

To register a question for Public Question Time please email your question to [democracy@rossendalebc.gov.uk](mailto:democracy@rossendalebc.gov.uk) before 9am Monday 20<sup>th</sup> June.

**Meeting of:** The Council

**Wednesday 22<sup>nd</sup> June 2022 at 6.30pm** or at the conclusion of Question Time and Public Engagement whichever is the later.

**Venue:** Council Chamber, The Business Centre, Futures Park, Bacup. OL13 0BB



**The meeting can also be observed on Zoom** (please allow time for set up if accessing for the first time): <https://zoom.us/j/95728023249?pwd=T1c5M3ZjVzNrdFVGdzRuUnRoTXdYUT09>

Meeting ID: 957 2802 3249

Passcode: 479216

**Please note that a waiting room will be in place for the Zoom meeting and public will be admitted to the meeting shortly before 6.30pm.**

**Supported by:** Carolyn Sharples, Committee and Member Services Manager Tel: 01706 252422  
Email: [democracy@rossendalebc.gov.uk](mailto:democracy@rossendalebc.gov.uk)

ITEM		Lead Member/Contact Officer
<b>A.</b>	<b>BUSINESS MATTERS</b>	
<b>A1.</b>	<b>Apologies for Absence</b>	
<b>A2.</b>	To approve and sign as a correct record the minutes of 20 <sup>th</sup> May 2022.	
<b>A3.</b>	<b>Urgent Items of Business</b> To note any items which the Chair has agreed to add to the Agenda on the grounds of urgency.	
<b>A4.</b>	<b>Declarations of Interest</b> <i>Members are advised to contact the Monitoring Officer in advance of the meeting to seek advice on interest issues if necessary.</i>  Members are requested to indicate at this stage, any items on the agenda in which they intend to declare an interest. Members are reminded that, in accordance with the Local Government Act 2000 and the Council's Code of Conduct, they must declare the nature of any personal interest and, if the interest is prejudicial, withdraw from the meeting during consideration of the item.	Clare Birtwistle, Monitoring Officer 01706 252438 <a href="mailto:clarebirtwistle@rossendalebc.gov.uk">clarebirtwistle@rossendalebc.gov.uk</a>
<b>B.</b>	<b>Communications from the Mayor, the Leader or Head of Paid Service</b> To receive any communications from the Mayor, the Leader, or the Head of the Paid Service that they may wish to lay before the Council.	The Mayor, Councillor Cheetham, The Leader, Councillor A.Barnes and Neil Shaw, Chief Executive 01706 252447 <a href="mailto:neilshaw@rossendalebc.gov.uk">neilshaw@rossendalebc.gov.uk</a>
<b>C.</b>	<b>ORDINARY BUSINESS</b>	
<b>C1.</b>	<b>Annual Report 2021/22</b> To consider the Annual Report 2021/22	Councillor A.Barnes/ Neil Shaw, Chief Executive 01706 252447 <a href="mailto:neilshaw@rossendalebc.gov.uk">neilshaw@rossendalebc.gov.uk</a>

The agenda and reports are also available for inspection on the Council's website <https://www.rossendale.gov.uk/>. Other formats are available on request. Tel 01706 217777 or contact Rossendale Borough Council, Futures Park, Bacup, OL13 0BB

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<b>C2.</b>	<b>Supported Accommodation for Homeless Families in Rossendale</b> To consider supported accommodation for homeless families in Rossendale	Councillor Oakes/ Mandy Lewis, Director of Economic Development 01706 252443 <a href="mailto:mandylewis@rossendalebc.gov.uk">mandylewis@rossendalebc.gov.uk</a>
<b>C3.</b>	<b>Food Law Service Plan 2022/23</b> To consider the Food Law Service Plan 2022/23	Councillor Oakes/ Adam Allen, Director of Communities 01706 252428 <a href="mailto:adamallen@rossendalebc.gov.uk">adamallen@rossendalebc.gov.uk</a>
<b>C4.</b>	<b>Household Support Fund – Second Round</b> To consider the Household Support Fund report	Councillor Walmsley/ Karen Spencer, Head of Finance 01706 252465 <a href="mailto:karens pencer@rossendalebc.gov.uk">karens pencer@rossendalebc.gov.uk</a>
<b>D.</b>	<b>RECOMMENDATIONS FROM THE CABINET AND OTHER COMMITTEES</b>	
<b>D1.</b>	<b>Recommendation of the Governance Working Group</b> Constitution Review	Councillor Serridge/ Clare Birtwistle, Monitoring Officer 01706 252438 <a href="mailto:clarebirtwistle@rossendalebc.gov.uk">clarebirtwistle@rossendalebc.gov.uk</a>
<b>D2.</b>	<b>Recommendation of the Overview and Scrutiny Committee</b> Overview and Scrutiny Annual Report and Work Programme	Councillor Serridge/ Clare Birtwistle, Monitoring Officer 01706 252438 <a href="mailto:clarebirtwistle@rossendalebc.gov.uk">clarebirtwistle@rossendalebc.gov.uk</a>
<b>E.</b>	<b>NOTICES OF MOTION</b>	
<b>E1.</b>	<b>To consider a notice of motion submitted by Councillors Foxcroft and Thomson</b> To consider a notice of motion as set out in item E1 regarding the Platinum Jubilee.	Councillor Foxcroft Councillor Thompson



**Neil Shaw**  
Chief Executive

**Date Published:** 14<sup>th</sup> June 2022

**Date Re-published:** 20<sup>th</sup> June 2022

## **COUNCILLOR JACKIE OAKES, MAYOR**

**MINUTES OF: THE ANNUAL MEETING OF THE COUNCIL**

**DATE OF MEETING: 20<sup>th</sup> May 2022**

**PRESENT: The Mayor Councillor Oakes (in the Chair)  
Councillors Adshead, Ashworth, A. Barnes, S. Barnes,  
Brennan, Cheetham, Coogan, Janet Eaton, James Eaton,  
Foxcroft, Hughes, Johnson, Kenyon, McInnes, McMahon,  
Marriott, Morris, Neal, Powell, Procter, Rigby, Rooke, Serridge,  
Smith, Snowden, Steen, Thompson, Walmsley, Whitehead and  
Woods.**

**IN ATTENDANCE: Neil Shaw, Chief Executive/Head of Paid Service  
Clare Birtwistle, Head of Legal/Monitoring Officer  
Carolyn Sharples, Committee and Member Services Manager  
Stephanie Carroll, Civic Services Officer and Leader's PA  
John Illingworth, Mayor's Attendant  
George Taylor, Mayor's Attendant**

**ALSO PRESENT: 1 press  
5 public (includes 1 remote attendee)  
37 guests**

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A short silence was held as a mark of respect for former councillors Fred Lynskey and John McManus.

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The Leader of the Council informed of two special achievements. Councillor Alan Neal had achieved a total of 30 years' service as a councillor, and Councillor James Eaton had achieved 30 years of continuous and unbroken service as a councillor. She thanked both Councillors Neal and Eaton for their commitment and dedication and presented them with a Certificate of Achievement on behalf of the Council.

She also informed that that Rossendale was one of the first councils in the country to pay the £150 energy rebate to direct debit payers, the finance team were now working on a solution to enable the remaining payments to be made as quickly as possible.

Steve Bayes, George Bristow and Betty Bayes had committed over 40 years to running the Rossendale Badminton League and had also formerly played the sport too, Steve Bayes at county level. Betty's role had been as vice president and press secretary, Steve had been the league's chairman and George was the retiring secretary. All three members would be hanging up their racquets at the end of the season and, in recognition of their dedication and voluntary contributions to badminton in Rossendale, the Leader asked for them to be presented with a certificate of achievement on behalf of the Council.

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### **CIVIC MATTERS**

#### **1. Election of the Mayor**

The Mayor invited nominations for the position of Mayor for the Municipal Year 2022/23. Councillor Anne Cheetham was proposed by Councillor David Foxcroft and seconded by Councillor Alyson Barnes.

**Resolved:**

That Councillor Anne Cheetham be appointed as the Mayor for the Municipal Year 2022/23.

**NB: The New Mayor, Councillor Anne Cheetham, chaired the meeting from this point forward.**

**2. Election of the Deputy Mayor**

The Mayor invited nominations for the position of Deputy Mayor for the Municipal Year 2022/23. Councillor Andrew Walmsley was proposed as Deputy Mayor for external engagements only by Councillor Barbara Ashworth and seconded by Councillor Peter Steen.

**Resolved:**

That Councillor Walmsley be appointed as the Deputy Mayor for external engagements only for the Municipal Year 2022/23.

**3. Presentation and Vote of Thanks to the Retiring Mayor and Mayoress**

Councillor Sean Serridge moved the vote of thanks and spoke in relation to the retiring Mayor, seconded by Councillor Peter Steen, to which Councillor Jackie Oakes responded.

**Resolved:**

That the grateful thanks of this Council be offered to Councillor Jackie Oakes for the excellent manner in which she has fulfilled her duties as Mayor.

**BUSINESS MATTERS**

**4. Apologies for Absence**

Apologies for absence were received for Councillors L. Barnes, Haworth, Lythgoe and Pendlebury.

**5. Minutes of the last meeting**

**Resolved:**

That the minutes of the meeting held on 16<sup>th</sup> March 2022 be signed by the Mayor as a correct record.

**6. Urgent Items of Business**

There were no urgent items of business.

**7. Declarations of Interest**

There were no declarations of interest.

**8. Retiring Councillors – Vote of Thanks**

Councillor Patrick Marriott spoke in relation to those councillors who had retired following the Elections on 5<sup>th</sup> May 2022, this was seconded by Councillor Jenny Rigby.

**Resolved:**

That the grateful thanks of this Council be offered to Brian Essex, Christine Gill, Karl Kempson, Denis Kostyan and Joseph Stevens for their hard work throughout their service as elected members of the borough.

**9. Election of Councillors**

The Chief Executive reported that the following persons had been elected councillors on

5<sup>th</sup> May 2022 and had each made the necessary Declaration of Acceptance of Office. The Mayor welcomed all new and returned councillors to the Council.

**Resolved:**

That it be noted that the following persons were elected on 5<sup>th</sup> May 2022.

**Name of Person Elected Ward**

Anne Cheetham	Eden
Granville Morris	Greenfield
James Eaton	Greensclough
Alyson Barnes	Goodshaw
Annie McMahon	Hareholme
Alan Neal	Healey & Whitworth
Caroline Snowden	Helmshore
Michelle Smith	Irwell
Liz McInnes	Longholme
Jackie Oakes	Stacksteads
Mary Coogan	Whitewell
Ann Kenyon	Worsley

The Mayor wished them well in their role as a councillor.

**10. Appointment of Leader of the Council**

The Mayor invited nominations for the position of Leader of the Council for a 4 year term.

Councillor Jackie Oakes moved and Councillor Sean Serridge seconded that Councillor Alyson Barnes be appointed Leader of the Council.

**Resolved:**

That Councillor Alyson Barnes be appointed Leader of the Council for a 4 year term.

**11. Communications from the Mayor, the Leader or Head of Paid Service**

There were no communications.

**12. Political Balance, Committees and Outside Bodies**

The Council considered the Political Balance, Committees and Outside Bodies report.

**Resolved:**

That the Council confirm appointments proposed by the various political groups as set out in the following appendices:

- Appendix A - Draft political balance calculation
- Appendix B - Draft committees of the Council, working groups, member champions and other meetings

**Reason for Decision**

To ensure that the Council can effectively conduct its business.

**Alternative Options Considered**

None.

**13. Proposed move to whole Council elections**

The Council considered the proposed move to whole Council elections.

**Resolved:**

- That Council agrees to commence a 6 weeks consultation process on whether the

Council should change to whole-council elections every 4 years.

- That the Council proposes to commence whole-council elections in 2024 should Council resolve to change the election cycle following the required consultation.
- That the Council will hold a future Extraordinary Full Council meeting to hear the outcome of the consultation and make a determination on whether to move to whole- council elections or stay as election by thirds.

**Reason for Decision**

Council should consider agreeing the report recommendations in order to commence the public consultation on changing the electoral cycle as required by the relevant legislation. This will enable members to better understand the views of the voting public and relevant stakeholders when considering whether to move to whole-council elections or stay as election by thirds.

**Alternative Options Considered**

None.

**SPECIAL MEETING ITEMS**

**14. Honorary Aldermen**

In accordance with Section 249(1) of the Local Government Act 1972, the Council considered nominations to receive the title of Honorary Alderman in recognition of eminent service to the Borough.

Councillor Alan Woods proposed Peter Evans, seconded by Councillor Marilyn Procter. Councillor Anne Cheetham proposed Judith Driver, seconded by Councillor Sue Brennan. Councillor Sean Serridge proposed Tom Aldred, seconded by Councillor Peter Steen.

**Resolved:**

That in accordance with Section 249(1) of the Local Government Act 1972, the title of Honorary Alderman be conferred on the following individuals in recognition of their service and dedication to the local community as a councillor for the borough of Rossendale:

- Peter Evans
- Judith Driver
- Tom Aldred

**(The meeting commenced at 6.40pm and concluded at 8.30pm)**

Signed.....  
(Chair)

Date .....

<b>Subject:</b>	Annual Report 2021-22	<b>Status:</b>	For publication
<b>Report to:</b>	Council	<b>Date:</b>	22 June 2022
<b>Report of:</b>	Chief Executive	<b>Portfolio Holder:</b>	Leader of the Council
<b>Key Decision:</b>	<input checked="" type="checkbox"/> Forward Plan <input checked="" type="checkbox"/>	<b>General Exception</b>	<input type="checkbox"/> <b>Special Urgency</b> <input type="checkbox"/>
<b>Equality Impact Assessment:</b>	Required:	No	Attached: No
<b>Biodiversity Impact Assessment</b>	Required:	No	Attached: No
<b>Contact Officer:</b>	Neil Shaw	<b>Telephone:</b>	01706 252480
<b>Email:</b>	neilshaw@rossendalebc.gov.uk		

### 1. RECOMMENDATION

**That Full Council consider the achievements of the council in the last twelve months, summarised in the Annual Report 2021-22**

### 2. EXECUTIVE SUMMARY

- In 2022-21 the council agreed a Corporate Plan 'Our Place, Our Plan'. The Corporate Plan outlines the council's priorities for the next four years.
- An Annual Report has been developed for the first time to report the council's key achievements against the four priorities agreed in the Corporate Plan
- More detailed information on the performance of the council is considered each quarter by the Overview & Scrutiny Committee and Cabinet

### 3. BACKGROUND

- 3.1. The Corporate Plan shapes the plans which each service develop to identify priority activity for the forthcoming year. It informs which key projects the council will take forward and its performance reporting. The new Corporate Plan was agreed by Full Council on 8 September 2021.
- 3.2. At the same time the council agreed a detailed action plan for 2021-22. This contained 90 specific actions the council intended to take to deliver on its priorities. Progress on the action plan is reported quarterly to Overview & Scrutiny and Cabinet. This also explores more detail on performance indicators and corporate risks.

### 4. THE ANNUAL REPORT

- 4.1. An Annual Report has been developed for the first time to report transparently at year end how the council is delivering on its priorities. It is not intended to capture every single action – as this information is contained in the quarterly performance reports. Instead, it is intended to identify the key achievements of the council over the last twelve months. A copy of the Annual Report is appended to this report.
- 4.2. The report also summarises key actions which the council intend to focus on in the forthcoming year. Again, the detail of this can be explored by members at Overview & Scrutiny Committee and Cabinet as this will be reported each quarter.

**5. RISK**

None.

**6. FINANCE**

None.

**7. LEGAL**

None.

**8. POLICY AND EQUALITIES IMPLICATIONS**

The report has no specific policy or equalities implications.

**9. REASON FOR DECISION**

The Annual Report is one approach the council uses to publicly report its progress. The report is being considered by Full Council to enable members to discuss the council's progress over the last twelve months and to celebrate its achievements. A copy of the Annual Report will be published on the council's website to enable local people to understand what progress the council is making.

<b>Background Papers</b>
Our Place, Our Plan: the Corporate Plan <a href="https://www.rossendale.gov.uk/meetings/meeting/1250/council">https://www.rossendale.gov.uk/meetings/meeting/1250/council</a> 8 September 2022





ANNUAL  
REPORT  
2021/22

[www.rossendale.gov.uk](http://www.rossendale.gov.uk)

Rossendale  
BOROUGH COUNCIL

# INTRODUCTION

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This Annual Report has been developed to help the council report on its progress. It's the first one we have published. We are using this to provide clearer information for local people on what the council is achieving.

I am proud to lead a council that is ambitious, effective and proud to serve the people of Rossendale. This is a council that has responded to the impact of Covid 19 and kept council services running.

Last year we agreed a new Corporate Plan: Our Place, Our Plan. This set out our ambition for the next four years and provides a structure against which we can report our progress. It's been a tough year. At times, Rossendale was one of the areas of the country hardest hit by the impact of the Covid lockdown restrictions. During the whole of the last two years, we have aimed to keep council services running as close to normal as possible to serve local people. And in this we have succeeded. We have also adapted the way we support local communities to help the most vulnerable. This included running Rossendale Connected, which supported over 5,000 people during the last two years.

In November 2021, we had a Local Government Association peer challenge, which examined how well we were doing. This independent review identified that 'the council clearly cares for its local communities.' The peer team found 'a council which is pro-active and ambitious', which was good to see. We believe we've achieved a lot in the last twelve months but we are keen to do more. We will keep doing what we do best – supporting each other and delivering for Rossendale.

We've done all of this on a small budget. In 2021/22 our budget was £8.9m. and we think we've achieved a lot with modest resources. This Annual Report does not feedback on everything we have achieved in the last year, but I hope you will get a sense of our commitment as we take a look back at the work of the council over the last year.

Alyson Barnes



Leader, Rossendale Borough Council

# 1

## THRIVING LOCAL ECONOMY

The local economy was hard hit by the Covid pandemic. Over the last year we have given out over £34m in grants to support local businesses. The early signs are positive, but the local economy is in a fragile state and we are undertaking sustained work to support local businesses to recover.



### Despite Covid we have been making some good progress in building a thriving local economy:

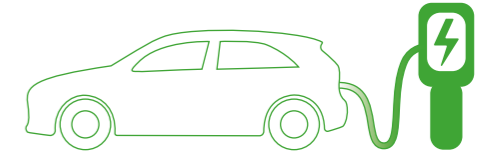
- **Haslingden** – the work redeveloping upper Deardengate has begun. This £2.3m project is improving 19 shopfronts and the public realm at the top of Deardengate. Work began in 2021 securing funding from the Heritage Lottery Fund to begin the work with local businesses.
- **Rawtenstall** – the town square was redeveloped over the Winter leading to a much improved open public space adjacent to the bus station. The space has been opened up, provision has been made for small scale events and new planting and landscaping has taken place in the £300,000 redevelopment.
- **Bacup** – work began at the former Lancashire and Yorkshire Bank, ABD Centre and Trinity Baptist Church to either repurpose or improve the usage of these heritage buildings. The work on the Heritage Action Zone continues, improving key derelict buildings and the public realm in the town centre.
- We supported the relocation of major employers in the Valley such as Slingco and WeBuyBooks, helping to grow the number of jobs available to local people.
- In July 2021 the Whitaker Museum & Gallery reopened following a £2.2m redevelopment. This has created a modern and innovative new gallery/ event space, created new hospitality facilities and led to it being awarded the cultural venue of the year at the Lancashire tourism awards.
- Over 725 planning applications have been processed in the last year, making it one of the busiest years in recent times, assisting housing developers, local businesses to expand and residents to improve their homes.
- We continue to deliver Rossendale Works – working with the Department for Work & Pensions and Active Lancashire – this has placed 140 unemployed local people into paid work.
- Developed out further plots at the Futures Park Business Centre in Bacup, including Bright Futures Nursery, generating jobs for local people and income for the council.
- Secured £150,000 of funding to start feasibility work on re-opening the City Valley passenger rail line from Rawtenstall to Manchester.
- We agreed our Local Plan, which provides the framework for all longer-term decisions on housing, infrastructure development and space for business.



# 2

## HIGH QUALITY ENVIRONMENT

We recognise local people and visitors to Rossendale love our excellent natural environment. We declared a climate emergency in 2019 and have already delivered practical improvements to translate words into action.



We have been making some good progress in maintaining a high quality environment:

- We have emptied over 2.6 million household waste bins over the last year.
- Been awarded 'Green Flag' status for Stubbylee Park, recognising how much we have recently improved the park in Bacup and now we will be looking to move onto other key parks in 2022.
- Undertaken intensive 'clean up days' in Healey Dell and Haslingden to tackle known areas of littering and fly-tipping.
- We have recycled 34% of household waste, reducing the amount of waste that goes to landfill.
- Picked up over 1,700 fly-tips whilst also getting the average time for picking up fly-tips down to 6 days.
- Supported the many community groups across Rossendale to tackle littering and to make many of our green spaces colourful with new planting.
- Introduced a new approach to street sweeping to ensure town centres are swept more frequently to keep these areas clean and tidy.
- Set aside £1m in a new carbon fund enabling local businesses and community groups to reduce their carbon footprint and ran our first Climate Change conference.
- Planting 8,250 new trees as part of a new Rossendale Forest.
- Installed new electric vehicle points at Futures Park and at 3 other council owned car parks.
- Launched 'Operation Trident' which is prosecuting 30 people for fly-tipping as well as issuing over 700 fixed penalty notices for littering and dog fouling to act as a deterrent and keep areas clean.
- Started to move all our vehicle fleet onto Hydrotreated Vegetable Oil to reduce our vehicle carbon footprint by over 90%.



# 3

## HEALTHY AND PROUD COMMUNITIES

We want people to live long healthy lives and take pride in their local communities. We're looking to increase the number of new homes available to local people and also ensure residents have access to good quality health facilities and services. Much of this has been achieved by working with other organisations, especially in the health sector and with voluntary organisations.

### Even in a year challenged with the Covid pandemic we have achieved a lot:

- Supported Rossendale Leisure Trust to take over the management of The Hill, The Ashcroft and the Whitaker Museum, safeguarding the future of Rossendale's key leisure and cultural assets.
- Invested £100,000 in improving Whitworth leisure centre.
- Agreed a new health strategy for Rossendale, with a clear plan to prevent ill health working with the NHS, local GPs and community groups.
- Agreed planning permission for over 300 new homes across Rossendale, making a significant contribution to the total supply of new homes.
- Our Overview & Scrutiny Committee investigated how to improve access to GP appointments locally.
- Supported over 1,000 families with funding or wider support to recover from the Covid pandemic.
- 64 Rossendale homes were improved by providing disabled facilities grants for people to adapt their homes.
- Worked with local athletics groups to build the new running track at Marl Pits leisure centre.
- Managed the local 'test and trace' service to track Covid infections during the pandemic to ensure a quicker response.
- Advised local businesses on being Covid safe during the pandemic.
- Helping potentially homeless families to find accommodation.

### PLANNING PERMISSION FOR OVER 300 NEW HOMES



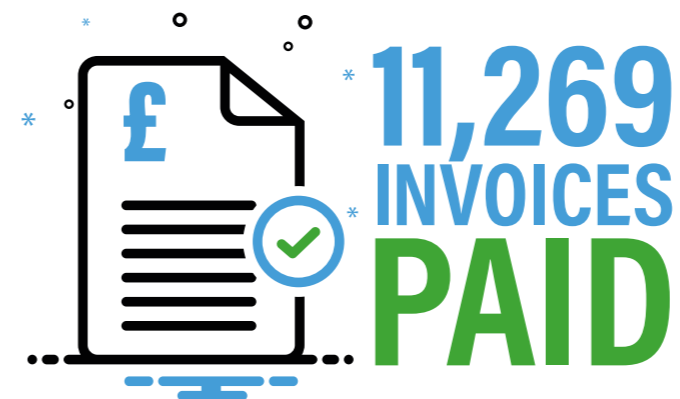
# 4

## EFFECTIVE AND EFFICIENT COUNCIL

We want to deliver good quality services, provide good value for money and respond to the people who use our services effectively and quickly. We are investing in digital technology to give residents more options to use our services. For a small council we have a number of large projects which we are looking to manage effectively. We have achieved a lot in the last twelve months:

### We have achieved a lot in the last 12 months:

- We operated a full waste collection service throughout the Covid pandemic, and all our other services continued to operate albeit through an adapted approach.
- New benefit claims were processed within 16 days, which is one of the quickest in the region.
- We paid 11,269 invoices, many of which ensure local businesses get paid quickly.
- All our major projects were managed, a number of which concluded this year, delivering improvements to Futures Park and the new Whitaker Museum.
- We agreed a new Digital Strategy, providing us with a clear roadmap of projects to improve online delivery for residents.
- We were recognised by the Local Government Association as an 'ambitious council which had achieved much'.
- We managed three elections in May 2021.
- Completed the first part of our review of all the councils land and building assets.
- We ran the 'Rising Stars' programme to develop the senior council officers of the future and employed 6 apprentices to grow the next generation of council staff.
- 85% of staff stated they enjoyed working for the council.
- All the outcomes summarised in this Annual Report were delivered within the council's £8.9m budget.



# 5

## LOOKING TO THE FUTURE

We have achieved much in the last year, but we recognise we need to do more over the next year to deliver for residents. Each year we produce a detailed action plan. For 2022/23 the plan has over 90 specific actions. We will have a specific focus on:

### We will have a specific focus on:



- Improving the experience customers have when they contact the council, including quicker responses to enquiries.
- Improving all three of our town centres, using a multi-million pound Levelling Up Fund bid to drive real improvement in Bacup, Haslingden and Rawtenstall.
- Agreeing a new action plan focused on Waterfoot.
- Continued targeting of people littering and fly-tipping, aiming to reduce the overall number of incidents and making our towns and villages look clean and tidy.
- Planting over 6,000 new trees, as the next phase of the Rossendale Forest.
- Looking to drive up the amount of household waste we recycle.
- Making improvements to Victoria Park and Whitaker Park.
- Agreeing a new Housing Strategy to provide a clear focus on both private sector, rented homes and increasing opportunities to work with registered providers meeting specialist housing needs.
- Driving real improvements in mental health services for Rossendale, working with agencies in the health sector.



Each quarter we report our performance publicly to the council's Cabinet.

You can read this performance information online:

[www.rossendale.gov.uk/info/210191/council\\_priorities/10680/council\\_performance/3](http://www.rossendale.gov.uk/info/210191/council_priorities/10680/council_performance/3)

**Rossendale**  
BOROUGH COUNCIL

Rossendale Borough Council  
The Business Centre  
Futures Park  
Bacup  
OL13 0BB



<b>Subject:</b>	Supported Accommodation for Homeless Families	<b>Status:</b>	Publication
<b>Report to:</b>	Council	<b>Date:</b>	22 June 2022
<b>Report of:</b>	Strategic Housing Manager	<b>Portfolio Holder:</b>	Housing, Planning, Licensing and Enforcement
<b>Key Decision:</b>	<input checked="" type="checkbox"/> Forward Plan <input checked="" type="checkbox"/>	General Exception <input type="checkbox"/>	Special Urgency <input type="checkbox"/>
<b>Equality Impact Assessment:</b>	Required: No	Attached: No	No
<b>Biodiversity Impact Assessment:</b>	Required: No	Attached: No	No
<b>Contact Officer:</b>	Ged Gallagher	<b>Telephone:</b>	01706 252507
<b>Email:</b>	<a href="mailto:gedgallagher@rossendalebc.gov.uk">gedgallagher@rossendalebc.gov.uk</a>		

## 1. RECOMMENDATIONS

- 1.1. To approve the purchase of two residential properties to use for supported accommodation for homeless families within Rossendale utilising Section 106 commuted sums.
- 1.2. To delegate the purchase of the two houses to the Director of Economic Development in consultation with the portfolio holder.

## 2. EXECUTIVE SUMMARY

- The council is keen to better meet the needs of local people made homeless and enable them to be temporarily housed more locally
- The council has explored different options to meet the needs of homeless people
- The council is proposing to purchase two residential properties and manage these themselves as the most effective way of controlling the placement of homeless families and making best use of the assets
- The purchase of the properties can be achieved utilising Section 106 monies already held by the council and therefore not incur any capital expenditure for the council
- The day-to-day operating and repair costs for the properties can be achieved using a proportion of the rent/intensive housing management support received from each family occupying the properties

## 3. BACKGROUND

3.1 Rossendale currently has only one two-bed property within the borough to accommodate homeless families. As a result, these families are often placed in bed and breakfast accommodation outside of the borough often at a distance from employment, schools and their network of support exacerbating the distress of the situation and lengthening the potential circumstances of homelessness. In 2021/22, 10 families were placed in bed and breakfast accommodation compared to 8 in 2020/21. The average time spent in B&B has increased from 9 days to 77 days.

3.2 The Housing Act 1996, Homelessness Act 2002 and the Homelessness Reduction Act 2017 placed statutory duties on local housing authorities to prevent and relieve homelessness. A homelessness duty is owed where the authority is satisfied that the applicant falls within a

specified priority need group. These groups include households/families with dependent children. The Council has a duty to ensure suitable accommodation is available for a household/family.

- 3.3 The definition of suitable accommodation relates to how accommodation meets the needs of the household/family. Considerations such as the geographical location, the physical layout of the property, whether it is overcrowded or occupants are at risk. Recent case law in 2022 and 2021 has helped define that bed and breakfast accommodation may be acceptable for emergency accommodation for a household for the short-term but this is not to be relied upon. The fact that the strategy is to accommodate almost all families outside the Borough within bed and breakfast accommodation may put the council at risk in this regard.

#### **4. PROPERTY PURCHASE PROPOSAL**

- 4.1 Supported accommodation for families is usually provided in two ways. The first option is for the council to collaborate with a registered provider who will purchase a property and the council will utilise the property to accommodate the homeless families. The registered provider will receive the rent and the intensive housing management payment. The council will have to agree a contract or service level agreement with the registered provider to understand who will be liable for maintenance, utility payments etc.
- 4.2 With this approach the council does not own the asset and if the council can identify a registered provider to enter into an agreement to purchase properties and commit to an undertaking where the registered provider accept all liability then the council can discharge its household homelessness duties without liability other than agreeing inspections to ensure housing standards are maintained and agreed performance arrangements are adhered to.
- 4.3 However, the council do not own, control the asset and cannot control the placement of homeless people in the accommodation. The legal duty to accommodate the household remains with the council and the council would be reliant on the registered provider adhering to the conditions of any service contract of service level agreement. The council would also not have control of use of any rent or intensive housing payment. If the council owned the asset it would ensure the rent/intensive housing payment was used directly to manage the stock to ensure the council best met the needs of the homeless families in Rossendale. A registered provider would collect (and retain) the rent and intensive housing payment and could use that in any part of their housing stock in other boroughs.
- 4.4 The approach the council will therefore take it to purchase and manage its own properties. In the current financial climate, careful consideration must be given to any proposal to purchase assets. The council has £379,580 of commuted sums secured by Section 106 agreement for the provision of affordable housing in Rossendale. If these sums are not used by 2024 to increase the provision of affordable housing, the sums should be repaid to the developer.
- 4.5 It is proposed that the council use up to £150,000 to purchase each property (a two and a three bedroom) to provide suitable accommodation. Officers in the council's Property Team will undertake the process of acquisition, including identification, survey and technical support.
- 4.6 The advantage of this approach is that the council uses the s106 commuted sum to purchase an asset, which will likely appreciate. The Housing Options Team will have full control of the properties and they will manage the tenancies and the void periods. The team will be able to retain the rent and intensive housing rent generating a potential income of circa £23,000.
- 4.7 The Facilities Manager will commission repairs/maintenance and manage utilities and relevant payments from the income. Further precise finance considerations are set out later in the

report. Rent and intensive housing management is paid directly to the registered landlord. Households that are placed into the properties will be responsible for all utility bills and Council Tax.

4.8 The council will have full responsibility for the asset and responsibility for the maintenance and management. Housing staff are currently already dedicating resource to manage the placement of families in B&B accommodation. Any services can be covered by the rent/intensive housing management fees generated and payable to the council as landlord. On balance the proposed 'purchase and manage' model brings greater control, quality of provision, ensures compliance and provides financial benefit to the council.

## 5. RISK

All the issues raised and the recommendations in this report involve the following risk considerations:

- Housing temporary homeless households outside of borough may place the council at risk in respect of meeting its statutory homeless functions and that placing families already under considerable stress away from family, friends, work, school and medical care is increasing unnecessary levels of stress for those families.
- The current costs of placing families in B&B accommodation are unpredictable and can reach in excess of £80,000 a year. This figure could increase with increasing economic pressures on families and there is a cap in which the council can claim those costs back.
- The purchase of the two houses and their maintenance could introduce unpredictable costs. The Intensive Housing Management revenue will mitigate this risk and a reserve will be accumulated to meet this need. It is likely that the housing assets will also appreciate over time. The potential future disposal of these assets would help to offset risk.

## 6. FINANCE

6.1 There will be initial purchase costs for each of the properties of up to £150,000 and costs in relation to building surveys, fees etc. These costs will be met through the s106 budget. Future costs around maintaining the properties will be recovered through the weekly rental/intensive housing management charges.

As the properties are used as supported accommodation for homeless families and there is intensive housing management support; the properties are exempt from Universal Credit. This means that the rental costs are assessed and paid by Housing Benefit (HB) directly to the council.

No of beds	Core rent	SC Eligible for HB	SC Ineligible for HB	Total	100%	15% void	20% void
2 bed	£97.81	£130.75	£28.77	£257.33	£13,381.16	£11,635.79	£11,150.97
3 bed	£115.00	£130.75	£28.77	£274.52	£14,275.04	£12,413.08	£11,895.87
<b>Income Amount</b>				<b>£531.85 per week</b>	<b>£27,656.20</b>	<b>£24,048.87</b>	<b>£23,046.83</b>

6.3 Costs attributed to the maintenance, furnishing, decorating and cleaning on change of household will be met through the intensive housing management charge (Service Charge (SC) eligible for HB). The focus for the team will be to ensure that the void periods are kept to an absolute minimum through proactive support to move households on and through the identification of new households to occupy the properties.

As the council will be the registered provider for the properties purchased there is no risk to housing benefit subsidy, as the council will be able to receive 100% of the rental and the intensive housing management costs. Whilst using of bed and breakfast accommodation this results in lost subsidy. In order for the council to receive the intensive housing management costs we will be utilising the existing East Lancs Families contract with Calico to provide care and support to the households placed in these properties.

The contract is in place until 2023 at which point Lancashire County Council will be looking to re-commission the support contract. If the decision is taken to not re-commission then we have alternative care and support capacity through the Homeless Prevention Grant, the recent Rough Sleepers Initiative fund or by exploring further funding opportunities with DLUHC. This places no further risk on the initiative as funds are already available.

## **7. LEGAL**

- 7.1 The commuted sums are required to be spent in connection with the provision of improvements to empty homes within the borough for the purposes of providing affordable housing to those in housing need. Supported accommodation meets this need but care must be had that it relates to empty homes to ensure compliance with one of the agreements.
- 7.2 Monies need to be spent in line with the relevant s106 agreements to avoid clawback. Satisfactory due diligence needs to be carried out with all necessary legal documentation being completed once approval has been received from Full Council.

## **8. POLICY AND EQUALITIES IMPLICATIONS**

- 8.1 There are multiple acts to compel the council to meet the need of homeless families. The use of commuted sums to purchase affordable housing meets the requirements of the agreement.
- 8.2 An Equality Impact Assessment has identified there is potentially no detrimental impact on protected groups, as the proposal will increase temporary accommodation provision for some of the borough's most vulnerable households. Consideration to equalities will be undertaken for any significant changes to the delivery of the proposal and accessibility considerations will be factored into the procurement and refurbishment of the properties.
- 8.3 If the council maintains its strategy of housing families outside the borough in bed and breakfast accommodation it is likely, the council will breach its statutory duty to meet homelessness need for priority groups.

## **9. REASONS FOR DECISION**

The council accepts the statutory duty to provide suitable supported accommodation for homeless households/families failing within one or more of the identified priority needs.

In evaluating how best to meet this need the council concludes that the purchase of two properties utilising received s106 money provides officers with an appropriate means of meeting the need of this priority group. The council will have full control of managing the resource and potentially are able to manage a source of income to ensure needs are met.

No background papers

<b>Subject:</b>	Food Law Service Plan 2022/23	<b>Status:</b>	For Publication
<b>Report to:</b>	Full Council	<b>Date:</b>	22 <sup>nd</sup> June 2022
<b>Report of:</b>	Public Protection Manager	<b>Portfolio Holder:</b>	Housing, Planning, Licensing and Enforcement
<b>Key Decision:</b>	<input checked="" type="checkbox"/> Forward Plan <input checked="" type="checkbox"/>	<b>General Exception</b>	<input type="checkbox"/> <b>Special Urgency</b> <input type="checkbox"/>
<b>Equality Impact Assessment:</b>	Required:	No	Attached: No
<b>Biodiversity Impact Assessment:</b>	Required:	No	Attached: No
<b>Contact Officer:</b>	Phil Morton	<b>Telephone:</b>	01706 252442
<b>Email:</b>	philmorton@rossendalebc.gov.uk		

## 1. RECOMMENDATION(S)

That the Food Service Plan 2022/2023 is approved.

## 2. EXECUTIVE SUMMARY

- Food safety and ensuring the public are protected remains a priority for the authority.
- The Food Law Service Plan details the various types of inspections and interventions that will need to be completed in 2022/23 in order to fulfil its duties to the satisfaction of the Food Standards Agency.
- Covid 19 has had a major impact on all areas of business and the food and leisure industry has been affected more than most.
- Business recovery and compliance during 2022/23 will ensure food safety is maintained.
- Food Standards Agency Food Law Code of Practice central to delivery of the plan.

## 3. BACKGROUND

**3.1** The Food Standards Agency's (FSA) "Framework agreement on official feed and food controls by local authorities" sets out what the FSA expects from local authorities in their delivery of official controls on feed and food law.

**3.2** One of the requirements of the framework agreement is that local authorities agree a service plan for the delivery of the official food controls. The Food Law Service Plan 2022/23 is at Appendix A to this report

## 4. DETAILS

**4.1** The plan makes reference to the requirements in the FSA's Food Law Code of Practice This in particular details the frequency at which food businesses should be inspected or have some other intervention to ensure compliance with legislation designed to make sure food is safe.

**4.2** The frequency of inspection depends on the risk of the business potentially causing food poisoning or selling food that is unsatisfactory in some way.

**4.3** The risk is calculated using a formula in the Food Law Code of Practice, which takes account of, amongst other things the type of foods sold, suitability of food handling

practices, state of repair and cleanliness of the premises and confidence in management maintaining safe standards.

**4.4** The higher the risk, the more often an inspection should be carried out.

**4.5** The Food Law Service Plan details the numbers of various types of inspections and interventions which the Environmental Health Service needs to complete in 2022/23 in order to fulfil its duties to the satisfaction of the FSA. The details of this work are outlined on pages 6/7 of the Service Plan.

**4.6** However, the impact of the Covid 19 pandemic and the restrictions placed upon both business and local authorities in carrying out the required inspections and interventions over the previous 2 years will have a notable effect on the delivery of the plan, and the work to catch up outstanding inspections.

**4.7** This will require detailed and careful planning of the resources available to us to ensure this takes place.

**4.8** With that consideration, and because where possible the authority continued to carry out food hygiene inspections of new and lower risk businesses throughout the pandemic, it is anticipated that in 2022/23 there will be sufficient resources within the service to deliver the Council's obligations. However, careful planning is needed to mitigate any risk caused by the loss of senior staff members.

## **5. RISK**

**5.1** Not producing a Food Law Service Plan would place the Council at risk of criticism in the event of an audit and weaken the reputation of the Council and its ability to influence businesses with regards to food safety.

## **6. FINANCE**

There are no financial implications.

## **7. LEGAL**

The Council must have an up-to-date Food Law Service Plan that is readily available to food business operators and consumers and which ensures that its approach to regulatory activities is transparent and clear.

## **8. POLICY AND EQUALITIES IMPLICATIONS**

There are no policy implications for the council. There are no disproportion impact on any protected characteristics and a Full Equality Impact Assessment is not required.

## **9. REASON FOR DECISION**

**9.1** The Food Law Service Plan 2022/23 will deliver the Council's obligation to comply with the FSA's Food Law Code of Practice.

Background Papers	
Document	Place of Inspection
Food Law Service Plan 2022/23	Attached Appendix A

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# Food Law Service Plan

2022/2023

Other formats are available.  
Please call 01706 217777 or  
visit our One Stop Shop at  
Futures Park, Bacup.

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## 1.0 INTRODUCTION

### 1.1 Rossendale Food Law Service Plan

This document is the Rossendale Food and Safety Service Plan and includes reference to other relevant documents. It sets out:

- Links with corporate priorities
- 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, food safety incidents, liaison arrangements and promotional activities
- The resources deployed to meet these demands
- Relevant performance indicators

## 2.0 SERVICE AIMS AND OBJECTIVES

### 2.1 Service Aims

To contribute to Rossendale Council's corporate objectives identified in the Corporate Plan 2021-2025.

- Thriving local economy
- High quality environment
- Healthy and proud communities
- Effective and efficient council

This will be achieved by:

- Supporting local food businesses and Small and Medium Enterprises to grow and flourish, including;
- Directing businesses to the necessary training, e.g. training centres, on line etc.
- Inspecting food businesses to ensure that food is produced in a safe and hygienic manner
- Providing food hygiene ratings for public access so consumers can make informed choices
- Controlling premises where an imminent risk to health exists, thereby protecting the general public

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- Supporting the withdrawal of food identified by way of the Food Standards Agency Food Alert scheme
- Assisting food business to recover from the Covid pandemic

### 3.0 BACKGROUND.

#### 3.1 Profile of the Local Authority

Rossendale is a district with borough status in East Lancashire holding a number of small former mill towns centered on the valley of the River Irwell in the industrial North West.

In the Census of 2011(2021 results are not yet available) the population was 67,922 spread between the larger towns of Bacup, Haslingden and Rawtenstall; the villages of Crawshawbooth, Edenfield, Helmshore, Waterfoot, Whitworth; and as well as Britannia, Broadclough, Chatterton, Cloughfold, Cowpe, Irwell Vale, Loveclough, Newchurch, Shawforth, Stacksteads, Stubbins, Turn and Weir. Rossendale is twinned with the German town of Bocholt, located close to the Netherlands border.

The Council is one of 12 District Councils, 1 County Council and 2 Unitary Authorities within the County of Lancashire. Within the Borough, some functions relating to food safety are the responsibility of Lancashire County Council e.g. Trading Standards and Food Standards inspections.

Rossendale, in common with some of the other districts in East Lancashire, have significant issues with regard to the quality and price of housing, net population migration, health, job creation and areas of severe deprivation.

In Rossendale there continues to be a bias towards a larger proportion of employees in the manufacturing sector than is the national norm and a lower proportion of jobs in the service sector although this has been changing over recent years

There is a diverse range of food businesses within Rossendale from single run operations to large food retailers. A major pie manufacturer sits within the Borough along with a further two or three medium size manufacturers.

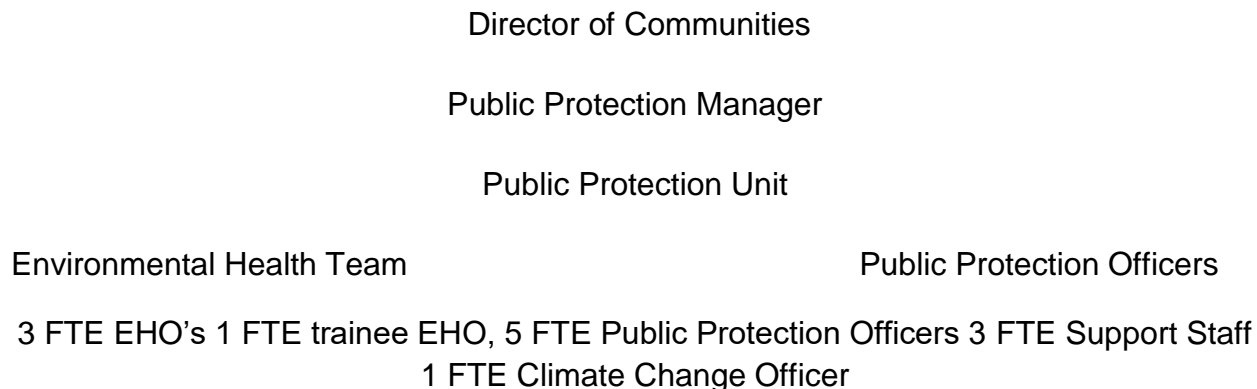
The majority of food businesses employ less than five people

The impact of the Covid 19 pandemic has been felt across the whole valley, residents and businesses are working hard to ensure recovery, and growth continues, post restrictions.

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### 3.2 Organisational Structure.

The responsibility for food safety sits within the Public Protection Team. The following shows the organisational structure



A further temporary Environmental Health Technical Officer is in post until October 2022 to assist in food hygiene inspections as part of the Covid 19 business recovery programme.

The Public Protection Unit provides a full range of Environmental Health and Public Protection Services including occupational health and safety, infectious disease control, Food Hygiene and Standards, licensing, environmental protection, air quality, climate change, private sector housing standards, private water supplies, environmental crime and related regulatory functions.

### 3.3 Political arrangements

Chief Executive

The political arrangements for the Borough are:

- 36 Local District Councillors
- 1 Parish Council
- 2 Members of Parliament

The food delivery element of the Environmental Health service comes under the Communities Directorate and Portfolio Holder for the Environment.

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### 3.4 Scope of the Food and Safety Section

As a Borough Council, the Authority is responsible for a range of food safety duties under the Food Safety Act 1990 and the Food Safety and Hygiene (England) Regulations 2013. Food Standards and Animal Feeding Stuffs are the responsibility of the Lancashire County Council Trading Standards Division.

The number and type of food businesses within the Borough are as follows.

Total number of Food Premises	1 April 2022
Categories A-C (High Risk)	95
Categories D-E (Others)	571
Not Rated	35
<b>Total</b>	<b>701</b>
Caring Premises	53
Distributor/Transporter	1
Hotel/Guest House	7
Manufacturer/Packer	19
Mobile Food Unit	10
Pub/Club	77
Restaurant/café/canteen	108
Home and outside caterers	73
Child minders	88
School/college/nursery	65
Small Retailer	111

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Supermarket/Hypermarket	12
Take Away	77
Total	701

### 3.5 Demands on the Food Service

In relation to food safety, the area contains a mix of small scale manufacturing, retail and catering premises. Catering and retail are the dominant sectors within this mix. The businesses are predominantly small to medium sized establishments.

External factors affecting Food Safety enforcement service delivery:

- Covid pandemic and national restrictions
- Seven day economy
- Transition from manufacturing to service industry economy
- Turn-over of occupancy/use
- High number of fast food outlets
- Cross boundary/Cross County nature of food crime issues
- Nationally set priorities and initiatives, programmes etc.

The Council had adopted the following Performance Indicators in relation to food premises interventions for 2022/23:

To ensure all remaining outstanding food hygiene inspections from 2020/21 and 2021/22 are completed

To undertake inspections and registrations outstanding as a result of Covid restrictions

To undertake all scheduled food hygiene inspections for 2022/23.

The number of food premises (Cat A-D) that scored 0, 1, or 2 in the Food Hygiene Rating Scheme to be less than 10% of total food businesses

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Initial inspections of new high-risk businesses should take place within 28 days of registration or from when the authority becomes aware that the establishment is in operation. This has continued to take place where possible during the duration of Covid 19 restrictions

### 3.6 Service Delivery Arrangements

#### Address:

Business Directorate, Rossendale Borough Council, The Business Centre, Futures Park, Bacup, OL13 0BB.

Telephone: 01706 217777

Web: <http://www.rossendale.gov.uk>

Telephone Contact Centre Opening Hours: 09.00 – 17.00 Monday – Friday

Emergency out of hours contact number – 0300 222 5946

### 3.7 Policy and Standards

Delivery of Food Controls are carried out in accordance with national procedures and guidance including:

- Regulators' Code
- Food Law Code of Practice
- Food Law Practice Guidance
- Food Standards Agency Guidance

In addition, the Council has adopted the following relevant policies;

- Enforcement Policy (draft)
- Food Complaint Policy/Procedure
- Sampling Policy/Procedure
- Internal Monitoring Procedure of Food Safety Operations

Copies of the documents are available upon request.

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## 4.0 SERVICE DELIVERY

### 4.1 Interventions at Food Establishments

The Service will undertake a programme of comprehensive and targeted interventions at food premises in accordance with the Food Law Code of Practice, to ensure compliance with relevant legislation and the promotion of best practice.

The following table outlines the intervention programme for the financial year 2021/22:

RISK CATEGORY (INSPECTION FREQUENCY)		Food Premises requiring inspection in 2022/23	Outstanding from 2020/21 and 2021/22
	A (at least every 6 months)	1	1
	B (at least every 12 months)	5	12
	C (at least every 18 months)	16	51
	D (at least every 24 months)	28	100
	E (at least every 36 months –dealt with by questionnaire and figure not included in total inspection figures)-	78	173
	Unrated	45	17
	AES Sample 21/22	n/a	n/a
	Sub total	173	354
	<b>Total</b>	<b>527</b>	

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For the premises falling within category E risk rating an alternative enforcement questionnaire strategy will be used. A 10% sample of businesses returning questionnaires will be visited to check accuracy of completed forms.

### Food hygiene rating & non-compliant premises

The Council has adopted the National Food Hygiene Rating Scheme. The rating profile is as follows:

Rating	June 2021	June 2022
0	n/a due to covid	1
1		3
2		2
3		19
4		47
5		557
Awaiting Inspection		37
Exempt		35

The total number of broadly compliant premises operating within the Borough in 2021/22 was 93% of the premises within the FHRs eligibility.

The FHRs scores can be viewed on the Food Standards Agency website at <http://ratings.food.gov.uk/>

Priority will be given to completing interventions at premises rated Cat A – C, non-compliant businesses (FHRs 0 - 2), and overdue interventions which have been prioritised in order of risk.

Initial inspections at unrated premises should take place within 28 days of registration or from when the authority becomes aware that the establishment is in operation.

Revisits will be limited to non-compliant premises (Food Hygiene Rating 0 – 2 inclusive), to follow up formal action and to premises with a Food Hygiene Rating of 3 with a poor compliance history. Enforcement action will be taken on a graduated basis in accordance with current guidance.

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The current staffing levels available are considered sufficient to deliver the food hygiene inspection program for 2022/23.

However succession planning is needed to ensure continued service levels. The nature of the unit is one where an aging workforce will be reaching retirement age over the coming months and years. This will require careful tailoring of training for existing staff, and targeted recruitment of suitable qualified officers.

## Competency

Officer competencies are managed by means of the Corporate Performance Development Review process with individual training and development records being maintained. A competency matrix matching the competencies in the Food Law Code of Practice is used when assessing officer competency to act as the lead officer and authorised officer.

Specialised training previously undertaken within the section includes:

- HACCP Evaluation
- Vacuum and modified atmosphere packing
- Evidence Gathering and Investigation skills
- Regulatory and legal skill competencies
- E coli/control of cross contamination
- Annex 5 risk rating consistency exercises
- Microbiological Criteria for Food with an emphasis on *Listeria monocytogenes*
- Approved establishments
- Food Allergens

## 4.2 Food and Food Premises Complaints

It is the policy of Rossendale Council to give a first response within 3 working days to all food and food premises complaints/service requests. Where the complaint is about an issue which may give rise to an imminent risk to health, such as rodent infestations or leaking sewage in premises, the target response is within 1 working day.

Clearly, the impact of Covid 19 has affected the authorities' ability to respond to all complaints, however best endeavours of officers to maintain as normal a service as possible has helped in ensuring as many as possible were actioned in an acceptable timeframe

The number of complaints received over the past 3 years is shown below:

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	Number received 19/20	Number received 20/21	Number received 21/22
Number of hygiene of premises complaints	24	13	20
Number of food complaints	27	22	22
Request For Advice on Legislation	7	33	26
Food Registration Enquiry	7	34	30
Request for FHRS rescore	n/a	n/a	3

### 4.3 Primary Authority Scheme

The Authority is committed to supporting local businesses. Currently, Rossendale Council does not have any Primary Authority Partnerships. Consideration would be given on a case by case basis should a company wish to enter into a partnership with Rossendale Council.

### 4.4 Advice to Businesses

The Authority has a policy of offering advice to any business which has trading premises within our area unless the trader has entered into a Primary Authority or Home Authority arrangement with another Local Authority. Initial advice will be normally limited to telephone advice, provision of advisory material or sign-posting to relevant sources of information. Advisory visits will be undertaken at the discretion of the officers.

### 4.5 Food Sampling

Programmed food sampling will be carried out to contribute to the program drawn up in liaison and co-ordination with other Lancashire Environmental Health Services and Public Health England.

Other sampling which may be carried out includes:

- Sampling as part of an official control intervention
- In response to complaints
- Where local intelligence indicates a potential risk to health, and sampling forms part of the service's response

All formal food samples will be submitted to the Lancashire County Public Analyst for compositional analysis or to the Public Health England Food, Water and Environmental Laboratory Service for microbiological examination.

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

Rossendale Council aims to ensure the efficient investigation of notified infectious diseases or suspected infectious diseases in order to minimise the risk of spread and if possible to locate the source of a disease. Notifications may arise as formal notifications from Public Health England, GPs or laboratory notifications.

Investigations are carried out by either the Council or UK Health Security Agency depending on the nature of the specific disease notification.

Rossendale Council will take a risk-based approach to suspected viral outbreaks. Environmental Health will only carry out intervention or further investigations where:

- The risk assessment indicates that there is a suspected food/food handler link in the source of the outbreak or significant further spread of the infection; or
- The risk assessment indicates that food/food handlers are not significant features in the outbreak but the circumstances indicate a need for regulatory intervention (e.g. under HASAWA, Health Protection Regulations etc.) which will be considered in liaison with other regulators as appropriate (e.g. CQC, HSE).

In these cases the EH intervention may focus on regulatory action for non-compliance with relevant legislation as opposed to following up individual cases or pursuing specimens.

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.

In 2021/22 there were 110 reports received about cases of food borne illness.

#### 4.7 Food Safety Incidents

It is the policy of Rossendale Council to comply with Food Law Act Code of Practice (England) in relation to the handling of Food Hazard Warnings and Food Safety Incidents.

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## 4.8 Liaison with Other Organisations

Rossendale Council works with other enforcement agencies, partners and other stakeholders for the purpose of developing consistency of enforcement, openness and transparency. The following lists the partners involved:

Other Local Authorities/Scientific support through the local Food Liaison Group coordinated by Environmental Health Lancashire. This group considers enforcement issues, sampling, policy development, sharing best practice, training, inter-authority audits etc.

Lancashire County Council Trading Standards – Food liaison.

Lancashire County Council Public Health – Public Health Issues

Lancashire County Council Public Analyst – Chemical analysis etc.

Health Security Agency (was PHE) – Food Sampling and examination, Communicable Disease control.

CIEH – professional practice, consultation, training.

FSA – statutory plans, guidance, training, annual returns, consistency of enforcement, best practice, training.

BEIS – Primary Authority support.

<b>Responsible Section/Team</b>	Public Protection Unit	<b>Version/Status</b>	Final
<b>Responsible Author</b>	Public Protection Manager	<b>Date Agreed / Agreed At</b>	2022/Full Council
<b>Date last Amended</b>	May 2022	<b>Due for Review</b>	April 2023

## 5.0 RESOURCES

### 5.1 Financial Allocation and staffing

The annual budget for providing the Environmental Health Service for 2022/2023 is detailed below. The Service also carries out a wide range of other environmental health functions including health and safety, housing standards, environmental protection and private water supplies.

Details	2022/23
Staffing	£237,510
Travel	£8,380
Equipment	£2,500
Total	£283,220
Element for food safety delivery	<b>£81,865</b>

The officers involved in providing Food Hygiene work have the appropriate qualifications, experience and competencies and have knowledge of the Borough's food business environment. 1.6 FTE staff deliver work contributing to the food service plan.

### 5.2 Staff Development

All Officers receive an annual performance development review which includes a review of training and development needs.

As required under the Code of Practice a minimum of 10 core food related hours per officer per year is undertaken. Training is provided to address needs identified within the Council's Performance Development Review framework and the FSA competency framework. Additional training will be resourced subject to emerging demands.

<b>Responsible Section/Team</b>	Public Protection Unit	<b>Version/Status</b>	Final
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<b>Date last Amended</b>	May 2022	<b>Due for Review</b>	April 2023

## 6.0 QUALITY ASSESSMENT AND SERVICE REVIEW

### 6.1 Quality and consistency

In order to assist with consistent quality of service delivery, the Service continues to:

- Participate in Inter-authority auditing as available
- Participate in regional peer-review processes as available
- Participate in FSA FHRs brand standard consistency exercise

Delivery of the food service plan is monitored through quarterly corporate performance indicator monitoring of progress towards achieving the inspection program.

### 6.2 Review against 2021/22 Service plan

Due to the Covid 19 pandemic having a major impact on the authorities work across food standards, and other areas no service plan was completed for the year 2021/22 .

### 6.3 Areas for development

Due to staffing changes within the team the focus of development work for 2022/2023 will be ensuring that existing staff are competent in food hygiene and recruiting a further EHO in Q 2 to replace a retiring staff member.

To improve compliance with legislation designed to control allergens in foods, continuing free training courses will be provided for businesses.

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<b>Responsible Section/Team</b>	Public Protection Unit	<b>Version/Status</b>	Final
<b>Responsible Author</b>	Public Protection Manager	<b>Date Agreed / Agreed At</b>	2022/Full Council
<b>Date last Amended</b>	May 2022	<b>Due for Review</b>	April 2023

<b>Subject:</b>	Household Support Fund – Second Round	<b>Status:</b>	For Publication		
<b>Report to:</b>	Council	<b>Date:</b>	09/06/2022		
<b>Report of:</b>	Head of Finance	<b>Portfolio Holder:</b>	Resources		
<b>Key Decision:</b>	<input type="checkbox"/> Forward Plan <input type="checkbox"/>	General Exception <input type="checkbox"/>	Special Urgency <input type="checkbox"/>		
<b>Equality Impact Assessment:</b>	Required:	No	Attached:	No	
<b>Biodiversity Impact Assessment:</b>	Required:	No	Attached:	No	
<b>Contact Officer:</b>	Jackie Flynn	<b>Telephone:</b>	01706 252532		
<b>Email:</b>	jackieflynn@rossendalebc.gov.uk				

## 1. RECOMMENDATIONS

### Council approve:

- 1.1 The suggested allocations for the Household Support Fund.
- 1.2 Following on from LCC's directive that all councils make a payment of £90 to eligible pensioners, £9,400 of the Discretionary Energy Rebate scheme funding be used to allow this Council to make a payment of £55 to eligible families.
- 1.3 That all future minor amendments to the criteria and budget be delegated to the Head of Finance in consultation with the Portfolio Holder

## 2. EXECUTIVE SUMMARY

- A second round of funding now totalling 320k has been made available via Lancashire County Council (LCC) to support families and individuals in hardship.
- The fund covers the period 01 April 2022 to 30 September 2022 inclusive and is aimed at supporting households in the most need, particularly those including children and pensioners who would otherwise struggled with energy bills, food and water bills.
- This report proposes making a payments to families and pensioners in receipt of Local Council Tax support as set out below, along with funding to partner organisations to enable them to support the most financially vulnerable.

## 3. BACKGROUND

- 3.1 A total of £9m has been allocated to LCC as part of the second round of Household Support Funding. LCC have confirmed that they are allocating £320,000 of this to Rossendale Council. LCC have instructed that whilst we can use discretion on how this is allocated to families and other vulnerable households we must make a payment of £90 to any pensioners that fall within the scope of the grant guidance. In order to be able to pay the £90 to pensioners and still make meaningful payments to other vulnerable groups this report requests the use of £9,400 of the Discretionary Energy Rebate scheme funding.

This funding covers the period 01 April 2022 to 30 September 2022 inclusive and must be spent by September 2022.

- 3.2 The guidance states authorities should develop a 'local eligibility framework and approach' which enables them to distribute grant funding that best supports households most in need. Of the overall £9m HSF funding for Lancashire, at least one third of the funding is for vulnerable households with children, one third of the funding is for pensioners. The remainder of the funding (up to one third) is available for other vulnerable households (without children or pensioners including individuals).

3.3 Due to the fact that LCC are using a significant amount of this funding to support free school meals, in order to meet the overall distribution of a third of the funding to pensioners, LCC have instructed district councils to make a payment of £90 to eligible pensioners.

#### **4. DETAILS**

4.1 A range of options for allocating the funding have been examined by officers. This exercise examined the information that the Council and its partners hold regarding financially vulnerable households in Rossendale. The most up to date and robust data set is that for those receiving Council Tax Support. Targeting those on this benefit will result in the fund being distributed proportionately across the priority groups using a method that is means tested.

4.2 It is therefore recommended that Rossendale targets the bulk of the funding at households in receipt of council tax support. This will total approximately 3,300 households, 1,250 being families and 2,050 being pensioners.

4.3 This report proposes that each of these family households is issued a post office voucher for £55 and the pensioner households receive a post office voucher for £90 which can be spent on helping with energy costs.

4.4 Although Housing Benefit and Council Tax Support provide a robust data set, it is also a blunt tool in assessing those in the community that are at crisis point financially. It is therefore recommended that an element of the funding be used to support partners which deal with those that are most financially vulnerable, namely Food Banks and Citizens Advice Crisis Support Service.

4.5 It has also been confirmed that we are able to use the fund to support Ukrainian families and hosts that have not officially been enrolled on the Homes for Ukraine scheme.

4.6 It is therefore recommended that the remaining funding be distributed:-

- £15k be ring fenced for households supporting families from Ukraine not eligible for Homes for Ukraine funding,
- £25k to be distributed to those being supported by the Citizen's Advice Crisis Support Project
- £10k for the RAFT foodbank
- £12,750 for smaller foodbanks: Crawshawbooth (£2,550), Trinity Baptist Church (£2,550), Lighthouse Project (£2,550), Rossendale Food Box project (£2,550) and Positive Start (£2,550).

4.7 The funding allows for 5% to be used to support administrating the fund. This equates to £16,000 which will be retained to ensure that the fund is administered effectively in house and to pay the cost of issuing the vouchers.

4.8 Consideration has been given to partnering with the BPRCVS to distribute the fund as was the case with round one funding. Following evaluation however, it is considered that this approach resulted in many people that were less in need receiving funding. By taking the approach outlined and delivering the funding in house, it gives greater certainty that the money is going to those most in need.

#### **5. RISK**

5.1 All the issues raised and the recommendation(s) in this report involve risk considerations as set out below:

- The key priority with this funding is ensuring that it reaches those that are most in need. Previously the distribution through the BVRCSVs was based on self-declaration, which was

open to interpretation. For this round of funding it is proposed to issue the payments by targeting people in receipt of means tested benefits in an attempt to ensure it reaches the most vulnerable. The approach outlined in this report ensures that means testing is used for the bulk of the funding distributed. By allocating an additional element to front line partners who work with the most vulnerable, we are also ensuring that extra support can be given to those most in need.

## **6. FINANCE**

6.1 The Council will receive £320k Household Support Fund from LCC to deliver this scheme. It is estimated that the scheme outlined above will cost c£329,400. The proposal is to fund the shortfall with a contribution of £9,400 from the Discretionary Energy Rebate scheme funding, therefore there is no additional cost to the Council.

6.2 Due to the fact that the number of individuals in receipt of LCTS is constantly moving, this report also requests that any minor changes to the scheme, which may include increasing the contribution from the Discretionary Energy Rebate scheme be delegated to the Head of Finance in consultation with the Portfolio Holder.

## **7. LEGAL**

7.1 There are no particular legal implications arising from this report however this recommendation will provide a more robust process and structure to ensure that the assistance is given to those most in need.

## **8. POLICY AND EQUALITIES IMPLICATIONS**

8.1 None

## **9. REASON FOR DECISION**

9.1 It is considered that given the constraints around identifying those most in need, the scheme outlined in the report provides the best balance of distributing funding rapidly to those in priority groups, whilst also ensuring that additional support is available for those most in need and in contact with food banks and the Citizens Advice.

No background papers



<b>Subject:</b>	Constitution Review		<b>Status:</b>	For Publication	
<b>Report to:</b>	Council		<b>Date:</b>	22 <sup>nd</sup> June 2022	
<b>Report of:</b>	Monitoring Officer		<b>Portfolio Holder:</b>	Corporate Services	
<b>Key Decision:</b>	No – reserved for full Council	Forward Plan <input type="checkbox"/>	General Exception <input type="checkbox"/>	Special Urgency <input type="checkbox"/>	
<b>Equality Impact Assessment:</b>	Required:	No	Attached:	No	
<b>Biodiversity Impact Assessment:</b>	Required:	No	Attached:	No	
<b>Contact Officer:</b>	Clare Birtwistle		<b>Telephone:</b>	01706 252438	
<b>Email:</b>	clarebirtwistle@rossendalebc.gov.uk				

## 1. RECOMMENDATION(S)

That Council adopt the proposed Constitution changes and amend the Constitution as necessary in relation to:

1.1 The proposed Finance Procedure Rules as outlined in Appendix 2.

1.2 The proposed minor changes to part 4 as outlined in Appendix 3.

## 2. EXECUTIVE SUMMARY

- The Council is required by law to implement a Constitution and it is in the interests of the Council to regularly review and update the document.
- Financial Procedure Rules provide the framework for managing the Council's financial affairs.
- The Financial Procedure Rules have been refreshed to conclude the full review of the Constitution.
- The Constitution requires an update to remove the words EU and OJEU from the Contract Procedure Rules as these are no longer relevant.

## 3. BACKGROUND

3.1 On 17<sup>th</sup> March 2021, Council approved a refreshed Constitution with the understanding that the Finance Procedure Rules were also in the process of being updated. This work has now been completed and the Governance Working Group has recommended full Council to adopt these changes with two amendments (at 5.1 and 5.4). These amendments have been made and the relevant wording is now reflected in these sections.

## 4. DETAILS

### Finance Procedure Rules

4.1 The Constitution saw a significant review in March 2021 to ensure that the same was up to date and in line with best practice. As outlined to members in the report to Council, the Finance Procedure Rules (FPRs) were also in need of a refresh but due to the demands of Covid and the various grant schemes the Head of Finance was not able to undertake the wholesale review that the FPRs required at that time.

- 4.2 This significant review has now taken place and it is proposed that the existing FPRs as shown at Appendix 1 will be lifted out of the Constitution and in its place, the refreshed FPRs as shown at Appendix 2 will be inserted.
- 4.3 The current FPRs are no longer fit for purpose and do not reflect what happens in practice. These FPRs have been thoroughly updated and modernised to reflect best practice and have been simplified to aide a better understanding by officers and readers of the Constitution.

### **Contract Procedure Rules**

- 4.4 The Public Procurement (Amendment etc.) (EU Exit) Regulations 2020 are now effective. This legislation removes references to the OJEU from relevant UK regulations, including the requirement for public sector organisations to comply with OJEU publication requirements. The thresholds have been retained and now apply to the UK only 'Find a tender' system which replaced OJEU under the World Trade Organisation Government Procurement Agreement.
- 4.5 The amendments did not apply to any procurements already underway.
- 4.6 In order to reflect current procurement regulations and requirements, it is proposed to remove reference to OJEU at clause 9.2 and reference to EU at clause 12.2 of the CPRs as outlined at Appendix 3.

## **5. RISK**

All the issues raised and the recommendation(s) in this report involve risk considerations as set out below:

- Failure to maintain and follow an up-to-date Constitution risks legal proceedings being taken against the Council, and risks members of the community being dissatisfied with the action of the Council.
- Monitoring risks and reviewing systems of controls.
- Failure of officers to keep up to date with changes to the Constitution.

## **6. FINANCE**

The FPRs have been subject to a comprehensive review but these now provide improved and updated clarity of purpose. It is important that the Council's FPRs reflect best practice and are updated to recent local and national changes. There no specific financial implications over and above the amendments to the rules.

## **7. LEGAL**

The Council's Monitoring Officer is responsible for monitoring and reviewing the operation of the Council's Constitution to ensure that its aims and principles are given full effect and that the same is kept up to date in terms of legislation and the way the Council does business.

## **8. POLICY AND EQUALITIES IMPLICATIONS**

There are no specific policy or equalities implications arising from this report.

## 9. REASON FOR DECISION

The Council is required by law to implement a Constitution and it is in the interests of the Council to regularly review and update the document.

Background Papers	
Document	Place of Inspection
Appendix 1 - Finance Procedure Rules (Current)	<a href="https://www.rossendale.gov.uk/downloads/file/13387/constitution_-_part_4">https://www.rossendale.gov.uk/downloads/file/13387/constitution_-_part_4</a>
Appendix 2 - Finance Procedure Rules (Proposed)	Attached
Appendix 3 – Amendments to Contract Procedure Rules	Attached

## **Financial Procedure Rules**

- 1 Introduction
- 2 Financial Management Standards
- 3 Accounts and Accounting Systems
- 4 Internal Audit
- 5 Irregularities, Fraud and Corruption
- 6 Risk Management
- 7 Insurances
- 8 Strategic Financial Management
- 9 Annual Estimates (Budgets)
- 10 Supplementary Estimates (Unbudgeted Expenditure)
- 11 Virement
- 12 Revenue Expenditure
- 13 Capital Expenditure
- 14 Payback Schemes
- 15 Reserves and Balances
- 16 Budget Slippage
- 17 Income
- 18 Grants to External Authorities
- 19 External Funding
- 20 Ordering of Goods, Services or Works
- 21 Payment of Accounts
- 22 Petty Cash & Credit Cards
- 23 Retention of Documents
- 24 Contracts
- 25 Banking Accounts
- 26 Treasury Management
- 27 Stocks & Stores Accounts
- 28 Asset Register
- 29 Asset Utilisation & Security
- 30 Leasing
- 31 Vehicles
- 32 Estates & Property
- 33 Payment of Salaries & Wages
- 34 Money Laundering

## **1. INTRODUCTION**

- 1.1 These Financial Procedure Rules provide the framework for managing the Council's financial affairs. They must be read in conjunction with the Constitution as a whole and with any Standing Financial Instructions issued by the Head of Finance. They are issued in accordance with section 151 of the Local Government Act 1972 and with the Accounts and Audit (England) Regulations 2015. They assist the Council to ensure that it has proper financial and managerial controls in place and that it uses public monies in accordance with the principles of Corporate Governance.
- 1.2 They identify the financial responsibilities of the full Council, the Cabinet, the Head of Paid Service (i.e. the Chief Executive), the Monitoring Officer (i.e. the Head of Legal), the Section 151 Officer (i.e. the Chief Finance Officer/Head of Finance) and other members of the Management Team.
- 1.3 The S151 Officer is legally responsible for the proper administration of the Council's financial affairs for the purpose of Section 151 of the Local Government Act 1972. The S151 Officer, in consultation with the Council's Monitoring Officer where appropriate, shall take whatever action is appropriate in discharging the responsibilities under Section 151 of the Local Government Act 1972.
- 1.4 These Rules must be followed by any person or body authorised to act on behalf of the Council including any other partners where the Council's business or accountable interests are affected.
- 1.5 An Officer must not enter into any arrangement, which may restrict the ability of the Council to apply these Rules, without the approval of the Cabinet to that arrangement.
- 1.6 The S151 Officer is responsible for maintaining a continuous review of the Financial Procedure Rules and submitting any additions or changes necessary to the Council for approval. They are also responsible for reporting, where appropriate, breaches of the Financial Procedure Rules to the Council and/or the Cabinet.
- 1.7 Corporate Management Team are responsible for ensuring that their staff are aware of the existence and content of the Council's Financial Procedure Rules and other internal regulatory documents and that they comply with them.
- 1.8 The S151 Officer is responsible for issuing advice and guidance to underpin the Financial Procedure Rules that Councillors, Officers and others acting on behalf of the Council are required to follow.
- 1.9 Failure to comply with the requirements of Financial Procedure Rules may, if appropriate, lead to action being taken against Officers under the Council's Disciplinary Procedure and against Councillors under the Code of Conduct.
- 1.10 The rules contain financial limits which are reflected in the Contract Procedure Rules and Scheme of Delegation. These are summarised in a table at the end of the Rules for reference.

## **2. FINANCIAL MANAGEMENT STANDARDS**

- 2.1 The S151 Officer shall determine the Accounting Policies to be used in the preparation of the Council's annual accounts.

- 2.2 All accounting records must be maintained on the Council's corporate financial systems unless authority is obtained from the S151 Officer.
- 2.3 All systems that form the basis of the Council's financial accounts must be approved by the S151 Officer.
- 2.4 The S151 Officer must be consulted of any prospective changes to existing systems or purchases of new systems so that an assessment of compatibility and controls can be carried out in advance.
- 2.5 Directors and Heads of Service shall be responsible and ensure that all financial records and systems are properly maintained and shall carry out independent checking of financial transactions and also verify relevant financial administrative instructions in order to ensure compliance with these Rules.

### **3. ACCOUNTS AND ACCOUNTING SYSTEMS**

- 3.1 The Accounts and Audit Regulations 2015 require that the Council be responsible for ensuring that the financial management of the Council is adequate and effective. The accounts of the Council shall be kept by the S151 Officer and all systems of accounting and financial records throughout the Council shall be subject to their approval. The S151 Officer shall, from time to time, make such recommendations to the Audit and Accounts Committee and the Council regarding the accounting systems and financial operations of any Council area as they may deem necessary.
- 3.2 The S151 Officer is responsible for the maintenance, development and control of all the Council's corporate financial information systems. Directors are required to record all accounting operations on the corporate financial information systems in line with the procedures and processes agreed with the S151 Officer.
- 3.3 Directors shall at an early stage consult the S151 Officer on the design of systems, forms and records, which could have an impact on the corporate financial information systems, records or needs.
- 3.4 Each Director shall be responsible for ensuring that such records and systems are properly maintained and shall carry out independent checking of financial transactions relevant to their service to ensure compliance with these Financial Procedure Rules.
- 3.5 At any time, each Director shall supply to the S151 Officer such information and explanations as appropriate.
- 3.6 The S151 Officer is responsible for the preparation of the Council's Statement of Accounts in accordance with proper practices and for selecting consistent and suitable accounting policies.
- 3.7 The Audit and Accounts Committee is responsible for approving the annual Statement of Accounts.

### **4. INTERNAL AUDIT**

- 4.1 The Accounts and Audit Regulations 2015 require that the Council undertakes an adequate and effective internal audit of its accounting records and of its system of internal control in accordance with proper internal audit practices.
- 4.2 The Regulations also require any officer or Member of the Council to:

- a) make available such documents which relate to its accounting and other records necessary for the purpose of the audit
  - b) supply all information and explanations that are considered necessary; and
  - c) produce cash, stores or any other Council property under their control.
- 4.3 The S151 Officer and the Council's Internal Auditor shall have access and authority, at any reasonable time, to apply any test or check to the accounts and records held.
- 4.4 In the exercise of their duties the S151 Officer and the Council's Internal Auditor shall have direct access to all Chief Officers and, where appropriate, the Leader of the Council and the Audit and Accounts Committee.

## **5. IRREGULARITIES, FRAUD AND CORRUPTION**

- 5.1 Where any Member or Officer has cause to suspect irregularity they shall immediately (before proceeding with any investigation) inform the S151 Officer who shall inform the Chief Executive Officer. The Chief Executive Officer shall provide facilities for investigation, and should it be found that irregularity has occurred or is occurring, it shall be the duty of the S151 Officer to inform the Chief Executive Officer who will inform the Leader of the Council. In exceptional circumstances the S151 Officer is authorised to inform the Leader of the Council direct.
- 5.2 A Chief Officer is authorised to call in the police forthwith, if they consider that the nature of the irregularity warrants immediate action.
- 5.3 Any case of fraud or loss or financial irregularity or bribery or corruption that is discovered or suspected to exist which involves the Council's interests will be dealt with in accordance with the Council's Disciplinary Rules and Fraud and Anti-Corruption Policy.
- 5.4 Where criminal proceedings are not instituted for whatever reason, the Chief Executive shall decide whether or not to commence a civil suit.

## **6. RISK MANAGEMENT**

- 6.1 The Accounts and Audit Regulations 2015 requires the Council to be responsible for ensuring that it has a sound system of internal control which facilitates the effective exercise of the Council's functions and which includes arrangements for risk management. This requirement shall be fulfilled through the S151 Officer who shall ensure that there is sound system of risk management in place.
- 6.2 Each Director is responsible for ensuring that an up to date list of risks is maintained and monitored for their service areas. It is the Directors' responsibility to ensure that appropriate action plans to mitigate risks are drawn up, implemented and monitored.
- 6.3 The S151 Officer will review the adequacy and effectiveness of the risk management process and report to the Audit and Accounts Committee at least annually.

## **7. INSURANCES**

- 7.1 The S151 Officer shall effect all insurances via external cover or self-insurance and shall be responsible for making and, where appropriate, negotiating all claims in consultation with other officers as necessary.
- 7.2 Prior to any major service changes or events taking place, which are likely to impact on insurance cover, Directors shall notify the S151 Officer:

- The terms of any indemnity which the Council is required to give
- Any new risks, properties, vehicles or other assets which might need to be insured
- Any changed circumstances affecting existing risks or insurance.

7.3 Directors shall immediately notify the S151 Officer of any fire, loss, accident or other event that may give rise to a claim against the Council's insurers.

## **8. STRATEGIC FINANCIAL PLANNING**

8.1 The Council will maintain a Medium Term Financial Plan (MTFS) (the 5 Year Financial Strategy) which will act as the strategic framework within which the Council will operate its policy objectives in accordance with the Council Plan.

8.2 The Council's Management Team will review the 5 Year Financial Strategy annually and submit to Council for approval.

8.3 The Council's S151 Officer is responsible for updating the MTFS which will cover the current year plus the following four years. The Budget Outlook will record financial decisions taken by Council to ensure that the Council's overall spending plans are in accordance with its Financial Strategy.

## **9. ANNUAL ESTIMATES (BUDGETS)**

9.1 Each year, in conjunction with the S151 Officer, the appropriate Directors shall prepare revenue estimates of their expenditure and income for the following financial year.

9.2 These annual estimates shall be in a form, and prepared within a timescale approved by the S151 Officer.

9.3 The estimates shall be prepared in accordance with the Council's Financial Strategy and shall take into account any guidance given by the Council, Cabinet or the Corporate Management Team.

9.4 The S151 Officer shall co-ordinate the preparation of the revenue estimates and discuss them with the appropriate Directors and Budget Managers.

9.5 The S151 Officer shall submit an annual estimates report in the form of the MTFS to the Cabinet.

9.6 The Cabinet shall examine the financial aspect of the estimates together with a report thereon by the S151 Officer, and shall submit the estimates to the Council for approval with such recommendations as they deem necessary, which may include the views and recommendations of the Overview and Scrutiny Committee.

9.7 The S151 Officer shall further report on the robustness of these financial estimates and the adequacy of the Council's financial reserves and balances.

9.8 Chief Officers and the appropriate Budget Managers shall have authority to incur revenue expenditure up to the level of the approved budget, subject to 12.2a.

## **10. SUPPLEMENTARY ESTIMATES (UNBUDGETED REVENUE EXPENDITURE)**

10.1 Whenever it is proposed to seek the approval of the Council to the adoption of a new policy or extension of an existing policy not already sanctioned by the Council, the Cabinet shall receive



details of, and give due consideration to, the financial aspects of the proposal. If the proposal involves expenditure of more than £50,000 the Cabinet shall seek approval of the Council to a supplementary estimate.

10.2 Before incurring any expenditure for which there is no approved estimate, or for which the estimate is insufficient (subject to a lower limit of £20,000), it shall be the duty of the appropriate Director to report on the proposals to the Cabinet. If agreed, the Cabinet shall then seek approval of the Council to a supplementary estimate

10.3 If an appropriate Director fails to report a matter under sub-section 10.2 above to the Cabinet, the S151 Officer shall report it to Audit and Accounts Committee.

10.4 The S151 Officer may establish new expenditure budgets where such expenditure will be subsequently fully recovered from other users of the service (for example, training courses may be provided on behalf of others and then recovered from participants).

## 11. VIREMENT

11.1 Notwithstanding Rule 10. (Supplementary Estimates) above, there may be instances where there is a need to transfer an amount of an approved budget to another use (called virement), within the same service area. Virements do not create additional budget liability and must not create ongoing revenue expenditure in later years.

11.2 Virement of any budgeted expenditure does not allow Directors and heads of service to evade corporate priorities and policies. For example and inter alia no IT equipment (either hardware or software) may be purchased by Directors and heads of service without the prior approval of the Director of Communities and the S151 Officer. This ensures compatibility with the authority's IT systems and controls any ongoing service cost implications.

11.3 Virements between revenue budget heads within the same service area shall be authorised as follows:

- (a) **Up to and including £10k** on any one budget head during the year may be authorised by the Director or Service Head on budgets under their control following notification to the S151 Officer.
- (b) **In excess of £10k but less than £50k** requires consultation with the appropriate portfolio holder under arrangements agreed by the Full Council, provided there is no material negative effect on service delivery.
- (c) **In excess of £50k but less than £100k** requires Cabinet Approval, a report will be prepared jointly by the Director/Head of Service and the S151 Officer.
- (d) **In excess of £100k** requires full Council Approval, a report will be prepared jointly by the Director/Head of Service and the S151 Officer.

Requests for approval should be supported by adequate background information and detail the implications in the current and future financial years.

11.4 The prior approval of the Council is required for any virement, of whatever amount, where it is proposed to:

- vire between budgets of different accountable committees
- vire between budgets managed by different members of CMT.

- 11.5 Virement that is likely to impact on the level of service activity of a service area should be implemented only after agreement with the relevant CMT Members
- 11.6 Virement should where applicable follow any existing Scheme of Delegation.
- 11.7 Where an approved budget is a lump-sum budget or contingency intended for allocation during the year, its allocation will not be treated as a virement, provided that:
- a) the amount is used in accordance with the purposes for which it has been established
  - b) the Council has approved the basis and the terms, including financial limits, on which it will be allocated. Individual allocations in excess of the financial limits should be reported to Full Council.

## **12. REVENUE EXPENDITURE**

- 12.1 Revenue expenditure is defined as day-to-day operational expenditure that will generally be spent in the next twelve months; e.g. purchases of equipment, salaries, materials, maintenance and repairs.
- 12.2 Directors shall have the power to incur revenue expenditure to the limit of their budget allocation, subject to the Council's Financial and Contract Procedure Rules and Scheme of Delegation without further approval, except:
- a) any single item of budgeted expenditure over £15k, this requires authorisation through a Scheme of Delegation.
  - b) any revenue expenditure which involves a variation from the Council's approved Policy Framework which must be approved by Council.
  - c) any expenditure which leaves the Council with future commitments for which funding has not been identified. This would require Council approval.
  - d) any expenditure which triggers a key decision as defined by the Constitution (unless previously delegated to the Director).
- 12.3 An urgent item of budgeted expenditure over £15k may be incurred prior to the Scheme of Delegation approval, however in this instance approval must be gained within 10 working days.
- 12.4 The Chief Executive shall appoint relevant Officers (known as budget holders) to be responsible for appropriate budgets.
- 12.5 It shall be the responsibility of budget holders to monitor their budgets on at least a monthly basis. The Finance Section will assist in this process.
- 12.6 Corporate Management Team shall be responsible for monitoring progress against the revenue estimates on at least a quarterly basis.
- 12.7 Quarterly reports on financial performance against the approved budgets shall be taken to Corporate Management Team which may make recommendations to Cabinet.
- 12.8 The S151 Officer will subsequently submit quarterly reports to Cabinet identifying areas of potential or actual over or underspends, and make appropriate recommendations. The report will also assess the implications of the budget monitoring in terms of the Council's MTFS.

## **13. CAPITAL EXPENDITURE**

- 13.1 Capital expenditure involves acquiring or enhancing fixed assets with a long-term value to the authority, such as land, buildings, and major items of plant, equipment or vehicles. In cases of

doubt the S151 Officer will determine whether a scheme will be treated as capital or revenue expenditure.

13.2 The five year Capital Programme comprising individual schemes is part of the Council's Budget and Policy Framework and shall be approved annually and monitored quarterly throughout the year.

13.3 Directors shall provide annually when requested in a timely manner to the S151 Officer all the necessary information for the preparation of an annual programme of capital expenditure, including progress on existing schemes and potential new schemes.

13.4 No expenditure may be incurred on any new scheme in the Capital Programme with an estimated value of over £100k until a detailed report has been approved by Cabinet (save as to exemption 13.5 below), including as a minimum:

- a) a cost breakdown of the scheme;
- b) the method and cost of financing the scheme;
- c) the future revenue budget impact;
- d) a risk assessment;
- e) (viable alternatives;
- f) details of procurement path and delegations required (if any);
- g) detailed objectives, outputs and outcomes, and
- h) relevant drawings and plans,

except the cost of preliminary work to produce the above report.

A detailed report is not necessary as set out at Paragraph 13.4 above in the case of replacement vehicles and equipment on a like-for-like basis and housing renovation grants. In this instance, full scheme approval and authority to contract in accordance with the Contract Procedure Rules will be approved through a Scheme of Delegation.

13.5 Provision in the annual estimates for expenditure on a new capital project with an estimated value of over £100k shall not be regarded as authority for the work to be put in hand without the procedure required by Rule 13.4.

13.6 If during the progress of the scheme it becomes apparent that the estimates originally submitted are likely to be exceeded by £20,000, the appropriate Director shall report the facts immediately via a Scheme of Delegation.

13.7 The Council's Capital Programme Working Group will be responsible for monitoring the progress of the Capital Programme, and report to the Corporate Management Team on a quarterly basis.

13.8 The S151 Officer will submit quarterly reports to Cabinet identifying areas of potential or actual over or underspends, and make appropriate recommendations.

13.9 During the year Cabinet may approve expenditure up to £100k on a new scheme, provided it is funded in the five year Capital Programme or by new external funding and there is no additional cost to the Council.

13.10 All new schemes not already included within the Capital Programme in excess of £100k or those without a virement or external funding which will incur additional cost to the Council require Full Council approval.

## **14. PAYBACK SCHEMES**

14.1 Payback schemes are intended to promote efficiency and value for money. They may include both revenue and capital schemes. Such schemes would generally be used when investment in a service or asset would result in future **revenue** savings equivalent to the investment.

Payback schemes may be authorised as follows:

- a) up to and including £50,000 by a Scheme of Delegation;
- b) up to and including £100,000 by the Cabinet;
- c) over £100,000 by Full Council.

In all cases the resultant savings must repay the investment within five (or fifteen years if they are energy efficiency schemes) and be supported by a costed business case including a risk assessment.

## **15. RESERVES AND BALANCES**

15.1 Each year the Cabinet Member for Resources shall receive a report reviewing the Council's Policy on Balances and Reserves. The Policy will, as a minimum, review the title, purpose and level of each reserve.

15.2 Where it is appropriate, Cabinet shall maintain a five year programme of expenditure to be met from earmarked reserves. As part of the MTFs Cabinet shall receive a report identifying the detailed Reserve Programme for the forthcoming financial year and the following 4 years.

15.3 Whenever it is proposed to embark upon any scheme within the Reserve Programme, the appropriate Director concerned shall submit details to the Cabinet and shall incorporate a value for money statement, in conjunction with the S151 Officer, showing estimated cost and the probable initial and ultimate revenue charge.

15.4 The S151 Officer will be responsible for monitoring the progress of the Reserve Programme, and report to Corporate Management Team as part of the quarterly budget monitoring report.

15.5 The S151 Officer will subsequently submit quarterly reports to Cabinet identifying areas of potential or actual over or underspends, and make appropriate recommendations

15.6 Overspending on service estimates in total on budgets under the control of the Directors and heads of service will be reviewed at year end and may be carried forward to the following year, in which case will constitute the first call on service estimates in the following year. The S151 Officer will report the extent of overspendings carried forward to the Full Council.

## **16. BUDGET SLIPPAGE**

16.1 Budget Slippage relates to an unspent budget estimate for which there is an actual, and not possible, commitment to incur expenditure in the future. Ordinarily, this will apply when the commitment is to be incurred in a financial year following the budget underspend.

16.2 Subject to the approval of the Chief Executive, in consultation with the S151 Officer, Managers may carry forward from one financial year to the next financial year, an unspent budget estimate relating to an actual commitment provided that:

- a) the maximum amount for each item of slippage within this delegated authority being £10,000;
- b) the controllable budget for which the Manager is responsible is not overspent in total.

16.3 Any proposal for budget slippage which exceeds £10,000 must be approved by Cabinet as part of the Outturn Report.

16.4 It is for each Manager to demonstrate to the S151 Officer that there is an actual, and not possible, commitment to incur expenditure. For the purposes of this Procedure Rule, an actual commitment is defined as one where, for example:

- a) there is a specific Cabinet Committee resolution to incur the expenditure;
- b) an order has been placed for goods and services;
- c) the works for which the budget estimate relates are on-going and not yet complete;
- d) an offer of grant has been made by the Council but has not yet been taken up (subject to time limits placed on the grant offer);

16.5 Any budget slippage which has not been applied to the associated commitment within six months of the financial year end will be removed from the service budget and transferred back to reserves unless otherwise agreed by the S151 Officer.

## **17. INCOME**

17.1 All arrangements for:

- a) the financial organisation, accounting and book keeping necessary to ensure the proper recording of all sums due to the Council; and
- b) the collection, custody, control, disposal and prompt and proper accounting for all cash in all areas of the Council shall be subject to the approval of the S151 Officer.

17.2 Any change to an existing arrangement referred to in Rule 17.1 above shall not be made without the prior approval of the S151 Officer.

17.3 All monies received on behalf of the Council in any area of the Council shall be recorded and deposited promptly with a finance officer or be banked in the Council's name. Appropriate details should be recorded on to paying-in slips to provide an audit trail. Money collected and deposited must be reconciled to the bank account on a regular basis.

17.4 All official receipts shall be in a form approved by the S151 Officer and shall be ordered, controlled and issued to appropriate Officers by Corporate Support, and all receipts and issues thereof shall be properly recorded and acknowledged. Each Officer issued with receipts shall be responsible for their safe custody and proper use thereof.

17.5 Where work has been (or will be) done, services rendered or goods supplied without payment, the responsible officer shall promptly issue an invoice so that it can be raised to the debtor and accounted for in the finance system and appropriate recovery action taken where necessary.

17.6 The service area Budget Manager has responsibility for monitoring recovery of income and that the appropriate debt recovery procedures are followed in respect of any outstanding income due to the Council.

17.7 Once raised, no debt can be cancelled except by full payment or writing off. Debt due to the Council shall only be written off in line with the Debt Management Policy:

- debts of up to and including £5,000 may be written off by the S151 officer
- for debts over £5,000, write off approval must be sought from Cabinet.

- 17.8 Fees and charges will be reviewed annually as part of the budget setting process and where required approved by the appropriate committee prior to approval at Full Council.
- 17.9 No new fees and charges or alterations to existing fees and charges shall be made in year unless approved by a Director in consultation with the appropriate Portfolio Holder.

## **18. GRANTS TO EXTERNAL ORGANISATIONS**

- 18.1 It is the responsibility of all Directors to ensure that organisations in receipt of grant aid (either from the Council's own funds or through external funding where the Council is the Accountable Body) have (as a minimum):
- a) satisfactorily demonstrated that they are a competent and suitable organisation to receive public money; and
  - b) ensure appropriate management and accountability procedures are in place to achieve their aims and objectives; and
  - c) ensure that financial propriety is observed.
- 18.2 Where a grant is approved, there must be written confirmation of the grant offer and where appropriate a formal grant agreement before any payment is made.
- 18.3 Any grant offers (as a minimum) must require the recipient to keep appropriate records and ensure these are available for Council inspection and must require the organisation to demonstrate that the grant has been used for the agreed purpose.
- 18.4 For grants over £10,000, other additional clauses must be included (as a minimum) in the offer letter/agreement namely:
- details of the amount of grant approved; and
  - the purpose and duration of the grant; and
  - the arrangements for payment; and
  - the monitoring and evaluation arrangements; and
  - the circumstances when grant funding may be terminated.
- 18.5 Directors must ensure that any grants given must have their terms and conditions monitored and checked for compliance. For grants over £10,000, this may also require the organisation to submit audited accounts. Further, for grants over £10,000, Directors must ensure that the organisation provides financial and statistical information on a quarterly basis and that review meetings with the Director's representative and organisation happen at least twice a year.

## **19. EXTERNAL FUNDING**

- 19.1 Directors will strategically explore all opportunities for external funding, taking account of the Council's policy framework and any additional risks implied.
- 19.2 Prior to submission of grant funding applications and entering into agreements, Directors must inform the S151 Officer of any matched funding requirements and any accountable body responsibilities. This is to ensure that funding is available, all future revenue and capital implications are determined and that appropriate financial arrangements are in place. The S151 Officer shall be provided with a copy of the final application for review prior to submission.
- 19.3 The S151 Officer will ensure that all funding notified by external bodies is received and properly recorded in the Council's accounts.
- 19.4 Directors are required to ensure that, for any project where external grant funding has been accepted, the project(s) progresses in accordance with the bid, and that there is compliance

with the Council's Contract and Financial Procedure Rules and the appropriate grant conditions.

19.5 Directors must also inform the S151 Officer of any subsequent changes to agreements in order that the revenue and capital budget implications may be addressed.

19.6 Directors are responsible for ensuring claims for funds are made by the due date in accordance with instructions issued by the S151 Officer.

19.7 All claims for external grants made on the Council's behalf whether Capital or Revenue shall be approved by the S151 Officer. For each grant claim appropriate supporting documents shall be kept by the relevant service officer.

## **20. ORDERING OF GOODS, SERVICES OR WORKS**

20.1 All orders for goods or works, shall be processed through the Council's e-procurement system (which feeds into the general ledger system), and authorised by appropriate officers. When placing orders officers should have regard to the Council's Contract Procedure Rules.

20.2 All orders for goods, services or works shall be issued through the Council's e-procurement system and details of the price and discount (if any) shall be inserted whenever known. Orders given orally must be confirmed in writing the same day.

20.3 An officer receiving goods or services on behalf of the Council must be other than the officer authorising the originating order. The officer must confirm the satisfactory (or unsatisfactory) receipt of goods (GRN) or services in the e-procurement system to verify that they are in accordance with the authorised order. The receiving officer must ensure that they have adequate evidence to execute this action. This applies equally to when an officer is entering in the e-procurement system the receipt of goods or services on behalf of another officer. The acceptance of the satisfactory receipt of goods confirms that:

- a) An account when presented will be properly payable by the Council; and
- b) Proper entries have been made in inventories, stores and other property records or registers.

20.4 This rule recognises that not all goods and services are supplied following the issue of a purchase order – for example, gas, electricity, water and telephone etc, but wherever possible purchase orders should be used.

## **21. PAYMENT OF ACCOUNTS**

21.1 Where invoices, claims and accounts can be "matched" with a purchase order, these will be processed automatically through the process of Goods Receipting, and paid via the Creditors system.

21.2 All invoices, claims and accounts not resulting from a purchase order shall be completely checked by the appropriate Officers and certified by or under the authority of the appropriate Officer with delegated authority. The S151 Officer shall maintain a list of authorised electronic signatories. Only authorised signatories shall sign or authorise accounts. It shall be clearly indicated upon the account the purpose, service or expenditure to which it relates and certification by the appropriate Director shall be taken to mean that:

- a) the goods delivered or services rendered are as authorised and ordered;
- b) they have been inspected and found satisfactory;
- c) the price is as quoted;

- d) the expenditure is within the estimates or is covered by special financial provision;
- e) all Standing Orders, Financial Regulations and Resolutions of the Council relevant to the account have been complied with;
- f) the account has not previously been certified for payment; and
- g) the proper entries have been made where appropriate in the stores records or inventories.

21.3 All correct invoices should be passed for payment in a timescale which will allow payment to be made in line with the agreed terms of payment or within the appropriate Council target time (currently 30 days) where no terms are agreed. The S151 Officer shall report annually on all invoices that have attracted interest penalties under the Late Payment of Commercial Debts (Interest) Act 1998.

21.4 Apart from Petty Cash Accounts and Credit/Procurement Cards, the S151 Officer will make all payments due from the Council by BACS, cheque or other instrument drawn on the Council's bank accounts.

21.5 Payment in advance for works, goods or services should only be used in exceptional circumstances e.g. training, publications, travel arrangements.

21.6 All accounts for payment to a value of over £500 shall be published quarterly on the Council's website.

## **22. PETTY CASH AND CREDIT CARDS**

22.1 All Petty Cash accounts shall be issued by or approved by the S151 Officer, who shall be authorised to operate such accounts as considered necessary.

22.2 All Credit Card arrangements shall be made by or approved by the S151 Officer, who shall be authorised to operate such arrangements as considered necessary.

## **23. RETENTION OF DOCUMENTS**

23.1 Financial records, receipts, invoices etc, including documentation relating to contracts for work done, supplies and services shall not be disposed of other than in accordance with the Council's retention schedule which shall incorporate the relevant statutory requirements.

## **24. CONTRACTS**

24.1 These rules set out internal financial procedures to supplement the Contract Procedure Rules.

24.2 Directors must ensure that financial appraisals of firms or persons are carried out in relation to all contracts in excess of £75k.

24.3 Rule 24.2 applies to all Contracts (except land and employment contract and any others deemed not applicable by the S151 Officer) including contracts for buildings, developers, insurance companies, franchise agreements and leasing companies.

24.4 All financial appraisals shall be carried out in accordance with procedures determined by the S151 Officer.

24.5 Payments to contractors on account, shall be authorised only on a certificate approved by a Director (or authorised officer) showing the total amount of the contract, the value of approved variations, the value of work executed to date apportioned between original costs and



fluctuation costs, retention money paid, retention money released, amount paid to date and the amount now certified.

24.6 All Directors must ensure that payments are made against contractors certificates. The Council must issue an authenticated VAT receipt to the contractor within a period of three months. All variations must be agreed in advance by Legal Services.

## **25. BANKING ACCOUNTS**

25.1 Under authority delegated to the S151 Officer, they shall arrange for such bank accounts to be kept as may be necessary from time to time and they shall determine the persons whose signatures are to be used in the operation of such accounts, having regard to the system of internal audit and separation of duties in force. All new bank accounts shall be opened only on the authority of the S151 Officer and, new cheques shall be ordered only on the authority of the S151 Officer.

## **26. TREASURY MANAGEMENT**

26.1 The Council has adopted the Chartered Institute of Public Finance and Accountancy's (CIPFA) Code of Practice on Treasury Management (revised September 2021) (the Code).

26.2 Accordingly, the Council will create and maintain, as the cornerstones for effective Treasury Management:

- An Annual Treasury Management Strategy Statement, MRP Strategy and Annual Investment Strategy stating the policies and objectives of its Treasury Management activities.
- Suitable Treasury Management Practices (TMPs), setting out the manner in which the Council will seek to achieve those policies and objectives, and prescribing how it will manage and control those activities.

26.3 The content of the Strategy Statements and TMPs will follow the recommendations contained in the Code, subject only to amendment where necessary to reflect the particular circumstances of this Council. Such amendments will not result in the Council materially deviating from the Code's key recommendations.

26.4 The Cabinet will receive reports on its Treasury Management activities in accordance with the Code of Practice recommendations. This will include as a minimum:

- An annual Treasury Management Strategy Statement - including the Annual Investment Strategy and Minimum Revenue Provision Strategy - for the year ahead;
- a Mid-year Review Report; and
- an Annual Report (stewardship report) covering activities during the previous year

26.5 The Council delegates responsibility for the implementation and monitoring of its Treasury Management Policies and Practices to Cabinet. The execution and administration of Treasury Management decisions is delegated to the S151 Officer, who will act in accordance with the Council's Policy Statements and TMPs and CIPFA's Standard of Professional Practice and Treasury Management.

26.6 The S151 Officer is responsible for advising the Council on prudential indicators in accordance with the CIPFA Prudential Code for Capital Finance in Local Authorities (2011), which is deemed to part of these Rules.

26.7 All borrowings and investments shall be effected in the name of the Council.

## **27. STOCKS AND STORES ACCOUNTS**

- 27.1 Each appropriate Director shall be responsible for the proper custody of stocks and stores required for their area of responsibility and shall see that all stocks and stores received and issued are properly recorded. No items are to be issued or removed without proper authorisation.
- 27.2 For the purposes of this Rule, stocks and stores are regarded as having large numbers of items and/or a wide range of items and/or large value. The value of items issued is to be recharged. Examples of stocks and stores would include such items as fuel, corporate stationery stores, wheeled bins and items purchased for resale.
- 27.3 A delivery note submitted by the supplier is to be obtained in respect of every delivery of goods and all practicable steps must be taken to ensure that such delivery note is handed in at the time of delivery. All goods must be checked as regards quality, quantity and compliance with the specification as soon as practicable after delivery. Any discrepancy must be notified to the supplier immediately.
- 27.4 The accounts to be kept in connection with the receipt and issue of stocks and stores shall be agreed by the S151 Officer and shall be subject to their examination and check at such times as they deem fit.
- 27.5 The S151 Officer, in conjunction with the appropriate Director concerned, shall make such arrangements for stock taking as they may deem necessary and in any event not less than once in any financial year.
- 27.6 Surpluses or deficiencies revealed in items of stocks at any time as may be appropriate shall be immediately reported to the appropriate Director concerned and the S151 Officer. The S151 Officer shall have authority to write off deficiencies or bring surpluses into charge, but if the amount is above £5,000 it shall be done in consultation with the appropriate Portfolio Holder.

## **28. ASSET REGISTER**

- 28.1 Each appropriate Director is responsible for notifying the S151 Officer of all assets, valued above the threshold of £10,000, under their control, for inclusion in the Council's Asset Register. Assets are to include land, buildings, vehicles, plant and equipment etc. Items such as IT equipment purchased individually should be pooled when considering their value.
- 28.2 The value of assets when procured will be their cost price but thereafter an appropriate depreciation or appreciation charge will be applied each year. The Council employs external valuers to revalue land and buildings on a 5 yearly rolling programme. The results of these revaluations are reported to the S151 Officer for inclusion in the Asset Register and the Council's financial accounts.
- 28.3 Each appropriate Director should ensure that contingency plans for the security of assets, information and the continuity of the service, in the event of a disaster, emergency or system failure, are in place.

## **29. ASSET UTILISATION AND SECURITY**

- 29.1 Each appropriate Director shall be responsible for maintaining proper security at all times for all buildings, stocks, stores, furniture, equipment, cash, etc. under their control, and for the efficient utilisation of those assets.

- 29.2 Maximum limits for cash holdings shall be agreed with the S151 Officer in line with the Council's insurance policies and shall not be exceeded without their express permission.
- 29.3 The S151 Officer shall issue confidential instructions as to the custody of keys, where appropriate. The loss of any such keys must be reported to the appropriate Head of Service or Director.
- 29.4 The appropriate Directors shall be responsible for maintaining proper security and privacy as respects information held in a computer or for its use and in particular to ensure compliance with the provisions of the Data Protection Act 2018.

### **30. LEASING**

- 30.1 All arrangements for the leasing or other financing of goods and/or asset acquisitions shall be made by the S151 Officer.

### **31. VEHICLES**

- 31.1 Each appropriate Head of Service shall be responsible for the custody, proper use and maintenance of vehicles belonging to the Council and used in their area of responsibility. The appropriate Director will ensure that Council vehicles are not used for personal use/gain.

### **32. ESTATES AND PROPERTY**

- 32.1 The Council's Property Services Team shall maintain a terrier of all estates and properties owned by the Council.
- 32.2 The Council's Legal Team shall be responsible for the safe custody of all documents relating to land or interests in land and all contracts (other than insurance and investment contracts).

### **33. PAYMENTS OF SALARIES AND WAGES**

- 33.1 These Rules shall be read in conjunction with such National and Local Schemes of Conditions of Service as are applicable to employees
- 33.2 The payment of all salaries, wages, pension, compensation and other emoluments to all employees or former employees and/or Members of the Council shall be made by the Head of People and Policy under arrangements approved by the S151 Officer.
- 33.3 All Directors and Heads of Service shall notify the Head of People and Policy as soon as possible and in the form prescribed by the S151 Officer of all matters affecting the payment of such emoluments, and in particular:
- a) appointments, resignations, dismissals, suspensions, secondments and transfers;
  - b) absences from duty for sickness or other reason, apart from approved leave;
  - c) changes in remuneration, other than normal increments and pay awards and agreements of general application;
  - d) information necessary to maintain records of service for superannuation, income tax, national insurance and the like.
- 33.4 All time records or other pay documents shall be in a form prescribed or approved by the S151 Officer and shall be certified by or on behalf of an appropriate Director. The names of officers authorised to sign such records shall be sent to the Head of People and Policy by each appropriate Director and shall be amended on the occasion of any change.

33.5 All recipients of car allowances shall maintain, in a form required by the Head of People and Policy, a record of all journeys with supporting mileage details claimed and shall produce as required other such relevant records and documents.

### 34. MONEY LAUNDERING

34.1 The legislation concerning money laundering impacts on local authorities. Potentially any member of staff could be caught by the money laundering provisions if they suspect money laundering and either become involved with it in some way and/or do nothing about it. The Council has an Anti-Money Laundering Policy and supporting Guidance Note designed to prevent the risk of the Council being involved in money laundering and to enable staff to report suspicions of money laundering activity to the Head of Legal (as the Council's nominated Money Laundering Reporting Officer).

34.2 All staff should have regard to the Council's Anti-Money Laundering Policy and supporting Guidance. A member of staff should consider, in line with the Policy and Guidance, reporting any transaction which involves the receipt of £10,000 or more of cash to the Council's Money Laundering Reporting Officer; notwithstanding such financial limit, and member of staff who has reasonable grounds to believe that money laundering is taking place (or is being attempted) in respect of a smaller amount of cash should report the matter to the Council's Money Laundering Reporting Officer.

<b>Approval levels</b>	<b>Director/Budget Holder</b>	<b>Scheme of Delegation</b>	<b>Cabinet Member for Resources</b>	<b>Cabinet</b>	<b>Council</b>
Virements (full details 11.3)	Up to £10k		£10,001 - £49,999	£50,000 - £99,999	Over £100k
Unbudgeted Expenditure (full details 10)	£0	£0	£0	Up to £50k	£50k and over
Budgeted Revenue Expenditure (full details 12)	Up to budget limit, although only up to £15k on any single item	Any single item over £15k	N/A	N/A	Any expenditure which:- -Varies from the Council's approved policy framework -brings unfunded future financial commitments -triggers a key decision

					(unless delegated)
Capital Expenditure (full details 13)	Up to budget limit, although only up to £15k on any single item	New schemes already in capital programme if total scheme cost up to £100k.  Any single item of expenditure over £15k		New schemes already in the capital programme if total scheme cost over £100k.  New schemes not in capital programme if fully funded up to total scheme cost of £100k.	New schemes not in capital programme total scheme cost over £100k
Payback schemes (capital/revenue) – must pay back within 5 years unless energy efficiency schemes (full details 14)		Up to £50k		£50,001 - £100k	Over £100k

## Appendix 3

### Contract Procedure Rules – Minor amends.

Part 4 - page 144

- 9.2 Heads of service proposing to use such arrangements must ensure that they have been established in a way which complies with the law. In particular, where the regulations apply the collaborative agreement must comply with them, the Council must be among the bodies named in the ~~OJEU~~ Find a Tender notice as having access to the arrangements and there must be scope in the arrangement to permit its lawful use for the purposes proposed.

Part 4 - page 145

- 12.2 ~~Tenders subject to EU Regulations shall be evaluated in accordance with the relevant EU Regulations and the evaluation criteria set out in the ITT. All other~~ tenders shall be evaluated in accordance with the evaluation criteria set out in the ITT.

<b>Subject:</b>	Overview and Scrutiny Annual Report and Work Programme	<b>Status:</b>	For Publication		
<b>Report to:</b>	Council	<b>Date:</b>	22 <sup>nd</sup> June 2022		
<b>Report of:</b>	Committee & Member Services Manager	<b>Portfolio Holder:</b>	Corporate Services		
<b>Key Decision:</b>	<input type="checkbox"/> Forward Plan <input type="checkbox"/>	<b>General Exception</b>	<input type="checkbox"/>	<b>Special Urgency</b> <input type="checkbox"/>	
<b>Equality Impact Assessment:</b>	Required:	No	<b>Attached:</b>	No	
<b>Biodiversity Impact Assessment:</b>	Required:	No	<b>Attached:</b>	No	
<b>Contact Officer:</b>	Carolyn Sharples	<b>Telephone:</b>	01706 252422		
<b>Email:</b>	<a href="mailto:carolynsharples@rossendalebc.gov.uk">carolynsharples@rossendalebc.gov.uk</a>				

## 1. RECOMMENDATION

That Council approve the Annual Report 2021/22 and Work Programme 2022/23.

## 2. EXECUTIVE SUMMARY

- The annual report informs of the work undertaken by the Overview and Scrutiny Committee during 2021/22 and section 6 highlights how scrutiny has made a difference.
- The work programme at section 12 details the proposed scrutiny items for 2022/23.

## 3. BACKGROUND

The annual report and work programme are required to be reviewed by the Overview and Scrutiny Committee and agreed at Full Council each year.

## 4. DETAILS

- 4.1 The annual report and work programme summarises the work undertaken during 2021/22 and sets out the proposed work to be carried out by the committee during the coming year in 2022/23. The work programme provides a draft of what is expected to be brought before the committee in 2022/23 and is a working document which allows for fluidity and for new items to be added as required.
- 4.2 A consultation meeting took place with the chair, vice-chair and officers in April, and the report was also sent to Corporate Management Team for their input into the proposed agenda items and timescales for planned work.
- 4.3 The Overview and Scrutiny Committee also recommended Council to approve the Annual Report and Work Programme at its meeting on 6<sup>th</sup> June 2022.

## 5. RISK

There are no specific risk issues to consider arising from this report.

## 6. FINANCE

All work must be contained within existing budgets and resources.

## 7. LEGAL

The committee is required to produce an Annual Report for Full Council.

**8. POLICY AND EQUALITIES IMPLICATIONS**

There are no specific policy and equalities implications. All work undertaken by the committee will have regard to equalities and follow Council policy.

**9. REASON FOR DECISION**

To inform of the work carried out by the Overview and Scrutiny Committee during 2021/22 and outline of the work to be carried out during 2022/23.

No background papers.



# Overview and Scrutiny Committee



**Annual Report 2021/22 and  
Work Programme 2022/23**

## **Foreword from the 2021/22 Chair of Overview and Scrutiny, Councillor Janice Johnson**



This report highlights the activity and work of the Overview and Scrutiny Committee for the period of 2021/22 and the expected programme of work for 2022/23.

The committee has been extremely busy during 2021/22, which is reflected in the list of policy items, performance reviews and external scrutiny which has been undertaken, as well as the task and finish group. I am also pleased to highlight how scrutiny has made a difference at section 6.

It is important for scrutiny members to be involved in decisions at an early stage to ensure they influence the decision making process and play an important role as a 'critical friend,' and the report highlights which policies, plans and strategies have come before the committee for pre-decision review.

This work will be strengthened further over the coming year and officers will be requested to consult with the committee at an earlier stage where new policy development is concerned in order for the committee to provide valuable feedback and be involved as part of the initial scoping and consultation stage. In addition to this, external training will be provided for committee members and there will be a more focussed and manageable work programme by introducing new ways of working, for example, committee presentations will be submitted in advance of agenda publication, committee updates will be provided by briefing note rather than committee attendance and officers will be asked to provide an executive summary in their committee reports highlighting the key messages.

As always, I would like to thank all members and co-opted member of the committee for the contributions they have made throughout the year, in addition to supporting officers and those external to the Council who have provided us with their knowledge and expertise to assist us with our committee and task and finish work.

## **Message from Councillor Sean Serridge – Portfolio Holder for Corporate Services 2021/22**



The overview and scrutiny process ensures that both Council services and those services of its partners, are delivered in an appropriate way.

The Council's Overview and Scrutiny Committee continues to support and challenge the Cabinet and provides assurance in respect of policy development and review, acting as a 'critical friend'.

Both councillors and officers continue to work together to ensure the best provision of services for the people of Rossendale.

## Annual Report 2021/22

### **1. Background**

- 1.1 Overview and scrutiny is a way of achieving open and democratic accountability for the provision of public services. Local authorities operating an Executive Leader and Cabinet Model have an overview and scrutiny function which is carried out by non-Cabinet members who act as a critical friend to the Cabinet to hold them to account. In Rossendale the committee is politically balanced and made up of 10 councillors and one co-opted member. Overview and Scrutiny is not a decision making committee, but is there to monitor and influence those that are, i.e. the Cabinet. The Overview and Scrutiny Committee report their work back to the Cabinet who then decide whether recommendations will be accepted, and if not, explain their reasons for their decision.
- 1.2 The Overview and Scrutiny Committee has a role in performance monitoring, and also policy development and review. The committee also undertakes more in-depth reviews by establishing task and finish groups. These are usually comprised of five politically balanced councillors (non-Cabinet members), who review specific issues and make recommendations for change and improvements, for example, in policy or service provisions. Task and finish groups are limited to a maximum of two operating at any one time to ensure there are sufficient resources to undertake an effective review.
- 1.3 Overview and scrutiny is not a mechanism for the investigation or settlement of individual complaints, as the Council has a separate complaints/member enquiry process for this. Nor can the committee look at individual planning or licensing decisions.
- 1.4 The committee welcomes suggestions for investigation and an online form is available throughout the year where suggestions can be put forward. Any suggestions made are considered as part of the work planning process for the Annual Work Programme.
- 1.5 The Council continues to work in line with statutory guidance and the Constitution, and where possible the chair, vice-chair and relevant officers attend North West Employers' Scrutiny Networks to keep up to date on the latest developments in scrutiny.

### **2. Internal scrutiny**

#### **Policy scrutiny**

##### **2.1 Pre-decision**

During 2021/22 the committee was consulted on a variety of strategies, policies and plans. Feedback and recommendations were sought on the following prior to a decision being made:

- Digital Strategy
- Corporate Plan
- Sanction and Prosecution Policy
- RIPA Policy
- Health and Wellbeing Plan

- 2022/23 Council Budget and Medium Term Financial Strategy
- Capital Programme 2022/23 - 2025/26 and Capital Strategy 2022/23
- Single Use Plastic Strategy
- Rossendale Playing Pitch and Outdoor Sports Assessment and Strategy

### **Performance scrutiny**

#### 2.2 Quarterly Performance Reports and Regulation of Investigatory Powers Act (RIPA)

The committee continued to monitor quarterly performance reports (which now incorporate the quarterly update on the use of RIPA). If required, the committee can call a relevant senior officer to the committee meeting to answer questions and provide further clarification, or matters can be scrutinised in more depth through the Performance Management Task and Finish Group and fed back to the next committee. During 2021/22 the Head of People and Policy provided the quarterly updates to the committee and provided further clarification where requested.

#### 2.3 Performance reviews and ongoing monitoring

The committee received a variety of performance updates during 2021/22 with some items being part of the work programme and some being brought to Overview and Scrutiny for a specific reason for discussion. This internal review and monitoring activity included:

- Clean and Green Update – this item was requested as part of the work programme in order to gain an overview of the service and key challenges including enforcement, and to examine the ‘clean and green’ improvement plan including; waste collection, fly-tipping and recycling.
- Visitor Economy Strategy – this item was included in the work programme and provided an update on the progress towards the five priorities of the Visitor Economy Strategy since its approval in December 2020.
- Employability – this item was included in the work programme and provided an update on the progress towards getting local people into paid work.
- Equality Report and Workforce Profile – this item is required to be reported to the committee on an annual basis to review the Council’s workforce profile.
- Local Government Ombudsman Annual Letter and Council Feedback Update – this item is required to be reported to the committee on an annual basis and reviews the annual breakdown of formal complaints and compliments..
- Climate Change Strategy Update – this item was requested as part of the work programme to review progress against year 1 of the action plan and to provide an update on the Climate Change Conference.
- Authority Monitoring Report (AMR) – full Council agreed that this item would come before the committee to allow members to review the information being reported for the period 2018/19, 2019/20 and 2020/21 following the adoption of the Local Plan. Council also agreed that going forward, the AMR reports would be presented to the committee on an annual basis.

### **3. External scrutiny**

The committee received a number of presentations and updates from external organisations, which are summarised as follows:

#### **3.1 Leisure**

In July 2021 the Chief Executive of Rossendale Leisure Trust reported on the action plan and agreed to attend later in the year to provide an update on progress against actions, as well as providing additional information requested by the committee including progress in recruiting to the new governance positions. This information was brought back to the committee in March 2022, where the Trust also presented their annual report and shared a video highlighting key achievements over the last 12 months.

#### **3.2 Lancashire County Council Highways**

In November 2021 Lancashire County Council Highways provided a briefing for members on road maintenance and also their preparations in advance of the winter season. They responded to specific questions from members regarding the road repair programme, the criteria used to formulate the plan, and also timescales for commencing works where temporary road closures had been issued. They also attended the January Committee to update members on the Transport Asset Management Plan and inform how repairs were prioritised.

#### **3.3 Lancashire Constabulary**

As set out in the Overview and Scrutiny terms of reference, the committee acts as the Council's Crime and Disorder Committee under the requirements of the Police and Justice Act and related statutory guidance from the Home Office. Lancashire Constabulary attend the committee each year to give a presentation on performance and progress against crime indicators. Inspector Valentine attended in January 2022 to provide the annual update and answered questions from committee members, in addition to providing an update on the 101 service and performance statistics.

#### **3.4 Foodbanks**

Foodbanks who had received government funding were invited to attend the January committee to keep committee members informed of their work. RAFT (Resourceful Action for Transformation) updated members on how government funding had been spent, the number of food parcels delivered and informed how they helped meet individual needs through their varied activities. The committee thanked them for their hard work during the covid pandemic and recommended that full Council commend them for their work over the last 10 years. Council commended their work at its meeting on 31<sup>st</sup> January and agreed to present RAFT with a certificate of achievement.

#### **3.5 Credit Unions**

Bacup Credit Union and First Choice Credit Union attended the February committee and provided an update on staffing, volunteers, membership numbers, details of savings and loans, and also back office improvements being made such as moving more facilities online and making them more accessible, particularly in response to the covid pandemic. They also informed of other value added activities such as providing community support to other groups.

### 3.6 Citizens Advice

Citizens Advice (Rossendale and Hyndburn) also updated members on their work at the February committee. They informed how they were funded and explained how Council funding assisted them in attracting additional funding from other sources. They reported on their outcomes and explained how value for money was calculated, including the added benefits to the Council by easing pressures on services such as homelessness and the payment of Council Tax. They also informed how partnership working benefitted customers, e.g. working with the Gas Energy Trust.

## 4. **Health scrutiny**

4.1 At the time of writing the report, the Portfolio Holder for Health and Leisure is the East Lancashire representative for the Lancashire Leaders Group on Lancashire County Council Health and Wellbeing Board and also represents the Council on the Rossendale Health and Well-being Partnership and Lancashire County Council Health Scrutiny Committee.

4.2 The Rossendale Health and Wellbeing Partnership is open to any councillor to attend and issues of concern can be raised via the Portfolio Holder for Health and Leisure for any of these meetings.

## 5. **Task and finish group work in 2021/22**

### 5.1 GP Practice Appointment Accessibility

This work took place through task and finish in a day in January 2022, with the initial information gathering and agreement of the terms of reference taking place during October/November 2021. The final report was agreed at the March committee meeting with the following recommendations which we also agreed by the Cabinet:

<b>No.</b>	<b>Recommendation</b>	<b>Who by:</b>	<b>When:</b>
1.	To develop a robust communications strategy to get key messages out via the Primary Care Network and partner organisations.	Rossendale surgeries	Jul 2022
2.	Rossendale Council to help promote key communications on social media, including information on care navigation and the appointments process.	RBC Communications	Jul 2022
3.	To develop Patient Participation Groups to connect practices with patients/communities and find out what improvements can be made.	Rossendale surgeries	Jul 2022
4.	Councillors to have involvement with Patient Participation Groups and provide feedback and connect them with relevant participants.	Rossendale councillors	Jul 2022
5.	Promote the Health and Well-being agenda, including promoting recreation, leisure and self-empowerment to help alleviate non-physical issues (such as mental and social health) and link into	Rossendale Health and Well-being Partnership/ Rossendale Connected/ RBC	Dec 2022

	relevant activities and organisations such as pride groups.	Communities Team	
6.	Explore the use of S106 funding and Community Infrastructure Levy to assist with building NHS capacity, and if viable include reference in relevant planning strategies.	Planning	Jul 2022

## 5.2 Suicide

This work took place during 2019/20 and outstanding actions have been monitored on a continual basis. To date, eleven of the twelve recommendations have been achieved. Work will continue to be monitored through to completion of all outstanding actions and recommendations. During 2021/22 it was confirmed that recommendations 4 and 5 had been completed. Recommendation 4 was for the Council's health champion to liaise with the Samaritans. This has been achieved through the Lancashire Suicide Prevention Partnership, which is attended by the Portfolio Holder for Health and Leisure and also the Mental Health Champion. Recommendation 5 was to have facilities available for hosting training and awareness events, and various rooms are available to host such events. Work has also progressed on recommendation 7. Safeguarding training for taxi drivers has recommenced and the training provider has been asked to include suicide awareness as part of the online training course.

5.3 Copies of task and finish group reports are available on the council's website via the link below:-

[https://www.rossendale.gov.uk/downloads/download/10718/task\\_and\\_finish\\_group\\_reports](https://www.rossendale.gov.uk/downloads/download/10718/task_and_finish_group_reports)

## 6. **How has scrutiny made a difference?**

6.1 Overview and Scrutiny continues to perform the important function of holding the executive (the Cabinet) to account, carrying out task and finish work and reviewing policies and strategies before implementation. For 2021/22 the following is worth noting:

- The committee continued to meet and carry out its business during the Covid pandemic and members of the public can still observe meetings remotely or attend in person if they register to ask questions.
- Quarterly performance monitoring – as part of the quarter 2 performance monitoring, the committee requested that street cleansing routes be shared more widely to keep both councillors and members of the public informed of the routes and timetable. This information has now been shared with councillors. Officers were also asked to consider whether the routes could be incorporated into future bin collection notices and this is currently being reviewed.
- Digital Strategy – the strategy was recommended for approval and agreed at the Council meeting in July. The committee also recommended that a funding paper be brought back within three months detailing the projects, timescales and associated costs. This update was provided at the October meeting

(Digital Strategy First Year Delivery Plan) where the committee asked officers to consider their comments particularly regarding staffing capacity, appropriate training, and keeping information up to date and accurate should the projects in Year 1 of the delivery plan be agreed and implemented.

- Climate Change Strategy Update – following approval of the strategy by Cabinet July 2020, an update was provided to the committee on the work achieved to date and work in progress. The committee requested that the Equalities Champion check the draft Carbon Reduction Grant application forms to ensure relevant monitoring information was being captured at the right point. The committee also asked officers to check whether S34 notices could be extended to include evidencing suitable oil disposal and report back on vehicle efficiency for those using Hydrotreated Vegetable Oil (HVO). These points were considered and will be included in a Corporate Management Team report on expanding HVO and a note detailing the outcome will be sent to all members.
- Rossendale Playing Pitch and Outdoor Sports Assessment and Strategy – the strategy was recommended for approval and agreed at the Council meeting in March 2022. At the March committee meeting details were also requested as to why the consultants had not included the sport of rounders in the assessment. An update was provided following the meeting that rounders was typically a summer sport, played on existing football and cricket pitches which were included in the assessment. It was also confirmed that when the strategy was being updated, the inclusion of rounders would be specifically mentioned to the consultants and Sport England.
- Policy development – the committee was consulted and provided feedback on policies before they were approved by Full Council or Cabinet and this included the Corporate Plan and annual budget reports. The following policies were revised prior to approval following recommendations made by the committee:
  - o Sanction and Prosecution – the policy was recommended for approval with the inclusion of additional information suggested by the Portfolio Holder, and also with minor revisions to some of the terminology. The revised policy was agreed at the Cabinet meeting in October 2021.
  - o RIPA – the committee recommended some minor revisions to ensure the terminology was gender neutral. The revised policy was agreed at the Cabinet meeting in October 2021.
  - o Health and Wellbeing Plan – the committee recommended some minor revisions to the plan to ensure it was more inclusive and also provided clarification on statutory partner organisations and community consultees. They also requested a yearly progress update following implementation: to review success and continued relevance of the principles and priorities. The new plan and priorities with the revisions were approved at the Council meeting in December 2021.
- Suicide task and finish work - it is excellent to note that Public Health have stated that across Lancashire, Rossendale is being promoted as an exemplar model for our action plan and the steps being taken to address suicide. The



Council's Communities Team was also invited to attend a Local Government Association (LGA) presentation to discuss the action plan with other Lancashire districts. As a result, Rossendale's model is now being used as a template for other districts.

## **2022/23 Work Programme**

### **7. Introduction**

- 7.1 The Overview and Scrutiny Committee is required to produce and agree an Annual Work Programme which sets out the expected work to be carried out in the coming year.
- 7.2 As well as outlining the work of the Overview and Scrutiny Committee the programme should also identify proposed work to be undertaken by task and finish groups, of which there can be two running at any one time.

### **8. Cabinet involvement**

- 8.1 As well as being able to make work programme suggestions, Cabinet has previously resolved that the two main Council grant recipients (Citizens Advice and Credit Unions) provide the Overview and Scrutiny Committee with an update on their work and these groups continue to attend annually.

### **9. Standing agenda items**

The Council's Constitution outlines the items Overview and Scrutiny considers on a regular basis. In addition, Overview and Scrutiny can look at other non-key decisions/updates as required. The items outlined in the Constitution are detailed below:

#### **9.1 Routine monitoring of the performance of the Council**

To review on a quarterly basis the Performance Report and invite officers of the Council to attend a future meeting if their service area is under-achieving on its target. Alternatively, if a service area is falling behind on their targets, the Performance Management Task and Finish Group may be re-convened to look into the matter.

#### **9.2 Policy development**

- a) To deal with emerging policy and assist the Council in reviewing and developing policy as detailed in the Forward Plan.
- b) Review and scrutinise decisions taken internally by the Cabinet, individual Cabinet members or officers of the Council.

#### **9.3 Scrutiny of the Council's budget**

To be consulted and make recommendations on the Council's annual budget setting.

#### **9.4 Complaints/compliments**

- a) To monitor formal complaints received by the Council
- b) To receive information on the number of compliments received for each service area
- c) To monitor Ombudsman enquiries via the annual letter from the Local Government Ombudsman.

- 9.5 Councillor Call for Action (CCfA)  
To deal with any relevant Councillor Call for Action requests and determine the appropriate course of action.
- 9.6 Call-In  
To scrutinise decisions referred under the Council's Call-In Procedure.
- 9.7 Forward Plan  
To monitor the Forward Plan and agree those policies to be scrutinised prior to decision by Cabinet/Full Council.
- 9.8 To act as the Council's Crime and Disorder Committee  
To review local performance and progress against crime indicators.
- 9.9 External/partner scrutiny  
To receive information from external organisations and partners whose operations affect the area to ensure that the interests of local people are enhanced by collaborative working (with particular emphasis on those who receive funding from the Council).
- 9.10 Leisure scrutiny  
To monitor the funding and legal agreements agreed with Rossendale Leisure Trust and receive financial/performance monitoring reports.
- 10. Drafting the 2022/23 Work Programme**
- 10.1 The draft work programme in the table below is based on updates requested at previous committees, items identified from the Forward Plan and the standing items outlined in the terms of reference and as summarised in section 9.
- 10.2 Although the work programme is formally agreed, it may be amended by the Overview and Scrutiny Committee as required. The table at section 12 sets out the basic agendas and planned reports/updates going to each committee. It is important to ensure that there is room for task and finish group reports and for any other items or policies, which may be added to the Forward Plan during the year.
- 10.3 A meeting was held with the chair and vice-chair and officers on 13<sup>th</sup> April to discuss the draft Work Programme and plan how to implement the agreed items. This document was presented to Corporate Management Team on 26<sup>th</sup> April for advice, and comments regarding the items and suggested timescales. Following these consultations the draft work programme for 2022/23 at section 12 has been proposed.
- 11. Conclusion**
- 11.1 The programme provides members with a clear plan of work and engages with our partners and grant recipients. The work programme is a living document and will be amended throughout the year as necessary.

11.2 Details of the Overview and Scrutiny Committee meetings for 2022/23 can be found on the Committee Schedule on the Council website:  
<https://www.rossendale.gov.uk/>

## 12. Work Programme 2022/23

Date	Topic	Proposed areas in scope
Jun	Quarter 4 performance report and RIPA update) (standing item)	To scrutinise the performance of the council's services and corporate projects
	Overview and Scrutiny Annual Report and Work Programme (standing item)	To examine the previous year's progress and review the draft work programme for 2022/23
Jul	Climate Change SPD (policy scrutiny)	To scrutinise the supplementary planning document (SPD) with a specific focus on: <ul style="list-style-type: none"> <li>• Examining implementation</li> <li>• Discussing how the SPD will be reviewed</li> </ul>
	Housing Strategy (policy scrutiny)	To be involved in the development of a new Housing Strategy (pre-decision): <ul style="list-style-type: none"> <li>• Examine what is required to be included</li> <li>• Make suggestions for additional inclusions</li> </ul>
	Annual Report - Corporate Plan Update (standing item)	To scrutinise the annual report with a specific focus on: <ul style="list-style-type: none"> <li>• Constructively challenging specific objectives and priorities</li> <li>• Reviewing the action plan and performance monitoring</li> </ul>
Sep	Quarter 1 performance report and RIPA update (standing item)	To scrutinise the performance of the council's services and corporate projects
	Equality Report and Workforce Profile (standing item)	To scrutinise the workforce profile in relation to equalities.
	Ombudsman's Annual Letter Annual Council Complaints Review (standing item)	To scrutinise the Council's performance in dealing with/responding to complaints.
	Climate Change Annual Update (performance scrutiny – update via briefing note)	To scrutinise the progress made against the aims and objectives of the strategy and monitoring of actions.
Nov	Digital Strategy – year 2 projects (performance scrutiny)	To scrutinise the progress against the delivery plan including: <ul style="list-style-type: none"> <li>• Monitoring project targets against the delivery plan</li> <li>• Examining how the remainder of strategy and delivery plan will be implemented</li> </ul>

	Health and Well-being Plan – year 1 review (performance scrutiny – update via briefing note)	To scrutinise the Rossendale Health and Well-being Plan with a specific focus on: <ul style="list-style-type: none"> <li>• How the plan and community partners are improving health outcomes for residents</li> <li>• Monitoring outcomes against the action plan</li> <li>• Constructively challenging the specific health objectives and priorities</li> </ul>
	Authority Monitoring Report (AMR) (performance scrutiny)	To annually scrutinise the council’s AMR report prior to publication
	Council Tax Support Scheme (standing item) - if any revisions are made to the scheme	To scrutinise any revisions to the Council Tax support scheme
	Quarter 2 performance report and RIPA update (standing item)	To scrutinise the performance of the council’s services and corporate projects
Jan	Lancashire Constabulary Annual Update (external scrutiny – statutory standing item)	To scrutinise the effectiveness of external partners in improving the lives of Rossendale residents with a specific focus on: <ul style="list-style-type: none"> <li>• How the partner is improving outcomes for residents e.g. crime outcomes</li> <li>• How effectively are partners using any council funding (where applicable)</li> <li>• How the council can work more effectively with partners in the future</li> </ul>
	Update on GP practice appointment accessibility recommendations – update via briefing note)	To scrutinise the progress toward achieving the task and finish group recommendations
Feb	2023/24 Council Budget and Medium Term Financial Strategy (standing item)	To scrutinise the draft budget for 2023/24 with a specific focus on: <ul style="list-style-type: none"> <li>• Allocation of resources</li> <li>• Planned fees and charges</li> </ul>
	Capital Strategy and Capital Programme 2023/24 (standing item)	To scrutinise the draft Capital Strategy and Capital Programme for 2023/24 with a specific focus on: <ul style="list-style-type: none"> <li>• Allocation of resources</li> <li>• Planned projects</li> </ul>
	Citizens Advice Annual Update (external scrutiny – update via briefing note)	To scrutinise the effectiveness of external partners in improving the lives of Rossendale residents with a specific focus on:

	Rossendale Credit Unions Annual Update (external scrutiny – update via briefing note)	<ul style="list-style-type: none"> <li>• How the partner is improving outcomes for residents e.g. well-being</li> <li>• How effectively are partners using any council funding</li> <li>• How the council can work more effectively with partners in the future</li> </ul>
Mar	Rossendale Leisure Trust Annual Report and Annual Update (external scrutiny)	To scrutinise the report against the action plan with a specific focus on: <ul style="list-style-type: none"> <li>• How the partner is improving outcomes for residents e.g. health, leisure, culture</li> <li>• Examining how the 2022/23 plan will be implemented</li> <li>• Performance monitoring against the 2021/22 action plan</li> </ul>
	Quarter 3 performance report and RIPA update (standing item)	To scrutinise the performance of the council's services and corporate projects
	Single Use Plastic Strategy Annual Update (performance scrutiny – update via briefing note)	To scrutinise the progress made against the aims and objectives of the strategy

## NOTICE OF MOTION FOR FULL COUNCIL

### UNDER PARAGRAPH 11.1 OF THE COUNCIL PROCEDURE RULES

The following Motion to be submitted to Full Council on the date indicated below:-	
<p>Earlier this month Community Groups from across the Borough and Whitworth Town Council supported residents to celebrate Her Majesty's Platinum Jubilee, marking the historic achievement of 70 years on the throne.</p> <p>Council thanks all the groups who stepped in to ensure residents across the Valley could mark the occasion and requests the leaders of all political groups write a joint letter to the Queen thanking her for her 70 years of service to the residents of Rossendale, Lancashire, the UK and the Commonwealth.</p>	
Date of Council Meeting:-	22 <sup>nd</sup> June 2022
Notice submitted from	
Councillor Foxcroft	Date: 8 <sup>th</sup> June 2022
Councillor Thompson	Date: 8 <sup>th</sup> June 2022
Notice received and validated by the S151 Officer: Karen Spencer	
Comments: No comments.	Date: 9 <sup>th</sup> June 2022
Notice received and validated by the Monitoring Officer: Clare Birtwistle	
Comments: No comments.	Date: 9 <sup>th</sup> June 2022
Notice received on behalf of the Head of the Paid Service and entered in the book open to Public Inspection	
Received by: Neil Shaw Comments: No comments.	Date: 9 <sup>th</sup> June 2022