



Meeting of the Burnley Borough Council

To be held at 6.30 pm on
Wednesday, 14th April, 2021



Sir or Madam,

Notice is given of a MEETING of the COUNCIL of the BOROUGH OF BURNLEY to be held by video-conference on

DATE: Wednesday, 14th April, 2021

starting at 6.30 pm

To transact the business specified below.

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

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

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

All meetings are currently being held remotely. Members of the public wishing to address the meeting should submit their request in the usual way, and will then be invited either to join the meeting by video conference or to make a submission in writing which will be shared with the Committee.

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

A G E N D A

1. Minutes of the Last Meeting 7 - 18
To receive, as read, the Minutes of the proceedings of the previous Council meeting on 24th February 2021, and to confirm them or otherwise.
2. Declarations of Interest
To receive any declarations of interest.
3. Mayor's Communications
To receive communications (if any) from His Worshipful the Mayor.
4. Public Question Time

To receive questions, statements or petitions (if any) from members of the public.

5. Items for Decision by the Council

- a) Food Safety Delivery Plan (reviewed 2020/21) 19 - 44
To consider the Food Safety Delivery Plan (reviewed 2020/21)
- b) Health and Safety Intervention Plan (reviewed 2020/21) 45 - 68
To consider the Health and Safety Intervention Plan (reviewed 2020/21)
- c) Extension of Bulky Waste Collection Price Reduction 69 - 74
To consider budgetary issues regarding Extension of the Bulky Waste Collection Price Reduction
- d) Calendar of Meetings 2021-22 75 - 80
To consider a calendar of meetings for the Municipal Year 2021-22.
- e) Appointment of Mayor and Deputy Mayor 2021-22 81 - 82
To consider the position on the appointment of Mayor and Deputy Mayor for the Municipal Year 2021-22.
- f) Appointments to Independent Remuneration Panel 83 - 84
To consider the re-appointment of two members to the Independent Remuneration Panel.

6. Reports from Committee Chairs

- a) Report from the Chair of Scrutiny 85 - 86
- b) Report from the Chair of Audit & Standards 87 - 88
- c) Report from Chair of Licensing 89 - 90
- d) Report from Chair of Development Control 91 - 92

7. Strategic Plan Progress Reports 93 - 114

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).

9. Participants List 115 - 116

10. Joining Instructions 117 - 122

Councillor Attendance

Please use the link below to access Councillor attendance records. You can refine your search by time or by committee.

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

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FULL COUNCIL

BURNLEY TOWN HALL

Wednesday, 24th February, 2021 at 6.30 pm.

This was a remote meeting held under the provisions of the Coronavirus act 2020.

PRESENT

MEMBERS

His Worshipful The Mayor Lord Wajid Khan in the Chair;

Councillors C Towneley (Vice-Chair), A Anwar, H Baker, G Birtwistle, C Briggs, B Brindle, P Campbell, F Cant, S Chaudhary, T Commis, I Emo, D Ferrier, A Fewings, B Foster, P Gill, S Graham, S Hall, J Harbour, A Hosker, S Hussain, M Ishtiaq, M Johnstone, A Kelly, A Khan, L Khan, S Khan, G Lishman, M Lishman, S Lone, T Martin, P McCann, L Mehanna, N Mottershead, A Newhouse, L Pate, E Payne, M Payne, A Raja, D Roper, A Royle, J Sumner, A Tatchell and M Townsend

OFFICERS

Mick Cartledge	Chief Executive
Lukman Patel	Chief Operating Officer
Howard Hamilton-Smith	Head of Finance and Property
Catherine Waudby	Head of Legal and Democratic Services
Chris Gay	Governance Manager
Eric Dickinson	Democracy Officer
Imelda Grady	Democracy Officer
Alison McEwan	Democracy Officer
Mark Hindman	Graphic Designer

73. Minute Silence

The Mayor asked members to join him in a minute silence in remembrance of former borough Councillors Mohammed Fazal Subhan, David Heginbotham and Paula Riley.

He also paid tribute to David Knagg, who had served as a Trustee on the Stocks Massey Bequest Fund for 36 years.

Members paid tribute to them and passed on their condolences to their respective families.

74. Declarations of Interest

The following members declared non prejudicial interests (other) on the following items. They stayed in the meeting and were able to vote on the items;

Councillor Margaret Lishman - items 6(b) and 6(g).

Councillor Cosima Towneley – item 6(b) and 6(g).

Councillor Andy Fewings – items 6(a), 6(b) and 6(g)

Councillor Lian Pate – item 6(b)

75. Minutes of the Last Meeting

RESOLVED The Minutes of the meeting of the Council held on the 16th December 2020 were agreed as a correct record.

76. Mayor's Communications

There were no communications to report.

77. Public Question Time

Clare Hales addressed the Council under the request to speak policy on Burnley Bridge, Burnley Market Hall and on fixed penalty notices issued in Hapton.

78. Revenue Budget Monitoring 2020/21 Quarter 3

With reference to Minute 20 of the Executive (15th February 2021) consideration was given to the forecast outturn position for year as at 31st March 2021 based upon actual spending and income to 31st December 2020.

RESOLVED

- (1) That approval be given to the latest revised net budget of £15.693m as shown in Table 1; and
- (2) That approval be given for the net transfers to earmarked reserves of £1.334m as shown in Appendix 2.

79. Capital Budget Monitoring 2020/21 Quarter 3

With reference to Minute 71 of the Executive (15th February 2021) consideration was given to the Council's capital monitoring position.

RESOLVED

- (1) That approval of net budget changes totalling a decrease of £2,902,750 giving a revised capital budget for 2020/21 totalling £14,476,665 as detailed in Appendix 1; and
- (2) That approval be given to the proposed financing of the revised capital budget totalling £14,476,665 as shown in Appendix 2.

80. Revenue and Capital Budget and Council Tax 2021/22

Consideration was given to the Revenue and Capital Budget and Council Tax for 2021/22.

It was moved by Councillor Sue Graham and seconded by Councillor Mark Townsend

“That the Council approved the proposals contained in items 6 (c) to 6(h) on the agenda and adopts the relevant minutes of the Executive. These relate to the approval of the Council’s revenue and capital budget and the setting of the Council Tax 2021/22”

An amendment was submitted by the Conservative Group and moved by Councillor Cosima Towneley and seconded by Councillor Tom Commis

That the Council ring fence the sums detailed below for the purpose of facilitating the following agendas: Adult retraining & education, Climate Change Emergency, Local Flooding and Health & Wellbeing.

	<u>Funding From:</u>		<u>Funding For:</u>
1.	Climate Change Emergency (2021) Community Recovery Plan	£50,000 <u>£25,000</u> <u>£75,000</u>	<u>Climate Change Emergency / Local Flooding Agenda</u> Borough Woodland survey, Beating up, siting & establishment of new Community Orchards or other woodland (possibly commercial plantings)
2.	Covid Reserve Water Fountain Fund	£100,000 <u>£20,500</u> <u>£120,500.00</u>	<u>Health & Wellbeing Agenda</u> Padiham Greenway – Sweetclough Link Padiham Greenway – Pollard Moor Link Padiham Bypass – Foxendole Lane Link Maintenance & Repair of present Greenway infrastructure *Total costs for 3 schemes in total
3.	Climate Change Emergency 2020 Community Recovery Plan	£25,000 <u>£25,000</u> <u>50,000</u>	<u>Employment & Retraining</u> Adult Upskilling
			<u>Total £245,500</u>

Adjournment of meeting

With the consent of members the Mayor adjourned the meeting at 7.37pm

The meeting reconvened at 7.52 pm

In accordance with Council Procedure Rule 16.7 a recorded vote was taken on the amendment.

The amendment was declared to be LOST.

In accordance with Council Procedure Rule 16.7 a recorded vote was taken on the original motion and it was declared to be CARRIED and it was

RESOLVED

- (1) That the latest Medium-Term Financial Strategy be approved;
- (2) That the approach that has been adopted in developing the budget proposals that reflect the Council's Strategic Objectives for 2021/22 be endorsed;
- (3) That the proposals contained in this report be approved;
- (4) That the setting of a Council Tax Requirement of £7,266,131 for the financial year 2021/22 be approved;
- (5) That the setting of a Net Budget Requirement of £15,415,612 for 2021/22 be approved;
- (6) That the statutory report issued by the Head of Finance and Property under the Local Government Act 2003 be received;
- (7) That the Chief Operating Officer/Heads of Service be authorised to progress action plans to deliver the 2021/22 budget;
- (8) That approval be given to a Council Tax (Band D) figure of £312.28 for this Council for the year commencing 1st April 2021 and adopt the statutory resolution to set the full Council Tax for the year. This is equivalent to a 1.99% Council Tax increase;
- (9) That the 2021/22 Capital Budget, totalling £18,792,347, as set out in Appendix 1 be approved;
- (10) That the Capital Strategy 2021-26 as set out in Appendix 4 be approved.
- (11) That the treasury management strategy statement for 2021/22 as set out in Appendix 1 be approved;
- (12) That the prudential and treasury indicators for 2021/22 to 2023/24 per Appendix 2, including the authorised limit for external debt of £61.103m in 2021/22 be approved;

- (13) Tha the list of Counterparties for Deposits outlined within Appendix 3 be approved;
- (14) That the Council's MRP Statement for 2021/22 as set out in Appendix 4 be approved;
- (15) That it be noted that on 2nd December 2020 the Council calculated the Council Tax Base 2021/22
- a) for the whole Council area as 23,268 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.
- (16) That the Council Tax requirement calculated for the Council's own purposes for 2021/22 (excluding parish precepts) is £7,266,131.
- (17) That the following amounts be calculated by the Council for the financial year 2021/22 in accordance with Sections 31 to 36 of the Act
- (a) £53,695,789 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) £46,261,131 being the aggregate of the amounts which the Council estimates for the items set out in Section 31A (3) of the Act;
 - (c) £7,434,658 being the amount by which the aggregate at (17)(a) above exceeds the aggregate at (17)(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) £319.52 being the amount at (17)(c) above (Item R), all divided by Item T (15(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) £168,527 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) £312.28 being the amount at (17)(d) above less the result given by dividing the amount at (17)(e) above by Item T (the amount at 15(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.

(18) 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.

(19) 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 2021/22 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
£208.19	£242.88	£277.58	£312.28	£381.68	£451.07	£520.47	£624.56

Lancashire County Council

A	B	C	D	E	F	G	H
£970.79	£1,132.59	£1,294.39	£1,456.19	£1,779.79	£2,103.39	£2,426.98	£2,912.38

Police and Crime Commissioner for Lancashire

A	B	C	D	E	F	G	H
£150.97	£176.13	£201.29	£226.45	£276.77	£327.09	£377.42	£452.90

Lancashire Combined Fire Authority

A	B	C	D	E	F	G	H
£48.18	£56.21	£64.24	£72.27	£88.33	£104.39	£120.45	£144.54

Aggregate of Council Tax Requirements

A	B	C	D	E	F	G	H
£1,378.13	£1,607.81	£1,837.50	£2,067.19	£2,526.57	£2,985.94	£3,445.32	£4,134.38

(20) That it be determined that the Council's basic amount of Council Tax for 2021/22 is not excessive in accordance with principles approved under Section 52ZB Local Government Finance Act 1992.

Conservative Group Amendment (Amendment)	
Councillor Wajid Khan	Against
Councillor Cosima Towneley	For
Councillor Afrasiab Anwar	Against
Councillor Howard Baker	Against
Councillor Gordon Birtwistle	Against
Councillor Charlie Briggs	Against
Councillor Bill Brindle	Against
Councillor Paul Campbell	Against
Councillor Frank Cant	Against
Councillor Saeed Chaudhary	Against
Councillor Tom Commis	For
Councillor Ivor Emo	For
Councillor Dale Ferrier	For
Councillor Andy Fewings	Against
Councillor Beatrice Foster	Against
Councillor Peter Gill	For
Councillor Sue Graham	Against
Councillor Sarah Hall	Against
Councillor John Harbour	Against
Councillor Alan Hosker	For
Councillor Shah Hussain	Against
Councillor Mohammed Ishtiaq	Against
Councillor Marcus Johnstone	Against
Councillor Anne Kelly	Against
Councillor Arif Khan	Against
Councillor Lubna Khan	Against
Councillor Shbana Khan	Against
Councillor Gordon Lishman	Against
Councillor Margaret Lishman	Against
Councillor Sehrish Lone	Against
Councillor Tony Martin	Against
Councillor Peter McCann	Against
Councillor Lorraine Mehanna	Against
Councillor Neil Mottershead	Against
Councillor Andrew Newhouse	Against
Councillor Lian Pate	Against
Councillor Emma Payne	Against
Councillor Mark Payne	Against
Councillor Asif Raja	Against
Councillor David Roper	Against
Councillor Ann Royle	Against
Councillor Jeff Sumner	Against
Councillor Andrew Tatchell	Against

Councillor Mark Townsend	Against
Rejected	
Revenue and Capital budget and Council tax 2021/22 (Motion)	
Councillor Wajid Khan	For
Councillor Cosima Towneley	Abstain
Councillor Afrasiab Anwar	For
Councillor Howard Baker	For
Councillor Gordon Birtwistle	For
Councillor Charlie Briggs	For
Councillor Bill Brindle	For
Councillor Paul Campbell	For
Councillor Frank Cant	For
Councillor Saeed Chaudhary	For
Councillor Tom Commis	Abstain
Councillor Ivor Emo	Abstain
Councillor Dale Ferrier	Abstain
Councillor Andy Fewings	Abstain
Councillor Beatrice Foster	For
Councillor Peter Gill	Abstain
Councillor Sue Graham	For
Councillor Sarah Hall	Abstain
Councillor John Harbour	For
Councillor Alan Hosker	Abstain
Councillor Shah Hussain	For
Councillor Mohammed Ishtiaq	For
Councillor Marcus Johnstone	For
Councillor Anne Kelly	For
Councillor Arif Khan	For
Councillor Lubna Khan	For
Councillor Shbana Khan	For
Councillor Gordon Lishman	For
Councillor Margaret Lishman	For
Councillor Sehrish Lone	For
Councillor Tony Martin	For
Councillor Peter McCann	For
Councillor Lorraine Mehanna	For
Councillor Neil Mottershead	For
Councillor Andrew Newhouse	Abstain
Councillor Lian Pate	For
Councillor Emma Payne	No vote recorded
Councillor Mark Payne	For
Councillor Asif Raja	For
Councillor David Roper	For
Councillor Ann Royle	For
Councillor Jeff Sumner	For
Councillor Andrew Tatchell	For
Councillor Mark Townsend	For
Carried	

81. Strategic Plan 2021

With reference to Minute 72 of the Executive (15th February 2021) consideration was given to the Strategic Plan 2021.

RESOLVED

That approval be given to the Strategic Plan (appendix1) amended to include the following additional words at the end of PL3 "...and reduce the blight of empty properties".

82. Localism Act 2011 - Annual Pay Policy Statement

With reference to Minute 77 of the Executive (15th February 2021) consideration was given to the Localism Act 2011- Pay Policy Statement.

RESOLVED

That the report and attached Pay Policy Statement for 2021/22 be approved.

83. Constitutional Reporting

Consideration was given to the constitutional amendments and reporting since the last Council meetings.

RESOLVED

- (1) That the report detailing the urgent Executive decisions made from August 2018 to December 2020 be noted;
- (2) That the waiver of call in granted relating to an urgent decision (Executive Functions) taken by the Chief Executive on 8th January 2021 relating to the Additional Restrictions Grant be noted;
- (3) That approval be given to a change to Part 3 (Council) Scheme of Delegation to transfer a specific delegation to the Council's Senior Solicitor to the Council's Principal Legal Officer (Litigation and Regulation) with effect from 19th March 2021;
- (4) That the changes made by the Leader to Part 3 (Executive) delegations relating to the Senior Solicitor's retirement from the Council on 19th March 2021 and also relating to the delegations of Community Safety Manager (Appendix 1) be noted;
- (5) That approval be given to an addition to the Council's Procedure Rules for Remote Meetings (Part 4a of the Constitution) as A10 – Breaks during remote meetings "The Chairman may adjourn a debate or the meeting (without the requirement for a vote pursuant to clause 16 of the Council Procedure Rules) for up to five minutes to allow the opportunity for members and officers to (inter alia) take a refreshment, have a comfort break or attend to dependants. This will be limited to one five minute break per sixty minute interval".

- (6) That approval be given to the addition of the LEP Joint Scrutiny to the List of the Council's Outside Bodies and that Councillor Marcus Johnstone be appointed as Lead member and Councillor Frank Cant be appointed as substitute member on the LEP Joint Scrutiny.

Duration of meeting

In accordance with Council Procedure Rule 13(i) members considered a motion without notice to extend the meeting beyond three hours and it was RESOLVED accordingly.

84. Reports from Committee Chairs

RESOLVED

That the reports of the Chairs of Scrutiny, Audit and Standards, Development Control and Licensing be noted.

Adjournment of meeting at 9.55pm

Under Part 4 (a) (10) of the Council Procedure Rules the Mayor adjourned the meeting for 5 minutes

The meeting reconvened at 10 pm

85. Strategic Plan Progress Reports

RESOLVED That the Strategic Plan Progress Reports of Executive Members be noted.

86. Council Tax Appendices A and B

Council Tax Schedule 2021/22

APPENDIX A

	Band A £	Band B £	Band C £	Band D £	Band E £	Band F £	Band G £	Band H £
Burnley Borough Council	208.19	242.88	277.58	312.28	381.68	451.07	520.47	624.56
Lancashire County Council	970.79	1,132.59	1,294.39	1,456.19	1,779.79	2,103.39	2,426.98	2,912.38
Police and Crime Commissioner for Lancashire	150.97	176.13	201.29	226.45	276.77	327.09	377.42	452.90
Lancs. Combined Fire Authority	48.18	56.21	64.24	72.27	88.33	104.39	120.45	144.54
Total - Areas Outside Parish/Town Council Areas	1,378.13	1,607.81	1,837.50	2,067.19	2,526.57	2,985.94	3,445.32	4,134.38
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	13.27	15.48	17.69	19.90	24.32	28.74	33.17	39.80
Parish/Town and District	221.46	258.36	295.27	332.18	406.00	479.81	553.64	664.36
Total	1,391.40	1,623.29	1,855.19	2,087.09	2,550.89	3,014.68	3,478.49	4,174.18
<u>Cliviger</u>								
Parish/Town Council Only	7.50	8.75	10.00	11.25	13.75	16.25	18.75	22.50
Parish/Town and District	215.69	251.63	287.58	323.53	395.43	467.32	539.22	647.06
Total	1,385.63	1,616.56	1,847.50	2,078.44	2,540.32	3,002.19	3,464.07	4,156.88
<u>Habergham Eaves</u>								
Parish/Town Council Only	8.30	9.68	11.07	12.45	15.22	17.98	20.75	24.90
Parish/Town and District	216.49	252.56	288.65	324.73	396.90	469.05	541.22	649.46
Total	1,386.43	1,617.49	1,848.57	2,079.64	2,541.79	3,003.92	3,466.07	4,159.28
<u>Padiham</u>								
Parish/Town Council Only	21.75	25.37	29.00	32.62	39.87	47.12	54.37	65.24
Parish/Town and District	229.94	268.25	306.58	344.90	421.55	498.19	574.84	689.80
Total	1,399.88	1,633.18	1,866.50	2,099.81	2,566.44	3,033.06	3,499.69	4,199.62
<u>Worsthorne with Hurstwood</u>								
Parish/Town Council Only	14.20	16.57	18.93	21.30	26.03	30.77	35.50	42.60
Parish/Town and District	222.39	259.45	296.51	333.58	407.71	481.84	555.97	667.16
Total	1,392.33	1,624.38	1,856.43	2,088.49	2,552.60	3,016.71	3,480.82	4,176.98
<u>Hapton</u>								
Parish/Town Council Only	13.87	16.18	18.49	20.80	25.42	30.04	34.67	41.60
Parish/Town and District	222.06	259.06	296.07	333.08	407.10	481.11	555.14	666.16
Total	1,392.00	1,623.99	1,855.99	2,087.99	2,551.99	3,015.98	3,479.99	4,175.98
<u>Ightenhill</u>								
Parish/Town Council Only	3.27	3.81	4.36	4.90	5.99	7.08	8.17	9.80
Parish/Town and District	211.46	246.69	281.94	317.18	387.67	458.15	528.64	634.36
Total	1,381.40	1,611.62	1,841.86	2,072.09	2,532.56	2,993.02	3,453.49	4,144.18
<u>Dunnochshaw</u>								
Parish/Town Council Only	6.86	8.00	9.15	10.29	12.58	14.86	17.15	20.58
Parish/Town and District	215.05	250.88	286.73	322.57	394.26	465.93	537.62	645.14
Total	1,384.99	1,615.81	1,846.65	2,077.48	2,539.15	3,000.80	3,462.47	4,154.96

Parish/Town Council Precepts 2021/22

APPENDIX B

	2020/21			
	Tax	Precept	Council	
Parish/Town Council	Base		Tax	
			(Band D)	
		£	£	
Briercliffe with Extwistle	1,257	22,500	17.90	
Cliviger	901	10,000	11.10	
Habergham Eaves	515	6,684	12.98	
Padiham	2,645	85,990	32.51	
Worsthorne with Hurstwood	1,033	22,000	21.30	
Hapton	706	15,000	21.25	
Ightenhill	722	3,100	4.29	
Dunnockshaw	67	600	8.96	
Total/Average	7,846	165,874	21.14	

	2021/22			
	Tax	Precept	Council	Council
Parish/Town Council	Base		Tax	Tax
			(Band D)	Increase
		£	£	%
Briercliffe with Extwistle	1,256	25,000	19.90	11.2%
Cliviger	889	10,000	11.25	1.4%
Habergham Eaves	509	6,337	12.45	-4.1%
Padiham	2,636	85,990	32.62	0.3%
Worsthorne with Hurstwood	1,033	22,000	21.30	0.0%
Hapton	721	15,000	20.80	-2.1%
Ightenhill	714	3,500	4.90	14.2%
Dunnockshaw	68	700	10.29	14.8%
Total/Average	7,826	168,527	21.53	1.9%



EXECUTIVE

BURNLEY TOWN HALL

Tuesday, 23rd March, 2021 at 6.30 pm

87. Food Safety Delivery Plan (reviewed 2020/21)

Purpose

In order to meet statutory requirements, the Council's Environmental Health and Licensing Team is responsible for Food Safety enforcement and must have in place approved plans. In line with the Constitution, approval of the Food Safety Delivery Plan will be sought from Full Council.

Reason For Decision

To formally review past performance and agree a framework for the future delivery of effective, risk based, proportionate and consistent food safety services.

Decision

That Full Council be recommended to approve the Food Safety Delivery Plan (reviewed 2020/2021), detailed at Appendix 1 to the report.

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Food Safety Delivery Plan (reviewed 2020/2021)

REPORT TO EXECUTIVE



DATE	23rd March 2021
PORTFOLIO	Community & Environmental Services
REPORT AUTHOR	Jayne Enright
TEL NO	01143999059
EMAIL	jenright@burnley.gov.uk

PURPOSE

1. In order to meet statutory requirements, the Council's Environmental Health and Licensing Team is responsible for Food Safety enforcement and must have in place approved plans. In line with the Constitution, approval of the Food Safety Delivery Plan will be sought from Full Council.

RECOMMENDATION

2. Executive recommends to Full Council to approve the Food Safety Delivery Plan (reviewed 2020/2021), detailed at Appendix 1 to this report.

REASONS FOR RECOMMENDATION

3. To formally review past performance and agree a framework for the future delivery of effective, risk based, proportionate and consistent food safety services.

SUMMARY OF KEY POINTS

4. Food Safety Act 1990 Codes of Practice provides a framework within which the Food Safety Team must operate when carrying out its public protection duties in relation to food safety. The Food Standards Agency requires the Council to have plans in place to control these activities. The Food Safety Delivery Plan has been prepared to satisfy the statutory requirements and outline the services to be provided over the coming year.

5. **Burnley Food Safety Delivery Plan**

This Plan is a requirement of the Food Standards Agency and has been drawn up in accordance with the Food Standards Agency's Framework Agreement (amendment 5, April 2010). This ensures a consistent approach across England and Wales, which enables the Food Standards Agency to address how the

council is performing. It also allows the Food Standards Agency and Local Authorities to compare and contrast performance and service delivery.

It sets out:

- An outline of the key services and work activity delivered.
- The Council's statement on food safety and the links with corporate priorities and objectives
- A profile of the Borough including the political and managerial arrangements.
- The demands on the service
- Summary of service activity in relation to premises inspection, complaints investigation, advice, sampling, infectious diseases, food safety incidents, liaison arrangements and promotional activities
- The resources deployed to meet these demands.
- Quality assessment procedures and performance indicators

6. Key services and work activity delivered by the Food Safety Team include:-

- Carrying out routine, programmed inspections of local food businesses.
- Responding to Service requests including food complaints and hygiene of premises complaints
- Investigating notifications of infectious diseases and local outbreaks, which may be associated with food.
- Promoting food safety and best practice by working closely with local businesses
- Working with the Food Standards Agency to run and maintain the Food Hygiene Rating Scheme

7. As we know, 2020/21 and to date has been an unprecedented period in light of the Covid19 pandemic. Since February 2020, significant additional duties in relation to the regulation, implementation and inspection of the duties and powers regarding Covid 19 have fallen on local authority Environmental Health teams to administer. Environmental Health & Licensing have played a vital role in explaining rules and regulations to the local businesses and local communities and supporting businesses in how to operate in a safe, covid- secure way. As such, certain BAU functions have required review.

The Food Safety Delivery Plan would normally go to Full Council in December (rather than in April as in this case). Please note this to understand any issues about timing and the period it covers.

As can be seen from Table 6 of Appendix 1, for figures relating to 2019/2020 the Food Safety Team have maintained a high level of performance. The Team were unable to complete the full intended inspection programme due to Covid19 restrictions in February and March 2020 (The programme runs from April 2019 to March 2020). However, the team have still performed well against the inspection programme, and have undertaken a high number of inspections with compliance levels of food businesses being maintained at 97%.

For the inspection programme that runs from April 2020 to March 2021, due to officers having to prioritise Covid19 duties during the Covid19 Pandemic we have taken guidance from the Food Standards Agency and have prioritised higher rated businesses and new businesses over the last few months. This work has been maintained, in accordance with the Food Standards Agency recommendations and the Council have maintained a food safety inspection regime whilst many authorities within the current climate have suspended this work to re-purpose environmental health resource for the Covid19 response. The Council recognises that this work is important to maintain community confidence at a time when food outlets continue to operate.

FINANCIAL IMPLICATIONS AND BUDGET PROVISION

8. Food Safety Regulation is a core statutory service delivered by Environmental Health and Licensing Team. It remains provided in existing service budgets.

POLICY IMPLICATIONS

9. As national regulators, the Food Standards Agency set and monitor national standards. The framework for local plans is prescribed to ensure “official controls” are consistently delivered across the country. Through audit, and annual returns they monitor local authorities to ensure that local controls are effective, and they have intervention powers where delivery fails to meet the required standard

DETAILS OF CONSULTATION

10. Scrutiny and Executive will be consulted prior to Full Council decision

BACKGROUND PAPERS

11. None

FURTHER INFORMATION

PLEASE CONTACT: Jayne Enright

ALSO: Karen Davies

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BURNLEY BOROUGH COUNCIL

**Food Safety Delivery Plan
2020/2021**



Burnley
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Burnley Food Safety Delivery Plan

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1. INTRODUCTION

1.1 Burnley Food Safety Delivery Plan

This document is the Burnley Food Delivery Plan. This Plan is a requirement of the Food Standards Agency and has been drawn up in accordance with the Food Standards Agency's Framework Agreement (amendment 5, April 2010). This ensures a consistent approach across England and Wales, which enables the Food Standards Agency to address how we are doing and allows useful comparison for benchmarking performance with other local authorities to be undertaken of performance and service delivery.

It sets out:

- An outline of the key services and work activity delivered
- The Council's statement on food safety and the links with corporate priorities and objectives
- A profile of the Borough including the political and managerial arrangements
- The demands on the service
- Summary of service activity in relation to premises inspection, complaints investigation, advice, sampling, infectious diseases, food safety incidents, liaison arrangements and promotional activities
- The resources deployed to meet these demands
- Quality assessment procedures and performance indicators

1.2 Profile of Burnley

The borough of Burnley is situated on the western edge of the Pennines, 21 miles north of Manchester. Along with Blackburn, Blackpool and Preston, Burnley is a key business, service and retail centre in Lancashire. Burnley has a diverse population of around 87,000 and an area of 42.7 square miles, situated at the confluence of the River Calder and Brun and with the Leeds Liverpool canal running through the borough.

Burnley has strong sense of identity and pride that stems back from its long manufacturing history. The connectivity of the Borough today is primarily by its road and rail links that services the town's residents, employers and service suppliers.

One of the unique things about Burnley is the mix of our industrial heritage and our growing modern and innovative sectors and facilities. One minute you can be in a state-of-the-art laboratory and the next in a traditional canal-side café.

Growing the economy of the town and maintaining a clean, green and safe Borough are key strategic priorities of the Council for its residents.

Our growing status as a university town goes hand in hand with our digital jobs success. In fact, we rank second in the UK for digital jobs growth. During 2014-2015 alone, we saw annual growth of almost 162%, compared to 2% across Great Britain and 30% across the rest of the North West. With UCLan committed to having 4,000 university students in Burnley by 2025, we are excited to see this sector further expand.

Other accolades include Burnley being named as one of the UK's leading Tech Towns in a recent report by Tech Nation which identified Burnley as one of the top 16 towns in the UK for the growth of its digital sector. Burnley was positioned 2nd in the UK for digital jobs growth in 2018. Burnley continues to buck national trends with private sector jobs growth figures consistently ranking in the UK's top ten (Burnley 9.7%, Lancashire 3.0%, North West 5.9%, UK 5.9% ONS BRES).

1.3 The Council Structure

Burnley Council is divided into 15 wards served by 45 councillors. The Council is based on a Cabinet structure with 6 Portfolios, a Leader and 5 Executive portfolio holders; there are 4 Committees including 1 Scrutiny Committee. The Food Safety Team sits within the Community and Environmental Services Portfolio.

The Key Corporate objectives, governance arrangements, and decision-making timetables are outlined in 4 key corporate documents:

- The Council's Constitution & Scheme of Delegation
- Strategic Plan
- Forward Plan of key Decisions and Private Meetings
- Burnley's Community Strategy

1.4 The Management Structure

The Council management structure comprises the Chief Executive, a Chief Operating Officer and 7 Heads of Service.

The Food Safety Team sits within Streetscene. The Environmental Health and Licensing Manager have responsibility for environmental health and licensing functions. The team shares an office with the Environmental Protection and Safety Team, which is beneficial to service delivery and joint working, particularly as the Food Safety Team also has responsibility for enforcing health and safety within food premises. However currently we are all working from home, with just one officer covering the office daily.

From 1st January 2016 the Council procured a strategic partner to deliver a range of services within a reduced cost base. The Environmental Health and Licensing functions form part of the suite of services that are now outsourced to the private sector.

The overall aim of the contract with respect to Environmental Health is:

“To provide a professional environmental health and licensing service that protects the public and assists businesses to meet their public health obligations”.

Officers currently working for Burnley Borough Council delivering the food safety service are now seconded to the strategic partner, Liberata. A detailed contract for delivery has been developed to ensure an effective contractual relationship, continuity of service delivery, risk management and the maintenance of high-quality services.

The Strategic Partnership arrangements that are in place between the Council and Liberata maintain a robust approach to ensure that strong performance of the Council's regulatory provisions and services are maintained. In relation to the purpose of this report and the Council's annual review of food safety enforcement, Members of the Council's Scrutiny Committee have reviewed the Delivery Plan, activity to date and have recognised the strong performance of the Team in maintaining food standards.

Up to February 2020, the Team maintained a high level of performance in terms of numbers of food inspections carried out. As we were advised from the FSA to discontinue with inspections due to Covid19 issues towards the end of February, 2020, we could not complete the food safety delivery programme. From the end of Feb/beginning of March 2020 we then entered a new phase where officers from all teams spent most of their time supporting and advising businesses in the borough on the `working safely guidance` and other public health issues relating to the Covid19 Pandemic.

1.5 Burnley Borough Council Statement on the Food Safety Service

The overarching purpose of the service is to:

- protect the health of the public through its statutory and non-statutory responsibilities in food safety and a variety of public health measures; and
- ensure quality food for healthier communities

2.0 SERVICE AIMS AND OBJECTIVES

2.1 Service Aims - Food Hygiene and Infection Control Service

- Safeguard public health through the regular inspection of food premises at a frequency appropriate to the risk
- Respond to complaints from the public and other agencies relating to food safety.
- Promote good practice in food hygiene through the provision of education, advice and training.
- Discharge the Council's statutory and other responsibilities in a positive and efficient manner, in line with relevant enforcement protocols.
- Ensure advice and assistance is readily accessible to the public and businesses alike
- Investigate the occurrence of food related infectious disease, prevent the spread and take action to prevent recurrence or enforcement action as appropriate
- Carry out programmed and reactive food sampling and microbiological swabbing to support local, national and regional programmes and investigations

2.2 Links to Council Objectives

Burnley Borough Council has a range of corporate objectives covering the four themes, “People”, “Places”, “Prosperity” and “Performance”.

People:	Creating flourishing, healthy and confident communities
Places:	Making the Borough a place of choice
Prosperity:	Promoting transformational economic change for Burnley
Performance:	Ensuring a continuous focus on improvement in all aspects of the Council's performance.

Environmental Health and the Food Safety Service cuts across the four corporate themes by:

- Improved health standards – responding to broader public health initiatives to improve the health and wellbeing of citizens.
- Developing a diverse business base with an entrepreneurial culture and supporting business growth.
- Embedding the partnership with Liberata within the Council's budget, strategic vision and commercial strategy.
- Proactively supporting the borough's businesses to innovate and expand and make the borough a natural choice for business relocation.

2.3 Service Objectives

The Environmental Health & Licensing Service act on the front line. They directly provide services that affect people's daily lives. We provide protection to users of taxis, customers of food businesses, employees in offices, shops and warehouses and help to those suffering the effects of noise nuisance. We police premises which pollute the atmosphere and monitor a whole range of

activities that help to make the Borough healthier. Our role is not only to regulate and enforce, but also to help and advice, so that businesses can thrive and residents and visitors to the Borough have improved health choices.”

Service objective from March 2020.

Changes on local authority powers and duties resulting from Coronavirus had a profound affect on Environmental Health & Licensing. The Covid19 Pandemic forced the UK Government into lockdown from March 2020. The Government response was to take a host of complex measures, including restrictions on public transport and international travel, school & workplace closures, bans on public gatherings and other steps to create social distancing. These interventions represented an unprecedented challenge for local governments. The focus needed at the household and community level highlights the pivotal role that local government have had to play in response to the crisis. Environmental Health & Licensing have played a vital role in explaining rules and regulations to the local businesses and local communities and supporting businesses in how to operate in a safe, covid- secure way.

Key Food Safety objectives include:-

- Establish and deliver a programme of targeted and risk-based interventions and inspections in food premises, providing advice on legal obligations and taking an escalated approach to enforcement action.
- Improve the proportion of food businesses with Food Hygiene Ratings of 3, 4 or 5.
- Monitor, record and report on the programme of activities to relevant bodies to ensure the Council's obligations are being met, resources are targeted appropriately, and steps are taken to make any necessary improvements.
- Investigate the occurrence of food related infectious disease and take the necessary action to prevent the spread or recurrence, working collaboratively with Public Health England and other key partners
- Deliver a programme of targeted proactive sampling of food products.
- Offer a comprehensive advice and support service to business regarding any relevant food legislation and compliance, offering specific support for those wishing to establish a food business within the Borough.
- Investigate complaints about food products or food establishments and take any action that is required on a coordinated local, sub-regional, regional or national basis.
- Work collaboratively across Lancashire with other Environmental Health and Trading Standards professionals to ensure consistency, improvement and the delivery of an effective high-quality service
- Advise, provide support and enforce Health and Safety standards within food businesses
- Work in collaboration with partners in addressing key health inequalities in the Borough.
- Proactively obtain feedback from food businesses regarding the service to ensure continuous improvement in service deliver.
- Support the on-going professional development of officers to deliver high quality services that meet the needs of the public and the requirements of the Gold Standard Investors in People status of the Council.
- Implement the Council's appraisal system for training needs and performance based on the principles of Continuing Professional Development (CPD) and meeting the requirements of the relevant professional bodies including the Chartered Institute of Environmental Health

2.4 Links with other Plans:

Food safety activities support and link to the following key Council and inter-agency plans:

- PHE North West 2017 Outbreak Plan
- PHE C&L Care Home OB Plan 2018
- East Lancashire Equality and Inclusion Strategy 2014 to 2017
- Burnley Council Major Emergency Plan September 2019
- Burnley Multi-Agency Flood Plan September 2019
- Lancashire Resilience Forum. (Outlines roles and responsibilities of organisations including District and Unitary Councils)
- Business Continuity Policy - April 2016
- Principles and Practice Recommendations for the Public Health Management of Gastrointestinal Infections 2018

3 FOOD SERVICE

3.1 Food Safety Team

The Food Safety Team is overseen by the Environmental Health and Licensing Manager and the Principal Officer. Both are qualified Environmental Health Officers (EHO's) and experienced in food safety matters.

The Principal Officer heads a team of 3 (2.1 FTE) with 1 Environmental Health Compliance Officers (0.8 FTE) and 2 Workplace Compliance officers (1.3 FTE). The EHCO holds the EHORB Higher Certificate and Higher Certificate in Food Control. Activities are undertaken in line with the professional requirements as outlined in the Code of Practice.

The service is also supplemented through consultants who undertake a range of lower risk inspections (Categories C and D) but no enforcement activity. On occasions, further technical expertise is sought from external professionals to assist with more complex matters.

3.2 Food Standards

The Trading Standards functions within the Borough are carried out by Lancashire County Council. There is a good working relationship between the two services and a good track record of liaison via the Lancashire Food Officers' Group and joint working initiatives.

3.3 Scope of the Food Service

The Service is delivered by the Food Safety Team with additional support as outlined above. The team complies with the Food Standards Agency Codes of Practice and Local Government Regulation guidance for the purposes of food safety including the Regulators' Code. Enforcement action is undertaken in accordance with the Council's Enforcement Policy and follows a graduated approach.

Areas of core service delivery include:

- Developing and delivering a programme of planned food hygiene interventions meeting statutory obligations as set out in the Food Standards Agency Code of Practice. The programme will be focussed on those businesses that are not broadly compliant and with Food Hygiene Ratings of 0, 1 or 2 and those premises that are unrated.
- Implementing alternative approaches such as coaching and mentoring to deal with non-compliance
- Operating the Food Standards Agency Food Hygiene Rating Scheme in accordance with the Brand Standard for all relevant food businesses and taking the necessary steps to publicise the ratings.

- Approving and regulating any food activities and premises requiring approval and subject to Regulation EC No 853/2004
- Consideration of any requests from a business or making approaches to businesses for the purpose of entry into a Primary Authority relationship with them.
- Responding to complaints about food premises and the fitness and wholesomeness of food sold in the Borough
- Planning and implementing an annual food and environment sampling programme for microbiological quality and chemical purposes and participation in the Lancashire Food Officer Group programmes as resources permit.
- Acting on Food Standards Agency alerts and incidents in accordance with recommended action and relevant parts of the Code of Practice
- Preparation of contingency plans to be used in the event of an incident or when the Major Incident Plan is invoked
- Maintaining and recording food establishment registration applications and maintaining the register in accordance with the relevant statutory provisions and Code of Practice.
- Investigating and liaising with Public Health England to deliver infectious disease and outbreak investigation and control.
- Service promotion including press releases and articles, leaflets, talks and presentations to relevant parties, seminars, conferences, displays and exhibitions. This includes national initiatives such as National Food Safety Week.
- Preparation of evidential files and reports to the Council for use in legal action, court proceedings or formal Committee hearings.
- The management of any contractors engaged to undertake duties

3.4 Data Profiles

We have adopted a new specialist cloud- based system, Uniform, by Idox, for managing and reporting across Environmental Health. Through smart technology Idox have evolved their front-line services in response to the changing needs of society and claim the system will deliver improved outcomes for the citizens within the borough of Burnley.

We can now fully utilise the database, however we still need to develop and set up the reporting side of the system. The next phase is to use the mobile app to give officers the option to work on site, which will involve improving access to the database. We continue to move towards a digital system to improve service efficiencies and reduce paper-based records.

The following Table provides a summary of the last 4 years of Food Businesses and their risk rating profiles. The ratings are defined in the FSA Food Law Code of Practice with A representing the highest risk premises and E the lowest which are subject to a self-assessment and reporting procedure.

Table1: Number of Food premises by Risk Rating Category

Risk Rating Category (Inspection Frequency)	No. of Food premises 2016/2017	No. of Food premises 2017/2018	No. of Food Premises 2018/2019	No. of Food Premises 2019/2020
A (At least every 6 months)	3	0	2	0
B (At least every 12 months)	30	30	27	29
C	125	116	123	120

(At least every 18 months)				
D (At least every 24 months)	345	367	352	349
E (Alternative strategy for inspection)	377	380	378	392
Unrated	25	20	24	30
Outside Programme	11	18	23	17
TOTAL	916	931	929	937

Table 2: Premises Approved Under EC Regulation 853/2004

The following table highlights those premises which require approval under EC Regulation No. 853/2004 due to the specific nature of their activities.

Approved premises	2016/17	2017/2018	2018/2019	2019/2020
Approved Fish processing premises	2	2	2	2
Meat and meat products approved premises	2	2	2	2
Milk and milk products approved premises	1	1	1	1
The approved treated stomachs establishments	1	1	1	1
Stand - alone Cold Store	1	1	1	1

Table 3: Premises Profile

The following table provides the detail of the types of premises within the Borough.

Description	No. of premises 2016/17	No. of premises 2017/18	No. of premises 2018/2019	No. of premises 2019/2020
Primary producers	3	3	3	3

Manufacturers/processors	21	21	24	23
Distributors/transporters	5	9	14	13
Retailers	280	270	268	269
Restaurants and other caterers	605	624	615	626
Importers/Exporters	2	4	5	3
TOTAL	916	931	929	937

Table 4: Service Requests

The following is a summary of requests for service received by the Food Safety Team since

Request type (includes all requests for service relating to any food business)	2015/16	2016/17	2017/2018	2018/2019	2019/2020
Infectious diseases	130	99	144	112	128
Advice requests	261	354	429	287	218
Complaints regarding Hygiene at premises	94	83	66	300	324
Advice on unfit/contaminated food	12	6	10	2	N/A – no longer have the category
Complaints re unfit/contaminated food	44	59	54	64	91
Food Hygiene Re-rating visits	28	30	9	23	15
Total	574	633	712	788	776

*We have moved to a new MIS (Management Information System) where the recording method is slightly different. We no longer record advice on unfit/contaminated food, these will be merged into advice & complaints re unfit/contaminated food.

Table 6: Levels of Compliance in Food Businesses

The following table indicates the number of broadly compliant premises across the Borough which is a key performance measure used within the service

Year	Total number premises	Total Number of Businesses within the programme	Total No broadly compliant within the programme	Target %	Actual %
2014/15	867		794	100	92
2015/16	899		848	100	93
2016/17	893		872	100	98*
2017/18	929		860	100	98**

2018/19	937		864	100	97**
2019/20	926	771	750	100	97
2020/21	908	776	761		98

*This excludes the number of unrated businesses and premises outside the programme

** This excludes the no. of unrated businesses and premises outside the programme

In 2019/2020 we completed 245 inspections and there were 37 businesses on the intervention programme that were not visited which were due in February/March 2020. This was due to restrictions on entering and inspecting premises due to Covid19.

3.5 Local Challenges

The service faces the following challenges:

- A high number of takeaways/restaurants and temporary food stall undertake their food preparation out of traditional office hours.
- A high turnover of businesses where the food business operator can change and a new business requires a new inspection and a new rating.
- Understanding the cultural issues and needs of the ethnic minorities who operate food businesses in the borough and whose first language may not be English
- Reducing staff resources and uncertainties regarding the future model for delivery and the potential impact on the service.
- Economic downturn and local economic deprivation is reflected in the reluctance of some smaller local food businesses to invest in repairs and refurbishment of their premises.

3.6 Access to the Service

The Service is delivered from the Council offices at Parker Lane, Burnley. The Public can access the service via telephone, e-mail or in person by visiting the Contact centre on Parker Lane in Burnley. Normal business hours are 9 am to 5pm Monday to Friday.

Out of hours work is also undertaken from time to time as the need arises.

In addition, a 365-day/24 hour telephone contact service is available for appropriate emergencies.

The authority has actively participated in Inter-Authority Auditing (IAA) through a programme of audit agreed through the Lancashire Food Safety Group.

3.7 Enforcement Policy

The Food Safety service operates in accordance with the Regulators Code, the Code for Crown Prosecutions and the Human Rights Act.

Copies of the Compliance and Enforcement Policy for the Food Safety Team are currently unavailable and are under review.

4. SERVICE DELIVERY

The aim of the Food Safety Team is to ensure the protection and good health of consumers in the Borough by enforcing relevant statute, Regulations and by educating and promoting high standards of quality and safety within the food manufacturing, catering and retail establishments of the Borough.

Delivery of the Food Hygiene Control Service is carried out in accordance with national procedures, Good Practice and guidance including:

- Food Law Code of Practice
- Food Law Practice Guidance
- Food Standards Agency Guidance
- The Brand Standard for FHRS

- Burnley BC Compliance and Enforcement Policy
- The Regulators' Code

4.1 Food Premises Interventions

The term “Intervention” refers to any reactive or planned visit to a food business in the course of delivering the Food Safety service. The Food Safety Team will undertake a programme of comprehensive and targeted interventions at food premises to ensure compliance with relevant legislation and the promotion of best practice. The frequency of inspections is determined by risk assessment for each type of food business and each Food business will be allocated a risk category ranging from A to E where “A” is considered to be highest risk.

4.2 Food Related Complaints

The Food Safety Team will consider, and where appropriate investigate food complaints or requests for service in accordance with internal procedures and relevant Codes of Practice.

Where necessary, samples will be submitted for analysis. Where appropriate intelligence will be gathered from complaint investigations and used to inform sampling programmes or project based work.

4.3 Primary Authority Scheme

There are currently no primary Authority Agreements with food businesses based in Burnley. The Primary Authority scheme is now regulated by the Regulatory Delivery Division of The Department for Business, Energy and Industrial Strategy (BEIS) The scheme covers trading standards, environmental health and licensing functions and for the first time businesses will be able to form a statutory partnership with a single local authority, which will provide robust and reliable advice that other councils must take into account when carrying out inspections or dealing with non-compliance.

The scheme builds on the foundation created by voluntary home and lead authority initiatives and looks to further develop consistent and proportionate enforcement across the country. It will affect how the Service carries out inspections and takes enforcement action at those businesses subject to a primary authority agreement.

4.4 Advice to Businesses

The Food Safety Team provides an advice service, which, encourages, advises and assists businesses to comply with food safety legislation.

If a business requires bespoke advice which can only be delivered at the premises there is a charge per hour for this advice.

4.5 Food Sampling and Inspection

The Food Safety Team undertakes programmed and reactive local sampling in a manner specified by relevant legislation, Codes of Practice and other guidance sources. Ad hoc project-based sampling of food, drink and the food environment activity is undertaken in liaison and co-ordination with other Lancashire Environmental Health Services and Public Health England in accordance with an agreed sampling programme and current resources.

A documented sampling programme for each year will be followed, considering local needs and priorities, subject to available resources and using a risk- based approach.

Examples of food sampled examined as part of the programme included the following foods:-

- Milk
- Ready to eat cooked meats and meat products
- Pies

4.6 Control and Investigation of Outbreaks of Food Related Infectious Disease

This Food Safety Team is responsible for investigating the notification of infectious diseases or suspected infectious diseases. The objective is to minimise the risk of spread of the disease and where possible, identify the source. Notifications may arise as formal notifications from G.P.'s or through informal routes such as laboratory notifications, self -notifications etc. Investigations are carried out by either the Council or Public Health England depending on the nature of the specific disease notification. The Council has a Joint Major Outbreak Plan for Managing an Outbreak of Food Poisoning or Communicable Disease in the Community developed in conjunction with partner agencies. Managing the investigation into major outbreaks can be very resource intensive and include the issuing of sample pots, visiting affected premises, and interviewing patients.

4.7 Food Safety Alerts and Incidents

This Food Safety Team responds to food safety alerts and incidents in accordance with FSA Code of Practice and good practice to ensure that public health is safeguarded. Alerts are received directly from the FSA using their automated notification system and acted upon accordingly.

4.8 Liaison with Other Organisations

The Food Safety Team works with other enforcement agencies, partners and other stakeholders for the purpose of developing consistency of enforcement, openness and transparency. The following table details the regular, ongoing liaison with external partners:

Partner Organisation type	Brief description
Other Local Authorities/Scientific support	Lancashire Food Liaison Group – Enforcement issues, sampling, policies, best practice, training, inter-authority audits etc. Public Health England – Food Sampling and examination, Communicable Disease control. Public Analyst – Chemical analysis etc. Environmental Health Lancashire Lancs County Council Trading Standards –Food Standards/Allergens
Local professionals	East Lancs Primary care Trust – working together on health promotion, infectious disease control, health inequalities etc.
Professional bodies and Agencies	CIEH- professional practice, consultation, training. FSA – statutory plans, guidance, training, annual returns, consistency of enforcement, best practice, training.

Within Burnley Borough Council, the Food Safety Team currently links with all services. Liaison is particularly strong for food safety issues with:

- Development control – for planning and building control applications
- Legal and Corporate Services – for litigation purposes

- Licensing
- Environmental Protection & Safety Team
- Market Hall Management
- Street Scene
- Building Control

4.9 Consumer Education and Health Promotion.

Health promotion remains an important element to the on-going commitment to improving public health and tackling health inequalities.

Although this element of the service is non-statutory, Burnley remains committed to supporting local Health promotion activity where resources permit.

We will continue to support local initiatives and local campaigns, working closely with other local or National partners to maximise the Impact and resources.

5. RESOURCES

5.1 Staffing

The Food Safety Team has an establishment of:

	Officer	FTE - Management	FTE- Operational
Management	Environmental Health and Licensing Manager	0.25	0
Delivery	Team Manager	0.2	0.8
	Env Health Compliance Officers	0	1.0
	Workplace Compliance Officer	0	1.0
Support	Admin	0.25	0.7

NB This core is supplemented by the use of consultants to undertake some lower risk inspection work.

All Food enforcement staff involved in service delivery meet the Qualifications, Experience and Training and Competence criteria contained within the Food Law Code of Practice. Each Officer has been individually authorised in accordance with their qualification and experience as described in this Code.

5.2 Staff Development

The Council has successfully obtained Investors in People award and is committed to retaining this. As part of this process all staff undergo an annual Performance and Development review which includes training needs. These individually identified training and development needs are carried forward after consideration by Managers. The Food Safety Team operates a documented procedure for the recording of qualifications, training and competencies.

Officers in the Food Safety Team have undertaken Lead Auditor training to assist in the operation of Inter-Authority Auditing with other Lancashire Councils.

The Council supports personal development by offering opportunities to attend internal courses and supporting attendance at external courses. In addition, the Authority offers internal training courses on a range of subjects, primarily concerned with personal development issues.

Previous training courses have included:-

1. Best Practice Day
2. Legal training
3. Outbreak Training
4. Sampling training
5. Consistency Training/FHRS Consistency Exercise

5.3 Local Initiatives, Joint Working and External Grant Funding

The Food safety Team has an excellent track record of joint working on local initiatives and success in securing external grant funding. Examples include:-

- Food Safety mentoring for local Businesses
- Implementing the National Food Safety Rating Scheme
- Joint initiatives with Trading Standards
- Business Events targeting the lower rated premises to improve compliance and allergen management
- Joint initiative with Public Health England Re: Infectious Disease Studies
- Delivery of Allergen Training with Trading Standards

6. SERVICE QUALITY AND DEVELOPMENT

6.1 Quality Assessment

The quality of the Food Law Enforcement Service in Burnley is monitored in various ways and was audited by the Food Standards Agency in November 2009 as part of its national review of IAA's.

6.2 Regional Peer Group Auditing

The Service is audited annually by peers from other Lancashire councils as part of the Inter-Authority Audit (IAA) scheme.

6.3 National Auditing

- The Food Service makes returns to the Food Standards Agency (FSA) on an annual basis. The FSA now use central surveillance methods on data to monitor local authorities

6.4 Commitment to Service Improvement

We regularly review existing policies and procedures to ensure our policies and procedures reflect local circumstances, good practice and National policy. Examples of National reports and papers influencing local procedures and priorities includes:-

- Findings from Inter-Authority Audits
- Findings from FSA audits/FSA Consistency exercises
- Review of the Service against the FSA Framework Agreement on Local Authority Food Law Enforcement
- The national Food Standard Agency guidance on the National Food Hygiene Rating Scheme
The "Brand Standard"

Regulating our Future

Commercialisation/commercial opportunities – changing the way we operate

In line with many other local authorities the food safety service is looking to become more commercial in the way it operates.

Recent commercial developments which are of benefit to both our local businesses, members of the public and the council include:

- A service that allows businesses to request a re-rating visit under the Food Hygiene Rating scheme. The business pays for the visit, which is based on a cost recovery fee, which benefits the business in terms of improving compliance and enhancing their customer image to boost trade.
- Introduction of a bespoke advisory service, again based on cost recovery that allows businesses to request an advisory visit from us to discuss the operation of their business and go through the 3 areas that the FHRs is based on, hygiene, structure and management.
- Assisting other local authorities in improving compliance in their boroughs by implementing projects, pioneered within the borough to target lower rated businesses and mentor them through educating them at workshops and mentoring them in the management of their food business.
- Assisting other local authorities in auditing officer training and competency including undertaking accompanied inspections and review of systems and procedures.

7. SERVICE REVIEW

7.1 Quality Review and Continuous Improvement

Service delivery will be regularly reviewed in line with this plan, and giving due consideration of National regulations, good practice and local priorities.

8. COVID19

8.1 Food Safety Delivery

Guidance from the FSA:

The FSA have extended the period for temporary deviation from the prescribed intervention frequencies set out in the Food Law Code of Practice until 30 June 2021. This will be kept under review.

The FSA have reminded us that the focus should remain on:

- physical onsite interventions for high risk and noncompliant establishments. These should be preceded by remote assessment where appropriate to help target what to consider onsite.
- to prioritise onsite visits to those establishments which are overdue on a risk priority basis.
- ongoing proactive surveillance to obtain an accurate picture of the local business landscape and, where new and emerging risks are identified.
- the inspection of new businesses/those opening after prolonged closure/those changing the nature of their operations.
- urgent reactive work including, but not limited to, following up on food incidents, investigating foodborne disease outbreaks, following up on complaints.

They state that failing to do so could be detrimental to public health, place additional pressure on the health service and would also put the local authority at risk.

Local authorities should also take account of any direction or expectations set in relation to measures required to control the spread of COVID-19 during the local lockdown by their own local authority and Public Health England.

Total interventions for food (from 01/04/20 to 09/02/21)

In line with FSA guidance and controlling the spread of Covid19, we have:

- completed 34 higher risk-rated inspections.
- completed 46 New Inspections.
- Responded to 551 service requests for food.
- contacted our manufacturers and approved premises and asked them for their Covid19 Risk assessments.
- Sent out over 100 self -assessments to our lower rated businesses and new businesses to allow us to prioritise and inspect the higher risk new businesses.
- Sent out emails to all our food businesses updating them on government guidance and regulations.
- Sent out via emails posters/leaflets to all our food businesses to enable them to display and communicate relevant messages to their customers on social distancing/hand hygiene/wearing face coverings.
- Updated new guidance /regulations and advice on our website.
- Made available various resources and tools on the website for businesses to use.
- Kept Councillors and colleagues up to date on initiatives carried out.
- Targeted the higher risk food businesses in the more deprived areas of the borough and delivered poster packs to these food businesses and assessed their compliance with covid secure measures and gave advice where necessary. Taking follow up action if necessary.

8.2 Covid19 work

As advised by the FSA, the majority of the Team has taken direction from the local authority/PHE and Central Government and has had to prioritise Covid19 duties to control the spread of Covid19 from March 2020 to the current day.

Both Licensing and Environmental Health Teams have worked together to control the spread of Covid19.

The Environmental Health Team have:

- Responded to 1142 Service Requests
- Managed and responded to over 30 workplace outbreaks. Officers have given advice to many of our largest manufacturers/warehouses/distribution centres. They have supported them throughout the outbreaks, offering advice with regards to covid19 secure measures/risk assessments/infection control/working practices. They have completed workplace checklists and liaised with the Workplace Health Protection Team at Lancashire CC and Public Health England. A number of the outbreaks have occurred over a period of a few months and have involved weekly meetings and updates with employees and LCC/PHE.
- Officers have also been involved in referring our larger businesses who have over 100 employees to the army who have then worked alongside our businesses, setting up a system of lateral flow testing and training up employees within the business so they can continue to deliver the programme to help control the spread of Covid19 in the workplace.

- Worked closely with businesses and sent regular updates to businesses via emails and texts throughout the pandemic. Updating businesses on the restrictions that apply and how to comply with new social distancing rules and regulations/hand hygiene advice and the wearing of face coverings.
- Working with businesses to provide them with the tools to comply with Covid19 Regulations and guidance . We have provided them with posters/leaflets/examples of Covid19 Risk Assessments. We have worked with the comms team and graphics and translated posters to Urdu/Bengali
- Covid Marshalls have worked with Environmental Health and hand delivered posters/letters to businesses throughout the borough. Helping businesses to get their business covid secure prior to opening up after lockdown.
- Covid Marshalls have continued to monitor businesses over the last few months to check on covid19 compliance. They have completed worksheets and referred non-compliant businesses to Env Health for follow-up visits/action.
- Officers have had to keep up to date with relevant government Regulations and Guidance and have had to understand the Regulations and produce template Notices/warning letters/warning emails throughout the Pandemic.
- Officers have had to keep up to date on the legislative changes in relation to Brexit issues including the issuing of Health Certificates for exporting foods.
- We have developed Covid19Monitoring checklists and have carried out targeted interventions at food retails businesses/chip shops/close contact services e.g.barbers/hairdressers. We have carried out over 30 visits to chip shops and over 100 visits to food retail businesses.
- In August 2020 we agreed to manage and deliver the Track and Trace service for all local authority referred cases of Covid19(Those that the national system could not contact!). Environmental Health have had to train officers from the housing team/streetscene/hub and then manage the allocation of cases and all the queries that then arise from a team of 12 contact tracers. In some cases, officers have had to door knock on resident's houses to check they are ok and to try get in touch with them by leaving a letter. The database has to be kept up to date and weekly returns completed. This has been an enormous task and very time consuming. The track and Trace team have responded to over 1000 cases. They have done an amazing job.
- Officers in the Environmental Health Team have also had to respond to hundreds of concerned members of the public with regard to covid19. We have answered these calls directly so they are not necessarily logged as service requests, and provided consistent advice to members of the public, some have simply wanted us to reassure them if they can travel to their loved ones at Christmas and what the latest government guidance is. Many have wanted advice on the covid testing centres and where and when they were operating/advice on self- isolating/household contacts /travelling/worship/symptoms/general public health issues.
- The Environmental Health Team have also had to deal with an increase in welfare funerals.

- More recently the Environmental Health Team have also been involved in setting up the Community Testing Centres for Covid19 for people who are not able to work from home. These have been used by Council staff also who can visit these centres prior to carrying out their visits so they can reassure businesses that they have tested negative prior to entering the business.
- Officers have received numerous complaints concerning businesses. Officers have had to deal with some very complex cases and have had to have regards to all the government advice and guidance before answering queries and have continuously had to keep on top of the changes in the legislation and guidance as we have moved into and out of national and local tiered lockdowns. This in itself has been a very difficult and time -consuming task.
- The Environmental Health and Licensing Team have kept a spread sheet and logged all visits/queries/incidents relating to Covid19 since March 2020. We have logged 2371 entries. We use this spreadsheet to enable us to complete both local and central government returns on a weekly basis.

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EXECUTIVE

BURNLEY TOWN HALL

Tuesday, 23rd March, 2021 at 6.30 pm

88. Health and Safety Intervention Plan (reviewed 2020/21)

Purpose

The regulatory team responsible for Health & Safety at Work enforcement must have in place an intervention plan to meet the requirements of statutory guidance. This report formally consults the Committee on the plans prior to their approval at Full Council.

Reason For Decision

Section 18 of the Health & Safety at Work Act 1974 and the subsequent National Local Authority Enforcement Code for Health and Safety (The Code) provide frameworks within which the Environmental Health & Licensing Team must operate when carrying out its public protection duties within workplaces. The frameworks require the Council to have plans in place to control these activities, and mechanisms for review. The intervention plan appended to this report has been prepared to satisfy the statutory requirements.

Decision

That Full Council be recommended to approve the Health and Safety Intervention Plan (reviewed 2020/2021), detailed at Appendix 1 to the report.

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Health and Safety Intervention Plan (reviewed 2020/2021)

REPORT TO EXECUTIVE



DATE	23 March 2021
PORTFOLIO	Community & Environmental Services
REPORT AUTHOR	Jill Wolfendale
TEL NO	01143999065
EMAIL	jwolfendale@burnley.gov.uk

PURPOSE

1. The regulatory team responsible for Health & Safety at Work enforcement must have in place an intervention plan to meet the requirements of statutory guidance. This report formally consults the Committee on the plans prior to their approval at Full Council.

RECOMMENDATION

2. Executive recommends to Full Council to approve the Health and Safety Intervention Plan (reviewed 2020/2021), detailed at Appendix 1 to this report.

REASONS FOR RECOMMENDATION

3. Section 18 of the Health & Safety at Work Act 1974 and the subsequent National Local Authority Enforcement Code for Health and Safety (The Code) provide frameworks within which the Environmental Health & Licensing Team must operate when carrying out its public protection duties within workplaces. The frameworks require the Council to have plans in place to control these activities, and mechanisms for review. The intervention plan appended to this report has been prepared to satisfy the statutory requirements.

SUMMARY OF KEY POINTS

4. The Health & Safety Intervention Plan has been produced to outline the health and safety regulation duties undertaken by Burnley Borough Council's health and safety team. The regulation of health and safety is split between local authority (LA) regulators and the Health and Safety Executive (HSE), the businesses we regulate as the LA are mostly in the service sector and include offices, shops, restaurants, care homes, hotels, tyre and exhaust fitters and warehouses. The HSE regulate health & safety in factories, hospitals, council run premises, schools, colleges, construction and agricultural premises.
5. The approach to health and safety regulation changed significantly in 2013, following the recommendations Löfstedt Report in 2011 and as an outcome of the Red Tape Challenge on health and safety. The changes resulted in the National Local Authority Enforcement

Code for Health and Safety which is designed to ensure that LA health and safety regulators take a more consistent and proportionate approach to their regulatory interventions. Responsibility for managing health and safety risks lies with the businesses who create the risk, however, health and safety regulators an important role in ensuring the effective and proportionate management of risks, supporting business, protecting their communities and contributing to the wider public health agenda.

Examples of some interventions carried out in 2019/2020 were inspections following complaints from members of the public, which resulted in the discovery of serious breaches requiring enforcement Notices. We also sent out advice to catering establishments on gas safety and electrical safety.

The first part of 2020 was dominated the COVID19 pandemic. Officers in all teams have worked hard to support and advise businesses in the borough on the `working safely` guidance. Since the start of the pandemic EH & Licensing officers along with covid officer colleagues have carried out over 2,300 interventions with businesses in Burnley, this includes visits/ re visits, specific emails, letters and telephone calls. Officers have dealt with hundreds of requests for advice from businesses and the public on The Health Protection (Coronavirus Restrictions) Regulations, in addition to working with Public Health England and Lancashire HealthProtection to investigate and manage workplace outbreaks. The hope is that towards the end of 2021 we can continue to pick up interventions listed as national priorities such as falls from heights and violence in the workplace.

FINANCIAL IMPLICATIONS AND BUDGET PROVISION

6. Health and Safety regulation is a core statutory service delivered by the Environmental Health & Licensing Team, under contract to Liberata UK Ltd.

POLICY IMPLICATIONS

7. As national regulators the Health & Safety Commission set and monitor national standards. The framework for local plans is prescribed to ensure “official controls” are consistently delivered across the country. Through audit, they monitor local authorities to ensure that local controls are effective, and they have intervention powers where delivery fails to meet the required standard.

DETAILS OF CONSULTATION

8. Scrutiny and Executive will be consulted prior to Full Council decision

BACKGROUND PAPERS

9. None

FURTHER INFORMATION

PLEASE CONTACT: Jill Wolfendale

ALSO: Karen Davies

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Environmental Health & Licensing Section

Health and Safety Intervention Plan

Reviewed 2020/2021

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Introduction

The Health & Safety Intervention Plan has been produced to outline the health and safety regulation duties undertaken by Burnley Borough Council's health and safety team. Health and safety regulation is split between local authority (LA) regulators and the Health and Safety Executive (HSE), the businesses we regulate as the LA are mostly in the service sector and include offices, shops, restaurants, care homes, hotels, tyre and exhaust fitters and warehouses. The HSE regulate health & safety in factories, hospitals, council run premises, schools, colleges, construction and agricultural premises.

The approach to health and safety regulation changed significantly in 2013, following the recommendations in "Reclaiming health & safety for all: an independent review of health & safety legislation" by Professor Ragnar Löfstedt in 2011 and as an outcome of the Red Tape Challenge on health and safety. The changes resulted in the [National Local Authority Enforcement Code for Health and Safety Enforcement](#), which is designed to ensure that LA health and safety regulators take a more consistent and proportionate approach to their regulatory interventions. It sets out the Government expectations of a risk-based approach to targeting. Whilst the primary responsibility for managing health and safety risks lies with the businesses who create the risk, LA health and safety regulators have an important role in ensuring the effective and proportionate management of risks, supporting business, protecting their communities and contributing to the wider public health agenda.

This Code sets out what is meant by 'adequate arrangements for enforcement' and replaces the existing S18 Standard, it concentrates on the following four objectives:

- a) Clarifying the roles and responsibilities of business, regulators and professional bodies to ensure a shared understanding on the management of risk.
- b) Outlining the risk-based regulatory approach that LAs should adopt with reference to the Regulator's Compliance Code, HSE's Enforcement Policy Statement and the need to target relevant and effective interventions that focus on influencing behaviours and improving the management of risk.
- c) Setting out the need for the training and competence of LA H&S regulators linked to the authorisation and use of HSWA powers; and
- d) Explaining the arrangements for collection and publication of LA data and peer review to give an assurance on meeting the requirements Of the Code.

Our commitment to Improving Health and Safety Outcomes

Burnley Council's 10 year vision for the Borough (*Burnley Council's Strategic Plan Updated Feb 2020*).

"Burnley and Padiham will be places where families choose to live because of our clean, safe neighbourhoods, beautiful parks and unspoilt countryside. Businesses will choose to invest in our borough because of our skilled workforce, our diverse, competitive, modern economy and a supportive council".

Our values:

One Burnley –Leading the Way

One Council –Working Together

One Team –Ambitious for Burnley

Burnley Borough Council has a range of corporate objectives covering the four themes, "People", "Places", "Prosperity" and "Performance".

People: Creating flourishing, healthy and confident communities

Places: Making the Borough a place of choice

Prosperity: Promoting transformational economic change for Burnley

Performance: Ensuring a continuous focus on improvement in all aspects of the Council's performance.

Service Aims and Objectives

To this end Environment Health and Licensing Service's overall aim is to:

"Ensure that Burnley is a safe and healthy place of choice to live work and enjoy leisure time. We act on the front line directly providing services that affect people's daily lives. We provide protection to users of taxis, customers of food businesses, employees in offices, shops and warehouses and help to those suffering the effects of noise nuisance. We police premises which pollute the atmosphere and monitor a whole range of activities that make the Borough a healthier place to be".

This intervention plan details how the Health and Safety Team intend to meet these objectives.

The aim of the health and safety service is to *protect the health, safety and welfare of employees in the borough and to safeguard others, principally the public, who may be exposed to risks from work activity.*

Page 5
The Health and Safety service is a core Statutory function, within the Environmental Health & Licensing service, as such the aim is to set priorities within our health & safety intervention programme that contribute to the health, safety and welfare of those exposed to work activities, the intervention plan aims to meet all of the requirements of the mandatory guidance issued under Section 18 of the Health and safety At Work etc Act 1974 that requires each local authority to make adequate arrangements for the enforcement of health and safety legislation.

Officers working for Burnley Borough Council delivering the health and safety service were seconded to the strategic partner, Liberata from January 2016. The Council will work with Liberata to deliver the Council's health and safety service from January 2016. A detailed contract for delivery has been developed to ensure an effective contractual relationship, continuity of service delivery, risk management and the maintenance of high-quality services.

Progress on all key areas of service unit activity will be fed into a balanced scorecard and reported to Members throughout the year. The key performance indicator relating to environmental health compliance services for 2019/20 is.

EHLPI 1: % of Programmed EH&L compliance inspections and interventions delivered in line with statutory targets.

The specific Key Performance Indicators measured for health and safety regulation are;

- Number of inspections of higher risk activities due on workplan undertaken (identified within HSE national code)
- Due Cat A (as per s18 risk rating) rated Inspections undertaken
- Non-inspection 'face to face' intervention due on workplan undertaken
- Non-inspection 'other contact' intervention due on workplan undertaken (information distributed, including information sent with food S/A)

Delivery of Priorities

Our delivery priorities will be achieved by;

- A proactive intervention programme which prioritises high risk or poor performing businesses over low-risk businesses
- Investigating workplace accidents in line with the service's accident investigation policy
- Responding to service requests in line with the service's expected standards
- Delivery of identified local priorities and HSE national priorities where appropriate.
- Delivery and participation in interventions that aim to reduce health inequalities as they relate to delivery in the workplace.
- Partnership working – work with other Council Departments, Environmental Health Lancashire, Environment Agency, Police, fire Officers, HMRC, joint work with Health and Safety Executive, and with Public Health England and other organisations to meet local and national targets or initiatives.
- Ensure enforcement decisions are consistent with our Enforcement Policy, the HSC's Enforcement Policy Statement and the Enforcement Management Model. (ensures proportionate, consistent, transparent and accountable enforcement - part of the Better Regulation agenda)
- Train and develop our staff to ensure competence. (encourages staff retention/recruitment and ensures credibility with local business)

Profile of the Local Authority

Burnley has a population of around 87,000 and an area of 42.7 square miles. It is 21 miles north of Manchester and 20 miles east of Preston, at the confluence of the River Calder and River Brun, with the Leeds-Liverpool canal running through the Borough. Neighbouring local authorities are Lancashire's Hyndburn, Ribble Valley, Pendle, Rossendale; and Calderdale in West Yorkshire.

During the Industrial Revolution Burnley became one of Lancashire's most prominent mill towns; at its peak it was one of the world's largest producers of cotton cloth. Burnley has strong economic links with the cities of Manchester and Leeds, as well as neighbouring towns along the M65 corridor. This is helped by excellent road and rail links including the recent reopening of the direct train line to Manchester.

In 2013, in recognition of its success, Burnley received an Enterprising Britain award from the UK Government, for being the "Most Enterprising Area in the UK".

Other accolades include Burnley being named as one of the UK's leading Tech Towns in a recent report by Tech Nation which identified Burnley as one of the top 16 towns in the UK for the growth of its digital sector. Burnley was positioned 2nd in the UK for digital jobs growth in 2018. Burnley continues to buck national trends with private sector jobs growth figures consistently ranking in the UK's top ten (Burnley 9.7%, Lancashire 3.0%, North West 5.9%, UK 5.9% ONS BRES). The town was also named the friendliest place in the UK by the Financial Times

Burnley Council is divided into 15 wards served by 45 councillors. The Council is based on a Cabinet structure with 5 Portfolios, a Leader and 4 Executive portfolio holders; there are 4 committees including 1 scrutiny committee. The health and safety team sits within the Community & Environmental Services portfolio.

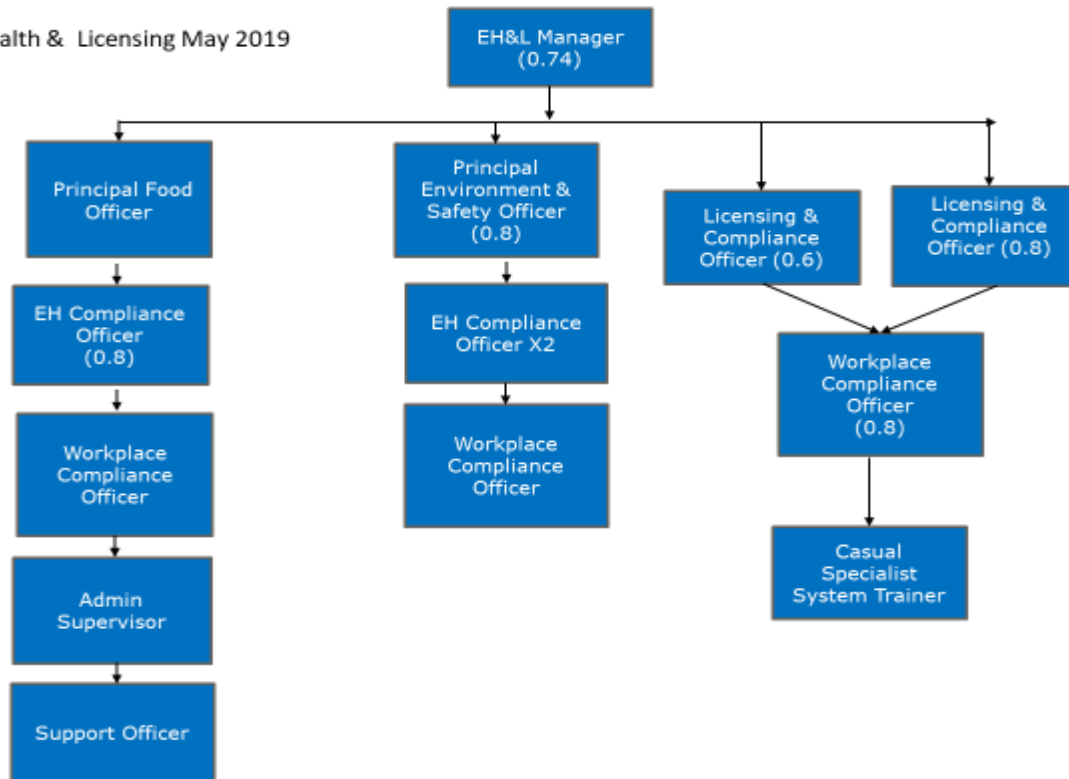
The Key Corporate objectives, governance arrangements, and decision-making timetables are outlined in 4 key corporate documents:

- The Council's Constitution & Scheme of Delegation
- Strategic Plan 2019/2020
- Forward Plan of key Decisions and Private Meetings
- Burnley's Community Strategy

Organisational Structure

Health and Safety Law Enforcement responsibilities are mainly discharged by the health and safety team with a range of support functions provided by a small complement of support staff, which also provides support for officers throughout the Environmental Health & Licensing service unit. The unit covers a number of functions which include health and safety regulation, food safety regulation, licensing, and environmental protection. Officers in the Food Safety team also undertake some health and safety work, particularly regarding 'Matters of Evident Concern' observed during food safety inspections. FTE refers to number of full-time equivalents working on Health and Safety.

Env Health & Licensing May 2019



Scope of the Health and Safety Service

The Health and Safety Team is responsible for providing the following services;

- The programmed and reactive inspection of business premises.
- Advice to new and existing business premises
- Other visits including advice and complaints investigation.
- The investigation of reported accidents
- Licensing of skin piercing premises
- Maintain a register of cooling towers
- Enforcement action in accordance with the Enforcement Policy.
- Workplace health promotional activities.
- Enforcement of Smokefree Legislation
- Advice in relation to events through Events Safety Group

Service Delivery

LAC 67-2 (Revision 9) Title: Setting Local Authority Priorities and Targeting Interventions

This Local Authority Circular, which was revised in 2020, provides LAs with guidance and tools for setting their health and safety priorities and targeting their interventions to enable them to meet the requirements of the Code. The LAC states that;

'In delivering their priorities LAs should ensure their planned regulatory activity is focussed on outcomes. The Code provides flexibility for LAs to address local priorities alongside the national priorities set by HSE.

LAs should construct their work plan to deliver specific outcomes. The plan is likely to consist of work to deliver those national priorities set by HSE, work to deliver local priorities and be accompanied by an inspection programme that meets the requirements of the Code'.

Annex A of the LAC Outlines a summary of national planning priorities

Brexit has changed rules and procedures for some businesses. There is specific guidance for these industries and work activities:

- Chemicals industry and the safe management of chemicals
- Placing civil explosives on the market
- Manufacture and supply of new work equipment

Exiting the EU may have implications in the future for UK health and safety legislation. Current changes do not affect local authority enforced premises.

Service delivery Interventions 2019/2020

Intervention Type	Number of interventions/ visits to 31/3/20	Number of interventions/ visits from 1/4/20 to 10/2/21
Proactive Inspection	Targeted Using National/local Intelligence	
	0	0
Other Visits/face to face contacts	0	1 (excludes covid19 visits)
Other Contact/ Interventions	168 Self assessments 97 Service requests & other contacts	407 self-assessments* 591 Service requests & other contacts *increase in self assessments sent due to pandemic
Visit to investigate health & safety related incidents.	0	Note Visits undertaken to businesses in response to Covid related concerns and to offer advice have been recorded differently. So not reported here. However, since the start of the pandemic EH & Licensing officers along with covid officer colleagues have carried out <u>over 2,300</u> interventions with businesses in Burnley, this includes visits/ re visits, specific emails, letters and telephone calls
Visits to investigate H&S complaints	2	
Visits following requests for H&S service from businesses.	2	
Revisits following earlier intervention.	0	

Service Delivery

Enforcement

All enforcement action will be taken by authorised and competent officers and in accordance with the Health and Safety Enforcement Policy. The following actions may be taken following an inspection or investigation.

Enforcement Action	Description	Number issued 2019/20	Number issued. 2020/21*
Improvement Notice	Legal Notice requiring works to be completed within a minimum of 21 days	3	0
Prohibition Notice	Legal Notice prohibiting an activity being carried out where there is a serious risk of injury	1	0
Deferred Prohibition Notice	As above but with a time delay allowing certain actions to be taken before the Notice comes into force	0	0
Simple Caution	May be offered in certain circumstances instead of prosecution	0	0
Prosecution	Where the health and safety offences are dealt with at Court	0	0

***Note: Notices have been issued in relations to breaches of Coronavirus Restrictions not under Health and Safety At Work Act 1974**

Liaison with Other Organisations	<p>Formal and informal relationships exist with the following organisations;</p> <ul style="list-style-type: none">• Health and Safety Executive (HSE)• Environmental Health Lancashire Health and Safety Officers Group• Environmental Health Lancashire Chief Environmental Health Officers• Public Health England• Ofsted• Lancashire County Council - Safeguarding• Lancashire Fire Service• Lancashire Police Service• Burnley Council Regeneration & Planning Policy• Better Regulation Delivery Office (BRDO)• United Utilities• HMRC• GENGA Partner organisations				
Staff Allocation	<p>Staff resources devoted to health and safety enforcement work as of 31 March 2020</p> <table><tr><td>No of HSWA Warranted Officers</td></tr><tr><td>5</td></tr><tr><td>Full Time Equivalent of warranted officers time spent on HSWA activity</td></tr><tr><td>1.7</td></tr></table>	No of HSWA Warranted Officers	5	Full Time Equivalent of warranted officers time spent on HSWA activity	1.7
No of HSWA Warranted Officers					
5					
Full Time Equivalent of warranted officers time spent on HSWA activity					
1.7					

Staff Development and Competency	<p>The service is committed to the continuing development of individual members of the team. The Council operate under the Investors in People Standards. Staff competency and training needs are assessed as part of the Corporate Performance and Development Reviews which are annually – any training or development needs that are identified at the review are fed into an annual training plan which links to the budget planning process.</p> <p>In line with revised Section 18 Standard our procedures will be reviewed to include the use of the HSE's Regulators Development Needs Assessment Tool (RDNA)</p>
The Regulators Code	<p>The Regulators' Code came into statutory effect on 6 April 2014 under the Legislative and Regulatory Reform Act 2006, replacing the Regulators' Compliance Code. It provides a clear, flexible and principles-based framework for how regulators should engage with those they regulate.</p> <p>Nearly all non-economic regulators, including local authorities and fire and rescue authorities, must have regard to it when developing policies and procedures that guide their regulatory activities.</p> <p>We are currently reviewing all our policies to ensure they comply with the Regulators Code</p>

Table 1

Health and Safety Workplan What we did last year 2019/20

	Interventions	Outcomes
Accident/Major Investigations	<p>2019/20</p> <p>A prohibition Notice and a number of improvement Notices were issued following investigations into a serious complaint about structural defects within a retail premises. The defects were as a result of years poor maintenance and lack of investment by the company into the structure of the building. As a result, employees were left working in unacceptable conditions and at risk of serious harm or injury.</p>	<p>2019/20</p> <p>Following the Notices, the company carried out significant works to the building and refurbished the ground floor of the shop.</p>
Health and Safety inspections	<p>It was planned that we would carry out a number of inspections in warehouses & care homes</p>	<p>Issues re staffing prevented proactive inspection in the first half of the year as H&S staff were having to assist in other teams. Reactive work on H&S was prioritised.</p>
Complaints/ Requests for Service	<p>As already outlined from March 2020 the number of service requests related to the pandemic was unprecedented. Prior to March service requests and complaints were mainly in relation to general health and Safety conditions, consultations on new licensing applications and skin piercing licences.</p>	<p>From the beginning of March team members pulled together to try and respond as quickly as possible to all the requests received from business and members of the public in respect of the new restrictions. Fortunately, extra staff resources were provided to assist to team to meet the ever-increasing demands throughout the rest of 2020 to date.</p>

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EXECUTIVE

BURNLEY TOWN HALL

Tuesday, 23rd March, 2021 at 6.30 pm

90. Bulky Waste Price Reduction Extension

Purpose

To seek approval to extend the price reduction for the Bulky Waste collection service for a further 6 months.

Reason For Decision

The initial trial period for the price reduction for the Bulky Waste Collection service was from January to March 2021. The trial has been extremely successful and very well utilised by residents. The number of requests for the Bulky Waste collection service have significantly increased during the trial period. By extending the price reduction for an additional 6 months, this will allow a longer-term assessment to be made in relation to the price and the demand for the service.

The extension of the price reduction will support local residents through the Covid recovery period and encourage continued use of the Bulky Waste collection service. This approach will support social distancing measures by encouraging residents to continue to use the service, whilst avoiding an increased impact upon Lancashire County Councils Household Waste Recycling Centres (HWRCs), which are currently operating under restrictive operational measures.

Decision

- (1) That subject to recommendations (2) and (3) to keep the Bulky Waste collection service charge at the reduced price of £6.90 for a further 6 months from the expiry of the current trial;
- (2) That Full Council be recommended to carry forward the unspent waste contingency budget from 2020/21 into the next financial year; and**
- (3) That Full Council be recommended to approve any shortfall in income during the 6-month trial to be met from the unspent waste contingency for 2020/21 and/or Covid Reserve.**

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Report to the Executive



DATE	23rd March 2021
PORTFOLIO	Community & Environmental Services / Resources
REPORT AUTHOR	Sean Spencer
TEL NO	01282 477301 Ext 3402
EMAIL	sspencer@burnley.gov.uk

Extend the Bulky Waste Price Reduction

PURPOSE

1. To seek approval to extend the price reduction for the Bulky Waste collection service for a further 6 months.

RECOMMENDATION

2. The Executive is recommended to:
 - a) Subject to paragraphs 2(b) and 2(c) to keep the Bulky Waste collection service charge at the reduced price of £6.90 for a further 6 months from the expiry of the current trial.
 - b) Recommend to Full Council to carry forward the unspent waste contingency budget from 2020/21 into the next financial year.
 - c) Recommend to Full Council that it approves any shortfall in income during the 6 month trial to be met from the unspent waste contingency for 2020/21 and/or Covid Reserve.

REASONS FOR RECOMMENDATION

3. The initial trial period for the price reduction for the Bulky Waste Collection service was from January to March 2021. The trial has been extremely successful and very well utilised by residents. The number of requests for the Bulky Waste collection service have significantly increased during the trial period. By extending the price reduction for an additional 6 months, this will allow a longer-term assessment to be made in relation to the price and the demand for the service.
4. The extension of the price reduction will support local residents through the Covid recovery period and encourage continued use of the Bulky Waste collection service. This approach will support social distancing measures by encouraging residents to continue to use the service, whilst avoiding an increased impact upon Lancashire County Councils Household Waste Recycling Centres (HWRCs), which are currently operating under restrictive operational measures.

SUMMARY OF KEY POINTS

5. In December 2020, a decision was reached to reduce the price of the Bulky Waste collection service by 50% to £6.90 for a 3-month trial period from January until the end of March 2021.
6. The table below shows the numbers of requests for the Bulky Waste service over the last 2 years. *It should be noted that 2021 figures only show the number of requests up until 8th March 2021:

Year	Jan – March	April – June	July – Sept	Oct – Dec
2019	846	859	887	830
2020	912	1145	1385	1190
2021	2067*			

7. As the table clearly shows, there has been a significant increase in demand for the Bulky Waste Collection service during both the periods of lockdown and also due to the success of the price reduction. The current pilot is of a single charge of £6.90 for one collection of up to 4 household items. The number of requests for the Bulky service in quarter one in 2021 is almost three times the numbers received during both 2019 and 2020. By extending the trial for a further period, a full assessment can be made to determine if pricing has a significant affect upon demand for the service. It is proposed that a business case can be pulled together, with a view to reviewing the service charge on a longer-term basis.
8. The Bulky Waste service normally operates with one hundred Bulky Waste collection slots taking place each week. During the trial period, the number of Bulky waste collection slots made available was increased to two hundred collections per week. This was achieved operationally by utilising the Garden Waste staff and vehicles during the winter shutdown for the garden waste service.
9. The Garden waste service restarts from 15th March 2021. In order to extend the price reduction for the Bulky Collection service and keep the increased number of Bulky Waste collection slots available, there will be an increase in operational costs. It is anticipated that these additional costs may be met from the additional income generated if the current demand is sustained (see paragraph 12) but it is difficult to predict this with certainty and therefore it is proposed that any shortfall in income should be met from the council's waste contingency and/or Covid reserve.
10. It is anticipated that if the demand sustains at the current levels, there would be a need for 2 additional collections crews to operate each Monday to fulfil the additional Bulky waste collections. The additional cost to provide this service for a 6-month period would be approximately £30,000.
11. The HWRCs managed by Lancashire County Council are currently operating under restrictive measures. Residents are only able to take one waste stream at a time to the HWRCs and are unable to freely walk around the sites. In addition, the HWRCs operatives

that would normally assist with unloading larger items for recycling have been unable to assist with this due to complying with social distancing measures. Therefore, by extending the Bulky waste trial it offers residents a reduced-price service which supports continued compliance with the Covid related restrictions.

FINANCIAL IMPLICATIONS AND BUDGET PROVISION

12. By reducing the price of the bulky waste service by 50%, there will potentially be an impact upon the income generated. The price reduction from Jan – March didn't affect the income budget for 2020/21, this was in the main due to the fact that the budget for the full financial year had been achieved by December 2020, due to increased demand for the service caused by lockdown. The final projection is that income for 2020/21 will exceed budget by approximately £30k.
13. The income generated during the trial period Jan- March 2021 is in line with budget expectations. Although the price for the service was reduced, the demand for the service has increased. Between Jan-March when Bulky collections were reduced to £6.90, the estimated income during this period is approximately £14,000. If the demand for the service sustains at these levels, this would satisfy current income budgets, however this remains unknown. It is suggested that should the trial be extended, the demand and any financial impact will continue to be monitored and managed via the budget monitoring process. As recommended, with any shortfall met from the unspent waste contingency budget which at the time of writing this report stands at c£48,500 and/or the Covid reserve.

POLICY IMPLICATIONS

15. This supports the strategic objective to maintain a clean, safe, attractive and environmentally friendly borough, whilst assisting resident during the easing of lockdown.

DETAILS OF CONSULTATION

16. The council's scrutiny committee will be consulted on 17th March 2021

BACKGROUND PAPERS

17. Full Council fees and charges decision of 16th December 2021

FURTHER INFORMATION

PLEASE CONTACT: Joanne Swift

ALSO: Lukman Patel

Calendar of Meetings 2021/22

REPORT TO FULL COUNCIL



DATE	14/04/2021
PORTFOLIO	Leader
REPORT AUTHOR	Eric Dickinson/Alison McEwan
TEL NO	01282 477256/
EMAIL	edickinson@burnley.gov.uk and amcewan@burnley.gov.uk

PURPOSE

1. To consider a Calendar of Meetings for 2021/22.

RECOMMENDATION

2. That a Calendar of meetings for 2021/22 be approved (Appendix 1).

REASONS FOR RECOMMENDATION

3. To ensure that the Committee structure is proportionate to the budget, size and business of the organisation.

SUMMARY OF KEY POINTS

4. Full Council cycle

Currently Full Council operates on a 12-weekly cycle, and meets on a Wednesday.

The Annual/Appointments meeting in May and the Budget meeting in February are statutorily required. Over the last few years “other” business has also been conducted at these meetings as necessary.

Other Full Council meetings in July, September, and December also now deal with Outturn (July), Budget Monitoring (quarterly) and changes to the Budget for the following year (Sept and Dec).

As much business as possible will be dealt with at the previous Full Councils so that there may not be a specific business need to hold the April Council. The April meeting however will still be included in the Calendar just before Easter in 2022 but can be cancelled if Group Leaders decide there is no need for the meeting.

Extra FC Meeting end of January

Members have highlighted that a significant workload of non-Budget items arises in the cycle after Christmas, which combined with Budget items creates an oversized agenda for meetings in February.

It is proposed therefore that an extra meeting cycle takes place for Scrutiny and Executive, culminating at the end of January with an extra Full Council, in order to reduce the workload for the Budget Council at the end of Feb. This was the case until a few years ago, since when the cycle was lengthened to generally reduce the number of Council meetings

No change in general to the current 12-week cycle.

5. Executive

In general, a change is proposed so that the Executive meets on a Wednesday, rather than a Tuesday. This will allow the appropriate resources from Democracy to be available during the mid-part of the week to deliver the service required.

It is still proposed to have only a 1-week gap between Executive and Full Council, to ensure as streamlined a decision-making process as possible.

Any late items for the Executive meeting which also need to go to Full Council should be expected to be known by the Tuesday before the Executive i.e. when the Full Council agenda is published.

Particular arrangements have previously been put in place at Budget time to provide 5 clear working days between Budget Executive and Budget Council so that the outcome of the Executive meeting is clear when the Full Council agenda is published. Therefore it is proposed that Budget Exec will continue to be on a Monday.

No change to the current 6-week cycle.

It should be recognised that when Executive Urgency procedures have to be followed due to an Executive meeting being too distant, then there is a cost in Officer time (dictated by statutory arrangements) to publish relevant additional Notices, liaise with the Scrutiny Chair, and report retrospectively Urgent Officer Executive Delegations to the Executive and Full Council.

6. Scrutiny Committee

Following the work done by the Governance Working Group in recent years, there has been consistent and strong feedback from Members that there should be a longer time gap between Scrutiny and the Executive if possible, in order to allow the views of Scrutiny to be fed back to Executive Members and considered by them in good time before the Executive meeting.

Members especially want to avoid a Scrutiny Committee on the day before the Executive.

In general, therefore the proposed calendar proposes a week between Scrutiny and the Executive, with Scrutiny on a Wednesday.

There are particular clearing processes for budget reports being considered at Scrutiny and Executive, i.e. for cycles in July, September, December, and February, and therefore to allow these processes to work it is proposed that Scrutiny will be on Thursdays during these cycles.

This is currently the process in February at Budget time and so in effect has been extended to July, Sept and Dec.

7. Audit and Standards Committee

An Audit and Standards Sub Committee of 5 Members also meets ad hoc when required to deal with Standards Hearings.

To generally meet on a Wednesday.

No change to the current arrangements.

8. Licensing Committee and Licensing Sub Committees

The 15 Member Licensing Committee is scheduled to meet 4 times each year. In the February cycle it sets fees, and during the year it is scheduled to meet to consider policy items as required. When there has been insufficient business, then the meetings have been cancelled.

Legislation requires it to have between 10 and 15 Members, and currently there are 15.

To generally meet on a Wednesday .

There are two Sub Committees, one for Taxis (7 Members) and the other for alcohol and licensed premises (all 3 Members to attend plus a 4th as Reserve), both picked from a Pool of all Licensing Members.

No change to the current arrangements.

9. Development Control

No change to the 4 weekly meetings , due to statutory deadlines.

To generally meet on a Thursday.

10. Member Training and Member Structures Working Group.

No change to the current arrangements-MSWG at 4.30pm.

Member Workshops (MW) are usually on a Wednesday, and MSWG is generally on a Thursday.

11. Times of formal Committee meetings

No change to the current arrangements at 6.30pm.

12. Recommendations for 2021/22

An attached 2021/22 calendar has been drafted based on a 12-week Full Council cycle (Appendix 1) and the proposals outlined in the report.

FINANCIAL IMPLICATIONS AND BUDGET PROVISION
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13. None.

POLICY IMPLICATIONS

14. It is good practice to review arrangements for the discharge of the Council's functions from time to time to ensure they maintain the right balance between efficiency, economy and effectiveness

DETAILS OF CONSULTATION

15. **Democracy Team and MSSOG/ Management Team**
 Head of Housing and Development Control/Head of Streetscene and Licensing Team/
 Internal Audit Manager/ Strategic HR Consultant.
 Member Structures and Support Working Group.

BACKGROUND PAPERS

16. None.

FURTHER INFORMATION PLEASE CONTACT: ALSO:
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	May-21		Jun-21		Jul-21		Aug-21		Sep-21		Oct-21		Nov-21		Dec-21		Jan-22		Feb-22	Mar-22		Apr-22		May-22		Jun-22		Jul-22			
Sunday							1													1											
Monday							2					1									2	BH									
Tuesday			1				3					2							1		1				3						
Wednesday			2	S				4	1	MW			3	1	E			2	LIC	2				4	1	S					
Thursday			3			1	5	2							4	2			3			3				5	ELEC	2	BH		
Friday			4			2	6	3	1			5	3			4			4			1			6	3	BH	1			
Saturday	1		5	3	7	4	2	6	4	2	1	5	4	1	5	5	2	7	4	2	8	5	3	9	6	4	2				
Sunday	2		6	4	8	5	3	7	5	3	7	5	2	6	6	3	8	5	3	9	6	4	2	8	5	3					
Monday	3	BH	7	5	9	6	4	8	6	4	8	6	3	BH	7	MW	8	5	4	9	6	4	2	9	6	4	2				
Tuesday	4		8	6	10	7	5	9	7	5	9	7	4		8		9	DCV2	9	S	6	E	11	8	E	6	ASC				
Wednesday	5		9	E	7	ASC	11	LIC	8	6	MW	10	LIC	8	FC	5	9	DCV2	9	S	6	E	11	8	E	6	ASC				
Thursday	6		10	DC	8	MWG/S2	12	DC	9	DC	7	11	DC	9	DC	6	10	MWG/S2	10	DC	7	DC	12	9	DC	7	MWG/S2				
Friday	7		11		9	13	10	8	12	10	8	12	10	7	11		11		11		8	13	10	8	12	10	7	11			
Saturday	8		12		10	14	11	9	13	11	9	13	11	8	12		12		12		9	14	11	9	13	11	8	12			
Sunday	9		13		11	15	12	10	14	12	10	14	12	9	13		13		13		10	15	12	10	14	12	9	13			
Monday	10		14		12	16	13	11	15	13	11	15	13	10	14	E	14		14		11	16	13	11	15	13	10	14			
Tuesday	11	GLtbc	15		13	17	14	12	16	14	12	16	14	11	15		15		15		12	17	14	12	16	14	11	15			
Wednesday	12	MW	16	MW	14	E	18	E	15	MSWG	13	17	15	12	S	16	16	E	13	FC	18	FC	15	13	E	16	14	DC			
Thursday	13		17		15	DC	19		16	SV2	14	DC	18	16		13	MWG/DC	17		17	ASC	14	19	16	14	DC					
Friday	14		18		16	20	17	15	19	17	15	19	17	14	18		18		18		15	BH	20	17	15	19	17	14	18		
Saturday	15		19		17	21	18	16	20	18	16	20	18	15	19		19		19		16	21	18	16	20	18	16	20			
Sunday	16		20		18	22	19	17	21	19	17	21	19	16	20		20		20		17	22	19	17	21	19	16	20			
Monday	17	GLtbc	21		19	23	20	18	22	20	18	22	20	17	21		21		21		18	BH	23	20	18	22	20	17	21		
Tuesday	18		22		20	24	21	19	23	21	19	23	21	18	22		22		22		19	24	21	19	23	21	18	22			
Wednesday	19	FC	23	LIC	21	FC	25		22	E	20	24	MSWG	22	19	E	23	FC	23	20	25	22	20	24	21	19	23	21	18	22	
Thursday	20		24		22	26	23	21	25	23	21	25	23	20	24		24		24		21	26	23	21	25	23	20	24			
Friday	21		25		23	27	24	22	26	24	22	26	24	21	25		25		25		22	27	24	22	26	24	21	25			
Saturday	22		26		24	28	25	23	27	25	23	27	25	22	26		26		26		23	28	25	23	27	25	22	26			
Sunday	23		27		25	29	26	24	28	26	24	28	26	23	27		27		27		24	29	26	24	28	26	23	27			
Monday	24		28		26	30	BH	27	25	29	27	BH	24	28		28		28		25	30	27	25	29	27	24	28				
Tuesday	25		29		27	31		28	26	30	MW	28	BH	25				29		26	31	28	26	30	27	24	28				
Wednesday	26		30		28	MW		29	FC	27	E		29		26	FC		30		27			29	27							
Thursday	27				29			30		28			30		27	ASC		31	MSWG	28			30	27							
Friday	28				30					29			31		28						29										
Saturday	29				31					30					29						30										
Sunday	30									31					30																
Monday	31	BH												31																	

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Appointment of Mayor and Deputy Mayor 2021/22

REPORT TO FULL COUNCIL



DATE	14/04/2021
PORTFOLIO	None
REPORT AUTHOR	Alison McEwan
TEL NO	01282 477259
EMAIL	amcewan@burnley.gov.uk

PURPOSE

1. To report on the position relating to the appointment of the Mayor and Chair of the Council and Deputy Mayor and Vice-Chair of the Council for the municipal year 2021/22.

RECOMMENDATION

2. That the position on the appointment of Mayor and Chair and Deputy Mayor and Vice-Chair for the municipal year 2021/22 be noted.

REASONS FOR RECOMMENDATION

3. To allow arrangements to be made for the installation of the Mayor and Deputy Mayor for 2021/22.

SUMMARY OF KEY POINTS

4. The Council's policy on the appointment of the Mayor states:

"That the office of Deputy Mayor/Mayor elect shall be offered each year to the member of the Council having the longest continuous service".

This allows for the current Deputy Mayor to become the Mayor the following year.
5. The Head of Legal and Democratic Services has delegated authority to deal with the invitations for the appointment of the Mayor/Deputy Mayor in accordance with the Council's normal policy and report the outcome at a future meeting of the Council.
6. The current position is that Councillor Mark Townsend has accepted the Council's invitation to become Mayor and will undertake the Office of Mayor and Chairman of the Council for the 2021/22 municipal year.
7. Councillor Cosima Towneley has accepted the Council's invitation to become the Deputy Mayor/Mayor elect for the 2021/22 municipal year.

FINANCIAL IMPLICATIONS AND BUDGET PROVISION
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8. None

POLICY IMPLICATIONS

9. This matter has been dealt with in accordance with the Council's policy.

DETAILS OF CONSULTATION

10. Member Structures and Support Working Group

BACKGROUND PAPERS

11. None

FURTHER INFORMATION

PLEASE CONTACT:

Alison McEwan

ALSO:

Catherine Waudby

Appointments to Independent Remuneration Panel

REPORT TO FULL COUNCIL



DATE	14/04/2021
PORTFOLIO	None
REPORT AUTHOR	Imelda Grady
TEL NO	477258
EMAIL	igrady@burnley.gov.uk

PURPOSE

1. To consider the reappointment of Anne Slater and Graham Knott to the Independent Remuneration Panel (IRP).

RECOMMENDATION

2. That Anne Slater and Graham Knott be reappointed to the Independent Remuneration Panel until July 2024.

REASONS FOR RECOMMENDATION

3. (1) To maintain the membership of the panel.
(2) The Local Authorities (Members Allowances) (England) Regulations 2003 require that before a Council can determine its members' allowance scheme for the ensuing year it must have regard to the recommendations of an Independent Remuneration Panel.

SUMMARY OF KEY POINTS

4. The Independent Remuneration Panel was established by Council in 2001 and comprises 3 members. David Sparrow, the current Chair of the IRP, has a term of office which expires May 2022. The terms of office for Anne Slater and Graham Knott have now expired and both have indicated that they are willing to continue to work on the Panel. Both have played an active part in the work of the IRP over a number of years and have valuable experience in making recommendations to the Council.
5. Council set its current members' allowance scheme in 2019 to cover a three year period up to 31st March 2022, therefore the IRP will be required to meet during 2021 in order to make its recommendations on the members' allowance scheme for 2022/23.

FINANCIAL IMPLICATIONS AND BUDGET PROVISION

6. None – members contribute voluntarily

POLICY IMPLICATIONS

7. None

DETAILS OF CONSULTATION

8. Member Structures Working Group

BACKGROUND PAPERS

9. None

FURTHER INFORMATION

PLEASE CONTACT:

Imelda Grady

ALSO:

Chair of Scrutiny Report -14 April 2021 Full Council

This is my fifth and final report of the 2020/21 Municipal year.

At our last meeting the Committee welcomed the Chief Executive of Burnley Leisure who presented the Trust's 2019/20 final accounts and gave a presentation on the collaborative work the Trust had been involved in during the 2020 pandemic. He outlined the impact of the pandemic and the measures taken to ameliorate them and set out the road-map for re-opening the facilities in the coming months and the steps for recovery over the next 18 months.

Members were able to scrutinise the accounts and commended the Leisure Trust staff for their work to help combat the effects of Covid on the community, in particular their work with the Burnley Together Partnership.

Members did raise concerns over the tone of the annual report regarding the Trust's relationship with the Council and also the trustees' position in relation to risk of insolvency but were reassured that the trustees had been kept informed of the potential for insolvency at all times and that no personal liability would be incurred in the event of any debt. The Chief Executive also explained the letter of the support from the Council had not been received at the time the report had been written and that the good relationship with the Council would be reflected in the next report.

The Committee also received reports on the Council's Tree Management Policy and the Homelessness and Rough Sleeping Strategy and were happy to recommend both to the Executive for approval.

Members also considered the Food Safety and Health and Safety Intervention Delivery Plans for the coming year. These plans ensure the Council meets its regulatory obligations and Members were able to review some of the work that has been undertaken during the previous year and complimented Officers for their sterling efforts in carry out their roles throughout the pandemic.

We also considered a late report which sought to extend the bulky waste priced reduction for a further six months and were able to support this proposal.

Our Vice Chair Councillor Marcus Johnstone gave an update on the Housing Repairs Review Group and that the Managing Director of Calico had agreed to attend the next meeting of the review group in March.

I was also able to update members on the outcome of the first meeting of the review group to consider a comprehensive review of Burnley Market Hall.

As this was the last meeting of the Committee in this municipal year both these reviews will be carried over into the new municipal year in May.

And finally, I would like to thank my colleagues of all political parties, for their support and often forbearance as Scrutiny Chair for the past six years.

I would also like to thank our first-class Democracy Officers (Chris, Imelda, Alison, Eric and Saima) who were always there ready to assist and offer valuable advice whenever needed.

It has been a privilege and a pleasure.

Councillor Andy Tatchell

Scrutiny Committee Chair

April 2021

Chair's Report to Full Council –

Audit and Standards Committee March 2021

Annual Governance Statement (AGS) 2019/20

The AGS for 2019/20 was re-presented to the Committee to provide reassurance that no significant control or governance issues had been identified since the AGS was last reported to the Committee in July 2020.

Statement of Accounts 2019/20 and Audit Findings Report

The Council's audited Statement of Accounts for 2019/20 were presented to the Committee for approval. Delays in the publication and audit of the Statement of Accounts and the reasons and challenges were discussed. The Council's external auditor, Grant Thornton, reported on their findings during the audit process, together with the Value for Money commentary, and concluded that it would lead to an unqualified conclusion. The content and recommendations of the audit findings report were discussed.

Internal Audit Report Update Quarter 3

This report outlined the work of internal audit and the current status of the plan. The impact of Covid and staff vacancies in terms of both the available resources and on new risks which required coverage was discussed.

Strategic Risk Register

The updated Strategic Risk register for the Council was reviewed.

Final Account Arrangements 2020/21 and 2021/22

This report provided an update to the recent extension of the publication dates for unaudit and audited Statement of Accounts for the two financial years. The Council's Accounting Policies for inclusion in the 2020/21 accounts were reviewed.

Regulation of Investigatory Powers Act (RIPA) – Corporate Policy

The revised Corporate Policy for Covert Surveillance and Covert Human Intelligence Sources under RIPA was considered.

Councillor Paul Campbell

Chair of Audit and Standards Committee

April 2021

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Chair of Licensing Committee Report -14 April 2021 Full Council

Since the last report in February Licensing Committee has not met.

Government provided Covid Outbreak Management Funds have been used to provide face covering signage for taxis, and screens have been fitted to more than 200 vehicles in the private hire fleet. Regular Covid-secure updates have been provided to licence holders including schemes available to provide regular lateral flow tests for drivers. A 'Stay Safe' promotion has just been launched to provide reassurance to customers as they start to get out and about and make greater use of taxis.

With the reopening of hospitality expected this month, all licenced premises have been contacted with advice about safe reopening and encouraged to deal with any housekeeping in relation to their licences. As regulations and new guidance become available this work will continue to ensure pubs and restaurants are compliant from a covid perspective, and licensees that may plan to use outdoor space, do so responsibly to minimise disturbance within communities. Posters to assist with this messaging will be distributed to all venues in advance of reopening.

Likewise, the Environmental Health and Licensing Team and the Council's Covid Information Officers continue to provide support across all business sectors and faith settings. Preparations are underway to provide access to a range of webinars, promotional materials and rapid testing options for employees to assist with safe reopening. Some enforcement has been necessary in relation to retail shop premises, but generally compliance remains high.

Councillor Arif Khan

Licensing Committee Chair

April 2021

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Chair of Development Control Committee Report -14 April 2021 Full Council

The Council's planning department remains very busy and recently we have seen an increased number of applications for planning permission, with the last quarter of the year January to March 2021, seeing 45 more applications than the same period in 2020, a 30% increase.

This is very positive news for the Town and will help support the strengthening economy as we move out of lockdown.

Committee has also been busy dealing with some important planning applications in recent weeks.

February's committee approved planning applications for both the Hare and Hounds in Briercliffe and the Bay Horse in Worsthorne, for alterations and improvements to the premises in preparation for the reopening of our local pubs and the summer trade.

March's committee approved the much-anticipated planning application for Pioneer Place in Burnley Town Centre that will see a mixed-use development including a multi-screen cinema, food and beverage outlets and retail.

Councillor Frank Cant

Development Control Committee Chair

April 2021

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BURNLEY BOROUGH COUNCIL STRATEGIC PLAN PROGRESS REPORT TO THE FULL COUNCIL

APRIL 14th 2021

COUNCILLOR MARK TOWNSEND, LEADER OF THE COUNCIL	2
COUNCILLOR LIAN PATE, DEPUTY LEADER AND EXECUTIVE MEMBER FOR HEALTH AND WELLBEING	4
COUNCILLOR SUE GRAHAM, EXECUTIVE MEMBER FOR RESOURCES AND PERFORMANCE	8
COUNCILLOR JOHN HARBOUR, EXECUTIVE MEMBER FOR HOUSING	11
COUNCILLOR AFRASIAB ANWAR, EXECUTIVE MEMBER FOR COMMUNITY AND ENVIRONMENTAL SERVICES	14
COUNCILLOR ASIF RAJA, EXECUTIVE MEMBER FOR ECONOMY AND GROWTH	17

COUNCILLOR MARK TOWNSEND, LEADER OF THE COUNCIL

Progress against our strategic commitments

Strategic commitment	Progress update
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>I am pleased to report that the Lancashire Leaders forum is up and running. A key priority for Leaders across Lancashire is economic growth and development which has heightened importance as we look to recover from the pandemic. Leaders across Lancashire have asked officers to develop a Greater Lancashire Plan that will (once approved) set out a strategy of how we want Lancashire's economy to move forward over the coming decades.</p> <p>I was also delighted to Chair the Economic Recovery Board that was established as part of the Council's Economic Recovery Plan. The Board has now met twice. Three separate task forces (People, Business and Place) have been established bringing together partners from public sector bodies and private businesses. Over the next few months, the board and taskforces will bring forward detailed proposals to address key issues identified in the strategy and begin formulating proposals for short and longer term interventions.</p>

Strategic commitment	Progress update
PE1a- We will work with partners to make the borough a place of aspiration, including supporting efforts to increase education attainment and skills development	<p>ESOL (English as a second language) for pre-entry/entry level.</p> <p>The ESOL programme is coming to an end, with the final formal teaching class being delivered in the last week of March. Learners will still have opportunities to practice their new language skills, however, through social activities delivered by Burnley Youth Theatre during April.</p> <p>In February we started to receive referrals from DWP and have since received 45 referrals. 26 learners attended appointments to be assessed and all learners have been moved onto appropriate level classes with the ESOL project and other provision with Lancashire adult learning.</p>

Mental health teams in schools

The teams have started to go into schools now that schools are re-opened and referrals are coming into the teams to work with children in need of support. Information leaflets on the role of the teams have also been developed.

Not all team members have a base in school but virtual tours have taken place with the schools who have expressed an interest to host a mental health practitioner. This will include space to hold face to face sessions with children and young people.

Primary and Secondary engineers

The programme is progressing well with online training being delivered to schools. There is funding available for a CPD course for Burnley schools and refresher training to enable schools to continue with the engineering programmes. Online programmes include 'the if you were an engineer – what would you do?' competition with exciting engineers from real life supporting the programme.

Holiday Activities and Food Programme

Officers are working with colleagues from the county council on plans for holiday activities and holiday hunger action during 2021. Burnley will get a share of over £4m that has been allocated to the programme across the county. The aim is to make free places available to children eligible for and in receipt of free school meals for the equivalent of at least 4 hours a day, 4 days a week, 6 weeks a year.

COUNCILLOR LIAN PATE, DEPUTY LEADER AND EXECUTIVE MEMBER FOR HEALTH AND WELLBEING

Progress against our strategic commitments

Strategic commitment	Progress update
PE4- We will work on the wider determinants of poor health and will deliver our COVID-19 community recovery plans	<p>Covid Information Officers</p> <p>With the reopening of Burnley College the covid information officers have increased patrols in the town centre to advise on covid safe behaviour. Links have been made with the college to ensure this. The officers are also supporting activity in the market, bus station and on public transport. In addition to their regular shops' visits across the borough, to advise on safe working practices, the offices are working with environmental health colleagues and undertaking pre-opening visits to pubs and clubs to gather information on plans and practices in advance of opening on 12th April. The officers continue to marshal at the lateral flow testing stations as required and are preparing to support all the key steps of the Government's Recovery Roadmap.</p> <p>Testing</p> <p>The Council continues to support LCC Public Health colleagues in the delivery of lateral flow testing in addition to existing community testing sites that are available across Burnley and Padiham. Lateral Flow Testing remains high on the Government's agenda as part of the country's roadmap to recovery.</p> <p>A 3-week mass testing campaign has been completed with Burnley College to support students return to 'in college' studies and to become familiar with lateral flow testing. The testing was supported by Burnley Leisure colleagues and over the period more than 8,000 tests were completed. The students and staff are now equipped to undertake 'home testing'.</p> <p>The three lateral flow community venues across the borough are currently delivering circa 350 / 400 tests per week to local employers, with the aim of providing repeat testing to keep workplaces safe. It is anticipated that the Council's delivery of lateral flow testing will continue to at least the end of June. Wider rollout of testing to support schools and broader groups as part of the Government's community collect (home-testing) scheme will continue to be rolled out with the Council supporting wherever possible.</p>

	<p>Contact Tracing The Council continues to deliver a local contract tracing service to help to contact positive cases within 24 hours that are identified by the national team and with the aim of controlling the spread of local cases. The service is currently delivered by Liberata on behalf of the Council and in line with current reductions in infection cases, the cases currently identified for contract tracing are low and manageable.</p> <p>Vaccination Programme The council has funded 14 organisations, who will use their networks to help promote vaccine take up. We are also working with public health partners to identify pop-up vaccination sites.</p> <p>Burnley Together Burnley Together has been established for one year and continues to provide essential support to our most vulnerable residents as part of our pandemic response. In recent weeks, it has handled on average around 600 contacts, and coordinates delivery of food parcels to around 200 households. Workers in the hub are now providing intensive support to a 16 households to help resolve underlying issues. The council and Calico recently increased the capacity of this “personalisation service” so the number of households being supported will increase in the coming weeks to 50.</p> <p>Once again, I would like to thank Calico, CVS, BFC in the Community, Burnley Leisure and the many other partners for their support.</p>
Strategic commitment	Progress update
PL4- We will implement our 2015-25 Green Space Strategy.	<p>Parks & Green Spaces</p> <p>Outdoor sports facilities such as bowls and golf re-opened from 29th March, although access to pavilions are restricted until 17th May when the bowls leagues are likely to resume.</p> <p>Arrangements have been made for the football season to be extended to the end of June to allow the Sunday league to complete fixtures.</p>

In Thompson Park, the Boathouse café has been serving take-aways since early March and the boating lake and miniature railway re-opens from 18th April.

Park Rangers have been active with enforcement of dog control orders. In Thompson and Queens Parks, from which dogs are excluded, rangers have issued 17 fines of £100 each to people who have brought dogs into these two parks.

There has been a significant increase in dog ownership during the Covid pandemic and it is likely that many new dog owners are not aware of the Public Space Protection Orders that apply to dogs. Additional signage is being installed to remind owners that dogs.

Parks are expected to continue to be extremely busy and additional litter bins are being provided at Towneley and new arrangements are in place for each of the three neighbourhood teams to have one person dedicated to litter and bins, using a small utility vehicle to be able to access areas quickly.

Worsthorne Recreation Ground

Work has resumed on site, with a contractor installing services and preparing foundations for the building, to be followed by completion of the ball games area / car park.

Bereavement Services

There has, thankfully, been a significant reduction in funerals taking place in both the cemetery and crematorium and the numbers of services are expected to fall below average over the coming months.

The cemetery office will re-open to public callers from 17th May and staff will be able to catch up on the backlog of work that has accumulated during Covid, such as the memorialisation.

During June/July major works will be undertaken to re-roof the crematorium.

Towneley Hall

The Hall is expected to re-open on 17th May. The first exhibition of paintings by Evelyn de Morgan will open in the Stocks Massey gallery shortly afterwards, as soon as repair work to the ceiling on the Jacobean staircase is complete. The tender to secure a new operator for the Stables café will be concluded by the end of April. The café will re-open as

	soon as refurbishment works are complete. In the meantime, temporary catering arrangements are in place.
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Strategic commitment	Progress update
PE2- We will continue to develop the leisure and cultural offer in partnership with Burnley Leisure.	<p>Burnley Leisure has survived a very difficult year thanks to the financial support that has been provided by the various government schemes and by this Council, through the waiver of charges, and through the strong financial stewardship of the Burnley Leisure management team and board.</p> <p>The re-opening facilities will take place in line with the Government's road with Prairie and Towneley golf centres already open and gyms re-opening from 12th April.</p> <p>The Covid pandemic has highlighted how health inequalities have impacted on Covid mortality rates and the challenge for Burnley Leisure is to capitalise on opportunities to engage with more people, through programmes such as Together and Active Future, which aims to increase participation in exercise in some of Burnley's most deprived communities.</p> <p>During the late summer, an innovative programme called Beat the Street will be coming to Burnley, this challenges people of all ages and abilities to become more active and the game will take place in locations across the borough including in parks and green spaces.</p>

COUNCILLOR SUE GRAHAM, EXECUTIVE MEMBER FOR RESOURCES AND PERFORMANCE

Progress against our strategic commitments

Strategic commitment	Progress update
PL5- We will prepare and deliver a new Climate Emergency Strategy.	<p>The cross-party climate change working group met at the end of March and had a very productive meeting. Proposals will be put forward to the Executive by the cross-party climate change working group for:</p> <ul style="list-style-type: none"> • a tree planting scheme to remember our dear residents who sadly lost their lives to Covid-19; and • the purchase of electric mowers.

Strategic commitment	Progress update
PF1- We will manage our contract with Liberata robustly, so it delivers value for money and good services.	The Q4 performance results will be available in time for the next reporting cycle.

Strategic commitment	Progress update
PF2- We will adopt a Medium Term Financial Strategy that will put the Council on a sustainable financial footing. This strategy will set the framework for preparing annual budgets, ensuring the annual budget strategy is set within the context of the longer-term outlook.	<p>Revenue Budget 2020/21</p> <p>The Council is projecting a revenue budget net overspend of £1.09m, excluding potential collection fund losses currently estimated to be £1.1m. However, to offset this it is estimated that £1.04m is to be received through the Government's Sales, Fees & Charges Income Compensation scheme, which reduces the forecast net overspend to £49k. The Government has introduced legislation to allow collection fund deficits to be recovered over a three-year period, 2021/22 to 2023/24, together with an income compensation scheme which will allow the Council to recover 75% of losses. Work is underway to finalise the 2020/21 revenue budget and the outturn position will be report to Full Council in July 2021.</p> <p>Statement of Accounts</p> <p>The audit of the 2019/20 Statement of Accounts has been finalised and approved at Audit and Standards Committee on the 24 March 2021. The Council received an unqualified opinion from its external auditors, Grant Thornton.</p>

Work has commenced on the 2020/21 Statement of Accounts. The deadlines for the publication of the unaudited and audit Statement of Accounts have been extended from the 31 May 2021 and 31 July 2021 to 31 July 2021 and 30 September 2021 respectively.

Council Tax Hardship Fund and Universal Credit

The Council received a Council Tax hardship fund grant of £1,475m for 2020/21. This is to help vulnerable people and households within the borough. It is a ring-fenced grant with the expectation being that the majority of the hardship fund will be used to provide council tax relief up to a maximum of £150 to council tax support recipients. This financial assistance is applied directly to Council Tax bills. As of 1 March 2021, £1.27m of this grant allocation has been utilised to provide Council Tax relief to eligible residents. The number of new Universal Credit claims has increased significantly, with a 20% increase on average during 2020/21, which in turn drives an increase in the number of council tax support claimants. As of 1 March 2021, the number of claimants in receipt of Council Tax Support was 10,497 in comparison to 9,971 claimants at the same date in the previous financial year.

Council Tax and Business Rates Collection Rates

Collection rates have fared better than expected at the start of the Covid-19 pandemic. This has been due to the Government funded reliefs that have reduced the amounts to be collected from ratepayers. The Council is currently forecasting a 5% reduction in business rate collection and a 2% reduction in council tax collection, on what would be expected in a non-Covid year.

Strategic commitment	Progress update
<p>PF4- We will deliver our Organisational Development strategy, ensuring we plan for the structures and capabilities that the organisation needs, and empowering our workforce to deliver the objectives of the Strategic Plan. This will include embedding hybrid working patterns where this improves productivity.</p>	<p>Consideration is being given to update the council's home working policy following the easing of restrictions. Whilst, the council will look to promote flexible working, any such arrangements will be dictated by the needs of the service.</p> <p>Further upgrades to IT equipment and infrastructure will most likely be inevitable to ensure that we have the correct equipment to work in a flexible manner.</p>
<p>PL6- We will invest in our heritage assets for the benefit of this, and future, generations.</p>	<p>Burnley Town Hall – work to repair the decayed stonework to the front and side elevations are continuing within the original 52-week schedule and budget cost. Works should be completed by the target date of November this year.</p> <p>Towneley Hall - The “Quinquennial” report on the works commissioned on the Hall has been received and additional intrusive/specialist investigations reports have been commissioned to fill in any gaps prior to tendering the main works. Work on repairing the Jacobean plasterwork is underway.</p>

COUNCILLOR JOHN HARBOUR, EXECUTIVE MEMBER FOR HOUSING

Progress against our strategic commitments

Strategic commitment	Progress update
<p>PL2- We will improve the management and condition of rented accommodation.</p>	<p>Selective Licensing</p> <p>Selective Licensing: Burnley Wood with Healey Wood, Leyland Road area, Ingham and Lawrence area 2016-2021</p> <p>Officers have recently increased their physical monitoring of the areas, undertaking external property audits and dirty back yard checks. We are liaising with landlords and agents where any areas of concern have been identified. Officers have also been working to ensure properties in the area meet the minimum energy efficiency standard by the end of the designations and are working with landlords to achieve this.</p> <p>As these designated areas come to an end in November our focus is to ensure we enforce the licence conditions for maximum impact during the remaining lifetime of the schemes. Officers are also now reviewing evidence to determine whether these areas, or others, would benefit from future licensing designations. Compliance with these schemes remain high with approximately 96% of licensable properties licensed. Officers continue to pursue any outstanding unlicensed properties, with four properties currently subject to ongoing legal action due to failure to licence.</p> <p>Selective Licensing: Trinity, Queensgate with Duke Bar, Gannow and Daneshouse & Stoneyholme areas 2019-2024</p> <p>Since coming into force in November 2019, we have received applications for approximately 86% of properties we believe require a licence in these areas. Of those applications received, we have granted over 1700 licences across the four areas, accounting for 87% of those received. Officers are working with landlords and agents to progress the remaining 13% of ongoing applications, as well as identifying and pursuing those who have not yet applied. Officers have begun preparing statements for legal action in respect of a number of these unlicensed properties.</p> <p>Despite the challenges of the last year the figures above show that the team have made great progress with applications and continue to implement the designations and improve the standard of rented properties in the areas</p>

	<p>Private Rented Disrepair</p> <p>Since the start of April 2020, the Council has received and dealt with 250 new disrepair complaints from private rented sector tenants. The Enforcement Team has a current caseload of approximately 90 open/ongoing private rented sector disrepair/proactive inspection cases, with an additional 90 planned housing inspections to complete.</p> <p>Where possible we are dealing with enforcement cases over the telephone/or by email in order to keep to social distancing guidelines and minimise the number of visits during the current lockdown. As the Covid-19 lockdown restriction are eased we will carry out property inspections in a well-managed and Covid-19 secure way focusing on cases with very serious hazards.</p>
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Strategic commitment	Progress update
<p>PL3- We will work with partners to improve quality and choice in the borough's housing stock, and reduce the blight of empty properties</p>	<p>New Homes</p> <p>The programme of new homes in Burnley remains strong and new properties are coming to the market across the borough offering residents a broad choice of homes and locations. McDermott Homes are progressing well with their development at Kiddrow Lane and Gleeson Homes continue to develop out their two sites at Barden Lane and Hapton. Miller Homes are now advertising properties for sale on their current development at Red Lees Road.</p> <p>Calico's affordable housing programme continues to gather pace with 42 affordable homes at Tay Street well under way, 67 properties at Station Road in Padiham now complete and handed over to the lettings team, and the conversion of the old perseverance mill office block into 10 apartments progressing well and due for completion in August. Calico's latest development at the land off Sycamore Avenue in Burnley is undergoing the initial preparation works with a planned start on site in June. This scheme will see 22 family homes and 12 apartments.</p> <p>Barnfield Homes development at the Barden Marine is also progress well. The sales team have launched the development and a range of 2, 3 and 4 bedroom properties are now on the market for sale, adding further to the range of properties that Burnley's housing market has to offer.</p>

Empty Homes Programme

The Council continue to work in partnership with Calico on their empty homes programme in Burnley Wood, and we are now preparing the next phase of the programme to start in the new financial year.

The compulsory purchase programme is continuing with evidence being gathered for further reports to Executive. The target for 2020-21 of the acquisition of 20 properties has been achieved. Payments to some owners of the properties acquired by CPO are still in negotiation. Loans this year, whilst slower than previous years, have still spent almost £124,000 and since the inception of the programme over 100 loans have been completed and more than £1.5m lent out.

Renovation work on properties that we own has been challenging this year given supply issues. We have recently accepted offers on three properties that were for sale and we are currently looking at further sales to Calico homes in the Burnley Wood area to help complete their programme of works. There are several more renovations that are due to start early in the new financial year.

Strategic commitment	Progress update
PE3- We will work with partners to provide the necessary support systems to end rough sleeping in the borough.	<p>We continue to accommodate all rough sleepers / homeless households who require accommodation.</p> <p>We currently have 10 units for temporary accommodation in the Borough consisting of 1 x 4-bedroom HMO and 9 properties made up of 2 and 3 bed houses. In addition, we have commissioned 10 units through A Bed Every Night. We now also have access to two small B&Bs in Burnley if all our accommodation is full, this means fewer people are being placed outside of the Borough for temporary accommodation. Multi-disciplinary team meetings chaired by housing continue to be held fortnightly bringing in other agencies and partners to assist with health, addiction and housing providing a comprehensive approach to assisting rough sleepers and people at risk of sleeping rough. We now have attendance from a health care practitioner who completes a health assessment on people referred in.</p> <p>The homeless and rough sleeper strategy 2021 – 2026 has now received final approval.</p> <p>Between 1st April 2020 and 24th March 2021 the housing needs team have received 1390 enquires for housing assistance. We have provided temporary accommodation for 192 households. We have successfully prevented or relived 276 households from homelessness or the risk of becoming homeless.</p>

COUNCILLOR AFRASIAB ANWAR, EXECUTIVE MEMBER FOR COMMUNITY AND ENVIRONMENTAL SERVICES

Progress against our strategic commitments

Strategic commitment	Progress update
PL1- We will implement a range of initiatives to maintain a clean, safe, attractive and environmentally friendly borough. This will include a focus on reducing dog fouling.	<p>Garden Waste Subscriptions</p> <p>The Garden waste service has resumed after the winter break. The current rate of sign up is excellent with over 6,400 subscribers already signed up to the service for the coming year. On average we expect approximately 10,000 to subscribe each year. Over 80% of these customers have signed up online via the simple to use online form, which has assisted the Contact Centre having to handle additional calls.</p> <p>A reminder that the Garden waste service has an early bird discount for customers who subscribe before the 30th April 2021. During the early bird period residents can save £5 off the price of the annual subscription.</p> <p>Waste & Recycling Tonnages</p> <p>As the Country remains in lockdown and people are spending more time at home, completing the daily waste and recycling collection rounds continues to be a challenge. During Jan & Feb 2021 waste and recycling tonnages continue to be higher than normal. The tonnages collected compared to 2020, remain approximately 10-15% higher.</p> <p>Environmental Enforcement</p> <p>The Streetscene team continue to target environmental crime. During Jan and Feb 2021, the focus has been on tackling irresponsible dog owners. The Council have sent approximately 60 warning letters to owners and have been active in the community speaking to dog walkers. In addition, 31 Fixed Penalty Notices have been issued for dog related offences.</p> <p>The Council has also re-launched the 'Who Dun It' campaign, which encourages residents to report or provide information of those dog owners that are breaking the law by allowing their pets to foul and not picking up after them. This detailed information informs the Streetscene team of where to undertake patrols in order to tackle the irresponsible dog owners. The Council's webpage can be found at http://www.burnley.gov.uk/whodunit/ or residents can ring the dog fouling hot line on 01282 475932</p>

Environmental Health

The Environmental Health Team continue to be extremely busy responding to complaints and requests for covid-secure advice as business restrictions change. The team has worked with colleagues across the borough and the county to prioritise the Council's continued response to the Pandemic. Yet again, I wish to thank the Team and all the council officers and partners that continue to work tirelessly to keep our Borough safe.

During the national lockdown the Team in conjunction with the Covid Information Officers have been proactively contacting local businesses including those that are due to re-open on the 12th April to provide support and advice with reopening safely. This includes help in accessing lateral flow testing for employees via workplace and home testing schemes, provision of webinars and posters regarding covid secure restrictions, and helping get appropriate permissions in place to allow hospitality venues to trade outdoors. In addition, the Environmental Health team have continued to support employers and LCC's Public Health Team, where required with outbreak management plans.

Compliance audits have also taken place across various sectors including faith settings for reassurance purposes, and a promotional piece has been completed to share with the public the efforts of the taxi trade to reduce the risk of coronavirus spread in vehicles by fitting screens, cleaning and the wearing of face coverings.

A number of new business ventures have been started through the pandemic as people have adapted to new circumstances. Those activities have been supported by the team via licensing and new business inspections, alongside other `business as usual` interventions including high risk food premises visits, neighbour nuisance, air quality monitoring, and policy reviews.

Safer Streets Project

Home Security - Work is now under way with the delivery of the two main workstreams for this project – home security improvements and defective back yard gate replacements. Following a joint comms campaign between partners referrals have been coming in that will meet the capacity of the project.

CCTV – 6 new locations have been identified and work will begin on site shortly.

	<p>Green Space Improvement – The Project has purchased bulbs, trees and shrubs to improve some of the green spaces and also provided materials to improve the presentation of community areas and reinvigorated and upgraded a children's play area.</p> <p>Alleygates – 11 new schemes are being introduced into the project area. This is in addition to the 6 schemes installed as part of the Council's capital program. Funding is available for further schemes in 2021/22 and work identify them will commence in Q2.</p> <p>Streetscene officers will also be undertaking a programme of review to identify those schemes that may be falling below the expected standards of ownership. Work will be carried out to reinvigorate buy-in from residents to improve conformance.</p> <p>Operation Provide & Domestic Abuse</p> <p>Burnley, in partnership with the other districts in East Lancashire, provides funding contribution to the Operation Provide initiative.</p> <p>This project looks to provide an earlier opportunity for accessing support, pairing up Individual Domestic Violence Advocates with Police officers in East, the service will be targeted at those who are not accessing safeguarding measures and who are recognised as not engaging with services to improve take up of support.</p> <p>The Domestic Abuse Bill is still making its way through the House of Lords but is expected to receive Royal Assent shortly. It is expected that the Bill, once statute will place additional duties on local authorities to ensure domestic abuse continues to be prioritised and help and support is maintained to domestic abuse survivors. In anticipation of the Bill, local delivery and governance arrangements are being reviewed across the County. I am pleased to update that Council Officers are represented in this key work and further updates will be provided of local implications.</p>
Strategic commitment	Progress update
PF3- We will develop our digital strategy, so that more residents transact with us online and we will continue to deliver services more efficiently.	<p>Since the last report to full council on 24th February up to the end of March 2021, burnley.gov.uk had over 124,000 sessions. This is a 9% increase on the same period last year. The top 5 pages are for council tax and benefits, covid-related information including business grants, vaccination sitei nformation, green garden waste, and planning enquiries.</p>

COUNCILLOR ASIF RAJA, EXECUTIVE MEMBER FOR ECONOMY AND GROWTH

Progress against our strategic commitments

Strategic commitment	Progress update
PR2- We will proactively support the borough's businesses to innovate and expand, and make the borough a natural choice for business relocation.	<p>Business Support</p> <p>Currently the business team are working with 33 companies who are either looking to expand or relocate into the borough. The two companies who have recently relocated to workspace in Vision Park have made a combined total investment in the region of £44,500.</p> <p>Vision Park</p> <p>Two new tenancies have been secured which will take the occupancy level in the building to 82%.</p> <p>Padiham Town Hall Business Hub</p> <p>The works to refurbish the first floor offices to create high quality managed office accommodation and Co-work space are close to completion. Of the 7 available fixed offices in the building, 4 have already been let to two businesses in the financial services sector.</p> <p>The co-work space, in the former Committee Rooms, will be launched for occupation later in the spring subject to Covid Restrictions.</p> <p>Burnley Brand and Burnley Bondholders</p> <p>A new In Business Burnley Magazine and the Invest in Burnley pack was published on 5th March and distributed to 660 direct mail recipients. 2,500 copies distributed across north west at service and train stations between Penrith and Warrington and in local businesses.</p> <p>With COVID restrictions it has been difficult to convene Bondholder Network Events. An online bondholder event was held 17th March, hosted by Burnley FC. Approximately 70 bondholders attended a lively Q&A with manager Sean Dyche and chairman Alan Pace.</p> <p>3 Work and Invest Press Releases sent to local, regional and national press. These were about Burnley's 1) digital and creative 2) logistics 3) education sectors. These were covered in outlets including Lancashire Telegraph, Burnley Express and North West Business Insider</p> <p>Boohoo expansion plans in Burnley Press Release distributed to help change perceptions of the retailer. Covered in outlets including Manchester Evening News and Business Desk.</p>

	<p>A press release resulted in Lord Wajid Khan on Granada Reports 26th Feb to discuss becoming a Lord, advertising value equivalent on appearing on Granada is approx. £1.5 million.</p> <p>7 national publications have been approached contacted for Live in Burnley campaign, to promote the borough's work-life balance, focussing on case studies of people who moved from Manchester to Burnley for a better work-life balance.</p>
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Strategic commitment	Progress update
PR3- We will deliver the Town Centre and Canalside Masterplan, and strategic projects in Padiham Town Centre.	<p>Burnley Town Centre</p> <p>Burnley Business Improvement District Burnley Business Improvement District continues to support the Council in safely re-opening and managing the town centre. The BID is also assisting the Council and hospitality sector to work towards a Purple Flag award.</p> <p>Pioneer Place A major milestone was achieved with the approval of a revised planning permission on the 25th March. With planning permission in place and the hospitality/retail sector re-commencing work Maple Groves agents will be promoting the scheme and meeting prospective occupiers. Maple Grove is undertaking additional surveys work on the site and completing work to submit a planning application for the Manchester Road Site.</p> <p>Burnley Market The market is being prepared and made COVID safe ready for the re-opening of all of the stalls on 12th April. Market staff continue to support new start-up businesses having secured 4 new businesses to the market in the last 4 weeks. The covid pandemic has seen many businesses start from home and many now need a 'shop front' as they expand.</p> <p>Lower St. James Street Heritage Action Zone The public realm works, funded by Historic England, LCC, BBC and LEP, have progressed in parallel with work to The Brig to avoid prolonged and/or intermittent closure of the road. The bridge works at the Brig have now been completed and the street re-opened to pedestrians. Other completed works include the underground (e.g., drainage, utilities) works and the kerbing. Civil works are approximately 90% complete, and overall, the programme is 70% complete. New bus shelters have been installed.</p> <p>The works were scheduled for completion is the end of March 2021 however due to weather related delays earlier in the year, the programme is expected to be completed by the end of April/beginning of May. Access to all properties will be</p>

maintained at all times and works are prioritised on the stretches with active retail units to ensure that paving is completed prior to re-opening on 12th April.

Repair works to the roof of Empire theatre have also been carried out over the last quarter and Historic England has awarded the HAZ an extra £96,000 from underspends nationally, to target asbestos works on the theatre.

The HAZ officer is working with three property owners to progress schemes for implementation over the next 12 months.

Padiham Town Centre Town Centre Management

The Padiham Town Centre Officer has continued supporting businesses with their Covid recovery, assisting with signage, risk assessment advice, applying for grants and Pavement licences.

Padiham Public Realm Works

Excavation and paving works are largely complete to the southern section and have moved to the northern section under a lane closure. LCC are liaising with partners and bus operators to programme a road closure to allow for resurfacing of the highway, which is likely to be during May/June school holiday period. Current estimated completion of the public realm is end of June 2021.

Padiham Townscape Heritage Initiative

Two further schemes have received Grants Panel approval including 41-47 Burnley Rd and 33-35 Burnley Rd. A total of twelve schemes have been approved and these are progressing at different stages on site. A contractor has been procured and instructed for the Council led scheme (33-35 Burnley Rd) which is expected to commence on site in late April with works is expected to last 16 weeks. The project will see the upper floors converted to apartments and two “pop up” shops on the ground floor.

Flood Defence Scheme

Over the last month intrusive site investigations have been carried out and will be completed by late April, which will enable EA to complete the detailed Civil engineering and planning designs. EA have also been obtaining various consents ready for construction to commence over the summer.

Strategic commitment	Progress update
<p>PR4- We will implement the Local Plan, delivering new housing, employment sites, and infrastructure.</p>	<p>Early work is now underway on a new Houses in Multiple Occupation and Flats SPD and the Residential Extensions SPD; and work is continuing on the Local List and Planning for Health SPDs.</p> <p>Good progress is continuing to make on delivering the plan's housing and employment sites and in delivering the affordable housing target of 52 dwellings per annum. Since the last update, a number of allocated housing sites have continued to build-out at pace HS1/1 Former Hambledon School site (McDermott Homes) HS1/3 Former Blythes Site (Gleeson) HS1/31 Barden Marina (Barnfield Homes); and HS1/13Tay Street (Calico) is now well underway.</p> <p>The local plan is also providing the Council with a sound policy basis to resist inappropriate and poor-quality development with decisions backed by Inspectors on appeal.</p>

Strategic commitment	Progress update
<p>PR5- We will support UCLan's expansion, transforming Burnley into a University Town</p>	<p>The Council continues to work in partnership with UCLAN to grow the University Campus. Due to COVID restrictions all learning is "on-line" except where access is required to specialist equipment, and laboratories.</p> <p>To address concerns from staff and students about Anti-Social Behaviour around Sandygate new CCTV cameras are being installed and the ASB team and Police are working closely with UCLAN.</p>
<p>PR6- We will delivery our COVID-19 economic recovery plan.</p>	<p>Reopening High Streets</p> <p>The Town Centre recovery group has now become the Re-opening the High Street Group. Action plans have been developed to guide the safe and phased reopening of the Burnley and Padiham Town Centres and neighbourhood shopping areas including Accrington Rd, Colne Rd, Rosegrove, Lyndhurst Rd, Briercliffe Rd, Harle Syke, Pike Hill and Coal Clough Lane, over the next few months. , based on information gathered from businesses through an online survey.</p> <p>Funding from the Reopening the High Street and the new Welcome Back Fund will be used to implement initiatives to support businesses to open and trade safely and also give confidence to the public that it is safe to come into the Town Centres and neighbourhood areas.</p> <p>COVID Marshalls continue to support businesses and are working closely with colleagues in the Environmental Health Team who continue to provide advice and guidance to businesses.</p>

Youth Employment and Skills Hub

As of the end of February the youth hub had engaged with 86 people, 69 individuals are currently on a programme, and 4 have secured employment.

The youth hub has so far been virtual due to Covid restrictions. The youth hub will have a physical presence from the end of April (subject to restrictions) based at Calico's offices allowing delivery partners to co-locate and for face-to-face delivery to happen.

Partners are working with +24 marketing and young people themselves to establish a name and brand for the Youth Hub that better connects with a younger audience.

COVID Grants

Over the last twelve-months officers in the Economy & Growth Unit together with colleagues in finance and Liberata have worked exceedingly hard and under significant pressure to distribute 3,149 grants to businesses totalling £34,586,000. The Government announced in the March budget further grant support for businesses, known as Restart Grants, to help them with their reopening during the phases of the roadmap. The grants are split into two strands. Under Strand One, grants of up to £6,000 will be paid to non-essential retail business premises, to help them reopen safely. Under Strand Two, grants of up to £18,000 will be awarded to hospitality, accommodation, leisure, personal care and gym business premises.

These grants will be paid as soon as the Council receives its allocation from the government.

Economic Recovery

Using funding from its Additional Restrictions Grant allocation the Council has introduced a new Discretionary Hardship Fund which is open to larger businesses in key sectors that either provide an important service to the borough/provide a significant economic/employment benefit and that are facing significant and potentially longer-term financial difficulties due to COVID 19 which are impacting on jobs and investment. 4 businesses have been awarded grants totalling £205,500, leading to the safeguarding of 170 jobs and the creation of 20 new jobs. Between them they will be making investments of £557,000. Further applications are being assessed.

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