

# EXECUTIVE

Wednesday, 17th January, 2024  
6.30 pm





# EXECUTIVE

## ROOMS 2 & 3, BURNLEY TOWN HALL

Wednesday, 17th January, 2024 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 form](#) . You can also register to speak via the online agenda. Requests will be dealt with in the order in which they are received.

There is limited space to accommodate members of the public. You are advised to contact [democracy@burnley.gov.uk](mailto: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 last meeting, held on 24<sup>th</sup> October 2023.

5 - 6

### 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) Declaration of Interest**

In accordance with the Regulations, Members are required to declare any personal or personal and prejudicial interests they may have and the nature of those interests in respect of items on this agenda 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) Right To Speak**

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

#### **7) The Empty Homes Programme**

7 - 10

To consider a report on long term vacant properties in the private sector.

#### **8) Revenue Monitoring Report 2023/24 - Quarter 2 (to 30 September 2023)**

11 - 24

To consider the forecast outturn position for the year ending 31 March 2024 based upon actual spending and income to 30 September 2023.

#### **9) Capital Monitoring Report 2023/24 - Quarter 2 (to 30 September 2023)**

25 - 38

To consider an update on capital expenditure and the resources position along with any variances.

#### **10) Fees & Charges Tariff 2024/25**

39 - 94

To consider the Council's proposed fees and charges from 1 April 2024.

#### **11) Treasury Management Mid-Year Report 2023/24**

95 - 106

To consider the treasury management activities undertaken during the period 1 April to 30 September 2023.

#### **12) Strategic Risk Register**

107 - 146

To consider the Strategic Risk Register.

#### **13) Food Safety Service Delivery Plan 2024**

147 - 172

To consider a report on the delivery plan.

**14) Health & Safety Intervention Plan 2024**

173 - 194

To consider a report on the intervention plan.

**15) Exclusion of the Public**

To determine during which items, if any, the public are to be excluded from the meeting and to consider the exclusion of the public from the meeting before discussion takes place on the following items of business 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 Part VA of the Local Government Act 1972.

**PRIVATE ITEMS**

Details of any representations received by the Executive about why any of the following reports should be considered in public – None received.

**16) Waste and Cleansing Services**

195 - 200

To consider a report on the future delivery of waste and cleansing services in Burnley.

**MEMBERSHIP OF COMMITTEE**

Councillor Afrasiab Anwar (Chair)  
Councillor Margaret Lishman (Vice-Chair)  
Councillor Howard Baker

Councillor Scott Cunliffe  
Councillor Lubna Khan  
Councillor Jack Launer

**PUBLISHED**

Tuesday, 9 January 2024



## EXECUTIVE

BURNLEY TOWN HALL

Tuesday, 24th October, 2023 at 6.30 pm

### PRESENT

### MEMBERS

Councillors A Anwar (Chair), S Graham (Vice-Chair), J Harbour, L Khan and M Townsend

### OFFICERS

Lukman Patel – Chief Executive  
Alison McEwan – Democracy Officer

#### 48. Minutes

The minutes of the last meeting were approved as a correct record and signed by the Chair.

#### 49. Right To Speak

Cllr Alan Hosker addressed the meeting under the Right to Speak procedure on the subject of persistent fly tipping offenders, and the procedures followed by the Council to tackle the issue.

#### 50. Asset and Development Management Services - Charter Walk

The Executive noted a correction to Recommendation 2b of the report – that the delegation to the Director of Resources was in consultation with the Executive Member for Resources.

### PURPOSE

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

### REASON FOR DECISION

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 21<sup>st</sup> March 2024 and a new Asset Management Agreement is required from 22<sup>nd</sup> March 2024.

## **DECISION**

That the Executive authorised:

- a. Advertisement of the tender for asset and development management services at Charter Walk, Burnley;
- b. To delegate authority to the Director of Resources (in consultation with the Executive Member for Resources) to accept the most economically advantageous tender;
- c. To delegate authority to the Head of Legal and Democratic Services to complete an Asset Management Agreement with the successful tenderer.

### **51. Gating Public Space Protection Order**

#### **PURPOSE**

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

#### **REASON FOR DECISION**

1. To ensure that the 133 schemes covered by the Order continue to operate legally, the PSPO must be extended.
2. 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.

#### **DECISION**

The Executive granted authority to extend the PSPO to manage all current and future applicable alleygate schemes in the Borough for a further 3 years.

## The Empty Homes Programme

### REPORT TO EXECUTIVE



<b>DATE</b>	<b>29<sup>th</sup> November 2023</b>
<b>PORTFOLIO</b>	<b>Housing and Development Control</b>
<b>REPORT AUTHOR</b>	<b>John Killion</b>
<b>TEL NO</b>	<b>475886</b>
<b>EMAIL</b>	<b>jkillion@burnley.gov.uk</b>

#### PURPOSE

1. To seek approval to make several Compulsory Purchase Orders (CPOs) for long term vacant properties in the private sector.
2. To dispose of the properties in accordance with the Council's Disposal of Empty Dwellings Policy and scheme of delegation or to Calico Homes as appropriate.

#### RECOMMENDATION

3. That the Head of Housing and Development Control in consultation with the relevant Executive Member approve in pursuance of the powers obtained under Section 17 of the Housing Act 1985 (as amended) to make the following compulsory purchase orders for the purpose of renovation and/or re-sale by the most appropriate method:
  - The Burnley (22 Carlton Road Burnley) Compulsory Purchase Order 2023
  - The Burnley (5 Weldon Street Burnley) Compulsory Purchase Order 2023
  - The Burnley (21 Clegg Street Burnley) Compulsory Purchase Order 2023
  - The Burnley (60 Athol Street North Burnley) Compulsory Purchase Order 2023
  - The Burnley (19 Lubbock Street Burnley) Compulsory Purchase Order 2023
  - The Burnley (29 Glen View Road Burnley) Compulsory Purchase Order 2023
  - The Burnley (6 Arkwright Street Burnley) Compulsory Purchase Order 2023
  - The Burnley ( 81 Rossendale Road Burnley) Compulsory Purchase Order 2023
4. That the Head of Legal and Democratic Services be authorised to agree terms for the acquisition of the properties, to acquire the properties in this report by agreement as an alternative to compulsory purchase in accordance with the terms of delegation.
5. To authorise the Head of Legal and Democratic Services to make minor amendments, modifications or deletions to the CPO schedule of interests and map, should this be necessary, and to finalise the making and submission of the CPO, including promoting the Council's case at public inquiry, if necessary.
6. Subject to confirmation by the Secretary of State to authorise the Head of Legal and Democratic Services to secure full title to and possession of the CPO land as appropriate by:

- Serving notice of confirmation of the CPO on all interested parties
  - Serving notice of intention to execute a General Vesting Declaration
  - Executing the General Vesting Declaration
  - Serving Notices to Treat and/or Entry as appropriate
  - Acquiring land and interests by agreement if possible
7. That the Executive authorises the tendering of any renovation/building works in accordance with SOC 1, 15 and 16 and delegates power to accept the tender to the Head of Housing and Development Control.
8. That the Executive approves that the proceeds from the sale of the properties is recycled back into the Empty Homes Programme for further acquisitions and renovations.

### REASONS FOR RECOMMENDATION

9. The owners/personal representatives of these properties have been contacted and have either not responded at all or have given no reasonable proposals for renovating the property or bringing it back into housing use.
10. The majority of the properties are long term vacant properties, being empty, in one case for 7 years. Without intervention by the Council through acquisition by agreement or CPO the properties may remain vacant, continue to deteriorate, attract anti-social behaviour, fly-tipping and arson, all of which cause fear in local residents, resulting in a declining neighbourhood.
- 22 Carlton Road Burnley vacant since 3<sup>rd</sup> September 2016*  
*5 Weldon Street Burnley vacant since 3<sup>rd</sup> July 2017*  
*21 Clegg Street Burnley vacant since 2<sup>nd</sup> October 2018*  
*60 Athol Street Norther Burnley vacant since 8<sup>th</sup> February 2019*  
*19 Lubbock Street Burnley vacant since 28<sup>th</sup> February 2022*  
*29 Glen View Road Burnley vacant since 4<sup>th</sup> February 2022*  
*6 Arkwright Street Burnley vacant since at least April 2023*  
*81 Rossendale Road Burnley vacant since at least May 2023*
11. Through the Vacant Property Initiative and Empty Homes Programme over 150 properties have been acquired, refurbished and re-sold or re let, bringing those properties back into use and providing high quality accommodation.

### SUMMARY OF KEY POINTS

12. The Empty Homes Programme (EHP) is an established project and is an amalgamation of programmes used over the last several years. The initiative identifies properties that have been vacant for a long period of time, and which are causing problems for neighbouring properties and local residents, mainly supporting the five current Selective Licensing designations but also borough wide.



13. Since the financial year 22/23, and as part of the Council's commitment to reduce carbon emissions, all properties renovated under the Empty Homes Scheme have a retrofit assessment carried out. This identifies the best solutions to fit to the property to reduce emissions.
14. Since the inception of the programme in 2004, the number of empty properties reached its height in 2009 when there were 3232 empties. Since then, the number has fallen to nearly half the numbers reported in 2009. Last year the figure was 1867 (4.42%), a slight increase from the year before of 1832 (4.48%). However, the number of long-term empties (over 6 months empty) in the borough continues to reduce from 1139 in 2017 to 658 in 2022, these properties are the ones the empty homes programme targets as they tend to cause the greatest problems and are unlikely to be brought back into use without the Council's intervention.
15. Negotiations for the acquisition of the properties have not yet commenced on the majority of the properties as no contact has been received from the owners. If the owners do contact the Council efforts will be made to purchase the properties by agreement.
16. Where owners contact us, we will work with them to reach an agreement for bringing the property back in to use preventing the need for a CPO. If agreement cannot be reached satisfactorily, the council will use the CPO power as a last resort to ensure the property is brought back in to use.
17. If the owners do not come forward to receive their market value compensation within a six year period then the Council can no longer be held to account for the compensation monies as the Limitation Act 1980 comes into force.

## **FINANCIAL IMPLICATIONS AND BUDGET PROVISION**

18. The cost of delivering the properties detailed in this report will be funded from the approved Empty Homes Capital Programme 2023/24. It is not envisaged that all the CPOs listed in this report will be made in this financial year as properties may be brought back in to use by owners prior to making the CPO or properties may be bought by agreement.
19. The majority of the cost associated with the programme are made up of two elements, buying the property and the renovation cost. We can reasonably assume, given past experience, that the selling prices for the properties above would vary from between £65,000 to around £240,000 once renovated. We can also assume that we would need to spend around £42,000 renovating each of the properties and in one or two cases more.
20. Throughout the financial year properties will be chosen from the list above. Any properties not selected this year will be placed in next year's programme and use the associated budget.
21. Any receipts generated from the sale of properties will be recycled back into the programme to enable the purchase and renovation of more problem properties.

<b>POLICY IMPLICATIONS</b>
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22. Overall, the proposed action will help to achieve the Council’s strategic plan of “People Places Prosperity and Performance”. The acquisition and renovation of the vacant properties will enable the Council to bring them back into use, which will improve the environment for residents in the vicinity of the vacant properties by reducing the potential for crime and anti-social behaviour.
23. In terms of Human rights Act implications, Government advice is that local authorities must strike a fair balance between the demands of the community and the need to protect individual’s fundamental rights. In considering this balance, one of the issues that a court would look for is whether compensation will be payable. The level of compensation is of course negotiable between the Council and the property owner’s Valuer. In addition, individual rights are protected by the statutory objection and inquiry procedure.
24. It is anticipated that the recommendations in this report will have no further policy implications.

<b>DETAILS OF CONSULTATION</b>
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25. The requisite consultation process and timescales will be followed.

<b>BACKGROUND PAPERS</b>
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26. None

<b>FURTHER INFORMATION</b> <b>PLEASE CONTACT:</b> <b>John Killion (Team Leader Empty Homes)</b> <b>01282 475886</b>  <b>ALSO:</b> <b>Clare Jackson (Private Sector Housing Manager)</b> <b>01282 477231</b>
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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
TEL NO	01282 475811
EMAIL	CFinn@burnley.gov.uk

### 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
<b>NET SERVICE BUDGET</b>	<b>12,512</b>	<b>14,953</b>	<b>15,296</b>	<b>343</b>	<b>13,980</b>	<b>14,536</b>	<b>556</b>
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
<b>NET CORPORATE ITEMS</b>	<b>3,755</b>	<b>1,314</b>	<b>1,214</b>	<b>(100)</b>	<b>2,287</b>	<b>1,897</b>	<b>(390)</b>
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
<b>FUNDING</b>	<b>(16,267)</b>	<b>(16,267)</b>	<b>(16,267)</b>	<b>0</b>	<b>(16,267)</b>	<b>(16,267)</b>	<b>0</b>
<b>BUDGET BALANCE</b>	<b>0</b>	<b>0</b>	<b>243</b>	<b>243</b>	<b>0</b>	<b>166</b>	<b>166</b>

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.
<b>TOTAL</b>	<b>363</b>	

## 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)
<b>TOTAL SAVINGS YET TO BE IDENTIFIED</b>	<b>(248)</b>	<b>5</b>	<b>77</b>	<b>(166)</b>

### 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
<b>Balance as at 30/09/23</b>	<b>2,420</b>	<b>2,488</b>	<b>14,671</b>	<b>19,579</b>

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
<b>RCCO as at 30/09/2023</b>		<b>3,268</b>

**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
<b>sub-total</b>			<b>711</b>	<b>977</b>	<b>1,021</b>	<b>44</b>	<b>56</b>	<b>(12)</b>
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
<b>sub-total</b>			<b>510</b>	<b>867</b>	<b>867</b>	<b>0</b>	<b>0</b>	<b>0</b>
Management Team	Management Team	Management Team	394	394	394	0	0	0
<b>sub-total</b>			<b>394</b>	<b>394</b>	<b>394</b>	<b>0</b>	<b>0</b>	<b>0</b>
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
<b>sub-total</b>			<b>1,270</b>	<b>1,270</b>	<b>1,270</b>	<b>0</b>	<b>0</b>	<b>0</b>
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
<b>sub-total</b>			<b>1,376</b>	<b>1,505</b>	<b>1,533</b>	<b>28</b>	<b>(1)</b>	<b>29</b>
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
<b>sub-total</b>			<b>3,346</b>	<b>3,471</b>	<b>3,511</b>	<b>40</b>	<b>40</b>	<b>0</b>
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
<b>sub-total</b>			<b>1,036</b>	<b>1,143</b>	<b>1,200</b>	<b>57</b>	<b>0</b>	<b>57</b>
Strategic Partnership	Strategic Partnership	Strategic Partnership	4,205	4,216	4,216	0	0	0
<b>sub-total</b>			<b>4,205</b>	<b>4,216</b>	<b>4,216</b>	<b>0</b>	<b>0</b>	<b>0</b>

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
		<b>sub-total</b>	<b>(1,343)</b>	<b>(1,295)</b>	<b>(1,231)</b>	<b>64</b>	<b>0</b>	<b>64</b>
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
		<b>sub-total</b>	<b>(1,158)</b>	<b>(1,138)</b>	<b>(1,138)</b>	<b>0</b>	<b>0</b>	<b>0</b>
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
		<b>sub-total</b>	<b>1,273</b>	<b>1,415</b>	<b>1,495</b>	<b>80</b>	<b>0</b>	<b>80</b>
People and Development	People And Development	People and Development	234	242	242	0	0	0
		<b>sub-total</b>	<b>234</b>	<b>242</b>	<b>242</b>	<b>0</b>	<b>0</b>	<b>0</b>
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
		<b>sub-total</b>	<b>658</b>	<b>913</b>	<b>1,156</b>	<b>243</b>	<b>248</b>	<b>(5)</b>
<b>NET SERVICE BUDGET</b>			<b>12,512</b>	<b>13,980</b>	<b>14,536</b>	<b>556</b>	<b>343</b>	<b>213</b>
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
		<b>NET CORPORATE ITEMS</b>	<b>3,755</b>	<b>2,287</b>	<b>1,897</b>	<b>(390)</b>	<b>(100)</b>	<b>(290)</b>
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
		<b>FUNDING</b>	<b>(16,267)</b>	<b>(16,267)</b>	<b>(16,267)</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>BUDGET BALANCE</b>			<b>0</b>	<b>0</b>	<b>166</b>	<b>166</b>	<b>243</b>	<b>(77)</b>

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
	<b>3,488</b>	<b>3,673</b>	<b>7,161</b>	<b>17,952</b>	<b>25,113</b>
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
<b>Anticipated balance as at 31 March 2024</b>	<b>2,420</b>	<b>2,488</b>	<b>4,908</b>	<b>14,671</b>	<b>19,579</b>
Approved use future years	-276	-1,037	-1,313	2,577	1,264
<b>Balance after approvals</b>	<b>2,144</b>	<b>1,451</b>	<b>3,595</b>	<b>17,248</b>	<b>20,843</b>

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

### REPORT TO EXECUTIVE



<b>DATE</b>	<b>29 November 2023</b>
<b>PORTFOLIO</b>	<b>Resources and Performance Management</b>
<b>REPORT AUTHOR</b>	<b>Craig Finn</b>
<b>TEL NO</b>	<b>01282 475811</b>
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### 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
<b>Total Additional Proposals</b>		<b>402</b>

- 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 27<sup>th</sup> 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 16<sup>th</sup> 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
<b>Total Revenue Contributions</b>		<b>3,268</b>

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.
	<b>3,465,075</b>	<b>97,995</b>	<b>-</b>	<b>97,995</b>	<b>3,563,070</b>	<b>780,057</b>	<b>22%</b>	<b>995,316</b>	

**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.
	<b>198,485</b>	<b>8,000</b>	<b>(52,000)</b>	<b>(44,000)</b>	<b>154,485</b>	<b>-</b>	<b>0%</b>	<b>42,818</b>	

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 £						
<b>ECONOMY &amp; GROWTH</b>									
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.
	<b>28,585,045</b>	<b>870,494</b>		<b>-</b>	<b>870,494</b>	<b>29,455,539</b>	<b>29%</b>	<b>17,475,694</b>	

**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.
	<b>3,411,660</b>	<b>673,000</b>		<b>-</b>	<b>673,000</b>	<b>4,084,660</b>	<b>6%</b>	<b>335,543</b>	



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
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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 £	
<b>Green Spaces &amp; Amenities</b>								
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
	<b>3,563,070</b>	<b>2,028,294</b>	<b>275,316</b>	<b>426,634</b>	<b>264,145</b>	<b>-</b>	<b>568,681</b>	<b>3,563,070</b>
<b>Streetscene</b>								
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
	<b>154,485</b>	<b>-</b>	<b>-</b>	<b>34,818</b>	<b>111,667</b>	<b>-</b>	<b>8,000</b>	<b>154,485</b>
<b>Economy &amp; Growth</b>								
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
	<b>29,455,539</b>	<b>10,289,434</b>	<b>1,185,040</b>	<b>13,342,666</b>	<b>11,588</b>	<b>493,783</b>	<b>4,133,028</b>	<b>29,455,539</b>
<b>Finance &amp; Property</b>								
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
	<b>4,084,660</b>	<b>994,662</b>	<b>1,576,969</b>	<b>-</b>	<b>1,177,486</b>	<b>-</b>	<b>335,543</b>	<b>4,084,660</b>
<b>Housing &amp; Development Control</b>								
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
	<b>4,399,569</b>	<b>-</b>	<b>230,000</b>	<b>2,869,569</b>	<b>215,000</b>	<b>1,085,000</b>	<b>-</b>	<b>4,399,569</b>
<b>TOTAL OF ALL SCHEMES</b>	<b>41,657,323</b>	<b>13,312,390</b>	<b>3,267,325</b>	<b>16,673,687</b>	<b>1,779,886</b>	<b>1,578,783</b>	<b>5,045,252</b>	<b>41,657,323</b>

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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> £
<b>Capital Resources Brought Forward on 1 April 2023</b>	<b>2,351,468</b>	<b>1,345,239</b>	<b>870,220</b>	<b>562,455</b>	<b>5,129,382</b>
<b>Add</b>					
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
<b>Potential Resources Available during 2023/24</b>	<b>2,601,468</b>	<b>2,635,137</b>	<b>930,520</b>	<b>5,497,707</b>	<b>11,664,832</b>
<b>Less</b>					
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)
<b>Estimated Surplus / (Shortfall) of Resources as at 31st March 2024</b>	<b>821,582</b>	<b>1,056,354</b>	<b>875,520</b>	<b>553,897</b>	<b>3,307,353</b>
<b>Add</b> - Resources Estimated to be Received during 2024/25	100,000	1,300,000	-	976,045	2,376,045
<b>Less</b> - 2024/25 Capital Budget	(487,232)	(1,300,000)	-	(976,045)	(2,763,277)
<b>Estimated Surplus / (Shortfall) of Resources as at 31st March 2025</b>	<b>434,350</b>	<b>1,056,354</b>	<b>875,520</b>	<b>553,897</b>	<b>2,920,121</b>
<b>Add</b> - Resources Estimated to be Received during 2025/26	100,000	1,300,000	-	715,360	2,115,360
<b>Less</b> - 20245/26 Capital Budget	(162,370)	(1,300,000)	-	(715,360)	(2,177,730)
<b>Estimated Surplus / (Shortfall) of Resources as at 31st March 2026</b>	<b>371,980</b>	<b>1,056,354</b>	<b>875,520</b>	<b>553,897</b>	<b>2,857,751</b>
<b>Add</b> - Resources Estimated to be Received during 2026/27	100,000	1,300,000	-	30,000	1,430,000
<b>Less</b> - 2026/27 Capital Budget	(204,581)	(1,300,000)	-	(30,000)	(1,534,581)
<b>Estimated Surplus / (Shortfall) of Resources as at 31st March 2027</b>	<b>267,399</b>	<b>1,056,354</b>	<b>875,520</b>	<b>553,897</b>	<b>2,753,170</b>
<b>Add</b> - Resources Estimated to be Received during 2027/28	100,000	1,300,000	-	32,000	1,432,000
<b>Less</b> - 2027/28 Capital Budget	(221,350)	(1,300,000)	-	(32,000)	(1,553,350)
<b>Estimated Surplus / (Shortfall) of Resources as at 31st March 2028</b>	<b>146,049</b>	<b>1,056,354</b>	<b>875,520</b>	<b>553,897</b>	<b>2,631,820</b>

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**REPORT TO EXECUTIVE**



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

**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 1<sup>st</sup> 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 1<sup>st</sup> 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
Grippings	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)
<b><u>Exclusive Right of Burial</u></b>								
<b><u>Burnley</u></b>								
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								
<b><u>Miscellaneous</u></b>								
Search of Register	FOC		FOC		FOC			
<b><u>Padiham Garden of Remembrance</u></b>								
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	
<b><u>CREMATORIUM</u></b>								
<b><u> Cremation</u></b>								
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	
<b><u>Entries in Book of Remembrance</u></b>								
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	
<b><u>Remembrance Cards</u></b>								
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	
<b><u>Retaining of Ashes</u></b>								
After 1 month (per month)	76.00	3.00	78.00	-	78.00	zero	1-Apr-24	
<b><u>Scattering of Ashes</u></b>								
Cremation not at Burnley	76.00	3.00	78.00	-	78.00	zero	1-Apr-24	
<b><u>Memorial Wall</u></b>								
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	
<b><u>Tree of Remembrance</u></b>								
Engraved Remembrance Leaf	63.00	3.00	65.00	10.83	54.17	20.00	1-Apr-24	
<b><u>Ash Plots</u></b>								
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	
<b><u>PARKS - OUTDOOR SPORTS ACTIVITIES &amp; EVENTS</u></b>								
<b><u>Events - Towneley Park</u></b>								
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					
<b><u>Towneley Park</u></b>								
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	
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**Grade B (pitch only)**

Queens Park, Worsthorne, Stoneyholme, Hapton

43.75	3.00	45.05	7.51	37.54	20.00	1-Apr-24	
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**Barden Central Arena**

Burnley United A F C per season

n/a		not charged in lieu of cleaning and management					
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**Junior Football**

Hire of Junior pitch

13.55	3.00	13.95	2.33	11.62	20.00	1-Apr-24	
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Use of changing accommodation only

13.55	3.00	13.95	2.33	11.62	20.00	1-Apr-24	
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**ALLOTMENTS**

Allotment Rent per m<sup>2</sup>

0.30	3.00	0.31	-	0.31	zero	1-Apr-24	
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Concessionary Rental (50%)

0.15	3.00	0.15	-	0.15	zero	1-Apr-24	
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Water

16.15	3.00	16.65	-	16.65	zero	1-Apr-24	
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Admin fee for setting up of new tenancy agreements

13.50	3.00	13.90	2.32	11.58	20.00	1-Apr-24	
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**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	
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Towneley Hall - per hour

0.80	-	0.80	0.13	0.67	20.00	1-Apr-24	
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9 Hole Golf - per day

2.00	-	2.00	0.33	1.67	20.00	1-Apr-24	
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Causeway End / Golf Course - per day

2.00	-	2.00	0.33	1.67	20.00	1-Apr-24	
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Barwise per day

2.00	-	2.00	0.33	1.67	20.00	1-Apr-24	
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Woodgroove - per day

2.00	-	2.00	0.33	1.67	20.00	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)
<b>Car Parking - Contracts (per annum)</b>								
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	
<b>TOWNELEY HALL</b>								
<b>Guided Tours</b>								
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	
<b>Use of Hall</b>								
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)
<b><u>Conferences &amp; Meetings</u></b>								
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								
<b><u>Wedding Charges</u></b>								
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	
<b><u>Entrance Fees</u></b>								
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								
<b><u>THOMPSON PARK</u></b>								
<b><u>Car Parking - Pay &amp; Display</u></b>								
Thompson Park - per day	2.50	-	2.50	0.42	2.08	20.00	1-Apr-24	
<b><u>Car Parking - Contracts</u></b>								
Thompson Park - per annum	80.00	-	80.00	13.33	66.67	20.00	1-Apr-24	
<b><u>BANK HALL</u></b>								
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					
<b>Disabled pass holders - over 3 hrs - charges apply as above</b>								
<b>Charter Walk Surface Car Park</b>								
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	Monday - Saturday
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	Sunday
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	
<b>Millenium Multi-Storey Car Park</b>								
0-1 hour	1.00	-	1.00	0.17	0.83	20.00	1-Apr-24	Monday - Saturday
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	
<b>Long Stay Car Parks</b>								
<b>Finsley Gate 2 / Centenary Way</b>								
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					
<b>Disabled pass holders - over 3 hrs - charges apply as above</b>								
<b>Contracts</b>								
<b>Finsley Gate 1, 2 &amp; 3 / King St / Bank Parade / Pioneer 2 / Centenary Way</b>								
<b>William Thompson / Royle Road</b>								
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	
<b>Millenium Multi-Storey Car Park</b>								
per Calendar Month Monday to Saturday	40.00	-	40.00	6.67	33.33	20.00	1-Apr-24	
<b>Other Contracts Charges</b>								
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					
<b>PEST CONTROL &amp; WASTE</b>								
<b>Pest Control *</b>								
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
<b>Waste &amp; Recycling Collection Containers</b>								
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	

	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	
<b><u>Bulky &amp; White Goods</u></b> (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	
<b><u>Back Yard Clearances</u></b>								
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)
<b>Fixed Penalty Notices</b>								
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	
<b>Penalty Charge Notices</b>								
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								
<b>Default Works - Property repair works</b>								
Full Cost plus charge for staff time & administration	n/a				Officer time now accounted for instead			
<b>Chargeable Commercial Waste*</b>								
<b>Annual Contract</b>								
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
<b>STREET RENAMING &amp; NUMBERING</b>								
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	
<b>LICENSING</b>								
<b>Other Licensing</b>								
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 <b>and</b> 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	
<b><u>Taxi Licensing (Note: Test fee income is collected by testing station &amp; is therefore not included in the tariff)</u></b>								
<b>Fees for 2024 were considered by Licensing Committee at their meeting in November 2023</b>								
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	
<b>Premises Licences - Up to a Capacity of 5,000 persons</b>								
<b>Grant/Variation</b>								
<b>Rateable Value</b>								
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	
<b>Annual Fee</b>								
<b>Rateable Value</b>								
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	
<b>Premises Licences - Additional Fees where Capacity exceeds 5,000 persons</b>								
<b>Initial Fee</b>								
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

**Gambling Premises**

**Gingo 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)
<b>Betting Premises</b>								
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
<b>Betting Premises (Tracks)</b>								
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
<b>Family Entertainment Centre</b>								
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)
<b>Adult Gaming Centre</b>								
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
<b>Lotteries</b>								
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		
<b>Gaming in Pubs and Clubs</b>								
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		
<b>Temporary transfer for mobiles</b>								
First transfer	51.00	Statutory	51.00	-	51.00	zero		
Repeat following enforcement or warning	51.00	Statutory	51.00	-	51.00	zero		
<b>Substantial Change</b>								
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)
<b>LAPPC mobile plant charges</b>								
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)
<b>Private Water Supply Sampling</b>							
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)	<b>Range from £45 to £500 depending on parameters sampled</b>						
<b>Environmental Health</b>							
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)
<b>PLANNING SERVICES</b>									
<b>Copying Charges</b>									
<b>Plotter Copies - Black &amp; White</b>									
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	
<b>Plotter Copies - Colour</b>									
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	
<b>rounded to nearest £1</b>									
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	
<b>rounded to nearest £1</b>									
<b>Former Local Plan</b>									
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	
<b>Current Planning Policy Documents (including drafts)</b>									
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)
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**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
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**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 40m <sup>2</sup>	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									
<b>Erection of Buildings (on land used for agriculture purposes)</b>									
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									
<b>Erection of Glasshouses (on land used for the purposes of agriculture)</b>									
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	
<b>Erection, Alteration or Replacement of Plant and Machinery</b>									
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									
<b>APPLICATIONS OTHER THAN BUILDING WORKS</b>									
<b>Car Parks, Service Roads or Other Accesses</b>									
For existing uses	293.00	external	293.00	293.00	-	293.00	zero	6-Dec-23	
<b>Waste (use of land for disposal of refuse or waste materials or deposit of material remaining after extraction or storage of minerals)</b>									
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		
<b>Operations Connected with Exploratory Drilling for Oil or Natural Gas</b>									
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	
<b>Operations (other than exploratory drilling) for the winning and working of oil or natural gas</b>									
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	
<b>Other Operations (winning and working of minerals) excluding oil &amp; natural gas</b>									
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	
<b>Other Operations (not coming within any of the above categories)</b>									
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	
<b>Lawful Development Certificate</b>									
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)
<b><u>PRIOR APPROVAL</u></b>									
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)	120.00	external	120.00	120.00	0.00	120.00	zero	6-Dec-23	
Hotels (Use Class C1)	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) to Dwellinghouses (Use Class C3) per dwelling	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 an agricultural building to dwellinghouses	120.00	external	120.00	120.00	0.00	120.00	zero	6-Dec-23	
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)	120.00	external	120.00	120.00	0.00	120.00	zero	6-Dec-23	
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	
<b><u>RESERVED MATTERS</u></b>									
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	
<b><u>APPROVAL/VARIATION/DISCHARGE OF CONDITION</u></b>									
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	
<b><u>CHANGE OF USE</u></b>									
<b>Change of use of a building to use as one or more separate dwelling houses</b>									
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	
<b>Other changes of use</b>									
Building or land	578.00	external	578.00	578.00	0.00	578.00	zero	6-Dec-23	
<b><u>ADVERTISING</u></b>									
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	
<b><u>APPLICATION FOR A NON-MATERIAL AMENDMENT FOLLOWING A GRANT OF A PLANNING PERMISSION</u></b>									

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

- For 5 or more dwellings or if the floor area of a dwelling exceeds 300m<sup>2</sup> or flats over 3 storeys, the charge will be individually determined.
- 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.
- The amount of the plan charge is based on the number of dwellings contained in the application.
- The inspection charge is based on the total units in the project.
- Unless otherwise agreed, schemes exceeding one year in duration may be subject to an additional charge.
- 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 <sup>2</sup>	471.00	3.00	485.13	486.00	81.00	405.00	20.00	1-Apr-24
Internal floor area over 6m <sup>2</sup> but not exceeding 40m <sup>2</sup>	205.00	3.00	211.15	211.00	35.17	175.83	20.00	1-Apr-24
Internal floor area over 40m <sup>2</sup> but not exceeding 60m <sup>2</sup>	205.00	3.00	211.15	211.00	35.17	175.83	20.00	1-Apr-24
Internal floor area over 60m <sup>2</sup> but not exceeding 80m <sup>2</sup>	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 <sup>2</sup>	Included in Plan Charge							
Internal floor area over 6m <sup>2</sup> but not exceeding 40m <sup>2</sup>	413.00	3.00	425.39	426.00	71.00	355.00	20.00	1-Apr-24
Internal floor area over 40m <sup>2</sup> but not exceeding 60m <sup>2</sup>	601.00	3.00	619.03	620.00	103.33	516.67	20.00	1-Apr-24
Internal floor area over 60m <sup>2</sup> but not exceeding 80m <sup>2</sup>	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 <sup>2</sup>	565.00	3.00	581.95	582.00	97.00	485.00	20.00	1-Apr-24
Internal floor area over 6m <sup>2</sup> but not exceeding 40m <sup>2</sup>	741.00	3.00	763.23	764.00	127.33	636.67	20.00	1-Apr-24
Internal floor area over 40m <sup>2</sup> but not exceeding 60m <sup>2</sup>	967.00	3.00	996.01	997.00	166.17	830.83	20.00	1-Apr-24
Internal floor area over 60m <sup>2</sup> but not exceeding 80m <sup>2</sup>	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 40m<sup>2</sup> 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 40m<sup>2</sup> but does not exceed 60m<sup>2</sup>

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 40m<sup>2</sup> are to be based on the cost of the work, subject to an agreed minimum plan charge.

Without a dormer but not exceeding 40m<sup>2</sup> 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 40m<sup>2</sup> 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 80m<sup>2</sup> Table E will apply (subject to a minimum build cost of £50,001).
5. Loft Conversions greater than 40m<sup>2</sup> 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 6m<sup>2</sup>**

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 6m<sup>2</sup> but not exceeding 40m<sup>2</sup>**

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 40m<sup>2</sup> but not exceeding 80m<sup>2</sup>**

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 80m<sup>2</sup> 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

From £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

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**

<b>CATEGORY 1 - Copy of Completion certificates</b>	33.00	3.00	33.99	34.00	5.67	28.33	20.00	1-Apr-24
<b>CATEGORY 2 - Copy Decision Notices</b>	33.00	3.00	33.99	34.00	5.67	28.33	20.00	1-Apr-24
<b>CATEGORY 3 - Re-opening of Archived applications that have been dormant for 2 years or more</b> 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
<b>CATEGORY 4 - Withdrawal of an application and any associated changes</b> 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
<b>CATEGORY 5 - Building Regulations Confirmation letter</b> 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
<b>CATEGORY 6 - Supply of non-standard data and information, including responding to Solicitor enquiries</b> 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

1. 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.
2. 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.
3. 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.
4. 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.
5. 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.
6. 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.
7. For a **"Reversion"** application fees are individually determined.  
Please contact your local Pennine Lancashire Building Control Office for further details.
8. 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.
9. For current and active Local Authority Building Control Partnership customer fees will be individually determined.
10. 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)
<b>MARKETS</b>									
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)
<b>RESOURCES</b>									
<b>REVENUES &amp; BENEFITS</b>									
<b>LOCAL TAXATION</b>									
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	
<b>LEGAL &amp; DEMOCRATIC SERVICES</b>									
<b>LEGAL FEES</b>									
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									
<b>Disposals</b>									
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	
<b>Landlord &amp; Tenant</b>									
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)
<b>Planning</b>									
Section 106 Agreements (minimum charge)	635.00	3.00	654.05	655.00	-	655.00	o/s scope	1-Apr-24	
<b>Mortgages</b>									
Vacating Receipts									Mortgage scheme no longer provided
Notice of Charge									Mortgage scheme no longer provided
Mortgage Questionnaire									Mortgage scheme no longer provided
<b>Miscellaneous</b>									
Copy Documents - per A4 sheet (minimum £10)	0.50	3.00	0.52	0.50	-	0.50	see note 1	1-Apr-24	
<b>Land Charges</b>									
<b>Note: CON29 elements of Land Charges are now vatable at the standard rate</b>									
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	
<b>ROOM HIRE</b>									
<b>Burnley Town Hall - Room Hire</b>									
<b>Meetings</b>									
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	
<b>Planning</b>									
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	
<b>Pavement Café Licences</b>									
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		
<b>BURNLEY BUS STATION</b>									
<b>Bus Station departure charges are calculated using pence to 4 decimal places</b>									
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



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

**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 21<sup>st</sup> 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 22<sup>nd</sup> 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.

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

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	-
<b>Total</b>	<b>59,523</b>	<b>59,247</b>	<b>(276)</b>

**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
<b>Total</b>	<b>3,000</b>				<b>4.78</b>

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
<b>Capital Expenditure</b>	33,504	21,810	41,535	41,604	18,679	7,133
<b>Ratio of financing costs to net revenue stream</b>	12.9%	21.5%	21.5%	23.5%	21.4%	25.0%
<b>Net borrowing requirement</b> brought forward 1 April			88,107	86,548	90,922	92,224
<b>Capital Financing Requirement as at 31 March</b>	63,913	67,128	80,097	78,680	82,656	83,840
<b>Liability Benchmark</b>	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
<b>Authorised Limit for external debt -</b>			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>						
<b>Operational Boundary for external debt -</b>			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>						
<b>Actual/Estimated external debt at year end</b>	61,146	59,523				
<b>Upper limit for fixed interest rate exposure</b> expressed as :- Net interest re fixed rate borrowing / investments			100%	100%	100%	100%
<b>Upper limit for variable rate exposure</b> expressed as :- Net interest re variable rate borrowing / investments			25%	25%	25%	25%
<b>Upper limit for total principal sums invested over 364 days</b>	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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## Strategic Risk Register

### REPORT TO EXECUTIVE



<b>DATE</b>	<b>17/01/2024</b>
<b>PORTFOLIO</b>	<b>Resources and Performance Management</b>
<b>REPORT AUTHOR</b>	<b>Ian Evenett</b>
<b>TEL NO</b>	<b>01282 425011 ext. 7175</b>
<b>EMAIL</b>	<b>ievenett@burnley.gov.uk</b>

#### PURPOSE

1. To present the Executive with a Strategic Risk Register.

#### RECOMMENDATION

2. That the Executive approves the Strategic Risk Register

#### REASONS FOR RECOMMENDATION

3. The Executive are required to approve the Strategic Risk Register (Appendix 1) pursuant to the Risk Management Strategy.
4. The Audit and Standards Committee have recommended the register to the Executive.

#### SUMMARY OF KEY POINTS

##### **Governance Issues**

5. Effective and up to date risk management is a key element of good corporate governance and contributes to an effective, focused organisation that understands the challenges facing it. The register links to the strategic actions that the Council has in place to control these risks and to strategic plans and actions to better serve the community. Risk Scoring provides a relative assessment of the risks and effectiveness of controls and plans to address the risks. The Strategic Risk Register is presented at Appendix 1.

##### **Changes**

6. The major change is the revision of the scoring system. The comments from Audit and Standards Committee members were that a 5 by 5 score matrix should be used. Management Team agreed with this approach. 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 5 by 5 is used in both the national risk register and in the Lancashire Resilience Forum (LRF) Community Risk Register.
7. This approach should allow a greater flexibility in analysis and to make risk management clearer to its audience. The score range has increased from 1 to 9 to 1 to 25 which should increase the separation in risk scores.

8. Officers have updated the actions taken in respect of those risks.
9. Details of the changes are recorded in Appendix 2 so that members can see what has altered. Some of the risk's names have been altered to make the naming more consistent in the register but the risk reference numbering remains the same.
10. Where possible the scores from the National Risk Register and the LRF Community Risk Register have been considered. Not all risks are comparable, but some are of a similar nature (e.g. weather events). The scores on these are not directly transferable as the impacts are at a higher level than would be considered for the Council. Also both registers likelihoods are based on a zero to 25% score.

**Comments from the Audit and Standards Committee**

11. The committee suggested the change to a 5x5 Matrix and welcomed this change.
12. There was discussion on the Malicious attack risk and clarity about the inclusion of Cyber-attack within this risk as well as in Technological risk.
13. The Risk Changes appendix was thought to be quite clear.
14. There were issues in the presentation which needed to be corrected prior to the executive. This has been done.
15. The members suggested that the revision of the Cost-of-Living crisis may need to be reviewed as issues change. There was discussion on the action updates needing to be fuller.

**FINANCIAL IMPLICATIONS AND BUDGET PROVISION**

16. None.

**POLICY IMPLICATIONS**

17. None.

**DETAILS OF CONSULATION**

18. Council's Risk Management Group and Audit and Standards Committee.

**BACKGROUND PAPERS**

19. None

<b>FURTHER INFORMATION</b>	
<b>PLEASE CONTACT:</b>	<b>Ian Evenett <a href="mailto:ievenett@burnley.gov.uk">ievenett@burnley.gov.uk</a></b>
<b>ALSO:</b>	<b>Howard Hamilton-Smith <a href="mailto:hhamilton-smith@burnley.gov.uk">hhamilton-smith@burnley.gov.uk</a></b>



## **Burnley Borough Council**

# **Strategic Risk Register**

15 December 2023

Strategic Risk Register Summary

ID	Risk Description	Risk Score	Impact	Likelihood
1	Financial Stability	15	5	3
5	Changes in National Policy/Legislation	12	3	4
7	Information Technology Risks	12	4	3
2	Maintaining Partnership Performance	9	3	3
3	Reputational Risks	9	3	3
8	Influence Key Decision Makers	9	3	3
9	Risks in Response to Changes in Population and Deprivation	9	3	3
10	Workforce, Skills and Capacity Challenges	9	3	3
15	Cost of Living Crisis	9	3	3
13	Environmental Event	8	4	2
4	Changes in the Political Landscape	6	3	2
6	Risks in Delivery of the Regeneration Programme	6	3	2
11	Malicious Attack	5	5	1
14	Influenza type Pandemic	5	5	1
12	Safeguarding Failure	3	3	1



Risk Prioritization Matrix Current Likelihoods

Impact	5	11,14		1			Red High 16-25
	4		13	7			
	3	12	6	2,3,8,9, 10,15	4,5		Amber Medium 8 - 15
	2						
	1						Green Low 1 - 6
		1	2	3	4	5	
Likelihood							

Impact		Likelihood	
5	Major	5	80% <
4	Significant	4	60% - 80%
3	Moderate	3	40% - 60%
2	Minor	2	20% - 40%
1	Limited	1	< 20%



Risk Ref: 1 Financial Stability

Trigger or Cause

Further funding cuts  
 Income loss  
 Insufficient financial controls  
 Expensive decision making  
 External cost pressures e.g. increased energy costs  
 Price or Interest Rate Increases  
 Political growth  
 Failing to understand the financial problem  
 National Economic Changes  
 Claims against the Council

Possible Consequences of Risk

Damaged Organisational sustainability  
 Reduced service delivery  
 Reduced customer satisfaction  
 Reduced reserves  
 Overspends  
 Damaged credit rating  
 Damage to reputation  
 Workforce morale/planning/retention  
 Reduced reputation for financial management  
 Central Government Intervention

Strategic Link: Cross Cutting

Residual Risk Assessment

Impact

**5**

Likelihood

**3**

Score

**15**

Medium Priority Risk

Strategic Commitments

PF1 - We will manage our contract with Liberata robustly, so it delivers value for money and good services.

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.

PF3 - We will develop our digital strategy, so that more residents transact with us online and we will continue to deliver services more efficiently.

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.

PL6 - We will invest in our heritage assets for the benefit of this, and future, generations.

PR5 - We will support UCLan’s expansion, transforming Burnley into a University Town, supporting higher level skills and business innovation.

PR6 - We will work with partners to ensure that residents are able and ready to participate in the workforce.

PE2 - We will continue to develop the leisure and cultural offer of Burnley in partnership with Burnley Leisure.

Lead Responsibility : Director of Resources

Risk Ref: 1 Financial Stability

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Actions On Risk

Medium Term Financial Strategy 2023/28 up dated August 2023. Financial risks and mitigations covered in the MTFS. 2024/29 Update prepared for Feb 2024.

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Risk Ref: 2 Maintaining Partnership Performance

Trigger or Cause

Possible Consequences of Risk

Procurement method	Reduced service delivery
Supply chain failure	Reduced customer satisfaction
Commissioning 'v' traditional culture	Political or reputation embarrassment
Political Change	Perceived council failure
Poor implementation	Poor co-ordination of existing providers and systems
Compliance/Legal	Poor relationships
Business continuity	Increased costs
Transformational cultural change not achieved	
Poor or weak contract management	
Partner failure or withdrawal	

Strategic Link: Cross Cutting

Residual Risk Assessment	Impact	<b>3</b>	Likelihood	<b>3</b>	Score	<b>9</b>	Medium Priority Risk
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Strategic Commitments

- PE1 - We will work with partners to make the borough a place of aspiration, including supporting efforts to increase education attainment and skills development.
- PE2 - We will continue to develop the leisure and cultural offer of Burnley in partnership with Burnley Leisure.
- PF1 - We will manage our contract with Liberata robustly, so it delivers value for money and good services.
- PE3 - We will continue to work with partners to provide necessary support systems to reduce homelessness and to end rough sleeping in the borough.
- PL1 - We will implement a range of initiatives to maintain a clean, safe, attractive, and environmentally friendly borough. This will include community engagement, enforcement and cleansing in 'hotspot' areas.
- PL3 - We will work with partners to improve quality and choice in the borough's housing stock, and reduce the blight of empty properties
- PL4 - We will implement our 2015-25 Green Space Strategy.
- PR3 - We will deliver the Town Centre and Canalside Masterplan, and strategic projects in Padiham Town Centre.
- PR5 - We will support UCLan's expansion, transforming Burnley into a University Town, supporting higher level skills and business innovation.

Other Work

Contract Review and Extension Planning

Lead Responsibility : Management Team

Risk Ref: 2 Maintaining Partnership Performance

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Actions On Risk

Strong contract governance with strategic partners (Liberata, BL&C, Urbaser, Barnfield IP, Calico and UCLAN): regular performance meetings at a senior and operational level, change control procedures and risk management, and a robust performance management and reporting framework in place.

Key actions include the current review of the contract and benchmarking, and implementation of a remediation plan to improve customer service performance.

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Risk Ref: 3 Reputational Risks

Trigger or Cause

Service failure  
 Loss of key staff  
 External events  
 Customer Satisfaction not maintained  
 Partner failure or withdrawal

Possible Consequences of Risk

Strategic plan delivery problem  
 Credibility of the leadership (both political and officer)  
 Low morale  
 Loss of key staff  
 Recruitment and retention issues

Strategic Link: Cross Cutting

Residual Risk Assessment

Impact

3

Likelihood

3

Score

9

Medium Priority Risk

Strategic Commitments

PF1 - We will manage our contract with Liberata robustly, so it delivers value for money and good services.

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.

PR1 - We will contribute to the strategic direction of local, sub-regional and regional partnerships, and will position the borough for economic development investment

PL1 - We will implement a range of initiatives to maintain a clean, safe, attractive, and environmentally friendly borough. This will include community engagement, enforcement and cleansing in 'hotspot' areas.

PF3 - We will develop our digital strategy, so that more residents transact with us online and we will continue to deliver services more efficiently.

PE4 - We will continue to work on the wider determinants of poor health. This will include reducing food insecurity and responding to the cost of living crisis with practical support. We will work closely with the Integrated Care Board and ensure that the Borough Council plays an active role on the proposed placed based partnerships

Lead Responsibility : Chief Executive Officer

Risk Ref: 3 Reputational Risks

---

Actions On Risk

Robust contract management in place with delivery partners (Liberata, Urbaser, development partners). Cyber treatment plan implemented to reduce risk from data breach.

---

Risk Ref: 4 Changes in the Political Landscape

Trigger or Cause

No overall control  
 Political instability  
 Poor member and officer relationships  
 Poor member and member relationships  
 Local Govt Reorganisation

Possible Consequences of Risk

Lack of strategic leadership  
 Poor decision making  
 Impact on the Council’s reputation  
 Loss of influence with key partners

Strategic Link: People Performance

Residual Risk Assessment

Impact

**3**

Likelihood

**2**

Score

**6**

Low Priority Risk

Strategic Commitments

PE1 - We will work with partners to make the borough a place of aspiration, including supporting efforts to increase education attainment and skills development.

PR4 - We will implement the Local Plan, delivering new housing, employment sites, and infrastructure.

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.

Other Work

Council Constitution

Lead Responsibility : Chief Executive Officer

Risk Ref: 4 Changes in the Political Landscape

---

Actions On Risk

There are no current plans for LG reorganisation so that risk is unlikely and is accepted. The council's recent history indicates that all members of the council are committed to a smooth transition from one political administration to another. Officers are experienced and knowledgeable in election administration, and in supporting and advising all members in legal and constitutional matters to assist with the process of transition.

---



Risk Ref: 5 Changes in National Policy/Legislation

Trigger or Cause

New functions/loss of existing functions  
 Short term thinking  
 Lack of capacity  
 Changes from the devolution of Powers from Central Government  
 Interest rate changes

Possible Consequences of Risk

Reduced control over what you do and how you do it  
 Inability to respond to the new agenda and continue with on-going functions  
 Exclusion from new or evolving regional and sub-regional governance and operating structure  
 Not in a position to deliver new functions or requirements

Strategic Link: Prosperity Performance

Residual Risk Assessment

Impact

**3**

Likelihood

**4**

Score

**12**

Medium Priority Risk

Strategic Commitments

PR1 - We will contribute to the strategic direction of local, sub-regional and regional partnerships, and will position the borough for economic development investment

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.

Lead Responsibility : Management Team

Risk Ref: 5 Changes in National Policy/Legislation

---

Actions On Risk

Lancashire 2050 vision published and agreed by Lancashire Local Authorities.

White Paper on devolution powers to combined authorities published. Currently no agreement on Lancashire combined authority.

---

Risk Ref: 6 Risks in Delivery of the Regeneration Programme

Trigger or Cause

Possible Consequences of Risk

Economic downturn

Inability of private sector partners to deliver

Lending squeeze/Interest rate increases

Delivery partner does not have the capacity to deliver

Procurement failure

Delays in delivery of the regeneration programme

Regeneration funding priorities change

Damaged reputation

Changes in funding from Central Government

Increase programme costs

Changes in Town Centre Use

Decreased programme funding

Strategic Link: Prosperity People

Residual Risk Assessment

Impact

**3**

Likelihood

**2**

Score

**6**

Low Priority Risk

Strategic Commitments

PR1 - We will contribute to the strategic direction of local, sub-regional and regional partnerships, and will position the borough for economic development investment

PR2 - We will proactively support the borough's businesses to innovate and expand, and make the borough a natural choice for business relocation

PR3 - We will deliver the Town Centre and Canalside Masterplan, and strategic projects in Padiham Town Centre.

PR4 - We will implement the Local Plan, delivering new housing, employment sites, and infrastructure.

PR5 - We will support UCLan's expansion, transforming Burnley into a University Town, supporting higher level skills and business innovation.

PR6 - We will work with partners to ensure that residents are able and ready to participate in the workforce.

PL3 - We will work with partners to improve quality and choice in the borough's housing stock, and reduce the blight of empty properties

PE1 - We will work with partners to make the borough a place of aspiration, including supporting efforts to increase education attainment and skills development.

Lead Responsibility : Director of Economy and Development

Risk Ref: 6 Risks in Delivery of the Regeneration Programme

---

Actions On Risk

Programs are long term and constantly under review to reflect wider socio-economic circumstances and availability of funding.

The Council works with a range of partner organisations, both public and private, who have a wide range of skills and resources to deliver these objectives. The Council has a robust program in place for UK SPF to ensure that funding is spent in accordance with the agreed plan. The Council is regularly engaged with key funding bodies including Homes England and Lottery funds to identify opportunities.

---

Risk Ref: 7 Information Technology Risks

Trigger or Cause

Possible Consequences of Risk

IT partnership failure (to deliver past procurement)  
 IT partnership procurement failure  
 Current IT provision failure  
 Information governance failure  
 Cyber-attack  
 IT Supply Chain Failure

Inability to deliver and develop services and not deliver anticipated savings and service improvement  
 Public confidence in use of Council services through IT lowered  
 Data Loss and Service disruption  
 Increased costs of recovery  
 Regulator Action

Strategic Link: Performance

Residual Risk Assessment

Impact

**4**

Likelihood

**3**

Score

**12**

Medium Priority Risk

Strategic Commitments

PF1 - We will manage our contract with Liberata robustly, so it delivers value for money and good services.

PF3 - We will develop our digital strategy, so that more residents transact with us online and we will continue to deliver services more efficiently.

Lead Responsibility : Chief Operating Officer

Risk Ref: 7 Information Technology Risks

---

Actions On Risk

Robust contract management in place with delivery partners (Liberata and key software providers).

Detailed risk register for IT under regular review and actions being taken to mitigate priority risks.

Cloud First Policy to improve network access and reliability, and to drive down maintenance costs.

Cyber treatment plan implemented to reduce risk from data breach, including prevention and restoration actions, and insurance against data loss.

Use of framework agreements to reduce tendering costs and therefore reduce change and improvement costs.

---

Risk Ref: 8 Influence Key Decision Makers

Trigger or Cause

Change of political control  
 Breakdown of key relationships  
 Change of staff/key relationships  
 Change in reputation for delivery

Possible Consequences of Risk

Loss of external funding opportunities  
 Reduced level of influence over key decision makers  
 Inability to deliver through partnerships  
 Reduced reputation of Council

Strategic Link: Cross Cutting

Residual Risk Assessment

Impact

**3**

Likelihood

**3**

Score

**9**

Medium Priority Risk

Strategic Commitments

PE1 - We will work with partners to make the borough a place of aspiration, including supporting efforts to increase education attainment and skills development.

PL3 - We will work with partners to improve quality and choice in the borough's housing stock, and reduce the blight of empty properties

PR1 - We will contribute to the strategic direction of local, sub-regional and regional partnerships, and will position the borough for economic development investment

PR2 - We will proactively support the borough's businesses to innovate and expand, and make the borough a natural choice for business relocation

PR5 - We will support UCLan's expansion, transforming Burnley into a University Town, supporting higher level skills and business innovation.

Lead Responsibility : Management Team

Risk Ref: 8 Influence Key Decision Makers

---

Actions On Risk

The Council maintains good relations with local partners and with Government Bodies and Departments. These are subject to regular review to reflect external changes. We work collaboratively with partners to develop strategies and to influence others.

---



Risk Ref: 9 Risks in Response to Changes in Population and Deprivation

Trigger or Cause	Possible Consequences of Risk
Government policy	Not delivering on the regeneration programme
Economic downturn	Poor service delivery
Big ticket issues – crime, health, housing	Poor customer satisfaction
Benefit dependency	Low aspirations
Short term fixes	Damage to reputation
Negative reputation	Failure to improve
Failure to develop opportunities	Increased demand
Local Infection Increase (C19)	Increased costs
Ukraine policy	Less funding
	Viability of Burnley

Strategic Link: Cross Cutting

Residual Risk Assessment      Impact **3**      Likelihood **3**      Score **9**      Medium Priority Risk

Strategic Commitments

- PE1 - We will work with partners to make the borough a place of aspiration, including supporting efforts to increase education attainment and skills development.
- PE2 - We will continue to develop the leisure and cultural offer of Burnley in partnership with Burnley Leisure.
- PL1 - We will implement a range of initiatives to maintain a clean, safe, attractive, and environmentally friendly borough. This will include community engagement, enforcement and cleansing in ‘hotspot’ areas.
- PL2 - We will improve the management and condition of rented accommodation in the private and social sectors and enforce standards in a robust way.
- PL3 - We will work with partners to improve quality and choice in the borough’s housing stock, and reduce the blight of empty properties
- PR1 - We will contribute to the strategic direction of local, sub-regional and regional partnerships, and will position the borough for economic development investment
- PR2 - We will proactively support the borough’s businesses to innovate and expand, and make the borough a natural choice for business relocation
- PL3 - We will work with partners to improve quality and choice in the borough’s housing stock, and reduce the blight of empty properties
- PR4 - We will implement the Local Plan, delivering new housing, employment sites, and infrastructure.

Other Work  
Community Hub

Lead Responsibility : Management Team

Risk Ref: 9 Risks in Response to Changes in Population and Deprivation

---

Actions On Risk

Strong partnership working to reduce cohesion risks of inward migration, including increase in resources to VCFS partners. Ongoing commitment to Burnley Together as key cost of living response.

We constantly review demographic data and work with partners to respond appropriately to wider socio-demographic changes.

---

Risk Ref: 10 Workforce, Skills and Capacity Challenges

Trigger or Cause

Loss of the workforce  
 Loss of organisational memory  
 Loss of organisational skills  
 Lack of commitment to organisational development  
 Lack of investment in training  
 Political direction change

Possible Consequences of Risk

Service failure/deterioration  
 Damaged reputation  
 Increased complaints  
 Low morale  
 Recruitment and retention issues  
 Increased workflow  
 Business resilience  
 Not having the right staff with the right skills

Strategic Link: Cross Cutting

Residual Risk Assessment

Impact

**3**

Likelihood

**3**

Score

**9**

Medium Priority Risk

Strategic Commitments

PF1 - We will manage our contract with Liberata robustly, so it delivers value for money and good services.

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.

PF3 - We will develop our digital strategy, so that more residents transact with us online and we will continue to deliver services more efficiently.

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

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.

Lead Responsibility : Chief Executive Officer

Risk Ref: 10 Workforce, Skills and Capacity Challenges

---

Actions On Risk

Workforce Planning and OD strategy delivery overseen by the Chief Operating Officer.

Robust contract management to ensure that any loss of personnel in outsourced services is well managed by our strategic delivery partners.

---

Risk Ref: 11 Malicious Attack

Trigger or Cause

Public Disturbance  
 National Risk Level  
 Lack of Stakeholder Engagement  
 Lack of Planning  
 Poor and delayed information and communication  
 Event Targeting  
 Cyber-attack

Possible Consequences of Risk

Death of Public / Staff  
 Loss of Assets  
 Major impact on Services and Community  
 Evacuation  
 Financial Cost  
 Reputational damage  
 Data Loss

Strategic Link: Cross-Cutting

Residual Risk Assessment

Impact

**5**

Likelihood

**1**

Score

**5**

Low Priority Risk

Strategic Commitments

PF1 - We will manage our contract with Liberata robustly, so it delivers value for money and good services.

Other Work

Emergency Planning  
 Local Improvement of Counter Terrorism Strategy (CONTEST)  
 Event Planning  
 Community Engagement  
 Local Resilience Forum  
 Anti-Phishing Training

Lead Responsibility : Chief Operating Officer

Risk Ref: 11 Malicious Attack

---

Actions On Risk

Cyber Treatment Plan has been implemented, covering simulated phishing attacks, staff training, investment in enhance data security to filter out threats, MFA on all accounts with enhanced MFA on admin accounts, data back-ups, and business continuity testing.

---

Risk Ref: 12 Safeguarding Failure

Trigger or Cause

Weak or No response to reported issues  
 Historic issues which are identified  
 Safeguarding System Failure  
 Failure of Background Checks  
 Not recognising Safeguarding Risks

Possible Consequences of Risk

Injury to Clients  
 Resources diverted to address Risks  
 Major impact on Services and Community  
 Financial Costs  
 Reputational Damage  
 Central Government Action

Strategic Link: Cross Cutting

Residual Risk Assessment

Impact

**3**

Likelihood

**1**

Score

**3**

Low Priority Risk

Strategic Commitments

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.

Other Work

- Safeguarding Policy
- Open and Transparent Culture
- Whistleblowing Policy
- Communications
- Corporate Complaints Process

Lead Responsibility : Chief Executive Officer

Risk Ref: 12 Safeguarding Failure

---

Actions On Risk

Staff Training provided to all staff.

Detailed training for staff who are likely to contact clients.

Domestic Abuse training provided to staff.

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Risk Ref: 13 Environmental Event

Trigger or Cause

Extreme Weather  
 High Rainfall  
 Heatwave  
 Changing Climate  
 High Snowfall  
 Storms and Gales  
 Flooding

Possible Consequences of Risk

Death of Public / Staff  
 Loss of Assets  
 Major impact on Services and Community  
 Evacuation  
 Financial Cost

Strategic Link: Cross Cutting

Residual Risk Assessment

Impact

**4**

Likelihood

**2**

Score

**8**

Medium Priority Risk

Strategic Commitments

PL5 - We will implement our Climate Change Strategy.

PL1 - We will implement a range of initiatives to maintain a clean, safe, attractive, and environmentally friendly borough. This will include community engagement, enforcement and cleansing in 'hotspot' areas.

PF3 - We will develop our digital strategy, so that more residents transact with us online and we will continue to deliver services more efficiently.

Other Work

Business Continuity Plans  
 Emergency Planning  
 Event Planning  
 Community Engagement  
 Local Resilience Forum  
 Sustainability

Lead Responsibility : Head of Streetscene

Risk Ref: 13 Environmental Event

---

Actions On Risk

Emergency Plan in place.

Climate Change Strategy updated.

---

Risk Ref: 14 Influenza type Pandemic

Trigger or Cause

Pandemic  
Influenza  
SAR  
MERS  
COVID  
Local Infection Increase  
Variant Strains

Possible Consequences of Risk

Death of Public / Staff  
Major impact on Services and Community  
Financial Cost  
Event Closure  
Buildings Closure  
Business and Economy failures Failure to bury the dead

Strategic Link: Cross Cutting

Residual Risk Assessment

Impact

**5**

Likelihood

**1**

Score

**5**

Low Priority Risk

Strategic Commitments

PR6 - We will work with partners to ensure that residents are able and ready to participate in the workforce.

PE4 - We will continue to work on the wider determinants of poor health. This will include reducing food insecurity and responding to the cost of living crisis with practical support. We will work closely with the Integrated Care Board and ensure that the Borough Council plays an active role on the proposed placed based partnerships

PE3 - We will continue to work with partners to provide necessary support systems to reduce homelessness and to end rough sleeping in the borough.

Other Work

- Business Continuity Plans
- Emergency Planning
- Community Engagement
- Local Resilience Forum
- Transitional/Recovery Arrangements
- Test/Trace/Vaccination/Isolation Payments
- Cremation Services
- Community Hub
- Grant Schemes

Lead Responsibility : Management Team

Risk Ref: 14 Influenza type Pandemic

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Actions On Risk

Lessons learned from Covid 19 Pandemic.

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Risk Ref: 15 Cost of Living Crisis

Trigger or Cause

Rising Energy Costs  
 Rising Food Costs  
 High Fuel Costs  
 Higher than Average Inflation

Possible Consequences of Risk

Increase Deprivation  
 Food Poverty  
 Child Poverty  
 Fuel Poverty  
 Death of Public  
 Homelessness

Strategic Link: Cross Cutting

Residual Risk Assessment

Impact

**3**

Likelihood

**3**

Score

**9**

Medium Priority Risk

Strategic Commitments

PR6 - We will work with partners to ensure that residents are able and ready to participate in the workforce.

PE4 - We will continue to work on the wider determinants of poor health. This will include reducing food insecurity and responding to the cost of living crisis with practical support. We will work closely with the Integrated Care Board and ensure that the Borough Council plays an active role on the proposed placed based partnerships

PE3 - We will continue to work with partners to provide necessary support systems to reduce homelessness and to end rough sleeping in the borough.

PL2 - We will improve the management and condition of rented accommodation in the private and social sectors and enforce standards in a robust way.

Other Work

Community Engagement  
 Grants and Payments e.g. Energy Rebate  
 Community Hub  
 Uniform Exchange  
 Support for Charities

Lead Responsibility : Management Team

Risk Ref: 15 Cost of Living Crisis

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Actions On Risk

Cost of Living reserve established and interventions identified to offset inflationary pressures felt by the council and by residents.

Some transference of risk to partners working alongside the council, particularly Calico and VCFS partners in Burnley Together.

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Strategic Risk Register Changes

ID	Risk Description	Risk Score	Impact	Likelihood	Old Name	Old Score	Impact	Likelihood	Move	Move
1	Financial Stability	15	Major	5 3 40% - 60%	Financial stability	9	High	3 3	Decrease	
2	Maintaining Partnership Performance	9	Moderate	3 3 40% - 60%	Maintaining Partnership Performance	4	Medium	2 2	Same	
3	Reputational Risks	9	Moderate	3 3 40% - 60%	Damage to the Council's reputation	4	Medium	2 2	Same	
4	Changes in the Political Landscape	6	Moderate	3 2 20% - 40%	Changes in the political landscape	6	Medium	2 3	Decrease	
5	Changes in National Policy/Legislation	12	Moderate	3 4 60% - 80%	Changes in national policy/legislation	6	Medium	2 3	Same	
6	Risks in Delivery of the Regeneration Programme	6	Moderate	3 2 20% - 40%	Inability to deliver the regeneration programme	6	Medium	3 2	Decrease	
7	Information Technology Risks	12	Significant	4 3 40% - 60%	Inability to drive improvements through information technology	3	Low	3 1	Increase	
8	Influence Key Decision Makers	9	Moderate	3 3 40% - 60%	Inability to influence key decision makers	6	Medium	3 2	Same	
9	Risks in Response to Changes in Population and Deprivation	9	Moderate	3 3 40% - 60%	Risks in responding to demographic changes and increased deprivation	9	High	3 3	Decrease	
10	Workforce, Skills and Capacity Challenges	9	Moderate	3 3 40% - 60%	Workforce, skills and capacity challenges	6	Medium	2 3	Same	
11	Malicious Attack	5	Major	5 1 < 20%	Malicious Attack	3	Low	3 1	Same	
12	Safeguarding Failure	3	Moderate	3 1 < 20%	Safeguarding Failure	3	Low	3 1	Same	
13	Environmental Event	8	Significant	4 2 20% - 40%	Environmental Event	6	Medium	3 2	Same	
14	Influenza type Pandemic	5	Major	5 1 < 20%	Failure to respond to a widespread illness	3	Low	3 1	Same	
15	Cost of Living Crisis	9	Moderate	3 3 40% - 60%	Cost of Living Crisis	9	High	3 3	Decrease	

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## Food Safety Service Delivery Plan 24/25

### REPORT TO EXECUTIVE



<b>DATE</b>	17 <sup>th</sup> January 2024
<b>PORTFOLIO</b>	Community, Health & Environment
<b>REPORT AUTHOR</b>	Lisa Fay
<b>TEL NO</b>	01282 477284
<b>EMAIL</b>	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 31<sup>st</sup> 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 31<sup>st</sup> 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

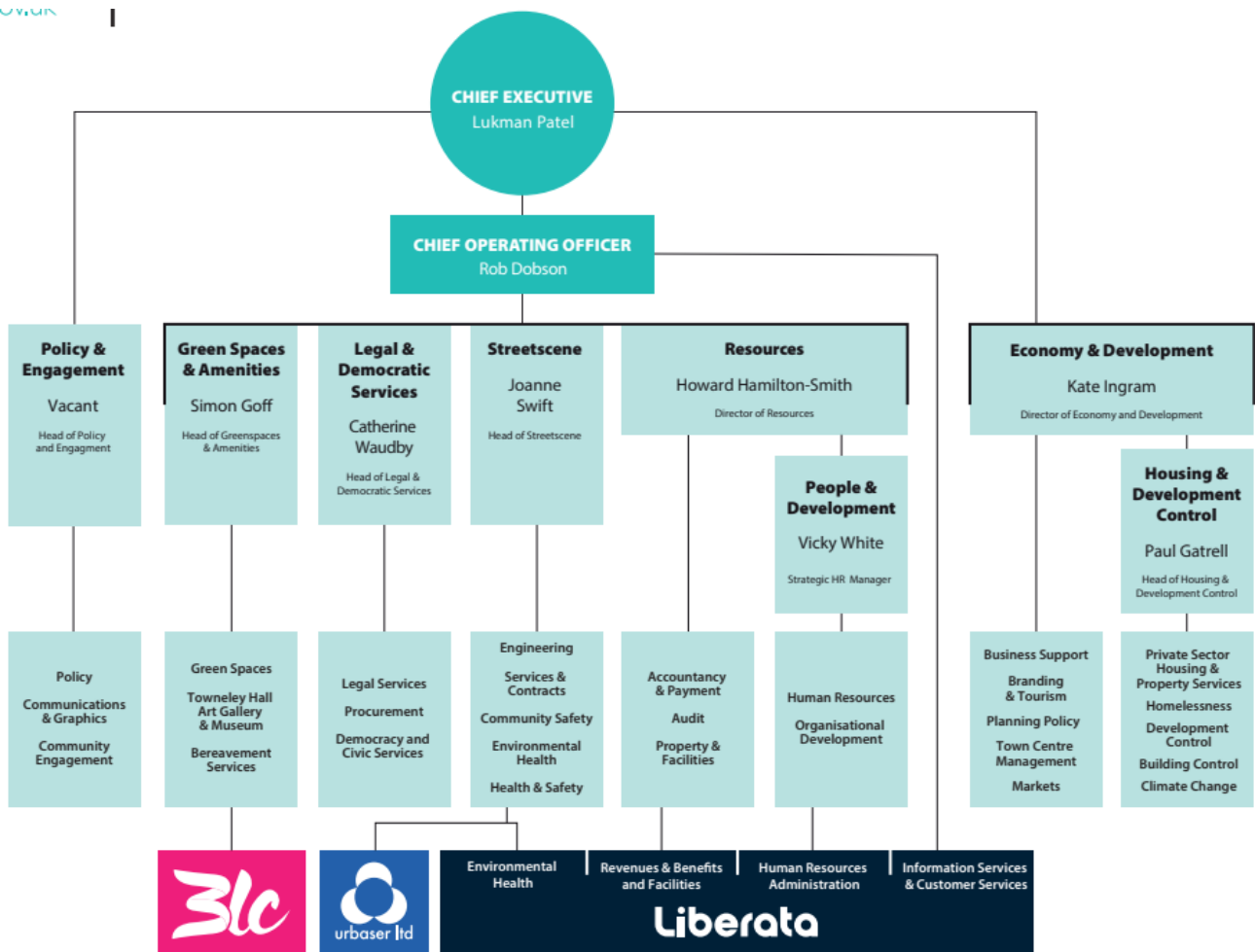
Burnley Council is divided into 15 wards served by 45 councillors. The Council is based on a Cabinet structure with 6 Portfolios, a Leader, Deputy Leader and 5 Executive portfolio holders. The Food Safety Team sits within the Community, Health & Environmental Services portfolio.

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 1<sup>st</sup> 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 31<sup>st</sup> March 2023, resources continue to be prioritised and targeted to realign with Food Law Code of Practice.

### 3 FOOD SAFETY SERVICE

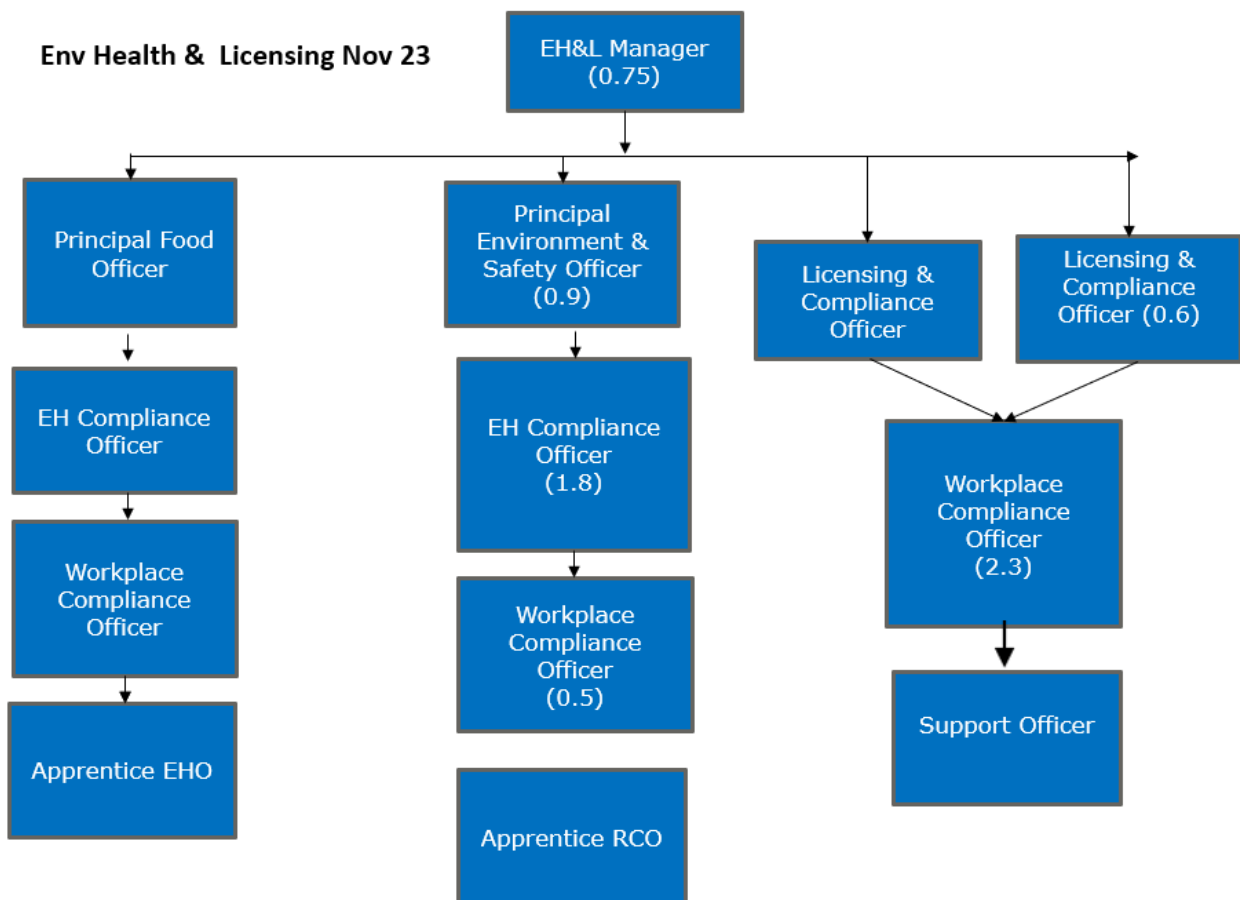
#### 3.1 Environmental Health Team Structure

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](mailto: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**

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

**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
<b>TOTAL</b>	<b>929</b>	<b>937</b>	<b>923*</b>	<b>987</b>	<b>950</b>

### 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

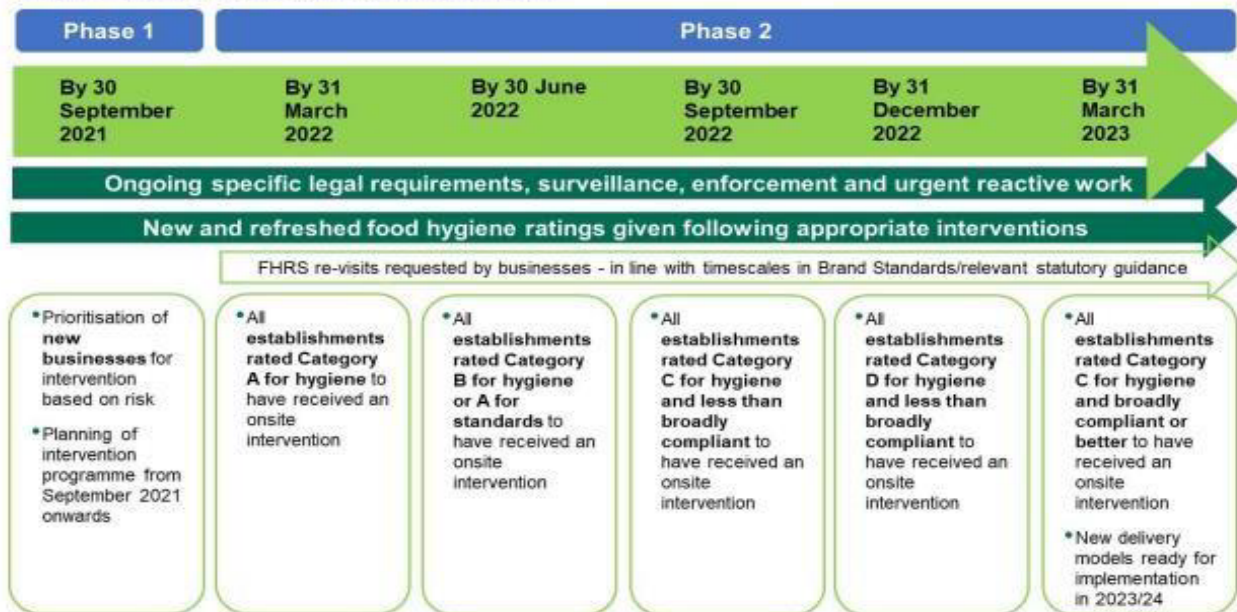
The term “Intervention” refers to any reactive or planned visit to a food business in the course of delivering the Food Safety service. The Food Safety Team will undertake a programme of comprehensive and targeted interventions at food premises to ensure compliance with relevant legislation and the promotion 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- 31<sup>st</sup> 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
<b>TOTAL</b>	<b>724</b>

**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
<b>Total</b>	<b>788</b>	<b>776</b>	<b>640</b>	<b>671</b>	<b>405</b>

## 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 1<sup>st</sup> 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**



<b>DATE</b>	<b>17<sup>th</sup> January 2024</b>
<b>PORTFOLIO</b>	<b>Community, Health &amp; Environmental Services</b>
<b>REPORT AUTHOR</b>	<b>Jill Wolfendale</b>
<b>TEL NO</b>	<b>01282 475984</b>
<b>EMAIL</b>	<b>jwolfendale@burnley.gov.uk</b>

**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.

- 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.**

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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.

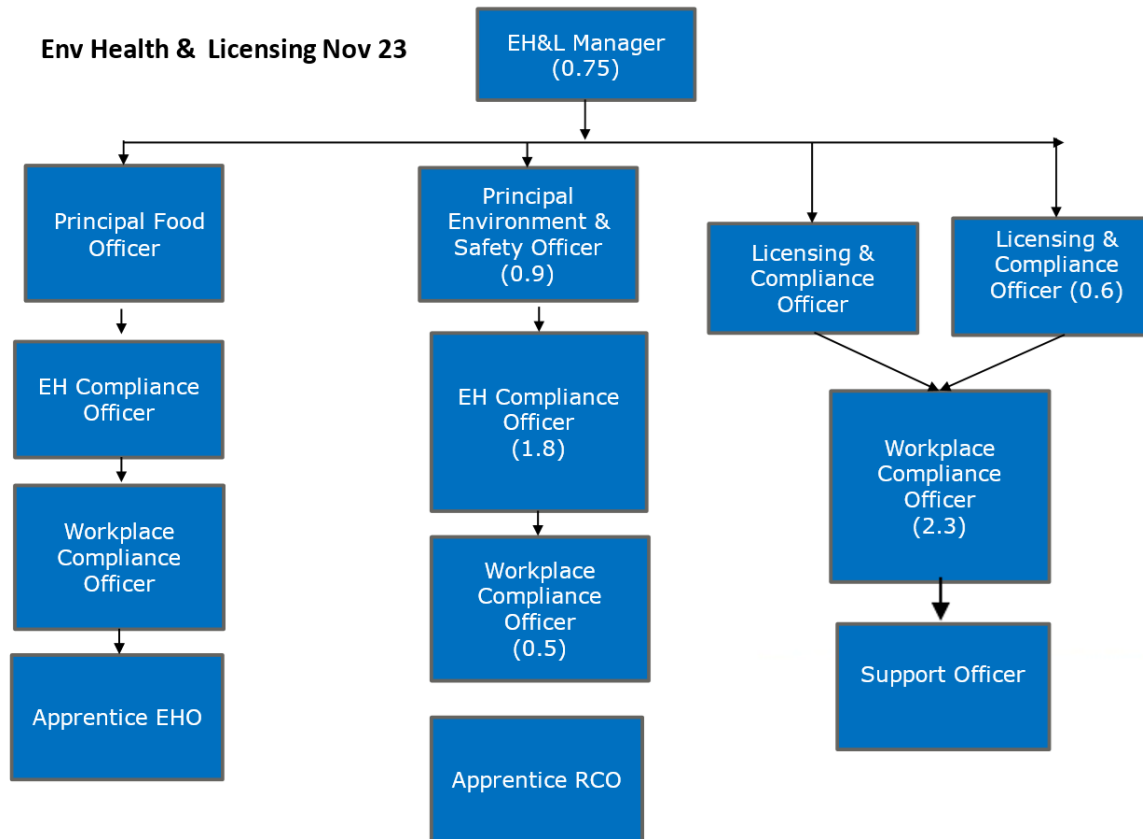
The Key Corporate objectives, governance arrangements, and decision-making timetables are outlined in 4 key corporate documents:

- 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 1<sup>st</sup> April 2022 to 31<sup>st</sup> 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

<b>Liaison with Other Organisations</b>	<p>Formal and informal relationships exist with the following organisations;</p> <ul style="list-style-type: none"> <li>• Health and Safety Executive (HSE)</li> <li>• Environmental Health Lancashire Health and Safety Officers Group</li> <li>• Environmental Health Lancashire Chief Environmental Health Officers</li> <li>• Public Health England</li> <li>• Ofsted</li> <li>• Lancashire County Council - Safeguarding</li> <li>• Lancashire Fire Service</li> <li>• Lancashire Police Service</li> <li>• Burnley Council Regeneration &amp; Planning Policy</li> <li>• Better Regulation Delivery Office (BRDO)</li> <li>• United Utilities</li> <li>• HMRC</li> <li>• GENGA Partner organisations</li> </ul>				
<b>Staff Allocation</b>	<p>Staff resources devoted to health and safety enforcement work as of 31 March 2023</p> <table border="1" data-bbox="580 884 1218 1074"> <tr> <td><b>No of HSWA Warranted Officers</b></td> </tr> <tr> <td>8</td> </tr> <tr> <td><b>Full Time Equivalent of warranted officers time spent on HSWA activity</b></td> </tr> <tr> <td>1.3</td> </tr> </table>	<b>No of HSWA Warranted Officers</b>	8	<b>Full Time Equivalent of warranted officers time spent on HSWA activity</b>	1.3
<b>No of HSWA Warranted Officers</b>					
8					
<b>Full Time Equivalent of warranted officers time spent on HSWA activity</b>					
1.3					

<b>Staff Development and Competency</b>	<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>
<b>The Regulators Code</b>	<p><a href="#">The Regulators’ Code</a> 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

	<b>Interventions</b>	<b>Outcomes</b>
<b>Accident/Major Investigations</b>	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.
<b>Health and Safety inspections</b>	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.
<b>Complaints/ Requests for Service</b>	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
<b>Accident investigations</b>	Continue to investigate any accident indicating poor health and safety management, or that fits the criteria outlined in the Councils Accident Investigation Policy
<b>Complaints and requests for service</b>	Continue to respond to all complaints and request for service within the service target response times
<b>Interventions</b>	The team will carry out a number proactive inspections and other interventions in line with the National Code and LAC 67/2 (Rev 12) <a href="https://www.hse.gov.uk/lau/assets/docs/67-2-priorities-targeting-interventions.pdf">https://www.hse.gov.uk/lau/assets/docs/67-2-priorities-targeting-interventions.pdf</a>
<p><del>Other.</del></p> <p><del>Recovery work</del></p> <p><del>Training apprentice`s -</del></p> <p><del>Use of surveys</del></p> <p><b>Other service demands</b></p>	<p>Continue to work with other Lancashire authorities through the health and safety officers' group to identify local or national H&amp;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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By virtue of paragraph(s) 5 of Part 1 of Schedule 12A of the Local Government Act 1972.

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