



Meeting of the Burnley Borough Council

To be held at 6.30 pm on
Wednesday, 24th January, 2024



Sir or Madam,

Notice is given of a MEETING of the COUNCIL of the BOROUGH OF BURNLEY to be held in the Council Chamber, Town Hall, BURNLEY on

DATE: Wednesday, 24th January, 2024

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: [Request to speak form](#). You can also register to speak via the online agenda. Requests will be dealt with in the order in which they are received.

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

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

A G E N D A

1. Minutes of the Last Meeting 7 - 12
To receive, as read, the Minutes of the proceedings of the previous Council meeting, held on 6th December 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 His Worshipful the Mayor.

4. Public Question Time

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

5. Items for Decision by the Council

- a) Lancashire Combined County Authority 13 - 22
To consider the recommendation as set out in the report.
- b) Revenue Monitoring Report 2023/24 - Quarter 2 23 - 36
To consider the latest revised net budget and the net transfers from earmarked reserves.
- c) Capital Monitoring Report 2023/24 - Quarter 2 37 - 50
To consider net budget changes giving a revised capital budget and the proposed financing of the revised capital budget.
- d) Fees and Charges Tariff 2024/25 51 - 106
To consider the proposed fees and charges from 1 April 2024.
- e) Treasury Management Mid-Year Report 2023/24 107 - 118
To consider the quarterly update on the Treasury Management Strategy 2023/24 in compliance with the requirements of the Chartered Institute of Public Finance and Accountancy's (CIPFA) Code of Practice on Treasury Management.
- f) Food Safety Service Delivery Plan 2024/25 119 - 144
To consider a report on the delivery plan.
- g) Health & Safety Intervention Plan 2024/25 145 - 166
To consider a report on the intervention plan.
- h) Constitutional Reporting - Amendment to Outside Body Representation 167 - 168
To note the need for and subsequently approve a change to the Council's representation on an Outside Body.
- i) Constitutional Reporting - General Substitute Scheme 169 - 194
To consider a scheme to allow the appointment of substitute members to Committees (other than the Executive).

6. Reports from Committee Chairs

- a) Report from the Chair of Scrutiny 195 - 196
- b) Report from the Chair of Audit & Standards 197 - 198
- c) Report from Chair of Development Control 199 - 200
- d) Report from Chair of Licensing

There have been no meetings since the last report to Full Council.

7. Strategic Plan Progress Reports

201 - 226

To consider progress against the Council's Strategic Commitments.

8. Questions

To deal with questions (if any) relating to matters not contained in the Minutes before the Council and of which notice in writing has been received in accordance with Standing Order No. 10(2).

Councillor Attendance

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

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

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BURNLEY BOROUGH COUNCIL FULL COUNCIL

MECHANICS THEATRE

Wednesday, 6th December, 2023

PRESENT

MEMBERS

His Worshipful The Mayor (Councillor Arif Khan) in the Chair;

Councillors S Hussain (Vice-Chair), A Anwar, L Ashworth, H Baker, G Barton, G Birtwistle, H Bridges, C Briggs, M Brindle, J Broughton, S Cunliffe, S Graham, Hall, J Harbour, B Horrocks, A Hosker, B Hughes, M Hurt, J Inckle, K Ingham, N Kazmi, A Kelly, L Khan, J Launer, A Lewis, G Lishman, M Lishman, S Lone, J McGowan, A Raja, P Reynolds, C Sollis, M Steel, J Sumner, M Townsend, D Whitaker, A Wight and F Wild

OFFICERS

Lukman Patel	– Chief Executive
Rob Dobson	– Chief Operating Officer
Chris Gay	– Governance Manager
Alison McEwan	– Democracy Officer
Carol Eddleston	– Democracy Officer
CJ Walmsley	– Democracy Officer
David Bristow	– Mayor's Officer
MJ Hindman	– Graphic Designer
Dexter Almond	– Admin Officer
Paul Barlow	– Graphic Designer

50 Minutes of the Last Meeting

RESOLVED The Minutes of the meeting of the Council held on the 27th September 2023 were confirmed and signed by the Chair.

51 Public Question Time

The following members of the public addressed the meeting under the right to speak policy:

Mr Dominic Green	County Combined Authority
Mrs Bea Foster	Conflict in Palestine, Gaza and Israel

52 Motion Without Notice

Under CPR 13 (c) Cllr Howard Baker moved, seconded by Cllr Gordon Birtwistle to re-order the agenda to hear Item 6a Lancashire County Combined Authority and Devolution Proposal prior to Item 5b Motion on the establishment of a County Combined Authority for Lancashire.

On being put to the vote the motion was declared to be carried and it was duly **RESOLVED**.

53 Motion on ceasefire for the humanitarian crisis in Palestine, The West Bank and Israel and immediate release of hostages

It was moved by Cllr Lubna Khan, and seconded by Cllr Scott Cunliffe that:

Motion on Ceasefire for the humanitarian crisis in Palestine, The West Bank and Israel and immediate release of hostages.

Residents in Burnley including those in the interfaith community are very concerned about what is happening in Palestine and Israel. This issue has been debated regularly by the building bridges in Burnley Forum. As a town we need to continue to work hard on the relationships in the town between all sections of the community. The situation in Palestine and Israel is of direct relevance to building community cohesion in Burnley. We have been approached by residents with strong links to Palestine and Israel who are deeply concerned. It should be noted that there are a number of residents with strong connections and family in the region who are deeply impacted by the conflict.

For many years our Borough has come together to resolve conflicts across social and cultural divides, a fact celebrated through the continuous work of community-based organisations like Building Bridges. Hundreds of our residents are engaged in activities organised by and for residents of diverse backgrounds and beliefs.

We are appalled by the violent conflict between Israel and Hamas in Gaza, that has had severe consequences for civilians in both Israel and Palestine. The unprecedented level of casualties has resulted in countless lives being lost. Each passing day sees a rising toll on lives and a worsening humanitarian catastrophe in Gaza. Civilian deaths in Gaza are increasing rapidly due to the relentless Israeli bombardment, retaliating to the horrific attacks by Hamas on October 7th in Israel, which led to 1,400 fatalities and the abduction of civilians.

Many residents from across Burnley have asked us, their representatives, to speak out and call on the UK government to push for an immediate ceasefire to stop the mass killing of civilians in the Israel-Gaza conflict and for the immediate release of all hostages held since October 7th, 2023.

According to recent figures at least 15,271 Palestinians in Gaza have been killed, including 3,561 women and 6,403 children, often through indiscriminate and unlawful attacks. Over half of Gaza's casualties are children, and thousands are missing with many trapped beneath the rubble. Millions face additional displacement, dispossession, and suffering. Over 200 Israeli hostages held by Hamas and other resistance groups in Gaza are in peril,

and ongoing indiscriminate rocket fire into Israel poses risks to civilians. Israel's tightened siege on Gaza has blocked essential goods like water, food, and fuel, leaving over 2 million people in the Gaza Strip struggling to survive.

The humanitarian catastrophe resulting from Israel's 16-year-long illegal blockade will escalate further if the fighting doesn't cease immediately.

Serious violations of international humanitarian law, including war crimes, persist among all parties involved in the conflict.

Therefore, this council moves that:

This Council believes that an immediate ceasefire and the immediate release of hostages is needed to halt the ongoing violence.

We direct the Council Leader and Chief Executive to write to the Prime Minister and the Leader of the Opposition to:

1. Urge the Government to work with Israel and Hamas to bring about a negotiation in which we can ensure the immediate release of all hostages.
2. Ask the Government to call for an immediate ceasefire and an end to the Israeli siege of Gaza.
3. Ask the Government to guarantee the prompt opening of aid corridors into Gaza, enabling the delivery of crucial supplies such as food, water, fuel, and life-saving medical equipment to those impacted by the conflict.
4. Urge the United Nations and International Criminal Court to appoint independent arbitrators to assess the validity of evidence of war crimes.
5. Urge all parties to collaborate on achieving peace , enabling the establishment of a recognised and sovereign Palestine alongside a secure and sovereign Israel. Advocate for the appointment of a British special envoy to collaborate with the United Nations (UN) and other stakeholders, expediting the peace process in alignment with the Oslo Accords and preceding UN resolutions.
6. Ask the Government to consider the wider refugee implications of Palestinian displacement and that an international resettlement scheme is negotiated.

On being put to the vote the motion was declared to be carried and it was RESOLVED accordingly.

54 Lancashire Combined County Authority and Devolution Proposal

Consideration was given to a report on the proposed combined authority and devolution deal for Lancashire.

Cllr Anwar moved, and Cllr Maggie Lishman seconded:

That Full Council:

- a) defer submitting a consultation response supporting or opposing the proposal (with or without amendments) until the 24th of January 2024 Full Council meeting to enable members to make an informed decision after hearing the views of residents, businesses and stakeholders. This is still within the consultation window.

Our initial view is:

b) This Council acknowledges the Government's support for the application from the three Upper-Tier authorities in Lancashire (Lancashire County Council, Blackpool Council and Blackburn with Darwen Council) to establish a Level 2 County Combined Authority without a Directly Elected Mayor for Lancashire.

c) While we affirm our support for devolution in Lancashire, we express our reservations regarding the proposed terms of the announced deal. The absence of involvement from District Councils and District Leaders in the deal's development is deemed unhelpful and undemocratic. This Council therefore emphasises the importance of granting voting rights to district councils in any arrangement, recognising that such a provision lies within the powers of the constituent members.

d) This Council has previously advocated for exploring a Mayoral Combined Authority, aligning with the Government's stance that such an authority (Level 3 – With a Directly Elected Mayor) secures the most significant devolution within the limitations imposed by current rules.

e) Regrettably, the current proposed deal falls short of representing Burnley's ambitions and addressing our unique challenges. Furthermore, the removal of the UK Shared Prosperity Fund, the absence of voting rights for districts, and the transfer of other functions from districts do not align with the principles of genuine devolution.

f) The social and economic needs of East Lancashire's citizens are not the same as those facing other parts of the county. This Council encourages further dialogue and negotiation to ensure that any future arrangements better reflect Burnley's aspirations and contribute to meaningful devolution.

g) We note that the Government's assertion that the current parliamentary window limits the possibility of securing a Level 3 deal, we acknowledge that the proposed deal may serve as an initial step toward future agreements.

h) Notes that this council does not support local government reorganisation as a precursor to any form of devolution.

Following a point of order raised by Cllr Mark Townsend under CPR 14.12 it was moved, seconded and duly RESOLVED to adjourn the meeting.

The meeting adjourned at 19.43 and resumed at 20.08

On being put to the vote the motion was declared to be carried and it was duly RESOLVED.

55 Motion on the establishment of a County Combined Authority for Lancashire

Cllr Townsend withdrew the motion.

56 Constitutional Updates & Amendments and Appointments

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

RESOLVED, THAT:

1. The Leader's removal of the Deputy Leader and Executive members as set out in Appendix 1 be noted.
2. The Leader's appointment of the Deputy Leader and the Executive as set out in Appendix 2, and the detailed remits of those portfolios as set out in Appendix 3 be noted.
3. The change in the Political Balance of the Council following the election of Councillor Alex Hall be noted; and the following changes to committee places and Outside Bodies be approved:

Committee/OB	Remove	Appointment
Audit & Standards	Lubna Khan	Mohammed Ishtiaq
	Scott Cunliffe	Alex Hall
Development Control	Joanne Broughton	Lubna Khan
		Alex Hall as named substitute for Martyn Hurt
Licensing Committee	Mohammed Ishtiaq	Paul Reynolds
	Jackie Inckle	Marcus Johnstone
	Howard Baker	Jeff Sumner
	Scott Cunliffe	Beki Hughes
		CLlr Sumner as Chair of the committee
Scrutiny Committee	Charlie Briggs	Sehrish Lone
	Paul Reynolds	Alex Hall
	Jack Launer	Beki Hughes
	Howard Baker	Gordon Lishman
	Margaret Lishman	Jeff Sumner
Member Structures & Support Working Group	<i>Andy Fewings</i>	Martyn Hurt
	Lubna Khan	Gail Barton
PATROL (parking committee)	Lubna Khan	Howard Baker
	Gordon Birtwistle	Mark Townsend
Burnley & Pendle	Lubna Khan	Howard Baker

Committee/OB	Remove	Appointment
CAB		
	Jackie Inckle	Margaret Brindle
Burnley Private Rented Sector Forum	John Harbour	Lubna Khan
Burnley Together Steering Group	Lubna Khan	Howard Baker
	Lukman Patel	Rob Dobson
	Rob Dobson	Clare Jackson (from 2 nd January 2024)
COVID-19 Economic Recovery Board	Gordon Birtwistle	Sue Graham
East Lancashire Health & Wellbeing Partnership	Lubna Khan	Jack Launer
Growth Lancashire	Mark Townsend	Scott Cunliffe
Lancs Waste Partnership	Lubna Khan	Howard Baker
North West Employers	Sue Graham	Maggie Lishman
Stocks Massey Bequest	John Harbour	Scott Cunliffe

4. The following minor amendment to Part 2 of the Constitution – Articles (Article 12) – the transfer of Housing & Development Control Service from Chief Operating Officer to Chief Executive as set out in the Management Structure Review as set out in Appendix 5 be noted.

5. An amendment to the Guidance for Members and Officers involved in outside organisations at paragraph 2.10 of Part 5.7 of the Constitution to clarify the rules regarding insurance be approved.

57 Reports from Committee Chairs

The reports of Committee Chairs were noted.

58 Strategic Plan Progress Reports

RESOLVED That the Strategic Plan Progress Reports of Executive Members be noted.

Lancashire Combined County Authority and Devolution Proposal

FULL COUNCIL



DATE	24 January 2024
PORTFOLIO	Leader
REPORT AUTHOR	Rob Dobson, COO
TEL NO	01282 475842
EMAIL	rdobson@burnley.gov.uk

PURPOSE

1. That Full Council consider the proposed combined authority and devolution deal for Lancashire.

RECOMMENDATION

2. That Full Council is recommended to either:
 - a. Ask the Chief Executive to submit a consultation response supporting the proposal (with or without amendments), or;
 - b. Ask the Chief Executive to submit a consultation response opposing the proposal (with or without amendments), or
 - c. Not respond to the consultation.

REASONS FOR RECOMMENDATION

3. At the meeting in December 2023, Full Council deferred submitting a consultation response to enable members to make an informed decision after hearing the views of residents, businesses and stakeholders. The following sections remind Members of the key points from the original report.
4. As part of the Autumn Budget Statement on 22 November 2023, the Government announced the opportunity for a devolution deal for Lancashire and proposed the creation of a non-mayoral Combined County Authority for the administrative area covered by the three upper tier councils, Blackburn with Darwen Council, Blackpool Council and Lancashire County Council.
5. The Deal Document was included with December's Full Council agenda but can also be viewed here:
<http://www.gov.uk/government/publications/lancashire-devolution-deal>

Members will note that part of the deal includes UK Shared Prosperity Fund being handed from districts to the proposed Combined Authority from 2025/26, subject to certain considerations which are highlighted in the deal document.

6. To progress the potential devolution deal, under the Levelling-up and Regeneration Act 2023, a consultation is required on the draft Combined County Authority (CCA)

Proposal ('the Proposal'). The Proposal was included with December's Full Council agenda or can be viewed here:

<https://council.lancashire.gov.uk/documents/s224030/Appendix%20A%20-%20Proposal.pdf>

7. Following consultation, the three upper tier councils will need to submit their final Proposal to Government, which will take account of the outcome of the consultation, and which, if appropriate, will formally propose the creation of the CCA.
8. Full Council is asked to consider the draft Proposal and agree a consultation response. The consultation is open to the residents and other stakeholders of the wider CCA area for a period of 8 weeks starting 1st December 2023.
9. It is anticipated that a further meeting of each of the three upper tier councils in March 2024 will consider the results of the consultation and agree whether or not to formally submit the final Proposal to Government.
10. The table at Appendix 1 sets out the powers which could be devolved under three different models. The table was extracted from the Levelling Up White Paper from February 2022. The Government offers greater devolution under the Directly Elected Mayor model (level 3 in the table).
11. The background papers listed from paragraph 40 below link to past Full Council resolutions, made in July 2020 and January 2022 provide some background information in relation to the Council's previous resolutions in relation to the matter.

SUMMARY OF KEY POINTS

12. Members will note that on 15 July 2020, Full Council resolved the following (further details can be found via the link at paragraphs 40 and 41):

“1. The Full Council approves that the Council should work with other Lancashire Councils to explore a Lancashire Combined Authority with a directly elected Mayor;

2. (a) Council notes the previous decision of the Council in December 2015 on a Combined Authority without an elected Mayor and no requirement to acknowledge that local government functions may need to be simplified.

(b) That Council approves that, after the Government's English Devolution White Paper has been published, the Council should work, with all 14 other Lancashire Councils to explore a Lancashire Combined Authority with a directly elected Mayor, with limited powers as agreed by Lancashire Leaders at their meeting on June 10th, 2020.

(c) A report be brought to a future Full Council for further consideration on the results of the work and any associated options: and

(d) That Council rejects any form of local government reorganisation, or simplification, as a condition for the establishment of a Lancashire Combined Authority.”

13. The table at Appendix 1 sets out the powers which could be devolved under three different models. The table was extracted from the Levelling Up White Paper from February 2022. The Government offers greater devolution under the Directly Elected Mayor model (level 3 in the table). The three upper tier authorities have reported that they have been in discussions with the Secretary of State who have advised that there is insufficient time to explore a level 3 Mayoral model during this parliamentary election cycle. It has been suggested by the three upper tier authorities that upgrading to a level 3 deal in the future will remain an option.

14. The following detail is taken from the report considered by the Full Council of Lancashire County Council on 27th November 2023.

Background

15. In February 2022, the Government published its White Paper on Levelling Up, a significant set of proposals which sought to address geographical disparities in funding, productivity and growth across England. The resulting legislation, the Levelling-up and Regeneration Act 2023, allows for the creation of new Combined County Authorities (CCAs) that require the agreement of upper-tier Local Authorities in the area.

16. Securing a devolution deal has been a long-standing ambition for Leaders across Lancashire to address years of historically low investment in the area whilst providing a platform for accelerated growth. Following the publication of the White Paper, the three upper tier Councils agreed to cooperate at pace on the creation of a new devolution deal that would cover the Lancashire area by establishing a CCA. The Leaders of the three Councils have overseen extensive negotiations between officers and Government officials to agree the basis of a proposed devolution deal. The Deal document, sets out the basis for the deal, including the key powers to be devolved, main objectives of the proposed CCA and the governance principles. The Deal document has been further developed into a Proposal document, linked to at paragraph 5 above. This Proposal document will be subject to an extensive consultation process across the area in accordance with the statutory requirements. The full consultation arrangements, setting out how the Councils will seek the views of the public and stakeholders are set out in the Proposal document.

The Combined Authority

17. The main elements of the Proposal (if approved) are as follows:

- Lancashire County Council, Blackburn with Darwen Council and Blackpool Council will form a Combined County Authority, to provide overall vision and

leadership, seek the best value for taxpayer's money, and be accountable to local residents.

- The arrangements will include the integration of the relevant functions of the Lancashire Local Enterprise Partnership (LEP) into the CCA, ensuring that there continues to be a strong and independent local business voice in the form of a Lancashire Business Board which informs local decision making and strategic economic planning. In absorbing the role and functions of the Growth Lancashire Company, LEP Growth and Skills and Employment Hubs, LEP Investment Team, and destination management/visitor economy, the Lancashire CCA will deliver a number of functions on behalf of the central government departments.
- The CCA will have new powers to better shape local skills provision to ensure these meet the needs of the local economy. This will include devolution of adult education functions and the core Adult Education Budget, and the opportunity to further refine the Local Skills Improvement Plan.
- There will also be new powers to improve and better integrate local transport, including the ability to develop the Bus Service Improvement Plan (BSIP) partnership and strengthen co-ordination of local transport functions.
- Subject to funding, policy and delivery considerations at the next Spending Review, Government's expectation is that delivery responsibility for the UK Shared Prosperity Fund (UKSPF), a flexible funding pot, will be aligned with devolution deal responsibilities. This would mean that the proposed CCA could have such responsibilities from 2025/26. In carrying out this role, the proposed CCA and the constituent councils will work closely with the Lancashire District Leaders Forum in an advisory capacity. Delivery of these functions will build on existing district-led delivery arrangements for UKSPF and align with the Lancashire 2050 strategy, as agreed by all Local Authorities in Lancashire, to ensure that the needs of residents can be effectively addressed.
- The CCA will have the ability to exercise compulsory purchase powers to help drive the regeneration of the area and to build more affordable homes, subject to the agreement of the Constituent Council and the Local Planning Authority where the relevant land is located.
- The area will receive up to £20 million capital funding in the current Spending Review period to support innovation led growth (including assets to maximise the benefits of National Cyber Force) and net zero ambitions across Lancashire. This investment is subject to agreement of the relevant business cases.
- The CCA will strengthen the local visitor economy, reinforcing Lancashire's attractive and vibrant cultural and creative sector through the formation of a Local Visitor Economy Partnership to help further develop the region's visitor economy. It will also deliver innovation-led growth, including working with Government to capitalise on Lancashire's economic potential in growing the Energy and Low Carbon sector.

Additional funding for Lancashire

18. The Deal includes up to £20 million capital funding in the current Spending Review period to support innovation led growth and net zero ambitions across Lancashire. This investment is subject to agreement of the relevant business cases. The portfolio

of capital regeneration projects will drive growth and levelling up across Lancashire and includes:

- Assets to maximise the benefits of the National Cyber Force and a proposed Innovation Hub in Lancashire
- Blackburn Tech Innovation Quarter (TIQ)
- Silicon Sands, Low Carbon Data Centre Demonstrator, Blackpool Airport Enterprise Zone
- Cosy Homes in Lancashire (CHiL) - additional capital investment for extending an existing domestic retrofit scheme

19. The recent Network North announcement also suggests that:

- The proposed CCA will receive a proportion of the £2.5 billion announced as part of Network North to transform local transport in areas in the North outside of the big city regions.
- The proposed CCA will receive a proportion of the £770 million of funding for Bus Service Improvement Plans in the North.
- The proposed CCA will receive a proportion of the £3.3 billion funding to fix potholes in the North.

How the CCA will work

20. A Combined County Authority is a way for the three upper tier Authorities in Lancashire to work more closely together, and to receive devolved powers from the Government. The report to LCC's Full Council states that "It is not an additional tier of local government; it is a way for existing locally elected representatives to have more say over decisions that affect the area." However, given the governance arrangements as set out below, it could be argued to the contrary.

21. In order to deliver this, the proposed arrangements are outlined below.

22. The CCA Board will be made up of up to 8 members:

- Four elected members, consisting of a lead/executive member for each constituent council and one further member appointed by Lancashire County Council.
- Two non-constituent members, who will be nominated by the district and borough councils to represent the interests of district and borough councils on the CCA
- Up to two further associate or non-constituent members, to be appointed by the CCA.

23. The voice of business will be a critical component in the future proposed CCA, given that a key area of focus would be economy, industry, and business. The proposed CCA will appoint an Associate Member who can represent the views of business on the proposed CCA.

24. The proposed CCA, in partnership with Government, will ensure that the Lancashire Police and Crime Commissioner (PCC) is invited to attend and participate in CCA meetings as an observer, or as a non-constituent member. This will ensure close collaboration and productive joint working between the CCA and PCC.

25. Proposals for decisions by the CCA may be put forward by any constituent member. All constituent members will have one vote. Constituent members will work towards the principle of unanimity of all key decisions. Other questions that are to be decided by the CCA are to be decided by a simple majority of the members present and voting, unless otherwise provided for in legislation. Decisions requiring unanimity amongst the constituent members will include:
- Approval of the CCA’s budget, including significant financial decisions.
 - Approval of the policy framework, which will include:
 - Corporate Strategy
 - Economic Growth Strategy
 - Skills and Employment Strategic Framework
 - The Local Transport Plan, Bus Service Improvement Plan (BSIP) and the Local Cycling and Walking Infrastructure Plan (LCWIP)
 - Appointment of the Chief Executive
 - Approval of and significant amends to the Constitution.
26. The following decisions will require the consent of the lead member of the relevant constituent council, or substitute members acting in their place, in whose area the decision will apply:
- Compulsory purchase of land or buildings by the CCA
 - The exercise of compulsory purchase power will also require the consent of the relevant planning authority
 - Any decision by the CCA that could lead to a financial liability falling directly upon that constituent council, or significant material impact on Blackpool Transport Services Ltd
 - Such other matters as may be contained within the CCA constitution.
27. The constituent councils recognise the importance of local consensus in relation to matters that could impact companies wholly owned by those councils, and they have resolved to require Blackpool Council’s consent for any decision which may have a significant, material and direct impact on Blackpool Transport Services Ltd.
28. In accordance with the Levelling Up and Regeneration Act (2023), the proposed CCA would have the power to grant voting rights to the non-constituent members. The responsibility for agreeing any such rights would rest with the constituent members of the CCA and would be set out in the CCA’s constitution. The Levelling Up and Regeneration Act 2023 does not allow associate members to vote.
29. The CCA will be responsible for agreeing its own constitution, including chairing arrangements, meeting procedures and decision-making processes. Whilst the work to develop a constitution will not be finalised until the outcome of the consultation is known and the decision made on whether to formally proceed, some aspects have been agreed in principle, including that Lancashire County Council will Chair the CCA, and that this and the rest of the constitution will be subject to annual review.
30. The CCA will have a Scrutiny Committee, as well as an Audit Committee. In addition, the CCA may establish sub-committees or advisory boards as it deems necessary.

District Council involvement

31. The Combined County Authority model, as established by the Levelling-up and Regeneration Act 2023, says that only Upper Tier Local Authorities can be constituent members. However, it is recognised that it will be essential to ensure that the voice of the district councils in Lancashire is heard.
32. To achieve that, district councils will be invited to nominate two “non-constituent” members to serve as members of the CCA. The Act gives the CCA the right to grant voting rights to the non-constituent members. The responsibility for agreeing any such rights rests with the constituent members of the CCA and would be set out in the CCA’s constitution.
33. In addition, Districts will also be invited to nominate representatives to the CCA Audit and Scrutiny Committees. It is proposed that these nominations are made by the District Leaders Forum, as a body which commands the consent of all 12 districts in Lancashire. The nominating body may change, in consultation with the districts, if an alternative nominating body which represents the interests of all districts in Lancashire, is preferred.

Next Steps

34. If a consultation on the Proposal is agreed by all three upper-tier Councils, then the results of the consultation will be considered in March 2024 when the said Councils will be asked to agree the final Proposals for submission to government. The devolution agreement and creation of the Combined County Authority will then be subject to formal parliamentary approval in summer and autumn 2024.

FINANCIAL IMPLICATIONS AND BUDGET PROVISION

35. There are no new budget implications arising for Burnley Council from this report.
36. If the decision is taken by the Secretary of State to establish the proposed CCA then the Establishment Order will indicate that the proposed CCA will be funded by the three Constituent Councils. Funding of £1m has been secured as part of the deal from central Government to cover the financial years 2024/25 and 2025/26. In addition, the proposed CCA would consider whether to seek the power to borrow and explore the extent of these powers. In practice it is expected that the running costs of the proposed CCA will be met by either continued central Government support or with funding from the Constituent Councils.
37. The general powers the proposed CCA is intended to have around finance and funding are expected to be substantially the same as local authorities enjoy generally. However, it will not have the power to raise a precept. That means that the CCA will not be able to raise money through increasing Council Tax.

POLICY IMPLICATIONS

38. As set out in the report.

39. Additionally, an equality impact assessment by Lancashire County Council is available: <https://council.lancashire.gov.uk/documents/s224031/Appendix%20B%20-%20EIA.pdf>

DETAILS OF CONSULTATION

40. The Proposal is subject to a public consultation lasting 8 weeks from 1st December.

BACKGROUND PAPERS

41. [Burnley Council : Agenda for Full Council on Wednesday, 26th January, 2022, 6.30 pm \(moderngov.co.uk\)](#)

42. [Burnley Council : Agenda for Full Council on Wednesday, 15th July, 2020, 6.30 pm \(moderngov.co.uk\)](#)

FURTHER INFORMATION

PLEASE CONTACT:

The Chief Executive

ALSO:

Appendix 1- devolution framework

Table 2.3 Devolution Framework

Level 3 – A single institution or County Council with a directly elected mayor (DEM), across a FEA or whole county area

Level 2 – A single institution or County Council without a DEM, across a FEA or whole county area

Level 1 – Local authorities working together across a FEA or whole county area e.g. through a joint committee

Function	Detail	L1	L2	L3
Strategic role in delivering services	Host for Government functions best delivered at a strategic level involving more than one local authority e.g. Local Nature Recovery Strategies	✓	✓	✓
	Opportunity to pool services at a strategic level	✓	✓	✓
	Opportunity to adopt innovative local proposals to deliver action on climate change and the UK's Net Zero targets	✓	✓	✓
Supporting local businesses	LEP functions including hosting strategic business voice		✓	✓
Local control of sustainable transport	Control of appropriate local transport functions e.g. local transport plans*		✓	✓
	Defined key route network*			✓
	Priority for new rail partnerships with Great British Railways – influencing local rail offer, e.g. services and stations			✓
	Ability to introduce bus franchising		✓	✓
	Consolidation of existing core local transport funding for local road maintenance and smaller upgrades into a multi-year integrated settlement			✓
Investment spending	UKSPF planning and delivery at a strategic level		✓	✓
	Long-term investment fund, with an agreed annual allocation			✓
Giving adults the skills for the labour market	Devolution of Adult Education functions and the core Adult Education Budget		✓	✓
	Providing input into Local Skills Improvement Plans		✓	✓
	Role in designing and delivering future contracted employment programmes			✓
Local control of infrastructure decisions	Ability to establish Mayoral Development Corporations (with consent of host local planning authority)			✓
	Devolution of locally-led brownfield funding			✓
	Strategic partnerships with Homes England across the Affordable Housing Programme and brownfield funding			✓
	Homes England compulsory purchase powers (held concurrently)		✓	✓
Keeping the public safe and healthy	Mayoral control of Police and Crime Commissioner (PCC) functions where boundaries align ^			✓
	Clear defined role in local resilience*		✓	✓
	Where desired offer MCAs a duty for improving the public's health (concurrently with local authorities)			✓
Financing local initiatives for residents and business	Ability to introduce mayoral precepting on council tax*			✓
	Ability to introduce supplement on business rates (increases subject to ballot)			✓

* refers to functions which are only applicable to combined authorities

^ refers to functions which are currently only applicable to mayoral combined authorities

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Revenue Monitoring Report 2023/24 – Quarter 2 (to 30 September 2023)

REPORT TO EXECUTIVE



DATE	29 November 2023
PORTFOLIO	Resources and Performance Management
REPORT AUTHOR	Craig Finn
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PURPOSE

1. To report the forecast outturn position for the year ending 31 March 2024 based upon actual spending and income to 30 September 2023.
2. Members are again asked to note the financial impact of the ongoing cost-of-living crisis as can be seen in paragraph 5. In view of the ongoing economic challenges, forecasts remain under review and remain subject to change as the impact on the economy unfolds. Updates will be provided to Members through the established quarterly budget monitoring process.

RECOMMENDATION

3. The Executive is asked to:
 - a. Note the projected revenue budget forecast position of a net overspend of £166k, as summarised in table 1 and detailed in Appendix 1, although it is expected that there will be a break-even position by the end of the financial year. The net overspend of £166k has reduced from a forecast net overspend of £243k as reported at Quarter 1.

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

- b. The latest revised net budget of **£16.267m** as shown in Table 1, and
- c. The net transfers from earmarked reserves of **£5.904m** as shown in Appendix 2.

REASONS FOR RECOMMENDATION

4. To give consideration to the level of revenue spending and income in 2023/24 as part of the effective governance of the Council and to ensure that appropriate management action is taken to ensure a balanced financial position.

SUMMARY OF KEY POINTS

5. Financial Impact of the cost-of-living crisis

Sustained inflation above the Bank of England's target of 2%, continues to have an impact on the Council's budget monitoring position, both in respect of increased costs and potential reduction in income receivable from residents for fees and charges, given the inevitable 'squeeze' on disposable incomes. The Bank of England's latest forecast predicts a fall in inflation 'over the medium term' with an expectation that the 2% target will not be met until 2025.

As per Q1 reporting, the sum of £616k has been set aside in the Cost of Living Crisis Reserve to meet these challenges.

The Council has also set aside sums specifically to manage continued volatility in the energy markets, with the balance of £260k brought forward from 2022/23 remaining committed in 2023/24, details of which are included at Appendix 2. The Council was successful in its application to the Swimming Pool Support Fund and the proposal is to transfer the £250k award into the Energy Volatility Reserve for future use.

At the time of this report, despite a fall in the Consumer Price Index (CPI) over the quarter to which lower energy prices were considered attributable, the Bank of England noted potential ongoing volatility in energy markets into Winter 2023.

At the time of this report, the pay award for 2023/24 has not yet been agreed and this remains an outstanding risk relative to estimates included within the original, approved budget.

6. Revenue Budget Monitoring Process

All budget holders are required to review their budgets on a monthly basis.

Three in-year reports on revenue budget monitoring are presented to the Executive and Scrutiny Committee during the course of the financial year. This is the second in-year report for 2023/24. In addition to these three reports there is a final report for revenue to consider the actual spending at the end of the financial year compared with the revised revenue budget. Under the scheme of delegation each budget area is delegated to a Head of Service or Director who remains accountable for the effective discharge of financial management as an integral part of achieving strategic objectives and in turn meeting service delivery priorities.

As part of the quarterly monitoring cycle, all Heads of Service and Directors are asked to consider their budgets and provide information and details of any actual or anticipated significant variations between spending / income and budgets.

7. Budget Changes

Since the budget was approved in February 2023, the following proposed budget changes have been made and are shown in Appendix 1:

- Virements approved by Heads of Service and Management Team.

- Decisions confirming additional awards of grant and contributions up to £50k approved by Heads of Service and Management Team.
- Decisions made by the Executive and Council.
- Transfers to/from Earmarked Reserves in respect of grants/contributions and also approved carry forwards from 2022/23 (Appendix 2).

Members are asked to approve the latest revised net budget of £16.267m as shown in Table 1.

8. Revenue Budget Summary

Table 1 shows a summary by service area of the revised budget for the year along with the current forecast as at the end of Q2 and the anticipated variance.

On current projections the net revenue budget is forecast to be exceeded by £166k, details of which are also included at section 11, 'Service Reports'.

Due to the continuing uncertainty around the potential impact of the cost of living crisis on the Council's approved budgets, forecast reductions in income and increases in expenditure remain subject to change as the year progresses. The net budget forecast at Quarter 2 of a £166k year-end deficit is based upon the latest estimates of income and expenditure.

Table 1: Revenue Budget Forecast Position 2023/24

	Approved Budget	Forecast position at Q1			Forecast position at Q2		
	NET BUDGET 2023/24 £000s	REVISED BUDGET 2023/24 £000s	FORECAST Q1 £000s	VARIANCE Q1 £000s	REVISED BUDGET 2023/24 £000s	FORECAST Q2 £000s	VARIANCE Q2 £000s
Economy and Growth	711	961	1,017	56	977	1,021	44
Policy and Engagement	510	880	880	0	867	867	0
Management Team	394	394	394	0	394	394	0
Sport and Culture Leisure Client	1,270	1,270	1,270	0	1,270	1,270	0
Green Spaces and Amenities	1,376	1,497	1,496	(1)	1,505	1,533	28
Streetscene	3,346	3,448	3,488	40	3,471	3,511	40
Housing and Development Control	1,036	1,146	1,146	0	1,143	1,200	57
Strategic Partnership	4,205	4,217	4,217	0	4,216	4,216	0
Finance and Property	(1,343)	(298)	(298)	0	(1,295)	(1,231)	64
Revenues and Benefits Client	(1,158)	(1,138)	(1,138)	0	(1,138)	(1,138)	0
Legal and Democratic Services	1,273	1,428	1,428	0	1,415	1,495	80
People and Development	234	242	242	0	242	242	0
Central Budgets - Other	906	1,154	1,154	0	1,156	1,156	0
Central Budgets - Savings Targets	(248)	(248)	0	248	(243)	0	243
NET SERVICE BUDGET	12,512	14,953	15,296	343	13,980	14,536	556
Pensions	486	486	486	0	486	486	0
Parish Precepts	173	173	173	0	173	173	0
Treasury Investments & Borrowing	1,516	1,516	1,416	(100)	1,516	1,126	(390)
Capital Financing	1,951	4,111	4,111	0	5,028	5,028	0
Earmarked Reserves	(361)	(4,619)	(4,619)	0	(5,141)	(5,141)	0
Strategic Reserves	(10)	(353)	(353)	0	225	225	0
NET CORPORATE ITEMS	3,755	1,314	1,214	(100)	2,287	1,897	(390)
Council Tax	(7,724)	(7,724)	(7,724)	0	(7,724)	(7,724)	0
Council Tax - Parish Precepts	(173)	(173)	(173)	0	(173)	(173)	0
Business Rates: Retained Income	(5,950)	(5,950)	(5,950)	0	(5,950)	(5,950)	0
Business Rates: S31 Grants	(754)	(754)	(754)	0	(754)	(754)	0
Prior Year Collection Fund (Surplus)/Deficit	1,208	1,208	1,208	0	1,208	1,208	0
Revenue support Grant	(1,872)	(1,872)	(1,872)	0	(1,872)	(1,872)	0
New Homes Bonus	(319)	(319)	(319)	0	(319)	(319)	0
Other Government Grants	(683)	(683)	(683)	0	(683)	(683)	0
FUNDING	(16,267)	(16,267)	(16,267)	0	(16,267)	(16,267)	0
BUDGET BALANCE	0	0	243	243	0	166	166

9. Members will recall that savings totalling £363k were built in to the 2023/24 revenue budget to ensure that a balanced budget was achieved. As part of the budget monitoring process, progress against the achievement of these savings is monitored in year, details of which can be seen below:

Description	Saving £000	Progress of Achievement
Reduction in grant award to Burnley & Pendle Citizens Advice	10	Fully achieved.
Removal of annual contribution to the Pensions Reserve	353	Fully achieved.
TOTAL	363	

10. SAVINGS TARGETS

In addition to the savings above, it was assumed that two savings targets would be achieved over the course of the year: £169k salary savings from not filling posts immediately and £79k from in year savings/additional income. Current economic conditions and the 'Cost of Living Crisis' generally *may* threaten the achievement of these targets. At present the forecast budget overspend is £166k. A summary of the original in-year targets and the projected budget forecasts categorised by salary and non-salary expenditure as at the end of Q2 can be seen in Table 2 below:

Savings	Original Savings Budget	Savings Forecast Q1	Savings Forecast Q2	Balance of Savings yet to be Identified
	£000	£000	£000	£000
Salary Savings	(169)	4	8	(157)
Non-Salary Savings	(79)	1	69	(9)
TOTAL SAVINGS YET TO BE IDENTIFIED	(248)	5	77	(166)

Salary Savings Target

The position at the end of Quarter 2 is that £12k of salary savings have been secured leaving £157k of salary savings yet to be identified.

Non-Salary Savings Target

At Quarter 2, surplus investment income, deferred borrowing and repayment of loans granted totalling a sum of £390k, are part funding the Net Service Budget forecast variation of £556k. The net result is that £9k of non-salary savings are yet to be identified.

The combined balance of savings (salary and non-salary) forecast at Q2 yet to be identified totals a net requirement of £166k. The above estimates are based on forecasts at the end of Q2 where there are many future uncertainties. As such the budget is fluid in nature and may change (positively or negatively) as the year progresses.

11. SERVICE REPORTS

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

a. Economy and Growth

Forecast Variance: £44k net overspend

Previous forecast variance: £56k net overspend

The variation of £56k is anticipated in respect of Burnley Market, being a combination of a loss of income from reduced trader numbers, an associated increase in overhead costs that cannot be transferred to the reduced number of traders via agreed Service Charges, and increased cost of security provision due to anti-social behaviour.

The Primary Engineer grant for Burnley Schools 2023/24 is anticipated to be less than the original budget expectation and in line with the level of funding awarded in 2022/23, with a net reduction to anticipated costs of (£12k).

b. Policy and Engagement

Forecast Variance: £0k

Previous forecast variance: £0k

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

c. Management Team

Forecast Variance: £0k

Previous forecast variance: £0k

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

d. Sport and Culture Leisure Client

Forecast Variance: £0

Previous forecast variance: £0k

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

Towneley Golf Season Ticket income, and Prairie Driving Range income are currently ahead of Budget Profile.

Gym Memberships income is also ahead of Budget Profile but these are being closely monitored, due to the opening of alternative gym provision within the borough from the private sector.

Hospitality income is slightly ahead of the budget set. However, it remains the most challenging area due to cost of products. Burnley Leisure will be monitoring Cost of Sales closely, to ensure it remains within budget.

e. Green Spaces and Amenities

Forecast Variance: £28k net overspend

Previous forecast variance: £1k net underspend

Given the increased cost of fit-out works to the Stables Café situated at Towneley Park, expected to continue until November 2023, it has been agreed to extend the rent-free period to the operator in exchange for a higher rent and income share over the period of the lease. Estimated income for the year will be reduced by c£28k.

Grounds maintenance and repair costs are anticipated to exceed budget by £5k owing to rising costs of labour and materials. However, the Service is forecasting to achieve (£5k) of additional income from Towneley Hall 'sales', despite the ongoing works at the site.

f. Streetscene

Forecast Variance: £40k net overspend

Previous forecast variance: £40k net overspend

Members will recall when approving the 2023/24 revenue budget, the risks to income associated with temporary closure and reduction of available car parking spaces as a consequence of the continued capital investment within the Town Centre.

The current forecast at Q2 remains unchanged with a projected shortfall in income of £40k associated with Pioneer Car Park. This will remain under review as the year

progresses, with continued monitoring to assess the impact of the Pioneer Place retail/leisure offer opening in September 2023.

g. **Housing and Development Control**
Forecast Variance: £57k net overspend
Previous forecast variance: £0k

The original budget assumed annual rental income from temporary accommodation held by the Council as part of its Empty Homes strategy. However, these properties were included in a bulk disposal to a local Housing Association in late 2022/23, generating a capital receipt for the Council of £1.5m but resulting in income foregone of £68k for 2023/24.

Increased income (£15k) is estimated from enforcement activity associated with Housing Act non-compliance and the failure of Landlords to obtain licences for Houses in Multiple Occupancy (HMOs).

Additional expenditure of £4k is forecast in respect of licensing software upgrades.

h. **Strategic Partnership**
Forecast Variance: £0k
Previous forecast variance: £0k

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

i. **Finance and Property**
Forecast Variance: £64k net overspend
Previous forecast variance: £0k

The service is estimating an overall increase in audit costs of £64k for the annual audit certification of the Council's Housing Benefit claim and the External Audit 'scale fee' for the 2023/24 year, based on information from Public Sector Audit Appointments (PSAA), the body appointed to procure External Audit services for the majority of the public sector.

Net additional costs of £6k associated with 'Room Hire' have been incurred whilst the Council Chamber undergoes renovation works, coupled with a reduction in income from 'Room Hire' sales to outside bodies.

There is an anticipated net cost of £2k for overtime (Internal Audit Service (£1k) and Town Hall office cover £3k) and additional in-year saving of (£8k) for the Accountancy Trainee post which has now been recruited to, with the successful candidate to join the Council in Q3.

j. **Revenues and Benefits Client**
Forecast Variance: £0k
Previous forecast variance: £0k

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

k. **Legal and Democratic Services**

Forecast Variance: £80k net overspend

Previous forecast variance: £0k

The Council is projecting a significant increase of £80k to its insurance premiums in the current year. The most significant of which relates to the assessment of risk at Towneley Hall due to its current status whilst undergoing renovation works, but also following an increase in the risk premium for the fine art collection.

l. **People and Development**

Forecast Variance: £0k

Previous forecast variance: £0k

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

m. **Central Budgets**

Forecast Variance: £166k net overspend

Previous forecast variance: £243k net overspend

This variation is for the purpose of presentation, recognising that the Corporate Savings targets are initially held centrally but that contributions towards the targets will be identified within Services and/or Corporate Items as the year progresses.

At Quarter 2, the £243k savings target is yet to be realised in full. Positive movement in the period of (£77k), has resulted in a total saving of £166k yet to be identified to balance the budget.

n. **Corporate Items**

Forecast Variance: £390k net underspend

Previous forecast variance: £100k net underspend

Bank rate increases during the first half of the year continue to have a positive impact on rates available for surplus monies deposited with approved financial institutions. Returns for the year are currently forecast to exceed the budgeted figure by (£170k).

The Council has a recognised need to borrow to fund its approved Capital Investment Programme (CIP). As part of the approved budget, sums are set aside to cover interest costs arising from external borrowing. To date, the Council has pursued a strategy of internal borrowing and the decision to defer externalisation of these amounts is expected to reduce interest payable in the year by an estimated (£182k).

Net Additional income from third party loan repayments due to the Council are estimated at (£38k).

o. **Funding**

Forecast Variance: £0k

Previous forecast variance: £0k

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

12. EARMARKED RESERVES

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

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

	Transformation Reserve	Growth Reserve	Other Earmarked Reserves	Total
	£	£	£	£
Balance as at 01/04/23	4,621	1,050	19,812	25,483
Movements between reserves	-1,123	2,623	-1,500	0
Approved budget contributions (Original Estimate)	-10	-	-360	-370
Slippage/carry forwards from 2022/23	-	-171	-886	-1,057
Additional Movement in Q1	-1,008	-665	-1,872	-3,545
Additional Movement in Q2	-60	-349	-523	-932
Balance as at 30/09/23	2,420	2,488	14,671	19,579

Also included in the reserve movements in the first half of the year are approved contributions to fund Capital expenditure, as shown in Table 4 below.

Any savings proposals for 2023/24 that are subsequently adopted and include proposed reductions in posts, will require the cost of any redundancies to be met in the current financial year.

13. CAPITAL FINANCING

13.1 Included in the revenue budget at Q2 is a revenue contribution to capital outlay (RCCO) of £3.268m. A breakdown of the current revenue/reserve funding set aside to finance Capital expenditure is shown below, and is also included in the Capital Monitoring report elsewhere on the agenda:

Service Unit	Capital Scheme Name	£'000
Green Spaces & Amenities	Vehicle and Machinery Replacement	196
Green Spaces & Amenities	Worsthorne Rec Grd Improvements	22
Green Spaces & Amenities	Refill Fountains	5
Green Spaces & Amenities	Cremator Relining	53
Economy & Growth	Lower St James Street Historic Action Zone	520
Economy & Growth	Pioneer Place	665
Finance & Property	Building Infrastructure Works	2
Finance & Property	Audio & Visual Upgrade to Facilitate On-Line Meetings	100
Finance & Property	Charter Walk	1,180
Finance & Property	Burnley Leisure Gym Equipment Replacement	295
Housing & Development Control	Local Authority Housing Fund	170
Housing & Development Control	Building Control IT Procurement	60
RCCO as at 30/09/2023		3,268

FINANCIAL IMPLICATIONS AND BUDGET PROVISION

14. As shown in the body of the report.

POLICY IMPLICATIONS

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

DETAILS OF CONSULTATION

16. None

BACKGROUND PAPERS

17. None

FURTHER INFORMATION

PLEASE CONTACT:

**Craig Finn
Principal Accountant**

			Quarter 2					
			NET BUDGET 2023/24 £000s	REVISED BUDGET 2023/24 £000s	CURRENT FORECAST Q2 £000s	CURRENT VARIANCE Q2 £000s	VARIANCE REPORTED Q1 £000s	MOVEMENT £000s
Economy and Growth	RAPP Holding Accounts	RAPP Holding Accounts	170	170	170	0	0	0
Economy and Growth	Markets	Burnley Markets	169	186	242	56	56	0
Economy and Growth	Markets	Markets Shared Areas	(31)	(31)	(31)	0	0	0
Economy and Growth	Planning Policy	Local Plan	14	46	46	0	0	0
Economy and Growth	Planning Policy	Planning Policy	223	297	285	(12)	0	(12)
Economy and Growth	Economic Development	Town Centre Management	83	52	52	0	0	0
Economy and Growth	Economic Development	Business Support	211	312	312	0	0	0
Economy and Growth	Economic Development	Burnley Branding	96	96	96	0	0	0
Economy and Growth	Economic Development	Burnley Bondholders	36	38	38	0	0	0
Economy and Growth	Regeneration Development	Regeneration	(212)	(141)	(141)	0	0	0
Economy and Growth	Regeneration Development	Padiham THI	(48)	(48)	(48)	0	0	0
sub-total			711	977	1,021	44	56	(12)
Policy and Engagement	Corp Engage & Policy Hold Acc	Corp Engage Holding Accounts	52	54	54	0	0	0
Policy and Engagement	Emergency Planning	Emergency Planning	2	2	2	0	0	0
Policy and Engagement	Communications	Communications	109	109	109	0	0	0
Policy and Engagement	Community Engagement	Community Engagement	233	551	551	0	0	0
Policy and Engagement	Performance And Policy	Performance and Policy	114	151	151	0	0	0
sub-total			510	867	867	0	0	0
Management Team	Management Team	Management Team	394	394	394	0	0	0
sub-total			394	394	394	0	0	0
Sport and Culture Leisure Client	Burnley Mechanics And Arts Devt	Burnley Mechanics And Arts Devt	59	59	59	0	0	0
Sport and Culture Leisure Client	Leisure Centres	St Peters Centre	253	253	253	0	0	0
Sport and Culture Leisure Client	Leisure Centres	Leisure Trust Client	813	813	813	0	0	0
Sport and Culture Leisure Client	Leisure Centres	Padiham Leisure Centre	85	85	85	0	0	0
Sport and Culture Leisure Client	Leisure Centres	Prairie Sports Village	60	60	60	0	0	0
sub-total			1,270	1,270	1,270	0	0	0
Green Spaces and Amenities	Bereavement Service	Cemeteries and Crematorium	(943)	(921)	(921)	0	(3)	3
Green Spaces and Amenities	Parks And Green Spaces	Community Parks and Open Space	1,587	1,632	1,639	7	2	5
Green Spaces and Amenities	Parks And Green Spaces	Recreation and Sport	310	318	318	0	0	0
Green Spaces and Amenities	Parks And Green Spaces	Allotments	(17)	(2)	(2)	0	0	0
Green Spaces and Amenities	Parks And Green Spaces	Parks Externally Funded Scheme	0	39	39	0	0	0
Green Spaces and Amenities	Art Gallery And Museums	Towneley Hall	361	361	382	21	0	21
Green Spaces and Amenities	Transport	Grounds Maintenance	78	78	78	0	0	0
sub-total			1,376	1,505	1,533	28	(1)	29
Streetscene	Streetscene Holding Accounts	Streetscene Holding Accounts	1,118	1,066	1,066	0	0	0
Streetscene	Engineering Services	Bus Shelters	18	18	18	0	0	0
Streetscene	Engineering Services	Highways	13	13	13	0	0	0
Streetscene	Engineering Services	Street Lighting	83	83	83	0	0	0
Streetscene	Engineering Services	Drainage	4	4	4	0	0	0
Streetscene	Community Safety	Community Safety	226	251	251	0	0	0
Streetscene	Car Parking	Car Parking	(597)	(573)	(533)	40	40	0
Streetscene	Car Parking	Car Parking Enforcement	12	12	12	0	0	0
Streetscene	CCTV	CCTV	176	175	175	0	0	0
Streetscene	Environmental Services	Waste Cleaning Contract	77	165	165	0	0	0
Streetscene	Environmental Services	Street Cleansing	1,334	1,356	1,356	0	0	0
Streetscene	Environmental Services	Waste Collection	1,110	1,122	1,122	0	0	0
Streetscene	Environmental Services	Pest Control	19	19	19	0	0	0
Streetscene	Environmental Services	Dog Warden	16	23	23	0	0	0
Streetscene	Environmental Services	Default Works	(24)	(24)	(24)	0	0	0
Streetscene	Regulation	Environmental Health Client	(21)	(21)	(21)	0	0	0
Streetscene	Regulation	Taxi Licensing	(116)	(116)	(116)	0	0	0
Streetscene	Regulation	Other Licensing	(112)	(112)	(112)	0	0	0
Streetscene	Regulation	Public Funerals	10	10	10	0	0	0
sub-total			3,346	3,471	3,511	40	40	0
Housing and Development Control	Housing And Development Ctrl	Housing	536	638	695	57	0	57
Housing and Development Control	Development Control	Development Control	242	257	257	0	0	0
Housing and Development Control	Building Control	Building Control	79	110	110	0	0	0
Housing and Development Control	Selective Licensing	Selective Licensing	179	138	138	0	0	0
sub-total			1,036	1,143	1,200	57	0	57
Strategic Partnership	Strategic Partnership	Strategic Partnership	4,205	4,216	4,216	0	0	0
sub-total			4,205	4,216	4,216	0	0	0

Finance and Property	Finance Unit	Finance Unit	823	806	792	(14)	(6)	(8)
Finance and Property	External Audit	External Audit	124	124	188	64	0	64
Finance and Property	Internal Audit	Internal Audit	155	166	165	(1)	0	(1)
Finance and Property	Misc Income And Expenditure	Misc Income And Expenditure	(76)	(76)	(76)	0	0	0
Finance and Property	Property	Property	(2,369)	(2,315)	(2,300)	15	6	9
sub-total			(1,343)	(1,295)	(1,231)	64	0	64
Revenues and Benefits Client	Revenues And Benefits Client	Revenues And Benefits Client	(353)	(353)	(353)	0	0	0
Revenues and Benefits Client	Housing Benefits Payments And Subs	Housing Benefits Payments And Subs	(74)	(54)	(54)	0	0	0
Revenues and Benefits Client	Council Tax Support	Council Tax Support	5	5	5	0	0	0
Revenues and Benefits Client	Cost Of Collection Accounts	Cost Of Collection Accounts	(736)	(736)	(736)	0	0	0
sub-total			(1,158)	(1,138)	(1,138)	0	0	0
Legal and Democratic Services	Legal	Legal Services	425	425	505	80	0	80
Legal and Democratic Services	Legal	Local Land Charges	(39)	12	12	0	0	0
Legal and Democratic Services	Legal	FOI Requests	1	1	1	0	0	0
Legal and Democratic Services	Governance	Conducting Elections	84	102	102	0	0	0
Legal and Democratic Services	Governance	Register of Electors	90	90	90	0	0	0
Legal and Democratic Services	Governance	Parish Councils	2	2	2	0	0	0
Legal and Democratic Services	Governance	Democratic Services	377	383	383	0	0	0
Legal and Democratic Services	Governance	Civic Administration	11	71	71	0	0	0
Legal and Democratic Services	Governance	Mayoralty	67	71	71	0	0	0
Legal and Democratic Services	Governance	Members Expenses	255	258	258	0	0	0
sub-total			1,273	1,415	1,495	80	0	80
People and Development	People And Development	People and Development	234	242	242	0	0	0
sub-total			234	242	242	0	0	0
Central Budgets - Other	Central Budgets - Other	Central Budgets - Other	906	1,156	1,156	0	0	0
Central Budgets - Savings Targets	Central Budgets - Savings Targets	Salary Savings Target	(169)	(164)	0	164	169	(5)
Central Budgets - Savings Targets	Central Budgets - Savings Targets	Non-Salary Savings Target	(79)	(79)	0	79	79	0
sub-total			658	913	1,156	243	248	(5)
NET SERVICE BUDGET			12,512	13,980	14,536	556	343	213
Corporate Items	Pensions		486	486	486	0	0	0
Corporate Items	Parish Precepts		173	173	173	0	0	0
Corporate Items	Treasury Investments & Borrowing		1,516	1,516	1,126	(390)	(100)	(290)
Corporate Items	Capital Financing		1,951	5,028	5,028	0	0	0
Corporate Items	Earmarked Reserves		(361)	(5,141)	(5,141)	0	0	0
Corporate Items	Strategic Reserves		(10)	225	225	0	0	0
NET CORPORATE ITEMS			3,755	2,287	1,897	(390)	(100)	(290)
Funding	Council Tax		(7,724)	(7,724)	(7,724)	0	0	0
Funding	Council Tax - Parish Precepts		(173)	(173)	(173)	0	0	0
Funding	Business Rates: Retained Income		(5,950)	(5,950)	(5,950)	0	0	0
Funding	Business Rates: S31 Grants		(754)	(754)	(754)	0	0	0
Funding	Prior Year Collection Fund (Surplus)/Deficit		1,208	1,208	1,208	0	0	0
Funding	Revenue support Grant		(1,872)	(1,872)	(1,872)	0	0	0
Funding	New Homes Bonus		(319)	(319)	(319)	0	0	0
Funding	Other Government Grants		(683)	(683)	(683)	0	0	0
FUNDING			(16,267)	(16,267)	(16,267)	0	0	0
BUDGET BALANCE			0	0	166	166	243	(77)

Quarter 2 Movements in Reserves

	Transformation Reserve	Growth Reserve	Total Strategic Reserves	Other Earmarked Reserves	Total Earmarked Reserves
	£'000	£'000	£'000	£'000	£'000
Balance as at 01/04/23	4,621	1,050	5,671	19,812	25,483
Movements between reserves Q1	-1,123	1,123	-	-	-
Movements between reserves Q2		1,500	1,500	-1,500	-
Approved budget contributions (Original Estimate)	-10	-	-10	-360	-370
	3,488	3,673	7,161	17,952	25,113
Slippage/carry forwards from 2022/23	-	-171	-171	-886	-1,057
Additional Movement in Q1	-1,008	-665	-1,673	-1,872	-3,545
Additional Movement in Q2	-60	-349	-409	-523	-932
Anticipated balance as at 31 March 2024	2,420	2,488	4,908	14,671	19,579
Approved use future years	-276	-1,037	-1,313	2,577	1,264
Balance after approvals	2,144	1,451	3,595	17,248	20,843

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Capital Monitoring Report 2023/24 – Quarter 2 (to 30 September 2023)

REPORT TO EXECUTIVE



DATE	29 November 2023
PORTFOLIO	Resources and Performance Management
REPORT AUTHOR	Craig Finn
TEL NO	01282 475811
EMAIL	CFinn@burnley.gov.uk

PURPOSE

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

RECOMMENDATION

2. The Executive is asked to:
 - a. Recommend to Full Council, approval of net budget changes totalling an increase of £2,467,058 giving a revised capital budget for 2023/24 totalling £41,657,323 as detailed in Appendix 1.
 - b. Recommend to Full Council, approval of the proposed financing of the revised capital budget totalling £41,657,323 as shown in Appendix 2.
 - c. Note the latest estimated year end position on capital receipts and contributions showing an assumed balance of £3,307,353 as at 31 March 2024 as shown in Appendix 3.

REASONS FOR RECOMMENDATION

3. To effectively manage the 2023/24 capital programme.

SUMMARY OF KEY POINTS

4. Monitoring Information

On 22 February 2023 Full Council approved the 2023/24 original capital budget, totalling £41,357,215.

Since approval of the 2023/24 original capital budget, subsequent reports have been presented to Council to approve the final 2022/23 capital outturn position (19 July 2023) and budget adjustments from the first in-year monitoring cycle at Q1 (27 September 2023), revising the 2023/24 capital budget to £39,190,265.

This is the second of three in-year monitoring reports, and as such the appendices accompanying this report provide Members with the position as at 30 September 2023 on expenditure, along with an update on the progress of delivery of the individual schemes.

Budget adjustments in the sum of £2,519,058 are proposed in addition to re-profiling (£52,000) into 2024/25. Total adjustments therefore equating to a net increase to the Capital Programme in 2023/24 of £2,467,058.

The net result is a newly revised Capital Programme for 2023/24 of £41,657,323.

5. Executive Summary

- a. **Expenditure monitoring – Appendix 1** provides a detailed breakdown of the revised capital budget, scheme by scheme, presented under each of the relevant service unit areas responsible for delivering the capital projects. It shows the recommended revised budget position and expenditure as at the end of September 2023. The expenditure to date is £11,640,781 which is 28% of the proposed revised budget.
- b. **Revised budget and financing elements – Appendix 2** shows the revised budget of £41,657,323 along with identifying the recommended financing elements on a scheme by scheme basis. As above, this is an increase to the 2023/24 Capital Programme approved in September of £2,467,058 owing to budget adjustments in year and re-profiling sums into 2024/25. It also recognises the retention of three Empty Homes properties originally earmarked for disposal, but which have been retained for temporary accommodation purposes, reducing estimated Vacant Property receipts. Financing of the Empty Homes programme will therefore be supplemented by General Capital receipts.
- c. Included within the in-year adjustments are additional items for approval in the 2023/24 Capital Programme, not previously reported to Council, and these are included at Appendix 2, in the sum of £401,564 (net) and are also summarised below.

Scheme	Funding Source	£'000
Vehicle & Machinery Replacement	Revenue	(10)
Play Area Improvement Programme	Section 106	55
Cremator Relining	Revenue	53
River Training Walls	Capital Receipts	(52)
Windermere Ave Footpath works	Section 106	8
Disabled Facilities	Better Care Grant	238
Building Infrastructure	Third Party Contribution	110
Total Additional Proposals		402

- d. More detail is also included within the narrative at Appendix 1.
- e. **Council resources position – Appendix 3** shows the latest position on capital receipts, section 106 monies and third party contributions. As at the end of this round of budget monitoring the forecast level of surplus available local resources at 31 March 2024, after taking into account the 2023/24 capital commitments, is estimated at £3,307,353.

The resources are reducing each financial year. This is due to reduced opportunities to realise capital receipts, as the estate reduces, which will require prioritisation of future capital schemes in line with available resources.

Please note, the general receipts position requires a number of properties to be sold over the life of the medium-term Capital Investment Programme (CIP), some of which are considered high risk.

Asset disposals will be monitored throughout the year, with updates to Members included in these cyclical monitoring reports. Should these receipts not be received, we will need to source alternative financing.

f. Building Infrastructure Works

Towneley Hall

The contract to repair Towneley Hall is progressing on schedule. The revised budget includes an increase of £133k approved as part of the first monitoring cycle to replace and improve the fire and intruder alarm systems and climate control system.

Town Hall (and Audio Visual upgrade)

The status of repair works at the Town Hall remain as reported in Q1 with the main works to the Town Hall having been completed. Unfortunately, the dry rot works in the Council Chamber have proven to be more extensive than first anticipated. These are now well under way but continue to have an impact on the timetable for installation of the Audio Visual upgrade.

At the time of this report, and in response to a separate question raised at Council of 27th September 2023, the tender for Audio Visual equipment is live, with the aim of the equipment installation taking place once the building work is complete in the Council Chamber and the construction equipment has been removed. However, interested parties have indicated that they need to carry out detailed physical and sound survey works in order to suggest the most appropriate solutions and pricing.

This work cannot be completed at the moment as equipment and scaffolding related to the building works is obstructing access. Therefore, the tender period has been extended to allow surveys to take place on removal of the obstructions.

Nicholas Street

Outbreaks of dry rot continue to arise and are in the process of being treated. The building continues to be monitored pending its disposal or redevelopment.

Members will be aware that the site was subject to a separate report to the Executive on 16th August 2023, where it was resolved to proceed with re-development proposals for this surplus building and to accept the offer of grant funding via Urgent Executive Decision.

This scheme (Brownfield Land Release) is included in the revised Capital Investment Programme.

6. Revenue Implications

- a. **Revenue Contributions / Reserves 2023/24**
- b. The Capital Programme includes Revenue Contributions / Reserves of £3,267,325 being:

Scheme	Funded	£'000
Vehicle & Machinery Replacement	Transport Reserve	143
Vehicle & Machinery Replacement	Revenue	53
Worsthorne Recreation Ground Improvements	Revenue Support Reserve	22
Refill Fountains	Revenue Support Reserve	5
Cremator Relining	Revenue/Revenue Support Reserve	53
Building Infrastructure	Revenue Support Reserve	2
Lower St James Street Historic Action Zone	Growth Reserve	520
Audio & Visual Upgrade to Facilitate On-line Meetings	Covid-19 / Cost of Living Reserve	100
Pioneer Place	Transformation Reserve	665
Charter Walk	Charter Walk (Regen) Reserve	1,180
Local Authority Housing Fund	Dispersal Accommodation Reserve	170
Building Control IT Procurement	Transformation Reserve	60
Burnley Leisure Gym replacement	Revenue Contribution	295
Total Revenue Contributions		3,268

c. **Prudential Borrowing 2023/24**

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

The interest cost will be dependent on the timing of the borrowing and is subject to the interest rate at the time the borrowing is undertaken. The full year costs will be included within the revenue budget for 2023/24.

The original capital budget for 2023/24 of £41,357,215 included a planned borrowing requirement of £15,223,050. The revised Capital Programme for 2023/24, including proposed budget adjustments and re-profiling schemes into 2024/25 now estimates the planned borrowing requirement for the year to be £13,312,390.

The revenue implications of borrowing £13,312,390 are a Minimum Revenue Provision (MRP) of £1,413,518 and an interest charge, assuming 3% on the borrowing, of £399k for a full year.

The above MRP estimate will apply to future years from 2024/25 where appropriate, in line with the Council's approved MRP Policy and regulations, to allow MRP to be charged in the year following practical completion of the asset.

The approved MRP charge for 2024/25 will be determined as part of the Council's annual budget setting process.

FINANCIAL IMPLICATIONS AND BUDGET PROVISION

7. A net increase of £2,467,058 to the 2023/24 Capital Programme giving a revised Capital Investment Programme of £41,657,323.

POLICY IMPLICATIONS

8. None arising directly from this report. Any prudential borrowing will be undertaken in accordance with the Council's approved Treasury Management Strategy Statement (TMSS) as approved by Council in February 2023, for 2023/24. This includes the approved MRP policy and Capital Financing Requirement (CFR).

DETAILS OF CONSULTATION

9. None.

BACKGROUND PAPERS

10. None.

FURTHER INFORMATION

PLEASE CONTACT:

Craig Finn – Principal Accountant

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Scheme Name	Budget per Council 27/09/23 £	Adjustments Per This Report		Changes to be approved in this report A + B £	Revised Budget £	Total Spend as at 30/09/23 £	% Schemes Spend £	Financed by External Funding £	Narrative provided by Project Officers/Heads of Service
		Budget Adjustments	Reprofiled into Future Years						
		A	B						

GREEN SPACES & AMENITIES

Play Area Improvement Programme	187,261	55,300		55,300	242,561	87,006	36%	180,417	Schemes from the 22/23 PAIP at Healeywood, Clifton Street and Park Road have all been completed with Queens Park due to be completed early November 2023. Consultation for two of the three 23/24 PAIP schemes at Barden Lane/Disraeli Street and Piccadilly Gardens will be undertaken during Autumn with a view to completing all 3 play area developments (+Underley Street) by the end of March 2024.
Vehicle and Machinery Replacement	265,710	(10,305)		(10,305)	255,405	123,791	48%	60,000	Replacement of Vehicle & Machinery will be completed as per the transport fleet and grounds maintenance programme. Additional vehicles and equipment are due to be procured for Streetscene and Green Spaces which will be funded from revenue contributions and the Climate Action Fund.
Playing Pitch Improvements	25,000			-	25,000	(5,895)	-24%	25,000	Work at Lockyer Avenue and Queens Park will now be carried out in May/June 2024 so the majority of the budget has been rolled forward to 2024/25. £25,000 is needed for 23/24 for ongoing study and consultant work associated with getting the drainage and pitch improvement schemes together and for going out to tender in early 2024.
Towneley Hall Works	2,328,162			-	2,328,162	358,032	15%	323,868	The contract to repair Towneley Hall is progressing on schedule. Approval has been given to increase the repair budget by £133k to enable the fire and intruder alarm systems and climate control system to be replaced, taking advantage of financial savings of doing the work alongside the building repair contract. The existing fire and intruder alarm systems are old and unreliable, resulting in more frequent false activations. The new digital systems will be more reliable and facilitate more accurate identification of alarm activations when emergency services attend.
Play Zones - NEW	165,000			-	165,000	-	0%	135,000	Awaiting information from the Football Foundation regarding progress on this and when we can expect to apply for funding. An update on whether any action will be forthcoming in 2023/24 will be provided in Cycle 3.
Thompson Park Restoration - NEW	84,766			-	84,766	621	1%	84,766	Provision of a modular changing places toilet in Thompson Park car park to complete the Thompson Park restoration project.
Crematorium Improvements	132,000			-	132,000	91,793	70%	-	Work to redecorate and refurbish the interior of the crematorium chapel and waiting room is complete and design work for improvements to access and car parking is progressing with Streetscene engineers.
Memorial Park Improvements	143,142			-	143,142	124,958	87%	104,142	The Wheeled Sports Area has been completed and all remaining invoices paid. Remaining money to be attributed to MUGA and youth shelter improvements. This may not happen until 2024/25 as MUGA improvements are dependent upon securing additional funding.
Worsthorne Rec Grd Improvements	46,995			-	46,995	-	0%	25,084	Refurbishment of the changing rooms has been delayed due to the connection of water, electricity and sewerage but work to refurbish the interior and exterior of the changing rooms should commence soon.
Extension of Burnley Cemetery	25,000			-	25,000	-	0%	-	Intend to use the capital monies set aside this financial year to appoint a consultant who specialises in the development of new Cemeteries and Cemetery extensions.
Refill Stations	5,000			-	5,000	-	0%	-	Bottle fillers have been delivered. Currently working with Streetscene engineers to progress installation.
Changing Places (Towneley Hall)	43,469			-	43,469	-	0%	43,469	To install fully accessible Changing Place toilet and changing facility
Brun Valley Forest Park	13,570			-	13,570	(249)	0%	13,570	Seeding of wildflower meadows has taken place at Bank Hall Park, with the remaining sites at Bank Hall and Lydgate to be seeded by contractors in Quarter 3.
Cremator Relining	-	53,000		53,000	53,000	-	0%	-	To carry out brick re-lining works to Cremator No.2.
	3,465,075	97,995	-	97,995	3,563,070	780,057	22%	995,316	

STREETSCENE

River Training Walls	137,258		(52,000)	(52,000)	85,258	-	0%	-	Following discussion with the Environment Agency (EA) and given the lead-in time to obtain the necessary permits for works and time restrictions to access main water sources, spend is anticipated in the first quarter of 24/25 and request is made to transfer £52k of the approved 23/24 budget into 24/25 to meet these costs. Spend in 23/24 will be incurred in respect of mandatory works as classified by the EA to meet our obligations for the safe dam structure at Rowley, in addition to other schemes where LCC are the permitting authority, rather than the EA.
Alleygate Programme	25,320			-	25,320	-	0%	-	The selection process has begun to identify new schemes. The current pool of applications stands at 80 and this year's roll out will be in conjunction with a review and potential removal of some existing schemes where gates are no longer the appropriate intervention. Selection and consultation will take place in Q3, while installation and completion will be in Q4.
Electric Vehicle Charging Points	35,907			-	35,907	-	0%	34,818	The balance of spend carried forward from 22/23 represents final works to make charge points fully operational. It is anticipated that this will be achieved at Q3 followed by final grant claim for agreed funding.
Windermere Ave Footpath Improvements	-	8,000		8,000	8,000	-	0%	8,000	A contractor has been selected following receipt of competitive quotes. The scheme is anticipated to complete in Q3.
	198,485	8,000	(52,000)	(44,000)	154,485	-	0%	42,818	

Scheme Name	Budget per Council 27/09/23 £	Adjustments Per This Report		Changes to be approved in this report A + B £	Revised Budget £	Total Spend as at 30/09/23 £	% Schemes Spend £	Financed by External Funding £	Narrative provided by Project Officers/Heads of Service
		Budget Adjustments	Reprofiled into Future Years						
		A £	B £						
ECONOMY & GROWTH									
Lower St James Street Historic Action Zone	756,198			-	756,198	84,674	11%	236,627	Three building schemes have been completed with 3 in the process and a further 2 at application stages. Public realm works are complete and the community engagement and training programme continues throughout year 4.
Levelling Up Fund	17,317,928			-	17,317,928	3,884,778	22%	16,557,928	Redevelopment works continue to Newtown Mill and are making good progress, the current programme shows completion in June 2024. Works also continue on site for the Town 2 Turf public realm scheme. Paving to Harry Potts way section is complete with works now focussed on the Yorkshire St section and roundabout. Final stage ground investigations have completed in relation to the Manchester Rd station project which will inform the detailed design work.
Town Centre & Weavers Triangle Project Work	169,492			-	169,492	-	0%	-	Council funding to assist in bringing forward key projects identified in the emerging Town Centre and Weavers triangle masterplan.
Padiham Townscape Heritage	291,510			-	291,510	40,982	14%	246,974	Twelve building schemes have been completed and the final two building schemes have commenced on site. Public realm works are complete and the community engagement and training programme has been delivered. An extension to the programme has been granted by the NLHF to 30th June 2024 to allow for completion of final building projects, defect periods and to undertake a project evaluation.
Pioneer Place	9,777,085			-	9,777,085	4,609,217	47%	-	The redevelopment of the Curzon Street site in the town centre will supplement the existing thriving retail and service centre with a wider leisure, cultural and social experience during the day and into the evening that will underpin Burnley as an attractive place to live work and visit. The site provides an opportunity for a major leisure-led development, bringing a cinema and new restaurants and shops into the town centre, which opened in Q2.
Former Open Market & Former Cinema Block	57,738			-	57,738	-	0%	-	For remediation works to the parapet
Vision Park	24,506			-	24,506	-	0%	17,853	It has been agreed with the LEP, that the money can be used towards new proposed external signage at the entrance to the site.
Sandygate Halls (Commercial Units & Car Parking)	190,588			-	190,588	4,710	0%		The Halls were completed in September 2021. There is still fit out works to the commercial units that will be completed subject to tenant requirements. The requirement for car parking for residents of the hall is under review and may require the surfacing of a car park.
Brownfield Land Release	-	870,494		870,494	870,494	-	0%	416,312	The Executive approved acceptance of grant and match funding on 16th August 23 for the redevelopment of the Nicholas Street offices.
	28,585,045	870,494	-	870,494	29,455,539	8,624,362	29%	17,475,694	

FINANCE & PROPERTY

IT Upgrades	15,350			-	15,350	-	0%	-	This is a rolling replacement programme. The first tranche of devices were issued in 2022. The remainder will follow during 2023/ 24 as required.
Burnley Leisure Improvements	315,517	563,000		563,000	878,517	9,240	1%	220,000	Delivery of condition survey related capital based works to ensure continuity of business, compliance with undertakings and improvement in appearance in order to continue to attract patronage.
Building Infrastructure Works	1,520,964	110,000		110,000	1,630,964	248,543	15%	115,543	Contribution towards larger scale works arising out of the building condition surveys currently being undertaken, with particular focus on Burnley Town Hall and Towneley Hall. Dilapidation works at the Stables Café site have been identified and are to be funded by third party contribution.
Carbon Reduction Measures	279,958			-	279,958	-	0%	-	This budget will provide funding to progress initiatives included within the Council's Climate Change Strategy.
Audio & Visual Upgrade to Facilitate On-Line Meetings	100,000			-	100,000	-	0%	-	The upgrade of the system is linked to the Council Chamber works which are due to be completed in the Autumn. Site visits and discussions with suppliers have taken place to inform the council's specification prior to going out to tender. The tender process has been extended due to the ongoing Chamber works impeding necessary on-site survey works.
Charter Walk Refurbishment	1,179,871			-	1,179,871	2,362	0%	-	This budget is being utilised to provide for landlord works to enable the expansion of three national retailers into adjacent units. This will reduce the number of vacant units within Charter Walk whilst improving the appearance and energy efficiency of these units.
	3,411,660	673,000	-	673,000	4,084,660	260,145	6%	335,543	

Scheme Name	Budget per Council 27/09/23 £	Adjustments Per This Report		Changes to be approved in this report A + B £	Revised Budget £	Total Spend as at 30/09/23 £	% Schemes Spend £	Financed by External Funding £	Narrative provided by Project Officers/Heads of Service
		Budget Adjustments	Reprofiled into Future Years						
		A	B						

HOUSING & DEVELOPMENT CONTROL

Emergency Repairs	180,000			-	180,000	78,374	44%	180,000	<i>Emergency Repairs is a discretionary grant that is made available to owner-occupiers to remedy repairs where there is a serious and imminent risk to the health and safety of the occupants. The grant is eligible to owner-occupiers in receipt of income-related benefits and aged 60 or over, or a disabled person who is in receipt of income related benefits. In addition to the grants completed there is a further £50,098.60 committed to an additional 11 grants that have been approved and a further 7 applications. There is a tendency for applications to increase in the winter months. It is anticipated the full budget will be spent.</i>
Better Care Grant	2,000,000	237,569		237,569	2,237,569	1,143,909	51%	2,237,569	<i>The funding is allocated by the Government through the Better Care fund. It enables grants to be provided to disabled/vulnerable people, to adapt their house so that they can remain living as independently as possible in the home of their choice. An addition to the grants completed there is currently a further £1,045,769.45 committed for disabled facilities grants. Along with another 66 applications. We are aiming to complete over 200 DFGs this year. It is anticipated that a further £3,049 will be utilised for the safe and secure grants, £4,000 for the declutter grant as well as £3,000 for dwelling dementia grants. LCC have approved 3 social projects under the better care fund at a cost of £587,475. With the current spend and current commitment it is anticipated that the full budget will be spent.</i>
Energy Efficiency	50,000			-	50,000	20,320	41%	50,000	<i>The Council's Energy Efficiency Programme allows the Council to achieve its strategic objective of reducing carbon emissions and reducing fuel poverty in the most vulnerable households. We are still predicting to complete 125 grants this year and looking at introducing new energy efficiency grants. There is £8,540 committed and we have 15 applications waiting approval and this is likely to increase as we move into the autumn and winter months.</i>
Empty Homes Programme	1,300,000			-	1,300,000	571,615	44%	-	<i>The Empty Homes Programme brings long term empty properties back in to use in the borough of Burnley. We are aiming to acquire a maximum of 20 properties and complete 25 renovations. In addition the face-lifting schemes on Winsor and Ivory street will have completed along with the Piccadilly Road area. Subsequently it is anticipated that the full budget will be spent. As part of the Local Housing Authority Fund Road 2 to provide 6 units of temporary accommodation £70,000 is required to be transferred to the empty homes programme from the Dispersal Accommodation Grant. During Covid 3 properties were acquired and renovated through the empty homes programme. They were used and continue to be used as temporary accommodation. Subsequently the empty homes programme has not been able to generate a capital receipt for these properties. It is proposed that £215,000 is transferred from general capital receipts to the empty homes programme.</i>
Building Control IT Procurement	-	60,000		60,000	60,000	-	0%	-	<i>This scheme is for the procurement of a replacement IT system for Building Control to improve the service's digital offering to customers and to increase service efficiency.</i>
Local Authority Housing Fund	-	572,000		572,000	572,000	162,000	28%	402,000	<i>This funding is to provide six properties for temporary accommodation. The six properties have been acquired, 2 of which are complete and are currently occupied. The remaining 4 are in the renovation process and will be finished by the end of March 2024. The funding received from the home office was £402,000 and as agreed by the Executive Committee the further required funding to complete the 6 properties will be funded through the Dispersal Accommodation Grant. This amount is estimated to be £170,000.</i>
	3,530,000	869,569	-	869,569	4,399,569	1,976,217	45%	2,869,569	
	39,190,265	2,519,058	(52,000)	2,467,058	41,657,323	11,640,781	28%	21,718,940	

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Scheme Name	Revised Budget £	FINANCING ELEMENTS						Total Revised Budget £
		Prudential Borrowing £	Revenue Cont'n / Reserves £	Capital Grants £	Capital Receipts £	Vacant Property Initiative Receipts £	3rd Party Contribution / Section 106 £	
Green Spaces & Amenities								
Play Area Improvement Scheme	242,561			65,000	62,145		115,416	242,561
Vehicle and Machinery Replacement	255,405		195,405	35,000			25,000	255,405
Playing Pitch Improvements	25,000						25,000	25,000
Towneley Hall Works	2,328,162	1,871,294	-	323,868	133,000			2,328,162
Play Zones - NEW	165,000				30,000		135,000	165,000
Thompson Park Restoration	84,766			2,766			82,000	84,766
Crematorium Improvements	132,000	132,000						132,000
Memorial Park Improvements	143,142				39,000		104,142	143,142
Worsthorne Recreation Ground Improvements	46,995		21,911				25,084	46,995
Extension of Burnley Cemetery	25,000	25,000						25,000
Refill Fountains	5,000		5,000					5,000
Changing Place	43,469						43,469	43,469
Brun Valley Forest Park	13,570						13,570	13,570
Cremator Relining	53,000		53,000					53,000
	3,563,070	2,028,294	275,316	426,634	264,145	-	568,681	3,563,070
Streetscene								
River Training Walls	85,258				85,258			85,258
Alleygate Programme	25,320				25,320			25,320
Electric Vehicle Charging Scheme (Council Match Funding)	35,907			34,818	1,089			35,907
Windermere Ave Footpath Improvements	8,000						8,000	8,000
	154,485	-	-	34,818	111,667	-	8,000	154,485
Economy & Growth								
Lower St James Street Historic Action Zone	756,198	-	519,571	170,517			66,110	756,198
Levelling Up Fund	17,317,928	760,000		12,522,928			4,035,000	17,317,928
Town Centre & Weavers Triangle Project Work	169,492	169,492						169,492
Padiham Townscape Heritage Initiative	291,510			215,056	4,935	39,601	31,918	291,510
Pioneer Place	9,777,085	9,111,616	665,469					9,777,085
Former Open Market & Former Cinema Block	57,738	57,738						57,738
Vision Park	24,506			17,853	6,653			24,506
Sandygate Halls (Commercial Units & Car Parking)	190,588	190,588						190,588
Brownfield Land Release	870,494			416,312		454,182		870,494
	29,455,539	10,289,434	1,185,040	13,342,666	11,588	493,783	4,133,028	29,455,539
Finance & Property								
IT Upgrades	15,350				15,350			15,350
Leisure Centre Improvements	878,517	242,000	295,000		121,517		220,000	878,517
Building Infrastructure	1,630,964	472,704	2,098		1,040,619		115,543	1,630,964
Carbon Reduction Measures	279,958	279,958						279,958
Audio & Visual Upgrade to Facilitate On-line Meetings	100,000		100,000					100,000
Charter Walk Refurbishment	1,179,871	-	1,179,871					1,179,871
	4,084,660	994,662	1,576,969	-	1,177,486	-	335,543	4,084,660
Housing & Development Control								
Emergency Repairs	180,000			180,000				180,000
Better Care Grant	2,237,569			2,237,569				2,237,569
Energy Efficiency	50,000			50,000				50,000
Empty Homes Programme	1,300,000				215,000	1,085,000		1,300,000
Building Control IT Procurement	60,000		60,000					60,000
Local Authority Housing Fund	572,000		170,000	402,000				572,000
	4,399,569	-	230,000	2,869,569	215,000	1,085,000	-	4,399,569
TOTAL OF ALL SCHEMES	41,657,323	13,312,390	3,267,325	16,673,687	1,779,886	1,578,783	5,045,252	41,657,323

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CAPITAL RECEIPTS AND CONTRIBUTIONS ANALYSIS FOR 2023/24 + CIP 2023-28

APPENDIX 3

	<u>General Capital Receipts</u> £	<u>Vacant Property Initiatives Receipts</u> £	<u>Section 106 Money</u> £	<u>3rd Party Cont'ns</u> £	<u>Total</u> £
Capital Resources Brought Forward on 1 April 2023	2,351,468	1,345,239	870,220	562,455	5,129,382
Add					
Resources Received as at 30 September 2023	-	89,898	60,300	65,886	216,085
Further Resources Estimated to be Received during 2023/24:	250,000	1,200,000	-	4,869,366	6,319,366
Potential Resources Available during 2023/24	2,601,468	2,635,137	930,520	5,497,707	11,664,832
Less					
Required to Finance Capital Programme	(1,779,886)	(1,578,783)		(4,935,252)	(8,293,921)
Earmarked for Revenue Expenditure	-	-	-	(8,558)	(8,558)
Earmarked for Delivery By Outside Bodies	-	-	(55,000)	-	(55,000)
Estimated Surplus / (Shortfall) of Resources as at 31st March 2024	821,582	1,056,354	875,520	553,897	3,307,353
Add - Resources Estimated to be Received during 2024/25	100,000	1,300,000	-	976,045	2,376,045
Less - 2024/25 Capital Budget	(487,232)	(1,300,000)	-	(976,045)	(2,763,277)
Estimated Surplus / (Shortfall) of Resources as at 31st March 2025	434,350	1,056,354	875,520	553,897	2,920,121
Add - Resources Estimated to be Received during 2025/26	100,000	1,300,000	-	715,360	2,115,360
Less - 20245/26 Capital Budget	(162,370)	(1,300,000)	-	(715,360)	(2,177,730)
Estimated Surplus / (Shortfall) of Resources as at 31st March 2026	371,980	1,056,354	875,520	553,897	2,857,751
Add - Resources Estimated to be Received during 2026/27	100,000	1,300,000	-	30,000	1,430,000
Less - 2026/27 Capital Budget	(204,581)	(1,300,000)	-	(30,000)	(1,534,581)
Estimated Surplus / (Shortfall) of Resources as at 31st March 2027	267,399	1,056,354	875,520	553,897	2,753,170
Add - Resources Estimated to be Received during 2027/28	100,000	1,300,000	-	32,000	1,432,000
Less - 2027/28 Capital Budget	(221,350)	(1,300,000)	-	(32,000)	(1,553,350)
Estimated Surplus / (Shortfall) of Resources as at 31st March 2028	146,049	1,056,354	875,520	553,897	2,631,820

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REPORT TO EXECUTIVE



DATE	17 January 2024
PORTFOLIO	Resources & Performance Management
REPORT AUTHOR	Amy Johnson
TEL NO	(01282) 475869
EMAIL	ajohnson@burnley.gov.uk

Fees & Charges Tariff 2024/25

PURPOSE

1. To inform Members of the Council’s proposed fees and charges from 1 April 2024. Proposals of an increase of 3% are being presented in the report for members to consider.

RECOMMENDATION

- That the Executive approve and recommend to Full Council to approve the:
2. proposed tariff of fees & charges from 1 April 2024 with an increase of 3% as outlined in Appendix 1 attached, with a range of exceptions as outlined in the report.
 3. authorisation to the Director of Resources, in consultation with the relevant Head of Service, to determine any new charges or changes to existing charges relating to the preparation and approval of the 2024/25 revenue budget.
 4. authorisation to Executive Portfolio Members to amend fees & charges periodically in their own area with the agreement of the Director of Resources.
 5. authorisation to the Director of Economy and Development, in consultation with the Executive Member for Resources and Performance Management and the Director of Resources, to adjust fees and charges in relation to the Markets service from time to time to reflect current trading conditions and the overall position of the market.
 6. Council’s Commercial Strategy as included in Appendix 2.

REASONS FOR RECOMMENDATION

7. To set the Council's fees and charges from 1 April 2024 and assist in finalising the 2024/25 budget process.
8. To carry out an annual review of the Council's Commercial Strategy.

SUMMARY OF KEY POINTS

9. Included in the Revenue Budget 2024/27 report presented to this Committee at their meeting 20/09/2023 it was proposed to increase fees and charges by 3% from 1st April 2024 due to the current high levels of inflation. As at September 2023 CPI inflation was at 6.7%. It is appreciated that it is not palatable to increase fees and charges by this rate, therefore an increase of 3% is proposed to help fund the increasing costs of the provision of services.
10. In line with the Council's Commercial Strategy, Heads of Service were asked to:
 - a) ensure that no charge has been omitted and the schedule is complete,
 - b) confirm increases at an overall 3% for the service (excluding areas where either no increase is proposed or where they are set statutorily),
 - c) confirm that the fees and corresponding VAT rates are correct,
 - d) confirm the date of the fee increase,
 - e) give notification of any potential new areas for the introduction of fees and charges within their service area and of the proposed level of such fees and charges from 1 April 2024,
 - f) make suggestions/proposals as to where income can be found in future to help alleviate the Council's budget pressures as identified in the Medium Term Financial Strategy, and
 - g) identify where services are being provided at a subsidy and where fees and charges should be increased by more than 3% in order to maintain the viability of service provision.
11. A summary of the key points of the proposed fees and charges are:
12. Local Land Charges
There will be no increase to Local Land Charges fees as demand for the service is low and an increase to the current charge may reduce demand further. No increase to the fees and charges levels will result in approximately £2k income foregone.
13. Garden Waste Collection Charges
There will be no increase to the Green Waste Collection charge. The charge was increased from £35 to £40 with effect from 1st April 2023 which saw the number of subscriptions decrease by over 3%. It is felt that a further increase in the price will erode the customer base further. The current fee charged by two of our closest neighbours ranges from £33 to £41. No increase to the fees and charges levels will result in approximately £11k income foregone based on the current customer base.

14. Pre-Planning Application Fees

There will be no increase to Pre-Planning Application Fees due to a review of the charges in October 2023 resulting in a substantial increase following a benchmarking exercise comparing fees across other Lancashire authorities.

15. Car Parking

There will be no increase to pay and display and contract parking fees. Pay and display charges contract parking fees were last increased in 2023/24 and an increase in 2024/25 would deviate from the current strategy to increase charges every 2 years. No increase to the fees and charges levels will result in approximately £69k income foregone.

16. Commercial Waste

Commercial waste charge per bin lift will increase by an average 5% across each bin size (240 litre – 1100 litre bin). Container costs will increase by 3%.

The cost of 'General Waste Sack - Roll 25 Sacks' will be reduced from £54.90 to £50.00. These customers are low in number, and a slight reduction will have minimal impact on total income however it is felt that the reduced price will allow us to support smaller businesses to meet their waste duty of care.

There will be no increase to the 'Recycling Annual Contract - Weekly Collections' fee.

The above will result in an average increase of 4% across the service which will generate approximately £16k additional income.

17. Fixed Penalty Notices

There will be no increase to Fixed Penalty Notices with the exception of Littering which will increase by 25%. Additional income generated will be minimal however the increase in the FPN charge may act as a deterrent to potential offenders.

18. Licensing fees

Licensing fees are to be increased by 3%, where the charge is not statutory. The increase will result in approximately £3k additional income.

19. Taxi Licensing

Taxi Licensing fees are set by Licensing Committee and are to be considered at their meeting in November 2023. Should taxi licences fees require formal consultation, this could lead to a slight delay in implementation.

20. Towneley Hall

As members will be aware, due to building works at Towneley Hall as part of the restoration of the Hall the admission fee was reduced by 50% in 2023/24 for the period October 2022 to January 2025. It was also agreed that charges for the hire of rooms were to be suspended during the period October 2022 to January 2025 as the rooms will be closed due to the restoration of the Hall.

FINANCIAL IMPLICATIONS AND BUDGET PROVISION

21. An increase of 3% is in line with the proposals included in the Revenue Budget 2024-27 report which was presented to and approved by this Committee at their meeting 20th September 2023.
22. The assumed increase in income from the proposed changes to the fees and charges tariff presented in this report is approximately £104k in 2024/25.

POLICY IMPLICATIONS

23. None directly as a consequence of this report.

DETAILS OF CONSULTATION

24. None.

BACKGROUND PAPERS

25. None.

FURTHER INFORMATION

PLEASE CONTACT:

Amy Johnson – Finance Manager

2023/24 Gross Fees £	% inc 3.0%	2024/25 Gross Fees £	Vat included in fee	2024/25 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
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COMMUNITY SERVICES**GREEN SPACES & AMENITIES****CEMETERIES****Interment Fees**

Under 1 year	no charge		no charge				
Over 1 year - 17 years	339.00	3.00	349.00	-	349.00	zero	1-Apr-24
18 years and over	1,299.00	3.00	1,338.00	-	1,338.00	zero	1-Apr-24
Where Casket is used	1,509.00	3.00	1,554.00	-	1,554.00	zero	1-Apr-24
Where Vault is used	1,509.00	3.00	1,554.00	-	1,554.00	zero	1-Apr-24
Interment after appointed time	219.00	3.00	226.00	-	226.00	zero	1-Apr-24
Interment of cremated remains	263.00	3.00	271.00	-	271.00	zero	1-Apr-24

Interment Fees - Public Grave

Over 1 year - 17 years	213.00	3.00	219.00	-	219.00	zero	1-Apr-24
18 years and over	436.00	3.00	449.00	-	449.00	zero	1-Apr-24
Service in Cemetery Chapel	162.00	3.00	167.00	-	167.00	zero	1-Apr-24
US Charge (pre-term)	78.00	3.00	80.00	-	80.00	zero	1-Apr-24

Removal & Replacement

Headstones (remove and re-fix to National Association of Memorial Masons standards)	202.00	3.00	208.00	-	208.00	zero	1-Apr-24
Headstones	166.00	3.00	171.00	-	171.00	zero	1-Apr-24
Chippings	101.00	3.00	104.00	-	104.00	zero	1-Apr-24

Right to Erect Memorials

Headstone (900mm maximum)(including first inscription)	205.00	3.00	211.00	35.17	175.83	20.00	1-Apr-24
Wooden Cross	54.00	3.00	56.00	9.33	46.67	20.00	1-Apr-24
Vase without inscription and under 300 mm	FOC	3.00	FOC		FOC		
Otherwise	102.00	3.00	105.00	17.50	87.50	20.00	1-Apr-24
Inscription (each)	54.00	3.00	56.00	9.33	46.67	20.00	1-Apr-24

Construction

Vault - Single Space/Depth	2,561.00	3.00	2,638.00	-	2,638.00	zero	1-Apr-24
Vault - Double Space	At Cost		At Cost	-	At Cost	zero	

is this construction (Vatable) or right to contract (Non Vatable)

	2023/24 Gross Fees £	% inc 3.0%	2024/25 Gross Fees £	Vat included in fee	2024/25 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
<u>Exclusive Right of Burial</u>								
Burnley								
Row 1 - 4	1,176.00	3.00	1,211.00	-	1,211.00	zero	1-Apr-24	
Lawn Section	1,446.00	3.00	1,489.00	-	1,489.00	zero	1-Apr-24	
Half Grave (for burial of ashes only)	466.00	3.00	480.00	-	480.00	zero	1-Apr-24	
Any other row	1,176.00	3.00	1,211.00	-	1,211.00	zero	1-Apr-24	
Additional charge for Vault	738.00	3.00	760.00	-	760.00	zero	1-Apr-24	
Purchase of above by Non-Resident of Burnley Borough								
Miscellaneous								
Search of Register	FOC		FOC		FOC			
<u>Padiham Garden of Remembrance</u>								
Use of Memorial Stone	134.00	3.00	138.00	-	138.00	zero	1-Apr-24	
Use of Niche for one person	248.00	3.00	255.00	-	255.00	zero	1-Apr-24	
Additional remains in Niche	156.00	3.00	161.00	-	161.00	zero	1-Apr-24	
<u>CREMATORIUM</u>								
<u>Interment</u>								
Under 1 year	no charge		no charge					
Over 1 year - 17 years	244.00	3.00	251.00	-	251.00	zero	1-Apr-24	
18 years and over	852.00	3.00	878.00	-	878.00	zero	1-Apr-24	
Direct Cremation (before 9.30am, no chapel service)	455.00	3.00	469.00	-	469.00	zero	1-Apr-24	
Medical Referee	19.00	3.00	20.00	-	20.00	zero	1-Apr-24	
Additional fee for Saturday & 12.30 additional time	235.00	3.00	242.00	-	242.00	zero	1-Apr-24	
NHS Charge (pre-term)	36.00	3.00	37.00	-	37.00	zero	1-Apr-24	
<u>Entries in Book of Remembrance</u>								
2 line	117.00	3.00	121.00	20.17	100.83	20.00	1-Apr-24	
5 line	182.00	3.00	187.00	31.17	155.83	20.00	1-Apr-24	
8 line	268.00	3.00	276.00	46.00	230.00	20.00	1-Apr-24	
5 line with flower emblem	251.00	3.00	259.00	43.17	215.83	20.00	1-Apr-24	
5 line with Badge	279.00	3.00	287.00	47.83	239.17	20.00	1-Apr-24	
6 line with Coat of Arms	358.00	3.00	369.00	61.50	307.50	20.00	1-Apr-24	
<u>Remembrance Cards</u>								
With 2 line inscription	72.00	3.00	74.00	12.33	61.67	20.00	1-Apr-24	
With 5 line inscription	85.00	3.00	88.00	14.67	73.33	20.00	1-Apr-24	
With 8 line inscription	116.00	3.00	119.00	19.83	99.17	20.00	1-Apr-24	
Additional 2 line inscription	43.00	3.00	44.00	7.33	36.67	20.00	1-Apr-24	
Additional 5 line inscription	57.00	3.00	59.00	9.83	49.17	20.00	1-Apr-24	
Additional 8 line inscription	66.00	3.00	68.00	11.33	56.67	20.00	1-Apr-24	
Additional cost for flower emblem (only with 5 or 8 line entry)	72.00	3.00	74.00	12.33	61.67	20.00	1-Apr-24	
<u>Retaining of Ashes</u>								
After 1 month (per month)	76.00	3.00	78.00	-	78.00	zero	1-Apr-24	
<u>Scattering of Ashes</u>								
Cremation not at Burnley	76.00	3.00	78.00	-	78.00	zero	1-Apr-24	
<u>Memorial Wall</u>								
Lakeland stone plaque	580.00	3.00	597.00	99.50	497.50	20.00	1-Apr-24	
(plus lettering per letter - existing walls only, new walls subject to)	3.00	3.00	3.00	0.50	2.50	20.00	1-Apr-24	

	2023/24 Gross Fees £	% inc 3.0%	2024/25 Gross Fees £	Vat included in fee	2024/25 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
new price list)								
Additional inscription admin charge (plus lettering)	44.00	3.00	45.00	7.50	37.50	20.00	1-Apr-24	
Emblem	42.00	3.00	43.00	7.17	35.83	20.00	1-Apr-24	
Renewal of lease at end of agreement per 5 years	79.00	3.00	81.00	13.50	67.50	20.00	1-Apr-24	
<u>Tree of Remembrance</u>								
Engraved Remembrance Leaf	63.00	3.00	65.00	10.83	54.17	20.00	1-Apr-24	
<u>Ash Plots</u>								
Exclusive right of burial (40 years)	466.00	3.00	480.00	80.00	400.00	20.00	1-Apr-24	
Interment fee	263.00	3.00	271.00	45.17	225.83	20.00	1-Apr-24	
Right to erect memorial	295.00	3.00	304.00	50.67	253.33	20.00	1-Apr-24	
Foundation	26.00	3.00	27.00	4.50	22.50	20.00	1-Apr-24	
<u>PARKS - OUTDOOR SPORTS ACTIVITIES & EVENTS</u>								
<u>Events - Towneley Park</u>								
Local Organisations	189.80	3.00	195.50	32.58	162.92	20.00	1-Apr-24	
Non Resident Organisation - per event	484.15	3.00	498.65	83.11	415.54	20.00	1-Apr-24	
Fair Events	POA		POA					
<u>Towneley Park</u>								
Cricket	62.30	3.00	64.15	10.69	53.46	20.00	1-Apr-24	

2023/24 Gross Fees £	% inc 3.0%	2024/25 Gross Fees £	Vat included in fee	2024/25 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
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Football pitches (from 1st August each year)

Grade A - (changing, showers & attendant)

Prairie, Fennyfold, Towneley

62.30 3.00 64.15 10.69 53.46 20.00 1-Apr-24

Grade B (pitch only)

Queens Park, Worsthorpe, Stoneyholme, Hapton

43.75 3.00 45.05 7.51 37.54 20.00 1-Apr-24

Barden Central Arena

Burnley United A F C per season

n/a not charged in lieu of cleaning and management

Junior Football

Hire of Junior pitch

13.55 3.00 13.95 2.33 11.62 20.00 1-Apr-24

Use of changing accommodation only

13.55 3.00 13.95 2.33 11.62 20.00 1-Apr-24

ALLOTMENTS

Allotment Rent per m²

0.30 3.00 0.31 - 0.31 zero 1-Apr-24

Concessionary Rental (50%)

0.15 3.00 0.15 - 0.15 zero 1-Apr-24

Water

16.15 3.00 16.65 - 16.65 zero 1-Apr-24

Admin fee for setting up of new tenancy agreements

13.50 3.00 13.90 2.32 11.58 20.00 1-Apr-24

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

TOWNELEY

Car Parking - Pay & Display

Riverside - per day

2.00 - 2.00 0.33 1.67 20.00 1-Apr-24

Towneley Hall - per hour

0.80 - 0.80 0.13 0.67 20.00 1-Apr-24

9 Hole Golf - per day

2.00 - 2.00 0.33 1.67 20.00 1-Apr-24

Causeway End / Golf Course - per day

2.00 - 2.00 0.33 1.67 20.00 1-Apr-24

Barwise per day

2.00 - 2.00 0.33 1.67 20.00 1-Apr-24

Woodgroove - per day

2.00 - 2.00 0.33 1.67 20.00 1-Apr-24

	2023/24 Gross Fees £	% inc 3.0%	2024/25 Gross Fees £	Vat included in fee	2024/25 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
Car Parking - Contracts (per annum)								
Towneley Hall	81.10	-	81.10	13.52	67.58	20.00	1-Apr-24	
Riverside	53.20	-	53.20	8.87	44.33	20.00	1-Apr-24	
Barwise	53.20	-	53.20	8.87	44.33	20.00	1-Apr-24	
Woodgrove	81.10	-	81.10	13.52	67.58	20.00	1-Apr-24	
TOWNELEY HALL								
Guided Tours								
Local Links Subscription Scheme for Schools - per annum	245.60	3.00	252.95	42.16	210.79	20.00	1-Apr-24	
Daytime - per person	8.95	3.00	9.20	1.53	7.67	20.00	1-Apr-24	
Evening - per person	13.45	3.00	13.85	2.31	11.54	20.00	1-Apr-24	
School Groups per person - half day	2.80	3.00	2.90	0.48	2.42	20.00	1-Apr-24	
School Groups per person - full day	5.60	3.00	5.75	0.96	4.79	20.00	1-Apr-24	
Use of Hall								
Commercial Photography	336.00	3.00	346.00	57.67	288.33	20.00	1-Apr-24	
Filming Fees	1,120.00	3.00	1,154.00	192.33	961.67	20.00	1-Apr-24	
Great Hall (by negotiation) fees start from	672.00	3.00	692.00	115.33	576.67	20.00	1-Apr-24	*
up to	1,120.00	3.00	1,154.00	192.33	961.67	20.00	1-Apr-24	*
Regency Rooms Daytime Events (by negotiation) fees start from	672.00	3.00	692.00	115.33	576.67	20.00	1-Apr-24	*
up to	1,120.00	3.00	1,154.00	192.33	961.67	20.00	1-Apr-24	*
Regency Rooms Evening Events (by negotiation) fees start from	672.00	3.00	692.00	115.33	576.67	20.00	1-Apr-24	*
up to	1,120.00	3.00	1,154.00	192.33	961.67	20.00	1-Apr-24	*
Lecture Theatre (by negotiation) fees start from	112.00	3.00	115.00	19.17	95.83	20.00	1-Apr-24	
up to	336.00	3.00	346.00	57.67	288.33	20.00	1-Apr-24	
Great Hall & both Regency Rooms (by negotiation) fees start from	560.00	3.00	577.00	96.17	480.83	20.00	1-Apr-24	*
up to	3,919.00	3.00	4,037.00	672.83	3,364.17	20.00	1-Apr-24	*

* 50% discount for Charities

	2023/24 Gross Fees £	% inc 3.0%	2024/25 Gross Fees £	Vat included in fee	2024/25 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
<u>Conferences & Meetings</u>								
Lecture Theatre Room Hire - fees start from	112.00	3.00	115.35	19.23	96.12	20.00	1-Apr-24	*
up to	335.90	3.00	346.00	57.67	288.33	20.00	1-Apr-24	*
Tea & Coffee per person per serving	1.10	3.00	1.15	0.19	0.96	20.00	1-Apr-24	
* 50% discount for Charities								
<u>Wedding Charges</u>								
Regency Rooms - ceremony only fees start from	392.00	3.00	404.00	67.33	336.67	20.00	1-Apr-24	
up to	1,679.00	3.00	1,729.00	288.17	1,440.83	20.00	1-Apr-24	
Great Hall & Regency Rooms ceremony & afternoon reception up to 7pm								
fees start from	560.00	3.00	577.00	96.17	480.83	20.00	1-Apr-24	
up to	3,919.00	3.00	4,037.00	672.83	3,364.17	20.00	1-Apr-24	
Photography - grounds/formal gardens	67.00	3.00	69.00	11.50	57.50	20.00	1-Apr-24	
Photography - grounds/formal gardens & inside	112.00	3.00	115.00	19.17	95.83	20.00	1-Apr-24	
<u>Entrance Fees</u>								
Adult - 12 month pass - 50% reduction in fee between October 22 and Jan 25 due to								
building works	2.50	-	2.50	0.42	2.08	20.00	1-Apr-24	*
50% reduction on wedding & event days due to rooms being closed								
Free admission for children and students								
<u>THOMPSON PARK</u>								
<u>Car Parking - Pay & Display</u>								
Thompson Park - per day	2.50	-	2.50	0.42	2.08	20.00	1-Apr-24	
<u>Car Parking - Contracts</u>								
Thompson Park - per annum	80.00	-	80.00	13.33	66.67	20.00	1-Apr-24	
<u>BANK HALL</u>								
MIPERMIT Parking - per hour (first 2 hours free)	0.50	-	0.50	0.08	0.42	20.00	1-Apr-24	

2023/24 Gross Fees £	% inc 3.0%	2024/25 Gross Fees £	Vat included in fee	2024/25 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
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STREETSCENE

CAR PARKING CHARGES

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

Short Stay Car Parks

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

0-1 hour	Monday - Saturday	1.10	-	1.10	0.18	0.92	20.00	1-Apr-24
1-2 hours		1.70	-	1.70	0.28	1.42	20.00	1-Apr-24
2-3 hours		2.20	-	2.20	0.37	1.83	20.00	1-Apr-24
3 Hours plus		5.90	-	5.90	0.98	4.92	20.00	1-Apr-24
Sundays & Bank Holidays		Free		Free				
Disabled pass holders - up to 3 hrs		Free		Free				

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

Victoria

0-1 hour	Saturday only	1.10	-	1.10	0.18	0.92	20.00	1-Apr-24
1-2 hours		1.70	-	1.70	0.28	1.42	20.00	1-Apr-24
2-3 hours		2.20	-	2.20	0.37	1.83	20.00	1-Apr-24
3 Hours plus		5.90	-	5.90	0.98	4.92	20.00	1-Apr-24
Sundays & Bank Holidays		Free		Free				
Disabled pass holders - up to 3 hrs		Free		Free				

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

Pioneer 2 / King St

0-1 hour	Monday - Saturday	1.10	-	1.10	0.18	0.92	20.00	1-Apr-24
1-2 hours		1.70	-	1.70	0.28	1.42	20.00	1-Apr-24
2-3 hours		2.20	-	2.20	0.37	1.83	20.00	1-Apr-24
3 Hours plus		4.00	-	4.00	0.67	3.33	20.00	1-Apr-24
Sundays & Bank Holidays		Free		Free				

	2023/24 Gross Fees £	% inc 3.0%	2024/25 Gross Fees £	Vat included in fee	2024/25 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
Disabled pass holders - up to 3 hrs	Free		Free					
Disabled pass holders - over 3 hrs - charges apply as above								
Charter Walk Surface Car Park								
0-1 hour	1.00	-	1.00	0.17	0.83	20.00	1-Apr-24	
1-2 hours	1.50	-	1.50	0.25	1.25	20.00	1-Apr-24	
2-3 hours	2.00	-	2.00	0.33	1.67	20.00	1-Apr-24	
3-4 hours	2.50	-	2.50	0.42	2.08	20.00	1-Apr-24	
Daily Charge	8.00	-	8.00	1.33	6.67	20.00	1-Apr-24	
0-2 hours	1.00	-	1.00	0.17	0.83	20.00	1-Apr-24	
Over 2 hours	2.00	-	2.00	0.33	1.67	20.00	1-Apr-24	
Millenium Multi-Storey Car Park								
0-1 hour	1.00	-	1.00	0.17	0.83	20.00	1-Apr-24	
1-2 hours	1.50	-	1.50	0.25	1.25	20.00	1-Apr-24	
2-3 hours	2.00	-	2.00	0.33	1.67	20.00	1-Apr-24	
3-4 hours	2.50	-	2.50	0.42	2.08	20.00	1-Apr-24	
Daily Charge	3.00	-	3.00	0.50	2.50	20.00	1-Apr-24	
Long Stay Car Parks								
Finsley Gate 2 / Centenary Way								
Monday - Saturday per visit	4.00	-	4.00	0.67	3.33	20.00	1-Apr-24	
Sundays & Bank Holidays	Free		Free					
Disabled pass holders - up to 3 hrs	Free		Free					
Disabled pass holders - over 3 hrs - charges apply as above								
Contracts								
Finsley Gate 1, 2 & 3 / King St / Bank Parade / Pioneer 2 / Centenary Way								
William Thompson / Royle Road								
per quarter Monday to Friday (inclusive)	195.00	-	195.00	32.50	162.50	20.00	1-Apr-24	
per quarter Monday to Saturday (inclusive)	234.00	-	234.00	39.00	195.00	20.00	1-Apr-24	
Millenium Multi-Storey Car Park								
per Calendar Month Monday to Saturday	40.00	-	40.00	6.67	33.33	20.00	1-Apr-24	
Other Contracts Charges								
Staff Car Parking Charges - Operational (per annum)	312.80	-	312.80	52.13	260.67	20.00	1-Apr-24	
Staff Car Parking Charges - Non-Operational (per annum)	359.40	-	359.40	59.90	299.50	20.00	1-Apr-24	
Part Time Employees / Members Car Parking Charges	pro rata		pro rata					
PEST CONTROL & WASTE								
Pest Control *								
Flea & Bed Bug Sprays	60.20	3.00	62.00	10.33	51.67	20.00	1-Apr-24	
Wasps Nests	60.20	3.00	62.00	10.33	51.67	20.00	1-Apr-24	
Commercial	67.20	11.60	75.00	12.50	62.50	20.00	1-Apr-24	
								* Charges start from
Waste & Recycling Collection Containers								
Replacement per residual waste and recycling wheeled bin	33.50	3.00	34.50	-	34.50	zero	1-Apr-24	
Residual waste and recycling wheeled bin at new build properties	33.50	3.00	34.50	-	34.50	zero	1-Apr-24	
Recycling Box & Lid	FOC		FOC					
White Sacks	FOC		FOC					
First green waste wheeled bin	FOC		FOC					
Additional green waste wheeled bin	33.50	3.00	34.50	-	34.50	zero	1-Apr-24	

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	2023/24 Gross Fees £	% inc 3.0%	2024/25 Gross Fees £	Vat included in fee	2024/25 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
Provision of 1100L container for new build apartments/flats	455.90	3.00	469.60	78.27	391.33	20.00	1-Apr-24	
Annual charge for Green Waste Collection*	40.00	-	40.00	-	40.00	zero	1-Apr-24	
<u>Bulky & White Goods</u> (One collection covers one white good or up to four bulky items)								
Charge per collection	15.00	3.00	15.40	-	15.40	zero	1-Apr-24	
<u>Back Yard Clearances</u>								
Back Yard Clearances								

	2023/24 Gross Fees £	% inc 3.0%	2024/25 Gross Fees £	Vat included in fee	2024/25 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
Fixed Penalty Notices								
Littering	80.00	25.00	100.00	-	100.00	zero	1-Apr-24	
Side Waste / Waste Receptables / Failing to Manage Waste - Higher	75.00	-	75.00	-	75.00	zero	1-Apr-24	
Side Waste / Waste Receptables / Failing to Manage Waste - Lower	75.00	-	75.00	-	75.00	zero	1-Apr-24	
Graffiti / Fly Posting	100.00	-	100.00	-	100.00	zero	1-Apr-24	
Fly Tipping - Higher	1,000.00	-	1,000.00	-	1,000.00	zero	1-Apr-24	
Fly Tipping - Lower	200.00	-	200.00	-	200.00	zero	1-Apr-24	
Public Space Protection Order (PSPO)	100.00	-	100.00	-	100.00	zero	1-Apr-24	
Failure to produce a Waste Carriers License	300.00	-	300.00	-	300.00	zero	1-Apr-24	
Commercial Waste	300.00	-	300.00	-	300.00	zero	1-Apr-24	
Dog Fouling (PSPO)	100.00	-	100.00	-	100.00	zero	1-Apr-24	
Dog Control (PSPO)	50.00	-	50.00	-	50.00	zero	1-Apr-24	
Abandoned Vehicles	200.00	-	200.00	-	200.00	zero	1-Apr-24	
Penalty Charge Notices								
Car Parking - Lower	50.00	3.00	52.00	-	52.00	zero	1-Apr-24 *	
Car Parking - Higher	70.00	3.00	72.00	-	72.00	zero	1-Apr-24 *	
50% discount if paid within 14 days								
Default Works - Property repair works								
Full Cost plus charge for staff time & administration	n/a				Officer time now accounted for instead			
Chargeable Commercial Waste*								
Annual Contract								
Container Costs	271.40	3.00	279.50	-	279.50	zero	1-Apr-24	
General Waste Sack - Roll 25 Sacks	54.90	(8.90)	50.00	-	50.00	zero	1-Apr-24	
240L bin - per bin lift	7.50	6.00	8.00	-	8.00	zero	1-Apr-24	
360L bin - per bin lift	10.00	5.00	10.50	-	10.50	zero	1-Apr-24	
660L bin - per bin lift	14.00	5.00	14.70	-	14.70	zero	1-Apr-24	
1100L bin - per bin lift	20.00	5.00	21.00	-	21.00	zero	1-Apr-24	
Recycling Annual Contract - Weekly Collections	240.00	-	240.00	-	240.00	zero	1-Apr-24	
								* Charges start from
STREET RENAMING & NUMBERING								
Change of a house name / number	56.00	3.00	58.00	-	58.00	zero	1-Apr-24	
Change of a building name	112.00	3.00	115.00	-	115.00	zero	1-Apr-24	
Change of a street name	224.00	3.00	231.00	-	231.00	zero	1-Apr-24	
- plus charge per property for a change of street name	22.00	3.00	23.00	-	23.00	zero	1-Apr-24	
LICENSING								
Other Licensing								
rounded to nearest £1								
Dog Kennels - Boarding New - 1 year (New 2018 Animal Welfare Regulation) *	209.00	3.00	215.00	-	215.00	zero	1-Apr-24	
2 year *	278.00	3.00	286.00	-	286.00	zero	1-Apr-24	
3 year *	314.00	3.00	323.00	-	323.00	zero	1-Apr-24	
Dog Kennels - Boarding Renew - 1 year (New 2018 Animal Welfare Regulation) *	205.00	3.00	211.00	-	211.00	zero	1-Apr-24	
2 year *	275.00	3.00	283.00	-	283.00	zero	1-Apr-24	
3 year *	311.00	3.00	320.00	-	320.00	zero	1-Apr-24	
Catteries - Boarding New - 1 year (New 2018 Animal Welfare Regulation) *	209.00	3.00	215.00	-	215.00	zero	1-Apr-24	
2 year *	278.00	3.00	286.00	-	286.00	zero	1-Apr-24	
3 year *	314.00	3.00	323.00	-	323.00	zero	1-Apr-24	
Catteries - Boarding Renew - 1 year (New 2018 Animal Welfare Regulation) *	205.00	3.00	211.00	-	211.00	zero	1-Apr-24	
2 year *	275.00	3.00	283.00	-	283.00	zero	1-Apr-24	

	2023/24 Gross Fees £	% inc 3.0%	2024/25 Gross Fees £	Vat included in fee	2024/25 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
3 year *	311.00	3.00	320.00	-	320.00	zero	1-Apr-24	
* where an establishment runs both a dog kennel and a cattery then the relevant dog kennel and cattery fees apply								
Home Boarder New - 1 year (New 2018 Animal Welfare Regulation)	174.00	3.00	179.00	-	179.00	zero	1-Apr-24	
2 year	235.00	3.00	242.00	-	242.00	zero	1-Apr-24	
3 year	267.00	3.00	275.00	-	275.00	zero	1-Apr-24	
Home Boarder Renew - 1 year (New 2018 Animal Welfare Regulation)	170.00	3.00	175.00	-	175.00	zero	1-Apr-24	
2 year	231.00	3.00	238.00	-	238.00	zero	1-Apr-24	
3 year	263.00	3.00	271.00	-	271.00	zero	1-Apr-24	
Dog Creche New - 1 year (New 2018 Animal Welfare Regulation)	207.00	3.00	213.00	-	213.00	zero	1-Apr-24	
2 year	276.00	3.00	284.00	-	284.00	zero	1-Apr-24	
3 year	312.00	3.00	321.00	-	321.00	zero	1-Apr-24	
Dog Creche Renew - 1 year (New 2018 Animal Welfare Regulation)	204.00	3.00	210.00	-	210.00	zero	1-Apr-24	
2 year	273.00	3.00	281.00	-	281.00	zero	1-Apr-24	
3 year	309.00	3.00	318.00	-	318.00	zero	1-Apr-24	

	2023/24 Gross Fees £	% inc 3.0%	2024/25 Gross Fees £	Vat included in fee	2024/25 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
Dog Breeder New** - 1 year (New 2018 Animal Welfare Regulation)	163.00	3.00	168.00	-	168.00	zero	1-Apr-24	
2 year	225.00	3.00	232.00	-	232.00	zero	1-Apr-24	
3 year	256.00	3.00	264.00	-	264.00	zero	1-Apr-24	
Dog Breeder Renew - 1 year (New 2018 Animal Welfare Regulation)	203.00	3.00	209.00	-	209.00	zero	1-Apr-24	
2 year	265.00	3.00	273.00	-	273.00	zero	1-Apr-24	
3 year	296.00	3.00	305.00	-	305.00	zero	1-Apr-24	
Pet Selling New - 1 year (New 2018 Animal Welfare Regulation)	196.00	3.00	202.00	-	202.00	zero	1-Apr-24	
2 year	264.00	3.00	272.00	-	272.00	zero	1-Apr-24	
3 year	298.00	3.00	307.00	-	307.00	zero	1-Apr-24	
Pet Selling Renew - 1 year (New 2018 Animal Welfare Regulation)	192.00	3.00	198.00	-	198.00	zero	1-Apr-24	
2 year	260.00	3.00	268.00	-	268.00	zero	1-Apr-24	
3 year	293.00	3.00	302.00	-	302.00	zero	1-Apr-24	
Hiring Horses New** - 1 year (New 2018 Animal Welfare Regulation)	107.00	3.00	110.00	-	110.00	zero	1-Apr-24	
2 year	183.00	3.00	188.00	-	188.00	zero	1-Apr-24	
3 year	221.00	3.00	228.00	-	228.00	zero	1-Apr-24	
Hiring Horses Renew** - 1 year (New 2018 Animal Welfare Regulation)	107.00	3.00	110.00	-	110.00	zero	1-Apr-24	
2 year	183.00	3.00	188.00	-	188.00	zero	1-Apr-24	
3 year	221.00	3.00	228.00	-	228.00	zero	1-Apr-24	
Train/exhibit animal - 3 year (New 2018 Animal Welfare Regulation)	169.00	3.00	174.00	-	174.00	zero	1-Apr-24	
200** - 6 year	520.00	3.00	536.00	-	536.00	zero	1-Apr-24	
4 year	469.00	3.00	483.00	-	483.00	zero	1-Apr-24	
Dangerous Wild Animals** - 2 year (New 2018 Animal Welfare Regulation)	188.00	3.00	194.00	-	194.00	zero	1-Apr-24	
Successful appeal against star rating**	130.00	3.00	134.00	-	134.00	zero	1-Apr-24	
Minor Variation of licence (no inspection)	30.00	3.00	31.00	-	31.00	zero	1-Apr-24	
Minor Variation of licence (inspection)	105.00	3.00	108.00	-	108.00	zero	1-Apr-24	
Re-evaluation of star rating of animal welfare licence**	130.00	3.00	134.00	-	134.00	zero	1-Apr-24	
** plus vets inspection fee								
Skin Piercing/Cosmetic Treatment Establishment	156.00	3.00	160.70	-	160.70	zero	1-Apr-24	
Skin Piercers Personal Registration	51.35	3.00	52.90	-	52.90	zero	1-Apr-24	
Personal Registration - Special Cosmetic Treatments (once adopted)	51.35	3.00	52.90	-	52.90	zero	1-Apr-24	
Second hand goods dealer	85.65	3.00	88.20	-	88.20	zero	1-Apr-24	
Health Certificate	48.75	3.00	50.20	-	50.20	zero	1-Apr-24	
Request to show unclassified films	541.10	3.00	557.35	-	557.35	zero	1-Apr-24	
Sex Shop	2,514.35	3.00	2,589.80	-	2,589.80	zero	1-Apr-24	
Renewal of sex shop licence	647.95	3.00	667.40	-	667.40	zero	1-Apr-24	
New Sexual Entertainment Venue Licence	6,686.40	3.00	6,887.00	-	6,887.00	zero	1-Apr-24	
Renewal of a Sexual Entertainment Venue Licence	3,151.60	3.00	3,246.15	-	3,246.15	zero	1-Apr-24	
Transfer of a Sexual Entertainment Venue Licence	771.45	3.00	794.60	-	794.60	zero	1-Apr-24	
Variation of a Sexual Entertainment Venue Licence	514.35	3.00	529.80	-	529.80	zero	1-Apr-24	
Grant of Scrap Metal Dealers Site Licence (3 years)	391.65	3.00	403.40	-	403.40	zero	1-Apr-24	
Renewal of Scrap Metal Dealers Site Licence (3 years)	391.65	3.00	403.40	-	403.40	zero	1-Apr-24	
Variation of Scrap Metal Dealers Site Licence	171.30	3.00	176.45	-	176.45	zero	1-Apr-24	
New Scrap Metal Collectors Licence (3 years)	226.45	3.00	233.25	-	233.25	zero	1-Apr-24	
Renewal of Scrap Metal Collectors Licence (3years)	226.45	3.00	233.25	-	233.25	zero	1-Apr-24	

	2023/24 Gross Fees £	% inc 3.0%	2024/25 Gross Fees £	Vat included in fee	2024/25 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
Variation of Scrap Metal Collectors Licence	171.30	3.00	176.45	-	176.45	zero	1-Apr-24	
<u>Street Trading Consents</u>								
12 Months	893.80	3.00	920.60	-	920.60	zero	1-Apr-24	
6 Months	473.10	3.00	487.30	-	487.30	zero	1-Apr-24	
3 Months	276.05	3.00	284.35	-	284.35	zero	1-Apr-24	
1 Month	144.50	3.00	148.85	-	148.85	zero	1-Apr-24	
Special Event Consents (permitting up to 6 days trading per calendar month)								
12 Months	247.45	3.00	254.85	-	254.85	zero	1-Apr-24	
6 Months	163.45	3.00	168.35	-	168.35	zero	1-Apr-24	
3 Months	120.90	3.00	124.55	-	124.55	zero	1-Apr-24	
1 Month	92.95	3.00	95.75	-	95.75	zero	1-Apr-24	
Taxi Licensing (Note: Test fee income is collected by testing station & is therefore not included in the tariff)								
Fees for 2024 were considered by Licensing Committee at their meeting in November 2023								
Private Hire Driver - 1 Year Licence	100.00	-	100.00	-	100.00	exempt	n/a	
Private Hire Driver - 3 Year Licence	237.00	-	237.00	-	237.00	exempt	n/a	
Hackney Carriage Driver - 1 Year Licence	102.00	-	102.00	-	102.00	exempt	n/a	
Hackney Carriage Driver - 3 Year Licence	243.00	-	243.00	-	243.00	exempt	n/a	
Local Driver Licence Discount	45.00	-	45.00	-	45.00	exempt	n/a	
Private Hire Operator - 1 Year Licence - single vehicle at private address	261.00	-	261.00	-	261.00	exempt	n/a	
Private Hire Operator - 5 Year Licence - single vehicle at private address	1,250.00	-	1,250.00	-	1,250.00	exempt	n/a	
Private Hire Operator - 1 Year Licence	447.00	-	447.00	-	447.00	exempt	n/a	
Private Hire Operator - 5 Year Licence	2,156.00	-	2,156.00	-	2,156.00	exempt	n/a	
Private Hire Vehicle (now all 4 month licences)	41.00	-	41.00	-	41.00	exempt	n/a	
Hackney Carriage Vehicle (now all 4 month licences)	62.00	-	62.00	-	62.00	exempt	n/a	
Private Hire Operator > 50 Vehicles - 5 Year Licence	2,372.00	-	2,372.00	-	2,372.00	exempt	n/a	
Private Hire Operator > 50 Vehicles - 1 Year Licence	525.00	-	525.00	-	525.00	exempt	n/a	
Replacement vehicle plate	23.30	3.00	24.00	-	24.00	exempt	1-Apr-24	
Replacement Plate Platform	6.95	3.00	7.15	-	7.15	exempt	1-Apr-24	
Window stickers	8.70	3.00	8.95	-	8.95	exempt	1-Apr-24	
Hackney roundel/Private Hire Door Signs	9.90	3.00	10.20	-	10.20	exempt	1-Apr-24	
Lanyard	4.95	3.00	5.10	-	5.10	exempt	1-Apr-24	
Badge holder	3.55	3.00	3.65	-	3.65	exempt	1-Apr-24	
Replacement badge	13.95	3.00	14.35	-	14.35	exempt	1-Apr-24	
Plate buttons	2.45	3.00	2.50	-	2.50	exempt	1-Apr-24	
Operator booking Registers	2.35	3.00	2.40	-	2.40	exempt	1-Apr-24	
CRB admin fee	6.15	3.00	6.35	-	6.35	exempt	1-Apr-24	
Insurance or 3rd party letters	27.45	3.00	28.25	-	28.25	exempt	1-Apr-24	
Insurance Correspondence	80.75	3.00	83.15	-	83.15	exempt	1-Apr-24	

	2023/24 Gross Fees £	% inc 3.0%	2024/25 Gross Fees £	Vat included in fee	2024/25 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
Grant of Personal Licence	37.00	Statutory	37.00	-	37.00	exempt	n/a	
Replacement of lost/stolen licence	10.50	Statutory	10.50	-	10.50	exempt	n/a	
Minor Variations	89.00	Statutory	89.00	-	89.00	exempt	n/a	
Premises Licences - Up to a Capacity of 5,000 persons								
Grant/Variation								
Rateable Value								
Band A - No Rateable Value	100.00	Statutory	100.00	-	100.00	exempt	n/a	
Band A - less than £4,300	100.00	Statutory	100.00	-	100.00	exempt	n/a	
Band B - £4,300 to £33,000	190.00	Statutory	190.00	-	190.00	exempt	n/a	
Band C - £33,001 to £87,000	315.00	Statutory	315.00	-	315.00	exempt	n/a	
Band D - £87,001 to £125,000	450.00	Statutory	450.00	-	450.00	exempt	n/a	
Band E - Over £125,000	635.00	Statutory	635.00	-	635.00	exempt	n/a	
Annual Fee								
Rateable Value								
Band A - No Rateable Value	70.00	Statutory	70.00	-	70.00	exempt	n/a	
Band A - less than £4,300	70.00	Statutory	70.00	-	70.00	exempt	n/a	
Band B - £4,300 to £33,000	180.00	Statutory	180.00	-	180.00	exempt	n/a	
Band C - £33,001 to £87,000	295.00	Statutory	295.00	-	295.00	exempt	n/a	
Band D - £87,001 to £125,000	320.00	Statutory	320.00	-	320.00	exempt	n/a	
Band E - Over £125,000	350.00	Statutory	350.00	-	350.00	exempt	n/a	
Premises Licences - Additional Fees where Capacity exceeds 5,000 persons								
Initial Fee								
Occupancy:								
5,000 - 9,999	1,000.00	Statutory	1,000.00	-	1,000.00	exempt	n/a	
10,000 - 14,999	2,000.00	Statutory	2,000.00	-	2,000.00	exempt	n/a	
15,000 - 19,999	4,000.00	Statutory	4,000.00	-	4,000.00	exempt	n/a	
20,000 - 29,999	8,000.00	Statutory	8,000.00	-	8,000.00	exempt	n/a	
30,000 - 39,999	16,000.00	Statutory	16,000.00	-	16,000.00	exempt	n/a	
40,000 - 49,999	24,000.00	Statutory	24,000.00	-	24,000.00	exempt	n/a	
50,000 - 59,999	32,000.00	Statutory	32,000.00	-	32,000.00	exempt	n/a	
60,000 - 69,999	40,000.00	Statutory	40,000.00	-	40,000.00	exempt	n/a	
70,000 - 79,999	48,000.00	Statutory	48,000.00	-	48,000.00	exempt	n/a	
80,000 - 89,999	56,000.00	Statutory	56,000.00	-	56,000.00	exempt	n/a	
Over 90,000	64,000.00	Statutory	64,000.00	-	64,000.00	exempt	n/a	

2023/24 Gross Fees £	% inc 3.0%	2024/25 Gross Fees £	Vat included in fee	2024/25 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
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Annual Fee

Occupancy:

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

Premises Licences - Exclusively / Primarily supplying Alcohol

Initial Fee

Rateable Value

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

Annual Fee - Exclusively/Primarily supplying Alcohol

Rateable Value

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

Annual Fee

Rateable Value

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

2023/24 Gross Fees £	% inc 3.0%	2024/25 Gross Fees £	Vat included in fee	2024/25 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
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Premises Licenses - Other

Annual Fee

Application

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

Rounded to nearest £1

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

Sambling Premises

Bingo Premises

New & Provisional Statement	3,000.00	MAX	3,000.00	-	3,000.00	exempt	n/a	MAX
Annual Fee	1,000.00	MAX	1,000.00	-	1,000.00	exempt	n/a	MAX
Licence for Provisional Statement Holder	1,063.00	3.00	1,095.00	-	1,095.00	exempt	1-Apr-24	
Variation	1,420.00	3.00	1,463.00	-	1,463.00	exempt	1-Apr-24	
Transfer	1,063.00	3.00	1,095.00	-	1,095.00	exempt	1-Apr-24	
Re-instatement	1,200.00	MAX	1,200.00	-	1,200.00	exempt	n/a	MAX
Copy Licence	25.00	MAX	25.00	-	25.00	exempt	n/a	MAX
Notification of Change	50.00	MAX	50.00	-	50.00	exempt	n/a	MAX

	2023/24 Gross Fees £	% inc 3.0%	2024/25 Gross Fees £	Vat included in fee	2024/25 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
Betting Premises								
New & Provisional Statement	3,015.00	3.00	3,105.00	-	3,105.00	exempt	1-Apr-24	
Annual Fee	600.00	MAX	600.00	-	600.00	exempt	n/a	MAX
Licence for Provisional Statement Holder	1,063.00	3.00	1,095.00	-	1,095.00	exempt	1-Apr-24	
Variation	1,420.00	3.00	1,463.00	-	1,463.00	exempt	1-Apr-24	
Transfer	1,063.00	3.00	1,095.00	-	1,095.00	exempt	1-Apr-24	
Re-instatement	1,200.00	MAX	1,200.00	-	1,200.00	exempt	n/a	MAX
Copy Licence	25.00	MAX	25.00	-	25.00	exempt	n/a	MAX
Notification of Change	50.00	MAX	50.00	-	50.00	exempt	n/a	MAX
Betting Premises (Tracks)								
New & Provisional Statement	2,500.00	MAX	2,500.00	-	2,500.00	exempt	n/a	MAX
Annual Fee	1,000.00	MAX	1,000.00	-	1,000.00	exempt	1-Apr-24	MAX
Licence for Provisional Statement Holder	950.00	MAX	950.00	-	950.00	exempt	n/a	MAX
Variation	1,250.00	MAX	1,250.00	-	1,250.00	exempt	n/a	MAX
Transfer	950.00	MAX	950.00	-	950.00	exempt	1-Apr-24	MAX
Re-instatement	950.00	MAX	950.00	-	950.00	exempt	1-Apr-24	MAX
Copy Licence	25.00	MAX	25.00	-	25.00	exempt	n/a	MAX
Notification of Change	50.00	MAX	50.00	-	50.00	exempt	n/a	MAX
Family Entertainment Centre								
New & Provisional Statement	2,000.00	MAX	2,000.00	-	2,000.00	exempt	n/a	MAX
Annual Fee	750.00	MAX	750.00	-	750.00	exempt	n/a	MAX
Licence for Provisional Statement Holder	950.00	MAX	950.00	-	950.00	exempt	n/a	MAX
Variation	1,000.00	MAX	1,000.00	-	1,000.00	exempt	n/a	MAX
Transfer	950.00	MAX	950.00	-	950.00	exempt	n/a	MAX
Re-instatement	950.00	MAX	950.00	-	950.00	exempt	n/a	MAX
Copy Licence	25.00	MAX	25.00	-	25.00	exempt	n/a	MAX
Notification of Change	50.00	MAX	50.00	-	50.00	exempt	n/a	MAX

	2023/24 Gross Fees £	% inc 3.0%	2024/25 Gross Fees £	Vat included in fee	2024/25 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
Adult Gaming Centre								
New & Provisional Statement	2,000.00	MAX	2,000.00	-	2,000.00	exempt	n/a	MAX
Annual Fee	1,000.00	MAX	1,000.00	-	1,000.00	exempt	n/a	MAX
Licence for Provisional Statement Holder	1,063.00	3.00	1,095.00	-	1,095.00	exempt	1-Apr-24	
Variation	1,000.00	MAX	1,000.00	-	1,000.00	exempt	n/a	MAX
Transfer	1,063.00	3.00	1,095.00	-	1,095.00	exempt	1-Apr-24	
Re-instatement	1,200.00	MAX	1,200.00	-	1,200.00	exempt	n/a	MAX
Copy Licence	25.00	MAX	25.00	-	25.00	exempt	n/a	MAX
Notification of Change	50.00	MAX	50.00	-	50.00	exempt	n/a	MAX
Lotteries								
Small Society Lottery Grant	40.00	Statutory	40.00	-	40.00	exempt		
Small Society Lottery Annual Fee	20.00	Statutory	20.00	-	20.00	exempt		
Gaming in Pubs and Clubs								
Licensed Premises Gaming Machine Notification	50.00	Statutory	50.00	-	50.00	exempt		
Licensed Premises Gaming Machine Permit (existing operator)	100.00	Statutory	100.00	-	100.00	exempt		
Licensed Premises Gaming Machine Permit (in all other cases)	150.00	Statutory	150.00	-	150.00	exempt		
Licensed Premises Gaming Machine Permit Variation	100.00	Statutory	100.00	-	100.00	exempt		
Licensed Premises Gaming Machine Permit Transfer	25.00	Statutory	25.00	-	25.00	exempt		
Licensed Premises Gaming Machine Permit Change of Name	25.00	Statutory	25.00	-	25.00	exempt		
Licensed Premises Gaming Machine Permit Copy of Permit	15.00	Statutory	15.00	-	15.00	exempt		
Club Gaming Machine Permit Grant	200.00	Statutory	200.00	-	200.00	exempt		
Club Gaming Machine Permit Grant (Existing Club Premises Cert. Holder)	100.00	Statutory	100.00	-	100.00	exempt		
Club Gaming Machine Permit Grant (Club Prem. Cert. Holder with current Part 2 or 3 Licence)	100.00	Statutory	100.00	-	100.00	exempt		
Club Gaming Machine Permit Existing Operator Grant	100.00	Statutory	100.00	-	100.00	exempt		
Club Gaming Machine Permit Variation	100.00	Statutory	100.00	-	100.00	exempt		
Club Gaming Machine Permit Renewal	200.00	Statutory	200.00	-	200.00	exempt		
Club Gaming Machine Permit Renewal (Club Premises Cert. Holder)	100.00	Statutory	100.00	-	100.00	exempt		
Club Gaming Machine Permit Copy Permit	15.00	Statutory	15.00	-	15.00	exempt		
Club Gaming Permit Grant	200.00	Statutory	200.00	-	200.00	exempt		
Club Gaming Permit Grant (Club Prens. Cert. Holder with current Part 2 or 3 Licence)	100.00	Statutory	100.00	-	100.00	exempt		
Club Gaming Permit Grant (Existing Operator)	100.00	Statutory	100.00	-	100.00	exempt		
Club Gaming Permit Variation	100.00	Statutory	100.00	-	100.00	exempt		
Club Gaming Permit Renewal	200.00	Statutory	200.00	-	200.00	exempt		
Club Gaming Permit Renewal (Club Premises Certificate Holder)	100.00	Statutory	100.00	-	100.00	exempt		
Club Gaming Permit Copy Certificate	15.00	Statutory	15.00	-	15.00	exempt		
Annual fee for all Gaming Machine Permits	50.00	Statutory	50.00	-	50.00	exempt		

2023/24 Gross Fees £	% inc 3.0%	2024/25 Gross Fees £	Vat included in fee	2024/25 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
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LOCAL AIR POLLUTION PREVENTION & CONTROL (LAPPC)

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

Application Fee

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

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

Annual Subsistence Charge

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

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

Transfer and Surrender

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

	2023/24 Gross Fees £	% inc 3.0%	2024/25 Gross Fees £	Vat included in fee	2024/25 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
Reduced fee activities: partial transfer	45.00	Statutory	45.00	-	45.00	zero		
Temporary transfer for mobiles								
First transfer	51.00	Statutory	51.00	-	51.00	zero		
Repeat following enforcement or warning	51.00	Statutory	51.00	-	51.00	zero		
Substantial Change								
Standard process	1,005.00	Statutory	1,005.00	-	1,005.00	zero		
Standard process where the substantial change results in a new PPC activity	1,579.00	Statutory	1,579.00	-	1,579.00	zero		
Reduced fee activities	98.00	Statutory	98.00	-	98.00	zero		

	2023/24 Gross Fees £	% inc 3.0%	2024/25 Gross Fees £	Vat included in fee	2024/25 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
LAPPC mobile plant charges								
Application Fee - 1 permit	1,650.00	Statutory	1,650.00	-	1,650.00	zero		
Application Fee - 2 permits	1,650.00	Statutory	1,650.00	-	1,650.00	zero		
Application Fee - 3 permits	985.00	Statutory	985.00	-	985.00	zero		
Application Fee - 4 permits	985.00	Statutory	985.00	-	985.00	zero		
Application Fee - 5 permits	985.00	Statutory	985.00	-	985.00	zero		
Application Fee - 6 permits	985.00	Statutory	985.00	-	985.00	zero		
Application Fee - 7 permits	985.00	Statutory	985.00	-	985.00	zero		
Application Fee - 8 permits and over	498.00	Statutory	498.00	-	498.00	zero		
Subsistence Fee - 1 permit - Low	626.00	Statutory	626.00	-	626.00	zero		
Subsistence Fee - 2 permits - Low	626.00	Statutory	626.00	-	626.00	zero		
Subsistence Fee - 3 permits - Low	385.00	Statutory	385.00	-	385.00	zero		
Subsistence Fee - 4 permits - Low	385.00	Statutory	385.00	-	385.00	zero		
Subsistence Fee - 5 permits - Low	385.00	Statutory	385.00	-	385.00	zero		
Subsistence Fee - 6 permits - Low	385.00	Statutory	385.00	-	385.00	zero		
Subsistence Fee - 7 permits - Low	385.00	Statutory	385.00	-	385.00	zero		
Subsistence Fee - 8 permits and over - Low	198.00	Statutory	198.00	-	198.00	zero		
Subsistence Fee - 1 permit - Med	1,034.00	Statutory	1,034.00	-	1,034.00	zero		
Subsistence Fee - 2 permits - Med	1,034.00	Statutory	1,034.00	-	1,034.00	zero		
Subsistence Fee - 3 permits - Med	617.00	Statutory	617.00	-	617.00	zero		
Subsistence Fee - 4 permits - Med	617.00	Statutory	617.00	-	617.00	zero		
Subsistence Fee - 5 permits - Med	617.00	Statutory	617.00	-	617.00	zero		
Subsistence Fee - 6 permits - Med	617.00	Statutory	617.00	-	617.00	zero		
Subsistence Fee - 7 permits - Med	617.00	Statutory	617.00	-	617.00	zero		
Subsistence Fee - 8 permits and over - Med	314.00	Statutory	314.00	-	314.00	zero		
Subsistence Fee - 1 permit - High	1,551.00	Statutory	1,551.00	-	1,551.00	zero		
Subsistence Fee - 2 permits - High	1,551.00	Statutory	1,551.00	-	1,551.00	zero		
Subsistence Fee - 3 permits - High	924.00	Statutory	924.00	-	924.00	zero		
Subsistence Fee - 4 permits - High	924.00	Statutory	924.00	-	924.00	zero		
Subsistence Fee - 5 permits - High	924.00	Statutory	924.00	-	924.00	zero		
Subsistence Fee - 6 permits - High	924.00	Statutory	924.00	-	924.00	zero		
Subsistence Fee - 7 permits - High	924.00	Statutory	924.00	-	924.00	zero		
Subsistence Fee - 8 permits and over - High	473.00	Statutory	473.00	-	473.00	zero		

2023/24 Gross Fees £	% inc 3.0%	2024/25 Gross Fees £	Vat included in fee	2024/25 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
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LOCAL AUTHORITY - INTEGRATED POLLUTION PREVENTION AND CONTROL LA-IPPC

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

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

Environment Agency Subsistence Fees for Discharge to Controlled

Waters

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

2023/24 Gross Fees £	% inc 3.0%	2024/25 Gross Fees £	Vat included in fee	2024/25 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
Private Water Supply Sampling							
Sampling Visit per hour (to max of £100)	35.00	3.00	36.00	-	36.00	zero	1-Apr-24
Risk Assessment Visit per hour (to max of £500)	35.00	3.00	36.00	-	36.00	zero	1-Apr-24
Investigation Visit per hour (to max of £100)	35.00	3.00	36.00	-	36.00	zero	1-Apr-24
Temporary Authorisation to Breach Standard (to max of £100)	35.00	3.00	36.00	-	36.00	zero	1-Apr-24
Domestic Supply Sample (to max of £25)	27.00	3.00	28.00	-	28.00	zero	1-Apr-24
Commercial Supply Monitoring Sample (to max of £100)	58.00	3.00	60.00	-	60.00	zero	1-Apr-24
Commercial Supply Audit Sample (to max of £500)	Range from £45 to £500 depending on parameters sampled						
Environmental Health							
Fixed Penalty Notice (Smoke Control)	175.00	3.00	180.25	-	180.25	zero	1-Apr-24
FHRS Re-rating Visit (on-line application)	150.00	3.00	154.50	-	154.50	zero	1-Apr-24
FHRS Re-rating Visit (posting application)	155.00	3.00	159.65	-	159.65	zero	1-Apr-24
Tattooist/Skin Piercing Rating Scheme Initial Visit & Training	117.65	3.00	121.20	-	121.20	zero	1-Apr-24
Tattooist/Skin Piercing Rating Scheme Revisit	58.85	3.00	60.60	-	60.60	zero	1-Apr-24
Tattooist/Skin Piercing Rating Scheme Annual Inspection	70.55	3.00	72.65	-	72.65	zero	1-Apr-24
Pre Licence/Registration/Permit Advisory Visit	74.15	3.00	76.35	-	76.35	zero	1-Apr-24
Data Protection Act Letters	50.00	3.00	51.50	-	51.50	zero	1-Apr-24
Hourly rate for business advice/guidance	35.00	3.00	36.05	-	36.05	zero	1-Apr-24

2023/24 Gross Fees £	% inc 3.0%	2024/25 Gross Fees	2024/25 Gross Fees £	Vat included in fee	2024/25 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
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HOUSING & DEVELOPMENT CONTROL

HOUSING

Grants

Disabled Facilities Grants Administration	1,140.00	3.00	1,174.20	1,174.20	195.70	978.50	20.00	1-Apr-24
Emergency Works	1,140.00	3.00	1,174.20	1,174.20	195.70	978.50	20.00	1-Apr-24
Heating Rebate	60.00	3.00	61.80	61.80	-	61.80	zero	1-Apr-24
Safe and Secure	268.50	3.00	276.56	276.55	46.09	230.46	20.00	1-Apr-24
Declutter and Clean	292.50	3.00	301.28	301.30	50.22	251.08	20.00	1-Apr-24
Home Replacement Grant	124.50	3.00	128.24	128.25	21.38	106.87	20.00	1-Apr-24
Relocation Grant	124.50	3.00	128.24	128.25	21.38	106.87	20.00	1-Apr-24

Immigration Act

Immigration Act Entry Clearance Inspection	83.00	3.00	85.49	85.50	14.25	71.25	20.00	1-Apr-24
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Enforcement Notices Under Housing Act 2004

Single Dwelling (cost based on staff time & surveys carried out)	Range between £200 and £470						zero	
House in Multiple Occupation (cost based on staff time & surveys carried out)	Range between £200 and £470						zero	

HMO Licensing

Payment Upon Application	519.00	3.00	534.57	535.00	89.17	445.83	20.00	1-Apr-24
Deduct 30% for licence holder accredited by GLAS	362.00	3.00	372.86	373.00	62.17	310.83	20.00	1-Apr-24
Payment Upon Granting the Licence	377.00	3.00	388.31	388.00	64.67	323.33	20.00	1-Apr-24
Deduct 30% for licence holder accredited by GLAS	264.00	3.00	271.92	272.00	45.33	226.67	20.00	1-Apr-24

Mobile Home Fit and Proper Person Assessment

Assessment	305.00	3.00	314.15	314.00	52.33	261.67	20.00	1-Apr-24
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Selective Licensing OnLine

New Application Fee

Upon Application	370.00	Fixed	370.00	370.00	-	370.00	zero	
Upon Granting the Licence	345.00	Fixed	345.00	345.00	-	345.00	zero	
Total	715.00	Fixed	715.00	715.00		715.00	zero	

Renewal/Additional Property Fee

Upon Application	340.00	Fixed	340.00	340.00		340.00	zero	
Upon Granting the Licence	301.00	Fixed	301.00	301.00		301.00	zero	
Total	641.00	Fixed	641.00	641.00		641.00	zero	

2023/24 Gross Fees £	% inc 3.0%	2024/25 Gross Fees	2024/25 Gross Fees £	Vat included in fee	2024/25 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
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Selective Licensing Paper

New Application Fee

Upon Application	405.00	Fixed	405.00	405.00	405.00	zero		
Upon Granting the Licence	345.00	Fixed	345.00	345.00	345.00	zero		
Total	750.00	Fixed	750.00	750.00	750.00	zero		

Renewal/Additional Property Fee

Upon Application	370.00	Fixed	370.00	370.00	370.00	zero		
Upon Granting the Licence	300.00	Fixed	300.00	300.00	300.00	zero		
Total	670.00	Fixed	670.00	670.00	670.00	zero		

Please note:

Accredited Landlords have a 30% reduction on the application and property fee.

There is a £100 reduction if complete within three months of the start of the designation.

£20 reduction for submitting completed applications online.

	2023/24 Gross Fees £	% inc 3.0%	2024/25 Gross Fees	2024/25 Gross Fees £	Vat included in fee	2024/25 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
PLANNING SERVICES									
Copying Charges									
Plotter Copies - Black & White									
A0	6.85	3.00	7.06	7.05	-	7.05	zero	1-Apr-24	
A1	5.55	3.00	5.72	5.70	-	5.70	zero	1-Apr-24	
A2	4.10	3.00	4.22	4.20	-	4.20	zero	1-Apr-24	
Plotter Copies - Colour									
A0	10.95	3.00	11.28	11.30	-	11.30	zero	1-Apr-24	
A1	8.30	3.00	8.55	8.55	-	8.55	zero	1-Apr-24	
A2	6.85	3.00	7.06	7.05	-	7.05	zero	1-Apr-24	
A3 & A4	1.65	3.00	1.70	1.70	-	1.70	zero	1-Apr-24	
A minimum handling charge of £1.50 is payable if documents are forwarded by post.									
Approval Notices & Habitation Certificates (per sheet)	0.10	3.00	0.10	0.10	-	0.10	zero	1-Apr-24	
Scanned copy of Decision Notice/S106	8.10	3.00	8.34	8.35	-	8.35	zero	1-Apr-24	
rounded to nearest £1									
Location Plans supplied under Ordnance Survey, Planning & Building Control Scheme (per set)	43.00	3.00	44.29	44.00	-	44.00	zero	1-Apr-24	
rounded to nearest £1									
Former Local Plan									
Burnley Local Plan Second Review	58.00	3.00	59.74	60.00	-	60.00	zero	1-Apr-24	
Set of Proposals Maps (4)	23.00	3.00	23.69	24.00	-	24.00	zero	1-Apr-24	
Current Planning Policy Documents (including drafts)									
Local Development Scheme	5.00	3.00	5.15	5.00	-	5.00	zero	1-Apr-24	
Annual Monitoring Report	22.00	3.00	22.66	23.00	-	23.00	zero	1-Apr-24	
SCI	FOC			FOC		FOC			
Burnley's Local Plan 2018 (all versions) (price each)	35.00	3.00	36.05	36.00	-	36.00	zero	1-Apr-24	
Set of Policies Maps (2)	22.00	3.00	22.66	23.00	-	23.00	zero	1-Apr-24	
Supplementary Planning Documents - SPDs & SPGs (price each)	11.00	3.00	11.33	11.00	-	11.00	zero	1-Apr-24	
Sustainability Appraisal (all versions) (price each)	79.00	3.00	81.37	81.00	-	81.00	zero	1-Apr-24	
Habitats Regulations Assessments (price each)	11.00	3.00	11.33	11.00	-	11.00	zero	1-Apr-24	
Sustainability Appraisal Scoping Report	22.00	3.00	22.66	23.00	-	23.00	zero	1-Apr-24	

	2023/24 Gross Fees £	% inc 3.0%	2024/25 Gross Fees	2024/25 Gross Fees £	Vat included in fee	2024/25 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
Associated Documents (A4 only)									
Sustainability Appraisal (all versions) (price each)	79.00	3.00	81.37	81.00	-	81.00	zero	1-Apr-24	
Habitats Regulations Assessments (price each)	11.00	3.00	11.33	11.00	-	11.00	zero	1-Apr-24	
Sustainability Appraisal Scoping Report	22.00	3.00	22.66	23.00	-	23.00	zero	1-Apr-24	
Retail & Leisure Study 2005 (price each)	218.00	3.00	224.54	225.00	-	225.00	zero	1-Apr-24	
Retail Office & Leisure Study 2013	57.00	3.00	58.71	59.00	-	59.00	zero	1-Apr-24	
Burnley Employment Land Study Demand Update 2014	22.00	3.00	22.66	23.00	-	23.00	zero	1-Apr-24	
Strategic Flood Risk (Level 1)	114.00	3.00	117.42	117.00	-	117.00	zero	1-Apr-24	
Burnley SHMA 2016	35.00	3.00	36.05	36.00	-	36.00	zero	1-Apr-24	
Burnley SHMA Update Nov 2018	15.00	3.00	15.45	15.00	-	15.00	zero	1-Apr-24	
Local Plan Viability Assessment 2017	35.00	3.00	36.05	36.00	-	36.00	zero	1-Apr-24	
Burnley & Pendle GTAA 2012	11.00	3.00	11.33	11.00	-	11.00	zero	1-Apr-24	
Burnley SHLAA - Report Only	35.00	3.00	36.05	36.00	-	36.00	zero	1-Apr-24	
Burnley SHLAA - Including Maps (A3 or above)	57.00	3.00	58.71	59.00	-	59.00	zero	1-Apr-24	
Other									
All Other Related Documents:									
Black & White - Price per side - A4	0.10	3.00	0.10	0.10	-	0.10	zero	1-Apr-24	
Black & White - Price per side - A3	0.20	3.00	0.21	0.20	-	0.20	zero	1-Apr-24	
Colour - Price per side - A4	0.20	3.00	0.21	0.20	-	0.20	zero	1-Apr-24	
Colour - Price per side - A3	0.55	3.00	0.57	0.55	-	0.55	zero	1-Apr-24	
Planning History Search (up to 2 entries)	11.00	3.00	11.33	11.00	-	11.00	zero	1-Apr-24	
Planning History Search (up to 4 entries)	23.00	3.00	23.69	24.00	-	24.00	zero	1-Apr-24	
Planning History Search (5 to 9 entries)	37.00	3.00	38.11	38.00	-	38.00	zero	1-Apr-24	
Planning History Search (10 plus entries)	48.00	3.00	49.44	49.00	-	49.00	zero	1-Apr-24	
Self & Custom Build Register									
Listing on register per year up to 3 years	110.00	3.00	113.30	113.00		113.00	zero	1-Apr-24	

Pre-Planning Application Fees

	2023/24 Gross Fees £	% inc 3.0%	2024/25 Gross Fees	2024/25 Gross Fees £	Vat included in fee	2024/25 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
Significant Major Development Proposal	1,200.00	-	1,200.00	1,200.00	200.00	1,000.00	20.00	1-Apr-24	
Further Meeting to above (or an hourly rate agreed in advance)	312.00	3.00	321.36	321.00	53.50	267.50	20.00	1-Apr-24	
Major Development Proposal	800.00	-	800.00	800.00	133.33	666.67	20.00	1-Apr-24	
Further Meeting to above (or an hourly rate agreed in advance)	156.00	3.00	160.68	161.00	26.83	134.17	20.00	1-Apr-24	
Minor Development Proposal	400.00	-	400.00	400.00	66.67	333.33	20.00	1-Apr-24	
Further Meeting to above (or an hourly rate agreed in advance)	77.00	3.00	79.31	79.00	13.17	65.83	20.00	1-Apr-24	
Householder Development Proposal (written advice only)	90.00	-	90.00	90.00	15.00	75.00	20.00	1-Apr-24	
Householder Development Proposal (with site visit)	135.00	-	135.00	135.00	22.50	112.50	20.00	1-Apr-24	
Other Development (adverts, trees, LBC, priors) Proposals (written advice)	100.00	-	100.00	100.00	16.67	83.33	20.00	1-Apr-24	
Other Development (adverts, trees, LBC, priors) Proposals (with site visit)	145.00	-	145.00	145.00	24.17	120.83	20.00	1-Apr-24	

PLANNING APPLICATION FEES (fees are set nationally with effect from 6th December)

OUTLINE APPLICATIONS - Erection of dwellinghouses

per 0.1 hectare for sites not more than 0.5 Hectares	578.00	external	578.00	578.00	-	578.00	zero	6-Dec-23	
per 0.1 hectare for sites between 0.5 hectares and 2.5 hectares	624.00	external	624.00	624.00	-	624.00	zero	6-Dec-23	
for sites more than 2.5 hectares	15,433.00	external	15,433.00	15,433.00	-	15,433.00	zero	6-Dec-23	
In addition, for each 0.1 hectare in excess of 2.5 hectares	186.00	external	186.00	186.00	-	186.00	zero	6-Dec-23	
subject to maximum total of £202,500									

OUTLINE APPLICATIONS - Erection of buildings (not dwellinghouses)

per 0.1 hectare for sites not more than 1 Hectares	578.00	external	578.00	578.00	-	578.00	zero	6-Dec-23	
per 0.1 hectare for sites between 1 hectares and 2.5 hectares	624.00	external	624.00	624.00	-	624.00	zero	6-Dec-23	
for sites more than 2.5 hectares	15,433.00	external	15,433.00	15,433.00	-	15,433.00	zero	6-Dec-23	
In addition, for each 0.1 hectare in excess of 2.5 hectares	186.00	external	186.00	186.00	-	186.00	zero	6-Dec-23	
subject to maximum total of £202,500									

HOUSEHOLDER APPLICATIONS

Alterations/extensions to a single dwelling including works within boundary	258.00	external	258.00	258.00	-	258.00	zero	6-Dec-23	
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FULL APPLICATIONS (and First Submissions of Reserved Matters)

Dwellings									
Alterations/extensions to two or more dwellings including works within boundaries	509.00	external	509.00	509.00	-	509.00	zero	6-Dec-23	
New dwellings (not more than 10), per dwelling	578.00	external	578.00	578.00	-	578.00	zero	6-Dec-23	
New dwellings (between 10 and 50)	624.00	external	624.00	624.00	-	624.00	zero	6-Dec-23	
New dwellings (more than 50)	30,860.00	external	30,860.00	30,860.00	-	30,860.00	zero	6-Dec-23	
In addition, for each dwelling house in excess of 50	186.00	external	186.00	186.00	-	186.00	zero	6-Dec-23	
subject to a maximum in total of £405,000									

Erection of Buildings (not dwellings, agricultural, glasshouses, plant or machinery)

Gross floor space to be created by the development:									
No increase or no more than 40m2	293.00	external	293.00	293.00	-	293.00	zero	6-Dec-23	

	2023/24 Gross Fees £	% inc 3.0%	2024/25 Gross Fees	2024/25 Gross Fees £	Vat included in fee	2024/25 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
More than 40m2 but no more than 1000m2 cost per 75sqm of part thereof	578.00	external	578.00	578.00	-	578.00	zero	6-Dec-23	
More than 1000m2 but no more than 3750m2, cost per each 75m2 or part thereof	624.00	external	624.00	624.00	-	624.00	zero	6-Dec-23	
More than 3750m2	30,680.00	external	30,680.00	30,680.00	-	30,680.00	zero	6-Dec-23	
in addition, for each 75m2 in excess of 3750m2	186.00	external	186.00	186.00	-	186.00	zero	6-Dec-23	
subject to a maximum in total of £405,000									
Erection of Buildings (on land used for agriculture purposes)									
Gross floor space to be created by the development:									
Not more than 465m2	120.00	external	120.00	120.00	-	120.00	zero	6-Dec-23	
More than 465m2 but not more than 540m2	578.00	external	578.00	578.00	-	578.00	zero	6-Dec-23	
More than 540m2 but not more than 1000m2, cost for first 540m2	578.00	external	578.00	578.00	-	578.00	zero	6-Dec-23	
In addition, for each 75m2 or part thereof in excess of 540m2	578.00	external	578.00	578.00	-	578.00	zero	6-Dec-23	
More than 1000sqm but not more than 4215 sqm	624.00	external	624.00	624.00	-	624.00	zero	6-Dec-23	
In addition, for each 75m2 or part thereof in excess of 1000m2	624.00	external	624.00	624.00	-	624.00	zero	6-Dec-23	
More than 4215m2	30,860.00	external	30,860.00	30,860.00	-	30,860.00	zero	6-Dec-23	
In addition, for each 75m2 in excess of 4215m2	186.00	external	186.00	186.00	-	186.00	zero	6-Dec-23	
subject to maximum total of £405,000									
Erection of Glasshouses (on land used for the purposes of agriculture)									
Gross floor space to be created by the development:									
Not more than 465m2	120.00	external	120.00	120.00	-	120.00	zero	6-Dec-23	
More than 462sqm but not more than 1000sqm	3,225.00	external	3,225.00	3,225.00	-	3,225.00	zero	6-Dec-23	
More than 1000m2	3,483.00	external	3,483.00	3,483.00	-	3,483.00	zero	6-Dec-23	
Erection, Alteration or Replacement of Plant and Machinery									
Site Area:									
No more than 1 hectares, cost per 0.1 hectare or part thereof	578.00	external	578.00	578.00	-	578.00	zero	6-Dec-23	
More than 1 hectare but not more than 5 hectares cost per 0.1 hectare or part thereof	624.00	external	624.00	624.00	-	624.00	zero	6-Dec-23	
More than 5 hectares	30,860.00	external	30,860.00	30,860.00	-	30,860.00	zero	6-Dec-23	
In addition, for each 0.1 hectare (or part thereof) in excess of 5 hectares	186.00	external	186.00	186.00	-	186.00	zero	6-Dec-23	
subject to a maximum in total of £405,000									
APPLICATIONS OTHER THAN BUILDING WORKS									
Car Parks, Service Roads or Other Accesses									
For existing uses	293.00	external	293.00	293.00	-	293.00	zero	6-Dec-23	
Waste (use of land for disposal of refuse or waste materials or deposit of material remaining after extraction or storage of minerals)									
Site area:									
No more than 15 hectares, cost per 0.1 hectare (or part thereof)	316.00	external	316.00	316.00	-	316.00	zero	6-Dec-23	
More than 15 hectares	47,161.00	external	47,161.00	47,161.00	-	47,161.00	zero	6-Dec-23	
in addition, for each 0.1 hectare (or part thereof) in excess of 15 hectares	186.00	external	186.00	186.00	-	186.00	zero	6-Dec-23	

	2023/24 Gross Fees £	% inc 3.0%	2024/25 Gross Fees	2024/25 Gross Fees £	Vat included in fee	2024/25 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
subject to a maximum in total of £105300			-	-	-	-	zero		
Operations Connected with Exploratory Drilling for Oil or Natural Gas									
Site area:									
No more than 7.5 hectares, cost per 0.1 hectares (or part thereof)	686.00	external	686.00	686.00	-	686.00	zero	6-Dec-23	
More than 7.5 hectares	51,395.00	external	51,395.00	51,395.00	-	51,395.00	zero	6-Dec-23	
In addition, for each 0.1 hectare (or part thereof) in excess of 7.5 hectares subject to a maximum in total of £405,000	204.00	external	204.00	204.00	-	204.00	zero	6-Dec-23	
Operations (other than exploratory drilling) for the winning and working of oil or natural gas									
Site area:									
No more than 15 hectares, cost per 0.1 hectare (or part thereof)	347.00	external	347.00	347.00	-	347.00	zero	6-Dec-23	
More than 15 hectares	52,002.00	external	52,002.00	52,002.00	-	52,002.00	zero	6-Dec-23	
In addition, for each 0.1 hectare (or part thereof) in excess of 15 hectares subject to a maximum in total of £105300	204.00	external	204.00	204.00	-	204.00	zero	6-Dec-23	
Other Operations (winning and working of minerals) excluding oil & natural gas									
Site area:									
No more than 15 hectares, cost per 0.1 hectare (or part thereof)	316.00	external	316.00	316.00	-	316.00	zero	6-Dec-23	
More than 15 hectares	47,161.00	external	47,161.00	47,161.00	-	47,161.00	zero	6-Dec-23	
In addition, for each 0.1 hectare (or part thereof) in excess of 15 hectares subject to a maximum total of £105300	186.00	external	186.00	186.00	-	186.00	zero	6-Dec-23	
Other Operations (not coming within any of the above categories)									
Any site area, per 0.1 hectare (or part thereof) subject to a maximum in total of £2,535	293.00	external	293.00	293.00	0.00	293.00	zero	6-Dec-23	
Lawful Development Certificate									
Existing use - in breach of a planning condition	same as full planning fee		same as full planning fee	same as full planning fee	0.00	same as full planning fee	zero	6-Dec-23	
Existing use - lawful not to comply with any particular condition or limitation	293.00	external	293.00	293.00	0.00	293.00	zero	6-Dec-23	
Proposed use or operation	half the normal planning fee	external	half the normal planning fee	half the normal planning fee	0.00	half the normal planning fee	zero	6-Dec-23	

	2023/24 Gross Fees £	% inc 3.0%	2024/25 Gross Fees	2024/25 Gross Fees £	Vat included in fee	2024/25 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
<u>PRIOR APPROVAL</u>									
Larger Home Extensions	120.00	external	120.00	120.00	0.00	120.00	zero	6-Dec-23	
Additional Storeys on a Home	120.00	external	120.00	120.00	0.00	120.00	zero	6-Dec-23	
Agricultural & forestry buildings & operations or demolition of buildings	120.00	external	120.00	120.00	0.00	120.00	zero	6-Dec-23	
Communications (previously referred to as Telecommunications Code Systems Operators)	578.00	external	578.00	578.00	0.00	578.00	zero	6-Dec-23	
Change of use from Commercial/Business/Service (Use Class E), or Betting Office or Pay Day Loan Shop to mixed use including up to two flats (Use Class C3)	120.00	external	120.00	120.00	0.00	120.00	zero	6-Dec-23	
Change of Use of a building and any land within its curtilage from Commercial/Business/Service (Use Class E), Hotels (Use Class C1), Residential Institutions (Use Class C2), Secure Residential Institutions (Use Class C2A) to a State Funded School	120.00	external	120.00	120.00	0.00	120.00	zero	6-Dec-23	
Change of Use of a building and any land within its curtilage from an agricultural building to state funded school	120.00	external	120.00	120.00	0.00	120.00	zero	6-Dec-23	
Change of Use of a building and any land within its curtilage from an agricultural building to a flexible commercial use within Commercial/Business/Service (Use Class E), Storage or Distribution (Use Class B8) or Hotels (Use Class C1)	125.00	external	125.00	125.00	0.00	125.00	zero	6-Dec-23	
Change of Use of a building and any land within its curtilage from Commercial /Business/Service (Use Class E) to Dwellinghouses (Use Class C3) per dwelling	120.00	external	120.00	120.00	0.00	120.00	zero	6-Dec-23	
Change of use of a building and any land within its curtilage from an agricultural building to dwellinghouses if it includes building operations associated with the change of use	258.00	external	258.00	258.00	0.00	258.00	zero	6-Dec-23	
Change of use of a building and any land within its curtilage from amusement arcades / centres and casinos to Dwellinghouses (Use Class C3) if it includes building operations associated with the change of use	258.00	external	258.00	258.00	0.00	258.00	zero	6-Dec-23	
Temporary use of buildings or land for the purpose of commercial film making and the associated temporary structures, works, plant or machinery required in connection with that use	120.00	external	120.00	120.00	0.00	120.00	zero	6-Dec-23	
Provision of temporary school buildings on vacant commercial land and the use of that land as a state funded school for up to 3 academic years.	120.00	external	120.00	120.00	0.00	120.00	zero	6-Dec-23	
Development consisting of the erection or construction of a collection facility within the curtilage of a shop	120.00	external	120.00	120.00	0.00	120.00	zero	6-Dec-23	
Installation Alteration or replacement of other Solar Photovoltaics (PV) equipment on the roofs of non-domestic buildings up to a capacity of 1 megawatt	120.00	external	120.00	120.00	0.00	120.00	zero	6-Dec-23	
Erection, extension or alteration of a university building	120.00	external	120.00	120.00	0.00	120.00	zero	6-Dec-23	
Moveable structure within the curtilage of a historic visitor attraction, or listed pub / restaurant etc	120.00	external	120.00	120.00	0.00	120.00	zero	6-Dec-23	

	2023/24 Gross Fees £	% inc 3.0%	2024/25 Gross Fees	2024/25 Gross Fees £	Vat included in fee	2024/25 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
Erection, extension or alteration on a closed defence site by or on behalf of the crown of single living accomodation and / or non-residential buildings.	120.00	external	120.00	120.00	0.00	120.00	zero	6-Dec-23	
Construction of new Dwelling houses	418.00	external	418.00	418.00	0.00	418.00	zero	6-Dec-23	
Not more than 10 dwellinghouses	451.00	external	451.00	451.00	0.00	451.00	zero	6-Dec-23	
more than 10but not more than 50 dwellinghouses	22,309.00	external	22,309.00	22,309.00	0.00	22,309.00	zero	6-Dec-23	
More than 50 dwellinghouses									
In addition, for each dwelling house in excess of 50 subject to a maximum fee of £405,000	135.00	external	135.00	135.00	0.00	135.00	zero	6-Dec-23	
<u>RESERVED MATTERS</u>									
Application for approval of reserved matters following outline approval - amount due if full fee not already paid	578.00	external	578.00	578.00	0.00	578.00	zero	6-Dec-23	
<u>APPROVAL/VARIATION/DISCHARGE OF CONDITION</u>									
Application for removal of variation of a condition following grant of planning permission	293.00	external	293.00	293.00	0.00	293.00	zero	6-Dec-23	
Request for confirmation that one or more planning conditions have been complied with:									
Per request per Householder	43.00	external	43.00	43.00	0.00	43.00	zero	6-Dec-23	
Per request otherwise	145.00	external	145.00	145.00	0.00	145.00	zero	6-Dec-23	
<u>CHANGE OF USE</u>									
Change of use of a building to use as one or more separate dwelling houses									
Per dwelling up to 10 dwellings	578.00	external	578.00	578.00	0.00	578.00	zero	6-Dec-23	
More than 10 but not more than 50 dwellings	624.00	external	624.00	624.00	0.00	624.00	zero	6-Dec-23	
More than 50 dwellings	30,860.00	external	30,860.00	30,860.00	0.00	30,860.00	zero	6-Dec-23	
in addition, for each dwelling house in excess of 50 dwelling houses subject to a maximum in total of £300,000	186.00	external	186.00	186.00	0.00	186.00	zero	6-Dec-23	
Other changes of use									
Building or land	578.00	external	578.00	578.00	0.00	578.00	zero	6-Dec-23	
<u>ADVERTISING</u>									
Relating to the business on the premises	165.00	external	165.00	165.00	0.00	165.00	zero	6-Dec-23	
Advance signs which are not situated on or visible from the site, directing the public to a business	165.00	external	165.00	165.00	0.00	165.00	zero	6-Dec-23	
Other advertisements	578.00	external	578.00	578.00	0.00	578.00	zero	6-Dec-23	
<u>APPLICATION FOR A NON-MATERIAL AMENDMENT FOLLOWING A GRANT OF A PLANNING PERMISSION</u>									

2023/24 Gross Fees £	% inc 3.0%	2024/25 Gross Fees	2024/25 Gross Fees £	Vat included in fee	2024/25 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
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Application in respect of:
 Householder development
 Other development

43.00	external	43.00	43.00	0.00	43.00	zero	6-Dec-23	
293.00	external	293.00	293.00	0.00	293.00	zero	6-Dec-23	

PERMISSION IN PRINCIPLE

Site area per 0.1 hectare

503.00	external	503.00	503.00	0.00	503.00	zero	6-Dec-23	
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BUILDING REGULATION FEES (effective from 1st January 2023)

TABLE A - STANDARD CHARGES FOR NEW HOUSES

Plan Charge

No. of dwellings:

1	273.00	3.00	281.19	282.00	47.00	235.00	20.00	1-Apr-24
	374.00	3.00	385.22	386.00	64.33	321.67	20.00	1-Apr-24
	492.00	3.00	506.76	507.00	84.50	422.50	20.00	1-Apr-24
	609.00	3.00	627.27	628.00	104.67	523.33	20.00	1-Apr-24
	736.00	3.00	758.08	759.00	126.50	632.50	20.00	1-Apr-24

2023/24 Gross Fees £	% inc 3.0%	2024/25 Gross Fees	2024/25 Gross Fees £	Vat included in fee	2024/25 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
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Inspection Charge

No. of dwellings:

1		720.00	3.00	741.60	742.00	123.67	618.33	20.00	1-Apr-24
2		995.00	3.00	1,024.85	1,025.00	170.83	854.17	20.00	1-Apr-24
3		1,264.00	3.00	1,301.92	1,302.00	217.00	1,085.00	20.00	1-Apr-24
4		1,458.00	3.00	1,501.74	1,502.00	250.33	1,251.67	20.00	1-Apr-24
5		1,614.00	3.00	1,662.42	1,663.00	277.17	1,385.83	20.00	1-Apr-24

Building Notice Charge

No. of dwellings:

1		1,190.00	3.00	1,225.70	1,226.00	204.33	1,021.67	20.00	1-Apr-24
2		1,638.00	3.00	1,687.14	1,688.00	281.33	1,406.67	20.00	1-Apr-24
3		2,100.00	3.00	2,163.00	2,163.00	360.50	1,802.50	20.00	1-Apr-24
4		2,478.00	3.00	2,552.34	2,553.00	425.50	2,127.50	20.00	1-Apr-24
5		2,816.00	3.00	2,900.48	2,901.00	483.50	2,417.50	20.00	1-Apr-24

Note

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

2023/24 Gross Fees £	% inc 3.0%	2024/25 Gross Fees	2024/25 Gross Fees £	Vat included in fee	2024/25 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
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TABLE B - STANDARD CHARGES FOR CERTAIN SMALL BUILDINGS, EXTENSIONS AND ALTERATIONS

CATEGORY 1 - Extensions to dwellings

Plan Charge

Extension(s) - Internal floor area not exceeding 6m ²	471.00	3.00	485.13	486.00	81.00	405.00	20.00	1-Apr-24
Internal floor area over 6m ² but not exceeding 40m ²	205.00	3.00	211.15	211.00	35.17	175.83	20.00	1-Apr-24
Internal floor area over 40m ² but not exceeding 60m ²	205.00	3.00	211.15	211.00	35.17	175.83	20.00	1-Apr-24
Internal floor area over 60m ² but not exceeding 80m ²	205.00	3.00	211.15	211.00	35.17	175.83	20.00	1-Apr-24

Inspection Charge

Extension(s) - Internal floor area not exceeding 6m ²	Included in Plan Charge							
Internal floor area over 6m ² but not exceeding 40m ²	413.00	3.00	425.39	426.00	71.00	355.00	20.00	1-Apr-24
Internal floor area over 40m ² but not exceeding 60m ²	601.00	3.00	619.03	620.00	103.33	516.67	20.00	1-Apr-24
Internal floor area over 60m ² but not exceeding 80m ²	846.00	3.00	871.38	872.00	145.33	726.67	20.00	1-Apr-24

Building Notice Charge

Extension(s) - Internal floor area not exceeding 6m ²	565.00	3.00	581.95	582.00	97.00	485.00	20.00	1-Apr-24
Internal floor area over 6m ² but not exceeding 40m ²	741.00	3.00	763.23	764.00	127.33	636.67	20.00	1-Apr-24
Internal floor area over 40m ² but not exceeding 60m ²	967.00	3.00	996.01	997.00	166.17	830.83	20.00	1-Apr-24
Internal floor area over 60m ² but not exceeding 80m ²	1,262.00	3.00	1,299.86	1,300.00	216.67	1,083.33	20.00	1-Apr-24

CATEGORY 2 - Garages & Carports

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

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

Plan Charge	330.00	3.00	339.90	340.00	56.67	283.33	20.00	1-Apr-24
Inspection Charge	Included in Plan Charge							
Building Notice Charge	398.00	3.00	409.94	410.00	68.33	341.67	20.00	1-Apr-24

Where the garage extension exceeds a floor area of 40m² but does not exceed 60m²

Plan Charge	471.00	3.00	485.13	486.00	81.00	405.00	20.00	1-Apr-24
Inspection Charge	Included in Plan Charge							
Building Notice Charge	565.00	3.00	581.95	582.00	97.00	485.00	20.00	1-Apr-24

2023/24 Gross Fees £	% inc 3.0%	2024/25 Gross Fees	2024/25 Gross Fees £	Vat included in fee	2024/25 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
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CATEGORY 3 - Garage Conversions

The conversion, in part or full, of an attached domestic garage to an existing dwelling into a habitable room.

Plan Charge	322.00	3.00	331.66	332.00	55.33	276.67	20.00	1-Apr-24
Inspection Charge	Included in Plan Charge							
Building Notice Charge	385.00	3.00	396.55	397.00	66.17	330.83	20.00	1-Apr-24

CATEGORY 4 - Loft Conversions & Dormers

Formation of a room(s) in an existing roof space, including means of access thereto.

Fees for lofts greater than 40m² are to be based on the cost of the work, subject to an agreed minimum plan charge.

Without a dormer but not exceeding 40m² in floor area*

Plan Charge	471.00	3.00	485.13	486.00	81.00	405.00	20.00	1-Apr-24
Inspection Charge	Included in Plan Charge							
Building Notice Charge	565.00	3.00	581.95	582.00	97.00	485.00	20.00	1-Apr-24

With a dormer but not exceeding 40m² in floor area*

Plan Charge	208.00	3.00	214.24	215.00	35.83	179.17	20.00	1-Apr-24
Inspection Charge	413.00	3.00	425.39	426.00	71.00	355.00	20.00	1-Apr-24
Building Notice Charge	741.00	3.00	763.23	764.00	127.33	636.67	20.00	1-Apr-24

Note

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

2023/24 Gross Fees £	% inc 3.0%	2024/25 Gross Fees	2024/25 Gross Fees £	Vat included in fee	2024/25 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
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TABLE C - STANDARD CHARGES FOR DOMESTIC ALTERATIONS

CATEGORY 1 - Installation of replacement windows and doors*

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

Plan Charge	139.00	3.00	143.17	144.00	24.00	120.00	20.00	1-Apr-24
Inspection Charge	Included in Plan Charge							
Building Notice Charge	139.00	3.00	143.17	144.00	24.00	120.00	20.00	1-Apr-24

CATEGORY 2 - Controlled Electrical work*

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

Plan Charge	242.00	3.00	249.26	250.00	41.67	208.33	20.00	1-Apr-24
Inspection Charge	Included in Plan Charge							
Building Notice Charge	242.00	3.00	249.26	250.00	41.67	208.33	20.00	1-Apr-24

CATEGORY 3 - Renovation of a Single Thermal Element

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

Plan Charge	173.00	3.00	178.19	179.00	29.83	149.17	20.00	1-Apr-24
Inspection Charge	Included in Plan Charge							
Building Notice Charge	173.00	3.00	178.19	179.00	29.83	149.17	20.00	1-Apr-24

CATEGORY 4 - Heating Appliance Installation*

Where work relates to installation of a multi-fuel heating appliance including associated flue liner/chimney and hearth to which Part J applies, and to a single dwelling by a person not registered under a Government scheme, the following charges will be applied

Plan Charge	322.00	3.00	331.66	332.00	55.33	276.67	20.00	1-Apr-24
Inspection Charge	Included in Plan Charge							
Building Notice Charge	322.00	3.00	331.66	332.00	55.33	276.67	20.00	1-Apr-24

CATEGORY 5 - Removal or partial removal of chimney breast(s) within a dwelling

Plan Charge	270.00	3.00	278.10	279.00	46.50	232.50	20.00	1-Apr-24
Inspection Charge	Included in Plan Charge							
Building Notice Charge	270.00	3.00	278.10	279.00	46.50	232.50	20.00	

2023/24 Gross Fees £	% inc 3.0%	2024/25 Gross Fees	2024/25 Gross Fees £	Vat included in fee	2024/25 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
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CATEGORY 6 - Removal of wall and insertion of 1 or 2 steel beams up to a maximum

span of 4 metres

Plan Charge

270.00 3.00 278.10 279.00 46.50 232.50 20.00 1-Apr-24

Inspection Charge

Included in Plan Charge

Building Notice Charge

270.00 3.00 278.10 279.00 46.50 232.50 20.00 1-Apr-24

Note

- * Not carried out and registered under by a Competent Person Scheme
- Unless otherwise agreed, schemes exceeding one year in duration may be subject to an additional charge.
If multiple items of listed work are proposed, as in Table C above, then a 25% discount can be applied for the second listed item only; if three or more listed items are proposed then please refer to Table E (subject to a minimum plan charge equal to a minimum build cost of 10,001)

TABLE D - OTHER NON-DOMESTIC WORK : EXTENSIONS AND NEW BUILD & THERMAL IMPROVEMENTS

CATEGORY 1 - Extension(s) - Internal floor area not exceeding 6m²

Plan Charge

471.00 3.00 485.13 486.00 81.00 405.00 20.00 1-Apr-24

Inspection Charge

Included in Plan Charge

Building Notice Charge

Not applicable

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

Plan Charge

208.00 3.00 214.24 215.00 35.83 179.17 20.00 1-Apr-24

Inspection Charge

413.00 3.00 425.39 426.00 71.00 355.00 20.00 1-Apr-24

Building Notice Charge

Not applicable

CATEGORY 3 - Internal floor area over 40m² but not exceeding 80m²

Plan Charge

208.00 3.00 214.24 215.00 35.83 179.17 20.00 1-Apr-24

Inspection Charge

601.00 3.00 619.03 620.00 103.33 516.67 20.00 1-Apr-24

Building Notice Charge

Not applicable

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

Plan Charge

250.00 3.00 257.50 258.00 43.00 215.00 20.00 1-Apr-24

Inspection Charge

Included in Plan Charge

Building Notice Charge

Not applicable

2023/24 Gross Fees £	% inc 3.0%	2024/25 Gross Fees	2024/25 Gross Fees £	Vat included in fee	2024/25 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
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CATEGORY 5 - Replacement of non-domestic windows*, not exceeding 20

Plan Charge	185.00	3.00	190.55	191.00	31.83	125.00	20.00	1-Apr-24
Inspection Charge	Included in Plan Charge							
Building Notice Charge	Not applicable							

Note

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

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

(Excludes individually determined charges)

Plan Charge

Estimated Cost

Up to £0 - £2,000	270.00	3.00	278.10	279.00	46.50	232.50	20.00	1-Apr-24
£2,001 - £5,000	322.00	3.00	331.66	332.00	55.33	276.67	20.00	1-Apr-24
£5,001 - £7,000	347.00	3.00	357.41	358.00	59.67	298.33	20.00	1-Apr-24
£7,001 - £10,000	366.00	3.00	376.98	377.00	62.83	314.17	20.00	1-Apr-24
£10,001 - £20,000	119.00	3.00	122.57	123.00	20.50	102.50	20.00	1-Apr-24
£20,001 - £30,000	140.00	3.00	144.20	145.00	24.17	120.83	20.00	1-Apr-24
£30,001 - £40,000	178.00	3.00	183.34	184.00	30.67	153.33	20.00	1-Apr-24
£40,001 - £50,000	220.00	3.00	226.60	227.00	37.83	189.17	20.00	1-Apr-24
£50,001 - £75,000	270.00	3.00	278.10	279.00	46.50	232.50	20.00	1-Apr-24
£75,001 - £100,000*	347.00	3.00	357.41	358.00	59.67	298.33	20.00	1-Apr-24

2023/24 Gross Fees £	% inc 3.0%	2024/25 Gross Fees	2024/25 Gross Fees £	Vat included in fee	2024/25 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
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Inspection Charge

Estimated Cost

from £0 - £2,000

£2,001 - £5,000

£5,001 - £7,000

£7,001 - £10,000

£10,001 - £20,000

£20,001 - £30,000

£30,001 - £40,000

£40,001 - £50,000

£50,001 - £75,000

£75,000 - £100,000*

Included in Plan Charge

Included in Plan Charge

Included in Plan Charge

Included in Plan Charge

366.00	3.00	376.98	377.00	62.83	314.17	20.00	1-Apr-24	
486.00	3.00	500.58	501.00	83.50	417.50	20.00	1-Apr-24	
567.00	3.00	584.01	585.00	97.50	487.50	20.00	1-Apr-24	
656.00	3.00	675.68	676.00	112.67	563.33	20.00	1-Apr-24	
808.00	3.00	832.24	833.00	138.83	694.17	20.00	1-Apr-24	
1,030.00	3.00	1,060.90	1,061.00	176.83	884.17	20.00	1-Apr-24	

Building Notice Charge

Estimated Cost

from £0 - £2,000

£2,001 - £5,000

£5,001 - £7,000

£7,001 - £10,000

£10,001 - £20,000

£20,001 - £30,000

£30,001 - £40,000

£40,001 - £50,000

£50,001 - £75,000

£75,000 - £100,000*

323.00	3.00	332.69	333.00	55.50	277.50	20.00	1-Apr-24	
385.00	3.00	396.55	397.00	66.17	330.83	20.00	1-Apr-24	
414.00	3.00	426.42	427.00	71.17	355.83	20.00	1-Apr-24	
438.00	3.00	451.14	452.00	75.33	376.67	20.00	1-Apr-24	
579.00	3.00	596.37	597.00	99.50	497.50	20.00	1-Apr-24	
747.00	3.00	769.41	770.00	128.33	641.67	20.00	1-Apr-24	
887.00	3.00	913.61	914.00	152.33	761.67	20.00	1-Apr-24	
1,047.00	3.00	1,078.41	1,079.00	179.83	899.17	20.00	1-Apr-24	
1,287.00	3.00	1,325.61	1,326.00	221.00	1,105.00	20.00	1-Apr-24	
1,647.00	3.00	1,696.41	1,697.00	282.83	1,414.17	20.00	1-Apr-24	

Note

- *Where cost exceeds £100,000 the charge is individually determined.
- Unless otherwise agreed, schemes exceeding one year in duration may be subject to an additional charge.
- In respect of domestic work the above charges are on the basis that any controlled electrical work is carried out by a person who is a member of a registered Competent Person scheme. If this is not the case an additional charge will apply, see Table C

TABLE F - DEMOLITION CHARGE

Application to demolish existing property under Section 80 of the Building Act 1984 and issuing the counter notice under Section 81 of the Building Act 1984

228.00	3.00	234.84	235.00	0.00	235.00	zero	1-Apr-24	
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2023/24 Gross Fees £	% inc 3.0%	2024/25 Gross Fees	2024/25 Gross Fees £	Vat included in fee	2024/25 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
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TABLE G - OTHER CHARGES

CATEGORY 1 - Copy of Completion certificates	33.00	3.00	33.99	34.00	5.67	28.33	20.00	1-Apr-24
CATEGORY 2 - Copy Decision Notices	33.00	3.00	33.99	34.00	5.67	28.33	20.00	1-Apr-24
CATEGORY 3 - Re-opening of Archived applications that have been dormant for 2 years or more Charge per hour subject to a minimum charge of £93.00	93.00	3.00	95.79	96.00	16.00	80.00	20.00	1-Apr-24
CATEGORY 4 - Withdrawal of an application and any associated changes Charge per hour subject to a minimum charge of £93.00	93.00	3.00	95.79	96.00	16.00	80.00	20.00	1-Apr-24
CATEGORY 5 - Building Regulations Confirmation letter Charge per hour subject to a minimum charge of £93.00	93.00	3.00	95.79	96.00	16.00	80.00	20.00	1-Apr-24
CATEGORY 6 - Supply of non-standard data and information, including responding to Solicitor enquiries Charge per hour subject to a minimum charge of £93.00	93.00	3.00	95.79	96.00	16.00	80.00	20.00	1-Apr-24

2023/24 Gross Fees £	% inc 3.0%	2024/25 Gross Fees	2024/25 Gross Fees £	Vat included in fee	2024/25 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
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Note

- Where a **'Full Plans'** application is made, in most cases a plan charge is payable at the time of application and an invoice for the inspection charge will be sent following the first inspection on site.
- For a **'Regularisation'** application (related to unauthorised work) fees are individually determined but will be subject to a minimum of 150% of the associated net charge(s).
No Vat is payable on a Regularisation Charge.
- Charges in **Table E** are based upon an estimated cost, which means a reasonable estimate (excluding Vat) that would be charged for carrying out all the work, by a professional contractor.
No reductions are made for DIY proposals.
- When it is intended to carry out **additional work** on a dwelling at the same time as any work in **Table B** then the charge for this additional work may be discounted by 25%, subject to a maximum estimated cost of £20,000.
- When it is intended to carry out more than one extension to a dwelling, the areas of the extensions may be aggregated in determining a total internal floor area to which the fee may then be applied.
Please note however, the area of loft conversions or garage conversions may not be aggregated to an extension but a 25% discount can be applied.
- For work that is an electrical installation only, such as rewiring, use **Table C**.
All other installation work should be included in the overall charges.
- For a **"Reversion"** application fees are individually determined.
Please contact your local Pennine Lancashire Building Control Office for further details.
- For applications that are due to **start on site immediately**, both Plan Fee and Inspection Fee are payable when submitting the application.
Please be advised that if you commence works prior to receiving Building Regulations approval, you do so at your own risk.
- For current and active Local Authority Building Control Partnership customer fees will be individually determined.
- Costs cannot be discounted across separate applications

	2023/24 Gross Fees £	% inc 3.0%	2024/25 Gross Fees	2024/25 Gross Fees £	Vat included in fee	2024/25 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
MARKETS									
Deposit for new tenants taking a unit in the Market	215.00	3.00	221.45	222.00	37.00	185.00	20.00	1-Apr-24	
Hourly charge for additional opening outside of normal hours for trader access	66.00	3.00	67.98	68.00	11.33	56.67	20.00	1-Apr-24	
Lease preparation fee	258.00	3.00	265.74	266.00	44.33	221.67	20.00	1-Apr-24	
New product line addition to existing user clause to include deed of variation costs.	322.00	3.00	331.66	332.00	55.33	276.67	20.00	1-Apr-24	
Call put to an alarm activation resulting from Traders unit/action plus alarm call out costs.	33.00	3.00	33.99	34.00	5.67	28.33	20.00	1-Apr-24	
Electricity recharge late payment fee per week o/s to cover cost of reminders for payment	14.00	3.00	14.42	15.00	2.50	12.50	20.00	1-Apr-24	
Provision of payment schedule for disputed rent – repayable if a rent error made.	27.00	3.00	27.81	28.00	4.67	23.33	20.00	1-Apr-24	
Per Copy of Rent invoice required	8.00	3.00	8.24	9.00	1.50	7.50	20.00	1-Apr-24	
Represented cheque or Direct Debit payment refused by bankers	20.00	3.00	20.60	21.00	3.50	17.50	20.00	1-Apr-24	
Assignment of lease with existing user clause to cover council's legal costs in preparation of deed and to reflect element of value of assignment to existing trader selling on their business	258.00	3.00	265.74	266.00	44.33	221.67	20.00	1-Apr-24	
Assignment of lease as above but with additional and or change of user clause.	322.00	3.00	331.66	332.00	55.33	276.67	20.00	1-Apr-24	
Per letter relating to breaches of Market Regulations	27.00	3.00	27.81	28.00	4.67	23.33	20.00	1-Apr-24	
Per day breach of user clause to reflect unfair trading advantage gained by selling of unauthorised product.	27.00	3.00	27.81	28.00	4.67	23.33	20.00	1-Apr-24	
Penalty Fee per hour in relation to arriving late to open and or leaving early to close. (Funds to be paid into Advertising fund).	33.00	3.00	33.99	34.00	5.67	28.33	20.00	1-Apr-24	
Non-attendance on Designated Market Days and/or Christmas Sundays and Late Night Thursdays. (Funds to be paid into Advertising fund).	130.00	3.00	133.90	134.00	22.33	111.67	20.00	1-Apr-24	
Remedy of breach and withdrawal of court action by the Council after court action has been scheduled.	322.00	3.00	331.66	332.00	55.33	276.67	20.00	1-Apr-24	

	2023/24 Gross Fees £	% inc 3.0%	2024/25 Gross Fees	2024/25 Gross Fees £	Vat included in fee	2024/25 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
RESOURCES									
REVENUES & BENEFITS									
LOCAL TAXATION									
Council Tax Summons	75.00	3.00	77.25	77.00	-	77.00	zero	1-Apr-24	
Council Tax Liability Order	20.00	3.00	20.60	21.00	-	21.00	zero	1-Apr-24	
NNDR Summons	105.00	3.00	108.15	108.00	-	108.00	zero	1-Apr-24	
NNDR Liability Order	20.00	3.00	20.60	21.00	-	21.00	zero	1-Apr-24	
LEGAL & DEMOCRATIC SERVICES									
LEGAL FEES									
Note 1. Vat is chargeable on the fees if vat is payable on the consideration or rent.									
* These fees may be charged at a higher level in accordance with, for example, the work involved in more complex cases.									
Rounded to nearest £5									
Disposals									
Sale of Garden plot	315.00	3.00	324.45	325.00	-	325.00	see note 1	1-Apr-24	
Sale of any other land	650.00	3.00	669.50	670.00	-	670.00	see note 1	1-Apr-24	
Small Scale Building Licence	650.00	3.00	669.50	670.00	-	670.00	see note 1	1-Apr-24	
Building Licence	1,520.00	3.00	1,565.60	1,565.00	-	1,565.00	see note 1	1-Apr-24	
Sealing of documents	70.00	3.00	72.10	70.00	-	70.00	see note 1	1-Apr-24	
Landlord & Tenant									
Contracted out' short term lease/licences	650.00	3.00	669.50	670.00	-	670.00	see note 1	1-Apr-24	
Longer term business lease	1,085.00	3.00	1,117.55	1,120.00	-	1,120.00	see note 1	1-Apr-24	
Underlease - Brunshaw / Anglesey	545.00	3.00	561.35	560.00	-	560.00	see note 1	1-Apr-24	
Licence to Assign	450.00	3.00	463.50	465.00	-	465.00	see note 1	1-Apr-24	
Licence for Alterations	450.00	3.00	463.50	465.00	-	465.00	see note 1	1-Apr-24	
Licence for Change of Use	450.00	3.00	463.50	465.00	-	465.00	see note 1	1-Apr-24	
Licence to Assign (combined with licence for alterations / change of use)	755.00	3.00	777.65	780.00	-	780.00	see note 1	1-Apr-24	
Licence to Underlet	755.00	3.00	777.65	780.00	-	780.00	see note 1	1-Apr-24	
Licence to Underlet (combined with licence for alterations / change of use)	1,085.00	3.00	1,117.55	1,120.00	-	1,120.00	see note 1	1-Apr-24	
Surrenders	450.00	3.00	463.50	465.00	-	465.00	see note 1	1-Apr-24	
Letter of consent to assign (long leaseholds at nominal rent)	74.00-184.00	3.00		74.00-184.00	-	70.00-175.00	see note 1	1-Apr-24	
Registration of Assignment or Underlease	70.00	3.00	72.10	70.00	-	70.00	see note 1	1-Apr-24	
Grant of Easements or Rights	460.00	3.00	473.80	475.00	-	475.00	see note 1	1-Apr-24	
Deed of Variation	460.00	3.00	473.80	475.00	-	475.00	see note 1	1-Apr-24	

	2023/24 Gross Fees £	% inc 3.0%	2024/25 Gross Fees	2024/25 Gross Fees £	Vat included in fee	2024/25 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
Planning									
Section 106 Agreements (minimum charge)	635.00	3.00	654.05	655.00	-	655.00	o/s scope	1-Apr-24	
Mortgages									
Vacating Receipts									Mortgage scheme no longer provided
Notice of Charge									Mortgage scheme no longer provided
Mortgage Questionnaire									Mortgage scheme no longer provided
Miscellaneous									
Copy Documents - per A4 sheet (minimum £10)	0.50	3.00	0.52	0.50	-	0.50	see note 1	1-Apr-24	
Land Charges									
Note: CON29 elements of Land Charges are now vatable at the standard rate									
LLC1	20.90	-	no longer applicable						
CON29R	155.10	-	155.10	155.10	25.85	129.25	standard	1-Apr-24	
Local Search (LLC1 + CON29R)	176.00	-	no longer applicable						
Each Additional Parcel of Land	27.50	-	27.50	27.50	4.58	22.92	standard	1-Apr-24	
Each Optional CON29O Enquiry (Q5 - 20)	5.50	-	5.50	5.50	0.92	4.58	standard	1-Apr-24	
Each Optional CON29O Enquiry (Q4 Q21 & Q22)	38.50	-	38.50	38.50	6.42	32.08	standard	1-Apr-24	
Each Additional Enquiry	34.10	-	34.10	34.10	5.68	28.42	standard	1-Apr-24	
ROOM HIRE									
Burnley Town Hall - Room Hire									
Meetings									
Mornings - 8am to 1pm	104.00	3.00	107.12	107.10	-	107.10	zero	1-Apr-24	
Afternoon - 1pm to 6pm	104.00	3.00	107.12	107.10	-	107.10	zero	1-Apr-24	
Evening - 6pm to 10pm	104.00	3.00	107.12	107.10	-	107.10	zero	1-Apr-24	

2023/24 Gross Fees £	% inc 3.0%	2024/25 Gross Fees	2024/25 Gross Fees £	Vat included in fee	2024/25 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
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Others

Mornings - 8am to 1pm	104.00	3.00	107.12	107.10	-	107.10	zero	1-Apr-24
Afternoon - 1pm to 6pm	104.00	3.00	107.12	107.10	-	107.10	zero	1-Apr-24
Evening - 6pm to 10pm	104.00	3.00	107.12	107.10	-	107.10	zero	1-Apr-24

Parker Lane - Room Hire

Mornings - 8am to 1pm	104.00	3.00	107.12	107.10	-	107.10	zero	1-Apr-24
Afternoon - 1pm to 6pm	104.00	3.00	107.12	107.10	-	107.10	zero	1-Apr-24
Evening - 6pm to 10pm	104.00	3.00	107.12	107.10	-	107.10	zero	1-Apr-24

FINANCE & PROPERTY SERVICES

PROPERTY TEAM

GARAGE SITES

Note : 3 months notice is required to increase rents for garage sites & garden plots

Per plot, per annum	89.60	3.00	92.29	92.30	15.38	76.92	20.00	1-Apr-24
Concession for registered disabled	10.00	3.00	10.30	10.30	1.72	8.58	20.00	1-Apr-24

GARDEN PLOTS

Per square yard, per annum	0.7683	3.00	0.7900	0.7913	-	0.79	zero	1-Apr-24
Admin fee for setting up of new tenancy agreements	56.45	3.00	58.14	58.15	9.69	48.46	20.00	1-Apr-24

Note : The rents of garage sites & garden plots are only being reviewed and increased every 3 years due to the administrative cost of writing to inform tenants.

The last review was undertaken during 2021/22 of appropriate market rentals.

PROPERTY SURVEYOR FEES

These fees/charges are for general guidance.

These fees may be negotiated at higher level in accordance with the work involved in more complex cases.

Note 1 - Vat is not chargeable on the fees/charges unless VAT is payable on the consideration or rent.

Disposals

Sale of Garden plot	259.90	3.00	267.70	267.70	-	267.70	see note 1	1-Apr-24
Sale of any other land (minimum charge or 1% of sale price whichever is higher)	431.30	3.00	444.24	444.25	-	444.25	see note 1	1-Apr-24
Building Licence (minimum charge but depending on size/complexity)	862.70	3.00	888.58	888.60	-	888.60	see note 1	1-Apr-24
Freehold Reversion	259.90	3.00	267.70	267.70	-	267.70	see note 1	1-Apr-24

Landlord & Tenant

Contracted out short term lease	302.20	3.00	311.27	311.25	-	311.25	see note 1	1-Apr-24
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	2023/24 Gross Fees £	% inc 3.0%	2024/25 Gross Fees	2024/25 Gross Fees £	Vat included in fee	2024/25 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
Longer term business lease	431.30	3.00	444.24	444.25	-	444.25	see note 1	1-Apr-24	
Grant of Garden Tenancy	47.80	3.00	49.23	49.25	-	49.25	see note 1	1-Apr-24	
Service of Notices on Garden Tenancies	40.75	3.00	41.97	41.95	-	41.95	see note 1	1-Apr-24	
Underlease - Brunshaw / Anglesey	302.20	3.00	311.27	311.25	-	311.25	see note 1	1-Apr-24	
Renewal Lease	302.20	3.00	311.27	311.25	-	311.25	see note 1	1-Apr-24	
Licence to Assign	286.65	3.00	295.25	295.25	-	295.25	see note 1	1-Apr-24	
Licence for Alterations	344.30	3.00	354.63	354.65	-	354.65	see note 1	1-Apr-24	
Licence for Change of Use	302.20	3.00	311.27	311.25	-	311.25	see note 1	1-Apr-24	
Licence to Assign (combined with licence for alterations/change of use)	431.30	3.00	444.24	444.25	-	444.25	see note 1	1-Apr-24	
Licence to Underlet	344.30	3.00	354.63	354.65	-	354.65	see note 1	1-Apr-24	
Licence to Underlet (combined with licence for alterations/change of use)	431.30	3.00	444.24	444.25	-	444.25	see note 1	1-Apr-24	
Letter of consent to assign (long leaseholds at nominal rent)	min 108.00			min 108.00		min 108.00	see note 1	1-Apr-24	
Planning									
Site Compound Licence	286.65	3.00	295.25	295.25	-	295.25	see note 1	1-Apr-24	
Copy Documents - per A4 sheet	0.60	3.00	0.62	0.60	0.10	0.50	20.00	1-Apr-24	
Pavement Café Licences									
Initial licence set up									
Annual renewal/change of licensee	100.00	MAX	100.00	100.00	-	100.00	exempt		
	100.00	MAX	100.00	100.00	-	100.00	exempt		
BURNLEY BUS STATION									
Bus Station departure charges are calculated using pence to 4 decimal places									
Per Departure - Standard bus / Minibus	1.6217	3.00	1.67	1.6703	0.28	1.39	20.00	1-Apr-24	
Per Departure - Long (coach)	2.7737	3.00	2.86	2.8569	0.48	2.38	20.00	1-Apr-24	
(The net fee is increased and then VAT added)									

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COMMERCIAL CHARGING STRATEGY 2024/25

AIMS

1. The aim of the strategy is:
 - a) to maximise income, efficiencies and commercial performance across the Council
 - b) to require Officers and Members to behave more commercially and innovatively to meet future funding challenges as cuts to core funding have to be absorbed, whilst facing pressures across service areas
 - c) to work with stakeholders to ensure opportunities to secure income are constantly sought and exploited
 - d) to ensure that fees and charges for services are based on a full cost recovery model and delivered with a clear customer service focus
 - e) to create a co-ordinated approach to charging, that is applied across all areas of the Council
 - f) to outline the key principles for charging
 - g) to set out an annual review process for all discretionary charges

KEY PRINCIPLES

2. The key principles of the strategy are:
 - a) all fees and charges should cover the full cost of providing the service (including overheads), except for those services explicitly set out as exemptions. The provision of subsidies should be a conscious choice
 - b) the nature of fees and charges depends on whether they relate to statutory or discretionary services:
 - Statutory fees and charges - the level of charge is usually determined by Government, or locally with a statutory maximum fee;
 - Discretionary services - those that a council is authorised but not required to provide
 - c) charges should be reviewed on an annual basis, using clear and transparent evidence and knowledge to set the level of charges

- d) Heads of Service should produce an action plan for meeting any income target for generating fees and charges allocated to their service area
- e) where charges are not made for a service, or are reduced below full cost recovery level, the reasons for this should be reconsidered as part of the annual review process to ensure that significant income is not being lost
- f) if a service believes that a specific charge should be exempt from this policy or should adopt a different approach to concessions, then a clear case for exemption will need to be set out to Management Team

ANNUAL REVIEW

3. All charges will undergo a thorough annual review as part of the budget setting process.

- a) the annual review process will complete in time to influence the annual budget process, and will be led by the relevant Head of Service who will consult with the relevant Director and Executive Member
- b) in addition, between annual reviews, amendments to fees & charges can be made with the following approvals:
 - the Director of Resources, in consultation with the relevant Head of Service, to determine any new charges or changes to existing charges relating to the preparation and approval of the 2024/25 revenue budget
 - the Executive Portfolio Members to amend fees & charges periodically in their own area with agreement of the Director of Resources
 - the Director of Economy and Development, in consultation with the Executive Member for Resources and Performance Management and the Director of Resources, to adjust fees and charges in relation to the Markets service from time to time to reflect current trading conditions and the overall position of the market.
- c) market research, comparative data, management knowledge and any other relevant information will be used where appropriate to ensure that the charges are properly prepared.
- d) the annual review process will consider the following factors:
 - views of stakeholders and local people
 - previous year's income

- trends in user demand and the impact of any increase or decrease in charges in the previous year
 - inflationary pressures
 - the impact of any competition or the likely impact of any identified potential competition
 - Council priorities
 - Council budget and savings target
 - the need for any investment in the service
 - customer survey results and market intelligence
 - the likely impact of any increase or decrease on service users, particularly any vulnerable groups at risk of social exclusion; and any alternative charging structures
- e) existing charges should be reviewed, including any charges where the full cost is not recovered. The reasons why the full cost is not recovered must be reviewed annually
- f) in addition any service where no charge is levied, but there is the possibility a charge could be made must be reviewed annually to ensure that the Council is not losing significant revenue
- g) the annual review process should be a robust process that explores the rationale behind the level of each charge ensuring that the Council's charges reflect the Council's priorities and policies
- h) it should be based on knowledge and understanding of the impact of charging levels on different groups of service users. The review process should also guarantee that the Council is raising the maximum amount of revenue possible

COMMERCIAL STRATEGY

4. The Commercial Charging Strategy will be reviewed annually as part of the budget setting process to ensure it remains up to date and relevant.

REPORT TO EXECUTIVE



DATE	29 November 2023
PORTFOLIO	Resources and Performance Management
REPORT AUTHOR	Craig Finn
TEL NO	01282 475811
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2023/24 Treasury Management Mid-Year Report

PURPOSE

1. To report treasury management activity for the first half of 2023/24 covering the period 1 April to 30 September 2023.

RECOMMENDATION

2. The Executive is requested to;
 - Note the treasury management activities undertaken during the period 1 April to 30 September 2023, and;

Recommend that Full Council;

- Endorse the quarterly update on the Treasury Management Strategy 2023/24 in compliance with the requirements of the Chartered Institute of Public Finance and Accountancy's (CIPFA) Code of Practice on Treasury Management.

REASONS FOR RECOMMENDATION

3.
 - To inform members of the treasury management activity in the first half of 2023/24 and to fulfil statutory and regulatory requirements.

SUMMARY OF KEY POINTS

4. **Background**
 The Council operates a balanced budget, which broadly means cash raised during the year will meet its cash expenditure. The first main function of treasury management operations is to ensure this cash flow is adequately planned, with surplus monies

being invested in low risk counterparties, providing adequate liquidity initially before considering maximising investment return.

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

Treasury management is defined as:

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

The monitoring requirements for treasury activity were set out in the Treasury Management Strategy Statement (TMSS) which included the Prudential and Treasury Indicators for 2023/24 – 2025/26, approved by Full Council on 22 February 2023.

5. Introduction

This report has been written in accordance with the requirements of the Chartered Institute of Public Finance and Accountancy's (CIPFA) Code of Practice on Treasury Management (2021).

The primary requirements of the Code are as follows:

1. Creation and maintenance of a Treasury Management Strategy which sets out the policies and objectives of the Council's treasury management activities.
2. Creation and maintenance of Treasury Management Practices which set out the manner in which the Council will seek to achieve those policies and objectives.
3. Receipt by Full Council of an annual Treasury Management Strategy - including the Annual Investment Strategy and Minimum Revenue Provision Policy for the year ahead, **a Mid-year Review Report** and an Annual Report (stewardship report) covering activities during the previous year.
4. Additionally from 2023/24, quarterly reports for scrutiny to the Executive, to include updated Treasury/Prudential Indicators (Q2 being this Mid-year Review report). These are included at Appendix 1.
5. Delegation by the Council of responsibilities for implementing and monitoring treasury management policies and practices and for the execution and administration of treasury management decisions.
6. Delegation by the Council of the role of scrutiny of treasury management strategy and policies to a specific named body. For this Council the delegated body is Scrutiny Committee.

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

- An economic update for the first six months of 2023/24;
- A review of the Treasury Management Strategy and Annual Investment Strategy;
- The Council's capital expenditure, as set out in the Capital Strategy, and prudential indicators;
- A review of the Council's investment portfolio for 2023/24;
- A review of the Council's borrowing strategy for 2023/24;
- A review of any debt rescheduling undertaken during 2023/24;
- A review of compliance with Treasury and Prudential Limits for 2023/24.

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

- The first half of 2023/24 saw:
- Interest rates rise by a further 100bps, taking Bank Rate from 4.25% to 5.25% and, possibly, the peak in the tightening cycle.
- Short, medium and long-dated gilts remain elevated as inflation continually surprised to the upside.
- A 0.5% m/m decline in real GDP in July, mainly due to more strikes.
- CPI inflation falling from 8.7% in April to 6.7% in August, its lowest rate since February 2022, but still the highest in the G7.
- Core CPI inflation declining to 6.2% in August from 7.1% in April and May, a then 31 years high.
- A cooling in labour market conditions, but no evidence yet that it has led to an easing in wage growth (as the 3myy growth of average earnings rose to 7.8% in August, excluding bonuses).
- The 0.5% m/m fall in GDP in July suggests that underlying growth has lost momentum since earlier in the year. Some of the weakness in July was due to there being almost twice as many working days lost to strikes in July (281,000) than in June (160,000). But with output falling in 10 out of the 17 sectors, there is an air of underlying weakness.
- The fall in the composite Purchasing Managers Index from 48.6 in August to 46.8 in September left it at its lowest level since COVID-19 lockdowns reduced activity in January 2021. At face value, it is consistent with the 0.2% q/q rise in real GDP in the period April to June, being followed by a contraction of up to 1% in the second half of 2023.
- The 0.4% m/m rebound in retail sales volumes in August is not as good as it looks as it partly reflected a pickup in sales after the unusually wet weather in July. Sales volumes in August were 0.2% below their level in May, suggesting much of the resilience in retail activity in the first half of the year has faded.
- As the growing drag from higher interest rates intensifies over the next six months, we think the economy will continue to lose momentum and soon fall into a mild recession. Strong labour demand, fast wage growth and government handouts have all supported household incomes over the past year. And with CPI inflation past its peak and expected to decline further, the economy has got through the cost-of-living crisis without recession. But even though the worst of

the falls in real household disposable incomes are behind us, the phasing out of financial support packages provided by the government during the energy crisis means real incomes are unlikely to grow strongly. Higher interest rates will soon bite harder too. We expect the Bank of England to keep interest rates at the probable peak of 5.25% until the second half of 2024. Mortgage rates are likely to stay above 5.0% for around a year.

- The tightness of the labour market continued to ease, with employment in the three months to July falling by 207,000. The further decline in the number of job vacancies from 1.017m in July to 0.989m in August suggests that the labour market has loosened a bit further since July. That is the first time it has fallen below 1m since July 2021. At 3.0% in July, and likely to have fallen to 2.9% in August, the job vacancy rate is getting closer to 2.5%, which would be consistent with slower wage growth. Meanwhile, the 48,000 decline in the supply of workers in the three months to July offset some of the loosening in the tightness of the labour market. That was due to a 63,000 increase in inactivity in the three months to July as more people left the labour market due to long term sickness or to enter education. The supply of labour is still 0.3% below its pre-pandemic February 2020 level.
- But the cooling in labour market conditions still has not fed through to an easing in wage growth. While the monthly rate of earnings growth eased sharply from an upwardly revised +2.2% in June to -0.9% in July, a lot of that was due to the one-off bonus payments for NHS staff in June not being repeated in July. The headline 3myy rate rose from 8.4% (revised up from 8.2%) to 8.5%, which meant UK wage growth remains much faster than in the US and in the Euro-zone. Moreover, while the Bank of England's closely watched measure of regular private sector wage growth eased a touch in July, from 8.2% 3myy in June to 8.1% 3myy, it is still well above the Bank of England's prediction for it to fall to 6.9% in September.
- CPI inflation declined from 6.8% in July to 6.7% in August, the lowest rate since February 2022. The biggest positive surprise was the drop in core CPI inflation, which declined from 6.9% to 6.2%. That reverses all the rise since March and means the gap between the UK and elsewhere has shrunk (US core inflation is 4.4% and in the Euro-zone it is 5.3%). Core goods inflation fell from 5.9% to 5.2% and the further easing in core goods producer price inflation, from 2.2% in July to a 29-month low of 1.5% in August, suggests it will eventually fall close to zero. But the really positive development was the fall in services inflation from 7.4% to 6.8%. That also reverses most of the rise since March and takes it below the forecast of 7.2% the Bank of England published in early August.
- In its latest monetary policy meeting on 20 September, the Bank of England left interest rates unchanged at 5.25%. The weak August CPI inflation release, the recent loosening in the labour market and the downbeat activity surveys appear to have convinced the Bank of England that it has already raised rates far enough. The minutes show the decision was "finely balanced". Five MPC members (Bailey, Broadbent, Dhingra, Pill and Ramsden) voted for no change and the other four (Cunliffe, Greene, Haskel and Mann) voted for a 25bps hike.
- Like the US Fed, the Bank of England wants the markets to believe in the higher for longer narrative. The statement did not say that rates have peaked and once again said if there was evidence of more persistent inflation pressures "further tightening in policy would be required". Governor Bailey stated, "we'll be watching closely to see if further increases are needed". The Bank also retained

the hawkish guidance that rates will stay “sufficiently restrictive for sufficiently long”.

- This narrative makes sense as the Bank of England does not want the markets to decide that a peak in rates will be soon followed by rate cuts, which would loosen financial conditions and undermine its attempts to quash inflation. The language also gives the Bank of England the flexibility to respond to new developments. A rebound in services inflation, another surge in wage growth and/or a further leap in oil prices could conceivably force it to raise rates at the next meeting on 2nd November, or even pause in November and raise rates in December.
- The yield on 10-year Gilts fell from a peak of 4.74% on 17th August to 4.44% on 29th September, mainly on the back of investors revising down their interest rate expectations. But even after their recent pullback, the rise in Gilt yields has exceeded the rise in most other Developed Market government yields since the start of the year. Looking forward, once inflation falls back, Gilt yields are set to reduce further. A (mild) recession over the next couple of quarters will support this outlook if it helps to loosen the labour market (higher unemployment/lower wage increases).
- The pound weakened from its cycle high of \$1.30 in the middle of July to \$1.21 in late September. In the first half of the year, the pound bounced back strongly from the Truss debacle last autumn. That rebound was in large part driven by the substantial shift up in UK interest rate expectations. However, over the past couple of months, interest rate expectations have dropped sharply as inflation started to come down, growth faltered, and the Bank of England called an end to its hiking cycle.
- The FTSE 100 has gained more than 2% since the end of August, from around 7,440 on 31st August to 7,608 on 29th September. The rebound has been primarily driven by higher energy prices which boosted the valuations of energy companies. The FTSE 100's relatively high concentration of energy companies helps to explain why UK equities outperformed both US and Euro-zone equities in September. Nonetheless, as recently as 21st April the FTSE 100 stood at 7,914.

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

The Council has appointed Link Group as its treasury advisor and part of their service is to assist the Council to formulate a view on interest rates.

The latest forecast on 25th September 2023 sets out a view that short, medium and long-dated interest rates will be elevated for some little while, as the Bank of England seeks to squeeze inflation out of the economy.

The PWLB rate forecasts below are based on the Certainty Rate (the standard rate minus 20 bps) which has been accessible to most authorities since 1st November 2012.

Link Group Interest Rate View	25.09.23												
	Dec-23	Mar-24	Jun-24	Sep-24	Dec-24	Mar-25	Jun-25	Sep-25	Dec-25	Mar-26	Jun-26	Sep-26	Dec-26
BANK RATE	5.25	5.25	5.25	5.00	4.50	4.00	3.50	3.00	2.75	2.75	2.75	2.75	2.75
3 month ave earnings	5.30	5.30	5.30	5.00	4.50	4.00	3.50	3.00	2.80	2.80	2.80	2.80	2.80
6 month ave earnings	5.60	5.50	5.40	5.10	4.60	4.10	3.60	3.10	2.90	2.90	2.90	2.90	2.90
12 month ave earnings	5.80	5.70	5.50	5.20	4.70	4.20	3.70	3.20	3.00	3.00	3.00	3.00	3.00
5 yr PWLB	5.10	5.00	4.90	4.70	4.40	4.20	4.00	3.90	3.70	3.70	3.60	3.60	3.50
10 yr PWLB	5.00	4.90	4.80	4.60	4.40	4.20	4.00	3.80	3.70	3.60	3.60	3.50	3.50
25 yr PWLB	5.40	5.20	5.10	4.90	4.70	4.40	4.30	4.10	4.00	3.90	3.80	3.80	3.80
50 yr PWLB	5.20	5.00	4.90	4.70	4.50	4.20	4.10	3.90	3.80	3.70	3.60	3.60	3.60

8. **Autumn Statement (November 2023)**

The Economic Update and Interest Rate forecasts reflect the current economic position at the time of this report, however there may be some changes following the Autumn Statement which is due to be announced on 22nd November 2023.

9. **Treasury Management Strategy update**

The Treasury Management Strategy (TMS) for 2023/24, which includes the Annual Investment Strategy, was approved by this Council on 22 February 2023. There are no policy changes to the TMS included in this report.

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

The table below shows the financing of the Original Capital Budget approved by Full Council on the 22 February 2023 and the latest Revised Capital Budget as per the established Budget Monitoring Cycle and included elsewhere on the agenda. The net increase is due to a combination of in year budget monitoring adjustments and reprofiling of capital expenditure into future years.

Capital	2023/24 Original Estimate £'000	2023/24 Revised Estimate £'000
Total Budget	41,357	41,604
Financed by:		
Capital receipts	2,547	3,358
Capital grants	22,525	21,719
Revenue	1,062	3,214
Total financing	26,134	28,183
Borrowing need	15,223	13,313

11. **Investment Portfolio 2023/24**

The Treasury Management Strategy Statement (TMSS) for 2023/24, which includes the Annual Investment Strategy, was approved by the Council on 22 February 2023. In accordance with the CIPFA Treasury Management Code of Practice, it sets out the Council's investment priorities as being:

- Security of capital
- Liquidity
- Yield

The Council will aim to achieve the optimum return on its investments commensurate with proper levels of security and liquidity and with the Council's risk appetite. In the current economic climate it is considered appropriate to keep investments short term to cover cash flow needs and avoid high borrowing costs where possible (internal borrowing), but also to seek out value available in periods up to 12 months with high credit rated financial institutions where cashflow projections are considered robust, using the Link suggested creditworthiness approach, including a minimum sovereign credit rating and Credit Default Swap (CDS) overlay information. As per the approved Investment Strategy, longer-term investments will be carefully assessed.

Investment Counterparty criteria

The current investment counterparty criteria selection approved in the TMSS is meeting the requirement of the treasury management function.

CDS prices

It is noted that sentiment in the current economic climate can easily shift, so it remains important to undertake continual monitoring of all aspects of risk and return in the current circumstances

The average daily level of funds deposited during the financial year to date is £4.5m with an average rate of return of 4.87%. Excluding longer-term property funds, the long-term loan to Burnley College and the Council's 'Sweep' account, the actual value of surplus funds under investment as at 30 September was £19m. These funds have been available on a temporary basis, and the level of funds available was mainly dependent on the timing of precept payments, receipt of grants and progress on the Capital Programme.

The table below shows the amount invested as at 30 September 2023, and the rate of return against the market benchmark.

Counterparties	Date of Investment	Investment As at 30 Sept 2023 £m	Current Return	Benchmark (average return)*
HSBC (31 Day Notice)**	12/08/2020	4.0	5.00%	4.64%
Santander (31 Day Notice)**	04/05/2023	1.0	4.53%	4.64%
LCC SIS Instant Access**	08/06/2023	6.0	5.00%	4.74%
Lloyds Bank Corporate Markets – 3 mth fixed	09/08/2023	4.0	5.53%	4.44%
Goldman Sachs – 3 mth fixed	27/07/2023	2.0	5.05%	4.44%
Debt Mgmt Office (DMO)	28/09/2023	2.0	5.17%	4.71%
Burnley College Loan – 15 years fixed	28/03/2022	2.0	4.45%	NA

* Benchmark: SONIA Compounded Backward Looking rate for date of investment

** Rate is linked to movement in Bank Rate

The Council has an approved list of counterparties which governs treasury management investment activity. This list is a restricted list taking into consideration the credit rating of the institution concerned and there are also limits on the amount which can be invested with any particular institution from a particular sector e.g. building society, bank etc. and also any group of institutions within an overall banking group. As part of the daily operations of the treasury management dealings, in consultation with guidance from Link Asset Services and the money market brokers, decisions are taken by the Director of Resources, temporarily suspending/revising operations with individual counterparties. The latest deposit counterparties list was approved by the Full Council on 22 February 2023.

Within the approved list of counterparties is scope to invest sums with other Local Authorities, up to a maximum of £8m, and not to exceed £6m per Local Authority. The Council has reinstated the Shared Investment Scheme (SIS) facility with Lancashire County Council to provide instant access to sums on deposit as an alternative to the

'Sweep' account. The SIS rate is linked to movement in the Bank Rate (unlike the Sweep account), and thus provides an improved return on sums deposited plus is instantly accessible to provide improved liquidity should this be necessary when compared to current notice account arrangements (31 day notice required).

The table below shows the maximum amount invested with any of the counterparties at any one time during the period April 2023 to 30 September 2023 against the maximum limits approved in the 2023/24 Treasury Management Strategy.

Counterparties	Maximum Limits £m	Highest level of Investment 2023/24 (£m)
HSBC*	50.0	13.0
Santander	4.0	4.0
Lloyds Bank Corporate Markets	4.0	4.0
Goldman Sachs	4.0	4.0
Lancashire CC SIS	6.0	6.0

*Includes Sweep Account balance

Property Funds

12. The council made two investments totalling £2m in property funds in 2018/19 for the purpose of increasing and diversifying our risk in investment income receivable and to help alleviate future revenue budget pressures. Dividends are receivable in the month following quarter end and for the period April to June 2023 amounted to £18,309 earning an average yield of 3.7%, compared to £16,379 for the same period 2022/23.

Borrowing

13. The Council's capital financing requirement (CFR) for 2023/24 is £80.097m. The CFR denotes the Council's underlying need to borrow for capital purposes. Below is a summary of the Councils' external indebtedness, as at 1 April 2023, and as at 30 September 2023.

Borrowing	1 Apr 23 £'000	30 Sept 23 £'000	Change Apr – June £'000
Public Works Loan Board	59,510	59,234	(276)
Temporary Market Loans	13	13	-
Total	59,523	59,247	(276)

PWLB Loans – No maturity loan repayments were made during the period 1 April to 30 September 2023. Two scheduled annuity repayments were made during the period totalling £276k.

Temporary Market Loans – The Council entered into a temporary loan for cashflow purposes during the reporting period, as previously reported in the first quarter, as below:

Loan	Loan Advanced £'000	Date From	Date To	Interest Rate	Total Interest Payable £'000
London Borough of Havering	3,000	21/04/2023	05/05/2023	4.15%	4.78
Total	3,000				4.78

14. **Debt Rescheduling**

Debt rescheduling opportunities have been very limited in the current economic climate and following the various increases in the margins added to gilt yields recently linked to increases in the Bank Rate. No debt rescheduling has been undertaken to date in the current financial year. Only prudent and affordable debt rescheduling will be considered.

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

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

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

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

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

Provision is made in the revenue budget to meet the net interest payable on external borrowing. The figure in the original budget for 2023/24 was set at £2,068,168 and remains unchanged, although delaying any decision to externalise borrowing will reduce the amount of interest payable in the year.

The total interest receivable for temporary deposits placed in the period 1 April to 30 September 2023 is £437k, excluding dividends due for the period. The budget for the year for interest and dividend receipts was approved at £575k. On current projections, owing to a rising bank rate environment during the period, additional interest from temporary surplus monies on deposit, is forecast to exceed the budget by £170k.

The above will help support the Council's Revenue Account and ensure a balanced financial position.

FINANCIAL IMPLICATIONS AND BUDGET PROVISION

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

POLICY IMPLICATIONS

18. Compliance with the revised CIPFA Code of Practice on Treasury Management and the Council's approved Treasury Management Strategy Statement (TMSS).

DETAILS OF CONSULTATION

19. None.

BACKGROUND PAPERS

20. None.

FURTHER INFORMATION

PLEASE CONTACT:

Craig Finn – Principal Accountant

FORECAST PRUDENTIAL AND TREASURY INDICATORS 2023/24 - 2025/26

TABLE 1 - PRUDENTIAL INDICATORS	2021/22 Actual £' 000	2022/23 Actual £' 000	2023/24 Estimate £' 000	2023/24 Revised Estimate £' 000	2024/25 Revised Estimate £' 000	2025/26 Revised Estimate £' 000
Capital Expenditure	33,504	21,810	41,535	41,604	18,679	7,133
Ratio of financing costs to net revenue stream	12.9%	21.5%	21.5%	23.5%	21.4%	25.0%
Net borrowing requirement brought forward 1 April			88,107	86,548	90,922	92,224
Capital Financing Requirement as at 31 March	63,913	67,128	80,097	78,680	82,656	83,840
Liability Benchmark	61,146	64,067	78,214	76,125	80,670	81,017

TABLE 2 - TREASURY MANAGEMENT INDICATORS	2021/22 Actual £' 000	2022/23 Actual £' 000	2023/24 Estimate £' 000	2023/24 Revised Estimate £' 000	2024/25 Revised Estimate £' 000	2025/26 Estimate £' 000
Authorised Limit for external debt -			96,918	95,203	100,014	101,446
<i>For 2023/24, this is the Council's statutory limit for debt as determined under section 3(1) of the Local Government Act 2003. Limits have also been provisionally set for the following two financial years. These limits include provision for "unusual cash movements" as referred to in the Code.</i>						
Operational Boundary for external debt -			88,107	86,548	90,922	92,224
<i>This is lower than the authorised limit by the additional headroom provided for "unusual cash movements". It equates to the maximum level of external debt projected in estimates.</i>						
Actual/Estimated external debt at year end	61,146	59,523				
Upper limit for fixed interest rate exposure expressed as :- Net interest re fixed rate borrowing / investments			100%	100%	100%	100%
Upper limit for variable rate exposure expressed as :- Net interest re variable rate borrowing / investments			25%	25%	25%	25%
Upper limit for total principal sums invested over 364 days	0	4,000	4,000	4,000	4,000	4,000

TABLE 3 - Maturity Structure of fixed rate borrowing during 2023/24		Current	lower limit	upper limit
This indicator limits the period to repayment of overall expected debt outstanding and shows five bands. There are minimum and maximum proportions of overall debt within each band. This means that the amount of debt in each band will fall within this range as a proportion of overall debt.	under 12 months	6%	0%	20%
	12 months - within 24 months	4%	0%	20%
	24 months - within 5 years	5%	0%	25%
	5 years - within 10 years	5%	0%	30%
	10 years and above	80%	0%	90%

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Food Safety Service Delivery Plan 24/25

REPORT TO EXECUTIVE



DATE	17th January 2024
PORTFOLIO	Community, Health & Environment
REPORT AUTHOR	Lisa Fay
TEL NO	01282 477284
EMAIL	lfay@burnley.gov.uk

PURPOSE

1. The regulatory team responsible for Food Safety must have in place a Service Plan for the Delivery of Official Controls to meet the requirements of statutory guidance. This annual Service Delivery Plan 2024/25 incorporates a review of performance against the 22/23 plan and sets priorities for 24/25. The Plan is consulted with Scrutiny and Executive prior to approval at Full Council.

RECOMMENDATION

2. That the report be considered by Scrutiny & Executive Committees.
3. That Executive recommend Full Council to approve the Food Safety Delivery Plan 2024/25, detailed at Appendix 1 to this report and
4. That Full Council approve the Food Safety Service Delivery Plan 2024/2025, detailed at Appendix 1 to this report.

REASONS FOR RECOMMENDATION

5. The Council has a statutory obligation to conduct a range of food enforcement functions in accordance with the provisions of the Food Safety Act 1990 and a range of regulations made under the Act.
6. The Food Standards Agency's (FSA) "Framework Agreement on Official Feed and Food Controls by Local Authorities" sets out what the FSA expects from local authorities in their delivery of official controls on feed and food law.
7. It is a requirement of the Framework Agreement to produce a service plan for the delivery of official food controls. The Food Safety Service Delivery Plan appended to this report has been prepared to satisfy this requirement.

SUMMARY OF KEY POINTS

8. The Food Safety Service Delivery Plan explains how we will protect and promote food safety throughout the Borough. It also provides a mechanism to review performance and agree a framework for the future delivery of effective, risk based, proportionate and consistent food safety services.

The content of the plan has been written in accordance with the Food Standards Agency's (FSA) Framework Agreement.

It sets out:

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

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

- Carrying out routine, programmed inspections of local food businesses.
- Responding to complaints about food and the hygiene of food premises.
- Investigating infectious diseases and local outbreaks that are associated with food.
- Promoting food safety and best practice by working closely with local businesses
- Working with the FSA to operate and maintain the Food Hygiene Rating Scheme

The Food Safety Delivery Plan provides a series of data profile tables which describe the types of businesses that we have in Burnley and their risk.

9. Performance against the Recovery Plan

Following the Covid pandemic the Food Standards Agency introduced a Recovery Plan for the period 2021-23 which set the standard for local authority performance. Locally we have ensured that work is carried out to meet the requirements of the FSA's Plan. For the period ending 31st March 2023 we completed a total of 724 Interventions

Category	A	B	C	D	E	Unrated	Total
Number	4	56	112	204	220	128	724

137 interventions were carried forward from year ending 2022. All of which have been completed in advance of the deadlines set in the FSA Recovery Plan. (These interventions are included in the table above).

Since 2020, the numbers of new business registrations received have exceeded 100 per annum, which whilst positive in terms of business start-ups in the Borough, such numbers continue to add pressure to officer resource.

The Team continue working with businesses to bring about any necessary improvements. Officers initially provide advice, reports, letters, coaching, revisits and where necessary move to the use of more formal enforcement measures.

In addition to inspection work we responded to **405 requests for service** and carried out **160 other interventions** (includes revisits to follow up non-compliance).

10. Following the completion of the FSA Recovery Plan, the workplan for 2024/25 will again realign with the statutory inspection frequencies outlined the Food Law Codes of Practice, and will continue to do so in future years.

FINANCIAL IMPLICATIONS AND BUDGET PROVISION

11. Food Safety regulation is a core statutory service delivered by the Environmental Health & Licensing Team, under contract to Liberata UK Ltd.

POLICY IMPLICATIONS

12. As national regulators the Food Standards Agency set and monitor national standards. The framework for local plans is prescribed to ensure “official controls” are consistently delivered across the country. Through audit, they monitor local authorities to ensure that local controls are effective, and they have intervention powers where delivery fails to meet the required standard.

DETAILS OF CONSULTATION

13. Scrutiny and Executive will be consulted prior to Full Council decision

BACKGROUND PAPERS

14. None

FURTHER INFORMATION

PLEASE CONTACT: Lisa Fay

ALSO: Karen Davies

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BURNLEY BOROUGH COUNCIL

Food Safety Delivery Plan 2024/25

(Reporting 2022/23 performance and 2024/25 Workplan priorities)



Burnley Food Safety Delivery Plan

1. Introduction

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

2. Service Aims and Objectives

- 2.1 Service aims – Food Hygiene and Infection Control Service
- 2.2 Links to Council Objectives

3. Food Safety Service

- 3.1 Environmental Health Team Structure
- 3.2 Food standards
- 3.3 Scope of the Food service
- 3.4 Food Exports
- 3.5 Access to the Service
- 3.6 Demands on the Food Service
- 3.7 Local Challenges
- 3.8 Enforcement Policy

4. Service Delivery

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

5. Resources

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

6. Service Quality and Improvement

- 6.1 Quality Assessment
- 6.2 Regional Peer Group Auditing
- 6.3 National Auditing
- 6.4 Service Review

7. Food Safety Service Delivery Outputs 2022/2023

8. 2024/2025 Workplan

1. INTRODUCTION

1.1 Burnley Food Safety Delivery Plan

This plan explains how we plan to protect and promote food safety throughout the Borough. It has been produced in accordance with the Food Standard Agency's Framework Agreement on Food Law Enforcement

In its development, consideration has been given to the profound impacts the Coronavirus pandemic has had on public, business and Council activities.

The plan intends to comply with the Food Standards Agency (FSA) Recovery Plan which sets out guidance and advice to local authorities to 31st March 2023 during the period of recovery from the impact of COVID-19, and to the Food Law Code of Practice thereafter to ensure local authority resources are targeted effectively to safeguard public health and consumer protection in relation to food.

Local Authority performance against the Recovery Plan and Food Law Code of Practice is regularly monitored by the FSA.

This plan is prepared and reviewed annually by Environmental Health. It is subject to Member approval by the Council's Executive Board & Full Council

1.2 Profile of Burnley

Burnley has a diverse population, the size has increased by 8.8%, from around 87,100 in 2011 to **94,700** in 2021. This is higher than the overall increase for England (6.6%), where the population grew by nearly 3.5 million to 56,489,800 (*ONS.28 Jun 2022*). The borough covers an area of 42.7 square miles, 80% of which is rural. Along with Blackburn, Blackpool and Preston, Burnley is a key business, service, and retail centre in Lancashire.

Burnley has strong sense of identity and pride that stems back from its long manufacturing history. The connectivity of the Borough today is primarily by its road and rail links that services the town's residents, employers, and service suppliers.

Manufacturing and Engineering, including aerospace and automotive, account for 7,000 jobs in Burnley – approximately 20% of total jobs in the town.

Burnley is a growing university town. The University of Central Lancashire (UCLan) plan to offer courses to 4,000 students by 2025. Plans include transformation of an empty Victorian factory into a canal-side university campus to expand UCLan's existing campus in the town centre.

The town is home to Burnley Football Club and Historic houses and parks such as Towneley Hall and Gawthorpe. It also has a large luxury hotel and leisure complex. This makes it home to a thriving leisure, retail and tourism sector which accounts for around 9,250 jobs. 2023 saw the opening of Pioneer Place, an exciting new retail and leisure development for the town.

The town's high street recovered well following the national COVID-19 lockdown of 2020. Burnley's town centre was noted in the top ten of the Centre for Cities Recovery Tracker for both footfall and spend.

Burnley has a diverse range of food businesses within the borough from home bakers to multi-site food manufacturers. Most food businesses in the borough however employ less than five people.

1.3 The Council Structure

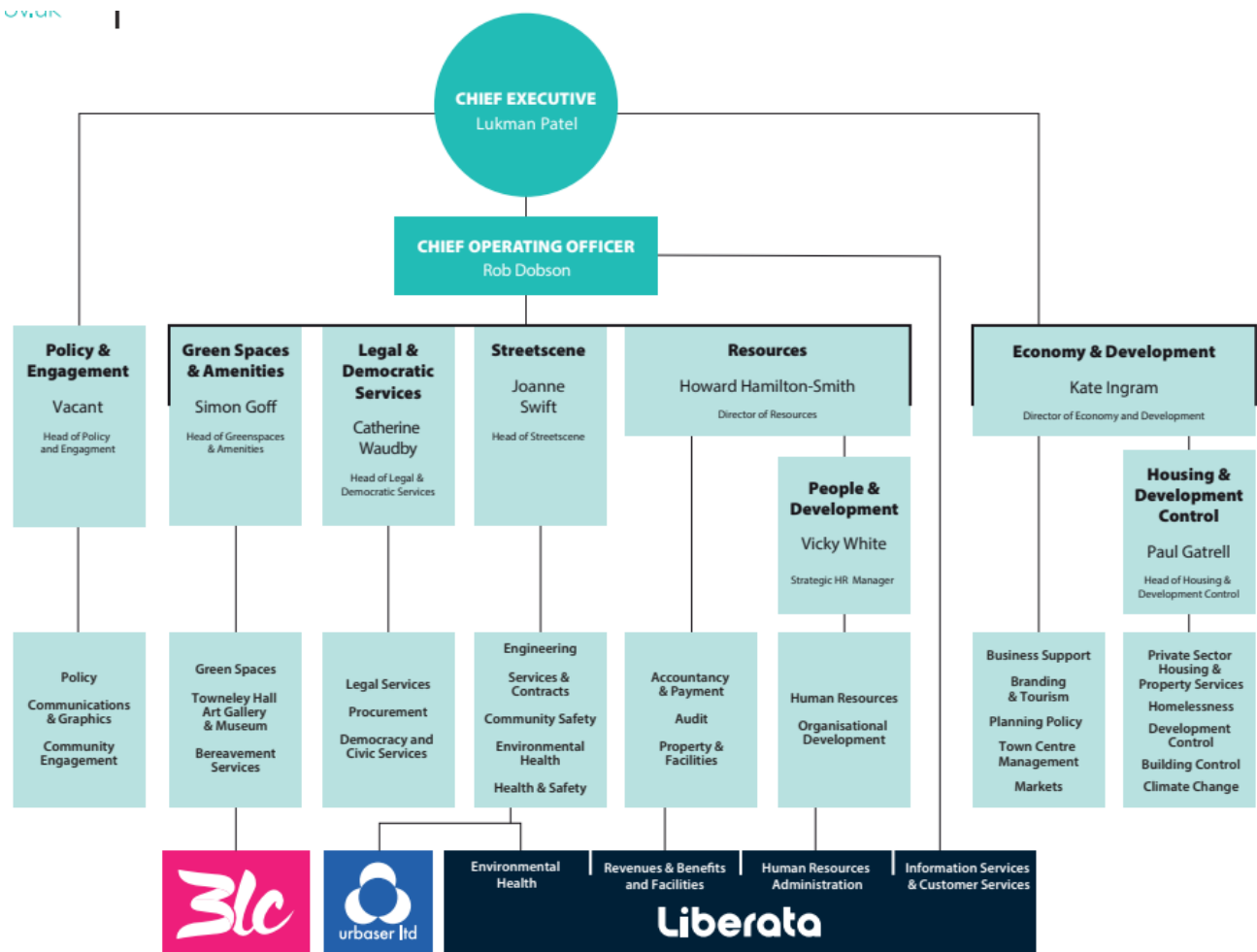
Burnley Council is divided into 15 wards served by 45 councillors. The Council is based on a Cabinet structure with 6 Portfolios, a Leader, Deputy Leader and 5 Executive portfolio holders. The Food Safety Team sits within the Community, Health & Environmental Services portfolio.

The Key Corporate objectives, governance arrangements, and decision-making timetables are outlined in 4 key corporate documents:

- The Council’s Constitution & Scheme of Delegation
- Strategic Plan (updated 2022)
- Forward Plan of key Decisions and Private Meetings
- Burnley’s Community Strategy

1.4 The Management Structure

Burnley Council’s senior management structure is made up of the Chief Executive of the Council, supported by the Chief Operating Officer. There are seven heads of service responsible for the council’s main departments, plus the Strategic HR Manager who leads the Human Resources function.



As a Borough Council, the Authority is responsible for a range of food safety duties under the Food Safety Act 1990 and the Food Safety and Hygiene (England) Regulations 2013. Responsibility for Food Standards and Animal Feeding Stuffs fall to Lancashire County Council Trading Standards.

The Council's Food Safety Service is delivered by the Environmental Health & Licensing Team which sits within Streetscene. Streetscene has a wide range of duties covering the spectrum of public health, environmental health, community safety, waste management and licensing matters.

The aim of the Environment Health and Licensing Service is to:

“Ensure that Burnley is a safe and healthy place of choice to live work and enjoy leisure time. We act on the front line directly providing services that affect people’s daily lives. We provide protection to users of taxis, customers of food businesses, employees in offices, shops and warehouses and help to those suffering the effects of noise nuisance. We police premises which pollute the atmosphere and monitor a whole range of activities that make the Borough a healthier place to be”.

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

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

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

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

The Strategic Partnership arrangements that are in place between the Council and Liberata maintain a robust approach to ensure that strong performance of the Council’s regulatory provisions and services are maintained. In relation to the purpose of this report and the Council’s annual review of food safety enforcement, Members of the Council’s Scrutiny Committee have reviewed the Delivery Plan, and activity to date and have recognised the strong performance of the Team in maintaining food hygiene standards.

1.5 Burnley Borough Council Statement on the Food Safety Service

The overarching purpose of the service is to:

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

2 SERVICE AIMS AND OBJECTIVES

2.1 Service Aims - Food Hygiene and Infection Control Service

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

2.2 Links to Council Objectives

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

People - creating flourishing, healthy and confident communities. We will work on the wider determinants of poor health and will keep residents informed about changes to health services and how to access them by

- Carrying out interventions prioritised by risk and regulating to help ensure that all food businesses are providing safe food to consumers.
- Providing help, advice and support to consumers to protect health and promote healthier lifestyles and consumer choice e.g. National Food Hygiene Rating Scheme.
- Providing transparent, robust and consistent approaches to investigating and resolving consumer complaints about food and food businesses.
- Taking part in targeted food sampling programmes and taking action to remove unsafe food from the market.
- Working towards increasing overall food hygiene ratings for food businesses, thereby protecting food consumers within the borough.
- Investigating all substantiated food poisoning allegations and notified food poisoning outbreaks.
- Ensuring we are delivering services to all communities proportionally and consistently.
- Supporting the relaunch of Recipe 4 Health award alongside Lancashire County Council Trading Standards colleagues to promote businesses that focus on healthy eating, environmental issues, and social responsibility.

Places: making the Borough a place of choice. We will implement a range of initiatives to maintain a clean, safe, attractive and environmentally friendly borough by

- Inspecting food premises in accordance with Food Law Codes of Practice
- Inspecting and sampling food and water to ensure its quality and safety.
- Investigating complaints about food and food premises

- Investigating all reported cases of food poisoning and taking action to prevent the spread of infection.
- Taking appropriate action in response to food incidents
- Promoting key food safety messages through a variety of media

Prosperity – promoting transformational economic change for Burnley. We will proactively support the borough's businesses to innovate and expand, and make the borough a natural choice for business relocation by

- Working with new businesses and event organisers to ensure that they understand and meet their statutory responsibilities before they begin to operate.
- Targeting advice and coaching on key food safety matters in high-risk businesses.
- Working with new food business operators to help them understand and meet legal standards.
- Offering advice and guidance as part of routine inspections
- Providing Food Hygiene Rating Scheme (FHRS) rerating visits for Food Business Operators.
- Promoting businesses achievement (Food Hygiene Rating Scheme) through the Council's website.
- Supporting local businesses to export products not of animal origin (PNAO) through the issuing of Export Health Certificates/Attestations to confirm the premises meet the import requirements of other EU & non-European countries.
- Signposting food hygiene guidance in languages other than English as required.

Performance- ensuring a continuous focus on improvement in all aspects of the Council's performance. We will manage our contract with Liberata robustly, so it delivers value for money and good services by:

- Identifying what we are currently delivering in our Food Safety Service.
- Progressing all key areas of service activity & reporting performance in a balanced scorecard which is reported to Members throughout the year. The key performance indicator relating to environmental health compliance services is EHLPI 1: % of Programmed EH&L compliance inspections and interventions delivered in line with statutory targets.
- Following the formal close of the FSA Recovery plan 31st March 2023, resources continue to be prioritised and targeted to realign with Food Law Code of Practice.

3 FOOD SAFETY SERVICE

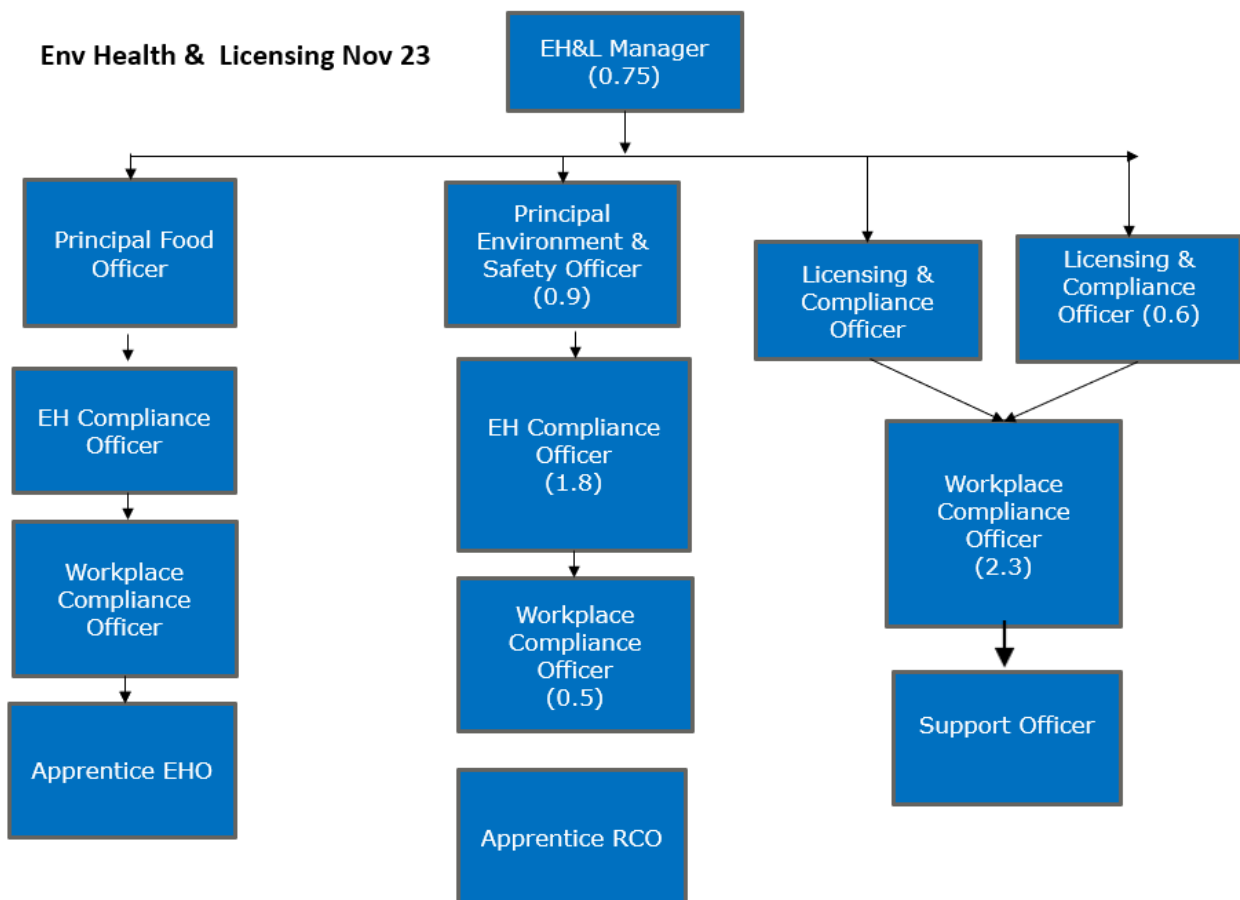
3.1 Environmental Health Team Structure

The Environmental Health and Licensing Manager has responsibility for environmental health and licensing functions. The team shares an office with the Environmental Protection and Safety Team, this is beneficial to service delivery and joint working.

In addition to food hygiene duties, the Food Safety Team also assists with enforcement of Health and Safety in food premises, investigates cases of infectious disease and carries out outbreak investigations and has responsibility for enforcing Private Water Supplies regulations.

Hybrid working arrangements are in place.

Team Structure



The Food Safety Team is overseen by the Environmental Health and Licensing Manager, an experienced and qualified Environmental Health Officer.

The Principal Food Officer holds the EHORB Higher Certificate in Food Control and leads a team of 3 (1.9 FTE). Key responsibilities are service development; day to day management of the Team, official returns; product specific premises inspection; high risk premises inspection; service requests; food sampling; infectious diseases, mentor to the Apprentice EHO & oversees officers undertaking Private Water Supplies enforcement.

The Environmental Health Compliance Officer 1 FTE (0.8 FTE). The EHCO holds the EHORB Higher Certificate in Food Premises Inspection & is currently attending University on day release working towards an Environmental Health degree qualification. This officer undertakes high risk food interventions, responds to complaints and service requests & undertakes inspection of new food businesses.

The Workplace Compliance officers (0.9 FTE) are shared across both Food & Environment & Safety Teams. They undertake complaint work, sampling, investigate infectious diseases, provide advice & support the work of the qualified officers, food database management.

Authorisations, activities and enforcement options are undertaken and limited in line with the professional requirements as outlined in the Food Law Code of Practice.

The team is currently supporting an apprentice EHO & an apprentice Regulatory Compliance Officer to undergo structured work experience and develop expertise as they work towards achieving Level 4 & 5 qualifications.

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

3.2 Food Standards

All Food Standards functions within the Borough are carried out by Lancashire County Council. These responsibilities are described in a Memorandum of Understanding. There is a good working relationship between the two services and a good track record of liaison via the Lancashire Food Officers' Group and through the delivery of joint working initiatives.

3.3 Scope of the Food Service

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

The team are responsible for enforcing the provisions of the Food Safety Act 1990, the Food Safety and Hygiene (England) Regulations 2013 and the European Union (Withdrawal) Act 2018 as amended by the European Union (Withdrawal Agreement) Act 2020 relating to retained EU regulations.

Areas of core service delivery include:

- Developing and delivering a programme of planned food hygiene interventions meeting statutory obligations as set out in the Food Standards Agency Code of Practice. The programme will be focussed on those businesses that are not broadly compliant and with Food Hygiene Ratings of 0, 1 or 2, to those premises.
- The programme of interventions will be carried out in line with the FSA Recovery Plan 2021-2023 and realigned with the Food Law Code of Practice from April 2023.
- Implementing alternative approaches such as coaching and mentoring to deal with non-compliance.
- Operating the FSA Food Hygiene Rating Scheme in accordance with the Brand Standard for all relevant food businesses.
- Approving and regulating any food activities and premises requiring approval and subject to Regulation EC No 853/2004

- Responding to complaints about food premises and the fitness and wholesomeness of food sold in the Borough.
- Planning and carrying out a targeted food and environment sampling programme for microbiological quality and chemical purposes and participation in the Lancashire Food Officer Group programmes as resources permit.
- Acting on Food Standards Agency alerts and incidents in accordance with recommended action and relevant parts of the Code of Practice
- Maintaining and recording food establishment registration applications and maintaining the register in accordance with the relevant statutory provisions and Code of Practice.
- Investigating and liaising with UKHSA to deliver infectious disease and outbreak investigation and control.
- Preparation of evidential files and reports to the Council for use in legal action, court proceedings or formal Committee hearings.
- Preparation & implementation of contingency plans in the event of an incident or when the Major Incident Plan is invoked.
- The management of contractors engaged to undertake duties.
- Consideration of requests to establish a Primary Authority relationship.
- Where resources permit, service promotion including press releases and articles, leaflets, talks and presentations to relevant parties, seminars, conferences, displays and exhibitions. This includes national initiatives such as National Food Safety Week.

3.4 Food Exports

The EU require that some UK food and drink exports are certified by a UK certifying authority before being exported. In Great Britain, the Animal and Plant Health Agency (APHA) is responsible for issuing export health certificates (EHC) for certain products of animal origin (POAO) to specific countries.

Local authorities can provide export certification for certain products not covered by official EHCs issued by APHA. This can relate to products that are:

- not of animal origin
- manufactured food and drinks

The type of certification that needs to be provided is specific to the product being exported and the requirements of the destination country. Certification will be limited to the provision of “Attestations” to describe that food has been produced in a premises in accordance with domestic hygiene rules.

3.5 Access to the Service

The Service is delivered from offices at Parker Lane, Burnley. The Public can access the service via telephone 01282 425011, e-mail envhealth@burnley.gov.uk or in person by visiting the Contact centre on Parker Lane in Burnley. Some services can be accessed via online forms including registering a food business, reporting a problem with food or a food premises & applying for a food hygiene re-rating inspection. Normal business hours are 9 am to 5pm Monday to Friday. Out of hours work is also undertaken in line with service needs.

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

3.6 Demands on the Food Service

Data Profiles

The majority of food premises in the borough of Burnley are predominantly small to medium sized catering or retail businesses.

The following table provides a summary of Food Businesses and their risk rating profiles over a period of 5 years. The ratings are defined in the FSA Food Law Code of Practice with A representing the highest risk premises and E the lowest which are subject to a self-assessment and reporting procedure.

Table1: Number of Food premises by Risk Rating Category

Risk Rating Category (Inspection Frequency)	No. of Food Premises 2018/2019	No. of Food Premises 2019/2020	No. of Food Premises 2020/2021	No. of Food Premises 2021/2022	No. of Food Premises 2022/2023
A (At least every 6 months)	2	0	0	0	2
B (At least every 12 months)	27	29	25	30	16
C (At least every 18 months)	123	120	123	129	124
D (At least every 24 months)	352	349	336	325	312
E (Alternative strategy for inspection)	378	392	405	414	361
Unrated	24	30	34	68	116
Outside Programme	23	17	18	21	19
TOTAL	929	937	941	987	950

Table 2: Premises Approved Under EC Regulation 853/2004

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

Approved premises	2018/2019	2019/2020	2020/2021	2021/22	2022/23
Approved Fish processing premises	2	2	1	2	2
Meat and meat products approved premises	2	2	2	2	1
Milk and milk products approved premises	1	1	1	1	1
The approved treated stomachs establishments	1	1	0	0	0
Stand - alone Cold Store	1	1	1	1	1

Table 3: Premises Profile

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

Description	No. of premises 2018/2019	No. of premises 2019/2020	No. of premises 2020/2021	No. of premises 2021/2022	No. of premises 2022/2023
Primary producers	3	3	4	4	4
Manufacturers/processors	24	23	24	25	24
Distributors/transporters	14	13	12	14	14
Retailers	268	269	255	268	255
Restaurants and other caterers	615	626	625	675	652
Importers/Exporters	5	3	3	1	1
TOTAL	929	937	923*	987	950

3.7 Local Challenges

The service faces the following challenges:

- A high number of takeaways/restaurants undertake their food preparation out of traditional office hours.
- Numbers of new food business registrations continue to increase.
- A high turnover of businesses, food business operator changes are frequent, this prompts requirement for a new inspection and a new rating.
- Understanding the cultural issues and needs of the ethnic minorities who operate food businesses in the borough and whose first language may not be English.
- Reducing staff resources and uncertainties regarding the future FSA model for delivery and the potential impact on the service.
- Officers are noting that standards of compliance at inspections has fallen.
- Economic downturn and local economic deprivation is reflected in the reluctance of some smaller local food businesses to invest in repairs and refurbishment of their premises.

3.7 Enforcement Policy

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

Copies of the Compliance and Enforcement Policy for the Food Safety Team are currently unavailable and are under review.

4. SERVICE DELIVERY

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

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

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

In addition our Food Safety priorities are:-

- At each business intervention provide advice on legal obligations and use a graduated approach to enforcement action.
- Improve the proportion of food businesses with Food Hygiene Ratings of 3, 4 or 5.
- Monitor, record and report on the programme of activities to relevant bodies to ensure the Council's obligations are being met, resources are targeted appropriately, and steps are taken to make any necessary improvements.
- Investigate the occurrence of food related infectious disease and take the necessary action to prevent the spread or recurrence, working collaboratively with UKHSA and other key partners.
- Deliver a programme of targeted proactive sampling of food products.
- Investigate complaints about food products or food establishments and take any action that is required on a coordinated local, sub-regional, regional or national basis.
- Where resources permit, offer a comprehensive advice and support service to business regarding any relevant food legislation and compliance, offering specific support for those wishing to establish a food business within the Borough.
- Work collaboratively across Lancashire with other Environmental Health and Trading Standards professionals to ensure consistency, improvement and the delivery of an effective high-quality service.
- Advise, provide support and enforce Health and Safety standards within food businesses.
- Work in collaboration with partners in addressing key health inequalities in the Borough.
- Proactively obtain feedback from food businesses regarding the service to ensure continuous improvement in service deliver.
- Support the on-going professional development of officers to deliver high quality services that meet the needs of the public and the requirements of the Gold Standard Investors in People status of the Council.

- Implement the Council’s appraisal system for training needs and performance based on the principles of Continuing Professional Development (CPD) and meeting the requirements of the relevant professional bodies including the Chartered Institute of Environmental Health

4.1 Food Premises Interventions

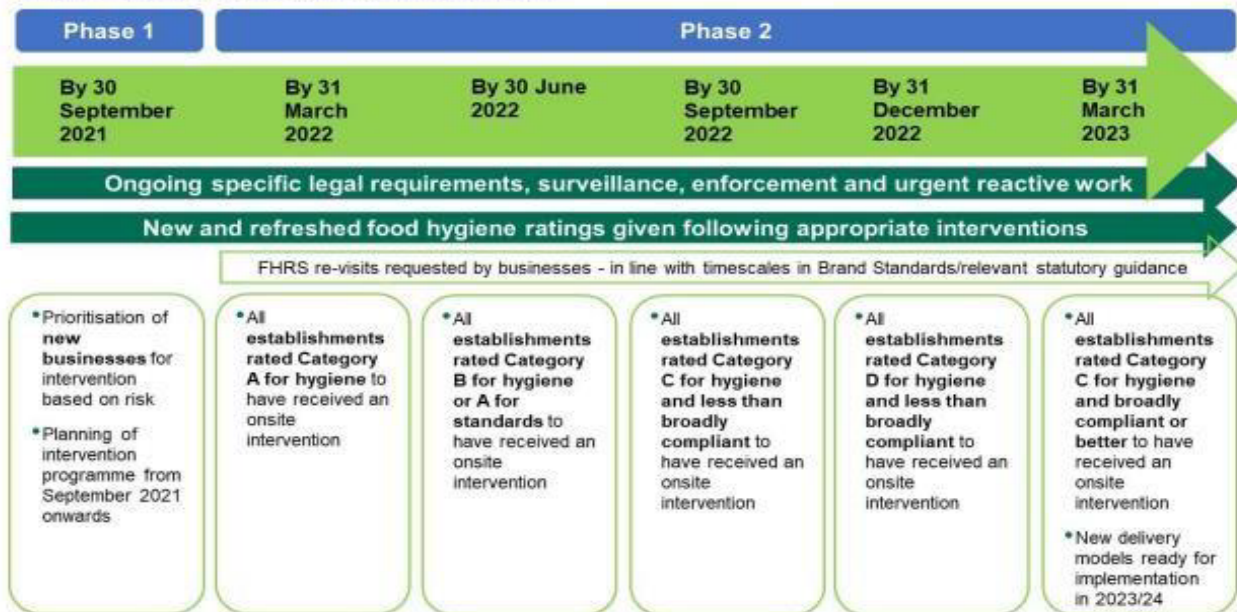
The term “Intervention” refers to any reactive or planned visit to a food business in the course of delivering the Food Safety service. The Food Safety Team will undertake a programme of comprehensive and targeted interventions at food premises to ensure compliance with relevant legislation and the promotion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

Food hygiene

Risk category	Minimum intervention frequency
A	At least every 6 months.
B	At least every 12 months.
C	At least every 18 months.
D	At least every 24 months.
E	A programme of alternative enforcement strategies or interventions every three years.

For the period 2021- 31st March 2023, the frequency and intervals between interventions were carried out in accordance with the FSA Recovery Plan.

Figure 1: Outline of the Recovery Plan



Notes

The key milestone dates within the Recovery Plan for higher risk establishments are shown.

For lower risk establishments not shown in the figure, local authorities have the flexibility to defer planned interventions and only undertake intervention where information/intelligence suggests that risks have increased/standards have fallen or if the establishment is otherwise considered a priority for intervention due to the risk posed.

In the case of food standards, the impact on the business of the new requirements on allergen labelling for products prepacked for direct sale - that apply from 1 October 2021 - should also be taken into account.

4.2 Food Related Complaints

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

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

4.3 Advice to Businesses

The Food Safety Team provides an advice service, which, encourages, advises and assists businesses to comply with food safety legislation.

If a business requires more detailed bespoke advice which can only be delivered at the premises, there is a charge per hour for this advice.

4.4 Food Sampling and Inspection

The Food Safety Team undertakes targeted and reactive local sampling in a manner specified by relevant legislation, Codes of Practice and other guidance sources. Ad hoc project-based sampling of food, drink and the food environment is undertaken in liaison and co-ordination with other Lancashire Environmental Health Services and UKHSA in accordance with an agreed sampling programme and available resources.

A documented sampling programme for each year will be followed, considering local needs and priorities, subject to available resources and using a risk- based approach.

Examples of food sampled examined as part of the programme included the following foods made by local manufacturers:

- Milk
- Ready to eat cooked meats and meat products
- Pies

Other sampling may also be carried out;

- As part of an official control intervention
- In response to complaints
- Where local intelligence indicates a potential risk to health

All formal food samples will be submitted to the Lancashire County Public Analyst for compositional analysis or to the UKHSA Food, Water and Environmental Laboratory Service for microbiological examination.

4.5 Control and Investigation of Outbreaks of Food Related Infectious Disease

This Food Safety Team is responsible for investigating the notification of infectious diseases or suspected infectious diseases. The objective is to minimise the risk of spread of the disease and where possible, identify the source.

Notifications may arise as formal notifications from laboratories, GPs & UKHSA or through informal routes such as self-notifications.

Investigations are carried out by either the Council or UK Health Security Agency depending on the nature of the specific disease notification. Some investigation may require an immediate response to ensure/require exclusion from work, nursery and schools.

We will take a risk-based approach to suspected viral outbreaks. Environmental Health will only carry out intervention or further investigations where:

- The risk assessment indicates that there is a suspected food/food handler link in the source of the outbreak or significant further spread of the infection; or
- The risk assessment indicates that food/food handlers are not significant features in the outbreak but the circumstances indicate a need for regulatory intervention (e.g. under HASAWA, Health Protection Regulations etc.) which will be considered in liaison with other regulators as appropriate (e.g. CQC, HSE).

In these cases, the EH intervention may focus on regulatory action for non-compliance with relevant legislation as opposed to following up individual cases or pursuing specimens.

The Council has a Joint Major Outbreak Plan for Managing an Outbreak of Food Poisoning or Communicable Disease in the Community developed in conjunction with UKHSA & partner agencies.

4.6 Food Safety Alerts and Incidents

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

4.7 Home Authority Principle & Primary Authority Scheme

The Team support both the Home Authority Principle and the Primary Authority Scheme. We do not currently have any formal primary authority agreements in place.

The Primary Authority scheme permits any business to register with one local authority as a source of advice on environmental health issues. Officers are required to contact the Primary Authority before taking any enforcement action against that company. The Primary Authority direct proposed action if it believes that it is inconsistent with their published advice. The scheme builds on the foundation created by voluntary home and lead authority initiatives.

All authorised officers are registered with the online database and are familiar with the requirements of the scheme.

4.8 Liaison with Other Organisations

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

Partner Organisation type	Brief description
Other Local Authorities/Scientific support	Lancashire Food Liaison Group – Enforcement issues, sampling, policies, best practice, training, inter-authority audits etc. UKHSA – Food Sampling and examination, Communicable Disease control. Public Analyst – Chemical analysis etc. Environmental Health Lancashire

	Lancashire County Council Trading Standards – Food Standards/Allergens/PPDS labelling/Novel Foods
Local professionals	East Lancs Primary care Trust – working together on health promotion, infectious disease control, health inequalities etc.
Professional bodies and Agencies	CIEH- professional practice, consultation, training. FSA – statutory plans, guidance, training, annual returns, consistency of enforcement, best practice, training.

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

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

4.9 Consumer Food Safety & Health Promotion

We participate in the national Food Hygiene Rating Scheme. The aim of the scheme is to help consumers to make informed choices about where they purchase food from. Most of our food business are included in the scheme and it is well received by both food business and consumers.

Where resources permit, we share information with the Council’s Communications Team with a view to publicise businesses achieving the top Food Hygiene Rating of 5 and highlight National Food Safety Campaigns using the Council’s website & social media accounts.

We will work in partnership with the Trading Standards team at Lancashire County Council to promote the relaunch of the Recipe 4 Health award. The scheme will be promoted during routine inspections to potentially eligible businesses.

Health promotion remains an important element to the on-going commitment to improving public health and tackling health inequalities. Although this element of the service is non-statutory, Burnley remains committed to supporting local Health promotion activity where resources permit.

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

5. RESOURCES

5.1 Staffing

The Food Safety Team has an establishment of **2.9 FTE**:

	Officer	FTE - Management	FTE- Operational	FTE Regulatory Support
Delivery	Team Manager	0.2	0.8	0
	Env Health Compliance Officers	0	1 (0.2 day release)	0
	Workplace Compliance Officers	0	0	0.9
Total		0.2	1.8	0.9

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

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

5.2 Staff Development

The Council has successfully obtained Investors in People award and is committed to retaining this. As part of this process all staff undergo an annual Performance and Development review which includes training needs. These individually identified training and development needs are carried forward after consideration by Managers.

The Food Safety Team operates a documented procedure for the recording of qualifications, training and competencies. As required under the Code of Practice, a minimum of 10 core food related hours per officer per year is undertaken. Training is provided to address needs identified within the Council's Performance Development Review framework and the FSA competency framework. Additional training will be resourced subject to emerging demands.

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

Previous training courses have included:-

1. Best Practice Day
2. Legal training
3. Outbreak Training
4. Sampling training
5. Consistency Training/FHRS Consistency Exercise

5.3 Local Initiatives, Joint Working and External Grant Funding

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

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

6. SERVICE QUALITY AND DEVELOPMENT

6.1 Quality Assessment

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

6.2 Regional Peer Group Auditing

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

6.3 National Auditing

A return of performance data outlining in detail the work of our service is submitted routinely to the FSA. This is a requirement of all Local Authorities.

Throughout the period of the Recovery Plan, the service completed quarterly temperature check surveys reporting performance against the FSAs Recovery milestones. Reporting 2023/2024 will be carried out Bi-annually.

6.4 Service Review

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

7. FOOD SAFETY SERVICE DELIVERY OUTPUTS

The Service will undertake a programme of comprehensive and targeted interventions at food premises in accordance with the Recovery Plan (4.1 above) to ensure compliance with relevant legislation and the promotion of best practice.

Interventions by Risk Rating 2022/2023

Risk Category	No of Interventions
A	4
B	56
C	112
D	204
E	220
New Business Interventions	128
TOTAL	724

We carried out 724 interventions in total & carried forward 11 low risk due inspections to the 2023-2024 programme.

Other Non-official Control Interventions

Revisits/Verification/Surveillance/Advisory	153
Sampling Visits	7

Levels of Compliance in Food Businesses

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

Year	Total number premises	Total Number of Businesses within the programme	Total No broadly compliant within the programme	Target %	Actual %
2017/18	929		860	100	98**
2018/19	937		864	100	97**
2019/20	926	771	750	100	97**
2020/21	908	776	761	100	98**
As at 6/12/22	924	813	733	100	94**
As at 8/12/23	907	787	755	100	95**

** This excludes the no. of unrated businesses and premises outside the programme

The number of non-compliant businesses identified at the interventions continues to apply pressure to resources as the Team work hard to bring about necessary improvements. Officers time is diverted to providing advice, reports, letters, coaching, revisits and where necessary moving to the use of more formal enforcement measures. Once improvements have been made, demands on the service are stretched further as businesses request a reinspection and review of the Food Hygiene Rating.

Service Requests

Request Type	2018/2019	2019/2020	2020/2021	2021/2022	2022/23
Infectious diseases	112	128	63	92	98
Advice requests	287	218	436	157	195
Complaints regarding Hygiene at premises	300	324	93	335	30
Complaints re unfit/contaminated food	66	91	41	79	57
Food Hygiene Re-rating visits	23	15	7	8	25
Total	788	776	640	671	405

8 2024/2025 Workplan

In 2024/25 interventions will be planned again in line with the FSA Code of Practice and available resources deployed to meet inspection targets. Priority will be given to completing interventions at premises rated Category A – C, noncompliant businesses (FHRS 0 - 2), and overdue interventions which have been prioritised in order of risk.

New food business registrations will continue to be triaged with an aim to inspect the highest risk operations within 28 days of registration.

Revisits will be limited to non-compliant premises (Food Hygiene Rating 0 – 2 inclusive).

The percentage of compliant premises operating within the Borough is declining, it currently stands (6/12/23) at 95%. This is a consequence of the pandemic and current economic climate which is impacting hospitality businesses. The Team will continue to target the non-compliant businesses using a graduated approach to enforcement.

Good progress is being made towards this year's (2023/24) programme. So far, between 1st April 2023 to November 2023, 431 interventions have been carried out at Category A-E businesses & at 76 new businesses.

Where resources permit & performance is in line with the FSA Codes of Practice the team aim to;

- Update and implement any policies and procedures required to ensure the service complies with the FSA Framework Agreement.
- Continue to promote the FHRS across the Borough and seek to increase the number of eligible businesses achieving a rating of three and above.
- Further develop the Council's website.
- Develop & improve methods of recording & collating information to improve customer interactions and improve data collection for FSA returns.

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Health and Safety Intervention Plan 24/25

REPORT TO EXECUTIVE



DATE	17 th January 2024
PORTFOLIO	Community, Health & Environmental Services
REPORT AUTHOR	Jill Wolfendale
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PURPOSE

1. The regulatory team responsible for Health & Safety at Work enforcement must have in place an intervention plan to meet the requirements of statutory guidance. This annual Intervention Plan 2024/25 incorporates a review of performance against the 22/23 plan and sets priorities for 24/25. The Plan is consulted with Scrutiny and Executive prior to approval at Full Council.

RECOMMENDATION

2. That the report be considered by Scrutiny & Executive Committees
3. That Executive recommend Full Council to approve the Health and Safety Intervention Plan 2024/2025, detailed at Appendix 1 to this report; and
4. That Full Council approve the Health and Safety Intervention Plan 2024/2025 detailed at Appendix 1 to this report.

REASONS FOR RECOMMENDATION

5. Section 18 of the Health & Safety at Work Act 1974 and the subsequent National Local Authority Enforcement Code for Health and Safety (The Code) provide frameworks within which the Environmental Health & Licensing Team must operate when carrying out its public protection duties within workplaces. The frameworks require the Council to have plans in place to control these activities, and mechanisms for review. The intervention plan appended to this report has been prepared to satisfy the statutory requirements.

SUMMARY OF KEY POINTS

6. The Health & Safety Intervention Plan has been produced to outline the health and safety regulation duties undertaken by Burnley Borough Council's health and safety team. The regulation of health and safety is split between local authority (LA) regulators and the Health and Safety Executive (HSE), the businesses we regulate as the LA are mostly in

the service sector and include offices, shops, restaurants, care homes, hotels, tyre and exhaust fitters and warehouses. The HSE regulate health & safety in factories, hospitals, council run premises, schools, colleges, construction and agricultural premises.

7. Following recommendations in “Reclaiming health & safety for all: an independent review of health & safety legislation” the approach to health and safety enforcement changed. The changes resulted in the National Local Authority Enforcement Code for Health and Safety Enforcement, which is designed to ensure that LA health and safety regulators take a more consistent and proportionate approach to their regulatory interventions. It sets out the Government expectations of a risk-based approach to targeting interventions. Whilst the primary responsibility for managing health and safety risks lies with the businesses who create the risk, LA health and safety regulators have an important role in ensuring the effective and proportionate management of risks, supporting business, protecting their communities, and contributing to the wider public health agenda.

Recovery of service delivery post Coronavirus pandemic

In 2021 Local Authority Circular (LAC 67-2 (Revision 10) HSE recognised the need for LAs to prioritise regulatory resources and where appropriate, shift the focus to Coronavirus related health and safety activities The LAC, was revised in 2022, its focus reverted back to advising local authorities on setting their health and safety workplans and targeting their interventions based on local and national priorities.

At the beginning of 2022 recovery plans were put in place to start to pick up interventions listed as national priorities these plans ran up to the end of October 2022. In 2022/23 officers undertook proactive inspections and a number of health and safety compliance surveys in the warehouse/logistic sector.

Health and Safety Intervention Plan 2024/2025

Interventions planned for 24/25 will follow the guidance issued in Local Authority (LA) Circular (LAC 67/2 (rev 12). This sets out national areas LA officers should prioritise for interventions for example, falls from height, visitor attractions involving animal contact and trampoline parks.

Health and Safety Interventions 1/4/2022 to 31/3/2023

Total interventions include all service requests and interventions undertaken by the Health and Safety Team i.e. H&S complaints and visits, all skin piercing registration work, licensing consultations in regard to public safety and public burials

	2022/23	2021/22
Total no. of H&S Interventions	237	199
Reactive Visits following incident/ complaint	4	1
Reactive Visit to give advice	3	1
Targeted Interventions (other contact non-visit)	71	112
Proactive Inspections	3	15

Other visits face to face (local)	2	0
Other visits face to face (national)	0	0
H&S Office based activity (advice given non-visit)	19	19
Revisits	0	0
Licensing response (Premises & TENS)	135	51

FINANCIAL IMPLICATIONS AND BUDGET PROVISION

8. Health and Safety regulation is a core statutory service delivered by the Environmental Health & Licensing Team, under contract to Liberata UK Ltd.

POLICY IMPLICATIONS

9. As national regulators the Health & Safety Commission set and monitor national standards. The framework for local plans is prescribed to ensure “official controls” are consistently delivered across the country. Through audit, they monitor local authorities to ensure that local controls are effective, and they have intervention powers where delivery fails to meet the required standard.

DETAILS OF CONSULTATION

10. Scrutiny and Executive will be consulted prior to Full Council decision

BACKGROUND PAPERS

11. None

FURTHER INFORMATION

PLEASE CONTACT: Jill Wolfendale

ALSO: Karen Davies

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Environmental Health & Licensing Section

Health and Safety Intervention Plan

2024/2025

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Introduction

The Health & Safety Intervention Plan has been produced to outline the health and safety regulation duties undertaken by Burnley Borough Council's health and safety team. Health and safety regulation is split between local authority (LA) regulators and the Health and Safety Executive (HSE), the businesses we regulate as the LA are mostly in the service sector and include offices, shops, restaurants, care homes, hotels, tyre and exhaust fitters and warehouses. The HSE regulate health & safety in factories, hospitals, council run premises, schools, colleges, construction and agricultural premises.

Following recommendations in "Reclaiming health & safety for all: an independent review of health & safety legislation" the approach to health and safety enforcement changed. The changes resulted in the [National Local Authority Enforcement Code for Health and Safety Enforcement](#), which is designed to ensure that LA health and safety regulators take a more consistent and proportionate approach to their regulatory interventions. It sets out the Government expectations of a risk-based approach to targeting. Whilst the primary responsibility for managing health and safety risks lies with the businesses who create the risk, LA health and safety regulators have an important role in ensuring the effective and proportionate management of risks, supporting business, protecting their communities and contributing to the wider public health agenda.

This Code sets out what is meant by 'adequate arrangements for enforcement' and replaces the existing S18 Standard, it concentrates on the following four objectives:

- a) Clarifying the roles and responsibilities of business, regulators and professional bodies to ensure a shared understanding on the management of risk.
- b) Outlining the risk-based regulatory approach that LAs should adopt with reference to the Regulator's Compliance Code, HSE's Enforcement Policy Statement and the need to target relevant and effective interventions that focus on influencing behaviours and improving the management of risk.
- c) Setting out the need for the training and competence of LA H&S regulators linked to the authorisation and use of HSWA powers; and
- d) Explaining the arrangements for collection and publication of LA data and peer review to give an assurance on meeting the requirements Of the Code.

Our commitment to Improving Health and Safety Outcomes

Burnley Council's 10 year vision for the Borough (*Burnley Council's Strategic Plan 2021*)

Burnley and Padiham will be places where families choose to live because of our clean, safe neighbourhoods, beautiful parks and unspoilt countryside. Businesses will choose to invest in our borough because of our skilled workforce, our diverse, competitive, modern economy and a supportive council

Our values:

One Burnley –Leading the Way

One Council –Working Together

One Team –Ambitious for Burnley

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

People: Creating flourishing, healthy and confident communities

Places: Making the Borough a place of choice

Prosperity: Promoting transformational economic change for Burnley

Performance: Ensuring a continuous focus on improvement in all aspects of the Council's performance.

Service Aims and Objectives

To this end Environment Health and Licensing Service's overall aim is to:

“Ensure that Burnley is a safe and healthy place of choice to live work and enjoy leisure time. We act on the front line directly providing services that affect people’s daily lives. We provide protection to users of taxis, customers of food businesses, employees in offices, shops and warehouses and help to those suffering the effects of noise nuisance. We police premises which pollute the atmosphere and monitor a whole range of activities that make the Borough a healthier place to be”.

This intervention plan details how the Health and Safety Team intend to meet these objectives.

The aim of the health and safety service is to protect the health, safety and welfare of employees in the borough and to safeguard others, principally the public, who may be exposed to risks from work activity.

The Health and Safety service is a core Statutory function, within the Environmental Health & Licensing service, as such the aim is to set priorities within our health & safety intervention programme that contribute to the health, safety and welfare of those exposed to work activities, the intervention plan aims to meet all of the requirements of the mandatory guidance issued under Section 18 of the Health and safety At Work etc Act 1974 that requires each local authority to make adequate arrangements for the enforcement of health and safety legislation.

Officers working for Burnley Borough Council delivering the health and safety service were seconded to the strategic partner, Liberata from January 2016. The Council will work with Liberata to deliver the Council's health and safety service from January 2016. A detailed contract for delivery has been developed to ensure an effective contractual relationship, continuity of service delivery, risk management and the maintenance of high-quality services.

Progress on all key areas of service unit activity will be fed into a balanced scorecard and reported to Members throughout the year. The key performance indicator relating to environmental health compliance services is.

EHLPI 1: % of Programmed EH&L compliance inspections and interventions delivered in line with statutory targets.

The specific Key Performance Indicators measured for health and safety regulation are;

- Number of inspections of higher risk activities due on workplan undertaken (identified within HSE national code)
- Due Cat A (as per s18 risk rating) rated Inspections undertaken
- Non-inspection 'face to face' intervention due on workplan undertaken
- Non-inspection 'other contact' intervention due on workplan undertaken (information distributed, including information sent with food S/A)

Delivery of Priorities

Our delivery priorities will be achieved by;

- A proactive intervention programme which prioritises high risk or poor performing businesses over low-risk businesses
- Investigating workplace accidents in line with the service's accident investigation policy
- Responding to service requests in line with the service's expected standards
- Delivery of identified local priorities and HSE national priorities where appropriate.
- Delivery and participation in interventions that aim to reduce health inequalities as they relate to delivery in the workplace.
- Partnership working – work with other Council Departments, Environmental Health Lancashire, Environment Agency, Police, fire Officers, HMRC, joint work with Health and Safety Executive, and with Public Health England and other organisations to meet local and national targets or initiatives.
- Ensure enforcement decisions are consistent with our Enforcement Policy, the HSC's Enforcement Policy Statement and the Enforcement Management Model. (Ensures proportionate, consistent, transparent and accountable enforcement - part of the Better Regulation agenda)
- Train and develop our staff to ensure competence. (Encourages staff retention/recruitment and ensures credibility with local business)

Borough Profile

Burnley's population size has increased by 8.8%, from around 87,100 in 2011 to **94,700** in 2021. This is higher than the overall increase for England (6.6%), where the population grew by nearly 3.5 million to 56,489,800 (*ONS.28 Jun 2022*). The town lies 21 miles north of Manchester and 20 miles east of Preston, at the confluence of the River Calder and River Brun, with the Leeds-Liverpool canal running through the Borough. Neighbouring local authorities are Lancashire's Hyndburn, Ribble Valley, Pendle, Rossendale; and Calderdale in West Yorkshire.

During the Industrial Revolution Burnley became one of Lancashire's most prominent mill towns; at its peak it was one of the world's largest producers of cotton cloth. The town is now hub for a mixture of business sectors such as;

Advanced Manufacturing and Advanced Engineering

In total, these major sectors and all of their sub sectors, including aerospace and automotive, account for 7,000 jobs in Burnley – this accounts for approximately 20% of total jobs in the town.

Digital and Creative:

Burnley has a growing status as a university town, and this has given rise to digital jobs success. Burnley ranks second in the UK for digital jobs growth. During 2014-2015 it saw annual growth of almost 162%, in this sector compared to 2% across Great Britain and 30% across the rest of the Northwest. With UCLAN committed to having 4,000 university students in Burnley by 2025, this sector is expected to further expand.

Leisure, Retail and Tourism:

The town is home to Burnley Football Club and Historic houses and parks such as Towneley Hall and Gawthorpe. It also has a large luxury hotel and leisure complex. This makes it home to a thriving leisure, retail and tourism sector which accounts for around 9,250 jobs.

Warehousing & Logistics:

With close links to the M65 and other motorway networks, the town has a number of large warehousing and logistic companies located in several business parks in the Borough.

Council Makeup

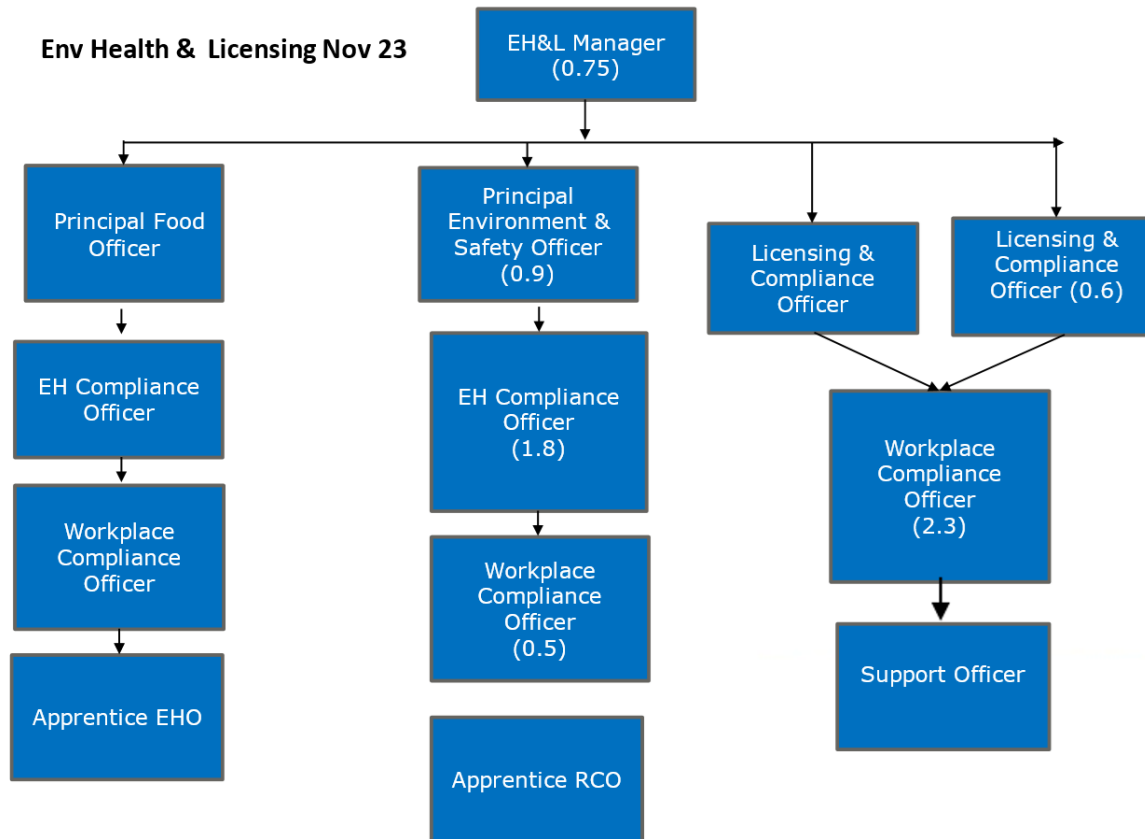
Burnley Council is divided into 15 wards served by 45 councillors. The Council is based on a Cabinet structure with 6 Portfolios, a Leader and 5 Executive portfolio holders; there are 4 committees including 1 scrutiny committee. The health and safety team sits within the Community & Environmental Services portfolio.

The Key Corporate objectives, governance arrangements, and decision-making timetables are outlined in 4 key corporate documents:

- The Council's Constitution & Scheme of Delegation
- Strategic Plan
- Forward Plan of key Decisions and Private Meetings
- Burnley's Community Strategy

Organisational Structure

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



Scope of the Health and Safety Service

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

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

Service Delivery

LAC 67-2: Setting Local Authority Priorities and Targeting Interventions

In 2021 LAC 67-2 (Revision 10) HSE recognised the need for LAs to prioritise regulatory resources and where appropriate, shift the focus to Coronavirus related health and safety activities.

Recovery of service delivery post Coronavirus pandemic

Towards the end of 2021 officers were still involved in dealing some pandemic related issues and this is reflected in the number of service requests in 2021/022. However, we were working towards getting back to `business as usual` in relation to health and safety regulatory work. At the beginning of 2022 recovery plans were put in place to start to pick up interventions listed as national priorities these plans ran up to the end of October 2022.

The Local Authority Circular, was revised in 2022, its focus reverted back to advising local authorities on setting their health and safety priorities and targeting their interventions based on local and national priorities.

Annex A of the LAC Outlines a summary of national planning priorities for 2022-2023

Service delivery
Interventions 1st April 2022 to 31st March 2023

Health and Safety Interventions 1/4/2022 to 31/3/2023

Total interventions include all covid complaints and visits, all skin piercing registration work, licensing consultations re public safety and also public burials

Total no. of H&S interventions	237
Reactive Visits following incident/ complaint	4
Reactive Visit to give advice	3
Targeted Interventions (other contact non-visit)	71
Proactive Inspections	3
Other visits face to face (local)	2
Other visits face to face (national)	0
H&S Office based activity (advice given non-visit)	19
Revisits	0
Licensing response (Premises & TENs)	135

Service Delivery

Enforcement

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

Enforcement Action	Description	Number issued. 2022/23*
Improvement Notice	Legal Notice requiring works to be completed within a minimum of 21 days	0
Prohibition Notice	Legal Notice prohibiting an activity being carried out where there is a serious risk of injury	2
Deferred Prohibition Notice	As above but with a time delay allowing certain actions to be taken before the Notice comes into force	0
Simple Caution	May be offered in certain circumstances instead of prosecution	0
Prosecution	Where the health and safety offences are dealt with at Court	0

Liaison with Other Organisations	<p>Formal and informal relationships exist with the following organisations;</p> <ul style="list-style-type: none"> • Health and Safety Executive (HSE) • Environmental Health Lancashire Health and Safety Officers Group • Environmental Health Lancashire Chief Environmental Health Officers • Public Health England • Ofsted • Lancashire County Council - Safeguarding • Lancashire Fire Service • Lancashire Police Service • Burnley Council Regeneration & Planning Policy • Better Regulation Delivery Office (BRDO) • United Utilities • HMRC • GENGA Partner organisations 				
Staff Allocation	<p>Staff resources devoted to health and safety enforcement work as of 31 March 2023</p> <table border="1" data-bbox="577 884 1218 1075"> <tr> <td>No of HSWA Warranted Officers</td> </tr> <tr> <td>8</td> </tr> <tr> <td>Full Time Equivalent of warranted officers time spent on HSWA activity</td> </tr> <tr> <td>1.3</td> </tr> </table>	No of HSWA Warranted Officers	8	Full Time Equivalent of warranted officers time spent on HSWA activity	1.3
No of HSWA Warranted Officers					
8					
Full Time Equivalent of warranted officers time spent on HSWA activity					
1.3					

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

Table 1

Health and Safety Workplan What we did last year 2022/2023

	Interventions	Outcomes
Accident/Major Investigations	We had 55 reported accidents in this period	Most accidents are minor and as such a `desktop` investigation is undertaken to understand the circumstances surrounding the incident and what actions have been taken to prevent similar incidents occurring in future. We had a major investigation into a potential release of asbestos in a converted mill. The lagging around the pipe was unlabelled asbestos lagging. The incident resulted in a Prohibition Notice being served stopping any further work until a full asbestos survey and specialist removal had taken place. Other investigations related to gas safety in catering which resulted in a Prohibition Notice being served, an incident involving a trapping in machinery fortunately the employees wasn't too seriously injured, an incident involving a children's play area and a number manual handling injuries.
Health and Safety inspections	Visits were made to some of the Borough's warehouses as these are a national priority.	Inspections focussed on working at height, workplace transport and staff welfare. In addition, as part of the recovery work undertaken, targeted questionnaires were sent to 30 warehouses. Inspections and returned questionnaires showed overall health and safety compliance to be good. However further visits are planned this year to gain access to warehouses who have not returned questionnaires.
Complaints/ Requests for Service	There were 117 health and safety service requests over this period.	Service requests and complaints varied from advice requests to premises licence and skin piercing applications to complaints about health and safety in premises requiring investigation.

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Table 2

Health and Safety Workplan What we are doing in 2024/2025

Interventions	Outcomes
Accident investigations	Continue to investigate any accident indicating poor health and safety management, or that fits the criteria outlined in the Councils Accident Investigation Policy
Complaints and requests for service	Continue to respond to all complaints and request for service within the service target response times
Interventions	The team will carry out a number proactive inspections and other interventions in line with the National Code and LAC 67/2 (Rev 12) https://www.hse.gov.uk/lau/assets/docs/67-2-priorities-targeting-interventions.pdf
<p>Other.</p> <p>Recovery work</p> <p>Training apprentice`s -</p> <p>Use of surveys</p> <p>Other service demands</p>	<p>Continue to work with other Lancashire authorities through the health and safety officers' group to identify local or national H&S issues. We will continue to contribute and work with other officers and emergency services as part of the Councils Events Safety Advisory Group (ESAG)</p> <p>We have been able to fill vacant posts within the team and this has allowed us to plan and carry out additional health and safety interventions in line with the National Code</p> <p>The team will continue to train and mentor the apprentices and overtime this will assist with the current demand on resources</p>

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CONSTITUTIONAL REPORTING – AMENDMENT TO OUTSIDE BODY REPRESENTATION

FULL COUNCIL



DATE	24 th January 2024
PORTFOLIO	Leader
REPORT AUTHOR	Carol Eddleston
TEL NO	01282 475973
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PURPOSE

1. To inform members of the Council of a change required to the Council's representation on Burnley Together Steering Group.
2. As a result of 1. above, to approve a change to the representation on Burnley Together Steering Group.

RECOMMENDATION

3. That Council note that Councillor Howard Baker was appointed as the Council's representative on Burnley Together Steering Group at the last meeting of Full Council when, in fact, the Lead Role in relation to Burnley Together is assigned to the Portfolio Holder for Health, Culture and Wellbeing in the Executive Member Portfolios 2023/24 (from 27th November 2023), as signed by the Leader on 27th November 2023.
4. As a consequence of 3. above, that Council approve the appointment of Councillor Jack Launer as the Council's representative on Burnley Together Steering Group.

REASONS FOR RECOMMENDATION

5. To note that a change in representation is required in order to accurately reflect the signed, detailed Executive Member Portfolios.
6. To ensure that the Council's representation on Outside Bodies accurately reflects the signed, detailed Executive Member Portfolios.

SUMMARY OF KEY POINTS

7. Members of the Council will recall that Councillor Howard Baker was appointed as the Council's representative on Burnley Together Steering Group at the last meeting of Full Council. This was an administrative oversight as the Lead Role in relation to Burnley Together is in fact explicitly assigned to the Portfolio Holder for Health, Culture and Wellbeing in the Executive Member Portfolios 2023/24 (from 27th November 2023) that were signed by the Leader on 27th November 2023.
8. Consequently Council is asked to approve the appointment of Councillor Jack Launer as the Council's representative to the Steering Group as Executive Member for Health, Culture and Wellbeing.

FINANCIAL IMPLICATIONS AND BUDGET PROVISION

9. None.

POLICY IMPLICATIONS

10. None.

DETAILS OF CONSULTATION

11. Member Structures and Support Working Group.

BACKGROUND PAPERS

12. None.

FURTHER INFORMATION

PLEASE CONTACT:

Carol Eddleston

Catherine Waudby, Monitoring Officer

Constitutional Reporting – General Substitute Scheme

FULL COUNCIL



DATE	24/01/2024
PORTFOLIO	Leader
REPORT AUTHOR	Catherine Waudby
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PURPOSE

1. To consider a scheme to allow the appointment of substitute members to Committees other than the Executive.

RECOMMENDATION

2. To consider approval of a scheme to allow the appointment of substitute members to Committees other than the Executive, as set out in Appendix 1.
3. Subject to approval of 2. above, to approve the additions to the Constitution required, as set out in Appendix 2.

REASONS FOR RECOMMENDATION

4. To respond to a request from the Green Group members of the Executive to consider appointing substitute members to committees in order to maximise politically balanced attendance at meetings wherever possible.

SUMMARY OF KEY POINTS

5. In the course of the 2022/23 Municipal Year the Member Structures and Support Working Group (MSSWG) considered whether or not Full Council should be recommended to approve a substitute scheme to allow the appointment of substitute members to committees. Officers conducted research into arrangements in other local authorities and brought back a number of recommendations for consideration. MSSWG duly gave due consideration to the principle of using substitute members but concluded that it did not wish to progress the suggestion of a scheme any further at that time.
6. Members will recall that, following a request from the Green Group, Full Council approved the introduction of a limited substitution scheme related to disability at its meeting on 27 September 2023.

7. Following recent changes in membership of the Executive, a further request has come forward to consider the introduction of a substitute scheme in order to maximise politically balanced attendance at committee meetings wherever possible. Such a scheme would allow for substitute members on the Audit and Standards, Development Control, Licensing (including sub-committees) and Scrutiny Committees. Members are reminded that the Local Government Act 2000 does not allow substitutes on the Executive.
8. Officers researched arrangements that are in place in a number of other local authorities in order to identify the main factors for consideration in the preparation of a proposed draft scheme.
9. All Lancashire Councils were contacted directly about their arrangements. Of those that replied, two do not allow substitutes, two allow them by specified appointments at Appointments Council annually, and four allow more reactive substitutes on an ad hoc basis to be appointed by Groups.
10. A desktop review of arrangements at a number of randomly selected local authorities from elsewhere in the country also identified a variation in approach, reflecting the unique nature of each Local Authority.
11. In devising the proposed draft scheme officers considered a number of factors:

a. Should approval of any substitution be by Full Council or by delegation elsewhere?

Our research shows that some local authorities allow the appointed committee member or group to appoint substitutes, whereas a number of others agree committee substitutes at full Council at the start of the municipal year. This would align with Burnley's current arrangements for nominating and approving annual appointments and in-year changes to committee membership at Full Council.

In the proposed draft scheme Full Council is the only body which appoints committee substitutes at the Annual Meeting and any proposed in-year changes to the agreed substitutes must also be brought to Full Council for approval.

b. Would a reason for the individual substitution be required?

Under current arrangements, members who are unable to attend a meeting are currently expected to submit their apologies in advance. There is a general acceptance that they do so in good faith and there is no requirement for them to provide a specific reason, although they very often do so, whether it be to their Group Leader, to a fellow member and/or to Democracy.

From our research it appears that most local authorities do not require a reason to be given when a substantive member asks for a substitute member to attend on their behalf. We do not consider that this is helpful if arrangements are to be monitored and an assessment made of their fitness for purpose.

In the proposed draft scheme Full Council, where a substantive arranges for a substitute member to attend a meeting on their behalf, the substantive member should inform the Democracy team why they have done so. Attendance would continue to be recorded and there is provision on the Modern.Gov committee management system to record a member as 'present as substitute'. The additional

provision of a reason (not for publication) would allow the substitution arrangements to be monitored and any issues or patterns of concern to be raised with Group Leaders.

c. What would be the notice period for a substitution?

Under current arrangements, apologies for absence can be submitted by the member concerned up to any point before the start of the meeting or by a third party on their behalf at the meeting itself.

Research has shown a wide variety in approach in other authorities, ranging from notice of substitution required by 9:00am on the 4th working day before the meeting to no notice being required at all. In order for the substitute member to be able to contribute to informed and robust decision making, it would be important for them to have as much notice as possible so as to be able to prepare properly for their role at the meeting. The fact that substitute members will have access to meeting papers at the same time as substantive members should help in this regard. Early notification to Democracy would also help to reduce any last minute meeting preparation for officers such as accessibility arrangements, councillor name cards and named voting sheets.

The proposed draft scheme makes it clear that the substantive member would be responsible for arranging for the substitute member to attend a meeting and for notifying the Democracy Team and the Committee Chair, by 3:30pm on the day of the meeting, that the substitute member has agreed to attend so that the substitute member has sufficient time to prepare and that last minute meeting preparation for officers is minimised.

d. What would be the appropriate number of substitutes for Burnley?

Research has shown varying complexity in the approach in other authorities, including one substitute per member of each committee, the number of substitutes being proportionate to group size, and two substitutes per group appointed to each committee. It is rare for there to be more than two absences from any one group at any meeting in Burnley.

The proposed draft scheme adopts an approach that would be relatively simple to implement and maintain, less onerous for members and officers alike and provides for the nomination of two substitute members per group to each committee.

e. Member training

Our research has shown that the local authorities with substitution policies in place all require training of substitutes to the same level as appointed members. We consider that this should be a requirement of any scheme in Burnley.

The proposed draft scheme makes it clear that all substitute members must attend training to the same level as substantive committee members as part of the annual induction and ongoing member development programme. This includes in-year committee appropriate training sessions. This will enable them to play a full part in meetings and also contribute to succession planning for the future.

12. Officers consider that the proposed draft scheme contained in Appendix 1, which aligns closely with the recently approved scheme for members with a disability, could work successfully in Burnley and would be relatively simple to implement, administer and maintain, albeit that any scheme will inevitably have some impact on the workload of members and officers.

13. At the Member Structures and Support Working Group meeting on 11th January 2024 it was agreed that the proposed draft scheme should be presented to Full Council for Consideration on 24th January 2024.

14. NEXT STEPS

Subject to approval of the recommendations in this report, the draft scheme and any other consequential changes will be incorporated into the Constitution. Use of the scheme will be monitored on an ongoing basis by the Member Structures and Support Working Group and any issues of concern will be communicated to Group Leaders. Once the new scheme has become embedded, specific consideration will be given to whether there is a need for the General and Disability substitute schemes to operate concurrently.

FINANCIAL IMPLICATIONS AND BUDGET PROVISION

15. Whilst the recommendations above give the substantive member responsibility for arranging for the substitute to attend a meeting on their behalf, operation of the arrangements will inevitably create some additional workload for Democracy Officers. Additionally, the substitute member may have queries in the run up to the meeting that they wish to discuss with officers from other service areas. However, as mentioned previously above, the proposed draft scheme is designed to be relatively easily managed with minimal impact on members and officers alike.

POLICY IMPLICATIONS

16. Subject to members agreeing to introduce substitution arrangements, changes will be required to Part 4.1 CPR, and Part 2 of the constitution.

DETAILS OF CONSULTATION

17. Member Structures Officer Group.
Member Structures Working Group.

BACKGROUND PAPERS

18. The findings of our research of substitute arrangements in other local authorities in Lancashire and elsewhere is available upon request.

FURTHER INFORMATION

PLEASE CONTACT: Catherine Waudby

Appendix 1

Substitute Scheme for Members

The Scheme

1. This scheme is intended to allow the use of substitutes at committee meetings so that elected members who are not able to attend a particular meeting are represented at that meeting. This scheme is intended to apply when elected members are unable to attend a meeting for any reason other than as a result of a disability, which is provided for in the Substitute Scheme for Members with a Disability.
2. Substitute members will be permitted on the following Committees:
 - Audit & Standards
 - Development Control
 - Licensing and related sub-committees
 - Scrutiny
3. Each group will be invited to nominate two substitute members to each committee at the start of each municipal year. Appointments Council will formally appoint substitutes, with any in-year changes requiring approval from Full Council.
4. The substitute must ensure they have taken part in all relevant training for that committee prior to taking part in a meeting on behalf of the substantive member. This includes in-year committee appropriate sessions.
5. It is the responsibility of the substantive committee member to notify the Democracy Team, Committee Chair and the substitute member that they are unable to attend a meeting by no later than 3.30pm on the day of the meeting.
6. Substantive committee members will be expected to inform the Democracy Team of the reason why they will be represented by their substitute. The reason will not be published.
7. Substitute members will not be entitled to attend a meeting (other than as a member of the public) without advance notice to the Democracy Team.
8. Substitute committee members will be added to the agenda distribution list for the relevant committees in order that they have sufficient time to familiarise themselves with the information.
9. The substantive committee member should be mindful that at all meetings, but particularly in relation to Regulatory Committees (Development Control & Licensing), although the substitute is present to represent them, the substitute having reviewed the information provided may take a different view to the substantive member. Decisions should not be made either on a party political basis or as a result of the use of political 'whipping'.
10. If the substantive committee member attends a meeting after arranging for a substitute committee member to attend, the substitute committee member will continue as the voting member of the committee. However, if a substitute committee member has not arrived by the commencement of the meeting and the substantive committee member is present, the substantive committee member will continue as the voting member of the committee. Both parties must not vote at the same meeting.
11. If the Chairman of a Committee is absent and a substitute committee member attends in his/her place, the substitute committee member will only act as an ordinary member and will not assume any rights of the substantive committee member to act as Chairman. In such cases the Vice-Chairman will be expected to chair the meeting. If both the Chairman and Vice-Chairman are absent, but are represented by their respective substitute committee

members, the meeting will appoint a Chairman for the meeting from any members (including substitute committee members) present and with voting rights.

12. Where a substitute committee member has attended a meeting which is adjourned, the substantive committee member may attend the reconvened meeting as the voting member, provided that the meeting is not part way through the consideration of an item or issue at the time that it is adjourned.

Council Procedure Rules

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1. ANNUAL MEETING OF THE COUNCIL

1.1 Timing and business

In a year when there is an ordinary election of Members, the annual meeting (Mayor making) will take place within 21 days of the retirement of the outgoing councillors. In any other year, the annual meeting will take place in May.

The annual meeting will:

- (i) elect a person to preside if the chair of Council is not present;
- (ii) elect the chair of Council (Mayor); in doing so will have regard to the protocol in Part 5.5 of the Constitution.
- (iii) elect the vice chair of Council (Deputy Mayor); in doing so will have regard to the Protocol in Part 5.5 of the Constitution.
- (iv) approve the minutes of the last meeting;
- (v) receive any announcements from the chair;

1.2 Selection of Councillors on Committees and Outside Bodies

The council will at a meeting, i.e. Appointments Council, currently held on the same day and following on from the Annual Meeting:

- (i) elect the Leader, and at any subsequent Appointments Council Meeting held on the date on which the Leader's term of office as Leader ends i.e. up to 4 years, in accordance with Article 7.

Election of the Leader will take place at the Appointments Council or at any subsequent Appointments Council held on a day when the Leader's term of office is to end by virtue of Section 44 of the Local Government Act 2000 (as amended i.e. The first Appointments Council after the Leader's normal day of retirement as a Member.)
- (ii) if before the expiry of the Leader's term of office, the Leader resigns the office of Leader, or ceases to be a Member, or is removed from the Office of Leader by a resolution of the Council under Article 7.03 (d) in Part 2 of the Constitution, then the Council will elect a new Leader as soon as is reasonably practicable.

The Leader will appoint between 2 and 9 Members to the Executive (one of whom will be appointed by the Leader to act as Deputy Leader).
- (iii) approve a programme of ordinary meetings of the Council for the

- year if not previously agreed; and
- (iv) decide which committees and sub-committees to establish for the municipal year
- (v) decide any changes to the size and the terms of reference for those committees set out in the Constitution
- (vi) decide the allocation of seats to political groups in accordance with the political balance rules;
- (vii) receive nominations of Members to serve on each committee and outside body; and
- ~~(viii)~~ appoint at least one scrutiny committee, a Standards Committee and any other committees/sub-committees the Council considers appropriate to deal with matters which are neither reserved to the Council nor are Executive functions (as set out in Part 3 of this Constitution);
- ~~(viii)~~(ix) appoint two substitute members per group to each of the committees/sub-committees the Council considers appropriate to deal with matters which are neither reserved to the Council nor are Executive functions (as set out in Part 3 of this Constitution).
- ~~(ix)~~(x) appoint the Chairs and Vice Chairs of those Committees
- ~~(x)~~(xi) appoint to outside bodies except where appointment to those bodies has been delegated by the Council or is exercisable only by the executive.
- ~~(xi)~~(xii) consider any other business set out in the notice convening the meeting.

2. ORDINARY MEETINGS

Ordinary meetings of the Council will take place in accordance with a programme decided by the Council (currently every 10 weeks). Ordinary meetings will:

- (i) elect a person to preside if the Mayor or Deputy Mayor are not present;
- (ii) approve the minutes of the last meeting;
- (iii) receive any declarations of interest from members;
- (iv) receive any announcements from the Mayor, leader or members of the Executive;
- (v) receive questions or petitions in accordance with the Council's right to speak provisions or the petition scheme
- (vi) receive reports from the executive and the Council's committees and receive questions and answers on any of those reports;
- (vii) receive reports about and receive questions and answers on the business of joint arrangements and external organisations;
- (viii) consider motions; and

- (ix) consider any other business specified in the summons to the meeting, including consideration of proposals from the executive in relation to the Council's budget and policy framework and reports of the scrutiny committees for debate or questions under Rule 10.2

3. EXTRAORDINARY MEETINGS/SPECIAL MEETINGS

3.1 Calling extraordinary meetings/special meetings.

Those listed below may request the Head of Legal and Democratic Services to call Council meetings in addition to ordinary meetings and must specify the business to be conducted at that meeting.

- i) the Council by resolution-a special meeting;
- ii) the Mayor
- iii) the Monitoring Officer or the Head of Finance and Property (section 151 officer); and
- iv) any five members of the Council if they have signed a requisition presented to the Mayor and he/she has refused to call a meeting or has failed to call a meeting within seven days of the presentation of the requisition.

3.2 Business

The business to be conducted will be that specified by those calling the meeting. The Head of Legal and Democratic Services may, after consulting the Mayor, include additional items of business on the agenda.

4. TIME AND PLACE OF MEETINGS

The time and place of meetings will be determined by the Head of Legal and Democratic Services and notified in the summons. Ordinary meetings of the Council will normally be held on Wednesday at 6.30 pm.

5. NOTICE OF AND SUMMONS TO MEETINGS

The Head of Legal and Democratic Services will give notice to the public of the time and place of any meeting in accordance with the Access to Information Rules. At least five clear days before a meeting, the Head of Legal and Democratic Services will send a summons signed by him or her by post or other appropriate means to every member of the Council or leave it at their usual place of residence. The summons will give the date, time and place of each meeting and specify the business to be transacted, and will be accompanied by such reports as are available.

6. CHAIR OF THE MEETING

The person presiding at the meeting may exercise any power or duty of the chair. Where these rules apply to committee and sub-committee meetings, references to the chair also include the chair of committees and sub-committees.

7. QUORUM

The quorum of a Council meeting will be one quarter.

For all other meetings the quorum will be one third of the membership of the meeting (rounded up or down to the nearest whole figure where this

would result in a fraction). During any meeting if the chair counts the number of members present and declares there is not a quorum present, then the meeting will adjourn immediately. Remaining business will be considered at a time and date fixed by the chair. If he/she does not fix a date, the remaining business will be considered at the next ordinary meeting.

8. DURATION OF MEETING

- 8.1 Unless the majority of Members present vote for the meeting to continue, any meeting that has lasted for three hours will adjourn immediately. Remaining business will be considered at a time and date fixed by the chair. If he/she does not fix a date, the remaining business will be considered at the next ordinary meeting.

9. PUBLIC QUESTION TIME

9.1 At Council meetings

'Public Question Time' will be held during the first 30 minutes of the meeting.

Members of the public may ask a question, make a statement or present a petition, in accordance with the petition Scheme, at a Council meeting provided notice in the prescribed form (including receipt by fax or e-mail) has been received by the Head of Legal and Democratic Services by 5.00 pm on the day before the meeting.

A person asking a question, making a statement or presenting a petition will be allowed a maximum of 5 minutes to speak.

The relevant Executive Member or the Chair (or if absent the Vice Chair) of the appropriate Committee or Sub-Committee will reply initially.

The Executive Member, Chair (or Vice Chair) will have a final right of reply.

Where there is more than one speaker on the same issue the Mayor may, in the interests of the efficient conduct of the meeting, restrict those speaking to one speaker for and one speaker against a proposal or a reduced period of time so that not more than 10 minutes is taken up by speakers on that issue.

If it has not been possible to deal with all the questions or statements received during the time allowed, arrangements will be made to send a written reply as soon as possible.

A record of all people making representations will be included in the Minutes of the meeting

The Mayor will have discretion to disallow any representations especially those which seem defamatory or discriminatory, vexatious, frivolous or otherwise not within the spirit of the Council's right to speak policy in the opinion of the Mayor/chair of the meeting.

Where the person (or nominee of that person) asking a question, making a statement or presenting a petition is a party to a complaint or proceedings against the Council which are currently before a Court, Tribunal, Inquiry or the Ombudsman, or any matter which is awaiting determination by the Council acting under its regulatory powers, then that person or nominee is excluded from these provisions, whether the subject of their request to speak is related to the complaint, proceedings or determination.

Public question time shall not be used to raise any matter which has been raised within the previous 6 months, unless it can be shown that the Council has not delivered on an undertaking given in response to the previous question, or that the circumstances have changed significantly since the original question was asked.

Questions relating to individual decisions made by the Council, Executive or any of its Committees may only be raised within 12 months of the decision being made

Not more than 10 minutes will be allowed for debate.

9.2 **At Executive/Committee/Sub-Committee meetings**

'Public Question Time' will be held during the first 30 minutes of the Executive meeting and during the first 15 minutes of Scrutiny Committees/Sub Committees, except in the case of Appeals Committees

for arrangements see procedure rule 9.1 above, requests to speak shall relate to items within the remit of the Executive.

9.3 **Different arrangements apply to meetings of the Licensing Committee and the Development Control Committee.**

(1) Licensing Committee

Members of the public may ask a question, make a statement or present a petition relating to any matter within the remit of the Committee except those matters relating to Private Hire and Hackney Carriage licence applications and any convictions relating to individuals.

A person who has given the required notice will normally be heard at the beginning of the meeting (after the signing of the Minutes of the previous meeting) or at the discretion of the Chair, immediately prior to the discussion of the item on which the representation is being made.

If the agenda item is listed for consideration after the exclusion of the public the person will be heard at an appropriate point in the public part of the meeting at the discretion of the Chair.

Where there is more than one speaker on the same issue the chair may, in the interests of the efficient conduct of the meeting, restrict those speaking to one speaker for and one speaker against a proposal or a reduced period of time so that not more than 10 minutes is taken up by speakers on that issue.

If the number of requests to make representations on a number of issues is so large that the business of the meeting is not likely to be completed in the time available, the Chair may restrict the total time available for representations to not more than 30 minutes.

Notice in the prescribed (green) form must be given by no later than 5.00 pm three days before the day of the meeting.

(2) Development Control Committee

Notice in the prescribed (yellow) form must be given by no later than 5.00 pm three days before the day of the meeting.

The notice must include a summary of the points to be raised.

A person who has given the required notice on any matter within the remit of the Committee will normally be heard at the beginning of the meeting (after the signing of the Minutes of the previous meeting) or at the discretion of the Chair, immediately prior to the discussion of the item on which the representation is being made.

If the agenda item is listed for consideration after the exclusion of the public the person will be heard at an appropriate point in the public part of the meeting at the discretion of the Chair.

Where there is more than one speaker on the same issue the chair may, in the interests of the efficient conduct of the meeting, restrict those speaking to one speaker for and one speaker against a proposal or a reduced period of time so that not more than 10 minutes is taken up by speakers on that issue.

If the number of requests to make representations on a number of issues is so large that the business of the meeting is not likely to be completed in the time available, the Chair may restrict the total time available for representations to not more than 30 minutes.

A person making representations will be allowed to speak for no more than 5 minutes.

10. **QUESTIONS AND OBSERVATIONS BY MEMBERS**

- 10.1 On reports of the Executive Members a Member of the Council may ask the Leader or the relevant Member of the Executive a question and make an observation. On reports of the Chairs of Committees a Member of the

Council may ask the relevant Chair a question and make an observation.. In normal circumstances the relevant Executive Members will respond directly to any questions or observations on Executive Member reports, with the Leader responding if the issue covered more than one portfolio area. In normal circumstances the relevant Chair (or Vice chair if absent) will respond directly to any questions or observations on a Committee Chair's report. Wherever practicable the Member shall give prior notice to the Leader, Executive Member or Chair of their intention to refer to the matter.

10.2 Questions on notice at full Council

Subject to Rule 10.3, a member of the Council may ask:

- a member of the Executive
- the chair of any committee or sub-committee
- the Council's representative on any outside body

a question on any matter in relation to which the Council has powers or duties or which affects the Borough.

10.3 Notice of questions

A member may only ask a question under Rule 10.2 if either:

- (a) they have given at least two working days notice in writing before the day of the Council meeting of the question to the Head of Legal and Democratic Services; or
- (b) the question relates to urgent matters, they have the consent of the chair to whom the question is to be put and the content of the question is given to the Head of Legal and Democratic Services by 10.00 am on the day of the meeting

10.4 Response

An answer may take the form of:

- (a) a direct oral answer;
- (b) where the desired information is in a publication of the Council or other published work, a reference to that publication; or
- (c) where the reply cannot conveniently be given orally, a written answer circulated later to the questioner.

10.5 Members Right to speak at Executive, Committee or Sub-Committee Meetings.

Meetings or Parts of Meetings Open to The Public

A Member of the Council may attend meetings of the Executive, Committee and Sub-Committee (other than the Appeals Committee) of which they are not a Member and speak. They will be subject to the same procedure as applies to Members of the Public under Rule 9.

Meetings or Parts of Meetings Not Open to the Public

Members of the Council do not have an automatic right to attend meetings

or parts of meetings of the Executive, Committees or Sub-Committees of which they are not a Member where those meetings or parts of meetings are not open to the public. Members can however, following the procedure set out in Rule 9, request to attend and speak in the private part of a meeting. The Chair of the meeting may consent to attendance and the Members of the meeting may consent to the Member speaking by a simple majority.

11. **MOTIONS ON NOTICE**

Except for motions which can be moved without notice under Rule 13, written notice of every motion, signed by at least one member, must be delivered to the Head of Legal and Democratic Services not later than seven working days before the date of the meeting. These will be entered in a book open to public inspection.

Motions for which notice has been given will be listed on the agenda in the order in which notice was received, unless the member giving notice states, in writing, that they propose to move it to a later meeting or withdraw it.

Motions must be about matters for which the Council has a responsibility or which affect the Borough. The Mayor, after consulting the Head of Legal and Democratic Services, may exclude from the Notice, any Motion which does not meet this requirement.

12. **MOTIONS ON EXPENDITURE**

Any motion which is moved at a Council meeting (otherwise than in pursuance of a recommendation or report of the Executive, or of a Committee after the recommendation or report has been considered by the Executive) and which if carried would materially increase the expenditure or reduce the revenue of any service which is managed by the Council, or would involve capital expenditure, shall when moved and seconded stand referred to the Executive without discussion and considered at a future meeting of the Council.

13. **MOTIONS WITHOUT NOTICE**

The following motions may be moved without notice:

- (a) to appoint a chair of the meeting at which the motion is moved;
- (b) in relation to the accuracy of the minutes;
- (c) to change the order of business in the agenda;
- (d) to refer something to an appropriate body or individual;
- (e) to appoint a committee or member arising from an item on the summons for the meeting;
- (f) to withdraw a motion;
- (g) to amend a motion;
- (h) to proceed to the next business;
- (i) that the question be now put;
- (j) to adjourn a debate;

- (k) to adjourn a meeting;
- (l) that the meeting continue beyond 3 hours in duration
- (m) to suspend a particular council procedure rule;
- (n) to exclude the public and press in accordance with the Access to Information Rules;
- (o) to not hear further a member named under Rule 20.3 or to exclude them from the meeting under Rule 20.4; and
- (p) to give the consent of the Council where its consent is required by this Constitution.

14. **RULES OF DEBATE**

14.1 **No speeches until motion seconded**

No speeches may be made after the mover has moved a proposal and explained the purpose of it until the motion has been seconded.

14.2 **Right to require motion in writing**

Unless notice of the motion has already been given, the chair may require it to be written down and handed to him/her before it is discussed.

14.3 **Secunder's speech**

When seconding a motion or amendment, a member may reserve their speech until later in the debate.

14.4 **Content and length of speeches**

Speeches must be directed to the question under discussion or to a personal explanation or point of order. No speech may exceed five minutes without the consent of the chair.

14.5 **When a member may speak again**

A member who has spoken on a motion may not speak again whilst it is the subject of debate, except:

- (a) to speak once on an amendment moved by another member;
- (b) to move a further amendment if the motion has been amended since he/she last spoke;
- (c) if his/her first speech was on an amendment moved by another member, to speak on the main issue (whether or not the amendment on which he/she spoke was carried);
- (d) in exercise of a right of reply;
- (e) on a point of order; and
- (f) by way of personal explanation.
- (g) to speak on behalf of another member who is present at the meeting but as a result of incapacity is unable to speak (either on a temporary or permanent basis), the other member may read out from the incapacitated members own written representations.

14.6 **Amendments to motions**

- (a) An amendment to a motion must be relevant to the motion and will either be:
 - (i) to refer the matter to an appropriate body or individual for consideration or reconsideration;
 - (ii) to leave out words;
 - (iii) to leave out words and insert or add others; or
 - (iv) to insert or add words.as long as the effect of (ii) to (iv) is not to negate the motion.
- (b) Only one amendment may be moved and discussed at any one time. No further amendment may be moved until the amendment under discussion has been disposed of.
- (c) If an amendment is not carried, other amendments to the original motion may be moved.
- (d) If an amendment is carried, the motion as amended takes the place of the original motion. This becomes the substantive motion to which any further amendments are moved.
- (e) After an amendment has been carried, the chair will read out the amended motion before accepting any further amendments, or if there are none, put it to the vote.

14.7 **Alteration of motion**

- (a) A Member may alter a motion of which he/she has given notice with the consent of the meeting. The meeting's consent will be signified without discussion.
- (b) A Member may alter a motion which he/she has moved without notice with the consent of both the meeting and the seconder. The meeting's consent will be signified without discussion.
- (c) Only alterations which could be made as an amendment may be made.

14.8 **Withdrawal of motion**

A Member may withdraw a motion which he/she has moved with the consent of both the meeting and the seconder. The meeting's consent will be signified without discussion. No Member may speak on the motion after the mover has asked permission to withdraw it unless permission is refused.

14.9 **Right of reply**

- a) The mover of a motion has a right to reply at the end of the debate on that motion before it is put to the vote.
- b) If an amendment is moved, the debate then occurs on the merits of the amendment, during which the mover of the original motion may speak.

- c) The mover of the amendment shall exercise their right to reply to the debate on the amendment immediately before the mover of the motion exercises their right of reply to the debate on the amendment. Immediately after the reply by the mover of the original motion, the amendment shall be put to the vote.
- d) Once the vote on the amendment has been taken, a further amendment may be moved, or the debate on the original motion resumes.
- e) If the amendment is carried the debate can resume on what is then the substantive motion.
- f) A Member exercising a right of reply shall not introduce new matter.
- g) After every reply to which this procedure rule refers a decision shall be taken without further discussion.

14.10 **Motions which may be moved during debate**

When a motion is under debate, no other motion may be moved except the following procedural motions:

- (a) to withdraw a motion;
- (b) to amend a motion;
- (c) to proceed to the next business;
- (d) that the question be now put;
- (e) to adjourn a debate;
- (f) to adjourn a meeting;
- (g) that the meeting continue beyond 3 hours in duration
- (h) to exclude the public and press in accordance with the Access to Information Rules; and
- (i) to not hear further a member named under Rule 20.3 or to exclude them from the meeting under Rule 20.4.

14.11 **Closure motions**

- (a) A Member may move, without comment, the following motions at the end of a speech of another member:
 - (i) to proceed to the next business;
 - (ii) that the question be now put;
 - (iii) to adjourn a debate; or
 - (iv) to adjourn a meeting.
- (b) If a motion to proceed to next business is seconded and the chair thinks the item has been sufficiently discussed, he or she will give the mover of the original motion a right of reply and then put the

procedural motion to the vote. If it is passed the meeting will proceed to the next item on business without further debate.

- (c) If a motion that the question be now put is seconded and the chair thinks the item has been sufficiently discussed, he/she will put the procedural motion to the vote. If it is passed he/she will give the mover of the original motion a right of reply before putting his/her motion to the vote.
- (d) If a motion to adjourn the debate or to adjourn the meeting is seconded and the chair thinks the item has not been sufficiently discussed and cannot reasonably be so discussed on that occasion, he/she will put the procedural motion to the vote without giving the mover of the original motion the right of reply
- (e) Apart from any other provision of this Council Procedure Rule relating to the termination of debates a ruling by the Chair that a matter has been sufficiently debated shall be final and, subject to the exercise of any right of reply, the matter shall be put to the vote immediately.

14.12 Point of order

A Member may raise a point of order at any time. The chair will hear them immediately. A point of order may only relate to an alleged breach of these Council Procedure Rules or the law. The Member must indicate the Rule or law and the way in which he/she considers it has been broken. The ruling of the chair on the matter will be final.

14.13 Personal explanation

A Member may make a personal explanation at any time. A personal explanation may only relate to some material part of an earlier speech by the member which may appear to have been misunderstood in the present debate. The ruling of the chair on the admissibility of a personal explanation will be final.

15. PREVIOUS DECISIONS AND MOTIONS

15.1 Motion to rescind a previous decision

A motion or amendment to rescind a decision made at a meeting of Council within the past six months cannot be moved unless the notice of motion is signed by at least one third of the Members on the Council.

15.2 Motion similar to one previously rejected

A motion or amendment in similar terms to one that has been rejected at a meeting of Council in the past six months cannot be moved unless the notice of motion or amendment is signed by at least one third of the Members on the Council. Once the motion or amendment is dealt with, no one can propose a similar motion or amendment for six months.

16. VOTING

16.1 Majority

Unless this Constitution provides otherwise, any matter will be decided by

a simple majority of those Members voting and present in the room at the time the question was put.

16.2 Chair's casting vote

If there are equal numbers of votes for and against, the chair will have a second or casting vote. There will be no restriction on how the chair chooses to exercise a second or casting vote.

16.3 Show of hands

Unless a recorded vote is demanded under Rules 16.4 and 16.5, or the Mayor requests a roll-call under 16.6, the Chair will take the vote either by affirmation of the meeting if there is no dissent; by show of hands or by the use of an electronic voting system..

16.4 Recorded vote

If one quarter of the Members (rounded up or down to the nearest whole figure) able to be present at the meeting demand by standing the names for and against the motion or amendment or abstaining from voting will be taken down in writing and entered into the minutes.

16.5 Right to require individual vote to be recorded

Where any Member requests it immediately after the vote is taken by show of hands, their vote will be recorded in the minutes to show whether they voted for or against the motion or abstained from voting.

16.6 Voting on appointments

If there are more than two people nominated for any position to be filled and there is not a clear majority of votes in favour of one person, then the name of the person with the least number of votes will be taken off the list and a new vote taken. The process will continue until there is a majority of votes for one person. In the case of a multi-member vacancy the Mayor may ask for a roll-call of those members present. Where the Mayor asks for a roll-call each member shall respond by calling out the names of those candidates they wish to cast their votes for (up to the maximum number of votes allowed). These votes will be tallied by the Democracy Officer and the results announced. Any candidate with a clear majority will be appointed to available positions. In the case that any positions should not have a clear majority of votes for any candidate, the candidate with the least number of votes will be eliminated and the process repeated with the appropriate reduction in the number of eligible candidates and votes per member.

16.7 Recorded votes at budget meetings

Immediately after any vote is taken on a budget decision at the budget decision meeting of the Council, there must be recorded in the minutes of the proceedings of that meeting the names of the persons who cast a vote for the decision or against the decision or who abstained from voting. This will include a recorded vote on any amendment proposed at the meeting.

For the purposes of this Rule:

(a) "budget decision meeting" means a meeting of the Council at which it -

(i) makes a calculation (whether originally or by way of substitute) in accordance with any of sections 31A, 31B, 34 to 36A, 42A, 42B, 45 to 49, 52ZF, 52ZJ of the Local Government Finance Act 1992(a); or
(ii) issues a precept under Chapter 4 of Part 1 of that Act, and includes a meeting where making the calculation or issuing the precept as the case may be was included as an item of business on the agenda for that meeting; and
(b) references to a vote are references to a vote on any decision related to the making of the calculation or the issuing of the precept as the case may be.”

17. MINUTES

17.1 Signing the minutes

The chair will sign the minutes of the proceedings at the next suitable meeting. The chair will move that the Minutes of the previous meeting be signed as a correct record.

17.2 No requirement to sign minutes of previous meeting at extraordinary meeting

Where in relation to any meeting, the next meeting for the purpose of signing the minutes is a meeting called under paragraph 3 of schedule 12 to the Local Government Act 1972 (an Extraordinary Meeting), then the next following meeting (being a meeting called otherwise than under that paragraph) will be treated as a suitable meeting for the purposes of paragraph 41(1) and (2) of schedule 12 relating to signing of minutes.

18. MOTIONS AFFECTING COUNCIL EMPLOYEES

Any question arising at a meeting of the Council, the Executive or of a Committee or Sub-Committee to which the public are admitted, about the appointment, promotion, dismissal, salary, superannuation, conditions of service or the conduct of any Council employee, shall not be discussed until the Council, Executive Committee or Sub-Committee has considered whether to exclude the public under Section 100 A (4) of the Local Government Act 1972.

The Officers present at the meeting shall be entitled to respond to personal criticism of them or any other employee named by Members.

19. EXCLUSION OF PUBLIC

Members of the public and press may only be excluded either in accordance with the Access to Information Rules in Part 4 of this Constitution or Rule 21 (Disturbance by Public).

20. MEMBERS' CONDUCT

20.A Declaration of Interests

All members present at a meeting of the Council, the Executive, or any committee, sub-committee, joint committee or joint sub-committee of the authority shall comply with the requirements of the Code of Conduct in relation to the declaration of Disclosable Pecuniary Interests and Other Interests. The provisions relating to non-participation at meetings shall also apply to all members present at those meetings.

As stated in the Code of Conduct you should also leave the room where the meeting is held while any discussion or voting takes place, except when it applies to Strategic Progress Reports at Full Council due to the various subject matters involved in those reports

This Rule will also apply to Executive Members when discharging a function alone. They must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter, or seek improperly to influence a decision about the matter.

20.1 Standing to speak

When a Member speaks at full Council they must stand and address the meeting through the Mayor. If more than one Member stands, the Mayor will ask one to speak and the others must sit. Other members must remain seated whilst a member is speaking unless they wish to make a point of order or a point of personal explanation.

20.2 Mayor standing

When the Mayor stands during a debate, any member speaking at the time must stop and sit down. The meeting must be silent.

20.3 Member not to be heard further

If a member persistently disregards the ruling of the chair by behaving irregularly, improperly or offensively or deliberately obstructs business, the chair or any other member may move that the member be not heard further during the remainder of the item. If seconded, the motion will be voted on without discussion.

20.4 Member to leave the meeting

If the Member continues that misconduct after a motion under 20.3 is carried, the chair or any other member may move that the member leaves the meeting. If seconded, the motion will be voted on without discussion.

20.5 Meeting to be adjourned

If the Member concerned refuses to leave the meeting after a motion under 20.4 has been carried the chair shall adjourn the meeting for a specified period that he or she considers appropriate.

20.6 General disturbance

If there is a general disturbance making orderly business impossible, the chair may adjourn the meeting for as long as he/she thinks necessary.

21. DISTURBANCE BY PUBLIC

21.1 **Removal of member of the public**

If a member of the public interrupts proceedings, the chair will warn the person concerned. If they continue to interrupt, the chair will order their removal from the meeting room. The Mayor may adjourn the meeting to allow the member of the public to be removed, either by officers or the police.

21.2 **Clearance of part of meeting room**

If there is a general disturbance in any part of the meeting room open to the public, the chair may call for that part to be cleared.

22. **SUSPENSION AND AMENDMENT OF COUNCIL PROCEDURE RULES**

22.1 **Suspension**

All of these Council Rules of Procedure except Rules 1-8, 12, 16-23 may be suspended by motion on notice or without notice if at least one half of the whole number of Members of the Council are present. Suspension can only be for the duration of the meeting.

Any Notice of Motion under Rule 11 regarding Removal of Leader as set out in Part 2 Article 7.03 (d) cannot have relevant Standing Orders suspended e.g. Rule 15.

22.2 **Amendment**

Any motion to add to, vary or revoke these Council Rules of Procedure will, when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the Council.

23. **APPLICATION TO COMMITTEES AND SUB-COMMITTEES**

All of the Council Rules of Procedure apply to meetings of full Council. Only Rule 9 applies to meetings of the executive. Only Rules 4-9, 10.5, 14.1, 14.2, 14.4, 14.6, 14.7, 14.8, 14.10, 14.11, 14.12 and 14.13, 16-21 (but not Rule 20.1 and 20.2), 25 and 26 apply to meetings of committees and sub-committees.

24. **ATTENDING DEVELOPMENT CONTROL TRAINING PRIOR TO DETERMINING DEVELOPMENT CONTROL APPLICATION**

All Members on Full Council determining a development control application and all Members appointed to the Development Control Committee, including as substitutes, must attend annual training on planning law and procedure. This training must take place within 1 month of the Annual Appointments Council or being appointed to the Development Control Committee before they can determine any development control application, and failure to do so may be a breach of the Code of Conduct.

However a Councillor could not be prevented from taking part in a development control decision at Full Council if they hadn't attended training, but could be prevented at Development Control Committee.

25. SUBSTITUTE SCHEME FOR MEMBERS WITH A DISABILITY

- 25.1 This is a limited scheme to allow the use of substitutes at committee meetings so that elected members who are not able to attend a particular meeting due to their disability are represented at that meeting.
- 25.2 The definition of the term 'disability' is taken from the Equality Act 2010:
"P has a physical or mental impairment and the impairment has a substantial and long-term adverse effect on P's ability to carry out normal day to day activities".
- 25.3 Members will be required to declare their disability in writing to the Head of Legal and Democratic Services, and request approval of their participation in the scheme. Each request will be dealt with on its own merits, and the Head of Legal & Democratic Services will have the final decision.
- 25.4 The Head of Legal and Democratic Services (or the Democracy Team on their behalf) will maintain a register of those members participating in the scheme.
- 25.5 Substitute members will be permitted on the following Committees:
- Audit & Standards
 - Development Control
 - Licensing and related sub-committees
 - Scrutiny
- 25.6 A member taking part in the scheme will be entitled to nominate one named substitute to each committee of which they are a member. Appointments Council will formally appoint substitutes, with any in-year changes requiring approval from Full Council.
- 25.7 The substitute must ensure they have taken part in all relevant training for that committee prior to taking part in a meeting on behalf of the substantive member. This includes in-year committee appropriate sessions.
- 25.8 It is the responsibility of the substantive committee member to notify the Democracy Team, Committee Chair and the substitute member that they are unable to attend a meeting no later than 3.30pm on the day of the meeting. The absence must also be due to the registered disability. Any other sickness, work or holiday absence is not eligible.
- 25.9 Substitute members will not be entitled to attend a meeting without advance notice to the Democracy Team.
- 25.10 Substitute Members will be added to the agenda distribution list for the relevant committees in order that they have sufficient time to familiarise themselves with the information.
- 25.11 The substantive committee member should be mindful that at all meetings but particularly in relation to Regulatory Committees (Development Control & Licensing) although the substitute is present to represent them, the substitute having reviewed the information provided may take a different view to the substantive member.

Decisions should not be made either on a party political basis or as a result of the use of political 'whipping'.

26. GENERAL SUBSTITUTE SCHEME FOR MEMBERS

- 26.1 This scheme is intended to allow the use of substitutes at committee meetings so that elected members who are not able to attend a particular meeting are represented at that meeting. This scheme is intended to apply when elected members are unable to attend a meeting for any reason other than as a result of a disability, which is provided for in the Substitute Scheme for Members with a Disability.
- 26.2 Substitute members will be permitted on the following Committees:
- Audit & Standards
 - Development Control
 - Licensing and related sub-committees
 - Scrutiny
- 26.3 Each group will be invited to nominate two substitute members to each committee at the start of each municipal year. Appointments Council will formally appoint substitutes, with any in-year changes requiring approval from Full Council.
- 26.4 The substitute must ensure they have taken part in all relevant training for that committee prior to taking part in a meeting on behalf of the substantive member. This includes in-year committee appropriate sessions.
- 26.5 It is the responsibility of the substantive committee member to notify the Democracy Team, Committee Chair and the substitute member that they are unable to attend a meeting by no later than 3.30pm on the day of the meeting.
- 26.6 Substantive committee members will be expected to inform the Democracy Team of the reason why they will be represented by their substitute. The reason will not be published.
- 26.7 Substitute members will not be entitled to attend a meeting (other than as a member of the public) without advance notice to the Democracy Team.
- 26.8 Substitute committee members will be added to the agenda distribution list for the relevant committees in order that they have sufficient time to familiarise themselves with the information.
- 26.9 The substantive committee member should be mindful that at all meetings, but particularly in relation to Regulatory Committees (Development Control & Licensing), although the substitute is present to represent them, the substitute having reviewed the information provided may take a different view to the substantive member. Decisions should not be made either on a party political basis or as a result of the use of political 'whipping'.
- 26.10 If the substantive committee member attends a meeting after arranging for a substitute committee member to attend, the substitute committee member will continue as the voting member of the committee. However, if a substitute committee member has not arrived by the commencement of the meeting and the substantive committee member is present, the

substantive committee member will continue as the voting member of the committee. Both parties must not vote at the same meeting.

26.11 If the Chairman of a Committee is absent and a substitute committee member attends in his/her place, the substitute committee member will only act as an ordinary member and will not assume any rights of the substantive committee member to act as Chairman. In such cases the Vice-Chairman will be expected to chair the meeting. If both the Chairman and Vice-Chairman are absent, but are represented by their respective substitute committee members, the meeting will appoint a Chairman for the meeting from any members (including substitute committee members) present and with voting rights.

26.12 Where a substitute committee member has attended a meeting which is adjourned, the substantive committee member may attend the reconvened meeting as the voting member, provided that the meeting is not part way through the consideration of an item or issue at the time that it is adjourned.

Scrutiny Chair Report to Council

Since the last report to you at December's Full Council, the Scrutiny Committee met on 11th January.

The Committee received its annual update of Burnley's community safety performance as part of the required statutory duty, in accordance with the Crime and Disorder Act 1998. The report outlined the Pennine Lancashire Community Safety Partnership priorities 2022-2025, along with Community Safety projects and activity in Burnley 2023/24. It was reported that in 2023 Burnley Community Alcohol Partnership (CAP) won 'Most Improved Locality' award at the National CAP Awards. It was further reported that new alleygates continue to be rolled out, with a further six schemes installed in 2023. Lastly, the Council has maintained White Ribbon accreditation demonstrating its commitment to standing against violence against women and girls.

The Committee considered the Executive report on the Fees and Charges Tariff 2024/25, which recommends to Full Council an increase of 3% from 1st April 2024 due to the current high levels of inflation. As at September 2023 Consumer Price Index inflation was at 6.7%. It's appreciated that this is not palatable to increase fees and charges by this rate, therefore the increase of 3% is proposed to help fund the increasing costs of the provision of services. There were however, a number of exceptions outlined in the report, these included no increase to garden waste collection charges or pay and display and contract parking fees. There will be no increase to Fixed Penalty Notices with the exception of Littering which it is proposed will increase by 25%.

Quarter 2 budget monitoring reports were discussed, along with the mid-year Treasury Management update. It was also highlighted that in terms of the Strategic Risk Register, there had been a change from the 3 by 3 matrix to a 5 by 5, in line with other national risk registers.

Both the Food Safety Service Delivery Plan 24/25 and the Health and Safety Intervention Plan 24/25 were also considered by the Committee ahead of being submitted to the Executive.

Finally, I would like to draw Members' attention to the recently circulated link to the Authority Monitoring Report (formerly known as, and still generally referred to as the Annual Monitoring Report or AMR) which sets out the Council's progress in plan-making and monitors the performance of policies in the Local Plan to see whether they are helping to deliver the vision and objectives of the Plan as set out and whether there is any need to formally update the Plan. The AMR also sets out a wide range of contextual information to inform any future planning policy development and to inform other Council plans and strategies. Any queries on the report should be directed in the first instance to the Planning Policy Team, to either Axel Cotzec (GIS and Monitoring Officer) acotzec@burnley.gov.uk or Elizabeth Murphy (Planning Policy Manager) emurphy@burnley.gov.uk

Cllr Gail Barton

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Chair of Audit and Standards Committee Report to Full Council

Meeting Date 14th December 2023

Annual Accounts 22/23

Further to the draft Statement of Accounts, which were approved by the Committee on 28th September 2023 subject to any material amendments identified during the completion of the outstanding areas of testing that still had to be completed by Grant Thornton, two material amendments had been made which were: -

- Removal of the pension surplus following clarification of the IFRIC14 assessment which now applied to all authorities following the triennial valuation.
- Adjustments between current assets and liabilities on the Balance Sheet. The adjustments net to £0 and did not change the net assets of the authority.

Therefore, the Council's amended audited Statement of Accounts for 2022/23 were submitted to the Committee for formal approval and signature by the Chair. The Committee were also asked to approve the Letter of Representation from the Director of Resources to Grant Thornton with signature from the Chair; and approve the signed 2022/23 Annual Governance Statement.

An update was also provided on the audit findings.

Auditor's Annual Report on Burnley Borough Council 2022/23

Grant Thornton presented their annual Auditor's report for 2022/23 and highlighted improvement recommendations for financial sustainability, governance and improving economy, efficiency and effectiveness.

Arrangements for 2023/24 Annual Governance Statement

A report was submitted on the arrangements to provide assurance for an Annual Governance Statement for the financial year 2023/24. This included a Member self-assessment questionnaire.

Strategic Risk Register

The Internal Audit Manager presented the Strategic Risk Register and explained the major change in the revision of the scoring system. The comments from Members were that a 5 by 5 scoring matrix should be used. As a result the previous 3 by 3 matrix was revised and the new scoring system introduced into the Council's Risk Management Method. The scoring system is used in both the National Risk Register and in the Lancashire Resilience Forum Community Risk Register.

Fraud Risk Assessment 23/24

The Internal Audit Manager presented report which informed Members of the current fraud trends that affect the public sector.

External Review Report

An update on the actions taken in response to the External Review of Internal Audit was presented by the Internal Audit Manager.

Internal Audit Progress Report 23/24 Q2

The Internal Audit Manager presented details of the work completed during the second quarter of 2023/24.

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Chair of Development Control Report to Full Council 24 January 2024

Development Control Committee saw a quiet end to the year with only two applications on December's agenda.

Both applications were approved and granted permission for the construction of a single dwelling house one in Briercliffe and one in Worsthorne. Albeit a small number of additional homes, these positive decisions offer residents housing options in areas where demand for residential dwellings can be very high.

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BURNLEY BOROUGH COUNCIL STRATEGIC PLAN PROGRESS REPORT TO THE FULL COUNCIL

24 January 2024

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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 and skills.</p>	<p>County Combined Authority</p> <p>The consultation for the proposed establishment of the non-Mayoral combined authority initiated by Lancashire County Council, Blackburn with Darwen Borough Council and Blackpool Council runs until 26th January 2024. Members will note that there is a report on this agenda giving the opportunity to the Council to put forward its response to the consultation.</p> <p>Government’s levelling up agenda</p> <p><i>Long-Term Plan for Towns</i></p> <p>Members will note that Guidance was issued before Christmas on this Government initiative (https://assets.publishing.service.gov.uk/media/65831b8a23b70a000d234d47/LTPFT_Guidance.pdf). In line with the Guidance, officers are working on the setting up of the Town Board and I hope to share further details of the composition of the Board with you at the next meeting. Members will note that the Guidance is fairly prescriptive on how the Board should be constituted. Members will note that the Guidance stipulates that Town Boards must be established by 1st April 2024:</p> <p><i>“Town Boards must be chaired by a local community leader or local businessperson. The chair should act as a champion for the town and provide leadership for the Town Board, ensuring it is community-led and embedded within the local area. They can be anyone who holds a prominent role such as:</i></p> <ul style="list-style-type: none"> • <i>a local charitable organisation</i> • <i>a philanthropist</i> • <i>the head of a Further Education College</i> • <i>a director for the NHS Board or Trust</i> • <i>a director of a football club</i>

	<i>Elected representatives, such as MPs, MSPs, MSs or local councillors, must not chair the Town Board.”</i>
PR5- We will support UCLan’s expansion, transforming Burnley into a University Town	<p>UCLAN Update</p> <p>Members will agree that the redevelopment of Newtown Mill for the UCLan expansion is a key strategic intervention that will help accelerate Burnley’s ambition to be widely recognised as a University Town.</p> <p>Development works to the former Newtown Mill continue to make good progress with all the internal steel framework complete. Roofing is largely complete along with concrete floors, stairways and internal wall partitions, windows, allowing most of the external scaffolding to be dismantled.</p> <p>Construction of the retaining wall to the rear is now well underway and first fix electrics are also complete. Agreement of the section 278 works is pending which includes paving upgrades and landscaping to external areas. The current programme envisages completion by end of June 2024.</p>

Strategic commitment	Progress update
PE1- We will continue to work with partners to make the borough a place of aspiration and pride. This will include supporting efforts to increase education attainment and skills development.	<p>HAF (holiday activities with food)</p> <p>The winter holiday activities with food (HAF) programme was delivered during the second week of the school holidays offering free places for children eligible for benefits related free school meals. New delivery partners included New Neighbours Together, AIM education and Tinsel at the Turf.</p> <p>Young people aged 12 to 16 years were able to “CR8” their own winter fun with the cinema, swimming, bowling and trampolining.</p> <p>The winter programme summary report will be available in February.</p> <p>The Executive Member for Health, Culture and Wellbeing will report on an imminent bid for funding to help more residents get off sickness benefits and into work - the “WorkWell” project.</p>

COUNCILLOR MAGGIE LISHMAN, DEPUTY LEADER AND EXECUTIVE MEMBER FOR RESOURCES AND PERFORMANCE MANAGEMENT

Progress against our strategic commitments

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>Liberata have achieved their key targets in the benefits service. Against a target of 9 days, the Q3 result for the average number of days to process benefits new claims and change of circumstances was 2 days, which is lower than the same period last year. The latest available data for comparison with other areas is from Q1 23/24 (this measures housing benefit processing only) and shows that Burnley's housing benefit processing time overall was 4 days. The nearest statistical neighbour average is 9 days.</p> <p>In the contact centre, 88% of calls were answered within time, exceeding the target of 80%.</p> <p>KPIs for IT, revenues and HR were also achieved.</p>

Strategic commitment	Progress update
<p>PF2- We will adopt a Medium Term Financial Strategy that will put the Council on a sustainable financial footing. This strategy will set the framework for preparing annual budgets, ensuring the annual budget strategy is set within the context of the longer-term outlook.</p>	<p>Revenue Budget</p> <p>The Council reported a projected net overspend of £166k at the end of quarter 2 for the 2023/24 financial year. This is in line with the position in previous financial years. We expect to balance the books by the end of the financial year.</p> <p>The Medium-Term Financial Strategy for the period 2024/27 was updated and approved at the September 2023 Full Council meeting. The updated MTFS has identified a potential budget gap of up to £1m over the 3-year period. Savings proposals were approved at that meeting with a budget gap of £118k remaining for 2024/25. The provisional budget settlement, announced in December, was in line with expectations and didn't provide any additional funding than we'd assumed in the updated MTFS. Savings proposals to bridge the remaining gap will be recommended for approval in February 2024.</p> <p>Statement of Accounts</p> <p>The Council published its draft Statement of Accounts by the extended deadline of 31st May 2023. Grant Thornton, the Council's external auditor, finished the main element of their audit and presented their audit findings to the September 2023 meeting of the Audit and Standards Committee for</p>

	<p>approval. Quality assurance work has been completed and formal sign off of the accounts was given at the December meeting of the Audit and Standards Committee. Grant Thornton also completed their annual Value for Money review of the Council which was also considered and approved at the meeting of the Audit and Standards Committee in December.</p> <p>Council Tax and Business Rate Collection Rates</p> <p>It is estimated that business rates collection rates for 2023/24, up to the 31st December, are on target to achieve 97.5% for the year. Council tax collection rates are 2.1% below the target of 94.5% for the year. As at the 31st December, collection rates for council tax and business rates were 77.37% and 80.51% against targets of 79.49% and 80.52% respectively.</p>
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Strategic commitment	Progress update
<p>PF3- We will develop our digital strategy, so that more residents transact with us online and we will continue to deliver services more efficiently.</p>	<p>Implementation of a new IT system in building control is getting underway. The new system will deliver improved data security, customer self-service, and mobile working capability.</p> <p>Liberata's benefits team are reviewing the forms in their online landlord portal to make them more user friendly. The team is also exploring ways to promote an increase in digital transactions with landlords.</p>
<p>Strategic commitment</p> <p>PF4- We will deliver our Organisational Development strategy, ensuring we plan for the structures and capabilities that the organisation needs, and empowering our workforce to deliver the objectives of the Strategic Plan.</p>	<p>Progress update</p> <p>The Talent Management participants graduated in December and their work on the projects will now be embedded into the Council. The two projects were on Volunteering and Climate Change. The roll out of the Carbon Literacy training is starting at the end of January with the aim of the Council being eligible to apply for the Silver Award by the end of February. The Learning and Development programme for 2023/24 is well underway and we continue to offer training in management skills alongside coaching and mentoring. We have recently been successful in retaining the "Good Youth Employer" Standard for a further 12 months by demonstrating that we provide opportunities for young people through career events and work experience as well as our successful apprenticeship scheme.</p>

<p>PL6- We will invest in our heritage assets for the benefit of this, and future, generations.</p>	<p>Council Chamber Works</p> <p>The restoration works in the Council Chamber, due to extensive issues of dry rot, were completed in December 2023. Progress is being made on accessibility and audio-visual equipment upgrades, the procurement process has been extended to allow bidders to complete survey works which could only be undertaken once the restoration works had been completed and the scaffolding removed. The tender process has now ended, and bids are being evaluated.</p>
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COUNCILLOR HOWARD BAKER, EXECUTIVE MEMBER FOR COMMUNITY AND ENVIRONMENTAL SERVICES

Progress against our strategic commitments

<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>Waste & Cleansing Update</p> <p>I am pleased to report that a review of town centre refuse collections has been completed. This looked at how we respond to the increase in residential properties. Following the review, I am pleased to report that 75% of residential properties now have a weekly wheeled bin collection (217), with the remaining 25% on a sack collection (due to lack of space to store a bin). In line with Health and Safety Executive guidance, residential collections take place before 9am. The review has resulted in improved storage of waste and supports the work that both the Council and private contractors do to minimise issues with vermin, littering and fly tipping, aiming to improve the cleanliness of the town centre.</p> <p>Household Support Fund is being used to fund a short-term (12 week) initiative to support residents facing hardship during the current cost of living crisis. Free bulky waste collections are being offered to residents facing hardship via Council frontline officers, Burnley Together and Calico officers. 140+ residents were spoken to in the first week of the scheme and 60+ bulky collections have taken place.</p> <p>Streetscene Environmental Enforcement</p> <p>Enforcement Action Figures. 1st November 2023 - 1st January 2024</p> <p>The Council's Education and Enforcement officers continue to proactively work within the Borough, reacting to fly tipping intelligence reports and liaising with the Council's waste and cleansing contractor.</p> <p>Over the festive period Officers focused on pro-active engagement work with residents in areas where recycling participation can be improved. Officers have been working across the Borough's wards and advising on 'what' and 'how' to recycle, to help residents to reduce and create more space in their refuse bins.</p> <p>All Members will have received an enforcement update via email with ward breakdowns and more detailed information prior to full council.</p> <p>During the last 2 months of 2023, the following waste enforcement actions were taken across the Borough;</p> <p>20 individuals prosecuted for waste offences.</p>
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15 individuals have been scheduled to attend a formal interview at the Town Hall for continually presenting excess waste.

23 individuals have been summoned to attend Burnley Magistrates Court in early 2024.

Alongside this, Council officers have also issued the following:

49 Fixed penalty notices for fly tipping and incorrect waste presentation offences.

153 Fixed penalty notices for littering & minor waste offences.

6 Fixed penalty notices for dog foul/dog exclusion.

Update: XL Bully Type dogs added to Government's Banned Breed List

The Government ban on XL Bully type dogs came into force on the 31st of December 2023. The Council website has now been updated to include guidance for owners on how to ensure that they have the correct exemption certificate and insurance to remain compliant. Residents who have concerns about owners of XL Bully type dogs who are non-compliant should report their concerns to the Police by calling 101.

More information is available here:

<https://burnley.gov.uk/environmental-problems/dogs/dangerous-dogs/american-xl-bullies/>

The Council and its dog collection and rehoming partner, Aspen Valley, have seen a significant increase of dogs being presented for re-homing over recent months. This is placing a considerable strain on rehoming centres and is particularly acute across the whole of the northwest region. Officers are working on a communications campaign with our partners to reiterate the importance of social and responsible dog ownership and will be looking to organise additional dog chipping and activities across 2024.

Community Safety & ASB

In December 2023, ASB incidents reported to the Police in Burnley and Padiham fell by 34.3% (-107 incidents) compared to November 2023. This included a reduction of 16% in Burnley town centre, and the highest percentage reduction was in Gawthorpe with a reduction of 63.3%, followed by Queensgate with a drop of 59%.

This is also a total, borough-wide, reduction of 24% on December 2022.

There were more encouraging reductions in youth related ASB where 14.6% of all incidents reported to the Police, in Burnley for December 2023, were recorded as youth related.

Overall youth related ASB in December 2023 has seen a 55.2% reduction compared to the previous month (down 37 incidents), and December 2023 records a 44.4% reduction in youth ASB from December 2022 (-24).

The Council's ASB Team, as of 8th January 2023, had 83 open ASB cases under investigation, and a further 19 cases for 'dog barking' complaints. The ASB reported ranges from neighbour disputes and noise complaints, to anti-social behaviour by people in the community. The team continues to work with colleagues from other departments and agencies to address these issues.

To complement the service the Council provides, a new service level agreement is being finalised to enhance joint working with SMILE mediation. Mediation can be a valuable tool in resolving local disputes, especially where behaviour has not yet reached a point where enforcement is required or appropriate and can prevent escalation.

Joint work within Community Safety Partnership

An officer working group has been working with the Police ASB lead to tackle motorbike ASB through target hardening. Officers have undertaken analysis work to identify key locations and will be conducting site audits with police Designing Out Crime Officers to look at ways of securing them against this nuisance. Members of the community who witness this activity, or have information, can report to Lancashire Police, either by calling 101, or reporting online <https://doitonline.lancashire.police.uk/>

White Ribbon Campaign 2023

It was another successful campaign to mark White Ribbon Day and the 16 Days of Action. The campaign has the goal of ending all forms of male violence against women and girls and, together with Burnley Football Club, the Council marked the period with a joint press release and coverage across multiple media platforms, with local and national media posts being shared throughout the campaign. The link up with Burnley Football Club ensured the messages reached a far greater audience and was noted as a particular success in the Lancashire-wide effort this year.

<https://www.burnleyfootballclub.com/content/club-lend-support-to-white-ribbon-campaign>

Living Roof Bus Shelters

Clear Channel UK currently operate 45 bus shelters in the borough on behalf of the Council. As part of this agreement, the Council is working with the supplier to provide two 'living roof' shelters, which have been designed to support native biodiversity, help create healthier local communities and bring greenery back into urban areas.

	<p>The shelters will replace two existing shelters and will be planted with a mix of 13 native wildflower and 5 sedum species. An assessment of potential sites is currently being undertaken, with the shelters planned to be installed in March 2024.</p>
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COUNCILLOR LUBNA KHAN, EXECUTIVE MEMBER FOR HOUSING AND DEVELOPMENT CONTROL

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 2655 across all four areas. We have received 2872 applications since the start of these designations. 88% of licensable properties are currently licensed; a further 161 applications are being processed by the licensing team.</p> <p>The audit of the fifth area of Queensgate and the final area of Gannow is currently underway, a full report of the outcomes of these audits will be published in February 2024.</p> <p>The team are also planning a mini audit of the Piccadilly area in Trinity once external works are completed for the improvement scheme.</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 790 applications. 71% of those properties that require a licence have been licensed, with the team currently progressing a further 145 applications.</p> <p>The first full area audit in Burnley Wood took place at the end of November covering the Branch Road and Parkinson Street area. A report on the outcomes of this audit will be published at the end of February.</p> <p>Civil Penalties/Prosecutions</p> <p>The priority for all six licensing areas is securing applications for all properties that are required to be licensed and enforcing the conditions of the licence. During the current designations we have prosecuted landlords in respect of four properties and issued 12 civil penalties where landlords were operating without a licence. We</p>

continue to review the outcome of the area audits to prioritise further cases for legal action, focusing on properties which have been unlicensed for long periods, or where we have concerns about the condition of the properties.

Landlord and Agent Training Days

We have organised a second training session for landlord's and manager's on the 31st January 2024 to cover damp and mould, this will be delivered online by the national residential landlord association.

We have also organised the landlord development days to be held in person at the town hall on the 7th March, 31st May, 11th October 2024 and online on the 12th February, 12th April, 13th September and 15th November 2024 these will be delivered online by the national residential landlord association and cover the fundamentals of renting and managing.

Electrical Safety Standard Regulations 2020

The team have commenced using the Electrical Safety Standards Regulations to deal with breaches of the licence condition for failing to provide a valid EICR. The first notice of intention to serve a civil penalty will be sent in January 2024. Further cases are currently being prepared. The outstanding cases are also passed to the Housing Standards Team to deal with the works in default and to obtain a satisfactory EICR.

Private Rented Disrepair

Since the start of April 2023, the Council has received and dealt with 402 new disrepair complaints from private rented sector tenants. The Housing Standards Team has a current caseload of 164 open/ongoing private rented sector disrepair/proactive inspection cases. Since April 2023, the Housing Standards Team have served 26 formal improvement notices requiring owners to complete specified repairs within a given timescale, as well as 6 emergency remedial action notices, and 7 prohibition orders. A landlord has been successfully prosecuted for a breach of an improvement notice and fined £2640.

Strategic commitment	Progress update
<p>PL3- We will work with partners to improve quality and choice in the borough's housing stock,</p>	<p>Empty Homes Program</p> <p>The compulsory purchase programme is progressing with several further properties programmed to start in the next few</p>

<p>and reduce the blight of empty properties</p>	<p>weeks and several properties will be coming into the council's ownership in the next 3 months.</p> <p>Renovations are underway at eight properties with tenders going out for further properties in the near future. Sales of properties are progressing and offers have been accepted on three properties.</p> <p>The Piccadilly Road improvement scheme has commenced but is being held up by the wet weather.</p> <p>Enquiries for the loans scheme are still slow at the moment.</p> <p>New Housing</p> <p>We continue to see a range of new properties brought to the market across the borough for both rent and owner occupation. McDermott Homes development on the former Hambleden School site and Gleeson's development on the former Blythe site have proven very popular and are now almost complete with only a few properties left for sale. Miller Homes are also reporting strong demand for their site at Red Lees Road in Cliviger with $\frac{3}{4}$ of the properties now sold or reserved. Applethwaite Homes and Barratt Homes are now both on site, which will see Applethwaite bring to the market 38 bungalows for age-restricted sale and Barratts 87 properties consisting of a mix of 2, 3 and 4 bed family homes, with 4 affordable units.</p> <p>Calico continue to make good progress with their development programme. Dovestone Gardens will deliver 93 Units of extra care housing for older residents and is expected to be complete by winter 2024.</p> <p>The development at Kinross Street will deliver 69 family homes for affordable rent with phase 1 due to complete in March this year shortly followed by phase 2 over the summer. Calico's empty homes programme will see a further 30 properties returned into use as family homes by March 2024, bring the total empty properties dealt with under the programme to 203.</p>
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<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>Burnley Council continue to support and accommodate rough sleepers and homeless households who have a connection to the borough. We have 17 properties that are Council managed, 6 of these are RSAP (Rough Sleeper Accommodation Programme), all these properties are currently fully occupied with clients being provided with one-on-one support from the RSAP and temporary accommodation officers.</p> <p>In addition to the Council managed accommodation, we have 16 ABEN (A Bed Every Night) properties managed by Stepping Stones</p>
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From 1st November to 31st March 2023, we are able to access 4 additional bed spaces in Gateway project to provide for cold weather provision. From the 1st April 2023 to 31st December 2023, we received 1766 enquiries around homelessness, of which 513 were opened as cases. We have successfully prevented or relieved 280 households' homelessness or threat of homelessness so far, this financial year, and have accommodated 158 households in temporary accommodation.

We have successfully bid for the Local Authority funding round 2, to enable us to acquire 6 properties to use for temporary accommodation, three of these will be used to support Afghan families moving from the hotels. Two of the 6 properties originally leased from private landlords and managed by the Council have now passed to the Councils ownership following the funding being awarded, and we continue to work to secure another 4 properties by the end of March 2023. We are looking for opportunities to apply for further funding to allow us to grow the temporary accommodation portfolio and reduce the reliance on private rented properties. This will assist with ensuring the B&B/Hotel is only used in short-term emergency situations.

We continue to work in partnership with agencies to increase the positive outcomes and prevent and relieve homelessness households or those at threat of homelessness throughout the borough.

COUNCILLOR SCOTT CUNLIFFE, EXECUTIVE MEMBER FOR SUSTAINABLE DEVELOPMENT 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 have made 10 potential new start business referrals to BOOST/Selnet for Flying Start Support which is being funded through UKSPF.</p> <p>Selnet are the approved BOOST provider for providing pre-start/new start business support for businesses starting up to 3 years. Since the project started in October last year the Business Support Team have referred 10 people for support.</p> <p>Working with the Business Support Team, Selnet have planned a series of workshops in January, February & March following the format of the Council's 'Go For It' model of Business Essentials, Marketing Essentials and Finance Essentials. The workshops are actively being marketed and will be held at Burnley Football Club.</p> <p>A new digital newsletter has been developed and is to be produced on a quarterly basis to inform Burnley businesses of the help available to them to support developments & growth. The newsletter was emailed to 439 businesses in early December. Copy here for information:- Help For Business Newsletter</p> <p>The Business Team are currently working with 26 companies that are looking to relocate into the borough or expand within it. The requirements range from 1,000 Sq Ft of office space to 100,000+ Sq Ft of industrial space.</p> <p>Monte Developments continue to make progress on their Frontier Park Burnley development on Accrington Rd adjacent to Network 65 Business Park. The first phase includes units of approx 160,000 Sq Ft and 40,000 Sq Ft; the larger of which is under offer subject to legal completion. The Business Team are also working with a company with a Lancashire and European based operation to consolidate their operations into the 40,000 Sq Ft unit.</p> <p>Business Excellence in Burnley Awards</p> <p>I had the pleasure together with the Chief Executive and the Director of Economy & Development of awarding Process Instruments with a Business Excellence Award in recognition of their 25 years in business in Burnley. Process Instruments (UK) Ltd. (Pi Page 215) supplier, providing water analyser</p>

instrument solutions since 1998. With offices, a laboratory and new manufacturing facilities in Burnley, with subsidiaries in Ireland and France and a company representative in China, Pi has a growing reputation for innovation with customers in over 50 countries, across 6 continents.

Vision Park

Vision Park remains at full occupancy. Over recent weeks, 4 lease renewals have been agreed with a further 5 renewals in progress in the coming weeks. This is a really positive sign showing that companies are having a positive experience in the development.

Padiham Town Hall

Since the last report a further 5 businesses have taken up space in the Co-working Hub bringing the total to 18 members.

Sandygate Square

Ridgewood School are now operational in Unit 3 of Sandygate Square which they use as a specialist teaching facility for their post 16 pupils. Works to Unit 2 are nearing completion and the unit will be operated by Ridgewood as a coffee shop providing students with on the job learning experiences.

UK Shared Prosperity Fund – Supporting Local Business Theme

A drop-in session was held in December at Vision Park by the Regional Technology Centre (RTC), the delivery partner for the UKSPF manufacturing programme to encourage businesses to adopt digital manufacturing principles.

Two companies have already been invited to apply for financial support under the programme and three have been invited to apply for the Business Growth Programme due to the size of their investment projects. An additional 30 businesses in Burnley have been identified as potential ones for support under this programme and discussions are underway.

East Lancs Chamber of Commerce held an event 29th November to inform businesses of the support available via the UKSPF Low Carbon project. Around a dozen delegates attended and the Chamber will follow these up for additional 1-2-1 support.

BOOST – Scale to Thrive – In the first round of this programme, 2 Burnley businesses have been deemed as “highly likely” to scale up. These businesses can demonstrate annual expansion of 20% over the next 3 years and have a minimum turnover of £1million and or 10 full time staff. Our

	<p>target to March 2025 is to support 8 businesses so this is a positive start.</p> <p>Burnley Brand and Burnley Bondholders</p> <p>Since last full council there have been 15 pieces of positive news on Burnley.co.uk. Burnley has featured in 221 pieces of online, print and broadcast news with a combined AVE of £249,000 and reach of 99.7 million.</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</p> <p>Pioneer Place</p> <p>The cinema and restaurant outlets continue to report they are trading well.</p> <p>Work continues on-site to redevelop the former cinema at Manchester Road. The first phase, comprising the junction work, is on programme.</p> <p>Charter Walk</p> <p>Footfall for the year to the end of December was 8,195,281, up by 1.3% compared to the previous year. Footfall for the month of December was up by 11.6% compared to the same month in 2022. Footfall during December was up 4.6% compared to November. This is very positive in a challenging economic environment.</p> <p>Town 2 Turf</p> <p>Repaving works to footways at the Yorkshire St section of the scheme are nearing completion and will move to the Calico offices area in the new year, this will include a diversion to Croft Street. The current one-way arrangement at the Yorkshire St junction (former roundabout) will be changed to a signalised junction in late Jan 2024. Works are approx. 8 weeks behind programme. There is a recovery plan to mitigate delays but adverse weather over the winter months that may impact programme will need to be considered.</p> <p>Lower St James Street Heritage Action Zone</p> <p>Restoration work to 158 Lower St James Street is underway including the reinstatement of a traditional shop front, bay windows, rainwater goods, Doff cleaning and architectural</p>

repairs. This is due to be completed in quarter 1 2024. The Property owner is investing internally with a change of use from taxi office to retail unit and two apartments to the upper floors.

Work continues to 123-125 St James Street, the HSHAZ Exemplar building, with completion due in February 2024.

A grant for 153 St James Street has been approved with a completion date of February 2024. The property will benefit from a new traditional shopfront, architectural windows to the first floor, sash windows to the second floor along with stone and roof repairs.

10 people attended a heritage skills mosaic tiling workshop. The workshop was very popular, therefore more are booked in for February 24.

Footfall continues to increase in the HSHAZ area compared to figures in Oct-Dec 22 last year the increase is a significant 40% increase.

The HSHAZ Social media pages continue to see a significant 20% increase in new followers and interactions with 8.5k reach within the last 90 days.

Burnley Market

Burnley Council Markets continues to offer incentive rentals to new businesses with new products.

The utilization of stalls is currently at 63%, which has increased from 59% in comparison to this time last year.

Footfall has seen a decline of 4% in comparison with the same quarter last year and an overall 6% decline throughout 2023.

However, the footfall increased substantially in the two weeks running up to Christmas where 18.5k and 19.7k were achieved in weeks 51 and 52, respectively. This was the result of a range of Christmas activities and entertainment including a Santa's Grotto, children's photo's, string quarter, Silver Alliance Band., Christmas service and Blessing of the Crib.

Santas Grotto opened on the 2nd December together with other family orientated activities.

The bi-monthly record fair took place on 9th December.

The 16th the annual Christmas Gift Fair was held with. 28 pop-up stalls with traders selling their own products and artisanal type goods. Many of the traders had an existing customer base, so they brought extra footfall to the market. Most enjoyed the covered area of the market rather than an event in the open air,

particularly at this time of year. Existing market traders also benefitted the extra footfall and the improved atmosphere of a full market hall. Footfall on the day increased by approximately 3000 compared to the previous Saturday and by approximately 1000 compared to same day the previous year.

We have worked in partnership with “Participation Works” who have funded a voucher scheme aimed at families on free school meals, ensuring that they can access hot meals during the school holidays.

Padiham Town Centre

The town centre officer continues to support Padiham business and is working with three new businesses that have recently requested grant support funding for new signage to help establish themselves and thrive in the town centre.

In 2023, there has been a significant increase in the number of new businesses that have opened or are under new management compared to the previous year. Specifically, there have been 15 new businesses in total, which represents a substantial growth of 73.33% from 2022. Three more businesses including a gym, cafe, beauty training facility and takeaway are due to open in the next 1-3 months.

This surge in new business activity indicates a positive trend in the local economy, as more entrepreneurs are willing invest in Padiham.

The Padiham Town Centre social media platforms and web page continue to share positive news which have experienced significant growth in the past 90 days, reaching an impressive 53.7k people on Facebook alone.

Padiham Townscape Heritage Initiative

The final building project 12-14 Burnley Rd (vacant, formerly Timeless) continues on-site. Grant has been awarded for a package of external repair and restoration works, due to complete by March 2024.

Leases have been agreed for the retail units at No. 33-35 Burnley Rd (Exemplar project). ‘The Hub’ has opened at No. 35 and Millie & Rubys’ Doggy Bakery is now open within No. 33. The properties are fully occupied

The programme has been granted a short extension to June 2024 by the Heritage Fund to complete building works and undertake a project evaluation. A project evaluation is being undertaken by the TH Officer with input from consultant, Creative Talent Management, whom have been appointed to collect independent feedback about the scheme which will feed into the evaluation report. A focus group was held in November to involve town centre stakeholders and a public survey has gone live and can be completed by following the link below.

	<p>Padiham Townscape Heritage Scheme Survey (surveymonkey.com)</p> <p>Padiham Flood Risk Management Scheme EA are continuing to implement works to the rear of Bendwood Close. A full planning application has been received for the remaining works to the Padiham Flood Risk Management Scheme FUL/2023/0729.</p>
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Strategic commitment	Progress update
<p>PR4- We will implement the Local Plan, delivering new housing, employment sites, and infrastructure.</p>	<p>Annual Monitoring Report (AMR)</p> <p>The Authority Monitoring Report (formerly known as, and still generally referred to as the Annual Monitoring Report or AMR) was published on 22 December 2023. The AMR sets out the Council's progress in plan-making and monitors the performance of policies in the Local Plan to see whether they are helping to deliver the vision and objectives of the Plan as set out and whether there is any need to formally update the Plan. The AMR also sets out a wide range of contextual information to inform any future planning policy development and to inform other Council plans and strategies. Burnley-AMR-2022-23-FINAL.pdf</p> <p>The Allocated Housing Sites:</p> <p>Sites Under Construction: Site HS1/1 Former Hambleton School site (Valour Park, McDermott Homes and Site HS1/3 Former Blythe's Site (Canal Walk, Gleeson) are both nearing completion with all remaining plots released still with 4 remaining on each site for sale (including the Showhomes). Site HS1/8 Red Lees Road (The Calders, Miller Homes) has 76% reserved or sold including three of the five on-site affordable homes (discounted sales). At Site HS1/4 Rossendale Road (Barratt Homes - Brun Lea Heights) 16 properties are 'sold' – including all of the detached homes offered for sale. Construction is now underway at site HS1/30 Land West of Smithyfield Avenue, Brownside for 38 age-restricted specialist bungalows (FUL/2021/0274) (Applethwaite Homes) but marketing hasn't yet begun.</p> <p>Applications and Approvals: The appeal against non-determination of the full application for 200 dwellings at site HS1/2 Hollins Cross Farm (FUL/2022/0149) was allowed on appeal on 7 December 2023 and planning permission has therefore been granted.</p> <p>A full planning application has been received for the Padiham Flood Risk Management Scheme which includes a flood embankment at Site HS1/5 (Former Baxi Site) FUL/2023/0729. Due to technical issues, there have been</p>

	<p>significant changes to the design of the flood defenses which mean that the majority of the Baxi site will not be developable for housing as allocated in the Local Plan. The remaining upper part was granted outline planning application for up to 40 dwellings on the northern (upper) part of Site HS1/5 Former Baxi Site at Development Control Committee on 9 November, subject first to the signing of a Section 106 Agreement (OUT/2023/0294). A previous similar outline permission had lapsed.</p> <p>A full planning application has been received on site HS1/14 Former Gardner Site for 7 portal framed industrial units for storage and distribution use (Class B8) (FUL/2023/0718 Former Hargher Clough Works).</p> <p>A full planning application has been received for Site HS1/15 (Coronation Avenue Thompson Street) for 33 dwellings (FUL/2023/0748 Land off West View Terrace, Padiham).</p> <p>Allocated Employment Sites:</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 for Phase 3 (units 3, 4 and 5 was approved in December 2023 (REM/2023/0465). The site is now being marketed for lease as 'Frontier Park J9 Burnley'.</p>
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Strategic commitment	Progress update
<p>PR6- We will work with partners to ensure that residents are able and ready to participate in the workforce.</p>	<p>Burnley Employment & Skills Group (BSEG) Lancashire County Council's newly formed NEET (Not in Employment, Education or Training) team have identified 54 NEETs in Burnley and a further 44 that are classed as "unknown". The team work to engage with these and provide support within the Thrive hub or at Down Town</p> <p>Thrive Youth Hub Current caseload is 207. The Prince's Trust has launched a new "Get Into" programme focussed on retail and have already secured a number of work placements at Marks & Spencer in Burnley town centre.</p> <p>High Schools The career leads of all the Burnley High Schools have come together to create a new group together with officers from Economy & Development and Burnley Brand /Bondholders – the aim is to connect school pupils and businesses together in a more strategic manner. Several actions have arisen from the initial meetings including holding a careers day to help raise aspirations, showcase the careers available in Burnley</p>

	<p>and inform pupils of their next steps whether that be further education or apprenticeships.</p> <p>Lancashire Skills Pledge Burnley Council has again renewed its pledges for the next 12 months and were presented with a certificate at the awards event in Dec 23.</p> <p>UK Shared Prosperity Fund – People & Skills Theme The next report from delivery partners is not due until mid-January (covers the quarter to Dec 23). A full update will be provided at the next report.</p> <p>Unemployment Data</p> <p>The claimant count rate in Burnley for November has remained static at 5.6%, the same rate as last reported in July 23. - this is compared to a Lancashire rate of 3.5% and a GB rate of 3.7% (Nov 23). The economic activity rates have not been updated since March 23 and therefore nothing further to update, although it still sits quite high at around 27/28%.</p>
<p>PL5- We will implement our Climate Change Strategy</p>	<p>The final draft of the ‘Road Map to Net Zero’ report is now complete and will be discussed by the Executive in January. This document outlines potential costs and timeframes for each main area of climate action, between now and 2050. This is an ongoing piece of work and information is still being gathered for some of the long-term actions. The document will be monitored and updated as needed and will also help to identify if an earlier net zero target can be achieved for the Council, or if 2050 remains the most feasible target. This document allows priorities and timescales to be determined to help achieve the Council’s climate change actions and targets.</p> <p>Carbon Literacy Training is being rolled out to more staff with two more training days in January, with the aim of achieving the silver award. These sessions will be run by four members of staff who have completed the Carbon Literacy train the trainer course.</p> <p>The final Climate Change Scrutiny Review Group was held in December, members of the group have been reviewing the Council’s Climate Change Action Plan and a report is being produced for Scrutiny Committee on the main areas of discussion and conclusions.</p> <p>A Burnley Climate Change Working Group has been established with partners across Burnley to discuss our climate change and net zero plans, share best practice and consider the best ways to bring the public along on this journey. Meetings will be held quarterly, and the last meeting took place on the 19th December. Partners involved in the group are the Chamber of Commerce, Burnley Football Club, Calico, UCLan, Burnley College, Safran representing the Bondholders, and East Lancashire Hospitals NHS Trust.</p>

COUNCILLOR JACK LAUNER, EXECUTIVE MEMBER FOR HEALTH, CULTURE & WELLBEING

Progress against our strategic commitments

Strategic commitment	Progress update
<p>PL4- We will implement our 2015-25 Green Space Strategy.</p>	<p>Play Strategy The contract to refurbish Queens Park Play area is complete and the play area has re-opened. Work on the relocation of play equipment from Barden Lane to Disraeli is scheduled to take place in February and the relocation of equipment from Baker St to Piccadilly Gardens in March.</p> <p>Playing Pitch & Outdoor Sport Strategy The scheme for improvements to Lockyer Ave playing fields, funded by a developer S106 contribution, is currently being designed by the Sports Turf Institute ready for tendering by the Council. Because United Utilities has refused permission for a drainage connection, the pitches are being regraded, but no drainage work can be undertaken.</p> <p>Worsthorne Recreation Ground The contract to upgrade the access is complete and awaiting consent from the Worsthorne estate to make water as sewerage connections. Discussion is taking place with Fulledge Colts regarding the refurbishment of the building as the costs currently exceed the budget available.</p> <p>Towneley Hall Scaffolding and a temporary roof are in place to the south wing of the Hall. The roof has been stripped off and timber repairs are currently underway prior to re-roofing. Work to repair the plaster work ceiling in the Great Hall is progressing. The current completion date for the work is late February 2025. This has slipped by 8 weeks because the Regency rooms on the ground floor of the south wing are now being used for the storage of collections decanted from the north wing and this has delayed the redecoration of the Regency rooms.</p> <p>Towneley Park Masterplan The draft of the masterplan has been submitted by the consultants and is currently being reviewed. It will be taken to Policy Board and Scrutiny Committee prior to final public comment and approval by the Executive.</p> <p>Off-road Motorcycle Nuisance As reported by Councillor Baker, I am pleased that two day-long site meetings have taken place with the Police Designing Out Crime Officer to review any measures that can be taken to limit</p>

the problem nuisance of off-road bikes and an initial report will be taken to Scrutiny Committee for consideration.

Climate Action

Outdoor Town

The new Green Activities Coordinator is in post and will be busy organising green volunteering activities across the borough with park friends & voluntary groups and local residents. Any suggestions that councillors would like to make regarding community involvement in environmental tasks and activities should be directed to skerr@burnley.gov.uk until the new web page is established.

Urban Tree Planting.

7,500 woodland trees are being planted on 15 sites (one in each ward) across the borough (one in each ward) by Beat the Street participants supported by Trees for Burnley and other volunteers. Details of the planting sites can be found on the [Plant a Tree!](#) page of the Council's website.

Community planting days are currently being organised to plant 50 larger specimen trees at Owen St, Tay St, Disraeli St, Burnley Wood and Padiham Greenway. These are funded by the Forestry Commission's 'Urban Tree Challenge Fund' and further 50 trees will be planted next year.

Members interested in urban tree planting may wish to look at the Woodland Trust's new [Tree Equity Score](#) which will help the Council to identify priority areas for future tree planting.

Strategic commitment	Progress update
<p>PE2- We will continue to develop the leisure and cultural offer in partnership with Burnley Leisure.</p>	<p>Cultural Framework A draft of the Cultural Framework 'Our People, Our Culture – A cultural Reimagining of Burnley 2023-2027 has been considered by Policy Board and further work has been requested on the action plan and to better reflect other aspects of Burnley's culture including football and food. It is proposed that the culmination of the Cultural Framework will be the Burnley, Year of Culture celebration in 2027 which will provide</p>

	<p>opportunities for the communities of Burnley to celebrate our culture.</p> <p>St Peter's Centre The new village changing room is 95% complete and work has started on the expansion of the gym and toilet improvements which will be complete by the end of March prior to delivery of new gym equipment. Gym membership is now up to 5,254.</p> <p>Padiham Leisure Centre The new Changing Places Toilet will be complete by the end of January.</p> <p>Golf Membership is currently 454 and the incredibly wet weather in December and early January has meant that record numbers of golfers have been using the Prairie golf driving range where BLC has had to buy more balls to meet demand. BLC and the Council are currently considering proposals that have been developed by conservation architects for repairs and improvements to the golf club house.</p> <p>Climate Change BLC has been successful in obtaining grant support of £250K from Sport England to help meet additional energy costs and a capital grant application has been submitted to support decarbonisation.</p> <p>Mechanics Discussions are underway with UK Leisure Framework regarding the external works required on the grade 1 listed building together with work needed in the auditorium with a view to developing funding applications.</p>
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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</p>	<p>I am pleased to report that the Integrated Care Board is working with LCC, the council, and other local stakeholders on preparing a funding bid to the Government's "WorkWell" programme. If successful, Burnley will be a target area for the project which will support disabled people and people with health conditions to start, stay and succeed in work. I will provide a further update in future reports.</p> <p>Burnley Together The 10,000 member signed up to Burnley Together in October 23 and more people are being supported face to face at Down Town. Since opening Down Town we have seen a large</p>

<p>Borough Council plays an active role on the proposed placed based partnerships.</p>	<p>number of individuals accessing the service for the first time: 218 (April to June) and 253 (July to Sep) and 200 (Oct- Nov)</p> <p>There has been a downward trend in requests for emergency food parcels from 1456, 1269 and 1135 in quarters 1, 2 and 3 respectively. And an increase in members and shops at the community grocery. Customers are supported to become grocery members, providing them with dignity and choice. Since April 23, there have been 1106 new members to the community grocery, doing 9179 shops and supporting approximately 3097 individuals. The Down Town community grocery had 585 new members last quarter with 4094 shops.</p> <p>Since opening 822 families accessed free school uniform for their children. Based on an average of £100 per shop this is a saving of over £82,000. In November we adapted and moved Winter Warmer items into the shop and have helped 550 individuals to date.</p> <p>In just 9 months it is clear how versatile Down Town can be with commitment from our partners and listing to our customers. We have drop-in sessions with social prescribers, safenet domestic abuse, money advice with citizens advice, children and family teams, Thrive youth skills hub, creative crafts with Burnley Youth Theatre, theatre performance, Burnley's first Youth MasterChef, a Waste not Feed more dinner and much more. The Kitchen and cafe had sales up £9993 from July to September</p> <p>Household Support Fund</p> <p>The discretionary household support fund opened in October for households with savings of less than £2000 and who have not received an HSF payment within the last 12 months. Additional support is also in place for care leavers and we are working with new neighbours together to enable asylum seekers to access support. Members can find details by searching for "HSF Burnley."</p>
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