



Meeting of the Burnley Borough Council

To be held at 6.30 pm on
Wednesday, 21st December, 2016



Sir or Madam,

Notice is given of a MEETING of the COUNCIL of the BOROUGH OF BURNLEY to be held at the TOWN HALL, BURNLEY, on

DATE: Wednesday, 21st December, 2016

starting at 6.30 pm

To transact the business specified below.

**Lukman Patel
Head of Governance, Property, Law and Regulation**

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

Notice in writing of the subject matter must be given to the Head of Governance, Law and Regulation by 5.00 pm on the day before the meeting. Forms can be obtained for this purpose from the reception desk at Burnley Town Hall, Manchester Road or at the Contact Centre, Parker Lane, Burnley or from the web at: www.burnley.gov.uk/meetings. Requests will be dealt with in the order in which they are received.

A G E N D A

1. Minutes of the Last Meeting 1 - 6
To receive, as read, the Minutes of the proceedings of the Council held on the 23rd November 2016 and to confirm them or otherwise.
2. Declarations of Interest 7 - 8
To receive any declarations of interest.
3. Mayor's Communications 9 - 10
To receive communications (if any) from His Worship the Mayor.
4. Public Question Time 11 - 12
To receive questions, statements or petitions (if any) from members of the public.
5. Notice of Motion 13 - 14
Councillor Mark Townsend will move that:

“This Council respects the call by 5% of residents to hold a referendum to

decide the Council's governance model and will work positively to implement a directly elected Mayor if that is the preference of residents as determined by the referendum result.

This Council however expresses its concern about the financial, accountability and ceremonial implications of a directly elected Mayor for the Borough.

At a time of massive government cuts being imposed on this Council the petition compels the Council to spend £80,000 on a referendum in 2017/18. If the referendum decision is to have a Mayor this increases to £240,000 in 2017/18. The estimated additional annual cost to the Council thereafter is estimated to be £117,000 per annum which equates to a 2% increase in Council Tax. This Council would much rather be spending residents Council Tax on essential services than using it to establish an unneeded additional politician that carries with it an estimated annual salary of £50,000. A £40,000 increase on current Council Leader allowances.

This Council also believes that an elected Mayor weakens democratic accountability within the Council with Ward Councillors only able to change major policy decisions if 2/3 of Councillors are in agreement.

A directly elected Mayor would also require a new position of Chairman of the Council to be created which could replace the traditional role of a ceremonial Mayor. This Council supports the current arrangements of appointing a politically neutral Mayor to Chair the Council who would also carry out the popular ceremonial duties across the Borough.

This Council believes its current leadership model of governance is cost effective and provides best value for residents for both the civic and ceremonial functions of the Council.”

6. Items for Decision by the Council

- a) Mayoral Referendum 15 - 36
To consider proposals for the operation of a Directly Elected Mayor form of executive governance following receipt of a valid petition.

(report enclosed)
- b) Hackney Carriage Bye Laws 37 - 50
To approve the proposed changes to the Burnley Hackney Carriage Bye Laws.

(report and relevant minute enclosed)
- c) Council Tax Support Consultation 51 - 56
To consider the Council Tax Support scheme for 2017/18.

- (report and relevant minute enclosed)
- d) Treasury Management Mid-Term Report 57 - 74
 To endorse the mid-year update on the Treasury Management Strategy for 2016/17.
 (report and relevant minute enclosed)
- e) Revenue Budget Monitoring Cycle 2 2016/17 75 - 88
 To consider Revenue Budget Monitoring in Cycle 2 2016/17.
 (report and relevant minute enclosed).
- f) Capital Budget Monitoring Cycle 2 2016/17 89 - 104
 To consider Capital Budget Monitoring during Cycle 2 2016/17.
 (report and relevant minute enclosed)
- g) Fees and Charges Tariffs 2017 105 - 148
 To seek approval for the proposed fees and charges tariff to take effect from 1st January 2017.
 (report enclosed, relevant minute attached)
- h) Health & Safety Intervention Plan 2016/17 149 - 174
 To consider the Health & Safety Intervention Plan for 2016/17.
 (report and relevant minute enclosed)
- i) Food (Official Controls) Delivery Plan 2016/17 175 - 200
 To consider the Food (Official Controls) Delivery Plan for 2016/17.
 (report and relevant minute enclosed)
- j) Committee and Outside Body Appointments 201 - 206
 To consider Appointments to Committees and Outside Bodies for the remainder of 2016/17.
 (report enclosed)
- k) Constitutional Updates 207 - 218
 To consider updates to the Constitution, amendments to delegations, and Urgent Decisions.

(report enclosed)

7. Report from the Chair of Scrutiny 219 - 222
To receive the report of the Scrutiny Committee Chair on the third cycle of meetings.
8. Strategic Plan Progress Reports 223 - 224
- a) Cllr Mark Townsend - Leader 225 - 226
 - b) Cllr John Harbour - Deputy Leader/Housing and Environment 227 - 230
 - c) Cllr Wajid Khan - Resources and Performance Management 231 - 232
 - d) Cllr Bea Foster - Leisure and Culture 233 - 236
 - e) Cllr Lian Pate - Community Services 237 - 238
 - f) Cllr Sue Graham - Regeneration and Economic Development 239 - 240
9. Questions 241 - 242
To deal with questions (if any) relating to matters not contained in the Minutes before the Council and of which notice in writing has been received in accordance with Standing Order No. 10(2).
10. Exclusion of the Public 243 - 244
To consider the exclusion of the public from the meeting before discussion takes place on the following item 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.
11. Organisation Review 245 - 264

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.

Minutes of the last meeting



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FULL COUNCIL

BURNLEY TOWN HALL

Wednesday, 23rd November, 2016 at 6.30 pm

PRESENT

MEMBERS

Councillors J Sumner (Chair), H Baker (Vice-Chair), G Birtwistle, C Briggs, B Brindle, M Brindle, F Cant, I Carmichael, S Chaudhary, J Cunningham, T Ellis, D Fleming, B Foster, R Frost, S Graham, J Greenwood, J Harbour, D Heginbotham, A Hosker, S Hussain, M Ishtiaq, M Johnstone, L Khan, W Khan, S Malik, T Martin, E Monk, N Mottershead, A Newhouse, L Pate, M Payne, T Porter, A Raja, P Reynolds, A Royle, A Tatchell, M Townsend and C White

OFFICERS

Pam Smith	Chief Executive
Lukman Patel	Head of Governance, Property, Law and Regulation
Imelda Grady	Democracy Officer
Alison McEwan	Democracy Officer
David Bristow	Deputy Mayor's Officer

31. Minutes of the Last Meeting

RESOLVED The Minutes of the meeting of the Council held on the 28th September 2016 were confirmed and signed by the Chair.

32. Declarations of Interest

There were no declarations of interest made.

33. Mayor's Communications

The Mayor congratulated Councillors Ida Carmichael and Roger Frost on being recognised in the national Councillor Achievement Awards. Councillor Ida Carmichael was given an honourable mention in the category of District Councillor of the Year, and Councillor Roger Frost was shortlisted in the Lifetime Achievement category.

The Mayor further reported that the Council had been shortlisted in the Local Government Chronicle's Awards, in the 'Driving Growth' category for the work that had been done over many years under different administrations and thanked the members, officers and partners who had enabled this to happen.

34. Public Question Time

There were no public questions.

35. Parliamentary Boundaries Proposals

Consideration was given to the Council's response to the proposed changes to the parliamentary boundaries put forward by the Boundary Commission.

It was moved by Councillor Mark Townsend and seconded by Councillor John Harbour:-

"That the Chief Executive write to the Boundary Commission supporting the changes to the Burnley Parliamentary Boundary.

An amendment was further moved by Councillor Mark Townsend and seconded by Councillor John Harbour by adding

"and in doing so also make the following points;

The Council does not agree with the Government's arbitrary policy of slashing the number of MPs given the UK's rising population. The Council also believes the proposals are based on out of date electoral registration data, which does not take account of the impact of individual voter registration (which took hundreds of thousands off the register) or those that applied to vote during the recent referendum (which added 2 million). In addition, the Government has not proposed a reduction in the size of the executive. In making the executive branch bigger relative to the legislature, the proposals weaken Parliament's ability to scrutinise and hold ministers to account. Neither are there any plans to reduce the number of peers, which means the elected House of Commons will shrink while the unelected House of Lords remains bloated. Since the enactment of the Parliamentary Voting System and Constituencies Act in 2011, 144 new peerages have been created.

However, Burnley Council supports the principle of creating constituencies of roughly similar sized populations, and is strongly of the view that the 2016 proposals are a significant improvement on those put forward in 2012. Whilst it would have been clearly preferable to retain the current co-terminous boundary between the district council and the Parliamentary constituency, the 2016 proposals do at least keep the main towns of Burnley and Padiham largely intact"

36. Adjournment of Meeting

The Mayor adjourned the meeting for a short time to allow Members the opportunity to consider the amendment.

37. The Meeting reconvened at 7.55 pm

On being put to the vote the original motion as amended was declared to be carried and it was RESOLVED ACCORDINGLY.

38. Constitutional Updates and Delegations

Consideration was given to constitutional updates to Part 3 (Executive) of the constitution by the Leader relating to the Head of Regeneration and Planning Policy and the Chief Executive and to the Director of Resources; the exercise of delegations regarding the Director of Resources; and an update to Part 4.3 of the constitution which is the Budget and Policy Framework

RESOLVED

- (1) That the following constitutional updates by the Leader relating to Part 3 (Executive Functions) Scheme of Delegation be noted:
 - (i) 18th October 2016 – Business Grant delegations of the Head of Regeneration and Planning Policy amended, with some also transferred to the Chief Executive, as set out in appendix 1 to the report;
 - (i) 1st November 2016 – Delegations in the absence of the Director of Resources, as set out in appendix 2 to the report.
- (2) That in the absence of the Director of Resources approval be given that approval be given that the Officers listed in the first column of the table in Paragraph 7 of the report shall have the authority to exercise such of the powers set out in the second column of the said table as are vested in the Director of Resources, save for any such powers as are contained in Part 3 (Executive Functions) of the Council's constitution.
- (3) That approval be given to an amendment to Part 4.3 of the constitution regarding Paragraph 5 (b) of the Budget and Policy Framework to update the virement level from £10k to £20k.

39. Questions

There were no questions.

Declarations of Interest



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Mayor's Communications



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Public Question Time



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Notice of Motion

Councillor Mark Townsend will move that:

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This Council however expresses its concern about the financial, accountability and ceremonial implications of a directly elected Mayor for the Borough.

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Mayoral Referendum



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Mayoral Referendum

REPORT TO FULL COUNCIL



DATE	21/12/2016
PORTFOLIO	None
REPORT AUTHOR	Eric Dickinson/Imelda Grady
TEL NO	01282 477256/58
EMAIL	edickinson@burnley.gov.uk / igrady@burnley.gov.uk

PURPOSE

1. The Council has received a valid petition seeking a Referendum on whether the Council should be run in a different way by a Mayor who is elected by voters for the area that the Council serves. This report sets out the procedures that the Council needs to follow in order to hold the Referendum in accordance with the relevant regulations.

RECOMMENDATION

Full Council is recommended to:

2. Note the position concerning the receipt of a valid petition referred to in paragraph 10 of this report and the requirement to hold a Referendum.
3. Approve the extent to which the (local choice) functions specified under Section 9D (3) (b) of the Local Government Act 2000 are to be the responsibility of the Executive if the Directly Elected Mayor and Cabinet form of governance is approved following the Referendum as set out in **Appendix 1** to this report.
4. Approve the proposals set out in **Appendix 2** to this report for the operation of Executive arrangements based on a Directly Elected Mayor and Cabinet form of governance should this model be implemented as a consequence of the outcome of the Referendum.
5. Note the draft notice required to be published by the Proper Officer, as set out in **Appendix 3** to this report.
6. That, in the event of a vote in favour of a change to the Directly Elected Mayor and Cabinet form of governance in the Referendum, the Council's Independent Remuneration Panel be asked to make recommendations on the arrangements for remuneration that should apply to a Directly Elected Mayor Model and that the Panel's report and recommendations be submitted to the Council for determination before a Mayoral election in October 2017.¹

¹ (Under Regulation 2 (b) of the Local Authorities (Elected Mayor and Mayors' Assistant) (England) Regulations 2002 provides that an elected Mayor of a local authority is to be treated as a councillor of the local authority for the purposes of Section 18 (1) (3) (4) and (5) of the Local Government and Housing Act 1989.)

REASONS FOR RECOMMENDATION

7. To comply with the requirements of Regulation 17 of The Local Authorities (Referendums) (Petitions) (England) Regulations 2011 and Regulation 4 of The Local Authorities (Conduct of Referendums) (England) Regulations 2012

SUMMARY OF KEY POINTS

8. Background

The purpose of this report is to inform Full Council of the position following the receipt of a valid petition requesting a Referendum on a move to a Directly Elected Mayor and Cabinet Executive form of governance, as required by Regulation 17(1) and (2) of The Local Authorities (Referendums) (Petitions) (England) Regulations 2011 (“the 2011 Regulations”) and Regulation 4(1) of The Local Authorities (Conduct of Referendums) (England) Regulations 2012 (“the 2012 Regulations”).

The report also sets out the arrangements for following the process required by legislation including the drawing up of proposals for the operation of the form of governance that is the constitutional change proposed in the petition, namely a Directly Elected Mayor and Cabinet Executive model.

A Directly Elected Mayor is an individual elected by the local government electors for the area for a four-year term of office. The elected Mayor is not a councillor of the authority, but is governed by the same rules on conduct, qualification and payment of allowances, although these are generally referred to as ‘salaries’ in respect of elected Mayors.

Moving to a Directly Elected Mayor and Cabinet form of governance, following a decision by voters at a Referendum would represent a significant change to the way in which the Council operates. Details of the key differences between the Directly Elected Mayor and Cabinet and the current Leader and Executive model are set out in paragraph 19 below.

Currently, 16 local authorities in England have elected Mayors, of which three are non-metropolitan district councils like Burnley, namely Copeland Borough Council (Cumbria), Mansfield District Council (Nottinghamshire) and Watford Borough Council (Hertfordshire). This figure does not include the Mayor of London or the so-called “metro-Mayors”, which are covered by separate legislation and have quite different powers to local authority Mayors.

9. Strategic Priorities

In common with a Leader of the Council, a Directly Elected Mayor would play a pivotal role in shaping and delivering the Council’s strategic framework.

10. Submission of petition

The Council received a petition on 7th November 2016 seeking a Referendum on whether the Council should be run in a different way by a Mayor who is elected by voters for the area, which the Council serves. Sufficient valid signatures to force a Referendum supported this petition.

11. Validation of Petition

In assessing and verifying the petition, the Council followed the strict guidance set out in the 2011 Regulations. Regulation 9 requires the Council to check each petition entry individually against the current register of local government electors (as at 01/09/16).

As a result of this detailed checking against a total of 4,076 signatures on the petition, the Council established that there were 3,379 valid signatures and 677 invalid signatures. The total number of valid signatures required to validate the petition and trigger a Referendum was 3,163

Therefore, on 22 November 2016, the Proper Officer (Lukman Patel) was satisfied that the petition was valid and, in accordance with Regulation 13, informed the petition organiser of that conclusion and that a Referendum would be held.

On 23 November 2016, the Proper Officer also published a notice on the Council's website followed by statutory notices in the Burnley Express and Lancashire Telegraph confirming (1) the receipt of a valid petition (2) the constitutional change sought by the petition (3) the date of the petition (4) that the petition is available for public inspection at Burnley Town Hall and (5) that a Referendum would be held on 4th May 2017.

12. Requirement for a Referendum

Under Regulation 16 in the 2011 Regulations, the Council must hold the Referendum no later than the end of the next "ordinary day of election" after the Petition Date if it is more than four months before the ordinary day of election.

The proper officer has set the date for the Referendum for **Thursday 4th May 2017** (polling hours: 7am to 10pm).

In accordance with the provisions of Regulation 9 in the 2012 Regulations, the conduct of the Referendum is the responsibility of the Counting Officer, who is the returning officer at elections of councillors for the area in which the Referendum is to be held. The returning Officer is Mick Cartledge.

13. Decisions for Council to take before Referendum

Regulation 17 in the 2011 Regulations requires the Council to take the following action before the Referendum:

(1) To decide the extent to which local choice functions² are to be the responsibility of the executive under a Directly Elected Mayor and cabinet form of governance should that be approved at the Referendum; and

(2) To draw up proposals for the operation of a Directly Elected Mayor and cabinet form of governance should that be approved at the Referendum.

It is suggested that no change be made to the allocation of responsibility for local choice functions as set out in **Appendix 1** to this report. Draft proposals for the operation of a

² Under a Directly Elected Mayor system, local choice functions are those statutory functions of the Council which can be exercised by either the Council (or a committee or officer) or by the Executive or Mayor, Details of responsibility for local choice functions currently are set out in Part 3 of the Council's Constitution

Directly Elected Mayor and cabinet form of governance are set out in **Appendix 2** to this report. These draft proposals are, of necessity, high level at this stage. If the voters at the Referendum opt for a change to a Directly Elected Mayor, the details of the various constitutional changes required would be considered separately by the Council.

Under Regulation 4 (1) of the 2012 Regulations, the Proper Officer is required to publish, not fewer than 56 working days before the date of the Referendum, a notice which contains, among other things, a statement that proposals for the operation of a Directly Elected Mayor and cabinet form of governance have been drawn up and a description of the main features of such proposals.

A draft copy of the Proper Officer's notice referred to above is attached as **Appendix 3**.

14. Implications for publicity during the 28-day period leading up to Referendum

As with any election or Referendum, there are restrictions on the publication by or on behalf of the Council of promotional material during the 28-day period ending with the date of the Referendum. However, the Council is permitted to:

- (a) Make available material to persons in response to specific requests for information or to persons specifically seeking access to it;
- (b) Publish information relating to the holding of the poll at the Referendum; or
- (c) Publish press notices containing factual information where the sole purpose of the publication is to refute or correct any inaccuracy in material published by a person other than the local authority

The Council may also provide any other factual information relating to the proposals or the Referendum provided such information is "presented fairly".

15. The Referendum Question

The question to be asked in the Referendum is prescribed by the 2012 Regulations, and the Council does not have a choice in this regard. The form of the ballot paper that will be used in this Referendum, as specified in paragraph 1 of Schedule 1 to the 2012 Regulations, is set out below

Referendum on how Burnley Borough Council is run
Vote only once by marking a cross (X) in the box next to your choice
How would you like Burnley Borough Council to be run?
By a Leader who is an elected councillor chosen by a vote of the other elected councillors. This is how the council is run now
By a Mayor who is elected by voters. This would be a change from how the council is run now.

16. Moratorium period during which no further petitions seeking a governance change may be validated

The 2011 Regulations also provide that a petition seeking a Referendum on a change in governance cannot be valid (even if it contains the required number of valid signatures) if it is presented to the Council during the moratorium period. The moratorium period is defined as the period of nine years from the date on which a Referendum was last held.

If the Directly Elected Mayor model is introduced following a Referendum, the Council is effectively locked into that model for ten years from the date of the Referendum and may only change it at a subsequent Referendum.

If the result of the forthcoming Referendum is to reject the proposal for a Directly Elected Mayor, the Council can make its own constitutional change without a Referendum by a resolution of Full Council (unless the Council wishes to hold a Referendum of its own volition). However, the Council can only make such resolutions once every five years unless it first holds a Referendum (which can only be held once every ten years).

17. Differences between a Directly Elected Mayor and Leader & Executive form of governance model.

The key differences are set out in the table below:

Elected Mayor	Council Leader
The Elected Mayor holds office for four years and cannot be voted out of office by the councillors.	The Council Leader is elected by the council for a period of up to four years, but can be voted out of office if they no longer have the support of the majority of the other 45 councillors.
The Elected Mayor would be directly elected by the local government electorate of the borough.	The Council Leader is elected by the full council of 45 locally elected councillors.
The Elected Mayor will be in addition to the 45 elected councillors (and will not be a councillor themselves).	The Council Leader is one of the 45 elected councillors.
Each year the elected Mayor will present a budget and major policies to the council. Those plans could be approved by a majority. However, any changes proposed by the council would need to have the support of at least two-thirds of the council.	Each year the Council Leader presents a budget and major policies to the council. They can be approved by a majority and, in the same way, any changes proposed by the council require a majority.
The elected Mayor will be scrutinised through full council and at least one overview and scrutiny committee, as well as through direct elections across the borough, every four years.	The Council Leader is held to account through full council and at least one overview and scrutiny committee. He or she also has to stand for election as a local councillor every four years in one of Burnley's 15 electoral wards

Neither a Directly Elected Mayor nor a Council Leader can be removed from their post by the voters during their term of office. However, the Leader can be removed by a vote at Council.

As stated in paragraph 2.9 of Appendix 2, the elected Mayor would choose his or her cabinet from among the serving councillors, subject to a minimum of two and maximum of nine plus the Mayor him/ herself.

For illustrative purposes, the respective Mayors of the three non-metropolitan district councils similar to Burnley in terms of functions and responsibilities referred to in paragraph 1.5 above, have appointed the following number of cabinet members:

Copeland: **Three.** Mansfield: **Seven.** Watford: **FIVE.**

18. First election of Mayor subject to outcome of Referendum

In the event of a vote in the Referendum for changed arrangements, the first election for a Directly Elected Mayor in Burnley would be on Thursday 19th October 2017.

The first Directly Elected Mayor would hold office until May 2020 and terms of office thereafter would be four years, coinciding with election of councillors i.e. not before 23 months after election but no later than 67 months (see legislation Regulation4 (1) (2) (3) below)

http://www.legislation.gov.uk/ukxi/2012/336/pdfs/ukxi_20120336_en.pdf

Where there are three or more candidates, the electoral system used for Mayoral elections in England is the supplementary vote system³, the same system used for Police and Crime Commissioner elections.

19.. Distinction between a Directly Elected Mayor of a single authority and a combined authority

A number of new Directly Elected Mayors are due to be established in May 2017, under 'devolution deals' agreed between the Government and selected local areas. These new Directly Elected Mayors will be introduced via orders under the Cities and Local Government Devolution Act 2016.

Directly Elected Mayors are distinct in law from Mayors of local authorities. They will form part of, and chair, the 'combined authority' in each of the areas in question. Therefore, these Mayors will cover more than one local authority area. In some council areas (e.g. Liverpool, Salford, Doncaster), in future both a local authority Mayor and a combined authority Mayor will co-exist.

Directly Elected Mayors do not automatically have more powers than are available to Council leaders. However, part 1 chapter 4 of the Localism Act 2011 provides for the transfer and delegation of "local public functions" to "permitted authorities" – i.e. local authorities in England or combined authorities. This would enable additional functions to

³ For an explanation of how the supplementary voting system works see <http://www.electoral-reform.org.uk/supplementary-vote/>

⁵ Section 245(4A) of the Local Government Act 1972

be transferred to specific authorities which had elected Mayors if the Government so chose. To date such powers have not been used.

20.. The name and role of the civic Mayor and Deputy Mayor

One of the key issues for the Council to determine if voters opt for a change of governance at the Referendum is how to avoid any confusion between the Directly Elected Mayor and the existing civic Mayor.

The law provides that in a district council operating a Directly Elected Mayor model of Executive, whose Chairman and Vice Chairman have previously used the style “Mayor” and “Deputy Mayor”, that style can no longer be used upon the Directly Elected Mayor taking office. The current Mayor and Deputy Mayor of Burnley would therefore become the Chairman and Vice Chairman of the Council. Copeland, Mansfield and Watford councils all refer to their civic Mayors as “Chairman of the Council”.

There may well be new expenditure associated with a move to Directly Elected Mayor, which may not yet have been identified, and may arise once the elected Mayor has taken office, this would likely be additional to office and support costs.

21. The Referendum Timetable

The timetable for the Referendum is prescribed in the 2012 Regulations and The Local Government Act Referendum Rules:

Event/ Action	Timeline Date
1. Notification Date: Proper Officer to publish notice containing: (a) Statement that proposals have been drawn up (b) Description of main features of the proposals (c) Statement that Referendum will be held and details of date of Referendum, question to be asked etc.	Not fewer than 56 working days before the Referendum date (04/05/17)
2. Proper Officer to advise, by notice, the Proper Officers of the County and District Councils in that he intends to publish the notice referred to above	At least 14 days before the publication of the notice referred to above
3. Publish Notice of Referendum	By no later than the 25th working day before the Referendum day: By Monday 27 th March 2017
4. Publish Notice of Poll	By no later than the 6th working day before the Referendum day: By Wednesday 25 th April 2017
5. Polling Day	Between 7am and 10pm on Thursday 4 th May 2017

22. Guidance for Campaigners

The Council will publish a Guidance Pack for Campaigners, which will include helpful information including the Referendum timetable, the statutory restriction on Referendum expenses that campaigners may incur, campaign material, and how to apply for appointment of postal vote observers, polling agents and counting observers.

There is no requirement to register as a campaigner or a campaign group in such referenda. However, campaigners will need to apply to the Counting Officer to observe certain aspects of the poll; and there are strict rules, which control Referendum expenses.

Referendum expenses cover things such as advertising, unsolicited material, rallies and events etc. They also include circumstances where certain property, services or facilities are made available free of charge or at a discount; a formula is used to calculate an amount which must be included within Referendum expenses.

The Referendum expenses limit in respect of this Referendum is approximately £6,215.76; and Referendum expenses incurred by or on behalf of any individual or body during the Referendum period (from 5th April 2017 to the date of the Referendum) cannot exceed this limit.

As the legislation refers to “on behalf of” an individual or body, any Referendum expenses incurred, for example, by individual A, but funded by individual B, is likely to be regarded as Referendum expenses incurred on behalf of individual B. The combined Referendum expenses of individuals A and B could not then exceed the limit of £6,215.76

As with similar material in other polls, imprints with details of the printer and promoter are required by the Counting Officer to be added to campaign material to show who is responsible for its production. It is also recommended that something similar is added to electronic material such as websites and email.

FINANCIAL IMPLICATIONS AND BUDGET PROVISION

23. Financial implications

The financial implications of holding the Referendum and, subject to the outcome of that Referendum, the first Mayoral election on 19th October 2017, are set out below. The detail also provides details of other matters that will have cost implications for the Council in the event of a change, but are not yet fully quantifiable. The requisite budgetary effects for 2017/2018 will be set at Budget Council in February 2017.

For indicative purposes the following additional one off costs will need to be budgeted for in 2017/2018:

a) Cost of Referendum	80,000
b) First Mayoral election costs (if approved)	110,000

The following potential recurring annual costs will also need to be budget for (that will need to be pro-rata'd for 2017/2018 as it is a part year) should the referendum provide for an elected Mayor:

The elected Mayor will be entitled to an annual salary. Without the IRP's recommendations it is difficult to provide accurate figures. For indicative purposes Copeland BC provides its elected Mayor with a salary of £50,000, Deputy Mayor's Special Allowance of £15,000, political advisor salary of £30,000-34,896 and a personal assistant (transfer of former Leader's p.a.) on scale 7.

These figures would be offset by the fact that there will be no Leader's allowance which is currently £10,500 and no Deputy Leader's allowance which is currently £3,000.

Should the referendum provide for an elected Mayor, additional costs of four yearly Mayoral Elections will also need to be budgeted for (Approximately £70,000).

The total additional revenue implications of an elected Mayor model would be in the region of £100,000 per annum plus a cost of £70,000 every four years.

POLICY IMPLICATIONS

24. Legal implications

These are set out in the body of this report.

25. Human Resource Implications

The holding of the Referendum and, subject to the outcome, the possible combination of the election of a Mayor in October 2017 will be a significant challenge for the Governance Unit and officers of the Council who would be expected to assist in the preparations for and running of the respective polls.

However, it is anticipated that these can be managed from within existing staffing resources, subject to the possible need for temporary support within the Governance Unit during the periods leading up to the Referendum and, if necessary, a Mayoral election.

DETAILS OF CONSULTATION

Member Structures Officer and Working Group

BACKGROUND PAPERS

Petition seeking Referendum for constitutional change

FURTHER INFORMATION

PLEASE CONTACT:

**Lukman Patel/ Chris Gay/ Eric Dickinson/
Imelda Grady**

ALSO:

Appendices

Appendix 1: Draft schedule showing the extent to which the (local choice) functions specified in regulations under Section 9D (3) (b) of the Local Government Act 2000 are to be the responsibility of the executive if the Directly Elected Mayor and Cabinet form of governance is approved following the Referendum

Appendix 2: Draft proposals under Regulation 17 of the 2011 Regulations for Executive arrangements based on a Directly Elected Mayor and Cabinet form of governance

Appendix 3: Draft notice under Regulation 4 (1) of the 2012 Regulations

RESPONSIBILITY FOR LOCAL CHOICE FUNCTIONS Appendix 1

“Local choice functions” are those statutory functions of the Borough Council which can be exercised by either the Council (or a committee or officer of the Council) or by the Executive.

RESPONSIBILITY FOR LOCAL CHOICE FUNCTIONS

Function	Decision-Making Body	Delegation of Functions
Any function under a local act (other than that specified in Regulation 2 of the Local Authorities (Functions and Responsibilities) (England) Regulations (as amended) or Schedule 1 thereto.	Executive	Authority to undertake some of these functions may be delegated to officers in accordance with the Council’s scheme of delegation set out in Part 3 of the Council’s Constitution.
The determination of any appeal against any decision made by or on behalf of the Council (other than staffing or licensing matters).	Executive	
The appointment of review boards under regulations under Section 34(4) (determination of claims and reviews) of the Social Security Act 1998.	Executive	
Any function relating to contaminated land. The discharge of any function relating to the control of pollution or the management of air quality.	Executive	
The service of an abatement notice in respect of a statutory nuisance.	Executive	
The passing of a resolution that Schedule 2 to the Noise and Statutory Nuisance Act 1993 should apply in the Borough.	Executive	
The inspection of the Borough to detect any statutory nuisance.	Executive	
The investigation of any complaint as to the existence of a statutory nuisance.	Executive	
	Executive	

RESPONSIBILITY FOR LOCAL CHOICE FUNCTIONS

The obtaining of information under Section 330 of the Town and Country Planning Act 1990 as to interests in land.	Executive	Authority to undertake some of these functions may be delegated to officers in accordance with the Council's scheme of delegation set out in Part 3 of the Council's Constitution
The obtaining of particulars of persons interested in land under Section 16 of the Local Government (Miscellaneous Provisions) Act 1976.	Executive	
The making of agreements for the execution of highways works.	Executive	
The appointment of any individual:- (a) to any office other than an office in which he is employed by the authority;	Council	
(b) to any body other than:-		
(i) the authority;		
(ii) a joint committee of two or more authorities; or		
(c) to any committee or sub-committee of such a body,		
(unless the appointment to an outside body is an executive function or has been delegated by the Council)		
and the revocation of any such appointment	Executive	
The making of agreements with other local authorities for the placing of staff at the disposal of those other authorities		

Appendix 2

DRAFT

BURNLEY BOROUGH COUNCIL

Proposals under Regulation 17 (2) of The Local Authorities (Referendums) (Petitions) (England) Regulations 2011 (“the 2011 Regulations”) for executive arrangements based on a

Directly Elected Mayor and Cabinet form of governance

1. Introduction

1.1 A petition requesting a Referendum on the introduction of an Elected Mayor for the Borough of Burnley was received by the Council on 7th November 2016 (the ‘petition date’). The petition sought a Referendum on a constitutional change. The petition states: *“We, the undersigned, being local government electors for the area of Burnley Borough Council to whom this petition is addressed, seek a Referendum on whether the council should be run in a different way by a Mayor who is elected by voters for the area which the council serves”*

1.2 Within the notice period stipulated by the 2011 Regulations, each of the 4076 entries on the petition were verified to ensure that all signatories are local government electors in the borough and have provided all necessary information required by those Regulations. The proper officer has satisfied himself that the petition is valid in accordance with the 2011 Regulations. It was established that the petition contains 3,377 valid signatures. A valid petition is required to contain not fewer than 3163 signatures of local government electors in the borough, which is the published ‘Verification Number’ for Burnley for the period including the petition date. The verification number represents 5% of the registered local government electors of the borough for the year in question.

1.3 The petition is therefore valid and, in accordance with the 2011 Regulations, the Council is required to hold a Referendum within six months of the petition date. Under Regulation 13 of the 2011 regulations, the petition organiser, Geoffrey Berg, has been informed that a valid petition was received and a Referendum will be held, and a notice published.

1.4 The Council currently operates the Leader and Cabinet (England) model of executive arrangements.

1.5 The Referendum triggered by the receipt of the valid petition will be held on Thursday 4th May 2017.

2. Proposals for Directly Elected Mayor and Cabinet form of governance

2.1 In accordance with the 2011 Regulations, the Council has drawn up these proposals for the operation of a Directly Elected Mayor and Cabinet form of governance.

2.2 In the event of a majority vote at the Referendum in favour of the change to a Directly Elected Mayor and Cabinet form of governance, the Council will move from the Leader and Cabinet (England) form of governance and will start to operate a Directly Elected Mayor and Cabinet form of governance with effect from four days after the date on

which the first Mayoral election in Burnley would be held (Thursday 19 October 2017), coinciding with the commencement date of the elected Mayor's term of office.

2.3 The term of office of the current Leader of the Council, together with the Deputy Leader and Lead Councillors on the Executive will end on the date the elected Mayor's term of office begins.

2.4 If the result of the Referendum is to reject the proposals, the Council will continue to operate the Leader and Cabinet (England) model of executive arrangements.

Eligibility to stand for election as Mayor

2.5 Any person can stand for election as elected Mayor, provided he/she satisfies the eligibility and qualification requirements for standing as a councillor (which also apply to an elected Mayor). It is possible for an existing councillor to stand for election as elected Mayor, but if elected this would create a casual vacancy in the Council on taking office. This is because an elected Mayor is not a councillor.

2.6 The Mayor elected at the October 2017 Mayoral election shall serve until the next Mayoral election in May 2020, and any subsequent Mayor shall serve for a term of four years unless the Mayor dies, resigns or is otherwise disqualified from office. The date of each subsequent Mayoral election shall coincide with the date of ordinary elections of councillors. Unlike the Leader of the Council, a Directly Elected Mayor cannot be removed from office or required to resign as a result of any vote or resolution of the Council, during their term of office.

The Executive

2.7 The Executive is responsible for carrying out all of the authority's functions that are not reserved to the full Council or another part of the Council by law or the Council's constitution. The Executive is at the centre of operational decision-making and has a key role in formulating plans and strategies, including the budget, for approval by the full Council as part of the policy framework. The Executive is responsible for implementing Council policy expressed within the policy framework.

2.8 The form of the Council's Executive Arrangements will be a 'Mayor and Cabinet' model. The Executive will comprise:

- A Mayor, directly elected by local government electors of the borough; and
- Between two and nine other councillors appointed by the Mayor as Executive members

2.9 The elected Mayor will decide how many Executive members there shall be (subject to the statutory minimum of two and maximum of nine plus the Mayor him/herself) and shall appoint those Executive members from among the serving councillors and may allocate to each Executive member a portfolio of responsibilities.

2.10 The Mayor will have power to replace or remove Executive members and to vary or delete their portfolio responsibilities at any time, but shall report any such changes to the next available Council meeting.

2.11 The Mayor shall appoint a Deputy Mayor from among the Executive members. The Mayor may replace the Deputy Mayor at any time but otherwise the Deputy Mayor shall remain in post for the duration of the Mayor's term of office. The Deputy Mayor shall have

authority to exercise the Mayor's powers only in the event that the Mayor is unable to act at any time, or the office of Mayor is vacant.

2.12 All executive functions of the Council shall be vested in the elected Mayor. The Mayor may exercise those functions him/herself, or may delegate specified executive functions to be exercised by the Executive collectively, a committee of the Executive, an individual Executive member or an officer. The Mayor may revoke any such delegations at any time.

2.13 Where the scheme of delegation to officers in the Council's Constitution currently provides for the exercise of executive functions by officers, in consultation with lead councillors, such consultations shall be deemed to be with the elected Mayor until such time as the Mayor shall amend those delegations once he/she has commenced their term of office.

2.14 Similarly, where the Council's Constitution currently provides for the exercise of executive functions by lead councillors, such delegations shall terminate immediately upon the elected Mayor taking office. Any future delegation of executive function(s) to be exercised by an Executive member; or by a ward councillor in accordance with section 236 of the Local Government and Public Involvement in Health Act 2007, will be at the discretion of the Mayor.

2.15 In the event that the Mayor from October 2017 wishes to delegate decision-making powers to an individual Executive member or members, he/she will be advised as to the appropriate rules that will need to be in place to govern the exercise of such powers before they are so delegated.

The allocation of functions between the Council and the Executive (Mayor)

2.16 Section 13 of the Local Government Act 2000 and associated regulations make provision for a division of the authority's functions between the Council and the Executive. Most functions are the responsibility of the Executive, whichever form that takes. The exceptions are in two categories:

(i) certain specific functions that must be reserved to the Council or to non-executive committees (these include agreeing the budget and policy framework, amending the Constitution, planning and licensing functions etc.); and

(ii) a further list of functions each of which the Council can choose either to reserve to itself or to allocate to the Executive. These latter functions are known as 'local choice' functions.

2.17 The powers and duties of non-executive councillors, including overview and scrutiny and regulatory functions, and the delegation of non-executive functions to committees of the Council and to officers will not be affected by the change in executive arrangements.

Budget and Policy Framework

2.18 Within legislation, Council must approve the budget and certain plans and strategies ('the Policy Framework') and their approval cannot be delegated to the Executive. The Executive proposes the budget and plans and strategies to Council for approval and if the budget and plans/strategies are approved, must make decisions in accordance with the approved budget and plans and strategies. The following documents make up the Policy Framework of Burnley Borough Council, being the plans and strategies

required by the Local Authorities (Functions and Responsibilities) (England) Regulations 2000 (as amended) made under Section 32 of the Local Government Act 2000:

- Sustainable Community Strategy;
- Crime and Disorder Reduction Strategy;
- Local Transport Plan;
- Plans and strategies which together comprise the Development Plan;
- Council's Strategic Plan;
- Food Law Enforcement Service Plan
- The Housing Strategy;
- Economic Vision Strategy
- Corporate Community Engagement Strategy
- Equal Opportunities Policy, Single Equality Scheme and Equality Action Plan
- Statement of Licensing Policy regarding the Licensing Act 2003
- Statement of Principles regarding the Gambling Act 2005
- Matters related to local government pensions
- Data Protection and Freedom of Information Policy
- Pay Policy Statement - Localism Act 2011

The elected Mayor will present a budget each year and, periodically, major plans and strategies to the Council. The budget and major plans and strategies could be approved by a majority of councillors. However, any changes proposed by councillors would need to have the support of at least two-thirds of them.

Local Choice Functions

2.19 Regulations made under Section 13(3)(b) of the Local Government Act 2000 set out a number of functions in respect of which the Council can decide whether the Council or the Executive is responsible for decision making. These are known as 'Local Choice Functions' and they are set out in (*Appendix 1 to this report*) Annex 1 of these proposals. The Council has determined that no changes shall be made to the current division of local choice functions between the Executive and Council.

Overview and Scrutiny Arrangements

2.20 Subject to the Council's wishes, the current arrangements for overview and scrutiny in Burnley shall continue unchanged under the new executive arrangements.

The 'Ceremonial Mayor'

2.21 The law provides that in a district council operating a Directly Elected Mayor model of Executive, whose Chairman and Vice Chairman have previously used the style "Mayor" and "Deputy Mayor", that style can no longer be used upon the Directly Elected Mayor taking office. The current Mayor and Deputy Mayor of Burnley would therefore become the Chairman and Vice Chairman of the Council. Responsibility for discharging civic and

ceremonial duties would be determined by the elected Mayor and the Council would need to redefine the respective roles of chairman and vice-chairman of the Council.

Mayor's salary

2.22 The elected Mayor would be entitled to receive a salary, the amount of which would be approved by the Council on the recommendation of its Independent Remuneration Panel.

Staffing arrangements

2.23 It is not envisaged that a change to any new model of governance would have a significant impact on Council staffing arrangements. However, an elected Mayor may appoint one political assistant/adviser and a p.a., the cost of which would be met by the Council. The requirement to have certain statutory officers in place (Head of Paid Service, Monitoring Officer and Chief Finance Officer) would remain unchanged.

Appendix 3

DRAFT

In the matter of Burnley Borough Council and a petition to change the Council's constitutional arrangements In the matter of The Local Authorities (Conduct of Referendums) (England) Regulations 2012 Notice under Regulation 4(1)

Notice is hereby given that, following receipt of a valid petition seeking a Referendum on whether the Council should be run in a different way by a Mayor who is elected by voters for the area which the Council serves, Borough Council has drawn up proposals under Regulation 17 (2) of the Local Authorities (Referendums) (Petitions) (England) Regulations 2011 for the operation of the form of governance that is the constitutional change proposed in the petition.

The main features of these proposals are as follows:

- The Mayor would be directly-elected by the local government electors of the borough of Burnley
- Any person can stand for election as elected Mayor, provided he/she satisfies the eligibility and qualification requirements for standing as a councillor (which also apply to an elected Mayor). It is possible for an existing councillor to stand for election as elected Mayor, but if elected this would create a casual vacancy in the Council on taking office.
- The Directly Elected Mayor would take office on the fourth day following their election and would hold office until their successor comes into office unless they resign or die, or become disqualified from office under legislation governing the qualifications and disqualification to hold office of councillor (which also applies to elected Mayors).
- Unlike the Leader of the Council, a Directly Elected Mayor cannot be removed from office or required to resign as a result of any vote or resolution of the Council, during their term of office.
- Like the Leader of the Council, the elected Mayor would be required to appoint an Executive of at least two and not more than nine councillors, one of whom must be designated "Deputy Mayor". The Directly Elected Mayor would be responsible for all executive decisions of the authority and would be able to delegate Executive functions to the Executive collectively, to individual members of the Executive, to committees of the Executive, or to officers as they see fit.
- The elected Mayor will present a budget each year and, periodically, major plans and strategies to the Council. The budget and major plans and strategies could be approved by a majority of councillors. However, any changes proposed by councillors would need to have the support of at least two-thirds of them.
- The Council would continue to be required to have at least one overview and scrutiny committee and the current arrangements for the discharge of non-Executive functions by committees and officers would continue.
- The elected Mayor would be entitled to receive a salary, the amount of which would be approved by the Council on the recommendation of its Independent Remuneration Panel.
- The law provides that in a district council operating a Directly Elected Mayor model of Executive, whose Chairman and Vice Chairman have previously used the style "Mayor" and "Deputy Mayor", that style can no longer be used upon the Directly

Elected Mayor taking office. The current Mayor and Deputy Mayor of Burnley would therefore become the Chairman and Vice Chairman of the Council. Responsibility for discharging civic and ceremonial duties would be determined by the elected Mayor and the Council would need to redefine the respective roles of chairman and vice-chairman of the Council.

- It is not envisaged that a change to any new model of governance would have a significant impact on Council staffing arrangements. However, an elected Mayor may appoint one political assistant/adviser and a p.a., the cost of which would be met by the Council. The requirement to have certain statutory officers in place (Head of Paid Service, Monitoring Officer and Chief Finance Officer) would remain unchanged.

The Council also gives notice that a Referendum will be held on **Thursday 4th May 2017**, and will be conducted in accordance with procedures similar to those used at local government elections.

The question to be asked in the Referendum is as follows:

“How would you like Burnley Borough Council to be run?

By a leader who is an elected councillor chosen by a vote of the other elected councillors.

This is how the council is run now

or

By a Mayor who is elected by voters. This would be a change from how the council is run now.”

The following Referendum expenses limit (as defined in Regulation 6 (1) of the 2012 Regulations) will apply in respect of this Referendum:

The aggregate of and the amount found by multiplying by 5.9 pence the number of entries in the register of local government electors that has effect on the day on which the Referendum period begins (22 July 2016) - i.e. the register published on . Applying this formula, the Referendum expenses limit for this Referendum will be **£6215.76** .

It is a criminal offence for any individual or body by whom, or on whose behalf, Referendum expenses are incurred in connection with a Referendum campaign, to exceed this Referendum expenses limit.

A copy of the proposals may be viewed on the Council’s website: between 8.30 am and 5pm Mondays to Thursdays and 8.30 am to 4.30pm on Fridays.

A copy of the proposals may be obtained on request from the Democratic Services Manager at the above-mentioned address and during the hours and on the days stated.

Lukman Patel
Proper Officer
Burnley Borough Council

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Hackney Carriage Bye Laws



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LICENSING COMMITTEE

BURNLEY TOWN HALL

27 October 2016

15. Amendment to Hackney Carriage Byelaws

Members consider proposed amendments to the Hackney Carriage Byelaws to ensure that they accurately reflected the requirements of the Council with regard to driver training, behaviour and customer care.

The Principal Legal Officer explained that Burnley's byelaws had not been updated since 1978 and no longer reflected modern day requirements for the control of hackney carriage drivers. The changes were necessary to ensure that hackney carriage drivers conditions reflected those of private hire driver conditions.

RESOLVED That Full Council be recommended to approve the proposed changes to the Burnley Hackney Carriage Byelaws as detailed in Appendix A to the report

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REPORT TO LICENSING COMMITTEE

DATE	27th October 2016
PORTFOLIO	Environment
REPORT AUTHOR	Peter Henderson
TEL NO	01282 425011
EMAIL	phenderson@burnley.gov.uk

Amendment to Hackney Carriage Bye Laws**PURPOSE**

1. For Licensing Committee to consider proposed amendments to the Hackney Carriage Bye Laws.

RECOMMENDATION

2. That Committee recommend to Council approval of the proposed changes to the Burnley Hackney Carriage Bye Laws. (Appendix 'A')

REASONS FOR RECOMMENDATION

3. To ensure that the bye laws accurately reflect the requirements of the Council with regard to driver training, behaviour and customer care.

SUMMARY OF KEY POINTS

4. Unlike private hire driver's licences, legislation prevents the Council from imposing conditions on a hackney carriage driver's licence. The only way that holders of hackney driver's licences can be the subject of legal requirements is by way of hackney carriage bye laws.
5. Burnley's hackney carriage bye laws have not been updated since 6th October 1978 and do not accurately reflect modern day requirements for the control of hackney driver's behaviour.
6. The changes are necessary in order to reflect changes to private hire driver conditions that have previously been approved by licensing committee.

FINANCIAL IMPLICATIONS AND BUDGET PROVISION

11. Nil

POLICY IMPLICATIONS

12. Nil

DETAILS OF CONSULTATION

13. The proposed changes have previously been the subject of licensing committee reports that have been approved by licensing committee and full consultation was carried out with the taxi and private hire trade.

BACKGROUND PAPERS

14. None

FURTHER INFORMATION**PLEASE CONTACT:****Peter Henderson****ALSO:****Karen Davies**

BYELAWS

Made under Section 68 of the Town Police
Clauses Act 1847, by the Council of the
Borough of Burnley with respect to Hackney
Carriages in the Borough of Burnley

HACKNEY CARRIAGES BYELAWS

MADE UNDER SECTION 68 OF THE TOWN POLICE CLAUSES ACT 1847
AND SECTION 171 OF THE PUBLIC HEALTH ACT 1875, BY THE COUNCIL
OF THE BOROUGH OF BURNLEY WITH RESPECT TO HACKNEY
CARRIAGES IN THE BOROUGH OF BURNLEY

INTERPRETATIONS

1. Throughout these byelaws:

“The Council” means the Council of the Borough of Burnley

“The District” means the Borough of Burnley

PROVISIONS REGULATING THE MANNER IN WHICH THE NUMBER OF
EACH HACKNEY CARRIAGE CORRESPONDING WITH THE NUMBER OF
ITS LICENCE SHALL BE DISPLAYED

2. (a) The proprietor of a hackney carriage shall cause the number of the Licence granted to him in respect of the carriage to be legibly painted or marked on the outside and inside of the carriage, or on plates affixed thereto **in such manner, if any, as prescribed from time to time by the Council;**
- (b) A proprietor or driver of a hackney carriage shall:-
- (i) not wilfully or negligently cause or suffer any such number to be concealed from public view while the carriage is standing or plying for hire;
 - (ii) not cause or permit the carriage to stand or ply for hire with any such painting, marking or plate so defaced that any figure or material particular is illegible.

PROVISIONS REGULATING HOW HACKNEY CARRIAGES ARE TO BE
FURNISHED OR PROVIDED

3. The proprietor of a hackney carriage shall :-

- (a) provide sufficient means by which any person in the carriage may communicate with the driver
 - (b) cause the roof or covering to be kept watertight
 - (c) provide any necessary windows and a means of opening and closing not less than one window on each side;
 - (d) cause the floor to be provided with a proper carpet, mat or other suitable covering;
 - (e) cause the seats to be properly cushioned or covered;
 - (f) cause the fittings and furniture generally to be kept in a clean condition, well maintained and in every way fit for public service;
 - (g) provide means for securing luggage if the carriage is so constructed as to carry luggage;
 - (h) provide an efficient fire extinguisher which shall be carried in such a position as to be readily available for use; and
 - (i) provide at least two doors for the use of persons conveyed in such carriage and a separate means of ingress and egress for the driver.
4. The proprietor of a hackney carriage shall cause the same to be provided with a taximeter to be so constructed, attached and maintained as to comply with the following requirements, that is to say -
- (a) the taximeter shall be fitted with a key, or other device the turning of which will bring the machinery of the taximeter into action and cause the word "HIRED" to appear on the face of the taximeter;
 - (b) such key, flag or other device shall be capable of being locked in such position that the machinery of the taximeter is not in action and that no fare is recorded on the face of the taximeter
 - (c) when the machinery of the taximeter is in action there shall be recorded on the face of the taximeter in clearly legible figures a fare not exceeding the rate or fare which the proprietor or driver is entitled to demand and take for the hire of the carriage by distance in pursuance of the byelaw in that behalf;
 - (d) the word "FARE" shall be printed on the face of the taximeter in plain letters so as clearly to apply to the fare recorded thereon;

- (e) the taximeter shall be placed that all letters and figures on face thereof are at all times plainly visible to any person being conveyed in the carriage, and for that purpose the letters and figures shall be capable of being suitable illuminated during any period of hiring;
- (f) the taximeter and all the fittings thereof shall be so affixed to the carriage with seals or other appliances that it shall not be practicable for any person to tamper with them except by breaking, damaging or permanently displacing the seals or other appliances.

PROVISIONS REGULATING THE CONDUCT OF THE PROPRIETORS AND DRIVERS OF HACKNEY CARRIAGES PLYING WITHIN THE DISTRICT IN THEIR SEVERAL EMPLOYMENTS, AND DETERMINING WHETHER SUCH DRIVERS SHALL WEAR ANY AND WHAT BADGES

5. The driver of a hackney carriage provided with a taximeter shall:-
 - (a) when standing or plying for hire, keep the key, flag or other device fitted in pursuance of the byelaws in that behalf locked in the position in which no fare is recorded on the face of the taximeter;
 - (b) as soon as the carriage is hired by distance, and before beginning the journey, bring the machinery of the taximeter into action by moving the said key, flag or other device, so that the word "HIRED" is legible on the face of the taximeter and keep the machinery of the taximeter in action until the termination of the hiring;
 - (c) cause the dial of the taximeter to be kept properly illuminated throughout any part of a hiring which is during the hours of darkness as defined for the purposes of the Road Transport Lighting Act 1957, and also at any other times at the request of the hirer.
6. A proprietor or driver of a hackney carriage shall not tamper with or permit any person to tamper with, any taximeter with which the carriage is provided, with the fittings thereof, or with the seals affixed thereto.
7. The driver of a hackney carriage shall, when plying for hire in any street and not actually hired:-
 - (a) proceed with reasonable speed to one of the stands in the district.
 - (b) if a stand, at the time of his arrival is occupied by the full number of carriages authorised to occupy it, proceed to another stand

- (c) on arriving at a stand but not already occupied by a full number of carriages authorised to occupy it, station the carriage immediately behind the carriage or carriages on the stand and so as to face in the same direction;
 - (d) from time to time when any other carriage immediately in front is driven off or moved forward cause his carriage to be moved forward so as to fill the place previously occupied by the carriage driven off or moved forward
8. A proprietor or driver of a hackney carriage, when standing, or plying for hire, shall not, by calling out or otherwise, importune any person to hire such carriage and shall not make use of the services of any other person for the purpose.
 9. A proprietor or driver of a hackney carriage, when standing, or plying for hire, shall not place or suffer to be placed any printed, written or other matter by way of advertisement on any part of the carriage except with the consent of the Council.
 10. The driver of a hackney carriage shall behave in a civil and orderly manner and shall take all reasonable precautions to ensure the safety of persons conveyed in or entering or alighting from the vehicle.
 11. The driver of a hackney carriage shall not at any time when driving on hire smoke tobacco or like substance **and shall not, except with the express consent of the hirer, play any radio or sound reproducing equipment in the hackney carriage other than for communicating with his employer or any agent of his employer.**
 12. The proprietor or driver of a hackney carriage who has agreed or has been hired to be in attendance with the carriage at an appointed time and place shall, unless delayed or prevented by some sufficient cause, punctually attend with such carriage at such appointed time and place.
 13. The driver of a hackney carriage when hired to drive to any particular destination shall, subject to any directions given by the hirer, proceed to that destination by the shortest available route.
 14. A proprietor or driver of a hackney carriage shall not convey or permit to be conveyed in such carriage any greater number of persons than the number of persons specified on the plate affixed to the outside of the carriage.
 15. If a badge has been provided by the Council and delivered to the driver of a hackney carriage, he shall, when standing or plying for hire, and when hired wear that badge in such position and manner as to be plainly visible.

16. The driver of a hackney carriage so constructed as to carry luggage shall, when requested by any person hiring or seeking to hire the carriage:-
- (a) convey a reasonable quantity of luggage;
 - (b) afford reasonable quantity in loading and unloading
 - (c) afford reasonable assistance in removing it to or from the entrance of any building, station or place at which he may take up or set down such a person.

17.

- (a) **The driver of a hackney carriage shall notify the Council of any conviction against him/her or of any acceptance by him/her of an endorseable fixed penalty notice or simple caution for criminal or motoring offences or of any pending prosecutions taken against him/her for such types of offences since the issue of his/her hackney carriage driver's licence.**
- (b) **The notification required by byelaw 17(a) above shall be in writing and shall be given within not more than 7 days after any such conviction has been imposed, fixed penalty notice or simple caution accepted or the receipt of notification of any such pending prosecutions.**

18.

Subject to byelaw 18(c), no person shall act as a driver of a hackney carriage unless:

- (a) **within not more than 7 days after the grant by the Council of a hackney carriage driver's licence to him, he registered for the Driver's VRQ2 (BTEC) course for Transporting Passengers by Taxi and Private Hire ("the BTEC") and**
- (b) **he successfully completed the BTEC within 6 months of the date of the grant by the Council of the hackney carriage driver's licence to him**
- (c) **byelaws 18(a) and 18(b) above shall not apply to:**
 - a. **a driver who has, prior to the grant by the Council of a hackney carriage driver's licence to him, successfully completed the BTEC; or**
 - b. **the driving of a hackney carriage vehicle where:**
 - i. **the driver of the hackney carriage vehicle has registered for the BTEC in accordance with the requirements of byelaw 18(a) above; and**

- ii. **the driving is taking place within 6 months of the date of the grant by the Council of the hackney carriage driver's licence to that driver; and**
- iii. **the driver has not, at the time of driving the hackney carriage, successfully completed the BTEC.**

19. **No person shall drive a hackney carriage without first having completed a child sexual exploitation awareness course approved by the Council.**

PROVISIONS SECURING THE SAFE CUSTODY AND RE-DELIVERY OF ANY PROPERTY ACCIDENTALLY LEFT IN HACKNEY CARRIAGES AND FIXING OF CHARGES TO BE MADE IN RESPECT THEREOF

20. The proprietor or driver of a hackney carriage shall, immediately after the termination of any hiring or as soon as practicable thereafter carefully search the carriage for any property which may have been accidentally left therein
21. The proprietor or driver of a hackney carriage shall, if any property accidentally left therein by any person who may have been conveyed in the carriage be found by or handed to him:-
- (a) carry it as soon as possible and in any event within 48 hours, if not sooner claimed by or on behalf of its owner, to a police station within the district and leave it in the custody of the officer in charge of the station on his giving receipt for it;
 - (b) be entitled to receive from any person to whom the property shall be redelivered an amount equal to 5p in the pound of its estimated value (or the fare for the distance from the place of finding to the police station, whichever be the greater) but not more than five pounds.

PENALTIES

22. Every person who shall offend against any of these byelaws shall be liable on summary conviction to a fine not exceeding level 2 on the Standard Scale and in the case of a continuing offence to a further fine not exceeding two pounds for each day during which the offence continues after conviction therefor.

REPEAL OF BYELAWS

23. The byelaws relating to hackney carriages which were made by the Burnley Borough Council on the 2nd day of August 1978 and confirmed by one of Her Majesty's Assistant Under Secretaries of State on the 6th day of October 1978 are hereby repealed.

The Common Seal of the Council)
of The Borough of Burnley)
was hereunto affixed on the xx day
of xxxx in the presence of)

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Council Tax Support Scheme



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EXECUTIVE

BURNLEY TOWN HALL

Tuesday, 1st November 2016 at 6.30 pm

56. Council Tax Support Consultation

Purpose To confirm Burnley Borough Council's Support scheme for council for the financial year 2017/18.

Members responded to the Right To Speak from John Rowe.

Reason for Decision The option of updating the scheme to reflect changes incorporated into the national housing benefit scheme was considered and rejected because:

The changes do not reflect the policy objectives of the council; the impact of the changes would be felt most strongly by young, working families

Although the changes would apply to relatively few claimants the impact on those affected would be financially significant.

Decision **That the Executive recommend to Full Council that the scheme for 2017/18 remains unchanged from 2016/17 and that a fundamental review of the scheme is carried out during 2017.**

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Council Tax Support 2017/18

REPORT TO THE EXECUTIVE



DATE	21/12/2016
PORTFOLIO	Resources
REPORT AUTHOR	Deborah Davies
TEL NO	01143 999096
EMAIL	deborah.davies@liberata.com

PURPOSE

1. To confirm Burnley Borough Council's Support scheme for council for the financial year 2017/18.

RECOMMENDATION

2. That the Executive recommend to Full Council that the scheme for 2017/18 remains unchanged from 2016/17 and that a fundamental review of the scheme is carried out during 2017.

REASONS FOR RECOMMENDATION

3. *The option of updating the scheme to reflect changes incorporated into the national housing benefit scheme was considered and rejected because:*
 - The changes do not reflect the policy objectives of the council; the impact of the changes would be felt most strongly by young, working families
 - Although the changes would apply to relatively few claimants the impact on those affected would be financially significant.

SUMMARY OF KEY POINTS

4. As part of the package of welfare reform, the Government abolished Council Tax Benefit from 1 April 2013 and replaced it with locally determined schemes known as council tax support. Alongside this the Government reduced the funding available to pay for this support. Where previously Councils received 100% subsidy the grant has now been rolled into the main local authority funding and will therefore continue to reduce.
5. The Local Government Finance Act 2012 imposes a duty on billing authorities to make a scheme by 31 January each year. In addition there is a requirement to consult with major precepting authorities e.g. LCC / Fire and Police and other persons likely to have an interest in the scheme if any significant changes are proposed. This latter requirement does not apply to Burnley this year as no changes are proposed.

6. The current scheme remains in place until 31st March 2017. It is proposed that the scheme for 2017/18 exactly replicates the scheme for 2016/17 and the Executive is requested to recommend that the Council approve the 2017/18 Council Tax Support scheme on that basis.
7. It is also suggested that a comprehensive review of the Council's Support scheme be undertaken during 2017, starting late spring / early summer in order that there is sufficient time to engage with interested parties / organisations and carry out meaningful consultation should significant changes to the scheme be proposed.

FINANCIAL IMPLICATIONS AND BUDGET PROVISION

8. None arising as a result of this report.

POLICY IMPLICATIONS

9. None

DETAILS OF CONSULTATION

10. None.

BACKGROUND PAPERS

11. None

FURTHER INFORMATION

PLEASE CONTACT:

Deborah Davies

ALSO:

Treasury Management Mid-Term Report



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EXECUTIVE

BURNLEY TOWN HALL

Tuesday, 1st November 2016 at 6.30 pm

59. Treasury Management Mid Term Report
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Purpose To report treasury management activity for the period 01/04/16 to 30/09/16.

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

Decision

- Decision
- (1) That the Treasury Management activities undertaken during the period 1st April to 30th September 2016 be noted; and
 - (2) That Full Council be recommended to 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.**

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REPORT TO EXECUTIVE



DATE	1st November 2016
PORTFOLIO	Resources and Performance Management
REPORT AUTHOR	David Donlan
TEL NO	01282 477172
EMAIL	ddonlan@burnley.gov.uk

2016/17 Treasury Management Mid-Year Report

PURPOSE

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

RECOMMENDATION

- The Executive is requested to;
 - Note the Treasury Management activities undertaken during the period 1st April to 30th 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

- 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 24th 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 23rd 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
Bank rate	0.10%	0.10%	0.10%	0.10%	0.10%	0.10%	0.25%	0.25%	0.25%	0.25%	0.50%
5yr PWLB rate	1.00%	1.00%	1.10%	1.10%	1.10%	1.10%	1.20%	1.20%	1.20%	1.20%	1.30%
10yr PWLB rate	1.50%	1.50%	1.60%	1.60%	1.60%	1.60%	1.70%	1.70%	1.70%	1.70%	1.80%
25yr PWLB rate	2.30%	2.30%	2.40%	2.40%	2.40%	2.40%	2.50%	2.50%	2.50%	2.50%	2.60%
50yr PWLB rate	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 24th 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 24th 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.

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

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 30th 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 24th 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 1st April 2016 to 30th 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 1st April 2016 to 30th 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 1st April 2016, and as at 30th September 2016.

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

PWLB Loans – One loan of £1m was repaid on 15th September 2016, and there is one loan of £1m due to be repaid on 31st 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 1st April 2016 to 30th 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

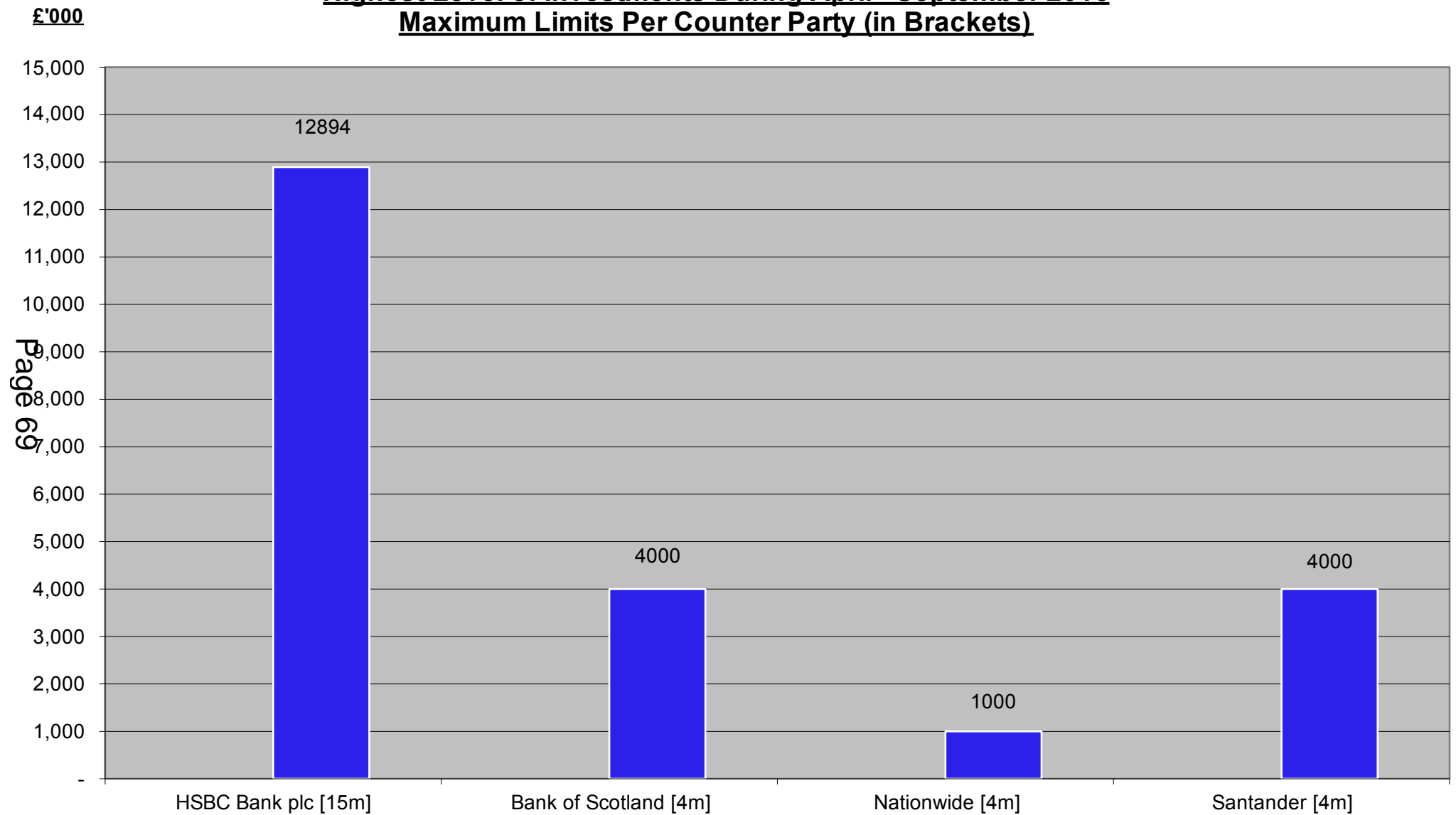
17. None.

FURTHER INFORMATION

PLEASE CONTACT:

**David Donlan,
Accountancy Division Manager**

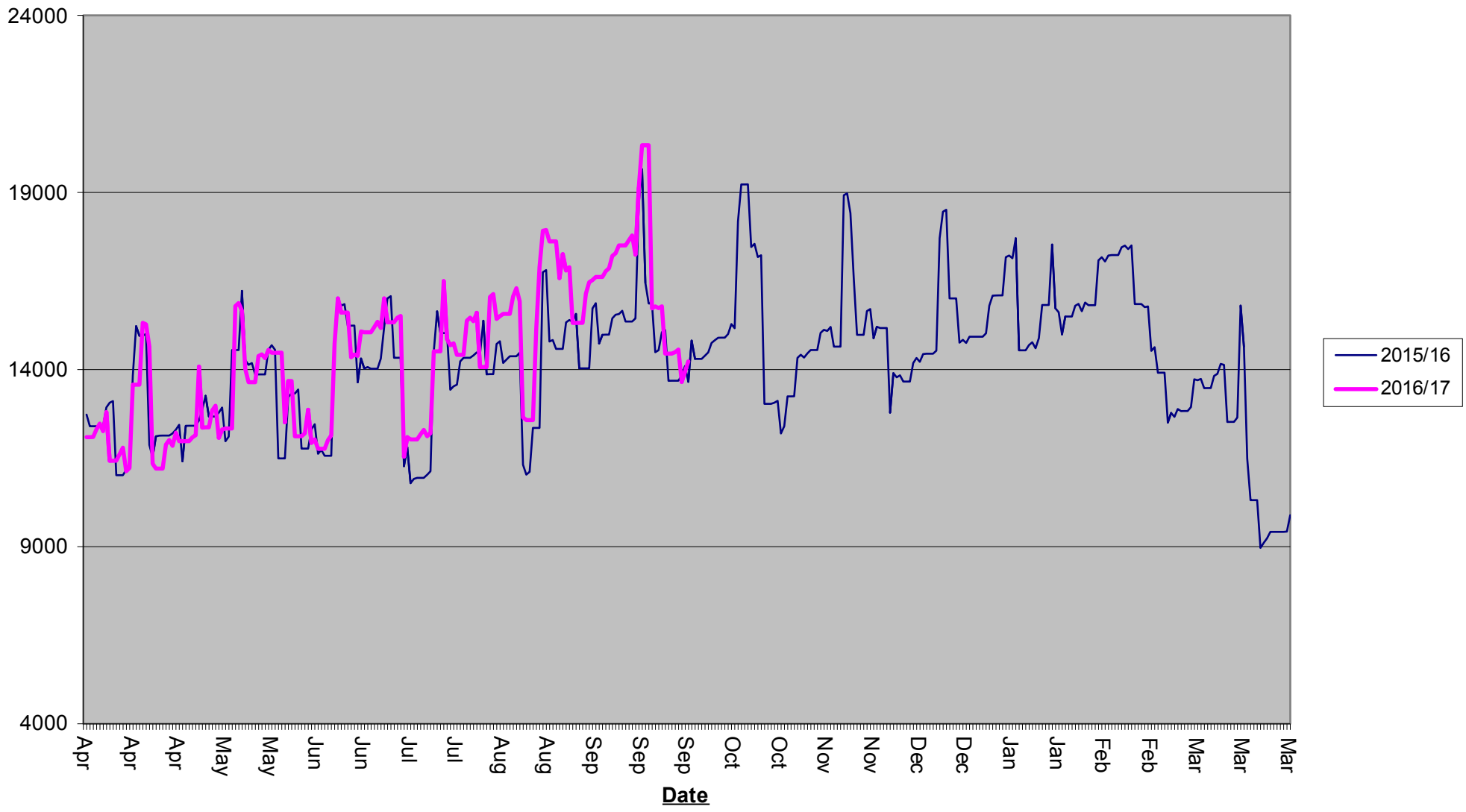
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Counterparty Exposure**Highest Level of Investments During April - September 2016**
Maximum Limits Per Counter Party (in Brackets)

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Level of Deposit placed during 2016/17, compared with 2015/16

£'000



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

Prudential Indicator	2016/17 Original £' 000	2016/17 Revised £' 000
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	-	-

Maturity Structure of fixed rate borrowing during 2016/17	1st Apr 2016 Actual Debt in £m	30th Sept 2016 Actual Debt in £m	30th Sept 2016 Actual Debt as a %	2016/17 Original Limits set as % ranges
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%
Total	20.6	19.6	100%	

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Revenue Budget Monitoring Cycle 2



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EXECUTIVE

BURNLEY TOWN HALL

Tuesday, 6th December 2016 at 6.30 pm

72. Revenue Budget Monitoring Cycle 2

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

Reason for Decision 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.

Decision

- (1) That the projected revenue budget forecast underspend of £123k be noted (see the overview table in paragraph 6);
- (a) That Full Council be recommended to approve the latest revised budget of £15.223m as shown in Appendix 1; and
- (b) That Full Council be recommended to approve the net transfers from earmarked reserves in the quarter of £32k as shown in Appendix 4.

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REPORT TO EXECUTIVE



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

Revenue Budget Monitoring 2016/2017

PURPOSE

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

RECOMMENDATION

- The Executive is asked to:
 - 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:

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

REASONS FOR RECOMMENDATION

- 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

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

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

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

5. **Budget Changes**

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

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

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

6. **Revenue Budget Summary**

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

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

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

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

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

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

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

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

9. **Markets income increase (£43k)**

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

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

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

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

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

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

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

13. **Earmarked Reserves**

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

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

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

FINANCIAL IMPLICATIONS AND BUDGET PROVISION

15. As shown in the body of the report.

POLICY IMPLICATIONS

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

DETAILS OF CONSULTATION

17. None

BACKGROUND PAPERS

18. None

FURTHER INFORMATION

PLEASE CONTACT:

**David Donlan - Accountancy Division
Manager**

ALSO:

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

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

Revenue Budget Update by Service Area

Appendix 2

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

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

Appendix 3

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

Net Est. Revenue Budget
(Underspend)/Overspend

(144)

(123)

21

Position on Earmarked Reserves as at 30th September 2016

Appendix 4

Position on Earmarked Reserves	Transformation	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)
	(2,464)	(1,471)	(600)	(165)	(1,105)	(5,805)
Total changes in cycle 1	(12)	-	600	55	92	735
Total changes in this report	(13)	13	-	-	32	32
Anticipated Balance at 31st March 2017	(2,489)	(1,458)	-	(110)	(981)	(5,038)
Approved Use of Reserves in future years	-	1,290	-	110	135	1,535
Balance after approvals	(2,489)	(168)	-	-	(846)	(3,503)

Capital Budget Monitoring Cycle 2



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EXECUTIVE

BURNLEY TOWN HALL

Tuesday, 6th December 2016 at 6.30 pm

73. Capital Budget Monitoring Cycle 2

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

Reason for Decision To effectively manage the 2016/17 capital programme.

- Decision**
- (1) That Full Council be recommended to approve a new Capital Scheme for the Padiham Pump Track – Phase 2, totalling £18,000 which is fully funded as per paragraph 5a of the report;
 - (2) That Full Council be recommended to approve the revised capital budget for 2016/17 totalling £8,878,322, as outlined in Appendix 1;
 - (3) That Full Council be recommended to approve the proposed financing of the revised capital budget totalling £8,878,322 as shown in Appendix 2;and
 - (4) That the latest estimated year end position on capital receipts and contributions be noted showing an assumed balance of £2,466,296 at 31st March 2017, in Appendix 3.
-
-

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REPORT TO THE EXECUTIVE



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

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

PURPOSE

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

RECOMMENDATION

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

REASONS FOR RECOMMENDATION

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

SUMMARY OF KEY POINTS

2016/17 CAPITAL PROGRAMME:**4 MONITORING INFORMATION:**

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

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

5 **EXECUTIVE SUMMARY:**

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

6 **REVENUE IMPLICATIONS**

Revenue Contributions 2016/17

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

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

Prudential Borrowing 2016/17

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

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

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

FINANCIAL IMPLICATIONS AND BUDGET PROVISION

7 As set out in the body of the report.

POLICY IMPLICATIONS

8 None arise directly from this report.

DETAILS OF CONSULTATION

9 None.

BACKGROUND PAPERS

10 None.

FURTHER INFORMATION

PLEASE CONTACT:

David Donlan,

Accountancy Division Manager

Ext 7172

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

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

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

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

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

APPENDIX 3

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

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Fees and Charges Tariff 2017



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EXECUTIVE

BURNLEY TOWN HALL

Tuesday, 6th December 2016 at 6.30 pm

74. Fees and Charges 2017-18

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

Additional information was provided to Members about proposed amendments regarding Towneley Hall in Paragraph 8 of the report, Interment Fees on Page 1 of Appx A and the introduction of VAT on land charges on page 29 of Appx A.

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

Decision That Full Council be recommended;

- 1) That the proposed tariff of fees & charges as amended from 1st January 2017 be approved as outlined in Appendix A of the report;
- 2) That the Head of Finance be authorised 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;
- 3) That the Executive Portfolio Members be authorised 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; and
- 4) That the Head of Regeneration and Planning Policy be authorised in consultation with the Executive Member for Resources and Performance Management and the Section 151 Officer 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.

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REPORT TO EXECUTIVE



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

Fees & Charges Tariff 2017/18

PURPOSE

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

RECOMMENDATION

That the Executive recommend to Full Council:

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

REASONS FOR RECOMMENDATION

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

SUMMARY OF KEY POINTS

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

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

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

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

The following areas should be noted:-

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

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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BURNLEY BOROUGH COUNCIL INCOME TARIFF FROM 1ST JANUARY 2017

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 6 months - 12 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 6 months - 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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BURNLEY BOROUGH COUNCIL INCOME TARIFF FROM 1ST JANUARY 2017

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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Padiham Garden of Remembrance

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

CREMATORIUM

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

Cremation

Over 6 months - 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

Entries in Book of Remembrance

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

Remembrance Cards

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

Retaining of Ashes

After 1 month (per month)	56.30	60.95	-	60.95	zero	1-Jan-17
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Scattering of Ashes

Cremation not at Burnley	56.30	60.95	-	60.95	zero	1-Jan-17
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Memorial Wall

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

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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Ash Plots

Exclusive right of burial (40 years)	348.00	377.00	62.83	314.17	20.00	1-Jan-17
Interment fee	198.00	215.00	35.83	179.17	20.00	1-Jan-17
Right to erect memorial	220.00	239.00	39.83	199.17	20.00	1-Jan-17

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 ²	0.24	0.27	-	0.27	zero	1-Jan-17
Concessionary Rental (50%)	0.12	0.12	-	0.12	zero	n/a
Water	12.75	13.00	-	13.00	zero	1-Jan-17
Admin fee for setting up of new tenancy agreements	10.40	10.60	1.77	8.83	20.00	1-Jan-17

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

BURNLEY BOROUGH COUNCIL INCOME TARIFF FROM 1ST JANUARY 2017

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

BURNLEY BOROUGH COUNCIL INCOME TARIFF FROM 1ST JANUARY 2017

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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%

BURNLEY BOROUGH COUNCIL INCOME TARIFF FROM 1ST JANUARY 2017

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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

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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							

BURNLEY BOROUGH COUNCIL INCOME TARIFF FROM 1ST JANUARY 2017

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

BURNLEY BOROUGH COUNCIL INCOME TARIFF FROM 1ST JANUARY 2017

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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BURNLEY BOROUGH COUNCIL INCOME TARIFF FROM 1ST JANUARY 2017

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
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Over 6 months - 12 years

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

Over 6 months - 12 years (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.

BURNLEY BOROUGH COUNCIL INCOME TARIFF FROM 1ST JANUARY 2017

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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				
Over 6 months - 12 years	New	7.00	-	7.00	zero	n/a

rounded to nearest £1

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

Saved Local Plan

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

New Policy Documents (including drafts)

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

Page 12

BURNLEY BOROUGH COUNCIL INCOME TARIFF FROM 1ST JANUARY 2017

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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

BURNLEY BOROUGH COUNCIL INCOME TARIFF FROM 1ST JANUARY 2017

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

115.00 115.00 - 115.00 zero n/a

subject to a maximum in total of £250,000

BURNLEY BOROUGH COUNCIL INCOME TARIFF FROM 1ST JANUARY 2017

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

BURNLEY BOROUGH COUNCIL INCOME TARIFF FROM 1ST JANUARY 2017

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

BURNLEY BOROUGH COUNCIL INCOME TARIFF FROM 1ST JANUARY 2017

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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 subject to a maximum in total of £250,000	115.00	115.00	-	115.00	zero	n/a

Other changes of use

Building or land	385.00	385.00	-	385.00	zero	n/a
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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 EXISTANT

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:	2016/17 Gross Fees £	2017/18 Gross Fees £	Vat included in fee	2017/18 Net Fee	Vat Rate	Date of Fee Increase
1	1	217.00	224.00	37.33	186.67	20.00	1-Jan-17
2	2	297.00	306.00	51.00	255.00	20.00	1-Jan-17
3	3	391.00	403.00	67.17	335.83	20.00	1-Jan-17
4	4	485.00	500.00	83.33	416.67	20.00	1-Jan-17
5	5	586.00	604.00	100.67	503.33	20.00	1-Jan-17

BURNLEY BOROUGH COUNCIL INCOME TARIFF FROM 1ST JANUARY 2017

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Inspection Charge

No. of dwellings:

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

Building Notice Charge

No. of dwellings:

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

Note

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

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

CATEGORY 1 - Extensions to dwellings

Plan Charge

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

BURNLEY BOROUGH COUNCIL INCOME TARIFF FROM 1ST JANUARY 2017

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 ²	Included in Plan Charge					
Internal floor area over 6m ² but not exceeding 40m ²	327.00	337.00	56.17	280.83	20.00	1-Jan-17
Internal floor area over 40m ² but not exceeding 60m ²	478.00	493.00	82.17	410.83	20.00	1-Jan-17
Internal floor area over 60m ² but not exceeding 80m ²	674.00	695.00	115.83	579.17	20.00	1-Jan-17

Building Notice Charge

Extension(s) - Internal floor area not exceeding 6m ²	449.00	463.00	77.17	385.83	20.00	1-Jan-17
Internal floor area over 6m ² but not exceeding 40m ²	590.00	608.00	101.33	506.67	20.00	1-Jan-17
Internal floor area over 40m ² but not exceeding 60m ²	771.00	795.00	132.50	662.50	20.00	1-Jan-17
Internal floor area over 60m ² but not exceeding 80m ²	1,005.00	1,036.00	172.67	863.33	20.00	1-Jan-17

CATEGORY 2 - Garages & Carports

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

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

Plan Charge	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 40m² but does not exceed 60m²

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 40m² are to be based on the cost of the work, subject to an agreed minimum plan charge.

BURNLEY BOROUGH COUNCIL INCOME TARIFF FROM 1ST JANUARY 2017

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

Note

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

TABLE C - STANDARD CHARGES FOR DOMESTIC ALTERATIONS

CATEGORY 1 - Installation of replacement windows and doors*

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

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

CATEGORY 2 - Controlled Electrical work*

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

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

CATEGORY 3 - Renovation of a Thermal Element

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

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

BURNLEY BOROUGH COUNCIL INCOME TARIFF FROM 1ST JANUARY 2017

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 132

- 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 6m²

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

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

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

BURNLEY BOROUGH COUNCIL INCOME TARIFF FROM 1ST JANUARY 2017

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

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

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

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

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

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

Note

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

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

(excludes individually determined charges)

Plan Charge

Estimated Cost	2016/17 Gross Fees £	2017/18 Gross Fees £	Vat included in fee	2017/18 Net Fee	Vat Rate	Date of Fee Increase
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

BURNLEY BOROUGH COUNCIL INCOME TARIFF FROM 1ST JANUARY 2017

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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BURNLEY BOROUGH COUNCIL INCOME TARIFF FROM 1ST JANUARY 2017

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

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

Note

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

BURNLEY BOROUGH COUNCIL INCOME TARIFF FROM 1ST JANUARY 2017

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
Over 6 months - 12 years	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.

Over 6 months - 12 years

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	60.00	60.00	-	60.00	see note 1	1-Jan-17
Deed of Variation	330.00	335.00	-	335.00	see note 1	1-Jan-17

BURNLEY BOROUGH COUNCIL INCOME TARIFF FROM 1ST JANUARY 2017

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

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

Mortgages

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

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

Over 6 months - 12 years 124.50 127.00 - 127.00 see note 1 1-Jan-17

Miscellaneous

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

Land Charges

LLC1 18.90 19.00 - 19.00 zero 1-Jan-17

CON29R 117.70 141.00 23.50 117.50 20% 1-Jan-17

Local Search (LLC1 + CON29R) 136.60 160.00 23.50 136.50 20% 1-Jan-17

Each Additional Parcel of Land 21.00 25.00 4.17 20.83 20% 1-Jan-17

Each Optional CON29O Enquiry (Q 5 - 20) 4.20 5.00 0.83 4.17 20% 1-Jan-17

Each Optional CON29O Enquiry (Q4 Q21 & Q22) 29.45 35.00 5.83 29.17 20% 1-Jan-17

Each Additional Enquiry 25.55 26.00 - 26.00 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.

BURNLEY BOROUGH COUNCIL INCOME TARIFF FROM 1ST JANUARY 2017

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

BURNLEY BOROUGH COUNCIL INCOME TARIFF FROM 1ST JANUARY 2017

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
Annual PH Operator	543.00	Set by Licensing Committee		Exempt	1-Jan-17

BURNLEY BOROUGH COUNCIL INCOME TARIFF FROM 1ST JANUARY 2017

	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)
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	
THE LICENSING ACT 2003 - FEES & CHARGES							
Grant of Personal Licence	37.00	37.00	-	37.00	Exempt	1-Jan-17	
Replacement of lost/stolen licence	10.50	10.50	-	10.50	Exempt	1-Jan-17	
Premises Licences - Up to a Capacity of 5,000 persons							
Grant/Variation							
Rateable Value							
Band A - No Rateable Value	100.00	100.00	-	100.00	Exempt	n/a	
Band A - less than £4,300	100.00	100.00	-	100.00	Exempt	n/a	
Band B - £4,300 to £33,000	190.00	190.00	-	190.00	Exempt	n/a	
Band C - £33,001 to £87,000	315.00	315.00	-	315.00	Exempt	n/a	
Band D - £87,001 to £125,000	450.00	450.00	-	450.00	Exempt	n/a	
Band E - Over £125,000	635.00	635.00	-	635.00	Exempt	n/a	
Annual Fee							
Rateable Value							
Band A - No Rateable Value	70.00	70.00	-	70.00	Exempt	n/a	
Band A - less than £4,300	70.00	70.00	-	70.00	Exempt	n/a	
Band B - £4,300 to £33,000	180.00	180.00	-	180.00	Exempt	n/a	
Band C - £33,001 to £87,000	295.00	295.00	-	295.00	Exempt	n/a	
Band D - £87,001 to £125,000	320.00	320.00	-	320.00	Exempt	n/a	
Band E - Over £125,000	350.00	350.00	-	350.00	Exempt	n/a	
Premises Licences - Additional Fees where Capacity exceeds 5,000 persons							
Initial Fee							
Occupancy:							
5,000 - 9,999	1,000.00	1,000.00	-	1,000.00	Exempt	n/a	
10,000 - 14,999	2,000.00	2,000.00	-	2,000.00	Exempt	n/a	
15,000 - 19,999	4,000.00	4,000.00	-	4,000.00	Exempt	n/a	
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	

BURNLEY BOROUGH COUNCIL INCOME TARIFF FROM 1ST JANUARY 2017

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

BURNLEY BOROUGH COUNCIL INCOME TARIFF FROM 1ST JANUARY 2017

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

BURNLEY BOROUGH COUNCIL INCOME TARIFF FROM 1ST JANUARY 2017

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

BURNLEY BOROUGH COUNCIL INCOME TARIFF FROM 1ST JANUARY 2017

	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)
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	
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	

BURNLEY BOROUGH COUNCIL INCOME TARIFF FROM 1ST JANUARY 2017

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

BURNLEY BOROUGH COUNCIL INCOME TARIFF FROM 1ST JANUARY 2017

	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 - 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	

BURNLEY BOROUGH COUNCIL INCOME TARIFF FROM 1ST JANUARY 2017

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

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

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

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

760.00 760.00 - 760.00 Zero n/a

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

222.00 222.00 - 222.00 Zero n/a

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

66.00 66.00 - 66.00 Zero n/a

Private Water Supply Sampling

Sampling Visit per hour (to max of £100)

27.00 28.00 - 28.00 Zero 1-Jan-17

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

27.00 28.00 - 28.00 Zero 1-Jan-17

Investigation Visit per hour (to max of £100)

27.00 28.00 - 28.00 Zero 1-Jan-17

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

27.00 28.00 - 28.00 Zero 1-Jan-17

Domestic Supply Sample (to max of £25)

23.00 23.00 - 23.00 Zero 1-Jan-17

Commercial Supply Monitoring Sample (to max of £100)

48.00 49.00 - 49.00 Zero 1-Jan-17

Commercial Supply Audit Sample (to max of £500)

Range from £45 to £500 depending on parameters sampled

Environmental Health

FHRS Re-rating Visit (on-line application)

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

FHRS Re-rating Visit (posting application)

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

Tattooist/Skin Piercing Rating Scheme Initial Visit & Training

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

Tattooist/Skin Piercing Rating Scheme Revisit

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

Tattooist/Skin Piercing Rating Scheme Annual Inspection

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

Pre Licence/Registration/Permit Advisory Visit

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

Data Protection Act Letters

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

Hourly rate for business advice/guidance

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

Bric a Brac

Wednesday - full day

12.50 12.75 2.13 10.62 20.00 1-Jan-17

Wednesday - second stall

9.40 9.60 1.60 8.00 20.00 1-Jan-17

BURNLEY BOROUGH COUNCIL INCOME TARIFF FROM 1ST JANUARY 2017

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

Health & Safety Intervention Plan 2016/17



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EXECUTIVE

BURNLEY TOWN HALL

Tuesday, 6th December 2016 at 6.30 pm

75.	Health and Safety Intervention Plan

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

Reason for Decision Section 18 of the Health & Safety at Work Act 1974 and the subsequent National Local Authority Enforcement Code for Health and Safety (The Code) provide frameworks within which the Environmental Health & Licensing Team must operate when carrying out its public protection duties within workplaces. The frameworks require the Council to have plans in place to control these activities. 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.

Decision That Full Council be recommended to approve of the Health and Safety Intervention Plan for 2016/2017, detailed in Appendix 1 to this report.

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Health and Safety Intervention Plan 2016/2017

REPORT TO EXECUTIVE



DATE	6th December 2016
PORTFOLIO	Housing and Environment
REPORT AUTHOR	Jill Wolfendale
TEL NO	Ext 3274
EMAIL	jwolfendale@burnley.gov.uk

PURPOSE

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

RECOMMENDATION

2. Executive recommends to Full Council 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



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Environmental Health & Licensing Section

Health and Safety Intervention Plan

2016/2017

Contents

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

One Burnley –Leading the Way
One Council –Working Together
One Team –Ambitious for Burnley

- T -Together
- E -Enterprising
- A - Ambitious
- M -Meeting Customer Needs

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 159
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".

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

(Currently under review)

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

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

Scope of the Health and Safety Service

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

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

Service Delivery

LAC 67/2 (Rev. 4.1.) – Targeting Local Authority Interventions.

The LAC provides LAs with guidance and tools for setting their health and safety priorities and targeting their interventions to enable them to meet the requirements of the National Code (the Code).

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

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

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

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

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

Service delivery

Page 166

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

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

Service Delivery

Enforcement

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

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

Liaison with Other Organisations	<p>Formal and informal relationships exist with the following organisations;</p> <ul style="list-style-type: none"> • Health and Safety Executive (HSE) • Environmental Health Lancashire Health and Safety Officers Group • Environmental Health Lancashire Chief Environmental Health Officers • Employment Medical Advice Service (EMAS) • Care Quality Commission • Public Health England • Ofsted • Lancashire County Council - Safeguarding • Lancashire Fire Service • Lancashire Police Service • Burnley Council Regeneration & Planning Policy • Better Regulation Delivery Office (BRDO) 												
Staff Allocation	<p>Staff resources devoted to health and safety enforcement work as at March 2016</p> <table border="1" data-bbox="577 842 1872 1075"> <thead> <tr> <th data-bbox="577 842 1218 884">No of Inspectors (Full-time)</th> <th data-bbox="1218 842 1872 884">Percentage time on health and safety</th> </tr> </thead> <tbody> <tr> <td data-bbox="577 884 1218 922">1</td> <td data-bbox="1218 884 1872 922">10%</td> </tr> <tr> <td data-bbox="577 922 1218 960">1</td> <td data-bbox="1218 922 1872 960">50%</td> </tr> <tr> <th data-bbox="577 960 1218 999">No of Inspectors (Part-time)</th> <th data-bbox="1218 960 1872 999">Percentage time on health and safety</th> </tr> <tr> <td data-bbox="577 999 1218 1037">1 x 0.75</td> <td data-bbox="1218 999 1872 1037">75%</td> </tr> <tr> <td data-bbox="577 1037 1218 1075">1 x 0.75</td> <td data-bbox="1218 1037 1872 1075">10%</td> </tr> </tbody> </table>	No of Inspectors (Full-time)	Percentage time on health and safety	1	10%	1	50%	No of Inspectors (Part-time)	Percentage time on health and safety	1 x 0.75	75%	1 x 0.75	10%
No of Inspectors (Full-time)	Percentage time on health and safety												
1	10%												
1	50%												
No of Inspectors (Part-time)	Percentage time on health and safety												
1 x 0.75	75%												
1 x 0.75	10%												

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

Table 1

Health and Safety Workplan 2016-2017

Meeting 13th May 2016

Topic	Action detail	Action by date	Links to other projects /Strategy	Lead officer	Date completed
<p>Requests for Service</p> <p style="writing-mode: vertical-rl; transform: rotate(180deg);">Page 171</p>	<p>Update 2015/2016 New system now running for noise nuisance – these are filtered by ASB first – they run background checks and RA of complainant/perp, Then if just stat nuisance forward to us via envhealth email – support enter on flare and dealt with as per usual. If ASB factors they investigate and pass to later if needed or ideally where there’s stat nuisance involved we work together. See new flow chart for procedure at Z:\EP Team\New Noise complaint Procedures\ASB&EP Early Response Service Procedure Rev v1.doc.</p> <p>New 2016/2017 Any work towards meeting projects as part of ‘Transformation Plan’ Now we have new support supervisor and about to get new support officer – all EIR and Land registry requests should be done by support Noise complaint procedure explained to support they now send out all diary sheets & logs all complaints from envhealth. Continue to flag up any issues that may affect response times as may reflect on performance reporting. We are consistently meeting targets on response times <u>KPI = responding to high priority RFS</u> Actions: To speak with Revs & Bens re access to iworld or to get access to electoral register need support to start to do smoke nuisance (domestic) letters</p>	<p>ongoing</p>	<p>Transformation plan</p>	<p>JW</p>	

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

Page 172

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

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

Food (Official Controls) Delivery Plan 2016/17



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EXECUTIVE

BURNLEY TOWN HALL

Tuesday, 6th December 2016 at 6.30 pm

76. Food Law Enforcement Plan

Purpose In order to meet statutory requirements the Council's Environmental Health and Licensing Team is responsible for Food Safety enforcement and must have in place approved plans.

Reason for Decision 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.

The Council's Constitution requires Full Council approval for the Food (Official Controls) Delivery Plan 2016/2017

Decision That Full Council be recommended to approve the Food (Official Controls) Delivery Plan 2016/2017.

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REPORT TO EXECUTIVE



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

Food (Official Controls) Delivery Plan 2016/2017

PURPOSE

1. In order to meet statutory requirements the Council's Environmental Health and Licensing Team is responsible for Food Safety enforcement and must have in place approved plans.

RECOMMENDATION

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

REASONS FOR RECOMMENDATION

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

SUMMARY OF KEY POINTS

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

5. Burnley Food (Official Control) Delivery Plan

This Plan is a requirement of the Food Standards Agency and has been drawn up in accordance with the Food Standards Agency's Framework Agreement (amendment 5, April 2010). This ensures a consistent approach across England and Wales, which enables the Food Standards Agency to address how the council is performing. It also allows the Food Standards Agency and Local Authorities to compare and contrast performance and service delivery

It sets out:

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

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

- Carrying out routine, programmed inspections of 916 local food businesses
- Responding to Service requests including food complaints and hygiene of premises complaints
- Investigating notifications of infectious diseases and local outbreaks, which may be associated with food
- Promoting food safety and best practice by working closely with local businesses

Working with the Food Standards Agency to run and maintain the Food Hygiene Rating Scheme

FINANCIAL IMPLICATIONS AND BUDGET PROVISION

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

POLICY IMPLICATIONS

8. As national regulators, the Food Standards Agency set and monitor national standards. The framework for local plans is prescribed to ensure "official controls" are consistently delivered across the country. Through audit, and annual returns they monitor local authorities to ensure that local controls are effective, and they have intervention powers

where delivery fails to meet the required standard.

DETAILS OF CONSULTATION

9. None required.

BACKGROUND PAPERS

10.

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

Contents

1. Introduction

- 1.1 Burnley Food (Official Controls) Delivery Plan
- 1.2 Profile of Burnley
- 1.3 The Council Structure
- 1.4 The Management Structure
- 1.5 Burnley Borough Council Statement of the Food Safety Service

2. Service Aims and Objectives

- 2.1 Service aims – Food Hygiene and Infection Control Service
- 2.2 Links to Council objectives
- 2.3 Service Objectives
- 2.4 Links with other Plans

3. Food Safety Team

- 3.1 Food Safety Team
- 3.2 Food standards
- 3.3 Scope of the Food service
- 3.4 Data Profiles
- 3.5 Local Challenges
- 3.6 Access to the service
- 3.7 Enforcement Policy

4. Service Delivery

- 4.1 Food Premises Interventions
- 4.2 Food Related Complaints
- 4.3 Primary Authority Scheme
- 4.4 Advice to Businesses
- 4.5 Food Sampling and Inspection
- 4.6 Control and Investigation of Outbreaks of Food Related Infectious Diseases
- 4.7 Food Safety Alerts and Incidents
- 4.8 Liaison with other organisations
- 4.9 Consumer Education and Health Promotion

5. Resources

- 5.1 Financial Allocation
- 5.2 Staffing
- 5.3 Staff development
- 5.4 Local Initiatives, joint working and external grant funding

6. Service Quality and Improvement

- 6.1 Quality Assessment
- 6.2 Regional Peer Group Auditing
- 6.3 National Auditing
- 6.4 Commitment to Service Improvement

7. Service Review

- 7.1 Quality Review And Continuous Improvement

1. INTRODUCTION

1.1 Burnley Food (Official Controls) Delivery Plan

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

It sets out:

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

1.2 Profile of Burnley

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

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

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

1.3 The Council Structure

Burnley Council is divided into 15 wards served by 45 councillors. The Council is based on a Cabinet structure with 5 Portfolios, a Leader and 5 Executive Members; there are 4 committees including 1 scrutiny committee.

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

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

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

1.4 The Management Structure (currently under review)

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

- Chief Executives
- Resources
- Community Services

The Food Safety Team sits within the Resources Directorate in the Governance, Law, Property and Regulation Services. The Environmental Health Manager has responsibility for environmental health, public health and licensing functions. The team shares an office with the Environmental Protection and Safety team which is beneficial to service delivery and joint working, particularly as the Food Safety team also has responsibility for enforcing Health and Safety within food premises.

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

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

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

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

1.5 Burnley Borough Council Statement on the Food Safety Service

The overarching purpose of the service is to:

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

2.0 SERVICE AIMS AND OBJECTIVES

2.1 Service Aims - Food Hygiene and Infection Control Service

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

2.2 Links to Council Objectives

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

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

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

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

2.3 Service Objectives

We act on the front line directly providing services that affect people's daily lives. We provide protection to users of taxis, customers of food businesses, employees in offices, shops and warehouses and help to those suffering the effects of noise nuisance. We police premises which pollute the atmosphere and monitor a whole range of activities that help to make the Borough healthier. Our role is not only to

regulate and enforce, but also to help and advice, so that businesses can thrive and residents and visitors to the Borough have improved health choices.”

Key objectives include:-

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

2.4 Links with other Plans:

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

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

3 FOOD SERVICE

3.1 Food Safety Team

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

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

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

3.2 Food Standards

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

3.3 Scope of the Food Service

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

Areas of core service delivery include:

- Developing and delivering a programme of planned food hygiene interventions meeting statutory obligations as set out in the Food Standards Agency Code of Practice. The programme will be focussed on those businesses that are not broadly compliant and with Food Hygiene Ratings of 0, 1 or 2 and those premises that are unrated.

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

3.4 Data Profiles

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

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

Table1: Number of Food premises by Risk Rating Category

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

Table 2: Premises Approved Under EC Regulation 853/2004

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

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

Table 3: Premises Profile

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

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

Table 4: Service Requests

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

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

Table 6: Levels Of Compliance In Food Businesses

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

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

3.5 Local Challenges

The service faces the following challenges:

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

3.6 Access to the Service

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

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

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

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

3.7 Enforcement Policy

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

Copies of the Compliance and Enforcement Policy for the Food Safety Team are shortly to be available on-line at www.burnley.gov.uk or on request from The Council's Food Safety Team.

4. SERVICE DELIVERY

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

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

- Food Law Code of Practice
- Food Law Practice Guidance
- Food Standards Agency Guidance
- The Brand Standard for FHRS
- Burnley BC Compliance and Enforcement Policy
- The Regulators' Code

4.1 Food Premises Interventions

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

4.2 Food Related Complaints

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

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

4.3 Primary Authority Scheme

There are currently no primary Authority Agreements with food businesses based in Burnley.

The new Primary Authority scheme was launched by the Local Better Regulation Office (LBRO) on 6 April 2009. The Primary Authority scheme is now regulated by the Regulatory Delivery Division of The Department for Business, Energy and Industrial Strategy (BEIS) The scheme covers trading standards, environmental health and licensing functions and for the first time businesses will be able to form a statutory partnership with a single local authority, which will provide robust and reliable advice that other councils must take into account when carrying out inspections or dealing with non-compliance.

The scheme builds on the foundation created by voluntary home and lead authority initiatives and looks to further develop consistent and proportionate enforcement

across the country. It will affect how the Service carries out inspections and takes enforcement action at those businesses subject to a primary authority agreement.

4.4 Advice to Businesses

The Food Safety Team provides an advice service, which, encourages, advises and assists businesses to comply with Food safety legislation. We have also funded a mentoring service for local Food Business Operators to improve their understanding of the requirements to establish and maintain a Food Safety Management System appropriate to their business.

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

4.5 Food Sampling and Inspection

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

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

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

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

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

4.6 Control and Investigation of Outbreaks of Food Related Infectious Disease

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

4.7 Food Safety Alerts and Incidents

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

4.8 Liaison with Other Organisations

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

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

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

- Development control – for planning and building control applications
- Legal and Corporate Services – for litigation purposes
- Licensing
- Environmental Protection & Safety Team
- Market Hall Management
- Street Scene
- Building Control

4.9 Consumer Education and Health Promotion.

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

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

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

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

5. RESOURCES

5.1 Staffing

The Food Safety Team has an establishment of:

	Officer	FTE - Management	FTE- Operational
Management	Environmental Health and Licensing Manager	0.1	0
Delivery	Team Manager	0.2	0.8
	Env Health Compliance Officers	0	0.8
	Workplace Compliance Officer	0	1.3
Support	Admin	0.25	0.55

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

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

5.2 Staff Development

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

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

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

Previous training courses have included:-

1. Best Practice Day
2. Legal training
3. Investigating Skills Training

4. Sampling training
5. Consistency Training/FHRS Consistency Exercise

5.3 Local Initiatives, Joint Working and External Grant Funding

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

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

6. SERVICE QUALITY AND DEVELOPMENT

6.1 Quality Assessment

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

6.2 Regional Peer Group Auditing

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

6.3 National Auditing

- The Food Service makes returns to the FSA on an annual basis.
- The Council has the Investors in People Award (Gold Standard).

6.4 Commitment to Service Improvement

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

- Findings from Inter-Authority Audits
- Findings from FSA audits
- Review of the Service against the FSA Framework Agreement on Local Authority Food Law Enforcement
- The national Food Standard Agency guidance on the National Food Hygiene Rating Scheme
- The "Brand Standard"
- Recommendations made by the Elliot Report
- FSA E coli Guidance

7. SERVICE REVIEW

7.1 Quality Review and Continuous Improvement

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

Committee and Outside Body Appointments



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REPORT TO FULL COUNCIL



DATE	21st December 2016
PORTFOLIO	None
REPORT AUTHOR	Eric Dickinson
TEL NO	01282 477256
EMAIL	edickinson@burnley.gov.uk

Appointment to Committees and Working Groups for the 2016/17 Municipal Year

PURPOSE

1. To consider the appointment of Councillors to replace Councillor David Roper on Audit and Standards Committee and Development Control Committee, and other Councillor and Co-optee appointments, for the remainder of the 2016-17 Municipal Year.

RECOMMENDATION

2. That Full Council is recommended to appoint;
 - (1) Councillor Gordon Birtwistle to replace Councillor Roper as the Liberal Democrat member on the Development Control Committee for the remainder of the 2016/17 Municipal Year;
 - (2) Councillor Roger Frost to replace Councillor Roper as the Liberal Democrat member on the Audit and Standards Committee for the remainder of the 2016/17 Municipal Year.
 - (3) A Labour member, to be nominated, to replace Councillor Tom Porter, Liberal Democrat member, on the Licensing Committee for the remainder of the 2016/17 Municipal Year.
 - (4) That approval be given to the appointment of Ms Kathryn Haworth as a co-opted Parish Member on the Standards committee for a period of 3 years from the 22nd December 2016 to 21st December 2019.

REASONS FOR RECOMMENDATION

- 3 To comply with legislation, apply political balance requirements, and to ensure that the Council continues to have an effective and efficient decision making structure.

SUMMARY OF KEY POINTS

4. Following the recent departure of Councilor David Roper from the Liberal Democrat Group, due to him now standing as an Independent he is unable to retain his 18th May 2016 appointments by Full Council to Audit and Standards Committee and Development Control Committee.

In addition legislation requires the Council to recalculate the political balance of the Council and the number of seats allocated to each Group is now as follows

Labour 36 seats; Liberal Democrats 16; Conservatives 5.

The result being that

- a. Liberal Democrats are required to replace Councillor Roper on the Development Control Committee and on the Audit and Standards Committee; and
 - b. Liberal Democrats are required to give up one seat to Labour on the Licensing Committee.
5. Following the resignation of a co-opted Parish Representative on the Audit & Standards a vacancy was established. The Monitoring Officer advertised and recruited for the position. All Parish Councils were invited to submit expressions of interest for co-opted appointments to the Audit & Standards Committee. A selection panel including the Chairs of the Audit & Standards and Scrutiny Committees met on 12th December to consider expressions of interest from parish members.
 6. The panel have made a recommendation to Council on the appointment of 1 co-opted parish representative.

FINANCIAL IMPLICATIONS AND BUDGET PROVISION

7. None

POLICY IMPLICATIONS

8. None

DETAILS OF CONSULTATION

9. Group Leaders
Member Structures and Support Officer and Working Group.

BACKGROUND PAPERS

10. None

FURTHER INFORMATION

PLEASE CONTACT:

ALSO:

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Constitutional Updates



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Constitutional Updates and Council Delegations

REPORT TO FULL COUNCIL



DATE	21/12/2016
PORTFOLIO	Leader
REPORT AUTHOR	Eric Dickinson
TEL NO	01282 477256
EMAIL	edickinson@burnley.gov.uk

PURPOSE

1. To note Minor amendments to Part 3 (Executive) of the constitution by the Monitoring Officer relating to the Head of Housing and Development Control which were made on 29 September 2016, and note changes to Part 3 (Executive) made by the Leader regarding Officer delegations on 6th December 2016 (Appendix 1)
2. To correct an anomaly at Part 2 of the Constitution relating to the membership of the Audit and Standards Committee.
3. To note the reason for Call in having been waived in relation to an Urgent Individual Executive Decision .
4. To confirm an urgent delegated decision by the Chief Executive on 6th December to appoint an Interim Section 151 Officer, and to allow the exercise of the Director of Resource's Council delegations by the section 151 Officer (Appendix 2) .
5. To appoint the Head of Finance as Section 151 Officer from the start of their employment and confirms their exercise of the Director of Resource's Council delegations as section 151 Officer.
6. To approve the changes to Part 2 of the Council's constitution and to Part 4.6 Standing Orders for Contracts as they relate to the sealing of documents

RECOMMENDATION

7. (a) That a minor amendment by the Monitoring Officer to the delegations of the Head of Housing and Development Control ,which were made on 29th September 2016, be noted as follows;

Regarding Rent Repayment Orders, which are not in relation to the condition of properties, in order to make it clearer the following wording was added as Paragraph 31 of the Head of Housing and Development Control's delegations;

"To exercise all the powers relating to the application and enforcement of Rent Repayment Orders under the Housing Act 2004 including the service of any statutory notices in connection therewith".

(b) That changes to Part 3 (Executive Functions) made by the Leader on 6th December 2016 (Appendix 1) relating to the delegations of the Head of Housing and Development Control, Head of Governance, Law, Property and Regulation, and Section 151 Officer be noted (Appendix 1).

8. That Part 2 of the Constitution be amended in respect of the membership of the Audit and Standards Committee to remove the qualification that council members who sit on this committee must not be parish councillors or parish clerks.
9. That the reason for Call in having been waived in relation to an Urgent Individual Executive Decision made on 29th November 2016 regarding an Organisation Review be noted.
10. That an urgent delegated decision by the Chief Executive on 6th December 2016 to appoint an Interim Section 151 Officer until the start of the employment of a Head of Finance, and to allow the exercise of the Director of Resource's Council delegations by the section 151 Officer, be confirmed (Appendix 1)
11. That the Head of Finance be appointed as Section 151 Officer from the start of their employment, and their exercise of the Director of Resource's Council delegations as section 151 Officer be confirmed.
12. That Full Council approves the changes to Part 2 of the Council's constitution and to Part 4.6 Standing Orders for Contracts as they relate to the sealing of documents, as set out in paragraph 19 of the report.

REASONS FOR RECOMMENDATION

13. To ensure that the requirements of the constitution are upheld, and that maximum transparency is maintained.

SUMMARY OF KEY POINTS

14. Changes to Part 3 (Executive Functions)

Minor Amendment to Head of Housing and Development Control, a

On 29th September 2016 the Monitoring Officer used his delegated powers in the constitution to make some of the following minor amendments;

Regarding Rent Repayment Orders which are not in relation to the condition of properties, to make it clearer the following wording was added as Paragraph 31 of the delegations;

"To exercise all the powers relating to the application and enforcement of Rent Repayment Orders under the Housing Act 2004 including the service of any statutory notices in connection therewith".

For completeness and information the minor amendment has been reported to this meeting.

Changes to Part 3 (Executive) by the Leader

Changes to Part 3 (Executive Functions) were made by the Leader on 6th December 2016 (Appendix 1) relating to the delegations of the following Officers;
Head of Housing and Development Control
Head of Governance, Law, Property and Regulation
Section 151 Officer (Appendix 1).

The decision by the Leader is being reported to the next meeting of Full Council as required by the constitution.

15. Audit and Standards Committee

In April 2015 Council approved the merger of the Audit Committee and the Standards Committee.

Previously there had been a requirement that members of the Standards Committee must not be serving parish councillors or clerks. This qualification was not intended to be transferred to the newly formed Audit and Standards Committee because of its reformed size and independent member representation.

It is therefore recommended that this qualification is removed from Audit and Standards Committee membership in Part 2 of the Constitution.

16. Waiver of Call in – Urgent Individual Executive Decision

On the 29th November 2016 the Executive Member for Resources and Performance Management made an urgent Individual Executive Member decision regarding an Organisation Review - the decision was published on the 30th November 2016.

The decision was urgent due to the need for a timely and efficient implementation of the new organisational operating model.

The decision was also taken, due to the above urgency, that the decision was not subject to call in, in accordance with Part 4.5 of the Constitution.

In line with requirements of the constitution this waiver of call in has been reported to the next meeting of Full Council.

17. Urgent Delegated Chief Executive Decision(Council Function)-Appointment of Section 151 Officer (Interim) and Council delegations

The Section 151 Officer is a statutory role that is responsible for the proper administration of the Council's financial affairs.

Due to recent changes to the Council's senior management structure, to ensure that the Council met its statutory requirements the need arose for an Urgent Delegated Chief Executive decision to be made appoint a replacement Section 151 Officer (David Donlan) on an interim basis with effect from 1st December 2016 until the arrival of the new Head of Finance.

In addition there was a need for the exercise of the Director of Resource's delegations (Council Functions) by the newly appointed section 151 Officer to be approved.

The decision was made on 6th December 2016 and is attached as Appendix 2. Full Council is asked to confirm it .

18. Appointment of Section 151 Officer by Council and exercise of Council delegations

To ensure that the Council continues to meet its statutory requirements and operational needs on a permanent basis after the arrival of the new Head of Finance, Full Council is asked to appoint the new Head of Finance (Asad Mushtaq) to the role of Section 151 Officer from the start of his employment. He is expected to take up his post on the 9th January 2016.

Full Council is also asked to approve the exercise of all powers relating to financial affairs (Council Functions) afforded to the Director of Resources to be undertaken by the Section 151 Officer following their appointment.

19. Sealing of Documents- Part 2 and Part 4.6 of the Constitution

It is proposed to change the provisions in the constitution and standing orders on contracts in order to allow Fellows of the Chartered Institute of Legal Executives to be authorised signatories for the purpose of sealing documents.

The changes needed are to Part 2 (Article 14.05) of the Constitution and Part 4.6 (Rule 21(ii)) of Standing Orders for contracts.

In relation to Part 2 Article 14.05, this Article should be amended to read:

“The Common Seal of the Council will be kept in a safe place in the custody of the Head of Governance, Law, Property & Regulation. A decision of the Council, or of any part of it, will be sufficient authority for sealing any document necessary to give effect to the decision. The Common Seal will be affixed to those documents which in the opinion of the Head of Governance, Law, Property & Regulation should be sealed. The affixing of the Common Seal will be attested by any two persons from the group consisting of the Council's Solicitors and Fellows of the Chartered Institute of Legal Executives or by one of that group and either the Director of Resources or the Chief Executive and an entry of every sealing of a document shall be made in a book to be provided for the purpose and shall be signed by the person or persons who have attested the seal.”

In relation to Part 4.6 Rule 21(ii), this needs to be worded consistently with the provision in Article 14.05 and therefore should be amended to read:

“Such contracts may be sealed where the Head of Governance, Law, Property and Regulation considers it appropriate. The seal will be attached by any persons from the group consisting of the Council's Solicitors and Fellows of the Chartered Institute of Legal Executives or by one of that group and the Chief Executive.”

FINANCIAL IMPLICATIONS AND BUDGET PROVISION

20. None.

POLICY IMPLICATIONS

21. None.

DETAILS OF CONSULTATION

22. Member Structures Officer & Working Group.

BACKGROUND PAPERS

23. None.

FURTHER INFORMATION

PLEASE CONTACT: Eric Dickinson

ALSO:

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To: The Head of Governance, Law, Property & Regulation, the Chief Executive, the Director of Community Services , the Executive Member for Resources and Performance Management, and the Executive Member for Housing and Environment

Amendment to Part 3 Scheme of Delegation (Executive Functions)

I give notice that on 6th December 2016, I approved the following recommendation; That the Leader approves changes to Part 3 (Executive) of the Council's constitution, i.e. the Scheme of Delegation, effective from 7th December 2016 relating to the Part 3 (Executive) delegations of the following Officers;

1. Head of Housing and Development Control

(a) Property Condition

Add 'To authorise Officers for the purpose of section 172 of the Housing and Planning Act 2016 and to serve notice of intention to enter land in exercise of the power conferred by that section.'

Add 'To apply for a warrant under section 173 of the Housing and Planning Act 2016 (authorising a person to use force in the exercise of the power conferred by section 172)1) of the Housing and Planning Act 2016).'

(b) Vacant Properties

Add 'To exercise the power of sale conferred by section 101 of the Law of Property Act 1925 and to serve any statutory notice in connection with the exercise of that power.'

2. Head of Governance, Law, Regulation and Property

Add 'Health Protection (Notification) Regulations 2010' to paragraph 32 to enable the appointment of Public Health England as Proper Officers for those purposes.

3. Director of Resources

That the Section 151 Officer shall have the authority to exercise all powers relating to and incidental to the administration of the financial affairs of the Council afforded to the Director of Resources.

DATED: 07-12-16

SIGNED:

 7/12/2016

Leader- Councillor Mark Townsend

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URGENT DELEGATED DECISION BY THE CHIEF EXECUTIVE

BURNLEY TOWN HALL

PRESENT

OFFICERS Imelda Grady - Democracy Officer

1. Interim Arrangements for the Council's Section 151 Officer

- Purpose** To establish interim arrangements on the departure from the Council of the current Section 151 Officer.
- Reason For Decision** To ensure the Council meets its statutory requirements and operational needs.
- Decision**
- (1) That in exercise of her urgency powers under Part 3 of the Constitution (Council Functions), the Chief Executive, in consultation with the Mayor, appoints David Donlan as the Council's Section 151 Officer, on an interim basis with effect from 1st December 2016 until the arrival of the new Head of Finance, to ensure continuity of office;
 - (2) That the Chief Executive in exercise of her urgency powers under Part 3 of the Constitution (Council Functions), approves the exercise of all powers relating to and incidental to the administration of the financial affairs of the Council afforded to the Director of Resources to the Section 151 Officer;
 - (3) To note that Council be invited to confirm the Chief Executive's decisions at the next meeting of Full Council to be held on 21st December 2016.

Decision made by:

Chief Executive

Date: 06/12/2016

Decision Published on: 07/12/2016

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Scrutiny Chair's Cycle 3 Report



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Scrutiny Chair's Cycle 3 Report to Council

Cycle 3 has been a busy one for the Committee.

At our meeting in December we received the annual update on the Priorities and performance of the Community Safety Partnership. It was interesting to hear how the work of the partnership is progressing, and different projects that are active in the borough.

The Committee received various financial reports, including the Quarter 2 finance reports, which updated the latest budget position. The Committee also reviewed Treasury Management activities in the first six months of the year, as well as considering the fees and charges tariff which will apply across the Borough from 1st January 2017. Also on the table were reports which outlined how health and safety and food safety services would be targeted over the coming year.

We also considered the report from the Peer Review which the Council participated in. It was good to see that the review team had seen many positives during their time in Burnley. The positives continued with the Q2 performance report, which indicated that performance across the Council was strong, with the majority of indicators at or above target.

We also received an update from East Lancashire CCG on the proposed changes to GP Access across East Lancashire. We received the results of the consultation that had been carried out, and how the CCG were looking to take plans forward. Committee members were keen to help the CCG make links with other sections of the community. We look forward to welcoming the CCG back when the plans have been developed further.

The two review groups continue to meet, with the Leisure Trust review group beginning to finalise their work, ready to produce a draft report in the new year. The Railway review group are planning to discuss some of the issues they have identified with representatives from Network Rail and Northern Rail, as both have responsibility for different aspects of the service.

Councillor Andy Tatchell

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Strategic Plan Progress Reports



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BURNLEY BOROUGH COUNCIL REPORT TO THE FULL COUNCIL

[Internal link to previous report](#)

PORTFOLIO: LEADER

EXECUTIVE MEMBER: COUNCILLOR MARK TOWNSEND

DATE OF REPORT: 21/12/2016

Progress against our strategic commitments

Strategic commitment	Progress update
<p>PE1- We will work with partners to make the borough a place of aspiration, including supporting efforts to increase education attainment and skills development.</p>	<p>The Shadow Combined Authority is making progress towards forming a Lancashire Combined Authority in 2017. Work streams continue to be developed under five themes:</p> <ul style="list-style-type: none"> ▪ Skilled Lancashire; ▪ Connected Lancashire; ▪ Better Homes for Lancashire; ▪ Prosperous Lancashire; and ▪ Public Services Working for Lancashire. <p>Lancashire Leaders are in discussion with Government Ministers and civil servants about the possibility of a devolution deal for Lancashire. For any deal of significance the Government may request changes, the strengthening of democratic accountability, to current governance arrangements. Any changes would need to be ratified by all Lancashire Councils before being implemented.</p> <p>As the lead for Skills, I am working with employers and institutions to fully understand the skills needed to ensure we have the right workforce to meet the current and future demands of business across Lancashire. I want young people to be ready to learn and have the</p>

	<p>knowledge and skills they need to be employed and able to design the future economic prosperity of our town and the region.</p> <p>The Chief Executive is exploring opportunities to work with the Children’s University in Burnley and I will update you on progress in respect of this work as it develops.</p>
<p>PR1- .We will contribute to the strategic direction of local, sub-regional and regional partnerships, and will position the borough for economic development investment.</p>	<p>The Council was pleased to take part in the visit from the Northern Powerhouse Minister Andrew Percy MP and the launch of the new Economic Narrative for Lancashire.</p> <p>The Minister opened Innovation Drive, which is almost fully occupied and a showcase for advanced manufacturing in the region.</p> <p>The Board of Growth Lancashire Limited (previously Regenerate Pennine Lancashire) has agreed revised articles which will support the Company’s growth and activities across the whole of Lancashire.</p> <p>Pennine Lancashire Leaders have agreed a Growth and Prosperity Plan, which will form part of our input to the developing Lancashire Plan being developed by the Lancashire Shadow Combined Authority. The Plan will be published in the New Year.</p>



BURNLEY BOROUGH COUNCIL REPORT TO THE FULL COUNCIL

[Internal link to previous report](#)

PORTFOLIO: **DEPUTY LEADER, HOUSING AND ENVIRONMENT**

EXECUTIVE MEMBER: **COUNCILLOR JOHN HARBOUR**

DATE OF REPORT: **21/12/2016**

Progress against our strategic commitments

Strategic commitment	Progress update																				
<p>PL2- We will improve the management of private rented accommodation.</p>	<p>With regards to selective licensing the table below shows the current progress with applications:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Area</th> <th style="text-align: center;">No. Licensed</th> <th style="text-align: center;">Total known properties</th> <th style="text-align: center;">%</th> <th style="text-align: center;">Refused</th> </tr> </thead> <tbody> <tr> <td>Trinity</td> <td style="text-align: center;">470</td> <td style="text-align: center;">571</td> <td style="text-align: center;">82%</td> <td style="text-align: center;">5</td> </tr> <tr> <td>Queensgate</td> <td style="text-align: center;">494</td> <td style="text-align: center;">631</td> <td style="text-align: center;">78%</td> <td style="text-align: center;">20</td> </tr> <tr> <td>Gannow</td> <td style="text-align: center;">369</td> <td style="text-align: center;">420</td> <td style="text-align: center;">88%</td> <td style="text-align: center;">1</td> </tr> </tbody> </table> <p>The applications for those properties that have not yet been licensed are at various stages of the approval process and any properties where we have not received an application are being actively pursued.</p> <p>Officers have been concentrating on those landlords and managing agents that have not complied with the licensing scheme. 43 Prosecution cases have been sent to Legal services of those:</p> <ol style="list-style-type: none"> a. 36 guilty convictions have been given b. 1 case has appealed the decision of the Magistrates' Court and is at Crown Court on the 8th December 2016. c. 10 Rent Repayment Orders (RRO) have now 	Area	No. Licensed	Total known properties	%	Refused	Trinity	470	571	82%	5	Queensgate	494	631	78%	20	Gannow	369	420	88%	1
Area	No. Licensed	Total known properties	%	Refused																	
Trinity	470	571	82%	5																	
Queensgate	494	631	78%	20																	
Gannow	369	420	88%	1																	

	<p>been awarded to the Council by the Property Tribunal for £24,942.40. These orders allow the Council to recover housing benefit payments from landlords who have been found guilty of operating a property without a licence. At present 3 further applications have been made to the Tribunal for RROs.</p> <p>d. 6 cases were withdrawn</p> <p>The designations for three new areas came into effect on 15th November 2016. They are: Burnley Wood with Healey wood; Leyland Road area; and Ingham and Lawrence Street in Padiham, with a total of 1047 licensable properties.</p> <p>Private Rented Disrepair Since the start of April 2016, the Council has received and dealt with 205 new disrepair complaints from private rented sector tenants, and in addition carried out 65 proactive housing inspections. The Enforcement Team have a current caseload of 130 open and ongoing private rented sector disrepair cases. The majority of the disrepair cases received have been dealt with informally and resolved promptly.</p>
<p>PL3- We will work with partners to improve the condition of the existing housing stock and bring forward new housing development to meet resident's needs</p>	<p>New Developments Keepmoat continue to build and sell homes in Burnley Wood and South West Burnley and to help support their investment on those neighbourhoods. The Council has funded a property improvement scheme on Accrington Road and approved a further scheme on Branch Road, which together will see 103 properties painted and improved to contribute to the transformation of these neighbourhoods.</p> <p>Gleeson homes are progressing their developments in Daneshouse and Stoneyholme and are continuing to prepare the site at the former chemical works in Hapton, which will see 200 family homes developed offering choice for our residents and helping to meet people's housing aspirations.</p> <p>Calico Homes have now submitted a planning application to develop 56 affordable homes on the former Perseverance Mill site at Dryden Street, Padiham. This development will see new housing built on a very challenging site that for many years was a significant blight on the local neighbourhood.</p>

Calico Homes are also making excellent progress with their wider housing development programme, which sees a range of new homes under construction on a site of former cleared housing at Blannell and Pomfret Street in Trinity Ward and will shortly see the redevelopment of the former Mitre Public House, with a state of the art housing and support scheme for single people.

Empty Homes Programme

We currently have 5 renovations underway and a further two will be starting in January. More Compulsory Purchase Orders are scheduled to be made in December and January and these properties once acquired will be renovation in the 2017/18 programme.

We have accepted a number of offers for properties we have for sale from owner occupiers and these are expected to complete over the coming months. We are currently buying one property by agreement with the owner and we will hopefully begin renovation works to return this property in to use by February.

New Housing Completions

Officers have recently produced the number of new housing completions seen in the financial year 2015/16 and I can report that in Burnley we recorded a figure of 257. This figure is over double what it was for 2014/15 with the average number of new housing completions per year over the last 13 years being 159.

This figure is no accident and is the result of a lot of hard work to bring forward housing developments and promote the Borough as a place to invest in and a great place to live.

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BURNLEY BOROUGH COUNCIL REPORT TO THE FULL COUNCIL

[Internal link to previous report](#)

PORTFOLIO: **RESOURCES AND PERFORMANCE
MANAGEMENT**

EXECUTIVE MEMBER: **COUNCILLOR WAJID KHAN**

DATE OF REPORT: **21/12/2016**

Progress against our strategic commitments

Strategic commitment	Progress update
<p>PF1- To embed the partnership with Liberata within the Council's budget, strategic vision and commercial strategy.</p>	<p>Strong performance was achieved in Q2 (all but one key performance target was achieved by our partner Liberata. The off target indicator was for payroll - and this was very close to being on target).</p> <p>Strong working relationships have developed between the Council and Liberata over the first year of the contract.</p>
<p>PF2- To develop and implement resourcing strategies primarily through financial, workforce and asset management planning aligned to enhance and develop organisational performance.</p>	<p>The 28th September Council meeting approved £2.2m savings towards the 2017/18 to 2019/20 revenue budgets. The 21st December Council meeting is being asked to approve two revenue growth items costing £22k, the creation of a new budget of £190k to cover the additional costs associated with the Mayoral referendum and possible election. The Council is on track to achieve a balanced budget for 2017/18.</p> <p>The meeting is also being asked to consider the Councils fees and charges tariff for changes proposed from the 1st January 2017.</p> <p>The Council Leader recently received a letter from the Minister for Local Government confirming the Council is on the multi-year settlement along with 97% of all Councils. We</p>

	<p>are now awaiting details of the 2017/18 provisional financial settlement following the chancellors' autumn statement.</p> <p>Consultations have been completed regarding the proposed workforce reductions aligned to the agreed budget proposals. The Council, as previously, is supporting affected colleagues with outplacement support and additional training opportunities.</p> <p>As part of the process of maintaining the Council's liP accreditation, five employees have been successfully assessed as internal reviewers against the new liP Generation 6 Standard. This will enable them to support further internal reviews and assessments.</p> <p>In October the Council undertook a desk top emergency planning exercise with public sector partners to test the resilience of the Council's plans. The post-exercise report provided reassurance that the relevant plans worked well and were well understood.</p>
<p>PF3- To develop and maintain appropriate governance and regulatory frameworks aligned to the Council's statutory/legal responsibilities, budgets, strategic vision and commercial strategy.</p>	<p>The Committee Management system for Members is currently being piloted (by a cross party group) and it is planned to roll it out to all Members in the New Year. Appropriate training is planned for all Members.</p> <p>The mandatory code of conduct training for Members can now be completed online.</p> <p>The Council has received a petition to hold a referendum for an elected Mayor. The petition has been determined as valid and the Council is legally obliged to hold a referendum in May 2017.</p>



BURNLEY BOROUGH COUNCIL REPORT TO THE FULL COUNCIL

[Internal link to previous report](#)

PORTFOLIO: LEISURE AND CULTURE

EXECUTIVE MEMBER: COUNCILLOR BEA FOSTER

DATE OF REPORT: 21/12/2016

Progress against our strategic commitments

Strategic commitment	Progress update
<p>PL4- We will adopt and implement a new Green Space Strategy</p>	<p>Play Area Improvements</p> <p>I am pleased to report that funding of £28,000 has been secured from the Lancashire Environment Fund for refurbishing the play area at Bedford Place in Padiham. The Perseverance Area Residents' Group applied for the grant with help from local Councillors and the refurbishment will commence in January.</p> <p>A desire to improve the play area at Calder Park has led to the formation of a new group, the Friends of Calder Park, which held its first meeting in October, again supported by local Councillors. There are now ten 'friends of' groups in Burnley covering parks, cemeteries and the Padiham Greenway.</p> <p>Memorial Park</p> <p>A new £15,000 extension to the popular pump track has been completed at Memorial Park, funded by Ward Opportunities Fund (WOF), the Parish Council and the Lancashire Environment Fund. The new pump track offers a more challenging ride for BMX bikes and scooters and is proving extremely popular.</p>

	<p>Work on the relocation of the bandstand is progressing well, with the bandstand now erected and re-roofed. Plans are underway for volunteers to re-paint the metal work in the New Year, in preparation for a grand opening at Easter.</p> <p>Towneley Bonfire This year's bonfire was a success, with more than 6,000 tickets sold. The audience enjoyed a spectacular fireworks display and the event broke even. The size of the audience meant there were long queues for refreshments and toilets and there will be better provision next year.</p> <p>Brun Valley Forest Park During the coming weeks more than 70 finger signs will be installed to direct visitors around the 15 kilometres of paths that make up Brun Valley Forest Park together with installation of 9 large format maps and interpretive panels. A new Forest Park leaflet has also been printed and this will be launched in February.</p>
<p>PL5- We will continue to develop the leisure and cultural offer of Burnley in partnership with Burnley Leisure.</p>	<p>Burnley Leisure recently launched its new mini-golf and short game golf practice area, which was funded by a £75,000 grant from Sport England. This is a great addition to the very popular facility, which celebrated 2 million golf balls being hit at the driving range since its opening.</p> <p>Congratulations to our strategic partner, Burnley Leisure, on winning the award for the best cultural venue in Lancashire.</p> <p>In addition, congratulations to Burnley Rounders' Club for winning the Lancashire Sports Awards Community Club of the Year.</p> <p>Literary Festival The first ever Burnley Literary Festival was made up of 48 sessions across 10 days and took place over October half-term.</p> <p>The sessions were tailored to all ages and ranged from author readings, story-telling, poetry workshops and creative writing sessions, to shared reading groups, theatre performances and interactive talks.</p>

	Many of the sessions were aimed at children and in particular engaging them with reading and books.
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PE2- We will deliver modern customer services, and will respond to the different needs of residents within our borough

As part of ongoing investment in online services, residents can check whether they are eligible for benefits, make a claim, and update an existing claim if their circumstances change, through the Council's website. Online claims can usually be processed several days faster.

If people are not able to use new technology or do not have access to a computer, tablet or smart phone, residents can go into Contact Burnley, where tablets and PCs are being installed for customers to access. There is now free Wi-Fi in Contact Burnley, so customers can bring their own device along to access the portal, with Customer Service Advisors on hand to help. Libraries and many community centres also have free access to PCs that customers can use.

Members might be interested to know that Wi-Fi is also available in the Council Chamber and committee rooms. This was installed as part of the transformation programme being delivered through the Liberata partnership.

Officers will begin a programme of formal negotiations with charities and management committees at five community buildings, with the aim of arranging community asset transfers on a proper basis. Alongside these negotiations, a draft community asset transfer policy is now out for consultation. We are taking a step-by-step approach and the Council aims to enable these buildings to remain as community facilities. In times of financial challenge, we cannot foresee having the funds to maintain and improve the buildings in future years. Charities and community benefit companies will be better placed than the Council to get the grants and financial donations that will enable the buildings to continue operating. A progress report and the consultation documents will be coming to the Council's scrutiny committee on 9 February, well before any final decisions are made on the policy and the transfers.



BURNLEY BOROUGH COUNCIL REPORT TO THE FULL COUNCIL

[Internal link to previous report](#)

PORTFOLIO: REGENERATION AND ECONOMIC DEVELOPMENT

EXECUTIVE MEMBER: COUNCILLOR SUE GRAHAM

DATE OF REPORT: 21/12/2016

Progress against our strategic commitments

Strategic commitment	Progress update
<p>PR2- Proactively support the borough's businesses to innovate and expand, and make the borough a natural choice for business relocation.</p>	<p>The Business Team has supported four business relocations creating 7 new jobs and safeguarding 40 existing jobs during the last quarter.</p> <p>Business Loans The Executive on 1st November approved the use of funding within the Business Growth Programme to include business loans as part of the package of support available from the Council.</p> <p>Employee Numbers Recent figures from the Office of National Statistics show that the number of jobs in Burnley increased by 4.2% in the last twelve months. This is twice the growth rate seen in Lancashire, Greater Manchester, the North West and Great Britain.</p> <p>As well as an increase in the number of jobs, the ONS Annual Business Survey shows that the average weekly earnings of people employed in Burnley businesses increased by £29.60 compared with the previous year.</p> <p>I am also pleased to announce that contracts have been signed and work will commence on Burnley Vision Park in the next month. The first phase, funded by the Council, will provide much needed advanced workspace for new and</p>

	<p>growing businesses.</p> <p>The Council's work on promoting growth has been recognised nationally with a shortlisting for the LGC's award for growth.</p>
<p>PR3- We will make the borough attractive to retail and leisure developers, and will identify a sustainable future for the Burnley Market.</p>	<p>I am delighted to announce that Primark is establishing a new store in Burnley town centre. The new Primark store will be on Curzon Street, next door to Next, in the space currently occupied by Wilko. Wilko is fully committed to staying in Burnley and has taken out a ten-year lease, which will see the business relocate to the former Woolworths Store. This is a massive investment and will secure Burnley's position as a prime retail centre in East Lancashire. The new store will be open by December 2017.</p> <p>The very first Burnley Literary Festival was held during the October half-term. 48 literary themed events took place at venues across the town centre and were well attended.</p> <p>A two-day Christmas Festival took place in the town centre on 19th and 20th November to mark the start of Christmas shopping and the Christmas lights switch on. The Festival was family focused with events across the town centre, including an ice sculpture trail; Burnley Markets held a special Christmas Market on Curzon Street and live stage performances were provided by local children's party business "It's My Party".</p> <p>Both events have resulted in an increased footfall in the town centre and positive feedback has been received from both visitors and town centre businesses. In particular the footfall for the Christmas Festival was up by over 4,400 compared to last year.</p>
<p>PR4- We will develop and deliver the Local Plan. This will act as the key supporting framework for encouraging future employment and investment in a range of housing stock.</p>	<p>Work, including on a whole plan viability study and a transport impact assessment, is nearing completion and a draft Proposed Submission version of the Local Plan is being finalised for presentation to Full Council in January 2017. Subject to Council approval, this 'Proposed Submission Document' will be published for 6 weeks statutory consultation in late January 2017.</p>

Questions



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