

# SCRUTINY COMMITTEE

Monday, 5th December, 2016  
6.30 pm





# SCRUTINY COMMITTEE

## BURNLEY TOWN HALL

Monday, 5th 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](http://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 meeting held on 14<sup>th</sup> September 2016.

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#### **3) Additional Items of Business**

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

#### **4) Declarations of Interest**

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

#### **5) Exclusion of the Public**

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

## **6) Public Question Time**

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

### PUBLIC ITEMS

## **7) Proposed Access Improvements to GP Services in East Lancashire**

To receive a presentation from East Lancashire Clinical Commissioning Group.

## **8) Notice of Key Decisions and Private Meetings** 5 - 10

To consider the Key Decisions and Private Meetings for the period December 2016 to March 2017

## **9) Community Safety Annual Report** 11 - 16

To receive an update on the performance and priorities of the Community Safety Partnership.

## **10) Health & Safety Intervention Plan** 17 - 38

To receive a report on the proposed Health & Safety Enforcement Plan.

## **11) Food Safety Delivery Plan** 39 - 60

To consider a report on the Approved Plans for delivery of Food Safety services.

## **12) Community Strategy Refresh 2017-20** 61 - 74

To receive a report on the refresh of the Community Strategy.

## **13) Half Year Performance Report** 75 - 80

To consider a report on the Q2 performance results

## **14) Local Government Association Peer Challenge** 81 - 100

To consider a report on the outcome of the Local Government Association Peer Challenge.

## **15) Treasury Management 2016/17 Mid-Year Report** 101 - 114

To receive an update on Treasury Management activities undertaken during the period 1<sup>st</sup> April to 30<sup>th</sup> September 2016.

## **16) Capital Budget Monitoring - Quarter 2 2016/17** 115 - 124

To consider a report on Capital Budget activity in Q2 2016/17

## **17) Revenue Budget Monitoring Q2 2016/17** 125 - 134

To consider a report on Revenue Budget activity in Q2 2016/17

## **18) Fees & Charges Tariff 2017/18** 135 - 174

To receive a report on the Council's proposed fees and charges from 1<sup>st</sup> January 2017.

## **19) Scrutiny Review Groups**

To receive an update on the work of any active Scrutiny Review Groups.

## **20) Work Programme 2016/17**

175 - 176

To consider any additions to the draft Work Plan for 2016/17

## **21) Exclusion of the Public**

To consider the 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.

Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under the authority.

## PRIVATE ITEMS

## **22) Workforce Planning**

177 - 182

To receive a report on Workforce Planning.

Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under the authority.

## **MEMBERSHIP OF COMMITTEE**

Councillor Andrew Tatchell (Chair)  
Councillor Anne Kelly (Vice-Chair)  
Councillor Howard Baker  
Councillor Gordon Birtwistle  
Councillor Margaret Brindle  
Councillor Jean Cunningham  
Councillor Danny Fleming  
Councillor Joanne Greenwood  
Councillor David Heginbotham

Councillor Mohammed Ishtiaq  
Councillor Marcus Johnstone  
Councillor Lubna Khan  
Councillor Sobia Malik  
Councillor Andrew Newhouse  
Councillor Mark Payne  
Councillor Paul Reynolds  
Councillor Ann Royle

**PUBLISHED**

Friday, 25 November 2016



## SCRUTINY COMMITTEE

BURNLEY TOWN HALL

Wednesday 14<sup>th</sup> September 2016

### PRESENT MEMBERS

Councillor Tatchell in the Chair.

Councillors Baker, Birtwistle, Margaret Brindle, Cunningham, Heginbotham, Johnstone, Lubna Khan, Malik, Newhouse, Reynolds and Royle.

### OFFICERS

Mick Cartledge	- Director of Community Services
Helen Seechurn	- Director of Resources
David Donlan	- Accountancy Division Manager
Howard Hamilton-Smith	- Principal Accountant
Chris Gay	- Performance and Committees Manager
Ryan Gifford	- Assistant Economic Development Officer
Alison McEwan	- Democracy Officer

### IN ATTENDANCE

Cllr Wajid Khan	- Executive Member for Resources and Performance Management
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<b>82. Apologies</b>
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Apologies for absence were received from Councillor Greenwood

<b>83. Minutes</b>
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### IT WAS AGREED

That the Minutes of the Meeting held on 20<sup>th</sup> July 2016 be agreed as a correct record and signed by the Chair.

<b>84. Additional Item of Business</b>
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The Chair informed the Committee that he had requested that the Committee receive a briefing on the procurement of a Committee

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Management System which was being taken to the Executive on 20<sup>th</sup> September 2016.

**IT WAS  
AGREED**

That an additional item – Item 14 – Committee Management System be added to the Agenda.

<b>85. Notice of Key Decisions and Private Meetings (NKDPM)</b>
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Members discussed the following reports listed in the NKDPM:

Public Space Protection Order: What was this and how did it work? If introduced, the PSPO would give the Council an additional tool to deal with inappropriate behaviour such as begging, unlicensed street collections and other nuisance issues around the Town Centre. Fixed penalty notices would be issued to offenders, and for persistent offenders, this would help to build up a case for further action to be taken against them.

**IT WAS  
AGREED**

That Members noted the NKDPM

<b>86. State of the Local Economy</b>
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Ryan Gifford presented the report, which outlined support being provided to businesses both within and outside of Burnley by the Economic Development Team, and key indicators which highlighted the State of the Economy in Burnley.

Members discussed the following:

- Were active enterprises those who were paying business rates (NNDR)? This wasn't the case – businesses could include work from home businesses and businesses that were exempt from NNDR due to the small business rate relief scheme.
- Business births – How many of the 360 births this year were owned by Burnley residents? There was no way to find this information. If an existing company moved into the Borough, did this count as a birth? No, but it was counted as an additional business in the total number of businesses in Burnley.
- Was it possible to compare in and out of work benefits? There may be information available, but for the purposes of the report, out of work benefits was the focus.
- What was the reason for the increase in claimants of carers allowance? This wasn't known, but there could be a variety of reasons, such as carer's charities publicising the benefit to enhance take up, and people who hadn't previously claimed replacing other benefits that had been cut by claiming CA.
- The lack of broadband services to rural communities, and the effect

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on businesses. The Lancashire Broadband project had made superfast broadband available to over 95% of population of Lancashire. The broadband extension project (due for completion by end 2017) would connect the remaining percentage, which were often harder to reach, more inaccessible properties, such as remote farms. Random boxes appeared to have been missed out of the upgrade. This wasn't the case – those boxes formed part of the extension project.

- Other areas affected by flooding – Lowerhouse, Brunshaw and Thompson Park – will there be funding available? The Padiham funding from the Government related specifically to flooding caused by Storms Desmond and Eva, and there was no funding available for one off flash flooding.

**IT WAS  
AGREED**

That Members note the report.

<b>87. Revenue Budget Monitoring Q1 2016/17</b>
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David Donlan introduced the report, which informed Members of the forecast Revenue budget outturn for 2016/17.

Members discussed the following:

- A forecast reduction in Markets income. This was in part due to the closure of the open market, and a forecast reduction in income for the closed market. This was being constantly monitored.

**IT WAS  
AGREED**

That the report be noted.

<b>88. Capital Budget Monitoring Q1 2016/17</b>
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David Donlan outlined the report which provided an update on capital expenditure and highlighted any variances.

Members were asked to note the revised recommendations which had been approved by the Executive.

**IT WAS  
AGREED**

That the report be noted.

<b>89.</b>	<b>Revenue Budgets 2017-20 – Latest Position and Savings Proposals</b>
<p>Helen Seechurn introduced the report which updated Members on the proposals to balance the Council’s revenue budgets for 2017-20. She explained that this was a new way of working – looking at three years rather than just a single year. She added that although the required savings had been identified for 2017-18, there was still a long way to go to ensure a balanced budget for the following two years.</p> <p>Members discussed the following:</p> <ul style="list-style-type: none"> <li>• Were there any plans to use reserves to close any future funding gap, and what level of reserves did the Council hold? This was a matter for the Executive to consider however reserves were held to support transformation and growth priorities.</li> </ul> <p><b>IT WAS AGREED</b> That the report be noted</p>	
<b>90.</b>	<b>Review Groups</b>
<p>Members outlined progress made by the Review groups. A new round of meeting dates would be circulated week commencing 19<sup>th</sup> September.</p>	
<b>91.</b>	<b>Work Plan</b>
<p>The Chair introduced the work plan, and added that Members could propose additional items for inclusion on the plan if they wished.</p>	
<b>92.</b>	<b>Committee Management System</b>
<p>Chris Gay briefed Members on the proposed introduction of a Committee Management System, which would automate Democratic services, and lead to the introduction of paperless meetings from March 2017.</p> <p>Members discussed the following:</p> <ul style="list-style-type: none"> <li>• Training. Some Members were concerned about the introduction of the new technology and associated hardware. It was confirmed that a training programme for Members would support the introduction of a Committee Management System.</li> <li>• Would Members be able to access via their own devices rather than using multiple tablets? Members would be provided with tablets through which meeting agenda’s would be accessible via an app, although initial thoughts were that Members own devices could be used.</li> </ul>	

## BURNLEY BOROUGH COUNCIL

### NOTICE OF KEY DECISIONS AND PRIVATE MEETINGS

This Notice contains:

- a) A list of Key Decisions to be taken by the Executive during the months December 2016 to March 2017, to be published on 18th November 2016.
- b) Details of dates of meetings of the Executive during the same period at which decisions may be taken in private or partly in private

A Key Decision is an Executive decision that is likely:

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

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

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

Meetings of the Executive will be held on the following dates: 6<sup>th</sup> and 19<sup>th</sup> December 2016, 25<sup>th</sup> January, 13<sup>th</sup> February and 27<sup>th</sup> March 2017. Meetings normally start at 6.30pm but times can change so please check the council website nearer the date of the meeting. This Notice will be further updated on the following dates: 19<sup>th</sup> December 2016, 13<sup>th</sup> January, 24<sup>th</sup> February and 23<sup>rd</sup> March 2017.

Matter for decision	Purpose	Key Decision Yes or No	Anticipated date of decision	Public or Private report. If Private give reasons	List of Documents to be submitted including any background papers	Contact person & Executive Portfolio
Housing Development – Burnley Wood.	To agree the draw-down of land for further housing development in Burnley Wood	Yes	December 2016	The report contains exempt information and is therefore NOT FOR PUBLICATION by virtue of Local Government Act 1972, Schedule 12A, Part I, Paragraph 3; Information relating to the financial or business affairs of any particular person (including the authority holding that information)	Report setting out the issues	Paul Gatrell, Head of Housing and Development Control  Executive Member for Housing and Environment
Community Buildings – Establishing Leases/ Community Asset Transfer	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	Yes	December 2016	Public	Report setting out the issues	Mike Waite Corporate Cohesion Manager  Executive Member for Community Services

Matter for decision	Purpose	Key Decision Yes or No	Anticipated date of decision	Public or Private report. If Private give reasons	List of Documents to be submitted including any background papers	Contact person & Executive Portfolio
Local Plan	To consider proposals for a Local Plan for Burnley	No	December 2016	Public	Report setting out the issues	Kate Ingram Head of Regeneration and Planning Policy  Executive Member for Regeneration and Economic Development
Workforce Planning	To consider proposals for workforce planning	Yes	December 2016	The report contains exempt information and is therefore NOT FOR PUBLICATION by virtue of Local Government Act 1972, Schedule 12A, Part I, Paragraph 4; Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority.	Report setting out the issues	Heather Brennan Head of People and Development  Executive Member for Resources and Performance Management

Matter for decision	Purpose	Key Decision Yes or No	Anticipated date of decision	Public or Private report. If Private give reasons	List of Documents to be submitted including any background papers	Contact person & Executive Portfolio
Former Burnley Open Market and Former Cinema Complex - Demolition	To consider a report on procurement regarding the demolition of the former open market and former cinema complex	Yes	December 2016	The report contains exempt information and is therefore NOT FOR PUBLICATION by virtue of Local Government Act 1972, Schedule 12A, Part I, Paragraph 3; Information relating to the financial or business affairs of any particular person (including the authority holding that information)	Report setting out the issues	Kate Ingram, Head of Regeneration and Planning Policy  Executive Member for Regeneration and Economic Development
Land at Kinross Street Burnley	To agree disposal of land for development	No	December 2016	The report contains exempt information and is therefore NOT FOR PUBLICATION by virtue of Local Government Act 1972, Schedule 12A, Part I, Paragraph 3; Information relating to the financial or business affairs of any particular person (including the authority holding that information)	Report setting out the issues	Paul Gatrell, Head of Housing and Development Control  Executive Member for Housing and Environment
Pennine Empty Homes Programme	To consider the Pennine Empty Homes Programme	Yes	December 2016	The report contains exempt information and is therefore NOT FOR PUBLICATION by virtue of Local Government Act 1972,	Report setting out the issues	Mick Cartledge Director of Community Services

Matter for decision	Purpose	Key Decision Yes or No	Anticipated date of decision	Public or Private report. If Private give reasons	List of Documents to be submitted including any background papers	Contact person & Executive Portfolio
				Schedule 12A, Part I, Paragraph 3; Information relating to the financial or business affairs of any particular person (including the authority holding that information)		Executive Member for Housing and Environment
Play Strategy	To consider a Play Strategy	Yes	January 2017	Public	Report setting out the issues	Simon Goff, Head of Green Spaces and Amenities  Executive Member for Leisure and Culture

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

E-mail: [lpatel@burnley.gov.uk](mailto:lpatel@burnley.gov.uk)

Published: 18<sup>th</sup> November 2016

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## Scrutiny Committee



**DATE** 22<sup>nd</sup> November 2016  
**PORTFOLIO** Community Services  
**REPORT AUTHOR** Sam McConnell  
**TEL NO** 01282 477136  
**EMAIL** smcconnell@burnley.gov.uk

## Community Safety Performance Report 2015/16

### PURPOSE

1. To provide an update to the Scrutiny Committee of Burnley's Community Safety Performance.

### RECOMMENDATION

2. That the Scrutiny Committee notes the detail of the review

### REASONS FOR RECOMMENDATION

The Pennine Area Group has agreed the community safety priorities for the next three years in the 2015 strategic assessment. The Strategic priorities are as follows; (Not in any ranked order)

- **Anti-Social Behaviour (youths and vehicles),**
  - **Domestic Burglary,**
  - **Domestic Abuse,**
  - **Violent Crime (including serious assaults, sexual offences, and alcohol harm)**
  - **Child Sexual Exploitation,**
  - **Road Safety,**
  - **Reoffending (in particular prolific shoplifters).**
  - **Hate Crime.**
3. Local delivery in Burnley remains the responsibility of the Multi Agency Tasking and Coordinating Group (MATAC) and continues to work well locally.
  4. Local activities will also take into account emerging threats identified through the Partnership Analyst and/or data provided by partner agencies and the community at monthly MATAC meetings.

### SUMMARY OF KEY POINTS

## **Community Safety Projects and Activity in Burnley**

Over the last 12 months the Council and MATAC partners have delivered the following;

5. Optimal Forager continues to be delivered in Burnley. The process is an analysis directed way of addressing high impact acquisitive crime (HIAC), primarily burglary and reducing re-offending in high risk areas. The aim of Forager is not to introduce additional resources but to identify and coordinate those resources already in place in identified areas to reduce crime.
6. Pennine Reconnect initiative, in partnership with Calico Housing, with the key outcome of the project to provide intensive support over a set period of time to a cohort identified due to offending behaviour, previous substance misuse, but abstinent, or working toward abstinence, in a temporary tenancy, to convert over the course of the intervention, to secure accommodation and independent living.
7. The MEAM Project works intensively with males in Burnley that are leading chaotic lifestyles. The project works intensively with individuals who have issues stemming from homelessness, risk of eviction, poor standard of living if in their own property, substance misuse, mental health issues and risk of, or actual offending behaviour.
8. CAP – Community Alcohol Partnership is being launched in Burnley. The initiative is a joint enterprise between community safety agencies and partners to tackle the effects of alcohol on our communities. The CAP will encompass all the work we do with licensed premises, schools and the community. The CAP will cover the whole of Burnley and Padiham but will focus on Gannow as an initial pilot.
9. 13 new alleygate schemes have been identified and consultation has begun with residents under the new legislation. If after consultation, all the schemes proceed to completion, they will provide additional security to nearly 400 homes in Burnley and Padiham.
10. Burnley continues to deliver the Reflect project. Based on the concept of a speed awareness course, first time offenders arrested for Drunk & Disorderly in the town centre, are invited to the course and receive awareness raising information on the effects of alcohol. In total 110 individuals have attended the course.

11. The Accommodation Panel was established in August 2013 to support the reducing reoffending agenda by identifying appropriate accommodation for individuals being released from prison and engaging with intervention services, but struggling to find somewhere to live. To date 69 offenders have been referred into the panel in an effort to source suitable accommodation.
12. A Multi-agency working group is targeting commercial properties that are involved in illegal activity, for example selling illegal tobacco, persistent offenders of environmental infractions, risk of fire due to illegal connection to electricity. Links have also been established between some of these businesses and Organised Crime Groups.
13. Burnley council officers are now signed up to PAM – a multi-agency information sharing resource run by the Organised Crime Gang team in Lancashire. This will enable local agencies to share information regarding known organised criminal gangs much more easily and co-ordinate responses within and across district boundaries.
14. All local activities are agreed through the Multi Agency Tasking and Co-ordinating meeting (MATAC) and emerging and predictive threats, such as alcohol related crime in the run up to Christmas are considered. In addition informing the community of our actions and their responsibilities in reducing crime are a key element in all local activities undertaken.

### **Community Safety Performance, November 2015 – October 2016**

15. All crime in Burnley has increased by 10% over the last 12 months. This level of increase has also been experienced across East Lancashire (+11.3%) and pan-Lancashire (+10.6%) during the 12 month period highlighted.
16. Overall there has been a slight increase in ASB of 0.2% over the 12 month period. This relates primarily to a rise in 'Nuisance' and 'Environmental' ASB, as 'Personal' ASB has shown a 4.6% reduction. Matic are considering a number of initiatives to address these issues.
17. There has been an increase in domestic burglary of 9% over the year. This has been replicated across a number of boroughs in East Lancashire, with an increase of 10.3% across a pan-Lancashire footprint. Entry through insecure premises, although significantly reduced as a result of a number of awareness campaigns, continues to be an issue.
18. There has been a recorded increase in reported domestic abuse incidents to the police of 12.7%. This pattern has been replicated across East Lancashire and pan-Lancashire. In terms of performance, the increase in reported domestic incidents

relates more to an exceptional level of reported incidents during the summer (June to August), some of which coincided with the Euro football tournament, rather than a long term increasing trend.

19. All violent crime has seen an increase in reports of 22%; however performance in relation to violent crime has been skewed in recent years due to the nationwide change in recording practices, which followed on from the HMIC inspection into crime recording in November 2014. The effects of these changes are still being experienced across all areas of pan-Lancashire, which is why increases are being seen year to date in all violent crime categories.
20. There is no performance data in relation to Child Sexual Exploitation. CSE remains a county-wide priority, and in July 2015 a pan-Lancashire Partnership Intelligence Assessment was produced which highlighted common vulnerabilities in relation to social care, education, and child health as key contributory factors associated with victims. A CSE task and finish group that sits across all Districts in East Lancashire has developed an action plan in response to identified issues.
21. The Burnley reoffending rate is currently tracked on a quarterly basis through the quarterly Pennine Lancashire Reoffending Board. The most recent rate of 28.2% in September 2016 is the lowest seen over the last 12 months.
22. Hate crime has shown a reduction of 6.1% in the last 12 months. Furthermore, local analysis in July 2016 showed that there was no increase in hate crime/incidents in Burnley following the 'Vote to Leave' the EU in June (as seen in other areas of the country).
23. All vehicle crime has shown a reduction of 33% over the last 12 months, with all categories recording a decrease during that period. Local analysis has identified common vulnerabilities around motorcycle theft, and the targeting of commercial vehicles / vans.

## **FINANCIAL IMPLICATIONS AND BUDGET PROVISION**

24. Community Safety delivery has remained pro-active over recent years despite reduced funding to support initiatives. It is important that we are able to demonstrate efficient services that are relevant which have the desired outcome.

## **POLICY IMPLICATIONS**

25. The Strategic Priorities will be reviewed on a yearly basis until 2018/19 when a full assessment will be carried out.

**DETAILS OF CONSULTATION**

26. None

**BACKGROUND PAPERS**

24. None

**FURTHER INFORMATION**

**PLEASE CONTACT:**

**Sam McConnell Ext. 7136**

**ALSO:**

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## Health and Safety Intervention Plan 2016/2017

### REPORT TO EXECUTIVE



<b>DATE</b>	<b>6th December 2016</b>
<b>PORTFOLIO</b>	<b>Housing and Environment</b>
<b>REPORT AUTHOR</b>	<b>Jill Wolfendale</b>
<b>TEL NO</b>	<b>Tel 01282 425011 ext 29065</b>
<b>EMAIL</b>	<b>jwolfendale@burnley.gov.uk</b>

#### 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**



**Burnley**  
.gov.uk

Environmental Health & Licensing Section

# Health and Safety Intervention Plan

**2016/2017**

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11-16	Service Delivery
17-20	Table 1 - Health & Safety Delivery Plan 2016/17

## 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.*

Page 23  
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)			
	<b>FOOD SAFETY TEAM</b>	<b>LICENSING TEAM</b>	<b>SAFETY &amp; ENVIRONMENT TEAM</b>	<b>SUPPORT</b>
	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
<b>Proactive inspections</b>	<b>Risk category A</b>	0	Proactive inspection activity only where premises were targeted for health & Safety at Work intervention
	<b>Risk category B1</b>	0	
	<b>Risk category B2 and C</b>	0	
<b>Non-inspection interventions</b>	<b>Other visits/face to face contacts</b>	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
	<b>Other contact/interventions</b>	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
<b>React</b>	<b>LPG visits</b>	0	<b>Only</b> 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

<b>Liaison with Other Organisations</b>	<p>Formal and informal relationships exist with the following organisations;</p> <ul style="list-style-type: none"> <li>• Health and Safety Executive (HSE)</li> <li>• Environmental Health Lancashire Health and Safety Officers Group</li> <li>• Environmental Health Lancashire Chief Environmental Health Officers</li> <li>• Employment Medical Advice Service (EMAS)</li> <li>• Care Quality Commission</li> <li>• Public Health England</li> <li>• Ofsted</li> <li>• Lancashire County Council - Safeguarding</li> <li>• Lancashire Fire Service</li> <li>• Lancashire Police Service</li> <li>• Burnley Council Regeneration &amp; Planning Policy</li> <li>• Better Regulation Delivery Office (BRDO)</li> </ul>												
<b>Staff Allocation</b>	<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 1223 884"><b>No of Inspectors (Full-time)</b></th> <th data-bbox="1223 842 1872 884"><b>Percentage time on health and safety</b></th> </tr> </thead> <tbody> <tr> <td data-bbox="577 884 1223 922">1</td> <td data-bbox="1223 884 1872 922">10%</td> </tr> <tr> <td data-bbox="577 922 1223 960">1</td> <td data-bbox="1223 922 1872 960">50%</td> </tr> <tr> <th data-bbox="577 960 1223 999"><b>No of Inspectors (Part-time)</b></th> <th data-bbox="1223 960 1872 999"><b>Percentage time on health and safety</b></th> </tr> <tr> <td data-bbox="577 999 1223 1037">1 x 0.75</td> <td data-bbox="1223 999 1872 1037">75%</td> </tr> <tr> <td data-bbox="577 1037 1223 1075">1 x 0.75</td> <td data-bbox="1223 1037 1872 1075">10%</td> </tr> </tbody> </table>	<b>No of Inspectors (Full-time)</b>	<b>Percentage time on health and safety</b>	1	10%	1	50%	<b>No of Inspectors (Part-time)</b>	<b>Percentage time on health and safety</b>	1 x 0.75	75%	1 x 0.75	10%
<b>No of Inspectors (Full-time)</b>	<b>Percentage time on health and safety</b>												
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1 x 0.75	75%												
1 x 0.75	10%												

<b>Staff Development and Competency</b>	<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>
<b>The Regulators Code</b>	<p><a href="#">The Regulators’ Code</a> 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 13<sup>th</sup> May 2016

Topic	Action detail	Action by date	Links to other projects /Strategy	Lead officer	Date completed
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Page 35</p> <p><b>Requests for Service</b></p>	<p><b>Update 2015/2016</b>                      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 <a href="#">Z:\EP Team\New Noise complaint Procedures\ASB&amp;EP Early Response Service Procedure Rev v1.doc.</a></p> <p><b>New 2016/2017</b>                      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 &amp; 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><b>KPI = responding to high priority RFS</b></u>                      Actions:                      To speak with Revs &amp; Bens re access to iworld or to get access to electoral register need support to start to do smoke nuisance (domestic) letters</p>	<p>ongoing</p>	<p>Transformation plan</p>	<p>JW</p>	

<b>Flare Development</b>	<p><b>Update 2015/2016</b> From 1<sup>st</sup> 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><b>New 2016/2017</b> 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>	<b>From April 2016</b>		<b>Team</b>	
<b>Website Development</b>	<p><b>2016/2017</b> 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>	<b>By end of Dec 2016</b>		<b>Team</b>	
<b>RDNA Competency Matrix</b>	<p><b>2016/2017</b> All staff still need to complete this the inline tool can be found on the BRDO website at <a href="http://www.bis.gov.uk/brdo/resources/competency/rdna-tool-sections">http://www.bis.gov.uk/brdo/resources/competency/rdna-tool-sections</a> 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>	<b>ASAP before end of March 2017</b>		<b>Team</b>	

<b>TENS applications</b>	<b>2016/2017</b> Continue to review TENS for H&S and EP – any issues should be raised with applicant and possibly with ESAG where appropriate	ongoing		Team	
<b>Planned general inspections H&amp;S</b>	<b>2016/2017</b> Under National Code <b>ONLY</b> activities in these sector can be proactively inspected; See list at <a href="http://www.hse.gov.uk/lau/activities.pdf">http://www.hse.gov.uk/lau/activities.pdf</a> 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 <b>KPI = no of A risk inspections due/ No completed</b>			JW/JC	
<b>Workplace Compliance Interventions</b>	<b>Update 2015/2016</b> 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 <b>2016/2017</b> 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	

	<b>KPI = No of interventions programmed / no completed</b>				
<b>Public Burials</b>	<b>2016/2017</b> 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	
<b>New premises</b>	Identify <b>New</b> premises and ensure database to kept up to date – use info from Regen			All	
<b>Smokefree Enforcement &amp; Burnley Tobacco Action Plan</b>	<b>2016/2017</b> 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	
<b>Accidents</b>	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 <b>KPI = responding to high priority RFS</b>	Ongoing		JW	
<b>Skin Piercing</b>	<b>2016/2017</b> Development & launch Tattoo licensing/ rating scheme alongside Rossendale, Lancaster and Blackpool – work underway with officer the scheme in Burnley	<b>By March 2017</b>		JW/JC	

## REPORT TO SCRUTINY



<b>DATE</b>	<b>5th December 2016</b>
<b>PORTFOLIO</b>	<b>Housing and Environment</b>
<b>REPORT AUTHOR</b>	<b>Jayne Enright</b>
<b>TEL NO</b>	<b>01282 425011</b>
<b>EMAIL</b>	<b>jenright@burnley.gov.uk</b>

## 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 must have in place approved plans.

### RECOMMENDATION

2. Scrutiny 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 by 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. Senior Management, Councillor John Harbour.

**BACKGROUND PAPERS**

10. FSA "Framework Agreement on Official feed and Food Controls by local authorities" April 2010

**FURTHER INFORMATION**

**PLEASE CONTACT:**

**Jayne Enright**

**ALSO:**

**Karen Davies**

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# BURNLEY BOROUGH COUNCIL

Food (Official Controls)  
Delivery Plan  
2016 to 2017



**Burnley**  
.gov.uk

# **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

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### **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 1<sup>st</sup> 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".

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

<b>Risk Rating Category (Inspection Frequency)</b>	<b>No. food premises 2013/14</b>	<b>No. food premises 2014/15</b>	<b>No. food premises 2015/16</b>	<b>No. of Food premises 2016/2017</b>
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
<b>TOTAL</b>	<b>830</b>	<b>869</b>	<b>851</b>	<b>916</b>

**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.

<b>Approved premises</b>	<b>2013/14</b>	<b>2014/15</b>	<b>2015/16</b>	<b>2016/17</b>
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.

<b>Description</b>	<b>No. of premises</b>	<b>No of premises</b>	<b>No of premises</b>	<b>No. of Premises</b>
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	<b>2013/14</b>	<b>2014/15</b>	<b>2015/16</b>	<b>2016/17</b>
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>
<b>TOTAL</b>	<b><u>829</u></b>	<b><u>867</u></b>	<b><u>851</u></b>	<b><u>916</u></b>

**Table 4: Service Requests**

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

<b>Request type</b> (includes all requests for service relating to any food business)	<b>Year</b>			
	<b>2012/13</b>	<b>2013/14</b>	<b>2014/15</b>	<b>2015/16</b>
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
<b>Total</b>	<b>503</b>	<b>483</b>	<b>499</b>	<b>574</b>

**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](http://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.

## Community Strategy Refresh 2017

### REPORT TO SCRUTINY COMMITTEE



<b>DATE</b>	<b>5<sup>TH</sup> December 2016</b>
<b>PORTFOLIO</b>	<b>Leader</b>
<b>REPORT AUTHOR</b>	<b>Rob Dobson</b>
<b>TEL NO</b>	<b>Ext 3115</b>
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#### PURPOSE

1. To consult Scrutiny Members on the updated Community Strategy (appendix 1).

#### RECOMMENDATION

2. That Members review the draft strategy.

#### REASONS FOR RECOMMENDATION

3. The Community Strategy helps ensure that the Council has a clear vision for the future: one that is evidence based, shared by all local delivery partners, and is in tune with the aspirations of local people. It promotes Burnley to external funders and investors as a place that is forward looking with a clear track record in delivering transformational change through innovative and effective local partnership working.
4. At its September meeting, the Council's Executive agreed:
  - (1) That Full Council in December 2016 be recommended to approve the updated Community Strategy, subject to recommendation (2) below; and
  - (2) That the Director of Community Services be granted delegated authority to finalise the document in light of any feedback received on the draft strategy, prior to consideration at Full Council in December 2016.

#### SUMMARY OF KEY POINTS

5. Though no longer a statutory requirement, Burnley Action Partnership has agreed that it will refresh the borough's Community Strategy every 3 years.
6. At a time when public money is tight, it is more important than ever that all sectors work together to make the most of the scarce resources available. The Community Strategy sets out a framework for organisations to deliver services that meet the needs of the area in a way that is well-planned and joined up.
7. In addition, the document helps partners to articulate what Burnley is all about; what sets it

apart, and how the borough is rising to current challenges. Through shared understanding and commitment to the strategy, partners are better placed to promote the opportunity that Burnley presents to potential investors, funders, and families that are considering making the borough their home.

### **Key achievements of the 2014-2017 strategy**

8. The following delivery objectives were included in last version of the plan, and have been achieved:
- A direct line to Manchester and a new Manchester Road station
  - Successful business parks: Burnley Bridge and Innovation Drive
  - Support for local businesses through the business growth programme
  - The creation of the Leisure Trust and the new sports village at the Prairie
  - The new Urgent Care Centre

### **Updates to the strategy for 2017-2020**

9. The overarching strategic priorities remain unchanged from the last version of the strategy, i.e. to achieve a more prosperous borough, which is cleaner, greener, and safer. The document identifies educational attainment, and skills development, as the long term priority for the borough.

Below is a list of some of the key actions set out in the strategy that will contribute to making Burnley a better place in which to live, work and learn.

Under the *prosperity* theme:

- Building a new hub for entrepreneurs- the Knowledge Park next to the Burnley College/UCLAN campus.
- The ongoing development of the Weavers' Triangle (On the Banks) and Burnley Bridge business park
- Influencing the Combined Authority so that its investments support the borough's future prosperity.
- Delivering the Growth Deal Funded M65 improvement works.

Under the *places* theme:

- Delivering a new Local Plan to help the borough achieve its aspiration for sustainable growth.
- Developing multi-agency working to identify and intervene with individuals at an earlier stage, adopting Transforming Lives principles to prevent crime and anti-social behaviour.
- Committing £2.7m to target empty homes through a combination of renovation loans to landlords and the Burnley Council run purchase, refurbishment and resale scheme.

Under the *people* theme:

- Improving access to a GP services, with 7 day availability.
- Providing training for teachers in science, technology, engineering and maths through the Primary and Secondary Engineering scheme. The programme will benefit 5,000 primary school pupils each year, and up to 1,500 secondary students

by the third year of the scheme.

**Next steps**

10. The draft strategy will be recommended for approval at Full Council on 14<sup>th</sup> December.

**FINANCIAL IMPLICATIONS AND BUDGET PROVISION**

11. None arising directly from this report.

**POLICY IMPLICATIONS**

12. As set out in the strategy document.

**DETAILS OF CONSULTATION**

13. A desktop review of data including Citizens' Panel survey results has also helped to ensure that the views of local people are incorporated into the strategy.

**BACKGROUND PAPERS**

14. None.

**FURTHER INFORMATION**

**PLEASE CONTACT:**

**Mick Cartledge**

**ALSO:**

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# Burnley Action Partnership

Burnley's Future 2017-2020  
the community strategy for Burnley

FINAL Draft v0.11

DRAFT

## What is Burnley Action Partnership?

Burnley Action Partnership (BAP) includes representatives from Burnley Borough Council, Lancashire County Council, Lancashire Police, Lancashire Fire and Rescue Service, East Lancashire Clinical Commissioning Group, Burnley College, Enterprise Lancashire, Calico, Burnley Community Network, Burnley Pendle and Rossendale Council for Voluntary Service.

The purpose of the partnership is to:

- develop the strategic vision for the Borough;
- develop and implement plans to achieve that vision; and,
- make best use of members' expertise and resources to avoid duplication and to add value to the services provided and activities undertaken.

## About this document

This document helps ensure that the Council has a clear vision for the future: one that is evidence based, shared by all local delivery partners, and is in tune with the aspirations of local people. It promotes Burnley to external funders and investors as a place that is forward looking with a clear track record in delivering transformational change through innovative and effective local partnership working.

These are challenging times: demand for services is rising whilst budgets are being cut, and there is considerable uncertainty about the economy. But, as this document makes clear, Burnley Council and its partners are certain on about what we need to focus on to help secure our shared goal- a Burnley that is an even better place in which to live, learn and work.

Burnley Action Partnership (BAP) is committed to achieving a Burnley of which we can all be proud - a place with a diverse and united community, a modern economy, a healthy, safe and clean environment and quality services which work together for the good of the public.

This strategy is about improving life in the borough for all: from urban and rural, from Briercliffe to Dunnockshaw, from Worsthorne to Padiham, from Daneshouse to Burnley Wood. It is for everyone with a stake in the future of the Borough.

Local delivery partners are expected to align their plans around the priorities set out in the document. Those plans identify in more detail the skills, resources, actions and incentives required to make the long-term vision a reality.

Following a brief summary about the borough, the strategy is divided into three main sections:

- **Prosperity.** This explains how we will grow the borough's economy. This is the partnership's top priority; we believe it underpins all efforts to improve quality of life in the borough.
- **People.** This explains how we will help people lead healthier lives and how we will help the next generation to realise its potential.
- **Places.** This explains how we will improve housing and make the neighbourhoods in the borough cleaner, greener and safer.

Each section will:

- I. Recall **the vision** for Burnley.
- II. Set out the **current position in 2016**: the challenges we face, the opportunities available, and the progress the borough has made.
- III. Set out **actions** we will take towards realising the vision within the next 3 years.

This is the 5th update of *Burnley's Future*.

## About Burnley

The borough of Burnley is situated in Lancashire, 21 miles north of Manchester and 20 miles east of Preston and covers an area of 11072 hectares (42 square miles). It has a compact urban area stretching along the two river valleys of the Brun and Calder, and is surrounded by open countryside with the South Pennines to the east and the gritstone outcrop of Pendle Hill dominating the northern skyline.

There are two main urban settlements, focused on Burnley and Padiham and a number of small villages and hamlets in the rural area. Coal Clough wind farm, which is visible from many parts of Burnley dominates the skyline to the south east of the town while, nearby, the landmark panopticon, the Singing Ringing Tree, overlooks the town from the hills at Crown Point.

Burnley is a significant town in Lancashire, and along with Blackburn, Blackpool and Preston, is one of the key centres for shopping, leisure, services and public administration in the county. It serves a wide catchment that includes parts of Pendle, Rossendale and Calderdale.

Padiham town centre is much smaller, reflecting its role as a market town with a local retailing function that serves a wide rural hinterland.

Much of the borough's character and distinctiveness today derives, not only from its attractive Pennine setting, but also from its development during the Industrial Revolution. This gave the inner parts of the urban area their distinctive terraces, built of local stone in grid-iron street patterns, close not only to dominating mill buildings but also to attractive open areas, such as the borough's fine formal parks.

Some parts of the borough exhibit social-economic trends which are commonly characteristic of metropolitan inner areas. The borough is continuing to address challenges in relation to educational attainment, poor health, and low housing values.

The local economy has a significant reliance on the manufacturing sector, whose performance is generally strong. Business start-ups are at a healthy level, as is their survival rate. Whilst the borough has a high level of benefit dependency, the overall outlook for the resilience and competitiveness of the economy is a healthy one, with the proportion of private sector jobs growing at a faster rate than the national average in recent years.

### **Our top priority- education**

Underpinning the whole approach to addressing this socio-economic context is the recognition that educational attainment and skills development, in support of the current and future labour market, is our number one priority. To this extent, the borough has undergone a comprehensive renewal of its educational infrastructure over the last 10 years. This encompasses nursery, primary, secondary, further and higher education.

This agenda is unconditionally supported by local business, all arms of the public sector and the voluntary, community & faith sector.

## Our vision for Burnley in 2032

In 2032:

The Borough is a place of choice. Its excellent road and rail links to Manchester, Preston and Leeds and its attractive countryside setting have encouraged people to remain and to move into the borough. It is a place where businesses want to invest because of its skilled workforce, entrepreneurial culture, its competitive highly productive economy and its reputation for advanced manufacturing and engineering. Burnley town centre has firmly established itself as a vibrant retail and service centre for much of Pennine Lancashire. It is complemented by the more specialist independent retail and leisure offer provided by the attractive historic market town of Padiham.

The borough's rich industrial heritage and attractive countryside and recreational offer have helped it become firmly established as a prime residential location. The Leeds & Liverpool Canal is now flanked, in the regenerated Weavers' Triangle, by contemporary houses and bars. Fine historic parks form part of a well-connected network of greenspaces, including the Brun Valley Forest Park, linked to the wider countryside and the South Pennine uplands. This network has significantly improved the health and wellbeing of residents and the quality of the environment, extended the range of visitor opportunities and helped Burnley adapt to climate change. The borough's heritage is a source of pride that runs alongside the celebration of the multicultural and diverse nature of its communities that play such an important part in invigorating its economic, cultural and social life. Burnley continues to grow and develop its strong and vibrant voluntary sector which has been supported by the local Council for Voluntary Service.

The borough is a desirable place to live offering a choice of affordable high quality homes as well as a diverse range of high quality, employment opportunities. The Burnley Bridge Business Park, the Knowledge Park and a vibrant cultural and educational offer centred on the Weavers' Triangle have secured Burnley's reputation as an important employment centre for Pennine Lancashire. Education and training has been key to this. The Borough has established itself as a hub of educational excellence with attainment levels above the national average and quality training and apprenticeship opportunities at the secondary schools, Burnley colleges and the University of Central Lancashire.

## Achieving the vision: Prosperity theme

### **Recap of our 2032 vision**

“...Excellent road and rail links...”

“...[an] entrepreneurial culture, competitive modern economy and...reputation for advanced manufacturing...”

“...a vibrant retail and service centre...”

### **Current challenges**

Although Burnley has had strong job growth over recent years, productivity (the wealth generated by residents and businesses) significantly lags behind the national average. Key reasons for this are a relatively low skilled population, too many people not participating in the workforce, a declining working age population and a poor sectoral mix

A higher proportion of the work age population is dependent on benefits compared with the regional average.

Future supply of suitable employment and housing land to support economic growth and prosperity of the borough.

Outside of the borough, negative perceptions remain too prevalent.

Congestion at peak times on parts of the M65 network.

### **Recent achievements and opportunities**

Working with the five Pennine Lancashire Authorities we have just published a Pennine Lancashire Growth and Prosperity Plan setting out ambitious plans to address the sub-regions productivity and prosperity gap.

A direct hourly rail service to Manchester from Burnley started in May 2015. It will bring clear benefits to the local economy in terms of access to the job market and establishing Burnley as a commuter town. To maximise the opportunity, further investment is required to improve journey times and rolling stock.

Prestigious, growing businesses are now operating from the recently developed Burnley Bridge Business Park and Innovation Drive including Kamman, BCW, Birchall's Foodservice, and Exertis Plc. Since 2014/15, the borough has seen £93m of private sector investment in growth and relocations.

The multi-million pound *On the Banks* project. Set on the banks of the Leeds & Liverpool canal in the Weaver's Triangle, a new landmark public square, public realm works and the transformation of historic buildings has already taken place, creating new office and leisure uses. Future phases will see the new housing and leisure uses on brownfield sites.

Burnley town centre has proved more resilient than other similar town centres with relatively low vacancy rates in the main shopping area. With recent capital investment and strong interest from large retailers, there is confidence in borough's future as a key retail and service centre for Pennine Lancashire.

Business engagement, support and local leadership is now at an exceptional level in Burnley through organisations such as the Burnley Bondholders.

The Lancashire Combined Authority is an opportunity to target investment effectively at local and sub-regional economic development and housing priorities.

Burnley's reputation is changing. In 2013, it was named the UK's most enterprising area. Aside from its economic renaissance, its cultural offer is rich and varied. Burnley knows how to put on a good show: the Mechanics draws big name acts, and regular festivals celebrate all that is great about Burnley- its beer, its walking, its riding trails and its canal.

### **Within the next 3 years, partners commit to:**

- Delivering a new Local Plan that supports viable and vibrant town centres, identifies sustainable options for future employment land, and delivers a range of housing sites to deliver aspirational homes to retain skilled workers and brownfield re-development. For example, the Perseverance Mill site will be redeveloped.
- Completing improvements to the pedestrianized area in the town centre.
- Securing a new anchor tenant in Burnley town centre, and developing the town centre as a place for families to meet, eat and enjoy.
- Building a new hub for entrepreneurs- the Knowledge Park next to the Burnley College/UCLAN campus.
- The ongoing development of the Weavers' Triangle (On the Banks) and Burnley Bridge business park.
- Influencing the Combined Authority so that its investments support the borough's future prosperity.
- Successful delivery of the Growth Deal Funded Accrington-Burnley-Pendle Growth Corridor M65 improvement works.
- Working with the Environment Agency and the Lancashire Enterprise Partnership to secure funding from Government and the private sector to address flooding risk, particularly to key employment and housing sites in and around Padiham.
- Promoting the borough as a place to invest through its Place branding strategy.
- Working with partners across Pennine Lancashire in an effort to establish a private sector led productivity commission to further our understanding of the Sectoral Productivity Gap, starting with manufacturing, to identify where interventions can be most effective.
- Helping local businesses access a range of business support including leadership development and access to knowledge transfer activities locally and nationally through Lancashire's Business Growth Hub, Boost.
- Supporting the UCLAN campus at Burnley to grow to 3000 students with a curriculum that supports economic growth and new sectors and to become a Pennine Lancashire focal point for Research & Development.
- Efforts to secure better coverage of superfast and ultra-fast broadband.
- Deliver a successful Padiham Townscape Heritage Initiative supported by Town Centre Management and other partners.

## Achieving the vision : People theme

### **Recap of our 2032 vision**

“...improved...health and wellbeing of residents...”

“...a hub of educational excellence...”

### **Current challenges**

In 2015, 44% of pupils achieved 5 A\*-C GCSEs including English and Maths, significantly below the Lancashire average of 59%. However, the draft 2016 results suggest strong improvement.

The percentage of the population with no qualifications is higher, while the percentage with degree level qualifications is lower, than the Lancashire averages.

According to the 2015 Index of Multiple Deprivation, Burnley is ranked the 2<sup>nd</sup> most deprived out of the 14 local authority areas in Lancashire.

Alcohol related admissions to hospital, rates of teenage pregnancy, the prevalence of coronary heart disease and chronic obstructive pulmonary disease, are higher than the Lancashire average.

Similar to the national situation, local A&E and urgent care centres have had to deal with unprecedented levels of demand during winter months.

### **Recent achievements and opportunities**

Blessed Trinity RC College outperformed the Lancashire average at GCSE level in 2015.

Rated Outstanding by Ofsted, Burnley College Sixth Form Centre provides first-class Further Education, University Education, Apprenticeship, business training and adult learning programmes.

Burnley Leisure's new £2.5m Prairie Sports Village has attracted thousands of visitors across the region.

In partnership with Macmillan Cancer, and cancer service users the East Lancashire Clinical Commissioning Group (CCG) has improved cancer services. It has ensured that all GP practices are working to improve attendance at all cancer screening programmes and has standardised and improved the cancer two week wait referral process.

The CCG worked with East Lancashire Hospitals Trust to create an 82 bed 'Acute Medical Unit' in Rossendale to relieve pressure on the system across East Lancashire particularly in the winter months. Since opening in October 2015 the unit dealt with 12,340 patients up to April 2016, of which 45% were discharged within 72 hours with increased numbers of patients receiving ambulatory care.

The CCG successfully established integrated neighbourhood teams in Burnley. Integrated teams include health and social care professionals working together as a virtual team. The result is improved coordination and communication between GPs and the range of professionals who support patients in the community. Care is co-ordinated by a care co-ordinator who ensures that all aspects of a patient's care is integrated, smooth and well managed. This support ensures that the right support is allocated to patients to live at home independently and safely.

Across East Lancashire in 2015/16, £750K was committed to Prescription for Wellbeing (Social Prescribing). GPs can refer patients with social, emotional or practical needs to a range of local, non-clinical services provided by the voluntary, community and faith (VCFS) sector. These services can include everything from debt counselling, support groups and walking clubs, to community cooking classes and one-to-one peer mentoring. The investment has supported self-care, reduced social isolation, and overall had a positive impact on the health and wellbeing of people in all of our communities.

**Within the next 3 years, partners commit to:**

- Developing and delivering a strategy aimed at increasing life chances amongst 0-19 year olds, with an emphasis on supporting parenting.
- Providing training for teachers in science, technology, engineering and maths through the Primary and Secondary Engineering scheme. The programme will benefit 5,000 primary school pupils each year, and up to 1,500 secondary students by the third year of the scheme.
- Supporting schools to achieve their intended outcomes, through the county council's provision of a range of traded services to schools including consultancy and targeted support for improvement.
- Establishing a Commission in Pennine Lancashire to review educational performance in Pennine Lancashire and work with the Combined Authority to seek inclusion in the Northern Powerhouse Schools Strategy to implement a programme aimed at delivering step change in educational attainment in Burnley.
- Improving access to a GP services, with 7 day availability.
- Implementation of a quality framework for cancer care.
- Delivering an enhanced diabetes service.
- The continuation of social prescribing, known as the Prescription for Wellbeing project.
- Helping residents prevent illness by commissioning Active Lives Healthy Weight services from Burnley Leisure.
- Commissioning effective and responsive alcohol and drug services from delivery partner, Inspire.
- Effective investment of the Better Care Fund, to reduce emergency admissions to hospital, increase the dementia diagnosis rate, reduce the rate of delayed transfers of care, and increase the rate of older people being cared for at home.
- Supporting the development and delivery of the Lancashire Sustainability and Transformation Plan, to improve the health and care of Burnley residents and put the NHS on a sustainable financial footing.
- Agreeing a range of actions to increase workforce participation. This could include commissioning the new employment and health programme and joint work between the CCG, partners engaged in skills and employment interventions, and other service providers that are helping troubled families deal with complex problems and can help coach individuals into entering the workforce.
- Developing opportunities within the VCF sector, and ensuring the "voice" of the sector is heard, recognised and valued.

## Achieving the vision : Place theme

### **Recap of our 2032 vision**

“...Fine historic parks...well connected network of greenspaces...”

“...a prime residential location...”

### **Challenges**

The Burnley Citizens' Panel survey results show that cleaner streets should remain a high priority, with dog fouling a particular concern.

Though the number of recorded crimes in Burnley has fallen in recent years, compared to its nearest neighbours and the Lancashire average, Burnley has a higher rate of crime and antisocial behaviour.

Working with the Homes and Communities Agency and private sector delivery partners, the Council has made significant progress in addressing long term housing issues in inner Burnley. However the borough's housing market is characterised by an oversupply of 19th century terraced houses of low value and a relatively high proportion of vacant properties. These are vulnerable to fly-tippers, break-ins, and vandals.

### **Recent achievements and opportunities**

Surveys show that there is been good improvement in levels of street cleanliness.

Burnley Council is one of the most effective enforcement authorities in the country when it comes to dealing with fly-tippers.

Burnley has 5 Green Flag Parks.

There has been significant clearance of unfit properties in the last 15 years, with work either completed or underway in south west Burnley, Burnley wood and Daneshouse to deliver new, modern homes to meet buyers requirements.

Burnley Council in partnership with Registered Social Landlord partners has successfully delivered an affordable housing programme building 170 new units for rent and owner occupation and assisted 127 households to secure a step on the housing ladder through the Help to Buy Scheme.

We are driving standards in the private rented sector through the Good Landlord Scheme with 286 landlords covering 1600 properties. Where landlords are not willing to engage with GLAS we have introduced Selective Licencing.

Burnley is the only area in the North West to be delivering a project under the government's Starter Home Initiative. Working with the HCA and Barnfield Developments 16 starter homes will be developed as part of the “on the banks” scheme, offering high quality apartments at 20% below the market value. There are opportunities to work with the Homes and Communities Agency to roll this out.

Burnley's potential as a commuter town is significant, given improving road and rail links, affordable homes and beautiful rural settings.

### **Within the next 3 years, partners commit to:**

- Protecting street cleaning contract service levels, including dog warden service.
- To develop multi-agency working to identify and intervene with individuals at an earlier stage adopting Transforming Lives principles to prevent crime and anti-social behaviour.
- Implementing *Revolution*- this county wide strategy aims to reduce re-offending by working together to prioritise interventions to prevent, deter, catch and convict repeat offenders.

- Preventing violence and supporting victims through comprehensive approach to tackling domestic abuse.
- Expanding the selective landlord licensing scheme to improve management of private rented properties.
- Establish a housing partnership with a housing developer to deliver high quality homes on Council owned land.
- Committing £2.7m to target empty homes through a combination of renovation loans to landlords and the Burnley Council run purchase, refurbishment and resale scheme.
- Delivering the Rethinking Parks project and progressing the creation of the Brun Valley Forest Park and the restoration of Thompson Park.
- Developing a Heritage Lottery Fund application to invest in Burnley Mechanics Theatre.

DRAFT

ITEM NO	
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**REPORT TO SCRUTINY COMMITTEE**



<b>DATE</b>	<b>5<sup>TH</sup> December 2016</b>
<b>PORTFOLIO</b>	<b>Resources and Performance Management</b>
<b>REPORT AUTHOR</b>	<b>Rob Dobson</b>
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**Q2 performance report 2016-17**

**PURPOSE**

1. To inform Scrutiny Committee of the Q2 performance results.

**RECOMMENDATION**

2. That Scrutiny Committee consider this report.

**REASONS FOR RECOMMENDATION**

3. To help inform committee discussion about organisational performance.

**SUMMARY OF KEY POINTS**

4. Sections 5 and 6 of this report provide highlights from the unit level scorecards. They were selected on the basis of being either measures of performance of strategic significance, or where performance has been particularly strong or poor.

The report does not comment on finance measures, as these are reported separately in budget monitoring reports.

Where comparison with other authorities is available for the indicators, this is also reported.

**5. On target indicators**

- Corporate: average number of days per employee lost to sickness absence.
  - On average, employees took 1.05 days during Q2 compared to 1.8 in the same period last year. At the end of Q2, the Council was on target to achieve less than 6 days per employee at year end.
- Liberata: telephone calls answered within target time.
  - With 81% of calls answered within time, this measure has been on target for two consecutive quarters. Last year we achieved 76% at Q2 (see trend data at appendix 1).
- Liberata: average number of days to process benefits new claims and change of circumstances.
  - Against a target of 7 days, the Q2 result was 6.46. In Q2 last year, we achieved 7.41 days (appendix 1, chart 2).
  - The latest available data for comparison with other areas is from Q1 16/17

(this measures housing benefit processing only) and shows that Burnley's housing benefit processing time overall was 6 days (the best performing in the comparator group), compared to the statistical nearest neighbour average of 9 days.

- Liberata: council tax collection.
  - Reaching 53% by the end of Q2, the year end outturn is projected to be on target. However, collection rates are slightly down on the same period last year (54.28%).
- Streetscene: street cleanliness- street survey results.
  - Targets for litter, detritus, graffiti and flyposting were all achieved in Q2.
- Streetscene: successful prosecutions.
  - 17 cases went to court this quarter. 17 were found guilty, with the courts awarding £13,290 in fines, £2,055 in costs and £684 in compensation. 6 were for dirty back yard, 2 for untidy land, and 9 were for dog fouling.
- Regeneration and Planning Policy: BOOST Lancashire support for local businesses.
  - The team set a target of helping 75 local businesses to receive BOOST Lancashire support. Already by the end of Q2, 72 businesses have received support.
  - Market Hall occupancy remains on target. It is currently at its highest level in many years- 89%, against a target of 80%. At the scrutiny committee meeting in June, members asked for more information on turnover and tenancies. Please see appendix 2.
- Housing and Development: % of homelessness applications determined within target time.
  - 97% of cases were determined with the target time of 30 days, against the benchmark of 95%.
  - However, at the end of Q2, homelessness had been prevented for 67 households. The Council is not therefore projected to achieve the year-end target of 200. Nevertheless, 11 households were in temporary accommodation at the end of Q2, which is within the target of 12.
- Housing and Development: percentage of planning applications processed within target time.
  - Processing times for major, minor and "other" applications were all on target.
    - Major: 83%, against a target of 60%
    - Minor: 75%, against a target of 65%
    - Other: 86%, against a target of 80%
    - Using Q1 2016-17 data for comparison, Burnley performed better than the nearest statistical neighbour average for both major and minor applications.

## 6 Off target indicators

- Liberata: planned building maintenance (this is not a **Key** Performance Indicator).
  - Only 3% of the building maintenance budget was allocated to planned activity this quarter on account of significant reactive work in Burnley Town Hall, the Mechanics and Towneley Hall.
  - Liberata is currently delivering on its commitment to undertake condition surveys. At the end of Q2, 22 had been undertaken against a baseline of 8.

- Another 8 surveys are due.
- Once the Council has a full suite of condition surveys, it will be better able to assess how adequate the repair and maintenance budget is to enable a more planned approach to the maintenance of the estate. However, the nature of our estate- with several large and some historic buildings, plus all of the structures associated with the historic parks, cemeteries and other miscellaneous land holdings- makes it more likely that significant one off costs such as the dry rot outbreaks in the Town Hall and Mechanics will arise from time to time.

#### **FINANCIAL IMPLICATIONS AND BUDGET PROVISION**

8. None arising directly.

#### **POLICY IMPLICATIONS**

9. As set out in the report.

#### **DETAILS OF CONSULTATION**

10. Heads of Service

## Appendix 1- trends

Chart 1

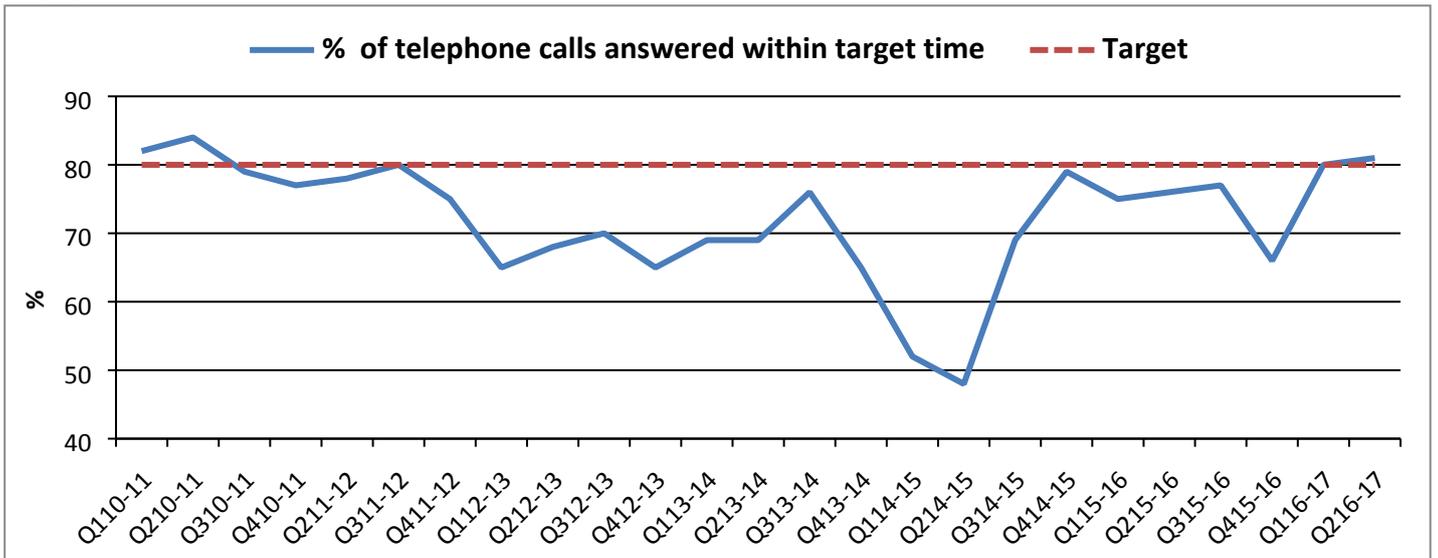
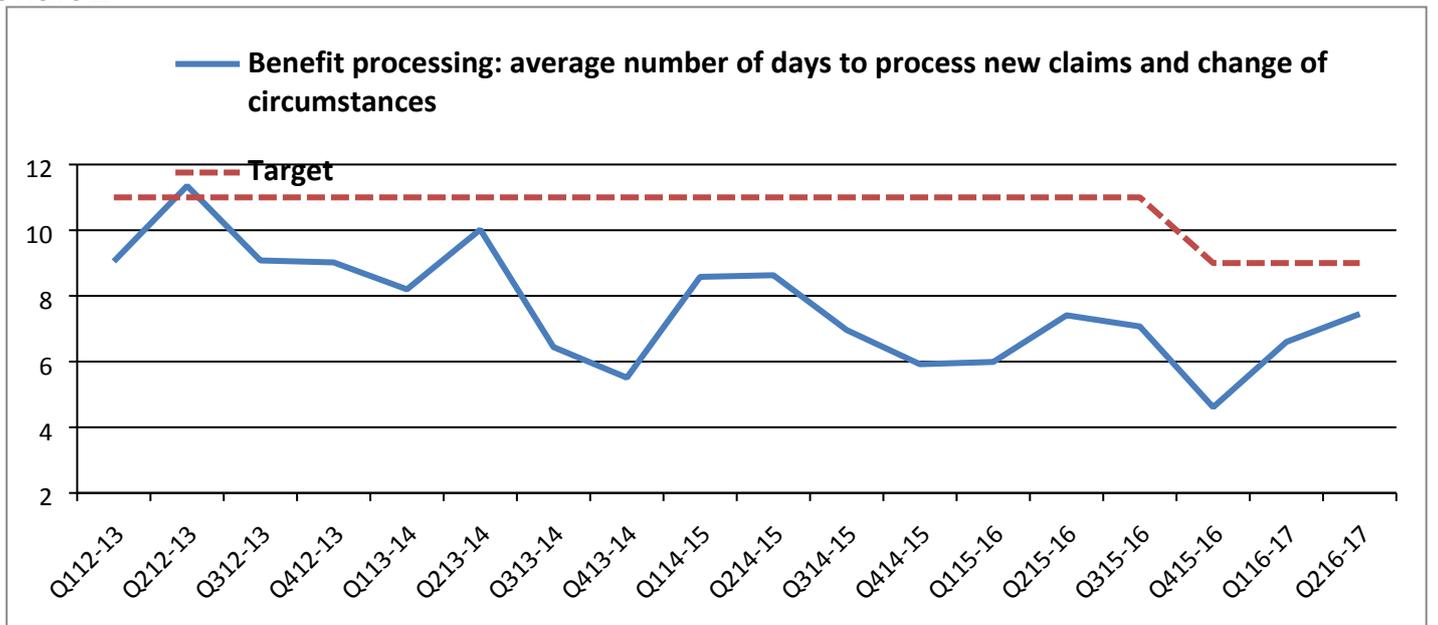


Chart 2



## Appendix 2- market hall data

### Footfall

**Jan – Mar 2016** saw a 0% decline/increase – this was a good result as generally this quarter is the worst three months of the year with a decrease in footfall.

**April – June 2016** saw an increase of 3% compared to the same quarter in the previous year. This was due to an increased advertising campaign around food using the Burnley Magazine, Billboard, Newspaper ads, social media and radio campaign.

**July – September 2016** – saw a decline of 2% compared to the same quarter the previous year. Looking ahead, footfall overall is projected to be affected by the recent closure of the Bric a Brac Market and impending demolition works.

### Occupancy

Occupancy levels have risen to approximately 89% which has not been seen again for many years. The strategy to introduce new product incentives to attract new traders is proving effective.

In addition, the strategy to reduce service charge levels across the board has meant that many of the longer standing traders remain, with most of them renewing their three year contracts.

### Current Leases (3 year and 12 month) & Number of Units Occupied

	3 Year			12 Months			Overall Total
	Food	Non-Food	Totals	Food	Non-Food	Totals	
Number of leases	7	9	16	18	39	57	73
Number of units occupied	13	13	26	23	53	76	102

Although footfall and occupancy levels remain encouraging in Burnley, the market is not immune from national market trends: trading is tough and getting tougher.

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**Peer Challenge Report**

**SCRUTINY COMMITTEE**



<b>DATE</b>	<b>05/12/2016</b>
<b>PORTFOLIO</b>	<b>Leader</b>
<b>REPORT AUTHOR</b>	<b>Rob Dobson</b>
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**PURPOSE**

1. To inform the committee of the outcome of the Local Government Association Peer Challenge.

**RECOMMENDATION**

2. That the committee consider the peer challenge report, attached at appendix 1.

**REASONS FOR RECOMMENDATION**

3. Voluntary participation in the LGA Peer Challenge demonstrates a commitment to continuous improvement and willingness to be accountable to the local community.

**SUMMARY OF KEY POINTS**

**Background**

4. The corporate peer challenge is the main element of the LGA's sector-led improvement approach.
5. The corporate peer challenge is offered at no charge to councils. The Council undertook a peer challenge in September 2016. The members of the peer review team were:
  - Laura McGillvray, the Chief Executive, Norwich City Council (lead peer)
  - Cllr Dave Green, Former Leader, Bradford MDC
  - Hilary Govier, District Manager, JobCentre Plus
  - Nadine Muschamp, Chief Officer (Resources), Lancaster City Council
  - Neil Shaw, Programme Manager, Local Government Association
6. All corporate peer challenges have a core component, which looks into the council's leadership, governance and performance management. This core component seeks to answer the following questions:

- Does the council understand its local context and has it established a clear set of priorities?
- Does the council have effective political and managerial leadership and is it a constructive partnership?
- Are effective governance and decision-making arrangements in place to respond to key challenges and manage change, transformation and disinvestment?

7. The Burnley Corporate Peer Challenge also concentrated on the following themes in addition to the core component.

- *Theme 1 - Partnership and economic prosperity:* exploring how the council engages with partner agencies to achieve economic prosperity within the borough.
- *Theme 2 - Burnley as a more inclusive borough:* exploring the actions and measures the council is putting in place to redress the social and economic challenges facing the borough.
- *Theme 3 - 'Devo deal' for Lancashire:* exploring how the council can make most of the anticipated upcoming Lancashire 'devo deal' and the Combined Authority.

### **The peer review findings**

8. The full report is attached as appendix 1. The headline findings are:

- Burnley Council has strong political and managerial leadership in place.
- On this basis, its work makes a positive difference to the borough.
- The council has put significant energy into supporting the growth of the local economy, and enabled or supported the expansion of local businesses and helped to draw new employers to the borough.
- Collectively, the elected councillors have a strong understanding of the different aspects of Burnley.
- They have provided a clear steer on priorities and managers are focussed on these.
- The performance of many core council services is good. Staff members are committed and loyal, despite the workforce experiencing challenging reductions in their number.
- Though the council's future funding position is "challenging", it has "clear plans in place" and "a record of strong financial management."
- The council works closely with a wide range of other partner agencies to deal with shared issues.

### **Peer review follow up**

9. There is an expectation that the Council will commit to a follow up visit within two years after the peer challenge. The purpose of the visit is to help the Council assess and demonstrate the impact of the peer challenge and the progress made against the areas of improvement and development identified by the peer team. It is a lighter-touch version of the original visit. The timing of the visit is to be determined by the Council.

**FINANCIAL IMPLICATIONS AND BUDGET PROVISION**

10. None.

**POLICY IMPLICATIONS**

11. As set out in the report.

**DETAILS OF CONSULTATION**

12. None

**BACKGROUND PAPERS**

13. None.

**FURTHER INFORMATION**

**PLEASE CONTACT:**

**Lukman Patel**

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Corporate Peer Challenge

**Burnley Borough Council**

7-9 September 2016

Feedback Report

## Executive Summary

Burnley is a borough on the up. Despite some challenging circumstances the council has seen improving the local economy as the single biggest driver to improving the quality of life for local people. The council has put significant energy into supporting the growth of the local economy. The signs, coming out of the national economic recession, are positive.

The council has made a positive difference to the borough. It has enabled or supported the expansion of local businesses and helped to draw new employers to the borough. The council, working with private sector organisations, has clear plans to further expand the local economy and the signs are good. Many of these plans are being delivered and others are being developed which have the right ingredients to be successful.

It's now timely to reflect on how well local people benefit from the growth. How does the council ensure new local jobs largely go to local people?

The performance of many core council services are good. Staff are committed and loyal despite the workforce experiencing challenging reductions in their number. Senior management capacity is lean and there is a need to ensure sufficient capacity to deliver future change, particularly when managing large-scale contracts, engagement with the Combined Authority and in ensuring effective performance of core council services. Some service areas are feeling the strain as budgets reduce and the council needs to be realistic about what services can do. This includes more clearly communicating with communities in relation to expectations about future reduced service levels.

The council has managed severe reductions in government grant funding over recent years. The council's future funding position is challenging. It has clear plans in place, but the financial sustainability of the council particularly from 2019/20 onwards is based on a number of funding assumptions which must be realised if the council's financial future is to be safeguarded. This includes replacing reducing government grant funding through a combination of a reduced revenue budget, increased business rates and boosting other sources of income. The council has signed up to the Government's four-year agreement in order to gain more certainty on Government funding.

The council is seeking to turn around the fortunes of local people and the place. It acknowledges there is a need to 'close the gap' between those who have benefitted from securing a well-paid job and the benefits of social mobility and individuals who have not yet benefitted. The peer team proposes a number of specific areas in which the gap might be narrowed focused around health, employment, social capital, digital and financial inclusion. Making better progress on this will ensure in the longer-term that everyone has the opportunity to benefit from how Burnley will prosper in the future.

## Summary of the peer challenge approach

### The peer team

On behalf of the team, I would like to say how much we enjoyed spending time in Burnley to work with you on the recent corporate peer challenge. The team very much appreciated the welcome we received and the positive way with which people engaged in the process and the support provided in the lead up to, and during the course of, the challenge.

It is testimony to the council's desire for constructive external insight that Burnley commissioned the peer challenge. Peer challenges are managed and delivered by experienced elected member and officer peers. The peers who delivered the peer challenge were:

- Laura McGillivray, Chief Executive, Norwich City Council (lead peer)
- Councillor David Green, Labour, Bradford Metropolitan District Council
- Hilary Govier, District Manager, JobCentre Plus
- Nadine Muschamp, Chief Officer (Resources), Lancaster City Council
- Neil Shaw, Principal Adviser, Local Government Association

### Scope and focus

You asked the peer team to explore the following three issues:

- Economic prosperity
- A more inclusive borough
- Securing the benefits from a Combined Authority and devolution

The peers used their experience and knowledge to reflect on the evidence presented to them by people they met, things they saw and material that they read. There are a series of guiding questions for all corporate peer challenges which we used to explore the first two areas of focus. These are:

- Does the council understand its local context and has it established a clear set of priorities?
- Does the council have a financial plan in place to ensure long term viability and is there evidence that it is being implemented successfully?
- Does the council have effective political and managerial leadership and is it a constructive partnership?
- Are effective governance and decision-making arrangements in place to respond to key challenges and manage change and transformation?
- Are organisational capacity and resources focused in the right areas in order to deliver the agreed priorities?

## The peer challenge process

It is important to stress that this was not an inspection. Peer challenges are improvement-focussed and tailored to meet individual councils' needs. They are designed to complement and add value to a council's own performance and improvement focus. The peer team used their experience and knowledge of local government to reflect on the information presented to them by people they met, things they saw and material that they read.

The peer team prepared for the peer challenge by reviewing documents and information in order to ensure they were familiar with the council and the challenges it is facing. The team then spent three days on-site between 7 and 9 September 2016, during which they:

- Spoke to more than 60 people including council staff together with a number of councillors and external partners/agencies and stakeholders (particularly in relation to the local economy).
- Gathered information and views from meetings, a visit to Towneley Hall and Innovation Drive and additional research and reading.
- Collectively spent more than 120 hours to determine their findings – the equivalent of one person spending more than 3 weeks at the authority.

This report provides a summary of the peer team's findings. It builds on the feedback presentation provided by the peer team at the end of their on-site visit. In presenting feedback to you, they have done so as fellow local government officers and members, not professional consultants or inspectors. By its nature, the peer challenge is a snapshot in time. We appreciate that some of the feedback may be about things you are already addressing and progressing.

## Detailed feedback

### Understanding of the local place and priority setting

1. Burnley is a diverse place. It has a wide range of local communities, from the urban centre of Burnley, to small villages; residents across the household income spectrum; ethnically diverse communities and pockets of significant deprivation. Collectively, elected members understand these different aspects of Burnley, well. Elected members have provided a clear steer on priorities and these are expressed through the council's Strategic Plan. The council works closely with a wide range of other partner agencies who have developed, and who are committed, to the delivery of the Borough's Community Strategy.
2. Burnley is a borough with significant challenges. For example, although crime has decreased in recent years it is still overall higher than many other communities in Lancashire. Educational attainment is getting better but is still below the national average and many local young people suffer from relatively low aspirations. There are significant health inequalities in the borough, with relatively high levels of obesity, smoking, alcohol and substance abuse. Overall, there are pockets of significant deprivation which experience a combination of the social issues outlined. Burnley has two of the most deprived wards in the country. Therefore, although the borough is making progress, it still faces major gaps.
3. Despite having clarity on its current priorities - with economic development as the largest driver of improving life chances for local people - the council is likely to benefit from developing a more nuanced approach to its strategic thinking. This includes how it balances the focus on economic development with enhancing opportunities for specific sections of the local population. Marrying these two complex agendas is likely to bring benefits to the largest number of local residents in the future.

### Leadership of place

4. The peer team considered how well the council is achieving priorities for Burnley within the context of the council's Strategic Plan priorities. On its 'Places' priority it is clear that the council is delivering some strong outcomes. In the last twelve months the council has refocused its waste collection and street cleansing services through re-letting its contract. It has engaged a new provider – Urbaser. The performance of many parts of the function is good, particularly as Burnley has a challenging history of fly tipping. It has amongst the highest number of fly tipping incidents of any local authority in the country (with over 700 incidents reported in 2014/15). The refocusing of the contract has also generated a notable revenue budget saving, making a useful contribution to the council's financial position.
5. Now and in the past, the performance of a number of core environmental services has been good. Burnley has a significant number of parks and green spaces and

resident satisfaction with these is high. The council has made a significant investment recently in the public realm such as the £3m scheme, jointly funded with Lancashire County Council, for major improvements in the town centre shopping area. The council has taken a deliberately interventionist approach to the local housing market. It is keen to see the growth of middle and higher value properties. It has made inroads to reduce the number of vacant properties over the last 3-5 years, partly through the Empty Homes Programme. It has brought forward a number of significant sites for privately owned housing developments.

6. However, in terms of this priority theme the council currently recycles only 31% of its waste which is the lowest of any local authority in the North West. A lower level of green waste may be a factor in Burnley. However, boosting the level of recycling will be one of the challenges in the 'Places' theme.
7. On its 'People' priority there is a positive picture of performance. Although education is not a borough council function, the council has been keen to try and support an improvement in educational attainment by working with local schools and Burnley College. Educational attainment in Burnley is below the national average, although it has seen a slight improvement in its results for 2016 (with 45.6% of young people attaining 5 GCSEs A\*-C). Burnley is also the site of a University of Central Lancashire (UCLAN) campus where degree attainment is good. The council is proud of its partnership with Primary Engineer to boost attainment and aspirations. Primary Engineer engages with young people through schools to broaden their horizons and better equip them to enter the job market.
8. The council is seeking to engage with residents in a different way. In 2016 it has commenced a large-scale contract with Liberata to provide a range of services, including; revenues and benefits, customer service, environmental health, licensing and IT. It is seeking to use this as an opportunity to re-design services and engage with residents to a greater extent online for a wider range of its services. The contract has only recently commenced, so it is too early to judge the effectiveness of performance and this is something the council will need to monitor and manage keenly going forward. However, the transition to Liberata appears to have been managed effectively with no noticeable significant disruption for residents and service users. The council's performance on processing benefit claims is good. On average it takes six days to process a new claim/change of circumstances.
9. The council's 'Prosperity' priority encompasses a broad range of issues including developing the local economy, planning and Burnley Market. The council has placed significant emphasis on economic development as a significant driver to improve opportunities for local people. This is explored in detail later in this report. The performance of the council's Planning function plays a significant role in growing the local economy. The performance of the Planning service is currently variable. Its performance on processing major planning applications is very good (with 100% of major applications processed within timescales). However, currently only 54% of minor planning applications are processed within timescales.

## **Leadership and governance**

10. The council is ambitious for Burnley and wants to see it as a place of choice to live and grow a business. This is a council with a 'can do' attitude which punches above its weight as a small borough in attracting inward investment and growth. These are achievements of which the council and its partner agencies should be rightly proud. The Leader has a clear set of political priorities which appear to be shared across all the majority party. The priorities are owned and supported by the council's managerial leadership and staff. There is a broad consensus across the political Groups on the priorities.
11. The Leader sits on the Local Enterprise Partnership and the Shadow Combined Authority and has a high profile demonstrating clear advocacy for Burnley. There is a strong and supportive relationship between the senior management team and the Cabinet and senior managers and political leadership more generally. The Chief Executive is very positively regarded by the council's commercial partners and other partner agencies such as local schools, the College and JobCentre Plus.
12. In any small local authority management capacity will often be a challenge. Senior management capacity has reduced over recent years and is lean. There is a need to ensure sufficient senior management capacity to deliver future change such as effective management of large-scale contracts, engagement with the Combined Authority and ensuring effective performance of core council services. The new Liberata contract in particular has very high expectations of savings, service re-engineering and digital redesign built in. It is vital the council is able to play a full part in achieving those savings. As the regional/Combined Authority agenda and local economic growth agenda gathers pace there may be a need to broaden the involvement of the portfolio holders in representing the council as currently much of this is undertaken by the Leader who could find himself overstretched in the future.
13. One of the leadership challenges moving forward will be to ensure the council's overriding priority on growing the local economy is balanced with ensuring the council enables local people to make the most out of those opportunities and the gap is closed between local people who are thriving through the growth of the economy and those who have not yet reaped the benefits.

## **Financial planning and viability**

14. The council has a revenue budget of £15.2m in 2016/17. The council have managed the past years' reduction in the revenue budget as the Government's revenue support grant has reduced significantly. The council has been notably affected by the reduction in government grant funding. Three years ago it was in receipt of Efficiency Support Grant funding for two years to help it manage the transition to a lower overall level of grant funding. The council has been financially well managed to deliver the reductions in revenue budget in recent years.
15. The council currently has a general reserve of £1.4m. Other funds are held in earmarked reserves, including a transformation reserve of £2.7m. The council recently adopted an approach to create a sustainable future over the next four

financial years. Part of the council's financial planning up to 2019/20 will see significant use of its Growth Reserve. In summary, the council has a clear understanding of the financial challenges facing it and has managed its resource reductions well in the past. The council has a clear medium term financial strategy and plans to meet those financial requirements over the next couple of years.

16. Future reductions in revenue support grant are projected to be significant. The council's medium term financial plan sets out the council's financial strategy up to 2019/20. This projects a total reduction in grant funding over the next three financial years in the region of £2.1m. This is a significant financial challenge for an organisation with the size of its current revenue budget. New Homes Bonus is relatively low. Burnley is in the lowest 5% of council's nationally for receipt of New Homes Bonus. It appears no increases in New Homes Bonus has been factored into future revenue projections which is prudent given the current uncertainty over future government policy in this area. At this time, reserves are adequate to meet known risks and to support transformation and change in the medium term. The councils' external auditors believe that the council has robust arrangements for financial management and the delivery of major projects including the transfer of services to Liberata. Developing the medium term financial strategy around the linkages between capital investment and revenue expenditure may reinforce the recently agreed medium term approach to being financially sustainable. Currently the medium term financial strategy appears very focused on revenue and a more holistic capital/revenue approach may help the council's medium term investment/budget decisions.
17. Significant external funding has been attracted and deployed for major projects in the borough. The street cleansing and Liberata contract and the establishment of a new leisure trust are delivering major savings for the council's own budget. The strategic partnership with Liberata creates the opportunity for a major step change in the operation of council services with regard to channel shift, service redesign and customer insight. All of which should yield further savings. The council is also aware of the impact of digital exclusion and this forms part of the change programme with Liberata.
18. As part of the future financial approach the council may want to think further about a more ambitious commercial approach to further boost income generation. There may be scope for raising additional revenue through property investment, asset rationalisation of council buildings and growing the local homes and business base. Some of this is underway, but there may be options to increase the scale of the work. The council should also examine in detail where it can reduce its spending in relation to other district councils. Compared to other district councils nationally the council proportionately spends more highly than average in the following areas: street cleansing (which is being addressed through the new Urbaser contract), sports/recreation and open spaces. The council saved over £350,000 in establishing Burnley Leisure and is currently financially supporting the services provided by Burnley Leisure. However the council and Burnley Leisure have agreed to the council reducing its net contribution to Burnley Leisure by approximately 20%

over the next 3 years and this must be delivered as part of ensuring the council's financial strategy is sustainable.

### **Capacity to deliver**

19. The council is a much smaller organisation than it was five years ago. It has reduced from around 613 employees down to around 235. Staff morale is positive overall although fragile in places due to some staff uncertainty about future workforce reductions. Staff sickness absence is relatively low (around 6.5 days per employee). The council has also recently launched a new set of organisational values to shape officer behaviours in a positive way.
20. The council is seeking to free up capacity by increasing 'digitisation' of services. Much of this is to be delivered by Liberata through the new contract. The council is making progress on 'digitisation' and has a clear agenda to enable many more residents to access more services online. Work on this is on-going with further proposals to expand the digital approach spearheaded by the work Liberata are undertaking. The council is seeking to lever additional capacity by using local community groups to a greater extent. This position should be monitored to avoid the danger of community burn out of 'Friends' and other voluntary groups.
21. Burnley has a well-established approach to performance management, using performance scorecards. It has a clear process for tracking the performance of services and this is systematically reported to members and officers. The council has limited capacity for contract management. It is aware of this challenge and must ensure, with now three large external contracts that it has sufficient capacity and capability to ensure contractors are delivering the outcomes the council have specified. Some service areas are feeling the strain and the council needs to be realistic about what services can do. This includes more clearly communicating with communities (and elected members) in relation to future reduced service levels.

### **Economic prosperity**

22. The council has a very strong focus on growing the local economy. The council has sought to play a role in advising, supporting and enabling existing businesses to grow and new businesses to set up in the borough. The level of business advice and support is one which other districts/boroughs might envy. The council has a Business Support & Advice team and a Regeneration Team which provide a focal point for the council's economic development activity. The borough has been successful in drawing in £800m of inward investment of business and transport infrastructure. There has been a significant growth through private sector businesses moving to Burnley (and existing businesses expanding). In 2014/15 the council estimate this to be valued at £93m.

23. The council's own position statement prepared ahead of the peer challenge outlined a large number of specific achievements in the relation to economic prosperity. There is no added value in the peer challenge team repeating all of these individual achievements, of which there are many. However, it is useful to highlight that the council have played a significant role in supporting and enabling a number of headline large projects, including;
- A new rail link between Burnley and Manchester which opened in 2015, which has significantly reduced the commuting time to Manchester
  - On The Banks regeneration scheme in the town centre
  - Innovation Drive - a large-scale redevelopment of a previous industrial site
  - Burnley Bridge business park
  - Development of the new Burnley College/UCLAN campus
24. All of the achievements combined have seen a growth particularly in manufacturing and logistics jobs in particular. It has also improved the borough's connectivity within the North West region. The council has clear plans for the further growth of the local economy and has identified the specific barriers to development on individual projects. The growth of the FE/HE sector in the borough through Burnley College and the proposed new UCLAN campus should play a pivotal role in further boosting skills levels in Burnley. The council has clear plans on this project, working alongside partner agencies. As outlined earlier in the report, the council has also taken action to engage young people early to explore routes into employment. This is combined with the work of other agencies like Burnley FC In The Community's business mentors programme, JobCentre Plus and work through other individual voluntary groups. Collectively, there is a wealth of pre-employment support and skills development.
25. The borough also has an interesting Burnley Bondholders Scheme. This is being used as a network for local businesses. They contribute financially or in-kind to promote Burnley and the Scheme acts as a focal point for discussions on growing the local economy. It helps gives Burnley profile.
26. The council has placed significant emphasis on the role the local housing market plays in supporting a prosperous local economy. The council has a substantial proportion of Council Tax Band A properties. It is working hard to alter the mix of properties and improve the overall town centre 'offer' for residents to make the borough attractive to existing residents and people who may look to move to there. The council is in active discussion with a series of housing developers on major sites. It is also working hard to bring empty homes back into the market. The key question is whether housing developers can deliver on the council's housing ambition. The developers the peer team engaged with questioned this given the current market, but the council is midway through the procurement of a housing joint venture partner who will work with the council to develop high quality aspirational executive housing as well as bringing forward more challenging housing sites in the Borough. It will be important to continue to monitor the viability

of future schemes. The council has developed an excellent relationship with the Homes and Communities Agency and Calico (the largest registered social landlord in the borough), which has seen significant amounts of grant funding being secured to bring forward a range of affordable housing developments as well as specialist supported housing schemes. The council does also have opportunities to invest in housing stock itself using prudential borrowing, if it believes there is a strong business case. The council has already used prudential borrowing for developing St Peter's Leisure Centre, the Vision Park town centre pedestrianised area scheme and retail development schemes. If it wished, it could use this approach to explore the business case for using this approach to invest in additional housing stock.

27. In the context of all the achievements in growing the local economy (and clear future plans) the one pause for reflection might be understanding who is benefitting from the growth. It will be important to ensure that local people are geared up to embrace the opportunity presented by local jobs growth. They should continue to explore how it can ensure all local people can take advantage of the growth.

### **A more inclusive borough**

28. The council acknowledges there is a need to 'close the gap' between more successful individuals in the borough and those individuals who are currently not (or not able) to embrace the opportunities presented by a growing local economy and a town which is increasing in prosperity. Trends in a number of areas continue to improve across the borough as a whole. For example, educational attainment has improved in recent years (although it is still below the county and national average). Claims for out of work benefits has reduced - with 13.8% of Burnley residents claiming out of work benefits, down from 18.2% in 2011. Although this is still greater than the national average of 9.7%. Crime levels across the borough have also been reducing over the last few years.
29. There are a number of national and local initiatives which aim to address inequalities within the borough. This includes (but is not limited to):
- the Healthy Lifestyles programme
  - promoting the Living Wage with local employers
  - the use of fuel switching schemes
  - the Primary Engineer programme
  - Building Bridges inter-faith network
  - family learning projects
  - support for vulnerable residents in the new Liberata contract
  - the use of disabled facilities grants
  - work between Calico Housing and JobCentre Plus in the Trinity ward

30. The council has worked positively with a wide range of other organisations and agencies to reduce inequality. Good examples of the council using its influencing role include work with:
- Burnley Leisure (reaching out to specific groups through sports development)
  - Burnley FC In The Community (delivering programmes for example, on health improvement, business mentors and cancer screening)
  - Lancashire County Council's Supporting People programme (although this support is now being significantly reduced)
  - Citizens Advice Bureau (providing advice and support, although the council's grant to CAB has been reduced)
31. However, the council can have a stronger or accelerated impact on reducing exclusion if it chooses to make this a greater priority. This can be achieved through a combination of its own in-house service delivery, initiatives delivered in partnership and initiatives that it can influence (delivered through other agencies). In the absence of any local framework to specifically address exclusion, the peer team explored the issue in the context of the following themes where it believes the council and other agencies are likely to have the strongest impact: health, employment, social capital, digital and financial inclusion.
32. In terms of health, the borough's main health inequalities hinge on entrenched social behaviours around drinking, smoking and unhealthy eating. This is coupled with relatively late presentation of serious illness resulting in more complex health issues, poorer outcomes and higher treatment costs. The council, East Lancashire CCG and Burnley Hospital work through existing programmes like Healthy Lifestyles (and other programmes) to boost education, health promotion and screening.
33. The borough is scattered with a wide range of health improvement projects, run by the CCG, Lancashire County Council, community organisations (like Burnley FC In The Community and Calico Housing), partner agencies (like Burnley Leisure) and local voluntary groups. The CCG, Lancashire County Council and external funders commission these programmes separately and as a result there is virtually no co-ordination of these programmes, resulting in duplication and overlap. Better co-ordination and focus of these programmes in a more joined up way is likely to result in a stronger impact. The council can play a strong influencing and co-ordinating role to better focus the overall work across agencies on health improvement. There may also be benefit in examining the models of care for the most vulnerable and lessons can be learned from projects like Open Door in Grimsby (which is a social enterprise approach providing a medical centre, language classes and alternative therapies on one site for vulnerable individuals) and the Quays Clinic in Hull (providing GP services alongside multi-disciplinary complex treatment teams).
34. In terms of employment, 79.3% of the local population at March 2016 were economically active, which is above the North West and national level. Of this 5.5%

(2,500) are unemployed which is 0.2% above North West and 0.4% above national levels. The council have identified Employment Support Allowance (ESA) claimants as an area of concern and this is much higher than regional and national levels. 5,600 people are classified as long-term sick. These two groups may have very similar barriers due to the nature of movement between benefits. The council are doing a lot to raise the aspiration of young people and encourage higher value job creation in the aerospace, manufacturing, professional/financial services and digital (linked to engineering) sectors. Around entry level jobs there has been a growth in the logistics sector but partner agencies the peer team engaged with believe there to be a disconnect between communities and these entry level jobs. There is likely to be value in commissioning research to understand this disconnect and the dynamics of the unemployed and long-term sick and employment in deprived areas and their barriers to entering the job market. What journey do those furthest from the labour market need to make? UCLAN may be engaged to help with this research. Additionally local DWP may be able to shed light on the make-up and concentration and location of ESA claimants.

35. There are many organisations in and around Burnley working with the groups that make up the unemployed and ESA claimants and the council could consider how it brings these agencies together (maybe in conjunction with DWP) to both understand barriers and jointly design solutions. It may be worth considering ward level plans that involve councillors and partner agencies if the analysis of data shows claimants predominantly in certain wards. Lessons might be learned from work like the Hammersmith and Fulham Poverty and Worklessness Commission. There may also be opportunities for the council to use local employer's corporate social responsibility as leverage to engage with employers to provide more opportunities for disadvantaged residents. Some of this exists already, but could be built on in the form of mentoring, innovative hiring practices etc to support those hardest to help.
36. The council has worked with Primary Engineer to work towards a future generation of workers who will be able to obtain a wide range of local jobs. There may be opportunities to focus to a greater extent on getting people in middle years back to work with additional skills training or through using the leverage the council have when giving business rates incentives i.e. to insist on a proportion of apprenticeships and jobs targeted locally.
37. In terms of social capital, it seems likely that the council has an incomplete picture of the range of organisations and initiatives which could help reduce exclusion overall. Although some organisations are very visible and prominent there are a range of community and voluntary groups who could make a significant contribution to this agenda. Gaining a better picture of the totality of this would be a useful first step. Beyond this, the council could use its influencing role to work with organisations like the Citizens Advice Bureau (CAB) to better co-ordinate existing activity. In times of reducing budgets the council is taking tough decisions on grant funding. This has included a reduction in its grant to the CAB and Council for

Voluntary Service. However, organisations like the CAB can play a significant role in tackling exclusion and the council will need to consider the relative value of small-scale grants to organisations like the CAB and others and the value this can deliver which is likely to be disproportionate to the size of the grant funding.

38. In terms of digital, as explored earlier in this report, work is underway with the council's services to expand the use of online services. Liberata are already using data to identify and better support vulnerable people. Other agencies, like Lancashire Police and Lancashire Fire & Rescue Service already hold their own data on vulnerable individuals (including collating information from housing associations and health organisations). Better joined up use of this data can help to target inclusion initiatives to a finer level of detail.
39. In terms of financial inclusion, further headway can be made through debt advice, help with budgeting and low cost small-scale lending. Some of this work is already being undertaken through a range of organisations including credit unions. Burnley may wish to explore the viability of more innovative approaches to reduce financial exclusion. This might include establishing a local retailer's small-scale saving scheme similar to that operated by larger retailers like Asda, Tesco and the Co-Op. A Burnley Saving Scheme backed by local retailers might be the kind of high profile initiative the council and its partner agencies might explore the feasibility of. There is also potential in expanding the advice existing voluntary organisations provide. The council might want to explore opportunities to partner with a local financial institutions like the Marsden Building Society (or similar institution) to train volunteers in providing financial advice.
40. How public agencies engage with local people to understand their needs plays an important role in reducing exclusion. The peer team were not able in the time available to explore the issue of community engagement in depth. However, there is likely to be value in the council reflecting on how it listens to and communicates with the residents of the town above and beyond using the Citizens Panel. How effective are these mechanisms and how does the council assure itself it understands the specific needs of some vulnerable individuals?

### **Securing the benefits from a Combined Authority and devolution**

41. Fourteen authorities in Lancashire are undergoing a process to develop a Combined Authority. This is a work in progress. The authorities commissioned a governance review in 2015. In July 2016 the authorities appointed a Combined Authority Chair and this has signalled a greater step forward. There is a generally a good spirit of co-operation across the Lancashire authorities and a desire to see the Combined Authority work. Burnley appears to be a keen participant of the developing Combined Authority arrangements. The East Lancashire district councils also have a history of seeking to work more collectively as they feel they have a number of issues in common. They have recently agreed a joint Growth and Prosperity Plan around increasing prosperity, housing growth and further contributing to the economic prosperity of Lancashire. However, the East

Lancashire districts have, to this point, not collectively been able to agree to collaborate more consistently on sharing service delivery. Although there are isolated examples of joint working or shared services across some of these authorities this is small scale.

42. The biggest single challenge for Burnley, like all of the Lancashire authorities, will be to determine precisely what it sees as the specific opportunities from working in a Combined Authority or a larger district footprint. In practical terms, the council needs to identify a small number of specific projects Burnley would like to see progressed through devolution of central government powers (or funding) and making these projects ready for a 'green light'. At some point in the coming months, if the 'devo deal' is agreed there is likely to be a prioritisation of projects to be agreed across the county. Burnley must ensure it has progressed the business cases for its top project(s) in the LEP Strategic Economic Plan or elsewhere are ready to progress if a deal can be struck.
43. Burnley is likely to benefit from some of the larger parts of the proposed devolution 'ask' from Lancashire. It is leading on the skills agenda and the borough is likely to benefit from, for example, anticipated improvements on the skills agenda and a wider housing offer. It is less clear to what extent Burnley might benefit from any infrastructure developments specifically as a result of the 'devo deal'. Some parts of any devolution settlement will naturally benefit other parts of the county and the council must concentrate on what will make an impact for Burnley residents. Some of the projects which will be progressed under any settlement may well have peripheral benefits for Burnley residents who work outside the borough, for example, in terms of transport infrastructure.
44. There are opportunities for stronger strategic alliances with the other East Lancashire local authorities. There is a need to build on on-going discussion around investment opportunities and convert these into actions. The collective reduction in public sector budgets across East Lancashire might be a driver for further greater collaboration but there is now a need to move beyond discussion to identify specific projects the councils can work together on.

Finally, we would like to thank colleagues and members at Burnley for their support in the lead up to the peer challenge and during the challenge itself.

Further on-going support is available through the Local Government Association's Principal Advisers, Neil Shaw (email: [neil.shaw@local.gov.uk](mailto:neil.shaw@local.gov.uk), tel: 07876 688987) and Gill Taylor (email: [gill.taylor@local.gov.uk](mailto:gill.taylor@local.gov.uk), tel: 0778 9512173). Neil will liaise with the authority in the coming months to explore specific issues the council may wish to be supported on.

## **Report contact**

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## REPORT TO EXECUTIVE



<b>DATE</b>	<b>1st November 2016</b>
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## 2016/17 Treasury Management Mid-Year Report

### PURPOSE

1.
  - To report treasury management activity for the period 01/04/16 to 30/09/16.

### RECOMMENDATION

2. The Executive is requested to;
  - Note the Treasury Management activities undertaken during the period 1<sup>st</sup> April to 30<sup>th</sup> September 2016, and;

Recommend that Full Council;

  - Endorse the mid-year update on Treasury Management Strategy for 2016/17 in compliance with the requirements of the Chartered Institute of Public Finance and Accountancy's (CIPFA) Code of Practice on Treasury Management.

### REASONS FOR RECOMMENDATION

3.
  - To inform members of the treasury management activity in the first half of 2016/17 and to fulfil statutory and regulatory requirements.

### SUMMARY OF KEY POINTS

#### 4. Background

The Council operates a balanced budget, which broadly means cash raised during the year will meet its cash expenditure. The first main function of treasury management operations is to ensure this cash flow is adequately planned, with surplus monies being invested in low risk counterparties, providing adequate liquidity initially before considering maximising investment return.

The second main function of the treasury management service is to ensure the funding of the Council's capital plans. These capital plans provide a guide to the borrowing need of the Council, essentially the longer term cash flow planning to ensure the Council can meet its capital spending commitments. This management of longer term cash may involve arranging long or short term loans, or using cash flow surpluses, and, on occasions any current debt may be restructured to meet Council risk or cost objectives.

Treasury management is defined as:

“The management of the Council's investments and cash flows, its banking, money market and capital market transactions; the effective control of the risks associated with those activities; and the pursuit of optimum performance consistent with those risks.”

The monitoring requirements for treasury were set out in the report which included both the Treasury Management Strategy Statement for 2016/17 and the Prudential and Treasury Indicators for 2016/17 – 2018/19, approved by Full Council on the 24<sup>th</sup> February 2016.

5.

### Introduction

The Chartered Institute of Public Finance and Accountancy (CIPFA) Code of Practice on Treasury Management 2011 was adopted by this Council on the 23<sup>rd</sup> February 2012.

The primary requirements of the Code are as follows:

1. Creation and maintenance of a Treasury Management Policy Statement which sets out the policies and objectives of the Council's treasury management activities.
2. Creation and maintenance of Treasury Management Practices which set out the manner in which the Council will seek to achieve those policies and objectives.
3. Receipt by the Full Council of an annual Treasury Management Strategy Statement - including the Annual Investment Strategy and Minimum Revenue Provision Policy for the year ahead, a **Mid-year Review Report** and an Annual Report (stewardship report) covering activities during the previous year.
4. Delegation by the Council of responsibilities for implementing and monitoring treasury management policies and practices and for the execution and administration of treasury management decisions.
5. Delegation by the Council of the role of scrutiny of treasury management strategy and policies to a specific named body. For this Council the delegated body is the Scrutiny Committee.

This mid-year report has been prepared in compliance with CIPFA's Code of Practice on Treasury Management, and covers the following:

- An economic update for the first six months of 2016/17;
- A review of the Treasury Management Strategy Statement and Annual Investment Strategy;
- The Council's capital expenditure;
- A review of the Council's investment portfolio for 2016/17;
- A review of the Council's borrowing strategy for 2016/17;

- A review of any debt rescheduling undertaken during 2016/17;
- A review of compliance with Treasury and Prudential Limits for 2016/17.

## 6. Economic Update (Provided by Capita Asset Services)

**Economic performance to date** – UK GDP growth rate in 2015 was disappointing at 1.8%, though it still remained one of the leading rates among the G7 countries. Growth improved in quarter 4 of 2015 from +0.4% to 0.7% but fell back to +0.4% (2.0% y/y) in quarter 1 of 2016 before bouncing back again to +0.7% (2.1% y/y) in quarter 2. The referendum vote for Brexit in June this year delivered an immediate fall in confidence indicators and business surveys, pointing to an impending sharp slowdown in the economy. However, subsequent surveys have shown a sharp recovery in confidence and business surveys, though it is generally expected that although the economy will now avoid flat lining, growth will be weak through the second half of 2016 and in 2017.

The Bank of England meeting on August 4th addressed this expected slowdown in growth by a package of measures including a cut in Bank Rate from 0.50% to 0.25%. The Inflation Report included an unchanged forecast for growth for 2016 of 2.0% but cut the forecast for 2017 from 2.3% to just 0.8%. The Governor of the Bank of England, Mark Carney, had warned that a vote for Brexit would be likely to cause a slowing in growth, particularly from a reduction in business investment, due to the uncertainty of whether the UK would have continuing full access, (i.e. without tariffs), to the EU single market. He also warned that the Bank could not do all the heavy lifting and suggested that the Government will need to help growth by increasing investment expenditure and possibly by using fiscal policy tools (taxation). The new Chancellor Phillip Hammond announced after the referendum result, that the target of achieving a budget surplus in 2020 will be eased in the Autumn Statement on November 23rd.

The Inflation Report also included a sharp rise in the forecast for inflation to around 2.4% in 2018 and 2019. CPI has started rising during 2016 as the falls in the price of oil and food twelve months ago fall out of the calculation during the year and, in addition, the post referendum 10% fall in the value of sterling on a trade weighted basis is likely to result in a 3% increase in CPI over a time period of 3-4 years. However, the MPC is expected to look for a one off upward blip from this devaluation of sterling in order to support economic growth, especially if pay increases continue to remain subdued and therefore pose little danger of stoking core inflationary price pressures within the UK economy.

### Interest Rate Forecast

Capita Asset Services undertook a quarterly review of its interest rate forecasts after the MPC meeting of 4th August cut Bank Rate to 0.25% and gave forward guidance that it expected to cut Bank Rate again to near zero before the year end. The forecast below therefore includes a further cut to 0.10% in November this year and a first increase in May 2018, to 0.25%, but no further increase to 0.50% until a year later. The table also shows Capita's forecast that the cost of borrowing is to remain at historically low levels for some time.

	Dec-16	Mar-17	Jun-17	Sep-17	Dec-17	Mar-18	Jun-18	Sep-18	Dec-18	Mar-19	Jun-19
<b>Bank rate</b>	0.10%	0.10%	0.10%	0.10%	0.10%	0.10%	0.25%	0.25%	0.25%	0.25%	0.50%
<b>5yr PWLB rate</b>	1.00%	1.00%	1.10%	1.10%	1.10%	1.10%	1.20%	1.20%	1.20%	1.20%	1.30%
<b>10yr PWLB rate</b>	1.50%	1.50%	1.60%	1.60%	1.60%	1.60%	1.70%	1.70%	1.70%	1.70%	1.80%
<b>25yr PWLB rate</b>	2.30%	2.30%	2.40%	2.40%	2.40%	2.40%	2.50%	2.50%	2.50%	2.50%	2.60%
<b>50yr PWLB rate</b>	2.10%	2.10%	2.20%	2.20%	2.20%	2.20%	2.30%	2.30%	2.30%	2.30%	2.40%

## 7. Treasury Management Strategy Statement update

The Treasury Management Statement (TMSS) for 2016/17, which includes the Annual Investment Strategy, was approved by this Council on 24<sup>th</sup> February 2016.

There are no policy changes to the TMSS; the details in this report update the position in the light of the updated economic position and budgetary changes already approved.

## 8. The Council's Capital Position

The table below shows the financing of the Original Capital Budget approved by Full Council on the 24<sup>th</sup> February 2016 and the latest Revised Capital Budget. Nearly all of this increase was due to in year budget monitoring adjustments, which included £1.5m slippage from 2015/16.

<b>Capital</b>	<b>2016/17 Original Estimate £'000</b>	<b>2016/17 Revised Estimate £'000</b>
<b>Total Budget</b>	<b>6,931</b>	<b>9,333</b>
Financed by:		
Capital receipts	2,388	1,924
Capital grants	1,464	4,164
Revenue	726	1,282
<b>Total financing</b>	<b>4,578</b>	<b>7,370</b>
<b>Borrowing need</b>	<b>2,353</b>	<b>1,963</b>

## 9. Investment Portfolio 2016/17

Investment rates available in the market have also continued at historically low levels. The average daily level of funds deposited during the financial year to date, is £14.3m, compared with £13.7m for the same period in 2015/16. The actual value of funds deposited on the 30<sup>th</sup> September was £14.233m. These funds have been available on a temporary basis, and the level of funds available was mainly dependent on the timing of precept payments, receipt of grants and progress on the Capital Programme.

There were 5 investments carried forward from 2015/16 totalling £10.3m, of which £3.3m was with our bank HSBC, £2m in fixed term deposits with Bank Of Scotland, £1m in fixed

term deposits with Nationwide and £4m in notice accounts with Santander.

There have been 4 new investments made during the period 1st April 2016 to 30th September 2016 totalling £7m, as well as a daily average of £7.1m being invested with HSBC's deposit account, earning between 0.10% and 0.40% interest, and an average of 0.15%. Since the base rate was reduced to 0.25%, the interest paid on the amount has reduced to between 0.10% and 0.15%, a minimal return.

The Council has an approved list of counterparties which governs treasury management investment activity. This list is a restricted list taking into consideration the credit rating of the institution concerned and there are also limits on the amount which can be invested with any particular institution from a particular sector e.g. building society, bank etc. and also any group of institutions within an overall banking group. As part of the daily operations of the treasury management dealings, in consultation with guidance from Capita Asset Services and the money market brokers, decisions are taken by the Director of Resources and the Head of Finance and Property Management temporarily suspending/revising operations with individual counterparties. The latest deposit counterparties list was approved by the Full Council on 24<sup>th</sup> February 2016.

The current investment counterparty criteria selection approved in the TMSS is meeting the requirement of the treasury management function.

Appendix 1 shows the maximum amount invested with any of the counter parties at any one time during the period 1<sup>st</sup> April 2016 to 30<sup>th</sup> September 2016. The maximum limit per counterparty is shown in brackets. None of the limits were breached.

Appendix 2 provides Members with an analysis of the Council's short-term deposits during the period 1<sup>st</sup> April 2016 to 30<sup>th</sup> September 2016, as well as comparing this to the deposits placed throughout the 2015/16 financial year.

## 10. **Borrowing**

Below is a summary of the Council's external indebtedness, as at 1<sup>st</sup> April 2016, and as at 30<sup>th</sup> September 2016.

<b>Borrowing</b>	<b>1<sup>st</sup> Apr 16 £'000</b>	<b>30<sup>th</sup> Sept 16 £'000</b>	<b>Change Apr – Sept £'000</b>
Public Works Loan Board (pwlb)	20,587	19,587	(1,000)
Temporary Market Loans	20	12	(8)
<b>Total</b>	<b>20,607</b>	<b>19,599</b>	<b>(1,008)</b>

**PWLB Loans** – One loan of £1m was repaid on 15<sup>th</sup> September 2016, and there is one loan of £1m due to be repaid on 31<sup>st</sup> March 2017.

**Temporary Market Loans** – The Mayor's Charity Fund withdrew £8k and deposited £30k in June 2016, and withdrew £30k in August 2016.

11. **Debt Rescheduling**

There have been no debt rescheduling opportunities in the current economic climate and consequent structure of interest rates. Therefore, no debt rescheduling was undertaken during the first six months of 2016/17.

12. **Compliance with Treasury & Prudential Limits**

It is a statutory duty for the Council to determine and keep under review its affordable borrowing limits. The Council's approved Treasury and Prudential Indicators (affordability limits) are included in the approved Treasury Management Strategy Statement.

During the financial year to date the Council's treasury management activities operated within the treasury limits and Prudential Indicators set out in the Council's Treasury Management Strategy Statement in compliance with the Council's Treasury Management Practices.

An extract of the Prudential and Treasury Indicators are shown in Appendix 3.

13. **Interest Payable on External Borrowing / Interest Receivable**

Provision is made in the revenue budget to meet the net interest payable on external borrowing. The figure in the original budget for 2016/17 was set at £896,530.

This budget will be revised down to £715,515 as a result of reducing the requirement for PWLB interest paid in the year and increasing the estimated interest receivable on external deposits.

The total interest receivable on temporary deposits for the period 1<sup>st</sup> April 2016 to 30<sup>th</sup> September 2016 amounted to £53,426 compared with a revised budget for the year of £70,000.

**FINANCIAL IMPLICATIONS AND BUDGET PROVISION**

14. None arising as a direct result of this report.

**POLICY IMPLICATIONS**

15. Compliance with the revised CIPFA Code of Practice on Treasury Management.

**DETAILS OF CONSULTATION**

16. Capita Asset Services Ltd guidance briefs.

**BACKGROUND PAPERS**

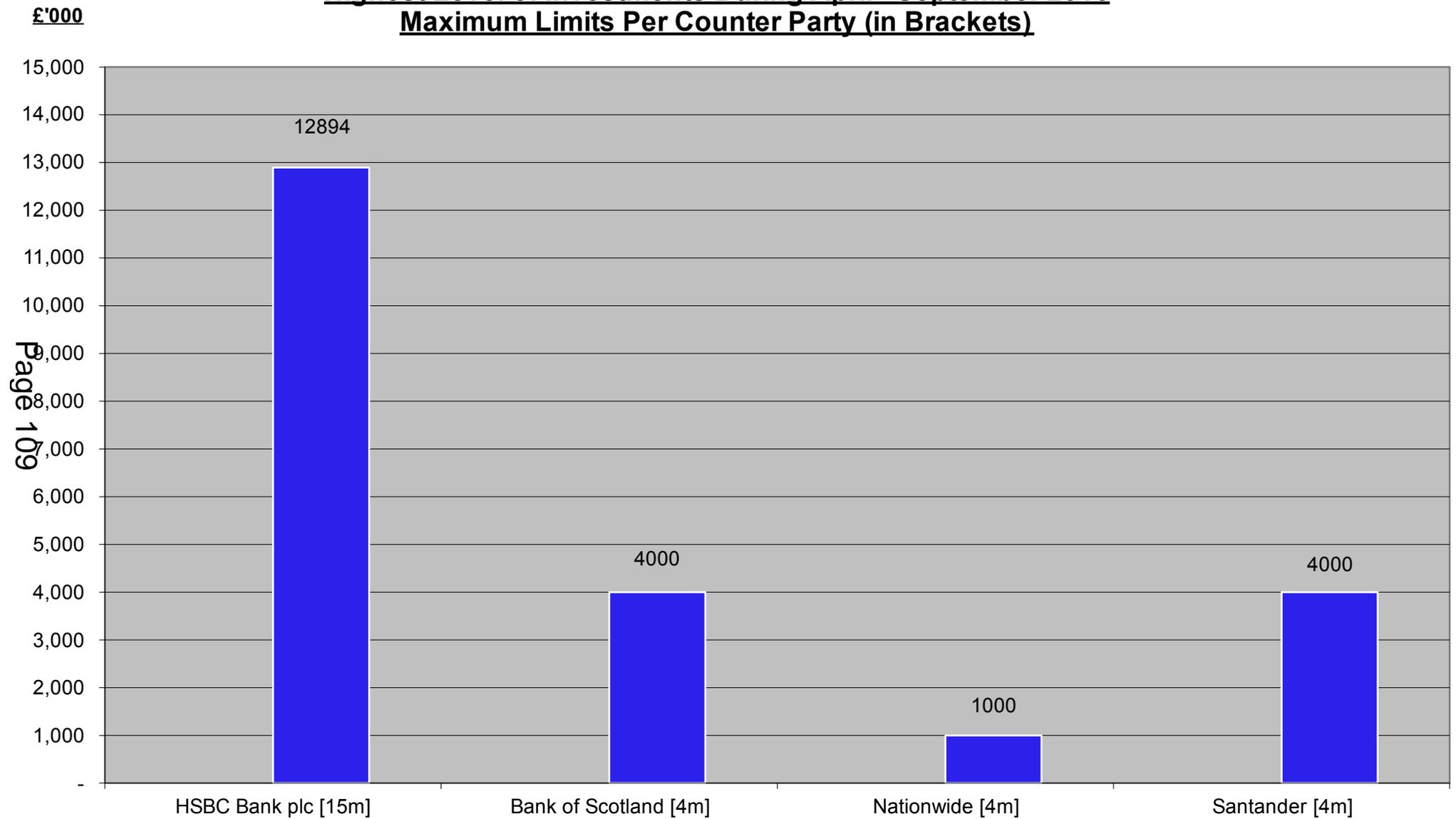
17. None.

**FURTHER INFORMATION**

**PLEASE CONTACT:**

**David Donlan,  
Accountancy Division Manager**

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**Counterparty Exposure****Highest Level of Investments During April - September 2016**  
**Maximum Limits Per Counter Party (in Brackets)**

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**Prudential & Treasury Indicators for the first half of 2016/17**

<b>Prudential Indicator</b>	<b>2016/17 Original £' 000</b>	<b>2016/17 Revised £' 000</b>
Capital Expenditure	6,931	9,333
In year borrowing requirement	2,353	1,963
Authorised Limit for external debt	32,577	32,577
Operational Boundary for external debt	31,026	31,026
Investments (Actual as at 30th September)	-	14,233
Net Borrowing (Actual as at 30th September)	-	19,599
Capital Financing Requirement (CFR)	29,549	28,620
Ratio of financing costs to net revenue stream	12.2%	10.3%
Limit of fixed interest rates based on net debt	100%	100%
Limit of variable interest rates based on net debt	25%	25%
Principal invested > 365 days	-	-

<b>Maturity Structure of fixed rate borrowing during 2016/17</b>	<b>1st Apr 2016 Actual Debt in £m</b>	<b>30th Sept 2016 Actual Debt in £m</b>	<b>30th Sept 2016 Actual Debt as a %</b>	<b>2016/17 Original Limits set as % ranges</b>
Under 12 months	2.0	1.0	5%	0% - 35%
12 months to 2 years	1.0	1.0	5%	0% - 20%
2 years to 5 years	4.4	4.4	22%	10% - 30%
5 years to 10 years	7.2	7.2	37%	10% - 55%
10 years and above	6.0	6.0	31%	15% - 55%
<b>Total</b>	<b>20.6</b>	<b>19.6</b>	<b>100%</b>	

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## REPORT TO THE EXECUTIVE



<b>DATE</b>	<b>6<sup>th</sup> December 2016</b>
<b>PORTFOLIO</b>	<b>Resources &amp; Performance Management</b>
<b>REPORT AUTHOR</b>	<b>David Donlan</b>
<b>TEL NO</b>	<b>(01282) 477172</b>
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## Capital Budget Monitoring Report 2016/17 Cycle 2 (to 30<sup>th</sup> 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 31<sup>st</sup> 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 24<sup>th</sup> 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 20<sup>th</sup> 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 30<sup>th</sup> 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 3<sup>rd</sup> 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 3<sup>rd</sup> 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
<b>Total Revenue Contributions</b>	<b>1,365,457</b>

## 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	
	£	£	£	£	£	£	
<b>GREEN SPACES &amp; AMENITIES</b>							
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
	<b>372,764</b>	<b>(40,000)</b>	<b>-</b>	<b>332,764</b>	<b>162,471</b>	<b>49%</b>	
<b>STREETSCAPE</b>							
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].
	<b>1,249,376</b>	<b>18,000</b>	<b>(150,000)</b>	<b>1,117,376</b>	<b>226,032</b>	<b>20%</b>	

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	Reprofiled into	to be Approved	as at	Spend	
	£	£	£	£	£	£	
<b>REGENERATION &amp; PLANNING POLICY</b>							
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
	<b>2,215,736</b>	<b>161,768</b>	<b>-</b>	<b>2,377,504</b>	<b>140,666</b>	<b>6%</b>	
<b>FACILITIES MANAGEMENT</b>							
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.
	<b>1,608,840</b>	<b>6,000</b>	<b>-</b>	<b>1,614,840</b>	<b>27,235</b>	<b>2%</b>	

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	Reprofiled into	to be Approved	as at	Spend	
	£	£	£	£	£	£	
<b>HOUSING &amp; DEVELOPMENT CONTROL</b>							
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.
	<b>3,758,358</b>	-	<b>(447,235)</b>	<b>3,311,123</b>	<b>1,070,571</b>	<b>32%</b>	
<b>CHIEF EXECUTIVE / CORPORATE INITIATIVES</b>							
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.
	<b>127,715</b>	<b>(3,000)</b>	-	<b>124,715</b>	<b>9,597</b>	<b>8%</b>	
	<b>9,332,789</b>	<b>142,768</b>	<b>(597,235)</b>	<b>8,878,322</b>	<b>1,636,572</b>	<b>18%</b>	
				<b>2015/16 Cycle 2</b>	<b>7,378,797</b>	<b>2,221,358</b>	<b>30%</b>

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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 £	
<b>Green Spaces &amp; Amenities</b>								
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
	<b>332,764</b>	<b>21,087</b>	<b>233,169</b>	<b>32,600</b>	<b>28,576</b>	<b>-</b>	<b>17,332</b>	<b>332,764</b>
<b>Streetscene</b>								
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
	<b>1,117,376</b>	<b>740,753</b>	<b>3,000</b>	<b>10,000</b>	<b>360,923</b>	<b>-</b>	<b>2,700</b>	<b>1,117,376</b>
<b>Regeneration &amp; Planning Policy</b>								
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
	<b>2,377,504</b>	<b>1,000,000</b>	<b>336,968</b>	<b>974,455</b>	<b>15,225</b>	<b>-</b>	<b>50,856</b>	<b>2,377,504</b>
<b>Facilities Management</b>								
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
	<b>1,614,840</b>	<b>251,301</b>	<b>792,320</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>571,219</b>	<b>1,614,840</b>
<b>Housing &amp; Development</b>								
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
	<b>3,311,123</b>	<b>-</b>	<b>-</b>	<b>1,916,703</b>	<b>-</b>	<b>1,394,420</b>	<b>-</b>	<b>3,311,123</b>
<b>Chief Executive</b>								
Ward Opportunities Fund	124,715				124,715			124,715
	<b>124,715</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>124,715</b>	<b>-</b>	<b>-</b>	<b>124,715</b>
<b>TOTAL OF ALL SCHEMES</b>	<b>8,878,322</b>	<b>2,013,141</b>	<b>1,865,457</b>	<b>2,933,758</b>	<b>529,439</b>	<b>1,394,420</b>	<b>642,107</b>	<b>8,878,322</b>

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REPORT TO EXECUTIVE



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

**Revenue Budget Monitoring 2016/2017**

**PURPOSE**

1. To report the forecast outturn position for the year as at 31<sup>st</sup> March 2017 based upon actual spending and income to **30<sup>th</sup> 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
	<b>15,223</b>	<b>15,100</b>	<b>(123)</b>	
<b>Financed by:</b>				
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)		
<b>Forecast underspend at end September 2016</b>	<b>0</b>	<b>(123)</b>	<b>(123)</b>	
<b>Reported position previously</b>			<b>(144)</b>	
<b>Movement this period</b>			<b>21</b>	
<b>Due to:</b>				
<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)	
			<b>21</b>	

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 31<sup>st</sup> 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)**

28<sup>th</sup> 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 28<sup>th</sup> 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	<b>TOTAL OVERALL MOVEMENT</b>	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	
Resources	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	
	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)
	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)	-	-	-
	<b>Total</b>	<b>9,388</b>	<b>53,547</b>	<b>(47,712)</b>	<b>9,579</b>	<b>53,259</b>	<b>(47,738)</b>	<b>191</b>	<b>(288)</b>	<b>(26)</b>
				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			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	Growth	Town Centre Management	Primary Engineer	Other Specific	Total
	£'000	£'000	£'000	£'000	£'000	£'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)
	<b>(2,464)</b>	<b>(1,471)</b>	<b>(600)</b>	<b>(165)</b>	<b>(1,105)</b>	<b>(5,805)</b>
Total changes in cycle 1	(12)	-	600	55	92	735
Total changes in this report	(13)	13	-	-	32	32
<b>Anticipated Balance at 31st March 2017</b>	<b>(2,489)</b>	<b>(1,458)</b>	-	<b>(110)</b>	<b>(981)</b>	<b>(5,038)</b>
<b>Approved Use of Reserves in future years</b>	-	1,290	-	110	135	1,535
<b>Balance after approvals</b>	<b>(2,489)</b>	<b>(168)</b>	-	-	<b>(846)</b>	<b>(3,503)</b>

## REPORT TO EXECUTIVE



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

## Fees & Charges Tariff 2017/18

### PURPOSE

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

### RECOMMENDATION

That the Executive recommend to Full Council:

2. Approval of the proposed tariff of fees & charges from 1<sup>st</sup> 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 1<sup>st</sup> 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 1<sup>st</sup> 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 18<sup>th</sup> 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 2<sup>nd</sup> 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)
<b><u>Padiham Garden of Remembrance</u></b>							
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	
<b><u>CREMATORIUM</u></b>							
<b><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></b>							
<b><u>Cremation</u></b>							
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	
<b><u>Entries in Book of Remembrance</u></b>							
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	
<b><u>Remembrance Cards</u></b>							
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	
<b><u>Retaining of Ashes</u></b>							
After 1 month (per month)	56.30	60.95	-	60.95	zero	1-Jan-17	
<b><u>Scattering of Ashes</u></b>							
Cremation not at Burnley	56.30	60.95	-	60.95	zero	1-Jan-17	
<b><u>Memorial Wall</u></b>							
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**

**Ash Plots**

	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)
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	

**PARKS - OUTDOOR SPORTS ACTIVITIES & EVENTS**

**Events - Towneley Park**

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	

**Towneley Park**

Cricket	52.00	53.05	8.84	44.21	20.00	1-Jan-17	
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**Football pitches (from 1st August each year)**

**Grade A - (changing, showers & attendant)**

Prairie, Fennyfold, Towneley	52.00	53.05	8.84	44.21	20.00	1-Jan-17	
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**Grade B (pitch only)**

Queens Park, Worsthorne, Stoneyholme, Hapton	36.40	37.15	6.19	30.96	20.00	1-Jan-17	
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**Barden Central Arena**

Burnley United A F C per season	2,585.90	2,637.60	-	2,637.60	Exempt	1-Jan-17	
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**Junior Football**

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	

**ALLOTMENTS**

Allotment Rent per m <sup>2</sup>	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.**

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  
 when 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				
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Scanned copy of Decision Notice/S106	New	7.00	-	7.00	zero	n/a
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**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				
Detail & 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

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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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**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
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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

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)
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**PRIOR APPROVAL**

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

**RESERVED MATTERS**

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
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**APPROVAL/VARIATION/DISCHARGE OF CONDITION**

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 EXISTING**

**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

**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 p

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 300m<sup>2</sup> 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 <sup>2</sup>	374.00	386.00	64.33	321.67	20.00	1-Jan-17
Internal floor area over 6m <sup>2</sup> but not exceeding 40m <sup>2</sup>	164.00	169.00	28.17	140.83	20.00	1-Jan-17
Internal floor area over 40m <sup>2</sup> but not exceeding 60m <sup>2</sup>	164.00	169.00	28.17	140.83	20.00	1-Jan-17
Internal floor area over 60m <sup>2</sup> but not exceeding 80m <sup>2</sup>	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 6m <sup>2</sup>	Included in Plan Charge					
Internal floor area over 6m <sup>2</sup> but not exceeding 40m <sup>2</sup>	327.00	337.00	56.17	280.83	20.00	1-Jan-17
Internal floor area over 40m <sup>2</sup> but not exceeding 60m <sup>2</sup>	478.00	493.00	82.17	410.83	20.00	1-Jan-17
Internal floor area over 60m <sup>2</sup> but not exceeding 80m <sup>2</sup>	674.00	695.00	115.83	579.17	20.00	1-Jan-17

Building Notice Charge

Extension(s) - Internal floor area not exceeding 6m <sup>2</sup>	449.00	463.00	77.17	385.83	20.00	1-Jan-17
Internal floor area over 6m <sup>2</sup> but not exceeding 40m <sup>2</sup>	590.00	608.00	101.33	506.67	20.00	1-Jan-17
Internal floor area over 40m <sup>2</sup> but not exceeding 60m <sup>2</sup>	771.00	795.00	132.50	662.50	20.00	1-Jan-17
Internal floor area over 60m <sup>2</sup> but not exceeding 80m <sup>2</sup>	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 40m<sup>2</sup> in total and is intended to be used in common with an existing building

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

Where the garage extension exceeds a floor area of 40m<sup>2</sup> but does not exceed 60m<sup>2</sup>

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

**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	255.00	263.00	43.83	219.17	20.00	1-Jan-17
Inspection Charge	Included in Plan Charge					
Building Notice 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 40m<sup>2</sup> 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)
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Without a dormer but not exceeding 40m<sup>2</sup> in floor area\*  
 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	

With a dormer but not exceeding 40m<sup>2</sup> in floor area\*  
 Plan Charge  
 Inspection Charge  
 Building Notice Charge

164.00	169.00	28.17	140.83	20.00	1-Jan-17	
327.00	337.00	56.17	280.83	20.00	1-Jan-17	
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.
4. If the internal floor area, of an extension to a dwelling, exceeds 80m<sup>2</sup> Table E will apply (subject to a minimum build cost of £50,001).
5. Loft Conversions greater than 40m<sup>2</sup> will be based on the cost of the work and Table E will apply, subject to an agreed minimum plan charge.

**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  
 Inspection Charge  
 Building Notice Charge

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

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

125.00	129.00	21.50	107.50	20.00	1-Jan-17	
Included in Plan 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

Page 156 Note

1. Not carried out and registered under by a Competent Person Scheme
2. 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 6m<sup>2</sup>**

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 6m<sup>2</sup> but not exceeding 40m<sup>2</sup>**

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 40m<sup>2</sup> but not exceeding 80m<sup>2</sup>**

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 80m<sup>2</sup> 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	2016/17	2017/18	Vat	2017/18	Vat	Date of	Discounted
	£	£	included	Net	Rate	Fee	Rates/Off Peak
			in fee	Fee		Increase	(where
							applicable)
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**

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

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- Note
- 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.
  - 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.
  - 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.
  - 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.
  - 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.
  - 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.
  - 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)

Surrenders	800.00	815.00	-	815.00	see note 1	1-Jan-17
Letter of consent to assign (long leaseholds at nominal rent)	330.00	335.00	-	335.00	see note 1	1-Jan-17
Registration of Assignment or Underlease	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
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**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
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**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 CON290 Enquiry (Q 5 - 20)	4.20	4.20	-	4.20	zero	1-Jan-17
Each Optional CON290 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

**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	Set by Licensing Committee			Exempt	1-Jan-17	
5 Year PH Operator	2,660.00	Set by Licensing Committee			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	
<b><u>THE LICENSING ACT 2003 - FEES &amp; CHARGES</u></b>							
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	
<b><u>Premises Licences - Up to a Capacity of 5,000 persons</u></b>							
<b><u>Grant/Variation</u></b>							
<b><u>Rateable Value</u></b>							
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	
<b><u>Annual Fee</u></b>							
<b><u>Rateable Value</u></b>							
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	
<b><u>Premises Licences - Additional Fees where Capacity exceeds 5,000 persons</u></b>							
<b><u>Initial Fee</u></b>							
<b><u>Occupancy:</u></b>							
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	
<b>Annual Fee</b>							
<b>Occupancy:</b>							
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	
<b>Premises Licences - Exclusively / Primarily supplying Alcohol</b>							
<b>Initial Fee</b>							
<b>Rateable Value</b>							
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	
<b>Annual Fee - Exclusively/Primarily supplying Alcohol</b>							
<b>Rateable Value</b>							
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	
<b>Annual Fee</b>							
<b>Rateable Value</b>							
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)
<b>Betting Premises (Tracks)</b>							
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
<b>Family Entertainment Centre</b>							
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
<b>Adult Gaming Centre</b>							
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
<b>Lotteries</b>							
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	
<b>Gaming in Pubs and Clubs</b>							
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)
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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)**

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	
<b>Note: Where a Part B Installation is subject to reporting under the PRTR Regulation, add an extra £99 to the above amounts</b>							
<b>Transfer and Surrender</b>							
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	
<b>Temporary transfer for mobiles</b>							
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	
<b>Substantial Change</b>							
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	
<b>LAPPC mobile plant charges</b>							
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)
<b>Environment Agency Subsistence Fees for Discharge to Controlled Waters</b>							
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	
<b>Private Water Supply Sampling</b>							
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						
<b>Environmental Health</b>							
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	
<b>Bric a Brac</b>							
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

**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

## Scrutiny Draft Work Programme 2016/17

<b>9<sup>th</sup> February Budget Scrutiny Panel</b>	NKDPM Revenue Budget Monitoring Q3 Capital Budget Monitoring - Q3 2017/18 Budget Reports <i>Draft Strategic Plan – Review Groups Work Plan</i>
22 <sup>nd</sup> March	Notice of Key Decisions and Private Meetings <i>State of the Local Economy The PREVENT agenda – Rob Grigorjevs Review Groups Work Plan</i>

Liberata Reports as required

Waste Contract monitoring as required – none in 2015/16

Ongoing review groups.

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of the Local Government Act 1972.

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