

SCRUTINY COMMITTEE

Thursday, 19th October, 2023
6.30 pm





SCRUTINY COMMITTEE

ROOMS 2 & 3, BURNLEY TOWN HALL

Thursday, 19th October, 2023 at 6.30 pm

This agenda gives notice of items to be considered in private as required by Regulations (4) and (5) of The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012.

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

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) Notice of Key Decisions and Private Meetings 11 - 14

To consider the list of future Key Decisions.

8) Gating Public Space Protection Order 15 - 26

To consider a report which seeks approval from the Executive to extend the Borough-Wide Public Spaces Protection Order (PSPO) covering all alligate schemes under s60 Anti-Social Behaviour, Crime and Policing Act 2014.

9) Asset & Development Management Services - Charter Walk 27 - 28

To consider a report which seeks approval from the Executive for re-letting the tender for asset and development management services at Charter Walk, Burnley.

10) Scrutiny Review Groups

To receive an update on the work of any active Scrutiny Review Groups.

11) Feedback - Queensgate Review Group

To receive verbal feedback on the Queensgate Review Group.

12) Work Programme 2023/24 29 - 32

To consider any amendments to the Work Programme for 2023/24.

To consider two proposals submitted by Councillor Baker.

The first is a review to mark the anniversary of the purchase of Charter Walk with the request of an officer report covering projected (as agreed with Scrutiny and Full Council) purchase costs and actual operating income and expenditures for the first year etc .

The second is a review following the completion of the Pioneer Place site with the request for an officer report covering projected (as above) planned costs versus actual and the planned projected costs for income and expenditure in the first year. The report will also cover an updated projection for expenditure and income from the Manchester Road site.

PRIVATE ITEMS

MEMBERSHIP OF COMMITTEE

Councillor Gail Barton (Chair)
Councillor Bill Horrocks (Vice-Chair)
Councillor Howard Baker

Councillor Syeda Kazmi
Councillor Jack Launer
Councillor Margaret Lishman

Councillor Gordon Birtwistle
Councillor Helen Bridges
Councillor Charlie Briggs
Councillor Margaret Brindle
Councillor Joanne Broughton
Councillor Nussrat Kazmi

Councillor Jamie McGowan
Councillor Paul Reynolds
Councillor Christine Sollis
Councillor Don Whitaker
Councillor Fiona Wild

PUBLISHED

Wednesday, 11 October 2023



SCRUTINY COMMITTEE

BURNLEY TOWN HALL

Thursday, 14th September, 2023 at 6.30 pm

PRESENT

MEMBERS

Councillors G Barton (Chair), B Horrocks (Vice-Chair), H Baker, G Birtwistle, H Bridges, M Brindle, J Broughton, M Hurt, N Kazmi, S Kazmi, J Launer, J McGowan, P Reynolds, C Sollis and F Wild

OFFICERS

Rob Dobson	– Chief Operating Officer
Howard Hamilton-Smith	– Director of Resources
Pete Milward	– Principal Planner
Gerwyn Baker	– Liberata
CJ Walmsley	– Democracy Officer

159. Apologies

Apologies for absence were received from Councillor Whitaker.

160. Minutes

The minutes of the meeting held on 10th August 2023 were approved as a correct record and signed by the Chair.

161. Additional Items of Business

There were no additional items of business to be considered.

162. Declarations of Interest

No declarations of interest were received.

163. Exclusion of the Public

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

164. Public Question Time

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

165. Notice of Key Decisions and Private Meetings

Members were asked to note the Notice of Key Decisions and Private Meetings (NKDPM) published on 21st August 2023, with the exception that Article 4 Direction: Houses in Multiple Occupation was now a public report and the Social Care Projects using the disabled facilities grant allocation from the Better Care Fund was now going to the October Executive.

It was also reported that the Chair had been notified of a late public Executive report on Burnley Green Activities Project.

Members were reminded that should they wish the Committee to consider any items on the NKDPM, they should inform the Chair.

RESOLVED – That the NKDPM of 21st August 2023 and the updates be noted.

166. Revenue Monitoring 2023/24 Quarter 1

A report was submitted on the forecast outturn position for the year ending 31 March 2024 based upon actual spending and income to 30 June 2023. Members were also asked to note the financial impact of the ongoing cost of living crisis. In view of the current economic challenges, forecasts remained under review and were subject to change as the impact of the economy unfolds. Updates would be provided to Members through the established quarterly budget monitoring process.

In relation to the risks to income associated with temporary closure and reduction of available car parking spaces as a consequence of continued Capital Investment within the Town Centre, it was highlighted that the current forecast at Q1 was a shortfall in income of £40k associated with Pioneer Car Park. This was slightly more than anticipated due to delays. With Pioneer Place now being open, there should be no loss in revenue as there were 50 more car parking spaces. Sunday parking remained free with no proposals for change.

In relation to the market shortfall, it was queried what impact full occupancy would have on the figures. Whilst this was difficult to determine specifically, there should be an overall improvement.

With regards anti-social behaviour on the market, whilst there was collaborative working with the Police, it had been necessary to increase security, which had also contributed to the overspend.

RESOLVED – That the report be noted.

167. Capital Monitoring 2023/24 Quarter 1

A report was submitted which provided Members with an update on capital expenditure and the resources position, along with highlighting variances. The report requested Executive approval to recommend to Full Council, approval of net budget changes totalling a

reduction of (£1,235,466) giving a revised capital budget for 2023/24 totalling £39,190,265. Full Council approval was also sought of the proposed financing of the revised capital budget totalling £39,190,265, as outlined in the report. Lastly, it was requested that the latest estimated year end position on capital receipts and contributions showing an assumed balance of £3,769,351 as at 31 March 2024, be noted.

RESOLVED – That the report be noted.

168. Revenue Budgets 2024-27 - Latest Position and Savings Proposals

A report was submitted that provided the latest position regarding balancing the Council's 2024/27 revenue budgets, and also outlined proposed savings for recommendation to Full Council.

The revised MTFs position as at September 2023 was highlighted. The latest review had resulted in a reduction to the estimated budget gap of £0.5m, with the cumulative budget gap now estimated at £1.0m, equal to 6.1% of the 2023/24 revenue budget of £16.267m (£16.094m excluding parish precepts).

Clarification was sought with regards additional risks and it was reported that with regards salary costs, the 2023/24 pay award was currently under negotiation with the employer's side offering a one year pay agreement of £1,925 across all pay points, with the exception of Chief Officers where the offer of a 3.5% pay award has been accepted. This equated to an average 5.04% increase. It had been assumed for the purpose of MTFs that this pay award would be agreed. An annual pay increase of 5% had been factored into the budget assumptions for 2024/25, reducing to 3% from 2025/26 onwards.

Work was currently ongoing on the Pioneer Place and Manchester Road development which represented significant long term costs for the Council and would require a significant amount of borrowing over 50 years, with payback very dependent on the successful income levels of the scheme. This carried significant financial risk for the authority and was an important element of the financial horizon of the Council. There were robust models behind the capital schemes, and reserves had been set aside to deal with risks.

A concern was raised in relation to the impact of the loss of income from the closure of Wilko. It was reported that discussions were underway regarding filling the unit. It was also reported that the transfer of the old cinema site to a new supermarket was less than a month away.

The issue of energy costs was raised and it was reported that an additional £700k was built into the 2023/24 budget to help mitigate the impact of the increased costs. Monitoring suggested an underspend for the current year.

RESOLVED – That the report be noted.

169. 2023/24 Treasury Management Q1

A report was submitted on treasury management activity for the first quarter of 2023/24 covering the period 1 April 30 June 2023. The report had 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).

A question was put regarding risk, given the national picture of Councils in bankruptcy. As Burnley was risk-averse, reserves had been increased to mitigate risk of large schemes.

RESOLVED – That the report be noted.

170. Article 4 Direction: Houses in Multiple Occupation (HMOs)

A report was submitted which recommended that the Executive approve the making of a non-immediate Article 4 direction to remove permitted development rights for changes of use from individual dwelling houses to smaller houses in multiple occupation, with 12 months' notice. The report also requested that the Director of Economy and Development be authorised to prepare the necessary documentation and carry out consultation as required by Regulations, prior to the confirmation of an Article 4 Direction.

It was not considered that there was a strong justification to apply an Article 4 Direction borough-wide, and it was unlikely to be supported by the Secretary of State. However, evidence showed that it would be appropriate to consider introducing an Article 4 Direction covering nine wards in the borough. Councillor McGowan requested that the Executive also consider including Hapton with Park ward with those proposed.

It was pointed out that this would work alongside a suite of other powers in relation to development control and licensing.

Overall, the Committee welcomed the report and the change proposed.

RESOLVED – That the report be noted.

171. Liberata Contract Director Presentation

Gerwyn Baker from Liberata gave a presentation which provided a partnership update on what had been achieved together so far; service line delivery for revenues and benefits, customer services, transformation shift, ICT and property services; key initiatives; and 2023 and beyond.

Members posed the following questions: -

Was there anything else Liberata could do in terms of improvement? It was felt that the digital team could be improved and the website more streamlined. It was pointed out that ModGov was a separate website linked into the Council website.

In relation to revenues and benefits, was fraud awareness training undertaken? There were designated fraud officers and fraud initiatives were part of the assessment process. Tools were used to identify fraud and then action taken.

What affect does A.I. have on staffing? A.I. was used for mundane tasks and staff were deployed onto more complex and interesting work.

Were there issues with staff retention levels? There had been staff retention problems in the past but these had now been addressed over the last couple of years. New leadership, infrastructure, pay rises etc. The pay settlement for TUPE staff would be the same as Council staff.

How would the chatbot work for people where English was not their first language? It was intended that the chatbot would be multi-lingual.

RESOLVED – That the presentation be noted.

172. Council Tax Support Scheme 2024/25 and 2025/26

A report was submitted which sought approval from the Executive to commence a public consultation on the plans to temporarily revise Burnley Borough Council's Council Tax Support Scheme for 2024/25 and 2025/26. This was a 2 year scheme with the option to revise.

The cost of increasing the Council Tax Support subsidy for working age claimants from a maximum of 85% to a maximum of 95% in 2024/25 and 90% in 2025/26 was estimated to cost £80k and £40k respectively. If the scheme was approved to be taken forward, it was proposed that the one-off cost in each financial year is funded from the Cost of Living Reserve.

RESOLVED – That the report be noted.

173. Scrutiny Review Groups

It was reported that there had been a working group meeting on 11th September and therefore an update would be provided at the next meeting.

RESOLVED – That the information be noted.

174. Work Programme 2023/24

The Committee received the updated work programme for 2023/24 and was advised of the addition of Alley Gating PSPO to the October meeting.

RESOLVED – That the updated work programme for 2023/24 be noted.

Members determined to exclude the public from the meeting before discussion took place on the following items on the grounds that in view of the nature of the business to be transacted if the public were present there would be a disclosure to them of exempt information within the meaning of Schedule 12A of the Local Government Act 1972.

175. Building Control IT Procurement

Members considered a report which sought approval from the Executive to procure a new IT system for the building control service.

RESOLVED – That the report be noted.

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 September 2023, published on 22nd September 2023. Due to circumstances, these decisions could also be taken by Officers using urgency powers or delegated authority.
- 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 – Please give reasons	List of documents to be submitted, including any background papers	Contact person & Executive Portfolio
Social Care Projects using the Disabled Facilities Grant allocation from the Better Care Fund	To approve several social care projects funded through the Better Care Fund.	Yes	October 2023	Public	Report setting out key issues	Clare Jackson Private Sector Housing Manager Executive Member Housing and Leisure
Gating Public Space Protection Order	To extend the Borough-Wide Public Spaces Protection Order (PSPO) covering all alleygate schemes	Yes	October 2023	Public	Report setting out the key issues	Joanne Swift Head of Streetscene Executive Member for Community, Health and Environmental Services
Strategic Risk Register	To approve the Strategic Risk Register	Yes	October 2023	Public	Report setting out the key issues Current Risk Register	Howard Hamilton-Smith Director of Resources Executive Member for Resources and Performance Management

Matter for decision	Purpose	Key Decision – Yes or No	Anticipated date of decision	Public or Private report – Please give reasons	List of documents to be submitted, including any background papers	Contact person & Executive Portfolio
Charter Walk Asset Management	To approve a procurement process to appoint an asset manager.	Yes	October 2023	Private	Report setting out key issues	Howard Hamilton-Smith Director of Resources Executive Member for Resources and Performance Management
Outdoor Town Active Burnley Partnership Action Plan	To consider a report on the Action Plan	Yes	January 2024	Public	Report setting out key issues	Simon Goff Head of Green Spaces & Amenities Executive Member for Housing & Leisure
Cultural Strategy	To consider a report on a Cultural Strategy	Yes	January 2024	Public	Report setting out key issues	Simon Goff Head of Green Spaces & Amenities Executive Member for Housing & Leisure

Meetings of the Executive will be held on the following dates: 24th October, 29th November 2023 and 17th January 2024. 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: 16th October 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 22nd September 2023

Gating Public Space Protection Order

REPORT TO THE EXECUTIVE



DATE	25/10/2023
PORTFOLIO	Community Services
REPORT AUTHOR	Richard Brown
TEL NO	01282 475819
EMAIL	rbrown@burnley.gov.uk

PURPOSE

1. To seek approval to extend the Borough-Wide Public Spaces Protection Order (PSPO) covering all allegated schemes under s60 Anti-Social Behaviour, Crime and Policing Act 2014.

RECOMMENDATION

2. That authority is granted:
 - (1) To extend the PSPO to manage all current and future applicable alleygate schemes in the Borough for a further 3 years.

REASONS FOR RECOMMENDATION

3. To ensure that the 133 schemes covered by the Order continue to operate legally, the PSPO must be extended.
4. As the gating program approaches its twentieth year, gating remains popular amongst both existing and prospective scheme holders. The current consideration list stands at over 80 applications from across the borough, and each year new applications are received.

SUMMARY OF KEY POINTS

Background of Alleygating

5. There are currently 178 alleygate schemes in Burnley which have been established under differing forms of legislation. While there are 133 schemes managed under the PSPO,

45 are classed as 'old style' and were put in place using highway closure orders. These schemes do not come under the gating PSPO.

Streamlined approach to Gating

6. In 2019, following work conducted by a pan-Lancashire officer group looking at best practice in managing the legal aspect of Gating under PSPO legislation, there was a consensus across districts that a single order to streamline the gating project the way forward.
7. Every scheme that had been established under the Clean Neighbourhoods and Environment Act 2005 or subsequently as a separate PSPO using the ASB, Crime and Police Act 2014 is incorporated under the proposed Order.
8. New schemes added to the order via the Council's annual gating program are still subject to the same crime and anti-social behaviour criteria, application and consultation processes, and requirements as before.

Continued management of Alleygating schemes

9. This amendment has not affected the day to day management of alleygate schemes.
10. A review has also been undertaken in 2023 to improve community engagement at the ward level to assess good practice and compliance. It is also the intention of this work stream to identify failing schemes and to look to utilise this resource elsewhere.

FINANCIAL IMPLICATIONS AND BUDGET PROVISION

11. There are no additional budgetary implications associated with the proposed recommendations. Should approval be granted the changes will be met by existing operational budgets.

POLICY IMPLICATIONS

12. The current Alleygate Policy will be amended to reflect the change in process.

DETAILS OF CONSULTATION

13. Public notification through Council Website.
14. Police and Crime Commissioner for Lancashire

BACKGROUND PAPERS

15. Proposed Order

16. Schedule of current schemes

FURTHER INFORMATION

PLEASE CONTACT: Richard Brown Community Safety Officer

ALSO: Jonathan Jackson Streetscene Solicitor

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PSPO (GATING ORDER) - BURNLEY BOROUGH COUNCIL
ANTI-SOCIAL BEHAVIOUR, CRIME AND POLICING ACT 2014 PART 4,
SECTION 59 PUBLIC SPACES PROTECTION ORDER

Burnley Borough Council (“the Council”) in exercise of the power under section 59 of The Anti-Social Behaviour, Crime and Policing Act 2014 (“the Act”), being satisfied that the conditions set out in section 59 of the Act have been met, **HEREBY MAKES** the following Public Spaces Protection Order (“PSPO”):

- a) This Order shall come into operation on XX/XX/2023 and shall have effect for a period of 3 years from the date hereof.
- b) This Order relates to those back street (restricted) areas designated on the Schedule.
- c) The effect of this Order is to restrict the public right of way over the Restricted Areas. This Order authorises the installation of security gates which will enforce the restriction.
- d) Responsibility for the maintenance of the gates at the above location will fall to Burnley Council’s Streetscene team.
- e) The Council is satisfied that the conditions set out in Sections 59, 64 and 72 of the Act have been satisfied and that it is in all the circumstances expedient to make this Order for the purposes of reducing crime and anti-social behaviour in the Restricted Area. The Council makes the Order because this activity in the Restricted Area has had a detrimental effect on the quality of life of those in the locality. The effect or likely effect of this is, or is likely to be, of a persistent or continuing nature, is or is likely to be, such as to make this unreasonable, and justifies the restrictions imposed by this Order.
- f) The Council will include new schemes that satisfy the conditions set out in Sections 59, 64 and 72 of the Act following an appropriate consultation.
- g) The Council will remove any schemes, following a review, that are no longer effective or required.

THE COMMON SEAL of the **COUNCIL**
OF THE BOROUGH OF BURNLEY was

hereunto affixed this day of
2023 in the presence of:

Authorised signatory

Authorised signatory

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Gating PSPO Schedule

Scheme Number	Address
74	144-176 Cog Lane
75	1-7 Rendell Street 321-337 Padiham Road
78	57-75 Cleaver Street
80	55-73 Williams Road 91-105 Cleaver Street 40-58 Colbran Street
81	150-172 Briercliffe Road
83	153-167 Cog Lane
84	77-89 Cleaver Street
85	17-28 Ulster Street 108-126 Nairne Street
86	26-48 St Matthew Street
87	Stoneclough – 41 Scott park Road
88	10-24 St Matthew Street 5-25 Scott Park Road 1-19 Powell Street 90-108 Albion Street
89	2-36 Moore Street 1-37 Byron Street 1-11 Poets road
90	2-26 Richmond Street 1-25 Harold Street 81-93 Coal Clough Lane
91	2-24 Harold Street 1-19 Prince street 95-107 Coal Clough Lane
92	31-55 Brennand Street
93	2-22 Hudson Street
94	19-53 Williams Road 2-38 Colbran Street
95	28-54 Wynotham Street 33-57 Towneley Street
96	26-40 Burdett Street 163-181 Accrington Rd
97	2-24 Lark Street 263-289 Padiham Road
98	29-39 Prestwich Street 124-146 Athol St South 123-147 Nairne Street
99	1-35 Cloughton Street 2-38 Williams Road

	78-88 Cleaver Street 69-81 Thursby Road
100	76-94 Coal Clough Lane 76-102 St Matthew Street 2-16 Beverley Street
101	4-32 Bristol Street 1-17 Laburnum Close 246-260 Coal Clough Lane
103	262-288 Coal Clough Lane 297-339 Cog Lane
104	3-23 Westbourne Ave 6-22 Laburnum Close
105	205-225 Coal Clough Lane
106	256-278 Barden Lane
107	2-28 Heath Street
108	1-45 Bar Street 2-48 Cobden Street 14-24 Cleaver Street 25a Briercliffe Road
109	1-45 Ribblesdale Street 2-46 Bar Street 27-39 Briercliffe Road 26-36 Cleaver Street
110	63-71 Colne Road 24-36 Tennis Street
111	2-26 St Cuthbert Street 1-25 Wynotham Street 100-114 Briercliffe Road
112	2-32 Swinless Street 1-33 Colbran Street 48-60 Cleaver Street 43-53 Thursby Road
113	3-39 Waterbarn Street 220-230 Colne Road
114	183-203 Coal Clough Lane
115	1-27 Brennand Street
116	15-23 St Matthew Street 23-43 Pritchard Street 30-50 Grange Street 63-65 Queensberry Road
117	2-34 Scarlett Street 46-52 Queensberry Road 46-52 Coal Clough Lane
118	2-32 Carlton Road 1-25 Montague Road

	50-58 Albion Street 151-161 Manchester Road
119	41-73 Dall Street 34-68 Hollingreave Road
120	12-50 Branch Road
121	2-36 Cloughton Street 43-77 Queen Victoria Road 83-93 Thursby Road 90-102 Cleaver Street
122	41-65 Waterbarn Street 232-260 Colne Road
123	66-114 New Hall Street 1-49 Francis Street 143-151 Abel Street
125	2-38 Pheasantford Street 1-25 Cobden Street 1-11 Briercliffe Road 2-12 Cleaver Street
126	60-76 Colbran Street 102-116 Browhead Road 75-93 Williams Road
127	1-41 Thursby Road 30-74 Heath Street
128	1-19 Spenser Street 2-24 Shakespeare Street 128-140 Burnley Road 23-35 Victoria Road
129	103-123 Albion Street 26-52 Herbert Street
130	1-32 Grange Street 16-42 Raglan Road
131	1-7 Dickson Street 114-136 Gannow Lane
132	2-16 Dickson Street
133	1-39 Brougham Street 2-38 Merton Street 2-38a Belford Street
134	87-123 Barden Lane 1-29 Godiva Street 20-38 Cardinal Street
135	262-314 Colne Road 75-113 Waterbarn Street
136	1-37 Ferndale Street 35-77 Melville Street
137	174-200 Briercliffe Road

138	199-219 Briercliffe Road 4-32 Wilton Street 1-37 Haydock Street
139	1-39 Parkinson Street 2-40 Reed Street 59-61 Springfield Road 66-68 Parliament Street
140	2-16 Spenser Street
141	2-38 Godiva Street 40-46 Cardinal Street 24-32 Pratt Street 125-145 Barden Lane
142	2-52 Melville Street
143	2-54 Belvedere Road 1-65 Leyland Road
144	19-31 Mitella Street 36-70. Thursfield Road 1-7 Holmsley Street 17-43 Lyndhurst Road
145	44-70 Todmorden Road 1-25 Linden Street 1 Lyndhurst Road
146	3-27 Wilton Street 2-22 Queen Victoria Road 189-199` Briercliffe Road
147	167-183/187 Briercliffe Road 2a/b/c - 24-30 Acre Street 1-41 Queen Victoria Road
150	36-58 Victoria Road.
151	1-23 Reynolds Street 2-12 Romney Avenue 164-210 Manchester Road
152	66-106 Russell Terrace 55-95 Stockbridge Road 27 Pendle Street
153	71-101 Parliament Street 1-21 Branch Road 56-96 Plumbe Street
154	2-24 Rawson Street 4-34 Sharp Street
155	306-316 Padiham Road 15-27 Carter Street
156	40-78 Milton Street 1-35 Herbert Street 92-102 Victoria Road
157	2-32 Barbon Street

158	176-210 Cog Lane
159	1-19 Every Street 32-50 Piccadilly Road 2-12 Ellis Street
160	1-39 Dall Street 2-32 Hollingreave Road 74-86 Parliament Street
161	2-26 Lebanon Street, 1-27 Haven Street 76-88 Lyndhurst Road 167-193 Brunshaw Road
162	2-36 Herbert Street 5-37 Shakespeare Street 80-90 Victoria Road
163	39A-61 Oxford Road
164	40-60 Athol Street North 39-59 Nairne Street
165	83-107 Hollingreave Road 26-34 Kirkgate
166	290-320 Coal Clough Lane
167	1-13 Carter Street 294-304 Padiham Road
168	1-15 Morley Street 79-87 Burnley Road 10-18 Sowerby Street
169	1-24 Ribblesdale Street 3-19 Shackleton Street 1-23 Heath Street 38-46 Cleaver Street
170	1-27 Ivan Street 424-448 Colne Road
171	2-20 Randall Street 1-27 Rawson Street 2 Sharp Street 1 Martin Street
172	3-17 Clarence Street 10-32 Smalley Street 77-79 Tarleton Street 160 Oxford Road
173	60-72 Victoria Road 1-21 Villiers Street 25-35 Cardwell Street 18-42 Spenser Street
174	171-181 Coal Clough Lane
175	62-98 Elm Street
176	278-292 Cog lane

177	1-39 Ingham Street 2-40 Cobden Street
178	1-31 Brush Street 2-32 Florence Street 260-270 Accrington Road
179	2-34 Emily Street 17-51 Hollingreave Road 112 Springfield Road
180	105-141 Dall Street 70-110 Hollingreave Road
181	1-11 Graham Street 6-12 Villiers Street 1-21 Cardwell Street
182	79-91 Rosegrove Lane
183	154-196 Russell Terrace, 39-51 Shakespeare Street
184	2-24 Norman Street.1-25 Dane Street
185	53-65 Coal Clough Lane
186	19-45 Ford Street, 20-40 Heap Street
187	2-36 Wynotham Street, 1-31 Towneley Street
188	2-40 Dall St & 1-39a Reed St
189	2-40 Parkinson St & 23-61 Branch Rd
190	42-76 Parkinson St & 63-95a Branch Rd
191	42-74 Reed St & 41-73 Parkinson St
192	42-74 Dall St & 41-73 Reed St
193	5-57 Albert St & 2-58 Leyland Rd
194	59-109a Albert St & 62-108 Leyland Rd
195	69-107 Leyland Rd & 56-80 Belvedere Rd
196	111-137 Albert St & 110-138 Leyland Rd
197	111-139 Leyland Rd & 82-106 Belvedere Rd
198	16-44 Albert Street
199	28-52 St Cuthbert Street, 27-53 Wynotham Street
200	1-9 Escar Street, 2 Sackville Street
201	2-18 Bruce Street, 1-17 Arran Street, 176-178 Howard Street, 3 Colin Street
202	76-98 Reed Street, 75-95 Parkinson Street, 84-86 Brunswick Street
203	37-73 Elm Street, 2-44 Whalley Street
204	49-83 Burns Street
205	59-77 Thompson Street
206	23-41 Coal Clough Lane, 2-12 Howard Street
207	87-131 Burns Street
208	30-52 Shakespeare Street, 23-47 Spenser Street, 74-78 Victoria Road, 23-35 Cardwell Street
209	23-31 Bracewell Street, 40-54 Ivy Street, 2-6 Mark Street
210	Brunswick Street/Crowther Street
211	36-64 Emily Street, 53-81 Hollingreave Road

REPORT TO THE EXECUTIVE



DATE	24th October 2023
PORTFOLIO	Resources & Performance Management
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ASSET & DEVELOPMENT MANAGEMENT SERVICES - CHARTER WALK

PURPOSE

1. To seek approval for re-letting the tender for asset and development management services at Charter Walk, Burnley.

RECOMMENDATION

2. That the Executive authorises:
 - a. advertising the tender for asset and development management services at Charter Walk, Burnley;
 - b. delegating to the Director of Resources (in consultation with the Director of Economy & Development) authority to accept the most economically advantageous tender;
 - c. delegating to the Head of Legal and Democratic Services authority to complete an Asset Management Agreement with the successful tenderer.

REASONS FOR RECOMMENDATION

3. An Asset Management Agreement with a commercial asset management company is an essential part of the effective management of a shopping centre. The current agreement expires on 21st March 2024 and a new Asset Management Agreement is required from 22nd March 2024.

SUMMARY OF KEY POINTS

4. The Council purchased Charter Walk in October 2021 and entered into an Asset Management Agreement with the existing asset management company. The Council re-tenders the essential services at Charter Walk on a regular basis in order to ensure quality service provision at a competitive price, in accordance with Standing Orders. The tender for the day-to-day property management services at the centre was re-let six months ago. The Asset Management Agreement, which deals with the overarching management of Charter Walk at a strategic level, was extended until March 2024 to cover the transition period. The tender for asset and development management

services now needs to be advertised and a new Asset Management Agreement completed to come into effect when the existing arrangements expire.

5. The Council is seeking to appoint an experienced asset and development management services company to manage the strategic direction and maximise the performance of Charter Walk. The asset management company will have a close working relationship with the property management company already in place and will work with the Council in managing its investment in Charter Walk. It is envisaged that the Asset Management Agreement will be for a five-year period.

FINANCIAL IMPLICATIONS AND BUDGET PROVISION

6. Fundamental to the success of Charter Walk, and maintaining and growing income in the long term, is the appointment of an asset management company that provides quality asset management and development services. Experience, proven track record and investment proposals will therefore have a very high weighting in the evaluation of bids to sufficiently reflect the Council's requirements.

POLICY IMPLICATIONS

7. None

DETAILS OF CONSULTATION

8. None

BACKGROUND PAPERS

9. None

FURTHER INFORMATION

PLEASE CONTACT:

Margaret Rutherford Ext 7305

Scrutiny Work Programme 2023-24 as at 6th September 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 Planning Authority Monitoring Report 21/22 Q4 and Year End 23/24 Performance Report (Moved to August)</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> Statutory Review of the Local Plan and Revision of the Local Development Scheme Climate Change Strategy Update Allotment Review 2023 Burnley Playing Pitch & Outdoor Sports Strategy (deferred to August Exec)</p>
<p>Thursday 10th August 2023</p>	<p><u>Regular / Standing Items</u> Notice of Key Decisions and Private Meetings Review Groups Work Programme Q4 and Year End 22/23 Performance Report (Deferred from July) Lancashire Police - presentation on the new Target Operating Model</p> <p><u>Exec Reports</u> Burnley Playing Pitch & Outdoor Sports Strategy (deferred from July) Acquisition of Temporary Accommodation (deferred from July) Fitness Equipment Replacement – Use of Framework Agreement Nicholas Street Re-development</p>
<p>Thursday 14th September 2023</p>	<p><u>Regular / Standing Items</u> Notice of Key Decisions and Private Meetings Liberata Contract Director Presentation Review Groups Work Programme</p> <p><u>Policy Framework Items</u></p>

	<p>Revenue Monitoring 2023/24 Quarter 1 Capital Monitoring 2023/24 Quarter 1 Revenue Budgets 2024-27- Latest Position and Savings Proposals 23/24 Treasury Management Q1</p> <p><u>Exec Reports</u> Cultural Strategy (moved to January 2024) Outdoor Town Active Burnley Partnership Action Plan (Deferred from August and moved to January 2024) Article 4 Direction: Houses in Multiple Occupation (HMOs) Building control IT Procurement Council Tax Support Consultation</p>
Thursday 19 th October 2023	<p><u>Regular / Standing Items</u> Notice of Key Decisions and Private Meetings Review Groups Feedback – Queensgate Review Group Work Programme Burnley Leisure Trust Annual Report – Moved to November 23/January 24</p> <p><u>Exec Reports</u> Alley Gating PSPO Asset & Development Management Services - Charter Walk</p>
Thursday 23 rd November 2023	<p><u>Regular / Standing Items</u> Notice of Key Decisions and Private Meetings Half Year performance report 2023-24 Review Groups Work Programme Burnley Leisure Trust Annual Report – Moved from October 23</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>
Thursday 11 th January 2024	<p><u>Regular / Standing Items</u> Notice of Key Decisions and Private Meetings Review Groups Work Programme Community Safety Annual Report Burnley Leisure Trust Annual Report – Moved from October 23</p> <p><u>Exec Reports</u> Cultural Strategy (moved from September 2023)</p>

	<p>Outdoor Town Active Burnley Partnership Action Plan (moved from September 23)</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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