED: That planning application 2022/1314/FUL relating to Holly Fold Farm, Rainford Road, Bickerstaffe be approved subject to the conditions and reasons as set out on pages 128 to 134 of the Book of Reports.

21 **2022/1143/FUL - VALERA LTD, PLOX BROW, TARLETON**

The Corporate Director of Transformation, Housing and Resources submitted a report on planning application 2022/1143/FUL relating to Valera Limited, Plox Brow, Tarleton.

RESOLVED: That planning application 2022/1143/FUL relating to Valera Ltd, Plox Brow, Tarleton be refused for the reason as stated on page 156 of the Book of Reports

22 **2022/0769/FUL - BUNGALOW FARM HOUSE, HEATONS BRIDGE ROAD,**

SCARISBRICK

The Corporate Director of Transformation, Housing and Resources submitted a report on planning application 2022/0769/FUL relating to Bungalow Farm House, Heatons Bridge Road, Scarisbrick.

RESOLVED: That in respect of planning application 2022/0769/FUL relating to Bungalow Farm House, Heatons Bridge Road, Scarisbrick, the Council should defend the appeal on the basis that the application should be refused for the reason set out on page 164 of the Book of Reports.

.....
Chairman

PLANNING COMMITTEE

HELD: Thursday, 7 September 2023

Start: 7.00 p.m.

Finish: 8.18 p.m.

PRESENT:

Councillor: A Fowler (Acting Chairman)

Councillors: A Blundell S Patel
P Burnside E Pope
G Dowling L Webster
A Fennell J Witter
P Hogan

Officers: Steve Faulkner, Planning Services Manager
David Delaney, Legal Assistant (Planning)
Jill Ryan, Principal Democratic Services Officer
Danielle Valenti, Planning Assistant Solicitor
Hollie Griffiths, Planning Assistant Solicitor

In attendance: Councillor J Gordon (Burscough Bridge and Rufford Ward)

23 APOLOGIES

There were no apologies for absence received.

24 MEMBERSHIP OF THE COMMITTEE

In accordance with Council Procedure Rule 4, the Committee noted the termination of Councillors Owen and Anderson and the appointments of Councillors Burnside and Dowling for this meeting only, thereby giving effect to the wishes of the Political Groups.

25 URGENT BUSINESS, IF ANY INTRODUCED BY THE CHAIRMAN

There were no urgent items of business received.

26 DECLARATIONS OF INTEREST

1. Councillor A Blundell declared a non-pecuniary interest in respect of planning application 2023/0231/FUL relating to the Wildfowl and Wetlands Trust, Martin Mere, Fish Lane, Burscough as he recently had become a Member of the Wildfowl and Wetlands Trust.
2. Councillor A Blundell declared a pecuniary interest in respect of planning application 2022/1210/FUL relating to land adjacent the Old School, Higher Lane, Dalton, Wigan as the company he worked for handled the sale of the property and that he would therefore leave the Chamber during consideration of this application and take no part in the decision making process.

27 DECLARATIONS OF PARTY WHIP

There were no Declarations of Party Whip.

28 MINUTES

RESOLVED: That the minutes of the meeting held on the 27 July 2023 be approved as a correct record and signed by the Chairman.

29 PLANNING APPLICATIONS

Consideration was given to the report of the Corporate Director of Transformation, Housing and Resources as contained on pages 219 to 291 of the Book of Reports and on pages 293 to 296 of the Late Information Report.

(Notes:

1. An Objector and the Applicant spoke in connection with planning application 2023/0444/FUL relating to 39 Brandreth Drive, Parbold.
2. An Objector and the Applicant spoke in connection with planning application 2023/0231/FUL relating to The Wildfowl and Wetlands Trust, Martin Mere, Fish Lane, Burscough.
3. Councillor A Blundell had declared a non-pecuniary interest in respect of planning application 2023/0231/FUL relating to The Wildfowl and Wetlands Trust, Martin Mere Fish Lane, Burscough.
4. Councillor A Blundell had a declared a pecuniary interest in respect of planning application 2022/1210/FUL relating to Land Adjacent the Old School, Higher Lane, Dalton and therefore left the Chamber during consideration of this application and took no part in the decision making process.

30 2023/0169/FUL - LANE FARM, MOSSY LEA ROAD, WRIGHTINGTON

The Corporate Director of Transformation, Housing and Resources submitted a report on planning application 2023/0169/FUL relating to Lane Farm, Mossy Lea Road, Wrightington.

RESOLVED: That planning application 2023/0169/FUL relating to Lane Farm, Mossy Lea Road, Wrightington be deferred at the request of Officers to allow for further consideration.

31 2023/0444/FUL - 39 BRANDRETH DRIVE PARBOLD

The Corporate Director of Transformation, Housing and Resources submitted a report on planning application 2023/0444/FUL relating to 39 Brandreth Drive, Parbold.

RESOLVED: That planning application 2023/0444/FUL relating to 39 Brandreth Drive, Parbold be approved subject to the conditions and reasons as set out on pages 238 to 240 of the Book of Reports and with a revision to Condition 5 and an additional condition as set out below:-

Amended Condition 5

The building/extension hereby permitted shall be used wholly in conjunction with, and ancillary to the use of 39 Brandreth Drive, Parbold; as a single dwelling-house and shall not be used as a separate independent unit of residential accommodation, or for use for business purposes, holiday letting or air bed and breakfast uses.

Reason

The proposed development lacks satisfactory standards of privacy, garden space and in-curtilage car parking space to be occupied satisfactorily as a separate dwelling unit complying with Policy GN3 in the adopted West Lancashire Local Plan 2012-2027 Development Plan Document.

Additional Condition

All first floor windows on the rear (south west) elevation of the rear extension hereby permitted shall be non-opening and remain fixed shut at all times.

Reason

To protect the privacy and amenity of adjacent residential properties and so comply with the provisions of Policy GN3 in the adopted West Lancashire Local Plan 2012-2027 Development Plan Document.

32 2022/1210/FUL - LAND ADJACENT TO THE OLD SCHOOL HOUSE, HIGHER LANE, DALTON

The Corporate Director of Transformation, Housing and Resources submitted a report on planning application 2022/1210/FUL relating to Land Adjacent to the Old School House, Higher Lane, Dalton.

RESOLVED: That planning application 2022/1210/FUL relating to Land Adjacent to the Old School House, Higher Lane, Dalton be approved subject to the conditions and reasons as set out on pages 256 to 258 of the Book of Reports and that a further condition and a revision to Condition 6 as set out on page 294 of the Late Information Report

be added and with an amendment to Condition 6 and an additional Condition as set out below:-

Amended Condition 6

The allotment and replacement building hereby permitted shall be for the personal and private use of the applicant at all times. No trade or business use unconnected to the permitted use of the land shall be carried out at any time, including any use of the replacement building for the storage of building materials.

Reason

To safeguard the amenities of occupants of existing dwellings located in the vicinity of the application site and to comply with the provisions of Policy GN3 in the West Lancashire Local Plan 2012-2027 Development Plan Document.

Additional Condition

The replacement building hereby permitted shall be externally completed in accordance with the applicant's submitted statement of 5 September 2023 (i.e. no later than 31 January 2024) and all existing loose materials removed from site.

Reason

To ensure a satisfactory external appearance and to comply with the provisions of Policy GN3 in the West Lancashire Local Plan 2012-2027 Development Plan Document.

33 2022/1333/FUL - WOODSIDE BARN, CRANES LANE, LATHOM

The Corporate Director of Transformation, Housing and Resources submitted a report on planning application 2022/1333/FUL relating to Woodside Barn, Cranes Lane, Lathom.

RESOLVED: That planning application 2022/1333/FUL relating to Woodside Barn, Cranes Lane, Lathom be approved subject to the conditions and reasons as set out on pages 272 to 276 of the Book of Reports and with a further condition as set out on page 296 of the Late Information Report and with the amendment to Condition 9 and with an additional condition as set out below:-

Amended Condition 9

Notwithstanding the details shown on the approved drawings, no part of the development shall be occupied until full details of both hard and soft landscaping works have been submitted to and

approved in writing by the Local Planning Authority.

The details shall relate to all land surfaces not built upon and shall include:

- Land-levels and gradients resulting in the formation of any banks, terraces or other earthworks
- Hard surfaced areas and materials,
- Planting plans including additional trees adjacent to the hedgerow on the western boundary of the site, specifications and schedules, planting size, species and numbers/densities, trees to be retained and a scheme for the timing / phasing of work.
- Existing plants / trees to be retained
- A detailed regime for the ongoing and longer term management and maintenance of all soft landscaping is also required to be submitted for approval.

Additional Condition

Prior to the first occupation of the hereby approved dwelling all outbuildings existing on the application site at the time shall be removed in their entirety from the site.

Reason

To ensure that the development does not harm openness of the Green Belt in accordance with Policy GN1(b) of the West Lancashire Local Plan 2012-2027 Development Plan Document and National Planning Policy Framework - Protecting Green Belt Land.

34 2023/0231/FUL - MARTIN MERE, FISH LANE, BURSCOUGH, ORMSKIRK

The Corporate Director of Transformation, Housing and Resources submitted a report on planning application 2023/0231/FUL relating to Martin Mere, Fish Lane, Burscough, Ormskirk.

RESOLVED: That planning application 2023/0231/FUL relating to Martin Mere, Fish Lane, Burscough, Ormskirk be approved subject to the conditions (delegated powers following conclusion of matters regarding the HRA with Natural England) and reasons as set out on page 288 of the Book of Reports.

.....
Chairman

STANDARDS COMMITTEE

HELD: Tuesday, 19 September 2023

Start: 7.00 pm

Finish: 7.23 pm

PRESENT:

Councillor: Y Gagen (Chairman)

Councillors: D Westley P Burnside
V Cummins A Fennell
T De Freitas N Furey
J Witter Webster

Independent Persons: S Garvey M Fawcett

In attendance: Councillor G Dowling

Officers: Kay Lovelady, Head of Legal & Democratic Services
Duncan Jowitt, Democratic Services Officer

19 APOLOGIES

There were no apologies received.

20 MEMBERSHIP OF THE COMMITTEE

In accordance with Council Procedure Rule 4, the Committee noted the termination of Councillor Howard, and the appointment of Councillor De Freitas for this meeting only, thereby giving effect to the wishes of the Political Groups.

21 DECLARATIONS OF INTEREST

Councillor Westley declared a non-pecuniary interest in item 7 because as a parish councillor, he had been a former colleague of one of the applicants, George Pratt, but was not a close friend.

22 URGENT BUSINESS

There were no urgent items of business.

23 PUBLIC SPEAKING

There were no items under this heading.

24 MINUTES

RESOLVED: That the Minutes of the meeting held on 14 March 2023 be received as a correct record and signed by the Chairman.

25 APPOINTMENT OF PARISH / TOWN COUNCIL REPRESENTATIVES ON STANDARDS COMMITTEE

The Head of Legal & Democratic Services submitted a report asking the Standards Committee to consider the suitability of two applications from Parish Councillors to be appointed to Standards Committee.

Members considered the concerns raised regarding the potential for accusations of conflict of interest or perceived conflict of interest in any future business of the Committee as outlined in the report, which might preclude Parish Councillor George Pratt from undertaking the role of Parish Council Representative.

RESOLVED: That the application from Parish Councillor Andrew Grant be approved and the application from Parish Councillor George Pratt be rejected.

26 COMPLAINTS STATISTICS

The Head of Legal and Democratic Services presented the Complaints Statistics as contained on pages 15-18 of the Book of Reports, which provided Members with statistical information in relation to Standards Complaints for the period 14 March 2023 to 19 September 2023.

In total 4 complaints had been received, 3 of which related to parish councillors. The other was in relation to a person who was no longer a borough councillor. None required further action. The Head of Legal and Democratic Services thanked both Independent Persons for their invaluable input.

Councillors asked about the process for dealing with vexatious complaints and the Head of Legal and Democratic Services said the procedural rules covered the steps that could be taken.

RESOLVED: That the Standards Complaints Statistics attached at appendix 1, be noted.

27 STANDARDS COMMITTEE ANNUAL REPORT 2022-2023

The Head of Legal and Democratic Services presented the Standards Committee Annual Report as contained on pages 19-30 of the Book of Reports and explained that when the new governance arrangements were in place, reports would be back on the regular cycle.

Councillors asked whether offensive messages about the council made by members of the public could be removed from the council's social media accounts, and it was agreed that this would be raised with the Communications Team.

RESOLVED: That the Standards Committee Annual Report 2022/23, attached as an Appendix to the report, be noted, endorsed, and published on the Council's website.

28 WORK PROGRAM

RESOLVED: That the work programme be noted.

.....
Chairman

LICENSING & APPEALS COMMITTEE

HELD: Tuesday, 3 October 2023

Start: 7.00 pm

Finish: 8.11 pm

PRESENT:

Councillor: N Hennessy (Chairman)
T Devine (Vice-Chairman)

Councillors: I Eccles
J Gordon
J Howard
K Lloyd
Mrs M Westley

T Aldridge
N Furey
P Hesketh
S Lawton
S Patel

In attendance: Councillor Marsh-Pritchard (Rural South)

Officers: Kay Lovelady, Head of Legal & Democratic Services
Paul Charlson, Head of Planning & Regulatory Services
Lyndsey Key, Environmental Health Manager
Samantha Jordan, Senior Licensing Officer
Claire Kelly, Principal Solicitor and Deputy Monitoring Officer
Andrew Smith, Legal Assistant
Chloe McNally, Democratic Services Officer

1 **APOLOGIES**

There were no apologies for absence received.

2 **MEMBERSHIP OF THE COMMITTEE**

There were no changes to the Membership of the Committee.

3 **URGENT BUSINESS**

There were no Urgent Items of Business.

4 **DECLARATION OF PARTY WHIP**

There were no Declarations of Party Whip.

5 **DECLARATION OF INTEREST**

There were no Declarations of Interest.

6 **MINUTES OF SUB - COMMITTEES OR WORKING GROUPS**

There were no minutes to receive.

7 MINUTES

RESOLVED: That the minutes of the meeting held on Tuesday, 6 June 2023, be agreed as a correct record and signed by the Chairman.

8 EXCLUSION OF PRESS AND PUBLIC

RESOLVED That under Section 100(A) of the Local Government Act 1972, the 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 2 (Identity of an individual) and Paragraph 7 (Criminal Matters) part 1 of Schedule 12A outweighs the public interest in disclosing the information.

9 APPLICATION FOR PRIVATE HIRE DRIVER LICENCE - WK/000280197

Members were asked to consider an application for a Private Hire Driver Licence, reference number WK/000280197, having regard to the content of the Statutory Declaration that accompanied the application form and any other relevant information.

RESOLVED: That the Application for a Private Hire Driver Licence, reference number WK/000280197 be GRANTED under the condition that a STRONG ADVISORY LETTER be issued to the applicant.

(Note: The Officers from Place & Community Services left the meeting whilst Members considered their decision)

10 PRIVATE HIRE DRIVER-DETERMINATION OF EXISTING LICENCE - WK/000279165

Members were asked to determine an existing licence for a Private Hire Driver Licence, reference number WK/000279165, having regard to offences on the drivers DVLA licence.

RESOLVED: That Private Hire Driver Licence, reference number WK/000 279165 be SUSPENDED WITH IMMEDIATE EFFECT for a 2-week period and given a FORMAL WRITTEN WARNING.

(Note: The Officers from Place & Community Services left the meeting whilst Members considered their decision)

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Chairman



COUNCIL: 18th October 2023

CABINET: 26th September 2023

**EXECUTIVE OVERVIEW &
SCRUTINY COMMITTEE: 14th Sept
2023**

Report of: Head of Finance, Procurement and Commercial Property

Relevant Portfolio Holder: Councillor R Molloy

**Contact for further information: Name Catherine Kirwan (Extn. 3273)
(E-mail: catherine.kirwan@westlancs.gov.uk)**

SUBJECT: Social Value Policy

Wards affected: Borough wide

1.0 PURPOSE OF THE REPORT

1.1 To set out details of the proposed Social Value Policy

2.0 RECOMMENDATIONS TO EXECUTIVE OVERVIEW & SCRUTINY COMMITTEE

2.1 That they note the content of this report and Social Value Policy and the agreed comments be passed to Cabinet for consideration.

3.0 RECOMMENDATIONS TO CABINET

3.1 That they note the content of this report and the Social Value Policy and the agreed comments be passed to Council for consideration.

4.0 RECOMMENDATIONS TO COUNCIL

4.1 That the Social Value Policy is noted and approved.

4.2 That authority is given to Head of Finance, Procurement and Commercial Property to make and approve changes to the Social Value Policy to reflect any changes to Law or Regulatory Guidance with no further reference to Council.

5.0 BACKGROUND

5.1 In January 2013 the Public Services (Social Value) Act 2012 came into force which cemented the responsibilities of contracting authorities to consider wider social aspects of the relevant area when contracting for services.

- 5.2 In addition to the Public Services (Social Value) Act 2012, the Public Procurement legislation permits contracting authorities to apply the same responsibility when procuring for goods, supplies and works.
- 5.3 Following an Internal Audit Recommendation it was identified that the Procurement function would move to a centralised delivery model.
- 5.4 To support this move it is imperative that procedures and processes are reviewed. The proposed Social Value Policy will detail the required steps that must be taken in order for the Council to meet the statutory obligations of the Public Services (Social Value) Act 2012.

6.0 CURRENT POSITION

- 6.1 The procurement service has historically been an advisory service and therefore service areas where responsible for ensuring that any contracts they entered delivered the required Social Value. The new centralised procurement function requires a policy that will inform officers of the Social Value considerations that must be taken in all Council expenditure.
- 6.2 The Social Value Policy has been developed in line with the Community Wealth Building Strategy and will encompass the foundations of the strategy.
- 6.3 The Social Value Policy has been developed inline with the National TOMs framework.
- 6.4 The Social Value Policy defines social value and how we as an authority put this in to practice through our tenders.
- 6.5 The policy mandates officers to consider how, whatever is being procured, could improve the social, economic and environmental wellbeing of the area in accordance to the Council's Vision and Priorities and how social value elements could be included as part of the specification and as part of the scoring and evaluation process.
- 6.6 The policy allows for the evaluation criteria weighting to be increased or decreased dependent upon the nature of the procurement at the discretion of the procurement manager.
- 6.7 The introduction and implementation of the Policy and associated guidance will mitigate the risk of non-compliance to the relevant laws, statutory guidance, internal rules and regulations and ensure all procurement activity is done so whilst upholding the principles of public procurement and in particular statutory obligations to Social Value.

7.0 SUSTAINABILITY IMPLICATIONS

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

8.0 FINANCIAL AND RESOURCE IMPLICATIONS

8.1 There are no significant financial or resource implications arising from this report that existing budget provisions cannot accommodate.

9.0 RISK ASSESSMENT

9.1 This item 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.

10.0 HEALTH AND WELLBEING IMPLICATIONS

10.1 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

There is a direct impact on members of the public, employees, elected members and / or 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 in the Recommendations contained within this report

Appendices

1. Proposed Social Value Policy
2. Equality Impact Assessment



Social Value Policy

September 2023

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DRAFT

1. Introduction

West Lancashire Borough Council has a vision to be 'West Lancashire together; the place of choice to live, work, visit and invest'.

The vision is realised through core priorities:

- Create empowered, engaged, and inclusive communities;
- Support business to adapt and prosper;
- Become a greener West Lancashire;
- Be a financially sustainable council by 2023;
- A clean, safe environment with affordable homes to buy or rent for everyone in West Lancashire;
- Everyone to be healthy, happy and resilient;
- Everyone to be proud of their council.

Through the vision and priorities the council aims to address some of the key challenges that are faced by the borough and whilst West Lancashire could be identified as a relatively affluent area there are still some areas with high levels of deprivation.

West Lancashire Borough Council recognises that through robust Social Value planning within all procurement activities, collectively the Council and suppliers can help to overcome these challenges and empower communities to strive for more.

Aligning the Social Value Policy with the principles of Community Wealth Building the Council will ensure that as part of every procurement exercise that it undertakes, not only will it realise the best possible price for the goods, services or works which they are looking to buy and ensure that the chosen supplier has suitable experience and history in providing good quality and similar goods, services or works. It will also ensure that the chosen supplier will bring benefits for the West Lancashire economy and its people and contribute towards addressing wider social and environmental challenges.

2. Background

The Public Service (Social Value) Act 2012 came into force in January 2013, cementing the responsibilities of contracting authorities before a procurement is undertaken for services contracts to consider the 'economic, social and environmental wellbeing of the relevant area'. Public Procurement legislation also permits contracting authorities to consider social aspects when assessing the quality of the tender whether relating to goods, supplies or works permitting the authority to select the most economically advantageous tender rather than at just a low price.

The Act also requires contracting authorities to consider undertaking public consultation to understand how further improvements can be realised through a services tender opportunity. For West Lancashire Borough Council our tenants could be involved in some of the housing services tenders to ensure that the solution procured not only meets the operational requirements but also works well within the community and maximising the benefit to the end users.

For Social Value to be a success and embedded across the authority it is imperative that all officers recognise that a shift away from just considering the core services is required and the overall value of the outcomes being delivered is considered and evaluated.

West Lancashire Borough Council is committed to building an approach to economic development that changes the way that the economy functions, retaining more wealth and

opportunity for the West Lancashire people. This approach is delivered through the Community Wealth Building Strategy and 'progressive procurement of goods and services' is one of the key 'pillars' of activity underpinning the strategy.

West Lancashire Borough Council is committed to the Acts requirements and intends to further commit itself, by delivering the detail and spirit of the Act, through implementing this policy into all aspects of its commercial and procurement where it is practicable to do so.

There is not a one size fits all when approaching Social Value, officers must consider each contract individually for its ability to deliver on these priorities where it is both relevant and proportional to do so.

3. Social Value defined

Social Value promotes a holistic approach to activities carried out by the authority to create positive benefits for both stakeholders and the local community. The Social Value Portal defines Social Value as:

An umbrella term for the wider economic, social and environmental effects of an organisations activities. Organisations that make a conscious effort to ensure that these effects are positive can be seen as adding social value by contributing to the long-term wellbeing and resilience of individuals, communities and society in general.

There are three main categories which are interconnected and feed off each other



West Lancashire Borough Council has partnered with the Social Value Portal in order to effectively manage and report upon the Social Value that is being realised through progressive procurement activity.

The Social Value Portal measures the impact of Social Value through the TOM system, 'Themes, Outcomes and Measures'. The themes are general categories or classifications, the outcomes focuses on what is to be achieved under the theme and the measures are the specific activities that generate the Social Value.

The five key themes are Jobs, Growth, Social, Environment and Innovation. The themes are defined below with some example outcomes and measures illustrated:

JOBS – Opportunity for all

Outcomes - More opportunities for disadvantaged people; Improved skills; Improved employability of young people; More local people in employment.

Measures – No. fulltime equivalent direct local employees, No. weeks of training opportunities, No. weeks spent on meaningful work placements, No. hours of 'support into work' initiatives delivered.

Growth – Inclusive Growth

Outcomes – Social value embedded in the supply chain; More opportunities for local SMEs and VCSEs; Reducing inequalities; Ethical procurement is promoted.

Measures – No. of voluntary hrs donated to support VCSEs, Total amount (£) spent through contract with local MSMEs, Total amount (£) spent in local supply chain through the contract.

Social – Empowering communities

Outcomes – Vulnerable people are helped to live independently; More working with the community; Creating a healthier community.

Measures – Initiatives taken/supported to engage people in health interventions; Donations and /or in-kind contributions to specific local communities; No. hrs volunteering time to support local communities

Environment – Decarbonising and safeguarding our world

Outcomes – Sustainable procurement is promoted; safeguarding the natural environment; Carbon emissions are reduced; Air pollution is reduced.

Measures – Reduce waste through reuse of products and materials; Carbon emissions reductions through reduced energy use and energy efficiency measures – on site; Sustainable ecosystem initiatives

Innovation – Promoting social innovation

Outcomes – Social innovation to create local skills and employment; Social innovation to support responsible business; Social innovation to safeguard then environment and respond to climate change.

Measures – Delivering benefits while minimising carbon footprint from initiatives; innovative measures to enable healthier, safer and more resilient communities to be delivered on the contract.

The National Social Value Portal Framework as agreed by the Local Government Association will be used to embed Social Value into the procurement process.

4. Social Value in practice

All procurements over the threshold for open tender, as defined in the Contract Procedure Rules, will be required to consider as a minimum:

- If and how what is being procured could improve the social, economic and environmental wellbeing of the area in accordance with the Councils Vision and Priorities and
- How social value elements could be included as part of the specification and as part of the scoring and evaluation process

All procurements over the UK Threshold, as defined in Public Contracts Regulations 2015, will be required to include a standard weighting for Social Value as a minimum of 10% of the overall evaluation score. Where it is feasible and beneficial the specified SV weightings may be higher than the specified minimum.

All procurements below the threshold for open tender but subject to a formal Request for Quotation, as defined in the Contract Procedure Rules, Social Value requirements will be considered on a case by case basis.

Approval for the proposed evaluation criteria and weightings shall be granted by the Procurement Manager who will have the authority to increase or decrease the weightings in line with what they consider to be proportionate and appropriate.

Further competition procurements conducted through framework agreements will need to comply with the framework process including evaluation criteria boundaries.

5. Commitment to Community Wealth Building

Spending money locally generates value across our supply chain and effectively delivers it to local people. A higher proportion of money re-spent in the local economy means more income is retained locally, keeping the West Lancashire pound within West Lancashire, leading to better living standards for local people.

To achieve Community Wealth Building it is imperative that we place appropriate value on the spending of money in our local economy. To do this, where the market and law allows, we will aim to target our procurement spend towards West Lancashire and Lancashire based organisations, we will achieve this by:

- Encouraging local suppliers wherever possible to bid for opportunities, through advertising relevant opportunities via our Social Media outlets
- Training and raising awareness with all officers who may be involved in the procurement process of the importance of understanding and early proactive engagement with the local market
- When appropriate using simple streamlined, template procurement documents
- Utilising the easy to access and free of charge, regional e-portal, The Chest and offering a 'How to' guide for contractors and suppliers
- Pay our suppliers promptly and ensure prompt payments down the supply chain.

6. Monitoring and review

This policy will be reviewed every 2 years by the Procurement Team taking into account any changes in legislation pertaining to the Public Contracts Regulations (2015), the Public Services (Social Value Act) 2012, the Local Government Act and any changes to the Council's visions and priorities.

All budget holders should ensure that anyone given authority to spend is aware of and supported to ensure compliance with the Social Value policy.

31 **SOCIAL VALUE POLICY**

The Procurement Manager introduced the report of the Head of Finance, Procurement and Commercial Services, as contained on pages 419 to 428 of the Book of Reports, which set out details of the proposed Social Value Policy.

RESOLVED: That the content of the report and Social Value Policy be noted.

113 **SOCIAL VALUE POLICY**

Councillor Molloy introduced the report of the Head of Finance, Procurement and Commercial Services, as contained on pages 63 to 72, which set out details of the proposed Social Value Policy.

The minute of the Executive Overview & Scrutiny Committee had been circulated prior to the meeting.

In reaching the decision below, Cabinet considered the report before it and the recommendations contained therein.

RESOLVED: That the content of the report be noted, and the Social Value Policy be passed to Council for consideration.



COUNCIL: 18 OCTOBER 2023

Report of: Corporate Director of Transformation, Housing & Resources

Relevant Portfolio Holder: Councillor Rob Molloy

Contact for further information: Lisa Windle
(E-mail: Lisa.Windle@westlancs.gov.uk)

SUBJECT: COUNCIL ANNUAL REVIEW 2022/23

Wards affected: Borough wide

1.0 PURPOSE OF THE REPORT

1.1 To present the Council Annual Review 2022/23

2.0 RECOMMENDATIONS TO COUNCIL

2.1 That the Council Annual Review 2022/23 (Appendix 1) be noted.

2.2 That authority is given to the Corporate Director of Transformation, Housing and Resources in consultation with the relevant Portfolio Holder to make any minor final amendments to the document prior to publication.

3.0 BACKGROUND AND CURRENT POSITION

3.1 In October 2020 the Council formally adopted a Council Plan 2020/21-2022/23 with a vision and priorities. The purpose of the Plan is to deliver the Council's priorities, communicate its direction with the public and stakeholders including staff and to support transparency and accountability.

3.2 The Council Annual Review attached as Appendix 1 provides a summary of the work to implement the Plan during 2022/23 as well as additional work supporting the priorities from throughout the Council. Many of the actions will be familiar to Members having been the subject of detailed individual reports to committees.

3.3 The Annual Review 2022-23, as well as associated performance information provided in Appendix 2, will be published on the Council website.

4.0 SUSTAINABILITY IMPLICATIONS

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

5.0 FINANCIAL AND RESOURCE IMPLICATIONS

5.1 There are no significant financial or resource implications arising from this report. The Annual Review demonstrates the Council's pursuit of its priorities within resources available.

6.0 RISK ASSESSMENT

6.1 This item 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. The report refers to progress on a strategic plan which mitigates the risk that the Council will not deliver its priorities within a balanced budget.

7.0 HEALTH AND WELLBEING IMPLICATIONS

7.1 There are no health and wellbeing implications arising from this report. The report refers to activity that has been undertaken which includes positive impact on health and wellbeing.

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

APPENDIX 1: Council Annual Review 2022/23

APPENDIX 2: Performance Outturn 2022/23



Council Annual Review

2022/23

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Introduction

A look back on 2022/23 shows another busy year with many achievements and high-profile events.

Highlights of the year include the opening of the Tawd Valley retail and leisure park, unveiling proposals for new leisure and wellbeing hubs, issuing over £9m in funds to help with the cost-of-living crisis through various government and local schemes, and delivering a further 37 new affordable homes through Tawd Valley Developments Ltd.

We were however extremely disappointed with the set back to long term plans for a Skelmersdale Rail Link, although there was confirmation that public transport connectivity in Skelmersdale needs investment. We will continue to work tirelessly to explore this so that residents get the significantly improved connectivity and sustainable transport solutions they deserve.

In our wider role for fostering a sense of place and community we have ensured that events of national and local importance were marked including the late HM Queen Elizabeth II Platinum Jubilee celebrations, King Charles III accession proclamation and the 1st Battalion of the Duke of Lancaster

Regiment marching through Ormskirk to exercise their Freedom of the Borough, as well as a programme of cultural and entertainment events in our town centres.

Whilst the Annual Review does of course have a focus on the new and the improved, this report also considers that much of our resource and effort is concentrated on achieving the high-performance standards we set ourselves in delivering day-to-day services.

We have a lot planned that will be delivered through our new Councillor and ward political structure and you can be assured that we will continue to work hard for everyone in the Borough.



Leader of the Council
Councillor Yvonne Gagen



In October 2020, the Council agreed a three-year Council Plan for 2020-2023. This came at the beginning of a period of recovery from the pandemic and set out bold ambitions and priorities to deliver benefits for the residents in the Borough. At every step of this journey, our residents have been at the heart of our decision making because, for investment to mean anything, local people and communities must feel its benefits.

In this annual review, you will see the continued progress and momentum built during the year. These achievements, include the completion of our Tawd Valley retail and leisure park, a significant investment bringing economic and social benefits and investment of £5m in improving our existing Council homes while also developing new affordable homes for local people.

The launch of our Green Tourism accreditation scheme, our health & wellbeing programme, expanding opportunities for residents to build their skills and helping long-term unemployed people back into work, are all areas where we have made significant progress over the year.

In March 2022 we undertook a Peer Review as part of an industry-wide

commitment to improve our performance. In March 2023 our Peer review assessors returned and were impressed to see significant progress on our continued drive for improvement.

This annual review provides a snapshot of delivery across all our key priority areas to create 'a place of choice to live, work, visit and invest'. We remain optimistic for the future, but many challenges remain, not least of these being the national economic picture and the impact of the cost of living on the people we serve.

We are now looking to develop a new corporate strategy to reflect the future aspirations and intentions of the Council, building on our past success. I am convinced that keeping a longer-term focus whilst delivering effectively today will help us achieve our aim of inclusive economic development and prosperity. The Council will continue to strive to do the very best for this fabulous Borough.



Chief Operating Officer
Jacqui Sinnott-Lacey



Council Plan 2020-2023

West Lancashire Borough Council is focused on our ambitions for our people and communities rooted in a clear vision and purpose to deliver tangible outcomes.

Our Annual Review aims to highlight our achievements in our priority areas and how this work has made a difference to West Lancashire as a place of choice to live, work, visit and invest.

Vision

West Lancashire together; the place of choice to live, work, visit and invest

Our priorities

Create empowered, engaged and inclusive communities

Support businesses to adapt and prosper

Become a Greener West Lancashire

A clean, safe environment with affordable homes to buy or rent for everyone in West Lancashire

Everyone to be healthy, happy, safe and resilient

Be a financially sustainable Council by 2023

Everyone to be proud of their council



Create empowered, engaged and inclusive communities

We want:

- Healthy resilient and engaged communities that work together to improve the places they live and work
- Everyone to have the same opportunities
- Thriving voluntary and community groups that support innovation and collaboration
- To work with partners for the good of local people
- Our citizens to access the benefits of being digitally engaged
- Councillors that are active and knowledgeable and support change at a local level
- To improve customer satisfaction

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Local assets, facilities, VCFSEs¹, educational settings and statutory and non-statutory organisations delivering services have been mapped in our three neighbourhoods. Data from this work was combined with results from the 'community conversations' to find out what matters most to people, led by our established team of Community Connectors who work with residents to strengthen our holistic approach to Health and Wellbeing. Once analysed, the information was shared with partners and action plans developed to deliver some meaningful change.



As part of the continued engagement with West Lancs' residents, the Environmental Enforcement Team hosted 5 Environmental Impact Days throughout the Borough. Our Partners such as trading standards, money advice, foodbanks and Lancashire Police attended the one stop advice shop in each location.



Helping overcome barriers to digital inclusion, residents were offered the opportunity to gain skills and confidence to get online through our partner provider We are Digital Training Ltd. A future face to face service is currently being sourced.

The funding for Community Voluntary Grants and Funding of Voluntary Bodies was administered via a three-year tiered funding approach 2020-2023. The total of £390,000 was awarded to three organisations, The Citizens Advice Bureau, West Lancashire Crisis Centre and West Lancashire CVS for the provision of:

- Information/Advice/Money/Debt services
- Services to improve independent living (elderly, young families, vulnerable, veterans, residents with disabilities) and their families
- Infrastructure support for voluntary, community and faith sector organisations (VCFS) within the Borough.



Regular volunteering across parks and countryside sites continues to grow with volunteers engaged in a wide variety of tasks including maintenance tasks such as vegetation management, upgrading and repairing paths, building bridges and steps. They have also been involved in wildlife surveying and assisting with events including the Dog Festival and Green Fayre.

Customers helped design our new Feedback Policy incorporating Housing Ombudsman requirements. This has given us a more effective tool for acting on feedback and where possible an opportunity to turn an initially negative experience into a positive one.

85% of complaints responded to within timescales

We listened to suggestions for improving our recycling calendars and changed the colour scheme to make the collection dates easier to understand.

Changes following the Electoral Review were in place ahead of the May 2023 elections which saw the number of Borough Councillors reduced from 54 to 45 and wards reduced from 25 to 15.



88,121 registered West Lancs voters (May 2023)

¹ Voluntary, Community, Faith, Social Enterprise

A new committee governance system has been adopted and we are preparing to replace the existing system for May 2024.

Working closely with Edge Hill University we play a key role in Welcome Week for around 13,000 students each year to help integration into our community and minimise potential issues.

A Scrutiny Task and Finish Group will expand community skip days and establish 'eco school' engagement.

Helping us shape our services we learned from responses to our Citizen and Stakeholder Survey. You told us the top three drivers for improving satisfaction with the Council are street cleaning, sports and leisure services and pavement maintenance – we are taking action in these areas with the support of partners.

1,104 responses to our Citizen and Stakeholder Survey

78% of residents are satisfied with the local area as a place to live in our most recent survey

We also used feedback on around 14 consultations in areas such as policy development and polling stations.

Support businesses to adapt and prosper

We want:

- West Lancashire to be the place of choice to locate your business
- Our three towns to be thriving hubs for their communities
- To support our businesses to succeed and grow
- A vibrant and modern Ormskirk market that attracts visitors to the town centre
- A strong rural business economy

To celebrate summer and support our local businesses we put on an August Bank Holiday Festival in Ormskirk with our partners. Visitors sampled a great mix of food, drink, entertainment, Lancashire Fire & Rescue demonstrations, rugby club 'give it a go' and swim and taster sessions at Park Pool.



5.7m footfall for Ormskirk town centre

2.4% increase in footfall in Ormskirk

The Tawd Valley shopping centre opened with three national retailers in Skelmersdale as part of our phased regeneration of the town centre bringing new local jobs and investment. Details of consultation on the future phases will be announced later in the year.



Christmas lights switch-on events were held in Skelmersdale and Ormskirk, with the community enjoying music, great food and family festive entertainment. We worked with partners to provide artisan-style markets and local businesses were involved to create a full community inspired event

“Just to say we really appreciate all the effort that you and West Lancs Council put into these events, working long hours, all the team get involved to be part of these fantastic events. So a big thank you to you all, great job.”

The Bagel Deli - Ormskirk

Our Community Wealth Building approach continued to progress. The aim of the strategy is to positively influence the growth and resilience of the local economy, create more opportunities and jobs, improve health and wellbeing outcomes and support the green agenda.

Plans to re-launch the Skelmersdale Ambassadors Board and Network are underway to help promote West Lancashire as a great place for business, attract inward investment, and encourage community wealth building to support our growing local economy.

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230 businesses supported with finding property, skills and attracting employment

We have continued to drive social value through our contractors and partners giving us measurable improvements for the local economy, communities or society.

We’ve made it easier to keep purchasing power in our borough by launching the Enjoy West Lancs Gift Card. 36 businesses have now registered and are benefiting from the scheme.

“Give someone an Enjoy West Lancs Gift Card and they can spend it in our indie shops, cafés and restaurants, and get a totally unique experience. It’s free for us to be a part of the gift card and is a really welcome initiative.”

Ormskirk retailer



Work to further develop our digital offer to our customers, residents and businesses is underway. Transforming the look, feel and navigation of our website and customer account will increase and enhance our online services whilst improving the overall customer experience.

Visits to discoverormskirk.com were up by over 30% compared with last year and up by nearly 25% on letstalkskelmersdale.com

772k visits to westlancs.gov.uk

Become a Greener West Lancashire

We want:

- To become a Carbon Neutral Council by 2030
- Local business and citizens to embrace the green agenda
- Council housing stock to meet high standards of efficiency - insulation, design, technology
- To minimise waste disposal and improve recycling services to meet national targets
- To embed green infrastructure into our thinking and planning for West Lancashire’s future development and regeneration
- To safeguard the natural landscape and maintain our green environment

We are working to identify and reduce CO₂e savings in the Council and borough, embedding carbon management, risk and adaptation into the Council.

Celebrating nature and community action on Climate Change we hosted a variety of events in our parks as part of Great Big Green Week including walks, clean-ups, and wetland habitat creation. Working with the Friends of Tawd Valley Park, a wetland scrape was created and leaky dams installed in Cobbs Clough to enhance biodiversity as well as to help slow-the-flow to alleviate potential flooding.

Green Tourism A Green Tourism accreditation scheme signed up 16 local businesses to help reduce their environmental impact and work towards the internationally recognised Green Tourism Award.

“I’m thoroughly enjoying my green tourism journey and have always strived to make my business more sustainable. By joining the Green Tourism programme, it has enabled me to look at where I can action small changes to make a bigger impact on the environment as well as save costs to my business, it’s a great initiative led by the Council!”

The Secret Garden Glamping (Skelmersdale) Green Tourism member

26 businesses also attended promotional Green Tourism webinars

Nearly £1.8m from the Social Housing Decarbonisation Fund, with the addition of nearly £5m from the Council, is enabling us to improve the energy efficiency of 250 houses in Skelmersdale which should save tenants money on bills as well.



Helping communities keep their beauty spots and streets litter free, we loaned out litter-picking kits to support Keep Britain Tidy’s Great British Spring Clean campaign for removing collected materials out of the environment.

We have engaged with residents and provided website information to explain how to make the most from installed solar panels.

Work to extend West Lancs' electric vehicle (EV) charging infrastructure funded by the Office of Zero Emission Vehicles is underway. 25 of the new EV charge points have been completed with a further 6 to be installed in 16 residential locations.

588 photovoltaic systems installed on council housing properties reducing carbon emissions and saving money

Proposals for what would be the first WLBC owned solar farm at Junction 4 / Whitemoss (Skelmersdale) remain under investigation. Discussions are taking place with Homes England to progress this scheme.

Engaging schools in our environmental work saw presentations about climate change and the actions students can take to reduce energy use. There were also 10 visits to primary schools delivering tailored assemblies to our future eco champions on topics ranging from dog ownership responsibilities, littering, recycling and pollution.



Community Action days provided a great opportunity to connect with residents and offer services and information including health and wellbeing, housing support and rent and money advice alongside the Police and Fire Service.



All aspects of the waste and recycling service, including route efficiencies helping drive down costs as well as emissions, are currently being scoped through a Waste Services Transformation programme.



Households continue to value our garden waste collections with 21,075 subscribers in 2022/23. 7,975 (38%) subscriptions were renewed through direct debit reducing seasonal impact on our customer services team and making it easier for households to retain the service.

86% of residents satisfied with our refuse and recycling service in our most recent survey

West Lancashire's biggest and best free countryside show returned to Beacon Country Park. This year all attending caterers and traders at the Green Fayre committed to no single-use plastics and recyclable packaging.



Access to green spaces were improved with a replacement bridge and upgraded paths at Abbey Lakes. Path improvements are underway at Burscough Brick Pits.

The community classroom at Tawd Valley Park is open for business, with a living roof, rain garden and rainwater harvesting system. The roof will aid biodiversity and the water system helps slow the flow of water to alleviate flooding.

The Community Classroom building is managed in partnership with the Friends of Tawd Valley Park, who regularly use the room for meetings and as base of operations for conservation sessions, including the recent Bioblitz. This event brought together ecologists, entomologists, and members of the public who carried out wildlife surveys of Tawd valley Park over a 48-hour period and identified 456 species of plant, fungus, and animals.

Policies requiring sustainable development will be embedded into the Local Plan development process currently underway.

Mini-meadows were created in areas of council-owned land in Skelmersdale. The areas will help with air quality, insect populations and carbon storage by reducing regular amenity mowing and replacing with annual hay cutting. Hay meadows capture 30% more carbon than amenity grassland. Despite having been amenity mown for 20+ years, with no additional planting, grassland species at Kiln Lane thrived on the revised regime, with Birdsfoot Trefoil, early Purple and Southern Marsh orchids, Red Clover, Cuckoo flower and Mouse Ear in abundance. The Rangers received significant amounts of positive feedback on the scheme via social media and care was taken to mow edges and grass paths to stop people thinking the area had been abandoned.

A clean, safe environment with affordable homes to buy or rent for everyone in West Lancashire

We want:

- To provide a cleaner physical environment to enhance the Borough
- West Lancashire to be safe for all citizens
- A Local Plan that supports quality growth and infrastructure in the Borough
- To provide quality and genuinely affordable homes

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The Community Safety Partnership (CSP) annual Bright Sparx campaign around Halloween and bonfire night once again successfully provided community reassurance and help for everyone to stay safe.

Skips for rubbish and combustibles removed 65 tonnes of waste during this period and 19 tonnes of bonfire ash was collected after the celebrations.



The Community Skip and Information Days hosted by Environmental Services were shortlisted for two awards, Keep Britain Tidy's Community Engagement Award and for the Environmental Services LGC Awards 2023.



A new monthly Environmental Services Update, based on the neighbourhood areas, was launched for Members.

Our Environmental Health teams responded to 737 complaints relating to noise and air pollution, we also carried out food hygiene interventions in 489 businesses.

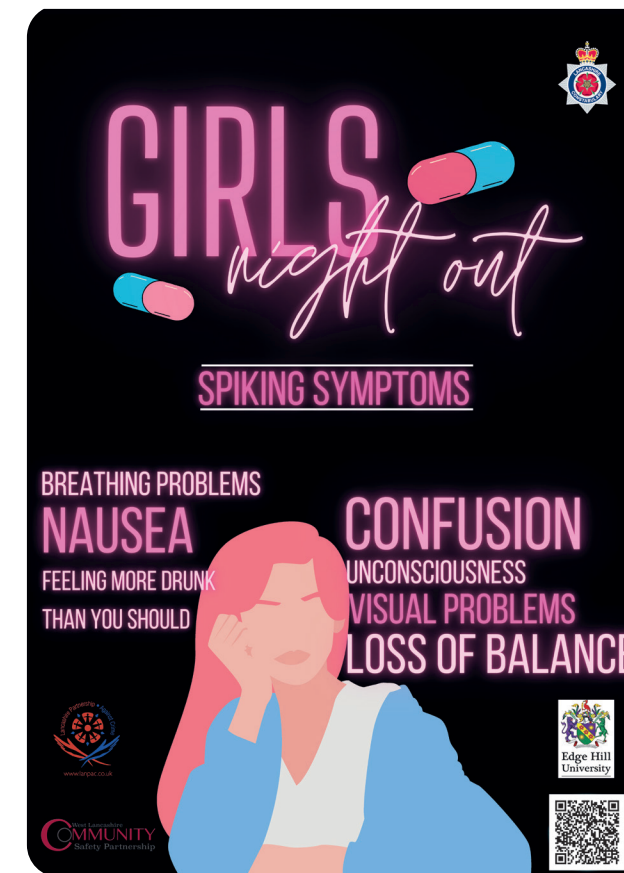


We were successful with our Re-certification Assessment of our CCTV scheme with no improvements suggested to the CCTV Surveillance Commissioner.

We completed a CCTV upgrade and published a three-year CSP Plan with priorities supported by all partners.

70% of residents felt West Lancs is a safe and secure place in our most recent survey

An award-winning joint initiative with CSP partners, licenced premises and Edge Hill University created a range of resources focused on keeping students safe. The West Lancs Spike Aware campaign was recognised through winning its category at the recent Lancashire Policing POP Awards.



Maintaining a safe built environment in the borough, the Building Control team made a total of 2,303 site inspections, visited 17 alleged dangerous buildings and processed 19 Demolition Notices.

Our very own house-building company Tawd Valley Developments Ltd (TVDL) completed 37 affordable new homes and started on the £8m development in Fairlie, Birch Green for 50 more new homes.



TVDL was shortlisted for Housing Small to Medium Enterprise of the Year at the Northern Housing Awards 2023.

A new Public Space Protection Order was introduced to deter organised car meets on Pimbo Industrial Estate in Up Holland following public consultation.

Our teams were part of Lancashire Resilience Forum's real-time simulated counter-terrorism exercise. Involvement alongside other emergency services and first line responders helps our preparedness in the event of a coordinated emergency response.

Work on the new Local Plan 2023-2040 is underway once more. Themes from the Scope, Issues and Options consultation responses have been collated for a Cabinet report in summer 2023 and preparation of the next consultation document is underway.

The Housing Strategy duration has been extended to March 2024 to enable a future strategy to use the same evidence base as the emerging Local Plan. A new strategy following stakeholder consultation will be agreed by March 2024.

With the Council and Birchwood Centre recognising the need for a Foyer in the Borough, this was reflected in the Councils Housing Strategy and in the Council making land available to support the project.

Working together to identify a suitable partner, the development of a new 24-bed facility for young people who are homeless, at risk of homelessness and/or who need accommodation with support was taken forward. The Birchwood Centre, a highly valued and respected local support provider, provides professional on-site support aiming to help residents gain independent living and life resilience skills to support them in their future lives. The Foyer was built by Calico Homes with £2.07m of their own investment and £0.7m from Homes England.



We have consulted tenants and updated the Allocations Policy to ensure that we make the best use of our housing stock and support those in most urgent need.

We have reviewed our approach to Anti-social Behaviour (ASB) recruiting specialist officers whose primary focus is on preventing and tackling ASB in our homes and estates.

£5m housing investment provided improvements to local council homes including communal refurbishment programmes to 44 blocks of flats, windows and doors in 40 homes and replacement roofs on 200 homes. In addition we spent a further £6.2m on maintenance, servicing, day to day repairs, and regulatory compliance. Over £6.3m is in place for Housing Improvement in 2023/24.

“I’ve never had any trouble contacting WLBC homes. They have always responded well and are polite and courteous.”

WLBC Housing Tenant

Rent to Buy and Shared Ownership Policies were approved for use to enable the Council to deliver new tenures as part of the development programme to help households with affordable housing needs. The first Rent to Buy homes are to be available autumn 2023.

To pro-actively tackle issues in local neighbourhoods the Council, along with partner agencies and local residents, engaged in an Estate Walkabout programme.

5,820 housing stock effectively managed

A new Damp and Mould Strategy was developed to tackle potential issues in our properties. A dedicated contact email and specialist team has now been established.

Everyone to be healthy, happy, safe and resilient

We want:

- To design services that help people stay healthy and independent
- An engaged and motivated Council workforce
- To invest in sports and leisure services and facilities
- To protect, invest and continue to develop our green leisure spaces
- To help businesses in West Lancashire to thrive, grow and connect

We have used part of our successful £4.2million bid for the UK Shared Prosperity Fund for feasibility studies. These studies include looking at options for more leisure uses at Beacon Country Park and better community links between the Council’s Leisure and Wellbeing Hubs and West Lancs College. The former Beacon Golf Course is now part of Beacon Country Park offering more accessible green space and will be included in the feasibility study.



The former Beacon Golf Course site will be transformed to create a more engaging, accessible green space following consultations set to take place in the summer based on the options study funded through UKSPF.

Beacon Country Park and Coronation Park (Ormskirk) both retained the international Green Flag quality mark for parks and green spaces.



The cost-of-living crisis impacts hugely on our communities, so we were pleased to run the Holiday Activities and Food Programme (HAF) for children and young people in receipt of free school meals or living with food insecurity. This resulted in 650 food parcels distributed by WLBC and Shares Lancashire to families most in need.

“It’s been great to be part of something that is helping our community”

Nye Bevan Duty Manager on being part of the summer HAF Programme

As part of the Food Insecurity Forum we have promoted the NHS Healthy Start scheme for healthy food and milk for eligible parents or carers through our social media platforms and to other partners.

Our Financial Inclusion team have been working closely with people most in need. A new online Cost-of-Living Hub on our website drew together a range of local and national sources of support such as mental health and wellbeing, debt, energy payment schemes and food support to make accessing those services easier.

2,179 tenants supported with Money Advice

The Money Advice Team helped tenants secure a total of £354k by providing support and advice in relation to benefit applications and supporting tenants with benefit issues relating to paying their rent. The team also helped tenants to secure personal income totalling £524k through support which included benefits, budgeting and debt resolution.

627 families were helped to move onto Universal Credit and we supported 640 residents of the Borough providing vital support on many issues including poverty, mental health and debt.

Helping prevent homelessness in the borough support was provided to:

- 58 people threatened with homelessness were given targeted Money Advice
- 83 families were given homelessness help and advice. 61 of those families were prevented from becoming homeless with 34 families being housed by the Council.
- 156 families were given homeless relief duty. 89 families were helped into accommodation, with 76 of those being housed by the Council. Of the remaining families, 22 refused offers of accommodation.

- Of all the families that presented as homeless, 50 were provided with temporary accommodation.

Cost of Living Support for residents delivered through Revenues and Benefits 2022/23:

- £150 Energy Bills Rebate – 39,385 households, £5.9m
- Energy Rebate Discretionary funding – 8,601 households, £259k
- NNDR COVID-19 Additional Relief Fund – £1.8m
- Household Support Scheme 2 – £410k funding for 3,973 residents and 3 organisations
- Household Support Scheme 3 – £394k paid out to 2,511 residents and 13 organisations
- WLBC Council Tax Discretionary Energy Support Scheme – £260k funding; 284 households, £40k
- Council Tax Support Scheme – £229k funding; £145k, 5,802 households to date
- Ukrainian Sponsors – £132k, 53 sponsors
- Energy Bills Support Scheme Alternative Funding & Alternative Fuels – £82k, 221 customers.

A Business Health Matters Workplace Health Champion role was created for 12-months. The role delivers free, accredited training around the business benefits of staff wellbeing for the Council and within the wider local business community. In the first three months of the role to March, five Workplace Health Champion training courses were delivered to 22 participants.



286 business connections made through BHM via networking events and social media promotions

With a commitment to developing skills and bringing the long-term unemployed back into work, at the end of the Kickstart programme (September 2022) 65% of young people who completed placements continued to higher education or permanent roles. WLBC recruited 34 Kickstart participants during the scheme and from this nine took up roles within the Council.

Over 100 young people have accessed a discounted offer on Sunday evenings for 'gym and swim' sessions at the Nye Bevan leisure centre. The service is enabled by a grant accessed through More Positive Together, a Lancashire partnership project that helps people to improve their skills, wellbeing and employment prospects.

It has been an ambition of this council for many years to bring forward plans for the replacement of the ageing Park Pool and Nye Bevan leisure centres.

564k visits to WLBC Leisure Centres

Exciting plans for £50m new leisure facilities in Skelmersdale and Ormskirk were unveiled in March. Consultation on the proposed Hubs included online sources and in-person sessions allowing residents direct access to staff, consultants and architects. Plans for the substantial refurbishment of Burscough Racquet and Fitness Centre also progressed.



We successfully delivered the Public Health commissioned Adult Weight Management Contract delivering 36 courses to 244 residents. 219 people recorded a weight loss and the team have been awarded a new 12-month contract for 2023/24.

Twenty-eight volunteers from local Warm Spaces and community organisations attended workshops delivered by the Community Connector team. The event developed their valuable skills for sensitively signposting health and wellbeing messages during their everyday contacts.

We have taken on the lead role in the multi-agency West Lancashire PIVOT programme targeting those with complex vulnerabilities who may be high users of West Lancs services. With partnership funding, we are initially coordinating and chairing PIVOT for two years.

To ensure that the Council is positioned to meet the challenges ahead we have continued to complete our People Strategy which has brought significant improvements to the working environment and business model within the Council.

This has advanced a positive organisational culture with a strong emphasis on employee development and wellbeing.

It is essential that we listen to the views of our staff and 65% of our workforce told us what they think about working for us through our most recent staff survey.

- 82% understand how their role contributes to the Council's vision and priorities

A new e-learning system, Our Learning, with over 1,500 courses, bitesize learning and professional development courses has been commissioned for roll out in May 2023. This will help with our staff training, development and mandatory requirements such as Health and Safety.



Be a financially sustainable Council by 2023

We want:

- To be confident, capable and financially sustainable
- To continue to improve the efficiency and effectiveness of service provision
- To be able to invest in high priority service areas
- To maximise available government funding and generate income to reinvest in West Lancashire
- To provide value for money services

The latest Tawd Valley Developments Ltd business plan was approved with a development pipeline focusing on local need.

Our follow-up report from the Local Government Association's Corporate Peer Challenge showed that we had made substantial progress on recommendations including adopting recommendations around our financial structure and processes.

We increased the number of standards we meet in the NHS Data, Security and Protection toolkit demonstrating compliance to give assurance around personal data management.

The transformational Our Future programme ensured that key projects were prioritised and links between budget setting and service development plans were further strengthened.



Helping transform how we work across the Council, MS 365 tools and products are being deployed to replace legacy applications and infrastructure. This will provide a set of tools to collaborate in real-time, securely store and share information, easily communicate with customers and colleagues, reduce duplication and improve business processes.

A marketing strategy for our estates has been reviewed and several initiatives put into action. Within its commercial portfolio, the Council aims to support existing and attract new tenants maintaining vitality of high street and district centre locations and sustain levels of rental income. To achieve this, we seek to minimise the length of time properties stand empty through prompt and diligent progression of enquiries, advertising, network and current customer testimonial. We aim for a 90% occupation rate. We also seek to ensure that rents are promptly increased when opportunity allows through keeping up to date with rent reviews and lease renewals. Due to Covid, a backlog has built up but actions are now underway to bring rents payable up to date and reflective of the current market conditions.

92% occupancy rates for our commercial estate

To support our Housing Revenue account, last year we collected 100.47% of rent due.

What else is in place to help with financial sustainability and good governance?

Set a balanced budget for 2023/24 during a challenging economic climate. Through a combination of transforming the way we do things to bring about efficiencies, making savings on non-essential areas of spend and reviewing our income generation activities we have set a balanced budget for 2023/24.

Reviewed the Medium-Term Financial Strategy (MTFS). The MTFS has been reviewed and updated to account for the latest economic forecasts. This Strategy places less reliance on the use of Council Reserves over the next 3 years.

Established the foundations to manage procurement centrally. In order to bring consistency of approach, strong compliance with procedure and to ensure that we obtain value for money in all our procurement activity, a central Procurement Team was created with the necessary expertise to provide strong governance to this key area of Council activity.

Planned centralisation of computing, printing and stationery budgets. Through centralising a number of our “corporate budgets” we will achieve greater value for money through our contract negotiation and co-ordinated procurement approach. The use of single suppliers will enable efficiencies to be obtained across these areas of Council spending.

External assessment of Internal Audit Service Achieved an overall risk maturity level of 3 (managed) following an external risk review. This was the highest level of award we could receive and demonstrates our ongoing commitment to improving our governance and control arrangements surrounding the systems we operate.

Continued successful bids for external local and national grants to help our plans. For example £4.2m UK Shared Prosperity Fund, £1.8m from the Social Housing Decarbonisation Fund. This funding has greatly assisted us in the delivery of our corporate priorities and has allowed exciting new opportunities to support local communities and businesses to prosper.

Finance at a glance

Our Funding

Our revenue budget represents what we spend each year to run the Council and provide day-to-day services. This Council is required to set a balanced budget each year as a legal requirement. This budget does not include capital spending.

2022/23 CORPORATE FUNDING FIGURES (MILLIONS)

(£14.961M)

COUNCIL TAX

£8.226M

RETAINED BUSINESS RATES

£2.793M

BUSINESS RATES RELIEFS GRANTS

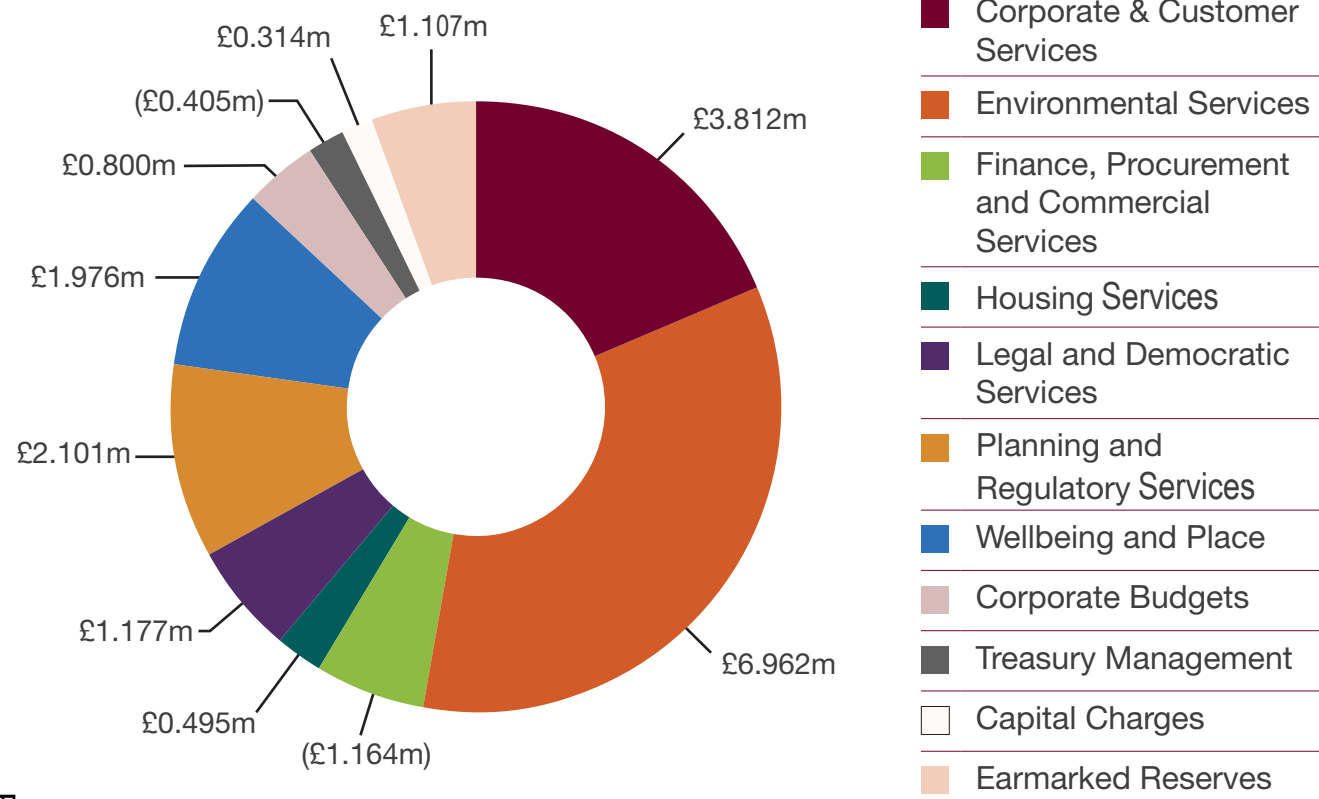
£2.850M

OTHER GOVERNMENT GRANTS AND CONTRIBUTIONS

£1.092M

Our Spending

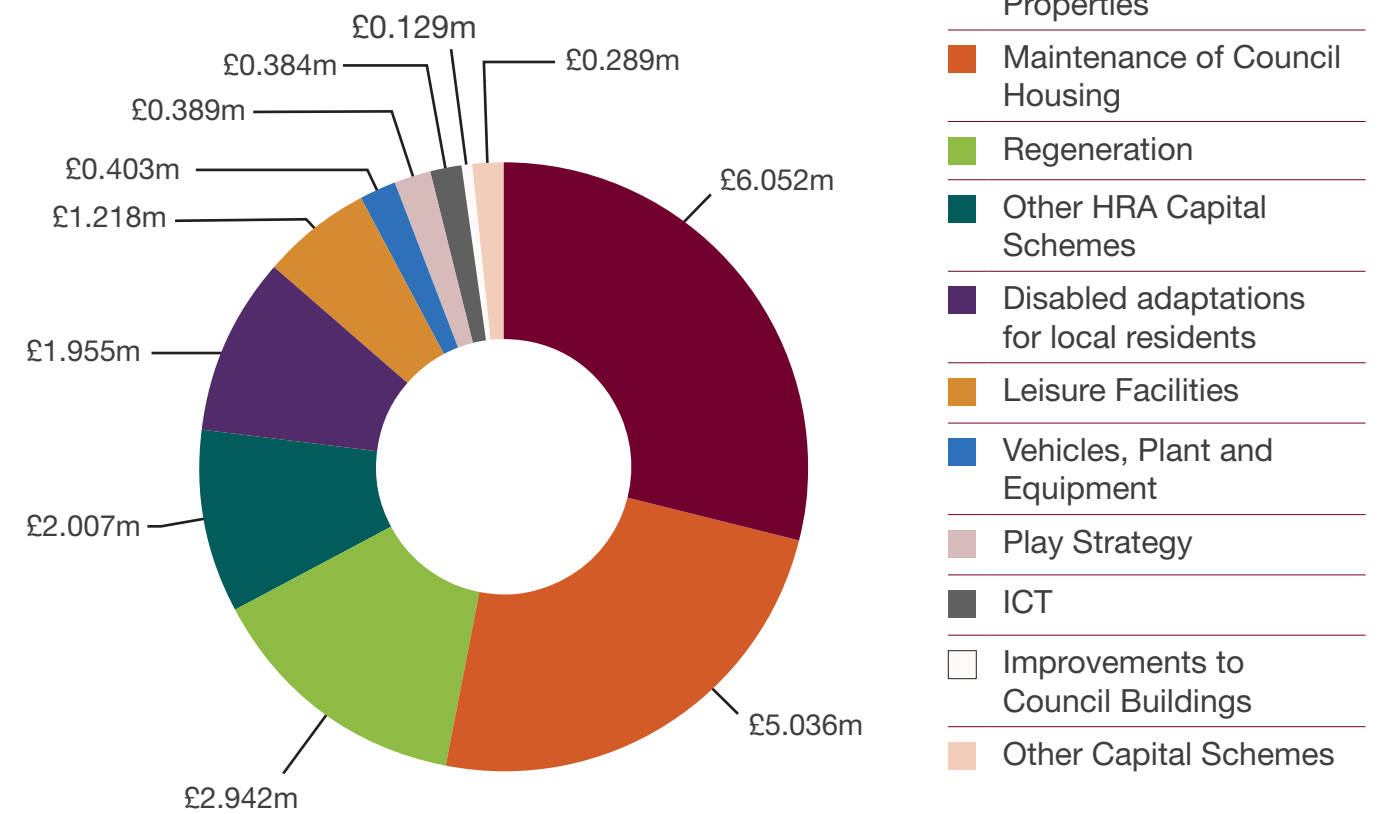
Net expenditure 2022/23 (£14.961m)



Capital Spending

Alongside our day-to-day costs, we spend money on Capital Assets such as buildings, vehicles, equipment and ICT. Some capital money is 'ring fenced' e.g. if we have received a grant for a certain project, then it can only be spent on that project. During 2022/23 we spent £20.804m on capital schemes. Regeneration schemes and maintenance of Council Housing were our top areas of spend and included Skelmersdale Town Centre.

Major Areas of Capital Spend in 2022/23 (£20.804m)





The Council would like to thank all staff, residents and stakeholders for the use of their images in this annual review.

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

Please email businesstransformationandchange@westlancs.gov.uk or telephone **01695 577177** to request this.

West Lancashire Borough Council

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APPENDIX 2: Performance Outturn 2022/23







Performance Indicator	2021/22	2022/23	Target 2022/23	2022/23 vs 2021/22	2022/23 Status	Note
	Value	Value				
B5 Speed of Processing Housing Benefit	~	4	12	/		New for 2022/23.
BV8 % invoices paid on time (within quarter)	93.21%	95.29%	98.75%			Relates to over 29k invoices processed. It is anticipated that performance in this area will further improve following the planned implementation of the new Civica system.
E01 % rent loss through empty commercial properties available to rent	4.2%	6.4%	10.0%			Adverse trend now showing signs of easing particularly on industrial with vacant units under offer.
ER07 Number of businesses signed up as Skelmersdale Ambassadors	0	0				Targets to be reviewed following planned re-launch of Ambassadors programme.
ER09 Number of businesses added value to via business support, property searches, skills and employment	925	229				Reduction this year reflects the end of Covid Business Grants
ES01 No. grass cuts undertaken on the highway between April-October	8	8	8			
ES02 No. grass cuts undertaken in Sheltered Accommodation between April-October	10	10	10			
ES04 % locations inspected falling into categories A/B - Litter (cumulative)	~	96.8%	97.0%	/		Cleansing schedules ensure that areas are covered on a regular basis. Our team of trained inspectors has been increased from one to three officers. Inspections are randomised. Inspections were not carried out in final quarter for 2021/22 so year-end data not available.

Performance Indicator	2021/22	2022/23	Target 2022/23	2022/23 vs 2021/22	2022/23 Status	Note
	Value	Value				
ES06 % locations inspected falling into categories A/B - Dog Fouling (cumulative)	~	96.8%	97.0%	/		As above
ES07 % locations inspected falling into categories C/D - Overflowing Litter Bins (cumulative)	~	7.1%	05.0%	/		As above
ES08 % locations inspected falling into categories A/B - grounds maintenance (includes grass and shrubbery) (cumulative)	~	100%	95.0%	/		As above
ES11 % locations inspected falling into categories C/D - Detritus (cumulative)	~	9.7%	05.0%	/		As above
ES19a % successful planned bin collections (grey)	99.2%	99.8%	97.0%			
ES19b % successful planned bin collections (blue)	99.8%	99.9%	97.0%			
ES19c % successful planned bin collections (brown)	97.9%	99.7%	97.0%			
ES19d % successful planned bin collections (green)	99.1%	99.9%	97.0%			
NI158 % non-decent council homes	0.00%	0.07%	0.10%			Data will be reported in future as indicator TSM-RP01
HS27 % of properties with a valid Landlord Gas Safety Record (homes and buildings)	99.9%	99.9%	100.0%			Data reflects 5 properties at year end that have recorded 3 no access appointments ahead of the legal team starting proceedings. Data will be reported in future as indicator TSM-BS01
HS28 % of properties with a valid Electrical Installation Condition Report (homes and buildings)	96.5%	94.5%	100.0%			We continue to attempt to access to complete the checks. The Legal team are considering what further action we can take to ensure a full EICR is completed.

Performance Indicator	2021/22	2022/23	Target 2022/23	2022/23 vs 2021/22	2022/23 Status	Note
	Value	Value				
HS29 % non-domestic that require an asbestos management survey/re-inspection	100.0%	29.2%	100.0%			Delays in the procurement of a new supplier and the bulk of inspections for the programme being due in March/April have contributed to the drop in performance. Working on a risk-based approach should smooth out the programme in future years. Data will be reported in future as indicator TSM-BS03.
HS30 % of non-domestic properties with fire risk assessment in place	100.0%	95.7%	100.0%			As above. Data will be reported in future as indicator TSM-BS02
HS31 % of properties covered by water hygiene risk assessment (homes and buildings)	100.0%	100.0%	100.0%			Data will be reported in future as indicator TSM-BS04
NI 154 Net additional homes provided	418	444	335			
NI 159 Supply of ready to develop housing sites	205.0%	202%	120.0%			
NI 155 Number of affordable homes delivered (gross)	155	192				Figure includes affordable housing delivered by Tawd Valley Developments on behalf of the Council, other Registered Providers of Social Housing and affordable housing delivered as a requirement of planning policy on market housing sites.
NI192 Percentage of kerbside household waste sent for reuse, recycling and composting	47.5% [†]	44.5%	47.80%			2022/23 outturn given is provisional. Whilst under target this is still a comparatively good recycling rate given that we have just under 50% of residents subscribing to garden waste collection. The service continues to promote recycling and behaviour change to customers.
R1 % of Council Tax collected	92.73%	93.79%	97.10%			An improved position on last year. The service collected £73.5m of the £78m liability raised for 2022/23 whilst also administering several support packages for customers such as Energy Rebate, Discretionary Energy Rebate Scheme, and the Local Discretionary Energy Rebate Scheme.
R3 % of Business Rates Collected (NNDR)	93.79%	95.78%	97.20%			An improved position on last year. The service collected circa £29m of the £30.4m liability raised for 2022/23 as well as administering the Covid-19 Additional Relief Fund for businesses (circa £1.8m).
TS1a Rent collected from current and former tenants as a % of rent owed (excluding arrears b/f).	100.73	100.47	100			

Performance Indicator	2021/22	2022/23	Target 2022/23	2022/23 vs 2021/22	2022/23 Status	Note
	Value	Value				
TS11% of rent loss through dwellings being vacant	1.18%	0.97%	1.1%			
TS52 No. tenants accessing money advice service	2,043	2,179				
TS53 No. tenants supported with Food Poverty advice	304	618				
TS54 No. people provided with money advice to help prevent homelessness (tenants & residents)	36	69				
TS55 No. tenants provided with fuel poverty advice	110	292				
WL85a Website: no. visits	540,099	772,061				Figures boosted in part by energy rebate information
WL85c Website: No. of payments processed online	72,380	67,094				Popular payments are for Council tax, housing rents and garden waste
WL90 % of Contact Centre calls answered	87.8%	93.4%	88.0%			Data relates to over 91K calls received into the contact centre
WL108 Average answered waiting time for callers to the contact centre (seconds)	150	94	145			As above
WL130 No. Service Now Customer Accounts	48,433	54,194				
WL131 No. Social Media Followers (WLBC FB, Twitter)	14,870	15,647				Just over a 5% increase during the year.
WL132-c19 FTE working days lost due to sickness absence per average FTE (COVID Inclusive)	11.20	P	8.08	P	P	Continuing issues following the changeover of HR systems means that data is unavailable. This is being worked on with LCC Payroll colleagues.

Performance Indicator	2021/22	2022/23	Target 2022/23	2022/23 vs 2021/22	2022/23 Status	Note
	Value	Value				
WL140 % of staff who understand how their role contributes to the vision and priorities	~	82%		/		Survey carried out May-June 2022. Previous survey carried out 2020/21
WL141 % staff who feel the Council is a good organisation to work for	~	74%		/		As above
WL144a Vacancy levels - Vacant units in Burscough	~	03.0%	02.0%	/		Vacancy rate as at October 2022
WL144b Vacancy levels - Vacant units in Ormskirk	~	09.6%	09.0%	/		Vacancy rate as at July 2022
WL144c Vacancy levels - Vacant units in Skelmersdale	~	20.4%	18.0%	/		Vacancy rate as at October 2022
WL148 Value of business support grants allocated and processed (million)	£41.5	£0.00				All Covid business grants have now been delivered. PI removed for 23/24.
WL150 Number of new participants engaged in health & wellbeing programmes/interventions	333	1,389	250			Increase reflects impact from the new time limited Business Health Matters programme.
WL151a Number of new clients attending vocational training	202	67	50			Numbers are lower overall for this year since the Kickstart project ended.
WL151b Number of new participants engaged to enhance employability, confidence, skills and qualifications	327	116	140			As above
WL153a Total no. of partners working with Wellbeing and Leisure Service	72	97	81			Outturn reflects the ongoing work the team will do to nurture and maintain existing and new partnerships throughout the year.
WL157a No. visits to leisure facilities	485,916	564,061	550,000			

Performance Indicator	2021/22	2022/23	Target 2022/23	2022/23 vs 2021/22	2022/23 Status	Note
	Value	Value				
WL159 No. attending parks and countryside events and activities	3,163	31,457	35,000			Figure includes non-Ranger led 'mass events' such as Park Run.
WL160 No. Green Flag Awards	2	2	2			Refers to awards for Beacon Country Park and Coronation Park Ormskirk.
WL161 Affordable Housing units via Tawd Valley Developments	44	37	37			Completions in line with business plan for 22/23.
WL165 % Staff Turnover Rate	~	P		/		New for 2022/23. Continuing issues following the changeover of HR systems means that data is unavailable. This is being worked on with LCC Payroll colleagues. Information will be provided in future reports when available.
CIT01 % feel West Lancs is safe & secure to live	~	70%		/		Survey carried out May-July 2022 by NWA Research. Previous survey 2019.
CIT03 % satisfied with how WLBC runs things	~	56%		/		As above
CIT09 % residents who feel safe in local area after dark	~	62%		/		As above
CIT10 % residents who feel safe in local area during the day	~	89%		/		As above
CIT16 % of residents feel that they belong to their local area	~	68%		/		As above
CIT02 % satisfied with street cleaning	~	47%		/		Survey carried out May-July 2022 by NWA Research. Previous survey 2019. Up until 2022/23 previous surveys have asked about satisfaction with 'street cleanliness'.
CIT06 % satisfied with sports/leisure services	~	25%		/		Survey carried out May-July 2022 by NWA Research. Previous survey 2019. Up until 2022/23 previous surveys have asked about satisfaction with 'sports and leisure facilities'.
CIT07 % satisfied with parks and green spaces	~	56%		/		Survey carried out May-July 2022 by NWA Research. Previous survey 2019. Up until 2022/23 previous surveys have asked about satisfaction with 'parks and open spaces'.

P – data pending ; † data restated ; ~ Not collected and/or reported at this time or previous calculation not comparable ; / comparison not possible

General note on the 2022/23 suite

Reporting of PIs is dependent on collection mechanisms remaining in place. Satisfaction (CIT_) indicators are collected via the Citizen & Stakeholder Survey and some items require staff survey. Our satisfaction survey results help us better understand how our services are perceived in the community. No Citizen Surveys carried out during 2020-22.

WLBC continues to collect certain PIs originating from the previous Best Value and National Indicator sets for our own performance management purposes although national reporting no longer exists. An annual suite of PIs and targets are reviewed annually and agreed by Cabinet. Not all data may be available at time of publication.



**EXECUTIVE OVERVIEW &
SCRUTINY COMMITTEE: 14 SEPTEMBER 2023**

CABINET: 26 SEPTEMBER 2023

COUNCIL: 18 OCTOBER 2023

Report of: Corporate Director of Transformation, Housing & Resources

Relevant Portfolio Holder: Councillor Rob Molloy

**Contact for further information: Lisa Windle
(E-mail: Lisa.Windle@westlancs.gov.uk)**

SUBJECT: COUNCIL VISION AND PRIORITIES 2023-2028

Wards affected: Borough Wide

1.0 PURPOSE OF THE REPORT

1.1 To approve the Council Vision and Priorities 2023-2028.

2.0 RECOMMENDATION TO EXECUTIVE OVERVIEW & SCRUTINY COMMITTEE

2.1 That the contents of this report and the draft Council Vision and Priorities 2023-2028 (attached at Appendix A) be considered and that agreed comments be referred to Cabinet for consideration.

3.0 RECOMMENDATIONS TO CABINET

3.1 That the Council Vision and Priorities 2023-2028 attached at Appendix A be approved to take forward to Council for adoption with any agreed comments.

3.2 That the results of the consultation set out at Appendix B be noted.

3.3 That the proposed process for adopting a monitoring framework for the new Priorities, to be taken through Executive Scrutiny and Cabinet in February/March 2024, is approved.

3.4 That the proposed interim reporting arrangements for the remaining quarter performance reporting for 2023/24 are approved.

3.5 That Call In is not appropriate for this item as the report was submitted to the Executive Overview and Scrutiny Committee on 14 September 2023.

4.0 RECOMMENDATIONS TO COUNCIL

- 4.1 That having regard to the comments from Executive Overview & Scrutiny and Cabinet along with the results from the public consultation contained in this report, the "Council Vision and Priorities 2023-2028" attached at Appendix A to this report be approved and adopted.
 - 4.2 That the proposed process for adopting a monitoring framework for the new Priorities, to be taken through Executive Scrutiny and Cabinet in February/March 2024, is approved.
 - 4.3 That the proposed interim reporting arrangements for the remaining quarter performance reporting for 2023/24 are approved.
-

5.0 BACKGROUND

- 5.1 A Council Vision and Priorities enables the Council to communicate its direction and priorities to the public, stakeholders and staff, and supports transparency and accountability. Providing a clear statement of Council priorities assists effective planning, use of resources, and prioritisation of work thus creating a golden thread through all Council activities.
- 5.2 The Council began the development of a new Council Plan for the period 2023-2028 as the current plan for 2020-2023 was coming to an end following a best practice engagement methodology. In September 2022, design principles and a development timetable were approved through committee. During the initial development, views from those most involved with the Council Plan 2020-2023 were sought through a 'pulse' survey. All Borough Councillors, key stakeholders and key staff were invited to take part in the survey.
- 5.3 This feedback, along with other insight, was used to influence and shape development of the first draft of a new plan. A cross-party Councillor workshop was held on 15 March 2023 to seek views on the draft plan.
- 5.4 Following consideration of the workshop feedback, a refined draft Council Plan 2023-2028 was developed. This outlined the strategic ambitions of the Council in terms of what we want to prioritise and improve and where we can directly make an impact or influence significant changes and improvements across the Borough. The draft plan aimed to ensure we can continue to deliver the best outcomes for West Lancashire by working with our communities and partner organisations.
- 5.5 Consultation on this draft was then undertaken with the public, Councillors, key stakeholders and staff from 29 June-10 August 2023. The consultation exercise focus was on the strategic council priorities rather than how we would achieve them through service delivery. Council services and activities that will deliver the priorities are agreed by other existing processes including through decisions of elected Members. Having a refreshed strategy will allow the Council to make sure all future agreed activity aligns to delivering the priorities underpinned by a refreshed performance management approach from April 2024.

6.0 CONSULTATION HEADLINES

- 6.1 In total, 325 consultation responses were received. Survey responses comprised of those selecting the category:
- 243 residents of the borough
 - 43 staff (not living in the borough)
 - 15 stakeholders/partner/business/organisation serving West Lancs
 - 14 prefer not to say
 - 10 Councillor

6.2 Respondents were asked whether they agreed or disagreed with the draft priorities and the draft priority areas of focus. Detail of the consultation method and survey results is given in Appendix B. Headline data below demonstrates a positive response to the consultation priorities.

To what extent do you agree or disagree that our four priorities are focused on the right themes?

- 90% agree/strongly agree with the priority *Create clean and environmentally sustainable places*
- 85% agree or strongly agree with the priority *Generate prosperity in our borough*
- 83% agree or strongly agree with the priority *Nurture inclusive and healthy communities*
- 90% agree or strongly agree with the priority *Manage a resilient, financially strong Council that listens to its residents*

To what extent do you agree or disagree that we should target our resources on [the draft priority] areas of focus?

- 87% agree/strongly agree with the areas of focus for *Create clean and environmentally sustainable places*
- 79% agree or strongly agree with the areas of focus for *Generate prosperity in our borough*
- 79% agree or strongly agree with the areas of focus for *Nurture inclusive and healthy communities*
- 86% agree or strongly agree with the areas of focus for *Manage a resilient, financially strong Council that listens to its residents*

Overall, do you agree or disagree that our Council Plan 2023-2028 clearly outlines our strategic priorities and will be able to direct positive changes for the borough?

- 63% agree/strongly agree

7.0 FEEDBACK & FINAL DRAFT

- 7.1 Respondents who disagreed or strongly disagreed with elements of the draft Plan were then asked to explain why. In addition, all respondents were asked for any other comments about the priorities and areas of focus.
- 7.2 Detail of the consultation method and survey results is given in Appendix B. The response data indicates that as a group the majority of respondents are supportive of the consultation priorities. However, comments and key themes from the feedback were considered and changes were made to assist with clarity of the priorities and areas of focus and strengthen the final proposed priorities.
- 7.3 One of the messages from the feedback was that referring to the priorities and areas of focus as the "Council Plan" had created the expectation that a detailed action plan would be provided, rather than the strategic priorities only. In addition, having both a "Council Plan" and a "Local Plan" managed through the Council had resulted in the purpose of the survey being unclear for some respondents. To remove these issues in the future the new priorities are proposed for adoption as the "Council Vision and Priorities 2023-2028".
- 7.4 The survey feedback included some comments and themes beyond the scope of the consultation which was on the priorities and areas of focus. This feedback will however be considered when developing the future monitoring framework and will be shared with the respective service areas as appropriate. We encourage customers and stakeholders to provide comments and feedback on our services at any time (in line with our Feedback Policy) as feedback is key to improving service delivery.
- 7.5 The amendments made to the Council priorities following survey feedback are shown through tracked changes in Appendix C.
- 7.6 The final proposed Council priorities and areas of focus are given at Appendix A for approval as the Council Vision and Priorities 2023-2028.
- 7.7 Underpinning the draft Vision and Council Priorities we recognise that there are cross-cutting themes that apply to all aspects of work. Where appropriate in all areas of work the Council will reflect on what the evidence from feedback, insight and data tells us, maximise any benefits that can be brought through partnership working, and take into consideration a digital first approach.

8.0 FUTURE REPORTING

- 8.1 To give an indication of how the Council would achieve the draft priorities a draft Delivery Framework (Appendix D) was provided in the reports to committee in June, ahead of the consultation. These aligned to the consultation priorities and areas of focus and are where the Council will add most value and deliver the best outcomes.
- 8.2 Further refining of this delivery framework of activity including with targets and timescales will take place upon approval of the draft Council Vision and Priorities

2023-2028 (Appendix A). This activity will be agreed through existing Council processes.

- 8.3 If the proposed Council Vision and Priorities 2023-2028 at Appendix A is adopted, the draft delivery framework will then be fully defined before approval through Executive Overview and Scrutiny and Cabinet ahead of the implementation of the new Committee Structure. It is anticipated that it will take officers some time to develop the delivery plan whilst also preparing for reporting into the new committee structure.
- 8.4 To accommodate this work it is proposed that the remaining quarter performance reporting for 2023/24 focuses on the existing KPI suite as approved through Scrutiny and Cabinet in March 2023. A new delivery plan will be adopted through Scrutiny and Cabinet in February/March 2024 ahead of the implementation of the new Committee Structure and in future years, the delivery plan will be refreshed annually within the new committee structure in line with corporate planning timescales.
- 8.5 Services will continue to progress work on activity that would form part of the new Council Vision and Priorities 2023-2028 reporting and where appropriate Members will continue to receive reports on key projects in detail as reports to committees in their own right (e.g Local Plan, UKSPF, regeneration projects, development of strategies etc). If the new Council Vision and Priorities 2023-2028 at Appendix A is not approved, reporting will continue on the existing Council Plan until new priorities are agreed.

9.0 SUSTAINABILITY IMPLICATIONS

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

The vision and priorities of the Council should contribute to planning and approving projects to support the sustainability of services and the borough as a whole and to help the Council to improve and sustain service performance. Sustainability impacts will then be considered for individual initiatives referenced by the relevant service area.

10.0 FINANCIAL AND RESOURCE IMPLICATIONS

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

The draft Council Vision and Priorities appended to this report aims to ensure the Council is able to continue to pursue its objectives within the resources available and can monitor and manage use of those resources. An agreed Council Vision and Priorities will assist in prioritising budget decisions and enable clear priorities to be set for services.

11.0 RISK ASSESSMENT

11.1 The actions referred to in this report are covered by the scheme of delegation to officers and any necessary changes have been made in the relevant risk registers.

Having well-defined priorities means that attention and resources can be effectively focussed on managing, monitoring and achieving the Council's core objectives and reduces the risk of not doing so.

12.0 HEALTH AND WELLBEING IMPLICATIONS

12.1 The proposed Council Priorities support health and wellbeing within West Lancashire.

The following refers to the draft Council Plan used for consultation and may therefore be subject to change if the draft Council Vision and Priorities are adopted.

Priority	Health and Wellbeing Themes
Nurture inclusive and healthy communities	Promote good health and wellbeing and enable people to flourish
	Prevent and tackle the causes of ill health
	Empower people in vulnerable, deprived and disadvantaged communities to realise their full health potential
	Develop and support effective and high quality health and wellbeing services
Encourage and enable all people to take a role in identifying and addressing barriers to improve health and wellbeing	
Nurture inclusive and healthy communities	Increase people's independence throughout their life course and ability to lead full active lives.
Generate prosperity in our borough	

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

There is a direct impact on members of the public, employees, elected members and / or stakeholders, therefore an Equality Impact Assessment is required. A formal equality impact assessment is attached as Appendix E to this report, the results of which have been taken into account in the Recommendations contained within this report

Appendices

- A. Draft Council Vision and Priorities 2023-2028
- B. Draft Council Plan Consultation Results
- C. Draft Council Vision and Priorities (tracked changes)
- D. Draft Delivery Plan (previously provided for June Cabinet)
- E. Equality Impact Assessment

APPENIDIX A: DRAFT COUNCIL VISION AND PRIORITIES 2023-2028

Vision: West Lancashire together; the place of choice to live, work, visit and invest

Priority	Area of Focus
Create a clean and environmentally sustainable borough	Build resilience to climate change and reduce our carbon footprint
	Reduce waste production and increase reuse and recycling
	Enhance and improve a safe, built environment
	Preserve the natural environment, biodiversity and landscape
Generate prosperity in our borough	Attract investment, support businesses and direct wealth into the local economy
	Provide opportunities for regeneration, housing and economic business growth
	Identify the housing needs of the borough and work with partners to address them
	Attract high quality job opportunities and support people into employment and training
Foster inclusive and healthy communities	Reduce health and wellbeing inequalities
	Design services around residents and communities
	Provide safe, quality and affordable homes as a social landlord
Manage a resilient, financially strong Council	Maintain a balanced budget and transparent decision-making
	Continue to improve our services and deliver value for money
	Attract, retain and develop an engaged, skilled and motivated workforce

Draft 'Council Plan' 2023-2028



CONSULTATION RESULTS

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1.0 INTRODUCTION

The Council developed a new Council Plan for the period 2023-2028 since the current plan was coming to an end. The draft Council Plan 2023-2028 outlined the strategic ambitions of the Council, what we want to prioritise and improve, and where we can directly make an impact or influence significant changes and improvements across the Borough. The new priorities aim to ensure we can continue to deliver the best outcomes for West Lancashire by working with our communities and partner organisations over the next five years.

The Council's current 'Vision' agreed in October 2020 has been retained since any vision is intended to provide a long-term aspiration for an organisation. The survey therefore focused on seeking opinion on the top level priorities and areas of focus, given that services and activity to deliver the strategy are agreed through other existing processes through elected Members and within the Council.

2.0 METHODOLOGY

The consultation was held 29 June to 10 August principally via an on-line survey on the Council's consultation platform, Your Voice. Promotion through the platform was made to directly registered subscribers as well as introduction, reminder and final reminder emails to a stakeholder list (including LCC, West Lancs CVS, Citizens Advice, other local partners and), Councillors, Parish Councils and staff.

Once a user completes a survey, Your Voice software prompts the user to share and promote the survey through other networks that they have access to e.g Twitter, Facebook groups. This should help the Council promote its consultations within community groups that the user is active in, particularly for Councillors and staff.

Appendix B

The consultation was promoted through:

- Your Voice registered users
- Direct mail to Councillors, Parish Councils, stakeholders and staff
- Social media
- Press Release
- Council landing page and Feedback page
- Member Update article
- Community Brief article
- Business Engagement Newsletter
- Staff 'Team West Lancs' newsletter
- Staff 'Let's Connect' briefings
- Paper copies at CSPs and Robert Hodge centre
- Advertising at libraries
- Advertising enclosed in Benefits contact letters
- Advertising in sheltered schemes (digital screens / poster)
- Stands in Ormskirk and Concourse
- Promotion through partner's social media (CVS)
- Request for officers to raise as AOB at partnership meetings
- Request to promote/make available at other Council community engagement events (e.g Beacon consultation)

Since the previous consultation on council priorities in 2020 we have lost the local Champion newspaper as a source of promotion.

Principally this is an online survey in line with the Council's digital first approach to service delivery. This removes stationery and postage costs and the keying in of data. However, we are aware that not all citizens are able to, or wish to, engage via digital methods. Paper surveys were therefore available at CSPs, at advertised stands, or on request.

3.0 RESPONSE RATE

The following table shows the response rate to the survey.

Number of surveys	
Residents	243
Councillors	10
Stakeholders	15
Staff	43
Prefer not to say	14
Total	325

Any comments submitted via email have been considered as part of the review of feedback themes but cannot be used in the overall consultation figures as they are not replying to specific questions or giving consent.

4.0 RESULTS OVERVIEW

The survey scoring strongly supports the draft priorities and areas of focus in the consultation.

Throughout the survey the opportunity was given to make comments if respondents had answered 'disagree' or 'strongly disagree' to the questions. In addition, all respondents were asked for any other comments about the priorities and areas of focus. This feedback has been considered and used to shape the draft to assist with clarity and strengthen the final proposed Priorities and Areas of Focus.

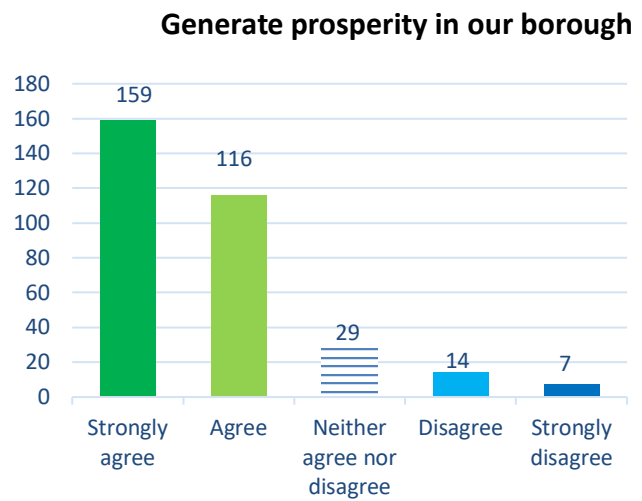
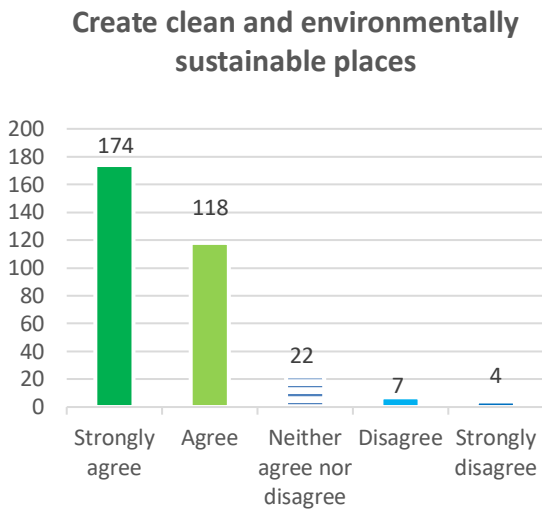
Appendix B

As well as comments on the priorities and areas of focus, the survey generated feedback that, although outside the scope of the survey, was still relevant for WLBC as a whole. These will be considered if more relevant for the development of the delivery framework for the priorities and/or be shared with the respective service areas as appropriate.

We encourage customers and stakeholders to provide comments and feedback on our services at any time (in line with our Feedback Policy) as they can help us improve services.

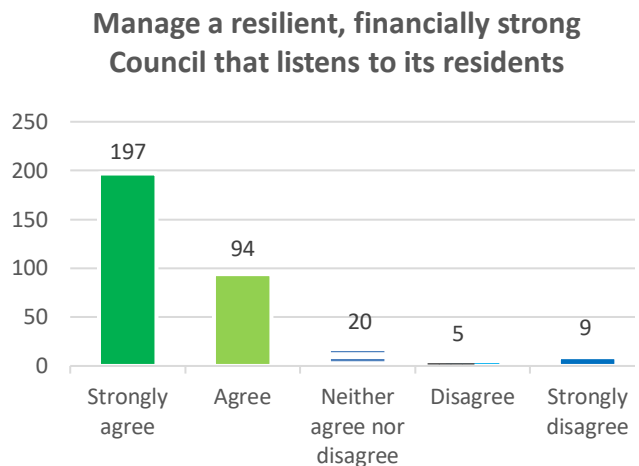
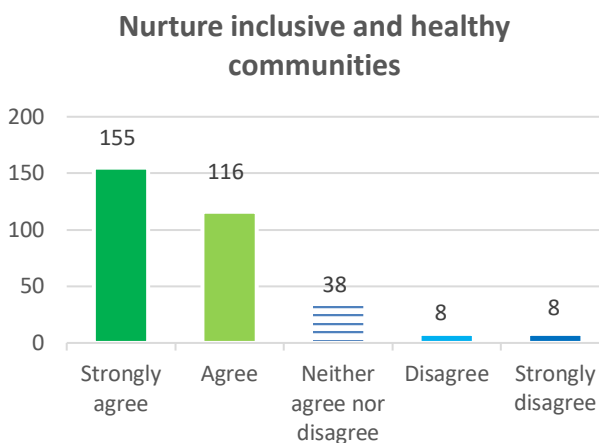
4.1 Survey Results – Four Priorities

To what extent do you agree or disagree that our four priorities below are focused on the right themes?



90% responded that they agree or strongly agree with the priority.

85% responded that they agree or strongly agree with the priority.



83% responded that they agree or strongly agree with the priority.

90% responded that they agree or strongly agree with the priority.

There is majority agreement of the four priorities. Feedback and further review has however suggested minor changes largely for clarity as indicated in Appendix C of the report.

Appendix B

4.2 Survey Results - Create clean and environmentally sustainable places

Within this priority, to what extent do you agree or disagree that we should target our resources on these areas of focus?

- Reduce our carbon footprint
 - Reduce waste production and increase reuse and recycling
 - Preserve and enhance our natural and built environment
 - Enhance the natural landscape, biodiversity and green environment
-
- **87%** agreed or strongly agreed
 - 7% disagreed or strongly disagreed
 - 7% neither agreed nor disagreed

NB: numbers may not add to 100 due to rounding

There is majority agreement with the priority areas of focus. Feedback was used in suggested changes as indicated in Appendix C of the report.

4.3 Survey Results - Generate prosperity in our borough

Within this priority, to what extent do you agree or disagree that we should target our resources on these areas of focus?

- Support regeneration that creates sustainable growth
 - Provide opportunities for housing and economic business growth
 - Attract investment, support businesses and direct wealth into the local economy
 - Attract high quality skills, careers and job opportunities locally
 - Support people to achieve their full potential through employment & training
-
- **79%** agreed or strongly agreed
 - 13% disagreed or strongly disagreed
 - 7% neither agreed nor disagreed

NB: numbers may not add to 100 due to rounding

There is majority agreement with the priority areas of focus. Feedback was used in suggested changes as indicated in Appendix C of the report.

4.4 Survey Results - Nurture inclusive and healthy communities

Within this priority, to what extent do you agree or disagree that we should target our resources on these areas of focus?

- Work with partners to improve health and wellbeing
 - Design services around people and place
 - Working through partnerships to create better outcomes for our citizens
 - Provide safe, quality and affordable homes
-
- **79%** agreed or strongly agreed
 - 10% disagreed or strongly disagreed
 - 10% neither agreed nor disagreed

NB: numbers may not add to 100 due to rounding

There is majority agreement with the priority areas of focus. Feedback was used in suggested changes as indicated in Appendix C of the report.

4.5 Survey Results - Manage a resilient, financially strong Council that listens to its residents

Within this priority, to what extent do you agree or disagree that we should target our resources on these areas of focus

- Maintain financial sustainability and strong council management
 - Continually improve and deliver value for money
 - Attract and retain an engaged, skilled and motivated workforce
 - Deliver great services shaped by insight and data
-
- **86%** agreed or strongly agreed
 - 7% disagreed or strongly disagreed
 - 8% neither agreed nor disagreed

NB: numbers may not add to 100 due to rounding

There is majority agreement with the priority areas of focus. Feedback was used in suggested changes as indicated in Appendix C of the report.

4.6 Survey Results - Overall, do you agree or disagree that our Council Plan 2023-2028 clearly outlines our strategic priorities and will be able to direct positive changes for the borough?

- **63%** agreed or strongly agreed
- 15% disagreed or strongly disagreed
- 22% neither agreed nor disagreed

NB: numbers may not add to 100 due to rounding

There is a majority agreement with the statement although this was the lowest positive response within the survey.

4.7 Survey Response - If you have any other comments about the priorities and areas of focus within the proposed Council Plan 2023-2028 please provide them

Many of the comments were outside the scope of the survey itself, however still relevant for WLBC as a whole. These will be considered if more relevant for the development of the delivery framework for the priorities and/or be shared with the respective service areas as appropriate.

4.8 All Survey Comments

The question scores and survey responses were considered for use in shaping the final priorities and areas of focus. Changes made to the proposed final draft for approval are highlighted in the Council report for Members at Appendix C.

The survey generated comments covering a wide variety of points which were reviewed for shaping the final draft. Below are the key bulk themes that emerged.

Comments which were outside the scope of the survey itself but still relevant for WLBC as a whole will be considered if more relevant for the development of the delivery framework for the priorities and/or be shared with the respective service areas as appropriate.

Key themes	Action
There was no information about how the work to deliver the priorities would be funded	Revised Council priorities will be aligned to our available finances through our service planning processes. This ensures that finite resource is allocated where needed. The new priorities will not in themselves result in new budget requirement but rather realignment of our existing resource. The Council is externally scrutinised on its achievement of value for money obtained through the money it spends.
The consultation content was only high level ; there was no action plan; accountability	The consultation focused on seeking opinion on the top level priorities and areas of focus, given that services and activity to deliver the strategy are agreed through other existing processes through elected Members and within the Council. The proposed renaming of the final draft as Council Vision and Priorities (rather than as currently the Council Plan) makes this clearer. A draft action plan that aligns agreed activity was provided to Members in June and as Appendix D of the full Council report. This gives an indication of how the Council would achieve the draft priorities, however, it is not possible to consult on this content given that further refining including with targets and timescales cannot be completed until the high level priorities and areas of focus are approved. This delivery plan development will include consideration of the feedback from the consultation. The delivery plan will then be monitored through Committee.
Views on potential activity to deliver the priorities	These will be considered if in scope as part of the delivery framework development once the final priorities are approved and/or be shared with the respective service areas as appropriate.
Concerns around new housing / growth and impacts – e.g. infrastructure, greenbelt/greenspaces Priorities conflict with each other	The proposed renaming of the final draft as Council Vision and Priorities (rather than as currently the Council Plan) makes the distinction between the Council Priorities and the Local Plan clearer. A number of comments were received about Planning. In summary, the comments related to: the amount and location of housing and employment land; the need to protect and improve social infrastructure such as schools and GP facilities, and green and blue spaces such as parks and rivers; the historic environment; transport and the climate. These are matters best considered through the Local Plan which is currently under development. The Council consults

Appendix B

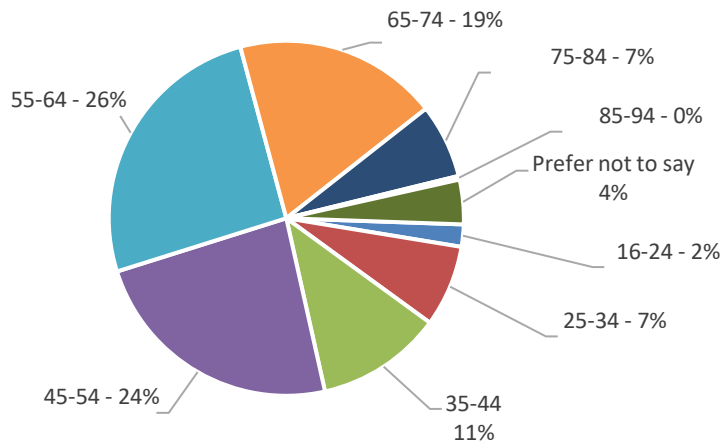
	the public and other stakeholders during the course of developing the Local Plan and any comments made to the Local Plan consultation must be taken into account in the preparation of the Local Plan.
Comments on individual service provision	Provided to the services as service feedback
Specific text/wording comments	Considered for shaping the final draft priorities and areas of focus

APPENDIX 1 DEMOGRAPHIC PROFILE OF RESPONSES

The following provides the profile for the respondents to the survey. The purpose of this is for consideration in targeting future consultation promotion work.

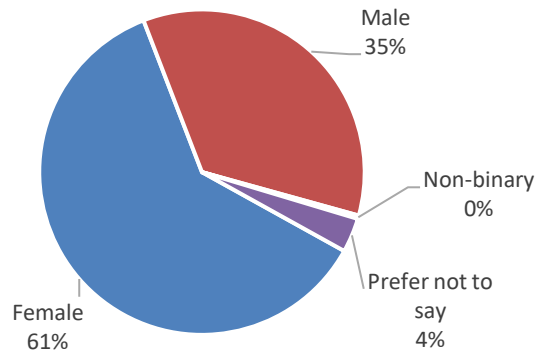
Age

In which of the following age ranges are you?



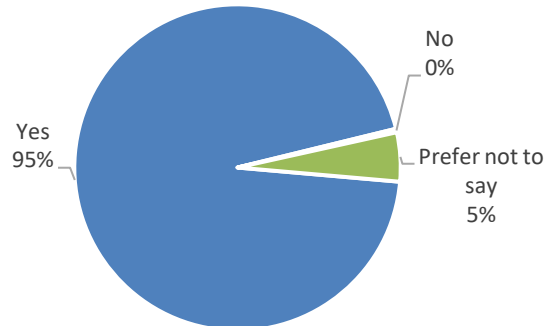
Gender

What is your gender?



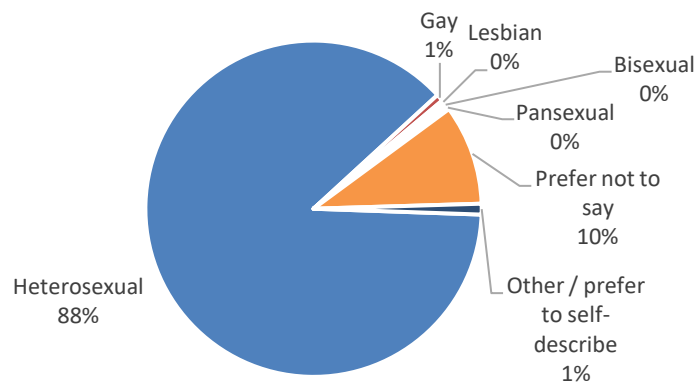
Gender identity

Is the gender you identify with the same as your gender registered at birth?



Sexual orientation

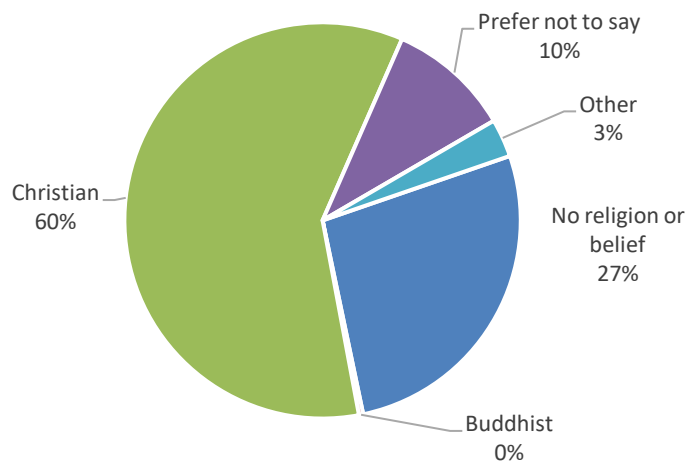
What is your sexual orientation?



Appendix B

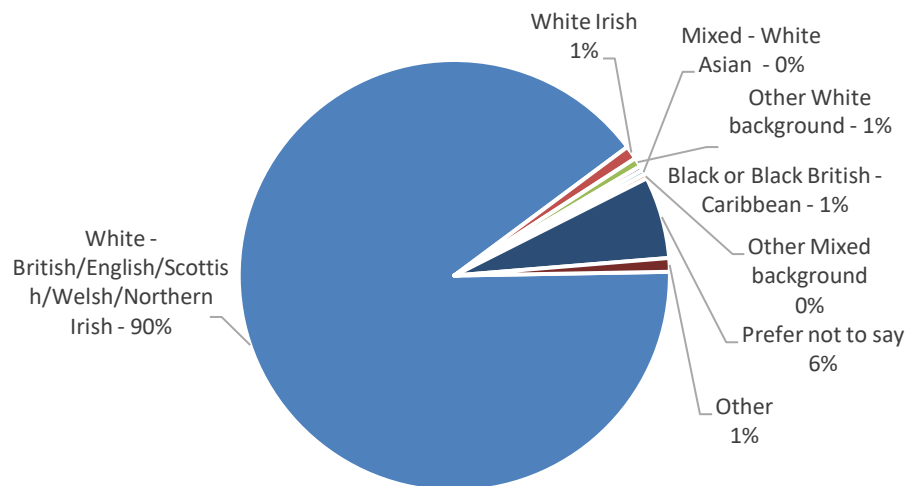
Religion

What is your religion?



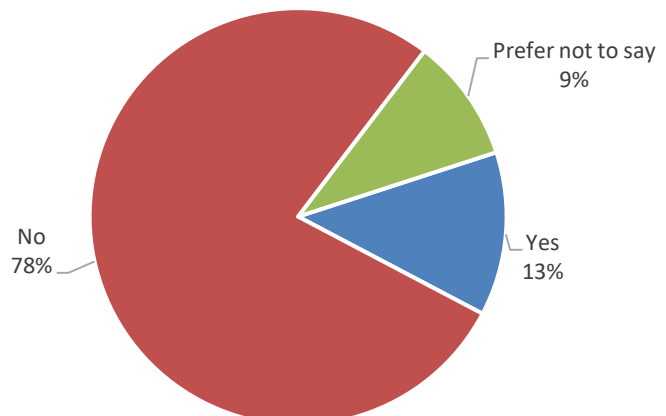
Ethnic Group

What is your ethnicity? Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong. To which of these groups do you consider you belong?



Disability

Do you have a disability as defined by the Equality Act?



NB: numbers may not add to 100 due to rounding

Further profiling/investigation work would need to be done to understand how future consultations can encourage more representative returns reflective of the profile of the borough.

APPENIDIX C: DRAFT COUNCIL ~~PLAN~~ VISION AND PRIORITIES 2023-2028 (tracked changes)

Vision: West Lancashire together; the place of choice to live, work, visit and invest

Priority	Area of Focus
Create <u>a</u> clean and environmentally sustainable <u>borough</u> places	<u>Build resilience to climate change and</u> reduce our carbon footprint
	Reduce waste production and increase reuse and recycling
	Preserve and Enhance <u>and improve a safe,</u> our natural and built environment
	Enhance <u>Preserve</u> the natural <u>environment, biodiversity and</u> landscape biodiversity and green environment
Generate prosperity in our borough	Attract investment, support businesses and direct wealth into the local economy (<i>moved position in list</i>)
	Provide opportunities for <u>regeneration,</u> housing and economic business growth
	Support regeneration that creates sustainable growth <u>Identify the housing needs of the borough and work with partners to address them</u>
	Attract high quality skills, careers and job opportunities locally and support people into employment and training
	Support people to achieve their full potential through employment and training
Nurture <u>Foster</u> inclusive and healthy communities	Work with partners to <u>Reduce</u> health and wellbeing <u>inequalities</u> and improve health and wellbeing
	Design services around <u>residents and communities</u> people and place
	Working through partnerships to create better outcomes for our citizens
	Provide safe, quality and affordable homes <u>as a social landlord</u>
Manage a resilient, financially strong Council that listens to its residents	Maintain <u>a balanced budget and transparent decision-making</u> financial sustainability and strong council management
	Continually <u>Continue to</u> improve <u>our services</u> and deliver value for money
	Attract, retain <u>and develop</u> an engaged, skilled and motivated workforce
	Deliver great services shaped by insight and data

APPENIDIX D – DRAFT DELIVERY PLAN

The following draft Plan was presented at June Cabinet. Should the draft Council Vision and Priorities 2023-2028 at Appendix A be approved and adopted the following framework will be subject to further development and revisions to support the new priorities and delivery as outlined in sections 8.2 and 8.3 of the covering report.

Create clean and environmentally sustainable places

Area of Focus	Key draft activities to deliver this difference
Reduce our Carbon Footprint	Increase electric vehicle charging points in the borough
	Explore the potential of developing a community led energy company
	Facilitate green employment opportunities within West Lancashire
	Develop the carbon management programme
	Stipulate green build through Local Plan development
	Review our approach to printing - reduce paper systems and processes through digital transformation
	All Council homes to achieve Energy Performance Certificate 'C' rating by 2030
	Deliver our Climate Change Strategy 2022-2030
	Include low carbon design as part of the new leisure centres
Reduce waste production and increase reuse and recycling	Embed 'green' environmental considerations in our procurement process
	Develop a new recycling offer for residents and businesses
Preserve and enhance our natural and built environment	Explore supporting the creation of Pop-Up Shops for recycled & reusable goods (Community/VCSE delivered)
	Review our approach to commercial estate and clean environment
	Increase community involvement for maintaining a cleaner borough
	Introduce Cycle Schemes as part of the leisure insourcing - an outreach programming opportunity
	Improve our housing stock in the next 5 years through the investment plan
Enhance the natural landscape, biodiversity and green environment	Develop a new vision for Beacon Country Park in consultation with citizens
	Create more natural habitats within our green spaces through the rewilding of natural areas
	Seek inward investment for biodiversity projects
	Become a 'Sustainable Food Place' - take a holistic and systems approach to sustainable and healthy food
	Increase the number of allotment plots within the borough
	Increase community participation in manging greenspaces
Develop and implement a tree management strategy for West Lancashire	

Generate prosperity in our borough

Area of Focus	Key draft activities to deliver this difference
Support regeneration that creates sustainable growth	Deliver Skelmersdale Town Centre phase 2 Review Ormskirk market operations
Provide opportunities for housing and economic business growth	Develop a new Council housing business plan to support housing growth and investment Develop a new business plan to support investment in our commercial properties Encourage the growth of business start-ups across the borough through support from partners Progress the Local Plan 2023-2040 for adoption at full council Develop new homes for shared ownership and rent to buy Explore the potential of developing new business units to support local businesses
Attract investment, support businesses and direct wealth into the local economy	Develop a calendar of events for the borough Relaunch Ambassador Programme and Skelmersdale Place Board Develop ethical local procurement spend in West Lancashire Approve new Economic Development Strategy for the borough Deliver the new Community Wealth Building Strategy
Attract high quality skills, careers and job opportunities locally	Develop commercial opportunities linked to our future housing developments Skelmersdale/Ormskirk and Burscough Master planning
Support people to achieve their full potential through employment & training	Deliver training & support to help people into employment Develop apprenticeship and graduate schemes for the Council through partnership with higher education organisations

Nurture inclusive and healthy communities to grow

Area of Focus	Key draft activities to deliver this difference
Work with partners to improve health and wellbeing	Develop Health and Wellbeing Action Plan linked to other local priorities
	Chair the new West Lancashire Health & Wellbeing Partnership and collaboratively deliver the strategic direction
	Establish a network of Workplace Health Champions in West Lancashire businesses
	Deliver the authority's new domestic abuse duties
	Renew the Homelessness Strategy
	Support the delivery of Holiday/Hunger Campaigns (Food Insecurity Action Plan) tackling key local priorities
	Support the valuable work of our local foodbanks
	Increase Dementia Friendly facilities
	Establish a participatory budgeting exercise to tackle social isolation and loneliness in Northern Parishes
	Support introduction of Family Network Hubs
Design services around people and place	Establish face to face service to help alleviate digital exclusion
	Design and develop neighbourhood model (neighbourhood plans) addressing local needs and wider determinants of health and making a positive difference to lifestyles, homes and our communities
	Establish multi-disciplinary neighbourhood teams
	Refresh our website
	Codesign our services with partners and residents
	Target investment in housing stock based on tenant feedback and engagement
Working through partnerships to create better outcomes for our citizens	Use the UK Shared Prosperity Fund to empower communities, businesses and people to identify and build on their own strengths and needs at a local level building pride in place and life expectancy
	Deliver training, skills and employment support to improve employability for our most vulnerable
	Deliver More Positive Together
	Develop the West Lancashire Customer Engagement Strategy
	Establish West Lancashire Annual Vision Conference for partners and leaders of all sectors
	Establish West Lancashire Pride/Neighbourhood Weekender (funded through contributions)
	Host and Coordinate PIVOT - Multi agency team around vulnerable adults
Provide safe, quality and affordable homes	Implement our Damp Strategy
	Deliver Housing Standards in accordance with Housing Regulations
	Ensure compliance across all housing stock
	Deliver Housing Investment Programme based on outcome of the Stock Condition Survey
	Deliver Digmoor Regeneration Plan

Manage a resilient, financially strong Council that listens to its residents

Area of Focus	Key draft activities to deliver this difference
Maintain financial sustainability and strong council management	Explore the potential of developing a Solar Farm for financial return
	Attract investment into the borough for Council Projects
	Undertake reviews of car parking
	Implement changed governance structure for managing council decisions
	Develop and implement income generating activities
Continually improve and deliver value for money	Refresh our Value for Money Strategy
	Design, approve and implement the Council's Procurement Strategy/Policy
	Implement Accommodation Strategy
	Deliver front line staff digitalisation transformation e.g. mobile devices for field workers
Attract and retain an engaged, skilled and motivate workforce	Review & enhance our Organisational Development Strategy (People Strategy)
	Review and roll out mandatory training programme through the Councils new E-Learning system
	Revitalise and relaunch Wellbeing Workforce Group
Deliver great services shaped by insight and data	Develop new ways to seek feedback from our customers
	Use customer feedback to improve and shape our services

Equality Impact Assessment Form



Directorate: Transformation, Housing & Resources	Service: Business Transformation and Change
Completed by: Alison Grimes	Date: 15 August 2023
Subject Title: Council Vision & Priorities 2023 - 2028	
1. DESCRIPTION	
Is a policy or strategy being produced or revised:	Yes
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:	No
Is a programme or project being planned:	No
Are recommendations being presented to senior managers and/or Councillors:	Yes
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
<p>Details of the matter under consideration: The assessment is for the draft Council Vision & Priorities 2023-2028.</p> <p>The Council's vision, priorities and areas of focus are the overarching strategy for the Council. Well-defined priorities will be used when shaping future budget decisions and during service planning. Actions that align to the priorities may themselves involve service design, redesign or cutback, or contract specification development, or require budget considerations.</p> <p>The draft Vision and Priorities has been developed following phases of review of the existing Council Plan 2020-2023, initial targeted consultation with Councillors, key stakeholders and staff, a councillor workshop and then public consultation.</p>	
<p><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></p>	
2. RELEVANCE	
Does the work being carried out impact on service users, staff or Councillors (stakeholders):	
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)?	<p>Delivery of the vision, priorities and areas of focus will be through a broad range of actions. Specifying priorities assists with managing resources. Outcomes and outputs will impact on a variety of customers, service users, communities, Councillors and employees depending on the action. The Vision and Priorities itself does not provide specific outline of activity. Given the wide range of priorities and areas of focus, there is unlikely to be a disproportionate effect on any single group with protected characteristics, or on any stakeholder group across the whole of the plan. The Priorities directly or indirectly impacts on all Council services and therefore all who work for the Council, those who use Council services or engage with the Council.</p> <p>Any specific actions aligned to achieving the priorities and that may impact upon equality groups should be subject to an individual EIA by the relevant service.</p>
If the work being carried out relates to a universal service, who needs or uses it most? (Is there any particular group affected more than others)?	<p>As above.</p> <p>The current wide-range of areas of focus included in the priorities across many service areas means that there is unlikely to be 'most relevant' protected characteristics affected, or any particular group affected more than others. This may change with content in the lifetime of the Vision and Priorities 2023-2028.</p>
Which of the protected characteristics are most relevant to the work being carried out? Age Gender Disability Race and Culture Sexual Orientation Religion or Belief Gender Reassignment Marriage and Civil Partnership Pregnancy and Maternity	No No No No No No No No No
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?	The Vision and Priorities apply borough-wide and beyond and will include work with partners. Given the strategic nature of the Vision and Priorities and the wide range of areas of focus included, the resulting work will therefore impact on a broad range of service users and stakeholders in different ways.
What will the impact of the work being carried out be on usage/the stakeholders?	By having a clear statement of priorities, attention and resources can be effectively focussed on achieving them. The overall impact should be positive since the priorities aim for improvements for the borough. Negative impact will be mitigated through individual EIAs conducted by the relevant service.
What are people's views about the	A draft Council Plan was developed through a review of

Appendix E

<p>services? Are some customers more satisfied than others, and if so what are the reasons? Can these be affected by the proposals?</p>	<p>the existing Council Plan, available insight from various sources including the Citizen/Stakeholder Survey, and a targeted survey of Councillors, key stakeholders and staff during November-December 2022 for feedback on the Council Plan 2020-2023. Emerging themes were then discussed through a cross-party Councillor workshop in March 2023. This was then used to develop a draft Plan for consultation from 29 June-10 August. Consultation feedback was then used to shape a final draft, which included entitling it Council Vision and Priorities 2023-2028.</p>
<p>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?</p>	<p>As above. Individual projects to support delivery of the priorities that may impact upon equality groups should be the subject of EIAs themselves by the relevant service with involvement/consultation as appropriate. The final proposed Priorities and Areas of Focus have been refined following consultation feedback.</p>
<p>If any further data/consultation is needed and is to be gathered, please specify:</p>	<p>A public consultation was held during summer 2023 to help assess whether the draft Plan proposed the right areas of focus for our priorities and where to direct our resources. A delivery framework of specific actions and measures will then be developed and used to achieve the priorities and areas of focus. The delivery framework content will be agreed through existing Council processes, and subject to regular review.</p>
<p>5. IMPACT OF DECISIONS</p>	
<p>In what way will the changes impact on people with particular protected characteristics (either positively or negatively or in terms of disproportionate impact)?</p>	<p>Outlining the Council's priorities should provide reassurance that resources are being carefully managed. There is unlikely to be a disproportionate effect on any single group with protected characteristics, or on any stakeholder group. The Vision and Priorities will be publicised on the website and can be provided in alternative formats on request. Impacts of changes resulting from individual aligned actions will be dealt with by the relevant service.</p>
<p>6. CONSIDERING THE IMPACT</p>	
<p>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.).</p>	<p>Any initiatives to support the priorities that may impact upon equality groups should be subject to an individual EIA conducted by the relevant service.</p>
<p>What actions do you plan to take to address any other issues above?</p>	<p>The effectiveness and impact of Council priorities are assessed through responses to the annual Citizen/Stakeholder Survey.</p>
<p>7. MONITORING AND REVIEWING</p>	
<p>When will this assessment be reviewed and who will review it?</p>	<p>The assessment will be reviewed as part of the annual refresh process. This will include review by the senior management team.</p>

23 **COUNCIL VISION AND PRIORITIES 2023-2028**

To Performance Improvement Lead, introduced the report of the Corporate Director of Transformation, Housing & Resources, as contained on pages 149 to 174 of the Book of Reports, which sought approval of the Council Vision and Priorities 2023-2028.

Comments and questions were raised in respect of the responses received, particularly the low response from young people.

RESOLVED: That the contents of the report and the draft Council Vision and Priorities 2023- 2028 (attached at Appendix A) be noted.

112 **COUNCIL VISION AND PRIORITIES 2023-2028**

A Member of the public attended the meeting to speak and make representations in respect of the matters contained within the request to speak form circulated prior to the meeting as follows:

- "1. Create empowered, engaged creative communities*
 - a) Build on and develop strengths within local communities - I don't see this happening. Can you give some examples please?*
 - b) Use Councillors' existing reach and influence to provide community feedback to shape decision making - Is it possible for the council to provide a set of guidelines for Cllrs on what is expected of them and how to go about getting feedback on the issues?*
 - c) I don't like the way residents and businesses have been separated in the Council Plan. Residents in Skelmersdale work in the businesses in Skelmersdale. So, the Council Plan should have more objectives that combine individuals with businesses.*

- 2. Support businesses to adapt and prosper*
 - a) Promote West Lancashire as a place to invest through the Skelmersdale Place Board & Ambassadors - Skelmersdale Business Ambassadors hasn't been meeting since 2020, before lockdown. So, how is this objective being achieved? Is the forum going to be reactivated*
 - b) Develop a strong web presence which positively promotes West Lancashire- I've seen nothing of this.*
 - c) Create enlivened town centres offering diverse leisure opportunities and night time economy- work on this seems to be happening with the Ormskirk Night Market. But, what is happening for Skelmersdale? I've seen nothing of a night time economy in Skelmersdale, so lots more work is needed to fulfil this objective.*

- 3. Greener West Lancs*
 - a) Reduce waste and improve recycling, implement a Waste strategy with a focus on sustainable solutions - but recycling targets are very low (far too low) and are still not being met. So, what remedial action is being taken to meet the objective set out in the Council Plan for this? And is there a plan to not only meet the current low targets, but also set higher targets to aim for in future?"*

Councillor Molloy advised that the report of the Corporate Director of Transformation, Housing & Resources, as contained on pages 37 to 62 of the Book of Reports, sought approval of the Council Vision and Priorities 2023-2028, which underwent public consultation for 6 weeks over the summer and once approved an action plan would support delivery of those priorities. Councillor Molloy advised that the comments raised related to the Council Plan 2020-2023 which was coming to the end of its period and that quarterly performance monitoring had been undertaken by Scrutiny and Cabinet during that period.

The minute of the Executive Overview & Scrutiny Committee had been circulated prior to the meeting.

Councillor Molloy moved the recommendations contained at paragraph 3 of the report, which were seconded.

An Amendment, which was moved and seconded, was accepted by Councillor Molloy, which became the substantive Motion.

A vote was taken on the Substantive Motion, which was CARRIED.

In reaching the decision below, Cabinet considered the matters raised in the request to speak, the report before it and the recommendations contained therein, and the Amendment moved at the meeting.

RESOLVED:

- A. That the Council Vision and Priorities 2023-2028 attached at Appendix A be approved to take forward to Council for adoption, subject to the following wording in bold:

Prosperity

- Attract investment, support businesses and direct wealth into the local economy **and support co-operatives**

Council

- Attract, retain and develop an engaged, skilled and motivated workforce, **including through an Employee Recognition Scheme**

Communities

- **Support our Armed Forces and vulnerable residents**

- B. That the results of the consultation set out at Appendix B be noted.
- C. That the proposed process for adopting a monitoring framework for the new Priorities, to be taken through Executive Scrutiny and Cabinet in February/March 2024, be approved.
- D. That the proposed interim reporting arrangements for the remaining quarter performance reporting for 2023/24 are approved.
- E. That Call In is not appropriate for this item as the report was submitted to the Executive Overview and Scrutiny Committee on 14 September 2023.

(Note:

- (i) This item was considered prior to item 7(a) 'Council Performance Delivery Plan – Q1 2023/24'
- (ii) The Leader gave an undertaking to provide a response to the member of the public in respect of the issues raised in his request to speak form.)



COUNCIL: 18 October 2023

Report of: Corporate Director of Transformation, Housing and Resources

Relevant Portfolio Holder: Councillor Y Gagen

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

OVERVIEW AND SCRUTINY ANNUAL REPORT 2022/23

Wards affected: Borough wide

1.0 PURPOSE OF THE REPORT

1.1 To present the Overview and Scrutiny Annual Report 2022/23 and consider how Overview and Scrutiny is working at West Lancashire.

2.0 RECOMMENDATION

2.1 That the Overview and Scrutiny Annual Report 2022/23, appended to this report, be noted and the Overview and Scrutiny Committees be commended on their work.

3.0 BACKGROUND

3.1 The Overview and Scrutiny Annual Report, appended to this report, provides a retrospective insight into the important work undertaken by each of the Council's Overview and Scrutiny Committees during 2022/23 that has made a real difference to the work of the authority and contains information on some of the subjects our Committees will be scrutinising during 2023/24.

4.0 SUSTAINABILITY IMPLICATIONS

4.1 Overview and Scrutiny arrangements can assist in involving the community in decisions which affect their lives.

5.0 FINANCIAL AND RESOURCE IMPLICATIONS

5.1 There are no significant financial and resource implications arising from this report.

6.0 RISK ASSESSMENT

6.1 Effective overview and scrutiny arrangements are important in holding the executive to account, policy development and meeting statutory requirements.

7.0 HEALTH AND WELLBEING IMPLICATIONS

7.1 There are no direct health and wellbeing implications arising from this report, however it is inevitable that there will be implications arising from the work that scrutiny undertake at Committees.

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, or stakeholders. Therefore, no Equality Impact Assessment is required.

Appendices

Appendix - Overview and Scrutiny Annual Report 2022/23



West Lancashire Borough Council

Overview and Scrutiny Annual Report 2022/23



INTRODUCTION

Welcome to the annual report on Overview and Scrutiny in West Lancashire, which gives a retrospective insight into the important work undertaken by each of the Council's Overview and Scrutiny Committees that has made a real difference to the work of the authority and information on some of the subjects our Committees will be scrutinising during 2023/24.

In 2022/23 Council year Overview and Scrutiny at West Lancashire operated through two Committees, the Executive Overview and Scrutiny Committee and the Corporate and Environmental Overview and Scrutiny Committee. The work undertaken has been wide-ranging and the report notes key scrutiny activity handled over the last year. Members in examining the issues presented to them have considered best practice and taken evidence from interested parties, highlighting the reasons that informed the recommendations resulting from their work.

Recognising the extensive and in-depth nature of the work undertaken by the two Committees, I would like to thank, past and current Members who were involved in the scrutiny activities during 2022/23. Particular thanks goes to those external to the Council who gave up their time to attend various forms of meetings and contribute to the work of the Committees.

The Council continues to recognise the importance of the independent challenge of overview and scrutiny and the diversity of the contributions that have been invaluable in assisting the approach to overview and scrutiny at West Lancashire Borough Council.

Chris Twomey

Corporate Director of Transformation, Housing and Resources
October 2023

SCRUTINY IN WEST LANCASHIRE

In 2022/23 Overview and Scrutiny operated through two committees – The Executive Overview and Scrutiny Committee and the Corporate and Environmental Overview and Scrutiny Committee.

1. Executive Overview and Scrutiny Committee

The Executive Overview and Scrutiny Committee continues to provide a cross-cutting forum to consider matters as follows:

- 'Call In' – scrutinising decisions made by Cabinet prior to implementation
- 'Post Hoc Scrutiny' – examining decisions after they have been made
- Considering matters referred by Cabinet or Council
- Making proposals to Cabinet or Council/reviewing the performance of the Cabinet and the Council's senior officers
- Conducting budget and policy development linked to the Cabinet Cycle

During 2022/23 under the Chairmanship of Councillor Adrian Owens, the business of the Executive Overview and Scrutiny Committee included the following:

'Call In'

Call-in provides a mechanism for councillors to intervene when they feel that a decision being made by the Cabinet needs to be revisited (or possibly changed). It provides a key check and balance in the leader/cabinet system of governance. It should, however, be regarded as a measure that is only needed in exceptional circumstances, rather than day-to-day. It sits in the context of a range of other tools at scrutiny's disposal to influence decision making.

Following a review of governance arrangements, a change to allow any 5 Members of the Council to call in an item was introduced, when previously this was 5 Members of the Executive Overview & Scrutiny Committee. Special meetings of Executive Overview & Scrutiny are scheduled into the Committee timetable, should a request for call in be received.

There were no 'call-in' requests received during 2022/23.

'Post Hoc Scrutiny'

All minutes of Cabinet meetings are referred to the Committee for post hoc scrutiny. As part of this process the Committee can hold Cabinet to account for the decisions they have taken and the Committee can raise detailed questions and observations. Specific questions were raised in respect of the following:

- (i) Corporate Performance Reporting 2022/23 'Average waiting time for callers to the contact Centre' and 'Staff Turnover/Vacancy levels' (May 2022)
- (ii) Council Tax and NNDR Discretionary Funding Schemes (Sept 2022)
- (iii) Risk management Framework & Key Risk report (Nov 2022)
- (iv) Corporate Peer Challenge (Nov 2022)
- (v) A Corporate Strategy for the Management of General Revenue Account Property Assets (Feb 2023)

Matters referred by Cabinet or Council to Executive Overview and Scrutiny Committee for views and comments

Cabinet or Council are able to refer items directly to Scrutiny, however it is usual that reports are headed up for both Executive Overview and Scrutiny Committee as well as Cabinet and, on occasion Council, when appropriate.

Making proposals to Cabinet or Council

The Overview and Scrutiny Committee has the power to make recommendations to the Cabinet or Council (pre-decision scrutiny).

The Forward Plan is published 28 days prior to Cabinet and circulated to all Members. Members can request for an item included on the Forward Plan to be included on the next meeting of the Executive Overview & Scrutiny Committee.

Details of those items considered prior to Cabinet are detailed in Appendix 1:

The specific recommendations from Executive Overview & Scrutiny and whether those recommendations were taken into consideration and actioned, can be found in the attached appendix 1.

Conducting policy and budget development linked to the Cabinet Cycle

Policy and Budget Development is also a key role for scrutiny. Following a review of Overview & Scrutiny, all policy and strategy documents are reported to Executive Overview & Scrutiny prior to consideration by Cabinet, which provides for cross party debate on key documents and provides an opportunity for scrutiny Members to take a more strategic role. The Committee was consulted on the following during the year:

- (i) Leasehold Housing Management Policy 2022 (May 2022)
- (ii) Medium Term Financial Strategy Update 2022/23-2024/25 (Sept 2022)
- (iii) Housing Strategy
- (iv) Draft HRA Budget report 2023-24 (Jan 2023)
- (v) Climate Change Strategy and Action Plan 2030: Progress Update, Achievements and 2023/24 Priorities (Jan 2023)
- (vi) Draft Decant Policy (Jan 2023)
- (vii) Draft Garage Allocations & Management Policy (Jan 2023)
- (viii) Draft Housing Allocations Policy (Jan 2023)
- (ix) A Corporate Strategy for the Management of General Revenue Account (GRA) Property Assets (Jan 2023)
- (x) Affordable Home Ownership Products (Feb 2023)

Details of specific recommendations to Cabinet, from the Committee are set out in Appendix 1.

In depth Scrutiny and policy development was also carried out by informal cross party Member Working Groups, which have been established for key topics, under the following headings:

- Political Governance Arrangements Working Group
- Community Wealth Building Cabinet Working Group
- Estates Regeneration Cabinet Working Group

- Flooding & Drainage Cabinet Working Group
- Landlord Services Committee (Cabinet Working Group)
- Local Plan Cabinet Working Group
- West Lancashire Leisure Cabinet Working Group
- Grant to Voluntary Bodies Cabinet Working Group

Budget Scrutiny

The Committee has continued to be involved in budget scrutiny. Corporate Directors/Heads of Service and various officers across the Council have attended meetings to provide information and answer questions. The Committee considered the following items:

- (i) 2022-23 Quarter 1 Revenue Monitoring GRA (Sept 2022)
- (ii) 2022-23 Quarter 1 Capital Monitoring GRA (Sept 2022)
- (iii) 2022-23 Quarter 1 Revenue and Capital Monitoring HRA (Sept 2022)
- (iv) 2022-23 Quarter 1 Treasury Management & Prudential Indicators Monitoring (Sept 2022)
- (v) 2022-23 Quarter 2 Revenue Monitoring GRA (Nov 2022)
- (vi) 2022-23 Quarter 2 Capital Monitoring GRA (Nov 2022)
- (vii) 2022-23 Quarter 2 Revenue and Capital Monitoring HRA (Nov 2022)
- (viii) 2022-23 Quarter 2 Treasury Management & Prudential Indicators Monitoring (Nov 2022)

In September 2022 a Budget/Council Plan Committee was established, with Members of Scrutiny and Cabinet, with the aim to scrutinise and focus on budget issues and set priorities, prior to formal consideration by Executive Overview & Scrutiny, Cabinet and Council.

Member Development Commission

The overview and development of Members is undertaken by the Member Development Commission, which in 2022/23 was Chaired by Councillor Vicki Cummins, and identifies appropriate training to support Members in their role. All Members can request training needs directly to Member Services or via their political group representative on the Commission. An item for feedback from those group representatives is included on each agenda.

Members are kept abreast of courses, conferences, and other training opportunities throughout the year by Member Services. New Councillors are provided with an Identification of Training Needs (ITNs) form in their 'New Members Induction Pack' when elected. A list of training etc. can be found in Appendix 2.

The Executive Overview & Scrutiny Committee is kept up to date with the work of the Commission through the minutes of its meetings or when specific recommendations have been submitted.

2. Corporate and Environmental Overview and Scrutiny Committee

The remit of the Corporate and Environmental Overview and Scrutiny Committee is to:

- Undertake Performance Management.
- Conduct in-depth reviews/policy development within Services, including related external matters as set out in its Work Programme for the relevant year.

- Routinely review recommendations from previous reviews.
- Consider Members' items (including Councillor Call for Action).
- Consider Items referred to it from the Members' Update at the request of a Member.
- Act as the Council's Crime and Disorder Committee.

Under the Chairmanship of Councillor Donna West the business of the Corporate and Environmental Overview and Scrutiny Committee in 2022/23 included consideration of the following matters:

Performance Management

The Committee plays a key role in performance management by:

- Monitoring and commenting on Council performance by considering regular performance management reports.
- Requesting additional performance information to scrutinise specific service quality.
- Holding the Cabinet and Officers to account if specified outcomes are not being met, ensuring questions are asked both about value for money and the performance of staff.
- Ensuring that effective performance systems are in place and working well.
- Conducting strategic reviews that include service performance in line with strategic objectives.
- Raising individual agenda items on aspects of poor performance.

Relevant officers attended the meetings and provided additional information and responded to questions. Where required actions plans were developed to evidence how underperformance was being effectively addressed, these actions plans are shared with the Committee.

During 2022/23 the Committee scrutinised the following reports and raised detailed questions in respect of the following:

(i) Corporate Performance Indicators (Q4 2021/22) (June 2022)

The Committee scrutinised the performance monitoring data for the quarter ended 31 March 2022. The Performance Improvement Lead Officer provided an overview of where action was required for improvement and progress on previous action plans.

(ii) West Lancashire Community Leisure Annual Report (Sept 2022)

An overview of the existing arrangements was provided to the Committee Members and the Leisure Procurement Project Co-Ordinator gave a presentation, supported by a series of slides, the aim of which was to provide the Committee with details of the role and function of the Leisure Trust and the current financial position of the four leisure facilities in the borough.

In discussion Members raised comments and questions in respect of a third of repairs costs being spent on Beacon Park and the reasons for this being vandalism and stolen equipment, amongst other causes.

The Leisure Procurement Project Co-Ordinator Informed Members of several initiatives in place offering reduced rates to youths in order to try and reduce nuisance behaviour, reduced rates to include food vouchers to spend in partner cafes in the borough and reduced rates being offered to asylum seekers.

(iii) Quarterly Council Plan Performance Delivery Plan – Q1 2022/23

The Committee scrutinised the performance monitoring data for the quarter ended 30 June 2022 and the Performance Improvement Lead provided an overview on the report performance, with specific focus on matters with a red or amber status.

(iv) Council Performance Delivery Plan Q3 2022/23

The Committee scrutinised the performance monitoring data for the quarter ended 30 September 2022 and the Performance Improvement Lead provided an overview on the report performance, with specific focus on matters with a red or amber status. It was agreed that future monitoring reports be submitted to the Budget/Council Plan Committee.

In-depth review/policy development

(i) **Review of Public Conveniences (Sept 2022)**

The Sustainable Organisation Review Project (SORP) identified that a review was required of the Public Conveniences in the Borough. The report recommended:

"that a review is undertaken to assess a preferred course of action for each of the facilities, considering the following options:

- Leave as-is
- Close the facility and implement a community toilet scheme
- Rebuild/renew
- Implement a charge
- Incorporate into other redevelopment plans (e.g. leisure partnerships, bus station redevelopment)

Council resolved "That a separate in-depth review take place on option IG12 Public Conveniences"

The Committee considered the item referred to it for in-depth review and resolved "That further audit information in respect of Topic 13 'Review of Public Conveniences' be circulated to Members."

Following a request from a Member the topic was resubmitted and the Committee resolved: "That the topic 'Review of Public Conveniences' be selected as a 'one-hit' Item on a future agenda of the Committee."

The Committee received a report in September 2022, which provided members with an update of the Council's public conveniences and the Environmental Works Officer provided an update on the five public conveniences within the Borough and the associated costs of maintenance.

A further report was requested to provide a full appraisal of the following four options, to seek views from members on their preferred option:

1. Retain all existing facilities and seek tenders to undertake the remedial work as detailed in the review

2. Demolition
3. Investigate the establishment of a community toilet schemes
4. Investigate alternative uses of the sites / disposal

The report is on the Work Programme for the Committee in 2023/24.

- (ii) Update of Actions taken on topics not selected for a full review (Sept 2022)

The Committee sought 'Topic Suggestions' for in depth review, via a Task and Finish Group, during 2022-23. Ten Topics were received from the variety of sources, which underwent the approved scoring process. Of the topics not selected for review, a number of actions were identified and reported to the Committee in September 2022. Details of the outcomes of the actions are contained in Appendix 2.

- (iii) Task & Finish Group – Community Environmental Improvements Including Community Orchards

Further information to be added

- (iv) Task & Finish Group – Litter Clearance in West Lancashire, Including 'Fly Tipping' and 'Grot Spots'

Further information to be added

- (v) Action on Climate Emergency combined with 'Create/Designate Hedgehog and Wildlife areas in public parks/gardens across the Borough.

The topic was chosen by the Committee following a consultation and scoring exercise. Members felt that both the topics, 'Action on Climate Emergency' and 'Create/designate Hedgehog and wildlife areas in public parks/gardens across the Borough' could be combined for selection on to the Committee's 2021/22 Work Programme. The Committee received briefings and presentations from the Environmental Strategy Officer and Head Ranger. An on-line consultation took place to enable feedback from citizens, businesses and interested groups. The results were detailed at the meeting held in June 2021 and the outcomes and actions were presented to the Committee at the meeting in September 2021.

The draft final report was considered at the Committee on 9 December 2021 to agree the final recommendations of the review for submission to Cabinet on 25 January 2022 who approved all the recommendations of the Committee.

A full review of the recommendations was undertaken by the Committee in December 2022.

Member items/Councillor Call for Action

Any Member can ensure that any matter relevant to the remit of the Committee can be placed on the agenda and discussed at a meeting in accordance with the protocol for submitting Members Items / Councillor Call for Action in accordance with the provisions in the Local Government and Public Involvement in Health Act 2007 (as amended). The Councillor is then able to attend the meeting and present that item to the Committee and the members of the Committee will decide what further action to take. The Protocol can be found at Constitution 18.3.

A Members item was submitted in respect of 'Allocation of Clean & Green Services and the Cleaning Schedules Across the Borough'. A report was called for and considered at the meeting of the Committee in December 2022.

Members Update Articles

General Information Items (not including planning and licensing matters) are circulated via the Corporate & Environmental O & S Members Update. This includes items in relation to delegated decisions, performance monitoring, LCC Health Scrutiny and Police & Crime Panel meetings. Any Councillor can request these items to be included on the Corporate O&S Committee agenda for scrutiny. The Protocol can be found at Constitution 9.2. The following item was included on the agenda at the request of a Member:

- Local Government Ombudsman Annual Report 2021-22

The Committee scrutinised the Council's performance in respect of the Local Government Ombudsman statistics 2021/2022. The Admin and Electoral Services Manager gave Members an overview of the report, detailing the number of complaints received by the Ombudsman and advised that a build up of complaints occurred due to the Ombudsman being closed for a period of time due to the Covid pandemic.

Crime and Disorder Committee

Section 19 of the Police and Justice Act 2006 requires every local authority to have a crime and disorder committee with the power to review or scrutinise decisions made or other action taken in connection with the discharge by responsible authorities of their crime and disorder functions. The Crime and Disorder (Overview and Scrutiny) Regulations 2009 complement the provisions under section 19.

The Corporate and Environmental Overview and Scrutiny Committee has been designated as the committee responsible for undertaking this function, enabling that committee to scrutinise the work of the West Lancashire Community Safety Partnership and the partners who comprise it, insofar as their activities relate to the partnership itself. The legislation gives powers to scrutinise the Community Safety Partnership (CSP) rather than the partners to encourage Members to focus on policy issues rather than individual organisations. The Council has a duty to carry out crime and disorder scrutiny at least once a year in order to fulfill its statutory responsibility.

Members scrutinised the work being undertaken around crime and disorder, projects being delivered in the borough to combat and improve resident's lives and how it was funded. A presentation was made to the Committee on 9 March 2023 on behalf of the West Lancashire Community Safety Partnership outlining the vision of the Partnership. The committee were reassured by the work being undertaken by the partnership and recognised the positive impact this is having on the communities of West Lancashire.

OFFICER SUPPORT

The Council ensures that officers effectively support the overview and scrutiny function to encourage a healthy culture of open debate and reporting. It has developed an integrated approach with officer support from a variety of sources: Member Services, Partnership/Performance and officers from Services across the Council. This integrated approach means that a full range of professional skills can be used when undertaking any particular scrutiny exercise.

The Corporate Director Transformation, Housing and Resources is responsible for the Council's overview and scrutiny function.

Overview and Scrutiny Committees are administered by Member Services, led by the Democratic Services Manager, to bring a supported and corporate approach to the scrutiny process, whilst maintaining its independence within the democratic function.

This Council has a supportive senior officer culture for Overview and Scrutiny. As well as attending meetings, Corporate Directors/Heads of Service and other senior officers play a proactive role in supporting the function by:

- Assisting in identifying the Work Programme (ensuring it is focused on the Council's Corporate Priorities, thereby adding value), being mindful of big issues "on the horizon", scheduling in reports from the inspectorate regimes etc.
- Briefing Members on current issues.
- Assisting in identifying officer support when required.
- Overseeing the quality and value of reports to Committees.

The Corporate Director of Transformation, Housing and Resources leads the performance management agenda on behalf of the Council through:

- Provision of performance information, production of corporate performance plan, establishing the Council's high-level priorities, target and action.
- Corporate inspection regimes.
- Establishment of the Council's Performance Management Framework including the incorporation of service plans.

Officers from Environmental Services and Planning & Regulatory Services have supported development relating to crime and disorder scrutiny.

OVERVIEW AND SCRUTINY NETWORKS/TRAINING

North West Strategic Scrutiny Network (NWSSN) – North West Employers' Organisation

This councillor led network is for scrutiny chairmen, vice chairmen and experienced scrutineers. The role of the group is to support councillors in their development of their scrutiny function role, share good practice and advice and highlight local and national drivers.

The network is open to both Councillors and officers in organisations who hold membership with North West Employers.

The NWSSN aims are:

- To increase collaboration between authorities to ensure greater efficiencies and explore value for money approaches.
- To support the value of overview and scrutiny.
- To share intelligence, knowledge, resources and generate ideas to improve scrutiny function.
- To disseminate information on national and regional initiatives to ensure equal opportunity.

- To share strategic and practical contributions and recognise the value of listening to experiences.

The Centre for Governance & Scrutiny (CfGS) and NWE also provide sign-posts to guidance and information through Bulletins and Newsletters.

HEALTH SCRUTINY

Health Scrutiny functions are conferred on Councils with social services responsibilities as a result of The Local Authority (Public Health, Health and Well-Being Boards and Health Scrutiny) 2013 Regulations.

The Health Scrutiny Committee at LCC exercises the statutory functions of a health overview and scrutiny Committee. The purpose of the Committee is to review and scrutinise issues relating to health and adult social care delivered by LCC, the National Health Service and other relevant partners. Membership includes 12 non-voting co-opted district Council Members. In 2022/23 West Lancashire's representative was Councillor S Gregson.

Members receive regular Members' Updates on the work being undertaken by the Committee in order to provide an opportunity to feedback any comments via the Council's representative or request items to be included on the next appropriate Committee agenda for more detailed scrutiny.

The North West Ambulance Service also provide information through Bulletins to its stakeholders.

WORK PROGRAMMES

The process for establishing the work programmes is well established.

- **Members of the Council** submit topics (to ensure Member involvement)
- **Members of the Corporate Management Team** submit topics (to ensure a strategic input into the process)
- **Members of the public** submit topics via a press release and the inclusion of an article on the Council's web site (to encourage public participation)

The Work Programme for each Committee is included on the Council's web site, which includes a facility to submit potential topics. Comments in relation to overview and scrutiny in general may also be sent.

The Council uses well-established Selection/Rejection Criteria for scoring topics to ensure a structured approach to the selection of topics to be included in the Work Programme.

THE PLAN FOR THE DEVELOPMENT OF OVERVIEW AND SCRUTINY 2022/23

- The Annual Report will be submitted to Council.
- The Overview and Scrutiny web page will continue to be updated.
- Support will continue for innovative reviews.
- Performance Management including the annual review of the work undertaken through West Lancashire Leisure Trust.

- Operation of the overview and scrutiny agenda through two Committees
- Participation in the Scrutiny Networks, where appropriate.
- Further training will be provided for officers and members, within existing resources.

The Council at its meeting held in October 2022, made the decision to change its governance arrangements to a Committee style model from May 2024. Scrutiny will be undertaken in cross party Committees along with the decision making previously undertaken by the single party Cabinet.

CONCLUSION

This report has highlighted the main activities undertaken by overview and scrutiny during 2022/23 and most importantly how the role of scrutiny has made a tangible difference to the work of the authority. The Overview and Scrutiny Committees have considered a range of issues that impact on the Council and the Borough as a whole. Overview and Scrutiny will continue to ensure policies and practices are developed and meet objectives.

CONTACTS

For further information about this annual report or any aspect of scrutiny work in West Lancashire please contact:

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All overview and scrutiny reports are available to the public on our website and by request.

We are always happy to talk to you about what is happening in overview and scrutiny. If you have any comments or topics for future scrutiny work, then please do get in touch. You can also visit our website at www.westlancs.gov.uk

Please bear in mind that overview and scrutiny is not a complaints system.

OVERVIEW AND SCRUTINY 2023/24

In 2023/24 overview and scrutiny will operate through two Committees:

Overview and Scrutiny Chairmen

Executive Overview and Scrutiny Committee – Councillor John Fillis
07811388153 – cllr.fillis@westlancs.gov.uk

Corporate and Environmental Overview and Scrutiny Committee – Councillor Donna West
01695 729350 – cllr.west@westlancs.gov.uk

Member Development Commission – Councillor Vikki Cummins
07720315322 – cllr.cummins@westlancs.gov.uk

Overview and Scrutiny Lead Officers

Executive Overview and Scrutiny Committee – Chris Twomey, Corporate Director Transformation, Housing and Resources
01695 585262 – chris.twomey@westlancs.gov.uk

Corporate & Environmental Overview and Scrutiny Committee – Lisa Windle
01695 585205 – lisa.windle@westlancs.gov.uk

Member Development Commission –Jacky Denning, Democratic Services Manager
01695 585384 – jacky.denning@westlancs.gov.uk

Overview and Scrutiny Function and Support Officers

Overview & Scrutiny Development – Jacky Denning, Democratic Services Manager
01695 585384 – jacky.denning@westlancs.gov.uk

Executive Overview and Scrutiny Committee / Development and Support – Julia Brown, Democratic Services Officer 01695 585065 – Julia.brown@westlancs.gov.uk

Corporate & Environmental Overview and Scrutiny Committee / Development and Support – Kirsty Breakell, Democratic Services Officer 01695 583312 – Kirsty.Breakell@westlancs.gov.uk

Member Development Commission Support – Duncan Jowitt, Member Services Officer 01695 583495 – Duncan.Jowitt@westlancs.gov.uk

E-mail any of the team at member.services@westlancs.gov.uk

The effectiveness of Scrutiny on the decisions taken by Cabinet in 2022/23

ITEM	SCRUTINY MEETING	CABINET MEETING	DECISION OF SCRUTINY	DECISION OF CABINET
<p>Council Tax and NNDR Discretionary Funding Schemes</p>	<p>Executive O&S Cttee – May 2022</p>	<p>June 2022</p>	<p>RESOLVED:</p> <p>A. That the Committee considered and noted the content of the Policy to underpin implementation of the Borough Council's proposed Local Council Tax Discretionary Energy Support Scheme as appended to the report.</p> <p>B. That the Committee note the Policy coverage to underpin the recently announced Government funded Schemes to support local Council Tax and Business Rate payers in meeting increased energy bills and the financial impact of Covid 19, as appended to the report, and that the following agreed comments of Executive Overview and Scrutiny Committee be passed to Cabinet for their consideration:</p> <p>1. That Paragraph 10.1 of the Discretionary Council Tax Rebate Scheme Policy Document to read as follows: "The Council will not accept deliberate manipulation of this policy or fraud. Any person caught falsifying information to gain a discretion payment, the Council will look to prosecute under the Fraud Act 2006 and any amount awarded will be recovered from them.</p> <p>2. That Paragraph 11.1 of the 'CARF' Scheme to read as follows: "Where a ratepayer falsely applies for any relief, or where the ratepayer provides false information, makes false representation, or deliberately withholds information in order to gain relief, the Council will look to</p>	<p>A. That the content of the report and the agreed comments of the Executive Overview & Scrutiny Committee, be noted.</p> <p>B. That the following policies, as appended to the report be approved.</p> <p>1. WLBC Council Tax Discretionary Energy Support Scheme – Policy Document</p> <p>2. Government Council Tax Energy Rebate Scheme CT Bands A-D - Policy Document</p> <p>3. Government Council Tax Energy Rebate Discretionary Scheme - Policy Document</p> <p>4. Government NNDR CARF Scheme - Policy Document</p> <p>C. That it be noted that the Local Council Tax Discretionary Energy Support Scheme will be effective from 1st September 2022.</p> <p>D. That the Corporate Director of Transformation, Housing and Resources be given delegated authority to make any minor/inconsequential amendments to the Policies.</p>

ITEM	SCRUTINY MEETING	CABINET MEETING	DECISION OF SCRUTINY	DECISION OF CABINET
			prosecute under the Fraud Act 2006" and any amount awarded will be recovered from them.	
Motorfest	Executive Overview & Scrutiny Committee – May 2022	June 2022	<p>That the Committee considered and noted the Motorfest report and that the following agreed comment be forwarded to Cabinet for their consideration:</p> <p>That recommendation 3.3 of the report, as contained on page 137 of the Book of Reports be amended, to remove the word 'nil' and to replace with the word 'reducing'.</p>	<p>A. That the agreed comments of the Executive Overview and Scrutiny Committee be noted.</p> <p>B. That, based upon the projected costs provided by Aintree Circuit Club, the council contribute £7,610.00 to the running of the Motorfest event in 2022, subject to receipts being provided to evidence the expenditure.</p> <p>C. That Aintree Circuit Club match fund the contribution of £7,610 by using their own funds or by attracting income through other means and that in subsequent years, from 2023, they attract corporate/local sponsorship to fund the event in total in order to ensure nil cost to the authority.</p> <p>D. That going forward the Council supports Aintree Circuit Club to find a sustainable way to fund future Motorfest events from 2023 that does not draw on council funding.</p>
RISK MANAGEMENT FRAMEWORK & KEY RISK REPORT	Executive Overview & Scrutiny Committee – Sept 2022	Sept 2022	<p>That the following agreed comment of Executive Overview and Scrutiny Committee be considered by Cabinet:</p> <p>That the risk owner look again at the risk 'Delays In Preparation of new Local Plan' to change the rating higher than 'cautious'.</p>	That the progress made in relation to the management of the risks shown in the Key Risk Register (Appendix A) be endorsed.
22/23 Quarter 2 HRA Revenue and Capital Monitoring	Executive O&S Cttee – Nov 2022		A. That, the report be noted, and the following comment be submitted to the Housing Portfolio Holder, in advance of the Council meeting on 14 December 2022.	<p>A. That the 2022/23 HRA and Housing capital programme positions be noted.</p> <p>B. That the proposed budget adjustments identified in paragraphs 4.3 and 4.4 of the report be approved, namely to move £50k</p>

ITEM	SCRUTINY MEETING	CABINET MEETING	DECISION OF SCRUTINY	DECISION OF CABINET
			1. That the Carbon Neutral Dwellings Scheme be reviewed, with funding possibly reallocated to measures on existing stock that contribute towards overall carbon neutrality within the council.	budget from central administration to electrical testing; and £30k from contributions to bad debt provision to central heating servicing. C. That the significant budget pressures be noted.
Draft Housing Allocations Policy	Executive O&S Cttee – Jan 2023		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.	The Portfolio Holder advise that the agreed comment from Executive Overview & Scrutiny Committee had recommended that all rural villages be added to the existing local connection areas detailed in Appendix 1 of the Policy. This proposal was put forward after a discussion around Lathom and the new build properties being developed. She further advised that Draft Policy already allowed these areas to be adjusted as there is a delegation to the Head of Service, and Lathom would now be considered.
MEMBERS ITEMS / CCfA (COUNCILLOR CALL FOR ACTION) Allocation of Clean & Green services and the cleaning schedules across the Borough	Corporate & Environmental O&S – Sept 2022		That a report be brought back to Members at the December meeting, to provide more detailed figures for consideration.	
Review of Public Conveniences Topic	Corporate & Environmental O&S – Sept 2022		That a further report be submitted to the Committee and Cabinet, which will provide a full appraisal of the four options contained in paragraphs 9,10,11 and 12 of the report and will seek views from members on their preferred option. (The report is on the work programme for 2023/24)	

ITEM	SCRUTINY MEETING	CABINET MEETING	DECISION OF SCRUTINY	DECISION OF CABINET
Update of Actions taken on topics not selected for a full review	Corporate & Environmental O&S – Sept 2022		That the actions taken in relation to each topic be noted. ACTIONS: Detailed in the attached Appendix 2.	
ACTION ON CLIMATE EMERGENCY /CREATE/DESIGNATE HEDGEHOG AND WILDLIFE AREAS IN PUBLIC PARKS/GARDENS ACROSS THE BOROUGH	Corporate & Environmental O&S – Sept 2022		1. That the progress on the actions and recommendations of the Committee be noted. 2. That all remaining actions be amalgamated into the Climate Change Strategy Action Plan Strategy & Action Plan and reported to Executive Overview & Scrutiny Committee and Cabinet	

Items considered by Scrutiny Committees, which were supported and referred to Cabinet without any agreed comments:

1. Council Tax and NNDR Discretionary Funding Schemes (May 2022)
2. One-year trial for Free Parking in Ormskirk after 1pm on Mondays and Tuesdays in 2022/23 (May 2022)
3. Risk Management Framework & Key Risk Report (Sept 2022)
4. Customer Contact Centre Call Handling – WL108 Performance Indicator (Sept 2022)
5. Corporate Peer Challenge (Sept 2022)
6. CIL Funding Programme for 2023/24 (Sept 2022)
7. Planning Service Review – Update (Sept 2022)
8. Development Options for Land at New Court Way, Ormskirk (Sept 2022)
9. Results of Citizen Survey 2022 (Nov 2022)
10. HRA Repairs Contractor Update (Nov 2022)
11. Risk Management Framework Update & Key Risk Register (Feb 2023)
12. Housing Regulator Consumer Standards – Key themes and approach (Feb 2023)
13. Update on Actions – Damp and Mould Management in Council Housing (Feb 2023)
14. Delegated Authority – Spending Under the UK Shared Prosperity Fund (Feb 2023)
15. Corporate Performance Reporting 2023/24
16. Update on Peer Review (Feb 2023)

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<p align="center">Page 2 124</p>		<p>What happens to waste wood? It could be incinerated, or chipped and possibly composted. Does it matter if glass, nails, plastic, etc are included.</p> <p>I think that everyone has a part to play in this recycling process, and the council should be honest about what the problems are and how the public can help.</p> <p>Lancashire county council and waste operators might need to be consulted by the committee to satisfactorily answer these questions. I would expect a detailed mandatory monthly report from each operator giving answers to questions as above.</p> <p>I notice that one question that is considered by the committee is :NI192 Percentage of kerbside household waste sent for reuse, recycling and composting. This is only one part of the recycling process and certainly does not adequately answer the questions above."</p>			
	<p>WLBC Councillor</p>	<p>Skelmersdale Memorial Park; Sandy Lane</p> <p>A piece of Land has been Identified in Skelmersdale which would be suitable for a Memorial Park, The Land involved is Adjacent to the Skelmersdale War Memorial, and the BP garage which as we know is not far from the Victoria Public House.</p> <p>The plan would be to fence the ground involved and build a show wall on the roundabout side of the sight. Also, what is asked for is that paths are built, and seating be placed around the park. Bins will be asked for and placed around the park and will be emptied and the general upkeep of the park will be done by the Veterans associations in Skelmersdale, and a contract will be signed.</p> <p>The sticking point I can see is how long the lease is on the land because if the Council lease the land for less than 25 years there is no point to building this project. The Veterans will be asking for a 99-year lease so that eventually a new War Memorial can be built so in any future conflicts Skelmersdale men can have their names exultant which is rightly so, after making the ultimate sacrifice.</p>	<p>Topic Scoring Panel Recommendation: Reject for in depth review, and that support be provided by Estates / Valuations / Legal team in respect of arrangements / technicalities of the length of the lease, in order to enable the project to be suitably viable.</p>	<p>Individual Contacted: Advised of outcome by Democratic Services Officer. Officer contacted to look into and action as appropriate.</p> <p>Actioning Officer: Peter Gregory</p>	<p>Estates & Valuations Manager arranging a site meeting with the Veterans Association</p>

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		<p>Also, this is the main thoroughfare that leads from Ormskirk and planning permission as been given for Housing to be built on the site of the old Railway Inn, so building this Park will be an enhancement to the local area</p> <p>The Armed forces Champion is in Consultation with various charities and businesses in Skelmersdale, for donations towards this project, which will alleviate some of the cost towards the Council.</p>		Estates & Valuations Manager	
3	Member of Public	<p>Removal of Graffiti</p> <p>Graffiti on wall opposite job centre in Ormskirk is not only an eyesore but is also offensive, this is something that has been there for a considerable length of time. Could this be dealt with?</p>	<p>Recommendation: Reject for in depth review, and that the matter be referred to the Head of Environmental Services to be addressed.</p>	<p>Individual Contacted: Advised of outcome by Democratic Services Officer. Officer contacted to look into and action as appropriate.</p> <p>Actioning Officer: Kathryn Sephton Head of Environmental Services</p>	<p>This location is privately owned and not within the responsibility of West Lancashire Borough Council.</p> <p>The graffiti described is not graffiti and is 'wall art' created by the previous shop owners, 'ASAP Vintage Clothes'.</p> <p>The Council's Environmental Enforcement Team made contact with the current landowner on 05/08/22 to ask for the 'artwork' to be removed as a complaint has been received via the Council.</p> <p>The Environmental Enforcement Team will follow up with direct contact with the landowner regarding their arrangements for</p>

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					maintaining this location, however, we are unable to enforce cleansing of the wall art as we do not own this land.
6	Parish Council	<p>Dog Fouling - additional enforcement measures</p> <p>Dog Fouling - additional enforcement measures, education for dog-owners, posters, stencils, more publicity and perhaps an increase in the fines for 'dog fouling'. The local PCSO's used to have the powers to assist your officers with 'litter and dog-fouling' but not sure if this is still happening?</p>	<p>It was concluded that the matters highlighted are already being addressed and that the matters be referred to the Head of Environmental Services.</p> <p>Recommendation: Reject for in depth review, and details to be referred to the Head of Environmental Services.</p>	<p>Individual Contacted: Advised of outcome by Democratic Services Officer. Officer contacted to look into and action as appropriate.</p> <p>Officer: Kathryn Sephton Head of Environmental Services</p>	<p>Lancashire Police still have powers for PCSO's to issue FPN's where appropriate.</p> <p>It is important to note that for dog fouling FPN's to be issued, the PCSO would need to witness the fouling to issue the FPN.</p> <p>'No Fouling' signage is placed in hot spot locations and monitored by the Environmental Enforcement Team when completing their regular patrols of the borough.</p> <p>Stencilling takes place as required throughout the borough to highlight and reduce dog fouling. This also increases public awareness for dog owners to clean up after their dog.</p>

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					Requests for stencilling from members of the public are reviewed on an individual basis and whether the location is suitable.
7	Parish Council	<p>Additional litter/dog-waste bins sites</p> <p>Additional sites for litter/dog-waste bins with additional emptying of bins with a high footfall.</p>	<p>It was concluded that the matters highlighted are already being addressed and that a review in respect of this topic has recently taken place. The details to be referred to the Head of Environmental Services.</p> <p>Recommendation: Reject for in depth review, and details of the submission be referred to the Head of Environmental Services.</p>	<p>Individual Contacted: Advised of outcome by Democratic Services Officer. Officer contacted to look into and action as appropriate.</p> <p>Actioning Officer: Kathryn Sephton Head of Environmental Services</p>	<p>The Council introduced a Litter Bin Replacement Programme in 2020.</p> <p>Litter bins are graded A – D (A – Fully Functional B – Fair Condition, C Poor Condition, D – Corroded /Dangerous /In need of replacement)</p> <p>Grade D Litter bins are prioritised and all litter bins are regraded on an annual basis with a focus on Grade D's taking priority for replacement.</p> <p>72 litter bins have been installed throughout the borough over the last 12 months. This includes high footfall areas with Ormskirk and Skelmersdale being the hot spot areas for replacement</p>

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Page 128				<p>and additional installations</p> <p>All litter bins are assessed and emptied dependant upon requirement of a specific area.</p> <p>For example: During the summer months, the flagship parks (Coronation Park, Skelmersdale Park, Richmond Park) are cleansed daily.</p> <p>Dog Waste Bins are being phased out and will be replaced with a standardised litter bin which can accept dog waste along with general waste. This will be disposed of as co-mingled waste.</p> <p>The Environmental Enforcement Team respond to all requests for littering enforcement and will issue FPN's where appropriate. Any littering locations identified is shared with Clean and Green for</p>
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					inspection and review of area.
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POSSIBLE TOPICS FOR REVIEW

Topic No.	Source	Topic	Outcome	Initial Response & Actioning Officer	Action Taken
5 Page 129	Member of Public	<p>Removal of car park charges to increase footfall in Ormskirk. (3 month trial)</p> <p>To cease the rapid decline of Ormskirk town centre and increase footfall at the shop/restaurants etc, may I suggest the removal of all parking charges (initially of a three-month trial period). I can hear the gasps of disbelief from the Councillors, as the revenues this brings in must be astronomical. But I believe without radical ideas and actions local businesses will suffer and probably fail. Ormskirk Council could then publicise the fact that they are taking the most innovative measures to improve the towns future. This would then attract and encourage new businesses to locate in the town. Removing parking charges would then leave traffic wardens free to carry out safety/illegal parking patrols etc.</p>	<p>It was concluded that this submission would be difficult to scrutinise and that ideas were currently being looked into in respect of a trial e.g. 'free after three'.</p> <p>Topic Scoring Panel Recommendation: Possible topic for in depth review.</p> <p>Corporate and Environmental Overview & Scrutiny Committee did not select Item for In Depth Review</p> <p>However The Council considered</p>	<p>Individual Contacted: Advised of outcome by Democratic Services Officer.</p> <p>Officer contacted to look into and action as appropriate.</p> <p>Actioning Officer: Ian Goodall – Principal Economic Regeneration Officer</p>	<p>Preparation work has been undertaken by the Markets & Parking Officer to ensure that all procedures are followed to enable the implementation of this initiative.</p> <p>The initiative will be introduced when the Bus Station Car Park reopens following the completion of the Ormskirk Eastern Gateway project. This project was initially scheduled to be completed in December 2022, however this has now been delayed until February 2023.</p>

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Page 130			<p>Car Parking Charges at Council 23/2/22 – under Agenda Item 110 Revenue & Capital Programme Budget Setting. (See Minutes)</p> <p>Resolution A. (viii) That a 1 year trial for free car parking in Ormskirk, Monday and Tuesday from 1pm be undertaken, to measure the impact on footfall, at a cost of £50,000 in year 2022/23.</p>		
8	WLBC Council	<p>'Water Management Strategies'</p> <p>Recommendation from Corporate and Environmental Overview and Scrutiny Committee following the conclusion of the review of 'Action on Climate Emergency/Create/Designate Hedgehog and Wildlife Areas In Public Parks/Gardens Across The Borough'.</p> <p>" That 'Water Management Strategies' be considered as a future topic for consideration for inclusion in the Corporate & Environmental Overview & Scrutiny work programme for 2022/23"</p>	<p>Topic Scoring Panel Recommendation: Possible topic for in depth review</p> <p>It was concluded that Members refer any comments / questions to the Flooding and Drainage Cabinet Working Group for matters in relation to 'Water Management Strategies'.</p>	<p>Members advised of the outcome.</p> <p>Actioning Officer: Dave Owens Principal Engineer Environmental Services</p>	<p>No Further Action required: Remit of Flooding & Drainage Cabinet Working Group.</p>

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<p>10</p> <p style="writing-mode: vertical-rl; transform: rotate(180deg);">Page 131</p>	<p>Member of Public</p>	<p>Skelmersdale Community Farm</p> <p>I believe there is a very real need for a Skelmersdale Community farm, allowing people in need to pick their own fresh veg and fruit. There are many ways this community project could be run and people can get involved for improving their physical and mental health. The land could also be used by schools and used for other educational uses including country crafts.</p> <p>I see this project as potentially linking local businesses, education and health providers with the local community as well as promoting solid, sustainable growing methods and encouraging species diversity through careful planning.</p> <p>Even if this venture is beyond the scope of the Council's current remit, it would be great if anyone could point me towards someone able to discuss this further.</p>	<p>It was concluded that the Council support the idea and that the 'Skelmersdale Community Farm' be signposted details to help support with the relevant guidance and advice in respect of potential funding/bid writing and development.</p> <p>Topic Scoring Panel Recommendation: Possible topic for in depth review. Signposting/guidance to be provided in respect of potential funding/bid writing and development of project.</p>	<p>Individual Contacted: Advised of outcome by Democratic Services Officer.</p> <p>Officer contacted to look into and action as appropriate.</p> <p>Actioning Officer: Jill Ryan, Senior Democratic Services Officer</p>	<p>Action Taken</p> <p>A number of links to relevant grant funding opportunities have been provided.</p> <p>Skelmersdale Community Farm could if they met the criteria apply for a grant from the Council's Community Chest. The maximum amount they could apply for is £500.00.</p>
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PRIORITY TOPICS FOR REVIEW

Topic No.	Source	Topic	Outcome	Initial Response & Actioning Officer	Action Taken
4 Page 132	Parish Council	<p>Grass cutting contracts</p> <p>Wrightington Parish Council would like to ask that more consideration be given to the grass cutting contracts undertaken by West Lancashire Borough Council as a devolved function from LCC.</p> <p>In recent years grass cutting has been sporadic and in many cases quite poorly undertaken. The cutting of grass verges is an extremely important function where neglected and overgrown long grass can often obstruct sightlines for motorists exiting a junction or, where the verge has been uncut for so long that chevrons, hazard markers and similar roadside signage is completely obscured and does not therefore serve the purpose for which it was erected. Both these matters could result in highway safety for road users being seriously compromised.</p> <p>The Parish Council would therefore like to ask the Borough Council to take this devolved function more seriously. To find a professional and efficient contractor who will undertake the grass cutting in accordance with the highway verge cutting schedule, who will be vigilant enough to realise that a meter swathe is not always sufficient at a dangerous junction and use their initiative to cut back to the fence line to ensure that sightlines remain unobstructed. A contractor who will also strim around the street furniture as part of the grass verge cutting process or where space is limited and the grass verge cutter cannot access, to ensure that hazard warning signs or markers are clearly visible to the motorist approaching them.</p> <p>If this work could be undertaken regularly and efficiently and effectively on each occasion, this would reduce the number of complaints received by both the Borough and the County Council, would improve highway</p>	<p>It was concluded that there was good evidence linking the topic to Council's key aims and priorities and could lead to substantial potential benefits community wide or for a significant proportion or section of the community.</p> <p>Recommendation: Priority Topic for in depth review</p>	<p>Individual Contacted: Advised of outcome by Democratic Services Officer.</p> <p>Officer contacted to look into and action as appropriate.</p> <p>Actioning Officer: Kathryn Sephton Head of Environmental Services</p>	<p>The Council contract out the Verge Maintenance for the borough with a speed limit over 40mph. The contractor provides 8 cuts per year during the grass growing season.</p> <p>Regular open dialogue and contract meetings take place throughout the year with a focus on the grass growing season to discuss progress including any issues raised that require urgent attention.</p> <p>The next Contract Meeting is due to take place in September 2022.</p> <p>Any issues that the Parish want to raise can be directed to Kathy Sephton, Head of Environmental Services or Steve Bissette, Clean and Green Operations Manager.</p>

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		safety for both motorists and pedestrians and, would indicate to the electorate that the Borough Council are as proud of the Borough as those who live in it and, that they take pride in keeping the Borough as neat and tidy as possible.			
9	Member of Public	<p>Litter clearance in Skelmersdale (and possibly other areas)</p> <p>I would like to see 'Litter clearance in Skelmersdale' considered for scrutiny in the Committee's work programme for the coming municipal year. The following applies:</p> <p>As a new town built round/over quite steep cloughs, Skelmersdale has particular features which mean that street cleansing and litter clearance can be more challenging than in other areas of the borough. There appear to be sections of the town which are either unreachable for 'everyday' litter clearance, where waste accumulates e.g. the Cloughs to the East side of the town centre, or where responsibility for litter clearance remains unclear e.g. the undergrowth alongside Summer Street.</p> <p>What I would like to see is a proper 'gap analysis' to assess the areas of the town that are either inaccessible to everyday cleaning services or where it is not clear who has responsibility, leading to options and recommendations for action that do not incur significant extra revenue costs which are likely to remain impossible given ongoing budget constraints.</p> <p>As a key part of this, there should be a quantitative and qualitative assessment of the voluntary efforts by people in the town, which have grown significantly in the last couple of years (perhaps linked to a surge in 'mutual aid' spirit during the pandemic. These efforts are focused both on cleaning up areas where control of the littering situation has been lost, and a concentrated effort is needed to take it in hand, or on supplementing the everyday services provided by the council's street cleansing team.</p> <p>The council currently provides good support through the provision of bags and pickers, as well as collecting bags cleared promptly, but it</p>	<p>It was concluded that there was strong evidence linking the topic to Council's key aims and priorities and could lead to substantial potential benefits affecting one or more ward/customer/client groups.</p> <p>Recommendation: Priority Topic for in depth review</p>	<p>Individual contacted: by Democratic Services Officer and advised Topic has been selected for In Depth Review. The Council will establish a Task and Finish Group to conduct the Review.</p> <p>Contact would be made again when the Group has been established and further detail discussed.</p> <p>Lead Officer:</p> <p>Kathryn Sephton Head of Environmental Services and</p>	<p>Task & Finish Group Established</p> <p>Initial meeting 21 September 2022</p>

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Page 134		<p>would be good to add this element to the overall 'gap analysis' in order to look at how these voluntary services might attain even greater value but without compromising its organic, voluntary nature. This might for example, be through the quantification of hours undertaken voluntarily such that they can become match funding in kind for bids for further resources, but at the very least the work programme might seek to gain a picture of the positive knock on effects of the work being undertaken by selfless volunteers alongside hardworking paid, and volunteers, and might for example benefit from an assessment of how this kind of mutual aid work can foster wider community activity, especially in the context of the council's environmental and net zero ambitions.</p> <p>Further, the work programme might consider whether there are relatively affordable engineering solutions, paid for via capital grant submissions, to be had to some of the cleansing problems e.g. constructing paths down into the Cloughs via grant funded projects, so as to allow both better public use and ease of cleaning.</p> <p>Finally, while the proposal here is specifically about Skelmersdale, because of the ownership/topographic details referred to above, I recognize of course that the committee may want to take in other area of West Lancashire, which may have littering problems specific to them, or where local solutions might be replicated elsewhere in the borough.</p>		<p>Stephen Bissette Clean & Green Operations Manager</p>	
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*Responses in relation to Topic 1 above. (Note this Topic was rejected at the scoring process by the Scoring Panel)

Topic No.	Topic	Actions Taken
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CORPORATE AND ENVIRONMENTAL OVERVIEW AND SCRUTINY COMMITTEE

Topic, Scoring Panel Outcome & Recommendations to CEOS, CEOS Approval and Action Log

1	<p>What happened to Waste / Recycling in WLBC</p> <p>What happened to Waste / Recycling in WLBC "What happens to the waste that is collected in West Lancashire from domestic premises, commercial premises, recycling sites and in commercially operated skips.</p> <p>The objective is to find out if the waste is recycled, how the waste is recycled, and who does the recycling.</p> <p>And to check that if waste operators are claiming that they recycle, that they do actually recycle, and they do not simply ship it to a third world country for "recycling", for example.</p> <p>The information provided to the general public on recycling of waste is often inadequate and sometimes misleading.</p> <p>Some questions that I would want answering on the recycling processes are:</p> <p>How much of the general waste, garden waste, plastic and paper waste is incinerated? This is a perfectly reasonable way to recycle, but it affects how waste is sorted after collection, and how important it is for the house holder to sort and clean waste before collection.</p> <p>Is the metallic waste sorted into copper, iron, aluminium etc.</p> <p>What happens to the garden waste? Is it composted, and what happens to the residual matter left over and any methane produced during the composting process.</p>	<p>Answer > As a Two tier authority we are the collection authority and Lancashire are the disposal authority > All of the waste streams are handled compliantly with a compulsory duty of care to approved facilities for further processing, Waste collected from residents throughout the borough are delivered into our Permitted 75 T transfer station at Stanley Depot via our RCV collection vehicles or C&G operations, Separate waste streams are then stored for a short period of time before being "Bulked up" into LCC Lancashire renewables HGV vehicles and delivered into the Permitted material recovery facility (MRF) at Farrington/Leyland for further processing, Depending on the daily capacity for process at the MRF some residual waste does goes to Landfill at Whinney Hill, Green waste goes directly to Compost, Sweepings waste is handled by SUEZ in Birmingham to extract oils, Fertiliser.</p> <p>Answer > LCC have definitive percentages to waste they process that are co-mingled with other Lancashire councils waste, NO Materials are shipped abroad. From our activities at WLBC Zero garden waste, plastic or paper is NOT Incinerated. A proportion of our residual waste depending on the Capacity of the LCC MRF, Is either diverted to Landfill at Whinny hill or processed with other councils residual waste and sent to Thornton near Fleetwood for further recycling creating a RDF (Refuse derived fuels) for combustion at the incineration plant at Runcorn. Regarding waste minimisation it is always of benefit if the producer/resident recycles correctly sorting their waste into the correct waste stream and were possible their should be minimal contamination to aid the recycling process.</p> <p>Answer > LBC TS sort out Mixed Metals which is processed by an approved Metal Re Processor.</p> <p>Answer > Our Green waste is composted via an Approved LCC Facility. No Anaerobic digestion/In vessel facility is utilised for the collection of methane.</p> <p>Answer > We do not currently collect a wood stream, The MRF would divert this stream of waste at their facility to re process if found in residual waste</p>
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CORPORATE AND ENVIRONMENTAL OVERVIEW AND SCRUTINY COMMITTEE

Topic, Scoring Panel Outcome & Recommendations to CEOS, CEOS Approval and Action Log

	<p>What happens to waste wood? It could be incinerated, or chipped and possibly composted. Does it matter if glass, nails, plastic, etc are included.</p>	
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COUNCIL: 18 October 2023

Report of: Simon Goacher, Independent Legal Adviser on behalf of the Chief Operating Officer

Relevant Portfolio Holder: Councillor Yvonne Gagen

Contact for further information: Mrs K Lovelady (Extn.5075)
(E-mail: kay.lovelady@westlancs.gov.uk)

SUBJECT: CHANGE OF GOVERNANCE ARRANGEMENTS DRAFT TERMS OF REFERENCE FOR COMMITTEES

Wards affected: Borough wide

1.0 PURPOSE OF THE REPORT

1.1 To present the draft terms of reference of the Policy and Resources Committee for approval.

2.0 RECOMMENDATIONS TO COUNCIL

2.1 That a single Policy and Resources Committee be approved, when the Council moves to a committee system of governance from May 2024.

2.2 That the Terms of Reference of the Policy and Resources Committee as set out in Appendix 1 to the report, be approved.

3.0 BACKGROUND

3.1 The Full Council at its meeting on the 12 October 2022 considered a report on proposed governance arrangements and resolved:

- A. That the following recommendations of the Working Group be noted:*
(a) "That the council adopts the committee system form of governance with effect from the annual council meeting of the Council in 2024.

- (b) *That in respect of consultation arrangements:*
- (i) *a referendum should not be held.*
 - (ii) *That a public consultation should not be held prior to a decision being made.*
 - (iii) *That consultation be undertaken with relevant stakeholders if a decision is taken to move to a Committee System*
- (c) *That the following Committee structure be adopted:*

Service/Policy Committees:

- *Policy & Resources*
- *Housing & Health*
- *Environment*

Statutory Committees:

- *Audit and Governance Committee*
- *Licensing and Appeals Committee*
- *Licensing and Gambling Committee*
- *Planning Committee*
- *Standards Committee*

Although other suggestions that come forward can be considered by the Working Group and Council."

- B. *That taking into account the recommendations of the Working Group above, the implications of change set out in paragraph 8 of the report, including the financial/resource implications, set out in paragraph 10, the Council move to a committee system with effect from the Annual Council meeting in 2024.*
- C. *That the Council adopts the Committee structure set out at A.(c) above.*
- D. *That the Terms of Reference of the Political Governance Arrangements Working Group be expanded, in order to bring further reports back to Council, in respect of the following:*
- (i) *The Consultation arrangements*
 - (ii) *The Membership size and Terms of Reference of Committees and to consider if any other bodies, such as Sub-Committee, Working Groups or Task & Finish Groups will be required.*
 - (iii) *Changes to the Constitution, including, but not limited to, the Scheme of Delegation to Chief Officers.*
 - (iv) *a review of the staffing required in Democratic Services to support the change.*

E. That it be noted that the Independent Remuneration Panel will be called upon to undertake a review of the Members Allowance Scheme for 2024/25, following the all-out elections being held in May 2023.

F. That it be noted that the Member Development Commission will be consulted on proposals in relation to the required training for Members."

3.2 The Full Council at its meeting on 5 April 2023 considered a report with draft terms of reference for a number of committees. Council resolved:

"A. That the draft terms of reference be rejected as the proposed Service/Policy Committees do not reflect the work of the council and the following range of committees, in addition to the statutory requirements, be used as a basis for stakeholder and public consultation:

- *HR and People Services*
- *Economic Regeneration and Investment*
- *Health and Wellbeing*
- *Leisure*
- *Tourism and Events*
- *Housing*
- *Communities*
- *Community Safety*
- *Planning Policy (ex statutory planning committee items)*
- *Street Scene*
- *Green Initiatives*
- *Finance*

B. That in the absence of the Political Governance Arrangements Working Group being able to provide a clear cost forecast for the project that all future reports from this Working Group include:

(i) a cumulative running total of the number of hours that officers have worked on the project beginning April 2022 including briefings, training and all other work.

(ii) a detailed listing of all direct expenditure incurred on the project commencing April 2022 including consultancy."

3.3 Consultation has been carried out with stakeholders pursuant to the Council resolution. 80% of those responded stated that they would prefer the Council to appoint fewer committees. Council officers and members have explored options available for committee forms of governance. A LGA/Cabinet away day was held to facilitate discussions on possible models in the light of the outcome of the consultation. The event was chaired by Dan Archer of the

LGA and attended by representatives from Cheshire East, St Albans and Newark and Sherwood Councils. An approach with a single Policy and Resources committee in addition to the existing statutory committees has been developed and considered by a Cabinet Working Group. This model is recommended to Council and draft terms of reference for that committee are attached at Appendix 1.

4.0 THE LEGAL FRAMEWORK

4.1 Chapter 4 of the Local Government Act 2000 (as amended by the Localism Act 2011) governs permissible forms of local authority governance and the rules to be followed in order to change form. Section 9KC of the Act states, a “resolution of a local authority” (i.e. a simple majority) is required in order for the council to make such a change in governance arrangements.

4.2 A local authority may not then pass another resolution that makes a change from one to another of the permissible forms of governance arrangements “before the end of the period of 5 years” beginning with the date the first resolution is passed, unless that change is supported in a referendum.

4.3 A resolution passed by the Authority to change from one of the permissible forms of governance arrangements to another will then be implemented only at-

(a) the first annual meeting of the local authority to be held after the resolution to make the change in governance arrangements is passed, or

(b) a later annual meeting of the local authority specified in that resolution.

4.4 The Council resolution means that the committee system will be adopted from annual council in 2024.

4.5 Section 101 of the Local Government Act 1972 enables local authorities to delegate functions to committees or sub-committees. There are certain matters which by law are reserved to full Council such as setting the budget or changing the name of the borough but most functions can be fully delegated to committees. The form and number of committees is essentially a matter for Council to determine on the basis of how it can best manage its functions, though certain committees such as the Licensing Act committee are prescribed by law.

5.0 SUSTAINABILITY IMPLICATIONS

5.1 There are no specific implications arising from this report.

6.0 FINANCIAL AND RESOURCE IMPLICATIONS

6.1 There will have to be a review of the members allowances scheme to reflect the new governance arrangements and the officer structure to support democratic services.

7.0 RISK ASSESSMENT

7.1 There are risks to the Council in any change of political governance structure in terms of cost; impact on resources; effective governance of the authority; effective operation of the Council's decision making structure in accordance with statutory requirements and the impact on the Council's member and officer structures.

7.2 The Council has time to consider and manage these risks before the new system is adopted in 2024.

8.0 HEALTH AND WELLBEING IMPLICATIONS

8.1 There are no direct 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. Draft Terms of Reference
2. Proposed Committee Structure May 2024

West Lancashire Borough Council

Draft Committee Terms of Reference

Policy and Resources Committee

Composition:

To be determined each year by the Annual Meeting of Council and subject to the overall political balance calculation (which shall take priority). The membership shall comprise of:

- (a) the Leader of the Council, who shall be the Chair;
- (b) the Deputy Leader of the Council, who shall be Vice-Chair; and
- (c) such other members as are appointed by full council on a politically balanced basis.

Terms of Reference

The Committee is responsible for:-

(a) formulating, co-ordinating, implementing and monitoring corporate policies and strategies and the medium term financial plan (budget), which includes responsibility for any decision:

- (i) that relates to such matters to the extent that they are not reserved to full Council;
- (ii) on policy matters not reserved to full council or the responsibility of other committees; and
- (iii) to prepare the annual budget for recommendation to full Council; and

(b) lead on behalf of the Council in matters concerning relationships with HM Government, and other major public and non-public bodies;

(c) undertake responsibility for decisions and policies in respect of corporate services, including, finance and investment, project support and risk management,

strategic procurement and commercial strategies, ICT, property and asset management, human resources and organisational development, law and governance, communications and public affairs, emergency planning and business continuity;

(d) reviewing major projects and any project boards relating to projects having regard to capacity to deliver, corporate priorities and resources; and

(e) to approve any variations in budgets within the committee's responsibilities up to £xxx;

Sub-Committees

The Policy and Resources Committee may establish such sub-committees as it requires and may delegate responsibilities and set the terms of reference and membership of any of those Sub-committees.

Weightmans LLP
September 2023



COUNCIL: 19 October 2023

Report of: Simon Goacher (Independent Legal Advisor) on behalf of the Chief Operating Officer

Relevant Portfolio Holder: Councillor Gagen

Contact for further information: Kay Lovelady (Extn. 5075)
(E-mail: Kay.Lovelady@westlancs.gov.uk)

SUBJECT: REVISION OF VIREMENT LEVELS

Wards affected: Borough wide

1.0 PURPOSE OF THE REPORT

- 1.1 To present Council with information about virement levels adopted by other authorities and to recommend that Council approves the revision of the virements levels as set out in this report.

2.0 RECOMMENDATIONS TO COUNCIL

- 2.1 That the amendment of the virement approval levels in the Budget and Policy Framework be approved as follows:

Service Head	£25,000
Chief Officers and Section 151 Officer	£50,000
Cabinet (Policy & Resources Committee from May 2024)	£100,000
Full Council	over £100,000

- 2.2 That Proper Officer Provisions and Scheme of Delegation to Chief Officers etc (Constitution 4.2 to 4.2C), C. To the Head of Finance, Procurement & Commercial Services (as section 151 officer) to increase write off levels to £25,000, be amended as set out in Appendix 1 attached.

- 2.3 That the Head of Legal & Democratic Services update the Constitution accordingly.

3.0 BACKGROUND

- 3.1 The Council will be changing its form of governance from after the annual council meeting in 2024. As part of the change of governance the Council will need to review its constitution to ensure that it meets the new governance structure and is generally fit for purpose. As part of the work to prepare for that it has been

highlighted that the current levels allowing for virements and write-offs are relatively low compared to other local authorities.

- 3.2 The use of virements is an important part of ensuring that budgets can be managed in year to provide some flexibility. It enables the Council to support budgets which are under pressure by reallocating money from areas which are underspent. At present any virements in excess of £50,000 require full council approval.
- 3.3 A review of the virement levels in the constitutions of similar sized councils shows that there is no real consistency on the approach adopted but the level of virement requiring full council approval in the Council's constitution is low compared to other councils (see comparison table at appendix 2).
- 3.4 This also reflects the position with write-offs generally. The Proper Officer Delegations in the constitution currently only allow the Head of Finance to write off sums up to £5000. This sum was set some many years ago and doesn't reflect the current financial/economic realities and causes unnecessary bureaucracy and inefficient work practices. Proposed amended wording is attached at Appendix 1 and merely increases the current write off level to £25,000.
- 3.5 It is recommended that the virement and write off levels be increased to provide greater flexibility and speed up decision making. It is important to note that virements are reallocation of resources and do not increase the overall budget of the Council.

4.0 THE LEGAL FRAMEWORK

- 4.1 The Council's constitution must contain its financial standing orders (financial regulations). It is within the discretion of the Council to set virement approval levels. This must be done reasonably and in accordance with sound governance and accounting practice.

5.0 SUSTAINABILITY IMPLICATIONS

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

6.0 FINANCIAL AND RESOURCE IMPLICATIONS

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

7.0 RISK ASSESSMENT

- 7.1 It is not considered that there are any significant risks in amending the virement levels.

8.0 HEALTH AND WELLBEING IMPLICATIONS

- 8.1 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. Proper Officer Provisions and Scheme of Delegation to Chief Officers etc
2. Comparison table

West Lancashire BC

Review of virement levels

Authority	Policy and Resources Committee/Executive (or equivalent)	Portfolio holder	Chief officers or equivalent	Director of Finance or equivalent	Full Council
West Lancashire BC	£50,000	N/a	£10,000 (service heads)	n/a	Over £50,000
Arun BC	Over £500,000	n/a	£50,000	£500,000	n/a
St Albans CC	£50,000- 100,000 (other service committees £25-50,000)	n/a	£25,000	n/a	Over £100,000
Swale BC	Over £100,000		£20,000 (£5,000 for budget holders)	£100,000 (chief executive)	N/a
South Ribble BC	£100,000	£100,000	£10,000	£50,000 (jointly between HOPS/CFO and chief officer)	Over £100,000
Fareham BC	Over £20,000 (if detrimental effect)	£20,000 (if detrimental effect)	£50,000 if between two "controllable budgets" between 2 or more services	Over £50,000 if between two "controllable budgets" between 2 or more services	N/a
Hinckley and Bosworth DC	£50,000	n/a	n/a	£25,000	Over £50,000



COUNCIL: 18th October 2023

Report of: Corporate Director of Transformation, Housing & Resources

Relevant Portfolio Holder: Councillor Coughlan (Youth Champion)

Contact for further information: Kathryn Moffitt or Jill Ryan (Extn.5175)
(E-mail: kathryn.moffitt@westlancs.gov.uk)

SUBJECT: West Lancashire Youth Mayor/Ambassador

Wards affected: Borough wide

1.0 PURPOSE OF THE REPORT

1.1 To provide an update position on the future of a Youth Mayor/Ambassador

2.0 RECOMMENDATIONS

2.1 That further work be undertaken to explore best value options to promote youth involvement in decision making and youth related activities within the borough whether that be via a Youth Mayor/Ambassador or other role/mechanism. .

3.0 BACKGROUND

3.1 During Councillor Marilyn Westley's term in office as WLBC Mayor, it was requested that officers explore the possibility of creating the role of Youth Mayor for West Lancashire.

3.2 Officers from both Legal and Democratic Services in partnership with Wellbeing and Place, jointly benchmarked local authorities across Lancashire who have had experience of a Youth Mayor.

3.3 Officers established a relationship with colleagues in Wyre Council who had experience of managing Youth Mayors. The role of Youth Mayor was created jointly by Wyre Council and Lancashire County Council to help identify the needs of young people 13 to 17 years old and what is important to them.

3.4 Wyre Council officers shared all processes and documentation that had been established to recruit the Youth Mayor, including application forms, engagement letters, job descriptions and person specifications.

3.5 In addition, a clear understanding of ongoing officer support that would effectively manage and develop a Youth Mayor was developed.

4.0 CURRENT POSITION

- 4.1 The intention for a Youth Mayor/Ambassador in West Lancashire would be to provide an opportunity for young people to participate in local decision making and to feed in to and tailor services to meet the needs of young people in West Lancashire.
- 4.2 The Youth Mayor/Ambassador for West Lancashire would also be invited to attend several civic occasions throughout the year, along with the Mayor and champion their own areas of focus and priority. They would be asked to work in collaboration with the Youth Champion.
- 4.3 The research highlighted that the work and financial resources needed to support a Youth Mayor/Ambassador would require significant support from officers. Currently officers who would be expected to support this role do not have the capacity to absorb the additional duties.
- 4.4 Additional resources would be required to build capacity and sustainability within the existing staffing structures to support a Youth Mayor/Ambassador and ensure they have the opportunity to thrive in the role.
- 4.5 Given early indications regarding the financial/resource implications it is felt that further consideration needs to be given as to the most effective and efficient way of providing the borough with the benefits seen in other organisations of having a Youth Mayor/Ambassador. As this work was not envisaged as part of the 22/23 Service Action Planning Process or Budget Setting Process this would have to be accommodated in the following years work programme.

5.0 SUSTAINABILITY IMPLICATIONS

- 5.1 There are sustainability impacts associated with this report and no direct significant impact on crime and disorder. Sustainability impacts in relation to staff and ability to manage the Youth Mayor without adequate internal capacity building.

6.0 FINANCIAL AND RESOURCE IMPLICATIONS

- 6.1 The staffing resources required to support a Youth Mayor/Ambassador will add an additional revenue pressure to the medium-term financial forecast. It is recommended that this proposal be fully costed and considered in line with the 2024/5 budget setting process.

7.0 RISK ASSESSMENT

- 7.1 The risks associated with this report have not been included in Democratic & Members Services risk register. As identified earlier the main risks are staff capacity to support the role and the consequential financial pressures.

8.0 HEALTH AND WELLBEING IMPLICATIONS

- 8.1 The proposal to consider a Youth Mayor in February will not significantly impact on health and wellbeing implications for the following themes:
- *Promote good health and wellbeing and enable people to flourish*
 - *Empower people in vulnerable, deprived, and disadvantaged communities to realise their full health potential.*
 - *Encourage and enable all people to take a role in identifying and addressing barriers to improve health and wellbeing.*
- 8.2 The Community Connector and Wellbeing Team are minimising any potential negative impacts of not having a Youth Mayor in post by working in partnership with young people across the borough, to understand their challenges and facilitate positive action. The team are working with Lancashire County Council and have engaged with members of the Youth Council and Young People at the Youth Zone to gather insight and implement initiatives.

Background Documents

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

Appendices

'None'

