



Jacqui Sinnott-Lacey  
Chief Operating Officer

52 Derby Street  
Ormskirk  
West Lancashire  
L39 2DF

Tuesday, 9 April 2024

**TO: THE MAYOR AND COUNCILLORS**

Dear Councillor,

You are summoned to a meeting of the **COUNCIL** to be held in the **COUNCIL CHAMBER, 52 DERBY STREET, ORMSKIRK L39 2DF** on **WEDNESDAY, 17 APRIL 2024** at **7.30 PM** at which your attendance is requested.

Yours faithfully

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

Jacqui Sinnott-Lacey  
Chief Operating Officer

**AGENDA**  
**(Open to the Public)**

**PAGE(S)**

1. **PRAYERS**

2. **APOLOGIES**

3. **DECLARATIONS OF INTEREST**

If a member requires advice on Declarations of Interest, he/she is advised to contact the Chief Legal and Democratic Services Officer (Monitoring Officer) 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.)

7 - 8

4. **MINUTES**  
To receive as a correct record, the minutes of the previous meeting held on Wednesday, 28 February 2024. 9 - 28
5. **ANNOUNCEMENTS BY THE MAYOR AND/OR THE CHIEF OPERATING OFFICER**
6. **TO ANSWER ANY QUESTIONS UNDER THE PROVISIONS OF COUNCIL PROCEDURE RULE 10.2**
7. **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) **Planning Committee - Thursday, 21 March 2024** 29 - 32
- b) **Standards Committee - Tuesday, 5 March 2024** 33 - 36
8. **CORPORATE HEALTH AND SAFETY STRATEGIC PLAN 2024-2027**  
To consider the report of the Deputy Chief Executive. 37 - 56
9. **EXCLUSION OF PRESS AND PUBLIC**  
It is recommended that members of the press and public be excluded from the meeting during consideration of the following item(s) of business in accordance with Section 100A(4) of the Local Government Act 1972 on the grounds that it involves the likely disclosure of exempt information as defined in Paragraph 3 (Financial/Business Affairs) of Part 1 of Schedule 12A to the 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.

## **PART 2 - NOT OPEN TO THE PUBLIC**

10. **BURSCOUGH SPORTS REFURBISHMENT**  
To consider the report of the Deputy Chief Executive. 57 - 64
11. **HOUSING SCHEME AT BECCONSALL LANE, HESKETH BANK**  
To consider the report of the Chief Executive 65 - 78

## **PART 3 - OPEN TO THE PUBLIC**

12. **MOTIONS**  
To consider the following Motions included on the agenda at the request of the Members indicated:
- a) **WASPI (Women Against State Pension Inequality) – Motion from**

## **Councillor Melissa Parlour on behalf of the Labour Group**

### **Council notes that:**

- In the 1995 Pensions Act, the Government increased State Pension age for women from 60 to 65, with a further increase to 66 in the 2011 Pensions Act.
- The change was not properly communicated to 3.8m women born in the 1950s until 2012, giving some only one year's notice of a six year increase in their anticipated retirement age. 5940 (5% of population of West Lancashire) of the affected women are in our own authority area.
- The Parliamentary and Health Service Ombudsman (PHSO) has found that the Department for Work and Pensions was guilty of maladministration in its handling of the State Pension Age increase for women born in the 1950s.
- The All Party Parliamentary Group on State Pension Inequality for Women has concluded that "the impact of DWP maladministration on 1950s-born women has been as devastating as it is widespread. The APPG believes that the case for category 6 injustice is overwhelming and clear. Women have had their emotional, physical, and mental circumstances totally obliterated by a lack of reasonable notice."
- Research commissioned by campaign group WASPI has found that by the end of 2022, more than 220,000 1950s born women will have died waiting for justice since the WASPI campaign began in 2015.
- WASPI's figures show that over the course of the two year COVID pandemic, 1 in 10 women who died was affected by these uncommunicated changes and lost both their state pension income and the opportunity to make alternative retirement plans.
- Despite the Ombudsman's findings and the rapid death rate of those affected, the government is choosing to wait for further reports before taking any action.

### **Council believes this injustice has not only had a profound effect on the individuals involved but on the wider community in West Lancashire and on local government, not least because:**

- Women who would have looked after older relatives or partners are unable to afford to do so, with a knock-on impact on local social care
- Women who would have retired and engaged in caring responsibilities for grandchildren are having to continue working, increasing the childcare burden on the state locally
- Women who have been left in poverty are struggling to meet their housing costs, with a knock-on impact on local housing stock
- There is a broader impact on voluntary services of all kinds locally, which are missing out on able, active volunteers who

would otherwise have been able to retire from full-time work as planned

- Our local economy is negatively affected by the reduced spending power and disposable income the uncommunicated State Pension Age changes has brought about among women born in the 1950s

**Council supports:**

- The conclusion of the All Party Parliamentary Group on State Pension Inequality that women born in the 1950s have suffered a gross injustice, affecting their emotional, physical and mental circumstances in addition to causing financial hardship.
- A swift resolution to this ongoing injustice before more and more women die waiting for compensation.
- The WASPI campaign for an immediate one-off compensation payment of between £11,666 and £20,000 to those affected, with the most going to women who were given the shortest notice of the longest increase in their state pension age.

**Council asks:**

- The Leader of the Council to write to local Members of Parliament, and to the Secretary of State for Work and Pensions to outline the effects of the injustice to 1950s women on the community in West Lancashire and to seek their support for an immediate compensation package.

**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](mailto:jacky.denning@westlancs.gov.uk)

**FIRE EVACUATION PROCEDURE FOR:  
COUNCIL MEETINGS WHERE OFFICERS ARE PRESENT  
(52 DERBY STREET, ORMSKIRK)**

**PERSON IN CHARGE:** Most Senior Officer Present  
**ZONE WARDEN:** Member Services Officer / Lawyer  
**DOOR WARDEN(S)** Usher / Caretaker

**IF YOU DISCOVER A FIRE**

1. Operate the nearest **FIRE CALL POINT** by breaking the glass.
2. Attack the fire with the extinguishers provided only if you have been trained and it is safe to do so. **Do not** take risks.

**ON HEARING THE FIRE ALARM**

1. Leave the building via the **NEAREST SAFE EXIT**. **Do not stop** to collect personal belongings.
2. Proceed to the **ASSEMBLY POINT** on the car park and report your presence to the **PERSON IN CHARGE**.
3. **Do NOT** return to the premises until authorised to do so by the **PERSON IN CHARGE**.

**NOTES:**

Officers are required to direct all visitors regarding these procedures i.e. exit routes and place of assembly.

The only persons not required to report to the Assembly Point are the Door Wardens.

**CHECKLIST FOR PERSON IN CHARGE**

1. Advise other interested parties present that you are the person in charge in the event of an evacuation.
2. Make yourself familiar with the location of the fire escape routes and inform any interested parties of the escape routes.
3. Make yourself familiar with the location of the assembly point and inform any interested parties of that location.
4. Make yourself familiar with the location of the fire alarm and detection control panel.
5. Ensure that the zone warden and door wardens are aware of their roles and responsibilities.
6. Arrange for a register of attendance to be completed (if considered appropriate / practicable).

**IN THE EVENT OF A FIRE, OR THE FIRE ALARM BEING SOUNDED**

1. Ensure that the room in which the meeting is being held is cleared of all persons.
2. Evacuate via the nearest safe Fire Exit and proceed to the **ASSEMBLY POINT** in the car park.
3. Delegate a person at the **ASSEMBLY POINT** who will proceed to **HOME CARE LINK** in order to ensure that a back-up call is made to the **FIRE BRIGADE**.
4. Delegate another person to ensure that **DOOR WARDENS** have been posted outside the relevant Fire Exit Doors.

5. Ensure that the **ZONE WARDEN** has reported to you on the results of his checks, i.e. that the rooms in use have been cleared of all persons.
6. If an Attendance Register has been taken, take a **ROLL CALL**.
7. Report the results of these checks to the Fire and Rescue Service on arrival and inform them of the location of the **FIRE ALARM CONTROL PANEL**.
8. Authorise return to the building only when it is cleared to do so by the **FIRE AND RESCUE SERVICE OFFICER IN CHARGE**. Inform the **DOOR WARDENS** to allow re-entry to the building.

**NOTE:**

The Fire Alarm system will automatically call the Fire Brigade. The purpose of the 999 back-up call is to meet a requirement of the Fire Precautions Act to supplement the automatic call.

**CHECKLIST FOR ZONE WARDEN**

1. Carry out a physical check of the rooms being used for the meeting, including adjacent toilets, kitchen.
2. Ensure that **ALL PERSONS**, both officers and members of the public are made aware of the **FIRE ALERT**.
3. Ensure that **ALL PERSONS** evacuate **IMMEDIATELY**, in accordance with the **FIRE EVACUATION PROCEDURE**.
4. Proceed to the **ASSEMBLY POINT** and report to the **PERSON IN CHARGE** that the rooms within your control have been cleared.
5. Assist the **PERSON IN CHARGE** to discharge their duties.

It is desirable that the **ZONE WARDEN** should be an **OFFICER** who is normally based in this building and is familiar with the layout of the rooms to be checked.

**INSTRUCTIONS FOR DOOR WARDENS**

1. Stand outside the **FIRE EXIT DOOR(S)**
2. Keep the **FIRE EXIT DOOR SHUT**.
3. Ensure that **NO PERSON**, whether staff or public enters the building until **YOU** are told by the **PERSON IN CHARGE** that it is safe to do so.
4. If anyone attempts to enter the premises, report this to the **PERSON IN CHARGE**.
5. Do not leave the door **UNATTENDED**.

# Agenda Item 3

## MEMBERS INTERESTS 2012

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

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

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

Please tick relevant boxes

Notes

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

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

**Interest**

Employment, office, trade, profession or vocation

Sponsorship

**Prescribed description**

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

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

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

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

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

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

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

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

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

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

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

**'a connected person'** means

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

**'body exercising functions of a public nature'** means

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

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

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



# Agenda Item 4

## COUNCIL

**HELD: Wednesday, 28 February 2024**

Start: 7.30 pm

Finish: 9.43 pm

## PRESENT:

Councillor: M Nixon (Mayor)

J Finch (Deputy Mayor)

Councillors:

T Aldridge

R Bailey

P Burnside

V Cummins

G Dowling

J Fillis

T De Freitas

Y Gagen

N Hennessy

P Hesketh

J Howard

S Lawton

Mrs J Marshall

G Owen

S Patel

I Rigby

Webster

D Westley

D Whittington

A Yates

M Anderson

A Blundell

C Coughlan

D Daniels

A Fennell

A Fowler

N Furey

J Gordon

P Hennessy

P Hogan

K Juckes

K Lloyd

R Molloy

M Parlour

E Pope

N Pryce-Roberts

D West

Mrs M Westley

J Witter

Officers:

Jacqui Sinnott-Lacey, Chief Operating Officer

Chris Twomey, Corporate Director of Housing, Transformation & Resources

Lisa Windle, Head of Corporate and Customer Services

Kathryn Sephton, Head of Environmental Services

Paul Charlson, Head of Planning & Regulatory Services

Alan Leicester, Head of Housing Services

Kay Lovelady, Head of Legal & Democratic Services

Jacky Denning, Democratic Services Manager

Sharon Lewis, Head of Human Resources and Organisational Development

Claire Kelly, Principal Solicitor and Deputy Monitoring Officer

Chantal Barton, Digital Communications Officer

Thomas Lynan, Electoral Services Manager

Peter Quick, Principal Finance Business Partner

Jonas Smith, Principal Finance Business Partner

Jessica Hollingworth, Communications, Marketing & Engagement Manager

Catherine Kirwan, Procurement Manager

Jennifer Lunn, Assistant Solicitor

Alison Wood, Interim Corporate Finance Manager

In attendance: Radhika Aggarwal

Weightman's Solicitors (for item 89)**67 PRAYERS**

The Mayor's Chaplain for the evening, Deacon Peter of St Anne's church, led Members and officers in prayer.

**68 APOLOGIES**

Apologies for absence were received on behalf of Councillors Devine, Eccles, Pope, Marsh-Pritchard and Rear.

**69 DECLARATIONS OF INTEREST**

The following declarations were received:

1. All Members present declared a pecuniary interest in item 9 'Members' Allowances Scheme 2024/25 and in relation to item 12 'Determination of Council Tax 2024/25' but were entitled to speak and vote by virtue of an exemption.
  2.
    - a) Councillors Blundell, de Freitas, Gordon, Howard, Mrs Marshall, Gaynar Owen, Patel, Webster, Whittington and Witter declared a pecuniary interest in relation to relevant lines in the budget in respect of item 11 'GRA Revenue Report and MTFS Update 2024/25 to 2026/27' and item 12 'Capital Strategy And Programme 2024/25 to 2026/27', in relation to Parish Council matters in view of their membership of a Parish Council and indicated they would not participate in any detailed discussions which affected the finances of those bodies specifically.\*
    - b) Councillors Aldridge, Bailey, Fillis, N Hennessy and D Westley declared a pecuniary interest in relation to relevant lines in the budget in respect of item 11 'GRA Revenue & Capital Programme Budget Setting 2023/24' and item 12 'Capital Strategy And Programme 2024/25 to 2026/27' as Members of Lancashire County Council (LCC) as did Councillors Coughlan, Cummins and Gagen as employees of LCC, and indicated that they would not participate in any detailed discussions which affected LCC.\*
- \* By virtue of a dispensation granted by the Standards Committee all Councillors who have disclosable pecuniary or pecuniary interests in relation to relevant lines in the budget may participate and vote in the budget debates but not engage in detailed discussions about matters which affect those interests.
3. Councillors Blundell, de Freitas, Gordon, Howard, Mrs Marshall, Gaynar Owen, Patel, Webster, Whittington and Witter declared a non-pecuniary interest in relation to item 12 'Determination of Council Tax 2024/25', item 15 'Capital Finance and Treasury Management Strategy', item 18 'Statutory

Polling Review 2024' and item 19 'NNDR Discretionary Scheme' in view of their membership of a Parish Council.

4. Councillors Aldridge, Bailey, Fillis, N Hennessy and D Westley declared a non pecuniary interest in relation to item 12 'Determination of Council Tax 2024/25', item 21 'Public Health, Healthy Weight Collaboration Agreement', item 25 'Tawd Valley Developments Limited – Business Plan Update', item 26a 'Devolution Deal - Lancashire - Motion', and item 26b 'Highways – Motion', as Members of Lancashire County Council, as did Councillors Coughlan, Cummins and Gagen as an employee of Lancashire County Council.
5. Councillors Gaynar Owen, Nixon and West (Tenant of a Council flat/house) Coughlan (Tenants of a Council garage) declared disclosable pecuniary interests in relation to item 14 'Housing Account – Revenue and Capital Budget Setting' 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).
6. Councillors Aldridge, de Freitas, Nixon and Rigby declared a non-pecuniary interest in relation to item 14 'Housing Account – Revenue and Capital Programme' 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.
7. Councillors Fillis declared a non pecuniary interest in item 8 'Pay Policy Statement 2024/25' as a member of the Lancashire County Council Pension Fund Committee.
8. Councillor Nikki Hennessy declared a non pecuniary interest in relation to item 12 'Determination of Council Tax 2024/25' as a Member of Lancashire Combined Fire & Rescue Authority.
9. Councillor Dowling declared a non pecuniary interest in relation to agenda item 12 'Determination of Council Tax 2024/25' as a member appointed to the Police and Crime Panel.

70

**MINUTES**

RESOLVED: That the Minutes of the meeting of Council held on Wednesday 13 December 2023, were received as a correct record and signed by the Mayor.

**71 ANNOUNCEMENTS BY THE MAYOR AND/OR THE CHIEF OPERATING OFFICER**

The Mayor announced the following fund raising events:

- A. Friday 5 April 2024 – Murder Mystery night at the Buffs, Skelmersdale
- B. Saturday 27 April 2024 – The Mayor's Charity Dinner/Ball at Lancashire Manor

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

There were no items under this heading.

**73 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 5 December 2023 and 13 February 2024
- B. Planning Committee – Thursday 18 January and 15 February 2024
- C. Audit & Governance Committee – Tuesday 30 January 2024

**74 PAY POLICY STATEMENT 2024/25**

Consideration was given to the report of the Chief Operating Officer, as contained on pages 31 to 56 of the Book of Reports, which sought approval of the Pay Policy Statement for 2024/25 detailing the Authority's policy on Workforce remuneration, as required by the Localism Act 2011.

RESOLVED:

- A. That the Pay Policy Statement for 2024/25 attached at Appendix (i) to the report, be approved, published on the Council's website and included in the Constitution.
- B. That the approval of any administrative updates following a pay award implementation or changes to pension contributions banding requirements during any particular year is delegated to the Head of Corporate and Customer Services, in consultation with the portfolio holder for Human Resources.

**75 MEMBERS' ALLOWANCES SCHEME 2024/25 AND APPOINTMENT OF THE INDEPENDENT REMUNERATION PANEL (IRP)**

Consideration was given to the report of the Chief Operating Officer, as contained on pages 57 to 64 of the Book of Reports, which sought approval of the Members' Allowances Scheme for 2024/25 and endorsement of the Membership of the Independent Remuneration Panel (IRP).

RESOLVED:

- A. That the IRP's report for 2024/25, attached at Appendix 2, be received and taken into account when considering the recommendations at 2.2 and 2.3 below.
- B. That in accordance with paragraph 10 of the IRP's report, a Members Allowance Scheme be made, effective from 1 April 2024, incorporating:
  - (a) A Basic Allowance of £4,950
  - (b) Provision for Special Responsibility Allowances, as detailed on the Schedule attached as Appendix 1 to the report
  - (c) Childcare and Dependent Carer's Allowance to be set at the same level as the 'Real' Living Wage (£12.00 from 1 April 2024).
- C. That the Head of Legal & Democratic Services update the Members' Allowances Scheme for the period commencing 1 April 2024, such scheme to be incorporated into the Constitution and subsequently published.
- D. That the Membership of the IRP for 2024/25 and the respective terms of office be noted and endorsed as follows:

Mrs G Stanley (Chairman)	1 May 2027
Mr J Boardman	1 May 2026
Mr I Thompson	1 May 2025

**76 SUSPENSION OF COUNCIL PROCEDURE RULE 13.4**

RESOLVED: That Council Procedure Rule 13.4 be suspended to enable the Portfolio Holder / Shadow Portfolio Holder / Spokesperson for OWL to present their budget statement for Agenda Items 11 and 14. (This Rule limits the length of a speech to 5 minutes.)

**77 \*GRA BUDGET REPORT AND MTFs UPDATE 24-25**

Consideration was given to the revised report of the Head of Finance, Procurement & Commercial Services, as contained on pages 559 to 580 of the Book of Reports, which sought to set a balanced Revenue Budget for the forthcoming financial year 2024/25 and presented the updated Medium-Term Financial Forecast (MTFF) for the following financial years 2025/26 to 2026/27, noting the latest forecast budget gap of £1.533m, comprising:

- £1.803m in 2025/26

- (£0.270)m in 2026/27

and informed of the reserves position as at 31 March 2023 and the forecast position to 2026/27.

A Motion to agree the recommendations in the revised report, was moved and seconded.

In accordance with the Local Authorities (Standing Orders) (England) (Amendment) Regulations 2014, voting on Motion was recorded as follows:

FOR: Councillors: Aldridge, Anderson, Burnside, Coughlan, Cummins, Dowling, Fennell, Fillis, Finch, Fowler, Furey, Gagen, N Hennessy, P Hennessy, Hogan, Lawson, Lloyd, Molloy, Nixon, G Owen, Parlour, Patel, Pryce-Roberts, West and Yates (TWENTY FIVE)

AGAINST: Councillors: Bailey, Blundell, Daniels, de Freitas, Gordon, Hesketh, Howard, Jukes, Mrs Marshall, Rigby, Webster, D Westley, Mrs Westley, Whittington and Witter (FIFTEEN)

The Motion was CARRIED.

RESOLVED:

- A. That the General Revenue Account (GRA) budget for 2024/25, set out in the revised report, be approved.
- B. That the latest GRA Medium-Term Financial Forecast (MTFF) budget gap for 2025/26 to 2026/27, as set out in the report, be noted.
- C. That the latest GRA reserves position as at 31 March 2023 and forecast to 2026/27 be noted and the GRA reserves policy be approved.
- D. That delegated authority be given to the Chief Operating Officer and the Corporate Director to take all necessary action to implement the changes resulting from the budget proposals.
- E. That delegated authority be given to the Head of Finance, Procurement and Commercial Services (Section 151 Officer) to apply an annual inflationary increase to fees and charges.

78 **\*GRA CAPITAL PROGRAMME & STRATEGY 24-25 - 26-27**

Consideration was given to the report of the Head of Finance, Procurement and Commercial Services, as contained on pages 89 to 104 of the Book of Reports, which set out the framework for capital financing and treasury management operations for the next financial year.

The Minutes of Executive Overview & Scrutiny Committee and Cabinet had been circulated prior to the meeting.

In accordance with the Local Authorities (Standing Orders) (England) (Amendment) Regulations 2014, voting on the Motion was recorded as follows:

FOR: Councillors: Aldridge, Anderson, Burnside, Coughlan, Cummins, Dowling, Fennell, Fillis, Finch, Fowler, Furey, Gagen, N Hennessy, P Hennessy, Hogan, Lawson, Lloyd, Molloy, Nixon, G Owen, Parlour, Patel, Pryce-Roberts, West and Yates (TWENTY FIVE)

AGAINST: Councillors: Bailey, Blundell, Daniels, de Freitas, Gordon, Hesketh, Howard, Jukes, Mrs Marshall, Rigby, Webster, D Westley, Mrs Westley, Whittington and Witter (FIFTEEN)

The Motion was CARRIED.

RESOLVED: That the Capital Strategy and Programme for 2024/25 be agreed.

79 **\*DETERMINATION OF COUNCIL TAX**

Consideration was given to the report of the Head of Finance, Procurement and Commercial Services, as contained on pages 589 to 681, which proposed the Council Tax rate for each property band for the whole of the Borough Council's area, and included the Council Tax rate set by the County Council, the Police and Crime Commissioner for Lancashire, the Lancashire Combined Fire Authority, and the local Parish Council in parished areas and confirmed the statutory resolutions that are required in order to set the Council Tax for 2024/25.

A Motion to move the recommendations in the revised report, were moved and seconded.

In accordance with the Local Authorities (Standing Orders) (England) (Amendment) Regulations 2014, voting on the Motion was recorded as follows:

FOR: Councillors: Aldridge, Anderson, Bailey, Blundell, Burnside, Coughlan, Cummins, Daniels, de Freitas, Dowling, Fennell, Fillis, Finch, Fowler, Furey, Gagen, Gordon, N Hennessy, P Hennessy, Hogan, Howard, Jukes, Lawson, Lloyd, Mrs Marshall, Molloy, Nixon, G Owen, Parlour, Patel, Pryce-Roberts, West, D Westley, Mrs Westley, Whittington, Witter and Yates (THIRTY SEVEN)

AGAINST: (NONE)

ABSTENTIONS: Councillors: Hesketh, Rigby and Webster (THREE)

The Motion was CARRIED.

RESOLVED:

A. That it be noted that on the 31 January 2024, the Borough Treasurer declared the

Council Tax Base amounts set out in Appendix A for the financial year 2024/25 in accordance with the Local Authorities (Calculation of Council Tax Base) (England) Regulations 2012.

- B. That the Budget for the Council's own purposes for 2024/25 (excluding parish precepts) be set at £17,135,991 in accordance with the earlier Budget Requirement report.
- C. That the following amounts be now calculated by the Council for the financial year 2024/2025 in accordance with the Local Government Finance Act 1992 (the Act):
- a) £60,231,600 being the aggregate of the amounts, which the Council estimates for the items, set out in Section 31A(2) of the Act taking into account all precepts issued to it by Parish Councils.
  - b) £50,580,886 being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(3) of the Act
  - c) £9,650,714 being the amount by which the aggregate at C(a) above exceeds the aggregate at C(b) above, calculated by the Council in accordance with Section 31A(4) of the Act as its Council Tax requirement for the year.
  - d) £251.61 being the amount at C(c) above divided by 38,356.55 (the Tax Base) calculated by the Council in accordance with Section 31(B) of the Act, as the basic amount of its Council Tax for 2024/2025.
  - e) £765,419 being the aggregate amount of all special items (i.e. Parish Precepts) referred to in Section 34(1) of the Act.
  - f) £231.65 being the amount at C(d) above, less the result given by dividing the amount at C(e) above by 38,356.55 (the Tax Base), calculated by the Council in accordance with Section 34(2) of the Act, as the basic amount of its Council Tax for 2024/2025 for dwellings in those parts of its area to which no special item relates.

- g) Part of the Council's area:

	£. p
Aughton	22.30
Bickerstaffe	45.44
Bispham	00.00
Burscough	39.28
Dalton	24.29
Downholland	39.99
Great Altcar	13.47
Halsall	33.56
Hesketh with Becconsall	43.80
Hilldale	62.82
Lathom	20.01
Lathom South	28.08
Newburgh	47.65



North Meols	34.11
Parbold	37.61
Rufford	42.65
Scarisbrick	19.15
Simonswood	33.15
Tarleton	37.37
Up Holland	24.98
Wrightington	18.20

being the amounts given by adding to the amount at C(f) above the amounts of the special item relating to dwellings in those parts of the Council's area mentioned above divided in each case by the relevant Tax Base for those areas, calculated by the Council, in accordance with Section 34(3) of the Act, as the basic amounts of the Council Tax for 2024/2025 for dwellings in those parts of its area to which a special item (i.e. Parish Precepts) relate.

- h) Part of the Council's area for each valuation band, being the amounts given by multiplying the amounts at C(f) and C(g) above by the number which, in the proportion set out in Section 5(1) of the Act, is applicable to dwellings listed in a particular valuation band divided by the number which in that proportion is applicable to dwellings listed in valuation band D, calculated by the Council, in accordance with Section 36(1) of the Act, as the amounts to be taken into account for the year in respect of categories of dwellings listed in different valuation bands (See revised Schedule 1).

- D. That it be noted that for the year 2024/2025 Lancashire County Council has stated the following amounts in precept issued to the Council, in accordance with Section 40 of the Act, for each of the categories of dwelling shown below:

**VALUATION BANDS**

<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>	<b>H</b>
£. p	£. p	£. p	£. p	£. p	£. p	£. p	£ .p
1,102.19	1,285.89	1,469.59	1,653.29	2,020.69	2,388.09	2,755.48	3,306.58

- E. That it be noted that for the year 2024/2025 the Police and Crime Commissioner for Lancashire has stated the following amounts in precept issued to the Council in accordance with Section 40 of the Act for each of the categories of dwelling shown below:

**VALUATION BANDS**

<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>	<b>H</b>
£. p	£. p	£. p	£. p	£ .p	£. p	£. p	£. p
175.60	204.87	234.13	263.40	321.93	380.47	439.00	526.80

- F. That it be noted that for the year 2024/2025 the Lancashire Combined Fire Authority has stated the following amounts in precept issued to the Council in accordance with Section 40 of the Act for each of the categories of dwelling

shown below:

### VALUATION BANDS

A	B	C	D	E	F	G	H
£. p	£. p	£. p	£. p	£. p	£. p	£. p	£. p
56.49	65.90	75.32	84.73	103.56	122.39	141.22	169.46

- G. That having calculated the aggregate in each case of the amounts at C(h), D, E and F, the Council, in accordance with Section 30(2) of the Act, hereby sets the amounts shown in revised Schedule 2 as the amounts of Council Tax for the year 2024/2025 for each of the categories of dwellings shown.

## 80 HRA BUDGET REPORT 24-25

Consideration was given to the report of the Head of Finance, Procurement & Commercial Service, as contained on pages 111 – 132 of the Book of Reports, which sought approval of the Housing Revenue Account (HRA) budget and capital investment programme for the next financial year 2024/25.

The minutes of the Executive Overview & Scrutiny Committee, Landlord Services Committee (Cabinet Working Group) and Cabinet had been circulated prior to the meeting.

### RESOLVED:

- A. That the rent and service charges set within delegated authority, as detailed in sections 4 and 5 of the report, be noted.
- B. That the 2024/25 HRA budget, attached at Appendix 1 to the report, be approved.
- C. That the 30-year capital programme in paragraph 7.2 of the report, be approved.
- D. That, subject to any updated approvals in regard to Tawd Valley Developments, the HRA budgets be added to reflect the HRA share of each scheme cost, as detailed in paragraphs 7.3 to 7.6 of the report.
- E. That the reserves policy set out in appendix 2 to the report, be approved.
- F. That the HRA 30 year business plan in appendix 3 to the report, be noted.
- G. That delegated authority be given to the Director of Transformation, Housing and Resources to take all necessary action to implement the decisions of Council.

**81 DRAFT TREASURY MANAGEMENT STRATEGY 24-25**

Consideration was given to the report of the Head of Finance, Procurement & Commercial Services, as contained on pages 133 to 161 of the Book of Reports, which detailed the framework for capital financing and treasury management operations for the next financial year.

An Addendum to the report, setting out a revised paragraph 1.8.1 of Appendix 1, including the Minutes of the Executive Overview & Scrutiny Committee and Cabinet, had been circulated prior to the meeting.

**RESOLVED:**

- A. That the projected position in respect of the Prudential Indicators for 2023-24 set out in Appendix 1 to the report, be noted.
- B. That the Treasury and Prudential Indicators for the next three years, set out in Appendix 1 to the report, be approved.
- C. That the capital expenditure projections, detailed in Appendix 1 to the report, be approved.
- D. That the Capital Financing Requirement projections, set out in Appendix 1 to the report, be approved.
- E. That the minimum revenue provision policy, as set out in section 4.5 of the report, be approved.

**82 DEMOLITION OF FLAT BLOCKS IN BLYTHEWOOD & BANKSBARN TO FACILITATE PHASE 2 OF DIGMOOR REVIVAL SCHEME**

Consideration was given to the report of the Corporate Director of Transformation, Housing & Resources, as contained on pages 161 to 174 of the Book of Reports, which sought approval to proceed with the development of Digmoor area of Skelmersdale in accordance with the Digmoor Revival Scheme and the demolition of the existing blocks of flats in Blythewood and Banksbarn, shown in the current site plan, attached at Appendix 1 to the report, and thereafter take all steps necessary to develop the site to facilitate the development of 45 new Council homes for affordable/social rent.

The minute of Cabinet had been circulated prior to the meeting.

**RESOLVED:**

- A. That having regard to the decision of Cabinet, the development, as outlined in the report be approved and the proposal be funded from the £9m budget which has previously been set aside for this purpose.
- B. That the Head of Housing be given delegated authority to take all steps

necessary to implement the development outlined within the report, to include, but not be limited to instructing TVD Ltd, obtaining planning permission, entering into grant funding arrangements with Homes England, contracts with design and build businesses, demolition of existing properties, relocation of tenants and repurchase of leaseholds.

- C. That the Head of Housing, following discussion with the relevant Portfolio Holder, be given delegated authority to, as a last resort, use the power of compulsory purchase.
- D. That the Head of Housing be given delegated authority to make ongoing adjustments to the delivery of the scheme, following discussions with the relevant Portfolio Holder.

**83 COMMITTEE SYSTEM - CONSTITUTION MAY 2024**

Consideration was given to the joint report of the Chief Operating Officer and the Head of Legal & Democratic Services, as contained on pages 175 to 394 of the Book of Reports, which provided the revisions to the constitution which must be adopted to implement the committee system form of governance from May 2024.

Revised appendices had been circulated prior to the meeting.

A Motion to approve the recommendations in the report, was moved and seconded.

An Amendment from Councillor Rigby, circulated prior to the meeting, was moved and seconded.

A vote was taken, the Amendment was LOST.

A Further Amendment from Councillor D Westley, circulated prior to the meeting, was moved and seconded.

A vote was taken, the further Amendment was LOST.

The Deputy Leader, Councillor Dowling, gave an undertaking to meet with the Leaders of the Conservative and Our West Lancashire Groups, to discuss any proposed changes to the new Constitution.

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

**RESOLVED:**

- A. That the revisions to the Constitution, attached as Appendices to the report, be approved and implemented from the Annual Meeting of the Council in May 2024.
- B. That the Head of Legal & Democratic Services, as Monitoring Officer, be given delegated authority to make any minor or inconsequential changes to the Constitution.

**84 STATUTORY POLLING REVIEW 2024**

Consideration was given to the report of the Chief Operating Officer, as contained on pages 395 to 406 of the Book of Reports, which provided details of the Interim Review of Polling Districts and Polling Places to be conducted in line with the Representation of the People Act 1983, as amended (the 1983 Act).

**RESOLVED:**

- A. That the outline timetable for the Review, as set out in Appendix 1 of this report, be approved.
- B. That the Electoral Services Manager administer the Review for both parliamentary and local government polling districts and polling places.
- C. That the (Acting) Returning Officer(s) be consulted on the Review and provide comment on all existing polling stations and any new polling stations.

**85 NNDR DISCRETIONARY RELIEF POLICY**

Consideration was given to the report of the Corporate Director Transformation, Housing & Resources, as contained on pages 407 to 448 of the Book of Reports, which proposed changes to National Non-Domestic Rates Relief for 2024-25 following recent Government announcements and to note the Policy to underpin these Schemes, as appended to this Report.

**RESOLVED:**

- A. That the content of the Policy to underpin implementation of the Borough Council's proposed Discretionary Scheme, as appended to the report, be approved.
- B. That the Policy coverage to underpin the recently announced Government changes, be noted.
- C. That delegated authority be given to the Corporate Director of Transformation, Housing & Resources in consultation with the relevant portfolio holders to implement the new Non-Domestic Discretionary Rate Relief and make any minor/inconsequential amendments to the scheme as and when announced by the Government.

**86 SAFER STREETS 5**

Consideration was given to the report of the Corporate Director of Transformation, Housing & Resources, as contained on pages 449 to 456 of the Book of Reports, which sought approval to receive Home Office grant funding and to use this funding to enhance the Council's CCTV network.

## RESOLVED:

- A. That the receipt of Home Office funding of £160,000 be approved and committed to be spent in accordance with paragraph 3.3 of the report.
- B. That the Head of Planning and Regulatory Services be granted delegated authority, in discussion the Portfolio Holder for Planning and Community Safety, to bid, accept and administer opportunities for Community Safety external grant funding, where the timescale and/or requirements for such funding prevent the matter from being presented to Members and that would otherwise lead to the funding opportunity not being taken.

87

**PUBLIC HEALTH, HEALTHY WEIGHT COLLABORATION AGREEMENT**

Consideration was give to the report of the Corporate Director of Transformation, Housing & Resources, as contained on pages 751 to 756 of the Book of Reports, which sought approval to enter into a Collaboration Agreement with Lancashire County Council (Public Health Team) to deliver a five-year Healthy Weight service in West Lancashire for adults, children and families. The report also sought authority to:

- receive £75,000 per annum funding from Lancashire County Council's Public Health Team to deliver Healthy Weight Programmes and interventions.
- spend the funding received from Lancashire County Council's Public Health Team, to deliver Healthy Weight Programmes and interventions in West Lancashire between April 2024 to 31st March 2029.
- receive and spend any additional funding beyond the initial term of this agreement by a further period up to a maximum 36 months.

## RESOLVED:

- A. That approval is granted to receive £75,000 per annum funding from Lancashire County Council for five years (possible plus 3) to deliver Healthy Weight services across West Lancashire
- B. That approval is granted to enter into a collaboration agreement with Lancashire County Council, April 2024 to March 2029, to deliver the Healthy Weight services for an initial five-year period.
- C. That approval is granted to allow the spending of the grant monies received to deliver healthy weight management services across West Lancashire.

88

**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 paragraphs 1, 2 & 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.

## 89 MANAGEMENT EFFICIENCIES

Consideration was given to the report of the Chief Operating Officer, as contained on pages 463 to 480 of the Book of Reports, which sought approval of the future operational management of the Council, following the departure of the Director of Place and Community, to provide strategic leadership that will deliver the Council's new corporate priorities within the new governance framework whilst addressing retention and maximising efficiencies.

### RESOLVED:

- A. That the management structure attached at Appendix 1 to the report, be approved with effect from 1<sup>st</sup> April 2024.
- B. With effect from the 1<sup>st</sup> April 2024 the posts set out in Column 1 of Appendix 2 to the report, be redesignated to those shown in Column 2 and the Chief Operating Officer be given delegated authority to agree new naming arrangements going forward.
- C. The revised Chief Officer and Corporate Management Team Local Grade Structure WLa to WLe be revised and replaced by those detailed in Appendix 3 to the report.
- D. That the post of Chief Operating Officer be redesignated as Chief Executive, revised grade CO1 and have the terms and conditions of the JNC Chief Executive applied to this role from the 1 April 2024.
- E. That the post of Corporate Director, Transformation Housing and Resources, revised grade CO2, be redesignated Deputy Chief Executive, with direct line reporting to the Chief Executive, with JNC Chief Officer terms and conditions applied to the post from 1 April 2024.
- F. That the Chief Operating Officer in discussion with the Portfolio Holder for Human Resources and Leader be granted delegated authority to make additional changes to the grade structures (Local and NJC), as appropriate.
- G. That the Chief Operating Officer be given delegated authority to take all action in connection with the implementation of any proposed changes arising from this report.
- H. That the Head of Legal & Democratic Services be granted delegated authority to amend the Constitution (including proper officer provisions and scheme of delegation) and all other policies and procedures be similarly updated to reflect the proposed changes arising from this report, where

appropriate.

(Note: All Members of the Corporate Management Team left the room whilst this item was under consideration and Ms Radhika Aggarwal, Weightmans Solicitors, was present to answer any questions on the report.)

## 90 LEISURE FACILITIES

Consideration was given to the report of the Corporate Director of Transformation, Housing & Resources, as contained on pages 481 to 488 of the Book of Reports, which provide an update on a range of matters concerning the future operation of the Council's Leisure facilities and plans for their renovation and replacement.

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

An Amendment, circulated prior to the meeting, was moved and seconded in the following terms:

*"2.1 That the progress being made on the Burscough Sports and Leisure Hub renovation project be noted and endorsed.*

**2.2 That no further resources be committed in regard to future management options until the viability of the capital replacement programme is assessed."**

A vote was taken on the Amendment, which at the request of a Member, was recorded as follows:

FOR: Councillors: Bailey, Blundell, Daniels, de Freitas, Gordon, Hesketh, Howard, Jukes, Mrs Marshall, Rigby, Webster, D Westley, Mrs Westley, Whittington and Witter (FIFTEEN)

AGAINST: Councillors: Aldridge, Anderson, Burnside, Coughlan, Cummins, Dowling, Fennell, Fillis, Finch, Fowler, Furey, Gagen, N Hennessy, P Hennessy, Hogan, Lawson, Lloyd, Molloy, Nixon, G Owen, Parlour, Patel, Pryce-Roberts, West and Yates (TWENTY FIVE)

The Amendment was LOST.

A vote was taken on the Motion.

The Motion was CARRIED.

RESOLVED:

A. That the progress being made on the Burscough Sports and Leisure Hub renovation project be noted and endorsed.

B. That the proposed approach for reviewing the options for operating the



Leisure facilities be noted and endorsed.

91 **TAWD VALLEY DEVELOPMENTS BUSINESS PLAN**

Consideration was given to the report of the Chief Operating Officer, as contained on pages 489 to 548 of the Book of Reports, 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 approve the recommendations in the report, was moved and seconded.

An Amendment to the Motion, circulated prior to the meeting, was moved and seconded in the following terms:

*"2.1 That the TVDL business plan set out in the Appendix to this report be approved, **subject to the condition that when the future separate report in respect of the GRA scheme for Business Units at Junction 4 comes to Full Council for a separate approval it will include an Independent Professional Valuation that assesses demand, financial viability and projected market valuation.***

*2.2 That the financial implications for the Council arising from the business plan, as set out in section 5 of this report, be approved."*

A vote was taken on the Amendment, which at the request of a Member, was recorded as follows:

FOR: Councillors: Bailey, Blundell, Daniels, de Freitas, Gordon, Hesketh, Howard, Jukes, Mrs Marshall, Rigby, Webster, D Westley, Mrs Westley, Whittington and Witter (FIFTEEN)

AGAINST: Councillors: Aldridge, Anderson, Burnside, Coughlan, Cummins, Dowling, Fennell, Fillis, Finch, Fowler, Furey, Gagen, N Hennessy, P Hennessy, Hogan, Lawson, Lloyd, Molloy, Nixon, G Owen, Parlour, Patel, Pryce-Roberts, West and Yates (TWENTY FIVE)

The Amendment was LOST.

The Deputy Leader, Councillor Dowling, gave an undertaking to provide Members with a copy of the 2022 Independent Professional Valuation report.

A vote was taken on the Motion.

The Motion was CARRIED.

RESOLVED:

- A. That the TVDL business plan set out in the Appendix to this report be approved.

- B. That the financial implications for the Council arising from the business plan, as set out in section 5 of the report, be approved.

92 **MOTIONS**

(Members of the press and public were invited back into the meeting.)

The following Motions were considered at the request of the Members indicated:

93 **DEVOLUTION DEAL - LANCASHIRE - MOTION FROM COUNCILLOR Y GAGEN ON BEHALF OF THE LABOUR GROUP**

The following Motion was moved and seconded:

"This council supports the principle of devolution to Lancashire.

This council does not support the devolution package as presented, in which only the three upper tier/unitary authorities of Lancashire have all the power and receive all the funding.

Lancashire deserves a fair devolution package, similar to those adopted by our neighbours in the Liverpool City Region and Greater Manchester Combined Authority areas.

This council resolves to continue to work with partner districts in negotiating with the Department for Levelling Up, Housing and Communities, Lancashire County Council and Combined County Authority to call for

- a review of the devolution deal currently being developed for Lancashire to ensure that it will deliver tangible benefits for West Lancashire and the county and that assurances can be made that any devolution deal and associated Governance arrangements will only be implemented if they are supported by majority of communities across Lancashire
- a commitment to extensive and meaningful consultation with District Councils throughout the devolution deal process and the operation of the CCA
- the future of UKSPF to be allocated to West Lancashire Borough Council and districts for distribution, enabling the greatest local and social benefit to businesses, voluntary and community sectors
- working with the District Councils Network, an end to the discrepancy which means that in CCAs only county councils and any unitary authorities within the area get voting rights."

RESOLVED:

- A. That this Council supports the principle of devolution to Lancashire.
- B. That this Council does not support the devolution package as presented, in which only the three upper tier/unitary authorities of Lancashire have all the power and receive all the funding.
- C. That Lancashire deserves a fair devolution package, similar to those adopted by our neighbours in the Liverpool City Region and Greater Manchester Combined Authority areas.

- D. That this Council continues to work with partner districts in negotiating with the Department for Levelling Up, Housing and Communities, Lancashire County Council and Combined County Authority to call for:
- a review of the devolution deal currently being developed for Lancashire to ensure that it will deliver tangible benefits for West Lancashire and the county and that assurances can be made that any devolution deal and associated Governance arrangements will only be implemented if they are supported by majority of communities across Lancashire
  - a commitment to extensive and meaningful consultation with District Councils throughout the devolution deal process and the operation of the CCA
  - the future of UKSPF to be allocated to West Lancashire Borough Council and districts for distribution, enabling the greatest local and social benefit to businesses, voluntary and community sectors
  - working with the District Councils Network, an end to the discrepancy which means that in CCAs only county councils and any unitary authorities within the area get voting rights

94 **HIGHWAYS - MOTION INCLUDED BY COUNCILLOR C COUGHLAN ON BEHALF OF THE LABOUR GROUP**

The following Motion was moved and seconded:

"This council notes that road conditions in West Lancashire have deteriorated to such an extent that vehicles are sustaining damage due to poor infrastructure with the cost of repairing this damage being unfairly burdened upon the residents of West Lancashire.

This council resolves to call upon Lancashire County Council to reinstate the vehicle damage compensation scheme to alleviate the financial strain on our residents caused by their neglect of road maintenance."

A vote was taken on the Motion, which at the request of a Member, was recorded as follows:

**FOR:** Councillors: Aldridge, Anderson, Burnside, Coughlan, Cummins, Dowling, Fennell, Fillis, Finch, Fowler, Furey, Gagen, N Hennessy, P Hennessy, Hesketh, Hogan, Lawson, Lloyd, Molloy, Nixon, G Owen, Parlour, Patel, Pryce-Roberts, Rigby, Webster, West and Yates (TWENTY EIGHT)

**AGAINST:** Councillors: Bailey, Blundell, Daniels, de Freitas, Gordon, Howard, Jukes, Mrs Marshall, D Westley, Mrs Westley, Whittington and Witter (TWELVE)

The Motion was CARRIED.

RESOLVED:

- A. That this Council notes that road conditions in West Lancashire have deteriorated to such an extent that vehicles are sustaining damage due to poor infrastructure, with the cost of repairing this damage being unfairly burdened upon the residents of West Lancashire.
- B. That this Council calls upon Lancashire County Council to reinstate the vehicle damage compensation scheme to alleviate the financial strain on our residents caused by their neglect of road maintenance.

.....  
**THE MAYOR**

# Agenda Item 7a

## PLANNING COMMITTEE

**HELD:** Thursday, 21 March 2024

Start: 7.00pm

Finish: 8.41pm

### PRESENT:

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

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

Officers: Steve Faulkner, Planning Services Manager  
Kate Jones, Planning Services Team Leader  
David Delaney, Planning Assistant Solicitor  
Jill Ryan, Principal Democratic Services Officer  
Hollie Griffith, Planning Assistant Solicitor  
Danielle Valenti, Planning Assistant Solicitor

In attendance: Councillor Howard – North Meols and Hesketh Bank Ward

#### 74 **APOLOGIES**

There were no apologies for absence received.

#### 75 **MEMBERSHIP OF THE COMMITTEE**

There were no changes to the Membership of the Committee.

#### 76 **URGENT BUSINESS, IF ANY INTRODUCED BY THE CHAIRMAN**

There were no urgent items of business received.

#### 77 **DECLARATIONS OF INTEREST**

There were no Declarations of Interest received.

#### 78 **DECLARATIONS OF PARTY WHIP**

There were no Declarations of Party Whip.

#### 79 **MINUTES**

RESOLVED: That the minutes of the meeting held on the 15 February 2024 be approved as a correct record and signed by the Chairman.

**80 PLANNING APPLICATIONS**

Consideration was given to the report of the Corporate Director of Transformation, Housing and Resources as contained on pages 667 to 731 of the Book of Reports and on pages 735 to 737 of the Late Information Report.

(Notes:

1. An objector spoke in connection with planning application 2023/0983/FUL relating to 2C Moorfield Lane, Scarisbrick.
2. An objector and the agent spoke in connection with planning application 2023/1026/FUL relating to 1 Charles Close, Hesketh Bank.
3. Councillor John Howard spoke in connection with planning application 2023/1026/FUL relating to 1 Charles Close, Hesketh Bank.
4. Councillor John Howard spoke in connection with planning application 2022/0908/FUL relating to Otterbrook, Moss Lane, Churchtown, Banks.
5. An objector and the Agent spoke in connection with planning application 2023/1002/PIP relating to Land North of Electricity Substation, Mossy Lea Road, Wrightington.
6. Parish Councillor Jukes spoke on behalf of Wrightington Parish Council in connection with planning application 2023/1002/PIP relating to Land North of Electricity Substation, Mossy Lea Road, Wrightington).

**81 2023/0983/FUL - 2C MOORFIELD LANE, SCARISBRICK**

The Corporate Director of Transformation, Housing and Resources submitted a report on planning application 2023/0983/FUL relating to 2C Moorfield Lane, Scarisbrick.

RESOLVED: That planning application 2023/0983/FUL relating to 2C Moorfield Lane, Scarisbrick be approved subject to the conditions and reasons as set out on pages 672 to 673 of the Book of Reports.

**82 2023/1026/FUL - 1 CHARLES CLOSE, HESKETH BANK**

The Corporate Director of Transformation, Housing and Resources submitted a report on planning application 2023/1026/FUL relating to 1 Charles Close, Hesketh Bank.

RESOLVED: That planning application 2023/1026/FUL relating to 1 Charles Close, Hesketh Bank be deferred to allow for additional information on highway safety impacts and for further comment from LCC Commissioning and Lancashire Police.

**83 2022/0908/FUL - OTTERBROOK, MOSS LANE, CHURCHTOWN, BANKS**

The Corporate Director of Transformation, Housing and Resources submitted a report on planning application 2023/0908/FUL relating to Otterbrook, Moss Lane, Churchtown, Banks.

RESOLVED: That planning application 2023/0908/FUL relating to Otterbrook, Moss Lane, Churchtown, Banks be approved subject to the conditions and reasons as set out on pages 695 to 696 of the Book of Reports.

84 **2023/1002/PIP - LAND NORTH OF ELECTRICITY SUBSTATION, MOSSY LEA ROAD, WRIGHTINGTON**

The Corporate Director of Transformation, Housing and Resources submitted a report on planning application 2023/1002/PIP relating to Land North of Electricity Substation, Mossy Lea Road, Wrightington.

RESOLVED: That planning application 2023/1002/PIP relating to Land North of Electricity Substation, Mossy Lea Road, Wrightington be refused due to the impact of the development on the visual qualities of the open space within the settlement and with the final wording of the reason delegated to Officers.

85 **2024/0027/FUL - 14 BELMONT CLOSE, BURSCOUGH**

The Corporate Director of Transformation, Housing and Resources submitted a report on planning application 2024/0027/FUL relating to 14 Belmont Close, Burscough.

RESOLVED: That planning application 2024/0027/FUL relating to 14 Belmont Close, Burscough be approved subject to the conditions and reasons as set out on pages 716 to 718 of the Book of Reports and with an additional condition as set out below:-

Additional Condition

Construction/Demolition Works audible at or beyond the site boundary should not occur outside of Monday to Friday 08:00hrs to 18:00hrs, Saturday 08:30hrs to 13:30hrs and at no time on Sundays or Public/Bank Holidays.

Noisy or disruptive works carried on outside of these hours are much more likely to raise objections or complaints by local residents (due to disturbance) to the redevelopment of the site which may, in turn, result in formal action being pursued by Housing and Regulatory services, Environmental Health to enforce recommended hours.

Reason

To safeguard local residents from noise and disturbance, and to comply with Policy GN3 in the West Lancashire Local Plan 2012-2027 Development Plan Document.

86 **2023/1141/FUL - BOOTHS SUPERMARKET, UNIT 1, RINGTAIL RETAIL PARK, BURSCOUGH**

The Corporate Director of Transformation, Housing and Resources submitted a report on planning application 2023/1141/FUL relating to Booths Supermarket Unit, 1

Ringtail Retail Park, Burscough.

RESOLVED: That planning application 2023/1141/FUL relating to Booths Supermarket, Unit 1, Ringtail Retail Park, Burscough be approved subject to the conditions and reasons as set out on pages 726 to 728 of the Book of Reports.

.....  
**CHAIRMAN**



## STANDARDS COMMITTEE

**HELD: Tuesday, 5 March 2024**

Start: 7.00 pm

Finish: 7.15 pm

### PRESENT:

Councillor:

D Westley (Vice-Chair) (in the Chair)

Councillors:

P Burnside	V Cummins
A Fennell	N Furey
J Howard	J Witter
Webster	G Dowling

Parish Councillor:

A Grant

Officers:

Claire Kelly, Principal Solicitor and Deputy Monitoring Officer  
Jacky Denning, Democratic Services Manager

### 29 APOLOGIES

An apology for absence was received from the Chairman, Councillor Yvonne Gagen.

### 30 MEMBERSHIP OF THE COMMITTEE

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

### 31 DECLARATIONS OF INTEREST

There were no declarations of interests.

### 32 URGENT BUSINESS

There were no items of urgent business.

### 33 PUBLIC SPEAKING

There were no requests made under this heading.

### 34 MINUTES

RESOLVED: That the minutes of the meeting held on 19 September 2023, be received as a correct record and signed by the Chairman, subject to reference to Councillor David Westley under minute 21, being amended to read 'Borough' Councillor, not 'Parish' Councillor.

### 35 PARISH/TOWN COUNCIL REPRESENTATIVES

Consideration was given to the report of the Head of Legal & Democratic Services, as contained on pages 7 – 12 of the Book of Reports, which sought approval for the appointment of a Parish Council Representative, (Application at Appendix 1) for

appointment to Standards Committee, and if supported; to request the extension of the existing Parish Councillor Representative's Term of Appointment to coincide with the new appointment.

RESOLVED:

- A. That it be noted that following consideration of two Nominees to fulfil two Vacant Parish/Town Council Representative Positions on Standards Committee, the appointment of Councillor Andrew Grant, as Parish/Town Council Representative on Standards Committee, for a term of three years, ending May 2026, was supported by Standards Committee 19 September 2023, and endorsed by Council 18 October 2023. The other Nominee was deemed unsuitable therefore it was agreed that Standards Committee would proceed with one appointed Parish Councillor Representative and one Vacancy, until such time that an application was received for the vacant position.
- B. That the Application (at Appendix 1) for appointment to the Vacant Position, be supported by Standards Committee, and the Minutes be submitted to Council for endorsement on 17 April 2024, to:
  - I. Appoint the Applicant Councillor Derrick Moss as Parish Council Representative for the term of three Years, ending May 2027, and;
  - II. The term of appointment of the existing Parish/Town Council Representative, Councillor Andrew Grant, be extended, to co-inside with the newly appointed Parish/Town Council Representative, with both Terms ending May 2027.

36 **COMPLAINTS STATISTICS REPORT**

Consideration was given to the report of the Head of Legal and Democratic Services, as contained on pages 13 to 14 of the Book of Reports, which provided statistical information in relation to Standards Complaints.

RESOLVED: That it be noted that the Council has not received any formal complaints under the Members Code of Conduct between 19 September 2023 (the last meeting) and 5 March 2024.

37 **GENERAL DISPENSATION TO ALL COUNCILLORS**

Consideration was given to the report of the Head of Legal and Democratic Services, as contained on pages 15 to 22 of the Book of Reports, which sought approval to grant a dispensation to Members to allow them to continue to speak and vote at Council meetings in relation to relevant lines in the budget and specific functions of the Council.

RESOLVED:

- A. That a dispensation be granted, until 13 September 2028, to all

Members who have disclosable pecuniary or pecuniary interests in relation to relevant lines in the budget to allow them to participate and vote in budget debates.

- B. That a dispensation in the following terms be granted until 13 September 2028 to all Members and Co-opted Members of the Borough Council and all Members of the Parish Councils in West Lancashire (insofar as it is applicable and within the Committee's powers):

"Subject to you disclosing the interest at the meeting, you may attend a meeting and vote on a matter where you have a disclosable pecuniary or pecuniary interest that relates to the functions of the council in respect of:-

- (i) housing where you are a tenant of your authority provided that those functions do not relate particularly to your tenancy or lease.
- (ii) school meals, or school transport and travelling expenses where you are parent or guardian of a child in full time education, or are a parent governor of a school, and its does not relate particularly to the school which the child attends.
- (iii) statutory sick pay under Part XI of the Social Security Contributions and Benefits Act 1992, where you are in receipt of, or entitled to the receipt of, such pay.
- (iv) an allowance, payment or indemnity given to members.
- (v) any ceremonial honour given to members; and
- (vi) setting council tax or a precept under the Local Government Finance Act 1992."

### 38 INDEPENDENT PERSON PROTOCOL

Consideration was given to the report of the Head of Legal and Democratic Services, as contained on pages 23 to 26 of the Book of Reports, which sought to review the Independent Person Protocol (at Appendix 1).

Comments and questions was raised in respect of the following:

- The appointment process of the Independent Persons
- The meaning, context and origin of the wording "offer **authoritative** and impartial advice"

RESOLVED: That the Independent Person Protocol, attached at Appendix 1 to the report, be approved.

### 39 WORK PROGRAMME

RESOLVED: That the work programme be noted.

**40 DATE OF NEXT MEETING**

RESOLVED: That the next Standards Committee be held on 17 September 2024,  
at 7:00pm.

.....  
**Chairman**



COUNCIL: 17 April 2024

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**Report of:** Deputy Chief Executive

**Relevant Portfolio Holder:** Councillor Gareth Dowling

**Contact for further information:**

Lyndsey Key: [Lyndsey.Key@westlancs.gov.uk](mailto:Lyndsey.Key@westlancs.gov.uk)

Denise Fisher: [Denise.fisher@westlancs.gov.uk](mailto:Denise.fisher@westlancs.gov.uk)

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**SUBJECT: CORPORATE HEALTH AND SAFETY STRATEGIC PLAN 2024 - 2027**

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## **1.0 PURPOSE OF THE REPORT**

- 1.1 To approve the Council's Corporate Health and Safety Strategic Plan (the Plan) 2024 - 2027.

## **2.0 RECOMMENDATIONS TO COUNCIL**

- 2.1 That the Corporate Health and Safety Strategic Plan (2024-2027) attached as Appendix 1 to this report be approved.

## **3.0 BACKGROUND**

- 3.1 The Council has legal, social, and ethical obligations to ensure that health and safety (H&S) risks arising out of or in connection with the Council's undertakings are effectively managed, and harm is prevented.
- 3.2 The Regulator, the Health & Safety Executive (HSE), expects the Council to manage H&S proactively as an integral part of its business and service deliveries, by adopting a strategic and planned approach i.e., the Plan.

## **4.0 CURRENT POSITION**

- 4.1 The Corporate H&S Strategic Plan 2020 / 2023 was agreed in 2020, and this has delivered significant H&S improvements across the Council.
- 4.2 To continuously strengthen our approach to H&S management and deliver further improvements, a superseding Plan for 2024 / 2027 is proposed, to support the Council's priorities, strategic and operational management arrangements, the

delivery of safe services, and preservation and promotion of everyone's health, safety, and wellbeing.

4.3 The superseding Plan will implement improvements with a focus on the following strategic themes:

- Leadership & Culture;
- Communication & Engagement;
- Training, Skills & Competency;
- Assessing & Controlling Risks;
- Planned Assurance.

4.4 The Plan is ambitious, with stretch targets across a 3-year implementation period.

4.5 As the Council's H&S management arrangements and culture develop and mature, the Corporate H&S team continue to manage a significant amount of reactive work, prioritised by risk, to support Service managers and safe operational deliveries. In addition, other reactive work may arise, demanding a prioritised response (e.g., 3<sup>rd</sup> Party regulatory interventions). This may significantly impact on the achievement of the Plan's objectives within the desired timeframes.

4.6 In line with best practice, planned assurance activities, including leading / lagging indicators, will continue to inform our approach and the Plan will evolve accordingly. Therefore, the Plan shall remain flexible to allow the available resource to be directed to address emerging H&S risks in a timely manner.

## **5.0 CONSULTATION**

5.1 Consultation has been undertaken in accordance with the Safety Representatives and Safety Committees Regulations 1977 (SRSCR 1977) and the Health and Safety (Consultation with Employees) Regulations 1996 HSCER 1996, via the Council's Corporate Health & Safety Committee. In addition, key stakeholders have also been directly approached, and opportunities for collaborative working continue to be explored.

## **6.0 SUSTAINABILITY IMPLICATIONS**

6.1 The implementation of the Plan will have a positive social sustainability impact by promoting the health, safety and wellbeing of the workforce and safe and effective service deliveries.

## **7.0 FINANCIAL AND RESOURCE IMPLICATIONS**

7.1 The Plan can be delivered within existing resources.

## **8.0 RISK ASSESSMENT**

8.1 Any failure to implement the Plan may lead to harm, damage or detriment and statutory non-conformances, with significant financial and resource implications. Implementation of the Plan, and wider compliance, will be monitored by the Corporate Health & Safety Committee, and progress will be reported quarterly to CMT and Council annually. Corporate H&S compliance is also reported on the Council's Risk Management system via *CS-CSL-03 Maintenance of an effective Corporate Health and Safety management system*.

## **9.0 HEALTH AND WELLBEING IMPLICATIONS**

9.1 The implementation of the Plan supports the health and wellbeing theme of *promoting good health and wellbeing and enable people to flourish* through the delivery of safe services, and preservation and promotion of everyone's health, safety, 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.

### **Exempt Information**

N/A

### **Appendices**

Appendix 1: Corporate Health and Safety Strategic Plan 2024 - 2027







# Corporate Health and Safety Strategic Plan

Date of issue: xx/xx/xx

## 2024 - 2027

### Contents

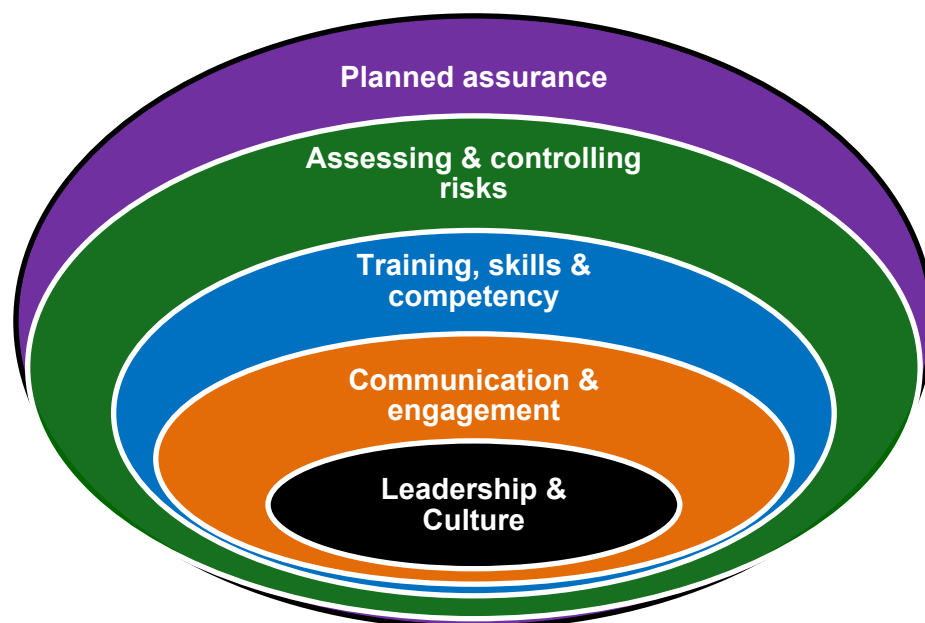
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## 1.0 Introduction

- 1.1 Our health and safety (H&S) strategic plan (the Plan) support the Council's priorities, our strategic and operational management arrangements, the delivery of safe services, and preserves and promotes everyone's health, safety, and wellbeing.
- 1.2 The Council recognises that its corporate objectives are more likely to be achieved in a business that is both healthy and safe; where a positive safety culture is nurtured, collaborative working is 'the norm', and all stakeholders are engaged. In doing so, harm is avoided, and compliance is demonstrated.

## 2.0 Our vision and strategic aims

- 2.1 This Plan aims to ensure **everyone**:
- Understands their H&S responsibilities, is capable of meeting them and accepts accountability for H&S standards.
  - Commits to continually improving our H&S standards and feels empowered and equipped to implement healthier and safer ways of working.
  - Works together, supporting each other to effectively manage risks in a proactive, proportionate, and pragmatic way, so we preserve and promote one another's wellbeing – and demonstrate safe, healthy, and compliant working environments and practices.
- 2.2 Five interdependent strategic themes underpin the achievement of this vision.



**Fig 1: Our health and safety strategic themes**

- 2.3 Key objectives associated with these themes are explained in the next section, and [Appendix A](#) details the associated actions. The implementation plan is detailed in [Appendix B](#).

## 3.0 Strategic themes

### Leadership and Culture (LC)

- 3.1 Effective leadership, and a positive safety culture drive continual improvements and enable us to achieve and sustain our H&S vision.
- 3.2 The objectives supporting this strategic theme include:
- **Commitment** - to delivering the Plan; ensuring the H&S and wellbeing of those working for the Council, and anyone affected by the Councils undertakings.
  - **Accountability** - by taking full responsibility for the organisation's H&S standards, owning the Plan, driving improvements, and holding others to account in a timely and appropriate manner.
  - **Role model behaviours** - supporting a positive, sustainable safety culture aligned with our expected behavioural standards, exemplifying best practice, and proactively supporting others to achieve the same.

### Communication and Engagement (CE)

- 3.3 Effective two-way communication and stakeholder engagement are prerequisites to identifying and developing workable, proportionate H&S improvements, and nurturing a positive safety culture.
- 3.4 The objectives supporting this strategic theme include:
- **Communication** - developing a clear and inclusive H&S Communication plan to ensure stakeholders are consulted and informed and have the ability and opportunity to shape and engage with H&S improvements.
  - **Collaboration** - promoting collaborative working across service areas with similar risk profiles, to promote consistently safe ways of working.
  - **Information management** - maintaining a current, simple, and accessible H&S information management system, to ensure everyone is informed.

### Training, Skills, and Competency (TSC)

- 3.5 Ensuring all our officers are fully competent and equipped to work in safe and healthy ways is essential; demonstrating this is a key statutory requirement. Competent officers can effectively manage risks, appropriately challenge poor practice, and support others to do the same.
- 3.6 The objectives associated with this strategic theme include:
- **Standards** - identifying appropriate competency standards relating to H&S statutory requirements and safety critical roles.

- **Training Provision** - implementing a H&S Training Plan to meet identified needs.
- **Records** - establishing arrangements and standards for record keeping.

### **Assessing and controlling risks (ACR)**

3.7 Safe and healthy working environments and activities are achieved when risks are proactively and robustly assessed, and proportionate and pragmatic controls are embedded. This supports our broader organisational risk management arrangements, enables us to demonstrate compliance with relevant statutory requirements, and meet our moral and ethical obligations.

3.8 The objectives associated with this strategic theme include:

- **Integration** - ensuring risk assessment is an integral part of all our work planning and deliveries and is a consistent ingredient in everything we do.
- **Beneficial** - ensuring our approach is systematic, focused, co-ordinated and, delivers real benefits where and when they are most needed.
- **Records** - ensuring our risk assessment records are simple and useful.

### **Planned Assurance (PA)**

3.9 Planned assurance activities inform our approach and provide confidence and confirmation that our strategic approach to H&S management is delivering our aims and vision, H&S risks are being effectively controlled, and compliance is evidenced.

3.10 The objectives associated with this strategic theme include:

- **Monitor** - implementing leading and lagging key H&S performance indicators to monitor and measure standards and progression.
- **Audit and Review** - implementing a programme of H&S planned assurance activities at appropriate levels within the organisation, including the delivery of an audit programme.

## **4.0 Governance**

4.1 Overall accountability for the management of H&S, leadership, standards, and performance rests with the Chief Executive and Management team (CMT). This Plan has therefore been approved and supported by CMT [27/03/24] and Council on [date].

4.2 Line managers have responsibility to ensure that the H&S Policies and arrangements are implemented throughout the organisation. Operational implementation of the Plan will be led by the Corporate Health & Safety team, overseen by the Environmental Health Manager who reports to the Head of Planning & Regulatory Services.

- 4.3 Implementation of the 3-year work plan ([Appendix B](#)) will be monitored and reviewed by the Corporate Health & Safety Committee. Progress will be reported quarterly to CMT and the Members annually.

**Appendix A: Strategic objectives (start 2024 - 2027)**

<b>Leadership and culture: Commitment - Accountability - Role models</b>			
<b>No.</b>	<b>Action</b>	<b>Outcome</b>	<b>Collaborators</b>
1.	Consult, draft, refine and present the Plan for endorsement. Issue, communicate, and monitor implementation.	CMT’s commitment and ownership is demonstrated. CMT have oversight of H&S developments.	CMT / HSC
2.	Identify H&S statutory and critical roles. Record this in a RACI (responsible, accountable, consulted, informed) matrix and issue.	Everyone (including Regulators) know who our Duty Holders and Responsible Persons are, and who is accountable for H&S critical functions.	HR&OD Safety critical roles Building Safety Assurance Manager Compliance & Governance
3.	Draft a CMT pledge, aligned with our expected behaviours and our H&S strategic aims. Publish the signed pledge with the revised version of the H&S Policy statement.	Commitment and ownership of H&S standards is documented, and expectations are clearly set.	CMT / HSC
4.	Design / source / deliver Safety Culture deep dive sessions to our managers and set a Safety Culture challenge.	Our managers have a deeper understanding of Safety Culture and how they can nurture it. Through this and the challenge, measurable improvements are achieved.	CMT / HSC

## Communication and engagement: Communication - Collaboration - Information management

No.	Action	Outcome	Collaborators
5.	Agree a H&S comms plan detailing our communication timelines, mechanisms, and content (as per the Plan).	Plan implemented. Everyone is informed and has the ability and opportunity to engage via *Team meetings, briefings, toolbox talks, forums, workshops, deep dives, newsletters, intranet etc.	Communications, Marketing & Engagement HS SubGps / HSC
6.	Issue a revised H&S incident reporting protocol, enabling reporting via various means e.g., face to face, verbal, teams, Word.  Communicate and train, as per Plan.	Barriers to reporting removed. Everyone has the ability and opportunity to report. An increase in no. of incidents reported and opportunities to improve risk management.	Team leaders & Supervisors HS SubGps / HSC
7.	Design and deliver a programme of H&S risk assessment workshops to promote collaboration, consistency, and share learning.	Programme delivered. Shared learning captured. Quality of risk assessments / controls improved.	CMT Team leaders HS SubGps / HSC
8.	Refresh and improve the H&S information provided to CMT.	CMT have timely oversight of any significant H&S challenges, and progress.	Business Transformation & Change CMT
9.	Review and refresh the presentation and content of H&S information on the intranet	Current, workable, and succinct H&S information is intuitively and easily accessible to everyone using IT	Business Transformation & Change Building Safety Assurance Manager
10.	Deliver and promote H&S initiatives (e.g., DSE & ergonomics / Work related Stress etc.) alongside related wellbeing initiatives, where there are connecting themes e.g., Back care; mental wellbeing etc.)	Everyone recognises the symbiosis between workplace H&S risk management, and wellbeing. Early intervention / prevention of harm re. risk assessment, as well as wellbeing, are promoted.	Wellbeing & Community HR & OD

## Training, skills & competency: Standards - Provision - Records

No.	Action	Outcome	Collaborators
11.	Identify H&S competency standards for key H&S statutory and safety critical roles and functions. Record this in a training, skills and competency matrix and issue. Update yearly.	Issue matrix. Everyone (including Regulators) knows what our H&S Competency standards are and can plan to meet these.	HR & OD Building Safety Assurance Manager Compliance & Governance
12.	Review and refresh our Corporate H&S induction. Design and publish an e-learning module.	All staff receive appropriate induction, and this can be evidenced.	Chief Executive Officer HR & OD Team leaders
13.	Set clear standards and expectations for local H&S induction delivery.	Managers understand induction requirements and expectations, can plan to meet these, and evidence this.	HR & OD Team leaders / Supervisors HS SubGps / HSC
14.	Propose a plan to ensure that there is adequate provision and resilience re. the statutory 'H&S Competent person' function within the Council.	Now and in the future, managers have access to suitable and sufficient H&S advice from a competent person, in accordance with the Management of H&S Regs.	HR & OD
15.	Support the development and implementation of a H&S training plan, to meet identified needs.	Training and learning needs are met, and this can be evidenced.	HR & OD
16.	Explore options to work with our partners and neighbours to access training and learning provisions.	Potentially cost-effective / free training and learning deliveries, that enhance our provision for officers.	Contract managers and Partners Building Safety Assurance Manager



## Assessing and controlling risks: Integrated - Beneficial - Recorded

No.	Action	Outcome	Collaborators
17.	Confirm our Corporate H&S risk profile and sources.	Heat map informs our priorities, work plan, deployment of resource and risk register.	Compliance & Governance Team leaders HS SubGps / HSC Building Safety Assurance Manager
18.	Publish a H&S management system manual, consolidating and communicating our approach.	H&S Manual provides a framework to hang our H&S risk management standards on; our standards and expectations are clear and visible.	HS SubGps / HSC
19.	Refresh our approach to risk assessment, including HAVs, Noise, COSHH, Manual handling etc. – and task risk assessment.	Team leaders understand how to apply risk assessment in practice; H&S improvement programmes are developed and implemented, with tangible benefits; Suitable records are kept. Compliance demonstrated.	Team leaders HS SubGps / HSC
20.	Develop a suite of generic risk assessment templates with controls / expected standards.	Clear standards and expectations for effectively managing common risks. A consistent approach.	Team leaders HS SubGps / HSC
21.	Review the occupational health surveillance offering to confirm it aligns with our risk profile / risk assessment requirements.	The offering includes the required statutory components, is accessed in line with risk assessment requirements, and evidence compliance.	HR & OD Team leaders Compliance & Governance
22.	Issue a revised H&S incident investigation protocol and deliver investigation workshops.	Causal themes are identified, and corrective / preventative actions are implemented, with lessons learned are shared.  Injurious / damage related accidents rate falls.	Team leaders HS SubGps / HSC

## Planned Assurance: Monitor - Audit - Review

No.	Action	Outcome	Collaborators
23.	Review, agree and implement H&S leading and lagging indicators.	Ownership of H&S standards and risks is demonstrated. Oversight of H&S performance to enable good practice to be recognised and shared and inform work planning.	CMT Compliance & Governance Business Transformation & Change
24.	Agree and implement a plan of H&S assurance activities including a programme of audits prioritising our inherently higher hazard Service deliveries and examining specific aspects of H&S risk management across all service areas.	Oversight of H&S performance to enable good practice to be recognised and shared and inform work planning.	Compliance & Governance
25.	Provide CMT with an annual summary report of progress on the delivery of the H&S programme of work, challenges and opportunities, and planned work.	Oversight of H&S performance to enable good practice to be recognised and shared and inform work planning.	CMT HSC
26.	Take a snapshot of our safety culture (a climate survey).	Identification of areas of positive culture, and areas requiring improvement, to inform work planning.	Communications, Marketing & Engagement Business Transformation & Change

## Appendix B: Implementation programme (start 2024 - 2027)

### KEY

Lead	Key contacts leading on the delivery: DF - Dee Fisher SE - Stephen Evans LK - Lyndsey Key
LC	Objective relating to Strategic theme - Leadership & Culture
CE	Objective relating to Strategic theme - Communication & Engagement
TSC	Objective relating to Strategic theme - Training, Skills & Competency
ACR	Objective relating to Strategic theme - Assessing & Controlling Risk
PA	Objective relating to Strategic theme - Planned Assurance

No.	Actions	Objective	Lead	Sponsor / Collaborator	Target dates (HSC)	Communication item	Training Plan item	Planned Assurance item
1.	Consult, draft, refine and present the Plan for endorsement. Issue, communicate, and monitor implementation.	LC	DF	Head of Planning & Regulatory Services	Yr 1	Yes		Yes
2.	Identify H&S statutory and critical roles. Record this in a RACI (responsible, accountable, consulted, informed) matrix.	LC	DF	Building Safety Assurance Manager	Yr 1	Yes	Yes	Yes
3.	Draft a CMT pledge, aligned with our expected behaviours and our H&S strategic aims. Publish the signed pledge and a revision of the H&S Policy statement.	LC	DF	Head of Planning & Regulatory Services	Yr 1	Yes		Yes

No.	Actions	Objective	Lead	Sponsor / Collaborator	Target dates (HSC)	Communication item	Training Plan item	Planned Assurance item
4.	Design / source / deliver Safety Culture deep dive sessions to our managers and set a Safety Culture challenge.	LC	DF	Snr Learning & OD Business Partner	Yr 3	Yes	Yes	Yes
5.	Draft a H&S comms plan detailing our communication timelines, mechanisms, and content (as per the Plan).	CE	SE	Snr Communications & Marketing Officer	Yr 1, 2, 3	Yes		
6.	Issue a revised H&S incident reporting protocol, enabling reporting via various means e.g., face to face, verbal, teams etc.	CE	SE	Corporate Governance & Compliance Manager	Yr 1	Yes	Yes	Yes
7.	Design and deliver a programme of H&S risk assessment workshops to promote collaboration, consistency, and share learning.	CE	DF	Corporate Governance & Compliance Manager	Yr 2	Yes	Yes	Yes
8.	Refresh and improve the H&S information provided to CMT.	CE	DF	Head of Planning & Regulatory Services	Yr 2	Yes		Yes
9.	Review and refresh the presentation and content of H&S information on the intranet.	CE	To be confirmed	Business Transformation & Change Service Manager	Yr 3	Yes		Yes
10.	Deliver and promote H&S initiatives (e.g., DSE & ergonomics / Work related	CE	DF/SE	Snr Learning & OD Business Partner	Yr 1, 2, 3	Yes		

No.	Actions	Objective	Lead	Sponsor / Collaborator	Target dates (HSC)	Communication item	Training Plan item	Planned Assurance item
	Stress etc.) alongside related wellbeing initiatives, where there are connecting themes e.g., Back care; mental wellbeing etc.							
11.	Develop H&S competency standards for key H&S statutory and safety critical roles and functions. Record this in a training, skills and competency matrix and issue. Update yearly.	TSC	SE	Snr Learning & OD Business Partner	Yr 2	Yes	Yes	Yes
12.	Review and refresh our Corporate H&S induction. Design and publish an e-learning module.	TSC	DF	Snr Learning & OD Business Partner	Yr 1	Yes	Yes	Yes
13.	Set clear standards and expectations for local H&S induction delivery.	TSC	SE	Snr Learning & OD Business Partner	Yr 1	Yes	Yes	Yes
14.	Propose a plan to ensure that there is adequate provision and resilience re. the statutory 'H&S Competent person' function within the Council.	TSC	LK/DF	Snr Learning & OD Business Partner	Yr 2			Yes
15.	Support the development and implementation of a H&S training plan, to meet identified needs.	TSC	DF/SE	Snr Learning & OD Business Partner	Yr 1, 2, 3	Yes	Yes	Yes

No.	Actions	Objective	Lead	Sponsor / Collaborator	Target dates (HSC)	Communication item	Training Plan item	Planned Assurance item
16.	Explore options to work with our partners and neighbours e.g., Contractors, Insurers, Suppliers, to access training and learning provisions.	TSC	To be confirmed	To be confirmed	To be confirmed			
17.	Confirm our Corporate H&S risk profile and sources.	ACR	SE	Corporate Governance & Compliance Manager	Yr 1	Yes		Yes
18.	Publish a H&S management system manual, consolidating and communicating our approach.	ACR	DF	Business Transformation & Change Service Manager	Yr 1	Yes		
19.	Refresh our approach to risk assessment, including HAVS / Noise / Manual handling / COSHH / Lone working and task RA.	ACR	DF	Head of Planning & Regulatory Services	Yr 2, 3	Yes	Yes	Yes
20.	Develop a suite of generic risk assessment templates with controls / expected standards.	ACR	DF/SE	Service Team Leaders (various)	Yr 2, 3	Yes		
21.	Review the occupational health surveillance offering to confirm it aligns with our risk profile / risk assessment requirements.	ACR	DF	Snr HR Business Partner	Yr 3	Yes	Yes	Yes

No.	Actions	Objective	Lead	Sponsor / Collaborator	Target dates (HSC)	Communication item	Training Plan item	Planned Assurance item
22.	Issue a revised H&S incident investigation protocol and deliver investigation workshops.	ACR	DF	Corporate Governance & Compliance Manager	Yr 2	Yes	Yes	Yes
23.	Review, agree and implement H&S leading and lagging indicators.	PA	SE	Business Trans & Change Service Manager	Yr 2, 3	Yes	Yes	Yes
24.	Agree and implement a plan of H&S assurance activities including inspections, dip sampling, and a programme of audits.	PA	DF	Corporate Governance & Compliance Manager	Yr 1, 2, 3	Yes		Yes
25.	Provide CMT with an annual summary report of progress on the delivery of the H&S programme of work, challenges and opportunities, and planned work.	PA	DF	Head of Planning & Regulatory Services	Yr 2, 3	Yes		Yes
26.	Take a snapshot of our safety culture (a climate survey).	PA	To be confirmed	Snr Communications & Marketing Officer	Yr 3	Yes		Yes





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