

SCRUTINY COMMITTEE

Wednesday, 10th June, 2020
6.30 pm





SCRUTINY COMMITTEE

Wednesday, 10th June, 2020 at 6.30 pm

This agenda gives notice of items to be considered in private as required by Regulations (4) and (5) of The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012.

Members are reminded that if they have detailed questions on individual reports, they are advised to contact the report authors in advance of the meeting.

Members of the public may ask a question, make a statement, or present a petition relating to any agenda item or any matter falling within the remit of the committee.

Notice in writing of the subject matter must be given to the Head of Legal & Democracy by 5.00pm on the day before the meeting. . Forms can be obtained for this purpose from the reception desk at Burnley Town Hall, Manchester Road or at the Contact Centre, Parker Lane, Burnley or from the web at:

<http://burnley.moderngov.co.uk/ecCatDisplay.aspx?sch=doc&cat=13234> . You can also register to speak via the online agenda. Requests will be dealt with in the order in which they are received.

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](#)

AGENDA

1) Apologies

To receive any apologies for absence.

2) Minutes

5 - 10

To approve as a correct record the minutes of the previous meeting.

3) Additional Items of Business

To determine whether there are any additional items of business which, by reason of special circumstances, the Chair decides should be considered at the meeting as a matter of urgency.

4) Declarations of Interest

To receive any declarations of interest from Members relating to any item on the agenda, in accordance with the provisions of the Code of Conduct and/or indicate if S106 of the Local Government Finance Act 1992 applies to them.

5) Exclusion of the Public

To determine during which items, if any, the public are to be excluded from the meeting.

6) Public Question Time

To consider questions, statements or petitions from Members of the Public.

PUBLIC ITEMS

7) Notice of Key Decisions and Private Meetings

11 - 14

To consider the list of future Key Decisions.

8) The Council's response to COVID 19

A presentation will be made detailing the Council's response to the COVID 19 pandemic. Heads of Service and Executive members will be in attendance to take questions from members. (presentation to follow)

9) Scrutiny Review Groups

Members will consider the work programme for 2020/21.

The following topics have been carried over from 2019/20 and members are asked to consider if they wish to include them in the 2020/21 programme

- Housing repairs
- Contributions supplementary planning document
- Glyphosate
- Alleygates
- Flood defences

Topics chosen for scrutiny reviews will be further scoped at the next meeting..

10) Work Programme 2020/21

15 - 16

To consider the Work Programme for 2020/21.

MEMBERSHIP OF COMMITTEE

Councillor Andrew Tatchell (Chair)
Councillor Marcus Johnstone (Vice-Chair)
Councillor Howard Baker
Councillor Tom Commis
Councillor Dale Ferrier
Councillor Andy Fewings
Councillor Beatrice Foster
Councillor Peter Gill
Councillor Tracy Kennedy

Councillor Shbana Khan
Councillor Sehrish Lone
Councillor Peter McCann
Councillor Lorraine Mehanna
Councillor Lian Pate
Councillor Emma Payne
Councillor Ann Royle
Councillor Mark Townsend

PUBLISHED

Tuesday, 2 June 2020



SCRUTINY COMMITTEE

BURNLEY TOWN HALL

Wednesday, 11th March, 2020 at 6.30 pm

PRESENT

MEMBERS

Councillors A Tatchell (Chair), M Johnstone (Vice-Chair), H Baker, T Commis, D Ferrier, A Fewings, B Foster, G Lishman, S Lone, P McCann, L Mehanna, A Newhouse, L Pate, E Payne, A Royle and M Townsend

OFFICERS

Paul Gattrell	–	Head of Housing & Development Control
	–	
Imelda Grady	–	Democracy Officer
	–	

IN ATTENDANCE

68. Minutes

The minutes of the meeting held on 13th February 2020 were approved as a correct record and signed by the Chair.

69. Notice of Key Decisions and Private Meetings

It was noted that the following items which had been requested by Scrutiny for inclusion on the agenda for this meeting had slipped to a later Executive and were not available for scrutiny;

Contact Centre Dilapidations
Single use plastics
Review of Burnley's Play Strategy 2017-2026
Queens Park pavilion café

Councillor Baker said that whilst there was a 28 day notice of decisions to be taken by the Executive, the actual reports regarding the items were not available for Scrutiny until one week before the scrutiny meetings. He said that this did not give Scrutiny enough time to consider matters before the Executive took a decision on them. He asked that the

Governance Review Group consider this and be asked to look at the sequencing and timing of Scrutiny and Executive meetings.

IT WAS AGREED

- (1) That the 28 day Notice of Key Decisions and Private Meetings be noted; and
- (2) The Governance Review Group be asked to look at the sequencing and timing of meetings.

70. State of the Local Economy

Adam Holden present the report which provided an update to a number of key statistics which indicated the state of the local economy.

He highlighted some key points from the report in relation to the employment and earning figures, the sectors represented and the number of businesses in the Borough. He also detailed work being done to support businesses through the Business Growth Programme, BOOST Lancashire and the Inward Investment Service. He informed members of the successes of the eighth Burnley Business Week which had been sponsored by UCLan and the Burnley Business Awards organised by the Council and Burnley Bondholders. He also informed members that the number of apprentices in Burnley was 880 and that this was the highest figure across Lancashire.

Members made the following comments:

- Had any reason been identified for the dip in employment rates
- More advance notice of Burnley Business Week was required for businesses to make arrangements to attend
- What was the apprentice retention/drop out rate
- The need to have an Arts Strategy in Burnley in order to bid for funding
- The need for the report to give more information on earning comparisons across the County and where residents leaving the borough were going
- Possible joint working with UCLan on business development
- When could members have sight of the Annual Monitoring Report
- Was there any effect on the Local Plan regarding the negative trend in job levels
- Is more resource needed in the Economy and Growth team
- Was the 8% pay increase since 2017 accurate, there had been a loss of high end skilled jobs, were any more at risk
- The need for the report to reflect the current situation, and include forward target, the information is dated
- A positive position on Burney Bondholders being 10 years in operation

Adam Holden responded that the figures did not provide a comprehensive picture due to delays in releasing statistical information. In relation to business partnerships with UCLan he said that UCLan would be delivering a number of small workshops over the next 6 months. In respect of employment he said that his team were working with companies regarding any possible redundancies and assisting them with succession planning. He took on board the comments of members regarding the content of future reports and would feed this back to the Head of Economy and Growth.

IT WAS AGREED

That the report be noted.

71. Choice Based Lettings Allocation Policy

Paul Gatrell presented the report on a revised B-with-us Allocations Policy which would ensure the Council was operating a policy that was fully compliant with the legal and regulatory framework for the allocation of social housing.

Members discussed the issue of people in debt and rent arrears and how they were covered within the policy. Paul Gatrell said that whilst there had to be a threshold within the policy, circumstances were always taken into account and some discretion could apply.

Members also commented that the housing shortage would not improve without investment in social housing.

IT WAS AGREED

That the report be recommended to the Executive for approval.

72. Homes England Investment Partner Policy

Paul Gatrell presented the report which sought Executive approval for the Council to apply to Homes England to become an Investment Partner and a Registered Housing Provider and submit a bid for grant funding.

Members asked if the 10 units referred to in paragraph 14 of the report were in addition to the current Empty Homes Programme. Paul Gatrell said that this was the case but at present staff resource restricted the number of CPOs that could be achieved and 10 properties was considered an achievable target for the scheme in one year. He explained that income generated from these properties could be utilised to increase staff resources in the team to increase the number of properties dealt with.

Members discussed the possibility of ring-fencing the income to the empty homes programme but agreed that the Executive should be recommended to provide that the housing team had first call on the revenue generated should extra capacity be needed and that the balance be retained in the housing programme.

IT WAS AGREED

- (1) That the Executive be recommended to provide that the housing team had first call on the revenue generated should extra capacity be needed and that the balance be retained in the housing programme;
and
- (2) Subject to (1) above the report be recommended to the Executive for approval.

73. Scrutiny Review Groups

Consideration was given to Scrutiny's current and future reviews.

a. Manchester Road Railway Station Review - report to the Executive

The final report of the Scrutiny Review Group in relation to Manchester Road Railway Station was presented for approval.

IT WAS AGREED

That the report be submitted to the Executive for approval

b. Housing Repairs Scrutiny Review

Following a review group meeting held in February Members received a response from Calico on the process for reporting housing repair issues and received a copy of Calico's repairs policy and also a copy of the Customer Insight Report for July to September 2019.

Members of the review group did not feel that Calico's response was what had been agreed at the review group meeting in February and asked that members gather evidence over the coming months to present to a future review group meeting on this issue.

IT WAS AGREED

That the Housing Repairs Scrutiny Review be carried over into the 2020/21 Scrutiny Work Programme.

74. Future reviews

As this was the last meeting in the 2019/20 municipal year consideration was given to future reviews and also the process by which reports to the Executive were brought to Scrutiny. It was noted that community skips had been dealt with at the last meeting and should be taken off the review programme.

Members commented on the delay at starting reviews at the start of the municipal year due to the time-tabling of meeting and suggested that review group dates should be programmed into the calendar so that an earlier start could be made on them.

IT WAS AGREED

That the reviews on the following be deferred to the first Scrutiny meeting of the 2020/21 municipal year

- a. Housing Repairs
- b. Contributions Supplementary Planning Document
- c. Gyphosate
- d. Alleygates
- e. Flood defences

75. Work Programme 2019/20

The work programme was noted.

A vote of thanks was made to the Chair, Councillor Andy Tatchell for his chairmanship over the past 5 years , as this was the last meeting before he stood down from office.

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BURNLEY BOROUGH COUNCIL

NOTICE OF KEY DECISIONS AND PRIVATE MEETINGS

This Notice contains:

- a) A list of Key Decisions to be taken by the Executive (unless otherwise stated) during the months June 2020 onwards, published by 15th May 2020. Due to current circumstances, these decisions could also be taken by Officers using urgency powers.
- b) Details of dates of meetings of the Executive during the same period at which decisions may be taken in private or partly in private

A Key Decision is an Executive decision that is likely:

- (i) to result in the local authority incurring expenditure which is, or the making of savings which are significant, having regard to the local authority's budget for the service or function to which a decision relates. The Council has said that Capital or Revenue spending over £100,000 will be a Key Decision; or
- (ii) to be significant in terms of its effects on communities living or working in an area comprising two or more wards in the Borough;

A private meeting is a meeting or part of a meeting of the Executive during which the public must be excluded whenever:

- a) it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the public were present during that item, confidential information would be disclosed to them in breach of the obligation of confidence;
- b) the Executive passes a resolution to exclude the public during that item where it is likely, in view of the nature of the item of business, that if members of the public were present during that item, exempt information would be disclosed to them; or
- c) a lawful power is used to exclude a member or members of the public in order to maintain orderly conduct or prevent misbehaviour at a meeting.

Matter for decision	Purpose	Key Decision Yes or No	Anticipated date of decision	Public or Private report. If Private give reasons	List of Documents to be submitted including any background papers	Contact person & Executive Portfolio
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Contact Centre Dilapidations Parker Lane, Burnley	To consider a report on Land at North Side of Parker Lane, Burnley	Yes	June 2020	The report contains exempt information and is therefore NOT FOR PUBLICATION by virtue of Local Government Act 1972, Schedule 12A, Part I, Paragraph 3; Information relating to the financial or business affairs of any particular person (including the authority holding that information)	Report setting out the key issues	Catherine Waudby Head of Legal and Democratic Services Executive Member for Resources and Performance Management
Single Use Plastics	To consider the use of Single Use Plastics	Yes- Notice of Motion referred from Full Council	September 2020	Public	Report setting out the key issues	Catherine Waudby Head of Legal and Democratic Services Executive Member for Resources and Performance Management
Revenue, Capital and Treasury outturn reports for 2019/20	To consider Revenue, Capital and Treasury outturn reports for 2019/20	No (Full Council decision)	August 2020	Public	Reports setting out the key issues	Asad Mushtaq Head of Finance and Property Executive Member for Resources and Performance Management

Matter for decision	Purpose	Key Decision Yes or No	Anticipated date of decision	Public or Private report. If Private give reasons	List of Documents to be submitted including any background papers	Contact person & Executive Portfolio
Review of Burnley's Play Provision Strategy 2017 – 2026	Review of Burnley's Play Provision Strategy 2017 – 2026	Yes	December 2020	Public	Report setting out the key issues	Simon Goff Head of Green Spaces and Amenities Executive Member for Housing and Leisure

Meetings of the Executive will be held on the following dates: 16th June 2020 and 7th July 2020. Meetings normally start at 6.30pm but times can change so please check the council website nearer the date of the meeting.

This Notice will be further updated by the following dates: 8th June 2020.

A further Notice will be given 5 clear days before each meeting listed above if the meeting or part of the meeting is to be held in private. If you wish to make any representations about why any meeting or part of a meeting proposed to be held in private should be open to the public please send them to: Catherine Waudby, Head of Legal and Democratic Services, Town Hall, Manchester Road, Burnley BB11 9SA.

E-mail: HYPERLINK "mailto:"cwaudby@burnley.gov.uk
15th May 2020

Published: By

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Scrutiny Work Programme 2020/21

Wednesday 10 th June 2020	Covid 19 – The Council`s response Reviews for 2020/21 Notice of key decisions and private meetings
Wednesday 1 st July 2020	Notice of Key Decisions and Private Meetings Review Groups Work Programme
Monday 21 st September 2020	Notice of Key Decisions and Private Meetings Leisure Trust Annual Report Review Groups Work Programme
Monday 7 th December 2020 Budget Scrutiny Panel	NKDPM Resident Satisfaction Survey -(moved to December 2020) Revenue Budget Monitoring Q2 Capital Budget Monitoring - Q2 Fees & Charges Treasury Management Mid-year update Food Delivery Programme(annual update) Health & Safety Delivery Programme(annual update) Half Year performance report Review Groups Work Programme
Thursday 11 th February 2021 Budget Scrutiny Panel	NKDPM Revenue Budget Monitoring Q3 Capital Budget Monitoring - Q3 Revenue Budget 2021/22 Capital Budget 2021/22 and Cap Investment Prog 21/22 Treasury Management & Prudential Borrowing. Medium Term Financial Strategy Community Safety Annual Report Review Groups Work Programme
Wednesday 17 th March 2021	Notice of Key Decisions and Private Meetings State of the Local Economy (reduced to annual reporting) Review Groups

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