



Jacqui Sinnott-Lacey  
Chief Operating Officer

52 Derby Street  
Ormskirk  
West Lancashire  
L39 2DF

Tuesday, 7 May 2024

**TO: THE MAYOR AND COUNCILLORS**

Dear Councillor,

You are summoned to the Annual meeting of the **COUNCIL** to be held in the **COUNCIL CHAMBER, 52 DERBY STREET, ORMSKIRK L39 2DF** on **WEDNESDAY, 15 MAY 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.) 5 - 6
4. **MINUTES**

- To receive as a correct record, the minutes of the previous meeting held on Wednesday, 17 April 2024. 7 - 14
5. **A. ELECTION OF MAYOR FOR ENSUING YEAR B. APPOINTMENT OF DEPUTY MAYOR FOR THE ENSUING YEAR** 15 - 16  
(See attached Procedural Note.)
6. **ANNOUNCEMENTS BY THE MAYOR AND/OR THE CHIEF EXECUTIVE**
7. **APPOINTMENT OF THE LEADER & DEPUTY LEADER OF THE COUNCIL AND 'PROPER OFFICER PROVISIONS AND SCHEMES OF DELEGATION'** 17 - 24  
To consider the report of the Chief Executive.
8. **TO NOTE THE APPOINTMENT OF THE LEADER AND DEPUTY LEADER OF THE CONSERVATIVE GROUP**
9. **TO NOTE THE APPOINTMENT OF THE LEADER & DEPUTY LEADER OF THE OUR WEST LANCASHIRE (OWL) GROUP**
10. **APPOINTMENT OF COMMITTEES ETC 2024/25** 25 - 36  
To consider the report of the Chief Executive.
11. **APPOINTMENT OF CHAIRPERSONS AND VICE-CHAIRPERSONS OF COMMITTEES**  
To appoint the Chairpersons and Vice-Chairpersons of Committees as indicated in the Appendix to be circulated as part of Agenda Item 10.

(If there are more than two people nominated for any position to be filled and there is not a clear majority of votes in favour of one person, then the name of the person with the least number of votes will be taken off the list and a new vote taken. The process will continue until there is a majority of votes for one person.)

**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

	General		Notes
1.	I have a disclosable pecuniary interest.	<input type="checkbox"/>	<i>You cannot speak or vote and must withdraw unless you have also ticked 5 below</i>
2.	I have a non-pecuniary interest.	<input type="checkbox"/>	<i>You may speak and vote</i>
3.	I have a pecuniary interest <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.

# Agenda Item 4

## COUNCIL

**HELD: Wednesday, 17 April 2024**

Start: 7.30 pm

Finish: 8.00 pm

## PRESENT:

### Councillor:

M Nixon (Mayor)

J Finch (Deputy Mayor)

T Aldridge

R Bailey

P Burnside

V Cummins

G Dowling

A Fennell

A Fowler

N Furey

J Gordon

P Hennessy

P Hogan

K Jukes

K Lloyd

R Molloy

M Parlour

E Pope

I Rigby

Webster

D Westley

J Witter

M Anderson

A Blundell

C Coughlan

T Devine

I Eccles

J Fillis

T De Freitas

Y Gagen

N Hennessy

P Hesketh

J Howard

S Lawton

Mrs J Marshall

G Owen

S Patel

J Rear

N Pryce-Roberts

D West

D Whittington

A Yates

### Officers:

Jacqui Sinnott-Lacey, Chief Executive

Chris Twomey, Deputy Chief Executive

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

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

Thomas Lynan, Electoral Services Manager

Ben Gudger, Interim Head of Economic Development and Regeneration

Jessica Hollingworth, Communications, Marketing & Engagement Manager

Rebecca Tallo, Leisure Partnerships Development Manager

95

## PRAYERS

The Mayor's Chaplain for the evening, Deacon Des, led Members and officers in prayer.

**96 APOLOGIES**

Apologies for absence were received on behalf of Councillor Marsh-Pritchard and Councillor Mrs Westley.

**97 DECLARATIONS OF INTEREST**

The Head of Legal and Democratic Services advised that a general exemption had been granted by the Standards Committee, which enabled Members that had a Disclosable Pecuniary Interest or a Pecuniary Interest to take part and vote in respect of item 12(a) on the agenda (Minute 97) 'WASPI (Women Against State Pension Inequality) Motion.

**98 MINUTES**

RESOLVED: That the minutes of the Council meeting held on 28 February 2024 be received as a correct record and signed by the Mayor, subject to the removal of Councillor Pope's name from the list of attendees.

**99 ANNOUNCEMENTS BY THE MAYOR AND/OR THE CHIEF EXECUTIVE**

The Mayor announced:

- A. That the Mayor's Charity Ball would be held on Saturday 27 April 2024 at Lancashire Manor Hotel and she thanked those Members that had donated raffle prizes.
- B. That an afternoon tea would be held in the Mayor's Room and that details would be provide in due course.

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

There were no items under this heading.

**101 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. Standards Committee – Tuesday, 5 March 2024
- B. Planning Committee – Thursday, 21 March 2024

**102 CORPORATE HEALTH AND SAFETY STRATEGIC PLAN 2024-2027**

Consideration was given to the report of the Deputy Chief Executive, as contained



on pages 37 to 56 of the Book of Reports, which sought approval of the Council's Corporate Health and Safety Strategic Plan (the Plan) 2024 - 2027.

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

103 **EXCLUSION OF PRESS AND PUBLIC**

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

104 **BURSCOUGH SPORTS REFURBISHMENT**

Consideration was given to the report of the Deputy Chief Executive, as contained on pages 57 to 64 of the Book of Reports, which sought approval for a scheme to refurbish Burscough Sports.

Following a discussion, the Portfolio Holder for Leisure gave an undertaking to give first refusal, to Banks Leisure Centre management company, of any non-leased equipment being dispensed of during the refurbishment.

RESOLVED:

- A. That the scheme to refurbish Burscough Sports be approved with a capital expenditure budget of £3.188m funded through the sources set out in paragraph 5.2 of the report.
- B. That funding be set aside in the Medium Term Financial Strategy to meet the potential short term impact on revenue income that will result from the scheme.
- C. That the Deputy Chief Executive be given delegated authority to take all necessary steps and actions and to procure and enter such contracts that are required to deliver the scheme.

105 **HOUSING SCHEME AT BECCONSALL LANE, HESKETH BANK**

Consideration was given to the report of the Chief Executive, as contained on pages 65 to 78 of the Book of Reports, which set out details of a proposed new housing scheme at Becconsall Lane.

RESOLVED:

- A. That the proposed new Becconsall Lane housing scheme as set out in this

report be approved.

- B. That the Head of Housing be given delegated authority to take all necessary steps and actions and to procure and enter such contracts that are required to deliver the scheme.

(Members of the public and the press were invited back into the meeting for the next agenda item.)

106 **MOTIONS**

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

107 **WASPI (WOMEN AGAINST STATE PENSION INEQUALITY) - MOTION FROM COUNCILLOR MELISSA PARLOUR ON BEHALF OF THE LABOUR GROUP**

The following Motion was moved and seconded.

"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."

A vote was taken, the Motion was CARRIED.

**RESOLVED:****A. That Council notes that:**

- (i) 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.
- (ii) 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.
- (iii) 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.

- (iv) 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.”
  - (v) 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.
  - (vi) 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.
  - (vii) 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.
- B. That 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:
- (i) 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
  - (ii) 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
  - (iii) Women who have been left in poverty are struggling to meet their housing costs, with a knock-on impact on local housing stock
  - (iv) 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
  - (v) 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
- C. That Council supports:
- (i) 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.
  - (ii) A swift resolution to this ongoing injustice before more and more women die waiting for compensation.
  - (iii) 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.
- D. That 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

**COUNCIL**

**HELD: Wednesday, 17 April 2024**

effects of the injustice to 1950s women on the community in West Lancashire and to seek their support for an immediate compensation package.

(Note: During consideration of the item, Councillors Eccles, Howard, Pope, Rear, D Westley, Whittington and Witter declared an interest and left the meeting.)

.....  
**THE MAYOR**



<p align="center"><b>ANNUAL COUNCIL MEETING – 15 MAY 2024</b> <b>PROCEDURE FOR THE INVESTITURE OF MAYOR AND DEPUTY MAYOR</b></p>
--

## 1.0 INVESTITURE OF MAYOR

- 1.1 After the Mayor's Chaplain has led the Council in prayer, the Mayor, Councillor Nixon will invite the submission of apologies for absence from the meeting.

The Mayor will then take the opportunity of thanking those who have helped him during his term of office.

The Mayor will then thank her Consort, Mr Laughton Wilkinson for all his help and support during the last year.

- 1.2 The Mayor will invite nominations for the office of Mayor.

Any nominations will need to be moved and seconded in the following terms:

*"That Councillor be elected Mayor for the ensuing Municipal Year."*

Nominees will signify their assent to the nomination.

- 1.2 If there is more than one nomination, an election will take place.  
1 vote in favour for 1 person  
(If there are more than two people nominated and there is not a clear majority of votes in favour of one person, then the name of the person with the least number of votes will be taken off the list and a new vote taken. The process will continue until there is a majority of votes for one person.)

## 2.0 DECLARATION OF ACCEPTANCE OF OFFICE - MAYOR

The newly elected Mayor will make the Declaration of Acceptance of Office.

## 3.0 MAYOR'S MAYORESS/CONSORT

The Mayor will then announce who the Mayoress/Consort will be for the year.

## 4.0 MAYOR'S SPEECH AND VOTE OF THANKS

The newly elected Mayor will then make a short speech thanking the Council for electing them and will propose a vote of thanks to the retiring Mayor.

## 5.0 INVESTITURE OF DEPUTY MAYOR

- 5.1 The newly elected Mayor will then invite nominations for the appointment of Deputy Mayor.
- 5.2 A motion will then be moved and seconded in the following terms:

*"That Councillor be appointed Deputy Mayor of the Council for the ensuing Municipal Year."*

Nominees will signify their assent to the nomination.

- 5.3 If there is more than one nomination, an election will take place.

1 vote in favour for 1 person

(If there are more than two people nominated and there is not a clear majority of votes in favour of one person, then the name of the person with the least number of votes will be taken off the list and a new vote taken. The process will continue until there is a majority of votes for one person.)

## **6.0 DECLARATION OF ACCEPTANCE OF OFFICE – DEPUTY MAYOR**

**6.1** The newly appointed Deputy Mayor will make the Declaration of Acceptance of Office and a short speech of thanks.

**6.2** The Deputy Mayor will then announce who the new Deputy Mayoress/Deputy Consort will be.

## **7.0 REMAINING ITEMS OF BUSINESS**

The Council will then proceed to the remaining items of business on the agenda.





ANNUAL COUNCIL: 15 MAY 2024

---

**Report of:** Chief Executive

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

---

**SUBJECT: ELECTION OF THE LEADER AND DEPUTY LEADER OF THE COUNCIL AND 'PROPER OFFICER PROVISIONS AND SCHEMES OF DELEGATION'**

---

Borough-wide interest

## **1.0 PURPOSE OF THE REPORT**

1.1 To elect the Leader of the Council and a Deputy Leader of the Council for the municipal year 2024/25.

## **2.0 RECOMMENDATIONS**

2.1 That a Councillor be elected as the Leader of the Council for the Municipal Year 2024/25.

2.2 That a Councillor be elected as Deputy Leader of the Council for the Municipal Year 2024/25.

2.3 That the Role and Powers of the Leader and Deputy Leader of the Council, attached as an Appendix to the report, be endorsed.

2.4 That the 'Proper Officer Provisions and Scheme of Delegation to Chief Officers', be confirmed.

## **3.0 BACKGROUND**

3.1 The Annual Meeting of the Council is required to appoint a Councillor to be the Leader of the Council and a Councillor to be the Deputy Leader of the Council for that municipal year.

3.2 As the Council operates a Committee system, the Leader has no formal legal powers and duties vested in him or her under the Local Government Act 1972 or the Local Government Act 2000. However, in practice, all local authorities need to appoint a Leader and each Leader will hold the most significant elected Member role within the Council. The Council's Leader will be the political/elected head, the

focus for policy direction and community development and the chief advocate and ambassador for the Borough.

- 3.3 Under the Committee system of governance, the Deputy Leader has no formal legal powers and duties vested in him or her under the Local Government Act 1972 or the Local Government Act 2000.
- 3.4 The Councillors appointed will hold these offices until:
  - (a) The next Annual Meeting of the Council; or
  - (b) The Leader or Deputy Leader resigns from the office; or
  - (c) The Leader or Deputy Leader is no longer a Councillor; or
  - (d) The Leader or Deputy Leader is removed from the office by resolution of the Council.
- 3.5 The Deputy Leader is empowered to act in place of the Leader and may be appointed as the Vice Chairman of the Policy & Resources Committee of the Council.
- 3.6 The Deputy Leader is empowered to represent the Council on any external body, as agreed with the Leader, and to make decisions and vote on behalf of the Council at meetings of such bodies.
- 3.7 Involvement in Major Emergencies: the Leader and Deputy Leader must be informed if an emergency is likely or has been declared under the Council's emergency planning or business continuity procedures.
- 3.8 The Council should therefore elect a Leader and Deputy of the Council until the day of the next Annual Meeting. The election will be by direct ballot. If there is more than one nomination, an election will take place. 1 vote in favour for 1 nominated person. If there are more than two people nominated and there is not a clear majority of votes in favour of one person, then the name of the person with the least number of votes will be taken off the list and a new vote taken. The process will continue until there is a majority of votes for one person.

#### **4.0 FINANCIAL IMPLICATIONS**

- 4.1 Appropriate resources are in place to provide support for the new political management system. The Leader and Deputy Leader receive a Special Responsibility Allowance, as approved at the budget Council meeting held in February.

#### **5.0 SUSTAINABILITY IMPLICATIONS**

- 5.1 The Local Government Act 2000 and supporting legislation and guidance requires the Council to maintain a Constitution setting out the working rules and procedures of the Council.

#### **6.0 RISK ASSESSMENT**

6.1 There is no evident risk associated with the election of a Leader and Deputy Leader of the Council.

## **7.0 HEALTH AND WELLBEING IMPLICATIONS**

7.1 There are no health and wellbeing implications arising from this report.

### **Background Documents**

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

### **Equality Impact Assessment**

The decision does not have any direct impact on members of the public, employees, elected members and / or stakeholders. Therefore no Equality Impact Assessment is required.

### **Appendices:**

1. Role and Powers of the Leader & Deputy Leader of the Council
2. Proper Officer Provisions and Scheme of Delegation to Chief Officers: [Constitution - West Lancashire Borough Council \(westlancs.gov.uk\)](https://www.westlancs.gov.uk)



# **ROLE AND POWERS OF THE LEADER AND DEPUTY LEADER OF THE COUNCIL**

## **Appointment and General Role**

The Annual Meeting of the Council will appoint the Leader and the Deputy Leader of the Council for the forthcoming municipal year.

The Councillors appointed will hold these offices until:

- (a) The next Annual Meeting of the Council; or
- (b) The Leader or the Deputy Leader resigns from the office; or
- (c) The Leader or the Deputy Leader is no longer a Councillor; or
- (d) The Leader or the Deputy Leader is removed from the office by resolution of the Council requiring a simple majority, in respect of which the motion has been fully set out in the agenda for the meeting.

A notice of motion must be submitted to a Council meeting, if it is proposed to remove the Leader or Deputy Leader from this office and must be submitted 7 clear working days before the meeting.

If the Council meeting resolves to remove the Leader/Deputy from office but fails to appoint a successor, then an item to appoint a new Leader/Deputy must be included on the next and successive Council agendas until a replacement Leader has been appointed.

Where there is a vacancy in the office of Leader, the Deputy Leader will assume the responsibilities of the Leader until the next meeting of the Council.

Where both the Leader and Deputy Leader cease to hold office at the same time, the Council's Mayor shall call a meeting of the Full Council as soon as possible, to appoint a new Leader.

The role of the Leader/Deputy is not a formal legal role, but in practice, is the political head of the Council, and the Member with greatest responsibility for driving forward the broad policies of the Council.

## **Fulfilling the Role of Leader**

The Council expects that the Leader will:

- be the political leader of the Council, for the benefit of all the Borough's communities - its citizens, taxpayers, businesses, public bodies and other public authorities
- lead and work with the Council, particularly the Chairs of its Committees and Sub-Committees:
  - in the development of the Council's vision for the future, policy framework, budgets and strategies

- in overseeing service delivery and the implementation of policies approved by the Council
- represent and pursue the interests of the Council in the community and at international, national and regional levels
- Serve as Chairperson of the Policy & Resources Committee
- fulfil the role of Leader at full Council
- lead in providing policy direction and guidance to the Chief Executive and Chief Officers
- meet regularly to progress the Council's objectives with Committee Chairs, the Chief Executive and Chief Officers, Leaders of other political groups on the Council, partner organisations, stakeholders, community representatives, government representatives, local Members of Parliament etc.

The Leader shall be recognised in the following ways:

- Chair Policy & Resources Committee: the Leader shall be appointed at the Council's Annual Meeting as Chairperson of the Council's Policy & Resources Committee.
- Attend and speak at any meeting of a Committee or Sub-Committee of the Council, provided that they will only be entitled to vote if appointed as a voting member of that Committee or Sub-Committee.
- Be available to respond to questions at Full Council meetings.
- Establish policy direction, and the Council's priorities, and to facilitate discussion thereon.
- Be principal ambassador for the Borough and the Council (recognising the role of the Mayor).
- Represent the Council on external bodies, as considered appropriate, and to make decisions and vote on behalf of the Council at meetings of such bodies.
- Be involved in arrangements around major emergencies. The Leader and Deputy Leader must be informed if an emergency is likely to take place or has been declared under the Council's emergency planning or business continuity procedures.
- Promote and uphold high standards of ethical conduct by Members and the Council's equalities policies.

### **Legal Powers and Duties**

As the Council operates a committee system, the Leader/Deputy have no formal legal powers and duties vested in them under the Local Government Act 1972, or the Local Government Act 2000.

However, in practice, all local authorities need to appoint to this office, and each will hold the most significant elected Member role within the Council. This office will act as the political/elected head of the Council; will be the focus for policy direction and community development; and will be the chief advocate and ambassador for the Borough.

## **Deputy Leader**

The Annual Meeting of the Council will appoint a Councillor to be the Deputy Leader of the Council for that municipal year.

The Deputy Leader may be appointed as the Vice Chairperson of the Policy & Resources Committee of the Council.

The Deputy Leader is empowered to act in place of the Leader.

The Deputy Leader is empowered to represent the Council on any external body, as agreed with the Leader, and to make decisions and vote on behalf of the Council at meetings of such bodies.

DRAFT







ANNUAL COUNCIL: 15 MAY 2024

---

**Report of:** Chief Executive

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

---

**SUBJECT: APPOINTMENT OF COMMITTEES etc 2024/25**

---

Borough wide interest

## **1.0 PURPOSE OF REPORT**

- 1.1 To consider the appointment of Committees etc and their terms of reference and the allocation of seats thereon to the political groups for the Municipal Year 2024/25.

## **2.0 RECOMMENDATIONS**

- 2.1 That, for the period ending with the next Annual Meeting of the Council, or such lesser period should the political balance or allocation to political groups change during the year requiring a review under the provisions of the Local Government and Housing Act 1989, the Committees, Sub-Committees etc be appointed as detailed in the attached Appendix and that the allocation of seats to the political groups be as indicated.
- 2.2 That the representatives of the political groups on the Committees etc now appointed shall be as indicated on the attached Appendix 1 and the appointment of the Independent Persons & the 2 Parish Council Representatives on the Standards Committee, be as detailed in the appendix.
- 2.3 That the terms of reference for the Committees etc now appointed be agreed as set out in Constitution Part 2 – Responsibility for Functions, as agreed at Council in February 2024.
- 2.4 That it be noted that the Chief Executive, in consultation with the Leader and Deputy Leader, will appoint representatives to Outside Bodies, in accordance with the Scheme of Delegation to Officers.

## **3.0 APPOINTMENT OF COMMITTEES, SUB-COMMITTEES etc**

- 3.1 At its Annual Meeting, the Council is under an obligation, under Section 15(1) of the Local Government and Housing Act 1989, to review the representation of the Political Groups on Committees and Sub-Committees. Under the Act, the numbers of seats on ordinary Committees have to be aggregated and allocated to the proportion that each political group bears to the total members of the Council, in so

far as reasonably practicable. The current elected membership of the Council is 45. The Labour Group has 26 members – 58% of the total membership, the Conservative Group has 14 members – 31% of the total membership, 'Our West Lancashire' has 5 members (11%) of the total membership.

- 3.2 Of the seats available in Committees, these will be allocated to the Labour Group, the Conservative Group and the Our West Lancashire Group, in line with the above.
- 3.3 There is no legal requirement under the 1989 Act to aggregate the number of seats on ordinary sub-committees. The Act simply requires the seats on such sub-committees to be allocated to the political groups in the same proportion as each group bears to the whole Council. Political balance rules do not apply to Working Groups or Commissions, however it is understood that seats on such Working Groups will be allocated to the political groups in the same proportion as each group bears to the whole Council.
- 3.4 The entitlement to seats under the Council's Political Management Structure is set out in the attached Appendix 1.
- 3.5 The Terms of Reference for each of the Committees etc are set out in the Council's Constitution Part 2 – Responsibility for Functions.

#### **4.0 APPOINTMENT TO OUTSIDE BODIES**

- 4.1 The Council in May 2005 resolved that the Chief Executive be given delegated authority, in consultation with the Leader and Deputy Leader, to make appointments to outside bodies.

#### **5.0 SUSTAINABILITY IMPLICATIONS**

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

#### **6.0 FINANCIAL AND RESOURCE IMPLICATIONS**

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

#### **7.0 RISK ASSESSMENT**

- 7.1 Reviewing the political balance on committees ensures that the Council is complying with its obligation, under Section 15(1) of the Local Government and Housing Act 1989.

#### **8.0 HEALTH AND WELLBEING IMPLICATIONS**

- 8.1 There are no health and wellbeing implications arising from this report.

---

### **Background Documents**

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

## **Equality Impact Assessment**

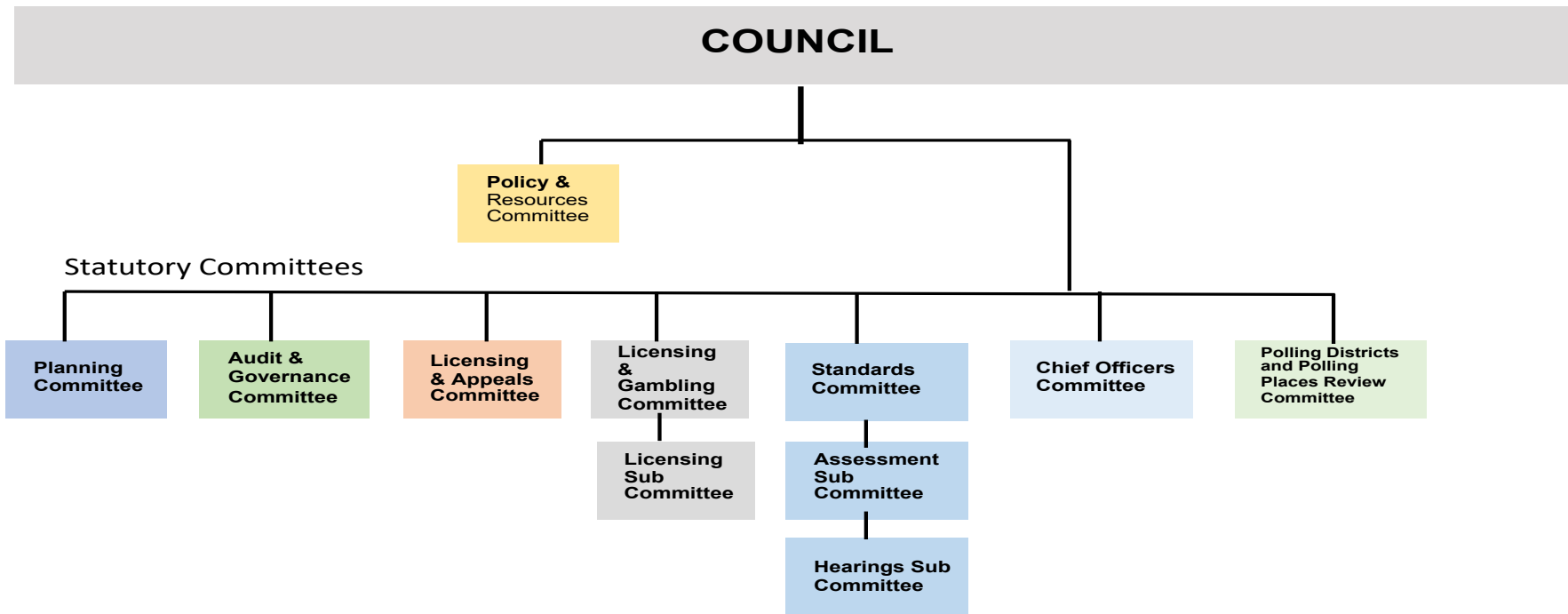
The decision does not have any direct impact on members of the public, employees, elected members and / or stakeholders. Therefore no Equality Impact Assessment is required.

## **Appendices**

1. Membership of Committees, Sub-Committees, etc. To follow
2. Constitution Part 2: Responsibility for Functions [Constitution - West Lancashire Borough Council \(westlancs.gov.uk\)](https://www.westlancs.gov.uk/constitution)
3. Appointments to Outside Bodies (To follow)



**WEST LANCASHIRE BOROUGH COUNCIL – STRUCTURE MAY 2024**



---

**MEMBERSHIP OF COMMITTEES, SUB COMMITTEES, PANELS, WORKING GROUPS ETC FOR THE MUNICIPAL YEAR 2024/2025****COMMITTEES****1. POLICY & RESOURCES COMMITTEE**

( Members: LAB CON OWL Co-optees)

**Chairman: The Leader of the Council, Councillor**

**(Vice-Chairman) The Deputy Leader of the Council, Councillor**

Labour: Councillors

Cons: Councillors

OWL: Councillor

**LEAD MEMBERS – (To be confirmed)**

**(To be Members of the Policy & Resources Committee)**

**2. PLANNING COMMITTEE**

( Members: LAB CON OWL)

**Chairman: Councillor**

**Vice-Chairman: Councillor**

Labour: Councillors

Cons: Councillors

OWL: Councillor

**3. LICENSING AND APPEALS COMMITTEE**

( Members: LAB CON OWL )

**Chairman: Councillor**

**Vice-Chairman: Councillor**

Labour: Councillors

Cons: Councillors

OWL: Councillors

**(Note: Members must not also be a member of the Investigating Committee – see Sub-Committee requirements.)**

**4. LICENSING AND GAMBLING COMMITTEE**

( Members: LAB CON OWL )

**Chairman: Councillor**

**Vice-Chairman: Councillor**

Labour: Councillors

Cons: Councillors

OWL: Councillor

**5. STANDARDS COMMITTEE**

( Members: LAB CON OWL )

**Chairman: Leader of Administration, Councillor**

**Vice Chairman: Leader of the largest Opposition Group, Councillor**

Labour: Councillors

Cons: Councillors

OWL: Councillor

Parish Councillor Representatives: Parish Councillor A Grant  
 Parish Councillor Derrick Moss  
**(Note term of office until May 2027)**

(Note: Independent Persons: Mr Stephen Garvey  
 (Appointed 17 December 2020)  
 Mr Mike Fawcett  
 (Appointed 17 December 2020)

**6. INVESTIGATING COMMITTEE**

( Members: LAB CON OWL )

**Chairman Councillor**

**Vice-Chairman: Councillor**

---

Labour: Councillor

Cons: Councillor

OWL: Councillor

**7. INDEPENDENT PANEL**

(4 Members LAB CON)

Independent Person: Mr. Stephen Garvey

Independent Person: Mr Mike Fawcett

And if advice requires it LAB, CON, Members

Names to be nominated by the Group Leaders to the Chief Legal & Democratic Services Officer

**8. CHIEF OFFICERS COMMITTEE**

( Members: LAB CON)

**Chairman: Councillor**

**Vice-Chairman: Councillor**

Labour: Councillor

Cons: Councillors

**9. AUDIT AND GOVERNANCE COMMITTEE**

( Members: LAB CON OWL)

**Chairman: Councillor**

**Vice-Chairman: Councillor**

Labour: Councillors

Cons: Councillors

OWL: Councillor

**CIPFA Guidance - authorities should strive to have no more than 8 Members on the Committee)**

**10. POLLING DISTRICTS AND POLLING PLACES REVIEW COMMITTEE**

( Members: LAB CON OWL)

**Chairman Councillor**

**Vice-Chairman Councillor**

Labour: Councillors

Cons: Councillors



OWL: Councillor

**LICENSING AND APPEALS COMMITTEE –  
SUB-COMMITTEE**

**1. EMPLOYMENT APPEALS SUB-COMMITTEE**

The Sub-Committee to consist of 3 members, the membership to be determined by the Chief Legal & Democratic Services Officer, in consultation with the Chairman of the Licensing and Appeals Committee.

(Note: For Chief Officers and Officers on JNC conditions, JNC guidance requires that Membership must not include a member of the Investigating Committee).

**LICENSING AND GAMBLING COMMITTEE –  
SUB COMMITTEE**

**1. LICENSING SUB COMMITTEE**

The Sub-Committee to consist of 3 members, the membership to be determined by the Chief Legal & Democratic Services Officer, in consultation with the Chairman of the Licensing and Gambling Committee.

Either the Chairman, Vice Chairman or Opposition Spokespersons of the Licensing and Gambling Committee to act as Chairman.

**STANDARDS COMMITTEE – SUB COMMITTEES**

**1. ASSESSMENT SUB-COMMITTEE**

The Sub-Committee to consist of 3 Members, selected by the Chief Legal & Democratic Services Officer, in consultation with the Chairman of the Standards Committee.

**2. HEARINGS SUB-COMMITTEE**

The Sub-Committee to consist of a maximum of 5 Members selected by the Chief Legal & Democratic Services Officer, in consultation with the Chairman of the Standards Committee.

**3. RECRUITMENT OF INDEPENDENT MEMBERS PANEL**

The Panel to consist of 3 Members selected by the Chief Legal & Democratic Services Officer, in consultation with the Chairman of the Standards Committee.

**JOINT COMMITTEES****1. POLICE AND CRIME PANEL**

(18 Elected Members (1 from West Lancashire) plus 2 independent co-opted members)

Councillor

**(Appointment is made by the Leader under delegated powers)**

**WORKING GROUPS OF POLICY & RESOURCES COMMITTEE  
(to be confirmed)****LIAISON GROUPS****PLACE-SHAPING HUB**

Lancashire County Council  
Chair of Skelmersdale Place Board  
Chief Operating Officer  
Leader of Council  
Corporate Director of Place and Community

Once proposals are being considered the following partners will be engaged as appropriate:

London & Cambridge Properties (owners of the Concourse Centre)  
Homes England  
West Lancashire College  
Lancashire Local Economic Partnership  
Tawd Valley Developments  
Business Representative of Skelmersdale Place Board

**FORUMS****1. HACKNEY CARRIAGE AND PRIVATE HIRE FORUM**

Membership – please refer to paragraphs 1 and 2 of the Forum’s Constitution attached at 4.1 Appendix 2.

**2. FOOD INSECURITY FORUM**

Membership – cross-sector

**WEST LANCASHIRE ARMED FORCES COVENANT WORKING GROUP**

(2 Members)

Labour: Councillor  
 Substitute: Councillor

Cons: Councillor  
 Substitute: Councillor

Partners

Jobcentre Plus, North & West Lancashire Chamber of Commerce, NHS West Lancashire Clinical Commissioning Group, West Lancashire Community Leisure, Council for Voluntary Service, One West Lancashire Board, Lancashire West CAB, Parish Councils), Army, British Legion, Soldiers', Sailors' and Airmen's Families Association, Veterans Council, West Lancashire College, Edge Hill University, Help Direct Lancs

**INDEPENDENT REMUNERATION PANEL /  
 PARISH INDEPENDENT REMUNERATION PANEL**

Mrs G Stanley: until May 2027 Chairman  
 Mr J Boardman: until May 2026  
 Mr I Thompson: until May 2025

**CHAMPIONS Role Descriptions – Constitution ??**

Armed Forces: Councillor (Deputy - )  
 Older People: Councillor  
 Youth: Councillor  
 Food Security: Councillor  
 Small Businesses: Councillor  
 Dementia: Councillor

