



Meeting of the Burnley Borough Council

To be held at 6.30 pm on
Wednesday, 26th September, 2018



Sir or Madam,

Notice is given of a MEETING of the COUNCIL of the BOROUGH OF BURNLEY to be held at the TOWN HALL, BURNLEY, on

DATE: Wednesday, 26th September, 2018

starting at 6.30 pm

To transact the business specified below.

Lukman Patel
Chief Operating Officer

Members of the public may ask a question, make a statement, or present a petition relating to any matter for which the Council has a responsibility or which affects the Borough.

Notice in writing of the subject matter must be given to the Monitoring Officer by 5.00 pm on the day before the meeting. Forms can be obtained for this purpose from the reception desk at Burnley Town Hall, Manchester Road or at the Contact Centre, Parker Lane, Burnley or from the web at: <http://burnley.moderngov.co.uk/ecCatDisplay.aspx?sch=doc&cat=13234> . You can also register to speak via the online agenda. Requests will be dealt with in the order in which they are received.

A G E N D A

1. Minutes of the Last Meeting 5 - 10
To receive, as read, the Minutes of the proceedings of the previous Council meeting, and to confirm them or otherwise.
2. Declarations of Interest
To receive any declarations of interest.
3. Mayor's Communications
To receive communications (if any) from His Worship the Mayor.
4. Public Question Time
To receive questions, statements or petitions (if any) from members of the public.
5. Items for Decision by the Council

- a) Revenue budget monitoring 2018/19 11 - 28
To consider the revenue budget monitoring position for 2018/19 based upon actual spending and income to 30 June 2018. (report enclosed)
- b) Capital budget monitoring 2018/19 29 - 42
To the capital monitoring position for 2018/19. (report enclosed)
- c) Revenue Budget 2019-22 latest position and savings proposals 43 - 52
To approve the latest position of the revenue budget and savings proposals for 2019-2022 (report enclosed, relevant minute to follow).
- d) Appointments to Committees, Working Group and Outside Bodies 53 - 56
To consider appointments for the remainder of the 2018/19 municipal year. (report enclosed)
- e) Constitutional updates and Council delegations 57 - 66
To consider updates to the Council's Constitution and delegations. (report enclosed)
- f) Summary of Urgent Executive Decisions 67 - 68
To inform Council of the urgent decisions made by the Executive regarding the implementation of The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 from June 2017 to July 2018. (report enclosed)
6. Report from the Chair of Scrutiny 69 - 70
To consider the report from the Chair of the Scrutiny Committee.
7. Strategic Plan Progress Reports 71 - 84
8. Questions
To deal with questions (if any) relating to matters not contained in the Minutes before the Council and of which notice in writing has been received in accordance with Standing Order No. 10(2).
Councillor Attendance

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

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



FULL COUNCIL

BURNLEY TOWN HALL

Tuesday, 31st July, 2018 at 6.30 pm

PRESENT

MEMBERS

Councillors C Briggs (Chair), A Kelly (Vice-Chair), A Anwar, G Birtwistle, P Campbell, F Cant, I Carmichael, S Chaudhary, T Commis, I Emo, D Ferrier, A Fewings, B Foster, S Graham, J Greenwood, J Harbour, A Hosker, S Hussain, M Ishtiaq, M Johnstone, A Khan, L Khan, S Khan, W Khan, T Martin, E Monk, N Mottershead, A Newhouse, L Pate, M Payne, A Raja, P Reynolds, D Roper, A Royle, J Sumner, A Tatchell, M Townsend and C White

OFFICERS

Mick Cartledge	Chief Executive
Lukman Patel	Chief Operating Officer
Asad Mushtaq	Head of Finance and Property
Kate Ingram	Strategic Head of Economy and Growth
Elizabeth Murphy	Planning Policy Manager
Pete Milward	Principal Planner
Erika Eden-Porter	Principal Planner
Eric Dickinson	Democracy Officer
Alison McEwan	Democracy Officer
David Farrar	Mayor's Officer

11. Minutes of the Last Meeting

RESOLVED The Minutes of the meeting of the Council held on the 16th May 2018 were confirmed and signed by the Chair.

12. Declarations of Interest

Councillor Mark Townsend declared an other interest (prejudicial) interest in Item 6 (a) on the agenda relating to the North West Growth Corridor.

13. Adjournment of Meeting

The Mayor adjourned the meeting for a short time to allow a Member to receive legal advice from the Monitoring Officer.

14. Local Plan Adoption

With reference to Minute 27 of the Executive (19th July 2018) consideration was given to the adoption of Burnley's Local Plan.

In accordance with Council procedure rule 16.4 a recorded vote was taken on the amendment.

For the Motion

Councillors Afrasiab Anwar, Paul Campbell, Ida Carmichael, Frank Cant, Saeed Chaudhary, Bea Foster, Sue Graham, Joanne Greenwood, John Harbour, Shah Hussain, Mohammed Ishtiaq, Marcus Johnstone, Arif Khan, Lubna Khan, Shbana Khan, Wajid Khan, Tony Martin, Elizabeth Monk, Lian Pate, Asif Raja Paul Reynolds, David Roper, Ann Royle, Andrew Tatchell, and Mark Townsend

Against the motion

Councillors Gordon Birtwistle, Tom Commis, Ivor Emo, Dale Ferrier, Andy Fewings, Alan Hosker, Anne Kelly, Neil Mottershead, Andrew Newhouse, Mark Payne, Jeff Summer and Christine White

Abstained from the motion

Councillor Charlie Briggs

RESOLVED

(1) That Burnley's Local Plan be adopted; and

(2) That the Strategic Head of Economy and Growth be authorised to make minor editorial amendments and corrections to the Local Plan, the accompanying Policies Map and any other relevant documents prior to printing.

Local Plan (Resolution)	
Councillor Charlie Briggs	Abstain
Councillor Anne Kelly	Against
Councillor Afrasiab Anwar	For
Councillor Gordon Birtwistle	Against
Councillor Paul Campbell	For
Councillor Frank Cant	For
Councillor Ida Carmichael	For
Councillor Saeed Chaudhary	For
Councillor Tom Commis	Against
Councillor Ivor Emo	Against
Councillor Dale Ferrier	Against
Councillor Andy Fewings	Against
Councillor Beatrice Foster	For
Councillor Sue Graham	For

Councillor Joanne Greenwood	For
Councillor John Harbour	For
Councillor Alan Hosker	Against
Councillor Shah Hussain	For
Councillor Mohammed Ishtiaq	For
Councillor Marcus Johnstone	For
Councillor Arif Khan	For
Councillor Lubna Khan	For
Councillor Shbana Khan	For
Councillor Wajid Khan	For
Councillor Tony Martin	For
Councillor Elizabeth Monk	For
Councillor Neil Mottershead	Against
Councillor Andrew Newhouse	Against
Councillor Lian Pate	For
Councillor Mark Payne	Against
Councillor Asif Raja	For
Councillor Paul Reynolds	For
Councillor David Roper	For
Councillor Ann Royle	For
Councillor Jeff Sumner	Against
Councillor Andrew Tatchell	For
Councillor Mark Townsend	For
Councillor Christine White	Against
Carried	

15. NW Growth Corridor

Cllr Mark Townsend left the room and did not take part in this item.

With reference to Minute 8 of the Executive (5th June 2018) consideration was given to the incorporation of the North West Growth Corridor scheme into the Council's Capital Programme.

RESOLVED

That the North West Growth Corridor scheme be incorporated into the Council's Capital Programme.

16. Combined Outturn Revenue and Capital Budget Monitoring 2017-18

With reference to Minute 22 of the Executive (3rd July 2018) consideration was given to the final position on the Council's revenue and capital accounts for 2017/18, the performance of the 2017/18 capital investment programme, the financing of capital expenditure incurred during 2017/18, and approval of a revised 2018/19 capital budget.

RESOLVED

(1) That the final position on the Council's revenue account for 2017/18 and the net overall surplus, compared with the revised budget, of £0.092m as shown in the table

in paragraph 8 which equates to approximately 0.6% of the net revenue budget, be approved;

- (2) That the transfers to/from Earmarked Reserves totalling a net £1.254m from reserves (see Appendix 2) be approved;
- (3) That the additional revenue budget carry forward requests from Heads of Service totalling £0.042m (see Appendix 3) be approved;
- (4) That the final position on capital spending and financing of £9.982m for 2017/18 as shown in Appendices 4 & 5, which equates to 88% of the final resources position, be approved; and
- (5) That the revised capital budget for 2018/19 totalling £11.451m as outlined in Appendix 6 (including net carry forward of £1.310m) be approved.

17. Annual Treasury Management Review of 2017-18 Activity

With reference to Minute 23 of the Executive (3rd July 2018) consideration was given to the Council's treasury management activity during 2017/18.

RESOLVED

That the annual treasury management activity for the year ended 31 March 2018 be noted.

18. Appointments Update to Committees, Working Groups, and Outside Bodies 2018-19

Consideration was given to changes to appointments to Committees and Outside Bodies for the remainder of the 2018/19 Municipal Year, to appointments of a parish council co-optee and two independent co-optees to the Audit and Standards Committee, and to the appointment of the Independent Persons to the Council under the Localism Act 2011.

RESOLVED

That the following appointments be made for the remainder of the 2018/19 Municipal Year;

- (1) Councillor Margaret Brindle as the Labour member on the Scrutiny Committee and the Development Control Committee, to replace Councillor Margaret Brindle as the Free Independent member on those Committees;
- (2) Councillor Margaret Brindle as Vice Chair of the Scrutiny Committee;
- (3) Councillor Margaret Brindle as the Labour member on the Member Structures and Support Working Group;
- (4) Councillor Bill Brindle as the Labour member on the Audit and Standards Committee to replace Councillor Tom Commis as the UKIP member;

- (5) Councillor Tom Commis as the UKIP member on the Licensing Committee to replace Councillor Bill Brindle as the Free Independent Member; and
- (6) Councillor Margaret Brindle as a Scrutiny member to the LCC Health Scrutiny Committee;
- (7) Gillian Smith as the Parish Council co-optee; Paul Prior, Director of Finance and Resources, Burnley College and Louise Gaskell, Director Finance and Policy, East Lancs Chamber of Commerce as the independent co-optees to the Audit and Standards Committee for three years to July 2021; and
- (8) Mohammed Usman Khan and Patricia Higginbottom as Independent Persons under the Section 28(7) of the Localism Act for three years to July 2021.

19. Members Code of Conduct

With reference to Minute 9 of the Audit and Standards Committee (19th July 2018) consideration was given to the recommendations of a review of section 5.1 of the Council's Code of Conduct: Complaints Procedure Guidance in relation to arrangements for dealing with complaints about Council members.

RESOLVED

- (1) That the Council's Member Complaints Procedure Guidance be updated in relation to investigation timescales, the maintenance of the general principles of the code during an investigation; and the inclusion of the appendix detailing the procedures for conducting a Code of Conduct Hearing; and
- (2) That these changes be adopted.

20. Constitutional Updates

Consideration was given to changes made to Part 3 (Executive Functions) of the constitution by the Leader/Deputy Leader, and of Minor Amendments made to Part 3 (Executive and Council Functions) of the constitution by the Monitoring Officer.

RESOLVED

- (1) That the changes made to Part 3 (Executive Functions) of the constitution by the Leader/Deputy Leader be noted, as follows;
- (a) 14th June 2018 - Additional delegation to the Head of Housing and Development Control regarding Part III of the Building Act 1984. (Appendix 1)
- (2) That Minor Amendments (Executive Functions) made to Part 3 of the constitution by the Monitoring Officer be noted relating to the Scheme of Delegation, regarding the portfolio title of an Executive Member being changed to Executive Member for Economy and Growth, and updating Statutory references in relation to dogs within the delegations of the Head of Streetscene; and

(3) That a Minor Amendment (Council Functions) made by the Monitoring Officer be noted relating to a Licensing Policy i.e. the Street Traders Policy.

21. Report from the Chair of Scrutiny

RESOLVED

That the Cycle 1 report of the Chair of Scrutiny be noted.

22. Strategic Plan Progress Reports

RESOLVED

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



EXECUTIVE

BURNLEY TOWN HALL

Tuesday, 14th August, 2018 at 6.30 pm

31. Revenue Monitoring Q1 2018-19

Purpose

To report the forecast outturn position for the year as at 31 March 2019 based upon actual spending and income to 30 June 2018.

Reasons for decision

To give consideration to the level of revenue spending and income in 2018/19 as part of the effective governance of the Council and to ensure that appropriate management action is taken to ensure a balanced financial position.

Decision

- (1) That the projected revenue budget forecast breakeven position be noted as set out in the Revenue Budget Summary, detailed Service Reports, and Appendix 2; and
- (2) That Full Council be recommended to seek approval for:**
 - (a) The latest revised budget of £15.09m as shown in Appendix 1; and**
 - (b) The net transfers from earmarked reserves of £0.747m as shown in Appendix 3.**

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Revenue Monitoring Report 2018/19 – Quarter 1 (to 30 June 2018)

REPORT TO EXECUTIVE



DATE	14 August 2018
PORTFOLIO	Resources and Performance Management
REPORT AUTHOR	Howard Hamilton-Smith
TEL NO	(01282) 475869
EMAIL	Hhamilton-smith@burnley.gov.uk

PURPOSE

1. To report the forecast outturn position for the year as at 31 March 2019 based upon actual spending and income to **30 June 2018**.

RECOMMENDATION

2. The Executive is asked to:
 - a. Note the projected revenue budget forecast breakeven position, see Revenue Budget Summary and detailed Service Reports below and Appendix 2.

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

- b. The latest revised budget of £15.09m as shown in Appendix 1, and
- c. The net transfers from earmarked reserves of £0.747m as shown in Appendix 3.

REASONS FOR RECOMMENDATION

3. To give consideration to the level of revenue spending and income in 2018/19 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

4. Revenue Budget Monitoring Process

There are three in-year reports on revenue budget monitoring presented to the Executive and Scrutiny Committee during the course of the financial year. This is the first in-year report for 2018/19. In addition to these three reports there is a final combined report for revenue and capital to consider the actual spending at the end of the financial year compared with the revised revenue and capital budgets. Under the scheme of delegation each budget area is delegated to a Head of Service 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.

All Heads of Service have been asked to consider their budgets and provide information and details of any actual or anticipated significant variations between spending / income and budgets.

5. Budget Changes

Since the budget was approved, 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.
- Executive Member for Resources and Performance Management decisions confirming additional awards of grant and contribution over £50k.
- Decisions made by the Executive.

Members are asked to approve the latest revised budget of £15.09m as shown in Appendix 1.

6. Revenue Budget Summary

As at the end of June 2018, the overall financial position is currently projected to breakeven, as shown in the table below:

	Latest Revised Budget £'000s	Forecast Outturn £'000s	Variance £'000s
Pay	9,118	9,072	(46)
Other revenue budgets	6,416	6,326	(90)
In-year efficiency savings target	(250)	(114)	136
Reserves	(194)	(194)	-
	15,090	15,090	-
Financed by:			
Council Tax	(6,739)	(6,739)	-
Business Rates	(5,473)	(5,473)	-
Revenue Support Grant	(2,228)	(2,228)	-
New Homes Bonus	(561)	(561)	-
Council Tax surplus	(89)	(89)	-
Forecast (under) / over spend as at end of June 2018	-	-	-

Salary Savings Target

In setting the budget for 2018/19, it was assumed that £150k would be saved by not filling posts immediately. The latest position is that £118k of salary savings have been secured to date. This includes £5k identified through the senior management restructure approved in February 2018. In forecasting the outturn position above to the 31 March 2019, it is assumed that the target will be achieved.

Non-salary Savings Target

It was also agreed that there would be an in-year efficiency savings / additional income target of £250k. The latest position is that £136k of non-salary savings have been secured to date, leaving a shortfall of **£114k** to identify during the remainder of the year. It is forecast at this early stage that this target will be achieved; however this will be monitored closely throughout the year.

7. Service Reports

The following tables show the Council's service units and their corresponding current forecast outturn position in comparison to their revised budget and the previously reported variance. As this is the first in-year monitoring report there are no previous forecasts for comparison.

a. Management Team

The table below shows the current forecast outturn position and compares this with the revised budget.

	Original Budget £'000s	Revised Budget £'000s	Current Forecast £000's	Current Variance £000's	Variance Last Reported £'000s	Movem't £'000s
Management Team	333	333	333	-	-	-
Total	333	333	333	-	-	-

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

b. Policy and Engagement

The table below shows the current forecast outturn position and compares this with the revised budget.

	Original Budget £'000s	Revised Budget £'000s	Current Forecast £000's	Current Variance £000's	Variance Last Reported £'000s	Movem't £'000s
Emergency Planning	2	2	2	-	-	-
Communications	80	80	80	-	-	-
Community Engagement	204	227	227	-	-	-
Performance & Policy	113	134	134	-	-	-
Management & Admin	70	70	70	-	-	-
Total	469	513	513	-	-	-

A Digital Transformation budget was agreed by the Executive at its meeting on 24th April 2018. iDox have now been appointed to support digital transformation in planning, land charges and housing. The first phase of delivery is underway.

Salary savings of £27k from a vacant communications officer post have been recognised for the year.

c. People and Development

The table below shows the current forecast outturn position and compares this with the revised budget.

	Original Budget £'000s	Revised Budget £'000s	Current Forecast £000's	Current Variance £000's	Variance Last Reported £'000s	Movem't £'000s
People & Development	250	258	258	-	-	-
Total	250	258	258	-	-	-

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

d. Green Spaces and Amenities

The table below shows the current forecast outturn position and compares this with the revised budget.

	Original Budget £'000s	Revised Budget £'000s	Current Forecast £000's	Current Variance £000's	Variance Last Reported £'000s	Movem't £'000s
Bereavement Service	(850)	(874)	(874)	-	-	-
Parks & Green Spaces	1,506	1553	1,553	-	-	-
Art Gallery & Museum	223	223	223	-	-	-
Transport	73	73	73	-	-	-
Total	952	975	975	-	-	-

Salary savings of £35k in respect of a vacant head gardener post have been identified during this quarter. This saving has been used to fund an increase in the cost of the Thompson Park HLF capital scheme rather than being used to meet the corporate salary savings target. This means that the Council does not have to find additional capital resources to fund the increased capital budget.

Income continues to be closely monitored during the year to enable early identification of areas where a forecasted shortfall of excess of income within the year so that remedial action can be taken. There is nothing to report at this stage and income is expected to meet the targets set.

Savings approved as part of the 2018/19 budget setting process are on target and will be achieved.

e. Legal & Democratic Services

The table below shows the current forecast outturn position and compares this with the revised budget.

	Original Budget £'000s	Revised Budget £'000s	Current Forecast £000's	Current Variance £000's	Variance Last Reported £'000s	Movem't £'000s
Legal Services	293	289	264	(25)	-	(25)
Governance	788	788	788	-	-	-
Total	1,081	1,077	1,052	(25)	-	(25)

Salary savings of £61k have been identified and used to meet the corporate salary saving target reported in paragraph 6 above. These relate to the Procurement Officer post becoming vacant from September 2018, the vacant Head of Legal post from April to August 2018 and a vacant Principal Legal Officer post.

An insurance saving of **£25k** has been identified and reported.

Legal & Democratic Services, alongside the Finance Business Partner, will be closely monitoring the Local Land Charges income, and will report any variances once they become apparent.

f. Finance and Property

The table below shows the current forecast outturn position and compares this with the revised budget.

	Original Budget £'000s	Revised Budget £'000s	Current Forecast £000's	Current Variance £000's	Variance Last Reported £'000s	Movem't £'000s
Finance Unit	711	744	744	-	-	-
Property	(353)	(383)	(307)	76	-	76
External Audit	65	65	65	-	-	-
Mortgages / HA Loans	(61)	(61)	(61)	-	-	-
Misc Income & Expend	(10)	(10)	(10)	-	-	-
Treasury	935	935	925	(10)	-	(10)
Total	1,287	1,290	1,356	66	-	66

Salary savings of £26k, relating to the vacant Finance Manager and Auditor posts, have been identified and used to meet the corporate salary saving target reported in paragraph 6 above.

A projected shortfall in rental income of **£76k** has been identified to take place in 2018/19. The shortfall is due to the transfer of Brunshaw Avenue Shops to Calico (£16k), vacant offices in Padiham Town Hall which became vacant following the flood damage to the building in December 2015 (£26k) and a reduction in the 10% contribution we receive from the rental of Charter Walk properties (£34k). Rental income will continue to be closely monitored during the year and any longer-term shortfalls in income will be reflected in the Medium Term Financial Strategy.

Treasury costs continue to be monitored closely during the year. It is anticipated that there will be an interest rate increase during 2018 which will result in increased future borrowing costs and interest receivable by the Council.

g. Revenues and Benefits

The table below shows the current forecast outturn position and compares this with the revised budget.

	Original Budget £'000s	Revised Budget £'000s	Current Forecast £000's	Current Variance £000's	Variance Last Reported £'000s	Movem't £'000s
Revs & Bens Client	(391)	(391)	(391)	-	-	-
HB Payments/Subsidy	(74)	(74)	(74)	-	-	-
Council Tax Support	(165)	(165)	(165)	-	-	-
Cost of Collection	(703)	(703)	(703)	-	-	-
Total	(1,333)	(1,333)	(1,333)	-	-	-

Caseload numbers continue to reduce due to Universal Credit. This has resulted in a reduction in the amount of housing benefit payments made to claimants during the year with a corresponding reduction in housing benefit subsidy received from the Department for Work & Pensions. This will continue to be monitored during the year.

h. Leisure Trust Client

The table below shows the current forecast outturn position and compares this with the revised budget.

	Original Budget £'000s	Revised Budget £'000s	Current Forecast £000's	Current Variance £000's	Variance Last Reported £'000s	Movem't £'000s
Mechanics & Arts	47	47	47	-	-	-
Leisure Centres	557	557	557	-	-	-
Total	604	604	604	-	-	-

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

i. **Streetscene**

The table below shows the current forecast outturn position and compares this with the revised budget.

	Original Budget £'000s	Revised Budget £'000s	Current Forecast £000's	Current Variance £000's	Variance Last Reported £'000s	Movem't £'000s
Engineering Services	120	126	126	-	-	-
Community Safety	245	245	245	-	-	-
Car Parking	(565)	(568)	(568)	-	-	-
CCTV	137	139	139	-	-	-
Environmental Servs	2,737	2,774	2,774	-	-	-
Regulation	(244)	(244)	(244)	-	-	-
Management & Admin	725	727	727	-	-	-
Total	3,155	3,199	3,199	-	-	-

There are no variances or issues of concern, including income, to report in this quarter. Income and expenditure budgets will continue to be monitored into quarter 2 to identify shortfalls or excess income.

j. **Housing and Development Control**

The table below shows the current forecast outturn position and compares this with the revised budget.

	Original Budget £'000s	Revised Budget £'000s	Current Forecast £000's	Current Variance £000's	Variance Last Reported £'000s	Movem't £'000s
Housing	413	496	496	-	-	-
Development Control	(68)	(68)	(68)	-	-	-
Building Control	83	83	83	-	-	-
Selective Licensing	(49)	(49)	(49)	-	-	-
Total	379	462	462	-	-	-

There are no variances or issues of concern to report in this cycle. Housing and Development Control, alongside the Finance Business Partner, will be closely monitoring both Disabled Facilities Grant fee income and Planning income, and will report any variances once they become apparent.

k. Economy and Growth

The table below shows the current forecast outturn position and compares this with the revised budget.

	Original Budget £'000s	Revised Budget £'000s	Current Forecast £000's	Current Variance £000's	Variance Last Reported £'000s	Movem't £'000s
Markets	91	104	104	-	-	-
Planning Policy	198	198	198	-	-	-
Economic Devt	472	454	484	30	-	-
Regeneration Devt	520	538	538	-	-	-
Management & Admin	123	139	139	-	-	-
Total	1,404	1,433	1,463	30	-	-

Paragraph n gives further details of a transfer of revenue budget to Earmarked Reserves relating to the Burnley-Pendle Growth Programme.

There is a budget variance of **£30k** in economic Development compared to the forecast. This is due to a projected shortfall in income from the Vision Park Development. The original budget had been based on the building being completed in October 2017. It was finally completed and handed over to the Council in January 2018 creating delays in letting the units. Eight out of 17 units or 47% of the floor space units is now occupied and the other units are being actively marketed. There are 5 active enquiries. There will always be a degree of vacancies in these units and it is anticipated that in future years they will be 85% occupied, but this will be subject to churn and market conditions.

It is also worth noting the Market Hall income is similarly volatile and difficult to predict. We continue to monitor the position and are actively marketing vacant units as well as carrying out some works to address the ventilation problems in the market.

l. Strategic Partnership

The table below shows the current forecast outturn position and compares this with the revised budget.

	Original Budget £'000s	Revised Budget £'000s	Current Forecast £000's	Current Variance £000's	Variance Last Reported £'000s	Movem't £'000s
Strategic Partnership	3,610	3,610	3,550	(60)	-	(60)
Total	3,610	3,610	3,550	(60)	-	(60)

The Council set aside £90k during the budget setting process for 2018/19 for additional income that could have been due to Liberata in respect of work undertaken in 2017/18 to increase the Council's taxbase for 2018/19 onwards. It is estimated that £30k is required which has resulted in a saving of **£60k** for the year.

m. Corporate Budgets

The table below shows the current forecast outturn position and compares this with the revised budget.

	Original Budget £'000s	Revised Budget £'000s	Current Forecast £000's	Current Variance £000's	Variance Last Reported £'000s	Movem't £'000s
Democratic Represent'n	21	21	21	-	-	-
Corporate Management	75	75	75	-	-	-
Corporate Costs	1,626	1,615	1,604	(11)	-	(11)
Statutory Adjustments	1,690	1,697	1,697	-	-	-
Taxation & Grants	(596)	(545)	(545)	-	-	-
Total	2,816	2,863	2,852	(11)	-	(11)

As part of the savings proposals for 2018/19, the Council has prepaid the employer's pension contributions for the year to the Lancashire Pension Fund. In addition to the original saving, it is estimated that this will achieve further savings of **£46k** in 2018/19.

The re-profiling of capital schemes from 2017/18 to 2018/19, that are being funded from prudential borrowing, has resulted in a one-off saving of **£32k** in the Minimum Revenue Provision (MRP) cost for 2018/19. 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.

Based on utility usage during the previous twelve month period, it is estimated that there will be an underspend of **£54k** during 2018/19. This will continue to be monitored closely during the year and any longer term savings will be incorporated into the Medium Term Financial Strategy.

A net reduction in the rateable value of a number of the Council's administrative and operational buildings has resulted in an underspend on the business rates payable by the Council of **£15k** for 2018/19.

As mentioned in paragraph 6, non-salary savings of **(£136k)** have been secured to date. This reduces the target of £250k for in-year efficiency savings / additional income, leaving a shortfall of £114k to identify during the remainder of the year.

n. Earmarked Reserves

The table below shows the current forecast outturn position and compares this with the revised budget.

	Original Budget £'000s	Revised Budget £'000s	Current Forecast £000's	Current Variance £000's	Variance Last Reported £'000s	Movem't £'000s
Earmarked Reserves	83	(194)	(194)	-	-	-
Total	83	(194)	(194)	-	-	-

There is no proposed use of reserves in 2018/19 to support revenue expenditure. However, any shortfall in meeting the salary savings and in-year efficiency savings targets within 2018/19 will need to be met from reserves. At this stage it is expected that these targets will be achieved.

Proposed increased use of reserves during quarter 1 of **£747k**, shown in Appendix 3, is detailed below:

- Transfer of the Burnley-Pendle Growth Programme from a revenue budget, contained within Economy and Growth, to the capital programme and **reducing** the Growth Reserve utilisation by **(£200k)** in 2018/19, from £400k to £200k. The remaining £200k will be re-profiled into the 2019/20 capital programme.
- **Increased** utilisation of the Growth Reserve to fund capital slippage from 2017/18 into 2018/19 of **£246k** for Former Open Market & Former Cinema Block (£20k), Thompson Park Restoration Project (£132k) Building Infrastructure Works (£92k) and Lower St James Street (£2k) capital schemes.
- **Increased** utilisation of the Transport Reserve of **£3k** to finance the acquisition of vehicles and ground maintenance equipment in the capital programme.
- **Increased** utilisation of the Flood Reserve of **£39k** to fund retention works for the Padiham Town Hall-Flood Works (£3k) and Building Infrastructure Works (£36k) capital schemes.
- Utilisation of the Town Centre Management Reserve of **£375k** to finance the Contribution to Shopping Centre Development capital scheme.
- Utilisation of Town Centre Masterplan Reserve of **£18k** for the further development of the masterplan.
- Grants received in 2017/18 which remained unspent at the end of the financial year were transferred into the Grants Unapplied Reserve as part of the 2017/18 Final Outturn Report. These budgets, totalling **£163k**, are required in 2018/19 and will be financed by the utilisation of the Grants Unapplied Reserve.

- Further carry forwards of **£42k** approved as part of the 2017/18 Final Outturn Report, are required in 2018/19 and will be funded from the Transformation Reserve.
- A Digital Transformation budget of **£61k** was agreed by the Executive at its meeting on 24th April, funded from the Transformation Reserve.

The use of reserves shown above has previously been approved as future commitments.

FINANCIAL IMPLICATIONS AND BUDGET PROVISION

8. As shown in the body of the report.

POLICY IMPLICATIONS

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

DETAILS OF CONSULTATION

10. Management Team
Heads of Service

BACKGROUND PAPERS

11. None

FURTHER INFORMATION	
PLEASE CONTACT:	Howard Hamilton-Smith – Finance Manager
ALSO:	Asad Mushtaq – Head of Finance & Property

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Movements in Revenue Budget 2018/19 - to 30 June 2018

	Original Budget	Changes this Cycle (Cycle 1)	Transfers to / (from) Earmarked Reserves (see App 3)	Grants Unapplied carried forward from 2017/18	TOTAL OVERALL MOVEMENT	Revised Budget
	£'000's	£'000's	£'000's	£'000's	£'000's	£'000's
Management Team	333	-			-	333
Policy and Engagement	469	(30)	74		44	513
People and Development	250	8			8	258
Green Spaces and Amenities	952	23			23	975
Legal and Democratic Services	1,081	(4)			(4)	1,077
Finance and Property	1,287	(27)	30		3	1,290
Revenues and Benefits	(1,333)	-			-	(1,333)
Leisure Trust Client	604	-			-	604
Streetscene	3,155	2	42		44	3,199
Housing and Development Control	379	3	80		83	462
Economy and Growth	1,404	29	-		29	1,433
Strategic Partnership	3,610	-			-	3,610
Corporate Budgets	2,816	(4)	51		47	2,863
Use of Earmarked Reserves	83	-	(277)		(277)	(194)
	15,090	-	-	-	-	15,090

Revenue Budget Update by Service Area - to 30 June 2018

	Revised budget for year				Forecast outturn for year				Forecast Variance			
	Pay	Non Pay	Income	Total	Pay	Non Pay	Income	Total	Pay	Non Pay	Income	Total
	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s
Management Team	317	16	-	333	317	16	-	333	-	-	-	-
Policy and Engagement	458	370	(315)	513	431	370	(315)	486	(27)	-	-	(27)
People and Development	173	85	-	258	173	85	-	258	-	-	-	-
Green Spaces and Amenities	1,920	1,091	(2,036)	975	1,920	1,091	(2,036)	975	-	-	-	-
Legal and Democratic Services	763	867	(553)	1,077	702	842	(553)	991	(61)	(25)	-	(86)
Finance and Property	847	1,974	(1,531)	1,290	821	1,974	(1,465)	1,330	(26)	-	66	40
Revenues and Benefits	-	30,782	(32,115)	(1,333)	-	30,782	(32,115)	(1,333)	-	-	-	-
Leisure Trust Client	-	851	(247)	604	-	851	(247)	604	-	-	-	-
Streetscene	1,045	4,012	(1,858)	3,199	1,045	4,012	(1,858)	3,199	-	-	-	-
Housing and Development Control	1,320	315	(1,173)	462	1,320	315	(1,173)	462	-	-	-	-
Economy and Growth	1,054	1,234	(855)	1,433	1,054	1,234	(825)	1,463	-	-	30	30
Strategic Partnership	-	3,610	-	3,610	-	3,550	-	3,550	-	(60)	-	(60)
Corporate Budgets	1,221	2,266	(624)	2,863	1,289	2,301	(624)	2,966	68	35	-	103
Use of Earmarked Reserves	-	-	(194)	(194)	-	-	(194)	(194)	-	-	-	-
Total	9,118	47,473	(41,501)	15,090	9,072	47,423	(41,405)	15,090	(46)	(50)	96	-

Position on Earmarked Reserves - to 30 June 2018

Position on Earmarked Reserves	Transformation Reserve	Growth Reserve	Other Specific Reserves	Total Reserves
	£'000	£'000	£'000	£'000
Opening Balance at 1 April 2018	(1,831)	(3,218)	(1,729)	(6,778)
Original Budget 2018/19 - Use of Reserves 2018/19	-	1,273	(1,356)	(83)
Carry forwards from 2017/18 Approved	216	-	-	216
	(1,615)	(1,945)	(3,085)	(6,645)
Changes in cycle 1	195	(46)	598	747
Anticipated Balance at 31 March 2019	(1,420)	(1,991)	(2,487)	(5,898)
Approved Use of Reserves in future years	-	1,844	2,418	4,262
Balance after approvals	(1,420)	(147)	(69)	(1,636)

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EXECUTIVE

BURNLEY TOWN HALL

Tuesday, 14th August, 2018 at 6.30 pm

32. Capital Monitoring Q1 2018-19

Purpose

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

Reasons for decision

To effectively manage the 2018/19 capital programme.

Decision

- (1) That Full Council be recommended to approve net budget changes totalling an increase of £229,857 giving a revised capital budget for 2018/19 totalling £11,680,788 as detailed in Appendix 1;**
- (2) That Full Council be recommended to approve the proposed financing of the revised capital budget totalling £11,680,788 as shown in Appendix 2;**
- (3) That the latest estimated year end position on capital receipts and contributions showing an assumed balance of £1,011,557 at 31 March 2019, in Appendix 3, be noted;**
- (4) That Full Council be recommended to approve a new Capital Scheme for the Calder Park, totalling £10,132, funded from 3rd Party Contributions and Revenue Contributions;**
- (5) That Full Council be recommended to approve a new Capital Scheme for the Stoops Wheeled Sport at Hargher Clough Park, totalling £134,000, funded from Capital Grants, Capital Receipts and 3rd Party Contributions;and**
- (6) That Full Council be recommended to approve the transfer of the Burnley-Pendle Growth Programme from revenue to the capital programme, totalling £200k, funded from the Growth Reserve.**

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Capital Monitoring Report 2018/19 – Quarter 1 (to 30 June 2018)

REPORT TO EXECUTIVE



DATE	14 August 2018
PORTFOLIO	Resources and Performance Management
REPORT AUTHOR	Howard Hamilton-Smith
TEL NO	(01282) 475869
EMAIL	Hhamilton-smith@burnley.gov.uk

PURPOSE

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

RECOMMENDATION

2. The Executive is asked to:
 - a. Recommend to Full Council, approval of net budget changes totalling an increase of £229,857 giving a revised capital budget for 2018/19 totalling £11,680,788 as detailed in Appendix 1.
 - b. Recommend to Full Council, approval of the proposed financing of the revised capital budget totalling £11,680,788 as shown in Appendix 2.
 - c. Note the latest estimated year end position on capital receipts and contributions showing an assumed balance of £1,011,557 at 31 March 2019, in Appendix 3.
 - d. Recommend to Full Council, approval of a new Capital Scheme for the Calder Park, totalling £10,132, funded from 3rd Party Contributions and Revenue Contributions.
 - e. Recommend to Full Council, approval of a new Capital Scheme for the Stoops Wheeled Sport at Hargher Clough Park, totalling £134,000, funded from Capital Grants, Capital Receipts and 3rd Party Contributions.
 - f. Recommend to Full Council, approval of the transfer of the Burnley-Pendle Growth Programme from revenue to the capital programme, totalling £200k, funded from the Growth Reserve.

REASONS FOR RECOMMENDATION

3. To effectively manage the 2018/19 capital programme.

SUMMARY OF KEY POINTS

4. Monitoring Information

On 21 February 2018 Full Council approved the 2018/19 original capital budget, totalling £10,140,512. Since February, a number of reports have been approved by the Executive, resulting in revising the 2018/19 capital budget to £11,450,931 (as at 3 July 2018 Executive).

This is the first of three of in-year monitoring reports, and as such the appendices accompanying this report provide Members with the position as at 30 June 2018 on expenditure, along with providing Members with an update on the progress of the individual schemes delivery.

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 June 2018. The expenditure to date is £1,636,975 which is 14% of the proposed revised budget.
- b. **Revised budget and financing elements – Appendix 2** shows the revised budget of £11,680,788, along with identifying the recommended financing elements on a scheme by scheme basis.
- c. **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 assumed level of surplus available local resources, after taking into account the 2018/19 capital commitments, totals £1,011,557.

6. Revenue Implications

a. Revenue Contributions 2018/19

The Capital Programme includes Revenue Contributions of £1,734,807, being:

Scheme	£
Thompson Park Restoration Project	178,033
Play Area Improvement Scheme	2,500
Vehicle and Machinery Replacement	119,069
Calder Park	2,000
Lower St James Street	400,000
Former Open Market & Former Cinema Block	297,197
Burnley-Pendle Growth Programme	200,000
Contribution to Shopping Centre Redevelopment	375,000
Padiham Town Hall – Flood Works	3,048
Building Infrastructure Works	157,960
Total Revenue Contributions	1,734,807

b. Prudential Borrowing 2018/19

The proposed revised capital budget for 2018/19 includes a use of Prudential Borrowing totalling £1,813,681.

The revenue implications of borrowing £1,813,681 are a Minimum Revenue Provision (MRP) of £46k and an interest charge, assuming 4% on the borrowing would equate to £72k for a full year.

The original capital budget for 2018/19 of £10,140,512 included a planned borrowing requirement of £1,591,440. This has subsequently changed as schemes have slipped from 2017/18 into 2018/19.

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 2019/20 (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 2019/20.

FINANCIAL IMPLICATIONS AND BUDGET PROVISION

7. An increase in the 2018/19 capital programme of £229,857 to give a revised budget of £11,680,788 and no change in the borrowing requirement, which remains at £1,813,681.

POLICY IMPLICATIONS

8. None arising directly from this report.

DETAILS OF CONSULTATION

9. Management Team

BACKGROUND PAPERS

10. None

FURTHER INFORMATION

PLEASE CONTACT:

Howard Hamilton-Smith – Finance Manager

ALSO:

Asad Mushtaq – Head of Finance & Property

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2018/19 CAPITAL BUDGET CYCLE 1 MONITORING - UPDATE

APPENDIX 1

Scheme Name	Budget as at Exec 03/07/18 £	Adjustments Per This Report		Changes to be approved in this report A + B £	Revised Budget £	Total Spend as at 30/06/18 £	% Schemes Spend	Financed by External Funding £	Narrative provided by Project Officers/Heads of Service
		Budget Adjustments A £	Reprofiled into Future Years B £						

GREEN SPACES & AMENITIES

Thompson Park Restoration Project	646,628	44,251		44,251	690,879	269,834	39%	512,846	The main refurbishment is due to complete in August 2018. The budget is fully committed
Prairie Artificial Pitch	485,000			-	485,000	-	0%	395,000	The funding application to the Football Foundation was submitted in July 2018. A decision on the application is expected around September 2018.
Play Area Improvement Programme	99,500			-	99,500	556	1%	42,500	Consultation work is underway for the Towneley Riverside play area and a Lancashire Environment Fund application was submitted in July 2018. The other schemes are Piccadilly gardens, Harold Ave and Faraday St (Whittlefield Rec) - works on these schemes will not start until late autumn
Vehicle & Machinery Replacement	111,561	7,508		7,508	119,069	106,758	90%	-	Most of the machinery and equipment has been procured in the early part of the financial year. The main items procured are a new fairway mower for the golf course and a digger
Calder Park	-	10,132		10,132	10,132	-	0%	8,132	Approval sought to include this scheme, to construct pump track (off-road terrain for cycle sport) at Calder Park
Stoops Wheeled Sport	-	134,000		134,000	134,000	-	0%	129,355	Approval sought to include this scheme, to create a new wheeled sports area at Hargher Clough Park
	1,342,689	195,891	-	195,891	1,538,580	377,148	25%	1,087,833	

STREETSCENE

Burnley Town Centre Pedestrianisation Upgrade	13,615			-	13,615	-	0%	-	The work on the scheme is now complete and final a final invoice is expected to be received shortly
River Training Walls	78,289			-	78,289	17,774	23%	-	Work is planned for quarters 3 / 4 on essential tree clearance to prevent degradation of key river training walls and essential rebuild work is planned to start in quarter 4 on the river Brun
Lower James Street	400,000			-	400,000	-	0%	-	Discussions ongoing with LCC regarding a proposed scheme
CCTV Infrastructure	65,331			-	65,331	420	1%	-	Upgrade work of cameras to be undertaken during quarters 3 / 4 in support of the East Lancashire CCTV Hub
Alleyway Programme	51,082			-	51,082	-	0%	-	Current list of over 80 applications. 10 priority schemes selected with consultation to take place in quarters 2 / 3 and installation in quarter 4. Full allocation to be used in the year
	608,317	-	-	-	608,317	18,194	3%	-	

2018/19 CAPITAL BUDGET CYCLE 1 MONITORING - UPDATE

APPENDIX 1

Scheme Name	Budget as at Exec 03/07/18 £	Adjustments Per This Report		Changes to be approved in this report	Revised Budget £	Total Spend as at 30/06/18 £	% Schemes Spend £	Financed by External Funding £	Narrative provided by Project Officers/Heads of Service
		Budget Adjustments	Reprofiled into Future Years	A + B					
		A	B	£					
REGENERATION & PLANNING POLICY									
Vision Park	295,904			-	295,904	101,080	34%	97,402	This is the final retention fee for the scheme and is due for payment in Feb 2019
Padiham Townscape Heritage Initiative	609,791		(488,468)	(488,468)	121,323	-	0%	121,323	The revised capital expenditure forecast for 2018/19 shows a reduction in the budget required for the year. This takes into account the delays in securing a contract with HLF and appointing the programme officer
Former Open Market & Former Cinema Block	1,400,353			-	1,400,353	14,510	1%	-	Contractor appointed and strip-out works have commenced.
Weavers Triangle - Starter Homes	52,271			-	52,271	29,481	56%	52,271	Works are now complete and the balance of the scheme will be spent in quarter 2
Infrastructure & Highways Works	41,608	(41,608)		(41,608)	-	-	0%	-	This scheme is now complete and the budget is no longer required
NW Burnley Growth Corridor	1,385,117		(1,185,117)	(1,185,117)	200,000	42,412	0%	200,000	The expenditure profile for this project has been changed to reflect the Environment Agencies projected timescales. Work is underway on the design and full business case for the flood defence and public realm works in Padiham with a start on sites expected in April 2019 and October 2019 respectfully.
Burnley-Pendle Growth Programme	-	200,000		200,000	200,000	-	0%	-	Agreed contribution to this scheme is £722k. An extension to the programme to 2021 has been approved. A number of works have recently been completed, so we expect LCC to invoice us for the works this financial year, estimated to be £200k
Town Centre & Weavers Triangle Project Work	350,000			-	350,000	200,000	57%	-	Interest-free loan-funding of £250k has been made available to the Joint Venture company (of which Burnley Council owns 50%) for the strategic acquisition and demolition in the Weavers Triangle of the George Street Mill site. A match-loan has also been made available by the Joint Venture partner for the same amount. This will ensure land will be available for future development
	4,135,044	158,392	(1,673,585)	(1,515,193)	2,619,851	387,483	15%	470,996	
FINANCE & PROPERTY									
Townley Hall Building Works	49,490	6,510		6,510	56,000	-	0%	-	Dry rot – enabling works to provide temporary partition ordered via repairs and maintenance budget. Approval for £6,000 additional specialist dry rot survey and order placed. Works to be staged over two years; estimated cost this year is £20,000. Victorian Tower Roof – Estimated cost of £30,000 for repairs to the Victorian Tower Roof to stop the water ingress which caused a rot infestation
Contribution to Shopping Centre Redevelopment	375,000			-	375,000	375,000	100%	-	Complete
Padiham Town Hall - Flood Works	3,048			-	3,048	-	0%	-	Small retention due to main contractor after defects period
Rationalisation of Operational Estate	300,000			-	300,000	-	0%	-	Provisional layouts and service moves agreed. Costings being sought for amendments to IT, structural alterations required and moving costs
Leisure Centre Improvements	93,077			-	93,077	20,280	22%	-	Agreed works to Padiham Leisure Centre include a ventilation system for the spinning room and renewal of sauna benches. St Peters Leisure Centre works are to renew sauna benches and 'Changing Places' conversion of disabled change. The Mechanics works include replacing lighting with LED equivalents
Building Infrastructure Works	320,107	320,000		320,000	640,107	76,947	12%	-	Essential works to Burnley Town Hall are continuing to take place, including to the Council chamber gutter to prevent water ingress. More extensive roof works currently are out to tender and costs are awaited. Quotes are also awaited for works at Padiham Town Hall for the relining of the inner quadrangle gutters, utilising existing scaffolding. External perimeter gutters are to be addressed in the next financial year. Budget adjustments reflect the revised schedule of works
	1,140,722	326,510	-	326,510	1,467,232	472,227	32%	-	

2018/19 CAPITAL BUDGET CYCLE 1 MONITORING - UPDATE

APPENDIX 1

Scheme Name	Budget as at Exec 03/07/18 £	Adjustments Per This Report		Changes to be approved in this report	Revised Budget £	Total Spend as at 30/06/18 £	% Schemes Spend £	Financed by External Funding £	Narrative provided by Project Officers/Heads of Service
		Budget Adjustments	Reprofiled into Future Years	A + B					
		A	B	£					
HOUSING & DEVELOPMENT CONTROL									
Emergency Repairs	120,000			-	120,000	15,844	13%	120,000	8 grants have been approved to date, totalling £40k
Better Care Grant	2,500,000	1,223,649		1,223,649	3,723,649	203,055	5%	3,723,649	A total of £933k has been committed with 80 adaptations approved and a further 40 being completed. Officers continue to liaise with Social Services and Occupational Health to ensure those residents that require home adaptations are identified and assisted. The budget allocation from the better Care Fund for 2018/19 is £2.223m plus £1.5m from 2017/18
Energy Efficiency	40,000			-	40,000	26,555	66%	40,000	45 grants have been approved to date, totalling £39k
Empty Homes Programme	1,100,000			-	1,100,000	132,008	12%	-	So far this year we have acquired 5 properties and works are progressing on their renovation. Officers have identified a further 14 properties to take forward for CPO this financial year. Officers are also working on a number of properties, which they plan to take forward for enforcement action.
Interventions, Acquisitions and Demolitions	363,000			-	363,000	2,701	1%	-	Painting scheme in the Ingham and Lawrence Selective Licensing Area is ongoing. Phase 1 of the painting scheme is underway with the 2 other phases due to start soon.
	4,123,000	1,223,649	-	1,223,649	5,346,649	380,163	7%	3,883,649	
CHIEF EXECUTIVE / CORPORATE INITIATIVES									
Ward Opportunities Fund	101,159	(1,000)		(1,000)	100,159	1,760	2%	-	Members in Wards with budget available have been advised of their balances and the process for submitting proposals. £1k contribution has been transferred to the Stoops Wheeled Sport scheme
	101,159	(1,000)	-	(1,000)	100,159	1,760	2%	-	
	11,450,931	1,903,442	(1,673,585)	229,857	11,680,788	1,636,975	14%	5,442,478	

2017/18 Cycle 1

15,589,217

2,797,837

18%

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Scheme Name	Revised Budget £	FINANCING ELEMENTS						Total Revised Budget £
		Prudential Borrowing £	Revenue Cont'n / Reserves £	Capital Grants £	Capital Receipts £	Vacant Property Initiative Receipts £	3rd Party Contribution / Section 106 £	
Green Spaces & Amenities								
Thompson Park Restoration Project	690,879		178,033	512,846			-	690,879
Prairie Artificial Pitch	485,000	90,000		225,000			170,000	485,000
Play Area Improvement Programme	99,500		2,500		54,500		42,500	99,500
Vehicle & Machinery Replacement	119,069		119,069					119,069
Calder Park	10,132		2,000				8,132	10,132
Stoops Wheeled Sport	134,000			120,755	4,645		8,600	134,000
	1,538,580	90,000	301,602	858,601	59,145		229,232	1,538,580
Streetscene								
Burnley Town Centre Pedestrianisation Upgrade	13,615	13,615						13,615
River Training Walls	78,289				78,289			78,289
Lower St James Street	400,000		400,000					400,000
CCTV Infrastructure	65,331	65,331						65,331
Alleygate Programme	51,082				51,082			51,082
	608,317	78,946	400,000	-	129,371	-	-	608,317
Regeneration & Planning Policy								
Vision Park	295,904	198,502		97,402				295,904
Padiham Townscape Heritage Initiative	121,323			121,323	-			121,323
Former Open Market & Former Cinema Block	1,400,353	1,103,156	297,197					1,400,353
Weavers Triangle - Starter Homes	52,271			52,271				52,271
NW Burnley Growth Corridor	200,000			200,000				200,000
Burnley-Pendle Growth Programme	200,000		200,000					200,000
Town Centre & Weavers Triangle Project Work	350,000	250,000			100,000			350,000
	2,619,851	1,551,658	497,197	470,996	100,000	-	-	2,619,851
Finance & Property								
Towneley Hall Building Works	56,000				56,000			56,000
Contribution to Shopping Centre Redevelopment	375,000		375,000					375,000
Padiham Town Hall - Flood Works	3,048		3,048					3,048
Rationalisation of Operational Estate	300,000				300,000			300,000
Leisure Centre Improvements	93,077	93,077						93,077
Building Infrastructure Works	640,107		157,960		482,147			640,107
	1,467,232	93,077	536,008	-	838,147	-	-	1,467,232
Housing & Development								
Emergency Repairs	120,000			120,000				120,000
Better Care Grant	3,723,649			3,723,649				3,723,649
Energy Efficiency	40,000			40,000				40,000
Empty Homes Programme	1,100,000					1,100,000		1,100,000
Interventions, Acquisitions and Demolitions	363,000					363,000		363,000
	5,346,649	-	-	3,883,649	-	1,463,000	-	5,346,649
Chief Executive								
Ward Opportunities Fund	100,159				100,159			100,159
	100,159	-	-	-	100,159	-	-	100,159
TOTAL OF ALL SCHEMES	11,680,788	1,813,681	1,734,807	5,213,246	1,226,822	1,463,000	229,232	11,680,788

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CAPITAL RECEIPTS AND CONTRIBUTIONS ANALYSIS FOR 2018/19 AND CIP 2019-22

APPENDIX 3

	<u>General Capital Receipts</u> £	<u>Vacant Property Initiatives Receipts</u> £	<u>Section 106 Money</u> £	<u>3rd Party Cont'ns</u> £	<u>Total</u> £
Capital Resources Brought Forward on 1 April 2018	1,090,856	2,703,316	229,981	65,399	4,089,552
Add					
Resources Received As At 30 June 2018:	70,723	47,113	-	-	117,836
Further Resources Estimated to be Received during 2018/19:	1,076,800	511,950	-	187,624	1,776,374
Potential Resources Available during 2018/19	2,238,379	3,262,379	229,981	253,023	5,983,762
Less					
Required to finance Capital Programme	(1,226,822)	(1,463,000)	-	(229,232)	(2,919,054)
Earmarked for Revenue Expenditure	-	-	(2,345)	-	(2,345)
Earmarked for Delivery By Outside Bodies	-	-	(174,286)	-	(174,286)
Potential Capital Resources Carried Forward on 31 March 2019	1,011,557	1,799,379	53,350	23,791	2,888,077
Add					
Resources Estimated to be Received during 2019/20	456,000	625,000	-	410,860	1,491,860
Less - 2019/20 Capital Budget	(1,244,784)	(1,000,000)	-	(410,860)	(2,655,644)
Estimated Surplus / (Shortfall) of Resources as at 31 March 2020	222,773	1,424,379	53,350	23,791	1,724,293
Add - Resources Estimated to be Received during 2020/21	350,000	1,000,000	-	538,860	1,888,860
Less - 2020/21 Capital Budget	(533,195)	(1,000,000)	(53,350)	(538,860)	(2,125,405)
Estimated Surplus / (Shortfall) of Resources as at 31 March 2021	39,578	1,424,379	-	23,791	1,487,748
Add - Resources Estimated to be Received during 2021/22	300,000	1,000,000	-	-	1,300,000
Less - 2021/22 Capital Budget	(107,488)	(1,000,000)	-	-	(1,107,488)
Estimated Surplus / (Shortfall) of Resources as at 31 March 2022	232,090	1,424,379	-	23,791	1,680,260

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REPORT TO THE EXECUTIVE



DATE	18 September 2018
PORTFOLIO	Resources and Performance Management
REPORT AUTHOR	Asad Mushtaq
TEL NO	(01282) 477173
EMAIL	amushtaq@burnley.gov.uk

Revenue Budgets 2019/2022 – Latest Position and Savings Proposals

PURPOSE

1. To update the Executive on the latest position regarding balancing the Council's 2019/22 revenue budgets.
2. To outline proposed savings for recommendation to Full Council.

RECOMMENDATION

3. Executive are asked to recommend to Full Council approval to -
 - a) savings approved at Full Council in September 2017 totalling £0.357m (see paragraph 10 below) to assist in balancing the 2019/20 and 2020/21 revenue budgets - see Appendix 1
 - b) proposed savings totalling £0.877m to assist in balancing the 2019/20, 2020/21 and 2021/22 revenue budgets - see Appendix 1

REASONS FOR RECOMMENDATION

4. To progress the preparation of the Council's 2019/22 revenue budgets.

SUMMARY OF KEY POINTS

5. **Background**

The Council's Medium-Term Financial Strategy (MTFS) is regularly assessed and updated to provide an indication of budget pressures over the next three financial years. The 2019/22 strategy was approved at the meeting of Full Council on 21 February 2018 and indicated that the cumulative budget gap for 2019/20, 2020/21 and 2021/22 was estimated to be £3.2m, equivalent to 21.3% of the 2018/19 net revenue budget.

6. Members will recall that a report on the MTFs was considered and approved by the Executive in July 2016. This report was approved as the Council's financial plan – "Creating a Sustainable Future" - and was intended to develop a long term financially balanced framework for the Council. It is also the Council's four-year efficiency plan which fulfils the Government's requirements for securing a four-year Revenue Support Grant settlement. 2019/20 is the final year of the four-year efficiency plan.

7. **Creating a Sustainable Future for the period 2019/22**

The Council's financial plan considers the national and regional context and the need to re-balance the economy. However, at the heart of the Council's financial planning is a savings plan aligned to strategic intent. In considering opportunities for future savings, the Council has ensured that they are aligned to each of the themes contained within its strategic intent.

8. The table below summarises the latest MTFs position:

MTFS	2019/20 £m	2020/21 £m	2021/22 £m	Total £m
Funding	0.7	0.7	0.7	2.1
Continuation estimate	0.3	0.4	0.4	1.1
Budget Gap	1.0	1.1	1.1	3.2
% Net Revenue Budget	6.7%	7.3%	7.3%	

9. The assumptions underpinning the MTFs are:

- i) Council tax will increase by 1.9% each year
- ii) No increase has been factored in for inflationary changes in Council tax base, business rates or new homes bonus from the 2018/19 baselines;
- iii) Pay award has been assumed at 2% per annum, fees and charges at 2% per annum;
- iv) No changes have been assumed regarding changes in Council tax support claimant numbers;
- v) The MTFs/Efficiency Plan has been approved by the Department of Communities and Local Government and £1.6m Revenue Support Grant has been secured for 2019/20; and
- vi) Reductions in Revenue Support Grant for 2020/21 and 2021/22 will be in line with reductions in recent years.

10. **Savings Proposals**

Appendix 1 shows details of proposed total net savings of £0.877m - £0.596m for 2019/20, £0.246m for 2020/21 and £0.035m for 2021/22. The savings for 2019/20 include £0.270m of proposed reductions in posts, which are subject to formal consultation, although the Council will seek to minimise redundancies wherever possible. A further report will be brought back following the consultation process to obtain approval for the specific posts to be deleted.

In addition, £0.366m of savings were approved at Full Council on 27 September 2017. This has subsequently been reduced to £0.357m due to the deletion of subsequently unachievable savings, namely the Thompson Park NDR savings (£3k) and Review of the Property Function (£5k) proposals together with minor amendments (£1k), - £0.305m for 2019/20 and £0.052m for 2020/21. Total savings identified for 2019/20 to 2021/22 will therefore be £1.234m.

11. All of the proposals have been assessed in relation to equalities legislation, and it has been established that there is no disproportionate impact on people with protected characteristics. See Appendix 2 for details.

12. **Latest 2019/22 Revenue Budgets Position**

It can be seen in the table at paragraph 8 above that there is an overall savings requirement of £3.229m over the period 2019/22. The savings recommended for approval in Appendix 1 total £0.877m which, together with the £0.357m of savings already approved, leaves a balance of savings required over the period 2019/22 at this stage of £1.995m - £0.127m for 2019/20, £0.806m for 2020/21 and £1.062m for 2021/22. Proposals to meet the 2019/20 balance of savings required will be taken to Full Council for approval in February 2019.

13. **Risks**

- a) Funding changes – 2019/20 is the final year of the four-year settlement, which covered the period 2016/20. The Government is in the process of revising the methodology for allocating funding to Councils from 2020/21 onwards. This includes changes to the current business rates system together with a Fair Funding Review. A further round of consultation around the detail of these proposals is due in the near future. It is uncertain at this stage how these changes will impact on the Council's funding in future years.
- b) Capital projects – any projects under consideration require funding. If there is a shortfall in capital finance for these projects then pursuing them and using borrowing will significantly increase the revenue budget. The revenue implications will be considered as part of the monitoring of the Capital Programme.
- c) Budget preparation – The preparation of the 2019/20 continuation budget is currently being undertaken. Issues may arise from the exercise that could have an impact on the 2019/20 budget and future years.
- d) Public demand on commercial risks – An element of the savings proposals have arisen in response to the change in the Council's commercial risk appetite. Fees and charges are a significant element of the Council's funding and can be subject to fluctuations between years due to competition, weather and the performance of the economy. This will be closely monitored during the year to ensure that targets are being achieved.
- e) Interest rates – Interest rates have been at a historical low for the last few years. There are indications that the Bank of England will increase the base rate in stages, starting in 2018/19, during the next three-year period covered by the MTFs. This would have implications on the Council's revenue budget in future years where there is a requirement to finance future capital schemes from borrowing.

FINANCIAL IMPLICATIONS AND BUDGET PROVISION

14. As shown in the body of the report and appendices.

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. Scrutiny Committee.

BACKGROUND PAPERS

17. None

FURTHER INFORMATION

PLEASE CONTACT:

Asad Mushtaq - Head of Finance & Property

ALSO:

Howard Hamilton-Smith – Finance Manager

	2019/20 £'000	2020/21 £'000	2021/22 £'000	TOTAL £'000
Budget Gap (a)	1,028	1,104	1,097	3,229
Savings Approved				
Full Council September 2017	305	52	-	357
	305	52	-	357
Proposed Savings (see below)				
Staffing Savings	270	-	-	270
Non-Staffing Savings	326	246	35	607
	596	246	35	877
Total Savings (b)	901	298	35	1,234
Remaining Budget Gap - Savings to be identified (a-b)	127	806	1,062	1,995
Proposed Savings (detail)				
Staffing Savings				
Reductions in Staffing	270	-	-	270
	270	-	-	270
Non-Staffing Savings				
Burnley market operational savings	20	-	-	20
Efficiency saving on annual service charge @ 3% - Burnley Leisure	-	6	6	12
Introduce Pest Control chargeable service (Commercial property only)	10	20	-	30
Fixed Penalty Notice income share	30	20	-	50
Increased take-up of garden waste income (charges to remain the same)	35	-	-	35
Implement a charge for new property on re-naming and numbering	3	7	-	10
Increase in rental income from Council owned properties	-	27	15	42
Reduction in size of vehicle fleet and replace 5 small diesel vans with electric vehicles	-	14	14	28
Increase Disabled Facilities Grant administration fee - no impact on grants to residents	14	14	-	28
Capitalise 100% of a technical officer post (50% in each year)	21	21	-	42
Property Fund investment income	70	-	-	70
External audit fee saving	12	-	-	12
Relocate Contact Centre	39	117	-	156
Reduction in utility costs	72	-	-	72
	326	246	35	607
Total Savings Proposals	596	246	35	877

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APPENDIX 2 - SUMMARY OF EQUALITY IMPACT ASSESSMENT

REVENUE BUDGET SAVINGS PROPOSALS 2018/19

1.	Title of EIA	Equality Impact Assessment – Revenue Budget Savings Proposals 2019/20
2.	Person responsible for the assessment	Rob Dobson
3.	Contact details	01282 475 842 rdobson@burnley.gov.uk
4.	Date of assessment	Completed 22nd August 2018

An equality impact assessment has been carried out in respect of the proposals presented to Full Council in September 2018. This document summarises the results of this work. A further equality impact assessment in relation to the impact of the detailed proposals on the workforce will be presented to a future meeting of the Executive, once these are drawn up, and before decision making on that issue.

The outcome of this equality impact assessment is that all proposals being currently considered for savings in 2019/20 – 2021/22 are neutral in terms of their impact on people with protected characteristics under equalities legislation.

OBJECTIVE

1.	What is the main purpose of the project?	To set a budget for the council in 2019/20 that: <ul style="list-style-type: none"> • is in line with the agreed Medium Term Financial Strategy; • responds to the financial challenges facing the council; • enables the council to continue its focus on agreed priorities.
2.	Who are the main stakeholders?	Stakeholder analysis showed that the main stakeholders are Burnley Council's: <ul style="list-style-type: none"> • service users • residents/Council tax payers • Councillors; and • Council employees.

3.	How are they expected to benefit?	Through the council ensuring a sustainable future for its services through good financial management and transparent decision making to determine priorities.
4.	How will the change be implemented?	The budget will be agreed through decision making structures and processes in line with the council constitution. The agreed budget in 2019/20.
6.	Is the responsibility for the proposed function shared with another department or authority or organisation?	The decisions on council budget rest with the council.

A. DATA COLLECTION

1.	Approach and background to EIA analysis, including data collection	Budget proposals drawn up by service managers.
2.	What monitoring data do you have on the number of people (from different equality groups) who are using and could be impacted upon by the change in function?	Various data sources are held, including: <ul style="list-style-type: none"> • Analysis of workforce profile • Analysis of services • Census data.

B. COMMUNICATION AND INVOLVEMENT

1.	What information has assisted in completing this EIA?	Guidance including information contained on the Equalities and Human Rights Commission website has been considered.
2.	What communications activities have assisted in completing this EIA?	There has been consultation on the principles underlying the council's Medium Term Financial Strategy, and comments from that consultation have been considered during the EIA work.

Group	Area/s of impact	Positive impact on group	Negative impact on group – specified as high, medium or low	Neutral impact on group	Reason
Age	All areas of impact ¹			✓	All impacts in respect of people in this group were identified as neutral.
Disability	All areas of impact			✓	All impacts in respect of people in this group were identified as neutral.
Gender reassignment	All areas of impact			✓	All impacts in respect of people in this group were identified as neutral.
Marriage and civil partnership	All areas of impact			✓	All impacts in respect of people in this group were identified as neutral.
Pregnancy / and maternity	All areas of impact			✓	All impacts in respect of people in this group were identified as neutral.
Ethnicity	All areas of impact			✓	All impacts in respect of people in this group were identified as neutral.
Religion and belief	All areas of impact			✓	All impacts in respect of people in this group were identified as neutral.
Sex (gender)	All areas of impact			✓	All impacts in respect of people in this group were identified as neutral.
Sexual orientation	All areas of impact			✓	All impacts in respect of people in this group were identified as neutral.

¹ 'All areas of impact' refers to the detailed list of proposed revenue budget savings proposals 2018 - 19

Equality impact assessment action plan

A review of the implementation of the budget proposals will be carried out by an appropriate council officer, to identify if any equality impact issues have arisen. This will take place on a timetabled basis in September 2019, or earlier if issues are reported to the council. A specific area of focus will be to ensure that the relocation of customer service centre maintains or improves accessibility for older people, people with disabilities and people living with long term limiting illnesses such as dementia.

Appointments to Committees, Working Groups and Outside Bodies

REPORT TO FULL COUNCIL



DATE	26/09/2018
PORTFOLIO	None
REPORT AUTHOR	Eric Dickinson
TEL NO	01282 477258
EMAIL	edickinson@burnley.gov.uk

PURPOSE

1. To consider changes to appointments to Committees and Outside Bodies for the remainder of the 2018/19 Municipal Year.

RECOMMENDATION

2. That Full Council is recommended to make the following appointments for the remainder of the 2018/19 Municipal Year-;
 - (a) A nominated Councillor to Burnley Leisure to replace Councillor Asif Raja as Any Member;
 - (b) Councillor Lian Pate to replace Cllr John Harbour as Any Executive Member on the Burnley & Pendle Childrens Partnership; and
 - (c) Councillor Sue Graham to replace Cllr Mark Townsend on the Audit and Standards Committee as the Executive Member for Resources and Performance Management.
3. To confirm from the 1st August 2018 that Cllr Asif Raja, as Executive Member for Economy and Growth, is the Council's qualified appointee to Growth Lancashire as Alternate Director.

REASONS FOR RECOMMENDATION

4. To comply with legislation and to ensure that the Council continues to have an effective and efficient decision making structure

SUMMARY OF KEY POINTS

5. Burnley Leisure

At Full Council on 16th May 2018 Cllr Raja was appointed as Any Member to Burnley Leisure.

However Councillor Asif Raja was appointed by the Leader to the Executive, with effect from 1st August 2018, as the Executive Member for Economy and Growth.

Therefore in these circumstances nominations for a replacement to Cllr Raja on Burnley Leisure are invited from Group Leaders.

The following Cllrs have so far been nominated;

Cllr Bea Foster -Labour Group
Cllr Andrew Newhouse – Conservative Group

6. Burnley and Pendle Childrens Partnership

On 16th May 2018 at Full Council, Cllr John Harbour was appointed to Burnley Childrens Trust as Any Executive Member.

It is proposed that Cllr Lian Pate replaces Cllr John Harbour as Any Executive Member, as this would more closely reflect their responsibilities within the current Executive Portfolios.

7. Audit and Standards Committee

Audit and Standards Committee includes a qualified appointment for the Executive Member for Resources and Performance Management.

Appointments to Committees are reserved to Full Council, and therefore following the appointment by the Leader of Cllr Sue Graham from the 1st August 2018 as Executive Member for Resources and Performance Management, it is proposed that Cllr Sue Graham's appointment to the Audit and Standards Committee be approved.

8. Growth Lancashire

At 16th May 2018 Full Council, the qualified appointment of the Executive Member for Economy and Growth to Growth Lancashire was agreed as Alternate Director.

Following the appointment by the Leader from 1st August 2018 of Cllr Asif Raja as Executive Member for Economy and Growth to replace Cllr Sue Graham, the qualified appointment to Growth Lancashire relating to this post transferred to Cllr Asif Raja from this date, and it is proposed that this is confirmed.

FINANCIAL IMPLICATIONS AND BUDGET PROVISION

9. None.

POLICY IMPLICATIONS

10. None

DETAILS OF CONSULTATION

11. Member Structures and Support Officer Group.
Leader of the Council.
Member Structures and Support Working Group.

BACKGROUND PAPERS

12. None

FURTHER INFORMATION

PLEASE CONTACT:

ALSO:

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Constitutional Updates and Council Delegations

REPORT TO FULL COUNCIL



DATE	26/09/2018
PORTFOLIO	Leader
REPORT AUTHOR	Eric Dickinson
TEL NO	01282 477256
EMAIL	edickinson@burnley.gov.uk

PURPOSE

1. To inform Members of changes made by the Leader to the Executive and their Portfolios effective from the 1st August 2018.

RECOMMENDATION

2. That the changes made by the Leader to the Executive and their Portfolios effective from the 1st August 2018 be noted.

REASONS FOR RECOMMENDATION

3. To ensure that the requirements of the constitution are upheld, and that maximum transparency is maintained.

SUMMARY OF KEY POINTS

4. On 31st July 2018 the Leader appointed Cllr Asif Raja to the Executive as the Executive Member for Economy & Growth, and at the same time appointed Cllr Sue Graham as the Executive Member for Resources and Performance Management, both effective from the 1st August 2018. (Appendix 1).

The Executive Portfolios for both positions were otherwise unchanged (Appendix 2) As required by the constitution the changes to the Executive and Portfolios are being reported to the next Full Council meeting.

FINANCIAL IMPLICATIONS AND BUDGET PROVISION

13. None.

POLICY IMPLICATIONS

14. None.

DETAILS OF CONSULTATION

15. Member Structures Officer Group
Member Structures Working Group.

BACKGROUND PAPERS

16. None.

FURTHER INFORMATION

PLEASE CONTACT: Eric Dickinson

ALSO:

Deputy Leader and Executive Members
Cc Chief Operating Officer, Chief Executive

Our Ref ED

Your ref
Date 31st July 2018

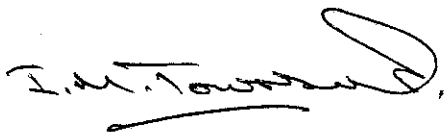
Dear Councillor/Officer,

Appointment of Executive Members 2018/19

I, Councillor Mark Townsend, as Leader of Burnley Borough Council, hereby notify you of the appointment of Councillor Asif Raja as Executive Member for Economy and Growth and appoint and confirm as appropriate the following Members as Executive Members for 2018/9, effective on 1st August 2018;

Councillor	Portfolio
John Harbour	Deputy Leader and Executive Member for Housing and Leisure
Asif Raja	Executive Member for Economy and Growth
Sue Graham	Executive Member for Resources and Performance Management
Lian Pate	Executive Member for Community and Environmental Services

Yours sincerely



Cllr Mark Townsend
Leader of Burnley Borough Council

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Executive Member Portfolios 2018/19

Portfolio	Services	Officer	Responsibilities	Lead Roles
<p>Leader Councillor Mark Townsend</p>	<p>Policy & Engagement</p>	<p>Chief Executive Head of Policy and Engagement</p>	<p>Ensure effective leadership of Council as a whole, that work is co-ordinated, resources are linked to agreed strategic priorities and the culture is responsive, open and helpful Determining the Council's strategic framework – Strategic Plan and ensuring this is translated into action Community Strategy Strategic direction of local, sub-regional and regional partnerships Civics - Civic matters/mayoral matters, Parish liaison overseas links, corporate hospitality Promoting inclusive growth and social inclusion within the borough</p>	<p>Promotion of Burnley Community Strategy Strategic regional/sub-regional agenda Education and skills lead UCLan lead Local Government Association Barnfield and Burnley Development Company Lancashire Local Enterprise Partnership PLACE</p>

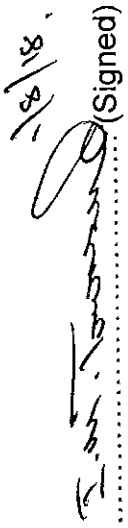
Portfolio	Services	Officer	Responsibilities	Lead Roles
Deputy Leader	Housing and Development Control	Chief Operating Officer	Planning and Building Control	Sustainability Member Champion
Executive Member for Housing and Leisure	Green Spaces and Amenities	Head of Housing and Development Control	All aspects of Housing Cemeteries and Crematoria Parks, open spaces and allotments Towneley Hall	Heritage Member Champion
Councillor John Harbour	Leisure and Culture	Head of Green Spaces and Amenities	Leisure and Culture	Pennine Lancashire Building Control Joint Committee
				Housing Associations in the Borough
				Private Rented Sector Forum
				Housing Joint Venture Partnership
				Leisure Trust

Portfolio	Services	Officer	Responsibilities	Lead Roles
<p>Executive Member for Economy and Growth</p> <p>Councillor</p> <p>Asif Raja</p>	<p>Economy and Growth</p>	<p>Chief Executive</p> <p>Strategic Head of Economy and Growth</p>	<p>Develop, promote and co-ordinate Regeneration work in Burnley</p> <p>All aspects of Economic Development</p> <p>Transport/Connectivity</p> <p>Local Development Framework</p> <p>Town Centre Strategy/Management</p> <p>Markets</p>	<p>Economic Development</p> <p>Transport Policy</p> <p>Town Centre</p> <p>Partnership and Management</p> <p>Local Plan</p> <p>Business Engagement</p> <p>Weavers Triangle</p>

Portfolio	Services	Officer	Responsibilities	Lead Roles
Executive Member for Resources and Performance Management	People and Development Legal and Democracy	Chief Operating Officer	Budget Preparation and Monitoring Asset management HR and Workforce planning	Financial Planning and budget preparation Budget Consultation
Cllr Sue Graham	Finance and Property Revenues & Benefits	Head of Finance and Property Head of People and Development	Performance and Improvement Procurement Corporate health and safety Corporate Governance	Risk management Organisation Development Performance
		Head of Legal and Democratic Services	Freedom of Information Customer Services & IT	Liberata Partnership

Portfolio	Services	Officer	Responsibilities	Lead Roles
Executive Member for Community and Environmental Services Councillor Lian Pate	Streetscene Environmental Health and Licensing	Chief Operating Officer Head of Streetscene Head of Policy and Engagement	All Streetscene issues Waste Collection/Recycling Community Safety Emergency Planning Engagement and Communication Equalities Young People Health Environmental Health and Licensing	Equality and Inclusion Lancashire Police and Crime Panel (Liaison) County Waste Management Group Engagement Strategy Public transport issues Armed Services/Military Covenant Champion Older People Burnley & Pendle Children's Partnership East Lancashire Health and Wellbeing Partnership Environmental Enforcement Partnership

V6 ED 010818

Leader of the Council:  (Signed)
.....

Date:.....010818.....

Report on Summary of Urgent Executive Decisions

REPORT TO FULL COUNCIL



DATE	26/09/2018
PORTFOLIO	Leader
REPORT AUTHOR	Eric Dickinson
TEL NO	01282 477256
EMAIL	edickinson@burnley.gov.uk

PURPOSE

1. To inform Full Council of the urgent decisions made by the Executive regarding the implementation of The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 from June 2017 to July 2018.

RECOMMENDATION

2. That the report detailing urgent Executive decisions made from June 2017 to July 2018 be noted.

REASONS FOR RECOMMENDATION

3. Section 19 of The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 requires that the Executive Leader must submit a report to Full Council periodically containing details of urgent executive decisions.

SUMMARY OF KEY POINTS

4. Section 19 of The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 states that a report must be submitted to Full Council periodically by the Leader containing details of each executive decision taken where the making of the decision was agreed as urgent regarding key decisions, in accordance with section 11 of the same regulations.
5. Section 11 of the Regulations relates to cases of special urgency for key decisions when obtaining agreement of the Chair of the Scrutiny Committee or the Mayor/Deputy Mayor is required for items to be considered by the Executive process (i.e. less than 5 working days notice was given).
6. Set out below is the following information, as required by Section 19, for each decision;
 - a) Particulars of each decision made; and
 - b) A summary of the matters in respect of which each decision was made.

Also included for completeness are Key Decisions where agreement of the Chair of the Scrutiny Committee or the Mayor/Deputy Mayor was required for Private Decisions (i.e less than 28 days notice was given) as set out by Section 5 (6).

Date of Notice	Type of Decision	Date of Decision	Decision Maker	Matter
040817	Section 5 (6)	150817	Executive	Water Procurement
301017	Section 5 (6)	141117	Executive	Workforce Planning
141117	Section 11	141117	Executive	Thompson Park Project
040418	Section 5 (6)	230418	Executive	Digitilisation of Planning
040418	Section 5 (6)	230418	Executive	Shop Leases on Brunshaw Avenue
310518	Section 11	050618	Executive	Amendment to Weavers Triangle Development Agreement

FINANCIAL IMPLICATIONS AND BUDGET PROVISION

7. None

POLICY IMPLICATIONS

8. None.

DETAILS OF CONSULTATION

9. Member Structures Working Group.

BACKGROUND PAPERS

10. None.

FURTHER INFORMATION

PLEASE CONTACT:

ALSO:

Scrutiny Chair Cycle 2 Report to Council

The Committee has met once during this cycle of meetings.

At our meeting on 17th September we received a presentation from the Chief Executive of Burnley Leisure, one of the Council's strategic partners. He gave an update on the activities of the Trust throughout 2017/18, and some areas that the Trust would look to focus on in the future to strengthen the business and support the charitable aims. Members found the annual report extremely encouraging and asked searching questions as to future direction of the Trust and its financial liabilities.

We also received feedback from the recent Peer Review follow up visit. It is pleasing that both the review team and partners gave positive feedback regarding the progress that has been made across a range of projects which have secured significant investment into the borough. The report also highlighted some potential areas for development, which will be explored in the near future. The Chief Executive fielded questions from members in an informative agenda item.

The meeting then moved on to budget matters, firstly receiving the most recent Capital and Revenue Budget Monitoring Reports, setting out the revised budgets for the current year, highlighting variances that have occurred and how expenditure has been re-profiled.

Following this, the Committee reviewed the medium-term Revenue Budget position, for the years 2019-20 to 2021-22, which set out the estimated level of savings required over the next three years. The report also identified a number of areas where savings had been identified that would assist with balancing the budget. Although the financial situation continues to be challenging, it is clear that in identifying savings options, the focus is on making efficiencies whilst maintaining service delivery wherever possible.

Committee members then considered the Scrutiny Review group looking at Dementia Services. The group is keen to support the rollout of the 'Herbert Protocol' across Lancashire. The protocol has been developed to help the emergency services in the event that someone living with dementia goes missing. The families and carers of those who have signed up to the scheme will be able to provide the emergency services with valuable information to assist with their relocation. This can include favourite places, previous addresses, places of work and suchlike. The group will be meeting again on Wednesday 31st October 2018, all Scrutiny members are encouraged to participate.

Cllr Andy Tatchell

Scrutiny Chair

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BURNLEY BOROUGH COUNCIL STRATEGIC PLAN PROGRESS REPORT TO THE FULL COUNCIL

26th September 2018

COUNCILLOR MARK TOWNSEND, LEADER OF THE COUNCIL	2
COUNCILLOR JOHN HARBOUR, DEPUTY LEADER AND EXECUTIVE MEMBER FOR HOUSING AND ENVIRONMENT.....	4
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COUNCILLOR MARK TOWNSEND, LEADER OF THE COUNCIL

Progress against our strategic commitments

Strategic commitment	Progress update
<p>PE1- We will work with partners to make the borough a place of aspiration, including supporting efforts to increase education attainment and skills development, and improve residents' health.</p>	<p>Initial indications following exam results day last month, is that the overall level of GCSE attainment this year has not built on the progress seen in recent years. However, congratulations go to Unity College which achieved its best-ever results building on from their successful Ofsted report in January 2018, when it was again judged to be a good school. I am keen to bring key partners together to identify how we can drive up attainment rates in the future.</p> <p>Congratulations also to A-level students at Thomas Whitham Sixth Form. The centre gained an overall improvement in the pass rate and the number of high-grade passes. Burnley College achieved its best-ever results. The college has seen an overall A Level pass rate of an outstanding 99.5% with 64% of students earning at least one A* to B top grade and 91% earning at least one high A* to C grade.</p> <p>The Government's Careers Strategy included a commitment to establish 20 Career Hubs nationally. A Careers Hub is a group of secondary schools and colleges, working with universities, other education and training providers, employers, and career guidance professionals to ensure that best practice is followed in schools. The Lancashire LEP submitted a bid for a hub covering Burnley, Pendle and Blackpool. I am pleased to say that, following support provided by this council, the bid was successful. The Hub will have access to support and funding to help them meet the 'gold standard' of careers education.</p> <p>We are subsidising the Children's University for a second year. There are currently 2,446 learners across 13 primary and 1 high school. There are 70 'learning destinations' in Burnley (and surrounding areas) and an event is planned for October 2018: The Science of Superheroes. Graduations took place at Burnley Mechanics on 29th June with 285 students attending.</p> <p>We also have 2 new schools signed up for this academic year with follow up contact being made to all non-Children's University schools in the area.</p>

Strategic commitment	Progress update
<p>PR1- We will contribute to the strategic direction of local, sub-regional and regional partnerships, and will position the borough for economic development investment.</p>	<p>Work to establish a combined authority for Lancashire is continuing, with a real will from respective local authorities across Lancashire to work together to address economic growth, skills and housing agenda. The Council leader, chief executive and other officers are contributing to the CA work streams to position the borough for economic investment. I sit on the Lancashire Leaders Core Group who will be all meeting Jake Berry MP in November to discuss and agree the next steps in establishing the Lancashire Combined Authority.</p>

COUNCILLOR JOHN HARBOUR, DEPUTY LEADER AND EXECUTIVE MEMBER FOR HOUSING AND ENVIRONMENT

Progress against our strategic commitments

Strategic commitment	Progress update
<p>PL2- We will improve the management of private rented accommodation.</p>	<p>Selective Licensing: Trinity, Queensgate & Gannow</p> <p>The Selective Licensing Team has processed 2145 applications to date, for properties in these three areas that require a licence. Of those completed applications received, 93% are now licenced.</p> <p>Officers will also be attending a trial at Burnley Magistrates court in relation to a case where a landlord has failed to licence four properties.</p> <p>Selective Licensing: Burnley Wood with Healey Wood, Leyland Road area and Ingham & Lawrence Street area</p> <p>The Selective Licensing Team has processed 1,150 applications to date for properties in these three areas that require a licence. Of those completed applications received, 91% are now licensed. The Team continues to work towards securing applications for the remaining properties that are not licenced and is working on the preparation of Civil Penalty Notices for non-compliance.</p> <p>Public Consultation</p> <p>The current Trinity, Queensgate and Gannow selective licensing areas are coming to an end in 2019. On 3rd September, the Council launched a public consultation on designating new schemes in these areas. The consultation will also consider the introduction of selective licensing in Daneshouse and Stoneyholme. Questionnaires have been hand delivered to all residents in the proposed areas and letters sent to all known landlords operating in the areas. Drop-in sessions have been arranged throughout September and October for residents and landlords; these have been publicised in the relevant areas and will allow stakeholders to meet with Council staff to discuss the proposals. The consultation will run until 26th November.</p> <p>Private Rented Disrepair</p> <p>Since the start of April 2018, the Council has received and dealt with 60 new disrepair complaints from private rented sector tenants. The Housing Standards Team has also carried out 125 pro-active property inspections within the selective licensing areas, the Daneshouse Ward area and through the Landlord Accreditation Scheme.</p>

	<p>The Housing Standards Team has a current caseload of 282 open/ongoing private rented sector disrepair cases. Many of these cases are dealt with informally and resolved promptly. In cases of serious non-compliance, formal enforcement action will be taken to ensure that tenants in the Borough live in decent homes, free from disrepair.</p>
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Strategic commitment	Progress update
<p>PL3- We will work with partners to improve quality and choice in the borough's housing stock.</p>	<p>The Borough continues to see further residential development and interest in housing land from developers. Calico and their development company Ringstones have submitted a planning application recently to continue the development of the Station Road Site in Padiham that will see housing for sale with a range of options to promote affordable home ownership.</p> <p>McDermott Homes have recently secured planning permission for 250 houses on the former school site at Kiddrow Lane that will improve the housing offer across the borough with a quality product for existing residents and those households wishing to locate to Burnley.</p> <p>Empty Homes Programme</p> <p>Work on the programme is progressing well. So far this year we have acquired 5 properties by CPO with 2 others underway. We have acquired 1 by agreement with an offer accepted on another property. Negotiations are underway with 2 further owners to acquire their interests.</p> <p>Interest in the Empty Homes Loan was strong during the first quarter of 2018/19 with 18 being received but this has slowed down in the second quarter with seven new enquiries currently being processed.</p> <p>The recent addition of new Empty Homes Assistant has meant that we are currently contacting over 70 owners regarding their empty properties and we will be taking a report to November Executive for approval to carry out more Compulsory Purchase Orders.</p>

Strategic commitment	Progress update
<p>PL4- We will implement our 2015-25 Green Space Strategy.</p>	<p>Restoration of Thompson Park I'm pleased to report that the official re-opening of Thompson Park took place on 19th August. Both the boathouse cafe and the pavilion will be managed by Burnley Leisure, with the pavilion offering an attractive venue for weddings, celebrations and corporate events.</p> <p>The water supply to the paddling pool was finally connected at the end of August and the pool was refilled, but repainting of the pool will not take place until spring to allow time for the pool surface to weather.</p> <p>Despite facilities not being fully complete, visitor numbers in Thompson Park increased to 89,000 in the period June to September compared with 77,000 in the same period last year.</p> <p>Play Area Improvement Programme The application to the Lancashire Environment Fund for the Towneley Riverside Inclusive Play Area has been submitted with a decision expected in October.</p> <p>Detailed designs for the improvement of Faraday Street play area are being prepared.</p> <p>Worsthorne Recreation Ground The planning application has been submitted and a further consultation meeting has been held with Worsthorne residents regarding the scheme.</p> <p>Calder Park Pump Track This project is now substantially complete and local children and parents were able to enjoy riding the new track during the summer holidays. The Council is very grateful to the Friends of Calder Park whose hard work is helping to transform the park for the benefit of local residents.</p>

Strategic commitment	Progress update
<p>PE2- We will continue to develop the leisure and cultural offer of Burnley in partnership with Burnley Leisure.</p>	<p>Prairie Artificial Turf Pitch The planning application for development of a second artificial turf pitch at Prairie Sports Village, together with additional parking has been submitted. Burnley Leisure has held further consultation meetings with local residents to keep them informed of the proposals.</p> <p>Towneley Golf Course Burnley Leisure has now taken over the management of the Towneley golf club house from Towneley Golf Club by agreement.</p> <p>I would like to express the Council's gratitude to Towneley Golf Club which, in the 1980s, took over what was derelict barn and developed it into the thriving club house it is now. Burnley Leisure will continue to work closely with the club and the Council to develop the clubhouse facilities with the aim of improving access to disabled users and providing better facilities for female golfers.</p> <p>Gym Membership Membership at St Peters and Padiham Leisure centre continues to grow and currently stands at over 3,300 across the two sites.</p>

COUNCILLOR SUE GRAHAM, EXECUTIVE MEMBER FOR RESOURCES AND PERFORMANCE

Progress against our strategic commitments

Strategic commitment	Progress update
<p>PF1- We will embed the partnership with Liberata within the Council's budget, strategic vision and commercial strategy.</p>	<p>The latest available contract performance data is from Q1. Contract performance is generally good. Though telephone responsiveness in the contact centre was just off target, targets for benefit processing, revenue collection, IT performance, environmental health service delivery, facilities management and payroll processing, were all achieved.</p>

Strategic commitment	Progress update
<p>PF2- We will adopt a Medium Term Financial Strategy that will put the Council on a sustainable financial footing. This strategy will set the framework for preparing annual budgets, ensuring the annual budget strategy is set within the context of the longer term outlook.</p>	<p>The second quarter of this financial year saw the completion and audit of the Statement of Accounts for 2017/18.</p> <p>This is an important opportunity to work with our external auditors, Grant Thornton, to test that the Council has put in place proper arrangements for securing economy, efficiency and effectiveness in its use of resources for the year ended 31st March 2018. An all-Member briefing occurred on the 16th of July 2018 to explain the accounts and their purpose.</p> <p>Grant Thornton, as part of their audit findings, commented on the quality and timeliness of financial information and concluded in one of their findings that the Council had “effective arrangements in place for sustainable resource deployment”.</p> <p>This represented another successful audit and delivered an unqualified audit opinion on our accounts. I would like to thank Finance staff and all those colleagues who contributed to make this happen in such a timely and planned manner.</p> <p>Work to update the Medium-Term Financial Strategy is ongoing. This will tackle the challenging savings target faced by the Council, currently £3.2m for 2019-2022. A major element of tackling this is presented elsewhere on this agenda, in the form of savings proposals for 2019/20 and beyond.</p> <p>These proposals, if approved, would leave a budget gap for 2019/20 of £127k. It is expected that further proposals will be brought to Full Council in February 2019 to close this remaining gap.</p>

Strategic commitment	Progress update
<p>PF4- We will deliver our Organisational Development strategy, ensuring we plan for the structures and capabilities the organisation needs, and empowering our workforce to deliver the objectives of the Strategic Plan.</p>	<p>Work has been ongoing to prepare documentary evidence and arrangements for our Investors in People (IIP) Assessment, commencing 17th September 2018, when 34 employees and two volunteers will be interviewed by the Assessor or the Council's Internal Review Team. The Assessor, Joanne Hamilton, interviewed the Management Team together in July.</p> <p>The 2018 Learning and Development Calendar has now been published and is available on the Council's intranet with some printed copies also available, developed from training needs identified from Performance & Development Reviews (PDRs) and discussions with Heads of Service.</p> <p>In principle proposals and budget impact for migration of employees to the revised 2019 NJC pay spine have been outlined to the trade unions. Firm proposals discussed in the coming weeks.</p> <p>Colleague Conferences were held at the beginning of June outlining the Council's achievements and future goals and priorities. Further celebration of individuals and team achievements took place at the Council's TEAM award event which was held at the new UCLAN campus at Victoria Mill on 7th September.</p>

COUNCILLOR LIAN PATE, EXECUTIVE MEMBER FOR COMMUNITY AND LEISURE SERVICES

Progress against our strategic commitments

Strategic commitment	Progress update
<p>PL1- We will implement a range of initiatives to maintain a clean, safe borough.</p>	<p>The Council continues to receive positive feedback on the quality and cleanliness of the Town Centre public realm. The new machine which tackles chewing gum and ensures the footpaths remain clean by using a scrubbing attachment is in full operation effectively. This is in addition to the Kingdom enforcement work, to help ensure the town centre looks great.</p> <p>The second year of the chargeable garden waste service is going smoothly. The customer numbers slightly exceed year 1 with approximately 9,500 subscriptions for 2018.</p> <p>The Council has recently commenced its commercial waste collection service. The service in partnership with Urbaser has attracted over 130 commercial waste customers across the borough and interest from local businesses that are looking to review their collection arrangements remains steady.</p> <p>In partnership with other agencies the Council continues to deliver a range of initiatives and project work to tackle ASB and crime in the Borough focusing resources on themes and issues identified by the partnership analyst. A current example is the work with key partners to reduce the sale and distribution of illicit alcohol and tobacco in the borough.</p> <p>The Council continues to take a proactive approach to tackling quality of life issues across the borough. To date during 2018, over 70 Community Protection Warnings and a further 10 Community Protection Notices have been issued by the Council to address anti-social behaviour.</p> <p>During August the Council in partnership with The Dogs Trust delivered a health check / microchipping event in the Thursby Gardens area of the town. The event was well attended with over 30 dogs and owners receiving expert advice and interventions including; health checks, microchipping, advice and assistance with training and vaccinations. The event was very popular and the Council will continue to support the work of the Dog's Trust to maintain the delivery of similar events across Burnley in the future.</p>

Strategic commitment	Progress update
<p>PF3- We will develop our digital strategy, so that more residents transact with us online and we are able to deliver services more efficiently</p>	<p>Liberata is making it easier for residents to sign up for paperless billing, through a “one click to sign up” email campaign which is targeted at bill payers who are most likely to want to switch to paperless.</p>

Additional information:

As Armed Forces Champion I am pleased to announce a programme of activity in the lead up to the 100 year commemoration of the end of the Great War. Details will be published in the next few weeks.

COUNCILLOR ASIF RAJA, EXECUTIVE MEMBER FOR ECONOMY AND GROWTH

Progress against our strategic commitments

Strategic commitment	Progress update
<p>PR2- We will proactively support the borough's businesses to innovate and expand, and make the borough a natural choice for business relocation.</p>	<p>Business Support</p> <p>The business team is currently working with 53 companies looking to relocate or expand. Of the 53, 19 are inward investment enquiries, with the remainder being existing Burnley-based businesses.</p> <p>Automotive & Aerospace company BCW Group continue to expand from their Innovation Drive head-quarters, this will see the completion and final phase of 86,000 sq. ft. of advanced manufacturing accommodation to facilitate their growth in the automotive sector. This growth will lead to the creation an additional 50 new jobs over the next 2 to 3 years for the company.</p> <p>The former Burnley Grammar school building, on the gateway to the town centre is to be converted to provide Burnley's first co-working space this Grade II listed building which will be known as Landmark is designed to appeal to digital based businesses with first phase completed in the coming weeks.</p> <p>Business Growth Programme</p> <p>The number of new jobs created since January this year by companies supported by the Business Growth Programme is 39. Two companies have received financial support which will lead to a further 55 jobs being created over the next 2 years.</p>

Strategic commitment	Progress update
<p>PR3- We will make the borough attractive to retail and leisure developers, and will identify a sustainable future for the Burnley Market.</p>	<p>The town centre continues to thrive with footfall up over the summer months. I would specifically like to congratulate the team at Marks and Spencer for winning Store of the Month in July following both an increase in footfall and basket spend.</p> <p>The Executive will be looking to approve the Draft Town Centre and Canalside Masterplan on 18th September 2018. This sets out an ambitious long-term plan for the Town Centre making best use of the council's assets. Members of the public and other interested parties have until 19th October to</p>

	<p>submit their views.</p> <p>The council has attended a major exhibition of retailers held in Manchester in September where we were able to meet with major retail and restaurant chains.</p> <p>The town centre partnership continues to support a range of events in the town centre. The first ever Burnley's Summer Garden Party event took place on 13th & 14th July with Street Food & Drink, outdoor games, gardening workshops, fairground rides, a Street Market, Thai Chi demonstrations, music stage and roaming performers. Organised by the Town Centre Manager, Burnley Markets and Charter Walk Shopping Centre Management, the event saw an extra 3,500 visitors come to the town centre and feedback included 'I've never seen the town looking so busy' and 'It was fantastic'.</p> <p>In Padiham the Council is actively encouraging investment supported through the Townscape Heritage Initiative. Physical works are supported through a range of events most notably the third Padiham on Parade 1940's event took place on 30 June & 1 July and attracted in excess of 15,000 visitors. This year the successful event included attractions at Gawthorpe Hall and a free vintage bus took visitors between the town centre and the Hall grounds</p> <p>Improvement works are underway at the market with the creation of a new food court area to provide an improved eating area and to install extraction in some of the units to address issues raised by customers and tenants.</p>
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Strategic commitment	Progress update
<p>PR4- We will develop and deliver the Local Plan. This will act as the key supporting framework for encouraging future employment and investment in a range of housing stock.</p>	<p>Burnley's Local Plan was adopted by Full Council on 26th July. This is a significant step forward encouraging further investment in both housing and employment land.</p> <p>The planning policy team has reported that 335 net additional dwellings were completed in 2017/18. This is a significant achievement and an indication of the confidence in the housing market.</p>

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