



# Meeting of the Burnley Borough Council

To be held at 6.30 pm on  
Wednesday, 19th July, 2023





Sir or Madam,

Notice is given of a MEETING of the COUNCIL of the BOROUGH OF BURNLEY to be held at VICTORIA MILL, BURNLEY on

**DATE: Wednesday, 19th July, 2023**

**starting at 6.30 pm**

To transact the business specified below.

**Catherine Waudby  
Head of Legal and Democratic Services**

**Members of the public may ask a question, make a statement, or present a petition relating to any matter for which the Council has a responsibility or which affects the Borough.**

**Notice in writing of the subject matter must be given to the Head of Legal & Democratic Services by 5.00 pm on the day before the meeting. Forms can be obtained for this purpose from the reception desk at Burnley Town Hall, Manchester Road or from the web at: <http://burnley.moderngov.co.uk/ecCatDisplay.aspx?sch=doc&cat=13234> . You can also register to speak via the online agenda. Requests will be dealt with in the order in which they are received.**

**All Full Council meetings are livestreamed on the Council's [Youtube Channel](#)**

## **A G E N D A**

1. Minutes of the Last Meeting 5 - 8  
To receive, as read, the Minutes of the proceedings of the previous Council meeting, and to confirm them or otherwise.
  
2. Declarations of Interest  
To receive any declarations of interest.
  
3. Mayor's Communications  
To receive communications (if any) from His Worshipful the Mayor.

4. Public Question Time  
To receive questions, statements or petitions (if any) from members of the public.
5. Items for Decision by the Council
- a) Final Recommendation of Community Governance Review -  
Worsthorne with Hurstwood Parish Council 9 - 22
  - b) Constitutional Updates and Reporting 23 - 26
  - c) Management Structure 27 - 32
  - d) Change to delegations Licensing Act 2003 33 - 36
  - e) 2022/23 Final Outturn Revenue Position 37 - 52
  - f) 2022/23 Final Capital Outturn Position 53 - 62
  - g) Annual Treasury Management Review of 2022/23 Activity 63 - 74
6. Reports from Committee Chairs
- a) Report from the Chair of Scrutiny 75 - 76
  - b) Report from Chair of Licensing 77 - 78
  - c) Report from Chair of Development Control 79 - 80
- (Audit Committee has not met)
7. Strategic Plan Progress Reports 81 - 104
8. Questions  
To deal with questions (if any) relating to matters not contained in the Minutes before the Council and of which notice in writing has been received in accordance with Standing Order No. 10(2).

#### Councillor Attendance

Please use the link below to access Councillor attendance records.

<http://burnley.moderngov.co.uk/mgUserAttendanceSummary.aspx>



## FULL COUNCIL

### BURNLEY TOWN HALL

Wednesday, 7th June, 2023 at 6.30 pm

#### PRESENT

#### MEMBERS

His Worshipful The Mayor Cllr Arif Khan in the Chair;

Councillors S Hussain (Vice-Chair), A Anwar, L Ashworth, H Baker, G Birtwistle, H Bridges, C Briggs, M Brindle, J Broughton, S Chaudhary, S Cunliffe, A Fewings, J Harbour, B Horrocks, A Hosker, B Hughes, M Hurt, J Inckle, K Ingham, M Ishtiaq, N Kazmi, S Kazmi, A Kelly, L Khan, A Lewis, S Lone, J McGowan, A Raja, P Reynolds, C Sollis, M Steel, J Sumner, M Townsend, D Whitaker, A Wight and F Wild

#### OFFICERS

Mick Cartledge	Chief Executive
Lukman Patel	Chief Operating Officer
Paul Gatrell	Head of Housing & Development Control
Catherine Waudby	Head of Legal and Democratic Services
Chris Gay	Governance Manager
Alison McEwan	Democracy Officer
Carol Eddleston	Democracy Officer
Elizabeth Murphy	Planning Policy Manager
David Bristow	Mayor's Officer
MJ Hindman	Graphic Designer
Blake Morris	Admin Officer

#### 14. Declarations of Interest

There were no declarations of interest.

#### 15. Mayor's Communications

On behalf of the Worshipful the Mayor, the Chief Executive announced that a flag raising ceremony was to be held at 10am on 19<sup>th</sup> June for Armed Forces week. Councillors were invited and refreshments would be provided.

## 16. Public Question Time

Mr Jonathan Ainley addressed the meeting on the subject of Hollins Cross Farm.

## 17. Hollins Cross Farm, Woodplumpton Road, Burnley

Following a debate Cllr Gordon Birtwistle moved, seconded by Cllr Howard Baker;

‘to defer the matter to the DC Committee until a full report of an over winter survey on flooding has been received and considered by the relevant experts on the flooding.’

On Cllr Fewings proposing an amendment, Cllr Birtwistle agreed to alter the motion to include the following:

‘that a further ecological survey relevant to the whole nesting season of protected species and clarification of whether ‘lowland fens’ habitat was available’.

This alteration was accepted by Cllr Baker, and by the meeting.

On Cllr Cunliffe proposing an amendment, Cllr Birtwistle agreed to alter the motion to include the following:

‘that a further report on the ecological and climate change effect of the removal of peat be obtained.’

This alteration was accepted by Cllr Baker, and by the meeting.

For clarity the altered motion in its entirety was read by the Mayor.

Cllr Birtwistle moved and Cllr Baker seconded a motion ‘to defer the matter to the DC Committee until the full report of the over winter survey on flooding has been received and considered by the relevant experts on the flooding together with a further report on the ecological and and climate change effect of the removal of peat and a further ecological survey relevant to the nesting of birds through the whole breeding season of protected species and clarification on whether ‘lowland fens’ habitat is available.

The Mayor moved to adjourn the meeting for ten minutes. This was seconded by the Deputy Mayor and duly RESOLVED by the meeting.

*The meeting adjourned for ten minutes then duly reconvened.*

In accordance with Council Procedure Rule 16.4 a recorded vote was requisitioned.

On being put to the vote the above motion was duly RESOLVED.

**Hollins Cross Farm, Woodplumpton Road, Burnley (Motion)**

To defer the matter to the DC Committee until the full report of an over winter survey on flooding has been received and considered by the relevant experts on flooding, together with a further report on the ecological and climate change effect of the removal of peat, and a further ecological survey relevant to the nesting of birds through the whole breeding season of protected species and clarification on whether 'lowland fens' habitat is present are available.

Councillor Arif Khan	For
Councillor Shah Hussain	For
Councillor Afrasiab Anwar	For
Councillor Lee Ashworth	For
Councillor Howard Baker	For
Councillor Gordon Birtwistle	For
Councillor Helen Bridges	For
Councillor Charlie Briggs	For
Councillor Margaret Brindle	For
Councillor Joanne Broughton	For
Councillor Saeed Chaudhary	For
Councillor Scott Cunliffe	For
Councillor Andy Fewings	For
Councillor John Harbour	Against
Councillor Bill Horrocks	Against
Councillor Alan Hosker	No vote recorded
Councillor Beki Hughes	For
Councillor Martyn Hurt	For
Councillor Jacqueline Inckle	For
Councillor Karen Ingham	For
Councillor Mohammed Ishtiaq	For
Councillor Nussrat Kazmi	For
Councillor Syeda Kazmi	For
Councillor Anne Kelly	For
Councillor Lubna Khan	Against
Councillor Alun Lewis	Against
Councillor Sehrish Lone	For
Councillor Jamie McGowan	For
Councillor Asif Raja	No vote recorded
Councillor Paul Reynolds	For
Councillor Christine Sollis	Abstain
Councillor Mike Steel	For
Councillor Jeff Sumner	For
Councillor Mark Townsend	Against
Councillor Don Whitaker	For
Councillor Andy Wight	For
Councillor Fiona Wild	For
<b>Carried</b>	

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**Community Governance Review – Final Recommendations**

**REPORT TO FULL COUNCIL**



<b>DATE</b>	<b>19/07/2023</b>
<b>PORTFOLIO</b>	<b>Leader</b>
<b>REPORT AUTHOR</b>	<b>Alison McEwan</b>
<b>TEL NO</b>	<b>01282 477259</b>
<b>EMAIL</b>	<b>amcewan@burnley.gov.uk</b>

**PURPOSE**

1. To report the findings of the review to Full Council for decision.

**RECOMMENDATION**

2. That Council approves the following recommendation from the Community Governance Review Recommendation (Appendix A):
  - i. To increase the number of seats on Worsthorne with Hurstwood Parish Council from 7 to 9 from the next scheduled elections in May 2024.
  - ii. To authorise the Head of Legal & Democratic Services to prepare and make a Reorganisation of Community Governance Order, and to take such steps as considered necessary to give effect to the decision of the Council.

**REASONS FOR RECOMMENDATION**

3. To ensure that local governance continues to be effective and reflects the identities and interests of local communities.

**SUMMARY OF KEY POINTS**

**Background**

4. The Local Government & Public Involvement in Health Act 2007 devolved the power to take decisions relating to the creation or abolition of parishes, parish boundaries and electoral arrangements of parish councils from the Secretary of State and the Electoral Commission to principal councils.

5. A Community Governance Review (CGR) was initiated following a valid request from the Parish Council at their meeting on 24<sup>th</sup> January 2022.
6. At its meeting on 28<sup>th</sup> September 2022 Burnley Council approved the CGR.
7. It was proposed to increase the number of seats on Worsthorne with Hurstwood Parish Council from seven to nine.

## Report

8. Following approval at Full Council, Terms of Reference were published for the CGR (Appendix B), stakeholders were notified and individuals invited to submit comments on the proposals.
9. No responses were received during the initial consultation period.
10. Draft recommendations (Appendix C) were subsequently published based on the feedback received and consulted on. One response was received from a borough councillor stating that they had no objections.
11. In undertaking a CGR and in taking a decision as to whether or not to give effect to a final recommendation the Council is required to ensure that community governance within the area under review will be:
  - Reflective of the identities and interests of the community in that area
  - Effective and convenient
12. In considering the above criteria the CGR is required to have regard to influential factors including:
  - the impact of community governance arrangements on community cohesion
  - the size, population and boundaries of a local community or parish.
13. When considering the number of Councillors to be elected for the parish the review must have regard to the number of local government electors for the Parish and any changes in that number which are likely to occur in the period of 5 years beginning with the day the review starts.
14. In making recommendations the reviews have considered information received in the form of expressions of local opinion on the matters considered by the review, representations made by local people and other interested persons, and the use of knowledge of the local area.
15. The final recommendations take account of representations received through the community governance review process and supporting evidence which demonstrates that the proposed electoral arrangements would meet the criteria set out in the 2007 Act. Throughout the process we have used the NALC table that recommends the number of Councillors to electorate, as set out in Appendix B
16. To implement the recommended changes to electoral arrangements will require a Reorganisation of Community Governance Order to be made. It is proposed that the Order will take effect on the 1st April following the date on which they are made with the revised electoral arrangements for the Parish Council coming into force at the first parish elections following the Order. The revised electoral arrangements in this instance will therefore come into force at the next elections to the parish council which will be May 2024. In support of this timetable an officer delegation is proposed to make the Order and to take all necessary and desirable steps to give effect to the decisions of the Council.

## **FINANCIAL IMPLICATIONS AND BUDGET PROVISION**

17. The order will be made using existing resources.

## **POLICY IMPLICATIONS**

18. None.

## **DETAILS OF CONSULTATION**

19. Member Structures Working Group.

## **BACKGROUND PAPERS**

16. Guidance on Community Governance Reviews (DCLG/Electoral Commission)  
[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/8312/1527635.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/8312/1527635.pdf)

## **FURTHER INFORMATION**

**PLEASE CONTACT: Alison McEwan**

**ALSO: Alison Stirling**

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## FINAL RECOMMENDATION FOR WORSTHORNE WITH HURSTWOOD PARISH COUNCIL

Following publication of the draft recommendation to increase the number of Councillors on Worsthorne with Hurstwood Parish Council from 7 to 9 one response was received as follows:

1 borough councillor – no objections to make

Therefore the **final recommendation** for approval at the meeting of Burnley Borough Council on 19 July 2023 is to:

- **Increase the number of Councillors on Worsthorne with Hurstwood Parish Council from 7 to 9 with effect from the next scheduled elections in May 2024**

### Timetable for Review

Action	Relevant Date
Terms of reference are published and District Council notifies stakeholders. Publicity and engagement with stakeholders and individual submissions invited	3 October 2022 – 7 November 2022
Consideration of submissions received	8 November 2022 – 29 November 2022
Draft recommendations and proposals prepared	30 November 2022 – 6 January 2023
Publish draft recommendations and go out for second consultation	9 January 2023 – 13 February 2023
Consideration of submissions received and final proposals prepared.	14 February 2023 – 14 March 2023
Final recommendations published	15 March 2023 – 5 May 2023
Full Council Approval	19 July 2023
Council to Make Order	Thereafter

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## **COMMUNITY GOVERNANCE REVIEW**

WORSTHORNE WITH HURSTWOOD PARISH – INCREASE OF COUNCILLOR SEATS

LOCAL GOVERNMENT AND PUBLIC INVOLVEMENT IN HEALTH ACT 2007

TERMS OF REFERENCE

THESE TERMS OF REFERENCE HAVE BEEN PUBLISHED BY THE COUNCIL

ON: 03 OCTOBER 2022

SUBMISSION AND COMMENTS ON THIS TERMS OF REFERENCE DOCUMENT  
SHOULD BE MADE BY 07 NOVEMBER 2022

## **1. INTRODUCTION:**

### **Request from Worsthorne with Hurstwood Parish Council**

1.1 Worsthorne with Hurstwood Parish Council has requested that the number of seats on Worsthorne with Hurstwood Parish Council be increased by two members. The Parish Council currently has 7 seats and would like to increase it by 2 to 9.

1.2 The request has been made by Worsthorne with Hurstwood Parish Council following their meeting held on 24 January 2022, to ensure fair representation within the Parish and to allow the Parish council to take on more responsibility and events.

1.3 In accordance with Section 82 of the Local Government and Public Involvement in Health Act 2007 (the Act), Burnley Borough Council (the Council) may conduct a Community Governance Review.

### **The Legislative framework**

1.4 In undertaking the Review, the Council will be guided by Part 4 of the LGPIHA 2007. This Act has transferred powers to principal councils that previously, under the Local Government Act 1997, has been shared with the Electoral Commission's Boundary Committee for England.

1.5 The Council is also required to have regard to Guidance on Community Governance Reviews issued in accordance with section 100(4) of the Act by the government Department for Communities and Local Government and the Electoral Commission. The link for this is [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/8312/1527635.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/8312/1527635.pdf)

1.6 Section 81 of the Act requires the Council to publish its Terms of Reference document in a review.

### **What is a Community Governance Review (CGR)?**

1.7 A CGR is an opportunity for local authorities to consult with local people and organisations and to make changes to community governance if necessary. The council is required to ensure that community governance within the area under review will be:

- Reflective of the identities and interests of the community in that area; and
- Is effective and convenient.

A CGR can be a review of the whole or part of the district council area to consider one or more of the following:

- Creating, merging, altering or abolishing parishes;
- The naming of parishes and the style of new parishes;
- The electoral arrangements for parishes (ordinary year of election; council size, number of councillors to be elected to the council and parish warding), and
- Grouping parishes under a common parish council or de-grouping parishes.



1.8 This review will consider the request of the Parish Council to increase its size by two members. As this request does not have any impact on the governance arrangements of any neighbouring parishes, it is considered appropriate to conduct this review as a one-off review.

### **Parish governance in our area**

1.9 Parish Councils play an important role in terms of community empowerment at the local level. The aim is to ensure that the electoral arrangements of parishes, such as the warding arrangements and the allocation of councillors, are appropriate, equitable and understood by their electorate.

### **Timescale and Authority for the Review**

1.10 The Review must be concluded within a period of 12 months starting with the day on which the District Council publishes the terms of reference of the review, and is concluded when the Council publishes the recommendations made in the review.

1.11 As the principal authority, Burnley Borough Council is responsible for undertaking any CGR within its electoral areas. Any reports recommending any CGR, its term of reference, recommendations and whether to implement any changes will be taken to full Council for consideration and approval before a Community Governance Order is made.

## **2. CONSULTATION**

### **How the Council proposes to conduct consultations during the Review**

2.1 The Council has now drawn up and published this Terms of Reference document. This document lays out the aims of the Review and the legislation that guides it.

2.2 In coming to its recommendations in this review, the Council will take account of the views of local people. The Act requires the Council to consult the local government electors for the area under review and any other person or body who appears to have an interest in the Review and to take the representations that are received into account by judging them against the criteria in the LGPIHA 2007.

2.3 The Council is mindful of the government's guidance that "CGRs should be conducted transparently so that local people and other local stakeholders who may have an interest are made aware of the outcome of the decisions taken on them and the reasons behind these decisions". The Council will endeavour to ensure that local government electors and any other person or body that appears to have an interest in the Review have every opportunity to express their views. The Council recognises the importance of ensuring full consultation and that more effective proposals will be developed if all stakeholders have a full opportunity to contribute to the Review.

2.4 The Council will consult with the following individuals/organisations during the Review:

- Electors of the parish by placing public notices on the Parish Council notice boards and on the Borough Council website.
- Worsthorne with Hurstwood Parish Councillors
- District Councillors for the Cliviger with Worsthorne Ward
- County Councillor for the Burnley Rural Division.
- Local MP

2.5 In accordance with the Act, representations received in connection with the Review will be taken into account, and steps will be taken to notify consultees of the outcome of the Review. The Council proposes to use its website, direct personal communication and placing of key documents on deposit at the Council Offices to achieve these objectives. The Council has to be mindful of the costs of a Review, and it will endeavour to ensure that the consultation process is cost effective and that only reasonable costs are incurred.

### **Timetable for the Review**

2.6 Publication of this Terms of Reference document formally begins the Review.

2.7 Our timetable for this Review is as follows:

Action	Relevant Date
Terms of reference are published and Borough Council notifies stakeholders. Publicity and engagement with stakeholders and individual submissions invited	03 October 2022 – 07 November 2022
Consideration of submissions received	08 November 2022 – 29 November 2022
Draft recommendations and proposals prepared.	30 November 2022 – 6 January 2023
Publish draft recommendations and go out for second consultation.	9 January 2023 – 13 February 2023
Consideration of submissions received and final proposals prepared.	14 February 2023 – 14 March 2023
Final recommendations published	15 March 2023 - 5 May 2023
Full Council approval	?
Council to make Order	Thereafter

### **3. ELECTORATE**

3.1 The Council has used the latest published electorate figures for the 2022 Register of Electors published in September 2022 in providing the parish electorate. For Worsthorne with Hurstwood parish this was 2282

#### **4. THE PRESENT STRUCTURE AND ELECTORAL ARRANGEMENTS OF THE PARISH**

4.1 Worsthorne with Hurstwood Parish Council is not warded and has 7 members that cover the parish. So the ratio of Councillors to electors based on an electorate of 2282 is 1:326

#### **5. PROPOSED ELECTORAL ARRANGEMENTS**

5.1 The proposal from Worsthorne with Hurstwood Parish Council is to increase the total number of Councillors from 7 to 9. This would result in the representation changing from 1:326 to 1:254

5.2 In its Guidance, the government states “that the conduct of parish council business does not usually require a large body of councillors”. The Local Government Act 1972 states that the number of parish councillors for each parish council shall not be less than five. However there is little further guidance on appropriate numbers of parish councillors to be elected to a council. There is no maximum number and there are no rules relating to the allocations of councillors. In 1988 NALC (National Association of Local Councils) published guidance on suggested numbers of Councillors to be allocated depending on the size of the population being represented, as follows

<b>Electors</b>	<b>Councillors</b>	<b>Electors</b>	<b>Councillors</b>
Up to 900	7	10400	17
1400	8	11900	18
2000	9	13500	19
2700	10	15200	20
3500	11	17000	21
4400	12	18900	22
5400	13	20900	23
6500	14	23000	24
7700	15	Over 23000	25
9000	16		

5.3 The government has advised in its guidance that “it is an important democratic principle that each person’s vote should be of equal weight so far as possible, having regard to its population, geography and the pattern of communities”

5.4 While the Council is anxious to ensure that the allocation of councillors is broadly equitable across all parishes in the district, it is also appreciated that different levels of representation between urban and rural parishes have long been considered to be appropriate, because there has long been a recognition that population scarcity in more rural parishes creates particular challenges with regard to representation.

## **6. REORGANISATION OF COMMUNITY GOVERNANCE ORDER AND COMMENCEMENT**

6.1 The review will be completed when the Council adopts the Reorganisation of Community Governance Order. Copies of this Order and the document(s) which set out the reasons for the decisions that the Council has taken (including where it has decided to make no change following a Review) will be deposited at the Council's offices and on their website.

6.2 Any revised electoral arrangements will come into force at the next elections to the parish council which will be 2 May 2024.

## **7. HOW TO SUBMIT YOUR VIEWS**

7.1 Anyone wishing to submit a written representation regarding this review should send to [democracy@burnley.gov.uk](mailto:democracy@burnley.gov.uk) or Electoral Services, Burnley Borough Council Town Hall, Manchester Road, Burnley, BB11 9SA, ensuring you include your name and address.

Should you require any further information or need clarification on the review process please contact:

Alison Stirling - Elections Officer, [astirling@burnley.gov.uk](mailto:astirling@burnley.gov.uk) or 01282 477261.

## **8. PUBLICATION OF THE TERMS OF REFERENCE**

8.1 These Terms of Reference will be published on the Borough Council's website [www.burnley.gov.uk](http://www.burnley.gov.uk) and will be available for inspection at the Town Hall, Manchester Road, Burnley, BB11 9SA during normal office hours from 3 October 2022.

8.2 Notices advertising this Community Governance Review and the availability of these Terms of Reference will also be posted within the Parish of Worsthorne with Hurstwood.

Date of Publication

3 October 2022

## Draft Recommendation for Worsthorne with Hurstwood Parish Council

We have been asked by Worsthorne with Hurstwood Parish Council to consider increasing the number of councillors on the parish council from 7 to 9. The request from the Parish Council was made because they wish to have fair representation within the Parish and to allow the Parish Council to take on more responsibility and events.

Full Council recommended that a Community Governance Review be carried out as per the below timetable. The initial consultation period ran for a period of five weeks and no responses were received in that time.

**CURRENT RECOMMENDATION: Having considered the above, with no objections to the proposal, the draft recommendation is to increase the number of councillors on Worsthorne with Hurstwood parish council from 7 to 9.**

Consultations will be taken on this draft recommendation from 9 January 2023 until 13 February 2023. Contact can be made by email to [democracy@burnley.gov.uk](mailto:democracy@burnley.gov.uk) or in writing to Electoral Services, Burnley Borough Council, Town Hall, Manchester Road, Burnley, BB11 9SA.

A final recommendation then will be put forward to Full Council in July 2023 with any changes having effect from the May 2024 elections.

### Timetable for Review

Action	Relevant Date
Terms of reference are published and Borough Council notifies stakeholders. Publicity and engagement with stakeholders and individual submissions invited	3 October 2022 – 7 November 2022
Consideration of submissions received	8 November 2022 – 29 November 2022
Draft recommendations and proposals prepared	30 November 2022 – 6 January 2023
Publish draft recommendations and go out for second consultation.	9 January 2023 – 13 February 2023
Consideration of submissions received and final proposals prepared.	14 February 2023 – 14 March 2023
Final recommendations published	15 March 2023 – 5 May 2023
Full Council Approval	July 2023
Council to Make Order	Thereafter

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## CONSTITUTIONAL AMENDMENTS AND REPORTING

### FULL COUNCIL



DATE	19 <sup>th</sup> July 2023
PORTFOLIO	Leader
REPORT AUTHOR	Alison McEwan/Carol Eddleston
TEL NO	01282 477259 / 475973
EMAIL	<a href="mailto:democracy@burnley.gov.uk">democracy@burnley.gov.uk</a>

### PURPOSE

1. To consider:
  - i) An addition to Council Procedure Rule (CPR) 14.5 to enable a member to speak more than once to read notes on behalf of another member who cannot speak.
  - ii) increasing by one the number of elected member appointments on Burnley Together Steering Group and Growth Lancashire on the Outside Bodies list which is approved by Full Council at its Annual Council meeting, and
  - iii) appointing one additional elected member to each of Burnley Together Steering Group and Growth Lancashire for the remainder of the 2023/24 municipal year.

### RECOMMENDATION

2. That Full Council:
  - i) Approve the following addition to CPR 14.5 ***(g) to speak on behalf of another member who is present at the meeting but as a result of incapacity is unable to speak (either on a temporary or permanent basis), the other member may read out from the incapacitated members own written representations.***
  - ii) agree that the number of elected member appointments on Burnley Together Steering Group and Growth Lancashire each be increased from one to two on the Outside Body list which Full Council approves at its Annual Council meeting, and
  - iii) appoint one additional elected member to each of Burnley Together Steering Group and Growth Lancashire, from the nominations received, for the remainder of the 2023/24 municipal year.

## REASONS FOR RECOMMENDATION

3. To ensure that members are able to participate and be represented in meetings.
4. To ensure that the Council maintains appropriate representation on Outside Bodies following requests from the Leader of the Council in relation to Burnley Together Steering Group and from Lancashire County Council in relation to Growth Lancashire.

## SUMMARY OF KEY POINTS

5. One of our members is living with a neurological condition, which amongst many other symptoms causes them on occasion to experience temporary speech 'paralysis' for a period lasting anywhere from a few seconds to a matter of minutes.

The member has requested an adjustment be made so that when they are experiencing one of these episodes another member may read out their contribution (from notes) on their behalf.

This raises two matters for consideration:

- a. If the other member has already spoken on the matter they are prevented from speaking again by CPR 14.5 (*A member who has spoken on a motion may not speak again whilst it is the subject of debate.*) There then follows a list of exceptions, none of which is appropriate for this circumstance.
- b. The opportunity to speak again may present the chance to put forward more of the speakers own agenda, rather than that of the member on whose behalf they speak.

Officers have considered whether this would be achievable and could take account of the issues raised above and propose that Members should consider the following addition (g) to the list of exceptions at CPR 14.5. This has been worded sufficiently to cover other similar situations which may arise.

### CPR 14.5

*A member who has spoken on a motion may not speak again whilst it is the subject of debate, except:*

- (a) to speak once on an amendment moved by another member;
- (b) to move a further amendment if the motion has been amended since he/she last spoke;
- (c) if his/her first speech was on an amendment moved by another member, to speak on the main issue (whether or not the amendment on which he/she spoke was carried);



(d) in exercise of a right of reply;

(e) on a point of order;

(f) by way of personal explanation; and

(g) ***to speak on behalf of another member who is present at the meeting but as a result of incapacity is unable to speak (either on a temporary or permanent basis), the other member may read out from the incapacitated members own written representations.***

6. Appointments to Burnley Together Steering Group are currently subject to qualifications and accordingly, at Annual Council on 23<sup>rd</sup> May, Full Council approved the appointment of Councillor Lubna Khan as Executive Member for Community, Health and Environmental Services, along with the Chief Executive and the Head of Policy and Engagement to represent Burnley Borough Council on the group.

The Steering Group now wishes for there to be a second elected member appointment and the Leader has asked that this be an 'experienced Opposition member'. To enable this to be put in place before the next municipal year, nominations have been sought via Group Leaders and Full Council is asked to make an appointment for the remainder of the 2023/24 municipal year. If there is more than one nomination a vote will take place in accordance with Council Procedure Rules.

Subject to any other change(s) to the appointments to this group, it is intended that in future years nominations for an 'experienced Opposition member' will be requested from Group Leaders as part of the wider nominations to Committee Seats, Committee Chairs and Outside Bodies process.

7. The one current appointment to Growth Lancashire is qualified to the Executive Member for Economy and Growth and accordingly, at Annual Council on 23<sup>rd</sup> May, Full Council approved the appointment of Councillor Mark Townsend as the Council's representative.

Lancashire County Council administers Growth Lancashire and has indicated that it would be helpful if the Council would nominate an alternate member. This alternate position is not subject to any qualification. Again, to enable this to be put in place before the next municipal year, nominations have been sought via Group Leaders and Full Council is asked to make an appointment for the remainder of the 2023/24 municipal year. If there is more than one nomination a vote will take place in accordance with Council Procedure Rules.

Again, subject to any other change(s) to the appointments to this body, it is intended that in future years nominations for an 'alternate member' will be requested from Group Leaders as part of the wider nominations to Committee Seats, Committee Chairs and Outside Bodies process.

**FINANCIAL IMPLICATIONS AND BUDGET PROVISION**

8. None.

**POLICY IMPLICATIONS**

9. None.

**DETAILS OF CONSULTATION**

10. Member Structures and Support Working Group.

**BACKGROUND PAPERS**

11. None.

**FURTHER INFORMATION**

**PLEASE CONTACT:**

**Alison McEwan / Carol Eddleston**

## Senior Management Structure

### REPORT TO EXECUTIVE & FULL COUNCIL



<b>DATE</b>	<b>19/07/2023</b>
<b>PORTFOLIO</b>	<b>Leader</b>
<b>REPORT AUTHOR</b>	<b>Vicky White</b>
<b>TEL NO</b>	<b>01282 477124</b>
<b>EMAIL</b>	<b>vwhite@burnley.gov.uk</b>

#### PURPOSE

1. To consider proposals to review the Council’s Senior Management Structure.

#### RECOMMENDATION

2. That the Executive recommend to Full Council to (from 11<sup>th</sup> August 2023):
  - (a) Endorse this report and the updated Management Structure as set out in the Appendix;
  - (b) Redesignate the Strategic Head of Economy & Growth (RR1002) to Director of Economy and Development and transfer the management of the Head of Housing & Development Control to this post;
  - (c) Redesignate the Head of Finance & Property Services (AS0007) to Director of Resources and transfer the management of the People & Development service to this post;
  - (d) Note the inclusion of the Head of Housing & Development Control to the Chief Executive’s Management Team;
  - (e) Redesignate the role of Monitoring Officer to the Head of Legal & Democratic Services; and
  - (f) Delegate authority to the Monitoring Officer to make any consequential amendments to the constitution (Part 3 – Scheme of Delegation & Part 7 – Management Structure) to give effect to this decision.

#### REASONS FOR RECOMMENDATION

3. The Head of Paid Service is to ensure that the authority’s functions are properly co-ordinated as well as organising staff and appointing appropriate management.
4. Following recent senior personnel changes, the Senior Management Structure has been reviewed by the Chief Executive/Head of Paid Service (Designate) to ensure that the structure remains up to date and can continue to deliver on the Council’s priorities which include the re-procurement/extension of the council’s two strategic partnerships, strategic

delivery of the climate change agenda and improving the quality of the Borough's housing supply and stock.

## **SUMMARY OF KEY POINTS**

5. The Head of Paid Service is to (inter alia) ensure that the authority's functions are properly co-ordinated as well as organising staff and appointing appropriate management.
6. Members will be aware that the Appointments Panel has recently appointed Rob Dobson to the post of Chief Operating Officer following a nationally advertised recruitment process. The Chief Executive (Designate) has proposed to revise responsibilities within the Senior Management Team to ensure that it reflects current priorities following the successful recruitment of the COO.
7. The Chief Executive's Management Team currently comprises of the Chief Executive, Chief Operating Officer, Head of Finance & Property Services and the Strategic Head of Economy & Growth.

### **8. Director of Economy and Development**

It is proposed that the Strategic Head of Economy & Growth is redesignated as the Director of Economy and Development to recognise the strategic importance of the role in attracting business and investment into the Borough. It is also proposed to amend the person specification for this role to require that the postholder is a Member of the RTPI.

It is also proposed that the Head of Housing and Development Control should report directly to the Director of Economy and Development to ensure closer collaboration between planning policy and development control as well as driving the climate change strategy more strategically across the Borough. The alignment of the planning policy and development control units is common across the majority of councils across the country.

Whilst the salary level for the post will not be changed, it is recognised that the post should be appropriately titled to reflect the responsibilities associated with the role.

Moving responsibility for Housing and Development Control from the COO to the Director of Economy and Development will also allow the COO to focus on the re-procurement/extension of the council's two key strategic partnerships which is an immediate priority.

### **9. Director of Resources**

To reflect the key importance of the management of the council's finances and resources across the organisation it is proposed that the Head of Finance & Property Services be redesignated as Director of Resources.

Whilst the salary level for the post will not be changed, it is recognised that the post should be appropriately titled to reflect the responsibilities associated with the role.

The People and Development Team currently report directly to the Chief Operating Officer. It is proposed that the Strategic HR Manager reports to the Director of Resources.

10. An assessment of the impact of the above changes has been carried out and it has been concluded that there be no change to the salary levels for the above Director posts.

#### **11. Head of Housing & Development Control**

Members will be aware of the importance of housing standards and climate change across the Borough. In view of the heightened importance of housing standards and climate change, the CEX (Designate) believes that that there should be further visibility of these issues at the Chief Executive's Management Team. It is therefore proposed that the postholder becomes part of the Chief Executive's Management Team to provide greater oversight for these strategic priorities.

#### **12. Monitoring Officer**

The Monitoring Officer is a statutory appointment under Section 5 of the Local Government and Housing Act 1989 as amended by paragraph 24 of Schedule 5 Local Government Act 2000. The role of the Monitoring Officer is outlined in Section 5k of the Council's constitution.

13. The Council's current Monitoring Officer is Lukman Patel who commences in the role of Chief Executive (Head of Paid Service) on 11 August 2023. It is therefore necessary to appoint a senior officer to act in the role of Monitoring Officer with effect from this date. The Council is therefore asked to approve the redesignation of the Monitoring Officer role to the Head of Legal & Democratic Services.

#### **14. Head of Policy & Engagement**

As a result of Rob Dobson's recent appointment to the Chief Operating Officer role the above position will be vacant. The Chief Executive (Designate) is considering options and if there needs to be a further restructure as a result this, it will be reported to Members. There will be interim internal arrangements put in place to cover the key areas of the role.

15. Members will be aware that whilst there has been a significant increase in assets and projects in recent years which the Council is responsible for there has been no corresponding increase in management capacity. Whilst no additional management capacity is proposed at present, the Chief Executive (Designate) shall keep management capacity under review in line with his statutory role.

### **FINANCIAL IMPLICATIONS AND BUDGET PROVISION**

16. An assessment of the impact of the above changes has been carried out and it has been concluded that there shall be no change to the salary levels for the redesignation of the two Heads of Service to Directors.

## **POLICY IMPLICATIONS**

17. The appointment of an effective senior management structure is an essential requirement if the Council is to achieve the outcomes set out in the Council's Strategic Plan and continue the momentum driving the Borough forward

## **DETAILS OF CONSULTATION**

18. Leader of the Council  
Member Structures Working Group  
Executive Members  
Current Management Team and COO (Designate)

## **BACKGROUND PAPERS**

19. None

## **FURTHER INFORMATION**

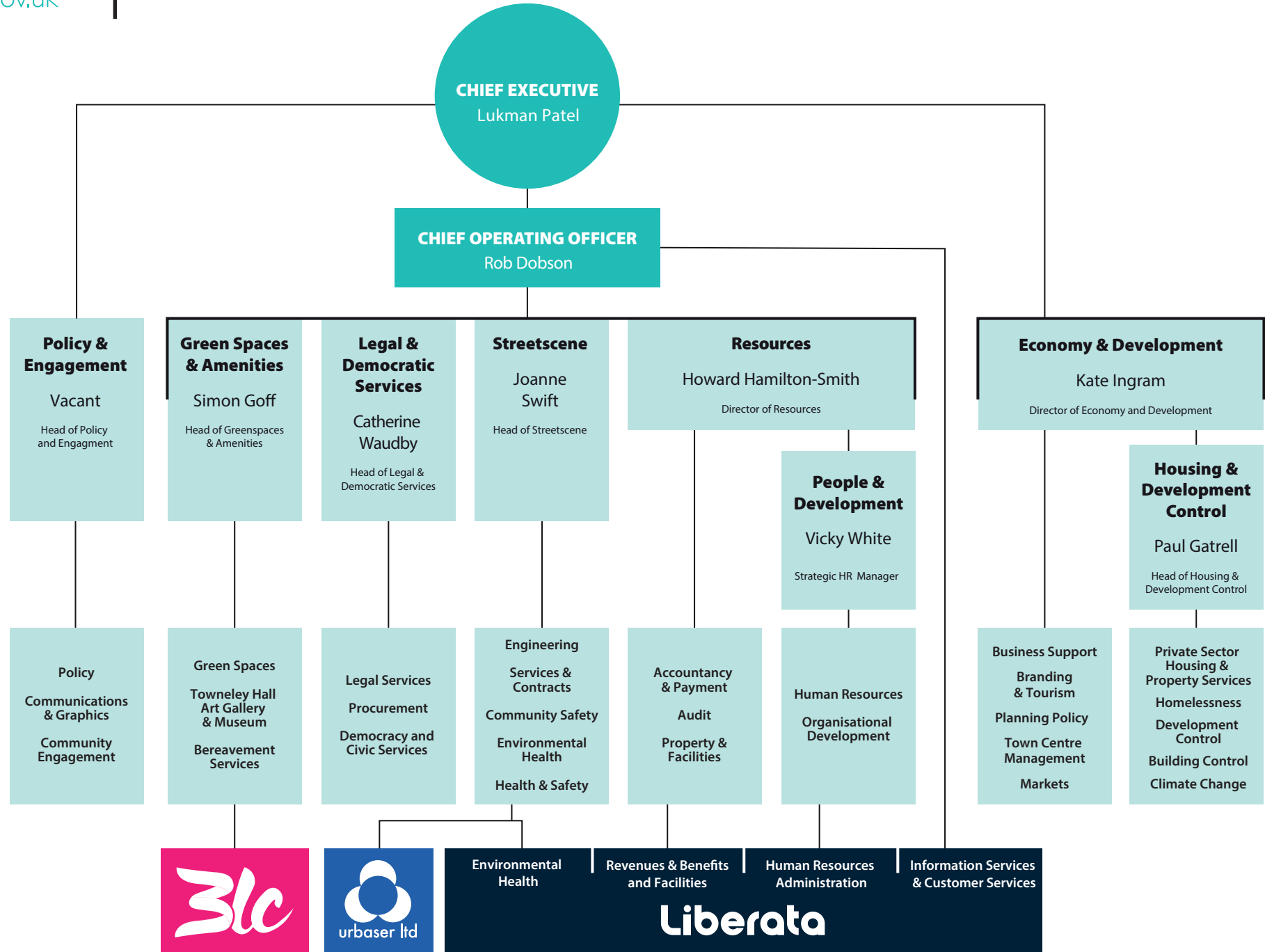
**PLEASE CONTACT:**

**Vicky White, Strategic HR Manager  
01282 477124**

**ALSO:**

**Lukman Patel, Chief Executive (Designate)  
01282 477140**

# Management Team Structure - Proposal



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## Amendment to Statement of Licensing Policy in respect of Delegated Functions

### REPORT TO LICENSING COMMITTEE



<b>DATE</b>	<b>21<sup>st</sup> June 2023</b>
<b>PORTFOLIO</b>	<b>Community Services and Wellbeing</b>
<b>REPORT AUTHOR</b>	<b>Karen Davies</b>
<b>TEL NO</b>	
<b>EMAIL</b>	<a href="mailto:kdavies@burnley.gov.uk">kdavies@burnley.gov.uk</a>

### PURPOSE

1. To obtain a recommendation from Licensing Committee to Full Council endorsing the amendment of Appendix A of the Statement of Licensing Policy in respect of delegated functions under the Licensing Act 2003 (The Act).

### RECOMMENDATION

2. That Licensing Committee recommend Full Council to approve the amendments to Appendix A of the Council's Statement of Licensing Policy in line with Appendix 2 of this report.
3. That Full Council approve the amendments to Appendix A of the Council's Statement of Licensing Policy in line with Appendix 2 of this report.

### REASONS FOR RECOMMENDATION

4. To update delegations in line with statutory guidance issued under s182 of the Licensing Act 2003.

### SUMMARY OF KEY POINTS

5. Part 3 of the Council's Constitution points to Appendix A of the Statement of Licensing Policy as the reference for delegated functions under The Act. Over time changes to the legislation require new delegations to be established. Paragraph 14.71 of the statutory guidance recommends how those delegations are approached by the Licensing Authority.
6. The table at Appendix 1 outlines existing delegations, and at Appendix 2 the proposed delegations, which reflect the wording of the current statutory guidance, changes highlighted yellow.

## **FINANCIAL IMPLICATIONS AND BUDGET PROVISION**

7. None

## **POLICY IMPLICATIONS**

8. The Statement of Licensing Policy is a key policy document. Full Council approval is required to make changes to the Policy, and also required for amendments to the Council's Constitution.

## **DETAILS OF CONSULTATION**

9. Chair and Vice-Chair of Licensing Committee, Executive Member for Community Services and Wellbeing.

## **BACKGROUND PAPERS**

None

## **FURTHER INFORMATION**

**PLEASE CONTACT:** Karen Davies

**ALSO:** Lisa Tempest

**APPENDIX 1:****EXERCISE AND DELEGATION OF FUNCTIONS (Existing)**

The Authority will exercise and delegate functions in accordance with the following table.

<b>Decision</b>	<b>Licensing Committee</b>	<b>Licensing Sub-Committee</b>	<b>Officer</b>
Application for personal licence		If a police objection	If no objection made
Application for personal licence with unspent convictions		All cases	
Application for premises licence/club premises certificate		If relevant representation made	If no relevant representation made
Application for Provisional Statement		If relevant representation made	If no relevant representation made
Application to vary Premises Licence/ Club Premises Certificate		If relevant representation made	If no relevant representation made
Application to vary Designated premises supervisor		If a police objection	All other cases
Request to be removed as Designated Premises Supervisor			All cases
Application for transfer of a premises licence		If a police objection	All other cases
Application for interim Authority		If a police objection	All other cases
Deciding an application for Premises licence review is irrelevant, repetitious, vexatious or frivolous			All cases
Application to Review Premises licence / club premises Certificate unless all parties agree unnecessary		All Cases	
Decision to object when a local authority is a consultee and not the relevant licensing authority		All cases	
Determination of an objection to a Temporary Event Notice		All cases	
Determination of a Minor Variation			All cases
Determination of a s20 Film Classification		All cases	
Licensing Authority to act as Responsible Authority			All cases
Disapplication of the s19 requirements to have a DPS in community premises			All cases

**APPENDIX 2:**

(Proposed Statement of Licensing Policy APPENDIX A)

**EXERCISE AND DELEGATION OF FUNCTIONS**

The Authority will exercise and delegate functions in accordance with the following table.

<b>Decision</b>	<b>Licensing Committee or Sub-Committee</b>	<b>Officer</b>
Application for personal licence	If a police or immigration enforcement objection	If no objection made
Application for personal licence with unspent convictions	If a police objection	If no objection made
Application for premises licence/club premises certificate	If relevant representation made	If no relevant representation made
Application for Provisional Statement	If relevant representation made	If no relevant representation made
Application to vary Premises Licence/ Club Premises Certificate	If relevant representation made	If no relevant representation made
Application to vary Designated premises supervisor	If a police objection	All other cases
Request to be removed as Designated Premises Supervisor		All cases
Application for transfer of a premises licence	If a police objection	All other cases
Application for interim Authority	If a police objection	All other cases
Decision on whether a representation is irrelevant, , vexatious or frivolous etc		All cases
Application to Review Premises licence / club premises Certificate unless all parties agree unnecessary	All Cases	
Decision to object when a local authority is a consultee and not the relevant authority considering the application	All cases	
Determination of an objection to a Temporary Event Notice	All cases	
Decision whether to consult other responsible authorities on minor variation application		All cases
Determination of a Minor Variation		All cases
Determination of a s20 Film Classification	All cases	
Licensing Authority to act as Responsible Authority		All cases
Determination of an application to vary premises licence at community premises to include alternative licence condition	If police objection	All other cases

## REPORT TO EXECUTIVE



<b>DATE</b>	<b>12<sup>th</sup> July 2023</b>
<b>PORTFOLIO</b>	<b>Resources &amp; Performance Management</b>
<b>REPORT AUTHOR</b>	<b>Craig Finn</b>
<b>TEL NO</b>	<b>01282 475811</b>
<b>EMAIL</b>	<b>CFinn@burnley.gov.uk</b>

## Final Revenue Outturn Position 2022/23

### PURPOSE

1. To report the provisional position on the Council's revenue accounts for 2022/23.

### RECOMMENDATION

2. That the Executive Members are requested to recommend that Full Council approve:
  - a) The provisional final position on the Council's revenue account for 2022/23, being a net underspend of £61k which is to be transferred to the Revenue Support Reserve. The projected underspend estimated at quarter 3 budget monitoring was £9k.
  - b) The transfers to/from Earmarked Reserves totalling a net £2.368m increase to reserves *including* carry forward requests subject to approval but *excluding* the recommended Revenue Support Reserve transfer above (see Appendix 2).
  - c) The approval of additional revenue budget carry forward requests from Heads of Service totalling £671k and assumed within the net underspend reported above for presentation purposes only at this time (see Appendix 3).

### REASONS FOR RECOMMENDATION

3. To conclude the revenue budget monitoring process for 2022/23 and report the final outturn position as outlined in the Council's Statement of Accounts for 2022/23.

## SUMMARY OF KEY POINTS

### Revenue Outturn position

4. Members will recall that there were three quarterly budget monitoring reports to the Executive during 2022/23. These reports disclosed that there were anticipated variations in spending and income compared with the revised budget, not least due to the financial impact of the Coronavirus pandemic and cost-of-living crisis. The third and most recent in-year monitoring report to Full Council, in February 2023, estimated a year end underspend of £9k on the revenue account.
5. Available revenue resources as at 31 March 2023 have been confirmed at £17.486m, up from £15.321m approved as part of the original 2022/23 Budget. This net increase is largely due to additional S31 grants received as compensation from Government for lost income relating to additional Business Rate Reliefs made available to businesses in the borough during the year.
6. This has resulted in a re-alignment of budgets at the year-end with a budgeted reduction to net service budgets and increased transfer to reserves to support ongoing commitments into future years (see paragraph 9, Reserve Transfers).
7. The final outturn on the Council's revenue account for 2022/23 has moved from an underspend position of £9k, as estimated in the quarter 3 budget monitoring report, to a year end underspend of £61k (see Appendix 1).
8. Table 1 below shows actual spend compared to budget and the associated variance for each service department.

		Q3 REVISED BUDGET £000	APPROVED BUDGET CHANGES £000	REVISED BUDGET £000	ACTUAL £000	VARIANCE £000
a	Economy and Growth	1,037	-314	723	589	-134
b	Policy and Engagement	1,015	-987	28	-70	-98
c	Management Team	373	18	391	388	-3
d	Sport and Culture Leisure Client	910	110	1,020	1,171	151
e	Green Spaces and Amenities	1,531	-12	1,519	1,484	-35
f	Streetscene	3,523	-264	3,259	3,323	64
g	Housing and Development Control	952	-269	683	878	195
h	Strategic Partnership	4,141	0	4,141	4,210	69
i	Finance and Property	-1,409	-108	-1,517	-1,434	83
j	Revenues and Benefits Client	-1,309	-370	-1,679	-1,605	74
k	Legal and Democratic Services	1,198	-98	1,100	1,054	-46
l	People and Development	225	-11	214	204	-10
m	Central Budgets - Other <i>(includes corporate costs eg utilities, apprenticeship levy)</i>	735	-629	106	-42	-148
	Central Budgets - Savings Targets	-248	-417	-665	0	665
	<b>NET SERVICE BUDGET</b>	<b>12,674</b>	<b>-3,351</b>	<b>9,323</b>	<b>10,150</b>	<b>827</b>
	Pensions	783	1	784	770	-14
	Provisions <i>(Balance to be determined at year end)</i>	0	50	50	-90	-140
	Impairments <i>(Provisions for Bad Debt)</i>	0	-52	-52	-52	0
	Parish Precepts <i>(Disbursement to Parishes)</i>	169	0	169	169	0
	Treasury <i>(Investment Income &amp; Expenditure)</i>	1,660	-160	1,500	828	-672
	Capital Financing	3,675	-331	3,344	3,282	-62
	Earmarked Reserves (to / (from))	-1,603	4,512	2,910	2,971	61
	Strategic Reserves (to / (from))	-2,038	1,496	-542	-542	0
	<b>NET CORPORATE ITEMS</b>	<b>2,646</b>	<b>5,516</b>	<b>8,163</b>	<b>7,336</b>	<b>-827</b>
	Council Tax	-7,480	0	-7,480	-7,480	0
	Parish Precepts <i>(Receipts from Council Tax Payers)</i>	-169	0	-169	-169	0
	Business Rates: Retained Income	-4,513	-431	-4,944	-4,944	0
	Business Rates: S31 Grants <i>(For award of business rates relief)</i>	-1,655	-1,771	-3,426	-3,426	0
	Prior Year Collection Fund (Surplus)/Deficit	1,261	37	1,298	1,298	0
	Revenue Support Grant	-1,700	0	-1,700	-1,700	0
	New Homes Bonus	-576	0	-576	-576	0
	Other Government Grants	-489	0	-489	-489	0
	<b>FUNDING</b>	<b>-15,321</b>	<b>-2,165</b>	<b>-17,486</b>	<b>-17,486</b>	<b>0</b>
	<b>BUDGET BALANCE</b>	<b>-1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

A summary of the significant variances since quarter 3 is shown in the table below:

	Significant Variances £'000s
<b>Underspends / Increased Income</b>	
Increased Utility costs above forecast	62
Leisure Management Fee (pay award)	47
Net Treasury Management activity	(44)
New Burdens grant (Council Tax Rebate)	(126)

9. Reserves Transfers

The Executive is asked to recommend to Full Council approval of the movements in earmarked reserves being a net overall increase in the year of £2.368m - *excluding* the recommended transfer of the 2022/23 net underspend of £61k but *including* carry forward requests subject to approval of £671k. Additionally, year-end net transfers to reserves in the sum of £1.275m are included within the outturn figure. These adjustments are in addition to any previously approved reserve transfers and contribute to an increase in earmarked and strategic reserves from £23.055m at the start of the year to a year end position of £25.423m.

10. The Covid Recovery reserve was re-designated the 'Covid-19 and Cost-of-Living Reserve' as part of the Q3 Revenue Budget Monitoring cycle, recognising ongoing pressures relating to income and expenditure. Sums originally set aside to help cover any future shortfalls in income or increases in expenditure associated with the pandemic will also be earmarked to support similar challenges linked to the cost-of-living crisis.
11. Carry forwards of £671k have been requested, of which £139k relate to externally funded Covid-19 grant schemes and £140k to other sources of external funding. For all externally funded schemes it has been agreed by the funding provider that unspent monies can be carried forward for spend in 2023/24. The balance of £392k is made up of carry forward requests from the council's revenue budgets – see Appendix 3.
12. A summary of year-end Reserve transfers is attached at Appendix 4.
13. The balance of General Reserves has remained at £1.379m.



## **FINANCIAL IMPLICATIONS AND BUDGET PROVISION**

14. As shown in the body of the report and appendices.

## **POLICY IMPLICATIONS**

15. The provisional outturn position will be reflected in the draft Statement of Accounts which will show the spending by the Council in pursuit of declared objectives in that financial year and the reserves and balances available for future spending. Following a temporary extension to the deadline for production of the draft financial statements for the two-year period 2020/21 and 2021/22 to 31<sup>st</sup> July each year, there has been a reversion to 31<sup>st</sup> May 2023 for production of the draft 2022/23 accounts. The Council's draft 2022/23 Statement of Accounts is available for inspection on the website.

The deadline for publishing audited local authority accounts is 30<sup>th</sup> September 2023. This deadline is expected to remain for at least six years, up to and including completion of 2027/28 accounts.

The draft Statement of Accounts will be subject to audit by the Council's external auditors, Grant Thornton UK LLP. There may be minor adjustments to the figures included within the provisional outturn as a result of the audit. The Accounts will be reported to the Audit and Standards Committee.

## **DETAILS OF CONSULTATION**

16. None.

## **BACKGROUND PAPERS**

17. None.

## **FURTHER INFORMATION**

**PLEASE CONTACT:**

**Craig Finn  
Principal Accountant**

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## Revenue Underspending 2022/23

## Appendix 1

### Final Variances

#### Underspends/Increased Income

Reduction in PWLB borrowing costs due to internal borrowing	(260)		
Additional temporary investment interest income	(448)		
Increased cemetery and crematorium income	(96)		
		<u>(804)</u>	

#### Increased Expenditure/Reduced Income

Pay Award higher than estimated	532		
Increased utility costs	129		
Other minor net movements/(underspends) under £20k	82		
		<u>743</u>	<b>(61)</b>

#### Transfer to Reserve

Transfer to Revenue Support Reserve to achieve provisional outturn break even position	61	<b>61</b>	<b>61</b>
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### Break even position for year

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Transfers to/from Earmarked Reserves	2021/22			2022/23			Balance at 31 March 2023 £000s
	Balance at 31 March 2021 £000s	Net transfers In/(Out) £000s	Movements between Reserves £000s	Balance at 31 March 2022 £000s	Net transfers In/(Out) £000s	Movements between Reserves £000s	
<b>Earmarked Reserves</b>							
<b>Specific Reserves</b>							
Specific Reserves							
Taxi Licensing	4	-	-	4	-	-	4
Selective Licensing	680	(201)	-	479	(3)	-	476
Local Development Framework	22	-	20	42	-	-	42
Transport & Plant Replacement	36	15	-	51	(15)	-	36
Revenue Grants Unapplied	173	266	(90)	349	101	-	450
Primary Engineer	37	-	-	37	-	-	37
Town Centre Master Plan	95	-	1,000	1,095	-	-	1,095
Charter Walk Refurbishment	-	75	-	75	200	-	275
Charter Walk Regeneration	-	778	-	778	1,047	-	1,825
Burnley Bondholders	45	14	-	59	(29)	-	30
Business Rates Retention Volatility	5,710	3,502	-	9,212	488	(4,661)	5,039
Cremator Relining	-	19	-	19	(19)	-	-
Revenue Support	565	645	-	1,210	546	1,178	2,934
Carry Forwards	2,199	(850)	-	1,349	(464)	-	885
Regeneration Reserve	690	(128)	21	583	(42)	-	541
Pension Strain Reserve	350	358	-	708	405	-	1,113
Sandygate Sinking Fund Reserve	40	41	-	81	42	-	123
Sandygate Smoothing Reserve	588	(3)	-	585	114	-	699
Elections Reserve	38	20	-	58	35	-	93
COVID-19 and Cost of Living Reserve	1,589	628	(1,041)	1,176	(234)	-	942
Housing Initiatives Reserve	51	357	90	498	81	(178)	401
Collection Fund Deficit Reserve	5,264	(5,203)	-	61	(336)	1,788	1,513
Towneley Park Events	-	12	-	12	37	-	49
Energy Volatility	-	194	-	194	66	-	260
Asylum Seekers Reserve (New)	-	-	-	-	682	-	682
Padiham Town Hall Reserve (New)	-	-	-	-	8	-	8
Pioneer Place Smoothing Reserve (New)	-	-	-	-	200	-	200
	18,176	539	-	18,715	2,910	(1,873)	19,752
<b>Strategic Reserves</b>							
Transformation	1,992	810	-	2,802	(54)	1,873	4,621
Growth	1,538	-	-	1,538	(488)	-	1,050
	3,530	810	-	4,340	(542)	1,873	5,671
<b>Total</b>	<b>21,706</b>	<b>1,349</b>	<b>-</b>	<b>23,055</b>	<b>2,368</b>	<b>-</b>	<b>25,423</b>

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Service Unit / Task	Details	2022/23 Budget £	2022/23 Forecast Outturn £	2022/23 (Under) / Over Spend £	Amount to be Approved Q4 £
<b>Economy and Growth</b>					
Planning Policy Team		40,000	0	(40,000)	40,000
Local Plan	Due to changes and uncertainties around the Levelling Up Bill the Planning Policy team put on hold a number of pieces of work in the financial year and would propose carrying forward the funding to be used for the preparation of any planning policy documents and/or studies that may be required in future years	30,885	1,994	(28,891)	28,891
		3,565	0	(3,565)	3,565
<b>Sub-total</b>		<b>74,450</b>	<b>1,994</b>	<b>(72,456)</b>	<b>72,456</b>
<b>Policy and Engagement</b>					
Digital Transformation	New Telephony system has been delivered. However a new strategy for digital transformation is being developed. A key priority is a new building control system following the decision to bring the service back in house. This carry forward will support that requirement	103,184	64,289	(38,895)	38,895
<b>Sub-total</b>		<b>103,184</b>	<b>64,289</b>	<b>(38,895)</b>	<b>38,895</b>
<b>Finance &amp; Property</b>					
Internal Audit	Maternity leave savings, to provide cover for extra audit days to support delivery of the Internal Audit plan	20,230	9,820	(10,410)	10,410
Property Services	Request to carry forward sums to support management of vacant sites	5,620	710	(4,910)	4,910
<b>Sub-total</b>		<b>25,850</b>	<b>10,530</b>	<b>(15,320)</b>	<b>15,320</b>
<b>Green Spaces and Amenities</b>					
Burnley Bonfire	Request c/f of underspend from this year's event towards next year	15,700	12,639	(3,061)	2,606
Donation - Friends of Towneley Park	Request to carry forward unspent donations	10,211	7,025	(3,186)	3,186
Grounds Maintenance	Unspent donations received for commemorative benches	(10,000)	(13,921)	(3,921)	3,921
Burnley Cemetery	Bereavement Services management software installation to be completed in 2023/24	50,230	28,380	(21,850)	21,850
Towneley Golf Club House	Towneley Golf Club House Condition survey to be completed April/May 2023	5,000	0	(5,000)	5,000
<b>Sub-total</b>		<b>71,141</b>	<b>34,123</b>	<b>(37,018)</b>	<b>36,563</b>
<b>Streetscene</b>					
Street Cleansing	To support the associated costs in relation to Charter Walk for the purchase of new bins/cleansing and other associated costs	22,000	0	(22,000)	22,000
Residual Household Waste	For the purchase of additional household waste bins.	(31,997)	(45,245)	(13,248)	13,000
Trade Waste	For installation of cameras on new vehicles	44,443	28,216	(16,227)	9,098
Community Safety	Continued support to Alleygating Programme and temporary Anti-Social Behaviour (ASB) Officer	32,179	29,562	(2,617)	2,617
<b>Sub-total</b>		<b>66,625</b>	<b>12,533</b>	<b>(54,092)</b>	<b>46,715</b>

<b>Housing &amp; Development Control</b>					
Housing Advice	Continued support to vulnerable Tenants, funded by the Homelessness Prevention Grant	54,330	8,970	(45,360)	45,360
Development Control	Utilise salary savings to fund temporary Agency costs in 2023/24	172,245	126,888	(45,357)	45,357
<b>Sub-total</b>		<b>226,575</b>	<b>135,858</b>	<b>(90,717)</b>	<b>90,717</b>
<b>Legal &amp; Democratic Services</b>					
Democracy Team	Request to carry forward in year saving on software costs to cover increase in contract for Modern Gov. Future increases will be incorporated into the revenue budget	30,721	24,863	(5,858)	5,858
Member Training	To fund new member training approaches including Development Control moving from in-house provision to external	4,668	1,838	(2,830)	2,830
Insurances	To allow for fire suppression works to be carried, as recommended by the Council's insurer	293,013	275,609	(17,404)	17,404
<b>Sub-total</b>		<b>328,402</b>	<b>302,310</b>	<b>(26,092)</b>	<b>26,092</b>
<b>People and Development</b>					
Corporate Training	To help support future corporate training requirements.	30,937	22,949	(7,989)	7,989
<b>Sub-total</b>		<b>30,937</b>	<b>22,949</b>	<b>(7,989)</b>	<b>7,989</b>
<b>Corporate</b>					
Climate Change	To carry forward the unspent climate change budget following the appointment of the Climate Change Officer	72,000	7,626	(64,374)	9,374
Combined Authority	One-off budget item rolled forward to fund any expenditure in 2023/24	23,450	0	(23,450)	23,450
<b>Sub-total</b>		<b>95,450</b>	<b>7,626</b>	<b>(87,824)</b>	<b>32,824</b>
<b>Totals</b>		<b>1,022,614</b>	<b>592,212</b>	<b>(430,402)</b>	<b>367,571</b>



**Externally Funded Covid-19 Grant Schemes to be Carried Forward to 2023/24**

<u>Service Unit / Task</u>	<u>Details</u>	<u>2022/23 Budget</u>	<u>2022/23 Forecast Outturn</u>	<u>2022/23 (Under) / Over Spend</u>	<u>Amount to be Approved</u>
		£	£	£	£
<b><u>Policy and Engagement</u></b>					
Covid Recovery Plan	This budget is now needed to support the cost of living and food security plan. Specifically the development of the Down Town Hub in Chart Walk (affordable food, school uniform and advice centre)	171,381	157,511	(13,870)	13,870
<b>Sub-total</b>		<b>171,381</b>	<b>157,511</b>	<b>(13,870)</b>	<b>13,870</b>
<b><u>Corporate</u></b>					
Contain Outbreak Management Funds	To continue to provide support to residents through the Community Hub	210,311	99,535	(110,776)	110,549
Community Testing	Community Testing	14,212	0	(14,212)	14,212
<b>Sub-total</b>		<b>224,523</b>	<b>99,535</b>	<b>(124,988)</b>	<b>124,761</b>
	<b>Totals</b>	<b>395,904</b>	<b>257,046</b>	<b>(138,858)</b>	<b>138,631</b>

**Externally Funded Grant Schemes to be Carried Forward to 2023/24**

<u>Service Unit / Task</u>	<u>Details</u>	<u>2022/23 Budget</u>	<u>2022/23 Forecast Outturn</u>	<u>2022/23 (Under) / Over Spend</u>	<u>Amount to be Approved</u>
		£	£	£	£
<b>Policy &amp; Engagement</b>					
Performance & Policy	Household Support Fund balance of payments to be made 23/24	1,345,566	1,335,365	(10,201)	10,201
Cyber Resilience	Unspent grant rolled forward into 2023/24	74,043	67,854	(6,189)	6,189
Primary Engineer	To use the underspend on the Primary Engineer grant to provide additional funding for the Down Town Project	27,500	15,830	(11,670)	11,670
<b>Sub-total</b>		<b>1,447,109</b>	<b>1,419,049</b>	<b>(28,060)</b>	<b>28,060</b>
<b>Economy &amp; Growth</b>					
Planning Policy Team	Biodiversity Net Gain Grant	36,854	3,452	(33,402)	33,402
Shared Prosperity Fund	Utilise Grant in 2023/24, approved by funding provider	361,453	319,140	(42,313)	42,313
Business Support	Community Recovery Fund monies to be spent in 2023/24	13,243	2,940	(10,303)	10,303
HAZ Burnley Cultural Programme	Utilise Grant in 2023/24, approved by funding provider	57,351	36,447	(20,904)	20,904
<b>Sub-total</b>		<b>468,901</b>	<b>361,979</b>	<b>(106,922)</b>	<b>106,922</b>
<b>Corporate</b>					
Kickstart	DWP Kickstart funding for future training	5,100	0	(5,100)	5,100
<b>Sub-total</b>		<b>5,100</b>	<b>0</b>	<b>(5,100)</b>	<b>5,100</b>
<b>Totals</b>		<b>1,921,110</b>	<b>1,781,027</b>	<b>(140,083)</b>	<b>140,082</b>

**Request for Prior Year Carry Forwards to be Carried Forward to 2023/24**

Service Unit / Task	Details	2022/23 Budget £	2022/23 Forecast Outturn £	2022/23 (Under) / Over Spend £	Amount to be Approved £
<b>Streetscene</b>					
Car Parking	Structural assessment of pioneer culvert	86,115	60,691	(25,424)	25,000
<b>Sub-total</b>		<b>86,115</b>	<b>60,691</b>	<b>(25,424)</b>	<b>25,000</b>
	<b>Totals</b>	<b>86,115</b>	<b>60,691</b>	<b>(25,424)</b>	<b>25,000</b>

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**REPORT TO EXECUTIVE**



<b>DATE</b>	<b>12<sup>th</sup> July 2023</b>
<b>PORTFOLIO</b>	<b>Resources &amp; Performance Management</b>
<b>REPORT AUTHOR</b>	<b>Craig Finn</b>
<b>TEL NO</b>	<b>01282 475811</b>
<b>EMAIL</b>	<b>CFinn@burnley.gov.uk</b>

**2022/23 Final Capital Outturn Position**

**PURPOSE**

1. To report on the performance of the 2022/23 capital investment programme and present the financing of capital expenditure incurred during 2022/23.
2. To seek approval of a revised 2023/24 capital budget after incorporating net carry forward commitments (slippage) from 2022/23.

**RECOMMENDATION**

3. That the Executive Members are requested to recommend that Full Council approve:
  - a) The final position on capital spending and financing of £21.810m for 2022/23 as shown in Appendices 1 & 2, which equates to 92% of the final resources position.
  - b) The revised capital budget for 2023/24 totalling £40.426m as outlined in Appendix 3, (including net carry forward of £1.925m).

**REASONS FOR RECOMMENDATION**

4. To conclude the capital budget monitoring process for 2022/23 and report the final outturn position as outlined in the Council’s Statement of Accounts for 2022/23.
5. To increase the 2023/24 Council capital programme for amounts carried forward from 2022/23 and other budget adjustments as shown in Appendix 3.

## SUMMARY OF KEY POINTS

### 6. **Capital Outturn Position**

#### Budget Changes and Expenditure Outturn Position:

After incorporating all the recommendations approved throughout the financial year, the original capital budget of £37.805m (approved at Full Council on 23 February 2022) was revised to a final position of £20.226m per the cycle 3 capital monitoring report presented to the Executive on the 13 February 2023.

Appendix 1 shows the final resources and outturn position. Additional resources have been utilised in financing the outturn expenditure position totalling £3.591m split between:

- £2.938m of brought-forward funding from 2023/24:
  - utilising in advance, resources originally approved within the 2023/24 capital programme at Full Council on 13 February 2023 (“reverse slippage”), or
  - re-phasing those sums previously refiled into future years as part of the in-year monitoring process but where final 2022/23 spend has exceeded forecasts at Q3. This has been due to better than expected progress on major capital schemes and the need to pre-order materials in advance.
- £0.653m of other resources ‘in hand’ to fund additional expenditure, principally the application of Better Care Grant funding.

Available capital resources to fund expenditure totalled £23.817m. The final Capital expenditure outturn totalled £21.810m, equating to approximately 92% of the revised capital investment programme for 2022/23.

Appendix 2 lists the financing elements of each scheme within the 2022/23 capital programme spend, totalling £21.810m.

7.

#### Carry Forward Requests (slippage)

Members are asked to note that a net £2.006m has been recommended to be carried forward into 2023/24. The following schemes account for the majority of the total slippage requested:

**Padiham Townscape Heritage Initiative (THI) (£518k)**

**Sandygate Halls (Commercial Units & Car Parking) (£191k)**

**Burnley Pendle Growth Programme (£300k)**

**Building Infrastructure Works (£502k)**

Further details can be seen in Appendix 1.

8.

### **Revised Capital Budget for 2023/24**

Members are asked to approve a revised capital budget for 2023/24 after incorporating the adjustments identified within this outturn report.

Appendix 3 details the 2023/24 capital programme incorporating the carry forward requests. This results in a revised capital programme totalling £40.426m.

## **FINANCIAL IMPLICATIONS AND BUDGET PROVISION**

9. As shown in the body of the report and appendices.

## **POLICY IMPLICATIONS**

10. The provisional outturn position will be reflected in the draft Statement of Accounts which will show the spending by the Council in pursuit of declared objectives in that financial year and the reserves and balances available for future spending. Following a temporary extension to the deadline for production of the draft financial statements for the two-year period 2020/21 and 2021/22 to 31st July each year, there has been a reversion to 31st May 2023 for production of the draft 2022/23 accounts. The Council's draft 2022/23 Statement of Accounts is available for inspection on the website.

The deadline for publishing audited local authority accounts is 30th September 2023. This deadline is expected to remain for at least six years, up to and including completion of 2027/28 accounts.

The draft Statement of Accounts will be subject to audit by the Council's external auditors, Grant Thornton UK LLP. There may be minor adjustments to the figures included within the provisional outturn as a result of the audit. The Accounts will be reported to the Audit and Standards Committee.

## **DETAILS OF CONSULTATION**

11. None.

## **BACKGROUND PAPERS**

12. None.

## **FURTHER INFORMATION**

**PLEASE CONTACT:**

**Craig Finn – Principal Accountant**

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## Final Capital Outturn Position for 2022/23

## APPENDIX 1

Scheme Name	Final Budget Position Approved by Executive	Additional Resources Utilised at Year End		Resources no longer required / available	Final Resources Position At Year End	Expenditure Outturn Position	Expenditure Outturn to Final Resources Position as at Year End	Slippage Requested
		Additional Financing made available at Year End	"Reverse Slippage" Budgets utilised from 2023/24					

### GREEN SPACES AND AMENITIES

Brun Valley Forest Park	22,787				22,787	9,217	40%	13,570
Play Area Improvement Programme	206,800		18,787		225,587	174,538	77%	51,049
Memorial Park Improvements	50,000				50,000	2,900	6%	47,100
Worsthorne Recreation Ground Improvements	50,245				50,245	3,250	6%	46,995
Vehicle and Machinery Replacement	175,186				175,186	172,426	98%	2,760
Changing Places (Towneley Hall)	43,469				43,469	-	0%	43,469
Thompson Park Restoration Project	24,918				24,918	22,152	89%	2,766
Stoops Wheeled Sport	925				925	750	81%	175
Playing Pitch Improvements	20,000				20,000	11,522	58%	8,478
Extension of Burnley Cemetery	25,000				25,000	-	0%	25,000
Refill Fountains	5,000				5,000	-	0%	5,000
Towneley Hall Building Works	650,000				650,000	585,329	90%	64,671
Scott Park HLF	25,000				25,000	-	0%	25,000
	<b>1,299,330</b>	-	<b>18,787</b>	-	<b>1,318,117</b>	<b>982,085</b>	<b>75%</b>	<b>336,032</b>

### STREETSCENE

Alleygate Programme	26,872				26,872	26,552	99%	320
River Training Walls	84,698				84,698	7,440	9%	77,258
Electric Vehicle Rapid Charge Points	189,270				189,270	153,363	81%	35,907
Safer Streets	22,457	405			22,862	22,862	100%	0
	<b>323,297</b>	<b>405</b>	-	-	<b>323,702</b>	<b>210,217</b>	<b>65%</b>	<b>113,485</b>

### ECONOMY AND GROWTH

Padiham Townscape Heritage Initiative	600,079				600,079	82,149	14%	517,930
Pioneer Place	8,731,048		635,817		9,366,865	9,366,865	100%	-
Lower St James Street Historic Action Zone	481,207		83,496		564,703	564,703	100%	-
Finsley Wharf & Canal Towpath Improvements	34,000				34,000	34,000	100%	-
Vision Park	24,506				24,506	-	0%	24,506
Levelling Up Fund	3,500,100		2,193,298		5,693,398	5,693,398	100%	-
Sandygate Halls (Commercial Units & Car Parking)	190,588				190,588	-	0%	190,588
Burnley-Pendle Growth Programme	300,000				300,000	-	0%	300,000
	<b>13,861,528</b>	-	<b>2,912,611</b>	-	<b>16,774,139</b>	<b>15,741,116</b>	<b>94%</b>	<b>1,033,024</b>

### FINANCE

Building Infrastructure Works	1,144,083	80,821	-		1,224,904	722,929	59%	501,975
Carbon Reduction Measures	-	-	6,262		6,262	6,262	100%	0
IT Upgrades	7,000				7,000	3,650	52%	3,350
Charter Walk Refurbishment	10,243				10,243	-	0%	10,243
	<b>1,161,326</b>	<b>80,821</b>	<b>6,262</b>	-	<b>1,248,409</b>	<b>732,841</b>	<b>59%</b>	<b>515,568</b>

### LEISURE

Leisure Centre Improvements	49,297	-	-	-	49,297	41,230	84%	8,067
	<b>49,297</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>49,297</b>	<b>41,230</b>	<b>84%</b>	<b>8,067</b>

### HOUSING AND DEVELOPMENT CONTROL

Emergency Repairs	270,000	27,258			297,258	297,258	100%	-
Better Care Grant	2,000,000	30,703			2,030,703	2,030,703	100%	-
Energy Efficiency	40,000	12,386			52,386	52,386	100%	-
Empty Homes Programme	1,221,158	498,590			1,719,748	1,719,748	100%	-
Rough Sleeping Accommodation Programme (RSAP)	-	2,799			2,799	2,799	100%	-
	<b>3,531,158</b>	<b>571,736</b>	-	-	<b>4,102,894</b>	<b>4,102,895</b>	<b>100%</b>	-

<b>Final Capital Outturn Position for 2022/23</b>	<b>20,225,936</b>	<b>652,962</b>	<b>2,937,660</b>	<b>-</b>	<b>23,816,558</b>	<b>21,810,383</b>	<b>92%</b>	<b>2,006,176</b>
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CAPITAL 2022/23 - FINAL SPEND POSITION

Ledger Code	Scheme Name	Final Spend Position £	Prudential Borrowing £	Revenue Contributions / Reserves £	Better Care Grant £	Historic England Fund £	Heritage Lottery Fund £	Lancashire Enterprise Partnership £	LCC £	ERDF £	Football Foundation £	Arts Council £	Sport England £	Home Office £	Homes England £	Levelling Up Fund £	The Office for Zero Emission Vehicles £	Capital Receipts £	Vacant Property Initiative Receipts £	S106 Payments / 3rd Party Contributions £	Shared Prosperity Fund £	Total Financed Position £	
<b>SERVICE UNIT: GREEN SPACES AND AMENITIES</b>																							
	Brun Valley Forest Park	9,216.66																		9,216.66		9,216.66	
	Play Area Improvement Programme	174,538.21																71,491.24		84,260.40		18,786.57	174,538.21
	Memorial Park Improvements	2,900.00																		2,900.00			2,900.00
	Worsthorne Recreation Ground Improvements	3,250.00		470.00							2,780.00												3,250.00
	Vehicle and Machinery Replacement	172,426.05		172,426.05																			172,426.05
	Changing Places (Towneley Hall)																						
	Thompson Park Restoration Project	22,152.25					22,152.25																22,152.25
	Stoops Wheeled Sport	750.00											750.00										750.00
	Playing Pitch Improvements	11,522.46																			11,522.46		11,522.46
	Extension of Burnley Cemetery																						
	Refill Fountains																						
	Towneley Hall Building Works	585,328.95	285,774.95									299,554.00											585,328.95
	Scott Park HLF																						
	<b>982,084.58</b>	<b>285,774.95</b>	<b>172,896.05</b>				<b>22,152.25</b>				<b>2,780.00</b>	<b>299,554.00</b>	<b>750.00</b>					<b>71,491.24</b>		<b>107,899.52</b>	<b>18,786.57</b>	<b>982,084.58</b>	
<b>SERVICE UNIT: STREETSCENE</b>																							
	Alleygate Programme	26,552.17																					26,552.17
	River Training Walls	7,440.00																					7,440.00
	Electric Vehicle Rapid Charge Points	153,363.25																104,452.50		48,910.75			153,363.25
	Safer Streets	22,861.59		404.59										22,457.00									22,861.59
	<b>210,217.01</b>		<b>404.59</b>											<b>22,457.00</b>				<b>104,452.50</b>		<b>82,902.92</b>			<b>210,217.01</b>
<b>SERVICE UNIT: ECONOMY AND GROWTH</b>																							
	Padiham Townscape Heritage Initiative	82,149.41					41,743.06												970.65	39,435.70			82,149.41
	Pioneer Place	9,366,864.95	4,309,567.09	1,241,051.48				816,246.38	3,000,000.00														9,366,864.95
	NW Burnley Growth Corridor - Phase 2																						
	Lower St James Street Historic Action Zone	564,702.93		14,856.14		493,159.79															56,687.00		564,702.93
	Finsley Wharf & Canal Towpath Improvements	34,000.00		34,000.00																			34,000.00
	Vision Park																						
	Town Centre & Weavers Triangle Project Work																						
	Levelling Up Fund	5,693,398.24														5,693,398.24							5,693,398.24
	Handygate Halls (Commercial Units & Car Parking)																						
	Burnley-Pendle Growth Programme																						
	Former Open Market & Former Cinema Block																						
	<b>15,741,115.53</b>	<b>4,309,567.09</b>	<b>1,289,907.62</b>		<b>493,159.79</b>	<b>41,743.06</b>	<b>816,246.38</b>	<b>3,000,000.00</b>							<b>5,693,398.24</b>			<b>970.65</b>	<b>39,435.70</b>	<b>56,687.00</b>			<b>15,741,115.53</b>
<b>SERVICE UNIT: FINANCE AND PROPERTY</b>																							
	Leisure Centre Improvements	41,229.67																					41,229.67
	Building Infrastructure Works	722,929.33	381,374.50	47,402.14																		19,457.00	722,929.33
	Carbon Reduction Measures	6,261.83		6,261.83																			6,261.83
	Upgrades	3,650.00																					3,650.00
	Charter Walk Refurbishment																						
	Acquisition of Charter Walk																						
	<b>774,070.83</b>	<b>387,636.33</b>	<b>47,402.14</b>																<b>319,575.36</b>		<b>19,457.00</b>		<b>774,070.83</b>
<b>SERVICE UNIT: HOUSING AND DEVELOPMENT CONTROL</b>																							
	Emergency Repairs	297,258.24			297,258.24																		297,258.24
	Better Care Grant	2,030,703.06			2,030,703.06																		2,030,703.06
	Energy Efficiency	52,386.00			52,386.00																		52,386.00
	Empty Homes Programme	1,719,748.36													231,931.00						1,487,817.36		1,719,748.36
	Rough Sleeping Accommodation Programme (RSAP)	2,799.15		2,799.15																			2,799.15
	<b>4,102,894.81</b>		<b>2,799.15</b>	<b>2,380,347.30</b>											<b>231,931.00</b>					<b>1,487,817.36</b>			<b>4,102,894.81</b>
<b>Total Revised Budget</b>		<b>21,810,382.76</b>	<b>4,982,978.37</b>	<b>1,513,409.55</b>	<b>2,380,347.30</b>	<b>493,159.79</b>	<b>63,895.31</b>	<b>816,246.38</b>	<b>3,000,000.00</b>		<b>2,780.00</b>	<b>299,554.00</b>	<b>750.00</b>	<b>22,457.00</b>	<b>231,931.00</b>	<b>5,693,398.24</b>	<b>104,452.50</b>	<b>474,940.17</b>	<b>1,527,253.06</b>	<b>184,043.52</b>	<b>18,786.57</b>		<b>21,810,382.76</b>

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## 2023/24 CAPITAL BUDGET

## APPENDIX 3

Service Unit	Scheme Name	Original Budget £	Reprofiled from 2022/23 £	Reverse Slippage £	Revised Budget £
Green Spaces & Amenities	Play Area Improvement Programme	90,000	51,048	- 18,787	122,262
Green Spaces & Amenities	Vehicle and Machinery Replacement	165,000	2,760		167,760
Green Spaces & Amenities	Playing Pitch Improvements	298,300	8,478		306,778
Green Spaces & Amenities	Wheeled Sports Area	250,000			250,000
Green Spaces & Amenities	Towneley Hall Works	2,130,491	64,671		2,195,162
Green Spaces & Amenities	Play Zones - NEW	165,000			165,000
Green Spaces & Amenities	Thompson Park Restoration - NEW	82,000	2,766		84,766
Green Spaces & Amenities	Crematorium Improvements	132,000			132,000
Green Spaces & Amenities	Memorial Park Improvements	96,042	47,100		143,142
Green Spaces & Amenities	Worsthorne Rec Grd Improvements		46,995		46,995
Green Spaces & Amenities	Stoops Wheeled Sports		175		175
Green Spaces & Amenities	Extension of Burnley Cemetery		25,000		25,000
Green Spaces & Amenities	Refill Fountains		5,000		5,000
Green Spaces & Amenities	Scott Park HLF		25,000		25,000
Green Spaces & Amenities	Changing Places (Towneley Hall)		43,469		43,469
Green Spaces & Amenities	Brun Valley Forest Park		13,570		13,570
Streetscene	River Training Walls	60,000	77,258		137,258
Streetscene	Alleygate Programme	25,000	320		25,320
Streetscene	Electric Vehicle Charging Points		35,907		35,907

Economy & Growth	Lower St James Street Historic Action Zone	1,177,737		- 83,496	1,094,241
Economy & Growth	Levelling Up Fund	19,511,226		- 2,193,298	17,317,928
Economy & Growth	Town Centre & Weavers Triangle Project Work	169,492			169,492
Economy & Growth	Padiham Townscape Heritage	110,000	517,930		627,930
Economy & Growth	Pioneer Place	10,412,902		- 635,817	9,777,085
Economy & Growth	Former Open Market & Former Cinema Block	57,738			57,738
Economy & Growth	Burnley-Pendle Growth Programme		300,000		300,000
Economy & Growth	Vision Park		24,506		24,506
Economy & Growth	Sandygate Halls (Commercial Units & Car Parking)		190,588		190,588
Finance & Property	IT Upgrades	12,000	3,350		15,350
Finance & Property	Burnley Leisure Improvements	307,450	8,067		315,517
Finance & Property	Building Infrastructure Works	1,018,989	501,975		1,520,964
Finance & Property	Carbon Reduction Measures	286,220		- 6,262	279,958
Finance & Property	Audio & Visual Upgrade to Facilitate On-Line Meetings	100,000			100,000
Finance & Property	Charter Walk Refurbishment	1,169,628	10,243		1,179,871
Housing & Development	Emergency Repairs	180,000			180,000
Housing & Development	Better Care Grant	2,000,000			2,000,000
Housing & Development	Energy Efficiency	50,000			50,000
Housing & Development	Empty Homes Programme	1,300,000			1,300,000
	<b>TOTAL OF ALL SCHEMES</b>	<b>41,357,215</b>	<b>2,006,176</b>	<b>(2,937,659)</b>	<b>40,425,732</b>

## REPORT TO EXECUTIVE



<b>DATE</b>	<b>12<sup>th</sup> July 2023</b>
<b>PORTFOLIO</b>	<b>Resources and Performance Management</b>
<b>REPORT AUTHOR</b>	<b>Craig Finn</b>
<b>TEL NO</b>	<b>01282 477172</b>
<b>EMAIL</b>	<b>CFinn@burnley.gov.uk</b>

## Annual Treasury Management Report Review of 2022/23 Activity

### PURPOSE

1. To inform members of the Council’s treasury management activity during 2022/23.

### RECOMMENDATION

2. That the Executive recommends that Full Council note the annual treasury management activity for the year ended 31 March 2023.

### REASONS FOR RECOMMENDATION

3. To comply with the regulations issued under the Local Government Act 2003 to produce an annual treasury management report containing a review of activities and the actual prudential and treasury indicators for 2022/23. This report meets the requirements of both the CIPFA Code of Practice on Treasury Management (the Code) and the CIPFA Prudential Code for Capital Finance in Local Authorities (the Prudential Code). Performance against the approved prudential and treasury indicators are shown in Appendix 1.

During 2022/23 the minimum reporting requirements were that Full Council should receive the following reports:

- an annual treasury strategy in advance of the year (Full Council, 23<sup>rd</sup> February 2022)
- a mid-year treasury update report (Full Council, 7<sup>th</sup> December 2022)
- an annual review following the end of the year describing the activity compared to the strategy (this report).

The regulatory environment places responsibility on Members for the review and scrutiny of treasury management policy and activities. This report is therefore important,

as it provides details of the outturn position for treasury activities and highlights compliance with the Council's policies previously approved by Members.

This Council confirms that it has complied with the requirement under the Code to give prior scrutiny to all of the above treasury management reports by the Scrutiny Committee before they were reported to Full Council. Member training on treasury management issues was undertaken during the year on 25<sup>th</sup> November 2022 in order to support Members' scrutiny role.

## **SUMMARY OF KEY POINTS**

### **4. The Economy and Interest Rates (Provided by Link Asset Services)**

#### **UK. Economy.**

Against a backdrop of stubborn inflationary pressures, the easing of Covid restrictions in most developed economies, the Russian invasion of Ukraine, and a range of different UK Government policies, UK interest rates have been volatile right across the curve, from Bank Rate through to 50-year gilt yields, for all of 2022/23.

Market commentators' misplaced optimism around inflation has been the root cause of the rout in the bond markets with, for example, UK, EZ and US 10-year yields all rising by over 200bps in 2022. Elevated inflation but extra-ordinarily tight labour markets are a conundrum facing central banks, making it an issue of fine judgment as to how far monetary policy (i.e., control of Bank Rate and/or quantitative easing measures) needs to tighten.

Q2 of 2022 saw UK GDP deliver growth of +0.1% q/q, but this was quickly reversed in the third quarter, albeit some of the fall in GDP can be placed at the foot of the extra Bank Holiday in the wake of the Queen's passing. Q4 GDP was positive at 0.1% q/q. Most recently, January saw a 0.3% m/m increase in GDP as the number of strikes reduced compared to December. In addition, the resilience in activity at the end of 2022 was, in part, due to a 1.3% q/q rise in real household disposable incomes. A big part of that reflected the £5.7bn payments received by households from the government under the Energy Bills Support Scheme.

Nevertheless, CPI inflation picked up to what should be a peak reading of 11.1% in October, although hopes for significant falls from this level will very much rest on the movements in the gas and electricity markets, as well as the supply-side factors impacting food prices. On balance, most commentators expect the CPI measure of inflation to drop back towards 4% by the end of 2023. As of February 2023, CPI was 10.4%.

The UK unemployment rate fell through 2022 to a 48-year low of 3.6%, and this despite a net migration increase of c500k. The fact remains, however, that with many economic participants registered as long-term sick, the UK labour force shrunk by c500k in the year to June. Without an increase in the labour force participation rate, it is hard to see how the UK economy will be able to grow its way to prosperity, and with average wage increases running at over 6% the MPC will be concerned that wage inflation will prove just as sticky as major supply-side shocks to food (up 18.3% y/y in February 2023) and energy that have endured since Russia's invasion of Ukraine on 22<sup>nd</sup> February 2022.



Bank Rate increased steadily throughout 2022/23, starting at 0.75% and finishing at 4.25%.

In the interim, following a Conservative Party leadership contest, Liz Truss became Prime Minister for a short period that ran through September and October 2022. Put simply, the markets did not like the unfunded tax-cutting and heavy spending policies put forward by her Chancellor, Kwasi Kwarteng, and their reign lasted barely seven weeks before being replaced by Prime Minister Rishi Sunak and Chancellor Jeremy Hunt. Their Autumn Statement of the 17th of November gave rise to a net £55bn fiscal tightening, although much of the “heavy lifting” has been left for the next Parliament to deliver. However, the markets liked what they heard, and UK gilt yields have reversed the increases seen under the previous tenants of No10/11 Downing Street, although they remain elevated in line with developed economies generally.

As noted above, GDP has been tepid throughout 2022/23, although the most recent composite Purchasing Manager Indices for the UK, US, EZ and China have all surprised to the upside, registering survey scores just above 50 (below suggests economies are contracting, and above suggests expansion). Whether that means a shallow recession, or worse, will be avoided is still unclear. Ultimately, the MPC will want to see material evidence of a reduction in inflationary pressures and a loosening in labour markets. Realistically, that is an unlikely outcome without unemployment rising and wage settlements falling from their current levels. At present, the bigger rise in employment kept the ILO unemployment rate unchanged at 3.7% in January. Also, while the number of job vacancies fell for the ninth consecutive month in February, they remained around 40% above pre-pandemic levels.

Link’s economic analysts, Capital Economics, expect real GDP to contract by around 0.2% q/q in Q1 2023/24 and forecast a recession this year involving a 1.0% peak-to-trough fall in real GDP.

The £ has remained resilient of late, recovering from a record low of \$1.035, on the Monday following the Truss government’s “fiscal event”, to \$1.23. Notwithstanding the £’s better run of late, 2023 is likely to see a housing correction of some magnitude as fixed-rate mortgages have moved above 4.5% and affordability has been squeezed despite proposed Stamp Duty cuts remaining in place.

As for equity markets, the FTSE 100 started 2023 strongly, rising to a record high of 8,014 on 20th February, as resilient data and falling inflation boosted earnings. But global equities fell sharply after concerns over the health of the global banking system emerged early in March. The fall in the FTSE 100 was bigger than the drop in the US S&P 500. Indeed, at around 7,600 now, the FTSE is 5.2% below its record high on 20th February, while the S&P 500 is only 1.9% lower over the same period. That’s despite UK banks having been less exposed and equity prices in the UK’s financial sector not falling as far. It may be due to the smaller decline in UK interest rate expectations and bond yields, which raise the discounted value of future earnings, compared to the US.

Investment returns picked up throughout the course of 2022/23 as central banks, including the Bank of England, realised that inflationary pressures were not transitory, and that tighter monetary policy was called for.

### **UK. Interest Rates.**

Bank Rate in April 2022 was 0.75%, then moved up in stepped increases of either 0.25% or 0.5%, reaching 4.25% by the end of the financial year, with the potential for a further one or two increases in 2023/24.

The sea-change in investment rates meant local authorities were faced with the challenge of pro-active investment of surplus cash for the first time in over a decade, and this emphasised the need for a detailed working knowledge of cashflow projections so that the appropriate balance between maintaining cash for liquidity purposes, and “laddering” deposits on a rolling basis to lock in the increase in investment rates as duration was extended, became an on-going feature of the investment landscape.

With bond markets selling off, equity valuations struggling to make progress and, latterly, property funds enduring a wretched Q4 2022, the more traditional investment options, such as specified investments (simple to understand, and less than a year in duration) became more actively used.

Meantime, through the autumn, and then in March 2023, the Bank of England maintained various monetary policy easing measures as required to ensure specific markets, the banking system and the economy had appropriate levels of liquidity at times of stress.

## 5. **The Strategy for 2022/23**

### 5.1 **Investment Strategy and control of interest rate risk**

The expectation for interest rates within the approved treasury management strategy for 2022/23 was that Bank Rate would peak at 0.75%. This was subsequently revised by Link to 5.0% and reported to Members as part of the Mid-Year Report in November 2022. At that time the forecast for interest receivable on surplus balances was estimated at £350k. As part of the Q3 revenue budget monitoring cycle reported in February 2023, the approved Capital programme was revised downwards by c£18.5m, re-profiling the anticipated timing of Capital spend, giving rise to additional surplus cash balances available for investment. The final outturn position for interest receivable being £658k.

As noted in Link’s commentary, the Council’s strategy was one of pursuing specified investments on a more pro-active basis, given a rising interest rate environment, having due regard to preservation of principal sums and for Security, Liquidity and then Yield (‘SLY’) in compliance with the Prudential Code and CIPFA Treasury Management Code of Practice.

While the Council has taken a more pro-active yet cautious approach to investing, it is also fully appreciative of changes to regulatory requirements for financial institutions in terms of additional capital and liquidity that came about in the aftermath of the financial crisis. These requirements have provided a far stronger basis for financial institutions, with annual stress tests by regulators evidencing how institutions are now far more able to cope with extreme stressed market and economic conditions. This should provide some resilience in support of the Council’s approved list of counterparties for investment of deposits, noting that the approved list is maintained under review throughout the year. However, such regulatory changes and a requirement for financial institutions to retain liquid sums themselves to manage market volatility, can reduce the returns on offer for ‘ultra-short’ deposits e.g., the Council’s ‘sweep’ account balances.

To date, investment balances have been managed through the agreed strategy of using reserves and balances to support internal borrowing, rather than borrowing externally from the financial markets. External borrowing would have incurred an additional cost, due to the differential between borrowing and investment rates, known as ‘cost of carry’,

but as the Council maintains an under-borrowed position (see 5.2 Borrowing Strategy), this position remains under review.

## 5.2 **Borrowing Strategy and control of interest rate risk**

During 2022/23, the Council maintained an under-borrowed position. This meant that the capital borrowing need, (the Capital Financing Requirement), was not fully funded with loan debt, as cash supporting the Council's reserves, balances and cash flow was used as an interim measure. This strategy was prudent as investment returns were very low in the first half of the year, although continued to rise in the second half of the year.

The policy of avoiding new borrowing by running down spare cash balances has previously been adopted and has served well over the last few years. However, this will be kept under review. Whilst this strategy aims to avoid incurring high borrowing costs, the Council may find itself in a position to borrow to finance (deferred) capital expenditure in the future.

Forecast capital expenditure was reprofiled at Q3 of 2022/23 into future years, with associated additional borrowing also deferred. In the current climate of high PWLB borrowing rates, to control risk around interest rates, surplus cash will be invested in liquid and/or short-term deposits to ensure cash can be accessed as capital and other commitments fall due. Given the regulatory impact on short-dated deposits as outlined above, the impact on the budgeted interest receivable from deposits will also be monitored and reported regularly through the established budget monitoring cycle.

## 6. **The Borrowing Requirement and Debt**

The Council's underlying need to borrow to finance capital expenditure is termed the Capital Financing Requirement (CFR). The table below shows the Council's CFR for 2022/23. The closing CFR for 2022/23 represents net Capital expenditure not financed from other sources eg Capital Receipts, grants or reserves.

**Table 1: Capital Financing Requirement (CFR) as at 31<sup>st</sup> March 2023**

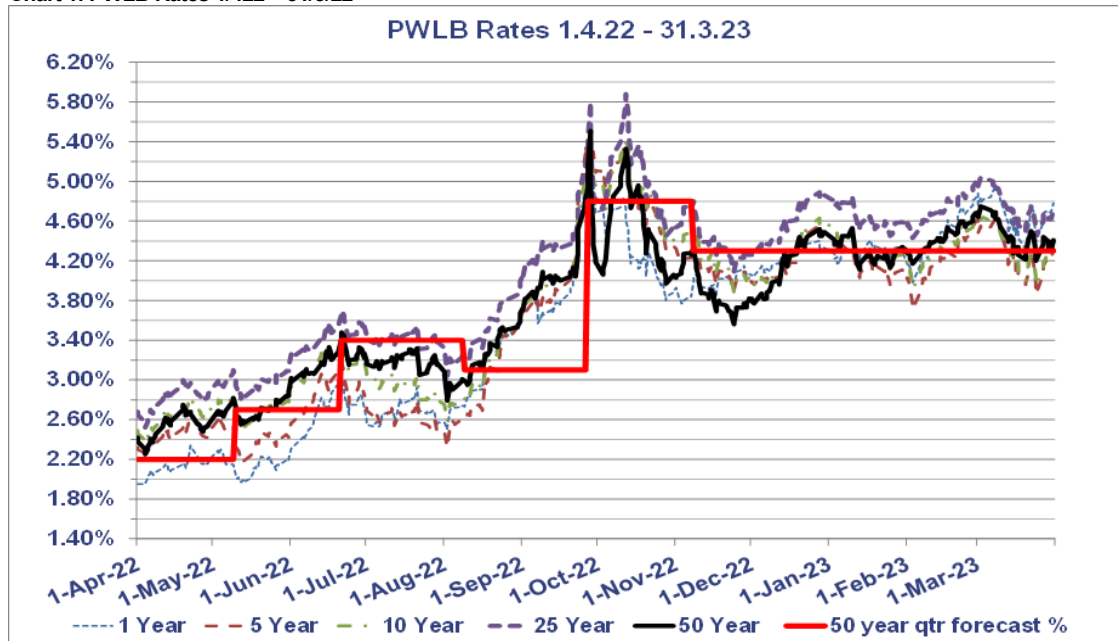
<b>£m</b>	<b>31 March 2022 Actual</b>	<b>31 March 2023 Budget</b>	<b>31 March 2023 Outturn</b>
CFR General Fund	63.9	76.7	67.1

## 7. **Borrowing Rates in 2022/23**

PWLB rates are based on gilt (UK Government bonds) yields through H.M.Treasury determining a specified margin to add to gilt yields. The main influences on gilt yields are Bank Rate, inflation expectations and movements in US treasury yields.

Consequently, the rising Bank Rate throughout 2022/23 has seen an increase in PWLB rates on offer for long-term borrowing.

Chart 1: PWLB Rates 1/4/22 – 31/3/22



## 8. Borrowing Outturn for 2022/23

**Borrowing** – No new borrowing was taken in 2022/23. The Council's average rate of interest for borrowed sums as at 31 March 2023 was 2.59%.

**Rescheduling** – No rescheduling was done during the year as the average 1% differential between PWLB new borrowing rates and premature repayment rates made rescheduling unviable.

**Repayments** – The following PWLB loan repayments were made during the year, as scheduled:

Table 2: PWLB Loan Repayments Made 22/23

Date of Loan	Interest Rate	Duration (Years)	Principal	Balance o/s at 1/4/22	Repaid in Year	Balance o/s at 31/3/23	Type
14/07/97	7.13%	26	£1.0m	£0.04m	£0.04m	nil	Maturity*
24/09/97	6.75%	26	£1.0m	£0.04m	£0.04m	nil	Maturity*
22/10/00	5.13%	23.5	£1.0m	£1.0m	£1.0m	nil	Maturity
14/10/21	2.15%	30	£18.0m	£18.0m	£0.4m	£17.6m	Annuity
10/02/22	2.22%	30	£4.7m	£4.7m	£0.1m	£4.6m	Annuity

\* Original loan re-profiled in 1999/2000

## 9. Investment Rates in 2022/23

The Council operates a 'sweep' deposit account with its bank, HSBC, which had paid an underlying interest rate of 0.09% below Bank Rate. This rate was very much in the wake of falling Bank Rate and avoidance of the 'sweep' account falling into negative territory and the bank rewarding its clients for credit balances. More recently, as Bank

Rate has increased, HSBC (and other financial institutions) have revised their offers. At the time of this report, the HSBC ‘sweep’ account currently pays a fixed 1.37% on credit balances, some 3.13% below current Bank Rate 4.50%).

There was an average daily total of £13.1m being invested within the HSBC “sweep” deposit account in 2022/23. This represents a fall in the average daily total when compared to 2021/22 (£18.7m) when a large amount of government funding was made available for distribution to business during the pandemic. This is considered a return to more ‘traditional’ levels for the Council’s “sweep” account but also recognition of more activity in market investments for temporary placement of surplus balances given the change in interest rate policy of HSBC (see below).

### **Investment Outturn for 2022/23**

10. **Investment Policy** – the Council’s investment policy is governed by DLUHC investment guidance, which has been implemented in the annual investment strategy approved by Full Council on 23<sup>rd</sup> February 2022. This policy sets out the approach for choosing investment counterparties and is based on credit ratings provided by the three main credit rating agencies supplemented by additional market data. This guidance is enhanced by advice from Link Asset Services.

The investment activity during the year conformed to the approved strategy, and the Council had no liquidity difficulties.

**Investments held by the Council** - the Council maintained a daily average balance of £10.7m of internally managed funds during 2022/23. These investments earned an average rate of return of 2.46%. The annual equivalent benchmark return being 2.23%.

There was a total of 15 market investments made during the financial year, totalling £52m. The table below shows the amount deposited, and the rate of return against the market benchmark.

**Table 3: Temporary Market Investments 22/23**

<b>Counterparties</b>	<b>Date of Investment</b>	<b>Investment Made £m</b>	<b>Return</b>	<b>Benchmark*</b>
Standard Chartered – Sustainable (1 month)	19/4/22	4.0	0.71%	1.39%
Lloyds Bank Corporate Markets (3 months)	17/5/22	4.0	1.13%	1.70%
Standard Chartered – Sustainable (3 months)	19/5/22	4.0	1.21%	1.70%
Lloyds Bank Corporate Markets (3 months)	17/8/22	4.0	2.12%	1.70%
Standard Chartered – Sustainable (2 months)	19/8/22	4.0	1.94%	1.70%
Goldman Sachs (6 months)	8/9/22	2.0	3.22%	2.12%
Goldman Sachs (3 months)	29/9/22	2.0	3.47%	1.70%
Standard Chartered – Sustainable (1 month)	19/10/22	4.0	2.52%	2.41%
Lloyds Bank Corporate Markets (3 months)	17/11/22	4.0	3.62%	2.72%
Standard Chartered – Sustainable (1 month)	18/11/22	4.0	2.90%	2.41%

Standard Chartered – Sustainable (1 month)	19/12/22	4.0	3.25%	2.41%
Standard Chartered – Sustainable (2 months)	19/01/23	4.0	3.80%	2.56%
Lloyds Bank Corporate Markets (3 months)	17/02/23	4.0	4.10%	2.72%
Goldman Sachs (3 months)	22/02/23	2.0	4.025%	2.72%
Goldman Sachs (3 months)	08/03/23	2.0	4.11%	2.72%

- Benchmark: Qtr Ended SONIA Average returns for Term deposits

All investments were for less than one year.

The table below shows the maximum amount invested with any of the counterparties at any one time during the period April 2022 to the end of March 2023 against the maximum limits approved in the 2022/23 Treasury Management Strategy.

**Table 4: Maximum Investment per Counterparty 22/23**

Counterparties	Maximum Limits £m	Highest level of Investment 2022/23 (£m)
HSBC	50.0	22.3
Standard Chartered Sustainable	4.0	4.0
Goldman Sachs	4.0	2.0
Santander UK plc	4.0	4.0
Lloyds Bank Corporate Markets	4.0	4.0
Burnley College	4.0	2.0

#### **Interest payable on External Borrowing / Interest Receivable on Investments**

11. The total PWLB interest payable on external borrowing for 2022/23 was £1,584,354.06 compared to the revised annual budget of £1,841,185, most notably as a result of slippage on the 2022/23 Capital Investment Programme and deferred borrowing.

The total interest receivable on temporary investments in 2022/23 amounted to £658k compared to the revised annual budget of £210k (excluding dividend income). The increase in interest income received was due to a continued rise in the underlying bank rate throughout the year, which was reflected in the rates on offer from the markets for the Council's deposits.

#### **Property Fund Investments, & dividends received**

12. The Council continues to invest £2m in property funds with CCLA and Hermes. Dividends receivable amounted to £68,502 compared to an approved annual budget of £60,000.

The aim of the Property Fund investments is to provide high levels of income and long-term capital appreciation. As at 31 March 2023, valuations of both property funds were below the initial levels of investment (CCLA £0.883m, Hermes £0.897m respectively) owing to challenging and volatile economic conditions throughout the year impacting the (commercial) property market.

**FINANCIAL IMPLICATIONS AND BUDGET PROVISION**

13. None arising as a direct result of this report.

**POLICY IMPLICATIONS**

14. All transactions are in accordance with the Council's approved Treasury Policy Statement

**DETAILS OF CONSULTATION**

15. None

**BACKGROUND PAPERS**

16. None.

**FURTHER INFORMATION  
PLEASE CONTACT:**

**Craig Finn  
Principal Accountant**

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**Prudential & Treasury Indicators for 2022/23**

<b>Prudential Indicator</b>	<b>2022/23 Original £' 000</b>	<b>2022/23 Actual £' 000</b>
Capital Expenditure	37,791	21,810
In year borrowing requirement	15,861	4,983
Authorised Limit for external debt	95,346	92,810
Operational Boundary for external debt	86,678	84,373
Investments (Actual as at 31st March)	-	15,833
Net Borrowing (Actual as at 31st March)	-	59,510
Capital Financing Requirement (CFR)	78,798	67,128
Ratio of financing costs to net revenue stream	20.5%	12.0%
Limit of fixed interest rates based on net debt	100%	100%
Limit of variable interest rates based on net debt	25%	25%
Principal invested > 365 days	-	-

Page 73

<b>Maturity Structure of fixed rate borrowing during 2022/23</b>	<b>1st Apr 2022 Actual Debt in £m</b>	<b>31st Mar 2023 Actual Debt in £m</b>	<b>31st Mar 2023 Actual Debt as a %</b>	<b>2022/23 Original Limits set as % ranges</b>
Under 12 months	1.6	3.4	6%	0% - 20%
12 months to 2 years	3.4	2.6	4%	0% - 20%
2 years to 5 years	3.8	2.9	5%	0% - 25%
5 years to 10 years	4.2	3.2	5%	0% - 30%
10 years and above	48.1	47.4	80%	0% - 90%
<b>Total</b>	<b>61.1</b>	<b>59.5</b>	<b>100%</b>	

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## Scrutiny Chair Report to Council

Since the last report to you at April's Full Council, the Scrutiny Committee met on 1<sup>st</sup> June and 5<sup>th</sup> July.

At its meeting on 1<sup>st</sup> June, the Committee considered its work programme for the new municipal year along with the formation of potential Scrutiny Review Groups. A proposal was outlined for a Review Group which would explore the potential impact of utilising Chatbots in the Liberata Contact Centre. A Review Group was established to look at how the Chatbot may work, its impact and to contribute to any improvements and implementation.

At the meeting on the 5<sup>th</sup> July, the Committee received the Planning Authority Monitoring Report for 21/22, which provided information regarding the progress of the Local Development Scheme and the implementation of the Local Plan. The report coincided with the Committee's consideration of the Statutory Review of the Local Plan and Revision of the Local Development Scheme report, which was due to be put before the Council's Executive on 12<sup>th</sup> July 23.

Members gave positive feedback on the report and asked questions around the Gypsy and Traveller site allocations DPD, and whilst this was on hold pending the outcome of the planning reforms, it was reported that people's needs and potential sites would be given consideration when the outcome of the reforms was known.

We received a report which provided an update on the Climate Change Strategy and Carbon Budget. This was of interest to Members as a Scrutiny Review Group proposal had been received to look at this area in more detail. A scoping session is to be arranged to determine the specifics of the review.

The protection of species, habitats and wider biodiversity was discussed in terms of how the use of signage could make a difference. The Committee resolved to recommend to the Executive that this be suggested to United Utilities regarding public access on the rural land they own and manage across the borough. Furthermore, detailed information in respect of Active Travel is to be submitted to a future meeting.

The Committee also received finance reports on the Final Revenue and Capital Outturn Positions for 22/23 and the Annual Treasury Management Report, which reviewed 2023/23 activity.

Finally, we received a report on the Allotment Review 2023. The review identified that there is a shortfall in provision and recommended increasing supply by splitting larger and under used plots and investigating the provision of additional allotment sites on existing green spaces. Members were keen that along with existing sites, potential new sites be considered due to the growth within the town.

Councillors Gail Barton and Bill Horrocks, Scrutiny Committee Chair and Vice Chair - July 2023

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## Chair of Licensing Committee

The new Licensing Committee has now completed formal training, and held its first meeting which approved sub-committees and recommended some changes to delegations to improve the administration processes for licensing.

Since the last Chair's report Sub-Committees have met to deal with a taxi driver licence which was revoked, and have considered an application to vary a premises licence. Further hearings are scheduled.

The latest Taxi Trade Newsletter was issued to all licence-holders with valid email addresses in May, covering vehicle safety checks, out of town vehicles and other issues. Targeted intervention work on roadside checks continues with police colleagues, and some of this work has focussed on vehicles licensed by other Councils. The Taxi Task Group met in June. Cllrs Whittaker, Kelly & Cunliffe will join me in attending that established consultation forum.

In relation to the night time economy, regular visits are taking place at pubs and clubs to support compliance, and taxi observations are ongoing.

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Chair of Development Control Committee

As we are now in a new municipal year for 2023/24 a comprehensive programme of training has been carried out for Members by a planning barrister and Council officers.

The applications dealt with by committee so far this year have been varied and included the granting of permission for 36 bungalows for older residents on the former Dexters Paint Site on Gannow Lane and listed building consent for the renovation of the Council Chamber ceiling in our Town Hall. Members of committee have also been able to support the Council's Empty Homes Programme by approving some alterations to one of the properties due for renovation under the scheme as well as granting permission for some access improvements to Broadfield Specialist School improving the services on offer to its students.

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# BURNLEY BOROUGH COUNCIL STRATEGIC PLAN PROGRESS REPORT TO THE FULL COUNCIL

19 JULY 2023

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COUNCILLOR AFRASIAB ANWAR, LEADER OF THE COUNCIL.....	2
COUNCILLOR SUE GRAHAM, DEPUTY LEADER AND EXECUTIVE MEMBER FOR RESOURCES AND PERFORMANCE.....	3
COUNCILLOR LUBNA KHAN, EXECUTIVE MEMBER FOR COMMUNITY, HEALTH AND ENVIRONMENTAL SERVICES.....	5
COUNCILLOR JOHN HARBOUR, EXECUTIVE MEMBER FOR HOUSING AND LEISURE .....	9
COUNCILLOR MARK TOWNSEND, EXECUTIVE MEMBER FOR ECONOMY AND GROWTH .....	14

## COUNCILLOR AFRASIAB ANWAR, LEADER OF THE COUNCIL

### Progress against our strategic commitments

Strategic commitment	Progress update
<p><b>PR1-</b> We will contribute to the strategic direction of local, sub-regional and regional partnerships, and will position the borough for economic development investment.</p>	<p>Members will note that the three upper tier authorities in Lancashire have contacted the Government to consider forming a non-Mayoral combined authority without consulting with the district councils. All district leaders have put forward their concerns and asks to the three upper tier authorities and we await a response. Members will agree that districts should be meaningfully engaged and represented as part of this process. I will report back on discussions going forward.</p> <p>On 22 June, I gave a presentation to the Federation of Built Environment’s Lancashire Branch. It attracted approximately 30 Built Environment Professionals - surveyors, architects, planners etc. and it was a great way to get people to Burnley to hear about our exciting developments. The focus for the event was to showcase our heritage development projects, including our Heritage Action Zone and Newtown Mill. I am pleased to report that all participants were impressed with the work we are doing in Burnley.</p> <p>Members will note the fantastic progress made on our major development schemes such as Pioneer Place, Town2Turf and Newtown Mill that the Council is leading on. I would like to thank all the officers and partners for their continued dedication in bringing these schemes forward. Further details on the progress of these schemes can be found in my Executive Member’s reports and it is great to see Burnley continue to develop as a major force within Lancashire.</p> <p>Members will be aware that following two detailed recruitment exercises, we have appointed Lukman Patel as our new Chief Executive and Rob Dobson as our new Chief Operating Officer. I would like to thank all Members who were involved in the recruitment process, and I feel that we have managed the process extremely well to ensure a seamless transition of managerial leadership within the Council.</p>

Strategic commitment	Progress update
<p><b>PE1-</b> We will continue to work with partners to</p>	<p>The borough’s summer holiday activities and food (HAF) programme will shortly be underway.</p>

<p>make the borough a place of aspiration and pride. This will include supporting efforts to increase education attainment and skills development.</p>	<p>Activities are available for 4-16 year olds. The scheme is primarily targeted at children eligible for free school meals.</p> <p>757 young people enjoyed our Easter programme. The programme is delivered in partnership with the county council and a large range of providers from the Voluntary Community and Faith (VCF) sector.</p> <p>I would also like to take this opportunity to wish everyone in the borough who recently took their exams the best of luck with their forthcoming results.</p>
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COUNCILLOR SUE GRAHAM, DEPUTY LEADER AND EXECUTIVE MEMBER FOR RESOURCES AND PERFORMANCE

**Progress against our strategic commitments**

Strategic commitment	Progress update
<p><b>PL5-</b> We will implement our Climate Change Strategy.</p>	<p>The Council's Carbon Budget report has been completed, measuring the Council's complete scope 1 and 2 emissions, and partial scope 3 emissions. The carbon budget will monitor</p>

areas of highest emissions and continue to identify areas of focus for climate actions.

The Council has committed to being carbon neutral by 2030. Whilst becoming carbon neutral is an important part of the journey, the Council is also committed to continuously working towards net zero and monitoring annual emission reductions. The UK target is net zero by 2050, with an emissions reduction of 78% by 2035. The Council is working alongside this target but are also carrying out further analysis and modelling works to determine if an earlier net zero target is feasible for their direct and indirect emissions (scope 1, 2, and 3).

The Climate Change Strategy Progress Updates have also been completed, outlining the work undertaken throughout the Council, and the progress that has been made towards each climate action.

A Revised Climate Change Action Plan has also been produced with completed climate actions removed, actions amended where needed, and new actions added. This is to ensure the action plan remains relevant and demonstrates the Council's ongoing commitment towards climate change.

Strategic commitment	Progress update
<p><b>PF1-</b> We will manage our contract with Liberata robustly, so it delivers value for money and good services.</p>	<p>At the end of quarter 4, 81% of calls were answered within time against the target of 80% by the contact centre. There has been improvement in three consecutive quarters regards this indicator. In addition, the caller abandonment rate was low, at 2%, against a target of &gt;5%.</p> <p>The benefits team achieved their target for the average number of days to process new claims and change of circumstances for benefits. Against a target of 9 days, the Q4 result was 1.8 days. The result in the same quarter of last year was 2.3 days. The latest available data for comparison with other areas is from Q3 22/23 (this measures housing benefit processing only) and shows that Burnley's housing benefit processing time overall was 4 days. This was the fastest in the North West, where the average time taken was 7 days.</p> <p>The environmental health team just missed that target of 93% of compliance inspections and interventions delivered in line with statutory targets, achieving 91%. However, both IT services and payroll services achieved their targets.</p>

Strategic commitment	Progress update
<p><b>PF2-</b> We will adopt a Medium Term Financial Strategy that will put the Council on a sustainable financial footing. This strategy will set the framework for preparing annual budgets, ensuring the annual budget strategy is set within the context of the longer-term outlook.</p>	<p><b>Revenue Budget 2022/23</b>  The Council is reporting a net underspend position of £61k for the 2022/23 financial year. This compares with an underspend of £9k that was reported at the end of quarter 3. The Council has also made a net £2.4m contribution to specific earmarked reserves during the year to support planned future initiatives.</p> <p><b>Revenue Budget 2023/24</b>  The Council’s 2023/24 revenue budget was approved at Full Council in February 2023. The first round of monitoring has commenced and will be reported during the next committee cycle.</p> <p><b>Medium Term Financial Strategy</b>  The Medium-Term Financial strategy for the period 2024-2028 was also approved at Full Council in February 2023. A potential budget gap of £2.1m has been identified for the four-year period 2024-28 which is 14% of the 2022/23 net budget of £15.322m. A range of savings options is currently being considered to meet the potential budget gap and an update will be provided, together with a revised MTFS, throughout the financial year.</p> <p><b>Statement of Accounts</b>  The 2022/23 draft Statement of Accounts was published by the statutory deadline of 31<sup>st</sup> May 2023. This is two months earlier than the statutory deadline for the previous financial year. Only 35% of local authorities managed to achieve the earlier statutory deadline, partly due to delays in auditing previous years’ accounts. Grant Thornton are due to commence the audit of the draft accounts in July and will continue until September. The deadline for approval of the audited 2022/23 Statement of Accounts is 30<sup>th</sup> September 2023.</p> <p><b>Council Tax and Business Rates Collection Rates</b>  Council Tax collection rates at 31<sup>st</sup> May were 18.35% which is slightly ahead of the target of 16.77% but is around the levels</p>

	<p>collected for the same period in the previous three financial years.</p> <p>Business Rates collection rates at 31st May were 20.52% against a target of 16.18%. Collection rates are ahead of those for the same period during the previous three years after taking into account one-off reliefs granted last year.</p>
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<b>Strategic commitment</b>	<b>Progress update</b>
<b>PF3-</b> We will develop our digital strategy, so that more residents transact with us online and we will continue to deliver services more efficiently.	<p>In 22/23, 61% of "report it" and "request it" transactions in were made through self-serve and on average 44,000 residents' used our website each quarter, and council social media content got on average 40,000 engagements each quarter.</p> <p>Projects are currently underway to review the council's online payment system to make it more user friendly and to replace the building control system.</p>
<b>Strategic commitment</b>	<b>Progress update</b>
<b>PF4-</b> We will deliver our Organisational Development strategy, ensuring we plan for the structures and capabilities that the organisation needs, and empowering our workforce to deliver the objectives of the Strategic Plan.	<p>One aspect of the council's organisational development is to recognise excellent performance by colleagues. On 20<sup>th</sup> July, Victoria Mill will host the team awards in recognition of those staff members that have strongly demonstrated the council's values (team work, showing enterprise, being ambitious for Burnley, and meeting customer needs).</p>
<b>PL6-</b> We will invest in our heritage assets for the benefit of this, and future, generations.	<p><b>Council Chamber</b></p> <p>Reinstatement works are progressing well despite more historic dry rot requiring further remedial action. The anticipated completion date for the reinstatement works of the 30<sup>th</sup> September when work can commence on the replacement of the audio-visual equipment and accessibility adaptations. Specifications are being finalised and will go out to tender shortly to enable works to commence.</p>

## COUNCILLOR LUBNA KHAN, EXECUTIVE MEMBER FOR COMMUNITY, HEALTH AND ENVIRONMENTAL SERVICES

### Progress against our strategic commitments

Strategic commitment	Progress update
<p><b>PE4-</b> We will continue to work on the wider determinants of poor health. This will include reducing food insecurity and responding to the cost of living crisis with practical support. We will work closely with the Integrated Care Board and ensure that the Borough Council plays an active role on the proposed placed based partnerships.</p>	<p>Following the recent opening of the new community grocery at Down Town in charter walk, I am pleased to report that the new facility is already having an impact in reducing food insecurity. Since opening in May, it has 70 customers a day. Shoppers pay £5 for yearly membership, then each shop costs £5 and you can shop multiple times every week. In each shop you can get: bread, fruit and vegetables, tinned or boxed items, freezer items, fridge items and non food items. A promotion of the opening is underway to raise awareness amongst lower income households.</p> <p>In addition, Burnley Leisure has now opened the Community Kitchen, Cafe and Cookery School at Down Town. Customers can enjoy breakfast, lunch, soft and hot drinks at the café which is open to everyone. All profits are going back to the community supporting cookery classes, emergency food parcels and feeding those in need. The Monday to Friday 10.30am–2.30pm</p> <p>Down Town is open Monday to Friday, 9.30am to 4.30pm (café, 10.30am-2.30pm).</p> <p>The council has launched round 4 of the household support fund. Nearly 7000 residents of working age on council tax support have received a £90 voucher to help with the cost of living. An open application process for residents that are not on benefits but who have limited savings will open in August.</p> <p>As part of closer working with the Integrated Care Board, a council officer from the housing unit will be working from Burnley General Hospital one day a week. This pilot will test whether co-location with hospital discharge staff can improve the discharge experience for people with housing and adaptations related needs in order to relieve pressure on hospital bed space.</p>
<p><b>PL1-</b> We will implement a range of initiatives to maintain a clean, safe, attractive and environmentally friendly borough. This will include community engagement and cleansing in 'hotspot'</p>	<p><b>Waste &amp; Cleansing Update</b></p> <p>The Government consulted all local authorities back in 2021 regarding the implementation of its waste strategy and reforms. Unfortunately, the announcement of the proposed national changes that are expected to radically change the sector continue to be delayed. The Council however continues to work with County Council Officers and others to help to plan for the Council's forthcoming waste and cleansing</p>

areas

arrangements post 2025 and also to confirm its future waste disposal arrangements.

The recent 'service change' that has seen some areas of the borough move from a Friday collection to a Monday collection has been successful, with all areas of the borough now receiving their refuse the day following their refuse/recycling collection. Along with 'service change' there have been upgrades to the fleet which will increase capacity for bulky/flytipping removal which in turn will see service improvement for residents of the borough.

Streetscene maintain the Council's address data set (Local Land and Property Gazetteer (LLPG)) and have been awarded Gold Standard for 2022 at the annual Geoplace Exemplar Awards for the high quality of the information held. This is the 2<sup>nd</sup> consecutive year that the Council have obtained this accreditation and the maintaining of this data set is vital to ensure that residents and businesses across the borough can access Council and other public services.

#### **Enforcement Update**

The Council's Enforcement Officers continue to work across the borough with residents and local businesses to promote the Council's waste and cleansing service. The Education & Enforcement Officer recently represented the Council at a health and wellbeing event at one of the borough's largest employers to provide advice and assistance to help to ensure that all our Borough's businesses and residents can access our services and help the Borough in meeting its commitments to recycling better and to keep our streets clean. In May and June 2023, the Enforcement Team successfully prosecuted 2 individuals for fly tipping offences and 1 for failing to provide the correct commercial waste documentation.

Council Enforcement Officers along with the Council's litter enforcement contractor have issued 238 FPN's (Fixed Penalty Notices) for litter and dog foul offences and 13 FPN's for fly tipping and commercial waste offences. They have also served over 600 legal notices and warning letters to residents and businesses regarding correct waste management.

#### **Burnley Community Alcohol Partnership**

Burnley's Community Alcohol Partnership (CAP) has been recognised at this year's CAP Awards, hosted by Yvette Cooper MP at the Houses of Parliament, as the most improved locality.

The award recognises the work that local partners put in during 2022 to address the significant youth related ASB in Burnley Town Centre during the early months of the year. Partners co-ordinated through the CAP/Youth Panel to ensure that there was a presence from youth outreach services every evening to engage with young people in support of police activity. Through these organisations' hard work the problems sparking the disorder were addressed, provisions put in place, and incidents reduced.



A lasting legacy of this work is the permanent locating of a youth service stand in the market hall that agencies can work from at key times to engage with youngsters and provide help where needed.

### **Alley Gates**

Working with long term partners SMILE Mediation, a review of the alley gate program is being conducted. SMILE are engaging with residents across the borough to canvass views on the impact of gating as part of an approach to tackling ASB, while officers are identifying schemes that fall below the expected standard with a view to removal.

### **MATAC update**

May 2023 recorded a 9.3% reduction in ALL CRIME when compared to May 2022. Although between April and May 2023 showed a 1.8% increase, this is below the county-wide average of 3.7%.

May 2023 saw a 1% reduction in Serious Acquisitive Crime with significant falls in Burglary offences. Reports of Violence Against the Person (-2.8%) and Domestic Violence (-5.8%) fell from April to May, while ASB rose by 8.4%.

With regards to ASB, it should be noted that the youth related ASB fell by 18% over the same period and, when compared to May 2022, fell by 38%.

### **ASB Action Plan and Operation Centurion**

Back in April 2023, the Government launched its anti-social behaviour commitments and action plan for delivery by local authorities, the Police and other key partners. As part of the Government's Action Plan and commitment to increase resources to tackle ASB, Lancashire Constabulary was chosen as one of 10 'pilot' police forces to receive extra funding for hotspot patrolling. This funding (approximately £2m over 2 years for the whole of Lancashire) will provide additional policing of identified ASB hotspots, and Burnley has been chosen to receive this extra resource for the first 6 months of the operation.

### **Electric Vehicle Charge Points**

The installation of charging points at eight car parks within the borough is ongoing, with the project due to be completed later this summer. These units are to be provided with the aim of encouraging the use of more energy efficient vehicles by the general public.

## COUNCILLOR JOHN HARBOUR, EXECUTIVE MEMBER FOR HOUSING AND LEISURE

### Progress against our strategic commitments

Strategic commitment	Progress update
<p><b>PL2-</b> We will improve the management and condition of rented accommodation in the private and social sectors and enforce standards in a robust way.</p>	<p><b>Selective Licensing</b></p> <p><b>Selective Licensing: Trinity, Queensgate with Duke Bar, Gannow and Daneshouse &amp; Stoneyholme areas 2019-2024</b></p> <p>The total number of properties that are required to be licensed is 2639 across all four areas. We have received over 2,733 applications since the start of these designations. 83% of these properties are currently licensed, a further 171 applications are being processed by the licensing team.</p> <p>Further reminders were sent to those landlords who are non-compliant in May. So far civil penalties have been served in relation to eleven non-compliant properties in these areas. The team are now gathering evidence to serve further civil penalties and prosecutions for non-compliant landlords and agents.</p> <p>The team completed area audits in April focusing on Cog Lane in Trinity and an area of Daneshouse covering parts of Whalley Street, Abel Street Ardwick Street and Colville Street up to Colne Road. We are now taking legal action against those licence holders who have failed to provide relevant certificates for their property or have failed to obtain a licence. Full reports are available on our website.</p> <p>The next area audits have also begun, in the Wordsworth Street, Gannow Lane and Adamson Street area of Gannow, and Brennand Street, Fraser Street and Randall Street areas of Queensgate. These audits will be completed by the end of July and reports on the outcomes will be published on our website.</p> <p><b>Selective Licensing: Burnley Wood with Healey Wood and the Leyland Road area 2022-2027</b></p> <p>The designations for the above areas came into force on 21st July 2022. Since this date we have received 715 applications (79% of licensable properties). 55% of those properties that require a license have been licensed, with the licensing team processing a further 164 applications.</p> <p>Reminder letters were sent to all non-compliant landlords and agents in June, the deadline for applications has now</p>

passed and officers have begun gathering evidence to prepare civil penalties and/or prosecutions.

The team will also begin audits in these areas from August.

**Landlord and Agent Training Days**

After undertaking market testing, the team have appointed the National Residential Landlord Association to deliver the next series of landlord and agent training days to those operating in the licensing areas. The first event will be held in September, with a series of online and face to face events planned for the next two years including additional training on damp and mould.

**Private Rented Disrepair**

Since the start of April 2023, the Council has received and dealt with 95 new disrepair complaints from private rented sector tenants. The Housing Standards Team has a current caseload of 190 open/ongoing private rented sector disrepair/proactive inspection cases. Since April 2023, the Housing Standards Team have served 4 formal improvement notices requiring owners to complete specified repairs within a given timescale, as well as 2 emergency remedial action notices, and 2 prohibition orders. The Housing Standards Team (previously known as the Housing Enforcement Team) has been successful in recruiting an additional Housing Standards Team Leader, and two Housing Standards Officers.

Strategic commitment	Progress update
<p><b>PL3-</b> We will work with partners to improve quality and choice in the borough’s housing stock, and reduce the blight of empty properties</p>	<p><b>Home Improvement Agency</b>            The Home Improvement Agency (HIA) continues to work in partnership with health colleagues on a range of different grants that improves the resident’s quality of life. During 2022/23 the HIA delivered 498 grants and the good work continues in to 2023/24.            So far this financial year the HIA have completed 35 Disability Facilities Grant adaptations.            8 Emergency Works Grant where the property was deemed a Category 1 hazard or a high category 2.            20 Safe and Secure Grants            1 Hospital Discharge Grant            52 Handyperson jobs completed            10 Energy Efficiency Grants which include first time central heating and boiler replacements.            62 residents have been supported though the Affordable Warmth Fund for energy efficiency measures. This includes</p>

putting low energy LED lightbulbs in properties which is especially important to residents with the current cost of living.

To help promote the work of the HIA team we have produced an annual report highlighting the work that the team have done.

### **Empty Homes Programme**

All recent Council led renovations have achieved a B rating for the EPC as we now install solar pv on the properties.

The compulsory purchase programme is progressing with a further report at the July Executive. Renovations are underway at three properties with one out to tender and another four being prepared.

The facelifting scheme is underway to the rears of Windsor and Ivory Streets. The Piccadilly Road scheme has been tendered and works will start in late July/early August. Enquiries for the loans scheme are slow at the moment, we will be advising landlords in the next Selective Licensing newsletter of the availability of the loans in order to try to increase the numbers.

### **New Housing**

New properties continue to come to the market across the borough offering residents a broad choice of homes and locations. All our sites at Kiddrow Lane, Manchester Road Hapton, Red Lees Road, Cliviger and Brownside Road, Worsthorne are progressing well, with the majority of properties either sold or reserved.

McDermott Homes are now underway with their development at Harrogate Crescent that will see a disused building demolished to make way for 44 family homes and Barrett Homes are developing out their planning permission for 87 2, 3 and 4 bedroom homes off Rossendale Road.

Calico continue to press ahead with their development programme offering a range of affordable homes for Burnley's residents, with their current focus on the development of 93 extra care apartments at Burnley General Hospital, which are expected to be ready for occupation late summer 2024. The development is on track with all the steel work complete and the masonry work progressing well. This scheme will see a clear link between Burnley's housing and healthy living offer to create safe and sustainable homes for older residents. Calico's other current housing development at Kinross Street is ahead of schedule with phase 1 expected to complete in December 2023 and phase 2 in July 2023. Once complete there will be a range of 2 and 3 bedroom homes and 3 bungalows for affordable rent.

Strategic commitment	Progress update
<p><b>PE2-</b> We will continue to develop the leisure and cultural offer in partnership with Burnley Leisure.</p>	<p><b>Beat the Street</b></p> <p>The second edition of the Beat the Street Programme ran for a 6-week period in May and June and attracted more than 12,300 individual participants, which is a phenomenal level of engagement representing 13% of the borough's population. Participants were able to take part as individuals or to compete as teams to win points and the number of points earned through playing BTS equates to 2,298 trees, which BTS participants will be invited to help plant at locations in each of the 15 wards between November and March.</p> <p><b>Mechanics</b></p> <p>An expression of interest has been submitted by Burnley Leisure to the Arts Council for a £400K capital investment grant towards a £958K for improvement to facilities including provision of new toilets, (including a changing places toilet) and improvements to the auditorium and bringing the underutilised ground floor area of the building back into use as a collaborative working space to drive innovation, together with repairs to the envelope of the building.</p>

<p><b>PL4-</b> We will implement our 2015-25 Green Space Strategy.</p>	<p><b>Crematorium</b></p> <p>I am pleased to report that extensive work to refurbish the crematorium chapel and waiting room has been completed on schedule. The Council employed an interior design specialist to develop a co-ordinated scheme to redecorate and re-carpet the chapel and install new curtains and a disability compliant lectern as well as improving the waiting room. The response from service users has been very positive.</p> <p>The next phase of crematorium improvements will be to improve parking provision and access.</p> <p><b>Towneley Hall</b></p> <p>Work to re-roof the Great Hall (West Wing) and repair external stonework is progressing well following the initial delays with the delivery of roofing slates.</p> <p>The Regency rooms and Long Gallery have been emptied of artwork and furniture ahead of work starting on the South Wing in August, with the items being placed in secure storage with a specialist art storage firm.</p> <p>A programme of engagement activities is being planned for the Heritage Open Weekend (8<sup>th</sup> – 10<sup>th</sup> Sept) at which there will be hands-on demonstrations of the craftsmanship being used to repair the hall (stonework, leaded glass, roofing and lead work), together with scaffold tours and illustrated talks.</p> <p><b>Stables Café</b></p> <p>I am pleased to report that work on the internal fit out of the café is planned to commence 17<sup>th</sup> July and is expected to be</p>
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completed in 6 weeks, with the café re-opening to the public shortly thereafter.

### **Towneley Park Masterplan**

The Council has employed Cass Design Consultants to prepare a long-term vision for Towneley Park to ensure that the heritage, ecology, recreational and economic potential of the park is developed over the next 10 years.

Consultation with park users and stakeholders will take place over the coming months to ensure that the development of the masterplan is well informed and ambitious.

### **Play Area Strategy**

Work on the refurbishment of Healywood and Memorial Park play areas has started on site, with work at Clifton St play area to follow, with the aim of completing by the end of July.

The refurbishment of Queens Park play area will commence on site immediately after the school holidays.

Consultation on the design of schemes for Barden Lane , Picadilly Gardens and Underly Street play areas will take place during the school holidays ward councillors will be kept updated on these schemes.

### **Green Flag Park Award**

I am delighted to report that all of Burnley's six main parks have all retained their Green Flag Awards this year, thanks to the hard work of staff and park friend's groups. The green flag judges assess parks against the eight [Green Flag Award criteria](#) and provide a written report that makes recommendations for future improvement.

A number of gardening staff will attend the worth west award ceremony at Chorley Town Hall.

### **Memorial Park Wheeled Sports Area**

The new wheeled sports area on Park Road has been officially opened and the Council is very grateful to the generous support from the Lancashire Environmental Fund, Padiham Town Council and the RWE Hambledon Hill Windfarm Community Fund which helped fund this scheme.

### **Off-road motorcycle ASB**

There has been an upsurge in off-road motorcycle nuisance in areas of greenspace and on the extensive greenway network. The Council is working with the Police and Calico on this issue and is developing a plan that combines some physical interventions to deter motorcycle access with enforcement action by the Police.

**PE3-** We will continue to work with partners to provide necessary support systems to reduce homelessness and to end rough sleeping in the borough.

We continue to accommodate rough sleepers and homeless households who have a connection to the borough. We have 16 ABEN (A bed every night) accommodation spaces in the Borough providing accommodation and support for people sleeping rough or at risk of sleeping rough. Over the last month we have increased the properties we manage for temporary accommodation from 13 to 15 making of 31 housing units within Burnley with the flexibility to accommodate both families and single people. We also have access to a small B&B in Burnley if all our accommodation is full. In addition to the 31

	<p>units, we now have four of the six RSAP (Rough Sleeper Accommodation Programme). properties in use with the remaining 2 expected to be occupied by the end of July 2023. Between 1st April 2023 and 30th June 2023, we received 582 enquiries around homelessness, 131 were opened as homeless cases. We have successfully prevented or relieved 56 households' homelessness so far this financial year and provided temporary accommodation for 86 households.</p>
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# COUNCILLOR MARK TOWNSEND, EXECUTIVE MEMBER FOR ECONOMY AND GROWTH

## Progress against our strategic commitments

Strategic commitment	Progress update
<p><b>PR2-</b> We will proactively support the borough’s businesses to innovate and expand, and make the borough a natural choice for business relocation.</p>	<p>The Business Team are currently working with two companies on growth projects which will complete soon. One of the projects is bringing a long-disused building back into use and the other is assisting with the expansion of a growing engineering company. Both projects combined will see 10 new FTE jobs created and investment of over £500,000.</p> <p>The final “Go For It” workshop will take place on the 29<sup>th</sup> of June which will conclude the series of three start-up events aimed at helping new and pre-start businesses. The events have focused on Marketing, Finance and Practicalities of starting a business.</p> <p><b>Vision Park</b></p> <p>Vision Park remains at 100% occupancy with a waiting list should any units become available. There has been one more recent lease renewal for a five-year period.</p> <p><b>Padiham Town Hall</b></p> <p>The fixed office space remains at full occupancy with leases recently renewed and a waiting list for the offices. The Co-Working hub now has 16 members.</p> <p><b>Burnley Brand and Burnley Bondholders</b></p> <p>Since last full council there have been:5 pieces of positive news on Burnley.co.uk. Burnley has featured in 705 pieces of online, print and broadcast news with a combined AVE of £592,000 and reach of 228 million. Notable press coverage includes a feature in Cycling Plus magazine and 2 features in the Manchester Evening News after the Brand team actively facilitated visits by the Journalists. More recently Burnley featured in an article in the Guardian promoting Lancashire Holidays. In May 2,500 editions of InBusiness Burnley were distributed across Lancashire.</p>

Strategic commitment	Progress update
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**PR3-** We will deliver the Town Centre and Canalside Masterplan, and strategic projects in Padiham Town Centre.

### **Pioneer Place**

Work on the project reached the key milestone of practical completion on 2nd June, when it was handed over to the Council. Since then, the Council has taken over security and site supervision to allow tenants to fit out their units and for the Council to install various pieces of its own equipment. As is standard for a project of this size, Maple Grove and Eric Wright have, since handover, been rectifying work that hadn't met the required standards or had suffered slight damage during construction.

Work has continued to sign up tenants for the last two units with one at a very advanced stage.

The Council's Managing Agent Monroe K has been working with the tenants to ensure services are in place ready for opening.

The first unit, Icaro Lounge opened on the 28th June and has been well received by customers.

### **Town 2 Turf Public Realm Transformation**

Works to the south side of Harry Potts Way are complete and have moved to the north side. A road closure is in now place to allow for works to the aqueduct. Works to the roundabout/Yorkshire St junction are being planned for/procured and are expected to commence in August.

Overall programme is approx. 8 weeks behind schedule due to some challenging ground conditions and supply chain, but areas within the programme where this can be mitigated are being reviewed by LCC.

### **Lower Saint James's Street Heritage Action Zone**

Restoration works to 160 are now completed. Externally the building has benefit from a new traditional shopfront, reinstatement of the original bay windows to the upper floors, rainwater goods, repair of architectural features to the facades along with internal conversion works.

Restoration work to 156 Lower St James Street is underway including the reinstatement of a traditional shop front, bay windows, rainwater goods and architectural repairs. This is due to be completed end of July.

158 St James Street is currently at grant application stages and if approved delivered by September 23.

153 St James Street is at Planning stages and works have been tendered out.

One Sixty is now rebranded as The Salon and has been a fantastic Cultural hub space for the Burnley Words festival.

Four Cultural events have taken place at The Salon as the HSHAZ Cultural Program merged with the Burnley Words festival bringing new life and footfall to the street. The Voices of the Counter Culture free to attend Exhibition continues at The Salon until the 30th July.

Historic England visited the HS Area on the 30th June and were delighted with the progress that has been made since their visit earlier this year and commended the Council and its contractors on the quality of the work.

The HSHAZ social media pages have seen a significant increase in new followers and interactions with 1.3K reach within the last 28 days.

### **Padiham Town Centre**

On Saturday 13th May the Town Centre Officer delivered the Painting Padiham event which featured 70 artists painting throughout the town centre and provided a variety of free activities for visitors.

In June the officer supported local organisations with the planning and delivery of the Padiham on Parade event 24th & 25th which has received positive feedback from the public and local businesses who have benefitted from the event through promotion and increased custom.

The Padiham Town Centre social media platform on Facebook has seen a significant increase of engagement that has reached over 25,000 people in the last 28 days alone.

### **Padiham Townscape Heritage**

Exemplar Project (33-35 Burnley Rd) - Building works are complete. Both apartments are now tenanted. The Council/Liberata are in discussion with potential tenants which have expressed an interest in occupying the retail units.

Grant has been awarded to 25 & 27 Burnley Rd (Party Glitz and Woof & Tumble) for external repair and restoration works and commenced on site 19th June.

A grant has also been awarded to 12-14 Burnley Rd (vacant) for a Phase 1 focussing on external/essential repairs. This will be the final TH building scheme and is expected to utilise remaining funds and is due to mobilise on site within the next two weeks.

The Gable Art Project has completed to incorporate two artworks to building gables in the town centre. Feedback from the local community and publicity has been extremely positive and the steering group are exploring future opportunities for public art/cultural projects. The works have also featured in national and regional press.

	<p><b>Padiham Flood Management Scheme</b></p> <p>Works on the existing flood defence wall on the right-hand bank to the rear of the Town Hall are complete to increase the height of the wall and provide an increased standard of protection.</p> <p>Works are now moving to the Bendwood Close section to construct a new defence wall in front of the existing retaining wall. A new 'flood hub' has been established to keep residents and businesses up to date on plans and progress. <a href="#">Padiham Flood Risk Management Scheme   The Flood Hub</a></p>
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<b>Strategic commitment</b>	<b>Progress update</b>
<p><b>PR4-</b> We will implement the Local Plan, delivering new housing, employment sites, and infrastructure.</p>	<p><b>Local Plan Review and Local Development Scheme</b></p> <p>Burnley's Local Plan, having been adopted on 31 July 2018, will reach its fifth anniversary on 31 July 2023 and its first five-year review is therefore required.</p> <p>Additionally, the Local Development Scheme (LDS), which sets out the timetable for preparing Burnley's local planning framework, is also required to be updated with the previous version having been adopted on 17 February 2020.</p> <p>A report and decision on both these matters will be considered by the Executive at its meeting on 12 July 2023, following consideration by Scrutiny Committee on 5 July 2023.</p> <p><b>AMR and Housing Statistics Release</b></p> <p>Scrutiny Committee will consider a report on the 2021/22 annual authority Monitoring Report (AMR) at its meeting on 5 July 2023.</p> <p>Pending the production of the next AMR for 2022/23 later this year, a separate Housing Statistics Release has been published. The <a href="#">June 2023 release</a> sets out some key housing development statistics to 31 March 2023. It shows that 256 net additional dwellings were completed in 2022/23 and permission for 517 homes granted.</p> <p><b>Allocated Housing Sites:</b></p> <p><i>Completed Sites:</i></p> <p>The Calico scheme for 34 affordable dwelling at Site HS1/19 Land NE of Sycamore Ave is now complete (for housing monitoring purposes) as is site HS1/26 Land adj 250 Brownside Road, Worsthorne (18 homes Millers Green, Boyes Homes – 7 detached properties reserved or sold).</p> <p><i>Sites Under Construction:</i></p>

Build-out continues at site HS1/1 Former Hambledon School site (Valour Park, McDermott Homes - over 96% reserved or sold), site HS1/3 Former Blythe's Site (Canal Walk, Gleeson - over 93% reserved or sold), site HS1/8 Red Lees Road (The Calders, Miller Homes - over 62% reserved or sold), and part of site HS1/4 Rossendale Road (Barratt Homes - Brun Lea Heights – 4 detached properties sold).

*Applications and Approvals:*

An application for 36 age-restricted build-to-rent bungalows for site HS1/22 Former Dexter Paints, Gannow Lane (FUL/2022/0136) was approved on 12 June 2023.

The application for site HS1/2 Hollins Cross Farm for the erection of 200 dwellings was deferred at a Full Council meeting on 7 June 2023 (FUL/2022/0149)). A reserved matters application has been received for 73 affordable homes at site HS1/29 Lodge Mill (REM/2023/0169). An outline planning application has been received for part of Site HS1/5 Former Baxi site for up to 40 dwellings (OUT/2023/0294) An earlier outline planning permission granted was on 18 May 2020 which has now lapsed (APP/2018/0598).

**Allocated Employment Sites:**

*Sites under Construction*

Following the outline approval in September 2022 at site EMP1/5 Land South of Network 65 ('Burnley Bridge South') (OUT/2020/0366), and the approval of a reserved matters application for Phase 1 of the site (REM/2022/0568), construction has now commenced.

Following the approval of a hybrid application in Nov 2022 for the expansion of Burnley College on part of site EMP1/3 Vision Park (FUL/2021/0270), a number of applications for discharge of conditions have been received/approved and a variation applied for to allow a phased submission of reserved matters and delivery of the outline development - Phase 2 (VAR/2023/0259.)

Strategic commitment	Progress update
<p><b>PR5-</b> We will support UCLan's expansion, transforming Burnley into a University Town</p>	<p><b>UCLan Campus Expansion – Newtown Mill</b></p> <p>Works on Newtown Mill continue. The structural steel frame to the south mill is fully installed and tied into the existing structure allowing the progression of the metal floor deck and concrete slab to the upper ground floor level. Works to the stone façade are progressing with the remodeling of the Canal Street elevation parapet rebuilding, pointing and doff clean.</p>

The north mill structural steel frame is now making good progress. The pre-cast concrete staircases have commenced along with the stadium seating to the auditorium. Current programme shows completion in June 2024.

**PR6-** We will work with partners to ensure that residents are able and ready to participate in the workforce.

## **Burnley Employment & Skills Group (BSEG)**

The steering group of BSEG met on 29th June – brief update of the new sub-groups below:-

**Over 50's** - BFC in the Community will lead this group and in discussions with the organisations that already work with this group

**BAME Communities** – Youth Futures have agreed to fund a specific research piece working with existing BAME community groups in Burnley.

**Women's** - core organisations identified, and terms of reference agreed which include understanding barriers, changing mindsets and improving outcomes for women accessing work.

**Young People (including Thrive Youth Hub)** has a current caseload of 216 active young people. The DWP currently see around 146 per week at Thrive with the majority being in the 18 – 24 age group. The Thrive network continue to report that young people are more likely to return to meet with service providers due to the co-location of services in the hub.

A cross section of 700 young people have been engaged with as part of the Connected Futures project to understand their barriers to employment, initial areas highlighted include, health/anxiety, cultural, criminality as well as a lack of awareness of the jobs available in Burnley.

The last “Get Into Hospital Services” course run by the Princes Trust received 14 referrals from Thrive of which 10 completed the course and gained employment in the NHS.

### **Claimant Count**

The claimant count rate in Burnley as of March 23 was 5.6% above the Lancashire (4.2%) and GB (3.8%) rates. This remains high in the 18 – 24 age group at 9.1% compared to a Lancashire rate of 6% and a GB rate of 4.9%.

The economic inactivity rate at Dec 22 was 28.7%, compared to a Lancashire rate of 23.9% and a GB rate of 21.5% It's important to note that almost 86% of those classed as economically inactive are made up of students (43%) retired (12%) and long-term sick (31%).

Of the 28.7% - only 30% of these say they want to work – this group are the focus of the project that the UKSPF is funding under the People & Skills theme.

### **UK Shared Prosperity Fund**

#### **Communities & Place**

- Burnley Leisure - £75k of funding approved to support repairs & maintenance of Barden Track
- Greenspaces - £65k funding to refurbish Barden Lane/Disraeli St & Underley Street play areas.

- Small grants programme - £121,366k awarded to 8 applicants to support a range of community projects from creative/cultural activities to digital inclusion, mental health projects and sports facilities.

### **Supporting Local Business**

- 13 businesses supported with decarbonisation plans
- 15 businesses supported with international trade including topics such as Brexit, cultural aspects, and the physical export of goods
- Year 2 projects to provide specialist manufacturing & business innovation support were approved and delivery commences in quarter 2.

### **People & Skills**

- Marketing literature is out now, and a launch event took place in May.
- A successful drop in took pace at Downtown on 30<sup>th</sup> June as part of National Employability Day and all 7 delivery partners, including Burnley College, Calico and The Princes Trust took part
- 15 individuals engaged with support in March including 2 who had previously felt socially excluded. Outcomes of the 15 individuals include being connected to healthcare services, benefits support and actively taking part in job searching & volunteering.

