

West Lancashire Borough Council

APPENDIX 1

Draft Committee Terms of Reference

Policy and Resources Committee

Composition:

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

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

Terms of Reference

The Policy and Resources Committee has two main areas of responsibility, which are:

- to provide strategic direction to the operation of the Council, including making decisions on policies and co-ordinating expenditure not reserved to full Council, and
- to maintain an overview of outcomes, performance, risk management and budgets.

The Committee is responsible for:-

- (a) formulating, co-ordinating and implementing corporate policies and strategies and the medium term financial plan (budget), which includes responsibility for any decision:
 - (i) that relates to such matters to the extent that they are not reserved to full Council;
 - (ii) on any cross-cutting policies that impact on other committee areas;
 - (iii) on policy matters not otherwise allocated to any other committee;
 - (iv) to prepare the annual budget for recommendation to full Council; and
 - (v) to determine any dispute or difference between committees;
- (b) provide a co-ordinating role across all other service committees and retain an overview of performance, budget monitoring and risk management, which includes responsibility for a decision:
 - (i) that has a major impact on more than one Council service or on the Council as a whole;

- (ii) on any virement between Budget funds (revenue) requested by a Committee or officer in excess of £xxx up to a maximum of £xxx, any virement above £xxx requires approval of full council;
- (iii) on any virement between Budget funds (capital) or any amendment to the Capital Programme requested by a Committee or officer in excess of £xxx, up to a maximum of £xxx, any virement above £xxx requires approval of full council
- (iv) regarding land and property including major acquisition and disposals, which includes reserved decision making concerning any purchase, sale or transfer of a value in excess of, or likely to exceed, £xxx, unless the Committee has delegated this function in relation to a specified area or business plan as the Committee may determine
- (v) regarding companies or limited liability partnerships including acquisition and disposals;
- (vi) overview of the operation of the community chest and grant payments to the voluntary sector; and
- (vii) which is deemed significant in terms of impact on the Council's revenue or capital (to be determined by the Head of Paid Service and/or Section 151 Officer in consultation with the Leader).

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

(d) nominate or appoint councillors and other persons to outside bodies on behalf of the Council where the Council has appointment/nomination rights; and

(e) undertake responsibility for decisions and policies in respect of corporate services, including, finance and investment, project support and risk management, strategic procurement and commercial strategies, ICT, property and asset management, human resources and organisational development, law and governance, communications and public affairs, emergency planning and business continuity.

NB there will be a need for a senior officer appointments/disciplinary sub-committee

Housing and Health Committee

Composition:

To be determined each year by the Annual Meeting of Council and subject to the overall political balance calculation.

Terms of Reference

The committee responsible for taking a strategic approach to the Council's various housing functions, including issues concerning social rented and affordable housing, homelessness, allocations and standards of housing and for the Council's functions relating to health, including environmental health.

The committee is responsible for:

(a) The Council's role and functions in relation to strategic and private sector housing policies and as the housing authority, including but not limited to:

- (i) the Council's Housing Strategy;
- (ii) homelessness and the allocation of housing;
- (iii) private sector housing, including taking action to remedy overcrowding, disrepair, unfitness and statutory nuisances; to promote fire safety in private sector housing and the Council's functions in relation to houses in multiple occupation;
- (iv) licensing schemes;
- (v) tenancy relations and the provision of housing advice;
- (vi) relationship with Registered Providers of housing;
- (vii) housing loans and grants;
- (viii) housing related support services;
- (ix) policies and actions with a view to reducing and eliminating homelessness to ensure that appropriate action is taken; and
- (x) analysis, development and overview of housing policies in terms of spatial planning to inform the Local Plan and planning policies;

(b) in relation to crime, disorder, community safety and social cohesion, including the Community Safety Strategy, and Partnership and community safety initiatives such as CCTV;

(c) the management and strategic development of licensing for taxis, public entertainment/alcohol, street trading, animal welfare, charitable collections etc, in so far as these are not the responsibility of the relevant Licensing Committee and/or full council;

(d) in relation to Environment Health, health promotion awareness raising initiatives, health and safety enforcement, including interventions relating to all commercial premises except those enforced by the Health and Safety Executive, Corporate Health and Safety, and food safety which involves inspection of all food premises in the Borough and the enforcement of food safety legislation.

(e) all Environmental Protection services including statutory nuisance, air quality, contaminated land issues, unsanitary premises, pollution control which embraces nuisance complaints for domestic and commercial premises, radiation and other environmental monitoring and sampling. It also includes public health generally and embraces matters such as foul drainage and private sewers, and disposal of the dead (where suitable arrangements have not been made);

(f) liaison with local NHS Bodies including hospitals, trusts, regionals bodies (eg. ICS, etc), local GPs and other health-focussed groups and organisations. The committee will lead on health inequalities and partnership working with the ICB;

(g) reviewing major projects and any project boards relating to housing projects having regard to capacity to deliver, corporate priorities and resources, and advise the Policy and Resources

Committee as appropriate;

(h) providing a view of performance, budget monitoring and risk management in relation to the Committee's functions;

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

(j) undertaking the development and implementation of policy in relation to the Committee's functions, incorporating the assessment of outcomes, review of effectiveness and formulation of recommendations to the Council, partners and other bodies, including Tawd Valley Housing Ltd, which shall include any decision relating to the above functions.

Environment Committee

Composition

To be determined each year by the Annual Meeting of Council and subject to the overall political balance calculation.

Terms of Reference

The Environment Committee has responsibility for developing and delivering a vision for West Lancashire as a place. It is responsible for developing and determining or recommending all planning policies, including the Local Plan. It is also responsible for promoting regeneration, economic development and associated activities, including the tourism, culture and visitor economy, and for removing barriers to growth. It is responsible for managing and protecting the environment within West Lancashire.

The Committee has responsibility for:

(a) formulation and delivery of the Council's strategic development objectives for planning and sustainability;

(b) developing and recommending to full council those plans and strategies which together comprise the Local Plan;

(c) developing and adopting or recommending (if reserved to Council) other spatial planning documents, including but not limited to:

- (i) supplementary planning documents (SPD) and planning policy advice notes;
- (ii) Master Plans and development briefs; and
- (iii) The Community Infrastructure Levy (CIL) when applicable;

- (d) economic development, including but not limited to infrastructure, enterprise, skills and seeking, securing and managing external funds to achieve that, directly or in partnership with joint ventures and external companies or bodies as well as with government bodies;
- (e) Development Management, Building Control and Enforcement, Heritage and Conservation, Tree Preservation Orders (insofar as these are not the responsibility of the Planning Committee);
- (f) the Council's functions and partnerships regarding the promotion of economic growth and the establishment and development of business;
- (g) the promotion and development of the economic factors in the area, such as seeking to ensure sufficient and appropriate employment sites, investment, adult skills, apprenticeship schemes, productivity and development sites;
- (h) overseeing the progress of major projects (including major building, infrastructure or other projects involving the erection or significant alteration of major permanent structures or landmarks, other than housing projects) undertaken by the Council directly or as enabler, funder or joint enterprise partner;
- (i) co-ordinating the response to cross-cutting sustainability issues such as reducing carbon emissions, air quality issues, climate change response, improving resource efficiency and developing sustainable energy;
- (j) parks, open spaces, countryside management, allotments, playgrounds and cemeteries;
- (k) properties held and the services delivered in relation to health, wellbeing and fitness, swimming pools, sports centres, arts and culture, strategic development of playgrounds and community centres. It also includes the development of a comprehensive countryside park and open spaces service, formal parks, allotments and rights of way and environmental improvements;
- (l) oversees the provision of outdoor recreational opportunities and is the strategic lead for the Tawd Valley Master Plan;
- (m) in relation to the management of authorised and unauthorised sites and encampments, this to include all activities necessary or incidental to the Council's performance of its responsibilities in relation to Gypsies, Roma and Travellers;
- (n) in relation to waste and as waste collection authority, litter authority, including but not limited to refuse collection, dealing with litter, street cleansing, abandoned vehicles and dog fouling, and the Council's relationship with the County Council as the waste disposal authority;
- (o) the Fleet Services (the maintenance and compliance of the Council's fleet of vehicles/garage/depot facilities), clean and green services, including street cleansing responsibilities (grass cutting, shrub pruning, arboriculture and landscape services, cemeteries, bulky household waste and works to

dangerous trees), fly tipping enforcement, dog control, work done in partnership with Lancashire County Council on public realm works;

(p) pest control, tree management, and engineering services such as, grit bins, highways and maintenance of Council owned unadopted footways and highways;

(q) strategic delivery of the Climate Change Strategy and Action Plan. Attraction of external funding and working with partners to deliver sustainable outcomes;

(r) green issues such as alternative fuels, energy reduction policies and environmental networks;

(s) reviewing major projects and any project boards having regard to capacity to deliver, corporate priorities and resources, and advise the Policy and Resources Committee as appropriate;

(t) providing a view of performance, budget monitoring and risk management in relation to the Committee's functions;

(u) to approve any virements in budgets within the committee's responsibilities up to £xxx; and

(v) undertaking the development and implementation of policy in relation to the Committee's functions, incorporating the assessment of outcomes, review of effectiveness and formulation of recommendations to the Council, partners and other bodies, which shall include any decision relating to the committee's functions.

Sub-Committees

Each of the committees may establish such sub-committees as they require and may delegate responsibilities and set the terms of reference and membership of any of those Sub-committees.

NB. The suggested financial thresholds for virements to be subject of a further report

Weightmans LLP

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