



Meeting of the Burnley Borough Council

To be held at 6.30 pm on
Wednesday, 8th December, 2021



Tuesday, 30 November 2021

Sir or Madam,

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

DATE: Wednesday, 8th December, 2021

starting at 6.30 pm

To transact the business specified below.

Catherine Waudby
Head of Legal and Democratic Services

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

Notice in writing of the subject matter must be given to the Head of Legal & Democratic Services by 5.00 pm on the day before the meeting. Forms can be obtained for this purpose from the reception desk at Burnley Town Hall, Manchester Road or from the web at: <http://burnley.moderngov.co.uk/ecCatDisplay.aspx?sch=doc&cat=13234> . You can also register to speak via the online agenda. Requests will be dealt with in the order in which they are received.

All Full Council meetings are livestreamed on the Council's [Youtube Channel](#)

Due to limited space in the venue members of the public wishing to observe the meeting are advised to watch the live stream on Youtube. Priority will be given to those who have registered to speak if seating capacity is exceeded.

A G E N D A

1. Minutes of the Last Meetings 7 - 12
To receive, as read, the Minutes of the proceedings of the previous Council meetings, and to confirm them or otherwise.
2. Declarations of Interest
To receive any declarations of interest.
3. Mayor's Communications
To receive communications (if any) from His Worshipful the Mayor.
4. Public Question Time

To receive questions, statements or petitions (if any) from members of the public.

5. Items for Decision by the Council

- a) Report of the Independent Remuneration Panel 13 - 24
To consider the report of the Independent Remuneration Panel in respect of a members allowance scheme from 1st April 2022.
- b) Revenue Monitoring Report 2021/22 - Quarter 2 25 - 40
To consider the latest net budget of £15.419m and the net transfers from earmarked reserves of £2.166m.
- c) Capital Monitoring Report 2021/22- Quarter 2 41 - 54
To consider a revised capital budget of £42,396,218 and note the latest estimated year end position.
- d) Fees and Charges Tariff 2022/23 55 - 82
To consider the proposed fees and charges from 1 April 2022.
- e) 2021/22 Treasury Management Mid Year Report 83 - 94
To consider the mid-year update on the Treasury Management Strategy for 2021/22 and the revised Operational Boundary and Authorised Limit for external debt.
- f) Gambling Act 2005 Burnley Borough Council Gambling Policy 95 - 130
To seek approval of the Council's Gambling Policy.
- g) Constitutional Updates Report 131 - 140
To seek approval for a change, and inform Members of changes made, to Part 3 (Scheme of Delegation) of the constitution.

6. Reports from Committee Chairs

- a) Report from the Chair of Scrutiny 141 - 142
- b) Report from the Chair of Audit & Standards 143 - 144
- c) Report from Chair of Licensing 145 - 146
- d) Report from Chair of Development Control 147 - 148

7. Strategic Plan Progress Reports 149 - 176

8. Questions

To deal with questions (if any) relating to matters not contained in the Minutes before the Council and of which notice in writing has been

received in accordance with Standing Order No. 10(2).

Councillor Attendance

Please use the link below to access Councillor attendance records. You can refine your search by time or by committee.

<http://burnley.moderngov.co.uk/mgUserAttendanceSummary.aspx>

This page is intentionally left blank



BURNLEY BOROUGH COUNCIL FULL COUNCIL

MECHANICS THEATRE

Thursday, 28th October, 2021

PRESENT

MEMBERS

His Worshipful The Mayor (Councillor Mark Townsend) in the Chair;

Councillors C Towneley (Vice-Chair), A Anwar, H Baker, G Birtwistle, C Briggs, F Cant, S Chaudhary, T Commis, S Cunliffe, I Emo, D Ferrier, A Fewings, B Foster, S Graham, J Harbour, A Hosker, M Hurt, S Hussain, J Inckle, M Ishtiaq, M Johnstone, A Kelly, A Khan, L Khan, S Khan, W Khan, G Lishman, M Lishman, S Lone, L Mehanna, A Raja, A Royle, J Sumner, D Whitaker and A Wight

OFFICERS

Mick Cartledge	– Chief Executive
Lukman Patel	– Chief Operating Officer
Catherine Waudby	– Head of Legal and Democratic Services
Chris Gay	– Governance Manager
Alison McEwan	– Democracy Officer
David Bristow	– Mayor's Officer
Mark Hindman	– Graphic Designer
Paul Barlow	– Graphic Designer
Diane Whittle	– Administration Officer

38 Minutes of the Last Meeting

RESOLVED The Minutes of the meeting of the Council meeting held on the 29th September 2021 were confirmed and signed by the Chair.

39 Public Question Time

Mr John Rowe addressed the meeting on the subject of zero carbon housing. The Leader of the Council, Cllr Afrasiab Anwar duly responded.

40 Exclusion of the Public

It was RESOLVED that the public were to be excluded from the meeting before discussion took place on Minute 41 relating to Pioneer Place on the grounds that in view of the nature

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

41 Pioneer Place

It was RESOLVED that Full Council approved:

- i) Additional funding as detailed in the Financial Implications Section of the report;
- ii) The revised capital programme as set out in the Financial Implications Section of the report;



BURNLEY BOROUGH COUNCIL FULL COUNCIL

MECHANICS THEATRE

Wednesday, 20th October, 2021

PRESENT

MEMBERS

His Worshipful The Mayor (Councillor Mark Townsend) in the Chair;

Councillors C Towneley (Vice-Chair), A Anwar, G Birtwistle, C Briggs, P Campbell, F Cant, P Chamberlain, S Chaudhary, T Commis, S Cunliffe, I Emo, D Ferrier, B Foster, P Gill, S Graham, J Harbour, A Hosker, M Hurt, S Hussain, J Inckle, K Ingham, M Ishtiaq, M Johnstone, A Kelly, A Khan, G Lishman, M Lishman, S Lone, L Mehanna, N Mottershead, A Raja, A Royle and D Whitaker

OFFICERS

Mick Cartledge	– Chief Executive
Lukman Patel	– Chief Operating Officer
Howard Hamilton-Smith	– Head of Finance and Property
Catherine Waudby	– Head of Legal and Democratic Services
Chris Gay	– Governance Manager
Eric Dickinson	– Democracy Officer
Imelda Grady	– Democracy Officer
Alison McEwan	– Democracy Officer
David Bristow	– Mayor's Officer
Mark Hindman	– Graphic Designer
Paul Barlow	– Graphic Designer

36 Notice of Motion

It was moved by Cllr Anne Kelly and seconded by Cllr Afrasiab Anwar that:

‘the Mayor and the Councillors of the Borough of Burnley here assembled, pursuant to Section 249 (5) of the Local Government Act 1972 resolve that Mark Vallance Crabtree is admitted as an Honorary Freeman of the Borough of Burnley in recognition of his contribution and commitment to the people and prosperity of the Borough, and as founding member and Chair of the visionary and successful Burnley Bondholders; and as an expression of the esteem in which he is held by the citizens of Burnley we do confer on him the Freedom of the Borough, and that his name shall be enrolled on the Honorary

Freeman's roll, and on a certificate conferring upon him the title of Honorary Freeman of Burnley.

On being put to the vote, the motion was approved and it was **RESOLVED** unanimously.



BURNLEY BOROUGH COUNCIL FULL COUNCIL

MECHANICS THEATRE

Wednesday, 20th October, 2021

PRESENT

MEMBERS

His Worshipful The Mayor (Councillor Mark Townsend) in the Chair;

Councillors C Towneley (Vice-Chair), A Anwar, G Birtwistle, C Briggs, P Campbell, F Cant, P Chamberlain, S Chaudhary, T Commis, S Cunliffe, I Emo, D Ferrier, B Foster, P Gill, S Graham, J Harbour, A Hosker, M Hurt, S Hussain, J Inckle, K Ingham, M Ishtiaq, M Johnstone, A Kelly, A Khan, G Lishman, M Lishman, S Lone, L Mehanna, N Mottershead, A Raja, A Royle and D Whitaker

OFFICERS

Mick Cartledge	– Chief Executive
Lukman Patel	– Chief Operating Officer
Howard Hamilton-Smith	– Head of Finance and Property
Catherine Waudby	– Head of Legal and Democratic Services
Chris Gay	– Governance Manager
Eric Dickinson	– Democracy Officer
Imelda Grady	– Democracy Officer
Alison McEwan	– Democracy Officer
David Bristow	– Mayor's Officer
Mark Hindman	– Graphic Designer
Paul Barlow	– Graphic Designer

37 Motion to Council

It was moved by Councillor Cosima Towneley and seconded by Councillor John Harbour that:

I firmly believe there is a time and place when recognition of eminent service given to the Borough from Council colleagues should be recognised. The retirement of Andrew Tatchell as a Councillor is one such occasion and I propose that in accordance with Section 249 (1) of the Local Government Act 1972 the Mayor and Councillors assembled here resolve to admit Andrew Tatchell as an Honorary Alderman for his tenacity, longevity and dedication to the Borough of Burnley and that his name shall be enrolled on the Honorary Alderman's

Roll and on a certificate conferring upon him the title of Honorary Alderman of the Borough of Burnley. His retirement is indeed a sad loss to the Borough and the Council Chamber.

On being put to the vote, the motion was approved and it was RESOLVED unanimously.

Report of the Independent Remuneration Panel on the Members' Allowance Scheme for 2022-2025

REPORT TO FULL COUNCIL



DATE	08/12/2021
PORTFOLIO	none
REPORT AUTHOR	Independent Remuneration Panel members
TEL NO	01282 477258
EMAIL	igrady@burnley.gov.uk

PURPOSE

1. To consider the findings of the Independent Remuneration Panel (IRP) in respect of a Members' Allowance Scheme from 1st April 2022.

RECOMMENDATION

2. (1) That the Council receives and considers recommendations from the Independent Remuneration Panel for a scheme of members' allowances from 1st April 2022.
- (2) That it be noted that the Members Allowance Scheme will be set by Council at its meeting on 23rd February 2022.

REASONS FOR RECOMMENDATION

3. The Local Authorities (Members' Allowances) (England) Regulations 2003 require that before Council can determine its members' allowances it must have regard to a report from the Independent Remuneration Panel.

The Panel is required to publish its findings prior to a final decision being taken by Council in February 2022.

SUMMARY OF KEY POINTS

4. The Independent Remuneration Panel has conducted a review of the members' allowance scheme in Burnley and the Panel's report is attached at Appendix 1.
5. In the course of its review the Panel sought the views of members on the current members' allowance scheme, the level of allowances going forward and whether there would be support for a further three year scheme.
6. The Panel also considered the Council's structure and the political landscape. It considered the demands made on councillors' time and how this should be recompensed.

7. The Panel then compared Burnley's Members' allowance scheme with that of neighbouring authorities.
8. The Panel concluded that whilst the current members' allowance scheme, which had been set in 2019 for a three year period, had brought Burnley's allowance up to a level comparable with that of that of neighbouring authorities, there was still a case for further small increases to ensure the level of allowances adequately recompensed members for their work and that they were not out of pocket.
9. The Panel is therefore recommending a further three year scheme from 1st April 2022 index linked to the percentage increase in employees pay under the National Joint Council (Administrative, Professional, Technical and Clerical) pay structure.
10. The Panel's full recommendations for the scheme of members' allowances 2022-25 attached at Appendix 1 to this report.

FINANCIAL IMPLICATIONS AND BUDGET PROVISION

11. The budget for 2022/23 is £217055

POLICY IMPLICATIONS

12. Council must have regard to the IRP recommendations before it takes a decision on the setting of its members' allowance scheme.

DETAILS OF CONSULTATION

13. Member Structures Working Group

BACKGROUND PAPERS

14. None

FURTHER INFORMATION

PLEASE CONTACT:

**Imelda Grady Ext 7258
Alison McEwan Ext 7259**

ALSO:

REPORT OF THE INDEPENDENT REMUNERATION PANEL

December 2021

Introduction by the Chair

I am pleased to present the report of the Independent Remuneration Panel for consideration by Council.

The Panel's remit is to look independently and objectively at the allowances paid to the elected members on Burnley Borough Council and to make recommendations on any amendments that we think are justified.

Back in 2019 we were pleased that Council accepted our recommendations for a three-year scheme of allowances indexed linked to the NJC staff pay awards. This has resulted in Burnley's members' allowance scheme keeping in line with that of neighbouring authorities rather than slipping behind as has happened in previous years. The Panel believes that the increases made over the last three years justifiably recognises the commitment and support those members provide to the Borough, its communities and residents.

This year we are recommending a further three-year scheme and again one which is linked to the NJC staff pay increases. We believe this is a sensible approach as it provides for allowances to increase at an appropriate rate and prevents the need for periodic 'catch-up' sums which are more difficult for members to agree to.

I and my colleagues on the Panel appreciate that setting members' allowances can be a challenging issue, especially in times of financial constraints. However we maintain that Councillors should be recompensed adequately for their efforts. We sincerely hope that Council members do not politicise what should be a non-political process of determining appropriate compensation.

In compiling this report the Panel would like to acknowledge the support of both officers and elected members whose input into the review process has been most helpful.

This report sets out our conclusions and recommendations on the Members' Allowance Scheme for the period 1st April 2022 to 31st March 2025 and we hope that you support them.

David Sparrow
Chair of the Independent Remuneration Panel

REPORT OF THE INDEPENDENT REMUNERATION PANEL DECEMBER 2021

Members of the Panel

Mr David Sparrow - Chair

Mr Graham Knott

Mrs Anne Slater

The Panel was assisted by the Democracy Officers Imelda Grady and Alison McEwan.

Members of the Panel are independent of the Council and its review and recommendations are taken on a completely impartial basis.

1. Role of the Independent Remuneration Panel (IRP)

The Local Authorities (Members' Allowances) (England) Regulations 2003 require the Council to have regard to a report of an Independent Remuneration Panel prior to setting or making changes to its members allowance scheme.

Although the Council must consider the Panel's findings, it is a matter for the Council to decide the scheme of members' allowances and whether to implement any of the Panel's recommendations.

2. Terms of Reference

The terms of reference are to recommend to Council:

- The level of basic allowance payable to all members.
- Which members should receive a special responsibility allowance and at what level.
- The amount payable for Dependants' Carers' for children or dependants while they carry out approved duties under the regulations and at what level.
- The amount payable for Travelling and Subsistence Allowance when members carry out approved duties under the regulations and at what level.
- Whether there should be a payment of any co-optee allowance and at what level.
- Whether there should be provision for an annual adjustment of allowances by a specified index and for how long (but for no more than 4 years).

- The provision for an amendment to the scheme to apply from the beginning of the financial year
- The provision for allowances to be repaid following suspension or cessation of being a member or due to non-entitlement
- Whether the allowances should be pensionable.
- The provision for members to forego allowances

3. **Principles**

The Panel works to the following principles

- That the members allowance scheme should be fair, easy to understand and straightforward to administer
- That whilst some element of a councillor's time should be voluntary this should be balanced against the need to ensure councillors do not suffer financial loss and that potential candidates are not discouraged from standing for election
- That the level of basic allowance should adequately reflect and compensate members for their commitment and time spent on their duties at council meetings, representing the council on outside bodies and on carrying out work in their Wards and in the Borough.
- That the level of special responsibility allowance should reflect additional responsibilities over and above the generally accepted duties of a councillor and should be a multiplier of the basic allowance

4. **Methodology and evidence considered**

This year the Panel has met on four occasions to conduct its review, during which time the Panel considered

- The current members' allowance scheme 2019-2022
- Benchmarking allowances in neighbouring authorities
- The views of all councillors on the current scheme of allowances and any future options
- Information on the Council's decision-making structure and the responsibilities of councillors
- Information on the Council's budget position
- Comments received from a member of the public

5. Findings

- 1) The current allowance scheme has been in place since 2019 during which time allowances have increased incrementally each year to give a current level of basic allowance of £3668.17.
- 2) The Panel finds that whilst Burnley's basic allowance is in the lower quartile of other Lancashire peer authorities, it is in a much more stable position than in 2019.
- 3) The Panel is grateful to the members for sharing their views on the current Members Allowance Scheme and the Leader's views on the special responsibility allowance paid to his executive. The Panel was encouraged to hear that the three year scheme had been well received and a further three year scheme would be supported. We also found that whilst there was no dissatisfaction with the current level of allowances members did not want the Scheme to become stagnant as in previous years or become out of kilter with neighbouring authorities.
- 4) The Panel considered the allowances paid to the Executive members and the amendment that had been introduced by the Leader in October 2020 which was to appoint an additional Executive member on a cost-neutral basis. The proposal being for the Leader and Deputy Leader to take a reduced executive allowance and for the remaining three members to take a smaller reduction which would fund the sixth member. The incoming Leader in 2021 continued with this inherited approach.

The Panel was consulted on the size and cost neutral approach in 2020 and was supportive of this at that time. However going forward the Panel feels this financial split does not fit easily into a members allowance scheme and makes it more difficult to administer. It also feels that future Leader's will be burdened by this. In deliberations we feel that a more sensible approach would be to have a 'pot' of money for the executive and that this is shared equally among the executive members, irrespective of its size. Member may recall that a similar shared 'pot' was introduced in 2019 to remunerate the Group Leaders. By introducing an executive 'pot' it allows the Leader to appoint an executive size of his choosing without impacting on the budget.

- 5) The Panel believes that a further three year scheme is preferred to a yearly scheme and that in order to keep allowances at an acceptable level the index link to NJC staff pay increases should be maintained. At the time of writing this report the index has not been confirmed for 2021 but the Panel feels it should be applied when announced and backdated and then for the scheme to continue to be index linked for the next three years.
- 6) The Panel notes that in the past there has been a reluctance for Councillors to award themselves a pay rise but believes an annual uplift linked to the NJC staff pay awards is fair and reasonable approach to take. It will provide an increase at an appropriate rate and prevent the need for periodic 'catch-up' sums which are more difficult to agree on. The Panel believes that not making these increases each year will only serve to place a burden on future administrations.
- 7) The Panel finds the levels of Special Responsibility Allowances to be broadly correct and that no changes to the multipliers are required.
- 8) The Panel finds that any changes to the dependent carers' allowance or travel and subsistence allowances be in line with the amounts set out below.

6. Conclusions and recommendations

The Panel has concluded that the current Scheme is fair, easy to understand and with the adjustment to the executive member allowances, easy to administer.

The Panel recommends that the level of basic allowance be linked to the National Joint Council (Administrative, Professional, Technical and Clerical) pay structure for the next three years. In order to prevent slippage incremental increases must be applied over the next three years. The Panel is aware that Council will have discretion whether to apply this but strongly advises that it does so.

The Panel recommends that the multipliers used to set the Special Responsibility Allowances remain the same but with an amendment to the executive member allowances. The Panel recommends that there should be a pot of money shared between executive members irrespective of its size. Therefore we believe that the Executive pot going forward should be based on 5

Executive member allowances going into a pot – this should then be shared equally between all members of the Executive reflecting the similar sizes of the portfolios.

The Panel recommends that there be no changes to the way the dependent carers' allowance, travel and subsistence allowances are administered.

The Panel recommends that no payments are made to co-optees.

The Panel recommends no changes be made to the payments made to the Independent Persons.

The Panel will meet in 2024 to consider the members allowance scheme for the 2025/26 financial year unless called upon by Council to review the allowances earlier.

Having considered detailed evidence and interviews throughout the course of the review, we recommend that the basic allowance and the special responsibility allowances should be as follows

THE INDEPENDENT REMUNERATION PANEL MEMBERS ALLOWANCE SCHEME 2022-25

1. **Basic Allowance** -The level of basic allowance paid to all members be linked to the National Joint Council (Administrative, Professional, Technical and Clerical) pay structure for three years from April 2022.
2. **Special Responsibility Allowances** -That there be no change to the definition of roles that attract special responsibility allowances and that the multipliers be as shown in brackets below
 - The Leader (basic allowance x 3.50)
 - The Deputy Leader (basic allowance x 1.00)

 - Executive portfolios (basic allowance x 1.25 x 5 and shared between the size of executive)
 - Chair of Scrutiny Committees (basic allowance x 1.25)
 - Chair of Development Control Committee (basic allowance x 0.80)
 - Chair of Licensing Committee (basic allowance x 0.50)
 - Chair of Audit and Standards Committee (basic allowance x 0.50)
 - Vice Chair of Scrutiny Committee (basic allowance x 0.40)
 - Vice Chair of Development Control Committee (basic allowance x 0.40)
 - Group Leaders (shared basic allowance x 1.00)

The following table shows the current levels of basic and special responsibility allowances for 2021/22 but will be subject to an uplift linked to the agreed percentage pay award, if any, in NJC staff pay structure. The Members Allowance Scheme for

2023/24 and 2024/25 will be subject the percentage increases in NJC staff pay structure.

	2022/23 (based on 20/21 allowances pending pay awards linked to NJC staff pay structure)	Totals
Basic x 45	3668.17	165067.65
Leader x 1	12838.61	12838.61
Deputy Leader x 1	3668.17	3668.17
Executive Members (x5) (4585.22) (shared pot)	4585.22	22926.10
Scrutiny Chair x 1	4585.21	4585.22
Scrutiny Vice Chair x 1	1467.27	1467.27
Audit & Standards Chair x 1	1834.09	1834.09
Development Control Chair x 1	2934.54	2934.54
Development Control Vice Chair x1	1467.27	1467.27
Licensing Chair x 1	1834.09	1834.09
Group Leaders (shared pot)	3668.17	3668.17
Independent Persons (Standards) x2 (not index linked)	500.00	1000.00
Total		217055.28

3. **Dependent Carers and Childcare Allowances** - That the dependent carers' allowance and childcare allowance be paid at the current rate of the adult minimum wage and be paid under the following criteria.

Limitations

Costs necessarily incurred for:

A child or children under the age of 16

An elderly relative requiring full-time care

A relative with a physical disability requiring full-time care

A relative with learning disabilities requiring full-time care

Safeguards

The person for whom care has been arranged must live in the same household as the member

The care in respect of which the allowance is claimed must not be provided by a person living in the member’s household, or by another parent of a child in the household;

Disabled dependents are excluded where the member is already in receipt of a carer’s allowance;

The member must notify the Council of the identity of the carer in respect of whose costs the allowance is claimed and the cared for;

Child(ren) or dependent must be registered with the Council in advance of any claim being made .

4. Travel and subsistence allowance –

The following travel and subsistence allowances shall be paid for attendance at approved events.

Car allowance - This be the same rate as that paid to officers determined locally.

Motor cycle allowance - This be the same rates as that set by HMRC

Other travel allowances

That the payment of travelling allowances by taxi cab be provided for Disabled and Vulnerable Members not to exceed; a) in cases of urgency or where no public transport was reasonably available, the amount of the actual fare and any reasonable gratuity paid; and b) in any other case the amount of travel by appropriate public transport.

Subsistence allowance be the same as that paid to officers, currently this is

Meal	Maximum Allowance	Criteria
Breakfast	£7.93	before 8.00am
Lunch	£10.94	between 12 noon – 2pm
Tea	£4.30	after 6.30pm
Evening Meal	£13.53	after 8.30pm

If a member is away from their home on official Council business for a continuous period of 24 hours or more, and as a result is required by the Council to stay in accommodation overnight, they will be reimbursed with the actual costs incurred.

5. **Co-optees Allowance** - That no additional co-optees allowances be paid
6. **Annual Adjustment of Allowances** - That there be an annual adjustment of allowances in line with the percentage increase in employee's pay under the National Joint Council (Administrative, Professional, Technical and Clerical) Pay Award
7. **Backdating** - That there be no backdating of allowances.
8. **Repayment/suspension of allowances** - That there be repayment of allowances should a councillor be suspended, cease to be a councillor due to a relevant conviction or non-attendance, or resigns.
9. **Pensions** - That no member allowances be classified as pensionable under the Regulations.
10. **Foregoing allowances** – Any person may forego all or part of any allowances to which they are entitled. To do this they must give notice in writing to the proper officer of the Council.

This page is intentionally left blank

Revenue Monitoring Report 2021/22 – Quarter 2 (to 30 September 2021)

REPORT TO EXECUTIVE



DATE	01 December 2021
PORTFOLIO	Resources and Performance Management
REPORT AUTHOR	Howard Hamilton-Smith
TEL NO	(01282) 477173
EMAIL	hhamilton-smith@burnley.gov.uk

PURPOSE

1. To report the forecast outturn position for the year as at 31 March 2022 based upon actual spending and income to 30 September 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 £86k, 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 **£2.166m** 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 £86k, which is reduced from the £195k overspend as reported at Q1. 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 2, 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. 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.

7. 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.

8. 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 Q2 and the anticipated variance.

At the end of Q2 the net budget forecast is currently £86k deficit, this is a reduction from the £195k forecast overspend reported in Q1. 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 £86k 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.

- 9.** 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.
TOTAL	182	

10. 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.
11. 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.
12. 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					Forecast position as at Quarter 2				
		Net Budget 2021/22	Revised Budget	Forecast Q1	Forecast Net Income from Sales, Fees & Charges	Revised Forecast Q1	Variance Q1	Revised Budget	Forecast Q2	Forecast Net Income from Sales, Fees & Charges	Revised Forecast Q2	Variance Q2
		£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s
a	Economy and Growth	616	774	844	0	844	70	802	819	0	819	17
b	Policy and Engagement	441	700	710	(7)	703	3	826	850	(7)	843	18
c	Management Team	361	361	361	0	361	0	361	361	0	361	0
d	Sport and Culture Leisure Client	728	899	899	0	899	(0)	899	899	0	899	0
e	Green Spaces and Amenities	1,067	1,177	1,261	(50)	1,211	34	1,178	1,289	(50)	1,239	62
f	Streetscene	3,125	3,201	3,509	(57)	3,452	251	3,203	3,511	(57)	3,454	251
g	Housing and Development Control	458	669	687	(22)	665	(3)	669	687	(22)	665	(3)
h	Strategic Partnership	3,935	3,916	3,916	0	3,916	0	3,916	3,916	0	3,916	0
i	Finance and Property	532	532	957	0	957	425	555	866	0	866	311
j	Revenues and Benefits Client	(1,287)	(1,287)	(1,055)	(101)	(1,156)	131	(1,287)	(1,055)	(101)	(1,156)	131
k	Legal and Democratic Services	1,015	1,017	979	0	979	(38)	1,017	994	0	994	(23)
l	People and Development	235	235	235	0	235	0	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	2,009	2,009	0	2,009	0
	Central Budgets - Savings Targets <i>(see Table 2)</i>	(248)	(248)	(248)	0	(248)	0	(248)	(248)	0	(248)	0
	NET SERVICE BUDGET	11,869	14,077	15,186	(237)	14,949	872	14,132	15,132	(237)	14,895	763
	Pensions	772	772	772	0	772	0	772	772	0	772	0
	Provisions <i>(Balance to be determined at year end)</i>	0	0	0	0	0	0	0	0	0	0	0
	Impairments <i>(Provisions for Bad Debt)</i>	0	0	0	0	0	0	0	0	0	0	0
	Parish Precepts <i>(Disbursement to Parishes)</i>	169	169	169	0	169	0	169	169	0	169	0
	Treasury <i>(Investment Income & Expenditure)</i>	951	951	992	0	992	41	951	991	0	991	41
	Capital Financing	1,240	1,996	1,996	0	1,996	0	1,996	1,996	0	1,996	0
	Earmarked Reserves (to / (from))	(131)	(2,547)	(2,547)	0	(2,547)	0	(2,602)	(2,602)	0	(2,602)	0
	Strategic Reserves (to / (from))	550	1	1	0	1	0	1	1	0	1	0
	NET CORPORATE ITEMS	3,551	1,342	1,383	0	1,383	41	1,287	1,327	0	5,544	41
	Council Tax	(7,266)	(7,266)	(7,266)	0	(7,266)	0	(7,266)	(7,266)	0	(7,266)	0
	Parish Precepts <i>(Receipts from Council Tax Payers)</i>	(169)	(169)	(169)	0	(169)	0	(169)	(169)	0	(169)	0
	Business Rates: Retained Income	(4,513)	(4,513)	(4,513)	0	(4,513)	0	(4,513)	(4,513)	0	(4,513)	0
	Business Rates: S31 Grants <i>(For award of business rate relief)</i>	(1,442)	(1,442)	(1,442)	0	(1,442)	0	(1,442)	(1,442)	0	(1,442)	0
	Prior Year Collection Fund (Surplus)/Deficit	632	632	632	0	632	0	632	632	0	632	0
	Revenue Support Grant	(1,649)	(1,649)	(1,649)	0	(1,649)	0	(1,649)	(1,649)	0	(1,649)	0
	New Homes Bonus	(564)	(564)	(564)	0	(564)	0	(564)	(564)	0	(564)	0
	Other Government Grants	(449)	(449)	(449)	0	(449)	0	(449)	(449)	0	(449)	0
	FUNDING	(15,419)	(15,419)	(15,419)	0	(15,419)	0	(15,419)	(15,419)	0	(15,419)	0
	BUDGET BALANCE	(0)	(0)	1,149	(237)	913	913	(0)	1,040	(237)	5,020	804
	LA Support Grant Allocations 21/22	0	0	(719)	0	(719)	(719)	0	(719)	0	(719)	(719)
	Forecast Budget Gap Excluding Collection Fund	(0)	(0)	430	(237)	195	195	(0)	321	(237)	4,301	86

13. 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 £86k. 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 Q2 can be seen in Table 2 below:

Savings	Revised Budget	Savings Forecast Q1	Savings Forecast Q2	Balance of Savings yet to be Identified
	£000	£000		£000
Salary Savings	(169)	21	25	(123)
Non-Salary Savings	(79)	0	0	(79)
Shortfall in Income/Increases in Expenditure	0	(536)	(133)	(669)
TOTAL	(248)	(515)	(108)	(872)
Less Sales, Fees and Charges Compensation				237
Less Central Government Received				719
TOTAL SAVINGS YET TO BE IDENTIFIED				(86)

Salary Savings Target

The position at the end of Q2 is that £46k of salary savings have been secured to date as can be seen in Table 2 above, leaving a shortfall of £123k to identify throughout the remainder of the year.

Non-Salary Savings Target

Due to pressures on income and expenditure due to the Covid-19 pandemic no savings have been identified towards the non-salary savings target at this stage. Any savings identified have been offset by increases in expenditure.

Additional shortfalls in income/increases in expenditure of £669k have been identified.

The combined balance of savings (salary, non-salary and additional shortfalls in income/expenditure) yet to be identified totals £872k which is reduced to a net budget deficit of £86k once Central Government funding received to date has been taken into consideration. The above estimates are based on forecasts at the end of Quarter 2, 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: £17k net overspend

Previous forecast variance: £70k net overspend

Salary savings (£11k) due to a vacant post which has now been filled. In addition, salary savings (£6.5k) due to a new employee starting on a lower SCP than estimated when the budget was prepared.

Reduction in advertising expenditure across the Market Hall and Market (£15k) due to incoming tenants contributing to advertising costs. Also reductions across various spend areas within the market hall (£27k), mainly around repairs as tenants contribute to repair costs plus a planned replacement of the compactor is no longer taking place, the compactor is instead going to be repaired.

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: £18k net overspend

Previous forecast variance: £3k net overspend

Further reduction in Graphics external income (£15k) in addition to the (£10k) reduction reported in Q1 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, which has been reflected in the net overspend figure above.

c. Management Team

Forecast Variance: £0

Previous forecast variance: £0k

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

d. Sport and Culture Leisure Client

Forecast Variance: £0k net overspend

Previous forecast variance: £0k

Quarter 2 has continued in a positive light for the Leisure Trust with customers returning to the leisure facilities being greater than projected. The return of hospitality has been good, albeit hindered by the lack of quality and available staff. This has meant that the 1855 Kitchen and Bar at the Mechanics has remained closed until the 13th October 2021. The other sites are operating, and we are seeing more confidence in customers beginning to return. There is concern around securing supply of food and drink with the ongoing shortages of drivers and products. External funding has been obtained for a

number of health related initiatives in partnership with the Council and others. This funding falls under restricted funds and can only be used for the specific delivery purposes. Given all this a £300k shortfall is still projected, however this will be reviewed at the end of Quarter 3.

e. Green Spaces and Amenities

Forecast Variance: £62k net overspend

Previous forecast variance: £34k net overspend

Increase in the workshop and stores contract costs (£12k) due to an increase in tractor hire contract costs. Offset in part by additional income to be received for the ice cream licence (£7k).

Further reduction in Towneley admission and events income (£23k) in addition to the reduction reported in Q1 (£17k) due to the hall being closed until mid-May and reduced footfall since its re-open. Also 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, which has been reflected in the net overspend figure above.

f. Streetscene

Forecast Variance: £251k net overspend

Previous forecast variance: £251k net overspend

No issues or concerns to report this quarter.

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), which has been reflected in the net overspend figure above.

g. Housing and Development Control

Forecast Variance: £3k net underspend

Previous forecast variance: £3k net underspend

No issues or concerns to report this quarter.

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, which has been reflected in the net overspend figure above.

h. Strategic Partnership

Forecast Variance: £0

Previous forecast variance: £0k

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

i. Finance and Property

Forecast Variance: £311k net overspend

Previous forecast variance: £425k net overspend

Salary savings (£21k) in respect of 3 vacant posts. One post has been filled and the recruitment process to replace the remaining two is currently progressing.

Reduction in the previously declared increase to the provision for bad debts on property rental income (£100k) from £430k to £330k. Reduction in bus station departure income (£2k).

j. Revenues and Benefits Client

Forecast Variance: £131k net overspend

Previous forecast variance: £131k net overspend

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

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, which has been reflected in the net overspend figure above.

k. Legal and Democratic Services

Forecast Variance: £23k net underspend

Previous forecast variance: £38k net underspend

Increase in salary costs (£8k) to pay for honoraria payments, agency and overtime costs to cover vacant posts/sickness absence.

Additional election costs (£2k) due to the need to purchase equipment to ensure covid compliance.

Civic events expenditure (£5k) to fund the Aldermand & Freedom special council & award celebration.

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

Previous forecast variance: £0k

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

m. Central Budgets

Forecast Variance: £0k net overspend

Previous forecast variance: £0k

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

n. Corporate Items

Forecast Variance: £41k net overspend

Previous forecast variance: £41k net overspend

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

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)	(18,176)	(21,706)
Movement in Q1	(550)	549	2,032	2,031
Drawn down in Q2	-	-	135	135
Balance as at 30/09/21	(2,542)	(989)	(16,009)	(19,540)

Please note the 'Other Earmarked Reserve' opening balance has changed since Q1 due to year end transactions.

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. Scrutiny Committee

BACKGROUND PAPERS

21. None

FURTHER INFORMATION

PLEASE CONTACT:

Howard Hamilton-Smith – Head of Finance and Property

ALSO

Amy Johnson – Finance Manager

This page is intentionally left blank

Economy and Growth	RAPP Holding Accounts	RAPP Holding Accounts
Economy and Growth	Markets	Burnley Markets
Economy and Growth	Markets	Markets Shared Areas
Economy and Growth	Planning Policy	Local Plan
Economy and Growth	Planning Policy	Planning Policy
Economy and Growth	Economic Development	Town Centre Management
Economy and Growth	Economic Development	Business Support
Economy and Growth	Economic Development	Burnley Branding
Economy and Growth	Economic Development	Burnley Bondholders
Economy and Growth	Economic Development	Sandygate Square Student Accomodation
Economy and Growth	Regeneration Development	Regeneration
Economy and Growth	Regeneration Development	Weavers Triangle
Economy and Growth	Regeneration Development	HAZ Heritage Action Zone
Economy and Growth	Regeneration Development	Padiham THI
sub-total		
Policy and Engagement	Corp Engage & Policy Hold Acc	Corp Engage Holding Accounts
Policy and Engagement	Emergency Planning	Emergency Planning
Policy and Engagement	Communications	Communications
Policy and Engagement	Community Engagement	Community Engagement
Policy and Engagement	Performance And Policy	Performance and Policy
sub-total		
Management Team	Management Team	Management Team
sub-total		
Sport and Culture Leisure Client	Burnley Mechanics And Arts Devt	Burnley Mechanics And Arts Devt
Sport and Culture Leisure Client	Leisure Centres	St Peters Centre
Sport and Culture Leisure Client	Leisure Centres	Leisure Trust Client
Sport and Culture Leisure Client	Leisure Centres	Padiham Leisure Centre
Sport and Culture Leisure Client	Leisure Centres	Prairie Sports Village
sub-total		
Green Spaces and Amenities	Bereavement Service	Cemeteries and Crematorium
Green Spaces and Amenities	Parks And Green Spaces	Community Parks and Open Space
Green Spaces and Amenities	Parks And Green Spaces	Recreation and Sport
Green Spaces and Amenities	Parks And Green Spaces	Allotments
Green Spaces and Amenities	Parks And Green Spaces	Parks Externally Funded Scheme
Green Spaces and Amenities	Art Gallery And Museums	Towneley Hall
Green Spaces and Amenities	Art Gallery And Museums	Towneley Hall Ext Fund Schemes
Green Spaces and Amenities	Transport	Grounds Maintenance
sub-total		
Streetscene	Streetscene Holding Accounts	Streetscene Holding Accounts
Streetscene	Engineering Services	Bus Shelters
Streetscene	Engineering Services	Highways
Streetscene	Engineering Services	Street Lighting
Streetscene	Engineering Services	Drainage
Streetscene	Community Safety	Community Safety
Streetscene	Car Parking	Car Parking
Streetscene	Car Parking	Car Parking Enforcement
Streetscene	CCTV	CCTV
Streetscene	Environmental Services	Waste Cleaning Contract
Streetscene	Environmental Services	Street Cleansing
Streetscene	Environmental Services	Waste Collection
Streetscene	Environmental Services	Pest Control
Streetscene	Environmental Services	Dog Warden
Streetscene	Environmental Services	Default Works
Streetscene	Regulation	Environmental Health Client
Streetscene	Regulation	Taxi Licensing
Streetscene	Regulation	Other Licensing
Streetscene	Regulation	Public Funerals
sub-total		
Housing and Development Control	Housing And Development Ctrl	Housing
Housing and Development Control	Development Control	Development Control
Housing and Development Control	Building Control	Building Control
Housing and Development Control	Selective Licensing	Selective Licensing
sub-total		
Strategic Partnership	Strategic Partnership	Strategic Partnership
sub-total		

Quarter 2						
REVISED BUDGET 2020/21 £000s	Current Forecast £000s	Forecast Net Income from Sales, Fees & Charges £000s	Revised Forecast Q2 £000s	Current Variance £000s	Variance Reported Q1 £000s	Movement £000s
154	152	0	152	(2)	0	(2)
165	193	0	193	28	70	(42)
(29)	(29)	0	(29)	0	0	0
25	25	0	25	0	0	0
212	212	0	212	0	0	0
73	73	0	73	0	0	0
271	273	0	273	2	0	2
109	109	0	109	0	0	0
14	14	0	14	0	0	0
(334)	(334)	0	(334)	0	0	0
77	66	0	66	(11)	0	(11)
4	4	0	4	0	0	0
51	51	0	51	0	0	0
10	10	0	10	0	0	0
802	819	0	819	17	70	(53)
46	46	0	46	0	0	0
2	2	0	2	0	0	0
115	140	(7)	133	18	3	15
266	266	0	266	0	0	0
397	397	0	397	0	0	0
826	851	(7)	844	18	3	15
361	361	0	361	0	0	0
361	361	0	361	0	0	0
55	55	0	55	0	0	0
235	235	0	235	0	0	0
473	473	0	473	0	0	0
79	79	0	79	0	0	0
56	56	0	56	0	0	0
899	899	0	899	0	0	0
(874)	(809)	(36)	(845)	29	29	0
1,398	1,391	0	1,391	(7)	0	(7)
267	269	0	269	2	0	2
(18)	(18)	0	(18)	0	0	0
14	14	0	14	0	0	0
315	355	(14)	341	26	5	21
0	0	0	0	0	0	0
75	87	0	87	12	0	12
1,178	1,290	(50)	1,240	62	34	28
890	890	0	890	0	0	0
18	18	0	18	0	0	0
11	11	0	11	0	0	0
83	83	0	83	0	0	0
4	4	0	4	0	0	0
239	239	0	239	0	0	0
(527)	(244)	(44)	(288)	239	239	0
14	14	0	14	0	0	0
152	152	0	152	0	0	0
84	84	0	84	0	0	0
1,217	1,221	(3)	1,218	1	1	0
1,180	1,178	0	1,178	(2)	(2)	0
39	39	0	39	0	0	0
64	71	0	71	7	7	0
(24)	(24)	0	(24)	0	0	0
(28)	(28)	0	(28)	0	0	0
(118)	(118)	0	(118)	0	0	0
(105)	(90)	(10)	(100)	5	5	0
10	10	0	10	0	0	0
3,203	3,510	(57)	3,451	251	251	(1)
448	481	(22)	459	11	11	0
90	90	0	90	0	0	0
78	64	0	64	(14)	(14)	0
52	52	0	52	0	0	0
669	688	(22)	666	(3)	(3)	0
3,916	3,916	0	3,916	0	0	0
3,916	3,916	0	3,916	0	0	0

Finance and Property	Finance Unit	Finance Unit	641	637	0	637	(4)	(7)	3
Finance and Property	External Audit	External Audit	54	37	0	37	(17)	0	(17)
Finance and Property	Internal Audit	Internal Audit	142	142	0	142	0	0	0
Finance and Property	Misc Income And Expenditure	Misc Income And Expenditure	33	33	0	33	0	0	0
Finance and Property	Property	Property	(316)	16	0	16	332	432	(100)
sub-total			555	866	0	866	311	425	(114)
Revenues and Benefits Client	Revenues And Benefits Client	Revenues And Benefits Client	(323)	(323)	0	(323)	0	0	0
Revenues and Benefits Client	Housing Benefits Payments And Subs	Housing Benefits Payments And Subs	(74)	(74)	0	(74)	0	0	0
Revenues and Benefits Client	Council Tax Support	Council Tax Support	(163)	(163)	0	(163)	0	0	0
Revenues and Benefits Client	Cost Of Collection Accounts	Cost Of Collection Accounts	(728)	(496)	(101)	(597)	131	131	0
sub-total			(1,287)	(1,055)	(101)	(1,156)	131	131	0
Legal and Democratic Services	Legal	Legal Services	329	289	0	289	(40)	(40)	0
Legal and Democratic Services	Legal	Local Land Charges	(45)	(45)	0	(45)	0	0	0
Legal and Democratic Services	Legal	FOI Requests	1	1	0	1	0	0	0
Legal and Democratic Services	Governance	Conducting Elections	79	81	0	81	2	0	2
Legal and Democratic Services	Governance	Register of Electors	75	77	0	77	2	0	2
Legal and Democratic Services	Governance	Charities Administration	0	0	0	0	0	0	0
Legal and Democratic Services	Governance	Parish Councils	2	2	0	2	0	0	0
Legal and Democratic Services	Governance	Democratic Services	287	289	0	289	2	2	0
Legal and Democratic Services	Governance	Civic Administration	18	23	0	23	5	0	5
Legal and Democratic Services	Governance	Mayorality	33	39	0	39	6	0	6
Legal and Democratic Services	Governance	Members Expenses	239	239	0	239	0	0	0
sub-total			1,017	994	0	994	(23)	(38)	15
People and Development	People And Development	People and Development	235	235	0	235	0	0	0
sub-total			235	235	0	235	0	0	0
Central Budgets - Other	Central Budgets - Other	Central Budgets - Other	2,009	2,009	0	2,009	0	0	0
Central Budgets - Savings Targets	Central Budgets - Savings Targets	Salary Savings Target	(169)	(169)	0	(169)	0	0	0
Central Budgets - Savings Targets	Central Budgets - Savings Targets	Non-Salary Savings Target	(79)	(79)	0	(79)	0	0	0
sub-total			1,760	1,761	0	1,760	0	0	0
NET SERVICE BUDGET			14,132	15,133	(237)	14,896	763	873	(109)
Corporate Items	Pensions		772	772	0	772	0	0	0
Corporate Items	Provisions		0	0	0	0	0	0	0
Corporate Items	Impairments		0	0	0	0	0	0	0
Corporate Items	Parish Precepts		169	169	0	169	0	0	0
Corporate Items	Treasury Investments & Borrowing		951	992	0	992	41	41	0
Corporate Items	Capital Financing		1,996	1,996	0	1,996	0	0	0
Corporate Items	Earmarked Reserves		(2,602)	(2,602)	0	(2,602)	0	0	0
Corporate Items	Strategic Reserves		1	1	0	1	0	0	0
NET CORPORATE ITEMS			1,287	1,328	0	1,328	41	41	0
Funding	Council Tax		(7,266)	(7,266)	0	(7,266)	0	0	0
Funding	Council Tax - Parish Precepts		(169)	(169)	0	(169)	0	0	0
Funding	Business Rates: Retained Income		(4,513)	(4,513)	0	(4,513)	0	0	0
Funding	Business Rates: S31 Grants		(1,442)	(1,442)	0	(1,442)	0	0	0
Funding	Prior Year Collection Fund (Surplus)/Deficit		632	632	0	632	0	0	0
Funding	Revenu support Grant		(1,649)	(1,649)	0	(1,649)	0	0	0
Funding	New Homes Bonus		(564)	(564)	0	(564)	0	0	0
Funding	Other Government Grants		(449)	(449)	0	(449)	0	0	0
FUNDING			(15,419)	(15,419)	0	(15,419)	0	0	0
BUDGET BALANCE			(0)	1,041	(237)	804	804	910	(109)
Government Funding	LA Support Grant Allocations 21/22		0	0	0	(719)	0	(719)	0
NET BUDGET BALANCE			(0)	1,041	(237)	86	804	192	(109)

Appendix 2

Quarter 2 Movements in Reserves

	Transformation Reserve	Growth Reserve	TOTAL Strategic Reserves
	£000	£000	£000
Opening Balance	(1,992)	(1,538)	(3,530)
Original Budget 2021/22 - use of reserves	(550)	0	(550)
TOTAL	(2,542)	(1,538)	(4,080)

Other Earmarked Reserves
£000
(18,176)
(133)
(18,309)

Change in cycle 1	0	549	549
Change in cycle 2	0	0	0
Change in cycle 3	0	0	0
Anticipated balance at 31 March 2022	(2,542)	(989)	(3,531)

2,165
135
0
(16,009)

Approved use of reserves future years	0	5	5
Movement between reserves	0	0	0
Balance after approvals	(2,542)	(984)	(3,526)

0
0
(16,009)

This page is intentionally left blank

Capital Monitoring Report 2021/22 – Quarter 2 (to 30 September 2021)

REPORT TO EXECUTIVE



DATE	01 December 2021
PORTFOLIO	Resources and Performance Management
REPORT AUTHOR	Howard Hamilton-Smith
TEL NO	(01282) 477173
EMAIL	hhamilton-smith@burnley.gov.uk

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 an increase of £2,914,922 giving a revised capital budget for 2021/22 totalling £42,396,218 as detailed in Appendix 1.
 - b. Recommend to Full Council, approval of the proposed financing of the revised capital budget totalling £42,396,218 as shown in Appendix 2.
 - c. Note the latest estimated year end position on capital receipts and contributions showing an assumed balance of £1,124,576 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. Since February, several reports have been approved by the Executive, resulting in revising the 2021/22 capital budget to £16,243,296 (as at 22 September 2021 Executive). The Charter Walk Acquisition was approved at Full Council at their meeting on 22 July 2021 revising the 2021/22 budget to £39,481,296.

This is the second of three in-year monitoring reports, and as such the appendices accompanying this report provide Members with the position as at 30 September 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 September 2021. The expenditure to date is £ 4,413,853 which is 10% of the proposed revised budget.
- b. **Revised budget and financing elements – Appendix 2** shows the revised budget of £42,396,218, along with identifying the recommended financing elements on a scheme by scheme basis. This is an increase of £2,914,922.
- 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 £2,190,485.

The resources are reducing each financial year, to an estimated balance on general capital receipts of £1.125m 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 31st 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 carried out, which included the replacement of dry rot affected timber lintols and further plaster and timber floor strip out. This work was necessary to halt the spread of the rot and mitigate the risk of it spreading to the neighbouring property.

Following this strip out and structural survey additional structural works have been identified following. These will commence mid-October. A defective hidden internal rainwater pipe has also been found following a further dry-rot outbreak. The pipe has been temporarily diverted and works to assess the extent of the likely remedial works are underway

e. Acquisition of Charter Walk

The Council approved the purchase of the Charter Walk at its meeting on 22 July 2021. Subsequently a successful bid was submitted, with the exchange of contracts taking place on 07 October 2021. The sale was complete 20 October 2021.

f. Levelling Up Fund

The Council received confirmation of its successful bid at the Autumn Budget on 27th October 2021. The bid was for three schemes: UCLan Burnley Campus Expansion, Town 2 Turf Public Realm Transformation and Railway Station Accessibility Improvement at a total cost of £22.5m spanning three financial years (21/22 – 23/24).

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
Total Revenue Contributions		777,099

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.

The Cycle 1 report dated 22 September 2021 approved a reduction of £2m on borrowing, revising the planned borrowing requirement to £7,478,705. Full Council at their meeting on 22 July 2021 approved an additional £23,238,000 revising borrowing to £30,716,705.

This revises the Borrowing to £30,716,705.

The revenue implications of borrowing £30,716,705 are a Minimum Revenue Provision (MRP) of £677k and an interest charge, assuming 3% on the borrowing, would equate to £922k for a full year.

7.

FINANCIAL IMPLICATIONS AND BUDGET PROVISION

8. An increase in the 2021/22 capital programme of £2,914,922 to give a revised budget of £42,396,218.

POLICY IMPLICATIONS

9. None arising directly from this report.

DETAILS OF CONSULTATION

10. Scrutiny Committee.

BACKGROUND PAPERS

11. None.

FURTHER INFORMATION

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

This page is intentionally left blank

2021/22 CAPITAL BUDGET CYCLE 2 MONITORING - UPDATE

Scheme Name	Budget per Exec 22/09/21	Adjustments Per This Report		Changes to be approved in this report	Revised Budget	Total Spend as at 30/09/21	% Schemes Spend	Financed by External Funding	Narrative provided by Project Officers/Heads of Service
		Budget Adjustments	Reprofiled into Future Years						
		A	B	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. Progress on all 5 schemes expected over the next 2-3 months.
Vehicle and Machinery Replacement	175,000			-	175,000	119,734	68%	15,000	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.
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 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	49,463	40%	122,705	The modular changing rooms and clubhouse are now in situ with some utility issues to resolve. The MUGA/Car Parking area has been developed and is complete with the exception of line marking still to be completed. Burnley Council staff will be starting work on the installation of the 2-metre-wide multi-user stone path that will go around the perimeter of the site in early October. We expect to complete this by the end of November 2021. The creation of an additional car parking area, vehicular access improvements from Lennox Street, short term improvements to the existing pump track (as well as long term funding) and the securing of funding for the Outdoor Gym equipment are all still to be completed.
Thompson Park HLF	51,173			-	51,173	1,512	3%	51,173	Outstanding works including signage, road surfacing, flood defence and works to the paddling pool expected to be completed in this financial year.
Refill Plantains	20,500			-	20,500	-	0%	-	Scheme to be implemented by engineers, exact sites to be identified.
Stoop Wheelie Sports	925			-	925	-	0%	925	Spend was incurred in the previous financial year. The balance will be used for replacement safety signage
Prairie Artificial Turf Pitch	40,812			-	40,812	24,971	61%	40,812	Spend was incurred in the previous financial year. This budget is to cover retention payment to main contractor and cost consultant.
	670,261	-	-	-	670,261	195,680	29%	418,261	

STREETSCENE

Alleygate Programme	25,684			-	25,684	1,132	4%	-	7 new schemes identified and consultation to be carried out during Q3 in line with legislation. Manufacture and installation completed in Q4
River Training Walls	105,262			-	105,262	21	0%	-	Capital spend has recently been spent to strengthen the resilience of the Thompson Park Heritage Works and to protect from flooding. The remainder of the budget is provisionally committed for retaining wall schemes and will be reviewed during Qtr 3 /4.
Safer Streets	396,256			-	396,256	270,934	68%	396,256	Final invoices due and final parts of the project being completed. The project has been affected with material supply issues due to the complexities around supply chain stress due to pandemic. These supply issues have been overcome now and final installations will be completed in Q3. All funding committed.
	527,202	-	-	-	527,202	272,087	52%	396,256	

2021/22 CAPITAL BUDGET CYCLE 2 MONITORING - UPDATE

APPENDIX 1

Scheme Name	Budget per Exec 22/09/21	Adjustments Per This Report		Changes to be approved in this report	Revised Budget	Total Spend as at 30/09/21	% Schemes Spend	Financed by External Funding	Narrative provided by Project Officers/Heads of Service
		Budget Adjustments	Reprofiled into Future Years						
		A	B	A + B					
£	£	£	£	£	£	£	£	£	

ECONOMY & GROWTH

Padiham Townscape Heritage Initiative	756,772			-	756,772	418,129	55%	741,961	With the projects on site and those in the pipeline, TH funding towards building conservation works is practically fully committed.
Pioneer Place	5,063,599			-	5,063,599	90,062	2%	-	The funding profile is being reviewed due to delays in obtaining planning permission for Manchester Road and cost challenges in the construction sector.
NW Burnley Growth Corridor - Phase 1	872,342	1,030,000		1,030,000	1,902,342	1,185,577	62%	1,902,342	Public Realm Works - Excavation and paving works are largely complete albeit for a few small sections outstanding where other works have been ongoing. Resurfacing of the highway was completed in August under a road closure. Specifications for street furniture including bins, bollards, planters and seating, as well as plans for the northern node public art area have now been finalised and instructed.
NW Burnley Growth Corridor - Phase 2	1,030,000	(1,030,000)		(1,030,000)	-	-	0%	-	Flood Defence Works - Ground investigation works and detailed river modelling is complete. EA continue with other site preparation works including bridge investigations and the treatment of Japanese Knotweed. EA are consulting with project partners and BBC Dev. Control re the planning application for the flood defence construction.
Lower St James Street Historic Action Zone	1,083,576			-	1,083,576	155,237	14%	771,121	Programme and budget is on track to spend its committed allocations.
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 the concrete parapet cladding to be completed later in the year
Town Centre and Weavers Triangle Project Work	536,370	(40,548)		(40,548)	495,822	25,304	5%	-	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.
Sanctuary Halls	218,938			-	218,938	20,284	9%	-	Defects works and fitting out of office unit to be completed in Q3.
Burnley Pendle Growth Corridor	300,000			-	300,000	-	0%	-	All works completed. Awaiting invoice from LCC
Levelling Up Fund	-	2,955,470		2,955,470	2,955,470	-	0%	2,914,922	The Council received confirmation of the successful Levelling Up Fund bid in October 2021. The bid consisted of three schemes: UCLan Burnley Campus Expansion, Town 2 Turf Public Realm Transformation and Railway Station Accessibility Improvement. Work on the schemes will span three financial years (21/22 - 23/24) with a total spend of £22.5m.
	9,991,721	(40,548)	-	(40,548)	12,906,643	1,927,593	15%	6,363,079	

FINANCE & PROPERTY

Leisure Centre Improvements	104,069			-	104,069	28,548	27%	-	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	1,990,043			-	1,990,043	622,903	31%	-	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 by the end of October (£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 subsequent financial years.
Acquisition of Charter Walk	-	23,238,000		23,238,000	23,238,000	75,160	0%	-	Contracts were exchanged 07/10/21 and the sale completed 20/10/21. The purchase price was £20.7m plus taxes and professional fees.
	2,094,112	23,238,000	-	23,238,000	25,332,112	726,611	3%	-	

Scheme Name	Budget per Exec 22/09/21 £	Adjustments Per This Report		Changes to be approved in this report A + B £	Revised Budget £	Total Spend as at 30/09/21 £	% Schemes Spend £	Financed by External Funding £	Narrative provided by Project Officers/Heads of Service
		Budget Adjustments	Reprofiled into Future Years						
		A	B						

HOUSING & DEVELOPMENT CONTROL

Emergency Repairs	120,000	-	-	-	120,000	47,139	39%	120,000	Grant enquiries continue to be received for a range of enquiries, including leaking roofs and excess cold.
Better Care Grant	1,500,000	-	-	-	1,500,000	691,373	46%	1,500,000	At the start of this financial year 140 grants required completion from the previous financial year, this has reduced to 87. Since the start of the 21/22 financial year, 77 new grant referrals have been received, 23 of which have been approved. We no longer have a back log of inspections, meaning customers are visited within 2 weeks of receiving the grant referral.
Energy Efficiency	40,000	-	-	-	40,000	19,900	50%	40,000	Since the beginning of the financial year 51 applications have been received totalling a commitment of £20,600. Of the 51 approved grants; 32 have completed.
Empty Homes Programme	1,300,000	-	-	-	1,300,000	533,471	41%	-	Despite a challenging start to the financial year, the programme is targeting another 20 acquisitions and is on track to achieve this. Renovation costs have increased this year due to supply issues which we are still experiencing. We have had 8 loan applications this year and have so far completed 4. We have recently sold several properties to Calico as part of their Phase 3 work in and around Burnley Wood. We have sold 3 of our renovated properties to owner occupiers and we have a further 4 properties being renovated. Another Executive report is being prepared for November.
	2,960,000	-	-	-	2,960,000	1,291,882	44%	1,660,000	

This page is intentionally left blank

Scheme Name	Revised Budget £	FINANCING ELEMENTS						Total Revised Budget £
		Prudential Borrowing £	Revenue Cont'n / Reserves £	Capital Grants £	Capital Receipts £	Vacant Property Initiative Receipts £	3rd Party Contribution / Section 106 £	
Green Spaces & Amenities								
Play Area Improvement Programme	110,927	-	-	-	46,500	-	64,427	110,927
Vehicle and Machinery Replacement	175,000	-	160,000	-	-	-	15,000	175,000
Playing Pitch Improvements	88,000	-	-	-	-	-	88,000	88,000
Extension 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
	670,261	25,000	180,500	215,615	46,500	-	202,646	670,261
Streetscene								
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
	527,202	-	-	396,256	130,946	-	-	527,202
Economy & Growth								
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	495,822	459,452	-	-	36,370	-	-	495,822
Sandygate Halls	218,938	218,938	-	-	-	-	-	218,938
Burnley-Pendle Growth Corridor	300,000	-	300,000	-	-	-	-	300,000
Levelling Up Fund	2,955,470	40,548	-	2,664,922	-	-	250,000	2,955,470
	12,906,643	5,904,131	581,599	5,912,809	57,834	-	450,270	12,906,643
Finance & Property								
Leisure Centre Improvements	104,069	104,069	-	-	-	-	-	104,069
Building Infrastructure Works	1,990,043	1,445,505	-	-	544,538	-	-	1,990,043
Acquisition of Charter Walk	23,238,000	23,238,000	-	-	-	-	-	23,238,000
	25,332,112	24,787,574	-	-	544,538	-	-	25,332,112
Housing & Development Control								
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
	2,960,000	-	-	1,660,000	-	1,300,000	-	2,960,000
TOTAL OF ALL SCHEMES	42,396,218	30,716,705	762,099	8,184,680	779,818	1,300,000	652,916	42,396,218

This page is intentionally left blank

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> £
Capital Resources Brought Forward on 1 April 2021	1,243,419	660,778	321,956	270,018	2,496,170
Add					
Resources Received as at 30 September 2021	94,975	638,504	80,074	-	813,553
Further Resources Estimated to be Received during 2021/22:	566,000	784,496	-	13,000	1,363,496
Potential Resources Available during 2021/22	1,904,394	2,083,778	402,030	283,018	4,673,219
Less					
Required to Finance Capital Programme	(779,818)	(1,300,000)	(123,219)	(279,697)	(2,482,734)
Earmarked for Revenue Expenditure	-	-	-	-	-
Earmarked for Delivery By Outside Bodies	-	-	-	-	-
Estimated Surplus / (Shortfall) of Resources as at 31st March 2022	1,124,576	783,778	278,811	3,321	2,190,485
Add - Resources Estimated to be Received during 2022/23	107,500	1,290,000	116,000	365,866	1,879,366
Less - 2022/23 Capital Budget	(1,436,237)	(1,300,000)	(116,000)	(365,866)	(3,218,103)
Estimated Surplus / (Shortfall) of Resources as at 31st March 2023	(204,161)	773,778	278,811	3,321	851,748
Add - Resources Estimated to be Received during 2023/24	100,000	1,215,000	-	572,141	1,887,141
Less - 2023/24 Capital Budget	(466,948)	(1,300,000)	-	(572,141)	(2,339,089)
Estimated Surplus / (Shortfall) of Resources as at 31st March 2024	(571,109)	688,778	278,811	3,321	399,800
Add - Resources Estimated to be Received during 2024/25	100,000	1,215,000	-	15,000	1,330,000
Less - 2024/25 Capital Budget	(339,726)	(1,300,000)	-	(15,000)	(1,654,726)
Estimated Surplus / (Shortfall) of Resources as at 31st March 2025	(810,835)	603,778	278,811	3,321	75,074
Add - Resources Estimated to be Received during 2025/26	100,000	1,215,000	-	15,000	1,330,000
Less - 2025/26 Capital Budget	(288,635)	(1,300,000)	-	(15,000)	(1,603,635)
Estimated Surplus / (Shortfall) of Resources as at 31st March 2025	(999,470)	518,778	278,811	3,321	(198,561)

This page is intentionally left blank

REPORT TO EXECUTIVE

DATE	01 December 2021
PORTFOLIO	Resources & Performance Management
REPORT AUTHOR	Amy Johnson
TEL NO	(01282) 425011 ext 3162
EMAIL	ajohnson@burnley.gov.uk

Fees & Charges Tariff 2022/23**PURPOSE**

1. To inform Members of the Council's proposed fees and charges from 1 April 2022.

RECOMMENDATION

That the Executive recommend to Full Council:

2. Approval of the proposed tariff of fees & charges from 1 April 2022 with an increase of 2.0% as outlined in Appendix A attached, with a range of exceptions as outlined in the report.
3. To authorise the Head of Finance and Property, in consultation with the relevant Head of Service, to determine any new charges or changes to existing charges relating to the preparation and approval of the 2022/23 revenue budget.
4. To authorise the Executive Portfolio Members to amend fees & charges periodically in their own area on the basis that overall income in their portfolio area remains the same as a minimum.
5. To authorise the Strategic Head of Economy and Growth, in consultation with the Executive Member for Resources and Performance Management and the Head of Finance and Property, to adjust fees and charges in relation to the Markets service from time to time to reflect current trading conditions and the overall position of the market.

REASONS FOR RECOMMENDATION

6. To set the Council's fees and charges from 1 April 2022 and assist in finalising the 2022/23 budget process.

SUMMARY OF KEY POINTS

7. In line with the Council's commercial strategy, Heads of Service were asked to:
 - a) ensure that no charge has been omitted and the schedule is complete,
 - b) confirm increases at an overall 2.0% for the service (excluding areas where either no increase is proposed or where they are set statutorily),
 - c) confirm that the fees and corresponding VAT rates are correct,
 - d) confirm the date of the fee increase,
 - e) give notification of any potential new areas for the introduction of fees and charges within their service area and of the proposed level of such fees and charges from 1 April 2022,
 - f) make suggestions/proposals as to where income can be found in future to help alleviate the Council's budget pressures as identified in the Medium Term Financial Strategy, and
 - g) identify where services are being provided at a subsidy and where fees and charges should be increased by more than 2.0% in order to maintain the viability of service provision.
8. A summary of the key points of the proposed fees and charges are:
9. Local Land Charges
There will be no increase in Local Land Charges fees.
10. Garden Waste Collection Charges
There will be no increase to the Green Waste Collection charge of £35.00. In addition the early bird discount offered in 2021/22 will no longer be offered as it was intended as an incentive during year 1 of the price increase. No increase to the fees and charges levels will result in approximately £6k income foregone (assuming a 2% increase).
11. Building Control Fees
It is proposed that fees be increased by 2% with effect from **1st January 2022**. The fees have yet to be formally agreed by members of the Pennine Lancashire Building Control Joint Committee and are therefore subject to change. Income from fees and charges is for fee-earning work and used to offset costs. Any excess income is transferred to an earmarked reserve in Blackburn's accounts for future use in providing the service. Therefore, it does not result in any increased income to the Council as they form part of the shared service with Blackburn with Darwen Council.
12. Car Parking
There will be no increase to car parking charges (pay and display and contract parking). No increase to the fees and charges levels will result in approximately £15k pay and display income and £6k contract parking income foregone (assuming a 2% increase).
13. Commercial Waste
Commercial waste annual contracts will increase by 2.0% with the exception of 'Recycling Annual Contract - Weekly Collections' where there will be no increase. The increase of 2% will result in approximately £4k additional income.

14. Bulky & White Goods
There will be no increase to bulky and white goods charges. No increase to the fees and charges levels will result in approximately £1k income foregone (assuming a 2% increase).
15. Fixed Penalty Notices
There is to be no increase to existing Fixed Penalty Notices.
16. Licensing fees
Licensing fees are to be increased by 2.0%, where the charge is not statutory. The increase of 2% will result in approximately £3k additional income.
17. Taxi Licensing
Taxi Licensing fees are set by Licensing Committee and are to be considered at their meeting in November 2021. Should taxi licences fees require formal consultation, this could lead to a slight delay in implementation.
18. Towneley Hall
Daily car parking fees to be frozen at the 2020/21 rate along with the entrance fee. All other fees and charges to be increased by 2.0%. No increase to the car parking fees and charges levels will result in approximately £3k income forgone (assuming a 2% increase). An increase of 2% to other fees and charges will result in approximately £1k additional income.
19. Cemeteries & Crematorium
There will be no increase to Cemetery and Crematorium charges (no increase applied in 2020/21). No increase to the fees and charges levels will result in approximately £29k income foregone (assuming a 2% increase).
20. Market Hall
Market hall fees and charges to be increased by 2%. The increase of 2% will result in approximately £1k additional income.
21. Mobile Home Fit and Proper Person Assessment
A new charge for the above assessment to be introduced.

FINANCIAL IMPLICATIONS AND BUDGET PROVISION

22. The assumed increase in income from the proposed changes to the fees and charges tariff presented in this report is approximately £32k in 2022/23.

POLICY IMPLICATIONS

23. None directly as a consequence of this report.

DETAILS OF CONSULTATION

24. Scrutiny Committee.

BACKGROUND PAPERS

25. None.

FURTHER INFORMATION

PLEASE CONTACT:

Amy Johnson – Finance Manager

2022/23 Gross Fees £	% inc 2.0%	2022/23 Gross Fees £	Vat included in fee	2022/23 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
-------------------------------	------------------	-------------------------------	---------------------------	-----------------------	-------------	----------------------------	---

COMMUNITY SERVICES

GREEN SPACES & AMENITIES

CEMETERIES

Interment Fees

Under 1 year	no charge		no charge				
Over 1 year - 17 years	323.00	-	323.00	-	323.00	zero	1-Apr-22
18 years and over	1,237.00	-	1,237.00	-	1,237.00	zero	1-Apr-22
Where Casket is used	1,437.00	-	1,437.00	-	1,437.00	zero	1-Apr-22
Where Vault is used	1,437.00	-	1,437.00	-	1,437.00	zero	1-Apr-22
Interment after appointed time	209.00	-	209.00	-	209.00	zero	1-Apr-22
Interment of cremated remains	250.00	-	250.00	-	250.00	zero	1-Apr-22

Interment Fees - Public Grave

Over 1 year - 17 years	203.00	-	203.00	-	203.00	zero	1-Apr-22
18 years and over	415.00	-	415.00	-	415.00	zero	1-Apr-22
Service in Cemetery Chapel	154.00	-	154.00	-	154.00	zero	1-Apr-22
NHS Charge (pre-term)	74.00	-	74.00	-	74.00	zero	1-Apr-22

Removal & Replacement

Headstones (remove and re-fix to National Association of Memorial Masons standards)	192.00	-	192.00	-	192.00	zero	1-Apr-22
Sidestones	158.00	-	158.00	-	158.00	zero	1-Apr-22
Chippings	96.00	-	96.00	-	96.00	zero	1-Apr-22

Right to Erect Memorials

Headstone (900mm maximum)(including first inscription)	195.00	-	195.00	32.50	162.50	20.00	1-Apr-22
Wooden Cross	51.00	-	51.00	8.50	42.50	20.00	1-Apr-22
Vase without inscription and under 300 mm	FOC	-	FOC		FOC		
Otherwise	97.00	-	97.00	16.17	80.83	20.00	1-Apr-22
Inscription (each)	51.00	-	51.00	8.50	42.50	20.00	1-Apr-22

Construction

Vault - Single Space/Depth	2,439.00	-	2,439.00	-	2,439.00	zero	1-Apr-22
Vault - Double Space	At Cost	-	At Cost	-	At Cost	zero	
is this construction (Vatable) or right to contract (Non Vatable)							

	2022/23 Gross Fees £	% inc 2.0%	2022/23 Gross Fees £	Vat included in fee	2022/23 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
<u>Exclusive Right of Burial</u>								
Burnley								
Row 1 - 4	1,120.00	-	1,120.00	-	1,120.00	zero	1-Apr-22	
Lawn Section	1,377.00	-	1,377.00	-	1,377.00	zero	1-Apr-22	
Half Grave (for burial of ashes only)	444.00	-	444.00	-	444.00	zero	1-Apr-22	
Any other row	1,120.00	-	1,120.00	-	1,120.00	zero	1-Apr-22	
Additional charge for Vault	703.00	-	703.00	-	703.00	zero	1-Apr-22	
Purchase of above by Non-Resident of Burnley Borough								
Miscellaneous								
Search of Register	FOC		FOC		FOC			
<u>Padiham Garden of Remembrance</u>								
Use of Memorial Stone	128.00	-	128.00	-	128.00	zero	1-Apr-22	
Use of Niche for one person	236.00	-	236.00	-	236.00	zero	1-Apr-22	
Additional remains in Niche	149.00	-	149.00	-	149.00	zero	1-Apr-22	
<u>CREMATORIUM</u>								
<u>Urnation</u>								
Under 1 year	no charge		no charge					
Over 1 year - 17 years	219.00	-	219.00	-	219.00	zero	1-Apr-22	
18 years and over	764.00	-	764.00	-	764.00	zero	1-Apr-22	
Direct Cremation (before 9.30am, no chapel service)	408.00	-	408.00	-	408.00	zero	1-Apr-22	
Medical Referee	18.00	-	18.00	-	18.00	zero	1-Apr-22	
Additional fee for Saturday & 12.30 additional time	211.00	-	211.00	-	211.00	zero	1-Apr-22	
NHS Charge (pre-term)	36.00	-	36.00	-	36.00	zero	1-Apr-22	
<u>Entries in Book of Remembrance</u>								
2 line	111.00	-	111.00	18.50	92.50	20.00	1-Apr-22	
5 line	173.00	-	173.00	28.83	144.17	20.00	1-Apr-22	
8 line	255.00	-	255.00	42.50	212.50	20.00	1-Apr-22	
5 line with flower emblem	239.00	-	239.00	39.83	199.17	20.00	1-Apr-22	
5 line with Badge	266.00	-	266.00	44.33	221.67	20.00	1-Apr-22	
6 line with Coat of Arms	341.00	-	341.00	56.83	284.17	20.00	1-Apr-22	
<u>Remembrance Cards</u>								
With 2 line inscription	69.00	-	69.00	11.50	57.50	20.00	1-Apr-22	
With 5 line inscription	81.00	-	81.00	13.50	67.50	20.00	1-Apr-22	
With 8 line inscription	110.00	-	110.00	18.33	91.67	20.00	1-Apr-22	
Additional 2 line inscription	41.00	-	41.00	6.83	34.17	20.00	1-Apr-22	
Additional 5 line inscription	54.00	-	54.00	9.00	45.00	20.00	1-Apr-22	
Additional 8 line inscription	63.00	-	63.00	10.50	52.50	20.00	1-Apr-22	
Additional cost for flower emblem (only with 5 or 8 line entry)	69.00	-	69.00	11.50	57.50	20.00	1-Apr-22	
<u>Retaining of Ashes</u>								
After 1 month (per month)	72.00	-	72.00	-	72.00	zero	1-Apr-22	
<u>Scattering of Ashes</u>								
Cremation not at Burnley	72.00	-	72.00	-	72.00	zero	1-Apr-22	
<u>Memorial Wall</u>								
Lakeland stone plaque	552.00	-	552.00	92.00	460.00	20.00	1-Apr-22	
(plus lettering per letter - existing walls only, new walls subject to)	3.00	-	3.00	0.50	2.50	20.00	1-Apr-22	

	2022/23 Gross Fees £	% inc 2.0%	2022/23 Gross Fees £	Vat included in fee	2022/23 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
new price list)								
Additional inscription admin charge (plus lettering)	42.00	-	42.00	7.00	35.00	20.00	1-Apr-22	
Emblem	40.00	-	40.00	6.67	33.33	20.00	1-Apr-22	
Renewal of lease at end of agreement per 5 years	75.00	-	75.00	12.50	62.50	20.00	1-Apr-22	
<u>Tree of Remembrance</u>								
Engraved Remembrance Leaf	60.00	-	60.00	10.00	50.00	20.00	1-Apr-22	
<u>Ash Plots</u>								
Exclusive right of burial (40 years)	444.00	-	444.00	74.00	370.00	20.00	1-Apr-22	
Interment fee	250.00	-	250.00	41.67	208.33	20.00	1-Apr-22	
Right to erect memorial	281.00	-	281.00	46.83	234.17	20.00	1-Apr-22	
Foundation	25.00	-	25.00	4.17	20.83	20.00	1-Apr-22	
<u>PARKS - OUTDOOR SPORTS ACTIVITIES & EVENTS</u>								
<u>Events - Towneley Park</u>								
Local Organisations	177.30	2.00	180.80	30.13	150.67	20.00	1-Apr-22	
Non Resident Organisation - per event	452.05	2.00	461.10	76.85	384.25	20.00	1-Apr-22	
Fair Events	POA		POA					
<u>Towneley Park</u>								
Cricket	58.20	2.00	59.35	9.89	49.46	20.00	1-Apr-22	

Page 61

2022/23 Gross Fees £	% inc 2.0%	2022/23 Gross Fees £	Vat included in fee	2022/23 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
-------------------------------	------------------	-------------------------------	---------------------------	-----------------------	-------------	----------------------------	---

Football pitches (from 1st August each year)

Grade A - (changing, showers & attendant)

Prairie, Fennyfold, Towneley

58.20 2.00 59.35 9.89 49.46 20.00 1-Apr-22

Grade B (pitch only)

Queens Park, Worsthorne, Stoneyholme, Hapton

40.85 2.00 41.65 6.94 34.71 20.00 1-Apr-22

Barden Central Arena

Burnley United A F C per season

n/a not charged in lieu of cleaning and management

Junior Football

Hire of Junior pitch

12.65 2.00 12.90 2.15 10.75 20.00 1-Apr-22

Use of changing accommodation only

12.65 2.00 12.90 2.15 10.75 20.00 1-Apr-22

ALLOTMENTS

Allotment Rent per m²

0.30 2.00 0.31 - 0.31 zero 1-Apr-22

Concessionary Rental (50%)

0.14 2.00 0.14 - 0.14 zero 1-Apr-22

Water

15.50 2.00 15.80 - 15.80 zero 1-Apr-22

Admin fee for setting up of new tenancy agreements

12.60 2.00 12.85 2.14 10.71 20.00 1-Apr-22

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

TOWNELEY

Car Parking - Pay & Display

Riverside - per day

1.50 - 1.50 0.25 1.25 20.00 1-Apr-22

Towneley Hall - per hour

0.80 - 0.80 0.13 0.67 20.00 1-Apr-22

9 Hole Golf - per day

1.50 - 1.50 0.25 1.25 20.00 1-Apr-22

Causeway End / Golf Course - per day

2.00 - 2.00 0.33 1.67 20.00 1-Apr-22

Barwise per day

1.50 - 1.50 0.25 1.25 20.00 1-Apr-22

Woodgroove - per day

1.50 - 1.50 0.25 1.25 20.00 1-Apr-22

	2022/23 Gross Fees £	% inc 2.0%	2022/23 Gross Fees £	Vat included in fee	2022/23 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
Car Parking - Contracts (per annum)								
Towneley Hall	61.00	-	61.00	10.17	50.83	20.00	1-Apr-22	
Riverside	40.00	-	40.00	6.67	33.33	20.00	1-Apr-22	
Barwise	40.00	-	40.00	6.67	33.33	20.00	1-Apr-22	
Woodgrove	61.00	-	61.00	10.17	50.83	20.00	1-Apr-22	
TOWNELEY HALL								
Guided Tours								
Local Links Subscription Scheme for Schools - per annum	229.30	2.00	233.90	38.98	194.92	20.00	1-Apr-22	
Daytime - per person	8.35	2.00	8.50	1.42	7.08	20.00	1-Apr-22	
Evening - per person	12.55	2.00	12.80	2.13	10.67	20.00	1-Apr-22	
School Groups per person - half day	2.60	2.00	2.65	0.44	2.21	20.00	1-Apr-22	
School Groups per person - full day	5.25	2.00	5.35	0.89	4.46	20.00	1-Apr-22	
Use of Hall								
Commercial Photography	314.00	2.00	320.00	53.33	266.67	20.00	1-Apr-22	
Filming Fees	1,046.00	2.00	1,067.00	177.83	889.17	20.00	1-Apr-22	
Great Hall (by negotiation) fees start from	627.00	2.00	640.00	106.67	533.33	20.00	1-Apr-22	*
up to	1,046.00	2.00	1,067.00	177.83	889.17	20.00	1-Apr-22	*
Regency Rooms Daytime Events (by negotiation) fees start from	627.00	2.00	640.00	106.67	533.33	20.00	1-Apr-22	*
up to	1,046.00	2.00	1,067.00	177.83	889.17	20.00	1-Apr-22	*
Regency Rooms Evening Events (by negotiation) fees start from	627.00	2.00	640.00	106.67	533.33	20.00	1-Apr-22	*
up to	1,046.00	2.00	1,067.00	177.83	889.17	20.00	1-Apr-22	*
Lecture Theatre (by negotiation) fees start from	105.00	2.00	107.00	17.83	89.17	20.00	1-Apr-22	
up to	314.00	2.00	320.00	53.33	266.67	20.00	1-Apr-22	
Great Hall & both Regency Rooms (by negotiation) fees start from	523.00	2.00	533.00	88.83	444.17	20.00	1-Apr-22	*
up to	3,659.00	2.00	3,732.00	622.00	3,110.00	20.00	1-Apr-22	*

* 50% discount for Charities

2022/23 Gross Fees £	% inc 2.0%	2022/23 Gross Fees £	Vat included in fee	2022/23 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
-------------------------------	------------------	-------------------------------	---------------------------	-----------------------	-------------	----------------------------	---

Conferences & Meetings

Lecture Theatre Room Hire - fees start from	104.55	2.00	106.65	17.78	88.87	20.00	1-Apr-22 *
up to	313.65	2.00	319.90	53.32	266.58	20.00	1-Apr-22 *
Tea & Coffee per person per serving	1.05	2.00	1.05	0.18	0.87	20.00	1-Apr-22

* 50% discount for Charities

Wedding Charges

Regency Rooms - ceremony only fees start from	366.00	2.00	373.00	62.17	310.83	20.00	1-Apr-22
up to	1,568.00	2.00	1,599.00	266.50	1,332.50	20.00	1-Apr-22
Great Hall & Regency Rooms ceremony & afternoon reception up to 7pm							
fees start from	523.00	2.00	533.00	88.83	444.17	20.00	1-Apr-22
up to	3,659.00	2.00	3,732.00	622.00	3,110.00	20.00	1-Apr-22
Photography - grounds/formal gardens	63.00	2.00	64.00	10.67	53.33	20.00	1-Apr-22
Photography - grounds/formal gardens & inside	105.00	2.00	107.00	17.83	89.17	20.00	1-Apr-22

Entrance Fees

Adult - 12 month pass	5.00	-	5.00	0.83	4.17	20.00	1-Apr-22 *
-----------------------	------	---	------	------	------	-------	------------

10% reduction on wedding & event days due to rooms being closed

*Free admission for children and students

THOMPSON PARK

Car Parking - Pay & Display

Thompson Park - per day	2.00	-	2.00	0.33	1.67	20.00	1-Apr-22
-------------------------	------	---	------	------	------	-------	----------

2022/23 Gross Fees £	% inc 2.0%	2022/23 Gross Fees £	Vat included in fee	2022/23 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
-------------------------------	------------------	-------------------------------	---------------------------	-----------------------	-------------	----------------------------	---

STREETSCENE

CAR PARKING CHARGES

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

Short Stay Car Parks

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

0-1 hour	Monday - Saturday	1.00	-	1.00	0.17	0.83	20.00	1-Apr-22
1-2 hours		1.60	-	1.60	0.27	1.33	20.00	1-Apr-22
2-3 hours		2.10	-	2.10	0.35	1.75	20.00	1-Apr-22
3 Hours plus		5.60	-	5.60	0.93	4.67	20.00	1-Apr-22
Sundays & Bank Holidays		Free		Free				
Disabled pass holders - up to 3 hrs		Free		Free				

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

Victoria

0-1 hour	Saturday only	1.00	-	1.00	0.17	0.83	20.00	1-Apr-22
1-2 hours		1.60	-	1.60	0.27	1.33	20.00	1-Apr-22
2-3 hours		2.10	-	2.10	0.35	1.75	20.00	1-Apr-22
3 Hours plus		5.60	-	5.60	0.93	4.67	20.00	1-Apr-22
Disabled pass holders - up to 3 hrs		Free		Free				

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

Pioneer 2 / King St

0-1 hour	Monday - Saturday	1.00	-	1.00	0.17	0.83	20.00	1-Apr-22
1-2 hours		1.60	-	1.60	0.27	1.33	20.00	1-Apr-22
2-3 hours		2.10	-	2.10	0.35	1.75	20.00	1-Apr-22
3 Hours plus		3.80	-	3.80	0.63	3.17	20.00	1-Apr-22

	2022/23 Gross Fees £	% inc 2.0%	2022/23 Gross Fees £	Vat included in fee	2022/23 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
Disabled pass holders - up to 3 hrs	Free		Free					
Disabled pass holders - over 3 hrs - charges apply as above								
Charter Walk Surface Car Park								
0-1 hour	1.00	-	1.00	0.17	0.83	20.00	n/a	
1-2 hours	1.50	-	1.50	0.25	1.25	20.00	n/a	
2-3 hours	2.00	-	2.00	0.33	1.67	20.00	n/a	Monday - Saturday
3-4 hours	2.50	-	2.50	0.42	2.08	20.00	n/a	
Daily Charge	8.00	-	8.00	1.33	6.67	21.00	n/a	Sunday
0-2 hours								
Over 2 hours								
Millenium Multi-Storey Car Park								
0-1 hour	1.00	-	1.00	0.17	0.83	20.00	n/a	
1-2 hours	1.50	-	1.50	0.25	1.25	20.00	n/a	
2-3 hours	2.00	-	2.00	0.33	1.67	20.00	n/a	Monday - Saturday
3-4 hours	2.50	-	2.50	0.42	2.08	20.00	n/a	
Daily Charge	3.00	-	3.00	0.50	2.50	21.00	n/a	
Long Stay Car Parks								
Finsley Gate 2 / Centenary Way								
Monday - Saturday per visit	3.80	-	3.80	0.63	3.17	20.00	1-Apr-22	
Sundays & Bank Holidays	Free		Free					
Disabled pass holders - up to 3 hrs	Free		Free					
Disabled pass holders - over 3 hrs - charges apply as above								
Free after 3pm will be introduced to Council operated pay and display car parks in Burnley Town Centre from the 12th April 2021 for an initial 3 month period. Under 'Free after 3pm' there will be free parking available in these car parks from 3pm every day.								
Contracts								
Finsley Gate 1, 2 & 3 / King St / Bank Parade / Pioneer 2 / Centenary Way								
William Thompson / Royle Road								
per quarter Monday to Friday (inclusive)	185.70	-	185.70	30.95	154.75	20.00	1-Apr-22	
per quarter Monday to Saturday (inclusive)	222.90	-	222.90	37.15	185.75	20.00	1-Apr-22	
Millenium Multi-Storey Car Park								
per Calendar Month Monday to Saturday	40.00	-	40.00	6.67	33.33	20.00	n/a	
Other Contracts Charges								
Staff Car Parking Charges - Operational	297.90	-	297.90	49.65	248.25	20.00	1-Apr-22	
Staff Car Parking Charges - Non-Operational	342.30	-	342.30	57.05	285.25	20.00	1-Apr-22	
Part Time Employees / Members Car Parking Charges	pro rata		pro rata					
PEST CONTROL & WASTE								
Pest Control *								
Flea & Bed Bug Sprays	56.20	2.00	57.30	9.55	47.75	20.00	1-Apr-22	
Wasps Nests	56.20	2.00	57.30	9.55	47.75	20.00	1-Apr-22	
Commercial	62.75	2.00	64.00	10.67	53.33	20.00	1-Apr-22	
								* Charges start from
Waste & Recycling Collection Containers								
Replacement per residual waste and recycling wheeled bin	31.30	2.00	31.90	-	31.90	zero	1-Apr-22	
Residual waste and recycling wheeled bin at new build properties	31.30	2.00	31.90	-	31.90	zero	1-Apr-22	
Recycling Box & Lid	FOC		FOC					
White Sacks	FOC		FOC					

	2022/23 Gross Fees £	% inc 2.0%	2022/23 Gross Fees £	Vat included in fee	2022/23 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
First green waste wheeled bin	FOC		FOC					
Additional green waste wheeled bin	31.30	2.00	31.90	-	31.90	zero	1-Apr-22	
Provision of 1100L container for new build apartments/flats	425.70	2.00	434.20	72.37	361.83	20.00	1-Apr-22	
Annual charge for Green Waste Collection*	35.00	-	35.00	-	35.00	zero	1-Apr-22	
<u>Bulky & White Goods</u> (One collection covers one white good or up to four bulky items)								
Charge per collection	13.80	-	13.80	-	13.80	zero	n/a	
<u>Back Yard Clearances</u>								
Back Yard Clearances								

	2022/23 Gross Fees £	% inc 2.0%	2022/23 Gross Fees £	Vat included in fee	2022/23 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
Fixed Penalty Notices								
Littering	80.00	-	80.00	-	80.00	zero	1-Apr-22	
Side Waste / Waste Receptables / Failing to Manage Waste - Higher	200.00	-	200.00	-	200.00	zero	1-Apr-22	
Side Waste / Waste Receptables / Failing to Manage Waste - Lower	100.00	-	100.00	-	100.00	zero	1-Apr-22	
Graffiti / Fly Posting	100.00	-	100.00	-	100.00	zero	1-Apr-22	
Fly Tipping - Higher	400.00	-	400.00	-	400.00	zero	1-Apr-22	
Fly Tipping - Lower	150.00	-	150.00	-	150.00	zero	1-Apr-22	
Public Space Protection Order (PSPO)	100.00	-	100.00	-	100.00	zero	1-Apr-22	
Failure to produce a Waste Carriers License	300.00	-	300.00	-	300.00	zero	1-Apr-22	
Commercial Waste	300.00	-	300.00	-	300.00	zero	1-Apr-22	
Dog Fouling	100.00	-	100.00	-	100.00	zero	1-Apr-22	
Abandoned Vehicles	200.00	-	200.00	-	200.00	zero	1-Apr-22	
Car Parking - Lower	51.00	-	51.00	-	51.00	zero	1-Apr-22 *	
Car Parking - Higher	71.00	-	71.00	-	71.00	zero	1-Apr-22 *	

* 50% discount if paid within 14 days

2022/23 Gross Fees £	% inc 2.0%	2022/23 Gross Fees £	Vat included in fee	2022/23 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
-------------------------------	------------------	-------------------------------	---------------------------	-----------------------	-------------	----------------------------	---

Covid-19 Fixed Penalty Notices

Business restriction offence - first fixed penalty notice issued	1,000.00	-	1,000.00	-	1,000.00	zero	1-Apr-22
Business restriction offence - second fixed penalty notice issued	2,000.00	-	2,000.00	-	2,000.00	zero	1-Apr-22
Business restriction offence - third fixed penalty notice issued	4,000.00	-	4,000.00	-	4,000.00	zero	1-Apr-22
Business restriction offence - fourth fixed penalty notice issued	10,000.00	-	10,000.00	-	10,000.00	zero	1-Apr-22

Default Works - Property repair works

Full Cost plus charge for staff time & administration	n/a		Officer time now accounted for instead				
---	-----	--	--	--	--	--	--

Chargeable Commercial Waste*

Annual Contract

Container Costs	253.40	2.00	258.50	-	258.50	zero	1-Apr-22
General Waste Sack - Roll 25 Sacks	53.80	2.00	54.90	-	54.90	zero	1-Apr-22
240L bin - per bin lift	5.60	2.00	5.70	-	5.70	zero	1-Apr-22
360L bin - per bin lift	8.40	2.00	8.60	-	8.60	zero	1-Apr-22
660L bin - per bin lift	11.40	2.00	11.60	-	11.60	zero	1-Apr-22
1100L bin - per bin lift	17.90	2.00	18.30	-	18.30	zero	1-Apr-22
Recycling Annual Contract - Weekly Collections	240.00	-	240.00	-	240.00	zero	1-Apr-22

* Charges start from

STREET RENAMING & NUMBERING

Change of a house name / number	52.00	2.00	53.00	-	53.00	zero	1-Apr-22
Change of a building name	105.00	2.00	107.00	-	107.00	zero	1-Apr-22
Change of a street name	209.00	2.00	213.00	-	213.00	zero	1-Apr-22
- plus charge per property for a change of street name	21.00	2.00	21.00	-	21.00	zero	1-Apr-22

LICENSING

rounded to nearest £1

Other Licensing

Boarding New - 1 year (New 2018 Animal Welfare Regulation)	195.00	2.00	199.00	-	199.00	zero	1-Apr-22
2 year	260.00	2.00	265.00	-	265.00	zero	1-Apr-22
3 year	293.00	2.00	299.00	-	299.00	zero	1-Apr-22
Boarding Renew - 1 year (New 2018 Animal Welfare Regulation)	191.00	2.00	195.00	-	195.00	zero	1-Apr-22
2 year	257.00	2.00	262.00	-	262.00	zero	1-Apr-22
3 year	290.00	2.00	296.00	-	296.00	zero	1-Apr-22
Home Boarder New - 1 year (New 2018 Animal Welfare Regulation)	163.00	2.00	166.00	-	166.00	zero	1-Apr-22
2 year	220.00	2.00	224.00	-	224.00	zero	1-Apr-22
3 year	249.00	2.00	254.00	-	254.00	zero	1-Apr-22
Home Boarder Renew - 1 year (New 2018 Animal Welfare Regulation)	159.00	2.00	162.00	-	162.00	zero	1-Apr-22
2 year	216.00	2.00	220.00	-	220.00	zero	1-Apr-22
3 year	245.00	2.00	250.00	-	250.00	zero	1-Apr-22
Dog Creche New - 1 year (New 2018 Animal Welfare Regulation)	193.00	2.00	197.00	-	197.00	zero	1-Apr-22
2 year	258.00	2.00	263.00	-	263.00	zero	1-Apr-22
3 year	291.00	2.00	297.00	-	297.00	zero	1-Apr-22
Dog Creche Renew - 1 year (New 2018 Animal Welfare Regulation)	190.00	2.00	194.00	-	194.00	zero	1-Apr-22
2 year	255.00	2.00	260.00	-	260.00	zero	1-Apr-22
3 year	288.00	2.00	294.00	-	294.00	zero	1-Apr-22

	2022/23 Gross Fees £	% inc 2.0%	2022/23 Gross Fees £	Vat included in fee	2022/23 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
Dog Breeder New** - 1 year (New 2018 Animal Welfare Regulation)	152.00	2.00	155.00	-	155.00	zero	1-Apr-22	
2 year	210.00	2.00	214.00	-	214.00	zero	1-Apr-22	
3 year	239.00	2.00	244.00	-	244.00	zero	1-Apr-22	
Dog Breeder Renew - 1 year (New 2018 Animal Welfare Regulation)	189.00	2.00	193.00	-	193.00	zero	1-Apr-22	
2 year	247.00	2.00	252.00	-	252.00	zero	1-Apr-22	
3 year	276.00	2.00	282.00	-	282.00	zero	1-Apr-22	
Pet Selling New - 1 year (New 2018 Animal Welfare Regulation)	183.00	2.00	187.00	-	187.00	zero	1-Apr-22	
2 year	246.00	2.00	251.00	-	251.00	zero	1-Apr-22	
3 year	278.00	2.00	284.00	-	284.00	zero	1-Apr-22	
Pet Selling Renew - 1 year (New 2018 Animal Welfare Regulation)	179.00	2.00	183.00	-	183.00	zero	1-Apr-22	
2 year	243.00	2.00	248.00	-	248.00	zero	1-Apr-22	
3 year	274.00	2.00	279.00	-	279.00	zero	1-Apr-22	
Hiring Horses New** - 1 year (New 2018 Animal Welfare Regulation)	100.00	2.00	102.00	-	102.00	zero	1-Apr-22	
2 year	171.00	2.00	174.00	-	174.00	zero	1-Apr-22	
3 year	206.00	2.00	210.00	-	210.00	zero	1-Apr-22	
Hiring Horses Renew** - 1 year (New 2018 Animal Welfare Regulation)	100.00	2.00	102.00	-	102.00	zero	1-Apr-22	
2 year	171.00	2.00	174.00	-	174.00	zero	1-Apr-22	
3 year	206.00	2.00	210.00	-	210.00	zero	1-Apr-22	
Train/exhibit animal - 3 year (New 2018 Animal Welfare Regulation)	158.00	2.00	161.00	-	161.00	zero	1-Apr-22	
200** - 6 year	485.00	2.00	495.00	-	495.00	zero	1-Apr-22	
4 year	438.00	2.00	447.00	-	447.00	zero	1-Apr-22	
Dangerous Wild Animals**- 2 year (New 2018 Animal Welfare Regulation)	175.00	2.00	179.00	-	179.00	zero	1-Apr-22	
plus vets inspection fee								
Skin Piercing/Cosmetic Treatment Establishment	145.65	2.00	148.55	-	148.55	zero	1-Apr-22	
Skin Piercers Personal Registration	47.95	2.00	48.90	-	48.90	zero	1-Apr-22	
Personal Registration - Special Cosmetic Treatments (once adopted)	47.95	2.00	48.90	-	48.90	zero	1-Apr-22	
Second hand goods dealer	79.95	2.00	81.55	-	81.55	zero	1-Apr-22	
Health Certificate	45.55	2.00	46.45	-	46.45	zero	1-Apr-22	
Request to show unclassified films	505.25	2.00	515.35	-	515.35	zero	1-Apr-22	
Sex Shop	2,347.65	2.00	2,394.60	-	2,394.60	zero	1-Apr-22	
New Sexual Entertainment Venue Licence	6,243.15	2.00	6,368.00	-	6,368.00	zero	1-Apr-22	
Renewal of a Sexual Entertainment Venue Licence	3,001.50	2.00	3,061.55	-	3,061.55	zero	1-Apr-22	
Transfer of a Sexual Entertainment Venue Licence	720.30	2.00	734.70	-	734.70	zero	1-Apr-22	
Variation of a Sexual Entertainment Venue Licence	480.25	2.00	489.85	-	489.85	zero	1-Apr-22	
Grant of Scrap Metal Dealers Site Licence (3 years)	365.70	2.00	373.00	-	373.00	zero	1-Apr-22	
Renewal of Scrap Metal Dealers Site Licence (3 years)	365.70	2.00	373.00	-	373.00	zero	1-Apr-22	
Variation of Scrap Metal Dealers Site Licence	159.95	2.00	163.15	-	163.15	zero	1-Apr-22	
New Scrap Metal Collectors Licence (3 years)	211.40	2.00	215.65	-	215.65	zero	1-Apr-22	
Renewal of Scrap Metal Collectors Licence (3years)	211.40	2.00	215.65	-	215.65	zero	1-Apr-22	

Page 10

	2022/23 Gross Fees £	% inc 2.0%	2022/23 Gross Fees £	Vat included in fee	2022/23 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak Rates/Off Peak (where applicable)
Variation of Scrap Metal Collectors Licence	159.95	2.00	163.15	-	163.15	zero	1-Apr-22	
<u>Street Trading Consents</u>								
12 Months	834.55	2.00	851.25	-	851.25	zero	1-Apr-22	
6 Months	441.70	2.00	450.55	-	450.55	zero	1-Apr-22	
3 Months	257.75	2.00	262.90	-	262.90	zero	1-Apr-22	
1 Month	134.90	2.00	137.60	-	137.60	zero	1-Apr-22	
Special Event Consents (permitting up to 6 days trading per calendar month)								
12 Months	231.05	2.00	235.65	-	235.65	zero	1-Apr-22	
6 Months	152.60	2.00	155.65	-	155.65	zero	1-Apr-22	
3 Months	112.90	2.00	115.15	-	115.15	zero	1-Apr-22	
1 Month	86.75	2.00	88.50	-	88.50	zero	1-Apr-22	
Taxi Licensing (Note: Test fee income is collected by testing station & is therefore not included in the tariff)								
Fees for 2022 are to be considered by Licensing Committee at their meeting in November 2021								
Private Hire Vehicle Licence	70.00	-	Set by Licensing Committee			exempt		
Hackney Carriage Licence	117.00	-	Set by Licensing Committee			exempt		
Annual Private Hire Driver Licence	71.00	-	Set by Licensing Committee			exempt		
3 Year Private Hire Driver Licence	146.00	-	Set by Licensing Committee			exempt		
Annual Hackney Carriage Driver Licence	144.00	-	Set by Licensing Committee			exempt		
3 Year Hackney Carriage Driver Licence	366.00	-	Set by Licensing Committee			exempt		
Dual Driver Licence Discount	45.00	-	Set by Licensing Committee			exempt		
New Driver - Additional Fee Knowledge Test	42.00	-	Set by Licensing Committee			exempt		
Annual PH Operator - single vehicle at private address	213.00	-	Set by Licensing Committee			exempt		
5 Year PH Operator - single vehicle at private address	1,010.00	-	Set by Licensing Committee			exempt		
Annual PH Operator	447.00	-	Set by Licensing Committee			exempt		
5 Year PH Operator	2,156.00	-	Set by Licensing Committee			exempt		
Replacement vehicle plate	21.75	2.00	22.20	-	22.20	exempt	1-Apr-22	
Replacement Plate Platform	6.45	2.00	6.60	-	6.60	exempt	1-Apr-22	
Window stickers	8.15	2.00	8.30	-	8.30	exempt	1-Apr-22	
Hackney roundel/Private Hire Door Signs	9.25	2.00	9.45	-	9.45	exempt	1-Apr-22	
Lanyard	4.60	2.00	4.70	-	4.70	exempt	1-Apr-22	
Badge holder	3.35	2.00	3.40	-	3.40	exempt	1-Apr-22	
Replacement badge	13.05	2.00	13.30	-	13.30	exempt	1-Apr-22	
Plate buttons	2.30	2.00	2.35	-	2.35	exempt	1-Apr-22	
Operator booking Registers	2.20	2.00	2.25	-	2.25	exempt	1-Apr-22	
CRB admin fee	5.75	2.00	5.85	-	5.85	exempt	1-Apr-22	
Insurance or 3rd party letters	25.65	2.00	26.15	-	26.15	exempt	1-Apr-22	
Insurance Correspondence	76.90	2.00	78.45	-	78.45	exempt	1-Apr-22	

2022/23 Gross Fees £	% inc 2.0%	2022/23 Gross Fees £	Vat included in fee	2022/23 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
-------------------------------	------------------	-------------------------------	---------------------------	-----------------------	-------------	----------------------------	---

THE LICENSING ACT 2003 - FEES & CHARGES

Grant of Personal Licence	37.00	Statutory	37.00	-	37.00	exempt	
Replacement of lost/stolen licence	10.50	Statutory	10.50	-	10.50	exempt	
Minor Variations	89.00	Statutory	89.00	-	89.00	exempt	

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

Grant/Variation

Rateable Value

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

Annual Fee

Rateable Value

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

Premises Licences - Additional Fees where Capacity exceeds

5,000 persons

Initial Fee

Occupancy:

5,000 - 9,999	1,000.00	Statutory	1,000.00	-	1,000.00	exempt	
10,000 - 14,999	2,000.00	Statutory	2,000.00	-	2,000.00	exempt	
15,000 - 19,999	4,000.00	Statutory	4,000.00	-	4,000.00	exempt	
20,000 - 29,999	8,000.00	Statutory	8,000.00	-	8,000.00	exempt	
30,000 - 39,999	16,000.00	Statutory	16,000.00	-	16,000.00	exempt	
40,000 - 49,999	24,000.00	Statutory	24,000.00	-	24,000.00	exempt	
50,000 - 59,999	32,000.00	Statutory	32,000.00	-	32,000.00	exempt	
60,000 - 69,999	40,000.00	Statutory	40,000.00	-	40,000.00	exempt	
70,000 - 79,999	48,000.00	Statutory	48,000.00	-	48,000.00	exempt	
80,000 - 89,999	56,000.00	Statutory	56,000.00	-	56,000.00	exempt	
Over 90,000	64,000.00	Statutory	64,000.00	-	64,000.00	exempt	

Page 12

2022/23 Gross Fees £	% inc 2.0%	2022/23 Gross Fees £	Vat included in fee	2022/23 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
-------------------------------	------------------	-------------------------------	---------------------------	-----------------------	-------------	----------------------------	---

Annual Fee

Occupancy:							
5,000 - 9,999		500.00	Statutory	500.00	-	500.00	exempt
10,000 - 14,999		1,000.00	Statutory	1,000.00	-	1,000.00	exempt
15,000 - 19,999		2,000.00	Statutory	2,000.00	-	2,000.00	exempt
20,000 - 29,999		4,000.00	Statutory	4,000.00	-	4,000.00	exempt
30,000 - 39,999		8,000.00	Statutory	8,000.00	-	8,000.00	exempt
40,000 - 49,999		12,000.00	Statutory	12,000.00	-	12,000.00	exempt
50,000 - 59,999		16,000.00	Statutory	16,000.00	-	16,000.00	exempt
60,000 - 69,999		20,000.00	Statutory	20,000.00	-	20,000.00	exempt
70,000 - 79,999		24,000.00	Statutory	24,000.00	-	24,000.00	exempt
80,000 - 89,999		28,000.00	Statutory	28,000.00	-	28,000.00	exempt
Over 90,000		32,000.00	Statutory	32,000.00	-	32,000.00	exempt

Premises Licences - Exclusively / Primarily supplying Alcohol

Initial Fee

Rateable Value

Band D - £87,001 to £125,000 : 2 x the Premises Licence	900.00	Statutory	900.00	-	900.00	exempt
Band E - over £125,000 : 3 x the Premises Licence	1,905.00	Statutory	1,905.00	-	1,905.00	exempt

Annual Fee - Exclusively/Primarily supplying Alcohol

Rateable Value

Band D - £87,001 to £125,000 : 2 x the Premises Licence	640.00	Statutory	640.00	-	640.00	exempt
Band E - over £125,000 : 3 x the Premises Licence	1,050.00	Statutory	1,050.00	-	1,050.00	exempt

Annual Fee

Rateable Value

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

2022/23 Gross Fees £	% inc 2.0%	2022/23 Gross Fees £	Vat included in fee	2022/23 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
-------------------------------	------------------	-------------------------------	---------------------------	-----------------------	-------------	----------------------------	---

Premises Licenses - Other

Annual Fee

Application

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

Rounded to nearest £1

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

Ambling Premises

Pingo Premises

New & Provisional Statement	2,705.00	2.00	2,759.00	-	2,759.00	exempt	1-Apr-22	
Annual Fee	1,000.00	MAX	1,000.00	-	1,000.00	exempt	n/a	MAX
Licence for Provisional Statement Holder	992.00	2.00	1,012.00	-	1,012.00	exempt	1-Apr-22	
Variation	1,325.00	2.00	1,352.00	-	1,352.00	exempt	1-Apr-22	
Transfer	992.00	2.00	1,012.00	-	1,012.00	exempt	1-Apr-22	
Re-instatement	1,200.00	MAX	1,200.00	-	1,200.00	exempt	n/a	MAX
Copy Licence	25.00	MAX	25.00	-	25.00	exempt	n/a	MAX
Notification of Change	50.00	MAX	50.00	-	50.00	exempt	n/a	MAX

	2022/23 Gross Fees £	% inc 2.0%	2022/23 Gross Fees £	Vat included in fee	2022/23 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
Betting Premises								
New & Provisional Statement	2,815.00	2.00	2,871.00	-	2,871.00	exempt	1-Apr-22	
Annual Fee	600.00	MAX	600.00	-	600.00	exempt	n/a	MAX
Licence for Provisional Statement Holder	992.00	2.00	1,012.00	-	1,012.00	exempt	1-Apr-22	
Variation	1,325.00	2.00	1,352.00	-	1,352.00	exempt	1-Apr-22	
Transfer	992.00	2.00	1,012.00	-	1,012.00	exempt	1-Apr-22	
Re-instatement	1,200.00	MAX	1,200.00	-	1,200.00	exempt	n/a	MAX
Copy Licence	25.00	MAX	25.00	-	25.00	exempt	n/a	MAX
Notification of Change	50.00	MAX	50.00	-	50.00	exempt	n/a	MAX
Betting Premises (Tracks)								
New & Provisional Statement	2,500.00	MAX	2,500.00	-	2,500.00	exempt	n/a	MAX
Annual Fee	1,000.00	MAX	1,000.00	-	1,000.00	exempt	1-Apr-22	MAX
Licence for Provisional Statement Holder	950.00	MAX	950.00	-	950.00	exempt	n/a	MAX
Variation	1,250.00	MAX	1,250.00	-	1,250.00	exempt	n/a	MAX
Transfer	950.00	MAX	950.00	-	950.00	exempt	1-Apr-22	MAX
Re-instatement	950.00	MAX	950.00	-	950.00	exempt	1-Apr-22	MAX
Copy Licence	25.00	MAX	25.00	-	25.00	exempt	n/a	MAX
Notification of Change	50.00	MAX	50.00	-	50.00	exempt	n/a	MAX
Family Entertainment Centre								
New & Provisional Statement	2,000.00	MAX	2,000.00	-	2,000.00	exempt	n/a	MAX
Annual Fee	750.00	MAX	750.00	-	750.00	exempt	n/a	MAX
Licence for Provisional Statement Holder	950.00	MAX	950.00	-	950.00	exempt	n/a	MAX
Variation	1,000.00	MAX	1,000.00	-	1,000.00	exempt	n/a	MAX
Transfer	950.00	MAX	950.00	-	950.00	exempt	n/a	MAX
Re-instatement	950.00	MAX	950.00	-	950.00	exempt	n/a	MAX
Copy Licence	25.00	MAX	25.00	-	25.00	exempt	n/a	MAX
Notification of Change	50.00	MAX	50.00	-	50.00	exempt	n/a	MAX

	2022/23 Gross Fees £	% inc 2.0%	2022/23 Gross Fees £	Vat included in fee	2022/23 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
Adult Gaming Centre								
New & Provisional Statement	2,000.00	MAX	2,000.00	-	2,000.00	exempt	n/a	MAX
Annual Fee	1,000.00	MAX	1,000.00	-	1,000.00	exempt	n/a	MAX
Licence for Provisional Statement Holder	992.00	2.00	1,012.00	-	1,012.00	exempt	1-Apr-22	
Variation	1,000.00	MAX	1,000.00	-	1,000.00	exempt	n/a	MAX
Transfer	992.00	2.00	1,012.00	-	1,012.00	exempt	1-Apr-22	
Re-instatement	1,200.00	MAX	1,200.00	-	1,200.00	exempt	n/a	MAX
Copy Licence	25.00	MAX	25.00	-	25.00	exempt	n/a	MAX
Notification of Change	50.00	MAX	50.00	-	50.00	exempt	n/a	MAX
Lotteries								
Small Society Lottery Grant	40.00	Statutory	40.00	-	40.00	exempt		
Small Society Lottery Annual Fee	20.00	Statutory	20.00	-	20.00	exempt		
Gaming in Pubs and Clubs								
Licensed Premises Gaming Machine Notification	50.00	Statutory	50.00	-	50.00	exempt		
Licensed Premises Gaming Machine Permit (existing operator)	100.00	Statutory	100.00	-	100.00	exempt		
Licensed Premises Gaming Machine Permit (in all other cases)	150.00	Statutory	150.00	-	150.00	exempt		
Licensed Premises Gaming Machine Permit Variation	100.00	Statutory	100.00	-	100.00	exempt		
Licensed Premises Gaming Machine Permit Transfer	25.00	Statutory	25.00	-	25.00	exempt		
Licensed Premises Gaming Machine Permit Change of Name	25.00	Statutory	25.00	-	25.00	exempt		
Licensed Premises Gaming Machine Permit Copy of Permit	15.00	Statutory	15.00	-	15.00	exempt		
Club Gaming Machine Permit Grant	200.00	Statutory	200.00	-	200.00	exempt		
Club Gaming Machine Permit Grant (Existing Club Premises Cert. Holder)	100.00	Statutory	100.00	-	100.00	exempt		
Club Gaming Machine Permit Grant (Club Prem. Cert. Holder with current Part 2 or 3 Licence)	100.00	Statutory	100.00	-	100.00	exempt		
Club Gaming Machine Permit Existing Operator Grant	100.00	Statutory	100.00	-	100.00	exempt		
Club Gaming Machine Permit Variation	100.00	Statutory	100.00	-	100.00	exempt		
Club Gaming Machine Permit Renewal	200.00	Statutory	200.00	-	200.00	exempt		
Club Gaming Machine Permit Renewal (Club Premises Cert. Holder)	100.00	Statutory	100.00	-	100.00	exempt		
Club Gaming Machine Permit Copy Permit	15.00	Statutory	15.00	-	15.00	exempt		
Club Gaming Permit Grant	200.00	Statutory	200.00	-	200.00	exempt		
Club Gaming Permit Grant (Club Prems. Cert. Holder with current Part 2 or 3 Licence)	100.00	Statutory	100.00	-	100.00	exempt		
Club Gaming Permit Grant (Existing Operator)	100.00	Statutory	100.00	-	100.00	exempt		
Club Gaming Permit Variation	100.00	Statutory	100.00	-	100.00	exempt		
Club Gaming Permit Renewal	200.00	Statutory	200.00	-	200.00	exempt		
Club Gaming Permit Renewal (Club Premises Certificate Holder)	100.00	Statutory	100.00	-	100.00	exempt		
Club Gaming Permit Copy Certificate	15.00	Statutory	15.00	-	15.00	exempt		
Annual fee for all Gaming Machine Permits	50.00	Statutory	50.00	-	50.00	exempt		

2022/23 Gross Fees £	% inc 2.0%	2022/23 Gross Fees £	Vat included in fee	2022/23 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
-------------------------------	------------------	-------------------------------	---------------------------	-----------------------	-------------	----------------------------	---

LOCAL AIR POLLUTION PREVENTION & CONTROL (LAPPC)

Reduced fee activities are: Service Stations, Vehicle Refinishers, Dry Cleaners and Small Waste Oil Burners under 0.4 MW.

Application Fee

Standard Process	1,650.00	Statutory	1,650.00	-	1,650.00	zero
Additional fee for operating without a permit	1,188.00	Statutory	1,188.00	-	1,188.00	zero
PVRI, SWOBs and Dry Cleaners reduced fee activities	155.00	Statutory	155.00	-	155.00	zero
PVR I & II combined	257.00	Statutory	257.00	-	257.00	zero
Other reduced fee activities	362.00	Statutory	362.00	-	362.00	zero
Reduced fee activities: Additional fee for operating without a permit	71.00	Statutory	71.00	-	71.00	zero
Mobile screening & crushing plant for the 1st & 2nd applications	1,650.00	Statutory	1,650.00	-	1,650.00	zero
For the 3rd to 7th applications	985.00	Statutory	985.00	-	985.00	zero
For the 8th and subsequent applications	498.00	Statutory	498.00	-	498.00	zero

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

Annual Subsistence Charge

Standard process Low (+ £99 if permit for combined Part B & waste installation)	772.00	Statutory	772.00	-	772.00	zero
Standard process Medium (+ £149 if permit for combined Part B & waste installation)	1,161.00	Statutory	1,161.00	-	1,161.00	zero
Standard process High (+ £198 if permit for combined Part B & waste installation)	1,747.00	Statutory	1,747.00	-	1,747.00	zero
Reduced Fee activities - Low	79.00	Statutory	79.00	-	79.00	zero
Reduced Fee activities - Medium	158.00	Statutory	158.00	-	158.00	zero
Reduced Fee activities - High	237.00	Statutory	237.00	-	237.00	zero
PVR I & II combined - Low	113.00	Statutory	113.00	-	113.00	zero
PVR I & II combined - Medium	226.00	Statutory	226.00	-	226.00	zero
PVR I & II combined - High	341.00	Statutory	341.00	-	341.00	zero
Other reduced fee activities - Low	228.00	Statutory	228.00	-	228.00	zero
Other reduced fee activities - Medium	365.00	Statutory	365.00	-	365.00	zero
Other reduced fee activities - High	548.00	Statutory	548.00	-	548.00	zero
Mobile screening & crushing plant for 1st & 2nd permits - Low	626.00	Statutory	626.00	-	626.00	zero
Mobile screening & crushing plant for 1st & 2nd permits - Medium	1,034.00	Statutory	1,034.00	-	1,034.00	zero
Mobile screening & crushing plant for 1st & 2nd permits - High	1,551.00	Statutory	1,551.00	-	1,551.00	zero
For the 3rd to 7th permits - Low	385.00	Statutory	385.00	-	385.00	zero
For the 3rd to 7th permits - Medium	617.00	Statutory	617.00	-	617.00	zero
For the 3rd to 7th permits - High	924.00	Statutory	924.00	-	924.00	zero
For the 8th and subsequent permits - Low	198.00	Statutory	198.00	-	198.00	zero
For the 8th and subsequent permits - Medium	314.00	Statutory	314.00	-	314.00	zero
For the 8th and subsequent permits - High	473.00	Statutory	473.00	-	473.00	zero
Late payment fee	52.00	Statutory	52.00	-	52.00	zero

Note: Where a Part B Installation is subject to reporting under the E-PRTR Regulation, add an extra £99 to the above amounts

Transfer and Surrender

Standard process transfer	162.00	Statutory	162.00	-	162.00	zero
Standard process partial transfer	476.00	Statutory	476.00	-	476.00	zero
New operator at low risk reduced fee activity	75.00	Statutory	75.00	-	75.00	zero
Surrender: all Part B activities	-	Statutory	-	-	-	zero
Reduced fee activities: transfer	-	Statutory	-	-	-	zero

	2022/23 Gross Fees £	% inc 2.0%	2022/23 Gross Fees £	Vat included in fee	2022/23 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
Reduced fee activities: partial transfer	45.00	Statutory	45.00	-	45.00	zero		
Temporary transfer for mobiles								
First transfer	51.00	Statutory	51.00	-	51.00	zero		
Repeat following enforcement or warning	51.00	Statutory	51.00	-	51.00	zero		
Substantial Change								
Standard process	1,005.00	Statutory	1,005.00	-	1,005.00	zero		
Standard process where the substantial change results in a new PPC activity	1,579.00	Statutory	1,579.00	-	1,579.00	zero		
Reduced fee activities	98.00	Statutory	98.00	-	98.00	zero		

	2022/23 Gross Fees £	% inc 2.0%	2022/23 Gross Fees £	Vat included in fee	2022/23 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
LAPPC mobile plant charges								
Application Fee - 1 permit	1,650.00	Statutory	1,650.00	-	1,650.00	zero		
Application Fee - 2 permits	1,650.00	Statutory	1,650.00	-	1,650.00	zero		
Application Fee - 3 permits	985.00	Statutory	985.00	-	985.00	zero		
Application Fee - 4 permits	985.00	Statutory	985.00	-	985.00	zero		
Application Fee - 5 permits	985.00	Statutory	985.00	-	985.00	zero		
Application Fee - 6 permits	985.00	Statutory	985.00	-	985.00	zero		
Application Fee - 7 permits	985.00	Statutory	985.00	-	985.00	zero		
Application Fee - 8 permits and over	498.00	Statutory	498.00	-	498.00	zero		
Subsistence Fee - 1 permit - Low	626.00	Statutory	626.00	-	626.00	zero		
Subsistence Fee - 2 permits - Low	626.00	Statutory	626.00	-	626.00	zero		
Subsistence Fee - 3 permits - Low	385.00	Statutory	385.00	-	385.00	zero		
Subsistence Fee - 4 permits - Low	385.00	Statutory	385.00	-	385.00	zero		
Subsistence Fee - 5 permits - Low	385.00	Statutory	385.00	-	385.00	zero		
Subsistence Fee - 6 permits - Low	385.00	Statutory	385.00	-	385.00	zero		
Subsistence Fee - 7 permits - Low	385.00	Statutory	385.00	-	385.00	zero		
Subsistence Fee - 8 permits and over - Low	198.00	Statutory	198.00	-	198.00	zero		
Subsistence Fee - 1 permit - Med	1,034.00	Statutory	1,034.00	-	1,034.00	zero		
Subsistence Fee - 2 permits - Med	1,034.00	Statutory	1,034.00	-	1,034.00	zero		
Subsistence Fee - 3 permits - Med	617.00	Statutory	617.00	-	617.00	zero		
Subsistence Fee - 4 permits - Med	617.00	Statutory	617.00	-	617.00	zero		
Subsistence Fee - 5 permits - Med	617.00	Statutory	617.00	-	617.00	zero		
Subsistence Fee - 6 permits - Med	617.00	Statutory	617.00	-	617.00	zero		
Subsistence Fee - 7 permits - Med	617.00	Statutory	617.00	-	617.00	zero		
Subsistence Fee - 8 permits and over - Med	314.00	Statutory	314.00	-	314.00	zero		
Subsistence Fee - 1 permit - High	1,551.00	Statutory	1,551.00	-	1,551.00	zero		
Subsistence Fee - 2 permits - High	1,551.00	Statutory	1,551.00	-	1,551.00	zero		
Subsistence Fee - 3 permits - High	924.00	Statutory	924.00	-	924.00	zero		
Subsistence Fee - 4 permits - High	924.00	Statutory	924.00	-	924.00	zero		
Subsistence Fee - 5 permits - High	924.00	Statutory	924.00	-	924.00	zero		
Subsistence Fee - 6 permits - High	924.00	Statutory	924.00	-	924.00	zero		
Subsistence Fee - 7 permits - High	924.00	Statutory	924.00	-	924.00	zero		
Subsistence Fee - 8 permits and over - High	473.00	Statutory	473.00	-	473.00	zero		

2022/23 Gross Fees £	% inc 2.0%	2022/23 Gross Fees £	Vat included in fee	2022/23 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
-------------------------------	------------------	-------------------------------	---------------------------	-----------------------	-------------	----------------------------	---

LOCAL AUTHORITY - INTEGRATED POLLUTION PREVENTION AND CONTROL LA-IPPC

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

Application	3,363.00	Statutory	3,363.00	-	3,363.00	zero	
Additional fee for operating without a permit	1,188.00	Statutory	1,188.00	-	1,188.00	zero	
Annual Subsistence - Low	1,343.00	Statutory	1,343.00	-	1,343.00	zero	
Annual Subsistence - Medium	1,507.00	Statutory	1,507.00	-	1,507.00	zero	
Annual Subsistence - High	2,230.00	Statutory	2,230.00	-	2,230.00	zero	
Late payment fee	52.00	Statutory	52.00	-	52.00	zero	
Substantial variation	1,368.00	Statutory	1,368.00	-	1,368.00	zero	
Transfer	235.00	Statutory	235.00	-	235.00	zero	
Partial Transfer	698.00	Statutory	698.00	-	698.00	zero	
Surrender	698.00	Statutory	698.00	-	698.00	zero	

Environment Agency Subsistence Fees for Discharge to Controlled

Waters

Charge Band A - Where permit conditions contain numerical water discharge limits other than for the pollutants or parameters listed in bands B and C	2,270.00	Statutory	2,270.00	-	2,270.00	zero	
Charge Band B - Where permit conditions contain numerical water discharge limits for BOD, COD(3) or ammonia	760.00	Statutory	760.00	-	760.00	zero	
Charge Band C - Where permit conditions contain numerical limits for water flow, volume, suspended solids, pH, temperature, or oil or grease	222.00	Statutory	222.00	-	222.00	zero	
Charge Band D - Where conditions are included in a permit which do not fall within any of the descriptions in bands A-C (e.g. descriptive conditions)	66.00	Statutory	66.00	-	66.00	zero	

	2022/23 Gross Fees £	% inc 2.0%	2022/23 Gross Fees £	Vat included in fee	2022/23 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
Private Water Supply Sampling								
Sampling Visit per hour (to max of £100)	32.00	2.00	33.00	-	33.00	zero	1-Apr-22	
Risk Assessment Visit per hour (to max of £500)	32.00	2.00	33.00	-	33.00	zero	1-Apr-22	
Investigation Visit per hour (to max of £100)	32.00	2.00	33.00	-	33.00	zero	1-Apr-22	
Temporary Authorisation to Breach Standard (to max of £100)	32.00	2.00	33.00	-	33.00	zero	1-Apr-22	
Domestic Supply Sample (to max of £25)	25.00	2.00	26.00	-	26.00	zero	1-Apr-22	
Commercial Supply Monitoring Sample (to max of £100)	54.00	2.00	55.00	-	55.00	zero	1-Apr-22	
Commercial Supply Audit Sample (to max of £500)	Range from £45 to £500 depending on parameters sampled							
Environmental Health								
FHRS Re-rating Visit (on-line application)	113.10	2.00	115.35	-	115.35	zero	1-Apr-22	
FHRS Re-rating Visit (posting application)	120.80	2.00	123.20	-	123.20	zero	1-Apr-22	
Tattooist/Skin Piercing Rating Scheme Initial Visit & Training	109.85	2.00	112.05	-	112.05	zero	1-Apr-22	
Tattooist/Skin Piercing Rating Scheme Revisit	54.95	2.00	56.05	-	56.05	zero	1-Apr-22	
Tattooist/Skin Piercing Rating Scheme Annual Inspection	65.90	2.00	67.20	-	67.20	zero	1-Apr-22	
Pre Licence/Registration/Permit Advisory Visit	69.20	2.00	70.60	-	70.60	zero	1-Apr-22	
Data Protection Act Letters	19.80	2.00	20.20	-	20.20	zero	1-Apr-22	
Hourly rate for business advice/guidance	28.55	2.00	29.10	-	29.10	zero	1-Apr-22	

This page is intentionally left blank

REPORT TO EXECUTIVE



DATE	1st December 2021
PORTFOLIO	Resources and Performance Management
REPORT AUTHOR	Howard Hamilton-Smith
TEL NO	01282 477173
EMAIL	HHamilton-Smith@burnley.gov.uk

2021/22 Treasury Management Mid-Year Report
--

PURPOSE

1. To report treasury management activity for the first half year of 2021/22 covering the period 1 April to 30 September 2021.

RECOMMENDATION

2. The Executive is requested to;
 - Note the treasury management activities undertaken during the period 1 April to 30 September 2021, and;

Recommend that Full Council;

- Endorse the mid-year update on Treasury Management Strategy for 2021/22 in compliance with the requirements of the Chartered Institute of Public Finance and Accountancy's (CIPFA) Code of Practice on Treasury Management.
- Approve the revised Operational Boundary and Authorised Limit for external debt as set out in Appendix 1 to this report.

REASONS FOR RECOMMENDATION

3.
 - To inform members of the treasury management activity in the first half of 2021/22 and to fulfil statutory and regulatory requirements.

SUMMARY OF KEY POINTS

4. Background

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

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

Treasury management is defined as:

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

The monitoring requirements for treasury were set out in the report which included both the Treasury Management Strategy for 2021/22 and the Prudential and Treasury Indicators for 2021/22 – 2023/24, approved by Full Council on 24 February 2021.

5. Introduction

This report has been written in accordance with the requirements of the Chartered Institute of Public Finance and Accountancy's (CIPFA) Code of Practice on Treasury Management (revised 2017).

The primary requirements of the Code are as follows:

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

5. Delegation by the Council of the role of scrutiny of treasury management strategy and policies to a specific named body. For this Council the delegated body is Scrutiny Committee.

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

- An economic update for the first six months of 2021/22;
- A review of the Treasury Management Strategy and Annual Investment Strategy;
- The Council's capital expenditure, as set out in the Capital Strategy, and prudential indicators;
- A review of the Council's investment portfolio for 2021/22;
- A review of the Council's borrowing strategy for 2021/22;
- A review of any debt rescheduling undertaken during 2021/22;
- A review of compliance with Treasury and Prudential Limits for 2021/22.

6. **Economic Update (Provided by Link Asset Services)**

MPC meeting 24.9.21

- The Monetary Policy Committee (MPC) voted unanimously to leave Bank Rate unchanged at 0.10% and made no changes to its programme of quantitative easing purchases due to finish by the end of this year at a total of £895bn.
- There was a major shift in the tone of the MPC's minutes at this meeting from the previous meeting in August which had majored on indicating that some tightening in monetary policy was now on the horizon, but also not wanting to stifle economic recovery by too early an increase in Bank Rate. In his press conference after the August MPC meeting, Governor Andrew Bailey said, "the challenge of avoiding a steep rise in unemployment has been replaced by that of ensuring a flow of labour into jobs" and that "the Committee will be monitoring closely the incoming evidence regarding developments in the labour market, and particularly unemployment, wider measures of slack, and underlying wage pressures." In other words, it was flagging up a potential danger that labour shortages could push up wage growth by more than it expects and that, as a result, CPI inflation would stay above the 2% target for longer. It also discounted sharp increases in monthly inflation figures in the pipeline in late 2021 which were largely propelled by events a year ago e.g., the cut in VAT in August 2020 for the hospitality industry, and by temporary shortages which would eventually work their way out of the system: in other words, the MPC had been prepared to look through a temporary spike in inflation.
- So, in August the country was just put on alert. However, this time the MPC's words indicated there had been a marked increase in concern that more recent increases in prices, particularly the increases in gas and electricity prices in October and due again next April, are, indeed, likely to lead to faster and higher inflation expectations and underlying wage growth, which would in turn increase the risk that price pressures would prove more persistent next year than previously expected. Indeed, to emphasise its concern about inflationary pressures, the MPC pointedly chose to reaffirm its commitment to the 2% inflation target in its statement; this suggested that it was now willing to look through the flagging economic recovery during the summer to prioritise bringing inflation down next year. This is a reversal of its priorities in August and a long way from words at earlier MPC meetings which indicated a willingness to look through inflation overshooting the target for limited periods to ensure that inflation was 'sustainably over 2%'. Indeed, whereas in

August the MPC's focus was on getting through a winter of temporarily high energy prices and supply shortages, believing that inflation would return to just under the 2% target after reaching a high around 4% in late 2021, now its primary concern is that underlying price pressures in the economy are likely to get embedded over the next year and elevate future inflation to stay significantly above its 2% target and for longer.

- Financial markets are now pricing in a first increase in Bank Rate from 0.10% to 0.25% in February 2022, but this looks ambitious as the MPC has stated that it wants to see what happens to the economy, and particularly to employment once furlough ends at the end of September.
- **COVID-19 vaccines.** These have been the game changer which have enormously boosted confidence that life in the UK could largely return to normal during the summer after a third wave of the virus threatened to overwhelm hospitals in the spring. With the household saving rate having been exceptionally high since the first lockdown in March 2020, there is plenty of pent-up demand and purchasing power stored up for services in hard hit sectors like restaurants, travel and hotels. The big question is whether mutations of the virus could develop which render current vaccines ineffective, as opposed to how quickly vaccines can be modified to deal with them and enhanced testing programmes be implemented to contain their spread.
- **EU.** The slow roll out of vaccines initially delayed economic recovery in early 2021 but the vaccination rate has picked up sharply since then. After a contraction in GDP of -0.3% in Q1, Q2 came in with strong growth of 2%, which is likely to continue into Q3, though some countries more dependent on tourism may struggle. Recent sharp increases in gas and electricity prices have increased overall inflationary pressures but the ECB is likely to see these as being only transitory after an initial burst through to around 4%, so is unlikely to be raising rates for a considerable time.
- German general election. With the CDU/CSU and SPD both having won around 24-26% of the vote in the September general election, the composition of Germany's next coalition government may not be agreed by the end of 2021. An SPD-led coalition would probably pursue a slightly less restrictive fiscal policy, but any change of direction from a CDU/CSU led coalition government is likely to be small. However, with Angela Merkel standing down as Chancellor as soon as a coalition is formed, there will be a hole in overall EU leadership which will be difficult to fill.
- **China.** After a concerted effort to get on top of the virus outbreak in Q1 2020, economic recovery was strong in the rest of the year; this enabled China to recover all the initial contraction. During 2020, policy makers both quashed the virus and implemented a programme of monetary and fiscal support that was particularly effective at stimulating short-term growth. At the same time, China's economy benefited from the shift towards online spending by consumers in developed markets. These factors helped to explain its comparative outperformance compared to western economies during 2020 and earlier in 2021. However, the pace of economic growth has now fallen back after this initial surge of recovery from the pandemic and China is now struggling to contain the spread of the Delta variant through sharp local lockdowns - which will also depress economic growth. There are also questions as to how effective Chinese vaccines are proving. In addition, recent regulatory actions motivated by a political agenda to channel activities into officially approved directions, are also likely to reduce the dynamism and long-term growth of the Chinese economy.

- **Japan.** 2021 has been a patchy year in combating Covid. However, after a slow start, nearly 50% of the population are now vaccinated and Covid case numbers are falling. After a weak Q3 there is likely to be a strong recovery in Q4. The Bank of Japan is continuing its very loose monetary policy but with little prospect of getting inflation back above 1% towards its target of 2%, any time soon: indeed, inflation was negative in July. New Prime Minister Kishida has promised a large fiscal stimulus package after the November general election – which his party is likely to win.
- **World growth.** World growth was in recession in 2020 but recovered during 2021 until starting to lose momentum more recently. Inflation has been rising due to increases in gas and electricity prices, shipping costs and supply shortages, although these should subside during 2022. It is likely that we are heading into a period where there will be a reversal of world globalisation and a decoupling of western countries from dependence on China to supply products, and vice versa. This is likely to reduce world growth rates from those in prior decades.
- **Supply shortages.** The pandemic and extreme weather events have been highly disruptive of extended worldwide supply chains. At the current time there are major queues of ships unable to unload their goods at ports in New York, California and China. Such issues have led to mis-distribution of shipping containers around the world and have contributed to a huge increase in the cost of shipping. Combined with a shortage of semi-conductors, these issues have had a disruptive impact on production in many countries. Many western countries are also hitting up against a difficulty in filling job vacancies. It is expected that these issues will be gradually sorted out, but they are currently contributing to a spike upwards in inflation and shortages of materials and goods on shelves.

7. Interest Rate Forecast (Provided by Link Asset Services)

The Council has appointed Link Group as its treasury advisor and part of their service is to assist the Council to formulate a view on interest rates. The PWLB rate forecasts below are based on the Certainty Rate (the standard rate minus 20 bps) which has been accessible to most authorities since 1st November 2012.

The latest forecast on 29th September is compared below to the previous forecast on 10th May. A comparison of these forecasts shows that some PWLB rates have increased marginally and there are now three increases in Bank Rate, to end at 0.75%, instead of one to only 0.25%. However, many PWLB rates were significantly lower than forecast during the earlier part of quarter 2.

Link Group Interest Rate View		29.9.21									
	Dec-21	Mar-22	Jun-22	Sep-22	Dec-22	Mar-23	Jun-23	Sep-23	Dec-23	Mar-24	
BANK RATE	0.10	0.10	0.25	0.25	0.25	0.25	0.50	0.50	0.50	0.75	
3 month ave earnings	0.10	0.10	0.20	0.20	0.30	0.40	0.50	0.50	0.60	0.70	
6 month ave earnings	0.20	0.20	0.30	0.30	0.40	0.50	0.60	0.60	0.70	0.80	
12 month ave earnings	0.30	0.40	0.50	0.50	0.50	0.60	0.70	0.80	0.90	1.00	
5 yr PWLB	1.40	1.40	1.50	1.50	1.60	1.60	1.60	1.70	1.70	1.70	
10 yr PWLB	1.80	1.80	1.90	1.90	2.00	2.00	2.00	2.10	2.10	2.10	
25 yr PWLB	2.20	2.20	2.30	2.30	2.40	2.40	2.40	2.50	2.50	2.60	
50 yr PWLB	2.00	2.00	2.10	2.20	2.20	2.20	2.20	2.30	2.30	2.40	

Link Group Interest Rate View		10.5.21											
	Jun-21	Sep-21	Dec-21	Mar-22	Jun-22	Sep-22	Dec-22	Mar-23	Jun-23	Sep-23	Dec-23	Mar-24	
BANK RATE	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.25	0.25	0.25	
3 month ave earnings	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.30	0.30	0.30	
6 month ave earnings	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.20	0.30	0.40	0.40	0.40	
12 month ave earnings	0.20	0.20	0.20	0.20	0.20	0.20	0.30	0.30	0.40	0.50	0.50	0.50	
5 yr PWLB	1.20	1.20	1.30	1.30	1.30	1.40	1.40	1.40	1.40	1.50	1.50	1.50	
10 yr PWLB	1.70	1.70	1.70	1.80	1.80	1.90	1.90	1.90	2.00	2.00	2.00	2.00	
25 yr PWLB	2.20	2.20	2.30	2.40	2.40	2.40	2.50	2.50	2.50	2.50	2.50	2.60	
50 yr PWLB	2.00	2.00	2.10	2.20	2.20	2.20	2.30	2.30	2.30	2.30	2.30	2.40	

The coronavirus outbreak has done huge economic damage to the UK and to economies around the world. After the Bank of England took emergency action in March 2020 to cut Bank Rate to 0.10%, it left Bank Rate unchanged at its subsequent meetings.

Forecasts for Bank Rate

Bank Rate is not expected to go up fast after the initial rate rise as the supply potential of the economy has not generally taken a major hit during the pandemic, so should be able to cope well with meeting demand without causing inflation to remain elevated in the medium-term, or to inhibit inflation from falling back towards the MPC's 2% target after the surge to around 4% towards the end of 2021. Three increases in Bank rate are forecast in the period to March 2024, ending at 0.75%. However, these forecasts may well need changing within a relatively short time frame for the following reasons: -

- There are increasing grounds for viewing the economic recovery as running out of steam during the summer and now into the autumn. This could lead into stagflation which would create a dilemma for the MPC as to which way to face.
- Will some current key supply shortages e.g., petrol and diesel, spill over into causing economic activity in some sectors to take a significant hit.
- Rising gas and electricity prices in October and next April and increases in other prices caused by supply shortages and increases in taxation next April, are already going to deflate consumer spending power without the MPC having to take any action on Bank Rate to cool inflation. Then we have the Government's upcoming budget in October, which could also end up in reducing consumer spending power.
- On the other hand, consumers are sitting on around £200bn of excess savings left over from the pandemic so when will they spend this sum, in part or in total?
- There are 1.6 million people coming off furlough at the end of September; how many of those will not have jobs on 1st October and will, therefore, be available to fill labour shortages in many sectors of the economy? So, supply shortages which have been driving up both wages and costs, could reduce significantly within the next six months or so and alleviate the MPC's current concerns.
- There is a risk that there could be further nasty surprises on the Covid front, on top of the flu season this winter, which could depress economic activity.

In summary, with the high level of uncertainty prevailing on several different fronts, it is likely that these forecasts will need to be revised again soon - in line with what the new news is.

It also needs to be borne in mind that Bank Rate being cut to 0.10% was an emergency measure to deal with the Covid crisis hitting the UK in March 2020. At any time, the MPC could decide to simply take away that final emergency cut from 0.25% to 0.10% on the grounds of it no longer being warranted and as a step forward in the return to normalisation. In addition, any Bank Rate under 1% is both highly unusual and highly supportive of economic growth.

8. **Treasury Management Strategy update**

The Treasury Management Strategy (TMS) for 2021/22, which includes the Annual Investment Strategy, was approved by this Council on 24 February 2021. The TMS requires revision in light of the increase to the capital programme during the year, and significantly the acquisition of Charter Walk. The changes to the Capital Financing Requirement (CFR) and both the Operational Boundary and Authorised Limits for external debt are set out in Appendix 1 to this report.

9. **The Council's Capital Position**

The table below shows the financing of the Original Capital Budget approved by Full Council on the 24 February 2021 and the latest Revised Capital Budget. The increase is due to a combination of in year budget monitoring adjustments, reprofiling of capital expenditure into future years and the acquisition of Charter Walk.

Capital	2021/22 Original Estimate £'000	2021/22 Revised Estimate £'000
Total Budget	18,792	39,481
Financed by:		
Capital receipts	1,834	2,080
Capital grants	7,792	5,923
Revenue	373	762
Total financing	9,999	8,765
Borrowing need	8,793	30,716

10. As shown by the interest rate forecasts in section 7, it is now impossible to earn the level of interest rates commonly seen in previous decades as all short-term money market investment rates have only risen weakly since Bank Rate was cut to 0.10% in March 2020. Given this environment, investment returns are expected to remain low.

The table below shows the maximum amount invested with any of the counterparties at any one time during the period April 2021 to 30 September 2021 against the maximum limits approved in the 2021/22 Treasury Management Strategy.

Counterparties	Maximum Limits £m	Highest level of Investment 2021/22 (£m)
HSBC	50.0	24.1
Moray Council	6.0	2.0
Santander	4.0	4.0
Goldman Sachs	4.0	2.0

11. **Property Funds**

The council made 2 investments totalling £2m in property funds in 2018/19 for the purpose of increasing and diversifying our risk in investment income receivable and to help alleviate future revenue budget pressures. Dividends received in the 3 month period April to June 2021 amounted to £16,707, earning an average yield of 3.3%, compared to £14,523 received for the same period in 2020/21.

12. **Borrowing**

The Council's capital financing requirement (CFR) for 2021/22 is £71.367m. The CFR denotes the Council's underlying need to borrow for capital purposes. Below is a summary of the Councils' external indebtedness, as at 1 April 2021, and as at 30 September 2021.

Borrowing	1 Apr 21 £'000	30 Sept 21 £'000	Change Apr – Sept £'000
Public Works Loan Board	35,663	35,663	-
Temporary Market Loans	25	26	1
Total	35,688	35,689	1

PWLB Loans – There was no loan repayments during the period 1 April to 30 September 2021.

Temporary Market Loans – There has been a net movement of £1k in temporary market loans during the period 1 April 2021 to 30 September 2021.

13. **Debt Rescheduling**

There have been no debt rescheduling opportunities in the current economic climate and consequent structure of interest rates. Therefore, no debt rescheduling was undertaken during the first six months of 2021/22.

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

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

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

An extract of the Prudential and Treasury Indicators are shown in Appendix 1.

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

Provision is made in the revenue budget to meet the net interest payable on external borrowing. The figure in the original budget for 2021/22 was set at £1,306,716.

This budget has been revised down to £1,134,523 due to the council maintaining internal borrowing for it's capital programme during the last financial year.

The total interest receivable on temporary deposits for the period 1 April 2021 to 30 September 2021 amounted to £19,430. An additional £16,707 was received in dividends on Property Funds for the period 1 April 2021 to 30 June 2021. The budget for the year for interest and dividend receipts was set at £270k. This has been revised down to £124k due to the delay in making the Burnley College investment and reduction of the amount from £4m to £2m.

FINANCIAL IMPLICATIONS AND BUDGET PROVISION

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

POLICY IMPLICATIONS

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

DETAILS OF CONSULTATION

18. Scrutiny Committee.

BACKGROUND PAPERS

19. None.

FURTHER INFORMATION

PLEASE CONTACT:

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

This page is intentionally left blank

Prudential & Treasury Indicators for the first half of 2021/22

Prudential Indicator	2021/22 Original £' 000	2021/22 Revised £' 000
Capital Expenditure	18,792	39,481
In year borrowing requirement	8,793	30,716
Authorised Limit for external debt	61,103	86,354
Operational Boundary for external debt	55,548	78,504
Investments (Actual as at 30th September)	-	31,195
Net Borrowing (Actual as at 30th September)	-	35,688
Capital Financing Requirement (CFR)	50,498	71,367
Ratio of financing costs to net revenue stream	15.6%	15.1%
Limit of fixed interest rates based on net debt	100%	100%
Limit of variable interest rates based on net debt	25%	25%
Principal invested > 365 days	-	-

Page 93

Maturity Structure of fixed rate borrowing during 2021/22	1st Apr 2021 Actual Debt in £m	30th Sept 2021 Actual Debt in £m	30th Sept 2021 Actual Debt as a %	2021/22 Original Limits set as % ranges
Under 12 months	1.2	1.2	3%	0% - 20%
12 months to 2 years	1.1	1.1	3%	0% - 20%
2 years to 5 years	4.9	4.9	14%	0% - 25%
5 years to 10 years	1.2	1.2	3%	0% - 30%
10 years and above	27.3	27.3	76%	0% - 90%
Total	35.7	35.7	100%	

This page is intentionally left blank

REPORT TO EXECUTIVE



DATE	1st December 2021
PORTFOLIO	Community & Environment
REPORT AUTHOR	John Clucas
TEL NO	0114 3999061
EMAIL	jclucas@burnley.gov.uk

Gambling Act 2005 Burnley Borough Council Gambling Policy

PURPOSE

1. To seek Executive`s endorsement of the draft Gambling Policy Statement.

RECOMMENDATION

2. That Executive recommend that Full Council approve the draft Gambling Policy Statement at Appendix A.

REASONS FOR RECOMMENDATION

3. To comply with the 3 year review required by the Gambling Act 2005.

SUMMARY OF KEY POINTS

- 4 The Gambling Act 2005 requires Burnley Borough Council to update its Gambling Policy at least every 3 years. In order to meet this requirement the revised policy should be published before the 2nd January 2022.

There is a requirement when updating the policy that it is sent out to relevant authorities as part of a statutory consultation process. The Licensing Committee agreed the draft policy prior to consultation, (on the 23rd June 2021) which is now complete. A formal 6 week consultation period included distribution to relevant people and organisations, publication on the Councils website inviting comments, and a press release. No comments were received and no changes have been made as a result of the consultation. The policy has been considered by Licensing Committee and recommended for approval at Full Council in December 2021.

There is currently a national review of the Gambling Act 2005 which may impact on this policy, and if that is the case any relevant changes will be incorporated into the Councils Policy at a later date.

There are only minor changes in this policy compared with the current version in place.

To assist Members and consultees the amended parts of the policy have been highlighted.

FINANCIAL IMPLICATIONS AND BUDGET PROVISION

5 None

POLICY IMPLICATIONS

6. The Policy once agreed will replace the Gambling Policy 2019-2021, and become effective from 2nd January 2022.

DETAILS OF CONSULTATION

7. The formal consultation has been completed including the Licensing Committee and the Scrutiny Committee.

BACKGROUND PAPERS

8. None

FURTHER INFORMATION

PLEASE CONTACT:

**John Clucas ext 249061
Karen Davies ext 249058**



Gambling Act 2005

POLICY STATEMENT

January 2022 to December 2024

Burnley Borough Council
Gambling Act 2005
Policy statement Jan 2022 to Dec 2024

THE LICENSING OBJECTIVES

- Preventing gambling from being a source of crime or disorder, being associated with crime or disorder or being used to support crime
- Ensuring that gambling is conducted in a fair and open way
- Protecting children and other vulnerable persons from being harmed or exploited by gambling

Table of Contents

Item	Page
PART A	
1. Introduction	4
2. A Profile of Burnley	6
3. Policy Statement and Consultation	7
4. Declaration	8
5. Responsible Authorities	8
6. Interested parties	9
7. Exchange of information	10
8. Enforcement	11
9. Licensing Authority functions	12
PART B	
10. Premises licences	14
11. Adult Gaming Centres	20
12. (Licensed) Family Entertainment Centres	20
13. Casinos	21
14. Bingo premises	22
15. Betting premises	22
16. Tracks	23
17. Travelling fairs	24
18. Provisional Statements	24
19. Reviews	24
PART C	
20. Unlicensed Family Entertainment Centre gaming machine permits	26
21. Alcohol Licensed premises gaming machine permits	27
22. Prize Gaming Permits	28
23. Club Gaming and Club Machines Permits	29
24. Temporary Use Notices	30
25. Occasional Use Notices	30
APPENDICES	
Appendix A - CONSULTEES	31
Appendix B - RESPONSIBLE AUTHORITIES	33
Appendix C - SUMMARY OF DELEGATION	34

1. Introduction

- 1.1 This **policy statement** has been published as a consequence of:
- It being a requirement under Section 349 of the Gambling Act 2005 that dictates all licensing authorities to prepare and publish a statement of licensing principles that they propose to apply in exercising their functions under the Act, commonly known as a policy statement.
 - The policy statement forms the licensing authority's mandate for managing local gambling provision and sets out how the licensing authority views the local risk environment and therefore its expectations in relation to operators with premises in the locality.
 - The Policy Statement has to be approved by the Executive and the Full Council of Burnley Borough Council and need to be revised and updated at least every three years.
- 1.2 All references to the Gambling Commission's Guidance for local authorities refer to the **Guidance published on the Gambling Commission website**.
- 1.3 The Gambling Act 2005 (the Act) has appointed Burnley Borough Council as a Licensing Authority. We will regulate gambling with integrity in the public interest.
- 1.4 We are committed to avoiding duplication with other legislation and regulatory regimes as far as possible, and will not replicate issues in this **policy statement**, which are already legal requirements under other legislation such as health and safety and fire precautions.
- 1.5 This **policy statement** has been developed after having regard to the statutory guidance from the Gambling Commission and having given appropriate weight to the views of persons and organisations consulted.
- 1.6 The Council will delegate all functions under the Act to the Licensing Committee, except those functions, which by law must be dealt with by the Council as a whole such as fee levels and the approval of this policy statement.
- 1.7 Section 349 of the Act requires the Licensing Authority to publish a **policy statement** that we will apply in exercising our functions under the Act. This statement fulfils that statutory requirement.
- 1.8 This policy statement will be applied during the 3-year period from 3rd January **2022** until 31st December 2024 and during that time will be kept under review and revised when and if appropriate.
- 1.9 This document should be read in conjunction with the Act, Regulations made under the Act and Guidance issued by the Gambling Commission. This statement is designed to be a strategic gambling policy, not an operational guide to the Act.

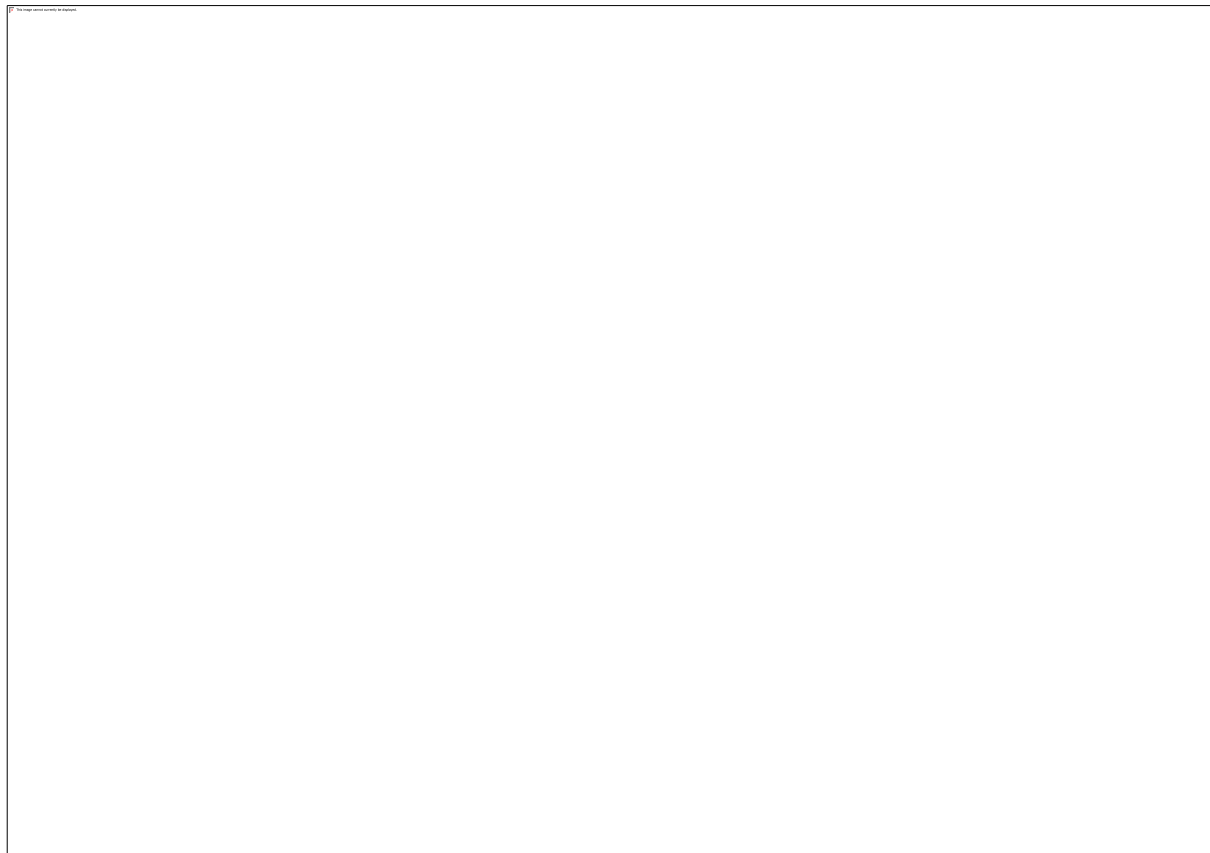
- 1.10 In exercising our functions under the Gambling Act 2005, Burnley Borough Council as a licensing authority will have regard to the statutory licensing objectives, which are;
- **Preventing gambling from being a source of crime or disorder, being associated with crime or disorder or being used to support crime**
 - **Ensuring that gambling is conducted in a fair and open way**
 - **Protecting children and other vulnerable persons from being harmed or exploited by gambling**
- 1.11 We are aware that Section 153 of the Act requires us, in making decisions concerning premises licences and temporary use notices, to aim to permit the use of premises for gambling in so far as we think it is:
- In accordance with any relevant code of practice issued by the Gambling Commission
 - In accordance with any relevant guidance issued by the Gambling Commission
 - Reasonably consistent with the statutory licensing objectives and
 - In accordance with this **policy statement**
- 1.12 Nothing in this policy will override the right of any person to make an application under the Act and have that application considered on its individual merits. Equally, nothing in this policy will undermine the right of any person to make representations on an application, or seek a review of a licence where there is a legal power to do so.
- 1.13 Previous legislation required that the grant of certain gambling permissions should take account of whether there was an unfulfilled demand for gambling facilities. We acknowledge that under the Act, unmet demand is not a criterion for a Licensing Authority in considering an application.
- 1.14 We appreciate that gambling can be an emotive subject but acknowledge that, in accordance with Gambling Commission Guidance for Local Authorities, “considerations such as moral or ethical nuisance, objections to gambling are not a valid reason to reject applications for premises licences “. Except in respect of a Casino resolution under Section 166 of the Act, and also that unmet demand is not a criterion for a Licensing Authority.
- 1.15 We will therefore consider any application in accordance with the Act, on its individual merits without regard to demand or moral objections to gambling in general.

2. A Profile of Burnley

2.1 Burnley Borough Council is situated in the County of Lancashire and is one of 14 Councils within the County. Burnley has an estimated population of 91,000 contained within an area of 43 square miles. (Information from Census 2011)

2.2 The population profile is illustrated below;

Years of Age	0-14	15-24	25-44	45-64	65+
Percentage of Population	18.4%	12.9%	26.1%	26.3%	16.3%



2.3 The lifeblood of the area is its industry, which is concentrated in the urban cores of Burnley and Padiham.

In post-war years there has been a diversification away from textiles to engineering and the newer technology industries. Much of the Borough is rural in character, and there are 7 parish councils.

The M65 motorway provides easy access to the Lancashire coast, the Lake District, as well as the cities of Manchester, Leeds and Liverpool.

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

3. The Policy Statement and Consultation

- 3.1 Burnley Borough Council is required by the Gambling Act 2005 to publish a policy statement, which we propose to apply when exercising our functions. This statement must be published at least every three years. The policy statement must also be reviewed from “time to time” and any amended parts re-consulted upon and the statement must be then re-published.
- 3.2 This policy statement has been published following extensive consultation. A list of the persons we have sent this document to is attached at **Appendix A**.
- 3.3 The Gambling Act requires that the following parties be consulted by Licensing Authorities:
- The Chief Officer of Police
 - One or more persons who appear to the authority represent the interests of persons carrying on gambling businesses in the authority’s area
 - One or more persons who appear to the authority to represent the interests of persons who are likely to be affected by the exercise of the authority’s functions under the Gambling Act 2005
- 3.4 Our consultation took place between July and October 2021 and we have followed best practice as set out by the Department for Business, Innovation and Skills,
- 3.5 The full schedule of comments and amendments consequential to these comments will be available by request in writing to the Licensing Office, Burnley Borough Council.
- 3.6 This policy statement will not override the right of any person to make an application, make representations about an application, or apply for a review of a licence, as each will be considered on its own merits and according to the statutory requirements of the Gambling Act 2005.

4. Declaration

- 4.1 In producing the final **policy statement**, this licensing authority declares that it has had regard to the licensing objectives of the Gambling Act 2005, the guidance issued by the Gambling Commission, and any responses from those consulted on the **policy statement**.

5. Responsible Authorities

- 5.1 Burnley Borough Council is required by regulations to state the principles that we will apply in exercising our powers under Section 157(h) of the Act to designate, in writing, a body which is competent to advise the authority about the protection of children from harm.
- 5.2 The principles we will use are:
- the need for the body to be responsible for an area covering the whole of the licensing authority's area
 - the need for the body to be answerable to democratically elected persons, rather than any particular vested interest group etc
- 5.3 In accordance with the Gambling Commission's Guidance for Licensing Authorities, we intend to designate the Lancashire Safeguarding Children Board, Lancashire County Council for this purpose.
- 5.4 This body has countywide responsibility, is subject to democratic accountability and is currently the body that has become a responsible authority under the Licensing Act 2003.
- 5.5 The Responsible Authorities under the Gambling Act 2005 are:
- Burnley Borough Council Licensing Authority
 - The Gambling Commission;
 - The Chief Constable, Lancashire Constabulary
 - Lancashire Fire and Rescue Service Authority
 - Burnley Borough Council **Development Control and Planning Policy Services**
 - Lancashire Safeguarding Children Board, Lancashire County Council
 - H.M. Revenue & Customs

Subject to any other person being prescribed in Regulations made by the Secretary of State. The contact addresses for these authorities are attached at Appendix B.

6. Interested Parties

6.1 S.158 of the Act defines interested parties. To accept a representation from an interested party, we must take the view that the person:

- lives sufficiently close to the premises to be likely to be affected by the authorised activities;
- has business interests that might be affected by the authorised activities; or
- represents persons in either of these two groups;

We will have regard to anything an interested party says about their status to make representations.

The approach taken by us in determining who is an interested party is dealt with in this statement of policy.

6.2 The following gives further advice on how we can determine whether someone is an interested party.

People living close to the premises

There are a number of factors that we will take into account when determining whether a person 'lives sufficiently close to the premises'. These might include:

- the size of the premises
- the nature of the premises
- the distance of the premises from the location of the person making the representation
- the potential impact of the premises such as the number of customers, routes likely to be taken by those visiting the establishment
- the circumstances of the person who lives close to the premises. This is not their personal characteristics, but their interests which may be relevant to the distance from the premises.

6.3 Relevant factors will depend on the particular application. For example, we believe it is reasonable for us to consider that living sufficiently close to premises to likely be affected could have a different meaning for (a) a private resident, (b) a residential school for children with truanting problems and (c) a residential hostel for vulnerable adults.

The nature and scope of business interests that could be affected

6.4 It could be argued that any gambling business could be affected by another gambling business expanding into any part of Great Britain. But that is unlikely to be enough to satisfy the test of being 'a person with business interests that might be affected by

the premises' under consideration. For example, an operator in a particular sector be it casino, bingo, betting etc, should not be able to lodge representations on every application put in by a rival operator anywhere in the country, simply because they are in competition within the same gambling sector. Specifically, we recognise that the 'demand test' from previous gambling legislation does not apply under the Act

6.5 We should be satisfied that the relevant business is likely to be affected. Factors that are likely to be relevant include:

- the size of the premises
- the 'catchment' area of the premises, so how far people travel to visit the premises

Whether the person making the representation has business interests in that catchment area that might be affected

People representing those in the above categories

6.6 Interested parties can be people who are democratically elected such as councillors and MPs, as persons representing individuals in the other categories. This would include county, parish and town councillors. Other representatives might include bodies such as trade associations and trade unions, and residents' and tenants' associations. A school head or governor might act in representing the interests of pupils or parents and a community group might represent vulnerable people living near to the proposed premises.

6.7 Save for democratically elected persons, We will satisfy ourselves on a case by case basis that a person does represent interested parties, and request written evidence where necessary. A letter from the interested person(s) they are representing would be sufficient.

6.8 If individuals wish to approach Councillors to ask them to represent their views then care should be taken that the Councillors are not part of the Licensing Committee dealing with the licence application. Applicants should contact the Principal Licensing Officer, Burnley Borough Council in the first instance rather than approach their Councillor directly.

7. Exchange of Information

7.1 We are required to include the principles to be applied by the authority in exercising the functions under sections 29 and 30 of the Act with respect to the exchange of information between ourselves and the Gambling Commission, and the functions under section 350 of the Act with the respect to the exchange of information between it and the other persons listed in Schedule 6 to the Act.

7.2 The principle that this licensing authority applies is that it will act in accordance with the provisions of the Gambling Act 2005 in its exchange of information which includes the provision that the data protection legislation (as defined in section 3 of the Data Protection Act 2018) will not be contravened.

7.3 We will also have regard to the Guidance issued by the Gambling Commission to

Licensing Authorities, as well as any future relevant regulations issued by the Secretary of State under the powers provided in the Gambling Act 2005.

- 7.4 Should any protocol on information exchange be established in the future, such protocols will be publicly available.

8. Enforcement

- 8.1 Licensing authorities are required by regulations under the Gambling Act 2005 to state the principles to be applied by the authority in exercising the functions under Part 15 of the Act with respect to the inspection of premises; and the powers under section 346 of the Act to institute criminal proceedings in respect of the offences specified.

- 8.2 This licensing authority's principles are that we will be guided by the Gambling Commission's Guidance for local authorities and our policy will endeavour to be :

- Proportionate: regulators should only intervene when necessary: remedies should be appropriate to the risk posed, and costs identified and minimised;
- Accountable: regulators must be able to justify decisions, and be subject to public scrutiny;
- Consistent: rules and standards must be joined up and implemented fairly;
- Transparent: regulators should be open, and keep regulations simple and user friendly; and
- Targeted: regulation should be focused on the problem, and minimise side effects

- 8.3 This licensing authority will also, as recommended by the Gambling Commission's Guidance for local authorities, adopt a risk-based approach to the compliance process where the main determinant is the risk posed to the three licensing objectives. The authority will have regard to the 'Regulators Code' in accordance with Section 22 of the Legislative and Regulatory Reform Act 2006.

- 8.4 The main enforcement and compliance role for this licensing authority in terms of the Gambling Act 2005 will be to ensure compliance with the three licensing objectives, including compliance with general licensing conditions (including mandatory and default conditions), specific licence conditions and any applicable codes of practice.

- 8.5 The Gambling Commission will be the enforcement body for Operator and Personal Licences. Concerns about manufacture, supply or repair of gaming machines will not be dealt with by the licensing authority but will be notified to the Gambling Commission for investigation.

- 8.6 Any prosecution will only be commenced in accordance with the sufficiency of evidence and public interest.

- 8.7 Any such prosecution will be commenced and conducted by the Head of Legal and Democratic Services in accordance with the powers delegated to her by the Council

9. Licensing Authority functions

9.1 Licensing Authorities are required under the Act to:

- Be responsible for the licensing of premises where gambling activities are to take place by issuing Premises Licences
- Issue Provisional Statements
- Regulate members' clubs and miners' welfare institutes who wish to undertake certain gaming activities via issuing Club Gaming Permits and/or Club Machine Permits
- Issue Club Machine Permits to Commercial Clubs
- Grant permits for the use of certain lower stake gaming machines at unlicensed Family Entertainment Centres
- Receive notifications from alcohol licensed premises (under the Licensing Act 2003) of the use of two or fewer gaming machines
- Grant Licensed Premises Gaming Machine Permits for premises licensed to sell/supply alcohol for consumption on the licensed premises, under the Licensing Act 2003, where more than two machines are required
- Register small society lotteries below prescribed thresholds
- Issue Prize Gaming Permits
- Receive and Endorse Temporary Use Notices
- Receive Occasional Use Notices
- Provide information to the Gambling Commission regarding details of licences issued (see Section 7 above on 'information exchange')
- Maintain registers of the permits and licences that are issued under these functions

9.2 We as the licensing authority will not be involved in licensing remote gambling. Regulation of such activity will be the responsibility of the Gambling Commission via Operator Licences.

9.3 In accordance with the Act and Guidance, this authority will:

- Refer the decision whether to make a resolution not to issue casino licences within the Borough to Full Council.
- Refer approval of this three-year licensing policy to Full Council
- Refer any delegated power under forthcoming Regulations to set fees to Executive.

- Delegate all decisions relating to premises licences to the Licensing Committee where representations have been received and not withdrawn.
- Further delegate decision making to officers in accordance with the law and guidance, attached at Appendix C.

PART B

10 Premises Licences

General Principles

- 10.1 Premises Licences will be subject to the permissions/restrictions set out in the Gambling Act 2005 and regulations, as well as specific mandatory and default conditions that will be detailed in regulations issued by the Secretary of State.
- 10.2 We, as the licensing authority, will be able to exclude default conditions and also attach other conditions, where we believe it to be appropriate.
- 10.3 This licensing authority is aware that in making decisions about premises licences we should aim to permit the use of premises for gambling in so far as we think it is:
- in accordance with any relevant code of practice issued by the Gambling Commission
 - in accordance with any relevant guidance issued by the Gambling Commission
 - reasonably consistent with the licensing objectives and
 - in accordance with this statement of licensing policy
- 10.4 We appreciate that gambling can be an emotive subject but acknowledge that, in accordance with Gambling Commission Guidance for Local Authorities, “moral or ethical objections to gambling are not a valid reason to reject applications for premises licences.” Except in respect of a Casino resolution and also that unmet demand is not a criterion for a Licensing Authority.
- 10.5 Premises are defined in the Act as “includes any place”. Different premises licences cannot apply in respect of single premises at different times. It is however possible for a single building to be subject to more than one premises licence, providing that each licence is for a different part of the building and such different parts can reasonably be regarded as different premises.
- 10.6 We will judge each case on its individual merits to decide as a matter of fact, whether different parts of a building can be properly regarded as being separate premises.
- 10.7 We note that the Gambling Commission, in their guidance, do not consider that areas of a building that are artificially or temporarily separate can be properly regarded as different premises. We support this view.
- 10.8 This licensing authority takes particular note of the Gambling Commission’s Guidance for local authorities which states that:

Licensing Authorities should take particular care in considering applications for multiple premises licences for a building and those relating to a discrete part of a building used for other (non gambling) purposes in particular they should be aware of the following:

- The third licensing objective seeks to protect children from being harmed or exploited by gambling. In practice that means not only preventing them from taking part in gambling, but also preventing them from being in close

proximity to gambling. Therefore premises should be configured so that children are not invited to participate in, have accidental access to, or closely observe gambling where they are prohibited from participating.

- Entrances to and exits from parts of a building covered by one or more premises licences should be separate and identifiable so that the separation of different premises is not compromised and people do not 'drift' into a gambling area. In this context it should normally be possible to access the premises without going through another licensed premises or premises with a permit.
- 10.9 We also note that in relation to premises which are still to be constructed, under construction or alteration that following case law operators may apply for a premises licence, albeit they are not ready to be used for gambling. This authority will determine such applications on their own merits.
- 10.10 This licensing authority is aware that demand issues cannot be considered in relation to the location of premises but that considerations made in terms of the licensing objectives can be considered. Operators will be expected to demonstrate in their local risk assessment (LRA) the impact of the provision of gambling facilities in a particular area on the licensing objectives. From 6 April 2016 a new requirement was introduced requiring licensed operators of certain gambling establishments to undertake local risk assessments. This requirement was formalised in the Gambling Commission's Licence Conditions and Codes of Practice (LCCP) which were revised and published in April 2018. <http://www.gamblingcommission.gov.uk/PDF/LCCP/Licence-conditions-and-codes-of-practice.pdf>
- 10.11 We will, in accordance with the Gambling Commission's Guidance for local authorities, pay particular attention to the protection of children and vulnerable persons from being harmed or exploited by gambling, as well as issues of crime and disorder.
- 10.12 This authority has not adopted any specific policy in relation to areas where gambling premises should not be located. Should any such policy be decided upon, this **policy statement** will be updated. However this authority would expect an operator's local risk assessment (LRA) to consider for example the proximity of their premises in relation to schools, hospitals and centres where children or vulnerable groups may be present.
- 10.13 It should be noted that any such future policy will not preclude any application being made and each application will be decided on its merits, with the onus upon the applicant to show how any potential concerns can be overcome.
- 10.14 This authority will seek to avoid any duplication with other statutory / regulatory systems where possible, including the statutory planning regime.
- 10.15 This Council acting as a licensing authority will not consider whether a licence application is likely to be awarded planning permission or building regulations approval in its consideration of an application for a Premises Licence.
- 10.16 We will though, carefully consider any concerns about licensing conditions which are not able to be met by licensees due to planning restrictions, should such a situation arise.

- 10.17 The Planning Department are a responsible authority under this Act and have the opportunity to make representations should they desire, otherwise the two regimes will be properly separated.
- 10.18 Premises licences granted must be reasonably consistent with the licensing objectives. Having regard to these objectives, we have considered the Gambling Commission's Guidance to local authorities and make the following observations:

Preventing gambling from being a source of crime or disorder, being associated with crime or disorder or being used to support crime

- 10.19 This licensing authority is aware that the Gambling Commission will be taking a leading role in preventing gambling from being a source of crime. Their guidance does however envisage that the licensing authority should pay attention to the proposed location of gambling premises in terms of this licensing objective.
- 10.20 Therefore, where an area has known high levels of organised crime, we will consider carefully whether gambling premises are suitable to be located there and whether conditions may be suitable, such as the provision of door supervisors. Responsible authorities would however have the right to make representations with regard to such premises.
- 10.21 We are aware that there is not a clear line between nuisance and disorder and will consider factors such as whether police assistance was required and how threatening the behaviour was to those who could see it, so as to make that distinction. It should be noted that public nuisance is not a Gambling Act licensing objective and issues of nuisance are not relevant considerations under the Gambling Act 2005.
- 10.22 In considering licence applications, the Council will particularly take into account the following:
- The design and layout of the premises;
 - The training given to staff in crime prevention measures appropriate to those premises;
 - Physical security features installed in the premises. This may include matters such as the position of cash registers or the standard of CCTV that is installed;
 - Where premises are subject to age-restrictions, the procedures in place to conduct age verification checks;
 - The likelihood of any violence, public order or policing problem if the licence is granted.
 - The operators local risk assessment (LRA) in relation to known problems in an area such as high levels of crime, drug activity and anti-social behaviour.

Ensuring that gambling is conducted in a fair and open way

- 10.25 This licensing authority is aware that the Gambling Commission has stated that it would generally not expect licensing authorities to become concerned frequently with ensuring that gambling is conducted in a fair and open way as this will be addressed by the operator and personal licensing system. It is acknowledged that there is a

greater role for the Licensing Authority in track gambling which is explained in Section 16 below.

Protecting children and other vulnerable persons from being harmed or exploited by gambling

10.26 We note the Gambling Commission Guidance to local authority's states that this objective relates to preventing children from taking part in gambling as well as restriction of advertising so that gambling products are not aimed at, or are particularly attractive, to children.

With regards to children and young persons we recommend that the following matters are considered by operators when making their risk assessment;

- Institutions, places or areas where the presence of children and young persons should be expected such as schools, youth clubs, parks, playgrounds and entertainment venues such as leisure centres, cinemas etc.
- Any premises where children congregate including bus stops, cafes, shops, and any other place where children are attracted
- Any areas that are prone to issues of anti-social behaviour, under-age drinking etc. involving children
- Recorded incidents of attempted under-age gambling

10.27 In reference to the term "vulnerable persons" we note that the Gambling Commission or statute law is not seeking to offer a definition but the Commission states that "it will for regulatory purposes assume that this group includes

- people who gamble more than they want to;
- people who gamble beyond their means;
- and people who may not be able to make informed or balanced decisions about gambling due to, for example, mental health, a learning disability or substance misuse relating to alcohol or drugs.

10.29 With regards to matters relating to vulnerable adults we recommend the following matters, are considered by operators when making their risk assessments:

- Information held by licensees regarding self-exclusions and incidents of under-age gambling
- Gaming trends that may mirror days for financial payments such as pay days or benefit payments
- Arrangement for localised exchange of information regarding self-exclusions and gaming trends
- Proximity of premises which may be frequented by vulnerable people such as hospitals, residential care homes, medical facilities, doctor's surgeries, housing association offices, addiction clinics or help centres, places where alcohol or drug dependent people may congregate etc.

10.30 This licensing authority will consider promotion of this licensing objective on a common sense, case by case basis. We will also take account of the Codes of Practice regarding this objective in relation to specific types of premises.

Conditions on Premises Licences

10.31 Any conditions we attach to licences will be proportionate and will be :

- relevant to the need to make the proposed building suitable as a gambling facility
- directly related to the premises and the type of licence applied for;
- fairly and reasonably related to the scale and type of premises: and
- reasonable in all other respects.

10.32 The Authority is aware that the mandatory and default conditions imposed by the Gambling Commission will normally be sufficient to regulate gambling premises. In exceptional cases where there are specific risks or problems associated with a particular locality, specific premises or class of premises, the authority may consider attaching individual conditions related to the licensing objectives.

10.33 This Authority takes note of the Gambling Commission's guidance in relation to Local Risk Assessments for operators. The Gambling Commission's 'Licence Conditions and Codes of Practice' supplemented by a new 'Social Responsibility Code' formalise the need for operators to consider local risks and have policies, procedures and control measures to mitigate those risks. Account must be taken by operators of relevant matters identified in this Authority's statement of policy.

10.34 This Authority takes note of Gambling Commission's guidance requiring a licence applicant to undertake a local risk assessment when applying for a new premises licence. Their risk assessment must also be updated:

- When applying for a variation of a premises licence
- To take account of significant changes in local circumstances, including those identified in this council's statement of policy
- When there are significant changes at the licensee's premises that may affect their mitigation of local risks

10.35 Applicants may wish to refer to this council's Community Safety Partnership Strategic Assessment to obtain a local profile of the Borough along with highlighted and emerging threats to the Borough when preparing local risk assessments. The Social Responsibility Code supplemented by the ordinary code (LCCP) requires that licensees share their risk assessment with licensing authorities when applying for a premises licence or varying an existing licence. The risk assessment should be kept on the individual premises and made available at the request of the Authority; for example when carrying out inspections.

10.36 We will, where considered necessary, consider specific measures for buildings which are subject to multiple premises licences. Such measures may include the supervision of

entrances, segregation of gambling and non-gambling areas frequented by children and the supervision of gaming machines in non-adult gambling specific premises to promote the licensing objectives, in accordance with Gambling Commission Guidance.

10.37 We will also ensure that where Category A to C gaming machines are on offer in premises to which children are admitted, other than premises licensed for the supply of alcohol under the Licensing Act 2003,

- All such machines are located in an area of the premises which is separated from the remainder of the premises by a physical barrier which is effective to prevent access other than through a designated entrance
- Only adults are admitted to the area where these machines are located
- Access to the area where these machines are located is supervised
- The area where these machines are located is arranged so that it can be observed by the staff or the licence holder, and
- At the entrance to and inside any such areas there are prominently displayed notices indicating that access to the area is prohibited to persons under 18 years of age.

10.38 These considerations will apply to premises including buildings where multiple premises licences are applicable.

10.39 We are aware that tracks may be subject to one or more than one premises licence, provided that each licence relates to a specified area of the track.

10.40 We will, in accordance with the Gambling Commission's Guidance, consider the impact upon the third licensing objective and the need to ensure that the entrances to each type of premises are distinct from each other and that children are excluded from gambling areas where they are not permitted by law or condition, to enter

10.41 It is noted that there are conditions which the licensing authority cannot by law attach to premises licences which are:

- any condition on the premises licence which makes it impossible to comply with an operating licence condition
- conditions relating to gaming machine categories, numbers, or method of operation;
- conditions which provide that membership of a club or body be required (the Gambling Act 2005 specifically removes the membership requirement for casino and bingo clubs and this provision prevents it being reinstated) and
- conditions in relation to stakes, fees, winning or prizes

10.42 The Gambling Commission advises in its Guidance that if a licensing authority is concerned that a premises may attract disorder or be subject to attempts at authorised access (for example by children and young persons) then it may require that entrances to premises are controlled by a door supervisor, and is entitled to impose conditions to that effect. Where it is decided that supervision of

entrances/machines is appropriate for particular cases, a consideration as whether or not these supervisors need to be licensed by the Security industry Authority will be necessary. It will not be automatically assumed that they need to be licensed, as the statutory requirements for different types of premises vary (as per guidance)

11 Adult Gaming Centres

- 11.1 Adult gaming centres (AGCs) premises licences allow the holder of the licence to make gaming machines available for use on the premises. Persons operating an AGC must hold a gaming machines general operating licence from the Commission and must seek a premises licence from the licensing authority. Gaming machines are a form of gambling which is attractive to children and AGC's will contain machines of a similar format to the Category D machines on which children are allowed to play. However, no-one under the age of 18 is permitted to enter an AGC and applicants must be aware of the location of and entry to AGC's to minimise the opportunities for children to gain access. This licensing authority will specifically have regard to the need to protect children and vulnerable persons from harm or being exploited by gambling and will expect the applicant to satisfy the authority that there will be sufficient measures to ensure that persons under 18 years of age do not have access to the premises.
- 11.2 Because gaming machines provides opportunities for solitary play and immediate payouts, they are more likely to engender repetitive and excessive play. The council in considering premises licences and will specifically have regard to the need to protect children and vulnerable persons from harm or being exploited by gambling and will expect the applicant to satisfy the authority that there will be sufficient measures to, for example, ensure that under 18 year olds are not attracted to, or gain access to, the premises.

12 (Licensed) Family Entertainment Centres

- 12.1 We will specifically have regard to the need to protect children and vulnerable persons from harm or being exploited by gambling and will expect the applicant to satisfy the authority that there will be sufficient measures to ensure that under 18 year olds do not have access to the adult only gaming machine areas.
- 12.2 We will pay particular attention to measures proposed by operators to protect children from harm in Adult Gaming Centres and Family Entertainment Centres. For example, such measures may include, but would not be limited to, the following:
- Proof of age schemes
 - CCTV
 - Supervision of entrances/machine areas
 - Physical separation of areas
 - Specific opening hours
 - Self-barring schemes
 - Notices/signage
 - Measures/training for staff on how to deal with suspected truanting school children on the premises and how to recognise signs of potential child sexual

- exploitation (CSE)
 - Clear policies that outline the steps to be taken to protect children from harm.
 - Provision of information leaflets/helpline numbers for organisations such as Gam-Care.
- 12.3 We will, in accordance with the Gambling Commission's guidance, refer to the Commission, and be aware of any conditions that apply to operating licences covering the way in which the area containing the Category C or higher machines, should be delineated.
- 12.4 This licensing authority will also make itself aware of any mandatory or default conditions on these premises licences, when they have been published.

13 Casinos

- 13.1 This licensing authority does not have an existing licensed casino within the Borough. (Licences granted under the 1968 Act, granted under grandfather arrangements). There are two types of new casino premises licences, large and small casinos. The Borough of Burnley is not an area chosen for the issue of casino licences.

No casino resolution

- 13.2 This licensing authority has not passed a 'no casino' resolution under Section 166 of the Gambling Act 2005, but is aware that it has the power to do so.

Betting machines

- 13.3 It is desirable that the difference between a gaming machine and betting machine is understood. A machine is not a gaming machine if it is designed or adapted for use to bet on future real events.
- 13.4 Some betting premises may make available machines that accept bets on live events, such as horse racing, as a substitute for placing a bet over the counter. These "betting machines" are not gaming machines and therefore neither count towards the maximum permitted number of gaming machines, nor have to comply with any stake or prize limits.
- 13.5 Such betting machines merely automate the process which can be conducted in person and therefore do not require regulation as a gaming machine.
- 13.6 However, where a machine is made available to take bets on virtual races, that machine is a gaming machine and does count towards the maximum permitted number of gaming machines, and must meet the relevant category limitations for the premises.
- 13.7 Section 181 contains an express power for licensing authorities to restrict the number of betting machines, their nature and the circumstances in which they are made available by attaching a licence condition to a betting premises licence or to a casino premises licence (where betting is permitted in the casino).

- 13.8 In accordance with the Gambling Commission's Guidance for local authorities, when considering the number / nature / circumstances of betting machines that a casino operator wishes to offer, we will take into account;
- the size of the premises
 - the number of counter positions available for person-to-person transactions, and,
 - the ability of staff to monitor the use of the machines by children and young persons (it is an offence for those under 18 to bet) or by vulnerable persons.”

14 Bingo Premises

- 14.1 This licensing authority notes that that the Gambling Commission Guidance states;
- “Children and young people are allowed into bingo premises; however they are not permitted to participate in the bingo and if category B or C machines are made available for use these must be separated from areas where children and young people are allowed. Social Responsibility (SR) code 3.2.5(3) states that ‘licensees must ensure that their policies and procedures take account of the structure and layout of their gambling premises’ in order to prevent underage gambling.
- 14.2 We note that under the Act, children and young persons (anyone up to the age of 18) cannot be employed in providing any facilities for gambling on bingo premises, and children (under 16) cannot be employed, in any capacity, at a time when facilities for playing bingo are being offered. However, young persons, aged 16 and 17, may be employed in bingo premises (while bingo is being played), provided the activities on which they are employed are not connected with the gaming or gaming machines.
- 14.3 We will consider restrictions that apply to such premises in the current Licence conditions and codes of practice published on the Gambling Commission's website.

15 Betting Premises

- 15.1 We note that the Act contains a single class of licence for betting premises. However, within this single class of licence, there will be different types of premises which require licensing. This Section of our policy discusses off-course betting, that is betting that takes place other than at a track in what is currently known as a licensed betting office. Tracks are discussed in the following Section. It should be noted that there are also betting offices on tracks, that have a separate premises licence from the track licence.
- 15.2 It is noted that the Gambling Commission's Guidance for local authorities states, Section 181 contains an express power for licensing authorities to restrict the number of betting machines, their nature and the circumstances in which they are made available by attaching a licence condition to a betting premises licence or to a casino premises licence (where betting is permitted in the casino).

- 15.3 It is noted that the Gambling Commission's Guidance for local authorities states S.235(2)(c) provides that a machine is not a gaming machine by reason only of the fact that it is designed or adapted for use to bet on future real events. Some betting premises may make available for use machines that accept bets on live events, such as a sporting event, as a substitute for placing a bet over the counter. These SSBTs are not gaming machines and therefore neither count towards the maximum permitted number of gaming machines, nor have to comply with any stake or prize limits. Such betting machines merely replicate and automate the process that can be conducted in person, and therefore do not require regulation as gaming machines. S.181 of the Act contains an express power for licensing authorities to restrict the number of SSBTs, their nature and the circumstances in which they are made available, by attaching a licence condition to a betting premises licence or to a casino premises licence (where betting is permitted in the casino). Part 19 of this Guidance provides further details.
- 15.4 This licensing authority will give sympathetic consideration to re-sites within the same locality and extensions in order to enhance the quality of the facility provided for the benefit of the betting public

16 Tracks

- 16.1 Tracks are sites (including horse racecourses and dog tracks) where races or other sporting events take place. Tracks are different from other premises in that they may be subject to one or more Premises Licences, provided that each Licence relates to a specific area of the track.
- 16.2 This licensing authority will have particular regard to the protection of children and other vulnerable persons from being harmed or exploited by gambling and the need to ensure that entrances to each type of premises are distinct and that children are excluded from gambling areas where they are not permitted to enter. We would expect Premises Licence applicants to demonstrate suitable measures to ensure that children do not have access to adult only gaming facilities.
- 16.3 We are aware that tracks are different from other premises in that there may be more than one premises licence in effect, each covering a specified area of the track. In accordance with the Gambling Commission guidance, this authority will especially consider the impact of the third licensing objective.
- 16.4.1 The licensing authority notes the Commission's comments that it "may be considered that it is disproportionate and unnecessary to insist that betting rules are displayed at each distinct betting location; rather the rules should be made available at suitable central locations. The track premises licence holder should make the necessary arrangements to ensure that betting rules are accessible to all customers, regardless of which area of the track they are in" and that the requirement "could also be met by making a copy of the rules available in leaflet form from the main track office, and customers could be given a copy if they request one".

17. Travelling Fairs

- 17.1 We note that we as the licensing authority are required to decide whether, where category D machines and / or equal chance prize gaming without a permit is to be made available for use at travelling fairs, the statutory requirement that the facilities for gambling amount to no more than an ancillary amusement at the fair is met.
- 17.2 The licensing authority will also consider whether the applicant falls within the statutory definition of a travelling fair.
- 17.3 It has been noted that the 27-day statutory maximum for the land being used as a fair, is per calendar year, and that it applies to the piece of land on which the fairs are held, regardless of whether it is the same or different travelling fairs occupying the land. This licensing authority will work with other departments of the Council and its neighbouring authorities to ensure that land which crosses our boundaries is monitored so that the statutory limits are not exceeded.

18. Provisional Statements

- 18.1 Section 204 of the Act provides for a person to make an application to the Authority for a Provisional Statement in respect of premises that s/he:
- Expects to be constructed;
 - Expects to be altered; or
 - Expects to acquire a right to occupy.
- 18.2 Developers may wish to apply for Provisional Statements before they enter into a contract to buy or lease property or land to judge whether or not a development is worth taking forward in light of the need to obtain a Premises Licence. It is also possible for an application for a Provisional Statement to be made for premises that already have a Premises Licence (either for a different type of gambling or for the same type).
- 18.3 This authority has noted the Gambling Commission's Guidance that "A licensing authority must not have regard to whether or not a proposal by the applicant is likely to be permitted in accordance with planning or building law.

19. Reviews

- 19.1 A premises licence may be reviewed by the licensing authority of its own volition or following the receipt of an application for a review, which is essentially a request by a third party to the licensing authority to review a particular licence.
- 19.2 Section 200 of the Act provides that licensing authorities may initiate a review in relation to a particular class of premises licence or in relation to particular premises. Officers may be involved in the initial investigations of complaints leading to a review, or may try informal mediation or dispute resolution techniques prior to a full-scale review being conducted, but the review itself, if necessary will be heard by elected members.
- 19.3 Requests for a review of a premises licence can be made by interested parties or responsible authorities; however, it is for the licensing authority to decide whether the review is to be carried-out.

19.4 An application for a review may be (but need not be) rejected if the licensing authority thinks that the grounds on which the review is sought:

- (a) are not relevant to the principles that must be applied by the licensing authority in accordance with section 153.

If the application raises issues that are not relevant to the Commission guidance/codes of practice, this **policy statement**, or the licensing objectives, then we may reject it. In addition, if the application raises general objections to gambling as an activity, that is likely to be irrelevant to the principles in section 153, given that we are required to permit the use of premises for gambling in so far we think that permission is in accordance with the matters set out in that section.

Examples that are likely to be irrelevant include demand for gambling premises, issues relating to planning, public safety, and traffic congestion;

- (b) the grounds are frivolous;
- (c) the grounds are vexatious;
- (d) the grounds “will certainly not” cause the authority to revoke or suspend a licence or to remove, amend or attach conditions on the premises licence;
- (e) are substantially the same as the grounds cited in a previous application for review relating to the same premises. In these circumstances we will take into account how much time has passed since the earlier application in reaching a judgement about whether it is reasonable to rely on this as a reason not to review the licence; or
- (f) are substantially the same as representations made at the time the application for a premises licence was considered. In these circumstances we will take into account the period of time that has passed since the representations were made, but the underlying requirement is that we should not review the licence on the basis of the same arguments considered on the grant of the premises licence.

PART C

20. Unlicensed Family Entertainment Centre gaming machine permits

- 20.1 Family entertainment centres (FECs) will perhaps be most commonly located at seaside resorts, in airports and at motorway service centres, and will cater for families, including unaccompanied children and young persons.
- 20.2 Unlicensed FECs will be able to offer only category D machines in reliance on a gaming machine permit. Any number of category D machines can be made available with such a permit. Permits cannot be issued to vessels or vehicles.
- 20.3 Where a premises does not hold a premises licence but wishes to provide gaming machines, it may apply to the licensing authority for this permit. It should be noted that the applicant must show that the premises will be wholly or mainly used for making gaming machines available for use as required by Section 238.
- 20.4 The application for a permit can only be made by a person who occupies or plans to occupy the premises to be used as an unlicensed FEC and, if the applicant is an individual, he must be aged 18 or over. Applications for a permit cannot be made if a premises licence is in effect for the same premises.
- 20.5 The Gambling Act 2005 states that a licensing authority may prepare a **policy statement** that they propose to consider in determining the suitability of an applicant for a permit and in preparing this statement, and/or considering applications, it need not (but may) have regard to the licensing objectives and shall have regard to any relevant guidance issued by the Commission under section 25.
- 20.6 The Gambling Commission's Guidance for local authorities also states: "In their three year licensing statement of principles, licensing authorities should include a policy statement that they propose to apply when exercising their functions in considering applications for permits licensing authorities will want to give weight to child protection issues."
- 20.7 The Guidance also states: "...An application for a permit may be granted only if the licensing authority is satisfied that the premises will be used as an unlicensed FEC, and if the chief officer of police has been consulted on the application....Licensing authorities may also consider asking applications to demonstrate:
- a full understanding of the maximum stakes and prizes of the gambling that is permissible in unlicensed FECs;
 - that the applicant has no relevant convictions (those that are set out in Schedule 7 of the Act); and
 - that employees are trained to have a full understanding of the maximum stakes and prizes. (24.7)
- 20.8 We note that a licensing authority can grant or refuse a licence but cannot attach conditions to this type of permit.
- 20.9 This licensing authority will expect the applicant to show that there are policies and procedures in place to protect children from harm. Harm in this context is not limited to harm from gambling but includes wider child protection considerations.

20.10 The efficiency of such policies and procedures will each be considered on their merits. However, they may include appropriate measures / training for staff as regards suspected truant school children on the premises, measures / training covering how staff would deal with unsupervised very young children being on the premises, or children causing perceived problems on / around the premises

21. (Alcohol) Licensed premises gaming machine permits

21.1 There is provision in the Act for premises licensed under the Licensing Act 2003 for the sale of alcohol for consumption on the premises, that have a bar at which alcohol is served, without a requirement that alcohol is only served with food to automatically have 2 gaming machines, of categories C and/or D. Licence holders merely need to notify the licensing authority.

21.2 The licensing authority can remove the automatic authorisation in respect of any particular premises if:

- provision of the machines is not reasonably consistent with the pursuit of the licensing objectives;
- gaming has taken place on the premises that breaches a condition of section 282 of the Gambling Act (i.e. that written notice has been provided to the licensing authority, that a fee has been provided and that any relevant code of practice issued by the Gambling Commission about the location and operation of the machine has been complied with);
- the premises are mainly used for gaming; or
- an offence under the Gambling Act has been committed on the premises.

21.3 If a premises licence holder wishes to have more than 2 machines, then they need to apply for a permit and the licensing authority must consider that application based upon the licensing objectives, any guidance issued by the Gambling Commission under Section 25 of the Gambling Act 2005, and “*such matters as they think relevant.*”

21.4 This licensing authority considers that “such matters” will be decided on a case by case individual basis, but generally there will be regard to the need to protect children and vulnerable persons from being harmed or exploited by gambling and will expect the applicant to satisfy the authority that there will be sufficient measures to ensure that under 18 year olds do not have access to the adult-only gaming machines.

21.5 Measures which will satisfy the authority that there will be no access may include the adult machines being in sight of the bar, or in the sight of staff who will monitor that the machines are not being used by those under 18. Notices and signage on the machines or in the premises may also be help. As regards the protection of vulnerable persons, applicants may wish to consider the provision of information leaflets / helpline numbers for organisations such as GamCare.

21.6 It is recognised that some alcohol licensed premises may apply for a premises licence for their non-alcohol licensed areas. Any such application would normally need to be applied for, and dealt with, as an Adult Gaming Centre premises licence.

- 21.7 It should be noted that we as the licensing authority can decide to grant the application with a smaller number of machines and/or a different category of machines than that applied for. Conditions (other than these) cannot be attached to a permit.
- 21.8 It should also be noted that the holder of a permit must comply with any Code of Practice issued by the Gambling Commission about the location and operation of the machine.

22. Prize Gaming Permits

- 22.1 The Gambling Act 2005 states that a licensing authority may “prepare a **policy statement** that they propose to apply in exercising their functions under this Schedule” which “may, in particular, specify matters that the licensing authority propose to consider in determining the suitability of the applicant for a permit”.
- 22.2 This licensing authority has prepared a **Policy statement** which is that the applicant should set out the types of gaming that he or she is intending to offer and that the applicant should be able to demonstrate:
- that they understand the limits to stakes and prizes that are set out in Regulations;
 - and that the gaming offered is within the law.
- 22.3 In making its decision on an application for this permit the licensing authority does not need to have regard to the licensing objectives but must have regard to any Gambling Commission guidance.
- 22.4 It should be noted that there are conditions in the Gambling Act 2005 with which the permit holder must comply, but that the licensing authority cannot attach conditions. The conditions in the Act are :
- The limits on participation fees, as set out in regulations, must be complied with;
 - all chances to participate in the gaming must be allocated on the premises on which the gaming is taking place and on one day; the game must be played and completed on the day the chances are allocated; and the result of the game must be made public in the premises on the day that it is played;
 - the prize for which the game is played must not exceed the amount set out in regulations (if a money prize), or the prescribed value (if non-monetary prize); and
 - participation in the gaming must not entitle the player to take part in any other gambling.

23 Club Gaming and Club Machines Permits

- 23.1 Bona Fide Members Clubs and Miners' welfare institutes (but not Commercial Clubs) may apply for a Club Gaming Permit or a Clubs Gaming machines permit.
- 23.2 The Club Gaming Permit will enable the premises to provide 3 gaming machines of categories B3A or B4 to D, equal chance gaming and games of chance.
- 23.3 The Act states: Members clubs must have at least 25 members and be established and conducted "wholly or mainly" for purposes other than gaming, unless the gaming is restricted to bridge and whist.
- 23.4 A members' club must be permanent in nature, not established to make commercial profit, and controlled by its members equally. Examples include working men's clubs, branches of Royal British Legion and clubs with political affiliations.
- 23.5 The Commission Guidance also notes that licensing authorities may only refuse an application on the grounds that:
- (a) the applicant does not fulfil the requirements for a members' or commercial club or miners' welfare institute and therefore is not entitled to receive the type of permit for which it has applied;
 - (b) the applicant's premises are used wholly or mainly by children and/or young persons;
 - (c) an offence under the Act or a breach of a permit has been committed by the applicant while providing gaming facilities;
 - (d) a permit held by the applicant has been cancelled in the previous ten years; or
 - (e) an objection has been lodged by the Commission or the police.
- 23.6 There is also a 'fast-track' procedure available under the Act for premises which hold a Club Premises Certificate under the Licensing Act 2003 (Schedule 12 paragraph 10).
- 23.7 The Gambling Commission's Guidance for local authorities states: "Under the fast-track procedure there is no opportunity for objections to be made by the Commission or the police, and the grounds upon which an authority can refuse a permit are reduced." and "The grounds on which an application under the process may be refused are:
- (a) that the club is established primarily for gaming, other than gaming prescribed under schedule 12;
 - (b) that in addition to the prescribed gaming, the applicant provides facilities for other gaming; or
 - (c) that a club gaming permit or club machine permit issued to the applicant in the last ten years has been cancelled."

- 23.8 There are statutory conditions on club gaming permits that no child uses a category B or C machine on the premises and that the holder complies with any relevant provision of a code of practice about the location and operation of gaming machines.

24. Temporary Use Notices

- 24.1 Part 9 of the Act sets out the position in relation to temporary use notices. These allow the use of premises for gambling where there is no premises licence but where a gambling operator wishes to use the premises temporarily for providing facilities for gambling. Premises that might be suitable for a temporary use notice would include hotels, conference centres, and sporting venues.
- 24.2 Regulations state that the only activities permitted under a TUN are the provision of facilities for any form of equal chance gaming where those participating in the gaming are taking part in a competition which is intended to produce a single, overall winner (this does not include providing such facilities in circumstances where any person participating in the gaming does so by means of a gaming machine).
- 24.3 In relation to premises we will apply the Gambling Commission Guidance which states:

“In the Act “premises” is defined as including “any place”. In considering whether a place falls within the definition of “a set of premises”, licensing authorities will need to look at, amongst other things, the ownership/occupation and control of the premises. A large exhibition centre, for example, would be likely to come within the definition as it is properly one premises, and should not be granted a temporary use notice for 21 days in respect of each of its exhibition halls. But in relation to other covered areas, such as shopping centres, the licensing authority will need to consider whether different units are in fact different “sets of premises”, given that they may be occupied and controlled by different people. This is a new permission and licensing authorities should be ready to object to notices where it appears that their effect would be to permit regular gambling in a place that could be described as one set of premises.”

25. Occasional Use Notices:

- 25.1 We have very little discretion as regards these notices aside from ensuring that the statutory limit of 8 days in a calendar year is not exceeded. This licensing authority will, however, consider the definition of a ‘track’ and whether the applicant is permitted to avail him/herself of the notice. Provided that the Notice will not result in betting facilities being available for more than eight days in a calendar year, there is no provision for counter-notices or objections to be submitted.

SCHEDULE OF CONSULTEES TO THIS DRAFT **POLICY STATEMENT**

- All Elected Councillors, Burnley Borough Council
- The Head of **Head of Streetscene**, Burnley Borough Council
- The Head of Legal Services, Burnley Borough Council
- The Environment and Licensing Manager, Burnley Borough Council
- The Gambling Commission Headquarters Policy Section
- The Gambling Commission Regional Inspector for Lancashire and Cumbria
- The Chief Constable, Lancashire Constabulary
- Lancashire Fire and Rescue Service Authority
- Lancashire Area Child Protection Committee, Lancashire County Council
Social Services Section
- H.M. Revenue & Customs
- Blackburn and Darwen Council
- Hyndburn Borough Council
- Ribble Valley Borough Council
- Rossendale Borough Council
- Pendle Borough Council
- Calderdale Borough Council
- British Amusement Catering Trade Association
- British Holiday & Home Parks Association
- Community Trade Union
- Association of British Bookmakers
- All persons who hold Betting Office and Bookmakers Permits in Burnley
- All persons who hold Bingo Licences or Bingo Certificates in Burnley
- Clubs and Institute Union
- Gaming Machine Suppliers who regularly apply for Gaming Permits in Burnley

- Representatives of Premises Licence Holders in Burnley
- Representatives of Club Premises Certificate holders in Burnley
- Lancashire County Council Trading Standards
- GamCare
- Responsibility in Gambling Trust
- Gam – Anon
- Residents Associations and Tenant Groups.

**SCHEDULE OF RESPONSIBLE AUTHORITIES
GAMBLING ACT 2005**

1. Burnley Borough Council Licensing Authority
First Floor Parker Lane Offices, Parker Lane, Burnley, BB11 2DT
2. The Gambling Commission, Victoria Square House, Victoria Square
Birmingham, B2 4BP
3. The Chief Constable, Lancashire Constabulary C/O Divisional Licensing
Unit, Burnley Police Station, Parker Lane, Burnley, BB11 2BT
4. Lancashire Fire and Rescue Authority C/O Fire Safety Department,
Burnley Community Fire Station, Ormerod Road, Burnley, BB10 3AA
5. Burnley Borough Council Planning Services, Parker Lane, Burnley, BB11
2DT
6. Burnley Borough Council Environmental Protection, Parker Lane,
Burnley, BB11 2DT
7. Lancashire Safeguarding Children Board, Room B52, PO Box 61,
County Hall, Preston, PR1 8RJ
8. H.M. Revenue and Customs, National Registration Unit (Betting &
Gaming) Portcullis House, 21 India Street, Glasgow, G2 4PZ

**SUMMARY OF THE DELEGATION OF POWERS UNDER THE
GAMBLING ACT 2005**

All to licensing committee except these to officers:

To undertake the following functions in relation to the Gambling Act 2005:

- To determine applications for premises licences where no representations received or representation have been withdrawn
- To determine applications for a variation to a licence where no representations received or representations have been withdrawn
- To determine applications for the transfer of licences where no representations have been received from the Commission or responsible authority
- To determine applications for provisional statements where no representations received or representation have been withdrawn
- To determine applications for club gaming/club machine permits where no representations have been made
- To determine applications for other permits
- To determine the cancellation of licensed premises gaming machine permits
- To determine requests for temporary use notices

Constitutional Amendments & Reporting**REPORT TO FULL COUNCIL**

DATE	08/12/2021
PORTFOLIO	Leader
REPORT AUTHOR	Eric Dickinson
TEL NO	01282 477256
EMAIL	edickinson@burnley.gov.uk

PURPOSE

1. To inform Members of changes made by the Leader to Part 3 (Executive) Scheme of Delegation - regarding various Heads of Service delegations on 21st October 2021 (particularly the Head of Finance and Property relating to Charter Walk), and also a further Part 3 (Executive) delegation on 17th November 2021 regarding the Head of Housing and Development Control.
2. To inform Members of the use of a delegation by the Chief Operating Officer to make minor changes to the constitution relating to Part 3 (Executive) Scheme of Delegation for the Head of Streetscene in relation to Proper Officers for Public Health.
3. To approve a change to Part 3 (Council) Scheme of Delegation regarding an additional delegation from 10th November 2021 Licensing Committee to the Head of Legal and Democratic Services relating to Taxi Licensing - Policy Guidelines.

RECOMMENDATION

4. That it be noted that Members are informed of changes made by the Leader to Part 3 (Executive) Scheme of Delegation regarding various Heads of Service delegations (particularly the Head of Finance and Property relating to Charter Walk) (Appendix 1) and also a further Part 3 (Executive) delegation on 17th November 2021 regarding the Head of Housing and Development Control (Appendix 2).
5. That the informing of Members of the use of a delegation by the Chief Operating Officer to make minor changes to the constitution relating to Part 3 (Executive) Scheme of Delegation for the Head of Streetscene in relation to Proper Officers for Public Health as set out in Paragraph 10 be noted.
6. That a change be approved to Part 3 (Council) Scheme of Delegation regarding an additional delegation from 10th November 2021 Licensing Committee to the Head of Legal and Democratic Services relating to Taxi Licensing - Policy Guidelines, as set out in Paragraph 11.

REASONS FOR RECOMMENDATION

7. To ensure that the requirements of the Constitution are upheld and transparency is maintained.
8. To ensure the Constitution is kept up to date and to enable decisions to be taken promptly.

SUMMARY OF KEY POINTS

9. a) The Leader, on 21st October 2021 approved changes to Part 3 (Executive) Scheme of Delegation regarding various Heads of Service delegations, particularly the Head of Finance and Property relating to Charter Walk (Appendix 1). The other Heads of Service delegations changed were for the Head of Economy and Growth, and the Head of Housing and Development Control.

b) Also on 17th November 2021 the Leader approved a change to Part 3 (Executive) Scheme of Delegation regarding an additional delegation for the Head of Housing and Development Control regarding Electrical Safety Standards (Appendix 2).

The Council's constitution requires these changes to be reported to the next Full Council meeting and accordingly this has been done in this report.

10. The Chief Operating Officer, on 12th November 2021, approved changes to Part 3 (Executive) Scheme of Delegation using his delegation to make minor changes to the constitution regarding the Head of Streetscene's delegations.

The change made was to the name of Public Health England (PHE) to the UK Health Security Agency (UKHSA) and reference to relevant regulations, as set out on Page 52, Paragraph 36;

From.

To appoint Public Health England as Proper Officers for the purposes of The Public Health (Control of Disease) Act 1984 and regulations made thereunder, and the Health Protection (Notification) Regulations 2010

To.

To appoint UK Health Security Agency consultants as Proper Officers for the purposes of The Public Health (Control of Disease) Act 1984 and regulations made thereunder, and the Health Protection (Notification) Regulations 2010, for the purposes of regulations 2, 3 and 6.

11. At 10th November 2021 Licensing Committee a recommendation was approved to amend Part 3 (Council) Scheme of Delegation relating to Licensing Committee for the Head of Legal & Democratic Services for Taxi Licensing Policy Guidelines, as follows ;

“That the Licensing Committee delegates to the Head of Legal & Democratic Services, in consultation with the Chair of Licensing, the power to make necessary changes to the Taxi Licensing - Policy Guidelines in response to any national review of road traffic legislation which results in an offence being awarded more or fewer penalty points , by re-categorising such offence as major/ minor or hybrid within the Policy guidelines.”

A change to Part 3 (Council) Scheme of Delegation requires approval by Full Council.

FINANCIAL IMPLICATIONS AND BUDGET PROVISION

12. None

POLICY IMPLICATIONS

13. None.

DETAILS OF CONSULTATION

14. Member Structures and Support Officer/Working Group.

BACKGROUND PAPERS

15. None.

FURTHER INFORMATION

PLEASE CONTACT: Chris Gay

ALSO: Alison McEwan, Imelda Grady

This page is intentionally left blank

To: The Head of legal and Democratic Services, the Chief Executive, the Chief Operating Officer (COO), the Heads of Finance and Property/Economy and Growth/Housing and Development Control and the Strategic HR Manager (SHRM), the Executive Members for Resources and Performance/Economy and Growth/Housing and Development Control.

Amendment to Part 3 Scheme of Delegation (Executive Functions)

I give notice that on 21 Oct 2021, I approved the following delegations;

That the Leader approves changes to Part 3 (Executive) of the Council's constitution, i.e. the Scheme of Delegation, effective from 21 October 2021 to amend and add the following delegations, as follows;

The Head of Finance and Property

a) Paragraph 35 – To add at the end “..limited to financial matters” to become;

“To execute all documents necessary to give effect to Executive decisions limited to financial matters”.

b) Current Paragraph 36 - To become Paragraph 40.

c) New Paragraphs 36-39 - To be added;

36. To oversee and deal with the day-to-day management of the Charter Walk Shopping Centre including (without limitation):

36.1 The grant, renewal and variation of leases of individual units at the shopping centre provided that the rent reserved is at market rent and/or best consideration in the circumstances

36.2 Dealing with routine tenancy matters including (without limitation) licences to assign, alterations, service charge related matters and dilapidations

36.3 The grant of wayleaves and easements

36.4 Issuing relevant landlord and tenant notices including (without limitation) s25 and s27 LTA 1954 Act Notices

36.5 The maintenance and repair of the shopping centre including letting contracts for the maintenance and repair of the same

37. The grant, renewal and variation of contracts to facilitate the day-to-day management of the Charter Walk shopping centre (including (without limitation) the appointment of the Strategic Asset Manager and Asset Manager) in consultation with the Head of Economy and Growth

38. The grant, renewal and variation of contracts for the provision of services to the Charter Walk shopping centre including (without limitation) utilities, waste management, security, cleaning, facilities and/or plant management in consultation with the Head of Economy and Growth

39. To approve the annual business plan and/or annual service charge for the Charter Walk shopping centre in consultation with the Head of Economy and Growth and the Executive Member for Resources and Performance Management

The Head of Economy and Growth

Current Paragraph 23 re Sandy gate - To add at the end “..provided that the rent reserved is not below market rate” to become;

“The management of the Council’s Student Accommodation at Sandygate which shall include (without limitation) the letting of rooms to students provided that the rent reserved is not below market rate ”.

Head of Housing and Development Control

New Paragraph - To be added;

"To take all steps necessary to exercise and/or discharge the Council’s functions, powers and duties under The Energy Efficiency (Private Rented Property) (England and Wales) Regulations 2015, as amended” .

Previously transferred Head of People & Development (HP&D) delegations

To note that the delegations of the previous HP&D, already transferred as appropriate to COO and SHRM, need to be administratively relocated within Part 3 to the COO and the SHRM.

DATED: 21-10-21

Afrasiab Anwar,

SIGNED:

Leader- Councillor Afrasiab Anwar

This page is intentionally left blank



MINUTE - PART 3 CHANGE TO DELEGATIONS (EXECUTIVE) BY THE LEADER

BURNLEY TOWN HALL

Electrical Safety Standards in the Private Rented Sector

To: The Head of Legal and Democratic Services, the Chief Executive, the Chief Operating Officer (COO), the Head of Housing and Development Control, and the Executive Member for Housing and Development Control.

Amendment to Part 3 Scheme of Delegation (Executive Functions)

I give notice that on 17th November 2021, I approved the following delegation.

To seek approval to amend Part 3 (Scheme of Delegation) (Exec Functions) of the constitution, regarding giving delegated authority to the Head of Housing and Development Control, as follows;

"To take all steps necessary to exercise and/or discharge the Council's functions, powers and duties under The, Electrical Safety Standards in the Private Rented Sector (England) Regulations 2020".

DATED: 17-11-21

SIGNED:

Leader- Councillor Afrasiab Anwar

This page is intentionally left blank

Chair of Scrutiny Report -8 December 2021 Full Council

Since the last Council meeting the Scrutiny Committee has met twice, once for an Extraordinary Meeting on 21 October 2021 and secondly for an Ordinary Meeting on 25th November 2021.

At the Extraordinary Meeting we were able to scrutinise the Pioneer Place construction programme and costs, and following questions from Members and responses from Officers the Committee was able to endorse the recommendations for submission to the Executive.

At the Ordinary Meeting a number of reports were scrutinised and endorsed by the Committee relating to the Gambling Policy statement for Jan 2022-Dec 2024, and the Household Support Fund which targets fuel poverty in households with school age children.

The Committee was also able to scrutinise and note a number of budgetary reports relating to Q2 2021-22 Revenue and Capital Monitoring, as well as Treasury Management during 2021-22, and proposed Fees and Charges for 2022-23 based on a 2% increase.

In addition the Committee scrutinised a number of performance reports, firstly from Liberata on an annual update on their partnership with the Council as at November 2021, and then on Q2 2021-22 Performance including both Council and Liberata services.

An update on homelessness was received following on from a previous report in June 2021, which showed an increase in the number of requests from June to September 2021 compared to the same period in 2019, and a further update will be received in June 2022.

The Housing Review Group plans to meet with Calico again in December 2021, and will then review how it will proceed with the information and evidence that it has gathered.

During a further general discussion on Review Groups going forward, the Committee recognised the need for clear objectives to be agreed at the outset of a Review.

I am also pleased to report that the remote training session on constructive and productive scrutiny was provided on 6th October 2021, hosted by Dr Dave McKenna, and the session was attended by Scrutiny, Executive, and other Members. The training session highlighted both the challenge and support which Scrutiny can provide to the Executive, and also highlighted effective questioning techniques. Following further consideration of the current Scrutiny and Executive relationship, it has been agreed that a number of pilots be implemented over the next 6 months relating to reports, questioning, and Member/Officer meetings to promote a closer working relationship between Scrutiny and the Executive.

Cllrs Howard Baker & Ann Royle, Scrutiny Committee Chair & Vice-Chair – December 2021

This page is intentionally left blank

Audit and Standards Committee 23rd September

Internal Audit Progress Report – Quarter 1

The oversight of Audit activity is part of the role of the committee and the most recently available quarters report was provided. This outlines summaries of issued reports and issues as well as updates on the planned activity. The service now has all posts filled.

Internal Audit Plan 2021-22

The Internal Audit Plan for the current year was presented for committee approval. The plan had been revised because of resources continued to be deployed to assist the pandemic response of the Council and a vacancy in the service.

The Internal Audit Charter and Strategy was also presented.

Members queried the method of used to risk assess and formulate the plan and how the Charter and Strategy had changed and if the public had been consulted.

All the auditable activities are risk assessed and the highest risks are considered for the annual plan. The Charter and Strategy had not changed since 2019, and there is no public consultation in the Audit Plan, but if the committee members had issues which they required inclusion, then these would be considered.

External Auditor Plan 2020-21

Georgia Jones, Engagement Lead from Grant Thornton, presented External Auditors Plan for the 2020-21 statement of accounts and the approach for VFM (Value for Money).

In response to member queries, she explained the expanded requirements for the Audit and the provided an explanation for the increase in fees.

The Head of Finance and Property explained that there was an additional central government new burdens grant for the increase in fees.

Work Programme 2021-22

The work Programme was noted.

The Terms of Reference for the Committee was added to the March meeting.

The Head of Finance and Property explained that there would be a training session on the Statement of Accounts which would be available to all members and that links to the Statement of Accounts on the website would be provided to committee members.

This page is intentionally left blank

Chair of Licensing Report to Council December 2021

At the last Full Council Meeting, Members raised questions regarding licensing enforcement activity and I am pleased to update on this and I'm sure Members will welcome the report that details the extensive activity undertaken;

Here are the highlights of enforcement action taken as a snapshot over one week in October 2021:

Licensed Premises -

- Joint operation with the Police on safeguarding done in Burnley Town Centre revolving around under-age customers in bars, and targeting vulnerable people due to their age, or level of intoxication, at risk of being exploited sexually or becoming the victim of crime.
- Licensing hearing took place in relation to objections to 6 Temporary Event Notices
- 3 x transfer of Premises Licence applications
- Intervention at late night takeaway that was unlicensed and now they have submitted and paid for a new premises Licence application
- Intervention in a town centre pub that had changed hands without transferring licence or DPS. Personal licences now in place as well as gaming permits.
- 5 x premises reminded re due annual fees payments
- Completed audit of small society lottery permits and wrote warning letters to those who had not paid their annual fees. Prior to the audit there were 50 licences live, now we have just 24 and these have now all paid all fees due.
- Advised 2 perspective new street traders
- 1 x street trader warned in relation to overdue renewal.
- 2 x Animal Welfare Licence renewals
- Advised x 2 new dog breeders
- 1 x complaint resolved re noise nuisance relating to a Licensed Premises
- 1 x personal licence dealt with where applicant had previous convictions.

Taxi -

- 18 x Driver Applications verified – includes comprehensive suite of checks to determine fitness and propriety including DBS, DVLA, Medical, NAFN (national refusals/revocations register), Safeguarding, Knowledge Test
- 1 Decision Notice drafted in relation to a potential driver licence refusal
- Targeted Vehicle Standards Intervention carried out with police – 13 vehicles stopped, of which 9 vehicles tested, 7 suspensions completed, 3 subsequently lifted following repair, 2 passes
- Audit of ongoing applications to identify deficiencies & chase documentation
- 2 x advisory letters issued to applicants
- 2 x Final drafts agreed for Nov Licensing Committee Reports (Convictions Policy & Fees)
- Audit of Safeguarding training completions & reminders issued where due
- Licensing Taxi Sub-Committee Report drafted regarding review of driver licence
- 1 x exceptional condition inspection completed
- 4 x complaints investigated – 1 driver -complex & ongoing, 1 driver - verbal warning, 2 vehicles found to be in compliance

Admin

- 8 x Temporary Event Notices processed
- Updated approx. 25 application checks with knowledge test results
- 129 vehicle renewal reminders sent
- 12 driver renewal reminders sent
- 1 operator reminder sent
- 1 x new premises licence issued
- 1x premises licence transfer completed
- 3 x new lotteries issued
- Taxi vehicle upload to Defra completed

Advice provided:

- in relation to submission of various types of licences including new premises, transfers, vary dps, gaming permits, small lotteries, street trading, late night refreshments, temporary event notices.
- dog grooming, dog walking, dog breeding activities
- taxi knowledge tests/safeguarding
- in relation to current premises licence boundaries.
- Various requests for status of taxi applications.
- Requests for application forms to be sent out for various licence types.
- Various requests signposted to the correct department/authority in relation to fireworks, skin piercing, A-board signs, change of use of garage/shop, sale of e-cigs to children, trading times for shops etc.

In addition, 2 appeals against driver licence refusals were dismissed by the Magistrates court on Oct 14th. The Magistrate commended `the excellent decision notice and conclusion as it summarised everything clearly`. This underlines the importance of attention to detail in all aspects of the regulatory role of officers, where drafting of legal documents is an important part of a robust licensing regime.

Licensing Committee

Licensing Committee met in November to consider 3 important policy matters;

Taxi fee proposals were agreed for advertisement, the revised Gambling policy was endorsed for approval by Full Council, and the convictions policy was updated to reflect a small number of changes introduced as part of the suite of statutory taxi and private hire vehicle standards. The review of the convictions policy completes the integration of the Department for Transport standards into Burnley`s local policy.

The committee also discussed spiking incidents which have been widely reported both locally and nationally and will be regularly appraised of steps taken to protect vulnerable individuals from spiking and other criminal behaviour as customers of licensed premises. Incidents continue to be monitored.

Vehicle safety is a priority, and targeted interventions and vehicle testing continue to take place. Monitoring of the impact on safety, of the changes made to vehicle licensing regimes by Licensing Committee in July, are ongoing.

Development Control Chairs report to Council December 21

The Council's planning department continues to be busy and the increase in the number of applications received this year has continued and remains consistent. From January through to the end of September we have received the same level of application we would normally expect to see in a 12 month period with approximately 200 additional applications. We have recruited a new permanent planning officer and brought in some temporary staff to manage the increase in workload and officers are keeping the situation under close review.

The increase in applications for planning permission is very positive news for the Town and demonstrates a confidence in Burnley as a place to invest. The planning committees work is central to this process and we have recently dealt with a varied ranging of applications from commercial and residential developments, small householder and business improvements and change of use applications that seek new uses for our existing buildings.

This page is intentionally left blank



BURNLEY BOROUGH COUNCIL STRATEGIC PLAN PROGRESS REPORT TO THE FULL COUNCIL

DECEMBER 8th 2021

COUNCILLOR AFRASIAB ANWAR, LEADER OF THE COUNCIL.....	2
COUNCILLOR SUE GRAHAM, DEPUTY LEADER AND EXECUTIVE MEMBER FOR RESOURCES AND PERFORMANCE.....	4
COUNCILLOR MARGARET LISHMAN, EXECUTIVE MEMBER FOR HEALTH AND WELLBEING	7
COUNCILLOR JOHN HARBOUR, EXECUTIVE MEMBER FOR HOUSING	12
COUNCILLOR BEA FOSTER, EXECUTIVE MEMBER FOR COMMUNITY AND ENVIRONMENTAL SERVICES	16
COUNCILLOR ASIF RAJA, EXECUTIVE MEMBER FOR ECONOMY AND GROWTH	21

COUNCILLOR AFRASIAB ANWAR, LEADER OF THE COUNCIL

Progress against our strategic commitments

Strategic commitment	Progress update
<p>PR1- We will contribute to the strategic direction of local, sub-regional and regional partnerships, and will position the borough for economic development investment.</p>	<p>Lancashire Leaders are continuing to hold preliminary discussions to hopefully negotiate and secure a devolution deal for Lancashire from the Government. It is essential that all Members have an opportunity to discuss this and a report is currently being developed that will come to all Councils in Lancashire early in the New Year.</p> <p>I recently gave a presentation to the LEP's Annual Conference on the difference programmes and projects we have underway in Burnley. There was great interest and support from businesses and partners for thjs Council's ambitious plans.</p> <p>In October, the Regional COP 26 event organised by the Lancashire LEP took place at Towneley Hall. It was really positive that Towneley was chosen as the venue to highlight a range of projects and initiatives that are seeking to address climate change.</p>

Strategic commitment	Progress update
<p>PE1- We will work with partners to make the borough a place of aspiration, including supporting efforts to increase education attainment and skills development</p>	<p>ESOL (English as a second language) for pre-entry/entry level.</p> <p>35 learners have started their classes at either Heasandford School (11), Burnley boys and girls club (12) and Burnley youth theatre (12)</p> <p>A total of 47 assessments were completed and those not suitable were referred on for further support with Burnley College and Lancashire adult learning.</p>

A further 30 potential learners will have their assessments on 7th December.

Learners can also benefit from social activities alongside the formal taught classes, which have included physical activity with Beat the Streets; gardening at Off Shoots; creative sessions with Burnley youth theatre; and cooking with Burnley FC community kitchen.

Holiday Activities and Food Programme

The summer fun, food and friends programme has been a great success with 980 individuals taking part in the programme, of which 77% were on free schools meals, attending 11,535 sessions. A full report is available detailing activities and expenditure and attendee information. A film highlighting the project was also produced.

Providers are now busy planning their winter activities for over the Christmas holiday period.

PASTA

We have also secured £30,000 from LCC public health for the PASTA programme –play and skills at teatime activities. The scheme will provide after school clubs for children aged 5 to 8 years to targeted local families with the aim of promoting healthier eating and physical activity in a fun, interactive and safe environment. We are required by the funder to target activity in Hapton with Park, Daneshouse with Stoneyholme, and Rosegrove.

COUNCILLOR SUE GRAHAM, DEPUTY LEADER AND EXECUTIVE MEMBER FOR RESOURCES AND PERFORMANCE

Progress against our strategic commitments

Strategic commitment	Progress update
<p>PL5- We will prepare and deliver a new Climate Emergency Strategy.</p>	<p>A strategy in response to the Council's response to the climate emergency is due to be presented to the Executive for consideration in the New Year.</p> <p>In the meantime, I am pleased to report that the Council is working towards a carbon literacy accreditation. Carbon literacy training is being organised for all staff. I would also recommend that the training is extended to all Members and I understand that this shall be considered by the Member Structures Working Group.</p>

Strategic commitment	Progress update
<p>PF1- We will manage our contract with Liberata robustly, so it delivers value for money and good services.</p>	<p>At the last scrutiny committee, the contract annual review was presented.</p> <p>Benefits processing is on target. Against a target of 9 days, the Q2 result was 2.87. The latest available data for comparison with other areas is from Q1 21/22 (this measures housing benefit processing only) and shows that Burnley's housing benefit processing time overall was 3 days. This was the fastest in the North West, where the average time taken was 7 days.</p> <p>With 54% of calls answered within time, contact centre responsiveness missed the target of 80%. Staff turnover, coupled with longer and more complex calls because of the pandemic, account for the drop in performance. Recruitment has been undertaken and a remediation plan is in place. A service credit has been applied for missing the target.</p> <p>Council Tax and NNDR collection rates have been affected by the pandemic, though Liberata have maintained Burnley ahead of national achievement levels.</p> <p>Payroll accuracy levels of 99.9% have been maintained.</p>

	Liberata exceeded the contractual obligation to create new roles in Burnley (100 by the 5 th year of the contract), by 25 roles.
--	---

Strategic commitment	Progress update
<p>PF2- We will adopt a Medium Term Financial Strategy that will put the Council on a sustainable financial footing. This strategy will set the framework for preparing annual budgets, ensuring the annual budget strategy is set within the context of the longer-term outlook.</p>	<p>Revenue Budget</p> <p>The Council has reported an estimated net overspend position of £86k for the 2021/22 financial year, included elsewhere on the Full Council agenda, which will be met from the Covid Reserve. This is an improvement on the net estimated deficit for the financial year of £195k reported in September 2021. This is after taking into consideration £237k from the Sales, Fees & Charges Compensation Scheme and £719k of un-ringfenced Central Government funding.</p> <p>The Medium-Term Financial Strategy for the period 2022/25 continues to be reviewed with the updated position reported to Full Council in February 2021 following the provisional budget settlement which is due to be announced by Central Government later this month. As reported to Full Council in September 2021, the budget gap for 2022/23 is estimated to be £0.7m and savings have been identified to bridge this gap, £139k. The Chancellor announced that there would be a 3-year budget settlement later this month which will provide the Council with some funding certainty over that period.</p> <p>Statement of Accounts</p> <p>The Council has published its draft Statement of Accounts by the extended deadline of 31st July 2021. Grant Thornton, the Council's external auditor, have commenced their audit of the draft accounts and are expecting to present their audit findings to the January meeting of the Audit and Standards Committee.</p> <p>Universal Credit</p> <p>The number of new Universal Credit claims has increased by around 15% since the start of the pandemic. This in turn drives an increase in claimant numbers for council tax support. As at the 1st November 2021, the number of claimants in receipt of council tax support was 10,314, compared to 10,514 at the same date last year. The Council will continue to monitor the impact on claimant numbers following the closure of the Government's furlough scheme on the 30th September, although there doesn't appear to be an increase in the number of council tax support claims to date.</p>

Council Tax and Business Rate Collection Rates

The Government has extended the Expanded Retail Discount into 2021/22 which provides eligible retail, hospitality and leisure properties with 100% business rate relief until 30th June 2021 and reduces to 66% for the remainder of the financial year. As a result, the collection rates for business rates are difficult to compare with previous years. It is estimated that the collection rates for 2021/22, up to the 31st October, are 4.0% below the target of 97.5% for the year. At the end of August the collection rate was 4.5% below target so we are seeing some improvement on the collection rate as the year progresses and we are expecting further improvements by the end of the financial year. Council tax collection rates are 1.2% below the target of 94.5% for the year. As at the 31st October, collection rates for council tax and business rates were 60.1% and 60.4% against targets of 61.3% and 64.4% respectively.

Strategic commitment	Progress update
<p>PF3- We will develop our digital strategy, so that more residents transact with us online and we will continue to deliver services more efficiently.</p>	<p>In Q2 there were 281,000 sessions held on burnley.gov.uk and 57% of “report it” or “request it” transactions were made online. As previously reported, work continues to improve the mobile experience for our customers during 2021/22 through an improved website. 45% of revenues transactions and 25% of benefits applications were made online in the year to date (compared with 16% and 11% respectively in 2019).</p>
<p>PF4- We will deliver our Organisational Development strategy, ensuring we plan for the structures and capabilities that the organisation needs, and empowering our workforce to deliver the objectives of the Strategic Plan. This will include embedding hybrid working patterns where this improves productivity.</p>	<p>Following on from my update at the last Council meeting, plans have been put in place to begin formalising hybrid working arrangements.</p> <p>Since Spring, staff who have been working from home have gradually been coming back into the workplace. There are benefits to homeworking/agile working (which will be adopted in the new policy). However, we need to make sure we fully utilise all the positive aspects of being a team organisation and working from the same office. The hybrid working arrangements will require staff to maintain a presence from the office as well as being afforded the ability to work in an agile way. As always, the needs of the service will determine how this is implemented for the relevant service units.</p>

	<p>Health and safety considerations continue to remain a priority and health and safety risk assessments have been undertaken.</p> <p>A draft hybrid working policy has been produced which will further inform how we work in a hybrid manner going forward. This policy is currently being discussed with the Trade Unions.</p> <p>It is also worth stressing that for certain types of work, home working is not viable or possible.</p> <p>I would like to place on record my appreciation to all staff who have been extremely flexible over the last 18 months. Without their commitment, innovation and dedication, it would not have been possible to keep up the high levels of performance and support for residents during such a challenging period in our history.</p>
<p>PL6- We will invest in our heritage assets for the benefit of this, and future, generations.</p>	<p>Town Hall Stone works</p> <p>The stone works are still on target to be completed by the 31st March 2022 and costs remain within the budget approved at Full Council in February 2020. An outbreak of dry rot has been found in the Council Chamber which is being investigated. The remedial work will be funded from existing repair and maintenance budgets. The Town Hall is a Grade II listed building, and the Council has a legal responsibility to maintain it to a certain standard.</p> <p>Towneley Hall</p> <p>An update on the funding application submitted to MEND are covered in the Strategic Report of the Executive Member for Health and Wellbeing. However, I am pleased to confirm that officers are progressing work to tender the repair contract with the aim of starting on site in mid-summer 2022 and completing the restoration by March 2025.</p>

COUNCILLOR MARGARET LISHMAN, EXECUTIVE MEMBER FOR HEALTH AND WELLBEING

Progress against our strategic commitments

Strategic commitment	Progress update
----------------------	-----------------

PE4- We will work on the wider determinants of poor health and will deliver our COVID-19 community recovery plans

Testing

Agile pop-up Lateral Flow Testing (LFT) distribution of kits continues to be delivered within the Borough to encourage people to continue with repeat testing.

Some workplaces continue to operate in-house testing schemes, but most have now reverted to promoting home testing by their employees.

Any suspected workplace outbreaks continue to be investigated by the Environmental Health Team, and support offered. There is little evidence of significant transmission in workplaces at the moment.

Contact Tracing

A 'Local 24' case tracing service is still operational, where uncontacted cases are referred to the Council (& LCC out of hours) for tracing from NHS Test and Trace after 24 hours. It is anticipated that all local tracing services will be provided by LCC early in the New Year. Local Contract Tracing continues to be delivered on behalf of the Council via Liberata colleagues and this will continue until the service is delivered by County colleagues.

Vaccination Programme

The Government has stressed the importance getting the booster jab if eligible. All over 40s can now book. In addition to the town centre site in Charter Walk, it is possible to book a booster jab on the national NHS booking site at Brunshaw Pharmacy's clinic in Stoneyholme community centre.

At the time of writing, Burnley had the lowest rate of infection in Lancashire. But I would like to ask members to remind residents to take care this winter by following the latest scientific advice. Please remind friends, family and residents to get tested before any social occasion and to keep fresh air circulating in enclosed spaces.

Burnley Together

The number of contacts received by Burnley Together over the last quarter has reduced slightly on the previous quarter. In total Burnley Together handled 3,857 contacts, averaging 297 per week. This includes the requirements to follow up Track and Trace contacts, and the commitment to call community members previously identified as vulnerable to check their needs in the lead up to winter are being met.

A significant part of the team's work in the last three months has been contacts regarding requests for food parcels. In the last quarter calls received relating to food provision accounted for 65% of all contacts received. This means we are referring circa 190 families for food parcels each week.

	<p>Key projects including reducing dependency on the foodbank. The Burnley Together team are working with Burnley FC in the Community and the Council for Voluntary services to move from a delivery service to a community pick up for food parcels in priority areas.</p> <p>Burnley Together have also launched the annual children's Christmas present appeal and will be working with schools and community groups over the coming weeks to collect Christmas presents for children from disadvantaged backgrounds. Last year Burnley Together distributed 8,000 presents and anticipate a similar amount again this year. I would encourage all members to support this worthy cause.</p>
<p>PL4- We will implement our 2015-25 Green Space Strategy.</p>	<p>Bereavement Services</p> <p>I'm pleased to report that work to re-roof the crematorium is now complete and service times have returned to normal. Refurbishment of the pews and flooring is progressing in the coming weeks and services will not be affected.</p> <p>Towneley Hall</p> <p>The council has now submitted a funding application to the Arts Council's Museum Estate Development Fund for a significant grant which, if approved, will contribute to the cost repairs at Towneley. The repairs will include a complete re-roofing, stonework repairs, replacement and repair of over 130 windows, timber treatment and extensive work to repair the 18th century plasterwork ceiling in the great hall. The project will ensure that this historic building is protected for the enjoyment of future generations.</p> <p>The MEND programme is competitive with just £18 million available nationally and the Council expects to hear in February.</p> <p>In the meantime, officers are progressing work to tender the repair contract with the aim of starting on site in mid-summer 2022 and completing by March 2025.</p> <p>Parks & Green Spaces</p> <p>This year's Towneley Bonfire & Fireworks Display was a success, with 7,000 tickets sold online and I would like to express the Council's thanks to BooHoo and Urbaser for their generous financial sponsorship and to Burnley Leisure for their support with the on-line ticketing, which used the same on-line box office that the Mechanics Theatre now uses. This has also allowed us to obtain valuable on-line feedback, which will be used to improve next year's event.</p>

Work is underway planning events for next summer and I am pleased to report that the organisers of the Retro/Wileout music festival are interested in returning to Towneley for an expanded series of 3 festival days that will take place in early July.

Play Strategy

The revised Play Strategy will be circulated to members for consultation before Christmas and will include recommendations on the provision of pump tracks and wheeled sports areas, as there has been interest from councillors in the provision of new facilities in a number of wards.

Padiham Greenway

Sustrans, the charity which owns Padiham Greenway has completed the geotechnical investigation into the cause of the subsidence which has closed the greenway bridge. Their contractors have also undertaken high pressure grouting with the aim of stabilising the subsidence. The bridge will be carefully monitored over the winter period, whilst Sustrans progresses its' claim that the Coal Authority should accept that the subsidence is due to old mine workings that extend beneath the bridge. If successful, this will open an avenue to secure funding to pay for a solution.

Both the greenway bridge and the adjoining public right of way bridge will remain closed for the foreseeable future.

Worsthorne Recreation Ground

Work is progressing with the surfacing of the perimeter path and the contractor that is working on behalf of Fulfilled Colts Junior football club will shortly be making the service connections that will allow work to proceed with the club house.

Climate and Biodiversity Action

To mark National Tree Week, volunteers have planted the first of the 48 micro-woodlands that will be planted in Burnley between now and the end of March 2022 as part of the Pennine Lancashire Treescapes Project, which is a partnership with our neighbouring authorities.

A total of 16,000 woodland trees, covering an area equal to 26 football pitches, are being planted together with woodland and orchard tree collections in primary schools. Details of the community planting activities, that will be taking place will be circulated to Councillors before Christmas.

These new woodlands will absorb up to 6,000 tonnes of carbon dioxide over the next 50 years, provide habitat for wildlife and help green our town.

Britain in Bloom

	<p>I am delighted to report that Burnley Town Centre has been presented with a Gold Award in the Britain in Bloom North West scheme.</p> <p>The award recognises the quality of the floral displays in the Town Centre provided by Green Spaces staff and also the for work undertaken by staff and volunteers at Charter Walk shopping centre, which include a mini allotment.</p> <p>The Council has also received many compliments from the public for the traditional floral displays and also for the wildflower areas around the town centre which are both colourful and great for pollinating insects.</p>
--	--

Strategic commitment	Progress update
<p>PE2- We will continue to develop the leisure and cultural offer in partnership with Burnley Leisure.</p>	<p>Cultural Strategy Burnley Leisure has begun work to develop a new Cultural Strategy for the borough. The Strategy will set out the strategic context and direction for cultural development ensuring that the objectives of the Council, Trust and other cultural partners are aligned. The Trust will be consulting with cultural partners with the aim of having a draft strategy available for review by Easter 2022.</p> <p>COVID19 Recovery The Trust is continuing to make a strong recovery following the pandemic with growth in gym membership and participation in exercise classes. The Council is working with BL to ensure that it ends the financial year in a sound financial position.</p> <p>Beat the Street The 6-week Beat the Street programme concluded with total participation of 10,500 people, of which 65% were children and a total of 80,000 miles were walked or cycled. The delivery partnership is continuing with the aim of ensuring that the engagement that was achieved through Beat the Street continues.</p>

COUNCILLOR JOHN HARBOUR, EXECUTIVE MEMBER FOR HOUSING

Progress against our strategic commitments

Strategic commitment	Progress update
<p>PL2- We will improve the management and condition of rented accommodation.</p>	<p>Selective Licensing</p> <p>Selective Licensing: Burnley Wood with Healey Wood, Leyland Road area, Ingham and Lawrence area 2016-2021</p> <p>The designations for the above three areas came to a close on 14th November 2021. Officers are still working on a number of legal cases regarding offences committed during the designations; in the last month the team have prepared a prosecution for failing to licence a property, and issued a Civil Penalty for the same offence to another landlord totaling £10,000.</p> <p>Officers have also recently undertaken work to enforce the condition requiring licence holders to supply gas safety certificates for their properties to the authority. Officers identified 659 licensed properties where the GSC we held on file had expired and requested an updated version. To date, 83% of licence holders have complied with the requirements. Work continues to ensure the remaining licence holders are compliant, and we are preparing civil penalty notices where this is not the case.</p> <p>Selective Licensing: Burnley Wood with Healey Wood and Leyland Road area Consultation</p> <p>The consultation to designate new licensing schemes in the above areas finished on 24th October. Officers are now gathering the results of the consultation, and proposals will be presented to the Council's Executive on 17th January 2022.</p> <p>Selective Licensing: Trinity, Queensgate with Duke Bar, Gannow and Daneshouse & Stoneyholme areas 2019-2024</p> <p>In relation to the four designations that commenced in November 2019, we are making good progress and have received applications for approximately 87% of properties we believe require a licence in these areas. Of those complete applications received, we have granted over 1892 licences, accounting for 87% of those received. Officers are continuing to identify any other houses that are required to be licensed were applications have not been made.</p> <p>Two financial penalties for £5000 have now been served in respect of properties not being licensed. In addition, 2 cases have also been submitted to legal services for them</p>

to pursue prosecutions for the offence of not licensing a property.

Two applications have been refused and 4 are at the intention to refuse stage where management arrangements for the properties are not satisfactory. Further action will be taken in order to ensure these properties become licensed.

An interim management order was made on the 11th October 2021 for a property in the Trinity area, because there was no prospect of the property becoming licensed. The Council are now managing the property and dealing with all tenancy-related matters.

Private Rented Disrepair

Since the start of April 2021, the Council has received and dealt with 195 new disrepair complaints from private rented sector tenants. The Enforcement Team has a current caseload of approximately 190 open/ongoing private rented sector disrepair and proactive inspection cases, which includes planned housing inspections. The enforcement team significantly reduced the number of planned inspections on the waiting list to 15.

The majority of disrepair cases are dealt with informally over the telephone/ or by email and resolved promptly. In cases of serious non-compliance, formal enforcement action will be taken to ensure that tenants in the Borough live in decent homes, free from disrepair.

The Minimum Energy Efficiency Standard (MEES) project is continuing and has to date assessed 3,200 Energy Performance Certificates (EPC) which have been identified as having a low rated 'F' and 'G' EPC. This has resulted in letters being sent out to 403 private landlords with a request to provide a valid EPC of an E rating or above as set out in the regulations. The Council is also asking for valid gas certificates and electrical reports (EICR). Landlords failing to comply may result in the Council taking formal enforcement action against them.

Strategic commitment	Progress update
PL3- We will work with partners to improve quality and choice in the borough's housing stock,	New Homes The programme of new homes in Burnley remains strong and new properties are coming to the market across the borough offering residents a broad choice of homes and locations.

and reduce the blight of empty properties

McDermott Homes are progressing well with their development at Kiddrow Lane and Gleeson Homes continue to develop out their two sites at Barden Lane and Hapton. Miller Homes are now well underway with their current development at Red Lees Road and are reporting a healthy interest and strong sales. Barnfield Homes are also reporting a very successful development at the Barden Marina with all the properties now sold.

Calico's affordable housing programme continues to gather pace with 42 affordable homes at Tay Street due to complete in March next year, 67 properties complete and occupied at Station Road in Padiham and 10 apartments in the conversion of the old Perseverance Mill office block. These properties will meet a range of different housing needs, contribute to our affordable housing offer and also making excellent use of previously developed land. Calico's latest development at the land off Sycamore Avenue in Burnley has now got all the pre-commencement conditions discharged by Planning and has started on site. This scheme will see 22 family homes and 12 apartments that will finish off a stalled housing site improving the appearance of the land and making a positive contribution to the local area.

Empty Homes Programme

The Council continue to work in close partnership with Calico Homes on their empty homes programme in the Trinity area and we are now working to contact owners of vacant properties with a view to acquire empty homes for renovation and reuse.

The compulsory purchase programme is continuing with a report to Executive in December seeking approval to progress a further 8 compulsory purchase orders.

We have had a steady interest in the interest free loans programme and so far this year we have had 9 applications.

Renovation work on properties that we own has been slow starting again this year, but we currently have three underway with three more ready to tender. Prices for raw materials are still climbing and we have seen renovation costs increasing to reflect this.

Reducing the number of empty homes in the Borough is a key priority for the Council and helps achieve the strategic objective of making Burnley a "place of choice". The council have put further resources into the Empty Homes Programme over the last three years and have seen the numbers of empty homes fall below 2,000 for the first time since before 2004, and the number of properties brought back in to use approaching 1000.

Strategic commitment	Progress update
<p>PE3- We will work with partners to provide the necessary support systems to reduce homelessness and end rough sleeping in the borough.</p>	<p>We continue to accommodate all rough sleepers who require accommodation.</p> <p>Top assist with our temporary accommodation provision we manage 10 units of accommodation in the borough consisting of 1 x 4-bedroom HMO and 9 properties made up of 2 and 3 bed houses. In addition, we have commissioned 10 units of A Bed Every Night. This gives the service access to 23 units with the ability to be flexible and increase or reduce the numbers as required. We now also have access to two small B&Bs in Burnley if all our accommodation is full. This means fewer people are being placed outside of the Borough for temporary accommodation.</p> <p>We keep the demand and supply of temporary accommodation under review and are currently sourcing some additional units to manage the demand.</p> <p>Multi-disciplinary team meetings chaired by housing continue to be held fortnightly bringing in other agencies and partners to assist with health, addiction and housing, providing a comprehensive approach to assisting rough sleepers and people at risk of sleeping rough. We now have attendance from a health care practitioner who completes a health assessment on people referred to the services.</p> <p>Between 1st April 21 and 31st Oct. 2021 the housing needs team have received 981 enquires for housing assistance. We have provided temporary accommodation for 100 households. We have successfully prevented or relived 146 households from homelessness or the risk of becoming homeless. As at 5th Nov. we have 228 active cases.</p> <p>Burnley have been part of a successful bid along with other Pennine Lancashire Councils, for AFO funding (accommodation for ex-offenders) and have been awarded £198k. This funding will help people with a history of offending behaviour find and secure settled accommodation.</p> <p>Burnley are also part of a successful Lancashire wide bid for Changing Futures Funding that has received £6.8million to assist people with multiple and complex needs. Navigators will be employed to help service users build trust and confidence in the system, connecting people to Enhanced Service Hubs and advocating on their behalf. The hubs will respond to the diverse needs of the individual and provide integrated care across the whole spectrum of needs.</p>

COUNCILLOR BEA FOSTER, EXECUTIVE MEMBER FOR COMMUNITY AND ENVIRONMENTAL SERVICES

Progress against our strategic commitments

Strategic commitment	Progress update
<p>PL1- We will implement a range of initiatives to maintain a clean, safe, attractive and environmentally friendly borough. This will include a focus on reducing dog fouling.</p>	<p>Waste & Recycling Collection Services</p> <p>The annual waste collection calendars have been delivered to all households across Burnley. Key dates from the calendar are:</p> <ul style="list-style-type: none"> • Garden waste services will pause for its winter break from 13th December and resume on 14th March. • Real Christmas tree collections will take place on Monday 10th January 2021. <p>There are no changes to the collection schedule this Christmas, due to Christmas falling on a weekend. This year has been an extremely challenging year for the waste and recycling collection teams. During the pandemic a significant amount of extra waste and recycling has been collected due to residents spending more time at home. Urbaser collection crews have done a fantastic job of maintaining service as normal whilst dealing with the extra pressures which Covid has placed upon the service.</p> <p>Waste & Recycling Services</p> <p>I'm pleased to report that the Recycling Wheeled bin service has been extended to over 600 properties which were deemed suitable for a wheeled bin collection. These bins have been delivered by the crews to residents during November.</p> <p>An additional 800 properties have also been contacted as part of a consultation exercise to determine if residents from the identified areas would like to join the wheeled bin recycling scheme. The Consultation closed at the end of November and these responses are currently being reviewed. Any additional changes will be made in Spring 2022.</p> <p>Soft Market testing for a Greener Fleet for Refuse and Recycling planned for 2022</p> <p>The current Waste, Recycling and Street Cleansing contract with Urbaser will end in 2025. The procurement for a contract of this size can take approximately 18 months to complete, so will start in 2023. As part of the planning for the next contract, the Council intends to review a range of vehicle options which are available within the marketplace during 2022. Options will be considered particularly with the intention of reducing the carbon footprint of Council services.</p> <p>Environment Enforcement</p>

Streetscene continue to target those offenders who commit environmental offences. Fixed penalty notices issued for litter, dog & flytipping offences are;

August 2021 = 71

September 2021 = 74

October 2021 = 93.

As of August 2021, LA Support officers have been upskilled to enforce and carry out doorstep interviews in relation to black bags on backstreets. This is a priority issue in some challenging areas. This has been well received by residents. The "WHO DUNNIT" dog foul campaign & hotline is ongoing and has produced lots of intelligence and is used to inform and influence weekly targeted patrols undertaken by LA Support. New warning letters have been produced for suspected offenders. Follow up conversations with complainants have been positive and resulted in Fixed Penalty Notices being issued to those who allow their dog to foul. This is a strong example of partnership work with the Council, its partner and the residents all working together to address littering and dog fouling.

Ongoing social media campaigns SCRAP (*Suspect, Check, Refuse, Ask & Paperwork*) national campaign and zero tolerance on flytippers has seen a reduction in reports of flytipping in rural areas. This has been re-enforced by the introduction of new mobile covert camera technology following successful trials in hotspot areas.

Tackling fly tipping remains a top priority for Streetscene and the work to address problematic back streets and open areas will continue.

Engineering:

Electric Vehicle Charge Points

The King St Car Park charging points are now energised and Centenary Way car parks will be energised mid December. These units are part of a joint project across several district Council's with the aim of encouraging the use of more energy efficient vehicles by the taxi fleet. The charge points will also be available for the general public to use.

The Council is developing an Electric Vehicle strategy as part of the work to prepare a bid for funding to provide charge points for residents who have no off-street parking. The strategy will identify the various user groups and their needs, and the various strands of activity that the Council might undertake to provide charge points and to encourage and assist others to do the same.

Scoping work around the provision of charge points at various Council sites to support the existing EV fleet is under-way.

The work will assess the existing power supply arrangements for future demand planning. Alongside this similar consideration is being given to planning for public charging at Council sites.

Rowley Reservoir

The Government appointed Reservoir inspector will be visiting site at the end of November 2021. Council is duty-bound to provide an Emergency Plan to the Department for the Environment Food and Rural Affairs (DEFRA) by the end of March 2022 to include emergency draw-down in the event of a dam failure.

Next year 2022 is the 'once a decade' detailed survey and report to Government and DEFRA with respect to the condition, structural stability, operation, water quality and safety of the reservoir.

Lower St James's Street

The design and construction of the public realm has now been completed. Further updates on the overall scheme can be found in the report for the Executive Member for Economy and Growth.

Christmas Illuminations

All the Christmas decorations have been commissioned and tested. Burnley, Padiham and all the Parish Council's lighting will be switched on by the time of this report.

Anti-Social Behaviour (ASB) & Burnley Youth Panel

Community Safety partners have been working together to identify the local priorities for Burnley and Padiham and, using established multi-agency practices through MATAC and other forums, develop plans to tackle these challenges.

In recent months the focus for community safety partners has been around ASB and young people and the complex issues that are associated with these problems.

An example of this good work was Operation Blackrock which, following persistent reports of youth ASB in one of our wards, was a piece of work that pulled together a wide range of partner agencies, from local authority, neighbourhood and specialist safeguarding police teams, Health, Education, and Children's Social Care. The Operation brought to the fore a wide range of complexities in supporting local residents but also a number of safeguarding issues associated with the young people and it was possible to address these thanks to the breadth of partnership working involved. This has been recognised with the award of the Lancashire Constabulary POP award (problem-oriented policing) and has since been put forward for the Constabulary national awards.

Safer Streets Project

All work streams on Safer Streets 1 are now complete, with the exception of the completion and fitting of a number of back yard gates and back doors. These will be completed by the end of January 2022.

In addition to improved CCTV and green spaces, over 400 properties have directly benefited from home security improvements such as improved locks, security lights, replacement doors, and improved back yard gates. There have also been 11 new alleygate schemes delivered as part of the funding and the initiative has been well received by local residents.

As part of the Pennine Community Safety Partnership, Burnley was involved in the submission of a bid for the third round of Safer Streets funding. Following the tragic murder of Sarah Everard in London the focus for round 3 was changed from acquisitive crime to public safety and as such Pennine CSP submitted a bid focusing on night time economy hubs in East Lancashire, including Burnley. This bid was submitted as the tertiary bid for Lancashire but such was the high volume of applications for the fund, only a small number of secondary bids and no tertiary bids were successful.

Community Safety & Domestic Abuse

The Council continues to make strong progress in its response to the priorities within the revised Domestic Abuse Act (2021). In particular, working within a County Group and in partnership with the County Council and other key stakeholders, the Council is currently working on the requirements within the Act that is known as the Part 4 Regulations. The Regulations require local authorities to review the provision of safe accommodation for victims and their children. During 2021, the Council received £31k of funding from Central Government and working in partnership with Safenet our local Domestic Abuse Provider we are looking to develop key roles that will strengthen the community outreach services for victims and their families from early 2022.

Following a stringent application process the Burnley Council was awarded White Ribbon Status as recognition of its continued commitment to tackling domestic abuse and gender violence. To raise awareness the White Ribbon logo is now on the bottom of every email the Council sends out.

The 25th November marked White Ribbon Day and the start of the 16 Days of Action against Gender Violence. The Council leads this campaign locally with a joint statement with Burnley Football Club as well as using its social media channels to promote messaging.

Community Safety Partnership (CSP) Communications Plans

The Council will be delivering a darker nights / Christmas Safety comms campaign, supporting that of Lancashire Police, to raise awareness of safety issues around the festive period.

Alleygating

7 new schemes have been selected for this year and consultation has begun with residents. Demand remains high with 2021/22's application list being 85 strong, despite a combined roll out of 17 new schemes in 2020-21 through the Council's Capital Program and Safer Streets Grant.

Pennine Community Safety Partnership

Burnley Council continue to take an active role in the partnership work carried out by the partnerships working groups, working with other districts and services to share best practice and ideas, and working towards the CSP's strategic priorities.

COUNCILLOR ASIF RAJA, EXECUTIVE MEMBER FOR ECONOMY AND GROWTH

Progress against our strategic commitments

Strategic commitment	Progress update
<p>PR2 - We will proactively support the borough's businesses to innovate and expand, and make the borough a natural choice for business relocation.</p>	<p>Business Support</p> <p>The business support team are currently working with 25 companies looking to relocate into the borough or expand within it. These include enquiries from various sectors including Training, Food & Drink, Advanced Manufacturing and Creative & Digital</p> <p>The 9th annual Burnley Business Week was held on the 1st to the 5th of November and was a success. The week provided free business workshops, seminars and drop-in sessions with business experts. Events ranged from 'how to go about starting your own business' to a masterclass in 'how to retain staff and build a future'. My thanks go to UCLAN for being the week's event's sponsor.</p> <p>Community Renewal Fund</p> <p>The Council in partnership with Pendle and Rossendale councils and Growth Lancashire have been successful in securing £994,083 from the UK Community Renewal Fund to deliver a business grants programme across the three boroughs.</p> <p>The Council are the Accountable body for the project with Growth Lancashire being our delivery partner and will be managing and delivering the grants on behalf of all three districts.</p> <p>The programme has three areas of support:</p> <ol style="list-style-type: none"> 1. Revenue Growth and Innovation grants up to £100k. Covering Research & Development, new product development, feasibility studies, new or improved technology solutions. Eligible sectors include digital, manufacturing, engineering, retail, leisure, hospitality. 2. Capital Growth and Innovation grants up to £20k explicitly supporting local manufacturers in developing low carbon technologies by acquiring new machinery. This complements a similar proposal led by the Chamber of Commerce. 3. Five revenue start-up grants of up to £20k to fund professional services, small items of equipment or to subsidise cost of renting new or larger commercial premises. For any business trading less than 3 years. <p>The programme will support the creation of 100 new jobs and safeguard a further 50.</p>

Full details and the grant criteria are currently being worked on and once available will be published on the Council's website. The Business Team have been working with businesses over the summer who may be eligible for the support and these will be contacted once the process and procedures are in place.

Padiham Town Hall Business Hub - Room & Power

We are now in the final stages of the external refurbishment works which will see the scaffolding removed before the end of the year. The building has 7 fixed offices of which 4 are let and the remaining three are under offer. The Co-working space will be finalised during December with a launch event planned for shortly after completion.

Vision Park

The largest unit, A-B has now sold with the handover to the company completed. The two remaining units (5 and 8) in the multi-occupied block have leases signed and agreed with completion dates agreed for December and January respectively. This will take the site to 100% occupancy.

Burnley Brand and Burnley Bondholders

100 bondholders attended the Burnley FC Burnley Bondholder event, where they took part on a Q&A with club chairman Alan Pace. 9 new bondholders joined since end September 2021.

The Business Support Team are driving the "Ask a Bondholder" initiative which will facilitate bondholders to offer peer to peer business support. 40 bondholders have signed up to offer under a pilot, to establish if we can successfully roll this out to non-bondholder members. .

We have produced 3 sector videos covering Logistics, Digital and Creative; and Advanced Manufacturing and Engineering, under the Burnley.co.uk brand. These shine a spotlight on some of the sectors in our borough and will be used for press, in schools, for bondholder marketing material and to progress the brand's goal to encourage businesses to invest and remain here and to attract a talented workforce.

[Burnley's Advanced Manufacturing and Engineering Sector - YouTube](#)

[Burnley's Digital and Creative Sector - YouTube](#)

Eight #madeitinburnley videos have been published to showcase some of the young professionals who have built a successful career in Burnley. This is part of a bondholder

plan to drive aspirations and encourage young people to remain in the borough.
 InBusiness Burnley was published 6th December online and distributed to 3,800 businesses across East Lancashire and further afield. A copy can be viewed at:
https://issuu.com/burnleygraphics/docs/r_pp_bb_inbusinessburnley_18-17699

Strategic commitment	Progress update
<p>PR3- We will deliver the Town Centre and Canalside Masterplan, and strategic projects in Padiham Town Centre.</p>	<p>Burnley Town Centre Burnley Town Centre continues to recover positively following the lifting of restrictions over the summer. In October 2021 Burnley was once again in the top 10 nationally for footfall recovery in the Centre for Cities High Streets Recovery Tracker. Footfall is now exceeding pre-covid levels. The Spend Index shows a slower but positive recovery with spend in October exceeding pre-covid levels. The Weekday Index looks at day time footfall as a proxy for return of workers to town centres. During October figures have recovered significantly as more office workers return to work. The Night Time Economy Recovery figures remain subdued with footfall remaining below pre-covid levels but this reflects the situation nationally.</p> <p>Pioneer Place On 28th October the Executive and then Full Council approved an increase in the budget and changes to the financial arrangements with the developer Maple Grove. All legal agreements are being finalised to allow for contracts to go unconditional and start on site.</p> <p>Charter Walk The Council successfully completed the acquisition of Charter Walk Shopping Centre on the 20th October. The existing Asset and Property Management Teams have been retained to ensure a smooth transition in ownership and continuity for tenants. The transaction was the culmination of a massive effort from teams across the Council over the summer.</p> <p>Burnley Business Improvement District (BID) The BID are hosting a programme of events from 20th November to 18th December leading up to Christmas. There will be roaming street acts, music and a giant snow globe. The events are funded by the Welcome Back Fund. The BID has been successful in securing approval from The Arts Council for funding totalling £35,500 for a year of engagement with the local arts community, research and development with an associated arts programme leading to: 1) A festival celebration and 2) A sustainable five year town</p>

centre cultural engagement plan positioning Burnley as a cultural visitor destination, a thriving creative town and a strategic creative partner.

The monthly Artisan Market has proven very successful with both traders and visitors. The final market for this year was held on the 3rd December. The Artisan Market will return next year as a regular fixture on the first Saturday of each month commencing in February.

Burnley Market Hall

Burnley Market continues to increase its occupation rate with a new hairdresser, tailor, sweet stall, book stall, Vegan stall, a pet food stall and a doughnut stall opening since September. The occupation rate now 81% compared with 55% in October 2019.

Post Covid footfall has steadily increased with 21,000 visits in week commencing 15th November which compares with 19500 visits in the same week in 2019 and 6500 in 2020.

Market Hall traders held an outdoor markets on Curzon Street in September and October to raise awareness of the market.

The event has been popular with both traders and public and the last one for this year will be held on the 4th December.

The Arty-Crafty Market has been well attended in October and November with the final one this year being held on the 18th December.

On 20th November Burnley Market held its first ever Christmas Lights Switch On show in an area of the food court. This was a phenomenal success with an additional 3,000 visits on the day. It was an extremely busy day and all staff who worked were fantastic. Feedback from traders and public alike was very positive.

Lower St. James Street Heritage Action Zone

The HAZ project received an additional £100k from Historic England to support further stabilisation works at Burnley Empire following the asbestos removal scheme earlier in the year. The rest of the project has gained momentum, with planning permission granted to 143 St James's Street and planning applications have submitted for 2 other properties which can progress as grant funded schemes next year.

The Cultural Consortium is implementing a programme of funded cultural events known as "Counter Culture", celebrating the town's historic high street area around Lower St James. Recent events have included "Saturday Girl" pop up event led by award winning photographer Casey Orr. Culture Fest 21 included a weekend programme of cultural events at venues around Lower St James Street, including at 10 local shops and music venues. Over 680 residents attended this event and there are plans to make this an annual celebration. Both events have been well received by the local community.

There has been a marked increase in footfall on Lower St James's Street between January 2021 and October 2021 by approximately 1000 people.

Padiham Town Centre

The town centre manager continues to support businesses with covid business support and to deliver a programme of events to bring extra footfall into the town.

A shop local campaign is being promoted to encourage visitors to shop local in Padiham this Christmas. Padiham Christmas light switch took place on Saturday 27th November, with festive Christmas markets, magical street animation, giant snow globe and funfair and a stage show on the new public square to the front of the town hall followed by fireworks.

More businesses have signed up to the Padiham voucher scheme. The scheme is proving to be a real success in the town. Padiham Town Council have agreed to fund a further £2000 to the voucher scheme in 2022 to encourage more spending in the town.

Padiham Public Realm Works

The substantive works are completed except for the installation of street furniture (inc. bins, bollards, seating and planting). Specifications have been agreed and street furniture ordered. Lead in times are to be confirmed but street furniture is expected to be installed early in the new year. Traffic orders have completed and LCC have resumed enforcement activity. Materials and designs for the northern node public art area have also been finalised for completion early next year.

The Environment Agency held a public information event in Padiham on the 5th October ahead of submitting the planning application in respect of the flood defence construction works. The event was well attended to show the community current plans and provide opportunity for feedback.

Padiham Townscape Heritage Initiative

Two further building schemes have achieved completion within this period including No. 10 and No. 37 Burnley Rd, bringing total number of completed schemes to seven. Three building schemes continue on site including the former National School Building, 43-47 Burnley Rd and the Exemplar scheme (33-35 Burnley Rd).

Strategic commitment	Progress update
-----------------------------	------------------------

PR4- We will implement the Local Plan, delivering new housing, employment sites, and infrastructure.

Supplementary Planning Documents SPDs:

Executive approved the draft Local List SPD for consultation at its meeting on 25 October 2021 and will consider a draft of the Houses in Multiple Occupation and Small Flats SPD at its meeting on 1 December. Subject to Executive approval of the latter, consultation on the two documents will start in December.

Work is continuing on the Residential Extensions SPD and Planning for Health SPDs with a view to presenting consultation drafts to Executive early in the new year.

Housing and Employment Sites Delivery:

The required annual update of the 5-year housing land supply assessment was completed in October 2021. This assessment demonstrates a supply of deliverable housing sites equivalent to 9.2 years and includes information on this progress of all allocated sites, and all windfall sites with planning permission that are not yet completed. ([Housing Land Availability | Burnley Borough Council](#))

Maintaining a 5-year supply of land for housing is important to avoid the 'tilted balance' of the national planning policy framework whereby the need for housing can override local policy requirements including e.g. allowing poorer quality developments and development on greenfield sites outside of development boundaries.

In terms of the current progress on allocated housing and employment sites:

The planning applications at housing sites HS1/4 (Rossendale Road - part), HS1/30 (Land West of Smithfield Avenue), HS1/29 Former Lodge Mill, Barden Lane); and employment sites EMP1/2 and EMP1/5, are still pending.

Build-out continues at sites HS1/1 Former Hambledon School site (McDermott Homes), HS1/3 Former Blythes Site (Gleeson), HS1/8 Red Lees Road (Miller Homes), and HS1/13 Tay Street (Calico), and has now commenced at site HS1/19 Land NE of Sycamore Avenue (Calico).

Site HS1/31 at Barden Marina (Barnfield) is now complete and all properties sold.

A full planning application has been received for 93 extra care apartments on allocated site HS1/10 at Burnley General Hospital (FUL/2021/0659) and some conditions discharged at

	housing sites HS1/9 Higher Saxfield, and HS1/26 Land at Brownside Road, Worsthorne (Boys Homes).
--	--

Strategic commitment	Progress update
PR5- We will support UCLan’s expansion, transforming Burnley into a University Town	<p>Levelling Up Fund</p> <p>The Council has been successful in securing £19.9m of Levelling Up Funding. The funding, together with investment from UCLAN, will support the development of new teaching, student and business engagement space, prepare the site for further phases of development and significantly enhance the public realm and the Canalside towpath.</p> <p>The fund will also fund the installation of a new bridge access at Manchester Road Station and a major Public Realm scheme linking the Town Centre to Turf Moor.</p>
PR6- We will delivery our COVID-19 economic recovery plan.	<p>Additional Restriction Grant</p> <p>In July 2021 the Executive approved proposals to spend its remaining £503,000 grant allocation. The proposals outlined in the July report have been implemented and 150 businesses have received the additional support. £212,870 of the grant allocation remains and approval is being sought from the Executive at its December meeting to agree to widen the support provision available in order maximise the support to businesses with a focus on recovery.</p> <p>Reopening High Streets/Welcome Back Fund</p> <p>Two videos have been produced for the Autumn and Winter months aimed at reassuring people who may be a little nervous about the colder months, both in terms of the potential for COVID cases to rise and the weather forcing more people inside that our town centres remain safer for them to enjoy.</p> <p>Working with colleagues in the Environmental Health team the fund has recently supported three days of food hygiene</p>

training to support businesses in the Colne Road area to trade safely and to inform them of recent changes in legislation. A total of seventeen business took advantage of the support organised by the Council.

Thrive - Youth Employment and Skills Hub

Thrive has been operational for 6 months now since May and is starting to see traction in the customer numbers and impact. In the 6 months around 350 young people have accessed services with around 41% achieving a positive progression outcome

Unemployment figures for those aged 16 – 24 in the borough has reduced by around 12% in the same 6-month period
Unemployment figures as at the end of October for those aged 16 – 24, who are actively looking for work stands at 700 people.

Partners including Burnley College, Calico, DWP and Burnley FC in the Community are now seeing clients face-to-face in the hub on a weekly basis

The Burnley Together Community Link worker is now also spending some time in the hub on a weekly basis

They have reported an increase in engagement from customers attending appointments and report seeing the effects and positive impact on mental health from being able to engage face-to-face with young people in an impartial space

Thrive held an official launch event on Fri 19th Nov and around 40 people attended including The Mayor, Leader of the Council, the MP and the Regional Partnership Manager for the DWP. They were able to speak to a range of Burnley based employer's and their apprentices/kickstart placements and hear about their employment journey

Universal Credit Claims and Claimant Count

DWP have shared data showing that the number of UC starts increased in October. However, over all the number of UC claimants, across all age groups continues to fall.

The Claimant Count fell to 7.2% in October 21, the lowest level since March 20.