

Meeting of: The Cabinet

Date 6th December 2023

Time: 6.30pm

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



The meeting will also be live streamed at the following link:

<https://www.youtube.com/channel/UCrLsMDOP7AYxik5pNP0gTIA/streams>

Supported by: Glenda Ashton, Committee and Member Services officer Tel: 01706 252423

Email: democracy@rossendalebc.gov.uk

ITEM	Lead Member/Contact Officer	
A.	BUSINESS MATTERS	
A1.	Apologies for Absence	<p>Clare Birtwistle, Monitoring Officer 01706 252438 clarebirtwistle@rossendalebc.gov.uk</p>
A2.	Minutes of the last meeting To approve and sign as a correct record the Minutes of the meeting held on 18 th October 2023.	
A3.	Urgent Items of Business To note any items which the Chair has agreed to add to the Agenda on the grounds of urgency.	
A4.	Declarations of Interest <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.	
B.	COMMUNITY ENGAGEMENT	
B1.	Public Question Time Members of the public can register their question by contacting the Committee Officer. Groups with similar questions are advised to appoint and register a spokesperson. This is an opportunity to ask a question about an agenda matter which the Council may be	<p>Glenda Ashton, Committee and Member Services Officer</p>

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 Rosendale Borough Council, Futures Park, Bacup, OL13 0BB

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ITEM	Lead Member/Contact Officer	
	<p>able to assist with. A time limit applies for each question and you are only able to address the meeting once.</p> <p>To register for public question time your question must be received no later than 9.00am two working days prior to the day of the meeting by emailing democracy@rossendalebc.gov.uk Please give your full name, telephone number and include a copy of your question.</p> <p>At the meeting you will be invited to speak at the appropriate time, please begin by giving your name and state whether you are speaking as an individual member of the public, or as a representative of a group. (Question time normally lasts up to 30 minutes).</p>	<p>01706 252423 democracy@rossendalebc.gov.uk</p> <p>Please register an agenda related public question by emailing democracy@rossendalebc.gov.uk no later than 9.00am Friday 1st December 2023</p>
C.	CHAIR'S UPDATE	
C1.	Update from the Chair of the Overview & Scrutiny Committee	Councillor S Barnes/Councillor A Barnes
D.	KEY DECISIONS	
D1.	Disabled Facilities Grant Policy Review	Councillor Hughes/David Smurthwaite Director of Economic Development 01706 252429 davidsmurthwaite@rossendalebc.gov.uk
D2.	Annual Air Quality Report	Councillor Lythgoe/Rob Huntington Chief Executive 01706 252447 robhuntington@rossendalebc.gov.uk
D3.	Authority Monitoring Report for 2022 to 2023 incorporating the Local Development Scheme	Councillor McInnes/David Smurthwaite Director of Economic Development 01706 252429 davidsmurthwaite@rossendalebc.gov.uk
E.	PERFORMANCE MATTERS	
E1.	Performance Management Report Quarter 2 2023/24	Councillor Lythgoe/Clare Law Head of People and Policy 01706 252457 clarelaw@rossendalebc.gov.uk
E2.	Financial Monitoring Report Quarter 2 2023/24	Councillor Oakes/Karen Spencer Chief Finance Officer/S151 Officer 01706 252409 karenspencer@rossendalebc.gov.uk
E3.	Medium Term Financial Strategy Update	Councillor Oakes/Karen Spencer Chief Finance Officer/S151 Officer 01706 252409 karenspencer@rossendalebc.gov.uk
F.	EXCLUSION OF PUBLIC AND PRESS	
	To consider passing the appropriate resolution under Section 100 (A)(4) of the Local Government Act 1972 that the press and public be excluded from the meeting during consideration of the following items of business since they involve the likely disclosure of	

ITEM	Lead Member/Contact Officer	
	exempt information under Part 1 Paragraph 3 of Schedule 12A to the Local Government Act 1972.	
F1.	Business Case for Council Owned Supported Accommodation	Councillor Hughes/David Smurthwaite Director of Economic Development 01706 252429 davidsmurthwaite@rossendalebc.gov.uk



Rob Huntington
Chief Executive

Date Published: 28th November 2023

MINUTES OF: THE CABINET

Date of Meeting: Wednesday 18th October 2023

**Present: Councillor Oakes (Chair)
Councillors Ashworth, Hughes and Lythgoe**

**Rob Huntington, Chief Executive
David Smurthwaite, Director of Economic Development
Clare Birtwistle, Head of Legal (Monitoring Officer)
Karen Spencer, Chief Finance Officer (Section 151 Officer)
Andy Taylor, Head of Environmental Services**

**Also present: M Forrest, Operations Supervisor
N Holt, Transport Co-ordinator
1 member of the public**

1. APOLOGIES FOR ABSENCE

Apologies were received from Councillors A Barnes and McInnes.

2. MINUTES OF THE LAST MEETING

Resolved:

That the minutes of the meeting held on 19th July 2023 were agreed as a correct record.

3. URGENT ITEMS OF BUSINESS

There were no urgent items.

4. DECLARATIONS OF INTEREST

There were no declarations of interest.

5. PUBLIC QUESTION TIME

No written questions had been submitted.

6. UPDATE FROM THE CHAIR OF THE OVERVIEW & SCRUTINY COMMITTEE

The Deputy Leader gave a brief overview of the items discussed at the Overview and Scrutiny Committee on 25th September 2023.

7. WOODLAND MANAGEMENT REPORT

The Lead Member for Environment and Corporate Services outlined the report, which asked Cabinet to introduce a Tree Inspection programme, that Unmaintained Woodland areas do not have a formal inspection programme and acknowledges the scale of Ash Dieback.

Resolved:

Cabinet agreed:

1. A Tree Inspection programme for maintained parks, cemeteries and other open spaces be introduced (detailed in para 5a) as follows;
 - Parks and Cemeteries – 2 yearly
 - Other Green Spaces – 4 yearly

2. That Unmaintained Woodland areas would not be inspected under a formal inspection programme. The Unmaintained estate would remain as a responsive service, where Property Services obtained inspections / remedial works as required.
3. The scale of Ash Dieback in the Maintained land was acknowledged and the identification of resources for a programme of removal was approved.

Reason for Decision:

To acknowledge the Council's proposed approach to tree management and inspection within the borough whilst noting the impact of Ash Dieback and the potential resource implications this brings.

Alternative Options Considered:

None.

8. COMMUNICATIONS STRATEGY

The Lead Member for Resources outlined the report, which asked Cabinet to consider and approve the Council's Communications Strategy as set out in the report.

Cabinet members were invited to comment on the report:

- The report was welcomed and it was good to see a connection to Council's vision.
- The Residents' Survey was underway; listening to residents views was important.
- Overview & Scrutiny Committee to receive an update on the Action Plan's progress.

Resolved:

1. Cabinet considered and approved the Council's Communications Strategy as set out in the report.

Reason for Decision:

A clear and defined Communications Strategy will support the Council in communicating to both internal and external stakeholders. Improving the Council's communication and engagement will support the delivery of the Valley Plan 2021-25 – Our Place, Our Plan.

Alternative Options Considered:

None.

9. PERFORMANCE REPORT QUARTER 1 2023/24

The Lead Member for Environment and Corporate Services outlined the report, which asked Cabinet to consider and note the performance of the Council.

Cabinet members were invited to comment on the report:

- The new report format was preferred as it shows the direction of travel and provides a good summary.
- The new format was easier for the public to read.
- Disabled Facilities Grants to be promoted; new policy to be presented to Cabinet in due course.
- Are some of the metrics an effective measurement.
- It was good to note the compliments received.
- The report needed additional interpretation to put context to the RAG rating.

Resolved:

1. Cabinet considered and noted the performance of the Council as detailed in the report.

Reason for Decision:

Monitoring of the Council's performance management will enable Cabinet to identify any actions, projects, performance indicators or risks.

Alternative Options Considered:

None.

10. FINANCIAL MONITORING REPORT QUARTER 1 2023/24

The Lead Member for Resources asked the Chief Finance Officer to outline the report, which asked Cabinet to note the content of the Quarter 1 Financial Monitoring report.

Cabinet members were invited to comment on the report:

- The overall position was noted.
- Use of temporary housing; more residents were in need of support which was challenging.
- Reduced funding from Central Government.

Resolved:

1. Cabinet noted the content of the Q1 financial monitoring report.

Reason for Decision:

To note the Quarter 1 monitoring report.

Alternative Options Considered:

None.

The meeting concluded at 6.51pm

_____ CHAIR _____ DATE

Subject:	Disabled Facilities Grant Policy Review		Status:	For Publication			
Report to:	Cabinet		Date:	06/12/2023			
Report of:	Housing Renewal Manager		Lead Member:	Housing and Customer Services			
Key Decision:	<input checked="" type="checkbox"/>	Forward Plan	<input checked="" type="checkbox"/>	General Exception	<input type="checkbox"/>	Special Urgency	<input type="checkbox"/>
Equality Impact Assessment:			Required:	Yes	Attached:	Yes	
Biodiversity Impact Assessment:			Required:	No	Attached:	No	
Contact Officer:	Kelly Jenkinson		Telephone:	01706 252533			
Email:	kellyjenkinson@rossendalebc.gov.uk						

1. RECOMMENDATIONS

- 1.1 To approve the Housing Assistance Policy 2023, replacing the Disabled Facilities Grant Policy 2020-22.
- 1.2 To delegate authority to the Director of Economic Development, Head of Legal Services and Lead Member to procure a Home Improvement Agency.
- 1.3 To delegate any future minor amends and changes to the Director of Economic Development in consultation with the Lead Member.

2. EXECUTIVE SUMMARY

- 2.1 This Housing Assistance Policy is designed to support residents of Rossendale by providing comprehensive housing assistance, ensuring accessibility, safety, and comfort for all. This policy replaces the previous Disabled Facilities Grant Policy, expanding its scope to maximise spend and offer increased support to Rossendale residents.
- 2.2 The aim of our new Housing Assistance Policy is to:
 - improve the lives of people with disabilities by enabling access and movement around their own home with the use of adaptations
 - allow more effective use of the Better Care Fund by contributing to the aims of the fund, in particular, reducing hospital admissions and allowing early hospital discharges
 - reduce the need for domiciliary and residential care by allowing people with disabilities to live more independently in their own homes
 - provide advice, information and support regarding the adaptation of properties to meet accessibility needs, and provide a framework of assistance to vulnerable groups
 - treat individuals fairly regardless of age, sex, gender, disability and sexual orientation and to protect their rights under Data Protection and human rights legislation
- 2.3 Overview and Scrutiny have considered the report and policy and recommend approval of the same at Cabinet.

3. BACKGROUND

- 3.1 In June 2023, Rossendale Borough Council launched a Housing Strategy for Rossendale. This Housing Strategy sets out Rossendale Borough Council's vision for housing in Rossendale in the next 5 years:

In the next 5 years, Housing in Rossendale will be accessible, affordable and appropriate.

- 3.2 A key objective of the Housing Strategy is to make the best use of existing housing in Rossendale and the updated Housing Assistance Policy is a clear effort to keep local people in their own homes.

New government guidance, published by the Department for Levelling Up, Housing and Communities and Department of Health and Social Care (Disabled Facilities Grant (DFG) Delivery: Guidance for Local Authorities in England) in 2023 has requested changes in the local authority approach to Disabled Facilities Grants (DFGs).

- 3.3 The current policy is outdated and a full overhaul is required to facilitate greater use of the Better Care Fund.

As evidenced from the table below (full document attached), the Council has had significant underspend for the last 5 years. By increasing our offerings and working with a Home Improvement Agency (HIA) the Council will be able to assist more people that it would otherwise have been unable to help due to policy restrictions.

Year	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24 YTD
Funding Received	£869,409	£1,063,527	£1,022,385	£1,160,178	£1,160,053	£1,160,053	£1,261,279
Spend inc Fee's	£556,224.74	£889,935.48	£730,683.78	£486,192.08	£769,556.52	£804,126.39	£547,131.42
% of Funding spent	64%	84%	71%	42%	69%	69%	56%
Remaining Funding	£313,184.26	£173,591.52	£291,701.22	£673,986.12	£363,496.48	£355,926.61	£714,147.58
Completions	74	103	127	60	86	74	62
Recs Received	90	164	159	124	117	98	72
Largest Grant Approved	£30,000	£30,000	£22,038	£36,935	£49,000	£62,356	£70,288
			<i>New Policy</i>	<i>Covid</i>	<i>Backlog</i>		
Total Underspend	£2,171,886.21	Not inc. 23/24					
Funding Received 23/24	£1,261,279.00						
	£3,433,165.21						

- 3.4 The Council must approve mandatory DFG applications made under section 23(1) of the Housing Grants, Construction and Regeneration Act 1996. In 2002, the Government provided opportunities for Local Authorities to provide other forms of financial assistance to address particular housing issues. This was the Regulatory Reform (Housing Assistance) (England and Wales) Order 2002, which was further extended in 2008-9 to include use of the DFG money. This enables authorities to use specific DFG funding for wider purposes. The Council has discretionary powers under the legislation to provide assistance in any form for the purpose of improving living conditions.

About the DFG process

- 3.5 Rossendale Borough Council's mandatory role is to provide disabled facilities grants to Rossendale residents based on a referral from an Occupational Therapist. The Service User is visited upon receipt of the referral and works are discussed and agreed, a brief schedule is noted, the room is sketched and photos are taken (where applicable). All statutory paperwork

is signed including: an application form, an owners/tenants certificate and all income details are taken where relevant.

- 3.6 If a means test is required, this is carried out by Council officers. This ascertains whether firstly, the grant is available or if there is a contribution required from the Service User. Works under £7000 and people who are on a passported benefit automatically bypass the means test.
- 3.7 The grant covers both equipment purchases and construction related costs. All schemes are developed in line with the Council's procurement processes and where necessary statutory approvals are obtained.

Upon completion of the works, a final quality check is completed and then all associated balances paid, formalising the completion of the grant.

Approach to the new policy:

- 3.8 The following approach has been taken to developing the new Housing Assistance Policy:
- Research – Officers have reviewed the existing policy with the new guidance published and then have completed an exercise with other local authorities to identify any differences and understand best practice ideas. Officers have looked at their spend and the types of schemes being funded as well as their internal processes and procedures.
 - Officers have engaged with key stakeholders, such as GP's, Social Care, Occupational therapists, charity organisations like Age Concern to gauge their feedback and to understand how the new policy could affect them and what their priorities are.
 - Officers have reviewed the feedback from our customer satisfaction surveys. This highlighted that there is a need to increase the awareness of the DFG opportunity and a campaign around this will be developed, including posters in GP surgeries, social media posts, a press release etc.
 - Officers have participated in briefing sessions with the Lancashire DFG group and relevant Council members.
- 3.9 Following this preliminary work, a new policy was drafted, clearly outlining the goals and objectives.

Further consultation has then taken place including focus groups with key stakeholders, an email to all stakeholders with an opportunity for them to comment on the draft policy as well as a session with Cabinet members.

The valuable feedback was collated and suggestions incorporated within the new policy.

- 3.10 Revising the policy will unlock further opportunities for Rossendale residents allowing them to remain in an accessible home.

4. DETAILS

- 4.1 The new policy is appended to this report.
- 4.2 Overview and Scrutiny considered this report on 13/11/23, no additional recommendations were made.
- 4.3 In readiness for the procurement of the Home Improvement Agency (HIA) service slight amendments to the policy have been made which do not materially affect the contents of the Policy and have included:

- The requirement for an owners certificate and application form for grants that will be dealt with externally by the HIA. These grants will follow the HIA internal application procedure.
- Affordable warmth programme amended to include eligible parties who do not receive a combined household income of over £31k.

Key amendments of the new policy include:

- 4.1 Lower the maximum grant allowance from £100,000 to £60,000 to bring this in line with other local authorities in the region. Government guidance states the maximum grant allowable per single application is £30,000, however this can be topped up providing it is set out in our policy.

Previous years highest grant amounts are set out below:

Financial Year	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23
	£30,000	£30,000	£22,038	£36,935	£49,000	£65,356

- 4.2 Increasing the threshold for bypassing the means test from £7,000 up to £10,000 due to the increasing costs for materials and labour.
- 4.3 Decreasing the threshold for bypassing the means test for one single item, to fall in line with the maximum grant allowance (£60,000).
- 4.4 Increasing the hospital discharge grant allowance from £2,000 to £3,000 to fall in line with other LA's.
- 4.5 Introducing a Home Improvement Agency partner which will increase our offering to complete various grants that are not currently delivered within the current policy.
- 4.6 Grants that will be delivered via Home Improvement Agency are as below:
- Dwelling dementia grants, none means tested, self-referral, upto £2,000.
 - Emergency works grants, means tested, self-referral, upto £15,000.
 - Safe and secure grants, means tested, self-referral, upto £5,000.
 - Handyperson service, none means tested, self-referral, £12/hour (max 2 hours)
 - Affordable warmth grants; The Council already delivers this through other secured funding but we are looking to extend it to the Better Care Fund to boost the amount of people the Council can assist.
- 4.7 A Social Care Capital programme is available to aid the use of previous years underspend of the Better Care Fund. These funds can facilitate schemes within the community in public and commercial spaces.

A proposal is presented to LCC whom make a decision and feedback. Officers have already approached LCC with regards to ramping and new disabled WC facilities at Haslingden Market, a Changing Places WC for a family support group and discussions are set in motion regarding

funding part of a supported living accommodation development within the Borough. Internal financial protocols will be followed concerning any spend.

- 4.8 Continual evaluation in the form of customer satisfaction surveys, spend monitoring and the number of referrals will take place. It is anticipated to continuously review and revise the policy based on feedback, emerging trends and new evidence. It is requested that any future minor amendments be delegated to the Director of Economic Development in consultation with the Lead Member.

Policy implementation

- 4.9 Although there are no major changes to processes and procedures relating to DFG's, there are some items that will require implementation:

- The existing DFG team will be trained on the new policy and the wider offer for Rossendale residents.
- An awareness and promotional campaign will take place and this will be monitored on engagement with the public.
- A home improvement agency partner will be appointed to deliver this aspect of the policy.

5. RISK

- 5.1 All the issues raised and the recommendations in this report involve risk considerations as set out below:

The policy does not get approval.

Mitigation: the policy has been developed with close consultation with various stakeholders and has been welcomed by and several feedback opportunities have been offered to reduce this risk.

Unable to secure a Home Improvements Agency partner:

Mitigation: An annual amount of £50,000 has been portioned to this element. A market testing exercise has already taken place and there is strong interest from local providers.

No Pipeline of referrals from Occupational Therapists:

Mitigation: A large campaign to raise awareness of the grant funding will take place and this is supported by local GP's and Occupational Therapists.

6. FINANCE

- 6.1 All the above proposals are eligible expenditure under the Better Care Fund rules and will therefore be funded from the Council's DFG allocation. There is no additional cost to the Council.

7. LEGAL

- 7.1 The Council has a statutory duty to provide DFGs and is required by law to adopt and publish a policy detailing any assistance it wishes to offer to improve private residential property prior to offering such assistance.

- 7.2 The proposed Housing Assistance Policy 2023 sets out how the Council will meet these statutory duties and exercise its flexible powers when awarding housing assistance grants.

- 7.3 Once adopted, the power to provide financial assistance must be exercised in accordance with the policy.

8. POLICY AND EQUALITIES IMPLICATIONS

8.1 Policy and consultation implications are included within the body of the report.

8.2 A Full Equality Impact Assessment has been undertaken and it has been identified there are no disproportional impact on any of the protected equality groups, with positive impact on age and disability, any disproportional impact in the implementation of the policy will be given consideration in a relevant and proportionate manner.

9. REASON FOR DECISION

9.1 This Housing Assistance Policy is designed to support residents of Rossendale by providing comprehensive housing assistance, ensuring accessibility, safety, and comfort for all. This policy replaces the previous Disabled Facilities Grant Policy, expanding its scope to maximise spend and offer increased support to Rossendale residents.

Background Papers	
Document	Place of Inspection
Policy Comparison	Attachment
Policy Amendments	Attachment
Draft Policy	Available in the office
Current Policy	Attachment
Full EIA	Attachment

	Rossendale BC - DFG Policy	Hyndburn - Housing Renewal Policy	Pendle BC - DFG Policy	Burnley - Housing Renewal Assistance Policy	Ribble Valley - Discretionary Disabled Facilities Grant Policy
Funding	£1,160,053	£1,095,958	£1,104,815	£2,722,544	£393,008
	No HIA	£24k Capital Grant to Homewise and referrals	No HIA	In house HIA	£5760 Capital Grant to Homewise and referrals
	No means test <£7k	No means test <£7k	No means test <£10k	No means test >£10k	No means test>£10k one single item
	Max Grant £100k	Max Grant £50k	Max Grant £40k	Max Grant £60k	Max Grant £55k
	Relocation grant >£5k	Relocation Assistance	Relocation Grant >£3k	Relocation Grant >£5k	
	Hospital Discharge Grant >£2K	Hospital Discharge Grant >£3K		Hospital Discharge Grant >£2k	
	Home Displacement Grant >£5.5k			Home Displacement Grant >£4.5k	
	Safe Homes Grant >£5k no means test	Home Security Assistance Grant >£3k		Safe and Secure Grant >£4k	
				Dementia Grant >£1k	Dementia Grant>£2k
				Handyperson service	
		Emergency Works Grant >£7k		Emergency Works Grant >£15k	
				Decluttering and Cleaning Grant >£5k	
				Energy Efficiency Measures >£1k	Home Safety and Energy Efficiency>£4k
				Empty home loans (not through BCF)	
	No means test for one single item or LAS				
	Warm Homes Grant >£3k no means test				

Type of Grant	Max Amount	Means Test	Application Type
Discretionary DFG	Decrease £60K	Yes	OT referral
Discretionary DFG >£10K	£10,000	No	OT referral
Discretionary DFG single item	£60,000	No	OT referral
DFG Fee's Grant	£2,000	part of grant	part of grant
Disability Relocation Assistance	£5,000	No	OT referral
Hospital Discharge Grant	£3,000	No	OT referral
The Home Displacement Grant	£5,500	No	Self referral
Dwelling Dementia Grant	£2,000	No	Self referral
Handyperson Services	£10/hour	No	Self referral
Emergency Works Grant	£15,000	Yes	Self referral
Safe and Secure Grant	£5,000	Yes	Self referral



A large, light green, semi-transparent version of the Rosendale Borough Council logo is positioned in the background. Overlaid on this is the title 'Housing Assistance Policy' in a bold, black, sans-serif font. The words 'ROSSENDALE', 'BOROUGH', and 'COUNCIL' are also visible in a light green font behind the main title.

The Regulatory Reform (Housing Assistance)
(England and Wales) Order 2002

*First Draft July 2023
Amended November 2023*

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1.0 Introduction

This document sets out Rossendale Borough Council's policies in relation to home improvements and focusses specifically on the provision of financial assistance and other forms of assistance that the Council can offer to improve the standards of housing and the quality of life for qualifying residents.

The Council must approve mandatory Disabled Facilities Grant (DFG) applications made under section 23(1) of the Housing Grants, Construction and Regeneration Act 1996. In 2002 the Government provided opportunities for Local Authorities to provide other forms of financial assistance to address particular housing issues. This was the Regulatory Reform (Housing Assistance) (England and Wales) Order 2002, which was further extended in 2008-9 to include use of the DFG money. This enables authorities to use specific DFG funding for wider purposes. The Council has discretionary powers under the legislation to provide assistance in any form for the purpose of improving living conditions and specifically for:

- I. The acquisition of living accommodation, where the Council wish to purchase a person's home as an alternative to adapting, improving or repairing it
- II. The adaptation or improvement of living accommodation (including by alteration, conversion or enlargement)
- III. The repair of living accommodation
- IV. The demolition of buildings comprising or including living accommodation
- V. The construction or replacement of living accommodation to replace living accommodation that has been demolished

In 2016-17, the Better Care Fund (BCF) was introduced to be used locally on health and social care through pooled budget arrangements between Local Authorities and Clinical Commissioning Groups (CCGs). Part of the fund must be allocated for DFGs, which is paid to the Local Authorities. As DFGs are now a component within the Better Care Fund there is greater flexibilities to maximise the benefits for service users.

In order for the Council to use its discretionary powers under The Regulatory Reform (Housing Assistance) (England and Wales) Order 2002 to tailor local delivery, it must have this policy. This policy sets out the new flexibilities the Council is adopting in respect of DFGs, including, but not restricted to, changes to bypassing the means testing, supporting Rossendale Borough Council to meet its responsibilities and legal duties to support local communities and the individual needs of residents.

This policy will remain in force until such time as it is amended. It is intended that there will be a review of this policy biennially.

Policy Priorities:

- I. To improve the lives of people with disabilities by enabling access and movement around their own home with the use of adaptations
- II. To allow more effective use of the Better Care Fund by contributing to the aims of the fund, in particular, reducing hospital admissions and allowing early hospital discharges

- III. To reduce the need for domiciliary and residential care by allowing people with disabilities to live more independently in their own homes
- IV. To provide advice, information and support regarding the adaptation of properties to meet accessibility needs, and provide a framework of assistance to vulnerable groups
- V. To treat individuals fairly regardless of age, sex, gender, disability and sexual orientation and to protect their rights under Data Protection and human rights legislation

Strategic context for the Policy

The Councils Corporate Plan 2021-2025 details the vision for the Borough and how that vision can become a reality.

“Our vision is to have a thriving economy, built around our changing town centres, creating a quality environment for all and improving the life chances of all those living and working in our Borough”.

Our place, Our plan – Healthy and proud communities

“Enable residents to remain in their own homes and live independent lives through a comprehensive adaptations programme and working closely with health partners”.

The Councils Housing Strategy 2023-2027

Our vision “In the next 5 years, housing in Rossendale will be accessible, affordable and appropriate”.

Objective two: Introduce new policies that enable people to remain in their own homes in suitable and sustainable properties.



2.0 The Rossendale Home Improvement Agency (HIA)

The Rossendale Home Improvements Agency is dedicated to helping vulnerable older and disabled residents live safely and with dignity in their own homes.

The agency service is available to people who are vulnerable and need help repairing, maintaining, or adapting their home. The HIA deliver a range of financial assistance as well as having trained advisers offering help and advice on a wide range of problems that might affect resident's homes. Services include

- Visiting clients at home
- Where alternative housing is needed, a referral will be made to Rossendale's Housing Options Team
- Delivering a wide range of minor adaptations within residents homes
- Assistance with repair work around the home
- Provision of a handyperson service, to carry out small jobs around the home
- Helping to make homes more energy efficient

Rossendale Borough Council's HIA strives to extend the healthy life expectancy of older people, by reducing the need for intensive emergency services, maximising income by offering advice on benefits. The HIA provides quick and flexible responses to local needs, improving resident's health and wellbeing and make a real difference to the lives of vulnerable residents.

Summary of the types of assistance available

In brief, assistance will be provided for the following purposes, details of which are provided later in this document

Adaptations to the home

- Disabled Facilities Grants (Mandatory)
- Discretionary Disabled Facilities Grants
- Relocation Grants
- The Hospital Discharge Grant
- The Homes Displacement Grant
- Minor Adaptations
- Dwelling Dementia Grants

Improvements to the home

- Handyperson Services
- Emergency Works Grants
- Safe and Secure Grants

3.0 Mandatory Disabled Facilities Grant

Introduction

The Council has a statutory obligation to administer mandatory Disabled Facilities Grants (DFGs) to provide adaptations to enable disabled residents to live independently within their own homes.

The provisions governing mandatory disabled grants are contained in the Housing Grants, Construction and Regeneration Act 1996 as amended by the Regulatory Reform (Housing Assistance) (England and Wales) Order 2002. Advice on delivery of DFG's and the role and responsibility of the Council and Social Services is contained in the Department for Education and Skills/Department of Health good practice guides "Delivering Housing Adaptations for Disabled People" and "Home Adaptations for Disabled People, A detailed guide to related legislation, guidance and good practice (Home Adaptations Consortium 2015)".

Purpose

This grant is intended to help people with disabilities to live more independently in their home. It includes essential adaptations to enable a disabled person to gain access into their dwelling, to move around it and to access kitchen and bathroom facilities.

Where it is not reasonable and practical to carry out the works, the applicant may be eligible for assistance to relocate to a more suitable property.

Eligibility Criteria

All owner-occupiers, tenants, licensees, or occupiers who can satisfy the criteria in sections 19-22 of the 1996 Act are eligible. Private tenants may apply following approval by the landlord to the adaptation work. Housing Association tenants are also eligible and are assessed for need and means tested on the same basis as private owners and tenants. The eligible works are set out in section 23(1) of the 1996 Act.

The property must be the person with a disability's main or only residence to be eligible to be adapted, and if that is not currently the case, then the person with a disability must intend to occupy it as their main or only residence, once the work has been completed, for the grant condition period.

The grant condition period is for 5 years and starts when the works have been completed to the satisfaction of both the Council and applicant. If an applicant is proposing to buy a new home, then a DFG can only be awarded once the purchase has been completed and this can be proven. If an applicant is looking to buy a new property, then they will be encouraged to liaise with the OT service and the Council regarding the suitability of the dwelling, to meet the needs of the person with a disability, whether it is possible to adapt the property, and the likely timescales, cost and contribution expected to do so.

If an applicant is eligible then the Council has a maximum of six months to 'determine' the application, which means approve or otherwise, however the determination should be carried out as soon as is reasonably practicable.

Works covered under Disabled Facilities Grant include:

- Facilitating access to the dwelling and garden, to overcome or remove any obstacles, and allow free movement around the property
- Making the dwelling or building safe, e.g. lighting or provision of a safe space
- Facilitating access to a living or family room
- Access to, or the provision of, a W/C, bath or shower (or both) and wash hand basin facilities
- Facilitating accessible food preparation/cooking amenities
- Improving or providing a suitable heating system where necessary
- Providing accessible sockets, switches and controls for power, light and heat
- Allowing better access to care for a dependant resident in the dwelling
- To allow access to the dwelling through common-parts of a building
- Fixed hoists, stair-lifts, through floor lifts, external step lifts
- Windows openers
- Facilitating wheelchair access internally

Where additional facilities are provided, the Council will generally expect adaptation of the living or dining room rather than the use of a bedroom.

Wherever possible adaptations will be provided within the existing curtilage of the building, with extensions only being considered where the adaptation could not fit within the property.

The Council will look at the total occupation and use of the property when making the assessment.

The grant will not be given towards alternative works and cannot be granted retrospectively if works had already started.

Amount and Application

The maximum mandatory DFG in England is £30,000 and this amount would be reduced by any contribution determined as payable under the means test.

The grant is means-tested, except if the application is on behalf of a child or young person aged 19 or below. Therefore, the applicants income and savings are required to be assessed to determine if the applicant has a contribution to make or even pay the whole cost. Applicants who receive certain specified “passport” benefits are exempt from the means-test, however the means-test is set by law and the Council does not have any discretion when applying it.

Referrals for DFGs are received from Lancashire County Council (LCC) who have the social care responsibility for Lancashire, to undertake assessments to determine the needs of disabled adults and children who live in Lancashire. The assessment is normally carried out by LCC’s Occupational Therapist (OT) service prior to an application for DFG funding. In some cases, the customer may come direct to the Council, who can employ a private OT to carry out the assessment of need if required.

Referrals can also be made by Trusted Assessor (Level 4) for similar adaptations including level access showers, stair-lifts and ramps.

On receipt of a referral from LCC, the Council will deal with each case on a priority basis, regardless of their tenure. Each case will be classified, by the recommendation of the OT, into one of the following categories:

- Urgent Priority
- Non Urgent Priority

Urgent priority cases will be dealt with first by the Council in periods of high demand, the date a referral is received is also taken into account when determining priorities.

An applicant must be 18 years or older. Parents or guardians are able to apply on behalf of children. Landlords are able to apply on behalf of their tenants.

If the applicant is an owner occupier then an Owners Certificate must be obtained certifying that the person with a disability intends to live in the property, as their main or only residence for at least 5 years from the date the work was finished.

If the applicant is a tenant, then a Tenants Certificate must be obtained certifying that the tenant (or the person with the disability), intends to live in the property as their main residence for at least 5 years from the date the work was finished.

As detailed legislation requires a decision from the Council to approve the grant or not within 6 months of receiving the full application (this includes all necessary information e.g. proof of home ownership or landlord consent and received estimates/tenders for the required work). The Council will also aim to complete the installation of all disabled adaptations within 12 months from the date of grant approval.

While the applicant can choose any contractor of their choice, the Council can support the applicant with the appointment of contractors through an 'Advisory List of Building Contractors' who are willing to undertake grant work to the legislative standards and specification required by the Council.

This is not an 'approved' list in that the Council does not act as a guarantor for the quality and standard of work achieved by these building contractors. However, the list does include contractors who have, in the opinion of the Council, generally carried out satisfactory work in the past, and who are prepared to provide estimates in connection with grant applications.

In most cases three estimates/tenders will be required for the proposed grant work, the successful contractor will be based upon price, availability and customer satisfaction. There are exceptions to the tendering process as stair lifts, through floor lifts, step lifts, ceiling track hoists and automatic wash-dry WCs and rise and fall baths form part of a scheme for the provision of equipment with LCC. The stated items are recommended by LCC, Rossendale then take ownership of the item, other than hoisting equipment who are then responsible for maintaining once the manufacturers warranty has expired. When the item is no longer needed the Council will remove the item so that it can be utilised by another customer.

4.0 Legal Charge and Repayment of Grant

In accordance with the legislation set out in the Housing Grants, Construction and Regeneration Act 1996: Disabled Facilities Grant (Conditions relating to approval or payment of Grant) General Consent 2008, where the adaptation is carried out to a property which is privately owned and the cost of work is £10,000, or more, the Council may place a legal charge on the property through the Local Land Charges Register. The legal charge will last for 10 years. If the property is sold or otherwise changes ownership within 10 years of the completion date, the Council will normally require repayment of the grant, however each case will be judged on its own merits as detailed on the Repayment Conditions form the owner is required to sign. The maximum repayable amount at the change of ownership is £10,000 for a mandatory DFG up to £30,000, however in some cases where discretion is shown, and a grant is paid by the Council in excess of £30,000 then a legal charge may be placed on the property for the additional amount for a period of 10 years.

5.0 Discretionary Disabled Facilities Grant

The Council has approved the discretionary element of the DFG allowing maximum assistance of £60,000 to account for the demand for more complex adaptations with the requirement for more specialist equipment and the increased in building and material costs.

The Council has removed the financial assessment (means test) for DFGs where the approved grant does not exceed £10,000, again, due to increased building and material costs.

The council has also removed the need for a financial assessment for DFGs where the cost exceeds £10,000 for the following types of adaptation requests, submitted by the Occupational Therapy service, providing the request contains only one of the following items:

- Level access shower
- Stairlifts
- Through floor lifts
- External step lifts
- Ceiling track hoists
- Wash-dry toilets

6.0 DFG Fees Grant

The Council, at its discretion, may pay professional fees and associated charges required for preliminary DFG work to see if the project is feasible. The fees must be reasonable, and are limited to £2,000, and cover, but are not limited to, Surveyors fees, structural engineer and private OT fees. All fees must be agreed with the Council before any work takes place.

7.0 Disability Relocation Assistance

Purpose

Where a disabled person needs their home to be adapted to allow them to live independently or to be cared for and the costs of the adaptation are unreasonable, not reasonable and practicable and not cost effective, the Council will consider assistance towards the purchase of an alternative dwelling that is either adapted or has greater potential for suitable adaptation. This will be in the form of Disability Relocation Assistance.

Eligibility Criteria

The approval of assistance is subject to an option appraisal looking at financial, social and technical aspects to ascertain the best course of action in relation to the disabled person's needs. Persons eligible include:

- Owner-occupiers, their dependants, mother, father, grandparents regardless of age, who are disabled or registerable as disabled
- Persons who are eligible and have applied for a mandatory DFG, where it is considered that the proposed adaptation is not reasonable or practicable
- The applicant lives at the existing property as their sole or main residence

Owner-occupiers may be assisted to move to a more suitable property (in the following circumstances):

- Where it is more appropriate to assist in the purchase of a fully adapted dwelling or flat that suits the individual's medical needs. The suitability of the new property for adaptation would need to be agreed with both the Occupational Therapist and the Housing Renewal Team
- Where it is more appropriate to assist in the purchase of a dwelling or flat that has greater potential for adaptation
- Where it is more appropriate to assist in the rehousing of the individual or family into a privately rented property, RSL property, sheltered housing scheme, care home

Amount and Application

The maximum amount of assistance will be £5,000 and can be made up of a number of elements including legal fees, surveyors and estate agents fees and removal costs. The cost of assistance will be taken out of the £60,000 maximum individual entitlement for DFG. This amount will be in addition to the grant awarded for the adaptation works to the applicant's new property.

The Relocation Assistance will not be means tested. The applicant's contribution to the DFG, if any, will not affect the amount of assistance available. Where the applicant is transferring from home ownership into a tenancy, there will be similarly be no means test. Where the disabled person is a child, the assistance will not be subject to a test of resources (in line with current legislation for DFGs).

An application for assistance must:

- Be in writing specifying the dwelling the applicant is proposing to move to

- Be accompanied by a report from the Occupational Therapist confirming the new qualifying dwelling is suitable for the medical needs of the disabled person
- Be accompanied by a report confirming the new qualifying dwelling to be free from serious Category 1 Hazards under the HHSRS and will be suitable for the applicant and family to occupy. If requested, the Council can undertake this inspection. The Council retains the discretion to award an Emergency Work Grant in circumstances where it considers appropriate to do so in order to facilitate the relocation and adaptation works
- Be accompanied by an undertaking by the applicant where Category 1 Hazards exist, that the dwelling will be repaired prior to occupation and that assistance will not be released until it is. As indicated above, an Emergency Works Grant may be available for this purpose for persons who are eligible under the criteria
- Be accompanied by an owners certificate that it is intended that the house be occupied as the applicants main or sole residence throughout a 5-year grant condition period or shorter if health or other relevant circumstances dictate. If the applicant is required to move to another property, it is at the councils discretion whether further relocation assistance is reclaimed if the property is sold within the 5-year condition period
- An application will only be approved if accompanied by a proof of title from the applicant or their solicitor, showing the owns legal interest in the new property

8.0 The Hospital Discharge Grant

Purpose

The council will help facilitate hospital discharges by supporting people with disabilities or vulnerabilities to return to a home which is suitable, safe and clean.

Eligibility Criteria

Residents of Rossendale living in their own home either in the private rented sector, social rented sector or owner occupiers who are disabled or vulnerable. Eligible works are not restricted to but can include:

- Small emergency repairs
- Removal of trip/falling hazards
- Clearing properties
- Cleaning properties

Amount and Application

The grants are not means tested and can fund works up to the cost of £3000. The funding will be available where there is no other relevant health or social care funding obtainable, and following a referral from an Occupational Therapist, Clinical Health Practitioner from the Integrated Neighbourhood Team or other health care professional. The grant does not cover packages of care or resettlement funded by the NHS or Social Care.

An application for assistance will be in writing and include either a tenant or owners certificate.

9.0 The Home Displacement Grant

Purpose

In extreme and rare circumstances residents and in some cases their household may have to move to temporary accommodation whilst major adaptation work through a disabled facilities grant is undertaken. This grant is to support the residents to move temporarily, it is not to cover the social care costs or residents staying in residential care temporarily.

Eligibility Criteria

A disabled facilities grant has been approved for major adaptation work, it has been agreed in writing by the Council that temporary accommodation is required during the grant work being undertaken and residential care is not a suitable form of temporary accommodation for that resident.

Amount and Application

The grants are not means tested and can fund alternative accommodation up to £5,500 or £55 per night of temporary accommodation, whichever amount is the lowest. While the Council will support the resident, they are responsible for finding suitable alternative accommodation and providing evidence such as an invoice of the cost. The Council will not pay more than the actual cost of the temporary accommodation.

An application will be made in writing.

10.0 Minor Adaptations

Purpose

If an adaptation is expected to cost below £1,000 then it will be considered to be a minor adaptation and Lancashire County Council will arrange for those works to be completed without the need for a referral to the Council.

11.0 Dwelling Dementia Grants

Purpose

Home improvement dementia grants are available for people with dementia or memory loss to help fund a range of adaptations to their home or to provide equipment which may help people to live well at home. This could include buying bespoke products or the use of colour and contrast to aid orientation in the home.

Eligibility Criteria

Residents of Rossendale living in their own home either in the private rented sector, social rented sector or owner occupiers and who have received a clinical diagnosis of dementia or who are experiencing memory loss. Eligible works are not restricted to but can include:

- High lumens light bulbs
- Coloured sticky covers for light switch plates
- Coloured strips to indicate edges of stairs
- Key locators
- Memo minder
- Coloured key fobs
- Key safe
- Signage
- Notice board/white board
- Big button telephone
- Dementia clock
- Magiplug (for all sinks)
- Large or small locks for cupboard doors
- Additional shelving
- Touch bedside light
- Day/night clock
- Bathroom slip mat
- Coloured toilet seat
- Coloured towel rail
- Grab/handrails
- Wet rooms/bathroom adaptations

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Amount and Application

The grants are not means tested and can fund aids/equipment up to the cost of £2000. The grants will take the form of adaptations and equipment to the home rather than a monetary award.

Referrals can be made in writing from a range of agencies including Age Concern, GP's, early intervention dementia service, integrated neighbourhood team, Cross Roads Care, social prescribing workers, occupational therapists, social services, carers link and via self-referral and through family members.

12.0 Improvements to the Home

Handyperson Services

Purpose

To assist older (over 65's), disabled and vulnerable people to live independently in their own homes for longer in greater levels of comfort and security by undertaking small jobs that will:

- Prevent falls and accidents
- Prevent delayed discharges from hospital
- Improve home security
- Improve energy efficiency
- Prevent fire and detection of carbon monoxide

To give residents support from somebody they can trust to provide a wide range of affordable small jobs where it is difficult to find “ordinary” trades people who would be prepared to undertake such work.

Eligibility Criteria

Residents of Rossendale living in their own home either in the private rented sector, social rented sector or owner occupiers who are aged 65 or over, disabled or vulnerable. Eligible works and services will include:

- Small handyman jobs
- Minor adaptations (such as installation of grab rails or temporary ramps)
- “Odd” jobs (for example, putting up curtain rails and shelves, moving furniture, installing smoke and carbon monoxide alarms, changing light bulbs)
- General home safety checks with remedial action (for example safety checking or repairing/replacing appliances)
- Falls/accident prevention checks with remedial action (for example, securing loose carpets or putting up grab rails)
- Security checks with remedial action (for example, checking and replacing window and door locks)
- Energy efficiency (for example installing low energy light bulbs, draft proofing)
- Signposting clients for other services

Jobs in private or social rented properties will only be undertaken providing the works are not the responsibility of the landlord.

Handyman jobs will not normally take more than 1 hour to complete. It will sometimes, however, be efficient to combine numerous smaller jobs in one visit.

Amount and Application

This assistance is not means tested and the hourly labour rate is subsidised by the Home Improvement Agency to cost £12. Residents are required to pay for any materials that are needed to carry out the requested work.

Enquiries for the handyman service will be made by telephone or email.

13.0 Emergency Works Grant

Purpose

The grant is available to remedy urgent disrepair where there is a danger to the occupants health, safety or welfare. The grant is available where works or repair have been identified as being Category 1 hazards (A to C) or high Category 2 hazards (D to F) under the Housing Health and Safety Rating System that pose a risk to the occupants of a property. The grant is not for larger scale home improvements but to help remove significant hazards to help the resident stay in their own home.

Eligibility Criteria

To qualify a person must be an owner-occupier (including a Park Home owner) in receipt of income related benefits and aged 65 or over or must be a disabled person in receipt of income related benefits.

For the Council to consider applications for Emergency Works Grant the applicant must occupy the property as their only residence or care for an elderly, disabled or infirm person.

In most cases, private tenants will not be eligible as usually the landlord would be expected to carry out such works as part of their repairing obligations for the property. Housing Association tenants are not eligible as there are systems in place to report and deal with emergency repairs.

All applicants will be asked whether they have an emergency response service contained within an insurance policy. If so, they should approach their insurance company in the first instance.

Eligible works include but are not restricted to:

- Essential repairs to electrical wiring where this has been assessed as dangerous
- Dry and wet rot
- Extensive raining in, damp and mould growth
- Essential repairs to heating or hot water systems
- Rotted windows and or doors that are causing excess cold

Amount and Application

The maximum amount of grant is £10,000 and it is means tested. In cases of Emergency Works Grants where the amount of assistance required to remove a Category 1 hazard or high Category 2 hazard or to deal with unforeseen works exceed £10,000, the grant limit can be raised to a maximum of £15,000. The additional amount will be reserved for essential major works where imminent risk exists such as re-roofing, structural works and other works considered essential by the Council.

The application will be made in writing and will require an owners certificate.

On completion and payment of the works, further terms and conditions will apply. There will be a condition period, which means the period of 5 years beginning with the certified date in the case of

any grant assistance. The certified date is the date the eligible works were completed to the satisfaction of the Council.

Within a period of 5 years from the certified date, the property must be occupied by the applicant(s) and/or members of his/her immediate family. This means the property must be occupied by one of the following as their only or main residence:

- The applicant
- The applicants spouse or partner
- The applicants son/daughter (including stepson/daughter)
- The applicants mother/father (including stepfather/mother)

If the property is sold or other relevant disposal made or the Council has reason to demand repayment of the financial assistance within the condition period, the Emergency Works Grant must be repaid in full.

The Council may waive its demand for immediate repayment of Emergency Works Grant and allow the transfer of conditions to a new or additional owner(s) if there has been an exempt disposal.

In most circumstances, one grant only will be permitted to the property in a period of 5 years. The Council will only permit a successive grant application on the same property within the 5 year period if the application is to remedy a new Category 1 hazard, which has arisen in the property and which poses a serious risk of injury to the occupier. After the 5 year period, a successive grant application will only be permitted for items of work, which are different to the previous grant or require the same type of work to a different part of the property.

All eligible grant works shall be carried out within 12 months from the date of approval of the application. The Council may extend this period if it is satisfied that the eligible works cannot be carried out without carrying out other works, which could not have reasonably been foreseen when the application was made.

If the eligible works are not completed within 12 months from the date of approval and there is deemed to be unnecessary delay, or the Council has reason to believe that the grant will not be completed, the Council may pay grant on the completed works undertaken then cancel the grant on the remaining works.

14.0 Safe and Secure Grant

Purpose

The grant is to help older, disabled or vulnerable residents to feel safe and secure in their own home.

Eligibility Criteria

Residents of Rossendale living in their own home either in the private rented sector, social rented sector or owner occupiers who are aged 65 or over, disabled or vulnerable.

Eligible works can include but are not restricted to:

- New window and door locks
- New front and rear doors if they are insecure
- Secure gates
- Fencing
- Security lighting
- Installation of home security items as required

Amount and Application

The maximum amount of grant is £5,000 and it is means tested.

The application will be made in writing.

In most circumstances, one grant only will be permitted to the property in a period of 5 years.

15.0 Affordable Warmth Assistance

The Affordable Warmth Scheme is a Government initiative designed to help householders who receive certain state benefits or a combined household income of less than £31,000/annum, to replace their faulty electric storage heaters or faulty central heating boilers.

Affordable Warmth Scheme Qualifying Criteria regarding your home.

You live in your own home, or if you rent your home from a private landlord it must have an EPC rating of E or above.

Affordable Warmth Scheme Qualifying Criteria regarding your State Benefits.

You receive at least one of the following state benefits or qualify under eco flex rules (combined household income of less than £31,000/annum):

Pension Credit – Guarantee Credit

Pension Credit – Savings Credit

Universal Credit

Child Tax Credit

Working Tax Credit

Income-Related Employment and Support Allowance (ESA)

Income-Based Job Seeker's Allowance (JSA)

Income Support

Child Benefit (subject to maximum household income thresholds)

Housing Benefit

ECO Flex Rules allow local councils to recommend that a householder qualifies for the gas central heating grants for pensioners scheme without the need to receive one of the qualifying benefits above.

To satisfy Affordable Warmth Scheme Qualifying Criteria for a Storage Heater Grant:

You must have at least one existing electric night storage heater installed in your home which is faulty or inefficient, OR you have electric panel heaters in your home.

To satisfy Affordable Warmth Scheme Qualifying Criteria for a Boiler Grant:

You must have a boiler installed in your home which is either:

Over 10 years old, or an approved Contractor advises it is more cost efficient to replace.

(In most cases you must also have insulation installed under the ECO Scheme)

16.0 Review of the Policy

Where it is considered that there are exceptional circumstances, which warrant consideration outside of this policy, an application may be made to the Head of Housing and Regeneration in conjunction with the Lead Member for an appropriate decision and each case will be considered with regard given to the Council's statutory responsibilities, overall priorities, and the financial resources available.

This policy will be kept under review and will be subject to progressive amendment. The development of further measures and options for intervention and assistance will continue in line with the Council's priorities and resources.

17.0 Compliments, Complaints and Appeals

The Council is keen to receive feedback from all applicants for assistance on how it performed. Applicants may include comments on the customer satisfaction questionnaires, which will be sent out following the completion of the individual casework.

All applicants for Council assistance who are dissatisfied with the way the Council performed have the right to make comment to the Council using the formal complaints procedure about any aspect of the service received. A detailed response will be given in all cases.

Any applicant wishing to appeal against a decision on the provision of financial or other assistance may appeal in writing to the Head of Housing and Regeneration, setting out the grounds for appeal.

Disabled Facilities Grant Policy 2020-22

Other formats are available.
Please call 01706 217777 or
visit our One Stop Shop at
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Responsible Section	Strategic Housing	Version / Status	V4
Responsible Author	Mick Coogan	Agreed at ONS	16/07/18
Date last amended	23/10/2019	Agreed at Cabinet	27/11/19
Due for review	01/01/2022	Page	1 of 16

1. Introduction

Under the Housing Grants, Construction and Regeneration Act 1996 (the Act), Rossendale Borough Council (the Council), in its capacity of a housing authority, has a statutory duty to provide Disabled Facilities Grants (DFGs) to applicants who qualify. The primary aim of DFGs is to provide aids and adaptations to enable people with disabilities to live independently and safely in their own homes. This policy sets out the mandatory legal framework for DFGs, and how the Council intends to use its powers under the Regulatory Reform (Housing Assistance) (England and Wales) Order 2002 (RRO) to provide discretionary interventions to promote independent living and well-being.

In order for the Council to use its discretionary powers under the RRO it must have a policy. This policy sets out the new flexibilities the Council is adopting in respect of DFGs, including, but not restricted to, changes to the maximum award and as ceiling for means testing.

2. Aims of the Policy

- To improve the lives of people with disabilities by enabling access and movement around their own home with the use of adaptations
- To allow more effective use of the Better Care Fund, cutting out bureaucracy and contributing to the aims of the fund, in particular, reducing hospital admissions and allowing early hospital discharges.
- To reduce the need for domiciliary and residential care by allowing people with disabilities to live more independently in their own homes.
- To provide advice, information and support regarding the adaptation of properties to meet accessibility needs, and provide a framework of assistance to vulnerable groups
- To treat individuals fairly regardless of age, sex, gender, disability and sexual orientation and to protect their rights under Data Protection and human rights legislation.

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3. Links with the Council’s Corporate Strategy 2017-21

The policy works towards Priority 3 of the Council’s Corporate Strategy, which is **a proud, healthy and vibrant Rossendale**, in particular the Key Action of Healthy and the following objectives:

- Work with partners to improve the health and wellbeing of our residents, particularly through sport, leisure and our well used parks and open spaces
- Protect the most vulnerable in our communities

4. Mandatory Disabled Facilities Grant

4.1 Legal Framework and Eligibility

Although DFGs were introduced in 1990 the principal legal provisions are contained in the Housing Grants, Construction & Regeneration Act 1996 (the Act) and subsequent associated regulations. The following is a summary of main legal provisions that apply to mandatory DFGs:

- A customer, who defined by the Act as a person with a disability, is eligible for assistance.
- DFGs are mandatory grants which are available to people with disabilities for works which are necessary and appropriate to meet their needs, and when it is considered reasonable and practicable to carry out the works when having regard to the age or condition of the dwelling or building.
- DFGs are means-tested, except if the application is on behalf of a child or young person aged 19 or below. Therefore, the applicant’s income and savings are required to be assessed to determine if the applicant has a contribution to make or even pay the whole cost. Applicants who receive certain specified “passport” benefits are exempt for the means-test, however the means-test is set by law and the Council does not have any discretion when applying it.
- If an applicant is eligible then the Council has a maximum of six months to ‘determine’ the application, which means approve or otherwise, however the determination should be carried out as soon as is reasonably practicable.

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- The maximum mandatory DFG in England is currently £30,000, and this amount would be reduced by any contribution determined as payable under the means-test.
- The Council has the power to recover grants if the dwelling is sold within 10 years, with a maximum recoverable amount of £10,000. Grants below £5,000 are excluded from the recovery powers, and it must be 'reasonable' for the Council to require the repayment given the circumstances.
- The duty to provide DFGs is 'tenure blind', and therefore applications from home owners or those renting in the private or social sector are treated equally depending on their needs.
- An applicant must be 18 years of age or older.
- Parents or guardians are able to apply on behalf of children;
- Landlords are able to apply on behalf of their tenants;
- The property to be adapted must be a legal residence, and this can include dwellings, houseboats, caravans and mobile homes as well as buildings which contain dwellings.

4.2 Eligible works for Disabled Facilities Grants

The Act sets out for what purpose DFGs can be used and applies to all legal residences. Eligible works under the Act in respect to assisting the person with a disability are summarised below:

- Facilitating access to the dwelling and garden, to overcome or remove any obstacles, and allow free movement around the property.
- Making the dwelling or building safe, e.g. lighting or provision of a safe space.
- Facilitating access to a living or family room
- Access to, or the provision of, a W/C, bath or shower (or both) and washhand basin facilities.
- Facilitating accessible food preparation/cooking amenities.

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- Improving or providing a suitable heating system where necessary.
- Providing accessible sockets, switches and controls for power, light and heat.
- Allowing better access to care for a dependant resident in the dwelling.
- To allow access to the dwelling through common-parts of a building.

4.3 Referrals for Disabled Facilities Grants

Lancashire County Council (LCC) has the social care responsibility for 12 districts in Lancashire including Rossendale, whilst Rossendale Borough Council (the Council) and the districts are responsible for statutory housing functions. Therefore LCC has a duty to assess of the needs of disabled adults and children who live in Lancashire, and the assessment is normally carried out by LCC's Occupational Therapist (OT) service prior to an application for DFG funding. In some cases the customer may not come through LCC and customer makes an application direct to RBC, and in these cases RBC reserve the right to employ a private OT to carry out the assessment of need required.

4.4 Prioritisation of DFG Applications

On receipt of a referral from an OT, the Council will deal with each case on a priority basis, regardless of their tenure. Each case will be classified, by recommendation of the OT, into one of the following categories:

- High Priority
- Standard Priority

High Priority cases will be dealt with first by the Council in periods of high demand, and the date a referral is received is also taken into account when distinguishing between referrals.

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4.5 Lancashire County Council Financial Threshold

If an adaptation is expected to cost below £1,000 then it will be considered to be a Minor Adaptation and LCC will arrange for the works to be completed and a referral will not be made to the Council.

4.6 Residence and Ownership

The property must be the person with a disability's main or only residence to be eligible to be adapted, and if that is not currently the case, then the person with a disability must intend to occupy it as their main or only residence, once the work has been completed, for the grant condition period. The grant condition period is for 5 years, and starts when the works have been complete to the satisfaction of both the Council and applicant.

If an applicant is proposing to buy a new home, then a DFG can only be awarded once the purchase has been completed and this can be proven. If an applicant is looking to buy a new property, then they will be encouraged to liaise with the OT service and the Council regarding the suitability of the dwelling to meet the needs of the person with a disability, whether it is possible to adapt the property, and the likely timescales, cost and contribution expected to do so.

If the applicant is an owner occupier then an **Owner's Certificate** must be obtained. The Owner's Certificate needs to certify that the applicant has or proposes to acquire an owning interest in the property, and that the person with a disability intends to live in the property, as their main or only residence, during the course of the grant condition period.

If the applicant is a tenant then a **Tenant's Certificate** must be obtained. The Tenant's Certificate needs to certify that the application is a tenant's application, and that the tenant (or the person with a disability), intends to live in the property, as their main or only residence, during the course of the grant condition period (providing it is possible due to health and other factors). For rented properties an Owner's Certificate is also needed to be provided by the owner.

If the applicant lives in a **house boat, caravan or mobile home** then an **Owner-Occupation Certificate** must be obtained. The **Owner-Occupation** Certificate needs to certify that the application is an occupier's application, and that the occupier, (or the person with a disability, intends to live in a house boat, caravan or mobile home, as their main or only residence, during the course of the grant

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condition period (providing it is possible due to health and other factors). For rented properties an Owner’s Certificate also needs to be provided by the owner. A consent certificate , consenting to the work being carried out, is also required from each person, apart from the applicant, who is entitled to possession of the premises where the houseboat is moored, or caravan or mobile home are pitched.

4.7 Legal Charges

In accordance with the legislation set out in the Housing Grants, Construction and Regeneration Act 1996: Disabled Facilities Grant (Conditions relating to approval or payment of Grant) General Consent 2008, where the adaptation is carried out to a property which is privately owned and the cost of the work is £10,000, or more, the Council may place a legal charge on the property through the Land Registry.

The legal charge will last for ten years. If the property is sold or otherwise changes ownership within ten years of the completion date, the Council will normally require repayment of the grant, however each case will be judged on its own merits as detailed on the Repayment Conditions form the owner is required to sign.

The maximum repayable amount at the change of ownership is £10,000 for a mandatory DFG up to £30,000, however in some cases where discretion is shown and a grant is paid by the Council is in excess of £30,000 then then a legal charge may be placed on the property for the additional amount for a period of 10 years.

4.8 The DFG application process: considering alternative options

During the period that the Council is considering the application a number of options will be explored with the applicant as follows:

- Alternative options such as a possible move to a property owned by a Registered Provider or a private sector property.
- If the customer is a Registered Provider tenant, the Council will liaise with the Registered Providers to determine whether it is more cost effective for the applicant to transfer to another property rather than adapt the existing property.
- Complete a financial assessment to determine eligibility for assistance and if a financial contribution will need to be made by the applicant.
- Explore options to assist the applicant in funding any contribution required by them.

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5. Tendering of DFGs

In accordance with the Council's procurement policy, if the anticipated cost of work is lower than £10,000 two quotations are required. If the anticipated cost of work exceeds £10,000 three quotations are required from the Council's list of contractors who have expressed interest in tendering for such work.

The lowest quotation that meets the specification usually wins the tender, however the customer may select a higher value tender provided they are willing to pay the difference between their preferred contractor's quotation and the lowest. To ensure value for money, the Council will estimate the cost of job using a schedule of works as a benchmark for comparing the value of tenders.

There are exceptions to the tendering process as stair lifts, through floor lifts, step lifts, ceiling track hoists and automatic wash-dry WCs and rise & fall baths form part of a scheme for the provision of equipment with LCC. The stated items are recommended by LCC, who take ownership of the item as well as the responsibility to maintain it once the manufacturer's warranty has expired. When the item is no longer needed LCC will remove the item so that it can be utilised by another customer.

6. Service standards

Legislation requires a decision from the Council to approve the grant or not within 6 months of receiving the full application (this includes all necessary information e.g. proof of home ownership or landlord consent); the Council will aim to achieve this within 4 weeks. In addition the Council will use reasonable endeavours to meet the following standards:

- After receiving a recommendation from the LCC OT service we will write to the applicant within 5 working days to acknowledge the DFG request has been received and a 'Preliminary Test of Resources from' will be sent.
- Urgent cases will be visited within 4 weeks, and non-urgent cases will be visited in order of recommendation received.
- In accordance with legislation, the Council will aim to complete the installation of all disabled adaptations within 12 months from the date of grant approval.
- The Council aims to process applications fairly, efficiently, courteously and promptly.

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- The Council aims to pay grant money due within 30 days of a valid claim on certified work.

7. Other Options

Registered Providers have the discretion to offer a tenant living in an adapted property, where the adaptations are no longer needed, a disturbance grant to help them move into a non-adapted property and for a DFG applicant to move into the existing adapted property. The discretionary move requires the agreement of both the tenant living in the adapted property and the DFG applicant.

There are benefits to the arrangement as it ensures resources within the borough are effectively utilised and may enable needs to be met more quickly. Registered Providers will seek to optimise the use of their stock by facilitating the transfer of an existing tenant whose needs may be better met by a move to more suitable accommodation such as a ground floor flat or bungalow, rather than adapting their existing home.

Applicants should refer to the Registered Provider's policies for further details on this option. The Council will expect the applicant to accept a reasonable offer of suitable alternative accommodation rather than progress a DFG application.

8. Better Care Fund

From 2015/16 the grant paid from Central Government to Local Housing Authorities to help pay for DFGs has been a named part of the Department of Health's 'Better Care Fund'.

The Better Care Fund is described as a *"single pooled budget for health and social care services to work more closely together in local areas based on a plan agreed between the NHS & local authorities"*.

The Better Care Fund 2016/17 Policy Framework refers to the Better Care Fund as *"the biggest ever financial incentive for the integration of health and social care...it requires Clinical Commissioning Groups and Local Authorities to pool budgets and to agree an integrated spending plan for how they will use their Better Care Fund allocation"*.

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The policy framework confirmed that *“the statutory duty on local housing authorities to provide DFG to those who qualify for it will remain. Therefore each area will have to allocate this funding to its respective housing authorities (district councils in two-tier areas) from the pooled budget to enable them to continue to meet their statutory duty to provide adaptations to the homes of disabled people, including in relation to young people”*.

The current Better Care Fund policy framework 2017 to 2019 can be accessed below:

<https://www.gov.uk/government/publications/integration-and-better-care-fund-policy-framework-2017-to-2019>

In Lancashire the custodian of the Better Care Fund is the Health and Wellbeing Board:

<http://www3.lancashire.gov.uk/corporate/web/?siteid=6715&pageid=40271&e=e>

The Health and Wellbeing Board is administered by LCC, and thus it is ultimately via LCC that the Council now receives its funding allocation to provide DFGs for residents of Rossendale.

The Council intends to use the funding that it receives via the Better Care Fund to help to address the stated Better Care Fund priorities, namely:

- Reducing delayed transfers of care
- Minimising avoidable hospital admissions
- Facilitating early discharge from hospital

9. Maximum DFG entitlement

The mandatory maximum grant that an applicant can be awarded (per application) under the DFG legislation is £30,000.

The Council recognise that extremely complex adaptation cases, mainly for children, involve ground floor extensions plus specialist equipment, resulting in tenders which exceed £30,000.

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The ability to award grants above the mandatory maximum will help the customers to receive adaptations more quickly, rather than seeking alternative sources of funding which is a lengthy process. In exceptional circumstances, at the discretion of the Council and consultation with health and/or social care professionals, the Council may award grants exceeding £30,000 up to a limit of £100,000 from 1st January 2020, which is an increase on the £60,000 maximum award introduced on 1st October 2018. DFG awards above £30,000 will be required to be signed off by the relevant Director after formal consultation with the Portfolio Holder.

10. Flexible DFG Arrangements

The Regulatory Reform (Housing Assistance) (England and Wales) Order 2002 (“the RRO”) removed most of the prescriptive housing renewal grant legislation contained in the Housing Grants, Construction and Regeneration Act 1996.

Article 3 of the RRO introduced wide ranging discretionary powers to allow Councils to develop different forms of assistance to meet local needs.

The Council made use of the RRO provisions to enable it to use funds received from the Better Care Fund more flexibly, responsively and effectively from 1st October 2018, and subject to available funding, the Council will use its powers to offer discretionary assistance as detailed in this section. However the Home Displacement Grant (see 10.8) is additional to the previous version of the policy and will be introduced from 1st January 2020.

10.1 Threshold for Financial Assessment

The Council has removed the financial assessment for DFGs in the following instances:

- All works where the cost of the approved grant does not exceed £7,000.
- Hospital discharge in urgent/extreme circumstances, cases identified by health and/or social care professionals, including where the costs exceed £7,000.
- At the discretion of the Council in consultation with health and/or social care professionals, including where the costs exceed £7,000.
- If the costs exceed £7,000 for the following types of adaptation requests, submitted by the Occupational Therapy service, providing the request contains only one of the following items:

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- Level Access Shower
- Stairlifts (via LCC Equipment Scheme)
- Through Floor Lifts (via LCC Equipment Scheme)
- Ceiling Track Hoists (via LCC Equipment Scheme)
- Wash-dry toilets (via LCC Equipment Scheme)

If additional works are required after approval of the grant that would increase the amended approval cost above £7,000 there will be no retrospective means test carried out.

10.2 Assistance with Assessed Contribution following a Means Test

The Council is aware that in some cases there may be difficulty for the applicant paying the assessed contribution. In such cases applicants will be able to complete a financial statement detailing their income and outgoings, and at the discretion of the Council the contribution may be reduced or rescinded if appropriate. Assistance will be awarded on a case by case basis, and is aimed at stopping applicants facing hardship in order to receive appropriate adaptations to their home.

10.3 Relocation Grant

In cases where the Council deem it not reasonable and practicable to adapt an applicant's current home to meet their needs, then a grant of up to £5000 may be awarded at the Council's discretion to assist the applicant to move to a more suitable home in addition to any adaptations required. The assessment of the suitability for adaptation of the existing and new property will be carried out by the Council in close liaison with a LCC OT. The OT will assess that the new property is suitable to meet the needs of the person with a disability. If the value of the grant for the adaptations in the new property is expected to be under the threshold (£7,000) for means testing according with section 10.1, then the relocation grant will not be subject to means testing. Any legal charge on the property in accordance with section 4.7 will not take into account the amount of the relocation grant. To be eligible for the Relocation Grant an owner occupier must commit to remain in the property for the grant condition period of 5 years.

10.4 Hospital Discharge Grants

The Council at its discretion may pay up to £2,000 to support people with disabilities or vulnerabilities being discharged from hospital. The funding will be available if

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there is no other relevant health or social care funding obtainable, and following a referral from an OT or relevant healthcare professional. The Hospital Discharge grant excludes packages of care funded by NHS continuing healthcare. Work which may be carried out include, but are not restricted to; deep cleaning, clearing properties, repairs needed to free a property of Category 1 Hazards under the Housing Health and Safety Rating System, other urgent repairs, repair of heating systems and the provision of emergency heating. The Hospital Discharge Grant will not be means tested.

10.5 DFG Fees Grant

The Council at its discretion may pay professional fees and associated charges required for preliminary DFG work to see if the project is feasible for cases where the DFG does not proceed. The fees must be reasonable, and are limited to £2,000, and cover, but are not limited to, surveyors' fees, structural engineer and private OT fees. All fees must be agreed with the Council before any work takes place, in order to be eligible, and this will be done on case by case basis.

10.6 Safe Homes Grant

The discretionary Safe Homes Grant is aimed at keeping people who are disabled or vulnerable, including those who suffer from dementia or have visual impairments, safe in their homes by providing repairs to disability related equipment. Referrals are accepted from LCC or hospital based OTs, the maximum payment is £5,000, and it is not means tested. The works exclude and equipment under warranty or maintained by LCC or where LCC can provide assistance.

10.7 Warm Homes Grant

The discretionary Warm Homes Grant is aimed at keeping people who are disabled or vulnerable, including those who suffer from dementia or have visual impairments, safe and warm in their homes by providing repairs to boilers and heating systems. Referrals are accepted from LCC or hospital based OTs. The maximum Warm Homes Grant payment is £3,000, and it is not means tested. The works exclude any equipment under warranty, or where other LCC, Council or similar funding/schemes are readily accessible and the applicant qualifies.

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10.8 Home Displacement Grant

The Home Displacement Grant is for those rare occasions when it is not possible for the applicant's households to remain in their home whilst the adaptation is being carried out. The maximum Home Displacement Grant payment is £5,500, or £55 per night of displacement, whichever is lowest, and it is not means tested. The Council will not pay more than the actual cost of the alternative accommodation, and the applicant will be responsible for finding suitable alternative accommodation and providing evidence such as invoices, bill or statements, before any grant is paid. Any Home Displacement Grants will need agreement in writing from the Council, and are only for extreme circumstances. Any legal charge on the property in accordance with section 4.7 will not take into account the amount of the relocation grant.

10.9 Review and Cessation of Flexible DFG Works

The policy will be reviewed within two years of its adoption to consider which flexible DFG works arrangements will continue. All flexible DFG works are discretionary and may be withdrawn by the Council at any time. The decision to award any flexible DFG work or services is completely at the discretion of the Council.

11. Compliments and Complaints

You can help us to improve our services by providing your feedback.

We would like to hear from you if:

- You have an idea that will help the council to do things better
- We have done a good job
- We have done something wrong or you want to complain

How to get in touch:

Online form or feedback form via www.rossendale.gov.uk

By email to: complaints@rossendalebc.gov.uk

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In writing: Committee and Member Services Team, Rossendale Borough Council, Futures Park, Bacup, Rossendale, OL13 0BB.

We aim to:

Write to you within 24 hours to tell you that your complaint /feedback is being dealt with and who is dealing with it.

Send you a full reply within a further 10 working days, or keep you informed of the progress of your complaint/feedback should it take longer than 2 weeks to resolve.

This is stage 1 of the process.

Provide you with a right to have your case reviewed by a senior manager if you are dissatisfied with the reply you receive or the action taken. This is stage 2 of the process.

The full complaints can also be found on the Council's website.

View the full complaints procedure in this section to find out more about how we will deal with your complaint

Local Government Ombudsmen

The Ombudsman will only normally investigate complaints where they have been dealt with by the Council's own complaints procedure:

Contact Details:

Local Government Ombudsman

PO Box 4771

Coventry

CV4 0EH

Tel No 0845 602 1983

Website www.lgo.org.uk

Email advice@lgo.org.uk

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12. Monitoring and Review

The Director covering Strategic Housing is responsible for ensuring that Council Officers adhere to this policy and that the policy is effective.

This policy will be reviewed after 2 years. It may be reviewed earlier if there are significant changes in legislation, statutory guidance, local priorities or capital funding.

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FULL EQUALITY IMPACT ASSESSMENT

Name of Policy, Decision, Strategy, Service or Function, Other: (please indicate)	Housing Assistance Policy	
Lead Officer Name(s) & Job Title(s) :	Kelly Jenkinson Housing Renewal Manager	
Department/Service Area:	Strategic Housing	
Telephone & E-mail Contact:	01706 252533 kellyjenkinson@rossendalebc.gov.uk	
Date Assessment:	Commenced: 18/07/2023	Completed: 20/10/2023

We carry out Equality Impact Assessments (EIA) to analyse the effects of our decisions, policies or practices. The EIA should be undertaken/started at the beginning of the policy development process – before any decisions are made.

1. OVERVIEW

The main aims/objectives of this policy¹ are:
<p>This Housing Assistance Policy is designed to support residents of Rossendale by providing comprehensive housing assistance, ensuring accessibility, safety, and comfort for all. This policy replaces the previous Disabled Facilities Grant Policy, expanding its scope to maximise spend and offer increased support to Rossendale residents.</p> <p>The aim of our new Housing Assistance Policy is to:</p> <ul style="list-style-type: none"> • improve the lives of people with disabilities by enabling access and movement around their own home with the use of adaptations • allow more effective use of the Better Care Fund by contributing to the aims of the fund, in particular, reducing hospital admissions and allowing early hospital discharges • reduce the need for domiciliary and residential care by allowing people with disabilities to live more independently in their own homes • provide advice, information and support regarding the adaptation of properties to meet accessibility needs, and provide a framework of assistance to vulnerable groups • treat individuals fairly regardless of age, sex, gender, disability and sexual orientation and to protect their rights under Data Protection and human rights legislation <p>This policy has been specifically designed to support those with protected characteristics, particularly protecting age and disability.</p>

(Refer to "[EIA Guidance](#)" for details)

Is the policy or decision under review (please tick)

New/proposed

Modified/adapted

Existing

The main intended people or groups that will be most affected by this policy are:
The elderly, disabled and vulnerable.

(Refer to "[EIA Guidance](#)" for details)

¹ Policy refers to any policy, strategy, project, procedure, function, decision or delivery of service.

2. FINDINGS / EVIDENCE

FINDINGS/EVIDENCE: The following information/data has been considered in developing this policy/decision (including any consultation or engagement):	
Information/data obtained and/or Consultation/engagement carried out (please state who with)	What does this tell us? / What does it say?
Research – we've reviewed our existing policy with the new guidance published and then have completed an exercise with other local authorities to identify any differences and understand best practice ideas. We look at their spend and the types of schemes being funded as well as their internal processes and procedures.	This tells us what we are able to implement and what our current policy restrictions are in order to serve a wider audience and assist more people with staying in their own homes and funding community projects.
We've engaged with key stakeholders, such as GP's , Social Care, Occupational therapists, charity organisations like Age Concern to gauge their feedback and to understand how the new policy could affect them and what their priorities are.	All feedback was positive and we have agreed to arrange sessions with GP's and Dementia nurses within surgeries to raise awareness.
We've reviewed the feedback from our customer satisfaction surveys.	This highlighted that there is a need to increase the awareness of the DFG opportunity and a campaign around this will be developed. Including posters in GP surgeries, social media posts, a press release etc
We've participated in briefing sessions with the Lancashire DFG group and relevant Council members.	LCC were very supportive of the HIA which will assist us with widening our scope and spend.

Add more/delete rows as required - See EIA Guidance

3. EQUALITY IMPACT

Using the table below please indicate whether the policy/strategy/decision has a positive, negative or no impact from an equalities perspective on any of the protected equality groups listed below. Please also give consideration to wider equality of opportunity and community cohesion impacts within and between the groups identified. See EIA Guidance

Equality	Positive Impact (It could benefit)	Negative Impact (It could disadvantage)	Reason and any mitigating actions already in place (to reduce any adverse /negative impacts or reasons why it will be of positive benefit or contribution)	No Impact
Age	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The implementation of the policy will mean we can assist more residents. The policy will support people with a range of needs, particularly those that may have decreased mobility.	<input type="checkbox"/>
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The implementation of the policy will mean we can assist more residents. Referrals will be made from occupational therapists, including specific children specialists and will support and enrich younger people and children's lives.	<input type="checkbox"/>
Disability	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The implementation of the policy will mean we can assist more residents. People with a range of disabilities will access the support and the schemes will be fully compliant and in line with recommendations from specialists to support their needs.	<input type="checkbox"/>
Gender	<input type="checkbox"/>	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Reassignment	<input type="checkbox"/>	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Pregnancy and Maternity	<input type="checkbox"/>	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Race (Ethnicity or Nationality)	<input type="checkbox"/>	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Belief or Religion	<input type="checkbox"/>	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>

Equality	Positive Impact (it could benefit)	Negative Impact (it could disadvantage)	Reason and any mitigating actions already in place (to reduce any adverse /negative impacts or reasons why it will be of positive benefit or contribution)	No Impact
Sex	<input type="checkbox"/>	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Women	<input type="checkbox"/>	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Men	<input type="checkbox"/>	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Sexual Orientation	<input type="checkbox"/>	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
gay men, gay women / lesbians, and bisexual people	<input type="checkbox"/>	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Marriage and Civil Partnership (employment only)	<input type="checkbox"/>	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Contribution to equality of opportunity	<input type="checkbox"/>	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Contribution to fostering good relations between different groups (people getting on well together – valuing one another, respect and understanding)	<input type="checkbox"/>	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Human Rights	<input type="checkbox"/>	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
http://intranet/site/scripts/documents/info.php?categoryID=86&documentID=251	<input type="checkbox"/>	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>

4. OUTCOME OF EIA – COURSE OF ACTION TO BE TAKEN

What course of action does this EIA suggest you take? More than one of the following may apply	Please indicate
<p>Outcome 1: No major change required. The EIA has not identified any potential for discrimination or adverse impact and all opportunities to promote equality have been taken.</p>	<input checked="" type="checkbox"/>
<p>Outcome 2: Adjust the policy to remove barriers identified by the EIA or better promote equality. Are you satisfied that the proposed adjustments will remove the barriers identified? If there is a negative impact identified, you must consider (and evidence/record) what mitigating actions you have or will put in place to reduce the negative impact where/if possible, and to enhance the positive impact. This might include any partnership discussions/working that needs to be undertaken. Complete EIA Action Plan as appropriate.</p>	<input type="checkbox"/>
<p>Outcome 3: Continue the policy despite potential for negative impact or missed opportunities to promote equality identified. You will need to ensure that the EIA clearly sets out the justifications for continuing with it. You should consider whether there are sufficient plans to reduce the negative impact and/or plans to monitor the actual impact. This might include any partnership discussions/working that needs to be undertaken. Complete EIA Action Plan as appropriate.</p>	<input type="checkbox"/>
<p>Outcome 4: Stop and rethink the policy when the EIA shows actual or potential unlawful discrimination or significant negative impact that can not be justified or mitigated against. <u>You must speak to the People and Policy Team immediately.</u></p>	<input type="checkbox"/>

If a negative impact as been identified and there are no sufficient mitigating actions in place or planned. Please see the guidance and you must speak to/ see advice from your Head of Service or the People and Policy Team.

5. EIA ACTION PLAN & REVIEW

Based on the impact assessment, findings/evidence and outcomes identified above, please complete the Action Plan below – these should be actions arising as a result of undertaking the EIA.

The Action Plan should address (not exhaustively):-

- Any gaps in findings/evidence research including any consultation or engagement regarding the policy and its actual/potential affects.
- How you will address any gaps.
- What practical changes/action will help reduce any negative impacts that you have identified.
- What practical changes/action will help enhance any positive contributions to equality?

Further Actions Required: Yes No

EIA Action Plan

Issue	Action required	Lead officer	Timescale

Please add more rows if required.

Actions arising from the Impact assessment should form part of the business planning process for service areas.

Monitoring & Reviewing the Effect of the Policy

Please state how you will monitor the impact and effect of this policy and where this will be reported:

The policy will be monitored on the number of adaptations delivered vs the number of referrals made to the service area. Residents will be asked to complete a short survey following the completion of any adaptations. It is intended to report to O and S on an annual basis and make any tweaks to the policy that arise post implementation.

INTERNAL ONLY

MANAGEMENT ACTION REQUIRED (to be completed by the relevant Head of Service following Management Team / Programme Board review)

- Outcome of EIA agreed/approved by Management Team / Programme Board :
Yes No
- Referred back to Assessor/Author for amendment : (date)
- Published/made publicly available on: (date)

Signed: *CEH* (Head of Service / Director) Date: 31.10.23

Date of Review²:

[To be completed by the lead officer]

² This date will be set on an annual basis as default for review unless otherwise specified by you.

Subject:	Annual Air Quality Report 2023	Status:	For Publication
Report to:	Cabinet	Date:	6 th December 2023
Report of:	Public Protection Manager	Lead Member:	Environment and Corporate Services
Key Decision:	<input checked="" type="checkbox"/> Forward Plan <input checked="" type="checkbox"/>	General Exception <input type="checkbox"/>	Special Urgency <input type="checkbox"/>
Equality Impact Assessment:	Required: No	Attached: No	No
Biodiversity Impact Assessment:	Required: No	Attached: No	No
Contact Officer:	Susan Chadwick	Telephone:	01706 238 648
Email:	susanchadwick@rossendalebc.gov.uk		

1. RECOMMENDATION

1.1 That the contents of the report be noted.

2. EXECUTIVE SUMMARY

- The Annual Air Quality Report is a statutory requirement of the Authority.
- Two previous Air Quality Management Areas (AQMA) were revoked due to a successful reduction in the NO₂ to below government levels for over 3 years and a fast tract AQMA declared in December 2022.
- A general trend of reduction experienced across the sites.

3. BACKGROUND

- 3.1 Air pollution is associated with a number of adverse health impacts. It is recognised as a contributing factor in the onset of heart disease and cancer.
- 3.2 Additionally, air pollution particularly affects the most vulnerable in society: children, the elderly, and those with existing heart and lung conditions. There is also often a strong correlation with equalities issues because areas with poor air quality are also often less affluent areas.
- 3.3 The mortality burden of air pollution within the UK is equivalent to 29,000 to 43,000 deaths at typical ages with a total estimated healthcare cost to the NHS and social care of £157 million in 2017.
- 3.4 Approximately 80% of a persons health and wellbeing is determined by activities and circumstances in their home and community and not medical health interventions.
- 3.5 The main air quality concern in Rossendale continues to be Nitrogen Dioxide (NO₂) caused by road traffic vehicles.
- 3.6 Every year an Annual Status Report is submitted to the Department for Environment, Food and Rural Affairs (DEFRA) detailing the current position regarding air quality within the Borough. A copy of this report is appended at **Appendix A**.

4. DETAILS

- 4.1 District Councils have responsibility for monitoring air quality. Where places are found to have pollution levels higher than the national air quality objectives the local authority must declare an Air Quality Management Area (AQMA) and then put together a plan to bring about improvements.
- 4.2 In the last year, a new AQMA was declared which comprises 13 residential properties between Gas Street and Holden Place numbered 240 to 268 Grane Road, Haslingden, BB4 4PB.
- 4.3 Partnership working is currently active in this area and an update will be provided in the next annual status report.
- 4.4 A priority for the Council will be to work with partners to produce an air quality action plan for the new AQMA (detailed at 4.2), however, the feasibility of actions to feed into the plan will be limited due to it being on a main road which is heavily used.

Actions taken during 2022 in relation to air quality:

- For 2022 tube 2 was relocated to 60 Hud Hey Road following a resident request
- Tube 11 was moved further along Bacup Road outside 450 Bacup Road which is a pavement fronted terrace on a main road
- Two electric charge points were installed in the council office car park
- Reduction in vehicle emissions due to office based council staff working from home up to 40% of the working week
- Participation in the DEFRA Air Quality and Industrial Emissions Team review of the national Air Quality Strategy consultation in relation to LA's meeting the national PM2.5 targets
- Email sent to Lancashire County Council to remove a road sign outside 7-9 Grane Road directing drivers to use Grane Road to Blackburn and Darwen
- Lancashire County Councils first round of community engagement on the Local Cycling and Walking Infrastructure Plans [Lancashire's Levelling Up Fund Bid - Lancashire County Council \(LCWIP\)](#)
- Resident questionnaire sent out about provision of electric charge points to support a On-street Residential Chargepoint Scheme funding bid for electric charge points on council owned car parks. Lancashire County Council can bid for on-street charge points and Lancashire County Council owned car parks On-Street Residential Chargepoint Scheme guidance for local authorities - GOV.UK (www.gov.uk)
- The Rossendale Climate Network was created which is a group of like-minded individuals, schools, groups, businesses and organisations who are interested practical action to tackle the climate emergency in Rossendale. Find them on the Facebook page. <https://www.facebook.com/groups/rossendaleclimatenetwork>. They would like to hear from anyone who is taking local action or has some information to share with others in the area.
- Planning Supplementary Planning Document on climate change produced
- Environment Act 2021 came into force in May 2022 giving officers fixed penalty powers for clean air compliant burning still causing smoke nuisance
- Lancashire County Council advertised a new Principal Transport Planner Air Quality post Principal Transport Planner - LCC Careers (lancashire.gov.uk)
- Lancashire County Council and Blackburn with Darwen MBC are currently in the process of writing a joint EV strategy with Atkins and Field Dynamics. The strategy covers the whole of Lancashire (excluding Blackpool) and is based on GIS zoning outputs. They envisage this strategy to be a collaborative tool going forwards, particularly the GIS outputs which can be updated and added to

5. RISK

5.1 All the issues raised and the recommendations in this report involve risk considerations as set out below:

- Local authority obligations may be enforced by the Secretary of State.
- Where a district council is preparing an action plan, county councils are required to submit measures related to their functions (ie, local transport, highways and public health) to help meet air quality objectives in their local area. Any disagreements between district and county councils over action plan proposals can be referred by either Council to the Secretary of State to decide.
- Secretary of State can give directions to the local authority if it is not meeting air quality standards, if it is failing to discharge its duties under the LAQM system, or if its actions under LAQM are inappropriate.

5.2 Continued joint working and cross authority cooperation will help mitigate the risks outlined.

6. FINANCE

6.1 Any future financial implications arising will have to be assessed separately as part of the Council's budget setting and resource allocations.

7. LEGAL

7.1 The Council must continue to work towards improvement of air quality to mitigate the risk of challenge or intervention although as outlined in previous years the risk of this is considered to be low.

8. POLICY AND EQUALITIES IMPLICATIONS

8.1 Consultation with statutory officers.

9. REASON FOR DECISION

9.1 Success in improving the air that we breathe relies on action by a wide range of organisations and individuals and continued work across the authority and in partnership with other public and private organisations is central to achieving this.

Background Papers	
Document	Place of Inspection
Annual Status Report	Appendix A



2023 Air Quality Annual Status Report (ASR)

In fulfilment of Part IV of the Environment Act 1995
Local Air Quality Management, as amended by the
Environment Act 2021

Date: September 2023

Information	Rossendale Borough Council Details
Local Authority Officer	Lorna Robinson
Department	Public Protection Unit
Address	Futures Park, Newchurch Road Bacup Lancashire OL13 0BB
Telephone	01706 252564 or 01706 252442
E-mail	envhealth@rossendalebc.gov.uk
Report Reference Number	ASR2023
Date	September 2023

Executive Summary: Air Quality in Our Area

Air Quality in Rossendale Borough Council

Air pollution is associated with a number of adverse health impacts. It is recognised as a contributing factor in the onset of heart disease and cancer. Additionally, air pollution particularly affects the most vulnerable in society: children, the elderly, and those with existing heart and lung conditions. There is also often a strong correlation with equalities issues because areas with poor air quality are also often less affluent areas^{1,2}.

The mortality burden of air pollution within the UK is equivalent to 29,000 to 43,000 deaths at typical ages³, with a total estimated healthcare cost to the NHS and social care of £157 million in 2017⁴.

Approximately 80% of a persons health and wellbeing is determined by activities and circumstances in their home and community and not medical health interventions.

The main air quality concern in Rossendale continues to be Nitrogen Dioxide (NO₂) caused by road traffic vehicles. However there have been improvements and the two air quality management areas where revoked in 2022 as all of the diffusion tubes in those areas where more than 10% under the governments threshold of 40µg/m³ for the past three years.

We have also declared a new air quality management area incorporating 13 residential properties between Gas Street and Holden Place numbered 240 to 268 Grane Road Haslingden BB4 4PB. This is an area of pavement fronted properties and only one side of the road is affected by the high levels of NO₂. The council will be working with partners to develop an air quality action plan in 2023-4. We will update on this in next years ASR

¹ Public Health England. Air Quality: A Briefing for Directors of Public Health, 2017

² Defra. Air quality and social deprivation in the UK: an environmental inequalities analysis, 2006

³ Defra. Air quality appraisal: damage cost guidance, January 2023

⁴ Public Health England. Estimation of costs to the NHS and social care due to the health impacts of air pollution: summary report, May 2018

Air quality and environmental improvements are a part of the Councils Climate Change Strategy 2020-2030 which is available to view by clicking on this link [Climate Change | Rossendale Borough Council](#)

The aim of this strategy is to make Rossendale Borough Council net-zero carbon by 2030 and to work in partnership to reduce carbon emissions for the whole of Rossendale. This incorporates less fossil fuel burning leading to less emissions of air pollution.

Actions to Improve Air Quality

Whilst air quality has improved significantly in recent decades, there are some areas where local action is needed to protect people and the environment from the effects of air pollution.

The Environmental Improvement Plan⁵ sets out actions that will drive continued improvements to air quality and to meet the new national interim and long-term PM_{2.5} targets. The National Air Quality Strategy, due to be published in 2023, will provide more information on local authorities' responsibilities to work towards these new targets and reduce PM_{2.5} in their areas. The Road to Zero⁶ details the approach to reduce exhaust emissions from road transport through a number of mechanisms; this is extremely important given that the majority of Air Quality Management Areas (AQMAs) are designated due to elevated concentrations heavily influenced by transport emissions.

Actions taken by Rossendale Borough Council during 2022 in relation to air quality

- For 2022 tube 2 was relocated to 60 Hud Hey Road following a resident request
- Tube 11 was moved further along Bacup Road outside 450 Bacup Road which is a pavement fronted terrace on a main road
- 4 council waste vehicles were being trialled to run on bio-diesel
- Two electric charge points were installed in the council office car park
- Reduction in vehicle emissions due to office based council staff working from home up to 40% of the working week
- Participation in the DEFRA Air Quality and Industrial Emissions Team review of the national Air Quality Strategy consultation in relation to LA's meeting the national PM_{2.5} targets

⁵ Defra. Environmental Improvement Plan 2023, January 2023

⁶ DfT. The Road to Zero: Next steps towards cleaner road transport and delivering our Industrial Strategy, July 2018

- Email sent to Lancashire County Council to remove a road sign outside 7-9 Grane Road directing drivers to use Grane Road to Blackburn and Darwen
- Lancashire County Councils first round of community engagement on the Local Cycling and Walking Infrastructure Plans (LCWIP)
https://www.lancashire.gov.uk/council/strategies-policies-plans/levelling-up-fund/?utm_source=Redirect&utm_medium=Shorturl&utm_campaign=Levellingup
- Resident questionnaire sent out about provision of electric charge points to support a On-street Residential Chargepoint Scheme funding bid for electric charge points on council owned car parks. Lancashire County Council can bid for on-street charge points and Lancashire County Council owned car parks [On-Street Residential Chargepoint Scheme guidance for local authorities - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/guidance/on-street-residential-chargepoint-scheme-guidance-for-local-authorities)
- The Rossendale Climate Network was created which is a group of like-minded individuals, schools, groups, businesses and organisations who are interested practical action to tackle the climate emergency in Rossendale. Find them on the Facebook page. <https://www.facebook.com/groups/rossendaleclimatenetwork>. They would like to hear from anyone who is taking local action or has some information to share with others in the area.
- Planning Supplementary Planning Document on climate change produced
- Environment Act 2021 came into force in May 2022 giving officers fixed penalty powers for clean air compliant burning still causing smoke nuisance
- Lancashire County Council advertised a new Principal Transport Planner Air Quality post [Principal Transport Planner - LCC Careers \(lancashire.gov.uk\)](https://www.lancashire.gov.uk/careers/principal-transport-planner-air-quality)
- Lancashire County Council and Blackburn with Darwen MBC are currently in the process of writing a joint EV strategy with Atkins and Field Dynamics. The strategy covers the whole of Lancashire (excluding Blackpool) and is based on GIS zoning outputs.
They envisage this strategy to be a collaborative tool going forwards, particularly the GIS outputs which can be updated and added to.

Lancashire County Council's Public Health Summary for Air Quality Annual Status Reports, 2023

In Lancashire the strongest evidence we have on the population health impacts of air pollution comes from Public Health England's Public Health Outcomes Framework. This Framework estimates the '[fraction of annual all cause adult mortality attributable to particulate air pollution \(measured as fine particulate matter, PM2.5*\)](#)' each year. It shows that, while the overall mortality rate from particulate air pollution in Lancashire-12 (4.8%) is lower than the England average (5.5%), air pollution remains a significant public health issue for the county (2021).

Working with district councils, Lancashire County Council (LCC) has an important role to play in taking action to reduce the health impacts of air pollution. Responsible for transport planning, network management, highway maintenance, public health and procuring local vehicle fleets, there are a number of ways LCC can support local and county wide efforts to improve air quality. In summary, the following activities are underway or in development:

1. Encouraging the use of sustainable forms of travel

Lancashire's cycling and walking strategy, *Actively Moving Forward*, sets out an ambitious plan for increasing the number of people walking and cycling in the county by 2028. By improving and increasing access to cycling and walking infrastructure, alongside training and promotional activities, it aims to significantly increase the amount of cycling and walking people do across the county. Information on the County Council's ongoing activities in this area can be found on the [Active Travel in Lancashire](#) website.

As part of Lancashire's cycling and walking strategy, work has now commenced on developing Local Cycling and Walking Infrastructure Plans (LCWIPs) for Lancashire. LCWIP's have been defined for seven areas across Lancashire. These are:

- Lancaster
- Central Lancashire
- West Lancashire
- Fylde Coast
- Ribble Valley
- Burnley and Pendle
- Rossendale and Hyndburn

As part of the LCWIP process extensive public and stakeholder engagement is underway. Following on from this, it is planned for all LCWIP's to be completed by late 2023. The Plans will include a network plan for cycling and walking infrastructure and a prioritised list of schemes for delivery over short, medium and long term timeframes. These plans will be used to support future infrastructure decisions and to access new funding schemes as they become available.

The Road Safety Team work with schools, workplaces and the community to encourage safe and sustainable modes of travel. Initiatives for schools are promoted through the [Safer Travel Moodle](#) and include: a series of cycling and walking safety training programmes; guidance and resources for teachers to encourage safe and active travel; and support for creating travel plans.

Bus services across Lancashire operate in a deregulated market, meaning the County Council doesn't control the bus network, franchise routes or control fares. In the next three years, the county council will continue to work more closely with bus operators, alongside local communities, to create a network that people want and will use. The council has published a ten-year Enhanced Partnership Plan and Scheme alongside its [Bus Service Improvement Plan](#) which together will deliver measures to restore confidence and grow patronage numbers.

2. Supporting the transition to low emission vehicles

Lancashire County Council, working with BP Pulse, has installed 150 Electric Vehicle charge points either at the side of the adopted highway or in county council car parks. These chargepoints are ultra chargers which will allow most vehicles to take a full charge in less

than an hour and Fast Chargers that will take around three hours to charge the vehicles. The mix of these units depends on location, power supply and demand.

Since the installation of these points the focus has been on supporting residents who do not have off-street parking charge at home, with the County Council trialing an innovative footway cable tray which will provide a low cost and practical solution to support residents without off street parking charge at home. The cable-tray enables residents to safely pass an electric cable across the footway from their property to the carriageway enabling charging their vehicle from their domestic supply. Two products (one designed in-house and one adapted product) have been trialed at several residential properties in the county. The county council is one of 16 councils in England to secure funding from the Local Electric Vehicle Infrastructure (LEVI) extended pilot scheme to expand this trial to more residents and to trial lamp post integrated chargepoints in residential areas, helping those that do not have access to off-street parking.

In addition to the LEVI extended pilot the county council has been allocated indicative funding of £10.1m from the LEVI capital fund for the provision of local, low power, public on-street charging infrastructure. This is subject to the submission of a delivery plan in early 2024 that is accepted by the Department for Transport. This will help us scale up the deployment of local chargepoints and solutions for residents without access to off-street parking beyond the pilot projects and deliver the vision and aims of the Lancashire and Blackburn with Darwen EV Infrastructure Strategy.

The county council's parking services fleet is now fully electric, with charging infrastructure installed at the offices and depots where the vehicles are based, and regularly visit. Fleet services are continuing to deliver their programme to upgrade to ultra low emission vehicles.

3. Creating cleaner, healthier road networks

Work to develop the next Local Transport Plan (LTP4) for Lancashire, Blackpool and Blackburn with Darwen is underway. The Public Health team has submitted an evidence base to inform the process, highlighting transport related health challenges affecting the population of Lancashire and making recommendations about how local transport planning policy can make a contribution to addressing these. The local [Highways and Transport Masterplans](#) will be refreshed to align with the priorities of LTP4. This will provide an opportunity to identify longer-term network solutions that address issues in AQMAs and have a positive impact on air quality generally.

4. Embedding air quality into policy

The County Council works with district planners to ensure air quality is a key consideration of Local Plans, alongside wider public health issues. It supports district councils in developing policies that seek to ensure new developments do not contribute to increasing levels of air pollutants and that requirements for appropriate mitigation are in place.

The County Council, as part of its highways input into planning applications, actively encourages measures that aim to promote sustainable forms of travel. Working under the direction of the National Planning Policy Framework, the County Council seeks measures that facilitate cycling and walking, increase the use of public transport and provide access

to electric vehicle charge points. The County Council also seeks funding from developers, through section 106 contributions, to support existing bus services or to provide new bus services suitable to serve development sites once their built.

5. Raising awareness and increasing engagement

The Lancashire Insight website provides information on the sources and health impacts of air pollution across the county. Webpages include a [Summary of Emissions Data](#) and [Monitoring of Air Quality and Health Impacts](#).

Conclusions and Priorities

The two previous AQMAs were revoked due to a successful reduction in the NO₂ to below government levels for over 3 years and a new fast track AQMA was declared on 8th December 2022 and thankfully there is a general trend of reduction experienced across the sites.

A priority for the council will be to work with partners to produce an air quality action plan for the new AQMA but the challenge in this area will be around actions for the air quality action plan which will be very limited due to it being on a main road. Grane Road the B6232 into and out of the west of the borough is used by drivers as a short cut to and from the M65 rather than using the A56.

Local Engagement and How to get Involved

Due to Covid-19 and the lockdowns, when the air quality improved, the detrimental impact of poor air quality was highlighted which has, thankfully become much more in the public radar. Covid-19 prompted changes in people's behaviours and it demonstrated we can reduce our reliance on carbon-based travel and make a switch to cycling and walking more. We need a much broader social movement that allows everyone to play their part.

Thinking about air pollution and climate change on a worldwide, or even country scale can be daunting because as individuals we can often feel insignificant. Yet if we all work to reduce the amount of fuel we use and the number of chemicals we use at home, we will improve the quality of the air that we breathe and help the local and global problem. Other ways we can all contribute to improving air quality are as follows:

- Using public transport more
- Reducing car use and doing more car sharing for things like the school runs sorted informally or see <https://liftshare.com/uk>

- Changing to an electric or hybrid vehicle see <https://www.gov.uk/government/organisations/office-for-zero-emission-vehicles>
- Cycling and walking where possible
- Using less chemicals and more natural products in the home to reduce the toxic load on your internal air quality see <https://www.nice.org.uk/guidance/ng149>
- Not having garden bonfires and only burning smokeless fuel on domestic stoves as the whole of Rossendale is a smoke control area (except for a few outlying rural properties see https://www.rossendale.gov.uk/info/210197/environmental_protection/10622/report_pollution/4
- Working from home, if you can, to save commuting

There is no local air quality action groups to the knowledge of the writer however there is an active Clean Air Parents Network public facebook group.

The Rossendale Climate Network was created which is a group of like-minded individuals, schools, groups, businesses and organisations who are interested practical action to tackle the climate emergency in Rossendale. Find them on the Facebook page.

<https://www.facebook.com/groups/rossendaleclimatenetwork>. They would like to hear from anyone who is taking local action or has some information to share with others in the area. Client Earth are activist lawyers committed to securing a healthier planet. Their website is [ClientEarth | ClientEarth](#)

Further information on air quality and air pollution forecasts can be found on the DEFRA website UK Air quality Information Resource following this link [Home - Defra, UK](#)

The Choked up Campaign is teenagers in London raising awareness of air pollution issues Living Street UK is a charity who want a nation where walking is the natural choice for everyday local journeys see [Living Streets | Home Page | Living Streets](#)

Local Responsibilities and Commitment

This ASR was prepared by the Environmental Health Department of Rossendale Borough Council with the support and agreement of the following officers and departments:

Lorna Robinson Senior Environmental Health Officer

Phil Morton Public Protection Manager

This ASR has been approved by: Phil Morton

This ASR has not been signed off by a Director of Public Health.

If you have any comments on this ASR please send them to Lorna Robinson at:

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01706 217777 option 4

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1 Local Air Quality Management

This report provides an overview of air quality in Rossendale Borough Council during 2022. It fulfils the requirements of Local Air Quality Management (LAQM) as set out in Part IV of the Environment Act (1995), as amended by the Environment Act (2021), and the relevant Policy and Technical Guidance documents.

The LAQM process places an obligation on all local authorities to regularly review and assess air quality in their areas, and to determine whether or not the air quality objectives are likely to be achieved. Where an exceedance is considered likely the local authority must declare an Air Quality Management Area (AQMA) and prepare an Air Quality Action Plan (AQAP) setting out the measures it intends to put in place in order to achieve and maintain the objectives and the dates by which each measure will be carried out. This Annual Status Report (ASR) is an annual requirement showing the strategies employed by Rossendale Borough Council to improve air quality and any progress that has been made.

The statutory air quality objectives applicable to LAQM in England are presented in Table E.1.

2 Actions to Improve Air Quality

2.1 Air Quality Management Areas

Air Quality Management Areas (AQMA) are declared when there is an exceedance or likely exceedance of an air quality objective. After declaration, the authority should prepare an Air Quality Action Plan (AQAP) within 18 months. The AQAP should specify how air quality targets will be achieved and maintained, and provide dates by which measures will be carried out.

A summary of the AQMA declared by Rossendale Borough Council can be found in Table 2.1. The table presents a description of the one AQMA that is currently designated within Rossendale Borough Council. Appendix D: Map(s) of Monitoring Locations and AQMAs provides maps of AQMA and also the air quality monitoring locations in relation to the AQMA. The air quality objectives pertinent to the current AQMA designation are as follows:

- NO₂ annual mean

We have declared a new AQMA in an area of Grane Road, Haslingden area due to exceedances of the NO₂ annual mean air quality objective.

We have revoked AQMAs 1 and 2 due to over three years being under the annual objective with NO₂ levels continuing to fall.

Table 2.1 – Declared Air Quality Management Areas

AQMA Name	Date of Declaration	Pollutants and Air Quality Objectives	One Line Description	Is air quality in the AQMA influenced by roads controlled by Highways England?	Level of Exceedance: Declaration	Level of Exceedance: Current Year	Number of Years Compliant with Air Quality Objective	Name and Date of AQAP Publication	Web Link to AQAP
AQMA 3	7 th December 2022	NO ₂	The designated area incorporates thirteen residential properties between Gas Street and Holden Place numbered 240 to 268 Grane Road Haslingden BB4 4PB	NO	50.4 µg/m ³	46.7 µg/m ³	0	Not published yet	Not published yet

Rossendale Borough Council confirm the information on UK-Air regarding their AQMA(s) is up to date

Rossendale Borough Council confirm that all current AQAPs have been submitted to Defra

2.2 Progress and Impact of Measures to address Air Quality in Rossendale Borough Council

Defra's appraisal of last year's ASR concluded that the report was well structured, detailed and provided the information specified in the guidance.

Rossendale Borough Council hasn't taken forward any direct measures during the current reporting year of 2022 in pursuit of improving local air quality. The two existing AQMAs have been revoked and a new AQMA was declared and an Air Quality Action Plan will be produced in the next 12-18 months.

Table 2.2 – Progress on Measures to Improve Air Quality

Measure No.	Measure	Category	Classification	Year Measure Introduced in AQAP	Estimated / Actual Completion Date	Organisations Involved	Funding Source	Defra AQ Grant Funding	Funding Status	Estimated Cost of Measure	Measure Status	Reduction in Pollutant / Emission from Measure	Key Performance Indicator	Progress to Date	Comments / Barriers to Implementation
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The action plan will be reviewed and updated following the development of the Action Plan for the new AQMA on a small section of Grane Road Haslingden

2.3 PM_{2.5} – Local Authority Approach to Reducing Emissions and/or Concentrations

As detailed in Policy Guidance LAQM.PG22 (Chapter 8), local authorities are expected to work towards reducing emissions and/or concentrations of PM_{2.5} (particulate matter with an aerodynamic diameter of 2.5µm or less). There is clear evidence that PM_{2.5} has a significant impact on human health, including premature mortality, allergic reactions, and cardiovascular diseases.

Rossendale Borough Council currently doesn't measure for PM_{2.5} as it's not currently a legal requirement. Using the DEFRA background mapping resource it shows PM_{2.5} in Rossendale in 2022 to have a maximum background mean of 7.5 µg/m³.

The maximum in Rossendale in 2022 was lower compared to the northern region which had a maximum background of 13.5 µg/m³ and also lower than neighbouring authorities which had maximum background means of 8.7 µg/m³ at Burnley Borough Council and Hyndburn Borough Council and 7.9 µg/m³ at Blackburn with Darwen Borough Council and Calderdale Borough Council.

Under the Environment Act 2021 Government has an annual mean concentration target for PM_{2.5} of 10 µg/m³. Rossendale Borough Council is below the annual mean concentration target but we are taking the following measures to address and reduce PM_{2.5}:

- A no open burning condition is attached to approved planning applications on demolition and construction sites
- Council Officers responding to requests for service in relation to domestic garden bonfires advising people that recycling garden waste is the most appropriate way of disposing of garden waste. We also signpost residents to apply for the Council's fortnightly garden waste collection service
- Prompt investigation of smoky domestic chimney and dark smoke complaints under the Clean Air Act 1993 and Environment Act 2021
- Partnership working with the Environment Agency and Environmental Enforcement colleagues in relation to complaints about trade and commercial waste burning/inappropriate disposal of trade waste

3 Air Quality Monitoring Data and Comparison with Air Quality Objectives and National Compliance

This section sets out the monitoring undertaken within 2022 by Rossendale Borough Council and how it compares with the relevant air quality objectives. In addition, monitoring results are presented for a three or five year period between 2018 and 2022 to allow monitoring trends to be identified and discussed.

3.1 Summary of Monitoring Undertaken

3.1.1 Automatic Monitoring Sites

Rossendale Borough Council undertook no automatic (continuous) monitoring in 2022.

3.1.2 Non-Automatic Monitoring Sites

Rossendale Borough Council undertook non- automatic (i.e. passive) monitoring of NO₂ at 20 sites during 2023. Table A.2 in Appendix A presents the details of the non-automatic sites.

Maps showing the location of the monitoring sites are provided in Appendix D. Further details on Quality Assurance/Quality Control (QA/QC) for the diffusion tubes, including bias adjustments and any other adjustments applied (e.g. annualisation and/or distance correction), are included in Appendix C.

3.2 Individual Pollutants

The air quality monitoring results presented in this section are, where relevant, adjusted for bias, annualisation (where the annual mean data capture is below 75% and greater than 25%), and distance correction. Further details on adjustments are provided in Appendix C.

3.2.1 Nitrogen Dioxide (NO₂)

Table A.4 in Appendix A compares the ratified and adjusted monitored NO₂ annual mean concentrations for the past five years with the air quality objective of 40µg/m³. Note that the concentration data presented represents the concentration at the location of the

monitoring site, following the application of bias adjustment and annualisation, as required (i.e. the values are exclusive of any consideration to fall-off with distance adjustment).

For diffusion tubes, the full 2022 dataset of monthly mean values is provided in Appendix B. Note that the concentration data presented in Table B.1 includes distance corrected values, only where relevant.

There are no annual means greater than $60\mu\text{g}/\text{m}^3$ which indicates that an exceedance of the 1-hour mean objective is unlikely.

Tube 2 was re-located to 60 Hud Hey Road Haslingden following a resident request who lives on a main road and was concerned about an increase in traffic. The annual level came back at $25.7\mu\text{g}/\text{m}^3$ under the $40\mu\text{g}/\text{m}^3$ air quality objective. Tube 11 was re-located to a pavement fronted terraced property position on Bacup Road Waterfoot and the annual level came back as $29.9\mu\text{g}/\text{m}^3$ which again is under the $40\mu\text{g}/\text{m}^3$ air quality objective.

There were only two exceedances of the air quality objective and both of these tubes were located in the newly declared AQMA 3 on a small section of Grane Road, Haslingden which were tube 12 which had an average of $46.7\mu\text{g}/\text{m}^3$ and tube 19 which had an average of $42.2\mu\text{g}/\text{m}^3$ but good news is that although above the annual air quality objective of $40\mu\text{g}/\text{m}^3$ both locations showed a reduction in NO_2 compared to the previous years.

AQMAs 1 and 2 have been revoked and the diffusion tubes currently in those areas will be distributed to other

3.2.2 Particulate Matter (PM₁₀)

Rossendale Borough Council undertook no particulate PM₁₀ monitoring during 2022

3.2.3 Particulate Matter (PM_{2.5})

Annual Mean PM_{2.5} monitoring is not undertaken in Rossendale Borough Council

3.2.4 Sulphur Dioxide (SO₂)

Sulphur dioxide monitoring is not undertaken in Rossendale Borough Council.

Appendix A: Monitoring Results

Table A.1 – Details of Automatic Monitoring Sites

Site ID	Site Name	Site Type	X OS Grid Ref (Easting)	Y OS Grid Ref (Northing)	Pollutants Monitored	In AQMA? Which AQMA?	Monitoring Technique	Distance to Relevant Exposure (m) ⁽¹⁾	Distance to kerb of nearest road (m) ⁽²⁾	Inlet Height (m)
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There are no automatic monitoring sites in Rossendale

Table A.2 – Details of Non-Automatic Monitoring Sites

Diffusion Tube ID	Site Name	Site Type	X OS Grid Ref (Easting)	Y OS Grid Ref (Northing)	Pollutants Monitored	In AQMA? Which AQMA?	Distance to Relevant Exposure (m) ⁽¹⁾	Distance to kerb of nearest road (m) ⁽²⁾	Tube Co-located with a Continuous Analyser?	Tube Height (m)
1	Front of Casa Tapas Bacup Road Rawtenstall	Roadside	381394	422756	NO2	Revoked	5.0	2.0	No	1.8
2	60 Hud Hey Road Haslingden	Roadside	378495	424454	NO2	No	0.0	2.0	No	1.8
3	349 Manchester Road Haslingden	Roadside	379153	422234	NO2	Revoked	0.0	3.0	No	1.8
4	Jobcentre 83 Bacup Road Rawtenstall	Roadside	381325	422740	NO2	Revoked	20.0	3.0	No	1.8
5	377 Manchester Road Haslingden	Roadside	379209	422171	NO2	Revoked	0.0	3.0	No	1.8
6	359 Manchester Road Haslingden	Roadside	379175	422213	NO2	Revoked	0.0	4.0	No	1.8
7	366-368 Manchester Road Haslingden	Roadside	379193	422210	NO2	Revoked	0.0	2.0	No	1.8
8	5-7 Rawtenstall Road Haslingden	Roadside	379197	422213	NO2	Revoked	4.0	2.0	No	1.8
9	363 Manchester Road Haslingden	Roadside	379183	422200	NO2	Revoked	0.0	4.0	No	1.8
10	277 Grane Road Haslingden	Roadside	377879	422502	NO2	AQMA 3	0.0	5.0	No	1.8
11	450 Bacup Road Waterfoot	Roadside	382845	421978	NO2	No	0.0	0.0	No	1.8
12	250 Grane Road Haslingden	Roadside	377909	422488	NO2	AQMA 3	0.0	2.0	No	1.8

Diffusion Tube ID	Site Name	Site Type	X OS Grid Ref (Easting)	Y OS Grid Ref (Northing)	Pollutants Monitored	In AQMA? Which AQMA?	Distance to Relevant Exposure (m) ⁽¹⁾	Distance to kerb of nearest road (m) ⁽²⁾	Tube Co-located with a Continuous Analyser?	Tube Height (m)
13	30-32 Bacup Road Rawtenstall	Roadside	381377	422756	NO2	Revoked	0.0	2.0	No	1.8
14	24-26 Bacup Road Rawtenstall	Roadside	381358	422754	NO2	Revoked	0.0	2.0	No	1.8
15	22 Bacup Road Rawtenstall	Roadside	381350	422754	NO2	Revoked	0.0	2.0	No	1.8
16	2A Bacup Road Rawtenstall	Roadside	381161	422725	NO2	Revoked	0.0	6.0	No	1.8
17	1 Bacup Road Rawtenstall	Roadside	381121	422725	NO2	Revoked	8.0	2.0	No	1.8
18	222 Grane Road Haslingden	Roadside	378094	422560	NO2	No	0.0	3.0	No	1.8
19	256-258 Grane Road Haslingden	Roadside	377896	422488	NO2	AQMA 3	0.0	2.0	No	1.8
20	264 Grane Road Haslingden	Roadside	377899	422488	NO2	AQMA 3	0.0	2.0	No	1.8

Notes:

(1) 0m if the monitoring site is at a location of exposure (e.g. installed on the façade of a residential property).

Table A.3 – Annual Mean NO₂ Monitoring Results: Automatic Monitoring (µg/m³)

There is no annual mean NO₂ automatic monitoring undertaken in Rossendale Borough Council

Table A.4 – Annual Mean NO₂ Monitoring Results: Non-Automatic Monitoring (µg/m³)

Diffusion Tube ID	X OS Grid Ref (Easting)	Y OS Grid Ref (Northing)	Site Type	Valid Data Capture for Monitoring Period (%) ⁽¹⁾	Valid Data Capture 2022 (%) ⁽²⁾	2018	2019	2020	2021	2022
1	381394	422756	Roadside	85.4	85.4	33.3	32.3	23.8	26.2	25.3
2	378495	424454	Roadside	100	100.0	N/A	N/A	N/A	N/A	25.7
3	379153	422234	Roadside	100	100.0	31.9	27.3	22.0	24.9	21.4
4	381325	422740	Roadside	82.6	82.6	31.9	27.3	22.0	20.9	21.9
5	379209	422171	Roadside	90.1	90.1	31.8	28.7	22.1	23.7	24.5
6	379175	422213	Roadside	100	100.0	31.2	31.1	24.2	27.8	26.7
7	379193	422210	Roadside	92.6	92.6	33.5	32.3	26.3	30.0	28.3
8	379197	422213	Roadside	100	100.0	27.6	25.6	20.4	20.2	19.9
9	379183	422200	Roadside	100	100.0	33.6	31.6	25.3	26.9	28.2
10	377879	422502	Roadside	100	100.0	N/A	N/A	N/A	18.4	16.9

Diffusion Tube ID	X OS Grid Ref (Easting)	Y OS Grid Ref (Northing)	Site Type	Valid Data Capture for Monitoring Period (%) ⁽¹⁾	Valid Data Capture 2022 (%) ⁽²⁾	2018	2019	2020	2021	2022
11	382845	421978	Roadside	92.3	92.3	N/A	N/A	N/A	N/A	29.9
12	377909	422488	Roadside	100	100.0	N/A	N/A	44.9	50.4	46.7
13	381377	422756	Roadside	92.6	92.6	40.9	32.2	28.4	32.7	31.2
14	381358	422754	Roadside	100	100.0	36.8	31.9	26.2	29.3	30.9
15	381350	422754	Roadside	100	100.0	39.7	32.2	28.8	31.8	30.8
16	381161	422725	Roadside	100	100.0	28.4	26.6	24.7	24.1	24.8
17	381121	422725	Roadside	71.9	71.9	35.9	34.7	28.6	29.6	29.9
18	378094	422560	Roadside	100	100.0	N/A	N/A	20.4	23.2	21.3
19	377896	422488	Roadside	100	100.0	N/A	N/A	41.6	46.9	42.2
20	377899	422488	Roadside	92.8	92.8	47.8	46.6	34.8	36.1	36.2

Diffusion tube data has been bias adjusted

Reported concentrations are those at the location of the monitoring site (bias adjusted and annualised, as required), i.e. prior to any fall-off with distance correction

Notes:

The annual mean concentrations are presented as $\mu\text{g}/\text{m}^3$.

Exceedances of the NO_2 annual mean objective of $40\mu\text{g}/\text{m}^3$ are shown in **bold**.

NO₂ annual means exceeding 60µg/m³, indicating a potential exceedance of the NO₂ 1-hour mean objective are shown in **bold and underlined**.

Means for diffusion tubes have been corrected for bias. All means have been “annualised” as per LAQM.TG22 if valid data capture for the full calendar year is less than 75%. See Appendix C for details.

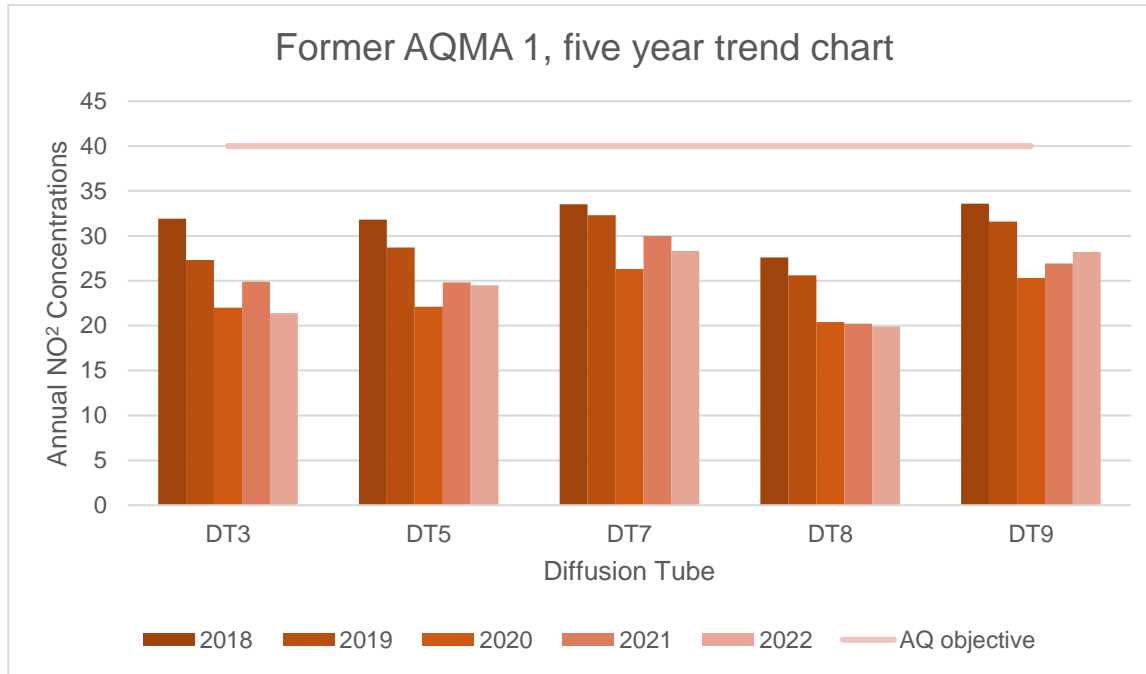
Concentrations are those at the location of monitoring and not those following any fall-off with distance adjustment.

(1) Data capture for the monitoring period, in cases where monitoring was only carried out for part of the year.

(2) Data capture for the full calendar year (e.g. if monitoring was carried out for 6 months, the maximum data capture for the full calendar year is 50%).

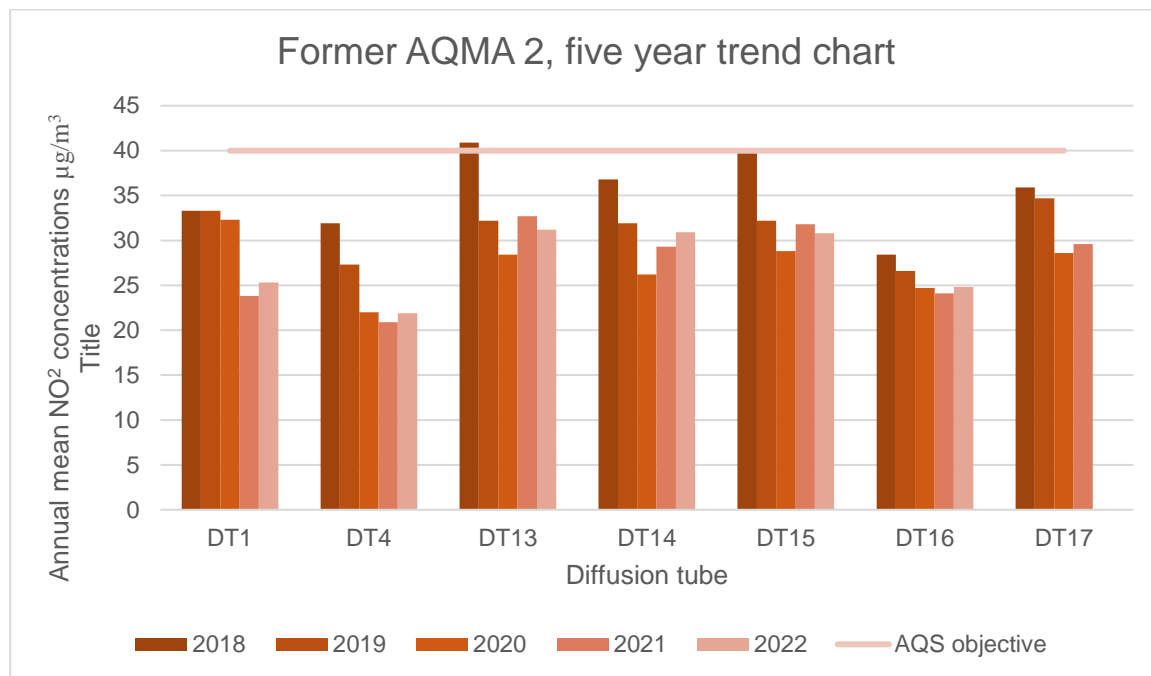
Figure A.1 – Trends in Annual Mean NO₂ Concentrations

Former AQMA 1 Haslingden



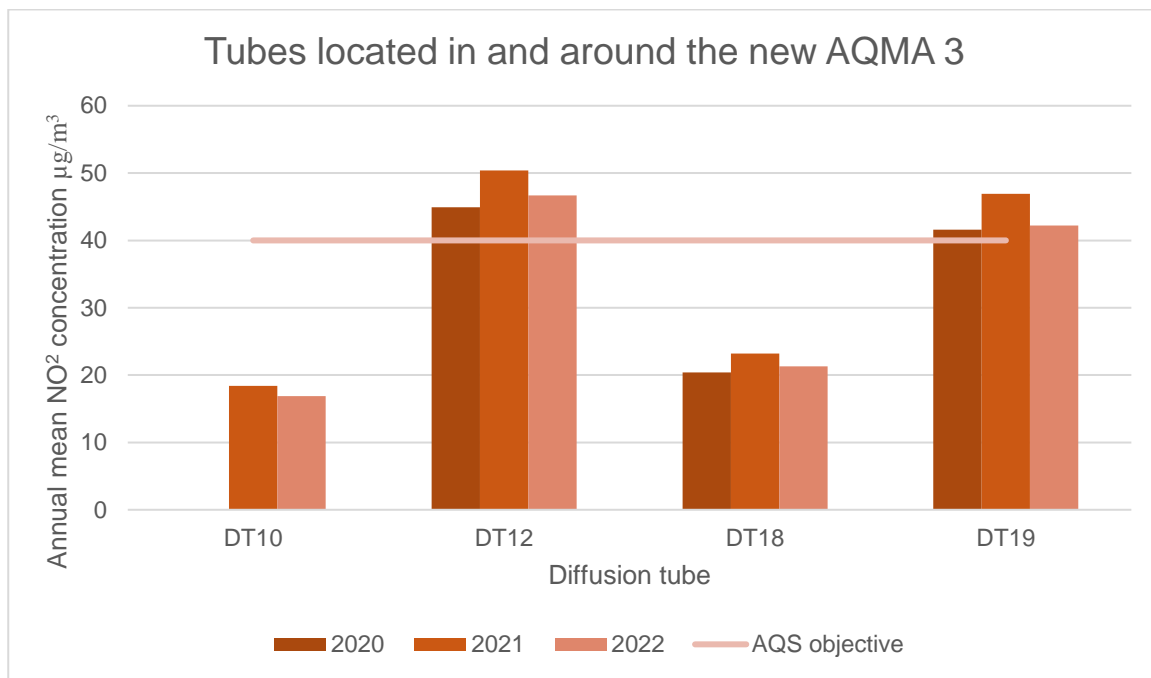
This presents NO₂ annual mean concentrations for sites in the former AQMA 1 between years 2018 to 2022. There are no exceedances of the annual mean objective in 2022 and there is a general trend of reduction experienced across the site. The AQMA has now been revoked.

Former AQMA 2 Rawtenstall



This presents NO₂ annual mean concentrations for sites in the former AQMA 2 between years 2018 to 2022. There are no exceedances of the annual mean objective in 2022 and there is a general trend of reduction experienced across the site. This AQMA has now been revoked

New AQMA 3



This presents NO₂ annual mean concentrations for sites in (Tubes 12,18 and 19) and across the road (Tube 10) from the newly declared AQMA 3 between years 2020 to 2022. These are the exceedances of the annual mean objective in tubes 12 and 19 in 2022 however there is a general trend of reduction experienced across the site.

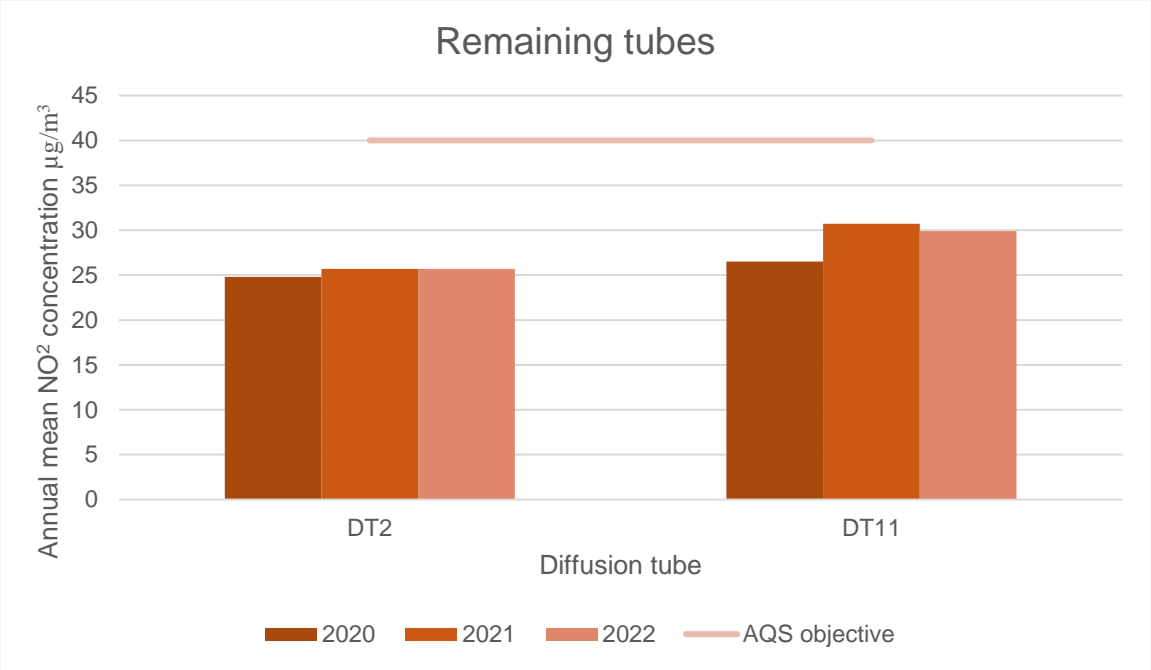


Table A.5 – 1-Hour Mean NO₂ Monitoring Results, Number of 1-Hour Means > 200µg/m³

No 1 hour mean NO₂ is undertaken in Rossendale Borough Council

Figure A.2 – Trends in Number of NO₂ 1-Hour Means > 200µg/m³

NO₂ 1-hour mean monitoring is not undertaken in Rossendale Borough Council

Table A.6 – Annual Mean PM₁₀ Monitoring Results (µg/m³)

No annual mean PM₁₀ Monitoring is undertaken in Rossendale Borough Council

Figure A.3 – Trends in Annual Mean PM₁₀ Concentrations

No annual PM₁₀ monitoring is undertaken in Rossendale Borough Council

Table A.7 – 24-Hour Mean PM₁₀ Monitoring Results, Number of PM₁₀ 24-Hour Means > 50µg/m³

No 24-Hour Mean PM₁₀ Monitoring is undertaken in Rossendale Borough Council

Figure A.4 – Trends in Number of 24-Hour Mean PM₁₀ Results > 50µg/m³

PM₁₀ monitoring is not undertaken in Rossendale Borough Council

Table A.8 – Annual Mean PM_{2.5} Monitoring Results (µg/m³)

Annual Mean PM_{2.5} monitoring is not undertaken in Rossendale Borough Council

Figure A.5 – Trends in Annual Mean PM_{2.5} Concentrations

Annual Mean PM_{2.5} is not undertaken in Rossendale Borough Council

Table A.9 – SO₂ 2022 Monitoring Results, Number of Relevant Instances

Annual Mean SO₂ monitoring is not undertaken in Rossendale Borough Council

Appendix B: Full Monthly Diffusion Tube Results for 2022

Table B.1 – NO₂ 2022 Diffusion Tube Results (µg/m³)

DT ID	X OS Grid Ref (Easting)	Y OS Grid Ref (Northing)	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual Mean: Raw Data	Annual Mean: Annualised and Bias Adjusted (0.76)	Annual Mean: Distance Corrected to Nearest Exposure	Comment
1	381394	422756	missing	38.9	Missing	30.3	31.1	29.5	31.6	32.1	31.4	30.6	37.3	39.7	33.3	25.3		
2	378495	424454	44.7	33.3	40.0	27.0	30.6	29.5	32.1	35.7	28.9	34.7	32.6	36.1	33.8	25.7		
3	379153	422234	14.4	31.4	28.6	24.9	28.0	27.1	27.6	27.5	25.8	33.2	30.7	38.6	28.2	21.4		
4	381325	422740	39.5	29.3	36.7	25.7	erroneous	erroneous	21.2	24.7	24.8	29.1	26.2	30.9	28.8	21.9		
5	379209	422171	37.1	34.0	35.7	Missing	29.5	29.7	29.7	31.8	29.4	33.2	30.7	33.1	32.2	24.5		
6	379175	422213	46.0	32.4	42.8	29.7	29.5	30.5	30.4	31.5	31.1	38.9	44.6	34.1	35.1	26.7		
7	379193	422210	47.5	Missing	47.7	33.0	28.6	27.0	29.5	34.3	35.6	31.9	44.7	50.2	37.3	28.3		
8	379197	422213	28.8	25.7	37.0	21.6	21.5	20.9	21.0	21.9	25.4	28.8	30.0	32.1	26.2	19.9		
9	379183	422200	43.2	34.0	43.9	30.2	31.9	32.1	34.7	33.8	31.1	39.3	47.0	44.2	37.1	28.2		
10	377879	422502	33.0	19.6	29.5	21.5	18.2	14.9	17.1	18.9	21.9	19.9	25.4	26.3	22.2	16.9		
11	382845	421978	52.6	34.3	44.3	36.4	31.2	erroneous	31.6	34.8	39.2	28.7	45.1	53.9	39.3	29.9		
12	377909	422488	76.8	57.5	74.1	61.7	60.6	48.8	60.3	65.0	54.9	62.0	47.4	67.9	61.4	46.7		
13	381377	422756	56.7	38.0	47.2	42.0	35.6	34.6	35.7	missing	32.2	36.7	41.9	51.7	41.1	31.2		
14	381358	422754	49.3	32.6	45.1	41.7	37.0	33.0	36.0	43.8	38.8	37.3	39.0	54.2	40.7	30.9		
15	381350	422754	56.2	37.1	46.9	40.2	35.1	31.3	34.7	42.2	37.2	37.8	37.2	50.5	40.5	30.8		
16	381161	422725	45.3	35.4	39.5	25.1	26.9	26.7	28.9	25.9	26.3	35.4	35.9	40.0	32.6	24.8		
17	381121	422725	55.4	42.7	48.0	missing	34.5	30.6	Missing	35.0	31.1	43.8	33.4	missing	39.4	29.9		
18	378094	422560	27.3	22.7	40.3	30.6	24.2	19.7	23.9	28.9	24.2	28.5	31.1	34.2	28.0	21.3		
19	377896	422488	76.4	50.7	60.7	58.4	52.1	49.9	52.7	64.0	30.2	58.0	58.7	54.2	55.5	42.2		
20	377899	422488	missing	43.2	61.8	48.6	45.8	42.8	44.8	50.9	46.1	44.6	42.1	53.2	47.6	36.2		

All erroneous data has been removed from the NO₂ diffusion tube dataset presented in Table B.1.

National bias adjustment factor used

Rossendale Borough Council confirm that all 2022 diffusion tube data has been uploaded to the Diffusion Tube Data Entry System

Notes:

Exceedances of the NO₂ annual mean objective of 40µg/m³ are shown in **bold**.

NO₂ annual means exceeding 60µg/m³, indicating a potential exceedance of the NO₂ 1-hour mean objective are shown in **bold and underlined**.

See Appendix C for details on bias adjustment and annualisation.

Appendix C: Supporting Technical Information / Air Quality Monitoring Data QA/QC

New or Changed Sources Identified Within Rossendale Borough Council During 2022

Rossendale Borough Council has not identified any new sources relating to air quality within the reporting year of 2022

Additional Air Quality Works Undertaken by Rossendale Borough Council During 2022

Rossendale Borough Council has not completed any additional works within the reporting year of 2022

QA/QC of Diffusion Tube Monitoring

Diffusion Tube Annualisation

All diffusion tube monitoring locations within Rossendale Borough Council recorded data capture of 75% therefore it was not required to annualise any monitoring data.

Diffusion Tube Bias Adjustment Factors

The diffusion tube data presented within the 2022 ASR have been corrected for bias using an adjustment factor. Bias represents the overall tendency of the diffusion tubes to under or over-read relative to the reference chemiluminescence analyser. LAQM.TG22 provides guidance with regard to the application of a bias adjustment factor to correct diffusion tube monitoring. Triplicate co-location studies can be used to determine a local bias factor based on the comparison of diffusion tube results with data taken from NO_x/NO₂ continuous analysers. Alternatively, the national database of diffusion tube co-location surveys provides bias factors for the relevant laboratory and preparation method. The monitoring has been completed in adherence with the 2022 Diffusion Tube Monitoring Calendar.

Rossendale Borough Council have applied a national bias adjustment factor of 0.76 (03/23) to the 2022 monitoring data. A summary of bias adjustment factors used by Rossendale Borough Council over the past five years is presented in Table C.1.

Table C.1 – Bias Adjustment Factor

Monitoring Year	Local or National	If National, Version of National Spreadsheet	Adjustment Factor
2022	National	03/23	0.76
2021	National	03/22	0.78
2020	National	03/21	0.77
2019	National	03/20	0.75
2018	National	06/19	0.75

Table C.2 – Local Bias Adjustment Calculation

A local bias adjustment factor has not been calculated.

NO₂ Fall-off with Distance from the Road

Wherever possible, monitoring locations are representative of exposure. However, where this is not possible, the NO₂ concentration at the nearest location relevant for exposure has been estimated using the Diffusion Tube Data Processing Tool/NO₂ fall-off with distance calculator available on the LAQM Support website. Where appropriate, non-automatic annual mean NO₂ concentrations corrected for distance are presented in Table B.1.

No diffusion tube NO₂ monitoring locations within Rossendale Borough Council required distance correction during 2022.

Table C.3 – NO₂ Fall off With Distance Calculations (concentrations presented in µg/m³)

No fall-off with distance calculations where needed in 2022

QA/QC of Automatic Monitoring

PM₁₀ and PM_{2.5} Monitoring Adjustment

No PM₁₀/PM_{2.5} monitoring is completed within Rossendale Borough Council.

Automatic Monitoring Annualisation

No automatic monitoring is completed within Rossendale Borough Council.

NO₂ Fall-off with Distance from the Road

Wherever possible, monitoring locations are representative of exposure and no fall-off calculations where necessary.

Appendix D: Map(s) of Monitoring Locations and AQMAs

Figure D.1 – Map of Non-Automatic Monitoring Site

Tube 2

PLANWEB 4.0 - ENGLISH

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Address Picker

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251 addresses

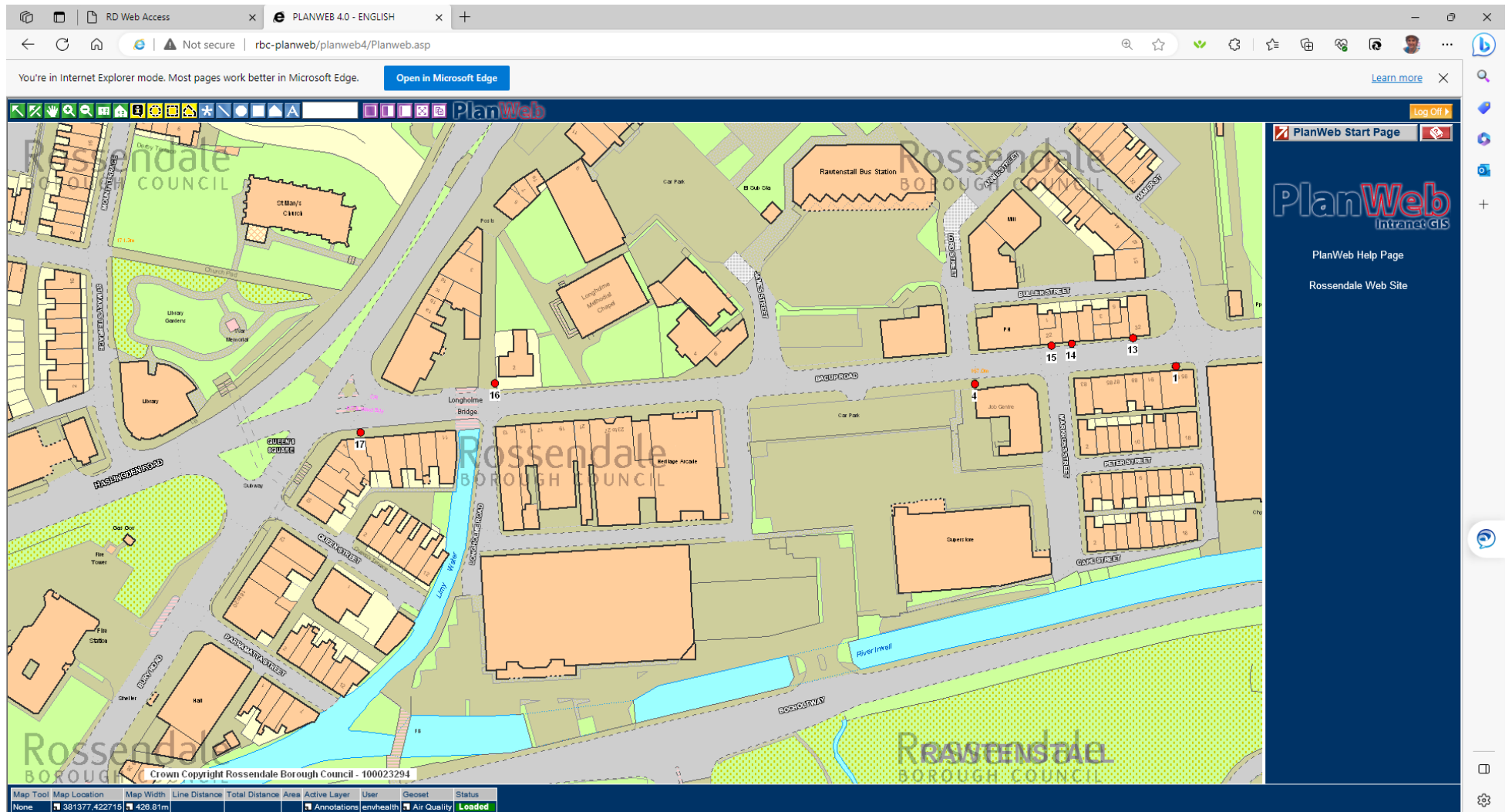
UPRN	Flat Name	Flat Number	Name
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10014228567			STREET RECORD
100012542862			AINSLEA
10014333069			CALF HEY RESERV
100012410882			CEMETERY LODGE
100012410883			CLOUD H FARM
10014331187			CLOUGH HEAD CAF AND INFORMA CENTRE
100012410884			GROWTR COTTAGE
100012410889			FISH TENEMEN BARN
100012542789			FISH TENEMEN COTTAGE
10014330845			FISH TENEMEN FARM
100012542800			GLEN DE
100012410891			GLEN VIE
100012410893			GRANE HOUSE

Map Tool Map Location Map Width Line Distance Total Distance Area Active Layer User Geocet Status
Zoom in 378572.424416 781.24m Annotations envhealth Air Quality Loaded

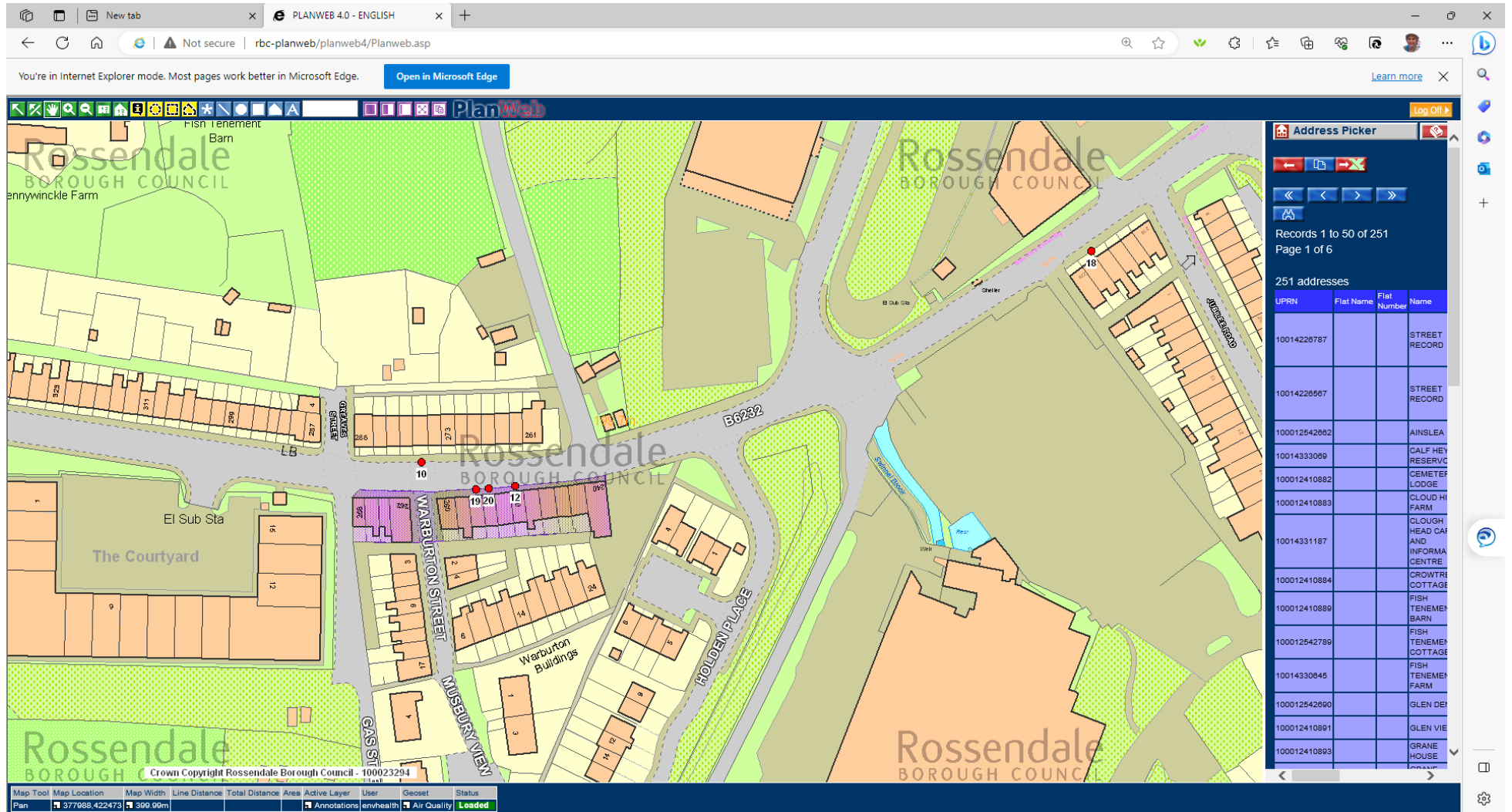
Tubes DT3,DT5,DT6,DT7,DT8 and DT9 located in the former AQMA 1



Diffusion Tubes DT1,DT4,DT13,DT14,DT15,DT16 and DT17 Bacup Road Rawtenstall located in former AQMA 2



Diffusion Tubes DT10, DT12, DT18, DT19 (AQMA 3) and DT20 Grane Road Haslingden



Tube 11

PLANWEB 4.0 - ENGLISH

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You're in Internet Explorer mode. Most pages work better in Microsoft Edge. [Open in Microsoft Edge](#)

The screenshot displays the PlanWeb 4.0 interface. The main map shows the Rossendale Valley area, including Hareholme and Rossendale. A red line highlights a road segment along BACUP ROAD and A681. The map includes labels for 'Pol Sta', 'Weirs', 'Spreads', 'Sks', 'Sprs', 'Collects', 'Spr', 'W', 'DARK LANE', 'LENCH ROAD', 'WEST ST', and 'ST JAMES ST'. A distance of 183m is indicated at the top left. The bottom status bar shows 'Map Tool', 'Map Location', 'Map Width', 'Line Distance', 'Total Distance', 'Area', 'Active Layer', 'User', 'Geoset', and 'Status'.

Address Picker

Records 1 to 50 of 251
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251 addresses

UPRN	Flat Name	Flat Number	Name
10014228787			STREET RECORD
10014228567			STREET RECORD
100012542862			AINSLEA
10014333059			CALF HEY RESERV
100012410882			CEMETERY LODGE
100012410883			CLOUD H FARM
10014331187			CLOUGH HEAD CAF AND INFORMA CENTRE
100012410884			GROWTR COTTAGE
100012410889			FISH TENEMEN BARN
100012542789			FISH TENEMEN COTTAGE
10014330845			FISH TENEMEN FARM
100012542800			GLEN DE
100012410891			GLEN VIE
100012410893			GRANE HOUSE

Map Tool | Map Location | Map Width | Line Distance | Total Distance | Area | Active Layer | User | Geoset | Status

Zoom in | 382851.421883 | 781.24m | Annotations | envhealth | Air Quality | Loaded

Appendix E: Summary of Air Quality Objectives in England

Table E.1 – Air Quality Objectives in England⁷

Pollutant	Air Quality Objective: Concentration	Air Quality Objective: Measured as
Nitrogen Dioxide (NO ₂)	200µg/m ³ not to be exceeded more than 18 times a year	1-hour mean
Nitrogen Dioxide (NO ₂)	40µg/m ³	Annual mean
Particulate Matter (PM ₁₀)	50µg/m ³ , not to be exceeded more than 35 times a year	24-hour mean
Particulate Matter (PM ₁₀)	40µg/m ³	Annual mean
Sulphur Dioxide (SO ₂)	350µg/m ³ , not to be exceeded more than 24 times a year	1-hour mean
Sulphur Dioxide (SO ₂)	125µg/m ³ , not to be exceeded more than 3 times a year	24-hour mean
Sulphur Dioxide (SO ₂)	266µg/m ³ , not to be exceeded more than 35 times a year	15-minute mean

⁷ The units are in microgrammes of pollutant per cubic metre of air (µg/m³).

Glossary of Terms

Abbreviation	Description
AQAP	Air Quality Action Plan - A detailed description of measures, outcomes, achievement dates and implementation methods, showing how the local authority intends to achieve air quality limit values'
AQMA	Air Quality Management Area – An area where air pollutant concentrations exceed / are likely to exceed the relevant air quality objectives. AQMAs are declared for specific pollutants and objectives
ASR	Annual Status Report
Defra	Department for Environment, Food and Rural Affairs
DMRB	Design Manual for Roads and Bridges – Air quality screening tool produced by National Highways
EU	European Union
FDMS	Filter Dynamics Measurement System
LAQM	Local Air Quality Management
NO ₂	Nitrogen Dioxide
NO _x	Nitrogen Oxides
PM ₁₀	Airborne particulate matter with an aerodynamic diameter of 10µm or less
PM _{2.5}	Airborne particulate matter with an aerodynamic diameter of 2.5µm or less
QA/QC	Quality Assurance and Quality Control
SO ₂	Sulphur Dioxide

References

- Local Air Quality Management Technical Guidance LAQM.TG22. August 2022.
Published by Defra in partnership with the Scottish Government, Welsh Assembly Government and Department of the Environment Northern Ireland.
- Local Air Quality Management Policy Guidance LAQM.PG22. August 2022.
Published by Defra in partnership with the Scottish Government, Welsh Assembly Government and Department of the Environment Northern Ireland.

Subject:	Authority Monitoring Report for 2022 to 2023 incorporating the Local Development Scheme	Status:	For Publication
Report to:	Cabinet	Date:	6 December 2023
Report of:	Head of Planning	Lead Member:	Planning, Licensing and Enforcement
Key Decision:	<input checked="" type="checkbox"/> Forward Plan <input checked="" type="checkbox"/>	General Exception <input type="checkbox"/>	Special Urgency <input type="checkbox"/>
Equality Impact Assessment:	Required: No	Attached:	No
Biodiversity Impact Assessment:	Required: No	Attached:	No
Contact Officer:	Anne Storah / Nat Davies	Telephone:	01706 252418 / 01706 252415
Email:	annestorah@rossendalebc.gov.uk; nathaeledavies@rossendalebc.gov.uk;		

1. RECOMMENDATIONS

- 1.1 To note the contents of the Rossendale Authority Monitoring Report (AMR) for 2022-23, which reports on planning related data for the period 1 April 2022 to 31 March 2023, and will be published on the Council's website.
- 1.2 To agree the Local Development Scheme, which provides a timetable for additional guidance including Supplementary Planning Documents.
- 1.3 To note consideration to update the Statement of Community Involvement, unless changes proposed in the Government's planning reform indicate otherwise.
- 1.4 Minor changes to the Authority Monitoring Report, including the incorporated Local Development Scheme, to be delegated to the Lead Member and the Head of Planning.

2. EXECUTIVE SUMMARY

- This is the second AMR to report on the policies contained in the Rossendale Local Plan 2019-2036, adopted 15 December 2021, and the progress being made to implement this.
- The AMR considers initial trends to establish if any intervention is required.
- The Council has adopted two SPDs: [the Climate Change SPD](#) (December 2022) and [the Re-use and Re-development of Employment Land](#) (consulted on in spring, adopted in July 2023).
- More detailed guidance was issued on potential [Compensation Measures for Green Belt Release](#) in January 2023.
- The updated Childhood Obesity data shows that new hot food takeaways should still not be approved in accordance with [Local Plan Policy R5](#).
- A guidance note was issued on [Local Standards for Accessibility and Adaptability of New Housing](#) in November 2022, in accordance with Local Plan policy HS5 on Housing Standards.
- Documents included in the Local Development Scheme for preparation next year include: the Statement of Community Involvement; the Affordable Housing SPD; and the Open Spaces and Playing Pitches SPD. A masterplan is being prepared by the landowners/developers for the housing allocation at Edenfield (H66).
- Housing delivery exceeded the annual requirement for 2022/23, with 191 dwellings built against the requirement of 185, though completions remain below that required since the start of the plan period (in 2019). As housing delivery is less than that required by the Housing Delivery Test the presumption in favour of sustainable development applies.
- About 65% of housing delivery took place on previously developed land.
- 67 affordable dwellings were delivered; this is 46% of all dwelling completions on major sites.

- Employment land (including offices, research and development as well as light industrial) has declined, with a net loss of 0.01ha (or 1,059 sq.m) in 22/23.
- There has been a net loss of 'retail and other town centre uses' floorspace of 1,428 sq.m in the same period. Most of this loss occurred outside of town centres.
- Haslingden and Waterfoot have seen an increase in the number of vacant ground floor units, while the level of vacancies in Rawtenstall and Bacup town centres has decreased slightly.
- New renewable energy projects were delivered in the Borough including a new air source heat pump and two biomass boilers. Two applications were granted for solar panels.
- Planning permissions secured biodiversity net gain on and/or near 2 major development sites
- The Levelling Up and Regeneration Act (LURA) was published on 26 October 2023 and we are awaiting secondary legislation and further guidance.
- All secondary legislation and guidance will be published by the end of November to implement Biodiversity Net Gain, which was first introduced in the Environment Act in 2021. Developers will be required to deliver 10% "Biodiversity Net Gain" from January 2024 onwards when building major new housing, industrial or commercial developments. By law developers must deliver a net positive for the local environment, for example by creating new habitats and green spaces. Biodiversity Net Gain for small sites will still be applicable from April 2024

3. BACKGROUND

- 3.1 It is a requirement to publish at least annually the Authority Monitoring Report (AMR) to assess implementation of the policies contained in the Rossendale Local Plan and to provide an update on timescales for the preparation of key planning documents.
- 3.2 The Government has consulted on changes to plan-making in order to speed up the process. Currently Local Planning Authorities must consider to review their Local Plans within 5 years of adoption (so before December 2026 for Rossendale). The Levelling Up and Regeneration Act was issued on 26 October 2023 and further Regulations and guidance are expected, with changes to the National Planning Policy Framework will be announced 'in due course'. Changes are expected to result in the introduction of mandatory Borough-wide Design Codes, Infrastructure Levy, and national Development Management policies. Guidance is due imminently on Biodiversity Net Gain, which will become mandatory for eligible development in early 2024.
- 3.3 Key information in the AMR includes details of housing approvals and housing completions which inform the Housing Delivery Test (HDT) and the Council's 5-year housing land supply calculation. It also provides an analysis of the levels of employment land approved and completed. The AMR is supported by other documents including the annual 5-year Housing Land Supply (for the period to 31 March 2023, published on the Council's website), and the annual Infrastructure Funding Statement and the Brownfield Register, which will be updated later this year.
- 3.4 The AMR has been prepared to echo the chapters in the Local Plan, with policies having targets, and triggers to implement contingencies should the policy not be performing as expected:
- Spatial Strategy
 - Housing
 - Employment
 - Retail
 - Environment
 - Leisure and Tourism

- Transport

4. DETAILS

4.1 The Local Plan was adopted almost two years ago, in December 2021. This AMR covers the period from 1 April 2022 through to 31 March 2023. All targets set out in the adopted Local Plan have been identified and where possible data has been provided showing how the policy has been implemented. It should be noted that there may be some gaps in the data, trends have not been assessed and some data sources are no longer available.

Planning Application Data

4.2 For context, planning application statistics have been reported on. Between 1st April 2022 and 31st March 2023 the Council received 657 applications and 553 were determined. This includes all types of applications including full applications (138 determined), outline applications, reserved matters, listed buildings, works to trees, prior approvals and pavement licences etc. As usual, the greatest number of applications determined were for householder applications (including larger home extensions). In addition the Council received 41 Pre-Applications between January and December 2022

Year	No. of applications determined
2022-2023	553
2021-2022	692
2020-2021	619
2019-2020	573

Adoption of More Detailed Planning Guidance

4.3 The Rossendale Local Plan was adopted in December 2021. Only about 35% of local planning authorities have adopted a local plan in the last 5 years¹. The Local Plan contains both strategic and non-strategic policies (such as development management policies). It also allocates land for new employment, protects existing employment sites and identifies sites suitable for new housing over the plan period up to 2036. These allocations, together with designations such as Green Belt land, areas of Green Infrastructure etc. are shown on the associated Policies Map. National planning legislation requires that planning applications are to be determined in accordance with the Local Plan unless other material considerations indicate otherwise.

4.4 The Local Plan makes reference to the production of more detailed policies on specific matters, including preparing Supplementary Planning Documents (SPDs). Addressing climate change is a key priority for the Council and the **Climate Change SPD** was the first SPD to be adopted and provides guidance for developers based on: reducing the dominance of fossil-fuelled vehicles; improving energy efficiency and promoting renewables; water interventions; and biodiversity and Green Infrastructure. Detailed guidance has been issued in the **Re-use and Re-development of Employment Land SPD**; this focuses on information required for applications to change the use of employment land, focussing on marketing arrangements and viability issues.

4.5 **Compensation Measures for Green Belt Release**, outlines where compensation may be spent from development on land removed from the Green Belt, so as to improve access to the remaining Green Belt. This was published in spring 2023. More detail in relation to **Policy HS5 on Housing Standards**, meeting higher accessibility and adaptability standards

¹ [Levelling-up and Regeneration Bill: consultation on implementation of plan-making reforms - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/consultations/levelling-up-and-regeneration-bill-consultation-on-implementation-of-plan-making-reforms)

under the Building Regulations (known as M4(2)) was issued in November 2022. Childhood obesity rates remain higher than the figure set out in Policy R5 of the Local Plan² and so no new hot food take-aways will be approved until this figure drops, set out in the policy note issued in January 2023.

- 4.6 The AMR contains the Local Development Scheme, a timetable showing likely progress of the other listed Supplementary Planning Documents. The documents expected to be progressed in 2023/24 include the Affordable Housing SPD and the Open Space and Playing Pitches SPD.

The Statement of Community Involvement

- 4.7 The Statement of Community Involvement (SCI) identifies how and when the community, businesses and other stakeholders can engage in the processes for plan-making and development management decision-making. The preparation of an SCI is a requirement of the Planning and Compulsory Purchase Act 2004 (as amended), re-emphasised in the Localism Act 2011. The SCI is a Local Development Document and once adopted it will become a statutory part of the Council's Development Plan framework.

The Statement of Community Involvement was adopted by Council on [27 February 2019](#) and should be reviewed within 5-years of adoption. A note was issued on 7 August 2020 during the Local Plan examination which considered that The Town and Country Planning (Local Planning) (England) (Coronavirus) (Amendment) Regulations 2020 did not necessitate a need to modify the SCI as we were still able to involve the community in accordance with its existing provisions.

It is expected that a light touch refresh of the document will be needed. Should further information be published by DLUHC in particular on the changes to plan-making, it might be necessary to provide a more substantial review. The SCI is expected to be taken to Council for approval in the new year. Consultation on the SCI is not required.

Neighbourhood Plans

- 4.8 [Edenfield Neighbourhood Community Forum](#) (ENCF) is progressing a Neighbourhood Plan, and consulted on an initial (Regulation 14) draft, incorporating a Design Code. The 6-week consultation finished on Monday 17 April 2023 and the next iteration, under Regulation 15 of The Neighbourhood Planning (General) Regulations 2012, is expected soon with formal submission to the Council for publication and independent examination. [Bacup and Stacksteads](#) also has a designated Neighbourhood Forum. It had been included in the Government's Design Code Pathfinder Programme but had to withdraw from this. No further timelines are available.

Monitoring Local Plan policies

4.9 Housing

Housing completions continue to increase and, for the first time since the start of the plan period (2019), exceeded the Local Plan housing requirement (191 completions against the annual requirement of 185 dwellings). Of these 141 were on allocated housing sites. Completions though are still below the cumulative requirement by almost 300 units. The Government introduced the Housing Delivery Test which assesses the number of completions against the requirement over a 3-year period. The latest figures published by DLUHC in January 2022 show that completions were 57% of the 3-year requirement and so

² i.e. in wards where more than 15% of year 6 pupils or 10% of reception class age are recorded as obese

the principle in favour of sustainable development applies. Most completions and approvals were on brownfield land (65% and 53% respectively).

The supply of housing continues to exceed the 5-year supply (at 5.7 years compared to 7.6 years at March 2022), taking account of the backlog and the required 20% buffer. In total 152 dwellings were approved in 2022/23; of these 41% were on small sites (i.e. for fewer than 5 dwellings). Two major planning applications for housing were approved in 2022/23; one was for 100% affordable housing (the former Slingco site) and the other provided almost 15% on-site (allocation H22, Blackwood Road).

No off-site contributions for affordable housing were required. More detail will be published in the Infrastructure Funding Statement, published in December. Approvals for housing predominantly have been granted in the urban boundary (85%), with 3 dwellings (net) approved in the Green Belt on previously developed land or a barn conversion. No applications were approved for self-build homes on sites for 50 or more dwellings. The Council is meeting the need for approving self-build units. 5 dwellings were approved to M4(2) standards, exceeding the current Building Regulations.

4.10 **Employment**

The approval (in April 2022) of the former Slingco site in Whitworth from employment use to affordable housing has contributed to an overall net loss of employment land. Discussions are taking place to ensure the delivery of the employment allocations although this will take time. The adopted SPD on the Re-use and Re-development of Employment Land (adopted in July 2023) seeks to ensure planning applications that will affect employment land are accompanied by detailed supporting information.

4.11 **Retail**

Over the monitoring period 2022/23 more than 60% of planning approvals for 'main town centre' uses were located outside the Borough's town centres, continuing the trend shown in last year's AMR. This requires further assessment to identify if the policy is working or if there were additional matters for these specific applications, such as the Government's introduction of flexible uses. At the same time 679sqm of floorspace was lost within town centres from /main town centre uses' (such as Class E use class and pubs) to other uses. Likewise there has been a net loss in terms of completed development. Most of this is attributable to changes into residential use.

Health checks were carried out in the summer of 2023 by the Council's Town Centre Regeneration Officers. Ground floor vacancies have decreased in Rawtenstall and Bacup, but Haslingden has seen an increase of 9 vacant premises (31 units compared to 22 recorded in the summer of 2022). Of the other centres, only Waterfoot, designated as a Local Centre, was monitored this year. This has seen an increase in the number of vacant units recorded from 15 in 2022 to 21 in 2023. The situation will continue to be monitored and discussed with colleagues in Economic Development.

4.12 **Environment**

Design - There is a need to ensure design briefs, design codes or other methodologies accompanying large scale planning applications in accordance with policy ENV1. A Masterplan has been submitted for the large housing allocation in Edenfield (H66) by the landowners and several iterations have been consulted on. No date has yet been set for when this document will be taken to members. It is expected that in time Borough-wide Design Codes will become mandatory, but we are still awaiting Government guidance.

In addition the Climate Change SPD is expected to encourage more sustainable development.

Heritage Assets – work is progressing for the Bacup High Street Heritage Action Zone and the ‘Big Lamp’ project in Haslingden. The number of assets listed on Historic England’s Heritage at Risk Register is unchanged. The Council is assisting Growth Lancashire’s work preparing a Local List.

The state of the Borough’s SSSIs (Site of Specific Scientific Interest) has been logged. Generally the SSSI’s status is good apart from Lower Red Lees Pasture which is shown on Natural England’s MAGIC map as being unfavourable recovering, and the West Pennine Moors where only 1 unit out of 8 is in a favourable condition. Overall, 25% of the SSSI units within (or partly within) the Borough are in favourable conditions and 75% are in unfavourable conditions. There is no change in the conditions of the SSSI since last year.

Government guidance relating to mandatory Biodiversity Net Gain (BNG) is expected imminently where eligible developments will be required to demonstrate a 10% increase in biodiversity. We expect the forthcoming Regulations to extend the current Biodiversity Duty placed on local authorities to include monitoring BNG, and the Council is looking at how BNG can be delivered to improve biodiversity in Rossendale, subject to the forthcoming legislation and guidance. The two major planning applications approved during the monitoring year have provided biodiversity enhancements including the creation of an acid grassland, native hedgerow planting, provision of a pond/wetland and contributions towards habitat enhancement at Stacksteads Countryside Park.

The Local Plan allows for an SPD to be prepared in due course to address ecological networks.

Air quality in the main appears to be improving. The two Air Quality Management Areas (AQMAs) in Rawtenstall and Haslingden have been revoked but a new AQMA has been designated along Grane Road.

Renewable energy - No new wind turbines were approved though other projects were consented, e.g. for solar panels, biomass boilers and an air source heat pump.

Flooding – No applications were granted contrary to the advice of the Environment Agency or the Lead Local Flood Authority (LLFA). The EA objected to a housing application at Grane/Birtwistle Mill on Grane Rd which was later refused. Following the EA’s withdrawal of its objection, Bridge Mills (2022/0116) was approved. The Council is working proactively with the County Council in its role as LLFA, monitoring how their comments are being addressed. The LLFA’s comments have been addressed in all relevant applications determined in this monitoring year.

4.13 **Tourism and Leisure**

Unfortunately STEAM data relating to tourism for the period 2022/23 is not yet available. No planning applications for overnight accommodation or tourist-specific facilities were granted during this period. A commercial swim school in Whitewell Bottom received planning consent and St Mary’s Football Club’s application was approved to redevelop the club to provide a replacement artificial pitch, extension to the clubhouse plus other associated improvements. Losses to existing community facilities took place with the petrol filling station completed at the former Bacup Hub, the change from a social club to retail and housing in Haslingden and from a community centre to housing in Whitworth.

4.14 **Transport**

The Borough and County Councils received grant funding and so RBC continues to pursue a commuter service on the East Lancashire Railway line and improvements to the

Rawtenstall Gyratory. Cycling facilities and cycleways are being created, and the Council is assisting LCC with the Local Cycling and Walking Infrastructure Plan, highlighting opportunities.

4.15 **Summary**

As noted, this is the second AMR to be produced that reports on the policies in the adopted Local Plan. The Report also highlights the progress made on the preparation of neighbourhood plans and supplementary planning documents, and explains in brief the expected changes to both plan-making and development management decision-taking.

5. **RISK**

5.1 There are no specific risk issues for members to consider arising from this report. However, regular monitoring will continue and another Report brought back to members next year covering the period to 2023/24. This will assess how planning policies are being implemented and if the contingencies for any policies need to be addressed. This may result in review of certain policies or the whole Local Plan. This would have financial implications, but a review is expected to be necessary given the changes being proposed. By next year there should be more certainty about the changes being considered for plan-making.

6. **FINANCE**

6.1 There are no additional financial implications arising from this report.

7. **LEGAL**

7.1 There are no legal implications arising from this report

8. **POLICY AND EQUALITIES IMPLICATIONS**

8.1 There are no policy or equality issues arising from this Report.

9. **REASON FOR DECISION**

9.1 It is still considered too early to identify trends that may indicate the planning policies are not being implemented effectively or failing to meet their intended outputs. Work will continue with colleagues particularly in Economic Development to keep the review of the Local Plan policies under review.

9.2 The Forward Planning team will continue to progress the related documents and additional policy guidance as set out in this Report and consider the implications of the forthcoming changes in national planning policy.

9.3 The AMR for 2023/24 will be brought back to be considered by members next year.

9.4 The Local Development Scheme will be kept under review, in light of the changes proposed by DLUHC, and will be reviewed accordingly in time,

9.5 The Council is legally required to review the Statement of Community Involvement within five years of it being adopted. Given that further changes are expected to come forward, especially promoting digitalisation within planning, it is considered that a light-touch review will be undertaken initially with other changes addressed later.

Background Papers	
Document	Place of Inspection
Rossendale Authority Monitoring Report 2022-23	attached

Authority Monitoring Report (AMR)

2022/2023

Produced by **Forward Planning** – October 2023



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Introduction

Welcome to the Authority Monitoring Report (AMR). This AMR covers the period from 1st April 2022 up to 31st March 2023.

The Rossendale Local Plan 2019 to 2036, which this document monitors, was formally adopted by the Council on the 15th December 2021. The adopted Local Plan contains targets and indicators for each Policy, in order to provide users of this document with as much information as possible and to provide a baseline for future monitoring we have structured this document in line with the Local Plan targets.

Every effort has been made to ensure the accuracy of the information; however, due to the changes in monitoring procedures some figures may have been rounded up or down or may not be available at this time.

Feedback on the structure and how the information is set out is appreciated. Please send any comments to Forward Planning at forwardplanning@rossendalebc.gov.uk or ring 01706 252412 / 252415 / 252418.

Executive Summary

This document includes information on implementation of the Rossendale Local Plan 2019 to 2036 for the period 2022/2023.

This AMR covers the 12-month period starting 1 April 2022 and so it is the first AMR observing a monitoring period where the Rossendale Local Plan 2019 to 2036 was the adopted Local Plan throughout the entire duration.

Increasing pressures on local government have made it more difficult to maintain accurate data records. This has been the case both at County and District level. At County level in particular the monitoring of biodiversity, accessibility and Public Rights of Way data has greatly reduced or disappeared completely.

The report identifies a number of key points:

- Housing delivery surpassed the requirement for 22/23, delivering 191 houses against an annual requirement of 185.
- About 65% of housing delivery occurred on previously developed land.
- 67 affordable dwellings were delivered within the borough in 22/23, accounting for 46% of all dwelling completions on major sites.
- There was a net loss of employment land delivered (including offices, research and development as well as light industrial) of 0.01ha (or 1,059 sqm) in 22/23. Most of the losses related to the change of use of offices or light industrial units into other uses and loss of general industrial units.
- The Nomis website reported an increase in the number of employees in full and part-time jobs in Rossendale between 2020 and 2021.
- There has been a net loss of retail and other town centre uses floorspace of 1,428 sqm in the same period. Most of this loss occurred outside of town centres.
- There has been a sharp increase in the number of vacant ground floor units in Haslingden town centre, while the level of vacancies in Rawtenstall and Bacup town centres has decreased slightly.
- New renewable energy projects were delivered in the Borough including a new air source heat pump and two biomass boilers. Also two applications were granted for solar panels that could generate over 78kW.
- Planning permissions have secured biodiversity net gain on and/or near development sites for two major residential schemes on the former Slingco site in Whitworth and on the land south of Blackwood Road in Stacksteads.

The Council has updated its Brownfield Land Register which is published on its website at https://www.rossendale.gov.uk/downloads/download/10897/brownfield_land_register and on the data.gov.uk website.

The Council has also maintained a database of people who are interested in self-build and custom build housing, in line with current statutory requirements. This is to identify the level of demand for self-build/custom build within Rossendale. As of 31st March 2023 there were 46 individuals and no associations listed on the Self-Build and Custom House-building Register.

The Housing Delivery Test (HDT) has been introduced by the Government to monitor the completions of new dwellings in each Local Planning Authority against their housing need. The HDT results published in January 2022 show that Rossendale delivered 57% of its housing requirement therefore the presumption in favour of sustainable development applies. In terms of housing completions during 2022/2023 Rossendale Borough Council delivered more dwellings than its annual requirement (103% or 191 dwellings delivered against a requirement of 185 dwellings).

Planning Applications Overview

Between 1st April 2022 and 31st March 2023 – 553 planning applications were determined for a whole range of different types of development. This included 138 Full Applications, 57 Applications in relation to Planning Conditions, 51 Lawful Development Certificates and 44 applications for works to trees subject to Tree Preservation Orders or within a Conservation Area.

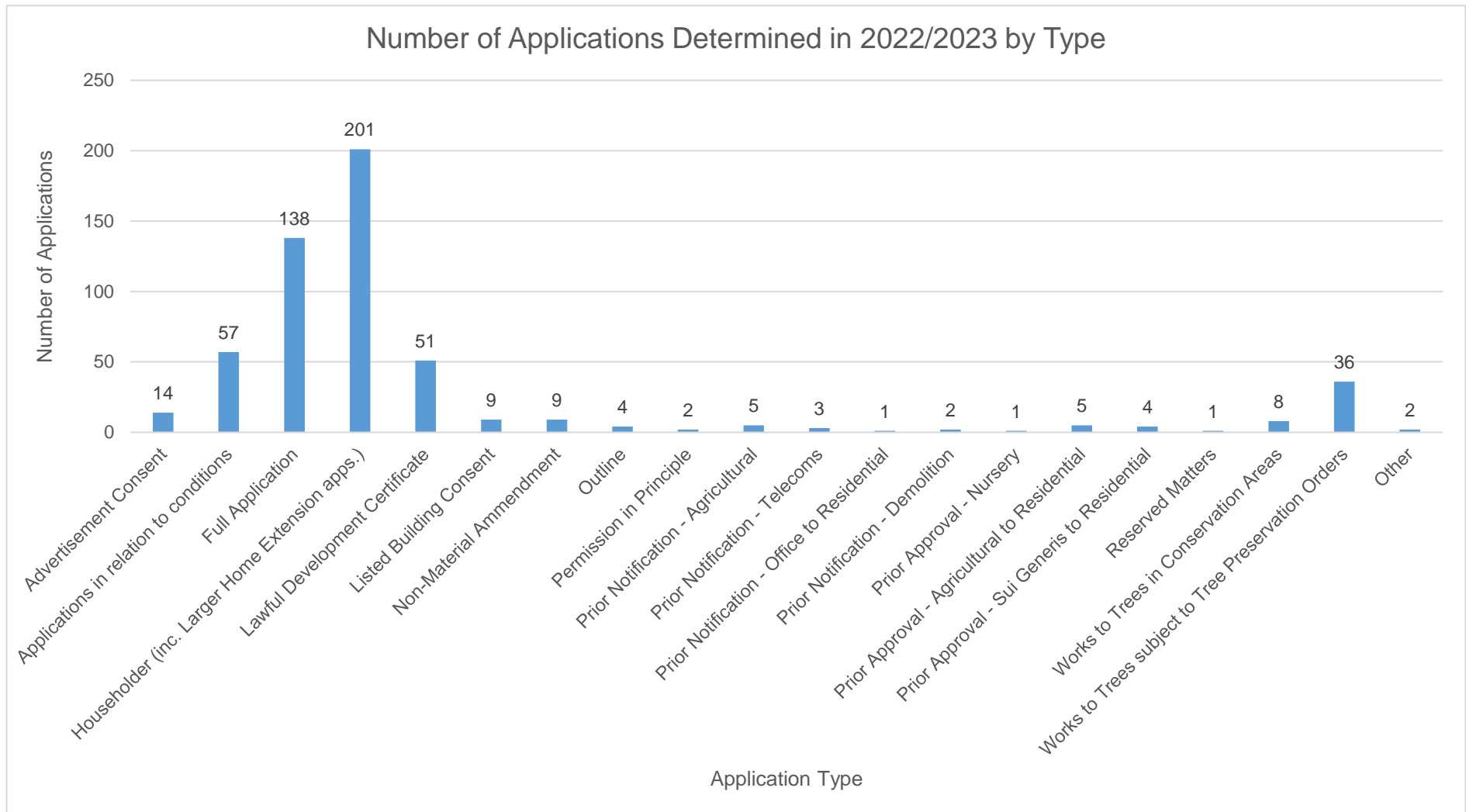
In total 553 planning applications were determined in 2022/23. Over the same period the Council received 657 applications. This includes all types of applications including full applications, outline applications, listed buildings, works to trees, prior approvals and pavement licences etc. For the period 2021 to 2022 the Council determined 692 Planning Applications. 619 applications were determined in 2020/21 and 573 applications were determined in 2019/20.

The most frequently determined applications were for Householder Planning Consent with 195 applications being decided in 22/23.

There were also 41 Pre-Applications submitted to the Council between January and December 2022.

The bar chart on the next page illustrates the proportion of applications received for each of the types of planning permission:

Figure 1: Planning Application Analysis



Source: Idox Planning System

Definition of Types of Applications

Advertisements	Shop signs and other advertisements large enough to need planning consent
Certificate of Lawful Development	Confirmation that existing or proposed developed is lawful and does not require planning permission
Change of Use	Change from one planning use class to another e.g. shop to an office, house to shop etc.
Discharge of Conditions	Conditions are often attached to planning permissions that need further details to be submitted and approved by the council at certain stages – the process is called ‘discharge of conditions’
Householder Developments	Works or Extension to a Dwelling i.e. proposals to alter or enlarge a single house, including works within the curtilage (boundary/garden) of a house. For example, extensions to houses, conservatories, loft conversions etc.
Listed Building Consent	An application required to alter or extend a listed building in a way that affects its character or appearance as a building of special architectural or historic interest, or demolish it
Major Dwellings	10 houses or more or sites of 0.5 hectares or more (if the number of dwellings is not known)
Major Other	Where the floor space to be built is 1,000 square metres or more, or where the site area is 1 hectare or more
Minor Dwellings	Less than 10 houses
Minor Industrial	Industrial development of less than 1000 square metres
Minor Office	Office development of less than 1000 square metres
Minor Other	Extensions to non-residential properties, minor engineering works etc.
Minor Retail	Retail development of less than 1000 square metres
Neighbouring Authority	Consultation with a neighbouring local authority or Lancashire County Council
Non-material Amendment	An application for a small change to an existing permission – for example, that does not vary significantly from what was described on the planning permission and that does not conflict with any conditions or planning policy
Other Developments	Any type of development not covered in the other categories
Other Major Development	Any development over 1000 square metres that would not be classed as industrial, office or retail i.e. Theatre, car show room etc.

Permission in Principle	An alternative way of obtaining permission for housing-led development which separates the consideration of matters of principle for proposed development from the technical detail of the development
Pre-Applications	Advice given before a planning application is submitted
Prior Approval / Notifications	Notification of works that do not require planning permission i.e. Agricultural buildings or demolitions, telecoms etc.
Reserved Matters	An application for the outstanding reserved matters from an outline permission i.e. the information excluded from the initial outline planning application
Screening Opinion	Advises whether an Environmental Impact Assessment is required to be submitted with a planning application
Technical Details Consent	Following a grant of permission in principle, the site must receive a grant of technical details consent before development can proceed
Variation of condition	An application to vary a condition(s) previously imposed on a planning permission

Chapter 1: Progress According to the Adopted Planning Policy Timetable (LDS)

Local Development Scheme

A Local Development Scheme is required under [section 15 of the Planning and Compulsory Purchase Act 2004](#) (as amended).

Table 1: Rossendale Local Plan (2019-2034), Preparation Stages and alignment with Town and Country Planning (Local Planning) (England) Regulations 2012 (effective from 24 December 2019)

<i>Draft Plan (Reg 18)</i>	<i>Publication (Reg 19)</i>	<i>Submission to Planning Inspectorate (Reg 22)</i>	<i>Examination in Public (Regs 23 and 24)</i>	<i>Inspector's Report (Reg 25)</i>	<i>Adoption by Council (Reg 26)</i>	<i>Next Draft Plan</i>
July 2017	August 2018	March 2019	Hearings held September to October 2019 Gypsy & Traveller Hearing held June 2020 Main Modifications consultation held August 2021	November 2020 November 2021	December 2020 December 2021	Continue to prepare the AMR and resolve by December 2026 if the Local Plan should be reviewed. Produce further planning guidance (e.g. SPDs). The Government is looking to reform the plan-making system. If implemented, it is likely that these proposed changes will make it more likely that a review will be required. Timelines may change as a result.

Stages in grey text have already taken place.

The Council has an up-to-date Local Plan in place, adopted two years ago. The Government is keen that development plans remain up-to-date and legislation requires that the Rossendale Local Plan 2019-2036 should be reviewed to assess whether it needs to be updated at least once every five years (no later than December 2026), taking into account changing circumstances affecting the area, or any relevant changes in national policy¹.

The Levelling-Up and Regeneration Act (LURA) was enacted on 26 October 2023². Reforms to the plan-making system are being considered³ and we are awaiting secondary legislation and further guidance to implement these changes. It is expected that the commitment to reviewing Local Plans at least every five years will remain, and possibly strengthened. The intention of the reform is to ensure that new local plans are simpler, shorter and more visual to encourage engagement whilst reducing the time and resources needed for preparation. The new system is expected to commence in autumn 2024. Hence, Rossendale’s Local Plan review would be prepared and examined under the new system.

The Forward Planning team’s priorities are to take forward the SPDs which are listed in the Local Plan. Progress is reported in Table 3 below and this forms the up-to-date Local Development Scheme 2023 for Rossendale..

Community Infrastructure Levy for Rossendale⁴

Table 2: Potential CIL timetable and alignment with the Community Infrastructure Regulations 2010 as amended

<i>Consultation on Preliminary Draft Charging Schedule & other documentation (Reg 15)</i>	<i>Consultation on draft Charging Schedule & other documentation (Reg 16)</i>	<i>Submission to Planning Inspectorate (Reg 19)</i>	<i>Examination in Public (Reg 20)</i>	<i>Inspector's Report (Reg 23)</i>	<i>Adoption by Council</i>
TBC	TBC	TBC	TBC	TBC	TBC

¹ [The Town and Country Planning \(Local Planning\) \(England\) \(Amendment\) Regulations 2017 \(legislation.gov.uk\)](https://www.legislation.gov.uk)

² [Levelling-up and Regeneration Act 2023 - Parliamentary Bills - UK Parliament](https://www.parliament.uk)

³ [Plan-making reforms: consultation on implementation - GOV.UK \(www.gov.uk\)](https://www.gov.uk)

⁴ A decision has not yet been taken by the Council in respect to the Community Infrastructure Levy. However, recent legislation has introduced the Infrastructure Levy which is expected to be mandatory rather than optional as at present. We await details of the regulatory framework to introduce this.

It should be noted that the Government has proposed introducing a mandatory infrastructure levy as a replacement for the community infrastructure levy and section 106 agreements, charged as a percentage of the value of the property at completion. This is to improve effectiveness and transparency. However, common feedback is that these changes will add complexity and be more resource-intensive than the current system, and will not necessarily increase revenue, nor help the delivery of affordable housing. We await further guidance from DLUHC.

Table 3: Supplementary Planning Documents (SPDs) and other guidance

The Council has adopted two SPDs: [the Climate Change SPD](#) (December 2022) and [the Re-use and Re-development of Employment Land](#) (consulted on in February/March 2023 and adopted in July this year).

In addition, more detailed guidance was issued on potential [Compensation Measures for Green Belt Release](#) in January 2023. The updated Childhood Obesity data shows that new hot food takeaways should still not be approved in accordance with [Local Plan Policy R5](#). A guidance note was issued on [Local Standards for Accessibility and Adaptability of New Housing](#) in November 2022, in accordance with Local Plan policy HS5 on Housing Standards.

Work is ongoing currently in preparing the Affordable Housing SPD and the Open Space and Playing Pitch SPD, with consultation is expected in 2023 / 2024. As Biodiversity Net Gain is set to become mandatory in January 2024 some preliminary work has been undertaken and this may inform the Biodiversity, Geodiversity and Ecological Networks SPD, although no formal work has been started.

Document Name	Related policy in emerging Plan	New or update to existing?	Likely content	Progress
Adopted Climate Change SPD	ENV1 / ENV9	New	<p>The Climate Change SPD focuses on 4 principles:</p> <ul style="list-style-type: none"> • Reducing the dominance of fossil-fuelled vehicles via encouraging sustainable and more active transport; • Improving energy efficiency and promoting renewables in the Borough; • Water interventions; • Biodiversity and Green Infrastructure 	<p>Consultation took place July / August 2022.</p> <p>The SPD was adopted by Cabinet in December 2022</p>

Adopted The Re-use and Re-development of Employment Land SPD	EMP3	New	Further guidance on the criteria, including marketing and viability assessment, which proposals for the change of use / redevelopment from employment to another use will be assessed against.	Consultation took place February / March 2023. The SPD was adopted by Cabinet in July 2023.
Affordable Housing SPD	HS3	New	Introduction of a cap to the price of affordable homes considering the affordability ratio and incomes in Rossendale and setting out eligibility criteria.	Drafting commenced in 2023 Consultation expected in 2023 /2024
Open Space and Playing Pitches SPD	HS6 / HS7	Update to take account of new policy and evidence	Requirements for developers in relation to amount and size of open space to be provided or expected financial contributions / Local playing pitch standards and expected financial contributions. Informed by the Playing Pitch Strategy and any updates	Drafting commenced summer 2023. Consultation expected 2024
Update on Alterations and Extensions to Residential Properties SPD	HS9	Refresh to take account of new policy/guidance	General principles and guidelines that the Council will use to assess proposals for domestic extensions. Update in relation to permitted development right changes which have taken place since existing guidance was published. This may be replaced by a Borough-wide Design Code.	Consider if necessary - 2024/25
Update on Conversion and Re-Use of Rural Buildings in the Countryside SPD	HS12	Refresh to take account of new policy	Advice for those converting an existing building in the countryside to another use; general principles and more detailed design guidance used to assess development proposals. This may be replaced by a Borough-wide Design Code	Consider if necessary - 2024/25
Viability and Vitality of Town Centres SPD	R1	New – if considered necessary	Further guidance on assessing retail and other uses in centres, particularly in relation to effect of proposed development on the viability and vitality of centres.	Consider if necessary - 2024/25
Hot Food Takeaways Amended Guidance Note	R5	Refresh to take account of any new policy /guidance	Further detailed guidance on the criteria in the policy such as location, design, effect on public health and amenity – with particular regard to tackling obesity. The Council has updated guidance on the website in light of the recorded Childhood Obesity figures. The Local Plan Policy R5 is being implemented to refuse	Consider if necessary - 2024/25

			Hot Food Takeaway applications. Updated figures are due imminently.	
Update SPD on Shopfront Design	R6	Refresh if necessary	Further guidance on good practice in the design of new shopfronts and the improvement of existing frontages. This may be replaced by a Borough-wide Design Code	Consider if necessary - 2024/25
Biodiversity, Geodiversity and Ecological Networks SPD	ENV4	New	Further details on Rossendale's ecological network to supplement the existing map. The Council is awaiting the Regulations on mandatory Biodiversity Net Gain (due November 2023 but postponed until January 2024) before drafting this SPD	Consider if necessary - 2024/25
Gypsy and Traveller - Negotiated Stopping Places Policy and GTAA	HS14	New	A Negotiated Stopping Policy to proactively help Gypsy and Traveller communities find suitable places to stop.	Ongoing. Drafting commenced Spring 2023
Design Guide	ENV1	New	Design briefs or design codes will be required for major development and other sites as appropriate to help deliver high quality proposals. The Council will work with developers to address the nature and scope of these documents.	It is expected that the Government will make Borough-wide Design Codes mandatory through the plan-making reforms, and the Council is awaiting further details.
Amended Green Belt Compensation Note	SD4	New	Guidance on Green Belt Compensation Measures and the highlighting of several schemes which could be funded via Green Belt Compensation Payments.	Published Spring 2023
Edenfield Masterplan	H66	New	This Masterplan is being prepared by the landowners for this allocated housing site.	Drafts for consultation issued
Statement of Community Involvement		Refresh/Review	The SCI should be updated every 5 years. The current SCI was adopted in February 2019, with a note published in August 2020 to take consideration of The	The SCI will be reviewed and taken to Council in the new year, unless further guidance

			Town and Country Planning (Local Planning) (England) (Coronavirus) (Amendment) Regulations 2020.	suggests waiting for further guidance.
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Statement of Community Involvement

The SCI explains how the Council will engage with communities and others in preparing planning policy documents, such as the Local Plan and in dealing with planning applications. The Council is required to review the SCI every 5 years from the date of adoption according to Regulation 10A of the Town and Country Planning (Local Planning) (England) Regulations 2012, as amended. The last SCI was adopted on 28 February 2019 and a Note was published in August 2020 to take account specifically of the implications of The Town and Country Planning (Local Planning) (England) (Coronavirus) (Amendment) Regulations 2020, which were introduced whilst the examination of the Local Plan was paused pending further work. The SCI will need to be reviewed to ensure it meets national legislation, the needs of the community and the Council's corporate objectives.

It should be noted that the Government is proposing changes to plan-making reform. These were set out in the White Paper "Planning For The Future" published in August 2020 and then in the Levelling Up and Regeneration Bill 2022 (LURB). More recently consultation commenced on 25 July 2023 "*Levelling-up and Regeneration Bill: consultation on implementation of plan-making reforms*". This may have implications for consultation going forward. As such we will await confirmation and further guidance from DLUHC which will determine if a light-touch refresh is undertaken, or a more detailed review is needed, taking account of future changes to plan-making and development management decision-taking.

Neighbourhood Plans Progress

[Two Neighbourhood Forums](#) have been established in Rossendale with Neighbourhood Planning Areas established for both Edenfield and Bacup and Stacksteads. Preparing Neighbourhood Plans must be undertaken in line with the relevant legislation as once adopted they will form part of the Development Plan for Rossendale, along with the adopted Local Plan.

Following formal designation, the Forum (as the Qualifying Body) has 5 years to prepare the Neighbourhood Plan. No other Forums can be designated for the same Neighbourhood Area until that designation is withdrawn or expires. The Forum drafts proposals and prepares documents including the basic conditions statement. It then undertakes pre-submission publicity and consultation, and considers the responses received before submitting the Neighbourhood Plan to the Local Planning Authority, which checks that the document complies with the relevant legislation. If the Neighbourhood Plan does meet the legal requirements the LPA must publicise it for at least 6 weeks and invite representations. It must

appoint an independent examiner, who will examine the documents, issuing a report for publication then to the LPA and Neighbourhood Forum. The LPA then decides if the Neighbourhood Plan should be sent to referendum. If so, following suitable notice, polling will take place within the Neighbourhood Planning area. For the plan to come into force as part of the statutory development plan for the area, more than 50% of those voting must be in favour.

The Edenfield Neighbourhood Community Forum was originally designated on 22 April 2018 to prepare the Neighbourhood Plan for Edenfield, shown on the Map of the Area. As 5 years was due to elapse, under the Regulations, the Forum had to apply for re-designation. This was approved by the Council, following a 6-week consultation which ended 1 March 2023. Edenfield Community Neighbourhood Forum has now been re-designated for the Edenfield Neighbourhood Area for a further period of 5 years; this will end on 18 April 2028.

The Forum is making progress on preparing the Neighbourhood Plan and Design Code and consulted formally on the Regulation 14 version for 6-weeks in early 2023, finishing on 17 April 2023. The next stage will be submission for examination but no dates are known for this as yet. Further information is available at [Edenfield Community Neighbourhood Forum \(edenfieldcommunityforum.uk\)](https://edenfieldcommunityforum.uk)

The Bacup and Stacksteads Neighbourhood Forum was designated on 16 April 2020. The Forum had been preparing a Design Code, having been awarded £30,000 from DLUHC (Department for Levelling Up, Housing and Communities) in March 2022. However, unfortunately the Forum has had to withdraw from the pathfinder programme. No timescales for consultation are yet known. Further information is available at www.bsnf.org.uk
[| Bacup and Stacksteads Neighbourhood Forum](#)

Chapter 2: Spatial Strategy

This section reports on the progress made during 2022/23 in working towards achieving the objectives of the spatial strategy. These are assessed against targets which are established within the Local Plan.

Each policy is dealt with in turn and will set out what progress has been made towards achieving each of the relevant targets set out in the Local Plan and what has happened over the past monitoring period.

This report will enable members of the public and organisations to monitor and assess how the area is developing as a whole, looking at all the relevant factors that could affect the delivery of the policy and the Local Plan.

Strategic Policy SS: Spatial Strategy

This is the overarching policy which runs through the Local Plan. This policy sets out the main principles applicable to development in Rossendale and sets out in general terms where development should be located.

“To focus growth and investment in Key Service Centres, on major sites and on well-located brownfield sites, whilst protecting landscape, character and rural areas. Encourage appropriate scale of growth and investment in Local Service Centres.”

Target	Majority of growth to occur in Key Service Centres, with proportionate growth in the other Centres		
Progress towards Target	Number / proportion of permissions and completions for residential development:		
	Settlement Hierarchy	22/23 Approvals (no. of units)	22/23 Completions (no. of units)
	Key Service Centres (Rawtenstall, Bacup, Haslingden, Whitworth)	37 / 25%	70 / 37%
	Urban Local Service Centres (Waterfoot, Edenfield, Stacksteads, Crawshawbooth, Helmshore)	4 / 3%	15 / 8%
	Rural Local Service Centres (Loveclough / Goodshaw, Water, Weir, Whitewell Bottom, Broadley / Tonacliffe, Facit, Britannia, Stubbins, Newchurch, Rising Bridge, Shawforth)	37 / 25%	96 / 50%
	Other areas (smaller villages and substantially built-up frontages) (Acre, Chatterton, Cowpe, Ewood Bridge, Irwell Vale, Turn, Sharneyford, Lumb)	45 (including H22) / 31%	0 / 0%
	Other areas (countryside, Green Belt)	23 / 16%	10 / 5%
Trigger to Implement Contingencies	<ol style="list-style-type: none"> 1. More development occurring outside of the Key Service Centres than inside 2. Disproportionate amount of growth in the smallest centres or outside of centres 		

Trigger Met	<p>Only 25% of approvals for dwellings were on land within Key Service Centres in 22/23, therefore the trigger was met. This result can be attributed to the fact that two major residential schemes were approved in Facit, a Rural Local Service Centre (for 37 dwellings) and South of Blackwood Road at Bamford Hill, Stacksteads within the 'Other areas' category (for 41 dwellings) in 2022/23.</p> <p>Also, 37% of completions took place within the Key Service Centres in 22/23. This can mainly be attributed to a large quantity of dwellings being delivered within the Rural Local Service Centre including at Dark Lane (61 dwellings) and at Johnny Barn Close (16).</p>
Contingencies	<p>Continue to ensure that the majority of approvals are taking place within Key Service Centres or on Housing Allocations. If the majority of approvals begin to take place outside of these areas then it may be necessary to revise the data on the distribution / location of housing need and demand.</p>

Policy SD2: Urban Boundary and Green Belt

“To direct the majority of growth to land within the Urban Boundary; to ensure countryside development is only allowed where a countryside location is essential.”

Target	No applications granted permission which are contrary to national policy in relation to the Green Belt														
Progress towards Target	No applications granted permission which are contrary to national policy in relation to the Green Belt														
Trigger to Implement Contingencies	<p>Number / % of dwellings approved on sites within the Urban Boundary (UB) / Countryside not designated as Green Belt (CS) / Green Belt (GB):</p> <table border="1" data-bbox="352 1301 1493 1429"> <thead> <tr> <th data-bbox="352 1301 735 1361">Urban Boundary</th> <th data-bbox="735 1301 1118 1361">Countryside</th> <th data-bbox="1118 1301 1493 1361">Green Belt</th> </tr> </thead> <tbody> <tr> <td data-bbox="352 1361 735 1429">129 / 85%</td> <td data-bbox="735 1361 1118 1429">20 / 13%</td> <td data-bbox="1118 1361 1493 1429">3 / 2%</td> </tr> </tbody> </table> <p>Number / % of dwellings completed on sites within UB / CS / GB:</p> <table border="1" data-bbox="352 1563 1493 1691"> <thead> <tr> <th data-bbox="352 1563 735 1624">Urban Boundary</th> <th data-bbox="735 1563 1118 1624">Countryside</th> <th data-bbox="1118 1563 1493 1624">Green Belt</th> </tr> </thead> <tbody> <tr> <td data-bbox="352 1624 735 1691">181 / 95%</td> <td data-bbox="735 1624 1118 1691">8 / 4%</td> <td data-bbox="1118 1624 1493 1691">2 / 1%</td> </tr> </tbody> </table> <p>In 22/23 there were two recorded dwellings (2018/0171 & 2021/0386) built on Green Belt land, both on Previously Developed Land. In 22/23, 4 applications for residential development were approved on Green Belt land, 3 were situated on Previously Developed Land (2022/0274 (dwelling demolition & replacement dwelling), 2022/0461 & 2023/0009), the remaining application was a Prior Approval application for the conversion of a barn to a dwelling (2023/0030).</p>			Urban Boundary	Countryside	Green Belt	129 / 85%	20 / 13%	3 / 2%	Urban Boundary	Countryside	Green Belt	181 / 95%	8 / 4%	2 / 1%
Urban Boundary	Countryside	Green Belt													
129 / 85%	20 / 13%	3 / 2%													
Urban Boundary	Countryside	Green Belt													
181 / 95%	8 / 4%	2 / 1%													

Number / % of commercial development (Class E) approved on sites within UB / CS / GB

Urban Boundary	Countryside Not Designated as Green Belt	Green Belt
24 / 100%	0 / 0%	0 / 0%

All approvals related to a Class E development (Commercial, Business and Services) were located within the Urban Boundary in 2022/23.

Number / % of commercial development (Class E) completed on sites within UB / CS / GB

Urban Boundary	Countryside Not Designated as Green Belt	Green Belt
9 / 100%	0 / 0%	0 / 0%

In 2022/23, all completions related to Class E were located within the Urban Boundary.

Number / % of employment development (Class B2 and B8 only) approved on sites within UB / CS / GB

Urban Boundary	Countryside Not Designated as Green Belt	Green Belt
6 / 75%	1 / 12.5%	1 / 12.5%

One application relating to a loss of a garage and store to a dwelling was approved on Green Belt land (2023/0009). This is already reported above within the residential approvals. Another application was granted in the countryside for a change of use from a store building to a multi-functional activity room (2022/0096).

Number / % of employment development (Class B2 and B8 only) completed on sites within UB / CS / GB

Urban Boundary	Countryside Not Designated as Green Belt	Green Belt
10 / 100%	0 / 0%	0 / 0%

In 2022/23, all completions involving the gain or loss of a Class B2 (general industrial) or B8 (storage and distribution) use, took place within the Urban Boundary.

Trigger Met

One or more applications granted contrary to national policy in relation to the Green Belt.

Contingencies

4 applications for residential development were approved on Green Belt land, 3 were situated on Previously Developed Land (2022/0274, 2022/0461 & 2023/0009), the remaining application was a Prior Approval application for the conversion of a barn to a dwelling (2023/0030). These approved developments were all in accordance to the national Green Belt policy.

Policy SD3: Planning Obligations

“To ensure new development contributes to infrastructure provision, where the development increases need.”

Target	Secure planning obligations on all applicable planning permissions			
Progress towards Target	In 2022 / 2023 s106 agreements were signed for 2 major developments:			
	2021/0271 – Land at Station Road, Whitworth			
	2021/0500 – Blackwood Road, Stacksteads			
	Financial s106 contributions were received for:			
	Planning Reference	Address	Type	Money
	2003/451	Scout Moor (Wind farm)	Scout Moor Habitat Rehabilitation Fund	£14,418
	2018/0039	Former Horse & Jockey, Edenfield	Education	£56,746
	2021/0271	Land at Station Road, Whitworth	Public Open Space (Knowsley Play Area)	£22,300
	Financial s106 contributions were spent on:			
	Planning Reference	Address	Type	Money
2003/451	Scout Moor (Wind farm)	Scout Moor Habitat Rehabilitation Fund	£825	
2004/401	Douglas Rd / Tong Lane Bacup	Landscaped Area Maintenance	£10,000	
2011/0046	Weavers Dene, Holmefield House	Affordable Housing	£330	
2014/0384	New Hall Hey, Rawtenstall	Linkage between retail park, Train Station and Town Centre	£71,891	
2016/0267	Land at Reedsholme Works	Refuse Bins	£9,700	
2018/0039	Horse & Jockey, 85 Market St, Edenfield	Local recreational / play facilities (Edenfield pump track)	£6,000	
Trigger to Implement Contingencies	<ol style="list-style-type: none"> 1. Not meeting policy requirements for contributions. 2. Limited / no annual payments received 			
Trigger Met	No.			
Contingencies	Continue to work proactively to secure developer contributions and allocate funds accordingly. More detail will be provided in the Council's Infrastructure Funding Statement			

Chapter 3: Housing

This section will report on the progress made over the plan period (2019-2036) in working towards achieving the aim of each of the housing policies. These policies are assessed against targets which are established in the Local Plan.

Each policy is dealt with in turn and will set out what progress has been made towards achieving each of the relevant targets set out in the Local Plan and what has happened over the past 12 months.

This report will enable members of the public and organisations to monitor and assess how the area is developing as a whole, looking at all the relevant factors that could affect the delivery of the policy and the Local Plan as a whole.

Strategic Policy HS1: Meeting Rossendale’s Housing Requirement

“To address housing need and meet delivery targets and to provide an appropriate range of sizes and types of dwellings across the Borough.”

Target	208 dwellings delivered per annum years 2018/19 and 2019/20 and 185dpa years 2020/21 to 2035/36 (including 20% buffer); 3,191 dwellings to be delivered over Plan period 2019-36										
Progress towards Target	<table border="1"> <thead> <tr> <th>Monitoring Period</th> <th>Net dwelling completions</th> </tr> </thead> <tbody> <tr> <td>2019/2020</td> <td>94</td> </tr> <tr> <td>2020/2021</td> <td>77</td> </tr> <tr> <td>2021/2022</td> <td>137</td> </tr> <tr> <td>2022/2023 (last financial year)</td> <td>191</td> </tr> </tbody> </table> <p>Net housing completions since the start of the Plan period is 499. This represents an undersupply of 287 dwellings when compared to the housing requirement over these four monitoring periods.</p> <p>Rossendale Borough Council can demonstrate a 5.7 year supply of housing against the housing requirement of 185 dwellings per annum, inclusive of the backlog and 20% buffer.</p> <p>The most recent 5-Year Housing Land Supply contains more detailed information: https://www.rossendale.gov.uk/downloads/download/10833/5_year_housing_land_supply.</p>	Monitoring Period	Net dwelling completions	2019/2020	94	2020/2021	77	2021/2022	137	2022/2023 (last financial year)	191
Monitoring Period	Net dwelling completions										
2019/2020	94										
2020/2021	77										
2021/2022	137										
2022/2023 (last financial year)	191										
Trigger to Implement Contingencies	Shortfall in 5-year supply greater than 1 year.										
Trigger Met	No, the 5 Year Housing Land Supply demonstrates a supply exceeding 5 years.										
Contingencies	The results of the Housing Delivery Test published in January 2022 show that Rossendale delivered less than 85% of the annual housing requirement (57% was										

	delivered). As such, a 20% housing land supply buffer has been applied, as well as a presumption in favour of sustainable development until the Housing Delivery Test results are updated. A Housing Action Plan has also been drafted which is available here . However, the number of housing completions has increased during 2022/23 with 191 dwellings delivered against a requirement of 185 dwellings (103% of the annual requirement).																				
Target	30% of dwellings to be delivered on Previously Developed Land (PDL)																				
Progress towards Target	<p>Net no. dwellings approved on PDL in 2022/2023</p> <p>80 dwellings were approved on PDL (53%)</p> <p>31 dwellings were approved on Greenfield land (20%)</p> <p>41 dwellings were approved on Mixed (PDL & GF land) (27%)</p> <p>Net no. dwellings completed on PDL in 2022/2023</p> <p>124 dwellings were completed on PDL (65%)</p> <p>67 dwellings were completed on Greenfield land (35%)</p>																				
Trigger to Implement Contingencies	Less than 30% of dwellings delivered on PDL																				
Trigger Met	No, more than 30% of dwellings delivered were on PDL.																				
Contingencies	Continue to update and publicise the Brownfield Register in order to encourage the re-use of Previously Developed Land.																				
Indicator	Number of detached / semi-detached / terrace / apartment approved / completed (gross number)																				
Results	<p>Approved 22/23:</p> <table border="1"> <thead> <tr> <th>House type</th> <th>Detached</th> <th>Semi</th> <th>Apartment</th> <th>Terrace</th> </tr> </thead> <tbody> <tr> <td>Number</td> <td>29</td> <td>59</td> <td>42</td> <td>37</td> </tr> </tbody> </table> <p>Completed 22/23:</p> <table border="1"> <thead> <tr> <th>House type</th> <th>Detached</th> <th>Semi</th> <th>Apartment</th> <th>Terrace</th> </tr> </thead> <tbody> <tr> <td>Number</td> <td>50</td> <td>79</td> <td>33</td> <td>31</td> </tr> </tbody> </table> <p>The total number of approvals / completions reported per house type may not reflect the total number of approvals / completions reported elsewhere due to losses of dwellings not being incorporated into the results for this section and unavailable data for select sites.</p>	House type	Detached	Semi	Apartment	Terrace	Number	29	59	42	37	House type	Detached	Semi	Apartment	Terrace	Number	50	79	33	31
House type	Detached	Semi	Apartment	Terrace																	
Number	29	59	42	37																	
House type	Detached	Semi	Apartment	Terrace																	
Number	50	79	33	31																	
Indicator	Number of 1 / 2 / 3 / 4 / 5+ bed dwellings approved / completed (gross number)																				
Results	<p>Approved 22/23:</p> <table border="1"> <thead> <tr> <th>Number of bedrooms in dwelling</th> <th>1 bed</th> <th>2 bed</th> <th>3 bed</th> <th>4 bed</th> <th>5+ bed</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Number of bedrooms in dwelling	1 bed	2 bed	3 bed	4 bed	5+ bed														
Number of bedrooms in dwelling	1 bed	2 bed	3 bed	4 bed	5+ bed																

Number of dwellings	36	56	68	6	1
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Completed 22/23:

Number of bedrooms	1 bed	2 bed	3 bed	4 bed	5+ bed
Number	21	41	95	34	3

The total number of approvals / completions reported per bedroom number may not reflect the total number of approvals / completions reported elsewhere due to losses of dwellings not being incorporated into the results for this section and unavailable data for select sites.

Indicator No. of dwellings approved/completed specifically for: Older people, People with disabilities, Private rented sector, Self-build and custom build, and Student housing

Results	Category	22/23 Approvals	22/23 Completions
	Older People and People with disabilities (M4(2))*	M4(2) = 4 Elderly Care Facilities = 0	M4(2) = 0 Elderly Care Facilities = 0
	Private rented sector	Unknown	Unknown
	Self-build and custom build	5 (31/10/21 – 30/10/22)**	3 2018/0171 2019/0473 2020/0262
	Student housing	0	0

*This relates to Optional Standards M4(2) of the Building Regulations

**This information will be updated as part of the annual return to DLUHC, you can find more information on this [here](#)

Target 456 dwellings to be delivered in Edenfield Community Neighbourhood Plan (NP) Area

Progress towards Target No dwellings have been delivered on any of the Edenfield Housing Allocations (H65 / H66 / H67)

1 dwelling was recorded as being delivered within the Edenfield NP area in 22/23.

Trigger to Implement Contingencies None of the housing allocations within the Edenfield NP have full planning permission by Year 5 (23/24) of the Plan.

Trigger Met No

Contingencies Work with landowners and developers towards obtaining planning permission across the housing allocations in the Edenfield NP area.

Target Reduction in no. of homes that have been empty for more than 2 years

Progress towards Target	As of October 2022 there were 171 properties in Rossendale classed as vacant (unoccupied and unfurnished) (2 years+).
Trigger to Implement Contingencies	There is a rise in the number of empty properties.
Trigger Met	No, the number of properties in Rossendale classed as vacant (unoccupied and unfurnished) (2 years+) reduced slightly from 173 in October 2021.
Contingencies	Identify problems and causes of vacancy and work with key partners to assist in bringing dwellings back into use targeting persistent long-term vacancies.

Policy HS2: Housing Site Allocations

“To direct housing development to appropriate locations and to maximised the re-development of brownfield land for housing.”

Target	75% of development to take place on allocated sites
Progress towards Target	No. of completions on allocated sites, split by PDL and greenfield In 22/23 there were 141 completions on allocated sites (88 on PDL / 53 on greenfield), representing 74% of the total completions There were 50 completions on unallocated sites (36 on PDL / 14 on greenfield), representing 26% of the total completions.
Trigger to Implement Contingencies	More than 25% of development on unallocated sites
Trigger Met	Yes, but only by 1% (26% of completions were on unallocated sites). The percent of completions on unallocated sites has fallen from 34% of total completions in the previous monitoring period. This suggests the Local Plan adoption is directing development towards allocated sites.
Contingencies	Identify problems and potential causes of variants and identify measures to address them.

Target	70% of sites on the brownfield register brought back into use
Progress towards Target	No. of Completions on sites on the brownfield land register On the 2022 Brownfield Register (last updated December 2022) there were 24 sites identified with a capacity to deliver approximately 391 dwellings. As of 31/03/2023 there had been 13 completions on one site on the register (85 Grane Road – 2020/0436), there are also numerous permissions granted on the sites and some are marked as under construction. You can find more details on the 2022 Brownfield Register here .
Trigger to Implement Contingencies	Less than 70% of sites on the brownfield register brought back into use over the Plan period.

Trigger Met	No
Contingencies	Continue to update and publicise the Brownfield Register to encourage the re-use of Previously Developed Land.

Target	All applications of 50 or more dwellings accompanied by a masterplan
Progress towards Target	No applications were approved for 50 or more dwellings in 2022/2023.
Trigger to Implement Contingencies	Anything less than 100%
Trigger Met	No.
Contingencies	Require a masterplan to accompany any applications for 50 or more dwellings.

Policy HS3: Affordable Housing

“To ensure provision of appropriate levels of affordable housing to meet identified needs.”

Target	75% of new housing completions on major sites meeting adopted policy on affordable housing
Progress towards Target	<p>In 2022/2023 there were 146 completions on major sites (permissions with 10 or more dwellings). 67 (46%) of which were affordable dwellings.</p> <p>In 2022/2023 there were 2 major residential applications approved which were eligible for s106 contributions (2021/0271 & 2021/0500). The approval at the Former Slingco Ltd site, Station Road, Whitworth agreed to provide 100% on-site affordable housing (2021/0271). The approval on Housing Allocation H22 - Land at Blackwood Road, Stacksteads (2021/0500) agreed to provide 14.6% (6 dwellings) Affordable Dwellings.</p> <p>Of the 2 major applications there are 78 dwellings approved, 43 of which are affordable, equating to a 55% average affordable dwelling contribution.</p>
Trigger to Implement Contingencies	More than 25% of new housing completions not meeting the adopted policy on affordable housing.
Trigger Met	No. Policy HS3: Affordable Housing details a requirement for major developments to provide 30% on-site affordable housing subject to site and development considerations.
Contingencies	Liaise with developers to understand why targets are not being met and identify barriers and potential ways of addressing the situation.
Indicator	Amount of commuted sum payments toward affordable housing
Results	No s106 contributions were received in 22/23 for off-site affordable housing.

Indicator	Reasons to justify non provision of affordable housing
Results	There were 2 major residential applications approved in 2022/2023. Both provided Affordable Housing on-site.
Indicator	No. of affordable dwellings delivered in rural areas
Results	No affordable dwellings were delivered in 22/23 in Countryside areas.
Indicator	No. of affordable / market dwellings completed that meet specific needs i.e. purpose-built accommodation for the elderly, housing suitable for disabled people
Results	4 affordable dwellings were approved to M4(2) standards in 22/23.

Policy HS4: Housing Density

“To ensure the most efficient use of land and contribute to sustainable development.”

Target	Town centre locations to achieve at least 40dph
Progress towards Target	In 22/23 there were 13 dwellings delivered from 9 different Planning Approvals within a town or district centre location, amounting to a total of 80.8 dwellings per hectare.
Trigger to Implement Contingencies	10% of town centre completions being less than 40dph
Trigger Met	No, 100% of town centre completions exceeded 40dph.
Contingencies	Continue to monitor and, if necessary, identify problems and potential causes of variants and identify measures to address them.

Policy HS5: Housing Standards

“To ensure high quality design and meet the needs of specific groups.”

Indicator	Number / % of dwellings approved/completed and built to M4 (2) Standards
Results	5 dwellings were approved to M4(2) standards in 22/23 (planning applications 2022/0031 and 2021/0271). We expect this figure to rise in subsequent monitoring periods following the adoption of the Local Plan in December 2021 allowing officers to assign greater weight to the Plan policies than before adoption.
Indicator	Quality of new housing approved/completed - according to building for healthy life assessments
Results	No new dwellings were approved or completed according to building for healthy life assessments in 2022/23.

Indicator	Number / % dwellings approved/completed specifically for older people
Results	No new dwellings were approved or completed for older people in 22/23.

Policy HS6: Open Space Requirements in New Housing Developments

“To ensure the provision of / contribution towards an appropriate level of open space in new developments and to contribute to amenity, health and wellbeing.”

Target	All major housing developments approved in areas of deficiency to provide appropriate contribution towards open space
Progress towards Target	Of the 2 major housing applications where associated s106 agreements were applicable in 22/23, both provided financial open space contributions: 2021/0271 - Former Slingco Ltd site, Station Road - £20,000 for Knowsley Play Area 2021/0500 - Land at Blackwood Road – Provision of on-site Open Space, with an associated management and maintenance plan.
Trigger to Implement Contingencies	Any major housing development in area of open space deficiency not providing appropriate contribution
Trigger Met	No, 100% of the applicable major housing development approvals in 22/23 have associated s106 agreements including contributions to open space.
Contingencies	Work is to begin in due course on an update to the Council’s Open Space and Playing Pitch Supplementary Planning Document.
Indicator	Hectares of new open space approved/created through development
Result	0.07ha (747sqm) of open space was agreed via a s106 agreement related to application 2021/0500 in 22/23.
Target	75% of major housing development approved in all areas to provide appropriate contribution towards open space
Progress towards Target	Of the 2 major housing applications where associated s106 agreements were applicable in 22/23, both provided financial open space contributions: 2021/0271 - Former Slingco Ltd site, Station Road - £20,000 for Knowsley Play Area 2021/0500 - Land at Blackwood Road – Provision of on-site Open Space, with an associated management and maintenance plan.
Trigger to Implement Contingencies	25% of all major development not providing appropriate open space provision

Trigger Met	No, 100% of the applicable major housing applications approved in 22/23 supplied financial open space contributions.
Contingencies	Work is progressing on an update to the Council's Open Space and Playing Pitch Supplementary Planning Document.
Indicator	Reasons cited for not providing open space
Results	None were given in 22/23.

Policy HS7: Playing Pitch Requirements in New Housing Developments

“To ensure the provision of / contribution to playing pitches.”

Target	All major housing developments approved in areas of deficiency to provide appropriate contribution
Progress towards Target	No major housing developments approved in 22/23 provided a contribution towards playing pitches.
Trigger to Implement Contingencies	Any major housing development in area of deficiency not providing appropriate contribution
Trigger Met	N/A.
Contingencies	The Playing Pitch and Outdoor Sport Strategy Assessment Report and Action Plan were approved in March 2022. The Council is also to produce a SPD to establish that, where there is a local need for playing pitches based on the Playing Pitch Strategy, appropriate financial contributions will be sought from new residential developments.
Target	75% of major housing development approved in all areas to provide appropriate contribution
Progress towards Target	No major housing developments approved in 22/23 provided a contribution towards playing pitches.
Trigger to Implement Contingencies	25% of all major development not providing appropriate provision
Trigger Met	Yes, more than 25% of all major developments did not provide a contribution towards playing pitches.
Contingencies	The Council is to produce a SPD to establish that, where there is a local need for playing pitches based on the Playing Pitch Strategy, appropriate financial contributions will be sought from new residential developments.

Policy HS11: Rural Affordable Housing – Rural Exception Sites

“To contribute to meeting the need for affordable housing in rural areas.”

Indicator	Number of permissions relating specifically to "rural exception" sites; percentage of affordable housing provided on these sites
Results	No rural exception sites were approved or completed in 22/23.

Policy HS14: Gypsies, Travellers and Travelling Showpeople

“To meet the identified needs for these groups.”

Target	To meet the level of identified need (particularly for a transit site of up to 4 pitches and new pitches within existing sites)
Progress towards Target	The 2016 Gypsy and Traveller and Travelling Showperson Accommodation Assessment reported that there were two permanent authorised pitches within Rossendale. There have been no recorded approvals or completions of new permanent or transit pitches or extensions to existing pitches within 22/23.
Trigger to Implement Contingencies	A reduction in available supply of pitches below 50% of need
Trigger Met	No, the supply of pitches has not changed in 22/23.
Contingencies	Bring forward Gypsy and Traveller site allocations in line with the identified need.
Target	To minimise the number of illegal encampments and the need for enforcement action carried out
Progress towards Target	Rossendale Borough Council keeps a record of encampments on Futures Park, Bacup and Rossendale Borough Council owned land. In 22/23 there were 6 illegal encampments. 5 of these required a Court Order for removal.
Trigger to Implement Contingencies	Significant increase in illegal encampments or need for enforcement action.
Trigger Met	Yes, this figure has doubled in comparison with previous figures.
Contingencies	Work is ongoing to create a Negotiated Stopping Policy that the Council can facilitate in future engagements.

Target	To meet the level of identified need (particularly for a transit site of up to 4 pitches and new pitches within existing sites)
Progress towards Target	The 2016 Gypsy and Traveller and Travelling Showperson Accommodation Assessment reported that there were two permanent authorised pitches within Rossendale. There have been no recorded approvals or completions of new permanent or transit pitches or extensions to existing pitches within 22/23.
Trigger to Implement Contingencies	A reduction in available supply of pitches below 50% of need
Trigger Met	No, the supply of pitches has not changed in 22/23.
Contingencies	Bring forward Gypsy and Traveller site allocations in line with the identified need.

Policy HS15: Specialist Housing

“To provide for specialist housing need and increase the range of housing types.”

Target	To meet need for specialist accommodation identified in the SHMA / other housing need evidence
Progress towards Target	No specialist accommodation was approved / completed in 22/23.
Trigger to Implement Contingencies	No new specialist accommodation provided / proposed in the Borough despite identified need
Trigger Met	Yes, no new specialist accommodation was approved / constructed in 22/23.
Contingencies	Work with specialist providers to identify barriers and solutions.

Policy HS16: Self-Build and Custom-Built Houses

“To provide for self-build and custom-built housing need and increased the rand of housing types.”

Target	Providing self-build/ custom-build opportunities on major housing sites
Progress towards Target	No self-build dwellings were approved or delivered on sites of 50 dwellings or more. However, 4 self-build dwellings were approved (2022/0165; 2022/0285; 2022/0313 and 2022/0626) and 3 self-build dwellings were completed on other sites (2018/0171; 2020/0074 and 2020/0262) in 22/23.

Trigger to Implement Contingencies	25% of relevant applications for housing not providing custom or self-build opportunities
Trigger Met	No, as no applications for 50 or more dwellings were approved in 2022/23.
Contingencies	Consider the availability of land, identify any potential land e.g. on housing allocations, in Council ownership etc.
Indicator	No of individuals/groups on the self-build register
Results	As of the 31 st March 2023 there were 46 individuals on the self-build register and no groups.
Target	To meet the requirements identified by the Self Build Register
Progress towards Target	The Local Planning Authority has 3 years to meet the demand on the register. As of 30 th October 2022, the Local Planning Authority had granted residential consent on enough plots of land to meet the demand on the register for the period 2018/19 (considering over-provision in previous years). More information is available at https://www.rossendale.gov.uk/info/210144/planning_and_building_control/10637/more/3 .
Trigger to Implement Contingencies	Not meeting the number of approvals over the rolling year period.

Chapter 4: Employment Growth and Employment

Strategic Policy EMP1: Provision for Employment

“To ensure enough land is provided to meet economic growth.”

Target	27 ha of new employment land provision over the Plan period. Or approximately 1.8ha of new employment land provision per annum.																													
Progress towards Target	<p>No. of approvals /completions or area (ha of new land provision or sq.m of new employment floorspace) for B1/ E(g), B2 and B8 land use class, split by greenfield/ previously developed land:</p> <p>20 permissions were granted in 2022/23 in relation to E(g) (offices, research and development or light industrial), B2 (general industrial) and B8 (storage and distribution) uses, amounting to a net loss of 0.54 ha of employment land (or 1,272 sqm of employment floorspace). 19 of these permissions (or 95%) were granted on previously developed land.</p> <table border="1"> <thead> <tr> <th>Net employment floorspace/area approved</th> <th>E(g) (sqm)</th> <th>B2 (sqm)</th> <th>B8 (sqm)</th> <th>Overall (sqm)</th> <th>Overall (ha)</th> </tr> </thead> <tbody> <tr> <td>2022/23</td> <td>333</td> <td>-2,123</td> <td>518</td> <td>-1272</td> <td>-0.54</td> </tr> </tbody> </table> <p>Of note is the loss of the employment unit (Slingco Ltd) on Station Road, Facit of 1,531 sqm to residential use (planning reference 2022/0271).</p> <p>During the same year, 10 permissions were completed resulting in a net loss of 0.01 ha of employment land relating to E(g), B2 and B8 uses. All projects were carried out on previously developed land. The amount of land approved and built out for employment use is not only falling below the target of 1.8 ha per year but is resulting in a net overall loss.</p> <table border="1"> <thead> <tr> <th>Net employment floorspace/ area completed</th> <th>E(g) (sqm)</th> <th>B2 (sqm)</th> <th>B8 (sqm)</th> <th>Overall (sqm)</th> <th>Overall (ha)</th> </tr> </thead> <tbody> <tr> <td>2022/23</td> <td>-1082</td> <td>-644</td> <td>667</td> <td>-1059</td> <td>-0.01</td> </tr> </tbody> </table>						Net employment floorspace/area approved	E(g) (sqm)	B2 (sqm)	B8 (sqm)	Overall (sqm)	Overall (ha)	2022/23	333	-2,123	518	-1272	-0.54	Net employment floorspace/ area completed	E(g) (sqm)	B2 (sqm)	B8 (sqm)	Overall (sqm)	Overall (ha)	2022/23	-1082	-644	667	-1059	-0.01
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2022/23	-1082	-644	667	-1059	-0.01																									

Trigger to Implement Contingencies	Not meeting the annual requirement during a 3 year period		
Trigger Met	This is the second year of monitoring the employment land requirement, therefore the trigger will be calculated next year.		
	Annual employment land requirement (E(g), B2 and B8)	2021/2022 employment land completions (E(g), B2 and B8)	2022/2023 employment land completions (E(g), B2 and B8)
	1.8ha	0.91ha	-0.01ha
Contingencies	Continue with the monitoring of new employment land provision.		

Indicator	Total no. of employee jobs, part time /full time			
Results	The number of employee jobs has been obtained from the Nomis website for the year 2021 (as of 28 July 2023). The figures provided by the website are rounded up estimates and show an increase in the number of employees in Rossendale between 2020 and 2021 both in full-time and part-time employment.			
		2019	2020	2021
	Employees	20,000	19,000	22,000
	Full-time employees (working more than 30 hours a week)	13,000	13,000	15,000
	Part-time employees (working 30 hours a week or less)	6,000	6,000	7,000
	https://www.nomisweb.co.uk/query/construct/summary.asp?mode=construct&version=0&data set=189			

Policy EMP2: Employment Site Allocations

“To provide sufficient new employment land in appropriate locations and protect existing employment land.”

Target	Net reduction in vacancy rates on identified employment sites				
Progress towards Target	Eight planning permissions involving the losses or gains of businesses were approved on allocated employment sites in 2022/23 which, if implemented, will result in an overall loss of 930 sqm of employment floorspace.				
	Planning Application	Allocated Sites	Gain(+) or Loss(-) E(g) (sqm)	Gain(+) or Loss(-) B2 (sqm)	Gain(+) or Loss(-) B8 (sqm)
	2022/0477	EE40 – Riverside Business Park	157	0	0
	2022/0621	EE16 – Carrs Industrial Estate	0	No change	0
	2022/0116	EE36 – Bridge Mills, Plunge Road	0	-164	0
	2022/0115	EE2 – Henrietta Street	0	52	0
	2022/0099	EE2 – Henrietta Street	0	-480	480
	2021/0026	EE16 – Carrs Industrial Estate	438	0	0
	2021/0271	EE47 – Station Road	0	-1531	0
	2021/0709	EE19 – Solomon’s Site	118	0	0
	Total	-930	713	-2,123	480
<p>The largest loss of employment floorspace result from the approval to demolish the unit at Slingco Ltd, at Station Road, Facit to deliver new houses.</p> <p>In terms of completions, 3 developments were completed on allocated sites in 2022/23:</p>					

	<ul style="list-style-type: none"> - Extension of Unit 2 at New Line Industrial Estate of 150 sqm on allocation EE3 – The Sidings (planning application 2022/0150) - Change of use of existing car garage to indoor fitness facility at Bridge Mills, Edenfield within allocation EE36 – Bridge Mills, Plunge Road (planning application 2022/0116) - Change of use from B2 to B8 (so no overall employment land change) at Unit 3, Park Road Industrial Estate, Bacup on allocated site EE2 – Henrietta Street (planning application 2022/0099). <p>None of these allocated sites had any vacancy level identified in the Local Plan.</p>
Trigger to Implement Contingencies	Land remains vacant for over 3 years
Trigger Met	<p>The four employment allocated sites with a remaining net developable area identified in the Local Plan are:</p> <ul style="list-style-type: none"> • EE12 - Large Site at Hud Hey, Haslingden (1.7 ha) • EE23 – Rossendale Motor Sales, Bury Road (0.06 ha) • EE43 - Warth Mill (0.08 ha) • EE47- Station Road, Facit (0.28 ha) <p>The allocated site EE47 is no longer relevant as it is now being built out for housing. Of the remaining 3 sites, the large site at Hud Hey provides the largest opportunities for new employment land provision.</p>
Contingencies	Continue to monitor the economic value of employment sites in relation to occupation and vacancy levels. Ongoing monitoring will continue and discussions will take place with land owners and Economic Development colleagues to identify and resolve barriers to delivery of the employment allocations.

Target	All applications on sites requiring one to include a masterplan or development brief
Progress Towards Target	None of the permissions granted in 2022/23 were located in an allocated employment sites or mixed-use requiring a masterplan or development brief.

Policy EMP3: Employment Site and Premises

“To protect existing employment land but allow for suitable redevelopment where appropriate.”

Target	No net loss of employment floorspace																														
Progress Towards Target	<p>Sqm of employment floorspace lost to other uses (per type of use approved/completed) – total and on allocated sites:</p> <p>The table below reports losses in employment floorspace (and not the gains) in E(g), B2 and B8 uses, for both approvals and completions in 2022/23. If all approvals related to the loss of employment are implemented, this would result in the loss 3,190 sqm of employment floorspace (2,175sqm of which on allocated sites). In terms of completions, 2,022sqm of employment floorspace was lost (644sqm of which on allocated sites).</p> <table border="1"> <thead> <tr> <th></th> <th colspan="2">Approvals</th> <th colspan="2">Completions</th> </tr> <tr> <th>Floorspace lost to other uses (sqm) from:</th> <th>Allocated Sites</th> <th>Total (Allocated and Non-allocated Sites)</th> <th>Allocated Sites</th> <th>Total (Allocated and Non-allocated Sites)</th> </tr> </thead> <tbody> <tr> <td>E(g) Offices, Research and Development and Light Industrial Process</td> <td>0</td> <td>-866</td> <td>0</td> <td>-1,378</td> </tr> <tr> <td>B2 General Industrial</td> <td>-2175</td> <td>-2175</td> <td>-644</td> <td>-644</td> </tr> <tr> <td>B8 Storage and Distribution</td> <td>0</td> <td>-149</td> <td>0</td> <td>0</td> </tr> <tr> <td>Total</td> <td>-2,175</td> <td>-3,190</td> <td>-644</td> <td>-2,022</td> </tr> </tbody> </table> <p>When applications for gains in employment floorspace are factored in, this amounts to a net loss of 1,272 sqm for approvals and a net loss of 1,054 sqm for completions.</p>		Approvals		Completions		Floorspace lost to other uses (sqm) from:	Allocated Sites	Total (Allocated and Non-allocated Sites)	Allocated Sites	Total (Allocated and Non-allocated Sites)	E(g) Offices, Research and Development and Light Industrial Process	0	-866	0	-1,378	B2 General Industrial	-2175	-2175	-644	-644	B8 Storage and Distribution	0	-149	0	0	Total	-2,175	-3,190	-644	-2,022
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Trigger to Implement Contingencies	Net loss of employment floorspace over more than one year running																														

Trigger met	The trigger is not yet met as this is the first year since the adoption of the Local Plan where a net loss of employment floorspace is reported.
Contingencies	An SPD setting out the information required by planning applicants wishing to re-use or re-develop employment sites and premises came into force on 31st July 2023. This set out details of the marketing process and viability assessment needed to be undertaken.

Policy EMP4: Development Criteria for Employment Generating Development

“To support wider economic growth and increase jobs.”

Indicator	Number or floorspace (in sqm) approved / completed of non-employment land use class providing jobs, by use class type
Results	<p>The approvals and completions of uses under Class E (Commercial, Businesses and Services) except E(g) (Offices, Research and Development and Light Industrial) are reported here to assess the provision of other land uses generating employment.</p> <p>During 2022/23, 7 applications were approved within Class E (except E(g)), leading to a net gain in floorspace of 821 sqm. There were however 9 applications involving the loss of 1,064 sqm of floorspace within Class E (except E(g)), resulting in an overall loss of 243 sqm.</p> <p>In terms of completions in 2022/23, the Borough has seen a gain of 1,104 sqm in floorspace for commercial, businesses and services activities (not including offices, research and development and light industrial) and a loss of 138 sqm. Therefore overall, there is a net gain of 966 sqm.</p>

Policy EMP5: Employment Development in non-allocated employment areas

“To support wider economic growth and provide a range of employment opportunities.”

Indicator	Number of applications / sq.m. of new employment floorspace approved / completed outside allocated employment sites	
Results	<p>Policy EMP5 supports the development of small scale employment development (Use Classes E(g), B2, B8 and E(c), (E(c) limited to under 100 sqm)) outside of employment areas, where it will not detriment the amenity of the local area, in order to support small businesses. The table below lists the planning applications approved and completed within and outside allocated employment sites in 2022/23.</p>	
	Approvals 2022/23	Completions 2022/23

Net Employment Floorspace provision (sqm) (gains and losses)	Outside Allocated Sites	Allocated Sites	Total	Outside Allocated Sites	Allocated Sites	Total
E(g) Offices, Research and Development and Light Industrial Process	-380	713	333	-1082	0	-1082
B2 General Industrial	0	-2123	-2123	0	-644	-644
B8 Storage and Distribution	-112	630	518	37	630	667
Total	-492	-780	-1272	-1045	-14	-1059

11 (out of 20) approvals in 2022/23 amounts to a potential net loss of 492 sqm of employment floorspace outside of allocated employment sites. There were also 7 (out of 10) completions resulting in a net loss of 1,045 sqm of employment floorspace outside of allocated employment sites.

Policy EMP6: Futures Park

“To support economic growth and ensure well-designed, co-ordinated development.”

Indicator	No. apps / Sqm of employment floorspace approved/completed by use class type at Futures Park and production of a masterplan
Target	Site completed with appropriate mix of uses by 2034. Masterplan addresses issues outlined in policy.
Progress Towards Target	No applications were approved or completed at Futures Park in 2022/23 and 2 plots of land of approximately 0.84 ha remain available for development on this site. A masterplan was produced and can be seen in the document EL8.015 Action 15.1 and 15.3 to 15.5 Mixed Use Sites (page 16) on the Council’s website.
Trigger to Implement Contingencies	Lack of progress with development of site. Absence of masterplan or masterplan does not address identified issues.
Trigger Met	A new manufacturing unit and nursery have been approved and completed on the site in recent years demonstrating good progress towards the development of the site. A masterplan has been produced to guide development.
Contingencies	Review policy and site allocation

Policy EMP7: New Hall Hey

Indicator	Number of applications / sqm of employment floorspace approved/completed by use class type at New Hall Hey and production of a masterplan
Target	Site completed with appropriate mix of uses by 2036. Masterplan addresses issues outlined in policy.
Progress Towards Target	No applications were approved or completed on the new employment site allocation NE4 at New Hall Hey in 2022/23 and no masterplan was produced.
Trigger	Lack of progress with development of site at 3, 5, 10 year periods. Absence of masterplan or masterplan does not address identified issues.
Trigger Met	No applications have yet been submitted for this site, however work is continuing with Economic Development Officers to develop the site. The trigger has not yet been met.
Contingencies	Review policy and site allocation

Chapter 5: Retail

Strategic Policy R1: Retail and Other Town Centre Uses

“To support the role and function of town and other centres.”

Target	Majority of town centre uses to be located in the identified centres																		
Progress towards target	<p>The indicator used is the no. of applications or floorspace (in sqm) approved or completed for town centre uses including Class E (Commercial, Business and Service), Sui Generis, F1 (Learning and Non-residential institution), F2 (c-d) (Local Community Uses) in centres, Primary Shopping Areas (PSA) and non-centres:</p> <p>In 2022/23, 33 permissions were granted in relation to town centre uses. The majority (64%) were on land or premises located outside of town centres.</p> <table border="1"> <thead> <tr> <th>Approvals</th> <th>Centres (outside PSA)</th> <th>Centres (inside PSA)</th> <th>Outside of Centres</th> </tr> </thead> <tbody> <tr> <td>Number of town centre uses applications approved</td> <td>9 / 27%</td> <td>3 / 9%</td> <td>21 / 64%</td> </tr> </tbody> </table> <p>During the same period, 14 permissions were completed. The majority of them outside of town centres (53%).</p> <table border="1"> <thead> <tr> <th>Completions</th> <th>Centres (outside PSA)</th> <th>Centres (inside PSA)</th> <th>Outside of Centres</th> </tr> </thead> <tbody> <tr> <td>Number of town centre uses completed</td> <td>3 / 21.5%</td> <td>3 / 21.5%</td> <td>8 / 57%</td> </tr> </tbody> </table>			Approvals	Centres (outside PSA)	Centres (inside PSA)	Outside of Centres	Number of town centre uses applications approved	9 / 27%	3 / 9%	21 / 64%	Completions	Centres (outside PSA)	Centres (inside PSA)	Outside of Centres	Number of town centre uses completed	3 / 21.5%	3 / 21.5%	8 / 57%
Approvals	Centres (outside PSA)	Centres (inside PSA)	Outside of Centres																
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Completions	Centres (outside PSA)	Centres (inside PSA)	Outside of Centres																
Number of town centre uses completed	3 / 21.5%	3 / 21.5%	8 / 57%																

The permissions approved in 2022/23 amount to a net loss of 679sqm of town centres floorspace (370sqm floorspace was lost within town centres and 309sqm floorspace was lost outside of centres). Please see table below for a break down per use class and location.

Floorspace (sqm) Approved	Centres (outside PSA)	Centres (inside PSA)	Out of Centres	Total
Class E (Commercial, Business, Services)	-618	269	506	157
Sui Generis (Pubs and other Drinking Establishments)	87	-108	-1116	-1137
F1 (Learning and Non-residential Institution)	0	0	106	106
F2 (Local Community Uses)	0	0	195	195
Total	-531	161	-309	-679

In terms of completion, the net amount of floorspace for town centre uses lost in 2022/23 is 1,428 sqm. A net loss of 596 sqm (42% of the floorspace lost) occurred within town centres (the majority within the primary shopping areas) and a further loss of 832 sqm (58%) of town centre uses took place outside of centres. Most losses of town centre uses floorspace were due to conversion of properties into residential use.

Floorspace (sqm) Built Out	Centres (outside PSA)	Centres (inside PSA)	Out of Centres	Total
Class E	338	-314	-140	-116
Sui Generis	-158	0	0	-158
F1	0	0	-8	-8
F2	-462	0	-684	-1146
Total	-282	-314	-832	-1428

Trigger	Disproportionate amount of town centre uses approved / completed outside identified centres
Trigger met	Yes, although the approvals and completions located outside of centres amount to a net loss of town centre uses. In 2022/23, the majority of planning permission granted (64%) and completed (57%) were for premises or land situated outside of town centres.
Contingencies	<p>Monitoring the health of the defined centres within the hierarchy to ensure vitality and viability. Where there are challenges to this, consider where interventions are appropriate to boost vitality and viability.</p> <p>Periodic health checks will be undertaken by the Council to monitor the viability and vitality of centres and further guidance will be provided, if required, in an SPD.</p>

Indicator	Sqm of retail lost to other uses in centres, primary shopping areas and other areas (broken down by type of use for approved /completed)																				
Target	N/A																				
Progress towards target	<p>Looking at changes of use from shops (Class E(a)) into other uses, in 2022/23, 8 applications were approved for a loss of 720 sqm (2022/0481; 2022/0482; 2022/0531; 2022/0311; 2022/0361; 2022/0117; 2022/0586; 2022/0053). The majority of this loss (54%) was approved outside of town centres.</p> <table border="1"> <thead> <tr> <th></th> <th>Centres (outside PSA)</th> <th>Centres (inside PSA)</th> <th>Out of Centres</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Retail (E(a)) floorspace lost Approved (sqm)</td> <td>-278 / 39%</td> <td>-52 / 7%</td> <td>-390 / 54%</td> <td>-720</td> </tr> </tbody> </table> <p>During the same period, 2 developments were completed in town centres (within the primary shopping area), leading to approximately 190 sqm of retail floorspace lost (2022/0053 and 2021/0003).</p> <table border="1"> <thead> <tr> <th></th> <th>Centres (outside PSA)</th> <th>Centres (inside PSA)</th> <th>Out of Centres</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Retail (E(a)) floorspace lost Implemented (sqm)</td> <td>0 / 0%</td> <td>-190 / 100%</td> <td>0 / 0%</td> <td>-190 / 100%</td> </tr> </tbody> </table> <p>Further information about the proposed and implemented type of use is provided below.</p>		Centres (outside PSA)	Centres (inside PSA)	Out of Centres	Total	Retail (E(a)) floorspace lost Approved (sqm)	-278 / 39%	-52 / 7%	-390 / 54%	-720		Centres (outside PSA)	Centres (inside PSA)	Out of Centres	Total	Retail (E(a)) floorspace lost Implemented (sqm)	0 / 0%	-190 / 100%	0 / 0%	-190 / 100%
	Centres (outside PSA)	Centres (inside PSA)	Out of Centres	Total																	
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	Centres (outside PSA)	Centres (inside PSA)	Out of Centres	Total																	
Retail (E(a)) floorspace lost Implemented (sqm)	0 / 0%	-190 / 100%	0 / 0%	-190 / 100%																	
Trigger	Net loss of retail in identified centres																				
Trigger met	<p>Overall, changes of use approved in 2022/23 from retail (Class E(a)) into other uses result in a net loss of 720 sqm retail floorspace within town centres. In terms of completions, 190 sqm of retail floorspace was lost to other uses in 2022/23. Therefore, the trigger has been met.</p> <p>It is to be noted however that it is possible to change use within Class E without the need to apply for a planning permission. Therefore, the Local Plan has no control on the change of use from retail to other uses within Class E if no external alterations are proposed.</p>																				
Contingencies	<p>Monitoring the health of the defined centres within the hierarchy to ensure vitality and viability. Where there are challenges to this, consider where interventions are appropriate to boost vitality and viability.</p> <p>Periodic health checks will be undertaken by the Council to monitor the viability and vitality of centres and further guidance will be provided, if required, in an SPD.</p>																				

The 8 approvals resulting in a loss of retail E(a) use are listed in the table below.

Application Number	Proposal	Use Class Existing	Use Class Proposed	E(a) (sqm)	E(b) (sqm)	E(c) (sqm)	E(d) (sqm)	E(e) (sqm)	E(f) (sqm)	E(g) (sqm)	SG (sqm)	F1 (sqm)	F2 (sqm)	Retail Location
2022/0481	Change of use from Shop and dwelling to Single Dwelling	E(a) and C3	C3	-56	0	0	0	0	0	0	0	0	0	Out of Centre
2022/0482	Prior Approval - Conversion of former baker/shop to house	E(a)	C3	-54	0	0	0	0	0	0	0	0	0	Out of Centre
2022/0531	Full: Change of use from shop to sui generis drinking establishment with food offering. Installation of cellar cooling system with condenser. Installation of bar and small kitchen and preparation area inside.	E(a)	SG	-87	0	0	0	0	0	0	87	0	0	Centre
2022/0311	Full: Proposed change of use from first and second floor storage space into two self contained flats.	B8 ancillary to E(a) last used as storage ancillary to shop	C3	-59	0	0	0	0	0	0	0	0	0	Centre
2022/0361	Demolition of buildings and the formation of an extended and reconfigured car park to the existing SPAR store and petrol filling station	C3, E, SG	Car Parking	-280	0	0	0	0	0	0	-140	0	0	Out of Centre
2022/0117	Prior notification (Class MA): Proposed change of use from ground floor retail use with living accommodation above to a dwellinghouse with no external or structural changes	E(A)	C3	-55	0	0	0	0	0	0	0	0	0	Centre
2022/0586	Change of use of ground floor from commercial use to 1 dwelling.	E(a)	C3	-77	0	0	0	0	0	0	0	0	0	Centre
2022/0053	Full: change of use of ground floor from existing bakery shop to restaurant, including installation of a new commercial kitchen extraction system with an external flue at the rear of the property.	E(a)	E(b)	-52	52	0	0	0	0	0	0	0		PSA

The two permissions built out resulting in a loss of retail E(a) use are shown in the table below.

Application Number	Proposal	Use Class Existing	Use Class Proposed	E(a) (sqm)	E(b) (((sqm)	E(c) (sqm)	E(d) (sqm)	E€ (sqm)	E(f) (sqm)	E(g) (sqm)	SG (sqm)	F1 (sqm)	F2 (sqm)	Retail Location
2022/0053	Full: change of use of ground floor from existing bakery shop to restaurant, including installation of a new commercial kitchen extraction system with an external flue at the rear of the property.	E(a)	E(b)	-52	52	0	0	0	0	0	0	0	0	PSA
2021/0003	Full: Conversion of empty shop on the ground floor with 7 bedsits above to a co working office space on the ground floor with 4 one bedroom apartments above	E(a) and C3	E(g) and C3	-138	0	0	0	0	0	138	0	0	0	PSA

Indicator	No. of vacant retail frontages / sqm of vacant floorspace in retail centres
Target	Net reduction in vacancy rates
Progress towards Target	<p>The number of vacant ground floor units was assessed during town centres surveys carried out during summer 2023. The findings of this assessment are compared in the table below with the level of vacancies in 2022. It should be noted that the surveys usually would be conducted every 3 years, however, due to a capacity improvement in the form of Town Centre Regeneration Officers for Rawtenstall, Bacup & Haslingden surveys have been able to be carried out in these areas and Waterfoot.</p> <p>There has been a sharp increase in the number of vacant units in Haslingden. In Rawtenstall and Bacup the number of vacant units has decreased slightly.</p>
Trigger	Sites / buildings continue to remain vacant for over 3 years
Trigger Met	No specific sites or buildings have been assessed. The trigger should be revisited after a period of 3 year following the adoption of the Local Plan.
Contingencies	<p>Monitoring the health of the defined centres within the hierarchy to ensure vitality and viability. Where there are challenges to this, consider where interventions are appropriate to boost vitality and viability.</p> <p>Periodic health checks will be undertaken by the Council to monitor the viability and vitality of centres and further guidance will be provided, if required, in an SPD.</p>

The number of vacant retail frontages and ground floor areas (in sqm) within town centres is provided in the table below.

Retail Hierarchy	Location	No. of Ground Floor Vacant Units in Centres (2022)	No. of Ground Floor Vacant Units in Centres (2023)	Changes in vacant units between 2022 and 2023
Town Centre	Rawtenstall	12	9	Decrease (-3 premises / ~-0.4%)
District Centres	Bacup	30*	28	Decrease -2 premises / ~-0.8%)
	Haslingden	22	31	Increase (+9 premises / ~+6.4%)
Local Centres	Crawshawbooth	6	Not recorded	Not recorded
	Waterfoot	15	21	Increase (+9 premises / ~+14.1%)
	Whitworth	2	Not recorded	Not recorded
Neighbourhood Parades	Edenfield	2	Not recorded	Not recorded
	Helmshore	0	Not recorded	Not recorded
	Stacksteads	5	Not recorded	Not recorded
	Facit	0	Not recorded	Not recorded

*The AMR for 2021/22 shows 22, but it is an error and it should state 30.

Indicator	Town Centre Health checks including Vacancy Rates
Target	Net reduction in vacancy rates
Progress towards Target	Please see the information below as well as maps of town centre health checks in Appendix 2 .
Trigger	N/A
Trigger Met	N/A
Contingencies	Monitoring the health of the defined centres within the hierarchy to ensure vitality and viability. Where there are challenges to this, consider where interventions are appropriate to boost vitality and viability. Periodic health checks will be undertaken by the Council to monitor the viability and vitality of centres and further guidance will be provided, if required, in an SPD.

The table below shows the 2022 vacancy rates and 2023 vacancy rates for Rawtenstall, Bacup, Haslingden & Waterfoot. Town Centre Health Checks for all the retail centres is to be conducted every 3 years, the next being in 2025, however, the Council employment of Town Centre Regeneration Officers for Rawtenstall, Bacup & Haslingden has allowed annual monitoring of these three centres and Waterfoot.

Retail Hierarchy	Location	Vacancy Rate per number of units (2022)	Vacancy Rate per number of units (2023)	Health Check
Town Centre	Rawtenstall	4.4%	3.3%	<p>The vacancy rate has decreased in Rawtenstall Town Centre between 2022 and 2023, with the number of vacant premises decreasing by 3 (to 9 vacant premises) and the overall vacancy rate decreasing by 1.1% (to a 3.3% overall vacancy rate).</p> <p>The Town Centre offers a wider range of services to the local and nearby communities including a good level of independent shops. It includes 3 large convenience supermarkets (Asda, Tesco and Lidl) and a large comparison retailer (B&M). A varied provision of retail and other financial services are also provided, mainly along Bank Street. It has a number of leisure services including restaurants, cafés and bars as well as hot food takeaways. Health provision includes a pharmacy and dental clinics. The health centre, however, is situated just outside of the Town Centre boundary. The centre is easily accessible with a new bus station present at its core and several car parks available within the centre. The quality of the environment is pleasant and the historic character has been preserved as most of the centre is within a conservation area.</p> <p>The town square has benefitted from recent landscaping works including new planting and lawn.</p>
District Centres	Bacup	12.2%	11.4%	<p>The vacancy rate improved between 2022 and 2023, with the number of vacant premises decreasing by 2 (to 28 vacant premises) and the overall vacancy rate decreasing by 0.8% (11.4% of the centre is vacant).</p> <p>The centre offers a wide range of services with a large supermarket and other smaller convenience stores, several comparison shops, retail services (hairdressers, optician, tailors etc.) as well as other financial and professional services (estate agents, solicitors etc.) and health provision (health centre and pharmacy). The leisure services include an escape room, pubs, a restaurant and cafés as well as hot food takeaways. The quality of the buildings and shopfronts has benefitted and continues to benefit from the Bacup High Street Heritage Action Zone. The centre is easily accessible by bus and offers car parking spaces within the centre, at the local supermarket and also just adjoining its boundary near the health centre.</p>
	Haslingden	10.4%	14.6%	<p>The vacancy rate has worsened in Haslingden with the number of vacant premises increasing by 9 (to 31 vacant</p>

				<p>premises) and the overall vacancy rate increasing by 4.2% (14.6% of the centre is vacant).</p> <p>There are a multitude of drivers behind this increase in vacancies, including likely issues with the current “cost of living crisis” and rising utility bills. It has also been reported that high rental costs and a limited footfall in Haslingden has given rise to the closure of several businesses and a reluctance in new businesses starting.</p> <p>The district centre provides a wide range of convenience and comparison shops (mainly bargain shops and charity shops) as well as retail and other professional services. Its weaknesses are its high level of vacancies and large amount of hot food takeaways which impact on the vitality of the centre as a lot of the takeaway units are closed during the day. Some of the vacant units are in a poor state of repairs. However, restoration works have been carried out for some premises including the former Royal British Legion which has a positive impact on the quality of the environment. The National Lottery Heritage Fund – Big Lamp project is to provide grants for up to 19 priority buildings on Higher Deardengate (more information can be found at ENV2). The centre is easily accessible by bus and offers car parking spaces at different locations (e.g. behind the library and at the Co-operative supermarket).</p>
Local Centres	Crawshawbooth	11.8%	N/A (to be monitored in 2025)	N/A (to be monitored in 2025)
	Waterfoot	13.5%	18.9%	The vacancy rate worsened between 2022 and 2023, with the number of vacant premises increasing by 6 (to 21 vacant premises) and the overall vacancy rate increasing by 5.4% (18.9% of the centre is vacant).
	Whitworth	5.4%	N/A (to be monitored in 2025)	N/A (to be monitored in 2025)
Neighbourhood Parades	Edenfield	5.3%	N/A (to be monitored in 2025)	N/A (to be monitored in 2025)
	Helmshore	0%	N/A (to be monitored in 2025)	N/A (to be monitored in 2025)
	Stacksteads	7%	N/A (to be monitored in 2025)	N/A (to be monitored in 2025)
	Facit	0%	N/A (to be monitored in 2025)	N/A (to be monitored in 2025)

Policy R2: Rawtenstall Town Centre Extension

“To support the redevelopment of this key town centre site.”

Target	Site completed with appropriate mix of uses by 2036
	As Phase 1 of Spinning Point for the re-development of the town square into a new bus station including retail / café units and associated car parking, landscaping is complete and Phase 2 is no longer going ahead, this target is no longer monitored.

Policy R3: Development and Change of Use in District and Local Centres

“To support the role and function of centres.”

Indicator	No. of applications / sq.m. (E(a, b, c) SG) approved / completed within identified centres					
Results	In 2022/23, there were 9 applications approved for the gain or loss of shops (E(a)), restaurants/ cafes (E(b)), financial, professional and other services appropriate in a town centre location (E(c)) and drinking establishments or pubs (Sui Generis) in town centres. These applications, if implemented, would amount to a net loss of 123 sqm.					
		E(a) - Shops	E(b) – Restaurants/cafes	E(c) – Financial, professional and other services appropriate in town centres	Sui Generis (SG) (pubs and drinking establishments)	
	Number of Applications Approved	Net Floorspace Approved (sqm)				
	Rawtenstall	1	0	307	0	0
	Bacup	2	-59	0	-242	0
	Haslingden	3	4	52	0	-108
	Crawshawbooth	0	0	0	0	0
	Waterfoot	1	-87	0	0	87
	Whitworth	1	0 (no change in floorspace)	0	0	0
	Edenfield	0	0	0	0	0
	Helmshore	0	0	0	0	0
	Stacksteads	1	-77	0	0	0
	Facit	0	0	0	0	0
	Total	9	-219	359	-242	-21

In 2022/23, 5 developments for shops, restaurants / cafes, financial, professional and other services appropriate in town centres or for pubs /drinking establishments (Sui Generis) were completed in identified centres, resulting in a net loss of 116sqm.

Identified Centres	Number of Applications Completed	E(a) - Shops	E(b) – Restaurants/cafes	E(c) – Financial, professional and other services appropriate in town centres	Sui Generis (SG) (pubs and drinking establishments)
		Net Floorspace Completed (sqm)			
Rawtenstall	1	0	0	0	-158
Bacup	1	-138	0	0	0
Haslingden	2	128	52	0	0
Crawshawbooth	0	0	0	0	0
Waterfoot	0	0	0	0	0
Whitworth	1	0 (no change in floorspace)	0	0	0
Edenfield	0	0	0	0	0
Helmshore	0	0	0	0	0
Stacksteads	0	0	0	0	0
Facit	0	0	0	0	0
Total	5	-10	52	0	-158

Policy R4: Existing Local Shops

“To protect local shops where they provide a valuable community resource.”

Indicator	Sqm of approved/completions involving loss of E(a) or F2(a) retail to other uses outside identified centres .
Results	390sqm of retail floorspace E(a) was approved to be lost to other uses outside of identified centres.

Policy R5: Hot Food Takeaways

“To improve health and protect amenity.”

Target	Reduction in childhood obesity levels
Progress towards Target	<p>Hot food takeaways approved / completed within 400m of a secondary school that is outside a designated town or district centre</p> <p>No hot food takeaways were approved or completed within 400m of a secondary school located outside of designed centres in 2022/23.</p> <p>Of these permissions, how many have conditions restricting the opening hours to outside lunchtime/school closing time</p> <p>Not applicable.</p> <p>Approvals or completions in wards where more than 15% of year 6 pupils or 10% of reception pupils are classed as obese by the Office for Health Improvement and Disparities</p> <p>For the period 2019/20 to 2021/22, all wards within Rossendale had a prevalence of obesity in Year 6 children above the Local Plan policy R5 threshold of 15%. In addition, 9 wards also had a prevalence of obesity in reception year children above the threshold of 10%. No hot food takeaways were approved in the financial year 2022/23.</p>
Trigger to Implement Contingencies	<p>Increase in approvals for takeaways in identified wards</p> <p>No reduction in childhood obesity levels in identified wards</p>
Trigger Met	The Local Plan Policy R5, adding restrictions to proposals for hot food takeaways, has been adopted in December 2021. No contingencies should yet be carried out.
Contingencies	Produce a Supplementary Planning Document to provide additional guidance on Sui Generis uses and planning for health if required

Policy R6: Shopfronts

“To enhance amenity and ensure good design.”

Indicator	<p>No. of applications in conservation areas involving change to shop fronts</p> <p>Of these, how many involved consideration of design / quality of shopfront?</p>
Results	<p>In 2022/23, there were 2 applications approved in conservation areas for alterations to shopfronts. The 2 applications (2021/0567 and 2022/0360) relate to shop front alterations on Market Street in Bacup Town Centre Conservation Area. Both shop front renewals are part of the High Street Heritage Action Zone project.</p> <p>The design and quality of the shopfront were a consideration for both applications and comments from the heritage advisor (Growth Lancashire) were also sought.</p>
Contingencies	Consider updating the Supplementary Policy Document on Shopfront design

Chapter 6: Environment

Strategic Policy ENV1: High Quality Development in the Borough

“Ensure high quality design throughout the Borough.”

Target	All large scale developments (100+ dwellings) to be accompanied by appropriate Design Brief / code and Health Impact Assessment (HIA)
Progress towards Target	No. of applications for major development accompanied by an appropriate Development Brief, Design Code, Health Impact Assessment or that used the Building by Design methodology to ensure good quality design: The planning application reference 2022/0451 for the erection of 238 residential dwellings at the land west of Market Street validated in November 2022 was accompanied by a Masterplan and Design Code, as well as by a Health Impact Assessment.
Trigger to Implement Contingencies	50% of large scale development not being accompanied by appropriate briefs / assessments
Trigger Met	No, the only large scale development (100+ dwellings) received in 2022/23 was accompanied by a Masterplan & Design Code and Health Impact Assessment.
Contingencies	The Council is expected to begin work on a Design Code SPD in 2024, with the aims of implementing this SPD to achieve high levels of design across the borough.
Target	Approval of at least one design awards or referrals achieved
Progress towards Target	No development received a design award or referral from the Civic Trust awards, BURA awards, RTPI awards or CABA awards in 2022/23.
Trigger to Implement Contingencies	Failure to deliver design award targets over five year intervals.
Trigger Met	No, five years has not passed since the Plan start date.
Contingencies	Work with developers to seek opportunities to improve the quality of design.
Target	100% of appeal decisions won on design grounds
Progress towards Target	Of the 42 appeals decided by the Planning Inspectorate in Rossendale in 22/23, 13 were allowed. 10 of these were allowed on design grounds. The other 29 appeals were dismissed on a number of grounds.
Trigger to Implement Contingencies	25% of appeals lost on design grounds

Trigger Met	No, 23.8% of appeals were lost on design grounds.
Contingencies	Where necessary, look to provide additional guidance to support relevant policies to encourage more acceptable design.
Target	Approval of at least one exemplar energy scheme
Progress towards Target	<p>No. of dwellings completed above required building standards for energy sufficiency:</p> <p>Looking at the two major residential schemes approved in 2022/23, the planning application 2021/0500 will go beyond insulation levels required by building regulations for walls and roofs. Also, the planning permission 2021/0271, is committed to build dwellings with a lower carbon dioxide emission compared to the standards required by the Building Regulations.</p> <p>In addition, a Passivhaus was approved last year (2022/0342 and then 2022/0626 for the same site).</p> <p>However, none of these dwellings have yet been built as of 31st March 2023.</p>
Trigger to Implement Contingencies	Failure to deliver energy and design award targets over five year intervals
Trigger Met	No, five years has not passed since the Plan start date.
Contingencies	Rossendale Borough Council at a meeting of its Cabinet on Wednesday 7 December 2022 formally adopted the Climate Change SPD. It came into force on Monday 19 December 2022. The effects of this new SPD will be monitored in this section of the AMR.

Strategic Policy ENV2: Heritage Assets

“To conserve and enhance the historic environment.”

Target	Removal of assets from Heritage at Risk (HAR) Register, or progress made in addressing issues with them
Progress towards Target	<p>As of the 31st of March 2023 there were 7 entries within Rossendale on the 2022 HAR Register:</p> <ul style="list-style-type: none"> • Bacup Town Centre - improving • Rawtenstall Town Centre - deteriorating • Church of St Thomas, Haslingden – no change since last year • Church of St Bartholomew, Whitworth – no change • Church of St James, Haslingden – no change • Church of St John the Evangelist, Crawshawbooth – no change • Grane Mill, Haslingden – no change
Trigger to Implement Contingencies	No change in numbers of heritage assets on the HAR Register

Trigger Met	Yes, there has been no change in the number of entries on the HAR Register from the previous year.
Contingencies	Continue supporting the Bacup High Street Heritage Action Zone and National Lottery Heritage Fund Big Lamp, Haslingden projects and engage with relevant landowners to protect and improve those assets listed on the HAR Register.
Target	Removal of listed buildings from local Buildings at Risk Register
Progress towards Target	This information is not available.
Trigger to Implement Contingencies	No change in numbers of listed buildings on the local Buildings at Risk Register
Trigger Met	Unknown
Contingencies	Continue supporting the Bacup High Street Heritage Action Zone and National Lottery Heritage Fund Big Lamp, Haslingden projects and engage with relevant landowners to protect and improve those assets listed on the HAR Register.
Indicator	No. of heritage-led regeneration projects managed by the Council (operating or applied for)
Results	<p>Good progress is being made on the Bacup High Street Heritage Action Zone and National Lottery Heritage Fund Big Lamp, Haslingden, the below is a progress report from the Economic Development department at the Council:</p> <p>Bacup High Street Heritage Action Zone - a four year, £1.1 million, Historic England grant funded project focussed in Bacup town centre. Thirteen buildings have received grants for repairs and restoration works (including four large buildings and 1 which is grade 2 listed). Significant improvements to the Hempstead Memorial Gardens which includes new York stone flagging, new benches, wildflower beds plus lighting of the cleaned and restored listed Cenotaph, a hand-carved 'peace' stone and handmade and painted decorative poppies. Alongside this a number of community events and activities have been delivered and supported. Plus £90,000 secured through the Bacup Cultural Consortium to deliver cultural activity in Bacup with a range of partners. Due to conclude in March 2024.</p> <p>National Lottery Heritage Fund Big Lamp – a five year, £2.3 million, place based scheme on Higher Deardengate funded by the National Lottery Heritage Fund and Rossendale Borough Council which will offer grants to up to 19 priority buildings for repairs and restorative works, re-purpose one large vacant town centre building, deliver significant improvements to the public realm of Higher Deardengate including creating a town square to the north end. The project will also deliver a significant community engagement and training programme, plus have micro grants for community groups and other voluntary organisations to access.</p>

Policy ENV3: Landscape Character and Quality

“To protect the distinctive landscape character of the Borough, and to conserve and enhance the natural and built environment.”

Target	No net loss of landscape character or visual amenity
Progress towards Target	<p>Area of land protected from development for their intrinsic landscape character or visual amenity value</p> <p>Rossendale is part of the South Pennines Park, which is a non-statutory upland landscape. However, Rossendale does not have any areas designated for their landscape value.</p> <p>There were no major housing applications approved within the enclosed uplands or moorland landscape character types in the Borough in 2022/23.</p>
Trigger to Implement Contingencies	Any loss of landscape character or visual amenity
Trigger Met	The trigger has not been met.
Contingencies	Where necessary, identify the problems and measures to address them.

Policy ENV4: Biodiversity, Geodiversity and Ecological Networks

“To protect biodiversity, geodiversity and ecological networks and to achieve net gain in biodiversity.”

Target	Maintain number of SSSIs within the district
Progress towards Target	<p>There are 4 Site of Special Scientific Interest located within or partly within the Borough:</p> <ul style="list-style-type: none"> - Lower Red Lees Pasture; - Lee Quarry; - Hodge Clough; and - West Pennine Moors
Trigger to Implement Contingencies	Year on year reduction in the number of SSSIs
Trigger Met	The number of SSSI within or partly within the Borough has remained stable.
Contingencies	Not applicable
Target	Improve % of SSSIs recorded as being in favourable condition

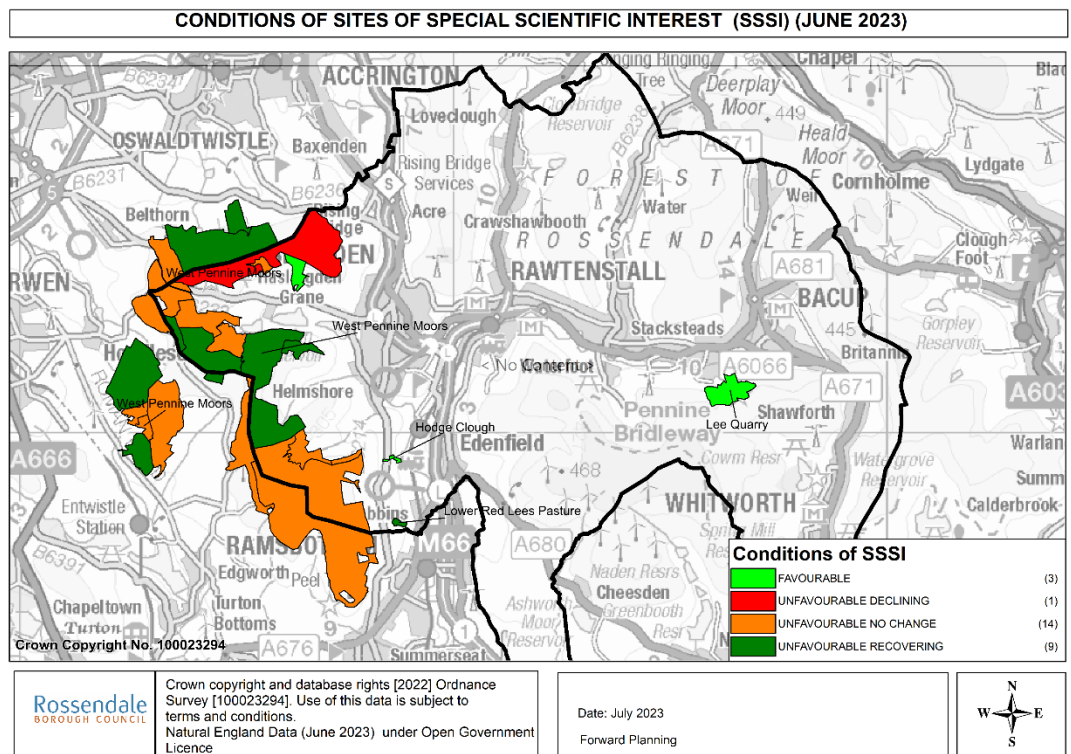
Progress towards Target

The indicator is the percentage of SSSIs units assessed as being in favourable or unfavourable condition.

The Government’s MAGIC (Mapping and Analysis of Geographic Information from the Countryside) Map website reported the following information on the status of the SSSI as of June 2023:

- Lower Red Lees Pasture – unfavourable recovering
- Lee Quarry – favourable condition
- Hodge Clough – favourable condition
- West Pennine Moors – 1 unit in favourable condition, 7 units within or partly within the Borough in unfavourable condition with no change and 1 unit in unfavourable condition declining.

Overall, 25% of the SSSI units within (or partly within) the Borough are in favourable conditions and 75% are in unfavourable conditions. Please see map below for further information. There is no change in the conditions of the SSSI since last year.



Trigger to Implement Contingencies

Year on year reduction in the condition of SSSIs

Trigger Met

There have been no changes in the status of the SSSIs units from last year.

Contingencies

N/A

Target

No net loss of land within ecological networks

Progress towards Target	In 2022/23, 12 applications were granted within the Grassland Ecological Network, 3 of them were located in a Core Area or Stepping Stone Areas. There were also 11 applications granted within the Woodland Ecological Network, including 6 within Stepping Stone Areas.
Trigger to Implement Contingencies	Year on year reduction in the condition and extent of ecological corridors / networks
Trigger Met	Unknown
Contingencies	An SPD is to be produced to set out elements within and the role of Ecological Networks.
Target	No net loss of designated areas for their environmental value
Progress towards Target	<p>Creation of areas designated for their intrinsic environmental value including sites of international, national, regional or local significance (hectares or other appropriate measure)</p> <p>No new areas were designated for their environmental value in 2022/23 in the Borough.</p> <p>Loss of areas designated for their intrinsic environmental value including sites of international, national, regional or local significance (hectares or other appropriate measure)</p> <p>No areas designated for their environmental value were lost in 2022/23.</p> <p>The Biological Heritage Site Team at Lancashire County Council has made some proposals regarding sites in Rossendale. If any such proposals are agreed, the changes will be reported in the next Authority Monitoring Report.</p>
Trigger to Implement Contingencies	Any loss of land of biodiversity importance
Trigger Met	The trigger has not been met.
Contingencies	The Council will work with Natural England, Lancashire Wildlife Trust and other partners to address problems.
Target	Net gains in biodiversity
Progress towards Target	<p>Hectares of land (or other appropriate measure) of other environmental / biodiversity value enhanced or lost</p> <p>Please see information below.</p> <p>Amount of net gain/loss of biodiversity in the Borough (using appropriate measure)</p> <p>In terms of the two major residential applications granted in 2022/23. The planning permission 2021/0271 – Former Slingco Ltd contains a condition to create an acid grassland and manage it to provide biodiversity enhancements. In addition, native hedgerow planting will amount to a total length of 57m and with other biodiversity enhancements, the development will provide a net gain in biodiversity. However, this has not been quantified through the use of the Biodiversity Metric.</p>

	The planning permission 2021/0500 – Land South of Blackwood Road, Stacksteads will provide a pond / wetland area and tree planting on-site and will also make a contribution of £5,500 for habitat enhancement at Stacksteads Countryside Park.
Trigger to Implement Contingencies	Any loss of land of biodiversity importance Year on year reduction in mature trees, ancient woodland, hedgerows and ponds
Trigger Met	The trigger is not considered to have been met.
Contingencies	Work with developers to seek opportunities where ecological corridors / networks could be extended and to increase biodiversity.
Indicator	Progress towards visitor management plan for South Pennines SPA
Results	Natural England has published their findings of The People and Nature Survey for England in October 2022 ⁵ which is at the country wide scale and are commissioning a survey to assess the potential impact of housing development on recreational disturbance to the South Pennine Moors.
Indicator	Hectares of new greenspace habitats created as part of new development proposals
Results	0.07 ha (747 sqm) of open space was agreed via a S106 Agreement related to the planning application 2021/0500 – Land South of Blackwood Road, Stacksteads in 2022/23

Policy ENV5: Green Infrastructure networks

“To protect green infrastructure networks and to achieve net gain in biodiversity.”

Target	No net loss of green infrastructure
Progress towards Target	26 applications were approved in 2022/23 within the green infrastructure area designated on the Policies Map, comprising 23 applications within ecological networks and 3 applications within former ‘greenlands’ sites. There has been no change to the extent of the green infrastructure area designated on the Policies Map.
Trigger to Implement Contingencies	Net loss of land of green infrastructure importance within the district
Trigger Met	Unknown
Contingencies	An SPD is to be produced to set out elements within and the role of Ecological Networks which form part of the Green Infrastructure.
Target	Net gains in biodiversity
Progress towards Target	Amount of net gain/loss of biodiversity in the Borough (using appropriate measure)

⁵ <https://www.gov.uk/government/statistics/the-people-and-nature-survey-for-england-year-2-annual-report-data-and-publications-april-2021-march-2022-official-statistics-main-findings/the-people-and-nature-survey-for-england-year-2-annual-report-data-and-publications-april-2021-march-2022-official-statistics-main-findings>

	Please see Policy ENV4 above.
Trigger to Implement Contingencies	Any loss of land of biodiversity importance
Trigger Met	The trigger is not considered to have been met.
Contingencies	Work with developers to seek opportunities where ecological corridors / networks could be extended.
Indicator	Mitigation measures adopted
Results	Based on a geographic information system analysis, no major residential applications were approved within the Green Infrastructure in 2022/23. However, biodiversity enhancements were secured on both major residential schemes approved.

Policy ENV6: Environmental Protection

“To prevent, reduce or mitigate against pollution or land instability.”

Target	Improvements in air quality levels
Progress towards Target	<p>Current air quality level:</p> <p>The 2022 Air Quality Annual Status Report dated June 2022 states that a new AQMA should be declared along a small residential section of Grane Road Haslingden due to issues with exceeding Nitrogen Dioxide (NO2). A plan to reduce the level of pollution will be produced within 12 to 18 months. Following air quality improvements at the two existing AQMAs in Rawtenstall and Haslingden, for 3 consecutive years, these areas will be revoked.</p>
Trigger to Implement Contingencies	Year on year worsening of air quality levels
Trigger Met	The trigger has not been met as there has been an improvement in two AQMAs in 2022.
Contingencies	Where necessary, work with relevant agencies and partners to address potential problems.
Target	Removal of Air Quality Management Areas (AQMA's)
Progress towards Target	<p>No. of AQMA's</p> <p>The two AQMAs at Rawtenstall and Haslingden will be revoked following air quality improvements for 3 consecutive years in 2022.</p>
Trigger to Implement Contingencies	Year on year worsening of air quality levels

Trigger Met	The trigger has not been met as a decrease in NO2 has resulted in two AQMAs to be revoked, however one will be declared at Grane Road, Haslingden. Overall this would suggest a year on year improvement of air quality levels.
Contingencies	Where necessary, work with relevant agencies and partners to address potential problems.

Policy ENV7: Wind Turbines

“To support renewable energy whilst protecting valuable assets.”

Indicator	Amount of wind energy capability approved / generated
Results	No new wind turbines applications were approved or implemented in 2022/23.

Policy ENV8: Other forms of Energy Generation

“To support renewable energy provision.”

Indicator	Amount of other renewable energy capability approved / generated
Results	In 2022/23, there were two applications approved for solar panels (2022/0440 and 2022/0461), one for an air source heat pump (2022/0413) and two for a biomass boiler (2021/0031 and 2021/0128). The two solar applications could generate more than 78kW of energy. Works on the biomass boilers and the air source heat pump have been completed.

Policy ENV9: Surface Water Run-Off, Flood Risk, Sustainable Drainage and Water Quality

“To avoid flooding, surface water or drainage issues.”

Target	Reduction in homes built in Flood Zone 2
Progress towards Target	No. of dwellings approved in areas at risk of flooding: Based on a GIS analysis, 20 applications located in flood zone 2 were approved in 2022/23. Eight of them were for residential use, including 4 applications for new dwellings in upper floors and 2 for extension to existing properties. The other 2 applications for residential use were granted in accordance with the Environment Agency advice.
Trigger to Implement Contingencies	Increased incidents of major flood events

Trigger Met	No major flood incidents have been recorded in 2022/23.
Contingencies	Continue to work with partners to manage flood risk.
Target	Sustainable Drainage Systems (SuDS) provided where necessary for development
Progress towards Target	In 2022/23, 2 major residential applications were approved and both permissions included the provision of SuDS (2021/0271 – Slingco Ltd, Station Road, Facit and 2021/0500 – Land South of Blackwood Road, Stacksteads). Also, no planning permissions were granted against the advice from the Lead Local Flood Authority in the last financial year.
Trigger to Implement Contingencies	Reduction in SuDS provision.
Trigger Met	The trigger has not been met.
Contingencies	Continue to monitor the provision of SuDS
Indicator	No of planning permissions granted contrary to EA advice on flooding and water quality grounds
Results	No applications were granted against the Environment Agency advice in 2022/23 ⁶ . One application was refused (2021/0623 – Grane Road Mill, Haslingden) and another application was approved with conditions, after EA withdrew its objection following the receipt of further evidence (2022/0116 – Bridge Mills, Edenfield).

Policy ENV10: Trees and Hedgerows

“To protect trees and woodland and ensure provision of new planting.”

Indicator	No. of Arboricultural Implications Assessments (AIA) submitted for development involving the loss of trees or woodland
Results	The 2 majors residential dwelling applications approved in 22/23 (2021/0500 – Land South of Blackwood Road, Stacksteads and 2021/0271 – Slingco Ltd at Station Road, Facit) were accompanied by an Arboricultural Impact assessment.
Indicator	No. of trees subject to a Tree Preservation Order (TPO) lost
Results	Approval was granted for the felling of 20 trees which were subject to a TPO in 22/23. 20 replacement trees were required as part of these approvals.
Trigger met	Based on the number of TPO trees felled and replaced there has been no net reduction of trees.
Contingencies	Continue to monitor TPO applications and the number of replacement trees provided.

⁶ <https://www.gov.uk/government/publications/environment-agency-objections-to-planning-on-the-basis-of-flood-risk>

Chapter 7: Leisure and Tourism

Policy LT1: Protection of Playing Pitches, Existing Open Space, Sport and Recreation Facilities

“To protect existing playing pitches, open space, sport and recreation to support the role they play in health, well-being and amenity.”

Indicator	Levels of Visitor Numbers attracted to the District			
Results	Data relating to Rossendale’s Visitor Economy was last published by Marketing Lancashire for 2021 , based on STEAM data, which is a tourism specific economic impact model. This shows the effect that Covid-19 has had on visitor numbers and on the economy. Unfortunately information is not yet available for 2022/2023. Below are the figures published in the AMR for 21/22.			
	2018	2020	2021	2018 vs 2021
Total Visitor Numbers (millions)	1.44	0.37	0.95	-34%
Day Visitors (millions)	1.30	0.31	0.86	-34%
Staying Visitors (millions)	0.14	0.06	0.09	-36%
Total Visitors Days (millions)	1.65	0.47	1.09	-34%
Visitor Days – staying visitors (millions)	0.35	0.15	0.23	-34%
<p>Prior to the pandemic Lancashire was experiencing steady growth in its visitor economy sector. Although still not at the 2018 levels, the sector is improving though visitor numbers are down by 17 million people, economic impact reduced by almost £900m, and job numbers down by almost 20,000 FTEs (full-time equivalents).</p> <p>Of all the 14 districts in Lancashire, Rossendale still records the lowest figures in terms of key statistics relating to tourism.</p>				

Rossendale has the smallest share of recorded visitor numbers (at 2% of the total number visiting Lancashire as a whole).

STEAM data also records the share of economic impact being 1% of the county's share (at £44.7m).

Employment is measured in full-time equivalent jobs; 517 jobs were recorded in 2021, a loss of 100 FTE jobs since 2018.

The Council's Economic Development team reported that there were approximately 39,128 visitors to The Whitaker in 2022.

Indicator **Number of approvals for cultural and leisure facilities (per type of proposals)**

Results

Planning Ref	Description of Development	Address
2022/0517	Change of Use of Existing Offices to Nursery and Alternative Education Provision	41 Bury Road, Haslingden
2022/0047	To place a shipping container adjacent to the building 6 Milner Street to be used for storage of materials & tools, to facilitate works at the Community Men's Health Project, Whitworth Men's Shed	6 Milner Street, Whitworth
2022/0096	Change of use and external alterations to Council store building (Use Class B8) into a multi-functional activity room (sui generis) and extension of car parking area	Former Aviary, Stubbylee Lane, Bacup
2022/0434	Installation of new extension to the existing Sea View Trust headquarters office (at the Ewood Campus)	Tor View School, Clod Lane, Haslingden

Target **Increase in provision of open space, recreation and sports facilities where a deficit or need has been identified**

Progress towards Target No major housing applications were approved on existing open space, recreation or sports land in 22/23.

Planning Ref	Description of Development	Address
2022/0474	Redevelopment of community sports club to provide a replacement artificial pitch, an extension to the clubhouse, additional training pitch, additional parking, spectator stand, portable changing facilities and additional flood lighting	St Marys RC Football Club, South Shore Street, Haslingden

Trigger to Implement Contingencies	Year on year reduction in open space, recreation, leisure and sports facilities
Trigger Met	There has been no reduction in provision.
Contingencies	Should community facilities, which are demonstrably valuable to the communities they serve, be lost, then consideration should be given as to whether further protection is necessary in the Local Plan process.

Policy LT2: Community Facilities

“To protect valued facilities and ensure continued sustainability of communities.”

Target	No loss in community facilities			
Progress towards Target	No. of approvals / completions of new community facilities			
	Application Ref	Description of Development	Address	Status
	2021/0533	Retrospective Change of use Application from private swimming pool to Commercial Swim School	Far Brex Farm Brex Coal Pit Lane Whitewell Bottom	Completed
	2022/0474	Redevelopment of community sports club to provide a replacement artificial pitch, an extension to the clubhouse, additional training pitch, additional parking, spectator stand, portable changing facilities and additional flood lighting	St Marys RC Football Club, South Shore Street, Haslingden	Unimplemented
	No. of approvals / completions involving the loss of existing community facilities			
Application Ref	Description of Development	Address	Status	
2017/0633	Demolition of existing building and erection of a 5 pump petrol filling station with canopy, a single storey retail store with attached food retail drive-thru...	Bacup Hub (Formerly Bacup Leisure Hall), Burnley Road Bacup	Completed	
2020/0414	Change of use of ground floor from social club to 2 no. retail shops and 1 no. residential apartment, with associated works	81-83 Deardengate Haslingden Rossendale	Completed	
2021/0284	Change of use from Community Centre to 1 x Dwelling with rear parking and bin storage	515 Market Street, Whitworth	Completed	
Trigger to Implement Contingencies	Year on year reduction in reported community facilities			
Trigger Met	There was a loss of a community facility in Bacup, Haslingden & Whitworth; further losses will need to be monitored in future years to assess if there is a trend and assess potential deficits for local communities.			
Contingencies	Ongoing monitoring			

Policy LT3: Tourism

“To support the economic benefits gained from tourism.”

Target	Increase in tourism related facilities, in line with the Tourism Strategy
Progress towards Target	No. of approvals/completions involving new tourism related facilities No approvals for tourist-specific facilities have been granted. Please see details of other approvals relating to community or leisure facilities, which are recorded in this section of the AMR.
Trigger to Implement Contingencies	No or net loss of tourist facilities
Trigger Met	N/A
Contingencies	N/A

Policy LT4: Overnight Visitor Accommodation

“To improve the tourism offer.”

Target	Increase in high quality visitor accommodation in appropriate areas																				
Progress towards Target	<p>No. of approval / completions of overnight tourism accommodation</p> <p>Location of approvals / completions involving overnight visitor accommodation</p> <p>The latest data provided by STEAM relates to 2021 and this showed there had been year on year increases in non-serviced accommodation (e.g. holiday lets), and a decline in the serviced accommodation stock (e.g. hotels). This resulted in an overall loss of bed spaces in the Borough, which was already experiencing lower levels of overnight accommodation than surrounding areas.</p> <table border="1" data-bbox="459 1534 1394 1848"> <thead> <tr> <th></th> <th>2018</th> <th>2020</th> <th>2021</th> <th>2018-2021</th> </tr> </thead> <tbody> <tr> <td>Accommodation Stock (bed spaces)</td> <td>267</td> <td>245</td> <td>252</td> <td>-5.6%</td> </tr> <tr> <td>Serviced Accommodation Stock</td> <td>179</td> <td>145</td> <td>148</td> <td>-17.0 %</td> </tr> <tr> <td>Non-serviced accommodation stock</td> <td>88</td> <td>100</td> <td>104</td> <td>+18.0%</td> </tr> </tbody> </table> <p>No applications were approved for overnight tourism accommodation in 22/23.</p>		2018	2020	2021	2018-2021	Accommodation Stock (bed spaces)	267	245	252	-5.6%	Serviced Accommodation Stock	179	145	148	-17.0 %	Non-serviced accommodation stock	88	100	104	+18.0%
	2018	2020	2021	2018-2021																	
Accommodation Stock (bed spaces)	267	245	252	-5.6%																	
Serviced Accommodation Stock	179	145	148	-17.0 %																	
Non-serviced accommodation stock	88	100	104	+18.0%																	

Application Ref	Description of Development	Address	Status
2018/0409	Construction of mezzanine floor to provide bunk house accommodation for 4 people	Drop Off Café, Rear Off 38-42 Market Street, Edenfield	Under construction
2019/0092	Change of use of Agricultural land to form 3 no. Log Cabins for holiday use...	Crown Farm, Bottomley Bank Lane, Crawshawbooth	Completed
2020/0458	... the construction of a new stand-alone one-bedroom apartment for use as a holiday let.	St John The Evangelist, Burnley Road, Bacup	Unimplemented
2020/0590	Change of land from agricultural land to glamping camp site including demolition of existing dwelling, erection of one 1.5 storey holiday lodge, four glamping pods...	Hawthorne Farmhouse Also Use Of Building At Lower Whams, Burnley Road East, Waterfoot	Conditions approved
2021/0281	Proposed change of use from an annexe to a holiday let	208 Burnley Road, Bacup	Unimplemented
2021/0386	Change of use from bed and breakfast accommodation to dwelling house	Hindle Pastures, Highgate Lane, Whitworth	Completed (loss of Overnight Accommodation)
2021/0396	Change of Use of land to accommodate 2no. glamping huts...	Gindles Lodge, Sales Lane, Ramsbottom	Unimplemented
2021/0449	Construction of 5 no. glamping pods	Hey Meadow Farm, Coal Pit Lane, Whitewell Bottom	Unimplemented

Trigger to Implement Contingencies

No increase or net loss of visitor accommodation

Trigger Met

Although the STEAM data reports a loss in terms of number of bed spaces, overall in respect of planning applications and approvals there has been an increase.

Contingencies

Work with Economic Development / other bodies to address issues.

Chapter 8: Transport

Strategic Policy TR1: Strategic Transport

“To enhance connectivity, support economic growth while improving air quality and tackling climate change.”

Target	Delivery of infrastructure as described in the Infrastructure Delivery Plan (IDP)						
Progress towards Target	Implementation of necessary transport infrastructure as identified in IDP						
	Information on contributions secured and money spent on infrastructure (including transport infrastructure) is provided in the Infrastructure Funding Statement 2021 to 2022 which is available on the Council’s website at https://www.rossendale.gov.uk/info/210144/planning_and_building_control/10637/more/4						
	The Infrastructure Delivery Plan 2019 update sets out the following planned and potential schemes for transport provision over the Local Plan period.						
	Ref	Location	Scheme	Priority (H/M/L)	Lead Delivery Agency	Potential Delivery Mechanism	Stats Update – Marc 2022
	T1	Junctions identified in T2-T7	Monitoring	H	LCC	LCC/RBC	Ongoing
	T2	A681 Corridor Rawtenstall to Bacup (and other locations as identified)	Corridor improvements (including potential improvement schemes identified at Waterfoot roundabout improvements and Toll Bar Roundabout, Stacksteads, Tup Bridge Rawtenstall, Staggered crossroads on Burnley Road Booth Fold, St James Square, Bacup)	M	LCC	LCC/RBC/s106	Submission of LUF bid for funding to target some key locations
T3	Rawtenstall	Gyratory Improvements	M	LCC	LCC, DfT, Local Prosperity Fund, HIF (or replacement, s106)	Submission of LUF bid for funding	
T4	Haslingden	Haslingden Roundabout / Tesco Roundabout	M	LCC / RBC	As above	Under review	

T5	Rising Bridge	A56 Roundabout	M	HE / LCC / RBC	As above	Under review
T6	Haslingden	Grane Road / Holcombe Road Junction	M	LCC / RBC	As above	Planning application identifies measures
T7	Haslingden	Grane Road / A56 junctions	M	LCC / RBC	As above	Under review
T8	Edenfield	Rochdale Road / Market St Roundabout	M	LCC / RBC	As above	Under review, being considered as part of development of housing allocation H66
T9	X41 / X43 Bus services	Reliability and journey time improvements	L	Unknown	Unknown	Under review
T10	Strategic Road Network A682 / A56 SB	A682 / A56 SB Merge	L	HE - now National Highways	Dft RIS 04 (2030 onwards)	Under review
T11	NCR6 Valley of Stone to NCR6 link	NCR6 Complementary route	L	LCC / HE	RIS 02	Under review through the LCWIP (Local Cycling Walking Infrastructure Plan) study, being undertaken with LCC.
T12	NCR6 to Haslingden town centre	NCR6 Complementary route	L	LCC	Unknown	
T13	NCR6 Valley of Stone to Bacup town centre	NCR6 Complementary route	L	LCC	Unknown	
T14	NCR6 Rawtenstall railway station to New Hall Hey retail park	NCR6 Complementary route	L	LCC	s106	
T15	NCR6 Rawtenstall to Dunnockshaw	NCR6 Complementary route	L	LCC	Unknown	
T16	East Lancashire Railway Line	Valley City Railway Link	L	TfGM / LCC / Network Rail / Valley City Link Steering Group	DfT, TfGM	SOBC being prepared to advance this scheme.
T17	Ewood Bridge	Park and Ride	L	RBC	DfT / RBC / LCC	Under review

*Cost estimates for highway transportation schemes based on Highway Capacity Study (2018). Estimated costs are exclusive of land acquisition, land compensation (part 1 claims), alteration to statutory undertakers' infrastructure, changes or provision of structures, earthworks over and above typical excavation or other unforeseen construction requirements and are subject to detailed highway, signal and drainage design. Cost estimates are provided for illustrative purposes only. Cycle scheme estimated costs based on Rossendale IDP 2018.

Trigger to Implement

Year on year failure to meet timescales identified within the IDP

Contingencies	
Trigger Met	This is the start of the plan period and this target will be kept under regular review and reported on in future AMRs.
Contingencies	Continue to liaise with infrastructure providers to ensure that provision is made, where this cannot be achieved consider how barriers can be removed.

Policy TR2: Footpaths, Cycleways and Bridleways

“To support recreation, health and well-being.”

Indicator	Kilometres of existing and new / enhanced walking / cycle routes
Results	<p>Figures from 21/22:</p> <ul style="list-style-type: none"> • Valley of Stone – 15.14 km • National Cycle Route 6 – 9.61 km • Regional Cycle Route 91 – 40.65 km • South of Rawtenstall section (proposed) – 9.77 km • Rawtenstall to Dunnockshaw section (proposed) – 6.28 km
Indicator	Amount of investment in routes
Results	<p>Rossendale Borough Council and Lancashire County Council are actively working together on the Local Cycling and Walking Infrastructure Project (LCWIP) for Rossendale to secure improvements to routes throughout the borough.</p> <p>A planning application was approved in 22/23 for a residential development on Station Road in Whitworth (2021/0271) and provides an access point within the site to create a more direct route from Cowm Park Way to the cycleway to the north, part of the Valley of Stone route.</p>

Strategic Policy TR4: Parking

“To provide for appropriate levels of car parking and encourage the use of electric vehicles.”

Target	75% of new dwellings granted approval by 2036 to be fitted with electric vehicle (EV) recharging points
Progress towards Target	Two major residential planning applications were approved in 22/23, equating to 78 dwellings, one permission (2021/0271) requires an EV recharging point at every property (37). Equating to 47% of new dwellings on major sites approved requiring EV recharging points.
Trigger to Implement Contingencies	Failure to condition 75% of new dwelling permissions within the reported year

Trigger Met	One major residential planning application was approved with EV charging points in 22/23. We expect this figure to rise in subsequent monitoring periods following the adoption of the Local Plan in December 2021 allowing officers to assign greater weight to the Plan policies than before adoption and additionally the introduction of Building Regulations Approved Document S requiring EV charging points.
Contingencies	Work with developers and LCC Highways to identify potential barriers to the provision of electric vehicle charging points.

Appendices

Appendix 1: List of Housing Allocations

Housing Allocation Ref.	Site name	Net developable area (ha)	No. of units proposed	Density (dwellings per hectare)	Delivery Timescale	Greenfield/Brownfield	Allocation	Policy	Site Specific Policy
Rawtenstall, Crawshawbooth, Goodshaw and Loveclough									
H1	Magistrates Court, Rawtenstall	0.02	11	550	Years 1-5	Brownfield	Housing	HS2	
H2	Land at former Oakenhead Resource Centre	0.69	19	28	Years 1-5	Brownfield	Housing	HS2	
H3	Turton Hollow, Goodshaw	0.87	26	30	Years 6-10	Mixed but largely greenfield	Housing	HS2	
H4	Swinshaw Hall, Loveclough	1.72	47	26	Years 1-5	Greenfield	Housing	HS2	Yes
H5	Land south of 1293 Burnley Road, Loveclough	0.19	5	26	Years 6-10	Greenfield	Housing (Self Build)	HS20	
H6	Land Adjacent Laburnum Cottages, Goodshaw	0.31	10	32	Years 6-10	Greenfield	Housing	HS2	Yes
H7	Oak Mount Garden, Rawtenstall	0.29	9	31	Years 6-10	Greenfield	Housing	HS2	Yes
H8	Land at Bury Road, Rawtenstall	0.25	7	28	Years 6-10	Greenfield	Housing	HS2	Yes
H9	The Hollins, Hollin Way	2.62	70	27	Years 1-15	Greenfield	Housing	HS2	
H10	Reedsholme Works, Rawtenstall	2.19	110	50	Years 1-15	Brownfield	Housing	HS2	
H11	Loveclough Working Mens Club and land at rear and extension	3.2	94	29	Years 1-10	Mixed	Housing	HS2	

Housing Allocation Ref.	Site name	Net developable area (ha)	No. of units proposed	Density (dwellings per hectare)	Delivery Timescale	Greenfield/Brownfield	Allocation	Policy	Site Specific Policy
H12	Hall Carr Farm, off Yarraville Street	1.07	26	24	Years 6-10	Greenfield	Housing	HS2	
H13	Land East of Acrefield Drive	0.61	18	30	Years 11-15	Greenfield	Housing	HS2	
H14	Land south of Goodshaw Fold Road	0.23	7	30	Years 1-5	Greenfield	Housing	HS2	
H15	Carr Barn and Carr Farm	1.24	25	20	Years 6-10	Greenfield	Housing	HS2	Yes
H16	Land off Lower Clowes Road, New Hall Hey	0.27	7	26	Years 11-15	Greenfield	Housing	HS2	
Bacup, Stacksteads, Britannia and Weir									
H17	Old Market Hall, Bacup	0.16	16	100	Years 6-10	Brownfield	Housing	HS2	Yes
H18	Reed Street, Bacup	0.42	22	52	Years 1-5	Brownfield	Housing	HS2	
H19	Former Bacup Health Centre	0.2	12	60	Years 1-5	Brownfield	Housing (Specialist Housing)	HS19	
H20	Glen Mill, 640 Newchurch Road, Stacksteads	0.17	9	53	Years 1-5	Brownfield	Housing	HS2	
H21	The Former Commercial Hotel, 318A, 316B and 316C Newchurch Road	0.04	7	175	Years 1-5	Brownfield	Housing	HS2	
H22	Land at Blackwood Road, Stacksteads	1.37	41	30	Years 6-10	Mixed	Housing	HS2	Yes
H23	Land off Greensnook Lane, Bacup	1.43	26	18	Years 1-10	Greenfield	Housing	HS2	
H24	Land off Fernhill Drive, Bacup	0.15	5	33	Years 6-10	Greenfield	Housing	HS2	
H25	Sheephouse Reservoir, Britannia	2.1	63	30	Years 1-5	Greenfield	Housing	HS2	Yes
H26	Land off Pennine Road, Bacup	2.8	71	30	Years 1-10	Greenfield	Housing	HS2	Yes
H27	Tong Farm, Bacup	1.7	51	30	Years 6-10	Greenfield	Housing	HS2	

Housing Allocation Ref.	Site name	Net developable area (ha)	No. of units proposed	Density (dwellings per hectare)	Delivery Timescale	Greenfield/Brownfield	Allocation	Policy	Site Specific Policy
H28	Lower Stack Farm	0.32	10	31	Years 6-10	Greenfield	Housing	HS2	Yes
H29	Booth Road/Woodland Mount, Brandwood	0.35	14	40	Years 1-5	Greenfield	Housing	HS2	
H30	Land off Rockcliffe Road and Moorlands Terrace, Bacup	3.22	63	20	Years 1-10	Greenfield	Housing	HS2	
H31	Land at Higher Cross Row, Bacup	0.53	10	32	Years 6-10	Greenfield	Housing	HS2	Yes
H32	Hare and Hounds Garage, Newchurch Road, Stacksteads	0.15	9	60	Years 6-10	Brownfield	Housing	HS2	
H33	Land off Gladstone Street, Bacup	2.1	63	30	Years 6-10	Mixed	Housing	HS2	Yes
H34	Land off Burnley Road and Meadows Avenue, Bacup	0.13	6	46	Years 1-5	Greenfield	Housing	HS2	
H35	Land off Cowtoot Lane, Bacup	3.13	94	30	Years 1-10	Greenfield	Housing	HS2	Yes
H36	Land off Todmorden Road, Bacup	2.98	53	18	Years 1-10	Greenfield	Housing	HS2	Yes
H37	Land south of The Weir Public House	1.77	52	29	Years 6-10	Greenfield	Housing	HS2	
H38	Land West of Burnley Road, Weir	0.46	10	22	Years 6-10	Greenfield	Housing	HS2	
H39	Irwell Springs, Weir	2.48	46	19	Years 1-5	Greenfield	Housing	HS2	
Haslingden and Rising Bridge									
H40	Former Haslingden Police Station, Manchester Road	0.12	8	67	Years 1-5	Brownfield	Housing	HS2	
H41	1 Laburnum Street	0.04	8	200	Years 6-10	Brownfield	Housing	HS2	

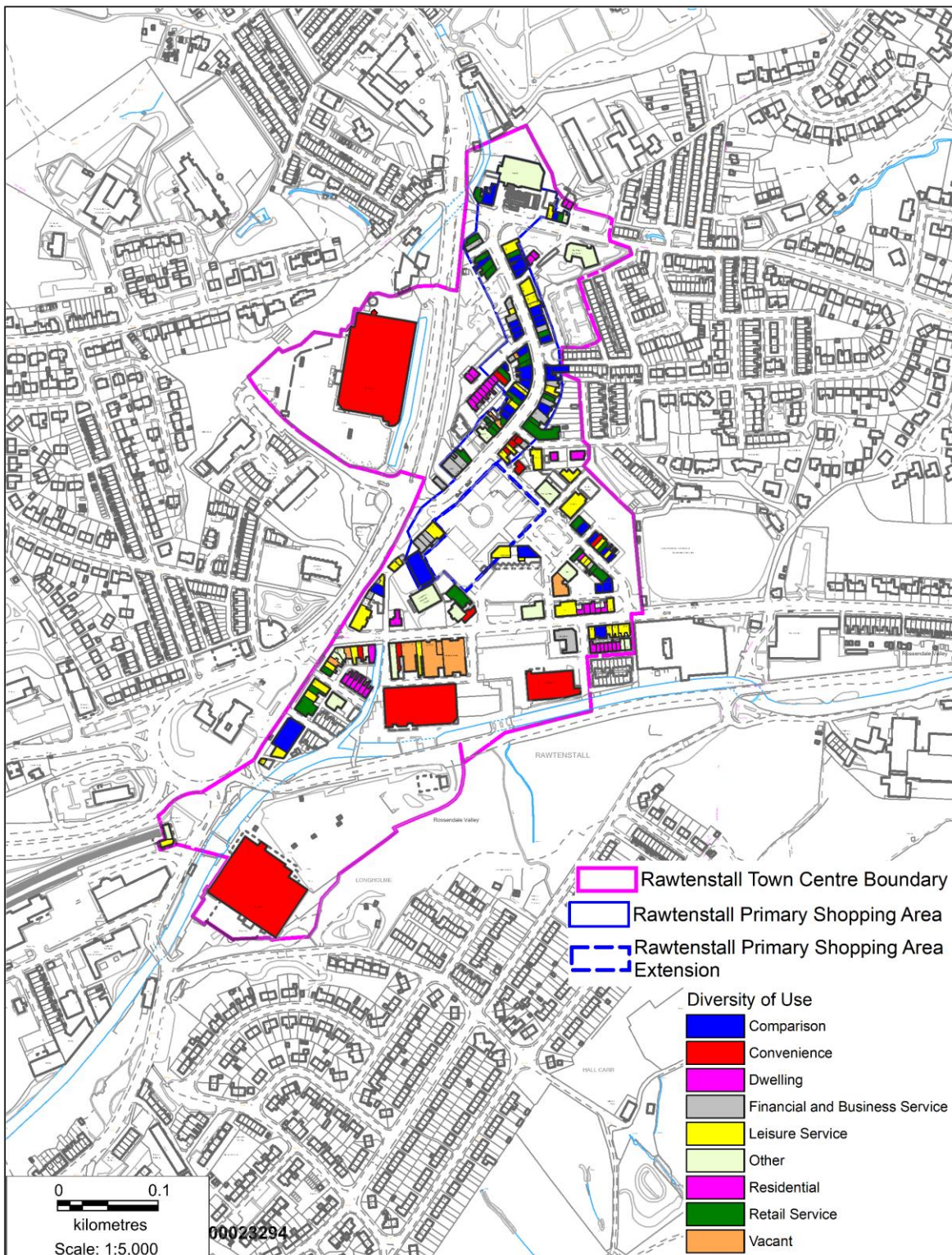
Housing Allocation Ref.	Site name	Net developable area (ha)	No. of units proposed	Density (dwellings per hectare)	Delivery Timescale	Greenfield/Brownfield	Allocation	Policy	Site Specific Policy
H42	Land at Kirkhill Avenue, Haslingden	0.74	22	30	Years 6-10	Greenfield	Housing	HS2	Yes
H43	Land Off Highfield Street	0.45	13	29	Years 6-10	Greenfield	Housing	HS2	
H44	Land adjacent 53 Grane Road	0.15	5	33	Years 6-10	Greenfield	Housing	HS2	
H45	Land Adjacent Park Avenue/Criccieth Close	1	30	30	Years 1-5	Greenfield	Housing	HS2	Yes
H46	Land to side and rear of Petrol Station, Manchester Road	0.16	6	38	Years 6-10	Brownfield	Housing	HS2	Yes
H47	Haslingden Cricket Club Land, off Private Lane	0.74	30	41	Years 1-5	Greenfield	Housing	HS2	Yes
Waterfoot, Lumb, Cowpe and Water									
H48	Waterfoot Primary School	0.4	21	53	Years 1-5	Brownfield	Housing (Specialist Housing)	HS19	
H49	Land at Ashworth Road, Water	0.06	6	100	Years 1-5	Brownfield	Housing	HS2	
H50	Carr Mill and Bolton Mill, Cowpe	0.07	11	157	Years 6-10	Brownfield	Housing	HS2	
H51	Knott Mill Works, Pilling Street and Orchard Works, Miller Barn Lane	0.06	5	83	Years 6-10	Brownfield	Housing	HS2	
H52	Foxhill Drive	0.22	7	32	Years 1-5	Greenfield	Housing	HS2	Yes
H53	Land off Lea Bank	0.31	9	29	Years 6-10	Greenfield	Housing (Self Build)	HS20	Yes
H54	Land Adjacent Dark Lane Football Ground	1.95	95	48	Years 1-10	Mixed	Housing	HS2	
H55	Johnny Barn Farm and land to the east, Cloughfold	4.55	80	18	Years 1-10	Greenfield	Housing	HS2	Yes

Housing Allocation Ref.	Site name	Net developable area (ha)	No. of units proposed	Density (dwellings per hectare)	Delivery Timescale	Greenfield/Brownfield	Allocation	Policy	Site Specific Policy
H56	Hareholme, Staghills	0.33	9	27	Years 6-10	Greenfield	Housing (Self Build)	HS20	Yes
H57	Land off Peel Street, Cloughfold	0.28	8	29	Years 6-10	Greenfield	Housing	HS2	Yes
H58	Hargreaves Fold Lane, Chapel Bridge, Lumb	0.75	23	31	Years 6-10	Greenfield	Housing	HS2	Yes
Whitworth, Facit and Shawforth									
H59	Albert Mill, Whitworth	1.14	85	74	Years 1-10	Brownfield	Housing	HS2	
H60	Land North Of King Street	0.17	5	29	Years 6-10	Greenfield	Housing	HS2	
H61	Land Behind Buxton Street	0.41	28	68	Years 1-5	Greenfield	Housing (Specialist Housing)	HS2	
H62	Former Spring Mill (land off eastgate and westgate)	3.7	119	32	Years 1-10	Brownfield	Housing	HS2	
H63	Cowm Water Treatment Works, Whitworth	0.68	10	15	Years 1-5	Mixed	Housing	HS2	
Edenfield, Helmshore, Irwell Vale and Ewood Bridge									
H64	Irwell Vale Mill	1.43	30	21	Years 1-5	Mixed	Housing	HS2	Yes
H65	Land East of Market Street, Edenfield	0.31	9	29	Years 6-10	Brownfield	Housing	HS2	Yes
H66	Land West of Market Street, Edenfield	13.74	400	29	Years 1-15	Greenfield	Housing	HS2	Yes
H67	Edenwood Mill, Edenfield	0.99	47	50	Years 1-5	Mixed	Housing	HS2	Yes
H68	Grane Village, Helmshore	4	139	35	Years 1-10	Mixed but largely greenfield	Housing	HS2	Yes
Mixed-use including residential									
M1	Waterside Mill, Bacup	0.09	39	433	Years 6-10	Brownfield	Mixed-use	EMP2	Yes
M3	Isle of Man Mill, Water	0.54	16	30	Years 6-10	Mixed	Mixed-use	EMP2	Yes

Appendix 2: Town Centre Health Check Maps

Town Centre

RAWTENSTALL TOWN CENTRE - DIVERSITY OF USE (2023)

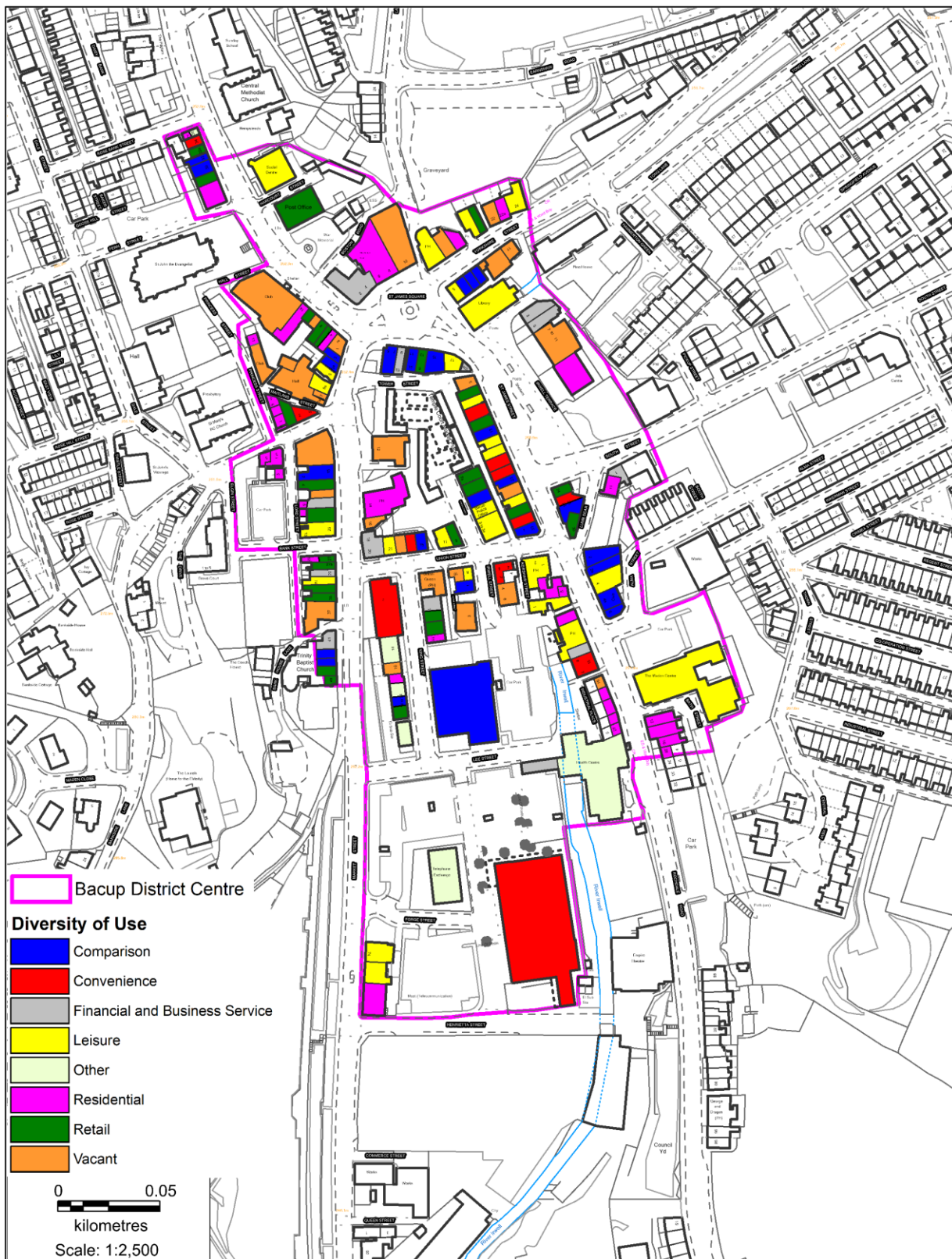


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BACUP DISTRICT CENTRE - DIVERSITY OF USE (2023)

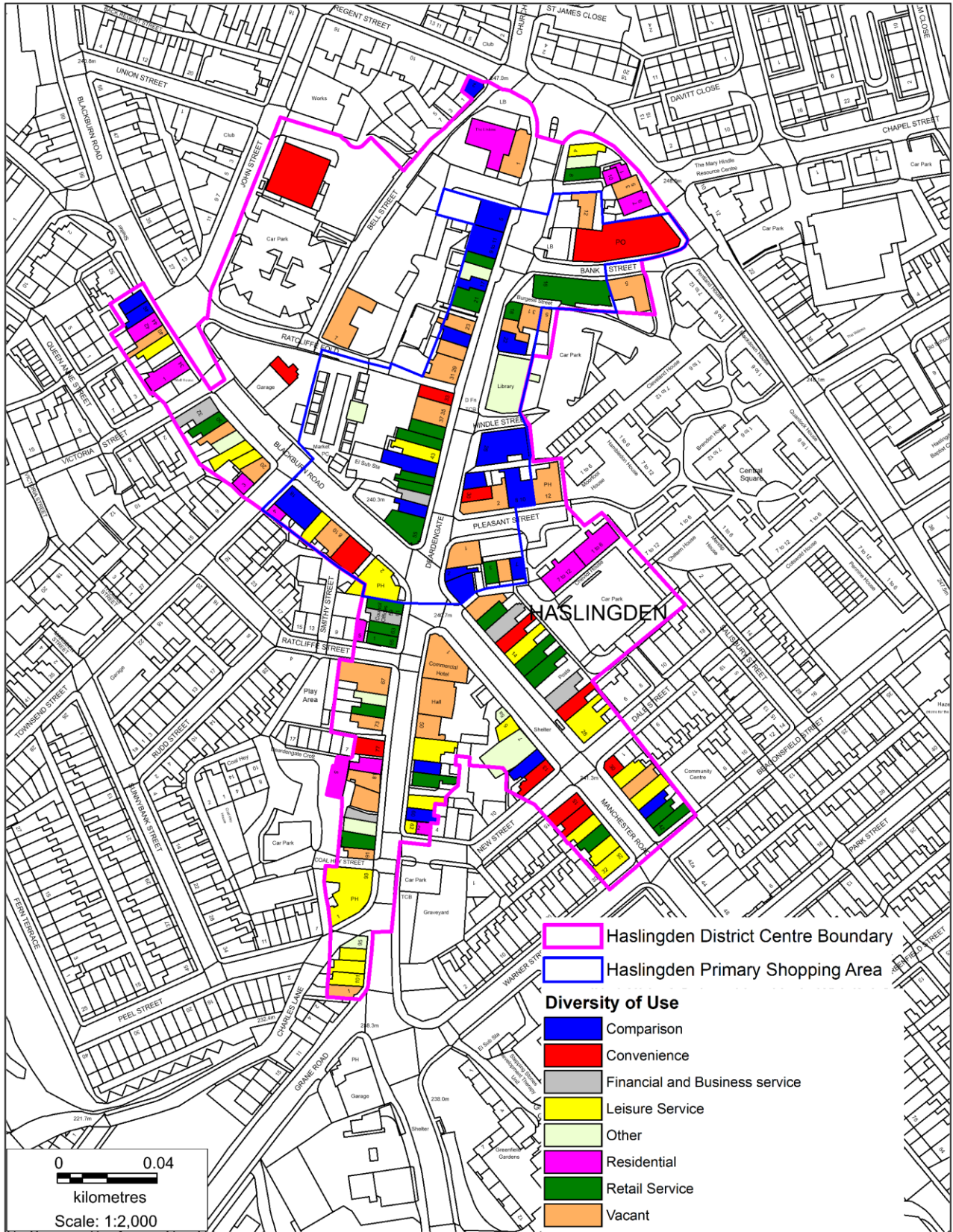


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HASLINGDEN DISTRICT CENTRE - DIVERSITY OF USE (2023)

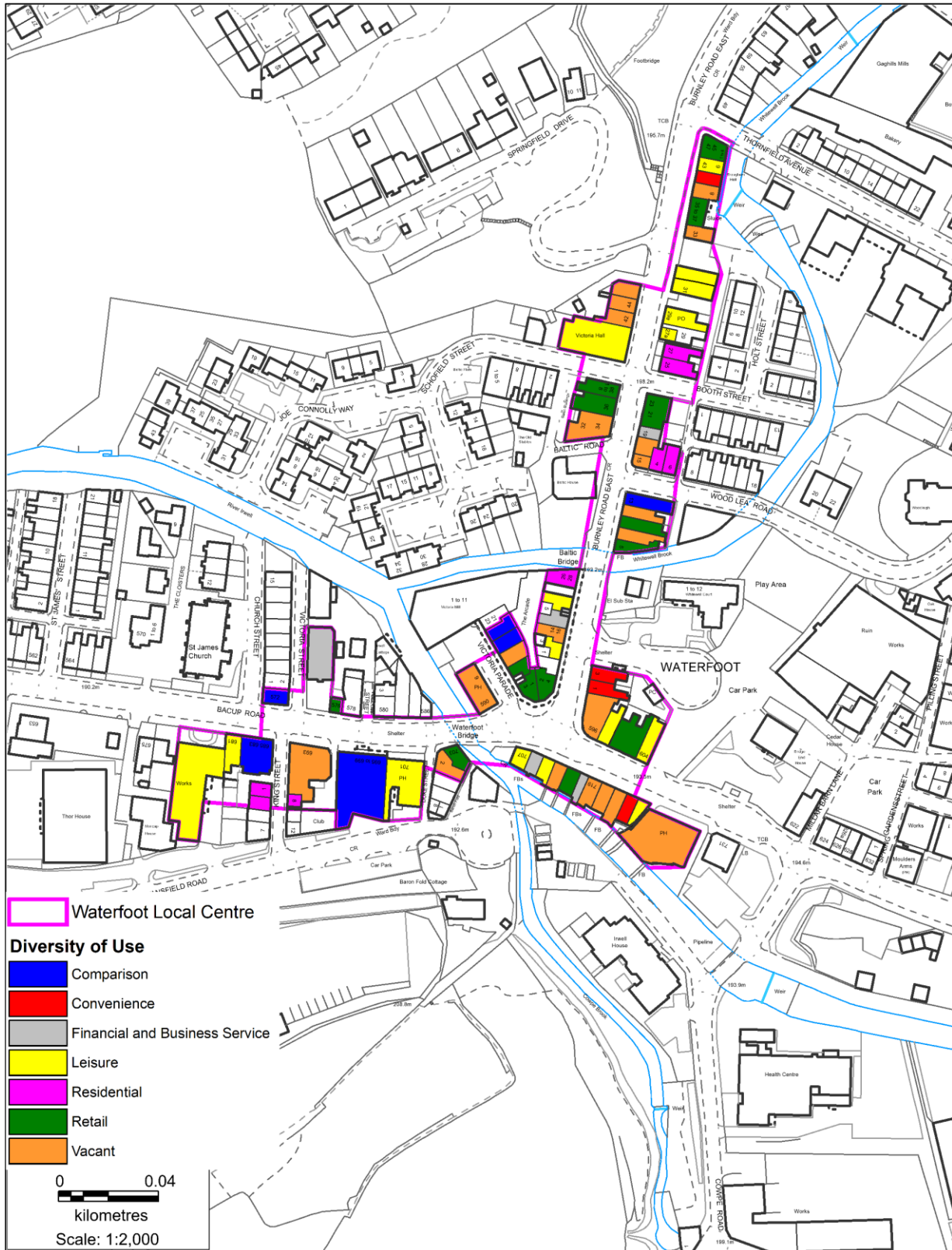


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WATERFOOT LOCAL CENTRE - DIVERSITY OF USE 2023



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Date:
September 2023
Forward Planning



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Report of:	Head of People and Policy	Lead Member:	Environment & Corporate Services
Key Decision:	<input type="checkbox"/> Forward Plan <input checked="" type="checkbox"/>	General Exception <input type="checkbox"/>	Special Urgency <input type="checkbox"/>
Equality Impact Assessment:	Required: No	Attached:	No
Biodiversity Impact Assessment:	Required: No	Attached:	No
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1. RECOMMENDATION

- 1.1 Cabinet to note and consider the Council's performance detailed in this report

2. EXECUTIVE SUMMARY

- The Quarter 2 (Q2) Performance Management Report relates to the Council's performance in relation to the Valley Plan 2021-25 – Our Place, Our Plan, during the months July, August and September 2023.
- The report provides an update in relation to the Council's performance measures, performance summary and actions for improvement, compliments and complaints and corporate risks.
- The report concludes 10 performance measures reported as 'red' and 2 corporate risks reported as 'red' on the RAG status.
- During Q2, the Council received 23 compliments, 28 complaints and 0 Local Government Ombudsman enquiries.

3. BACKGROUND

- 3.1 This report aims to summarise the Council's performance during Q2 2023/24. Cabinet plays a strong role in scrutinising the Council's performance to highlight issues that may require further action.
- 3.2 The Performance Management Report was reviewed at the start of 2023/24, with significant changes made. The format and objectives of the report focus on performance measures, performance summary and actions for improvement sitting under each priority of the Valley Plan 2021-25 – Our Place, Our Plan. The Council has reviewed its performance measures to clearly review the impact of the delivered actions to meet the Council's priorities.
- 3.3 The Council continues to use the Red, Amber, Green (RAG) rating status to monitor performance. An arrow rating status has been introduced to demonstrate the performance trend in comparison to previous outturns. Where applicable, the report will provide a wider comparison to the 'National Local Authority' (NLA) average and the Council's comparable authorities - 'Family Group' (FG) average. The comparable information is drawn from the LG Inform Platform, which provides the most up to date and accessible information in relation to local authority performance measures.

- 3.4 The identified performance measures have been split down into two tiers. Tier 1 measures are high-level strategic targets that constitute the Valley Plan 2021-25 – Our Place, Our Plan. Tier 2 measures are targets addressing performance within service areas at an operational level.
- 3.5 A ‘Higher or Lower’ column has been included to indicate whether the performance should be operating either higher or lower than the target to increase/improve the Council’s performance.
- 3.6 The Q2 Performance Management Report is attached as Appendix 1.

4. DETAILS

- 4.1 The Council’s performance is assessed against the performance measures set at the beginning of the year, along with a performance summary update. The performance measures, performance summary and actions for improvement are referred to in more detail in the Q2 Performance Management Report, pages 3-14.
- 4.2 The below provides a summary of the performance measures reported under each priority.

Priority 1	Green	Amber	Red	N/A
	2	3	-	1
Priority 2	Green	Amber	Red	N/A
	12	2	3	-
Priority 3	Green	Amber	Red	N/A
	8	3	1	-
Priority 4	Green	Amber	Red	N/A
	12	4	5	2

*N/A – performance measures reported within a specific quarter/annually, or no information available during the quarter.

4.3 **Priority 1 – A Thriving Local Economy**

Regenerating the borough’s town centres continues to progress well. Significant work is underway in Bacup, Haslingden and Rawtenstall, and preparatory works have started to develop an action plan for Waterfoot’s improvement.

The Council remains persistent in providing support for both businesses and unemployed residents.

The Council’s ‘Green Flag’ status for Stubblee Park was re-awarded during July and indicated an improvement from the previous judging in 2021.


4.4 **Priority 2 – A High Quality Environment**

The Council has continued to deliver its Waste, Cleansing and Recycling plan. During Q2, the Council has procured a waste management back-office system to effectively monitor both back and front office operations and support improvements to customer services.


Operations and the Public Protection Unit have successfully worked together to tackle fly-tipping and other environmental crimes across the borough. Both the investigation of environmental crimes and the removal of fly-tipping remain within target.

During Q2, Rossendale Civic Pride and Bacup Pride have been supported ready for the Britain in Bloom judging.


4.5 During Q2, 3 performance measures were reported within the 'red' status.

Performance Measures	Target	Q1	Q2	Q3	Q4	RAG
Increase household waste recycling rate per quarter	38%	34.6%	33.7%	-	-	

The borough's recycling rate will continue to be challenging until further guidance in relation to food waste and consistent collections is released from central Government. The Council will receive new burdens funding to support the changes required.

Performance Measures	Target	Q1	Q2	Q3	Q4	RAG
Percentage of side roads swept as per schedule per quarter	95%	90%	79%	-	-	

The percentage of side roads swept, as per schedule, has reduced during Q2 and failed to meet the performance target due to a long-term sickness absence.

Performance Measures	Target	Q1	Q2	Q3	Q4	RAG
Percentage of bowling greens, football pitches and memorial gardens cut as per schedule per quarter	95%	90%	85%	-	-	


The performance measures relating the percentage of bowling greens, football pitches and memorial gardens cut, as per schedule, is below target due to the increased wet weather during this quarter resulting in unallocated resources. To improve performance, winter programmes have been scheduled to direct additional resources to address the work required through Q3/4 in the boroughs parks and open green spaces.

4.6 **Priority 3 – Healthy and Proud Communities**

To improve the borough's housing offer, the Council has continued to monitor the number of planning applications passed and has launched its Housing Strategy. During Q2, the Council has progressed the procurement of a home improvements agency to support the delivery of the Council's Disabled Facilities Grant process.

Work has continued to improve health and wellbeing across Rossendale. The Council is working with partners to develop and deliver actions to improve leisure facilities and health services. During Q2, 1,354 vulnerable residents have been supported through the Household Support Fund 4.

4.7 During Q2, 1 performance measure was reported within the 'red' status.

Performance Measures	Target	Q1	Q2	Q3	Q4	RAG
Processing of Disabled Facilities Grants – Application to Approval days/Approval to completion days per quarter	110/80 days	139/182 days	72/190 days	-	-	

The processing of Disabled Facilities Grants has reduced during Q2 due to a 66% increase in more complex cases which has negatively impacted the processing and turnaround of applications. The Council is reviewing its Disabled Facilities Grant policy to identify best practice to support the delivery of Disabled Facilities Grants.


4.8 **Priority 4 – Effective and Efficient Council**

In preparation for roll out during Q3, the Council has finalised the designs and security for the new Council website, which will improve the Council's customer services.


The Council has continued to support staff, during Q2 an all staff 'pulse' survey was developed and shared to gather feedback relating to staff satisfaction.

2 further Health and Wellbeing champions have been recruited to provide addition wellbeing support.


4.9 During Q2, 5 performance measures were reported within the 'red' status.

Performance Measures	Target	Q1	Q2	Q3	Q4	RAG
Number of days lost to sickness absence per full time equivalent employee per annum, cumulative figure	8 days	2.34 days	7.02 days	-	-	


The level of sickness absence has significantly increased during Q2, with 6 employees (4.39 days per FTE) related to long term absence (other musculo-skeletal stated as the main reason of absence) being managed under the Council's Absence Management Policy and 2 employees have now returned to work. The main reason for short term sickness absence (2.66 days per FTE) is infections, colds, flu (0.79 days per FTE confirmed covid cases although government advice is not to test therefore more days absence could be attributed to covid). Historically payment of the flu jab has been offered to all staff, it is proposed to offer again this year to try to mitigate further absences due to infections, colds, flu absences.

Performance Measures	Target	Q1	Q2	Q3	Q4	RAG
Secured commercial waste subscribers per quarter, cumulative figure	440	421	403	-	-	


The number of commercial waste subscribers has shown a reduction due to a system error. This error has been rectified and the new figures will be used to develop a revised base-line target for commercial waste customers.

Performance Measures	Target	Q1	Q2	Q3	Q4	RAG
Percentage of complaints responded to within 10 working days per quarter	95%	79.3%	66%	-	-	

During Q2, 28 complaints were received, 8 complaints were not answered within the 10 day response timeline, however action was taken to rectify the complaint within the timeline for 4 of the complaints but the response letter was not sent. All the complaints within Q2 are now closed at level 1.

Performance Measures	Target	Q1	Q2	Q3	Q4	RAG
Percentage of Member enquiries responded to within 10 working days per quarter	95%	66.7%	25%	-	-	

During Q2, 4 Member Enquiries were received (all to Operations), all 4 enquiries have been responded and closed, however due to the nature of the enquiries the response time exceeded the 10 working day response target.

Performance Measures	Target	Q1	Q2	Q3	Q4	RAG
Percentage of MP enquiries responded to within 10 working days per quarter	95%	70%	80%	-	-	

During Q2, 51 MP enquiries were received. Although 11 enquiries were not responded to within the 10 days response timeline, the enquiries were responded to within the following 10 days after the response timeline with the exception of 1 enquiry which took 54 days due to challenges to locate the owner of a property (Waterbarn Church).

4.10 Compliments and Complaints

Compliments and complaints are also referred to in the Q2 Performance Management Report, page 15.

	Q2 2022/23	Q1 2023/24	Q2 2023/24
Number of Compliments	28	26	23
Highest nature of Compliments	79% (22) Staff Member/Team	92% (24) Staff Member/Team	61% (14) Staff Member/Team
Highest Service Area with Compliments	Operations - 18	Operations - 11	Operations - 13

The number of compliments has decreased by 3 in Q2 when compared with the previous quarter, and is lower when compared to Q2 last year. Q2 continues to see the top nature of compliment as 'Staff member/Team'. Throughout Q2, compliments were received across a wide range of service areas including: Corporate Support, Capita, Housing, Economy Development, Operations and Public Protection Unit.

4.12 Examples of compliments received during Q2:

- “Thank you to Council Tax for kind words, patience and guidance and help following a bereavement.”
- “Just received the certificate for my plot at Rawtenstall Cemetery. Thank you for your quick and efficient service.”

— “Thank you so much to Housing for all of your help with this case, you have gone over and above, it is very much appreciated.”

4.13		Q2 2022/23	Q1 2023/24	Q2 2023/24
	Number of Complaints	34	29	28
	Highest nature of Complaints	35% (12) Bins/Bin Collection	21% (6) Bins/Bin Collection	21% (6) Bins/Bin Collection
	Highest Service Area with Complaints	Operations - 15	Operations - 10	Operations - 15

The number of complaints received in Q2 has decreased by 1 when compared with the previous quarter, and is the lower when compared to Q2 last year.

4.14 **Local Government Ombudsman (LGO) Enquiries**

During Q2, no new enquiries were received from the Local Government Ombudsman. The enquiry carried over from Q1 has been closed.

4.15 **Corporate Risk Register**

The Council continues to review and monitor the Corporate Risk Register. 2 Corporate Risks were reported as ‘red’ on the RAG status during Q2.

4.16	Corporate Risk 1	Likelihood	Impact	Overall	Status
	Stability of the Medium Term Financial Strategy	B	1	B1	RED

The 2022/23 outturn has improved from the estimated position that was included in the February 2023 Medium Term Financial Strategy and has slightly improved the reserves balance. However, if the Council continued to fund the budget gap from reserves, based on current estimates reserves would be exhausted by mid 2026/27. Officers continue to investigate alternative delivery mechanisms and to maximise efficiencies and make savings wherever possible, however, it is difficult to making savings without affecting service delivery. The budget process for 2024/25 has commenced and income and expenditure are being scrutinised on a line-by-line basis. The Council continues to maximise income opportunities where possible. The Corporate Management Team review the need for all vacant posts prior to recruitment and have introduced a freeze on non-essential expenditure. The Empty Homes scheme continues to have an adverse impacts on the Medium Term Financial Strategy, officers continue to monitor and manage the scheme closely.

4.17	Corporate Risk 9	Likelihood	Impact	Overall	Status
	Financial Sustainability of Council Owned Leisure Assets	B	1	B1	RED

An external assessment has been carried out of the financial sustainability of Council owned leisure assets by Grant Thornton, which has made a number of recommendations that were agreed by Full Council in May 2023. This is now a focus of action. An established cross party working group monitors the delivery of the recommendations and associated action.

5. RISK

5.1 The Council's Corporate Risk Register continues to be monitored by the Corporate Management Team on a regular basis and is referred to within the Q2 Performance Management Report, pages 16-25.

6. FINANCE

6.1 Financial implications and risks arising are identified within this report.

7. LEGAL

7.1 There are no immediate legal considerations attached to the recommendations within this report.

8. POLICY AND EQUALITIES IMPLICATIONS

8.1 Effective performance management is very important to the Council, and the Council is committed to improving on an on-going basis how it operates and how it can improve the services it offers and delivers. In completing this report, consultation has been undertaken with the Corporate Management Team and Portfolio Holder for Resources.

9. REASON FOR DECISION

9.1 Monitoring the Council's performance will enable Cabinet to identify and consider any actions, projects, performance measures or corporate risks requiring further action.

Background Papers	
Q2 Performance Management Report	Appendix 1



**VALLEY
PLAN
2021-25**

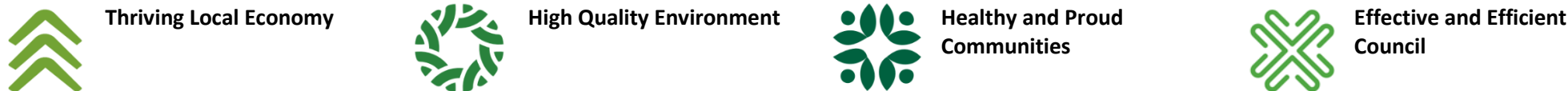


**PERFORMANCE
MANAGEMENT REPORT**

QUARTER 2 – 2023-24

Performance Management Report – Quarter 2 2023/24

Rossendale Borough Council (the Council) has four priorities within the Valley Plan 2021-25 – Our Place, Our Plan. These priorities represent the Council’s main aims to achieve the Council’s overarching vision.



This report captures the Council’s performance in relation to the outlined priorities and includes; Performance Measures, Performance Summary and Actions for Improvement, Compliments and Complaints and Corporate Risks. To deliver the outlined priorities, the Council revised the objectives within the Council’s annual action plan at the start of 2023/24. The information included within this report relates to Quarter 2 (Q2) 2023/24 – **July, August and September**.

A strong and robust approach to performance management and data quality processes will deliver a high quality service and drive service improvements. This report compiles information from the Council’s different service areas and ensures the information included is accurate, reliable and provided in a timely manner. The Council reviews its performance measures on an annual basis to ensure the targets are appropriate. A Red, Amber, and Green (RAG) rating status is used to monitor overall performance, and an arrow rating status has been introduced to demonstrate the performance trend in comparison to previous outturns.

To provide a clear understanding of how the Council is performing, the performance measures are split into Tier 1 and Tier 2 measures and where available will be compared to the ‘National Local Authority’ (NLA) average and the Council’s comparable authorities - ‘Family Group’ (FG) average. The comparable information is drawn directly from the LG Inform Platform (LGA- id), which provides the most up to date and accessible information in relation to local authority performance measures.

Performance RAG Rating Status		Performance Trend Status	
Indicator	Status	Indicator	Status
GREEN	On track, no substantial issues or risks which require action from the Council.		Performance has increased.
AMBER	Some issues or risks which require action from the Council.		Performance has decreased.
RED	Serious issues or risks needing urgent action.		Performance has continued with no increase or decrease / cannot be measured.
ANNUAL/ UNKNOWN	The status cannot be calculated.		

Tier 1 – A set of high-level strategic measures and targets that constitute the Valley Plan 2021-25 – Our Place, Our Plan.






Tier 2 – A set of performance measures and targets to address key priority areas of performance within Directorates/ Service Areas linked to the business planning process and the Valley Plan 2021-25 – Our Place, Our Plan.

Higher or Lower – Indicating whether the reported performance should be operating either higher or lower than the target to increase/improve the Council’s performance.

Priority 1 - A Thriving Local Economy

Outcomes

- To support Bacup, Haslingden and Rawtenstall town centres as better places to provide their unique offers and a destination for local shoppers and visitors.
- To have secured inward investment in the borough creating a sustainable economy, matching local skills provision with future job and career opportunities.
- Having a thriving visitor economy which is more widely known with enhanced attractions and a much improved accommodation offer.

Performance Measures	2022-23 Outturn	Higher or Lower	2023-24 Target	Q1	Q2	Q3	Q4	Trend	Comparative Performance
Tier 1									
Percentage of empty shops across the borough per annum, cumulative figure	New	Lower	14%	19.5%	19.5%	-	-	AMBER 	N/A
Vibrancy of town centers rated highly per annum, reported during Q3	New	Higher	75%	-	-	-	-	N/A	N/A
Productivity of local businesses measured through the revenue generated by each employee per annum, reported during Q1 (measured through ONS)	New	Higher	£54,500	£45,685	-	-	-	AMBER 	N/A
Number of people supported into employment, education and training through the Rossendale Works Programme per annum, cumulative figure	66	Higher	60	19	75	-	-	GREEN 	N/A
Reduce the unemployment rate (claimant count aged 16-64) quarterly figure (LGA – id:5472)	4%	Lower	3%	3.9%	3.8%	-	-	AMBER 	4th QUARTILE FG – 3.2% (2023) NLA – 2.7% (2023)
Tier 2									
Number of business support referrals per annum, cumulative figure	New	Higher	120	71	121	-	-	GREEN 	N/A

Performance Summary

- Regeneration works have continued across Bacup town centre. A stone wall has been rebuilt to progress the improvement works to the rear of Hempstead Memorial Gardens and following vandalism, the Council has replaced the damaged uprighters at the Cenotaph within the Gardens.
- To re-engage residents and demonstrate Bacup's development, the Council has facilitated a 'Poverty to Progress' heritage walk, delivered in partnership with Rossendale Civic Society and Valley Heritage Building Preservation Trust.

- The concept designs for the new Bacup Market have been presented to the Bacup 2040 Strategic Board and will be develop following feedback. Planning permission to demolish the old Barclays Bank (12 Market Street) has been approved and a tender has been published to appoint a contractor for the works.
- During Q2, the Council successfully secured an additional £729,331 to deliver the public realm scheme of the Haslingden 2040 project. Renovation works have started on 51 and 53 Deardengate and will include the restoration of their shop fronts. 41, 18 and 25 Deardengate will be the next buildings to de renovated.
- The Haslingden Market proposals have been presented to the Haslingden 2040 Strategic Board by placemaking experts. A follow-up meeting is proposed with the High Street Task Force expert to finalise the proposals.
- To prepare for the improvements works to Rawtenstall Market, a competitive tender for architectural services has been published, it is proposed for an architect to be appointed during Q3. The Council has liaised with Lancashire County Council to maintain momentum in order to deliver the gyratory concept proposals within timescale. To increase activity within Rawtenstall, the town square was host to events over the summer period including the Roller Rink and ‘Sixties on the Square’.
- Preparatory works to reinvigorate Waterfoot continued during Q2 through a public consultation. The survey received 576 responses, which will be analysed to develop themes for the proposed action plan. Additional funding opportunities are being explored to boost the secured UK Shared Prosperity Funding.
- The Council has appointed Argyle NW to complete the junction improvements at Futures Park. The works are due to commence during Q4.
- During Q2, a ‘60 Minute Blast Session’ was attended by local businesses providing support through the cost of living crisis. Monthly business start-up workshops and 1-1 sessions have taken place at Rawtenstall Job Centre to support recovering businesses and claimants of Universal Credit. The support provided will continue throughout Q3.
- The Rossendale Works Scheme continues to work with partners to develop the local skills provision and generate opportunities. During July, the Rossendale Works Skills Hub opened at Futures Park to support residents into work.
- Stubblee Park maintained its ‘Green Flag’ status following its improved judging results in July. The Stubblee Masterplan Group has been renewed for the next 12-months to support the parks management and development.

Actions for Improvement

- During Q3, engagement activities and a public consultation will be launched to evaluate the improvement works to Bacup’s town centre buildings and Hemstead Memorial Gardens. The concept designs for the new Bacup Market will be included to gather public feedback.
- Following the achievement of the Green Flag status for Stubblee Park, a scoping exercise will take place to assess the feasibility of a Green Flag site in the west of the borough.

Priority 2 - A High Quality Environment

Outcomes

- A high quality 'clean and green' local environment where people feel proud to live.
- Reduced our carbon footprint.
- Improved waste recycling rate across the borough.

Performance Indicator	2022-23 Outturn	Higher or Lower	2023-24 Target	Q1	Q2	Q3	Q4	Trend	Comparative Performance
Tier 1									
Increase the household waste recycling rate per quarter	30.8%	Higher	38%	34.6%	33.7%	-	-	RED ↓	N/A
Residual household waste collection rate per annum, cumulative figure (LGA id: 3412)	516.72kg	Lower	540kg per household	118.5 kg	234.87 kg	-	-	GREEN █	N/A
Average removal time of fly-tipping per quarter	5 days	Lower	5 days	4.67 days	3.5 days	-	-	GREEN ↑	N/A
Initial investigation of fly-tipping per quarter	New	Lower	5 days	3 days	3 days	-	-	GREEN █	N/A
Initial investigation of abandoned vehicles per quarter	New	Lower	5 days	2 days	2 days	-	-	GREEN █	N/A
Initial investigation of trade waste issues per quarter	New	Lower	5 days	4 days	3 days	-	-	GREEN ↑	N/A
Tier 2									
Percentage of general waste bins collected as per schedule per quarter	99.88%	Higher	98%	99.9%	99.9%	-	-	GREEN █	N/A
Percentage of trade waste bins collected as per schedule per quarter	99.19%	Higher	98%	99.2%	99.4%	-	-	GREEN ↑	N/A
Percentage of public litter bins emptied as per schedule per quarter	99.1%	Higher	98%	97%	99.9%	-	-	GREEN ↑	N/A
Install additional/replacement bin per annum, cumulative figure	47 bins	Higher	60 bins	21 bins	48 bins	-	-	GREEN ↑	N/A
Percentage of main roads swept as per schedule per quarter	New	Higher	95%	89%	100%	-	-	GREEN ↑	N/A
Percentage of side roads swept as per schedule per quarter	New	Higher	95%	90%	79%	-	-	RED ↓	N/A

Percentage of amenity grass cut as per schedule per quarter	New	Higher	95%	94%	89%	-	-	AMBER ↓	N/A
Percentage of park grass cut as per schedule per quarter	New	Higher	95%	100%	90%	-	-	AMBER ↓	N/A
Percentage of bowling green, football pitches and memorial gardens cut as per schedule per quarter	New	Higher	95%	90%	85%	-	-	RED ↓	N/A
Percentage of play areas inspected as per schedule per quarter	New	Higher	80%	100%	100%	-	-	GREEN █	N/A
Percentage of cemeteries inspected as per schedule per quarter	New	Higher	80%	100%	100%	-	-	GREEN █	N/A

Performance Summary

- The Council has progressed the procurement of a new back-office waste management system to replace the in-house access system. The new Coordinate Reference System, Bartec, will monitor both back and front office operations, creating efficiencies and improve customer services.
- During Q2, a new Parks Team and mobile rounds schedule has been rolled out to improve the management and maintenance of the borough's main parks.
- Operations and the Public Protection Unit have continued to work together to deliver Operation Trident to tackle fly-tipping across the borough. Throughout Q2, the Council has investigated a number of environmental crime reports including, 122 reports of fly-tipping, abandoned vehicles and other waste crime. The Council has had 4 successful prosecutions of fly-tipping and has carried out 33 interviews under caution.
- To further improve the appearance of town centres and the gardens within them, the Council has provided Rossendale Civic Pride and Bacup Pride with additional support aiming to improve the groups BIDs to Britain in Bloom in the hopes of achieving awards for both Rawtenstall and Bacup.
- During Q2, UK Shared Prosperity Funding has been allocated to improve Victoria Park. The improvements have made the park a safer environment for pedestrians. The Whitaker Masterplan has been finalised and consulted to determine the priorities for the park.
- Work continues to deliver the litter bin replacement programme, a further 60 litter bins have been purchased to replace the current smaller bins and will be installed as per the replacement programme.
- An annual Climate Change updated was presented to Full Council in September highlighting carbon reduction measures delivered including LED lighting at Futures Park and completed energy and carbon audits for Rossendale and Rossendale Leisure Trust facilities. A BID to fund the Net Zero Streets has been submitted and preparatory works have been undertaken to support funding BIDs for On Road Charging Scheme and Public Sector Decarbonisation Scheme.
- To deliver the Rossendale Forrest, the Council has continued to work with private landowners, Ribble Rivers Trust and Lancashire County Council to plant a further 3,400 trees during Q3/4.

Actions for Improvement


- During Q3, the Council will continue to liaise with Lancashire County Council to review the Henrietta Waste Transfer Station in light of changes to disposal site at Lancashire's level.
- The borough's recycling rate will continue to be challenging until further guidance in relation to food waste and consistent collections is released from central Government. The Council will receive new burdens funding to support the changes required.
- The percentage of side roads swept, as per schedule, has reduced during Q2 due to a long-term sickness absence.
- The performance measures relating the percentage of bowling greens, football pitches and memorial gardens cut, as per schedule, is below target due to the increased wet weather during this quarter resulting in unallocated resources. To improve this performance, winter programmes have been scheduled to direct additional resources to address the work required during Q3/4 in the boroughs parks and open green spaces.

Priority 3 – Healthy and Proud Communities

Outcomes

- To have delivered more new homes and a good mix of housing tenures.
- Improved the health of residents through access to better leisure facilities and health services.
- A more joined up approach to physical and mental wellbeing which is more rapidly reducing health inequalities.
- Residents share a sense of pride in their immediate community and the wider borough.

Performance Indicator	2022-23 Outturn	Higher or Lower	2023-24 Target	Q1	Q2	Q3	Q4	Trend	Comparative Performance
Tier 1									
Reduce the number of homeless presentations requiring relief duty per annum, cumulative figure (2022/23 - 15% reduction)	13.5%	Lower	11.82%	14.9%	10.8%	-	-	GREEN ↑	N/A
Percentage of Disabled Facilities Grants completed within 12 months per quarter	New	Higher	95%	96%	100%			GREEN ↑	
Deliver 'new homes' within the Local Plan per annum, cumulative figure	75	Higher	180	32	61	-	-	AMBER ↓	N/A
Deliver 'affordable new homes' within the Local Plan per annum, cumulative figure	60	Higher	25	11	21	-	-	GREEN ↓	N/A
Determine major planning applications within 13 weeks per quarter (LGA id: 17482)	N/A	Higher	60%	N/A	100%	-	-	GREEN █	1st QUARTILE FG – 92% (2023/24) NLA – 88% (2023/24)
Determine minor and other planning applications within 8 weeks per quarter (LGA id: 17487)	85%	Higher	75%	92%	92%	-	-	GREEN █	2nd QUARTILE FG – 83% (2023/24) NLA – 85% (2023/24)
Initial response to housing complaints per quarter	New	Lower	5 days	3 days	4 days	-	-	GREEN ↓	N/A
Initial response to food hygiene complaints per quarter	New	Lower	10 days	7 days	5 days	-	-	GREEN ↑	N/A
Prevalence of overweight (including obesity) year 6 children per annum, reported in Q1.	New	Lower	37%	38.1%	38.1%	-	-	AMBER █	N/A
Tier 2									
Number of Disabled Facilities Grants awarded per annum, cumulative figure	74	Higher	80	24	55	-	-	GREEN ↑	N/A
Processing of Disabled Facilities Grants - Application to Approval days/Approval to Completion days per quarter	New	Lower	110/80 days	139/182 days	72/190 days	-	-	RED ↑	N/A

Number of Food Standards Agency food inspections per annum, cumulative figure	New	Higher	240	48	96	-	-	AMBER 	N/A
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Performance Summary

- The number of planning applications passed in Q2 indicates the annual target to deliver 180 new homes and 25 affordable dwellings is on track to be met.
- To further improve the borough's housing supply, the Housing Strategy was officially launched during Q2. The launch informed partners and stakeholders on the main strategy objectives including; improved understanding of Rossendale's housing market, efficient use of existing housing and increasing housing variety within the borough.
- During Q2, the Council has progress the procurement of a home improvements agency to support the Council's Disable Facilities Grant process and will feed into the review of the Council's Disables Facilities Grant policy, to be finalised during Q3.
- A community asset feasibility study has identified 265 health and wellbeing activities which are delivered on a weekly basis by the Voluntary and Community Frontline Services and attended by 4399 residents. This study will be reviewed and actions will be drafted to further develop the health and wellbeing offer available to residents across the borough. To improve resident engagement, the Council is working in partnership with Together and Active Future to develop an activity programme for the borough parks. The first health walks have taken place in Stubblelee Park and a junior park run in Victoria Park is being developed.
- The Council has continued to work with health partners during this quarter. The integrated neighbourhood team is now established with the primary care network and the Council has secured membership with the Voluntary and Community Frontline services.
- The Council has worked in partnership with Citizens Advice to process applications for the Household Support Fund 4 which has supported 1,354 vulnerable households and provided financial health checks. Regular advice and sign posting has been available from Haslingden Community link.
- Rossendale Food Groups have met to coordinate foodbank activity across the borough. The Council will continue to explore the feasibility of a community grocery in Bacup and Haslingden and will work with partners to address the lack of availability of donated food for foodbanks.
- During Q2, the Council supported the Homes for Ukraine Independence day held in August. Support continues to be provided via the weekly support group, 'welcome' and 'thankyou' payments and supporting the move from host accommodation to their own homes.

Actions for Improvement

- The Council will continue to work with Rossendale Leisure Trust in order to develop a Healthy Weight Plan and secure Lancashire County Council investment. Community research has been completed in Stacksteads and is ongoing in Worsley, the research will be analysed and fed back to the primary care network to identify solutions.

- The processing of Disabled Facilities Grants has reduced during Q2 due to a 66% increase in more complex cases which has negatively impacted the processing and turnaround of applications. The Council is reviewing its Disabled Facilities Grant policy to identify best practice to support the delivery of Disabled Facilities Grants.

Priority 4 – Effective and Efficient Council

Outcome

- Provide good quality and responsive services embracing new technologies.
- Be a financially sustainable Council with a commercial outlook whilst always considering social value.
- Provide sound governance to enable key decisions and major projects to be progressed in an efficient and professional way.
- Have a skilled and happy workforce, where we are able to retain and attract good staff.

Performance Indicator	2022-23 Outturn	Higher or Lower	2023-24 Target	Q1	Q2	Q3	Q4	Trend	Comparative Performance
Tier 1									
Time taken to process Housing Benefit new claims per quarter (LGA id: 299)	14.9 days	Lower	17 days	16.8 days	11.7 days	-	-	GREEN ↑	1st QUARTILE FG – 17 days (2022/23) NLA – 18 days (2022/23)
Time taken to process Housing Benefit change in circumstances per quarter (LGA id: 300)	2 days	Lower	4 days	4 days	2.7 days	-	-	GREEN ↑	2nd QUARTILE FG – 3 days (2022/23) NLA – 3 days (2022/23)
Time taken to process Council Tax benefit new claims per quarter	14.3 days	Lower	15 days	15.3 days	15.7 days	-	-	AMBER ↓	N/A
Time taken to process Council Tax benefit change in circumstances per quarter	2.4 days	Lower	4 days	3.4 days	2.5 days	-	-	GREEN ↑	N/A
Payment of undisputed invoices within 30 days per quarter	85%	Higher	90%	94%	88%	-	-	AMBER ↓	N/A
Number of Ombudsman Enquiries upheld per annum, cumulative figure	0	Lower	0	0	0	-	-	GREEN █	N/A
Number of employee leavers in line with the national average, 15% per annum (7 employee leavers per quarter)	New	Lower	7	5	6	-	-	GREEN ↓	N/A
Number of days lost due to sickness absence per full time equivalent employee per annum, cumulative figure	9.76 days	Lower	8 days	2.34 days	7.02 days	-	-	RED ↓	N/A
Percentage of staff who have completed an annual appraisal per annum, cumulative figure.	92.2%	Higher	100%	27%	93%	-	-	AMBER ↑	N/A
Percentage of staff who have completed mandatory training per quarter	New	Higher	100%	N/A	N/A	-	-	N/A	N/A
RIDDOR reportable accidents and incidents per annum, cumulative figure	3	Lower	< 5	2	3	-	-	AMBER ↑	N/A

Tier 2									
Percentage of Council Tax collected per annum, cumulative figure (LGA id: 199)	95.79%	Higher	96.1%	28.21%	54.92%	-	-	GREEN ↓	4th QUARTILE FG – 96.81% (2022/23) NLA – 97.11% (2022/23)
Percentage of NNDR collected per annum, cumulative figure	New	Higher	98.25%	28.51%	58.11%	-	-	GREEN ↑	N/A
Percentage of accurate processing of a Housing Benefit claim per annum, cumulative figure	New	Higher	95%	94.67%	98%	-	-	GREEN ↑	N/A
Secured garden waste subscribers per annum, cumulative figure	7257	Higher	7000	6938	7174	-	-	GREEN ↑	N/A
Secured commercial waste subscribers per quarter, cumulative figure	430	Higher	440	421	403	-	-	RED ↓	N/A
Increase the number of electronic service request forms completed by residents by 15% per annum, reported in Q4	8250	Higher	9500	-	-	-	-	N/A	N/A
Distribute 12 positive new stories per quarter	New	Higher	12	12	18	-	-	GREEN ↑	N/A
Increase the number of LinkedIn followers by 4% per annum, cumulative figure	New	Higher	210	287	396	-	-	GREEN ↑	N/A
Percentage of FOIs responded to within 20 days per quarter	New	Higher	95%	86.9%	93%	-	-	GREEN ↑	N/A
Percentage of complaints responded to within 10 working days per quarter	New	Higher	95%	79.3%	78%	-	-	RED ↓	N/A
Percentage of Member enquiries responded to within 10 working days per quarter	New	Higher	95%	66.7%	25%	-	-	RED ↓	N/A
Percentage of MP enquiries responded to within 10 working days per quarter	New	Higher	95%	70%	78%	-	-	RED ↑	N/A
Number of Health and Safety reports received per annum, cumulative figure	99	Higher	90	26	44	-	-	GREEN ↓	N/A

Performance Summary

- During Q2, the Council has continued to develop and finalise the Council's new website design and back-office system to improve customer services. Additional security measures and firewalls have been created to detect and prevent cyber-attacks/issues. The new website will be launched at the beginning of Q3.
- The Council continues to produce the 2024/25 budget and Medium Term Financial Strategy update. During Q2, the Council published its draft 2021/22 statement of accounts.

- The Council's proposed Constitutional changes were presented to the Governance Working Group in September. The main proposed amends were chnages to the Contract Procedure Rules and Finance Procedure Rules. The proposed changes will be presented to Full Council during Q3.
- Staff are continuously supported by the Council to promote welfare and satisfaction. Throughout Q2, the 'Your Voice' staff meetings have continued to consult and engage staff and an all staff 'pulse' survey (4th September to 18th September) was shared to gather anonymous feedback on staff satisfaction. An analysis report and recommendations for improvement will be drafted during Q3.
- To support staff development, the Council has provided managers with the opportunity to undertake a Level 3 Coaching and Mentoring qualification to develop management skills across the Council, this training is due to commence during Q3.
- To support the health and wellbeing of staff, 2 further Health and Wellbeing champions have been recruited and 3 champions have completed a Level 3 Skills for Workplace qualification.

Actions for Improvement

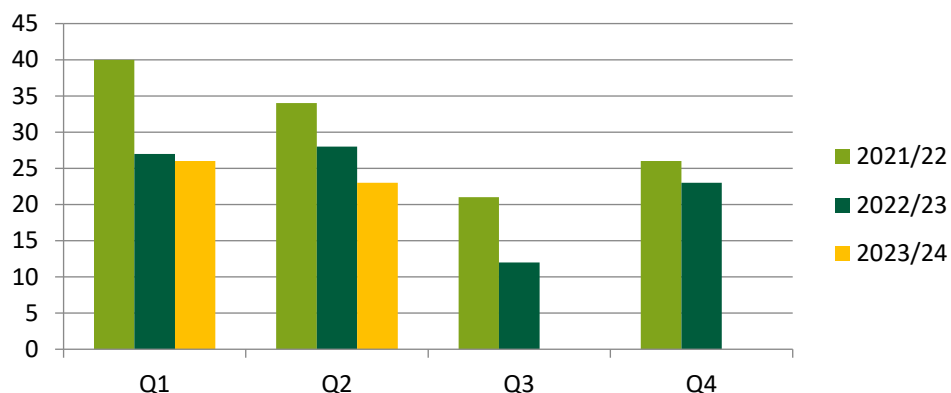
- During Q2, the Council implemented a new purchasing software which had minor technical issues when first implemented, impacting the percentage of invoices payed within 30 days. This issue has now been resolved and auto-generated invoices have been introduced. In addition, regular meetings are held with Properties and Finance to chase any outstanding invoices.
- The number of commercial waste subscribers has shown a reduction due to a system error at the beginning of the financial year. This error has been rectified and the new figures will be used to develop a revised base-line target for commercial waste customers.
- During Q2, there has been a significant increase in the number of employee leavers; 1 employee leaver was due to expiry of temporary contract, 1 employee leaver moved to a job closer to home, 2 employee leavers were dismissed under the performance management process and the 7 remaining employee leavers have left to further their careers (with the exception of 2 employee leavers) within local government. To monitor the reasons for employee leavers, the exit interview process has been reviewed and will be completed by a member of People and Policy to identify patterns or concerns in relation to the reasons for leaving.
- The level of sickness absence has significantly increased during Q2, with 6 employees (4.39 days per FTE) related to long term absence (other musculo-skeletal stated as the main cause of absence) being managed under the Council's Absence Management Policy. 2 employees have now returned to work. The main reason for short term sickness absence (2.66 days per FTE) is infections, colds, flu (0.79 days per FTE confirmed Covid-19 cases although government advice is not to test therefore more days absence could be attributed to Covid-19). Historically payment of the flu jab has been offered to all staff, it is proposed to continue this offer this year to mitigate further absences due to infections, colds, flu absences.
- During Q2, 28 complaints were received, 8 complaints were not answered within the 10 day response timeline, however action was taken to rectify the complaint within the timeline for 4 of the complaints but the response letter was not sent, all the complaints within Q2 are now closed at level 1.

- 4 Member Enquiries were received (all to Operations) during Q2, all 4 enquiries have been responded too and closed, however due to the nature of the enquiries the response time exceeded the 10 working day response target.
- During Q2, 51 MP enquiries were received. Although 11 enquiries were not responded to within the 10 days response timeline, the enquiries were responded to within the following 10 days after the response timeline with the exception of 1 enquiry which took 54 days due to challenges to locate the owner of a property (Waterbarn Church).

Compliments and Complaints

Compliments

Compliment Trend	Q1	Q2	Q3	Q4
2021-23	40	34	21	26
2022-23	27	28	12	23
2023-24	26	23	-	-
Number of Compliments	Compliment Detail			
3	Action/response/communication			
2	Bins/bin collection			
1	Property/land			
3	Quality of service			
14	Staff member/team			



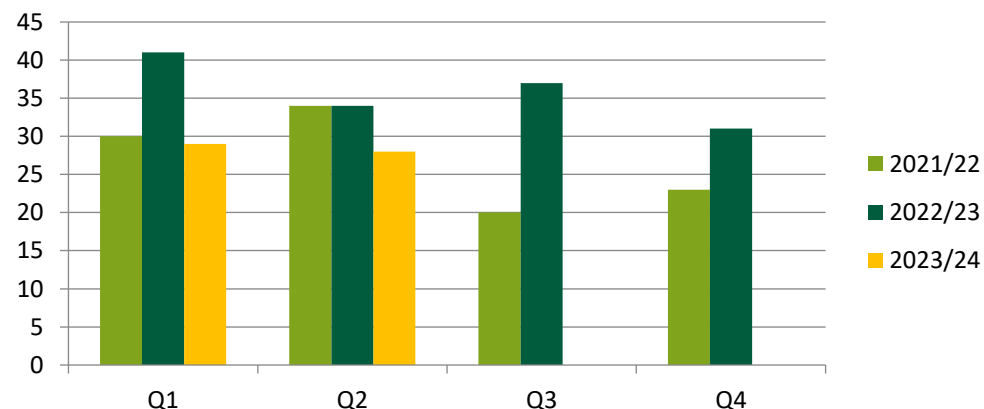
Ombudsman Enquiry

Ombudsman Enquiry	Q1	Q2	Q3	Q4
2021-23	0	3	2	1
2022-23	2	3	0	0
2023-24	2	0	-	-

During Q2, no new Ombudsman enquiries were received, and the enquiry carried over from Q1 has been closed. It is noted that the Council isn't notified of all enquiries/decisions, the above relates to the notified enquires.

Complaints

Complaints Trend	Q1	Q2	Q3	Q4
2021-23	30	34	20	23
2022-23	41	34	37	31
2023-24	29	28	-	-
Number of Complaints	Complaint Detail			
3	Action/response/communication			
1	Anti-social behaviour			
1	Bailiff			
1	Customer Services			
6	Bin/bin collection			
2	Council Tax charges/decision			
2	Grass cutting			
1	Littering/debris/fly-tipping			
2	Other			
2	Property/land			
1	Quality of service			
2	Staff member/team			
2	Time taken			
2	Weeds			



Corporate Risk Register

Risks are those things which might present a barrier to us delivering the things we have undertaken to achieve. Each year the Council reviews the potential risks it is facing and looks at what it might do to minimise the occurrence of such risks. This information is then regularly monitored and reviewed.

We profile our risks using a matrix (shown below) which is based on our making two judgments about each potential risk faced by the Council. The definition of the likelihood and impact can be found in the Council's Risk Management Strategy 2016.

The Council's Risk Matrix

Likelihood	A					
	B					
	C					
	D					
	E					
	F					
		5	4	3	2	1
	Impact					

Likelihood

How likely is it that the risk may occur (rated A-F, A being the most likely)

Impact

How serious might the consequences of the impact be (rated 1-5, 1 being the highest consequence).

Therefore, a risk rated A1 is the highest risk rating and a risk of F5 is the lowest risk rating.

Risk RAG (Red, Amber and Green) rating status indicators	
Risk Status	Status description
GREEN	The likelihood and impact of the risk is low
AMBER	The likelihood and impact of the risk is medium
RED	The likelihood and impact of the risk is high

Risk 1 – Sustainability of the Medium Term Financial Strategy

Responsible Officer - Karen Spencer

Description

The Council's latest Medium Term Financial Strategy update published February 2022 indicates an underlying funding gap of c£600k per annum from 2023/24 onwards. The Council must take appropriate action in order to balance its annual expenditure against its available annual income and other revenue resources. The Council has a legal obligation to publish an annual balanced budget; this means its budget expenditure must equal its available income and any available reserves. Council reserves are limited and equate to only circa 3 years given the anticipated funding gap. Therefore additional income must be identified or annual costs reduced in future years. The current cost of living crisis may also add to the pressure on the Medium Term Financial Strategy through pay award, utility costs, contract inflation and Council Tax/NNDR collection rates.

Risk Consequence

If the Council is not able to prepare a balanced budget there would be legal ramifications, but would ultimately impact on the level of services the council is able to deliver to Rossendale residents and would result in major reputational damage.

Initial risk assessment RAG status (without mitigation)

Likelihood	Impact	Overall Risk	Status
B	2	B2	RED

Mitigation

The Medium Term Financial Strategy does not indicate a significant narrowing of the gap in the next four years. New income generating opportunities will need to be identified to generate additional revenue, along with improved efficiency and effectiveness of service delivery. Departments across the council will need to be challenged to become more effective.

Risk assessment RAG status (after mitigation)

Likelihood	Impact	Overall Risk	Status
C	2	C2	AMBER

Q2 Update

The 2022/23 outturn has improved from the estimated position that was included in the February 2023 Medium Term Financial Strategy and has slightly improved the reserves balance. However, if the Council continued to fund the budget gap from reserves, based on current estimates reserves would be exhausted by mid 2026/27. Officers continue to investigate alternative delivery mechanisms and to maximise efficiencies and make savings wherever possible, however, it is difficult to making savings without affecting service delivery. The budget process for 2024/25 has commenced and income and expenditure are being scrutinised on a line-by-line basis. The Council continues to maximise income opportunities where possible. The Corporate Management Team review the need for all vacant posts prior to recruitment and have introduced a freeze on non-essential expenditure. The Empty Homes scheme continues to have an adverse impact on the Medium Term Financial Strategy, officers continue to monitor and manage the scheme closely.

Q2 risk assessment RAG status (current)

Likelihood	Impact	Overall Risk	Status
B	1	B1	RED

Risk 2 – Major Disaster affecting the Delivery of Council Services

Responsible Officer - Clare Law

Description

The Council has statutory duties under the Civil Contingencies Act (2004) and to carry out emergency planning and business continuity management activities to minimise the impact of a civil emergency or business interruption on people living, working and visiting the borough.

Risk Consequence

Failure to have robust contingency plans in place could result in the failure to deliver Council services, such as, the collection of residential and trade waste, burial services and payment of suppliers and benefits.

Initial risk assessment RAG status (without mitigation)

Likelihood	Impact	Overall Risk	Status
C	1	C1	AMBER

Mitigation

A robust Council Emergency and Business Continuity Plan is in place. Service continuity plans are updated and tested regularly through a quarterly Emergency Planning meeting. The plans are embedded with the Corporate Management Team as critical working documents to support the continued delivery of essential council services. All managers have a copy of the overall plan and their service plan and keep them under review. The Council is a member of Lancashire County Council Local Resilience Forum. Officers attend meetings and undertake regular training exercises. The council plans are available on the Resilience Direct website. Mutual aid agreements are in place with all Local Authorities across Lancashire.

Risk assessment RAG status (after mitigation)

Likelihood	Impact	Overall Risk	Status
C	2	C2	AMBER

Q2 Update

The Council's Local Emergency Plan has been reviewed and updated. The system for the Council's out of hours emergencies contacting arrangements have been reviewed, including the on-call telephone, out of hours arrangements with Capita and emergency arrangements with Lancashire County Council/Local Resilience Forum. Work is ongoing with Lancashire County Council's Emergency Planning Team to update the Rest Centre information and contacts. The Council's Emergency Planning Team continues to meet quarterly and relevant officers attend Local Resilience Forum meetings and training with other agencies to ensure the Lancashire response to major incidents is robust.

Q2 risk assessment RAG status (current)

Likelihood	Impact	Overall Risk	Status
C	2	C2	AMBER

Risk 3 – Incident resulting in Death or Serious Injury or HSE Investigation

Responsible Officer - Clare Law

Description

Under the Health and Safety at Work Act (1974), the Council has a duty of care towards the health, safety and wellbeing of its employees and others who may be affected by our work. In the event of a RIDDOR reportable accident, there is a risk of a Health and Safety Executive investigation and potential for a civil claim for damages.

Risk Consequence

Failure to comply with current legislation and demonstrate compliance may result in harm to staff and others, financial loss and enforcement action.

Initial risk assessment RAG status (without mitigation)	Likelihood	Impact	Overall Risk	Status
	D	2	D2	AMBER

Mitigation

A robust Council Emergency and Business Continuity Plan is in place. Service continuity plans are updated and tested regularly through a quarterly Emergency Planning meeting. The plans are embedded with the Corporate Management Team as critical working documents to support the continued delivery of essential Council services. All managers have a copy of the overall plan and their service plan and keep them under review. The council is a member of Lancashire County Council Local Resilience Forum. Officers attend meetings and undertake regular training exercises. The Council plans are available on the Resilience Direct website. Mutual aid agreements are in place with all Local Authorities across Lancashire.

Risk assessment RAG status (after mitigation)	Likelihood	Impact	Overall Risk	Status
	E	2	E2	GREEN

Q2 Update

Work has continued to implement the Health and Safety Action Plan with the main areas of work being the development of a draft Health and Wellbeing Strategy in conjunction with Human Resources; monitoring, risk control and clarifying training needs. Work to progress health and safety risk management is behind schedule as it is dependent on the corporate Risk Management Strategy being agreed. 18 health and safety reports were received during Q2. One accident was reported to the Health and Safety Executive under RIDDOR as a member of staff was absent from work for more than 7 days. No further contact has been received from the Health and Safety Executive in respect of the two reported cases of Hand Arm Vibration Syndrome. Ongoing management of vibration in Operations has been reviewed and is ongoing. Work to review controls for the removal of fly-tipping containing asbestos has been undertaken and robust controls are being implemented. The programme of workplace inspections for 2023/24 is ongoing and on target.

Q2 risk assessment RAG status (current)	Likelihood	Impact	Overall Risk	Status
	D	2	D2	AMBER

Risk 4 – Changes to Government policy on the delivery of the Council’s services

Responsible Officer - Rob Huntington

Description

Like all local authorities the Council is a statutory body that is subject to changes being consulted upon and or implemented by central government that might affect how we operate and serve our residents/businesses.

Risk Consequence

The risk that the Council fails to react and be prepared for any changes being proposed or implemented by central government.

Initial risk assessment RAG status (without mitigation)

Likelihood	Impact	Overall Risk	Status
E	2	E2	GREEN

Mitigation

The Council is a member of the Local Government Association and District Councils Network who keep us informed of government policy and consultations and lobby on behalf of councils to mitigate the impact of any change. The Council is also signed up to receive daily emails from Local Government Information Unit who provide daily government news and other Local Government Information Unit (LGIU) policy briefings. The Chief Executive and Leader of the Council meets regularly with our two MPs. The Council’s Corporate Management Team monitor and assess government’s position on funding to be distributed to local authorities and other Government announcements that impact funding.

Risk assessment RAG status (after mitigation)

Likelihood	Impact	Overall Risk	Status
E	2	E2	GREEN

Q2 Update

The Council continues to be a member of the Local Government Association and District Councils Networks. The Chief Executive regularly attends the North West Chief Executive, and Lancashire Chief Executive meetings, both having representation from the Local Government Association. The Corporate Management Team weekly review recent policy announcements from government departments to determine any appropriate action required.

Q2 risk assessment RAG status (current)

Likelihood	Impact	Overall Risk	Status
E	2	E2	GREEN

Risk 5 – Sustainable Workforce

Responsible Officer - Clare Law

Description

There is a requirement to have a sustainable workforce to deliver the Council services to residents and customers.

Risk Consequence

Failure to have a fully resourced, trained staff could result in the failure to deliver statutory and non-statutory service in a safe and professional manner to residents and customers.

Initial risk assessment RAG status (without mitigation)

Likelihood	Impact	Overall Risk	Status
D	3	D3	AMBER

Mitigation

The Council has robust HR policies and procedures, an agreed Authorised Establishment, performance management framework and Service Area Business Continuity Plans in place to mitigate any staffing challenges such as loss of staff due to the impact of an epidemic or pandemic. HR will work with managers to develop workforce succession planning. The Council provides an attractive benefit package including final pension scheme, flexible working, generous annual leave, a purchase leave scheme, free onsite parking, family friendly policies, discounted gym memberships and a cycle scheme to attract and retain staff.

Risk assessment RAG status (after mitigation)

Likelihood	Impact	Overall Risk	Status
E	3	E3	GREEN

Q2 Update

The number of employee leavers has increased during Q2. 10 vacant posts have been advertised. Some of the vacant posts have been recruited to internally and the Operations Workshops have remained vacant.

The level of sickness absence has significantly increased throughout Q2, with 6 employees (4.39 days per FTE) related to long term absence (other musculo-skeletal stated as the main cause of absence) being managed under the Council's Absence Management Policy and 2 employees have now returned to work. The main reason for short term sickness absence (2.66 days per FTE) is infections, colds, flu (0.79 days per FTE confirmed covid cases although government advice is not to test therefore more days absence could be attributed to covid). Historically payment of the flu jab has been offered to all staff, it is proposed to offer again this year to try to mitigate further absences due to infections, colds, flu absences.

Q2 risk assessment RAG status (current)

Likelihood	Impact	Overall Risk	Status
D	3	D3	AMBER

Risk 6 – Insufficient data and cyber security

Responsible Officer - Andrew Buckle

Description

Cyber security presents one of the most challenging areas for both the public and private sectors. With the proliferation and severity of attacks constantly increasing this represents a major threat.

Risk Consequence

Cyber-attack resulting in a complete loss of all systems coupled with malware being spread across the entire network. Data breach resulting in information loss causing reputational damage and resulting in a financial penalty due to non-compliance with statutory requirements such as General Data Protection Regulation, Payment Card Industry Data Security.

Initial risk assessment RAG status (without mitigation)

Likelihood	Impact	Overall Risk	Status
C	1	C1	AMBER

Mitigation

To protect against a data breach the Council, host all council data in Tier 3 Data Centres located in different geographical regions and are backed up daily. The Council's Data Centres hold the following accreditations: ISO27001:2013 and the Payment Card Industry Data Security. The Council adopts a Risk Insight approach to determine the treat Landscape and more importantly its evolution. The Council has received notification of meeting the Public Services Network which means the Councils' infrastructure met all the security requirements to allow connection to the Public Services Network. A cyber security training is to be provided for all staff.

Risk assessment RAG status (after mitigation)

Likelihood	Impact	Overall Risk	Status
D	1	D1	AMBER

Q2 Update

To provide additional cyber protection and enhance Rossendale online security, replacement website firewalls along with the setup of Intrusion Detection Systems/Intrusion Prevention Systems have been implemented for the new Rossendale website. The website site is hosted on Amazon Web Services which offers increased resilience, performance and flexibility. Work has continued with the implementation of the Memorandum of Understanding compliance requirements imposed by the Department of Working Pension require set security standards and processes to be followed. Access to the revenues and benefits data is being audited along with all user access privileges.

The Council has selected a corporate cyber training and awareness package that will be deployed across Members and all Council staff.

Q2 risk assessment RAG status (current)

Likelihood	Impact	Overall Risk	Status
D	1	D1	AMBER

Risk 7 – Poor communications and public relations

Responsible Officer - Clare Law

Description

Good communication and public relations is essential to inform, maintain and develop relationships with residents, customers and partners to provide effective and efficient Council services.

Risk Consequence

Failure to communicate and respond to issues as they develop and inadequately or inappropriately communicating could lead to a major loss of reputation for the Council on a local, regional and national level. A loss of reputation can damage staff morale, trust between the Council and residents and impair the relationship between the Council and its partners meaning projects and services delivery is damaged.

Initial risk assessment RAG status (without mitigation)

Likelihood	Impact	Overall Risk	Status
B	1	B1	RED

Mitigation

Communication methods are in place to support face to face, mail or electronic communications with a developed website and social media channels to provide 24/7 communication service. The Council has an experienced public relation and communications function to support officers to deal with communications in a timely manner and promote the work of the Council.

Risk assessment RAG status (after mitigation)

Likelihood	Impact	Overall Risk	Status
D	1	D1	AMBER

Q2 Update

Viva PR has continued to deliver the agreed communications including updates to the Council's website and social media posts to residents, businesses and communities. The Corporate Management Team receive a weekly update, which includes horizon scanning and potential risks. 18 positive press releases have been released resulting in 104 pieces of media coverage. All of these pro-active positive releases help to promote the Council externally. Viva PR act as first point of contact for the media and always respond in a timely manner ensuring good working relationships with local and regional media.

The recycling 'Check Before You Chuck' campaign devised by Viva PR won a national PR campaign award in the PRCA Public Sector category to go with the earlier regional award and has been shortlisted in the National Recycling Awards to be held in London in November.

Q2 risk assessment RAG status (current)

Likelihood	Impact	Overall Risk	Status
E	1	E1	GREEN

Risk 8 – Non – Delivery of Corporate Programmes

Responsible Officer - Rob Huntington

Description

The Council has agreed the 6 corporate programmes for 2023/24 to support the delivery of Corporate Plan.

Risk Consequence

Failure to deliver the corporate programmes would have a detrimental impact on the delivery of the Council’s Valley Plan 2021-25, Our Place, Our Plan, and result in a reputational risk to the Council’s commitment to the residents. The failure to deliver the corporate programmes could potentially have a negative impact on the council’s revenue budgets (by failure to deliver income generating projects) and delivery of the medium term financial strategy, and the associated economic and social benefits may not be realised.

Initial risk assessment RAG status (without mitigation)

Likelihood	Impact	Overall Risk	Status
C	2	C2	AMBER

Mitigation

Each corporate project has a Project Sponsor (member of the Corporate Management Team), a Project Manager and Finance Officer. Each corporate programme will have a robust project plan and live risk register. The Programme Sponsor will be responsible for the strategic overview of the corporate programme, and the Programme Manager will be responsible for the day-to-day management of the corporate programme. The Council’s Programme Board meets quarterly to review the progress of the corporate programmes. The Programme Sponsor will be responsible for highlighting any concerns to the Corporate Management Team throughout the life of the corporate programme.

Risk assessment RAG status (after mitigation)

Likelihood	Impact	Overall Risk	Status
E	2	E2	GREEN

Q2 Update

A revised programme to support the delivery of the Valley Plan 2021-25 – Our Place, Our Plan has been produced and agreed with the Corporate Management Team, with appropriate governance and programme sponsorship in place.

Q2 risk assessment RAG status (current)

Likelihood	Impact	Overall Risk	Status
E	2	E2	GREEN

Risk 9 – Financial Sustainability of Council Owned Leisure Assets

Responsible Officer – Rob Huntington

Description

National lockdowns due to Covid-19 resulted in Council owned leisure facilities closing for extended periods. During closure no income was received and outside of lockdown periods, income was significantly reduced. The cost of living crisis will have a significant negative impact on utility and salary costs for the Trust. This has impacted the financial sustainability of the Trust.

Risk Consequence

If the Council owned leisure assets are to be sustained in the longer term, the operators of the facilities have little recourse to additional funding to survive other than through the Council. This financial impact was managed in 2021/22 through additional government grants and Council support, however the real impact is likely to be felt in 2022/23 and continue through 2023/24.

Initial risk assessment RAG status (without mitigation)

Likelihood	Impact	Overall Risk	Status
A	2	A2	RED

Mitigation

A report on the impact of all facilities has been produced by KKP and recommendations to minimise impact have been implemented. Senior Council officers are attending the Trust Board to ensure we work together to minimise costs and an intensive monitoring process is in place. Funding through a Covid-19 specific Sport England Fund has been received though this is limited in its amount and did not cover retrospective losses. Constant monitoring of future business plans and work in partnership to maximise income and reduce costs continues.

Risk assessment RAG status (after mitigation)

Likelihood	Impact	Overall Risk	Status
A	2	A2	RED

Q2 Update

An external assessment has been carried out of the financial sustainability of Council owned leisure assets by Grant Thornton, which has made a number of recommendations that were agreed by Full Council in May 2023. This is now a focus of action. An established cross party working group monitors the delivery of the recommendations and associated action.

Q2 risk assessment RAG status (current)

Likelihood	Impact	Overall Risk	Status
A	2	A2	RED

Subject:	Financial Monitoring Report Q2 2023/24	Status:	For Publication
Report to:	Cabinet	Date:	6 th December 2023
Report of:	Chief Finance Officer	Lead Member:	Resources
Key Decision:	<input type="checkbox"/> Forward Plan <input type="checkbox"/>	General Exception <input type="checkbox"/>	Special Urgency <input type="checkbox"/>
Equality Impact Assessment:	Required:	No	Attached: No
Biodiversity Impact Assessment:	Required:	No	Attached: No
Contact Officer:	Karen Spencer	Telephone:	01706 252409
Email:	karens pencer@rossendalebc.gov.uk		

1. RECOMMENDATION

1.1 That Cabinet note the content of the Q2 financial monitoring report.

2. EXECUTIVE SUMMARY

- This report provides an indicative estimate of the Council's General Fund Revenue outturn, Collection Fund performance and Capital outturn for the year ended 31 March 2024.
- At 30 September 2023, the Council is estimating a adverse variance of £51.5k against an approved net budget for the year of £10,256k.
- The approved Capital Programme for 2023/24 was agreed in the sum of £5,963k, to this was added prior year slippage of £6,027k, plus new additions of £452k making a revised capital programme for 2023/24 of £12,442k. At this mid-point of the year the estimated capital outturn for the year is £5,866k. Estimated slippage requirements into 2024/25, including the associated funding sources, currently total £6,576k, this includes £2,827k disabled facility grants.

3. BACKGROUND

3.1 In February 2023 the MTFS set a balanced Budget of £10,256k for the year based on the assumptions made at that time and supported by £756k from reserves. The pay award, inflation rates, high vehicle fuel costs and increasing utility costs resulted in the requirement to use reserves to fund the budget gap.

4. DETAILS

Revenue

4.1 This 2023/24 mid-year monitoring report is forecasting an adverse variance of £51.5k when compared to an original budget of £10,256k.

4.2 The most notable variances are:

- The budget contains a £225k vacancy savings target which is based on potential savings that can be achieved due to additional leave purchase and staff turnover, i.e. the salary saving made between an employee leaving the authority and the new recruit commencing. Staff cost savings are currently estimated to be c£145k to the year-end, this is £80k short of the vacancy savings target of £225k. However, this includes the additional £99k unbudgeted cost of the pay award.
- An adverse outturn variance of c£40k is predicted in relation to income from commercial property rents, and £13.6k from market rents. These shortfalls are being

attributed to the current economic climate, however the property team are actively marketing vacant properties.

- The £41.8k adverse variance within finance includes additional staffing costs and bank charges of c£23k due to the increase in volume of individuals using the Council's electronic payment system. The Council has tendered for its Merchant acquiring services during Q2, which should reduce the adverse variance in future years.
- At Q1 there is a predicted overspend of c£325k within the housing team on temporary accommodation. The team are actively working to reduce this overspend:-
 - There are currently 13 individuals/families in B&B accommodation
 - Officers are using the additional dispersed accommodation purchased, working with partners and the Empty Homes scheme
 - Two additional dispersed accommodation properties are due to be purchased
 - More favourable rates have been negotiated with a B&B if a resident is placed for more than 6 weeks
 - Responsibility for some families has been reallocated to Children's Services

4.3 Full details and explanations are included in appendix 1.

CAPITAL

4.4 The current estimate of Capital Receipts brought forward at 1st April 2023 totalled £1,931k.

4.5 The value of the budgeted capital scheme expenditure for 2023/24 was £5,963k to which £6,027k slippage has been added. New schemes have been added during the year totalling £452k as set out on page 31 of appendix 1, this includes £160k of additional DFG funding. The revised capital programme for 2023/24 is £12,442k with an indicative outturn of £5,866k.

4.6 Anticipated slippage into 2024/25 is estimated at £6,576k however we are still only half way through the year.

TREASURY

4.7 At the end of September the Council's bank balances were c£12.5m. This is lower than in previous years due to the repayment of circa £6m of Covid monies back to Central Government during 2022/23.

4.8 Increasing interest rates over recent months along with proactive treasury management resulted in the Council increasing its interest income budgets for 2022/23 to £120k from £9k in 2022/23. Although it is still early in the year we are confident that this budget will be exceeded.

4.9 Details are included in Appendix 1.

COLLECTION FUND

4.10 Council Tax collection rates are slightly below the collection rates for the previous two years. Whilst Business Rates collection performance appears to be similar to pre-pandemic levels, the rates are distorted by transitional reliefs given to businesses due to the Business Rates revaluation, which kicked in from April 2023. This remains an area of focus into 2023/24 given the 'Cost of Living Crisis' and potential impact on future collection.

- 4.11 For 2023/24 the Council Tax collection fund is predicting a surplus of £966k, with Rossendale Borough Council's share being £136k.
- 4.12 The NNDR collection fund is predicting a deficit of £551k with the Council's share being £220k.
- 4.13 Current estimates are that the Council will benefit from a NNDR growth gain of £369k and a pooling gain of £333k in 2023/24.
- 4.14 Details are included in Appendix 1.

EARMARKED RESERVES

4.15 The total cash-backed earmarked reserves brought forward at 1st April 2023 were £7,834k (after adjustment for Business Rate relief support repayable to government). The Earmarked Reserves closing balance at the 31 March 2024 are estimated to be £6,499k. However, based on current plans and forecast commitments at the time of this report, overall earmarked reserves (including ring fenced funds) are anticipated to reduce to £2,428k over the life of the current MTFS (by March 2027), unless additional income and efficiencies are generated.

5. RISK

- 5.1 All the issues raised and the recommendation(s) in this report involve risk considerations as set out below:
- The cost of goods and services continue to increase. General inflationary increases are being experienced across all contracts that are linked directly to RPI and CPI. High inflation and interest rates are also impacting on the capital programme. On average vehicle replacement costs are running c20% over and above the estimates included in the capital programme. Rising inflation is also having an impact on the construction industry - pushing up costs, increasing tender prices.
 - Financial monitoring of General Fund service departments focuses on the key risk areas of employee costs, income, implementation of agreed budget savings, emerging issues (eg inflationary pressures and rising living costs) and opportunities, in particular service department net expenditure.
 - Budget setting for future years is now treated as an integral part of financial monitoring during the current year and the impact of variances being reported will be considered by officers when preparing the detailed 2024/25 budgets.
 - The council must explore ways of bridging its forecast annual funding gap. Amongst other things this may include becoming more commercially aware, aiming to grow its resources alongside the challenges to its cost base.
 - If the level of Council Tax support claims increase as a result of the current economic climate or the level of Council Tax bad debt increases, this will have an adverse impact on the income the Council receives.
 - The level of future Government funding is uncertain. Whilst the 2023/24 financial settlement included an indication of the funding level for 2024/25, in reality the level of Government funding beyond 2023/24 is unknown.

6. CONCLUSIONS

- 6.1 Robust monitoring of the General Fund and MTFS is essential to control risks expressed in section 5 above and the Council continues to undertake this.
- 6.2 Since 2010 the Council has seen its central government funding reduced by c£6m pa in real terms. Since that time the Council has reduced its budget requirement accordingly and continues to seek efficiencies and grow income where possible. However, the current economic climate, is making it impossible for the Council to balance it's in year income and expenditure.
- 6.3 The Council is continuing its cost reduction programme, however Members are facing increasingly difficult choices in an attempt to balance expenditure with available resources over the medium term, with energy costs, vehicle fuel costs, the inflation rate and the pay award making this more difficult.
- 6.4 The Finance Settlement for 2023/24 was confirmed in February 2023. The settlement provided an increase in core spending power for 2023/24 of 3%, prior to factoring in any council tax increases. The ongoing level of Government funding poses a significant risk to the MTFS.

7. FINANCE

- 7.1 The financial implications are fully set out above and in Appendix 1.

8. LEGAL

- 8.1 Unless specifically commented upon within the report, there are no specific implications for consideration.

9. POLICY AND EQUALITIES IMPLICATIONS

- 9.1 There are no specific implications for consideration. Staffing issues have been discussed with colleagues in the People & Policy team.

10. REASON FOR DECISION

- 10.1 Cabinet are recommended to note the Q2 monitoring report.

Background Papers	
Document	Place of Inspection
Service monitoring statements	Financial Services

Appendix 1



Financial Monitoring Report

2023/24 as at end of September 2023

Including a Glossary of terms on page 43

Monthly Financial Monitoring Report 2023/24 Q2 September 2023

General Fund Revenue Operations – pages 7 to 21

Despite the current economic climate having a significant impact on the Council in Q2, the financial performance has been adverse compared to budget. The full year impact is predicted to result in an adverse variance of £51.4k on the General Fund when compared to the original budget of £10,257k. This will reduce the impact on reserves in the year. The significant budget variations are highlighted on page 6.

Earmarked Revenue Reserves – page 22

The total cash-backed Earmarked Reserves brought forward at 1st April 2023 were £7,834k.

The opening balance on the Transitional Reserve was £2,538k. The Council has received funding guarantee of £290k and £85k Services Grant as part of the 2023/24 Local Government Finance Settlement. This funding will be released in full as budgeted, to fund 2023/24 Net Service costs.

As reported previously due to the complexities of the Collection Fund accounting regime, in previous years the Business Rates Retention Reserve has held significant sums, however this balance reduced significantly during 2022/23 and by the end of 2023/24 the balance on the reserve should be back to pre-pandemic levels.

The indicative closing balance of earmarked reserves at the 31st March 2024, is estimated at £6,498.8k. Based on current plans and forecast commitments, and if nothing else changes, at the time of this report, available earmarked reserves are anticipated to run out during 2026/27. The earmarked reserves figure includes ringfenced sums of £784k, this means that the funding was received for specific projects and may be subject to clawback.

Government Grants Unapplied – page 22 - 23

The opening value of Government Grants Unapplied at the 1st April 2023 was £2,746k, including £2,577k of Disabled Facilities Grant carried forward into 2023/24 which relates to previous years' slippage. The original allocation of Better Care funding for DFGs for 2023/24 is £1,160k, giving total DFG resources available of £3,737.1k. It is anticipated that this will be fully spent in 2023/24 along with the remaining balance

Staff Monitoring – page 23

The table on page 23 shows the quarter 2 staffing variances compared to actuals. The variance is currently £210k favourable. The pay award has now been accepted and will be paid in Q3. The actual pay award equates to an average 6.21%, this is 1.21% higher than the budgeted 5%. The additional cost is estimated to be c£99k. The 2023/24 budget of includes a £225k salary savings target (£200k vacancy savings and £25k leave purchase).

Treasury & Cash Management - page 24 to 28

At the end of September, the bank balances were £12.3m. These resources continue to be relatively high due to various grant funding, ie UKSPF fund, HHSF4 etc. Despite recent Bank of England base rate increases, banking institutions continue to maintain interest rates at low levels. Due to the low rates available from banking institutions the Council is balancing the use of instant access accounts with shorter-term 'fixed' deposit facilities, to increase investment return within the scope of the approved Treasury Management Strategy. Fixed deposits are being made with high quality counterparties (Central Government, Local Authorities) where risk is considered low and returns are more closely linked to movement in the prevailing Bank Rate. Interest income is currently expected to meet the budget for the year.

Responsible Section/Team	Financial Services	Page	2
Responsible Author	Finance Manager	Produced	30/09/2023
Dates covered in this review	2023/24 Monitoring	Next review	31/12/2023

Monthly Financial Monitoring Report 2023/24 Q2 September 2023

The provision for doubtful debt at the 1st of April 2023 was £380.6k, plus a further £5.4k set aside for licensing debt, against £481k of doubtful debts. The level of cover for sums outstanding and that risk going unpaid is considered adequate at this time (c84% cover) with no further movement proposed. However given the 'Cost of Living Crisis' dominating the headlines, this position will be kept under review.

Capital Receipts – page 30

The 2022/23 financial statements are currently being compiled, and may affect the level of capital receipts brought forward. The current estimate of capital receipts rolled forward into financial year 2023/24 is £1,931k, but this is subject to review and may change.

The total estimated value of Capital Grants receivable in the financial year 2023/24 is £1,627k. As all figures are indicative at this point in the reporting cycle, work continues to determine the most effective method of funding the Council's Capital Programme.

On current assumptions, the Capital Receipts Reserve is expected to total £1,371k at the end of financial year 2023/24, reflecting the most cost effective method of financing the Council's future Capital Programme. Whilst this is considered to be the most cost effective method of financing, it is acknowledged that capital resources remain earmarked to support projects in Whitworth (£100k), and Haslingden (£236k).

Capital Programme and Funding – page 30 to 34

The original Capital Programme for 2023/24 is £5,963k, including an estimate of £1,000k for DFGs and £329k for replacement operational vehicles. The slippage from 2022/23 was £6,027k, including £2,567k for DFG's. An additional £130k has been allocated for the Weir Play Area, and an additional £103k for Tennis Courts at Stubbylee and Whitaker Park. (This money is in the form of a grant from the LTA). There is also an additional £160k for DFGs funded by grant.

The indicative capital outturn at 31st March 2024 is spend in the sum of £5,866k. These figures will be revised later in the financial year.

Collection Fund 2023/24 (Council Tax & NNDR) - page 35 to 37

Council Tax collection levels are recovering. However, they are still not back to pre-pandemic levels. Business rate collection appears to have returned to typical levels experienced pre-Covid, however there were two major appeals in 2022/23 which have distorted the comparative figures.

The Council Tax account is predicting a surplus of £131k for Rossendale.

The **business rates** collection fund is predicting a deficit of £551k in 2023/24, the Council's share of the deficit is £220k. The Council has a Business Rate Retention Reserve to provide for any peaks and troughs in business rate income, therefore this deficit will be charged to the reserve. The reserve also contains funds from Government to cover the additional reliefs granted to business during Covid. Due to the complicated accounting process for business rates these funds have been released from the reserve into the collection fund over three years, of which 2023/24 is the final year.

Although it is anticipated the Council will suffer a collection fund loss, a pooling gain of £333k is estimated. The February 2023 MTFs included a growth/pooling gain contribution of £500k, if the current forecast remains at year end, it will result in a £202k surplus against that income budget, thus contributing towards alleviating pressure on the MTFs.

Responsible Section/Team	Financial Services	Page	3
Responsible Author	Finance Manager	Produced	30/09/2023
Dates covered in this review	2023/24 Monitoring	Next review	31/12/2023

Monthly Financial Monitoring Report 2023/24 Q2 September 2023

Service Area	2023/24 App Budget £000	2023/24 Q2 Outturn £000	2023/24 Variance (Adv)/Fav £000	Variance last reported £000	Change in Qtr2 (Adv)/Fav £000
Communities Directorate					
Customer Services and E-Government	1,640.7	1,604	36.5	26.0	10.5
Operational Functions	2,163.5	2,153	10.7	24.9	(14.2)
Parks and Cemeteries	741.2	750	(8.7)	(12.7)	4.0
Public Protection Unit	184.0	164	19.8	6.3	13.6
Environmental Health	149.9	180	(29.9)	5.1	(34.9)
Licensing & Enforcement	84.9	127	(42.6)	(42.2)	(0.4)
Communities Team	130.8	131	(0.2)	50.6	(50.8)
Economic Development Directorate					
Planning Services	351.2	340	10.7	2.7	7.9
Building Control Services	16.8	14	2.9	5.5	(2.6)
Regeneration	180.6	164	16.7	31.0	(14.3)
Property Services	543.4	586	(42.5)	(27.1)	(15.4)
Housing	180.8	437	(255.8)	(285.3)	29.5
Corporate Management Directorate					
Corporate Management	454.4	365.5	88.9	90.2	(1.3)
Legal Services	190.1	191.5	(1.4)	(0.9)	(0.5)
Local Land Charges	(12.2)	7.0	(19.2)	(16.3)	(2.9)
Democratic Services	616.9	564.9	52.0	46.7	5.4
Financial Services	766.7	808.5	(41.8)	(41.3)	(0.5)
People and Policy	730.2	710.6	19.6	41.9	(22.3)
Non Distributed Costs	131.4	147.8	(16.4)	34.0	(50.4)
Capital Financing and Interest	742.0	587.0	154.9	155.0	(0.1)
Leisure Services	(31.0)	(25.2)	(5.8)	(5.8)	-
Empty Homes Scheme	300.0	300	-	-	-
TOTAL Service Cost	10,256.01	10,307.53	(51.5)	88.3	(139.8)
Funded by					
Council Tax	(6,278.0)	(6,278.0)	-	-	-
Retained Business Rates	(2,261.0)	(2,261.0)	-	-	-
Funding Guarantee	(290.0)	(290.0)	-	-	-
Revenue Support Grant	(85.0)	(85.0)	-	-	-
Services Grant	(85.0)	(85.0)	-	-	-
New Homes Bonus	(1.0)	(1.0)	-	-	-
Estimated NNDR Pooling Gain	(500.0)	(500.0)	-	-	-
LESS Estimated use of Reserves	(756.0)	(807.5)	51.5	(88.3)	139.8
Net Budget Shortfall	0.0	0.0	-	(0.0)	-

The position at Q2 2023/24 shows an adverse variance of £51.5k.

The main variances are shown below: -

- Staff cost savings are estimated to be c£145k to the year-end position, this is £80k short of the vacancy savings target of £225k. However, the estimates include the additional £99k unbudgeted cost of the pay award. The actual pay award increase will be reflected in the Q3 report.
- Fuel 'pump prices' continue to be monitored, the budgets for 2023-24 included a £60k premium for the use of HVO. Due to the increasing differential between HVO and Diesel, in June the decision was taken to switch back to diesel until the two prices were more comparable, therefore, costs should remain within the original budget this year despite rising fuel prices.

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- An adverse outturn variance of c£40.4k is predicted in relation to income from commercial property rents, and £13.6k from market rents. These shortfalls are being attributed to the current economic climate.
- The £41.8k adverse variance within Finance includes additional temporary staffing costs and additional bank charges of c£23k due to the increase in volume of individuals using the Council's electronic payment system. The Council has tendered for its Merchant acquiring services during Q2, which should reduce the adverse variance in future years.
- In 2023/24 the Council has a total budget for Empty Homes related expenditure in the sum of £800k. This budget is split £300k (Revenue funding) and £500k (Capital funding.) At Q2 the predicted outturn is that the revenue out-turn will be on budget and the capital underspend circa £300k. This is largely due to recognition of the considerable effort being made by the empty homes team to hand properties back in a timely and correct manner to avoid any future litigation.

Target Efficiency Savings 2023/24

The Council agreed, as part of the 2023/24 Budget processes, a number of Efficiency Targets, including an increase to published fees and charges.

Whilst the indicative outturn position noted above requires a contribution from reserves to balance the 2023/24 budget, the table below summarises efficiency performance against the individual budget headings.

A simple RAG Status (Red, Amber, Green) has been used. Additional commentary is also provided and these areas of performance are considered in more detail in the main body of the report.

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Budget Proposals (Efficiency Targets)	2023-24	2023-24	Commentary at Q2
	£'000	£'000	
Income Targets	Target	Q2	
Trade Waste net increased income	(21)	0	As at Q2 the estimated income has reduced by £26k due to competitor activity.
Increased Taxi Licence Fees (Subject to Taxi Licencing Committee Approval)	(2)	0	Whilst the fees have been increased the taxi fee income budget is underachieving.
Increased Grant Income	(20)	0	Additional funding had been promised from Together and Active Futures but unfortunately we have been informed that this will not happen.
Garden Waste: Increased Subscriptions	(25)	(22)	As at end Q2 there is a £3k shortfall in garden waste subscriptions. This position is unlikely to change as garden waste is billed annually in advance.
Fees and charges: annual increase in line with inflation	(8)		As at end Q2 it is not clear whether the increased fees and charges will generate an additional £8k over all services.
Total Income Targets	(76)	(22)	
Savings Target			
Promoting Rossendale Budget	(20)	(20)	Budget has been removed and no evidence at end Q2 of any overspends in this area.
Review of Partner Grant Funding	(12)	(12)	Budget has been removed and no evidence at end Q2 of any overspends in this area.
Corporate Contingency	(10)	(10)	Budget has been removed and no evidence at end Q2 of any overspends in this area.
Management Savings Target	(65)	(65)	Budget has been removed and no evidence at end Q2 of any overspends in this area. Saving to be achieved with the restructure at senior level.
Total Savings Target	(107)	(107)	
Growth			
Citizen Access - Customer Portal	34	34	Not yet completed. No anticipated overspend
Kings Coronation Community Grants	10	10	Grants now distributed. No overspend
Total Growth	44	44	
Total efficiencies gained	(139)	(85)	

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Annual Variances	Q1	Q2	Q3	Q4	Total	
	Fav/(Adv)	Fav/(Adv)	Fav/(Adv)	Fav/(Adv)	Fav/(Adv)	
Communitites Directorate						
Customer Services and e-Government						
Staff costs	(10.4)	(1.0)			(11.4)	
Additional New Burdens grant	-				-	
Housing Benefit Local Council Tax support grant	10.7	(16.0)			(5.3)	
Court costs rewarded	17.3				17.3	
Central IT Costs	8.0	13.6			21.6	
Other minor variances	0.4	13.9			14.3	36.5
Operational Functions Including Parks						
Staff costs (including agency and overtime)	32.7	(98.5)			(65.8)	
Recharges for Overtime to UKSPF		15.0			15.0	
Fuel, Vehicle Maint and Hire		120.0			120.0	
Parks & Open Spaces	(0.8)	(14.4)			(15.2)	
Street sweep running costs	(3.2)	(24.8)			(28.0)	
Garden Waste Income Less Costs	(11.8)	8.4			(3.4)	
Extra Costs within Refuse	(0.3)	1.4			1.1	
Trade Waste & Bulks Net income	1.0	(26.2)			(25.2)	
Other minor variances	(5.4)	8.7			3.3	1.8
Communities Team	50.6	(50.8)			(0.2)	(0.2)
Env'tal Health, PPU, Licensing and Enforcement						
Staff costs	(37.1)	38.8			1.7	
Income Shortfall	-	(46.9)			(46.9)	
Dog Service Cost Savings	12.4	(4.6)			7.8	
Extra Costs for Vet Fees etc	(2.0)	(3.4)			(5.4)	
Other minor variances	(4.2)	(5.6)			(9.8)	(52.6)
Economic Development						
Staff costs (net of grant & fee income)	116.1	(0.1)			116.0	
Associated Costs with investment into Bacup 2040	(8.9)	(17.1)			(26.0)	
Market Income	0.2	(1.8)			(1.6)	
Housing	(306.2)	38.4			(267.8)	
Planning Consultancy Professional fees	(32.8)	(2.7)			(35.5)	
Planning Application Fee Income	13.3	6.1			19.4	
Planning Pre-apps	(25.4)	(2.0)			(27.4)	
Building Control Fee Income	(15.2)	(2.1)			(17.3)	
Planning /Building Control misc under/over	(4.5)	(5.2)			(9.7)	
Property Running costs	73.0	5.0			78.0	
Business Rates	26.4				26.4	
Spinning Point bus station	(25.5)	(1.3)			(26.8)	
Estates Income	(32.4)	7.8			(24.6)	
Valuation Fees & Professional Fees	(15.9)	(23.7)			(39.6)	
Futures Park Plot 1& 5	1.5				1.5	
Business Centre rentals	(12.2)	0.6			(11.6)	
Tree Felling	(10.0)	(5.0)			(15.0)	
Knot Weed	(12.0)	(1.0)			(13.0)	
Other minor variances	(2.7)	9.4			6.7	(267.8)
Corporate Management						
Staff costs	122.0	0.5			122.6	
Election, Democratic Services and Member costs	(6.5)	1.1			(5.4)	
Internal and External Audit - Finance	7.3				7.3	
Leisure Services	(6.0)	0.2			(5.8)	
Bank & Cash Collection Charges	(19.7)	(2.5)			(22.2)	
Training	22.6	(18.7)			3.9	
Other minor variances	(5.2)	(2.8)			(8.0)	92.3
Non-Distributed Costs & Capital Financing						
Net Interest	156.0				156.0	
Employee & Pension Costs	34.0	(54.0)			(20.0)	
Other minor variances	(1.0)	3.6			2.6	138.6
Favourable/(adverse) variance	88.3	(139.7)	-	-	(51.4)	(51.4)

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Communities Directorate - Customer Services & IT

Period 6 (Sept)

Customer Services & ICT	2023/24 Orig Budget £000	Virements Budget £000	2023/24 App Budget £000	2023/24 Q2 Outturn £000	2023/24 Variance (Adv)/Fav £000	Variance last reported £000	Change in Qtr2 (Adv)/Fav £000
Customer Services							
Benefits Administration	(129.6)	-	(129.6)	(155.2)	25.7	26.1	(0.5)
Benefits Granted	(23.7)	-	(23.7)	(10.0)	(13.7)	(41.5)	27.7
Local Tax Collection	(378.6)	-	(378.6)	(378.6)	-	-	-
Revenues & Benefits Partnership	1,091.2	-	1,091.2	1,088.4	2.7	40.3	(37.6)
Strategic Functions							
Management and Support	82.4	-	82.4	81.3	1.1	1.1	0.0
Service Assurance Team	134.3	-	134.3	127.4	6.9	(5.9)	12.8
Central Telephones	6.2	-	6.2	3.1	3.1	3.1	-
Central Printing	5.5	-	5.5	2.6	2.9	2.9	-
ICT Support	873.2	(20.0)	853.2	845.4	7.8	(0.2)	7.9
Total	1,660.7	(20.0)	1,640.7	1,604.3	36.5	26.0	10.4

Key changes made during the period to the full year forecast	Variance Bfwd £000	Variance this Qtr £000	Full-Yr Forecast £000	R A G
Benefits Admin				
Staff			-	
Additional New Burdens grant			-	
Housing Benefit External Audit fee			-	
Court fees/fines	17.3		17.3	
Benefits Granted				
Benefits Admin Subsidy	10.7	(16.0)	(5.3)	
Housing Benefits Overpmts Recovered			-	
Homelessness			-	
Other grants			-	
Local Tax Collection				
Court costs awarded			-	
Other minor variances			-	
Revenues & Benefits Partnership				
Partnership contracts	40.3	(37.6)	2.7	
Management and Support				
IT - Introduction of GPDR			-	
IT - external PSN testing & disaster recovery preparation			-	
Other minor variances	1.1		1.1	
Service Assurance Team				
SAT Team counter fraud work	(5.2)	12.7	7.5	
Other minor variances	(0.6)		(0.6)	
ICT Support				
Staff	(10.4)	(1.0)	(11.4)	
Other minor variances	2.1	1.0	3.1	
Central IT Costs				
Annual Licences	(35.2)	25.7	(9.5)	
Previous years charge for Citizen access Rev/Ben/Landlord		(81.9)	(81.9)	
Income re Recharge of Licences/Telephony/IT Services to Capita		107.4	107.4	
Central Printing	2.9		2.9	
Telephones				
Other minor variances	3.0	0.1	3.1	
TOTAL	26.0	10.4	36.4	

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Customer Service & ICT Highlight Report – Q2 (end September 2023)

Historic Issues

- None.

Current Quarter's Issues

At Q2 the forecast variance is £36.5k favourable, the main changes being: -

- Benefits admin team are anticipating a saving of £17k due to additional grant income and court cost savings.
- Benefits granted are estimated to be over budget by £14k due to increased demand.
 - This has reduced from the estimated over spend of £41k in the previous quarter.
 - This will continue to be kept under review.
- In terms of business rates, the renewable energy income and budgeted S31 grants will be transferred into the Retained Business Rates Earmarked Reserve as per the original budget assumptions.
- The upgrade and implementation of the Civica system has incurred costs of £18k. A full review of costs will be carried out throughout the year to review for any items of a capital nature
- The Service Assurance Team has incurred additional costs for professional fees relating to inform CPI costs for rates reviews carried out.
- A review of IT professional subscriptions and licences is carried out throughout the year to check for any potential overspends in this area.
- Income of £139k from Capita, in relation to annual licence charges, has been received and offsets against the expenditure of charges that the council incurs in the year

Future Issues

- The Council's contract with Capita includes annual indexation increases linked to the higher of CPI or AWE. In light of the current economic situation and anticipated CPI/AWE rates this will have a significant impact for 2024/25.

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Communities Directorate

Period 6 (Sept)

Operations & Communities	2023/24 Orig Budget £000	Virements Budget £000	2023/24 App Budget £000	2023/24 Q2 Outturn £000	2023/24 Variance (Adv)/Fav £000	Variance last reported £000	Change in Qtr2 (Adv)/Fav £000
Operational Functions							
Operations Admin & Vehicle Maintenance	373.6	-	373.6	432.3	(58.8)	(0.6)	(58.2)
Refuse & Recycling	1,505.0	-	1,505.0	1,443.0	62.0	24.1	37.9
Street Sweeping	284.9	-	284.9	277.4	7.5	1.3	6.1
Parks & Cemeteries							
Parks & Open Spaces	980.5	-	980.5	988.0	(7.5)	(11.4)	3.9
Cemeteries	(239.3)	-	(239.3)	(238.1)	(1.2)	(1.3)	0.1
Communities Team							
Area Forums	115.8	-	115.8	116.0	(0.2)	50.6	(50.8)
	15.0		15.0	15.0	-	-	-
Total	3,035.4	-	3,035.4	3,033.6	1.8	62.8	(61.0)

Key changes made during the period to the full year forecast	Variance	Variance	Full-Yr Forecast	R
	Bfwd £000	this Qtr £000	£000	A G
Operations Admin & Vehicle Maintenance				
Operations Efficiency Saving on Henrietta Street	(69.0)	-	(69.0)	
Fleet Management Vacancy and Agency	70.0	(64.6)	5.4	
Henrietta Street Supplies & Services	(1.8)	1.5	(0.3)	
Henrietta Street - Public Realm Income		-	-	
Fleet Running Costs MOTs	(2.3)	7.4	5.1	
Refuse & Recycling				
Refuse Salaries and Agency	39.0	(43.7)	(4.7)	
Fuel Budget Savings		120.0	120.0	
General Garden Waste Expenditure			-	
Garden Waste under achieved income	(11.8)	8.4	(3.4)	
Trade Waste - income	1.0	(26.2)	(25.2)	
Other Variances - Supplies & services	(0.3)	1.4	1.1	
Street Sweeping				
Street Sweeping Salaries and Agency	5.0	(0.9)	4.1	
External Funding Staffing Recharge for Overtime		14.5	14.5	
Other Variances	(3.2)	(24.8)	(28.0)	
Parks & Open Spaces				
External Funding Staffing Recharge for Overtime		0.5	0.5	
Parks Salary Variances (Including temporary gardeners)	(12.7)	18.3	5.6	
Parks Extra Costs	(8.4)	(12.6)	(21.0)	
Parks & Open Spaces S106 and Other Contributions Public Realm	9.2	(3.4)	5.8	
Parks Playing Fields	(1.6)	1.6	-	
Cemeteries				
Cemetery Income & Internment Fees	(1.3)	0.1	(1.2)	
Other Variances				
Overtime Budgets (net all areas)	0.4	(7.7)	(7.3)	
Communities Income not achievable		(11.6)	(11.6)	
Communities Salaries	50.6	(39.2)	11.4	
TOTAL	62.8	(61.0)	1.8	

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Operations Highlight Report – Q2 – 30th September 2023

Historic Issues

- In prior years there had been a need to rely on extra Agency Support. This need has continued into 2023-24. In 2022-23 Operations were affected by the cost of increased fuel prices during the year and increased inflationary costs for tyres and other components.

Current Quarter Issues

- At the end of Q2, Operations and Communities are forecasting a favourable variance of £1.8k. Staffing costs are now overspent by £12k which includes agency and overtime. Some additional funding has been made available from UKSPF to cover overtime for work done in partnership with the Pride Groups. It also takes into account the pay award.

Henrietta Street

- This cost centre hosts the efficiency saving target £87k which will not be achievable due to the pending pay award.

Fleet

- Currently have 2 members of staff down which in the short term will be covered by Agency staff at a higher cost but is within the vacancy savings.

Refuse

- The shortfall in Garden Waste Service Subscriptions at the end of Q1 was £11.8k and in Q2 this has improved and is now forecasting a shortfall of £3.4k compared to the budgeted target. The resource costs associated with Refuse have seen increased prices resulting in a number of overspends totalling £3.2k. The budgets were increased on Fuel to accommodate the uncertain future of the conflicts both in Ukraine and other conflicts in the Middle East. At Month 6 Fuel costs are underspent but fuel price uncertainty means that this forecast leaves in a reasonable amount within the budget to cover unforeseen instability of prices over the Autumn and Winter months. Forecasting a net saving of £120.4k to the year end and will be reviewed at the end of Quarter 3.

Street Sweep

- Due to prices increases within the market, resource costs associated with Street Sweep have overspent by £7.4k. This includes the increased cost of the Whitworth Caretaker and Weed-killing Service along with Hire Costs associated with the Autumn Season for Equipment for collecting leaves. Overtime has been recharged to the UKSPF for work done on the Britain in Bloom Programme.

Parks

- Parks have overspent in Q2 on staffing by £12.1k which in the main is due to taking on two new Garden Apprentices and some overtime costs. This shortfall will be funded from the Public Realm Contributions from Lancashire County Council which has been increased, budgeted within income and overall will cover these extra costs. Supplies and service costs on Parks are overspent due to extra costs for external contractors, resources and playground equipment maintenance.

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- Cost of materials for the Playing Fields have also seen inflationary increases, however at Q2 remain within the budget.
- Extra income has been received for Parks £11.8k from S106 Improvement and Miscellaneous Contributions.

Cemeteries

- Income contributions at Q2 are steady but some extra costs have been incurred for Grave Materials exceeding the budget by £6.9k.

The Future

- The staff Operations are working with LCC to identify potential sites to develop a transfer station. This will assist in driving through efficiencies in the refuse collection operation, which will contribute towards funding the capital expenditure required to build a transfer station.

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Communities Directorate

Period 6 (Sept)

Public Protection	2023/24 Orig Budget £000	Virements Budget £000	2023/24 App Budget £000	2023/24 Q2 Outturn £000	2023/24 Variance (Adv)/Fav £000	Variance last reported £000	Change in Qtr2 (Adv)/Fav £000
Public Protection Unit	161.8	22.2	184.0	164.1	19.8	6.3	13.6
Environmental Health	194.2	(44.3)	149.9	179.7	(29.9)	5.1	(34.9)
Licensing & Enforcement	62.7	22.2	84.9	127.5	(42.6)	(42.2)	(0.4)
Total	418.7	0.0	418.7	471.3	(52.6)	(30.87)	(21.8)

Key changes made during the period to the full year forecast	Variance Bfwd £000	Variance this Qtr £000	Full-Yr £000	R A G
PPU				
PPU Staffing	(2.1)	23.6	21.5	
Dog Warden Service Saving	12.4	(4.6)	7.8	
Other Variance	(4.2)	(5.6)	(9.8)	
Environmental Health				
Environmental Health - staffing and consultant	5.1	8.7	13.8	
Income Shortfall		(28.7)	(28.7)	
Climate Change - Contract Extended		(13.0)	(13.0)	
Licensing & Enforcement				
Licensing & Enforcement - staffing	(40.1)	19.5	(20.6)	
Licensing & Enforcement - Income Tax		(16.2)	(16.2)	
Licensing & Enforcement - Income Animals		(2.0)	(2.0)	
Licensing & Enforcement - Extra Costs for Vet Fees	(2.0)	(3.4)	(5.4)	
TOTAL	(30.87)	(21.7)	(52.6)	

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Environmental Health, Public Protection Unit and the Licensing and Enforcement Service Highlight Report – Q2 – 30th September 2023

Historic Issues

- Nothing reported

Current Quarter Issues

- At the end of Q2 Environmental Health, Public Protection Unit and the Licensing and Enforcement budgets are overspent by £52.6k due to staffing pressures and shortfall in income broken down as follows;

Environmental Health, Licensing and Enforcement

- Staffing Costs were overspent by £40k for the year as per the Q1 forecast. However due to staff turnover and staff moving between teams this has now been resolved and overall overspend has reduced down to £14.6k.
- Supplies & services are overspent by £2.2k due to vet fees which will be recharged where possible.
- All income streams within Licencing have been compared and reviewed against prior year and forecasts at Q2 have been reduced to account for the reduced amount expected for 23-24. There is a forecasted shortfall of £16.2k for Taxi Income and £2k shortfall for Animal Licensing. This will be reviewed again at the end of Q3. Income generation has also suffered within Environmental Health and are experiencing a substantial shortfall of £28.7k.

Rogue Landlords

- At the end of Q4 2022-23 there was some ring fenced Rogue Landlord grant funding left, £18.2k which was transferred to Reserves at the year end and will be used in 2023-24 for delivering training and associated costs. All costs incurred within this area will be funded from this grant.

Public Protection Unit

- The staffing costs are now underspent due to staff turnover generating savings of £21.5k.
- The cost of dog services are underspent by £7.8k offset by extra costs not budgeted totalling £9.7k.

Future Issues

- Nothing reported

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Economic Development Directorate

Period 6 (Sept)

Economic Development & Regeneration Services	2023/24 Orig Budget £000	Virements Budget £000	2023/24 App Budget £000	2023/24 Q2 Outturn £000	2023/24 Variance (Adv)/Fav £000	Variance last reported £000	Change in Qtr2 (Adv)/Fav £000
Planning							
Development Control	198.3	-	198.3	190.8	7.5	(0.2)	7.8
Forward Planning	152.9	-	152.9	149.7	3.1	3.0	0.2
Building Control							
Building Control - Fee Earning Account	(19.1)	-	(19.1)	(21.4)	2.3	5.0	(2.7)
Building Control - Statutory Function	33.0	-	33.0	32.1	0.8	0.7	0.1
Building Control - Street Signs	3.0	-	3.0	3.2	(0.2)	(0.2)	(0.0)
Regeneration							
Economic Regeneration	164.5	-	164.5	138.0	26.4	31.0	(4.6)
Whitaker Park Museum	20.0	-	20.0	20.0	0.0	(0.0)	0.0
Tourism	20.0	-	20.0	20.0	0.0	0.0	(0.0)
Markets	(23.9)	-	(23.9)	(14.2)	(9.7)	(0.0)	(9.7)
Property Services & Facilities Management							
Property Services	97.4	-	97.4	98.1	(0.7)	2.0	(2.7)
Corporate Estates	(396.2)	-	(396.2)	(381.9)	(14.3)	23.3	(37.6)
Non Domestic Estates	(129.1)	-	(129.1)	(157.1)	28.0	19.5	8.6
Office Accommodation	(25.4)	-	(25.4)	52.7	(78.1)	(82.9)	4.8
Operational Properties	487.5	-	487.5	506.3	(18.9)	(20.3)	1.4
Leisure Properties	144.8	-	144.8	120.6	24.1	36.1	(11.9)
Bus Shelters	129.3	-	129.3	180.4	(51.1)	(29.0)	(22.0)
Business Centre	235.1	-	235.1	166.8	68.3	24.3	44.1
Strategic Housing							
Housing Strategy	62.9	-	62.9	48.4	14.5	20.9	(6.4)
Private Sector Housing Renewals	2.3	-	2.3	(4.3)	6.6	9.3	(2.6)
Homelessness	115.5	-	115.5	392.4	(276.9)	(315.5)	38.5
Total	1,272.8	-	1,272.8	1,540.7	(268.0)	(273.1)	5.2

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Key changes made during the period	Variance Bfwd £000	Variance this Qtr £000	Full-Yr £000	R A G
Planning			-	
Forward Planning staffing	3.0		3.0	
Planning staffing	105.0	15.2	120.2	
Planning Agency Staff Fees	(33.7)	(2.9)	(36.6)	
Planning Consultancy fees/ Legal fees	(32.8)	(26.2)	(59.0)	
20% FBHM to support staffing	(23.5)	23.5	-	
Planning Application Fee Income	13.3	6.1	19.4	
Pre-App Income	(25.4)	(2.0)	(27.4)	
Other Miscellaneous Variances	(3.0)	(5.3)	(8.3)	
Building Control			-	
Building Control staffing	22.0	(1.0)	21.0	
Building Control Fees	(15.2)	(2.1)	(17.3)	
Building Control - Statutory Function			-	
Building Control - Street Signs	(0.2)		(0.2)	
Planning /Building Control misc under/over	(1.3)		(1.3)	
Regeneration			-	
Economic Regeneration Staffing and Costs	32.7	11.8	44.5	
Costs recovered for Rawtenstall Market from Play Ltd		7.8	7.8	
Associated Costs with investment into Bacup 2040	(8.9)	(16.9)	(25.8)	
Markets Income under achieved	0.2	(9.9)	(9.7)	
Whitaker Park Museum		-	-	
Tourism		-	-	
Strategic Housing			-	
Housing Strategy Staffing and Costs	20.9	(8.8)	12.1	
Housing Strategy Income		2.4	2.4	
Private Sector Housing Renewals staffing	6.9	0.2	7.1	
Private Sector Renewals additional fee income or contribution from Housing reserve	2.4	(2.9)	(0.5)	
Homelessness Staffing and other costs	(0.5)	38.7	38.2	
Recharge from the Collection Fund for Costs associated with Bed & Breakfast Provision	(315.0)		(315.0)	
Property Services Team			-	
Property Services staffing / recruitment	(10.3)	(12.0)	(22.3)	
Pool Car, CCTV, Emergency Planning,	0.5		0.5	
Corporate Estates			-	
Corporate Estates rental income	(32.4)	7.8	(24.6)	
Futures Park rental income	1.5		1.5	
Valuation Fees & Professional Fees	(15.9)	(23.7)	(39.6)	
Operational Properties			-	
Property Running Costs: Repairs & Maintenance	(0.2)		(0.2)	
Gas, Electricity, Water	73.0	5.0	78.0	
NNDR - excluding Spinning Point bus station	26.4		26.4	
Estates Income - old Town Hall			-	
Legionella . Asbestos underspend			-	
Tree Felling	(10.0)	(5.0)	(15.0)	
Knotweed Treatment	(12.0)	(1.0)	(13.0)	
Leisure Properties			-	
Bus Station / Shelters			-	
Spinning Point Bus Station running costs	(19.4)	(1.3)	(20.7)	
Spinning Point Bus Station - Departure charges	(6.1)		(6.1)	
Bus Shelters	(7.3)		(7.3)	
Business Centre			-	
Business Centre rentals	(12.2)	0.6	(11.6)	
Business Centre Fit Tarrif	3.0		3.0	
Other Miscellaneous Variances	1.3	7.1	8.4	
TOTAL	(273.1)	5.2	(268.0)	

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Economic Development & Regeneration Highlight Report – Q2 (Sept 2023)

Historic Issues

- None

Current Quarter Issues

Economic Regeneration are currently forecasting a favourable variance of £16.7k, which is broken down as detailed below: -

- Staff Costs in Economic Development are underspent by £32.3k due to structural changes. Within ED there are recovery of costs totalling £8k and additional income of £12k.
- There is projected to be a slight shortfall on Income for Markets of £9.7k taking into account work due to start at Bacup Market in January 2024.
- There are unbudgeted costs incurred for the Bacup 2040 Future High Street Fund of £25.8k for the running costs for the Barclays Bank Site which includes NNDR and some one-off costs for site works. These costs will cease when the demolition takes place as planning permission has now been granted.

Housing are currently forecasting an adverse variance of £255.7k which is broken down as detailed below:-

- Staffing savings overall as at Q2 have generated £86.9k of savings. However, some of these savings are offset by Agency costs £15.7k on the Private Sector Renewal Team (PSR). But this will be funded by the Flexible Homelessness Grant (FHG).
- All other budgeted costs at Q2 for resources are overspent overall by £11.9k.
- However, there is an overspend on temporary accommodation costs £315k. This is because housing benefit can only be recovered at the one bed Local Housing Allowance (LHA) rate for bed & breakfast costs incurred during the year. This is a national issue due to the increase in private rental costs and the fact that the LHA rate hasn't increased since 2020. The Housing Team are actively working to reduce this overspend:-
 - However since April there have been 148 people/families housed in temporary accommodation by the housing options team
 - Officers are using the additional dispersed accommodation purchased, work with partners and the Empty Homes scheme
 - Two additional properties are due to be purchased
 - More favourable rates have been negotiated with a B&B if a resident is placed for more than 6 weeks
 - Responsibility for some families has been reallocated to Children's Services

It must be noted that we don't currently have supported accommodation that provide the necessary service to support people and also would allow us to attract full housing benefit.

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Property Services and Facilities Management is currently showing an adverse variance of £40.4k.

- Salary / recruitment costs are showing an adverse variance of £22.3k.
- Facilities running costs are showing a favourable variance of £78k this is mainly due a new utility contract in December at reduced unit costs.
- The estates income is showing an overall adverse variance of £24.6k. The section is seeking new income streams and completing rent reviews to reduce this variance. The adverse variance at Q1 was £30.9k
- Valuation Fees / professional fees are showing an over spend of £39.6k. This includes annual asset valuations and studies on sites within Haslingden and Whitworth
- The Business Centre room hire are projecting an under achievement of £12.5k. Property have secured a new tenant in the first quarter of the year which will seek to reduce this deficit.
- Spinning point units are now fully tenanted. There is an adverse rental income of £8.2k in 2023/24. However the rental will meet the set budget in future years.

Planning & Building Control are showing a favourable variance of £13.6k

- Planning/Forward Planning staffing (inc agency/consultancy) costs are showing a favourable variance of £27.6k. Planning have 2 vacant posts, assumed recruited to by November 2023 at the grades per budget
- Building Control staffing costs are showing an under spend of £21k
- The Planning fee income is predicted to be £19.4k over budget, however this is offset by pre-application fees projected to under achieve by £27.4k
- Building Control income are projecting an adverse variance of £17.3k.

Future Issues

- Continued high gas and electricity costs are placing a strain on the Council's budget.

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Corporate Services Directorate

Period 6 (Sept)

Corporate Management	2023/24 Orig Budget £000	Virements Budget £000	2023/24 App Budget £000	2023/24 Q2 Outturn £000	2023/24 Variance (Adv)/Fav £000	Variance last reported £000	Change in Qtr2 (Adv)/Fav £000
Corporate Management							
Executive Office	380.0	-	380.0	288.2	91.8	93.0	(1.3)
Corporate Contingency	40.2	-	40.2	40.2	-	-	-
Corporate Subscriptions	34.2	-	34.2	37.1	(2.9)	(2.8)	(0.0)
Legal Services	190.1	-	190.1	191.5	(1.4)	(0.9)	(0.5)
Land Charges	(12.2)	-	(12.2)	7.0	(19.2)	(16.3)	(2.9)
Democratic Services							
Electoral Registration	94.7	-	94.7	90.1	4.6	0.5	4.1
Elections	88.8	-	88.8	88.8	0.0	0.1	(0.1)
Democratic Support	367.0	-	367.0	323.2	43.9	43.3	0.6
Mayoralty & Civic Events	63.9	-	63.9	60.3	3.6	2.8	0.8
Town Twinning	2.5	-	2.5	2.5	-	-	-
Financial Services							
Treasury Management	220.3	-	220.3	242.5	(22.2)	(19.4)	(2.8)
Insurance, Risk & Audit Fees	64.7	-	64.7	61.4	3.3	7.3	(4.0)
Financial Services	481.7	-	481.7	504.7	(22.9)	(29.2)	6.3
People & Policy							
Human Resources	481.8	-	481.8	463.1	18.7	40.9	(22.2)
Corporate Support	244.3	-	244.3	247.5	(3.1)	(3.1)	(0.1)
Publicity	4.0	-	4.0	-	4.0	4.0	-
Leisure Services	(101.0)	70.0	(31.0)	(25.2)	(5.8)	(5.8)	-
Empty Homes Scheme	300.0	-	300.0	300.0	-	-	-
Total	2,945.0	70.0	3,015.0	2,922.7	92.2	114.5	(22.1)

Key changes made during the period to the full year forecast	Variance Bfwd £000	Variance this Qtr £000	Full-Yr £000	R A G
Executive Office				
Salary variances	95.5		95.5	G
Other minor variances	(2.5)	(1.2)	(3.7)	Y
Corporate Contingency				
General subscriptions	(2.8)	(0.1)	(2.9)	Y
Legal Services				
Salary variances	(1.1)		(1.1)	Y
Professional fees				G
Other Legal Misc under/ over	0.2	(0.5)	(0.3)	Y
Land Charges				
Salary variances	(2.2)		(2.2)	Y
Search Income	(14.1)	(2.9)	(17.0)	R
Other minor variances	0.4	(0.5)	(0.1)	Y
Democratic Services				
Salary variances Elections	5.0		5.0	G
Other Election Misc under/ over	(4.5)	4.1	(0.4)	Y
Salary variances Democratic Support	34.2	0.8	35.0	G
Members Costs	6.7	0.1	6.8	G
Other Dem Misc under /over	4.8	0.8	5.6	G
Treasury Management				
Bank Charges / Bank interest	(19.7)	(2.5)	(22.2)	R
Insurance, Risk & Audit Fees				
LCC Audit fees	7.3	(4.0)	3.3	G
Financial Services				
Salary variances - Accountants	(9.4)	7.0	(2.4)	Y
Salary variances - Exchequer	(19.0)		(19.0)	R
Other misc under / (over) spends		(1.6)	(1.6)	Y
Human Resources				
Salary variances	22.1	(7.3)	14.8	G
Authority wide Training	22.6	(18.7)	3.9	G
Corporate Support				
Salary variances	(3.1)		(3.1)	Y
Publicity				
		4.0	4.0	G
Leisure	(6.0)	0.2	(5.8)	Y
TOTAL	114.5	(22.3)	92.2	G

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Corporate Management Highlight Report – Q2 (September 2023)

Historic Issues

- None

Current Quarter Issues

The Corporate Management outturn is forecast to be a favourable variance of £92k, the main movements being: -

- Staff changes in the quarter are £122.6k favourable:
 - Legal Services – are showing an adverse variance of £1.1k
 - Land Charges – are showing an adverse variance of £2.2k
 - Democratic Services – are showing a favourable variance of £35k
 - Elections – are showing a favourable variance of £5k
 - Corporate management – savings of £95.5k due to the vacancy of the Director of Communities position.
 - Financial Services – adverse £21.4k linked to the cost of agency staff to support the finance function.
 - HR – is showing a favourable variance of £14.8k
- Local Land Charges income is showing an adverse variance of £17k.
- Members costs are showing an underspend of £6.8k
- Due to the increase in volume of individuals using the Council's electronic payment system bank charges are predicted to be £22.2k over budget.
- The Empty Homes scheme is predicted to be on budget.

Futures Issues

The empty Homes scheme continues to place additional pressures on the Council's finances.

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Corporate Services Directorate

Period 6 (Sept)

Non-Distributed Costs & Capital Financing	2023/24 Orig Budget £000	Virements Budget £000	2023/24 App Budget £000	2023/24 Q2 Outturn £000	2023/24 Variance (Adv)/Fav £000	Variance last reported £000	Change in Qtr2 (Adv)/Fav £000
Non Distributed Costs							
Employee & Pension Costs	110.2	0.4	110.6	130.6	(20.0)	(20.0)	-
Other Non-distributed Costs	71.2	(50.4)	20.8	17.2	3.6	54.0	(50.4)
Capital Financing							
Minimum Revenue Provision	599.3	-	599.3	599.3	(0.0)	(0.0)	-
Interest (net)	142.7	-	142.7	(12.3)	154.9	155.0	(0.1)
Total	923.4	(50.0)	873.3	734.8	138.5	189.0	(50.5)

Key changes made during the period to the full year forecast	Variance Bfwd £000	Variance this Qtr £000	Full-Yr Forecast £000	R A G
Employee & Pension Costs			-	
Vacancy control savings target - net	(20.0)		(20.0)	
Superann additional years/Contribution to Pension deficit	54.0	(54.0)	-	
Other minor variances		3.6	3.6	
Capital Financing			-	
Interest Payable	145.0		145.0	
Interest Receivable	11.0		11.0	
Other minor variances	(1.0)	(0.1)	(1.1)	
TOTAL	189.0	(50.5)	138.5	

Non-Distributed Costs & Capital Financing Highlight Report – Q2 (September 2023)

Historic Issues

- Savings on the pension costs fall into two areas; savings on historical pension costs as former employees pass away and the advance payment of pension costs at a discount, which reduce Council costs.

Current Quarter Issues

- Net interest for the year is currently estimated to be a negative £12.3k, this is £155k under the annual budget.
 - Interest receivable is currently estimated to over achieve the budget by £11k. Officers are working hard to maximise interest receivable on the Council's cash balances.
 - Interest payable is below budget by £145k, this budget is linked to the capital programme and assumes the capital programme will fully spend for 2023/24 which would force the Council to borrow.

Future Issues

The 'Cost of Living Crisis' continues to dominate headlines and continues to impact on the cost of supplies and services.

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Earmarked Reserves

Earmarked Reserves (cash-backed items only)	Local Business Rates Retention Reserve	Transitional Budgetary Support	Response & Recovery Reserve	Rawtenstall Bus Station	Directorate Reserves	General Reserves	Total Reserves
Balance at 01/04/2023	1,206.0	2,538.0	709.0	500.0	1,881.0	1,000.0	7,834.0
Funds Received 2023/24							
Collection Fund							0.0
Collection Fund - S31 Grants (NNDR3)							0.0
Collection Fund - Renewable Energy (NNDR1/3)	228.0						228.0
Business Rates Pooling net gain							0.0
New Homes Bonus		1.0					1.0
Services Grant		85.0					85.0
Funding Guarantee		290.0					290.0
Other Revenue income received							0.0
Total Funds Available	1,434.0	2,914.0	709.0	500.0	1,881.0	1,000.0	8,438.0
2023/24 Published Budget Utilisation							
Retained Business Rates	(182.0)						(182.0)
New Homes Bonus		(1.0)					(1.0)
Services Grant		(85.0)					(85.0)
Funding Guarantee		(290.0)					(290.0)
General budget support		(756.0)					(756.0)
2023/24 Other Utilisation Plans							0.0
Transfers between Reserves							0.0
Other Commitments			(307.0)		(318.2)		(625.2)
Total Utilisation Commitment	(182.0)	(1,132.0)	(307.0)	0.0	(318.2)	0.0	(1,939.2)
Reserve Estimates 31/3/2024	1,252.0	1,782.0	402.0	500.0	1,562.8	1,000.0	6,498.8
Future Contributions/Utilisation Plans							
2024/25 Plans		(857.0)			(290.1)		(1,147.1)
2025/26 Plans		(1,006.0)			(351.2)		(1,357.2)
2026/27 Plans			(402.0)		(552.8)	(612.0)	(1,566.8)
2027/28 Plans					(84.8)	(388.0)	(472.8)
Potential Reserve Balances	1,252.0	(81.0)	0.0	500.0	283.9	0.0	1,954.9

Current issues

The better than anticipated 2022/23 outturn position has meant that the reserve balances as at 1st April 2023 are £7.834 m as shown in the table above, however the 2022/23 final accounts are still being finalised therefore this balance may be subject to change. Of this balance c£3.5m is ringfenced. The February 2023 MTFs included plans to fund the 2023/24 budget gap of £756k from the remaining balance. As noted on page 2, the forecast adverse movement at Q2 will increase the contribution required from the Transitional Reserve to support the budget by £7.4k.

Grants Unapplied

Grants Unapplied (* denotes a capital grant)	Disabled Facilities Grants *	UK Shared Prosperity Grant (Revenue)	UK Shared Prosperity Grant (Capital) *	Total
	£000	£000	£000	
Balance at 01/04/2023	2,577.0	153.0	16.0	2,746.0
New Funds Received 2023/24				
Grant due/received	1,160.1	557.0	85.0	1,802.1
Total Funds Available	3,737.1	710.0	101.0	4,548.1
Utilisation in 2022/23				
DFGs Outturn 2023/24	(1,160.1)			(1,160.1)
UKSPF Revenue & Capital Allocations		(710.0)	(101.0)	(811.0)
Anticipated Balance 31/03/2024	2,577.0	0.0	0.0	2,577.0
Future Utilisation Plans				
2024/25 plans	(1,000.0)			(1,000.0)
2025/26 plans	(1,500.0)			(1,500.0)
Potential Reserve Balances	77.0	0.0	0.0	77.0

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In addition to the £2,577k of unspent DFG grant brought forward 1/04/23, the 2023/24 allocation of £1,160k has been confirmed, giving total DFG resources of £3,737.1k. For the purpose of the above table, future utilisation plans recognise an estimated profile of DFG grants received to date only, and do not include estimation of any future receipts from the Better Care Fund. The Council's approved Medium Term Capital Strategy assumes DFG grant receipts in the sum of £1,000k per year over the plan period and will be updated in due course to reflect the recent confirmation that the DFG allocation for the Council for 2023/24 is again £1,160k.

The council has been granted a share of the UK Shared Prosperity Funds between 2022/23 – 2025/26, over 3 years. As at the 1/04/2023 we brought forward balances on the UKSPF for both Revenue and Capital of £153k and £16k respectively. There will be funds received over the next 2 years and to date we have received £557k on Revenue and £85k on Capital. The table above shows how this will be used during 2023/24.

Staff Costs, including agency

Net Employment Costs 2023/24 to end Sept 2023	YTD		YTD	Variance	Change	FTE	FTE	Current Vacant Posts
	Budget	YTD Actual	Variance (Adv)/Fav	last Qtr (Adv)/Fav	this Qtr (Adv)/Fav	Original Budget	Changes during	
	£000	£000	£000	£000	£000	2023/24	2023/24	
Communities Directorate								
Customer Services	176	181	(5)	2	(7)	7.8	0.0	0
Operations Service	984	988	(4)	47	(50)	53.0	0.0	3.5
Parks & Cemeteries	384	370	14	15	(1)	22.0	0.0	0
Public Protection Unit	84	72	12	2	9	5.0	0.0	0
Environmental Health	105	99	6	(0)	6	6.0	0.0	2
Licensing & Enforcement	82	95	(14)	(4)	(10)	3.0	0.0	0
Communities Team	46	38	8	4	4	2.0		0
Economic Development Directorate								
Planning Services	289	240	49	30	19	11.8	0.0	3
Building Control Services	74	62	12	9	4	4.0	0.0	1
Regeneration	109	93	17	12	5	8.5	0.0	0
Property Services	54	61	(7)	6	(13)	2.9	0.0	0
Housing	192	173	19	13	7	8.5	0.0	0
Corporate Services								
Corporate Management	187	144	43	(8)	51	3.0	0.0	1
Legal Services	87	84	3	3	0	3.0	0.0	0
Local Land Charges	23	24	(0)	0	-	1.5	0.0	0
Democratic Services	130	108	23	11	12	5.5	0.0	1
Financial Services	264	275	(11)	7	(18)	11.0	0.0	0
People & Policy	353	308	46	25	21	18.2	0.0	1
			-					
Total Net Underspend	3,623	3,413	210	172	38	176.7	0.0	12.5

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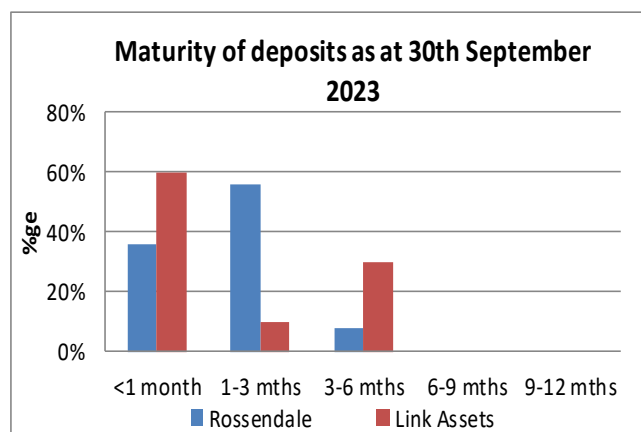
The net employee underspend at Q2 is £210k. This excludes the pay award as this will not be paid until Q3. The budget includes a 5% uplift for the pay award, however the average increase is 6.21%, therefore it is estimated the additional full year cost will be c£99k. The vacancy savings target for the year is £225k.

Treasury Management & Cash Flow Monitoring

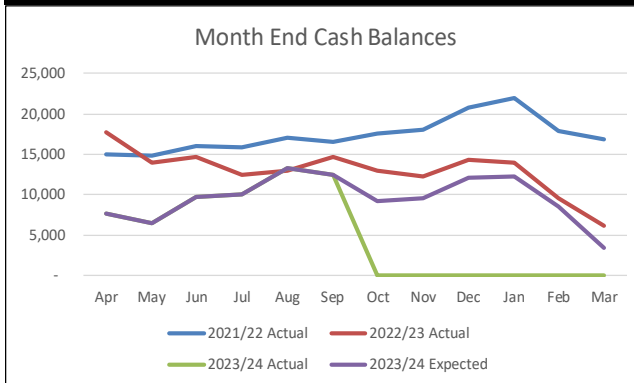
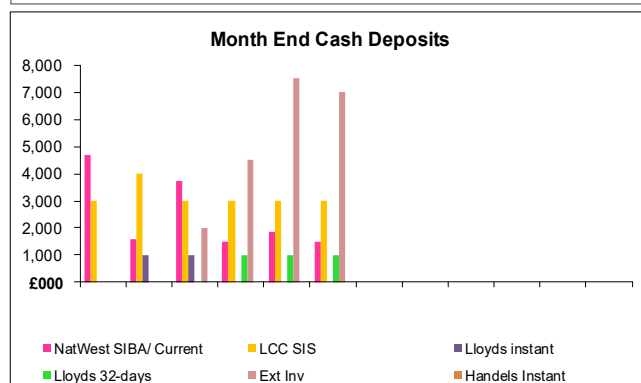
At the end of September the bank balances were £12.3m. This is lower than in previous years due to the repayment of circa £6m of Covid monies back to Central Government in January '23.

During the period the Council has also held funding for the Household Support Scheme (£0.6m), however the majority of this funding has been distributed in Q2.

Given the increase to Bank Rate and the temporary cash balances available to invest, the Council has continued to take a more proactive approach to managing its cash balances in 2023/24 to maximise interest receivable, relative to its budget estimate, and to mitigate the impact of rising costs as far as possible, a result of historically high inflation pressures.



Balances & Interest Rates at 30/09/2023	Current Balance £k	Avg Interest Rate %
NatWest SIBA	1,493	0.10
Lancashire CC Call	3,000	5.00
Handelsbanken instant	-	0.00
External Investments	7,000	5.19
Lloyds instant access	-	5.14
Lloyds 12mth Deposit	1,000	5.20
Total Bal & Avg interest	12,493	4.54



The Bank of England voted to increase the 'Bank Rate' on 22nd June 2023, increasing from 4.5% to 5.0%. The Monetary Policy Committee (MPC) further increased the bank rate in July by 0.5% increase. There was a further increase again in September 2023 to 5.25%.

The Council's strategy remains to retain a significant portion of its balances as liquid funds, to ensure it can respond promptly when required to meet its commitments as they fall due (revenue and capital expenditure).

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Instant access arrangements typically return lower interest rates despite the recent increase in bank rate. In some cases there has been no uplift to interest rates on offer to the Council from its existing relationships. Officers are working to generate the highest level of interest income possible whilst maintaining the ability to access funds when needed.

As per the commentary above, the Council is taking a more proactive approach to fixed and longer-term investments for a smaller proportion of its surplus balances. In accordance with the approved Treasury Management Strategy, these deposits will be placed with high quality Counterparties eg Central Government, Other Local Authorities. The strategy is considered prudent in the context of CIPFA's Prudential Code which prioritises Security and Liquidity over Yield (SLY).

At 30th September 2023, the Council's portfolio mix consists of £3m in an LCC call account, £1m in a Lloyds instant access account, £7m on deposit with the DMO for 3 months and liquid funds of £1.4m.

Interest Forecast	Budget 2023/24	Forecast 2023/24	Variance Fav/(Adv)	Change Fav/(Adv)
Revenue				
Interest payable (PWLB)	(127.0)	(120.0)	7.0	7.0
Other interest payable	(1.0)	2.4	3.4	3.4
Misc Interest income	0.0	0.0	0.0	0.0
Bank Interest income	9.0	195.0	186.0	186.0
Net Interest	(119.0)	77.4	196.4	196.4

The average effective interest rate at the end of Q2 was 4.54%.

Interest Received

The budget for interest received in 2023/24 is £120k, current estimates are that the outturn will be c£131k. However if interest rates continue to rise this net income should increase.

Economic Outlook

(Released October 2023)

The Consumer Prices Index rose by 6.7% in the 12 months to October 2023, down from 6.8% in June. The largest downward contributions to the annual CPI inflation rate in October 2023 came from Food and non alcoholic beverages where prices fell for the first time since September 2021, and fuel saw the largest increase.

Average petrol prices stood at 154 pence per litre in October 2023, compared with 164.7 pence per litre a year earlier. The average price of diesel in October 2023 was 187.1 pence per litre. The 12-month rate for motor fuels and lubricants a reduction of 9.7%, down from an increase of 34.8% a year previous, which was the highest since before the start of the constructed historical series in January 1989.

These movements are likely to impact on the original forward planning assumptions approved when setting the budget for 2023/24 and Medium Term Financial Strategy (MTFS), and particularly budgets for utility supplies, fuel for fleet vehicles, any contractual obligations linked to CPI uplifts and potentially future pay award for Council staff.

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Work continues to assess and review the MTFs as part of the closure of the Councils accounts for 2022/23.

Borrowing

The Council has an identified a 'prudential' borrowing need to finance its Capital expenditure plans, in the sum of £6.2m, over the plan period to 2023/24 - 2026/27.

The increase to Bank Rate during the quarter has affected the borrowing rates on offer from PWLB.

Given the updated cashflow forecast above, the Council's Capital plans, and in accordance with the approved Treasury Management Strategy, the Council continues to assess its borrowing options and timing of any external borrowing, given the delay to the repayment of sums to Government, and the positive impact on its working capital.

Interest rate forward predictions

The Council's treasury management advisors, Link, have reviewed their interest rate forecast over the next 12 months following Bank Rate change at the end of Q2, suggestions of future rate rises in the short-term and rising inflation rates.

Interest Rate Forecasts								
Bank Rate	Dec-23	Mar-24	Jun-24	Sep-24	Dec-24	Mar-25	Jun-25	Sep-25
Link	5.25%	5.25%	5.25%	5.00%	4.50%	4.00%	3.50%	3.25%
Cap Econ	5.25%	5.25%	5.25%	5.25%	4.75%	4.25%	3.75%	3.25%
5Y PWLB RATE								
Link	5.00%	4.90%	4.80%	4.70%	4.40%	4.20%	4.00%	3.80%
Cap Econ	5.10%	4.90%	4.70%	4.50%	4.20%	4.20%	4.10%	4.00%
10Y PWLB RATE								
Link	5.10%	5.00%	4.80%	4.70%	4.40%	4.20%	4.00%	3.80%
Cap Econ	5.10%	4.90%	4.70%	4.50%	4.30%	4.30%	4.30%	4.30%
25Y PWLB RATE								
Link	5.50%	5.30%	5.10%	4.90%	4.70%	4.50%	4.30%	4.20%
Cap Econ	5.40%	5.10%	4.90%	4.60%	4.40%	4.50%	4.60%	4.70%
50Y PWLB RATE								
Link	5.30%	5.10%	4.90%	4.70%	4.50%	4.30%	4.10%	4.00%
Cap Econ	5.20%	5.00%	4.80%	4.60%	4.40%	4.50%	4.50%	4.60%

Link also provide their view of 25 year borrowing rates from the Public Works Loan Board (PWLB). This forecast is based on a concessionary rate reduction to the standard rate for new loans, known as the 'Certainty Rate'. This discount is currently equal to a 20 basis point reduction to the standard rate. For completeness, the above table includes both the Certainty Rate* and standard rate for comparison.

The Council completed the annual application for access to the Certainty rate for 2024/25 to support its Capital borrowing plans on the most favourable terms available.

Treasury Management Practices (TMPs) and Prudential Indicators

The Council's Treasury Management Strategy Statement 2023/24 was approved by Council on 28th February 2023.

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Prudential Indicators

The updated Prudential Indicators – taking into account the Q2 Monitoring position are shown below.

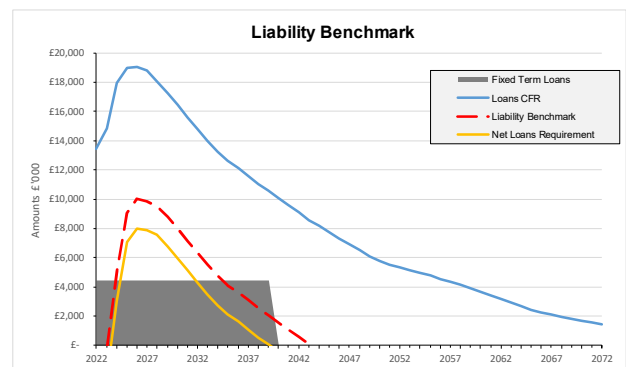
Capital Expenditure	Original 2023/24 £'000	Q2 Revised 2023/24 £'000
Operations & Communities	594	1,517
Corporate Services & Buildings	524	992
Housing	1,500	1,550
Regeneration	3,095	1,571
Climate change	250	250
Total	5,963	5,880

Financing of Capital Expenditure	Original 2023/24 £'000	Q2 Revised 2023/24 £'000
Capital Receipts	200	44
Capital Grants	2,297	3,239
S106		34
Capital Reserves	-	-
Earmarked Reserves	-	-
Total in-year resources	2,497	3,317
Net Financing need for year	3,466	2,563

CFR	Original 2023/24 £'000	Q2 Revised 2023/24 £'000
Total CFR	19,542	17,352

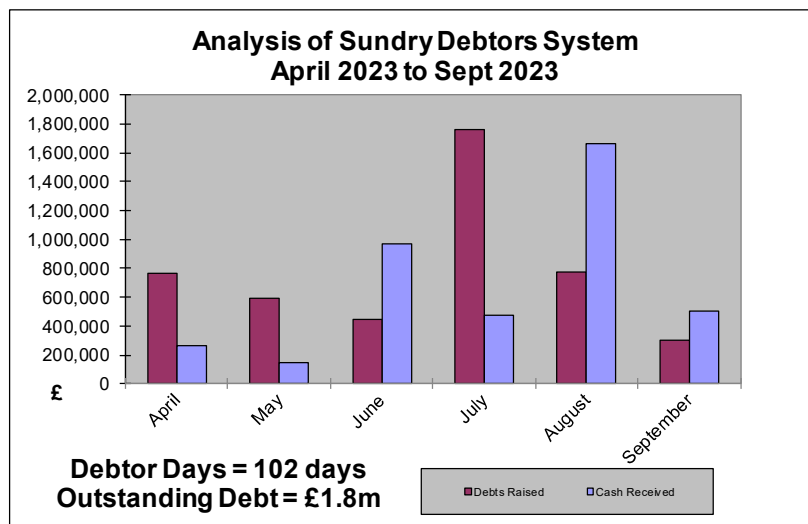
Operational Boundary & Authorised Limit	Original 2023/24 £'000	Q2 Revised 2023/24 £'000
Operational Boundary	20,500	20,500
Authorised Limit	22,500	22,500

Ratio of financing costs to net revenue stream	Original 2023/24 £'000	Q2 Revised 2023/24 £'000
Interest Payable - Services	274	127
Interest Receivable	(120)	(131)
Net cost of capital	154	(4)
Net Revenue Stream	10,227	10,227
Ratio of financing costs to net revenue stream	1.51%	-0.04%



Sundry Debts Monitoring

Invoices raised in the year, to the end of Q2 totalled £4,639k. As at September 2023, £1,096k (24%) of new debts raised in the year were considered outstanding or overdue giving a derived collection rate of 76%.

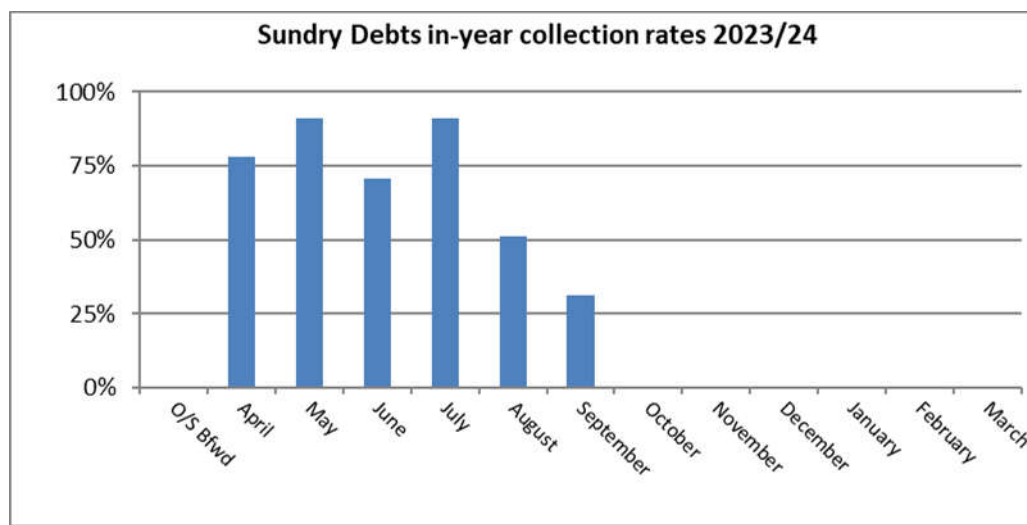


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Leisure Trust Debts

Of the £662k of Leisure Trust debts brought forward at April 2023 the Council has a provision of £288.5k brought forward for doubtful debts (43%), leaving a net £373k not currently provided for.



Doubtful debts

The debtor days in Q2, based on a rolling 12 month average has decreased from 131 days to 102 days, for collection of sums due. This figure still exceeds the target average of 80 days and is being monitored.

However, this increase is likely to be linked to slower recovery of 'aged' debt, for which the Council has set aside sufficient sums in the event of non-recovery (100%). The Council will consider any decision to write-off sums in due course following an analysis of recovery attempts eg Debtor has 'gone away' or sums are considered uneconomical to pursue further. Any such decision will be reported to Cabinet in accordance with the Council's Constitution.

Following a significant increase to the level of cover for bad and doubtful debts during 2020/21, the Council has a provision of c84% for debts its considered to be at risk of going unpaid (impairment) and c54% for total debt issued and considered overdue.

Given the subsequent collection performance of Q4 debts into 2023/24, the current level of provision is therefore adequate but will be maintained under review throughout 2023/24, given the ongoing, challenging economic conditions for individuals and businesses.

The general impairment provision carried forward at 31 March 2023 remains at £380.6k, with an additional £5.4k for Licensing debts.

Of the sundry debts below, £26k are held on the Local Land Charges Register.

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Debts Outstanding	Dec 2022	Mar 2023	Jun 2023		30 Sept 2023		Doubtful Debts at 30 Sept 2023	
	£k	£k	£k	£k	£k	£k	Rate	Value
Earlier Debt	54.7	54.7		54.7		54.7	100%	54.7
2017/18 Debt	68.4	64.5		64.5		63.6	100%	63.6
2018/19 Debt	60.7	59.9		59.7		57.5	100%	57.5
2019/20 Debt	24.2	23.7		21.4		20.0	100%	20.0
2020/21 Debt	116.6	116.8		112.4		112.2	100%	112.2
2021/22 Debt	63.8	87.2		56.2		46.8	75%	35.1
2022/23 Debt	722.6	1,420.3		361.6		324.8	50%	162.4
2023/24 Debt :				771.1		353.3	15%	53.0
Q2 Jul						157.8	15%	23.7
Q2 Aug						378.9	15%	56.8
Q2 Sept						206.0	15%	30.9
Total Debt o/s	1,111.0	1,827.1		1,501.6		1,775.6		669.9

Capital

Capital Resources

Table 1 - 2023/24 receipts

Major Receipts:	Original Budget £000	Year to Date £000	Forecast £000
Capital Receipts			
Land & Property Sales	50	22	50
Obsolete refuse vehicles	50	18	50
Net receipts	100	40	100

Table 2 - Useable Capital Resources

Useable Capital Resources	£ 000
Balance at April 2023	1,931
Capital Grants in 2023/24	1,627
Capital Receipts in 2023/24	40
	3,599
Revenue Contributions	
from Earmarked Reserves	
from Revenue Operations	9
Total Capital Resources 2023/24	3,608
Capital Prog funding applied	(600)
Total Capital Resources March 2024	3,008
Capital Receipts Reserve (housing)	-
Capital Receipts Reserve (Whitworth)	100
Capital Receipts Reserve (Haslingden)	236
Capital resources (including grants)	2,672

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Current issues

The General Repairs and Maintenance contract for 2023/24 has now been awarded.

The cost of specialised Fleet vehicles continues to rise, putting increased pressure on the budget.

Financing the Capital Programme

The Useable Capital Receipts Reserve holds the balance of the funds generated by the sale of Council assets; the estimated balance brought forward at 1st April 2023 is £1,971k. This figure is still subject to any effects of post-audit amendments to the 2018/19 accounts and their impact on subsequent years.

The original Capital Programme for 2023/24 approved in February 2023 was £5,963k, to which £6,027k (£2,567k DFG's) of slippage was added, relating to projects which were ongoing at the end of 2022/23.

The original 2023/24 estimate for DFGs included in the programme was £1,000k. The actual grant receivable in the year is £1,160k, so an additional £160k has been added to the base programme.

The total grant income expected for the approved capital programme is £2,468k (including DFGs). Current funding for the slippage carried forward into the 2023/24 capital programme consists of a mixture of resources, namely grants, capital receipts and (internal) borrowing. The most effective method of funding the Council's capital programme will be determined by the end of the financial year. Commentary on the projected Capital outturn can be seen on pages 30-31.

The total in the Useable Capital Receipts Reserve at the end of 2023/24 is currently expected to be £1,371k. This represents the most effective method of financing the planned Capital spend in 2023/24. It is noted that Capital resources remain earmarked for Whitworth projects (£100k), and Haslingden Regeneration (£236k) respectively and that the Council will assess the most effective method of financing these projects as they fall due.

Future Issues

Slippage on schemes approved in the 2023/24 programme will be moved into 2024/25 where appropriate, along with the estimated source of financing.

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Capital Programme Spending

Capital Programme 2023/24	Original Cap Prog	Revised Cap Prog	Spent	Full-Year Forecast	Variance (Adv)/Fav	Estimated Slippage	Adj Variance (Adv)/Fav	Indicative Funding Arrangements			
	£000	£000	£000	£000	£000	£000	£000	Grants/ Contrib'n	Capital Receipts	Reserves /RCCO	RBC Int Borrow
Communities Directorate											
IT Software & Equipment	14	117	184	194	(77)	(77)	-	-	-	-	194
Operations	399	399	745	674	(275)	(275)	-	-	600	-	74
Communities	365	695	273	695	-	-	-	487	-	31	177
Housing	1,780	4,616	959	1,559	3,057	3,057	-	900	-	309	350
Economic Devt Directorate											
Stubbylee Hall	-	0	4	4	(4)	(4)	-	-	-	-	4
Henrietta Street Depot Improvements	0	127	4	100	27	27	-	-	-	-	100
Futures Park	-	525	1	256	269	269	-	-	-	-	256
Spinning Point Ph1 & 2 (Bus Station)	-	20	-	0	20	20	-	-	-	-	-
Property Repairs & Maint	100	43	26	1	42	42	-	-	-	-	1
Environ Improvement Programme (PRIDE)	0	0	1	2	(2)	(2)	-	-	-	-	2
Car Parks General 22-26 MTFS	60	110	2	67	43	43	-	-	-	-	67
The Ashworth, Civic Hall Whitworth	0	17	1	17	-	-	-	-	-	-	17
Stubbylee Skate Park	0	42	42	42	-	-	-	-	-	-	42
Bacup Historic England	285	350	87	285	65	65	-	225	-	-	60
Haslingden 2040 NLHF	725	1,980	96	250	1,730	1,730	-	198	-	-	52
Museum Improvements	0	4	16	16	(12)	(12)	-	-	-	-	16
Mechanics Hall, Bacup	0	100	0	100	-	-	-	50	-	-	50
Haslingden Market (UKSPF)	0	50	45	50	-	-	-	50	-	-	-
Rawtenstall Market Electrical Works	-	101	-	0	101	101	-	-	-	-	-
Rawtenstall Market External Cabins	-	6	6	6	-	-	-	-	-	-	6
Stubbylee Tennis Courts	-	22	22	22	-	-	-	22	-	-	-
Whitaker Park Tennis Courts	-	81	110	110	(29)	(29)	-	81	-	-	29
Hareholme Viaduct	0	100	407	407	(307)	(307)	-	-	-	-	407
Carbon Reduction Fund	250	627	91	250	377	377	-	21	-	-	229
Christmas Lighting Catenary	0	33	31	33	-	-	-	-	-	-	33
Marl Pits - Running Track	-	0	-1	0	-	-	-	-	-	-	-
Leisure Facilities Upgrade and Liabilitie	185	477	44	156	321	321	-	34	-	-	122
Levelling Up Projects	1,800	1,800	220	570	1,230	1,230	-	570	-	-	-
	5,963	12,442	3,419	5,866	6,576	6,576	0	2,638	600	340	2,288

Capital Programme 2023/24	£000	Funded by
Original Capital Programme	5,963	
Slippage from 2022/23	6,027	See list
New capital projects in 2023/24		
Weir Play Area	130	Grant / Capital Receipts
Stubbylee Tennis Courts	57	External Grants
Whitaker Park Tennis Courts	46	External Grants
DFGs	160	External Grants
Clare House	9	Revenue Contribution
Mechanics Hall	50	External Contribution (50%)
Revised Capital Programme	12,442	

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Capital Programme 2023/24		Funding Arrangements			
Slippage items cfwd at end of 2022/23	Costs '£000	Grants/ Contrib'n	Capital Receipts	RCCO (reserves or S106)	RBC Int Borrow
Customer Services & IT :					
Digital Access	73				73
Printer Replacement	30				30
Communities Directorate :					
Playgrounds (Various)	5				5
Cemeteries	15				15
Pathways (Various)	34				34
Car Parks Improvements	50				50
Victoria Park Improvements	22				22
Moller Ring Play Area Project	160	129		31	
Henrietta St Depot Improvements	115				115
	504	129	-	31	344
Economic Development Directorate					
Carbon Reduction Fund	377				377
Edgeside Tennis Courts	34	34			
Futures Park	525				525
Haslingden 2040 NLHF	1,255	1,255			
Bacup High St Heritage Action Zone	65	65			
Spinning Point Ph I & II (Bus Station)	20				20
Property Repairs & Maintenance	65				65
Christmas Lighting Catenary	33				33
Rawtenstall Market Electrical Works	101				101
Rawtenstall Market External Cabins	6				6
Stubbylee Skate Park	42				42
Whitaker Park Drainage	25				25
Hareholme Viaduct	100				100
Leisure Legacy Liabilities (Various)	208				208
Sub Total Econ Devmt	2,856	1,354	0	0	1,502
DFGs	2,567	2,567			
Supported Accommodation	100			100	
Sub Total Housing	2,667	2,567	0	100	0
Total	6,027	4,050	0	131	1,846

Capital Programme

The original Capital Programme was £5,963k, including £329k for the replacement of Vehicles and Equipment, and a provisional estimate of £1,000k for DFGs.

To this was added slippage of £6,027k from 2022/23 (including DFGs). A revised estimate for DFGs has been made following confirmation of the 2023/24 grant allocation with a net increase of £160k. Additional projects have been added in respect of the Weir Play Area (£130k), Stubbylee Tennis Courts (£57k) and Whitaker Park Tennis Courts (£46k). An assessment of the timing of 'spend' has been undertaken as part of the development of the MTFs and cost estimates re-profiled over the medium term. The revised 2023/24 Capital Programme is now estimated at £12,442k. More details are provided in the tables above.

The indicative outturn for the Council's Capital expenditure programme at 31st March 2024 is £5,866k. The Council is currently assessing the most cost effective method of financing this expenditure from available resources, namely external grants and contributions, capital receipts and 'prudential' (internal/external) borrowing. The Council's current strategy is to finance expenditure from capital receipts where it is able to do so, in order to limit the future impact upon the Council's Revenue Account e.g. sums set aside for future repayment of loan principal and interest. However, it is acknowledged that the Council has an underlying need to borrow to finance its capital plans and proceeds from the disposal of assets are a finite resource.

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As outlined above, the revised Capital Programme was re-profiled as part of the development of the MTFS, with the likely timing of the expenditure estimated. The actual timing of spend as at 31st March 2024 has caused an adverse variation against this estimate which will see future years' estimated spend adjusted to reflect spend being incurred earlier than anticipated.

Items of estimated slippage and the associated funding arrangements are shown in the table above.

The revised Capital Programme over the life of the MTFS will be amended to reflect the timing variation as outlined above and finalisation of slippage adjustments

Minimum Revenue Provision (MRP)

Minimum Revenue Provision (MRP)	MRP Budget 2023/24	Revised MRP Required 2023/24	Potential (Additions) / Savings 2023/24
	£000	£000	£000
Corporate	549.6	549.3	0.3
	549.6	549.3	0.3

MRP is the annual revenue repayment of internal funds used to support capital work.

The MRP cost is currently estimated to be on budget.

Section 106 Receipts Monitoring

The value of S106 agreements brought forward on the 1st April was £1,196.2k. To the end of September 2023, £14.6k of new S106 deposits have been received and £107.8k of monies held have ben applied to fund expenditure.

Section 106 Agreements 2023/24	Third Party Projects	RBC Revenue Projects	RBC Capital projects	Total Held
	£000	£000	£000	£000
Balance b fwd at 1st April 2023	322.3	84.9	789.0	1,196.2
Deposits received in 2023/24			14.6	14.6
Deposits applied in 2023/24	(6.3)	(10.0)	(91.5)	(107.8)
Current Balance	316.0	74.9	712.1	1,103.0

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Section 106 Agreements in detail	Third Party Projects	RBC Revenue Projects	RBC Capital projects	Total Held
	£000	£000	£000	£000
Balance fwd at 1st April 2023	322.3	84.9	789.0	1,196.2
Douglas Rd, Bacup		(10.0)		(10.0)
Land off Oaklands Dr, Rawtenstall			(91.1)	(91.1)
Horse & Jockey, Edenfield			(0.4)	(0.4)
Johnny Barn Close			14.6	14.6
Scout Moor	(6.3)			(6.3)
				-
	316.0	74.9	712.1	1,103.0

Council Tax & NNDR Collection Rates

Cumulative Collection	Council Tax						Business Rates					
	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24
April	10.41	10.51	10.04	10.90	10.44	10.11	11.26	12.22	10.24	8.60	12.78	12.79
May	19.72	19.70	18.96	19.70	19.44	19.48	18.93	21.07	18.89	16.20	31.81	21.29
June	28.79	28.63	27.62	28.70	28.35	28.19	27.28	28.68	25.62	24.30	28.16	28.19
July	37.97	37.86	36.56	37.66	37.21	37.09	36.25	37.37	33.92	33.96	35.83	36.52
August	47.03	46.90	45.24	46.71	46.21	46.01	49.93	50.82	48.55	47.63	47.86	51.19
September	56.05	56.01	54.29	55.43	55.64	54.92	58.43	58.34	57.84	56.05	55.54	58.11
October	65.32	65.23	63.29	71.16	64.55		67.95	67.52	68.97	64.90	64.73	
November	74.52	74.78	72.30	78.43	73.49		74.77	74.26	77.15	73.09	74.88	
December	83.55	83.33	80.90	82.12	82.25		83.00	82.70	85.92	81.41	81.91	
January	92.72	92.48	89.90	90.96	91.22		91.11	90.91	90.17	89.30	94.79	
February	94.90	94.60	92.37	93.43	93.85		95.73	95.00	93.66	95.13	94.73	
March	96.70	96.32	95.72	95.59	95.95		98.47	97.78	94.19	98.15	98.85	

Collection rates for Council Tax are recovering but are not yet back at pre-pandemic levels with collection performance for 2023/24 slightly below that of 2021/22 (-0.53%). This remains an area of focus into 2023/24 given the 'Cost of Living Crisis' and potential impact on future collection.

For Business Rates however, the situation is harder to gauge as collection rates were distorted in 2022/23 by the Covid relief the Government distributed. 2023/24 are also distorted by the transitional reliefs given to businesses due to the Business Rates revaluation, which kicked in from April 2023.

Council Tax Collection Fund

At the time of this report the estimated surplus on the Council Tax collection fund is forecast at £966k. This includes a £500k contribution for doubtful debts. It must be noted, we are only halfway through the year and based on the current economic climate this position could change significantly as the year progresses. This year RBC's share of the Council Tax is 13.55%, equating to £131k of the forecast surplus.

Local retention of Business Rates (NNDR)

Under the business rates scheme, variances

Council Tax Forecast 2023/24	Q1 £'000	Q2 £'000
Council Tax Collectable	47,559	47,513
(after Discounts & Exemptions)		
less Doubtful Debt Provision	(500)	(500)
	47,059	47,013
less Precepts for 2023/24		
Lancashire County Council	(32,798)	(32,798)
Police	(5,237)	(5,237)
Fire	(1,714)	(1,714)
Rosendale Borough Council	(6,238)	(6,238)
Whitworth Town Council	(60)	(60)
	(46,047)	(46,047)
Surplus / (Deficit)	1,012	966
RBC Share = 13.55%	137	131

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from the original budgets fall into two categories – those arising from changes to the collection fund and those arising from grants and levies received or charged to the General Fund.

The business rates collection fund is now predicting a deficit of £511k in 2023/24, the Council retains a local share of any surplus or deficit arising at year-end from activity on the fund, in the sum of 40%, thus the Council's share of the deficit is £220k. This is largely due to a number of successful business rates appeals relating to several smaller businesses, which have

Business Rates Collection Fund 2023/24 (50% Pool)		NNDR1	Q1	Q2
		£000	£000	£000
Net Liability Due		13,603	13,301	13,075
Use of Appeals Provision		0	0	0
Less Cost of Collection Allowance		(97)	(97)	(97)
Less Doubtful Debt Provision		(300)	(300)	(300)
Less Appeals Provision		(500)	(500)	(500)
Less Renewables 100% to RBC		(228)	(228)	(228)
Net NNDR due	A	12,477	12,176	11,950
Transitional reliefs	B	1,787	1,787	1,763
Less Precepts		(14,264)	(14,264)	(14,264)
Cash Surplus/(Deficit)	C	0	(301)	(551)
RBC Share = C x 40%	D	0	(120)	(220)
Central Government share 50%			(150)	(276)
LCC and Fire share 10%			(30)	(55)

resulted in reducing their rateable values significantly, backdated to 2017. Whilst there is an appeals provision within the Collection fund to cover the cash refund due, the rateable value reduction will adversely affect the Council's in-year cashflow, because although the net liability due from the businesses has decreased, under existing legislation, the Council is required to make good its payments to major preceptors as originally assumed, despite a reduction in Collection Fund income.

RBC General Fund / Pooling gains		NNDR1	Q1	Q2
		£000	£000	£000
Business Rates Income	A+B	14,264	13,963	13,713
RBC Share = 40%		5,706	5,585	5,485
less tariff paid to Lancashire Pool		(3,482)	(3,482)	(3,482)
add S31 Grants (for Levy calculation)	E	1,233	997	997
Subtotal		3,457	3,100	3,000
RBC Baseline Funding Level used in Budget		2,261	2,261	2,261
Surplus for Levy Calculations	F	1,196	839	739
Levy due for non Pool membership 50%		(598)	(420)	(370)
Levy payable as Pool member 10% of above	G	(60)	(42)	(37)
Retained Levy through Pool membership		538	378	333

The Council, is part of the Lancashire Business Rates Pool, each year the Council is subject to a levy payment of 50% of calculated business rates growth, above its baseline funding level, as determined annually in the

Local Government Finance Settlement. Membership of the Pool restricts this levy to 10% and allows the Council to hold the balance as 'retained levy' thus reducing the total value of sums paid over to central Government, to apply locally. Therefore even though it is anticipated the Council will suffer a collection fund loss of £220k, a pooling gain is estimated of £333k. The February 2023 MTFS included a contribution of an estimated growth/pooling gain of £500k, whilst we are still early in the year if the current forecast materialises it will result in a £202k surplus against that income budget.

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Business Rates Summary		NNDR1	Q1	Q2
		£000	£000	£000
Business Rates Surplus/(Deficit) 2022/23	F	1,196	839	739
less Lancashire Pooling Levy	G	(60)	(42)	(37)
Renewable Energy		228	228	228
Overall Gain/(loss)	H	1,364	1,026	930
Business Rates Retention Reserve Bfwd		1,906	1,906	1,906
Business Rates Cash Surplus/(Deficit) 2022/23		(182)	(1,913)	(1,913)
Business Rates Cash Surplus/(Deficit) 2023/24	H	1,364	1,026	930
Less Budgeted Utilisation		0	0	0
Total Retained Business Rates Resources Cfwd		3,088	1,019	923

The table shows the potential impact on the Business Rates Retention Reserve, although it must be noted the reserve includes funds provided by Government to cover the impact of the 2021/22 Collection Fund deficit arising from the additional Covid reliefs awarded to businesses throughout the pandemic that will not fully

unwind until the end of 2023/24.

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Glossary

Accrual

An adjustment at year-end to charge costs or income due in the old year, regardless of whether the cash has been paid or received. Accounts are prepared on an accruals basis in order to match the income for each financial year with the costs attributable to the same time period.

Capital expenditure

Spending on the acquisition or maintenance of assets either directly by the Council or indirectly in the form of grants to other persons or bodies. Expenditure that does not fall within the definition must be charged to a revenue account.

Capital Grants Received in Advance

Grants received in cash during the year, but not spent or committed, are held on the Balance Sheet in the Short-term Liabilities area as Capital Grants Received in Advance, acknowledging the potential requirement to pay these grants back should the related project not go ahead or underspend.

Capital Receipts

Proceeds from the sale of fixed assets, such as land or buildings, or the repayment of capital grants or advances. These funds form part of the Council's Useable Reserves, though they are ring-fenced for capital projects rather than revenue costs.

Cash & Cash Equivalents

Cash deposits are those which provide instant access to the funds without significant penalty or loss of interest. For the Council this is the balance on the NatWest accounts and two other instant access accounts with Lloyds and Handelsbanken. This is in comparison to short- and long-term *Investments* in which funds are untouchable during the life of the deposit.

Collection Fund

Rossendale Borough council collects funds on behalf of other precepting bodies, Lancashire County Council, Fire and Police as well as central government and Whitworth Town Council from domestic and commercial properties in the borough. These amounts are formally ring fenced in the Collection Fund and then distributed amongst the precepting bodies in line with their demands as set in the February budget setting meeting. At the end of the year each precepting body has their share of the arrears, the doubtful debt provision or appeals provision and the accumulated surplus or deficit. Rossendale Borough Council accounts for its own share, but holds the other preceptors shares separately on an agency basis. Hence, within the Council Tax and Business Rates monitoring members will see the overall position and the RBC share clearly identified.

Compulsory Purchase Order (CPO)

Compulsory acquisition of key properties in accordance with the Council's regeneration agenda. Compensation must be paid to the property owners, but where they cannot be traced the Council must deposit the funds with the courts for a minimum of 12 years.

Consumer Price Index (CPI)

The consumer price index (CPI) is a measure estimating the average price of consumer goods and services purchased by households. It is a price index determined by measuring the price of a standard group of goods meant to represent the typical market basket of a typical urban consumer and how this changed in the previous 12 months.

Earmarked Reserves

Cash-backed funds identified to fund specific projects in the future.

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Full Time Equivalent (FTE)

Each full-time post within the Council works 37 hours per week. Part-time posts are expressed in relation to this, for example a post working 4 days a week would be 0.8FTE.

General Fund

The main revenue fund of the Council.

Grants Unapplied

Unlike Capital Grants Received in Advance, there is no requirement to repayment of these grants. The unspent balance will be released into capital or revenue in the coming years as projects come online. These funds form part of the Council's Useable Reserves.

Homes and Communities Agency (HCA)

The Homes and Communities Agency (HCA) is the non-departmental public body which helps to fund new affordable housing in England. It was established by the Housing and Regeneration Act 2008 as one of the successor bodies to the Housing Corporation, and became operational on 1 December 2008. In 2012 the HCA approved the East Lancashire Empty Homes Scheme.

Investments

The Council invests surplus cash in short- and long-term deposits in accordance with the Treasury Management Strategy and Practices revised in February each year. In this context short-term includes anything up to 365 days, and long-term is for more than one year. Funds deposited in such investments are not accessible until the end of the agreed terms.

Link Asset Services (formerly Capita & Sector)

Link Asset Services (formerly Capita & Sector) is the company which provides the Council with Treasury Management advice, including daily market reports and predictions, credit rating updates, interest rate forecasts and annual reviews of our strategy and practices ahead of the February reports to Full Council.

Medium Term Financial Strategy (MTFS)

The Council's financial planning document for the foreseeable future.

Minimum Revenue Provision (MRP)

The minimum amount which must be charged to the Council's revenue account each year and set aside as provision for credit liabilities, as required by the Local Government and Housing Act 1989.

Ministry of Housing, Communities and Local Government (MHCLG)

The former Department of Communities and Local Government (DCLG) has been redesignated as the Ministry of Housing, Communities and Local Government, or MHCLG.

National non-domestic rates - now Business Rates (NNDR)

National non-domestic rates for commercial premises are set annually by the government and collected by all local authorities. The localisation of business rates in April 2013 meant that the National pool no longer exists, but the acronym NNDR is still widely used in local government circles.

Provision

Cash 'put aside' for expenditure on an intended project which has not commenced or is not complete at the year-end, but which has been contractually committed.

Provisional

Best forecast given current knowledge.

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Public Works Loans Board (PWLB)

The PWLB is a central government statutory body which lends funds to local authorities with advantageous interest rates. Interest rates are published daily and local authorities provide the PWLB with annual estimates of cash requirements in return for certainty on the availability of funds and the interest rates being charged.

Reserve

Amounts included in one financial year's accounts to provide for payment for goods or services, whether revenue or capital, in a future financial year.

Revenue account

An account that records an authority's day-to-day expenditure and income on such items as salaries and wages and other running costs of services.

Section 106 Agreement

Planning agreement whereby developers make a contribution towards specific projects linked to their development as a condition of planning application approval. Deposits may be for revenue or capital schemes, but application of the funds are dependent on firstly the developer, and then the Council, pursuing the projects specified within the agreement.

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Subject:	Medium Term Financial Strategy Update	Status:	For Publication
Report to:	Cabinet	Date:	6 th December 2023
Report of:	Chief Finance Officer	Lead Member:	Resources
Key Decision:	<input checked="" type="checkbox"/> Forward Plan <input checked="" type="checkbox"/>	General Exception	<input type="checkbox"/> Special Urgency <input type="checkbox"/>
Equality Impact Assessment:	Required: <input type="checkbox"/>	Yes/No	Attached: <input type="checkbox"/> Yes/No
Biodiversity Impact Assessment:	Required: <input type="checkbox"/>	Yes/No	Attached: <input type="checkbox"/> Yes/No
Contact Officer:	Karen Spencer	Telephone:	01706 252409
Email:	karens pencer@rossendalebc.gov.uk		

1. RECOMMENDATION

1.1 Members note and consider the contents of this report.

2. EXECUTIVE SUMMARY

2.1 The report seeks to update Members on any changes to the Council’s Medium Term Financial Strategy (MTFS) assumptions and their impact over the medium term to the Council’s forecast funding gap (ie annual financial resources compared to annual expenditure).

3. BACKGROUND

3.1 The Council last updated its MTFS in February 2023 as part of its budget setting process. The MTFS at that time indicated a funding gap for 2023/24 of £756k, to be funded from earmarked reserves.

3.2 The Council, along with the rest of the local government sector, is suffering from continued financial pressure driven by the increased levels of inflation. In addition to the inflationary pressures, this council is also subject to the ongoing financial impact of the empty homes scheme.

3.3 The current economic situation is continuing to have an adverse impact on the Council’s overall financial position. Major issues are:-

- Based on the 2023/24 pay award the Council’s average pay inflation was 6.21%, this is against an original budget of 5%. This equates to an additional budget requirement of £86k In addition, these pressures are compounded by the national recruitment challenges facing the local government sector. Like many authorities, a reducing pool of suitable candidates at all levels is being experienced. The Council has found it difficult to recruit to a variety of roles, which in most cases results in the addition of a market supplement in order to attract suitable candidates. The balance between pay restraint, inflation, and maintaining vital services to our residents will continue to present a significant challenge.
- Whilst inflation is slowing down the price of many goods and services continues to increase. General inflationary increases are being experienced across all contracts that are linked directly to RPI and CPI. The largest of which is the Revenues and Benefits contract with Capita, which is increased annually by the higher of CPI (October rate 4.7%) or Average Wage Earnings growth (current rate 8.1%).
- Vehicle fuel prices have dropped since the budget was set, however they are started to increase over recent weeks.
- The Council has entered in to a new gas contract which will run for 12 months from 1st December. The new prices are 47% less than last years prices however this is still 64% more than the 2021 contract prices. Electricity contracts are not due for renewal until October 2024.

- Inflation and high interest rates are impacting on the capital programme. On average vehicle replacement costs are running c20% over and above the estimates included in the capital programme. Inflation is also having an impact on the construction industry - pushing up costs, increasing tender prices. In addition, as interest rates rise, so does the cost of borrowing which presents a longer-term risk. Affordability must remain the underpinning factor whilst balancing the need for investment in the borough. The capital programme must remain under review, with the need to assess each project in terms of priority and the potential reduction or deferment based on overall affordability.

3.4 In an effort to control inflation the Bank of England has increased the base rate several times over recent months (current rate 5.25%), however this has still not been reflected in the interest rates on offer from most banking institutions. The Council has been able to increase its investment returns by depositing funds with the Debt Management Office (DMO) and Lancashire County Council (LCC), however the Council's cash balances continue to reduce as Covid monies are repaid to Government and levels of internal borrowing increase.

3.5 Historically, the draft Local Government Finance Settlement figures are published just before the Christmas break. The 2023/24 settlement indicated that the figures would stay the same for 2024/25, therefore these figures are included in the following tables. The lateness of the settlement announcement brings with it significant risk for the financial forecast. Members will be updated following announcement of the draft finance settlement later this year.

4. DETAILS

4.1 The current base revenue budget/cost forecast for the Council, together with anticipated funding is as follows:

Table 1

	2023-24	2024-25	2025-26	2026-27
	£000	£000	£000	£000
Original Budget - February 2023	10,256	10,550	10,772	11,004
Additional in year pressures	52	206	369	310
Savings/Income growth required*		(300)	(800)	(1,200)
Revised Budget Estimates	10,308	10,456	10,341	10,114
Estimated Funding:				
Council Tax (+2.99%)	6,238	6,425	6,617	6,815
Council Tax - growth in base		47	95	145
Collection Fund Surplus - CTax	40			
Retained Business Rates	2,261	2,261	2,261	2,261
Revenue Support Grant**	85	85	85	85
Funding Guarantee***	290	290	-	-
Services Grant	85	85	-	-
New Homes Bonus	1	-	-	-
NDR Retained / Pooling	500	500	200	200
Resources	9,500	9,693	9,258	9,506
Call on Reserves	(808)	(763)	(1,083)	(608)
Available Reserves				
Balance of Reserves b/f	4,332	3,524	2,761	1,678
Less to/(-)from reserves in year	(808)	(763)	(1,083)	(608)
Year End Reserves Balance	3,524	2,761	1,678	1,070

* This is the amount of savings/income growth required to maintain the minimum reserves balance

**Rollovered in Local Council Tax Support Admin and Family Annex Grants

***Re-purposed Lower Tier Services Grant

- 4.2 Based on mid-year actuals, the 2023/24 current estimate is indicating a call on reserves of £808k, an increase of £52k on the February 2023 MTFS. This is due to several budget variances which are detailed in the Q2 Financial Monitoring Report.
- 4.3 The key movements between the 2023/24 approved budget and the 2024/25 base budget estimate are shown in the table below:

Table 2

2024/25 Major Forecast Changes	£000
Employment Costs (Pay Award & Increments)	555
Inflation (Utilities)	(66)
Vehicle Fuel	(70)
NET Revenues & Benefits Contract Inflation	67
Insurance Inflation	80
General Inflation	60
Bank Charges	(20)
Previous Years Budget Proposals	(91)
Total	515

- 4.4 The assumptions set out in the forecast are the latest best estimates however, work is ongoing in regard to preparing the detailed budget for 2024/25. Key assumptions to date are:
- Average pay award in 2023/24 now 6.21% (in line with the final pay award), 5% in 2024/25 and 2% pa thereafter
 - Assumes an annual staff vacancy saving of £200k pa
 - General price inflation – a freeze on all general revenue expenditure with the exception of pay, utility budgets and contractual increases
 - Employers Pension Contribution – 14.6% for the period 2023/24 to 2025/26
 - Employer National Insurance Contributions – 13.8%. The average rate for the Council is 9.9% in 2024/25 (9.7% in 2023/24)
 - Council Tax increase – assumes 2.99% pa, this is the maximum the Council Tax Principles will allow for 2023/24. The Principles for 2024/25 are announced as part of the finance settlement in late December
 - NNDR baseline – the current assumption is for the baseline to remain static throughout the life of the forecast
 - 2024/25 assumes a £500k pa pooling gain, based on current 2023/24 forecasts.
- 4.5 The statutory date for calculating the Council Tax base is 30th November – once calculated the estimated Council Tax income will be updated to reflect the revised base.
- 4.6 In respect of 2024/25, early forecasts show that the gap between resources and pressures will be in the region of c£763k (includes £300k savings/income growth requirement) and will rise in subsequent years. This is caveated on the basis of an extremely uncertain financial environment and subject to resources from government which are yet to be advised.
- 4.7 The Council has a duty to identify, mitigate and budget for emerging risks which pose a risk to its financial resilience and stability, this is a principle of the Financial Management Code. Financial resilience describes the ability of local authorities to remain viable, stable and effective in the medium to long term.
- 4.8 The council continues to face a funding gap for the future. Therefore the council must continue to give consideration to:

- The future levels of Council Tax
- Maximising the returns from business rates revenue
- The council's ability to support non-statutory activities and partner/community organisations
- The future quality and standard of statutory service provision
- Any future efficiencies within services and ensuring support services are appropriate
- The council's ability to exploit new revenue generating opportunities
- Treasury management initiatives and maximising the strength of the council's balance sheet resources
- Ensuring any contract renewals are to the best advantage of the council

4.9 Corporate Management Team (CMT) is working with services areas and Cabinet to identify areas where efficiency savings can be achieved and seeking opportunities to generate additional income. However, due to the current economic climate the size of the funding gap will soon exhaust the Council's reserves, and in the longer term will be difficult to bridge without significantly reducing the level of services provided to residents or some level of Government funding. Therefore it is recommended that the Council continues to make representation to government outlining the pressures being faced in Rossendale and across the sector.

5. RISK

5.1 Council Tax – If the level of Council Tax support claims increase as a result of the current economic climate or the level of Council Tax bad debt increases, this will have an adverse impact on the income the Council receives. The figures assume the Council increases Council Tax by 2.99% pa, this is currently the maximum allowed by Government.

5.2 Business Rates - It is unknown how the Business Rates scheme will operate from 2025/26 onwards, Government announced there is to be no major government finance change prior to the next general election. Future detailed allocations and splits between two-tier authorities are still unknown. The outcome of the fair funding consultation carried out early in 2018 is the suggested basis of the baseline calculation. Until further information is known this as a significant financial risk for the Council.

5.3 Reserves – The level of reserves is still an estimate until the external auditors sign off the proposed amendments to the previous years accounts and the 2022/23 year end process is finalised. An ongoing reliance on reserves to manage the medium-term budget is unsustainable.

5.4 Resources – The 2023/24 Government funding settlement gave an indication that the 2024/25 settlement would remain the same as 2023/24. However the 2024/25 provisional finance settlement will not be announced until late December 2023.

5.5 Inflation – The expenditure figures include estimated inflation based on current known rates, should the inflation rate vary significantly they may require re-assessing.

5.6 Pay – 2024/25 includes an estimated pay award of 5% and 2% pa for 2025/26 onwards. The average pay award in 2023/24 was 6.21% and in 2022/23 was 6.64%.

5.7 Capital - Members need to be aware of the impact the increased number of capital schemes and expenditure will have on the MTFs in future years. Capital expenditure has to be paid for through the revenue budget spread across the life of the asset, this is called the Minimum Revenue Provision (MRP). The Councils £1.8m contribution to the LUF project will impact the MTFs by an MRP cost to revenue of c£45k pa for 40 years (estimated life). This does not include the cost of borrowing.

- 5.8 Increase in the demand on services - due to the impact of the cost of living increases on residents, such as delivering energy rebate and grants schemes, along with financial risk that could impact future years such as the increase in demand for temporary accommodation.
- 5.9 Empty Homes Scheme - The project continues to have an adverse impact on the council's financial position. The project team continue to closely monitor the scheme, manage the project risks and manage expenditure as tightly as possible. The scheme is due to end in December 2024.
- 5.10 Rossendale Leisure Trust - Whilst the Leisure Trust is now trading normally, the increase in the minimum wage, high energy costs and the current economic climate are impacting adversely on the Trust. The Trust and the council need to continue to work closely together. This is a risk for the council in that it provides the payroll cashflow for the Trust, and also in respect of the ongoing delivery of leisure services across the borough. It is critical that the Trust becomes financially sustainable and financially independent of the Council. The Council commissioned an external assessment on the financial sustainability of Council owned leisure assets which was carried out by Grant Thornton. The assessment made a number of recommendations, that were agreed by Full Council in May 2023. This is now a focus of action. An established cross party working group monitors the delivery of the recommendations and associated action.

6. FINANCE

- 6.1 The financial implications are contained within the main body of the report.

7. LEGAL

- 7.1 Section 151 of the Local Government Act 1972 requires the Council to make arrangements for the proper administration of its financial affairs. The Council's section 151 officer has established financial procedures to ensure the council's proper financial administration including procedures for budgetary control.

8. POLICY AND EQUALITIES IMPLICATIONS

N/A

9. CONCLUSION

- 9.1 This forecast update is subject to a high-level of risk regarding the current economic position. There are a number of significant risks outside the council's control which remain a major concern including the impact of the current economic crisis on demand for council services and the uncertainty of Government funding levels. Whilst Government gave an indication of the level of potential settlement funding for 2024/25, the provisional settlement will not be announced until late December. The uncertainty means these figures could be subject to substantial change. Members will be kept updated on latest financial projections and local Government Finance announcements and risks as they transpire.
- 9.2 The Council carefully considers and monitors the MTFs and the risks as set out in this report and in the Corporate Risk Register. The Council has a risk management strategy in place to identify and evaluate risks. Risks are identified, potential impacts are highlighted and controls and mitigations are set in place. The Council monitors and reports to Cabinet Members and Audit and Accounts Committee during the year.
- 9.3 The Council continues to pursue an ambitious regeneration and growth agenda for Rossendale. The Council has been successful in achieving a significant level of grant funding and is the Accountable Body for £17m Capital Regeneration Project funding. Additional

governance arrangements have been put in place as recognition of additional risk the scheme brings to the Council.

9.4 The Council currently holds a number of earmarked reserves, these are funds set aside for funding future liabilities, however they are being used to fund the shortfall between how much the Council spends and how much funding the Council receives. Based on the estimates detailed in section 4 above, if no further savings/efficiencies or additional income is generated these reserves will be exhausted over the life of the current forecast.

9.5 The Council must identify and deliver further efficiencies/savings and generate additional income in order to achieve balanced budgets over the short to medium term in order to ensure long-term sustainability for the Council.

Background Papers	
Document	Place of Inspection
2023/24 Council Budget	28th February 2023: Council Rossendale Borough Council