

Scrutiny Committee

12th August 2014

6.30 p.m.



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SCRUTINY COMMITTEE

BURNLEY TOWN HALL

Tuesday 12th August 2014 at 6.30 p.m.

Members of the public may ask a question, make a statement, or present a petition relating to any agenda item or any matter falling within the remit of the committee.

Notice in writing of the subject matter must be given to the Head of Chief Executive's Office by 5.00pm on the day before the meeting. Forms can be obtained for this purpose from the reception desk at Burnley Town Hall or the Contact Centre, Parker Lane, Burnley. Forms are also available on the Council's website www.burnley.gov.uk/meetings.

AGENDA

1. ***Apologies***

To receive any apologies for absence.

2. ***Minutes***

To approve as a correct record the Minutes of the meeting held on 8th July 2014 (available at www.burnley.gov.uk)

3. ***Additional Items of Business***

To determine whether there are any additional items of business which, by reason of special circumstances, the Chair decides should be considered at the meeting as a matter of urgency.

4. ***Declarations of Interest***

To receive any declarations of interest from Members relating to any item on the agenda in accordance with the provisions of the Code of Conduct and/or indicate if S106 of the Local Government Finance Act 1992 applies to them.

5. ***Exclusion of the Public***

To determine during which items, if any, the public are to be excluded from the meeting.

6. ***Public Question Time***

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

PUBLIC ITEMS

7. *Notice of Key Decisions and Private Meetings*

To receive, for information the Notice of Key Decisions and Private Meetings and to ask questions of the Executive Members on any reports appearing on the notice which fall within their portfolio

8. *Local Plan Process*

To receive an update on the progress, process and timetable for developing Burnley's next Local Plan (presentation)

9. *Report from Welfare Reform Working Group*

To receive a report from the Welfare Reform Working Group on initial scoping activity. (report enclosed)

10. *Work Programme*

To consider the work programme for the Committee for the 2014/15 Municipal Year

11. *Exclusion of the Public*

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

PRIVATE ITEMS

12. *Change Programme*

To consider the initial change programme business case prior to submission to the Executive

13. *Markets Review*

To provide an update on the market review

MEMBERSHIP OF COMMITTEE

Councillors

Jonathan Barker
Charlie Briggs
Ida Carmichael (Chair)
Jean Cunningham

Councillors

David Heginbotham
Marcus Johnstone
Anne Kelly
Margaret Lishman

Trish Ellis
John Fifield
Gary Frayling
Roger Frost
Sue Graham

Elizabeth Monk
Paul Reynolds
Betsy Stringer
Jeff Sumner

Copy to :
Leader of the Council,
Executive Member for Regeneration and Economic Development
Executive Member for Resources and Performance Management

Published Monday 4th August 2014

BURNLEY BOROUGH COUNCIL

NOTICE OF KEY DECISIONS AND PRIVATE MEETINGS

This Notice contains:

- a) A list of Key Decisions to be taken by the Executive during the months August to November 2014, to be published on 21st July 2014.
- b) Details of dates of meetings of the Executive during the same period at which decisions may be taken in private or partly in private

A Key Decision is an Executive decision that is likely:

- (i) to result in the local authority incurring expenditure which is, or the making of savings which are significant, having regard to the local authority's budget for the service or function to which a decision relates. The Council has said that Capital or Revenue spending over £100,000 will be a Key Decision; or
- (ii) to be significant in terms of its effects on communities living or working in an area comprising two or more wards in the Borough;

A private meeting is a meeting or part of a meeting of the Executive during which the public must be excluded whenever:

- a) it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the public were present during that item, confidential information would be disclosed to them in breach of the obligation of confidence;
- b) the Executive passes a resolution to exclude the public during that item where it is likely, in view of the nature of the item of business, that if members of the public were present during that item, exempt information would be disclosed to them; or
- c) a lawful power is used to exclude a member or members of the public in order to maintain orderly conduct or prevent misbehaviour at a meeting.

Meetings of the Executive will be held on the following dates: 19th August ,23rd September, 28th October and 2nd December 2014.

Meetings normally start at 6.30pm but times can change so please check the council website nearer the date of the meeting

Matter for decision	Purpose	Key Decision Yes or No	Anticipated date of decision	Public or Private report. If Private give reasons	List of Documents to be submitted including any background papers	Contact person & Executive Portfolio
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This Notice will be further updated on the following dates: 22nd August, 29th September, 3rd November and 15th December 2014.

Atholl St North	To seek approval to include part of Atholl St North in a clearance area.	Yes	August 2014	Public	Report setting out the key issues	Paul Gatrell , Head of Housing & Development Control Executive Member for Housing and Environment.
Strategic Business Case of the Change Programme	The high level cost benefits of proposed service changes to deliver MTFS savings requirements	Yes	August 2014	Private	Report setting out a high level strategic business case	Helen Seechurn Director of Resources Executive Member for Resources & Performance Management
Procurement of Parking Enforcement and Cash Collection Services	To approve the procurement of Parking Enforcement and Cash Collection Services	Yes	August 2014	Private		Joanne Swift Head of Streetscene Executive Member for Community Services
Burnley Local Plan	To approve the next stage of public consultation for the Plan	Yes	August 2014	Public	Report setting out the key issues	Kate Ingram, Head of Regeneration & Planning Policy Executive Member for Regeneration & Economic Development

Matter for decision	Purpose	Key Decision Yes or No	Anticipated date of decision	Public or Private report. If Private give reasons	List of Documents to be submitted including any background papers	Contact person & Executive Portfolio
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Council Tax Support scheme and Council Tax charges for empty properties 2015/16	To approve proposals for changes to the scheme to go forward for consultation	Yes	September 2014	Public	Report setting out proposals	Caroline Lee Head of Revenues and Benefits Executive Member for Resources and Performance Management
Universal Credit – Local Support Services Framework	To approve an approach for providing local support for new Universal Credit claimants	Yes	September 2014	Public	Report setting out the proposed approach	Caroline Lee Head of Revenues and Benefits Executive Member for Resources and Performance Management
Lancashire Local Growth Deal	To approve the Council's input to the Local Growth Deal programme.	Yes	September 2104	Public	Report setting out the key issues	Mike Cook, Director of Economic Regeneration The Leader
Housing Capital programme	To approve a revised programme	Yes	September 2014	Public	Report setting out the key issues	Paul Gatrell , Head of Housing & Development Control Executive Member for

Matter for decision	Purpose	Key Decision Yes or No	Anticipated date of decision	Public or Private report. If Private give reasons	List of Documents to be submitted including any background papers	Contact person & Executive Portfolio
						Housing and Environment.
Medium-Term Financial Strategy	To update on the 2015/16 budget	Yes	September 2014	Public	Report	Director of Resources (Helen Seechurn) Executive Member for Resources & Performance Management (Councillor Baker)
Waste and Street Cleaning Contract	To consider the results of the Waste and Street Cleaning Contract procurement.	Yes	October 2014	Private – Commercially sensitive information	Report setting out the key issues	Mick Cartledge Director of Community Services Executive Member for Community Services

A further Notice will be given 5 clear days before each meeting listed above if the meeting or part of the meeting is to be held in private. If you wish to make any representations about why any meeting or part of a meeting proposed to be held in private should be open to the public please send them to: Tom Forshaw

Head of Chief Executive's Office Town Hall, Manchester Road, Burnley BB11 9SA

E-mail: Tforshaw@burnley.gov.uk

Published: 21st July 2014

Scoping the work of the Welfare Reform sub-group

REPORT TO SCRUTINY COMMITTEE



DATE	12/08/2014
PORTFOLIO	Resources and Performance Management
REPORT AUTHOR	Caroline Lee
TEL NO	01282 477151
EMAIL	clee@burnley.gov.uk

PURPOSE

1. To update members on the outcome of the Welfare Reform sub group meeting held on 23rd July, 2014 and subsequent plan of action

RECOMMENDATION

2. That the sub- group attend the Welfare Reform meeting in September to gain information and updates about the work and impacts happening around Burnley in relation to Welfare Reform. This will (subject to availability) also include a presentation from Community Solutions
3. That reports come to the meeting in September covering how Discretionary Housing Payments were allocated in 2013/14, plans for Council support for the phased implementation of Universal Credit and plans for a revised Council Tax Support scheme for 2015/16.

REASONS FOR RECOMMENDATION

4. To give members more background information around the wider impact of Welfare Reform changes in the borough.
5. To give scrutiny clear and comprehensive reports into the way in which Welfare Reform is being managed and impacts on benefit claimants managed in Burnley

SUMMARY OF KEY POINTS

6. At the Scrutiny Committee of 25th June, 2014, members expressed their intention carry out a review around Welfare Reform. A sub group comprising Cllrs Ellis, Reynolds, Stringer and Frost was set up. The group met with officers on 23rd July, 2014 to scope out the review
7. During the meeting, it became clear that there were two areas that members were interested in. Firstly, members were interested in gaining more information about the

wider impacts of Welfare Reform change across the borough encapsulating areas outside of the Council's core business such as the work of the food bank. Secondly, members were keen to be involved in and scrutinise other key welfare reform projects directly related to Council business such as the implementation of Universal Credit, amendments to the Council Tax Support Scheme and how Discretionary Housing Payments had been allocated (and in particular in relation to the impact of the bedroom tax)

8. It was agreed to invite the sub- group to the meeting of the Welfare Reform Group in September. This group comprises a number of key partners and stakeholders in the Borough including Community Solutions (the food bank), JobCentre Plus, Credit Union, Calico, Help Direct, CAB, Burnley College etc. The group has carried out some task and finish work such as the Welfare Reform leaflet , issued in 2013 to all working age households in receipt of benefit . The group also operates as an information exchange, members share updates and impacts around welfare reform. This information would be useful for the Scrutiny sub –group. Community Solutions have been invited to give a presentation at the September meeting as the food bank was a particular area of interest for the sub-group.

9. At September's scrutiny meeting, three reports will be submitted all focussing on Welfare Reform. One will provide detail around how Discretionary Housing Payments have been allocated to support those claimants affected by Welfare Reform, the second will give details around plans to roll out Universal Credit in Burnley and how the vulnerable will be supported. The third report will cover plans to amend the Council Tax Support scheme prior to submission to the Executive and consultation with the public.

FINANCIAL IMPLICATIONS AND BUDGET PROVISION

10. None

POLICY IMPLICATIONS

11. None

DETAILS OF CONSULTATION

12.

BACKGROUND PAPERS

13.

FURTHER INFORMATION
PLEASE CONTACT: C.Lee
ALSO: F. Keenan ext 7250

Scrutiny Work Programme 2014/15

25 June	<ol style="list-style-type: none"> 1. Notice of Key Decisions and Private Meetings – statutory notice relating to Executive business 2. Capital Budget Monitoring Quarter 4 (to 31st March 2014) 3. Revenue Budget Monitoring Quarter 4 (to 31st March 2014) 4. Year-end performance report – this will provide a summary of performance across the Council for 2013/14 5. Proposed Work Programme <p>Note: Financial Monitoring activity is a continuing shared working arrangement between Scrutiny Committee and the Budget Scrutiny Panel which was agreed as part of last year's scrutiny activity. The Panel will receive monitoring information as part of preparations for future years budgets whilst the Committee will receive as part of its performance management activity</p>
8 July	<ol style="list-style-type: none"> 1. Notice of Key Decisions and Private Meetings 2. Weaver's Triangle Programme and Progress - To brief Members on the current progress and planned activity of the On the Banks programme and related infrastructure works. 3. Asset Management Strategy – This is the Council's high level strategic approach to managing its asset portfolio for 2014/15 and beyond 4. Final Budget outturn 2013/14 and Treasury Management
12 August	<ol style="list-style-type: none"> 1. Notice of Key Decisions and Private Meetings 2. Local Plan Process – To update Members on the progress in developing Burnley's next Local Plan and set out the planned process and timetable for the year, which will end in the publication and widespread consultation on, the Council's Preferred Option for the Plan. 3. Change Programme – Executive report – initial business case for consideration 4. Markets Review - To consider an Executive report on options for the future of Burnley market. 5. Report from the Welfare Reform working group
16 September	<ol style="list-style-type: none"> 1. Notice of Key Decisions and Private Meetings 2. Revenue and Capital Budget Monitoring - Q1 3. Housing Programme - In the context of continuing, reducing, Government resources to Council's for housing investment, to consider options for a future programme in the Borough. 4. State of the Local Economy - This will be the first of bi-annual reports setting out employment and labour market data and trends in the Borough.

21 October	<ol style="list-style-type: none"> 1. Notice of Key Decisions and Private Meetings 2. Treasury Management 3. Community Engagement Strategy – to provide a position statement on the range of the Council’s public engagement activity 4. Waste/Street Cleaning/Recycling Contract – This report will consider the results of the tendering exercise for the new Waste and Street Cleaning Contract.
25 November	<ol style="list-style-type: none"> 1. Notice of Key Decisions and Private Meetings 2. Half Year performance report – a mid-year summary of Council performance 3. Crime and Disorder issues- The meeting will consider the annual review of crime and disorder priorities and action for the Borough. <p>Note: it is a statutory requirement for Scrutiny to consider on an annual basis, crime and disorder matters</p>
1 December Budget Scrutiny Panel	<i>Revenue and Capital Budget Monitoring - Q2</i>
12 January 2015	<ol style="list-style-type: none"> 1. Notice of Key Decisions and Private Meetings 2. Draft Strategic Plan – annual refresh of the document setting out the Council’s key objectives and actions
10 February	<ol style="list-style-type: none"> 1. Notice of Key Decisions and Private Meetings
11 February Budget Scrutiny Panel	<i>Revenue and Capital Budget Monitoring - Q3</i>
18 March	<ol style="list-style-type: none"> 1. Notice of Key Decisions and Private Meetings
20 April	<ol style="list-style-type: none"> 1. Notice of Key Decisions and Private Meetings 2. Revenue and Capital Budget Monitoring – Q4 3. Leisure Trust Annual Report