



Meeting of the Burnley Borough Council

To be held at 6.30 pm on
Wednesday, 13th April, 2022



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, 13th April, 2022

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 Meeting 5 - 14
To receive, as read, the Minutes of the proceedings of the previous Council meeting, 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) Council Tax Rebate and Discretionary Fund 15 - 24
To consider a Council Tax Rebate and Discretionary Fund.

b) Pennine Lancashire Building Control - Withdrawal from Joint Agreement 25 - 28
To consider withdrawal from the Pennine Lancashire Building Control Joint Agreement.

c) Appointment of Mayor and Deputy Mayor 2022/23 29 - 30
To note a report on the Appointment of Mayor and Deputy Mayor for 2022/23

d) Constitutional Updates 31 - 36
To consider Constitutional Updates.

6. Reports from Committee Chairs

a) Report from the Chair of Scrutiny 37 - 38

b) Report from the Chair of Audit & Standards 39 - 40

c) Report from Chair of Licensing 41 - 42

d) Report from Chair of Development Control
The DC Committee has not met since the last meeting of Full Council.

7. Strategic Plan Progress Reports 43 - 70

To consider Strategic Plan Progress Reports.

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>



FULL COUNCIL

MECHANICS THEATRE, MANCHESTER ROAD, BURNLEY

Wednesday, 23rd February, 2022 at 6.30 pm

PRESENT

MEMBERS

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

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
Amy Johnson	Finance Manager
Mark Hindman	Graphic Designer
Paul Barlow	Graphic Designer

71. Minutes of the Last Meeting, and Administrative Update

RESOLVED

The Minutes of the meeting of the Council held on the 26th January 2022 were confirmed and signed by the Chair. It was also RESOLVED to add an administrative update to Minute 7 of the Minutes of 27th May 2020 Full Council as Paragraph (3); That the appointment of Kathryn Haworth be approved as the parish representative member of the Audit and Standards Committee from 9th April 2020 until 8th April 2023

72. Mayor's Communications

It was announced that Councillor Paul Campbell and Councillor Sue Graham will have achieved 8 years' service to the Council by the end of this Municipal Year, and this was recognised by the award of a Long Service Award.

Councillor Sue Graham was presented with the award, with Councillor Paul Campbell not being present at that time.

It was also stated that for this meeting after consultation with Member Structures Working Group it was decided that the Strategic Progress Reports would not be on the agenda as they had been discussed at the recent meeting of Full Council on 26th January 2022.

It was further announced that Imelda Grady, an Officer who has provided over 20 years service to the Council within the Democracy Team, will be retiring from the Council soon and she was presented with flowers by the Leader Councillor Afrasiab Anwar on behalf of all Group Leaders.

Group Leaders and other Members expressed their thanks to Imelda for her great service to the Council.

73. Public Question Time

Fiona Wild addressed the Council under the Right To Speak policy on Nitrous Oxide Misuse.

74. Revenue Budget Monitoring Q3 2021/22

With reference to Minute 87 of the Executive (14th February 2022) consideration was given to the forecast outturn position for the year as at 31st March 2022 based upon actual spending and income to 31st December 2021 and to note the financial impact of the Coronavirus pandemic.

RESOLVED

- (1) That approval be given to the latest revised net budget of £15.419M as shown in Table 1;
- (2) That approval be given for the net transfers from earmarked reserves of £2.166M as shown in Table 2; and
- (3) That approval be given for the carry forward of forecast unspent budgets as requested by Heads of Service in Appendix 3. These amounts totalling 182k are to be transferred into the Carry Forward Reserve. The monies will be transferred back out to create additional revenue budgets in 2022/23 or when required.

75. Capital Budget Monitoring Q3 2021/22

With reference to Minute 88 of the Executive (14th February 2022) consideration was given to capital expenditure and the resources position along with highlighting any variances.

RESOLVED

- (1) That approval be given of net budget changes totalling a decrease of £5,725,705 giving a revised capital budget for 2021/22 totalling £36,670,513 as detailed in Appendix 1;
- (2) That approval be given for the proposed financing of the revised capital budget totalling £36,670,513 as shown in Appendix 2; and

- (3) That the latest estimated year end position on capital receipts and contributions be noted showing an assumed balance of £1,840,205 at 31 March 2022 as shown in Appendix 3.

76. Revenue and Capital Budget and Council Tax 2022/23

Consideration was given to the Medium Term Financial Strategy, Revenue and Capital Budget 2022/23, Treasury Management Strategy 2022/23, Revenue Budget Statutory Report, Council Tax 2022/23, and the Members Allowance Scheme relating to Items 5(c) to 5(i) on the agenda.

Consideration was also given to the relevant Minutes 89,90,91, and 92 of the Executive (14th February 2022).

It was Moved by Councillor Sue Graham and Seconded by Councillor Afrasiab Anwar; "That the Council approves the proposals contained in Items 5 (c) to 5 (i) on the agenda and as set out in the relevant Minutes 89-92 of the 14th February 2022 Executive."

An Amendment was submitted by the Green Group and Moved by Councillor Scott Cunliffe and Seconded by Councillor Martyn Hurt ;

"Item 5d Revenue Budget Appx 2 Page 96 Growth Proposal
Proposed Additional Budget Line £15,000 Source: Covid Reserve
30 new allotment plots in Burnley Borough

Reasoning:

1. The council should aspire to provide an allotment to anyone who wants one
2. There are currently 300 people on allotment waiting lists across the borough
3. Greenspaces have identified potential sites for new allotments
4. Fresh produce from allotments help families to reduce food costs
5. Allotments improve the wellbeing of residents
6. Allotments improve biodiversity within the borough

Item 5e Capital Budget Appendix 3 Page 114

Amendment: p.114 £21,000 IT Upgrades: Replacement of circa 65 tablets (iPads) used by members and officers to access electronically meeting agenda papers and reports. Propose that the cost should be spread over 3 years. i.e. £7k per year triggering a capital saving of £14k this year.

Amended text: Replacement of tablets (iPads) as required by members and officers to access electronically meeting agenda papers and reports.

Reasoning:

- 1) All members should be asked if they require a tablet to conduct their Council business. For example, 3 out of 5 of the current Green Group do not require a Council funded tablet
- 2) All existing tablets should be tested to examine if they are in a good condition to carry out the required function. The ones received by our group are in a good working order. Once an accurate need is known it could trigger savings in year 2 and year 3.

Item 5e Capital Budget Appendix 3 Page 114

Amendment: p.114: £100,000 Audio & Visual Upgrade to Facilitate On-line Meetings. Replacement of the delegate public address and induction loop systems in the Council Chamber and public gallery; plus, the installation of an electronic delegate voting system and display and fixed cameras to facilitate the live streaming of Council meetings.

Amended text: Replacement of the delegate public address and induction loop systems in the Council Chamber and public gallery; plus, the installation of an electronic delegate voting system and display and fixed cameras to facilitate the live streaming of Council meetings, electric plug charging points that can be accessed by members and staff, and improved chamber accessibility for all members.

Reasoning:

Estimates received for the original replacements only come to £70,000. The remaining money should be used to further upgrade the chamber so all members and staff have equal access to and from the chamber and can operate and recharge their electronic devices without disruption during meetings, many of which are over two hours in duration”

It was Moved by the Mayor Councillor Mark Townsend and Seconded by the Deputy Mayor Councillor Cosima Towneley under Council Procedure Rule (CPR) 13 Motion without Notice to adjourn the meeting but the Motion was LOST

In accordance with CPR 16.7 a recorded vote was taken on the Green Group amendment and it was declared to be CARRIED.

The Green Group amendment became part of the substantive motion and in accordance with CPR 16.7 a recorded vote was taken on the substantive Motion and it was declared to be CARRIED.

RESOLVED

- (1) That the latest Medium Term Financial Strategy be approved;
- (2) That the Reserves Strategy be approved, as appended to the Medium Term Financial Strategy;
- (3) That it be noted that a refreshed document will be provided when required as an aid to monitoring the continued delivery of an annually balanced budget;
- (4) That the approach that has been adopted in developing budget proposals that reflect the Council's Strategic Objectives for 2022/23 be endorsed;
- (5) That the proposals contained in the Revenue Budget 2022/23 report be approved;
- (6) That the setting of a Council Tax requirement of £7,480,375 for the financial year 2022/23 be approved;
- (7) That the setting of a Net Budget Requirement of £15,231,941 be approved for 2022/23;
- (8) That in Revenue Budget Appx 2 Growth Proposal -Additional Budget Line £15,000 Source: Covid Reserve -30 new allotment plots in Burnley Borough be approved
- (9) That the statutory report issued by the Head of Finance and Property under the Local Government Act 200 be received and considered;
- (10) That the Chief Operating Officer/Heads of Service be authorised to progress action plans to deliver the 2022/23 budget;
- (11) That approval be given for a Council Tax (Band D) figure of £318.49 for this Council for the year commencing 1st April 2022 and adopt the statutory resolution to set the full Council Tax for the year. This is equivalent to a 1.99% Council Tax increase;

- (12) That the 2022/23 Capital Budget, totalling £37,805,441, as set out in Appendix 1 be approved;
- (13) That the 2022-27 Capital Investment Programme as set out in Appendix 1 be approved;
- (14) That the estimated position on capital resources as set out in Appendix 2 be noted;
- (15) That Capital Budget Appendix 3 regarding £21,000 IT Upgrades amended text be approved as follows; Replacement of tablets (iPads) as required by members and officers to access electronically meeting agenda papers and reports.
- (16) That Capital Budget Appendix 3 regarding £100,000 Audio & Visual Upgrade to Facilitate On-line amended text be approved as follows; Replacement of the delegate public address and induction loop systems in the Council Chamber and public gallery; plus, the installation of an electronic delegate voting system and display and fixed cameras to facilitate the live streaming of Council meetings, electric plug charging points that can be accessed by members and staff, and improved chamber accessibility for all members.
- (17) That the Treasury Management Strategy statement for 2022/23 as set out in Appendix 1 be approved;
- (18) That the prudential and treasury indicators for 2022/23 to 2024/25 as per Appendix 2 including the authorised limit for external debt of £95.346M in 2022/23 be approved;
- (19) That the list of Counterparties for Deposits outlined in Appendix 3 be approved;
- (20) That the Council's MRP Statement for 2022/23 as set out in Appendix 4 of this report be approved;
- (21) That it be noted that on 2nd December 2021 the Council calculated the Council Tax base 2022/23

- a) for the whole Council area as 23,487 band D equivalent properties (Item T in the formula in Section 31B of the Local Government Finance Act 1992 [the "Act"] as amended by the Localism Act 2011)
- b) for dwellings in those parts of its area to which a Parish precept relates as in the attached Appendix B.

(22) That the Council Tax requirement calculated for the Council's own purposes for 2022/23 (excluding parish precepts) is £7,480,375.

(23) That the following amounts be calculated by the Council for the financial year 2022/23 in accordance with Sections 31 to 36 of the Act

- (a) £50,124,956 being the aggregate of the amounts which the Council estimates for the items set out in Section 31A (2) (a) of the Act taking into account all precepts issued to it by Parish Councils;
- (b) £42,475,241 being the aggregate of the amounts which the Council estimates for the items set out in Section 31A (3) of the Act;
- (c) £7,649,715 being the amount by which the aggregate at (3)(a)

above exceeds the aggregate at (3)(b) above, calculated by the Council in accordance with Section 31A (4) of the Act as its Council Tax requirement for the year. (Item R in the formula in Section 31B of the Act);

- (d) £325.70 being the amount at (3)(c) above (Item R), all divided by Item T (1(a) above), calculated by the Council in accordance with Section 31B of the Act, as the basic amount of its Council Tax for the year (including Parish Precepts);
- (e) £169,340 being the aggregate of all special items (Parish precepts) referred to in Section 34(1) of the Act (as per the attached Appendix B);
- (f) £318.49 being the amount at (3)(d) above less the result given by dividing the amount at (3)(e) above by Item T (the amount at 1(a) above), calculated by the Council, in accordance with Section 34(2) of the Act, as the basic amount of its Council Tax for the year for dwellings in those parts of its area to which no special item (Parish precept) relates.

(24) To note that the County Council, the Police and Crime Commissioner for Lancashire and the Fire Authority have issued precepts to the Council in accordance with Section 40 of the Local Government Finance Act 1992 for each category of dwellings in the Council's area as indicated in the table below.

(25) That the Council, in accordance with Sections 30 and 36 of the Local Government Finance Act 1992, hereby sets the aggregate amounts shown in the tables below and in Appendix A as the amounts of Council Tax for 2022/23 for each part of its area and for each of the categories of dwellings.

VALUATION BANDS

Burnley Borough Council

A	B	C	D	E	F	G	H
£212.33	£247.71	£283.10	£318.49	£389.27	£460.04	£530.82	£636.98

Lancashire County Council

A	B	C	D	E	F	G	H
£1,009.53	£1,177.78	£1,346.04	£1,514.29	£1,850.80	£2,187.31	£2,523.82	£3,028.58

Police and Crime Commissioner for Lancashire

A	B	C	D	E	F	G	H
£157.63	£183.91	£210.18	£236.45	£288.99	£341.54	£394.08	£472.90

Lancashire Combined Fire Authority

A	B	C	D	E	F	G	H
£51.51	£60.10	£68.68	£77.27	£94.44	£111.61	£128.78	£154.54

Aggregate of Council Tax Requirements

A	B	C	D	E	F	G	H
£1,431.00	£1,669.50	£1,908.00	£2,146.50	£2,623.50	£3,100.50	£3,577.50	£4,293.00

(26) That it be determined that the Council's basic amount of Council Tax for 2022/23 is not excessive in accordance with principles approved under Section 52ZB Local Government Finance Act 1992; and

(27) That the level of Members Allowances for 2022-25 be approved as set out in the appendix to the report

Green Amendment (Amendment)	
Councillor Mark Townsend	For
Councillor Cosima Towneley	For
Councillor Afrasiab Anwar	For
Councillor Howard Baker	For
Councillor Gordon Birtwistle	For
Councillor Charlie Briggs	For
Councillor Paul Campbell	No vote recorded
Councillor Phil Chamberlain	Against
Councillor Saeed Chaudhary	For
Councillor Tom Commis	For
Councillor Scott Cunliffe	For
Councillor Ivor Emo	Against
Councillor Dale Ferrier	Against
Councillor Beatrice Foster	For
Councillor Sue Graham	For
Councillor Sarah Hall	For
Councillor John Harbour	For
Councillor Alan Hosker	Against
Councillor Martyn Hurt	For
Councillor Shah Hussain	For

Councillor Jacqueline Inckle	For
Councillor Karen Ingham	For
Councillor Mohammed Ishtiaq	For
Councillor Marcus Johnstone	For
Councillor Anne Kelly	For
Councillor Tracy Kennedy	For
Councillor Arif Khan	For
Councillor Lubna Khan	For
Councillor Shbana Khan	For
Councillor Gordon Lishman	For
Councillor Margaret Lishman	For
Councillor Sehrish Lone	For
Councillor Lorraine Mehanna	For
Councillor Neil Mottershead	No vote recorded
Councillor Emma Payne	For
Councillor Mark Payne	For
Councillor Asif Raja	For
Councillor Ann Royle	For
Councillor Jeff Sumner	For
Councillor Don Whitaker	Against
Councillor Andy Wight	For
Carried	
Budget 2022/23 (Resolution)	
Councillor Mark Townsend	For
Councillor Cosima Towneley	Against
Councillor Afrasiab Anwar	For
Councillor Howard Baker	For
Councillor Gordon Birtwistle	For
Councillor Charlie Briggs	For
Councillor Paul Campbell	No vote recorded
Councillor Phil Chamberlain	Against
Councillor Saeed Chaudhary	For
Councillor Tom Commis	Against
Councillor Scott Cunliffe	For
Councillor Ivor Emo	Against
Councillor Dale Ferrier	Against
Councillor Beatrice Foster	For
Councillor Sue Graham	For
Councillor Sarah Hall	For
Councillor John Harbour	For
Councillor Alan Hosker	Against
Councillor Martyn Hurt	For
Councillor Shah Hussain	For
Councillor Jacqueline Inckle	For
Councillor Karen Ingham	Against
Councillor Mohammed Ishtiaq	For
Councillor Marcus Johnstone	For
Councillor Anne Kelly	For
Councillor Tracy Kennedy	For
Councillor Arif Khan	For

Councillor Lubna Khan	For
Councillor Shbana Khan	For
Councillor Gordon Lishman	For
Councillor Margaret Lishman	For
Councillor Sehrish Lone	For
Councillor Lorraine Mehanna	For
Councillor Neil Mottershead	No vote recorded
Councillor Emma Payne	No vote recorded
Councillor Mark Payne	For
Councillor Asif Raja	For
Councillor Ann Royle	For
Councillor Jeff Sumner	For
Councillor Don Whitaker	Against
Councillor Andy Wight	For
Carried	

77. Strategic Plan 2022

With reference to Minute 84 of the Executive (14th February 2022) consideration was given to the Strategic Plan 2022.

RESOLVED

That approval be given to the Strategic Plan 2022, including the amendment at the Executive to PR2 below;

PR2-We will proactively support the Borough`s businesses in the urban and rural areas to innovate and expand, and make the Borough a natural choice for business relocation.

78. Pay Policy Statement- Localism Act 2011

With reference to Minute 93 of the Executive (14th February 2022) consideration was given to the Localism Act 2011 Pay Policy Statement which is required to be published prior to the end of March each year.

RESOLVED

- (1) That this report and the attached Pay Policy Statement for 2022/23 be approved;
- (2) That the Council's Gender Pay Gap report which is at Appendix H of the Pay Policy Statement be noted;
- (3) That a delegation to the Strategic HR Manager to make minor amendments to finalise the Pay Policy Statement following agreement of pay awards for 2021-22 be approved; and
- (4) That, subject to reaching a collective agreement or following consultation with affected employees, an amendment to NJC terms and conditions which will require employees on Grades 7-11 to provide a minimum of 2 months' notice of termination and for employees on Grades 12-14 to provide a minimum of 3 months be approved

79. Appointment Process of External Auditors 2023/27

With reference to Minute 26 of the Audit and Standards Committee (27th January 2022) consideration was given to the Appointment process of External Auditors for 2023/27.

RESOLVED

That the Council accepts the Public Sector Audit Appointments (PSAA) invitation to opt into the sector-led Option for the appointment of external auditors to principal local government and police bodies for 5 financial years commencing 1 April 2023.

80. Appointment Process to Burnley Leisure as an Outside Body

Members considered the arrangements for the appointment of Members to Burnley Leisure Trust's Board of Trustees.

RESOLVED

That the changes to the nomination and appointment of Local Authority Trustees to the Board of Burnley Leisure Trust be approved as outlined in Section 9 of the report.

81. Constitutional Updates and Reporting

Consideration was given to a Constitutional Amendments and Reporting report.

RESOLVED

- (1) That Members were informed of a waiver of call-in relating to an urgent decision (Executive Functions) taken by the Chief Executive on 28 January 2022 relating to Omicron Additional Restrictions Grants;
- (2) That Part 3 (Council Functions) Scheme of Delegation relating to the Licensing Committee and the Head of Legal and Democratic Services be amended in accordance with Appendix A of the report to 2nd February 2022 Licensing Committee (attached as Appx 2) to enable the Head of Legal & Democratic Services to act where training requirements are not met; and
- (3) That Councillor Scott Cunliffe be appointed to Member Structures Working Group to replace Councillor Andy Fewings relating to the Green Group.

82. Reports from Committee Chairs

RESOLVED

That the reports of the Chairs of Scrutiny, Audit and Standards, Licensing, and Development Control be noted.

Council Tax Rebate and Discretionary Fund**Report to Executive**

DATE	6 April 2022
PORTFOLIO	Resources & Performance Management
REPORT AUTHOR	Howard Hamilton-Smith
TEL NO	01282 477173
EMAIL	Hhamilton-smith@burnley.gov.uk

PURPOSE

1. The purpose of the report is to propose a scheme for the Council Tax Rebate and Discretionary Fund.

RECOMMENDATION

2. It is recommended that the Executive:
 - a) Approves the eligibility criteria as set out in this report.
 - b) Delegates authority to the Head of Finance and Property to waive standing orders and negotiate terms for the administration of the scheme.
 - c) Recommend to Full Council, approval for a budget of £113,585 to fund the administration of the scheme, which will be met from new burdens funding.
 - d) Delegates authority to Head of Finance and Property in consultation with the Executive Member for Resources and Performance Management to agree any amendments to the discretionary scheme criteria.

REASONS FOR RECOMMENDATION

3. The Government announced a package of support to help households with rising energy bills which the Council, as billing authority, has been asked to administer on its behalf.

SUMMARY OF KEY POINTS

4. On 3 February 2022 the Government announced a package of support known as the Energy Bills Rebate to help households with rising energy bills. While these rising costs will affect most households across the country, they are more likely to disproportionately affect those on lower incomes, who tend to spend a higher proportion of their income on utility bills.

5. The support that the Council has been asked to administer is:
6. A £150 non-repayable rebate for households in England in council tax bands A to D, known as the Council Tax Rebate.
7. Discretionary funding for billing authorities to support households who are in need but are not eligible for the Council Tax Rebate, known as the Discretionary Fund.

Council Tax Rebate Scheme

8. The Government has allocated £5,806,950 for this scheme.
9. This support is to provide some immediate relief for rising energy costs, while targeting those most likely to require support, the government expects billing authorities to provide a £150 one-off payment to a liable council tax payer (or a person who would otherwise be liable where the property is exempt) for every household that occupies a property which meets all of the following criteria on 1 April 2022:
 - a) It is valued in council tax bands A to D. This includes property that is valued in band E but has an alternative valuation band of band D, as a result of the disabled band reduction scheme,
 - b) It is someone's sole or main residence,
 - c) It is a chargeable dwelling, or in exemption classes N, S, U or W*, and
 - d) The person who is liable to pay the council tax (or would be were the property not exempt) is not a local authority, a corporate body or other body such as a housing association, the government or governmental body.
10. This means that:
 - a) A property that meets all the criteria but has a nil council tax liability as a result of local council tax support, will be eligible.
 - b) A property that has no permanent resident and is someone's second home will not be eligible.
 - c) An unoccupied property (for the purposes of calculating council tax) will not be eligible.
11. Where eligible council tax payers currently pay their council tax bills by direct debit the Council is not required by the Government to undertake any prepayment checks. However, they have suggested that billing authorities wait until the direct debit payment for April has been received and cleared prior to making the £150 grant payments. This is to reduce the number of payments that will be subject to clawback. Grant payments will be released to eligible households in batches during April and early May, depending on the direct debit payment date of the eligible council tax payer.
12. For all other eligible council tax payers they will be required to submit a claim for the £150 grant payment and provide the Council with the information required to enable payment to be made. The Government has mandated that these payments will be subject to pre-payment checks through the Government's Spotlight portal. Grant payments will be made to eligible council tax payers once all pre-payment checks have been undertaken. Where

eligible council tax payers have not submitted the information required to enable grant payment to be made the £150 will be credited to their council tax account.

Discretionary Fund

13. The Government has allocated £263,100 to fund this scheme.
14. It has recognised that billing authorities may also wish to provide support to other energy bill payers who are not eligible under the terms of Council Tax Rebate scheme and provide some immediate relief for rising energy costs, while targeting those most likely to require support.
15. It is proposed that the Council provides one-off grants under this scheme for the following households:
 - a. Where the property occupied is valued in council tax bands E to H and the council tax payer is in receipt of Council Tax Support. A £150 one-off payment will be made to the liable council tax payer;
 - b. Where the property occupied is valued in council tax bands A to D and the council tax payer is in receipt of Council Tax Support. A £20 one-off 'top-up' payment will be made to the liable council tax payer; or
 - c. Where the property occupied is a house in multiple occupation, sheltered accommodation or other property (excluding student halls), where the tenant is not liable for council tax and where energy costs are included in the rent payable to the landlord (i.e. the landlord is responsible for council tax and energy bills). A copy of a secured tenancy agreement will be required as evidence of eligibility. A £50 one-off payment will be made to the liable rent payer where they are in receipt of one of the following benefits:
 - Universal Credit;
 - Working Tax Credit;
 - Income-based Employment and Support Allowance;
 - Income-based Jobseeker's Allowance;
 - Income Support;
 - Housing Benefit; or
 - Pension Credit.
16. Payment of grants under this scheme will be subject to the same terms identified in paragraphs 11 and 12 above.
17. The application window for the Discretionary Fund will close on the 30 June 2022 or earlier if the funding has been fully utilised.

Scheme Administration

18. The schemes will be administered by the Council's strategic partner, Liberata, as they currently provide the council tax service on behalf of the Council. On this basis, an approval is requested to waive standing orders as the contract value is in excess of £100k. The Government are in the process of calculating the amount of new burdens funding that will be due to the Council to undertake this work and it is anticipated that the funding will cover Liberata's costs.

19. Liberata are currently working with their software provider and the Council to provide a solution that will enable the timely payment of the grants and deal with grant claims whilst ensuring that the Council meets the verification requirements of the Government.
20. Officers will continue to work with Liberata to test the systems prior to implementation and amend any processes as required whilst taking into account changes to Government guidance.
21. The Council's schemes are contained within Appendix 1.

FINANCIAL IMPLICATIONS AND BUDGET PROVISION

22. As set out in the body of the report and appendix 1.

POLICY IMPLICATIONS

23. None

DETAILS OF CONSULTATION

24. None

BACKGROUND PAPERS

25. None

FURTHER INFORMATION

PLEASE CONTACT:

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

ALSO:

Amy Johnson – Finance Manager

BURNLEY BOROUGH COUNCIL

COUNCIL TAX REBATE AND DISCRETIONARY FUND

GUIDELINES

Introduction

1. This guidance is intended to administer the Council Tax Rebate and associated Discretionary Fund to eligible households, announced by the Government on 3 February 2022 as part of a package of support for rising energy costs.
2. The guidance sets out the criteria under which households will qualify to be eligible for the support under these schemes and is aligned with the government guidance issued on 23 February 2022 and any revisions, which can be found via [this link](#).
3. The government has announced a package of support known as the Energy Bills Rebate to help households with rising energy bills, worth £9.1 billion in 2022-23. This includes:
 - a) A £150 non-repayable rebate for households in England in council tax bands A to D, known as the Council Tax Rebate.
 - b) Discretionary funding for billing authorities to support households who are in need but are not eligible for the Council Tax Rebate, known as the Discretionary Fund.
4. The Council Tax Rebate will be passed on directly as one-off £150 grants to households that are eligible, under the terms set out in paragraphs 6 to 14.
5. The Discretionary Fund will be passed on directly as one-off grants to households that the Council deems eligible, under the terms set out in paragraphs 23 to 27.

The Council Tax Rebate

Eligibility

6. The Government has recognised that many households will need support to deal with the rising cost of household bills in 2022/23, driven by increasing energy bills. While these rising costs will affect most households across the country, they are more likely to disproportionately affect those on lower incomes, who tend to spend a higher proportion of their income on utility bills.
7. To provide some immediate relief for these rising costs, while targeting those most likely to require support, the Government expects billing authorities to provide a £150 one-off payment to a liable council tax payer (or a person who would otherwise be liable where the property is exempt) for every household that occupies a property which meets all of the following criteria on 1 April 2022:

- a. It is valued in council tax bands A to D. This includes property that is valued in band E but has an alternative valuation band of band D, as a result of the disabled band reduction scheme;
 - b. It is someone's sole or main residence;
 - c. It is a chargeable dwelling, or in exemption classes N, S, U or W*; and
 - d. The person who is liable to pay the council tax (or would be were the property not exempt) is not a local authority, a corporate body or other body such as a housing association, the government or governmental body.
8. This means that:
- a. A property that meets all the criteria, but has a nil council tax liability as a result of local council tax support, will be eligible.
 - b. A property that has no permanent resident and is someone's second home will not be eligible.
 - c. An unoccupied property (for the purposes of calculating council tax) will not be eligible.
9. For the purpose of the Council Tax Rebate, a household is a person or group of persons occupying a single dwelling, as defined in section 3 of the Local Government Finance Act 1992.
10. Eligibility will be determined based on the position at the end of the day on 1 April 2022. Where the Council has reason to believe that the information they hold about the valuation list, liable taxpayer(s) or residents' circumstances in respect of 1 April 2022 is inaccurate, it will withhold the payment and take reasonable steps to determine the correct information.
11. Where records relating to the liable taxpayer(s) or residents' circumstances in respect of 1 April 2022 are retrospectively updated, the Council will take reasonable steps to pay or clawback payments.
12. Where a property band recorded on a valuation list is amended retrospectively to 1 April 2022, for example as a result of a successful appeal made to the Valuation Office Agency (VOA) that concluded after this date, the Council is not required to pay or clawback payments. The exception is where a property is a new build and awaiting an official banding from the VOA. In these cases, eligibility will be determined based on the official band subsequently allocated by the VOA, where this has an effective date before or on 1 April 2022.
13. Where a review, proposal or appeal pre-dating the announcement on 3 February 2022 is successful after 1 April 2022 and as a result, a property would have been eligible for the rebate, the Council may provide support using the Discretionary Fund.

14. Any disputes about council tax banding should be resolved through the Valuation Office Agency's usual process for reviews, proposals and appeals.

Making Payments

Making payments where the Council holds live direct debit instructions for a liable council tax payer of an eligible household

15. Where the Council holds live direct debit instructions for a liable council taxpayer of an eligible household, it will make an automatic payment as early as possible in the 2022/23 financial year, provided that it is assured that the household is eligible and the bank details have been verified. Where multiple residents of an eligible household are jointly and severally liable for council tax, and the Council holds live direct debit instructions for that household, the full £150 payment will be made to the direct debit account. The Council will exclude any direct debits from automated payments where the name on the bank details does not match a liable party.
16. The grant is being provided on the assumption that the grant recipient is a liable council tax payer (or would have been if the property were not exempt) and that the property met the criteria set out at paragraph 7 on 1 April 2022. If this is not the case, the grant will be liable for recovery. The grant is being provided to support all residents of the household.
17. To prevent erroneous payments requiring clawback, the Council will wait to make the grant payment until after the first direct debit council tax payment for 2022/23 has been taken. This may mean that some payments may be delayed

Making payments where the Council does not hold live direct debit instructions for an eligible household

18. Where the Council does not hold live direct debit instructions for an eligible household, it will make all reasonable efforts to contact the household as early as possible to make them aware of the scheme and invite them to make a claim.
19. The Council is working with its strategic partner, Liberata, to use the existing software solution to administer the application process. Payments will be made by BACS where the Council is able to verify the applicant's bank account details. Where it is unable to verify bank account details it will credit £150 to an eligible household's council tax account.
20. As part of the application process, the claimant will be required to self-certify that they are (or would be in the case of exempt property) a liable taxpayer, that they meet the eligibility criteria at paragraph 7, and that are claiming on behalf of the household, in accordance the Council's powers under section 3(1)(c) of the Council Tax (Administration and Enforcement) Regulations 1992 to request information for the purposes of identifying the liable taxpayer.
21. The Government will not tolerate any council tax payer falsifying their records or providing false evidence to gain access to the Council Tax Rebate or Discretionary Fund. A ratepayer who provides false information or makes false

representation in order to benefit from the Council Tax Rebate or Discretionary Fund may be guilty of fraud under the Fraud Act 2006.

22. The Government has required the Council to undertake pre-payment checks prior to payment of any grant which is not awarded to a live direct debit holder. These should allow it to:
- a. Satisfy the Council that the person who is applying is entitled to payment; and
 - b. Satisfy the Council that payment details provided belong to an entitled person and relate to the relevant address.

The Discretionary Fund

Eligibility

23. The Government has recognised that billing authorities may also wish to provide support to other energy bill payers who are not eligible under the terms of the core scheme, or to provide carefully targeted 'top-up' payments to the most vulnerable households in bands A to D. The Council has been allocated £263,100 to fund this scheme.
24. To provide some immediate relief for these rising costs, while targeting those most likely to require support, the Council will provide one-off payments for every household that occupies a property and meets any of the following criteria on 1 April 2022:
- a. Where the property occupied is valued in council tax bands E to H and the council tax payer is in receipt of Council Tax Support. A £150 one-off payment will be made to the liable council tax payer;
 - b. Where the property occupied is valued in council tax bands A to D and the council tax payer is in receipt of Council Tax Support. A £20 one-off 'top-up' payment will be made to the liable council tax payer; or
 - c. Where the property occupied is a house in multiple occupation, sheltered accommodation or other property (excluding student halls) where the tenant is not liable for council tax and where energy costs are included in the rent payable to the landlord (i.e. the landlord is responsible for council tax and energy bills). A copy of a secured tenancy agreement will be required as evidence of eligibility. A £50 one-off payment will be made to the liable rent payer where they are in receipt of one of the following benefits:
 - Universal Credit;
 - Working Tax Credit;
 - Income-based Employment and Support Allowance;
 - Income-based Jobseeker's Allowance;
 - Income Support;
 - Housing Benefit; or

- Pension Credit.
25. Eligibility will be determined based on the position at the end of the day on 1 April 2022. Where the Council has reason to believe that the information they are provided with in connection to the claim is inaccurate, it will withhold the payment and take reasonable steps to determine the correct information.
 26. By accepting the grant payment the Council will accept this as a declaration from the recipient that they are not committing any fraud and that they are fully eligible for the payment, as well as giving the Local Authority permission to share data to check such compliance and that these guidelines are complied with.
 27. Payment of grants under this scheme will following the same pre-payment verification process as those for the Council Tax Rebate scheme, under the terms set out in paragraphs 15 to 22 above.
 28. The application window for the Discretionary Fund will close on the 30 June 2022 or earlier if the funding has been fully utilised.
 29. As this scheme has been allocated limited funding the Council reserves the right to close the scheme once the funds have been exhausted.

Managing the risk of fraud

30. The Council will not accept deliberate manipulation and fraud - and any business caught falsifying their records to gain relief awarded will face prosecution and any relief awarded will be subject to claw back, as may any relief awarded in error.
31. All information is subject to internal and external audit check, as well as Government body check.

Sharing Information

32. By accepting the grant payment the recipient gives authority to the Council to share data for efficient system administration and to protect the Public Purse, subject to the GDPR. This will include sharing data with the Council's agents and other Government Departments.
33. The Council will be required to share data with Government Departments for monitoring and other reasons. By accepting the grant payment all recipients give authority for this.

34. The Council does not accept any liability for any issues that may arise for businesses because of receiving, or not receiving relief awards under this scheme.

Pennine Lancashire Building Control – Withdrawal from Joint Agreement

EXECUTIVE COMMITTEE



DATE	6th April 2022
PORTFOLIO	Housing
REPORT AUTHOR	Paul Gatrell
TEL NO	01282 477230
EMAIL	pgatrell@burnley.gov.uk

PURPOSE

1. To seek approval for Burnley Council as a Partner Authority of the Pennine Lancashire Building Control (PLBC) Partnership Agreement, to give notice of withdrawal from membership of the Joint Committee and proceed with all withdrawal arrangements including completion of contractual obligations and settlement of financial commitments.

RECOMMENDATION

2. That the Executive approves the issuing of a written notice of withdrawal of Burnley Council from the PLBC Partnership Agreement.
3. That the Executive delegates authority for completion of all exit arrangements, including but not limited to contractual obligations, settlement of financial commitments and staff transfers to the Head of Housing and Development Control in consultation with the Executive Member for Housing.
4. That the Executive recommends to Full Council that the PLBC Constitution is removed from Burnley Council's constitution (currently Part 3 Appendix B 2d).

REASONS FOR RECOMMENDATION

5. To carry out all necessary steps that will enable the Council to withdraw from the PLBC Partnership Agreement.
6. Blackburn with Darwen Council is the other Partner Authority of PLBC, and by mutual consent of the two parties they are also progressing their approval arrangements to withdraw from the Partnership Agreement.

SUMMARY OF KEY POINTS

7. The PLBC joint service agreement was established in 2009 and created a single shared service for the delivery of statutory Building Control functions, with an integrated strategy and IT solution. Blackburn with Darwen Council and Burnley Council are the only Partner Authorities.
8. As the service has evolved over the years, several challenges have arisen, with key issues identified as follows:
 - a. The service is a statutory service which operates in a competitive market amongst approved inspectors;
 - b. Recruitment and retention of building surveyors has been extremely challenging due to competition from approved inspectors and increasing expectations, causing a shortage of resources within the team and added pressure on individuals;
 - c. The post-Grenfell Building Safety Bill anticipates more responsibility and accountability for Building Control professionals and authorities;
 - d. Despite being a joint service, in practice the team operates as two distinct sub-teams at two separate locations with two separate websites which combine to limit the scope for greater service integration and resource utilisation; and
 - e. Whilst the digitisation of procedures is underway, there are process inefficiencies and differing operating systems within the two office bases.
9. For the reasons set out above, along with the potential to improve customer service and team integration for the Building Control teams within their respective authorities, the recommendation is to progress with a mutually-agreed joint withdrawal from the PLBC agreement. The proposal to seek approvals for withdrawal was discussed and approved by the PLBC joint committee on 20th January 2022. Therefore, each of the member Councils are now requested to formally approve the issuing of withdrawal notices, with further work to be undertaken to finalise exit arrangements.
10. The existing formal agreement allows a Partner Authority to withdraw from membership by giving 24 months notice (or such shorter period of time agreed by the Partner Authorities). As both Partner Authorities have indicated an agreement to mutually withdraw, a suggested date for the formal end of the agreement is 31st March 2023, with each authority anticipated to be working independently by 31st December 2022. Final agreement on timescales is to be delegated to the Head of Housing and Development Control in consultation with the Executive Member for Housing.
11. The alternative option, considered by the PLBC Joint Committee in January 2022, was to work towards addressing the on-going challenges by significantly reconfiguring and restructuring the service. This would involve operating from a single office base, creating a single web presence and working as one team under one set of procedures. This option was not taken forward because it would have resulted in the Building Control teams continuing to be disconnected from their wider Council teams.
12. Officers from both teams have worked positively to develop the current arrangements but as the priorities and operational needs of each Council have evolved since 2009, it is now

apparent in 2022 that the authorities could be better served by re-integrating each Building Control team into their respective services areas within their local authority.

13. The proposed withdrawal will allow for the Burnley and Blackburn with Darwen Building Control teams to be better integrated within their wider respective departments at each authority. This will enable more effective local decisions to be taken regarding new back-office systems, procedures and resourcing whilst continuing to collaborate and support each other whenever necessary.

FINANCIAL IMPLICATIONS AND BUDGET PROVISION

14. Financial implications of the withdrawal are to be determined, with final agreement delegated to the Head of Housing and Development Control. Service costs and income are expected to be proportionate to the Council's share of the existing service and the proposal will not result in adverse financial impacts. Service improvements could result in an increased market share when competing with Approved Inspectors and therefore the Council could see fee income rising over time.
15. Each member authority is required by the PLBC Joint Agreement to continue to meet its share of the financial commitment, liabilities and costs, and contractual obligations, until the conclusion of the commitment or obligation as provided for in the contract. A new budget for the service would therefore need to be agreed from the 2023 / 24 financial year.

POLICY IMPLICATIONS

16. The recommendation will allow for more localised decision-making for the service, such as for the provision of new back-office systems, procedures, service efficiencies and resourcing.

DETAILS OF CONSULTATION

1. None

BACKGROUND PAPERS

17. None

FURTHER INFORMATION
PLEASE CONTACT: Paul Gatrell
Extension: 7230

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Appointment of Mayor and Deputy Mayor 2022/23

REPORT TO FULL COUNCIL



DATE	23/02/2022
PORTFOLIO	None
REPORT AUTHOR	Alison McEwan
TEL NO	01282 477259
EMAIL	amcewan@burnley.gov.uk

PURPOSE

1. To report on the position relating to the appointment of the Mayor and Chair of the Council and Deputy Mayor and Vice-Chair of the Council for the municipal year 2022/23.

RECOMMENDATION

2. That the position on the appointment of Mayor and Chair and Deputy Mayor and Vice-Chair for the municipal year 2022/23 be noted.

REASONS FOR RECOMMENDATION

3. To allow arrangements to be made for the installation of the Mayor and Deputy Mayor for 2022/23.

SUMMARY OF KEY POINTS

4. The Council's policy on the appointment of the Mayor states:

"That the office of Deputy Mayor/Mayor elect shall be offered each year to the member of the Council having the longest continuous service".

This allows for the current Deputy Mayor to become the Mayor the following year.

5. The Head of Legal and Democratic Services has delegated authority to deal with the invitations for the appointment of the Mayor/Deputy Mayor in accordance with the Council's normal policy and report the outcome at a future meeting of the Council.
6. The current position is that Councillor Cosima Towneley has accepted the Council's invitation to become Mayor and will undertake the Office of Mayor and Chairman of the Council for the 2022/23 municipal year.

7. Councillor Arif Khan has accepted the Council's invitation to become the Deputy Mayor/Mayor elect for the 2022/23 municipal year.

FINANCIAL IMPLICATIONS AND BUDGET PROVISION

8. None

POLICY IMPLICATIONS

9. This matter has been dealt with in accordance with the Council's policy.

DETAILS OF CONSULTATION

10. Member Structures and Support Working Group

BACKGROUND PAPERS

11. None

FURTHER INFORMATION

PLEASE CONTACT:

Alison McEwan

ALSO:

Catherine Waudby

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

DATE	13/04/2022
PORTFOLIO	Leader
REPORT AUTHOR	Eric Dickinson
TEL NO	01282 477256
EMAIL	edickinson@burnley.gov.uk

PURPOSE

1. To inform Members of a waiver of call-in relating to an urgent decision (Executive Functions) taken by the Executive on 16 March 2022 relating to Towneley Hall Grant Acceptance.
2. To request that Part 3 (Council Functions) Scheme of Delegation relating to the Licensing Committee and the Head of Streetscene be amended to include various delegations regarding the Licensing Act (LA) 2003 and its functions, and that the already established LA 2003 Licensing Sub Committee be formally added to Part 3 (Council Functions) under Licensing Committee.
3. To note the proposed withdrawal from the Joint Agreement of Pennine Lancashire Building Control by the Executive, and accordingly its removal from Part 3 of the Council's constitution at the relevant time.

RECOMMENDATION

4. That Council notes the waiver of call in granted relating to an urgent decision (Executive Functions) taken by the Executive on 16 March 2022 (Minute to follow as Appendix 1) relating to Towneley Hall Grant Acceptance.
5. That Part 3 (Council Functions) Scheme of Delegation relating to the Licensing Committee and the Head of Streetscene be amended to include various delegations regarding the Licensing Act 2003, and that the already established LA 2003 Licensing Sub Committee be formally added to Part 3 Council Functions) with its functions under Licensing Committee, as set out in Para 11 of the report.
6. That the proposed withdrawal from the Joint Agreement of Pennine Lancashire Building Control by the Executive, and accordingly its removal from Part 3 of the Council's constitution at the relevant time be noted.

REASONS FOR RECOMMENDATION

7. To ensure that the requirements of the Constitution are upheld and transparency is maintained.
8. To amend the Part 3 (Council Functions) Scheme of Delegation following consultation with the relevant Committee or Chair.
9. To amend the constitution as appropriate.

SUMMARY OF KEY POINTS

10. Part 4.5 of the constitution requires that a waiver to call-in be reported at Full Council.
The Chair of Scrutiny agreed to waive call-in regarding the following decision, and this was confirmed by the Executive;
 - i. 16 March 2022 -by Executive- regarding Towneley Hall Grant Acceptance (Appendix 1- Minute to follow)
11. The Chair of Licensing Committee (in the absence of a timely Licensing Committee) has considered an update to the Part 3 (Council Functions) Scheme of Delegation relating to the Head of Streetscene to act in the following circumstances;
 - To determine an application for a minor variation
 - To disapply the s19 requirement for a DPS at community premises

In addition it is proposed that the already established LA 2003 Licensing Sub Committee be formally added to Part 3 (Council Functions) with its functions set out under Licensing Committee, including section 20 Film Classification.
This will then be consistent with the Taxi Licensing Sub Committee which is already within Part 3 (Council Functions) under Licensing Committee.
12. Within a separate report to the 6 April 2022 Executive and to 13 April 2022 Full Council, the proposed withdrawal from the Joint Agreement of Pennine Lancashire Building Control by the Executive, and accordingly its removal from Part 3 of the Council's constitution at the appropriate time, has been outlined.
For completeness it is being noted on this constitutional updates report.

FINANCIAL IMPLICATIONS AND BUDGET PROVISION

13. None

POLICY IMPLICATIONS

14. None.

DETAILS OF CONSULTATION

15. Member Structures Officer Group
Member Structures Working Group.

BACKGROUND PAPERS

16. None.

FURTHER INFORMATION PLEASE CONTACT: ALSO:
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EXECUTIVE

BURNLEY TOWN HALL

Wednesday, 16th March, 2022 at 6.30 pm

103. Towneley Hall- Grant Acceptance

PURPOSE

To seek approval to accept an offer of grant funding towards the cost of repairs required at Towneley Hall.

During the meeting the Executive thanked Simon Goff for the work done on this item.

REASON FOR DECISION

To accept the grant offer within the timescales set by the funder which will enable essential repairs to be carried out at Towneley Hall.

DECISION

- (1) That the acceptance of an offer of a grant as set out in this report be approved ;and
- (2) That call-in be waived in order to accept the grant prior to the deadline set out in the terms of the funding agreement.

In accordance with and following the requirements set out in Paragraph 15 of Part 4.5 of the constitution regarding the prior agreement provided by the Chair of Scrutiny, it is stated that in the opinion of the Executive this decision is an urgent one and therefore not subject to call-in.

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Scrutiny Chair's report to 13 April 2022 Full Council

There has been one meeting of Scrutiny on 9th March 2022 since last Council on 23rd February 2022.

On this occasion there were no questions submitted by Members in advance of the meeting, but they could in future aid preparation and discussions at Scrutiny Committees.

The 9 March 2022 Committee looked at the 28-day Notice of Key Decisions and Private Meetings to consider if any future Executive items would be scrutinised, with Scrutiny Members also requested to also look at the very recently published 28-day Notice. Following consultation between Scrutiny Members and the Chair and Vice Chair it was agreed that none of the items on the recent 28-day Notice, which were all Public, needed an additional meeting of Scrutiny to be arranged prior to the 6 April 2022 Executive.

The meeting considered 2 annual reports- relating to Community Safety and the Leisure Trust.

Regarding Community Safety the report covered both 2021/2 activity and also proposed activity for 2022/23.

Regarding the Leisure Trust report this covered the period to 31st March 2021 and included its achievements and objectives, a report from independent auditors, and statement of financial activities, balance sheet, and cash flow.

Consideration of Scrutiny Review Groups was delayed due to ill health of the Vice-Chair. A full update will be given at the next meeting alongside consideration of potential future topics for review.

In considering the Committee's Work Programme, Members resolved to seek a presentation or training on the Local Government Pension Scheme to help them better understand how that works, and impacts on the Council's finances.

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Chair Reports to Full Council –

Audit and Standards Committee March 2022

Financial Management Code

This report updated the Committee on the requirement to implement the Financial Management Code for the 2021/22 and to provide an assessment of compliance against the Code. The Code sets the standards of financial management required within local authorities. Members of the Committee noted that the Council had assessed it had been compliant with the Code during the 2021/22 financial year.

Audit Findings Report 2020/21 Grant Thornton

The Council's external auditor, Grant Thornton, updated the Committee on the progress on completing the 2020/21 audit together with the Value for Money assessment. These are expected to be finalised shortly and Grant Thornton would provide an update to the Committee on the outcome.

Internal Audit Progress Report Q3 2021/22

This report provided the Committee with progress on the work undertaken by Internal Audit for the period 1 October to 31 December 2021. Performance against the 2021/22 Internal Audit Plan was reported with the actual delivery for the year were on target even though there had been some redeployment of Auditor resource to support Covid activities. The report advised that an Auditor was due to leave the Council at the end of March 2022 which would have an impact on the service until recruitment had been completed.

Final Account Arrangements 2021/22

This report set out the arrangements made to date ahead of the closure of the 2021/22 accounts. Statutory deadlines for publishing the unaudited and audited accounts had been extended in line with the extensions provided for the 2020/21 accounts closure. The Committee approved the accounting policies to be used in the 2021/22 Statement of Accounts.

Strategic Risk Register Update

The Committee considered a revised Strategic Risk Register following the revision of the Strategic Plan approved in February. The Strategic Risk Register is reviewed on a regular basis and the Committee recommended the updated document to the Executive.

Internal Audit Plan 2022/23

This report informed the Committee of the audit planning process and sought approval on the proposed Internal Audit Plan for 2022/23.

The Committee reviewed and approved the plan for the 2022/23 financial year.

Audit & Standards Committee Terms of Reference

The Committee considered recommended changes for its terms of reference. Recommendations had been proposed to ensure that the terms of reference were in accordance with guidance and best practice issued by government bodies and CiPFA. The recommendations were discussed and agreed to be passed to Member Structures Working Group for consideration.

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Licensing Chair's report to 13 April 2022 Full Council

Licensing Committee has not met this cycle.

Changes to taxi driver & operator licensing procedures have changed in April to remove some of the temporary arrangements that have been in place through the pandemic, and to comply with new HMRC rules. The changes have been communicated to the trade by letter and email, and also publicised on the council's website.

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BURNLEY BOROUGH COUNCIL STRATEGIC PLAN PROGRESS REPORT TO THE FULL COUNCIL

April 13 2022

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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>Following the publication of the White Paper, Lancashire Leaders have had a number of meetings to consider next steps. It has been agreed to submit the outline "Our New Deal for a Greater Lancashire" that was considered at our last Council meeting as the initial draft basis for further discussion and development of a possible Devolution Deal for the Lancashire.</p> <p>Based on the White Paper, there may be a need to consider other governance arrangements to secure the best deal for Lancashire, but at the current time, we are awaiting the Government's response.</p> <p>As part of wider work, a strategic vision and plan for Lancashire is to be developed. This will provide the strategic framework and long term vision to assist in the negotiations for the future devolution deal.</p> <p>I will continue to ensure that Members are kept up to date and further reports will be brought back to Full Council at the appropriate time.</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>UCLan</p> <p>I am also very pleased to report that we have acquired Newtown Mill for the next stage of the growth and expansion of UCLan's campus in Burnley. This is yet another milestone in Burnley becoming a university town. As well as attracting students to the town, it will ensure that our young people can access a wide range of degree programmes on their doorstep.</p> <p>The development will see the retention and development of one of our historic buildings and I cannot wait to see its completion which is planned for January 2024.</p>

Holiday Activities and Food Programme

Winter 2021 - over the school Christmas holidays 9 providers, including the tennis and rugby clubs, Burnley Leisure, Sportscool and Daneshouse FC delivered a wide range of activities from sports, physical activity, Santa trails and pantomimes.

749 individuals participated in activities of which 511 (68%) reported eligible for free school meals.

2036 sessions of face to face support with hot meals were attended.

511 food hampers with 2 days meals were also provided by Burnley Leisure hospitality to support children at home and 599 activity packs with family games and creative activities.

The Easter programme is now being planned with 26 different offers and a 12 to 16 youth pick and mix offer.

English for Speakers of Other Languages- integration fund

The teaching programme continues to be valued with a further 6 cohorts of learners in term 2, a total of 65 learners

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

Progress against our strategic commitments

Strategic commitment	Progress update
PL5- We will prepare and deliver a new Climate Emergency Strategy.	I am pleased to report that the Council has achieved bronze accreditation from the Carbon Literacy Trust. The Council is committed to build on this achievement and the implementation of the recently approved strategy shall help achieve this.

Strategic commitment	Progress update
PF1- We will manage our contract with Liberata robustly, so it delivers value for money and good services.	Following the report on Q3 performance at January's full council, the next update on contract performance will be reported in the new municipal year.

Strategic commitment	Progress update
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>Revenue Budget</p> <p>The Council has reported an estimated net overspend position of £12k for the 2021/22 financial year which will be met from the Covid Reserve, although we are expecting to achieve a surplus position at year end. This is an improvement on the net estimated deficit for the financial year of £86k reported in December 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 was approved at Full Council in February 2022, as part of the budget setting process, which identified a potential budget gap of between £2.2m and £4.4m.</p> <p>Statement of Accounts</p>

The Council published its draft Statement of Accounts by the extended deadline of 31st July 2021. Grant Thornton, the Council's external auditor, presented their audit findings to the January meeting of the Audit and Standards Committee. They are in the process of finalising the audit findings which will be completed shortly. Work has commenced on preparing the accounts for 2021/22 financial year.

Council Tax Support and Universal Credit

The number of new Universal Credit claims increased by around 15% during the pandemic. This in turn drove an increase in claimant numbers for council tax support. Over the last few months we have started to see these numbers decline again. As at the 1st March 2022, the number of claimants in receipt of council tax support was 9,900, compared to 10,497 at the same date last year.

Council Tax and Business Rate Collection Rates

The Government extended the Expanded Retail Discount into 2021/22 which provided eligible retail, hospitality and leisure properties with 100% business rate relief until 30th June 2021 and then reduced 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 28th February, are 2.5% below the target of 97.5% for the year. Council tax collection rates are 2.0% below the target of 94.5% for the year. As at the 28th February, collection rates for council tax and business rates were 89.1% and 91.2% against targets of 91.1% and 93.7% respectively.

Strategic commitment	Progress update
PF3- We will develop our digital strategy, so that more residents transact with us online and we will continue to deliver services more efficiently.	Work to upgrade the council's website continues and should be 'live' by the time of this meeting. The upgrade does not affect online accounts for council tax, benefits or other online services and forms. Rather, the upgrade improves the accessibility and ability to find information on burnley.gov.uk A pilot is about to begin to test a new way for councillors to report jobs. A working group of councillors will be asked to test a new app for reporting streetscene jobs. The app will give councillors updates on job status and photographic

	evidence of when jobs are complete. If successful, the app will also reduce administrative tasks in streetscene meaning more officer time and be spent on education and enforcement.
Strategic commitment	Progress update
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>I am pleased to report that APSE have delivered the first tranche of carbon literacy training to staff. It has been well received and further training is proposed for both officers and Members. The “train the trainer” approach is being used as it is both cost effective and ensures that new entrants into the organisation can be trained up quickly.</p> <p>The Council’s Organisational Development strategy is due for renewal during the next municipal year and work has started to refresh the strategy.</p>
PL6- We will invest in our heritage assets for the benefit of this, and future, generations.	Town Hall Stone works <p>The stone works are due to be completed by the 27th April 2022 and costs remain within the budget approved at Full Council in February 2020. Cracks have been identified in the keystone above the front entrance which require further investigatory works. These are currently taking place but may delay the removal of the scaffolding from that part of the building until any remedial works required have taken place. An outbreak of dry rot has been found in the Council Chamber and appears to be spreading in the timber frame that supports the ornate plaster and vaulted edges to the ceiling. The extent and cost of the work required is being identified but due to the nature of works required could be timely and expensive. The Town Hall is a Grade II listed building, and the Council has a legal responsibility to maintain it to a certain standard.</p>

COUNCILLOR MARGARET LISHMAN, EXECUTIVE MEMBER FOR HEALTH AND WELLBEING

Progress against our strategic commitments

Strategic commitment	Progress update
<p>PE4- We will work on the wider determinants of poor health and will deliver our COVID-19 community recovery plans</p>	<p>Vaccination Programme</p> <p>Vaccination rates in our borough remain similar to neighbouring areas. Among over 12s, 78% have had at least one dose, 73% 2 doses and 51% have had a booster.</p> <p>Burnley Together</p> <p>Following a significant increase in support requests following the omicron spike in January, requests for help from Burnley Together have starting to reduce. The team is now focussing on resolving households’ underlying needs such as access to education, benefits and housing support.</p> <p>To date the council has supported over 2,400 households through the DWP’s household support fund, which offers vouchers worth £85 to low-income families. The current scheme is now paused. The Council is awaiting further details following Chancellor’s March statement on additional household support funding.</p> <p>Testing</p> <p>The PCR testing sites on Centenary Way and King Street have been stood down by the Government.</p> <p>Free LFTs (lateral flow tests) are no longer available to most members of the public, except for the over-75s and over-12s with weakened immune systems. Most people with symptoms aren’t entitled to free PCR tests either. Test can be purchased from high street pharmacies for £2.</p> <p>However, some groups will continue to get free tests:</p> <ul style="list-style-type: none"> • NHS staff who care for patients • hospital patients who need PCRs before treatment • care home residents • people working in high-risk settings, including care homes and prisons • patients who are discharged from hospital into care homes or hospices

Self-Isolation – payments, and support and recognition scheme

Test and Trace payments (self-isolation payments) have now come to an end. In total the council dealt with 5,505 applications, with 55% eligible for the £500 payment.

The support and recognition scheme for children and young people that are self-isolating was popular with 343 children and 191 adults supported since the scheme commenced on 10th January. The scheme was delivered by the council's Policy and Engagement team following a successful bid for funding.

The law which required people with Covid to self-isolate has been lifted. Routine contact tracing has ended.

However, government guidance recommends that if you do test positive:

- you should stay at home for at least five days, and avoid contact with others - especially the vulnerable
- adults shouldn't go to work, although the legal obligation to tell your employer you have Covid has also ended. If you can't work from home, you may be entitled to Statutory Sick Pay
- children shouldn't go to school
- you shouldn't attend routine medical or dental appointments
- you should ask friends or family to deliver groceries

PL4- We will implement our 2015-25 Green Space Strategy.

Parks & Green Spaces

Planning is well underway for a busy programme of events in parks and green spaces during the summer months.

The popular Brass Band programme will be back, with a bit of a twist to feature a more contemporary interpretation of brass band music, intended to appeal to a younger audience and a traditional brass band will be playing at Towneley for the Platinum Jubilee weekend.

The Retro/Wileout music festival will be returning to Towneley Park with an extended programme of four events over two weekends in early July, with an anticipated combined audience of 27,000 .

An additional fairground event has been added to the programme with a family fairground on Woodgrove car park in Towneley Park over the easter weekend. The income raised from events, such as fairgrounds and music festivals at Towneley contributes to the maintenance of the Park.

Climate and Biodiversity Action

The planting of 16,000 woodland trees in Burnley's parks and green spaces part of the Pennine Lancashire Treescapes Programme (PLanT) is complete.

Hundreds of volunteers from a variety of organisations including Trees for Burnley, Burnley College and local schools, together with local councillors helped with the planting of the 45 new micro-woodlands, including planting of 700 trees at Jubilee Meadows on 6th February to celebrate the 70th anniversary of the Queen's accession to the throne.

Members will be aware that for many years the Council has managed areas of grassland in our greenspaces as meadows which are cut only once or twice per year. This reduces CO2 emissions and fuel costs, increases biodiversity and creates more attractive open spaces.

In response to the recent rise in fuel costs combined with the Government's ban on the use of red diesel, the areas of grass that we manage as 'low-mow' meadows will be increased to help manage the budget pressure and to progress achieving the Council's net zero ambitions.

Areas of grass that are used for active recreation, grass verges and ornamental areas, etc. will continue to be mown frequently and a plan showing the 'low-mow' meadows will be made available to councillors and the public on Google maps.

Worsthorne Recreation Ground

Construction of the stone-surfaced car park the ball court is complete. Fulfilled Colts have commenced refurbishment of the club house, which will be completed for the start of the football season and an application is in progress to the National Lottery Community Fund for an outdoor gym.

Bowling Greens

In response to concerns about the maintenance of bowling greens, Green Spaces has established a small team comprising a gardener and an apprentice that is dedicated to maintaining greens and a separate budget to cover materials such as fertilisers, lawn sand and seed.

Towneley Hall

I'm pleased to report that the Council's application to the Arts Council's MEND fund for a grant to help with the costs of repairs to Towneley Hall was successful. The Council has been

	<p>awarded £890,000, which was the fourth highest grant in the country.</p> <p>Procurement of a contractor to undertake repairs to the Hall is progressing. 5 firms have been invited to submit tenders, with the contract expected to start on site in July</p> <p>Stables Café The lease has been finalised and work to refurbish the interior of the stables café and install new kitchens, toilets, etc. is expected to start imminently with the aim of opening re-opening the café in early May.</p>
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Strategic commitment	Progress update
<p>PE2- We will continue to develop the leisure and cultural offer in partnership with Burnley Leisure & Culture.</p> <p>Borough, which give us a framework for the next 10-years. We will also work on the climate change agenda and look to support the Council in managing the utilities budgets as external budget pressures intensify. Thompson Park boating lake and café will open early April and fingers crossed for a ‘proper summer’ to make the most of these wonderful facilities.</p>	<p>COVID19 Recovery</p> <p>Burnley Leisure & Culture is continuing to see growth in all areas as it closes the accounts for 2021/22. Although this is great news and we find ourselves in a better position than it ever thought possible, BL&C has planned the budget for 2022/23 with caution but with the aim of exceeding pre-covid levels of usage and income.</p> <p>Gym membership is at an all-time high of 4,240 members, the Golf Club now has more than 400 members and there have been queues at weekends for casual swimming.</p> <p>Some areas in which the recovery was lagging behind have also shown very strong growth, particularly hospitality, and bookings for the Mechanics theatre.</p> <p>Thompson Park boating lake and café will open early April and fingers crossed for a ‘proper summer’ to make the most of these wonderful facilities.</p> <p>Governance</p> <p>A report on the appointment of Council Trustees to the BLC board has been considered by the Member Structures Working Group.</p> <p>Cultural Strategy</p> <p>BL&C are leading work on a new Cultural Strategy for Burnley which will help to coordinate and develop Burnley’s cultural</p>

offer over the coming years and provide a platform for securing additional external funding for activities and programmes.

PASTA – Play and Skills at Teatime Activities in Burnley

Managed by Burnley Leisure, The PASTA programme is a collaborative approach with several partners contributing their skills and expertise, including Action for Children, BFC in the Community, and Children and Family Wellbeing Service. Each session incorporates games and activities for the children whilst the adult cooking skills and food education section involves the parents cooking a hot and healthy meal for their children each week, with recipes and resources to take home. Donations from DEPPER, via Burnley Together, has allowed us to provide slow cookers and supermarket vouchers for each of the families on completion of the 6-week course.

The pilot programme took place at St Augustine's primary school and the families were identified by the school Family Support team, with priority places given to those on free school meals.

The pilot was a success engaging 7 families and 15 children during the 6 weeks. Programmes in Stoneyholme Primary, Barden Primary and Cherry Fold Primary are all booked in for the upcoming Summer terms. In addition to the School Family Support teams, we are working closely with the School Nursing Service who are targeting the same schools to help identify families that will benefit, in addition to the social prescribing teams

Climate and Biodiversity Action

I'm pleased to report that Burnley Leisure has committed to gaining Climate Literacy accreditation and BL staff are taking part in CL training that has been organised by the Council.

BL&C are also supporting the Council in managing the utilities budgets for gas and electricity as external budget pressures intensify

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 Selective Licensing: Trinity, Queensgate with Duke Bar, Gannow and Daneshouse & Stoneyholme areas 2019-2024</p> <p>The total number of properties that are required to be licensed is 2519 across all four designation areas. Of these, 78% have been licensed with work ongoing to ensure the remaining properties that require a licence are identified and processed.</p> <p>Action is being taken for those licensable properties where we have not received and application. A landlord was found guilty on the 17th February 2022 for the failure to apply for a licence for four properties. Officers are now considering making a Banning Order as these were Banning Order offences.</p> <p>Work continues to ensure those properties without satisfactory management arrangements are supported and encouraged to improve. If this is not achieved refusals will be issued. 6 licenses have currently been refused.</p> <p>Selective Licensing: Burnley Wood with Healey Wood and the Leyland Road area</p> <p>Following approval by the Council’s Executive on 19th January 2021, an application was submitted on the 1st February 2022 to the Secretary of State to approve these two areas as new selective licensing designations. Updates on the application will be provided in the coming months.</p> <p>Private Rented Disrepair</p> <p>Since the start of April 2021, the Council has received and dealt with 241 new disrepair complaints from private rented sector tenants. The Enforcement Team has a current caseload of approximately 252 open/ongoing private rented sector disrepair and proactive inspection cases. 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 disrepairs. During 2021/22 we have issued, 4 Formal Improvement Notices, 2 Civil Penalties with fines totalling £20,000, 3 Emergency Remedial Notices and 2 Prohibition Notices.</p>

Strategic commitment	Progress update
<p>PL3- We will work with partners to improve quality and choice in the borough’s housing stock, and reduce the blight of empty properties</p>	<p>New Homes</p> <p>We are seeing a strong interest in housing development across the borough for both commercial housing and social housing and the planning team are engaging with developers to review plans and ensure that we achieve good quality developments that meet the housing need of our residents.</p> <p>New properties continue to come to the market across the borough offering residents a broad choice of homes and locations. McDermott Homes are progressing well with their development at Kiddrow Lane with over 70% of the homes due for development on the site now sold or reserved. Gleeson Homes are in a very similar position at their site off Manchester Road in Hapton and Miller Homes are progressing well with their current development at Red Lees Road with 38% of their planned homes sold or reserved.</p> <p>The land at Brownside Road Worsthorne is now well underway with the first phase of properties released for sale. This development will see 18, 3- and 4-bedroom family homes offering buyers a rare opportunity to acquire a new build property in this popular aspirational location.</p> <p>McDermott Homes have recent been granted permission on land at Harrogate Crescent, the former Isaac Centre site, that will see a disused building demolished to make way for 44 family homes.</p> <p>Calico’s affordable housing programme has had a very successful year with 42 affordable homes at Tay Street now complete. Calico’s latest development at the land off Sycamore Avenue is progressing well and will see 22 family homes and 12 apartments finishing off a stalled housing site improving the appearance of the land and making a positive contribution to the local area.</p> <p>Empty Homes Programme</p> <p>The Empty Homes Programme has acquired 13 properties over the last 12 months either by agreement or Compulsory Purchase. This figure is lower than we would normally expect</p>

	<p>and has been the result of two main developments, a backlog in the court system that has generally slowed down the acquisitions process and an uplift in the housing market that has seen more property owners returning empty homes back in to use, reducing the need for compulsory purchase. The programme has issued 9 loans to assist owners to bring properties back into use. These figures are slightly down on what we would expect to see and a review has been carried out on the policy and the Executive have approved some changes to the qualification criteria to increase the maximum loan available in selective licensing areas to £25K and extend the loans borough wide.</p> <p>So far this year, 12 properties have been sold and offers accepted on a further 2. The figure for the total number of properties brought back into use will be calculated during April and reported in the next update.</p>
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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 rough sleepers who have a connection to the borough. Through funding from protect and vaccine we have increased the ABEN accommodation from 10 spaces to 16. The housing needs team manage 13 temporary accommodation units. This gives a total of 29 temporary units within Burnley with the flexibility to accommodate both families and single people. We also have access to a small B&Bs in Burnley if all our accommodation is full. We keep the demand and supply of temporary accommodation under review and are currently looking at all options for alternative or additional temporary accommodation in the borough. Multi- disciplinary team meetings chaired by housing needs continue to be held fortnightly bringing in other agencies and partners to assist with health, addiction, and housing. All people placed into temporary accommodation are referred to the MDT and referred for a full health assessment from a health care practitioner. The rough sleeper navigators continue to try to engage with rough sleepers and beggars in the borough and assist them to access support where needed. Since 1st January 22 we have placed 49 people into temporary accommodation, giving a total of 165 accommodated since 1st April 21. We currently have 340 active cases. Referrals are now being taken for the changing futures programme to assist people with multiple and complex needs. Navigators will work with the service user to build trust and advocate on their behalf. Enhanced Service 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>Garden Waste Service</p> <p>The Garden Waste collections have resumed again after the winter break (resumed 14th March). The subscription process re-opened from the start of February. All customers who have previously subscribed to the service received a SMS Text / Email during February advising that they are now able to subscribe to the service again. In addition to the Texts and Emails, there was an advertisement in the Council Tax leaflet promoting the service to anybody who has not previously used the service but may be interested. By the end of March over 6,000 customers had subscribed to the service. This number is in line with previous year to date subscriptions.</p> <p>Cleaning Services & Enforcement</p> <p>February's Full Council meeting approved the recommendation to increase / bolster our cleansing, communications and enforcement resources, for 2022 / 23. The extra one-year funding will help tackle some of the challenging areas, where since lockdown where we have seen unacceptable levels of fly-tipping. This recommendation will support existing Urbaser resources and will include an additional post to work alongside existing Officers and Ward Members in tackling fly-tipping in challenging areas.</p> <p>This work will build upon the recent successful trial whereby during October to December 2021 there were over 160 fines, working in partnership with LA Support were issued to offenders who fly tipped / dumped black bags illegally.</p> <p>During March the Council has been recognised nationally as being the 3rd best performing Council in tackling dog fouling. This recognition reflects the strong proactive approach the Council has adopted in responding to dog fouling that remains a priority concern for our residents.</p> <p>The Council in partnership with our residents, LA Support and The Dogs Trust ensures a targeted approach to enforcement and events and initiatives to help promote responsible dog ownership continue across the borough. Ongoing social media campaigns for fly tipping & dog foul intelligence have led</p>

to successful enforcement action throughout the Borough. We continue to promote the **WhoDunit** campaign (<https://www.burnley.gov.uk/whodunit/>) to encourage residents to report incidents and offenders of dog fouling into the Council.

Officers will shortly be submitting a bid to the Safer Lancashire Neighbourhoods fund that was launched in March by Lancashire's Office of the Police Crime Commissioner. The funding available from the proceeds of crime is open to Community Safety Partnerships and local authorities. Following previous discussions on rural crime, I am pleased to update that we will be submitting a bid to assist us in dealing with this issue.

Waste, Recycling & Cleansing

The contract with Urbaser for Waste, Recycling and Street Cleansing has been extended for an additional 2 years. The contract was an 8-year contract with the option to extend for an additional 2 years. The contract will now expire in May 2025.

There have been some extremely difficult operational challenges over the last 2 years with the global pandemic, driver shortages and issues locally with vehicles due to the tough operating environment. However, service delivery has continued, and no services have been suspended. This is a remarkable achievement and shows the strength of the partnership between Urbaser and the Council. As we emerge from the Covid pandemic, the teams will continue to work hard to tackle ongoing operational challenges to ensure high quality services are delivered.

Community Safety

The Council and key partners continue to work together to identify priorities and responses to address community safety. This month the following Multi-Agency Tasking and Co-ordination (MATAC) priorities have been identified as;

- Partnership approach to reducing youth related issues in Burnley town centre
- Partnership approach to reducing youth related issues in Padiham town centre

Addressing anti-social behaviour (ASB) remains a priority. Whilst Year to Date (Feb 2022) there has been an overall reduction of 27.9% across the town of recorded incidents of ASB, partners and I, as the Chair of MATAC recognise that we

have pockets of areas where incidents require multi-agency interventions. During February and March 2022, I am pleased to report the following services have been delivered by a wide range of statutory and voluntary partners across the town to address the issues;

- Premier League Kicks sessions started in Daneshouse at the Abel Street MUGA (Multi Use Games Area)
- The Youth Bus continues to be deployed three evenings a week, including the town centre. The service provides outreach work for young with specialised youth workers.
- Burnley has strong links with LCC's youth services and outreach work is provided in areas identified by MATAC.
- Local agencies also deliver Stay Safe operations targeting areas identified through MATAC, or data tracking seasonal peaks, to prevent risk to young people.
- Establish an ASB multi-agency Group

This positive work will continue and the Council will continue to support such partners and activities.

Public Space Protection Order (PSPO)

The town centre PSPO expires in October 2022 and the process to renew the order will commence shortly. A working group of community safety and licensing partners, including town centre stakeholders, will undertake a review of the existing prohibitions with a view to making sure that the order that is in place is appropriate and addresses any problems that the town centre faces. This will cover both the day and night-time economies. This will be undertaken during March - June.

Once this work has been completed the Council will, in line with the legislation, conduct a consultation on the new order during July - September ensuring any new PSPO will be ready for approval and in place for the expiry of the existing order.

The prohibitions under the current PSPO relate to:

- Town Centre begging
- Unsolicited charity collection and face to face sales
- Misuse of bicycles and skateboards
- Urinating and defecating in a public space
- Unaccompanied under 16's in the town centre after 11pm

Progress updates and engagement of Ward members and key stakeholders will follow.

Electric Vehicle Strategy

Following the discussion by Members at the last Full Council meeting in February 2022, Officers prepared a clarification note to assist Members in terms of the Council's current position regarding its plans to expand the charging opportunities across the Borough.

I am pleased to update that further to the recent Executive approval, the Council are working with Government approved partners and bodies to submit a bid to the On Street Residential Charging (ORCS) Scheme, to rollout out further charge points across the Borough. As part of the bid submission, Officers are currently selecting the optimum sites that meet the criteria of the scheme. Subject to a successful submission, the Scheme aims to be complete by the end of March 2023 and will support residents in making the change to electric vehicles.

Platinum Jubilee Celebrations

Councillors will recall that the council put aside £10,000 to help our district celebrate this historic occasion. 72 community organisations and resident groups from all across the borough have been awarded a share of the funding to help them put on a street party or celebration event.

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 in the urban and rural areas to innovate and expand, and make the borough a natural choice for business relocation.</p>	<p><u>Business Support</u></p> <p>Inward Investment</p> <p>The Business Team are working with 24 businesses looking to relocate into the Borough or expand within in. These come from a range of key sectors including Advanced Manufacturing, Food & Drink, Creative & Digital and Financial. Current enquiries include a mixture of requirements including one of up to 5,000 Sq Ft of office and enquiry for up to 200,000 Sq Ft of Industrial space. There have been high levels of interest in the new sites proposed at Burnley Bridge South and the future Advance Point development on Rossendale Rd.</p> <p>The Business team have been working closely with US headquartered SS&C Inc following a search for sites & suitable office accommodation last year; following the initial sift, and a two-day visit by SS&C in November last year, the company have taken the decision and chosen Burnley for their office relocation. The company specialise in providing back-office Services & Support to a number of high street banks here in the UK, SS&C have recently engaged in a recruitment event held at Burnley College, ahead of their relocation into the Borough. The company are looking to initially create 50+ full time jobs in the financial sector with potential further growth & expansion planned within the borough.</p> <p>Business Start ups</p> <p>The Business Support Team has delivered its business start-up support initiative called ‘Go for It’ Business Essentials during January, February and March. All three sessions were held at Padiham Town Hall and were well attended with thirty people taking advantage of the free support available. Due to the success and the demand, the business team are looking to programme more workshops in the spring/summer.</p> <p>Community Renewal Fund</p>

Fifteen applications from Burnley businesses have been approved totalling £295,000 of grant, leading to the creation of 71 new jobs and safeguarding 34. The projects by the businesses will lever in a total of £660,218 of private sector investment.

Digital Connectivity Study

With support from the LGA, a detailed study on Digital Connectivity has been completed with a five point action plan on improving physical connectivity, digital skills and digital adaptation in businesses. This was a key action in the Burnley Recovery and Growth Strategy.

Burnley Brand and Burnley Bondholders

Burnley Business Awards

Work has commenced on plans for the Burnley Business Awards on 30th June. ASP Events management have been procured to manage the event.

Business sponsors have been secured and nominations for the awards are now open and close on 8 April.

Press (TV and film)

The Brand team have been working closely with Filming In England to promote Burnley as a location for film and TV productions.

The team has work alongside Netflix to secure filming locations for Bank of Dave film and with Comic Relief on the filming of Jordan North's London to Burnley Rowing challenge.

On the day of the charity row (4 March), Burnley.co.uk and burnley.social published 10 unique videos and posts, with a combined reach on Facebook of 140,907 people.

Press (written)

Since 26 Jan, there have been 37 pieces of positive content on Burnley.co.uk and 9 pieces of positive content on burnley.social.

Press (combined)

	<p>Since Jan 26, Burnley has featured in 1,531 pieces of print and broadcast news with a combined AVE of £1.35m and reach of 506m.</p> <p>The Lancashire Telegraph print edition was the largest outlet in terms of volume (181 articles).</p> <p>Brand engagement</p> <p>Since 26 Jan (the last report), Burnley.co.uk has seen a 51.3% increase in Facebook engagements, 14.1% increase in Instagram engagements and a 47.1% increase in LinkedIn engagements.</p> <p>Since 26 Jan (the last report), Burnley.Social has seen a 68.2% increase in Facebook engagements and 314.2% increase in Instagram engagements.</p>
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Strategic commitment	Progress update
<p>PR3- We will deliver the Town Centre and Canalside Masterplan, and strategic projects in Padiham Town Centre.</p>	<p><u>Business Improvement District</u></p> <p>High Street Recovery</p> <p>The BID and the Council’s business support team have been delivering a range of activity funded by The Welcome Back fund, to support high street recovery.</p> <p>Recent projects have included: -</p> <ul style="list-style-type: none"> • promoting events in Burnley Town Centre, the Market and Padiham Town Centre using the large LED screen at Burnley Football Club • Provision of consultancy support for town centre businesses on how to deal with difficult customers • Provision of marketing material to encourage people to shop local <p><u>Burnley Markets</u></p> <p>Business Support</p> <p>One of the benefits of the market is that traders receive a package of business support. xx traders attended a level 2 food hygiene course. xx traders are receiving business advice through various online zoom sessions and face to face appointments. These include Merchandising, Customer Service, Bookkeeping, Competition & Brand Building</p> <p>Artisan Market</p>

The Artisan Market commenced again on the 5th February and will take place on the first Saturday of the month for the remainder of the year.

Burnley Town Centre Development Projects

Pioneer Place

Partners and stakeholders attended a ground breaking ceremony on the 24th January. Work is continuing on site as planned.

Good progress is being made, securing tenants for the Council's five units.

Lower St James Street Heritage Action Zone

HAZ grants have been awarded to owners to carry out renovation works to properties; this includes the Empire Theatre, where asbestos has been removed, a ceiling net has been installed and plaster moulds have been created which will protect the theatre's precious decorative plaster work. This important safety work will allow members of the public to tour the building in small groups in the near future. Shops are reaping the benefits of the HAZ grant, with works almost completed at 2 properties and a further 11 in the design and planning stages of the process, with delivery planned to take place in the next 12-18 months subject to owner sign off. Schemes include shop front replacements, repointing and stone repairs, essential roofing and structural works as well as removing any alterations that are not deemed sympathetic to the heritage of the buildings. The works to retail premises on St James's St will complement the recent public realm improvements.

The Executive has considered and approved a report for the Council to acquire and renovate properties on Lower St James Street to develop a create hub consisting of a gallery and shared workspace/studios for artists and creative industries. The project will have a significant impact on the street scene and attract new uses and footfall. A tender exercise has been completed to appoint an operator.

Several heritage workshops and training events have taken place along with a series of social media videos to engage and educate the local community. A pop-up shop with the Cultural Consortium was launched and an evening drop-in session was arranged for the local community to attend.

Levelling Up – Town 2 Turf Public Realm Enhancements

Development of the detailed design continues in partnership with LCC. Demolition of the former gent's toilet block has completed, and traffic modelling is ongoing/under review.

Levelling Up – Manchester Rd Rail Station Improvements

Design and delivery arrangements are being agreed between BBC and LCC. An initial funding agreement is being finalised to enable Network Rail to undertake surveying and develop a detailed scheme of works.

Padiham Town Centre Management

Shop Local, Shop Padiham campaign continues in Padiham Town Centre, through advertising, marketing literature, reusable shopping bags and free photography for Mother's Day.

Lidl Store opened on the 17th February creating 40 jobs for the town. Since the store opened footfall figures have risen by approx. 10000 visitors, compared to the previous month.

Padiham Town Hall

The offices are all currently let or under offer following the recent refurbishment with the final two tenants expected to move in during the Easter period. The Co-working space, located in a refurbished former committee rooms, will launch in April for 25 users.

Padiham Townscape Heritage Initiative

The former National School building has been completely renovated and final works including stone repair and cleaning of the front elevation are being completed. At the Council owned properties, 33-35 Burnley Rd, internal fitting out works to the upper floor apartments is nearing completion and the new shop fronts have been installed.

Officers are working with the owners 12-14 Burnley Rd to bring forward a scheme. The TH Officer is liaising with other property owners within the TH project boundary to potentially bring forward final schemes to utilise remaining funds.

Occupancy rates have significantly improved in the TH area.

Public Realm

	<p>Lancashire CC have reported further delays for the installation of street furniture and works within the northern node area due to issues in supply chain and supplier difficulties in sourcing materials. The supplier has indicated shipment of the street furniture week commencing 28th March, but LCC are unable to confirm timescales for installation at this stage.</p> <p>Padiham Flood Defence Scheme</p> <p>Further ground investigation works have been undertaken and enabling works under permitted development rights including tree works and vegetation clearance. Planning pre-application has been submitted. Detailed designs for the works to the wall at the rear of the Town Hall have been completed and circulated in a newsletter.</p>
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Strategic commitment	Progress update
<p>PR4- We will implement the Local Plan, delivering new housing, employment sites, and infrastructure.</p>	<p>Planning Policy Team</p> <p>Supplementary Planning Documents:</p> <p>The 7-week consultation on the Local List SPD and Houses in Multiple Occupation and Small Flats SPD ended on 2nd February 2022. Revised versions (taking into account the comments received) will be presented to Executive for adoption in April 2022.</p> <p>Work is continuing on the Planning for Health SPD and a draft for public consultation is planned to be presented to Executive in June 2022.</p> <p>Housing and Employment Sites:</p> <p>The Planning Policy Team remains busy assisting colleagues in Development Control in assessing and securing amendments to planning applications for major housing and employment schemes, particularly those involving allocated sites.</p> <p>Housing:</p> <p>Amended plans have been submitted for part of site HS1/4 Land at Rossendale - Barratt Homes (FUL/2021/0273). The amendments include reducing the proposed number of units from 101 to 87 units. The application for the remainder of site HS1/4 from Seddon Homes is pending (FUL/ 2021/0691).</p>

	<p>The first phase of properties has now been released for sale at site HS1/26: Land adj 250 Brownside Road, Worsthorne (Millers Green, Boyes Homes). Build-out continues at sites HS1/1 Former Hambledon School site (Valour Park, McDermott Homes) and HS1/3 Former Blythes Site (Canal Walk, Gleeson) (over 70% of homes on these sites are now reserved or sold), and HS1/8 Red Lees Road (The Calders, Miller Homes 38% reserved or sold). Calico's development at site HS1/13: Tay Street is nearing completion and work is now underway at Calico's site HS1/19 Land NE of Sycamore Avenue.</p>
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Strategic commitment	Progress update
<p>PR5- We will support UCLan's expansion, transforming Burnley into a University Town.</p>	<p>Campus Development The acquisition of former Newtown Mill has formally completed. Day Architects continue to progress the detailed design in consultation with Burnley BC and UCLan to inform the planning application, due to be submitted in April. A package of enabling works including stripping-out and asbestos removal is being progressed</p>
<p>PR6- We will delivery our COVID-19 economic recovery plan.</p>	<p>Recovery Plan and Recovery Board We continue to work with partners to deliver the Burnley Economic Recovery and Growth Plan. There is a wide range of on-going activities to support businesses, people and our places to recover and grow. There is a strong commitment from partners and a number of collaborations are being delivered. The board recently received an economy monitoring report and key highlights include, a significant reduction in unemployment from the peak of the pandemic, the youth unemployment rate has recovered much more quickly than expected. The impact has had a small impact on the number of jobs in the borough during 2021 with the worse affected sectors being arts, culture and leisure, although manufacturing saw an increase in job numbers. There has been very minimal impact on the number of businesses in the borough. There are currently a high level of vacancies and businesses of all types are facing difficulties in recruiting. In terms of the Town Centre both footfall and spend have remained buoyant in comparison to other towns across the country, although spend did reduce in the first quarter of 2022. Omicron Financial Support & Additional ARG Funding</p>

The Omicron Hospitality and Leisure Grant and the Omicron Additional Restrictions grants have now closed. Businesses were actively encouraged to take up the support provided by the government aimed at supporting those businesses that had been affected by the Omicron variant.

A total of 196 businesses received grants between £2,667 and £6,000. The total amount of grant paid out to eligible business totalled £629,377

The Council's Omicron Additional Restrictions grant provided grants between £750 and £3,000 to those businesses not eligible under the Omicron Hospitality & Leisure Grant but were in sectors that support these businesses. 98 businesses received support totalling £125,816

Support was also provided to businesses using the Council's remaining Additional Restriction Grant from previous tranches provided by the government: -

A total of 30 businesses received support from the Council's Covid Outbreak Closure Grant which supported small businesses that had to close due to Covid 19. The grant totalled £27,928.

Five businesses received support towards new shop front improvements totalling £45,292.

Two business received £140,000 of grant support from the Council's Additional Restrictions Hardship fund towards supporting them with their business recovery and growth plans. Together these businesses will be creating 36 new jobs.

The council's remaining grant allocation has now closed with all the allocation having been awarded to businesses.

Thrive – Youth Employment & Skills Hub

The Thrive hub is now open for “drop-ins” – this is a real step forward as things have started to open back up and means the hub is accessible to all at a time that suits them.

Burnley College is the latest partner to commit weekly time to working from the Thrive hub and their team will be based there every Wednesday. 8 Partners are now based in Thrive on a weekly basis.

A total of 400 Kickstart placements were delivered in Burnley
The number of unemployed 18 – 24-year-olds, actively seeking work in Burnley, at the end of January 2022 is 620.
In Jan 2020 this figure was 550.

A strong partnership has been developed with Lancashire County Council and we are providing a joined-up referral system to Thrive for those who are classed as NEET, at risk

	of becoming NEET, Care Leavers and those in the youth justice system.
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