



Meeting of the Burnley Borough Council

To be held at 6.30 pm on
Wednesday, 25th September, 2019



Tuesday, 17 September 2019

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, 25th September, 2019

starting at 6.30 pm

To transact the business specified below.

**Catherine Waudby
Head of Legal and Democratic Services**

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

Notice in writing of the subject matter must be given to the Head of Legal & Democratic Services by 5.00 pm on the day before the meeting. Forms can be obtained for this purpose from the reception desk at Burnley Town Hall, Manchester Road or 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 7 - 20
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 Her Worshipful the Mayor.
4. Public Question Time
To receive questions, statements or petitions (if any) from members of the public.
5. Notices of Motion
 - a) Kashmir 21 - 22

6. Items for Decision by the Council

- a) Review of Polling Districts, Places and Stations 23 - 48
To consider proposals for Polling Districts, Places and Stations following a recent review.
- b) Appointments to Committees & Outside Bodies 49 - 50
To consider changes to appointments since the Appointments Council in May 2019.
- c) Constitutional Updates 51 - 56
To consider various amendments to the constitution relating to Part 5.1 Code of Conduct and CPR 20 relating to Members Conduct and mandatory development control training, and to consider amendments to the Delegations of the Head of Housing and Development Control within Part 3 (Council Functions) of the Constitution.
- d) Complaint under Code of Conduct 57 - 64
To note the decision of the Audit & Standards Sub-Committee Hearing Panel on 23rd July 2019.
- e) Strategic Plan 65 - 80
To consider the updated Strategic Plan 2019. (Executive Minute to follow)
- f) Capital Budget Monitoring Q1 2019/20 81 - 94
To consider the capital monitoring position at Quarter 1 of 2019/10
- g) Revenue Budget Monitoring Q1 2019/20 95 - 106
To consider the forecast revenue budget position at Quarter 1 2019/20.
- h) Council Tax Premium 107 - 116
To consider the extension of Council Tax Premium and the adoption of a Council Tax Premium policy. (Executive Minute to follow)
- i) Business Rates Discretionary Relief Policy 117 - 132
To consider an updated Non-Domestic Rates Discretionary Relief Policy. (Executive minute to follow)
- j) Revenue Budgets 2020-23 Latest Position & Savings Proposals 133 - 148
To consider the latest position regarding balancing the Council's budgets for 2020 – 23, and to consider further savings proposals. (Executive Meeting to follow)

7. Report from the Chair of Scrutiny

To consider a report from the Chair of Scrutiny.

8. Strategic Plan Progress Reports

149 - 166

To consider the Strategic Plan Progress Reports

9. Questions

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

Councillor Attendance

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

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

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BURNLEY BOROUGH COUNCIL FULL COUNCIL

BURNLEY TOWN HALL

Wednesday, 10th July, 2019

PRESENT

MEMBERS

Her Worshipful The Mayor (Councillor Anne Kelly) in the Chair;

Councillors W Khan (Vice-Chair), A Anwar, H Baker, G Birtwistle, C Briggs, B Brindle, P Campbell, F Cant, S Chaudhary, T Commis, I Emo, D Ferrier, A Fewings, B Foster, P Gill, S Graham, S Hall, J Harbour, A Hosker, S Hussain, M Ishtiaq, M Johnstone, T Kennedy, A Khan, L Khan, S Khan, G Lishman, M Lishman, S Lone, T Martin, P McCann, L Mehanna, N Mottershead, A Newhouse, L Pate, E Payne, M Payne, A Raja, D Roper, A Royle, A Tatchell, C Towneley and M Townsend

OFFICERS

Mick Cartledge	– Chief Executive
Lukman Patel	– Chief Operating Officer
Asad Mushtaq	– Head of Finance and Property
Joanne Swift	– Head of Streetscene
Catherine Waudby	– Head of Legal and Democratic Services
Eric Dickinson	– Democracy Officer
David Bristow	– Mayor's Officer

1 Minutes of the Last Meeting on 29th May, 2019

IT WAS AGREED

The Minutes of the meeting of the Council held on the 29th May 2019 were confirmed and signed by the Chair.

2 Declarations of Interest

Councillor Bea Foster declared an Other (Prejudicial) interest in Item 8 on the agenda regarding Strategic Progress Reports on Hargher Clough Community Centre.

Councillor Andy Fewings declared a Disclosable Pecuniary Interest (DPI) in Item 8 on the agenda regarding Strategic Progress Reports on Lower St James Street.

Councillor Andy Tatchell declared a DPI in Item 11 on the agenda regarding an Urgent Decision by the Chief Executive.

IT WAS AGREED

That regarding DPIs or an Other Prejudicial interest which any Member may have in Item 8 , those Members would not need to leave the room during Item 8 but they would not be able to take part in any discussion about that particular interest.

3 Mayor's Communications

The Mayor, on behalf of the Council, was presented with a gift from the Council Leader, Councillor Charlie Briggs, which was a picture by the artist Lloyd George Higgins of Clock Tower Mill, to say "Thank You " for his year as Mayor of Burnley.

4 Public Question Time

John Rowe addressed the Council under the Request to Speak Policy on Wood Top School.

Matthew Isherwood addressed the Council under the Request to Speak Policy on Recycling.

5 Notice of Motion-Boo Hoo

It was moved by Councillor Mark Townsend and seconded by Councillor Lian Pate that;

This Council calls on Boo Hoo, Burnley's largest private sector employer, to respond positively to the recommendation of the parliamentary Environmental Audit Committee report into fashion industry sustainability that they 'engage with USDAW as a priority and recognise unions for its workers'

An amendment was moved by Councillor Andy Fewings and seconded by Councillor Cosima Towneley that;

“The council calls on all businesses operating in the Borough to respond positively to the parliamentary Environmental Audit Committee’s report “Fixing Fashion: clothing consumption and sustainability” and ensure that their employees are given full and accurate information about their Trade Union rights as workers, including their rights to join a Union and to decide which union to join.

This Council calls on Boo Hoo, Burnley's largest private sector employer, to respond positively to the recommendation of the parliamentary Environmental Audit Committee’s report into fashion industry sustainability that they recognise unions for its workers as apriority”.

On being put to the vote the amendment was declared to be lost

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

6 Notice Of Motion- Glyphosate Free Burnley

It was moved by Councillor Andy Fewings and seconded by Councillor Sarah Hall that;

This Council notes that:

- there has been a 60% increase in the use of pesticides and herbicides, such as glyphosate, in the UK since 1990 [1];
- Italy, Portugal and the Canadian city of Vancouver have all banned use of glyphosate (or glyphosate-based weed killers) and France has banned the use of all non-agricultural pesticides as of January 2019;
- Monsanto and German owner Bayer face 12,000 lawsuits in the US from those that believe their illnesses are caused by their products. The first plaintiff won unanimously with many more to follow [2]. Australia has very recently seen its first lawsuit too [3];
- recent studies published in ScienceDirect show a 41% increased risk of Non-Hodgkin Lymphoma caused by exposure from glyphosate-based weed killers and products [4];

this Council believes:

- there is compelling evidence that glyphosate and a wide range of other herbicides and pesticides may be harmful to human health;
- the use of pesticides, herbicides and weed killers reduces biodiversity, impacting negatively on insects, birds and bees at a time when the world is losing 2.5% of its insect population per year [5];
- harmful weed killer residues can creep into the food chain [6]; and
- pets and children should not be playing in parks treated with such chemicals.

this Council resolves to:

- phase out the use of all pesticides, herbicides and weed killers on Council owned or maintained land;

- cut out all use of glyphosate-based treatments in all council operations within one year, except in parks and children's play areas where treatments will cease immediately;
- trial pesticide-free and herbicide-free alternatives during this period. Particularly those adopted by the likes of Hammersmith and Fulham, Lewes and Trafford Councils who use biodegradable foam or hot steam treatments on weeds. To be decided by Executive;
- grant an exception to the above ban regarding the control of Japanese knotweed, or other invasive species, where necessary and whilst there is no effective mechanical or alternative pesticide-free or herbicide-free techniques available. However, in this case pesticides and herbicides (such as glyphosate) will only be stem-injected, rather than sprayed, in order to reduce its spread in the environment;
- grant an exception on sprays only in relation to giant hogweed where it is absolutely necessary and not safe to be dug out or safely removed by other means and whilst there is no effective mechanical or alternative pesticide-free or herbicide-free techniques available;
- write to the Leader of Lancashire County Council to inform it of this Council's decision and to call on it to implement a ban on the same terms; and
- write to the Prime Minister to inform the Government of this Council's opposition to glyphosate-based herbicides and to call for a UK-wide programme to phase out its use.

In accordance with Council Procedure Rule 12- Motions on Expenditure- as this item would have the effect of materially increasing the expenditure of the Council, the motion was REFERRED to the Executive to consider and report back to a future meeting of the Full Council.

7 Notice of Motion- Declare a Climate Emergency

It was moved by Councillor Andy Fewings and seconded by Councillor Sue Graham that;

Full Council notes:

1 Humans have already caused irreversible climate change, the impacts of which are being felt around the world. Global temperatures have already increased by 1 degree Celsius from pre-industrial levels. Atmospheric CO₂ levels are above 400 parts per million (ppm). This far exceeds the 350ppm deemed to be a safe level for humanity;

- 2 In order to reduce the chance of runaway Global Warming and limit the effects of Climate Breakdown, it is imperative that we as a species reduce our CO₂eq (carbon equivalent) emissions from their current 6.5 tonnes per person per year to less than 2 tonnes as soon as possible;¹
- 3 Individuals cannot be expected to make this reduction on their own. Society needs to change its laws, taxation, infrastructure, etc., to make low carbon living easier and the new norm;
- 4 Carbon emissions result from both production and consumption;
- 5 Unfortunately, our current plans and actions are not enough. The world is on track to overshoot the Paris Agreement's 1.5°C limit before 2050;^{2, 3}
- 6 The IPCC's Special Report on Global Warming of 1.5°C, published last month, describes the enormous harm that a 2°C rise is likely to cause compared to a 1.5°C rise, and told us that limiting Global Warming to 1.5°C may still be possible with ambitious action from national and sub-national authorities, civil society, the private sector, indigenous peoples and local communities³;
- 7 The UK Government declared a Climate Change Emergency on the 1st May 2019 and Councils around the world are responding by declaring a 'Climate Emergency' and committing resources to address this emergency.⁴ At least 43 Councils have already declared a Climate Change Emergency.

Full Council believes that:

- 1 All governments (national, regional and local) have a duty to limit the negative impacts of Climate Breakdown, and local governments that recognise this should not wait for their national governments to change their policies. It is important for the residents of Burnley and the UK that towns and cities commit to carbon neutrality as quickly as possible;
- 2 Urban areas are uniquely placed to lead the world in reducing carbon emissions, as they are in many ways easier to decarbonise than rural areas – for example because of their capacity for heat networks and mass transit;
- 3 The consequences of global temperature rising above 1.5°C are so severe that preventing this from happening must be humanity's number one priority; and
- 4 Bold climate action can deliver economic benefits in terms of new jobs, economic savings and market opportunities (as well as improved well-being for people worldwide).

Full Council calls on Burnley Borough Council to:

- 1 Declare a 'Climate Emergency';
- 2 Call on the Executive to establish a cross-party 'Climate Change Working Group' (one member from each group) whose remit is to provide recommendations to the Executive, in light of the Climate Emergency, to make the Borough of Burnley carbon neutral by 2030, taking into account both production and consumption emissions (scope 1, 2 and 3)⁵;
- 3 Call on Lancashire County Council and Westminster to provide the powers and resources to make the 2030 target possible;
- 4 Call on the Executive to report to Full Council within six months with the actions the Council will take to address this emergency and detailed reasons with supporting evidence (from within existing resources and expertise without incurring third party expenditure) for the refusal of any recommendation(s) made by the Climate Change Working Group.

References:

- 1 Fossil CO₂ & GHG emissions of all world countries, 2017: <http://edgar.jrc.ec.europa.eu/overview.php?v=CO2andGHG1970-2016&dst=GHGpc>
- 2 World Resources Institute: <https://www.wri.org/blog/2018/10/8-things-you-need-know-about-ipcc-15-c-report>
- 3 The IPCC's Special Report on Global Warming of 1.5°C: <https://www.ipcc.ch/report/sr15/>
- 4 UK government: <https://www.bbc.co.uk/news/uk-politics-48126677> , Bristol, Calderdale, Lancaster, Trafford and other councils: <https://inews.co.uk/news/environment/climate-emergency-declaration-councils-green-party-un-report/> and overseas in US cities Berkeley: <https://www.theclimatemobilization.org/blog/2018/6/13/berkeley-unanimously-declares-climate-emergency> and Hoboken: <https://www.theclimatemobilization.org/blog/2018/4/25/hoboken-resolves-to-mobilize>, and the C40 cities: <https://www.c40.org/other/deadline-2020>
- 5 Scope 1, 2 and 3 of the Greenhouse Gas Protocol explained: <https://www.carbontrust.com/resources/faqs/services/scope-3-indirect-carbon-emissions>

An alteration was moved by Councillor Andy Fewings, that;

“There is an error in the motion that refers to last "month" where it should instead read "year" (point 6 of the notes)

To insert the words "The working group's first task will be to establish rules for and propose a citizen's assembly for climate change action so that the public can provide feedback to the working group in future so that they can take that into consideration when making recommendations to the Executive".

(add to point 2 of “Full council calls...”

In accordance with Council Procedure Rule 14.7, the meeting's consent was signified without further discussion, and the new substantive motion was then considered that;

Full Council notes:

- 1 Humans have already caused irreversible climate change, the impacts of which are being felt around the world. Global temperatures have already increased by 1 degree Celsius from pre-industrial levels. Atmospheric CO₂ levels are above 400 parts per million (ppm). This far exceeds the 350ppm deemed to be a safe level for humanity;
- 2 In order to reduce the chance of runaway Global Warming and limit the effects of Climate Breakdown, it is imperative that we as a species reduce our CO₂eq (carbon equivalent) emissions from their current 6.5 tonnes per person per year to less than 2 tonnes as soon as possible;¹
- 3 Individuals cannot be expected to make this reduction on their own. Society needs to change its laws, taxation, infrastructure, etc., to make low carbon living easier and the new norm;
- 4 Carbon emissions result from both production and consumption;
- 5 Unfortunately, our current plans and actions are not enough. The world is on track to overshoot the Paris Agreement's 1.5°C limit before 2050;^{2, 3}
- 6 The IPCC's Special Report on Global Warming of 1.5°C, published last year, describes the enormous harm that a 2°C rise is likely to cause compared to a 1.5°C rise, and told us that limiting Global Warming to 1.5°C may still be possible with ambitious action from national and sub-national authorities, civil society, the private sector, indigenous peoples and local communities³;
- 7 The UK Government declared a Climate Change Emergency on the 1st May 2019 and Councils around the world are responding by declaring a 'Climate Emergency' and committing resources to address this emergency.⁴ At least 43 Councils have already declared a Climate Change Emergency.

Full Council believes that:

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- 2 Urban areas are uniquely placed to lead the world in reducing carbon emissions, as they are in many ways easier to decarbonise than rural areas – for example because of their capacity for heat networks and mass transit;
- 3 The consequences of global temperature rising above 1.5°C are so severe that preventing this from happening must be humanity's number one priority; and
- 4 Bold climate action can deliver economic benefits in terms of new jobs, economic savings and market opportunities (as well as improved well-being for people worldwide).

Full Council calls on Burnley Borough Council to:

- 1 Declare a 'Climate Emergency';
- 2 Call on the Executive to establish a cross-party 'Climate Change Working Group' (one member from each group) whose remit is to provide recommendations to the Executive, in light of the Climate Emergency, to make the Borough of Burnley carbon neutral by 2030, taking into account both production and consumption emissions (scope 1, 2 and 3)⁵;

The working group's first task will be to establish rules for and propose a citizen's assembly for climate change action so that the public can provide feedback to the working group in future so that they can take that into consideration when making recommendations to the Executive".

- 3 Call on Lancashire County Council and Westminster to provide the powers and resources to make the 2030 target possible;
- 4 Call on the Executive to report to Full Council within six months with the actions the Council will take to address this emergency and detailed reasons with supporting evidence (from within existing resources and expertise without incurring third party expenditure) for the refusal of any recommendation(s) made by the Climate Change Working Group.

References:

- 1 Fossil CO₂ & GHG emissions of all world countries, 2017: <http://edgar.jrc.ec.europa.eu/overview.php?v=CO2andGHG1970-2016&dst=GHGpc>
- 2 World Resources Institute: <https://www.wri.org/blog/2018/10/8-things-you-need-know-about-ipcc-15-c-report>
- 3 The IPCC's Special Report on Global Warming of 1.5°C: <https://www.ipcc.ch/report/sr15/>
- 4 UK government: <https://www.bbc.co.uk/news/uk-politics-48126677> , Bristol, Calderdale, Lancaster, Trafford and other councils: <https://inews.co.uk/news/environment/climate-emergency-declaration-councils-green-party-un-report/> and overseas in US cities Berkeley:

<https://www.theclimatemobilization.org/blog/2018/6/13/berkeley-unanimously-declares-climate-emergency> and Hoboken: <https://www.theclimatemobilization.org/blog/2018/4/25/hoboken-resolves-to-mobilize>, and the C40 cities: <https://www.c40.org/other/deadline-2020>

5 Scope 1, 2 and 3 of the Greenhouse Gas Protocol explained: <https://www.carbontrust.com/resources/fags/services/scope-3-indirect-carbon-emissions>

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

8 Notice of Motion-Remembering Srebrenica

It was moved by Councillor Lian Pate and seconded by Councillor Paul Campbell that the Notice of Motion submitted below be withdrawn, in accordance with Council Procedure Rule 13 (f);

This Council:

- Notes that 2019 is the 24th anniversary of the Srebrenica genocide in Bosnia and Herzegovina, which saw over 8,000 Muslim men and boys killed by Serbian nationalist forces.
- Applauds the work of those involved in the pursuit of justice for the victims and their surviving relatives, including the International Commission of Missing People (ICMP) and the Mothers of Srebrenica, whose courage and humility in the face of unthinkable horror is an inspiration to us all.
- Commends the work of the charity, Remembering Srebrenica, in raising awareness of this tragic and preventable genocide and working in communities across Britain to help them learn the lessons of Srebrenica.

The Council resolves to:

- Mark the 25th anniversary in July 2020 with a commemorative gathering as part of the Remembering Srebrenica Memorial Week.

- Support the work of Remembering Srebrenica in communities across Burnley to learn the lessons from Srebrenica, to tackle hatred and intolerance to help build a better, safer and more cohesive society for everyone.
- Support the work of schools and education providers to bring the lessons of Srebrenica to young people across Burnley.

On being put to the vote the motion to withdraw was declared to be carried, and the motion was WITHDRAWN accordingly.

9 Recycling

With reference to Minute 5 of the Executive (18th June 2019) consideration was given to a recommendation on the budget aspect of recycling collections, moved by Councillor Cosima Towneley and seconded by Councillor Charlie Briggs;

That it be recommended to Full Council to add a capital budget of £720k for the procurement of wheeled bins and paper and card collection equipment in the 2019/20 capital budget

An amendment was moved by Councillor Mark Townsend and seconded, as follows;

That it be recommended to Full Council to add a capital budget of £720k for the procurement of wheeled bins and paper and card collection equipment in the 2019/20 capital budget; and any revenue savings are ring fenced for a) 50% for Streetscene for recycling and/or street cleanliness initiatives; and b) 50% into a Climate Change Emergency reserve to support future expenditure that may be required for local initiatives to meet carbon reduction targets. If at a future date the reserve is found not to be required the reserve and future savings to be allocated to Streetscene for the purposes identified at a).

On being put to the vote, the amendment was declared to be lost

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

10 Calendar of Meetings 2019/20

Consideration was given to an amended calendar of meetings for 2019/20.

IT WAS AGREED

That an amended Calendar of meetings for 2019/20 be approved based on the Annual and Appointments Council meeting taking place on 27th May 2020, as in Appendix 1.

11 Appointments to Committees and Outside Bodies

Consideration was given to the completion of and changes to appointments to Committees and Outside Bodies for the remainder of the 2019/20 Municipal Year, as a consequence of and since the Appointments Council on 29 May 2019.

An amendment was moved by Councillor Mark Townsend and seconded by Councillor John Harbour to delete the references to “Green” and “UKIP” from the definition of the Opposition in recommendation (f) of the report.

On being put to the vote, the amendment was declared to be lost.

IT WAS AGREED

That the following appointments be made for the remainder of the 2019/20 Municipal Year-;

- (1) Councillor Peter McCann as a Lib Dem Member on the Scrutiny Committee to replace Cllr Margaret Lishman;
- (2) Councillor Ivor Emo to replace Councillor Cosima Towneley on Development Control Committee as the relevant Executive Member (for Housing and Leisure);
- (3) Councillor Mark Payne, and Cllrs Emma Payne and Neil Mottershead as Substitute Members, from the Burnley and Padiham Independent Group (BPIP) representing the Ruling Group (LD/BPIP/CON) on the Lancashire Police and Crime Panel (LPCP);
- (4) Councillor Cosima Towneley as the relevant Executive Member (for Community and Environmental Services) , and Cllr Ann Royle as a Member from the largest Opposition Group (LAB), on the Parking and Traffic Regulations Outside London (PATROL) Adjudication Joint Committee;
- (5) Councillor Cosima Towneley as the Any Executive Member on Burnley and Pendle Childrens Partnership(BPCP);
- (6) Councillor Lian Pate as the nominee from LAB to be the Experienced Opposition Member (LAB/Green/UKIP/IND) on Burnley and Pendle Citizens Advice Bureau (BPCAB);
- (7) Councillor Gordon Birtwistle as the Any Executive Member on North West Employers Local Authorities Organisation (NWLAEO) as Substitute(Cllr M Lishman has already been appointed as the Primary Member);
- (8) Councillor Ivor Emo as the Any Executive Member on Stocks Massey Bequest (up to May 2020) (Cllr Towneley has already been appointed as an LCC Member);
- (9) Councillor Lian Pate and Councillor Mark Townsend as Labour Members to replace Councillor Bill Brindle and Councillor Tony Martin on the Scrutiny Committee;
- (10) That the qualified appointments to Growth Lancashire be amended , so that the Public Sector Director is changed from Leader to Executive Member for Economy and Growth, and that the Alternate Director (currently Executive

Member for Economy and Growth) be removed from the OB list. Therefore that Councillor Gordon Birtwistle replaces Cllr Charlie Briggs as the Public Sector Director, as the only Council's only representative.

12 Constitutional Updates

Members considered amended Executive Member Portfolios, various amendments to the constitution relating to Part 2, 4.9, and 5.11, amendments to the delegations of the Head of Housing and Development Control, and that Call in was waived regarding an Executive decision on Capital Works to the Town Hall Roof.

IT WAS AGREED

- (1) That an amended Part 3 (Executive Functions) Scheme of Delegation as made by the Leader relating to detailed Executive Member Portfolios be noted, as set out in Appendix 1;
- (2) That Full Council be recommended to approve amendments to the constitution relating to Part 2 Article 16.03 (Appendix 2), Part 4.9 (Appendix 3), and Part 5.11 (Appendix 4);
- (3) That amendments to Part 3 (Executive Functions) Scheme of Delegation made by the Leader to the delegations of the Head of Housing and Development Control, relating to the Housing and Planning Act 2016, be noted (Appendix 5); and
- (4) That it be noted that Call in was waived regarding a decision made by the 18th June 2019 Executive on Capital Works regarding the Town Hall Roof.

13 Duration of Meeting

In accordance with Council Procedure Rule 13 (I), Members considered a motion without notice to continue the meeting beyond three hours in duration, until the business was concluded, and it was RESOLVED accordingly.

14 Revenue Budget Outturn 2018/19

With reference to Minute 18 of the Executive (2nd July 2019) consideration was given to the 2018/19 final revenue outturn position.

IT WAS AGREED

- (1) That the final position on the Council's revenue account for 2018/19 which shows a break even position be approved. This remains unchanged from the outturn position estimated during quarter 3 budget monitoring;
- (2) That the transfers to/from Earmarked Reserves totalling a net £0.468m addition to reserves be approved (see Appendix 2);and
- (3) That additional revenue budget carry forward requests from Heads of Service totalling £0.128m be approved (see Appendix 3).

15 Capital Budget Outturn 2018/19

With reference to Minute 19 of the Executive (2nd July 2019) consideration was given to the 2018/19 final capital outturn position.

IT WAS AGREED

- (1) That the final position on capital spending and financing of £6.422m for 2018/19 be approved as shown in Appendices 1 & 2, which equates to 81% of the final resources position; and
- (2) That the revised capital budget for 2019/20 totalling £19.625m be approved as outlined in Appendix 3, (including net carry forward of £1.401m).

16 Treasury Management Review 2018/19

With reference to Minute 20 of the Executive (2nd July 2019) consideration was given to treasury management activity during 2018/19.

IT WAS AGREED

That the annual treasury management activity for the year ended 31 March 2019 be noted..

17 Report from the Chair of Scrutiny Cycle 1 2019/20

IT WAS AGREED

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

18 Strategic Plan Progress Reports

IT WAS AGREED

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

19 Exclusion of the Public

RESOLVED

That the public be excluded from the meeting before discussion takes place on the following items of business relating to Minute 20 on the grounds that if the public were present there would be a disclosure to them of exempt information within the meaning of Part VA of the Local Government Act 1972 relating to the financial or business affairs of any particular person (including the authority holding that information).

20 Urgency Decision by the Chief Executive - Town Hall Roof

Councillor Andy Tatchell left the meeting and did not take part in the item.

With reference to Minute 14 of the Executive (18th June 2019) and Minute 1 of Urgent Delegated Decisions by the Chief Executive (Council Functions) (19th June 2019), consideration was given to the noting of the urgent delegated decision by the Chief Executive regarding capital works on the Town Hall roof.

IT WAS AGREED

That the Urgent Delegated Decisions by the Chief Executive (Council Functions) (19th June 2019) regarding capital works on the Town Hall roof be noted.

Kashmir Motion to the Full Council.

This Council recognises the direct family ties and relationships that many Burnley residents have with Kashmir and its people. It's thought that more than 500 people in the borough are of Kashmiri origin. This longstanding unresolved international problem has significantly deteriorated in recent weeks, which is causing concern to many residents. This Council calls for the following:

1. The Council expresses its concerns regarding human rights violations to the people of Kashmir, the imposition of curfews and lockdowns and the threat of increased conflict in the region and beyond.
2. That this Council condemns the revocation of article 370 of the Indian Constitution, removing the autonomous rights of the Kashmiri people and inflicting inhuman conditions by the imposed total lockdown on the entire region.
3. The Council expresses its concerns over the allegations of brutal army oppression to the people of Kashmir and calls for any crimes to be investigated and brought to justice.
4. That a letter be sent to the Foreign Secretary urging immediate action on the resolutions moved and agreed by this Council, and to express its concerns regarding the human rights violations and the threat of increased conflict in the region and beyond.
5. That all the past resolutions of the United Nations on Kashmir be fully implemented with immediate effect by India allowing a freedom of choice to the Kashmiri people.

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REPORT TO COUNCIL



DATE	25th September 2019
PORTFOLIO	Leader
REPORT AUTHOR	Alison Stirling
TEL NO	01282 477261
EMAIL	astirling@burnley.gov.uk

Review of Polling Districts/Places/Stations

PURPOSE

1. To advise Members of the Returning Officers proposals following the review of polling districts, places and stations.

RECOMMENDATION

2. That consideration be given to the proposals for polling districts/places/stations as set out in the attached schedule and:
 - (a) Members note the proposed change in the Cliviger with Worsthorne Ward to split polling district HB, to create a new additional polling district (HE) with the polling station as Mount Zion Church, Burnley Road, Cliviger. The now smaller polling district HB would remain, with Cliviger Village Hall continuing as the polling station;
 - (b) If Kibble Bank Community Centre (polling district BA in Lanehead) is sold and is no longer available to use as a polling station that Members note the proposal to merge polling districts BA and BC in the Lanehead Ward, with the polling station as St James Lanehead C of E School, Briercliffe Road, Burnley;
 - (c) Members note the proposed change in the Brunshaw Ward to merge polling districts FC and FD to create one larger polling district, with Brunshaw Nursery, Morse Street continuing as the polling station; and
 - (d) With the exception of a) to c) above, Members note the Returning Officers decision not to change any other polling districts/places/stations.

REASONS FOR RECOMMENDATION

3. In order to improve facilities for electors and to comply with the Electoral Administration Act 2006.

SUMMARY OF KEY POINTS

4. The reasons for the review

Under the Representation of the People Act 1983, the Council has a duty to divide the borough into polling districts and to designate a polling place for each district. It also has to keep arrangements under review.

The Electoral Registration and Administration Act 2013 introduced a change to the timing of compulsory reviews of UK Parliamentary polling districts and polling places. The next compulsory review has to be undertaken between 1st October 2018 and 31st January 2020.

The statutory responsibility for reviewing polling districts and places rests with the Council. Polling stations are chosen by the Returning Officer.

5. Consultation

The initial consultation for the review took place 1st July 2019 to 1st August 2019.

The review documentation was made available for inspection at the Elections Office, Burnley Town Hall and on the council’s website. Members of the Borough Council, County Councillors, Parish Clerks, MP and local community groups were sent details of the current polling stations and invited to comment.

Representations were received from Cliviger Parish Council and Councillor Tony Martin (Trinity Ward) and the details are included in the proposals below.

6. Proposals

To summarise, it is proposed that the majority of the existing polling districts/places/stations remain the same except for the following (some of the comments are observations and not proposals for change).

<u>Ward, Polling District /Place and current Polling Station</u>	<u>Proposals / Observations</u>
Cliviger with Worsthorne - HB Village Hall, Holme in Cliviger, Burnley	Representations received from Cliviger Parish Council to revert to the previous polling district arrangements in the Cliviger with Worsthorne Ward, dividing polling district HB (Cliviger Village Hall) to create an additional polling district with the polling station as Mount Zion Church, Burnley Road, Cliviger.(electorate 600) In addition to this new polling district as outlined above, the now smaller polling district HB would remain, with Cliviger Village Hall continuing as the polling station (electorate 460)

<p>Trinity – IA</p> <p>Coal Clough Academy, Swindon Street, Burnley</p>	<p>Representations received from Councillor Tony Martin to identify a new polling station in polling district IA.</p> <p>Contact made with Howard Street Community Health Centre. The premises has been closed since 1st September and can therefore not accommodate a polling station.</p> <p>Coal Clough Academy is a suitable venue therefore no change proposed.</p>
<p>Trinity – ID</p> <p>Rosehill Baptist Church, Rosehill Road, Burnley</p>	<p>Representations received from Councillor Tony Martin to identify a new polling station in polling district ID to replace Rosehill Baptist Church, Rosehill Road, Burnley.</p> <p>Repeated attempts made to contact Magical Trees Private Nursery but they have not responded.</p> <p>Rosehill Baptist Church is a suitable venue, therefore no change proposed.</p>
<p>Lanehead – BA</p> <p>Kibble Bank Community Centre, Kibble Bank Estate, Underley Street (off Marsden Road), Burnley</p>	<p>No change, existing arrangements are suitable at the present time.</p> <p>However, Kibble Bank Community Centre is currently up for sale and may not be available for future elections.</p> <p>Should this happen, depending on the timings involved, a mobile unit may be used, depending if a suitable location could be identified to site it. This would only be a temporary arrangement.</p> <p>The proposal would be to merge polling districts BA (Kibble Bank Community Centre) and BC (St James Lanehead C of E School) to make a larger polling district with an electorate of 1491 and the polling station would be St James Lanehead C of E School for this new larger polling district.</p>
<p>Brunshaw – FC and FD</p> <p>Brunshaw Nursery, Foundation Centre Entrance, Morse Street, Burnley</p>	<p>There are currently two rooms in the nursery used as polling stations, one of them is very small and not ideal. Also, electors from one polling district have to walk through the first room to access their polling station.</p>

	<p>The Returning Officer is recommending that polling districts FC and FD be merged to create a larger polling district, to be known as FC. The overall electorate would be 2235 with 342 postal voters.</p>
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The proposals were published on 1st August 2019, and anyone wishing to comment had until the 2nd September 2019 to do so.

The Returning Officer’s final recommendations will be submitted to Council on 25th September 2019.

Any agreed changes will come into force on publication of the Register of Electors on 1st December 2019.

7. Guidelines

The following considerations were taken into account when drawing up the proposals. The first two are required by law; the others are guidelines, not strict rules.

- (1) The Council must seek to ensure that all electors have such reasonable facilities for voting as are practicable in the circumstances;
- (2) The Council must seek to ensure that as far as is reasonable and practicable every polling district is accessible to electors who are disabled.
- (3) Ideally the polling place should be in its own polling district;
- (4) No polling place should be shared by two wards;
- (5) Where possible “natural” boundaries should be used, eg. railways, major roads, waterways;
- (6) All properties in a minor road or estate should be in the same polling district; and
- (7) Polling places should be “logical”, that is, electors should not have to pass another polling place to get to their own place.

FINANCIAL IMPLICATIONS AND BUDGET PROVISION
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- 8. The cost of the review and all costs arising from the proposed changes will be met from existing budgets.

POLICY IMPLICATIONS

- 9. The review is being undertaken in line with the Council’s Customer Impact Assessment procedure to ensure that as far as is reasonable and practicable, all polling stations are accessible to voters.

DETAILS OF CONSULTATION

10. Member Structures and Support Officer Group, Member Structures Working Group
Returning Officer
Borough Councillors, County Councillors, Parish Clerks, MP, Local Community Groups

BACKGROUND PAPERS

11. https://www.electoralcommission.org.uk/sites/default/files/word_doc/Polling-district-review-guidance.doc

FURTHER INFORMATION	Alison Stirling
PLEASE CONTACT:	01282 477261
ALSO:	

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**Schedule of Polling Districts, Polling Places and Polling Stations
Returning Officers Recommendations - September 2019**

**Bank Hall Ward
(Electorate 4038)**

Polling District	Other Election Area Information	Number of Electors	Number of Postal Votes	Polling Place / Station	Disabled Access	Returning Officer's Recommendations
EA	Burnley Constituency Burnley North East County Division	1385	252	Linkbridge, 1 Swinless Street, Burnley	Yes	No change, existing arrangements are suitable.
EB	Burnley Constituency Burnley Central East County Division	1184	183	The Church of Jesus Christ of Latter-Day Saints, Belvedere Road, Burnley, BB10 4BQ	Yes	No change, existing arrangements are suitable.
EC	Burnley Constituency Burnley Central East County Division	1033	166	St. Catherine's Church Hall, Mary Street, Burnley	Yes	No change, existing arrangements are suitable.
ED	Burnley Constituency Burnley North East County Division	436	68	Canalside Community Centre, 62 Lindsay Street, Burnley, BB11 2SF	Yes	Steps into polling station, however disabled access is available at side of building. No change, existing arrangements are suitable.

**Schedule of Polling Districts, Polling Places and Polling Stations
Returning Officers Recommendations - September 2019**

**Briercliffe Ward
(Electorate 4459)**

Polling District	Other Election Area Information	Number of Electors	Number of Postal Votes	Polling Place / Station	Disabled Access	Returning Officer's Recommendations
AA	Burnley Constituency Burnley Rural County Division Briercliffe Parish	723	101	Haggate Baptist Church, Burnley Road, Briercliffe, Burnley	Yes	No change, existing arrangements are suitable.
AB	Burnley Constituency Burnley Rural County Division Briercliffe Parish	2412	262	Briercliffe Community Centre, Jubilee Street, Briercliffe, Burnley	Yes	No change, existing arrangements are suitable.
AC	Burnley Constituency Burnley Rural County Division	1324	209	St. James' Lanehead C of E School, Briercliffe Road, Burnley	Yes	No change, existing arrangements are suitable.

**Schedule of Polling Districts, Polling Places and Polling Stations
Returning Officers Recommendations - September 2019**

**Brunshaw Ward
(Electorate 4701)**

Polling District	Other Election Area Information	Number of Electors	Number of Postal Votes	Polling Place / Station	Disabled Access	Returning Officer's Recommendations
FA	Burnley Constituency Burnley Central East County Division	1144	196	Burnley Football Club, 1882 Lounge, Harry Potts Way	Yes	No change, existing arrangements are suitable.
FB	Burnley Constituency Burnley Central East County Division	1322	168	Brunshaw Methodist Church, Rimington Avenue, Burnley	Yes	No change, existing arrangements are suitable.
FC	Burnley Constituency Burnley Central East County Division	1499	219	Brunshaw Nursery, Foundation Centre Entrance, Morse Street, Burnley, BB10 4PB	Yes	There are currently two rooms in the nursery used as polling stations (FC and FD), one room is very small and not ideal. Also, electors from one polling district have to walk through the first room to access their polling station. The Returning Officer is recommending that polling districts FC and FD be merged to create a larger polling district, to be known as FC. The overall electorate would be 2235 with 342 postal voters.
FD	Burnley Constituency Burnley Central East County Division	736	123	Brunshaw Nursery, Foundation Centre Entrance, Morse Street, Burnley,	Yes	There are currently two rooms in the nursery used as polling stations (FC and FD), one room is very small and not ideal. Also, electors from one polling district have to walk through the first room to access their polling

				BB10 4PB		station. The Returning Officer is recommending that polling districts FC and FD be merged to create a larger polling district, to be known as FC. The overall electorate would be 2235 with 342 postal voters.
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**Schedule of Polling Districts, Polling Places and Polling Stations
Returning Officers Recommendations - September 2019**

**Cliviger-With Worsthorne Ward
(Electorate 4289)**

Polling District	Other Election Area Information	Number of Electors	Number of Postal Votes	Polling Place / Station	Disabled Access	Returning Officer's Recommendations
HA	Burnley Constituency Burnley Rural County Division Cliviger Parish	895	151	67 Richmond Avenue, Cliviger, Burnley, BB10 4JL	Yes, portable ramp provided	No change, existing arrangements are suitable.
HB	Burnley Constituency Burnley Rural County Division Cliviger Parish	1059	208	Village Hall, Holme-in-Cliviger, Cliviger, Burnley	Yes	Representations received from Cliviger Parish Council to revert to the previous polling district arrangements in the Cliviger with Worsthorne Ward, dividing polling district HB (Cliviger Village Hall) to create an additional polling district (HE) with the polling station as Mount Zion Church, Burnley Road, Cliviger.(electorate 600) In addition to this new polling district as outlined above, the now smaller polling district HB would remain, with Cliviger Village Hall continuing as the polling station (electorate 460)
HC	Burnley Constituency Burnley Rural County Division Worsthorne-With-Hurstwood Parish	1388	220	Thornton Arms, (Access via car park to rear of building), 22 Brownside Road, Burnley, BB10 3JS	Yes	No change, existing arrangements are suitable.
HD	Burnley Constituency	947	118	Worsthorne Primary School,	Yes, portable	No change, existing arrangements are suitable.

	Burnley Rural County Division Worsthorne-With-Hurstwood Parish			Brownside Road, Worsthorne, Burnley	ramp provided	
<i>HE</i>	<i>Burnley Constituency</i> <i>Burnley Rural County Division</i> <i>Cliviger Parish Council</i>	<i>600</i>		<i>Mount Zion Church, Burnley Road, Cliviger</i>	<i>Yes</i>	<i>Representations received from Cliviger Parish Council to revert to the previous polling district arrangements in the Cliviger with Worsthorne Ward, dividing polling district HB (Cliviger Village Hall) to create an additional polling district (HE) with the polling station as Mount Zion Church, Burnley Road, Cliviger.(electorate 600)</i> <i>In addition to this new polling district as outlined above, the now smaller polling district HB would remain, with Cliviger Village Hall continuing as the polling station (electorate 460)</i>

**Schedule of Polling Districts, Polling Places and Polling Stations
Returning Officers Recommendations - September 2019**

**Coalclough-With-Deerplay Ward
(Electorate 4030)**

Polling District	Other Election Area Information	Number of Electors	Number of Postal Votes	Polling Place / Station	Disabled Access	Returning Officer's Recommendations
KA	Burnley Constituency Burnley South West County Division	1930	301	Parkside Methodist Church, 175 Cog Lane, Corner of Myrtle Avenue, Burnley, BB11 5AH	Yes	No change, existing arrangements are suitable.
KB	Burnley Constituency Burnley South West County Division	732	101	Christ the King RC Primary School, Calderbrook Avenue, Burnley	Yes	No change, existing arrangements are suitable.
KC	Burnley Constituency Padiham and Burnley West County Division Habergham Eaves Parish	1219	202	Unit 6, Remec Engineering Services, Summit Works, Manchester Road, Burnley, BB11 5HG	Yes	No change, existing arrangements are suitable.
KD	Burnley Constituency Padiham and Burnley West County Division Dunnockshaw Parish Clowbridge Ward	83	21	Unit 6, Remec Engineering Services, Summit Works, Manchester Road, Burnley, BB11 5HG	Yes	No change, existing arrangements are suitable.
KE	Burnley Constituency	66	11	Unit 6, Remec Engineering Services, Summit Works,	Yes	No change, existing arrangements are suitable.

	Padiham and Burnley West County Division			Manchester Road, Burnley, BB11 5HG		
	Dunnockshaw Parish Dunnockshaw Ward					

**Schedule of Polling Districts, Polling Places and Polling Stations
Returning Officers Recommendations - September 2019**

**Daneshouse-With-Stoneyholme Ward
(Electorate 4281)**

Polling District	Other Election Area Information	Number of Electors	Number of Postal Votes	Polling Place / Station	Disabled Access	Returning Officer's Recommendations
DA	Burnley Constituency Burnley Central East County Division	1635	552	Main entrance, Stoneyholme and Daneshouse Youth and Community Centre, Daneshouse Road, Burnley	Yes	No change, existing arrangements are suitable.
DB	Burnley Constituency Burnley Central East County Division	1132	380	Burnley Boys Club, Barden Playing Fields, Barden Lane, Burnley	Yes	No change, existing arrangements are suitable.
DC	Burnley Constituency Burnley Central East County Division	1321	358	The Chai Centre, Hurtley Street, Burnley, BB10 1BY	Yes	No change, existing arrangements are suitable.
DD	Burnley Constituency Burnley Central East County Division	193	15	Canalside Community Centre, 62 Lindsay Street, Burnley, BB11 2SF	Yes	No change, existing arrangements are suitable.

**Schedule of Polling Districts, Polling Places and Polling Stations
Returning Officers Recommendations - September 2019**

**Gannow Ward
(Electorate 4088)**

Polling District	Other Election Area Information	Number of Electors	Number of Postal Votes	Polling Place / Station	Disabled Access	Returning Officer's Recommendations
NA	Burnley Constituency Burnley South West County Division	1103	169	Palace House and Woodbine Tenants and Residents Association, 1 Anglesey Avenue, Burnley	Yes	No change, existing arrangements are suitable.
NB	Burnley Constituency Burnley Central West County Division	861	126	Padiham Road Methodist Church, Brassey Street, Burnley	Yes	No change, existing arrangements are suitable.
NC	Burnley Constituency Burnley Central West County Division	1150	132	Gannow Community Centre, Adamson Street, Burnley	Yes	No change, existing arrangements are suitable.
ND	Burnley Constituency Burnley South West County Division	974	182	Middlesex Over 50's Social Centre, Middlesex Avenue, Burnley	Yes	Not ideally situated as just over the ward boundary, however no alternative available - no change.

**Schedule of Polling Districts, Polling Places and Polling Stations
Returning Officers Recommendations - September 2019**

**Gawthorpe Ward
(Electorate 464)**

Polling District	Other Election Area Information	Number of Electors	Number of Postal Votes	Polling Place / Station	Disabled Access	Returning Officer's Recommendations
OA	Burnley Constituency Padiham and Burnley West County Division Padiham Town Council Hargrove Ward	1557	222	Housing 21, Fairweather Court, Quarry Street, Padiham, Burnley	Yes	No change, existing arrangements are suitable.
OB	Burnley Constituency Padiham and Burnley West County Division Padiham Town Council Whitegate Ward	1287	168	Whitegate Nursery School, Victoria Road, Padiham, BB12 8TG	Yes	No change, existing arrangements are suitable.
OC	Burnley Constituency Padiham and Burnley West County Division Padiham Town Council Stockbridge Ward	1620	281	Padiham Primary School, Burnley Road, Padiham, Burnley, BB12 8SJ	Yes	No change, existing arrangements are suitable.

**Schedule of Polling Districts, Polling Places and Polling Stations
Returning Officers Recommendations - September 2019**

**Hapton-With-Park Ward
(Electorate 4575)**

Polling District	Other Election Area Information	Number of Electors	Number of Postal Votes	Polling Place / Station	Disabled Access	Returning Officer's Recommendations
PA	Burnley Constituency Padiham and Burnley West County Division Padiham Town Council Bank House Ward	1003	150	Padiham Football Club, Arbories Memorial Sports Ground, (Behind Hare and Hounds), Well Street, Padiham	Yes	No change, existing arrangements are suitable.
PB	Burnley Constituency Padiham and Burnley West County Division Padiham Town Council Green Ward	1936	278	St. John's Church Hall, St. John's Road, Padiham	Yes	No change, existing arrangements are suitable.
PC	Burnley Constituency Padiham and Burnley West County Division Hapton Parish	1636	282	Hapton Methodist Church Hall, Whitefield Street, Hapton, Burnley	Yes	No change, existing arrangements are suitable.

**Schedule of Polling Districts, Polling Places and Polling Stations
Returning Officers Recommendations - September 2019**

**Lanehead Ward
(Electorate 4606)**

Polling District	Other Election Area Information	Number of Electors	Number of Postal Votes	Polling Place / Station	Disabled Access	Returning Officer's Recommendations
BA	Burnley Constituency Burnley North East County Division	829	101	Kibble Bank Community Centre, Kibble Bank Estate, Underley Street, (Off Marsden Road), Burnley	Yes	<p>No change, existing arrangements are suitable at the present time.</p> <p>However, Kibble Bank Community Centre is currently up for sale and may not be available for future elections.</p> <p>Should this happen, depending on the timings involved, a mobile unit may be used, depending if a suitable location could be identified to site it. This would only be a temporary arrangement.</p> <p>The proposal would be to merge polling districts BA (Kibble Bank Community Centre) and BC (St James Lanehead C of E School) to make a larger polling district with an electorate of 1491 and the polling station would be St James Lanehead C of E School for this new larger polling district.</p>
BB	Burnley Constituency Burnley North East County Division	1383	275	St John the Baptist Roman Catholic Primary School, Thames Avenue, Burnley, BB10 2PZ	Yes	No change, existing arrangements are suitable.

BC	Burnley Constituency Burnley North East County Division	662	100	St. James's Lanehead C of E School, Briercliffe Road, Burnley	Yes	Not ideally situated as just over the ward boundary, however no alternative available - no change to the polling station, however the polling district may be merged with polling district BA at some point in the future if/when Kibble Bank Community Centre is no longer available.
BD	Burnley Constituency Burnley North East County Division	1732	275	Ennismore Community Centre, Ennismore Street, Burnley	Yes	No change, existing arrangements are suitable.

**Schedule of Polling Districts, Polling Places and Polling Stations
Returning Officers Recommendations - September 2019**

**Queensgate Ward
(Electorate 4099)**

Polling District	Other Election Area Information	Number of Electors	Number of Postal Votes	Polling Place / Station	Disabled Access	Returning Officer's Recommendations
CA	Burnley Constituency Burnley North East County Division	1408	309	St. Cuthbert's Community Hall, Sharp Street, Burnley	Yes	No change, existing arrangements are suitable.
CB	Burnley Constituency Burnley North East County Division	1096	249	St. John's Parish Hall, Ivy Street, Burnley	Yes	No change, existing arrangements are suitable.
CC	Burnley Constituency Burnley North East County Division	1595	345	Burnley Campus, Burnley & Pendle Faith Centre, Barden Lane	Yes	No change, existing arrangements are suitable.

**Schedule of Polling Districts, Polling Places and Polling Stations
Returning Officers Recommendations - September 2019**

**Rosegrove-With-Lowerhouse Ward
(Electorate 4866)**

Polling District	Other Election Area Information	Number of Electors	Number of Postal Votes	Polling Place / Station	Disabled Access	Returning Officer's Recommendations
LA	Burnley Constituency Burnley South West County Division	1344	180	Valley Street Community Centre, Valley Street, (Off Rossendale Road), Burnley, BB11 5LZ	Yes	No change, existing arrangements are suitable.
LB	Burnley Constituency Burnley South West County Division	742	100	Parkside Methodist Church, 175 Cog Lane, (Corner of Myrtle Avenue), Burnley	Yes	No change, existing arrangements are suitable.
LC	Burnley Constituency Burnley South West County Division	1410	191	Dorset Street entrance, Rosegrove Infants School, Dorset Street, Burnley	Yes	No change, existing arrangements are suitable.
LD	Burnley Constituency Burnley South West County Division	1370	169	Greenbrook Methodist Church, Greenbrook Road, (Off Lowerhouse Lane), Burnley	Yes	No change, existing arrangements are suitable.

**Schedule of Polling Districts, Polling Places and Polling Stations
Returning Officers Recommendations - September 2019**

**Rosehill-With-Burnley Wood Ward
(Electorate 4547)**

Polling District	Other Election Area Information	Number of Electors	Number of Postal Votes	Polling Place / Station	Disabled Access	Returning Officer's Recommendations
JA	Burnley Constituency Burnley South West County Division	1885	317	Rosewood Primary School, Moorland Road Entrance, Burnley	Yes	No change, existing arrangements are suitable.
JB	Burnley Constituency Burnley Rural County Division	1610	207	Burnley Wood Community Centre, 96 Springfield Road, Burnley, BB11 3LR	Yes	No change, existing arrangements are suitable.
JC	Burnley Constituency Burnley Rural County Division	1052	142	Community Rooms, St. Stephen's C of E Church, Smalley Street, Burnley	Yes	No change, existing arrangements are suitable.

**Schedule of Polling Districts, Polling Places and Polling Stations
Returning Officers Recommendations – September 2019**

**Trinity Ward
(Electorate 4069)**

Polling District	Other Election Area Information	Number of Electors	Number of Postal Votes	Polling Place / Station	Disabled Access	Returning Officer's Recommendations
IA	Burnley Constituency Burnley Central West County Division	1247	177	Coal Clough Academy, Swindon Street, Burnley, BB11 4PF	Yes	Representations received from Councillor Tony Martin to identify a new polling station in polling district IA. Contact made with Howard Street Community Health Centre. The premises has been closed since 1 st September and can therefore not accommodate a polling station. Coal Clough Academy is a suitable venue therefore no change proposed.
IB	Burnley Constituency Burnley Central West County Division	1283	166	St Matthews Church Hall, Albion Street, Burnley	Yes	No change, existing arrangements are suitable.
IC	Burnley Constituency Burnley Central West County Division	652	88	Vanguard Community Centre, 65 Bevington Close, (Off Burnham Gate), Burnley	Yes	No change, existing arrangements are suitable.
ID	Burnley Constituency Burnley Central West County	887	152	Rosehill Baptist Church, Rosehill Road, Burnley	Yes	Representations received from Councillor Tony Martin to identify a new polling station in polling district ID to replace Rosehill Baptist Church, Rosehill Road, Burnley.

	Division					<p>Repeated attempts made to contact Magical Trees Private Nursery but they have not responded.</p> <p>Rosehill Baptist Church is a suitable venue, therefore no change proposed.</p>
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**Schedule of Polling Districts, Polling Places and Polling Stations
Returning Officers Recommendations – September 2019**

**Whittlefield-With-Ightenhill Ward
(Electorate 4694)**

Polling District	Other Election Area Information	Number of Electors	Number of Postal Votes	Polling Place / Station	Disabled Access	Returning Officer's Recommendations
MA	Burnley Constituency Burnley Central West County Division Ightenhill Parish	1584	337	Padiham Road Methodist Church, Brassey Street, Burnley	Yes	Not ideally situated as over ward boundary, however no alternative available – no change.
MB	Burnley Constituency Burnley Central West County Division	1485	233	St. Mary Magdalene's RC School, Wellfield Drive, Burnley	Yes	No change, existing arrangements are suitable.
MC	Burnley Constituency Burnley Central West County Division	1625	284	St. Mary Magdalene's R C Church, Gawthorpe Road, (Off Crow Wood Avenue), Burnley	Yes	No change, existing arrangements are suitable.

Constitution and appointments of Committees, Working Groups, Forums and Panels for the 2019/20 Municipal Year

REPORT TO FULL COUNCIL



DATE	25/09/2019
PORTFOLIO	None
REPORT AUTHOR	Imelda Grady
TEL NO	01282 477258
EMAIL	igrady@burnley.gov.uk

PURPOSE

1. To update the appointments to Committees, Working Groups, Forums and Panels for the 2019/20 Municipal Year.

RECOMMENDATION

2. The Council is asked to:
 - (1) Note the retirement of the current Independent member on the Audit and Standards Committee;
 - (2) Approve the appointment of Stuart Arnfield as the Independent member of the Audit and Standards Committee from 1st October 2019 until July 2021;
 - (3) Approve the BREXIT Party committee appointments; and
 - (4) Consider the issue of nominations from Independent/other groups for one member and two substitute members of the Lancashire Police and Crime Panel

REASONS FOR RECOMMENDATION

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

SUMMARY OF KEY POINTS

4. **Audit and Standards Committee**
Paul Prior has retired as the Independent member on from the Audit and Standards Committee. Stuart Arnfield is to take up the position of Director of Finance and Resources at Burnley College on 1st October 2019 and has expressed his interest in replacing Paul on the Audit and Standards Committee for the remainder of the term of office (July 2021). The Audit and Standards Committee is required to have two independent members to assist it in monitoring the financial accounts of the Council, the management of its internal control and promotion of high standards of conduct by elected Members.
5. **Brexit Party**

With effect from 12th August 2019 Councillors Alan Hosker, Tom Commis and Peter Gill resigned from UKIP and have joined The Brexit Party. This change does not affect the Council's political balance calculation and the allocation of Committee places to the Brexit group remains the same as the previous UKIP group. Councillor Hosker, as Leader of the Group, has confirmed that there are no changes to their nominations to Committees and Full Council is asked to approve Councillor Alan Hosker's appointment to the Development Control Committee, Councillor Tom Commis's appointment to the Scrutiny Committee and Audit and Standards Committee and Councillor Peter's Gill appointment to the Licensing Committee.

6. Lancashire Police and Crime Panel

Members are asked to consider the appointments to the Lancashire Police and Crime Panel which is a formal joint committee politically balanced across all the local authorities in the Lancashire force area. The Lancashire Leaders have not been able to agree the final composition of the Panel and are currently seeking clarification on the membership from the Secretary of State. In the meantime, in order for the Panel to maintain its focus on its work programme, the meetings of the Lancashire Panel will continue with the 15 councillor nominations received from the 15 local authorities and the two lay co-opted members. The nominations sought from Burnley are 1 independent/other member and two independent/other substitute members. At the meeting of Full Council in July Councillor Mark Payne, and Councillors Emma Payne and Neil Mottershead as substitute members, were appointed. However due to the timing of the Panel meetings these councillors find themselves unable to attend and therefore replacements are sought. Members are asked to consider nominations for one independent/other member and two independent/other substitute member to sit on the Lancashire Police and Crime Panel.

FINANCIAL IMPLICATIONS AND BUDGET PROVISION

7. None

POLICY IMPLICATIONS

8. None

DETAILS OF CONSULTATION

9.

BACKGROUND PAPERS

10. None

FURTHER INFORMATION
PLEASE CONTACT: Imelda Grady
ALSO:

Constitutional Updates and Council Delegations

REPORT TO FULL COUNCIL



DATE	25/09/2019
PORTFOLIO	Leader
REPORT AUTHOR	Eric Dickinson
TEL NO	01282 477256
EMAIL	edickinson@burnley.gov.uk

PURPOSE

1. To recommend various amendments to the constitution relating to Part 5.1 Code of Conduct and CPR 20 relating to Members Conduct.
2. To consider various amendments to the delegations of the Head of Housing and Development Control relating to Development Control within Part 3 (Council Functions) of the constitution as proposed by a Member.
3. To consider an amendment to Part 5.1 Code of Conduct for Members regarding mandatory training for Members before consideration of development control items at Development Control Committee or Full Council, and accordingly a new Council Procedure Rule.

RECOMMENDATION

4. That amendments to the constitution be considered relating to Part 5.1 Code of Conduct and CPR 20 relating to Members Conduct.
5. That various amendments to the delegations of the Head of Housing and Development Control relating to Development Control within Part 3 (Council Functions) of the constitution be considered as proposed by a Member.
6. That an amendment be considered to Part 5.1 Code of Conduct for Members regarding training being mandatory for Members before they can consider development control items at Development Control Committee or Full Council, and accordingly a new Council Procedure Rule 24.

REASONS FOR RECOMMENDATION

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

8. To ensure that Members comply with the Code of Conduct and Council Procedure Rules when they have a Disclosable Pecuniary Interest or Other (Prejudicial) Interest in a Strategic Progress Report so that they do not participate in the discussion or the vote (noting), but in that circumstance are not required to leave the room.

9. To ensure that all Members have received training relevant training before they are asked to make development control decisions.

SUMMARY OF KEY POINTS

10. Members are asked to consider amendments to the constitution regarding Part 5.1 Code of Conduct and Council Procedure Rule (CPR) 20 relating to Members Conduct in relation to the Declaration of their Interests.

These changes are as a result of a review undertaken of the constitution since the last Full Council meeting on 10th July 2019.

- To amend Part 5.1. of the constitution so that the Note on page 169 and 172 is amended as set out in bold below;
“In addition, **as stated in Council Procedure Rule 20** you should leave the room where the meeting is held while any discussion or voting takes place, **except when it applies to Strategic Progress Reports at Full Council due to the various subject matters involved in those reports**”
- To amend CPR 20 to include the paragraph as set out below;
“**As stated in the Code of Conduct you should also leave the room where the meeting is held while any discussion or voting takes place, except when it applies to Strategic Progress Reports at Full Council due to the various subject matters involved in those reports.**”

Review.

Part 5.1 requires non participation of Members in the discussion or vote in a matter following their declaration of an interest-either a Disclosable Pecuniary Interest and an Other Prejudicial Interest.

Part 5.1 also has an additional note as follows on pages 169 and 172 – to ensure that Members avoid any potential participation.

“In addition, the Council Procedure Rules require you to leave the room where the meeting is held while any discussion or voting takes place.”

The relevant Part 4.1 CPR 20 below does currently refer to Members abiding by the Code of Conduct regarding declaration and non participation, but does not specifically include reference to the additional note about leaving the room.

This issue arose at Full Council on 10 July 2019 when it was evident that a number of Members had DPIs or Other Interests (Prejudicial) relating to consideration of part(s) of the Strategic Progress Reports, in particular Selective Licensing within the Executive Member for Housing and Leisure’s report.

A decision was made to ask the Mayor at the meeting to request that Members with Interests relating only to the Strategic Progress Reports will not be required to leave the room, which was a departure from the current Part 5.1 Code of Conduct.

It should be emphasised that Members should continue to ensure that they comply with the Code of Conduct when they have a Disclosable Pecuniary Interest or Other (Prejudicial) Interest in a Strategic Progress Report so that they do not participate in the discussion or the noting of the report.

It is however recommended to amend the note in Part 5.1 so that they do not also need to leave the room in these circumstances, as an an exception for Strategic Progress Reports at Full Council.

It is also recommended to amend CPR 20 to include details of the amended note regarding Strategic Progress Reports at Full Council.

11. Changes to the constitution proposed by a Member

Cllr Howard Baker, in accordance with the constitution (Part 2, Article 15.03) has proposed the following changes to Part 3 (Council Functions) relating to the delegations of the Head of Housing and Development Control.

The changes add the Call-in process to Para 2 (iii) , and in so doing amends the Call in process as it relates to Para 2 (iii) and Para 3 (vi) so that Members only have to provide planning reasons (not material planning reasons) - however the Head of Housing and Development Control will still require them to be material for the call in to proceed.

(a) Para 2 (iii)

2 (iii) to be amended From;

‘all decisions on applications for consent to display advertisements, except where the application has been submitted by a Member of the Council, Officer of the Council or their partners’

To

‘all decisions on applications for consent to display advertisements, except where the application has been submitted by a Member of the Council, Officer of the Council or their partners OR WHERE THREE MEMBERS HAVE INDICATED THEY WISH THE APPLICATION TO BE CONSIDERED BY THE DEVELOPMENT CONTROL COMMITTEE. MEMBERS WISHING FOR THIS TO HAPPEN MUST NOTIFY THE HEAD OF HOUSING & DEVELOPMENT CONTROL, OR DEPUTY, NO LATER THAN THE ‘CONSULTATION EXPIRY DATE’ SHOWN IN THE PLANNING APPLICATION RECORD ON THE COUNCIL’S WEBSITE AND MUST GIVE PLANNING REASONS FOR THEIR REQUEST. THE HEAD OF HOUSING & DEVELOPMENT CONTROL WILL DETERMINE WHETHER THESE REASONS ARE MATERIAL AND ARRANGE FOR THE APPLICATION TO BE PLACED ON THE AGENDA FOR DEVELOPMENT CONTROL COMMITTEE ’

(b) Para 3 (vi)

3 (vi) to be amended by removing the word MATERIAL from the paragraph below;

‘ Where three Members have indicated that they wish the application to be considered by Development Control Committee - Members wishing for this to happen must notify the Head of Housing & Development Control, or deputy, no later than the ‘consultation expiry date’ shown in the planning application record on the Council’s website and must give MATERIAL planning reasons for their request. The

Head of Housing & Development Control will determine whether these reasons are material and arrange for the application be placed on the agenda for Development Control Committee.'

12. Mandatory Training for Members on development control items - Part 5.1 Members Code of Conduct and Council Procedure New Rule 24.

It is proposed by Member Structures Working Group that an amendment be considered to Part 5.1 Code of Conduct (Page 163 Paragraph 3 on Training) for Members regarding training being mandatory for Members before they can consider development control items at Full Council or Development Control Committee.

The training already received by Development Control Members since May 2019 would be valid to meet the requirement.

However it should also be recognised that a Councillor could not be prevented from attending a Committee or Council meeting.

Failure to attend the required training before a meeting would be considered as a potential breach of the Code of Conduct

Para 3.2 of Part 5.1

From

"All Members appointed to the Development Control Committee must attend annual training on planning law and procedure. This training must take place within three months of being appointed to the Development Control Committee."

To

"All Members on Full Council determining a development control application and all Members appointed to the Development Control Committee must attend annual training on planning law and procedure. This training must take place before they can determine any development control application, and failure to do so may be a breach of the Code of Conduct.

However a Councillor could not be prevented from taking part in a development control decision if they hadn't attended training."

Accordingly, the above would need to become a new Council Procedure Rule 24 - Mandatory Training for Development Control Applications-as follows;

"All Members on Full Council determining a development control application (and all Members appointed to the Development Control Committee) must attend annual training on planning law and procedure. This training must take place before they can determine any development control application and failure to do so may be a breach of the Code of Conduct.

However a Councillor could not be prevented from taking part in a development control decision if they hadn't attended training".

FINANCIAL IMPLICATIONS AND BUDGET PROVISION

13. None.

POLICY IMPLICATIONS

14. None.

DETAILS OF CONSULTATION

15. Member Structures Officer and Working Groups.

BACKGROUND PAPERS

16. None.

FURTHER INFORMATION

PLEASE CONTACT: Eric Dickinson

ALSO: Catherine Waudby 7198

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COMPLAINT UNDER COUNCIL'S CODE OF CONDUCT**REPORT TO AUDIT AND STANDARDS COMMITTEE**

DATE	18/09/2019
PORTFOLIO	Councillor Maggie Lishman
REPORT AUTHOR	Eric Dickinson
TEL NO	01282 477198
EMAIL	edickinson@burnley.gov.uk

PURPOSE

1. To report the decision of the Audit and Standards Sub Committee Hearing Panel on 23rd July 2019 in relation to the conduct of Councillor Hosker.

RECOMMENDATION

2. That the Committee notes the decision of the Hearing Panel on 23rd July 2019.

REASONS FOR RECOMMENDATION

3. The Committee is charged with promoting and maintaining high standards of conduct by Members, Co – opted members and employees of the Council. The determination of complaints about members is delegated to the Audit and Standards Sub Committee, and it is appropriate to report the outcome of the Hearing to Committee.

SUMMARY OF KEY POINTS

4. On 23rd July 2019 the Audit and Standards Sub Committee Hearing Panel considered an allegation that Councillor Hosker had breached the Code of Conduct for Members by liking misogynistic comments on the Councillor Hosker County and Borough Councillor Facebook page.
5. Following a full hearing the Sub Committee determined that Councillor Hosker had breached the Code of Conduct for Members in relation to the Leadership Principle , as set out on the attached Minutes (including the Decision Notice) of the Audit and Standards Sub Committee Hearing Panel of 23rd July 2019 (Appendix 1).
6. The Hearing Panel recommended the following;
 - (i) That the findings of the Panel be published (this has been done);and
 - (ii) That the findings of the Panel be reported to the Full Council (intended for the next Full Council meeting on 25th September 2019) .

FINANCIAL IMPLICATIONS AND BUDGET PROVISION

7. None

POLICY IMPLICATIONS

8. None

DETAILS OF CONSULTATION

9. None

BACKGROUND PAPERS

10. None.

**FURTHER INFORMATION
PLEASE CONTACT:
ALSO:**



AUDIT AND STANDARDS COMMITTEE - HEARING

BURNLEY TOWN HALL

Tuesday, 23rd July, 2019 at 6.00 pm

PRESENT

MEMBERS

Councillor Mark Payne, In the Chair.

Councillors P Campbell, T Commis, A Khan and A Newhouse

OFFICERS

Lukman Patel	– Chief Operating Officer
Eric Dickinson	– Democracy Officer
Catherine Waudby	– Head of Legal and Democratic Services

INDEPENDENT MEMBER

Louise Gaskell

INDEPENDENT PERSON

Pat Higginbottom

9. Appointment of Chair

Councillor Mark Payne was appointed Chair for this meeting.

10. Minutes

The Minutes of the last Hearing Panel on 27th September 2018 were agreed as a correct record.

11. Declarations of Interest

Following a query by the Monitoring Officer, there weren't any declarations of Interest by Members on the Hearing Panel.

12. Arrangements for dealing with complaints under the Code of Conduct for

Members

The procedure that would be followed for the hearing was noted and introductions were made.

13. Investigation report

The Hearing Panel conducted a hearing into allegations that Councillor Alan Hosker had breached the Council's Code of Conduct for Members by referring to Burnley's MP in a derogatory manner by being misogynistic on his County and Borough Councillor Facebook page, and had breached respect, caused disrepute, and had breached the Leadership Principle.

The hearing was conducted in accordance with the Council's arrangements for investigating and taking decisions on alleged breaches of the Code of Conduct and the procedure was agreed by the Panel.

The Investigating Officer who had carried out an investigation into the allegations presented her report and made submissions to the Panel, and she did not call any witnesses.

Councillor Alan Hosker was invited to the Hearing but declined to attend.

The Panel carefully considered the investigation report and the Investigating Officer was asked a number of questions.

The Panel asked the public and the Investigating Officer to leave so that it could consider its findings and have regard to the views of the Independent Person.

Before considering its findings, the Panel took into account and had regard to the views of the Independent Person.

The Panel and all parties reconvened and gave its decision and reasons.

Decision

The Hearing Panel found that Councillor Alan Hosker had breached the Council's Code of Conduct for Members in relation to the Leadership Principle.

Members should promote and support General Principles of the Code of Conduct by leadership and by example, and should act in a way that secures or preserves public confidence.

Councillor Alan Hosker had behaved in a manner which could reasonably be regarded as breaching this Leadership Principle.

Reasons for decision

- The action by Councillor Alan Hosker on his County and Borough Councillor Facebook page in liking the language referred to in the report was inappropriate.
- The management by Councillor Alan Hosker of his County and Borough Councillor Facebook page was inadequate

The Panel asked the public and the Investigating Officer to leave so that it could consider the actions it might take regarding the breach of Leadership.

Before considering any action to be taken, the Panel took into account and had regard to the views of the Independent Person.

The Panel and all parties reconvened and delivered the following sanctions;

Sanctions

1. That the Panel publish its findings in respect of Councillor Alan Hosker's conduct;
and
2. That the Panel report its finding to the Council for information.

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DECISION NOTICE FINDINGS; BREACH OF THE MEMBERS CODE OF CONDUCT

Complaint

On 23rd July 2019 the Audit and Standards Sub Committee Hearing Panel of this Council considered the report of the Investigating Officer in relation to a complaint into the alleged conduct of Councillor Alan Hosker, a Member of Burnley Borough Council. We have set out a general summary of the complaint below:

It was alleged that Councillor Alan Hosker had breached the Code of Conduct for Members by referring to Burnley's MP in a derogatory manner by being misogynistic on his County and Borough Councillor Facebook page, and had breached respect, caused disrepute, and had breached the Leadership Principle- which requires Members to promote and support the General Principles of the Code of Conduct by leadership and by example and by acting in a way that secures or preserves public confidence.

The cross-party Hearing Panel was chaired by Councillor Mark Payne.

Councillor Alan Hosker was invited to the Hearing but declined to attend.

Decision

The Hearing Panel takes all complaints about Councillors very seriously and carefully considers all matters in accordance with its published criteria.

The Hearing Panel found that Councillor Alan Hosker had breached the Council's Code of Conduct for Members in relation to Leadership. Members should promote and support General Principles of the Code of Conduct by leadership, and by example, and should act in a way that secures or preserves public confidence. Councillor Alan Hosker had behaved in a manner which could reasonably be regarded as breaching this Leadership Principle.

Reasons for decision

The Hearing Panel carefully considered the evidence set out in the Investigating Officer's report and the representations made by the Investigating Officer.

Before reaching its decision the Hearing Panel took into account and had regard to the views of the Independent Person and concluded that:

- The action by Councillor Alan Hosker on his County and Borough Councillor Facebook page in liking the language referred to in the report was inappropriate
- The management by Councillor Alan Hosker of his County and Borough Councillor Facebook page was inadequate

Sanctions

Before considering the action to be taken, the Hearing Panel took into account and had regard to the views of the Independent Person.

The Hearing Panel resolved the following;

The Panel will publish its findings in respect of Councillor Alan Hosker's conduct.

The Panel will report its findings to the Council for information.

Audit and Standards Sub-Committee – Hearing Panel

Decision Notice – 5th August 2019

Strategic Plan 2019

REPORT TO EXECUTIVE



DATE	17/09/2019
PORTFOLIO	Leader
REPORT AUTHOR	Rob Dobson
TEL NO	3115
EMAIL	rdobson@burnley.gov.uk

PURPOSE

1. To seek Executive endorsement of the Strategic Plan (appendix 1).

RECOMMENDATION

2. That the Executive recommend the Strategic Plan to Full Council.

REASONS FOR RECOMMENDATION

3. The Strategic Plan sets out a clear vision for the future at a time of challenging budget decisions: one that is evidence based, shared by all units of the Council, and is in tune with the aspirations of local people.

SUMMARY OF KEY POINTS

4. The Strategic Plan covers a three-year period but is reviewed annually. It sets out the Council's strategic priorities during the next three years. This update follows the formation of the new executive, so includes its priorities.
5. The Strategic Plan has four themes: *People, Places, Prosperity and Performance*. The *People* theme sets out how the council will support residents to achieve their full potential by, for example, supporting efforts to improve skills in the borough. The *Places* theme sets out our strategy in relation to the natural and built environment and community safety. i.e., maintaining a clean, green and safe borough. The *Prosperity* theme sets out the council's economic development priorities, and the *Performance* theme is about internal processes and improvement activity, i.e. the Council's organisational development strategy.
6. Executive members will report progress against the strategic plan actions at future Full Council meetings.
7. The Strategic Plan covers the medium term: all the commitments will be delivered within the three-year period of the plan. Heads of Service use the Strategic Plan to develop their own unit plans. These set out in more detail the tasks associated with achieving the

Council's objectives over the course of the next year.

FINANCIAL IMPLICATIONS AND BUDGET PROVISION

8. As set out in the Council's budget.

POLICY IMPLICATIONS

9. As set out in the strategic plan and the Council's strategic risk register.

DETAILS OF CONSULTATION

10. Scrutiny Committee's response to the draft strategic plan will be detailed in the Minutes of the meeting on 16th September 2019.

11. A residents' survey is conducted bi-annually to help determine key priorities.

BACKGROUND PAPERS

12. The current strategic plan: <http://www.burnley.gov.uk/about-council/our-strategies-and-policies>

FURTHER INFORMATION

PLEASE CONTACT:

Mick Cartledge, CEO.

ALSO:



Burnley.gov.uk

Burnley Borough Council's Strategic Plan

DRAFT

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Burnley Council's vision 10 year vision for the borough:

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

Our values:

One Burnley –Leading the Way

One Council –Working Together

One Team –Ambitious for Burnley

- T -Together
- E -Enterprising
- A - Ambitious
- M -Meeting Customer Need

Burnley Council: adapting to change

Burnley Council has always adapted to meet the changing needs of the borough and to deliver the best possible service within the budget available.

The Council's services will continue to change in the years ahead.

The budget challenge is immense. There is considerable uncertainty in the budget outlook, but the Council's prudent Medium-Term Financial Strategy shows that we need to plan for a possible budget gap of £3.71 million over the next three financial years.

This adds to the pressure on the Council to make savings and find ways of raising income to protect priority services that help make the borough a cleaner, greener, safer and more prosperous place to live.

In recent years, the Council has successfully lobbied for additional investment in Burnley and will continue to press the case for the borough at the highest levels of Government. However, if the Council is to continue delivering quality services that meet the needs of the borough, then further change is inevitable if the Council is to remain financially viable. Lower priority services may have to be reduced or stopped, and charges may increase for discretionary services.

Our strategic plan ensures that we do not take a "salami-slicing" approach to budget cuts. With a clear vision for the borough's future, the Council will stay focussed on what really matters and will seek innovative ways of resourcing those priorities.

Examples of how we will achieve value for tax payers include rationalisation of our estate and generating extra revenue through new homes being built across the borough.

We are a confident, positive organisation, and together with our partners, we have a strong track record of delivering positive outcomes for the people of Burnley and Padiham.

Our guiding principles

In leading the transformation of the Council, the Executive and Management Team have worked to the following principles:

- Burnley Council is pragmatic. The Council is not ideologically committed to a specific model of local government organisation. This means that the Council is open minded about how to achieve savings. It will pursue joint working arrangements, or seek to outsource services to the private sector, where there is a clear business case.
- A business case for change must take into account the impact on the local economy, as well as the cost and benefits in terms of service quality and efficiency gains. It will implement changes following appropriate consultation with residents and employees.

Who is this document for?

The strategy is prepared to help Elected Members and officers execute the Council's business in a well-planned and effective manner. While it is primarily for an internal audience, it is also a public document. Local residents and businesses can use this document to stay informed about the Council's plans for the Borough. The Council's Executive members report progress against the strategic commitments at Full Council meetings.

What is the purpose of the Strategic Plan?

1. The Strategic Plan describes how the Council will make its vision for the Borough reality.
2. The Strategic Plan unifies the Council's service units, and is used to articulate common purpose.
3. Strategic analysis helps anticipate and prepare for change. The strategic planning process helps the Council audit internal capacity, informing decisions about resource allocation (staff, budgets, technology, equipment, and premises).
4. Finally, the Strategic Plan encourages dialogue amongst different service units in the Council. This in turn should lead to more joined up working as council officers identify points of connection at the level of outcome, output, process or input.

The strategic plan does not cover every service delivered by the Council. The emphasis is on planning for major change and challenges, and defining priority actions linked to corporate objectives. But an overriding concern of the Council is to protect core services. Though budget pressures could mean changes to how we provide services, the Council will continue to provide good quality frontline services that are a priority for local residents. An overview of these services is set out below.

Burnley Council Services

- We collect rubbish, recyclable or non-recyclable, from every household every week. On the next working day following a general refuse collection, every residential street is swept by manual litter pickers. Following a recycling collection, the street receives a mechanical sweep.
- We own and manage the historic Towneley Hall that attracts tens of thousands of visitors every year.
- We manage over 550 hectares of parks and green spaces including five Green Flag Parks.
- In partnership with Burnley Leisure, we fund three quality leisure facilities (St Peter's, Padiham and the Prairie), and the Mechanics theatre which attracts top names in comedy, music and the arts.
- We work with businesses to support job creation, business growth, and inward investment.
- We prosecute those who commit environmental crime in the borough.
- We support victims of antisocial behaviour and work with the police to take action against anti-social behaviour.
- We deal with around 3,000 calls and 500 visitors every week at our contact centre.
- We award benefit to around 10,500 households a year and assess over 66,000 changes in circumstances.
- We provide a quality advice and enforcement service for vulnerable households and individuals and work to tackle homelessness.
- We provide public protection services: we conduct food safety checks on food establishments; we carry out health and safety inspections of warehouses and retail premises; we license pubs and clubs and taxis; we investigate environmental pollution complaints about noise, smoke and private water supplies; and we provide CCTV monitoring.
- We work with the police and community organisations to help foster stronger community relations.
- We process around 500 planning applications per annum and aim to ensure that new development in Burnley is built to high design standard. We also protect the historical heritage of the town through the management of conservation areas and listed building protection, and take enforcement action to protect the quality of life of Burnley residents against unauthorised building activity.
- We conduct local land searches for buyers of land or property.
- We plan and deliver major regeneration projects, in partnership with the private sector.
- We manage car parks so parking in Burnley is easy.
- We ensure that taxpayers' money is spent prudently and that the Council allocates resources within its means by providing a professional treasury management and audit service.
- We make sure local citizens have a democratic voice, through proper and effective management of elections.

Strategic Plan 2018- what did we achieve?

Places

- The regeneration of neighbourhoods continued apace. With help from the Council, new homes were built by Calico on the Perseverance Mill site in Padiham. Calico also opened their gateway housing project, which assists our most vulnerable residents through support and training helping them to access sustainable housing, education and employment. Work got underway to build 250 homes on the former school site off Kiddrow Lane.
- We completed the restoration of Thompson Park.
- By the end of Q3, we had brought 32 prosecutions for environmental crimes such as flytipping
- Since the start of April 2018, the housing enforcement team has helped to resolve over 200 new disrepair complaints from private rented sector tenants.

Prosperity

- The Business Support Team promoted inward investment, managing c. 60 live property enquiries for companies looking to relocate into the Borough or expand within.
- In the year up to September 2018, 39 jobs were created through the Business Growth Programme.
- We adopted a new Local Plan, which will shape Burnley's growth over the next decade.
- We have delivered new highways infrastructure and public realm improvements in partnership with LCC
- We have secured £4.6m of external funding to deliver key projects including flood defence works in Padiham
- We have led the development of a new Town Centre and Weavers Triangle Masterplan and procured a development partner and put in place funding to deliver a major town centre leisure led retail development: "Pioneer Place."
- We have delivered further phases of On the Banks, with new apartments and work has started on a student accommodation scheme.

People

- Our partner Burnley Leisure, with support from the Council, upgraded the gym at St. Peter's Centre.
- Between April and November 2018, the Council had: awarded disabled facilities grants to 149 residents; provided 18 Emergency Works grants to eliminate serious disrepair in residential properties, and made available the Heating Rebate Scheme to tackle fuel poverty with 86 grants awarded for energy efficiency improvements.
- The Council partnered with the Burnley FC in the Community, the local NHS, and schools to increase pupil access to mental health support in schools.

Performance

- In October 2018 the Council received confirmation that it had successfully retained its Gold Investors in People accreditation and IiP Health and Wellbeing Award
- More customers transacted with the Council online in 2018.

What do we want to achieve during 2019 and beyond?

Much of what the Council has or plans to achieve, involves working in partnership. The [Sustainable Community Strategy](#) sets out the vision for the Borough that is shared by statutory agencies, local businesses and the third sector. It includes a list of long term commitments which will help us achieve a cleaner, greener, safer and more prosperous Borough in the future.

The Community Strategy describes the Borough's challenges, its assets and opportunities. The following section of this document sets out the Council's role in meeting those challenges, exploiting the assets and the opportunities that exist in the Borough. It is structured around the themes of **People, Places, Prosperity**, in line with the Sustainable Community Strategy. A fourth theme, **Performance**, sets out the Council's organisational development goals.

This structure helps:

- breakdown departmental silos, so that Service Units are encouraged to think collaboratively about how to achieve corporate objectives;
- ensure that the Council focuses on a balanced range of priorities, so that interventions are mutually supportive. For example, the Council wants to encourage business growth so that local people have access to good, well-paid jobs (an objective under the *prosperity* theme). But to achieve this we must make sure that educational attainment improves (an objective under the *people* theme) and that, also, the environment for doing business is good thanks to clean streets and safe neighbourhoods (an action under the *places* theme);
- design services around the needs of citizens and businesses that we serve, rather than around the structure of the Council.

People - creating flourishing, healthy and confident communities

What are the challenges and opportunities?

Increasing educational attainment and skills is the top priority for the borough. The Council will continue to work with partners in the education sector to help maintain the focus on this.

Health inequality is a significant factor in Burnley. For example, alcohol related hospital admissions, the number of incapacity benefit claimants for poor mental health, and deaths from smoking are all higher than the national average. Levels of worklessness due to ill health are also high. As a district council, we are well positioned to influence and deliver many measures that can help prevent ill health, both through our key functions and our enabling role. Our quality parks and green spaces are a “Natural Health Service,” and our housing services, environmental health function, our role in improving community safety, and in particular our partnership with Burnley Leisure, are all key. Perhaps our biggest long-term contribution to preventing ill health is our commitment to help grow the local economy. Poverty is a significant cause of poor health, so we want to help more local people into secure, decently paid jobs, as described in the prosperity theme of this strategy.

What do we commit to?	Lead
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.	Chief Executive Leader
PE2- We will continue to develop the leisure and cultural offer of Burnley in partnership with Burnley Leisure.	Chief Operating Officer Executive Member for Housing and Leisure

Places: making the Borough a place of choice

What are the challenges and opportunities?

Resident feedback tells us that maintaining the cleanliness is a priority; tackling dog fouling is a key local concern.

Compared with the Lancashire average, a higher proportionate of residents live in private rented accommodation. Unfortunately, not all of this accommodation is managed to a good standard, with some neighbourhoods blighted by incidents of antisocial behaviour, long term empty properties or properties that are unfit for habitation.

We are proud to maintain a significantly higher than average proportion of greenspace per head of population. Evidence suggests that access to parks and nature has major health benefits, as well as making the living environment attractive. Our parks are therefore a key asset in making the borough a good place to live and work. In addition, the Council has an obligation as a community leader to play a part in reducing harmful carbon emissions and responding to climate change.

The borough also has a significant number of cultural and sporting assets; the Mechanics, Towneley Hall, modern leisure centres and well attended community sport and other events.

The Council recognises that we are facing a climate change emergency which threatens all of us and our future. The Council will encourage reductions in single use plastic, de-carbonisation, promoting the use of electric vehicles and encouraging green businesses and shops. We will improve re-cycling arrangements so that it's easier for people to re-cycle more.

What do we commit to?	Lead
PL1- We will implement a range of initiatives to maintain a clean, safe, attractive and environmentally friendly borough. This will include a focus on reducing dog fouling.	Head of Streetscene Executive Member for Community and Environmental Services
PL2- We will improve the management and condition of private rented accommodation.	Head of Housing and Development Control Executive Member for Housing and Leisure
PL3- We will work with partners to improve quality and choice in the borough's housing stock.	Chief Operating Officer Executive Member for Housing and Leisure
PL4- We will implement our 2015-25 Green Space Strategy.	Head of Green Spaces and Amenities Executive Member for Housing and Leisure
PL5- We will prepare and deliver a new Climate Emergency Strategy.	Head of Housing and Development Executive Member for Community and Environmental Services

Prosperity – promoting transformational economic change for Burnley

What are the challenges and opportunities?

The Burnley economy has shown strong growth over the last decade. Manufacturing businesses still make up a significant part of the local economy, with key strengths in aerospace and automotive. In response to global challenges the sector has adapted new technologies, delivering higher value products and processes, which in turn bring wealth to the local area. At the same time, the economy has diversified, with growth in the digi-tech and logistics and distribution sectors.

With a retail catchment area of 300,000 people, Burnley is a major retail and service centre in Pennine Lancashire. The town centre has benefitted from significant investment in public realm, attracting new occupiers including Primark. The council, in partnership with other key organisations, has developed a Town Centre and Canalside Masterplan setting out opportunities to diversify the leisure offer, introduce town centre living. The Council will progress key projects including “Pioneer Place”, to deliver the masterplan.

The development and growth of UCLAN over the next five years will have a transformational impact on the town. The Council and UCLAN will work in partnership with the business community to delivery higher level skills and degree level apprenticeships as well as leverage the expertise of the University and other funding streams to support business innovation, business scale up and new business starts.

By promoting Burnley as an investment opportunity, and by improving travel connections and kick starting development to attract investors, the Council is dedicated to getting the most out of Burnley’s key assets: its rural setting, its proximity to the regional growth hub of Manchester, the economic development potential of Burnley’s land and its education and skills infrastructure. The new Local Plan will act as the key supporting framework for encouraging employment and housing investment, with the aim of maintaining the recent trend of private sector job growth and growing the borough’s skilled workforce.

The Council is ambitious for Burnley. The devolution of powers from central government is an opportunity for the borough. To ensure that Burnley punches above its weight and gets a fair deal, the Council’s Executive and Management Team will make sure that the business case for Burnley is heard at sub-regional, regional and national decision making levels.

The Council will also prioritise its spending towards businesses within our local economic area and will encourage partners in the local public sector to do the same.

What do we commit to?	Lead
PR1- We will contribute to the strategic direction of local, sub-regional and regional partnerships, and will position the borough for economic development investment.	Chief Executive Council Leader
PR2- We will proactively support the borough's businesses to innovate and expand, and make the borough a natural choice for business relocation.	Strategic Head of Economy and Growth Executive Member for Economy and Growth
PR3- We will deliver the Town Centre and Canalside Masterplan, and strategic projects in Padiham Town Centre.	Strategic Head of Economy and Growth Executive Member for Economy and Growth
PR4- We will implement the Local Plan, delivering new housing, employment sites, and infrastructure.	Strategic Head of Economy and Growth Executive Member for Economy and Growth
PR5- We will support UCLan's expansion, transforming Burnley into a University Town	Chief Executive Council Leader
PR5- We will aim to localise public sector spend as far as possible.	Head of Legal and Democratic Services Executive Member for Resources and Performance

Performance- ensuring a continuous focus on improvement in all aspects of the Council's performance

The Council always has a duty to ensure that tax payers get value for money, and the current era of austerity means that services cannot continue to be delivered in the same way as in the past. New service delivery models will be required to achieve efficiencies. If services have to be cut the Council will be clear about the process that has been followed in reaching these decisions.

In September 2018, the Council was told it “should be proud of its achievements” following a review of its services and plans for the borough by an independent peer review team. The Council will continuously improve how it delivers services, and will adapt to the needs of its customers. The Council will also make sure that it continues to live within its means.

The Council wants local residents to see that local government is improving their lives. We will conduct a review of the governance of the council. In addition, cross party working groups will investigate issues that matter to everyone.

What do we commit to?	Lead
PF1- We will continue the successful partnership with Liberata.	Chief Operating Officer Executive Member for Resources and Performance Management
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.	Head of Finance and Property Management Executive Member for Resources and Performance Management
PF3- We will develop our digital strategy, so that more residents transact with us online and we will continue to deliver services more efficiently.	Chief Operating Officer Executive Member for Community and Environmental Services
PF4- We will deliver our Organisational Development strategy, ensuring we plan for the structures and capabilities that the organisation needs, and empowering our workforce to deliver the objectives of the Strategic Plan.	Head of People and Development Executive Member for Resources and Performance Management
PF5- We will undertake a review of the council's governance structure.	Head of Legal and Democracy Executive Member for Resources and Performance Management
PF6- We will set up cross party working groups to investigate issues that matter to everyone in our borough.	Chief Operating Officer Executive Member for Community and Environmental Services

Year End Corporate Performance Scorecard 2018/19

Measure	Target	Result	On target
Outcomes			
% of residents satisfied with the Council overall	48%	45%	
% users satisfied with parks and open spaces (A)	70%	84%	
% satisfied with leisure facilities	55%	60%	
% satisfied with general household waste collection	80%	74%	
% satisfied with litter free public land	47%	49%	
% stating that ASB is a problem in the local area	28%	32%	
Private sector investment levered through inward investment service and development projects	£10m year end	£41.5m	
Internal processes			
Average number of days to process new claims and change of circumstances (benefits processing)	9	5	
Telephone calls answered within target time (%)	80%	80%	
No. of businesses relocation assists	10	13	
Organisational development			
Average number of days sickness absence per employee	6	6	
Finance			
Forecast revenue budget outturn (£)	£15,090,000	£15,090,000	



EXECUTIVE

BURNLEY TOWN HALL

Tuesday, 13th August, 2019 at 6.30 pm

30. Capital Monitoring Q1 2019/20

Purpose

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

Reason for Decision

To effectively manage the 2019/20 capital programme.

Decision

- (1) That Full Council be recommended to approve net budget changes totalling a decrease of £1,053,740 giving a revised capital budget for 2019/20 totalling £20,291,201 as detailed in Appendix 1;**
- (2) That Full Council be recommended to approve the proposed financing of the revised capital budget totalling £20,291,201 as shown in Appendix 2;**
- (3) That the latest estimated year end position on capital receipts and contributions be noted showing an assumed balance of £1,853,381 at 31 March 2020 as shown in Appendix 3; and
- (4) That Full Council be recommended to approve a new Capital Scheme named Changing Places, totalling £99,897, funded from 3rd Party Contributions.**

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Capital Monitoring Report 2019/20 – Quarter 1 (to 30 June 2019)

REPORT TO EXECUTIVE



DATE	13 August 2019
PORTFOLIO	Resources and Performance Management
REPORT AUTHOR	Asad Mushtaq
TEL NO	(01282) 477173
EMAIL	amushtaq@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 a decrease of £1,053,740 giving a revised capital budget for 2019/20 totalling £20,291,201 as detailed in Appendix 1.
 - b. Recommend to Full Council, approval of the proposed financing of the revised capital budget totalling £20,291,201 as shown in Appendix 2.
 - c. Note the latest estimated year end position on capital receipts and contributions showing an assumed balance of £1,853,381 at 31 March 2020 as shown in Appendix 3.
 - d. Recommend to Full Council, approval of a new Capital Scheme named Changing Places, totalling £99,897, funded from 3rd Party Contributions.

REASONS FOR RECOMMENDATION

3. To effectively manage the 2019/20 capital programme.

SUMMARY OF KEY POINTS

4. Monitoring Information

On 20 February 2019 Full Council approved the 2019/20 original capital budget, totalling £18,223,856. Since February, a number of reports have been approved by the Executive,

resulting in revising the 2019/20 capital budget to £21,344,941 (as at 10 July 2019 Executive).

This is the first of three in-year monitoring reports, and as such the appendices accompanying this report provide Members with the position as at 30 June 2019 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 2019. The expenditure to date is £1,682,833 which is 8% of the proposed revised budget.
- b. **Revised budget and financing elements – Appendix 2** shows the revised budget of £20,291,201, 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 2019/20 capital commitments, totals £1,853,381. The resources are reducing each financial year, to an estimated negative balance on general capital receipts by March 2021. This is due to reduced opportunities to realise capital receipts, as the estate reduces, which will require prioritisation of future capital schemes in line with available resources.

6. Revenue Implications

a. Revenue Contributions / Reserves 2019/20

The Capital Programme includes Revenue Contributions / Reserves of £464,516, being:

Scheme	Funded	£
Vehicle & Machinery Replacement	Transport Reserve	113,000
CCTV Infrastructure	Revenue	9,850
Pioneer Place	Growth Reserve	189,666
Lower St James Street	Growth Reserve	50,000
Building Infrastructure Works	Revenue	102,000
Total Revenue Contributions		464,516

Pioneer Place costs are to fund pre contract costs.

b. Prudential Borrowing 2019/20

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

The interest cost will be dependent on the timing of the borrowing and is subject to the interest rate at the time the borrowing is undertaken. The full year costs will be included within the revenue budget for 2020/21.

The original capital budget for 2019/20 of £18,223,856 included a planned borrowing requirement of £7,452,936.

On the 18 June 2019, Executive approved an increase for the unavoidable additional works arising on the contract for capital works at Burnley Town Hall. This budget is to be funded via borrowing.

As at 10 July 2019 (Outturn Report), the planned borrowing requirement was £8,441,314. A separate report was approved on 10 July 2019 for the Wheeled Bins Equipment scheme, which included borrowing of £470k. Therefore, borrowing as at 10 July 2019 was £8,911,314.

The proposed revised capital budget for 2019/20 includes a use of Prudential Borrowing totalling £9,338,314.

The additional £427k Borrowing in this report is due to the financing on the Prairie Artificial Turf Pitch, moving from 3rd Party Contributions to borrowing. These borrowing costs will be paid for by Burnley Leisure, as previously approved.

The revenue implications of borrowing £9,338,314 are a Minimum Revenue Provision (MRP) of £355k and an interest charge, assuming 3% on the borrowing, would equate to £280k for a full year.

FINANCIAL IMPLICATIONS AND BUDGET PROVISION

7. A decrease in the 2019/20 capital programme of £1,053,740 to give a revised budget of £20,291,201 and an increase in the borrowing requirement, of £427,000, revising the total to £9,338,314.

POLICY IMPLICATIONS

8. None arising directly from this report.

DETAILS OF CONSULTATION

9. None.

BACKGROUND PAPERS

10. None.

FURTHER INFORMATION

PLEASE CONTACT:

Asad Mushtaq – Head of Finance & Property

ALSO

Martin Dixon – Finance Business Partner

2019/20 CAPITAL BUDGET CYCLE 1 MONITORING - UPDATE

APPENDIX 1

Scheme Name	Budget as at Full Council 10/07/19 £	Adjustments Per This Report		Changes to be approved in this report A + B £	Revised Budget £	Total Spend as at 30/06/19 £	% Schemes Spend	Financed by External Funding £	Narrative provided by Project Officers/Heads of Service
		Budget Adjustments	Reprofiled into Future Years						
		A	B						

GREEN SPACES & AMENITIES

Thompson Park Restoration Project	192,234	9,162		9,162	201,396	17,216	9%	201,396	The balance of funding is being used to complete the approved HLF restoration scheme including the pay car park, the octagonal shelter and delivery of the Activity Plan. The adjustment of £9,162 is for additional 3rd Party Contributions.
Brun Valley Forest Park	41,242			-	41,242	-	0%	41,242	This S106 funded scheme will undertake improvement of multi-user paths in the vicinity of Heasandford Industrial Estate and creation of wildflower meadows at Bank Hall and Lydgate to offset the loss of habitat when the Boohoo and Rolfe Carpets sites were developed. Tenders out in late summer/autumn
Stoops Wheeled Sport	125,815			-	125,815	572	0%	125,815	Scheme is to create a new wheeled sports area at Hargher Clough Park. Contractor on site, completion early August 2019
Prairie Artificial Turf Pitch	1,087,176			-	1,087,176	91,008	8%	500,000	To construct an additional artificial turf pitch at Prairie Sports Village together with additional overspill car parking and raised ball stop fencing to the golf driving range, CCTV and lighting. Contractor due to start on site in August, with completion in Autumn.
Play Area Improvement Scheme	78,685	69,749		69,749	148,434	30,157	20%	148,264	The adjustment of £70k reflects external grant funding which will be used to create a new inclusive play area at Scott Park. The other schemes in the programme this year are Stoneyholme Community Garden, Piccadilly Garden and Harold Avenue play areas
Worsthorne Recreation Ground Improvements	276,311	(73,092)		(73,092)	203,219	-	0%	229,311	Football Foundation approved grant of £427k, rather than £500k, therefore budget reduced by £73k. Improvements include drainage of junior pitches, construction of changing rooms and club house, a car park & ball games area, perimeter multi-user path and an outdoor gym. Contractor due to start on site in August 2019.
Vehicle and Machinery Replacement	140,000			-	140,000	106,917	76%	27,000	In progress, most items of machinery purchased and in use.
Extension of Burnley Cemetery	25,000			-	25,000	-	0%	-	Due out to tender to consultants in September 2019 for design of cemetery extension and submission of planning application.
Changing Places [NEW SCHEME]	-	99,897		99,897	99,897	-	0%	99,897	Council is requested to approve the creation of this new budget which will be used to construct 'changing places' disabled toilet facilities at Towneley. A single standalone unit will be constructed on the car park next to the existing rotunda toilets at the Riverside and the current disabled toilet in the hall lobby will be extended to create space for a changing places toilet. This scheme is funded by external grants. Spend is expected to begin in September 2019.
	1,966,463	105,716	-	105,716	2,072,179	245,870	12%	1,372,925	

STREETSCENE

Alleygate Programme	30,590			-	30,590	-	0%	-	Funding will provide approximately 8 new schemes. Selection finalised and consultation/planning to be carried out in Q2-3. Installation Q4. All funding committed.
River Training Walls	94,552			-	94,552	1,981	2%	-	Work plan for 2019/20 is currently being developed and predominantly will be the Bank Hall area and works will be undertaken in Q3.
CCTV Infrastructure	9,303	9,850		9,850	19,153	337	2%	-	All budget will be committed to upgrading a number of the town centre cameras that require repair. It is anticipated the works will be complete Q2 / Q3. Increase in budget of £9,850, met through Revenue Contributions, as per upgrade of Network 65 systems.
Wheeled Bins Equipment	720,000			-	720,000	-	0%	-	As part of the recent Council-approved report on changes to the recycling service, this budget is for the procurement of wheeled bins for recycling, delivery of the containers and the provision of alternative equipment for paper and card collections. The delivery schedule of bins will begin from mid-August 2019, at which point expenditure will be incurred.
	854,445	-	-	9,850	864,295	2,318	0%	-	

2019/20 CAPITAL BUDGET CYCLE 1 MONITORING - UPDATE

APPENDIX 1

Scheme Name	Budget as at Full Council 10/07/19 £	Adjustments Per This Report		Changes to be approved in this report A + B £	Revised Budget £	Total Spend as at 30/06/19 £	% Schemes Spend	Financed by External Funding £	Narrative provided by Project Officers/Heads of Service
		Budget Adjustments	Reprofiled into Future Years						
		A	B						

ECONOMY & GROWTH

Padiham Townscape Heritage Initiative	747,019		(297,019)	(297,019)	450,000	11,032	2%	602,924	This scheme is to repair and restore key buildings in the Conservation area, together with highways and public realm improvements, and an engagement programme. Grant funding is being progressed and Planning Applications have been submitted for several schemes. Expenditure for 2019/20 likely to be 450k, with the remaining budget being reprofiled into 2020/21.
Pioneer Place	189,666			-	189,666	2,500	1%	-	Contracts with the Developer, Maple Grove, and Reel Cinemas are near to being finalised.
Sandygate Square	5,703,841			-	5,703,841	249,011	4%	-	Work has commenced with demolition and site clearance completed ready for foundations and steel frame construction over the summer.
Vision Park	153,421			-	153,421	110,945	72%	60,147	The certificate of making good defects has now been issued and all defects have been completed. The final account has been received for payment.
Former Open Market & Former Cinema Block	810,159			-	810,159	256,150	32%	-	Demolition work for the old cinema and former open market is nearly completed. The next phase of work to remove the bridge structures and carry out the remediation work, will start shortly. Scheme due to be complete by September 2019
NW Burnley Growth Corridor	2,522,287		(522,287)	(522,287)	2,000,000	51	0%	2,522,287	Detailed design work is being carried out for Town Centre Public Realm improvements and flood defence works in Padiham. The spend profile of £2m, is based on the latest LCC and EA projections.
Town Centre & Weavers Triangle Project Work	286,730			-	286,730	14,137	5%	-	Expenditure on-target for various projects in the Town Centre and Weavers Triangle.
Lower St James Street	407,455		(350,000)	(350,000)	57,455	-	0%	-	This scheme is being delivered by Lancashire County Council and work is not scheduled to start until February 2020. Therefore £350k to be reprofiled into 2020/21
	10,820,578	-	(1,169,306)	(1,169,306)	9,651,272	643,826	7%	3,185,358	

FINANCE & PROPERTY

Rationalisation of Operational Estate	219,879			-	219,879	5,590	3%	-	Economy & Growth scheduled to move into the Town Hall in August 2019, dependent on hand-back of Level 5 offices from contractors. Main works for the creation of a new Contact Centre and staff moves at Parker Lane should be completed before the end of this financial year
Leisure Centre Improvements	88,010			-	88,010	-	0%	-	A detailed schedule of works is close to being agreed and finalised with the Leisure Trust. These works will then commence shortly after with the budget to be fully utilised in this financial year.
Building Infrastructure Works	2,153,247			-	2,153,247	101,052	5%	-	This budget is for infrastructure works to the Council's property assets. This includes the significant programme of works, repairs and renewal to the Town Hall roof, which will protect the Heritage value of the Town Hall and maintain the viability and use of the building. Other urgent works are being prioritised.
	2,461,136	-	-	-	2,461,136	106,642	4%	-	

2019/20 CAPITAL BUDGET CYCLE 1 MONITORING - UPDATE

APPENDIX 1

Scheme Name	Budget as at Full Council 10/07/19	Adjustments Per This Report		Changes to be approved in this report	Revised Budget	Total Spend as at 30/06/19	% 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	163,788			-	163,788	18,355	11%	163,788	These grants deal with the most serious housing conditions for owner occupiers who are disabled or over 60 on means tested benefits. They are demand led. We have approved 7 grants so far this year.
Better Care Grant	3,304,007			-	3,304,007	247,233	7%	1,500,000	Based on previous years referrals from social services for disabled facilities grants we anticipate approving 250 grants which equates to approximately £1.5 million. Officers are currently assessing other social care projects that may be eligible for Better Care funding.
Energy Efficiency	40,000			-	40,000	11,300	28%	40,000	Heating rebate grants help to ensure properties within Burnley are energy efficient which in turn reduces incidents of fuel poverty. We have approved 32 grants so far this year.
Empty Homes Programme	1,430,190			-	1,430,190	405,112	28%	-	The project is on target to achieve the objectives of a minimum of 20 acquisitions and 10 renovations to achieve the overall programme target to bring at least 80 empty homes back into use.
Interventions, Acquisitions and Demolitions	238,866			-	238,866	166	0%	-	This budget will be used to fund the neighbourhood improvement scheme. The Thompson Street painting scheme has started and is due for completion by the end of September 2019.
	5,176,851	-	-	-	5,176,851	682,166	13%	1,703,788	
CHIEF EXECUTIVE / CORPORATE INITIATIVES									
Ward Opportunities Fund	65,468			-	65,468	2,011	3%	-	This is a residual budget which, due to Elections in Q1, has resulted in limited spend in 2019/20.
	65,468	-	-	-	65,468	2,011	3%	-	
	21,344,941	105,716	(1,169,306)	(1,053,740)	20,291,201	1,682,833	8%	6,262,071	
					2018/19 Cycle 1	11,680,788	1,636,975	14%	

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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	201,396			192,234			9,162	201,396
Brun Valley Forest Park	41,242						41,242	41,242
Stoops Wheeled Sport	125,815			80,000			45,815	125,815
Prairie Artificial Turf Pitch	1,014,084	587,176		426,908				1,014,084
Play Area Improvement Scheme	148,434				170		148,264	148,434
Worsthorne Recreation Ground Improvements	276,311			183,311	47,000		46,000	276,311
Vehicle and Machinery Replacement	140,000		113,000				27,000	140,000
Extension of Burnley Cemetery	25,000	25,000		-	-		-	25,000
Changing Places	99,897						99,897	99,897
	2,072,179	612,176	113,000	882,453	47,170	-	417,380	2,072,179
Streetscene								
Alleygate Programme	30,590				30,590			30,590
River Training Walls	94,552				94,552			94,552
CCTV Infrastructure	19,153	9,303	9,850					19,153
Wheeled Bins Equipment	720,000	470,000					250,000	720,000
	864,295	479,303	9,850	-	125,142	-	250,000	864,295
Economy & Growth								
Padiham Townscape Heritage Initiative	450,000			305,905	144,095			450,000
Pioneer Place	189,666		189,666					189,666
Sandygate Square	5,703,841	5,703,841						5,703,841
Vision Park	153,421			60,147	93,274			153,421
Former Open Market & Former Cinema Block	810,159	810,159						810,159
NW Burnley Growth Corridor	2,000,000			2,000,000				2,000,000
Town Centre & Weavers Triangle Project Work	286,730	250,000			36,730			286,730
Lower St James Street	57,455	7,455	50,000					57,455
	9,651,272	6,771,455	239,666	2,366,052	274,099	-	-	9,651,272
Finance & Property								
Rationalisation of Operational Estate	219,879				219,879			219,879
Leisure Centre Improvements	88,010	88,010						88,010
Building Infrastructure Works	2,153,247	1,387,370	102,000		663,877			2,153,247
	2,461,136	1,475,380	102,000	-	883,756	-	-	2,461,136
Housing & Development Control								
Emergency Repairs	163,788			163,788				163,788
Better Care Grant	3,304,007			3,304,007				3,304,007
Energy Efficiency	40,000			40,000				40,000
Empty Homes Programme	1,430,190					1,430,190		1,430,190
Interventions, Acquisitions and Demolitions	238,866					238,866		238,866
	5,176,851	-	-	3,507,795	-	1,669,056	-	5,176,851
Chief Executive								
Ward Opportunities Fund	65,468				65,468			65,468
	65,468	-	-	-	65,468	-	-	65,468
TOTAL OF ALL SCHEMES	20,291,201	9,338,314	464,516	6,756,300	1,395,635	1,669,056	667,380	20,291,201

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CAPITAL RECEIPTS AND CONTRIBUTIONS ANALYSIS FOR 2019/20 + CIP 2020-24

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> £
<u>Capital Resources Brought Forward on 1 April 2019</u>	1,206,380	1,951,989	277,568	213,385	3,649,322
<u>Add</u>					
Resources Received As At 30 June 2019:	150,803	-	60,000	102,400	313,203
Transfer between reserves	150,000	(150,000)	-	-	-
Further Resources Estimated to be Received during 2019/20:	203,950	1,199,000	-	384,638	1,787,588
<u>Potential Resources Available during 2019/20</u>	1,711,133	3,000,989	337,568	700,423	5,750,113
<u>Less</u>					
Required to finance Capital Programme	(1,395,635)	(1,669,056)	(41,242)	(626,138)	(3,732,071)
Earmarked for Revenue Expenditure	-	-	(2,345)	-	(2,345)
Earmarked for Delivery By Outside Bodies	-	-	(162,316)	-	(162,316)
<u>Potential Capital Resources Carried Forward on 31st March 2020</u>	315,498	1,331,933	131,665	74,285	1,853,381
<u>Add</u> - Resources Estimated to be Received during 2020/21	193,750	1,050,000	-	180,360	1,424,110
<u>Less</u> - 2020/21 Capital Budget	(661,145)	(1,400,000)	(53,350)	(180,360)	(2,294,855)
<u>Estimated Surplus / (Shortfall) of Resources as at 31st March 2021</u>	(151,897)	981,933	78,315	74,285	982,636
<u>Add</u> - Resources Estimated to be Received during 2021/22	100,000	1,165,000	-	578,360	1,843,360
<u>Less</u> - 2021/22 Capital Budget	(747,483)	(1,400,000)	-	(578,360)	(2,725,843)
<u>Estimated Surplus / (Shortfall) of Resources as at 31st March 2022</u>	(799,380)	746,933	78,315	74,285	100,153
<u>Add</u> - Resources Estimated to be Received during 2022/23	100,000	1,080,000	-	27,000	1,207,000
<u>Less</u> - 2022/23 Capital Budget	(500,720)	(1,400,000)	-	(27,000)	(1,927,720)
<u>Estimated Surplus / (Shortfall) of Resources as at 31st March 2023</u>	(1,200,100)	426,933	78,315	74,285	(620,567)
<u>Add</u> - Resources Estimated to be Received during 2023/24	100,000	1,200,000	-	27,000	1,327,000
<u>Less</u> - 2023/24 Capital Budget	(148,504)	(1,400,000)	-	(27,000)	(1,575,504)
<u>Estimated Surplus / (Shortfall) of Resources as at 31st March 2024</u>	(1,248,604)	226,933	78,315	74,285	(869,071)

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EXECUTIVE

BURNLEY TOWN HALL

Tuesday, 13th August, 2019 at 6.30 pm

29. Revenue Monitoring Q1 2019/20

Purpose

To report the forecast outturn position for the year as at 31 March 2020 based upon actual spending and income to 30 June 2019.

This report introduces a new format of presenting the net budget forecast and the achievement of the savings targets. Last year's 2018/19 in-year budget monitoring reports showed an assumed year-end break-even position from the beginning of the year based on the assumptions that savings would be identified due to the number of vacant posts and in year-savings predicted. This new report format adopts a different approach and shows the current forecast outturn position based upon the forecast savings identified within the current reporting period. As in previous years, it is expected that as the year progresses, further in-year savings will be identified and reported at each quarter, reducing the forecast overspend position. However, as overall budgets reduce, it is inevitable that it is becoming increasingly difficult to achieve and identify further savings. The current in-year savings target of £400k will be reviewed going forward in light of the reduction in budgets.

Reason for Decision

To give consideration to the level of revenue spending and income in 2019/20 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 position of an overspend of £248k be noted, as summarised in table 1 and detailed in Appendix 1. Also that the position as at the end of the quarter be noted on the achievement of salary and non-salary savings targets and the balances yet to be found, as can be seen in Table 2;
- (2) **That Full Council be recommended to approve the latest revised net budget of £15.815m as shown in Table 1; and**
- (3) **That Full Council be recommended to approve the net transfers to earmarked reserves of £1.385m as shown in Appendix 2.**

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Revenue Monitoring Report 2019/20 – Quarter 1 (to 30 June 2019)

REPORT TO EXECUTIVE



DATE	13 th August 2019
PORTFOLIO	Resources and Performance Management
REPORT AUTHOR	Asad Mushtaq
TEL NO	(01282) 477173
EMAIL	amushtaq@burnley.gov.uk

PURPOSE

1. To report the forecast outturn position for the year as at 31 March 2020 based upon actual spending and income to 30 June 2019.
2. **This report introduces a new format of presenting the net budget forecast and the achievement of the savings targets.** Last year's 2018/19 in-year budget monitoring reports showed an assumed year-end break-even position from the beginning of the year based on the assumptions that savings would be identified due to the number of vacant posts and in year-savings predicted. This new report format adopts a different approach and shows the current forecast outturn position based upon the forecast savings identified within the current reporting period. As in previous years, it is expected that as the year progresses, further in-year savings will be identified and reported at each quarter, reducing the forecast overspend position. However, as overall budgets reduce, it is inevitable that it is becoming increasingly difficult to achieve and identify further savings. The current in-year savings target of £400k will be reviewed going forward in light of the reduction in budgets.

RECOMMENDATION

3. The Executive is asked to:
 - a. Note the projected revenue budget forecast position of an overspend of £248k, as summarised in table 1 and detailed in Appendix 1. Also note the position as at the end of the quarter on the achievement of salary and non-salary savings targets and the balances yet to be found, as can be seen in Table 2.

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

- b. The latest revised net budget of **£15.815m** as shown in Table 1, and
- c. The net transfers to earmarked reserves of **£1.385m** as shown in Appendix 2.

REASONS FOR RECOMMENDATION

4. To give consideration to the level of revenue spending and income in 2019/20 as part of the effective governance of the Council and to ensure that appropriate management action is taken to ensure a balanced financial position.

SUMMARY OF KEY POINTS

5. Revenue Budget Monitoring Process

All budget holders are required to review their budgets on a monthly basis. Three in-year reports on revenue budget monitoring are presented to the Executive and Scrutiny Committee during the course of the financial year. This is the first in-year report for 2019/20. In addition to these three reports there is a final report for revenue to consider the actual spending at the end of the financial year compared with the revised revenue budget. Under the scheme of delegation each budget area is delegated to a Head of Service 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.

6. 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.
- Transfers to/from Earmarked Reserves in respect of grants/contributions and also approved carry forwards from 2018/19 (Appendix 2).

Members are asked to approve the latest revised net budget of £15.815m as shown in Table 1.

7. Revenue Budget Summary

Table 1 shows a summary by service area of the revised budget for the year along with the current forecast as at the end of Q1 and the anticipated variance.

As at the end of Q1 the net forecast is currently £248k over budget. Incorporated into the budget is a savings target of £400k of which £152k of potential savings have been identified as at the end of Q1, leaving a balance of £248k yet to be found (see para 7). This is in comparison to £254k savings identified during the same period of the 2018/19 financial year.

Based upon previous years it is expected that further savings will emerge as the year progresses.

Table 1: Revenue Budget Forecast Position 2019/20

		Reconciliation of Approved Budget & Funding		Forecast position as at Quarter 1		
		Net Budget 2019/20	Funding 2019/20	Revised Budget	Forecast Q1	Variance Q1
		£000s	£000s	£000s	£000s	£000s
a	Economy and Growth	1,007		1,007	974	(34)
b	Policy and Engagement	429		429	429	0
c	Management Team	340		340	340	0
d	Sport and Culture Leisure Client	617		617	617	0
e	Green Spaces and Amenities	865		865	827	(38)
f	Street Scene	3,122		3,122	3,082	(39)
g	Housing and Development Control	294		294	294	0
h	Strategic Partnership	3,603		3,603	3,603	0
i	Finance and Property	540		540	569	29
j	Revenues and Benefits Client	(1,332)		(1,332)	(1,332)	0
k	Legal and Democratic Services	1,000		1,000	973	(27)
l	People and Development	218		218	215	(3)
m	Central Budgets - Other <i>(includes corporate costs eg utilities, apprenticeship levy)</i>	153		153	112	(41)
	Central Budgets - Savings Targets <i>(see Table 2)</i>	(400)		(400)	0	400
	NET SERVICE BUDGET	10,455		10,455	10,703	248
	Pensions	1,831		1,831	1,831	0
	Provisions <i>(Balance to be determined at year end)</i>	0		0	0	0
	Impairments <i>(Provisions for Bad Debt)</i>	10		10	10	0
	Parish Precepts <i>(Disbursement to Parishes)</i>	154		154	154	0
	Treasury <i>(Investment Income & Expenditure)</i>	767		767	767	0
	Capital Financing	1,368		1,368	1,368	0
	Earmarked Reserves (to / (from))	1,702		1,702	1,702	0
	Strategic Reserves (to / (from))	(317)		(317)	(317)	0
	NET CORPORATE ITEMS	5,513		5,513	5,513	0
	Council Tax		(6,962)	(6,962)	(6,962)	0
	Parish Precepts <i>(Receipts from Council Tax Payers)</i>	(154)	0	(154)	(154)	0
	Business Rates: Retained Income		(7,057)	(7,057)	(7,057)	0
	Business Rates: S31 Grants		(1,219)	(1,219)	(1,219)	0
	Prior Year Collection Fund (Surplus)/Deficit		32	32	32	0
	New Homes Bonus		(607)	(607)	(607)	0
	Other Government Grants		0	0	0	0
	FUNDING	(154)	(15,815)	(15,968)	(15,968)	0
	BUDGET BALANCE	15,815	(15,815)	0	248	248

8. SAVINGS TARGETS

In setting the budget it was assumed that two savings targets would be achieved: £150k salary savings from not filling posts immediately and £250k in year savings/additional income target. A summary of the position in achieving these targets as at the end of Q1 can be seen in Table 2 below:

Savings	Revised Budget	Savings Forecast Q1	Balance of Savings yet to be Identified
	£000	£000	£000
Salary Savings	(150)	123	(27)
Non-Salary Savings	(250)	29	(221)
TOTAL	(400)	152	(248)

Salary Savings Target

The position at the end of Q1 is that £123k of salary savings have been secured to date as can be seen in Table 2 above, leaving a shortfall of £27k to identify throughout the remainder of the year.

Non-Salary Savings Target

The latest position is that £29k of non-salary savings have been secured to date as can be seen in Table 2 above, leaving a shortfall of £221k to identify during the remainder of the year.

9. SERVICE REPORTS

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

a. Economy and Growth

Forecast Variance: (£34k) net underspend

Salary savings in respect of the Town Centre Management post (£28k) and the Business Support post (£6k).

b. Policy and Engagement

Forecast Variance: £0

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

c. Management Team

Forecast Variance: £0

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

d. Sport and Culture Leisure Client

Forecast Variance: £0

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

e. **Green Spaces and Amenities**

Forecast Variance: (£38k) net underspend

Salary savings in respect of a vacant Guide Attendant post (£18k) and a reduction in the casual employee budget (£20k).

f. **Street Scene**

Forecast Variance: (£39k) net underspend

Salary savings to date in respect of a vacant Community Safety Manager post (£35k) and one employee not subscribing to the superannuation scheme (£4k).

g. **Housing and Development Control**

Forecast Variance: £0

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

h. **Strategic Partnership**

Forecast Variance: £0k

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

i. **Finance and Property**

Forecast Variance: £29k net overspend

Salary savings of (£4k) due to a v-time reduction in hours worked along with salary increments budgeted for from April not due until August. Also purchase of additional annual leave. Offset by a forecast reduction in property rental income of £33k.

The forecast reduction in rental income is in part due to the due to current market conditions impacting upon the retail sector, and also vacant properties within Charter Walk. Income will be closely monitored throughout the year.

j. **Revenues and Benefits Client**

Forecast Variance: £0

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

k. **Legal and Democratic Services**

Forecast Variance: (£27k) net underspend

Reduction in insurance costs payable (£31k) offset by a forecast reduction in land charges income of £10k, plus salary saving costs of (£6k) due to maternity leave.

l. **People and Development**

Forecast Variance: (£3k) net underspend

Salary savings costs to date due to a vacant post and a reduction in hours regarding another post.

m. **Central Budgets**

Forecast Variance: (£41k) net underspend

Refund of surface water drainage costs dating back to 2011 relating to a previously demolished site (£38k) plus other nominal items (£3k).

10. EARMARKED RESERVES

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

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

	Transformation Reserve	Growth Reserve	Other Earmarked Reserves	TOTAL
	£000	£000	£000	£000
Balance as at 01/04/19	(1,327)	(2,209)	(3,709)	(7,246)
Drawn down in Q1	78	240	(1,702)	(1,385)
Balance as at 30/06/19	(1,250)	(1,970)	(5,412)	(8,631)

There is no proposed use of reserves in 2019/20 to support revenue expenditure. However, any shortfall in meeting the in-year savings targets within 2019/20 will need to be met from reserves.

Additionally, any savings proposals for 2020/21 that are subsequently adopted and include proposed reductions in posts, will require the cost of any redundancies to be met in the current financial year. These costs will be met from the Transformation Reserve in 2019/20, unless there is an overall surplus outturn position at year end, in which case some or all of these costs will be funded from net underspends.

11. CAPITAL FINANCING

11.1 Within the capital financing total of £1.368m, as can be seen in table 1, is a revenue contribution to capital outlay (RCCO) of £465k. This is where revenue funds are used to finance capital schemes. The contribution of £465k relates to vehicle and machinery replacement (£113k), Pioneer Place (£190k), Lower St James St (£50k), CCTV infrastructure works (£10k) and building infrastructure works (£102k).

FINANCIAL IMPLICATIONS AND BUDGET PROVISION

12. As shown in the body of the report.

POLICY IMPLICATIONS

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

DETAILS OF CONSULTATION

14. None

BACKGROUND PAPERS

15. None

FURTHER INFORMATION

Asad Mushtaq – Head of Finance & Property

PLEASE CONTACT:

ALSO

Amy Johnson – Principal Accountant

Revenue Budget Forecast Position 2019/20 by Service Area

Appendix 1

		Total
Economy and Growth		Total
Policy and Engagement		Total
Management Team		Total
Sport and Culture Leisure Client		Total
Green Spaces and Amenities		Total
Street Scene		Total
Housing and Development Control		Total
Strategic Partnership		Total
Finance and Property		Total
Revenues and Benefits Client		Total
Legal and Democratic Services		Total
People and Development		Total
Central Budgets - Other	Central Budgets - Other	
Central Budgets - Savings Targets	Central Budgets - Savings Targets	
Central Budgets - Savings Targets	Central Budgets - Savings Targets	
NET SERVICE BUDGET		
Corporate Items	Pensions	
Corporate Items	Provisions	
Corporate Items	Impairments	
Corporate Items	Parish Precepts	
Corporate Items	Treasury Investments & Borrowing	
Corporate Items	Capital Financing	
Corporate Items	Earmarked Reserves (to / (from))	
Corporate Items	Strategic Reserves (to / (from))	
NET CORPORATE ITEMS		
Funding	Council Tax	
Funding	Council Tax - Parish Precepts	
Funding	Business Rates: Retained Income	
Funding	Business Rates: S31 Grants	
Funding	Prior Year Collection Fund (Surplus)/Deficit	
Funding	New Homes Bonus	
Funding	Other Government Grants	
FUNDING		
BUDGET BALANCE		

Quarter 1			
ORIGINAL BUDGET 2019/20 £000s	REVISED BUDGET 2019/20 £000s	Current Forecast £000s	Current Variance £000s
825	1,007	974	(34)
390	429	429	0
340	340	340	0
617	617	617	0
859	865	827	(38)
3,086	3,122	3,082	(39)
271	294	294	0
3,603	3,603	3,603	0
472	540	569	29
(1,332)	(1,332)	(1,332)	0
1,000	1,000	973	(27)
218	218	215	(3)
191	153	112	(41)
(150)	(150)	0	150
(250)	(250)	0	250
(209)	(247)	112	248
10,140	10,455	10,703	248
1,831	1,831	1,831	0
0	0	0	0
10	10	10	0
154	154	154	0
767	767	767	0
1,567	1,368	1,368	0
2,090	1,702	1,702	0
(590)	(317)	(317)	0
5,828	5,513	5,513	0
(6,962)	(6,962)	(6,962)	0
(154)	(154)	(154)	0
(7,057)	(7,057)	(7,057)	0
(1,219)	(1,219)	(1,219)	0
32	32	32	0
(607)	(607)	(607)	0
0	0	0	0
(15,968)	(15,968)	(15,968)	0
0	0	248	248

Appendix 2

Quarter 1 Movements in Reserves

	Transformation Reserve	Growth Reserve	TOTAL Strategic Reserves	Other Earmarked Reserves
	£000	£000	£000	£000
Opening Balance	(1,327)	(2,209)	(3,537)	(3,709)
Original Budget 2019/20 - use of reserves	0	590	590	(2,090)
TOTAL	(1,327)	(1,620)	(2,947)	(5,799)
Change in cycle 1	78	(350)	(272)	388
Anticipated balance at 31 March 2020	(1,250)	(1,970)	(3,219)	(5,411)
Approved use of reserves future years	5	2,192	2,197	3,323
Movement between reserves	325	(325)	0	0
Balance after approvals	(920)	(103)	(1,022)	(2,088)

REPORT TO THE EXECUTIVE



DATE	17th September 2019
PORTFOLIO	Resources & Performance Management
REPORT AUTHOR	Asad Mushtaq
TEL NO	01282 477173
EMAIL	amushtaq@burnley.gov.uk

Council Tax Premium and Policy

PURPOSE

1. To consider the extension of Council Tax Premium and to adopt a Policy to allow it to be applied consistently.

RECOMMENDATION

2. That the Executive recommends that full Council be recommended
 - (i) to adopt the Council Tax Premium Policy
 - (ii) to apply the following progression of increased premiums, in addition to those already approved:-
 - From 1 April 2020**
 - Properties empty for a period of more than 5 years – the maximum premium will be 200% - equivalent to a Council Tax charge x 3
 - From 1 April 2021**
 - Properties empty for a period of more than 10 years – the maximum premium will be 300% - equivalent to a Council Tax charge x 4

REASONS FOR RECOMMENDATION

3. To bring empty homes back into use in line with the Council's strategic commitment.

SUMMARY OF KEY POINTS

4. Under government proposals that came into force for 2012/13, designed to get long term empty properties back into use, the Council chose to apply a 50% empty homes premium to properties empty and unfurnished for over two years. This meant that the owner would need to pay 150% of the annual Council Tax charge. Using updated Government regulations, in February 2019, the Council adopted an increase to the premium for properties that have been empty for over 2 years, from 50% to 100% from 2019/20, meaning owners would need to pay 200% Council Tax charge.
5. Government have also given further discretion to Councils from 2020/21 (200% premium

for properties empty for more than 5 years, meaning a 300% Council Tax charge) and 2021/22 (300% premium for properties empty for more than 10 years, meaning a 400% Council Tax charge). It is recommended that these are adopted as part of the Council Tax charges.

6. The use of the premium is as a tool is intended to bring empty homes back into use rather than generate revenue.
7. The document at appendix 1 sets out Burnley Borough Council's policy on the application of the Council Tax Empty Homes Premium.
8. The policy outlines where and when it will consider an exception to the application of a premium for the qualifying properties and provides an appeals mechanism in line with other revenue policies where there is no statutory appeal. The basic exceptions are:
 - a) Those owners who are genuinely attempting to sell or let their property
 - b) Those owners who are experiencing particular legal or technical issues which are preventing the sale or letting of the property
 - c) Those owners whose properties are currently covered under the Council's Discount for Renovated Empty Homes Scheme.
 - d) Cases where the dwelling has remained empty beyond a two-year period due to exceptional and/or unforeseen circumstances and/or any other circumstances, proven to be beyond the control of the owner/liable person
9. As of June 2019, there were 409 properties which were attracting the 100% premium, which was introduced in April 2019. The April 2020 change would mean that of those dwellings, 180 properties would attract a 200% charge. The April 2021 change would increase the charge for 46 properties to 300%. Based on those figures, the combined financial impact would be an additional £289K in debt, of which approximately £46K would be due to Burnley. There is, however, a marked decrease in collection rates of Council Tax with premiums, which significantly reduces the percentage collected. However, the objective is not to increase income but to bring empty homes back into use. It should also be noted that the number of empty properties vary.
10. The policy is required to enable exemptions to the empty homes premiums in a range of cases. It explains how the council will determine these exemptions and how to appeal against a decision. This is to ensure that the premium is applied to the correct properties and encourage action to return them to occupation.

FINANCIAL IMPLICATIONS AND BUDGET PROVISION

11. The budget impact of this has already been included into the 2019/20 finances and will be incorporated into future years budgets.

POLICY IMPLICATIONS

12. This supports the strategic aim of returning empty homes back into use.

DETAILS OF CONSULTATION

13. None

BACKGROUND PAPERS

14. None

FURTHER INFORMATION

PLEASE CONTACT:

**Asad Mushtaq – Head of Finance and
Property**

ALSO:

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Council Tax

Empty Homes Premium Policy

Council Tax **Empty Homes Premium Policy**

1. Introduction

This document sets out Burnley Borough Council's policy on the application of the Council Tax Empty Homes Premium.

It also considers factors and circumstances that the Council will take into account when deciding if an exception to the Premium is appropriate.

On 1 April 2013, Council Tax Empty Homes Premium of 50% was introduced in Burnley for long-term empty properties. This charge was raised on properties that had been unoccupied and substantially unfurnished for over 2 years.

From 1 April 2019, the law changed giving Councils the freedom to increase the Premium charged from 50% to 100%, which the Council agreed at its meeting on 20 February 2019. Further increases in the percentage amount of Council Tax Premium are allowed from 1 April 2020 and 1 April 2021, and are shown below.

2. The Council Tax Empty Homes Premium

In accordance with the Rating (Property in Common Occupation) and Council Tax (Empty Dwellings) Act 2018, the Council Tax Premium will be applied as follows:-

From 1 April 2019

- Properties empty for over 2 years – the maximum Premium will be 100% (increased from 50%) – equivalent to a Council Tax charge x 2

From 1 April 2020

- Properties empty for a period of 2 to 5 years – the maximum Premium will be 100% - equivalent to a Council Tax charge x 2
- Properties empty for a period of more than 5 years – the maximum Premium will be 200% - equivalent to a Council Tax charge x 3

From 1 April 2021

- Properties empty for a period of 2 to 5 years – the maximum Premium will be 100%- equivalent to a Council Tax charge x 2
- Properties empty for a period of 5 to 10 years – the maximum Premium will be 200%- equivalent to a Council Tax charge x 3
- Properties empty for a period of more than 10 years – the maximum Premium will be 300% - equivalent to a Council Tax charge x 4

3. Exceptions to the Council Tax Empty Premium Charge

The Council will consider waiving the Council Tax Premium for applicants who meet the qualifying criteria as specified in these guidelines.

Where the Council agrees to waive the Premium, this means that the owner of the property will remain liable for the standard Council Tax charge of 100% for the applicable property.

The Council will treat all applications on their individual merits and will seek to grant exceptions to liability for the Council Tax Premium in the following situations:

- a) Those owners who are genuinely attempting to sell or let their property
- b) Those owners who are experiencing particular legal or technical issues which is preventing the sale or letting of the property
- c) Those owners whose properties are currently covered under the Council's Discount for Renovated Empty Homes Scheme.
- d) Cases where the dwelling has remained empty beyond a two year period due to exceptional and/or unforeseen circumstances and/or any other circumstances, proven to be beyond the control of the owner/liable person.

In deciding whether to award an exception to payment of the Council Tax Premium, the Council will take into account the following criteria:

- a) **For those owners who are genuinely attempting to sell or let their property which has been vacant for at least two years**
 - Has professional advice and assistance been obtained?
 - Has a professional agent with specialist knowledge of the locality been engaged?
 - Have any offers to purchase or rent the property been received? If yes – why were those offers refused?
 - Is the sale price or rental in line with recent sale or rental prices for similar properties in the locality? If no, does this property have special features that reasonably warrant a higher value or rent?
 - Has the property been put up for sale by public auction?
- b) **For those owners who are experiencing particular legal or technical issues which is preventing the sale or letting of the property**
 - Is there a legal difficulty or issue which is preventing the sale or letting of the property?
 - A Solicitor's or Legal Conveyancer's letter should be produced in evidence detailing the reasons preventing sale or letting
 - Is a sale or letting being delayed by the actions of a public body?

c) **For those owners whose properties are currently covered under the Council's Discount for Renovated Empty Homes scheme.**

In line with the Council policy, the property must be:

- In a state of disrepair that includes the presence of significant or multiple Category 1 hazards as defined by the Housing Act 2004.
- Currently vacant and has been in a vacant state for a minimum of 12 months.
- Unfurnished.
- Occupied as a household's main or principle home within a period of six months from the date of issue of the schedule of works.

The renovation works must be

- Completed within a period of six months and the property occupied
- Completed to the Council's Gold Accreditation Standard
- Defined and set out by an appropriate officer of the Council in a schedule of works that is issued to the owner. Renovation work cannot start until the schedule of work is received.
- Signed off as complete and satisfactory in line with the issued schedule of works by an appropriate officer of the Council at the end of the renovation period.
- Include all relevant safety certificates such as a Gas Safety Certificate, an Electrical Condition Report and, if required, Building Regulations Approval.

d) **Cases where the dwelling has remained empty beyond a two year period due to exceptional and /or unforeseen circumstances and / or any other circumstances, proven to be beyond the control of the owner/liable person**

- Are the circumstances exceptional or unforeseen?
- Decision to be based on evidence and considered on the merits of each individual case

4. Changes of Circumstances

The Council may need to revise the decision to grant an exception to the Premium if it becomes aware that the circumstances of an applicant have materially changed.

Individuals must immediately advise the Council of any change in circumstances affecting the decision within 21 days of the change.

Failure to do so may result in the exception being revoked in full.

5. Claiming a Local Exception to the Council Tax Premium

A claim must be made on the relevant application form available at www.burnley.gov.uk by the owner of the vacant property or their representative. Relevant supporting evidence must be made available.

The Council may visit any applicant to confirm the details provided are accurate, which may necessitate being given access to the premises.

Payment of Council Tax, including the Premium, may not be withheld whilst awaiting the outcome of an application or the review of a previous decision.

6. Period of Exception

In all cases, the Council will decide the length of time for which an exception will be awarded on the basis of the evidence supplied and the facts known.

The start date of an exception will normally be the date the application is received by the Council, providing the Council is satisfied the reasons for the exception existed at that time, and the exception will continue until the end of the financial year, subject to those circumstances continuing.

The Council will review the award and request confirmation that the circumstances leading to the award of the exception remain applicable. The Council reserves the right to make routine inspections of the property at any point during the period of the exception.

It is expected that the property will be occupied by the end of the period of exception. Where this is the case, the Premium will no longer apply.

Where that is not the case, and the Property remains empty, the exception will be removed and Premium will be charged retrospectively.

The Council will not award exceptions to the Premium where evidence shows that the Owner:-

- a) Has not taken all reasonable steps to return the property to occupation;
- b) Has caused any delay in works being started within the six month period from the date of their taking ownership.
- c) Is responsible for the delay in completing works even if the works were started within the six-month period after a change in ownership.

7. Notification

The Council will inform the applicant, in writing, of the outcome of their application within 28 days of receipt, or as soon as possible after. Where the application is unsuccessful, the Council will set out the reasons why this decision was made and explain the right of review.

8. The Right to Seek a Review of the Council's Decision

As there is no statutory appeals mechanism, the Council will operate its own appeals procedure. This will apply where a decision not to defer the Premium has been made and an applicant disagrees with that decision and requests a review.

A request for a review must be made in writing to the Council's Head of Finance and Property within one calendar month of the written decision being issued.

The Head of Finance and Property will review all the evidence held and may ask for further clarification to be provided.

A decision on the review will be made within 20 working days of the request. The decision will be notified to the applicant in writing, setting out the reasons for the decision and this will be final with no further right of appeal.

REPORT TO THE EXECUTIVE



DATE	17th September 2019
PORTFOLIO	Resources & Performance Management
REPORT AUTHOR	Asad Mushtaq
TEL NO	01282 477173
EMAIL	amushtaq@burnley.gov.uk

Business Rates Discretionary Rate Relief Policy

PURPOSE

1. To consider adopting an updated Non-Domestic Rates Discretionary Relief Policy to allow it to be applied consistently.

RECOMMENDATION

2. The Executive is recommended to adopt the following resolution:
 - That full Council be recommended to adopt the updated Non-Domestic Rates Discretionary Relief Policy

REASONS FOR RECOMMENDATION

3. To outline the areas of local discretion within business rates and the council's approach the various awards within Discretionary Rate Relief (DRR).

SUMMARY OF KEY POINTS

4. DRR is granted in accordance with Section 43 and Section 44a of the Local Government Finance Act 1988 (LGFA 1988) and Section 47-49 of the LGFA 1988 as amended by the Localism Act 2011
5. The policy (Appendix A) outlines how and where it will apply a discretionary award and provides an appeals mechanism in line with other revenue policies where there is no statutory appeal. The basic areas covered are:
 - a) Charitable Relief
 - b) Registered Community Amateur Sports Clubs (CASC) Relief
 - c) Not for Profit Organisations.
 - d) Rural Rate Relief

- e) Localism Relief
- f) Hardship Relief
- g) Section 44A Relief – Part Occupied Properties
- h) Supporting Small Business Relief
- i) Discretionary Revaluation Support Scheme
- j) Retail Discount

6. The Policy sets out what evidence it requires to support an application for an award. The basis of the award is delegated to the Councils Section 151 officer.
7. Appeals can be made within one month of a decision which will be reviewed by the Executive Member for Resources and Performance Management.
8. The basic changes are required to cover the new reliefs which have become available since the last publication of the policy (listed above as (h) to (j)). There are more specific details for sports (CASC) relief, clarification on the application process and updating of job titles.

FINANCIAL IMPLICATIONS AND BUDGET PROVISION

9. The budget impact of this has already been included into the 2019/20 finances and will be incorporated into future years budgets.

POLICY IMPLICATIONS

10. This is an update to an existing policy.

DETAILS OF CONSULTATION

11. None

BACKGROUND PAPERS

12. None

FURTHER INFORMATION	
PLEASE CONTACT:	Asad Mushtaq – Head of Finance and Property
ALSO:	



National Non- Domestic Rates

Discretionary Rate Relief Policy

National Non- Domestic Rates

Discretionary Rate Relief Policy

1. Purpose

1.1 To set out the Council's policy for awarding Discretionary Rate Relief (DRR) Policy for Non Domestic Rates.

2. Introduction and Scope

2.1 DRR is granted in accordance with Section 43 and Section 44a of the Local Government Finance Act 1988 (LGFA 1988) and Section 47-49 of the LGFA 1988 as amended by the Localism Act 2011.

2.2 This policy document outlines the areas of local discretion and the Council's approach to the various awards. This approach has regard to the impact:

- Of granting DRR (including Section 44a Relief and Hardship Relief) on the Council's wider financial position and Council Tax payers;
- On the organisations and businesses that currently receive or may apply for relief in the future;

2.3 The principal consideration when making an award is that any relief granted is in the best interests of the residents and taxpayers of Burnley and produces a local benefit.

3. Charitable Relief (Charities)

- 3.1 A Mandatory Rate Relief of 80% is granted to charities in the following circumstances where the:
- Ratepayer of a property is a charity or the trustees of a charity; and
 - Property is wholly or mainly used for charitable purposes (including charity shops, where the goods sold are mainly donated and the proceeds are used for the purpose of the charity).
- 3.2 The Council does not have discretion regarding the award of Mandatory Rate Relief, however the Council must be satisfied that the statutory criteria has been met. For this purpose the Council will use guidance provided in both the LGFA 1988, and by reference to other enactments and case law.
- 3.3 The Council will refer to the Charity Register for evidence of charitable status however absence from the register does not mean an organisation has not been established for charitable purposes as certain organisations are exempt from registration under the Charities Act 1993.
- 3.4 In cases where a charity is in receipt of mandatory rate relief of 80%, the Council has discretion to grant up to 20% additional rate relief known as a DRR top up.
- 3.5 The Council will consider applications for a DRR top up from charities based on their own merits, on a case by case basis. However the principal consideration is that the relief is in the best interests of the residents and taxpayers of Burnley and produces a local benefit as the Council must contribute to the cost of each award.
- 3.6 A DRR top-up will generally be awarded to charities whose work is beneficial to the community at large, or who actively encourage membership from a full cross section of the community, or who provide facilities which directly or indirectly relieve the local authority of the need to do so.

4. Registered Community Amateur Sports Clubs (CASC) Relief

- 4.1 A mandatory rate relief of 80% is granted to registered community amateur sports clubs (CASCs). To qualify as a CASC, a sports club must fulfil all of the following criteria. It must be:
- Open to the whole community;
 - Run as an amateur club;
 - Non-profit making and
 - Aiming to provide facilities for, and encourage people to take part in, eligible sport.
- 4.2 In cases where a CASC is in receipt of Mandatory Rate Relief of 80%, the Council has discretion to grant up to 20% additional rate relief as a DRR top up.
- 4.3 A DRR top-up will generally be awarded to CASCs whose work is beneficial to the community at large, or who actively encourage membership from a full cross section of the community, or who provide facilities which directly or indirectly relieve the local authority of the need to do so.

5. Not for Profit Organisations

- 5.1 The Council has the power to grant DRR of up to 100% to non-profit making organisations. The main objectives of the organisation must be related to:
- Relief of poverty
 - Advancement of religion
 - Advancement of education
 - Social Welfare
 - Science
 - Literature
 - Fine arts
 - Recreation
 - Or be otherwise beneficial to the community

- 5.2 An organisation must be able to demonstrate how it:
- Meets local needs and benefits local people
 - Provides a valuable service to the community and
 - Is open to all sections of the community and does not discriminate against any section of the community
 - Is not conducted or established for the primary purpose of accruing profit.
- 5.3 DRR can vary between 1% and 100% for any organisation that does not qualify for mandatory relief.
- 5.4 DRR will not normally be considered for public sector or public sector type organisations such as government bodies / housing associations and the like.
- 5.5 Each application for DRR will be considered individually on its own merits but as a guideline, the following percentages will apply:
- 80% DRR to be granted to organisations that do not have charitable status but actively encourage membership from particular groups in the community, for example young people, women, older age groups, disabled people, ethnic minorities etc. or make facilities available to people or groups other than members, for example use by schools, casual public sessions etc.
 - 70% DRR to be granted to qualifying organisations that do not have charitable status but provide training or education for members or conduct schemes for particular groups to develop their skills
 - 70% DRR to be granted to qualifying organisations that do not have charitable status but whose main purpose is to provide sporting facilities of a physical nature excluding 'games room' type facilities, but which also have a social aspect with a licensed bar.

6. Rural Rate Relief

- 6.1 Organisations or businesses which reside within a designated rural settlement (with a population of 3,000 or less) may be eligible for Discretionary Rural Rate Relief. Eligible organisations/businesses must be located in one of the settlements identified in the Council's rural settlement list, which is reviewed periodically
- 6.2 Current areas within the Burnley area designated as rural settlements are:
- Worsthorne with Hurstwood
 - Cliviger
 - Dunnockshaw
- 6.3 Discretionary Rural Rate Relief is open to any type of business within a classified rural settlement that satisfies the following criteria in that it is:
- The only qualifying village shop or post office with a rateable value of up to £8,500 and already in receipt of mandatory relief of 50%.
 - The only qualifying public house or petrol station with a rateable value of up to £12,500 and already in receipt of mandatory relief of 50%
 - Within the boundaries of a qualifying rural settlement.
- 6.4 The Council also has the discretion to remit all or part of rate bills on other property in a settlement on the rural settlement list if the rateable value is £16,500 or less and is used for a purpose that benefits the local community.
- 6.5 Rural rate relief was doubled to 100% in April 2017 with the intention to introduce legislation to make the award of the relief mandatory.
- 6.6 Until the necessary legislation is in place to award 100% Mandatory Rural Rate Relief the Council will use its discretionary powers to award 50% DRR to ensure 100% relief is awarded in total to eligible businesses. Central Government will fully reimburse the Council using a grant under Section 31 of the Local Government Act 2003. Awards will be granted for the period of one financial year at a time.

7. Localism Relief

- 7.1 The Council is able to grant Business Rates discounts entirely as it sees fit within the limits of the primary legislation and European rules on state aid. The Council will place particular focus on using these powers to support the regeneration objectives of the Council, encouraging new business and investment into the Burnley area.
- 7.2 Businesses seeking assistance will be required to submit an application form to the Economy and Growth Business Support Team detailing the rationale for seeking business rate relief and the business benefits it will bring.
- 7.3 The Council's Economy and Growth Team will review applications from businesses requesting DRR under these powers to determine if providing relief would support the economic objectives of the borough.
- 7.4 The decision to award localism relief will be made by the Council's Section 151 Officer.
- 7.5 Applicants will be also be signposted to the Council's Economy and Growth Team for support and for advice on other options available to the business prior to an award being considered.

8. Hardship Relief

- 8.1 The Council has the power to reduce or remit the Business Rates charged in certain circumstances where the business is having temporary financial difficulties. This is known as Hardship Relief.
- 8.2 Section 49 of the Local Government Finance Act 1988 provides the Council with the power to remit or reduce the payment of rates where it is satisfied that the ratepayer would sustain hardship if it did not do so, and where it is reasonable to do so having regard to the interests of Council Tax payers within the borough.
- 8.3 Each application for hardship relief will be considered individually on its own merits:
- When assessing whether the ratepayer would face hardship the Council will require a written request from the ratepayer to include the latest trading accounts and a projection of those accounts for a further two years. In the case of partnerships and sole traders the

Council may also require the personal financial details of relevant individuals to assist with any decision.

- The ratepayer must be able to demonstrate that he is offering a unique service to his locality, which would not be replaced were his business to close, and which is of specific benefit to Council Tax payers within the locality of the business.
- Alternatively, the business must offer a specific service to vulnerable groups or provide significant employment throughout the borough as a whole, which is of significant benefit to Council Tax payers in the borough as a whole.
- The award of relief must be capable of enabling the ratepayer to continue trading to the end of the financial year in which the relief is granted.

8.4 The decision to award hardship relief will be made by the Council's Section 151 Officer.

8.5 Relief may be granted at an appropriate amount up to 100% of the full charge.

8.6 An application form must be completed for this relief.

8.7 The start date of the relief shall not be earlier than the start of the financial year in which the application was made. Relief shall be awarded to the end of the financial year in which the application was made, with a new application being required from the ratepayer in respect of any hardship relief requested for subsequent financial years.

8.8 Hardship Relief is a temporary measure which should not be used to falsely sustain a failing business. Hardship Relief will be awarded where the applicant organisation is facing temporary financial difficulties and where the community would be significantly disadvantaged if the business were to close due to these temporary financial constraints.

9. Section 44A Relief – Part Occupied Properties

9.1 Section 44a of the LGFA allows the Council to request that the Valuation Officer apportions the rateable value of a property between the parts that are occupied and those unoccupied if it appears to the authority that this situation will remain for a short period of time only.

- 9.2 The use of section 44a is a discretionary power conferred on the Council and does not alter the general rule that occupation of part of a property constitutes occupation of the whole of the property.
- 9.3 The application of section 44a is intended to apply to those properties where there are practical difficulties in either occupying the premises or vacating the premises. It is not intended that all properties which temporarily become partly unoccupied should have their liability reduced.
- 9.4 The period of Relief will not exceed either 3 or 6 months depending on the type of property the claim has been made for, in line with the current legislation for part occupied properties.
- 9.5 An application must be made whilst the property is in a state of part-occupation, so that the Council can inspect it and observe the current situation. The Council will not normally consider retrospective applications.
- 9.6 The decision to award part occupied relief will be made by the Council's Section 151 Officer.

10. Supporting Small Business Relief

- 10.1 The Supporting Small Business Relief scheme is available for ratepayers who are losing some or all of their small business rate relief as a result of a large rateable value increase following the 2017 revaluation. The scheme is available for 5 years from 1 April 2017.
- 10.2 The Supporting Small Business relief will ensure that the increase per year in the bills of these ratepayers is limited to the greater of:
- A percentage increase per annum of 5%, 7.5%, 10% and 15% in the financial years 2017/18 to 2021/22, all plus inflation. Unlike the transitional relief scheme, for the first year of the scheme the percentage increase is taken against the bill for 31 March 2017 after small business rates relief or
 - A cash value of £600 per year (£50 per month), this cash minimum increase ensures that those ratepayers who paid nothing or very small amounts in 2016/17 after small business rate relief start to pay something in 2017/18.
- 10.3 In the first year of the scheme (2017/18), all ratepayers losing some or all of the small business rate relief or rural rate relief saw the increase in

their bill capped at £600. The cash minimum increase is £600 per year thereafter.

- 10.4 The Council will identify and award relief to all qualifying hereditaments. No separate application is required.

11. Discretionary Revaluation Support Scheme

- 11.1 The Discretionary Revaluation Support Scheme will apply for the period 1 April 2017 to 31 March 2021 only.

- 11.2 To qualify for relief a ratepayer must be in occupation of a property with a rateable value of less than £200,000 and must meet the following criteria:

- The ratepayer must have been liable for rates and in continual occupation of the relevant property since before 1st April 2017.
- The property must be occupied.
- There has been an increase in liability before other reliefs are applied of more than 5% of the eligible occupied charge when compared to the 2016/17 Business Rates bill
- The award of relief must comply with EU law on State Aid. It is the responsibility of the Ratepayers to inform the Council if they have received State Aid that exceeds in total €200,000 over a three year period, including any other rates relief (other than exemptions, transitional or mandatory reliefs) being granted for premises other than the one to which the declaration relates, under the De Minimis Regulations EC 1407/2013.

- 11.3 The following businesses will not be eligible for the relief:

- Local Authority properties and the wider public sector and businesses that fall into the following categories:
- Financial services (e.g. banks, building societies, cash points, bureau de change, payday lenders, betting shops, pawn brokers)
- Other services (e.g. estate agents, letting agents, employment agencies)
- Medical services (e.g. vets, dentists, doctors, osteopaths, chiropractors)
- Professional services (e.g. solicitors, accountants, insurance agents/ financial advisers, tutors)
- Post office sorting office
- Betting shops

- Shisha Bars
- Non trading rating assessments (e.g. Advertising rights, parking spaces,
- Communication masts, Kiosks Car Parking Spaces)
- Properties which were not on the rating list at 1 April 2017.
- (Relief will not apply where properties are entered into the list retrospectively).

11.4 The Council will identify and award relief to all qualifying hereditaments. No separate application is required.

12. Retail Discount

12.1 The Government announced in the Budget in October 2018 that it would provide a business rates Retail Discount scheme for occupied retail properties with a rateable value of less than £51,000 in each of the years 2019-20 and 2020-21. The value of discount will be one third of the bill, and will be applied after mandatory reliefs and other DRRs funded by section 31 grants have been applied. Where the Council applies a locally funded relief, for instance a localism relief under section 47, this must be applied after the Retail Discount.

12.2 Properties that will benefit from the relief will be occupied hereditaments with a rateable value of less than £51,000, that are wholly or mainly being used as shops, restaurants, cafes and drinking establishments. Shops, restaurants, cafes and drinking establishments are considered to mean:

1. Hereditaments that are being used for the sale of goods to visiting members of the public:
 - Shops (such as: florists, bakers, butchers, grocers, greengrocers, jewellers, stationers, off licences, chemists, newsagents, hardware stores, supermarkets, etc.)
 - Charity shops
 - Opticians
 - Post offices
 - Furnishing shops/ display rooms (such as: carpet shops, double glazing, garage doors)
 - Car/ caravan show rooms
 - Second hand car lots
 - Markets
 - Petrol stations

- Garden centres
- Art galleries (where art is for sale/hire)

2. Hereditaments that are being used for the provision of the following services to visiting members of the public:

- Hair and beauty services (such as: hair dressers, nail bars, beauty salons, tanning shops, etc.)
- Shoe repairs/ key cutting
- Travel agents
- Ticket offices e.g. for theatre
- Dry cleaners
- Launderettes
- PC/ TV/ domestic appliance repair
- Funeral directors
- Photo processing
- Tool hire
- Car hire

3. Hereditaments that are being used for the sale of food and/ or drink to visiting members of the public:

- Restaurants
- Takeaways
- Sandwich shops
- Coffee shops
- Pubs
- Bars

12.3 The list below sets out the types of uses that the Council does not consider to be retail use for the purpose of this relief. The Council will determine whether particular properties are broadly similar in nature to those below and, if so, to consider them not eligible for the relief under their local scheme.

- Hereditaments that are being used for the provision of the following services to visiting members of the public:
- Financial services (e.g. banks, building societies, cash points, bureaux de change, payday lenders, betting shops, pawn brokers)
- Other services (e.g. estate agents, letting agents, employment agencies)
- Medical services (e.g. vets, dentists, doctors, osteopaths, chiropractors)
- Professional services (e.g. solicitors, accountants, insurance agents/ financial advisers, tutors)

- Post office sorting offices
- 12.4 Cinemas, theatres and museums are outside the scope of the scheme, as are nightclubs and music venues. Hereditaments used for sport or physical recreation (e.g. gyms) are also outside the scope of the discount.
- 12.5 Where there is doubt, the Council will exercise its discretion to determine if the business fits the scope of retail discount as set out by the government.
- 12.6 The Council will identify and award relief to all qualifying hereditaments. No separate application is required.

13. Applying for Relief

- 13.1 Applicants should submit applications for DRR online at <https://www.burnley.gov.uk/business/business-rates>
- 13.2 All applications for DRR top up must include:
- The organisation's main purposes and objectives
 - A memorandum of association, or set of membership rules
 - A full set of audited accounts relating to the two years preceding the date of application. Where audited accounts are not available, projected figures should be provided instead. (It is recommended that applicant organisations submit audited accounts dating back further than two years, if such information is available.)
 - Details of how the organisation meets the criteria outlined in these guidelines.
- 13.3 Localism Relief – In the first instance these applications should come via the Council's Economy and Growth Team and where applications seek rate relief in respect of new business set up, information provided should also include business plans and other information that demonstrate the regeneration or economic benefit to Burnley.
- 13.4 Section 44A relief - The following information will be required to support written requests for Section 44a relief:
- A plan of the property showing the dimensions of the occupied and unoccupied area of suitable quality to enable the Valuation Office Agency to apportion the rateable value of the property between the occupied and unoccupied areas. Applications will not be considered until such time as the plan is provided;

- The period to which the application relates;
- Contact details in order to inspect the site where necessary.

- 13.5 If an application for DRR is received without the necessary supporting information, it will result in a delay in the processing of the application. In the event that supporting information is not provided within one month of the initial application, the application will be considered ineligible and closed.
- 13.6 The Council will inform applicants in writing of any decision. This letter will also confirm the period for which relief has been awarded and that a revised bill will be issued.
- 13.7 Unsuccessful applicants will be notified by letter and provided instructions on how they can appeal the decision.
- 13.8 The granting of relief will be reviewed annually and those in receipt of DRR will be asked to supply or confirm relevant information for the purpose of the review.
- 13.9 The Council has the ability to depart from its general policy as to granting relief if it sees fit to do so, taking into account the facts of each case and the interests of residents and Council Taxpayer

14. The decision making process

- 14.1 The Council delegates the decision making power for DRR awards to the Section 151 Officer.
- 14.2 As the reliefs outlined are discretionary awards there is no statutory right of appeal against any decisions that are made. An organisation can, however, appeal in writing to the Council within one month of the original decision to request a review.
- 14.3 Appeals will be reviewed by the Executive Member for Resources and Performance Management.
- 14.4 The reviewer will determine the appeal within 15 working days, and the outcome will be notified to the applicant in writing.
- 14.5 If an appeal is unsuccessful then judicial review is the only way in which a billing authority, under its power to award DRR, may be challenged.

REPORT TO THE EXECUTIVE



DATE	17 September 2019
PORTFOLIO	Resources and Performance Management
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Revenue Budgets 2020/2023 – Latest Position and Savings Proposals

PURPOSE

1. To update The Executive on the latest position regarding balancing the Council’s 2020/23 revenue budgets.
2. To outline proposed savings for recommendation to Full Council.

RECOMMENDATION

3. The Executive are asked to recommend to Full Council approval to -
 - a) savings approved at previous Full Council meetings totalling £277k (see Section 8 below) to assist in balancing the 2020/21 and 2021/22 revenue budgets - see Appendix 1
 - b) further proposed savings totalling £242k to assist in balancing the 2020/21 and 2021/22 revenue budgets - see Appendix 1

REASONS FOR RECOMMENDATION

4. To progress the preparation of the Council’s 2020/21 revenue budgets.

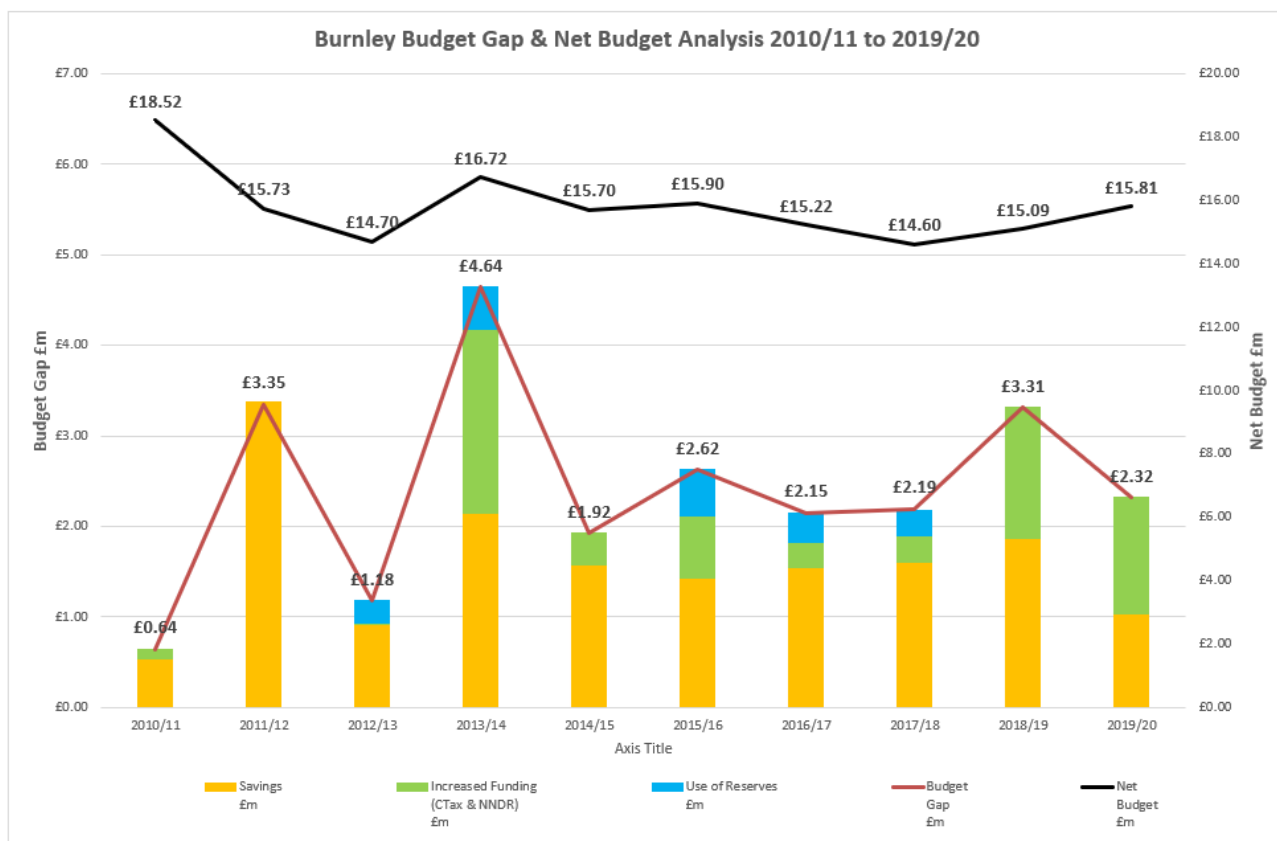
SUMMARY OF KEY POINTS

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.

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.

Since 2010 the Government has reduced settlement funding for Local Government, with the Council's settlement funding reducing 60% (£10m) from 2010 to 2020. During this period of austerity, to balance the budget the Council has delivered savings of £16.05m, as shown below:



6. MTFS Position as at February 2019

The 2020/24 strategy was approved at the meeting of Full Council on 11 February 2019 and indicated that the cumulative budget gap for 2020/21, 2021/22 and 2022/23 was estimated to be £3.48m, equivalent to 22.00% of the 2019/20 net revenue budget of £15.82m (£15.97m including parish precepts).

The Councils MTFS for 2020/24 reported in February 2019 was based upon the assumptions known at that date. The estimated budget gap at that point in time is shown in the table below:

Table 1: MTFS position before saving proposals as at February 2019

MTFS	2020/21 £m	2021/22 £m	2022/23 £m	Total £m
Continuation estimate	0.33	0.78	0.51	1.62
Funding	0.61	0.59	0.66	1.86
Budget Gap	0.94	1.37	1.17	3.48

The assumptions underpinning the figures above are as follows:

- i) Council tax will increase by 1.99% each year
- ii) No assumptions built into forecast regarding changes to Council Tax Support claimant numbers.
- iii) No increase has been factored in for non-inflationary changes in council tax base; business rates or additional new homes bonus
- iv) Transitional funding to replace the loss of Revenue Support Grant (RSG)
- v) Pay award assumed at 2% per annum, fees and charges income at 2% per annum

7. Revised MTFS Position as at September 2019

The MTFS is a fluid document which is regularly reviewed and assessed. The latest review has resulted in a change to the estimated budget gap as previously reported in February 2019, with the cumulative budget gap now £3.71m, equal to 23.45% of the 2019/20 revenue budget.

The Council is currently in the final year of the four-year settlement, which covered the period 2016/20. The Government had proposed to revise the methodology for allocating funding to Councils from 2020/21, including changes to the current business rates system and a Fair Funding Review, on the basis of a multi-year Spending Review. However, these have now been delayed by a year for implementation in 2021/22.

In August 2019 the Government announced that the multi-year Spending Review was to be replaced with a shorter one-year Spending Round for 2020/21 only. In September 2019, the government announced the result of the one-year Spending Round. Whilst we await from Government details of what this means for Burnley's allocation for 2020/21, it is positive that additional money is being allocated to the local government sector as a whole in 2020/21. However, there remains significant uncertainty beyond next year. Therefore, based on this information and due to the late stages of the current financial year, it has been assumed in the MTFS that the same level of funding received in 2019/20 will be rolled forward into 2020/21.

Whilst at present this appears to be the most likely outcome, a further update will be reported in February 2020 once the Council formally receives its funding allocation, as part of the Provisional Local Government Settlement in December 2019.

It should be noted that even if funding remains unchanged from one year to the next, continuation estimates continue to increase due to spending pressures, for example inflation, salary cost increases etc., as shown in Tables 2 and 3.

The latest estimate of the budget gap for the period 2020/23 can be seen below:

Table 2: MTFS position before saving proposals as at September 2019

MTFS	2020/21 £m	2021/22 £m	2022/23 £m	Total £m
Continuation estimate	0.65	0.76	0.61	2.02
Funding	(0.03)	0.87	0.85	1.69
Budget Gap	0.62	1.63	1.46	3.71

The assumptions underpinning the figures in Table 2 are as follows:

- i) Council tax will increase by 1.99% each year;
- ii) An increase to the council tax base of 0.25%;
- iii) No changes have been assumed regarding changes in Council Tax Support numbers.
- iv) No increase has been factored in for inflationary changes in business rates or additional new homes bonus;
- v) An assumed 0% decrease in the Settlement Funding Assessment for 2020/21 with a decrease of 4% in the core spending power for 2021/22 and 2022/23 and a phasing out of business rates growth due to a reset of the Business Rates Retention baseline over 3 years from 2021/22;
- vi) We are currently members of the Lancashire Business Rates Pilot which is a 75% retention scheme. It is unclear at this stage whether the Government will extend the scheme to 2020/21 onwards, however it has been assumed that we will continue to be members and benefit from the scheme;
- vii) Pay award has been assumed at 2% per annum;
- viii) Fees and charges at 2% per annum;
- ix) Contractual and general inflationary increases of 3%;

8. **Savings Proposals**

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.

Appendix 1 shows details of proposed total net savings of £242k, split £178k for 2020/21 and £64k for 2021/22. The savings for 2020/21 include £36k of proposed reductions in posts, all of which are currently vacant.

In addition, £277k of savings were approved at previous Full Council meetings.

Total savings identified for 2020/21 and 2021/22 will therefore be £519k.

All 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.

9. **Latest 2020/23 Revenue Budget Position**

It can be seen in the table 2 at paragraph 7 above that there is an overall savings requirement of £3.71m over the period 2020/23.

The savings recommended for approval in Appendix 1 total £242k which, together with the £277k of savings already approved, leaves a balance of savings required over the period 2020/23 at this stage of £3.19m, as shown in table 3 below.

The budget gap of £3.19m is based on a 4% reduction of Core Spending Power in the years 2021/22 & 2022/23, however table 3 also demonstrates how the budget gap could change should the government agree to either a 2% (£2.58m) or 6% (£3.61m) reduction of Core Spending Power.

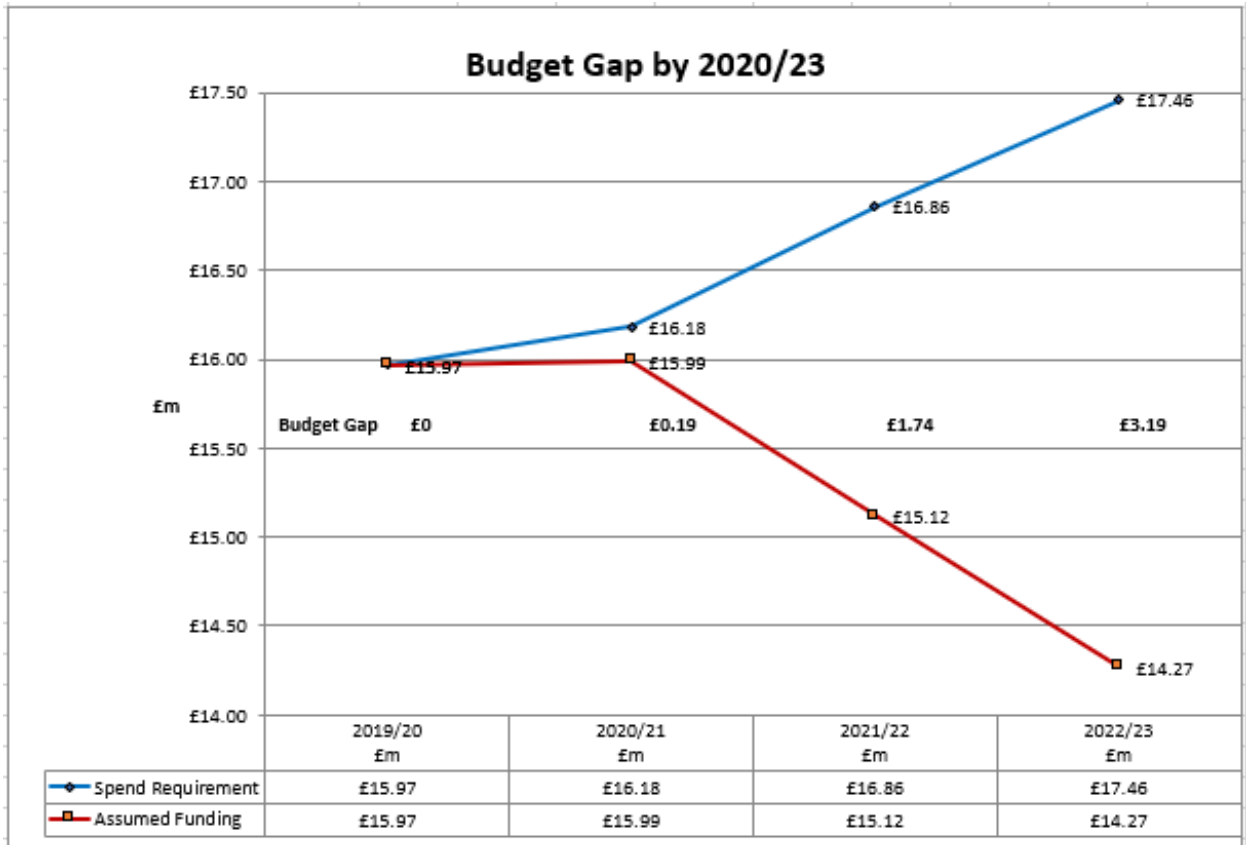
Table 3: MTFS position after savings proposals as at September 2019

MTFS	2020/21 £m	2021/22 £m	2022/23 £m	Total £m
Continuation estimate	0.65	0.76	0.61	2.02
Funding	(0.03)	0.87	0.85	1.69
Savings	(0.43)	(0.09)	0.00	(0.52)
Budget Gap	0.19	1.54	1.46	3.19
2021/23 Funding Scenarios				
Funding - 2% reduction in core spending power		(0.27)	(0.25)	(0.52)
Budget Gap	0.19	1.27	1.21	2.67
Funding - 6% reduction in core spending power		0.27	0.24	0.51
Budget Gap	0.19	1.81	1.70	3.70

Budget gaps of £0.19m for 2020/21, £1.54m for 2021/22 and £1.46m for 2022/23 remain.

Proposals to meet the 2020/21 balance of savings required will be taken to Full Council for approval in February 2020.

The chart below shows the estimated budget gap between the councils spend requirement and assumed funding over the period 2020/23:



Risks and Sensitivity

10. A sensitivity analysis of some of the assumptions made in Section 7 can be seen below:

Assumption	Sensitivity Analysis	2020/21 Financial Impact
Council tax will increase by 1.99% each year	+/- 1%	+/- £70k
An increase to the council tax base of 0.25%	+/- 0.25%	+/- £17k
Pay award has been assumed at 2% per annum (Burnley BC, Liberata, Burnley Leisure & Urbaser)	+ 1%	+ £116k
Contractual and general inflationary increases of 3%	+ 1%	+ £92k

- a) Funding changes – It is uncertain at this stage how changes to Local Government funding will impact on the Council’s funding in future years. The Government announced in August 2019 that the Spending Review will be delayed to 2021/22 with a one-year spending round to be carried out for 2020/21. Details of this one-year Spending Round were announced in September 2019. However, allocation of funding to this Council won’t be known until the publication of the Government’s Provisional Settlement in December 2019. Therefore, as described in para 7, funding levels as per 2019/20 have been assumed for 2020/21.

- b) The Government is in the process of revising the methodology for allocating funding to Councils from 2021/22 onwards, this includes changes to the current business rates system together with a Fair Funding Review.
- c) Salary costs - 2019/20 is the final year of the current 2 year pay agreement. An annual pay increase of 2% has been factored into the budget assumptions underpinning the MTFs, however the trade unions have submitted an NJC Pay Claim of a 11% increase to the living wage (SCP 1) to £10/hour and a 10% increase on all other scales for 2020/21. To put this into context a 1% increase to current pay scales equates to £116k, this relates to Burnley BC, Burnley Leisure, Urbaser and Liberata.
- d) 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.
- e) Two major capital schemes – Sandygate Square and the proposed Pioneer Place developments – these two schemes represent significant long-term costs for the Council and will require a significant amount of borrowing over 30 to 50 years, with payback very dependent on the successful income levels of both schemes. This carries significant financial risk for the authority and is an important element of the financial horizon of this Council.
- f) Budget preparation – The preparation of the 2020/21 continuation budget is currently being undertaken. Issues may arise from the exercise that could have an impact on the 2020/21 budget and future years.
- g) Public demand on commercial risks – An element of the savings proposals has 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.
- h) Interest rates – Interest rates have been at a historical low for the last few years. Due to the uncertainty of Brexit it is unclear what the future projections are regarding future movements in the base rate. Any increases would have implications on the Council’s revenue budget in future years where there is a requirement to finance future capital schemes from borrowing.
- i) Brexit – Uncertainty around the outcome of Brexit and the impact on the UK economy. Especially around interest rates, the local economy and further spending pressures which may have an impact on the 2020/21 budget.

FINANCIAL IMPLICATIONS AND BUDGET PROVISION

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

POLICY IMPLICATIONS

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

DETAILS OF CONSULTATION

13. Scrutiny Committee.

BACKGROUND PAPERS

14. None

FURTHER INFORMATION

PLEASE CONTACT:

Asad Mushtaq - Head of Finance & Property

ALSO:

Amy Johnson – Principal Accountant

	2020/21 £'000	2021/22 £'000	2022/23 £'000	TOTAL £'000
Budget Gap (a)	621	1,631	1,456	3,708
Savings Approved				
Income generation/savings approved at previous council meetings	256	21	-	277
	256	21	-	277
Proposed Savings (see below)				
Staffing Savings	36	-	-	36
Non-Staffing Savings	142	64	-	206
	178	64	-	242
Total Savings (b)	434	85	-	519
Remaining Budget Gap - Savings to be identified (a-b)	187	1,546	1,456	3,189
Proposed Savings (detail)				
Staffing Savings				
Reductions in Staffing - all of which are currently vacant:				
Guide Attendant	18	-	-	18
Curator Post	18	-	-	18
	36	-	-	36
Non-Staffing Savings				
Efficiency saving on annual service charge - Burnley Leisure	50	50	-	100
Efficiency savings within Community Safety operational budgets	11	-	-	11
Efficiency savings within Streetscene operational budgets	-	10	-	10
Increase in Civil Penalty Notices activity (Housing)	25	-	-	25
Capitalisation 100% of Technical Officer salary due to work on Empty Homes Programme	38	-	-	38
Partial completion of Finance Transformation Initiatives	10	-	-	10
Reduction in Parish Grants in line with Council spending pressures	6	4	-	10
Reduction in mayoral car leasing and running costs	2	-	-	2
	142	64	-	206
Total Savings Proposals	178	64	-	242

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APPENDIX 2 - SUMMARY OF EQUALITY IMPACT ASSESSMENT

REVENUE BUDGET SAVINGS PROPOSALS 2020/21

1.	Title of EIA	Equality Impact Assessment – Revenue Budget Savings Proposals 2020/21
2.	Person responsible for the assessment	Rob Dobson
3.	Contact details	01282 475 842 rdobson@burnley.gov.uk
4.	Date of assessment	12/08/2019

An equality impact assessment has been carried out in respect of the proposals presented to Full Council in September 2019. 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 2020/21 – 2022/23 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 2020/21 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 2020/21.
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.
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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.
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Group	Area/s of impact	Positive impact	Negative impact – specified as high, medium or low	Neutral impact	Reason
Age	All areas of impact ¹			X	All impacts in respect of people in this group were identified as neutral.
Disability	All areas of impact			X	All impacts in respect of people in this group were identified as neutral.
Gender reassignment	All areas of impact			X	All impacts in respect of people in this group were identified as neutral.
Marriage and civil partnership	All areas of impact			X	All impacts in respect of people in this group were identified as neutral.
Pregnancy / and maternity	All areas of impact			X	All impacts in respect of people in this group were identified as neutral.
Ethnicity	All areas of impact			X	All impacts in respect of people in this group were identified as neutral.
Religion and belief	All areas of impact			X	All impacts in respect of people in this group were identified as neutral.
Sex (gender)	All areas of impact			X	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 2020 - 21

Group	Area/s of impact	Positive impact	Negative impact – specified as high, medium or low	Neutral impact	Reason
Sexual orientation	All areas of impact			X	All impacts in respect of people in this group were identified as neutral.

Equality impact assessment action plan

No significant change to front line services. Therefore, it is not anticipated that there will be a negative impact on people with protected characteristics. No mitigating actions arising therefore.

Supplementary note – Scrutiny 16th September 2019

Revenue budgets 2020-23 - latest position and savings proposals

A query has been raised regarding the list of savings proposals contained in this report and why any potential savings from the Recycling initiative, as outlined in the report that was approved at Full Council on Wednesday 10th July 2019 (“Recycling Report”), were not included.

The Recycling Report stated (**emphasis supplied**):

“38. The revised cleansing methodology and the two-year Contract extension should provide service efficiencies and financial benefits for the Council. A saving on the current Waste and Cleansing Contract from the adoption of the proposal would see circa £200k reduction in the current Waste and Cleansing Contract price. The savings on cleansing would be realised from the reduction of spillage from the proposed methodology. **It is proposed the realised efficiencies of the Contract will help towards balancing the Councils revenue budget. The Council would retain a service contingency budget to support the implementation / transition to the revised service and to ensure existing collection and cleansing standards are maintained. This practice has been adopted for other significant service changes including; the Urbaser appointment for the Waste and Cleansing Contract, the establishment of the Leisure Trust and the Liberata partnership.**”

The amount of the contingency budget is yet to be determined. Whilst savings are foreseeable, the priority of the Executive is to ensure *inter alia* a better service for residents, improve recycling and introduce a more efficient cleansing methodology. Members are aware that the recycling bins are currently being distributed. We will have a better idea on the appropriate level of contingency when we approach the setting of the budget in February.

The Recycling Report stated that circa £200k savings would be realised from a reduction in the current Waste and Cleansing Contract price. However, it is also envisaged that this saving would be realised in phases over three years (2020 to 2023) as operational efficiencies take effect.

The savings profile and level of contingencies to be held for unforeseen operational costs are dependent on the successful implementation phase of this project, which has already started. Therefore, once the initial implementation phase has progressed, a further assessment of the project will be made which will determine the profile of the £200k savings into its relevant financial years, as well as an assessment of the adequacy of any contingencies. In addition, the Executive at the meeting of 18th June 2019 committed to a review to be undertaken post implementation of the areas that initially will not be provided with bins for recycling. The Executive’s position with regards to the contingency budget will also take this into consideration.

This will be presented as part of the budget report to February 2020’s Full Council, which is the formal meeting where the budget for 2020/21 will be set.

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BURNLEY BOROUGH COUNCIL STRATEGIC PLAN PROGRESS REPORT TO THE FULL COUNCIL

25th September 2019

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COUNCILLOR MAGGIE LISHMAN, DEPUTY LEADER AND EXECUTIVE MEMBER FOR RESOURCES AND PERFORMANCE	4
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COUNCILLOR CHARLIE BRIGGS, 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><u>Educational attainment:</u></p> <p>I am delighted to report that Burnley's provisional GCSE results are the most improved amongst Lancashire districts, compared with last year's results. I would like to congratulate all those young people, parents and teachers who were successful in this year's qualifications.</p> <p><u>Children's University:</u></p> <p>In July 2019 I was fortunate to attend one of the Children's University graduations where over 100 of this year's 572 children received recognition and certificates for their taking part in extracurricular activities to build character and aspirations. We are entering into our 3rd year of partnering with the children's university and look forward to giving more young people the opportunity to benefit from taking part in learning outside of the formal school environment.</p> <p><u>Primary and secondary engineers:</u></p> <p>In July I also attended the Primary Engineer Celebration event at Burnley College. The Burnley Primary and Secondary Engineer Leaders Award competition "If you were an engineer, what would you do?" prizegiving event was for children from Burnley schools and included a public exhibition of entries from all participating schools the following day.</p> <p>Primary Engineer received over 48,500 entries to the competition from children across the UK this year and nearly 2,000 of these came from Burnley.</p> <p>In August, Gatwick Airport provided a 10 metre by 3 metre screen in one of the main concourses to promote the Leaders Award competition with a Leaders Award Wall of Fame. Krystyna, a pupil at Sir John Thursby Community College, had her invention featured. She designed a jacket to support sufferers of Spinal Muscular Atrophy enabling greater mobility and physical support.</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>Earlier this month I had the opportunity at Lancashire Leaders meeting to discuss with the Lancashire Enterprise Partnership Burnley's key priorities for the Lancashire Industrial Strategy. I have re-iterated our priorities to improve skills and education so that everyone is able to benefit from economic growth and the importance of creating attractive places where people want to live and work. I have also put forward a proposition for an East Lancashire University Enterprise Zone, based here in Burnley, to deliver higher level skills, more research and development and more support for businesses and people across East Lancashire to reach their potential.</p> <p>I have also written to the Secretary of State for Local Government and the Minister for Northern Powerhouse and Local Growth expressing our disappointment that Burnley was not included in the 100 places chosen to share the Government's new Town's Fund. I must stress that there was no application process for this funding and the Government selected the 100 areas. I have asked how the towns were selected and requested a meeting with the Ministers to share Burnley's ambitious plans and to discuss how the Government can best support us in delivering them.</p>

Strategic commitment	Progress update
<p>PR5- We will support UCLan's expansion, transforming Burnley into a University Town</p>	<p>I was delighted earlier this month to be invited, along with other members of the Executive, on a tour of the new UCLAN facilities at Victoria Mill. On the tour we heard about the range of courses that UCLAN are offering and how they are working with local businesses to meet their skills needs. The investment in the new medical and engineering facilities is impressive. I was pleased to hear that recruitment is on target.</p> <p>Work is on schedule to deliver the new student accommodation on Sandygate for the Autumn term next year (2020). This is a great example of the Council and UCLAN working together.</p>

COUNCILLOR MAGGIE LISHMAN, DEPUTY LEADER AND EXECUTIVE MEMBER FOR RESOURCES AND PERFORMANCE

Progress against our strategic commitments

Strategic commitment	Progress update
<p>PF1- We will continue the successful partnership with Liberata.</p>	<p>In quarter 1 (April to June):</p> <ul style="list-style-type: none"> • Contact centre responsiveness was on target, with 82% of calls answered within the target time. Importantly the call abandonment rate is low, at 2%. Nevertheless, the Council will work with Liberata to find ways to measure the quality of the customer contact over the coming months. • Some members may, however, have experienced difficulties calling the switchboard at the start of September. The telephone system failed to reboot properly after a full shutdown of IT systems. The shutdown, which took place overnight at a weekend, was needed to install a new conductor on the town hall roof. The third- party provider of the telephony system took several days to locate and fix the issue. All systems are now back to normal. • The face to face wait-time in the contact centre was also on target, averaging less than 7 minutes. • Processing of benefit applications and changes of circumstance took less than 5 days on average, which is below the target of 9 and amongst quickest in the north west. • At 27% by the end of Q1, business rates collection rate is behind target. At the same period last year the rate was 28%, and ended the year off target. Similar trends for this indicator are seen across Lancashire. Normal procedures are being followed and collection rates will continue to be monitored. • Liberata also achieved its targets for IT services and payroll accuracy.

Strategic commitment	Progress update
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PF2- We will adopt a Medium-Term Financial Strategy (MTFS) 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.

Finance Update

Members will be pleased to note that July saw the completion of the Council's Statement of Accounts and the subsequent audit process by Grant Thornton. This culminated in an all-member briefing to explain the purpose and role of the accounts and the presentation of the final audited statements to the Audit & Standards committee, after which they were formally signed off by Grant Thornton, receiving an unqualified opinion.

Members will be aware that it is a statutory requirement for the Council to report on its financial activities and it summarises the financial position of Burnley during the accounting period 2018/19. Although it is led by the finance team, significant amount of preparation and work goes into this by colleagues from across the Council, for which we would like to thank them.

The future funding situation of the Council remains uncertain. Government have formally announced that the long-awaited spending review, fair funding review and business rates system redesign have been delayed by a year, with implementation now set for Apr 2021.

Members will be aware that a 1-year spending round was announced on Sep 4th 2019. Whilst we await from Government details of what this means for Burnley's allocation for 2020/21, it is positive that additional money is being allocated to the local government sector as a whole in 2020/21. However, there remains significant uncertainty beyond next year.

The 'Budget Proposals 2020/21' report, elsewhere on this agenda, covers the MTFS period from 2020 to 2023, outlining savings to contribute towards closing the budget gaps in those years. Further savings proposals and an update to the MTFS will be brought to Full Council in February 2020. By when the Council's funding position for 2020/21 should be established by virtue of the final funding settlement for 2020/21, expected to be confirmed in January 2020.

Work is on-going regarding the Financial Transformation Project. We are investing in systems to deliver long-term efficiency gains in accountancy support and to increase the Council's financial management capabilities. This recently included the approval of upgrades to the existing Finance System to comply with upcoming legislative requirements and deliver efficiencies as well as other initiatives such as

the automation of scanning of invoices.

Capital projects

Members are aware that the roof renewal works to the Town Hall aim to address the significant issues to this Grade 2 listed building, to ensure that the building is wind and watertight, health and safety compliant and to prevent further outbreaks of dry rot, and to preserve this iconic heritage asset.

Despite delays in the summer due to the review of the project, work has progressed, and lost time has been recovered. Completion remains scheduled to be on-budget and on-time for Spring 2020.

A review of the condition of other Council-owned buildings is also taking place, including the Grade 1 listed building Towneley Hall. A quin-quennial survey (5 yearly) is to be commissioned to ascertain the level of works required.

Accommodation Review

Members will be aware of the Contact Centre move which is part of wider rationalisation of Council accommodation which will lead to savings. Contact Burnley will move from its existing offices on the corner of Parker Lane and Red Lion Street to new offices just 50 yards along Parker Lane, by the end of September. An official opening is planned to take place in October.

A communication strategy has been implemented to ensure that customers and partners are aware of the relocation of the Contact Centre.

Final moves into the Town Hall are also anticipated as the council's Economy and Growth service are expected to complete their move to the Town Hall over the next week.

Strategic commitment	Progress update
<p>PF4- We will deliver our Organisational Development strategy, ensuring we plan for the structures and capabilities that the organisation needs, and empowering our workforce to deliver the</p>	<p>Staff Survey</p> <p>The biennial Employee Survey was conducted over the summer. Overall there were no major changes since the survey was last undertaken. Key highlights include:</p> <ul style="list-style-type: none">• 71% value the council's employee health and wellbeing initiatives (64% in 2017)• 77% say they get the training they need to do their job well (81% in 2017).

objectives of the Strategic Plan.

- 73% are satisfied with their job overall (69% in 2017).

Organisational Development Strategy

The Executive are looking to consider the council's organisational development strategy at October's Executive that will outline the plan for the structures and capabilities that the organisation needs and empowering our workforce to deliver the objectives of the Strategic Plan.

Governance arrangements

A paper has been presented to Members Structures Support Working Group (MSSWG) to consider options for strengthening our existing governance arrangements (including options to move to an alternative model of governance). MSSWG recommended that a cross party working group is established to consider the options available and will report to Full Council. The working group will also be asked to consider the recent letter from the boundary commission regarding a boundary review.

COUNCILLOR IVOR EMO, EXECUTIVE MEMBER FOR HOUSING AND LEISURE

Progress against our strategic commitments

Strategic commitment	Progress update
<p>PL2- We will improve the management and condition of private rented accommodation.</p>	<p>Selective Licensing: Burnley Wood with Healey Wood, Leyland Road area, Ingham and Lawrence area 2016-2021</p> <p>The Selective Licensing Team have now successfully granted licences to 93% of relevant properties in these areas with a number currently going through the assessment process, demonstrating a high level of compliance with the scheme. We continue to monitor the areas to ensure new landlords entering the areas are aware of selective licensing and complying with the scheme.</p> <p>In the past few weeks we have begun legal proceedings against two landlords who are operating in the Burnley Wood with Healey Wood area without licences, with further proceedings due to commence against a landlord operating in the Leyland Road area imminently. We are working across the three areas to secure applications from the small number of landlords currently operating without a licence, which accounts for about 3% of the total licensable properties.</p> <p>Council officers have also successfully engaged with landlords and external agents to tackle a spike in anti-social behaviour in the Reed Street area of Burnley Wood. We continue to work with landlords and agents across all areas to reinforce the importance of tenant referencing and taking steps to deal with anti-social behaviour.</p> <p>Selective Licensing: Trinity, Queensgate with Duke Bar, Gannow and Daneshouse & Stoneyholme areas 2019-2024</p> <p>We are currently working with partners to finalise the online application system for the above licensing areas which come into force on 1st November 2019.</p> <p>Private Rented Disrepair</p> <p>The Enforcement Team has a current caseload of approximately 200 open/ongoing private rented sector disrepair/proactive inspection cases. The majority of Enforcement cases are dealt with informally and resolved promptly. In cases of serious non-compliance, formal</p>

	enforcement action will be taken to ensure that tenants in the Borough live in decent homes, free from disrepair.
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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>Disabled Facilities Grant and Better Care Funding</p> <p>Since the beginning of April 2019, 91 Disabled Facilities Grants have been approved, 59 of which are complete. These grants include a wide range of adaptations from stairlifts and level access showers to extensions with specialised equipment for bathing and lifting.</p> <p>Through the Council's Better Care Funding we are assisting two projects that will support disabled people, improving their health, safety and wellbeing.</p> <p>The first is to provide a Town Centre Sensory Room and Changing Places Facility for the benefit of disabled residents and visitors to Burnley Town Centre.</p> <p>Through this project the local charity Action for ASD (autistic spectrum disorders) will ensure that autistic visitors have a positive experience when visiting Burnley Town Centre. It will enable autistic children to have a quiet area they can spend time in should it be required and offer parents the opportunity to visit an environment they would normally avoid due to the excessive stimuli.</p> <p>The second is to extend Haddon House in Burnley to provide a short break unit for adults with learning and physical disabilities. This project and services help support care provision and prevent carer-breakdown, which can result in more costly placements for individuals. The facility also provides respite for families/carers that enables individuals to remain in their home environment and support for young people with complex needs who are in transition from children's services.</p> <p>Emergency Works Grant</p> <p>To date, 8 Emergency Works Grants have been approved. The grant is available to address serious risks in the homes of vulnerable owner occupiers. Remedial work has included full rewires, gas safety checks and work to severe dry rot. The grants have ensured that the residents' health, safety and welfare have been protected and they are able to remain in their homes.</p> <p>So far this year 16 rebate grants have been</p>

	<p>approved. This is to support residents to improve the energy efficiency of their homes.</p> <p>Empty Homes Programme</p> <p>The programme is currently on target to acquire/compulsory purchase 20 properties this financial year with several Compulsory Purchase Orders starting soon. We currently have 5 renovations underway with 2 more due to start soon.</p> <p>Loans are once again proving popular with over £1.1 million lent since the scheme commenced in 2013. 16 properties are currently being renovated as a result of the loans with several applications going through the approval stage.</p>
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Strategic commitment	Progress update
<p>PL4- We will implement our 2015-25 Green Space Strategy.</p>	<p>Green Flag Park Award</p> <p>I am pleased to report that the Council has received Green Flag Park Awards for each of the six main parks, with Thompson Park having regained the award following completion of the Heritage Lottery funded restoration. Thanks are due to the continuing hard work by our park friends' groups and support from our small but hardworking team of gardeners.</p> <p>Play Area Improvement Programme</p> <p>Consultation is underway on the development of a new inclusive play area for Scott Park which will be located on the un-used lower bowling green. Final designs will be presented to the Friends of Scott Park and construction will be underway during the winter.</p> <p>Design and consultation on the other schemes in the play area improvement programme including Piccadilly Gardens, Stoneyholme Community Garden and Harold Avenue will take place in the autumn.</p> <p>Stoops Wheeled Sports Area</p> <p>I am delighted to report that the new concrete skatepark in Hargher Clough Park is now complete and is proving extremely popular. I would like to express the Council's gratitude to Sport England, Calico and the Lancashire Environment fund for their support for this £140,000 scheme and I would also like to pass on the contractor's compliments. They work all over the country and said that it was a pleasure</p>

to work in South West Burnley as the young people appreciated what was being provided and had very few problems during construction.

Muslim Burials

Space for a new Muslim Burial plot has been allocated in the upper part of Burnley cemetery which will provide adequate burial space until new provision, for all faith communities, is available in the cemetery extension. I would like to thank the representatives of the Muslim community who are working with staff on this provision.

Electric Vehicles & Mowers

Green Spaces staff are now using two electric bikes to travel around our parks, using the extensive greenway network and the Council will shortly take delivery of five Renault electric vans which will replace 7 old diesel vans.

By next spring all of the park-based mowers, strimmers and other machinery will be battery electric in Thompson Park. The Council has also commenced operation of two robotic electric mowers.

Stables Cafe

The tender of a new lease holder to operate the Stables café from next spring is currently being advertised, with the new lease due to be awarded in the new year.

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 Sports Village</p> <p>Work has commenced on the project to develop a new artificial turf pitch at Prairie; the construction of the overspill car park is in progress and work on the pitch is expected to start in early October.</p> <p>Mechanics</p> <p>Work is progressing on the stage 1 submission to the National Heritage Lottery Fund. Initial meetings have been held with Lottery officers and the Stage 1 submission is being revised.</p> <p>The new season programme for the mechanics launched at the beginning of September and 1/3rd of all shows are already sold out together with all of the Christmas celebrations.</p> <p>St Peter's and Padiham Leisure Centres</p>

I am pleased to report that the summer activity programmes for children were all full this summer, including the programme that was delivered at Prairie Sports Village.

Towneley Golf

The new catering offer at Towneley Golf course, which is being operated in partnership with Bistro 197, is being proving to be a big success with both golfers and the visiting public and is having a very positive impact on the income that is being generated by the golf club house.

COUNCILLOR COSIMA TOWNELEY, EXECUTIVE MEMBER FOR COMMUNITY AND ENVIRONMENTAL SERVICES

Progress against our strategic commitments

Strategic commitment	Progress update
<p>PL1- We will implement a range of initiatives to maintain a clean, safe, attractive and environmentally friendly borough.</p>	<p>Recycling Equipment Service Rollout</p> <p>The rollout of the recycling equipment service change is well underway. Over 10,000 bins were delivered during the first week of the project by the manufacturer and the Council is on track to deliver the equipment to all residents by the end of September.</p> <p>The project is a significant service change and is a current priority for the Council’s frontline Streetscene Officers and Urbaser. During the first weeks of delivery, there has been great engagement with residents. Officers have been out supporting the service change and dealing directly with resident enquiries. During the implementation period, the Council has maintained normal frontline Streetscene provision for waste collections and cleansing. Key dates for the recycling equipment rollout are;</p> <ul style="list-style-type: none"> • Bins to be delivered to all residents on the new scheme by the end of September • The new bin collection service will start from October • The improved recycling sacks will be delivered during November.

The rollout is supported by a comprehensive publicity campaign. Every household has been sent a leaflet and a new collection calendar. Residents can find out more information of all details of the rollout via the Council's website. We have a specific page dedicated to the recycling scheme. This can be accessed at; burnley.gov.uk/recyclenow.

Operational visit

I spent a morning working alongside frontline Urbaser staff on the refuse round at the end of last month. I would like to thank them for the valuable opportunity, and I would like to report to Members that I witnessed their professionalism and praiseworthy work ethic first-hand.

Dog Fouling

The Officer and Member Dog Fouling Working Group has now met, and the Group is progressing the following areas of work;

- Improve member / resident reporting methods to influence targeted patrols and outcomes.
- Implement broader ward initiatives to support enforcement activities.
- Scope the potential to increase dog fouling Fixed Penalty Notices to the maximum national charge.
- Review dog fouling communications activity and signage.

The Group is looking to present its full findings and recommendations to the next Full Council meeting in December 2019.

Bankfield Demolition

During August, the final stages of the old cinema and open market demolition concluded with the removal of the old bridges at the rear of the site. This has improved the overall view and accessibility of the area. There are some minor remedial / landscaping works to be completed but overall the complex demolition scheme has been a great success for the town centre.

Strategic commitment	Progress update
PF3- We will develop our digital strategy, so that	Private sector landlords are now able to keep track of housing benefit payments through a secure online portal. This

more residents transact with us online and we will continue to deliver services more efficiently.

development is much more convenient for landlords and will help reduce demand on the contact centre.

Members are also reminded that they and their constituents can now sign up for alerts about planning applications in their neighbourhood and comment on applications online using the new Public Access page on the council's website.

COUNCILLOR GORDON BIRTWISTLE, 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 Investment The Business Support Team are currently working with 37 companies either looking to relocate into the Borough or expand within it. Of these 37; 17 are inward investment enquiries with the remainder coming from existing and new-start businesses in Burnley. Since the last report the Business Support Team have supported Altitude Services, It’s My Party, Spacious Place and GRC Engineering with relocations and expansions in the Borough. The Business Support Team have recently supported Recycle IT. with their relocation to Burnley. The company have moved to accommodate their continued growth taking nearly 30,000 Sq. The company will relocate 18 existing staff as well as creating 4 new FTE positions within the next two years.</p> <p>Vision Park During August I had a tour around Vision Park to meet some of the tenants to see the kinds of work undertaken. The development now has 11 of the 14 units taken in Block C with two recent lettings completed over Summer to Miro Products Ltd and FEM Distribution bringing 6 additional jobs to the site in total.</p> <p>Skills and Apprenticeships I have also attended the Themis Inspire and Achieve Awards at Burnley College to celebrate the achievements of the borough’s outstanding apprentices and to acknowledge the businesses for their commitment to apprentices and training. I’d like to congratulate Jake Duthie of Pipeline Heat Induction who was presented with the Exceptional Achievement Award.</p> <p>Preparing business for Brexit Yesterday the Business Team arranged for a half day seminar to be delivered by the Chamber of Commerce for our businesses aimed at providing both exporters and importers with the knowledge to prepare for different Brexit outcomes, including practical steps to plan ahead. The Council is planning a programme of support over the coming months to assist small and medium sized businesses to adjust to a new trading environment.</p> <p>Town Centre Management On Friday 26th and Saturday 27th July, the second annual Summer Garden Party took place. Organised by Town Centre Management, Burnley Market and Charter Walk several interactive family fun activities, music & performances and food & drink were available for all to enjoy in and around the Town Centre. It was a huge success with footfall increasing by 36% on the first day and 13% on the second day compared to the previous year.</p>

Strategic commitment	Progress update
<p>PR3- We will deliver the Town Centre and Canalside Masterplan, and strategic projects in Padiham Town Centre.</p>	<p>Pioneer Place</p> <p>I am pleased to announce that the Council has signed an Agreement to Lease with Reel Cinema to relocate from their existing site on Manchester Road to the Pioneer Place development in the town centre. Securing Reel as anchor tenant is a significant milestone and will give other occupiers confidence to invest.</p> <p>Lower St James Street</p> <p>I was delighted that Burnley has been selected as one of 69 towns to receive funding from the High Streets Heritage Fund. Our proposal focusses on Lower St James Street, bringing empty buildings back into use as artist studios, creating a vibrant cultural hub set against a high-quality public realm. We will now work with Heritage England, partners and local stakeholders to develop a detailed delivery plan.</p> <p>Padiham Town Centre</p> <p>During the summer I had the pleasure of attending a site visit in Padiham with the Council’s Townscape Heritage Officer. I was able to see plans for investment in key buildings as well as proposals for a public realm scheme. At the beginning of September planning permission was granted to the Council for a scheme to bring no’s 33-35 Padiham Road back into use with ground floor retail premises and apartments above. Addressing this property, which has been a vacant eyesore for nearly a decade will make a significant improvement to Padiham town Centre.</p> <p>Members of the public are invited to a consultation event about the public realm proposals on the 7th October at Padiham Town Hall.</p>

Strategic commitment	Progress update
<p>PR4- We will implement the Local Plan, delivering new housing,</p>	<p>The Council in partnership with Lancashire County Council has secured an additional £1.5m from the National</p>

employment sites, and infrastructure.

Productivity Investment Fund to invest into major improvements to the junction at Rosegrove. LCC are currently liaising with statutory undertakers to commence on site in November this year with the works completed by March 2021. This is an important scheme and will deliver significant improvements in journey times and air quality for both residents and businesses.

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