



Meeting of the Burnley Borough Council

To be held at 6.30 pm on
Wednesday, 27th September, 2017



Sir or Madam,

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

DATE: Wednesday, 27th September, 2017

starting at 6.30 pm

To transact the business specified below.

**Lukman Patel
Head of Governance, Law, Property and Regulation**

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 Governance, Law, Property, and Regulation 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 at the Contact Centre, Parker Lane, Burnley 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.

A G E N D A

1. Minutes of the Last Meeting 7 - 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 Worship 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) Business Rates Pooling 9 - 14
To obtain approval for the Council to participate in the Lancashire Business Rates Pool for 2018/19 (report enclosed, relevant Minute to follow).
- b) Revenue Monitoring Quarter 1 2017-18 15 - 26
To report the forecast outturn position for the year as at 31 March 2018 based upon actual spending and income to 30 June 2017 (report and relevant Minute enclosed)
- c) Capital Monitoring Quarter 1 2017-18 27 - 42
To provide Members with an update on capital expenditure and resources position along with highlighting any variances (report and relevant Minute enclosed)
- d) Revenue Budget 2018-21 43 - 52
To outline proposed savings for Full Council (report enclosed, relevant Minute to follow).
- e) Constitutional Updates 53 - 66
To consider various constitutional updates, including changes to the constitution and appointments to Committees and Outside Bodies (report enclosed)
- f) Non Attendance of Councillor 67 - 70
To consider the non- attendance of a Councillor potentially for a period of six consecutive months (report enclosed)
6. Report from the Chair of Scrutiny 71 - 72
To consider the Scrutiny Chair's Cycle 2 report to Full Council (report enclosed)
7. Strategic Plan Progress Reports
To consider Strategic Plan Progress Reports (reports enclosed)
- a) Cllr Mark Townsend - Leader 73 - 74
- b) Cllr John Harbour - Deputy Leader/Housing and Environment 75 - 78
- c) Cllr Mohammed Ishtiaq - Resources and Performance Management 79 - 80
- d) Cllr Lian Pate - Community and Leisure Services 81 - 84
- e) Cllr Sue Graham - Regeneration and Economic Development 85 – 86

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).

Please note that, for information only, figures for the Municipal Year to date can be found [here](#)

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EXTRAORDINARY FULL COUNCIL

BURNLEY TOWN HALL

Wednesday, 6th September, 2017 at 6.30 pm

PRESENT

MEMBERS

Councillors H Baker (Chair), C Briggs (Vice-Chair), B Brindle, M Brindle, I Carmichael, J Cunningham, B Foster, S Graham, J Harbour, T Harrison, D Heginbotham, S Hussain, M Ishtiaq, M Johnstone, A Kelly, L Khan, M Lishman, S Malik, T Martin, E Monk, N Mottershead, A Newhouse, L Pate, M Payne, A Raja, P Reynolds, A Royle, A Tatchell, M Townsend and C White

OFFICERS

Mick Cartledge	Chief Operating Officer
Lukman Patel	Head of Governance, Law, Property, and Regulation
Asad Mushtaq	Head of Finance
Eric Dickinson	Democracy Officer
David Bristow	Deputy Mayor's Officer

25. Minutes of the Last Meeting

RESOLVED The Minutes of the meeting of the Council held on the 12th July 2017 were confirmed and signed by the Chair.

26. Declarations of Interest

Mick Cartledge had declared an interest in Item 5 (a) relating to the Appointment of the Chief Executive.

27. Appointment of Chief Executive

Mick Cartledge left the room and did not take part in this item.

Consideration was given to ratification of the recommendation from the Appointments Committee regarding the appointment of the Chief Executive/Head of Paid Service following the recruitment and selection process undertaken.

RESOLVED

- (1) That the recommendation of the Appointments Committee that Mick Cartledge be selected for the position of Chief Executive and Head of Paid Service following the conclusion of the selection process on 24th August 2017, be ratified;
- (2) That the appointment be confirmed and remunerated in accordance with the Council's approved salary level of £107,100 per annum; and
- (3) That delegated authority be given to the Leader in conjunction with the Head of People & Development to finalise the arrangements and confirm the start date for the Chief Executive.

REPORT TO THE EXECUTIVE



DATE	19th September 2017
PORTFOLIO	Resources and Performance Management
REPORT AUTHOR	Asad Mushtaq
TEL NO	01282 425011 ext 7173
EMAIL	amushtaq@burnley.gov.uk

Business Rates – Lancashire Pool

PURPOSE

1. To obtain approval for the Council to participate in the Lancashire Business Rates Pool for 2018/19.

RECOMMENDATION

2. The Executive is asked to recommend to Full Council that:
 - (1) Approval for the Council’s participation in a pool for the 2018/19 financial year.
 - (2) Approval to submit a request for the Council to participate in the Lancashire Business Rates Pool for 2018/19 and future years.

REASONS FOR RECOMMENDATION

- 3.1 To seek authority to participate in the Lancashire Business Rates Pool (subject to approval from existing pool members and acceptance by Department for Communities & Local Government).
- 3.2 The Council will be required to confirm its position on membership of the pool in time for the assumed DCLG deadline of 31/10/17.

BACKGROUND

- 4.1 Business rates are a significant source of local authority funding. The business rates retention scheme allows billing authorities to retain a proportion of the business rates collected. Essentially business rates works on a 50/50 split between local and central governments, so in Burnley we retain 40% with the remainder shared as follows:

Government	- 50%
County Council	- 9% (18% of local share)
Fire Authority	- 1% (2% of local share)

- 4.2 The retention scheme is designed to reward councils that have encouraged investment and seen growth in their business rates bases by allowing them to benefit from a share of that growth. However, there is also a risk of a reduction in income where the rates base diminishes; this could be because businesses close down, move out of the area or obtain significant reductions in rateable values.
- 4.3 The Government calculates each council's **individual rates baseline** by dividing half of the total amount of business rates to be collected by all English billing authorities for the year by the individual council's proportionate share, which is based on its average collection rates. For each council the DCLG also calculates a **baseline funding level**, based on applying the formula grant process to the estimated local rates share.
- 4.4 Another component of the scheme is the splitting of authorities into **tariff** and **top-up** authorities. District councils in two-tier areas are tariff authorities; the council's individual rates baseline is greater than its baseline funding level so the Council pays a tariff to the Government. This year (2017/18) Burnley's tariff is £5.722m, this has been reduced from £7.173m in 2016/17 following a reduction in the overall rateable value of businesses within Burnley as part of the 2017 Valuation. County councils and fire and rescue authorities are top-up authorities because their baseline funding level is greater than their individual business rates baseline. These authorities receive a top-up grant.
- 4.5 The scheme operates by way of a **levy** (on disproportionate gains) and a **safety net** (to limit losses). The levy applies where the retained share of rates income for the authority exceeds its baseline funding level. The safety net is deployed when the retained share of rates income falls below 92.5% of the baseline funding level.
- 4.6 **Burnley's position in 2016/17**
Burnley was a member of the Lancashire Business Rates Pool during 2016/17. The 2016/17 outturn position shows £5.127m of business rates income is being retained in Lancashire which would otherwise have been paid over to the Government. Burnley's share of the retained business rates was £0.678m. The Council retains 90% of the retained business rates with the remaining 10% payable to Lancashire County Council. As a result Burnley benefitted from being a member of the pool and has retained £0.610m which would otherwise have been lost.
- 4.7 **Burnley's forecast for 2017/18**
The Council's budget for 2017/18 estimates that we will pay a levy to the Government of £0.347m as a result of our retained rates income exceeding our baseline funding level. The reduction from the actual retained levy position in 2016/17 is due to the reduction in rateable values, as part of the 2017 Valuation, together with a reduced level of provision required at 31 March 2017 due to a reduction in the value of outstanding business rates appeals lodged with the Valuation Office Agency at that date.

The levy rate calculation is:

$$1 - (\text{baseline funding level} / \text{individual authority business rates baseline})$$

Levy rates are capped at 0.5 and if the calculation produces a negative levy rate the local authority will not be levied. The levy rate is then multiplied by any growth (essentially business rates income greater than the sum of the baseline funding level

plus the tariff amount). Burnley's levy rate, in common with all the Lancashire districts, is 0.5. In effect this means that the Council will have to pay 50% of any growth that it achieves over and above its baseline funding level to Central Government.

BUSINESS RATES POOLING

- 5.1 As part of a pool, the above calculations are not carried out on an individual authority basis but on the aggregated values of each element for all the authorities involved in the pool. Members of a business rate pool combine their funding calculations under the business rate scheme, effectively adding their numbers together for all elements of the funding calculation, such as the tariff and top-ups. The benefit to be gained is that collectively, it produces a lower percentage levy calculation.
- 5.2 2018/19 estimates and levy calculations will be submitted by all of the member councils of the Pool and analysed to determine the benefits or otherwise of being a member of the Lancashire pool. As can be seen from the outturn position in 2016/17, members of the Lancashire Business Rates Pool benefitted by £5.127m.
- 5.3 Each authority would continue to retain the growth in its business rates income that it would have retained as an individual authority outside of the pool. However, as part of a pool the Council would no longer be required to pay any levy to Central Government.

RISKS

- 6.1 As detailed above, the Government provides a safety net facility for authorities who fail to achieve their target income baseline; thus individually billing authorities are exposed to a potential maximum cost equivalent to 7.5% of their baseline funding. However, as part of a pool there would be no safety net protection and so individual councils would no longer be eligible for a safety net payment.
- 6.2 Governance arrangements for a given pool should address these issues and the Lancashire Business Rate Pool Agreement states that each council would be required to forgo the right to any safety net protection and will have to fund their own shortfall.
- 6.3 In 2017/18 the Council is budgeting for gross income from business rates of £9.865m. After the tariff payment, net income is £4.143m. The Council's safety net is £3.681m, implying a margin of safety of £0.462m, which equates to approximately 4.68% of our gross business rates income. If the Council's share of income from business rates fails to reach its baseline level then the Council will have to meet the shortfall so that it doesn't impact on other pool members.
- 6.4 It is worth noting that, in the unlikely event that the forecast position deteriorates to the extent that we no longer anticipate paying a levy, it would not be advisable to join the pool. We will undertake an annual review of the forecast position as we would have to notify the Lancashire Business Rates Pool before the end of August in the preceding year if we wished to withdraw.

DCLG POOLING PROSPECTUS

- 7.1 DCLG issued a Pooling Prospectus in July 2014 inviting applications for pooling. No further guidance or prospectus has been issued since that date. It is not anticipated that a similar document will be published for 2018/19, but it is assumed that proposals for pools will be required by the end of October 2017 in line with the 2014 prospectus.
- 7.2 The key points of the 2014 Prospectus are listed below and it is expected that the principles will remain broadly unchanged:
- Benefits of pooling can be wide including promoting joint working, benefits from economic growth, making strategic decisions easier, retention of income above baseline funding, management of income volatility, etc.
 - As the pool is treated as a single body, DCLG calculate only one number for the sum that is owed by the pool as a tariff or owed to the pool as a top-up payment. Therefore one member of the pool should act as lead authority.
 - Management of a pool and its governance arrangements are entirely matters for the individual pool, but DCLG will need to ensure that they are in place, in particular:
 - Member rights and obligations including
 - How money is distributed to both Members and Central Government
 - The treatment of pool balances following dissolution
- 7.3 The DCLG selection criteria is based on:
- The likely benefits of the proposals for local authorities
 - The proposed governance arrangements
 - The extent to which the proposals are affordable in terms of the rates retention scheme as a whole (i.e. wider affordability)
- 7.4 Designation of a pool and establishment is under paragraph 34 of Schedule 7B Local Government Finance Act 1988 and published as part of the draft Local Government Finance Report. Authorities have the right to withdraw within 28 days of the draft publication, but if this happens the whole pool cannot continue, with the benefits lost for a year to the other members
- 7.5 However, members may exercise a request during the course of a year to take effect for the following year. There is, therefore, opportunity for authorities to plan opting in and out to take effect from the following financial year.

MEMBERSHIP OF THE LANCASHIRE BUSINESS RATES POOL

- 8.1 The Council was a member of the Lancashire Pool during 2016/17 but gave notice to withdraw for 2017/18 due to the uncertainty around the impact of the 2017 Valuation and the outcome of the EU Referendum.

- 8.2 A request to re-join the Lancashire Business Rates Pool would need to be submitted to existing pool members and will require majority approval. To change the membership of the pool the lead authority, Ribble Valley Borough Council, would have to notify DCLG of its intention to dissolve the existing pool and make an application to create a new one.

FINANCIAL IMPLICATIONS AND BUDGET PROVISION

- 9 As shown in the body of the report.

POLICY IMPLICATIONS

- 10 There no new policy implications arising from this report.

DETAILS OF CONSULTATION

- 11 Management Team.

BACKGROUND PAPERS

- 12 None.

FURTHER INFORMATION

PLEASE CONTACT:

Asad Mushtaq - Head of Finance

ALSO:

**Howard Hamilton-Smith – Finance
& Commercial Manager**

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EXECUTIVE

BURNLEY TOWN HALL

Tuesday, 15th August, 2017 at 6.30 pm

22. Revenue Monitoring Q1 2017-18

Purpose To report the forecast outturn position for the year as at 31 March 2018 based upon actual spending and income to **30 June 2017**.

Reason for Decision To give consideration to the level of revenue spending and income in 2017/18 as part of the effective governance of the Council and to ensure that appropriate management action is taken to ensure a balanced financial position.

Decision

- (1) That the projected revenue budget forecast underspend of £70k (see the overview table in paragraph 6) be noted;
- (2) That Full Council be recommended to approve the latest revised budget of £14.596m as shown in Appendix 1; and
- (3) That Full Council be recommended to approve the net transfers from earmarked reserves of £1.582m as shown in Appendix 4.

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REPORT TO EXECUTIVE



DATE	15 August 2017
PORTFOLIO	Resources and Performance Management
REPORT AUTHOR	David Donlan
TEL NO	(01282) 477172
EMAIL	ddonlan@burnley.gov.uk

Revenue Budget Monitoring 2017/2018

PURPOSE

- To report the forecast outturn position for the year as at 31 March 2018 based upon actual spending and income to **30 June 2017**.

RECOMMENDATION

- The Executive is asked to:
 - Note the projected revenue budget forecast underspend of £70k (see the overview table in paragraph 6).

The Executive is also asked to seek approval from Full Council for:

 - The latest revised budget of £14.596m as shown in Appendix 1.
 - The net transfers from earmarked reserves of £1.582m as shown in Appendix 4.

REASONS FOR RECOMMENDATION

- To give consideration to the level of revenue spending and income in 2017/18 as part of the effective governance of the Council and to ensure that appropriate management action is taken to ensure a balanced financial position.

SUMMARY OF KEY POINTS

- Revenue Budget Monitoring Process**
There are 3 in-year reports on revenue budget monitoring presented to the Executive and the Scrutiny Committee during the course of the financial year. This is the first in-year report for 2017/18. In addition to these 3 reports there is a final combined report for revenue and capital to consider the actual spending at the end of the financial year compared with the revised revenue budget. Under the scheme of delegation each budget area is delegated to a Head of Service who remains accountable for the effective discharge of financial management as an integral part of achieving strategic objectives and in turn meeting service

delivery priorities.

All Heads of Service have been asked to consider their budgets and provide information and details of any actual or anticipated significant variations between spending/income and budgets.

5. **Budget Changes**

Since the budget was approved, the following proposed budget changes have been made and are shown in Appendix 1:

- Virements approved by Heads of Service and Management Team.

Decisions confirming additional awards of grant and contributions up to £50k approved by Heads of Service and Management Team.

- Executive Member for Resources and Performance Management decisions confirming additional awards of grant and contributions over £50k.
- Decisions made by the Executive.

Members are asked to approve the latest revised budget of £14.596m as shown in Appendix 1.

6. Revenue Budget Summary

As at the end of June 2017, the overall financial position is currently projected to be a £70k underspend, as shown in the table below:

	Latest Revised Budget £'000's	Forecast Outturn £'000's	Variance £'000's	Paragraph
Pay	9,205	9,205	0	
Other revenue budgets	9,533	9,463	(70)	
Reserves	(4,142)	(4,142)	0	17
Financed by:	14,596	14,526	(70)	
Collection Fund surplus	(81)	(81)		
Business Rates	(4,376)	(4,376)		
Revenue Support Grant	(2,778)	(2,778)		
Council Tax	(6,391)	(6,391)		
New Homes Bonus	(970)	(970)		
Forecast underspend at end June 2017	0	(70)	(70)	
Due to:				
<u>Recurring variations</u>				
CCTV costs of shared service			(50)	7
Insurance savings			(38)	8
Pension fund contribution savings			(112)	9
<u>One-off variations:</u>				
Increased income			(140)	10
Markets income reduction			59	11
Energy costs savings			(40)	12
Savings in income sharing arrangement with Liberata			(133)	13
Top up of business support programme			95	14
Costs of workforce planning exercise			100	15
Increased revenue contribution to capital outlay (rcco)			90	16
Other net savings			(1)	
			(170)	
Budgeted efficiency target			100	
Overall underspend position			(70)	

In setting the budget for 2017/18, it was assumed that £150k would be saved through not filling posts immediately. The latest position is that £96k of salary savings have been secured to date. In forecasting the outturn position above to the 31 March 2018, it is assumed that the target will be achieved.

It was also agreed that there would be an in-year efficiency savings / additional income target of £100k. It is forecast that this will be exceeded by £70k.

7. **CCTV cost savings (- £50k)**
Efficiency savings arising from the shared service with Blackburn with Darwen Council.
8. **Insurance savings (- £38k)**
These have accrued as a result of efficiencies achieved from the insurance contract.
9. **Pension contribution savings (- £112k)**
An annual saving equating to a rate of return of 3% was achieved by making a pre-payment to the Lancashire pension fund. Given the base rate of 0.25% and treasury investments for 2016/17 achieving an average rate of return of 0.49%, this is a significant increase.
10. **Increased income (- £140k)**
Heads of service have reported an overall increase in forecast income for the year. This includes £70k for disabled facilities due to additional grant allocations resulting in more schemes completed, £35k for various services within Streetscene (including green and trade waste), and £35k for repayments from Burnley Leisure.
11. **Markets income reduction (£59k)**
The Markets manager has reported a forecast shortfall in income of £59k due to an increase in vacant stalls and less footfall in the market.
12. **Energy cost savings (- £40k)**
Based on current trends and consumption, it is estimated that a £40k saving on gas and electricity costs can be achieved in 2017/18.
13. **Strategic partnership savings (- £133k)**
The Council has an income sharing agreement with Liberata. This agreement incentivises both parties to achieve more income by Liberata staff identifying errors in single persons discount, council tax support, and the receipt of new homes bonus by returning empty properties back into use. Mainly due to the changes in the funding allocations methodology for new homes bonus, the partner will only receive a payment of £48k for the year compared to a budgeted £167k (saving £119k). Although this is a saving to the Council, it means that the Council will not receive as much additional income in future years as was hoped.

The Council also has an agreement about the funding of additional pensions costs for those staff transferred to the partner after the date of transfer. This protects both the staff and the partnership should unforeseen changes occur. The pensions actuaries have reestimated the funding position of the transferred pension liability and identified a saving of £14k. Liberata have agreed to pass this saving to the Council.
14. **Business Support Programme (£95k)**
A top-up is required in the business support programme funding to meet forecast demand in the current year.

15. **Workforce planning costs (£100k)**

The Council is making significant progress in identifying areas for efficiencies in order to close the £1.8m funding gap in the medium term financial strategy for 2018/19. This will inevitably mean some staffing reductions and consequential costs of redundancies and pension strain. These costs resulting from the workforce planning report due to be completed in September 2017 will be chargeable to this financial year. Early indications are that these costs will be in the region of £100k as last years resulted in thirteen staff being made redundant at a cost of £219k. Every effort will be made to minimise the impact on staff and the costs.

16. **Revenue Contribution to Capital Outlay (RCCO £90k)**

Lancashire County Council have informed the Council that the estimated cost of the Lower St James street capital scheme has increased by £90k from £560k to £650k. It is proposed that this cost is funded from in-year revenue underspends by way of a RCCO. LCC have indicated that if there is sufficient funds available at the completion of the overall growth deal programme, then they will compensate the Council for this additional cost. The overall programme will not be complete for a few years.

17. **Earmarked Reserves**

The table in Appendix 4 summarises the latest position. The recommendation is to release a net £1.582m from reserves to fund previously committed schemes in the capital programme and the revenue services. These include Vision Park, the land at Grove Lane, Lower St James street pedestrianisation, Padiham Town Hall and the revenue budget carry forwards for services approved in the 2016/17 closure of accounts.

18. **Revenue Implications of the Changes to the Capital Budget**

The proposed revised capital budget for 2017/18 includes a use of Prudential Borrowing totalling £3,956,882.

The revenue implications of borrowing £3,956,882, are an increase in the Minimum Revenue Provision [MRP] of £135k and an interest charge, assuming 3% on the borrowing would equate to £119k.

The MRP costs are not incurred until 2018/19, and the interest cost will be dependent on the timing of the borrowing. The full year costs will be included within the revenue budget for 2018/19.

FINANCIAL IMPLICATIONS AND BUDGET PROVISION

19. As shown in the body of the report.

POLICY IMPLICATIONS

20. The revenue budget determines the extent to which the Council's strategic objectives can be pursued and achieved.

DETAILS OF CONSULTATION

21. None.

BACKGROUND PAPERS

22. None

**FURTHER INFORMATION
PLEASE CONTACT:**

**David Donlan - Accountancy Division
Manager**

Movements in Revenue Budget 2017/18 - to 30 June 2017

Service Unit	Original Budget	Changes this Cycle (Cycle 1)	Transfers to / (from) Earmarked Reserves (see App 4)	Grants Unapplied carried forward from 2016/17	TOTAL OVERALL MOVEMENT	Revised Budget
	£'000's	£'000's	£'000's	£'000's	£'000's	£'000's
Management	456	-	-	-	-	456
Regeneration and Planning Policy	1,501	60	45	213	318	1,819
Leisure Trust Management Fee	601	(178)	-	-	(178)	423
Leisure Trust Client	183	15	10	-	25	208
Green Spaces and Amenities	849	163	40	38	241	1,090
Streetscene	2,673	-	-	17	17	2,690
Housing and Development Control	493	-	-	68	68	561
Corporate Engagement	364	-	-	3	3	367
Policy & Performance	94	-	-	3	3	97
Governance, Law, Property and Regulation	720	1	(152)	-	(151)	569
People & Development	268	11	10	-	21	289
Finance	697	2	-	-	2	699
Strategic Partnership	3,570	-	-	-	-	3,570
Revenues and Benefits	(1,349)	-	-	34	34	(1,315)
Treasury Management	839	101	-	-	101	940
Corporate Budgets	4,821	(115)	1,569	-	1,454	6,275
Use of Earmarked Reserves	(2,184)	(60)	(1,522)	(376)	(1,958)	(4,142)
	14,596	-	-	-	-	14,596

Revenue Budget Update by Service Area as at 30 June 2017

Appendix 2

Service Unit	Revised budget for year				Forecast outturn for year				Forecast Variance			
	Pay	Non Pay	Income	Total	Pay	Non Pay	Income	Total	Pay	Non Pay	Income	Total
	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s
Management	436	20	-	456	436	20	-	456	-	-	-	-
Regeneration and Planning Policy	1,099	1,413	(693)	1,819	1,067	1,413	(614)	1,866	(32)	-	79	47
Leisure Trust Management Fee	-	423	-	423	-	423	-	423	-	-	-	-
Leisure Trust Client	-	448	(240)	208	-	448	(275)	173	-	-	(35)	(35)
Green Spaces and Amenities	1,834	1,157	(1,901)	1,090	1,834	1,157	(1,901)	1,090	-	-	-	-
Streetscene	1,051	3,884	(2,245)	2,690	997	3,824	(2,280)	2,541	(54)	(60)	(35)	(149)
Housing and Development Control	1,249	416	(1,104)	561	1,249	411	(1,174)	486	-	(5)	(70)	(75)
Corporate Engagement	372	289	(294)	367	372	384	(294)	462	-	95	-	95
Policy & Performance	103	12	(18)	97	103	12	(18)	97	-	-	-	-
Governance, Law, Property and Reg'n	950	1,953	(2,334)	569	940	1,915	(2,334)	521	(10)	(38)	-	(48)
People & Development	197	92	-	289	197	92	-	289	-	-	-	-
Finance	637	142	(80)	699	637	142	(80)	699	-	-	-	-
Strategic Partnership	-	3,570	-	3,570	-	3,437	-	3,437	-	(133)	-	(133)
Revenues and Benefits	-	31,864	(33,179)	(1,315)	-	31,864	(33,179)	(1,315)	-	-	-	-
Treasury Management	-	1,017	(77)	940	-	1,017	(77)	940	-	-	-	-
Corporate Budgets	1,277	4,738	260	6,275	1,373	4,870	260	6,503	96	132	-	228
Use of Earmarked Reserves	-	-	(4,142)	(4,142)	-	-	(4,142)	(4,142)	-	-	-	-
Total	9,205	51,438	(46,047)	14,596	9,205	51,429	(46,108)	14,526	-	(9)	(61)	(70)

Revenue Budget Variance Analysis 2017/18 (as at 30 June 2017)

Appendix 3

Service Unit	Last Report			Current Report			Movement			Explanation (Non pay/income £20k and over)
	Forecast Variance			Forecast Variance			Movement			
	Pay	Non Pay	Income	Pay	Non Pay	Income	Pay	Non Pay	Income	
	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	
Management	-	-	-	-	-	-	-	-	-	
Regen & Planning Policy	-	-	-	(32)	-	79	(32)	-	79	Income - (£79k) £59k shortfall in Markets income due to stall vacancies, £20k shortfall in town centre pitch income effected by pedestrianisation works.
Leisure Trust Management Fee	-	-	-	-	-	-	-	-	-	
Leisure Trust Client	-	-	-	-	-	(35)	-	-	(35)	Income - (£35k) Repayments of one-off costs by Burnley Leisure.
Green Spaces	-	-	-	-	-	-	-	-	-	
Streetscene	-	-	-	(54)	(60)	(35)	(54)	(60)	(35)	Non Pay - (£60k) Savings in cctv costs from the shared service with Blackburn of £50k and forecast other minor underspendings of £10k. Income - (£35k) Additional income (£43k) for Green and Trade Waste, (£26k) estimated 10% share of Kingdom Litter enforcement, less £34k shortfall in other income including car parking and community safety.
Housing & Development Control	-	-	-	-	(5)	(70)	-	(5)	(70)	Income - (£70k) Additional disabled renovations income following increased schemes and allocation from Government.
Corporate Engagement	-	-	-	-	95	-	-	95	-	Non Pay - (95k) Top-up of business support programme funding based on forecast demand in the current year.
Policy & Performance	-	-	-	-	-	-	-	-	-	
Governance, Law, Property and Reg'n	-	-	-	(10)	(38)	-	(10)	(38)	-	Non Pay - (£38k) Efficiencies achieved from the insurance contract.
People & Development	-	-	-	-	-	-	-	-	-	
Finance	-	-	-	-	-	-	-	-	-	
Strategic Partnership	-	-	-	-	(133)	-	-	(133)	-	Non Pay - (£133k) Savings following efficiencies achieved from finalisation of results of income sharing agreement.
Revenues & Benefits	-	-	-	-	-	-	-	-	-	
Treasury	-	-	-	-	-	-	-	-	-	
Corporate Budgets	-	-	-	96	132	-	96	132	-	Non-Pay - (£132k) - Estimated savings on both energy (£40k) and water charges (£15k). Savings of (£112k) on pensions resulting from up-front funding paid to the pension fund. Estimated cost of redundancies and pension strain of £100k which may be incurred following the workforce planning and budget exercise later in the year. There is also a newly proposed RCCO of £90k for the Lower St James street capital scheme. Minor net estimated overspends of £25k. These net increased costs totalling £32k are to be set off against the Corporate efficiency target budget of £100k.
Transfers to / (from) Reserves	-	-	-	-	-	-	-	-	-	
Total	-	-	-	-	(9)	(61)	-	(9)	(61)	

Net Est. Revenue Budget
(Underspend)/Overspend

-

(70)

(70)

Position on Earmarked Reserves as at 30 June 2017

Appendix 4

Position on Earmarked Reserves	Transformation £'000	Growth £'000	Other Specific £'000	Total £'000
Opening Balance 1/4/17	(2,749)	(2,626)	(2,281)	(7,656)
Original Budget 2017/18 - Use of Reserves 2017/18	240	1,060	884	2,184
	(2,509)	(1,566)	(1,397)	(5,472)
changes in cycle 1	1,028	259	295	1,582
Anticipated Balance at 31st March 2018	(1,481)	(1,307)	(1,102)	(3,890)
Approved Use of Reserves in future years	-	1,140	516	1,656
Balance after approvals	(1,481)	(167)	(586)	(2,234)



EXECUTIVE

BURNLEY TOWN HALL

Tuesday, 15th August, 2017 at 6.30 pm

23. Capital Monitoring Q1 2017-18

Purpose To provide Members with an update on capital expenditure and resources position along with highlighting any variances

Reason for Decision To effectively manage the 2017/18 capital programme.

- Decision**
- (1) That Full Council be recommended to approve the revised capital budget for 2017/18 totalling £15,589,217, as outlined in Appendix 2;
 - (2) That Full Council be recommended to approve the proposed financing of the revised capital budget totalling £15,589,217 as shown in Appendix 3;
 - (3) That the latest estimated year end position on capital receipts and contributions showing an assumed balance of £2,231,605 at 31st March 2018, in Appendix 4, be noted;
 - (4) That Full Council be recommended to approve a new Capital Scheme for the Calder Park Sport & Play Equipment, totalling £13,700, funded from 3rd Party Contributions and Ward Opportunities Fund; and
 - (5) That Full Council be recommended to approve a new Capital Scheme for the Brun Valley Forest Park, totalling £10,486, funded from 3rd Party Contributions.

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REPORT TO THE EXECUTIVE



DATE	15th August 2017
PORTFOLIO	Resources & Performance Management
REPORT AUTHOR	David Donlan
TEL NO	(01282) 477172
EMAIL	ddonlan@burnley.gov.uk

Capital Budget Monitoring Report 2017/18 Cycle 1 (to 30th June 2017)

PURPOSE

- 1 To provide Members with an update on capital expenditure and resources position along with highlighting any variances.

RECOMMENDATION

- 2 The Executive is asked to:
 - Recommend to Full Council, approval of the revised capital budget for 2017/18 totalling £15,589,217, as outlined in Appendix 2.
 - Recommend to Full Council, approval of the proposed financing of the revised capital budget totalling £15,589,217 as shown in Appendix 3.
 - Note the latest estimated year end position on capital receipts and contributions showing an assumed balance of £2,231,605 at 31st March 2018, in Appendix 4.
 - Recommend to Full Council, approval of a new Capital Scheme for the Calder Park Sport & Play Equipment, totalling £13,700, funded from 3rd Party Contributions and Ward Opportunities Fund.
 - Recommend to Full Council, approval of a new Capital Scheme for the Brun Valley Forest Park, totalling £10,486, funded from 3rd Party Contributions.

REASONS FOR RECOMMENDATION

- 3 To effectively manage the 2017/18 capital programme.

SUMMARY OF KEY POINTS

2017/18 CAPITAL PROGRAMME:**4 MONITORING INFORMATION:**

On the 22nd February 2017 Full Council approved the 2017/18 original capital budget, totalling £12,027,721. Since February, a number of reports have been approved by the Executive, resulting in revising the 2017/18 capital budget to £13,936,309 [as at the 4th

July 2017 Executive Meeting].

This is the first round of in-year cyclical monitoring, and as such the appendices accompanying this report provide Members with the position as at 30th June 2017 on expenditure, along with providing Members with an update on the progress of the individual schemes delivery.

5 **EXECUTIVE SUMMARY:**

a) Burnley Town Centre Pedestrianisation Upgrade – Appendix 1

At its joint project meeting with LCC on 22 March 2017, LCC officers reported that there was a significant cost increase to the project. This was despite the Council being informed at the four previous project meetings that the project was on budget (see Appendix 1 for timeline of meetings and relevant minutes).

The current position is that in order to complete the scheme as envisaged, a shortfall of £650k must be met. LCC have confirmed that they will provide 50% of the shortfall (£325k) subject to this Council increasing its contribution by the same amount. Our concerns about the poor financial management of the project have been raised with the Council who have offered that the full costs and financial records can be inspected. This offer will be taken up, however due to the fact that any delay in decision making would result in additional overhead costs and delays in the completion of the project, the Council needs to consider the issue of the additional costs now. LCC have reported that the main reasons for this increase are as follows:

- Changes to the scope and design of the works from the original concept
- Unforeseen ground conditions requiring additional preparation works
- Additional works to the existing drainage system
- Additional service ducts for street lighting infrastructure
- Material cost increases
- Works being more complex than anticipated, requiring more resources to deliver to programme
- Temporary works to accommodate businesses
- Additional works required by utility companies.

One option to reduce the additional cost would be to not undertake improvement work on Parker Lane, however due to the importance of this work to the continued viability of Burnley town centre and the need to ensure that the town centre pedestrianised area is all of the same high quality, it is recommended that this option is not followed.

In light of the above, the additional £325k increase to the budget is recommended.

- ### b) Expenditure Monitoring - Appendix 2 provides a detailed breakdown of the revised capital budget, scheme by scheme, presented under each of the relevant service unit areas responsible for delivering the capital projects. It shows the recommended revised budget position and expenditure as at the end of June 2017. The expenditure to date is £2,797,837 which is 18% of the proposed revised budget.

- c) Revised Budget and Financing Elements - Appendix 3 shows the revised budget of £15,589,217 along with identifying the recommended financing elements on a scheme by scheme basis.
- d) Council Resources Position - Appendix 4 shows the latest position on capital receipts, section 106 monies and 3rd party contributions. As at the end of this round of budget monitoring the assumed level of “surplus available” local resources after taking into account the 2017/18 capital commitments, totals £2,231,605.

6

REVENUE IMPLICATIONS

Revenue Contributions 2017/18

The Capital Programme includes Revenue Contributions totalling £3,011,484, being:

Scheme Name	£
Thompson Park Restoration Project	164,759
Vehicle & Machinery Replacement	88,138
Lower St James Street	400,000
Chewing Gum Removal Machine	40,000
Vision Park	307,000
Market Safety Works	477,480
Land at Grove Lane; NW Burnley Growth Corridor	986,855
Padiham Townscape Heritage Initiative	36,373
Building Alteration Works	3,107
Padiham Town Hall - Flood Works	132,772
Contribution to Shopping Centre Redevelopment	375,000
Total Revenue Contributions	3,011,484

Prudential Borrowing 2017/18

The proposed revised capital budget for 2017/18 includes a use of Prudential Borrowing totalling £3,956,882.

The revenue implications of borrowing £3,956,882, are an increase in the Minimum Revenue Provision [MRP] of £135k and an interest charge, assuming 3% on the borrowing would equate to £119k.

The MRP costs are not incurred until 2018/19, and the interest cost will be dependent on the timing of the borrowing. The full year costs will be included within the revenue budget for 2018/19.

FINANCIAL IMPLICATIONS AND BUDGET PROVISION
--

7 As set out in the body of the report.

POLICY IMPLICATIONS

8 None arise directly from this report.

DETAILS OF CONSULTATION

9 None.

BACKGROUND PAPERS

10 None.

FURTHER INFORMATION

David Donlan Accountancy Division Manager Ext 7172

Asad Mushtaq Head of Finance Ext 7173

Appendix 1 - Budget Extracts from Burnley Town Centre Programme Meetings

Programme Meeting No6. 8th July 2016

Item 4 Budget Review

LCC Operations Manager's view is that the scheme is currently on target. This will be reviewed more thoroughly against each phase at the next programme meeting. LCC Operations Manager to review costs and forecasts ahead of the next meeting.

Programme Meeting No7. 13th September 2016

Item 4 Cost Estimate and Funding

BBC to supply actual spend and forecast furniture costs as soon as possible after Streetscene Engineer returns from leave.

LCC Operations Manager to issue actual cost/revised forecast as soon as data available (target end of Sept 2016).

Programme Meeting No8. 20th October 2016

Item 3 Cost Estimate and Funding

LCC Operations Manager presented latest costs and estimates for the scheme up to phase 7. Forecast is currently on target against the scheme baseline (March 2016).

LCC Operations Manager to update the forecast for the remaining phases as soon as the design details for phase 10 have been agreed.

Programme Meeting No9. 12th December 2016

Item 3 Cost Estimate and Funding

LCC Operations Manager reported that the costs of the scheme is broadly on target.

Subject to receiving the latest plan and quantities for phase 1, LCC Operations Manager to reconcile costs to date and review the cost estimate to complete.....scheme cost estimate to be considered at the next Programme meeting in Jan 2017.

No Programme Meeting was convened by LCC in January 2017 due to minimal scheme activity over the Christmas period and the cost exercise not being completed at this time. Regular 'operational meetings' were maintained and no fundamental cost issues were raised. A date was set for March 2017.

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Scheme Name	Budget as at	Adjustments Per This Report		Revised Budget to be Approved	Total Spend as at 30/06/17	% Schemes Spend	Narrative provided by Project Officers/Heads of Service
	Exec 04/07/17	Budget Adjustments	Reprofiled into Future Years				
	£	£	£	£	£	£	
GREEN SPACES & AMENITIES							
Thompson Park Restoration Project	940,176			940,176	31,469	3%	Planning consent has been obtained, detailed design work is in progress and schemes will go out to tender in August 2017. The contract for the car park has been tendered in advance so that it is complete in time for international miniature railway event
Towneley Hall Building Works	100,000			100,000	-	0%	Liberata are discussing the prioritisation of these works over the summer months.
Vehicle & Machinery Replacement	88,138			88,138	11,111	13%	Vehicle and machinery specifications have been prepared and quotations obtained
Extension of Burnley Cemetery	421,087	(400,000)		21,087	-	0%	£21,087 detailed design and planning application works. Remaining budget dependant on the outcome of the detailed application works.
Towneley Hall Overspill Car Park	38,500			38,500	195	1%	Scheme has been granted planning consent, tendered and contract is due to start on site mid July 2017
Calder Park Sport & Play Equipment	-	13,700		13,700	-	0%	Approval requested to allocate £13,700 from third party receipts and Ward Opportunities Fund, for equipment at Calder Park
Brun Valley Forest Park	-	10,486		10,486	-	0%	Approval requested to allocate £10,486 from third party receipts to works at Brun Valley Forest park
	1,587,901	(375,814)	-	1,212,087	42,775	4%	

STREETSCENE							
River Training Walls	134,183			134,183	23,265	17%	Hammerton Street River Training Wall works have been completed. Design works are on-going for schemes in Towneley Park, Thompson Park and Bank Hall on both the River Calder and River Brun. It is anticipated that major construction costs will be accrued in Quarters 3 and 4.
Car Park Improvements	10,000			10,000	-	0%	Currently staff are assessing and then trialling alternative payment mechanisms, which if successful, will require upgrading of the existing infrastructure and machines. Due to this process, it is likely that the major spend will be in the last quarter of the year.
Burnley Town Centre Pedestrianisation Upgrade	253,285	325,000		578,285	-	0%	The town centre works are continuing, with St James Street due to finish at the end of November 2017, and Parker Lane in early 2018. See note 5a of report
Lower St James Street	280,000	120,000		400,000	-	0%	Officers have been working with LCC on the details of the scheme. Specifications are being finalised, however it appears that the revised total cost will be £650,000. This will be part funded with £250,000 coming from LCC's Growth Deal funding with the balance of £400,000 being Burnley's contribution. We currently have £310,000 set aside in our Growth Reserve. The £120,000 adjustment reflects the additional cost to Burnley of £90,000 plus £30,000 originally profiled to be spent in 2018/19 as it is now expected that the scheme will be completed in 2017/18. LCC have indicated that if there is an underspend in the wider Growth Deal Programme, this will be made available to cover the additional £90,000 costs, however in the absence of that, it is proposed that the additional £90,000 be funded from in year revenue budget underspends (or the Council's Growth Reserve as a final option). It is anticipated that works will begin on-site late September for six months to completion.
Alleygate Programme	25,000			25,000	-	0%	Funding will supply approximately 6 new schemes which will be selected from a consideration list of 73 applications. Selection and consultation to take place Quarter 3 and installation completed Quarter 4.
CCTV Infrastructure	77,773			77,773	-	0%	BBC are contributing to the 'Hub Project' in Blackburn, the exact amount of which is not known at the moment due to on-going works. The remainder of the monies will be spent this financial year changing analogue cameras to digital ones which provide clearer pictures, the recording from which, will provide better quality evidence.
Bus Shelter Replacement	8,000			8,000	-	0%	It is proposed to replace three existing shelters with three new ones in Quarter 3. A priority list is now being drawn up by officers. It is not intended to provide new shelters in new locations as this will increase the authority's maintenance liability.
Chewing Gum Removal Machine	40,000			40,000	-	0%	Following options appraisal procurement is likely for Quarter 2
	828,241	445,000	-	1,273,241	23,265	2%	

Scheme Name	Budget as at	Adjustments Per This Report		Revised Budget	Total Spend	% Schemes	Narrative provided by Project Officers/Heads of Service
	Exec 04/07/17	Budget	Reprofiled into	to be Approved	as at	Spend	
	£	£	£	£	£	£	
REGENERATION & PLANNING POLICY							
University Technical College	22,500			22,500	-	0%	Access works to the roof will be completed over the Summer
Vision Park	3,304,962			3,304,962	560,729	17%	The Vision Park project remains on target with practical completion of Phase 1 due on 1st September 2017. The budget forecast for 2017/18 is unchanged
Weavers Triangle - Starter Homes	386,021			386,021	138,338	36%	Works started on site in February 2017 with a 12 month build out period. Budget forecast for 2017/18 is unchanged
Infrastructure & Highways Works	41,608			41,608	-	0%	Retention period has now ended, awaiting final invoice from LCC
Market Safety Works	1,580,636			1,580,636	5,810	0%	Procurement of a demolition contractor is being undertaken with start on site programmed for later in the year once necessary permissions have been given from adjoining interests.
Land at Grove Lane; NW Burnley Growth Corridor	1,436,855			1,436,855	1,436,855	100%	Completed
Padiham Townscape Heritage Initiative	399,873			399,873	-	0%	Pending formal approval from Heritage Lottery Fund
	7,172,455	-	-	7,172,455	2,141,732	30%	

GOVERNANCE, LAW, PROPERTY & REGULATION							
Padiham Town Hall - Flood Works	113,634	262,736		376,370	-	0%	Additional flood resilience works have been agreed as part of the overall refurbishment contract totalling £57,896 - it is hoped that all of the works will be completed by 10th November 2017. A budget adjustment in 2017/18 is required to reflect the latest estimated project cost, which will be funded from the Flood Reserve and Insurance monies.
Leisure Centre Improvements	78,472			78,472	-	0%	
Contribution to Shopping Centre Redevelopment	375,000			375,000	-	0%	The second tranche of £375,000 will only become payable when Primark open for trading. This is anticipated in Spring of next year.
Building Alteration Works	103,107			103,107	-	0%	A tendered price for the replacement of boilers and associated asbestos removal have been obtained for the Parker Lane Offices at £42,123 and the contract will be let shortly.
	670,213	262,736	-	932,949	-	0%	

Scheme Name	Budget as at	Adjustments Per This Report		Revised Budget	Total Spend	% Schemes	Narrative provided by Project Officers/Heads of Service
	Exec 04/07/17	Budget	Reprofiled into	to be Approved	as at	Spend	
	£	£	£	£	£	£	
HOUSING & DEVELOPMENT CONTROL							
Emergency Repairs	68,580			68,580	16,134	24%	7 grants have been approved totalling £18,146.
Disabled Facilities Grant	1,617,271	1,306,041		2,923,312	283,587	10%	A total of £933,018 has been committed with 78 adaptations approved and a further 34 being completed. Officers continue to liaise with Social Services and Occupational Health to ensure those residents that require home adaptations are identified and assisted. The budget allocation from the better Care Fund for 2017/18 is £2,035,442 plus £887,870 carry forward.
Energy Efficiency	50,232	18,645		68,877	11,493	17%	39 grants have been approved totalling £27,355. The Council has also received an additional £18,645 from LCC for the Affordable Warmth project and will increase the budget accordingly. This will allow us to assist more residents through a range of measures to remain warm through the winter months.
Empty Homes Programme	1,039,805			1,039,805	252,919	24%	Currently there are 9 properties that we are attempting to acquire through Compulsory Purchase powers and further properties are planned to come forward as the year progresses. We are on site with 2 renovates and a further 3 will be starting in the coming weeks. Other empty homes are being returned into use through Council involvement and currently we have 20 loan approvals as well as a number of enquiries from Landlords who want to bring their properties back into use.
Interventions, Acquisitions and Demolitions	553,413			553,413	24,043	4%	Contractors are currently on site in Burnley Wood carrying out a further neighbourhood improvement scheme along Branch Road to include painting and general improvements to the front elevations of properties. A portion of this budget will be dedicated to bringing forward brownfield sites for development throughout the year with £250,000 earmarked for the Perseverance Mill development in Padiham.
	3,329,301	1,324,686	-	4,653,987	588,176	13%	
CHIEF EXECUTIVE / CORPORATE INITIATIVES							
Ward Opportunities Fund	168,198	(3,700)		164,498	1,889	1%	The amount of spend on WOF is determined by ward members, who bring forward proposals for how the budget should be spent in their respective wards. £3,700 adjustment for Calder Park Sport & Play Equipment
	168,198	(3,700)	-	164,498	1,889	1%	
LEISURE CLIENT							
Padiham LC - Gym Refurbishment	180,000			180,000	-	0%	The contract has been awarded to Life Fitness. Orders to be placed for equipment in August.
	180,000	-	-	180,000	-	0%	
	13,936,309	1,652,908	-	15,589,217	2,797,837	18%	

2016/17 Cycle 1 9,332,789 705,102 8%

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Scheme Name	Revised Budget £	FINANCING ELEMENTS						Total Revised Budget £
		Prudential Borrowing £	Revenue Cont'n / Reserves £	Capital Grants £	Capital Receipts £	Vacant Property Initiative Receipts £	3rd Party Contribution / Section 106 £	
Green Spaces & Amenities								
Thompson Park Restoration Project	940,176		164,759	755,240			20,177	940,176
Towneley Hall Building Works	100,000				100,000			100,000
Vehicle & Machinery Replacement	88,138		88,138					88,138
Extension of Burnley Cemetery	21,087	21,087						21,087
Towneley Hall Overspill Car Park	38,500				18,500		20,000	38,500
Calder Park Sport & Play Equipment	13,700				3,700		10,000	13,700
Brun Valley Forest Park	10,486						10,486	10,486
	1,212,087	21,087	252,897	755,240	122,200	-	60,663	1,212,087
Streetscene								
River Training Walls	134,183				134,183			134,183
Car Park Improvements	10,000				10,000			10,000
Burnley Town Centre Pedestrianisation Upgrade	578,285	578,285						578,285
Lower St James Street	400,000		400,000					400,000
Alleygate Programme	25,000				25,000			25,000
CCTV Infrastructure	77,773	77,773						77,773
Chewing Gum Removal Machine	40,000		40,000					40,000
Bus Shelter Replacement	8,000				8,000			8,000
	1,273,241	656,058	440,000	-	177,183	-	-	1,273,241
Regeneration & Planning Policy								
University Technical College	22,500			7,275	15,225			22,500
Vision Park	3,304,962	1,918,109	307,000	1,079,853				3,304,962
Weavers Triangle - Starter Homes	386,021			386,021				386,021
Infrastructure & Highways Works	41,608						41,608	41,608
Market Safety Works	1,580,636	1,103,156	477,480					1,580,636
Land at Grove Lane; NW Burnley Growth Corridor	1,436,855		986,855	450,000				1,436,855
Padiham Townscape Heritage Initiative	399,873		36,373	280,100			83,400	399,873
	7,172,455	3,021,265	1,807,708	2,203,249	15,225	-	125,008	7,172,455
Governance, Law, Property & Regulation								
Padiham Town Hall - Flood Works	376,370		132,772				243,598	376,370
Leisure Centre Improvements	78,472	78,472						78,472
Building Alteration Works	103,107		3,107		100,000			103,107
Contribution to Shopping Centre Redevelopment	375,000		375,000					375,000
	932,949	78,472	510,879	-	100,000	-	243,598	932,949
Housing & Development								
Emergency Repairs	68,580					68,580		68,580
Disabled Facilities Grant	2,923,312			2,923,312				2,923,312
Energy Efficiency	68,877					50,232	18,645	68,877
Empty Homes Programme	1,039,805	-				1,039,805		1,039,805
Interventions, Acquisitions and Demolitions	553,413			113,413		440,000		553,413
	4,653,987	-	-	3,036,725	-	1,598,617	18,645	4,653,987
Chief Executive								
Ward Opportunities Fund	164,498				164,498			164,498
	164,498	-	-	-	164,498	-	-	164,498
Leisure Client								
Padiham LC - Gym Refurbishment	180,000	180,000						180,000
	180,000	180,000	-	-	-	-	-	180,000
TOTAL OF ALL SCHEMES	15,589,217	3,956,882	3,011,484	5,995,214	579,106	1,598,617	447,914	15,589,217

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CAPITAL RECEIPTS AND CONTRIBUTIONS ANALYSIS FOR 2017/18 AND CIP 2018-20

APPENDIX 4

	<u>General Capital Receipts</u> £	<u>Vacant Property Initiatives Receipts</u> £	<u>Section 106 Money</u> £	<u>3rd Party Cont'ns</u> £	<u>Total</u> £
<u>Capital Resources Brought Forward on 1st April 2017</u>	946,363	2,546,690	188,739	95,884	3,777,675
<u>Add</u>					
Resources Received As At 30th June 2017:	9,500	360,275	-	44,945	414,720
Further Resources Estimated to be Received during 2017/18:	300,000	-	-	551,241	851,241
<u>Potential Resources Available during 2017/18</u>	1,255,863	2,906,965	188,739	692,070	5,043,636
<u>Less</u>					
Required to finance Capital Programme	(579,106)	(1,598,617)	-	(447,914)	(2,625,637)
Repayment Liabilities	-	-	-	-	-
Earmarked for Revenue Expenditure	-	-	(53,350)	-	(53,350)
Earmarked for Delivery By Outside Bodies	-	-	(133,044)	-	(133,044)
<u>Potential Capital Resources Carried Forward on 31st March 2018</u>	676,757	1,308,348	2,345	244,156	2,231,605
<u>Add</u>					
Resources Estimated to be Received during 2018-20	800,000	851,652	-	1,004,180	2,655,833
<u>Less</u>					
2018/19 Capital Budget	(393,000)	(1,200,000)	-	(149,773)	(1,742,773)
2019/20 Capital Budget	(393,000)	(960,000)	-	(1,098,563)	(2,451,563)
<u>Total Surplus / (Shortfall) of Resources available for Further Capital Investment Programme needs</u>	690,757	-	2,345	-	693,102

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REPORT TO THE EXECUTIVE



DATE	19th September 2017
PORTFOLIO	Resources and Performance Management
REPORT AUTHOR	Asad Mushtaq
TEL NO	(01282) 477173
EMAIL	amushtaq@burnley.gov.uk

Revenue Budgets 2018/2021 – Latest Position and Savings Proposals

PURPOSE

1. To update the Executive on the latest position regarding balancing the Council's 2018/21 revenue budgets.
2. To outline proposed savings for recommendation to Full Council.

RECOMMENDATION

3. Executive are asked to recommend to Full Council approval to
 - a) savings approved at Full Council in September 2016 totalling £0.613m (see paragraph 10 below) to assist in balancing the 2018/19 and 2019/20 revenue budgets - see Appendix 1
 - b) proposed savings totalling £1.436m to assist in balancing the 2018/19, 2019/20 and 2020/21 revenue budgets - see Appendix 1

REASONS FOR RECOMMENDATION

4. To progress the preparation of the Council's 2018/21 revenue budgets.

SUMMARY OF KEY POINTS

5. **Background**

The Council's Medium-Term Financial Strategy (MTFS) is regularly assessed and updated to provide an indication of budget pressures over the next three financial years. The 2018/21 strategy was approved at the meeting of Full Council on 22nd February 2017 and indicated that the cumulative budget gap for 2018/19, 2019/20 and 2020/21 was estimated to be £4.0m, equivalent to 27.5% of the 2017/18 net revenue budget.

6. Members will recall that a report on the MTFs was considered and approved by the Executive in July 2016. This report was approved as the Council’s financial plan – “Creating a Sustainable Future” - and is intended to develop a long term financially balanced framework for the Council. It is also the Council’s four-year efficiency plan which fulfils the Government’s requirements for securing a four-year Revenue Support Grant settlement.

7. **Creating a Sustainable Future for the period 2018/21**

The Council’s financial plan considers the national and regional context and the need to re-balance the economy. However, at the heart of the Council’s financial planning is a savings plan aligned to strategic intent. In considering opportunities for future savings, four strategic themes have been considered:

- i) Service transformation and digitisation – continuing the transformational change programme in the delivery of services to customers through greater use of self-serve and web-enabled technology and modernising systems and processes
- ii) Empowerment – the way in which people work together in managing Council services with effective risk mitigation within an empowered autonomous structure and a flexible scheme of delegation that supports a one-team approach
- iii) Commercial risk appetite – developing new innovative ways of raising revenue and strengthening commercial partnerships
- iv) Needs and priorities – consideration of the appropriateness of the service offer to the Borough’s residents and aligning this to the Council’s strategic vision

8. Since the 2018/21 strategy was approved at the meeting of Full Council on 22nd February 2017 the budget gap has decreased by £0.2m to £3.8m. The table below summarises the latest MTFs position.

MTFS	2018/19 £m	2019/20 £m	2020/21 £m	Total £m
Funding	1.0	0.7	0.7	2.4
Continuation estimate	0	0.3	0.3	0.6
LCC Cost Share Agreement	0.8	0	0	0.8
Budget Gap	1.8	1.0	1.0	3.8
% Net Revenue Budget	12%	7%	8%	

9. The assumptions underpinning the MTFs are:

- i) Council tax will increase by 1.9% each year
- ii) No increase has been factored in for inflationary changes in Council tax base, business rates or new homes bonus from the 2017/18 baselines
- iii) Pay award has been assumed at 1% per annum, fees and charges at 2% per annum
- iv) No changes have been assumed regarding changes in Council tax support claimant numbers

- v) The MTFS/Efficiency Plan has been approved by the Department of Communities and Local Government and Revenue Support Grant has been secured as follows:

2018/19 £2.2m
2019/20 £1.6m

- vi) Reductions in Revenue Support Grant for 2020/21 will be in line with recent reductions

10. **Savings Proposals**

Appendix 1 shows details of proposed total net savings of £1.436m - £1.246m for 2018/19, £0.138m for 2019/20 and £0.052m for 2020/21. The savings for 2018/19 include £0.325m of proposed reductions in posts, which are subject to formal consultation, although the Council will seek to minimise redundancies wherever possible. A further report will be brought back following the consultation process to obtain approval for the specific posts to be deleted. In addition, £0.620m of savings were approved at Full Council on 28th September 2016. This has subsequently been reduced to £0.613m, due to the downward revision of the 3% efficiency saving on the Burnley Leisure annual service charge by £7k, - £0.437m for 2018/19 and £0.176m for 2019/20. Total savings identified for 2018/19 to 2020/21 will therefore be £2.049m.

11. All of the proposals have been assessed in relation to equalities legislation, and it has been established that there is no disproportionate impact on people with protected characteristics – see Appendix 2 (to follow).

12. **Latest 2018/21 Revenue Budgets Position**

It can be seen in the table at paragraph 9 above that there is an overall savings requirement of £3.810m over the period 2018/21. The savings recommended for approval in Appendix 1 total £1.436m which would require a further £0.084m to find for 2018/19. This, together with the £0.613m of savings already approved, leaves a balance of savings required over the period 2018/21 at this stage of £1.761m - £0.084m for 2018/19, £0.655m for 2019/20 and £1.022m for 2020/21. Proposals to meet the 2018/19 balance of savings required will be taken to Full Council for approval in February 2018.

13. **Risks**

- a) Funding changes – Confirmation of the Government settlement for 2018/21 are awaited. There is also currently a consultation exercise relating to proposed changes in the business rates system.
- b) Capital projects – any projects under consideration require funding. If there is a shortfall in capital finance for these projects then pursuing them and using borrowing will significantly increase the revenue budget. The revenue implications will be considered as part of the monitoring of the Capital Programme.
- c) Budget preparation – The preparation of the 2018/19 continuation budgets is currently being undertaken. Issues may arise from the exercise that could have an impact on the 2018/19 budget and future years.

- d) Public demand on commercial risks – A significant element of the savings proposals have arisen in response to the change in the Council’s commercial risk appetite. This will be closely monitored during the year to ensure that targets are being achieved.
- e) Public sector pay – Pay rises have effectively been capped at 1% since 2013 for many public sector workers. The current Government has indicated it may be willing to review this. This could challenge the underlying pay assumptions of the MTFS.

FINANCIAL IMPLICATIONS AND BUDGET PROVISION

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

POLICY IMPLICATIONS

15. The revenue budget determines the extent to which the Council’s strategic objectives can be pursued and achieved.

DETAILS OF CONSULTATION

16. Scrutiny Committee.

BACKGROUND PAPERS

17. None

FURTHER INFORMATION
PLEASE CONTACT: **Asad Mushtaq - Head of Finance**

ALSO: **Howard Hamilton-Smith – Finance & Commercial Manager**

	2018/19 £'000	2019/20 £'000	2020/21 £'000	TOTAL £'000
Original budget gap	1,995	977	1,044	4,016
Adjustments identified since approval	(228)	(8)	30	(206)
Revised budget gap (a)	1,767	969	1,074	3,810
Savings Approved				
Full Council September 2016	437	176	-	613
	437	176	-	613
Proposed Savings (see below)				
Service Transformation	132	-	-	132
Empowerment	293	-	-	293
Commercial Risk Appetite	741	109	52	902
Needs Led	80	29	-	109
	1,246	138	52	1,436
Total Savings (b)	1,683	314	52	2,049
Remaining Budget Gap - Savings to be identified (a-b)	84	655	1,022	1,761
Savings carried forward to 2019/20	-	-	-	-
Remaining Budget Gap - Savings to be identified	84	655	1,022	1,761
Proposed Savings (detail)				
Service Transformation				
Reductions in Staffing	132	-	-	132
	132	-	-	132
Empowerment				
Additional Self Build New Burdens Funding utilised 2018/19 to 2020/21	27	-	-	27
Bring Housing Emergency Works in-house	20	-	-	20
Utilise 3 year DCLG funding to resource the Council's temporary accommodation spend	50	-	-	50
20% reduction in People & Development operational budgets	3	-	-	3
Reductions in Staffing	193	-	-	193
	293	-	-	293
Commercial Risk Appetite				
Business Support Team - income generation/external funding	15	-	-	15
CCTV Shared Service operational savings	50	-	-	50
Introduce chargeable commercial waste	20	40	-	60
Increased take-up of garden waste service	30	-	-	30
Thompson Park car parking charges	-	14	-	14
Thompson Park NDR saving	-	3	-	3
Increase DFG and emergency works grant fees	20	-	-	20
Further increase Graphics income target	2	2	2	6
Corporate insurances	42	-	-	42
Pension Contributions - 3 year advance payment of deficit (17/18 to 19/20)	72	-	-	72
Pension Contributions - 1 year advance payment of future contributions	20	-	-	20
Expiry of contribution to Growth Deal	200	-	-	200
Increase in Council tax base	50	50	50	150
Increase in in-year adjustments/savings and increased income (from £100k)	150	-	-	150
Planning Fee increase of 20%	70	-	-	70
	741	109	52	902
Needs Led				
Economic Development subscription and grants	18	-	-	18
Local Plan Review budget	13	-	-	13
Delete Legal agency budget	-	24	-	24
Review of property function	15	5	-	20
Pensions increase budget adjustment	34	-	-	34
	80	29	-	109
Total Savings Proposals	1,246	138	52	1,436

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APPENDIX TWO - SUMMARY OF EQUALITY IMPACT ASSESSMENT

SAVINGS PROPOSALS 2018/19 – 2020/21

1.	Title of EIA	Equality Impact Assessment – Savings Proposals in terms of their impact on services 2018/19 – 2020/21
2.	Person responsible for the assessment	Mike Waite
3.	Contact details	01282 477198 mwaite@burnley.gov.uk
4.	Date of assessment	September 2017

An equality impact assessment has been carried out in respect of the proposals now presented. This document summarises the results of this work. A further equality impact assessment in relation to the impact of the detailed proposals on the workforce will be presented to a future meeting of the Executive, once these are drawn up, and before decision making on that issue.

The outcome of this equality impact assessment is that all proposals being currently considered for savings in 2018/19 – 2020/21 are neutral in terms of their impact on people with protected characteristics under equalities legislation.

OBJECTIVE

1.	What is the main purpose of the project?	To set a budget for the council in 2018/19 in line with the agreed Medium Term Financial Strategy; which responds to the financial challenges facing the council; which enables the council to continue focussing on agreed priorities.
2.	Who are the main stakeholders?	Stakeholder analysis showed that the main stakeholders are Burnley Council's: <ul style="list-style-type: none">• Service users• Residents/Council tax payers/Business rates payers• Councillors; and• Council employees.

3.	How are they expected to benefit?	Through the council ensuring a sustainable future for its services through good financial management and transparent decision making to determine priorities.
4.	How will the change be implemented?	The budget will be agreed through decision making structures and processes in line with the council constitution. The agreed budget and changes to services / funding agreements etc. will be implemented through the council's activity in 2018/19.
6.	Is the responsibility for the proposed function shared with another department or authority or organisation?	The decisions on council budget rest with the council. In some cases, there are implications for other agencies and organisations. In these cases, the agencies and organisations have been informed.

A. DATA COLLECTION

1.	Approach and background to EIA analysis, including data collection	Budget proposals drawn up by service managers.
2.	What monitoring data do you have on the number of people (from different equality groups) who are using and could be impacted upon by the change in function?	Various data sources are held, including: <ul style="list-style-type: none"> • Analysis of workforce profile • Analysis of users of Contact Burnley; • Census data.

B. COMMUNICATION AND INVOLVEMENT

1.	What information has assisted in completing this EIA?	Guidance including information contained on the Equalities and Human Rights Commission website has been considered.
2.	What communications activities have assisted in completing this EIA?	There has been prior consultation on the principles underlying the council's Medium Term Financial Strategy, and comments from that consultation have been considered during the EIA work.

Group	Area/s of impact	Positive impact	Negative impact – specified as high, medium or low	Neutral impact	Reason
Age	All areas of impact ¹			✓	All impacts in respect of people in this group were identified as neutral.
Disability	All areas of impact			✓	All impacts in respect of people in this group were identified as neutral.
Gender reassignment	All areas of impact			✓	All impacts in respect of people in this group were identified as neutral.
Marriage and civil partnership	All areas of impact			✓	All impacts in respect of people in this group were identified as neutral.
Pregnancy / and maternity	All areas of impact			✓	All impacts in respect of people in this group were identified as neutral.
Race	All areas of impact			✓	All impacts in respect of people in this group were identified as neutral.
Religion and belief	All areas of impact			✓	All impacts in respect of people in this group were identified as neutral.
Sex (gender)	All areas of impact			✓	All impacts in respect of people in this group were identified as neutral.
Sexual orientation	All areas of impact			✓	All impacts in respect of people in this group were identified as neutral.

¹ 'All areas of impact' refers to the detailed list of proposed savings set out as Appendix One to this report.

Equality impact assessment action plan

A review of implementation plans and actual implementation of the budget proposals will be carried out by the author of this report in March 2018 and in September 2018.

Constitutional Updates and Council Delegations

REPORT TO FULL COUNCIL



DATE	27/09/2017
PORTFOLIO	Leader
REPORT AUTHOR	Eric Dickinson
TEL NO	01282 477256
EMAIL	edickinson@burnley.gov.uk

PURPOSE

1. To **inform** Members of the changes made to Part 3 of the constitution **by the Leader** , relating to the Scheme of Delegation, for the Section 151 Officer/Head of Finance regarding **adding** to the Council's Strategic Services Delivery Partners amendment **relating to Executive Functions** .

2. To **inform** Members of the changes made to Part 3 of the constitution **by the Leader** , relating to the Scheme of Delegation, **withdrawing** existing relevant Pension delegations **from Executive Functions** for various Officers.

3. To **inform** Members of the changes made to Part 3 of the constitution **by the Leader** , relating to the Scheme of Delegation, for the Head of Green Spaces and Amenities regarding **amending** the loans of paintings **relating to Executive Functions**

4. To seek **approval** for a delegation to the Section 151 Officer/Head of Finance and Head of Governance, Law, Property & Regulation and Chief Operating Officer regarding the Council's Strategic Services Delivery Partners to be **added relating to Council Functions** .

5. To consider **transferring and adding** existing relevant Pension delegations to Council Functions from Executive Functions for various Officers.

6. To **note** the Urgent Officer Decision regarding Council Functions taken by the previous Chief Executive Officer to amend Part 4.8 of the Constitution, the Officer Disciplinary Procedure Rules, relating to the Appointments Committee for the Chief Executive Officer appointment .

7. To consider the **appointment** of a replacement to the Lancashire Police and Crime Panel if the Council's representative and substitute are unable to attend.

8. To consider the **appointment** of a Labour Group Councillor to the Development Control Committee to replace Councillor Tony Harrison.

9. To consider Councillor **nominees** for a vacancy on the Leisure Trust to replace Councillor Tony Harrison.

10. To consider an **amendment** to Part 5.9 of the constitution regarding Member Long Service Awards
11. To consider **amendments** to the Members Code of Conduct regarding Training for Members

RECOMMENDATION

10. That the changes made to Part 3 of the constitution by the Leader **be noted**, as follows;

(a) 29th August 2017- **Additional** delegation to the Section 151 Officer/Head of Finance regarding the Council's Strategic Services Delivery Partners (Appendix 1)

(b) 31st August 2017- **Withdrawal** of existing relevant Pension delegations from Executive Functions (effective from 27th September 2017) (Appendix 2)

(c) 29th August 2017 **Amendment** of the existing delegation to the Head of Green Spaces and Amenities regarding the loan of paintings (Appendix 3)

11. That **adding** a delegation to the Section 151 Officer/Head of Finance and Head of Governance, Law, Property & Regulation and Chief Operating Officer regarding the Council's Strategic Services Delivery Partners relating to Council Functions **be approved** as follows;

"To make all decisions (strategic, operational or otherwise) in relation to the agreements entered into with the Council's Strategic Services Delivery Partners limited to the delegated limits set out in the Financial Procedure Rules".

12. That any existing relevant Pension delegations currently within Part 3 Executive Functions of the constitution **be transferred and added** to the same Officers within Part 3's Council Functions.

13. That the Urgent Officer Decision regarding Council Functions taken by the previous Chief Executive Officer to amend Part 4.8 of the Constitution, the Officer Disciplinary Procedure Rules, relating to the Appointments Committee for the Chief Executive Officer, **be noted** (Appendix 4).

14. That Councillor xx is **appointed** as a replacement for the Lancashire Police and Crime

Panel if the Council's representative and substitute are unable to attend, in order to ensure as far as possible that the Council is represented.

15. That Councillor xx is appointed as a Labour Group Councillor to the Development Control Committee to replace Councillor Tony Harrison,

16. That Councillor nominees be considered for a vacancy on the Leisure Trust to replace Councillor Tony Harrison.

17. That Part 5.9 Protocol for Awards to Recognise Service to the Community or the Council is amended so that for a Long Service Award the timing of the award be amended to;

"The awards be given on an annual basis at the last meeting before the Appointments Council in the final year".

18. That the Members Code of Conduct regarding Member training be amended as follows;

3.1 All Members to undertake Code of Conduct/ethical standards training annually

3.4 to amend and add at the end "...or Audit and Standards Committee who may recommend that the Member be removed from the Development Control Committee or Licensing Committee as is relevant."

3.4 and 7.2- after "... in the first place to the Member concerned" to add "...and the relevant Group Leader" and to remove this after "...at the next available session"

REASONS FOR RECOMMENDATION

19. To ensure that the requirements of the constitution are upheld, and that maximum transparency is maintained.

SUMMARY OF KEY POINTS

20. To Note - Changes to Part 3 of the Constitution by the Leader relating to Executive Functions

(a) Section 151 Officer/Head of Finance-Liberata

On 29th August 2017 the Leader **added** a delegation for the Section 151 Officer/Head of Finance regarding the Council's Strategic Services Delivery Partners for Executive Functions, as currently exists for the Head of Governance, Law, Property, and Regulation and for the Chief Operating Officer, as set out below (Appendix 1).

"To make all decisions (strategic, operational or otherwise) in relation to the". agreements entered into with the Council's Strategic Services Delivery Partners limited to the delegated limits set out in the Financial Procedure Rules

(b) Withdrawal of Pension delegations

On 31st August 2017 the Leader **withdrew** the following delegations regarding Pensions from Executive Functions, with effect from 27th September 2017. Due to Functions Regulations, matters relating to Pensions should be dealt with as Council Functions, and therefore any existing delegations currently dealt with as Executive Functions in the constitution need to be transferred in Part 3 of the constitution to the relevant Officers under Council Functions, as setb out below (Appendix 2).

i.e. Head of People and Development – Executive Functions- Para 9
“To agree the release of Frozen Pension Benefits on Compassionate Grounds in consultation with the Section 151 Officer.”

i.e. Head of Governance, Law, Property & Regulation- Executive Functions-Para 13
“To deal with appeals at the first stage of the Pensions Disputes Resolution Procedure”.

(c) Head of Green Spaces and Amenities –Change to delegation regarding Loans of Paintings

On 29th August 2017 the Leader **amended** a delegation for the Head of Green Spaces and Amenities in order to simplify arrangements for the loans of paintings, due to clear policies and processes being in place (see Appendix 3).

21. To Approve- Changes to Officer Delegation relating to Council Functions

Section 151 Officer/Head of Finance, Head of Governance, Law, Property & Regulation and Chief Operating Officer

It is proposed that a delegation regarding Council Functions relating to the Council’s Strategic Services Delivery Partners be **added** for the Section 151 Officer/Head of Finance and Head of Governance, Law, Property & Regulation and Chief Operating Officer (similar to the existing one for Executive Functions) as follows;

“To make all decisions (strategic, operational or otherwise) in relation to the agreements entered into with the Council’s Strategic Services Delivery Partners limited to the delegated limits set out in the Financial Procedure Rules.”

This change will allow any Council Functions relating to the Council’s Strategic Services Delivery Partners to be dealt with by the relevant delegation.

22. To Approve- **Transfer and addition** of existing relevant Pension delegations to Council Functions from Executive Functions

Due to Functions Regulations, matters relating to Pensions should be dealt with as Council Functions, and therefore any existing delegations currently dealt with as Executive Functions in the constitution need to be transferred in Part 3 of the constitution to the relevant Officers under Council Functions.

Please note that as stated in Paragraph 14 (b) the relevant delegations were withdrawn from Executive Functions by the Leader.

i.e. Head of People and Development – Executive Functions- Para 9

“To agree the release of Frozen Pension Benefits on Compassionate Grounds in consultation with the Section 151 Officer.”

i.e. Head of Governance, Law, Property & Regulation- Executive Functions-Para 13
“To deal with appeals at the first stage of the Pensions Disputes Resolution Procedure.”

23. To Note-Urgent Chief Executive Officer Decision - Council Functions

On the 13th July 2017 the former Chief Executive Officer, Pam Smith, made an Urgent Officer Decision regarding Council Functions in order to amend Part 4.8 of the Constitution, the Officer Disciplinary Procedure Rules.

The amendment allowed substitutions on the Appointments Committee for the Chief Executive Officer appointment (Appendix 4).

The constitution requires the decision to be reported to Full Council at the earliest opportunity for noting.

24. Replacement for Lancashire Police and Crime Panel

To ensure as far as possible that Councils are represented at future meetings of Lancashire Police and Crime Panel (LPCP), the LPCP have requested that a replacement is nominated in case the Council's appointee (Cllr Graham) and the substitute (Cllr Foster) are not able to attend.

In order to maintain political balance, the appointment, will need to be from Labour Group, and Cllr xx has therefore been nominated.

25. Appointment to Development Control Committee

A Labour Group Councillor is requested to replace Cllr Tony Harrison on Development Control Committee.

26. Appointment to Leisure Trust

Councillor nominations are requested to replace Cllr Tony Harrison on the Leisure Trust following his resignation from the Trust.

At present the Conservative Group have nominated Cllr David Heginbotham.

27. Protocol for Awards to Recognise Service to the Community

That Part 5.9 Protocol for Awards to Recognise Service to the Community or the Council is amended so that for a Long Service Award the timing of the award be amended as follows;

From; "The awards be given on an annual basis each summer at the Full Council meeting following the Appointments Council. For 2009/10 only, as there are no local elections, awards could be granted at the appointments meeting."

To; "The awards be given on an annual basis at the last meeting before the Appointments Council in the final year"

This will enable all Members to receive the award before their term may end .

28. Members Code of Conduct regarding Member Training

Member training in various areas needs to be consistent , effective and as efficient as possible, and in order to effect this the following amendments are being proposed;

3.1 All Members to undertake Code of Conduct/ethical standards training annually.

3.4 to amend and add at the end "...or Audit and Standrads Committee who may recommend that the Member be removed from the Development Control Committee or Licensing Committee as is relevant."

This will then ensure consistency between the Licensing Committee, and the Development Control Committee as already set out in Para 7.2.

3.4 and 7.2- after "... in the first place to the Member concerned" to add "...and the relevant Group Leader" and to also therefore remove this after "...at the next available session". This will then alert the Group Leader earlier in the process to improve the effectiveness and efficiency of the process.

FINANCIAL IMPLICATIONS AND BUDGET PROVISION

29. None.

POLICY IMPLICATIONS

30. None.

DETAILS OF CONSULTATION

31. Member Structures Working Group.

BACKGROUND PAPERS

32. None.

FURTHER INFORMATION

PLEASE CONTACT: Eric Dickinson

ALSO:

To: The Head of Finance/Section 151 Officer, the Chief Executive, the Chief Operating Officer

Amendment to Part 3 Scheme of Delegation (Executive Functions)

I give notice that on 29th August 2017, I approved the following recommendation;

That the Leader approves changes to Part 3 (Executive) of the Council's constitution, i.e. the Scheme of Delegation, effective from 29th August 2017 to add the following delegation for the Head of Finance/Section 151 Officer;

“To make all decisions (strategic, operational or otherwise) in relation to the agreements entered into with the Council's Strategic Services Delivery Partners limited to the delegated limits set out in the Financial Procedure Rules”.

DATED: 29-08-17

SIGNED:  29/8/2017.

Leader- Councillor Mark Townsend

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To: The Head of Finance/Section 151 Officer, the Chief Executive, the Chief Operating Officer, the Head of People and Development, and the Head of Governance, Law, Property & Regulation

Amendment to Part 3 Scheme of Delegation (Executive Functions)

I give notice that on 31st August 2017, I approved the following recommendation;

That the Leader approves changes to Part 3 (Executive) of the Council's constitution, i.e. the Scheme of Delegation, effective from 27th September 2017, to withdraw the following delegations relating to the relevant Heads of Service;

Head of People and Development - Para 9

To agree the release of Frozen Pension Benefits on Compassionate Grounds in consultation with the Section 151 Officer.

Head of Governance, Law, Property & Regulation - Para 13

To deal with appeals at the first stage of the Pensions Disputes Resolution Procedure.

DATED: 31-08-17

SIGNED:



31/8/17

Leader- Councillor Mark Townsend

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To: The Head of Finance/Section 151 Officer, the Chief Executive, the Chief Operating Officer

Amendment to Part 3 Scheme of Delegation (Executive Functions)

I give notice that on 29th August 2017, I approved the following recommendation;

That the Leader approves changes to Part 3 (Executive) of the Council's constitution, i.e. the Scheme of Delegation, effective from 29th August 2017 to amend the following delegation of the Head of Green Spaces and Amenities;

From;

"To deal with loans to mainland British Registered Art Galleries and Museums where standard conditions of loan apply (i.e. security transport, environmental conditions and insurance arrangements) with the exception of requests for loans from outside of the U.K. which will be dealt with after consultation with the Executive member."

To;

"To deal with loans from the collection at Towneley Hall Museum and Art Gallery where standard conditions of loan apply (i.e. security transport, environmental conditions and insurance arrangements) as set out in the Towneley Hall Museum & Art Gallery Loan Agreement, and to deal with loans from the collection at Towneley Hall Museum and Art Gallery where standard conditions of loan do not apply after consultation with the relevant Executive Member."

DATED: 29-08-17

SIGNED:

Handwritten signature of Mark Townsend, dated 29/8/2017.

Leader- Councillor Mark Townsend

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URGENT DELEGATED DECISION BY THE CHIEF EXECUTIVE

BURNLEY TOWN HALL

PRESENT

OFFICERS Imelda Grady - Democracy Officer

1.

Appointments Committee – Appointment of Chief Executive/ Head of Paid Service

Purpose To obtain approval for an amendment to Part 4.8 (Officer Employment Procedure Rules) of the Council's Constitution's

Reason For Decision

1. To ensure that the Appointments Committee is as fully constituted as possible whilst at the same time maintaining the political balance of the Committee;
2. The Monitoring Officer is not satisfied that the amendment proposed is a minor amendment; and
3. The amendment cannot reasonably await the next meeting of the Council because (a) that meeting is set for 27th September 2017 and the Appointments Committee will need to determine its recommendation prior to that date as to the appointment of a Chief Executive to the Council; and (b) the availability of members without the provision for substitution is not currently guaranteed and it is in the best interests of the decision making process that the committee is as fully constituted as possible.

Decision That the Chief Executive uses Executive urgency powers under Part 3 (Council) of the constitution to amend Part 4.8 (Officer Employment Procedure Rules) of the Council's Constitution in the following manner:

At the end of Rule 4 insert " any of the above mentioned Appointment Committee members may nominate a substitute to take their place on the Committee. Such substitute shall, save in the case of the Executive Member for Resources and Performance Management, be a member of the same political group as the member being substituted. Any substitute nominated by the Executive Member for Resources and Performance Management shall be a member of the Council's Executive."

Decision made by:

A handwritten signature in black ink that reads "Pam Smith". The signature is written in a cursive, flowing style.

Chief Executive

Date: 13/07/2017

Decision Published on:

Non Attendance by Councillor For Six Months

REPORT TO FULL COUNCIL



DATE	270917
PORTFOLIO	None
REPORT AUTHOR	Eric Dickinson
TEL NO	01282 477256
EMAIL	edickinson@burnley.gov.uk

PURPOSE

1. To consider a reason for the potential failure of Councillor David Roper to attend any meetings of the Council for six consecutive months.

RECOMMENDATION

2. (1) That the Council considers whether there is a reason for potential non-attendance for six consecutive months to avoid forfeiture of office by Councillor David Roper; and

 (2) That subject to a reason being approved, an extension be specified to the period of non- attendance allowed before which automatic forfeiture then applies.

REASONS FOR RECOMMENDATION

3. To allow a Member's request to be considered regarding forfeiture of office, and for any time extension to be specified.

SUMMARY OF KEY POINTS

4. Councillor David Roper has failed to attend any meeting relating to the discharge of Council functions since 17th May 2017 (Full Council).

The Local Government Act 1972 states that when a Council Member fails to attend any meeting for six consecutive months from the date of his last attendance, she ceases to be a member of the authority, unless the Council accepts a reason for the failure to attend before the six months period expires.

The Council can only consider a reason **before** the end of the 6 month period i.e. 17th November 2017, and so the report has been brought to the last available Full Council at the 27th September 2017 meeting.

5. Councillor David Roper has been contacted in the event that he will be unable to attend the 27th September 2017 Full Council meeting, or any other Council meeting before 17th

November 2017.

6. He has been requested to provide a reason for failure to attend for six months, in order to allow Full Council to consider this reason for failure to attend and to consider approval to avoid forfeiture of office automatically after six months. This information has been provided and has been enclosed as Appendix 1 to the report.

Full Council is also requested, in the event that the reason is approved, to specify an extension to the period of non- attendance allowed before automatic forfeiture then applies. Councillor has requested an extension to allow him to attend the next Full Council meeting, as set out I Appendix 1.

If a Member once loses his office through failure to attend for the six months period, the disqualification cannot be overcome by the Member subsequently resuming attendance.

Nevertheless the office becomes vacant only when the authority declares it to be vacant, which the authority must do, and a casual vacancy arises (LGA 1972 s.87).

FINANCIAL IMPLICATIONS AND BUDGET PROVISION

7. Extra costs may arise due to the need to hold a by election in that Ward, either when there aren't any other Borough elections currently planned or when the election is needed before the usual term of Office has ended.
8. In this case if disqualification occurred a by election would arise because Cllr David Roper's end of term would have been May 2020.

POLICY IMPLICATIONS

9. None arising from this report.

DETAILS OF CONSULTATION

10. Member Structures and Support Officer and Working Groups

BACKGROUND PAPERS

11. None.

FURTHER INFORMATION

PLEASE CONTACT:
Eric Dickinson Ext 7256

ALSO:

Appendix 1- Reasons for absence from Cllr David Roper

I have been unwell and I now have a close family relative who has been hospitalised.

I request that the Council extends the deadline period of non-attendance at Council meetings from 17 November 2017 to the day after the next Full Council meeting (i.e. currently 23 November 2017).

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Scrutiny Chair Cycle 2 Report to Council

The Committee has met twice during this cycle of meetings.

On 9th August the Committee considered a report on the Empire Theatre, and the proposal that had been received to form a Building Preservation Trust to kickstart the regeneration of the site. Whilst the sentiment was that it would be great to see the building made safe, and brought back into use, the Council had to consider the best use of its limited resources. With that in mind, the Committee recommended that the Executive should not proceed with the Building Preservation Trust, and that the site be considered as part of the Town Centre Masterplan.

At our meeting on 13th September we received a presentation from Liberata, one of the Council's strategic partners. We received an update on their performance in 2016/17, where all performance indicators were achieved. We also received information about job creation and the increased delivery of online services, and the support that was being provided for vulnerable customers.

The meeting then moved on to budget matters, firstly receiving the most recent Capital and Revenue Budget Monitoring Reports, setting out the revised budgets for the current year. Following this, the Committee reviewed the proposed Revenue budget for 2018-19, including the savings that are proposed to help to reduce the funding gap.

Committee members then considered the draft report of the Railway Review Group, with the report to be considered by the Executive on 19th September 2017. Members noted the progress that has been made at the station, but were keen to ensure that outstanding issues, such as parking, access and rolling stock continued to be addressed, and progress made as quickly as possible.

As the Railway review has come to an end, Members have been considering options for future work, with three topics to work on in the coming months and are considering other items that can be added to the work plan. I look forward to bringing you updates in due course.

Cllr Andy Tatchell

Scrutiny Chair

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BURNLEY BOROUGH COUNCIL REPORT TO THE FULL COUNCIL

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PORTFOLIO: LEADER
EXECUTIVE MEMBER: COUNCILLOR MARK TOWNSEND
DATE OF REPORT: 27/09/2017

Progress against our strategic commitments

Strategic commitment	Progress update
<p>PE1- We will work with partners to make the borough a place of aspiration, including supporting efforts to increase education attainment and skills development, and improve residents' health.</p>	<p>Improving education attainment and skills is a priority for Burnley and I am therefore pleased to report that the provisional results suggest that the gap between the Burnley district average attainment at GCSE, and the average across the county, has continued to narrow.</p> <p>I am delighted for Shuttleworth College and Sir John Thursby who announced their best ever results, but would like to congratulate all the schools and the pupils for their hard work.</p> <p>Similarly Burnley College had another year of exceptional results with a 99.1% pass rate for A Levels and the College achieved their highest number of A* grades.</p> <p>Looking to the future, I am also pleased to report that £5.4million is to be invested in a new alternative provision school in Burnley. The Heights is set to be built on the former Ridgewood School site. The school will provide education for pupils aged five to 16 who have found it difficult to achieve in a mainstream setting. The school will enable these young people to achieve the best possible educational outcomes whilst providing them with the skills,</p>

	<p>experience and knowledge needed to achieve a successful transition into further education, employment and training.</p> <p>The school will be run by the Education Partnership Trust and is planned to open around Easter 2018.</p>
<p>PR1- 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 have read in the press that Ribble Valley no longer want to be part of any planned Combined Authority.</p> <p>Following this, Lancashire Leaders will be shortly discussing options for how Lancashire authorities can work together to achieve the best possible outcomes for Lancashire.</p> <p>Burnley and other authorities in Pennine Lancashire are clear about their vision and priorities for the sub region as detailed in the recently approved Pennine Lancashire Growth and Prosperity Plan. This Plan is a key document that we will use to secure investment in the area irrespective of the final structure that is agreed for Lancashire.</p>



BURNLEY BOROUGH COUNCIL REPORT TO THE FULL COUNCIL

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PORTFOLIO: DEPUTY LEADER, HOUSING AND ENVIRONMENT

EXECUTIVE MEMBER: COUNCILLOR JOHN HARBOUR

DATE OF REPORT: 27/09/2017

Progress against our strategic commitments

Strategic commitment	Progress update
<p>PL2- We will improve the management of private rented accommodation.</p>	<p>Selective Licensing</p> <p>The selective licensing team continues to monitor of the private rented sector in the Selective Licensing areas of Trinity, Queensgate and Gannow. They continue to identify dirty back yards, undertake property checks and ensure licence holders are adhering to the conditions of their licence. The team continue to tackle ASB and property standards by making spot checks on landlords to ensure they are reference checking their tenants, as well as requesting copies of gas safety and electrical reports for each occupied rented property under the scheme.</p> <p>In relation to the newer licensing areas landlords have recently been sent reminder letters if they have not yet applied for a licence. This has generated a further influx of applications and we have now received 967 applications for properties in Burnley Wood with Healey Wood, the Leyland Road area and the Ingham and Lawrence Street area. This represents 89% of the private rented sector in these areas (the target was 70% by November 2017).</p>

Of those applications received, 940 have been processed (97% of received), and 341 have had their licenses approved (35% of received). We have requested further information from those landlords whose applications have been received but not yet licensed to allow us to make an informed decision on their suitability as licensed landlords.

We recently hosted a training session solely aimed at Managing Agents operating in Burnley, and plan to host a further session for landlords on dealing with Anti-Social Behaviour in the private rented sector in September. This will be followed by a further two landlord development days later in the year. This will ensure landlords and agents receive professional advice and training to improve their management practices and standards generally across the sector.

Rented Sector Improvement Programme

Work has now begun on the latest strategic housing project in the borough to improve standards in the private rented sector. The Executive have asked officers to building on the good work that was done in 2016 to tackle rogue landlords operating in the town. A dedicated officer has been assigned to the project and they will target the portfolios of known rogue landlords that have a significant number of properties and have been identified, either through licensing or enforcement, as having management responsibility for sub-standard properties.

The project also has a second strand that will involve an audit of town centre living that will gather information on:

- The number of town centre properties
- The type of properties
- Rent levels
- Void levels
- Resident profile

The audit will also consider future opportunities for town centre living to inform the discussion on possible future developments.

Private Rented Disrepair

Since the start of April 2017 the Council has received and dealt with 110 new disrepair complaints from private rented sector tenants. The Enforcement Team have a current caseload of 180 open/ongoing private rented sector disrepair cases,

	<p>or proactive Selective Licensing cases. The majority of the cases have been dealt with informally and resolved promptly.</p>
<p>PL3- We will work with partners to improve quality and choice in the borough's housing stock.</p>	<p>Empty Homes Programme In August the Executive approved a report to include 11 further CPOs in the programme and these will now be prepared over the course of the next few months. We have had an objection to a recent CPO and an inquiry has been planned, work is ongoing to prepare a strong response. The remainder of the CPO programme is progressing well.</p> <p>We currently have two renovations that are virtually complete with one 2 into 1 conversion underway in Daneshouse. When completed interest in the properties remains strong with relatively quick turnaround times, which allows the Council to recycle the receipts back in to the programme to return further properties into use.</p> <p>We are currently buying one property by agreement and inspecting a further four to see if these would be suitable for the programme.</p> <p>The improvement schemes on Branch Road and Accrington Rd have completed and we are now on with the scheme to the rear elevations of properties on Heap Street which is progressing well.</p> <p>Housing sales After the success of being declared a property hotspot Burnley continues to see a boom in house building and the development of new residential projects that are transforming the town.</p> <p>The Council are now working closely with a number of private sector house builders to transform brownfield land across the borough. We also continue to work with our long term partners like Calico, Keepmoat and Gleeson to ensure that a full range of homes will be coming available for rent and purchase covering everything from short term affordable rent to Executive Homes.</p>
<p>PL4- We will implement our 2015-25 Green Space Strategy.</p>	<p>Play Strategy Work is beginning on implementing the new Play Strategy. I'm pleased to report that the Friends of Calder Park have been successful in obtaining a Big Lottery Grant and local councillors have also contributed Ward Opportunities Fund money. The grant will be used to install new equipment on Calder</p>

Park play area. The friends are also working on funding to build a pump track.

Cliviger Parish Council has also obtained grant funding from the Cliviger Windfarm Fund and this will be used to refurbish the play area in RACA Park Cliviger.

Both of these play area schemes are supported by the Council and the equipment purchased with grant funding will be installed by Green Spaces staff during this winter.

Restoration of Thompson Park

The scheme to provide a new car park in Thompson Park has been completed and will provide much needed parking for disabled and other visitors within the park.

The other contracts for the restoration of the park are currently going out to tender.

Events in Parks

Although summer is drawing to a close there are still some large events taking place.

The 20th Heritage and Woodland Festival took place in Towneley earlier in September followed by the international miniature steam rally which took place in Thompson Park last weekend and featured over 50 locomotives running on the 1 kilometre of track.

Towneley Park Event Car Park

With the help of a £20,000 contribution from the Towneley Hall Society, a new car park to help cater for events at Towneley has been constructed on the edge of the playing fields near Thanet Lee Wood. I would like to thank the Towneley Hall Society for their continuing support to Towneley.

Whilst building the new car park, the Council also took the opportunity of constructing a new footpath to the pavilion. This completes the network of surfaced paths that are used by the popular Park Run which held at Towneley every Saturday morning and which regularly attracts up to 400 runners.



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PORTFOLIO: RESOURCES AND PERFORMANCE
MANAGEMENT

EXECUTIVE MEMBER: COUNCILLOR MOHAMMED ISHTIAQ

DATE OF REPORT: 27/09/2017

Progress against our strategic commitments

Strategic commitment	Progress update
<p>PF1- We will embed the partnership with Liberata within the Council's budget, strategic vision and commercial strategy.</p>	<p>The payroll function provided by Liberata has now been successfully integrated with the Council's HR system which will provide greater efficiencies in HR administration. Further development of the self-service capability will now be progressed.</p>
<p>PF2- We will adopt 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>Work to address the challenging budget gap of £3.8m between 2018-21 continues. Proposals to bridge some of this gap, with an emphasis on 2018/19 in particular, are presented at this Full Council meeting. This multi-year approach will enable a joined-up and strategic approach to delivering savings.</p> <p>The Council's annual Statement of Accounts, covering 2016/17 were produced and sent to Grant Thornton on the 31st May 2017 and then subsequently audited by them. The Audit and Standards Committee approved the accounts on 26th July 2017, after which Grant Thornton concluded their audit and signed off the statements, giving an 'unqualified' audit opinion and are satisfied that "in all significant respects the Authority put in place proper arrangements for securing economy, efficiency and effectiveness in its use of resources for the year</p>

	<p>ended 31 March 2017”.</p> <p>This represents a significant achievement, and means the Finance team is freed up to support the Council’s everyday financial management.</p> <p>Significant progress has also been made to redesign the system of monitoring budgets by managers, moving to a model of self-service, with cycle 1 being the first full month of implantation of a new system. This project allows budget holders to have greater input and control managing and reporting against their budgets and is linked to greater empowerment for budget holders and greater use of financial systems. This is being delivered under the Financial Transformation programme, and is further linked to delivering efficiencies for the Council.</p>
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PORTFOLIO: COMMUNITY AND LEISURE SERVICES

EXECUTIVE MEMBER: COUNCILLOR LIAN PATE

DATE OF REPORT: 27/09/2017

Progress on against our strategic commitments

Strategic commitment	Progress update
<p>PL1- We will implement a range of initiatives to maintain a clean, safe borough.</p>	<p>The Council's first year delivery of an 'opt-in' garden waste collection service continues to be doing well with over 9,400 subscriptions to date. Further details will be made available later in the year regarding the suspension of collections over the winter months (as in previous years), the collection of Christmas trees, and the arrangements for sign up for the 2018/19 garden waste collection service.</p> <p>The Council continues to work with partners on key themes identified through the borough's partnership forum to reduce crime and anti-social behaviour.</p> <p>The multi-agency partnership group focus and work of officers has resulted in;</p> <ul style="list-style-type: none"> • A current reduction of Business crime of 3% compared to the previous year. This is in contrast to increases across other districts. • A recorded reduction of 9.9% in ASB incidents when compared to 2016-17. • In particular, Gawthorpe Ward has seen

	<p>and maintained reductions in crime incidents (reduced by 13% compared to 2016). ASB has also seen a 27.7% reduction in the same time period, reflecting an increase in police and council activity and youth diversionary activities across the year.</p> <p>During August, the Council in partnership with the Dogs Trust and Kingdom held an event on Padiham Greenway to raise awareness and offer support for responsible dog ownership. The event was hugely successful and over 40 dog owners attended and received free advice and services from the Council's Dog Warden and a qualified vet that included, dog chipping, health checks, support and access to dog behavioural training. In light of the high attendance and success of the event there is likely to be another follow up event later in the year.</p> <p>The Council's initiative to support local residents in addressing local environmental issues has delivered a number of recycling and clean-up activities across the borough. Activities to date have been delivered across; Whittlefield and Ightenhill, Gawthorpe, Worsthorpe, Daneshouse, Stoneyholme and Rosegrove. Further work is planned over the next couple of months in a number of other wards to support residents and work with schools and communities with clean up and project ideas to prevent fly tipping.</p>
<p>PF3- We will develop our digital strategy, so that more residents transact with us online and we are able to deliver services more efficiently</p>	<p>To help more residents transact with us online, our service delivery partner Liberata has installed iPads at fixed stations in Contact Burnley. Systems have been updated so that it is easier to make new benefit claims online, and to report changes of circumstance. In the run up to Christmas and in the New Year, there will be a campaign to get residents to sign up to receive future council tax bills by email, thus reducing postage costs.</p>
<p>PE2- We will continue to develop the leisure and cultural offer of Burnley in partnership with Burnley Leisure.</p>	<p>Burnley Mechanics A stage 1 application has been submitted to the Heritage Lottery Fund's Your Heritage Programme. If the application is successful the Heritage Lottery Fund will award a grant to develop detailed proposals for the scheme that will include converting the ground floor into new</p>

	<p>dance studios and workshops, visitor facilities, develop educational use of the building and celebrate the heritage of this important building.</p> <p>The overall scheme will be worth approximately £2.8 million and Importantly the project will also help secure the future financial viability of the mechanics.</p> <p>Padiham Leisure Centre A major £180,000 refurbishment of the gym at Padiham Leisure centre is planned to take place during late November with the installation of new gym equipment and improvements. Work has been scheduled at this time as it is a quiet period and the new equipment will be ready for the new year.</p> <p>Towneley Golf Courses Since taking over the operation of the Towneley Golf Courses, Burnley Leisure have made a number of significant changes: There has been a major refurbishment of the 18 hole golf shop, a new kiosk has been provided on the pitch and putt course and a new sport of foot golf has been introduced on the 9 hole course. Foot golf has proved very popular with over 1,000 rounds being played since it started in July. Feedback indicates that the majority of users, including junior football teams from outside Burnley, have never visited Towneley previously.</p>
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BURNLEY BOROUGH COUNCIL REPORT TO THE FULL COUNCIL

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PORTFOLIO: REGENERATION AND ECONOMIC DEVELOPMENT

EXECUTIVE MEMBER: COUNCILLOR SUE GRAHAM

DATE OF REPORT: 27/09/2017

Progress against our strategic commitments

Strategic commitment	Progress update
<p>PR2- We will proactively support the borough's businesses to innovate and expand, and make the borough a natural choice for business relocation.</p>	<p>Burnley Bridge Phase 1 is now completed and fully occupied with Fagan & Whalley taking occupation of their new 92,000 square feet distribution hub.</p> <p>The Business Support team has recently assisted Holker IT to relocate into 3,000 Sq ft of office space at Pendle House on Phoenix Way. The company employ 15.5 staff and expect to create an additional 9.5 jobs. The company specialise in IT solutions and Cybersecurity, building on the Borough's growing digital sector.</p> <p>The Team are currently working with 48 live property enquiries for companies looking to relocate into the Borough or expand within. Of these; 27 are inward investment enquiries with 21 business expansion enquiries.</p> <p>The first business loan has been awarded to one of our growing digital companies. Together with LCC's Rosebud fund the company has been awarded a loan of £100,000 to invest in additional R&D with the aim of creating new products and income streams. The investment will lead to the creation of new 8 skilled jobs.</p>
<p>PR3- We will make the borough attractive to retail and leisure developers, and</p>	<p>Burnley Town Centre Masterplan - The Council, in partnership with UCLan and Burnley FC, have appointed BDP as lead consultants to develop the new masterplan for</p>

<p>will identify a sustainable future for the Burnley Market.</p>	<p>Burnley Town Centre and Weavers' Triangle. The plan is also part funded by One Public Estate and will seek to identify how public sector owned assets can be utilised to bring forward new development opportunities. A preferred option for wider consideration will be available early in 2018.</p> <p>Work has commenced on junction improvements at the bottom of Westgate and Active Way. The works are funded by the Growth Deal, Lancashire County Council and Burnley Borough Council and will alleviate existing congestion and provide capacity for future developments.</p> <p>The town centre management team supported the second annual Padiham on Parade (24 & 25 June 2017). It was very successful and exceeded the number of visitors attending last year. Very positive feedback was received from visitors and those taking part.</p> <p>Financial support & conservation advice has been provided to a new business towards the refurbishment of a prominent, large, heritage shopfront on Church St.</p> <p>In recent months there has been an increase in enquiries from new businesses wanting to open or expand into Burnley town centre. The Council is currently supporting two new businesses to open in empty premises on St James's Street.</p>
<p>PR4- We will develop and deliver the Local Plan. This will act as the key supporting framework for encouraging future employment and investment in a range of housing stock.</p>	<p>The Local Plan Submission document was submitted to the Secretary of State for examination on the 20th July. An Independent Planning Inspector and Programme Officer have been appointed and hearings are scheduled to take place in November.</p>