

# SCRUTINY COMMITTEE

Thursday, 16th September, 2021  
6.30 pm





# SCRUTINY COMMITTEE

## COUNCIL CHAMBER, BURNLEY TOWN HALL

Thursday, 16th September, 2021 at 6.30  
pm

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

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

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

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

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

Due to Public Health guidance on social distancing there is a limited capacity for members of the public to attend meetings. You are advised to contact [democracy@burnley.gov.uk](mailto:democracy@burnley.gov.uk) in advance of the meeting.

## **AGENDA**

### **1) Apologies**

To receive any apologies for absence.

### **2) Minutes of last meetings - 8th and 12th July 2021**

5 - 12

To approve as a correct record the minutes of the previous meetings on the 8<sup>th</sup> and 12<sup>th</sup> July 2021.

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

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

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

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

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

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

#### **6) *Public Question Time***

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

### **PUBLIC ITEMS**

#### **7) *Notice of Key Decisions and Private Meetings-Published 23rd August 2021*** 13 - 22

To consider the current 28day Notice of Key Decisions and Private Meetings which was published on 23<sup>rd</sup> August 2021, and any future Key and Private Decisions.

#### **8) *Recycling Round Review*** 23 - 32

To consider a report on a Recycling Round Review.

#### **9) *Fit and Proper Person Application Fee Policy For Residential Mobile Home Sites*** 33 - 46

To consider a report on a Fit and Proper Person Application Fee Policy For Residential Mobile Home Sites.

#### **10) *Revenue Monitoring 2021/22 Quarter 1*** 47 - 60

To consider a report on Revenue Monitoring 2021/22 Quarter 1.

#### **11) *Capital Monitoring 2021/22 Quarter 1*** 61 - 72

To consider a report on Capital Monitoring 2021/22 Quarter 1.

#### **12) *Revenue Budgets 2022-25 Latest Position and Savings Proposals*** 73 - 86

To consider a report on Revenue Budgets 2022-25 Latest Position and Savings Proposals.

#### **13) *Scrutiny Review Groups-Verbal reports***

To receive an update on the progress of Scrutiny`s Review Groups- the Housing Review Group and the Market Review Group (verbal reports).

#### **14) *Work Programme 2021/22*** 87 - 88

To consider the Work Programme for 2021/22.

### **PRIVATE ITEMS**

#### **15) *Waste Fleet Options*** 89 - 92

To consider a report on the options for the Waste Fleet vehicles.

Information relating to the financial or business affairs of any particular person (including the authority holding that information)

## **MEMBERSHIP OF COMMITTEE**

Councillor Howard Baker (Chair)  
Councillor Ann Royle (Vice-Chair)  
Councillor Gordon Birtwistle  
Councillor Charlie Briggs  
Councillor Paul Campbell  
Councillor Saeed Chaudhary  
Councillor Tom Commis  
Councillor Scott Cunliffe  
Councillor Dale Ferrier

Councillor Alan Hosker  
Councillor Martyn Hurt  
Councillor Mohammed Ishtiaq  
Councillor Arif Khan  
Councillor Shbana Khan  
Councillor Gordon Lishman  
Councillor Sehrish Lone  
Councillor Cosima Towneley

**PUBLISHED**

Wednesday, 8 September 2021



## SCRUTINY COMMITTEE

Thursday, 8th July, 2021 at 6.30 pm

### PRESENT

### MEMBERS

Councillors H Baker (Chair), A Royle (Vice-Chair), G Birtwistle, S Chaudhary, T Commis, S Cunliffe, A Hosker, M Hurt, M Ishtiaq, A Khan, S Khan, G Lishman, S Lone and C Towneley

### OFFICERS

Howard Hamilton-Smith	–	Head of Finance and Property
Paul Gatrell	–	Head of Housing & Development Control
Pete Milward	–	Principal Planner
Elizabeth Murphy	–	Planning Policy Manager
Jonathan Jackson	–	Streetscene Solicitor
Imelda Grady	–	Democracy Officer

### IN ATTENDANCE

Councillor A Anwar, Leader  
Councillor S Graham, Deputy Leader and executive Member for Resources and Performance Management  
Councillor J Harbour, Executive Member for Housing  
Councillor B Foster, Executive Member for Community and Environmental Services  
Councillor M Lishman, Executive Member for Health and Wellbeing.

#### 10. Apologies

Apologies were received from Councillor Charlie Briggs.

#### 11. Minutes

The minutes of the meeting held on 2<sup>nd</sup> June 2021 were approved as a correct record and signed by the Chair.

#### 12. Declarations of Interest

There were no declarations of interest made.

### **13. Additional Items of Business**

There were no additional items of business.

### **14. Exclusion of the Public**

There were no items requiring the public to be excluded from the meeting.

### **15. Public Question Time**

There were no public questions.

### **16. Notice of Key Decisions and Private Meetings**

Members considered the Executive`s Notice of Key Decisions and Private Meetings for July.

The Head of Finance and Property informed the meeting that the private item regarding the sale of land at Holme Road had been deferred to the August Executive. Members requested a special meeting of Scrutiny be held on 10<sup>th</sup> August to consider this item.

#### **IT WAS AGREED**

1. That an extra meeting of Scrutiny be held on the 10<sup>th</sup> August to consider the report on the sale of land at Holme Road; and
2. That the notice of key decisions and private meetings be noted.

### **17. Annual Treasury Management Report Review of Activity**

The Head of Finance and Property presented a report which outlined the treasury management activity for 2020/21 in compliance with the regulations under the Local Government Act 2003 and the requirements of both the CIPFA Code of Practice on Treasury Management and the CIPFA Prudential Code for Capital Finance in Local Authorities.

He responded to questions regarding possible increases in inflation and interest rates on the Council`s borrowing strategy and that advice Indicated that there was no change expected in the next two years but that this would be monitored closely. He also explained the how the Council`s borrowing strategy was regulated and monitored.

#### **IT WAS AGREED**

That the report be noted.

### **18. 2020/21 Final Capital Outturn Report**

The Head of Finance and Property reported on the performance of the 2020/21 capital investment programme and presented the financing of capital expenditure incurred during 2020/21.

The report advised that the Executive would be requested to approve a revised 2021/22 capital budget totalling £20.527m after incorporating net carry forward commitments (slippage) of £1.735m from 2020/21.

#### **IT WAS AGREED**

That the report be noted.

### **19. 2020/21 Final Revenue Outturn Position**

The Head of Finance and Property reported the provisional position on the Council's revenue accounts for 2020/21 prior to its consideration by the Executive and Full Council.

The report advised that the Executive and Full Council would be requested to approve a net underspend of £31k which had been transferred to the Revenue Support Reserve. The projected overspend from the outturn position estimated in quarter 3 was £49k. The transfer to/from earmarked reserves totalled a net £5.058m increase to reserves. The report would also be seeking additional revenue budget carry forward requests from Heads of Service totalling £2.198m.

The Head of Finance and Property then responded to questions from members in respect of Council Tax and Business Rates collections, and also on how the debt repayment was managed.

#### **IT WAS AGREED**

That the report be noted.

### **20. Anti Social Behaviour Policy**

The Streetscene Solicitor presented the Council's Anti-Social Behaviour Policy 2021-24 for members comments prior to its submission to the Executive.

The policy outlined the Council's approach to how it would deal with and support communities and partner agencies in dealing with anti-social behaviour.

It was noted that the Council has no statutory obligation to publish an ASB policy and procedures document, but that in doing so it formalised the Home Office Minimum Standards and reflected best practice adopted by other Local Authorities.

Members asked how the Council would assess the effectiveness on following the procedures set out in the document. The Streetscene Solicitor said that one of the reasons for the policy was to collect statistics for performance monitoring and that it was proposed for members to receive monthly reports on ASB issues on a ward basis. Members felt a monthly report might be too onerous on staff resources but recognised that some wards had more issues than others. The Streetscene Solicitor said that the ASB team intended to develop better communication pathways with councillors. Following questions from

members on parental responsibilities he explained the how the national legislation and Courts responded to this and that whilst parents were responsible for their childrens` welfare and education they could not be held responsible for their behaviours.

## **I T WAS AGREED**

That the Policy be recommended to the Executive for adoption.

### **21. Homelessness Paper**

This paper was brought to Committee at the request of members following concerns raised at the last meeting that Local Authorities might begin to see a greater number of evictions now that the Government`s emergency measures on a ban on evictions during the COVID pandemic had been lifted.

The Head of Housing and Development Control gave members the comparative statistical figures on homelessness for 2019/20 and for the period from 1<sup>st</sup> June 2021 and concluded that there had been no increase. He said that this would be kept under review and Members asked that an update be brought to the November meeting, or earlier if there was any significant increases reported.

The Executive Member for Housing, Councillor John Harbour, also spoke on this issue and reassured members that this was constantly being monitored and included in his reports to Council.

## **IT WAS AGREED**

1. That the report be noted; and
2. That an update be brought to the November meeting.

### **22. Authority Monitoring Report 2019/20 (February 2021)**

As requested by the Chair, the Planning Policy Manager presented a report which detailed the role and purpose of the planning Authority Monitoring Report and she and the Principal Planner responded to members questions and observations which mainly focused on housing need and development, whether windfall sites were included in the completion statistics, the need to protect green spaces for future generations and the carbon footprint of new build houses.

The Principal Planner said that all elements of housing supply were included and that the housing target in the Local Plan was the minimum requirement. The Planning Policy Manager explained the role of the AMR in assessing the need for a local plan update if this showed that things were progressing significantly differently than anticipated.

In response to a question regarding the effect on the Local Plan of healthcare and educational facilities, the Planning Policy Manager said that the report was heavily reliant on third party information and that there was also an infrastructure delivery plan where liaison with the Clinical Commissioning Group and the County Council was key to assessing whether there was any significant change in circumstance since the local plan was adopted. She also pointed out that housing monitoring information collected by the



team and particularly the annual housing trajectory was important for infrastructure providers in planning their services..

The Chair thanked both officers for attending.

### **IT WAS AGREED**

That the report be noted.

#### **23. Review Groups Update**

Members were advised that the Housing Review Group had requested a meeting with the Managing Director of Calico to monitor progress with communication issues.

The Market Review Group would be meeting in the next few weeks to scope the review and this would be brought to Committee for agreement to proceed.

#### **24. Work Programme 2021/22**

That with the inclusion of a meeting on 12<sup>th</sup> July to consider a report on Charter Walk and a meeting on the 10<sup>th</sup> August to consider a report on the sale of land at Holme Road, the work programme was noted.

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## SCRUTINY COMMITTEE

Monday, 12th July, 2021 at 6.30 pm

### PRESENT

### MEMBERS

Councillors H Baker (Chair), A Royle (Vice-Chair), G Birtwistle, C Briggs, S Chaudhary, T Commis, S Cunliffe, D Ferrier, M Hurt, M Ishtiaq, A Khan, G Lishman, S Lone and C Towneley

### OFFICERS

Howard Hamilton-Smith	–	Head of Finance and Property
Kate Ingram	–	Strategic Head of Economy and Growth
Alison McEwan	–	Democracy Officer
Chris Gay	–	Governance Manager
Paul Barlow	–	Graphic Designer

### IN ATTENDANCE

A Anwar, B Foster, S Graham, J Harbour, A Raja, L Patel and W Lund

### IN ATTENDANCE (VIDEO LINK)

A Anwar, B Foster, S Graham, J Harbour, A Raja, L Patel and W Lund (Knight Frank) –

#### 25. Apologies

Apologies were received from Councillor Hosker.

#### 26. Exclusion of the Public

Members determined that Minute number 27 contains exempt information relating to the financial or business affairs of any particular person (including the authority holding that information). And that the public be excluded from the meeting before discussion takes place on the item relating to minute 27 because in view of the nature of the business to be

transacted if the public was present there would be a disclosure to them of exempt information within the meaning of Paragraph 12A of the Local Government Act 1972.

## **27. Charter Walk**

Members considered a report on the future of Charter Walk. In doing so they considered:

- Options including `do nothing`
- Retail trends
- Opportunities, benefits and risks
- Future strategies
- Supporting the Council's other investments

### **DECISION**

To support the report as written for approval by the Executive and Full Council.

## **BURNLEY BOROUGH COUNCIL**

### **NOTICE OF KEY DECISIONS AND PRIVATE MEETINGS**

This Notice contains:

- a) A list of Key Decisions to be taken by the Executive (unless otherwise stated) during the month of September 2021 onwards, published by 23<sup>rd</sup> August 2021. Due to current circumstances, these decisions could also be taken by Officers using urgency powers.
- b) Details of dates of meetings of the Executive during the same period at which decisions may be taken in private or partly in private

A Key Decision is an Executive decision that is likely:

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

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

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

Matter for Decision	Purpose	Key Decision – Yes or No	Anticipated date of decision	Public or Private report. If Private give reasons	List of documents to be submitted including any background papers	Contact person & Executive Portfolio
Sale of land at Holme Road (also known as Stoneyholme Recreation Ground)	To consider a report on the Sale of land at Holme Road (also known as Stoneyholme Recreation Ground) to Burnley College	Yes	September 2021	Private – The report contains exempt information and is therefore NOT FOR PUBLICATION by virtue of Local Government Act 1972 schedule 12A, Part 1, Paragraph 3.  Information relating to the financial or business affairs of any particular person (including the authority holding that information).	Report setting out the key issues.	Howard Hamilton Smith - Head of Finance and Property  Executive Member for Resources and Performance
Local List Supplementary Planning Document (SPD)	To consider a report to seek Members' approval of a draft of the Local List SPD to be issued for formal public consultation	Yes	September 2021	Public	Report setting out the key issues.	Erika Eden-Porter - Economy and Growth, Principal Planner  Executive Member for Economy and Growth

<b>Matter for Decision</b>	<b>Purpose</b>	<b>Key Decision – Yes or No</b>	<b>Anticipated date of decision</b>	<b>Public or Private report. If Private give reasons</b>	<b>List of documents to be submitted including any background papers</b>	<b>Contact person &amp; Executive Portfolio</b>
Planning for Health SPD	To consider a report to seek Members' approval of a draft of the Planning for Health SPD to be issued for formal public consultation	Yes	September 2021	Public	Report setting out the key issues.	Elizabeth Murphy - Economy and Growth, Planning Policy Manager  Executive Member for Economy and Growth
Recycling Round Review	To consider a report seeking Member's approval of the Recycling Round Review and recommendations	Yes	September 2021	Public	Report setting out key issues.	Joanne Swift - Head of Streetscene  Executive Member for Community and Environmental Services
Contaminated Land Strategy	To consider a report to seek Members approval of the reviewed Contaminated Land Strategy	Yes	September 2021	Public	Report outlining key issues and copy of reviewed strategy	Jill Wolfendale - Streetscene, Principal Environmental Health Officer (Safety & Environment)  Executive Member for Community and Environmental Services

<b>Matter for Decision</b>	<b>Purpose</b>	<b>Key Decision – Yes or No</b>	<b>Anticipated date of decision</b>	<b>Public or Private report. If Private give reasons</b>	<b>List of documents to be submitted including any background papers</b>	<b>Contact person &amp; Executive Portfolio</b>
Revenue Monitoring Report 2021/22 Quarter 1	To consider a report on Revenue Monitoring 2021/22 for Quarter 1	No (Full Council Policy Framework decision)	September 2021	Public	Report setting out key issues.	Howard Hamilton-Smith - Head of Finance & Property  Executive Member for Resources and Performance
Capital Monitoring Report 2021/22 Quarter 1	To consider a report on Capital Monitoring 2021/22 for Quarter 1	No (Full Council Policy Framework decision)	September 2021	Public	Report setting out key issues.	Howard Hamilton-Smith - Head of Finance & Property  Executive Member for Resources and Performance
Revenue Budgets 2022-25 – Latest Position and Savings Proposals	To consider a report on the Latest Position and Savings Proposals for Revenue Budgets 2022-25	No (Full Council Policy Framework decision)	September 2021	Public	Report setting out key issues.	Howard Hamilton-Smith - Head of Finance & Property  Executive Member for Resources and Performance



Matter for Decision	Purpose	Key Decision – Yes or No	Anticipated date of decision	Public or Private report. If Private give reasons	List of documents to be submitted including any background papers	Contact person & Executive Portfolio
Residential Extensions SPD -	To consider a report to seek Members' approval of a draft of the Residential Extensions SPD to be issued for formal public consultation	Yes	October 2021	Public	Report setting out the key issues.	Sarah Waddington - Economy and Growth, Senior Planner  Executive Member for Economy and Growth
Houses in Multiple Occupation (HMOs) and Small Flats SPD	To consider a report to seek Members' approval of a draft of the Houses in Multiple Occupation (HMOs) and Small Flats SPD to be issued for formal public consultation	Yes	October 2021	Public	Report setting out the key issues.	Pete Milward - Economy and Growth, Principal Planner  Executive Member for Economy and Growth

Matter for Decision	Purpose	Key Decision – Yes or No	Anticipated date of decision	Public or Private report. If Private give reasons	List of documents to be submitted including any background papers	Contact person & Executive Portfolio
Pioneer Place	To consider a report on the Pioneer Place programme and construction	Yes	September 2021	<p>Private – The report contains exempt information and is therefore NOT FOR PUBLICATION by virtue of Local Government Act 1972 schedule 12A, Part 1, Paragraph 3.</p> <p>Information relating to the financial or business affairs of any particular person (including the authority holding that information).</p>	Report setting out the key issues.	<p>Kate Ingram Strategic - Head of Economy and Growth</p> <p>Executive Member for Economy and Growth</p>
Fit and Proper Person Application Fee Policy for Residential Mobile Home Sites.	To approve the Fit and Proper Person Application Fee Policy for Residential Mobile Home Sites.	Yes	September 2021	Public	Report setting out the key issues.	<p>Clare Jackson - Private Sector Housing Manager</p> <p>Executive Member for Housing and Development Control</p>

Matter for Decision	Purpose	Key Decision – Yes or No	Anticipated date of decision	Public or Private report. If Private give reasons	List of documents to be submitted including any background papers	Contact person & Executive Portfolio
Waste and Cleansing Vehicle Fleet Options	To consider a report on the current contract Options regarding the Waste and Cleansing Vehicle Fleet.	Yes	September 2021	Private – The report contains exempt information and is therefore NOT FOR PUBLICATION by virtue of Local Government Act 1972 schedule 12A, Part 1, Paragraph 3.  Information relating to the financial or business affairs of any particular person (including the authority holding that information).	Report setting out the key issues.	Joanne Swift - Head of Streetscene  Executive Member for Community and Environmental Services

Meetings of the Executive will be held on the following dates: 22<sup>nd</sup> September, 27<sup>th</sup> October, and 1<sup>st</sup> December 2021. Meetings normally start at 6.30pm but times can change so please check the council website nearer the date of the meeting. All meetings are usually held at the Town Hall.

This Notice will be further updated by the following dates: 28<sup>th</sup> September, 2<sup>nd</sup> November, and 16<sup>th</sup> December 2021

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

E-mail: HYPERLINK "mailto:"[cwaudby@burnley.gov.uk](mailto:cwaudby@burnley.gov.uk)

Published: By 23rd August

2021 HYPERLINK "mailto:"HYPERLINK "mailto:"



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## RECYCLING COLLECTIONS

### REPORT TO THE EXECUTIVE



<b>DATE</b>	<b>22/9/2021</b>
<b>PORTFOLIO</b>	<b>Community &amp; Environmental Services</b>
<b>REPORT AUTHOR</b>	<b>Sean Spencer</b>
<b>TEL NO</b>	<b>Ex. 3402</b>
<b>EMAIL</b>	<b>sspencer@burnley.gov.uk</b>

#### PURPOSE

1. To report back to the Executive on the progress made to the recycling services since 2019.
2. To seek Executive approval for the introduction of a further phase of the rollout of the recycling wheeled bins.
3. To seek approval to consult with residents who are not on wheeled bin service

#### RECOMMENDATION

The Executive is recommended to:

4. approve the changes to include an additional 617 (approx) properties onto the wheeled recycling bin service as edged in Green in Appendix 1.
5. approve a process of further consultation with designated residents to ascertain the feasibility of approximately 802 additional properties to be considered for the wheeled bin recycling service as edged in Amber in Appendix 1.
6. approve the introduction of a chargeable large recycling wheeled bin policy.
7. approve the spend of £50,000 from the waste contingency budget to rollout the proposed changes and for the purchase of recycling equipment.
8. delegate authority to the Head of Streetscene in consultation with the Executive Member of Community and Environmental Services to undertake the procurement of recycling equipment, in accordance with the Council's Standing Orders procedures.
9. delegate authority to the Head of Streetscene in consultation with the Executive Member for Community and Environmental Services to undertake the final selection of the properties to be included in the programme following the resident consultation of those properties edged in Amber in Appendix 1.

## REASONS FOR RECOMMENDATION

10. Executive approval was granted in July 2019 for the initial rollout of the recycling wheeled bin programme. An Executive decision was also made at this time to undertake a further review of the areas that were not selected in 2019 for 'Phase One' rollout.
11. The properties highlighted in Green in Appendix 1, have similar characteristics to the properties already moved onto the recycling wheeled bins in phase 1, so should allow a simple transition.
12. Those properties highlighted in Amber in Appendix 2, don't fully meet the original criteria however could potentially be added to the wheeled bins service. By undertaking further / detailed consultation the Council will ensure that the recycling service provided continues to meet the recycling needs of all its residents within the local area. The detailed consultation will take on board the views of all residents from the selected areas; in order to determine future collection methods and wider strategies for the Recycling Service.

## SUMMARY OF KEY POINTS

### Background:

13. The Executive on the 18th of June 2019 approved the implementation of changes to the Recycling services for the introduction of a wheeled bin recycling service for 22,000 properties across the Borough. These changes were successfully implemented from October 2019. As part of the Executive decision in June 2019, it was also agreed;

*'That a further review be carried by the Executive ...'.  
(Item 5, Decision 7, 2019).*

This Review has been delayed whilst the focus for waste and cleansing service delivery was primarily on dealing with the issues presented with the Covid 19 Pandemic.

### Current Services:

14. The initial rollout of wheeled bins for recycling services was based upon properties that presented efficient collection rounds, whilst also ensuring that the properties could accommodate the additional space required to sufficiently store two additional wheeled bins. The rollout in 2019 has been very successful and provided approximately 22,000 properties across the borough (out of approx. 42,000 properties) wheeled bin provision and these are now embedded in the Council's collection rounds methodology on a 4-weekly cycle.
15. The remainder of the borough where properties do not have extensive storage capacity for wheeled bins remain on a fortnightly recycling collection service with collections being made from a 55l container for glass, cans and plastics and paper and card being collected from a sealable weighted white sack.
16. The refuse and garden waste collections have remained fortnightly collections and have remained unaffected. There are no plans to change the current refuse and garden waste services.



**17.** The changes to the recycling service also led to changes being implemented to the street cleaning service. The areas that moved to a wheeled bin collection system for recycling receive a cleanse every 2 weeks following their refuse collections. The areas that remained on a box/sack collection system continued on a weekly street cleaning service following both their refuse collection and their recycling collection.

### **Review of the 2019 Service Changes**

**18.** The rollout and implementation of the service change was extremely effective. The service change was implemented in October 2019 and concluded in March 2020 following a period of consolidation. The approach taken by the team was to modify the service in a pragmatic way, based on ongoing resident dialogue throughout the rollout. This ensured that issues which occurred were dealt with 'on the doorstep' as part of the rollout. This avoided any residents having to wait for a response and allowed any issues to be tackled as they were encountered. The following is a summary of changes that were incorporated during the rollout;

- Dealt with Councillor requests to review service options at the outset of the project which amended the proposed service delivery for 393 properties
- Delivered over 300 smaller bins at the request of residents as an alternative to the larger bins
- Sourced and delivered alternative containers to approx. 150 properties where storage was an issue for wheeled bins
- Issued 26 can crushers to properties that were experiencing storage capacity issues within their bins

**19.** As part of the 'phase 1 rollout', a new and improved white sack was delivered to each property that didn't move onto wheeled bins. The white sack is sealable and weighted at the bottom. The aim was to provide a more suitable container that didn't go missing after collections had taken place and aimed to reduce the spillage. Although, its acknowledged that these items aren't perfect, the feedback from crews and residents are that this service adjustment has been much better and helps to tackle the previous issues encountered.

**20.** One of the issues faced with the service change, has been several complaints relating to capacity of the standard 240L wheeled bins. This has been heightened as people have spent more time at home. In response, the Council has issued can crushers as a trial to a limited number of residents. The feedback received has been positive, however in most cases this hasn't alleviated the capacity issue entirely. Therefore, it is recommended that larger 360L recycling bins be offered and charged at £31.30 for those properties that wish to access larger bins. This charge is in accordance with the Council's existing bin charging policy for larger refuse (claret) bins and would be a cost neutral initiative.

**21.** The rollout of the service change commenced directly before the Covid 19 pandemic started. Therefore, it is difficult to measure the success of this project alone in terms of recycling performance. During the months of October 2018 to March 2019 (prior to the changes) approximately 2681 tonnes of recycling was collected, compared to over 3657 tonnes collected during the same period in 2020 to 2021. This represents approximately a 36% increase in recycling tonnages. Comparing the same periods, general waste collected also increased, however general waste only increased by approximately 13%. These

comparisons highlight that the service changes made have the improved recycling service and will have led to some of the increase in tonnage collected, however it should be noted the tonnages will have also increased as a result of residents having spent longer at home as the Country has spent several months in lockdown.

### **Review of the areas that remained on Box / Sack Collections**

- 22.** As agreed by the Executive in June 2019, officers have started a review of the recycling service for those properties which have remained on a fortnightly collection system and remained on the box/sacks methodology.
- 23.** The review started late 2020, expressions of interest were sought from residents that remained on the box/sack fortnightly recycling collections system. Residents were asked to register an interest if they wished to be considered for a move to a wheeled bin monthly recycling collection service. Over the 6 month period from November 2020, the Council have received 205 requests from approximately 20,000 properties.
- 24.** An initial review has been undertaken of these requests with Urbaser colleagues to determine the feasibility of adding these areas onto the wheeled bin collection rounds. The review has taken into consideration a range of factors such as operational viability, whether it's likely a joint consensus could be reached from all neighbouring properties and whether it would be practical to switch the properties onto a monthly collection service.

### **Programme Proposal**

- 25.** The feasibility study undertaken identified 617 properties which had similar characteristics to those properties that had already moved onto the recycling wheeled bin collection rounds during 'phase 1'. These requests were from a range of new build properties and ad hoc properties which met the original suitability criteria, therefore will be added to the wheeled bin recycling collection rounds. The map attached in Appendix 1, shows a breakdown of these 617 properties highlighted in green. The rollout of these properties isn't expected to cause any issues and will follow the same approach that was undertaken in September 2019, with any ad hoc requests being dealt with on the door step as they arise.
- 26.** The feasibility study identified an additional 802 properties which were deemed potentially suitable to move onto the wheeled bin recycling service. Although these properties didn't entirely meet the original suitability criteria, it is felt they could potentially move onto a wheeled bin service following a detailed consultation exercise. These properties are marked in Amber within Appendix 1.
- 27.** The 'Amber List' properties present potential operational and / or storage issues that are not prevalent in the properties highlighted in Appendix 1 'Green List'. It is therefore recommended that a thorough targeted consultation exercise be undertaken. The consultation will focus upon ascertaining that each property has the storage provision for 2 additional wheeled bins and that the household agrees to keep the bins within the vicinity of their premises except for collection day, and that all the residents in the area are happy for the bins to be collected every 4 weeks. The collection system offered in each of these separate areas must be consistent and requires full buy in from the whole street / area. It is not practical to operate a 'mix and match' service, as this would cause significant operational difficulties.
- 28.** Out of the 205 requests received, 127 have been deemed unsuitable at this stage. The

reasons for these properties being deemed unsuitable at this stage, in the main relates to; a lack of storage space for the extra wheeled bins, significant operational issues presented such as no access for the current recycling vehicles to drive down the back streets or due to the additional amount of time that it would take to service these properties on a wheeled bin solution. These properties will be notified of this outcome in due course.

- 29.** One of the current issues faced with rolling out a boroughwide wheeled bin recycling service is linked to the current fleet of vehicles. The current recycling vehicles are split bodied vehicles that collect paper and card in one side and glass, cans, plastics in the other side. As a result, these vehicles are much wider than the refuse collection vehicles. As such, this impedes access to many of the back streets in the terraced areas. Therefore, the additional adverse impacts on collection rounds would negate the implementation of wheeled bins as a viable option at this stage.
- 30.** Should there be a desire for a one system solution in the future, a full feasibility study will need to be undertaken. Services would need to be re-designed, fully costed and would need consideration at the point of the next waste and cleansing contract procurement. It is suggested that this could be considered and discussed prior to the procurement of the next waste and cleansing contract which is due to start in 2025. In addition, any requirements from the Environment Bill which is currently passing through parliament would also need to be incorporated into any future collection arrangements. This could potentially include a statutory requirement to collect food waste separately for recycling.
- 31.** It should also be noted that in specific areas of the Country where wheeled bins have been rolled out as a one system fits all solution to recycling, that this has had a detrimental effect on the recycling service, often resulting in wheeled bins full of contaminated items which cannot be recycled and a negative impact on front and back streets that become utilised for bin storage. These factors should be fully considered as part of any future recommendations for a one system approach.

### Programme Timescales and Next Steps

- 32.** An indicative timetable of key dates for the rollout of these additional changes to the recycling scheme have been identified below;

Activity	Date
Executive Decision	Sept 21
Notify unsuccessful EOI for wheeled bins	Oct 21
<b>'Green List' Roll Out</b>	
Initial leaflet delivered explaining wheeled bins are coming to this area	Early Oct 21
Obtain any feedback and make tweaks which are required	During Oct 21
Deliver wheeled bins and start new service	Nov 2021
<b>'Amber List' Roll Out</b>	
Extensive Consultation with all properties	Nov 21 - Jan 22
Decision reached on future service for each area	Feb 22
Implement required changes	Spring 22

- 33.** The rollout would reflect the positive approach undertaken back in 2019 and will be reviewed throughout implementation. Periodical updates will be provided to Members via the Council's Strategic Reporting Process. The 'Green List' properties present similar challenges to the initial rollout in 2019 and will follow the same pragmatic approach. The 'Amber List' would require a consultative approach which would include door knocking, specific consultative site visits and targeted communications to enter into dialogue with the resident in the local area.
- 34.** It should be noted that the map provided within Appendix 1, is an initial high-level overview and is for illustrative / draft implementation purposes only. The finalised details will be made available to residents via targeted communications to those residents affected.
- 35.** Officers have undertaken a full community impact assessment to ensure the proposed round collection changes maintain existing accessibility and that recycling participation does not adversely impact those that currently benefit from an assisted collection. The assisted collections allow continue to allow those residents that can't move their waste containers to receive support from our collection crews.

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

- 36.** There will be a capital requirement of £35,000 for the purchase of the additional wheeled bins required for this project. There will be a project delivery costs associated with this project in the region of £15,000 to recruit temporary workers to deliver the bins and undertake the consultation exercise. The total cost of £50,000 can be funded from the waste Contingency pot. This will cover the key activities associated with delivering this project and will include communications, targeted door knocking, and any costs associated with delivering the new wheeled bins.
- 37.** It is not anticipated that there will be any additional ongoing revenue costs from the proposed roll-out.

#### **POLICY IMPLICATIONS**

- 38.** The proposal supports the commitment in the strategic plan to "*implement a range of initiatives to maintain a clean, safe, attractive and environmentally friendly borough*".

#### **DETAILS OF CONSULTATION**

- 39.** Scrutiny committee – 16<sup>th</sup> September 2021

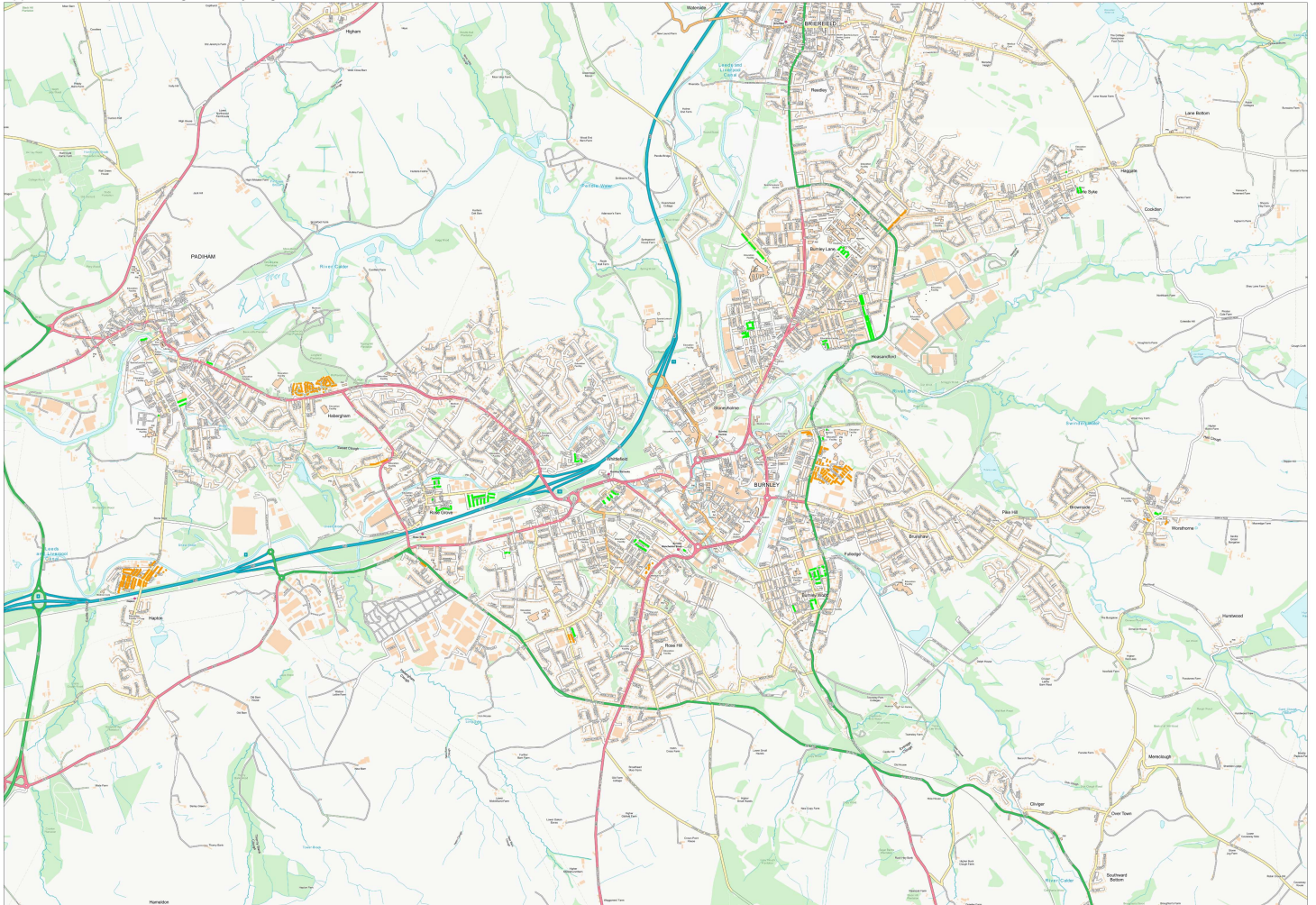
#### **BACKGROUND PAPERS**

Appendix One - Proposed changes to recycling wheeled bins 2021

**FURTHER INFORMATION**

**PLEASE CONTACT: Joanne Swift / Tom Ormerod**

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**REPORT TO THE EXECUTIVE**



<b>DATE</b>	<b>22/09/21</b>
<b>PORTFOLIO</b>	<b>Housing and Development</b>
<b>REPORT AUTHOR</b>	<b>Clare Jackson</b>
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**THE MOBILE HOMES FIT AND PROPER PERSON FEE POLICY**

**PURPOSE**

1. To adopt the Mobile Homes Site Fit and Proper Person Fee Policy.

**RECOMMENDATION**

2. That the Executive approves the Fit and Proper Person Assessment Fee Policy and the introduction of a fee at £290 for the assessment of fit and proper person applications from mobile home sites as detailed in appendix 1.
3. That authority is delegated to the Head of Housing and Development Control in consultation with the Portfolio Holder to make any minor amendments to the policy that may be necessary when it is reviewed annually.

**REASONS FOR RECOMMENDATION**

4. To enable a fee to be charged for the implementation of The Mobile Homes (Requirement for Manager of Site to be Fit and Proper Person) (England) Regulations 2020

**SUMMARY OF KEY POINTS**

5. The Mobile Homes (Requirement for Manager of Site to be Fit and Proper Person) (England) Regulations 2020 introduce a fit and proper person assessment (FPPA) for the owners/operators of residential mobile home sites, to improve the standards of park home site management.
6. In Burnley there is currently one licensed mobile home site, with permission for a maximum of 105 pitches.

7. The legislation requires an application to be made to the Council by the 1<sup>st</sup> October 2021. The Council must then determine if the relevant person is fit and proper to manage mobile home sites and create a register of those assessed. The Council can charge a fee for processing applications to enable them to recover the costs of this work. Before any fees may be imposed the Council must establish and publish a Fee Policy setting out the fees.
8. Where a site owner or their manager fails the FPPA and they are unable to identify and appoint a suitable alternative manager, who must also undergo and meet the requirements of the FPPA, the Council could appoint a person to manage the site, with the consent of the site owner. The reasonable costs of this action can be recovered from the site.
9. It is an offence for a site owner to (a) cause or permit land to be operated as a park home site unless they, or the person appointed to manage the site is a fit and proper person to manage the site; (b) provide false or misleading information or fail to provide information in an application; (c) fail to comply with a requirement set as a condition of the local authority's decision to include a person on the register.
10. In setting its fees, the Council has had regard to the 'Fit and Proper Person Guide for Local Authorities on Setting Fees' issued by the Ministry of Housing, Communities and Local Government 2021. The Council is not permitted to make a profit from the FPPA fee income.

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

11. The implementation of the new legislation has resource implications for the Private Sector Housing team, there will be a small increase to fee income for this team due to the introduction of fees calculated on a cost recovery basis.

#### **POLICY IMPLICATIONS**

12. Implementing the new legislation ensures that those responsible for operating the mobile home site licence and managing the site are of sufficient integrity and good character to be responsible for the management of a regulated site. This in turns helps ensure that Burnley is a Place of Choice for residents to live.

#### **DETAILS OF CONSULTATION**

13. Not applicable.

#### **BACKGROUND PAPERS**

**FURTHER INFORMATION**

**PLEASE CONTACT: Clare Jackson**

**ALSO: Paul Gatrell**

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# **Mobile Home Sites**

## **Fit and Proper Person Assessment**

### **Fee Policy**

September 2021

## Contents Page

<b>Section</b>		<b>Page</b>
1	Introduction	3
2	Fee Structure	4
3	Costs that can be included	4
4	Payment and Processing	5
5	Matters to be considered in the Assessment	6
6	Application	7
7	Decision	7
8	Appeals	7
9	Register	8
10	Appointment of a Person to Manage the Site	9
11	Review of Policy	9

## 1. Introduction

- 1.1 This policy sets out the approach taken in the setting of fees for the processing of applications for the Fit and Proper Person Assessment, for the owners and managers of residential mobile home sites.
- 1.2 The Mobile Homes (Requirement for Manager of Site to be Fit and Proper Person) (England) Regulations 2020 (hereafter 'the regulations) introduce a fit and proper person assessment for mobile home site owners or the person appointed to manage the site. The purpose of the fit and proper person test is to improve the standards of mobile home site management.
- 1.3 By 1<sup>st</sup> October 2021, all site owners must have applied to the Council to be assessed as fit and proper persons and to be included on the register.
- 1.4 Fees may be charged for assessing applications to enable local authorities to recover the costs of this activity. Furthermore, local authorities may cover the cost of monitoring the scheme or conditions attached to entries in the register by the levy of an annual fee.
- 1.5 Burnley Council, is the local authority for the purposes of the Regulations and has agreed to charge a fee for the Fit and Proper Person Assessment. An annual monitoring fee will not be charged.
- 1.5 Before a local authority can charge a fee, it must prepare and publish a fees policy. When fixing a fee, the local authority:
- Must act in accordance with its fees policy
  - May fix different fees in different cases
  - May determine that no fee is required in some cases
- 1.6 Any charges relating to the Fit and Proper Person function will be limited to recovering the costs of exercising that function. Both the level of fees and how they are charged are, subject to legal restrictions, at the discretion of the local authority.
- 1.7 There are exemptions from the requirement for the owner of a site to apply for a FPPA:
- A site that is only occupied by members of the same family
  - A site that is not being run as a commercial residential site
  - A site occupied by and managed by the council

## 2. Fee Structure

2.1 In setting its fees policy and the fees to be charged, the Council has had regard to the Regulations, and the relevant guidance, the 'Fit and Proper Person Test Guide for Local Authorities on Setting Fees' issued by the Department for Communities and Local Government 2021.

2.2 In determining those fees, the Council has considered all administrative costs incurred in the FPPA process, including consultations, meetings, scrutiny of the information provided on application for the assessment and providing informal, pre-application advice.

2.3 The regulations permit the Council to charge two types of fee to cover its costs:

- Fit and Proper Person application fee - to cover the cost of assessing applications to be included on the fit and proper register.
- Fit and Proper Person annual fee - to cover the cost of monitoring the scheme or conditions attached to the register. Payment of the annual fee may also be required as a condition of inclusion in the register.

<b>Fee Type</b>	<b>Cost</b>
Fit and Proper Person application fee	£290
Fit and Proper Person annual fee	£0

2.4 The reason the Council have not set an annual monitoring fee is that the Council already charge an annual site licence fee which includes an inspection of the site and dealing with any complaints raised by residents.

## 3. Costs that can be included in application fees

3.1 The Council has taken into account the following matters on which costs are incurred (or likely to be incurred) when determining its fee policy for consideration of applications for entry on a fit and proper register:

- Initial enquiries;
- letter writing/ telephone calls etc to make appointments and requesting any documents or other information from the site owner or from any third party in connection with the fit and proper process;
- sending out forms;



- updating files/ computer systems and websites;
- processing the application fee;
- land registry searches;
- time for reviewing necessary documents and certificates;
- preparing preliminary and final decision notices;
- review by manager or lawyers;
- review any representations made by applicants or responses from third parties;
- updating the public register;

3.2 In addition, the Council will need to make such inquiries as are necessary in connection with the application, such as those relating to the applicant's management and financial standing.

3.3 All time taken in establishing the information required to make an informed decision is included in the application fee, whether or not the entry on the register is granted.

3.4 Where an applicant contacts the Council before making an application to ascertain the likelihood of the success of that application, the authority will give informal advice, including on likely conditions that may be attached to an entry, so the applicant can make an informed judgement on how to proceed with the application.

## **4. Payment and Processing**

4.1 The Council requires payment of fees for applications for a FPPA and subsequent inclusion on the Fit and Proper Person register. The Council will not start processing any applications until such time as the correct fee is received. Application fees will be invoiced, the invoice contains a range of options for payment.

4.2 The application will be processed within 6 weeks of the Council receiving the full application and all supplementary documentation and the fee. Fees are not refundable if the application is not granted.

## **5. Matters to be Considered in the Fit and Proper Person Assessment**

5.1 When considering whether a person is 'fit and proper' the Council must have regard to the suitability of the person concerned ('the relevant person'). Schedule 3 paragraphs 2 to 4 of the Regulations make reference to those matters that must be considered by the local authority as part of any application. These include;

Whether the relevant person is able to secure the proper management of the site. This includes, but is not limited to;

- a) compliance with the site licence;
- b) the long term maintenance of the site;
- c) whether the relevant person has sufficient level of competence to manage the site;
- d) the management structure and funding arrangements for the site or proposed management structure and funding arrangements.

Other matters to be considered are whether the relevant person has:

- e) committed any offence involving fraud or other dishonesty, violence, arson or drugs or listed in Schedule 3 to the Sexual Offences Act 2003 (offences attracting notification requirements);
- f) has contravened any provision of the law relating to housing, caravan sites, mobile homes, public health, planning or environmental health or of landlord and tenant law;
- g) has contravened any provision of the Equality Act 2010 in, or in connection with, the carrying on of any business;
- h) has harassed any person in, or in connection with, the carrying on of any business;
- i) is, or has been within the past 10 years, personally insolvent;
- j) is, or has been within the last 10 years, disqualified from acting as a company director;
- k) whether the relevant person has the right to work within the United Kingdom;
- l) whether any other local authority has rejected an application for the responsible person to be included in a register;

5.3 The Council may also have regard to the conduct of any person associated or formerly associated with the relevant person (whether on a personal, work or other basis) if it appears to the authority that that person's conduct is relevant to the question of whether the relevant person is a fit and proper person to manage the site.

## **6. Application**

Once an application has been received the local authority may:

- a) grant the application unconditionally;
- b) grant the application subject to conditions;
- c) reject the application.

## **7. Decision**

As soon as is reasonably practicable after a full and complete application is received (including the relevant fee) the Council must make a decision on the application and either;

- a) where the decision is to grant the application unconditionally and to include the relevant person on the register for 5 years, serve a final decision notice on the applicant or;
- b) otherwise serve a preliminary decision notice on the applicant.

## **8. Appeals**

8.1 Any preliminary decision notice will be in accordance with the Regulations and will provide the applicant with 28 days, beginning with the day after the day on which the notice was served, to make written representations to the authority.

8.2 Once written representations have been received the Council may then make a final decision which may include approving an application subject to specific conditions.

8.3 The Council may seek to remove a relevant person from the register or to impose further conditions a notice of proposed action will be issued in accordance with the Regulations. Again, any relevant person may make written representations within 28 days of such a notice being issued.

The Council may withdraw or amend:

- a) a preliminary decision notice before service of the final decision notice;
- b) a final decision notice before the decision to which it relates takes effect or;
- c) a notice of proposed action before the proposed action is taken

8.4 A person on whom a final decision notice is served may appeal to a First-tier Tribunal (FTT) against:

- a) any decision to include the relevant person on the register for an effective period of less than 5 years;
- b) any decision to include the relevant person on the register subject to conditions and;
- c) any decision to reject the application.

8.5 A person on whom a notice of action is served may appeal to the FTT against:

- a) any decision to remove the relevant person from the register;
- b) any decision to impose a condition on the inclusion of the relevant person in the register and;
- c) any decision to vary a condition.

8.6 No compensation may be claimed for loss suffered, pending the outcome of the appeal, in consequence of the local authority making a final decision or taking action relevant to Regulation 8(1)(a), (b) or (c).

## **9. Register**

9.1 The Regulations require the Council to establish and keep up to date a register of persons who they are satisfied are fit and proper persons to manage a relevant protected site in their area and to make the register open to inspection by members of the public at the offices of the local authority during normal office hours.

9.2 The Council must also publish the register online and the contents of the register will be in accordance with the Regulations.

9.3 A person's inclusion in the register has effect for a maximum period of 5 years.

## **10. Appointment of a Person to Manage the Site**

10.1 Where a site owner, or their manager fails a FPPA and they are unable to identify, and appoint a suitable alternative manager, who must also undergo the fit and proper assessment, the local authority could appoint a person to manage the site, with the consent of the site owner.

10.2 If the Council is required to appoint a person to manage the site, the reasonable costs of this action can also be recovered from the site. If this were to be required, the Council would seek full cost recovery of all officer time and any other resources required to undertake this action.

## **11. Review of the Fee Policy**

11.1 The policy for Fit and Proper Person Fees will be reviewed annually from implementation. The review will assess and incorporate any changes that need to be made. This will include a full review of the fee levels and any adjustments will consider variations in officer and administration time to those used in calculating the fees set out in this policy document, along with any changes to other costs incurred in providing the FPPA function.

11.2 The fees policy will be published on the Council's website, <http://www.burnley.gov.uk> and if the Council revises the fee policy, it will replace the published policy with the revised policy.

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## Revenue Monitoring Report 2021/22 – Quarter 1 (to 30 June 2021)

### REPORT TO EXECUTIVE



DATE	22 September 2021
PORTFOLIO	Resources and Performance Management
REPORT AUTHOR	Howard Hamilton-Smith
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### PURPOSE

1. To report the forecast outturn position for the year as at 31 March 2022 based upon actual spending and income to 30 June 2021.
2. Members are asked to note the financial impact of the Coronavirus pandemic as can be seen in paragraph 5. In view of these exceptional times the revenue monitoring position is uncertain.

### RECOMMENDATION

3. The Executive is asked to:
  - a. Note the projected revenue budget forecast position of a net overspend of £195k, as summarised in table 1 and detailed in Appendix 1.
  - b. Note that further income compensation is to be received for the period April – June 2021. Where these income losses are more than 5% of a council's planned income from sales, fees and charges, the government will cover them for 75p in every pound lost. See paragraph 13 for further details.
  - c. Approve the establishment of a new collection fund deficit reserve. See paragraph 6 for further details.

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

- d. The latest revised net budget of **£15.419m** as shown in Table 1, and
- e. The net transfers from earmarked reserves of **£1.816m** as shown in Appendix 2.

## REASONS FOR RECOMMENDATION

4. To give consideration to the level of revenue spending and income in 2021/22 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

### 5. Financial Impact of Covid -19

This report shows the forecast outturn position based on the net budget forecast within the current reporting period. In previous years, the focus of this report has been on the net budget forecast and the achievement of the savings targets. Due to the Coronavirus pandemic, this year is a continuation of the 2020/21 financial year with the focus instead being on the forecast reductions in income and increases in expenditure together with an evaluation of progress against savings targets. Due to the continuing uncertainty around the pandemic, it is difficult to predict the ongoing impact on the potential year end outturn. At the end of the current reporting period, the forecast year end net budget deficit stands at £194k. This is after taking into consideration an estimated £0.237m to be reclaimed under the Sales, Fees and Charges Compensation Scheme and £0.719m of direct Central Government funding received to date. The deficit is based upon forecast income and expenditure as at the end of Quarter 1, a time at which there are many future unknowns. The budget is being continually monitored.

Members will recall that £0.860m from Tranche monies received in 2020/21 was set aside in an earmarked reserve to help cover for any future shortfalls in income/increases in expenditure. The current forecast deficit will initially be met from the Central Government funding received to date, with the balance from the monies set aside in 2020/21. Due to the uncertainty of the pandemic, the Council is only able to focus on the short-term impact of the pandemic with the long-term impact still uncertain. There is the potential for increased costs and income losses over the longer term.

### 6. Collection Fund Deficit Reserve

Members may recall that the Government announced that the 2020/21 collection fund deficit would be spread over the following three years. The total deficit for 2020/21 was £5.264m of which £0.190m relates to council tax and £5.074m to business rates. This is after taking into account £0.079m of funding from the Government's Tax Income Guarantee scheme, which funds 75% of any losses attributable to the 2020/21 financial year. When spread over the three-year period, the annual deficit equates to £1.755m. This is funded from the Council's revenue budget. To help mitigate the impact on the revenue budget it is proposed that a Collection Fund Deficit Reserve is established which will be funded from monies previously set aside in the Volatility Reserve. This will allow funds to be transferred annually from the reserve to offset the annual deficit charge and minimise the impact on the annual revenue budget.



## **7. Revenue Budget Monitoring Process**

All budget holders are required to review their budgets on a monthly basis. Three in-year reports on revenue budget monitoring are presented to the Executive and Scrutiny Committee during the course of the financial year. This is the first in-year report for 2021/22. In addition to these three reports there is a final report for revenue 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.

## **8. 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.
- Decisions confirming additional awards of grant and contributions up to £50k approved by Heads of Service and Management Team.
- Executive Member for Resources and Performance Management decisions confirming additional awards of grant and contribution over £50k.
- Decisions made by the Executive.
- Transfers to/from Earmarked Reserves in respect of grants/contributions and also approved carry forwards from 2020/21 (Appendix 2).

Members are asked to approve the latest revised net budget of £15.419m as shown in Table 1.

## **9. Revenue Budget Summary**

Table 1 shows a summary by service area of the revised budget for the year along with the current forecast as at the end of Q1 and the anticipated variance.

At the end of Q1 the net budget forecast is currently £195k deficit. Incorporated into the budget are two savings targets: a £169k salary savings target and a £79k non salary savings target. This report would normally focus on the savings identified in year and the achievement of these targets. In the current circumstances this is not feasible. The net budget forecast of £195k deficit is based upon the latest estimates of income and expenditure, of which there are still many future unknowns. Consideration has only been given to the short-term impact of the pandemic and there is a high probability that the impact will be longer-term spanning future financial years, with increased costs and income losses.

10. Members will recall that savings totalling £0.182m were built in to the 2021/22 revenue budget to ensure that a balanced budget was achieved. As part of the budget monitoring process, progress against the achievement of these savings is to be monitored in year, details of which can be seen below:

Description	Saving £000	Progress of Achievement
Reduction in Growth Lancashire subscription costs	13	Fully achieved. Subscription payment reduced.
Reduction in Regeneration Development consultancy support budget	11	Forecast to achieve. Budget to continue to be monitored.
Streetscene restructure and deletion of vacant posts	10	Fully achieved. Restructure complete.
Back-office efficiency savings within Green Spaces	6	Forecast to achieve. Budget to continue to be monitored.
Savings from the flexible retirement of 1 x post	35	Fully achieved.
Capitalisation of one officer remuneration costs within Empty Homes	28	Fully achieved.
Operational Budget Savings - Streetscene	10	Forecast to achieve. Budget to continue to be monitored.
Re-tender Stables Café at increased rent	10	Fully achieved. Target income achieved.
Thompson Park pavilion rent	5	Budget to continue to be monitored.
Efficiency savings - Burnley Leisure	50	Fully achieved. Leisure Trust SLA agreed.
Reduce Parish Council Grants in line with funding reductions	4	Fully achieved. Parish grants reduced in line with saving required.
<b>TOTAL</b>	<b>182</b>	

11. In February 2021 the Government announced details of £1.55 billion of un-ringfenced grant to support local authorities in 2021/22. Of this allocation, Burnley's share was £0.719m. In addition, an extension to the Sales, Fees & Charges Compensation Scheme for the first quarter of 2021/22 was also announced.
12. Due to the ever-changing environment the budget position is fluid and is being continually monitored and reviewed. More detailed forecasts will be provided throughout the year as part of the budget monitoring reporting cycles.
13. As previously mentioned the Government announced an extension to the 2020/21 Sales, Fees & Charges Compensation Scheme into the first quarter of 2021/22. Where these income losses are more than 5% of a council's planned income from sales, fees and charges, the government will cover them for 75p in every pound lost. Based on the estimated losses of income identified in this report, it is estimated that £237k can be claimed under the scheme.

**Table 1: Revenue Budget Forecast Position 2021/22**

	Reconciliation of Approved Budget & Funding	Forecast position as at Quarter 1					
		Net Budget 2021/22 £000s	Revised Budget £000s	Forecast Q1 £000s	Forecast Net Income from Sales, Fees & Charges £000s	Revised Forecast Q1 £000s	Variance Q1 £000s
a	Economy and Growth	616	774	844	0	844	70
b	Policy and Engagement	441	700	710	(7)	703	3
c	Management Team	361	361	361	0	361	0
d	Sport and Culture Leisure Client	728	899	899	0	899	(0)
e	Green Spaces and Amenities	1,067	1,177	1,261	(50)	1,211	34
f	Streetscene	3,125	3,201	3,509	(57)	3,452	251
g	Housing and Development Control	458	669	687	(22)	665	(3)
h	Strategic Partnership	3,935	3,916	3,916	0	3,916	0
i	Finance and Property	532	532	957	0	957	425
j	Revenues and Benefits Client	(1,287)	(1,287)	(1,055)	(101)	(1,156)	131
k	Legal and Democratic Services	1,015	1,017	979	0	979	(38)
l	People and Development	235	235	235	0	235	0
m	Central Budgets - Other <i>(includes corporate costs eg utilities, apprenticeship levy)</i>	890	2,132	2,132	0	2,132	0
	Central Budgets - Savings Targets <i>(see Table 2)</i>	(248)	(248)	(248)	0	(248)	0
	<b>NET SERVICE BUDGET</b>	<b>11,868</b>	<b>14,077</b>	<b>15,186</b>	<b>(237)</b>	<b>14,949</b>	<b>872</b>
	Pensions	772	772	772	0	772	
	Provisions <i>(Balance to be determined at year end)</i>	0	0	0	0	0	0
	Impairments <i>(Provisions for Bad Debt)</i>	0	0	0	0	0	0
	Parish Precepts <i>(Disbursement to Parishes)</i>	169	169	169	0	169	0
	Treasury <i>(Investment Income &amp; Expenditure)</i>	951	951	992	0	992	41
	Capital Financing	1,240	1,996	1,996	0	1,996	0
	Earmarked Reserves (to / (from))	(131)	(2,547)	(2,547)	0	(2,547)	0
	Strategic Reserves (to / (from))	550	1	1	0	1	0
	<b>NET CORPORATE ITEMS</b>	<b>3,551</b>	<b>1,342</b>	<b>1,383</b>	<b>0</b>	<b>1,383</b>	<b>41</b>
	Council Tax	(7,266)	(7,266)	(7,266)	0	(7,266)	0
	Parish Precepts <i>(Receipts from Council Tax Payers)</i>	(169)	(169)	(169)	0	(169)	0
	Business Rates: Retained Income	(4,513)	(4,513)	(4,513)	0	(4,513)	0
	Business Rates: S31 Grants <i>(For award of business rates)</i>	(1,442)	(1,442)	(1,442)	0	(1,442)	0
	Prior Year Collection Fund (Surplus)/Deficit	632	632	632	0	632	0
	Revenue Support Grant	(1,649)	(1,649)	(1,649)	0	(1,649)	0
	New Homes Bonus	(564)	(564)	(564)	0	(564)	0
	Other Government Grants	(449)	(449)	(449)	0	(449)	0
	<b>FUNDING</b>	<b>(15,419)</b>	<b>(15,419)</b>	<b>(15,419)</b>	<b>0</b>	<b>(15,419)</b>	<b>0</b>
	<b>BUDGET BALANCE</b>	<b>(0)</b>	<b>(0)</b>	<b>1,149</b>	<b>(237)</b>	<b>913</b>	<b>913</b>
	LA Support Grant Allocations 21/22		0	(719)	0	(719)	(719)
	<b>Forecast Budget Gap Excluding Collection Fund</b>	<b>(0)</b>	<b>(0)</b>	<b>430</b>	<b>(237)</b>	<b>195</b>	<b>195</b>

## 14. SAVINGS TARGETS

As previously mentioned, in setting the budget it was assumed that two savings targets would be achieved: £169k salary savings from not filling posts immediately and £79k in year savings/additional income target. In light of the financial pressures incurred as a result of the Coronavirus pandemic the operational underspend target may not be achieved. The salary savings target may be achieved due to staff turnover and vacant posts. At present the forecast budget overspend is £195k. This is after Central Government funding has been taken into consideration. A summary of the in-year targets and the projected budget forecasts categorised by salary and non-salary expenditure as at the end of Q1 can be seen in Table 2 below:

<b>Table 2: Summary of Corporate Savings</b>			
<b>Savings</b>	<b>Revised Budget</b>	<b>Savings Forecast Q1</b>	<b>Balance of Savings yet to be Identified</b>
	<b>£000</b>	<b>£000</b>	<b>£000</b>
Salary Savings	(169)	21	(148)
Non-Salary Savings	(79)	(536)	(615)
<b>TOTAL</b>	<b>(248)</b>	<b>(515)</b>	<b>(763)</b>
Less Sales, Fees and Charges Compensation			237
Less Central Government Received			719
<b>TOTAL SAVINGS YET TO BE IDENTIFIED</b>			<b>(195)</b>

### Salary Savings Target

The position at the end of Q1 is that £21k of salary savings have been secured to date as can be seen in Table 2 above, leaving a shortfall of £148k to identify throughout the remainder of the year.

### Non-Salary Savings Target

The latest position is that the estimated reduction in income and increased expenditure has increased the balance of non-salary savings yet to be identified to £615k.

The combined balance of savings (salary and non-salary) yet to be identified totals £763k which is reduced to a net budget deficit of £195k once Central Government funding received to date has been taken into consideration. The above estimates are based on forecasts at the end of Quarter 1, when there are still many future uncertainties. As such the budget is fluid in nature and may change (positively or negatively) as the year progresses.

## 15. SERVICE REPORTS

15.1 Departmental budgets and current forecast for each service area can be found in Appendix 1. Summarised below by service area are narratives explaining movements in the projected forecast along with any issues or concerns to be highlighted.

a. **Economy and Growth**

**Forecast Variance: £70k net overspend**

Salary savings (£6.5k) due to a new employee starting on a lower SCP than estimated when the budget was prepared.

Reduction in stall income and service charge income at the Market Hall (£69k) based on the number of stalls occupied to date (leased and non-leased). There are a number of leases due for renewal this year, which if renewed may partially reverse this estimate. In addition, the take up of non-leased stall occupation may increase once the impact of the pandemic starts to subside. Forecast reduction in storage and utility recharges (£7.5k) due to current occupation levels.

b. **Policy and Engagement**

**Forecast Variance: £3k net overspend**

Reduction in Graphics external income (£10k) due to reduced demand as a result of the pandemic of which it is estimated that £7k can be claimed under the Sales, Fees & Charges Compensation Scheme.

c. **Management Team**

**Forecast Variance: £0**

There are no variances or issues of concern to report in this quarter.

d. **Sport and Culture Leisure Client**

**Forecast Variance: £0k net overspend**

Quarter 1 has been positive for the Leisure Trust, although still operating under restrictions they have seen higher than expected usage in all of their re-opened venues, which has been positive. The Trust has had staffing problems in respect of them having to isolate when contacted by NHS Test & Trace and have had to close some sites temporarily in order to keep the busier sites open. The Mechanics has remained closed throughout and they aim to have the autumn programme up and running from September onwards. When the budget planning process for the 2021/22 financial year was started in January 2021 the Trust had a funding gap of £1.2m, this had reduced to £778k at the start of the financial year. Based on actual usage over this quarter this has now reduced further and a shortfall of £278k is predicted, which may rise or fall depending on a return to normal trading, restrictions being reimposed and most importantly consumer confidence. The Council and Trust have worked together to access funds such as the National Leisure Recovery Fund and will continue to seek out opportunities if and when schemes become available. Compared to the national picture the Trust is in a very good place with no debt from the previous financial year 2020/21.

e. **Green Spaces and Amenities**

**Forecast Variance: £34k net overspend**

Reduction in Towneley admission and events income (£17k) due to the hall being closed until mid-May and reduced football income (£2k). It is estimated that £14k can be claimed under the Sales, Fees and Charges Compensation Scheme.

Reduced burial/cremation income (£65k), consisting of interment/cremation income, erection of monument and wall plaques. Due to the increase in need in 2020/21 due to the pandemic, it is forecast that there will be a reduced need in the current financial year. It is estimated that £36k can be claimed under the Sales, Fees and Charges Compensation Scheme.

f. **Streetscene**

**Forecast Variance: £251k net overspend**

Additional recharge income (£2k) from the household waste contract to reflect the current services offered, offset by additional expenditure in relation to the Dog Warden contract (£7k), again to reflect the services offered.

Reduction in licences income (£15k), of which it is estimated that £10k can be claimed under the Sales, Fees and Charges Compensation Scheme.

Reduction in recharge income and FPN income (£4k) of which it is estimated that £3k can be claimed under the Sales, Fees and Charges Scheme.

Reduction in car parking income (£283k), in part due to the 'Free after 3' Scheme and also due to period of 'lockdown' leading to reduced footfall in the town centre. Of this reduction in income £23.6k is attributable to the 'Free after 3' scheme. This is lower than the £27k loss estimated when the scheme was approved. It is estimated that £44k of lost car park income can be claimed under the Sales, Fees and Charges Compensation scheme (the losses attributable to the 'Free after 3' scheme cannot be claimed for).

g. **Housing and Development Control**

**Forecast Variance: £3k net underspend**

An estimate of Building Control joint working fees between the Council and Blackburn with Darwen Borough Council are calculated annually and reconciled at year end. Following the annual reconciliation of 2020/21 charges paid (£14k) has been repaid to the Council as an overpayment.

Reduction in renovation grant income (£33k) due to a reduction in grants carried out due to the pandemic. It is estimated that £22k can be claimed under the Sales, Fees and Charges Compensation Scheme,

h. **Strategic Partnership**

**Forecast Variance: £0**

There are no variances or issues of concern to report in this quarter.

i. **Finance and Property**

**Forecast Variance: £425k net overspend**

Salary savings (£7k) in respect of 2 vacant posts. The recruitment process to replace the posts is due to commence imminently.

Increased provision for bad debts (£430k) on property rental income due to the uncertainty around the collection of income due to the pandemic. Reduction in bus station departure income (£2k).

j. **Revenues and Benefits Client**

**Forecast Variance: £131k net overspend**

Reduced revenues and benefits court fee income (£232k) due to a reduction in the number of court sessions held. It is estimated that £101k can be claimed under the Sales, Fees and Charges Compensation Scheme.

k. **Legal and Democratic Services**

**Forecast Variance: £38k net underspend**

Forecast reduction in insurance costs (£40k) based on estimated renewal costs.

Reduced income from the hire of rooms at the Town Hall (£2k) due to the Hall Closure.

**l. People and Development**

**Forecast Variance: £0k net overspend**

There are no variances or issues of concern to report in this quarter.

**m. Central Budgets**

**Forecast Variance: £0k net overspend**

There are no variances or issues of concern to report in this quarter.

**n. Corporate Items**

**Forecast Variance: £41k net overspend**

The early repayment of a long-term loan has resulted in a reduction in interest income to be received (£40k). In addition, an estimated increase in treasury management consultant fees payable (£1k) following the completion of a contract benchmarking exercise.

**o. Funding**

**Forecast Variance: £719k net underspend**

Local Authority support grant received to help fund the ongoing costs of Covid-19.

**16. EARMARKED RESERVES**

The council holds a number of earmarked reserves, details of which can be seen in Appendix 2 which shows the opening balance at the start of the year and any in quarter movements.

A summary of the reserves can be seen in Table 3 below:

	Transformation Reserve	Growth Reserve	Other Earmarked Reserves	TOTAL
	£000	£000	£000	£000
Balance as at 01/04/21	(1,992)	(1,538)	(11,090)	<b>(14,621)</b>
Movement in Q1	(550)	549	2,032	<b>2,030</b>
<b>Balance as at 30/06/21</b>	<b>(2,542)</b>	<b>(990)</b>	<b>(9,059)</b>	<b>(12,591)</b>

Included within the reserve balance above is the £0.860m from Tranche monies received in 2020/21 that was set aside to help cover for any future shortfalls in income/increases in expenditure.

Any savings proposals for 2021/22 that are subsequently adopted and include proposed reductions in posts, will require the cost of any redundancies to be met in the current financial year.

**17. CAPITAL FINANCING**

17.1 Included in the revenue budget is a revenue contribution to capital outlay (RCCO) of £0.777m. This is where revenue funds are used to finance capital schemes. The contribution of £0.777m relates to vehicle and machinery replacement (£175k), refill fountains (£21k), Pioneer Place (£63k), Burnley-Pendle Growth Programme (£300k),

Lower St James St Historic Action Zone (£185k) and Finsley Wharf & Canal Towpath improvements (£33k).

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

18. As shown in the body of the report.

#### **POLICY IMPLICATIONS**

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

#### **DETAILS OF CONSULTATION**

20. None

#### **BACKGROUND PAPERS**

21. None

#### **FURTHER INFORMATION**

**Howard Hamilton-Smith – Head of Finance and Property**

**PLEASE CONTACT:**

**ALSO**

**Amy Johnson – Finance Manager**



			Quarter 1					
			ORIGINAL BUDGET 2020/21 £000s	REVISED BUDGET 2020/21 £000s	Current Forecast £000s	Forecast Net Income from Sales, Fees & Charges £000s	Revised Forecast Q1 £000s	Current Variance £000s
Economy and Growth	RAPP Holding Accounts	RAPP Holding Accounts	154	154	154	0	154	0
Economy and Growth	Markets	Burnley Markets	141	165	235	0	235	70
Economy and Growth	Markets	Markets Shared Areas	(29)	(29)	(29)	0	(29)	0
Economy and Growth	Planning Policy	Local Plan	14	25	25	0	25	0
Economy and Growth	Planning Policy	Planning Policy	171	212	212	0	212	0
Economy and Growth	Economic Development	Town Centre Management	73	73	73	0	73	0
Economy and Growth	Economic Development	Business Support	176	243	243	0	243	0
Economy and Growth	Economic Development	Burnley Branding	109	109	109	0	109	0
Economy and Growth	Economic Development	Burnley Bondholders	14	14	14	0	14	0
Economy and Growth	Economic Development	Sandygate Square Student Accomodation	(334)	(334)	(334)	0	(334)	0
Economy and Growth	Regeneration Development	Regeneration	77	77	77	0	77	0
Economy and Growth	Regeneration Development	Weavers Triangle	4	4	4	0	4	0
Economy and Growth	Regeneration Development	HAZ Heritage Action Zone	43	51	51	0	51	0
Economy and Growth	Regeneration Development	Padiham THI	4	10	10	0	10	0
<b>sub-total</b>			<b>616</b>	<b>774</b>	<b>844</b>	<b>0</b>	<b>844</b>	<b>70</b>
Policy and Engagement	Corp Engage & Policy Hold Acc	Corp Engage Holding Accounts	46	46	46			0
Policy and Engagement	Emergency Planning	Emergency Planning	2	2	2			0
Policy and Engagement	Communications	Communications	87	87	97	(7)	90	3
Policy and Engagement	Community Engagement	Community Engagement	219	266	266	0	266	0
Policy and Engagement	Performance And Policy	Performance and Policy	87	299	299	0	299	0
<b>sub-total</b>			<b>441</b>	<b>700</b>	<b>710</b>	<b>(7)</b>	<b>654</b>	<b>3</b>
Management Team	Management Team	Management Team	361	361	361	0	361	0
<b>sub-total</b>			<b>361</b>	<b>361</b>	<b>361</b>	<b>0</b>	<b>361</b>	<b>0</b>
Sport and Culture Leisure Client	Burnley Mechanics And Arts Devt	Burnley Mechanics And Arts Devt	55	55	55	0	55	0
Sport and Culture Leisure Client	Leisure Centres	St Peters Centre	235	235	235	0	235	0
Sport and Culture Leisure Client	Leisure Centres	Leisure Trust Client	302	473	473	0	473	0
Sport and Culture Leisure Client	Leisure Centres	Padiham Leisure Centre	79	79	79	0	79	0
Sport and Culture Leisure Client	Leisure Centres	Prairie Sports Village	56	56	56	0	56	0
<b>sub-total</b>			<b>728</b>	<b>899</b>	<b>899</b>	<b>0</b>	<b>899</b>	<b>0</b>
Green Spaces and Amenities	Bereavement Service	Cemeteries and Crematorium	(878)	(874)	(809)	(36)	(845)	29
Green Spaces and Amenities	Parks And Green Spaces	Community Parks and Open Space	1,417	1,428	1,428	0	0	0
Green Spaces and Amenities	Parks And Green Spaces	Recreation and Sport	235	235	235	0	0	0
Green Spaces and Amenities	Parks And Green Spaces	Allotments	(18)	(18)	(18)	0	0	0
Green Spaces and Amenities	Parks And Green Spaces	Parks Externally Funded Scheme	0	15	15	0	0	0
Green Spaces and Amenities	Art Gallery And Museums	Towneley Hall	235	315	334	(14)	320	5
Green Spaces and Amenities	Art Gallery And Museums	Towneley Hall Ext Fund Schemes	0	0	0	0	0	0
Green Spaces and Amenities	Transport	Grounds Maintenance	75	75	75	0	0	0
<b>sub-total</b>			<b>1,067</b>	<b>1,177</b>	<b>1,261</b>	<b>(50)</b>	<b>(524)</b>	<b>34</b>
Streetscene	Streetscene Holding Accounts	Streetscene Holding Accounts	887	888	888	0	0	0
Streetscene	Engineering Services	Bus Shelters	18	18	18	0	0	0
Streetscene	Engineering Services	Highways	13	11	11	0	0	0
Streetscene	Engineering Services	Street Lighting	83	83	83	0	0	0
Streetscene	Engineering Services	Drainage	4	4	4	0	0	0
Streetscene	Community Safety	Community Safety	199	239	239	0	0	0
Streetscene	Car Parking	Car Parking	(552)	(527)	(244)	(44)	(288)	239
Streetscene	Car Parking	Car Parking Enforcement	14	14	14	0	0	0
Streetscene	CCTV	CCTV	152	152	152	0	0	0
Streetscene	Environmental Services	Waste Cleaning Contract	111	111	111	0	0	0
Streetscene	Environmental Services	Street Cleansing	1,217	1,217	1,221	(3)	1,218	1
Streetscene	Environmental Services	Waste Collection	1,179	1,179	1,177	0	0	(2)
Streetscene	Environmental Services	Pest Control	22	22	22	0	0	0
Streetscene	Environmental Services	Dog Warden	55	55	62	0	0	7
Streetscene	Environmental Services	Default Works	(24)	(24)	(24)	0	0	0
Streetscene	Regulation	Environmental Health Client	(39)	(28)	(28)	0	0	0
Streetscene	Regulation	Taxi Licensing	(118)	(118)	(118)	0	0	0
Streetscene	Regulation	Other Licensing	(105)	(105)	(90)	(10)	(100)	5
Streetscene	Regulation	Public Funerals	10	10	10	0	0	0
<b>sub-total</b>			<b>3,125</b>	<b>3,201</b>	<b>3,508</b>	<b>(57)</b>	<b>831</b>	<b>251</b>
Housing and Development Control	Housing And Development Ctrl	Housing	324	470	503	(22)	481	11
Housing and Development Control	Development Control	Development Control	4	68	68	0	68	0
Housing and Development Control	Building Control	Building Control	78	78	64	0	64	(14)
Housing and Development Control	Selective Licensing	Selective Licensing	52	52	52	0	52	0
<b>sub-total</b>			<b>458</b>	<b>669</b>	<b>688</b>	<b>(22)</b>	<b>666</b>	<b>(3)</b>
Strategic Partnership	Strategic Partnership	Strategic Partnership	3,935	3,916	3,916	0	0	0
<b>sub-total</b>			<b>3,935</b>	<b>3,916</b>	<b>3,916</b>	<b>0</b>	<b>0</b>	<b>0</b>

Finance and Property	Finance Unit	Finance Unit	618	618	611	0	611	(7)
Finance and Property	External Audit	External Audit	54	54	54	0	54	0
Finance and Property	Internal Audit	Internal Audit	142	142	142	0	142	0
Finance and Property	Misc Income And Expenditure	Misc Income And Expenditure	33	33	33	0	33	0
Finance and Property	Property	Property	(316)	(316)	116	0	116	432
<b>sub-total</b>			<b>532</b>	<b>532</b>	<b>957</b>	<b>0</b>	<b>957</b>	<b>425</b>
Revenues and Benefits Client	Revenues And Benefits Client	Revenues And Benefits Client	(323)	(323)	(323)	0	(323)	0
Revenues and Benefits Client	Housing Benefits Payments And Subs	Housing Benefits Payments And Subs	(74)	(74)	(74)	0	(74)	0
Revenues and Benefits Client	Council Tax Support	Council Tax Support	(163)	(163)	(163)	0	(163)	0
Revenues and Benefits Client	Cost Of Collection Accounts	Cost Of Collection Accounts	(728)	(728)	(496)	(101)	(597)	131
<b>sub-total</b>			<b>(1,287)</b>	<b>(1,287)</b>	<b>(1,055)</b>	<b>(101)</b>	<b>(1,156)</b>	<b>131</b>
Legal and Democratic Services	Legal	Legal Services	337	337	297	0	297	(40)
Legal and Democratic Services	Legal	Local Land Charges	(45)	(45)	(45)	0	(45)	0
Legal and Democratic Services	Legal	FOI Requests	1	1	1	0	1	0
Legal and Democratic Services	Governance	Conducting Elections	79	79	79	0	79	0
Legal and Democratic Services	Governance	Register of Electors	75	75	75	0	75	0
Legal and Democratic Services	Governance	Charities Administration	0	0	0	0	0	0
Legal and Democratic Services	Governance	Parish Councils	2	2	2	0	2	0
Legal and Democratic Services	Governance	Democratic Services	279	279	281	0	281	2
Legal and Democratic Services	Governance	Civic Administration	18	18	18	0	18	0
Legal and Democratic Services	Governance	Mayoralty	33	33	33	0	33	0
Legal and Democratic Services	Governance	Members Expenses	238	239	239	0	239	0
<b>sub-total</b>			<b>1,015</b>	<b>1,017</b>	<b>979</b>	<b>0</b>	<b>979</b>	<b>(38)</b>
People and Development	People And Development	People and Development	235	235	235	0	235	0
<b>sub-total</b>			<b>235</b>	<b>235</b>	<b>235</b>	<b>0</b>	<b>235</b>	<b>0</b>
Central Budgets - Other	Central Budgets - Other	Central Budgets - Other	890	2,132	2,132	0	2,132	0
Central Budgets - Savings Targets	Central Budgets - Savings Targets	Salary Savings Target	(169)	(169)	(169)	0	(169)	0
Central Budgets - Savings Targets	Central Budgets - Savings Targets	Non-Salary Savings Target	(79)	(79)	(79)	0	(79)	0
<b>sub-total</b>			<b>642</b>	<b>1,884</b>	<b>1,884</b>	<b>0</b>	<b>1,884</b>	<b>0</b>
<b>NET SERVICE BUDGET</b>			<b>11,869</b>	<b>14,077</b>	<b>15,186</b>	<b>(237)</b>	<b>6,629</b>	<b>873</b>
Corporate Items	Pensions		772	772	772	0	772	0
Corporate Items	Provisions		0	0	0	0	0	0
Corporate Items	Impairments		0	0	0	0	0	0
Corporate Items	Parish Precepts		169	169	169	0	169	0
Corporate Items	Treasury Investments & Borrowing		951	951	992	0	992	41
Corporate Items	Capital Financing		1,240	1,996	1,996	0	1,996	0
Corporate Items	Earmarked Reserves		(131)	(2,547)	(2,547)	0	(2,547)	0
Corporate Items	Strategic Reserves		550	1	1	0	1	0
<b>NET CORPORATE ITEMS</b>			<b>3,551</b>	<b>1,342</b>	<b>1,383</b>	<b>0</b>	<b>1,383</b>	<b>41</b>
Funding	Council Tax		(7,266)	(7,266)	(7,266)	0	(7,266)	0
Funding	Council Tax - Parish Precepts		(169)	(169)	(169)	0	(169)	0
Funding	Business Rates: Retained Income		(4,513)	(4,513)	(4,513)	0	(4,513)	0
Funding	Business Rates: S31 Grants		(1,442)	(1,442)	(1,442)	0	(1,442)	0
Funding	Prior Year Collection Fund (Surplus)/Deficit		632	632	632	0	632	0
Funding	Revenue support Grant		(1,649)	(1,649)	(1,649)	0	(1,649)	0
Funding	New Homes Bonus		(564)	(564)	(564)	0	(564)	0
Funding	Other Government Grants		(449)	(449)	(449)	0	(449)	0
<b>FUNDING</b>			<b>(15,419)</b>	<b>(15,419)</b>	<b>(15,419)</b>	<b>0</b>	<b>(15,419)</b>	<b>0</b>
<b>BUDGET BALANCE</b>			<b>(0)</b>	<b>(0)</b>	<b>1,150</b>	<b>(237)</b>	<b>(7,407)</b>	<b>914</b>
Government Funding	LA Support Grant Allocations 21/22		0	0	(719)			(719)
<b>NET BUDGET BALANCE</b>			<b>(0)</b>	<b>(0)</b>	<b>431</b>	<b>(237)</b>	<b>(7,407)</b>	<b>195</b>

**Appendix 2**

**Quarter 1 Movements in Reserves**

	Transformation Reserve	Growth Reserve	TOTAL Strategic Reserves
	£000	£000	£000
Opening Balance	(1,992)	(1,538)	(3,531)
Original Budget 2021/22 - use of reserves	(550)	0	(550)
<b>TOTAL</b>	<b>(2,542)</b>	<b>(1,538)</b>	<b>(4,081)</b>
Change in cycle 1	0	549	549
Anticipated balance at 31 March 2022	(2,542)	(990)	(3,532)
Approved use of reserves future years	(132)	964	832
Movement between reserves	0	0	0
Balance after approvals	(2,674)	(25)	(2,700)

Other Earmarked Reserves
£000
(11,090)
133
<b>(10,957)</b>
1,899
<b>(9,059)</b>
(2,781)
0
<b>(11,840)</b>

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## Capital Monitoring Report 2021/22 – Quarter 1 (to 30 June 2021)

### REPORT TO EXECUTIVE



<b>DATE</b>	<b>22 September 2021</b>
<b>PORTFOLIO</b>	<b>Resources and Performance Management</b>
<b>REPORT AUTHOR</b>	<b>Howard Hamilton-Smith</b>
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### PURPOSE

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

### RECOMMENDATION

2. The Executive is asked to:
  - a. Recommend to Full Council, approval of net budget changes totalling a decrease of £4,284,007 giving a revised capital budget for 2021/22 totalling £16,243,296 as detailed in Appendix 1.
  - b. Recommend to Full Council, approval of the proposed financing of the revised capital budget totalling £16,243,296 as shown in Appendix 2.
  - c. Note the latest estimated year end position on capital receipts and contributions showing an assumed balance of £1,985,183 at 31 March 2022 as shown in Appendix 3.

### REASONS FOR RECOMMENDATION

3. To effectively manage the 2021/22 capital programme.

### SUMMARY OF KEY POINTS

#### 4. Monitoring Information

On 24 February 2021 Full Council approved the 2021/22 original capital budget, totalling £18,792,347.

The 2020/21 Outturn report, presented to Executive on 14 July 2021 seeks approval for slippage of £1,803,384, and reverse slippage of £68,428, revising the capital budget to £20,527,303.

This is the first of three in-year monitoring reports, and as such the appendices accompanying this report provide Members with the position as at 30 June 2021 on expenditure, along with providing Members with an update on the progress of the individual schemes delivery.

## 5. Executive Summary

- a. **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 June 2021. The expenditure to date is £2,071,374 which is 13% of the proposed revised budget.

Members will note that several schemes have nil spend incurred to date. As in previous years, capital spend in Q1 tends to be low while preparatory work is undertaken to allow the schemes to commence. We will also be waiting for some of the work undertaken to be invoiced and the payments processed.

- b. **Revised budget and financing elements – Appendix 2** shows the revised budget of £16,243,296, along with identifying the recommended financing elements on a scheme by scheme basis. This is a decrease of £4,284,007.
- c. **Council resources position – Appendix 3** shows the latest position on capital receipts, section 106 monies and third 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 2021/22 capital commitments, totals £2,857,989.

The resources are reducing each financial year, to an estimated balance on general capital receipts of £1.985m by March 2022. This is due to reduced opportunities to realise capital receipts, as the estate reduces, which will require prioritisation of future capital schemes in line with available resources.

Please note, the general receipts position requires a number of properties to be sold before 31<sup>st</sup> March 2022, some of which are high risk (or the estimated balance will reduce).

We will monitor these sales throughout the year, and update through the cyclical monitoring reports. Should these receipts not be received, we will need to source alternative financing.

- d. **Building Infrastructure Works**

### Towneley Hall

The majority of expenditure in the current financial year will be around survey costs, consultancy fees and preparatory works. Works are to be tendered and are expected to start from April 2022.

### Town Hall

Work on the Stone works is progressing and is on target to complete within budget by the end of the current financial year.

### Nicholas Street

An area of dry rot was first identified in a rear first floor office and below in a ceiling/corridor wall. A specialist timber company was instructed to produce a strip out

and treatment schedule. The roof was also inspected and temporary repairs carried out to an isolated area where a damaged lead lined gutter and cracked hopper outlet was letting water in. The general condition of the roof coverings and high level gutters/rain water goods is poor and there are signs of historic 'temporary' repairs over the roof area and gutters.

Following the initial strip out works, additional areas of dry rot damage were identified over suspended ceilings and wall areas on the front elevation and in an area on the ground floor and basement adjacent the party wall with the neighbouring property. There is evidence of previous timber replacement in the initial outbreak area where dry rot had been removed and treated over 10 years ago.

A further strip out and treatment schedule has been prepared, which includes for replacement of dry rot affected timber lintols and further plaster and timber floor strip out. This work requires immediate action to halt the spread of the rot and mitigate the risk of it spreading to the neighbouring property.

## 6. Revenue Implications

### a. Revenue Contributions / Reserves 2021/22

The Capital Programme includes Revenue Contributions / Reserves of £777,099 being:

Scheme	Funded	£
Vehicle & Machinery Replacement	Transport Reserve	108,975
Vehicle & Machinery Replacement	Revenue	66,025
Refill Fountains	Revenue	20,500
Pioneer Place	Growth Reserve	63,599
Lower St James Street Historic Action Zone	Growth Reserve	185,000
Finsley Wharf & Canal Towpath Improvements	Business Support Reserve	33,000
Burnley/Pendle Growth Corridor	Growth Reserve	300,000
<b>Total Revenue Contributions</b>		<b>777,099</b>

Pioneer Place costs are to fund pre contract costs.

### b. Prudential Borrowing 2021/22

The MRP cost is the charge to revenue for the repayment of the principal amount borrowed based on the estimated life of the asset and is not incurred until the year after the schemes are completed.

The interest cost will be dependent on the timing of the borrowing and is subject to the interest rate at the time the borrowing is undertaken. The full year costs will be included within the revenue budget for 2021/22.

The original capital budget for 2021/22 of £18,792,347 included a planned borrowing requirement of £8,792,580.

The Outturn report dated 14 July 2021 seeks approval for slippage on borrowing of £686,125, revising the planned borrowing requirement to £9,478,705.

Following changes identified during Cycle 1 monitoring, the borrowing requirement has decreased to £7,478,705.

The revenue implications of borrowing £7,478,705 are a Minimum Revenue Provision (MRP) of £227k and an interest charge, assuming 3% on the borrowing, would equate to £224k for a full year.

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

7. A decrease in the 2021/22 capital programme of £4,284,007 to give a revised budget of £16,243,296 and a decrease in the borrowing requirement of £1,313,875 from £8,792,580 to £7,478,705.

#### **POLICY IMPLICATIONS**

8. None arising directly from this report.

#### **DETAILS OF CONSULTATION**

9. None.

#### **BACKGROUND PAPERS**

10. None.

#### **FURTHER INFORMATION**

<b>PLEASE CONTACT:</b>	<b>Howard Hamilton Smith – Head of Finance and Property</b>
<b>ALSO</b>	<b>Amy Johnson – Finance Manager</b>



2021/22 CAPITAL BUDGET CYCLE 1 MONITORING - UPDATE

Scheme Name	Budget per Outturn Report £	Adjustments Per This Report		Changes to be approved in this report A + B £	Revised Budget £	Total Spend as at 30/06/21 £	% Schemes Spend £	Financed by External Funding £	Narrative provided by Project Officers/Heads of Service
		Budget Adjustments	Reprofiled into Future Years						
		A	B						

**GREEN SPACES & AMENITIES**

Play Area Improvement Programme	110,927			-	110,927	-	0%	64,427	Consultation work ongoing to improve 5 play areas by end of March 2022. Improvement works will be a mix of refurbishments and new equipment with some re-location of equipment.
Vehicle and Machinery Replacement	150,000	25,000		25,000	175,000	87,218	50%	-	Electric mowers purchased for Cemetery and Golf greens together with various GM equipment. Vehicle fleet replacement tipper has been purchased for Green Spaces and the transit van used by the Playgrounds Team is due to be replaced this year. Budget adjustments are for contributions towards electric mowers and purchase of a utility vehicle for litter picking.
Playing Pitch Improvements	88,000			-	88,000	-	0%	88,000	Drainage improvements are to be undertaken at Lockyer Avenue. Costs for this work have already been sourced but may need updating due to the time lapse since received. We are aiming to work with AFC Wolves with the licensee of the site in the next 6 months to progress this scheme.
Extension of Burnley Cemetery	25,000			-	25,000	-	0%	-	Intend to use the capital monies set aside this financial year to appoint a consultant who specialises in the development of new Cemeteries and Cemetery extensions.
Brun Valley Forest Park	35,219			-	35,219	-	0%	35,219	No progress on this scheme as yet but we are hoping to utilise additional monies from the Treescapes Initiative (which we have applied for in conjunction with 4 other LAs) to top up the existing S106 in the programme this year. The money is proposed to be used on tree/woodland/ecological improvements at the Bank Hall Park site.
Worsthorne Recreation Ground Improvements	122,705			-	122,705	5,352	4%	122,705	Utility and ground works for the modular changing rooms and clubhouse are complete (done as an in-kind contribution by Fulledege Colts Jnr FC) . The MUGA/Car Parking area has been developed and is complete - awaiting invoices. An additional car parking area, further vehicular access work, the installation of the changing rooms unit and outdoor gym equipment and the development of the multi-user path still need to be complete.
Thompson Park HLF	66,173	(15,000)		(15,000)	51,173	(3,352)	-7%	66,173	Outstanding works including signage, road surfacing, flood defence and works to the paddling pool expected to be completed in this financial year.
Refill Fountains	20,500			-	20,500	-	0%	-	Scheme to be implemented by engineers, exact sites to be identified.
Stoops/Wheeled Sports	925			-	925	(250)	-27%	925	Complete. Balance will be used for replacement safety signage
Prairie Artificial Turf Pitch	40,812			-	40,812	26,351	65%	40,812	Complete. This budget is to cover retention payment to main contractor and cost consultant.
	<b>660,261</b>	<b>10,000</b>	-	<b>10,000</b>	<b>670,261</b>	<b>115,319</b>	<b>17%</b>	<b>418,261</b>	

**STREETSCENE**

Alleygate Programme	25,684			-	25,684	1,132	4%	-	Funding will provide approximately 7 new schemes. Schemes to be taken from an existing list of applications held by the Council with selection to begin Q2. Legal consultation to be carried out Q3. Construction and installation Q4.
River Training Walls	105,262			-	105,262	21	0%	-	Unless there is immediate danger, any further spend of this budget has been put on hold until the judicial outcome (ownership dispute between Lancashire County Council, Burnley Borough Council and Network Rail) of the Cog Lane Retaining Wall collapse is known. It is estimated that the Gog Lane Retaining Wall will cost between £250,000 and £300,000 to rebuild.
Safer Streets	396,256			-	396,256	234,429	59%	396,256	Most work streams are now complete and final invoices being gathered. Remaining works around home security currently being completed by contractors. All funding committed.
	<b>527,202</b>	-	-	-	<b>527,202</b>	<b>235,582</b>	<b>45%</b>	<b>396,256</b>	

2021/22 CAPITAL BUDGET CYCLE 1 MONITORING - UPDATE

APPENDIX 1

Scheme Name	Budget per Outturn Report	Adjustments Per This Report		Changes to be approved in this report	Revised Budget	Total Spend as at 30/06/21	% Schemes Spend	Financed by External Funding	Narrative provided by Project Officers/Heads of Service
		Budget Adjustments	Reprofiled into Future Years						
		A	B						

**ECONOMY & GROWTH**

	£	£	£	£	£	£	£	£	
Padiham Townscape Heritage Initiative	756,772			-	756,772	160,607	21%	741,961	To date, twelve Townscape Heritage (TH) grant applications have been approved by the TH Grants Panel. Four of these projects are complete and others are progressing on site at different stages. The Council led scheme (33-35 Burnley Rd) commenced on site wk/c 10th May and is expected to complete end of Sept. With schemes currently on site and those in the pipeline, TH funding for building works is now practically fully committed. TH funded events and activities that have been postponed/cancelled due to covid restrictions are being rescheduled where possible. The TH Officer is also exploring new initiatives to continue to engage the public with our project for the remainder of the programme. At this stage, TH programme is on target to achieve overall completion in Sept 2022.
Pioneer Place	5,063,599			-	5,063,599	61,750	1%	-	Works are due to commence in Q2 and expenditure is on schedule.
NW Burnley Growth Corridor - Phase 1	872,342			-	872,342	449,425	52%	872,342	Padiham public realm works including excavation and repaving is largely complete. Highway resurfacing works are expected to commence in August lasting 4 weeks, subject to confirmation of road closures. Street furniture specifications including seating, planters, bins, bollards etc are being finalised in consultation with project partners. Designs/materials for the small public art area within the northern node are being agreed.
NW Burnley Growth Corridor - Phase 2	1,030,000			-	1,030,000	-	0%	1,030,000	defence ground investigation works are continuing on site and treatment of Japanese Knotweed is ongoing. Findings from the detailed river modelling are being assessed and influencing final design works.
Lower St James Street Historic Action Zone	1,083,576			-	1,083,576	100,750	9%	771,121	Programme and budget is on track to spend its committed allocations as well as the additional funding received. Existing projects running smoothly - Empire Theatre works and a re-decoration scheme to the Country House Gallery. There is also keen interest from a number of property owners for year 2 delivery projects.
Finsley Wharf & Canal Towpath Improvements	33,000			-	33,000	33,000	100%	-	Project complete
Vision Park	39,386			-	39,386	-	0%	32,733	Approval has been obtained from the LEP to use this funding to contribute to an entrance sign at the front of Vision Park once phased 2 & 3 of the development are underway.
Former Open Market & Former Cinema Block	57,738			-	57,738	-	0%	-	Remediation works to be completed later in the year
Town Centre and Weavers Triangle Project Work	536,370			-	536,370	61,913	12%	-	This expenditure is earmarked as matched funding for the Levelling Up Fund bid that was submitted in June 2021 with a decision expected in the Autumn.
Sandyside Halls	218,938			-	218,938	(21,790)	-10%	-	Defects works and fitting out of office unit to be completed in Q2
Burnley-Pendle Growth Corridor	300,000			-	300,000	-	0%	-	All works completed. Invoice for remaining budget expected in Q2.
	<b>9,991,721</b>	-	-	-	<b>9,991,721</b>	<b>845,656</b>	<b>8%</b>	<b>3,448,157</b>	

**FINANCE & PROPERTY**

Leisure Centre Improvements	104,069			-	104,069	18,124	17%	-	A programme of works has been identified with the Trust and will be completed in order of priority over this financial year.
Building Infrastructure Works	3,990,043		(2,000,000)	(2,000,000)	1,990,043	279,131	14%	-	Burnley Town Hall works are on budget and on schedule to complete by the end of the financial year (remaining spend £0.67m), Crematorium Roof on site and will complete this financial year (£0.1m). Works to the Jacobean Ceiling at Towneley have been completed (£20k) however the main contract for the refurbishment of the Hall has yet to be let and the majority of the costs will fall in
	<b>4,094,112</b>	-	<b>(2,000,000)</b>	<b>(2,000,000)</b>	<b>2,094,112</b>	<b>297,256</b>	<b>14%</b>	<b>-</b>	

Scheme Name	Budget per Outturn Report £	Adjustments Per This Report		Changes to be approved in this report A + B £	Revised Budget £	Total Spend as at 30/06/21 £	% Schemes Spend	Financed by External Funding £	Narrative provided by Project Officers/Heads of Service
		Budget Adjustments	Reprofiled into Future Years						
		A	B						
<b>HOUSING &amp; DEVELOPMENT CONTROL</b>									
Emergency Repairs	120,000	-	-	-	120,000	20,913	17%	120,000	In addition to the completed grants, there are currently a further nine that have been approved or at enquiry stage.
Better Care Grant	3,794,007	-	(2,294,007)	(2,294,007)	1,500,000	242,699	16%	1,500,000	There are 140 grants which require completion from the last financial year. In addition it is anticipated that a further 150 grants will be approved this year. This will equate to a budget of approximately £1.5 million. It is recommend that the budget is reduced to this amount.
Energy Efficiency	40,000	-	-	-	40,000	9,000	23%	40,000	In addition to the completed energy efficiency grants, a further 26 have been approved. Previous years have shown that there will be sufficient need to meet the full spend of £40,000.
Empty Homes Programme	1,300,000	-	-	-	1,300,000	304,949	23%	1,300,000	Despite a challenging start to the financial year, the programme is on target to acquire another 20 properties with a programme of CPOs underway and properties being bought by agreement. A report to Executive for more CPO approvals was taken in July. Renovations of current properties is still challenging with some supplies still difficult to come by. We currently have 8 loans underway and 7 new enquiries being processed. Collaboration with Calico Homes is ongoing, and several properties have been sold to them in Burnley Wood in the first quarter and more properties in their selected areas are being investigated.
	<b>5,254,007</b>	<b>-</b>	<b>(2,294,007)</b>	<b>(2,294,007)</b>	<b>2,960,000</b>	<b>577,561</b>	<b>20%</b>	<b>2,960,000</b>	
	<b>20,527,303</b>	<b>10,000</b>	<b>(4,294,007)</b>	<b>(4,284,007)</b>	<b>16,243,296</b>	<b>2,071,374</b>	<b>13%</b>	<b>7,222,674</b>	

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## 2021/22 CAPITAL BUDGET AND FINANCING ELEMENTS

## APPENDIX 2

Scheme Name	Revised Budget £	FINANCING ELEMENTS						Total Revised Budget £
		Prudential Borrowing £	Revenue Cont'n / Reserves £	Capital Grants £	Capital Receipts £	Vacant Property Initiative Receipts £	3rd Party Contribution / Section 106 £	
<b>Green Spaces &amp; Amenities</b>								
Play Area Improvement Programme	110,927	-	-	-	46,500	-	64,427	110,927
Vehicle and Machinery Replacement	175,000	-	175,000	-	-	-	-	175,000
Playing Pitch Improvements	88,000	-	-	-	-	-	88,000	88,000
Extention of Burnley Cemetery	25,000	25,000	-	-	-	-	-	25,000
Brun Valley Forest Park	35,219	-	-	-	-	-	35,219	35,219
Worsthorne Recreation Ground Improvements	122,705	-	-	122,705	-	-	-	122,705
Thompson Park HLF	51,173	-	-	51,173	-	-	-	51,173
Refill Fountains	20,500	-	20,500	-	-	-	-	20,500
Stoops Wheeled Sport	925	-	-	925	-	-	-	925
Prairie Artificial Turf Pitch	40,812	-	-	40,812	-	-	-	40,812
	<b>670,261</b>	<b>25,000</b>	<b>195,500</b>	<b>215,615</b>	<b>46,500</b>	<b>-</b>	<b>187,646</b>	<b>670,261</b>
<b>Streetscene</b>								
Alleygate Programme	25,684	-	-	-	25,684	-	-	25,684
River Training Walls	105,262	-	-	-	105,262	-	-	105,262
Safer Streets	396,256	-	-	396,256	-	-	-	396,256
	<b>527,202</b>	<b>-</b>	<b>-</b>	<b>396,256</b>	<b>130,946</b>	<b>-</b>	<b>-</b>	<b>527,202</b>
<b>Economy &amp; Growth</b>								
Padiham Townscape Heritage Initiative	756,772	-	-	715,585	14,811	-	26,376	756,772
Pioneer Place	5,063,599	5,000,000	63,599	-	-	-	-	5,063,599
NW Burnley Growth Corridor - Phase 1	872,342	-	-	872,342	-	-	-	872,342
NW Burnley Growth Corridor - Phase 2	1,030,000	-	-	1,030,000	-	-	-	1,030,000
Lower St James Street Historic Action Zone	1,083,576	127,455	185,000	597,227	-	-	173,894	1,083,576
Finsley Wharf & Canal Towpath Improvements	33,000	-	33,000	-	-	-	-	33,000
Vision Park	39,386	-	-	32,733	6,653	-	-	39,386
Former Open Market & Former Cinema Block	57,738	57,738	-	-	-	-	-	57,738
Town Centre & Weavers Triangle Project Work	536,370	500,000	-	-	36,370	-	-	536,370
Sandygate Halls	218,938	218,938	-	-	-	-	-	218,938
Burnley-Pendle Growth Corridor	300,000	-	300,000	-	-	-	-	300,000
	<b>9,991,721</b>	<b>5,904,131</b>	<b>581,599</b>	<b>3,247,887</b>	<b>57,834</b>	<b>-</b>	<b>200,270</b>	<b>9,991,721</b>
<b>Finance &amp; Property</b>								
Leisure Centre Improvements	104,069	104,069	-	-	-	-	-	104,069
Building Infrastructure Works	1,990,043	1,445,505	-	-	544,538	-	-	1,990,043
	<b>2,094,112</b>	<b>1,549,574</b>	<b>-</b>	<b>-</b>	<b>544,538</b>	<b>-</b>	<b>-</b>	<b>2,094,112</b>
<b>Housing &amp; Development Control</b>								
Emergency Repairs	120,000	-	-	120,000	-	-	-	120,000
Better Care Grant	1,500,000	-	-	1,500,000	-	-	-	1,500,000
Energy Efficiency	40,000	-	-	40,000	-	-	-	40,000
Empty Homes Programme	1,300,000	-	-	-	-	1,300,000	-	1,300,000
	<b>2,960,000</b>	<b>-</b>	<b>-</b>	<b>1,660,000</b>	<b>-</b>	<b>1,300,000</b>	<b>-</b>	<b>2,960,000</b>
<b>TOTAL OF ALL SCHEMES</b>	<b>16,243,296</b>	<b>7,478,705</b>	<b>777,099</b>	<b>5,519,758</b>	<b>779,818</b>	<b>1,300,000</b>	<b>387,916</b>	<b>16,243,296</b>

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**CAPITAL RECEIPTS AND CONTRIBUTIONS ANALYSIS FOR 2020/21 + CIP 2021-25**

**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> £
<b>Capital Resources Brought Forward on 1 April 2021</b>	<b>1,904,197</b>	<b>760,971</b>	<b>321,956</b>	<b>270,018</b>	<b>3,257,140</b>
<b>Add</b>					
Resources Received as at 30 June 2021	79,965	139,278	64,125	-	283,368
Further Resources Estimated to be Received during 2021/22:	535,000	995,000	-	13,000	1,543,000
<b>Potential Resources Available during 2021/22</b>	<b>2,519,162</b>	<b>1,895,249</b>	<b>386,081</b>	<b>283,018</b>	<b>5,083,508</b>
<b>Less</b>					
Required to Finance Capital Programme	(533,979)	(1,300,000)	(123,219)	(268,321)	(2,225,519)
Earmarked for Revenue Expenditure	-	-	-	-	-
Earmarked for Delivery By Outside Bodies	-	-	-	-	-
<b>Estimated Surplus / (Shortfall) of Resources as at 31st March 2022</b>	<b>1,985,183</b>	<b>595,249</b>	<b>262,862</b>	<b>14,697</b>	<b>2,857,989</b>
<b>Add</b> - Resources Estimated to be Received during 2022/23	53,750	1,290,000	116,000	365,866	1,825,616
<b>Less</b> - 2022/23 Capital Budget	(1,436,237)	(1,300,000)	(116,000)	(365,866)	(3,218,103)
<b>Estimated Surplus / (Shortfall) of Resources as at 31st March 2023</b>	<b>602,696</b>	<b>585,249</b>	<b>262,862</b>	<b>14,697</b>	<b>1,465,502</b>
<b>Add</b> - Resources Estimated to be Received during 2023/24	100,000	1,215,000	-	572,141	1,887,141
<b>Less</b> - 2023/24 Capital Budget	(466,948)	(1,300,000)	-	(572,141)	(2,339,089)
<b>Estimated Surplus / (Shortfall) of Resources as at 31st March 2024</b>	<b>235,748</b>	<b>500,249</b>	<b>262,862</b>	<b>14,697</b>	<b>1,013,554</b>
<b>Add</b> - Resources Estimated to be Received during 2024/25	100,000	1,215,000	-	15,000	1,330,000
<b>Less</b> - 2024/25 Capital Budget	(339,726)	(1,300,000)	-	(15,000)	(1,654,726)
<b>Estimated Surplus / (Shortfall) of Resources as at 31st March 2025</b>	<b>(3,978)</b>	<b>415,249</b>	<b>262,862</b>	<b>14,697</b>	<b>688,828</b>
<b>Add</b> - Resources Estimated to be Received during 2025/26	100,000	1,215,000	-	15,000	1,330,000
<b>Less</b> - 2025/26 Capital Budget	(288,635)	(1,300,000)	-	(15,000)	(1,603,635)
<b>Estimated Surplus / (Shortfall) of Resources as at 31st March 2025</b>	<b>(192,613)</b>	<b>330,249</b>	<b>262,862</b>	<b>14,697</b>	<b>415,193</b>

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<b>REPORT TO THE EXECUTIVE</b>
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<b>DATE</b>	<b>22 September 2021</b>
<b>PORTFOLIO</b>	<b>Resources and Performance Management</b>
<b>REPORT AUTHOR</b>	<b>Howard Hamilton-Smith</b>
<b>TEL NO</b>	<b>(01282) 477173</b>
<b>EMAIL</b>	<b>Hhamilton-smith@burnley.gov.uk</b>

<b>Revenue Budgets 2022/2025 – Latest Position and Savings Proposals</b>
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<b>PURPOSE</b>
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1. To update The Executive on the latest position regarding balancing the Council's 2022/25 revenue budgets.
2. To outline proposed savings for recommendation to Full Council.

<b>RECOMMENDATION</b>
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3. The Executive are asked to recommend to Full Council the proposed savings totalling £139k to assist in balancing the 2022/23 revenue budget - see Appendix 1.

<b>REASONS FOR RECOMMENDATION</b>
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4. To progress the preparation of the Council's 2022/23 revenue budgets.

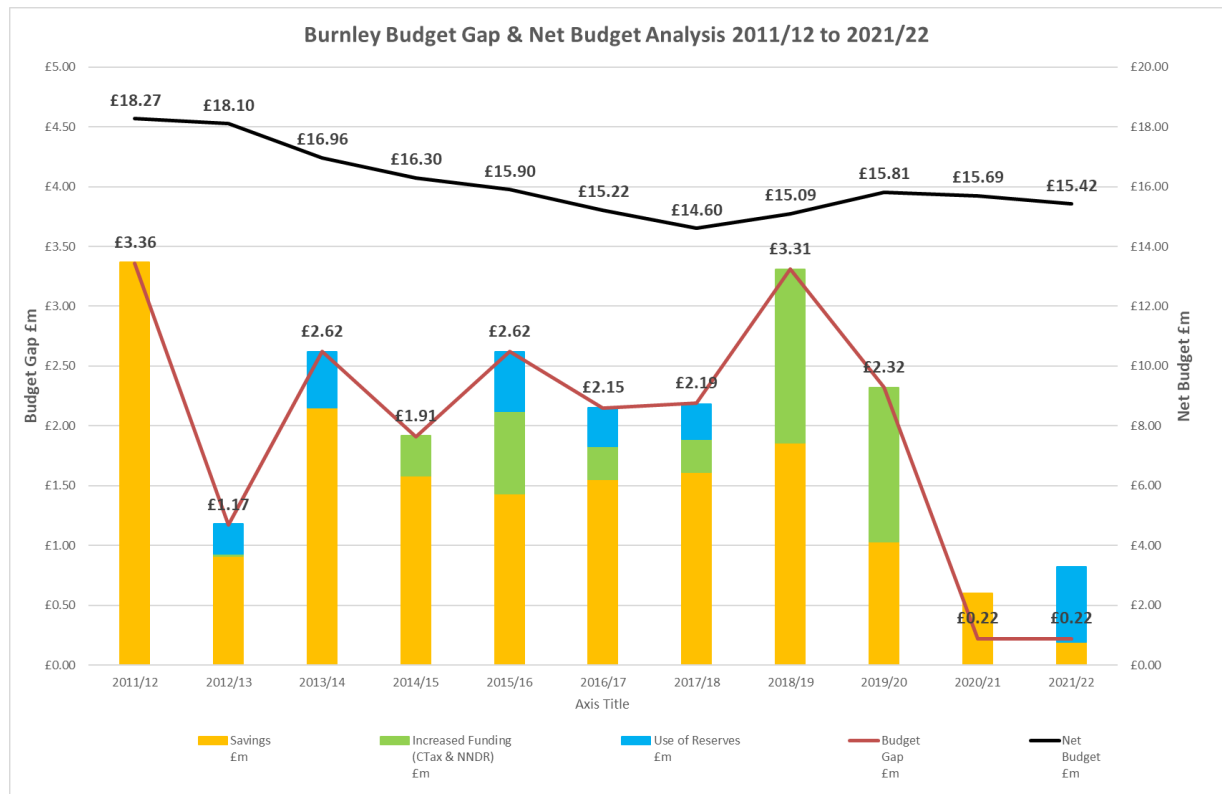
<b>SUMMARY OF KEY POINTS</b>
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5. **Background**  
The Council's Medium-Term Financial Strategy (MTFS) is regularly assessed and updated to provide an indication of budget pressures over the next three financial years.

Members will recall that the latest MTFS was considered and approved by Full Council in February 2021. The MTFS is a key component of the Council's strategic planning process, aligning resources to service priorities and providing early identification of requirements for efficiency and cost improvement programmes. The MTFS provides an overarching framework for, and context to, the preparation of the annual budget. It provides an indicative headline position of the overall financial

health of the Council, providing early sight of issues for full consideration by the Council and Executive.

Since 2010 the Government has reduced settlement funding for Local Government, with the Council's settlement funding reducing 60% (£10m) from 2010 to 2022. During this period of austerity, to balance the budget the Council has delivered savings of £16.82m, as shown below:



## 6. MTFS Position as at February 2021

The 2022/26 strategy was approved at the meeting of Full Council on 24 February 2021 and indicated that the cumulative budget gap for 2022/23, 2023/24 and 2024/25 was estimated to be £2.93m, equivalent to 19.2% of the 2021/22 net revenue budget of £15.25m (£15.42m including parish precepts).

The Councils MTFS for 2022/26 reported in February 2021 was based upon the assumptions known at that date. The estimated budget gap at that point in time is shown in the table below:

Table 1: MTFS position before saving proposals as at February 2021

MTFS	2022/23 £m	2023/24 £m	2024/25 £m	Total £m
Continuation estimate	0.6	0.6	0.5	1.7
Funding	0.1	0.5	0.6	1.2
<b>Budget Gap</b>	<b>0.7</b>	<b>1.1</b>	<b>1.1</b>	<b>2.9</b>

The assumptions underpinning the figures above are as follows:

- i) Council tax will increase by 1.99% each year;

- ii) No changes have been assumed regarding changes in Council Tax Support numbers.
- iii) No increase has been factored in for inflationary changes in business rates or additional new homes bonus;
- iv) An assumed decrease of 2% in the core spending power for 2022/23 to 2024/25;
- v) We are currently members of the Lancashire Business Rates Pool which is a 50% retention scheme. It is unclear at this stage whether the Government will extend the scheme to 2022/23 onwards, however it has been assumed that we will continue to be members and benefit from the scheme;
- vi) Pay award has been assumed at 2.5% per annum;
- vii) Fees and charges at 2% per annum;
- viii) Contractual and general inflationary increases of 3%;

#### 7. **Revised MTFS Position as at September 2021**

The MTFS is a fluid document which is regularly reviewed and assessed. The latest review has resulted in a number of small changes but with no overall change to the estimated budget gap as previously reported in February 2021. The cumulative budget gap is estimated to be £2.87m, equal to 18.8% of the 2021/22 revenue budget.

Prior to 2021/22, the government stated that Core Spending Power reductions between financial years was limited to a maximum reduction and additional grant was provided to those authorities to ensure that they did not experience losses greater than this maximum reduction. This was amended for 2021/22 following the impact of Covid-19 pandemic on local authority finances, with the Government announcing that for 2021/22 no local authority will have a core spending power less than in 2020/21. The Government had proposed to revise the methodology for allocating funding to Councils from 2020/21, including changes to the current business rates system and a Fair Funding Review, however this has been delayed until 2022/23 but more likely won't happen until 2023/24.

During 2021/22, the Government have stated that they intended to announce a multi-year finance settlement that would provide local authorities with some certainty of funding over the medium-term. However, due to the late stages of the current financial year it has been assumed that there will be a one-year finance settlement in 2022/23 with a 2% reduction in funding. Whilst at present this appears to be the most likely outcome, this assumption is uncertain, and a further update will be reported in February 2022.

The latest estimate of the budget gap for the period 2022/25 can be seen below:

**Table 2: MTFS position before saving proposals as at September 2021**

<b>MTFS</b>	<b>2022/23 £m</b>	<b>2023/24 £m</b>	<b>2024/25 £m</b>	<b>Total £m</b>
Continuation estimate	0.6	0.6	0.5	1.7
Funding	0.1	0.5	0.6	1.2
<b>Budget Gap</b>	<b>0.7</b>	<b>1.1</b>	<b>1.1</b>	<b>2.9</b>

The assumptions underpinning the figures in Table 2 are as follows:

- i) Council tax will increase by 1.99% each year;
- ii) No changes have been assumed regarding changes in Council Tax Support numbers.
- iii) No increase has been factored in for inflationary changes in business rates or additional new homes bonus;
- iv) An assumed decrease of 2% in the core spending power for 2022/23 to 2024/25;
- v) We are currently members of the Lancashire Business Rates Pool which is a 50% retention scheme. It is unclear at this stage whether the Government will extend the scheme to 2022/23 onwards, however it has been assumed that we will continue to be members and benefit from the scheme;
- vi) Pay award has been assumed at 2.5% per annum;
- vii) Fees and charges at 2% per annum;
- viii) Contractual and general inflationary increases of 3%;

## 8. **Savings Proposals**

The Council's financial plan considers the national and regional context and the need to re-balance the economy. However, at the heart of the Council's financial planning is a savings plan aligned to strategic intent. In considering opportunities for future savings, the Council has ensured that they are aligned to each of the themes contained within its strategic intent.

Appendix 1 shows details of proposed total net savings of £139k for 2022/23. The savings for 2022/23 include £14k of proposed reductions in posts, relating to a flexible retirement. Pension strain costs of £55k will be met from savings within the 2021/22 financial year or from the Transformation Reserve if there are insufficient savings generated during the year.

All the proposals have been assessed in relation to equalities legislation, and it has been established that there is no disproportionate impact on people with protected characteristics. See Appendix 2 for details.

9. **Latest 2022/25 Revenue Budget Position**

It can be seen in the table 2 at paragraph 7 above that there is an overall savings requirement of £2.87m over the period 2022/25.

The savings recommended for approval in Appendix 1 total £139k which leaves a balance of savings required over the period 2022/25 at this stage of £2.73m, as shown in table 3 below.

The budget gap of £2.73m is based on a 2% reduction of Core Spending Power in each year, however table 3 also demonstrates how the budget gap could change should the government agree to either a 0% (£2.05m) or 4% (£3.64m) reduction of Core Spending Power.

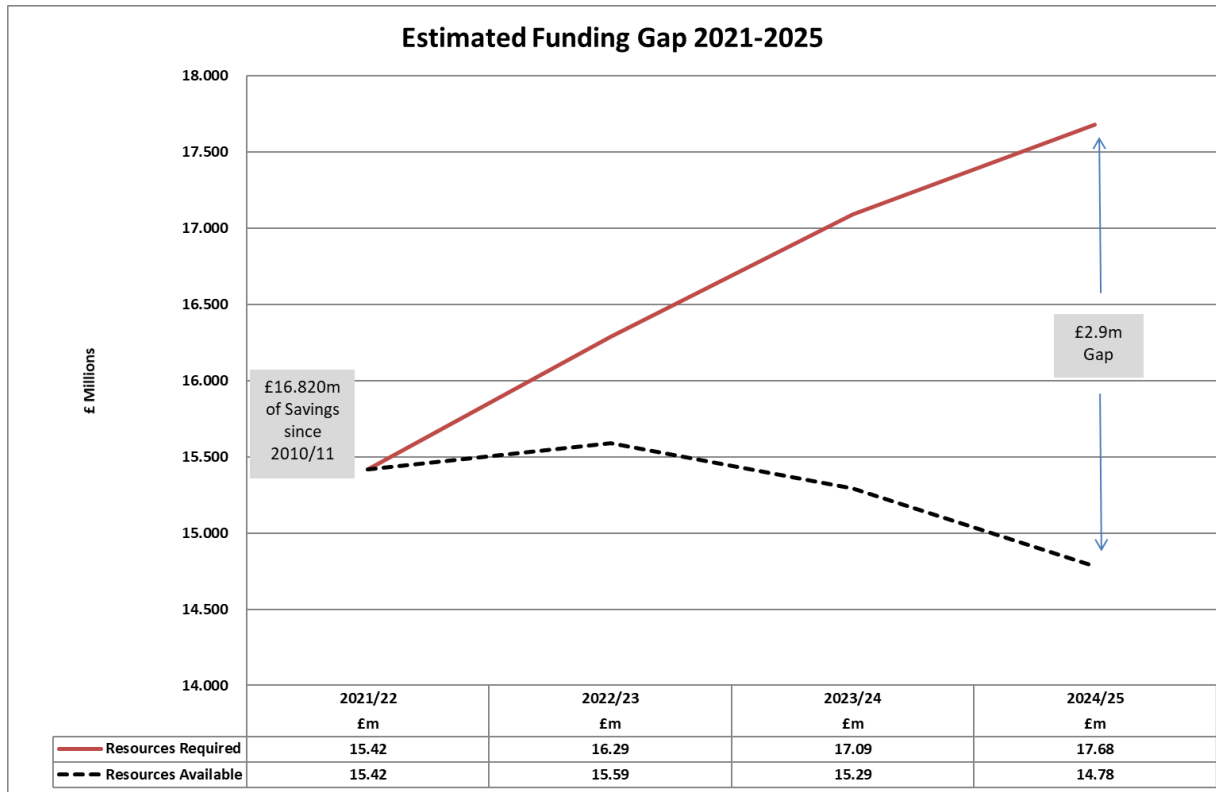
**Table 3: MTFS position after savings proposals as at September 2021**

<b>MTFS</b>	<b>2022/23 £m</b>	<b>2023/24 £m</b>	<b>2024/25 £m</b>	<b>Total £m</b>
Continuation estimate	0.6	0.6	0.5	1.7
Funding	0.1	0.4	0.6	1.1
Savings	(0.1)	0	0	(0.1)
<b>Budget Gap</b>	<b>0.6</b>	<b>1.0</b>	<b>1.1</b>	<b>2.7</b>
<b>2022/25 Funding Scenarios</b>				
Funding - 0% reduction in core spending power	(0.1)	(0.2)	(0.3)	(0.6)
<b>Budget Gap</b>	<b>0.5</b>	<b>0.8</b>	<b>0.8</b>	<b>2.1</b>
Funding - 4% reduction in core spending power	0.4	0.3	0.2	0.9
<b>Budget Gap</b>	<b>1.0</b>	<b>1.3</b>	<b>1.3</b>	<b>3.6</b>

Budget gaps of £0.6m for 2022/23, £1.0m for 2023/24 and £1.1m for 2024/25 remain.

Proposals to meet the 2022/23 balance of savings required will be taken to Full Council for approval in February 2022.

The chart below shows the estimated budget gap between the councils spend requirement and assumed funding over the period 2021/25:



### Risks and Sensitivity

10. A sensitivity analysis of some of the assumptions made in Section 7 can be seen below:

Assumption	Sensitivity Analysis	2022/23 Financial Impact
Council tax will increase by 1.99% each year	+/- 1%	+/- £73k
An increase to the council tax base of 0.25%	+/- 0.25%	+/- £19k
Pay award has been assumed at 2.5% per annum (Burnley BC, Liberata, Burnley Leisure & Urbaser)	+ 1%	+ £85k
Contractual and general inflationary increases of 3%	+ 1%	+ £62k

- a) Funding changes – It is uncertain at this stage how changes to Local Government funding will impact on the Council’s funding in future years. The Government has consulted on revisions to the methodology for allocating funding to Councils and was due to be implemented from 2020/21 onwards, this includes changes to the current business rates system together with a Fair Funding Review. However, the

Government has recently announced that the spending review will be further delayed until 2022/23 but is more likely to be 2023/24.

- b) Salary costs – the National Employers have made an improved final pay offer to the unions representing the main local government NJC workforce of 1.75% on all NJC pay points 2 and above in 2021/22. This offer has yet to be agreed by the unions. An annual pay increase of 2.5% has been factored into the budget assumptions underpinning the MTFs for 2022/23 and future years. To give an indication of the financial impact of any change, a 1% increase to current pay scales equates to £116k. Any increase in the pay award relates to Burnley BC together with the Burnley Leisure, Urbaser and Liberata contracts.
- c) Capital projects – any projects under consideration require funding. If there is a shortfall in capital finance for these projects, then pursuing them and using borrowing will increase the impact on the revenue budget. The revenue implications will be considered as part of the monitoring of the Capital Programme.
- d) Major capital schemes –these schemes represent significant long-term costs for the Council and will require a significant amount of borrowing over 30 to 50 years, with payback dependent on the successful income levels of both schemes. This carries significant financial risk for the authority and is an important element of the financial horizon of this Council. Detailed financial models and due diligence have been undertaken for both of these schemes and have been regularly reviewed and updated, and will continue to do so throughout the life of these schemes.
- e) Budget preparation – The preparation of the 2022/23 continuation budget is currently being undertaken. Issues may arise from the exercise that could have an impact on the 2022/23 budget and future years.
- f) Public demand on commercial risks – An element of the savings proposals has arisen in response to the change in the Council’s commercial risk appetite. Fees and charges are a significant element of the Council’s funding and can be subject to fluctuations between years due to competition, weather and the performance of the economy. This will be closely monitored during the year to ensure that targets are being achieved.
- g) Interest rates – Interest rates have been at a historical low for the last few years. Due to the uncertainty of inflation due to the impacts of the Covid-19 pandemic and Brexit it is unclear what the future projections are regarding future movements in the base rate. Any increases would have implications on the Council’s revenue budget in future years where there is a requirement to finance future capital schemes from borrowing.
- h) Covid-19 – Uncertainty around the financial implications of the Covid-19 pandemic on the impact on the UK economy. Especially around interest rates, the level of fees, sales and charges, the local economy and further spending pressures which may have an impact on the 2022/23 budget.

## **FINANCIAL IMPLICATIONS AND BUDGET PROVISION**

11. As shown in the body of the report and appendices.

## **POLICY IMPLICATIONS**

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

## **DETAILS OF CONSULTATION**

13. None

## **BACKGROUND PAPERS**

14. None

## **FURTHER INFORMATION**

**PLEASE CONTACT:**

**Howard Hamilton-Smith - Head of Finance & Property**

**ALSO:**

**Amy Johnson – Finance Manager**



	2022/23 £'000	2023/24 £'000	2024/25 £'000	TOTAL £'000
<b>Budget Gap (a)</b>	719	1,053	1,097	2,869
<b>Proposed Savings (see below)</b>				
Staffing Savings	14	-	-	14
Non-Staffing Savings	125	-	-	125
<b>Total Savings (b)</b>	<b>139</b>	<b>-</b>	<b>-</b>	<b>139</b>
<b>Remaining Budget Gap - Savings to be identified (a-b)</b>	<b>580</b>	<b>1,053</b>	<b>1,097</b>	<b>2,730</b>
<b>Proposed Savings (detail)</b>				
<b>Staffing Savings</b>				
Reductions in Staffing - Flexible retirement of Engineering Manager	14	-	-	14
	<b>14</b>	<b>-</b>	<b>-</b>	<b>14</b>
<b>Non-Staffing Savings</b>				
Commercial Trade Waste Service growth	20	-	-	20
Reduction in Waste Cleansing contingency budget	40	-	-	40
Reduction in Liberata contract cost	15	-	-	15
Saving on renewal of Insurance contract	50	-	-	50
	<b>125</b>	<b>-</b>	<b>-</b>	<b>125</b>
<b>Total Savings Proposals</b>	<b>139</b>	<b>-</b>	<b>-</b>	<b>139</b>

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## APPENDIX 2 - SUMMARY OF EQUALITY IMPACT ASSESSMENT

### REVENUE BUDGET SAVINGS PROPOSALS 2022/23

1.	Title of EIA	Equality Impact Assessment – Revenue Budget Savings Proposals 2022/23
2.	Person responsible for the assessment	Rob Dobson
3.	Contact details	01282 475 842 rdobson@burnley.gov.uk
4.	Date of assessment	20/08/2021

An equality impact assessment has been carried out in respect of the proposals presented to Full Council in September 2021. This document summarises the results of this work. A further equality impact assessment in relation to the impact of the detailed proposals on the workforce will be presented to a future meeting of the Executive, once these are drawn up, and before decision making on that issue.

The outcome of this equality impact assessment is that all proposals being currently considered for savings in 2022/23 – 2024/25 are neutral in terms of their impact on people with protected characteristics under equalities legislation.

### OBJECTIVE

1.	What is the main purpose of the project?	To set a budget for the council in 2022/23 that: <ul style="list-style-type: none"><li>• is in line with the agreed Medium Term Financial Strategy;</li><li>• responds to the financial challenges facing the council;</li><li>• enables the council to continue its focus on agreed priorities.</li></ul>
2.	Who are the main stakeholders?	Stakeholder analysis showed that the main stakeholders are Burnley Council's: <ul style="list-style-type: none"><li>• service users</li><li>• residents/Council tax payers</li><li>• Councillors; and</li><li>• Council employees.</li></ul>

3.	How are they expected to benefit?	Through the council ensuring a sustainable future for its services through good financial management and transparent decision making to determine priorities.
4.	How will the change be implemented?	The budget will be agreed through decision making structures and processes in line with the council constitution.  The agreed budget in 2022/23.
6.	Is the responsibility for the proposed function shared with another department or authority or organisation?	The decisions on council budget rest with the council.

#### A. DATA COLLECTION

1.	Approach and background to EIA analysis, including data collection	Budget proposals drawn up by service managers.
2.	What monitoring data do you have on the number of people (from different equality groups) who are using and could be impacted upon by the change in function?	Various data sources are held, including: <ul style="list-style-type: none"> <li>• Analysis of workforce profile</li> <li>• Analysis of services</li> <li>• Census data.</li> </ul>

#### B. COMMUNICATION AND INVOLVEMENT

1.	What information has assisted in completing this EIA?	Guidance including information contained on the Equalities and Human Rights Commission website has been considered.
2.	What communications activities have assisted in completing this EIA?	There has been consultation on the principles underlying the council's Medium Term Financial Strategy, and comments from that consultation have been considered during the EIA work.

Group	Area/s of impact	Positive impact	Negative impact – specified as high, medium or low	Neutral impact	Reason
Age	All areas of impact <sup>1</sup>			X	All impacts in respect of people in this group were identified as neutral.
Disability	All areas of impact			X	All impacts in respect of people in this group were identified as neutral.
Gender reassignment	All areas of impact			X	All impacts in respect of people in this group were identified as neutral.
Marriage and civil partnership	All areas of impact			X	All impacts in respect of people in this group were identified as neutral.
Pregnancy / and maternity	All areas of impact			X	All impacts in respect of people in this group were identified as neutral.
Ethnicity	All areas of impact			X	All impacts in respect of people in this group were identified as neutral.
Religion and belief	All areas of impact			X	All impacts in respect of people in this group were identified as neutral.
Sex (gender)	All areas of impact			X	All impacts in respect of people in this group were identified as neutral.
Sexual orientation	All areas of impact			X	All impacts in respect of people in this group were identified as neutral.

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<sup>1</sup> 'All areas of impact' refers to the detailed list of proposed revenue budget savings proposals 2022/23

**Equality impact assessment action plan**

No significant change to front line services. Therefore, it is not anticipated that there will be a negative impact on people with protected characteristics. No mitigating actions arising therefore.

## Scrutiny Work Programme 2021-22

<p>Wednesday 2<sup>nd</sup> June 2021</p>	<p>Notice of key decisions and private meetings Review Groups Update from 2020/21 Reviews for 2021/22 Work Programme</p>
<p>Thursday 8<sup>th</sup> July 2021</p>	<p>Notice of Key Decisions and Private Meetings Outturn 2020/21 Financial Reports-Revenue, Capital, &amp; Treasury Management Annual Review of Activity Anti Social Behaviour Policy Homelessness paper Authority Monitoring Report - planning Review Group Updates Work Programme</p>
<p>Thursday 16<sup>th</sup> September 2021</p>	<p>Notice of Key Decisions and Private Meetings Revenue Monitoring 2021/22 Quarter 1 Capital Monitoring 2021/22 Quarter 1 Revenue Budget 2022-25-Latest Position and Savings Proposals Review Groups; - Housing (Update after Calico Meeting with RG on 31 Aug) - Market (Update, including on any scope discussion by RG) Land at Holme Road-<b>POSTPONED</b> Work Programme</p> <p><b>ADD - Other reports (on 28 day Notice this cycle);</b> Public- Recycling Round Mobile Home Fee</p> <p>Private – Waste Vehicle Fleet,</p>
<p>To be confirmed</p>	<p><b>Pioneer Place</b></p>
<p>Thursday 25<sup>th</sup> November 2021</p>	<p>Notice of Key Decisions and Private Meetings Revenue Budget Monitoring Q2 2021/22 Capital Budget Monitoring - Q2 2021/22 Fees &amp; Charges -From Jan 2022 Treasury Management Mid-year update 2021/22 Food Delivery Programme (Annual Update) Health &amp; Safety Delivery Programme (Annual Update) Half Year performance report 2021-22 <b>ADD Liberata Scrutiny</b> <b>Homelessness -Update from July 2021 meeting</b></p>

	<p>Review Groups Work Programme</p>
<p>Wednesday 12<sup>th</sup> January 2022</p>	<p>Notice of Key Decisions and Private Meetings Resident Satisfaction Survey Leisure Trust Annual Report-move to March 2022 (as per COO/GV) Community Safety Annual Report Review Groups Work Programme</p>
<p>Thursday 10<sup>th</sup> February 2022 Budget Scrutiny Panel</p>	<p>Notice of Key Decisions and Private Meetings Revenue Budget Monitoring Q3 2021-22 Capital Budget Monitoring - Q3 2021-22 Revenue Budget 2022-23 Capital Budget 2022-23 and Cap Investment Prog 2022/23 Treasury Management &amp; Prudential Borrowing. Medium Term Financial Strategy Revenue Budget 2022-25 – Latest Position &amp; Saving Proposals Review Groups Work Programme</p>
<p>Wednesday 9<sup>th</sup> March 2022</p>	<p>Notice of Key Decisions and Private Meetings State of the Local Economy (reduced to annual reporting) Leisure Trust Annual Report-move to March 2022 (as per COO/GV) Review Groups Work Programme</p>



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

Document is Restricted

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