

EXECUTIVE

Tuesday, 6th December, 2016
6.30 pm





EXECUTIVE

BURNLEY TOWN HALL

Tuesday, 6th December, 2016 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 Governance, Law & Regulation by 5.00pm on the day before the meeting. Forms can be obtained for this purpose from the reception desk at Burnley Town Hall or the Contact Centre, Parker Lane, Burnley. Forms are also available on the Council's website www.burnley.gov.uk/meetings.

AGENDA

1) Apologies

To receive any apologies for absence

2) Minutes

To approve as a correct record the Minutes of the last meeting held on the 21st November 2016

1 - 4

3) Minutes of Individual Decisions

There aren't any Individual Executive Decisions made since the last meeting

4) Additional Items of Business

To consider 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

5) Declaration of Interest

In accordance with the Regulations, Members are required to declare any personal or personal and prejudicial interests they may have and the nature of those interests in respect of items on this agenda and/or indicate if S106 of the Local Government Finance Act 1992 applies to

them

6) Exclusion of the Public

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

7) Public Question Time

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

8) Community Buildings-Establishing Leases and Community Asset Transfer 5 - 22

To consider a draft Community Asset Transfer Policy for consultation and to approve further negotiations with existing community building users with a view to agreeing community asset transfers by way of long lease for continued community use

9) Revenue Budget Monitoring Cycle 2 23 - 32

To consider Revenue Budget Monitoring Cycle 2

10) Capital Budget Monitoring Cycle 2 33 - 44

To consider Capital Budget Monitoring Cycle 2

11) Fees and Charges 2017-18 45 - 84

To consider Fees and Charges for 2017-18

12) Health and Safety Intervention Plan 85 - 106

To consider a health and safety intervention plan

13) Food Law Enforcement Plan 107 - 128

To consider a food law enforcement plan

14) Exclusion of the Public

To consider exclusion of the public from the meeting before discussion takes place on the following items of business on the grounds that in view of the nature of the business to be transacted if the public were present there would be a disclosure to them of exempt information within the meaning of Part VA of the Local Government Act 1972

a) PRIVATE ITEMS

Details of any representations received by the Executive about why any of the following reports should be considered in public- None received

Statement in response to any representations-Not required

15) Workforce Planning 129 - 134

To consider a report on Workforce Planning

This item is private as it contains information relating to the financial or business affairs of any particular person (including the authority holding that information)

MEMBERSHIP OF COMMITTEE

Councillor Mark Townsend (Chair)
Councillor John Harbour (Vice-Chair)
Councillor Beatrice Foster

Councillor Sue Graham
Councillor Wajid Khan
Councillor Lian Pate

PUBLISHED

Monday, 28 November 2016



EXECUTIVE

BURNLEY TOWN HALL

Monday, 21st November 2016 at 6.30 pm

PRESENT

MEMBERS

Councillors Mark Townsend (in the Chair), Bea Foster, Sue Graham, John Harbour, Wajid Khan and Lian Pate.

OFFICERS

Pam Smith	-	Chief Executive
Kate Ingram	-	Head of Regeneration and Planning Policy
Heather Brennan	-	Head of People and Development
Eric Dickinson	-	Democracy Officer

62. Minutes

The Minutes of the Meeting held on the 1st November 2016 were confirmed as a correct record and signed by the Chair.

63. Minutes of Individual Decisions

The Minutes of the following individual decisions made since the last meeting were noted;

Minute 4 - Green Spaces Staff Structure

64. Additional Item of Business and Order of the Agenda

Purpose To consider a report seeking a contribution to support an application for Growth Deal funding.

Reason for Decision The reason for urgency is to progress the project in a timely manner.

Decision In accordance with the provisions of Section 100 (B) (4) (b) of the Local Government Act 1972 the Chair decided that the item should be considered in view of the special circumstances outlined and that it should be considered as a Private item immediately after Item 9 on the agenda.

65. Previous Express Delegations

Purpose To seek approval for delegations previously afforded to the Director of Resources via the decisions of either the Executive or an Individual Member Decision (“Express Delegations”) to be exercised in her absence by appropriate Officers.

Reason for Decision To enable previously delegated decisions to the Director of Resources to be exercised by the appropriate Officer.

Decision That Express Delegations previously delegated to the Director of Resources be exercised in her absence by the appropriate Officer, as outlined in Paragraph 5 of the report.

66. Exclusion of the Public

Purpose To consider when it may be relevant to exclude the public from the meeting, and clarify the order of the agenda.

Reason for Decision Minute Numbers 67 and 68 contains exempt information relating to the financial or business affairs of any particular person (including the authority holding that information).

Decision That the public be excluded from the meeting before discussion takes place on the items relating to Minutes 67 and 68 since in view of the nature of the business to be transacted, if the public were present there would be a disclosure to them of exempt information within the meaning of Part VA of the Local Government Act 1972.

67. Organisation Review

Purpose To seek approval to implement a new organisational operating model and structure as part of the Council’s need to reshape itself to meet future challenges, in the context of reducing budgets

Reason for Decision The Council’s Medium-Term Financial Strategy (MTFS) approved in July 2016 sets out the financial forecast for 2017-2020. The forecast identifies a cumulative significant gap of £4 million. The headline reduction over the two financial years 2017/18 and 2018/19 is a cumulative budget gap of £3.2m.

The MTFS includes strategic themes of service transformation and digitisation, empowerment, customer needs and priorities, and commercial risk appetite. It notes the requirement to develop an autonomous structure and flexible scheme of delegation to support a one team approach. It recommends the organisational structure and services be redesigned to encourage greater self-reliance by those who work on the frontline and agility to support the business partnering model and challenges that lie ahead.

The Council's workforce has further reduced from 344 FTE in March 2015 to 220 FTE currently as a result of the strategic partnership with Liberata with additional reductions planned for March 2017. It is important the Council has the leadership capacity and structure to ensure it is well managed and can meet the considerable challenges ahead. The reduction in size of the organisation and the need to make further budget reductions of around 26% means consideration should be given to further costs being taken out of the senior management structure.

- Decision
- (1) That the proposed operating model be approved as detailed in Appendix 1 to be implemented by April 2017 and that the Chief Executive be delegated any resulting adjustments to job roles and/or post designations which are required; and
 - (2) That the changes be confirmed to the posts as set out in Paragraph 8 of the report to the Council's senior management establishment, and to the revision of the Chief Officer pay Policy as set out in Paragraphs 19 and 20 of the report.

68. Contribution to support application for Growth Deal Funding

Purpose To seek a contribution to support an application for Growth Deal funding

Reason for Decision The proposal will contribute to delivering the Council's strategic objectives on Place and Prosperity.

- Decision
- (1) That the contribution be approved as outlined in paragraph 9 in this report; and
 - (2) That authority be delegated to the Director of Community Services in consultation with the Leader to agree terms in accordance with paragraph 10 of this report.

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REPORT TO EXECUTIVE

COMMUNITY BUILDINGS – ESTABLISHING LEASES / COMMUNITY ASSET TRANSFER



DATE	6 December 2016
PORTFOLIO	Community Services / Resources
REPORT AUTHOR	Mike Waite
TEL NO	01282 425011 ext 7198
EMAIL	mwaite@burnley.gov.uk

PURPOSE

1. To approve a draft Community Asset Transfer Policy for consultation.
2. To approve further negotiations with existing community building users with a view to agreeing community asset transfers by way of long lease for continued community use.

RECOMMENDATION

3. To authorise the finalisation of a Community Asset Transfer Policy by the Head of Governance, Property, Law and Regulation in consultation with the Executive Member for Resources, following a two month period of consultation.
4. To authorise agreement of heads of terms for, and the subsequent completion of, the long lease of six community buildings, to the Head of Governance, Property, Law and Regulation in consultation with the Executive Member for Resources.

REASONS FOR RECOMMENDATION

5. The recommendation is in line with the Council's Medium Term Financial Strategy, and the 2016 Asset Management Strategy agreed by Executive. This set out that the plan in respect of the community buildings 'for 2016/17 is to a) establish robust cost, condition, suitability and management criteria and b) consider community asset transfer where appropriate'.
6. Adoption of a Community Asset Transfer Policy following appropriate consultation would set a framework for requests to transfer land and buildings to be considered under.

SUMMARY OF KEY POINTS

7. Over the last year, community engagement officers have liaised with volunteers at six community buildings, Property Services colleagues, the Council for Voluntary Services and other organisations.
8. In relation to three of the buildings, sufficient progress has been made for a target for a community asset transfer to take place with effect from a date during or after April 2017, and before the end of September 2017, such that the buildings will become the property

of established charitable companies:

- Burnley Wood Community Centre (Terracefields), 96 Springfield Road, Burnley, BB11 3LR (*Rosehill with Burnley Wood ward*)
 - Swinless Street, former Housing Area Office (Linkbridge Community Support Centre), 1 Swinless Street, Burnley, BB10 3BN (*border of Bank Hall and Queensgate wards*)
 - Vanguard Community Centre, 65 Bevington Close, Burnley, BB11 5SH (*Trinity ward*)
9. In the case of the following two buildings, officers' view is that initial leases could be established from April 2017 as a preparatory step towards the grant of a full 99 year lease within two years, i.e. by April 2019.
- Ennismore Street Community Centre, Ennismore Street, Burnley, BB10 3EU (*Lanehead ward*)
 - Middlesex Avenue Community Centre, Middlesex Avenue, Burnley, BB12 6AA (*'border' of Gannow and Rosegrove with Lowerhouse wards*)
10. The sixth building is Kibble Bank Community Centre, Underley Street, Burnley, BB10 2BX (*Lanehead ward*). In spite of a series of efforts by officers and local ward members, no stable group of volunteers has been established to run activities at this centre, and no timetable can currently be set for getting to the point where this building could be transferred to a local community based organisation. Other options now need to be considered for this building, and a further report on this will come forward in due course.

FINANCIAL IMPLICATIONS AND BUDGET PROVISION

11. Community Asset Transfer involves the transfer of ownership and management of land or buildings from a statutory body (such as a local council) to a community based organisation or group (such as a charity or community interest company) at less than market value for local social, economic or environmental benefit. The legal process of transferring the assets would involve putting a long term lease in place such that the buildings can only be used for community benefit.
12. Where such leases are granted, the proposal is that a 'peppercorn rent' (nil rent) is put in place.
13. Any such lease over 7 years in length would constitute a disposal at an undervalue. Once detailed terms have been agreed Executive approval to the disposal and approval of the amount of undervalue as an opportunity cost would be sought.
14. There are two impacts on the Council's revenue budget from the recommendation:
- Rental income from Linkbridge would be lost following a transfer. This rent is set at £5,100 for this year and is assumed in the continuation budget for 2017/18. (There is no rental income to the council from any of the other buildings).

- There will be a potential budget saving to the council as a result of transferring responsibility for bills, water charges, insurances etc. to the management committees of the buildings. These budgets amount to £8,634 for this year, and are assumed in the continuation budget for 2017/18

15. If all of the buildings transferred the net revenue saving would be up to £3,534. If as seems likely however the first lease to be granted is that of Swinless Street, which is let on a full repairing lease, there would initially be a revenue loss equivalent to the rent they pay without the council necessarily achieving any cost saving at the same time.

16. Costs of maintenance and repair of the buildings are covered by the Council through Liberata, under budgets transferred to them. These liabilities would no longer arise once full repairing leases are in place and any ongoing savings could be spent elsewhere on the Council's estate.

POLICY IMPLICATIONS

17. The recommended actions are in line with existing policy, and amount to confirmation that the provision of community buildings is no longer considered 'core business' of Burnley Council. At the same time, the Council wishes to dispose of its buildings in a way likely to continue their availability to residents as community assets.

DETAILS OF CONSULTATION

18. Mohammed Essak, Building Maintenance Manager, Liberata
Volunteers at all community centres named in appendices
Council for Voluntary Service

BACKGROUND PAPERS

19. None

FURTHER INFORMATION
PLEASE CONTACT: Mike Waite, mwaite@burnley.gov.uk 01282 425011 ext 7198
ALSO:

Appendix: Community buildings – establishing leases: moving towards asset transfer

This appendix details the stages that the buildings will have gone through before a full repairing lease and / or asset transfer is agreed.

1. Volunteers in place running activities. *Track record of this happening over a significant period of time, with activities generating funds which contribute towards running of centre*
2. Fund raising through sponsorship and / or grant application. *Track record of this happening over a significant period of time, with funds contributed towards running of centre.*
3. Management committee established to oversee activities.
4. Management committee constituted as a legal entity.
5. Burnley Council / Liberata identifies and carries out a programme of works so that the building is in a proper state to transfer on a full repairing lease.
6. Management committee members take part in training to be delivered by / arranged by the Council for Voluntary Service covering the legal duties and good practices involved in running a community centre; appropriate business planning; financial management; health and safety; insurances etc.
7. Management committee members are briefed about the benefits of opting to tag onto the contract run by Liberata in respect of Burnley Council buildings so as to meet statutory requirements (*this would deliver economies of scale, confidence etc.*)
8. Management committee members are briefed about the benefits of joining a forum or consortium of community building management committees, to be convened by the Council for Voluntary Service. (*This would be the focus for sharing and promoting good practice, providing mutual support, and generating economies of scale through purchasing some services, licenses, insurances etc. etc. collectively for all members of the forum / consortium.*)
9. Management committee agrees to take on a full repairing lease. The length of the lease would be agreed in discussion, and could vary from building to building. *Responsibilities covered by the lease would be: paying all bills on behalf of the centre; carrying out and paying for routine repairs; gaining approval from the council before carrying out / paying for any structural work; meeting all statutory requirements in respect of a community building, e.g. fire safety inspections, legionella's disease inspections, public liability insurance etc.*

Or – alternative step to step 9

10. Management committee agrees to take ownership of the building through asset transfer, and draws up an appropriate business plan. All rights and responsibilities of ownership would rest with the management committee. *The terms of asset transfer would ensure that the buildings will continue to be used primarily for community benefit, and that in the event of the management committee wanting to sell or transfer the building, or in the event of the management committee failing to sustain, the council will have the option of taking back ownership of the building / land at no cost.*

Burnley Borough Council
Draft Community Asset Transfer Policy

Date: 24 October 2016

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Introduction

What is Community Asset Transfer?

Aim of this Policy

Benefits and Challenges of Asset Transfer

Principles of Community Asset Transfer

Asset Transfer Process

Appendix A: Business Plan Expectations

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Appendix C: Guidance for Community Organisations

Introduction

Council owned buildings, land and premises have been occupied by various local groups, organisations and sports clubs for many years. This Policy sets out a framework for the Council to follow when it considers the transfer of its buildings or land to different forms of community ownership. It will ensure the Council can work in a consistent manner when embarking on community asset transfer. The purpose of this Policy is to enable the Council to assess applications for community asset transfer against clear criteria that ensures any transfer meets Council objectives and is in the best interests of the community.

What is Community Asset Transfer?

Community Asset Transfer involves the transfer of management and/or ownership of land or buildings from the local authority to community based organisations or other public sector organisations. Examples of community based organisations are a local charity, Community Interest Company or industrial and provident society. The transfer applies to buildings, land and green space where the primary purpose is to enable community activities to take place.

There is a growing trend that community asset transfer is now happening in response to the requirement of local government to reduce its budgets. The pace of reducing budgets can place additional challenge for managing the transfer of assets to voluntary organisations.

Burnley Borough Council has a record of transferring the management of certain facilities over to the community. This has included licensing playing fields and pavilions to local community sports clubs and leasing golf clubhouses, community centres and other space to community organisations and associations. Previously there has been no clear policy for the Council to follow when undertaking this transfer, so licences and leases have often been negotiated and agreed in a reactive and ad-hoc manner.

The Council's Corporate Objectives as restated in the **Councils Strategic Plan 2016/17** highlight the theme of **"People"**:- "creating opportunities and sustaining ambition and **"Places"**:- "making "the Borough a place of choice".

By providing an opportunities for local communities to participate through the management and ownership of community assets the Council can further meet these objectives and might also enable budget efficiencies for the Council.

Aims of this Policy

To identify the process and tools that will enable the successful delivery of a future asset transfer programme.

- *To recognise the capacity needs of local groups wishing to take on Council assets.*
- *To ensure a thorough risk assessment of asset transfer is undertaken.*
- *To define the legal form a transfer agreement would take.*

Benefits and Challenges of Asset Transfer

The potential benefits that community asset transfer can bring:

- *Facilities under financial pressure can remain open*
- *Costs are reduced and volunteer run facilities can access more funding opportunities*
- *Community run facilities can be more responsive to local need.*
- *Community organisations are in a better position to plan for their future*
- *Opportunities for greater creativity and innovation if the running of community facilities are outside Council management or ownership*
- *Development of individual volunteers and the rewards that volunteering brings*
- *Continued community empowerment to enable a secure future for local organisations through the management of local assets*
- *Strong community organisations working in partnership with the Council to achieve its Strategic Objectives*
- *Budget efficiencies for the Council*
- *Positive relationships developed between the Council and local community partners*
- *Assets playing a greater role in bringing communities together for social, economic and wellbeing purposes.*
- *They can become a point for neighbourhood service provision.*

A recent report on the transfer of leisure facilities has also identified the potential challenges posed by community asset transfer:

- *Loss of control by the local authority over community run facilities could mean reduced ability to strategically plan the provision of community facilities*
- *Sustaining the long-term enthusiasm for a group of volunteers to run facilities*
- *The ability of volunteers to succession plan in the management of community facilities*
- *Developing trust between the community organisations and the local authority*
- *Sustaining the long-term financial viability of facilities run by volunteers*
- *The reality of community capacity – this may be higher in more advantaged areas. More disadvantaged areas will require capacity community building support*
- *Capacity building and development of volunteers and community organisations takes time.*
- *Will the expectation of budget reductions over take this? Both in terms of reducing the costs of facilities and reducing the community development support to volunteers and groups*
- *Reduced standards of provision and loss of skilled facility managers and workers.*

Principles of Community Asset Transfer

1. Meeting Community Need

The transfer of an asset must be in the best interests of the community and contribute to the aims and priorities of the Council. This includes ensuring an asset remains accessible to the community, in particular for those with the protected characteristics defined by the Equality Act.

2. Transparency

The Council will provide a clear point of contact, have defined criteria for assessing eligibility of a community organisation and the viability of an asset and each stage of the transfer will be clearly defined and agreed by both parties from the outset.

3. Community Engagement and Empowerment

The Council sees asset transfer as a means to further empower community organisations and to support them in shaping how local need can best be met. It is not about transferring risk and liability over to the community. For any asset transfer to happen the community must be supported to ensure they are in the best position to take on the long-term succession management of that community asset. The Council will ensure any community organisations' meet our viability criteria for taking on an asset.

4. Role of Community Assets

An assessment of the potential for Council assets being eligible for transfer will be made. An options appraisal will include whether an asset is fit-for-purpose for community ownership or management and its proposed future use is of benefit to the wider community. The Council's Asset Management Group will oversee this options appraisal.

5. Robust Business Planning

Any transfer must be financially viable for both the community organisation and the Council. The asset must be fit-for-purpose so the financial implications of this will be considered. The Council will work with community organisations to establish a strong long-term business plan for the future.

6. Preferred Model of Transfer

There is more than one model of community asset transfer that could be adopted in each case. The Council is committed to pursuing the best one in each case that is in the interests of the Council, community organisation and the wider community.

7. Council Support Post Transfer

A transfer agreement will set out the relevant benefits of transfer and how these will be monitored and measured over time. The Council will have a clear point of contact to manage the relationship with the community organisation that has taken on the asset.

8. Property Development and Protecting Community Assets

The Council will seek to safeguard that assets continue to be of benefit to the community and this will be detailed in any agreement of transfer. Such agreements will need to define circumstances when an asset is no longer viable as a community facility. Any future income from the sale of a property needs to be distributed in the best interests of the local community.

9. Timescales

There is not one set timescale for progressing community asset transfer. This will be established on a case-by-case basis. Agreement to transfer an asset will only take place when the Council is satisfied that this is a sustainable option.

The Asset Transfer Process

When embarking on asset transfer the Council will follow a clear process that ensures any decision taken is in the best interests of the Council and community need.

Mapping the Viability of Assets for Transfer

The Council will use a matrix for assessing the viability of assets for transfer to community organisations. This matrix will assess criteria such as health and safety, financial liabilities, existing covenants and asset condition. These assets may include buildings, land, open space or other structures that are in the freehold ownership of the Council.

This options appraisal matrix will be developed and overseen by the Council's Asset Management Group that will determine whether asset transfer is a viable option.

Community Consultation Regarding Potential Asset Transfer

If the Council decides it wishes to pursue community asset transfer as an option for any of its assets it will commence consultation that will:

- *be undertaken once an asset or group of assets have been identified as being eligible for community transfer*
- *provide clarity as to why the Council is considering community transfer as an option*
- *provide sufficient time for the community to respond to the proposals*
- *include consultation with local ward members*
- *be used when making final decisions on transfer.*

Asset Transfer Checklist

1. *Is the asset currently fit-for-purpose for transfer to community ownership or management?*
2. *Does the community organisation meet the Council's viability criteria?*
3. *Consultation on any proposal to transfer an asset, including local ward members.*
4. *What support does it need to fill the gaps?*

5. *Support the development of a robust business plan for asset transfer.*
6. *What is the preferred model of community asset transfer in this instance?*
7. *A transfer agreement addressing all legal and financial liabilities and which determines appropriate governance arrangements.*
8. *Post transfer relationship between the Council and community organisation.*

Eligibility Criteria for Community Organisations

The Council will develop a clear framework for assessing whether a community organisation is appropriate and ready to take on one of its assets. The Council will make the final decision as to whether an organisation/s meets its criteria. This framework will assess an organisation in the following ways:

- *Does the community organisation's governance allows it to be influenced by the local community?*
- *Is it a voluntary and community sector or statutory body?*
- *What is the status of the organisation, is it constituted, a registered charity, community interest company, charitable trust or a not for profit company?*
- *What is the organisation's track record in meeting community need?*
- *Does the organisation have the capability to manage an asset, such as health and safety planning, experience in facility management, a robust plan to develop this expertise and a clear management structure?*
- *Is the organisation's financial status robust enough?*
- *Risk associated with transfer for both the Council and the organisation?*
- *Financial implications for the Council?*
- *Contribution to the Council's aims and objectives and wider community benefit?*
- *Does the organisation have a robust business and development plan, including capacity building needs?*
- *Has the organisation prepared a robust business case for asset transfer?*
- *Does the organisation adhere to equality and diversity principles?*
- *Does the organisation have clear aims and objectives?*

This is about ensuring the community organisation has a robust business plan to enable it to embark on asset transfer. **Appendix A** gives an overview of the key considerations such a business plan will need to have, while **Appendix B** provides a risk assessment framework to guide the Council.

Support for Community Organisations

If an asset is deemed eligible for potential transfer, a support plan may be offered to an interested community organisation by either the Council directly or another organisation with the skills and expertise to offer capacity building, business planning advice and potential feasibility planning. Such an organisation could be a current partner organisation of the Council working locally or a body contracted to offer such support.

The type of support offered to any community organisation or group of volunteers willing to take on a Council's asset may include:

- *assessing the viability of a group taking on a facility*

- *practical advice and support in business planning and accessing external funding*
- *advice in appropriate legal status of a community organisation*
- *support and guidance in the development of a community organisation*
- *skills development of groups in business planning, facility management and volunteer succession planning*
- *financial support for legal advice, stock condition surveys, pre and post transfer capital programme.*
- *advice regarding the liabilities any trustees could face.*

Appendix C offers links to useful guidance to assist in the support of community organisations wishing to explore asset transfer.

Transfer Options;

For whatever form of transfer that is pursued a legal agreement will be drawn up between the Council and the community organisation that receives the asset. Such an agreement will determine the legal and financial liabilities as a consequence of asset transfer. In all cases appropriate legal mechanisms will be established to protect the Council's financial position.

If asset transfer is considered feasible the most likely forms of legal agreement are a licence, lease or a freehold transfer.

Legal Agreement	Definition
Licence	a community organisation is given permission to use an asset but on a shared basis with other community users for the duration of the agreement.
Lease	a community organisation is given permission to use an asset on an exclusive basis for its activities for the duration of the agreement.
Freehold	Where the complete ownership of the asset is passed on to the community organisation.

Licences

The duration of a licence agreement can be as short or as long as required and will be at the discretion of the Council.

Where there is a licence agreement in place it may be that the Council retains some control over the management of the asset given the shared community use. The type of licence agreement covered by this policy is where an asset is going to be used by a community organisation for a specific purpose. The most common example of this, is where a local sports clubs will use a pitch and pavilion on a recreation ground for a period of many years. This policy does not cover a very short term licence where an organisation seeks to use a piece of land for a one-off event.

Leases

A lease could be as short as 5 years or as long as 99 years. However, it should be noted that external funders often look favourably upon a longer-term tenure when offering capital

funding to community organisations. A lease agreement would pass responsibility for building or grounds maintenance, running costs, opening and closing and general management of the site to the community organisation. With a long lease, a community organisation has a sufficient interest to seek external funding and will take full responsibility for the building or land. However, at the end of the term the building or land would return to the Council. Alternatively, it can be re-negotiated with the existing organisation or any other community group providing the Council's eligibility criteria are met.

Freehold

When entering into a freehold arrangement the Council may wish to consider certain covenants to protect the community asset. This is not only to safeguard the legal and financial interest of the Council, but also to prevent local organisations from being deterred from taking on responsibility given the potential risk it involves. Covenants can also ensure an asset continues to be used for the benefit of the wider community.

Options could be:

- *its use remains for local people and meets community need*
- *protection for existing groups to continue to use the asset*
- *future failure of the community organisation means the asset reverts back to the ownership and control of the Council rather than being sold for development*
- *in a situation where it is agreed the asset can be sold, the receipts will be allocated for community rather than individual benefit, i.e. paid to the Council or other public body associated with the asset*
- *in the event of any commercial benefit of a sizeable amount received through use of the asset, an obligation to share part with the Council*
- *the asset is maintained to a reasonable standard.*

Sale Price and Rental Value

The Council will consider current market value of an asset when considering rental or sale price. By virtue of Section 123, Local Government Act 1972, the Council has the power to dispose of land held by it in any manner it wishes but, except with the consent of the Secretary of State, it may not do for a consideration less than the best that can reasonably be obtained (unless the disposal consists of a grant of a term not exceeding seven years).

The Council can, in reliance on the General Disposal Consent (England) 2003, dispose of land at less than best consideration that can be reasonably be obtained in the following circumstances:

- a) where the local authority considers that the purpose for which the land is to be disposed is likely to contribute to the achievement of anyone or more of the following objects in respect of the whole or any part of its area, or of all or any persons resident or present in its area;
 - i) the promotion or improvement of economic well-being;
 - ii) the promotion or improvement of social well-being;
 - iii) the promotion or improvement of environmental well-being; and

- b) the difference between the unrestricted value of the land to be disposed of and the consideration for the disposal does not exceed £2,000,000 .

Any decision would need to balance the Council's own financial need against the wider community wellbeing that asset transfer at an under-value may bring.

State Aid

All Disposals also need to comply with the European Commission's State Aid Rules. When disposing of land at less than best consideration, the Council is providing a subsidy to the owner, developer and/or the occupier of the land and property, depending on the nature of the development. Where this occurs the Council must ensure that the nature and amount of subsidy complies with the State Aid Rules particularly if there is no element of competition in the sales process. Failure to comply with the rules means that the aid is unlawful, and may result in the benefit being recovered with interest from the recipient.

Alternatives to Asset Transfer

If an asset is no longer being required by the Council or is no longer suitable for ongoing community use, the authority would consider the sale of the asset on the open market where no community organisation is willing or eligible to take the asset.

Equality Impact Assessment

The Council will conduct an Equality Impact Assessment of any proposed transfer of a facility.

Final Decision

Asset transfer that involves lease or freehold is an Executive decision and given its significance and public interest, final Executive approval will be sought before a transfer takes place. In the case of a simple licence agreement is proposed that a decision can be made according to the constitutional delegations of the relevant Portfolio Holder.

Post Transfer Relationship

The Council will still need to have an on-going relationship with community organisations once asset transfer is complete. This will be as much about relationship management as it will to monitor all requirements set out in a licence, lease or freehold agreement are being fulfilled. In the event of an asset transfer venture failing the Council must be prepared to resource any resulting work. This could include bringing it back into Council control, assessing maintenance liabilities, making necessary repairs, re-housing organisations at alternative sites, managing public relations in such circumstances and identifying and pursuing alternative transfer options.

Appendix A: Business Plan Elements

Organisations which support voluntary sector organisations have developed principles about how to draw up a robust business plan, which include the following:

- *clear purpose and goals of the organisation*
- *motivation for wanting asset transfer*
- *legal structure of the organisation, such as the constitution*
- *turnover or profitability of the organisation*
- *existing or proposed assets of the organisation*
- *profit and loss account and balance sheets*
- *funding available now or in the future*
- *the service the organisation will be providing*
- *why the community or customers would want to use the service*
- *the identified need for the service*
- *what will the service involve and how will it benefit the community*
- *who will use the service and the market research which identifies this*
- *assessment of any competitors*
- *any barriers for delivering the service*
- *marketing objectives and goals*
- *skills and capacity of the organisation to deliver the service*
- *succession plan for volunteers within the organisation*
- *how the service will be provided*
- *description of premises, including planning requirements and permissions,*
- *health and safety expectations and license requirements.*
- *building work required including quotes*
- *financial forecast to assess organisational viability*
- *risk management plan and actions to reduce these*
- *money required and where this comes from*

Appendix B: Risk Management – Viability of Transfer

In order to assess the viability of any transfer of a community asset, the Council will conduct a risk assessment. This will be done in partnership with the community organisation that proposes to take on management or ownership of an asset.

Community organisation has capacity to manage the asset?

If no, transfer will not be successful and will have a negative impact for the wider community.

Action:

Development plan for the community organisation that addresses the gaps in capacity before asset transfer is implemented.

Community organisation has sufficient finances to buy or refurbish the asset?

If no, the asset may not be fit-for-purpose, may not be able to operate at full potential.

Action:

Support and advice regarding external funding opportunities and Council consideration of its capital fund to enable asset to become fit-for-purpose.

Are their limitations regarding State Aid or other public body restrictions?

If yes, external funding potential may be limited.

Action:

Expert legal advice is sought for both parties so the limitations or exemptions are clear.

Community organisation has a robust management plan in place?

If no, risk of financial liability and insufficient capacity to manage the asset effectively, making transfer not viable.

Action:

Support and advice for the development of a robust business plan before transfer is agreed.

Asset to be used to the benefit of the community?

If no, negative reaction or resentment from the wider community and a possible breakdown in community relations.

Action:

Legal transfer agreement to stipulate requirement that the organisation's governing documents give a strong ambition for addressing wider needs of the community.

Community organisation has the financial capacity to upgrade and maintain the asset in the long-term?

If no, in the long-term the asset may depreciate in value and no longer be fit-for purpose.

Action:

Support and advice for the development of a robust business plan before transfer is agreed. Consideration of financial contribution to support the on-going maintenance of the asset.

Community organisation relies on volunteers as opposed to paid staff?

If yes, risk of increased burden on a few volunteers and a lack of new volunteers to take on future management.

Action:

A partnership network to support volunteers, encourage succession planning, enterprise and commercial opportunities.

Community organisation wishes to employee paid staff to manage a facility?

If yes, TUPE implications regarding existing local authority employees would need to be considered.

Action:

Expert legal advice is sought for both parties so the limitations or exemptions are clear.

Ownership of assets across the Council area increasingly fragmented?

If yes, the Council will have less scope to deliver local services and invest in the renewal of local assets.

Action:

Partnership working encouraged to enable greater investment in local facilities.

Transfer agreements to set out the expectations of the Council with regard to the strategic management of assets.

Are all roles, responsibilities and liabilities clear from the outset?

If no, this could cause a breakdown in partnership working with the Council and mean unexpected liabilities to either party.

Action:

Transfer agreements to include all legal, financial and statutory liabilities.

Is there conflict from community organisations competing for transfer of an asset?

If yes, this could mean a breakdown in community relations and cause resentment in the community.

Action:

A clear criteria for being eligible for taking on an asset that advocates strong, well governed, financially viable organisations whose ambitions will ultimately benefit the wider community.

Appendix C: Guidance for Community Organisations

Useful resources for community organisations include:

Ethical Property Foundation

<http://www.ethicalproperty.org.uk/>

To Have and To Hold is a guide to long-term community ownership and development of land and buildings

<http://locality.org.uk/resources/hold/>

Sport England Community Sport Asset Transfer Toolkit - for community groups and local authorities

<http://assettoolkit.sportengland.org/>

Bury St Edmunds Rugby Club

<http://assettoolkit.sportengland.org/BuryStEdmundsRugbyFootballClub.html>

Asset transfer legal information including jargon busters

http://locality.org.uk/?s=as_perform_advancedsearch&as_perform_advancedsearch=true&as_querytype=words&as_posts_pages=both&as_sortby=relevance&s=legal+toolkit

References & Acknowledgements

- 1 "The transfer of public leisure facilities to volunteer delivery." Research report, September 2014, Geoff Nichols, Sheffield University Management School, Deborah Forbes, Newcastle University Business School.
2. Gelding Borough Council Community Asset Transfer Policy.

REPORT TO EXECUTIVE



DATE	6th December 2016
PORTFOLIO	Resources and Performance Management
REPORT AUTHOR	David Donlan
TEL NO	(01282) 477172
EMAIL	ddonlan@burnley.gov.uk

Revenue Budget Monitoring 2016/2017

PURPOSE

1. To report the forecast outturn position for the year as at 31st March 2017 based upon actual spending and income to **30th September 2016**.

RECOMMENDATION

2. The Executive is asked to:
 - a. Note the projected revenue budget forecast underspend of £123k (see the overview table in paragraph 6).

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

- b. The latest revised budget of £15.223m as shown in Appendix 1.
- c. The net transfers from earmarked reserves in the quarter of £32k as shown in Appendix 4.

REASONS FOR RECOMMENDATION

3. To give consideration to the level of revenue spending and income in 2016/17 as part of the effective governance of the Council and to ensure that appropriate management action is taken to ensure a balanced financial position.

SUMMARY OF KEY POINTS

4. **Revenue Budget Monitoring Process**
 There are 3 in-year reports on revenue budget monitoring presented to the Executive and the Scrutiny Committee during the course of the financial year. This is the second in-year report for 2016/17. In addition to these 3 reports there is a final combined report for revenue and capital to consider the actual spending at the end of the financial year compared with the revised revenue budget. Under the scheme of delegation each budget area is delegated

to a Head of Service who remains accountable for the effective discharge of financial management as an integral part of achieving strategic objectives and in turn meeting service delivery priorities.

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

5. **Budget Changes**

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

- Virements approved by Heads of Service and Management Team.
- Executive Member for Resources and Performance Management decisions confirming additional awards of grant and contributions.
- Decisions made by the Executive.

Members are asked to approve the latest revised budget of £15.223m as shown in Appendix 1.

6. Revenue Budget Summary

As at the end of September 2016, the overall financial position is currently projected to be a £123k underspend, as shown in the table below:

	Latest Revised Budget £'000's	Forecast Outturn £'000's	Variance £'000's	Paragraph
Pay	9,388	9,579	191	11
Other revenue budgets	7,659	7,345	(314)	
Reserves	(1,824)	(1,824)	0	13
	15,223	15,100	(123)	
Financed by:				
Collection Fund surplus	(81)	(81)		
Business Rates	(4,356)	(4,356)		
Revenue Support Grant	(3,660)	(3,660)		
Council Tax	(6,130)	(6,130)		
New Homes Bonus	(996)	(996)		
Forecast underspend at end September 2016	0	(123)	(123)	
Reported position previously			(144)	
Movement this period			21	
Due to:				
<u>Recurring variations</u>				
Treasury Management cost savings			(92)	7
Streetscene cost savings			(66)	8
Increased Markets income			(43)	9
<u>One-off variations:</u>				
Treasury Management cost savings			(67)	7
Revenue contribution to pedestrianisation upgrade			148	10
Workforce planning redundancy costs			191	11
Increase in Local Plan spending			40	12
Other net savings			(90)	
			21	

In setting the budget for 2016/17, it was assumed that £250k would be saved through not filling posts immediately. The latest position is that £198k of salary savings have been

secured to date. In forecasting the outturn position above to the 31st March 2017, it is assumed that the target will be achieved.

7. **Treasury Management cost savings (£159k)**

The Councils cash flow and prudential borrowing requirements to fund the capital programme have been managed in order to reduce the requirement to take out new Public Works Loan Board loans and not replace two £1m loans repaid in March and September. £93k of the interest cost savings are considered to be on-going and have also been built into the proposed 2017/18 revenue budget.

8. **Streetscene cost savings (£66k)**

The Head of Service has reviewed the budgets and has identified a number of small savings in expenditure which have been built into the budget savings for 2017/18.

9. **Markets income increase (£43k)**

The Markets manager has again reviewed the estimated income based on actual receipts to the end of September and reduced the previously forecast shortfall from £70k down to £27k.

10. **Revenue contribution to capital outlay (£148k)**

28th September Council meeting approved the use of £148k revenue underpending to finance part of the cost of the town centre pedestrianisation upgrade.

11. **Workforce planning costs (£191k)**

The 2017/18 revenue budget savings totalling £1.546m (£2.166m in total) were also approved by Council on the 28th September. In accordance with usual practice, it is proposed that the resultant costs of redundancy and pension strain are funded from in year revenue underspends. The current estimated costs of these are £191k. This figure includes exit costs incurred during this financial year.

12. **Increase in Local Plan spending (£40k)**

The estimated costs of preparing the Local Plan have increased by £40k as a result of work required of Lancashire County Council towards the production of the plan. It is proposed that this will be met from in year revenue underspends.

13. **Earmarked Reserves**

The table in Appendix 4 summarises the latest position. The forecast revenue budget underspending is £123k. Any revenue underspends at year end, will, if achieved, be transferred to the transformation reserve.

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

The 2016/17 capital monitoring report is elsewhere on your agenda. The report states that the full year revenue impact from prudential borrowing of £2.01m are the net costs of the Minimum Revenue Provision [MRP] of £81k and the net interest costs on the borrowing which is also estimated to be £60k. The MRP costs are not incurred until 2017/18. The interest costs are dependent on the timing of the borrowing but is anticipated to be at year end and therefore also not likely to be incurred until 2017/18. These will be included within the revenue budget for 2017/18.

FINANCIAL IMPLICATIONS AND BUDGET PROVISION

15. As shown in the body of the report.

POLICY IMPLICATIONS

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

DETAILS OF CONSULTATION

17. None

BACKGROUND PAPERS

18. None

FURTHER INFORMATION

PLEASE CONTACT:

**David Donlan - Accountancy Division
Manager**

ALSO:

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Movements in Revenue Budget 2016/17 - to 30th September 2016

Directorate	Service Unit	Original Budget	Latest Revised Budget	Changes this Cycle (Cycle 2)	Changes Previous Cycle	Transfers to /(from) Earmarked Reserves	Grants Unapplied carried forward from 2015/16	TOTAL OVERALL MOVEMENT	Revised Budget
		£'000's	£'000's	£'000's	£'000's	£'000's	£'000's	£'000's	£'000's
Chief Executives Office	Management	447	440	(7)	-	-	-	(7)	440
	Regeneration and Planning Policy	1,420	1,535	(11)	10	112	4	115	1,535
Community Service	Leisure Trust Management Fee	711	711	-	-	-	-	-	711
	Leisure Trust Client	197	194	(3)	-	-	-	(3)	194
	Green Spaces and Amenities	1,094	1,209	65	(2)	-	52	115	1,209
	Streetscene	3,148	3,082	(71)	(12)	-	17	(66)	3,082
	Housing and Development Control	566	577	(40)	40	-	11	11	577
	Comms Servcs Performance & Policy	471	499	3	2	-	23	28	499
Resources	Governance, Law and Reg'n (inc Property)	846	559	(289)	(2)	-	4	(287)	559
	People & Development	296	293	(3)	-	-	-	(3)	293
	Finance	444	700	257	(1)	-	-	256	700
	Strategic Partnership	3,566	3,566	-	-	-	-	-	3,566
	Revenues and Benefits	(1,373)	(1,348)	-	-	25	-	25	(1,348)
	Treasury Management	931	931	-	-	-	-	-	931
	Corporate Budgets	5,272	4,099	59	(34)	(1,087)	(111)	(1,173)	4,099
	Use of Earmarked Reserves	(2,813)	(1,824)	40	(1)	950	-	989	(1,824)
		15,223	15,223	-	-	-	-	-	15,223

Revenue Budget Update by Service Area

Appendix 2

Directorate	Service Unit	Revised budget for year			Forecast outturn for year			Forecast Variance		
		Pay	Non Pay	Income	Pay	Non Pay	Income	Pay	Non Pay	Income
		£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s
Chief Executives Office	Management	425	15	-	418	15	-	(7)	-	-
	Regeneration and Planning Policy	1,178	1,062	(705)	1,176	1,102	(663)	(2)	40	42
Community Service	Leisure Trust Management Fee	-	711	-	-	711	-	-	-	-
	Leisure Trust Client	-	432	(238)	-	432	(238)	-	-	-
	Green Spaces and Amenities	1,826	1,358	(1,975)	1,826	1,358	(1,967)	-	-	8
	Streetscene	1,071	4,065	(2,054)	966	3,992	(2,062)	(105)	(73)	(8)
	Housing and Development Control	1,226	399	(1,048)	1,226	359	(1,132)	-	(40)	(84)
	Comms Servcs Performance & Policy	409	258	(168)	412	258	(168)	3	-	-
Resources	Governance, Law & Reg'n (inc Property)	1,007	1,866	(2,314)	983	1,835	(2,261)	(24)	(31)	53
	People & Development	228	65	-	210	75	-	(18)	10	-
	Finance	642	138	(80)	597	134	(80)	(45)	(4)	-
	Strategic Partnership	-	3,566	-	-	3,566	-	-	-	-
	Revenues and Benefits	-	35,833	(37,181)	-	35,833	(37,181)	-	-	-
	Treasury Management	-	973	(42)	-	814	(70)	-	(159)	(28)
Corporate	Corporate Budgets	1,376	2,806	(83)	1,765	2,775	(92)	389	(31)	(9)
	Use of Earmarked Reserves			(1,824)			(1,824)	-	-	-
	Total	9,388	53,547	(47,712)	9,579	53,259	(47,738)	191	(288)	(26)
				15,223			15,100			(123)

Revenue Budget Variance Analysis 2016/17 (as at 30th September 2016)

Appendix 3

Service Unit	Last Report			Current Report			Movement			Explanation (Non pay/income £20k and over)
	Forecast Variance			Forecast Variance						
	Pay	Non Pay	Income	Pay	Non Pay	Income	Pay	Non Pay	Income	
	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	
Management	(7)	-	-	(7)	-	-	-	-	-	
Regen & Planning Policy	(2)	-	85	(2)	40	42	-	40	(43)	Non Pay - (£40k) Increase in Local Plan costs as a result of work undertaken by LCC. Income - (£43k) Improved forecast for Markets rental income (£33k) based on first 6 months experience, (£13k) other Markets income, £3k further fall in estimated Town Centre pitch income due to pedestrianisation works.
Leisure Trust Management Fee	-	-	-	-	-	-	-	-	-	
Leisure Trust Client	-	-	-	-	-	-	-	-	-	
Green Spaces	-	-	8	-	-	8	-	-	-	
Streetscene	(56)	(7)	-	(105)	(73)	(8)	(49)	(66)	(8)	Non Pay - (£66k) Savings on ceasing contribution to Domestic Violence (£23k), and various other small savings including car parking, CCTV and Default work costs in clearing empty back yards (£43k).
Housing & Devt Ctrl	-	(30)	(42)	-	(40)	(84)	-	(10)	(42)	Income - (£42k) Improved forecast for planning application fee income (£38k) and Building Control income (£4k).
Communications, Performance & Policy	4	-	-	3	-	-	(1)	-	-	
Governance, Law & Regulation (inc Property)	(24)	(20)	39	(24)	(31)	53	-	(11)	14	
People & Development	(3)	-	-	(18)	10	-	(15)	10	-	
Finance	(39)	(10)	-	(45)	(4)	-	(6)	6	-	
Strategic Partnership	-	-	-	-	-	-	-	-	-	
Revenues & Benefits	-	-	-	-	-	-	-	-	-	
Treasury	-	-	(13)	-	(159)	(28)	-	(159)	(15)	Non Pay - (£159k) Reduction in borrowing requirement due to lower interest rates, reduced capital spend and repayment of two £1m loans which have not been replaced.
Corporate Budgets	127	(145)	(9)	389	(31)	(9)	262	114	-	Pay (£262k) - £71k further salary savings by service units above towards the corporate budget target of £250k, £191k estimated costs of redundancies and pension strain due to the workforce planning exercise that is currently being consulted upon to achieve the £1.5m savings requirements for 2017/18. Non Pay (£114k) - Revenue Contribution of £148k to the pedestrianisation upgrade scheme from revenue underspendings as approved in cycle 1. Further estimated savings on both energy (£15k) and water charges (£27k). Revised Minimum Revenue Provision charge increased by £8k.
Transfers to / (from) Reserves	-	-	-	-	-	-	-	-	-	
Total	-	(212)	68	191	(288)	(26)	191	(76)	(94)	

Net Est. Revenue Budget
(Underspend)/Overspend

(144)

(123)

21

Position on Earmarked Reserves as at 30th September 2016

Appendix 4

Position on Earmarked Reserves	Transformation £'000	Growth £'000	Town Centre			Total £'000
			Management £'000	Primary Engineer £'000	Other Specific £'000	
Opening Balance 1/4/16	(2,714)	(2,181)	(600)	(165)	(1,202)	(6,862)
Original Budget 2016/17 - Use of Reserves 2016/17	250	710	-	-	1,853	2,813
Adjustment for the Business Rates Volatility Reserve as part of the final accounts closure	-	-	-	-	(1,756)	(1,756)
	(2,464)	(1,471)	(600)	(165)	(1,105)	(5,805)
Total changes in cycle 1	(12)	-	600	55	92	735
Total changes in this report	(13)	13	-	-	32	32
Anticipated Balance at 31st March 2017	(2,489)	(1,458)	-	(110)	(981)	(5,038)
Approved Use of Reserves in future years	-	1,290	-	110	135	1,535
Balance after approvals	(2,489)	(168)	-	-	(846)	(3,503)

REPORT TO THE EXECUTIVE



DATE	6th December 2016
PORTFOLIO	Resources & Performance Management
REPORT AUTHOR	David Donlan
TEL NO	(01282) 477172
EMAIL	ddonlan@burnley.gov.uk

Capital Budget Monitoring Report 2016/17 Cycle 2 (to 30th September 2016)

PURPOSE

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

RECOMMENDATION

- 2 The Executive is asked to:
 - Recommend to Full Council, approval of a new Capital Scheme for the Padiham Pump Track – Phase 2, totalling £18,000 which is fully funded as per paragraph 5a below.
 - Recommend to Full Council, approval of the revised capital budget for 2016/17 totalling £8,878,322, as outlined in Appendix 1.
 - Recommend to Full Council, approval of the proposed financing of the revised capital budget totalling £8,878,322 as shown in Appendix 2.
 - Note the latest estimated year end position on capital receipts and contributions showing an assumed balance of £2,466,296 at 31st March 2017, in Appendix 3.

REASONS FOR RECOMMENDATION

- 3 To effectively manage the 2016/17 capital programme.

SUMMARY OF KEY POINTS

2016/17 CAPITAL PROGRAMME:

- 4 **MONITORING INFORMATION:**

On the 24th February 2016 Full Council approved the 2016/17 original capital budget, totalling £6,931,488. Since February, a number of individual reports have been approved by the Executive, along with approvals under delegated powers, resulting in revising the 2016/17 capital budget to £9,332,789 [as at the 20th September 2016 Executive Meeting].

This is the second round of in-year cyclical monitoring, and as such the appendices accompanying this report provide Members with the position as at 30th September 2016 on expenditure, along with providing Members with an update on the progress of the individual schemes delivery.

5 EXECUTIVE SUMMARY:

- a) Padiham Pump Track – Phase 2
This scheme requires no additional Council resources and is funded through Capital Grants, Revenue Contributions, a Ward Opportunities Fund contribution and a 3rd Party Contribution.
- b) Expenditure Monitoring - Appendix 1 provides a detailed breakdown of the revised capital budget, scheme by scheme, presented under each of the relevant service unit areas responsible for delivering the capital projects. It shows the recommended revised budget position and expenditure as at the end of September 2016. The expenditure to date is £1,636,572 which is 18% of the proposed revised budget.
- c) Revised Budget and Financing Elements - Appendix 2 shows the revised budget of £8,878,322 along with identifying the approved financing elements on a scheme by scheme basis.
- d) Council Resources Position - Appendix 3 shows the latest position on capital receipts, section 106 monies and 3rd party contributions. As at the end of this round of budget monitoring the assumed level of “surplus available” local resources after taking into account the 2016/17 capital commitments, totals £2,466,296.

6 REVENUE IMPLICATIONS

Revenue Contributions 2016/17

The Capital Programme includes Revenue Contributions totalling £1,365,457, being:

Scheme Name	£
Vehicle and Machinery Replacement	233,169
Padiham Pump Track - Phase 2	3,000
Vision Park	314,448
Market Safety Works	22,520
Energy Efficiency of Council Buildings	12,320
Padiham Town Hall Non-Insured Flood Works	180,000
Town Centre & Shopping Centre Works	600,000
Total Revenue Contributions	1,365,457

Prudential Borrowing 2016/17

The Capital Programme includes a use of Prudential Borrowing totalling £2,013,141.

The revenue implications through expenditure funded from Prudential Borrowing of £2,013,141, are a net increase in the Minimum Revenue Provision [MRP] of £81k. The net notional interest charge on the borrowing is also £60k.

The MRP costs are not incurred until 2017/18, and the notional interest cost will be dependent on the timing of the borrowing but is anticipated to be at year end and therefore also not likely to be incurred until 2017/18. This will be included within the revenue budget for 2017/18.

FINANCIAL IMPLICATIONS AND BUDGET PROVISION

7 As set out in the body of the report.

POLICY IMPLICATIONS

8 None arise directly from this report.

DETAILS OF CONSULTATION

9 None.

BACKGROUND PAPERS

10 None.

FURTHER INFORMATION

PLEASE CONTACT:

David Donlan,

Accountancy Division Manager

Ext 7172

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Scheme Name	Revised Budget	Adjustments Per This Report		Revised Budget	Total Spend	% Schemes	Narrative provided by Project Officers/Heads of Service
	Exec 20/09/16	Budget Adjustments	Reprofiled into Future Years	to be Approved	as at 30/09/16	Spend	
	£	£	£	£	£	£	
GREEN SPACES & AMENITIES							
Thompson Park Restoration Project	36,061			36,061	36,335	101%	Complete. Stage 2 submitted.
Play Area Improvement Programme	9,800			9,800	4,800	49%	In progress. Remaining budget to be spent on Hargher Clough Park.
Prairie Sports Complex	16,630			16,630	-	0%	Retention payment for the contract to be paid in Quarter 3.
Towneley Hall Works	1,468			1,468	1,124	77%	Balance to be spent upgrading alarm in Long Gallery.
Brun Valley Forest Park	14,549			14,549	-	0%	Work on supply and installation of signs and waymarkers starting in Quarter 3.
Vehicle & Machinery Replacement	233,169			233,169	120,212	52%	In progress. Replacement vans to be ordered.
Extension of Burnley Cemetery	21,087			21,087	-	0%	In progress.
Towneley Park - Car Parking	40,000	(40,000)		-	-	-	Scheme to be submitted as a new bid for consideration within the Capital Programme 2017/18. Budget Removed
	372,764	(40,000)	-	332,764	162,471	49%	
STREETSCAPE							
Towneley River Training Walls	170,672			170,672	66,848	39%	The footbridge over the River Brun at Bank Hall was completed in September 2016 (estimated cost £60,000) and is now open to the public. Phase 2 River Brun Training Wall Work completed (cost £6,000). River Brun de-silting works completed (£5,000). River Calder Training Wall works due out to tender at the end of Autumn (estimated cost £40,000). Bank Hall training wall works to be tendered early in 2017 (estimated cost £60,000).
Car Park Improvements	10,000			10,000	-	0%	Infrastructure improvements (lighting, drainage, surfacing, lining, machines etc.) have been identified and a priority list is being drawn up - Design works continuing with site works to be completed in the last quarter.
Burnley Town Centre Pedestrianisation Upgrade	932,104		(150,000)	782,104	155,189	20%	Works complete at Manchester Road, The Mall and Curzon Street from the 'Next' retail outlet to St James Street Works are continuing on St James's Street from Manchester Road to Hammerton Street and it is expected that these will be completed in Quarter 3. Advance works on St James's Street from Manchester Road to Hall Street are continuing with the bandstand and charity arch demolished. (The bandstand is due to be re-erected in Memorial Park in Quarter 3). Overall work is progressing on-time. £150,000 reprofiled into 2017/18.
Alleygate Programme	58,900			58,900	-	0%	13 schemes identified for implementation. Installation to take place late in Quarter 3 / early Quarter 4 following consultation. Full amount committed.
CCTV Infrastructure	69,000			69,000	608	0%	Works on hold until the outcome of the CCTV hub project is known.
Bus Shelter Replacement	8,700			8,700	3,387	0%	Installed one shelter and upgraded three shelters at a cost of £3,400. Remaining budget is committed for shelters at Thompson Street, Padiham and Lancaster Drive, Padiham. Lancashire County Council are proposing to resurface Thompson Street in the near future so these two shelters are on hold until we receive the LCC programme. It is expected that the shelters will be placed in the last quarter, at the latest.
Padiham Pump Track - Phase 2	-	18,000		18,000	-	0%	New Scheme financed £10,000 from Lancashire Environment Fund, £3,000 from Ward Opportunities Fund, £2,000 from Padiham Town Council & £3,000 from Ground Maintenance savings [Revenue Contributions].
	1,249,376	18,000	(150,000)	1,117,376	226,032	20%	

Scheme Name	Revised Budget	Adjustments Per This Report		Revised Budget	Total Spend	% Schemes	Narrative provided by Project Officers/Heads of Service
	Exec 20/09/16	Budget Adjustments	Reprofiled into Future Years	to be Approved	as at 30/09/16	Spend	
	£	£	£	£	£	£	
REGENERATION & PLANNING POLICY							
University Technical College	22,500			22,500	-	0%	Access works to the roof are still outstanding. Retention held.
Vision Park	1,607,000	7,448		1,614,448	95,637	6%	Construction work package is out to tender with target start date early January 2017. Additional £7,448 Revenue Contributions from Regeneration Development
Weavers Triangle - Starter Homes	445,836			445,836	4,208	0%	Works are due to start on site in Quarter 3 with a 12 month build out period.
Infrastructure & Highways Works	40,009			40,009	-	0%	Retention period has now ended, awaiting final invoice from LCC
Public Realm	32,191			32,191	32,191	100%	Completed
Market Safety Works	-	222,520		222,520	8,630	0%	Survey work has been completed and a start on site is likely in Quarter 4. £200,000 Reverse Slippage from 2017/18 and £22,520 from the Growth Reserve.
Padiham Townscape Heritage Initiative	68,200	(68,200)		-	-	-	THI Development officer in post, consultants procured. On target. Budget to be moved to Revenue
	2,215,736	161,768	-	2,377,504	140,666	6%	
FACILITIES MANAGEMENT							
Energy Efficiency of Council Buildings	6,320	6,000		12,320	-	0%	Committed £1,013 for Mechanics Inverter for Heating Pumps and £2,200 towards Towneley Hall LED Spot Lights in Art Gallery with additional £6,000 Revenue Contributions added to budget.
Padiham Town Hall - Flood Works	751,219			751,219	27,235	4%	Enabling and Asbestos works are nearing completion and based on the tenders received for the main contract and resilience works the current provisional estimate still seems reasonable.
Leisure Centre Improvements	101,301			101,301	-	0%	Currently committed the following: £1,034 for Biosuplahte Dosing System at Padiham Leisure Centre, £27,789 for New Boilers and Hot Water Vessels at Mechanics and £2,775 Refurbish Pump & Reinstall & test.
Contribution to Shopping Centre Redevelopment	750,000			750,000	-	0%	The funding agreement has been agreed. Payment of the first 50% tranche is pending final completion of the underlying agreements for lease.
	1,608,840	6,000	-	1,614,840	27,235	2%	

Scheme Name	Revised Budget	Adjustments Per This Report		Revised Budget	Total Spend	% Schemes	Narrative provided by Project Officers/Heads of Service
	Exec 20/09/16	Budget Adjustments	Reprofiled into Future Years	to be Approved	as at 30/09/16	Spend	
	£	£	£	£	£	£	
HOUSING & DEVELOPMENT CONTROL							
Emergency Work Grant	83,751			83,751	40,771	49%	18 grants have been approved totalling £53,433.
Disabled Facilities Grant	1,847,235		(447,235)	1,400,000	588,103	42%	A total of £1,236,332 has been committed with 151 adaptations approved and 81 being completed. The full budget of £1,847,235 will be committed as the remaining adaptations are approved before the end of the financial year. Although contractors will start on the majority of the approved adaptations before the end of the financial year, not all work will be finished and therefore the final payment will be made in 2017/18. With this in mind the defrayed amount of budget is estimated to be £1,400,000 for 2016/17.
Energy Efficiency	60,669			60,669	9,692	16%	29 grants have been approved totalling £12,936.
Empty Homes Programme	1,250,000			1,250,000	353,636	28%	Acquisitions are progressing with one recently completed by agreement and several due to complete before year end by CPO. Paying compensation is proving difficult on a few of the CPOs. Renovations are underway on five properties and we currently have three up for sale. We have approved several loans recently and are expecting completion before year end.
Interventions, Acquisitions and Demolitions	441,086			441,086	78,369	18%	This budget is used to fund outstanding compensation claims from completed demolition projects. In addition we have completed an environmental scheme on Accrington Road. This scheme will continue to now include two commercial blocks and the backs of one block overlooking a new Keepmoat development. In addition £250,000 is committed to supporting housing redevelopment in Padiham.
Housing Market Support	75,617			75,617	-	0%	This scheme is utilised to bring forward site/opportunities for development and associated expenditure.
	3,758,358	-	(447,235)	3,311,123	1,070,571	32%	
CHIEF EXECUTIVE / CORPORATE INITIATIVES							
Ward Opportunities Fund	127,715	(3,000)		124,715	9,597	8%	The overall spend on this programme is largely determined by the extent to which proposals come forward from ward councillors. £3,000 transferred to new scheme for Padiham Pump Track Phase 2.
	127,715	(3,000)	-	124,715	9,597	8%	
	9,332,789	142,768	(597,235)	8,878,322	1,636,572	18%	
				2015/16 Cycle 2	7,378,797	2,221,358	30%

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Scheme Name	Revised Budget £	FINANCING ELEMENTS						Total Revised Budget £
		Prudential Borrowing £	Revenue Cont'n / Reserves £	Capital Grants £	Capital Receipts £	Vacant Property Initiative Receipts £	3rd Party Contribution / Section 106 £	
Green Spaces & Amenities								
Thompson Park Restoration Project	36,061			32,600			3,461	36,061
Play Area Improvement Programme	9,800				8,536		1,264	9,800
Prairie Sports Complex	16,630				16,630			16,630
Towneley Hall Works	1,468				1,468			1,468
Brun Valley Forest Park	14,549				1,942		12,607	14,549
Vehicle & Machinery Replacement	233,169		233,169					233,169
Extension of Burnley Cemetery	21,087	21,087						21,087
	332,764	21,087	233,169	32,600	28,576	-	17,332	332,764
Streetscene								
Towneley River Training Walls	170,672				170,672			170,672
Car Park Improvements	10,000				10,000			10,000
Burnley Town Centre Pedestrianisation Upgrade	782,104	671,753			110,351			782,104
Alleygate Programme	58,900				58,900			58,900
CCTV Infrastructure	69,000	69,000						69,000
Bus Shelter Replacement	8,700				8,000		700	8,700
Padiham Pump Track - Phase 2	18,000		3,000	10,000	3,000		2,000	18,000
	1,117,376	740,753	3,000	10,000	360,923	-	2,700	1,117,376
Regeneration & Planning Policy								
University Technical College	22,500			7,275	15,225			22,500
Vision Park	1,614,448	800,000	314,448	500,000				1,614,448
Weavers Triangle - Starter Homes	445,836			445,836				445,836
Infrastructure & Highways Works	40,009						40,009	40,009
Public Realm	32,191			21,344			10,847	32,191
Market Safety Works	222,520	200,000	22,520					222,520
	2,377,504	1,000,000	336,968	974,455	15,225	-	50,856	2,377,504
Facilities Management								
Energy Efficiency of Council Buildings	12,320		12,320					12,320
Padiham Town Hall - Flood Works	751,219		180,000				571,219	751,219
Leisure Centre Improvements	101,301	101,301						101,301
Contribution to Shopping Centre Redevelopment	750,000	150,000	600,000					750,000
	1,614,840	251,301	792,320	-	-	-	571,219	1,614,840
Housing & Development								
Emergency Work Grant	83,751					83,751		83,751
Disabled Facilities Grant	1,400,000			1,400,000				1,400,000
Energy Efficiency	60,669					60,669		60,669
Empty Homes Programme	1,250,000	-				1,250,000		1,250,000
Interventions, Acquisitions and Demolitions	441,086			441,086				441,086
Housing Market Support	75,617			75,617				75,617
	3,311,123	-	-	1,916,703	-	1,394,420	-	3,311,123
Chief Executive								
Ward Opportunities Fund	124,715				124,715			124,715
	124,715	-	-	-	124,715	-	-	124,715
TOTAL OF ALL SCHEMES	8,878,322	2,013,141	1,865,457	2,933,758	529,439	1,394,420	642,107	8,878,322

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CAPITAL RECEIPTS AND CONTRIBUTIONS ANALYSIS FOR 2016/17 AND CIP 2016-19

APPENDIX 3

	<u>General Capital Receipts</u> £	<u>Vacant Property Initiatives Receipts</u> £	<u>Section 106 Money</u> £	<u>3rd Party Cont'ns</u> £	<u>Total</u> £
<u>Capital Resources Brought Forward on 1st April 2016</u>	894,254	2,851,124	182,583	119,816	4,047,777
<u>Add</u>					
Resources Received As At 30th September 2016:	22,400	231,802	9,905	11,186	275,293
Further Resources Estimated to be Received during 2016/17:	350,000	-	-	548,219	898,219
<u>Potential Resources Available during 2016/17</u>	1,266,654	3,082,926	192,488	679,221	5,221,289
<u>Less</u>					
Required to finance Capital Programme	(529,439)	(1,394,420)	(3,461)	(638,646)	(2,565,966)
Repayment Liabilities	-	-	-	-	-
Earmarked for Revenue Expenditure	-	-	(63,255)	-	(63,255)
Earmarked for Delivery By Outside Bodies	-	-	(125,772)	-	(125,772)
<u>Potential Capital Resources Carried Forward on 31st March 2017</u>	737,215	1,688,506	-	40,575	2,466,296
<u>Add</u>					
Resources Estimated to be Received during 2017-19	600,000	1,985,033	-	-	2,585,033
<u>Less</u>					
2017/18 Capital Budget	(203,000)	(1,335,000)	-	-	(1,538,000)
2018/19 Capital Budget	(193,000)	(2,338,539)	-	-	(2,531,539)
<u>Total Surplus / (Shortfall) of Resources available for Further Capital Investment Programme needs</u>	941,215	-	-	40,575	981,790

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REPORT TO EXECUTIVE



DATE	6th December 2016
PORTFOLIO	Resources & Performance Management
REPORT AUTHOR	Dave Donlan
TEL NO	(01282) 477172
EMAIL	ddonlan@burnley.gov.uk

Fees & Charges Tariff 2017/18

PURPOSE

1. To inform Members of the Council's proposed fees and charges from 1st January 2017.

RECOMMENDATION

That the Executive recommend to Full Council:

2. Approval of the proposed tariff of fees & charges from 1st January 2017 as outlined in Appendix A attached.
3. To authorise the Head of Finance in consultation with the relevant Head of Service to determine any new charges or changes to existing charges relating to the preparation and approval of the 2017/18 revenue budget.
4. To authorise the Executive Portfolio Members to amend fees & charges periodically in their own area on the basis that overall income in their portfolio area remains the same as a minimum.
5. To authorise the Head of Regeneration and Planning Policy in consultation with the Executive Member for Resources and Performance Management and the Director of Resources to adjust fees and charges in relation to the Markets service from time to time to reflect current trading conditions and the overall position of the market.

REASONS FOR RECOMMENDATION

6. To set the Council's fees and charges from 1st January 2017 and assist in finalising the 2017/18 budget process.

SUMMARY OF KEY POINTS

7. In line with the Council's commercial strategy, Heads of Service were asked to:

- a) ensure that no charge has been omitted and the schedule is complete,
- b) confirm increases at an overall 2% for the service (excluding areas where either no increase is proposed or where they are set statutorily),
- c) confirm that the fees and corresponding vat rates are correct,
- d) confirm the date of the fee increase,
- e) give notification of any potential new areas for the introduction of fees and charges within their service area and of the proposed level of such fees and charges from 1st January 2017,
- f) make suggestions/proposals as to where income can be found in future to help alleviate the Council's budget pressures as identified in the Medium Term Financial Strategy, and
- g) Identify where services are being provided at a subsidy and where fees and charges should be increased by more than 2% in order to maintain the viability of service provision.

The following areas should were approved by Council on the 18th September 2016:-

- 8. Towneley Hall
A new fee has been created for adult residents of Burnley at £5 per year and the fee for non-residents has increased to £6 per visit.
- 9. Cremation and Cemetery fees
There is an increase in these fees of 8.25%.
- 10. Green Waste
It has been agreed that in line with most other Councils in Lancashire, the Council introduces a charge for Green Waste collections. It has been agreed to charge those households that want to maintain the service an annual fee of £30 (with an early bird discount down to £25) from 1/4/17.

The following areas should be noted:-

- 11. Planning Application Fees
Most of these fees are set by Parliament. However, the proposal is to increase some pre-planning application fees by 2% and 5%.
- 12. Burnley Bus Station
An increase of 2% has been included. However, it must be noted that there is potential for decline in the use of the bus station by operators.
- 13. Building Control Fees
Fees were set by Pennine Lancashire Building Control Joint Committee on the 2nd November 2016.
- 14. Car Parking Charges
Current proposals include a 2% increase on contract parking and no increase in daily fees.

FINANCIAL IMPLICATIONS AND BUDGET PROVISION

15. The assumed increase in income from a 2% increase in the fees and charges tariff is approximately £42k in 2017/18 prior to the identification of new income streams and other increase in excess of 2%.

POLICY IMPLICATIONS

16. None directly as a consequence of this report.

DETAILS OF CONSULTATION

17. None.

BACKGROUND PAPERS

18. None.

FURTHER INFORMATION

PLEASE CONTACT:

Dave Donlan – Accountancy Division Manager

ALSO:

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2016/17 Gross Fees £	2017/18 Gross Fees £	Vat included in fee	2017/18 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
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COMMUNITY SERVICES

GREEN SPACES & AMENITIES

CEMETERIES

NB The increases in the following cemetery charges were approved by Full Council on the 28th September 2016 and are included here for completeness

Interment Fees

Over 1 month - 2 years	275.00	298.00	-	298.00	zero	1-Jan-17
13 years and over	972.00	1,053.00	-	1,053.00	zero	1-Jan-17
Where Casket is used	1,129.00	1,223.00	-	1,223.00	zero	1-Jan-17
Where Vault is used	1,129.00	1,223.00	-	1,223.00	zero	1-Jan-17
Interment after appointed time	163.00	177.00	-	177.00	zero	1-Jan-17
Interment of cremated remains	195.00	212.00	-	212.00	zero	1-Jan-17

Interment Fees - Public Grave

Over 1 month - 12 years	172.00	187.00	-	187.00	zero	1-Jan-17
13 years and over	326.00	353.00	-	353.00	zero	1-Jan-17
Service in Cemetery Chapel	121.00	131.00	-	131.00	zero	1-Jan-17

Removal & Replacement

Headstones (remove and re-fix to National Association of Memorial Masons standards)	150.00	163.00	-	163.00	zero	1-Jan-17
Sidestones	122.00	133.00	-	133.00	zero	1-Jan-17
Chippings	74.00	81.00	-	81.00	zero	1-Jan-17

Right to Erect Memorials

Headstone (900mm maximum)(including first inscription)	271.00	294.00	49.00	245.00	20.00	1-Jan-17
Wooden Cross	45.00	49.00	8.17	40.83	20.00	1-Jan-17
Vase without inscription and under 300 mm						
Otherwise	99.00	108.00	18.00	90.00	20.00	1-Jan-17
Inscription (each)	53.00	58.00	9.67	48.33	20.00	1-Jan-17

Exclusive Right of Burial

Burnley

Row 1 - 4	880.00	953.00	-	953.00	zero	1-Jan-17
Lawn Section	1,082.00	1,172.00	-	1,172.00	zero	1-Jan-17
Any other row	880.00	953.00	-	953.00	zero	1-Jan-17
Additional charge for Vault	552.00	598.00	-	598.00	zero	1-Jan-17
Purchase of above by Non-Resident of Burnley Borough						

Miscellaneous

Search of Register	FOC	FOC		FOC		
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	2016/17 Gross Fees £	2017/18 Gross Fees £	Vat included in fee	2017/18 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
<u>Padiham Garden of Remembrance</u>							
Use of Memorial Stone	99.00	108.00	-	108.00	zero	1-Jan-17	
Use of Niche for one person	184.00	200.00	-	200.00	zero	1-Jan-17	
Additional remains in Niche	116.00	126.00	-	126.00	zero	1-Jan-17	
<u>CREMATORIUM</u>							
<u>NB The increases in the following cremation charges were approved by Full Council on the 28th September 2016 and are included here for completeness</u>							
<u>Cremation</u>							
Over 1 month - 12 years	186.00	202.00	-	202.00	zero	1-Jan-17	
13 years and over	600.00	650.00	-	650.00	zero	1-Jan-17	
Medical Referee	24.50	27.00	-	27.00	zero	1-Jan-17	
Additional fee for Saturday & 12.30 additional time	165.00	179.00	-	179.00	zero	1-Jan-17	
<u>Entries in Book of Remembrance</u>							
2 line	87.50	94.70	15.78	78.92	20.00	1-Jan-17	
5 line	137.10	148.40	24.73	123.67	20.00	1-Jan-17	
8 line	200.90	217.40	36.23	181.17	20.00	1-Jan-17	
5 line with Badge	210.10	227.40	37.90	189.50	20.00	1-Jan-17	
6 line with Coat of Arms	268.70	290.80	48.47	242.33	20.00	1-Jan-17	
<u>Remembrance Cards</u>							
With 2 line inscription	54.85	59.40	9.90	49.50	20.00	1-Jan-17	
With 5 line inscription	64.00	69.30	11.55	57.75	20.00	1-Jan-17	
With 8 line inscription	87.50	94.70	15.78	78.92	20.00	1-Jan-17	
Additional 2 line inscription	32.65	35.35	5.89	29.46	20.00	1-Jan-17	
Additional 5 line inscription	43.15	46.70	7.78	38.92	20.00	1-Jan-17	
Additional 8 line inscription	49.75	53.85	8.98	44.87	20.00	1-Jan-17	
Additional cost for flower emblem (only with 5 or 8 line entry)	54.85	59.40	9.90	49.50	20.00	1-Jan-17	
<u>Retaining of Ashes</u>							
After 1 month (per month)	56.30	60.95	-	60.95	zero	1-Jan-17	
<u>Scattering of Ashes</u>							
Cremation not at Burnley	56.30	60.95	-	60.95	zero	1-Jan-17	
<u>Memorial Wall</u>							
Lakeland stone plaque	471.50	510.40	85.07	425.33	20.00	1-Jan-17	
(plus lettering per letter - existing walls only, new walls subject to new price list)	3.10	3.30	0.55	2.75	20.00	1-Jan-17	

BURNLEY BOROUGH COUNCIL INCOME TARIFF FROM 1ST JANUARY 2017

Appendix A

	2016/17 Gross Fees £	2017/18 Gross Fees £	Vat included in fee	2017/18 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
Ash Plots							
Exclusive right of burial (40 years)	348.00	377.00	62.83	314.17	20.00	1-Jan-17	
Interment fee	198.00	215.00	35.83	179.17	20.00	1-Jan-17	
Right to erect memorial	220.00	239.00	39.83	199.17	20.00	1-Jan-17	
<u>PARKS - OUTDOOR SPORTS ACTIVITIES & EVENTS</u>							
<u>Events - Towneley Park</u>							
Local Organisations	158.40	161.50	26.92	134.58	20.00	1-Jan-17	
Non Resident Organisation - per event	403.45	411.50	68.58	342.92	20.00	1-Jan-17	
<u>Towneley Park</u>							
Cricket	52.00	53.05	8.84	44.21	20.00	1-Jan-17	
<u>Football pitches (from 1st August each year)</u>							
Grade A - (changing, showers & attendant)							
Prairie, Fennyfold, Towneley	52.00	53.05	8.84	44.21	20.00	1-Jan-17	
Grade B (pitch only)							
Queens Park, Worsthorne, Stoneyholme, Hapton	36.40	37.15	6.19	30.96	20.00	1-Jan-17	
<u>Barden Central Arena</u>							
Burnley United A F C per season	2,585.90	2,637.60	-	2,637.60	Exempt	1-Jan-17	
<u>Junior Football</u>							
Hire of Junior pitch	11.40	11.60	1.93	9.67	20.00	1-Jan-17	
Use of changing accommodation only	11.40	11.60	1.93	9.67	20.00	1-Jan-17	
<u>ALLOTMENTS</u>							
Allotment Rent per m ²	0.24	0.27	-	0.27	zero	1-Jan-17	
Concessionary Rental (50%)	0.12	0.12	-	0.12	zero	n/a	
Water	12.75	13.00	-	13.00	zero	1-Jan-17	
Admin fee for setting up of new tenancy agreements	10.40	10.60	1.77	8.83	20.00	1-Jan-17	

Note : Allotments users require 3 months notice of any price increases.

BURNLEY BOROUGH COUNCIL INCOME TARIFF FROM 1ST JANUARY 2017

Appendix A

2016/17 Gross Fees £	2017/18 Gross Fees £	Vat included in fee	2017/18 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
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BARDEN ATHLETIC FACILITIES

Annual ticket

Adult	18.95	19.35	3.23	16.12	20.00	1-Jan-17
Junior / Recreation Passport	9.50	9.70	1.62	8.08	20.00	1-Jan-17
Senior Citizen	9.50	9.70	1.62	8.08	20.00	1-Jan-17

Burnley Athletic Club

Training session (per season)	378.25	385.80	64.30	321.50	20.00	1-Jan-17
Full track event (up to 3 hours)	82.90	84.55	14.09	70.46	20.00	1-Jan-17
Each additional hour	23.70	24.10	4.02	20.08	20.00	1-Jan-17

Schools use (per hour)

Track only	28.90	29.50	4.92	24.58	20.00	1-Jan-17
Track and changing facilities	46.55	47.50	7.92	39.58	20.00	1-Jan-17
Track, equipment and changing	72.05	73.50	12.25	61.25	20.00	1-Jan-17

Other Organisations (per hour)

Track, equipment and changing	99.65	101.65	16.94	84.71	20.00	1-Jan-17
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Use of Floodlights

Per hour	42.80	43.60	7.27	36.33	20.00	1-Jan-17
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TOWNELEY

Car Parking - Pay & Display

Riverside - per day	1.00	1.50	0.25	1.25	20.00	1-Feb-17
Towneley Hall - per hour	0.80	0.80	0.13	0.67	20.00	n/a
9 Hole Golf - per day	1.00	1.50	0.25	1.25	20.00	1-Feb-17
Causeway End / Golf Course - per day	2.05	3.10	0.52	2.58	20.00	1-Feb-17
Barwise per day	1.00	1.50	0.25	1.25	20.00	1-Feb-17

Car Parking - Contracts (per annum)

Towneley Hall	58.00	58.00	9.67	48.33	20.00	n/a
Riverside	26.00	39.00	6.50	32.50	20.00	1-Feb-17
Barwise	26.00	39.00	6.50	32.50	20.00	1-Feb-17
Woodgrove	52.00	78.00	13.00	65.00	20.00	1-Feb-17

2016/17 Gross Fees £	2017/18 Gross Fees £	Vat included in fee	2017/18 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
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GOLF

Towneley Course (18 holes)

Monday to Friday

18 Holes	16.30	16.65	2.78	13.87	20.00	1-Jan-17
Earlybird	10.70	10.90	1.82	9.08	20.00	1-Jan-17
Twilight	10.70	10.90	1.82	9.08	20.00	1-Jan-17
Winter Rate (1st Nov - 28th Feb)	11.75	12.00	2.00	10.00	20.00	1-Jan-17
Concessions (60+ and U18)	9.20	9.40	1.57	7.83	20.00	1-Jan-17
Golf Societies (10+ pre-booked)	12.25	12.50	2.08	10.42	20.00	1-Jan-17

Sat, Sun & Bank Holidays

18 holes	18.85	19.25	3.21	16.04	20.00	1-Jan-17
Earlybird	11.75	12.00	2.00	10.00	20.00	1-Jan-17
Twilight	11.75	12.00	2.00	10.00	20.00	1-Jan-17
Concessions (U18 if accompanied by adult)	10.60	10.80	1.80	9.00	20.00	1-Jan-17
Winter Rate (1st Nov - 28th Feb)	12.75	13.00	2.17	10.83	20.00	1-Jan-17
Golf Societies (10+ pre-booked)	16.30	16.65	2.78	13.87	20.00	1-Jan-17

Annual Membership

Annual Membership	430.00	439.00	73.17	365.83	20.00	1-Jan-17
Annual Membership (restricted Mon-Fri)	314.00	320.00	53.33	266.67	20.00	1-Jan-17
Annual Membership - Junior (under 18)	58.00	59.00	9.83	49.17	20.00	1-Jan-17
Annual Membership - Junior Intermediate (under 21)	170.00	173.00	28.83	144.17	20.00	1-Jan-17
Golf & Leisure (7 day combined golf & leisure membership)	651.00	664.00	110.67	553.33	20.00	1-Jan-17
Insurance (per membership)	6.20	6.30	1.05	5.25	20.00	1-Jan-17
Registered user annual fee - lockers	38.40	39.15	6.53	32.62	20.00	1-Jan-17

Brunshaw Course (9 holes)

Adults - Monday - Friday	7.15	7.30	1.22	6.08	20.00	1-Jan-17
Adults - Sat / Sun / Bank Holidays	7.65	7.80	1.30	6.50	20.00	1-Jan-17
Concession (Under 18s & Over 65s - Monday to Friday)	3.55	3.60	0.60	3.00	20.00	1-Jan-17
Concession (Under 18s only - Sat / Sun / Bank Holiday)	4.10	4.20	0.70	3.50	20.00	1-Jan-17
Adult & Junior ticket weekday (adults & U18)	7.15	7.30	1.22	6.08	20.00	1-Jan-17
Adult & Junior ticket weekend (adults & U18)	8.15	8.30	1.38	6.92	20.00	1-Jan-17
Junior holiday ticket	22.95	23.40	3.90	19.50	20.00	1-Jan-17

Pitch & Putt - Towneley (per round)

Monday - Friday	3.55	3.60	0.60	3.00	20.00	1-Jan-17	35%
Sat / Sun / Bank Holidays	4.10	4.20	0.70	3.50	20.00	1-Jan-17	35%
Concession (Under 18s & Over 65s - Monday to Friday)	2.30	2.35	0.39	1.96	20.00	1-Jan-17	
Concession (Under 18s only - Sat / Sun / Bank Holidays)	2.30	2.35	0.39	1.96	20.00	1-Jan-17	35%
Family Ticket (2 adults & up to 2 children under 16)	6.90	7.05	1.18	5.87	20.00	1-Jan-17	
Refundable Deposit	3.05	3.10	0.52	2.58	20.00	1-Jan-17	35%

2016/17 Gross Fees £	2017/18 Gross Fees £	Vat included in fee	2017/18 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
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TOWNELEY HALL

Guided Tours

Local Links Subscription Scheme for Schools per annum	215.60	219.90	36.65	183.25	20.00	1-Jan-17	
Adults Day - Per Guide (up to 25 people)	194.35	198.25	33.04	165.21	20.00	1-Jan-17	
Unbooked (per person)	5.50	5.60	0.93	4.67	20.00	1-Jan-17	
Unbooked (children)	3.30	3.30	0.55	2.75	20.00	1-Jan-17	
Adults Evening (per person) (minimum 25 people)(including tea & coffee)	10.00	10.20	1.70	8.50	20.00	1-Jan-17	
School Groups - per person	3.70	3.70	0.62	3.08	20.00	1-Jan-17	
School Groups - with actors	4.90	5.00	0.83	4.17	20.00	1-Jan-17	

Use of Hall

Commercial Photography (non Burnley Firms)	1,020.00	1,040.40	173.40	867.00	20.00	1-Jan-17	400-1,000
Great Hall	612.00	624.20	104.03	520.17	20.00	1-Jan-17	300-600
Daytime Events by negotiation (Regency Rooms)	612.00	624.20	104.03	520.17	20.00	1-Jan-17	300-600
Evening Events by negotiation (Regency Rooms)	1,020.00	1,040.40	173.40	867.00	20.00	1-Jan-17	500-1,000
Lecture Theatre	408.00	416.10	69.35	346.75	20.00	1-Jan-17	200-400
Library	71.00	72.40	12.07	60.33	20.00	1-Jan-17	31.20
Great Hall & both Regency Rooms	2,040.00	2,080.80	346.80	1,734.00	20.00	1-Jan-17	500-2,000

Conference & Meeting Courses

Day Delegate Rate - includes room hire, 2 servings of tea / coffee & light buffet lunch per person (basic standard AV equipment included)	33.45	34.10	5.68	28.42	20.00	1-Jan-17	
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Additional Equipment & Services

TV & Video	76.05	77.55	12.93	64.62	20.00	1-Jan-17	
Photocopies per sheet (up to 50)	0.25	0.25	0.04	0.21	20.00	n/a	
Photocopies per sheet (over 50)	0.10	0.10	0.02	0.08	20.00	n/a	

Wedding Charges

Red Regency Room - wedding only (Mon - Thurs)	630.30	642.90	107.15	535.75	20.00	1-Jan-17	300-600
Red Regency Room - wedding only (Fri - Sun)	1,575.90	1,607.40	267.90	1,339.50	20.00	1-Jan-17	600-1,500
Red & Green Rooms - wedding only	1,050.60	1,071.60	178.60	893.00	20.00	1-Jan-17	600-1,000
Great Hall & Red & Green Rooms - special rate	2,101.20	2,143.20	357.20	1,786.00	20.00	1-Jan-17	1,000-2,000
Marquee Fees	525.30	535.80	89.30	446.50	20.00	1-Jan-17	

Wedding - Special Offer Packages

Basic - Wedding ceremony & drinks reception	2,072.90	2,114.35	352.39	1,761.96	20.00	1-Jan-17	
Deluxe - Wedding breakfast, drinks & toastmaster	3,048.20	3,109.10	518.18	2,590.92	20.00	1-Jan-17	
Premier - Wedding ceremony, drinks, breakfast, drinks package & toastmaster	4,267.65	4,353.00	725.50	3,627.50	20.00	1-Jan-17	

BURNLEY BOROUGH COUNCIL INCOME TARIFF FROM 1ST JANUARY 2017

Appendix A

2016/17 Gross Fees £	2017/18 Gross Fees £	Vat included in fee	2017/18 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
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Wedding - New Special Offer Packages

Friday & Saturday - Daytime (min 70 guests) Hall - price per person	68.20	69.50	11.58	57.92	20.00	1-Jan-17
Friday & Saturday - Evening (min 100 guests) Stables - price per person	15.70	16.00	2.67	13.33	20.00	1-Jan-17
Sunday to Thursday - Daytime (min 70 guests) Hall - price per person	57.70	58.80	9.80	49.00	20.00	1-Jan-17
Sunday to Thursday - Evening (min 100 guests) Stables - price per person	15.70	16.00	2.67	13.33	20.00	1-Jan-17

Towneley Hall Catering Equipment (related to Marquee events)

5 foot round Banqueting Tables - per table	10.80	11.00	1.83	9.17	20.00	1-Jan-17
Red Banqueting Chairs - per chair	3.25	3.30	0.55	2.75	20.00	1-Jan-17
Occasional Tables - per table	4.30	4.40	0.73	3.67	20.00	1-Jan-17
Trestle Tables - per table	6.55	6.70	1.12	5.58	20.00	1-Jan-17

Other items by negotiation

Chair covers	3.15	3.20	0.53	2.67	20.00	1-Jan-17
Chair covers & bows	4.20	4.30	0.72	3.58	20.00	1-Jan-17
Banquet cloths	5.25	5.35	0.89	4.46	20.00	1-Jan-17
Banquet chairs	3.15	3.20	0.53	2.67	20.00	1-Jan-17

Entrance Fees

NB The addition and increase of the following two fees were approved by Full Council on the 28th September 2016 and are included here for completeness

Non Residents of Burnley Borough per person - adults per visit	4.10	5.00	0.83	4.17	20.00	1-Jan-17 *
* Free admission for non resident children and OAPs Fee reduced by £1 when the rooms are closed for private functions						
Residents of Burnley Borough per person - adults per annum		5.00	0.83	4.17	20.00	1-Jan-17 *
* Free admission for resident children and OAPs Fee reduced by £1 when the rooms are closed for private functions						

2016/17 Gross Fees £	2017/18 Gross Fees £	Vat included in fee	2017/18 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
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STREETSCENE

CAR PARKING CHARGES

The current strategy is to increase car parking charges every two years.

Short Stay Car Parks

Elizabeth St / Grimshaw St / Standish St / Parker Lane /
William Thompson / Orchard Bridge / Cow Lane 1 & 2 / Pioneer 1 /
Sutcliffe St / Thomas St

0-1 hour	Monday - Saturday	1.00	1.00	0.17	0.83	20.00	n/a
1-2 hours		1.60	1.60	0.27	1.33	20.00	n/a
2-3 hours		2.10	2.10	0.35	1.75	20.00	n/a
3 Hours plus		5.60	5.60	0.93	4.67	20.00	n/a
Sundays & Bank Holidays		Free	Free				
Disabled pass holders - up to 3 hrs		Free	Free				

Disabled pass holders - over 3 hrs - charges apply as above

Victoria

0-1 hour	Saturday only	1.00	1.00	0.17	0.83	20.00	n/a
1-2 hours		1.60	1.60	0.27	1.33	20.00	n/a
2-3 hours		2.10	2.10	0.35	1.75	20.00	n/a
3 Hours plus		5.60	5.60	0.93	4.67	20.00	n/a
Disabled pass holders - up to 3 hrs		Free	Free				

Disabled pass holders - over 3 hrs - charges apply as above

Pioneer 2 / King St

0-1 hour	Monday - Saturday	1.00	1.00	0.17	0.83	20.00	n/a
1-2 hours		1.60	1.60	0.27	1.33	20.00	n/a
2-3 hours		2.10	2.10	0.35	1.75	20.00	n/a
3 Hours plus		3.80	3.80	0.63	3.17	20.00	n/a
Disabled pass holders - up to 3 hrs		Free	Free				

Disabled pass holders - over 3 hrs - charges apply as above

Long Stay Car Parks

Finsley Gate 2 / Centenary Way

Monday - Saturday per visit		3.80	3.80	0.63	3.17	20.00	n/a
Sundays & Bank Holidays		Free	Free				
Disabled pass holders - up to 3 hrs		Free	Free				

Disabled pass holders - over 3 hrs - charges apply as above

2016/17 Gross Fees £	2017/18 Gross Fees £	Vat included in fee	2017/18 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
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Contracts

**Finsley Gate 1, 2 & 3 / King St / Bank Parade / Pioneer 2 / Centenary Way
William Thompson**

per quarter Monday to Friday (inclusive)	173.35	176.80	29.47	147.33	20.00	1-Feb-17
per quarter Monday to Saturday (inclusive)	208.00	212.15	35.36	176.79	20.00	1-Feb-17

Other Contracts Charges

Staff Car Parking Charges - Operational	278.00	283.55	47.26	236.29	20.00	1-Feb-17
Staff Car Parking Charges - Non-Operational	319.50	325.90	54.32	271.58	20.00	1-Feb-17
Part Time Employees / Members Car Parking Charges	pro rata	pro rata				

Towneley Hall Car Parks

River Side Car Park - per day						} Now included under Green Spaces & Amenities
Hall Car Park - per hour						
9 Hole Golf - per day						
Causeway End / Golf Course - per day						
Towneley Holmes Road Car park						

PEST CONTROL & WASTE

Pest Control

Flea & Bed Bug Sprays	51.00	52.15	8.69	43.46	20.00	1-Jan-17
Wasps Nests	51.00	52.15	8.69	43.46	20.00	1-Jan-17

Waste & Recycling Collection Containers

Replacement per residual waste wheeled bin	28.00	28.55	-	28.55	zero	1-Jan-17
Residual waste wheeled bin at new build properties	28.00	28.55	-	28.55	zero	1-Jan-17
Recycling Box & Lid	FOC	FOC				
White Sacks	FOC	FOC				
First green waste wheeled bin	FOC	FOC				
Additional green waste wheeled bin	28.00	28.55	-	28.55	zero	1-Jan-17
Biodegradable Sacks for green waste	n/a	n/a				
Provision of 1100 ltr container for new build apartments/flats	380.00	387.60	64.60	323.00	20.00	1-Jan-17

NB The addition of the following two fees were approved by Full Council on the 28th September 2016 and are included here for completeness

Annual charge for Green Waste Collection	-	30.00	-	30.00	zero	1-Apr-17
- 'Early Bird' Annual charge for Green Waste Collection	-	25.00	-	25.00	zero	1-Apr-17

Bulky & White Goods (One collection covers one white good or up to four bulky items)

Charge per collection	12.00	13.00	-	13.00	zero	1-Jan-17
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Default Works - Property repair works

Full Cost plus charge for staff time & administration	25%	25%				
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CONTAMINATED LAND

Contaminated Land Report	182.65	186.30	-	186.30	zero	1-Jan-17
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2016/17 Gross Fees £	2017/18 Gross Fees £	Vat included in fee	2017/18 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
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HOUSING & DEVELOPMENT CONTROL

HOUSING

Grants

Disabled Facilities Grants Administration 943.62 962.50 160.42 802.08 20.00 1-Jan-17

Immigration Act

Immigration Act Entry Clearance Inspection 69.15 70.55 11.76 58.79 20.00 1-Jan-17

Enforcement Notices Under Housing Act 2004

Single Dwelling (cost based on staff time & surveys carried out) Range between £200 and £470 zero n/a

House in Multiple Occupation (cost based on staff time & surveys carried out) Range between £200 and £470 zero n/a

Licensing

House in Multiple Occupation - fee covers 5 year period (up to max 10 rooms then additional charge of £21.00 per room) 551.85 562.90 - 562.90 zero 1-Jan-17

House in Multiple Occupation - fee covers 5 year period - Accredited Landlord 413.90 422.20 - 422.20 zero 1-Jan-17

Selective Licensing

Application Fee n/a n/a - n/a zero n/a

Additional Property n/a n/a - n/a zero n/a

Annual Monitoring Fee in years 1, 2, 3, 4 and 5 n/a n/a - n/a zero n/a

Renewal Application Fee 664.00 664.00 - 664.00 zero n/a

Renewal Additional Property Fee 584.00 584.00 - 584.00 zero n/a

New Application Fee 750.00 750.00 - 750.00 zero n/a

New Additional Property Fee 670.00 670.00 - 670.00 zero n/a

Please note:

Accredited Landlords have a 30% reduction on the application and property fee.

There is a £100 reduction if complete within three months of the start of the designation.

£20 reduction for submitting completed applications online.

2016/17 Gross Fees £	2017/18 Gross Fees £	Vat included in fee	2017/18 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
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PLANNING SERVICES

Copying Charges

Plotter Copies - Black & White

A0	5.90	n/a				
A1	4.80	n/a				
A2	3.55	n/a				

Plotter Copies - Colour

A0	9.50	n/a				
A1	7.20	n/a				
A2	5.90	n/a				
A4 & A3	1.35	n/a				

A minimum handling charge of £1.50 is payable if documents are forwarded by post

Approval Notices & Habitation Certificates (per sheet)	0.10	n/a				
Scanned copy of Decision Notice/S106	New	7.00	-	7.00	zero	n/a

rounded to nearest £1

Location Plans supplied under Ordnance Survey, Planning & Building Control Scheme (per set) rounded to nearest £1	36.00	n/a				
Proposals Maps (set of 4) rounded to nearest £1	21.00	n/a				
Retail & Leisure Study 2005 - rounded to nearest £1	192.00	n/a				

Saved Local Plan

Burnley Local Plan Second Review	50.00	50.00	-	50.00	zero	n/a
Set of Proposals Maps (4)	21.00	21.00	-	21.00	zero	n/a

New Policy Documents (including drafts)

Local Development Scheme	5.00	5.00	-	5.00	zero	n/a
Annual Monitoring Report	20.00	20.00	-	20.00	zero	n/a
SCI	FOC	FOC	-	FOC	zero	n/a
New Burnley Local Plan (all versions) (price each)	30.00	30.00	-	30.00	zero	n/a
Policies Map	20.00	20.00	-	20.00	zero	n/a
Supplementary Planning Documents - SPDs & SPGs (price each)	10.00	10.00	-	10.00	zero	n/a
Sustainability Appraisal (all versions) (price each)	70.00	70.00	-	70.00	zero	n/a
Habitats Regulations Assessments (price each)	10.00	10.00	-	10.00	zero	n/a
Sustainability Appraisal Scoping Report	20.00	20.00	-	20.00	zero	n/a

2016/17 Gross Fees £	2017/18 Gross Fees £	Vat included in fee	2017/18 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
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Associated Documents

Retail & Leisure Study 2005 (price each)	192.00	192.00	-	192.00	zero	n/a
Retail Office & Leisure Study 2013	50.00	50.00	-	50.00	zero	n/a
Burnley Employment Land Study Demand Update 2014	20.00	20.00	-	20.00	zero	n/a
Strategic Flood Risk (Level 1)	100.00	100.00	-	100.00	zero	n/a
Burnley & Pendle Council's Housing Needs Study & SHMA 2013	50.00	50.00	-	50.00	zero	n/a
Burnley & Pendle GTAA 2012	10.00	10.00	-	10.00	zero	n/a
Burnley SHLAA (forthcoming) - Report Only	30.00	30.00	-	30.00	zero	n/a
Burnley SHLAA (forthcoming) - Including Maps	50.00	50.00	-	50.00	zero	n/a

Other

All Other Related Documents:

Black & White - Price per side - A4	0.10	0.10	-	0.10	zero	n/a
Black & White - Price per side - A2	0.20	0.20	-	0.20	zero	n/a
Colour - Price per side - A4	0.20	0.20	-	0.20	zero	n/a
Colour - Price per side - A3	0.50	0.50	-	0.50	zero	n/a
Planning History Search (up to 2 entries)	New	10.55	-	10.55	zero	n/a
Planning History Search (up to 4 entries)	New	21.00	-	21.00	zero	n/a
Planning History Search (5 to 9 entries)	New	31.65	-	31.65	zero	n/a
Planning History Search (10 plus entries)	New	42.20	-	42.20	zero	n/a

Pre-Planning Application Fees

Significant Major Development Proposal	630.00	662.00	110.33	551.67	20.00	1-Jan-17
Further Meeting to above (or an hourly rate agreed in advance)	252.00	265.00	44.17	220.83	20.00	1-Jan-17
Major Development Proposal	378.00	397.00	66.17	330.83	20.00	1-Jan-17
Further Meeting to above (or an hourly rate agreed in advance)	126.00	132.00	22.00	110.00	20.00	1-Jan-17
Minor Development Proposal	126.00	132.00	22.00	110.00	20.00	1-Jan-17
Further Meeting to above (or an hourly rate agreed in advance)	63.00	66.00	11.00	55.00	20.00	1-Jan-17
Householder Development Proposal (written advice only)	44.00	45.00	7.50	37.50	20.00	1-Jan-17
Householder Development Proposal (with site visit)	64.00	65.00	10.83	54.17	20.00	1-Jan-17
Other Development (adverts, trees, LBC, priors) Proposals (written advice)	66.00	67.00	11.17	55.83	20.00	1-Jan-17
Other Development (adverts, trees, LBC, priors) Proposals (with site visit)	86.00	88.00	14.67	73.33	20.00	1-Jan-17

PLANNING APPLICATION FEES

ALL OUTLINE APPLICATIONS

per 0.1 hectare for sites up to and including 2.5 hectares	385.00	385.00	-	385.00	zero	n/a
for sites more than 2.5 hectares	9,527.00	9,527.00	-	9,527.00	zero	n/a
In addition, for each 0.1 hectare in excess of 2.5 hectares subject to maximum total of £125,000	115.00	115.00	-	115.00	zero	n/a

2016/17 Gross Fees £	2017/18 Gross Fees £	Vat included in fee	2017/18 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
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HOUSEHOLDER APPLICATIONS

Alterations/extensions to a single dwelling including works within boundary

172.00 172.00 - 172.00 zero n/a

FULL APPLICATIONS (and First Submissions of Reserved Matters

Dwellings

Alterations/extensions to two or more dwellings including works within boundaries

339.00 339.00 - 339.00 zero n/a

New dwellings (up to and including 50), per dwelling

385.00 385.00 - 385.00 zero n/a

New dwellings (more than 50)

19,049.00 19,049.00 - 19,049.00 zero n/a

In addition, for each dwelling house in excess of 50 subject to a maximum in total of £250,000

115.00 115.00 - 115.00 zero n/a

Erection of Buildings (not dwellings, agricultural, glasshouses, plant or machinery)

Gross floor space to be created by the development:

No increase or no more than 40m2

195.00 195.00 - 195.00 zero n/a

More than 40m2 but no more than 75m2

385.00 385.00 - 385.00 zero n/a

More than 75m2 but no more than 3750m2, cost per each 75m2 or part thereof

385.00 385.00 - 385.00 zero n/a

More than 3750m2

19,049.00 19,049.00 - 19,049.00 zero n/a

in addition, for each 75m2 in excess of 3750m2

115.00 115.00 - 115.00 zero n/a

subject to a maximum in total of £250,000

Erection of Buildings (on land used for agriculture purposes)

Gross floor space to be created by the development:

Not more than 465m2

80.00 80.00 - 80.00 zero n/a

More than 465m2 but not more than 540m2

385.00 385.00 - 385.00 zero n/a

More than 540m2 but not more than 4215m2, cost for first 540m2

385.00 385.00 - 385.00 zero n/a

In addition, for each 75m2 or part thereof in excess of 540m2

385.00 385.00 - 385.00 zero n/a

More than 4215m2

19,049.00 19,049.00 - 19,049.00 zero n/a

In addition, for each 75m2 in excess of 4215m2

115.00 115.00 - 115.00 zero n/a

subject to maximum total of £250,000

Erection of Glasshouses (on land used for the purposes of agriculture)

Gross floor space to be created by the development:

Not more than 465m2

80.00 80.00 - 80.00 zero n/a

More than 465m2

2,150.00 2,150.00 - 2,150.00 zero n/a

Erection, Alteration or Replacement of Plant or Machinery

Site Area:

No more than 5 hectares, cost per 0.1 hectare or part thereof

385.00 385.00 - 385.00 zero n/a

More than 5 hectares

19,049.00 19,049.00 - 19,049.00 zero n/a

In addition, for each 0.1 hectare (or part thereof) in excess of 5 hectares subject to a maximum in total of £250,000

115.00 115.00 - 115.00 zero n/a

2016/17 Gross Fees £	2017/18 Gross Fees £	Vat included in fee	2017/18 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
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APPLICATIONS OTHER THAN BUILDING WORKS

Car Parks, Service Roads or Other Accesses

For existing uses

195.00	195.00	-	195.00	zero	n/a
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Waste (use of land for disposal of refuse or waste materials or deposit of material remaining after extraction or storage of minerals)

Site area:

No more than 15 hectares, cost per 0.1 hectare (or part thereof)

195.00	195.00	-	195.00	zero	n/a
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More than 15 hectares

29,112.00	29,112.00	-	29,112.00	zero	n/a
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in addition, for each 0.1 hectare (or part thereof) in excess of 15 hectares subject to a maximum in total of £65,000

115.00	115.00	-	115.00	zero	n/a
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Operations Connected with Exploratory Drilling for Oil or Natural Gas

Site area:

No more than 7.5 hectares, cost per 0.1 hectares (or part thereof)

423.00	423.00	-	423.00	zero	n/a
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More than 7.5 hectares

31,725.00	31,725.00	-	31,725.00	zero	n/a
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In addition, for each 0.1 hectare (or part thereof) in excess of 7.5 hectares subject to a maximum in total of £250,000

126.00	126.00	-	126.00	zero	n/a
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Operations (other than exploratory drilling) for the winning and working of oil or natural gas

Site area:

No more than 15 hectares, cost per 0.1 hectare (or part thereof)

n/a	214.00	-	214.00	zero	n/a
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More than 15 hectares

n/a	29,112.00	-	29,112.00	zero	n/a
-----	-----------	---	-----------	------	-----

in addition, for each 0.1 hectare (or part thereof) in excess of 15 hectares subject to a maximum in total of £65,000

n/a	115.00	-	115.00	zero	n/a
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Other Operations (winning and working of minerals) excluding oil & natural gas

Site area:

No more than 15 hectares, cost per 0.1 hectare (or part thereof)

195.00	195.00	-	195.00	zero	n/a
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More than 15 hectares

29,112.00	29,112.00	-	29,112.00	zero	n/a
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In addition, for each 0.1 hectare (or part thereof) in excess of 15 hectares

115.00	115.00	-	115.00	zero	n/a
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Other Operations (not coming within any of the above categories)

Any site area, per 0.1 hectare (or part thereof)

195.00	195.00	-	195.00	zero	n/a
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subject to a maximum in total of £1,690

Lawful Development Certificate

Existing use - in breach of a planning condition

same as full planning fee

Existing use - lawful not to comply with a particular condition

195.00	195.00	-	195.00	zero	n/a
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Proposed use

half the normal planning fee

	2016/17 Gross Fees £	2017/18 Gross Fees £	Vat included in fee	2017/18 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
<u>PRIOR APPROVAL</u>							
Agricultural & forestry buildings & operations or demolition of buildings	80.00	80.00	-	80.00	zero	n/a	
Telecommunications code systems operators	385.00	385.00	-	385.00	zero	n/a	
Proposed change of use to state funded school or registered nursery	80.00	80.00	-	80.00	zero	n/a	
Proposed change of use of agricultural buildings to a flexible use within shops, financial & professional services, restaurants & cafes, business, storage or distribution, hotels or assembly or leisure	80.00	80.00	-	80.00	zero	n/a	
Proposed change of use of a building from office (use class B1) use to a use falling within use class 3C (dwellinghouse)	80.00	80.00	-	80.00	zero	n/a	
Proposed change of use of agricultural building to a dwellinghouse (use class C3), where there are no associated building operations	172.00	172.00	-	172.00	zero	n/a	
Proposed change of use of a building from a retail Use class A1 or A2) use or a mixed retail and residential use to a use falling within use class C3 (dwellinghouse) where there are no associated building operations	80.00	80.00	-	80.00	zero	n/a	
Proposed change of use of a building from a retail (use class A1 or A2) use or a mixed retail and residential use to a use falling within use class C3 (dwellinghouse) and associated building operations	172.00	172.00	-	172.00	zero	n/a	
Notification for prior approval for a change of use from storage or distribution buildings (class B8) and any land within its curtilage to dwellinghouses (class C3)	80.00	80.00	-	80.00	zero	n/a	
Notification for prior approval for a change of use from amusement arcades/centres & casinos (sui generis uses) and any land within its curtilage to dwellinghouses (class C3)	80.00	80.00	-	80.00	zero	n/a	
Notification for prior approval for a change of use from amusement arcades/centres and casinos (sui generis uses) and any land within its curtilage to dwellinghouses (class C3) and associated building operations	172.00	172.00	-	172.00	zero	n/a	
Notification for prior approval for a change of use from shops (class A1), financial & professional services (class A2), betting offices, pay day loan shops & casinos (sui generis uses) to restaurants & cafes (class A3)	80.00	80.00	-	80.00	zero	n/a	
Notification for prior approval for a change of use from shops (class A1), financial & professional services (class A2), betting offices, pay day loan shops & casinos (sui generis uses) to restaurants & cafes (class A3) & associated building operations	80.00	80.00	-	80.00	zero	n/a	
Notification for prior approval for a change of use from shops (class A1), financial & professional services (class A2), betting offices, pay day loan shops (sui generis uses) to assembly & leisure uses (class D2)	80.00	80.00	-	80.00	zero	n/a	
<u>RESERVED MATTERS</u>							
Application for approval of reserved matters following outline approval - amount due if full fee not already paid	385.00	385.00	-	385.00	zero	n/a	
<u>APPROVAL/VARIATION/DISCHARGE OF CONDITION</u>							
Application for removal of variation of a condition following grant of planning permission	195.00	195.00	-	195.00	zero	n/a	
Request for confirmation that one or more planning conditions have been complied with:							
Per request per Householder	28.00	28.00	-	28.00	zero	n/a	
Per request otherwise	97.00	97.00	-	97.00	zero	n/a	

2016/17 Gross Fees £	2017/18 Gross Fees £	Vat included in fee	2017/18 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
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CHANGE OF USE

Change of use of a building to use as one or more separate dwelling houses

Per dwelling up to 50 dwellings

385.00 385.00 - 385.00 zero n/a

More than 50 dwellings

19,049.00 19,049.00 - 19,049.00 zero n/a

in addition, for each dwelling house in excess of 50 dwelling houses

115.00 115.00 - 115.00 zero n/a

subject to a maximum in total of £250,000

Other changes of use

Building or land

385.00 385.00 - 385.00 zero n/a

ADVERTISING

Relating to the business on the premises

110.00 110.00 - 110.00 zero n/a

Advance signs which are not situated on or visible from the site, directing the

public to a business

110.00 110.00 - 110.00 zero n/a

Other advertisements

385.00 385.00 - 385.00 zero n/a

APPLICATION FOR A NEW PLANNING PERMISSION TO REPLACE AN EXTANT

PLANNING PERMISSION

Applications in respect of:

Major development

575.00 575.00 - 575.00 zero n/a

Householder developments

57.00 57.00 - 57.00 zero n/a

Other developments

195.00 195.00 - 195.00 zero n/a

APPLICATION FOR A NON-MATERIAL AMENDMENT FOLLOWING A GRANT OF A

PLANNING PERMISSION

Application in respect of:

Householder development

28.00 28.00 - 28.00 zero n/a

Other development

195.00 195.00 - 195.00 zero n/a

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BUILDING REGULATION FEES

Charges are now set by Pennine Lancashire Building Control Service and the income retained by the partnership

TABLE A - STANDARD CHARGES FOR NEW HOUSES

The fees were approved on 1st November 2016 and are rounded up to the nearest whole pc

Plan Charge

No. of dwellings:

1	217.00	224.00	37.33	186.67	20.00	1-Jan-17
2	297.00	306.00	51.00	255.00	20.00	1-Jan-17
3	391.00	403.00	67.17	335.83	20.00	1-Jan-17
4	485.00	500.00	83.33	416.67	20.00	1-Jan-17
5	586.00	604.00	100.67	503.33	20.00	1-Jan-17

2016/17 Gross Fees £	2017/18 Gross Fees £	Vat included in fee	2017/18 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
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Inspection Charge

No. of dwellings:

1	573.00	591.00	98.50	492.50	20.00	1-Jan-17
2	793.00	817.00	136.17	680.83	20.00	1-Jan-17
3	1,007.00	1,038.00	173.00	865.00	20.00	1-Jan-17
4	1,164.00	1,199.00	199.83	999.17	20.00	1-Jan-17
5	1,288.00	1,327.00	221.17	1,105.83	20.00	1-Jan-17

Building Notice Charge

No. of dwellings:

1	948.00	977.00	162.83	814.17	20.00	1-Jan-17
2	1,307.00	1,347.00	224.50	1,122.50	20.00	1-Jan-17
3	1,677.00	1,728.00	288.00	1,440.00	20.00	1-Jan-17
4	1,978.00	2,038.00	339.67	1,698.33	20.00	1-Jan-17
5	2,249.00	2,317.00	386.17	1,930.83	20.00	1-Jan-17

Note

- For 5 or more dwellings or if the floor area of a dwelling exceeds 300m² or flats over 3 storeys, the charge will be individually determined.
- All the above charges are on the basis that any controlled electrical work is carried out by a person who is a member of a registered Competent Person scheme, if this is not the case an additional charge will apply based upon a basic inspection charge per dwelling of £197.00 including Vat (account will be given to repetitive work and a discount may be applied)
- The amount of the plan charge is based on the number of dwellings contained in the application.
- The inspection charge is based on the total units in the project.
- Unless otherwise agreed, schemes exceeding one year in duration may be subject to an additional charge.
- For larger building projects the Council may agree to fees being paid by instalments. Please contact your local Pennine Lancashire Building Control office for further details.

TABLE B - STANDARD CHARGES FOR CERTAIN SMALL BUILDINGS, EXTENSIONS AND ALTERATIONS

CATEGORY 1 - Extensions to dwellings

Plan Charge

Extension(s) - Internal floor area not exceeding 6m ²	374.00	386.00	64.33	321.67	20.00	1-Jan-17
Internal floor area over 6m ² but not exceeding 40m ²	164.00	169.00	28.17	140.83	20.00	1-Jan-17
Internal floor area over 40m ² but not exceeding 60m ²	164.00	169.00	28.17	140.83	20.00	1-Jan-17
Internal floor area over 60m ² but not exceeding 80m ²	164.00	169.00	28.17	140.83	20.00	1-Jan-17

2016/17 Gross Fees £	2017/18 Gross Fees £	Vat included in fee	2017/18 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
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Inspection Charge

Extension(s) - Internal floor area not exceeding 6m²
 Internal floor area over 6m² but not exceeding 40m²
 Internal floor area over 40m² but not exceeding 60m²
 Internal floor area over 60m² but not exceeding 80m²

Included in Plan Charge						
	327.00	337.00	56.17	280.83	20.00	1-Jan-17
	478.00	493.00	82.17	410.83	20.00	1-Jan-17
	674.00	695.00	115.83	579.17	20.00	1-Jan-17

Building Notice Charge

Extension(s) - Internal floor area not exceeding 6m²
 Internal floor area over 6m² but not exceeding 40m²
 Internal floor area over 40m² but not exceeding 60m²
 Internal floor area over 60m² but not exceeding 80m²

	449.00	463.00	77.17	385.83	20.00	1-Jan-17
	590.00	608.00	101.33	506.67	20.00	1-Jan-17
	771.00	795.00	132.50	662.50	20.00	1-Jan-17
	1,005.00	1,036.00	172.67	863.33	20.00	1-Jan-17

CATEGORY 2 - Garages & Carports

Erection or extension of a detached or attached building or an extension to a dwelling ;

Which consists of a garage, carport, or both, having a floor area not exceeding 40m² in total and is intended to be used in common with an existing building

Plan Charge
 Inspection Charge
 Building Notice Charge

	262.00	270.00	45.00	225.00	20.00	1-Jan-17
Included in Plan Charge						
	315.00	325.00	54.17	270.83	20.00	1-Jan-17

Where the garage extension exceeds a floor area of 40m² but does not exceed 60m²

Plan Charge
 Inspection Charge
 Building Notice Charge

	374.00	386.00	64.33	321.67	20.00	1-Jan-17
Included in Plan Charge						
	449.00	463.00	77.17	385.83	20.00	1-Jan-17

CATEGORY 3 - Garage Conversions

The conversion, in part or full, of an attached domestic garage to an existing dwelling into a habitable room.

Plan Charge
 Inspection Charge
 Building Notice Charge

	255.00	263.00	43.83	219.17	20.00	1-Jan-17
Included in Plan Charge						
	306.00	316.00	52.67	263.33	20.00	1-Jan-17

CATEGORY 4 - Loft Conversions & Dormers

Formation of a room(s) in an existing roof space, including means of access thereto. Fees for lofts greater than 40m² are to be based on the cost of the work, subject to an agreed minimum plan charge.

	2016/17 Gross Fees £	2017/18 Gross Fees £	Vat included in fee	2017/18 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
Without a dormer but not exceeding 40m ² in floor area*							
Plan Charge	374.00	386.00	64.33	321.67	20.00	1-Jan-17	
Inspection Charge	Included in Plan Charge						
Building Notice Charge	449.00	463.00	77.17	385.83	20.00	1-Jan-17	
With a dormer but not exceeding 40m ² in floor area*							
Plan Charge	164.00	169.00	28.17	140.83	20.00	1-Jan-17	
Inspection Charge	327.00	337.00	56.17	280.83	20.00	1-Jan-17	
Building Notice Charge	590.00	608.00	101.33	506.67	20.00	1-Jan-17	

Note

1. Floor area is the area measured at a height of 2 metres above floor level
2. All the above charges are on the basis that any controlled electrical work is carried out by a person who is a member of a registered Competent Person Scheme, if this is not the case an additional charge will apply.
3. Unless otherwise agreed, schemes exceeding one year in duration may be subject to an additional charge. If the internal floor area, of an extension to a dwelling, exceeds 80m² Table E will apply (subject to a minimum build cost of £50,001).
4. Loft Conversions greater than 40m² will be based on the cost of the work and Table E will apply, subject to an agreed minimum plan charge.

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TABLE C - STANDARD CHARGES FOR DOMESTIC ALTERATIONS

CATEGORY 1 - Installation of replacement windows and doors*

in a dwelling where the number of windows / doors does not exceed 20

Plan Charge	100.00	103.00	17.17	85.83	20.00	1-Jan-17	
Inspection Charge	Included in Plan Charge						
Building Notice Charge	100.00	103.00	17.17	85.83	20.00	1-Jan-17	

CATEGORY 2 - Controlled Electrical work*

To a single dwelling (not carried out in conjunction with work being undertaken that falls within Table B).

Plan Charge	191.00	197.00	32.83	164.17	20.00	1-Jan-17	
Inspection Charge	Included in Plan Charge						
Building Notice Charge	191.00	197.00	32.83	164.17	20.00	1-Jan-17	

CATEGORY 3 - Renovation of a Thermal Element

To a dwelling house or flat (including cavity wall insulation)

Plan Charge	125.00	129.00	21.50	107.50	20.00	1-Jan-17	
Inspection Charge	Included in Plan Charge						
Building Notice Charge	125.00	129.00	21.50	107.50	20.00	1-Jan-17	

2016/17 Gross Fees £	2017/18 Gross Fees £	Vat included in fee	2017/18 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
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CATEGORY 4 - Heating Appliance Installation*

Where work relates to installation of a multi-fuel heating appliance including associated flue liner / chimney and hearth to which Part J applies, and to a single dwelling by a person not registered under a Government scheme, the following charges will be applied.

Plan Charge	255.00	263.00	43.83	219.17	20.00	1-Jan-17
Inspection Charge	Included in Plan Charge					
Building Notice Charge	255.00	263.00	43.83	219.17	20.00	1-Jan-17

CATEGORY 5 - Removal or partial removal of chimney breast(s) within a dwelling

Plan Charge	214.00	221.00	36.83	184.17	20.00	1-Jan-17
Inspection Charge	Included in Plan Charge					
Building Notice Charge	214.00	221.00	36.83	184.17	20.00	1-Jan-17

CATEGORY 6 - Removal of wall and insertion of 1 or 2 steel beams up to a maximum span of four metres

Plan Charge	214.00	221.00	36.83	184.17	20.00	1-Jan-17
Inspection Charge	Included in Plan Charge					
Building Notice Charge	214.00	221.00	36.83	184.17	20.00	1-Jan-17

Note

- * Not carried out and registered under by a Competent Person Scheme
- Unless otherwise agreed, schemes exceeding one year in duration may be subject to an additional charge.

TABLE D - OTHER NON-DOMESTIC WORK : EXTENSIONS AND NEW BUILD & THERMAL IMPROVEMENTS

CATEGORY 1 - Extension(s) - Internal floor area not exceeding 6m²

Plan Charge	374.00	386.00	64.33	321.67	20.00	1-Jan-17
Inspection Charge	Included in Plan Charge					
Building Notice Charge	Not applicable					

CATEGORY 2 - Internal floor area over 6m² but not exceeding 40m²

Plan Charge	164.00	169.00	28.17	140.83	20.00	1-Jan-17
Inspection Charge	327.00	337.00	56.17	280.83	20.00	1-Jan-17
Building Notice Charge	Not applicable					

2016/17 Gross Fees £	2017/18 Gross Fees £	Vat included in fee	2017/18 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
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CATEGORY 3 - Internal floor area over 40m² but not exceeding 80m²

Plan Charge	164.00	169.00	28.17	140.83	20.00	1-Jan-17
Inspection Charge	478.00	493.00	82.17	410.83	20.00	1-Jan-17
Building Notice Charge	Not applicable					

CATEGORY 4 - Renovation of thermal element - cost up to £20,000*

Plan Charge	197.00	203.00	33.83	169.17	20.00	1-Jan-17
Inspection Charge	Included in Plan Charge					
Building Notice Charge	Not applicable					

CATEGORY 5 - Replacement of non-domestic windows*, not exceeding 20

Plan Charge	-	150.00	25.00	125.00	20.00	1-Jan-17
Inspection Charge	Included in Plan Charge					
Building Notice Charge	Not applicable					

Note

1. * Where cost exceeds £20,000 the charge is individually determined
2. Unless otherwise agreed, schemes exceeding one year in duration may be subject to an additional charge.
3. Floor area is the area measured at a height of 2 metres above floor level
4. If the internal floor area exceeds 80m² Table E will apply (subject to a minimum plan charge equal to a minimum build cost of £50,001)
5. Category 5 does not include replacement doors due to Part B - Fire safety implications.

TABLE E - STANDARD CHARGES FOR ALL OTHER WORK NOT IN TABLES A, B, C & D

(excludes individually determined charges)

Plan Charge

Estimated Cost						
from £0 - £2,000	214.00	221.00	36.83	184.17	20.00	1-Jan-17
£2,001 - £5,000	255.00	263.00	43.83	219.17	20.00	1-Jan-17
£5,001 - £7,000	274.00	283.00	47.17	235.83	20.00	1-Jan-17
£7,001 - £10,000	290.00	299.00	49.83	249.17	20.00	1-Jan-17
£10,001 - £20,000	93.00	96.00	16.00	80.00	20.00	1-Jan-17
£20,001 - £30,000	109.00	113.00	18.83	94.17	20.00	1-Jan-17
£30,001 - £40,000	138.00	143.00	23.83	119.17	20.00	1-Jan-17
£40,001 - £50,000	174.00	180.00	30.00	150.00	20.00	1-Jan-17
£50,001 - £75,000	214.00	221.00	36.83	184.17	20.00	1-Jan-17
£75,001 - £100,000*	274.00	283.00	47.17	235.83	20.00	1-Jan-17

2016/17 Gross Fees £	2017/18 Gross Fees £	Vat included in fee	2017/18 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
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Inspection Charge

Estimated Cost

- from £0 - £2,000
- £2,001 - £5,000
- £5,001 - £7,000
- £7,001 - £10,000
- £10,001 - £20,000
- £20,001 - £30,000
- £30,001 - £40,000
- £40,001 - £50,000
- £50,001 - £75,000
- £75,000 - £100,000*

Included in Plan Charge						
Included in Plan Charge						
Included in Plan Charge						
Included in Plan Charge						
290.00	299.00	49.83	249.17	20.00	1-Jan-17	
386.00	398.00	66.33	331.67	20.00	1-Jan-17	
451.00	465.00	77.50	387.50	20.00	1-Jan-17	
522.00	538.00	89.67	448.33	20.00	1-Jan-17	
643.00	663.00	110.50	552.50	20.00	1-Jan-17	
821.00	846.00	141.00	705.00	20.00	1-Jan-17	

Building Notice Charge

Estimated Cost

- from £0 - £2,000
- £2,001 - £5,000
- £5,001 - £7,000
- £7,001 - £10,000
- £10,001 - £20,000
- £20,001 - £30,000
- £30,001 - £40,000
- £40,001 - £50,000
- £50,001 - £75,000
- £75,000 - £100,000*

256.00	264.00	44.00	220.00	20.00	1-Jan-17	
306.00	316.00	52.67	263.33	20.00	1-Jan-17	
328.00	338.00	56.33	281.67	20.00	1-Jan-17	
348.00	359.00	59.83	299.17	20.00	1-Jan-17	
460.00	474.00	79.00	395.00	20.00	1-Jan-17	
595.00	613.00	102.17	510.83	20.00	1-Jan-17	
707.00	729.00	121.50	607.50	20.00	1-Jan-17	
834.00	860.00	143.33	716.67	20.00	1-Jan-17	
1,028.00	1,059.00	176.50	882.50	20.00	1-Jan-17	
1,315.00	1,355.00	225.83	1,129.17	20.00	1-Jan-17	

Note

1. *Where cost exceeds £100,000 the charge is individually determined.
2. Unless otherwise agreed, schemes exceeding one year in duration may be subject to an additional charge.
3. In respect of domestic work the above charges are on the basis that any controlled electrical work is carried out by a person who is a member of a registered Competent Person scheme. If this is not the case an additional charge will apply, see Table C

TABLE F - DEMOLITION CHARGE

Application to demolish existing property under Section 80 of the Building Act 1984 and issuing the counter notice under Section 81 of the Building Act 1984

180.00	186.00	-	186.00	0.00	1-Jan-17	
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2016/17 Gross Fees £	2017/18 Gross Fees £	Vat included in fee	2017/18 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
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TABLE G - OTHER CHARGES

CATEGORY 1 - Copy of Completion certificates	25.00	26.00	4.33	21.67	20.00	1-Jan-17
CATEGORY 2 - Copy Decision Notices	25.00	26.00	4.33	21.67	20.00	1-Jan-17
CATEGORY 3 - Re-opening of Archived applications that have been dormant for 2 years or more Charge per hour subject to a minimum charge of £74.00 inc. Vat	71.00	74.00	12.33	61.67	20.00	1-Jan-17
CATEGORY 4 - Withdrawal of an application and any associated changes Charge per hour subject to a minimum charge of £74.00 inc. Vat	71.00	74.00	12.33	61.67	20.00	1-Jan-17
CATEGORY 5 - Building Regulations Confirmation letter	71.00	74.00	12.33	61.67	20.00	1-Jan-17
CATEGORY 6 - Supply of non-standard data and information, including responding to Solicitor's enquiries - Charge per hour subject to a minimum charge of £74.00 inc. Vat	71.00	74.00	12.33	61.67	20.00	1-Jan-17

Note

1. Where a **'Full Plans'** application is made, in most cases a plan charge is payable at the time of application and an invoice for the inspection charge will be sent following the first inspection on site.
2. For a **'Regularisation'** application (related to unauthorised work) fees are individually determined but will be subject to a minimum of 150% of the associated net charge(s). No Vat is payable on a Regularisation Charge.
3. Charges in **Table E** are based upon an estimated cost, which means a reasonable estimate (excluding Vat) that would be charged for carrying out all the work, by a professional contractor. No reductions are made for DIY proposals.
4. When it is intended to carry out additional work on a dwelling at the same time as any work in **Table B**, then the charge for this additional work may be discounted by 50%, subject to a maximum estimated cost of £10,000.
5. When it is intended to carry out more than one extension to a dwelling, the areas of the extensions may be aggregated in determining a total internal floor area to which the fee may then be applied. Please note however, the area of loft conversions or garage conversions may not be aggregated to an extension but a 50% discount can be applied.
6. For work that is an electrical installation only, such as rewiring, use **Table C**. All other installation work should be included in the overall charges.
7. For a **"Reversion"** application fees are individually determined. Please contact your local Pennine Lancashire Building Control Office for further details.

2016/17 Gross Fees £	2017/18 Gross Fees £	Vat included in fee	2017/18 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
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RESOURCES

REVENUES & BENEFITS

LOCAL TAXATION

Council Tax Summons	76.50	78.05	-	78.05	zero	1-Jan-17
Council Tax Liability Order	20.40	20.80	-	20.80	zero	1-Jan-17
NNDR Summons	107.10	109.25	-	109.25	zero	1-Jan-17
NNDR Liability Order	20.40	20.80	-	20.80	zero	1-Jan-17

PEOPLE, LAW & REGULATION

LEGAL FEES

Note 1. Vat is chargeable on the fees if vat is payable on the consideration or rent.

* These fees may be charged at a higher level in accordance with, for example, the work involved in more complex cases.

Rounded to
nearest £5

Disposals

Sale of Garden plot	230.00	235.00	-	235.00	see note 1	1-Jan-17
Sale of any other land	480.00	490.00	-	490.00	see note 1	1-Jan-17
Small Scale Building Licence	480.00	490.00	-	490.00	see note 1	1-Jan-17
Building Licence	1,120.00	1,140.00	-	1,140.00	see note 1	1-Jan-17
Sealing of documents	60.00	60.00	-	60.00	see note 1	1-Jan-17

Landlord & Tenant

Contracted out' short term lease/licences	480.00	490.00	-	490.00	see note 1	1-Jan-17
Longer term business lease	800.00	815.00	-	815.00	see note 1	1-Jan-17
Underlease - Brunshaw / Anglesey	400.00	410.00	-	410.00	see note 1	1-Jan-17
Licence to Assign	330.00	335.00	-	335.00	see note 1	1-Jan-17
Licence for Alterations	330.00	335.00	-	335.00	see note 1	1-Jan-17
Licence for Change of Use	330.00	335.00	-	335.00	see note 1	1-Jan-17
Licence to Assign (combined with licence for alterations / change of use)	555.00	565.00	-	565.00	see note 1	1-Jan-17
Licence to Underlet	555.00	565.00	-	565.00	see note 1	1-Jan-17
Licence to Underlet (combined with licence for alterations / change of use)	800.00	815.00	-	815.00	see note 1	1-Jan-17
Surrenders	330.00	335.00	-	335.00	see note 1	1-Jan-17
Letter of consent to assign (long leaseholds at nominal rent)			-	-	see note 1	1-Jan-17
Registration of Assignment or Underlease	60.00	60.00	-	60.00	see note 1	1-Jan-17
Grant of Easements or Rights	330.00	335.00	-	335.00	see note 1	1-Jan-17
Deed of Variation	330.00	335.00	-	335.00	see note 1	1-Jan-17

2016/17 Gross Fees £	2017/18 Gross Fees £	Vat included in fee	2017/18 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
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Planning

Section 106 Agreements (minimum charge) 480.00 490.00 - 490.00 outside scope 1-Jan-17

Mortgages

Vacating Receipts 146.25 149.20 - 149.20 see note 1 1-Jan-17

Notice of Charge 73.15 74.60 - 74.60 see note 1 1-Jan-17

Mortgage Questionnaire 124.50 127.00 - 127.00 see note 1 1-Jan-17

Miscellaneous

Copy Documents - per A4 sheet (minimum £10) 0.45 0.45 - 0.45 see note 1 1-Jan-17

Land Charges

LLC1 18.90 18.90 - 18.90 zero 1-Jan-17

CON29R 117.70 117.70 - 117.70 zero 1-Jan-17

Local Search (LLC1 + CON29R) 136.60 136.60 - 136.60 zero 1-Jan-17

Each Additional Parcel of Land 21.00 21.00 - 21.00 zero 1-Jan-17

Each Optional CON29O Enquiry (Q 5 - 20) 4.20 4.20 - 4.20 zero 1-Jan-17

Each Optional CON29O Enquiry (Q4 Q21 & Q22) 29.45 29.45 - 29.45 zero 1-Jan-17

Each Additional Enquiry 25.55 25.55 - 25.55 zero 1-Jan-17

Personal Search FOC FOC - FOC zero 1-Jan-17

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PROPERTY TEAM

GARAGE SITES

Note : 3 months notice is required to increase rents for garage sites & garden plots

Per plot, per annum 104.45 104.45 17.41 87.04 20.00 1-Jan-17

Concession for registered disabled 11.65 11.65 1.94 9.71 20.00 1-Jan-17

GARDEN PLOTS

Per square yard, per annum 0.7463 0.7463 - 0.7463 zero 1-Jan-17

Per square metre, per annum 0.8926 0.8926 - 0.8926 zero 1-Jan-17

Allotments per square yard, per annum 0.1705 0.1705 - 0.1705 zero 1-Jan-17

Allotments per square metre, per annum 0.2040 0.2040 - 0.20 zero 1-Jan-17

Admin fee for setting up of new tenancy agreements 48.95 48.95 8.16 40.79 20.00 1-Jan-17

Note : The rents of garage sites & garden plots are only being increased every 3 years due to the administrative cost of writing to inform tenants.

The last review was undertaken during 2016/17 of appropriate market rentals.

2016/17 Gross Fees £	2017/18 Gross Fees £	Vat included in fee	2017/18 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
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PROPERTY SURVEYOR FEES

These fees/charges are for general guidance. These fees may be negotiated at higher level in accordance with the work involved in more complex cases.

Note 1 - Vat is not chargeable on the fees/charges unless VAT is payable on the consideration or rent.

Disposals

Sale of Garden plot	216.60	220.95	-	220.95	see note 1	1-Jan-17
Sale of any other land (minimum charge or 1% of sale price whichever is the higher)	359.45	366.65	-	366.65	see note 1	1-Jan-17
Building Licence (minimum charge but depending on size/complexity)	718.95	733.35	-	733.35	see note 1	1-Jan-17
Freehold Reversion	216.60	220.95	-	220.95	see note 1	1-Jan-17

Landlord & Tenant

Contracted out' short term lease	251.80	256.85	-	256.85	see note 1	1-Jan-17
Longer term business lease	359.45	366.65	-	366.65	see note 1	1-Jan-17
Grant of Garden Tenancy	39.80	40.60	-	40.60	see note 1	1-Jan-17
Service of Notices on Garden Tenancies	33.90	34.60	-	34.60	see note 1	1-Jan-17
Underlease - Brunshaw / Anglesey	251.80	256.85	-	256.85	see note 1	1-Jan-17
Renewal Lease	251.80	256.85	-	256.85	see note 1	1-Jan-17
Licence to Assign	238.90	243.70	-	243.70	see note 1	1-Jan-17
Licence for Alterations	286.90	292.65	-	292.65	see note 1	1-Jan-17
Licence for Change of Use	251.80	256.85	-	256.85	see note 1	1-Jan-17
Licence to Assign (combined with licence for alterations/change of use)	359.45	366.65	-	366.65	see note 1	1-Jan-17
Licence to Underlet	286.90	292.65	-	292.65	see note 1	1-Jan-17
Licence to Underlet (combined with licence for alterations/change of use)	359.45	366.65	-	366.65	see note 1	1-Jan-17
Letter of consent to assign (long leaseholds at nominal rent)	min 108.00	min 108.00		min 108.00	see note 1	1-Jan-17

Planning

S.106 Agreements	456.70	465.85	-	465.85	outside scope	1-Jan-17
Site Compound Licence	238.90	243.70	-	243.70	see note 1	1-Jan-17
Copy Documents - per A4 sheet	0.55	0.55	0.09	0.46	20.00	1-Jan-17

Pavement Café Licences

Initial licence set up	these licences now issued by LCC
Annual renewal/change of licensee	these licences now issued by LCC

2016/17 Gross Fees £	2017/18 Gross Fees £	Vat included in fee	2017/18 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
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LICENSING

Other Licensing

Breeding of dogs (minimum)	66.85	68.20	-	68.20	zero	1-Jan-17
Pet animals	118.50	120.85	-	120.85	zero	1-Jan-17
Animal Boarding Establishments (minimum)	155.75	158.85	-	158.85	zero	1-Jan-17
Home Boarding Establishments	101.80	103.85	-	103.85	zero	1-Jan-17
Riding Establishments (plus vets fee)	91.20	93.00	-	93.00	zero	1-Jan-17
Skin Piercing/Cosmetic Treatment Establishment	130.00	132.60	-	132.60	zero	1-Jan-17
Skin Piercers Personal Registration	42.85	43.70	-	43.70	zero	1-Jan-17
Personal Registration - Special Cosmetic Treatments (once adopted)	42.85	43.70	-	43.70	zero	1-Jan-17
Street Trading Consents	744.80	759.70	-	759.70	zero	1-Jan-17
Zoo Licence (Initial licence lasts for 4 years)	361.60	368.85	-	368.85	zero	1-Jan-17
Keeping of dangerous wild animals	217.00	221.35	-	221.35	zero	1-Jan-17
Second hand goods dealer	71.30	72.75	-	72.75	zero	1-Jan-17
Health Certificate	39.00	41.50	-	41.50	zero	1-Jan-17
Request to show unclassified films	450.00	460.00	-	460.00	zero	1-Jan-17
The following are currently under review:						
Sex Shop	2,245.50	320.00	-	320.00	zero	1-Jan-17
New Sexual Entertainment Venue Licence	5,572.35	5,683.80	-	5,683.80	zero	1-Jan-17
Renewal of a Sexual Entertainment Venue Licence	2,679.05	2,732.65	-	2,732.65	zero	1-Jan-17
Transfer of a Sexual Entertainment Venue Licence	642.95	655.80	-	655.80	zero	1-Jan-17
Variation of a Sexual Entertainment Venue Licence	428.65	437.20	-	437.20	zero	1-Jan-17
Grant of Scrap Metal Dealers Site Licence (3 years)	326.40	332.95	-	332.95	zero	1-Jan-17
Renewal of Scrap Metal Dealers Site Licence (3 years)	326.40	332.95	-	332.95	zero	1-Jan-17
Variation of Scrap Metal Dealers Site Licence	142.80	145.65	-	145.65	zero	1-Jan-17
New Scrap Metal Collectors Licence (3 years)	188.70	192.45	-	192.45	zero	1-Jan-17
Renewal of Scrap Metal Collectors Licence (3years)	188.70	192.45	-	192.45	zero	1-Jan-17
Variation of Scrap Metal Collectors Licence	142.80	145.65	-	145.65	zero	1-Jan-17

Taxi Licensing (Note: Test fee income is collected by testing station & is therefore not included in the tariff)

Fees for 2017 have been set by the Licensing Committee in Oct 2016 & remain unchanged

Private Hire Vehicle Licence	77.00	Set by Licensing Committee		Exempt	1-Jan-17
Hackney Carriage Licence	155.00	Set by Licensing Committee		Exempt	1-Jan-17
Annual Private Hire Driver Licence	64.00	Set by Licensing Committee		Exempt	1-Jan-17
3 Year Private Hire Driver Licence	144.00	Set by Licensing Committee		Exempt	1-Jan-17
Annual Hackney Carriage Driver Licence	140.00	Set by Licensing Committee		Exempt	1-Jan-17
3 Year Hackney Carriage Driver Licence	372.00	Set by Licensing Committee		Exempt	1-Jan-17
Dual Driver Licence Discount	45.00	Set by Licensing Committee		Exempt	1-Jan-17
New Driver - Additional Fee Knowledge Test	41.00	Set by Licensing Committee		Exempt	1-Jan-17
Annual PH Operator - single vehicle at private address	261.00	Set by Licensing Committee		Exempt	1-Jan-17
5 Year PH Operator - single vehicle at private address	1,250.00	Set by Licensing Committee		Exempt	1-Jan-17

	2016/17 Gross Fees £	2017/18 Gross Fees £	Vat included in fee	2017/18 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
Annual PH Operator	543.00				Exempt	1-Jan-17	
5 Year PH Operator	2,660.00				Exempt	1-Jan-17	
Replacement vehicle plate	20.00	20.40	-	20.40	Exempt	1-Jan-17	
Replacement Plate Platform	6.00	6.10	-	6.10	Exempt	1-Jan-17	
Window stickers	7.50	7.65	-	7.65	Exempt	1-Jan-17	
Hackney roundel/Private Hire Door Signs	8.50	8.65	-	8.65	Exempt	1-Jan-17	
Lanyard	4.20	4.30	-	4.30	Exempt	1-Jan-17	
Badge holder	3.10	3.15	-	3.15	Exempt	1-Jan-17	
Replacement badge	12.00	12.25	-	12.25	Exempt	1-Jan-17	
Plate buttons	2.10	2.15	-	2.15	Exempt	1-Jan-17	
Operator booking Registers	2.00	2.05	-	2.05	Exempt	1-Jan-17	
CRB admin fee	5.30	5.40	-	5.40	Exempt	1-Jan-17	
Insurance or 3rd part letters	17.50	17.85	-	17.85	Exempt	1-Jan-17	

THE LICENSING ACT 2003 - FEES & CHARGES

Grant of Personal Licence	37.00	37.00	-	37.00	Exempt	1-Jan-17	
Replacement of lost/stolen licence	10.50	10.50	-	10.50	Exempt	1-Jan-17	

Premises Licences - Up to a Capacity of 5,000 persons

Grant/Variation

Rateable Value

Band A - No Rateable Value	100.00	100.00	-	100.00	Exempt	n/a	
Band A - less than £4,300	100.00	100.00	-	100.00	Exempt	n/a	
Band B - £4,300 to £33,000	190.00	190.00	-	190.00	Exempt	n/a	
Band C - £33,001 to £87,000	315.00	315.00	-	315.00	Exempt	n/a	
Band D - £87,001 to £125,000	450.00	450.00	-	450.00	Exempt	n/a	
Band E - Over £125,000	635.00	635.00	-	635.00	Exempt	n/a	

Annual Fee

Rateable Value

Band A - No Rateable Value	70.00	70.00	-	70.00	Exempt	n/a	
Band A - less than £4,300	70.00	70.00	-	70.00	Exempt	n/a	
Band B - £4,300 to £33,000	180.00	180.00	-	180.00	Exempt	n/a	
Band C - £33,001 to £87,000	295.00	295.00	-	295.00	Exempt	n/a	
Band D - £87,001 to £125,000	320.00	320.00	-	320.00	Exempt	n/a	
Band E - Over £125,000	350.00	350.00	-	350.00	Exempt	n/a	

Premises Licences - Additional Fees where Capacity exceeds 5,000 persons

Initial Fee

Occupancy:							
5,000 - 9,999	1,000.00	1,000.00	-	1,000.00	Exempt	n/a	
10,000 - 14,999	2,000.00	2,000.00	-	2,000.00	Exempt	n/a	
15,000 - 19,999	4,000.00	4,000.00	-	4,000.00	Exempt	n/a	

	2016/17 Gross Fees £	2017/18 Gross Fees £	Vat included in fee	2017/18 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
20,000 - 29,999	8,000.00	8,000.00	-	8,000.00	Exempt	n/a	
30,000 - 39,999	16,000.00	16,000.00	-	16,000.00	Exempt	n/a	
40,000 - 49,999	24,000.00	24,000.00	-	24,000.00	Exempt	n/a	
50,000 - 59,999	32,000.00	32,000.00	-	32,000.00	Exempt	n/a	
60,000 - 69,999	40,000.00	40,000.00	-	40,000.00	Exempt	n/a	
70,000 - 79,999	48,000.00	48,000.00	-	48,000.00	Exempt	n/a	
80,000 - 89,999	56,000.00	56,000.00	-	56,000.00	Exempt	n/a	
Over 90,000	64,000.00	64,000.00	-	64,000.00	Exempt	n/a	
Annual Fee							
Occupancy:							
5,000 - 9,999	500.00	500.00	-	500.00	Exempt	n/a	
10,000 - 14,999	1,000.00	1,000.00	-	1,000.00	Exempt	n/a	
15,000 - 19,999	2,000.00	2,000.00	-	2,000.00	Exempt	n/a	
20,000 - 29,999	4,000.00	4,000.00	-	4,000.00	Exempt	n/a	
30,000 - 39,999	8,000.00	8,000.00	-	8,000.00	Exempt	n/a	
40,000 - 49,999	12,000.00	12,000.00	-	12,000.00	Exempt	n/a	
50,000 - 59,999	16,000.00	16,000.00	-	16,000.00	Exempt	n/a	
60,000 - 69,999	20,000.00	20,000.00	-	20,000.00	Exempt	n/a	
70,000 - 79,999	24,000.00	24,000.00	-	24,000.00	Exempt	n/a	
80,000 - 89,999	28,000.00	28,000.00	-	28,000.00	Exempt	n/a	
Over 90,000	32,000.00	32,000.00	-	32,000.00	Exempt	n/a	
Premises Licences - Exclusively / Primarily supplying Alcohol							
Initial Fee							
Rateable Value							
Band D - £87,001 to £125,000 : 2 x the Premises Licence	900.00	900.00	-	900.00	Exempt	n/a	
Band E - over £125,000 : 3 x the Premises Licence	1,905.00	1,905.00	-	1,905.00	Exempt	n/a	
Annual Fee - Exclusively/Primarily supplying Alcohol							
Rateable Value							
Band D - £87,001 to £125,000 : 2 x the Premises Licence	640.00	640.00	-	640.00	Exempt	n/a	
Band E - over £125,000 : 3 x the Premises Licence	1,050.00	1,050.00	-	1,050.00	Exempt	n/a	
Annual Fee							
Rateable Value							
Band A - No Rateable Value	100.00	100.00	-	100.00	Exempt	n/a	
Band A - less than £4,300	100.00	100.00	-	100.00	Exempt	n/a	
Band B - £4,300 to £33,000	190.00	190.00	-	190.00	Exempt	n/a	
Band C - £33,001 to £87,000	315.00	315.00	-	315.00	Exempt	n/a	
Band D - £87,001 to £125,000	450.00	450.00	-	450.00	Exempt	n/a	
Band E - Over £125,000	635.00	635.00	-	635.00	Exempt	n/a	

2016/17 Gross Fees £	2017/18 Gross Fees £	Vat included in fee	2017/18 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
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Premises Licenses - Other

Annual Fee

Application

S.25 - Theft, loss etc. of premises licence or summary	10.50	10.50	-	10.50	Exempt	n/a
S.29 - Application for a provisional statement where premises being built	315.00	315.00	-	315.00	Exempt	n/a
S.33 - Notification of change of name or address	10.50	10.50	-	10.50	Exempt	n/a
S.37 - Application to vary licence to specify individual as premises supervisor	23.00	23.00	-	23.00	Exempt	n/a
S.42 - Application for transfer of premises licence	23.00	23.00	-	23.00	Exempt	n/a
S.47 - Interim authority notice following death etc. of licence holder	23.00	23.00	-	23.00	Exempt	n/a
S.79 - Theft, loss etc. of certificate or summary	10.50	10.50	-	10.50	Exempt	n/a
S.82 - Notification of change of name or alteration of rules of club	10.50	10.50	-	10.50	Exempt	n/a
S.83(1) / (2) - Change of relevant registered address of club	10.50	10.50	-	10.50	Exempt	n/a
S.100 - Temporary event notice	21.00	21.00	-	21.00	Exempt	n/a
S.100 - Late Temporary event notice	21.00	21.00	-	21.00	Exempt	n/a
S.110 - Theft, loss etc. of temporary event notice	10.50	10.50	-	10.50	Exempt	n/a
S.117 - Application for a grant or renewal of personal licence (10 yrs)	37.00	37.00	-	37.00	Exempt	n/a
S.126 - Theft, loss etc. of personal licence	10.50	10.50	-	10.50	Exempt	n/a
S.127 - Duty to notify change of name or address	10.50	10.50	-	10.50	Exempt	n/a
S.178 - Right of freeholder etc. to be notified of licensing matters	21.00	21.00	-	21.00	Exempt	n/a

Rounded to nearest £1

Note: MAX denotes that the fee is currently at the statutory maximum

Gambling Premises

Bingo Premises

New & Provisional Statement	2,463.00	2,512.00	-	2,512.00	Exempt	1-Jan-17	
Annual Fee	961.00	980.00	-	980.00	Exempt	1-Jan-17	
Licence for Provisional Statement Holder	903.00	921.00	-	921.00	Exempt	1-Jan-17	
Variation	1,207.00	1,231.00	-	1,231.00	Exempt	1-Jan-17	
Transfer	903.00	921.00	-	921.00	Exempt	1-Jan-17	
Re-instatement	1,245.00	1,200.00	-	1,200.00	Exempt	n/a	MAX
Copy Licence	25.00	25.00	-	25.00	Exempt	n/a	MAX
Notification of Change	50.00	50.00	-	50.00	Exempt	n/a	MAX

Betting Premises

New & Provisional Statement	2,614.00	2,666.00	-	2,666.00	Exempt	1-Jan-17	
Annual Fee	600.00	600.00	-	600.00	Exempt	n/a	MAX
Licence for Provisional Statement Holder	903.00	921.00	-	921.00	Exempt	1-Jan-17	
Variation	1,207.00	1,231.00	-	1,231.00	Exempt	1-Jan-17	
Transfer	903.00	921.00	-	921.00	Exempt	1-Jan-17	
Re-instatement	1,200.00	1,200.00	-	1,200.00	Exempt	n/a	MAX
Copy Licence	25.00	25.00	-	25.00	Exempt	n/a	MAX
Notification of Change	50.00	50.00	-	50.00	Exempt	n/a	MAX

	2016/17 Gross Fees £	2017/18 Gross Fees £	Vat included in fee	2017/18 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
Betting Premises (Tracks)							
New & Provisional Statement	2,489.00	2,500.00	-	2,500.00	Exempt	n/a	MAX
Annual Fee	823.00	839.00	-	839.00	Exempt	1-Jan-17	
Licence for Provisional Statement Holder	903.00	921.00	-	921.00	Exempt	1-Jan-17	
Variation	1,207.00	1,231.00	-	1,231.00	Exempt	1-Jan-17	
Transfer	903.00	921.00	-	921.00	Exempt	1-Jan-17	
Re-instatement	950.00	950.00	-	950.00	Exempt	n/a	MAX
Copy Licence	25.00	25.00	-	25.00	Exempt	n/a	MAX
Notification of Change	50.00	50.00	-	50.00	Exempt	n/a	MAX
Family Entertainment Centre							
New & Provisional Statement	2,140.00	2,000.00	-	2,000.00	Exempt	n/a	MAX
Annual Fee	750.00	750.00	-	750.00	Exempt	n/a	MAX
Licence for Provisional Statement Holder	903.00	921.00	-	921.00	Exempt	1-Jan-17	
Variation	1,000.00	1,000.00	-	1,000.00	Exempt	n/a	MAX
Transfer	903.00	921.00	-	921.00	Exempt	1-Jan-17	
Re-instatement	950.00	950.00	-	950.00	Exempt	n/a	MAX
Copy Licence	25.00	25.00	-	25.00	Exempt	n/a	MAX
Notification of Change	50.00	50.00	-	50.00	Exempt	n/a	MAX
Adult Gaming Centre							
New & Provisional Statement	2,000.00	2,000.00	-	2,000.00	Exempt	n/a	MAX
Annual Fee	1,000.00	1,000.00	-	1,000.00	Exempt	n/a	MAX
Licence for Provisional Statement Holder	903.00	921.00	-	921.00	Exempt	1-Jan-17	
Variation	1,000.00	1,000.00	-	1,000.00	Exempt	n/a	MAX
Transfer	903.00	921.00	-	921.00	Exempt	1-Jan-17	
Re-instatement	1,245.00	1,200.00	-	1,200.00	Exempt	n/a	MAX
Copy Licence	25.00	25.00	-	25.00	Exempt	n/a	MAX
Notification of Change	50.00	50.00	-	50.00	Exempt	n/a	MAX
Lotteries							
Small Society Lottery Grant	40.00	40.00	-	40.00	Exempt	n/a	
Small Society Lottery Annual Fee	20.00	20.00	-	20.00	Exempt	n/a	
Gaming in Pubs and Clubs							
Licensed Premises Gaming Machine Notification	25.00	25.00	-	25.00	Exempt	n/a	
Licensed Premises Gaming Machine Permit (existing operator)	100.00	100.00	-	100.00	Exempt	n/a	
Licensed Premises Gaming Machine Permit (in all other cases)	150.00	150.00	-	150.00	Exempt	n/a	
Licensed Premises Gaming Machine Permit Variation	100.00	100.00	-	100.00	Exempt	n/a	
Licensed Premises Gaming Machine Permit Transfer	25.00	25.00	-	25.00	Exempt	n/a	
Licensed Premises Gaming Machine Permit Change of Name	25.00	25.00	-	25.00	Exempt	n/a	
Licensed Premises Gaming Machine Permit Copy of Permit	15.00	15.00	-	15.00	Exempt	n/a	
Club Gaming Machine Permit Grant	200.00	200.00	-	200.00	Exempt	n/a	
Club Gaming Machine Permit Grant (Existing Club Premises Cert. Holder)	100.00	100.00	-	100.00	Exempt	n/a	

	2016/17 Gross Fees £	2017/18 Gross Fees £	Vat included in fee	2017/18 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
Club Gaming Machine Permit Grant (Club Prem. Cert. Holder with current Part 2 or 3 Licence)	100.00	100.00	-	100.00	Exempt	n/a	
Club Gaming Machine Permit Existing Operator Grant	100.00	100.00	-	100.00	Exempt	n/a	
Club Gaming Machine Permit Variation	100.00	100.00	-	100.00	Exempt	n/a	
Club Gaming Machine Permit Renewal	200.00	200.00	-	200.00	Exempt	n/a	
Club Gaming Machine Permit Renewal (Club Premises Cert. Holder)	100.00	100.00	-	100.00	Exempt	n/a	
Club Gaming Machine Permit Copy Permit	15.00	15.00	-	15.00	Exempt	n/a	
Club Gaming Permit Grant	200.00	200.00	-	200.00	Exempt	n/a	
Club Gaming Permit Grant (Club Prems. Cert. Holder with current Part 2 or 3 Licence)	100.00	100.00	-	100.00	Exempt	n/a	
Club Gaming Permit Grant (Existing Operator)	100.00	100.00	-	100.00	Exempt	n/a	
Club Gaming Permit Variation	100.00	100.00	-	100.00	Exempt	n/a	
Club Gaming Permit Renewal	200.00	200.00	-	200.00	Exempt	n/a	
Club Gaming Permit Renewal (Club Premises Certificate Holder)	100.00	100.00	-	100.00	Exempt	n/a	
Club Gaming Permit Copy Certificate	15.00	15.00	-	15.00	Exempt	n/a	
Annual fee for all Gaming Machine Permits	50.00	50.00	-	50.00	Exempt	n/a	

LOCAL AIR POLLUTION PREVENTION & CONTROL (LAPPC)

age 80
Any increases to be confirmed by DEFRA in the New Year
Reduced fee activities are: Service Stations, Vehicle Refinishers, Dry Cleaners and Small Waste Oil Burners under 0.4 MW.

Application Fee

Standard Process	1,579.00	1,579.00	-	1,579.00	Zero	n/a	
Additional fee for operating without a permit	1,137.00	1,137.00	-	1,137.00	Zero	n/a	
PVRI, SWOBs and Dry Cleaners reduced fee activities	148.00	148.00	-	148.00	Zero	n/a	
PVR I & II combined	246.00	246.00	-	246.00	Zero	n/a	
Other reduced fee activities	346.00	346.00	-	346.00	Zero	n/a	
Reduced fee activities: Additional fee for operating without a permit	68.00	68.00	-	68.00	Zero	n/a	
Mobile screening & crushing plant for the 1st & 2nd applications	1,579.00	1,579.00	-	1,579.00	Zero	n/a	
For the 3rd to 7th applications	943.00	943.00	-	943.00	Zero	n/a	
For the 8th and subsequent applications	477.00	477.00	-	477.00	Zero	n/a	

Note: where an application for any of the above is for a combined Part B & waste application, add an extra £297 to the above amounts

Annual Subsistence Charge

Standard process Low (+ £99 if permit for combined Part B & waste installation)	739.00	739.00	-	739.00	Zero	n/a	
Standard process Medium (+ £149 if permit for combined Part B & waste installation)	1,111.00	1,111.00	-	1,111.00	Zero	n/a	
Standard process High (+ £198 if permit for combined Part B & waste installation)	1,672.00	1,672.00	-	1,672.00	Zero	n/a	
Reduced Fee activities - Low	76.00	76.00	-	76.00	Zero	n/a	
Reduced Fee activities - Medium	151.00	151.00	-	151.00	Zero	n/a	
Reduced Fee activities - High	227.00	227.00	-	227.00	Zero	n/a	

	2016/17 Gross Fees £	2017/18 Gross Fees £	Vat included in fee	2017/18 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
PVR I & II combined - Low	108.00	108.00	-	108.00	Zero	n/a	
PVR I & II combined - Medium	216.00	216.00	-	216.00	Zero	n/a	
PVR I & II combined - High	326.00	326.00	-	326.00	Zero	n/a	
Other reduced fee activities - Low	218.00	218.00	-	218.00	Zero	n/a	
Other reduced fee activities - Medium	349.00	349.00	-	349.00	Zero	n/a	
Other reduced fee activities - High	524.00	524.00	-	524.00	Zero	n/a	
Mobile screening & crushing plant for 1st & 2nd permits - Low	618.00	618.00	-	618.00	Zero	n/a	
Mobile screening & crushing plant for 1st & 2nd permits - Medium	989.00	989.00	-	989.00	Zero	n/a	
Mobile screening & crushing plant for 1st & 2nd permits - High	1,484.00	1,484.00	-	1,484.00	Zero	n/a	
For the 3rd to 7th permits - Low	368.00	368.00	-	368.00	Zero	n/a	
For the 3rd to 7th permits - Medium	590.00	590.00	-	590.00	Zero	n/a	
For the 3rd to 7th permits - High	884.00	884.00	-	884.00	Zero	n/a	
For the 8th and subsequent permits - Low	189.00	189.00	-	189.00	Zero	n/a	
For the 8th and subsequent permits - Medium	302.00	302.00	-	302.00	Zero	n/a	
For the 8th and subsequent permits - High	453.00	453.00	-	453.00	Zero	n/a	
Late payment fee	50.00	50.00	-	50.00	Zero	n/a	
Note: Where a Part B Installation is subject to reporting under the E-PRTR Regulation, add an extra £99 to the above amounts							
Transfer and Surrender							
Standard process transfer	162.00	162.00	-	162.00	Zero	n/a	
Standard process partial transfer	476.00	476.00	-	476.00	Zero	n/a	
New operator at low risk reduced fee activity	75.00	75.00	-	75.00	Zero	n/a	
Surrender: all Part B activities	-	-	-	-	Zero	n/a	
Reduced fee activities: transfer	-	-	-	-	Zero	n/a	
Reduced fee activities: partial transfer	45.00	45.00	-	45.00	Zero	n/a	
Temporary transfer for mobiles							
First transfer	51.00	51.00	-	51.00	Zero	n/a	
Repeat following enforcement or warning	51.00	51.00	-	51.00	Zero	n/a	
Substantial Change							
Standard process	1,005.00	1,005.00	-	1,005.00	Zero	n/a	
Standard process where the substantial change results in a new PPC activity	1,579.00	1,579.00	-	1,579.00	Zero	n/a	
Reduced fee activities	98.00	98.00	-	98.00	Zero	n/a	
LAPPC mobile plant charges							
Application Fee - 1 permit	1,579.00	1,579.00	-	1,579.00	Zero	n/a	
Application Fee - 2 permits	1,579.00	1,579.00	-	1,579.00	Zero	n/a	
Application Fee - 3 permits	943.00	943.00	-	943.00	Zero	n/a	
Application Fee - 4 permits	943.00	943.00	-	943.00	Zero	n/a	
Application Fee - 5 permits	943.00	943.00	-	943.00	Zero	n/a	
Application Fee - 6 permits	943.00	943.00	-	943.00	Zero	n/a	
Application Fee - 7 permits	943.00	943.00	-	943.00	Zero	n/a	
Application Fee - 8 permits and over	477.00	477.00	-	477.00	Zero	n/a	
Subsistence Fee - 1 permit - Low	618.00	618.00	-	618.00	Zero	n/a	

	2016/17 Gross Fees £	2017/18 Gross Fees £	Vat included in fee	2017/18 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
Subsistence Fee - 2 permits - Low	618.00	618.00	-	618.00	Zero	n/a	
Subsistence Fee - 3 permits - Low	368.00	368.00	-	368.00	Zero	n/a	
Subsistence Fee - 4 permits - Low	368.00	368.00	-	368.00	Zero	n/a	
Subsistence Fee - 5 permits - Low	368.00	368.00	-	368.00	Zero	n/a	
Subsistence Fee - 6 permits - Low	368.00	368.00	-	368.00	Zero	n/a	
Subsistence Fee - 7 permits - Low	368.00	368.00	-	368.00	Zero	n/a	
Subsistence Fee - 8 permits and over - Low	189.00	189.00	-	189.00	Zero	n/a	
Subsistence Fee - 1 permit - Med	989.00	989.00	-	989.00	Zero	n/a	
Subsistence Fee - 2 permits - Med	989.00	989.00	-	989.00	Zero	n/a	
Subsistence Fee - 3 permits - Med	590.00	590.00	-	590.00	Zero	n/a	
Subsistence Fee - 4 permits - Med	590.00	590.00	-	590.00	Zero	n/a	
Subsistence Fee - 5 permits - Med	590.00	590.00	-	590.00	Zero	n/a	
Subsistence Fee - 6 permits - Med	590.00	590.00	-	590.00	Zero	n/a	
Subsistence Fee - 7 permits - Med	590.00	590.00	-	590.00	Zero	n/a	
Subsistence Fee - 8 permits and over - Med	302.00	302.00	-	302.00	Zero	n/a	
Subsistence Fee - 1 permit - High	1,484.00	1,484.00	-	1,484.00	Zero	n/a	
Subsistence Fee - 2 permits - High	1,484.00	1,484.00	-	1,484.00	Zero	n/a	
Subsistence Fee - 3 permits - High	884.00	884.00	-	884.00	Zero	n/a	
Subsistence Fee - 4 permits - High	884.00	884.00	-	884.00	Zero	n/a	
Subsistence Fee - 5 permits - High	884.00	884.00	-	884.00	Zero	n/a	
Subsistence Fee - 6 permits - High	884.00	884.00	-	884.00	Zero	n/a	
Subsistence Fee - 7 permits - High	884.00	884.00	-	884.00	Zero	n/a	
Subsistence Fee - 8 permits and over - High	453.00	453.00	-	453.00	Zero	n/a	

LOCAL AUTHORITY - INTEGRATED POLLUTION PREVENTION AND CONTROL LA-IPPC

Note: Every subsistence charge in the fees below includes the additional £99 charge to cover LA extra costs in dealing with reporting under the E-PRTR Regulation

Application	3,218.00	3,218.00	-	3,218.00	Zero	n/a	
Additional fee for operating without a permit	1,137.00	1,137.00	-	1,137.00	Zero	n/a	
Annual Subsistence - Low	1,384.00	1,384.00	-	1,384.00	Zero	n/a	
Annual Subsistence - Medium	1,541.00	1,541.00	-	1,541.00	Zero	n/a	
Annual Subsistence - High	2,233.00	2,233.00	-	2,233.00	Zero	n/a	
Late payment fee	50.00	50.00	-	50.00	Zero	n/a	
Substantial variation	1,309.00	1,309.00	-	1,309.00	Zero	n/a	
Transfer	225.00	225.00	-	225.00	Zero	n/a	
Partial Transfer	668.00	668.00	-	668.00	Zero	n/a	
Surrender	668.00	668.00	-	668.00	Zero	n/a	

2016/17 Gross Fees £	2017/18 Gross Fees £	Vat included in fee	2017/18 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
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Environment Agency Subsistence Fees for Discharge to Controlled Waters

Charge Band A - Where permit conditions contain numerical water discharge limits other than for the pollutants or parameters listed in bands B and C

2,270.00 2,270.00 - 2,270.00 Zero n/a

Charge Band B - Where permit conditions contain numerical water discharge limits for BOD, COD(3) or ammonia

760.00 760.00 - 760.00 Zero n/a

Charge Band C - Where permit conditions contain numerical limits for water flow, volume, suspended solids, pH, temperature, or oil or grease

222.00 222.00 - 222.00 Zero n/a

Charge Band D - Where conditions are included in a permit which do not fall within any of the descriptions in bands A-C (e.g. descriptive conditions)

66.00 66.00 - 66.00 Zero n/a

Private Water Supply Sampling

Sampling Visit per hour (to max of £100)

27.00 28.00 - 28.00 Zero 1-Jan-17

Risk Assessment Visit per hour (to max of £500)

27.00 28.00 - 28.00 Zero 1-Jan-17

Investigation Visit per hour (to max of £100)

27.00 28.00 - 28.00 Zero 1-Jan-17

Temporary Authorisation to Breach Standard (to max of £100)

27.00 28.00 - 28.00 Zero 1-Jan-17

Domestic Supply Sample (to max of £25)

23.00 23.00 - 23.00 Zero 1-Jan-17

Commercial Supply Monitoring Sample (to max of £100)

48.00 49.00 - 49.00 Zero 1-Jan-17

Commercial Supply Audit Sample (to max of £500)

Range from £45 to £500 depending on parameters sampled

Environmental Health

FHRS Re-rating Visit (on-line application)

n/a 103.00 - 103.00 Zero 1-Jan-17

FHRS Re-rating Visit (posting application)

n/a 110.00 - 110.00 Zero 1-Jan-17

Tattooist/Skin Piercing Rating Scheme Initial Visit & Training

n/a 100.00 - 100.00 Zero 1-Jan-17

Tattooist/Skin Piercing Rating Scheme Revisit

n/a 50.00 - 50.00 Zero 1-Jan-17

Tattooist/Skin Piercing Rating Scheme Annual Inspection

n/a 60.00 - 60.00 Zero 1-Jan-17

Pre Licence/Registration/Permit Advisory Visit

n/a 63.00 - 63.00 Zero 1-Jan-17

Data Protection Act Letters

n/a 18.00 - 18.00 Zero 1-Jan-17

Hourly rate for business advice/guidance

n/a 26.00 - 26.00 Zero 1-Jan-17

Bric a Brac

Wednesday - full day

12.50 12.75 2.13 10.62 20.00 1-Jan-17

Wednesday - second stall

9.40 9.60 1.60 8.00 20.00 1-Jan-17

2016/17 Gross Fees £	2017/18 Gross Fees £	Vat included in fee	2017/18 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
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ROOM HIRE

Burnley Town Hall - Room Hire

Meetings

Mornings - 8am to 1pm	82.75	84.40	-	84.40	zero	1-Jan-17
Afternoon - 1pm to 6pm	82.75	84.40	-	84.40	zero	1-Jan-17
Evening - 6pm to 10pm	82.75	84.40	-	84.40	zero	1-Jan-17

Others

Mornings - 8am to 1pm	82.75	84.40	-	84.40	zero	1-Jan-17
Afternoon - 1pm to 6pm	82.75	84.40	-	84.40	zero	1-Jan-17
Evening - 6pm to 10pm	82.75	84.40	-	84.40	zero	1-Jan-17

Parker Lane - Room Hire

Mornings - 8am to 1pm	82.75	84.40	-	84.40	zero	1-Jan-17
Afternoon - 1pm to 6pm	82.75	84.40	-	84.40	zero	1-Jan-17
Evening - 6pm to 10pm	82.75	84.40	-	84.40	zero	1-Jan-17

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BURNLEY BUS STATION

Bus Station departure charges are calculated using pence to 4 decimal places

Per Departure - Standard bus	0.9306	0.9488	0.1581	0.7907	20.00	1-Jan-17
Per Departure - Minibus	n/a	n/a				
Per Departure - Long (coach) (Net Fee increased by 2% then VAT added)	1.9252	1.9629	0.3272	1.6357	20.00	1-Jan-17

Note: Minibuses now charged the same fee as standard buses

Health and Safety Intervention Plan 2016/2017

REPORT TO EXECUTIVE



DATE	6th December 2016
PORTFOLIO	Housing and Environment
REPORT AUTHOR	Jill Wolfendale
TEL NO	Tel 01282 425011 ext 29065
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 Executive on the plans prior to their approval at Full Council.

RECOMMENDATION

2. Executive recommends to Full Council approval of the Health and Safety Intervention Plan for 2016/2017, detailed in 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. The intervention plan appended to this report has been prepared to satisfy the statutory requirements and outline the services to be provided over the coming year.

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 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, 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.

FINANCIAL IMPLICATIONS AND BUDGET PROVISION

6. Health and Safety regulation is a core statutory service delivered by the Council's Environmental Health & Licensing Team, it remains funded by existing budgets.

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. None required

BACKGROUND PAPERS

9. None.

FURTHER INFORMATION

PLEASE CONTACT: Jill Wolfendale

ALSO: Karen Davies

Health and Safety Intervention Plan 2016/17;



Appendix 1 Health
and Safety Intervent



Burnley
.gov.uk

Environmental Health & Licensing Section

Health and Safety Intervention Plan

2016/2017

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3	Introduction
4	Our commitment to Improving Health and Safety Outcomes
5-6	Service Aims & Objectives
7	Delivery of Priorities
8	Profile of the Local Authority
9	Organisation Structure
10	Scope of the Health and Safety Service
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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 vision:

The Council wants to make the borough a place of choice. It will be a place where businesses want to invest, because of its skilled workforce and its competitive, modern economy. It will be a place where people want to live because of its clean and safe neighbourhoods, its reputation as a centre of educational excellence, and its beautiful parks and wild countryside.

Burnley Council's values:

- Being Progressive
Learning new ways of working, listening to your feedback and developing our services.
- Accountable and Responsible
Always remembering we are here for you, the people of Burnley.
- Honest and Trusted
Earning your trust by being open and clear.
- Fair and Respected
Making our services accessible.

Burnley Councils Outcomes are measured around 4 main areas;

PLACES - making the borough a place of choice

PEOPLE - creating flourishing, healthy and confident communities

PROSPERITY – promoting transformational economic change for Burnley

PERFORMANCE- ensuring a continuous focus on improvement in all aspects of the council's performance prosperity – promoting transformational economic change for Burnley

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.*

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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 2015/16 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**
- **Maintenance of a scheme for the self assessment of the Borough's lower risk businesses and following up those who do not respond or require a preventative visit**
- **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 Environmental Health Lancashire, Environment Agency, joint work with Health and Safety Executive, use of flexible warranting, undertaking work with Public Health England and other organisations to meet targets in LSP**
- **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".

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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 5 Executive Members; there are 4 committees including 1 scrutiny committee.

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 compliment of support staff, who also provide 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 in regard to 'Matters of Evident Concern' observed during food safety inspections. FTE refers to number of full time equivalents working on Health and Safety. This structure will unaffected by the transfer of services to Liberata.

November 2015	Chief Executive Director of resources Head of Governance Law & Regulation Environmental Health and Licensing Team Manager – (0.75 FTE)			
	FOOD SAFETY TEAM	LICENSING TEAM	SAFETY & ENVIRONMENT TEAM	SUPPORT
	Principal EHO (Food)	Principal Licensing Officer (0.6 FTE)	Principal EHO (Safety & Environment) 0.75 FTE	(Support Supervisor)
	EH(Compliance) Officer 0.75 FTE	Licensing & Compliance Officer (0.8 FTE)	EH (Compliance) Officer X2	Support Officer
		Workplace Compliance Officer	EP Officer	
	Workplace Compliance Officer (1.3 FTE)	Licensing Admin Officer (0.6FTE)	Workplace Compliance Officer (0.5 FTE)	

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 (Rev. 4.1.) – Targeting Local Authority Interventions.

The LAC 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 National Code (the Code).

The Code provides LAs with a principles based framework that focuses regulatory resources on the basis of risk.

The Code requires LAs to consider a range of regulatory techniques (interventions) to influence the management of risk by a business. LAs are responsible for regulating 1.6 million workplaces and it is neither proportionate nor effective to deliver a regulatory function based on inspection of individual workplaces – particularly since many of those workplaces will already be managing their risks effectively.

The LAC acknowledges that Inspection can be very effective in the right circumstances particularly where individual face-to-face contact with a dutyholder is necessary to influence their management of risk. However, it is recognised that this is the most resource intensive intervention and should be limited to the highest risk premises; conversely, it may not be considered to be the best use of public resource to inspect comparatively lower risk premises.

To assist LA's in targeting and prioritising interventions, alongside the Code HSE has published a list of national priorities, and a list of specific activities in defined sectors that are suitable for targeting for proactive inspection. Following the principles of the Code, proactive inspection should only be used for premises on the list or where there is local evidence that risks are not being effectively managed. The LAC requires LA's to also maintain a strong deterrent against those businesses who fail to meet their health and safety obligations.

Implementing and complying with the Code ensures that LA regulatory resource is used consistently and to best effect. Using risk based targeting should free up resources and facilitate the provision of advisory visits and support to deliver the growth agenda particularly with new business start-ups.

Service delivery

Intervention Activity 2015-2016			
Intervention		Number of visits/ Inspections/ contact	Comments
Proactive inspections	Risk category A	0	Proactive inspection activity only where premises were targeted for health & Safety at Work intervention
	Risk category B1	0	
	Risk category B2 and C	0	
Non-inspection interventions	Other visits/face to face contacts	6	Any visit/face to face contact to educate, advise or engage duty holders, employees or other bodies such as trade associations e.g. awareness days and advisory support visits
	Other contact/interventions	291	Any other targeted contact (not face to face) to educate, advise or engage dutyholders, employees other bodies such as trade associations e.g. awareness days and advisory support visits
React	LPG visits	0	Only visits undertaken as part of the LPG campaign.(non-highlighted for Burnley on LLARD site
	Visit to investigate health & safety related incidents	2	Visits made under the relevant category

	Visits to investigate health & safety complaints	14	
	Visits following requests for h&s service from businesses	11	All other reactive visits made as a result of request for service e.g. skin piercing, advisory visit
	Revisits following earlier intervention	17	Revisits to check following an earlier intervention to confirm actions previously required has been completed e.g. to check compliance with notices

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 2015/16
Improvement Notice	Legal Notice requiring works to be completed within a minimum of 21 days	2
Prohibition Notice	Legal Notice prohibiting an activity being carried out where there is a serious risk of injury	1
Deferred Prohibition Notice	As above but with a time delay allowing certain actions to be taken before the Notice comes into force	0
Formal caution	May be offered in certain circumstances instead of prosecution	0
Prosecution	Where the health and safety offences are dealt with at Court	0

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 • Employment Medical Advice Service (EMAS) • Care Quality Commission • Public Health England • Ofsted • Lancashire County Council - Safeguarding • Lancashire Fire Service • Lancashire Police Service • Burnley Council Regeneration & Planning Policy • Better Regulation Delivery Office (BRDO) 												
Staff Allocation	<p>Staff resources devoted to health and safety enforcement work as at March 2016</p> <table border="1" data-bbox="577 842 1872 1075"> <thead> <tr> <th data-bbox="577 842 1218 884">No of Inspectors (Full-time)</th> <th data-bbox="1218 842 1872 884">Percentage time on health and safety</th> </tr> </thead> <tbody> <tr> <td data-bbox="577 884 1218 922">1</td> <td data-bbox="1218 884 1872 922">10%</td> </tr> <tr> <td data-bbox="577 922 1218 960">1</td> <td data-bbox="1218 922 1872 960">50%</td> </tr> <tr> <th data-bbox="577 960 1218 999">No of Inspectors (Part-time)</th> <th data-bbox="1218 960 1872 999">Percentage time on health and safety</th> </tr> <tr> <td data-bbox="577 999 1218 1037">1 x 0.75</td> <td data-bbox="1218 999 1872 1037">75%</td> </tr> <tr> <td data-bbox="577 1037 1218 1075">1 x 0.75</td> <td data-bbox="1218 1037 1872 1075">10%</td> </tr> </tbody> </table>	No of Inspectors (Full-time)	Percentage time on health and safety	1	10%	1	50%	No of Inspectors (Part-time)	Percentage time on health and safety	1 x 0.75	75%	1 x 0.75	10%
No of Inspectors (Full-time)	Percentage time on health and safety												
1	10%												
1	50%												
No of Inspectors (Part-time)	Percentage time on health and safety												
1 x 0.75	75%												
1 x 0.75	10%												

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 2016-2017

Meeting 13th May 2016

Topic	Action detail	Action by date	Links to other projects /Strategy	Lead officer	Date completed
Requests for Service Page 103	<p>Update 2015/2016 New system now running for noise nuisance – these are filtered by ASB first – they run background checks and RA of complainant/perp, Then if just stat nuisance forward to us via envhealth email – support enter on flare and dealt with as per usual. If ASB factors they investigate and pass to later if needed or ideally where there's stat nuisance involved we work together. See new flow chart for procedure at Z:\EP Team\New Noise complaint Procedures\ASB&EP Early Response Service Procedure Rev v1.doc.</p> <p>New 2016/2017 Any work towards meeting projects as part of 'Transformation Plan' Now we have new support supervisor and about to get new support officer – all EIR and Land registry requests should be done by support Noise complaint procedure explained to support they now send out all diary sheets & logs all complaints from envhealth. Continue to flag up any issues that may affect response times as may reflect on performance reporting. We are consistently meeting targets on response times <u>KPI = responding to high priority RFS</u> Actions: To speak with Revs & Bens re access to iworld or to get access to electoral register need support to start to do smoke nuisance (domestic) letters</p>	ongoing	Transformation plan	JW	

Flare Development	<p>Update 2015/2016 From 1st April a priority code attached to RFS these are on the 'other info' tag on front screen. No major issues on Flare to report. Still some mistakes made by contact centre but this may be due to new staff. To send complaints wrong allocated back to Support who will speak to CC staff.</p> <p>New 2016/2017 report any problems with incorrectly allocated complaints to Support report any IT issues in relation to missing drives asap Officers to allocate complaints on flare between themselves Audit trail can be seen for all KPI reports produced</p>	From April 2016		Team	
Website Development	<p>2016/2017 As part of transformation programme we will look at website and review pages to ensure where possible all information necessary is available for customers online. Works underway to try and achieve online forma that are compatible with current database</p>	By end of Dec 2016		Team	
RDNA Competency Matrix	<p>2016/2017</p> <p>All staff still need to complete this the inline tool can be found on the BRDO website at http://www.bis.gov.uk/brdo/resources/competency/rdna-tool-sections the areas we need to complete include; Core regulatory skills Health and safety Pollution prevention and control Primary Authority Action; All team need to complete their relevant sections</p>	ASAP before end of March 2017		Team	

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TENS applications	2016/2017 Continue to review TENS for H&S and EP – any issues should be raised with applicant and possibly with ESAG where appropriate	ongoing		Team	
Planned general inspections H&S	2016/2017 Under National Code ONLY activities in these sector can be proactively inspected; See list at http://www.hse.gov.uk/lau/activities.pdf Complete all A inspections due Target (continued from last year); 1) Identify and Inspect XX premises from National Code high priority list e.g. High Volume Warehouse Plus A risk due from database Carry out inspection of those identified as high risk KPI = no of A risk inspections due/ No completed			JW/JC	
Workplace Compliance Interventions	Update 2015/2016 Campaign Advice Code set up OVG – campaigns planned; Contacted premises with advice on H&S topics portable Electrical safety through mail shots to Food safety d's and E's when due Disseminated 50 gas safety leaflets to Catering premises as part of Food business seminars. campaign mails shots with FHR scheme letters on relevant topics e.g. gas/elec/dough rollers etc self assessment questionnaires to wetsales pubs as part of food questionnaires 2016/2017 Continue with self- assessment questionnaires (questions expanded for H&S) Gas Safety in Nurseries Skin piercers - infection control warning Dough Roller mail shot	From April 2015		JW/JC	

	KPI = No of interventions programmed / no completed				
Public Burials	2016/2017 Progress on reviewing charges – any further ideas to reduce costs to relatives or provide information. Make any changes that can help recover costs incurred by Council eg. Use of estate researches	Ongoing		JC	
New premises	Identify New premises and ensure database to kept up to date – use info from Regen			All	
Smokefree Enforcement & Burnley Tobacco Action Plan	2016/2017 Update and review tobacco action plan Continue to investigate complaints Continue to work with planning to advise and ensure no breaches occur e.g. Shisha bars & non-compliant smoking areas	Ongoing		JC	
Accidents	Update 2016/17 Follow MOU for LA's & CQC re Care homes plus HSE guidance on RIDDOR investigations Use of upload site for CQC reports from RIDDOR website Review investigation/ prioritisation policy Contact with LCC safeguarding re any relevant accidents KPI = responding to high priority RFS	Ongoing		JW	
Skin Piercing	2016/2017 Development & launch Tattoo licensing/ rating scheme alongside Rossendale, Lancaster and Blackpool – work underway with officer the scheme in Burnley	By March 2017		JW/JC	

REPORT TO EXECUTIVE



DATE	6th December 2016
PORTFOLIO	Housing and Environment
REPORT AUTHOR	Jayne Enright
TEL NO	01282 425011
EMAIL	jenright@burnley.gov.uk

Food (Official Controls) Delivery Plan 2016/2017

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.

RECOMMENDATION

2. Executive Committee recommends to Full Council to approve the Food (Official Controls) Delivery Plan 2016/2017

REASONS FOR RECOMMENDATION

- 3.1 To establish the necessary statutory plans to ensure that regulatory services are set up to be delivered in a way that is effective, risk based, proportionate and consistent.
- 3.2 The Council's Constitution requires Full Council approval for the Food (Official Controls) Delivery Plan 2016/2017

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 (Official Controls) Delivery Plan has been prepared to satisfy the statutory requirements and outline the services to be provided over the coming year.

5. Burnley Food (Official Control) 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 916 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

FINANCIAL IMPLICATIONS AND BUDGET PROVISION

7. Food Safety regulation is a core statutory service delivered by the Environmental Health & Licensing Team. It remains provided in existing service budgets.

POLICY IMPLICATIONS

8. 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

9. None required.

BACKGROUND PAPERS

10. None.

FURTHER INFORMATION

PLEASE CONTACT:

Jayne Enright

ALSO:

Karen Davies

Food (Official Controls) Delivery Plan:



Food (Official
Controls)Delivery Plan

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BURNLEY BOROUGH COUNCIL

Food (Official Controls)
Delivery Plan
2016 to 2017



Burnley
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Burnley Borough Council Food (Official Controls) Delivery Plan

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1. INTRODUCTION

1.1 Burnley Food (Official Controls) Delivery Plan

This document is the Burnley Food (Official Controls) 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 other local authorities to compare and contrast performance and service delivery

It sets out:

- An outline of the key services and work activity delivered
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- The resources deployed to meet these demands
- Quality assessment procedures and performance indicators

1.2 Profile of Burnley

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, Ribbles 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".

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 5 Portfolios, a Leader and 5 Executive Members; there are 4 committees including 1 scrutiny committee.

The Food Safety Team sits within the Deputy Leader Housing and Environment Portfolio.

The Key Corporate objectives, governance arrangements, and decision making timetables are outlined in 5 key corporate documents:

- The Council's Constitution & Scheme of Delegation
- Strategic Plan 2015/16 to 2017/2018
- Forward Plan of key Decisions and Private Meetings
- Sustainable Community Strategy "Burnley's Future"
- Local Code of Corporate Governance

1.4 The Management Structure

The Council management structure comprises the Chief Executive, 2 Directors and Heads of Service. The 3 Directorates are:-

- Chief Executives
- Resources
- Community Services

The Food Safety Team sits within the Resources Directorate in the Governance, Law, Property and Regulation Services. The Environmental Health Manager has responsibility for environmental health, public 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.

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, and this arrangement will be reviewed on an annual basis. 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.

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, "Places", "Prosperity" "People", and "Performance".

Places:	Making the Borough a place of choice
Prosperity:	Promoting transformational economic change for Burnley
People:	Creating flourishing, healthy and confident communities
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

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 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.”

Key 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 delivery
- 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:

- Cumbria and Lancashire multi agency plan for outbreaks of infectious disease (under review)
- Responding to the detection of legionella in healthcare premises. Guidance for PHE Protection Teams.
- East Lancashire Equality and Inclusion Strategy 2013 – 2016
- Council Emergency Plan (as reviewed June 2014)
- Lancashire Resilience Forum. (Outlines roles and responsibilities of organisations including District and Unitary Councils)
- Business Contingency Management Policy (as reviewed Sept 2015)

3 FOOD SERVICE

3.1 Food Safety Team

The Food Safety Team is overseen by the Environmental Health and Licensing Manager. Together with the Principal Officer they 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 Work Place 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

Since April 2011, the Food Safety & Health & Safety team have adopted the “FLARE” specialist IT software system for managing and reporting on the programme of inspections, complaints, service requests, Infectious Diseases and food sampling. The software is also an effective management tool for producing annual statistical returns for populating the Food Standards Agency database for the National Food Hygiene Rating Scheme. In addition to this statistical sampling returns are made to the FSA via the UKFSS system.

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. food premises 2013/14	No. food premises 2014/15	No. food premises 2015/16	No. of Food premises 2016/2017
A (At least every 6 months)	1	5	7	3
B (At least every 12 months)	29	29	31	30
C (At least every 18 months)	283	123	129	125
D (At least every 24 months)	158	314	321	345
E (Alternative strategy for inspection)	333	357	363	377
Unrated				25
Outside Programme				11
TOTAL	830	869	851	916

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	2013/14	2014/15	2015/16	2016/17
Approved Fish processing premises	<u>1</u>	<u>1</u>	<u>1</u>	<u>2</u>
Meat and meat products approved premises	<u>4</u>	<u>4</u>	<u>2</u>	<u>2</u>
Milk and milk products approved premises	<u>2</u>	<u>1</u>	<u>1</u>	<u>1</u>
The approved treated stomachs establishments			<u>1</u>	<u>1</u>
Stand - alone Cold Store				<u>1</u>

Table 3: Premises Profile

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

Description	No. of premises	No of premises	No of premises	No. of Premises
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	2013/14	2014/15	2015/16	2016/17
Primary producers	<u>3</u>	<u>3</u>	<u>3</u>	<u>3</u>
Manufacturers/processors	<u>23</u>	<u>22</u>	<u>23</u>	<u>21</u>
Distributors/transporters	<u>11</u>	<u>11</u>	<u>12</u>	<u>5</u>
Retailers	<u>265</u>	<u>263</u>	<u>271</u>	<u>280</u>
Restaurants and other caterers	<u>528</u>	<u>568</u>	<u>542</u>	<u>605</u>
Importers/Exporters				<u>2</u>
TOTAL	<u>829</u>	<u>867</u>	<u>851</u>	<u>916</u>

Table 4: Service Requests

The following is a summary of requests for service received by the Food Safety Team since 2012/13.

Request type (includes all requests for service relating to any food business)	Year			
	2012/13	2013/14	2014/15	2015/16
Infectious diseases	157	144	114	130
Food Business Water Disconnections	42	35	19	5
Advice requests	189	183	244	261
Complaints regarding Hygiene at premises	52	37	59	94
Advice on unfit/contaminated food	9	17	6	12
Complaints re unfit/contaminated food	59	67	55	44
Food Hygiene Re-rating advice/visits				28
Total	503	483	499	574

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 No broadly compliant	Target %	Actual %
2012/13	813	702	100	86
2013/14	830	750	100	90
2014/15	867	794	100	92
2015/16	899	848	100	93

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.
- 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 shortly to be available on-line at www.burnley.gov.uk or on request from The Council's Food Safety Team.

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, 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 new Primary Authority scheme was launched by the Local Better Regulation Office (LBRO) on 6 April 2009. 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. We have also funded a mentoring service for local Food Business Operators to improve their understanding of the requirements to establish and maintain a Food Safety Management System appropriate to their business.

The Food Safety Team participates in the “Recipe4Health” scheme in partnership with Lancashire County Council. The scheme is designed to encourage and recognise those establishments with good standards of food hygiene, nutrition, fair trading and environmental practice.

4.5 Food Sampling and Inspection

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

A documented sampling programme for each year will be followed, as agreed with partner agencies and taking into account local needs and priorities, subject to available resources.

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

- Samosas
- Pre-Packed sandwiches
- Milk
- Ready to eat cooked meats
- Pies

The sampling program has revealed cases of ready to eat meats which contained higher than acceptable levels of bacteria. Without the routine food sampling program, it is unlikely that potential problems would have been identified.

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	<p>Lancashire Food Liaison Group – Enforcement issues, sampling, policies, best practice, training, inter-authority audits etc.</p> <p>Public Health England – Food Sampling and examination, Communicable Disease control.</p> <p>Public Analyst – Chemical analysis etc.</p> <p>East Lancashire Environmental Health Services – Joint working, resource sharing etc.</p> <p><u>Environmental Health Lancashire</u></p> <p>Lancs County Council Trading Standards – Food liaison, Recipe4Health award scheme.</p>
Local professionals	East Lancs Primary care Trust – working together on health promotion, infectious disease control, health inequalities etc.
Professional bodies and Agencies	<p>CIEH- professional practice, consultation, training.</p> <p>FSA – statutory plans, guidance, training, annual returns, consistency of enforcement, best practice, training.</p>
Local / regional liaison group	East Lancs Environmental Health Health Protection Team and Microbiology EHO Forum Group

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. However, this element of the

service is resource intensive and the current squeeze on staffing levels has impacted on the extent of the active involvement in local health promotion initiatives.

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	0.1	0
Delivery	Team Manager	0.2	0.8
	Env Health Compliance Officers	0	0.8
	Workplace Compliance Officer	0	1.3
Support	Admin	0.25	0.55

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. Investigating Skills 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
- Gas Safety Presentation Workshop

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 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 FSA on an annual basis.
- The Council has the Investors in People Award (Gold Standard).

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
- 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"
- Recommendations made by the Elliot Report
- FSA E coli Guidance

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.

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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