






APPENDIX A: Corporate Delivery Plan Monitoring Report 2018/19


Action Status	 Action completed	 Action in progress	 Milestone overdue
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Priority: Deliver Tangible & Visible Improvements


Title	Establish Business Plan for Development Company	Service	Housing & Inclusion Services	Status	
Outcome	Deliver new commercial, industrial and residential development of Council-owned land and bring investment and growth to the borough.				
Milestones		Due Date	Completed	Milestone Note	
Prepare Business Plan for consideration by Cabinet April to August 2018		29-Aug-2018	Yes	Business Plan completed and circulated to Members 9 October 2018. Plan will accompany report to Cabinet and Council.	
Report to Council		17-Oct-2018	Yes	Report considered by Cabinet / Council but decision delayed	
Formation of DevCo once approved by Council - October 2018 - January 2019		27-Feb-2019	Yes	Council decision taken 27 Feb 2019 to establish Tawd Valley Developments Ltd	


Title	Local Plan Review	Service	Development & Regeneration Services	Status	
Outcome	Fulfil national planning legislation and ensures sufficient land is made available for new development to meet housing, employment and infrastructure requirements.				
Milestones		Due Date	Completed	Milestone Note	
Draft Local Plan Policies		31-Jul-2018	Yes		
Draft Local Plan Preferred Options document considered by CMT		31-Jul-2018	Yes		
Local Plan Preferred Options document considered by Cabinet		30-Sep-2018	Yes		
Local Plan Preferred Options Consultation		30-Nov-2018	Yes		
Review consultation feedback and refine Local Plan for Publication		31-Jan-2019	No	Proposals for the Local Plan review are being reviewed and updated timescales are anticipated to be agreed in June	
Publication version of Local Plan considered by Cabinet		31-Mar-2019	No		
Publication period		31-May-2019	No		

Title	Skelmersdale Town Centre Regeneration	Service	Development & Regeneration Services		Status	
Outcome	Create a modern town centre for Skelmersdale offering an improved night-time economy and attractive public realm.					
Milestones		Due Date	Completed	Milestone Note		
Receive appropriate financial / investment advice on how the Council may best invest in the scheme to secure the development of at least phase 1		15-May-2018	Yes	Advice received off JLL		
Discharge of pre commencement conditions		15-Jun-2018	Yes			
Cabinet/Council approval for funding		18-Jul-2018	Yes	Report agreed at Cabinet and Council		
New planning consent for revised supermarket to be submitted		21-Aug-2018	Yes	Planning application submitted		
Complete supplemental agreement to allow development to proceed		31-Oct-2018	No	Still awaiting signature by Homes England		
Grant of planning		31-Dec-2018	No	Relevant applications currently being considered. Decision expected shortly following signing of s.106		
Start on site		30-Jun-2019				


Title	Leisure Procurement and Facility Improvement	Service	Leisure & Environmental Services		Status	
Outcome	Improvements to the services, provision and leisure facilities provided to residents of West Lancashire.					
Milestones		Due Date	Completed	Milestone Note		
Completion of soft market testing		28-Feb-2018	Yes			
Agreement for extension for the operational management of the leisure facilities		30-Jun-2018	Yes			
Completion of procurement strategy and business case development		30-Jun-2018	Yes			
Pre app advice		31-Oct-2018	Yes			
Appointment of specialist consultants to support the project		31-Jan-2019	No	This is out for procurement. Deadline for submissions 30 April 2019 with likely appointment in place from 15 May 2019.		
Completion of site surveys		31-Jan-2019	No	Completion scheduled for July 2019. Work under taken by Technical Project Management Consultant.		
Formalise partnership with CCG		31-Jan-2019	No	Work is on-going on this scheduled for June 2019.		
Legal agreement with St Modwens		31-Jan-2019	No	Protracted negotiations are taking place with Homes England. Revised course of action to be confirmed in June 2019		
Production of tender documentation		31-Jan-2019	No	Work on-going; expected to complete June/July 2019.		
Community Consultations		28-Feb-2019	No	BECG consultants have been appointed to carry out consultations which will commence following Purdah on 28 May and conclude in July 2019		
Production of Masterplan		28-Feb-2019	Yes	Coronation Park masterplan complete		

Priority: Engage and Empower our Local Communities


Title	Tawd Valley Improvements	Service	Leisure & Environment Services	Status	
Outcome	Enhanced attractiveness of the park helping to promote its use for healthy outdoor exercise and recreation and establishing sustainable routes to school, college or work				
Milestones		Due Date	Completed	Milestone Note	
Commission updated design for town centre park zone		28-Feb-2018	Yes		
Establish 'Friends' group		28-Feb-2018	Yes		
Establish costs of Masterplan Improvements		31-Mar-2018	Yes		
Establish phased programme of works		31-Mar-2018	Yes		
Commence implementation of works		01-Apr-2018	Yes		
Establish operational links with West Lancs College		01-Apr-2018	Yes		
Seek additional external funding		30-Jun-2018	Yes		
Produce detailed plans for Park Town Centre Zone		31-Oct-2018	Yes		
Produce specifications for Northern Zone Phase 1		31-Oct-2018	Yes		
Procurement for Northern Zone Phase 1		31-Dec-2018	Yes	Contract negotiations were concluded and contract offered in April 2019	
Achieve funding for Park Town Centre Zone		31-Mar-2019	No	Extended discussions in respect of Town Centre Development Plan. CIL bid has now been put forward which would, if successful, allow the funding to be realised in April 2020.	
Implementation of Northern Zone Phase 1		31-Mar-2019	No	Works to commence in May/June 2019 with a completion date scheduled for July 2019.	


Title	Volunteer Engagement	Service	Leisure & Environment Services	Status	
Outcome	Maintain and develop parks and countryside sites for wider economic and social value whilst minimizing the draw on Council resources				
Milestones		Due Date	Completed	Milestone Note	
Collate and examine all documentation provided to, and/or agreed with, volunteers across all service areas		31-Dec-2018	No	Volunteering Policy developed and launched by Leisure and HR. Progress delayed whilst examining volunteer policy, work to commence April 2020.	
Reissue new documentation to all volunteers		28-Feb-2019	No	As above	
Work with colleagues across leisure and corporate health and safety to ensure all relevant requirements are included in the documentation.		28-Feb-2019	No	As above	


Title	Asset Transfer – Banks Leisure Centre	Service	Leisure & Environment Services	Status	
Outcome	Identify a cost-effective delivery model to facilitate the continued operation of Banks Leisure Centre				
Milestones	Due Date	Completed	Milestone Note		
Production of business plan for potential community transfer of Banks Leisure Centre	31-Oct-2018	Yes	Report agreed at Cabinet in March and Council in April 2019.		
Transfer of Banks Leisure Centre or notice of closure	31-Mar-2019	No	North Meols Parish Council will shadow the operation of the facility with Serco over the 2019/2020 financial year with a view to taking over the lease in April 2020.		


Title	Delivering digital inclusion initiatives	Service	Housing & Inclusion Services	Status	
Outcome	Increase basic online skills with digitally excluded members of the community and expanded use of West Lancashire Borough Council's digital services.				
Milestones	Due Date	Completed	Milestone Note		
Support Get Online Week 15-21 October 2018	16-Nov-2018	Yes	Various venues used to promote Learn My Way (free courses on using computers, web browsing, sending emails and finding work online) to staff and customers in line with national campaign.		
Survey customers to understand their digital needs, requirements and aspirations.	31-Jan-2019	Yes	Customer feedback gained from Learn My Way programme. Engaged with CVS and agreed digital project for CVS to deliver on our behalf in relation to understanding needs, training and development of champions. This started in April 2019 and will run until March 2020.		
Undertake a review of sheltered housing WiFi project to understand its use and impact	28-Mar-2019	Yes	Schemes have been surveyed for how WIFI is being used, perceived benefits etc. All data reported and will be used to identify any further training requirements.		
Carry out data analysis of survey and report findings	29-Mar-2019	Yes	Sheltered Schemes survey completed and data analysed. Report produced to evidence use of Wi-Fi and interest in digital services.		

Priority: Actively Promote the Borough as a Great Place to Live, Work, Visit and Invest

Title	Digital Communications Strategy	Service	Housing & Inclusion Services	Status	
Outcome	Meet the current trends and changing needs of how customers seek and receive information				
Milestones	Due Date	Completed	Milestone Note		
Produce Digital Plan for CMT and Cabinet approval	06-Sep-2018	Yes	Digital Plan presented to CMT in July and Cabinet Briefing in September		
Claim unofficial Facebook page for update and launch	01-Nov-2018	Yes	Page has been claimed work being doing to get ready for wider promotion		
Boost Social Media followers to 10k	01-Dec-2018	No	Due to recruitment issues during the year numbers were increased but the target was not achieved. Resource is now in place and we will be able to address this in 2019/20 with the in-year target of growing social media by 5% each quarter.		
Agree options to embed Twitter Feed in intranet/website to promote and improve access to the Twitter site, increase presence/size of social sharing tabs particularly on news page	01-Jan-2019	No	Work will complete in 2019/20 with a go live date of 17 May.		

Title	Place Branding	Service	Development & Regeneration Services	Status	
Outcome	Encourage visitors and create a distinct profile for the borough.				
Milestones	Due Date	Completed	Milestone Note		
Develop a Marketing Strategy and Action Plan for Ormskirk	30-Jun-2018	No	Skelmersdale Marketing Strategy & Action Plan has taken priority.		
Roll out implementation of banners within the town centre to utilise new branding and promote wider assets. Options for sponsorship of banners to be fully explored	30-Jun-2018	Yes			
Develop a Marketing Strategy and Action Plan for Skelmersdale	31-Jul-2018	No	First draft completed 25 May 2018, however the direction of the strategy will be reviewed following the appointment of the new chair of the Skelmersdale Place Board.		
Develop a Welcome to Ormskirk pack to provide essential information for new businesses to the town	31-Jul-2018	No	This will be taken forward in 2019/20 as a digital page to provide value for money.		
Refurbish signage at gateway locations (Pimbo and Gillibrands), employment areas and motorway areas	30-Sep-2018	No	Draft Plan done and costed. Ready for procurement process. Re-prioritisation of projects in line with resources means that progress will be delayed until 2020/21		
Investigate branded products and online shopping opportunities to create income generation opportunities	20-Dec-2018	Yes	September Cabinet gave approval for the design, production and selling of products through local retailers, attractions, the Chapel Gallery and/or online, subject to suitable financial probity measures being put in place.		
Continue to monitor and update the DiscoverOrmskirk website. Consider additional functionality that may be beneficial. Look to increase visitor numbers	31-Mar-2019	Yes	Ongoing		
Engagement with Skelmersdale Ambassadors via social media and website	31-Mar-2019	Yes	Ongoing		
Proactively manage social media for Discover Ormskirk on Facebook and Instagram	31-Mar-2019	Yes	On-going. Most engaging for Love Your Local Market. Instagram launched April 2018.		

Title	Promoting Skelmersdale & Ormskirk	Service	Development & Regeneration Services	Status	
Outcome	Ensure the long term economic and social viability of the town and improve its attractiveness as a visitor destination				
Milestones	Due Date	Completed	Milestone Note		
Create an event organisers guide for external groups who wish to host events in Ormskirk town centre	30-Jun-2018	Yes	Completed December 2018.		
Assist Ormskirk Community Partnership (OCP) in the promotion and delivery of Ormskirk Gingerbread Festival	31-Jul-2018	Yes	Event held 15 July.		
Assist OCP in the promotion and delivery of Ormskirk Christmas event	30-Nov-2018	Yes			
Deliver 4 Skelmersdale Ambassador Network events	31-Mar-2019	Yes	April, July, September and February events delivered.		
Support and attend 4 Skelmersdale Steering Group meetings	31-Mar-2019	Yes	April, July, September, October, November, January and March.		

Title	Engage with Liverpool City Region and Lancashire Authorities	Service	Development & Regeneration Services	Status	
Outcome	Better engagement and partnership working with Liverpool City Region and Lancashire Authorities; Assist West Lancashire's profile and ambitions within the wider regional agenda				
Milestones	Due Date	Completed	Milestone Note		
Sign up and become member of Visit Liverpool	31-May-2018	Yes			
Reestablishment of Lancashire Economic Development Officers' Group (LEDOG)	30-Sep-2018	Yes	LEDOG has been re-established and will meet quarterly.		
Attend LEDOG meetings	30-Sep-2018	Yes			
Attend Lancashire Economic Development (LED) meetings	30-Mar-2019	Yes			
Continue to partnership work with Growth Lancashire	31-Mar-2019	Yes	On-going.		