

SCRUTINY COMMITTEE

Wednesday
18th March 2015
6.30 p.m.



Burnley
.gov.uk





SCRUTINY COMMITTEE

BURNLEY TOWN HALL

Wednesday 18th March 2015 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.

Under current legislation members of the public can film or record this meeting provided they don't disrupt the meeting

AGENDA

1. ***Apologies***

To receive any apologies for absence.

2. ***Minutes***

To approve as a correct record the Minutes of the meeting held on 10th February 2015 (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 consider the key decisions to be taken for the period March - June 2015 (enclosed).

8. *Improvements to Pedestrianised Zones*

To consider a report on improvements to pedestrianized zones (report enclosed).

9. *Progress on actions arising from the Welfare Reform Group*

To consider a progress report on actions arising from the Welfare Reform Working Group (report enclosed)

10. *Work Programme*

To consider the work programme for the remainder of the current Municipal Year and to progress initial planning activity for the 2015/16 Municipal Year (enclosed).

MEMBERSHIP OF COMMITTEE

Councillors

Jonathan Barker
Charlie Briggs
Ida Carmichael (Chair)
Jean Cunningham
Trish Ellis
John Fifield
Gary Frayling
Roger Frost
Sue Graham

Councillors

David Heginbotham
Marcus Johnstone
Anne Kelly
Margaret Lishman
Elizabeth Monk
Paul Reynolds
Betsy Stringer
Jeff Sumner

Copy to :

Leader of the Council,
Executive Member for Housing and Environment

Published Tuesday 10th March 2015

Please note that phones and other equipment may be used to film, record, tweet or blog from this meeting. The use of those images or recordings is not under the Council's control. No part of the meeting room is exempt from public filming.

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 March until June 2015, to be published on 23rd February 2015.
- 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: 16th February, 24th March, 28th April 2015, 2nd June and 7th July 2015. Meetings normally start at 6.30pm but times can change so please check the council website nearer the date of the meeting. This Notice will be further updated on the following dates: 26th March, 30th April 2015 and 8th June 2015..

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
On the Banks-Hotel Development	To consider proposals regarding a hotel development	Yes	March 2015	Private	Report setting out the key issues	Kate Ingram Head of Regeneration and Planning Policy Executive Member for Regeneration and Economic Development
Lancashire Local Growth Deal	To approve the Council's input to the Local Growth Deal programme.	Yes	March 2015	Public	Report setting out the key issues	Mick Cartledge, Acting Chief Executive The Leader
On the Banks (Disposal of Phases 3b, 4 & 5 – Weavers' Triangle)	To consider the variation of the Development Agreement	Yes	March 2015	Private	Report setting out the key issues	Phil Moore, Head of Finance & Property Management Executive Member for Resources & Performance Management
Tobacco Free Burnley Plan	To update the existing Plan, which identifies Council initiatives to reduce tobacco use and smoking	Yes	March 2015	Public	Report setting out key issues	Karen Davies, Environmental Health & Licensing Manager Executive Member for Resources &

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
----------------------------	----------------	-------------------------------	-------------------------------------	--	--	---

	prevalence.					Performance Management
Selective Licensing	To consider the extension of selective licensing to various areas	Yes	March 2015	Public	Report setting out key issues	Paul Gatrell, Head of Housing and Development Control Executive Member for Housing and Environment
Vacant Property Initiative	To consider the next stages of the Vacant Property Initiative	Yes	March 2015	Public	Report setting out key issues	Paul Gatrell, Head of Housing and Development Control Executive Member for Housing and Environment
Athol Street Remedial Work	To carry out remedial work at Athol Street	Yes	March 2015	Public	Report setting out key issues	Paul Gatrell, Head of Housing and Development Control Executive Member for Housing and Environment

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
----------------------------	----------------	---------------------------------------	-------------------------------------	--	--	---

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: 23rd February 2015

TOWN CENTRE PEDESTRIANISATION UPGRADE

REPORT TO SCRUTINY COMMITTEE



DATE	18th March 2015
PORTFOLIO	Community Services
REPORT AUTHOR	Joanne Swift
TEL NO	7301
EMAIL	jswift@burnley.gov.uk

PURPOSE

1. To provide an update to the Scrutiny Committee of the progress of the scheme and key timescales.

RECOMMENDATION

2. That the Scrutiny Committee notes the details of the report.

REASONS FOR RECOMMENDATION

3. Burnley Borough Council working closely with Lancashire County Council have agreed to invest in the scheme over the next 2 years that plans to undertake significant up-grade work to reinvigorate the public realm at the core of Burnley's town centre.
4. A design team has been established comprising of both Borough and County Council Officers that will oversee the roll-out of key phases of the scheme.

SUMMARY OF KEY POINTS

Background

5. The central area of St James's Street, Curzon Street, The Mall and the end of Manchester Road were last upgraded almost 25 years ago. As such, the planned public realm enhancements, aims to upgrade the appearance of the centralised / high footfall areas of the town centre. The improvements will comprise of new paving, street furniture, lighting, signage and the creation of a multi-purpose area that will facilitate events and other economic activity in the town centre.
6. The scheme aims to modernise and boost the vibrancy of Burnley's retail offer and builds on recent transformational projects and investment across the town of Burnley as a place of choice to live, invest, work and shop. In particular, the scheme in working closely with our retail partners; Addington Capital aims to contribute to the growth of the retail and business offer within the town and enable Burnley to retain footfall and its catchment across East Lancashire.

7. In order to address a decline in the Town Centre's shopping index ranking (which reflects its attractiveness to shoppers) and complementing other significant regeneration investment in the Town, Burnley Borough Council are committed to the creation of a contemporary, high quality public realm in the Town Centre integrating Burnley's retail and business core with key strategic sites including the Princess Way Public Realm scheme, On the Banks, Manchester Road Station, Todmorden Curve and the Knowledge Quarter. It is considered that investment in the public realm at the heart of the Town Centre would significantly improve investor confidence.
8. St James's Street and the adjacent Curzon Street are the premier shopping thoroughfares located in Burnley's Town Centre's retail core. As well as its shopping offer, St James's Street provides key gateway locations to the wider retail and business core, and the main entrance point to the Charter Walk Shopping Centre. It is a pedestrianised route with provision for service vehicles for loading at restricted times, and performs adequately for the primary shopping function. However, the layout of the street, the profusion of large planters and kiosks, combined with materials and furniture associated with the 1980's gives this street a very dated appearance.

Key Project Timescales

9. The Borough and County Council Officers have been working jointly to consider design options and materials and working towards an agreed outline design. The construction of the scheme is to be undertaken by Lancashire County Council's Operations Team. Work to date is still in its concept and initial design stage and significant work is still required.
10. A key activity to finalise the scheme's plans is yet to be completed as part of the scheme's stakeholder consultation activity. However, it is envisaged that a phased approach to construction will be undertaken to minimise retail disruption. Indicative key scheme dates are as follows;

Activity	Timescales for Commencement / Completion	Updates
Early Design / Concept	Ongoing	
Site Investigation	End of March 2015	
Agency Consultation	Start March 2015 – Approx 6 weeks	
Public Stakeholder Events	End of May 2015	
Detailed design	End of August 2015	
Construction	Start Oct 2015 – March 2017	Will be undertaken in phases to accommodate construction breaks for scheduling, Christmas, key events and weather etc...

FINANCIAL IMPLICATIONS AND BUDGET PROVISION

11. The estimated total cost of the scheme is £3m to be funded jointly (£1.5m each) by LCC and the Council via respective capital programmes. The Council have committed £750,000 to be made available in both 2015/16 and 2016/17. The County Council have recently ratified their funding provision from 2015 – 2018 for the scheme.

POLICY IMPLICATIONS

12. All works will be undertaken in accordance with relevant design and construction standards and requirements. In addition the scheme will also support Burnley's Public Realm Strategy.

DETAILS OF CONSULTATION

13. Mick Cartledge – Director of Community Services
Councillor Tony Harrison – Executive Member for Community Services
Nick Stafford – Project Lead, Lancashire County Council

BACKGROUND PAPERS

14. None

FURTHER INFORMATION

PLEASE CONTACT: Joanne Swift

ALSO: Mick Cartledge

Scrutiny Committee Welfare Reform Sub Group Review – Council Tax Support Update

REPORT TO SCRUTINY COMMITTEE



DATE	18/03/2015
PORTFOLIO	Resources and Performance Management
REPORT AUTHOR	Francine Keenan
TEL NO	01282 477250
EMAIL	fkeenan@burnley.gov.uk

PURPOSE

1. To provide a monitoring report on Council Tax Support as recommended by the Welfare Reform Sub Group as approved by Scrutiny Committee on 25th November 2014.

RECOMMENDATION

2. Scrutiny Committee are asked to note the contents of this report and note that a future report will be submitted on completion of 2014/15 financial year.

REASONS FOR RECOMMENDATION

3. To provide relevant and timely information to Scrutiny committee.
4. Whilst supporting the key policy objectives around promoting work incentives and the Council's strategy to promote prosperity and bringing jobs to Burnley, the Scrutiny Committee felt it particularly important that the Council be mindful of the impact of welfare reform on vulnerable groups and ensure that the Council does all in its power to support those at most risk.

SUMMARY OF KEY POINTS

5. As part of the scrutiny work programme and as a result of members interest in the area a cross party sub group was set up focussing on the area of welfare reform, and its impact. The outcome of that review was considered by the Executive on 2 December in advance of making any final decisions in relation to the scheme for council tax support for 2015/16 and 2016/17. The final scheme approved by the Executive reduces the final award of council tax support by 12.5% in 2015/16 and 17.5% from 2016/17.
6. The Executive endorsed the approach recommended by the Scrutiny Committee to support vulnerable groups and provide additional support through its Exceptional Hardship scheme, in particular encouraging take up of Exceptional Hardship Payments within the existing resource through a target campaign to identify vulnerable Council Tax Support claimant.
7. Furthermore, the Scrutiny Committee (25 November 2014) approved to continue to

evaluate the council tax support scheme over the coming 12 months to include consideration of claimant caseload by groups and evaluation of collection and recovery activity. This will be the subject of a further report on completion of 2014/15 financial year once the detailed information is available to enable accurate assessment and possible determination of any emerging trends.

8. The focus of this report is to update on the progress of the take up of Exceptional Hardship Payments only.

Exceptional Hardship Payments

9. The current Exceptional Hardship Scheme was approved by the Executive on 2 April 2013. The Exceptional Hardship Payment fund was created to ensure a level of protection and support is available to those claimants most in need and is intended as short term support and where the claimant will be expected to have made clear attempts to improve their financial circumstances during the course of any award.
10. Since November 2014, the take up of Exceptional Hardship Payments has been encouraged through:
 - a. Promoting Exceptional Hardship Payments on the 2015-16 Council Tax leaflets that have been issued with all Council Tax bills.
 - b. Promoting Exceptional Hardship Payments on Council Tax recovery documentation such as reminder letters and summonses.
 - c. Raising the prominence of Exceptional Hardship Payments on the Council website.
 - d. Undertaking a campaign to encourage claimants aged under 25 to apply for an Exceptional Hardship Payment.
11. Applications forms were sent out to 186 claimants aged under 25 inviting them to apply for an Exceptional Hardship Payment. Out of the 186 application forms sent only 9 of those claimants returned the application form and, only 6 were successful in being awarded an Exceptional Hardship Payment. The 3 unsuccessful claimants did not meet the criteria, this included income in excess of threshold; relocation and non entitlement to council tax support.
12. The council is organising a further campaign next month to target single claimants from 26 to 35.

FINANCIAL IMPLICATIONS AND BUDGET PROVISION

13. The budget for Exceptional Hardship Payments of £20,000 is jointly financed by Burnley Borough Council and Lancashire County Council and will continue in to 2015/16.

POLICY IMPLICATIONS

14. None.

DETAILS OF CONSULTATION

15. Exceptional Hardship take-up campaign undertaken January 2015.

BACKGROUND PAPERS

16. None.

FURTHER INFORMATION

PLEASE CONTACT: Francine Keenan

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 Budget Monitoring Q1 3. Capital Budget Monitoring - Q1 4. Markets Review 5. Discretionary Housing Payments 6. Universal Credit Roll-out 7. Council Tax Support Scheme

<p>24 October (rescheduled from 21 October)</p>	<ol style="list-style-type: none"> 1. Notice of Key Decisions and Private Meetings 2. Treasury Management 3. Waste/Street Cleaning/Recycling Contract – This report will consider the results of the tendering exercise for the new Waste and Street Cleaning Contract. 4. 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.
<p>25 November</p>	<ol style="list-style-type: none"> 1. Notice of Key Decisions and Private Meetings 2. Community Engagement Strategy – to provide a position statement on the range of the Council's public engagement activity 3. 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 4. Half Year performance report – a mid-year summary of Council performance 5. 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>
<p>1 December Budget Scrutiny Panel</p>	<p><i>Revenue and Capital Budget Monitoring - Q2</i></p>
<p>12 January 2015</p>	<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
<p>10 February</p>	<ol style="list-style-type: none"> 1. Notice of Key Decisions and Private Meetings 2. Food Intervention Programme and Statutory Targets
<p>11 February Budget Scrutiny Panel</p>	<p><i>Revenue and Capital Budget Monitoring - Q3</i></p>
<p>18 March</p>	<ol style="list-style-type: none"> 1. Notice of Key Decisions and Private Meetings 2. Pedestrianized Zones 3. Report on recommendations arising from the Welfare Reform Group
<p>20 April</p>	<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