



FULL COUNCIL

COUNCIL CHAMBER, BURNLEY TOWN HALL

Tuesday, 27th February, 2024 at 6.30
pm

SUPPLEMENTARY AGENDA

- b) ***Strategic Plan 2024/25*** 3 - 4
To consider the Strategic Plan for 2024/25.
- c) ***Revenue Monitoring Report 2023/24 - Quarter 3 (to 31 December 2023)***
To consider a report on the forecast outturn position for the year ending 31 March 2024 based upon actual spending and income to 31 December 2023.
- d) ***Capital Monitoring Report 2023/24 - Quarter 3 (to 31 December 2023)***
To provide Members with an update on capital expenditure and the resources position along with highlighting any variances.
- e) ***2023/24 Treasury Management Quarter 3 (April - December)*** 5 - 6
To report treasury management activity for the period 1 April to 31 December 2023.
- f) ***Medium Term Financial Strategy - 2025/26-2028/29
Incorporating the Reserves Strategy*** 7 - 8
To consider a report on the Medium Term Financial Strategy - 2025/26-2028/29 Incorporating the Reserves Strategy.
- g) ***2024/25 Treasury Management Strategy and 2024/25 - 2026/27
Prudential and Treasury Indicators*** 9 - 10
To consider a report on the 2024/25 Treasury Management Strategy and 2024/25 - 2026/27 Prudential and Treasury Indicators.
- h) ***Revenue Budget 2024/25*** 11 - 12
To consider a report on the Revenue Budget 2024/25.
- j) ***Council Tax Resolution*** 13 - 16
To consider a Council Tax Resolution for 2024/25.

- k) **Capital Budget for 2024/25 and Capital Investment Programme 2024-29** 17 - 18
To consider a report on the Capital Budget for 2024/25 and the Capital Investment Programme 2024-29.
- l) **Council Tax Support Scheme and Empty Homes Premium Policy** 19 - 20
To consider a report on the Council Tax Support Scheme 2024/25 and 2025/26 & Empty Homes Premium Policy.
- m) **Pay Policy Statement 2024/25** 21 - 22
To consider a report on the Council's Pay Policy Statement which is required to be published prior to the end of March each year.
- n) **Constitutional Reporting and Amendment of Outside Bodies** 23 - 24
To consider a report setting out changes to committee and outside body nominations and appointments.



EXECUTIVE

BURNLEY TOWN HALL

Thursday 15th February 2024 at 6.30 pm

73. Strategic Plan 2024-25

PURPOSE

To seek Executive endorsement of the Strategic Plan (appendix 1) for 2024/25.

REASONS FOR DECISION

The Strategic Plan sets out a clear vision for the future: one that is evidence based, shared by all units of the Council, and is in tune with the aspirations of local people.

DECISION

That the Executive recommend the Strategic Plan to Full Council.

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EXECUTIVE

BURNLEY TOWN HALL

Thursday 15th February 2024 at 6.30 pm

74. Revenue Monitoring Report 2023/24 - Quarter 3 (to 31 December 2023)

PURPOSE

To report the forecast outturn position for the year ending 31 March 2024 based upon actual spending and income to 31 December 2023.

REASONS FOR DECISION To give consideration to the level of revenue spending and income in 2023/24 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

The Executive noted:

- a. the projected revenue budget forecast position of a net overspend of £60k, as summarised in table 1 and detailed in Appendix 1, although it is expected that there will be a break-even position by the end of the financial year. The net overspend of £60k has reduced from a forecast net overspend of £166k as reported at Quarter 2.

The Executive resolved to seek approval from Full Council for:

- b. The latest revised net budget of £16.267m as shown in Table 1, and**
- c. The net transfers from earmarked reserves of £6.014m as shown in Appendix 2.**
- d. The requested carry forwards of £69k as shown in Appendix 3.**

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EXECUTIVE

BURNLEY TOWN HALL

Thursday 15th February 2024 at 6.30 pm

75. Capital Monitoring Report 2023/24 - Quarter 3 (to 31 December 2023)

PURPOSE

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

REASONS FOR DECISION

To effectively manage the 2023/24 capital programme.

DECISION

After consideration of the revised report and appendices issued in the supplementary agenda the Executive resolved to:

- a. Recommend to Full Council, approval of net budget changes totalling a net increase of £69,936 giving a revised capital budget for 2023/24 totalling £41,727,259 as detailed in Appendix 1.**
- b. Recommend to Full Council, approval of the proposed financing of the revised capital budget totalling £41,727,259 as shown in Appendix 2.**
- c. Note the latest estimated year-end position on capital receipts and contributions showing an assumed balance of £3,553,100 as at 31 March 2024 as shown in Appendix 3.

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EXECUTIVE

BURNLEY TOWN HALL

Thursday 15th February 2024 at 6.30 pm

76. 2023/24 Treasury Management Quarter 3 (April - December)

PURPOSE

To report treasury management activity for the period 1 April to 31 December 2023.

REASONS FOR DECISION

To inform members of the treasury management activity in the first three quarters of 2023/24 and to fulfil statutory and regulatory requirements.

DECISION

The Executive resolved to:

- Note the treasury management activities undertaken during the period 1 April to 31 December 2023; and
- **Recommend that Full Council endorse the quarterly update on the Treasury Management Strategy 2023/24 in compliance with the requirements of the Chartered Institute of Public Finance and Accountancy's (CIPFA) Code of Practice on Treasury Management.**

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EXECUTIVE

BURNLEY TOWN HALL

Thursday 15th February 2024 at 6.30 pm

77. Medium Term Financial Strategy - 2025/26-2028/29 Incorporating the Reserves Strategy

PURPOSE

To consider the longer term financial outlook within the context of a Medium-Term Financial Strategy covering the financial years 2025/26 to 2028/29, highlighting uncertainties, underlying risks and make recommendations to Council. The Medium Term Financial Strategy should be read in conjunction with the Revenue Budget 2024/25 and the associated statutory report of the Chief Financial Officer.

REASONS FOR DECISION

Professional accounting practice recommends that a medium term financial strategy is in place to ensure that resources are aligned to strategic intent and business objectives. It also provides a firm and robust basis on which to prepare the annual budget. Given the current financial climate, the need for consideration of the medium term financial position is paramount to ensuring sustainable service delivery and for the Council to remain viable as a going concern.

DECISION

The Executive resolved to recommend to Full Council:

- i. Approval of the latest Medium-Term Financial Strategy;**
- ii. Approval of the Reserves Strategy, as appended to the Medium-Term Financial Strategy; and to**
- iii. Note that a refreshed document will be provided when required as an aid to monitoring the continued delivery of an annually balanced budget; and**
- iv. Note the annual review of the Financial Management Code.**

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EXECUTIVE

BURNLEY TOWN HALL

Thursday 15th February 2024 at 6.30 pm

78. 2024/25 Treasury Management Strategy and 2024/25 - 2026/27 Prudential and Treasury Indicators

PURPOSE

- a) To comply with the amended Chartered Institute of Public Finance and Accountancy's (CIPFA) Code of Practice on Treasury Management 2021.
- b) To outline a Treasury Management Strategy Statement for the financial year 2024/25.
- c) To set out prudential indicators for the financial years 2024/27 in line with the CIPFA's Prudential Code 2021.
- d) To seek approval for the Council's Minimum Revenue Provision (MRP) Policy Statement for the financial year 2024/25 in accordance with Government regulations.

REASONS FOR DECISION

- a) To provide the proper basis required by current Government regulations and guidance to make charges for debt repayment (MRP) to the Council's revenue account.
- b) To fulfil statutory and regulatory requirements and to provide a clear framework for local authority capital finance and treasury management.

DECISION

That the Executive resolved to recommend to Full Council approval of:

- a) The Treasury Management Strategy Statement for 2024/25 as set out in Appendix 1
- b) The prudential and treasury indicators for 2024/25 to 2026/2027 per Appendix 2 including the authorised limit for external debt of £100.199m in 2024/25.
- c) The list of Counterparties for Deposits outlined within Appendix 3.
- d) The Council's MRP Statement for 2024/25 as set out in Appendix 4 of this report.

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EXECUTIVE

BURNLEY TOWN HALL

Thursday 15th February 2024 at 6.30 pm

79. Revenue Budget 2024/25

PURPOSE

To consider the estimates of revenue income and expenditure for 2024/25 and to make recommendations to Full Council about next year's Revenue Budget.

REASONS FOR DECISION

1. To fulfil the Council's statutory obligation to calculate its Council Tax requirement as set out in Section 31A of the Local Government Act 1992 (as amended by section 74 of the Localism Act 2011).
2. To set a balanced budget for the financial year 2024/25 that ensures the viability of the Council and aligns resources to the Council's strategic priorities.

DECISION

The Executive resolved to recommend that Full Council:

- i) Endorse the approach that has been adopted in developing budget proposals that reflect the Council's Strategic Objectives for 2024/25;
- ii) Approve the proposals contained in this report;
- iii) Set a Council Tax Requirement of £8,054,980 for the financial year 2024/25;
- iv) Set a Net Budget Requirement of £18,986,918 for 2024/25;
- v) Receive and consider the statutory report issued by the Director of Resources under the Local Government Act, 2003;
- vi) Authorise the Chief Operating Officer/Directors/Heads of Service to progress action plans to deliver the 2024/25 budget;
- vii) Approve a Council Tax (Band D) figure of £337.82 for this Council for the year commencing 1st April 2024 and adopt the statutory resolution to set the full Council Tax for the year. This is equivalent to a 2.99% Council tax increase.

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Agenda Item 5j

Item 5j

Council Tax 2024/25 Resolution

The Council is recommended to resolve as follows:

- (1) It be noted that on 19th January 2024 the Council calculated the Council Tax base 2024/25
 - a) for the whole Council area as 23,844 band D equivalent properties (Item T in the formula in Section 31B of the Local Government Finance Act 1992 [the "Act"] as amended by the Localism Act 2011)
 - b) for dwellings in those parts of its area to which a Parish precept relates as in the attached Appendix B.
- (2) That the Council Tax requirement calculated for the Council's own purposes for 2024/25 (excluding parish precepts) is £8,054,980.
- (3) That the following amounts be calculated by the Council for the financial year 2024/25 in accordance with Sections 31 to 36 of the Act
 - (a) £55,394,091 being the aggregate of the amounts which the Council estimates for the items set out in Section 31A (2) (a) of the Act taking into account all precepts issued to it by Parish Councils;
 - (b) £47,151,111 being the aggregate of the amounts which the Council estimates for the items set out in Section 31A (3) of the Act;
 - (c) £8,242,980 being the amount by which the aggregate at (3)(a) above exceeds the aggregate at (3)(b) above, calculated by the Council in accordance with Section 31A (4) of the Act as its Council Tax requirement for the year. (Item R in the formula in Section 31B of the Act);
 - (d) £345.70 being the amount at (3)(c) above (Item R), all divided by Item T (1(a) above), calculated by the Council in accordance with Section 31B of the Act, as the basic amount of its Council Tax for the year (including Parish Precepts);
 - (e) £188,000 being the aggregate of all special items (Parish precepts) referred to in Section 34(1) of the Act (as per the attached Appendix B);
 - (f) £337.82 being the amount at (3)(d) above less the result given by dividing the amount at (3)(e) above by Item T (the amount at 1(a) above), calculated by the Council, in accordance with Section 34(2) of the Act, as the basic amount of its Council Tax for the year for dwellings in

those parts of its area to which no special item (Parish precept) relates.

- (4) To note that the County Council, the Police and Crime Commissioner for Lancashire and the Fire Authority have issued precepts to the Council in accordance with Section 40 of the Local Government Finance Act 1992 for each category of dwellings in the Council's area as indicated in the table below.
- (5) That the Council, in accordance with Sections 30 and 36 of the Local Government Finance Act 1992, hereby sets the aggregate amounts shown in the tables below and in Appendix A as the amounts of Council Tax for 2024/25 for each part of its area and for each of the categories of dwellings.

VALUATION BANDS

Burnley Borough Council

A	B	C	D	E	F	G	H
£225.21	£262.75	£300.28	£337.82	£412.89	£487.96	£563.03	£675.64

Lancashire County Council

A	B	C	D	E	F	G	H
£1,102.19	£1,285.89	£1,469.59	£1,653.29	£2,020.69	£2,388.09	£2,755.48	£3,306.58

Police and Crime Commissioner for Lancashire

A	B	C	D	E	F	G	H
£175.60	£204.87	£234.13	£263.40	£321.93	£380.47	£439.00	£526.80

Lancashire Combined Fire Authority

A	B	C	D	E	F	G	H
£56.49	£65.90	£75.32	£84.73	£103.56	£122.39	£141.22	£169.46

Aggregate of Council Tax Requirements

A	B	C	D	E	F	G	H
£1,559.49	£1,819.41	£2,079.32	£2,339.24	£2,859.07	£3,378.91	£3,898.73	£4,678.48

- (6) Determine that the Council's basic amount of Council Tax for 2024/25 is not excessive in accordance with principles approved under Section 52ZB Local Government Finance Act 1992.

Council Tax Schedule 2024/25

APPENDIX A

	Band A	Band B	Band C	Band D	Band E	Band F	Band G	Band H
	£	£	£	£	£	£	£	£
Burnley Borough Council	225.21	262.75	300.28	337.82	412.89	487.96	563.03	675.64
Lancashire County Council	1,102.19	1,285.89	1,469.59	1,653.29	2,020.69	2,388.09	2,755.48	3,306.58
Police and Crime Commissioner for Lancashire	175.60	204.87	234.13	263.40	321.93	380.47	439.00	526.80
Lancs. Combined Fire Authority	56.49	65.90	75.32	84.73	103.56	122.39	141.22	169.46
Total - Areas Outside								
Parish/Town Council Areas	1,559.49	1,819.41	2,079.32	2,339.24	2,859.07	3,378.91	3,898.73	4,678.48
Parish/Town Council Areas	Band A	Band B	Band C	Band D	Band E	Band F	Band G	Band H
	£	£	£	£	£	£	£	£
<u>Briercliffe with Extwistle</u>								
Parish/Town Council Only	10.69	12.48	14.26	16.04	19.60	23.17	26.73	32.08
Parish/Town and District	235.90	275.23	314.54	353.86	432.49	511.13	589.76	707.72
Total	1,570.18	1,831.89	2,093.58	2,355.28	2,878.67	3,402.08	3,925.46	4,710.56
<u>Cliviger</u>								
Parish/Town Council Only	6.83	7.97	9.11	10.25	12.53	14.81	17.08	20.50
Parish/Town and District	232.04	270.72	309.39	348.07	425.42	502.77	580.11	696.14
Total	1,566.32	1,827.38	2,088.43	2,349.49	2,871.60	3,393.72	3,915.81	4,698.98
<u>Habergham Eaves</u>								
Parish/Town Council Only	10.94	12.76	14.59	16.41	20.06	23.70	27.35	32.82
Parish/Town and District	236.15	275.51	314.87	354.23	432.95	511.66	590.38	708.46
Total	1,570.43	1,832.17	2,093.91	2,355.65	2,879.13	3,402.61	3,926.08	4,711.30
<u>Padiham</u>								
Parish/Town Council Only	24.78	28.91	33.04	37.17	45.43	53.69	61.95	74.34
Parish/Town and District	249.99	291.66	333.32	374.99	458.32	541.65	624.98	749.98
Total	1,584.27	1,848.32	2,112.36	2,376.41	2,904.50	3,432.60	3,960.68	4,752.82
<u>Worsthorne with Hurstwood</u>								
Parish/Town Council Only	14.65	17.09	19.53	21.97	26.85	31.73	36.62	43.94
Parish/Town and District	239.86	279.84	319.81	359.79	439.74	519.69	599.65	719.58
Total	1,574.14	1,836.50	2,098.85	2,361.21	2,885.92	3,410.64	3,935.35	4,722.42
<u>Hapton</u>								
Parish/Town Council Only	16.99	19.82	22.65	25.48	31.14	36.80	42.47	50.96
Parish/Town and District	242.20	282.57	322.93	363.30	444.03	524.76	605.50	726.60
Total	1,576.48	1,839.23	2,101.97	2,364.72	2,890.21	3,415.71	3,941.20	4,729.44
<u>Ightenhill</u>								
Parish/Town Council Only	4.21	4.91	5.61	6.31	7.71	9.11	10.52	12.62
Parish/Town and District	229.42	267.66	305.89	344.13	420.60	497.07	573.55	688.26
Total	1,563.70	1,824.32	2,084.93	2,345.55	2,866.78	3,388.02	3,909.25	4,691.10
<u>Dunnockshaw</u>								
Parish/Town Council Only	20.20	23.57	26.93	30.30	37.03	43.77	50.50	60.60
Parish/Town and District	245.41	286.32	327.21	368.12	449.92	531.73	613.53	736.24
Total	1,579.69	1,842.98	2,106.25	2,369.54	2,896.10	3,422.68	3,949.23	4,739.08

Parish/Town Council Precepts 2024/25

APPENDIX B

	2023/24			
Parish/Town Council	Tax Base	Precept	Council Tax (Band D) £	
		£	£	
Briercliffe with Extwistle	1,251	20,000	15.99	
Cliviger	939	10,000	10.65	
Habergham Eaves	515	6,000	11.65	
Padiham	2,700	95,577	35.40	
Worsthorne with Hurstwood	1,046	22,000	21.03	
Hapton	771	15,000	19.46	
Ightenhill	715	4,000	5.59	
Dunnockshaw	70	750	10.71	
Total/Average	8,007	173,327	21.65	

	2024/25			
Parish/Town Council	Tax Base	Precept	Council Tax (Band D) £	Council Tax Increase %
		£	£	%
Briercliffe with Extwistle	1,247	20,000	16.04	0.3%
Cliviger	976	10,000	10.25	-3.8%
Habergham Eaves	518	8,500	16.41	40.9%
Padiham	2,690	100,000	37.17	5.0%
Worsthorne with Hurstwood	1,047	23,000	21.97	4.5%
Hapton	785	20,000	25.48	30.9%
Ightenhill	713	4,500	6.31	12.9%
Dunnockshaw	66	2,000	30.30	182.9%
Total/Average	8,042	188,000	23.38	8.0%



EXECUTIVE

BURNLEY TOWN HALL

Thursday 15th February 2024 at 6.30 pm

80. Capital Budget for 2024/25 and Capital Investment Programme 2024-29

PURPOSE

To recommend approval of the capital budget for 2024/25.

REASONS FOR DECISION

To establish a capital budget that reflects the Council's overall priorities and provides a framework for capital spending to be undertaken during 2024/5.

DECISION

The Executive resolved:

a) to recommend that Full Council:

- (i) Approve the 2024/25 Capital Budget, totalling £16,290,933, as set out in Appendix 1,
- (ii) Note the 2024-29 Capital Investment Programme as set out in Appendix 1.
- (iii) Note the estimated position on capital resources as set out in Appendix 2.

b) That subject to i) above the Executive approve the release of capital scheme budgets including slippage from 2023/24, subject to compliance with the Financial Procedure Rules and that there will be full compliance with Standing Orders for Contracts.

c) To approve the Capital Strategy 2024-29, as set out in Appendix 4.

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EXECUTIVE

BURNLEY TOWN HALL

Thursday 15th February 2024 at 6.30 pm

81. Council Tax Support Scheme and Empty Homes Premium Policy

PURPOSE

To present the findings of the Council Tax Support Scheme consultation with regards to plans to temporarily increase the maximum level of subsidy for working age claimants, for the 2024/25 and 2025/26 scheme and to amend the Council's Empty Homes Premium Policy.

REASONS FOR DECISION

To provide temporary support, by increasing the level of subsidy for eligible working age claimants within the Council Tax Support Scheme, up to a maximum of 95% for 2024/25 and 90% for 2025/26, to help alleviate some of the financial hardship caused by the costofliving crisis; and

To amend the Council's Empty Homes Premium Policy, to include powers contained within the Levelling Up and Regeneration Act 2023, which will assist in bringing empty homes back into use

DECISION

That the Executive resolved to recommend to Full Council the approval of:

- a. changes to the Council Tax Support Scheme for 2024/25 to increase the Executive 15/02/2024 Page 7 of 10 maximum level of subsidy for working age claimants from 85% to 95% for a one-year period.
- b. changes to the Council Tax Support Scheme for 2025/26 to increase the maximum level of subsidy for working age claimants from 85% to 90% for a one-year period.
- c. the Council's Empty Homes Premium Policy 2024/25.
- d. authorisation to the Director of Resources, in consultation with the Executive Member for Resources and Performance Management, to amend the Empty Homes Premium Policy to ensure that it complies with forthcoming legislation.

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EXECUTIVE

BURNLEY TOWN HALL

Thursday 15th February 2024 at 6.30 pm

84. Pay Policy Statement 2024/25

PURPOSE

To seek approval for the Council's Pay Policy Statement which is required to be published prior to the end of March each year.

REASONS FOR DECISION The Localism Act 2011 – [Chapter 8 - Pay Accountability], requires all local authorities to set out its position on a range of issues relating to the remuneration of its employees. The Pay Policy Statement must be approved by the Council in open forum, by the end of March each year and then be published on its website.

DECISION

The Executive resolved to recommend that Full Council:

- i. approves this report and the attached Pay Policy Statement for 2024/25;
- ii. notes the Council's Gender Pay Gap report which is at Appendix H of the Pay Policy Statement

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EXECUTIVE

BURNLEY TOWN HALL

Thursday 15th February 2024 at 6.30 pm

85. Long-Term Plan for Towns

PURPOSE

To provide an update on the Council's progress on the Government's Log-Term Plan for Towns programme.

REASONS FOR DECISION

- i. To ensure that the Executive is updated on progress.
- ii. To inform members of the initial composition of the Town Board, and ensure the Executive is represented.
- iii. To provide an overview of the next steps for the Long-Term Plan for Towns programme.

DECISION

That the Executive resolved to:

- a. note the governance arrangements for the Town Board.
- b. recommend that Council approve the addition of the Town Board to its list of Outside Bodies and that they appoint the Leader, the Executive Member for Sustainable Development & Growth, as well as an Opposition Member to sit on the Town Board via the usual Constitutional Reporting mechanisms.**
- c. that the Executive appoint the Leader of the Council and the Executive Member for Sustainable Development & Growth to sit on the Town Board once Full Council approve recommendation 2(b).
- d. endorses the appointment of Karen Buchanan as Chair of the Town Board.
- e. Authorises the Director of Economy & Growth to tender and appoint consultants to work with the Town Board to undertake consultation and to develop its Long-Term Plan and 3-year investment Plan.

f. delegate authority to the Head of Legal and Democratic Services to draft and agree the Terms of Reference for the Town Board in consultation with the Leader of the Council and Chair of the Board.