



# Meeting of the Burnley Borough Council

To be held at 6.30 pm on  
Wednesday, 18th December, 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, 18th December, 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. Declarations of Interest  
To receive any declarations of interest.
2. Mayor's Communications  
To receive communications (if any) from Her Worshipful the Mayor.
3. Public Question Time  
To receive questions, statements or petitions (if any) from members of the public.
4. Motions to Council
  - a) Srebrenica 7 - 10
  - b) Single Use Plastics 11 - 14
  - c) Unitary Authority 15 - 16
  - d) Passivhaus Version 2 17 - 18

5. Items for Decision by the Council
- a) Health and Safety 2019-20 19 - 40  
To consider the Health and Safety Intervention Plan (reviewed 2019/2020).
- b) Food (Official ) Control Delivery Plan 2019-20 41 - 62  
To consider the Food (Official Controls) Delivery Plan (reviewed 2019/2020).
- c) Revenue Monitoring Quarter 2 2019-20 63 - 76  
To report the forecast outturn position for the year as at 31 March 20120 based upon actual spending and income to 30 September 2019 Quarter 2 of 2019-20.
- d) Capital Monitoring Quarter 2 2019-20 77 - 90  
To provide Members with an update on capital expenditure and the resources position along with highlighting any variances for Quarter 2 of 2019-20.
- e) Fees and Charges 2020-21 91 - 142  
To consider the proposed fees and charges from 1 January 2020.
- f) Treasury Management 2019-20 143 - 152  
To consider treasury management activity for the first half year of 2019/20 covering the period 1 April to 30 September 2019.
- g) Constitution Updates 153 - 162  
To consider various constitutional updates, including to Parts 3, 4.1, and 5.1 of the constitution.
- h) Appointments to Committees 163 - 164  
To consider nominations to the Lancashire Police and Crime Panel, and to the Licensing Committee
- i) Complaint Under Code of Conduct 165 - 172  
To note the outcome of a complaint under the Code of Conduct.
6. Report from the Chair of Scrutiny 173 - 174  
To consider the Cycle 3 report from the Chair of Scrutiny.
7. Strategic Plan Progress Reports 175 - 194  
To consider the Strategic Plan Progress Reports.
8. Questions  
To deal with questions (if any) relating to matters not contained in the Minutes before the Council and of which notice in writing has been received in accordance with Standing Order No. 10(2).

## Councillor Attendance

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

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

### 9. Exclusion of the Public

To determine during which items, if any, the public are to be excluded from the meeting and to consider the exclusion of the public from the meeting before discussion takes place on the following items of business on the grounds that in view of the nature of the business to be transacted if the public were present there would be a disclosure to them of exempt information within the meaning of Part VA of the Local Government Act 1972.

### 10. Market Investment Proposal

195 - 206

To consider proposals regarding the Burnley Market Hall.

Information relating to the financial or business affairs of any particular person (including the authority holding that information)

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## **Moved by Cllr Lian Pate**

### **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.
- Recognises the connections that residents from East Lancashire have to the atrocity; from the families and relatives that were affected, to those that have worked to bring peace and stability to the region.
- 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:**

- Acknowledge the event in Burnley that will be held to commemorate the 25th anniversary in July 2020 and join with the 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 from Srebrenica” programme to young people across Burnley.

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Amendment from Cllr Towneley

Seconder: to be confirmed

**This Council:**

- Notes that 2020 is the 25th anniversary of the Srebrenica genocide in Bosnia and Herzegovina, which saw over 8,000 Muslim men and boys killed by Serbian nationalist forces and the 75<sup>th</sup> Anniversary of the murder of 6 million Jewish, Gypsy, disabled and political prisoners by the Nazi Regime during the 2<sup>nd</sup> World War.
- Recognises the connections that residents from East Lancashire have to these atrocities and declares murder on the grounds of race, religion, intellectual or physical ability or political belief to be in all cases abhorrent.
- Applauds the work of those involved in the pursuit of justice for the victims and their surviving relatives, including (without limitation) the International Commission of Missing People, Remembering Srebrenica and the Mothers of Srebrenica, whose courage and humility in the face of unthinkable horror is an inspiration to us all.

**The Council resolves to:**

- Mark the 25th and 75th Anniversaries as part of a Borough wide Day of Remembrance for all victims of genocide on 27th January 2020
- Acknowledge the event in Burnley that will be held to commemorate the 25th anniversary in July 2020 and join with the commemorative gathering as part of the Remembering Srebrenica Memorial Week.
- Support the work within communities & by educationalists across Burnley to promote cultural understanding and acceptance, tackle hatred & intolerance to build a better, safer, cohesive society through the Lessons of Srebrenica & the Holocaust.

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Proposer Cllr Sarah Hall

Seconder tbc

Single Use Plastics

This Council notes that

A) Lancashire County Council has already passed a motion to ban the use of -single-use-plastics (“SUP”) within its estate, setting the standard for the County [1];

B) whilst SUPs items are cheap, convenient, and readily available, the growing production and disposal of them has had major impacts on the environment and biodiversity [2];

C) oceans and Britain’s iconic watercourses [3] are becoming increasingly polluted, as highlighted in recent TV programmes like the BBC programme Blue Planet 2, and marine life in particular is suffering because 8 million metric tons of plastic waste ends up in the world’s oceans each year [4];

D) the disposal of plastic waste produces chemicals known to be carcinogenic [5], and micro plastics are present in the food chain as they are ingested by animals [6]; and

E) only 30% of plastic waste is currently recycled, with China recently banning the import of landfill and recycling, leaving countries having to finally take responsibility for their waste [7].

This Council believes that:

i) reducing the consumption of unnecessary (i.e. excluding medical items) SUPs (“USUPs”) is vital to protecting the environment we live in

ii) having passed a Climate Emergency Motion to tackle carbon emissions, it follows that the Council should become as environmentally sound as possible

iii) it is its responsibility to model and encourage more behaviour within the Borough to protect the environment

This Council resolves to:

1) conduct an in-depth audit of all items used within the council estate for USUPs and publish the results to the public by 30 April 2020

- 2) thereafter, complete annual audits of the councils' USUP use, and publish these results to the public annually, no later than the 30 April in each year
- 3) end the procurement and use of USUPs, including (but not limited to) cups, cutlery, water bottles, stirrers and straws, within all Council run operations, premises and events by March 31, 2020
- 4) include, as a condition of any new licence to occupy, lease or other tenancy or other disposal of council premises, a provision that no USUPs will be generated or permitted at such premises
- 5) include, as a condition of any new council contract, a provision that no USUPs will be generated or permitted in the Borough
- 6) assess the councils' supply chain, and switch to businesses that are as USUP-free as possible
- 7) encourage local businesses (including Burnley Market and Burnley FC) to phase out and stop their use of USUPs
- 8) carry out a feasibility study to identify (i) a space owned by this Council within the Borough to house a zero-waste [8] community run co-operative shop with rent and rate incentives and (ii) for siting of refill stations, to discourage the purchase of USUP bottles
- 9) facilitate education programmes to the public to discourage the use of USUP

#### References

- [1] <http://council.lancashire.gov.uk/mgConvert2PDF.aspx?ID=144764>
- [2] [https://wedocs.unep.org/bitstream/handle/20.500.11822/25496/singleUsePlastic\\_sustainability.pdf?sequence=1&isAllowed=y](https://wedocs.unep.org/bitstream/handle/20.500.11822/25496/singleUsePlastic_sustainability.pdf?sequence=1&isAllowed=y)
- [3] <https://friendsoftheearth.uk/plastics/plastic-problem>
- [4] <https://science.sciencemag.org/content/347/6223/768>
- [5] <https://royalsocietypublishing.org/doi/full/10.1098/rstb.2009.0053#sec-5>
- [6] <https://www.independent.co.uk/life-style/food-and-drink/food-microplastics-eating-plastic-pollution-environment-a8395556.html>
- [7] <https://www.cnbc.com/2018/04/16/climate-change-china-bans-import-of-foreign-waste-to-stop-pollution.html>

[8] <https://www.theguardian.com/environment/2019/apr/21/the-zero-waste-revolution-how-a-new-wave-of-shops-could-end-excess-packaging>

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Proposer Cllr Charlie Briggs  
Unitary Authority

Council notes changes to the criteria for the creation of Unitary Authorities used by the Department of Communities and Local Government, which means proposals for new ones no longer need the support of all the Councils affected.

Council also notes the strong indications that a unilateral proposal for an authority is likely to be submitted covering the Pennine area of Lancashire and that the Member of Parliament for Burnley supports such a body.

This Council believes abolishing existing local councils and imposing a Unitary Authority centred on Blackburn will lead to the loss of any true local control on local matters by local residents and their representatives.

Therefore, Council resolves to oppose proposals for such a Pennine Lancashire Unitary Authority.

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## Passivhaus Motion

Proposer: Andy Fewings

This Council notes:

- 1) The Government's most recent figures[1] for Burnley show that more than 15%, or nearly 6000 of Burnley's households are in fuel poverty;
- 2) The loss of income to the local economy as a result of these lower energy efficiency standards, as those 6000 householders' income is spent paying energy bills rather than in local shops and on local services;
- 3) Whilst the Government cancelled the introduction of Zero Carbon Home Standards in 2016, it has recently confirmed that the Council can set their own energy efficiency standards for new buildings beyond those set in Part L of the Building Regulations[2]; and
- 4) The report from the Intergovernmental Panel on Climate Change highlighting that we have less than 11 years to take serious action to reduce emissions to avoid massive damage to the global environment.[3]
- 5) That a working group for Climate Emergency has been set up, but that budgets will be set shortly and so a motion to full council is necessary given that we are in an emergency situation.

This Council believes:

- 1) That we must take urgent action to improve the energy efficiency standards in new buildings in order to i) tackle the issue of fuel poverty in the borough, ii) reduce carbon emissions, iii) save energy and iv) keep money that would go to energy companies circulating in our local economy;

- 2) That improving energy efficiency in new buildings and retrofitting old buildings are just part of a strategy to reduce emissions in our area but they are important steps to take that should be part of a wider strategy; and
- 3) That the internationally recognised 'Passivhaus Standard' offers an alternative to the UK's diminished energy efficiency ambitions for new-build housing and complies with UK Building Regulations.

This Council resolves:

- 1) To specify Passivhaus Standards for all buildings on Council-owned land or as a condition of sale on any council land.
- 2) To renovate all houses which are acquired under Compulsory Purchase Order by the Council as energy efficient as possible and having regard to the Passivhaus Standards where possible; and
- 3) To produce Supplementary Planning Guidance at the earliest opportunity calling for higher energy efficiency standards compliant with the internationally recognised Passivhaus Zero Carbon Standards.

[1][https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/731183/Fuel\\_poverty\\_sub-regional\\_tables\\_2018.xlsx](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/731183/Fuel_poverty_sub-regional_tables_2018.xlsx)

[2] <https://www.ukgbc.org/news/government-confirms-local-authorities-can-set-energy-standards-beyond-part-l-in-nppf/>

[3] <https://www.theguardian.com/environment/2018/oct/08/global-warming-must-not-exceed-15c-warns-landmark-un-report>

**Health and Safety Intervention Plan (reviewed 2019/2020)**

**REPORT TO EXECUTIVE**



<b>DATE</b>	<b>10<sup>th</sup> December 2019</b>
<b>PORTFOLIO</b>	<b>Community &amp; Environmental Services</b>
<b>REPORT AUTHOR</b>	<b>Jill Wolfendale</b>
<b>TEL NO</b>	<b>01143999065</b>
<b>EMAIL</b>	<b>jwolfendale@burnley.gov.uk</b>

**PURPOSE**

1. The regulatory team responsible for Health & Safety at Work enforcement must have in place an intervention plan to meet the requirements of statutory guidance. This report formally consults the Committee on the plans prior to their approval at Full Council.

**RECOMMENDATION**

2. Executive recommends to Full Council to approve the Health and Safety Intervention Plan (reviewed 2019/2020), detailed at Appendix 1 to this report.

**REASONS FOR RECOMMENDATION**

3. Section 18 of the Health & Safety at Work Act 1974 and the subsequent National Local Authority Enforcement Code for Health and Safety (The Code) provide frameworks within which the Environmental Health & Licensing Team must operate when carrying out its public protection duties within workplaces. The frameworks require the Council to have plans in place to control these activities, and mechanisms for review. The intervention plan appended to this report has been prepared to satisfy the statutory requirements.

**SUMMARY OF KEY POINTS**

4. The Health & Safety Intervention Plan has been produced to outline the health and safety regulation duties undertaken by Burnley Borough Council's health and safety team. The regulation of health and safety is split between local authority (LA) regulators and the Health and Safety Executive (HSE), the businesses we regulate as the LA are mostly in the service sector and include offices, shops, restaurants, care homes, hotels, tyre and exhaust fitters and warehouses. The HSE regulate health & safety in factories, hospitals, council run premises, schools, colleges, construction and agricultural premises.
5. The approach to health and safety regulation changed significantly in 2013, following the recommendations in "Reclaiming health & safety for all: an independent review of health & safety legislation" by Professor Ragnar Löfstedt in 2011 and as an outcome of the Red Tape Challenge on health and safety. The changes resulted in the National Local Authority Enforcement Code for Health and Safety, which is designed to ensure that LA

health and safety regulators take a more consistent and proportionate approach to their regulatory interventions. It sets out the Government expectations of a risk based approach to targeting. Whilst the primary responsibility for managing health and safety risks lies with the businesses who create the risk, LA health and safety regulators have an important role in ensuring the effective and proportionate management of risks, supporting business, protecting their communities and contributing to the wider public health agenda.

### **Summary of Performance**

In 2018/19 officers undertook 5 proactive inspections, 404 other contact/ interventions and visited 2 premises to investigate health & safety related incidents. In addition officers undertook 10 visits to investigate H&S complaints, 6 visits in response to requests from businesses and made 6 revisits following earlier interventions.

Some of the interventions carried out last year were inspections following complaints from members of the public, which resulted in the discovery of serious breaches requiring enforcement Notices. We also sent out advice to catering establishments on gas safety and electrical safety.

In 2019/2020 we will focus again on following up any complaints that indicate poor health and safety management. We will also continue to pick up interventions listed as national priorities such as warehouse safety and manual handling in care homes.

### **FINANCIAL IMPLICATIONS AND BUDGET PROVISION**

6. Health and Safety regulation is a core statutory service delivered by the Environmental Health & Licensing Team, under contract to Liberata UK Ltd.

### **POLICY IMPLICATIONS**

7. As national regulators the Health & Safety Commission set and monitor national standards. The framework for local plans is prescribed to ensure “official controls” are consistently delivered across the country. Through audit, they monitor local authorities to ensure that local controls are effective, and they have intervention powers where delivery fails to meet the required standard.

### **DETAILS OF CONSULTATION**

8. Scrutiny and Executive will be consulted prior to Full Council decision

### **BACKGROUND PAPERS**

9. None

### **FURTHER INFORMATION**

**PLEASE CONTACT: Jill Wolfendale**

**ALSO: Karen Davies**

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Environmental Health & Licensing Section

# **Health and Safety Intervention Plan**

**Reviewed 2019/2020**

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## Introduction

The Health & Safety Intervention Plan has been produced to outline the health and safety regulation duties undertaken by Burnley Borough Council's health and safety team. Health and safety regulation is split between local authority (LA) regulators and the Health and Safety Executive (HSE), the businesses we regulate as the LA are mostly in the service sector and include offices, shops, restaurants, care homes, hotels, tyre and exhaust fitters and warehouses. The HSE regulate health & safety in factories, hospitals, council run premises, schools, colleges, construction and agricultural premises.

The approach to health and safety regulation changed significantly in 2013, following the recommendations in "Reclaiming health & safety for all: an independent review of health & safety legislation" by Professor Ragnar Löfstedt in 2011 and as an outcome of the Red Tape Challenge on health and safety. The changes resulted in the [National Local Authority Enforcement Code for Health and Safety Enforcement](#), which is designed to ensure that LA health and safety regulators take a more consistent and proportionate approach to their regulatory interventions. It sets out the Government expectations of a risk based approach to targeting. Whilst the primary responsibility for managing health and safety risks lies with the businesses who create the risk, LA health and safety regulators have an important role in ensuring the effective and proportionate management of risks, supporting business, protecting their communities and contributing to the wider public health agenda.

This Code sets out what is meant by 'adequate arrangements for enforcement' and replaces the existing S18 Standard, it concentrates on the following four objectives:

- a) Clarifying the roles and responsibilities of business, regulators and professional bodies to ensure a shared understanding on the management of risk;
- b) Outlining the risk-based regulatory approach that LAs should adopt with reference to the Regulator's Compliance Code, HSE's Enforcement Policy Statement and the need to target relevant and effective interventions that focus on influencing behaviours and improving the management of risk;
- c) Setting out the need for the training and competence of LA H&S regulators linked to the authorisation and use of HSWA powers; and
- d) Explaining the arrangements for collection and publication of LA data and peer review to give an assurance on meeting the requirements Of the Code.

## Our commitment to Improving Health and Safety Outcomes

Burnley Council's 10 year vision for the Borough (*Burnley Council's Strategic Plan 2017/18-2019/20*)

*The Council wants to make the borough a place of choice. It will be a place where businesses want to invest, because of its skilled workforce and its competitive, modern economy. It will be a place where people want to live because of its clean and safe neighbourhoods, its reputation as a centre of educational excellence, and its beautiful parks and wild countryside.*

Our values:

One Burnley –Leading the Way

One Council –Working Together

One Team –Ambitious for Burnley

Burnley Borough Council has a range of corporate objectives covering the four themes, "People", "Places", "Prosperity" and "Performance".

People: Creating flourishing, healthy and confident communities

Places: Making the Borough a place of choice

Prosperity: Promoting transformational economic change for Burnley

Performance: Ensuring a continuous focus on improvement in all aspects of the Council's performance.

## Service Aims and Objectives

To this end Environment Health and Licensing Service's overall aim is to:

*"Ensure that Burnley is a safe and healthy place of choice to live work and enjoy leisure time. We act on the front line directly providing services that affect people's daily lives. We provide protection to users of taxis, customers of food businesses, employees in offices, shops and warehouses and help to those suffering the effects of noise nuisance. We police premises which pollute the atmosphere and monitor a whole range of activities that make the Borough a healthier place to be"*

This intervention plan details how the Health and Safety Team intend to meet these objectives.

The aim of the health and safety service is to *protect the health, safety and welfare of employees in the borough and to safeguard others, principally the public, who may be exposed to risks from work activity.*

Page 27 The Health and Safety service is a core Statutory function, within the Environmental Health & Licensing service, as such the aim is to set priorities within our health & safety intervention programme that contribute to the health, safety and welfare of those exposed to work activities, The intervention plan aims to meet all of the requirements of the mandatory guidance issued under Section 18 of the Health and safety At Work etc Act 1974 that requires each local authority to make adequate arrangements for the enforcement of health and safety legislation.

Officers working for Burnley Borough Council delivering the health and safety service were seconded to the strategic partner, Liberata from January 2016. The Council will work with Liberata to deliver the Council's health and safety service from January 2016. A detailed contract for delivery has been developed to ensure an effective contractual relationship, continuity of service delivery, risk management and the maintenance of high quality services

Progress on all key areas of service unit activity will be fed into a balanced scorecard and reported to Members throughout the year. The key performance indicator relating to environmental health compliance services for 2018/19 is;

EHLPI 1: % of Programmed EH&L compliance inspections and interventions delivered in line with statutory targets.

The specific Key Performance Indicators measured for health and safety regulation are;

- Number of inspections of higher risk activities due on workplan undertaken (identified within HSE national code)
- Due Cat A (as per s18 risk rating) rated Inspections undertaken
- Non-inspection 'face to face' intervention due on workplan undertaken
- Non-inspection 'other contact' intervention due on workplan undertaken (information distributed, including information sent with food S/A)

## Delivery of Priorities

Our delivery priorities will be achieved by;

- A proactive intervention programme which prioritises high risk or poor performing businesses over low risk businesses
- Investigating workplace accidents in line with the service's accident investigation policy
- Responding to service requests in line with the service's expected standards
- Delivery of identified local priorities and HSE national priorities where appropriate
- Delivery and participation in interventions that aim to reduce health inequalities as they relate to delivery in the workplace
- Partnership working – work with other Council Departments, Environmental Health Lancashire, Environment Agency, Police, fire Officers, HMRC, joint work with Health and Safety Executive, and with Public Health England and other organisations to meet local and national targets or initiatives
- Ensure enforcement decisions are consistent with our Enforcement Policy, the HSC's Enforcement Policy Statement and the Enforcement Management Model. (ensures proportionate, consistent, transparent and accountable enforcement - part of the Better Regulation agenda)
- Train and develop our staff to ensure competence. (encourages staff retention/recruitment and ensures credibility with local business)

## Profile of the Local Authority

Burnley has a population of around 87,000 and an area of 42.7 square miles. It is 21 miles north of Manchester and 20 miles east of Preston, at the confluence of the River Calder and River Brun, with the Leeds-Liverpool canal running through the Borough. Neighbouring local authorities are Lancashire's Hyndburn, Ribbles Valley, Pendle, Rossendale; and Calderdale in West Yorkshire.

During the Industrial Revolution Burnley became one of Lancashire's most prominent mill towns; at its peak it was one of the world's largest producers of cotton cloth. Burnley has strong economic links with the cities of Manchester and Leeds, as well as neighbouring towns along the M65 corridor. This is helped by excellent road and rail links including the recent reopening of the direct train line to Manchester.

In 2013, in recognition of its success, Burnley received an Enterprising Britain award from the UK Government, for being the "Most Enterprising Area in the UK".

Other accolades include Burnley being named as one of the UK's leading Tech Towns in a recent report by Tech Nation which identified Burnley as one of the top 16 towns in the UK for the growth of its digital sector. Burnley was positioned 2nd in the UK for digital jobs growth in 2018. Burnley continues to buck national trends with private sector jobs growth figures consistently ranking in the UK's top ten (Burnley 9.7%, Lancashire 3.0%, North West 5.9%, UK 5.9% ONS BRES). The town was also named the friendliest place in the UK by the Financial Times

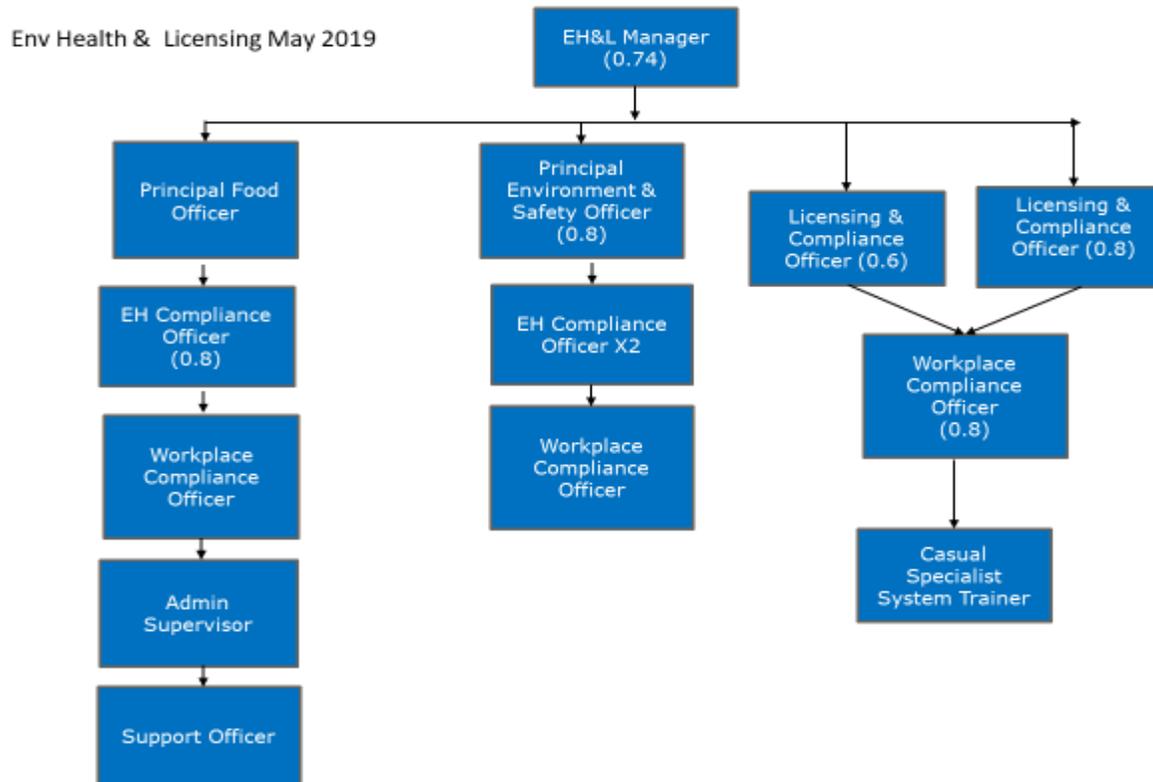
Burnley Council is divided into 15 wards served by 45 councillors. The Council is based on a Cabinet structure with 5 Portfolios, a Leader and 4 Executive portfolio holders; there are 4 committees including 1 scrutiny committee. The Food Safety Team sits within the Resources Portfolio.

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

- The Council's Constitution & Scheme of Delegation
- Strategic Plan 2017/18 to 2019/2020
- Forward Plan of key Decisions and Private Meetings
- Burnley's Community Strategy

# Organisational Structure

Health and Safety Law Enforcement responsibilities are mainly discharged by the health and safety team with a range of support functions provided by a small compliment of support staff, which also provides support for officers throughout the Environmental Health & Licensing service unit. The unit covers a number of functions which include; health and safety regulation, food safety regulation, licensing, and environmental protection. Officers in the Food Safety team also undertake some health and safety work, particularly in regard to 'Matters of Evident Concern' observed during food safety inspections. FTE refers to number of full time equivalents working on Health and Safety.



## Scope of the Health and Safety Service

The Health and Safety Team is responsible for providing the following services;

- The programmed and reactive inspection of business premises.
- Advice to new and existing business premises
- Other visits including advice and complaints investigation.
- The investigation of reported accidents
- Licensing of skin piercing premises
- Maintain a register of cooling towers
- Enforcement action in accordance with the Enforcement Policy.
- Workplace health promotional activities.
- Enforcement of Smokefree Legislation
- Advice in relation to events through Events Safety Group

## Service Delivery

### LAC 67-2 (Revision 8) Title: Setting Local Authority Priorities and Targeting Interventions

This Local Authority Circular which was revised in 2019, provides LAs with guidance and tools for setting their health and safety priorities and targeting their interventions to enable them to meet the requirements of the Code. The LAC states that;

*'In delivering their priorities LAs should ensure their planned regulatory activity is focussed on outcomes. The Code provides flexibility for LAs to address local priorities alongside the national priorities set by HSE.*

*LAs should construct their work plan to deliver specific outcomes. The plan is likely to consist of work to deliver those national priorities set by HSE, work to deliver local priorities and be accompanied by an inspection programme that meets the requirements of the Code'*

Annex A of the LAC Outlines a summary of national planning priorities 2019 - 2020

Not all national priorities have a proactive inspection component NOTE: These priorities fit within the wider GB Health and Safety strategy, 'Helping Great Britain Work Well', first published on 29th February 2016.

This wider strategy sets out the six themes for the whole of the GB health and safety system. LA workplace health and safety regulators are a key part of that system, and are expected to play their role in:

- Encouraging and recognising improvements, being increasingly joined up to deliver improved outcomes and minimise unnecessary burdens on businesses;
- Continuing to promote the risk-based, goal-setting regulatory regime that has served health and safety in Great Britain so well;
- Working with partners in the system to make workplaces safer and healthier, providing a level playing field for responsible employers with regulators and coregulators, by advising, promoting, and where necessary, enforcing good standards of risk control;
- Using proportionate, risk-based regulation to support better outcomes, innovation and the safe use of new technologies;
- Developing services and products that contribute to improved management and control of risks, sharing our knowledge, and;
- Continuing the dialogue and conversation with stakeholders to make the system better, always looking to provide simple, pragmatic advice and support

**Service delivery  
Interventions 2018/2019**

Intervention Type	Number of interventions/ visits	
	Targeted Using National Intelligence	Targeted using Local intelligence
Proactive Inspection	4	1
Other Visits/face to face contacts	0	0
Other Contact/ Interventions	404	0
Visit to investigate health & safety related incidents	2	
Visits to investigate H&S complaints	10	
Visits following requests for H&S service from businesses	6	
Revisits following earlier intervention	6	

## Service Delivery

### Enforcement

All enforcement action will be taken by authorised and competent officers and in accordance with the Health and Safety Enforcement Policy. The following actions may be taken following an inspection or investigation;

Enforcement Action	Description	Number issued 2018/19
Improvement Notice	Legal Notice requiring works to be completed within a minimum of 21 days	5
Prohibition Notice	Legal Notice prohibiting an activity being carried out where there is a serious risk of injury	1
Deferred Prohibition Notice	As above but with a time delay allowing certain actions to be taken before the Notice comes into force	0
Simple Caution	May be offered in certain circumstances instead of prosecution	0
Prosecution	Where the health and safety offences are dealt with at Court	0

<b>Liaison with Other Organisations</b>	<p>Formal and informal relationships exist with the following organisations;</p> <ul style="list-style-type: none"> <li>• Health and Safety Executive (HSE)</li> <li>• Environmental Health Lancashire Health and Safety Officers Group</li> <li>• Environmental Health Lancashire Chief Environmental Health Officers</li> <li>• Public Health England</li> <li>• Ofsted</li> <li>• Lancashire County Council - Safeguarding</li> <li>• Lancashire Fire Service</li> <li>• Lancashire Police Service</li> <li>• Burnley Council Regeneration &amp; Planning Policy</li> <li>• Better Regulation Delivery Office (BRDO)</li> <li>• United Utilities</li> <li>• HMRC</li> <li>• GENGA Partner organisations</li> </ul>				
<b>Staff Allocation</b>	<p>Staff resources devoted to health and safety enforcement work as at March 2017</p> <table border="1" data-bbox="577 884 1218 1075"> <tr> <td><b>No of HSWA Warranted Officers</b></td> </tr> <tr> <td>5</td> </tr> <tr> <td><b>Full Time Equivalent of warranted officers time spent on HSWA activity</b></td> </tr> <tr> <td>1.7</td> </tr> </table>	<b>No of HSWA Warranted Officers</b>	5	<b>Full Time Equivalent of warranted officers time spent on HSWA activity</b>	1.7
<b>No of HSWA Warranted Officers</b>					
5					
<b>Full Time Equivalent of warranted officers time spent on HSWA activity</b>					
1.7					

<b>Staff Development and Competency</b>	<p>The service is committed to the continuing development of individual members of the team. The Council operate under the Investors in People Standards. Staff competency and training needs are assessed as part of the Corporate Performance and Development Reviews which are annually – any training or development needs that are identified at the review are fed into an annual training plan which links to the budget planning process.</p> <p>In line with revised Section 18 Standard our procedures will be reviewed to include the use of the HSE’s Regulators Development Needs Assessment Tool (RDNA)</p>
<b>The Regulators Code</b>	<p><a href="#">The Regulators’ Code</a> came into statutory effect on 6 April 2014 under the Legislative and Regulatory Reform Act 2006, replacing the Regulators’ Compliance Code. It provides a clear, flexible and principles-based framework for how regulators should engage with those they regulate.</p> <p>Nearly all non-economic regulators, including local authorities and fire and rescue authorities, must have regard to it when developing policies and procedures that guide their regulatory activities.</p> <p>We are currently reviewing all our policies to ensure they comply with the Regulators Code</p>

Table 1

## Health and Safety Workplan What we did last year 2018/19

	<b>Interventions</b>	<b>Outcomes</b>
<p><b>Accident/Major Investigations</b></p>	<p>Two of the significant investigations in 2018 and 2019 and several less serious accidents/ incidents. The more serious cases investigated were;</p> <p><b>Case one</b>  <b>Sunbeds incident – We received a complaint that a local sunbed shop had allowed an underage person (17yrs) to use the sunbed and the parents complained that the child had received burns from the sunbed as the UV was too strong</b></p> <p><b>Case two</b>  <b>Warehouse safety - Officers investigated a complaint about a warehouse where employees were being lifted on the forks of fork lift trucks to access racking and lighting was poor</b></p>	<p>An investigation was carried out and statements taken from the alleged complainant. Interviews were also carried out with the business owner and the manager. Officers also contacted Lancashire trading standards department in relation to the UV compliance of the sunbeds. The sunbeds were tested by Trading Standards Officers the Sunbeds were found to be non-compliant and notices served. The investigation into health and safety breaches is still ongoing.</p> <p>An investigation was carried out and a number of areas were found to require improvement within the warehouse. Notices were served and the company undertook all the work required. Following this staff commented to officers that they were grateful that officers had intervened as this had significantly improved working conditions for them and had been the catalyst for a positive change in the H&amp;S culture within the company.</p>

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<b>Health and Safety inspections</b>	Following local and national intelligence a number of inspections were carried out on carwashes and warehouses	.
<b>Complaints/ Requests for Service</b>	The health and safety team received 163 complaints and requests for service last year. Joint working with police, fire & housing and other internal and external partners	The service received complaints and requests for service on a wide variety subjects including skin piercing, complaints from employees about safety, consultations on temporary events. We continue to regularly participate in the work of the GENGA network set up to ensure that various regulators and enforcement agencies are able to share information on serious crime.
<b>Other</b>	Other service demands	Due to staffing shortages because of long term sickness large amount of H&S officer time was diverted to cover other areas within the team which has a high number of reactive complaints. This meant there was less time allotted to proactive work on H&S



## REPORT TO EXECUTIVE



<b>DATE</b>	<b>10<sup>th</sup> December 2019</b>
<b>PORTFOLIO</b>	<b>Community and Environmental Services</b>
<b>REPORT AUTHOR</b>	<b>Jayne Enright</b>
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## Food (Official Controls) Delivery Plan (reviewed 2019/2020)

### PURPOSE

1. In order to meet statutory requirements, the Council's Environmental Health and Licensing Team is responsible for Food Safety enforcement and must have in place approved plans. In line with the Constitution, approval of the Food (Official Controls) Delivery Plan will be sought from Full Council.

### RECOMMENDATION

2. Executive recommends to Full Council to approve the Food (Official Controls) Delivery Plan (reviewed 2019/2020)

### REASONS FOR RECOMMENDATION

3. To formally review past performance and agree a framework for the future delivery of effective, risk based, proportionate and consistent food safety services.

### SUMMARY OF KEY POINTS

4. Food Safety Act 1990 Codes of Practice provides a framework within which the Food Safety Team must operate when carrying out its public protection duties in relation to food safety. The Food Standards Agency requires the Council to have plans in place to control these activities. The Food (Official Controls) Delivery Plan has been prepared to satisfy the statutory requirements and outline the services to be provided over the coming year.
5. **Burnley Food (Official Control) Delivery Plan**  
  
This Plan is a requirement of the Food Standards Agency and has been drawn up in accordance with the Food Standards Agency's Framework Agreement (amendment 5, April 2010). This ensures a consistent approach across England and Wales, which enables the Food Standards Agency to address how the council is performing. It also allows the Food Standards Agency and Local Authorities to compare and contrast performance and service delivery.

It sets out:

- An outline of the key services and work activity delivered
- The Council's statement on food safety and the links with corporate priorities and objectives
- A profile of the Borough including the political and managerial arrangements
- The demands on the service
- Summary of service activity in relation to premises inspection, complaints investigation, advice, sampling, infectious diseases, food safety incidents, liaison arrangements and promotional activities
- The resources deployed to meet these demands
- Quality assessment procedures and performance indicators

6. Key services and work activity delivered by the Food Safety Team include:-

- Carrying out routine, programmed inspections of local food businesses
- Responding to Service requests including food complaints and hygiene of premises complaints
- Investigating notifications of infectious diseases and local outbreaks, which may be associated with food
- Promoting food safety and best practice by working closely with local businesses
- Working with the Food Standards Agency to run and maintain the Food Hygiene Rating Scheme

7. Over the last year the Food Safety Team have maintained a high level of performance. The team has completed 433 inspections and audits and 110 other interventions. The team have performed well against the inspection programme, with compliance levels of food businesses being maintained at 97%.

Over the next year it is our intention to focus on non-compliant businesses. We intend to work proactively with our one rated business and target our resources into improving compliance.

## **FINANCIAL IMPLICATIONS AND BUDGET PROVISION**

8. Food Safety regulation is a core statutory service delivered by the Environmental Health & Licensing Team. It remains provided in existing service budgets.

## **POLICY IMPLICATIONS**

9. As national regulators, the Food Standards Agency set and monitor national standards. The framework for local plans is prescribed to ensure “official controls” are consistently delivered across the country. Through audit, and annual returns they monitor local

authorities to ensure that local controls are effective, and they have intervention powers where delivery fails to meet the required standard.

**DETAILS OF CONSULTATION**

10. Scrutiny and Executive will be consulted prior to Full Council decision.

**BACKGROUND PAPERS**

11. None.

**FURTHER INFORMATION**

**PLEASE CONTACT:**

**Jayne Enright**

**ALSO:**

**Karen Davies**

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# BURNLEY BOROUGH COUNCIL

Food (Official Controls)  
Delivery Plan  
(Reviewed 2019 to 2020)



**Burnley**  
.gov.uk

## **Burnley Borough Council Food (Official Controls) Delivery Plan**

### **1. Introduction**

- 1.1 Burnley Food (Official Controls) Delivery Plan
- 1.2 Profile of Burnley
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- 1.4 The Management Structure
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## **1. INTRODUCTION**

### **1.1 Burnley Food (Official Controls) Delivery Plan**

This document is the Burnley Food (Official Controls) Delivery Plan. This Plan is a requirement of the Food Standards Agency and has been drawn up in accordance with the Food Standards Agency's Framework Agreement (amendment 5, April 2010). This ensures a consistent approach across England and Wales, which enables the Food Standards Agency to address how we are doing and allows useful comparison for benchmarking performance with other local authorities to be undertaken of performance and service delivery.

It sets out:

- An outline of the key services and work activity delivered
- The Council's statement on food safety and the links with corporate priorities and objectives
- A profile of the Borough including the political and managerial arrangements
- The demands on the service
- Summary of service activity in relation to premises inspection, complaints investigation, advice, sampling, infectious diseases, food safety incidents, liaison arrangements and promotional activities
- The resources deployed to meet these demands
- Quality assessment procedures and performance indicators

### **1.2 Profile of Burnley**

The borough of Burnley is situated on the western edge of the Pennines, 21 miles north of Manchester. Along with Blackburn, Blackpool and Preston, Burnley is a key business, service and retail centre in Lancashire. Burnley has a diverse population of around 87,000 and an area of 42.7 square miles, situated at the confluence of the River Calder and Brun and with the Leeds Liverpool canal running through the Borough.

Burnley has a strong sense of identity and pride that stems back from its long manufacturing history. The connectivity of the Borough today is primarily by its road and rail links that services the town's residents, employers and service suppliers.

Growing the economy of the town and maintaining a clean, green and safe Borough are key strategic priorities of the Council for its residents. In 2013, in recognition of its success, Burnley received an Enterprising Britain award from the UK Government, for being the "Most Enterprising Area in the UK".

Other accolades include Burnley being named as one of the UK's leading Tech Towns in a recent report by Tech Nation which identified Burnley as one of the top 16 towns in the UK for the growth of its digital sector. Burnley was positioned 2nd in the UK for digital jobs growth in 2018. Burnley continues to buck national trends with private sector jobs growth figures consistently ranking in the UK's top ten (Burnley 9.7%, Lancashire 3.0%, North West 5.9%, UK 5.9% ONS BRES).

### **1.3 The Council Structure**

Burnley Council is divided into 15 wards served by 45 councillors. The Council is based on a Cabinet structure with 5 Portfolios, a Leader and 4 Executive portfolio holders; there are 4

Committees including 1 Scrutiny Committee. The Food Safety Team sits within the Community and Environmental Services Portfolio.

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

- The Council's Constitution & Scheme of Delegation
- Strategic Plan 2017/18 to 2019/2020
- Forward Plan of key Decisions and Private Meetings
- Burnley's Community Strategy

#### **1.4 The Management Structure**

The Council management structure comprises the Chief Executive, a Chief Operating Officer and 7 Heads of Service.

The Food Safety Team sits within Streetscene. The Environmental Health and Licensing Manager have responsibility for environmental health and licensing functions. The team shares an office with the Environmental Protection and Safety Team, which is beneficial to service delivery and joint working, particularly as the Food Safety Team also has responsibility for enforcing health and safety within food premises.

From the 1<sup>st</sup> January 2016 the Council procured a strategic partner to deliver a range of services within a reduced cost base. The Environmental Health and Licensing functions form part of the suite of services that are now outsourced to the private sector.

The overall aim of the contract with respect to Environmental Health is:

“To provide a professional environmental health and licensing service that protects the public and assists businesses to meet their public health obligations”.

Officers currently working for Burnley Borough Council delivering the food safety service are now seconded to the strategic partner, Liberata. A detailed contract for delivery has been developed to ensure an effective contractual relationship, continuity of service delivery, risk management and the maintenance of high-quality services.

The Strategic Partnership arrangements that are in place between the Council and Liberata maintain a robust approach to ensure that strong performance of the Council's regulatory provisions and services are maintained. In relation to the purpose of this report and the Council's annual review of food safety enforcement, Members of the Council's Scrutiny Committee have reviewed the Delivery Plan, activity to date and have recognised the strong performance of the Team in maintaining food standards. The Team have maintained a high level of performance, with increased numbers of food business inspections undertaken. The team have performed well against the inspection programme, with compliance levels of food businesses being maintained at 97%.

#### **1.5 Burnley Borough Council Statement on the Food Safety Service**

The overarching purpose of the service is to:

- protect the health of the public through its statutory and non-statutory responsibilities in food safety and a variety of public health measures; and
- ensure quality food for healthier communities

## 2.0 SERVICE AIMS AND OBJECTIVES

### 2.1 Service Aims - Food Hygiene and Infection Control Service

- Safeguard public health through the regular inspection of food premises at a frequency appropriate to the risk
- Respond to complaints from the public and other agencies relating to food safety.
- Promote good practice in food hygiene through the provision of education, advice and training.
- Discharge the Council's statutory and other responsibilities in a positive and efficient manner, in line with relevant enforcement protocols.
- Ensure advice and assistance is readily accessible to the public and businesses alike
- Investigate the occurrence of food related infectious disease, prevent the spread and take action to prevent recurrence or enforcement action as appropriate
- Carry out programmed and reactive food sampling and microbiological swabbing to support local, national and regional programmes and investigations

### 2.2 Links to Council Objectives

Burnley Borough Council has a range of corporate objectives covering the four themes, “People”, “Places”, “Prosperity” and “Performance”.

<b>People:</b>	Creating flourishing, healthy and confident communities
<b>Places:</b>	Making the Borough a place of choice
<b>Prosperity:</b>	Promoting transformational economic change for Burnley
<b>Performance:</b>	Ensuring a continuous focus on improvement in all aspects of the Council's performance.

Environmental Health and the Food Safety Service cuts across the four corporate themes by:

- Improved health standards – responding to broader public health initiatives to improve the health and wellbeing of citizens.
- Developing a diverse business base with an entrepreneurial culture and supporting business growth.
- Embedding the partnership with Liberata within the Council's budget, strategic vision and commercial strategy.
- Proactively supporting the borough's businesses to innovate and expand and make the borough a natural choice for business relocation.

### 2.3 Service Objectives

The Environmental Health & Licensing Service act on the front line. They directly provide services that affect people's daily lives. We provide protection to users of taxis, customers of food businesses, employees in offices, shops and warehouses and help to those suffering the effects of noise nuisance. We police premises which pollute the atmosphere and monitor a whole range of activities that help to make the Borough healthier. Our role is not only to regulate and enforce, but also to help and advice, so that businesses can thrive and residents and visitors to the Borough have improved health choices.”

Key Food Safety objectives include:-

- Establish and deliver a programme of targeted and risk-based interventions and inspections in food premises, providing advice on legal obligations and taking an escalated approach to enforcement action.
- Improve the proportion of food businesses with Food Hygiene Ratings of 3, 4 or 5.
- Monitor, record and report on the programme of activities to relevant bodies to ensure the Council's obligations are being met, resources are targeted appropriately, and steps are taken to make any necessary improvements.
- Investigate the occurrence of food related infectious disease and take the necessary action to prevent the spread or recurrence, working collaboratively with Public Health England and other key partners
- Deliver a programme of targeted proactive sampling of food products.
- Offer a comprehensive advice and support service to business regarding any relevant food legislation and compliance, offering specific support for those wishing to establish a food business within the Borough.
- Investigate complaints about food products or food establishments and take any action that is required on a coordinated local, sub-regional, regional or national basis.
- Work collaboratively across Lancashire with other Environmental Health and Trading Standards professionals to ensure consistency, improvement and the delivery of an effective high-quality service
- Advise, provide support and enforce Health and Safety standards within food businesses
- Work in collaboration with partners in addressing key health inequalities in the Borough.
- Proactively obtain feedback from food businesses regarding the service to ensure continuous improvement in service deliver.
- Support the on-going professional development of officers to deliver high quality services that meet the needs of the public and the requirements of the Gold Standard Investors in People status of the Council.
- Implement the Council's appraisal system for training needs and performance based on the principles of Continuing Professional Development (CPD) and meeting the requirements of the relevant professional bodies including the Chartered Institute of Environmental Health

#### **1.4 Links with other Plans:**

Food safety activities support and link to the following key Council and inter-agency plans:

- PHE North West 2017 Outbreak Plan
- PHE C&L Care Home OB Plan 2018
- East Lancashire Equality and Inclusion Strategy 2014 to 2017
- Burnley Council Major Emergency Plan September 2019
- Burnley Multi-Agency Flood Plan September 2019
- Lancashire Resilience Forum. (Outlines roles and responsibilities of organisations including District and Unitary Councils)
- Business Continuity Policy - April 2016
- Principles and Practice Recommendations for the Public Health Management of Gastrointestinal Infections 2018

## **2 FOOD SERVICE**

### **3.1 Food Safety Team**

The Food Safety Team is overseen by the Environmental Health and Licensing Manager and the Principal Officer. Both are qualified Environmental Health Officers (EHO's) and experienced in food safety matters.

The Principal Officer heads a team of 3 (2.1 FTE) with 1 Environmental Health Compliance Officers (0.8 FTE) and 2 Workplace Compliance officers (1.3 FTE). The EHCO holds the EHORB Higher Certificate and Higher Certificate in Food Control. Activities are undertaken in line with the professional requirements as outlined in the Code of Practice.

The service is also supplemented through consultants who undertake a range of lower risk inspections (Categories C and D) but no enforcement activity. On occasions, further technical expertise is sought from external professionals to assist with more complex matters.

### **3.2 Food Standards**

The Trading Standards functions within the Borough are carried out by Lancashire County Council. There is a good working relationship between the two services and a good track record of liaison via the Lancashire Food Officers' Group and joint working initiatives.

### **3.3 Scope of the Food Service**

The Service is delivered by the Food Safety Team with additional support as outlined above. The team complies with the Food Standards Agency Codes of Practice and Local Government Regulation guidance for the purposes of food safety including the Regulators' Code. Enforcement action is undertaken in accordance with the Council's Enforcement Policy and follows a graduated approach.

Areas of core service delivery include:

- Developing and delivering a programme of planned food hygiene interventions meeting statutory obligations as set out in the Food Standards Agency Code of Practice. The programme will be focussed on those businesses that are not broadly compliant and with Food Hygiene Ratings of 0, 1 or 2 and those premises that are unrated.
- Implementing alternative approaches such as coaching and mentoring to deal with non-compliance
- Operating the Food Standards Agency Food Hygiene Rating Scheme in accordance with the Brand Standard for all relevant food businesses and taking the necessary steps to publicise the ratings.
- Approving and regulating any food activities and premises requiring approval and subject to Regulation EC No 853/2004
- Consideration of any requests from a business or making approaches to businesses for the purpose of entry into a Primary Authority relationship with them.
- Responding to complaints about food premises and the fitness and wholesomeness of food sold in the Borough
- Planning and implementing an annual food and environment sampling programme for microbiological quality and chemical purposes and participation in the Lancashire Food Officer Group programmes as resources permit.
- Acting on Food Standards Agency alerts and incidents in accordance with recommended action and relevant parts of the Code of Practice
- Preparation of contingency plans to be used in the event of an incident or when the Major Incident Plan is invoked
- Maintaining and recording food establishment registration applications and maintaining the register in accordance with the relevant statutory provisions and Code of Practice.
- Investigating and liaising with Public Health England to deliver infectious disease and outbreak investigation and control.

- Service promotion including press releases and articles, leaflets, talks and presentations to relevant parties, seminars, conferences, displays and exhibitions. This includes national initiatives such as National Food Safety Week.
- Preparation of evidential files and reports to the Council for use in legal action, court proceedings or formal Committee hearings.
- The management of any contractors engaged to undertake duties

## 2.4 Data Profiles

We have adopted a new specialist cloud- based system, Uniform, by Idox, for managing and reporting across Environmental Health. Through smart technology Idox have evolved their front-line services in response to the changing needs of society and claim the system will deliver improved outcomes for the citizens within the borough of Burnley.

We can now fully utilise the database, however we still need to develop and set up the reporting side of the system. The next phase is to use the mobile app to give officers the option to work on site, which will involve improving access to the database. We continue to move towards a digital system to improve service efficiencies and reduce paper-based records.

The following Table provides a summary of the last 4 years of Food Businesses and their risk rating profiles. The ratings are defined in the FSA Food Law Code of Practice with A representing the highest risk premises and E the lowest which are subject to a self-assessment and reporting procedure.

**Table1: Number of Food premises by Risk Rating Category**

<b>Risk Rating Category (Inspection Frequency)</b>	<b>No. of Food premises 2016/2017</b>	<b>No. of Food premises 2017/2018</b>	<b>No. of Food Premises 2018/2019</b>	<b>No. of Food Premises 2019/2020</b>
A (At least every 6 months)	3	0	2	0
B (At least every 12 months)	30	30	27	29
C (At least every 18 months)	125	116	123	120
D (At least every 24 months)	345	367	352	349
E (Alternative strategy for inspection)	377	380	378	392
Unrated	25	20	24	30
Outside Programme	11	18	23	17
<b>TOTAL</b>	<b>916</b>	<b>931</b>	<b>929</b>	<b>937</b>

**Table 2: Premises Approved Under EC Regulation 853/2004**

The following table highlights those premises which require approval under EC Regulation No. 853/2004 due to the specific nature of their activities.

<b>Approved premises</b>	<b>2016/17</b>	<b>2017/2018</b>	<b>2018/2019</b>	<b>2019/2020</b>
Approved Fish processing premises	2	2	2	2
Meat and meat products approved premises	2	2	2	2
Milk and milk products approved premises	1	1	1	1
The approved treated stomachs establishments	1	1	1	1
Stand - alone Cold Store	1	1	1	1

**Table 3: Premises Profile**

The following table provides the detail of the types of premises within the Borough.

<b>Description</b>	<b>No. of premises 2016/17</b>	<b>No. of premises 2017/18</b>	<b>No. of premises 2018/2019</b>	<b>No. of premises</b>
Primary producers	3	3	3	3
Manufacturers/processors	21	21	24	23
Distributors/transporters	5	9	14	13
Retailers	280	270	268	269
Restaurants and other caterers	605	624	615	626
Importers/Exporters	2	4	5	3
<b>TOTAL</b>	<b>916</b>	<b>931</b>	<b>929</b>	<b>937</b>

**Table 4: Service Requests**

The following is a summary of requests for service received by the Food Safety Team since

<b>Request type</b> (includes all requests for service relating to any food business)	<b>2015/16</b>	<b>2016/17</b>	<b>2017/2018</b>	<b>2018/2019</b>
Infectious diseases	130	99	<b>144</b>	<b>112</b>
Advice requests	261	354	<b>429</b>	<b>287</b>
Complaints regarding Hygiene at premises	94	83	<b>66</b>	<b>300</b>
Advice on unfit/contaminated food	12	6	<b>10</b>	<b>2</b>
Complaints re unfit/contaminated food	44	59	<b>54</b>	<b>64</b>
Food Hygiene Re-rating visits	28	30	<b>9</b>	<b>23</b>
<b>Total</b>	<b>574</b>	<b>633</b>	<b>712</b>	<b>788</b>

**Table 6: Levels of Compliance in Food Businesses**

The following table indicates the number of broadly compliant premises across the Borough which is a key performance measure used within the service

<b>Year</b>	<b>Total number premises</b>	<b>Total No broadly compliant</b>	<b>Target %</b>	<b>Actual %</b>
2014/15	867	794	100	<b>92</b>
2015/16	899	848	100	<b>93</b>
2016/17	893	872	100	<b>98*</b>
2017/18	929	860	100	<b>98**</b>
2018/19	937	864	100	<b>97**</b>

\*This excludes the number of unrated businesses and premises outside the programme

\*\* This excludes the no. of unrated businesses and premises outside the programme

### **3.5 Local Challenges**

The service faces the following challenges:

- A high number of takeaways/restaurants and temporary food stall undertake their food preparation out of traditional office hours.
- **A high turnover of businesses where the food business operator can change and a new business requires a new inspection and a new rating.**
- Understanding the cultural issues and needs of the ethnic minorities who operate food businesses in the borough and whose first language may not be English
- Reducing staff resources and uncertainties regarding the future model for delivery and the potential impact on the service.

- **Economic downturn and local economic deprivation is reflected in the reluctance of some smaller local food businesses to invest in repairs and refurbishment of their premises.**

### **3.6 Access to the Service**

The Service is delivered from the Council offices at Parker Lane, Burnley. The Public can access the service via telephone, e-mail or in person by visiting the Contact centre on Parker Lane in Burnley. Normal business hours are 9 am to 5pm Monday to Friday.

Out of hours work is also undertaken from time to time as the need arises.

In addition, a 365-day/24 hour telephone contact service is available for appropriate emergencies.

The authority has actively participated in Inter-Authority Auditing (IAA) through a programme of audit agreed through the Lancashire Food Safety Group.

### **3.7 Enforcement Policy**

The Food Safety service operates in accordance with the Regulators Code, the Code for Crown Prosecutions and the Human Rights Act.

Copies of the Compliance and Enforcement Policy for the Food Safety Team are currently unavailable and are under review.

### **4.0 Service Delivery**

The aim of the Food Safety Team is to ensure the protection and good health of consumers in the Borough by enforcing relevant statute, Regulations and by educating and promoting high standards of quality and safety within the food manufacturing, catering and retail establishments of the Borough.

Delivery of the Food Hygiene Control Service is carried out in accordance with national procedures, Good Practice and guidance including:

- Food Law Code of Practice
- Food Law Practice Guidance
- Food Standards Agency Guidance
- The Brand Standard for FHRS
- Burnley BC Compliance and Enforcement Policy
- The Regulators' Code

### **4.1 Food Premises Interventions**

The term "Intervention" refers to any reactive or planned visit to a food business in the course of delivering the Food Safety service. The Food Safety Team will undertake a programme of comprehensive and targeted interventions at food premises to ensure compliance with relevant legislation and the promotion of best practice. The frequency of inspections is determined by risk assessment for each type of food business and each Food business will be allocated a risk category ranging from A to E where "A" is considered to be highest risk.

### **4.2 Food Related Complaints**

The Food Safety Team will consider, and where appropriate investigate food complaints or requests for service in accordance with internal procedures and relevant Codes of Practice.

Where necessary, samples will be submitted for analysis. Where appropriate intelligence will be gathered from complaint investigations and used to inform sampling programmes or project based work.

### **4.3 Primary Authority Scheme**

There are currently no primary Authority Agreements with food businesses based in Burnley. The Primary Authority scheme is now regulated by the Regulatory Delivery Division of The Department for Business, Energy and Industrial Strategy (BEIS) The scheme covers trading standards, environmental health and licensing functions and for the first time businesses will be able to form a statutory partnership with a single local authority, which will provide robust and reliable advice that other councils must take into account when carrying out inspections or dealing with non-compliance.

The scheme builds on the foundation created by voluntary home and lead authority initiatives and looks to further develop consistent and proportionate enforcement across the country. It will affect how the Service carries out inspections and takes enforcement action at those businesses subject to a primary authority agreement.

### **4.4 Advice to Businesses**

The Food Safety Team provides an advice service, which, encourages, advises and assists businesses to comply with food safety legislation.

If a business requires bespoke advice which can only be delivered at the premises there is a charge per hour for this advice.

### **4.5 Food Sampling and Inspection**

The Food Safety Team undertakes programmed and reactive local sampling in a manner specified by relevant legislation, Codes of Practice and other guidance sources. Ad hoc project-based sampling of food, drink and the food environment activity is undertaken in liaison and co-ordination with other Lancashire Environmental Health Services and Public Health England in accordance with an agreed sampling programme and current resources.

A documented sampling programme for each year will be followed, considering local needs and priorities, subject to available resources and using a risk-based approach.

Examples of food sampled examined as part of the programme included the following foods:-

- Milk
- Ready to eat cooked meats and meat products
- Pies

### **4.6 Control and Investigation of Outbreaks of Food Related Infectious Disease**

This Food Safety Team is responsible for investigating the notification of infectious diseases or suspected infectious diseases. The objective is to minimise the risk of spread of the disease and where possible, identify the source. Notifications may arise as formal notifications from G.P.'s or through informal routes such as laboratory notifications, self -notifications etc. Investigations are carried out by either the Council or Public Health England depending on the nature of the specific disease notification. The Council has a Joint Major Outbreak Plan for Managing an Outbreak of Food Poisoning or Communicable Disease in the Community developed in conjunction with partner agencies. Managing the investigation into major outbreaks can be very resource intensive and include the issuing of sample pots, visiting affected premises, and interviewing patients.

#### 4.7 Food Safety Alerts and Incidents

This Food Safety Team responds to food safety alerts and incidents in accordance with FSA Code of Practice and good practice to ensure that public health is safeguarded. Alerts are received directly from the FSA using their automated notification system and acted upon accordingly.

#### 4.8 Liaison with Other Organisations

The Food Safety Team works with other enforcement agencies, partners and other stakeholders for the purpose of developing consistency of enforcement, openness and transparency. The following table details the regular, ongoing liaison with external partners:

Partner Organisation type	Brief description
Other Local Authorities/Scientific support	Lancashire Food Liaison Group – Enforcement issues, sampling, policies, best practice, training, inter-authority audits etc. Public Health England – Food Sampling and examination, Communicable Disease control. Public Analyst – Chemical analysis etc. Environmental Health Lancashire Lancs County Council Trading Standards –Food Standards/Allergens
Local professionals	East Lancs Primary care Trust – working together on health promotion, infectious disease control, health inequalities etc.
Professional bodies and Agencies	CIEH- professional practice, consultation, training. FSA – statutory plans, guidance, training, annual returns, consistency of enforcement, best practice, training.

Within Burnley Borough Council, the Food Safety Team currently links with all services. Liaison is particularly strong for food safety issues with:

- Development control – for planning and building control applications
- Legal and Corporate Services – for litigation purposes
- Licensing
- Environmental Protection & Safety Team
- Market Hall Management
- Street Scene
- Building Control

#### 4.9 Consumer Education and Health Promotion.

Health promotion remains an important element to the on-going commitment to improving public health and tackling health inequalities.

Although this element of the service is non-statutory, Burnley remains committed to supporting local Health promotion activity where resources permit.

We will continue to support local initiatives and local campaigns, working closely with other local or National partners to maximise the Impact and resources.

## 5. RESOURCES

### 5.1 Staffing

The Food Safety Team has an establishment of:

	Officer	FTE - Management	FTE- Operational
Management	Environmental Health and Licensing Manager	0.15	0
Delivery	Team Manager	0.2	0.8
	Env Health Compliance Officers	0	0.8
	Workplace Compliance Officer	0	1.3
Support	Admin	0.25	0.7

NB This core is supplemented by the use of consultants to undertake some lower risk inspection work.

All Food enforcement staff involved in service delivery meet the Qualifications, Experience and Training and Competence criteria contained within the Food Law Code of Practice. Each Officer has been individually authorised in accordance with their qualification and experience as described in this Code.

### 5.2 Staff Development

The Council has successfully obtained Investors in People award and is committed to retaining this. As part of this process all staff undergo an annual Performance and Development review which includes training needs. These individually identified training and development needs are carried forward after consideration by Managers. The Food Safety Team operates a documented procedure for the recording of qualifications, training and competencies.

Officers in the Food Safety Team have undertaken Lead Auditor training to assist in the operation of Inter-Authority Auditing with other Lancashire Councils.

The Council supports personal development by offering opportunities to attend internal courses and supporting attendance at external courses. In addition, the Authority offers internal training courses on a range of subjects, primarily concerned with personal development issues.

Previous training courses have included:-

1. Best Practice Day
2. Legal training
3. Outbreak Training
4. Sampling training
5. Consistency Training/FHRS Consistency Exercise

### 5.3 Local Initiatives, Joint Working and External Grant Funding

The Food safety Team has an excellent track record of joint working on local initiatives and success in securing external grant funding. Examples include:-

- Food Safety mentoring for local Businesses
- Implementing the National Food Safety Rating Scheme
- Joint initiatives with Trading Standards
- Business Events targeting the lower rated premises to improve compliance and allergen management
- Joint initiative with Public Health England Re: Infectious Disease Studies
- Delivery of Allergen Training with Trading Standards

## **6. SERVICE QUALITY AND DEVELOPMENT**

### **6.1 Quality Assessment**

The quality of the Food Law Enforcement Service in Burnley is monitored in various ways and was audited by the Food Standards Agency in November 2009 as part of its national review of IAA's.

### **6.2 Regional Peer Group Auditing**

The Service is audited annually by peers from other Lancashire councils as part of the Inter-Authority Audit (IAA) scheme.

### **6.3 National Auditing**

- The Food Service makes returns to the Food Standards Agency (FSA) on an annual basis. The FSA now use central surveillance methods on data to monitor local authorities

### **6.4 Commitment to Service Improvement**

We regularly review existing policies and procedures to ensure our policies and procedures reflect local circumstances, good practice and National policy. Examples of National reports and papers influencing local procedures and priorities includes:-

- Findings from Inter-Authority Audits
- Findings from FSA audits/FSA Consistency exercises
- Review of the Service against the FSA Framework Agreement on Local Authority Food Law Enforcement
- The national Food Standard Agency guidance on the National Food Hygiene Rating Scheme  
The "Brand Standard"

## **Regulating our Future**

**The Food Standards Agency (FSA)** want to improve the way we deliver regulatory controls for food and create a modern, risk-based, proportionate, robust and resilient system.

The existing 'one size fits all' approach to regulating food businesses is ill-suited to the incredibly diverse nature of the industry. In recent years, we have witnessed large numbers of new players enter the global food and food safety landscape; for example, online retailers, food delivery services, private auditors, independent food safety certification schemes.

For the UK to continue to be a strong, credible player in the global food economy, the regulatory regime needs to keep pace with rapid changes in that economy. Leaving the EU will change patterns of food production, trade and consumption, emphasising the need for a flexible and responsive regulatory system.

## **FSA Principles**

- FSA and regulatory partners' decisions should be tailored, proportionate and based on a clear picture of UK food businesses.

- The regulator should take into account all available sources of information.
- Businesses doing the right thing for consumers should be recognised; action will be taken against those that do not.
- Businesses should meet the costs of regulation, which should be no more than they

The FSA intend to better recognise those businesses that can demonstrate sustained compliance, reducing the regulatory burden on them by ensuring that intervention is proportionate.

## The Food Hygiene Rating Scheme

- Strengthening the robustness and resilience of the Food Hygiene Rating Scheme is a key goal, including ensuring that it is sustainable and that there is mandatory display legislation in England.
- The scheme helps you choose where to eat out or shop for food by giving you information about the hygiene standards in restaurants, pubs, cafés, takeaways, hotels and other places you eat, as well as supermarkets and other food shops.
- It's not easy to judge hygiene standards on appearance alone, so the rating gives you an idea of what's going on in the kitchen, or behind closed doors. You can check the ratings and use the information to switch to or choose a place with higher standards. It's also good to share this information with friends and family.
- The scheme also encourages businesses to improve hygiene standards.
- The food hygiene rating reflects the hygiene standards found at the time the business is inspected by a food safety officer. These officers are specially trained to assess food hygiene standards.
- A business can be given one of these ratings.



- The rating given shows how well the business is doing overall but also takes account of the element or elements most in need of improving and also the level of risk to people's health that these issues pose.
- This is because some businesses will do well in some areas and less well in others but each of the three elements checked is essential for making sure that food hygiene standards meet requirements and the food served or sold to you is safe to eat.
- To get the top rating of '5', businesses must do well in all three elements.
- Current % of rated food businesses with a FHRS of 3,4 or 5 in Burnley is **97%**
- Since April 2018 we have maintained a % of rated food businesses with a 3,4 or 5 at between 96% to 97%

### Number of establishments in each rating

FHRS Rating	Mar - 19	Apr - 19	May - 19	Jun - 19	Jul - 19	Aug - 19	Sep - 19	Oct - 19	Nov - 19
5 - Very good	490	492	492	493	494	497	499	504	508
4 - Good	198	197	197	196	194	195	195	198	193
3 - Generally satisfactory	55	53	53	53	50	50	50	51	49

2 - Improvement required	15	15	15	15	11	11	12	12	12
1 - Major improvement required	8	9	9	9	12	15	12	14	16
0 - Urgent improvement required	0	0	0	0	0	0	0	0	0
Total rated establishments	766	766	766	766	761	768	768	779	778
Establishments with rating of 3 or better	743	742	742	742	738	742	744	753	750
Awaiting inspection	33	31	31	31	36	33	29	17	22
Exempt	77	78	78	78	74	76	74	74	74
Sensitive	33	32	32	32	12	12	6	6	6
Excluded	33	33	33	33	37	36	46	51	47
Total establishments	942	940	940	940	920	925	923	927	927

### % breakdown of distribution of rated establishments

FHRS Rating	Mar - 19	Apr - 19	May - 19	Jun - 19	Jul - 19	Aug - 19	Sep - 19	Oct - 19	Nov - 19
5 - Very good	64.0	64.2	64.2	64.4	64.9	64.7	65.0	64.7	65.3
4 - Good	25.8	25.7	25.7	25.6	25.5	25.4	25.4	25.4	24.8
3 - Generally satisfactory	7.2	6.9	6.9	6.9	6.6	6.5	6.5	6.5	6.3
2 - Improvement required	2.0	2.0	2.0	2.0	1.4	1.4	1.6	1.5	1.5
1 - Major improvement required	1.0	1.2	1.2	1.2	1.6	2.0	1.6	1.8	2.1
0 - Urgent improvement required	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total rated establishments	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0
Establishments with rating of 3 or better	97.0	96.9	96.9	96.9	97.0	96.6	96.9	96.7	96.4

### Commercialisation/commercial opportunities – changing the way we operate

In line with many other local authorities the food safety service is looking to become more commercial in the way it operates.

Recent commercial developments which are of benefit to both our local businesses, members of the public and the council include:

- A service that allows businesses to request a re-rating visit under the Food Hygiene Rating scheme. The business pays for the visit, which is based on a cost recovery fee, which benefits the business in terms of improving compliance and enhancing their customer image to boost trade.

- Introduction of a bespoke advisory service, again based on cost recovery that allows businesses to request an advisory visit from us to discuss the operation of their business and go through the 3 areas that the FHRs is based on, hygiene, structure and management.
- Assisting other local authorities in improving compliance in their boroughs by implementing projects, pioneered within the borough to target lower rated businesses and mentor them through educating them at workshops and mentoring them in the management of their food business.
- Assisting other local authorities in auditing officer training and competency including undertaking accompanied inspections and review of systems and procedures.

## **7. SERVICE REVIEW**

### **7.1 Quality Review and Continuous Improvement**

Service delivery will be regularly reviewed in line with this plan, and giving due consideration of National regulations, good practice and local priorities.



## EXECUTIVE

BURNLEY TOWN HALL

Tuesday, 29th October, 2019 at 6.30 pm

### 49. Revenue Monitoring Quarter 2 - 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 September 2019.

The report shows the current forecast year end outturn position based upon the forecast savings identified as at the end of 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 provision. A proactive approach is being taken by Service Units to identify further in-year savings. However, as overall budgets reduce, it is inevitable that it is becoming increasingly difficult to achieve and identify further savings.

#### 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 £172k be noted, as summarized in Table 1 and detailed in Appendix 1. Also the position be noted 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;
- (2) That Full Council be recommended to approve then 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 £0.852m as shown in Appendix 2.**

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REPORT TO EXECUTIVE



DATE	29 <sup>th</sup> October 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 September 2019.
2. This report shows the current **forecast** year end outturn position based upon the forecast savings identified as at the end of 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. A proactive approach is being taken by Service Units to identify further in-year savings. However, as overall budgets reduce, it is inevitable that it is becoming increasingly difficult to achieve and identify further savings.

RECOMMENDATION

3. The Executive is asked to:
  - a. Note the projected revenue budget forecast position of an overspend of £172k, 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 **£0.852m** 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 second 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 Q2 and the anticipated variance.

As at the end of Q2 the net forecast is currently £172k over budget. Incorporated into the budget is a savings target of £400k of which £228k of potential savings have been identified as at the end of Q2, leaving a balance of £172k yet to be found (see paragraph 8). This is in comparison to £319k 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			Forecast position as at Quarter 2		
		Net Budget 2019/20	Funding 2019/20	Revised Budget	Forecast Q1	Variance Q1	Revised Budget	Forecast Q2	Variance Q2
		£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s
a	Economy and Growth	1,007		1,007	974	(34)	1,019	986	(33)
b	Policy and Engagement	429		429	429	0	451	481	31
c	Management Team	340		340	340	0	340	340	0
d	Sport and Culture Leisure Client	617		617	617	0	617	614	(3)
e	Green Spaces and Amenities	865		865	827	(38)	865	827	(38)
f	Street Scene	3,122		3,122	3,082	(39)	3,181	3,084	(97)
g	Housing and Development Control	294		294	294	0	449	405	(44)
h	Strategic Partnership	3,603		3,603	3,603	0	3,882	3,882	0
i	Finance and Property	540		540	569	29	593	627	35
j	Revenues and Benefits Client	(1,332)		(1,332)	(1,332)	0	(1,332)	(1,332)	0
k	Legal and Democratic Services	1,000		1,000	973	(27)	989	968	(21)
l	People and Development	218		218	215	(3)	218	201	(17)
m	Central Budgets - Other <i>(includes corporate costs eg utilities, apprenticeship levy)</i>	153		153	112	(41)	149	109	(40)
	Central Budgets - Savings Targets <i>(see Table 2)</i>	(400)		(400)	0	400	(400)	0	400
	<b>NET SERVICE BUDGET</b>	<b>10,455</b>		<b>10,455</b>	<b>10,703</b>	<b>248</b>	<b>11,020</b>	<b>11,192</b>	<b>172</b>
	Pensions	1,831		1,831	1,831	0	1,831	1,831	0
	Provisions <i>(Balance to be determined at year end)</i>	0		0	0	0	0	0	0
	Impairments <i>(Provisions for Bad Debt)</i>	10		10	10	0	10	10	0
	Parish Precepts <i>(Disbursement to Parishes)</i>	154		154	154	0	154	154	0
	Treasury <i>(Investment Income &amp; Expenditure)</i>	767		767	767	0	762	762	0
	Capital Financing	1,368		1,368	1,368	0	1,277	1,277	0
	Earmarked Reserves (to / (from))	1,702		1,702	1,702	0	1,277	1,277	0
	Strategic Reserves (to / (from))	(317)		(317)	(317)	0	(362)	(362)	0
	<b>NET CORPORATE ITEMS</b>	<b>5,513</b>		<b>5,513</b>	<b>5,513</b>	<b>0</b>	<b>4,948</b>	<b>4,948</b>	<b>0</b>
	Council Tax		(6,962)	(6,962)	(6,962)	0	(6,962)	(6,962)	0
	Parish Precepts <i>(Receipts from Council Tax Payers)</i>	(154)	0	(154)	(154)	0	(154)	(154)	0
	Business Rates: Retained Income		(7,057)	(7,057)	(7,057)	0	(7,057)	(7,057)	0
	Business Rates: S31 Grants <i>(For award of business rates relief)</i>		(1,219)	(1,219)	(1,219)	0	(1,219)	(1,219)	0
	Prior Year Collection Fund (Surplus)/Deficit		32	32	32	0	32	32	0
	New Homes Bonus		(607)	(607)	(607)	0	(607)	(607)	0
	Other Government Grants		0	0	0	0	0	0	0
	<b>FUNDING</b>	<b>(154)</b>	<b>(15,815)</b>	<b>(15,968)</b>	<b>(15,968)</b>	<b>0</b>	<b>(15,968)</b>	<b>(15,968)</b>	<b>0</b>
	<b>BUDGET BALANCE</b>	<b>15,815</b>	<b>(15,815)</b>	<b>(0)</b>	<b>248</b>	<b>248</b>	<b>(0)</b>	<b>172</b>	<b>172</b>

## 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 Q2 can be seen in Table 2 below:

Savings	Revised Budget	Savings Forecast Q1	Savings Forecast Q2	Balance of Savings yet to be Identified
	£000	£000		£000
Salary Savings	(150)	123	19	(8)
Non-Salary Savings	(250)	29	57	(164)
<b>TOTAL</b>	<b>(400)</b>	<b>152</b>	<b>76</b>	<b>(172)</b>

### Salary Savings Target

The position at the end of Q2 is that £142k of salary savings have been secured to date as can be seen in Table 2 above, leaving a shortfall of £8k to identify throughout the remainder of the year.

### Non-Salary Savings Target

The latest position is that £86k of non-salary savings have been secured to date as can be seen in Table 2 above, leaving a shortfall of £164k to identify during the remainder of the year.

## 9. ACTION PLAN

A proactive approach to identify future forecast savings is being adopted by individual Service Units to fully realise the in-year savings targets and achieve a balanced budget at year end. This is an established approach that was used in the previous financial year to ensure that the savings targets were achieved. This approach has so far identified forecast savings of £172k in the first two quarters of the current financial year. Any further savings identified will be reported in the Q3 in-year monitoring report and in the year-end outturn report.

## 10. SERVICE REPORTS

10.1 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: (£33k) net underspend**

*Previous forecast variance: (£33k) net underspend*

There has been no change in forecast this quarter. The forecast net underspend is due to salary savings in respect of the Town Centre Management post (£27k) and the Business Support post (£6k). The Town Centre Management post is still vacant with

replacement on hold until the completion of the Business Improvement District (BID) proposal in November 2019. The Business Support post has now been filled.

With regards to market income, whilst there has been no change to income forecasts at this stage it should be noted that a number of market holder leases are due for renewal in Quarter 3. Any impact of these will be reported through in the next monitoring report.

**b. Policy and Engagement**

**Forecast Variance: £31k net overspend**

*Previous forecast variance: £0k*

The 'Prevent' scheme came to an end at the end of 2018/19 which was funded by the Home Office. Redundancy costs of £39k were incurred for which a claim was made to the Home Office for reimbursement. Negotiations are still ongoing as to whether these costs will be reimbursed. Reduction in salary costs (£5k) due to an increase in recharge of staff time to the Syrian Refugee Programme along with other nominal items (£3k) that make up minor underspends.

**c. Management Team**

**Forecast Variance: £0**

*Previous forecast variance: £0k*

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

**d. Sport and Culture Leisure Client**

**Forecast Variance: (£3k) net underspend**

*Previous forecast variance: £0k*

Reduction in water charges payable (£3k).

**e. Green Spaces and Amenities**

**Forecast Variance: (£38k) net underspend**

*Previous forecast variance: (£38k) net underspend*

There has been no change in forecast this quarter. The (£38k) net underspend is due to salary savings in respect of a vacant Guide Attendant post and a reduction in the casual employee budget. The Guide Attendant post is to remain vacant and be offered as a saving in the 2020/21 financial year. Similarly, the reduction in the casual employee budget is also to be offered as a saving in 2020/21.

**f. Street Scene**

**Forecast Variance: (£97k) net underspend**

*Previous forecast variance: (£39k) net underspend*

Forecast additional income identified in this quarter due to additional trade waste income following an increase in the number of subscribers to the service (£50k), additional income due to a recharge of officer time for work completed on behalf of an external body (£6k) and other nominal items (£2k).

The (£39k) identified in Q1 is in respect of a vacant Community Safety Manager post and one employee not subscribing to the superannuation scheme. The Community Safety Manager post is still vacant, with a review currently being undertaken with regards to a replacement.

**g. Housing and Development Control**

**Forecast Variance: (£44k) net underspend**

*Previous forecast variance: £0k*

Salary costs in respect of a Technical Officer being charged to capital (£36k) as well as salary savings due to officer time being recharged to Selective Licensing (£8k).

**h. Strategic Partnership**

**Forecast Variance: £0k**

*Previous forecast variance: £0k*

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

**i. Finance and Property**

**Forecast Variance: £35k net overspend**

*Previous forecast variance: £29k net overspend*

A reduction in rental income of £33k is in part due to the current market conditions impacting upon the retail sector, and also vacant properties within Charter Walk. Income will be closely monitored throughout the year.

A forecast reduction in bus station departure income is now reported due to a reduction in the frequency of departures which leaves a forecast shortfall of income of £12k.

These are partially offset by a forecast reduction in repair & maintenance costs relating to CCTV (£4k) and other nominal items (£6k).

**j. Revenues and Benefits Client**

**Forecast Variance: £0**

*Previous forecast variance: £0k*

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

**k. Legal and Democratic Services**

**Forecast Variance: (£21k) net underspend**

*Previous forecast variance: (£27k) net underspend*

A £16k under-recovery of land charges income is reported this quarter because of external competition (this is £6k in addition to the £10k reduction in income forecast in Q1).

However, this is offset by a reduction in insurance costs payable (£31k) following a procurement exercise and salary saving costs (£6k) due to maternity leave.

**l. People and Development**

**Forecast Variance: (£17k) net underspend**

*Previous forecast variance: (£3k) net underspend*

Forecast net underspend of (£17k) due to salary savings identified in relation to an Apprentice position which is not due to be filled this year (£16k) plus additional salary savings of (£1k) due a reduction in hours regarding another post.

**m. Central Budgets**

**Forecast Variance: (£40k) net underspend**

*Previous forecast variance: (£40k) net underspend*

(£37k) underspend due to a refund of surface water costs dating back to 2011 relating to a previously demolished site plus other nominal items (£3k).

**11. 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:

	<b>Transformation Reserve</b>	<b>Growth Reserve</b>	<b>Other Earmarked Reserves</b>	<b>TOTAL</b>
	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>
Balance as at 01/04/19	(1,327)	(2,209)	(3,709)	<b>(7,246)</b>
Drawn down in Q1	78	240	(1,702)	<b>(1,385)</b>
Drawn down in Q2	34	11	425	<b>469</b>
<b>Balance as at 30/06/19</b>	<b>(1,216)</b>	<b>(1,959)</b>	<b>(4,987)</b>	<b>(8,162)</b>

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.

**12. CAPITAL FINANCING**

12.1 Within the capital financing total of £1.368m, as can be seen in table 1, is a revenue contribution to capital outlay (RCCO) of £374k. This is where revenue funds are used to finance capital schemes. The contribution of £374k relates to vehicle and machinery replacement (£113k), Pioneer Place (£190k), Lower St James St (£50k), CCTV infrastructure works (£10k) and purchase of a replacement refuse vehicle (£11k).

**FINANCIAL IMPLICATIONS AND BUDGET PROVISION**

13. As shown in the body of the report.

**POLICY IMPLICATIONS**

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

**DETAILS OF CONSULTATION**

15. None

**BACKGROUND PAPERS**

16. None

**FURTHER INFORMATION**

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

**PLEASE CONTACT:**

**ALSO**

**Amy Johnson – Principal Accountant**

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Revenue Budget Forecast Position 2019/20 by Service Area

Appendix 1

<b>Economy and Growth</b>		<b>TOTAL</b>
<b>Policy and Engagement</b>		<b>TOTAL</b>
<b>Management Team</b>		<b>TOTAL</b>
<b>Sport and Culture Leisure Client</b>		<b>TOTAL</b>
<b>Green Spaces and Amenities</b>		<b>TOTAL</b>
<b>Street Scene</b>		<b>TOTAL</b>
<b>Housing and Development Control</b>		<b>TOTAL</b>
<b>Strategic Partnership</b>		<b>TOTAL</b>
<b>Finance and Property</b>		<b>TOTAL</b>
<b>Revenues and Benefits Client</b>		<b>TOTAL</b>
<b>Legal and Democratic Services</b>		<b>TOTAL</b>
<b>People and Development</b>		<b>TOTAL</b>
Central Budgets - Other	Central Budgets - Other	
Central Budgets - Savings Targets	Central Budgets - Savings Targets	
Central Budgets - Savings Targets	Central Budgets - Savings Targets	
		<b>TOTAL</b>
<b>NET SERVICE BUDGET</b>		<b>TOTAL</b>
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	
Corporate Items	Strategic Reserves	
<b>NET CORPORATE ITEMS</b>		<b>TOTAL</b>
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	
<b>FUNDING</b>		<b>TOTAL</b>
<b>BUDGET BALANCE</b>		<b>TOTAL</b>

Quarter 2					
ORIGINAL BUDGET 2019/20 £000s	REVISED BUDGET 2019/20 £000s	Current Forecast £000s	Current Variance £000s	Variance Reported Q1 £000s	Movement £000s
825	1,019	986	(33)	(34)	0
390	451	481	31	0	31
340	340	340	0	0	0
617	617	614	(3)	0	(3)
859	865	827	(38)	(38)	0
3,086	3,181	3,084	(97)	(39)	(58)
271	449	405	(44)	0	(44)
3,603	3,882	3,882	0	0	0
472	593	627	35	29	6
(1,332)	(1,332)	(1,332)	0	0	0
1,000	989	968	(21)	(27)	6
218	218	201	(17)	(3)	(14)
191	149	109	(40)	(41)	1
(150)	(150)	0	150	150	0
(250)	(250)	0	250	250	0
(209)	(251)	109	360	359	1
10,140	11,020	11,192	172	248	(75)
1,831	1,831	1,831	0	0	0
0	0	0	0	0	0
10	10	10	0	0	0
154	154	154	0	0	0
767	762	762	0	0	0
1,567	1,277	1,277	0	0	0
2,090	1,277	1,277	0	0	0
(590)	(362)	(362)	0	0	0
5,828	4,948	4,948	0	0	0
(6,962)	(6,962)	(6,962)	0	0	0
(154)	(154)	(154)	0	0	0
(7,057)	(7,057)	(7,057)	0	0	0
(1,219)	(1,219)	(1,219)	0	0	0
32	32	32	0	0	0
(607)	(607)	(607)	0	0	0
0	0	0	0	0	0
(15,968)	(15,968)	(15,968)	0	0	0
(0)	(0)	172	172	248	(75)

Appendix 2

Quarter 2 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)
<b>TOTAL</b>	<b>(1,327)</b>	<b>(1,620)</b>	<b>(2,947)</b>	<b>(5,799)</b>
Change in cycle 1	78	(350)	(272)	388
Change in cycle 2	34	11	45	489
Anticipated balance at 31 March 2020	(1,216)	(1,959)	(3,175)	(4,922)
Approved use of reserves future years	5	2,192	2,197	3,323
Movement between reserves	325	(325)	0	0
Balance after approvals	(886)	(91)	(978)	(1,599)



## EXECUTIVE

BURNLEY TOWN HALL

Tuesday, 29th October, 2019 at 6.30 pm

### 50. Capital Monitoring Quarter 2 - 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 the net budget changes totaling a decrease of £2,809,717, giving a revised capital budget for 2019/20 totalling £17,481,484 as detailed in Appendix 1;**
- (2) That Full Council be recommended to approve the proposed financing of the revised capital budget totaling £17,481,484 as shown in Appendix 2;**
- (3) That the latest estimated year end position on capital receipts and contributions showing an assumed balance of £1,741,843 at 31 March 2020 as shown in Appendix 3; and
- (4) That Full Council be recommended to approve a new Capital Scheme highlighted in Appendix 1**

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## Capital Monitoring Report 2019/20 – Quarter 2 (to 30 September 2019)

### REPORT TO EXECUTIVE



<b>DATE</b>	<b>29<sup>th</sup> October 2019</b>
<b>PORTFOLIO</b>	<b>Resources and Performance Management</b>
<b>REPORT AUTHOR</b>	<b>Asad Mushtaq</b>
<b>TEL NO</b>	<b>(01282) 477173</b>
<b>EMAIL</b>	<b>amushtaq@burnley.gov.uk</b>

#### 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 £2,809,717 giving a revised capital budget for 2019/20 totalling £17,481,484 as detailed in Appendix 1.
  - b. Recommend to Full Council, approval of the proposed financing of the revised capital budget totalling £17,481,484 as shown in Appendix 2.
  - c. Note the latest estimated year end position on capital receipts and contributions showing an assumed balance of £1,741,843 at 31 March 2020 as shown in Appendix 3.
  - d. Recommend to Full Council, approval of a new Capital Scheme highlighted in Appendix 1.

#### 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, several reports have been approved by the Executive,

resulting in revising the 2019/20 capital budget to £20,291,201 (as at 25 September 2019 Executive).

This is the second of three in-year monitoring reports, and as such the appendices accompanying this report provide Members with the position as at 30 September 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 September 2019. The expenditure to date is £4,315,995 which is 25% of the proposed revised budget.
- b. **Revised budget and financing elements – Appendix 2** shows the revised budget of £17,481,484, along with identifying the recommended financing elements on a scheme by scheme basis. This is a reduction of £2,809,717, with the key changes being:
  - Padiham Townscape Heritage Initiative reprofile of £250,000 into future years
  - Building Infrastructure Works reprofile of £653,247 into future years
  - Better Care Grant reprofile of £1,394,007 into future years
  - Interventions, Acquisitions and Demolitions reprofile of £200,000 into future years
- 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 £1,741,843. 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 £373,516, being:

Scheme	Funded	£
Vehicle & Machinery Replacement	Transport Reserve	113,000
CCTV Infrastructure	Revenue	9,850
Purchase Replacement Vehicle	Revenue	11,000
Pioneer Place	Growth Reserve	189,666
Lower St James Street	Growth Reserve	50,000
<b>Total Revenue Contributions</b>		<b>373,516</b>

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.

An additional £427k Borrowing in the Quarter 1 report, was due to the financing on the Prairie Artificial Turf Pitch, moving from 3<sup>rd</sup> Party Contributions to borrowing. These borrowing costs will be paid for by Burnley Leisure, as previously approved.

Therefore, as at Quarter 1, the Borrowing was £9,338,314.

The proposed revised capital budget for 2019/20 includes a use of Prudential Borrowing totalling £8,787,067, a reduction of £551,247 on the Building Infrastructure Works scheme.

The revenue implications of borrowing £8,787,067 are a Minimum Revenue Provision (MRP) of £151k and an interest charge, assuming 3% on the borrowing, would equate to £264k for a full year.

<b>FINANCIAL IMPLICATIONS AND BUDGET PROVISION</b>
--

7. A decrease in the 2019/20 capital programme of £2,809,717 to give a revised budget of £17,481,484 and a reduction in the borrowing requirement of £551,247, from £9,338,314 to £8,787,067.

<b>POLICY IMPLICATIONS</b>
----------------------------

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 2 MONITORING - UPDATE

Scheme Name	Budget as at Full Council 25/09/19 £	Adjustments Per This Report		Changes to be approved in this report A + B £	Revised Budget £	Total Spend as at 30/09/19 £	% 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	201,396	(52,600)		(52,600)	148,796	20,055	13%	148,796	Outstanding works are in progress. These include completion of the car park access control systems, signage & interpretation, replacement of the Octagonal shelter, works to the lake inlet and outlet, fencing around the boat deck and completion of works to the toilets the budget also includes funding for delivery of the activity plan. Budget reduced to agree to financing available
Brun Valley Forest Park	41,242		(20,000)	(20,000)	21,242	-	0%	21,242	Engineers are tendering the path work but the meadow works will now not take place until March/April 2020. £20k to be reprofiled into future years
Stoops Wheeled Sport	125,815			-	125,815	93,678	74%	125,815	Complete and open. Final account agreed.
Prairie Artificial Turf Pitch	1,014,084			-	1,014,084	91,848	9%	426,908	Contractor is on site, and budget expected to be spent in full
Play Area Improvement Scheme	148,434			-	148,434	46,398	31%	148,264	Consultation complete for Scott Park and in progress for other schemes
Worsthorne Recreation Ground Improvements	276,311		(196,311)	(196,311)	80,000	6,221	8%	33,000	Start delayed until spring because of delay completing the lease and the main drainage contractor was delayed on other schemes because of wet summer weather. £80k budget required for 2019/20, with remaining budget being reprofiled into future years.
Vehicle and Machinery Replacement	140,000			-	140,000	118,914	85%	27,000	In progress and the balance of budget is committed.
Extension of Burnley Cemetery	25,000			-	25,000	-	0%	-	Tender for consultants is being prepared.
Changing Places	99,897			-	99,897	48,600	49%	99,897	The Towneley Riverside changing places toilet due to be installed by late October.
	<b>2,072,179</b>	<b>(52,600)</b>	<b>(216,311)</b>	<b>(268,911)</b>	<b>1,803,268</b>	<b>425,714</b>	<b>24%</b>	<b>1,030,922</b>	

**STREETSCENE**

Alleygate Programme	30,590			-	30,590	-	0%	-	Data analysis for selection phase completed. Consultation and legal work to take place Q3 with installation completed in Q4. Funding will provide 6 new schemes
River Training Walls	94,552		(54,552)	(54,552)	40,000	4,072	10%	-	A further £10k will be spent on training walls repairs to the River Calder and the River Brun in Towneley Park and Bank Hall respectively in quarter 4. An additional £25k will be spent in quarter 4 on the major training wall rebuild in Bank Hall. The remaining monies will be spent next financial year subject to the Environment Agency's seasonal restrictions (fish migration and breeding seasons).
CCTV Infrastructure	19,153			-	19,153	612	3%	-	Budget will be committed to upgrading a number of the town centre cameras that require repair. It is anticipated the works will be completed in Q4. There is a delay in delivery due to staff working on the demolition of the former cinema block, open-market and bridges over Bankfield.
Wheeled Bins Equipment	720,000	(35,000)		(35,000)	685,000	248,392	36%	250,000	Bins are arriving on a daily basis and invoices will be paid in full by mid-October. Replacement white sacks are ordered and due to arrive late October / early November. Total commitment is approx. £685k. The remaining £35k will be spent towards a replacement refuse vehicle (see below) to assist with the completion of this project. The money is likely to be spent during Q3.
Purchase Replacement Vehicle - NEW SCHEME	-	46,000		46,000	46,000	-	0%	-	£35k from the Wheeled Bins Equipment (see above) and £11k Revenue Contribution budgets will be used to purchase a refuse vehicle which replaces one that is at the end of its useful economic life.
	<b>864,295</b>	<b>11,000</b>	<b>(54,552)</b>	<b>(43,552)</b>	<b>820,743</b>	<b>253,076</b>	<b>31%</b>	<b>250,000</b>	

2019/20 CAPITAL BUDGET CYCLE 2 MONITORING - UPDATE

APPENDIX 1

Scheme Name	Budget as at Full Council 25/09/19 £	Adjustments Per This Report		Changes to be approved in this report A + B £	Revised Budget £	Total Spend as at 30/09/19 £	% 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	450,000		(250,000)	(250,000)	200,000	17,437	9%	55,905	Three schemes due to commence work on site soon and other potential schemes making progress at different stages. Expenditure for 2019/20 currently projected as £200k, with the remaining budget being reprofiled into 2020/21.
Pioneer Place	189,666			-	189,666	65,786	35%	-	Contracts with the Developer, Maple Grove, and Reel Cinemas were signed on 17/9/2019. A planning Application has been submitted by Maple Grove for the Curzon Street Site and full marketing of the scheme commenced.
Sandygate Square	5,703,841			-	5,703,841	1,154,501	20%	-	Construction of the structural steel frame is complete, with work now progressing on pouring the floor slabs. Work is on schedule and due for completion in September 2020.
Vision Park	153,421			-	153,421	111,205	72%	60,147	£38,000 of expenditure remains in the budget. Approval has been obtained from the LEP to use it for additional capital expenditure it is felt needed for the site. Quotations are currently being sought for some additional signage for the site.
Former Open Market & Former Cinema Block	810,159			-	810,159	567,259	70%	-	Demolition work for the old cinema and former open market and removal of the bridge structures is completed. The next phase of work is to carry out the remediation work.
NW Burnley Growth Corridor	2,000,000			-	2,000,000	51	0%	2,000,000	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 Lancashire County Council and Environment Agency projections. A public consultation on the project is planned for 7th October 2019.
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	57,455			-	57,455	-	0%	-	This scheme is being delivered by Lancashire County Council and work is not scheduled to start until February 2020.
	<b>9,651,272</b>	<b>-</b>	<b>(250,000)</b>	<b>(250,000)</b>	<b>9,401,272</b>	<b>1,930,376</b>	<b>21%</b>	<b>2,116,052</b>	

**FINANCE & PROPERTY**

Rationalisation of Operational Estate	219,879			-	219,879	70,092	32%	-	Final staff moves have now been completed, with final costs incurred well before financial year end. The new Contact Centre opened on Monday 30th September 2019.
Leisure Centre Improvements	88,010			-	88,010	8,267	9%	-	Schedule of priority works finalised with the Leisure Trust - 67% of the budget allocated with some reserved for potential winter plant and equipment issues
Building Infrastructure Works	2,153,247		(653,247)	(653,247)	1,500,000	363,945	24%	-	This budget is for infrastructure works to the Council's property assets. Works to Burnley Town Hall roof is schedule to complete in Spring 2020. Phase 2 of the roof is tented and scaffolding on phase 3 is nearing completion. Replacement of the fire alarm at Burnley Town Hall is to start shortly. Installation of new central heating boilers at Towneley Hall is nearing completion. The budget of £1.5m reflects the prioritisation of Burnley Town Hall roof and other essential works. Future years' prioritisation will be included within the Capital Investment Programme 2020-25, to be presented in February 2020.
	<b>2,461,136</b>	<b>-</b>	<b>(653,247)</b>	<b>(653,247)</b>	<b>1,807,889</b>	<b>442,303</b>	<b>24%</b>	<b>-</b>	



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## 2019/20 CAPITAL BUDGET AND FINANCING ELEMENTS

## APPENDIX 2

Scheme Name	Revised Budget £	FINANCING ELEMENTS						Total Revised Budget £
		Prudential Borrowing £	Revenue Cont'n / Reserves £	Capital Grants £	Capital Receipts £	Vacant Property Initiative Receipts £	3rd Party Contribution / Section 106 £	
<b>Green Spaces &amp; Amenities</b>								
Thompson Park Restoration Project	148,796			139,634			9,162	148,796
Brun Valley Forest Park	21,242						21,242	21,242
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	80,000			-	47,000		33,000	80,000
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
	<b>1,803,268</b>	<b>612,176</b>	<b>113,000</b>	<b>646,542</b>	<b>47,170</b>	<b>-</b>	<b>384,380</b>	<b>1,803,268</b>
<b>Streetscene</b>								
Alleygate Programme	30,590				30,590			30,590
River Training Walls	40,000				40,000			40,000
CCTV Infrastructure	19,153	9,303	9,850					19,153
Wheeled Bins Equipment	685,000	435,000					250,000	685,000
Purchase Replacement Vehicle	46,000	35,000	11,000					46,000
	<b>820,743</b>	<b>479,303</b>	<b>20,850</b>	<b>-</b>	<b>70,590</b>	<b>-</b>	<b>250,000</b>	<b>820,743</b>
<b>Economy &amp; Growth</b>								
Padiham Townscape Heritage Initiative	200,000			55,905	144,095			200,000
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
	<b>9,401,272</b>	<b>6,771,455</b>	<b>239,666</b>	<b>2,116,052</b>	<b>274,099</b>	<b>-</b>	<b>-</b>	<b>9,401,272</b>
<b>Finance &amp; Property</b>								
Rationalisation of Operational Estate	219,879				219,879			219,879
Leisure Centre Improvements	88,010	88,010						88,010
Building Infrastructure Works	1,500,000	836,123	-		663,877			1,500,000
	<b>1,807,889</b>	<b>924,133</b>	<b>-</b>	<b>-</b>	<b>883,756</b>	<b>-</b>	<b>-</b>	<b>1,807,889</b>
<b>Housing &amp; Development Control</b>								
Emergency Repairs	163,788			163,788				163,788
Better Care Grant	1,900,000			1,900,000				1,900,000
Energy Efficiency	50,000			50,000				50,000
Empty Homes Programme	1,430,190					1,430,190		1,430,190
Interventions, Acquisitions and Demolitions	38,866					38,866		38,866
	<b>3,582,844</b>	<b>-</b>	<b>-</b>	<b>2,113,788</b>	<b>-</b>	<b>1,469,056</b>	<b>-</b>	<b>3,582,844</b>
<b>Chief Executive</b>								
Ward Opportunities Fund	65,468				65,468			65,468
	<b>65,468</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>65,468</b>	<b>-</b>	<b>-</b>	<b>65,468</b>
<b>TOTAL OF ALL SCHEMES</b>	<b>17,481,484</b>	<b>8,787,067</b>	<b>373,516</b>	<b>4,876,382</b>	<b>1,341,083</b>	<b>1,469,056</b>	<b>634,380</b>	<b>17,481,484</b>

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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> £
<b><u>Capital Resources Brought Forward on 1 April 2019</u></b>	<b>1,206,380</b>	<b>1,951,989</b>	<b>277,568</b>	<b>213,385</b>	<b>3,649,322</b>
<b><u>Add</u></b>					
Resources Received As At 30 September 2019:	199,340	63,753	60,000	501,596	824,689
Transfer between reserves	150,000	(150,000)	-	-	-
Further Resources Estimated to be Received during 2019/20:	196,000	591,000	-	91,497	878,497
<b><u>Potential Resources Available during 2019/20</u></b>	<b>1,751,720</b>	<b>2,456,742</b>	<b>337,568</b>	<b>806,478</b>	<b>5,352,508</b>
<b><u>Less</u></b>					
Required to finance Capital Programme	(1,341,803)	(1,469,506)	(21,242)	(613,138)	(3,445,689)
Earmarked for Revenue Expenditure	-	-	(2,660)	-	(2,660)
Earmarked for Delivery By Outside Bodies	-	-	(162,316)	-	(162,316)
<b><u>Potential Capital Resources Carried Forward on 31st March 2020</u></b>	<b>409,917</b>	<b>987,236</b>	<b>151,350</b>	<b>193,340</b>	<b>1,741,843</b>
<b><u>Add</u></b> - Resources Estimated to be Received during 2020/21	193,750	1,400,000	-	173,360	1,767,110
<b><u>Less</u></b> - 2020/21 Capital Budget	(715,697)	(1,600,000)	(73,350)	(173,360)	(2,562,407)
<b><u>Estimated Surplus / (Shortfall) of Resources as at 31st March 2021</u></b>	<b>(112,030)</b>	<b>787,236</b>	<b>78,000</b>	<b>193,340</b>	<b>946,546</b>
<b><u>Add</u></b> - Resources Estimated to be Received during 2021/22	100,000	1,200,000	-	578,360	1,878,360
<b><u>Less</u></b> - 2021/22 Capital Budget	(747,483)	(1,400,000)	-	(578,360)	(2,725,843)
<b><u>Estimated Surplus / (Shortfall) of Resources as at 31st March 2022</u></b>	<b>(759,513)</b>	<b>587,236</b>	<b>78,000</b>	<b>193,340</b>	<b>99,063</b>
<b><u>Add</u></b> - Resources Estimated to be Received during 2022/23	100,000	1,200,000	-	27,000	1,327,000
<b><u>Less</u></b> - 2022/23 Capital Budget	(500,720)	(1,400,000)	-	(27,000)	(1,927,720)
<b><u>Estimated Surplus / (Shortfall) of Resources as at 31st March 2023</u></b>	<b>(1,160,233)</b>	<b>387,236</b>	<b>78,000</b>	<b>193,340</b>	<b>(501,657)</b>
<b><u>Add</u></b> - Resources Estimated to be Received during 2023/24	100,000	1,200,000	-	27,000	1,327,000
<b><u>Less</u></b> - 2023/24 Capital Budget	(148,504)	(1,400,000)	-	(27,000)	(1,575,504)
<b><u>Estimated Surplus / (Shortfall) of Resources as at 31st March 2024</u></b>	<b>(1,208,737)</b>	<b>187,236</b>	<b>78,000</b>	<b>193,340</b>	<b>(750,161)</b>

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## REPORT TO EXECUTIVE



<b>DATE</b>	<b>10 December 2019</b>
<b>PORTFOLIO</b>	<b>Resources &amp; Performance Management</b>
<b>REPORT AUTHOR</b>	<b>Asad Mushtaq</b>
<b>TEL NO</b>	<b>(01282) 425011 ext 7173</b>
<b>EMAIL</b>	<b>amushtaq@burnley.gov.uk</b>

## Fees & Charges Tariff 2020/21

### PURPOSE

1. To inform Members of the Council’s proposed fees and charges from 1 January 2020.

### RECOMMENDATION

That the Executive recommend to Full Council:

2. Approval of the proposed tariff of fees & charges from 1 January 2020 with an increase of 2% as outlined in Appendix A attached.
3. To authorise the Head of Finance and Property, in consultation with the relevant Head of Service, to determine any new charges or changes to existing charges relating to the preparation and approval of the 2020/21 revenue budget.
4. To authorise the Executive Portfolio Members to amend fees & charges periodically in their own area on the basis that overall income in their portfolio area remains the same as a minimum.
5. To authorise the Strategic Head of Economy and Growth, in consultation with the Executive Member for Resources and Performance Management and the Head of Finance and Property, to adjust fees and charges in relation to the Markets service from time to time to reflect current trading conditions and the overall position of the market.

### REASONS FOR RECOMMENDATION

6. To set the Council’s fees and charges from 1 January 2020 and assist in finalising the 2020/21 budget process.

## SUMMARY OF KEY POINTS

7. In line with the Council's commercial strategy, Heads of Service were asked to:
  - a) ensure that no charge has been omitted and the schedule is complete,
  - b) confirm increases at an overall 2% for the service (excluding areas where either no increase is proposed or where they are set statutorily),
  - c) confirm that the fees and corresponding VAT rates are correct,
  - d) confirm the date of the fee increase,
  - e) give notification of any potential new areas for the introduction of fees and charges within their service area and of the proposed level of such fees and charges from 1 January 2020,
  - f) make suggestions/proposals as to where income can be found in future to help alleviate the Council's budget pressures as identified in the Medium Term Financial Strategy, and
  - g) identify where services are being provided at a subsidy and where fees and charges should be increased by more than 2% in order to maintain the viability of service provision.
  
8. A summary of the key points of the proposed fees and charges are:
  
9. Local Land Charges  
There will be no increase in Local Land Charges fees.
  
10. Garden Waste Collection Charges  
There will be no increase in the annual charge for Green Waste Collection in 2020/21.
  
11. Building Control Fees  
There has been an increase in two specific fee areas: 'Installation of Windows and Doors' has been increased by 8% and 'Renovation of a Single Thermal Element' has been increased by 9%. This is to bring these charges in line with those of other Local Authorities. No other increases to charges have been applied. The fees were ratified by the Pennine Lancashire Building Control Joint Committee on 19 November 2019. Income from fees and charges is for fee-earning work and used to offset costs. Any excess income is transferred to an earmarked reserve in Blackburn's accounts for future use in providing the service. Therefore, it does not result in any increased income to the Council as they form part of the shared service with Blackburn with Darwen Council.
  
12. Car Parking  
Following feedback from businesses through the recent Business Improvement District (BID) consultation, the current years pay & display and contract parking charges have been frozen for a period of 12 months. This is intended to help support general trading conditions within the borough. Contract parking was last increased January 2019 however pay and display parking charges have not been increased since January 2016.
  
13. Commercial Waste  
Commercial waste annual contracts will increase by between 5% and 6%. This equates to a £2.50 increase for general waste sacks. The increase to bin charges will be as follows: £0.25 for a 240 litre bin, £0.45 for a 360 litre bin, £0.60 for a 660 litre bin and £1.00 for a 1,100 litre bin, per bin per lift. This is to cover the anticipated increase in

Lancashire County Council disposal charges. There will be no increases to container costs or the Recycling Annual Contract charge.

14. Fixed Penalty Notices

Littering Fixed Penalty Notices are to increase by 6%, which is a £5 increase. Dog Fouling Fixed Penalty Notices are to increase by 33% in line with the Working Group recommendation due to the nature of the offence and that is more difficult to catch offenders. This equates to a £25 increase. There is no increase to Side Waste Fixed Penalty Notices. Car Parking Fixed Penalty Notices are to be increased by 2%, which is a £1 increase.

15. Licensing fees

Licensing fees are to be increased by 2%, where the charge is not statutory.

16. Taxi Licensing

Taxi Licensing fees are set by Licensing Committee and are to be considered at their meeting in November 2019.

17. Towneley Hall

An updated fee structure has been introduced at Towneley Hall, especially around events to reflect the services currently on offer.

18. Cemeteries & Crematorium

Cemetery and Crematorium charges have been benchmarked against the charges of neighbouring authorities. Following this exercise it has been decided to freeze the current year's charges for a period of 12 months.

**FINANCIAL IMPLICATIONS AND BUDGET PROVISION**

19. The assumed increase in income from the proposed changes to the fees and charges tariff presented in this report is approximately £36k in 2020/21.

**POLICY IMPLICATIONS**

20. None directly as a consequence of this report.

**DETAILS OF CONSULTATION**

21. None.

**BACKGROUND PAPERS**

22. None.

**FURTHER INFORMATION**

**PLEASE CONTACT:**

**Amy Johnson – Principal Accountant**

2019/20 Gross Fees £	% inc 2%	2020/21 Gross Fees £	Vat included in fee	2020/21 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
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**COMMUNITY SERVICES**

**GREEN SPACES & AMENITIES**

**CEMETERIES**

**Interment Fees**

Stillborn - 12 month	-	-	-	-	-		
Over 1 year - 17 years	-	323.00	-	323.00	zero	n/a	
18 years and over	-	1,237.00	-	1,237.00	zero	n/a	
Where Casket is used	-	1,437.00	-	1,437.00	zero	n/a	
Where Vault is used	-	1,437.00	-	1,437.00	zero	n/a	
Interment after appointed time	-	209.00	-	209.00	zero	n/a	
Interment of cremated remains	-	250.00	-	250.00	zero	n/a	

**Interment Fees - Public Grave**

Over 1 year - 17 years	-	203.00	-	203.00	zero	n/a	
18 years and over	-	415.00	-	415.00	zero	n/a	
Service in Cemetery Chapel	-	154.00	-	154.00	zero	n/a	

**Removal & Replacement**

Headstones (remove and re-fix to National Association of Memorial Masons standards)	-	192.00	-	192.00	zero	n/a	
Sidestones	-	158.00	-	158.00	zero	n/a	
Chippings	-	96.00	-	96.00	zero	n/a	

**Right to Erect Memorials**

Headstone (900mm maximum)(including first inscription)	-	265.00	44.17	220.83	20.00	n/a	
Wooden Cross	-	51.00	8.50	42.50	20.00	n/a	
Vase without inscription and under 300 mm		FOC		FOC			
Otherwise	-	97.00	16.17	80.83	20.00	n/a	
Inscription (each)	-	51.00	8.50	42.50	20.00	n/a	

**Construction**

Vault - Single Space/Depth	-	2,439.00	-	2,439.00	zero	n/a	
Vault - Double Space		At Cost		At Cost	zero	n/a	

**Exclusive Right of Burial**

<b>Burnley</b>							
Row 1 - 4	-	1,120.00	-	1,120.00	zero	n/a	

	2019/20 Gross Fees £	% inc 2%	2020/21 Gross Fees £	Vat included in fee	2020/21 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
Lawn Section	1,377.00	-	1,377.00	-	1,377.00	zero	n/a	
Half Grave (for burial of ashes only)	444.00	-	444.00	-	444.00	zero	n/a	
Any other row	1,120.00	-	1,120.00	-	1,120.00	zero	n/a	
Additional charge for Vault	703.00	-	703.00	-	703.00	zero	n/a	
Purchase of above by Non-Resident of Burnley Borough								
<b>Miscellaneous</b>								
Search of Register	FOC		FOC		FOC			
<b><u>Padiham Garden of Remembrance</u></b>								
Use of Memorial Stone	128.00	-	128.00	-	128.00	zero	n/a	
Use of Niche for one person	236.00	-	236.00	-	236.00	zero	n/a	
Additional remains in Niche	149.00	-	149.00	-	149.00	zero	n/a	
<b><u>CREMATORIUM</u></b>								
<b><u>Cremation</u></b>								
Stillborn - 12 month	-		-	-	-	-		
Over 1 year - 17 years	219.00	-	219.00	-	219.00	zero	n/a	
18 years and over	764.00	-	764.00	-	764.00	zero	n/a	
Medical Referee	18.00	-	18.00	-	18.00	zero	n/a	
Additional fee for Saturday & 12.30 additional time	211.00	-	211.00	-	211.00	zero	n/a	
<b><u>Entries in Book of Remembrance</u></b>								
2 line	111.00	-	111.00	18.50	92.50	20.00	n/a	
5 line	173.00	-	173.00	28.83	144.17	20.00	n/a	
8 line	255.00	-	255.00	42.50	212.50	20.00	n/a	
5 line with flower emblem	239.00	-	239.00	39.83	199.17	20.00	n/a	
5 line with Badge	266.00	-	266.00	44.33	221.67	20.00	n/a	
6 line with Coat of Arms	341.00	-	341.00	56.83	284.17	20.00	n/a	
<b><u>Remembrance Cards</u></b>								
With 2 line inscription	69.00	-	69.00	11.50	57.50	20.00	n/a	
With 5 line inscription	81.00	-	81.00	13.50	67.50	20.00	n/a	
With 8 line inscription	110.00	-	110.00	18.33	91.67	20.00	n/a	
Additional 2 line inscription	41.00	-	41.00	6.83	34.17	20.00	n/a	
Additional 5 line inscription	54.00	-	54.00	9.00	45.00	20.00	n/a	
Additional 8 line inscription	63.00	-	63.00	10.50	52.50	20.00	n/a	
Additional cost for flower emblem (only with 5 or 8 line entry)	69.00	-	69.00	11.50	57.50	20.00	n/a	
<b><u>Retaining of Ashes</u></b>								
After 1 month (per month)	72.00	-	72.00	-	72.00	zero	n/a	

2019/20 Gross Fees £	% inc 2%	2020/21 Gross Fees £	Vat included in fee	2020/21 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
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**Scattering of Ashes**

Cremation not at Burnley

72.00	-	72.00	-	72.00	zero	n/a	
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**Memorial Wall**

Lakeland stone plaque

(plus lettering per letter - existing walls only, new walls subject to new price list)

Additional inscription admin charge (plus lettering)

Emblem

Renewal of lease at end of agreement per 5 years

552.00	-	552.00	92.00	460.00	20.00	n/a	
3.00	-	3.00	0.50	2.50	20.00	n/a	
42.00	-	42.00	7.00	35.00	20.00	n/a	
40.00	-	40.00	6.67	33.33	20.00	n/a	
75.00	-	75.00	12.50	62.50	20.00	n/a	

**Tree of Remembrance**

Engraved Remembrance Leaf

60.00	-	60.00	10.00	50.00	20.00	n/a	
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**Ash Plots**

Exclusive right of burial (40 years)

Interment fee

Right to erect memorial

Foundation

444.00	-	444.00	74.00	370.00	20.00	n/a	
250.00	-	250.00	41.67	208.33	20.00	n/a	
281.00	-	281.00	46.83	234.17	20.00	n/a	
25.00	-	25.00	4.17	20.83	20.00	n/a	

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**PARKS - OUTDOOR SPORTS ACTIVITIES & EVENTS**

**Events - Towneley Park**

Local Organisations

Non Resident Organisation - per event

Funfair Events

169.60	2.00	173.00	28.83	144.17	20.00	1-Jan-20	
432.35	2.00	441.00	73.50	367.50	20.00	1-Jan-20	
POA		POA					

**Towneley Park**

Cricket

**Football pitches (from 1st August each year)**

**Grade A - (changing, showers & attendant)**

Prairie, Fennyfold, Towneley

55.70	2.00	56.80	9.47	47.33	20.00	1-Jan-20	
55.70	2.00	56.80	9.47	47.33	20.00	1-Jan-20	

**Grade B (pitch only)**

Queens Park, Worsthorne, Stoneyholme, Hapton

39.05	2.00	39.85	6.64	33.21	20.00	1-Jan-20	
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**Barden Central Arena**

Burnley United A F C per season

n/a not charged in lieu of cleaning and management

2019/20 Gross Fees £	% inc 2%	2020/21 Gross Fees £	Vat included in fee	2020/21 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
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**Junior Football**

Hire of Junior pitch

Use of changing accommodation only

12.10	2.00	12.35	2.06	10.29	20.00	1-Jan-20	
12.10	2.00	12.35	2.06	10.29	20.00	1-Jan-20	

**ALLOTMENTS**

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

Concessionary Rental (50%)

Water

Admin fee for setting up of new tenancy agreements

0.28	2.00	0.29	-	0.29	zero	n/a	
0.14	2.00	0.14	-	0.14	zero	n/a	
14.80	2.00	15.10	-	15.10	zero	n/a	
12.05	2.00	12.30	2.05	10.25	20.00	n/a	

**Note : Allotments users require 3 months notice of any price increases.**

2019/20 Gross Fees £	% inc 2%	2020/21 Gross Fees £	Vat included in fee	2020/21 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
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**TOWNELEY**

**Car Parking - Pay & Display**

Riverside - per day	1.50	2.00	1.50	0.25	1.25	20.00	1-Jan-20
Towneley Hall - per hour	0.80	2.00	0.80	0.13	0.67	20.00	1-Jan-20
9 Hole Golf - per day	1.50	2.00	1.50	0.25	1.25	20.00	1-Jan-20
Causeway End / Golf Course - per day	2.00	2.00					
Barwise per day	1.50	2.00	1.50	0.25	1.25	20.00	1-Jan-20

**Car Parking - Contracts (per annum)**

Towneley Hall	60.00	2.00	61.00	10.17	50.83	20.00	1-Jan-20
Riverside	39.00	2.00	40.00	6.67	33.33	20.00	1-Jan-20
Barwise	39.00	2.00	40.00	6.67	33.33	20.00	1-Jan-20
Woodgrove	60.00	2.00	61.00	10.17	50.83	20.00	1-Jan-20

2019/20 Gross Fees £	% inc 2%	2020/21 Gross Fees £	Vat included in fee	2020/21 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
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**TOWNELEY HALL**

**Guided Tours**

Local Links Subscription Scheme for Schools per annum	224.30	2.00	n/a				updated fee structure - see below
Adults Day - Per Guide (up to 25 people)	202.20	2.00	n/a				
Unbooked (per person)	5.70	2.00	n/a				
Unbooked (children)	3.30	2.00	n/a				
Adults Evening (per person) (minimum 25 people)(including tea & coffee)	10.40	2.00	n/a				
School Groups - per person	3.70	2.00	n/a				
School Groups - with actors	5.10	2.00	n/a				

**Use of Hall**

Commercial Photography (non Burnley Firms)	1,061.20	2.00	n/a				updated fee structure - see below	400-1,000
Great Hall	636.70	2.00	n/a					300-600
Daytime Events by negotiation (Regency Rooms)	636.70	2.00	n/a					300-600
Evening Events by negotiation (Regency Rooms)	1,061.20	2.00	n/a					500-1,000
Lecture Theatre	424.40	2.00	n/a					200-400
Library	73.80	2.00	n/a					31.20
Great Hall & both Regency Rooms	2,122.40	2.00	n/a					500-2,000

**Conference & Meeting Courses**

Day Delegate Rate - includes room hire, 2 servings of tea / coffee & light buffet lunch per person (basic standard AV equipment included)	34.80	2.00	n/a				updated fee structure - see below	
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**Additional Equipment & Services**

TV & Video	79.10	2.00	n/a				updated fee structure - see below	
Photocopies per sheet (up to 50)	0.25	2.00	n/a					
Photocopies per sheet (over 50)	0.10	2.00	n/a					

**Wedding Charges**

Red Regency Room - wedding only (Mon - Thurs)	655.70	2.00	n/a				updated fee structure - see below	300-600
Red Regency Room - wedding only (Fri - Sun)	1,639.50	2.00	n/a					600-1,500
Red & Green Rooms - wedding only	1,093.00	2.00	n/a					600-1,000
Great Hall & Red & Green Rooms - special rate	2,186.00	2.00	n/a					1,000-2,000
Marquee Site Fee	546.50	2.00	n/a					

2019/20 Gross Fees £	% inc 2%	2020/21 Gross Fees £	Vat included in fee	2020/21 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
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**Wedding - Special Offer Packages**

Basic - Wedding ceremony & drinks reception	2,156.65	2.00	n/a				updated fee structure - see below
Deluxe - Wedding breakfast, drinks & toastmaster	3,171.30	2.00	n/a				
Premier - Wedding ceremony, drinks, breakfast, drinks package & toastmaster	4,440.05	2.00	n/a				

**Wedding - New Special Offer Packages**

Friday & Saturday - Daytime (min 70 guests) Hall - price per person	70.90	2.00	n/a				updated fee structure - see below
Friday & Saturday - Evening (min 100 guests) Stables - price per person	16.30	2.00	n/a				
Sunday to Thursday - Daytime (min 70 guests) Hall - price per person	60.00	2.00	n/a				
Sunday to Thursday - Evening (min 100 guests) Stables - price per person	16.30	2.00	n/a				

**Towneley Hall Catering Equipment (related to Marquee events)**

5 foot round Banqueting Tables - per table	11.20	2.00	n/a				updated fee structure - see below
Red Banqueting Chairs - per chair	3.35	2.00	n/a				
Occasional Tables - per table	4.50	2.00	n/a				
Trestle Tables - per table	6.85	2.00	n/a				

**Other items by negotiation**

Chair covers	3.25	2.00	n/a				updated fee structure - see below
Chair covers & bows	4.40	2.00	n/a				
Banquet cloths	5.45	2.00	n/a				
Banquet chairs	3.25	2.00	n/a				

**Guided Tours**

Local Links Subscription Scheme for Schools - per annum	219.30	2.00	223.70	37.28	186.42	20.00	1-Jan-20
Daytime - per person	8.00	2.00	8.15	1.36	6.79	20.00	1-Jan-20
Evening - per person	12.00	2.00	12.25	2.04	10.21	20.00	1-Jan-20
School Groups per person - half day	2.50	2.00	2.55	0.43	2.12	20.00	1-Jan-20
School Groups per person - full day	5.00	2.00	5.10	0.85	4.25	20.00	1-Jan-20

**Use of Hall**

Commercial Photography	300.00	2.00	306.00	51.00	255.00	20.00	1-Jan-20
Filming Fees	1,000.00	2.00	1,020.00	170.00	850.00	20.00	1-Jan-20
Great Hall (by negotiation) fees start from	600.00	2.00	612.00	102.00	510.00	20.00	1-Jan-20 *
up to	1,000.00	2.00	1,020.00	170.00	850.00	20.00	1-Jan-20 *
Regency Rooms Daytime Events (by negotiation) fees start from	600.00	2.00	612.00	102.00	510.00	20.00	1-Jan-20 *
up to	1,000.00	2.00	1,020.00	170.00	850.00	20.00	1-Jan-20 *
Regency Rooms Evening Events (by negotiation) fees start from	600.00	2.00	612.00	102.00	510.00	20.00	1-Jan-20 *
up to	1,000.00	2.00	1,020.00	170.00	850.00	20.00	1-Jan-20 *
Lecture Theatre (by negotiation) fees start from	100.00	2.00	102.00	17.00	85.00	20.00	1-Jan-20

	2019/20 Gross Fees £	% inc 2%	2020/21 Gross Fees £	Vat included in fee	2020/21 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
up to	300.00	2.00	306.00	51.00	255.00	20.00	1-Jan-20	
Great Hall & both Regency Rooms (by negotiation) fees start from	500.00	2.00	510.00	85.00	425.00	20.00	1-Jan-20	*
up to	3,500.00	2.00	3,570.00	595.00	2,975.00	20.00	1-Jan-20	*
* 50% discount for Charities								
<b><u>Conferences &amp; Meetings</u></b>								
Lecture Theatre Room Hire - fees start from	100.00	2.00	102.00	17.00	85.00	20.00	1-Jan-20	*
up to	300.00	2.00	306.00	51.00	255.00	20.00	1-Jan-20	*
Tea & Coffee per person per serving	1.00	2.00	1.00	0.17	0.83	20.00	1-Jan-20	
* 50% discount for Charities								
<b><u>Wedding Charges</u></b>								
Regency Rooms - ceremony only fees start from	350.00	2.00	357.00	59.50	297.50	20.00	1-Jan-20	
up to	1,500.00	2.00	1,530.00	255.00	1,275.00	20.00	1-Jan-20	
Great Hall & Regency Rooms ceremony & afternoon reception up to 7pm								
fees start from	500.00	2.00	510.00	85.00	425.00	20.00	1-Jan-20	
up to	3,500.00	2.00	3,570.00	595.00	2,975.00	20.00	1-Jan-20	
Photography - grounds/formal gardens	60.00	2.00	61.00	10.17	50.83	20.00	1-Jan-20	
Photography - grounds/formal gardens & inside	100.00	2.00	102.00	17.00	85.00	20.00	1-Jan-20	
<b><u>Entrance Fees</u></b>								
Adult - 12 month pass	5.00	2.00	5.10	0.85	4.25	20.00	1-Jan-20	*
50% reduction on wedding & event days due to rooms being closed								
* Free admission for children and students								
<b><u>THOMPSON PARK</u></b>								
<b>Car Parking - Pay &amp; Display</b>								
Thompson Park - per day	2.00	2.00	2.00	0.33	1.67	20.00	1-Jan-20	

2019/20 Gross Fees £	% inc 2%	2020/21 Gross Fees £	Vat included in fee	2020/21 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
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**STREETSCENE**

**CAR PARKING CHARGES**

The current strategy is to increase car parking charges every two years.

**Short Stay Car Parks**

**Elizabeth St / Grimshaw St / Standish St / Parker Lane /  
William Thompson / Orchard Bridge / Cow Lane 1 & 2 / Pioneer 1 /  
Sutcliffe St / Thomas St**

0-1 hour	Monday - Saturday	1.00	-	1.00	0.17	0.83	20.00	n/a
1-2 hours		1.60	-	1.60	0.27	1.33	20.00	n/a
2-3 hours		2.10	-	2.10	0.35	1.75	20.00	n/a
3 Hours plus		5.60	-	5.60	0.93	4.67	20.00	n/a
Sundays & Bank Holidays		Free		Free				
Disabled pass holders - up to 3 hrs		Free		Free				

**Disabled pass holders - over 3 hrs - charges apply as above**

**Victoria**

0-1 hour	Saturday only	1.00	-	1.00	0.17	0.83	20.00	n/a
1-2 hours		1.60	-	1.60	0.27	1.33	20.00	n/a
2-3 hours		2.10	-	2.10	0.35	1.75	20.00	n/a
3 Hours plus		5.60	-	5.60	0.93	4.67	20.00	n/a
Disabled pass holders - up to 3 hrs		Free		Free				

**Disabled pass holders - over 3 hrs - charges apply as above**

**Pioneer 2 / King St**

0-1 hour	Monday - Saturday	1.00	-	1.00	0.17	0.83	20.00	n/a
1-2 hours		1.60	-	1.60	0.27	1.33	20.00	n/a
2-3 hours		2.10	-	2.10	0.35	1.75	20.00	n/a
3 Hours plus		3.80	-	3.80	0.63	3.17	20.00	n/a
Disabled pass holders - up to 3 hrs		Free		Free				

**Disabled pass holders - over 3 hrs - charges apply as above**

**Long Stay Car Parks**

**Finsley Gate 2 / Centenary Way**

Monday - Saturday per visit		3.80	-	3.80	0.63	3.17	20.00	n/a
Sundays & Bank Holidays		Free		Free				
Disabled pass holders - up to 3 hrs		Free		Free				

**Disabled pass holders - over 3 hrs - charges apply as above**

2019/20 Gross Fees £	% inc 2%	2020/21 Gross Fees £	Vat included in fee	2020/21 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
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**Contracts**

**Finsley Gate 1, 2 & 3 / King St / Bank Parade / Pioneer 2 / Centenary Way**

**William Thompson / Royle Road**

per quarter Monday to Friday (inclusive)

per quarter Monday to Saturday (inclusive)

185.70	-	185.70	30.95	154.75	20.00	n/a	
222.90	-	222.90	37.15	185.75	20.00	n/a	

**Other Contracts Charges**

Staff Car Parking Charges - Operational

Staff Car Parking Charges - Non-Operational

Part Time Employees / Members Car Parking Charges

297.90	-	297.90	49.65	248.25	20.00	n/a	
342.30	-	342.30	57.05	285.25	20.00	n/a	
pro rata		pro rata					

**PEST CONTROL & WASTE**

**Pest Control \***

Flea & Bed Bug Sprays

Wasps Nests

Commercial

53.70	2.00	54.80	9.13	45.67	20.00	1-Jan-20	
53.70	2.00	54.80	9.13	45.67	20.00	1-Jan-20	
60.00	2.00	61.20	10.20	51.00	20.00	1-Jan-20	

\* Charges start from

**Waste & Recycling Collection Containers**

Replacement per residual waste and recycling wheeled bin

Residual waste and recycling wheeled bin at new build properties

Recycling Box & Lid

White Sacks

First green waste wheeled bin

Additional green waste wheeled bin

Provision of 1100L container for new build apartments/flats

Annual charge for Green Waste Collection

29.95	2.00	30.50	-	30.50	zero	1-Jan-20	
29.95	2.00	30.50	-	30.50	zero	1-Jan-20	
FOC		FOC					
FOC		FOC					
FOC		FOC					
29.95	2.00	30.50	-	30.50	zero	1-Jan-20	
407.20	2.00	415.30	69.22	346.08	20.00	1-Jan-20	
30.00	-	30.00	-	30.00	zero	1-Jan-20	

**Bulky & White Goods (One collection covers one white good or up to four bulky items)**

Charge per collection

13.50	2.00	13.80	-	13.80	zero	1-Jan-20	
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**Back Yard Clearances**

Back Yard Clearances

**Fixed Penalty Notices**

Littering

Dog Fouling

75.00	6.00	80.00	-	80.00	zero	1-Jan-20	
75.00	33.00	100.00	-	100.00	zero	1-Jan-20	

	2019/20 Gross Fees £	% inc 2%	2020/21 Gross Fees £	Vat included in fee	2020/21 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
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Side Waste

75.00 - 75.00 - 75.00 zero n/a

Car Parking - Lower

50.00 2.00 51.00 - 51.00 zero 1-Jan-20 \*

Car Parking - Higher

70.00 2.00 71.00 - 71.00 zero 1-Jan-20 \*

\* 50% discount if paid within 14 days

**Default Works - Property repair works**

Full Cost plus charge for staff time & administration

n/a

Officer time now accounted for instead

2019/20 Gross Fees £	% inc 2%	2020/21 Gross Fees £	Vat included in fee	2020/21 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
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**Chargeable Commercial Waste\***

Annual Contract

Container Costs	247.20	-	247.20	-	247.20	zero	n/a
General Waste Sack - Roll 25 Sacks	50.00	5.00	52.50	-	52.50	zero	1-Jan-20
240L bin - per bin lift	5.25	5.00	5.50	-	5.50	zero	1-Jan-20
360L bin - per bin lift	7.75	6.00	8.20	-	8.20	zero	1-Jan-20
660L bin - per bin lift	10.50	6.00	11.10	-	11.10	zero	1-Jan-20
1100L bin - per bin lift	16.50	6.00	17.50	-	17.50	zero	1-Jan-20
Recycling Annual Contract - Weekly Collections	240.00	-	240.00	-	240.00	zero	n/a

\* Charges start from

**CONTAMINATED LAND**

Contaminated Land Report	195.75		no longer charged				
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**STREET RENAMING & NUMBERING**

Change of a house name / number	50.00	2.00	51.00	-	51.00	zero	1-Jan-20
Change of a building name	100.00	2.00	102.00	-	102.00	zero	1-Jan-20
Change of a street name	200.00	2.00	204.00	-	204.00	zero	1-Jan-20
- plus charge per property for a change of street name	20.00	2.00	20.00	-	20.00	zero	1-Jan-20

**LICENSING**

**Other Licensing**

Boarding New - 1 year (New 2018 Animal Welfare Regulation)	190.00	-	190.00	-	190.00	zero	n/a
2 year	254.00	-	254.00	-	254.00	zero	n/a
3 year	286.00	-	286.00	-	286.00	zero	n/a
Boarding Renew - 1 year (New 2018 Animal Welfare Regulation)	186.00	-	186.00	-	186.00	zero	n/a
2 year	251.00	-	251.00	-	251.00	zero	n/a
3 year	283.00	-	283.00	-	283.00	zero	n/a
Home Boarder New - 1 year (New 2018 Animal Welfare Regulation)	159.00	-	159.00	-	159.00	zero	n/a
2 year	215.00	-	215.00	-	215.00	zero	n/a
3 year	243.00	-	243.00	-	243.00	zero	n/a
Home Boarder Renew - 1 year (New 2018 Animal Welfare Regulation)	155.00	-	155.00	-	155.00	zero	n/a
2 year	211.00	-	211.00	-	211.00	zero	n/a
3 year	239.00	-	239.00	-	239.00	zero	n/a
Dog Creche New - 1 year (New 2018 Animal Welfare Regulation)	188.00	-	188.00	-	188.00	zero	n/a
2 year	252.00	-	252.00	-	252.00	zero	n/a
3 year	284.00	-	284.00	-	284.00	zero	n/a
Dog Creche Renew - 1 year (New 2018 Animal Welfare Regulation)	185.00	-	185.00	-	185.00	zero	n/a
2 year	249.00	-	249.00	-	249.00	zero	n/a
3 year	281.00	-	281.00	-	281.00	zero	n/a

	<b>2019/20 Gross Fees £</b>	<b>% inc 2%</b>	<b>2020/21 Gross Fees £</b>	<b>Vat included in fee</b>	<b>2020/21 Net Fee</b>	<b>Vat Rate</b>	<b>Date of Fee Increase</b>	<b>Discounted Rates/Off Peak (where applicable)</b>
Dog Breeder New** - 1 year (New 2018 Animal Welfare Regulation)	148.00	-	148.00	-	148.00	zero	n/a	
2 year	205.00	-	205.00	-	205.00	zero	n/a	
3 year	233.00	-	233.00	-	233.00	zero	n/a	

	<b>2019/20 Gross Fees £</b>	<b>% inc 2%</b>	<b>2020/21 Gross Fees £</b>	<b>Vat included in fee</b>	<b>2020/21 Net Fee</b>	<b>Vat Rate</b>	<b>Date of Fee Increase</b>	<b>Discounted Rates/Off Peak (where applicable)</b>
Dog Breeder Renew - 1 year (New 2018 Animal Welfare Regulation)	184.00	-	184.00	-	184.00	zero	n/a	
2 year	241.00	-	241.00	-	241.00	zero	n/a	
3 year	269.00	-	269.00	-	269.00	zero	n/a	
Pet Selling New - 1 year (New 2018 Animal Welfare Regulation)	179.00	-	179.00	-	179.00	zero	n/a	
2 year	240.00	-	240.00	-	240.00	zero	n/a	
3 year	271.00	-	271.00	-	271.00	zero	n/a	
Pet Selling Renew - 1 year (New 2018 Animal Welfare Regulation)	175.00	-	175.00	-	175.00	zero	n/a	
2 year	237.00	-	237.00	-	237.00	zero	n/a	
3 year	267.00	-	267.00	-	267.00	zero	n/a	
Hiring Horses New** - 1 year (New 2018 Animal Welfare Regulation)	98.00	-	98.00	-	98.00	zero	n/a	
2 year	167.00	-	167.00	-	167.00	zero	n/a	
3 year	201.00	-	201.00	-	201.00	zero	n/a	
Hiring Horses Renew** - 1 year (New 2018 Animal Welfare Regulation)	98.00	-	98.00	-	98.00	zero	n/a	
2 year	167.00	-	167.00	-	167.00	zero	n/a	
3 year	201.00	-	201.00	-	201.00	zero	n/a	
Train/exhibit animal - 3 year (New 2018 Animal Welfare Regulation)	154.00	-	154.00	-	154.00	zero	n/a	
Zoo** - 6 year	473.00	-	473.00	-	473.00	zero	n/a	
4 year	427.00	-	427.00	-	427.00	zero	n/a	
Dangerous Wild Animals** - 2 year (New 2018 Animal Welfare Regulation)	171.00	-	171.00	-	171.00	zero	n/a	
** plus vets inspection fee								
Skin Piercing/Cosmetic Treatment Establishment	139.30	2.00	142.10	-	142.10	zero	1-Jan-20	
Skin Piercers Personal Registration	45.90	2.00	46.80	-	46.80	zero	1-Jan-20	
Personal Registration - Special Cosmetic Treatments (once adopted)	45.90	2.00	46.80	-	46.80	zero	1-Jan-20	
Second hand goods dealer	76.45	2.00	78.00	-	78.00	zero	1-Jan-20	
Health Certificate	43.60	2.00	44.45	-	44.45	zero	1-Jan-20	
Request to show unclassified films	483.30	2.00	492.95	-	492.95	zero	1-Jan-20	
Sex Shop	2,245.50	2.00	2,290.40	-	2,290.40	zero	1-Jan-20	
New Sexual Entertainment Venue Licence	5,971.45	2.00	6,090.90	-	6,090.90	zero	1-Jan-20	
Renewal of a Sexual Entertainment Venue Licence	2,870.90	2.00	2,928.30	-	2,928.30	zero	1-Jan-20	
Transfer of a Sexual Entertainment Venue Licence	688.95	2.00	702.75	-	702.75	zero	1-Jan-20	
Variation of a Sexual Entertainment Venue Licence	459.35	2.00	468.55	-	468.55	zero	1-Jan-20	
Grant of Scrap Metal Dealers Site Licence (3 years)	349.80	2.00	356.80	-	356.80	zero	1-Jan-20	
Renewal of Scrap Metal Dealers Site Licence (3 years)	349.80	2.00	356.80	-	356.80	zero	1-Jan-20	
Variation of Scrap Metal Dealers Site Licence	153.00	2.00	156.05	-	156.05	zero	1-Jan-20	
New Scrap Metal Collectors Licence (3 years)	202.20	2.00	206.25	-	206.25	zero	1-Jan-20	
Renewal of Scrap Metal Collectors Licence (3years)	202.20	2.00	206.25	-	206.25	zero	1-Jan-20	
Variation of Scrap Metal Collectors Licence	153.00	2.00	156.05	-	156.05	zero	1-Jan-20	

2019/20 Gross Fees £	% inc 2%	2020/21 Gross Fees £	Vat included in fee	2020/21 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
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Street Trading Consents

12 Months		798.25	2.00	814.20	-	814.20	zero	1-Jan-20
6 Months		422.50	2.00	430.95		430.95	zero	1-Jan-20
3 Months		246.50	2.00	251.45		251.45	zero	1-Jan-20
1 Month		129.00	2.00	131.60		131.60	zero	1-Jan-20
<u>Special Event Consents (permitting up to 6 days trading per calendar month)</u>								
12 Months		221.00	2.00	225.40		225.40	zero	1-Jan-20
6 Months		146.00	2.00	148.90		148.90	zero	1-Jan-20
3 Months		108.00	2.00	110.15		110.15	zero	1-Jan-20
1 Month		83.00	2.00	84.65		84.65	zero	1-Jan-20

**Taxi Licensing (Note: Test fee income is collected by testing station & is therefore not included in the tariff)**

**Fees for 2020 are to be considered by Licensing Committee at their meeting in November 2019**

Private Hire Vehicle Licence		77.00	-	Set by Licensing Committee		exempt	n/a	
Hackney Carriage Licence		155.00	-	Set by Licensing Committee		exempt	n/a	
Annual Private Hire Driver Licence		64.00	-	Set by Licensing Committee		exempt	n/a	
3 Year Private Hire Driver Licence		144.00	-	Set by Licensing Committee		exempt	n/a	
Annual Hackney Carriage Driver Licence		140.00	-	Set by Licensing Committee		exempt	n/a	
3 Year Hackney Carriage Driver Licence		372.00	-	Set by Licensing Committee		exempt	n/a	
Dual Driver Licence Discount		45.00	-	Set by Licensing Committee		exempt	n/a	
New Driver - Additional Fee Knowledge Test		41.00	-	Set by Licensing Committee		exempt	n/a	
Annual PH Operator - single vehicle at private address		261.00	-	Set by Licensing Committee		exempt	n/a	
5 Year PH Operator - single vehicle at private address		1,250.00	-	Set by Licensing Committee		exempt	n/a	
Annual PH Operator		543.00	-	Set by Licensing Committee		exempt	n/a	
5 Year PH Operator		2,660.00	-	Set by Licensing Committee		exempt	n/a	
Replacement vehicle plate		20.80	2.00	21.20	-	21.20	exempt	1-Jan-20
Replacement Plate Platform		6.20	2.00	6.30	-	6.30	exempt	1-Jan-20
Window stickers		7.80	2.00	7.95	-	7.95	exempt	1-Jan-20
Hackney roundel/Private Hire Door Signs		8.80	2.00	9.00	-	9.00	exempt	1-Jan-20
Lanyard		4.40	2.00	4.50	-	4.50	exempt	1-Jan-20
Badge holder		3.20	2.00	3.25	-	3.25	exempt	1-Jan-20
Replacement badge		12.50	2.00	12.75	-	12.75	exempt	1-Jan-20
Plate buttons		2.20	2.00	2.25	-	2.25	exempt	1-Jan-20
Operator booking Registers		2.10	2.00	2.15	-	2.15	exempt	1-Jan-20
CRB admin fee		5.50	2.00	5.60	-	5.60	exempt	1-Jan-20
Insurance or 3rd part letters		18.20	2.00	18.55	-	18.55	exempt	1-Jan-20

2019/20 Gross Fees £	% inc 2%	2020/21 Gross Fees £	Vat included in fee	2020/21 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
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**THE LICENSING ACT 2003 - FEES & CHARGES**

Grant of Personal Licence	37.00	Statutory	37.00	-	37.00	exempt	n/a
Replacement of lost/stolen licence	10.50	Statutory	10.50	-	10.50	exempt	n/a
Minor Variations	89.00	Statutory	89.00	-	89.00	exempt	n/a

**Premises Licences - Up to a Capacity of 5,000 persons**

**Grant/Variation**

**Rateable Value**

Band A - No Rateable Value	100.00	Statutory	100.00	-	100.00	exempt	n/a
Band A - less than £4,300	100.00	Statutory	100.00	-	100.00	exempt	n/a
Band B - £4,300 to £33,000	190.00	Statutory	190.00	-	190.00	exempt	n/a
Band C - £33,001 to £87,000	315.00	Statutory	315.00	-	315.00	exempt	n/a
Band D - £87,001 to £125,000	450.00	Statutory	450.00	-	450.00	exempt	n/a
Band E - Over £125,000	635.00	Statutory	635.00	-	635.00	exempt	n/a

**Annual Fee**

**Rateable Value**

Band A - No Rateable Value	70.00	Statutory	70.00	-	70.00	exempt	n/a
Band A - less than £4,300	70.00	Statutory	70.00	-	70.00	exempt	n/a
Band B - £4,300 to £33,000	180.00	Statutory	180.00	-	180.00	exempt	n/a
Band C - £33,001 to £87,000	295.00	Statutory	295.00	-	295.00	exempt	n/a
Band D - £87,001 to £125,000	320.00	Statutory	320.00	-	320.00	exempt	n/a
Band E - Over £125,000	350.00	Statutory	350.00	-	350.00	exempt	n/a

**Premises Licences - Additional Fees where Capacity exceeds**

**5,000 persons**

**Initial Fee**

**Occupancy:**

5,000 - 9,999	1,000.00	Statutory	1,000.00	-	1,000.00	exempt	n/a
10,000 - 14,999	2,000.00	Statutory	2,000.00	-	2,000.00	exempt	n/a
15,000 - 19,999	4,000.00	Statutory	4,000.00	-	4,000.00	exempt	n/a
20,000 - 29,999	8,000.00	Statutory	8,000.00	-	8,000.00	exempt	n/a
30,000 - 39,999	16,000.00	Statutory	16,000.00	-	16,000.00	exempt	n/a
40,000 - 49,999	24,000.00	Statutory	24,000.00	-	24,000.00	exempt	n/a
50,000 - 59,999	32,000.00	Statutory	32,000.00	-	32,000.00	exempt	n/a
60,000 - 69,999	40,000.00	Statutory	40,000.00	-	40,000.00	exempt	n/a
70,000 - 79,999	48,000.00	Statutory	48,000.00	-	48,000.00	exempt	n/a
80,000 - 89,999	56,000.00	Statutory	56,000.00	-	56,000.00	exempt	n/a
Over 90,000	64,000.00	Statutory	64,000.00	-	64,000.00	exempt	n/a

2019/20 Gross Fees £	% inc 2%	2020/21 Gross Fees £	Vat included in fee	2020/21 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
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**Annual Fee**

Occupancy:

5,000 - 9,999		500.00	Statutory	500.00	-	500.00	exempt	n/a
10,000 - 14,999		1,000.00	Statutory	1,000.00	-	1,000.00	exempt	n/a
15,000 - 19,999		2,000.00	Statutory	2,000.00	-	2,000.00	exempt	n/a
20,000 - 29,999		4,000.00	Statutory	4,000.00	-	4,000.00	exempt	n/a
30,000 - 39,999		8,000.00	Statutory	8,000.00	-	8,000.00	exempt	n/a
40,000 - 49,999		12,000.00	Statutory	12,000.00	-	12,000.00	exempt	n/a
50,000 - 59,999		16,000.00	Statutory	16,000.00	-	16,000.00	exempt	n/a
60,000 - 69,999		20,000.00	Statutory	20,000.00	-	20,000.00	exempt	n/a
70,000 - 79,999		24,000.00	Statutory	24,000.00	-	24,000.00	exempt	n/a
80,000 - 89,999		28,000.00	Statutory	28,000.00	-	28,000.00	exempt	n/a
Over 90,000		32,000.00	Statutory	32,000.00	-	32,000.00	exempt	n/a

**Premises Licences - Exclusively / Primarily supplying Alcohol**

**Initial Fee**

**Rateable Value**

Band D - £87,001 to £125,000 : 2 x the Premises Licence		900.00	Statutory	900.00	-	900.00	exempt	n/a
Band E - over £125,000 : 3 x the Premises Licence		1,905.00	Statutory	1,905.00	-	1,905.00	exempt	n/a

**Annual Fee - Exclusively/Primarily supplying Alcohol**

**Rateable Value**

Band D - £87,001 to £125,000 : 2 x the Premises Licence		640.00	Statutory	640.00	-	640.00	exempt	n/a
Band E - over £125,000 : 3 x the Premises Licence		1,050.00	Statutory	1,050.00	-	1,050.00	exempt	n/a

**Annual Fee**

**Rateable Value**

Band A - No Rateable Value		100.00	Statutory	100.00	-	100.00	exempt	n/a
Band A - less than £4,300		100.00	Statutory	100.00	-	100.00	exempt	n/a
Band B - £4,300 to £33,000		190.00	Statutory	190.00	-	190.00	exempt	n/a
Band C - £33,001 to £87,000		315.00	Statutory	315.00	-	315.00	exempt	n/a
Band D - £87,001 to £125,000		450.00	Statutory	450.00	-	450.00	exempt	n/a
Band E - Over £125,000		635.00	Statutory	635.00	-	635.00	exempt	n/a

2019/20 Gross Fees £	% inc 2%	2020/21 Gross Fees £	Vat included in fee	2020/21 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
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**Premises Licenses - Other**

**Annual Fee**

**Application**

S.25 - Theft, loss etc. of premises licence or summary	10.50	Statutory	10.50	-	10.50	exempt	n/a
S.29 - Application for a provisional statement where premises being built	315.00	Statutory	315.00	-	315.00	exempt	n/a
S.33 - Notification of change of name or address	10.50	Statutory	10.50	-	10.50	exempt	n/a
S.37 - Application to vary licence to specify individual as premises supervisor	23.00	Statutory	23.00	-	23.00	exempt	n/a
S.42 - Application for transfer of premises licence	23.00	Statutory	23.00	-	23.00	exempt	n/a
S.47 - Interim authority notice following death etc. of licence holder	23.00	Statutory	23.00	-	23.00	exempt	n/a
S.79 - Theft, loss etc. of certificate or summary	10.50	Statutory	10.50	-	10.50	exempt	n/a
S.82 - Notification of change of name or alteration of rules of club	10.50	Statutory	10.50	-	10.50	exempt	n/a
S.83(1) / (2) - Change of relevant registered address of club	10.50	Statutory	10.50	-	10.50	exempt	n/a
S.100 - Temporary event notice	21.00	Statutory	21.00	-	21.00	exempt	n/a
S.100 - Late Temporary event notice	21.00	Statutory	21.00	-	21.00	exempt	n/a
S.110 - Theft, loss etc. of temporary event notice	10.50	Statutory	10.50	-	10.50	exempt	n/a
S.117 - Application for a grant or renewal of personal licence (10 yrs)	37.00	Statutory	37.00	-	37.00	exempt	n/a
S.126 - Theft, loss etc. of personal licence	10.50	Statutory	10.50	-	10.50	exempt	n/a
S.127 - Duty to notify change of name or address	10.50	Statutory	10.50	-	10.50	exempt	n/a
S.178 - Right of freeholder etc. to be notified of licensing matters	21.00	Statutory	21.00	-	21.00	exempt	n/a

Rounded to nearest £1

Note: MAX denotes that the fee is currently at the statutory maximum

**Gambling Premises**

**Bingo Premises**

New & Provisional Statement	2,587.00	2.00	2,639.00	-	2,639.00	exempt	1-Jan-20	
Annual Fee	1,000.00	MAX	1,000.00	-	1,000.00	exempt	n/a	MAX
Licence for Provisional Statement Holder	949.00	2.00	968.00	-	968.00	exempt	1-Jan-20	
Variation	1,268.00	2.00	1,293.00	-	1,293.00	exempt	1-Jan-20	
Transfer	949.00	2.00	968.00	-	968.00	exempt	1-Jan-20	
Re-instatement	1,200.00	MAX	1,200.00	-	1,200.00	exempt	n/a	MAX
Copy Licence	25.00	MAX	25.00	-	25.00	exempt	n/a	MAX
Notification of Change	50.00	MAX	50.00	-	50.00	exempt	n/a	MAX

	2019/20 Gross Fees £	% inc 2%	2020/21 Gross Fees £	Vat included in fee	2020/21 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
<b>Betting Premises</b>								
New & Provisional Statement	2,692.00	2.00	2,746.00	-	2,746.00	exempt	1-Jan-20	
Annual Fee	600.00	MAX	600.00	-	600.00	exempt	n/a	MAX
Licence for Provisional Statement Holder	949.00	2.00	968.00	-	968.00	exempt	1-Jan-20	
Variation	1,268.00	2.00	1,293.00	-	1,293.00	exempt	1-Jan-20	
Transfer	949.00	2.00	968.00	-	968.00	exempt	1-Jan-20	
Re-instatement	1,200.00	MAX	1,200.00	-	1,200.00	exempt	n/a	MAX
Copy Licence	25.00	MAX	25.00	-	25.00	exempt	n/a	MAX
Notification of Change	50.00	MAX	50.00	-	50.00	exempt	n/a	MAX
<b>Betting Premises (Tracks)</b>								
New & Provisional Statement	2,500.00	MAX	2,500.00	-	2,500.00	exempt	n/a	MAX
Annual Fee	964.00	2.00	983.00	-	983.00	exempt	1-Jan-20	
Licence for Provisional Statement Holder	949.00	0.06	950.00	-	950.00	exempt	n/a	MAX
Variation	1,250.00	MAX	1,250.00	-	1,250.00	exempt	n/a	MAX
Transfer	921.00	2.00	939.00	-	939.00	exempt	1-Jan-20	
Re-instatement	950.00	MAX	950.00	-	950.00	exempt	n/a	MAX
Copy Licence	25.00	MAX	25.00	-	25.00	exempt	n/a	MAX
Notification of Change	50.00	MAX	50.00	-	50.00	exempt	n/a	MAX
<b>Family Entertainment Centre</b>								
New & Provisional Statement	2,000.00	MAX	2,000.00	-	2,000.00	exempt	n/a	MAX
Annual Fee	750.00	MAX	750.00	-	750.00	exempt	n/a	MAX
Licence for Provisional Statement Holder	949.00	0.06	950.00	-	950.00	exempt	1-Jan-20	
Variation	1,000.00	MAX	1,000.00	-	1,000.00	exempt	n/a	MAX
Transfer	949.00	0.06	950.00	-	950.00	exempt	1-Jan-20	
Re-instatement	950.00	MAX	950.00	-	950.00	exempt	n/a	MAX
Copy Licence	25.00	MAX	25.00	-	25.00	exempt	n/a	MAX
Notification of Change	50.00	MAX	50.00	-	50.00	exempt	n/a	MAX

	<b>2019/20 Gross Fees £</b>	<b>% inc 2%</b>	<b>2020/21 Gross Fees £</b>	<b>Vat included in fee</b>	<b>2020/21 Net Fee</b>	<b>Vat Rate</b>	<b>Date of Fee Increase</b>	<b>Discounted Rates/Off Peak (where applicable)</b>
<b>Adult Gaming Centre</b>								
New & Provisional Statement	2,000.00	MAX	2,000.00	-	2,000.00	exempt	n/a	MAX
Annual Fee	1,000.00	MAX	1,000.00	-	1,000.00	exempt	n/a	MAX
Licence for Provisional Statement Holder	949.00	2.00	968.00	-	968.00	exempt	1-Jan-20	
Variation	1,000.00	MAX	1,000.00	-	1,000.00	exempt	n/a	MAX
Transfer	949.00	2.00	968.00	-	968.00	exempt	1-Jan-20	
Re-instatement	1,200.00	MAX	1,200.00	-	1,200.00	exempt	n/a	MAX
Copy Licence	25.00	MAX	25.00	-	25.00	exempt	n/a	MAX
Notification of Change	50.00	MAX	50.00	-	50.00	exempt	n/a	MAX
<u>Lotteries</u>								
Small Society Lottery Grant	40.00	Statutory	40.00	-	40.00	exempt	n/a	
Small Society Lottery Annual Fee	20.00	Statutory	20.00	-	20.00	exempt	n/a	
<b>Gaming in Pubs and Clubs</b>								
Licensed Premises Gaming Machine Notification	50.00	Statutory	50.00	-	50.00	exempt	n/a	
Licensed Premises Gaming Machine Permit (existing operator)	100.00	Statutory	100.00	-	100.00	exempt	n/a	
Licensed Premises Gaming Machine Permit (in all other cases)	150.00	Statutory	150.00	-	150.00	exempt	n/a	
Licensed Premises Gaming Machine Permit Variation	100.00	Statutory	100.00	-	100.00	exempt	n/a	
Licensed Premises Gaming Machine Permit Transfer	25.00	Statutory	25.00	-	25.00	exempt	n/a	
Licensed Premises Gaming Machine Permit Change of Name	25.00	Statutory	25.00	-	25.00	exempt	n/a	
Licensed Premises Gaming Machine Permit Copy of Permit	15.00	Statutory	15.00	-	15.00	exempt	n/a	
Club Gaming Machine Permit Grant	200.00	Statutory	200.00	-	200.00	exempt	n/a	
Club Gaming Machine Permit Grant (Existing Club Premises Cert. Holder)	100.00	Statutory	100.00	-	100.00	exempt	n/a	
Club Gaming Machine Permit Grant (Club Prem. Cert. Holder with current Part 2 or 3 Licence)	100.00	Statutory	100.00	-	100.00	exempt	n/a	
Club Gaming Machine Permit Existing Operator Grant	100.00	Statutory	100.00	-	100.00	exempt	n/a	
Club Gaming Machine Permit Variation	100.00	Statutory	100.00	-	100.00	exempt	n/a	
Club Gaming Machine Permit Renewal	200.00	Statutory	200.00	-	200.00	exempt	n/a	
Club Gaming Machine Permit Renewal (Club Premises Cert. Holder)	100.00	Statutory	100.00	-	100.00	exempt	n/a	
Club Gaming Machine Permit Copy Permit	15.00	Statutory	15.00	-	15.00	exempt	n/a	
Club Gaming Permit Grant	200.00	Statutory	200.00	-	200.00	exempt	n/a	
Club Gaming Permit Grant (Club Prems. Cert. Holder with current Part 2 or 3 Licence)	100.00	Statutory	100.00	-	100.00	exempt	n/a	
Club Gaming Permit Grant (Existing Operator)	100.00	Statutory	100.00	-	100.00	exempt	n/a	
Club Gaming Permit Variation	100.00	Statutory	100.00	-	100.00	exempt	n/a	
Club Gaming Permit Renewal	200.00	Statutory	200.00	-	200.00	exempt	n/a	
Club Gaming Permit Renewal (Club Premises Certificate Holder)	100.00	Statutory	100.00	-	100.00	exempt	n/a	
Club Gaming Permit Copy Certificate	15.00	Statutory	15.00	-	15.00	exempt	n/a	
Annual fee for all Gaming Machine Permits	50.00	Statutory	50.00	-	50.00	exempt	n/a	

2019/20 Gross Fees £	% inc 2%	2020/21 Gross Fees £	Vat included in fee	2020/21 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
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**LOCAL AIR POLLUTION PREVENTION & CONTROL (LAPPC)**

Reduced fee activities are: Service Stations, Vehicle Refinishers, Dry Cleaners and Small Waste Oil Burners under 0.4 MW.

**Application Fee**

Standard Process	1,650.00	Statutory	1,650.00	-	1,650.00	zero	n/a
Additional fee for operating without a permit	1,188.00	Statutory	1,188.00	-	1,188.00	zero	n/a
PVRI, SWOBs and Dry Cleaners reduced fee activities	155.00	Statutory	155.00	-	155.00	zero	n/a
PVR I & II combined	257.00	Statutory	257.00	-	257.00	zero	n/a
Other reduced fee activities	362.00	Statutory	362.00	-	362.00	zero	n/a
Reduced fee activities: Additional fee for operating without a permit	71.00	Statutory	71.00	-	71.00	zero	n/a
Mobile screening & crushing plant for the 1st & 2nd applications	1,650.00	Statutory	1,650.00	-	1,650.00	zero	n/a
For the 3rd to 7th applications	985.00	Statutory	985.00	-	985.00	zero	n/a
For the 8th and subsequent applications	498.00	Statutory	498.00	-	498.00	zero	n/a

**Note: where an application for any of the above is for a combined Part B and waste application, add an extra £297 to the above amounts**

**Annual Subsistence Charge**

Standard process Low (+ £99 if permit for combined Part B & waste installation)	772.00	Statutory	772.00	-	772.00	zero	n/a
Standard process Medium (+ £149 if permit for combined Part B & waste installation)	1,161.00	Statutory	1,161.00	-	1,161.00	zero	n/a
Standard process High (+ £198 if permit for combined Part B & waste installation)	1,747.00	Statutory	1,747.00	-	1,747.00	zero	n/a
Reduced Fee activities - Low	79.00	Statutory	79.00	-	79.00	zero	n/a
Reduced Fee activities - Medium	158.00	Statutory	158.00	-	158.00	zero	n/a
Reduced Fee activities - High	237.00	Statutory	237.00	-	237.00	zero	n/a
PVR I & II combined - Low	113.00	Statutory	113.00	-	113.00	zero	n/a
PVR I & II combined - Medium	226.00	Statutory	226.00	-	226.00	zero	n/a
PVR I & II combined - High	341.00	Statutory	341.00	-	341.00	zero	n/a
Other reduced fee activities - Low	228.00	Statutory	228.00	-	228.00	zero	n/a
Other reduced fee activities - Medium	365.00	Statutory	365.00	-	365.00	zero	n/a
Other reduced fee activities - High	548.00	Statutory	548.00	-	548.00	zero	n/a
Mobile screening & crushing plant for 1st & 2nd permits - Low	626.00	Statutory	626.00	-	626.00	zero	n/a
Mobile screening & crushing plant for 1st & 2nd permits - Medium	1,034.00	Statutory	1,034.00	-	1,034.00	zero	n/a
Mobile screening & crushing plant for 1st & 2nd permits - High	1,551.00	Statutory	1,551.00	-	1,551.00	zero	n/a
For the 3rd to 7th permits - Low	385.00	Statutory	385.00	-	385.00	zero	n/a
For the 3rd to 7th permits - Medium	617.00	Statutory	617.00	-	617.00	zero	n/a
For the 3rd to 7th permits - High	924.00	Statutory	924.00	-	924.00	zero	n/a
For the 8th and subsequent permits - Low	198.00	Statutory	198.00	-	198.00	zero	n/a

	2019/20 Gross Fees £	% inc 2%	2020/21 Gross Fees £	Vat included in fee	2020/21 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
For the 8th and subsequent permits - Medium	314.00	Statutory	314.00	-	314.00	zero	n/a	
For the 8th and subsequent permits - High	473.00	Statutory	473.00	-	473.00	zero	n/a	
Late payment fee	52.00	Statutory	52.00	-	52.00	zero	n/a	
<b>Note: Where a Part B Installation is subject to reporting under the E-PRTR Regulation, add an extra £99 to the above amounts</b>								
<b>Transfer and Surrender</b>								
Standard process transfer	162.00	Statutory	162.00	-	162.00	zero	n/a	
Standard process partial transfer	476.00	Statutory	476.00	-	476.00	zero	n/a	
New operator at low risk reduced fee activity	75.00	Statutory	75.00	-	75.00	zero	n/a	
Surrender: all Part B activities	-	Statutory	-	-	-	zero	n/a	
Reduced fee activities: transfer	-	Statutory	-	-	-	zero	n/a	
Reduced fee activities: partial transfer	45.00	Statutory	45.00	-	45.00	zero	n/a	
<b>Temporary transfer for mobiles</b>								
First transfer	51.00	Statutory	51.00	-	51.00	zero	n/a	
Repeat following enforcement or warning	51.00	Statutory	51.00	-	51.00	zero	n/a	
<b>Substantial Change</b>								
Standard process	1,005.00	Statutory	1,005.00	-	1,005.00	zero	n/a	
Standard process where the substantial change results in a new PPC activity	1,579.00	Statutory	1,579.00	-	1,579.00	zero	n/a	
Reduced fee activities	98.00	Statutory	98.00	-	98.00	zero	n/a	

2019/20 Gross Fees £	% inc 2%	2020/21 Gross Fees £	Vat included in fee	2020/21 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
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**LAPPC mobile plant charges**

Application Fee - 1 permit		1,650.00	Statutory	1,650.00	-	1,650.00	zero	n/a
Application Fee - 2 permits		1,650.00	Statutory	1,650.00	-	1,650.00	zero	n/a
Application Fee - 3 permits		985.00	Statutory	985.00	-	985.00	zero	n/a
Application Fee - 4 permits		985.00	Statutory	985.00	-	985.00	zero	n/a
Application Fee - 5 permits		985.00	Statutory	985.00	-	985.00	zero	n/a
Application Fee - 6 permits		985.00	Statutory	985.00	-	985.00	zero	n/a
Application Fee - 7 permits		985.00	Statutory	985.00	-	985.00	zero	n/a
Application Fee - 8 permits and over		498.00	Statutory	498.00	-	498.00	zero	n/a
Subsistence Fee - 1 permit - Low		626.00	Statutory	626.00	-	626.00	zero	n/a
Subsistence Fee - 2 permits - Low		626.00	Statutory	626.00	-	626.00	zero	n/a
Subsistence Fee - 3 permits - Low		385.00	Statutory	385.00	-	385.00	zero	n/a
Subsistence Fee - 4 permits - Low		385.00	Statutory	385.00	-	385.00	zero	n/a
Subsistence Fee - 5 permits - Low		385.00	Statutory	385.00	-	385.00	zero	n/a
Subsistence Fee - 6 permits - Low		385.00	Statutory	385.00	-	385.00	zero	n/a
Subsistence Fee - 7 permits - Low		385.00	Statutory	385.00	-	385.00	zero	n/a
Subsistence Fee - 8 permits and over - Low		198.00	Statutory	198.00	-	198.00	zero	n/a
Subsistence Fee - 1 permit - Med		1,034.00	Statutory	1,034.00	-	1,034.00	zero	n/a
Subsistence Fee - 2 permits - Med		1,034.00	Statutory	1,034.00	-	1,034.00	zero	n/a
Subsistence Fee - 3 permits - Med		617.00	Statutory	617.00	-	617.00	zero	n/a
Subsistence Fee - 4 permits - Med		617.00	Statutory	617.00	-	617.00	zero	n/a
Subsistence Fee - 5 permits - Med		617.00	Statutory	617.00	-	617.00	zero	n/a
Subsistence Fee - 6 permits - Med		617.00	Statutory	617.00	-	617.00	zero	n/a
Subsistence Fee - 7 permits - Med		617.00	Statutory	617.00	-	617.00	zero	n/a
Subsistence Fee - 8 permits and over - Med		314.00	Statutory	314.00	-	314.00	zero	n/a
Subsistence Fee - 1 permit - High		1,551.00	Statutory	1,551.00	-	1,551.00	zero	n/a
Subsistence Fee - 2 permits - High		1,551.00	Statutory	1,551.00	-	1,551.00	zero	n/a
Subsistence Fee - 3 permits - High		924.00	Statutory	924.00	-	924.00	zero	n/a
Subsistence Fee - 4 permits - High		924.00	Statutory	924.00	-	924.00	zero	n/a
Subsistence Fee - 5 permits - High		924.00	Statutory	924.00	-	924.00	zero	n/a
Subsistence Fee - 6 permits - High		924.00	Statutory	924.00	-	924.00	zero	n/a
Subsistence Fee - 7 permits - High		924.00	Statutory	924.00	-	924.00	zero	n/a
Subsistence Fee - 8 permits and over - High		473.00	Statutory	473.00	-	473.00	zero	n/a

2019/20 Gross Fees £	% inc 2%	2020/21 Gross Fees £	Vat included in fee	2020/21 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
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**LOCAL AUTHORITY - INTEGRATED POLLUTION PREVENTION AND CONTROL LA-IPPC**

**Note: Every subsistence charge in the fees below includes the additional £99 charge to cover LA extra costs in dealing with reporting under the E-PRTR Regulation**

Application		3,363.00	Statutory	3,363.00	-	3,363.00	zero	n/a
Additional fee for operating without a permit		1,188.00	Statutory	1,188.00	-	1,188.00	zero	n/a
Annual Subsistence - Low		1,343.00	Statutory	1,343.00	-	1,343.00	zero	n/a
Annual Subsistence - Medium		1,507.00	Statutory	1,507.00	-	1,507.00	zero	n/a
Annual Subsistence - High		2,230.00	Statutory	2,230.00	-	2,230.00	zero	n/a
Late payment fee		52.00	Statutory	52.00	-	52.00	zero	n/a
Substantial variation		1,368.00	Statutory	1,368.00	-	1,368.00	zero	n/a
Transfer		235.00	Statutory	235.00	-	235.00	zero	n/a
Partial Transfer		698.00	Statutory	698.00	-	698.00	zero	n/a
Surrender		698.00	Statutory	698.00	-	698.00	zero	n/a

**Environment Agency Subsistence Fees for Discharge to Controlled Waters**

Charge Band A - Where permit conditions contain numerical water discharge limits other than for the pollutants or parameters listed in bands B and C		2,270.00	Statutory	2,270.00	-	2,270.00	zero	n/a
Charge Band B - Where permit conditions contain numerical water discharge limits for BOD, COD(3) or ammonia		760.00	Statutory	760.00	-	760.00	zero	n/a
Charge Band C - Where permit conditions contain numerical limits for water flow, volume, suspended solids, pH, temperature, or oil or grease		222.00	Statutory	222.00	-	222.00	zero	n/a
Charge Band D - Where conditions are included in a permit which do not fall within any of the descriptions in bands A-C (e.g. descriptive conditions)		66.00	Statutory	66.00	-	66.00	zero	n/a

<b>2019/20 Gross Fees £</b>	<b>% inc 2%</b>	<b>2020/21 Gross Fees £</b>	<b>Vat included in fee</b>	<b>2020/21 Net Fee</b>	<b>Vat Rate</b>	<b>Date of Fee Increase</b>	<b>Discounted Rates/Off Peak (where applicable)</b>
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**Private Water Supply Sampling**

Sampling Visit per hour (to max of £100)	30.00	2.00	31.00	-	31.00	zero	1-Jan-20
Risk Assessment Visit per hour (to max of £500)	30.00	2.00	31.00	-	31.00	zero	1-Jan-20
Investigation Visit per hour (to max of £100)	30.00	2.00	31.00	-	31.00	zero	1-Jan-20
Temporary Authorisation to Breach Standard (to max of £100)	30.00	2.00	31.00	-	31.00	zero	1-Jan-20
Domestic Supply Sample (to max of £25)	24.00	2.00	24.00	-	24.00	zero	1-Jan-20
Commercial Supply Monitoring Sample (to max of £100)	52.00	2.00	53.00	-	53.00	zero	1-Jan-20
Commercial Supply Audit Sample (to max of £500)	Range from £45 to £500 depending on parameters sampled						

**Environmental Health**

FHRS Re-rating Visit (on-line application)	108.20	2.00	110.35	-	110.35	zero	1-Jan-20
FHRS Re-rating Visit (posting application)	115.55	2.00	117.85	-	117.85	zero	1-Jan-20
Tattooist/Skin Piercing Rating Scheme Initial Visit & Training	105.05	2.00	107.15	-	107.15	zero	1-Jan-20
Tattooist/Skin Piercing Rating Scheme Revisit	52.55	2.00	53.60	-	53.60	zero	1-Jan-20
Tattooist/Skin Piercing Rating Scheme Annual Inspection	63.05	2.00	64.30	-	64.30	zero	1-Jan-20
Pre Licence/Registration/Permit Advisory Visit	66.20	2.00	67.50	-	67.50	zero	1-Jan-20
Data Protection Act Letters	18.90	2.00	19.30	-	19.30	zero	1-Jan-20
Hourly rate for business advice/guidance	27.30	2.00	27.85	-	27.85	zero	1-Jan-20

2019/20 Gross Fees £	% inc 2%	2020/21 Gross Fees £	Vat included in fee	2020/21 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
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**HOUSING & DEVELOPMENT CONTROL**

**HOUSING**

**Grants**

Disabled Facilities Grants Administration 1,011.20 2.00 1,031.40 171.90 859.50 20.00 1-Jan-20

**Immigration Act**

Immigration Act Entry Clearance Inspection 74.10 2.00 75.60 12.60 63.00 20.00 1-Jan-20

**Enforcement Notices Under Housing Act 2004**

Single Dwelling (cost based on staff time & surveys carried out) Range between £200 and £470 zero n/a  
House in Multiple Occupation (cost based on staff time & surveys carried out) Range between £200 and £470 zero n/a

**Licensing**

House in Multiple Occupation - fee covers 5 year period (up to max 10 rooms then additional charge of £21.00 per room) 463.00 new charging structure - see below  
House in Multiple Occupation - fee covers 5 year period - Accredited Landlord 336.00 new charging structure - see below

**Selective Licensing**

Renewal Application Fee 664.00 new charging structure - see below  
Renewal Additional Property Fee 584.00 new charging structure - see below  
New Application Fee 750.00 new charging structure - see below  
New Additional Property Fee 670.00 new charging structure - see below

**HMO Licensing**

Payment Upon Application 463.00 2.00 472.00 78.67 393.33 20.00 1-Jan-20  
Payment Upon Application 324.00 2.00 330.00 55.00 275.00 20.00 1-Jan-20  
Deduct 30% for licence holder accredited by GLAS 336.00 2.00 343.00 57.17 285.83 20.00 1-Jan-20  
Payment Upon Granting the Licence 235.00 2.00 240.00 40.00 200.00 20.00 1-Jan-20  
Deduct 30% for licence holder accredited by GLAS

**Selective Licensing OnLine**

**New Application Fee**  
Upon Application 370.00 Fixed 370.00 - 370.00 zero n/a  
Upon Granting the Licence 345.00 Fixed 345.00 - 345.00 zero n/a  
Upon Granting the Licence 715.00 Fixed 715.00 715.00 zero n/a  
**Total**  
**Renewal/Additional Property Fee**  
Upon Application 340.00 Fixed 340.00 340.00 zero n/a  
Upon Application 301.00 Fixed 301.00 301.00 zero n/a  
Upon Granting the Licence 641.00 Fixed 641.00 641.00 zero n/a  
**Total**

2019/20 Gross Fees £	% inc 2%	2020/21 Gross Fees £	Vat included in fee	2020/21 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
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**Selective Licensing Paper**

**New Application Fee**

Upon Application

Upon Granting the Licence

**Total**

**Renewal/Additional Property Fee**

Upon Application

Upon Granting the Licence

**Total**

Please note:

Accredited Landlords have a 30% reduction on the application and property fee.

There is a £100 reduction if complete within three months of the start of the designation.

£20 reduction for submitting completed applications online.

405.00	Fixed	405.00		405.00	zero	n/a	
345.00	Fixed	345.00		345.00	zero	n/a	
750.00	Fixed	750.00		750.00	zero	n/a	
370.00	Fixed	370.00		370.00	zero	n/a	
300.00	Fixed	300.00		300.00	zero	n/a	
670.00	Fixed	670.00		670.00	zero	n/a	

2019/20 Gross Fees £	% inc 2%	2020/21 Gross Fees £	Vat included in fee	2020/21 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
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**PLANNING SERVICES**

**Copying Charges**

**Plotter Copies - Black & White**

A0	6.10	2.00	6.20	-	6.20	zero	1-Jan-20
A1	4.95	2.00	5.05	-	5.05	zero	1-Jan-20
A2	3.65	2.00	3.70	-	3.70	zero	1-Jan-20

**Plotter Copies - Colour**

A0	9.80	2.00	10.00	-	10.00	zero	1-Jan-20
A1	7.40	2.00	7.55	-	7.55	zero	1-Jan-20
A2	6.10	2.00	6.20	-	6.20	zero	1-Jan-20
A3 & A4	1.40	2.00	1.45	-	1.45	zero	1-Jan-20

A minimum handling charge of £1.50 is payable if documents are forwarded by post.

Approval Notices & Habitation Certificates (per sheet)	0.10	2.00	0.10	-	0.10	zero	1-Jan-20
Scanned copy of Decision Notice/S106	7.20	2.00	7.35	-	7.35	zero	1-Jan-20

**rounded to nearest £1**

Location Plans supplied under Ordnance Survey, Planning & Building Control Scheme (per set)	38.00	2.00	39.00	-	39.00	zero	1-Jan-20
Proposals Maps (set of 4)	22.00						
Retail & Leisure Study 2005	198.00						

**rounded to nearest £1**

**Former Local Plan**

Burnley Local Plan Second Review	52.00	2.00	53.00	-	53.00	zero	1-Jan-20
Set of Proposals Maps (4)	21.00	2.00	21.00	-	21.00	zero	1-Jan-20

**New Policy Documents (including drafts)**

Local Development Scheme	5.00	2.00	5.00	-	5.00	zero	1-Jan-20
Annual Monitoring Report	20.00	2.00	20.00	-	20.00	zero	1-Jan-20
SCI	FOC		FOC		FOC		
Burnley's Local Plan 2018 (all versions) (price each)	30.00	2.00	31.00	-	31.00	zero	1-Jan-20
Set of Policies Maps (2)	20.00	2.00	20.00	-	20.00	zero	1-Jan-20
Supplementary Planning Documents - SPDs & SPGs (price each)	10.00	2.00	10.00	-	10.00	zero	1-Jan-20
Sustainability Appraisal (all versions) (price each)	71.00	2.00	72.00	-	72.00	zero	1-Jan-20
Habitats Regulations Assessments (price each)	10.00	2.00	10.00	-	10.00	zero	1-Jan-20
Sustainability Appraisal Scoping Report	20.00	2.00	20.00	-	20.00	zero	1-Jan-20

<b>2019/20 Gross Fees £</b>	<b>% inc 2%</b>	<b>2020/21 Gross Fees £</b>	<b>Vat included in fee</b>	<b>2020/21 Net Fee</b>	<b>Vat Rate</b>	<b>Date of Fee Increase</b>	<b>Discounted Rates/Off Peak (where applicable)</b>
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**Associated Documents**

Retail & Leisure Study 2005 (price each)	195.00	2.00	199.00	-	199.00	zero	1-Jan-20
Retail Office & Leisure Study 2013	51.00	2.00	52.00	-	52.00	zero	1-Jan-20
Burnley Employment Land Study Demand Update 2014	20.00	2.00	20.00	-	20.00	zero	1-Jan-20
Strategic Flood Risk (Level 1)	102.00	2.00	104.00	-	104.00	zero	1-Jan-20
Burnley & Pendle Council's Housing Needs Study & SHMA 2013	51.00	2.00	52.00	-	52.00	zero	1-Jan-20
Burnley & Pendle GTAA 2012	10.00	2.00	10.00	-	10.00	zero	1-Jan-20
Burnley SHLAA - Report Only	30.00	2.00	31.00	-	31.00	zero	1-Jan-20
Burnley SHLAA - Including Maps	51.00	2.00	52.00	-	52.00	zero	1-Jan-20

**Other**

All Other Related Documents:

Black & White - Price per side - A4	0.10	2.00	0.10	-	0.10	zero	1-Jan-20
Black & White - Price per side - A3	0.20	2.00	0.20	-	0.20	zero	1-Jan-20
Colour - Price per side - A4	0.20	2.00	0.20	-	0.20	zero	1-Jan-20
Colour - Price per side - A3	0.50	2.00	0.50	-	0.50	zero	1-Jan-20
Planning History Search (up to 2 entries)	10.00	2.00	10.00	-	10.00	zero	1-Jan-20
Planning History Search (up to 4 entries)	21.00	2.00	21.00	-	21.00	zero	1-Jan-20
Planning History Search (5 to 9 entries)	32.00	2.00	33.00	-	33.00	zero	1-Jan-20
Planning History Search (10 plus entries)	43.00	2.00	44.00	-	44.00	zero	1-Jan-20

**Pre-Planning Application Fees**

Significant Major Development Proposal	695.00	2.00	709.00	118.17	590.83	20.00	1-Jan-20
Further Meeting to above (or an hourly rate agreed in advance)	278.00	2.00	284.00	47.33	236.67	20.00	1-Jan-20
Major Development Proposal	417.00	2.00	425.00	70.83	354.17	20.00	1-Jan-20
Further Meeting to above (or an hourly rate agreed in advance)	139.00	2.00	142.00	23.67	118.33	20.00	1-Jan-20
Minor Development Proposal	139.00	2.00	142.00	23.67	118.33	20.00	1-Jan-20
Further Meeting to above (or an hourly rate agreed in advance)	69.00	2.00	70.00	11.67	58.33	20.00	1-Jan-20
Householder Development Proposal (written advice only)	47.00	2.00	48.00	8.00	40.00	20.00	1-Jan-20
Householder Development Proposal (with site visit)	68.00	2.00	69.00	11.50	57.50	20.00	1-Jan-20
Other Development (adverts, trees, LBC, priors) Proposals (written advice)	70.00	2.00	71.00	11.83	59.17	20.00	1-Jan-20
Other Development (adverts, trees, LBC, priors) Proposals (with site visit)	92.00	2.00	94.00	15.67	78.33	20.00	1-Jan-20

2019/20 Gross Fees £	% inc 2%	2020/21 Gross Fees £	Vat included in fee	2020/21 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
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**PLANNING APPLICATION FEES**

**ALL OUTLINE APPLICATIONS**

per 0.1 hectare for sites up to and including 2.5 hectares  
for sites more than 2.5 hectares  
In addition, for each 0.1 hectare in excess of 2.5 hectares  
subject to maximum total of £125,000

462.00	external	462.00	-	462.00	zero	1-Jan-20	
11,432.00	external	11,432.00	-	11,432.00	zero	1-Jan-20	
138.00	external	138.00	-	138.00	zero	1-Jan-20	

**HOUSEHOLDER APPLICATIONS**

Alterations/extensions to a single dwelling including works within boundary

206.00	external	206.00	-	206.00	zero	1-Jan-20	
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**FULL APPLICATIONS (and First Submissions of Reserved Matters)**

**Dwellings**

Alterations/extensions to two or more dwellings including works within boundaries  
New dwellings (up to and including 50), per dwelling  
New dwellings (more than 50)  
In addition, for each dwelling house in excess of 50  
subject to a maximum in total of £250,000

407.00	external	407.00	-	407.00	zero	1-Jan-20	
462.00	external	462.00	-	462.00	zero	1-Jan-20	
22,859.00	external	22,859.00	-	22,859.00	zero	1-Jan-20	
138.00	external	138.00	-	138.00	zero	1-Jan-20	

**Erection of Buildings (not dwellings, agricultural, glasshouses, plant or machinery)**

Gross floor space to be created by the development:

No increase or no more than 40m<sup>2</sup>  
More than 40m<sup>2</sup> but no more than 75m<sup>2</sup>  
More than 75m<sup>2</sup> but no more than 3750m<sup>2</sup>, cost per each 75m<sup>2</sup> or part thereof  
More than 3750m<sup>2</sup>  
in addition, for each 75m<sup>2</sup> in excess of 3750m<sup>2</sup>  
subject to a maximum in total of £300,000

234.00	external	234.00	-	234.00	zero	1-Jan-20	
462.00	external	462.00	-	462.00	zero	1-Jan-20	
462.00	external	462.00	-	462.00	zero	1-Jan-20	
22,859.00	external	22,859.00	-	22,859.00	zero	1-Jan-20	
138.00	external	138.00	-	138.00	zero	1-Jan-20	

**Erection of Buildings (on land used for agriculture purposes)**

Gross floor space to be created by the development:

Not more than 465m<sup>2</sup>  
More than 465m<sup>2</sup> but not more than 540m<sup>2</sup>  
More than 540m<sup>2</sup> but not more than 4215m<sup>2</sup>, cost for first 540m<sup>2</sup>  
In addition, for each 75m<sup>2</sup> or part thereof in excess of 540m<sup>2</sup>  
More than 4215m<sup>2</sup>  
In addition, for each 75m<sup>2</sup> in excess of 4215m<sup>2</sup>  
subject to maximum total of £300,000

96.00	external	96.00	-	96.00	zero	1-Jan-20	
462.00	external	462.00	-	462.00	zero	1-Jan-20	
462.00	external	462.00	-	462.00	zero	1-Jan-20	
462.00	external	462.00	-	462.00	zero	1-Jan-20	
22,859.00	external	22,859.00	-	22,859.00	zero	1-Jan-20	
138.00	external	138.00	-	138.00	zero	1-Jan-20	

2019/20 Gross Fees £	% inc 2%	2020/21 Gross Fees £	Vat included in fee	2020/21 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
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**Erection of Glasshouses (on land used for the purposes of agriculture)**

Gross floor space to be created by the development:

Not more than 465m<sup>2</sup>

More than 465m<sup>2</sup>

96.00	external	96.00	-	96.00	zero	1-Jan-20	
2,580.00	external	2,580.00	-	2,580.00	zero	1-Jan-20	

**Erection, Alteration or Replacement of Plant and Machinery**

Site Area:

No more than 5 hectares, cost per 0.1 hectare or part thereof

More than 5 hectares

In addition, for each 0.1 hectare (or part thereof) in excess of 5 hectares  
subject to a maximum in total of £250,000

462.00	external	462.00	-	462.00	zero	1-Jan-20	
22,859.00	external	22,859.00	-	22,859.00	zero	1-Jan-20	
138.00	external	138.00	-	138.00	zero	1-Jan-20	

**APPLICATIONS OTHER THAN BUILDING WORKS**

**Car Parks, Service Roads or Other Accesses**

For existing uses

234.00	external	234.00	-	234.00	zero	1-Jan-20	
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**Waste (use of land for disposal of refuse or waste materials or deposit of material remaining after extraction or storage of minerals)**

Site area:

No more than 15 hectares, cost per 0.1 hectare (or part thereof)

More than 15 hectares

in addition, for each 0.1 hectare (or part thereof) in excess of 15 hectares  
subject to a maximum in total of £78,000

234.00	external	234.00	-	234.00	zero	1-Jan-20	
34,934.00	external	34,934.00	-	34,934.00	zero	1-Jan-20	
138.00	external	138.00	-	138.00	zero	1-Jan-20	

**Operations Connected with Exploratory Drilling for Oil or Natural Gas**

Site area:

No more than 7.5 hectares, cost per 0.1 hectares (or part thereof)

More than 7.5 hectares

In addition, for each 0.1 hectare (or part thereof) in excess of 7.5 hectares  
subject to a maximum in total of £300,000

508.00	external	508.00	-	508.00	zero	1-Jan-20	
38,070.00	external	38,070.00	-	38,070.00	zero	1-Jan-20	
151.00	external	151.00	-	151.00	zero	1-Jan-20	

**Operations (other than exploratory drilling) for the winning and working of oil or natural gas**

Site area:

No more than 15 hectares, cost per 0.1 hectare (or part thereof)

More than 15 hectares

in addition, for each 0.1 hectare (or part thereof) in excess of 15 hectares  
subject to a maximum in total of £78,000

257.00	external	257.00	-	257.00	zero	1-Jan-20	
38,520.00	external	38,520.00	-	38,520.00	zero	1-Jan-20	
151.00	external	151.00	-	151.00	zero	1-Jan-20	

2019/20 Gross Fees £	% inc 2%	2020/21 Gross Fees £	Vat included in fee	2020/21 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
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**Other Operations (winning and working of minerals) excluding oil & natural gas**

Sire area:

No more than 15 hectares, cost per 0.1 hectare (or part thereof)

More than 15 hectares

In addition, for each 0.1 hectare (or part thereof) in excess of 15 hectares subject to a maximum total of £78,000

234.00	external	234.00	-	234.00	zero	1-Jan-20	
34,934.00	external	34,934.00	-	34,934.00	zero	1-Jan-20	
138.00	external	138.00	-	138.00	zero	1-Jan-20	

**Other Operations (not coming within any of the above categories)**

Any site area, per 0.1 hectare (or part thereof)

subject to a maximum in total of £2,028

234.00	external	234.00	-	234.00	zero	1-Jan-20	
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**Lawful Development Certificate**

Existing use - in breach of a planning condition

Existing use - lawful not to comply with any particular condition or limitation

Proposed use or operation

same as full planning fee							
234.00	external	234.00	-	234.00	zero	1-Jan-20	
half the normal planning fee							

**PRIOR APPROVAL**

Agricultural & forestry buildings & operations or demolition of buildings

Communications (previously referred to as Telecommunications Code Systems Operators)

Proposed change of use to state funded school or registered nursery

Proposed change of use of agriculture building to a state-funded school or registered nursery

Proposed change of use of agricultural building to a flexible use within shops, financial & professional professional services, restaurants & cafes, business, storage or distribution, hotels or assembly or leisure

Proposed change of use of a building from office (use class B1) use to a use falling within use class 3C (dwellinghouse)

Proposed change of use of agricultural building to a dwellinghouse (use class C3), where there are no building operations

Proposed change of use of agriculture building to a dwellinghouse (use class C3) and associated building operations

Proposed change of use of a building from a retail (use class A1 or A2) use or a mixed retail and residential use to a use falling within use class C3 (dwellinghouse) where there are no associated building operations

Proposed change of use of a building from a retail (use class A1 or A2) use or a mixed retail and residential use to a use falling within use class C3 (dwellinghouse) and associated building operations

Notification for prior approval for a change of use from storage or distribution buildings (class 8B) and any land within its curtilage to dwellinghouses (class C3)

Notification for prior approval for a change of use from amusement arcades/centres & casinos (sui generis uses) and any land within its curtilage to dwellinghouses (class C3)

96.00	external	96.00	-	96.00	zero	1-Jan-20	
462.00	external	462.00	-	462.00	zero	1-Jan-20	
96.00	external	96.00	-	96.00	zero	1-Jan-20	
96.00	external	96.00	-	96.00	zero	1-Jan-20	
96.00	external	96.00	-	96.00	zero	1-Jan-20	
206.00	external	206.00	-	206.00	zero	1-Jan-20	
96.00	external	96.00	-	96.00	zero	1-Jan-20	
96.00	external	96.00	-	96.00	zero	1-Jan-20	
96.00	external	96.00	-	96.00	zero	1-Jan-20	
96.00	external	96.00	-	96.00	zero	1-Jan-20	

2019/20 Gross Fees £	% inc 2%	2020/21 Gross Fees £	Vat included in fee	2020/21 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
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Notification for prior approval for a change of use from amusement arcades/centres & casinos (sui generis uses) and any land within its curtilage to dwellinghouses (class C3) and associated building operations

206.00	external	206.00	-	206.00	zero	1-Jan-20	
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2019/20 Gross Fees £	% inc 2%	2020/21 Gross Fees £	Vat included in fee	2020/21 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
96.00	external	96.00	-	96.00	zero	1-Jan-20	
206.00	external	206.00	-	206.00	zero	1-Jan-20	
96.00	external	96.00		96.00	zero	1-Jan-20	
96.00	external	96.00		96.00	zero	1-Jan-20	
96.00	external	96.00		96.00	zero	1-Jan-20	
96.00	external	96.00		96.00	zero	1-Jan-20	
462.00	external	462.00	-	462.00	zero	1-Jan-20	
234.00	external	234.00	-	234.00	zero	1-Jan-20	
34.00	external	34.00	-	34.00	zero	1-Jan-20	
116.00	external	116.00	-	116.00	zero	1-Jan-20	
462.00	external	462.00	-	462.00	zero	1-Jan-20	
22,859.00	external	22,859.00	-	22,859.00	zero	1-Jan-20	
138.00	external	138.00	-	138.00	zero	1-Jan-20	
462.00	external	462.00	-	462.00	zero	1-Jan-20	

Notification for prior approval for a change of use from shops (class A1), financial & professional services (class A2), betting offices, pay day loan shops & casinos (sui generis uses) to restaurants & cafes (class A3)

Notification for prior approval for a change of use from shops (class A1), financial & professional services (class A2), betting offices, pay day loan shops & casinos (sui generis uses) to restaurants & cafes (class A3) & associated building operations

Notification for prior approval for a change of use from shops (class A1), financial & professional services (class A2), betting offices, pay day loan shops (sui generis uses) to assembly & leisure uses (class D2)

Notification for prior approval for a development consisting of the erection or construction of a collection facility within the curtilage of a shop

Notification for prior approval for the temporary use of buildings or land for the purpose of commercial film-making and the associated temporary structures, works, plant or machinery required in connection with that use

Notification for prior approval for the installation, alteration or replacement of other solar photovoltaics (PV) equipment on the roofs of non-domestic buildings, up to a capacity of 1 megawatt

**RESERVED MATTERS**

Application for approval of reserved matters following outline approval - amount due if full fee not already paid

**APPROVAL/VARIATION/DISCHARGE OF CONDITION**

Application for removal of variation of a condition following grant of planning permission  
Request for confirmation that one or more planning conditions have been complied with:

Per request per Householder  
Per request otherwise

**CHANGE OF USE**

**Change of use of a building to use as one or more separate dwelling houses**

Per dwelling up to 50 dwellings  
More than 50 dwellings  
in addition, for each dwelling house in excess of 50 dwelling houses  
subject to a maximum in total of £300,000

**Other changes of use**

Building or land

2019/20 Gross Fees £	% inc 2%	2020/21 Gross Fees £	Vat included in fee	2020/21 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
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**ADVERTISING**

Relating to the business on the premises  
 Advance signs which are not situated on or visible from the site, directing the public to a business  
 Other advertisements

132.00	external	132.00	-	132.00	zero	1-Jan-20	
132.00	external	132.00	-	132.00	zero	1-Jan-20	
462.00	external	462.00	-	462.00	zero	1-Jan-20	

**APPLICATION FOR A NON-MATERIAL AMENDMENT FOLLOWING A GRANT OF A PLANNING PERMISSION**

Application in respect of:  
 Householder development  
 Other development

34.00	external	34.00	-	34.00	zero	1-Jan-20	
234.00	external	234.00	-	234.00	zero	1-Jan-20	

**BUILDING REGULATION FEES**

Charges are now set by Pennine Lancashire Building Control Service and the income retained by the partnership

These fees to be ratified in November 2019 and are rounded up to the nearest whole pound

**TABLE A - STANDARD CHARGES FOR NEW HOUSES**

Plan Charge

No. of dwellings:

1	238.00	-	238.00	39.67	198.33	20.00	n/a
2	326.00	-	326.00	54.33	271.67	20.00	n/a
3	429.00	-	429.00	71.50	357.50	20.00	n/a
4	531.00	-	531.00	88.50	442.50	20.00	n/a
5	642.00	-	642.00	107.00	535.00	20.00	n/a

Inspection Charge

No. of dwellings:

1	628.00	-	628.00	104.67	523.33	20.00	n/a
2	868.00	-	868.00	144.67	723.33	20.00	n/a
3	1,103.00	-	1,103.00	183.83	919.17	20.00	n/a
4	1,273.00	-	1,273.00	212.17	1,060.83	20.00	n/a
5	1,409.00	-	1,409.00	234.83	1,174.17	20.00	n/a

Building Notice Charge

No. of dwellings:

1	1,038.00	-	1,038.00	173.00	865.00	20.00	n/a
2	1,430.00	-	1,430.00	238.33	1,191.67	20.00	n/a
3	1,834.00	-	1,834.00	305.67	1,528.33	20.00	n/a
4	2,163.00	-	2,163.00	360.50	1,802.50	20.00	n/a
5	2,459.00	-	2,459.00	409.83	2,049.17	20.00	n/a

2019/20 Gross Fees £	% inc 2%	2020/21 Gross Fees £	Vat included in fee	2020/21 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
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Note

1. For 5 or more dwellings or if the floor area of a dwelling exceeds 300m<sup>2</sup> or flats over 3 storeys, the individually determined.
2. All the above charges are on the basis that any controlled electrical work is carried out by a person who is a member of a registered Competent Person scheme, if this is not the case an additional charge will apply based upon a basic inspection charge per dwelling of £197.00 including Vat (account will be given to repetitive work and a discount may be applied).
3. The amount of the plan charge is based on the number of dwellings contained in the application.
4. The inspection charge is based on the total units in the project.
5. Unless otherwise agreed, schemes exceeding one year in duration may be subject to an additional charge.
6. For larger building projects the Council may agree to fees being paid by instalments. Please contact your local Pennine Lancashire Building Control office for further details.

**TABLE B - STANDARD CHARGES FOR CERTAIN SMALL BUILDINGS, EXTENSIONS AND ALTERATIONS**

**CATEGORY 1 - Extensions to dwellings**

Plan Charge

Extension(s) - Internal floor area not exceeding 6m <sup>2</sup>	410.00	-	410.00	68.33	341.67	20.00	n/a
Internal floor area over 6m <sup>2</sup> but not exceeding 40m <sup>2</sup>	181.00	-	181.00	30.17	150.83	20.00	n/a
Internal floor area over 40m <sup>2</sup> but not exceeding 60m <sup>2</sup>	181.00	-	181.00	30.17	150.83	20.00	n/a
Internal floor area over 60m <sup>2</sup> but not exceeding 80m <sup>2</sup>	181.00	-	181.00	30.17	150.83	20.00	n/a

Inspection Charge

Extension(s) - Internal floor area not exceeding 6m <sup>2</sup>	Included in Plan Charge						
Internal floor area over 6m <sup>2</sup> but not exceeding 40m <sup>2</sup>	359.00	-	359.00	59.83	299.17	20.00	n/a
Internal floor area over 40m <sup>2</sup> but not exceeding 60m <sup>2</sup>	524.00	-	524.00	87.33	436.67	20.00	n/a
Internal floor area over 60m <sup>2</sup> but not exceeding 80m <sup>2</sup>	738.00	-	738.00	123.00	615.00	20.00	n/a

Building Notice Charge

Extension(s) - Internal floor area not exceeding 6m <sup>2</sup>	492.00	-	492.00	82.00	410.00	20.00	n/a
Internal floor area over 6m <sup>2</sup> but not exceeding 40m <sup>2</sup>	646.00	-	646.00	107.67	538.33	20.00	n/a
Internal floor area over 40m <sup>2</sup> but not exceeding 60m <sup>2</sup>	844.00	-	844.00	140.67	703.33	20.00	n/a
Internal floor area over 60m <sup>2</sup> but not exceeding 80m <sup>2</sup>	1,101.00	-	1,101.00	183.50	917.50	20.00	n/a

2019/20 Gross Fees £	% inc 2%	2020/21 Gross Fees £	Vat included in fee	2020/21 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
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**CATEGORY 2 - Garages & Carports**

Erection or extension of a detached or attached building or an extension to a dwelling;

Which consists of a garage, carport, or both, having a floor area not exceeding 40m<sup>2</sup> in total and is intended to be used in common with an existing building

Plan Charge	288.00	-	288.00	48.00	240.00	20.00	n/a
Inspection Charge	Included in Plan Charge						
Building Notice Charge	346.00	-	346.00	57.67	288.33	20.00	n/a

Where the garage extension exceeds a floor area of 40m<sup>2</sup> but does not exceed 60m<sup>2</sup>

Plan Charge	410.00	-	410.00	68.33	341.67	20.00	n/a
Inspection Charge	Included in Plan Charge						
Building Notice Charge	492.00	-	492.00	82.00	410.00	20.00	n/a

**CATEGORY 3 - Garage Conversions**

The conversion, in part or full, of an attached domestic garage to an existing dwelling into a habitable room.

Plan Charge	280.00	-	280.00	46.67	233.33	20.00	n/a
Inspection Charge	Included in Plan Charge						
Building Notice Charge	336.00	-	336.00	56.00	280.00	20.00	n/a

**CATEGORY 4 - Loft Conversions & Dormers**

Formation of a room(s) in an existing roof space, including means of access thereto.

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

Without a dormer but not exceeding 40m<sup>2</sup> in floor area\*

Plan Charge	410.00	-	410.00	68.33	341.67	20.00	n/a
Inspection Charge	Included in Plan Charge						
Building Notice Charge	492.00	-	492.00	82.00	410.00	20.00	n/a

With a dormer but not exceeding 40m<sup>2</sup> in floor area\*

Plan Charge	181.00	-	181.00	30.17	150.83	20.00	n/a
Inspection Charge	359.00	-	359.00	59.83	299.17	20.00	n/a
Building Notice Charge	646.00	-	646.00	107.67	538.33	20.00	n/a

2019/20 Gross Fees £	% inc 2%	2020/21 Gross Fees £	Vat included in fee	2020/21 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
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Note

1. Floor area is the area measured at a height of 2 metres above floor level.
2. All the above charges are on the basis that any controlled electrical work is carried out by a person who is a member of a registered Competent Person Scheme, if this is not the case an additional charge will apply.
3. Unless otherwise agreed, schemes exceeding one year in duration may be subject to an additional charge.
4. If the internal floor area, of an extension to a dwelling, exceeds 80m<sup>2</sup> Table E will apply (subject to a minimum build cost of £50,001).
5. Loft Conversions greater than 40m<sup>2</sup> will be based on the cost of the work and Table E will apply, subject to a agreed minimum plan charge.

**TABLE C - STANDARD CHARGES FOR DOMESTIC ALTERATIONS**

**CATEGORY 1 - Installation of replacement windows and doors\***

in a dwelling where the number of windows / doors does not exceed 20

Plan Charge	111.00	8.00%	120.00	20.00	100.00	20.00	1-Jan-20
Inspection Charge	Included in Plan Charge						
Building Notice Charge	111.00	8.00%	120.00	20.00	100.00	20.00	1-Jan-20

**CATEGORY 2 - Controlled Electrical work\***

To a single dwelling (not carried out in conjunction with work being undertaken that falls within Table B)

Plan Charge	210.00	-	210.00	35.00	175.00	20.00	n/a
Inspection Charge	Included in Plan Charge						
Building Notice Charge	210.00	-	210.00	35.00	175.00	20.00	n/a

**CATEGORY 3 - Renovation of a Single Thermal Element**

To a dwelling house or flat (including cavity wall insulation)

Plan Charge	137.00	9.00%	150.00	25.00	125.00	20.00	1-Jan-20
Inspection Charge	Included in Plan Charge						
Building Notice Charge	137.00	9.00%	150.00	25.00	125.00	20.00	1-Jan-20

2019/20 Gross Fees £	% inc 2%	2020/21 Gross Fees £	Vat included in fee	2020/21 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
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**CATEGORY 4 - Heating Appliance Installation\***

Where work relates to installation of a multi-fuel heating appliance including associated flue liner/chimney and hearth to which Part J applies, and to a single dwelling by a person not registered under a Government scheme, the following charges will be applied

Plan Charge	280.00	-	280.00	46.67	233.33	20.00	n/a
Inspection Charge	Included in Plan Charge						
Building Notice Charge	280.00	-	280.00	46.67	233.33	20.00	n/a

**CATEGORY 5 - Removal or partial removal of chimney breast(s) within a dwelling**

Plan Charge	235.00	-	235.00	39.17	195.83	20.00	n/a
Inspection Charge	Included in Plan Charge						
Building Notice Charge	235.00	-	235.00	39.17	195.83	20.00	n/a

**CATEGORY 6 - Removal of wall and insertion of 1 or 2 steel beams up to a maximum span of 4 metres**

Plan Charge	235.00	-	235.00	39.17	195.83	20.00	n/a
Inspection Charge	Included in Plan Charge						
Building Notice Charge	235.00	-	235.00	39.17	195.83	20.00	n/a

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Note

- \* Not carried out and registered under by a Competent Person Scheme
- Unless otherwise agreed, schemes exceeding one year in duration may be subject to an additional charge.
- If multiple items of listed work are proposed, as in Table C above, then a 50% discount can be applied for the second listed item only; if three or more listed items are proposed then please refer to Table E (subject to a minimum plan charge equal to a minimum build cost of £10,001)

**TABLE D - OTHER NON-DOMESTIC WORK : EXTENSIONS AND NEW BUILD & THERMAL IMPROVEMENTS**

**CATEGORY 1 - Extension(s) - Internal floor area not exceeding 6m<sup>2</sup>**

Plan Charge	410.00	-	410.00	68.33	341.67	20.00	n/a
Inspection Charge	Included in Plan Charge						
Building Notice Charge	Not applicable						

**CATEGORY 2 - Internal floor area over 6m<sup>2</sup> but not exceeding 40m<sup>2</sup>**

Plan Charge	181.00	-	181.00	30.17	150.83	20.00	n/a
Inspection Charge	359.00	-	359.00	59.83	299.17	20.00	n/a
Building Notice Charge	Not applicable						

2019/20 Gross Fees £	% inc 2%	2020/21 Gross Fees £	Vat included in fee	2020/21 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
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**CATEGORY 3 - Internal floor area over 40m<sup>2</sup> but not exceeding 80m<sup>2</sup>**

Plan Charge		181.00	-	181.00	30.17	150.83	20.00	n/a
Inspection Charge		524.00	-	524.00	87.33	436.67	20.00	n/a
Building Notice Charge		Not applicable						

**CATEGORY 4 - Renovation of a single thermal element - cost up to £20,000\***

Plan Charge		217.00	-	217.00	36.17	180.83	20.00	n/a
Inspection Charge		Included in Plan Charge						
Building Notice Charge		Not applicable						

**CATEGORY 5 - Replacement of non-domestic windows\*, not exceeding 20**

Plan Charge		150.00	-	150.00	25.00	125.00	20.00	n/a
Inspection Charge		Included in Plan Charge						
Building Notice Charge		Not applicable						

Note

- 1. \* Where cost exceeds £20,000 the charge is individually determined.
- 2. Unless otherwise agreed, schemes exceeding one year in duration may be subject to an additional charge.
- 3. Floor area is the area measured at a height of 2 metres above floor level.
- 4. If the internal floor area exceeds 80m<sup>2</sup> Table E will apply (subject to a minimum plan charge equal to a minimum build cost of £50,001)
- 5. Category 5 does not include replacement doors due to Part B - Fire safety implications.

**TABLE E - STANDARD CHARGES FOR ALL OTHER WORK NOT IN TABLES A, B, C & D**

(excludes individually determined charges)

**Plan Charge**

Estimated Cost								
from £0 - £2,000		235.00	-	235.00	39.17	195.83	20.00	n/a
£2,001 - £5,000		280.00	-	280.00	46.67	233.33	20.00	n/a
£5,001 - £7,000		301.00	-	301.00	50.17	250.83	20.00	n/a
£7,001 - £10,000		318.00	-	318.00	53.00	265.00	20.00	n/a
£10,001 - £20,000		102.00	-	102.00	17.00	85.00	20.00	n/a
£20,001 - £30,000		121.00	-	121.00	20.17	100.83	20.00	n/a
£30,001 - £40,000		153.00	-	153.00	25.50	127.50	20.00	n/a
£40,001 - £50,000		192.00	-	192.00	32.00	160.00	20.00	n/a
£50,001 - £75,000		235.00	-	235.00	39.17	195.83	20.00	n/a
£75,001 - £100,000*		301.00	-	301.00	50.17	250.83	20.00	n/a

2019/20 Gross Fees £	% inc 2%	2020/21 Gross Fees £	Vat included in fee	2020/21 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
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**Inspection Charge**

Estimated Cost

from £0 - £2,000

£2,001 - £5,000

£5,001 - £7,000

£7,001 - £10,000

£10,001 - £20,000

£20,001 - £30,000

£30,001 - £40,000

£40,001 - £50,000

£50,001 - £75,000

£75,000 - £100,000\*

Included in Plan Charge

Included in Plan Charge

Included in Plan Charge

Included in Plan Charge

318.00	-	318.00	53.00	265.00	20.00	n/a
423.00	-	423.00	70.50	352.50	20.00	n/a
494.00	-	494.00	82.33	411.67	20.00	n/a
572.00	-	572.00	95.33	476.67	20.00	n/a
704.00	-	704.00	117.33	586.67	20.00	n/a
899.00	-	899.00	149.83	749.17	20.00	n/a

**Building Notice Charge**

Estimated Cost

from £0 - £2,000

£2,001 - £5,000

£5,001 - £7,000

£7,001 - £10,000

£10,001 - £20,000

£20,001 - £30,000

£30,001 - £40,000

£40,001 - £50,000

£50,001 - £75,000

£75,000 - £100,000\*

281.00	-	281.00	46.83	234.17	20.00	n/a
336.00	-	336.00	56.00	280.00	20.00	n/a
360.00	-	360.00	60.00	300.00	20.00	n/a
382.00	-	382.00	63.67	318.33	20.00	n/a
504.00	-	504.00	84.00	420.00	20.00	n/a
651.00	-	651.00	108.50	542.50	20.00	n/a
774.00	-	774.00	129.00	645.00	20.00	n/a
913.00	-	913.00	152.17	760.83	20.00	n/a
1,124.00	-	1,124.00	187.33	936.67	20.00	n/a
1,438.00	-	1,438.00	239.67	1,198.33	20.00	n/a

**Note**

1. \*Where cost exceeds £100,000 the charge is individually determined.
2. Unless otherwise agreed, schemes exceeding one year in duration may be subject to an additional charge.
3. In respect of domestic work the above charges are on the basis that any controlled electrical work is carried out by a person who is a member of a registered Competent Person scheme. If this is not the case an additional charge will apply, see Table C

**TABLE F - DEMOLITION CHARGE**

Application to demolish existing property under Section 80 of the Building Act 1984 and issuing the counter notice under Section 81 of the Building Act 1984

198.00	-	198.00	-	198.00	zero	n/a
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2019/20 Gross Fees £	% inc 2%	2020/21 Gross Fees £	Vat included in fee	2020/21 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
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**TABLE G - OTHER CHARGES**

**CATEGORY 1 - Copy of Completion certificates**

28.00 - 28.00 4.67 23.33 20.00 n/a

**CATEGORY 2 - Copy Decision Notices**

28.00 - 28.00 4.67 23.33 20.00 n/a

**CATEGORY 3 - Re-opening of Archived applications that have been dormant for 2 years or more**

Charge per hour subject to a minimum charge of £77.00

80.00 - 80.00 13.33 66.67 20.00 n/a

**CATEGORY 4 - Withdrawal of an application and any associated changes**

Charge per hour subject to a minimum charge of £77.00

80.00 - 80.00 13.33 66.67 20.00 n/a

**CATEGORY 5 - Building Regulations Confirmation letter**

Charge per hour subject to a minimum charge of £77.00

80.00 - 80.00 13.33 66.67 20.00 n/a

**CATEGORY 6 - Supply of non-standard data and information, including responding to Solicitor enquiries**

Charge per hour subject to a minimum charge of £77.00

80.00 - 80.00 13.33 66.67 20.00 n/a

2019/20 Gross Fees £	% inc 2%	2020/21 Gross Fees £	Vat included in fee	2020/21 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
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Note

1. Where a **'Full Plans'** application is made, in most cases a plan charge is payable at the time of application and an invoice for the inspection charge will be sent following the first inspection on site.
2. For a **'Regularisation'** application (related to unauthorised work) fees are individually determined but will be subject to a minimum of 150% of the associated net charge(s). No Vat is payable on a Regularisation Charge.
3. Charges in **Table E** are based upon an estimated cost, which means a reasonable estimate (excluding Vat) that would be charged for carrying out all the work, by a professional contractor. No reductions are made for DIY proposals.
4. When it is intended to carry out **additional work** on a dwelling at the same time as any work in **Table B** then the charge for this additional work may be discounted by 50%, subject to a maximum estimated cost of £310,000.
5. When it is intended to carry out more than one extension to a dwelling, the areas of the extensions may be aggregated in determining a total internal floor area to which the fee may then be applied.  
Please note however, the area of loft conversions or garage conversions may not be aggregated to an extension but a 50% discount can be applied.
6. For work that is an electrical installation only, such as rewiring, use **Table C**. All other installation work should be included in the overall charges.
7. For a **"Reversion"** application fees are individually determined. Please contact your local Pennine Lancashire Building Control Office for further details.
8. For applications that are due to **start on site immediately**, both Plan Fee and Inspection Fee are payable when submitting the application.  
Please be advised that if you commence works prior to receiving Building Regulations approval, you do so at your own risk.
9. For current and active Local Authority Building Control Partnership customer fees will be individually determined.

2019/20 Gross Fees £	% inc 2%	2020/21 Gross Fees £	Vat included in fee	2020/21 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
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**RESOURCES**

**REVENUES & BENEFITS**

**LOCAL TAXATION**

Council Tax Summons	75.00	2.00	77.00	-	77.00	zero	1-Jan-20
Council Tax Liability Order	20.00	2.00	20.00	-	20.00	zero	1-Jan-20
NNDR Summons	105.00	2.00	107.00	-	107.00	zero	1-Jan-20
NNDR Liability Order	20.00	2.00	20.00	-	20.00	zero	1-Jan-20

**LEGAL & DEMOCRATIC SERVICES**

**LEGAL FEES**

Note 1. Vat is chargeable on the fees if vat is payable on the consideration or rent.

\* These fees may be charged at a higher level in accordance with, for example, the work involved in more complex cases.

Rounded to nearest £5

**Disposals**

Sale of Garden plot	270.00	2.00	275.00	-	275.00	see note 1	1-Jan-20
Sale of any other land	555.00	2.00	565.00	-	565.00	see note 1	1-Jan-20
Small Scale Building Licence	555.00	2.00	565.00	-	565.00	see note 1	1-Jan-20
Building Licence	1,295.00	2.00	1,320.00	-	1,320.00	see note 1	1-Jan-20
Sealing of documents	65.00	2.00	65.00	-	65.00	see note 1	1-Jan-20

**Landlord & Tenant**

Contracted out' short term lease/licences	555.00	2.00	565.00	-	565.00	see note 1	1-Jan-20
Longer term business lease	920.00	2.00	940.00	-	940.00	see note 1	1-Jan-20
Underlease - Brunshaw / Anglesey	465.00	2.00	475.00	-	475.00	see note 1	1-Jan-20
Licence to Assign	380.00	2.00	390.00	-	390.00	see note 1	1-Jan-20
Licence for Alterations	380.00	2.00	390.00	-	390.00	see note 1	1-Jan-20
Licence for Change of Use	380.00	2.00	390.00	-	390.00	see note 1	1-Jan-20
Licence to Assign (combined with licence for alterations / change of use)	640.00	2.00	655.00	-	655.00	see note 1	1-Jan-20
Licence to Underlet	640.00	2.00	655.00	-	655.00	see note 1	1-Jan-20
Licence to Underlet (combined with licence for alterations / change of use)	920.00	2.00	940.00	-	940.00	see note 1	1-Jan-20
Surrenders	380.00	2.00	390.00	-	390.00	see note 1	1-Jan-20
Letter of consent to assign (long leaseholds at nominal rent)	68.00-165.00	2.00	70.00-170.00	-	68.00-165.00	see note 1	1-Jan-20
Registration of Assignment or Underlease	65.00	2.00	65.00	-	65.00	see note 1	1-Jan-20
Grant of Easements or Rights	380.00	2.00	390.00	-	390.00	see note 1	1-Jan-20
Deed of Variation	380.00	2.00	390.00	-	390.00	see note 1	1-Jan-20

2019/20 Gross Fees £	% inc 2%	2020/21 Gross Fees £	Vat included in fee	2020/21 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
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**Planning**

Section 106 Agreements (minimum charge) 540.00 2.00 550.00 - 550.00 outside scope 1-Jan-20

**Mortgages**

Vacating Receipts 169.00  
Notice of Charge 84.50  
Mortgage Questionnaire 143.90

**Miscellaneous**

Copy Documents - per A4 sheet (minimum £10) 0.45 2.00 0.45 - 0.45 see note 1 1-Jan-20

**Land Charges**

**Note: CON29 elements of Land Charges are now vatable at the standard rate**

LLC1 19.00 - 19.00 - 19.00 zero n/a  
CON29R 141.00 - 141.00 23.50 117.50 standard n/a  
Local Search (LLC1 + CON29R) 160.00 - 160.00 23.50 136.50 mixed n/a  
Each Additional Parcel of Land 25.00 - 25.00 4.17 20.83 standard n/a  
Each Optional CON29O Enquiry (Q 5 - 20) 5.00 - 5.00 0.83 4.17 standard n/a  
Each Optional CON29O Enquiry (Q4 Q21 & Q22) 35.00 - 35.00 5.83 29.17 standard n/a  
Each Additional Enquiry 31.00 - 31.00 5.17 25.83 standard n/a  
Personal Search FOC statutory FOC FOC

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**ROOM HIRE**

**Burnley Town Hall - Room Hire**

**Meetings**

Mornings - 8am to 1pm 88.70 2.00 90.45 - 90.45 zero 1-Jan-20  
Afternoon - 1pm to 6pm 88.70 2.00 90.45 - 90.45 zero 1-Jan-20  
Evening - 6pm to 10pm 88.70 2.00 90.45 - 90.45 zero 1-Jan-20

**Others**

Mornings - 8am to 1pm 88.70 2.00 90.45 - 90.45 zero 1-Jan-20  
Afternoon - 1pm to 6pm 88.70 2.00 90.45 - 90.45 zero 1-Jan-20  
Evening - 6pm to 10pm 88.70 2.00 90.45 - 90.45 zero 1-Jan-20

**Parker Lane - Room Hire**

Mornings - 8am to 1pm 88.70 2.00 90.45 - 90.45 zero 1-Jan-20  
Afternoon - 1pm to 6pm 88.70 2.00 90.45 - 90.45 zero 1-Jan-20  
Evening - 6pm to 10pm 88.70 2.00 90.45 - 90.45 zero 1-Jan-20

Resources

2019/20 Gross Fees £	% inc 2%	2020/21 Gross Fees £	Vat included in fee	2020/21 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
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**FINANCE & PROPERTY SERVICES**

**PROPERTY TEAM**

**GARAGE SITES**

**Note : 3 months notice is required to increase rents for garage sites & garden plots**

Per plot, per annum	107.60	2.00	109.75	18.29	91.46	20.00	1-Jan-20
Concession for registered disabled	12.00	2.00	12.25	2.04	10.21	20.00	1-Jan-20

**GARDEN PLOTS**

Per square yard, per annum	0.7687	2.00	0.7841	-	0.7841	zero	1-Jan-20
Per square metre, per annum	0.9194	2.00	0.9378	-	0.9378	zero	1-Jan-20
Allotments per square yard, per annum	0.1756	2.00	0.1791	-	0.1791	zero	1-Jan-20
Allotments per square metre, per annum	0.2101	2.00	0.2143	-	0.21	zero	1-Jan-20
Admin fee for setting up of new tenancy agreements	50.40	2.00	51.40	8.57	42.83	20.00	1-Jan-20

**Note : The rents of garage sites & garden plots are only being increased every 3 years due to the administrative cost of writing to inform tenants. The last review was undertaken during 2016/17 of appropriate market rentals.**

**PROPERTY SURVEYOR FEES**

**These fees/charges are for general guidance.**

**These fees may be negotiated at higher level in accordance with the work involved in more complex cases.**

**Note 1 - Vat is not chargeable on the fees/charges unless VAT is payable on the consideration or rent.**

**Disposals**

Sale of Garden plot	232.10	2.00	236.75	-	236.75	see note 1	1-Jan-20
Sale of any other land (minimum charge or 1% of sale price whichever is higher)	385.20	2.00	392.90	-	392.90	see note 1	1-Jan-20
Building Licence (minimum charge but depending on size/complexity)	770.45	2.00	785.85	-	785.85	see note 1	1-Jan-20
Freehold Reversion	232.10	2.00	236.75	-	236.75	see note 1	1-Jan-20

**Landlord & Tenant**

Contracted out' short term lease	269.85	2.00	275.25	-	275.25	see note 1	1-Jan-20
Longer term business lease	385.20	2.00	392.90	-	392.90	see note 1	1-Jan-20
Grant of Garden Tenancy	42.65	2.00	43.50	-	43.50	see note 1	1-Jan-20

	2019/20 Gross Fees £	% inc 2%	2020/21 Gross Fees £	Vat included in fee	2020/21 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
Service of Notices on Garden Tenancies	36.35	2.00	37.10	-	37.10	see note 1	1-Jan-20	
Underlease - Brunshaw / Anglesey	269.85	2.00	275.25	-	275.25	see note 1	1-Jan-20	
Renewal Lease	269.85	2.00	275.25	-	275.25	see note 1	1-Jan-20	
Licence to Assign	256.00	2.00	261.10	-	261.10	see note 1	1-Jan-20	
Licence for Alterations	307.45	2.00	313.60	-	313.60	see note 1	1-Jan-20	
Licence for Change of Use	269.85	2.00	275.25	-	275.25	see note 1	1-Jan-20	
Licence to Assign (combined with licence for alterations/change of use)	385.20	2.00	392.90	-	392.90	see note 1	1-Jan-20	
Licence to Underlet	307.45	2.00	313.60	-	313.60	see note 1	1-Jan-20	
Licence to Underlet (combined with licence for alterations/change of use)	385.20	2.00	392.90	-	392.90	see note 1	1-Jan-20	
Letter of consent to assign (long leaseholds at nominal rent)	min 108.00		min 108.00		min 108.00	see note 1	1-Jan-20	
<b>Planning</b>								
S.106 Agreements	489.40							
Site Compound Licence	256.00	2.00	261.10	-	261.10	see note 1	1-Jan-20	
Copy Documents - per A4 sheet	0.55	2.00	0.55	0.09	0.46	20.00	1-Jan-20	
<b>Pavement Café Licences</b>								
Initial licence set up								these licences now issued by LCC
Annual renewal/change of licensee								these licences now issued by LCC
<b><u>BURNLEY BUS STATION</u></b>								
<b>Bus Station departure charges are calculated using pence to 4 decimal places</b>								
Per Departure - Standard bus / Minibus	1.0167	2.00	1.0371	0.1728	0.8643	20.00	1-Jan-20	
Per Departure - Long (coach) (Net Fee increased by 2% then VAT added)	2.1034	2.00	2.1455	0.3576	1.7879	20.00	1-Jan-20	

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## REPORT TO EXECUTIVE



<b>DATE</b>	<b>10 December 2019</b>
<b>PORTFOLIO</b>	<b>Resources and Performance Management</b>
<b>REPORT AUTHOR</b>	<b>Asad Mushtaq</b>
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## 2019/20 Treasury Management Mid-Year Report

### PURPOSE

1. To report treasury management activity for the first half year of 2019/20 covering the period 1 April to 30 September 2019.

### RECOMMENDATION

2. The Executive is requested to;
  - Note the treasury management activities undertaken during the period 1 April to 30 September 2019, and;

Recommend that Full Council;

- Endorse the mid-year update on Treasury Management Strategy for 2019/20 in compliance with the requirements of the Chartered Institute of Public Finance and Accountancy's (CIPFA) Code of Practice on Treasury Management.

### REASONS FOR RECOMMENDATION

3.
  - To inform members of the treasury management activity in the first half of 2019/20 and to fulfil statutory and regulatory requirements.

### SUMMARY OF KEY POINTS

4. **Background**  
 The Council operates a balanced budget, which broadly means cash raised during the year will meet its cash expenditure. The first main function of treasury management operations is to ensure this cash flow is adequately planned, with surplus monies being

invested in low risk counterparties, providing adequate liquidity initially before considering maximising investment return.

The second main function of the treasury management service is to ensure the funding of the Council's capital plans. These capital plans provide a guide to the borrowing need of the Council, essentially the longer term cash flow planning to ensure the Council can meet its capital spending commitments. This management of longer term cash may involve arranging long or short term loans, or using cash flow surpluses, and, on occasions, any current debt may be restructured to meet Council risk or cost objectives.

Treasury management is defined as:

“The management of the Council's borrowing, investments and cash flows, its banking, money market and capital market transactions; the effective control of the risks associated with those activities; and the pursuit of optimum performance consistent with those risks.”

The monitoring requirements for treasury were set out in the report which included both the Treasury Management Strategy for 2019/20 and the Prudential and Treasury Indicators for 2019/20 – 2021/22, approved by Full Council on the 20 February 2019.

## 5. Introduction

This report has been written in accordance with the requirements of the Chartered Institute of Public Finance and Accountancy's (CIPFA) Code of Practice on Treasury Management (revised 2017).

The primary requirements of the Code are as follows:

1. Creation and maintenance of a Treasury Management Strategy which sets out the policies and objectives of the Council's treasury management activities.
2. Creation and maintenance of Treasury Management Practices which set out the manner in which the Council will seek to achieve those policies and objectives.
3. Receipt by the Full Council of an annual Treasury Management Strategy - including the Annual Investment Strategy and Minimum Revenue Provision Policy for the year ahead, a **Mid-year Review Report** and an Annual Report (stewardship report) covering activities during the previous year.
4. Delegation by the Council of responsibilities for implementing and monitoring treasury management policies and practices and for the execution and administration of treasury management decisions.
5. Delegation by the Council of the role of scrutiny of treasury management strategy and policies to a specific named body. For this Council the delegated body is the Scrutiny Committee.

This mid-year report has been prepared in compliance with CIPFA's Code of Practice on Treasury Management, and covers the following:

- An economic update for the first six months of 2019/20;
- A review of the Treasury Management Strategy and Annual Investment Strategy;
- The Council's capital expenditure, as set out in the Capital Strategy, and prudential indicators;
- A review of the Council's investment portfolio for 2019/20;
- A review of the Council's borrowing strategy for 2019/20;

- A review of any debt rescheduling undertaken during 2019/20;
- A review of compliance with Treasury and Prudential Limits for 2019/20.

## 6. **Economic Update (Provided by Link Asset Services)**

This first half year has been a time of upheaval on the political front as Theresa May resigned as Prime Minister to be replaced by Boris Johnson on a platform of the UK leaving the EU on 31 October, with or without a deal. At present, if the UK does soon achieve an agreed deal on Brexit, including some additional clarification wording on the Irish border backstop, then it is possible that growth could recover quickly. The MPC could then need to address the issue of whether to raise Bank Rate when there is very little slack left in the labour market; this could cause wage inflation to accelerate which would then feed through into general inflation. On the other hand, if there was a no deal Brexit and there was a significant level of disruption to the economy, then growth could falter and the MPC would be likely to cut Bank Rate in order to support growth.

The first half of 2019/20 has seen UK **economic growth** fall as Brexit uncertainty took a toll. In its Inflation Report of 1 August, the Bank of England was notably downbeat about the outlook for both the UK and major world economies. This mirrored investor confidence around the world which is now expecting a significant downturn or possibly even a recession in some developed economies. It was therefore no surprise that the Monetary Policy Committee (MPC) left Bank Rate unchanged at 0.75% throughout 2019, so far, and is expected to hold off on changes until there is some clarity on what is going to happen over Brexit.

As for **inflation** itself, CPI has been hovering around the Bank of England's target of 2% during 2019, (July 2.1%), and is likely to shift only a little upwards over the rest of 2019/20. It does not therefore pose any immediate concern to the MPC at the current time.

With regard to the **labour market**, despite the contraction in quarterly GDP growth of -0.2%q/q, (+1.2% y/y), in quarter 2, employment rose by 115,000 in the same quarter: this suggests that firms are preparing to expand output and suggests there could be a return to positive growth in quarter 3. Unemployment has continued near to a 44 year low, edging up from 3.8% to 3.9% on the Independent Labour Organisation measure in June; however, that was caused by a rise in the participation rate to an all-time high. Job vacancies fell for a sixth consecutive month, hitting record levels, and indicating that employers are having major difficulties filling job vacancies with suitable staff. It was therefore unsurprising that wage inflation picked up to a high point of 3.9%, (3 month average regular pay, excluding bonuses). This meant that in real terms, (i.e. wage rates higher than CPI inflation), earnings grew by about 1.8%. As the UK economy is very much services sector driven, an increase in household spending power is likely to feed through into providing some support to the overall rate of economic growth in the coming months. This could mean that the MPC will need to take action to raise Bank Rate if there is an agreed Brexit deal as it views wage inflation in excess of 3% as increasing inflationary pressures within the UK economy.

In the **political arena**, if there is a general election soon, this could result in a potential loosening of monetary policy and therefore medium to longer dated gilt yields could rise on the expectation of a weak pound and concerns around inflation picking up although, conversely, a weak international backdrop could provide further support for low yielding government bonds and gilts.

## 7. Interest Rate Forecast (Provided by Link Asset Services)

### **Increase in the cost of borrowing from the PWLB**

On 9 October 2019 the Treasury and PWLB announced an increase in the margin over gilt yields of 100bps on top of the current margin of 80 bps which this authority has paid prior to this date for new borrowing from the PWLB. There was no prior warning that this would happen and it now means that every local authority has to fundamentally reassess how to finance their external borrowing needs and the financial viability of capital projects in their capital programme due to this unexpected increase in the cost of borrowing. Representations are going to be made to HM Treasury to suggest that areas of capital expenditure that the Government are keen to see move forward e.g. housing, should not be subject to such a large increase in borrowing.

Whereas this authority has previously relied on the PWLB as its main source of funding, it now has to fundamentally reconsider alternative cheaper sources of borrowing. At the current time, this is a developmental area as this event has also taken the financial services industry by surprise. We are expecting that various financial institutions will enter the market or make products available to local authorities. Members will be updated as this area evolves.

It is possible that the Municipal Bond Agency will be offering loans to local authorities in the future. This Authority may make use of this new source of borrowing as and when appropriate.

The Council's treasury advisor, Link Asset Services, has provided the following forecast.

This forecast includes the increase in margin over gilt yields of 100bps introduced on 9 October 2019.

Link Asset Services Interest Rate View										
	Dec-19	Mar-20	Jun-20	Sep-20	Dec-20	Mar-21	Jun-21	Sep-21	Dec-21	Mar-22
Bank Rate View	0.75	0.75	0.75	0.75	1.00	1.00	1.00	1.00	1.00	1.25
3 Month LIBID	0.70	0.70	0.70	0.80	0.90	1.00	1.00	1.00	1.10	1.20
6 Month LIBID	0.80	0.80	0.80	0.90	1.00	1.10	1.10	1.20	1.30	1.40
12 Month LIBID	1.00	1.00	1.00	1.10	1.20	1.30	1.30	1.40	1.50	1.60
5yr PWLB Rate	2.30	2.50	2.60	2.70	2.70	2.80	2.90	3.00	3.00	3.10
10yr PWLB Rate	2.60	2.80	2.90	3.00	3.00	3.10	3.20	3.30	3.30	3.40
25yr PWLB Rate	3.30	3.40	3.50	3.60	3.70	3.70	3.80	3.90	4.00	4.00
50yr PWLB Rate	3.20	3.30	3.40	3.50	3.60	3.60	3.70	3.80	3.90	3.90

It has been little surprise that the Monetary Policy Committee (MPC) has left Bank Rate unchanged at 0.75% so far in 2019 due to the ongoing uncertainty over Brexit. In its last meeting on 1 August, the MPC became more dovish as it was more concerned about the outlook for both the global and domestic economies. That is shown in the policy statement, based on an assumption that there is an agreed deal on Brexit, where the suggestion that rates would need to rise at a "gradual pace and to a limited extent" is now also conditional on "some recovery in global growth". Brexit uncertainty has had a dampening effect on UK GDP growth in 2019, especially around mid-year. If there were a no deal Brexit, then it is likely that there will be a cut or cuts in Bank Rate to help support economic growth.

The above forecasts have been based on an assumption that there is some sort of muddle through to an agreed deal on Brexit. Given the current level of uncertainties, this is a huge

assumption and so forecasts may need to be materially reassessed in the light of events over the next few weeks or months.

#### 8. **Treasury Management Strategy update**

The Treasury Management Strategy (TMS) for 2019/20, which includes the Annual Investment Strategy, was approved by this Council on 20 February 2019. There are no policy changes to the TMS; the details in this report update the position in the light of the updated economic position and budgetary changes already approved.

#### 9. **The Council's Capital Position**

The table below shows the financing of the Original Capital Budget approved by Full Council on the 20 February 2019 and the latest Revised Capital Budget. The decrease is due to a combination of in year budget monitoring adjustments and reprofiling of capital expenditure into future years.

<b>Capital</b>	<b>2019/20 Original Estimate £'000</b>	<b>2019/20 Revised Estimate £'000</b>
<b>Total Budget</b>	<b>18,224</b>	<b>17,481</b>
Financed by:		
Capital receipts	2,575	2,810
Capital grants	7,391	5,511
Revenue	805	373
<b>Total financing</b>	<b>10,771</b>	<b>8,694</b>
<b>Borrowing need</b>	<b>7,453</b>	<b>8,787</b>

#### 10. **Investment Portfolio 2019/20**

As shown by the forecasts in section 7, it is a very difficult investment market as rates are very low and in line with the current 0.75% Bank Rate. Given that increases in Bank Rate are likely to be gradual, investment returns are likely to remain low.

The average daily level of funds deposited during the financial year to date is £17.3m, compared with £14.7m for the same period in 2018/19. The actual value of funds deposited on the 30 September was £21.247m. These funds have been available on a temporary basis, and the level of funds available was mainly dependent on the timing of precept payments, receipt of grants and progress on the Capital Programme.

There were 3 investments carried forward from 2018/19 totalling £8.4m, of which £5.4m was with our bank HSBC, £1m was in fixed term deposits with Goldman Sachs, and £2m in a 95 day notice account with Santander.

There have been 8 new investments made during the period 1 April to 30 September 2019 totalling £12m, as well as a daily average of £10.1m being invested with HSBC's deposit account, earning 0.60% interest. The table below shows the amount deposited, and the rate of return against the market benchmark.

Counterparties	Date of Investment	Investment Made £m	Return	Benchmark
Bank of Scotland (95 Day Notice)	20/05/2019 – 16/08/2019	1.0	1.10%	0.66%
Bank of Scotland (32 Day Notice)	09/07/2019-16/08/2019	1.0	0.95%	0.60%
Bank of Scotland (12 month Fixed)	09/07/2019	2.0	1.25%	0.84%
Bank of Scotland (12 month Fixed)	16/08/2019	2.0	1.10%	0.84%
HSBC (31 Day Notice)	29/07/2019	1.0	0.90%	0.60%
HSBC (31 Day Notice)	17/09/2019	1.0	0.90%	0.60%
Santander (3 month Fixed)	09/08/2019	2.0	0.90%	0.66%
Santander (6 month Fixed)	09/08/2019	2.0	1.00%	0.74%

The Council has an approved list of counterparties which governs treasury management investment activity. This list is a restricted list taking into consideration the credit rating of the institution concerned and there are also limits on the amount which can be invested with any particular institution from a particular sector e.g. building society, bank etc. and also any group of institutions within an overall banking group. As part of the daily operations of the treasury management dealings, in consultation with guidance from Link Asset Services and the money market brokers, decisions are taken by the Head of Finance & Property Services, temporarily suspending/revising operations with individual counterparties. The latest deposit counterparties list was approved by the Full Council on 20 February 2019.

The current investment counterparty criteria selection approved in the TMS is meeting the requirement of the treasury management function.

The table below shows the maximum amount invested with any of the counterparties at any one time during the period April 2019 to 30 September 2019 against the maximum limits approved in the 2019/20 Treasury Management Strategy.

Counterparties	Maximum Limits £m	Highest level of Investment 2019/20 (£m)
HSBC	25.0	19.7
Bank of Scotland	4.0	4.0
Goldman Sachs	4.0	1.0
Santander UK plc	4.0	4.0

11. **Property Funds**  
The council made 2 investments totalling £2m in property funds in 2018/19 for the purpose of increasing and diversifying our risk in investment income receivable and to help alleviate future revenue budget pressures. Dividends received in the 3 month period April to June 2019 amounted to £16,756, earning an average yield of 3.35%.

12. **Borrowing**

The Council's capital financing requirement ( CFR) for 2019/20 is £36.760m. The CFR denotes the Council's underlying need to borrow for capital purposes. Below is a summary of the Councils' external indebtedness, as at 1 April 2019, and as at 30 September 2019.

<b>Borrowing</b>	<b>1 Apr 19 £'000</b>	<b>30 Sept 19 £'000</b>	<b>Change Apr – Sept £'000</b>
Public Works Loan Board	23,073	33,663	10,590
Temporary Market Loans	11	11	-
<b>Total</b>	<b>23,084</b>	<b>33,674</b>	<b>10,590</b>

**PWLB Loans** – Due to the overall financial position and the capital financing requirement, new external borrowing of £12m was undertaken from the PWLB during the period 1 April 2019 to 30 September 2019.

There was one loan of £1.410m repaid during the same period.

**Temporary Market Loans** – There has been no movement in temporary market loans during the period 1 April 2019 to 30 September 2019.

13. **Debt Rescheduling**

There have been no debt rescheduling opportunities in the current economic climate and consequent structure of interest rates. Therefore, no debt rescheduling was undertaken during the first six months of 2019/20.

14. **Compliance with Treasury & Prudential Limits**

It is a statutory duty for the Council to determine and keep under review its affordable borrowing limits. The Council's approved Treasury and Prudential Indicators (affordability limits) are included in the approved Treasury Management Strategy.

During the financial year to date the Council's treasury management activities operated within the treasury limits and Prudential Indicators set out in the Council's Treasury Management Strategy in compliance with the Council's Treasury Management Practices.

An extract of the Prudential and Treasury Indicators are shown in Appendix 1.

15. **Interest Payable on External Borrowing / Interest Receivable**

Provision is made in the revenue budget to meet the net interest payable on external borrowing. The figure in the original budget for 2019/20 was set at £987,328.

During revenue budget monitoring this budget has been revised up to £1,062,521 as a result of increasing the budget requirement for PWLB interest paid in the year, due to new borrowing for capital expenditure.

The total interest receivable on temporary deposits for the period 1 April 2019 to 30 September 2019 amounted to £88,203 and an additional £16,756 was received in dividends on Property Funds for the period 1 April 2019 to 30 June 2019. The budget for the year for interest and dividend receipts was set at £139,845 and is therefore forecast to be achieved.

**FINANCIAL IMPLICATIONS AND BUDGET PROVISION**

16. None arising as a direct result of this report.

**POLICY IMPLICATIONS**

17. Compliance with the revised CIPFA Code of Practice on Treasury Management.

**DETAILS OF CONSULTATION**

18. None

**BACKGROUND PAPERS**

19. None.

**FURTHER INFORMATION**

**PLEASE CONTACT:**

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

**Prudential & Treasury Indicators for the first half of 2019/20**

<b>Prudential Indicator</b>	<b>2019/20 Original £' 000</b>	<b>2019/20 Revised £' 000</b>
Capital Expenditure	18,224	17,481
In year borrowing requirement	7,453	8,787
Authorised Limit for external debt	44,480	44,480
Operational Boundary for external debt	40,436	40,436
Investments (Actual as at 30th September)	-	21,247
Net Borrowing (Actual as at 30th September)	-	33,674
Capital Financing Requirement (CFR)	36,760	38,271
Ratio of financing costs to net revenue stream	13.1%	13.9%
Limit of fixed interest rates based on net debt	100%	100%
Limit of variable interest rates based on net debt	25%	25%
Principal invested > 365 days	-	-

666

5

<b>Maturity Structure of fixed rate borrowing during 2018/19</b>	<b>1st Apr 2019 Actual Debt in £m</b>	<b>30th Sept 2019 Actual Debt in £m</b>	<b>30th Sept 2019 Actual Debt as a %</b>	<b>2019/20 Original Limits set as % ranges</b>
Under 12 months	1.4	-	0%	0% - 20%
12 months to 2 years	2.0	2.0	6%	0% - 20%
2 years to 5 years	5.1	5.1	15%	5% - 25%
5 years to 10 years	3.1	3.1	9%	5% - 30%
10 years and above	23.5	23.5	70%	15% - 70%
<b>Total</b>	<b>35.1</b>	<b>33.7</b>	<b>100%</b>	

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## Constitutional Updates and Council Delegations

### REPORT TO FULL COUNCIL



<b>DATE</b>	<b>18/12/2019</b>
<b>PORTFOLIO</b>	<b>Leader</b>
<b>REPORT AUTHOR</b>	<b>Eric Dickinson</b>
<b>TEL NO</b>	<b>01282 477256</b>
<b>EMAIL</b>	<b>edickinson@burnley.gov.uk</b>

#### PURPOSE

1. To note an additional delegation for the Head of Finance and Property relating to management activities within Part 3 (Exec Functions) of the constitution, as approved by the Leader.
2. To consider an amendment to Part 3 Council Functions relating to Development Control Committee and the Local Plan.
3. To consider an amendment to Part 5.1 Code of Conduct for Members and Part 4.1 regarding mandatory training for Members before consideration of development control items at Full Council and Development Control Committee .
4. To consider an amendment to Part 4.1 Council Procedure Rule (CPR) 10.1 regarding Questions and Observations by Members.
5. To consider a change to Part 4.1 Council Procedure Rules (CPR) to increase efficiency at meetings regarding CPR 13
6. To note that Call in was waived regarding an urgent decision made by the Chief Executive on 18<sup>th</sup> October 2019 on “Business Rates Retention 2020 to 2021 and Onwards:Lancashire Pool”.
7. To note Minor Amendments made by the Monitoring Officer to Part 5.8 of the constitution relating to the Local Code of Governance.

#### RECOMMENDATION

8. That an additional delegation for the Head of Finance and Property relating to management activities within Part 3 (Exec Functions) of the constitution be noted, as agreed by the Leader.
9. To consider an amendment to Part 3 Council Functions Para 3 Delegation to Development Control Committee regarding Decisions contrary to the Local Plan, as set out in Paragraph 19.

10. That an amendment be considered to Part 5.1 Code of Conduct for Members and Part 4.1 CPR 24 regarding training being mandatory for Members before they can consider development control items at Full Council and Development Control Committee, as set out in Paragraph 20.

11. That an amendment be considered to Part 4.1 of the Constitution on Council Procedure Rule 10.1 regarding Questions and Observations by Members, including any consequential changes, as set out in Paragraph 21.

12. That a change to Part 4.1 Council Procedure Rules to increase efficiency at meetings be considered regarding CPR 13, as set out in Paragraph 22.

13. That it be noted that Call in was waived regarding an urgent decision made by the Chief Executive on 18th October 2019 Executive on Business Rates Retention 2020 to 2021 and Onwards: Lancashire Pool.

14. That Minor Amendments made by the Monitoring Officer to Part 5.8 of the constitution relating to the Local Code of Governance be noted.

#### **REASONS FOR RECOMMENDATION**

15. To ensure that the constitution is updated, and that accountability and transparency is maintained.

16. To ensure that all Members have received relevant training before they are asked to make development control decisions at Development Control Committee and at Full Council.

17. To maintain efficiency when dealing with Council business.

#### **SUMMARY OF KEY POINTS**

18. Changes to the Part 3 of the constitution (Exec Functions) as agreed by the Leader.

(a) On 21<sup>st</sup> November 2019 the Leader agreed the following additional delegation for the Head of Finance and Property relating to management activities (Appendix 1 refers);

“To take all other decisions and carry out all other actions in relation to the day-to-day management of the Council’s property portfolio that are not expressly delegated to the Head of Finance and Property or any other officer”

19. Amendment to Part 3 Council Functions relating to DC and the Local Plan

As a result of the Red Lees Rd planning application which was referred to the 16<sup>th</sup> October 2019 Full Council from the Development Control Committee, recent research has found that at least one other East Lancashire Authority, in particular Pendle Council, has a process whereby a decision by Development Control Committee which is significantly contrary to policy has a pause in the process for a few days for the matter to be considered by Senior Officers, and if significantly

contrary to policy it would then be referred to the appropriate next stage of decision making i.e the Full Council in Burnley..

Therefore Officers propose that Members should consider the following additional step within Development Control's Part 3 Council Functions delegations (Paragraph 3) to provide a referral to Senior Officers as a safeguard in relation to Development Control Committee wishing to take certain decisions as set out..

“On a planning matter where the Head of Housing and Development Control/Legal Officer has advised before the vote is taken that the decision that the Development Control Committee is minded to take would represent:

(a) decisions which would be substantially contrary to Burnley's Local Plan or any clearly stated Council policy ;or

(b) decisions which would give rise to substantial claims for compensation

and the Head of Legal and Democratic Services (having also consulted the Chairman (or in his or her absence the Vice Chairman) of the Development Control Committee) has confirmed in writing that he/she agrees with that view no later than 5 working days after the day of the relevant Development Control Committee, whether it is a decision relating to enforcement action or the determination of a planning application, then the matter will be determined by the Full Council.”

This has been consulted on at MSSWG on 5<sup>th</sup> December 2019 and subsequently with Group Leaders, and recommended for consideration at Full Council.

#### 20. Mandatory Training for Members on development control items - Part 5.1 Members Code of Conduct .

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.

At the last Full Council on 25<sup>th</sup> September 2019 an amendment was made to the Part 5.1 Para 3 of the Code of Conduct (Page 163) to require training before a development control application could be considered at Full Council and Development Control Committee, 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.”

At the time it was accepted that a Councillor could not be prevented from attending Full Council or a Committee meeting, but that failure to attend the required training before a meeting would be considered as a potential breach of the Code of Conduct and therefore Council Procedure (CPR) Rule 24 - Mandatory Training for Development Control Applications was also amended, 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”.

However a leading authority on Committee administration i.e. Knowles, does suggest that the position of Members attending Full Council without training (which cannot be prevented) is different from Development Control Committee (which could be prevented) due to the pro-active appointment of Members to Committees by Full Council.

Please note that the Code of Conduct prior to 25<sup>th</sup> September 2019 was silent on this matter of preventing attendance.

Therefore it is proposed that Members who have not attended the relevant training **are** prevented from attending Development Control Committee if they have not received the annual training.

However, due to planning application deadlines and the longer than usual break due to the May elections, the Development Control Committee is usually the first Committee to meet after the Annual and Appointments Council.

Therefore it is also proposed that it is only reasonable that there be a 1 month period after the Annual and Appointments Council meeting for Members to receive annual training, and that for any meetings within the 1 month period DC Members would not be prevented from attending DC..

Any consequent updates to Part 5.1 Paragraph 7.3 (Development Control section) also need to be made to match the amended Para 3.2 on page 163 .

It is therefore proposed that Part 5.1 Para 3.2 and consequent CPR 24 should be amended (in bold) 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 **within 1 month of the Annual Appointments Council or being appointed to the Development Control Committee** 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 **at Full Council** if they hadn't attended training, **but could be prevented at Development Control Committee.**”

This has been consulted on at MSSWG on 5<sup>th</sup> December 2019 and subsequently with Group Leaders, and recommended for consideration at Full Council.

21. Changes to Part 4.1 of the Constitution on Council Procedure Rule 10.1 regarding Questions and Observations by Members as proposed by a Member

Cllr Mark Townsend, in accordance with the constitution (Part 2, Article 15.03) proposed changes to Part 4.1 CPR 10.1. relating to Questions and Observations by Members.

Following a Review by Officers of the constitution relating to Questions and Observations by Members, discussions at MSSWG in September 2019, and with Cllr Townsend, the following principles were agreed as a way forward;

Principles;

- Reports for each Chair of a Committee produced ( as now with Exec Member and Scrutiny) which will be basis for any Q/Obs to the Chairs in 10.1
- To delete reference to Proceedings of Committees (i.e. Minutes) in 10.1 (not used for many years and superseded by Exec Member and Scrutiny Chair reports)
- Keep 10.2 (and 10.3) as the “backstop” so that any Q can be asked with the relevant notice period

The following has therefore been proposed to amend CPR 10.1:

Red=deleted from original

Green=added to original

10. QUESTIONS AND OBSERVATIONS BY MEMBERS

10.1 On reports of the Executive Members a Member of the Council may ask the Leader or the relevant Member of the Executive a question and make an observation. **On reports of the Chairs of Committees a Member of the Council may ask the relevant Chair a question and make an observation. Once these have been considered a Member of the Council may ask a question or make an observation in relation to the proceedings of the Executive or the Committee since the last ordinary meeting of the Council.** In normal circumstances the relevant Executive Members will respond directly to any questions or observations on Executive Member reports **or Executive minutes**, with the Leader responding if the issue covered more than one portfolio area. **In normal circumstances the relevant Chair (or Vice chair if absent) will respond directly to any questions or observations on a Committee Chair’s report.** Wherever practicable the Member shall give prior notice to the Leader, **Executive Member Portfolio Holder** or Chair of their intention to refer to the matter.

This has been consulted on at MSSWG on 5th December and was recommended for approval.

22. Changes to the constitution to increase efficiency at Full Council meetings.

Following the 16<sup>th</sup> October 2019 Full Council meeting and the item on Red Lees Road, discussions between Cllr Howard Baker and the Monitoring Officer took place on how to improve the effectiveness of the Full Council meeting when dealing with a Development Control item.

The following change is proposed to allow for the active participation of Officers at Full Council when dealing with a non policy development control or licensing issue.

CPR 13 Motions without Notice.

Add “ (q) to allow Officers to actively participate in the meeting when dealing with non-policy Development control decisions or licensing determinations”.

This proposal was consulted on at MSSWG on 5<sup>th</sup> December 2019 and was recommended to Full Council for approval.

### 23. Waiving of Call-in by Chair of Scrutiny.

The Chair of Scrutiny waived call in regarding an urgent decision made by the Chief Executive on 18th October 2019 Executive (Appendix 2 refers) relating to Business Rates Retention 2020 to 2021 and Onwards:Lancashire Pool.

The reason for urgency was due to a deadline for a decision imposed by the Government of 25<sup>th</sup> October 2019, which did not allow for consideration by the next scheduled Executive on 31<sup>st</sup> October 2019 nor any potential call in by Scrutiny Committee.

Part 4.5 of the constitution requires the call in waiver to be reported to Full Council.

### 24. Minor Amendments to the Constitution by the Monitoring Officer -Part 5.8 Local Code of Governance

On 25<sup>th</sup> November 2019 the Monitoring Officer (following recommendations from the Internal Audit Manager) made Minor Amendments to Part 5.8 of the constitution relating to the Local Code of Governance to better reflect the way the Council operates. An additional paragraph was included under Structures and Processes relating to the Council’s Financial Regulations and Contract Procedure Rules.

The Council’s Code was compared with other Local Authority examples which did not highlight the need for any major changes.

#### **FINANCIAL IMPLICATIONS AND BUDGET PROVISION**

25. None.

#### **POLICY IMPLICATIONS**

26. None.

#### **DETAILS OF CONSULTATION**

27. Member Structures Officer and Working Groups.

#### **BACKGROUND PAPERS**

28. None.

#### **FURTHER INFORMATION**

**PLEASE CONTACT: Eric Dickinson**

**ALSO: Catherine Waudby 7198**

To: Executive Member for Resources and Performance Management, Chief Executive, Chief Operating Officer, Head of Finance and Property, Head of Legal and Democratic Services

**Amendment to Part 3 Scheme of Delegation (Executive Functions)**

I give notice that on 21<sup>st</sup> November I approved the following recommendation;

That I approve changes to Part 3 (Executive) of the Council's constitution, i.e. the Scheme of Delegation, to amend the delegation below for the Head of Finance and Property by adding in the following delegation;

"To take all other decisions and carry out all other actions in relation to the day-to-day management of the Council's property portfolio that are not expressly delegated to the Head of Finance and Property or any other officer."

DATED: 21-11-19

SIGNED: 

Leader- Councillor Charlie Briggs

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# URGENT DELEGATED DECISION BY THE CHIEF EXECUTIVE

BURNLEY TOWN HALL

## PRESENT

OFFICERS Eric Dickinson - Democracy Officer

### 1. BUSINESS RATES RETENTION 2020 to 2021 AND ONWARDS: LANCASHIRE POOL

Purpose	To obtain approval for the Council to join a Lancashire proposal for participation in the Business Rates Retention pools for 2020/21 and future years.
Reason For Decision	<p>To seek authority to submit a proposal to establish a Lancashire Business Rates Pool for participation in the Government's Business Rates Retention programme for 2019/20 and future years.</p> <p>The pool will be required to submit a proposal for 2020/21 by the deadline of 25<sup>th</sup> October 2019. Future pooling arrangements beyond 2020/21 will be announced by MHCLG accordingly.</p>
Decision	<p>That the Chief Executive uses urgency powers under Part 3 of the constitution as follows:</p> <ol style="list-style-type: none"><li>(1) To seek authority to join a proposal to establish a Lancashire Business Rates Pool in 2020/21 and future financial years, subject to acceptance by the Ministry of Housing, Communities &amp; Local Government (MHCLG);</li><li>(2) To delegate authority to the Head of Finance &amp; Property, in consultation with the Executive member for Resources &amp; Performance Management, to finalise any detail on the Business Pooling proposal and arrangements for 2020/21 and future years and if necessary give notice to withdraw from the Pool at any future point if circumstances indicate this would be appropriate; and.</li><li>(3) That the pool will be required to submit a proposal for 2020/21 by the deadline of 25<sup>th</sup> October 2019 i.e. prior to the next Executive on 29<sup>th</sup> October 2019. Future pooling arrangements beyond 2020/21 will be announced by MHCLG accordingly.</li></ol>

The decision is urgent in order to allow the deadline to be met and is therefore not subject to call-in in accordance with Part 4.5 of the constitution.

Decision made by:

Chief Executive

Date: 181019  
Decision Published on: 211019

A handwritten signature in black ink, appearing to read "M. E. Blay". The signature is written in a cursive style with a large, sweeping flourish at the end.

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

**REPORT TO FULL COUNCIL**



<b>DATE</b>	<b>18/12/2019</b>
<b>PORTFOLIO</b>	<b>None</b>
<b>REPORT AUTHOR</b>	<b>Imelda Grady</b>
<b>TEL NO</b>	<b>01282 477258</b>
<b>EMAIL</b>	<b>igrady@burnley.gov.uk</b>

**PURPOSE**

1. To consider the nomination of Councillor Peter Gill to be a substitute member of the Lancashire Police and Crime Panel.
2. To consider the nomination of Councillor Mark Townsend as the Labour replacement for Councillor Sherish Lone on the Licensing Committee

**RECOMMENDATION**

3. The Council is asked to:
  1. Approve the appointment of Councillor Peter Gill as a substitute member on the Lancashire Police and Crime Panel
  2. Approve the appointment of Councillor Mark Townsend as the Labour representative on the Licensing Committee to replace Councillor Sherish Lone.

**REASONS FOR RECOMMENDATION**

4. To comply with the requirements of the Lancashire Police and Crime Panel and to comply with legislation and to ensure that the Council continues to have an effective and efficient decision making structure

**SUMMARY OF KEY POINTS**

5. **Lancashire Police and Crime Panel**  
At the last Council meeting consideration was given to the appointments for one independent/other member and two independent/other substitute members to sit on the Lancashire Police and Crime Panel.
6. Councillor Alan Hosker was duly appointed to the Panel, but there were no nominations put forward for the positions of substitute members.
7. Councillor Peter Gill has now been nominated as a substitute member.
8. **Licensing Committee**

Councillor Sherish Lone has stepped down from the Licensing Committee due to work commitments. Councillor Mark Townsend has been nominated to replace Councillor Sherish Lone as a Labour member on the Licensing Committee. .

**FINANCIAL IMPLICATIONS AND BUDGET PROVISION**

9. None

**POLICY IMPLICATIONS**

10. None

**DETAILS OF CONSULTATION**

11. None

**BACKGROUND PAPERS**

12. None

**FURTHER INFORMATION**

**PLEASE CONTACT:** Imelda Grady

**ALSO:**

**COMPLAINT UNDER COUNCIL'S CODE OF CONDUCT****REPORT TO FULL COUNCIL**

<b>DATE</b>	<b>18/12/2019</b>
<b>PORTFOLIO</b>	<b>Councillor Maggie Lishman</b>
<b>REPORT AUTHOR</b>	<b>Eric Dickinson</b>
<b>TEL NO</b>	<b>01282 477256</b>
<b>EMAIL</b>	<b>edickinson@burnley.gov.uk</b>

**PURPOSE**

1. To report the decision of the Audit and Standards Sub Committee Hearing Panel on 3<sup>rd</sup> December 2019 in relation to the conduct of Councillor Sue Graham.

**RECOMMENDATION**

2. That the Committee notes the decision of the Hearing Panel on 3<sup>rd</sup> December 2019.

**REASONS FOR RECOMMENDATION**

3. One of the outcomes from the 3<sup>rd</sup> December 2019 Audit and Standards Sub Committee, was to report the findings to Full Council.

**SUMMARY OF KEY POINTS**

4. On 3<sup>rd</sup> December 2019 the Audit and Standards Sub Committee Hearing Panel considered an allegation that Councillor Sue Graham had breached the Code of Conduct for Members by referring to UKIP members as racists in the context of forming an administration, and therefore had failed to treat others with respect and had brought the Council and herself into disrepute.
5. Following a full hearing the Sub Committee determined that Councillor Sue Graham had breached the Code of Conduct for Members in relation to respect, as set out on the attached Minutes (including the Decision Notice) of the Audit and Standards Sub Committee Hearing Panel of 3<sup>rd</sup> December 2019 (Appendix 1).
6. The Hearing Panel recommended the following;
  - (i) That the findings of the Panel be published (this has been done);
  - (ii) That the findings of the Panel be reported to the Full Council; and
  - (iii) That Councillor Sue Graham be recommended to provide an apology to the 3 Councillors regarding the breach of the Code of Conduct relating to respect and the failure to treat them with respect (this has been done in writing).

**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

BURNLEY TOWN HALL

Tuesday, 3rd December, 2019 at 6.00 pm

## PRESENT

## MEMBERS

Councillor Tony Martin, In the Chair.

Councillors S Hussain, M Lishman, M Payne, J Harbour and T Martin

**ALSO IN ATTENDANCE-** Councillor Neil Mottershead

## OFFICERS

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

## INDEPENDENT MEMBER

Louise Gaskell

## INDEPENDENT PERSON

Pat Higginbottom

–

### 22. Appointment of Chair

Councillor Tony Martin was appointed as Chair of the meeting.

### 23. Minutes

That the Minutes of the Standards Hearing held on the 23<sup>rd</sup> July 2019 be approved as a correct record.

### 24. Exclusion of the Public

It was determined that the public were not to be excluded from the meeting for any item, after deciding that the balance of public interest favoured holding the whole meeting in public.

## **25. Arrangements for dealing with complaints under the Code of Conduct for Members**

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

## **26. Investigation Report**

The Hearing Panel conducted a hearing into allegations that Councillor Sue Graham had breached the Council's Code of Conduct for Members by referring to UKIP members as racists in the context of forming an administration, and therefore had failed to treat others with respect and had brought the Council and herself into disrepute.

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, Catherine Waudby, who had carried out an investigation into the allegations presented her report as well as the further written materials previously submitted by Cllr Graham and also correspondence regarding the local resolution process in this case..

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

Councillor Sue Graham attended the hearing and was accompanied by Peter Thorne, and they presented Cllr Graham's case.

The Panel asked the Investigating Officer, Councillor Sue Graham and Peter Thorne to leave so that it could consider its findings.

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

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

### **Decision**

The Hearing Panel found that Councillor Sue Graham had breached the Council's Code of Conduct for Members in relation to respect (section 3.1) by failing to treat others with respect, but had not breached the Code in relation to disrepute (section 5).

### **Reasons for decision**

The action by Councillor Sue Graham in referring to UKIP members as racists did refer to the 3 Councillors who at the time of the post were in UKIP (Councillors Tom Commis, Peter Gill, and Alan Hosker) , and the action was in the context of arrangements under discussion at the time to form a Council administration.

The Panel then asked Councillor Sue Graham, Peter Thorne and the Investigating Officer to leave so that it could consider the actions it might take regarding the breach of respect and disrepute.

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 Sue Graham's conduct;
2. That the Panel report its finding to the Council for information; and
3. That Councillor Graham be recommended to provide an apology at the next Ordinary Full Council to the 3 Councillors (Councillors Tom Commis, Peter Gill, and Alan Hosker) who were in UKIP at the time of the post regarding the breach of respect and the failure to treat them with respect.

The Hearings Panel noted that Councillor Sue Graham was not available for the Full Council Meeting of 18th December 2019 and requested that Councillor Sue Graham provided an apology to the 3 Councillors as soon as practicable.

Councillor Sue Graham agreed to liaise with the Monitoring Officer and provide the apology in writing to the 3 Councillors.

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# **DECISION NOTICE**

## **FINDINGS;**

### **BREACH OF THE MEMBERS CODE**

### **OF CONDUCT**

#### **Complaint**

On 3<sup>rd</sup> December 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 Sue Graham, a Member of Burnley Borough Council. We have set out a general summary of the complaint below:

It was alleged that Councillor Sue Graham had breached the Code of Conduct regarding respect and disrepute by referring to UKIP members as racists in the context of forming an administration, and therefore had failed to treat others with respect and had brought the Council and herself into disrepute.

The cross-party Hearing Panel was chaired by Councillor Tony Martin.

Councillor Sue Graham attended the Hearing with Peter Thorne.

The Hearing Panel carefully considered the evidence set out in the Investigating Officer's report and the representations made by the Investigating Officer, further evidence from Cllr Sue Graham, and the local resolution correspondence in this case.

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

#### **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 Sue Graham had breached the Council's Code of Conduct for Members in relation to respect (section 3.1) by failing to treat others with respect, but had not breached the Code in relation to disrepute (section 5).

## Reasons for decision

The action by Councillor Sue Graham in referring to UKIP members as racists did refer to the 3 Councillors who at the time of the post were in UKIP (Councillors Tom Commis, Peter Gill, and Alan Hosker) , and the action was in the context of arrangements under discussion at the time to form a Council administration

## 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;

- (1) The Panel will publish its findings in respect of Councillor Sue Graham's conduct;
- (2) The Panel will report its findings to the Council for information; and
- (3) That Councillor Graham be recommended to provide an apology at the next Ordinary Full Council to the 3 Councillors (Councillors Tom Commis, Peter Gill, and Alan Hosker) who were in UKIP at the time of the post regarding the breach of respect and the failure to treat them with respect.

The Hearings Panel noted that Councillor Sue Graham was not available for the Full Council Meeting of 18th December 2019 and requested that Councillor Sue Graham provided an apology to the 3 Councillors as soon as practicable. Councillor Sue Graham agreed to liaise with the Monitoring Officer and provide the apology in writing to the 3 Councillors.

## Scrutiny Cycle 3 report

In October we held a special scrutiny meeting to consider proposals for investment in new facilities and essential repairs to Burnley Market Hall. The Committee's recommendation to the Executive was to defer a decision on the proposals in order to enable a more comprehensive examination of costs, logistics, and a business plan and to be able to explore further the basis for potentially long-term decision making. Whilst the Executive may have noted this recommendation it approved the reconfiguration of the interior of the market hall for inclusion in the 2019/2020 and 2020/2021 capital program. It did nevertheless defer a decision relating to the repair of the building and a tender for the roof works.

Following on from this I initiated a discussion with the Democracy Officers on how recommendations from Scrutiny on particular issues could be transparently reported to the Executive. I am pleased to report that the Member Structures Working Group agreed that future comments/recommendations from Scrutiny will be formally reported to the Executive and published as a supplement to the relevant Executive report. This will ensure a clear audit trail for Scrutiny and strengthen the working relationship with the Executive.

On 9<sup>th</sup> December the Committee received reports on the Food Safety and the Health and Safety delivery plans for the coming year. These plans ensure the Council meets its regulatory obligations and also provide an opportunity to review some of the work that has been undertaken over the previous twelve months. The Committee then reviewed the latest suite of budget reports - noting the capital and revenue budget position as at 30<sup>th</sup> September and the mid-year update on the Council's Treasury Management activity. The Committee also considered the annual fees and charges report, which is part of the budget setting process for 2020/21. On consideration of the Quarter 2 Performance Indicators the Committee agreed to keep a watching brief on those failing to meet their targets. The Committee had intended to review the Leisure Trust Accounts for 2018/19 which had been deferred at the last meeting, unfortunately the Trust's Chief Executive was unable to attend the meeting and he will now be invited to attend a special Scrutiny meeting to be held in January.

Regarding the scrutiny review groups we had hoped to have concluded the review on Burnley Manchester Road Railway Station however we experienced delays in communications with Lancashire County Council and Northern Rail due to changes in personnel. I am pleased to report we are now scheduled to meet on the 16<sup>th</sup> January 2020 where updates on developments at the railway station from both Lancashire County Council and Northern Rail will be considered. Also on 16<sup>th</sup> January we will commence the scoping of our second review on the processes of resolving housing

disrepair issues for residents in social housing as compared to the private rented sector particularly upon the intervention of the Housing Needs Service.

Councillor Andy Tatchell

Chair of Scrutiny

2019



# BURNLEY BOROUGH COUNCIL STRATEGIC PLAN PROGRESS REPORT TO THE FULL COUNCIL

18<sup>th</sup> December 2019

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## COUNCILLOR CHARLIE BRIGGS, LEADER OF THE COUNCIL

### Progress against our strategic commitments

Strategic commitment	Progress update
<p><b>PE1-</b> 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>Careers Hub</u></p> <p>As part of our strategy to raise aspiration, the council helped fund the Burnley, Pendle and Blackpool Careers Hub. The Hub is about giving students the best possible careers advice. I am pleased to report that the Lancashire Hub has been named Careers Hub of the Year. This is fantastic recognition of the thriving partnership between schools, colleges, businesses and partners in the borough.</p> <p><u>Children's University:</u></p> <p>We are entering into our 3<sup>rd</sup> year of partnering with the children's university and will be working with them to engage more schools in the project to enable more young people to engage in learning outside of school. We will be also looking at ways to sustain this work for future years.</p>

Strategic commitment	Progress update
<p><b>PR1-</b> 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>I have received a response from the Minister for Northern Powerhouse and Local Growth regarding our concern that Burnley was not included in the 100 places chosen to share the Government's new Town's Fund.</p> <p>His letter states: <i>"The 100 places chosen for the Fund were done so on the basis of a robust selection methodology. This included various qualitative and quantitative indicators including income deprivation, skills, productivity, EU exit exposure, economic shocks, investment opportunities, and policy alignment. The town of Burnley was not one of the initial 100 places to develop a Town Deal proposal as decided through this methodology.</i></p> <p><i>There will be, however, a competitive element of the Fund that follows this initial allocation. More details will be announced on the competitive element of the Fund in due course.</i></p> <p><i>The government will publish a Towns Fund prospectus shortly in order to provide greater detail on how the Fund will operate. This document will set out the rigorous process by which</i></p>

	<p><i>proposals will be considered, including our expectations for community involvement and maximising the impact of spending. We will then begin working with places across the country to support them in developing their proposals for the future”.</i></p> <p>Officers will be meeting senior civil servants in January to start to make the case for this competitive element of the Fund.</p>
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<b>Strategic commitment</b>	Progress update
<p><b>PR5-</b> We will support UCLan’s expansion, transforming Burnley into a University Town</p>	<p>The council continues to work with UCLAN on their planned expansion in the town. For Academic Year 2019/20 the university will have recruited 900 students putting them in a good position to meet their interim target of 2000 by 2021. The construction of the new student accommodation on Sandygate Square is on schedule for completion by September 2020.</p>

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

### Progress against our strategic commitments

Strategic commitment	Progress update
<p><b>PF1-</b> We will continue the successful partnership with Liberata.</p>	<p>In quarter 2 (July to September):</p> <ul style="list-style-type: none"> <li>• Contact centre responsiveness was off target, with 63% of calls answered within the target time against a target of 80%. A Service Credit was applied. Liberata achieved the 80% target for October but performance fell again to 67% in November. This will be monitored closely. This is due to exceptional levels of staff attrition in customer services. Following an ongoing recruitment drive, Liberata expect performance to be back on target in the new year.</li> <li>• The face to face wait-time in the contact centre was on target, averaging 8 minutes, against the target of 10 minutes.</li> <li>• In November, seven councillors took up the opportunity to tour the contact centre to learn more about how customers are supported.</li> <li>• In November, Liberata was named runner up, behind Standard Life Insurance, in the Most Effective Vulnerability Strategy category at the 2019 Contact Centre Association Excellence Awards.</li> <li>• Processing of benefit applications and changes of circumstance took less than 7 days on average, which is below the target of 9 and amongst quickest in the north west.</li> <li>• Liberata also achieved its targets for IT services (key business systems were available 100% of the time in the quarter) and payroll accuracy (against an acceptable error rate of 1%, payroll services achieved 0.53%).</li> </ul>

Strategic commitment	Progress update
<p><b>PF2-</b> We will adopt a Medium Term Financial Strategy that will put the Council on a sustainable financial footing. This</p>	<p>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</p>

strategy will set the framework for preparing annual budgets, ensuring the annual budget strategy is set within the context of the longer-term outlook.

implementation now set for April 2021.

As councillors will be aware, a 1-year spending round was announced on Sep 4<sup>th</sup> 2019 in the interim. We await from Government details of what this means for Burnley's allocation for 2020/21. A provisional funding settlement for authorities is traditionally announced by Government before Christmas, although no official confirmation has yet been made to this effect.

The impact of the funding settlement and further savings proposals will be brought to February's Full Council meeting, where an updated medium-term financial strategy will be presented.

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.

The initiatives include major upgrades to the financial system, work to progress automation of invoice scanning, compliance with electronic submission of VAT returns ('Making Tax Digital') and other upgrades to comply with upcoming legislative requirements and deliver efficiencies.

### **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 to prevent further outbreaks of dry rot and to preserve this important heritage asset.

Work has progressed on-schedule for the roof works, and phase 3 is to commence shortly, now that scaffolding has been erected on the riverside.

Members will remember from the presentations given to Councillors in the summer that as scaffolding is in place, the opportunity to identify other essential works will be monitored and reported back. Surveys undertaken revealed the extent of works required, including replacement of defective stone balusters and repairs to windows on the riverside that were identified after a window blew out during inclement weather. So far 132 balusters have been installed, with a further 75 left to undertake. The repair of windows on the riverside will commence now that scaffolding is in place.

The projected costs of the roof works and additional repairs

	<p>are projected to be within budget, leaving a contingency for any additional works identified now that phase 3 has begun. It should be noted that the true condition and cost of repairs won't be known until progress on stripping back the roof on phase 3 has begun.</p> <p>Whilst scaffolding has been in place, a survey of the stonework to the south west elevation was undertaken. Unfortunately, this has revealed a significant amount of deterioration and a substantial amount of historical stone repairs which are failing. Failure of the stonework could potentially cause a health and safety issue, as well as water-ingress problems.</p> <p>A further detailed survey is being commissioned to ascertain the extent of the works needed, bearing in mind the need to minimise the spend on the works while complying with demands from planning for a sympathetic repair to the building and its heritage. It likely the cost will be significant, and a budget shall be proposed as part of the annual budget setting process.</p> <p>The results of the survey will be externally verified by an independent specialist heritage quantity surveyor. A further update will be presented once the survey has reported back.</p> <p>Other essential capital works amongst the council's other buildings are being reviewed. The cost, viability and programme of repairs will be presented in quarter 3 as part of the Capital Investment Plan.</p>
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<b>Strategic commitment</b>	<b>Progress update</b>
<p><b>PF4-</b> 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.</p>	<p>The Executive will be asked to approve a new Organisational Development Strategy in the New Year. The strategy will build on the council's current approach to talent management, and on coaching our staff to deliver great results for our residents.</p> <p>I was pleased to attend the TEAM awards for council staff in September. Congratulations to all the nominees and winners, including Sean Spencer, the Streetscene Services Manager, who was awarded the Chief Executive's Special Award.</p> <p>Council offices close at 4pm on Christmas Eve and reopen Thursday 2<sup>nd</sup> January. The emergency call-out information will be posted on the council's website and social media.</p> <p>I would like to take this opportunity to, first, pass on my</p>

thanks to all the staff that helped us run another unscheduled election and, secondly, to wish all staff a happy Christmas and thank them for their hard work and contribution this year.

Strategic commitment	Progress update
<p><b>PF5-</b> We will undertake a review of the council's governance structure.</p>	<p>Work on the review of the council's governance arrangements is progressing. The LGA and the Centre for Public Scrutiny are providing support to the council. They will be sending a questionnaire to all elected members to canvass member's views and experiences of the current system and possible alternative options. The questionnaire will go out before Christmas with responses due by early January 2020. This will be followed up by a members' workshop in late January 2020.</p>

Strategic commitment	Progress update
<p><b>PL5-</b> We will prepare and deliver a new Climate Emergency Strategy.</p>	<p>A series of actions have been identified based on the Terms of Reference for the Climate Change Working Group. Further work is ongoing to refine the actions which will then form the basis of the Climate Emergency Strategy.</p> <p>Terms of reference have been developed for the Climate Change working group. Actions focus on ways to reduce council energy usage, developing opportunities to work collaboratively and influence partners and stakeholders to pursue and promote energy reduction policies; and engaging with the wider community on supporting issues. Presently the group is quantifying energy consumption across the council's estate in order to identify efficiencies.</p>

Strategic commitment	Progress update
<p><b>PR6-</b> We will aim to localise public sector spend as far as possible.</p>	<p>The council has an annual revenue spend on goods and services of approximately £14m. In 2018/19, 21.7% of Council spend was with local suppliers.</p> <p>All public sector spending must be in compliance with the Public Contract Regulations. These do not permit the direct award of contracts to local suppliers for that reason alone. A balance must also be struck to ensure that value for money is obtained for public expenditure. However, officers will consider the provisions of the Social Value Act to help us localise spend where this is best for the local economy,</p>

efficiency and service quality. Social value allows the council to create a procurement process and award criteria that allow local organisations to play to their strengths, showcasing the wider impacts that they create in the context of a specific contract. This ability to create social value is deservedly a source of competitive advantage in a market for council custom and the Regulations permit this.

The council has well established links with local suppliers. Repair and maintenance work carried out on the council estate is by local contractors. A significant contract for roof restoration works at Burnley Town Hall was awarded to a local provider through a competitive tender exercise. Through its strategic partnerships approximately 150 people are employed locally, helping to retain public spend in the local economy.

## COUNCILLOR IVOR EMO, EXECUTIVE MEMBER FOR HOUSING AND LEISURE

### Progress against our strategic commitments

Strategic commitment	Progress update
<p><b>PL2-</b> We will improve the management and condition of rented accommodation.</p>	<p><b>Selective Licensing: Burnley Wood with Healey Wood, Leyland Road area, Ingham and Lawrence area 2016-2021</b></p> <p>The selective licensing team has now successfully granted licences to 97% of relevant properties in these areas, 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>The team has issued civil penalty notices on two landlords operating without a licence in the Burnley Wood with Healey Wood area, and one in the Leyland Road area. We are working across all three areas to secure applications from the small number of landlords currently operating without a licence, which accounts for around 2% of the total licensable properties.</p> <p><b>Selective Licensing: Trinity, Queensgate with Duke Bar, Gannow and Daneshouse &amp; Stoneyholme areas 2019-2024</b></p> <p>These designation areas started on the 1<sup>st</sup> November 2019 and landlords have been making applications on the new online system resulting in 201 applications submitted at the end of November. The priority for these areas is to process these incoming applications and establish community links in the areas.</p> <p><b>Private Rented Disrepair</b></p> <p>The enforcement team has a current caseload of approximately 220 open/ongoing private rented sector disrepair/proactive inspection cases. The majority of these cases are dealt with informally and resolved promptly. In cases of serious non-compliance, formal enforcement action will be taken to ensure that tenants in the borough live in decent homes, free from disrepair. This may include serving a prohibition order or improvement notice.</p>

Strategic commitment	Progress update
<p><b>PL3-</b> We will work with partners to improve quality and choice in the borough's housing stock.</p>	<p><b>New Homes</b></p> <p>Following completion of 56 affordable homes at the former Perseverance Mill site in Padiham, Calico Homes have now started work on phase two of the neighbourhood development that will see the demolition of the derelict houses on Wytham Street and the conversion of the former office block on Albion Street to 8 modern apartments for affordable rent.</p> <p>Work continues at pace on the former Riley's site at Padiham where Calico Homes are also well underway with phase one of their development that will deliver 21 family homes. This first phase of works has kickstarted a larger programme of development that will see the site fully built out and brought to completion offering a range of affordable housing options for owner occupation.</p> <p><b>Empty Homes Programme</b></p> <p>Works on the programme are progressing and the budget is fully committed for this year. We currently have 17 acquisitions completed/underway and are on target to achieve our commitment of 20 properties purchased through the scheme by 31<sup>st</sup> March 2020.</p> <p>So far this year we have 22 empty homes loans completed or underway, that will assist accredited private landlords to return empty properties back in to use in and to a decent standard of renovation.</p> <p>Partnership work with Calico in the Burnley Wood selective licensing area has so far yielded excellent results with them purchasing over 30 empty properties for renovation and letting as affordable homes.</p> <p><b>Disabled Facilities Grant and Better Care Funding</b></p> <p>Since the beginning of April 2019, 121 Disabled Facilities Grants have been approved and to date 95 have been completed. 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>The last report detailed that the council's Better Care Funding was funding a Town Centre Sensory Room and Changing Places Facility. This project is now complete and adds to the facilities the Town Centre offers for residents and visitors to Burnley Town Centre making the experience more inclusive.</p>

	<p><b>Emergency Works Grant</b></p> <p>To date, 12 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 95 heating rebate grants have been approved. This is to support residents to improve the energy efficiency of their homes and tackle fuel poverty.</p>
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<b>Strategic commitment</b>	<b>Progress update</b>
<p><b>PL4-</b> We will implement our 2015-25 Green Space Strategy.</p>	<p><b>Play Area Improvement Programme</b></p> <p>Construction of the new inclusive play area for Scott Park is underway following consultation with the friend's group and local residents. The play area is being constructed on the under-used lower bowling green and to compensate for this loss some improvements to the upper green including fencing off the green to deter anti-social behaviour will be undertaken.</p> <p>Design work for the relocated Harold Avenue play area is progressing, but the schemes to relocate Jessies Park play area (Baker St) and Burns St play area have been placed on hold until the Play Strategy has been reviewed by the Executive.</p> <p><b>Towneley Changing Places Toilet</b></p> <p>I am pleased to report that installation of the new 'changing places' toilet located next to the existing rotunda toilets on the Riverside car park at Towneley is nearing completion. It will provide facilities for visitors with more profound disabilities, such as spinal injuries, muscular dystrophy and multiple sclerosis who often need extra equipment and space to allow them to use toilets safely and comfortably.</p> <p>The provision of this facility demonstrates the Council's commitment to ensuring that recreational facilities such as Towneley are accessible to all users and it will complement the improvements made to the play area and the extensive network of accessible paths that have been developed in Towneley.</p>

The changing places toilet being developed inside Towneley Hall will be undertaken as part of other renovation works that are scheduled to take place in 2020/21

### **Public Space Protection Orders**

Following public consultation and consideration by the Dog Fouling Working Group, the council is adopting Public Space Protection Orders that confirm all existing controls on fouling and dogs on leads and also introduce two new controls, which restrict the length of leads that can be used in cemeteries to and to exclude dogs from the reflective pond at the Towneley war memorial.

The council appreciates that the majority of owners do clean up after their dogs and is determined that the Public Space Protection Orders will be rigorously enforced so that Burnley's public spaces are clean and safe for everyone to enjoy.

### **Climate Change**

As part of the council's commitment to tackling climate change, the council has now taken delivery of 5 electric vans, replacing 7 diesel vans which will save 24 tonnes of CO2 emissions each year at the point of use.

The council also supported the recent 'Big Plant' which was organised by Trees for Burnley and the Friends of Rowley. More than 80 volunteers planted 1,200 young Oak and Birch trees which will absorb 300 tonnes of CO2 over the next 50 years and add to the 1.2 million trees that the Council planted as part of the Forest of Burnley.

### **Volunteers**

Each year some of the hundreds of people who volunteer their time to help maintain Burnley's parks and look after Towneley Hall meet for a Christmas get-together and I will pass on the thanks of this Council for all their hard work throughout the year.

As many of you will be aware, the Friends of Towneley were awarded the Queens Award for Voluntary Service earlier this year in recognition of the huge contribution that this group makes to the park.

	<p><b>Towneley Bonfire &amp; Firework Display</b></p> <p>This year's bonfire was a success with 7,000 people coming to enjoy the spectacular fireworks and enjoy the atmosphere of this traditional event. As in previous year the event passed off without any significant issues and covered its costs.</p>
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<b>Strategic commitment</b>	<b>Progress update</b>
<p><b>PE2-</b> We will continue to develop the leisure and cultural offer in partnership with Burnley Leisure.</p>	<p><b>Prairie Sports Village</b></p> <p>Construction work is progressing on the new artificial turf pitch at Prairie; the construction of the overspill car park is complete and work on the pitch started in late October with completion due in March.</p> <p><b>Mechanics</b></p> <p>The Christmas season is well underway with sell out shows at the Mechanics and Christmas meals fully booked at both the Mechanics and Prairie.</p> <p><b>Padiham Leisure Centre</b></p> <p>To celebrate the recent 50<sup>th</sup> anniversary of the opening of Padiham Leisure Centre the centre hosted an open day. Some of the original staff who worked at Padiham Leisure Centre were invited together with members who have enjoyed a lifetime of exercise at this valuable local facility.</p>

# COUNCILLOR COSIMA TOWNELEY, EXECUTIVE MEMBER FOR COMMUNITY AND ENVIRONMENTAL SERVICES

## Progress against our strategic commitments

Strategic commitment	Progress update
<p><b>PL1-</b> 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.</p>	<p><b>Recycling</b></p> <p>During October, recycling wheeled bins were successfully rolled out to 22,000 properties across the borough. The service change has been managed with minimum disruption and missed bin levels have remained at a low rate. This is an excellent outcome given the levels of change.</p> <p>The improved white sacks for the properties not moving to wheeled bins are also being delivered and will greatly assist residents to recycle their excess Christmas paper and card. The larger sack is sealable and weighted, and they have been well received by residents.</p> <p>The garden waste collection service will cease on 16<sup>th</sup> December 2019 and will resume on 16<sup>th</sup> March 2019.</p> <p>Residents are reminded to book the collection of their real Christmas trees for recycling online and these will be collected on Monday 13<sup>th</sup> January.</p> <p><b>The forthcoming Christmas refuse and recycling collection schedule will be as follows:</b></p> <ul style="list-style-type: none"> <li>• Collections scheduled for 25<sup>th</sup> Dec will be collected on Mon 23<sup>rd</sup> Dec.</li> <li>• Collections scheduled for 26<sup>th</sup> Dec will be collected on Sat 28<sup>th</sup> Dec.</li> <li>• Collections scheduled for 1<sup>st</sup> Dec will be collected on Mon 30<sup>th</sup> Dec</li> </ul> <p><b>Community Safety Partnership Updates:</b></p> <ul style="list-style-type: none"> <li>• <b>Central Government Youth Endowment fund.</b> We were successful in our bid on behalf of Pennine CSP to deliver ‘pause for thought’ youth intervention work. This is a programme aimed at preventing violence amongst the 10-14-year old age group. The programme will start in Burnley shortly.</li> <li>• <b>White Ribbon Campaign and 16 Days of Action.</b> The council has continued to promote the White Ribbon campaign and its messages aimed at highlighting and tackling domestic abuse. The local launch of this year’s campaign took place on the 28<sup>th</sup> November at Gateway House.</li> </ul>

	<ul style="list-style-type: none"> <li>• <b>Ho Ho Ho Festive Messages.</b> Christmas community safety messages planned for December are being promoted and cover issues such as; home security, alcohol awareness, personal safety and vulnerability. The council has been using social media to relay these messages in the build up to Christmas.</li> <li>• <b>Alleygating.</b> 6 new alley gate schemes have been identified for roll out during 2019/20. A public consultation is under way with completion of the project set for the end of quarter 4. A review of the programme is planned for quarters 1 and 2 of 2020/21 that will assess existing schemes and their effectiveness.</li> <li>• <b>Public Space Protection Order (PSPO)</b> The town centre PSPO has been renewed for a further three years. Local community safety agencies will oversee the ongoing delivery and performance of the Order.</li> </ul> <p><b>Demolition of the Former Cinema, Open Market and Bridges over Bankfield</b></p> <p>The demolition works are now complete with the old bridge sites adjacent to Standish and Curzon Street paved and landscaped making the area more attractive and supporting local retailers in the area.</p>
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<b>Strategic commitment</b>	<b>Progress update</b>
<b>PF3-</b> We will develop our digital strategy, so that more residents transact with us online and we will continue to deliver services more efficiently.	The environmental health and development control teams are testing a new mobile working solution that will improve the efficiency of site visits.

<b>Strategic commitment</b>	<b>Progress update</b>
<b>PF6-</b> We will set up cross party working groups to investigate issues that matter to everyone in our borough.	<p>Two cross party working groups have been established to investigate issues of concern in the borough. These are a working groups on Dog Fouling and Climate Change. The Executive Member for Resources has provided an update on the latter.</p> <p>The Dog Fouling Working Group's recommendations are being considered by the Executive today (10<sup>th</sup> December</p>

2019). To further address issues around dog fouling in the borough, the extension of enforcement patrols and a new hotline to encourage resident reporting are being considered; funded through existing budget provision.

Other measures proposed include targeted communication with resident groups and schools; and signage in the borough in areas where Fixed Penalty Notices are frequently issued by the council's enforcement provider LA Support (formerly Kingdom Environmental Services). Consideration will also be given to increasing the penalty charge from the current £75 to £100. Quarterly reporting of performance would also be introduced.

# COUNCILLOR GORDON BIRTWISTLE, EXECUTIVE MEMBER FOR ECONOMY AND GROWTH

## Progress against our strategic commitments

Strategic commitment	Progress update
<p><b>PR2-</b> We will proactively support the borough's businesses to innovate and expand, and make the borough a natural choice for business relocation.</p>	<p><b>Business week</b> – The business support team delivered the 8<sup>th</sup> Annual Business Week from the 25<sup>th</sup> to 29<sup>th</sup> December, comprising 14 separate events and seminars covering a range of topics from innovation to employment tribunals. UCLAN were the headline sponsor and events were delivered by a range of local businesses and organisations including Orvia, Simply Corporate, Forbes Solicitors, JSA Psychotherapy, Prince's Trust, Barclays, PM&amp;M Chartered Accountants, Shout Network, East Lancashire Chamber of Commerce, Door 4 and Batch Distillery. I'd like to extend my thanks to our sponsors and business partners.</p> <p><b>Barclays Eagle Labs</b> – It is great to report what is being hailed as a coup for Burnley in that the Landmark Digital Hub located in the recently renovated former Burnley Grammar School has entered into collaboration with Barclays Eagle Labs. These are a growing national network of incubator spaces that provide advice and innovation support for ambitious young start-ups and entrepreneurs seeking to develop their businesses. Other areas where Eagle Labs have been set up are London, Manchester, Leeds and Cambridge. The Business Support Team has recently worked with the Eagle Lab to hold an Artificial Intelligence event attended by 40 local businesses.</p> <p><b>In Business Burnley Magazine</b> – a bumper edition of the magazine is now available covering news and features on our fantastic businesses and developments underway in the town. This edition really brings out the ingenuity and entrepreneurship displayed by businesses and their employees in this town.</p> <p><b>Brexit Seminars</b> – the business support team has supported the East Lancashire Chamber of Commerce delivering, at short notice, a large mail campaign and awareness event attended by over 50 businesses.</p> <p><b>Business Improvement District</b> – I'm very pleased to report that the Town Centre businesses have backed ambitious plans to create a Business Improvement District (BID). The BID will start in April 2020 and will run for a period of 5 years, ending March 2025. The BID will concentrate on three main</p>

themes: creating a modern, vibrant and connected town centre; creating a better Burnley for Business and creating a responsive and pro-active Burnley. The BID will generate over £1m of private sector investment for the town centre.

**Town Centre Management** – we have delivered three exciting events in the town centre over the last few months including:

Burnley Literary Festival 2019 which took place on 4<sup>th</sup> to 6<sup>th</sup> October with over 40 events, at 10 venues across the town centre and 60 performing artists. The event attracted people of all ages and was a celebration of culture, community and commerce all coming together to change the perception of Burnley.

Burnley’s Christmas Party – Saturday 16<sup>th</sup> November saw the annual lights switch on show featuring local music and dance talent. St James Street was brought to life with funfairs, arts & craft stalls, street markets, character appearances. The event was a huge success this year with 8,000 extra visits compared to a typical Saturday. Again, I’d like to extend our thanks to the private sector sponsors including Petty Real, Charter Walk, Fagan and Whalley, and Pennine Credit Union.

Light Night Lantern Parade took place on Saturday 30<sup>th</sup> November. Lead by locally based artists children and young people have been taking part in workshops making themed lanterns in the weeks leading up to the event culminating in a lively celebration parade took place through Burnley. This was a great family event with hundreds showing up to parade their creations through the town.

Strategic commitment	Progress update
<p><b>PR3-</b> We will deliver the Town Centre and Canalside Masterplan, and strategic projects in Padiham Town Centre.</p>	<p><b>Lower St James Street</b> – over the last few months we have been working with a range of partners to finalise a Detailed Scheme Programme for the Lower St James Street Heritage Action Zone. Building on the existing heritage assets, planned public realm works and an existing creative community the project focusses on regenerating the street into a “Creative Neighbourhood”. The proposal is to secure £1.3m from Historic England towards the £2.5m scheme.</p>

<b>Strategic commitment</b>	<b>Progress update</b>
<p><b>PR4-</b> We will implement the Local Plan, delivering new housing, employment sites, and infrastructure.</p>	<p>The Executive considered a draft Developer Contributions Supplementary Planning Document (SPD) at its meeting on 10 December 2019. The SPD will provide additional policy guidance to that set out in the Local Plan on affordable housing and infrastructure; both in respect of on-site requirements and financial contributions to off-site provision. Statutory consultation on the draft document will take place early next year, over an extended period of eight weeks.</p>

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