

SCRUTINY COMMITTEE

Thursday, 1st June, 2023
6.30 pm





SCRUTINY COMMITTEE

ROOMS 2 & 3, BURNLEY TOWN HALL

Thursday, 1st June, 2023 at 6.30 pm

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

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

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

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

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

AGENDA

1) Apologies

To receive any apologies for absence.

2) Minutes

To approve as a correct record the minutes of the previous meeting.

5 - 10

3) Additional Items of Business

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

4) Declarations of Interest

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

5) Exclusion of the Public

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

6) Public Question Time

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

PUBLIC ITEMS

7) Scrutiny Procedure Rules for Noting

11 - 18

To note the Scrutiny Procedure Rules (Part 4e of the Constitution) which outlines how the Scrutiny Committee operates and fits into the Council's decision making process.

8) Notice of Key Decisions and Private Meetings

19 - 24

To consider the list of future Key Decisions.

9) Scrutiny Review Groups

25 - 28

To receive an update on the Scrutiny Review Groups 2022/23.

To consider the Committee's work priorities for 2023/24 and how best they can be addressed by the Committee, including any Scrutiny Review Groups to carry out work based on objectives agreed by the Committee. (Please see attached proforma for Members to consider/outline any issues best suited to be looked at by a Scrutiny Review Group, such as evidence-based task and finish work).

10) Work Programme 2023/24

29 - 32

To identify any items for the Work Programme for 2023/24, taking into account previous year items carried forward, annual items based on the Policy Framework, annual items and others of interest to the Scrutiny Committee, any Scrutiny Review Groups, and any Executive reports during the year to be scrutinised before those meetings.

MEMBERSHIP OF COMMITTEE

Councillor Gail Barton (Chair)
Councillor Bill Horrocks (Vice-Chair)
Councillor Howard Baker
Councillor Gordon Birtwistle
Councillor Helen Bridges
Councillor Margaret Brindle
Councillor Joanne Broughton
Councillor Martyn Hurt
Councillor Nussrat Kazmi

Councillor Syeda Kazmi
Councillor Jack Launer
Councillor Jamie McGowan
Councillor Neil Mottershead
Councillor Paul Reynolds
Councillor Christine Sollis
Councillor Don Whitaker
Councillor Fiona Wild

PUBLISHED

Tuesday, 23 May 2023

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SCRUTINY COMMITTEE

BURNLEY TOWN HALL

Wednesday, 8th March, 2023 at 6.30 pm

PRESENT

MEMBERS

Councillors H Baker (Chair), G Barton, G Birtwistle, S Hall, A Hosker, M Ishtiaq, L Khan, J Launer, G Lishman, S Lone, J McGowan, C Sollis and D Whitaker

OFFICERS

Paul Gatrell	– Head of Housing & Development Control
Gerard Vinton	– Chief Executive, Burnley Leisure
CJ Walmsley	– Democracy Officer

107. Apologies

Apologies for absence were received from Councillors Lewis and Royle.

108. Minutes

The minutes of the meeting held on 9th February 2023 were approved as a correct record and signed by the Chair, subject to an amendment to minute 97, replacing LCC Health and Wellbeing Scrutiny Committee with Health and Adult Services Scrutiny Committee.

109. Additional Items of Business

There were no additional items of business to be considered.

110. Declarations of Interest

No declarations of interest were received.

111. Exclusion of the Public

Exclusion of press and public was as set out in the agenda.

112. Public Question Time

No questions, statements or petitions had been received from members of the public.

113. Notice of Key Decisions and Private Meetings

Members were asked to note the Notice of Key Decisions and Private Meetings (NKDPM) published on 14th February 2023.

It was highlighted that there were two items scheduled to be submitted to the April meeting of the Executive, namely Allotment Review 2023 and Empty Homes CPOs and Facelifting, however there wasn't a scheduled meeting of the Scrutiny Committee to consider these. It was suggested that Committee Members could speak with the relevant Executive Members upon publication of the reports, rather than calling a special meeting of the Scrutiny Committee.

As the Executive Member for Health and Wellbeing was present the Chair invited Councillor Lishman to provide an overview of what was to be reported as part of the Allotments Review. It was reported that Greenspaces were undertaking a clean up of the waiting list and work was being done to increase the number of available allotments. Community allotments had also been identified at various sites. Arrangements were being made for spare produce to go to the community shop and food bank.

The Executive Member for Housing and Development Control and the Head of Housing and Development Control received questions on Empty Homes CPOS and Facelifting.

Concerns were raised in respect of signage in the Standish Street area. Due to current works, clearer signage was needed to highlight that the businesses in that area were trading as usual. Paul Gatrell agreed to look into the issue.

It was queried if there would be facelifts for the buildings from Yorkshire Street up to Belvedere Road included in the Town to Turf development. It was reported that it wasn't under the scheme as it stands but different funding streams were being explored.

RESOLVED – That the NKDPM of 14th February 2023 be noted.

114. Burnley Leisure Trust Annual Report

A presentation was given on Burnley Leisure Trust (BLT) achievements and performance, alongside the report of the trustees and audited financial statements for the year ended 31st March 2022.

It was explained that 2021/22 business plan had focussed on recovery from the pandemic and continuing to work in partnership with Burnley Together, delivering volunteer programmes and engaging in community support. This year was about consolidating their position, financially and usage and looking to refresh the agreements with the Council, producing a new 3-year strategy that tied into the Council's Medium Term Financial Strategy and provide a framework for annual business plans.

Concerns were raised in connection with Burnley Leisure not attracting entertainment like other areas in Lancashire, and the long-term strategy was questioned. Discussions had

taken place but there remained a problem with theatres having a deficit despite increased capacity. However, linking in with Blackburn with Darwen Borough Council had helped with the buying power to attract some acts. It was also reported that a Cultural Strategy Manager had been appointed in recent months and work was being undertaken with the Council regarding next steps. There had been conversations with the Arts Council with regards to festivals, but funding was still limited. There would be an update to the BLT Board in April.

The report format was questioned in terms of details and being representative of the organisation. It was explained that the report was condensed and to the point to meet the requirements of Companies House. Assurance was given that the next annual report would be more tailored for Scrutiny.

A query was raised in respect of the pension deficit, which had transferred from the Council and was part of the LCC scheme. An agreement was in place to deal with it, but it now comes under BLT accounts.

It was queried what the 'raising funds' category in the financial statement encompassed. Gerard Vinton advised that it was an accounting technique that the auditors/accountants determine against strict submission guidelines. Gerard Vinton would ask the auditors to provide a breakdown of figures.

It was reported that there were exciting times ahead in terms of growing the business and looking for opportunities. Refurbishment work was planned for the gyms at Padiham and St. Peter's at the end of the year. They had also been successful in winning the rotunda contract at Towneley Park. New programmes were being looked at, tying in with the health service, such as weight management, fitness, and smoking cessation.

Councillor Whitaker raised a question on what the business and technical support of the Governance and Support costs related to. Gerard Vinton would get the answer from the auditors and forward on the information.

A query was also raised on trade debtors and Members were informed that this was a snapshot at the end of the financial year and monies had come in over that last 12 months. Up to date figures were provided to the Executive on a quarterly basis.

It was highlighted that the amount the Council gives to the Leisure Trust had increased due to the pandemic. As a result, the following questions were put: -

- Were any future pitfalls expected or anticipated?
 - BLT membership numbers were continuing to rise, with a focus on being competitive with pricing, providing new equipment and placing emphasis on growing the numbers.
 - With regards hospitality, the current cost of food was presenting challenges, however BLT still felt well positioned to deal with impact.

- Was St. Peter's leisure facilities at full capacity?
 - It was reported that the building was split into two parts, namely Leisure and Health Services. The Leisure side of St. Peter's was heavily used, however the health side had vacant spaces.

- Was the Council's contribution to BLT to be reduced?

- A commitment to this couldn't be given for this financial year due to the cost-of-living crisis. There was a dependence on factors and other services to offset costs. Other contracts were being looked into to bring costs down, but the current situation was a challenge. Initial contracts were 15 years and currently in year 10, therefore negotiations needed to start.
- Will BLT stand on its own?
 - Not in the next 5 years.

A discussion took place regarding the business and marketing strategy. It was suggested that there be an analysis of what the competition was and the intended response.

It was questioned why funds set aside for arts development and cycling hadn't been touched, and it was reported that due to Covid these projects hadn't been pursued. There was an emphasis on being a viable business and would be picking up projects to generate income.

The Committee voiced its frustration on the lack of information relating to questions and requested that alongside the type of report submitted, there needed to be a report on the strategic plan. It was also felt that the report needed to be timelier. It was agreed that this would be incorporated in future years, submitted earlier, and a financial officer would also be present to answer any questions.

RESOLVED – (1) That the presentation and report be noted; and
 (2) That future reports be timelier and more detailed.

115. Cosy Homes in Lancashire (CHiL)

A report was submitted that sought approval from the Executive for the Council to extend its membership of the Cosy Home in Lancashire (CHiL) consortium for a further 4 years from April 2023; sign a contract with the appointed delivery agent for the provision of CHiL; and adopt a Lancashire wide Statement of Intent so that residents can access Energy Company Obligation (ECO 4 LA flex) funding.

Reassurance was given that the contract had been out to tender, was timely, and there were no foreseen issues with regards to a gap in service.

It was explained that exemplar model was a different approach to that of private companies, insofar as it took a whole house approach, not just one element.

Councillor Barton queried how many referrals were received from doctors/GPs. The Head of Housing and Development Control would forward on this information.

It was further reported that the Home Improvement Agency in Housing was working alongside the hospital discharge team, examining properties and identifying what needs to be done and linking in with health services.

RESOLVED – That the report be noted.

116. Ex-Offenders Government Support Grant

A report was submitted that sought approval from the Executive to accept the funding award from the Accommodation for Ex-offenders (AfEO) Programme to allow for the continuation of an East Lancashire wide programme of services targeted at reducing repeat offending by accessing settled accommodation and providing support.

It was clarified that though this was separate to mental health support, it did link in and the provision of 2 AfEO Officers would support this.

It was also reported that additional funding of £95k had been awarded as part of the AfEO fund to provide incentive packages to private sector landlords to assist and support clients into private rented accommodation.

Councillor Whitaker queried how many veterans had been assisted through the programme. The Head of Housing and Development Control would provide this information.

RESOLVED – That the report be noted.

117. Work Programme 2022/23

It was clarified that with regards to the Queensgate review, evidence was being gathered and there would be an update submitted to the June meeting of the Committee.

RESOLVED – That the work programme for 2022/23 be noted.

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Scrutiny Procedure Rules

1. What will be the number and arrangements for scrutiny committees?

- 1.1 The Council will have 1 scrutiny committee and will appoint to it as it considers appropriate from time to time. The committee may appoint sub-committees/working groups. .
- 1.2 The Scrutiny Committee will comprise 17 Members unless otherwise agreed by the Council.

1.3 Co-ordination of the work of the Scrutiny Committee

A Panel comprising the Chairs and Vice Chairs of each Scrutiny Committee no longer exists, which was established with the following terms of reference:

- (a) Where matters fall within the remit of more than one scrutiny committee, to discuss and advise which of them will assume responsibility for any particular issue, and to advise on any issues of dispute between scrutiny committees unless they can be resolved by the relevant Chairs.
- (b) To consider requests from the Executive and/or the full Council for reports from scrutiny committees and to advise on their allocation, if appropriate, to one or more scrutiny committees if those requests do not clearly fall within the terms of reference of a Scrutiny Committee.
- (c) Where it is not possible to agree the allocation of tasks between Scrutiny Committees despite the intervention of the Co-ordinating Panel, the Chief Executive will determine the issue.
- (d) The panel may with the agreement of the members of the panel from time to time be joined by up to 3 Members of the Executive to facilitate joint working or joint planning. Relevant Executive Members attend Scrutiny Committees to present the Forward Plan (now Notice of Key Decisions and Private Part of Meeting) and to facilitate joint working between the Executive and Scrutiny.

Scrutiny Procedure Rules

2. Who may sit on the scrutiny committee?

Any Member of the Council who is not a Member of the Executive may be a member of the scrutiny committee. However, no Member may be involved in scrutinising a decision which he/she has been directly involved with.

3. Co-optees

The scrutiny committee shall be entitled to recommend to Council the appointment of a number of people as non-voting co-optees.

The Scrutiny Committee, in its capacity as the designated Crime and Disorder Overview and Scrutiny Committee only, may co-opt additional members from a responsible authority or co-operating body to serve on the Committee and this may be limited to a particular matter.

It shall not allow a person co-opted to vote on any particular matter, unless the Committee so determines.

4. Meetings of the scrutiny committees

There shall be at least 5 ordinary meetings of the scrutiny committee in each year. In addition, extraordinary meetings may be called from time to time as and when appropriate. An extraordinary meeting of a scrutiny committee may be called by the chair of the scrutiny committee.

5. Quorum

The quorum for the scrutiny committee shall be one third as set out for committees in the Council Procedure Rules in Part 4 of this Constitution.

6. Who chairs the scrutiny committee meetings?

The Chair of the scrutiny committee will be appointed by the Council and be drawn from among the Members sitting on the committee. The Chair and Vice Chair will remain in office for the Municipal Year in which they are appointed unless the Council revokes that appointment, they resign from that office or are disqualified from the office of Councillor.

7. Work programme

The scrutiny committee will be responsible for setting its own work programme and in doing so they shall take into account wishes of all Members on that committee (The Co-ordinating Panel (see 1.3) no longer exists).

8. Agenda items

Any member of a scrutiny committees shall be entitled to give notice to the Head of Legal and Democratic Services that he/she wishes an item relevant to the functions of the committee to be included on the agenda for the next available meeting of the committee. On receipt of such a request the Head of Legal and Democratic Services will ensure that it is included on the next available agenda. The scrutiny committee shall also respond, as soon as its work programme permits, to requests from the Council, and, if it considers it appropriate the executive, to review particular areas of Council activity.

Scrutiny Procedure Rules

Where they do so, the scrutiny committee shall report its findings and any recommendations back to the Executive and/or Council. The Council and/or the Executive shall consider the report of the scrutiny committee in the case of the Council, within two months, and for the Executive, within one month of receiving it.

9. Policy review and development

- (a) The role of the scrutiny committee in relation to the development of the Council's budget and policy framework is set out in detail in the Budget and Policy Framework Procedure Rules.
- (b) In relation to the development of the Council's approach to other matters not forming part of its policy and budget framework, the scrutiny committee may make proposals to the Executive for developments in so far as they relate to matters within their terms of reference.
- (c) The Scrutiny committee may within the limits of any budget provided hold inquiries and investigate the available options for future direction in policy development and may appoint advisers and assessors to assist them in this process. It may undertake this role and engage with 3rd parties and the public in any way they feel necessary

10. Reports from the scrutiny committee

- (a) Once it has formed recommendations on proposals for development, the scrutiny committee will prepare a formal report and submit it to the Head of Legal and Democratic Services for consideration by the Executive (if the proposals are consistent with the existing budgetary and policy framework), and to the Council as appropriate.
- (b) The Executive shall consider the report of the scrutiny committee within 1 month of it being submitted to the Head of Legal and Democratic Services

Scrutiny Procedure Rules

11. Making sure that scrutiny reports are considered by the executive

- (a) Scrutiny Committee reports will be included on the Executive agendas within one month of submission to the Head of Legal and Democratic Services
- (b) The Scrutiny committee will in any event have access to the Executive's Notice of Key Decisions and Private Part of Meeting. Even where an item is not the subject of detailed proposals from a scrutiny committee following a consideration of possible policy/service developments, the committee will at least be able to respond in the course of the Executive's consultation process in relation to any key decision.

12. Rights of scrutiny committees members to documents

- (a) In addition to their rights as Members, Members of the scrutiny committees have the additional right to documents to enable them to carry out their statutory functions.
- (b) Nothing in this paragraph prevents more detailed liaison between the Executive and the scrutiny committee as appropriate depending on the particular matter under consideration.

13. Members and officers giving account

- (a) The scrutiny committee may scrutinise and review decisions made or actions taken in connection with the discharge of any Council functions. As well as reviewing documentation, in fulfilling the scrutiny role, it may require any member of the Executive, the head of paid service and anyone on Chief Officer conditions of service (i.e. Head of Service and above) to attend before it to explain in relation to matters within their remit:
 - i) any particular decision or series of decisions;
 - ii) actions taken by them to implement Council policy; and/or
 - iii) their performance.

and it is the duty of those persons to attend if so required.

Scrutiny Procedure Rules

- (b) Where any member or officer is required to attend the scrutiny committee under this provision, the chair of the committee will inform the Head of Legal and Democratic Services. The Head of Legal and Democratic Services shall inform the member or officer in writing giving at least 10 working days notice of the meeting at which he/she is required to attend. The notice will state the nature of the item on which he/she is required to attend to give account and whether any papers are required to be produced for the committee. Where the account to be given to the committee will require the production of a report, then the member or officer concerned will be given sufficient notice to allow for preparation of that documentation.
- (c) Where, in exceptional circumstances, the Member or Officer is unable to attend on the required date, then the scrutiny committee shall in consultation with the member or officer arrange an alternative date for attendance to take place within a maximum of 20 working days from the date of the original request.

14. Attendance by others

The scrutiny committee may invite people other than those people referred to in paragraph 14 above to address it, discuss issues of local concern and/or answer questions. It may for example wish to hear from residents, stakeholders and members and officers in other parts of the public sector and may invite those people to attend.

15. Call-in

Call-in should only be used in exceptional circumstances. These are where non Executive members have evidence which suggests that the Executive did not take the decision in accordance with the principles set out in Article 13 (Decision Making), e.g. inadequate consultation with stakeholders; insufficient supporting evidence, outside the terms of reference of the executive.

- (a) When a decision is made by the Executive, an individual member of the Executive or a committee of the Executive, or a key decision is made by an officer with delegated authority from the Executive, the decision shall be published, including distribution to all Members and where possible by electronic means, and shall be available at the Town Hall normally within 3 working days of being made.
- (b) That notice will bear the date on which it is published and will specify that the decision will come into force, and may then be implemented, on the expiry of 5 working days after the publication of the decision, unless it is called in.
- (c) During that period, the Head of Legal and Democratic Services shall call-in a decision for scrutiny by the committee if so requested by any 5 Non Executive Members of the Council,

Scrutiny Procedure Rules

and shall then notify the decision-taker of the call-in. He/she shall call a meeting of the scrutiny committee on such date as he/she may determine, where possible after consultation with the Chair of the committee, and in any case within 7 working days of the decision to call-in.

- (d) If, having considered the decision, the scrutiny committee is still concerned about it, then it may refer it back to the decision making person or body for reconsideration, setting out in writing the nature of its concerns. If referred to the decision maker they shall then reconsider within a further 15 working days, amending the decision or not, before adopting a final decision.
- (e) If following an objection to the decision, the scrutiny committee does not meet in the period set out above, or does meet but does not refer the matter back to the decision making person or body, the decision shall take effect on the date of the Scrutiny meeting, or the expiry of that further 5 working day period referred to in 16(b), whichever is the earlier.
- (f) Decisions may only be called in once.

CALL-IN AND URGENCY

- (g) The call-in procedure set out above shall not apply where the decision being taken by the Executive is urgent. A decision will be urgent if any delay likely to be caused by the call-in process would for example seriously prejudice the Council's or the public interest. The record

Scrutiny Procedure Rules

of the decision, and notice by which it is made public shall state whether in the opinion of the decision making person or body, the decision is an urgent one, and therefore not subject to call-in. The Chair of the Scrutiny committee must agree both that the decision proposed is reasonable in all the circumstances and to it being treated as a matter of urgency. In the absence of the Chair, the Vice Chair's consent shall be required. In the absence of both, the head of paid service or his/her nominee's consent shall be required. Decisions taken as a matter of urgency must be reported to the next available meeting of the Council, together with the reasons for urgency.

16. The party whip

In this context the party whip means:

"Any instruction given by or on behalf of a political group to any councillor who is a member of that group as to how that councillor shall speak or vote on any matter before the Council or any committee or sub-committee, or the application or threat to apply any sanction by the group in respect of that councillor should he/she speak or vote in any particular manner."

- (a) When considering any matter in respect of which a member of a scrutiny committee is subject to a party whip the member must declare the existence of the whip, and the nature of it before the start of the committee's deliberations on the matter. The declaration, and the detail of the whipping arrangements, shall be recorded in the minutes of the meeting.

17. Procedure at scrutiny committees meetings

- (a) scrutiny committees and sub-committees shall consider the following business:
 - i) minutes of the last meeting;
 - ii) declarations of interest (including whipping declarations);
 - iii) questions from the public;
 - iv) consideration of any matter referred to the committee for a decision in relation to call in of a decision;
 - v) responses of the executive to reports of the scrutiny committees; and
 - vi) the business otherwise set out on the agenda for the meeting.

Scrutiny Procedure Rules

- (b) Where the scrutiny committee conducts investigations (e.g. with a view to policy development), the committee may also ask people to attend to give evidence at committee meetings which are to be conducted in accordance with the following principles:
 - i) that the investigation be conducted fairly and all members of the committee be given the opportunity to ask questions of attendees, and to contribute and speak;
 - ii) that those assisting the committee by giving evidence be treated with respect and courtesy; and
 - iii) that the investigation be conducted so as to maximise the efficiency of the investigation or analysis.
- (c) Following any investigation or review, the committee shall prepare a report, for submission to the executive and/or Council as appropriate and shall make its report and findings public subject to the usual provisions relating to exempt or confidential information.

18. **Matters within the remit of more than one scrutiny committees** - only one scrutiny committee now exists

19. **Designated Crime and Disorder Scrutiny Committee**

The Scrutiny Committee shall be the Council's designated crime and disorder scrutiny committee:

- (a) to review or scrutinise decisions made, or other action taken in connection with the discharge by the responsible authorities of their crime and disorder functions;
- (b) to make reports or recommendations to Council with respect to the discharge of those functions;
- (c) to have a frequency of meetings as the Committee considers appropriate but no less than once in every twelve month period dedicated to scrutinising crime and disorder matters;
- (d) may co-opt additional members from a responsible authority or co-operating body to serve on the Committee and this may be limited to a particular matter: and
- (e) shall not allow a person co-opted to vote on any particular matter, unless the Committee so determines."

BURNLEY BOROUGH COUNCIL

NOTICE OF KEY DECISIONS AND PRIVATE MEETINGS

This Notice contains:

- a) A list of Key Decisions to be taken by the Executive (unless otherwise stated) after May 2023, published on 12th May 2023. Due to circumstances, these decisions could also be taken by Officers using urgency powers.
- b) Details of dates of meetings of the Executive during the same period at which decisions may be taken in private or partly in private

A Key Decision is an Executive decision that is likely:

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

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

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

Matter for Decision	Purpose	Key Decision – Yes or No	Anticipated date of decision	Public or Private report. If Private give reasons	List of documents to be submitted including any background papers	Contact person & Executive Portfolio
Padiham Townscape Heritage – Award of Grant (Executive Officer Decision - Delegated)	To consider a report recommending approval of a grant application	Yes	May 2023	Private	Report setting out key issues	Kate Ingram Strategic Head of Economy and Growth
Allotment Review 2023	To consider a report reviewing the provision of and management of allotments	Yes	June 2023	public	Report setting out key issues	Simon Goff Head of Green Spaces & Amenities Executive Member for Health & Wellbeing
Acquisition of temporary accommodation	To consider a report to acquire three properties that are currently being used for temporary accommodation for homeless people.	Yes	June 2023	Private	Report setting out key issues	Clare Jackson Private Sector Housing Manager Executive Member for Housing and Development.

2022/23 Final Revenue Outturn Position	To consider a report on the 2022/23 Final Revenue Outturn Position	No (Full Council Policy Framework decision)	July 2023	Public	Report setting out key issues	Howard Hamilton-Smith Head of Finance and Property Executive Member for Resources and Performance
2022/23 Final Capital Outturn Position	To consider a report on the 2022/23 Final Capital Outturn Position	No (Full Council Police Framework decision)	July 2023	Public	Report setting out key issues	Howard Hamilton-Smith Head of Finance and Property Executive member for Resources and Performance
Annual Treasury Management Review of 2022/23 Activity	To consider a report on the Annual Treasury Management Review of 2022/23 Activity	No (Full Council Policy Framework decision)	July 2023	Public	Report setting out key issues	Howard Hamilton-Smith Head of Finance and Property Executive Member for Resources and Performance
Outdoor Town Active Burnley Partnership Action Plan	To consider a report on the Action Plan	Yes	August 2023	Public	Report setting out key issues	Simon Goff Head of Green Spaces & Amenities Executive Member for Health & Wellbeing

Cultural Strategy	To consider a report on a Cultural Strategy	Yes	September 2023	Public	Report setting out Key Issues	Simon Goff Head of Green Spaces and Amenities Executive Member for Health & Wellbeing
Revenue Monitoring Report 2023/24 Quarter 1	To consider a report on Revenue Monitoring Report 2023/24 Quarter 1	No (Full Council Policy Framework decision)	September 2023	Public	Report setting out key issues	Howard Hamilton-Smith Head of Finance and Property Executive Member for Resources and Performance
Capital Monitoring Report 2023/24 Quarter 1	To consider a report on Capital Monitoring Report 2023/24 Quarter 1	No (Full Council Policy Framework decision)	September 2023	Public	Report setting out key issues	Howard Hamilton-Smith Head of Finance and Property Executive Member for Resources and Performance
Revenue Budgets 2024-27 – Latest Position and Savings Proposals	To consider a report on the latest revenue budget position 2024-27 and savings proposals	No (Full Council Policy Framework decision)	September 2023	Public	Report setting out key issues	Howard Hamilton-Smith Head of Finance and Property Executive Member for Resources and Performance

Meetings of the Executive will be held on the following dates: 12th June and 12th July. Meetings normally start at 6.30pm but times can change so please check the council website nearer the date of the meeting. All meetings are usually held at the Town Hall.

This Notice will be further updated in the form of the agenda by the following date: 30th May 2023. A further Notice will be given 5 clear days before each meeting listed above if the meeting or part of the meeting is to be held in private. If you wish to make any representations about why any meeting or part of a meeting proposed to be held in private should be open to the public please send them to: Catherine Waudby, Head of Legal and Democratic Services, Town Hall, Manchester Road, Burnley BB11 9SA.

E-mail: cwaldby@burnley.gov.uk

Published: on 12th May 2023

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Burnley Borough Council

Scrutiny Work Programme Proposal

For completion by Members and Consideration by Scrutiny Committee

Getting the right topics for scrutiny reviews is the first step in making sure scrutiny adds value to the work of the Council and the community it serves.

The proposal form has been designed to assist members in developing their scrutiny review ideas so that the Committee can have an informed discussion on the work that it will carry out over the year.

In order to be effective, each scrutiny review needs to be properly project managed; should have set of objectives and an initial view on the outcomes that the review will seek to achieve. Any review group should be guided by SMART objectives (Specific, Measurable, Achievable, Realistic and Time-bound) where possible.

When considering whether an item should be included in the work programme the kind of questions the Scrutiny Committee should consider might include:

- Do we understand the benefits scrutiny would bring to this issue?
- How could we best carry out work on this subject?
- What would be the best outcome of this work?
- How would this work engage with the activity of the executive and other decision-makers, including partners?

The Committee should be able to justify how and why a decision has been taken to include certain issues and not others.

Scrutiny Committees have finite resources and deciding how these are best allocated can be difficult and it should be recognised that there may well be issues that they want to look at but that nonetheless are not selected.

1. Proposed Title for the Scrutiny Review

What will the scrutiny review be about?

Proposed by Councillor(s)

2. Objectives of the Review

What is the review aiming to do?

3. Anticipated Outcomes of the Review

What do you anticipate scrutiny will achieve/recommend as a result of conducting the review?

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Scrutiny Work Programme 2023-24 as at 19th May 2023

<p>Thursday 1st June 2023</p>	<p><u>Regular / Standing Items</u> Scrutiny Procedure Rules Notice of Key Decisions and Private Meetings Review Groups Update from 2022/23/ Review Group Proposals 2023/24 Work Programme 2023-2024</p> <p><u>Exec Reports</u></p>
<p>Wednesday 5th July 2023</p>	<p><u>Regular / Standing Items</u> Notice of Key Decisions and Private Meetings Work Programme/Review Group Proposals Q4 and Year End 23/24 Performance Report</p> <p><u>Policy Framework Items</u> 2022/23 Final Revenue Outturn Position 2022/23 Final Capital Outturn Position Annual Treasury Management Review of 2022/23 Activity</p> <p><u>Exec Reports</u> Allotment Review 2023 Acquisition of Temporary Accommodation</p>
<p>Thursday 10th August 2023</p>	<p><u>Regular / Standing Items</u> Notice of Key Decisions and Private Meetings Review Groups Work Programme</p> <p><u>Exec Reports</u> Outdoor Town Active Burnley Partnership Action Plan</p>
<p>Thursday 14th September 2023</p>	<p><u>Regular / Standing Items</u> Notice of Key Decisions and Private Meetings Review Groups Work Programme Licensing Policy</p> <p><u>Policy Framework Items</u> Revenue Monitoring 2023/24 Quarter 1 Capital Monitoring 2023/24 Quarter 1 Revenue Budgets 2024-27- Latest Position and Savings Proposals</p> <p><u>Exec Reports</u> Cultural Strategy</p>
<p>Thursday 19th October 2023</p>	<p><u>Regular / Standing Items</u> Notice of Key Decisions and Private Meetings Review Groups Work Programme Liberata Scrutiny Presentation</p>

	<p>Burnley Leisure Trust Annual Report</p> <p><u>Exec Reports</u></p>
<p>Thursday 23rd November 2023</p>	<p><u>Regular / Standing Items</u> Notice of Key Decisions and Private Meetings Half Year performance report 2023-24 Review Groups Work Programme</p> <p><u>Policy Framework items</u> Revenue Budget Monitoring Q2 2023/24 Capital Budget Monitoring - Q2 2023/24 Fees & Charges -From Jan 2024 Treasury Management Mid-year update 2023/24</p> <p><u>Exec Reports</u> Food Delivery Programme (Annual Update) Health and Safety Delivery Programme (Annual Update)</p>
<p>Thursday 11th January 2024</p>	<p><u>Regular / Standing Items</u> Notice of Key Decisions and Private Meetings Review Groups Work Programme Community Safety Annual Report</p> <p><u>Exec Reports</u></p> <p><u>Policy Framework items</u> Pay Policy Statement</p>
<p>Thursday 8th February 2024 Budget Scrutiny</p>	<p><u>Regular / Standing Items</u> Notice of Key Decisions and Private Meetings Review Groups Work Programme</p> <p><u>Policy Framework items</u> Revenue Budget Monitoring Q3 2023-24 Capital Budget Monitoring - Q3 2023-24 Medium Term Financial Strategy Revenue Budget 2024-5 Capital Budget 2024-25 and Cap Investment Prog 2024/25 Treasury Management & Prudential Borrowing. Strategic Plan</p> <p><u>Exec Reports</u></p>
<p>Wednesday 6th March 2024</p>	<p>Notice of Key Decisions and Private Meetings Review Groups Work Programme</p> <p><u>Exec Reports</u></p>

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