



Meeting of the Burnley Borough Council

To be held at 6.30 pm on
Thursday, 20th April, 2023



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: Thursday, 20th April, 2023

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 Previous Meetings 5 - 18
To receive, as read, the Minutes of the proceedings of the previous Council meetings held on 22nd February 2023 and 5th April 2023, 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 Her Worshipful the Mayor.

4. Public Question Time
To receive questions, statements or petitions (if any) from members of the public.
5. Responses to Accessible Streets Motion 19 - 30
To note the responses to the Accessible Streets Motion approved by Council.
6. Items for Decision by the Council
 - a) Calendar of Meetings 2023/24 31 - 36
To consider the calendar of meetings for the 2023/24 Municipal Year.
 - b) Appointment of Mayor and Deputy Mayor 2023/24 37 - 38
To consider a report on the appointment of Mayor and Deputy Mayor for 2023/24.
 - c) Constitutional Updates and Reporting 39 - 44
To consider a report on updates to the Constitution.
 - d) Appointment of Chief Operating Officer 45 - 48
To consider a report on the arrangements for the recruitment and appointment of a new Chief Operating Officer.
7. Reports from Committee Chairs
 - a) Report from the Chair of Scrutiny 49 - 50
 - b) Report from the Chair of Audit & Standards 51 - 52
 - c) Report from Chair of Licensing 53 - 54
 - d) Report from Chair of Development Control 55 - 56
8. Strategic Plan Progress Reports 57 - 82
9. 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.

[2022 - 2023 Municipal Year Attendance](#)



FULL COUNCIL

BURNLEY TOWN HALL

Wednesday, 22nd February, 2023 at 6.30 pm

PRESENT

MEMBERS

Councillors C Towneley (Chair), A Khan (Vice-Chair), A Anwar, H Baker, G Barton, G Birtwistle, C Briggs, S Chaudhary, S Cunliffe, A Fewings, S Graham, S Hall, J Harbour, B Horrocks, A Hosker, M Hurt, S Hussain, J Inckle, K Ingham, S Kazmi, A Kelly, W Khan, J Launer, A Lewis, G Lishman, M Lishman, S Lone, J McGowan, A Raja, C Sollis, M Steel, J Sumner, M Townsend, 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
Alison McEwan	Democracy Officer
Carol Eddleston	Democracy Officer
David Bristow	Mayor's Officer
Amy Johnson	Finance Manager
MJ Hindman	Graphic Designer
Dexter Almond	Admin Officer
Paul Barlow	Graphic Designer
Blake Morris	Admin Officer
Hannah Smith	Accountancy Officer

58. Minutes of Previous Meetings

RESOLVED That the minutes of the meetings of the Council held on 29th November 2022 and 25th January 2023 be confirmed and signed by the Chair.

59. Declarations of Interest

Councillor Fewings declared a pecuniary interest in agenda items 5c and 5d [minute no 63 and 64] as the owner of a property on Lower St James's Street and a other interest due to

his husband's association with Creative Spaces Burnley CIC. He would leave the meeting for the duration of these items and take no part in the discussion or voting thereon.

Councillor Fewings also declared a other prejudicial interest in agenda item 5i Capital Budget 2023/24 and Capital Investment Programme 2023/28 [included in minute no 65] due to his husband's association with Creative Spaces Burnley CIC. As this item was to be taken en bloc with other 2023/24 budget items, agenda items 5e to 5k and Supplementary Agenda item 5p, he would be required to leave the room and take no part in the discussion or en bloc vote on those items.

Councillor Lewis declared a other, non-prejudicial interest in agenda item 5p of the Supplementary Agenda, Conservative Group Budget Amendments [included in minute no 65], due to his voluntary role as Event Director of Padiham Greenway junior park run. He was therefore permitted to remain in the meeting and take part in the discussion and en bloc vote.

Councillors Graham, Hussain, Kelly, G Lishman, M Lishman and Lord W Khan declared a other non-prejudicial interest in the first Green Group amendment due to their involvement in the Citizens Advice Bureaux and/or Burnley, Pendle and Rossendale Council for Voluntary Services. They were permitted to remain in the meeting and take part in the discussion and the en bloc vote.

60. Mayor's Communications

The Mayor took the opportunity to encourage members to attend the Mayor's Ball on 15th April 2023 in the James Hargreaves Suite at Burnley Football Club.

She also informed the meeting that plans were being made throughout the country to *Ring for the King* at the Coronation of King Charles III on 6 May 2023, in preparation for which the Central Council of Church Bell Ringers had initiated an appeal to recruit more ringers to enable them to be trained in time to participate.

61. Recommendation of the Independent Remuneration Panel

Consideration was given to the findings of the Independent Remuneration Panel (IRP) in respect of a proposed percentage increase to the current Members' Allowance Scheme (MAS) for the financial year 2022/23.

RESOLVED, THAT: an increase of 4.04% to the members' basic allowance for the financial year 1st April 2022-31st March 2023 and the resulting increases to Special Responsibility Allowances as set out in Appendix 1 be approved.

62. Strategic Plan 2023

With reference to minute 83 of the Executive (13th February 2023), consideration was given to the Strategic Plan 2023.

RESOLVED: That the Strategic Plan 2023 be approved.

63. Revenue Budget Monitoring Q3 2022/23

Councillor Fewings left the room for the duration of this item.

With reference to minute 85 of the Executive (13th February 2023), consideration was given to the outturn forecast position for the year as at 31st March 2023 based upon actual spending, and income to 31st December 2022.

RESOLVED, THAT:

- 1) The latest revised net budget of £15.322m as shown in Table 1 be approved;
- 2) The net transfers from earmarked reserves of £4.284m as shown in Appendix 2 be approved, and
- 3) The requested carry forwards of £419k as shown in Appendix 3 be approved.

64. Capital Budget Monitoring Q3 2022/23

Councillor Fewings remained outside of the room for the duration of this item.

With reference to minute 86 of the Executive (13th February 2023), consideration was given to an update on capital expenditure and the resources position, with any variances highlighted.

RESOLVED, THAT:

- 1) Net budget changes totalling a decrease of £18,513,011 giving a revised capital budget for 2022/23 totalling £20,225,741 as detailed in Appendix 1 be approved, and
- 2) The proposed financing of the revised capital budget totalling £20,225,741 as detailed in Appendix 1 be approved.

65. Revenue and Capital Budget 2023/24, including Medium Term Financial Strategy, Treasury Management Strategy, Council Tax Support Scheme, Revenue Budget Statutory Report and Council Tax Resolution

Councillor Fewings remained outside of the room for the duration of this item.

Consideration was given to the Medium Term Financial Strategy 2024/28, the Treasury Management Strategy 2023/24 and Prudential Treasury Indicators, the Council Tax Support Scheme 2023/24, the Revenue Budget 2023/24, the Capital Budget 2023/24 and Capital Investment Programme 2023/28, Revenue Budget Statutory Report by the Finance Officer and Council Tax 2023/24. Consideration was also given to the relevant minutes 87, 88, 89, 90 and 91 of the Executive (13th February 2023).

It was moved by Councillor Graham and seconded by Councillor Anwar that the recommendations outlined in agenda items 5e to 5k and as set out in minutes 87 to 91 of the Executive (13th February 2023) be approved.

The first of two amendments submitted in advance by the Conservative Group and published at pages 8 and 9 of the Supplementary Agenda Pack was moved by Councillor McGowan and seconded by Councillor Whitaker.

In accordance with Council Procedure Rule (CPR) 16.7 a recorded vote was taken on the first Conservative Group amendment and it was declared to be LOST.

Conservative Group Amendment 1 (Amendment)	
Councillor Cosima Towneley	For
Councillor Arif Khan	Against
Councillor Afrasiab Anwar	Against
Councillor Howard Baker	Against
Councillor Gail Barton	Against
Councillor Gordon Birtwistle	Against
Councillor Charlie Briggs	Against
Councillor Saeed Chaudhary	Against
Councillor Scott Cunliffe	Against
Councillor Sue Graham	Against
Councillor Sarah Hall	Against
Councillor John Harbour	Against
Councillor Bill Horrocks	Against
Councillor Alan Hosker	For
Councillor Martyn Hurt	Against
Councillor Shah Hussain	Against
Councillor Jacqueline Inckle	Against
Councillor Karen Ingham	For
Councillor Syeda Kazmi	Against
Councillor Anne Kelly	Against
Councillor Lord Wajid Khan of Burnley	Against
Councillor Jack Launer	Against
Councillor Alun Lewis	Against
Councillor Gordon Lishman	Against
Councillor Margaret Lishman	Against
Councillor Sehrish Lone	Against
Councillor Jamie McGowan	For
Councillor Asif Raja	Against
Councillor Christine Sollis	Against
Councillor Mike Steel	For
Councillor Jeff Sumner	Against
Councillor Mark Townsend	Against
Councillor Don Whitaker	For
Councillor Andy Wight	Against
Rejected	

The second of two amendments submitted in advance by the Conservative Group and published at pages 10 and 11 of the Supplementary Agenda Pack was moved by Councillor Hosker and seconded by Councillor Steel.

In accordance with Council Procedure Rule (CPR) 16.7 a recorded vote was taken on the second Conservative Group amendment and it was declared to be LOST.

Conservative Group Amendment 2 (Amendment)	
Councillor Cosima Towneley	For
Councillor Arif Khan	Against
Councillor Afrasiab Anwar	Against
Councillor Howard Baker	Against
Councillor Gail Barton	Against
Councillor Gordon Birtwistle	Against
Councillor Charlie Briggs	Against
Councillor Saeed Chaudhary	Against
Councillor Scott Cunliffe	Against
Councillor Sue Graham	Against
Councillor Sarah Hall	Against
Councillor John Harbour	Against
Councillor Bill Horrocks	Against
Councillor Alan Hosker	For
Councillor Martyn Hurt	Against
Councillor Shah Hussain	Against
Councillor Jacqueline Inckle	Against
Councillor Karen Ingham	For
Councillor Syeda Kazmi	Against
Councillor Anne Kelly	Against
Councillor Lord Wajid Khan of Burnley	Against
Councillor Jack Launer	Against
Councillor Alun Lewis	Against
Councillor Gordon Lishman	Against
Councillor Margaret Lishman	Against
Councillor Sehrish Lone	Against
Councillor Jamie McGowan	For
Councillor Asif Raja	Against
Councillor Christine Sollis	Against
Councillor Mike Steel	For
Councillor Jeff Sumner	Against
Councillor Mark Townsend	Against
Councillor Don Whitaker	For
Councillor Andy Wight	Against
Rejected	

Two amendments were submitted by the Green Group. As these had not been published or circulated in advance, and with the consent of members, the Mayor adjourned the meeting at 19:52 to allow all members to read and consider them.

The meeting reconvened at 20:00.

It was moved by Councillor Hurt and seconded by Councillor Launer that Full Council:

‘Remove £10,000 for Coronation celebrations.

Increase the grant to the CAB in 2023/24 by a one-off contribution of £10,000 and allocate officer time to help community organisations promote their crowdfunders for coronation celebrations.’ (Item 5h page 177 and 188), and

Ring-fence any savings identified from any vacant positions that arise from the CEO recruitment process and award the savings to Burnley Pendle and Rossendale Council for Voluntary Services for them to use to support organisations across the Borough that are helping people who are struggling with the cost of living crisis’.

In accordance with CPR 16.7 a recorded vote was taken on the first of two Green Group amendments and it was declared to be LOST.

Green Group Amendment 1 (Amendment)	
Councillor Cosima Towneley	Against
Councillor Arif Khan	Against
Councillor Afrasiab Anwar	Against
Councillor Howard Baker	Against
Councillor Gail Barton	Against
Councillor Gordon Birtwistle	Against
Councillor Charlie Briggs	Against
Councillor Saeed Chaudhary	Against
Councillor Scott Cunliffe	For
Councillor Sue Graham	Against
Councillor Sarah Hall	For
Councillor John Harbour	Against
Councillor Bill Horrocks	Against
Councillor Alan Hosker	Against
Councillor Martyn Hurt	For
Councillor Shah Hussain	Against
Councillor Jacqueline Inckle	Against
Councillor Karen Ingham	No vote recorded
Councillor Syeda Kazmi	Against
Councillor Anne Kelly	Against
Councillor Lord Wajid Khan of Burnley	Against
Councillor Jack Launer	For
Councillor Alun Lewis	Against
Councillor Gordon Lishman	Against
Councillor Margaret Lishman	Against
Councillor Sehrish Lone	Against
Councillor Jamie McGowan	Against
Councillor Asif Raja	Against
Councillor Christine Sollis	Against
Councillor Mike Steel	Against
Councillor Jeff Sumner	Against
Councillor Mark Townsend	Against
Councillor Don Whitaker	Against
Councillor Andy Wight	For
Rejected	

It was moved by Councillor Cunliffe and seconded by Councillor Wight that Full Council:

‘Change the 2.99% Council Tax rise to 0% for 2023/24 only, the impact of the loss of Council Tax income over the 5-year Medium Term Financial Strategy period to be funded from reserves over the next 5 years at a cost of £1.21m.’ (Item 5h page 178).

In accordance with CPR 16.7 a recorded vote was taken on the second of the Green Group amendments and it was declared to be LOST.

Green Group Amendment 2 (Amendment)	
Councillor Cosima Towneley	Abstain
Councillor Arif Khan	Against
Councillor Afrasiab Anwar	Against
Councillor Howard Baker	Against
Councillor Gail Barton	Against
Councillor Gordon Birtwistle	Against
Councillor Charlie Briggs	Against
Councillor Saeed Chaudhary	Against
Councillor Scott Cunliffe	For
Councillor Sue Graham	Against
Councillor Sarah Hall	For
Councillor John Harbour	Against
Councillor Bill Horrocks	Against
Councillor Alan Hosker	Abstain
Councillor Martyn Hurt	For
Councillor Shah Hussain	Against
Councillor Jacqueline Inckle	Against
Councillor Karen Ingham	No vote recorded
Councillor Syeda Kazmi	Against
Councillor Anne Kelly	Against
Councillor Lord Wajid Khan of Burnley	Against
Councillor Jack Launer	For
Councillor Alun Lewis	Against
Councillor Gordon Lishman	Against
Councillor Margaret Lishman	Against
Councillor Sehrish Lone	Against
Councillor Jamie McGowan	Abstain
Councillor Asif Raja	Against
Councillor Christine Sollis	Against
Councillor Mike Steel	Abstain
Councillor Jeff Sumner	Against
Councillor Mark Townsend	Against
Councillor Don Whitaker	Abstain
Councillor Andy Wight	For
Rejected	

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

Budget 2023/24 (Resolution)	
Councillor Cosima Towneley	Against
Councillor Arif Khan	For
Councillor Afrasiab Anwar	For
Councillor Howard Baker	For
Councillor Gail Barton	For
Councillor Gordon Birtwistle	For
Councillor Charlie Briggs	For
Councillor Saeed Chaudhary	For
Councillor Scott Cunliffe	Abstain
Councillor Sue Graham	For
Councillor Sarah Hall	Abstain
Councillor John Harbour	For
Councillor Bill Horrocks	For
Councillor Alan Hosker	Against
Councillor Martyn Hurt	Abstain
Councillor Shah Hussain	For
Councillor Jacqueline Inckle	For
Councillor Karen Ingham	No vote recorded
Councillor Syeda Kazmi	For
Councillor Anne Kelly	For
Councillor Lord Wajid Khan of Burnley	For
Councillor Jack Launer	Abstain
Councillor Alun Lewis	For
Councillor Gordon Lishman	For
Councillor Margaret Lishman	For
Councillor Sehrish Lone	For
Councillor Jamie McGowan	Against
Councillor Asif Raja	For
Councillor Christine Sollis	For
Councillor Mike Steel	Against
Councillor Jeff Sumner	For
Councillor Mark Townsend	For
Councillor Don Whitaker	Against
Councillor Andy Wight	Abstain
Carried	

RESOLVED, THAT:

- 1) The latest Medium-Term Financial Strategy be approved;
- 2) The Reserves Strategy, as appended to the Medium-Term Financial Strategy be approved;
- 3) The Treasury Management Strategy Statement for 2023/24 as set out in Appendix 1 be approved;
- 4) The prudential and treasury indicators for 2023/24 to 2025/26 as per Appendix 2 including the authorised limit for external debt of £96.918m in 2023/24 be approved;
- 5) The list of Counterparties for Deposits outlined within Appendix 3 be approved;

- 6) The Council's MRP Statement for 2023/24 as set out in Appendix 4 of the report be approved;
- 7) Changes to the Council Tax Support Scheme for 2023/24 to increase the maximum level of subsidy for working age claimants from 85% to 100% for a one-year period be approved;
- 8) The approach that has been adopted in developing budget proposals that reflect the Council's Strategic Objectives for 2023/24 be endorsed;
- 9) The proposals contained in the Revenue Budget 2023/24 be approved;
- 10) The setting of a Council Tax Requirement of £7,722,735 for the financial year 2023/24 be approved;
- 11) The setting of a Net Budget Requirement of £16,266,712 for 2023/24 be approved;
- 12) The Statutory Report issued by the Head of Finance and Property under the Local Government Act 2003 be received and considered;
- 13) The Chief Operating Officer/Heads of Service be authorised to progress action plans to deliver the 2023/24 budget;
- 14) Approval be given for a Council Tax (Band D) figure of £328.01 for this Council for the year commencing 1st April 2023 and for the statutory resolution to set the full Council Tax for the year to be adopted. This is equivalent to 2.99% Council Tax Increase;
- 15) The 2023/24 Capital Budget, totalling £41,357,215 as set out in Appendix 1 be approved;
- 16) The 2023/28 Capital Investment Programme as set out in Appendix 1 be noted;
- 17) The estimated position on capital resources as set out in Appendix 2 be noted;
- 18) It be noted that on 2nd December 2022 the Council calculated the Council Tax base 2023/24
 - a) for the whole Council area as 23,544 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.
- 19) The Council Tax requirement calculated for the Council's own purposes for 2023/24 (excluding parish precepts) be £7,722,735.
- 20) The following amounts be calculated by the Council for the financial year 2023/24 in accordance with Sections 31 to 36 of the Act
 - (a) £53,611,571 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) £45,715,509 being the aggregate of the amounts which the Council estimates for the items set out in Section 31A (3) of the Act;
 - (c) £7,896,062 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) £335.37 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) £173,327 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) £328.01 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.

21) It be noted 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.

22) The Council, in accordance with Sections 30 and 36 of the Local Government Finance Act 1992, hereby set the aggregate amounts shown in the tables below and in Appendix A as the amounts of Council Tax for 2023/24 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
£218.67	£255.12	£291.56	£328.01	£400.90	£473.79	£546.68	£656.02

Lancashire County Council

A	B	C	D	E	F	G	H
£1,049.81	£1,224.77	£1,399.74	£1,574.71	£1,924.65	£2,274.58	£2,624.52	£3,149.42

Police and Crime Commissioner for Lancashire

A	B	C	D	E	F	G	H
£167.63	£195.57	£223.51	£251.45	£307.33	£363.21	£419.08	£502.90

Lancashire Combined Fire Authority

A	B	C	D	E	F	G	H
£54.85	£63.99	£73.13	£82.27	£100.55	£118.83	£137.12	£164.54

Aggregate of Council Tax Requirements

A	B	C	D	E	F	G	H
£1,490.96	£1,739.45	£1,987.94	£2,236.44	£2,733.43	£3,230.41	£3,727.40	£4,472.88

23) It be determined that the Council's basic amount of Council Tax for 2023/24 is not excessive in accordance with principles approved under Section 52ZB Local Government Finance Act 1992.

66. Pay Policy Statement 2023/24

Councillor Fewings returned to the meeting.

With reference to minute 84 of the Executive (13th February 2023) consideration was given to the Council's Pay Policy Statement 2023/24 which was required to be published prior to the end of March each year.

RESOLVED, THAT: The Pay Policy Statement 2023/24 be approved and published on the Council's website subject to the following amendment to lines three and four of paragraph 35: '(from April 2020 2023 this increases to 19.4%).

67. Code of Conduct Review

With reference to minute 35 of the Audit and Standards Committee (26th January 2023), consideration was given to the review of the Borough Council's existing Code of Conduct for Members and associated Complaints Procedure following the publication of the Local Government Ethical Standards report produced by the Committee on Standards in Public Life (CSPL) and the Local Government Association's (LGA) Model Code of Conduct (LGA's Model Code).

RESOLVED, THAT: the proposed changes to the Council's existing Code and associated Complaints Procedure, as set out in Appendix B in response to the Best Practice recommendations contained in the Local Government Ethical Standards report produced by the CSPL as abstracted in the LGA's Model Code, be made.

68. Constitutional Updates and Reporting

Consideration was given to a report containing constitutional amendments, appointments to committees and reporting.

RESOLVED, THAT:

- 1) Call-in waivers relating to the urgent Executive Reports and Urgent Chief Executive Decision be noted;
- 2) The addition to the Constitution Part 3 Scheme of Delegation approved by the Leader on 17th January 2023, granting a delegation to the Chief Operating Officer to exercise delegations granted to Heads of Service in their absence, be noted;
- 3) The changes to the Financial Procedure Rules and Standing Orders for Contracts be approved;
- 4) The Council's updated Procurement Strategy 2023-28 be approved;
- 5) The updated Part 3 Scheme of Delegation (Council Functions) and Proper Officer List be approved, and
- 6) The appointment of Cllr Mark Payne to the Scrutiny Committee be approved.

69. Local Government (Disqualification) Act 2022 Changes To Disqualification Criteria For Councillors

With reference to minute 36 of the Audit and Standards Committee (26th January 2023), consideration was given to a report on the new grounds for disqualification from being elected to, or being a member of, a local authority that had been introduced by the Local Government (Disqualification) Act 2022.

RESOLVED, THAT: the Monitoring Officer be requested to forward a copy of the report to Parish and Town Councils in the borough for information along with a recommendation that the report be considered and noted at their next Parish and Town Council meetings.



BURNLEY BOROUGH COUNCIL FULL COUNCIL

COMMITTEE ROOMS 2 & 3, BURNLEY TOWN HALL

Wednesday, 5th April, 2023

PRESENT

MEMBERS

The Worshipful The Mayor (Councillor Cosima Towneley) in the Chair;

Councillors A Khan (Vice-Chair), A Anwar, G Barton, S Chaudhary, S Cunliffe, A Fewings, S Graham, J Harbour, B Horrocks, A Hosker, M Hurt, J Inckle, M Ishtiaq, S Kazmi, A Kelly, L Khan, W Khan, J Launer, A Lewis, G Lishman, M Lishman, S Lone, J McGowan, L Mehanna, A Raja, A Royle, C Sollis, M Steel, M Townsend and D Whitaker

OFFICERS

Mick Cartledge	– Chief Executive
Lukman Patel	– Chief Operating Officer
Catherine Waudby	– Head of Legal and Democratic Services
Vicky White	– Strategic HR Consultant
Alison McEwan	– Democracy Officer
David Bristow	– Mayor's Officer
Chris Gay	– Governance Manager

70 Declarations of Interest

Although there is no obligation on an officer to declare an interest in a matter under consideration, Lukman Patel declared an interest in Minute 71, Appointment of Chief Executive.

71 Appointment of Chief Executive

Lukman Patel left the room and did not take part in this item.

Consideration was given to ratification of the recommendation from the Appointments Committee regarding the appointment of the Chief Executive/Head of Paid Service following the recruitment and selection process undertaken.

On being put to the vote it was duly RESOLVED that Council:

- (i) Endorsed the report

- (ii) Ratified the recommendation of the Appointments Committee that Lukman Patel be selected for the position of Chief Executive and Head of Paid Service following the conclusion of the selection process on 21st March 2023.
- (iii) Confirmed the appointment and the remuneration in accordance with the Council's approved salary level of £118,151 per annum.
- (iv) Granted delegated authority to the Leader in conjunction with the Strategic HR Manager to finalise the arrangements and confirm the start date for the Chief Executive as 11th August 2023.



Chief Constable C Rowley

Our Ref MC/001/HN

Date 1st February 2023

E-mail only: christopher.rowley2@lancashire.police.uk

Dear Chris

Council Motion: Accessible Streets

On 25th January 2023, Burnley Borough Council debated and resolved the following Motion:

1. Street clutter is increasing over time, particularly within the town centre.

Street clutter includes (but is not limited to) items like Advertising boards, guard rails, wheelie bins, outdoor tables and chairs, planters, badly placed signposts and lampposts, telecommunication boxes and masts, poorly placed EV chargers and bollards.
2. Other issues that affect accessibility include pavement parking, parking over dropped kerbs, pavement cycling/E-Scooter riding and overgrown bushes and hedges.
3. Visually impaired residents and visitors in particular are finding it increasingly difficult to navigate our streets and town centre, with guide dogs struggling to safely guide their owners around obstacles; high obstacles such as rope barriers causing canes to miss them, causing them to walk into them, or safe routes completely blocked, requiring visually impaired residents having to use the road.
4. The lack of tactile definition of roadway and pavement means that visually impaired people and guide dogs cannot tell if they are on the road or pavement in some areas, such as the pedestrianised area of St James's Street.
5. That Lancashire County Council and Lancashire Police are not fulfilling its duties around vehicles obstructing pavements and dropped kerbs.

Continued



6. That there are not enough dropped kerbs within the borough, and many stretches of pavement have no accessible routes, leaving those with accessibility issues having to use the road.

This Council believes that:

1. The streets of Burnley and Padiham should be accessible for all.
2. Public realm works should consider the accessibility needs of all residents in their design.
3. Reducing street clutter benefits everyone but has a greater benefit for those with additional accessibility needs.
4. On-Street EV Charging points should be built out into the highway rather than taking pavement space.

This Council resolves to:

1. Place accessibility at the heart of future building and public realm works.
2. That the Leader of the Council and the Chief Executive write to the Chief Executive and Leader of Lancashire County Council requesting:
 - That all highways works take into account accessibility, and that improving accessibility of our pavements is treated high priority, such as increasing the number of dropped kerbs, particularly on streets where there are no accessible routes currently in place, and that dropped kerbs and crossing points should have tactile surfaces to indicate their location.
 - That requests for pruning and trimming works to bushes, trees and hedges that are causing pavement obstruction are dealt with promptly, and that they encourage residents to use the Love Clean Streets app to report these issues.
 - Request that when working on the roll-out of on-street EV chargers, that charging points are built out into the highway and not take pavement space.
 - That they make full use of their powers in enforcing issues such as pavement obstruction and parking on dropped kerbs.
3. Work with Urbaser to ensure that bins and waste receptacles are put in a place that does not obstruct pavements after they have been emptied, and also request residents and businesses to ensure that their bins and waste receptacles are not obstructing the pavement when presented for collection.

Continued



4. Take a more proactive approach to planning and street scene enforcement where advertising boards, outdoor dining areas etc are exceeding the curtilage of the property.
5. That the Leader of the Council and the Chief Executive write to Chief Constable of Lancashire Police requesting that Lancashire Police:
 - Enforce the rules and regulations around the use of bicycles and other prohibited vehicles using the pavement
 - Proactively enforce the laws around motor vehicles obstructing pavements and dropped kerbs.
6. That the Chief Executive reports back to Full Council on the responses received from Lancashire County Council and Lancashire Constabulary.

On being put to the vote the Motion was declared to be carried and it was resolved accordingly.

We are therefore writing to you to inform you of the Council's resolution and look forward to your reply, which we will then report back to Full Council in line with the Motion.

Yours sincerely

Mick Cartledge
Chief Executive

Councillor Afrasiab Anwar
Leader of Burnley Borough Council

cc: Leader – Lancashire County Council
Chief Executive – Lancashire County Council

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Chris Rowley M.St (Cantab)
Chief Constable

Lancashire Constabulary Headquarters PO Box 77 Hutton Preston Lancashire PR4 5SB
Telephone 01772 412221
E-Mail: Christopher.Rowley2@lancashire.police.uk

Mr Mick Cartledge
Chief Executive - Burnley Borough Council
Town Hall
Manchester Road
Burnley
Lancashire
BB11 9SA

6th February 2023

Dear Mr Cartledge,

Thank you for your letter dated 1st February 2023, where you have raised concerns relating to accessible streets. I have looked into the points you have raised in detail with T/ACC Procter, Territorial Operations, and want to work with you to resolve the issues you highlight.

With regards to the misuse of a bicycle or scooter in an anti-social manner thereby causing harassment, alarm, or distress, this is addressed in Burnley Town Centre in terms of a Public Spaces Protection Order (PSPO).

I am aware that the Burnley Neighbourhood Team are aware of the PSPO and will commit to identifying those breaching the PSPO and provide their details to Burnley Borough Council with a view to completing enforcement action.

I will also ensure, through the East Senior Leadership Team, that all our Response Policing Teams working across the Borough are aware of the PSPO and forward any relevant breaches to Burnley Borough Council.

In support of this legislation, I am led to believe that the Burnley Police Team have made 58 referrals to the Council for breaches of the PSPO.

I am aware that nationally, there has been an increase in the number of E-bikes and E-scooters on the roads and pavements, and Burnley is no exception. The Burnley Neighbourhood Policing Team will act appropriately where riders cause a nuisance or danger to road users or members of the public, within available legislation.

Whilst I am reassured that the Burnley Neighbourhood Policing Team have a good working relationship with all partners including Burnley Borough Council, we will continue to work proactively across the Community Safety Partnership to address these concerns.

With regards to pavement obstruction and parking issues on dropped kerbs, I am sighted that the Burnley Neighbourhood Policing Team are proactively working with partners to reduce the amount of motor vehicles obstructing pavements and dropped kerbs, in response to complaints from local residents, business and councillors.

During the recent Neighbourhood Policing 'Week of Action', Burnley's Neighbourhood Team arranged a joint operation in Padiham working with Local Councillor and MP Anthony Higginbotham, along with Lancashire County Council. This operation looked to both enforce and educate anyone parking in an inconsiderate manner in the area. I will ensure that our Local Policing Teams continue to work proactively with partners to reduce these types of complaints and offences.

If there is a clear obstruction that is blocking the highway or access / egress from a driveway (therefore dropped kerb), if appropriate, we have powers to remove vehicles. These would be considered on a case-by-case basis. We do however acknowledge that, due to the landscape of Burnley's residential areas, we must take a proportionate and pragmatic approach to enforcement with education across the partnership and, where appropriate, identify engineering requirements to reduce or remove localised issues.

Yours sincerely,



Chris Rowley
Chief Constable



County Councillor Phillippa Williamson - Leader
Ms Angie Ridgwell – Chief Executive

Our Ref MC/001/HN

Date 1st February 2023

E-mail only: Phillippa.Williamson@lancashire.gov.uk
Angie.Ridgwell@lancashire.gov.uk

Dear Phillippa & Angie

Council Motion: Accessible Streets

On 25th January 2023, Burnley Borough Council debated and resolved the following Motion:

1. Street clutter is increasing over time, particularly within the town centre.

Street clutter includes (but is not limited to) items like Advertising boards, guard rails, wheelie bins, outdoor tables and chairs, planters, badly placed signposts and lampposts, telecommunication boxes and masts, poorly placed EV chargers and bollards.
2. Other issues that affect accessibility include pavement parking, parking over dropped kerbs, pavement cycling/E-Scooter riding and overgrown bushes and hedges.
3. Visually impaired residents and visitors in particular are finding it increasingly difficult to navigate our streets and town centre, with guide dogs struggling to safely guide their owners around obstacles; high obstacles such as rope barriers causing canes to miss them, causing them to walk into them, or safe routes completely blocked, requiring visually impaired residents having to use the road.
4. The lack of tactile definition of roadway and pavement means that visually impaired people and guide dogs cannot tell if they are on the road or pavement in some areas, such as the pedestrianised area of St James's Street.
5. That Lancashire County Council and Lancashire Police are not fulfilling its duties around vehicles obstructing pavements and dropped kerbs.

Continued



6. That there are not enough dropped kerbs within the borough, and many stretches of pavement have no accessible routes, leaving those with accessibility issues having to use the road.

This Council believes that:

1. The streets of Burnley and Padiham should be accessible for all.
2. Public realm works should consider the accessibility needs of all residents in their design.
3. Reducing street clutter benefits everyone but has a greater benefit for those with additional accessibility needs.
4. On-Street EV Charging points should be built out into the highway rather than taking pavement space.

This Council resolves to:

1. Place accessibility at the heart of future building and public realm works.
2. That the Leader of the Council and the Chief Executive write to the Chief Executive and Leader of Lancashire County Council requesting:
 - That all highways works take into account accessibility, and that improving accessibility of our pavements is treated high priority, such as increasing the number of dropped kerbs, particularly on streets where there are no accessible routes currently in place, and that dropped kerbs and crossing points should have tactile surfaces to indicate their location.
 - That requests for pruning and trimming works to bushes, trees and hedges that are causing pavement obstruction are dealt with promptly, and that they encourage residents to use the Love Clean Streets app to report these issues.
 - Request that when working on the roll-out of on-street EV chargers, that charging points are built out into the highway and not take pavement space.
 - That they make full use of their powers in enforcing issues such as pavement obstruction and parking on dropped kerbs.
3. Work with Urbaser to ensure that bins and waste receptacles are put in a place that does not obstruct pavements after they have been emptied, and also request residents and businesses to ensure that their bins and waste receptacles are not obstructing the pavement when presented for collection.

Continued



4. Take a more proactive approach to planning and street scene enforcement where advertising boards, outdoor dining areas etc are exceeding the curtilage of the property.
5. That the Leader of the Council and the Chief Executive write to Chief Constable of Lancashire Police requesting that Lancashire Police:
 - Enforce the rules and regulations around the use of bicycles and other prohibited vehicles using the pavement
 - Proactively enforce the laws around motor vehicles obstructing pavements and dropped kerbs.
6. That the Chief Executive reports back to Full Council on the responses received from Lancashire County Council and Lancashire Constabulary.

On being put to the vote the Motion was declared to be carried and it was resolved accordingly.

We are therefore writing to you to inform you of the Council's resolution and look forward to your reply, which we will then report back to Full Council in line with the Motion.

Yours sincerely

Mick Cartledge
Chief Executive

Councillor Afrasiab Anwar
Leader of Burnley Borough Council

cc: Chief Constable of Lancashire Police

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Councillor Afrasiab Anwar (Leader) and
Mr Mick Cartledge (Chief Executive)
Burnley Borough Council
Town Hall
Manchester Road
Burnley BB11 9SA
(Sent by email)

Phone: 01772 536260
Email: angie.ridgwell@lancashire.gov.uk
Your Ref: MC/001/HN
Our ref: AR/71460
Date: 21 February 2023

Dear Afrasiab & Mick

Council Motion: Accessible Streets

Thank you for your correspondence of 1 February 2023 to myself and the Leader of the county council, sharing your council's motion of 25 January in respect of accessible streets.

We share your belief that Burnley and Padiham, and indeed all of Lancashire, should be accessible for all and particularly those with additional accessibility needs. There is always though a need to ensure there is an appropriate balance between minimising street furniture and ensuring that the correct signage, street lighting and other safety requirements are met.

In respect of your specific requests of the county council, I address them below:

1. We will continue to ensure all highway works consider accessibility. We will look to prioritise footway accessibility improvements in the area, particularly on streets without suitable mobility crossing points. Any new pedestrian crossing points will have tactile paving, but we will not introduce these on any dropped kerbs which are for vehicular access. If there are any existing mobility crossings that would benefit from tactile paving, please let us know using the contact details at the end of this letter as we make these types of improvement each year.
2. We investigate locations where overgrown vegetation is reported as obstructing the highway. If we consider it is causing a safety concern, we will ensure it is cut back as soon as possible. This includes any vegetation growing from private land. We will continue to deal with these requests promptly, and we will continue to encourage residents to report these issues through our Love Clean Streets app.
3. We have no plans to introduce new electric vehicle chargers in the district at present but should we do so in future we will consider the most appropriate locations based on need and safety.

continued...

4. We actively enforce obstruction of any dropped kerbs which provide pedestrian crossing facilities and will continue to do so. Footpath obstruction is a matter for the police.

Thank you for taking the time to share the deliberations of your council. If there are any locations of particular concern in the points outlined above, please send this information by email to highwaysdistrictlead@lancashire.co.uk and we will follow these up.

Yours sincerely



Angie Ridgwell
Chief Executive and Director of Resources

cc County Councillor Phillipa Williamson, Leader of the Council

Calendar of Meetings 2023-24

REPORT TO FULL COUNCIL



DATE	20/04/2022
PORTFOLIO	Leader
REPORT AUTHOR	Alison McEwan
TEL NO	01282 477259
EMAIL	amcewan@burnley.gov.uk

PURPOSE

1. To consider a Calendar of Meetings for 2023/24 Municipal Year.

RECOMMENDATION

2. That the Calendar of meetings for 2023/24 Municipal Year be approved (Appendix 1).

REASONS FOR RECOMMENDATION

3. To ensure that the Committee structure and number of meetings is proportionate to the budget, size and business of the organisation.

SUMMARY OF KEY POINTS

4. The proposed Calendar of Meetings for 2023/24 Municipal Year is attached at Appendix 1. It should be noted that indicative dates are also provided for May, June and July 2024. These dates will be confirmed when the 2024/25 Calendar of Meetings is approved.

5. **Full Council cycle**

Currently Full Council operates on a 12-weekly cycle, and meets on a Wednesday.

The Annual/Appointments meeting in May and the Budget meeting in February are statutorily required. Over the last few years "other" business has also been conducted at these meetings as necessary.

Other Full Council meetings in July, September, December, also now deal with Outturn (July), Budget Monitoring (quarterly), changes to the Budget for the following year (Sept and Dec). Since 2021/22 an extra meeting has been added in January for non Budget items to reduce the workload for the February Budget meeting.

As much business as possible will be dealt with at the previous Full Councils so that there may not be a specific business need to hold the April Council. The April meeting however will still be included in the Calendar but can be cancelled if Group Leaders decide there is no need for the meeting.

No change in general to the current 12-week cycle.

6. Executive

Executive now meets on a Wednesday which has allowed further time between Scrutiny and Executive meetings.

It is still proposed to have a 1-week gap between Executive and Full Council, to ensure as streamlined a decision-making process as possible.

Any late items for the Executive meeting which also need to go to Full Council should be expected to be known by the Tuesday before the Executive i.e. when the Full Council agenda is published.

Particular arrangements have previously been put in place at Budget time to provide 5 clear working days between Budget Executive and Budget Council so that the outcome of the Executive meeting is clear when the Full Council agenda is published. Therefore it is proposed that Budget Exec will continue to be on a Monday.

No change to the current 6-week cycle.

It should be recognised that when Executive Urgency procedures have to be followed then there is a cost in Officer time to publish relevant additional Notices, liaise with the Scrutiny Chair, and report retrospectively Urgent Officer Executive Delegations to the Executive and Full Council (dictated by statutory arrangements).

7. Scrutiny Committee

To continue last year's arrangements providing in general a week between Scrutiny and the Executive. Due to the number of extraordinary meetings called last year, to programme in a Scrutiny meeting prior to each Executive meeting. If not required meetings to be cancelled.

There are particular clearing processes for budget reports being considered at Scrutiny and Executive, i.e. for cycles in July, September, December, and February, and therefore to allow these processes to work to continue that Scrutiny will take place on Thursdays during these cycles.

8. Audit and Standards Committee

The main Committee to generally meet on a Wednesday.

It is proposed that the Committee be re-configured to meet best practice guidance that the two functions be separate. The Calendar currently proposes 3 meetings to consider Audit matters (June, Sept, Feb) and 1 Standards meeting (Mar) per year. This may change once revised arrangements for the Committee(s) is finalised.

An Audit and Standards Sub Committee of 5 Members also meets ad hoc when required to deal with Standards Hearings.

9. Licensing Committee and Licensing Sub-Committees

The 15 Member Licensing Committee is scheduled to meet 4 times each year. In the February cycle it sets fees, and during the year it is scheduled to meet to consider policy items as required. When there has been insufficient business, then the meetings have been cancelled.

Legislation requires it to have between 10 and 15 Members, and currently there are 15.

To generally meet on a Wednesday .

There are two Sub Committees, one for Taxis (7 Members) and the other for alcohol and licensed premises (all 3 Members to attend plus a 4th as Reserve), which meet ad hoc and are both picked from a Pool of all Licensing Members.

During 2022-23 the number of Licensing sub-Committee meetings required has increased significantly. There have on occasions been issues with scheduling meetings due to Member and Officer availability. It is proposed (and reflected in the Calendar set out at Appendix 1) to schedule Licensing Sub-Committee meetings on a three weekly cycle on a trial basis. The proposed dates will be able to deal with Taxi Licensing or Licensing Act 2003 matters as required (multiple meetings on the same day will be called if required). If there are no matters to be dealt with the meetings will be cancelled. It is considered that a 3 weekly cycle would be sufficient to capture most cases, although there could be a need to hold additional meetings, for example in the case of an objection being received to a Temporary Event Notice application, as deadlines can be much shorter in these cases. It is proposed that Licensing Committee review the arrangements at the February meeting.

10. Development Control

No change to the general 4 weekly meeting pattern, due to statutory deadlines. Some adjustments have been made around the Christmas period to allow timely report writing and agenda publication.

To generally meet on a Thursday.

11. Member Training and Member Structures Working Group.

No change to the current arrangements-MSWG at 4.30pm, generally on Thursday.

Member Workshops are usually on a Wednesday, usually at 6pm and sometimes before Committee meetings. As Democracy are still finalising training for 2023/24 some dates are still to be added.

12. Times of formal Committee meetings

No change to the current arrangements at 6.30pm. It should be noted that the 7th June 2023 Executive meeting will take place at 6pm to allow a Full Council meeting to follow at 6.30pm

FINANCIAL IMPLICATIONS AND BUDGET PROVISION

13. None.

POLICY IMPLICATIONS

14. It is good practice to review arrangements for the discharge of the Council's functions from time to time to ensure they maintain the right balance between efficiency, economy and effectiveness

DETAILS OF CONSULTATION

15. Democracy Team and MSSOG
Heads of Service, Licensing Manager, DC Manager,
Internal Audit Manager, Strategic HR Consultant.
Management Team
Member Structures and Support Working Group.

BACKGROUND PAPERS

16. None.

FURTHER INFORMATION

PLEASE CONTACT:

ALSO:

	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24
Saturday			1											1	
Sunday			2			1								2	
Monday	1 BH		3			2			1 BH			1 BH		3	1
Tuesday	2		4	1		3			2			2		4	2
Wednesday	3		5 S	2		4	1 Lic Sub		3			3 S/Lic Sub	1	5 S	3 S
Thursday	4 ELEC	1 S	6	3		5	2		4	1		4 MSWG/E	2 ELEC	6 DC	4
Friday	5	2	7	4	1	6	3	1	5	2	1	5	3	7	5
Saturday	6	3	8	5	2	7	4	2	6	3	2	6	4	8	6
Sunday	7	4	9	6	3	8	5	3	7	4	3	7	5	9	7
Monday	8 BH	5	10	7	4	9	6	4	8	5	4	8	6 BH	10	8
Tuesday	9 GL tbc	6 Licensing Training	11	8	5	10	7	5	9	6	5	9	7	11	9
Wednesday	10	7 FC 6.30pm	12 E	9 LIC/Lic Sub	6	11 Lic Sub	8 LIC	6 FC	10	7 DC	6 S	10	8	12 E	10 E
Thursday	11 Member Induction	8 DC	13 MSWG/DC	10 S	7 DC	12 DC	9 DC	7 DC	11 MSWG/S	8 MS/S	7 DC	11	9	13 ASC	11 DC
Friday	12	9	14	11	8	13	10	8	12	9	8	12	10	14	12
Saturday	13	10	15	12	9	14	11	9	13	10	9	13	11	15	13
Sunday	14	11	16	13	10	15	12	10	14	11	10	14	12	16	14
Monday	15 GL tbc	12 E	17	14	11	16	13	11	15	12 E	11	15	13	17	15
Tuesday	16	13	18	15	12	17	14	12	16	13	12	16	14	18	16 Lic Sub
Wednesday	17	14	19 FC /Lic Sub	16 E	13 MSWG	18	15	13 Lic Sub	17 E/Lic Sub	14 LIC	13 E/Lic Sub	17 FC	15 FC	19 LIC	17 FC
Thursday	18	15 ASC	20	17 DC	14 S	19 S	16	14	18 DC	15 ASC	14	18 DC	16	20	18
Friday	19	16	21	18	15	20	17	15	19	16	15	19	17	21	19
Saturday	20	17	22	19	16	21	18	16	20	17	16	20	18	22	20
Sunday	21	18	23	20	17	22	19	17	21	18	17	21	19	23	21
Monday	22	19	24	21	18	23	20	18	22	19	18	22	20	24	22
Tuesday	23 FC	20	25	22	19	24	21	19	23	20 Lic Sub	19	23	21	25	23
Wednesday	24	21 LIC	26	23	20 E/Lic Sub	25 E	22 Lic Sub	20	24 FC	21 FC	20 ASC(Standards)	24 Lic Sub	22	26 Lic Sub	24
Thursday	25	22	27	24	21	26	23 MSWG/S	21	25	22	21	25	23	27	25
Friday	26	23	28	25	22	27	24	22	26	23	22	26	24	28	26
Saturday	27	24	29	26	23	28	25	23	27	24	23	27	25	29	27
Sunday	28	25	30	27	24	29	26	24	28	25	24	28	26	30	28
Monday	29 BH	26	31	28 BH	25	30	27	25 BH	29	26	25	29	27 BH	31	29
Tuesday	30 DC Training	27		29	26	31	28	26 BH	30	27	26	30	28		30
Wednesday	31	28 Lic Sub		30 Lic Sub	27 FC		29 E	27	31 Lic Sub	28	27		29		31
Thursday		29		31	28 ASC		30	28		29	28		30		
Friday		30			29			29			29 BH		31		
Saturday					30			30			30				
Sunday								31			31				

Notes

Dates for May, June and July are indicative and will be finalised with the 2024/25 Calendar of Meetings

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Appointment of Mayor and Deputy Mayor 2023/24**REPORT TO FULL COUNCIL**

DATE	20/04/2022
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 2023/24.

RECOMMENDATION

2. That the position on the appointment of Mayor and Chair and Deputy Mayor and Vice-Chair for the municipal year 2023/24 be noted.

REASONS FOR RECOMMENDATION

3. To allow arrangements to be made for the installation of the Mayor and Deputy Mayor for 2023/24.

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 Arif Khan has accepted the Council's invitation to become Mayor and will undertake the Office of Mayor and Chairman of the Council for the 2023/24 municipal year.

7. Councillor Shah Hussain has accepted the Council's invitation to become the Deputy Mayor/Mayor elect for the 2023/24 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 Updates & Reporting

REPORT TO FULL COUNCIL



DATE	28/09/2022
PORTFOLIO	Leader
REPORT AUTHOR	Alison McEwan
TEL NO	01282 477259
EMAIL	amcewan@burnley.gov.uk

PURPOSE

1. To consider an amendment to the Constitution Part 3, the Scheme of Delegation (Council Functions) b) Licensing Committee delegated to the Head of Legal and Democratic Services to allow them to attach conditions to licenses that are relevant to the applicant’s right to work status.

Section1 (a) to be amended with the addition of the text in **BOLD** below:

1 (a) To be responsible for determining applications for Hackney Carriage vehicle and driver licences, Private Hire vehicle and driver licences and Private Hire Operators’ licences, and for applications for the renewal of existing licences... **including the power to attach any conditions to taxi licences that are necessary to reflect the requirements of an applicant’s right to work status.**

2. To inform members of a waiver of call-in related to an urgent decision (Executive Functions) taken by the Chief Executive on 30/03/23 regarding the Burnley Bus Station Facilities Management Contract.
3. To inform Full Council of the urgent decisions made by the Executive regarding the implementation of The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 from January 2021 to April 2023.

RECOMMENDATION

4. That Council approve the following amendment to the Constitution Part 3, the Scheme of Delegation (Council Functions) b) Licensing Committee delegated to the Head of Legal and Democratic Services.

Section1 (a) to be amended with the addition of the text in **BOLD** below:

1 (a) To be responsible for determining applications for Hackney Carriage vehicle and driver licences, Private Hire vehicle and driver licences and Private Hire Operators' licences, and for applications for the renewal of existing licences... **including the power to attach any conditions to taxi licences that are necessary to reflect the requirements of an applicant's right to work status.**

5. That the call-in waiver be noted.
6. That the report detailing urgent Executive decisions made from January 2021 to April 2023 be noted.

REASONS FOR RECOMMENDATION

7. To amend the Constitution as appropriate and ensure the efficient running of meetings.
8. To ensure that the requirements of the Constitution are upheld, and transparency is maintained.
9. Section 19 of The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 requires that the Executive Leader must submit a report to Full Council periodically containing details of urgent executive decisions.

SUMMARY OF KEY POINTS

10. Amendment to Scheme of Delegation

The Head of Legal and Democratic Services delegation currently allows them to determine applications and renewals of Hackney Carriage and Private Hire vehicle and Driver licences, and Private Hire Operator licences. This addition would enable them to add additional conditions to the licence which are considered necessary due to the applicants right to work status.

11. Call-in Waiver

Part 4.5 of the constitution requires that a waiver to call-in be reported at Full Council. The Vice-Chair of Scrutiny waived call-in regarding the Burnley Bus Station Facilities Management decision which was taken by the Chief Executive on 30/03/23 (see appendix 1).

12. Summary of Urgent Decisions

- 12.1. Section 19 of The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 states that a report must be submitted to Full Council periodically by the Leader containing

details of each executive decision taken where the making of the decision was agreed as urgent regarding key decisions, in accordance with section 11 of the same regulations.

12.2. Section 11 of the Regulations relates to cases of special urgency for key decisions when obtaining agreement of the Chair of the Scrutiny Committee (or the Mayor/Deputy Mayor) is required for items to be considered by the Executive process (i.e. less than 5 working days' notice was given).

12.3. Set out below is the following information, as required by Section 19, for each decision;

a. Particulars of each decision made; and

b. A summary of the matters in respect of which each decision was made.

Please note that there are also Private Decisions where agreement of the Chair of the Scrutiny Committee or the Mayor/Deputy Mayor and an additional Notice is required (i.e when less than 28 days notice has been given) as set out by Section 5 (6), and this may occur alongside Special Urgency Section 11.

Date of Notice	Type of Decision	Date of Decision	Decision Maker	Matter
08012021	11	08012021	CE	Additional Restrictions Grant
12022021	11	15022021	Executive	Additional Restrictions Grant
04032021	11	04032021	CE	Cyber Resilience Grant
21122021	5 (6) and 11	21122021	CE	Levelling Up Fund
28012022	5 (6) and 11	28012022	CE	Additional Restrictions Grant
14032022	5(6) and 11	16032022	Executive	Towneley Hall Grant Acceptance
06052022	11	06052022	CE	Household Support Fund
26052022	5 (6) (a) and 11	26052022	CE	Levelling Up Fund revision 24.05.22
22062022	5 (6)(a) 11	13072022	Executive	Towneley Hall Repairs
22112022	5(6)(a) and 11	30112022	Executive	Town 2 Turf procurement
18012023	5(6)(a) and 11	19012023	Executive	Levelling Up Fund
18012023	11	19012023	Executive	Executive Delegations
25012023	5(6)(a) and 11	25012023	CE	Town 2 Turf lighting
30032023	5(6)(b) and 11	30032023	CE	Bus Station FM Contract

FINANCIAL IMPLICATIONS AND BUDGET PROVISION

9. None.

POLICY IMPLICATIONS

10. None

DETAILS OF CONSULTATION

11. Member Structures Officer Group.
Member Structures Working Group.

BACKGROUND PAPERS

31. None.

FURTHER INFORMATION

PLEASE CONTACT: Catherine Waudby
01282 477198

ALSO:



URGENT EXECUTIVE DELEGATED DECISION BY THE CHIEF EXECUTIVE

BURNLEY TOWN HALL

PRESENT

OFFICERS Carol Eddleston - Democracy Officer

3. Burnley Bus Station Facilities Management Contract

Purpose To update on the outcome of the recent tendering exercise in respect of the Facilities Management contract for Burnley Bus Station, Croft Street, Burnley.

Reason For Decision To enable continuity of service in the management and running of the bus-station and ensure that a provider is appointed through a tender exercise compliant with Standing Orders for Contracts.

Decision That the Chief Executive using urgency powers under Part 3 of the Constitution (Executive Functions):

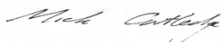
1. Authorise the Head of Finance and Property to temporarily extend the existing bus station management services arrangement for a period of 6 months from the 08/04/23, and
2. Delegate authority to the Head of Finance and Property, in consultation with the Executive Member for Resources and Performance Management, to accept the most advantageous tender to provide this service and this contract is re-tendered for September 2023 in compliance with the Public Contract Regulations 2015.

In accordance with, and following the requirements set out in Paragraph 16 of Part 4.2 of the Constitution regarding the agreement of the Mayor (in the absence of the Chair of the Scrutiny Committee) and Paragraph 15(g) of Part 4.5 of the Constitution, regarding the agreement provided by the Vice-Chair of the Scrutiny Committee (in the absence of the Chair), it is stated that in the opinion of the Chief Executive, this decision is an urgent one to ensure continuity of service and is therefore not subject to call-in.

It is noted that the Head of Legal and Democratic Services has waived Standing Orders for Contracts 15 & 16 in connection with the temporary

extension/additional security costs and will complete all documents necessary to give effect to this decision.

Decision made by: Chief Executive



Date: 30th March 2023

Decision Published on: 30th March 2023

Appointment of Chief Operating Officer

REPORT TO FULL COUNCIL



DATE	20/04/2023
PORTFOLIO	Leader
REPORT AUTHOR	Vicky White
TEL NO	01282 477124
EMAIL	vwhite@burnley.gov.uk

PURPOSE

1. To confirm arrangements for the recruitment and appointment of a new Chief Operating Officer

RECOMMENDATION

2. That the Council be recommended to:
 - (a) Endorse the report;
 - (b) Confirm the Appointment Committee's authority to conduct the recruitment within the financial parameters set out in this report;
 - (c) Establish a budget of £20,000 for the cost of recruitment support and advertising as set out in the report;

REASONS FOR RECOMMENDATION

3. To ensure that the Council makes appropriate arrangements for recruiting a new Chief Operating Officer.

SUMMARY OF KEY POINTS

4. The Council's current Chief Operating Officer, Lukman Patel, has been appointed as the Chief Executive with effect from 11 August 2023. It is therefore necessary to put in place arrangements to recruit his successor.
5. **Appointments Committee**
The protocol which has to be followed for appointing a Chief Operating Officer is set out in the Constitution. An Appointments Committee is to be formed and, to ensure that there is appropriate cross-party representation on that Committee, the constitution sets out that the Committee should comprise of the Leader or Deputy Leader, the relevant Executive Member, the Chair (or Vice-Chair) of Scrutiny Committee and the Chief Executive.

6. In the event that the membership of the Committee does not include at least one Member of an opposition group then the Leader of the largest opposition group will be substituted for the Scrutiny place on the Committee. If required, Group Leaders will be able to nominate substitutes.
7. The composition of the Appointments Committee may need to be reviewed after the election following the outcome of the local election results. If necessary, a report shall be presented to the Annual Appointments Council with suggestions for alternative compositions.
8. It is proposed that the relevant Executive Member shall be the Executive Member of Resources and Performance Management.
9. The place of the Chief Executive on the Appointments Panel is proposed to be taken by the Chief Executive designate, Lukman Patel.
10. Council is asked to delegate full authority to the Appointments Committee to conduct the recruitment process.
11. North West Employers Association (NWEA) have been approached to support the Council in the recruitment process. It is proposed to create a budget of £20,000 to cover the full cost of advertising and recruitment support.
12. The Council's Strategic HR Manager will act as the Proper Officer to advise the Committee during the appointment process as allowed for in the Constitution.
13. A draft timetable has been prepared and relevant Members are asked to hold the following dates in their diary:
 - 30th May – 4pm
 - 12th June – 5pm
 - 19th and 20th June – all day for assessments and interviews
14. **Recruitment package**

The post will be advertised at its current salary level of £94,028. The post was evaluated and benchmarked when it was created following the deletion of two Director posts. The post receives no other remuneration, other than entitlement to a casual car user allowance and payment of one professional subscription.

FINANCIAL IMPLICATIONS AND BUDGET PROVISION

15. The report recommends that the Council establishes a budget of £20,000 to facilitate the recruitment of a new Chief Operating Officer. This shall be met from the transformation reserve and any salary savings for the period of time the post is vacant.

POLICY IMPLICATIONS

16. The appointment of an effective Chief Operating Officer is an essential requirement if the Council is to achieve the outcomes set out in the Council's Strategic Plan and continue the momentum driving the Borough forward

DETAILS OF CONSULTATION

17. Leader of the Council
Member Structures Working Group

BACKGROUND PAPERS

18. None

FURTHER INFORMATION

PLEASE CONTACT:

**Vicky White, Strategic HR Manager
01282 477124**

ALSO:

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Scrutiny Chair Report to Council

Since the last report to you at January's Full Council, the Scrutiny Committee met on 8th March.

The Committee received the Annual Report presentation from Burnley Leisure Trust. The presentation set out that the Trust had been focussing on recovery from the pandemic in 2021/22, alongside working alongside the Council to develop a 3-year strategy.

Members discussed the issues around attracting entertainment to the Mechanics, and how new links with Blackburn with Darwen had increased buying power to attract acts. Despite increased capacity the theatre side was still in deficit, but work was ongoing with the new Cultural Strategy Manager, including around funding for festivals.

Members asked questions around future areas of concern for the Leisure Trust and the Council's contribution. The current cost-of-living crisis was presenting challenges, around increased food costs for hospitality venues. Other contracts were being looked at to try to reduce costs elsewhere.

Following discussions it was agreed that although the report submitted was the same as that submitted to meet the requirements of Companies House, the format would be adapted to meet the needs of the Scrutiny Committee, and would be brought to Scrutiny closer to the end of the related financial year. The Finance Officer would also attend to answer any detailed financial questions.

We received a report on the extension of the Council's involvement in the Cosy Homes in Lancashire (ChiL) project. This was also looking to appoint a new delivery agent for the Project. Members were pleased that the project took a 'whole house' approach and that the scheme was working alongside the Council's Home Improvement Agency, establishing links with health services.

Finally the committee received a report which sought to accept funding to support ex-offenders to access settled accommodation in order to reduce re-offending. The committee were pleased that although not specifically about mental health support it was linked and the project officers would support this. Additional funding had been secured which would be used to encourage private landlords to work with the scheme.

Cllrs Howard Baker & Ann Royle, Scrutiny Committee Chair & Vice-Chair – April 2023

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Audit and Standards Committee Chairs Reports to Full Council

Regulation of Investigatory Powers Act - Annual Return

The Head of Legal and Democracy reported that the Council had not used these powers in the past year.

External Audit Progress Report 2022/23

The Council's external auditor Grant Thornton gave a progress report on the audit of the 2022/23 accounts including a timetable. Work on the Council's Housing Benefit Claim was underway to be completed soon, but the final Annual report was awaiting some further information, which the Finance Manager said would be supplied in the next couple of weeks.

Internal Audit Progress Report 2022/23 Q3

The Internal Audit Manager provided an update report. He provided details of the team for 2023/24 and of the completion of a creditors audit.

Members discussed the team's resources and the number of outstanding audits which were in progress. The explanation for this was to ensure that there was audit work underway if an audit was delayed. The Internal Audit Manager said that the Internal Audit Plan for 2023/24 will be prepared as soon as possible and presented to the Management Team and the Committee Chair as the next committee meeting will be held after the start of the financial year.

External Review Report

The Internal Audit Manager presented the report to the committee and emphasized the importance of bringing the service into compliance as soon as possible. To facilitate this there was an action plan in the report and more detailed plans were in development.

The Committee welcomed the report and requested that an action plan with progress is provided to the committee to ensure that compliance with the standard is achieved. The Internal Audit Manager will work with Democratic Services to ensure that members have suitable training as one of the actions from the report.

A Report on Risk Management and the way that this is embedded in the Council was requested by the committee as well as a report on Risk Assurance mapping.

Annual Accounts 2022/23 Arrangements

The Finance manager reported on the changes to both the procedures and accounting policies for the closure of the 2022/23 accounts. Members approved the accounting policies.

External Auditor Appointment 2023/24

The Internal Audit Manager reported an update on the appointment of new external auditors for the period 2023/24 – 2027/28. Following the process Mazars LLP have been appointed. There will be a handover period with the current auditors.

Terms of Reference of Audit and Standards Committee - Refresh

The Democracy Officer verbally reported on the proposed refresh of the Terms of Reference of the Audit & Standards Committee. Consideration was being given to the separation of Audit and Standards meeting. Members discussed when this would start and the ideal would be from the beginning of the Municipal Year.

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Report from Chair of Licensing Committee

Licensing Committee has not met this cycle; however, I can provide the following updates:

- The temporary enforcement officers have had an immediate impact working out in the field undertaking inspection, observation, enforcement and advisory work. They have worked with partner organisations and delivered joint initiatives that have focussed on public safety in the night-time economy, including out of hours visits to pubs and clubs and street patrols concerned with pedestrian safety, queueing, door supervision and taxi movements.
- Targeted Interventions via roadside hackney carriage and private hire checks have continued
- 'Out of Town' vehicles have been subject to police checks and reports of defects issued to the licensing authority
- Compliance observations around the town centre have identified potential touting, including out of town vehicles which have been referred to the licensing authority for licence review
- Taxi Task Group agreed to implement the new 'Safer Cabbying' test to replace the knowledge test. This new assessment will cover a broader range of subjects relevant to a professional taxi driver including vehicle safety, highway code, disability and accessibility requirements, safeguarding, personal safety as well as legal and local taxi rules and conditions.
- Incidents of stone throwing at taxis by youths have been the focus of additional police patrols following reports by drivers
- 3 licensing hearings have taken place since the last report, 2 taxi reviews and 1 variation to a licensed premises.

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Development Control Chair Report to Council

Development Control Committee has seen a busy end to the financial year and held 2 meetings in February, which included the approval of a scheme for 36 elderly persons bungalows on a brownfield site off Gannow Lane and an extra meeting to consider an application for a battery storage unit at Balderstone Lane. Members were pleased to approve the application for the battery storage facility that will help support Burnley's energy infrastructure and also support the move to an increasing reliance on renewable energy sources.

March's committee approved a 34-bedroom care home on a brownfield site at Wytham Street, Padiham that will both improve the supply of homes for elderly residents and at the same time tidy up the appearance of a disused piece of land improving this popular neighbourhood. Members also granted planning permission for a charity to make use of a former community centre on Temple Street in Burnley as a retail outlet and advice centre.

At March's committee Members were also presented with an application for 200 homes at Hollins Cross Farm, this application has now been referred to Full Council for a decision. The date of the Full Council meeting will be confirmed in due course.

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BURNLEY BOROUGH COUNCIL STRATEGIC PLAN PROGRESS REPORT TO THE FULL COUNCIL

April 20th 2023

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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>Work has commenced on developing the priority actions for the different themes within Lancashire 2050. Technical Officer groups are now being established for each of the themes. I will continue to update members on progress in the coming months.</p> <p>As we come to the end of this municipal year, I would like to thank all Members and Officers for their work throughout this year in providing great services to our residents and in bringing forward major development schemes such as Pioneer Place and Newtown Mill. Further details of progress on these schemes are covered in my Executive Member's reports and they continue to see Burnley developing as a major force within Lancashire.</p> <p>Following the appointment of Lukman Patel as our new Chief Executive, there is a need to backfill his previous post and recruitment will now commence for the post of Chief Operating Officer.</p>

Strategic commitment	Progress update
<p>PE1- We will continue work with partners to make the borough a place of aspiration and pride. Including supporting efforts to increase education</p>	<p>Above and Beyond Awards</p> <p>I was delighted to be part of the Above and Beyond Awards ceremony last month.</p> <p>Developed in partnership between Burnley Council, Burnley, Pendle and Rossendale Council for Voluntary Service (CVS) and the Burnley Express, the awards celebrated the unsung</p>

attainment and skills development

heroes in our borough who go 'above and beyond' day in, day out to help others around them.

I would like to thank the lead sponsor of the event, Urbaser, and the host, the University of Central Lancashire (UCLan), and congratulations once again to all the winners and nominees. Here is the list of the winners and those highly commended:

- **Young Volunteer:** Winner – Jolie Forrest; highly commended Scarlett Lees and Grace Bradshaw
- **Green Energy:** Winner – Trees for Burnley; highly commended Pennine Lancashire Community Farm and Sustainability Innovators
- **Food champion:** Winner – Burnley Community Grocer; highly commended Ghausia Mosque/West End Community Centre and Janis Chisnell
- **Small community group:** Winner – BWA Advice Centre; highly commended Park Run and Padiham on Parade
- **Ambassador:** Winner – Dave Fishwick; highly commended Jordan North and the Bishop of Burnley, the Right Reverend Philip North
- **Health champion:** Winner – Tracey Smith; highly commended Mark Smedley and Sam Wright (The Period Coach)
- **Volunteer of the year:** Winner – Susan Conroy; highly commended Val Murgatroyd, Vivien Storey, Amanda Graham and Barry Beaumont
- **Medium/large community group:** Winner – Building Bridges for Burnley; highly commended HAPPA (Horses and Ponies Protection Association) and Burnley Youth Theatre

- **Fundraiser:** Winner Foysol Uddin; highly commended Ivor Emo, Claudia Laird and Burnley Pendleside Rotary Club
- **Lifetime achievement:** Winner – Howard and Nancy Mitchell; highly commended June Evans and Chris Keene

Burnley Football Club

I am sure all members would like to congratulate Burnley Football Club in gaining promotion back to the Premiership at the first time of asking. This is an amazing achievement and an inspiration to everyone in the Borough.

I would also like to take this opportunity to thank the Club for hosting the first Community Iftar (fast-breaking meal in Ramadan) at Turf Moor on 4 April 2023. It was a great event and the club have committed to future events.

Finally, as the exam season approaches, I would like to offer my best wishes for all our Burnley pupils and students who will be sitting their A Level, GCSE and other qualifications this year.

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

Progress against our strategic commitments

Strategic commitment	Progress update
<p>PL5- We will implement our Climate Change Strategy.</p>	<p>Progress updates for the Climate Change Action Plan have been collated to quantify work carried out over the last 12 months.</p> <p>The climate change officer has met with internal colleagues, as well as external partners at Calico and East Lancashire Chamber of Commerce, to gather updates and identify areas of collaboration for climate change initiatives. Areas identified include working together to facilitate and promote the move to carbon ready and carbon zero homes on new affordable housing developments, supporting businesses with the move to net zero, and working towards the shared goal of a net zero Burnley by 2050, or earlier where possible, in line with UK climate policy.</p> <p>In order to keep the plan relevant, an updated Climate Change Action Plan will be completed by the end of June, including any ongoing and new actions, with completed actions removed. Due to the fast pace of climate change actions, annual updates will be provided going forward, to prevent the Climate Change Action Plan becoming outdated and to report clearly on our progress.</p> <p>Work is currently being undertaken to complete the Council's carbon footprint and plot our trajectory to reach the Council's net zero target of 2030.</p>

Strategic commitment	Progress update
<p>PF1- We will manage our contract with Liberata robustly, so it delivers value for money and good services.</p>	<p>As it enters its seventh year, the contract includes provision for a review of Liberata performance against the requirements of the agreement. Officers are therefore looking at past performance data, the contract's value for money, and the impact of service new ways of working that the contract has introduced. A report will be prepared for member's consideration.</p> <p>I am pleased to report that there has been strong improvement in average speed to answer in the contact</p>

centre. The target of 80% of calls being answered within time was achieved in Q4.

Strategic commitment	Progress update
<p>PF2- We will adopt a Medium Term Financial Strategy that will put the Council on a sustainable financial footing. This strategy will set the framework for preparing annual budgets, ensuring the annual budget strategy is set within the context of the longer-term outlook.</p>	<p>Revenue Budget 2022/23 The Council has reported a net underspend of £9k at the end of quarter 3 for the 2022/23 financial year. This has reduced from a net overspend of £89k reported at the end of quarter 2.</p> <p>Revenue Budget 2023/24 The Council's 2023/24 revenue budget was approved at Full Council in February 2023. The budget includes ten growth items totalling £379k of which £349k are ongoing and are based on identified service needs. Savings of £363k have also been identified and built into the 2023/24 budget.</p> <p>The Medium-Term Financial strategy for the period 2024-2028 was also approved at Full Council in February 2023. A potential budget gap of £2.1m has been identified for the four-year period 2024-28 which is 14% of the 2022/23 net budget of £15.322m. As in previous years officers and members will work to identify future savings to bridge this gap.</p> <p>Statement of Accounts Grant Thornton are continuing their annual Value for Money review of the Council in relation to the 2021/22 Statement of Accounts which will be reported to Audit and Standards Committee in due course.</p> <p>The publication date for the 2022/23 draft Statement of Accounts is 31 May 2023. Grant Thornton have provisionally confirmed that the audit of these accounts will run from July 2023 – September 2023. The deadline for approval of the audited 2022/23 Statement of Accounts is 30th September 2023.</p> <p>Council Tax Support and Universal Credit The number of claimants in receipt of council tax support has decreased by 2.09% over the 12-month period. The number of claimants in receipt of council tax support at January 2022 was 9,942 compared to 9,738 as at January 2023.</p> <p>The number of claimants in receipt of UC has increased over the 12 month period by 3.37% with 4,537 claimant at January 2022 and 4,695 at January 2023.</p> <p>Council Tax and Business Rates Collection Rates Council Tax collection rates at 31st March were 93.23% which is slightly down on the target of 94.50%, but an increase on the collection rates at the same period in 2022 when they were 92.79%.</p>

	Business Rates Collection Rates at 31st March 96.13% against a target of 97.50%. Collection rates at the same point in time in 2022 were 96.48%.

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.	Officers have reviewed the performance of burnley.gov.uk, a year on from its redesign. The site is delivering a significantly improved experience for residents across a range of metrics including site speed, accessibility, dead links and excessive scrolling. The site is under continuous management to ensure further improvements can be identified.
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.	<p>The Talent Management programme is continuing and the participants have started work on projects around Climate Change and developing a network of Keep Burnley Tidy volunteers with the support of senior managers. We are continuing progress towards the Silver Award for Carbon Literacy and expect to be able to make the application in the summer.</p> <p>The Council has been recognised as a Youth Friendly Employer by Youth Employment UK and an action plan is being developed to ensure that we continue to support and encourage young people to pursue a career in local government.</p>
PL6- We will invest in our heritage assets for the benefit of this, and future, generations.	<p>Towneley Hall</p> <p>The main contract for the refurbishment of the Hall has been tendered and work is scheduled to start early in the 2023/24 financial year.</p> <p>Town Hall</p> <p>The main refurbishment works to the Town Hall are complete with the exceptions of minor snagging and the separate works to the inner lightwell and toilets which are in the process of being retendered.</p> <p>Council Chamber</p> <p>The structural issues have been addressed and the damp ingress resolved. The treatment of dry rot has been</p>

	completed and reinstatement work options are in the process of being costed.
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COUNCILLOR MARGARET LISHMAN, EXECUTIVE MEMBER FOR HEALTH AND WELLBEING

Progress against our strategic commitments

Strategic commitment	Progress update
<p>PE4- We will continue to work on the wider determinants of poor health. This will include reducing food insecurity and responding to the cost of living crisis with practical support. We will work closely with the Integrated Care Board and ensure that the Borough Council plays an active role on the proposed placed based partnerships.</p>	<p>Burnley Together and Cost of Living</p> <p>Under the Burnley Together umbrella; Burnley Council, Calico, Burnley Leisure, BFCitC and the Message Trust (Community Grocery) are working in partnership to re-develop the existing Burnley FC Foodbank and open a multi-faceted support centre. The service will be called Down Town and it is located in Charter Walk. It is expected to open in May. A £5 membership allows members to get multiple £4 shops a week, each consisting of 12 products across shelf items, fridge and freezer section, fruit and veg, and the bakery. The centre will also offer low cost meals and food nutrition workshops at the community kitchen and a comfortable space for our communities where they can be given a hand up, access support services, and development programmes to build confidence and purpose. As part of the re-development there will also be a shop; Re-love the preloved, a facility where individuals in need can get free school uniforms, sports-kit with access to support, advice and guidance.</p> <p>The shop is the starting point, an open door and a friendly welcome which gives the opportunity for our communities to enter a space where they can be given a hand up, access support services, and development programmes to build confidence and purpose.</p> <p>The shop will open in May and support services will be developed overtime in response to local resident need.</p> <p>Health structures</p> <p>The Executive has met with Louise Taylor, the Director of Health and Care Integration from the Integrated Care Board, to discuss its emerging priorities and how the council fits into its plans. The Executive is making the case for Burnley to ensure that health and care, and early help services, are meeting the needs of our residents. The Executive would like see more decisions being taken at a district level about the wider determinants of poor health.</p>

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

Towneley Hall

The repair contract is progressing well with scaffolding covering the great hall roof enabling stonework repairs to be undertaken and roofs of the hall and adjoining towers to be stripped of slates and lead. There has been a 3-week delay in the supply of the new roofing slates from the quarry in Cumbria, but this is not expected to impact on completion of the current phase as the contractor has been able to progress the stone repairs.

Within the Hall there has been considerable work to decant art works to secure storage, both on and off-site, so that the internal repairs in the Great Hall and south wing can progress.

Scaffold tours are being arranged for 26th April and members will receive invitations by email.

Following the retirement of Ken Darwen, I'm pleased to report that Sally Smith has taken up the post of Towneley Hall manager. The Expression of Interest that was submitted to the National Lottery Heritage Fund was not successful, but following discussions with senior NLHF staff, an amended proposal will be developed and submitted.

Stables Cafe

The council has completed the external repairs and re-roofing of the Stables café and is waiting for the tenant to commence the internal refurbishment. The costs of this work have increased significantly since the café was tendered, due to the extent of internal refurbishment being much greater than anticipated and because costs of materials and labour have increased so significantly.

The operator is currently 'value engineering' the scheme to reduce costs and is working to secure finance. The aim is to be open by the summer holidays. Meanwhile the external catering offer continues to be provided.

Towneley Park Masterplan

The Council is currently commissioning the preparation of a long-term vision for Towneley Park which will consider how the heritage, ecological, recreational and economic value of the park can be developed in the coming years.

There will be extensive consultation with stakeholders and the public during the summer months and the masterplan is intended to be a forward-looking document that complements the existing [Towneley Park Management Plan 2019 – 2024](#) which will be updated in autumn 2023 as part of the Green Flag Award process.

Play Strategy

I am pleased to report that refurbishment work has been completed at Tay St, Lockyer Avenue, Malvern Avenue and Vanguard play areas and a new 6m space net has been installed at Hargher Clough Play Area.

The schemes at Memorial Park, Healywood, Queens Park and Clifton St have been designed by external landscape architect and go out to tender on 15th April.

Consultation on the play area schemes in the current year's programme: at Barden Lane/Disraeli St, Picadilly Gdns/Baker St and Underley St will take place during the school summer holidays.

The Contract for construction of the Memorial Park Wheeled Sports Area is currently on site and is due to complete in mid-May.

LTA tennis Court Improvements

The resurfacing of Scott Park tennis courts is complete and gate access controls have been installed. At the end of April contractors will paint the courts at Memorial and Scott Parks. The official launch of the tennis coaching programme and court booking system is scheduled to take place 13th May at Scott Park

Allotment Review

The extra revenue funding of £15K that was allocated in 2022/23 has enabled neglected allotment plots to be cleared and split into smaller plots and 42 additional plots will be available for rent, bringing the total number of plots up to 431.

Consultation will take place with allotment tenants and societies on the draft Allotment Review before it is taken to Scrutiny Committee and the executive in the June cycle.

Playing Pitch Strategy

The draft strategy has been completed and is awaiting sign off by Sport England, before it is reported to Scrutiny Committee and Executive.

Padiham Greenway

The Coal Authority will be undertaking site investigations in May/June (river levels permitting) which will enable them to determine whether the subsidence, that is affecting the greenway bridge, is due to the former coal workings.

	In the meantime, both the greenway bridge and the adjoining pedestrian bridge, which carries the public right of way, will remain closed with diversions in place.
	<p>The Coronation</p> <p>Grants totalling £2500 has been paid to community and neighbourhood groups to help them celebrate the Coronation. More information on this grant scheme is available on the council's website. The King wants to promote volunteering through the Coronation celebrations. We will use our communication channels to tell residents about volunteering options within the groups that apply to us for a Coronation grant. Burnley BID will be putting on an event in the town centre on the Saturday of the Coronation weekend. 1,000 cream teas will be served and there will be live entertainment.</p>

Strategic commitment	Progress update
<p>PE2- We will continue to develop the leisure and cultural offer in partnership with Burnley Leisure.</p>	<p>Cultural Strategy</p> <p>The Culture Burnley Steering Group has been formed and is meeting monthly, with representatives of ten cultural organisations in Burnley, including the Council and BLC. The steering group has been reviewing the draft cultural strategy and the Cultural Strategy Manager has condensed it into a more succinct document: <i>Our Town, Our Culture: A Cultural Reimagining of Burnley</i> which will cover a ten-year period but with a more focused action plan for the next 4 years ending in 2027.</p> <p>Health & Wellbeing</p> <p>I am pleased to report that the second edition of Beat the Street Burnley will launch on 10th May and this programme which aims to increase physical activity through the exciting interactive street game aims to build on the achievements of the first game in 2021 which attracted more than 10,000 participants who covered over 80,000 miles by foot or cycle.</p> <p>Towneley Rotunda Kiosk</p> <p>Following an open market tender, BLC has taken over operation of the Towneley rotunda kiosk.</p>

COUNCILLOR JOHN HARBOUR, EXECUTIVE MEMBER FOR HOUSING

Progress against our strategic commitments

Strategic commitment	Progress update
<p>PL2- We will improve the management and condition of rented accommodation in the private and social sectors and enforce standards in a robust way.</p>	<p>Selective Licensing</p> <p>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 2530 across all four areas. We have received over 2,700 applications since the start of these designations. 88% of these properties are currently licensed, a further 191 applications are being processed by the licensing team.</p> <p>Further reminders were sent to those landlords who are non-compliant in mid-January. So far civil penalties have been served in relation to eleven non-compliant properties in these areas.</p> <p>In February the team undertook the latest area audits, focusing on Cog Lane in Trinity and an area of Daneshouse covering parts of Whalley Street, Abel Street Ardwick Street and Colville Street up to Colne Road. Full reports of these audits will be published at the end of April.</p> <p>Selective Licensing: Burnley Wood with Healey Wood and the Leyland Road area 2022-2027</p> <p>The designations for the above areas came into force on 21st July 2022. Since this date we have received 660 applications (75% of licensable properties). 36% of those properties that require a license have been licensed, with the licensing team processing a further 266 applications. The team will also be pursuing those landlords who have not yet submitted any application.</p> <p>The team also worked closely with partner agencies to obtain a Anti-Social Behaviour Closure Order for Pine Street as part of a crackdown on anti-social behaviour in the area.</p> <p>Private Rented Disrepair</p> <p>Since the start of April 2022, the Council has received and dealt with 370 new disrepair complaints from private rented sector tenants. The Enforcement Team has a current caseload of 240 open/ongoing private rented sector disrepair/proactive inspection cases. Since December 2022, the enforcement team have served 11 formal improvement notices requiring owners to complete specified repairs within a given timescale, as well as 3 emergency remedial action notices, and 2 emergency prohibition orders.</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>Empty Homes Programme</p> <p>This year, we have had 17 enquiries regarding loans. Information regarding the loans and the new maximum of £25k went out in the Selective Licensing newsletter to landlords. Improvements to the requirements for the loans continue to be made, and we now require all properties to achieve an EPC rating of at least a C.</p> <p>All Council led renovations are aiming to achieve a B rating as we now take extra measures regarding the energy efficiency of our properties.</p> <p>The compulsory purchase programme is progressing with a further report at the April Executive. Three properties vest to the Council in May and renovations are planned for these. The six renovations for the Governments Rough Sleeper Accommodation Programme are complete and have been handed to the team to tenant them.</p> <p>The facelifting schemes have completed on site at Wytham and Albion Street and the renovations for the rears of Windsor and Ivory Streets have been tendered and will start in April/early May.</p> <p>Overall, the programme has slightly overspent this year's £1.3m budget.</p> <p>Planning</p> <p>New properties continue to come to the market across the borough offering residents a broad choice of homes and locations. All our sites at Kiddrow Lane, Manchester Road Hapton, Red Lees Road, Cliviger and Brownside Road, Worsthorne are progressing well. .</p> <p>McDermott Homes are now underway with their development at Harrogate Crescent that will see a disused building demolished to make way for 44 family homes and Barretts Homes secured planning permission for their site off Rossendale Road in June 2022 to develop 87 2, 3 and 4 bedroom homes.</p> <p>Calico continue to press ahead with their development programme offering a range of affordable homes for Burnley's residents, with their current focus on the development of 93 extra care apartments at Burnley General Hospital, which are expected to be ready for occupation late summer 2024. This scheme will see a clear link between Burnley's housing and healthy living offer to create safe and sustainable homes for older residents.</p> <p>Home Improvement Agency</p>

The Home Improvement Agency (HIA) continues to work in partnership with health colleagues on a range of different grants that improves the resident's quality of life.

The HIA have completed 200 Disability Facilities Grant adaptations.

31 Emergency Works Grant where the property was deemed a Category 1 hazard or a high category 2.

52 Safe and Secure Grants

102 Dementia Grants

7 Declutter and Clean Grants

158 Handyperson jobs completed.

1 Relocation Grant

263 residents have been supported through the Affordable Warmth Fund with energy efficiency measures. This includes putting low energy LED lightbulbs in properties which is especially important to residents with the current cost of living.

90 Energy Efficiency Grants which include 10 first time central heating and 80 boiler replacements.

CHiL

During the CHiL partnership substantial funding for energy improvement measures and retrofits has been awarded through a bidding process from Government. £2.85m for a Lancashire LAD1b scheme. A further £11.4m was allocated for a LAD2 scheme which was delivered ahead of time and a further £13m was allocated from underspend in other Regions. Burnley was one of the authorities that received the highest number of installation measures in Lancashire for the LAD1 and 2 schemes.

CHiL has now secured a further £41m funding pot to help residents make their homes more energy efficient.

The two-year scheme, entitled Home Upgrade Grant Phase 2 (HUG2), commences 1st April 2023 and is for low-income properties without gas central heating with an Energy Performance Certificate (EPC) rating of D to G. This equates to around 150 properties in Burnley.

MJ Local Government Achievement Awards

The Awards have been held every year since 2004 to celebrate the successes of local government. The Private Sector Housing Team have been announced as one of eight finalists for the "Best Council Team Award". The Team have been asked to present their entry in Manchester at the end of April then the winner will be announced in London in June 23.

Strategic commitment	Progress update
<p>PE3- We will continue to work with partners to provide necessary support systems to reduce homelessness and to end rough sleeping in the borough.</p>	<p>We continue to accommodate rough sleepers and homeless households who have a connection to the borough. We have 16 ABEN (A bed every night) accommodation spaces in the Borough providing accommodation and support for people sleeping rough or at risk of sleeping rough. Over the last month we have increased the properties we manage for temporary accommodation from 13 to 15 making of 31 housing units within Burnley with the flexibility to accommodate both families and single people. We also have access to a small B&B in Burnley if all our accommodation is full. In addition to the 31 units, we now have two of the RSAP (Rough Sleeper Accommodation Programme). properties in use with the remaining 4 expected to be occupied by the end of April 2023. Between 1st April 2022 and 31st March 2023, we received 2040 enquiries around homelessness, and successfully prevented or relieved 381 households' homelessness. We provided temporary accommodation for 175 households.</p>

COUNCILLOR SHAH HUSSAIN, 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 community engagement and cleansing in 'hotspot' areas</p>	<p>National Waste Strategy There have been further delays on the publication of the Government's 'National Strategy' and we await the outcome of its publication, which is now imminent. The waste and cleansing Procurement process will be commencing shortly, as the current Contract is due to expire in 2025 and preparatory work is already being undertaken by Officers, with support from WRAP (Waste and Resources Action Programme – DEFRA affiliated national group).</p> <p>Waste Collections Garden waste collections for 2022/23 resumed from 13th March, following the short winter break. Garden Waste subscriptions are now live for the year 2023/24 (commencing on 1st May). 75.9% of subscribers have paid online.</p> <p>Green Waste Facility Burnley Council continues its commitment in working towards achieving Net Zero carbon emissions. From 1st May Green waste will be taken to the new 'In vessel Composting' (IVC) Facility at Todmorden in West Yorkshire. Green waste is currently processed at the Pendle Waste Transfer Station near Colne. Using the new facility will lead to cost savings across the County. IVC is a process involving the use of naturally occurring aerobic processes, which break down organic matter to produce an organic material suitable for use as a soil conditioner and a source of nutrients in agriculture and horticulture and is therefore more environmentally friendly.</p> <p>Environmental Enforcement A funding application has been submitted for consideration by the Keep Britain Tidy organisation. 'Chewing Gum Task Force Grants' of up to £25,000 can be used to fund street cleansing and/or the purchase of cleansing equipment. This initiative is supplemented by fully funded 'gum litter prevention packages' for each Council, including signage for targeted behaviour change and general advice. The outcome of bids will be announced in May 2023. If successful, Burnley Council will use the Task Force Grant across our town centres. Streetscene have now resumed their partnership with Community Payback after a lengthy lay off period due to Covid restrictions. Under the guidance of the Streetscene Enforcement Team, participants will cut back vegetation on untidy land and cleanse targeted areas throughout the</p>

Borough. These areas are usually parcels of land affecting the amenity of the surrounding area. Where officers are unable to trace the landowner, the Community Payback group will be tasked with removing litter and waste which will improve the outlook of the area for its residents.

Council officers, along with the Police, successfully carried out the first Stop and Search event of Vehicles to identify those operators across Burnley & Padiham that may not have the correct or documentation in place, in accordance with existing regulations. This took place on the 21st February. Checks were made to see if the vehicles had a waste carriers' licence and all the correct documents in place. I am pleased to say that of the 6 vehicles checked, all but one was in possession of the correct documentation. A fixed penalty was issued for 'Failure to provide the correct commercial waste documentation'. More action days are scheduled throughout the year.

The Environmental Team within Streetscene that focus on enforcement and awareness raising, are progressing reported incidents. During the last 3 months the following are some of the actions undertaken by the Team across the borough;

519 Warning letters sent out for incorrect waste presentation and other waste related issues.

16 Community protection warning letters for repeatedly presenting side waste.

17 Fixed penalty notices for fly tipping.

2 Fixed penalty notices for failing to provide trade waste documents.

140 Fixed penalty notices for littering.

19 Fixed penalty notices for dog foul/dog exclusion.

13 Suspected fly tippers interviewed under caution.

5 Fly tipping case files submitted to the Magistrates Court for prosecution.

Community Safety update:

All Crime in Burnley showed a decrease from January to February 2023 of 9.9%. This was the biggest percentage decrease in Lancashire. Comparing February of this year to 2022 there has been a 15% reduction, driven by significant reductions in violent and sexual offences.

Anti-Social Behaviour:

The picture with regards to anti-social behaviour performance remains positive as well, with February's recorded incident level 7.4% less than that of 2022.

On 26th March the Government announced a new Action Plan to tackle anti-social behaviour with a range of measures aimed at reduction and enforcement.

Under the Plan, 16 areas in England and Wales will be funded to support either new 'hotspot' Police enforcement patrols or to trial a new 'immediate justice' scheme. Lancashire has been chosen as a 'Hotspot Trailblazer' pilot area.

The Plan aims to build on existing work and support and bolster powers for local authorities, the Police and other partners to support communities and to identify hotspot areas. The Home Office have also launched an open consultation to encourage local views to be shared on anti-social behaviour approaches. Officers will take part in the consultation process relating to the Action Plan, having already taken part in interviews with the Downing Street, No.10 Delivery Unit to inform government policy on the realities of tackling anti-social behaviour. The Government Consultation is open until 22nd May 2023 and encourages the public, as well as those who work in community safety, to respond. The consultation can be found at; [Consultation document \(accessible\) - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/consultations/anti-social-behaviour-consultation)

COUNCILLOR MARK TOWNSEND, EXECUTIVE MEMBER FOR ECONOMY AND GROWTH

Progress against our strategic commitments

Strategic commitment	Progress update
<p>PR2- We will proactively support the borough’s businesses to innovate and expand, and make the borough a natural choice for business relocation.</p>	<p>Business Support</p> <p>The Business Support Team are currently working with 45 businesses looking to relocate into the Borough or expand within it. Advance Point; the new Barnfield development on Rossendale Rd has recently gained planning permission and this will bring much needed additional stock to the local property market.</p> <p>The Business Team have been running a series of workshops aimed at new-start and young businesses. The latest round of Go For It workshops were held across January and February with 49 businesses attending over the three workshops which were focused on Marketing, Finance and Business Planning. Future sessions are already arranged based on the success of these.</p> <p>Working in partnership with UCLan and +24Marketing, the Business Team held the second Burnley Cyber & Digital event with a guest speaker from Serium and talks from UCLan and Burnley College on support to businesses and courses available to upskill their workforce. The event was attended by 33 businesses.</p> <p>Vision Park</p> <p>Vision Park remains at 100% occupancy. One tenancy recently ended and the unit was re-let the same day to a new-start company, reflecting the high level of demand and lack of stock.</p> <p>Padiham Town Hall Business Hub</p> <p>The fixed offices remain at 100% occupancy with a waiting list should any become vacant. The Co-working hub now has 15 members signed up increasing from 6 at the last reporting period. Feedback has been extremely positive from the new co-working tenants.</p> <p>Burnley Brand and Burnley Bondholders</p>

	<p>On 21st February, Burnley Bondholders were hosted at Crow Wood for an exclusive reveal of the new expansion plans for the spa. Andrew Brown shared the CGIs and his vision for the site.</p> <p>11 new bondholders have joined so far in 2023.</p> <p>In March, Goal Centred Development were appointed as the preferred supplier of the Future Leaders programme. This 12-month programme is in partnership with UCLan and Burnley Bondholders for people under the age of 30 who work at a bondholder. They will undergo personal and professional development, all paid for by the bondholders. We believe this to be the first of its kind and will support our goal to retain young talent in the borough and provide them with the tools to be Burnley ambassadors.</p> <p>Since last full council there have been 22 pieces of positive news on Burnley.co.uk. Burnley has featured in 680 pieces of online, print and broadcast news with a combined AVE of £461,000 and reach of 180 million.</p> <p>Three film crews have been visited Burnley looking at filming locations responding a new service launched in summer 2022.</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>Burnley Town Centre Town 2 Turf Main construction works commenced on the 23rd Jan and LCC continue with excavation & repaving works and installation of new lighting columns at the Turf Moor section of the scheme. A ‘ground-breaking ceremony’ and press release were issued on the 20th February to include borough councillors, the MP and the football club. Work has commenced on the first two phases on Harry Potts Way. The new kerb alignment and paving of the south footway is 80% complete and the streetlight base columns have been installed. The new lanterns, brackets and illuminated banner arms are due to be fitted late April. Preparatory works for the traffic signal upgrade at the west end of Harry Potts Way have also commenced.</p> <p>Pioneer Place Work on the project is nearing completion. The cinema unit is fully constructed, and internal works are well advanced. Work on the units 2-6 progressing to schedule with the shop fronts now fitted and the buildings watertight. External areas are</p>

being surfaced and areas being made ready for landscaping works.

Progress with signing up tenants is very advanced with Nando's and Café Fortunes Ltd (T.A Starbucks) have already exchanged contracts. The Council has appointed Munroe K to operate the development alongside Charter Walk.

Charter Walk

The quarter to end March 23 has seen a decline in footfall, down 4.4% compared to the same period last year. This reflects some extreme weather that in an Open Centre has a significant impact on footfall. However, despite a reduction in footfall during February, traders reported positive sales figures having met sales targets despite poor weather and the wider impacts of the Cost of Living Crisis.

The Management team at Charter Walk continue to implement a range of marketing activities and events in partnership with Burnley BID. This included a Robot nation event during the February half term attracting hundreds of children.

As part of an on-going programme of work and activities to make Charter Walk an Autism friendly place a new Sensory Walk Way opened on the week commencing 27th March to mark National Autism Awareness week. The Sensory Walk Way project has created an inclusive, accessible and immersive environment for all shoppers and visitors at Charter Walk. Somewhere for people to take a quiet break. The Project has already won an International CSR award.

The Council's asset and property managers continue to make good progress on lease renewals and very high levels of rent and service charge collection.

Lower St James' Street Heritage Action Zone.

Renovation works to 160 including reinstatement of a traditional shop front and bay windows, repair of architectural features and some internal conversion works are almost complete.

Works to 156 Lower St James Street are underway including the reinstatement of a traditional shop front, bay windows and rainwater goods and stonework repairs. This property is due for completion in May 23.

Works to 139/141 St James Street have been tendered.

A further 5 privately owned properties are at design, planning and grant application stages.

The Council has purchased 123-125 St James Street as part of the HAZ Exemplar Project. The property will be renovated and converted into a "Creative Hub" - a unique destination supporting local artists and makers with shared workspace, collaboration and exhibition space in a highly visible high street location. The implementation of the Creative Hub is seen as a key action in Burnley's emerging Cultural Strategy. The proposed works will take approximately 6 months to complete.

Footfall for Y3 Q4 is up 1.88% compared to the Y3 Q3.

Burnley Market

Burnley market continues to offer a trading place for traders with incentivised rents for new products and is currently home to 38 businesses.

Footfall has remained steady this quarter (Jan – Mar) however is 10% down on the same quarter last year, reflecting footfall in the town centre. Occupancy levels have dropped to 52%.

The market continues to run a range of specialist markets including a bi-monthly Record Fair which proves popular with customers and generates additional footfall

Padiham Town Centre

Padiham Town Centre Management

Town centre businesses continue to be supported with promotion of their services/products through the Padiham Town Centre social media pages and website alongside receiving guidance on Business Support Grants available. The town centre officer is working alongside Padiham Town Council, business owners and community groups to plan a calendar of events this year that will increase footfall and attract new businesses into the area.

Since the previous Rawes Gazing have expanded creating a Café/Bistro alongside the shop and 1 new business has established in the town centre.

Business and Networking Group, Padiham BANG will host their first meeting for business based in the Padiham area this month and fortnightly thereafter.

Townscape Heritage scheme

The Exemplar project (33-35 Burnley Rd) has been completed. The councils housing department will manage the two new apartments and Liberata the retail units, which are currently being advertised to let.

A grant application has been approved for Nos. 25 & 27 Burnley Rd to undertake general external repair and restoration works including renewal of rainwater goods, reinstatement of sash windows and repair and redecoration of the original shop fronts. A suitable contractor has been appointed and are expected to commence on site towards end of April.

As part of the TH community engagement programme, a steering group made of local business and community representatives has established to deliver a gable art project representing the heritage and culture of the town. The first mural to the gable of 17 Church Street has been completed with overwhelmingly positive feedback from the community. Work on the second mural, on the gable of 30 Burnley Road/2 Station Road commenced 3rd April and will be completed by the end April.

Padiham Flood Risk Alleviation Scheme

	Works to the flood wall to the rear of Padiham Town Hall are nearing completion. Ahead of the next phase, the Environment Agency has been engaging with residents on Benwood close and at Waterside Mews.

Strategic commitment	Progress update
<p>PR4- We will implement the Local Plan, delivering new housing, employment sites, and infrastructure.</p>	<p>Allocated Housing Sites:</p> <p><i>Sites Under Construction:</i></p> <p>Build-out continues at site HS1/1 Former Hambledon School site (Valour Park, McDermott Homes - over 90% reserved or sold), site HS1/3 Former Blythe’s Site (Canal Walk, Gleeson - c 84% reserved or sold), site HS1/8 Red Lees Road (The Calders, Miller Homes - over 54% reserved or sold) and site HS1/26 Land adj 250 Brownside Road, Worsthorne (Millers Green, Boyes Homes - 5 properties sold).</p> <p>Construction is also now underway on part of site HS1/4 Land at Rossendale Road for 87 homes (Barratt Homes - Brun Lea Heights). Full marketing began in March with the first property now reserved/sold.</p> <p><i>Applications and Approvals:</i></p> <p>A series of condition discharge applications have been received/approved for site HS1/30 Land West of Smithyfield Avenue, Brownside for 38 age-restricted specialist bungalows (FUL/2021/0274) (Applethwaite Homes). Early marketing has begun with a full launch expected in Summer 2023 (‘Ribblesdale’).</p> <p>An application for 36 age-restricted build-to-rent bungalows for site HS1/22 Former Dexter Paints, Gannow Lane (FUL/2022/0136) was ‘approved’ subject to the signing of a Section 106 agreement at Development Control Committee on 8 Feb 2023.</p> <p>The application for site HS1/2 Hollins Cross Farm for the erection of 200 dwellings is to be considered at a Full Council meeting (following its consideration at Development Control Committee on 9 March 2023 (FUL/2022/0149)).</p> <p>Allocated Employment Sites:</p> <p>An application for a battery storage facility at site EMP1/6 Balderstone Lane was ‘approved’, subject to the signing of a Section 106 agreement at Development Control Committee on 23 Feb 2023 (FUL/2021/0375).</p>

	<p>An application for an Aldi supermarket has been received for site EMP1/7 Westgate (FUL/2023/0080) following the withdraw of an earlier scheme (FUL/2022/0221).</p> <p>Following the outline approval in September 2022 at site EMP1/5 Land South of Network 65 ('Burnley Bridge South') (OUT/2020/0366), a reserved matters application has now been approved for Phase 1 of the site (REM/2022/0568) and a number of applications for discharge of conditions have been received /approved.</p> <p>Following the approval of a hybrid application in Nov 2022 for the expansion of Burnley College on part of site EMP1/3 Vision Park (FUL/2021/0270), a number of applications for discharge of conditions have been received /approved.</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>Newtown Mill Work on Newtown Mill continues. Demolition works have been completed and work has commenced constructing a new steel frame structure inside the existing building façade. Scheme is due for completion in June 24. UCLAN and Burnley Council's business support team are delivering a Business Engagement Plan to raise awareness of the opportunities for business support, knowledge exchange and innovation projects with the University. A degree apprentice show case was held in February.</p>
<p>PR6- We will work with partners to ensure that residents are able and ready to participate in the workforce.</p>	<p>Employment & Skills Partnership (including Thrive Youth Hub) Thrive has a caseload of 240, There has been an increase in support/referrals for individuals who are homeless – it is particularly hard supporting someone into work/education without a home, it is also hard to find someone a home where there are additional complex barriers. The closure of Charter Walk Job Centre has increased referrals being sent to Thrive. As European funded projects start to come to a close the team at Thrive are starting to see an impact of where they can refer people to - some of these referrals will be taken up via UKSPF projects. BFC in Community has launched a new programme called HATCH in conjunction with the KFC in Burnley providing work experience opportunities with employability support and guaranteed interviews at the end. Unemployment rates in Burnley at Sept 2023 are 5.1% compared to a static Lancashire rate of 4.1%. The rate has remained around the same since March 2022. The Sept 23 there was a spike in the number of Economically Inactive classed as long term sick, however this data should be treated with caution due to sampling errors and we will continue to monitor trends over the longer term.</p> <p>UK Shared Prosperity Fund</p>

Year 1 to 31 March 23 is now complete and full spend has almost been achieved. Given the delayed start this is excellent progress and has meant that just one project has had to be deferred to start in year 2, this is the business innovation project with the University. 3 community grants have been awarded supporting projects at Padiham Sports Club, the Empire Theatre and Creative Spaces. The Youth zone feasibility study funded by UKSPF is now complete to RIBA Stage 2.

Funding given to Greenspaces means that the works to refurbish 3 play areas is underway.

Employment & skills support for the economically inactive has now commenced; some outputs for year 1 will be carried forward into year 2, as a result of the delayed start.