

## Council Forum

Thursday, 24th January, 2019

6.00 pm

Council Chamber, Blackburn Town Hall

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### AGENDA

1. Welcome and Apologies
2. Prayers by the Mayor's Chaplain
3. Minutes Of The Previous Meeting  
Minutes , 06/12/2018 Policy Council 4 - 9
4. Declarations of Interest  
DECLARATIONS OF INTEREST FORM 10
5. Mayoral Communications
6. Council Forum  
To consider questions from members of the public received under Procedure Rule 10.
7. To consider Motions submitted under Procedure Rule 12  
No Motions have been submitted.
8. Gambling Act 2005 - Statement of Licensing Policy - 2019  
Gambling Policy 2019 11 - 42  
Gambling Policy 2019 Final
9. Council Tax Empty Property Premium 2019/20  
Empty Property Premium 43 - 45
10. Updates from other Committees
- 10.1 Standards Committee  
Standards Committee 46
- 10.2 Updates from the Overview and Scrutiny Committees

<b>Policy and Corporate Resources</b>	<b>47 - 50</b>
<b>People Overview and Scrutiny Committee</b>	
<b>Place Overview and Scrutiny Committee</b>	
To receive updates from the Chairs of the Overview and Scrutiny Committees as follows:	

- a. Policy and Corporate Resources
- b. PEOPLE
- c. PLACE

<b>11.</b>	<b>Reports of the Executive Members with Portfolios:</b>	
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	<b>Leader</b>	<b>51 - 53</b>
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	<b>Health &amp; Adult Social Care</b>	<b>54 - 56</b>
<b>11.3</b>	<b>Regeneration</b>	
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<b>11.4</b>	<b>Children, Young People and Education</b>	
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<b>11.7</b>	<b>Neighbourhood and Prevention Services</b>	
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<b>11.8</b>	<b>Resources</b>	
	<b>Resources</b>	<b>70 - 71</b>
<b>12.</b>	<b>Draft Year Planner 2019/20</b>	
	<b>Year Planner 2019-20</b>	<b>72 - 75</b>
	To receive the draft Year Planner for 2019/20 and make any comments ahead of submission of the final version to the next Council Forum meeting on 28 <sup>th</sup> March 2019.	
<b>13.</b>	<b>To consider any questions received from Members under Procedure Rule 11</b>	

## **PART 2: ITEMS FOR CONSIDERATION IN PRIVATE**

There are no items to be considered under Part 2.

Date Published: Wednesday, 16 January 2019  
Harry Catherall, Chief Executive

## POLICY COUNCIL Thursday, 6 December 2018

**PRESENT** –*The Deputy Mayor Councillor Jim Shorrocks, Councillors Afzal, Akhtar H, Akhtar P, Batan, Bateson, Casey, Connor, Daley, Davies, Floyd, Gee, Groves, Gunn, Harling, Hussain I, Hussain M, Hussain S, Jan-Virmani, Kay, Khan M, Khan Z, Khonat, Liddle, Mahmood, Marrow, McGurk, Oates, Patel, Pearson, Richards, Rigby J, Riley, Salton, Sidat, Slater Ja, Slater Jo, Slater N, Smith D, Smith J, Surve, Talbot, Taylor and Whittle.*

### RESOLUTIONS

#### **38     Notice Convening Meeting**

The Chief Executive read the notice convening the meeting.

#### **39     Minutes Silence in Memory of former Councillor Ron O'Keeffe**

A minutes silence was observed in memory of former Councillor Ron O'Keeffe. A number of tributes were made by Members.

#### **40     Apologies for Absence**

Apologies for absence were submitted on behalf of the Mayor, Councillor Pat McFall, and Councillors Brookfield, Fazal, Hardman, Hussain F, Rigby C, and Slater Ju.

#### **41     Declarations of Interest**

Declarations of Interest were received in relation to Agenda Item No.9, (Council Tax Support Policy) from Councillors Batan, Groves, Khan M, Khonat, Mahmood, McGurk, Patel, Sidat, Surve, Talbot, Taylor, Connor, Hardman and Marrow.

#### **42     Appointment of Chief Executive**

A report was submitted containing recommendations from the Chief Executive Employment Committee regarding the appointment of a new Chief Executive and the departure of the current Chief Executive from 30<sup>th</sup> April 2019.

The Chief Executive Employment Committee met on 26<sup>th</sup> November 2018 and considered an option for achieving a reduction in the numbers of Chief Officers consequent of the departure of the current Chief Executive.

When the Chief Executive Employment Committee met they considered a number of factors relating to the executive and senior management of the Council in the context of the ongoing uncertain financial position from 2019/20. In this context the Committee was presented with an option for an efficient internal management restructure and reduction in executive level posts from two to one. The opportunity for this change and the consequential savings being provided by the current Chief Executive proposing and the Employment Committee accepting a joint agreement for his employment to end on 30<sup>th</sup> April 2019. The Committee was also aware

of the opportunity presented by the experience, knowledge skills and abilities of the current Deputy Chief Executive to take on the Chief Executive role from May 2019.

The reduction in two posts to one, the costs of which would be contained within the first year saving, would secure an ongoing full year net saving of approximately £130,000 per annum from 2020/21.

## **RESOLVED -**

That the following recommendations of the Chief Executive Employment Committee be confirmed:-

1. The release of the current Chief Executive on 30<sup>th</sup> April 2019 as set out in the report;
2. Approve a restructure of the senior management team of the Council incorporating the deletion of the post of Deputy Chief Executive to achieve financial savings for the Council as set out in the report;
3. Appoint Denise Park as Chief Executive/Head of paid Service with effect from 1<sup>st</sup> May 2019 on the existing Chief Executive grade of £142,277- £155,463;
4. Request the Chief Executive designate, Denise Park, to develop proposals for revisions to the Chief Officer structure of the Council to ensure the continued effectiveness of service delivery and request these proposals to be presented to the Chief Officers Employment Committee for consideration, with a view to final recommendations being presented to the Finance Council on 25<sup>th</sup> February 2019 for the implementation of a new senior management team structure on 1<sup>st</sup> May 2019;
5. In accordance with the Council's Constitution (Part 3 - Section 17) to confirm that Denise Park be appointed from 1<sup>st</sup> May 2019 as Acting Returning Officer for any constituency or part of a constituency coterminous with or contained in the Borough of Blackburn with Darwen, and Returning Officer for the elections of councillors for Blackburn with Darwen Borough Council. In addition to act as Electoral Registration Officer for Blackburn with Darwen Borough Council; and
6. To place on record the thanks of the Council for the Services of Harry Catherall over the last 21 years as a senior officer and last 6 years as Chief Executive of the Council.

*At this point of the meeting, the Chief Executive advised that in line with the Constitution, the Policy Council would now be held in Committee.*

## **43      Corporate Plan and priorities beyond 2020**

A report was submitted which outlined the key national and local policy challenges and proposals regarding the Council's positioning on future policy areas for the benefit of residents in Blackburn with Darwen. The

Leader of the Council introduced the report and the Chief Executive presented a video which contained highlights and achievements from the last 12 months.

The report outlined the current corporate priorities and four development themes, and key activities and achievements in 2018, along with the latest position relating to the Medium Term Financial Strategy and progress against the Corporate Plan KPIs 2018/19 and the National Policy Direction.

Members were advised of the key activities for each portfolio that would be delivered by March 2020.

The Corporate Plan would be refreshed to reflect the changes in Council structure and the range of initiatives, new partnerships and interventions put in place in recent years alongside the changing landscape in local government and the wider public sector. The report outlined the recent activity undertaken to help the Council make an informed decision on future priorities and objectives.

Over the next few weeks, officers would be developing five or six key corporate priorities for the Council to 2023 which would reflect the evidence base and emerging local and national policy issues whilst building on the existing six priorities.

Emerging themes based on the points set out in this report included inclusive growth and social mobility; supporting young people and raising aspirations; safeguarding and supporting the most vulnerable people; connected communities and integration; reducing health inequalities and improving health outcomes; strengthening partnership working; and financial resilience.

The Corporate Priorities and Plan would be underpinned by an action plan with key corporate and portfolio performance measures so that progress could be monitored to ensure achievement of the priorities.

The final Plan would be available for consideration by Members, stakeholders and communities in January 2019 with a final report to Council Forum on 28<sup>th</sup> March 2019 to approve the new Corporate Plan and Priorities.

**RESOLVED** – That the Policy Council note:

1. The content of the report;
2. The national policy direction and the Council's response to current and future policy changes;
3. The next steps to developing a new Corporate Plan and Corporate Priorities to 2023; and
4. The overall performance against the delivery of the Council's strategic objectives.

*At this point of the meeting, the Chief Executive advised that in line with the*

**44      Review of Polling Districts, Polling Places and Polling Stations**  
**October 2018**

A report was submitted that requested Council to consider and approve the final recommendations following the review and public consultation.

The review and the recommendations involved visiting and accessing a number of existing and proposed polling places stations in Blackburn and Darwen. In designating polling places/stations the Council ensured that a set criteria was met relating to the location, facilities, accessibility to and within the polling place/station (including disable access), health and safety and space. The review also included an evaluation of temporary polling stations (mobiles) to determine whether their continued use and location provided the best option, and taking into account the feedback the council had received from residents and electors over the years. In drawing up recommendations consideration was also need to be given to the number of polling stations allocated for a given electorate. The physical geography of a ward including, railway lines, dual carriageways, hills, the shape of the ward itself was also taken into account. Other factors taken into consideration included the situation of polling places/stations in relation to wider amenities and the main transport routes within a ward. In order to predict the likely number of electors at a polling station in the future, turnout figures from the May 2018 'all out' elections were used. Other information referred to during the review included availability and accessibility of polling places and previous representations made by candidates, agents and polling station staff.

All comments and representations received during the consultation period were considered before the Returning Officer's final recommendations were prepared. The Returning Officer's final recommendations were due to be published on the website by 30 November and information/ward maps on display in the Council Chamber from week commencing 3 December. When the final recommendations were published on the Council website, a web link was sent to all Members, the offices of the 2 MPs, the (Acting) Returning Officer for the Rossendale & Darwen constituency and local disability groups.

The Council's approval of the final recommendations would complete the review and the new polling arrangements would be implemented at the next scheduled local government elections in May 2019 (or earlier in the event of a General Election or a referendum).

The implementation of the new polling arrangements would require some changes to the electoral register. The new electoral register would be published on 1 February 2019, following a statutory 14 day notice period.

**RESOLVED – That the Council:**

- 1    Note the review of polling districts, polling places and polling stations commenced on 1 October 2018;
- 2    Approve the final recommendations of the review and changes to

polling districts, polling places and polling stations for parliamentary and local government elections.

- 3 Note the publication date (1 February 2019) of the revised electoral register and implementation of the review from 2 May 2019 (or earlier in the event of a General Election or a referendum);
- 4 Delegate to the Chief Executive, as the (Acting) Returning Officer to make any appropriate changes to the polling districts, polling places and polling stations following approval of the final recommendations whenever such needs arise, until the next formal review; and
- 5 Authorise the Director of HR, Legal & Governance to make any necessary changes to the Council's Constitution.

#### **45 Council Tax Support Policy**

Members considered a report containing recommendations relating to the Council Tax Support Scheme for 2019/20.

Since the requirement to introduce a localised Council Tax Support scheme in 2013, the Council had maintained a scheme that had been broadly in line with the previous national Council Tax Benefit scheme rules and Housing Benefit legislation.

A wide ranging review of the scheme in recent months had recommended that a number of changes should be introduced. The proposals were based on a number of key considerations, which included;

- alignment of the scheme with Universal Credit, which in turn will mitigate the increase in the volume of changes in financial circumstances and subsequent reissue of council tax bills;
- simplification of the scheme, and;
- to reduce the overall level of Council Tax Support awards to working age claimants which will, as a consequence, result in a potential budgetary saving to the Council.

The proposed changes were outlined in report submitted, along with the full scheme.

**RESOLVED** – That the report be noted and the Council Tax Support Scheme for the financial year 2019/20 be approved.

#### **46 Report of the Standards Committee**

A report was submitted which provided an update on complaints and the Work Programme for the Committee. The report also outlined a Protocol on Member to Member relations, following discussion on this topic at the Committee which would compliment the Members Code of Conduct, and the Protocol was submitted at Appendix A of the report. Subject to agreement, the Protocol would be included in the Council's Constitution.



**RESOLVED** – That the report be noted and that the Protocol on Member to Member relations as recommended by the Standards Committee be adopted and incorporated in the Council's Constitution.

Signed at a meeting of the Council Forum  
on 24<sup>th</sup> January 2019  
(being the ensuing meeting of the Council) by

MAYOR

## DECLARATIONS OF INTEREST IN ITEMS ON THIS AGENDA

**Members attending a Council, Committee, Board or other meeting with a personal interest in a matter on the Agenda must disclose the existence and nature of the interest and, if it is a Disclosable Pecuniary Interest or an Other Interest under paragraph 16.1 of the Code of Conduct, should leave the meeting during discussion and voting on the item.**

**Members declaring an interest(s) should complete this form and hand it to the Democratic Services Officer at the commencement of the meeting and declare such an interest at the appropriate point on the agenda.**

MEETING: **COUNCIL FORUM**

DATE: **24<sup>th</sup> January 2019**

AGENDA ITEM NO.:

DESCRIPTION (BRIEF):

NATURE OF INTEREST:

DISCLOSABLE PECUNIARY/OTHER (delete as appropriate)

SIGNED :

PRINT NAME:

(Paragraphs 8 to 17 of the Code of Conduct for Members of the Council refer)



## REPORT OF: EXECUTIVE MEMBER FOR ENVIRONMENT

TO: COUNCIL FORUM

ON: 24 January 2018

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### GAMBLING ACT 2005 STATEMENT OF LICENSING POLICY – 2019

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#### 1. PURPOSE OF THE REPORT

1.1 To seek adoption of the Statement of Policy.

#### 2. RECOMMENDATIONS

2.1 That the Council approves the revised Statement of Licensing Policy for the Gambling Act 2005.

#### 3. BACKGROUND

3.1 The Council is required to publish a Statement of Licensing Policy under the Gambling Act 2005 (the Act). This is a statement of principles that the Licensing Authority must consider when determining applications for Premises Licences for gambling establishments and sets out the approach which will be taken when dealing with permissions the Council grants and enforces thereafter.

3.2 It also identifies how the Authority will seek to promote the licensing objectives under the Act, namely:-

- Preventing gambling from being a source of crime or disorder, being associated with crime and disorder or being used to support crime.
- Ensuring gambling is conducted in a fair and open way.
- Protecting children and other vulnerable people from being harmed or exploited by gambling.

3.3 The policy must be reviewed every three years; the last policy was published in January 2016.

## 4. RATIONALE

4.1 The Statement of Policy document is based on a template issued by the Local Government Association. The aim of this is to promote a nationwide, consistent approach on Gambling policy.

4.2 The Statement of Policy is a comprehensive document which defines the principles in exercising:

- The powers to designate a body which is competent to advise the Licensing Authority about the protection of children from harm.
- The powers to determine whether a person is an interested person in relation to a premises licence, or an application for or in respect of a premises licence.
- The functions with respect to the exchange of information between the Licensing Authority and the Gambling Commission and other persons listed in schedule 6 to the Act, for example Police and HMRC.
- The principles to be applied by the Licensing Authority in exercising the functions under part 15 of the Act with respect to the inspection of premises and the powers under section 346 of the Act to institute criminal proceedings in respect of the offences specified.

4.3 The Public Protection Service has consulted at a national and local level with businesses and organisations affected by the policy. The consultation lasted from 3 September to 14 November 2018. The residents of the Borough have been consulted via the Council's website and through resident associations. A full list of consultees is included as Appendix A of the Policy Statement.

4.4 The current Statement of Policy was agreed in 2016. The proposed changes for 2019 are very limited. The main amendment reflects legislative changes introduced in April 2016 whereby operators of gambling premises must carry out a local risk assessment of the impact of the provision of their gambling facilities in the area on the licensing objectives. Information regarding the public health aspect of gambling has also been included. Other changes are to update contact details and titles of legislation.

4.5 A very limited number of responses have been received and further amendments have been made where appropriate.

4.6 There are no risks associated with publication of the Statement of Policy for the Gambling Act.

4.7 The statement of policy explains how the Council will exercise its functions to protect residents and visitors from the potential harms from gambling whilst allowing responsible businesses to operate.

## **5. POLICY IMPLICATIONS**

5.1 Please see comments in the body of the report. The Council's Constitution requires the Licensing Policy Statement to be approved by full Council as part of the policy framework.

## **6. FINANCIAL IMPLICATIONS**

6.1 The financial costs incurred by the consultation and the publication of the revised document will be borne by the fees levied for gambling premises.

## **7. LEGAL IMPLICATIONS**

7.1 The Council is required to publish a Statement of Licensing Policy under the Gambling Act 2005. The statement must be reviewed every 3 years. Blackburn with Darwen Borough Council last published a Statement of Licensing Policy under the Gambling Act 2005 in 2016 therefore there is a theoretical risk of legal challenge if the reviewed and amended document attached to this report is not approved.

## **8. RESOURCE IMPLICATIONS**

8.1 Existing staff in the public protection service will undertake the associated work in revising and implementing the Statement of Gambling Policy.

## **9. EQUALITY IMPLICATIONS**

9.1 An initial Equality Impact Assessment has been completed. No negative impacts are anticipated.

## **10. CONSULTATIONS**

10.1 Details of consultation are included in paragraph 4.3.

### **Chief Officer/Member**

Contact Officer: Denise Andrews, Business Compliance and Licensing Manager  
Donna Riding, Principal Licensing Officer

Date:

Background Papers: None

# GAMBLING POLICY 2019

**POLICY STATEMENT**  
**Under Section 349 of the Gambling Act 2005**

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*This Statement of Licensing Principles was approved by Blackburn with Darwen Borough Council on 24 January 2019*  
*All references to the Guidance refer to the Gambling Commission's Guidance to Licensing Authorities, 5<sup>th</sup> Edition, published September 2015 and updated in September 2016.*

## Introduction

This statement of Policy in relation to the Gambling functions that this Authority regulates sets out the approach that will be taken when dealing with permissions its grants and enforces thereafter.

It also identifies how the Authority will seek to promote the licensing objectives under the Act, namely:-

- **Preventing gambling from being a source of crime or disorder, being associated with crime and disorder or being used to support crime.**
- **Ensuring gambling is conducted in a fair and open way.**
- **Protecting children and other vulnerable people from being harmed or exploited by gambling.**

Partnerships are important to us and with this in mind we will be working closely with the Gambling Commission, the Police and the other responsible authorities named within the Act. We will also provide guidance and support, where possible, to the trade, residents and businesses.

All decisions that are made in relation to gambling will be made having taken into account the three objectives and each application will be dealt with on its merits.

This policy will come into effect on the 31<sup>st</sup> January 2019 and will be reviewed no later than the 31<sup>st</sup> January 2022.

In carrying out its gambling functions this Authority will have regard to its Policy and the Guidance issued by the Gambling Commission.



## **PART A**

### **1. The Licensing Objectives**

- 1.1. In exercising most of their functions under the Gambling Act 2005, licensing authorities must have regard to the licensing objectives as set out in section 1 of the Act. The licensing objectives are:
  - Preventing gambling from being a source of crime or disorder, being associated with crime or disorder or being used to support crime
  - Ensuring that gambling is conducted in a fair and open way
  - Protecting children and other vulnerable persons from being harmed or exploited by gambling
- 1.2. It should be noted that the Gambling Commission has stated: “The requirement in relation to children is explicitly to protect them from being harmed or exploited by gambling”.
- 1.3. This licensing authority is aware that, as per Section 153, in making decisions about premises licences and temporary use notices it should aim to permit the use of premises for gambling in so far as it thinks it:
  - in accordance with any relevant code of practice issued by the Gambling Commission
  - in accordance with any relevant guidance issued by the Gambling Commission
  - Reasonably consistent with the licensing objectives and
  - in accordance with the authority’s statement of licensing policy

### **2. Introduction**

- 2.1 Licensing authorities are required by the Gambling Act 2005 to publish a statement of the principles which they proposed to apply when exercising their functions. This statement must be published at least every three years. The statement must also be reviewed from “time to time” and any amended parts re-consulted upon. The statement must be then re-published.
- 2.2 The Authority consulted widely upon this Policy from 11 September to 30 October 2018 before finalising at a Full Council meeting held on 24 January 2019.
- 2.3 The Gambling Act requires that the following parties are consulted by Licensing Authorities:
  - The Chief Officer of Police;
  - One or more persons who appear to the authority to represent the interests of persons carrying on gambling businesses in the authority’s area;
  - One or more persons who appear to the authority to represent the interests of persons who are likely to be affected by the exercise of the authority’s functions under the Gambling Act 2005.

A list of those persons consulted can be found at Appendix A.

- 2.4 The full list of comments made and the consideration by the Council of those comments is available by request to The Principal Licensing Officer, [licensingteam@blackburn.gov.uk](mailto:licensingteam@blackburn.gov.uk).
- 2.5 Should you have any comments as regards this policy statement please send them via e-mail or letter to the following contact:

**The Principal Licensing Officer, Public Protection Service, Blackburn with Darwen Council, White Dove Office, Davyfield Road Depot, Davyfield Road Blackburn BB21LX.**

- 2.6 It should be noted that this policy statement will not override the right of any person to make an application, make representations about an application, or apply for a review of a licence, as each will be considered on its own merits and according to the statutory requirements of the Gambling Act 2005.
- 2.7 Blackburn with Darwen Council is situated in the County of Lancashire. The Borough covers an area of approximately 13,700 hectares and contains a population of approximately 147,000 people in 57,400 households within two compact towns and a number of small villages in the surrounding rural and moorland areas. The towns of Blackburn and Darwen are 4 miles apart, but the growth of both towns has resulted in an almost continuous urban conurbation along the A666. The vast majority of the population use the borough's shopping, leisure, employment and educational facilities.

## **1. Declaration**

- 1.1. In producing the final statement, this licensing authority declares that it has had regard to the licensing objectives of the Gambling Act 2005, the Guidance to Licensing Authorities issued by the Gambling Commission, and any responses from those consulted on the statement.

## **2. Responsible Authorities**

- 2.1. The licensing authority is required by regulations to state the principles it will apply in exercising its powers under Section 157(h) of the Act to designate, in writing, a body which is competent to advise the authority about the protection of children from harm. The principles are:
- the need for the body to be responsible for an area covering the whole of the licensing authority's area; and
  - the need for the body to be answerable to democratically elected persons, rather than any particular vested interest group.
- 2.2. In accordance with the suggestion in the Gambling Commission's Guidance to Licensing Authorities, this authority designates the Local Safeguarding Children Board for this purpose.

The contact details of all the Responsible Authorities under the Gambling Act 2005 are available via the Council's website at: **[www.blackburn.gov.uk](http://www.blackburn.gov.uk)**

## **5. Interested parties**

- 5.1. Interested parties can make representations about licence applications, or apply for a review of an existing licence. These parties are defined in the Gambling Act 2005 as follows:

"For the purposes of this Part a person is an interested party in relation to an application for or in respect of a premises licence if, in the opinion of the licensing authority which issues the licence or to which the applications is made, the person-

- a) lives sufficiently close to the premises to be likely to be affected by the authorised activities,
- b) has business interests that might be affected by the authorised activities, or
- c) represents persons who satisfy paragraph (a) or (b)"

5.2. The licensing authority is required by regulations to state the principles it will apply in exercising its powers under the Gambling Act 2005 to determine whether a person is an interested party. The principles are:

5.2.1. Each case will be decided upon its merits. This authority will not apply a rigid rule to its decision making. It will consider the examples of considerations provided in the Gambling Commission's Guidance to Licensing Authorities at 8.11 to 8.18. It will also consider the Gambling Commission's Guidance that "has business interests" should be given the widest possible interpretation and include partnerships, charities, faith groups and medical practices.

5.2.2. Interested parties can be persons who are democratically elected such as councillors and MPs. No specific evidence of being asked to represent an interested person will be required as long as the councillor/MP represents the ward likely to be affected. Likewise, parish councils likely to be affected will be considered to be interested parties. Other than these however, this authority will generally require written evidence that a person/body (e.g. an advocate / relative) 'represents' someone who either lives sufficiently close to the premises to be likely to be affected by the authorised activities and/or has business interests that might be affected by the authorised activities. A letter from one of these persons, requesting the representation is sufficient.

If individuals wish to approach councillors to ask them to represent their views then care should be taken that the councillors are not part of the Licensing Committee dealing with the licence application. If there are any doubts then please contact the licensing department [LicensingTeam@blackburn.gov.uk](mailto:LicensingTeam@blackburn.gov.uk)

## **1. Exchange of Information**

1.1. Licensing authorities are required to include in their statements the principles to be applied by the authority in exercising the functions under sections 29 and 30 of the Act with respect to the exchange of information between it and the Gambling Commission, and the functions under section 350 of the Act with the respect to the exchange of information between it and the other persons listed in Schedule 6 to the Act.

1.2. The principle that this licensing authority applies is that it will act in accordance with the provisions of the Gambling Act 2005 in its exchange of information which includes the provision that the General Data Protection Regulation (GDPR) will not be contravened. The licensing authority will also have regard to any Guidance issued by the Gambling Commission on this matter, as well as any relevant regulations issued by the Secretary of State under the powers provided in the Gambling Act 2005.

Should any protocols be established as regards information exchange with other bodies then they will be made available.

## 2. Enforcement

- 2.1. Licensing authorities are required by regulation under the Gambling Act 2005 to state the principles to be applied by the authority in exercising the functions under Part 15 of the Act with respect to the inspection of premises; and the powers under section 346 of the Act to institute criminal proceedings in respect of the offences specified.
- 2.2. This licensing authority's principles are that:  
It will be guided by the Gambling Commission's Guidance to Licensing Authorities and will endeavour to be:
- Proportionate: regulators should only intervene when necessary: remedies should be appropriate to the risk posed, and costs identified and minimised;
  - Accountable: regulators must be able to justify decisions, and be subject to public scrutiny;
  - Consistent: rules and standards must be joined up and implemented fairly;
  - Transparent: regulators should be open, and keep regulations simple and user friendly; and
  - Targeted: regulation should be focused on the problem, and minimise side effects.
- 2.3. As per the Gambling Commission's Guidance to Licensing Authorities this licensing authority will endeavour to avoid duplication with other regulatory regimes so far as possible.
- 2.4. This licensing authority has adopted and implemented a risk-based inspection programme, based on;
- The licensing objectives
  - Relevant codes of practice
  - Guidance issued by the Gambling Commission, in particular at Part 36
  - The principles set out in this statement of licensing policy
- 2.5. The main enforcement and compliance role for this licensing authority in terms of the Gambling Act 2005 is to ensure compliance with the premises licences and other permissions which it authorises. The Gambling Commission is the enforcement body for the operating and personal licences. It is also worth noting that concerns about manufacture, supply or repair of gaming machines are not dealt with by the licensing authority but should be notified to the Gambling Commission.
- 2.6. This licensing authority also keeps itself informed of developments as regards the work of the Better Regulation Executive in its consideration of the regulatory functions of local authorities.
- 2.7. Bearing in mind the principle of transparency, this licensing authority's enforcement/compliance protocols/written agreements are available upon request to the licensing department [LicensingTeam@blackburn.gov.uk](mailto:LicensingTeam@blackburn.gov.uk) Our risk methodology is also available upon request.
- 2.8. The Council will take account of the Gambling Commissions guidance document issued in February 2015 (or any subsequent amendments) 'Approach to Test Purchasing' when considering making test purchases at gambling premises. The Council will also follow its own policies and procedures regarding the use of underage test purchasers.
- 2.9. Where there is a Primary Authority scheme in place, the Council will seek guidance from the Primary Authority before taking any enforcement action.

Further information, including an index of all Primary Authority arrangements can be found at:

<https://primaryauthorityregister.info/par/index.php/home>

## **1. Licensing authority functions**

1.1. Licensing authorities are required under the Act to:

- Be responsible for the licensing of premises where gambling activities are to take place by issuing *Premises Licences*
- Issue *Provisional Statements*
- Regulate *members' clubs* and *miners' welfare institutes* who wish to undertake certain gaming activities via issuing Club Gaming Permits and/or Club Machine Permits
- Issue *Club Machine Permits* to *Commercial Clubs*
- Grant permits for the use of certain lower stake gaming machines at *unlicensed Family Entertainment Centres*
- Receive notifications from alcohol licensed premises (under the Licensing Act 2003) for the use of two or fewer gaming machines
- Issue *Licensed Premises Gaming Machine Permits* for premises licensed to sell/supply alcohol for consumption on the licensed premises, under the Licensing Act 2003, where there are more than two machines
- Register *small society lotteries* below prescribed thresholds
- Issue *Prize Gaming Permits*
- Receive and Endorse *Temporary Use Notices*
- Receive *Occasional Use Notices*
- Provide information to the Gambling Commission regarding details of licences issued (see section above on 'information exchange')
- Maintain registers of the permits and licences that are issued under these functions

It should be noted that licensing authorities are not be involved in licensing remote gambling at all, which is regulated by the Gambling Commission via operating licences.

## **2. Public Health and Gambling**

- 2.1. The Licensing Authority agrees with the Gambling Commission's position that gambling- related harm should be considered as a public health issue.
- 2.2. Gambling is a legitimate leisure activity enjoyed by many and the majority of those who gamble appear to do so with enjoyment, and without exhibiting any signs of problematic behaviour. There are however significant numbers of people who do experience significant harm as result of their gambling.
- 2.3. For these problem gamblers, harm can include higher levels of physical and mental illness, debt problems, relationship breakdown and, in some cases, criminality and suicide. It can also be associated with substance misuse.
- 2.4. There can also be considerable negative effects experienced by the wider group of people around a gambler. The health and wellbeing of partners, children, and friends can all be negatively affected.
- 2.5. Therefore the Licensing Authority considers that Public Health teams, whilst not a

responsible authority under the Act, can still assist the Licensing Authority to address gambling-related harms in its area.

2.6. The licensing authority would therefore like to engage with the local Public Health team in the future development of this Statement of Principles and the Local Area Profile. It is hoped that the Public Health team will be able to help the Licensing Authority:

- Identify and interpret health data and evidence to inform the review of the Statement and develop locally tailored local area profiles.
- Make decisions that benefit and protect the health and wellbeing of local communities.
- Be clear on issues which they can have regard to when deciding on licenses for a wide range of gambling activities.
- Identify and interpret health data and evidence to inform the review of the Statement;
- Conduct a health-impact assessment of gambling in the local area or assess any existing information.

2.7. The licensing authority recognises the work the public health team is already involved with to reduce problem gambling, as part of Lancashire and South Cumbria Integrated Care System's priority of suicide prevention. A sub group of local authorities and debt advice service providers are mapping debt advice services across the footprint and the list will be shared with partners such as GPs, substance misuse services, mental health services, welfare advice services and then the licensing authority will share with staff in bookmakers, pubs and bingo halls.

## **PART B**

### **PREMISES LICENCES: CONSIDERATION OF APPLICATIONS**

#### **1. General Principles**

Premises licences are subject to the requirements set-out in the Gambling Act 2005 and regulations, as well as specific mandatory and default conditions which are detailed in regulations issued by the Secretary of State. Licensing authorities are able to exclude default conditions and also attach others, where it is believed to be appropriate.

##### **(i) Decision-making**

This licensing authority is aware that in making decisions about premises licences it should aim to permit the use of premises for gambling in so far as it thinks it:

- in accordance with any relevant code of practice issued by the Gambling Commission;
- in accordance with any relevant guidance issued by the Gambling Commission;
- reasonably consistent with the licensing objectives; and
- in accordance with the authority's statement of licensing policy.

It is appreciated that as per the Gambling Commission's Guidance to Licensing Authorities "moral objections to gambling are not a valid reason to reject applications for premises licences" nor are considerations about nuisance or the likelihood of gaining planning or building regulations approvals. In addition unmet demand is not a criterion for a licensing authority. The exception is with regard to any 'no casino resolution' - see section on Casinos - page 16).

The Licence Conditions and Code of Practice (LCCP) issued by the Gambling Commission places further onus on premises to complete a risk assessment based on code 8, the social responsibility code which came into force on 6 April 2016.

The council will have regard to this code when considering applications. This is covered in detail in Part 4 of this statement.

**(ii) Definition of “premises”** – In the Act, "premises" is defined as including "any place". Section 152 therefore prevents more than one premises licence applying to any place. But a single building could be subject to more than one premises licence, provided they are for different parts of the building and the different parts of the building can be reasonably regarded as being different premises. This approach has been taken to allow large, multiple unit premises such as a pleasure park, pier, track or shopping mall to obtain discrete premises licences, where appropriate safeguards are in place. However, licensing authorities should pay particular attention if there are issues about sub-divisions of a single building or plot and should ensure that mandatory conditions relating to access between premises are observed.

The Gambling Commission states in its Guidance to Licensing Authorities that: “In most cases the expectation is that a single building / plot will be the subject of an application for a licence, for example, 32 High Street. But, that does not mean 32 High Street cannot be the subject of separate premises licences for the basement and ground floor, if they are configured acceptably. Whether different parts of a building can properly be regarded as being separate premises will depend on the circumstances. The location of the premises will clearly be an important consideration and the suitability of the division is likely to be a matter for discussion between the operator and the licensing officer. However, the Commission does not consider that areas of a building that are artificially or temporarily separated, for example by ropes or moveable partitions, can properly be regarded as different premises.”

This licensing authority takes particular note of the Gambling Commission's Guidance to Licensing Authorities which states that: licensing authorities should take particular care in considering applications for multiple licences for a building and those relating to a discrete part of a building used for other (non-gambling) purposes. In particular they should be aware of the following:

- The third licensing objective seeks to protect children from being harmed by gambling. In practice that means not only preventing them from taking part in gambling, but also preventing them from being in close proximity to gambling. Therefore premises should be configured so that children are not invited to participate in, have accidental access to or closely observe gambling where they are prohibited from participating.
- Entrances to and exits from parts of a building covered by one or more premises licences should be separate and identifiable so that the separation of different premises is not compromised and people do not "drift" into a gambling area. In this context it should normally be possible to access the premises without going through another licensed premises or premises with a permit.
- Customers should be able to participate in the activity names on the premises licence.

The Guidance also gives a list of factors which the licensing authority should be aware of, which may include:

- Do the premises have a separate registration for business rates?
- Is the premises' neighbouring premises owned by the same person or someone else?
- Can each of the premises be accessed from the street or a public passageway?
- Can the premises only be accessed from any other gambling premises?

This authority will consider these and other relevant factors in making its decision, depending on all the circumstances of the case.

**The Gambling Commission's relevant access provisions for each premises type are reproduced below:**

#### **Casinos**

- The principal access entrance to the premises must be from a street (as defined at 7.24 of the Guidance)
- No entrance to a casino must be from premises that are used wholly or mainly by children and/or young persons
- No customer must be able to enter a casino directly from any other premises which holds a gambling premises licence

#### **Adult Gaming Centre**

- No customer must be able to access the premises directly from any other licensed gambling premises

#### **Betting Shops**

- Access must be from a street (as per para 7.23 Guidance to Licensing Authorities) or from another premises with a betting premises licence
- No direct access from a betting shop to another premises used for the retail sale of merchandise or services. In effect there cannot be an entrance to a betting shop from a shop of any kind and you could not have a betting shop at the back of a café



- the whole area would have to be licensed.

### **Tracks**

- No customer should be able to access the premises directly from:
  - a casino
  - an adult gaming centre

### **Bingo Premises**

- No customer must be able to access the premise directly from:
  - a casino
  - an adult gaming centre
  - a betting premises, other than a track

### **Family Entertainment Centre**

- No customer must be able to access the premises directly from:
  - a casino
  - an adult gaming centre
  - a betting premises, other than a track

Part 7 of the Gambling Commission's Guidance to Licensing Authorities contains further guidance on this issue, which this authority will also take into account in its decision-making.

#### **(iii) Premises “ready for gambling”**

The Guidance states that a licence to use premises for gambling should only be issued in relation to premises that the licensing authority can be satisfied are going to be ready to be used for gambling in the reasonably near future, consistent with the scale of building or alterations required before the premises are brought into use.

If the construction of a premises is not yet complete, or if they need alteration, or if the applicant does not yet have a right to occupy them, then an application for a provisional statement should be made instead.

In deciding whether a premises licence can be granted where there are outstanding construction or alteration works at a premises, this authority will determine applications on their merits, applying a two stage consideration process:-

- First, whether the premises ought to be permitted to be used for gambling
- Second, whether appropriate conditions can be put in place to cater for the situation that the premises are not yet in the state in which they ought to be before gambling takes place.

Applicants should note that this authority is entitled to decide that it is appropriate to grant a licence subject to conditions, but it is not obliged to grant such a licence.

More detailed examples of the circumstances in which such a licence may be granted can be found at paragraphs 7.60-7.67 of the Guidance.

#### **(iv) Location**

This licensing authority is aware that demand issues cannot be considered with regard to the location of premises but that considerations in terms of the licensing objectives are relevant to its decision-making. As per the Gambling Commission's Guidance to Licensing

Authorities, this authority will pay particular attention to the protection of children and vulnerable persons from being harmed or exploited by gambling, as well as issues of crime and disorder. Each application will be considered on its own merits. Operators will be expected to demonstrate in their local risk assessment (LRA) the impact of the provision of gambling facilities in a particular area on the licensing objectives. From 6 April 2016 a new requirement was introduced requiring licensed operators of certain gambling establishments to undertake local risk assessments. This requirement was formalised in the Gambling Commission's Licence Conditions and Codes of Practice (LCCP) which were revised and published in April 2018. <http://www.gamblingcommission.gov.uk/PDF/LCCP/Licence-conditions-and-codes-of-practice.pdf>

This authority has not adopted any specific policy in relation to areas where gambling premises should not be located. Should any such policy be decided upon, this policy statement will be updated. However this authority would expect an operator's local risk assessment (LRA) to consider, for example, the proximity of their premises in relation to schools, hospitals and centres where children or vulnerable groups may be present

It should be noted that any such future policy will not preclude any application being made and each application will be decided on its merits, with the onus upon the applicant to show how any concerns can be overcome.

#### **(v) Planning:**

The Gambling Commission Guidance to Licensing Authorities states:

7.60 – In determining applications the licensing authority has a duty to take into consideration all relevant matters and not to take into consideration any irrelevant matters, i.e. those not related to gambling and the licensing objectives. One example of an irrelevant matter would be the likelihood of the applicant obtaining planning permission or building regulations approval for their proposal.

This authority will not take into account irrelevant matters as per the above guidance. In addition this authority notes the following excerpt from the Guidance:

7.67 - When dealing with a premises licence application for finished buildings, the licensing authority should not take into account whether those buildings have or comply with the necessary planning or building consents. Those matters should be dealt with under relevant planning control and building regulation powers, and not form part of the consideration for the premises licence. Section 210 of the 2005 Act prevents licensing authorities taking into account the likelihood of the proposal by the applicant obtaining planning or building consent when considering a premises licence application. Equally the grant of a gambling premises licence does not prejudice or prevent any action that may be appropriate under the law relating to planning or building.

#### **(vi) Duplication with other regulatory regimes**

This licensing authority seeks to avoid any duplication with other statutory / regulatory systems where possible, including planning. This authority will not consider whether a licence application is likely to be awarded planning permission or building regulations approval, in its consideration of it. It will though, listen to, and consider carefully, any concerns about conditions which are not able to be met by licensees due to planning restrictions, should such a situation arise.

When dealing with a premises licence application for finished buildings, this authority will not take into account whether those buildings have to comply with the necessary planning or buildings consents. Fire or health and safety risks will not be taken into account, as these matters are dealt with under relevant planning control, buildings and other regulations and must not form part of the consideration for the premises licence.

#### **(vii) Licensing objectives**

Premises licences granted must be reasonably consistent with the licensing objectives. With regard to these objectives, this licensing authority has considered the Gambling Commission's Guidance to Licensing Authorities and some comments are made below.

**Preventing gambling from being a source of crime or disorder, being associated with crime or disorder or being used to support crime** - This licensing authority is aware that the Gambling Commission takes a leading role in preventing gambling from being a source of crime. The Gambling Commission's Guidance does however envisage that licensing authorities should pay attention to the proposed location of gambling premises in terms of this licensing objective. Thus, where an area has known high levels of organised crime this authority will consider carefully whether gambling premises are suitable to be located there and whether conditions may be suitable such as the provision of door supervisors. This licensing authority is aware of the distinction between disorder and nuisance and will consider factors (for example, whether police assistance was required and how threatening the behaviour was to those who could see it) so as to make that distinction.

**Ensuring that gambling is conducted in a fair and open way** - This licensing authority has noted that the Gambling Commission states that it generally does not expect licensing authorities to be concerned with ensuring that gambling is conducted in a fair and open way as this will be addressed via operating and personal licences. There is however, more of a role with regard to tracks which is explained in more detail in the 'tracks' section— see page 17.

**Protecting children and other vulnerable persons from being harmed or exploited by gambling** - This licensing authority has noted the Gambling Commission's Guidance that this objective means preventing children from taking part in gambling (as well as restriction of advertising so that gambling products are not aimed at or are, particularly attractive to children). The licensing authority will therefore consider, as suggested in the Gambling Commission's Guidance, whether specific measures are required at particular premises, with regard to this licensing objective. Appropriate measures may include supervision of entrances / machines, segregation of areas etc.

This licensing authority is also aware of the Gambling Commission Codes of Practice as regards this licensing objective, in relation to specific premises.

Section 7 of the Gambling Commission Guidance to Local Authorities sets out considerations that an operator must make in order to protect children and young people from accessing gambling premises.

The Licence Conditions and Codes of Practice (LCCP) issued in 2015 prescribe how operators must prevent children from using age restricted gaming or gambling activities, particularly where gaming machines are licensed. In particular operators must ensure that;

- all staff are trained,
- that all customers are supervised when on gambling premises
- procedures are in place for identifying customers who are at risk of gambling related harm.

The Council will expect all operators to have policies and procedures in place as required by the LCCP codes on social responsibility to cover all aspects of the code, in particular staff training records and self-exclusion records.

Further provisions with regard to self-exclusion and marketing are included in the social responsibility code. The council will take all conditions and codes into account when considering applications or performing enforcement activities.

See Part 4 of this policy statement for further details and on the Council's requirements in relation to the LCCP.

As regards the term "vulnerable persons" it is noted that the Gambling Commission does not seek to offer a definition but states that "it will for regulatory purposes assume that this group includes people who gamble more than they want to; people who gambling beyond their means; and people who may not be able to make informed or balanced decisions about gambling due to a mental impairment, alcohol or drugs." This licensing authority will consider this licensing objective on a case by case basis.

#### **(viii) Conditions**

When considering an application the starting point will be that permission will be granted subject only to the mandatory and default conditions. Additional conditions will only be imposed where there is clear evidence of the risks to the licensing objectives. Any conditions attached to licences will be proportionate and will be:

- relevant to the need to make the proposed building suitable as a gambling facility;
- directly related to the premises and the type of licence applied for;
- fairly and reasonably related to the scale and type of premises; and
- reasonable in all other respects.

Decisions upon individual conditions will be made on a case by case basis, although there will be a number of measures this licensing authority will consider utilising should there be a perceived need, such as the use of supervisors, appropriate signage for adult only areas etc. There are specific comments made in this regard under some of the licence types below. This licensing authority will also expect the licence applicant to offer his/her own suggestions as to way in which the licensing objectives can be met effectively.

This licensing authority will also consider specific measures which may be required for buildings which are subject to multiple premises licences. Such measures may include the supervision of entrances; segregation of gambling from non-gambling areas frequented by children; and the supervision of gaming machines in non-adult gambling specific premises in order to pursue the licensing objectives. These matters are in accordance with the Gambling Commission's Guidance.

This authority will also ensure that where category C or above machines are on offer in premises to which children are admitted:

- all such machines are located in an area of the premises which is separated from the remainder of the premises by a physical barrier which is effective to prevent access other than through a designated entrance;
- only adults are admitted to the area where these machines are located;
- access to the area where the machines are located is supervised;
- the area where these machines are located is arranged so that it can be observed by the staff or the licence holder; and
- at the entrance to and inside any such areas there are prominently displayed notices indicating that access to the area is prohibited to persons under 18.

These considerations will apply to premises including buildings where multiple premises licences are applicable.

This licensing authority is aware that tracks may be subject to one or more than one premises licence, provided each licence relates to a specified area of the track. As per the Gambling Commission's Guidance, this licensing authority will consider the impact upon the third licensing objective and the need to ensure that entrances to each type of premises are distinct and that children are excluded from gambling areas where they are not permitted to enter.

It is noted that there are conditions which the licensing authority cannot attach to premises licences which are:

- any condition on the premises licence which makes it impossible to comply with an operating licence condition;
- conditions relating to gaming machine categories, numbers, or method of operation;
- conditions which provide that membership of a club or body be required (the Gambling Act 2005 specifically removes the membership requirement for casino and bingo clubs and this provision prevents it being reinstated; and
- conditions in relation to stakes, fees, winning or prizes.

#### **(ix) Door Supervisors**

The Gambling Commission advises in its Guidance to Licensing Authorities that if a licensing authority is concerned that a premises may attract disorder or be subject to attempts at unauthorised access (for example by children and young persons) then it may require that the entrances to the premises are controlled by a door supervisor, and is entitled to impose a premises licence to this effect.

Where it is decided that supervision of entrances/machines is appropriate for particular cases, a consideration of whether these need to be SIA licensed or not will be necessary. It will not be automatically assumed that they need to be licensed, as the statutory requirements for different types of premises vary (as per the Guidance, Part 33).

## **2. Adult Gaming Centres**

This licensing authority will specifically have regard to the need to protect children and vulnerable persons from harm or being exploited by gambling and will expect the applicant to satisfy the authority that there will be sufficient measures to, for example, ensure that under 18 year olds do not have access to the premises.

Where gambling facilities are provided at premises as a supplementary activity to the main purpose of the premises; e.g. motorway service areas and shopping malls, the council will expect the gambling area to be clearly defined to ensure that customers are fully aware that they are making a choice to enter into the gambling premises and that the premises is adequately supervised at all times

This licensing authority may consider measures to meet the licensing objectives such as:

- Proof of age schemes
- CCTV
- Supervision of entrances / machine areas
- Physical separation of areas
- Location of entry
- Notices / signage
- Specific opening hours

- Self-exclusion schemes
- Provision of information leaflets / helpline numbers for organisations such as GamCare.

This list is not mandatory, nor exhaustive, and is merely indicative of example measures.

### **3. (Licensed) Family Entertainment Centres:**

This licensing authority will specifically have regard to the need to protect children and vulnerable persons from harm or being exploited by gambling and will expect the applicant to satisfy the authority, for example, that there will be sufficient measures to ensure that under 18 year olds do not have access to the adult only gaming machine areas.

This licensing authority may consider measures to meet the licensing objectives such as:

- CCTV
- Supervision of entrances / machine areas
- Physical separation of areas
- Location of entry
- Notices / signage
- Specific opening hours
- Self-exclusion schemes
- Provision of information leaflets / helpline numbers for organisations such as GamCare.
- Measures / training for staff on how to deal with suspected truant school children on the premises

This list is not mandatory, nor exhaustive, and is merely indicative of example measures.

This licensing authority will, as per the Gambling Commission's guidance, refer to the Commission's website to see any conditions that apply to operating licences covering the way in which the area containing the category C machines should be delineated. This licensing authority will also make itself aware of any mandatory or default conditions on these premises licences, when they have been published.

### **4. Casinos**

*No Casinos resolution* - This licensing authority has not passed a 'no casino' resolution under Section 166 of the Gambling Act 2005, but is aware that it has the power to do so. Should this licensing authority decide in the future to pass such a resolution, it will update this policy statement with details of that resolution. Any such decision will be made by the Full Council.

*Casinos and competitive bidding* - This licensing authority is aware that where a licensing authority area is enabled to grant a premises licence for a new style casino (i.e. the Secretary of State has made such regulations under Section 175 of the Gambling Act 2005) there are likely to be a number of operators which will want to run the casino. In such situations the local authority will run a 'competition' under Schedule 9 of the Gambling Act 2005. This licensing authority will run such a competition in line with any regulations / codes of practice issued under the Gambling Act 2005

### **5. Bingo premises**

This licensing authority notes that the Gambling Commission's Guidance states:

Licensing authorities will need to satisfy themselves that bingo can be played in any bingo premises for which they issue a premises licence. This will be a relevant consideration where the operator of an existing bingo premises applies to vary their licence to exclude an area of the existing premises from its ambit and then applies for a new premises licence, or multiple licences, for that or those excluded areas.

Children and young people are allowed into bingo premises; however they are not permitted to participate in the bingo and if category B or C machines are made available for use these must be separated from areas where children and young people are allowed.

Details of the Code of Practice for Equal Chance Gaming in Pubs and Clubs can be found on the Gambling Commission website. This details maximum stakes and prizes without the need for a commercial Bingo Operators Licence.

## **6. Betting premises**

*Betting machines* - This licensing authority will, as per the Gambling Commission's Guidance, take into account the size of the premises, the number of counter positions available for person-to-person transactions, and the ability of staff to monitor the use of the machines by children and young persons (it is an offence for those under 18 to bet) or by vulnerable people, when considering the number/nature/circumstances of betting machines an operator wants to offer.

## **7. Tracks**

This licensing authority is aware that tracks may be subject to one or more than one premises licence, provided each licence relates to a specified area of the track. As per the Gambling Commission's Guidance, this licensing authority will especially consider the impact upon the third licensing objective (i.e. the protection of children and vulnerable persons from being harmed or exploited by gambling) and the need to ensure that entrances to each type of premises are distinct and that children are excluded from gambling areas where they are not permitted to enter.

This authority will therefore expect the premises licence applicant to demonstrate suitable measures to ensure that children do not have access to adult only gaming facilities. It is noted that children and young persons will be permitted to enter track areas where facilities for betting are provided on days when dog-racing and/or horse racing takes place, but that they are still prevented from entering areas where gaming machines (other than category D machines) are provided.

This licensing authority may consider measures to meet the licensing objectives such as:

- Proof of age schemes
- CCTV
- Supervision of entrances / machine areas
- Physical separation of areas
- Location of entry
- Notices / signage
- Specific opening hours
- Self-exclusion schemes
- Provision of information leaflets / helpline numbers for organisations such as GamCare

This list is not mandatory, nor exhaustive, and is merely indicative of example measures.

*Gaming machines* - Where the applicant holds a pool betting operating licence and is going to use the entitlement to four gaming machines, machines (other than category D machines) should be located in areas from which children are excluded.

*Betting machines* - This licensing authority will, as per Part 6 of the Gambling Commission's Guidance, take into account the size of the premises and the ability of staff to monitor the use of the machines by children and young persons (it is an offence for those under 18 to bet) or by vulnerable people, when considering the number/nature/circumstances of betting machines an operator proposes to offer.

### **Applications and plans**

The Gambling Act (s51) requires applicants to submit plans of the premises with their application, in order to ensure that the licensing authority has the necessary information to make an informed judgement about whether the premises are fit for gambling. The plan will also be used for the licensing authority to plan future premises inspection activity. (See Guidance to Licensing Authorities, para 20.28).

Plans for tracks do not need to be in a particular scale, but should be drawn to scale and should be sufficiently detailed to include the information required by regulations. (See Guidance to Licensing Authorities, para 20.29).

Some tracks may be situated on agricultural land where the perimeter is not defined by virtue of an outer wall or fence, such as point-to-point racetracks. In such instances, where an entry fee is levied, track premises licence holders may erect temporary structures to restrict access to premises (See Guidance to Licensing Authorities, para 20.31).

In the rare cases where the outer perimeter cannot be defined, it is likely that the track in question will not be specifically designed for the frequent holding of sporting events or races. In such cases betting facilities may be better provided through occasional use notices where the boundary premises do not need to be defined. (See Guidance to Licensing Authorities, para 20.32).

This authority appreciates that it is sometimes difficult to define the precise location of betting areas on tracks. The precise location of where betting facilities are provided is not required to be shown on track plans, both by virtue of the fact that betting is permitted anywhere on the premises and because of the difficulties associated with pinpointing exact locations for some types of track. Applicants should provide sufficient information that this authority can satisfy itself that the plan indicates the main areas where betting might take place. For racecourses in particular, any betting areas subject to the "five times rule" (commonly known as betting rings) must be indicated on the plan. (See Guidance to Licensing Authorities, para 20.33).

### **8. Travelling Fairs**

This licensing authority is responsible for deciding whether, where category D machines and / or equal chance prize gaming without a permit is to be made available for use at travelling fairs, the statutory requirement that the facilities for gambling amount to no more than an ancillary amusement at the fair is met.

The licensing authority will also consider whether the applicant falls within the statutory definition of a travelling fair.

It is noted that the 27-day statutory maximum for the land being used as a fair applies on a per calendar year basis, and that it applies to the piece of land on which the fairs are held, regardless of whether it is the same or different travelling fairs occupying the land. This



licensing authority will work with its neighbouring authorities to ensure that land which crosses our boundaries is monitored so that the statutory limits are not exceeded.

## **9. Provisional Statements**

Developers may wish to apply to this authority for provisional statements before entering into a contract to buy or lease property or land to judge whether a development is worth taking forward in light of the need to obtain a premises licence. There is no need for the applicant to hold an operating licence in order to apply for a provisional statement.

S204 of the Gambling Act provides for a person to make an application to the licensing authority for a provisional statement in respect of premises that he or she:

- expects to be constructed;
- expects to be altered; or
- expects to acquire a right to occupy.

The process for considering an application for a provisional statement is the same as that for a premises licence application. The applicant is obliged to give notice of the application in the same way as applying for a premises licence. Responsible authorities and interested parties may make representations and there are rights of appeal.

In contrast to the premises licence application, the applicant does not have to hold or have applied for an operating licence from the Gambling Commission (except in the case of a track) and they do not have to have a right to occupy the premises in respect of which their provisional application is made.

The holder of a provisional statement may then apply for a premises licence once the premises are constructed, altered or acquired. The licensing authority will be constrained in the matters it can consider when determining the premises licence application, and in terms of representations about premises licence applications that follow the grant of a provisional statement, no further representations from relevant authorities or interested parties can be taken into account unless:

- they concern matters which could not have been addressed at the provisional statement stage, or
- they reflect a change in the applicant's circumstances.

In addition, the authority may refuse the premises licence (or grant it on terms different to those attached to the provisional statement) only by reference to matters:

- which could not have been raised by objectors at the provisional statement stage;
- which in the authority's opinion reflect a change in the operator's circumstances; or
- where the premises has not been constructed in accordance with the plan submitted with the application. This must be a substantial change to the plan and this licensing authority notes that it can discuss any concerns it has with the applicant before making a decision.

## **10. Reviews:**

Requests for a review of a premises licence can be made by interested parties or responsible authorities; however, it is for the licensing authority to decide whether the review is to be carried-out. This will be on the basis of whether the request for the review is relevant to the matters listed below;

- in accordance with any relevant Code of Practice issued by the Gambling Commission;
- in accordance with any relevant guidance issued by the Gambling Commission;
- reasonably consistent with the licensing objectives; and

- in accordance with the authority's statement of principles.

The request for the review will also be subject to the consideration by the authority as to whether the request is frivolous, vexatious, or whether it will certainly not cause this authority to wish to alter/revoke/suspend the licence, or whether it is substantially the same as previous representations or requests for review.

The licensing authority can also initiate a review of a particular premises licence, or a particular class of premises licence on the basis of any reason which it thinks is appropriate.

Once a valid application for a review has been received by the licensing authority, representations can be made by responsible authorities and interested parties during a 28 day period. This period begins 7 days after the application was received by the licensing authority, who will publish notice of the application within 7 days of receipt.

The licensing authority must carry out the review as soon as possible after the 28 day period for making representations has passed.

The purpose of the review will be to determine whether the licensing authority should take any action in relation to the licence. If action is justified, the options open to the licensing authority are:-

- (a) add, remove or amend a licence condition imposed by the licensing authority;
- (b) exclude a default condition imposed by the Secretary of State or Scottish Ministers (e.g. opening hours) or remove or amend such an exclusion;
- (c) suspend the premises licence for a period not exceeding three months; and
- (d) revoke the premises licence.

In determining what action, if any, should be taken following a review, the licensing authority must have regard to the principles set out in section 153 of the Act, as well as any relevant representations.

In particular, the licensing authority may also initiate a review of a premises licence on the grounds that a premises licence holder has not provided facilities for gambling at the premises. This is to prevent people from applying for licences in a speculative manner without intending to use them.

Once the review has been completed, the licensing authority must, as soon as possible, notify its decision to:

- the licence holder
- the applicant for review (if any)
- the Commission
- any person who made representations
- the chief officer of police or chief constable; and
- Her Majesty's Commissioners for Revenue and Customs

## **PART C**

### **Permits / Temporary & Occasional Use Notice**

#### **1. Unlicensed Family Entertainment Centre gaming machine permits (Statement of Principles on Permits - Schedule 10 paragraph 7)**

Where a premises does not hold a premises licence but wishes to provide gaming machines, it may apply to the licensing authority for this permit. It should be noted that the applicant must show that the premises will be wholly or mainly used for making gaming machines available for use (Section 238).

The Gambling Act 2005 states that a licensing authority may prepare a *statement of principles* that they propose to consider in determining the suitability of an applicant for a permit and in preparing this statement, and/or considering applications, it need not (but may) have regard to the licensing objectives and shall have regard to any relevant guidance issued by the Commission under section 25. The Gambling Commission's Guidance to Licensing Authorities also states: "In their three year licensing policy statement, licensing authorities may include a statement of principles that they propose to apply when exercising their functions in considering applications for permits...., licensing authorities will want to give weight to child protection issues."

Guidance also states: "...An application for a permit may be granted only if the licensing authority is satisfied that the premises will be used as an unlicensed FEC, and if the chief officer of police has been consulted on the application....Licensing authorities might wish to consider asking applications to demonstrate:

- a full understanding of the maximum stakes and prizes of the gambling that is permissible in unlicensed FECs;
- that the applicant has no relevant convictions (those that are set out in Schedule 7 of the Act; and
- that staff are trained to have a full understanding of the maximum stakes and prizes.

It should be noted that a licensing authority cannot attach conditions to this type of permit.

Statement of Principles. This licensing authority will expect the applicant to show that there are policies and procedures in place to protect children from harm. Harm in this context is not limited to harm from gambling but includes wider child protection considerations. The efficiency of such policies and procedures will each be considered on their merits, however, they may include appropriate measures / training for staff as regards suspected truant school children on the premises, measures / training covering how staff would deal with unsupervised very young children being on the premises, or children causing perceived problems on / around the premises. This licensing authority will also expect, as per Gambling Commission Guidance, that applicants demonstrate a full understanding of the maximum stakes and prizes of the gambling that is permissible in unlicensed FECs; that the applicant has no relevant convictions (those that are set out in Schedule 7 of the Act); and that staff are trained to have a full understanding of the maximum stakes and prizes.

#### **2. (Alcohol) Licensed premises gaming machine permits - (Schedule 13 paragraph 4(1))**

##### **Automatic entitlement: 2 machines**

There is provision in the Act for premises licensed to sell alcohol for consumption on the premises to automatically have 2 gaming machines, of categories C and/or D. The premises

merely need to notify the licensing authority and pay the prescribed fee.

The licensing authority can remove the automatic authorisation in respect of any particular premises if:

- provision of the machines is not reasonably consistent with the pursuit of the licensing objectives;
- gaming has taken place on the premises that breaches a condition of section 282 of the Gambling Act (i.e. that written notice has been provided to the licensing authority, that a fee has been provided and that any relevant code of practice issued by the Gambling Commission about the location and operation of the machine has been complied with);
- the premises are mainly used for gaming; or
- an offence under the Gambling Act has been committed on the premises.

### **Permit: 3 or more machines**

If a premises wishes to have more than 2 machines, then it needs to apply for a permit and the licensing authority must consider that application based upon the licensing objectives, any guidance issued by the Gambling Commission issued under Section 25 of the Gambling Act 2005, and *“such matters as they think relevant.”*

This licensing authority considers that “such matters” will be decided on a case by case basis but generally there will be regard to the need to protect children and vulnerable persons from harmed or being exploited by gambling and will expect the applicant to satisfy the authority that there will be sufficient measures to ensure that under 18 year olds do not have access to the adult only gaming machines. Measures which will satisfy the authority that there will be no access may include the adult machines being in sight of the bar, or in the sight of staff who will monitor that the machines are not being used by those under 18. Notices and signage may also be help. As regards the protection of vulnerable persons, applicants may wish to consider the provision of information leaflets / helpline numbers for organisations such as GamCare.

It is recognised that some alcohol licensed premises may apply for a premises licence for their non-alcohol licensed areas. Any such application would most likely need to be applied for, and dealt with as an Adult Gaming Centre premises licence.

It should be noted that the licensing authority can decide to grant the application with a smaller number of machines and/or a different category of machines than that applied for. Conditions (other than these) cannot be attached.

It should also be noted that the holder of a permit must comply with any Code of Practice issued by the Gambling Commission about the location and operation of the machine.

### **3. Prize Gaming Permits**

The Gambling Act 2005 states that a licensing authority may “prepare a statement of principles that they propose to apply in exercising their functions under this Schedule” which “may, in particular, specify matters that the licensing authority proposes to consider in determining the suitability of the applicant for a permit”.

This licensing authority has prepared a Statement of Principles which is that the applicant should set out the types of gaming that he or she is intending to offer and that the applicant should be able to demonstrate:

- that they understand the limits to stakes and prizes that are set out in Regulations;
- that the gaming offered is within the law
- Clear policies that outline the steps to be taken to protect children from harm.

In making its decision on an application for this permit the licensing authority does not need to (but may) have regard to the licensing objectives but must have regard to any Gambling Commission guidance. (Gambling Act 2005, Schedule 14 paragraph 8(3)).

It should be noted that there are conditions in the Gambling Act 2005 by which the permit holder must comply, but that the licensing authority cannot attach conditions. The conditions in the Act are:

- the limits on participation fees, as set out in regulations, must be complied with;
- all chances to participate in the gaming must be allocated on the premises on which the gaming is taking place and on one day; the game must be played and completed on the day the chances are allocated; and the result of the game must be made public in the premises on the day that it is played;
- the prize for which the game is played must not exceed the amount set out in regulations (if a money prize), or the prescribed value (if non-monetary prize); and
- participation in the gaming must not entitle the player to take part in any other gambling.

#### **4. Club Gaming and Club Machines Permits**

Members Clubs and Miners' welfare institutes (but not Commercial Clubs) may apply for a Club Gaming Permit. The Club Gaming Permit will enable the premises to provide gaming machines (3 machines of categories B, C or D), equal chance gaming and games of chance as set-out in forthcoming regulations.

Members Clubs and Miner's welfare institutes – and also Commercial Clubs – may apply for a Club Machine Permit. A Club Machine permit will enable the premises to provide gaming machines (3 machines of categories B, C or D). NB Commercial Clubs may not site category B3A gaming machines offering lottery games in their club.

This licensing authority notes that the Gambling Commission's Guidance states:

**The LA has to satisfy itself that the club meets the requirements of the Act to obtain a club gaming permit. In doing so it will take account a number of matters as outlined in sections 25.47-25.49 of the Gambling Commission's Guidance. These include the constitution of the club, the frequency of gaming, and ensuring that there are more than 25 members.**

The club must be conducted 'wholly or mainly' for purposes other than gaming, unless the gaming is permitted by separate regulations. The Secretary of State has made regulations and these cover bridge and whist clubs.

The Commission Guidance also notes that "licensing authorities may only refuse an application on the grounds that:

- (a) the applicant does not fulfil the requirements for a members' or commercial club or miners' welfare institute and therefore is not entitled to receive the type of permit for which it has applied;
- (b) the applicant's premises are used wholly or mainly by children and/or young persons;
- (c) an offence under the Act or a breach of a permit has been committed by the applicant while providing gaming facilities;
- (d) a permit held by the applicant has been cancelled in the previous ten years; or
- (e) an objection has been lodged by the Commission or the police.

There is also a 'fast-track' procedure available under the Act for premises which hold a Club Premises Certificate under the Licensing Act 2003 (Schedule 12 paragraph 10).

**Commercial clubs cannot hold club premises certificates under the Licensing Act 2003 and so cannot use the fast-track procedure.** As the Gambling Commission's Guidance to Licensing Authorities states: "Under the fast-track procedure there is no opportunity for objections to be made by the Commission or the police, and the ground upon which an authority can refuse a permit are reduced." and "The grounds on which an application under the process may be refused are:

- (a) that the club is established primarily for gaming, other than gaming prescribed under schedule 12;
- (b) that in addition to the prescribed gaming, the applicant provides facilities for other gaming; or
- (c) that a club gaming permit or club machine permit issued to the applicant in the last ten years has been cancelled."

There are statutory conditions on club gaming permits that no child uses a category B or C machine on the premises and that the holder complies with any relevant provision of a code of practice about the location and operation of gaming machines.

## **5. Temporary Use Notices**

Temporary Use Notices allow the use of premises for gambling where there is no premises licence but where a gambling operator wishes to use the premises temporarily for providing facilities for gambling. Premises that might be suitable for a Temporary Use Notice, according the Gambling Commission, would include hotels, conference centres and sporting venues.

The licensing authority can only grant a Temporary Use Notice to a person or company holding a relevant operating licence, i.e. a non-remote casino operating licence.

The Secretary of State has the power to determine what form of gambling can be authorised by Temporary Use Notices, and at the time of writing this Statement the relevant regulations (SI no 3157: The Gambling Act 2005 (Temporary Use Notices) Regulations 2007) state that Temporary Use Notices can only be used to permit the provision of facilities or equal chance gaming, where the gaming is intended to produce a single winner, which in practice means poker tournaments.

There are a number of statutory limits as regards Temporary Use Notices. The meaning of "premises" in Part 8 of the Act is discussed in Part 7 of the Gambling Commission Guidance to Licensing Authorities. As with "premises", the definition of "a set of premises" will be a question of fact in the particular circumstances of each notice that is given. In the Act "premises" is defined as including "any place".

In considering whether a place falls within the definition of "a set of premises", the licensing authority needs to look at, amongst other things, the ownership/occupation and control of the premises.

This licensing authority expects to object to notices where it appears that their effect would be to permit regular gambling in a place that could be described as one set of premises, as recommended in the Gambling Commission's Guidance to Licensing Authorities.

## **6. Occasional Use Notices:**

The licensing authority has very little discretion as regards these notices aside from ensuring that the statutory limit of 8 days in a calendar year is not exceeded. This licensing authority will though consider the definition of a 'track' and whether the applicant is permitted to avail him/herself of the notice. This licensing authority will also ensure that no more than 8 OUNs

are issued in one calendar year in respect of any venue.

## **7. Small Society Lotteries**

This licensing authority will adopt a risk based approach towards its enforcement responsibilities for small society lotteries. This authority considers that the following list, although not exclusive, could affect the risk status of the operator:

- submission of late returns (returns must be submitted no later than three months after the date on which the lottery draw was held)
- submission of incomplete or incorrect returns
- breaches of the limits for small society lotteries

Non-commercial gaming is permitted if it takes place at a non-commercial event, either as an incidental or principal activity at the event. Events are non-commercial if no part of the proceeds is for private profit or gain. The proceeds of such events may benefit one or more individuals if the activity is organised:

- by, or on behalf of, a charity or for charitable purposes
- to enable participation in, or support of, sporting, athletic or cultural activities.

Charities and community groups should contact this licensing authority on [licensingteam@blackburn.gov.uk](mailto:licensingteam@blackburn.gov.uk) to seek further advice.

## **PART D**

### **Licence Conditions & Codes of Practice (LCCP)**

The Gambling Commission released an LCCP in February 2015 with a commencement date of May 2015. The code strengthened the social responsibility code (SR) requirements. Details regarding the LCCP and SR code can be accessed via the Gambling Commission website at [www.gamblingcommission.gov.uk](http://www.gamblingcommission.gov.uk)

The code requires operators:

- To supervise customers effectively on gambling premises and identify customers who are at risk of gambling related harm.
- With effect from April 2016 to have in place schemes to allow customers to self-exclude themselves from all operators of a similar type in the area where they live and work.
- To have a range of measures with regard to marketing to ensure social responsibility that are transparent and not misleading.
- With effect from April 2016 to produce a risk assessment on individual premises, and have policies and procedures and control measures in place to mitigate local risks to the licensing objectives.

#### **1) Risk Assessments**

Such risk assessments are required from new applicants, and from existing premises licensees seeking to vary a licence and are to be presented to the licensing authority upon application. The code requires all operators of Casinos, AGCs, Bingo Premises, FECs, Betting shops and remote betting intermediaries to assess local risks to the licensing objectives, and to have policies, procedures and control measures in place to mitigate those risks.

Operators are required by the SR code to make the risk assessment available to licensing authorities when an application is submitted either for new premises licence or variation of a premises licence, or otherwise on request, and this will form part of the council's inspection regime and may be requested when officers are investigating complaints.

The code requires the Council to set out matters they expect the operator to take account of in the risk assessment in its statement of policy and this council expects the following matters to be considered by operators when making their risk assessment.

- Information held by the licensee regarding self-exclusions and incidences of underage gambling,
- Arrangement for localised exchange of information regarding self-exclusions and gaming trends.
- Urban setting such as proximity to schools, commercial environment, factors affecting footfall,
- The council expects the following matters to be considered by operators when making their risk assessment.



- Matters relating to children and young persons, including;  
Institutions, places or areas where presence of children and young persons should be expected such as schools, youth clubs, parks, playgrounds and entertainment venues such as bowling allies, cinemas etc.
- Recorded incidents of attempted underage gambling

Matters relating to vulnerable adults, including;

- Information held by the licensee regarding self-exclusions and incidences of underage gambling,
- Arrangement for localised exchange of information regarding self -exclusions and gaming trends.
- Proximity of premises which may be frequented by vulnerable people such as hospitals, residential care homes, medical facilities, doctor's surgeries, council housing offices, addiction clinics or help centres, places where alcohol or drug dependant people may congregate, etc.

This list is not exhaustive and other factors not in this list that are identified must be taken into consideration.

The Licensing Authority expects a copy of the local risk assessment to be available at each gambling premises.

### **Local Area Profile**

The Council has considered the local area profile and considers the main issues will be covered by the risk assessments required under the LCCP.

## **APPENDIX A**

### **CONSULTEES**

British Beer & Pub Association  
HM Customs & Excise  
Gamblers Anonymous  
Gamcare  
Lancashire Fire & Rescue Service  
Chief Constable  
The Lotteries Council  
The Bingo Association  
Association of British Bookmakers  
Casino Operators Association of the UK (COA (UK))  
Business in Sport and Leisure  
BACTA  
British Casino Association (BCA)  
Security Industry Authority  
Responsibility in Gambling Trust  
Gambling Commission  
TOTE  
Ladbrokes Plc  
William Hill  
Paul Deans Bookmakers Ltd  
Betfred  
British Holiday and Home Parks Association  
Club and Institute Union  
Society of Independent Brewers  
Nobles Amusements  
The Rank Group Plc  
Leisure Link  
Gamestec Leisure Ltd  
Gala Coral Group Ltd  
George Bet Centres Ltd  
Punch Taverns  
Social Services  
Resident Associations within the Borough  
Betting Offices within the Borough  
Blackburn with Darwen Public Health Service



<b>REPORT OF:</b>	<b>DIRECTOR OF FINANCE &amp; IT</b>
<b>TO:</b>	<b>COUNCIL FORUM</b>
<b>ON:</b>	<b>24<sup>th</sup> JANUARY 2019</b>

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## **SUBJECT: Council Tax Empty Property Premium 2019/20**

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### **1. PURPOSE OF THE REPORT**

- 1.1 To seek approval for the introduction of an increased Council Tax premium charge for long term empty properties from 1<sup>st</sup> April 2019.

### **2. RECOMMENDATIONS**

- a) That the contents of the report are noted, and;
- b) That the Council adopts the new powers concerning empty property premiums and increases the rate from 50% to 100%.

### **3. BACKGROUND**

Following the Government granting flexibility on the amount of discounts awarded to empty properties in 2013, the Council after due consultation with members and residents of the Borough, chose to introduce a premium charge of 50% on properties that had been empty for more than 2 years.

The main driver for the introduction of the premium was to incentivise owners of long term empty properties to bring them back into use. Any property that is brought back into use will provide financial benefits in the form of additional Council Tax income and new homes bonus.

With effect from 1<sup>st</sup> April 2019 councils have been given further flexibility to increase the premium charge from 50% to 100% for properties that have been empty for more than 2 years. In addition, from 2020/21 councils will also be able to increase the premium for properties which have been vacant for five years or more to 200%, and from 2021/22, increase the premium for properties which have been vacant for ten years or more to 300%.

### **4. KEY ISSUES**

#### **Empty Property Premium criteria**

For the empty property premium to apply, properties must have been empty and substantially unfurnished for at least two years, excluding any occupation for less than six weeks. The liability for the empty homes premium is determined by the length of time that a property has been empty, irrespective of any change in ownership.

The government is able to prescribe classes of properties where the premium should not apply. At present, this includes Armed Forces personnel who are absent for job-related purposes.

### **Empty property analysis**

The Council Tax database was examined in November to review the number of long term properties that would be affected by the increased flexibility. Based on the current data, the borough has 477 properties that have been empty for more than 2 years. A split by band is shown below:

<b>Band A</b>	<b>Band B</b>	<b>Band C</b>	<b>Band D</b>	<b>Band E</b>	<b>Band F</b>	<b>Band G</b>	<b>Band H</b>
353	65	22	17	10	5	4	1

Of the 477 properties that have remained empty over two years, 129 have remained empty for more than five years, with a further 62 empty for more than 10 years.

## **5. POLICY IMPLICATIONS**

As this proposed policy change will take effect from the 1<sup>st</sup> April 2019, all Council Tax payers affected will receive appropriate notification prior to commencement of the change.

## **6. FINANCIAL IMPLICATIONS**

Whilst this policy change to increase the premium for empty properties does increase the collectable debit, it is not possible to estimate if additional council Tax that will be collected. It is widely expected that avoidance measures will be adopted by some Council Tax payers, namely, the claiming of occupation in the property or simply moving furniture into the property for it to be classed as a 2<sup>nd</sup> home.

## **7. LEGAL IMPLICATIONS**

The ability to increase the premium rate from 50% to 100% is contained in the Rating (Property in Common Occupation) and Council Tax (Empty Dwellings) Act 2018. This bill received royal assent on the 1<sup>st</sup> November 2018.

## **8. RESOURCE IMPLICATIONS**

It is expected that throughout a full financial year up to 550-600 properties could be

affected by the change to the premium rate. Whilst the full impact on resources cannot be accurately detailed, it is widely expected that the change will increase customer contact and result in additional recovery activity. The additional pressure on the Council Tax team from this and other changes in 2019/20 has been documented, and a request for further resources has been made.

## **9. EQUALITY IMPLICATIONS**

The recommendation to increase the premium, will impact upon empty property owners and/or major landlords from across all protected characteristics, as such, it was deemed that a full Equality Impact Assessment was not required.

## **10. CONSULTATIONS**

There is no requirement to consult on this change.

### **Chief Officer/Member**

Contact Officer: Louise Mattinson, Director of Finance & Customer Services

Date: 24<sup>th</sup> January 2019

Background Papers:

## **REPORT OF THE STANDARDS COMMITTEE.**

**Councillors Saima Afzal**

**PORTFOLIO COORDINATING**

**DIRECTOR: David Fairclough**

This report updates the Council Forum on the work of the Standards Committee since the meeting of the Policy Council in December 2018.

### **Review of DBS Procedures for Councillors**

The Committee were informed in October that the Government had consulted on the proposals to update the disqualification criteria for Councillors and Mayors. The Committee had agreed to add this issue to their work programme and also to review the Council's policy on the application of the Disclosures and Barring provisions for Councillors.

The Committee looked at the current practice which was to risk assess specific Councillor roles where they may have access or personal data relating to children or vulnerable adults, such as the Executive Member for Children Young People and Education. Recommendations for an update of the wider Councillor DBS Policy will be made to the March Council Forum.

### **Protocol on Members/ Officer Relations.**

The Committee considered a review of the protocol on the Member/Officer Relations. The Protocol had been considered by the Committee previously in 2015 and in line with good practice, a periodic review had been identified in the Committees work programme. The Committee reviewed the aims and objectives of the protocol and the views of members. The Committee supported the continuation of the current protocol with a small recommended addition which will be presented to the March Council Forum.

### **North Turton Parish Council-Request for Dispensation.**

The Committee agreed to grant a dispensation to three members of the North Turton Parish Council for a period of 4 years to enable them to vote on issues affecting the Barlow Institute. The dispensation will allow the full Parish Council to consider and vote on issues affecting the institute whereas without the dispensation only four members would have been eligible to consider relevant matters.

### **Complaints Update.**

The Committee received an update on the complaints received under the Code of Conduct for Members. Members noted that there were no active complaints being processed at the present time.

**Councillor Saima Afzal**  
**Chair of Standards Committee**

**January 2019**

## **REPORT OF THE POLICY AND CORPORATE RESOURCES OVERVIEW AND SCRUTINY COMMITTEE.**

**Councillor Dave Harling**

**COORDINATING**

**DIRECTOR: Denise Park**

The Committee continued working on issues highlighted by members as key topics of interest. The main issue considered at the meeting in December was the issue of Sickness and Absenteeism.

### **Sickness and Absenteeism.**

The Committee received a presentation from the Director of HR, Legal and Governance on the current policies, processes and procedures that are used to manage attendance at work. The Committee were informed of the promotion of wellbeing within the Council and the steps that were taken to ensure that employees who had been off sick for longer periods of time were assisted back into the work place at the earliest opportunity. The Committee looked at trends in long term and short term absences. The Committee will further examine how these absences are managed and scrutinise the support offer to employees to aid good attendance and encourage good employee health and well-being via a task and finish group which will report back on their findings. This group will analyse further data on the take up of wellbeing services offered, the breakdown of sickness by department and length of absences together with a specific focus on the Children's Services & Education and Adults & Prevention departments. The Group will also look at the way the Council uses agency staff to provide service continuity.

### **Asset Management**

The Committee were to look at the Council's asset strategy as a key topic for the year and would consider how the authority would rationalise these assets given the reduced staffing structure of the Council. The Committee will now look at the report to be submitted to the Executive Board in January on the strategy and consider its approach to the issue. The Committee will also look at the assets the Council owns and ways in which it uses its current assets and how this will develop with the implementation of schemes such as agile working etc.

### **Digital Strategy Task Group**

The Digital Task Group was to have taken place on 20<sup>th</sup> December with recommendations being forwarded to the main Committee for consideration. The Task Group will now be re-arranged to meet before the next meeting of the Committee.

**Dave Harling**

**Chair of the Policy and Corporate Resources Overview and Scrutiny Committee.**

## **REPORT OF THE PEOPLE OVERVIEW AND SCRUTINY COMMITTEE.**

**Councillor Sylvia Liddle**

**COORDINATING**

**DIRECTOR: Denise Park**

People Overview and Scrutiny Committee, 3<sup>rd</sup> December 2018.

The People Overview and Scrutiny Committee met on 3<sup>rd</sup> December 2018 and considered the work of the task group looking at mental health. The Committee received a number of recommendations from the group and the Executive Members responded to these. The Task Group had looked at the issue with the help of the young people on the Committee who had given their perspective and experiences of the services provided. The group had also received evidence and information from professionals working in the field of mental health and looked at the study undertaken by the University of Birmingham Policy Unit.

The recommendations were-

1. Note the outstanding work that is delivered in the Borough by all partners to improve the outcomes for people with mental health issues
2. Request the Leader, Executive Members for Health and Adults and Children's Services to ensure that outcomes highlighted in the Self-Assessment Document (produced at the request of the task and finish group) are delivered through their portfolio work and also through the work with partners to deliver services.
3. That the Lancashire Care Foundation Trust and the CCG be invited to a next meeting of the Committee to set out their response to the report of the Mental Health Policy Commission and how they would fund any actions they feel necessary in addition to the work that they carry out to meet the current needs of service users
4. That the service providers be requested to produce a concise directory of services available for all areas of mental health and that this be considered for distribution to those who have first line contact with potential service users and that the provision of the directory digitally be examined as a most effective way of publication and maintaining information in the most relevant and up to date means

The recommendations will now be taken to the Executive Board by the Executive Members with a response where applicable.

### **Varicose Veins**

Members of the Committee were updated on the response to the consultation and the comments of members on the change to the provision of services to people with varicose veins. Given the meeting pattern of the Committee it had not been possible to consider the issue at a formal meeting so the views of members had been sought. A corporate response was sent in October 2018. The Committee will be kept informed of progress and any subsequent changes to the policy arising from the consultation and subsequent decision. The Committee also agreed that this method of getting members comments be used in



similar situations in the future with the Committee being kept informed of the response and outcomes.

**OFSTED.**

The Executive Member for Children, Young People & Education and the Director of Children's Services & Education attended and outlined the outcome of the follow up inspection that had been published on 30<sup>th</sup> November. They would now continue to work on ensuring that services to children were the best possible and that these were developed to meet need. The Committee would be kept informed of progress on the recommendations of OFSTED.

Sylvia Liddle,

Chair of the People Overview and Scrutiny Committee.

December 2018.

## **REPORT OF THE PLACE OVERVIEW AND SCRUTINY COMMITTEE.**

**Councillor Naushad Surve**

**COORDINATING**

**DIRECTOR: Denise Park**

### **Homelessness**

The Committee met on 10<sup>th</sup> December and looked at the recommendations of the homelessness task group. The Executive Member attended the meeting, responded to the recommendations and outlined the current position and the actions the Council was taking. The Manager of Shelter attended the meeting to assist the Committee in their understanding of the issues and the problems from a user perspective. The Executive Member will now take the recommendations and formally respond in a report to the Executive Board.

### **Street Sleeping and Begging.**

The Committee were updated on the current situation within the borough on street sleeping and begging. The Committee were informed of the interventions that were taking place to reduce the incidence of begging and street sleeping. The Committee will be kept up to date on the issues for the remainder of the municipal year.

### **Recycling**

The Committee agreed that the next topic that they would look at would be the issues relating to recycling and the reasons for the drop in recycling rates resulting in more waste to going to landfill. They will look at how the Executive is looking to address this and in particular how the new contract will shape recycling in the borough in the future and residents' involvement in recycling. A task group will meet early in the New Year and report back to the next meeting of the Committee.

The Committee want to look at the following-

- What do we recycle, how, where, processes and procedures etc.
- Present collection rates.
- Community engagement and education.
- Rates of other comparable authorities.
- The problems that we are experiencing at present and the work we have undertaken to stop this.
- Cost of recycling and the cost of landfill
- Tender specification
- Timescale and timeline for the tender
- Tender Evaluation weightings

Naushad Surve

Chair of the Place Overview and Scrutiny Committee.

## REPORT OF THE LEADER OF THE COUNCIL

**COUNCILLOR MOHAMMED KHAN**

**Date: 24th January 2019**

### **New Year's honours acknowledgements**

The latest New Year's Honours included recognition for several people from the borough, Ian Woolley and Susan Scurlock received an MBE, while June Steele and PC Mark Renshaw were awarded the British Empire Medal (BEM).

Mr Woolley is a former chairman of an NHS trust and current chair of Age UK Blackburn with Darwen, as well as serving on other several boards. Ms. Scurlock is chief executive and founder of education provider Primary Engineer.

June Steele was a founder member of Blackburn with Darwen Sports Council and its current treasurer. PC Mark Renshaw, an officer is British Transport Police, was one of the first officers on the scene of the Manchester Arena bombing.

I want to congratulate all the people from our area who received awards. I am pleased to see they have been recognised for their long and dedicated service to the community or in PC Renshaw's case showing immense courage and selflessness in the face of such carnage and horror. Blackburn with Darwen has some amazing people who serve their community with distinction so it's great to hear that four people have been recognised. Well done to them all.

### **Your Call**

The Good Neighbours Awards has been hugely successful over the last few years celebrating dozens of people who make their communities better. This year, we are looking at doing something different. We are joining forces with Community CVS and combining our event with their volunteers week awards with a good neighbours category.

The event will take place just after volunteers' week in June. At the moment, we are looking for corporate sponsors to help fund the event.

You will have also seen a series of videos celebrating the Keep Blackburn and Darwen Tidy groups. Already the videos we have produced in-house have inspired people to join in and do their bit. Both groups are doing sterling work and helping spread the Your Call ethos. It is important we promote their work. I remain committed to support our superb groups and individuals who make Blackburn with Darwen a better place.

### **Health and Care Integration update**

As part of our shadow Local Integrated Care Partnership (LICP) governance arrangements, the North, East, West and Darwen Primary Care Neighbourhood Groups continue to meet on a monthly basis and in December 2018 they all held their fifth round of meetings. To help design and transform community health and well-being services and increase the range of high quality services to local people who live and work within the four neighbourhoods, the Primary Care Neighbourhood Groups have started to identify a set of emerging priorities which include cervical screening, addressing loneliness and social isolation and diabetes prevention.

To support the Primary Care Neighbourhood Groups to develop the projects an opportunity has arisen through NHS England for group members to participate in a three-day Time for Care programme which is currently underway.

The LICP Board continues to meet on a regular basis with positive attendance and contributions by all members. A new highlight report has been produced which will be shared over the coming months as part of the Integrated Care Communications plan.

## **Social integration**

Lord Bourne, the Government's Minister for Faith, made a special visit to BwD in December to help launch our Social Integration Strategy. Our Community, Our Future sets out how our funding through the Ministry for Housing, Communities and Local Government's (MHCLG) Integrated Communities programme will be spent in Blackburn with Darwen.

A Local Integration Partnership (LIP) Board will steer the programme of work. I am pleased to have been appointed as Chair, supported by my Vice Chair Chris Seddon, who has a broad range of experience in the voluntary sector locally. At the meeting in December, the LIP board agreed plans for how we will move forward with project commissioning, we are looking for submissions which demonstrate creativity and innovation in better overcoming barriers to integration, to make the most of this fantastic opportunity which MHCLG are supporting us with. Following the member workshop on integration in June last year, we intend to hold a second Member Workshop in the near future, which I hope you will all be able to attend.

## **Holocaust Memorial Day**

On Tuesday 29 January BwD Borough Council and the BwD Interfaith Forum will jointly host the annual ceremony to mark Holocaust Memorial Day which brings the community together to remember and pay respects to victims of genocide, oppression and torture. It will be held in the Council Chamber at Blackburn Town Hall.

The theme of this year's Holocaust Memorial Day is 'Torn From Home'. It encourages us to consider the impact of people suddenly being driven out or wrenched from their homes because of persecution or the threat of genocide. Groups of pupils from eight local schools are preparing short presentations on the stories of individuals who found themselves torn from their own homes during the Second World War. Representatives of the local refugee community will also speak about their own experiences, giving a current and personal account of fleeing persecution.

A short film from the Holocaust Memorial Trust will also be shown and Rabbi Arnold Saunders will give the keynote address. The end of the ceremony will be marked with the lighting of candles as a sign of peace, unity and hope for the future.

Anyone who would like to attend should contact the Council's Governance and Democratic Manager, Phil Llewellyn on (01254) 585369 or [phil.llewellyn@blackburn.gov.uk](mailto:phil.llewellyn@blackburn.gov.uk).

## **LGA corporate peer challenge**

Members will know that the LGA Peer Team spent four days with us at the beginning of December challenging the Council on five core areas that the LGA believe are critical to council performance and improvement. The Peer Team met with a wide range of staff, councillors, partners and volunteers. Thank you to everybody who took part and helped to make this review so meaningful.

Initial feedback has been positive, with the Peer Team recognising the fantastic work we are doing at the Council already in terms of growth and community engagement. They also made reference to our strong leadership of place, the enthusiasm and commitment of our staff, and the professional and mature relationships we have developed across our political groups. They acknowledged the financial pressures we continue to face with growing demand for services and said that we have a good understanding of our financial challenges. The Team also made particular reference that our partners have real confidence in the Council.

We expect to receive their final report shortly which will outline recommendations for Council to consider. We will publish the full report along with our response to their recommendations.

## **Corporate Plan refresh 2019-2023**

Following discussion at our last Council Forum meeting and also Policy Council, members will be aware that work is starting to refresh our Corporate Plan and performance framework. The new Corporate Plan will reflect recommendations from the Peer Review, feedback through the

residents' survey, research analysis and partner events which have taken place over recent months.

Members, staff and our partners will have opportunity to contribute their views and comments on the Council's vision and priorities over the coming weeks before final agreement at our next Council Forum in March 2019.

### **National Festival of Making 2019**

The National Festival of Making will return to Blackburn for a third year on 15<sup>th</sup> and 16<sup>th</sup> June 2019. Residents and visitors alike can look forward to another year of free hands-on workshops, street performance within Blackburn town centre, Cathedral Quarter and venues in the town centre.

Planning has now begun and I encourage you all to volunteer and support this fantastic event. I would recommend that you all share the details of this wonderful event and the volunteering opportunities available to all. I will share more details at future meetings.

We are working with many partners to ensure that this continues to be a huge success and I invite all members to attend the festival and promote our borough as a great place to live, work and visit.

### **Preparations for leaving the EU**

As members will be aware and watching intensely the updates in Parliament. The House of Commons on Tuesday 15<sup>th</sup> January voted against the Brexit deal. We are currently scheduled to leave the EU on 29<sup>th</sup> March 2019 and the Council's Civil Contingencies Service are working with council departments and services in preparing for a "worst case scenario Brexit no deal".

As a Council, we are using the LGA's template to identify specific risks and threats of a 'no deal' scenario and responses are being co-ordinated via the Civil Contingencies Service. In addition the Governments' Technical Notices published last year are being considered by all services areas for any consequences to their service area and business. Departmental Business Continuity plans are also being refreshed to reflect any risks.

The council is an active member of the Lancashire Resilience Forum (LRF) and we have been working in partnership with the police, fire and rescue, NHS, Environment Agency and other key agencies to make preparations around potential consequences to the community if a 'no deal' Brexit occurs. Individual agencies will also be expected to provide situational reports on a frequent basis to the Government. The Council have contacted businesses across the Borough to see if any business continuity support and resilience planning is needed from the Council. We will continue to engage with the LRF.

## REPORT OF THE EXECUTIVE MEMBER FOR HEALTH & ADULT SOCIAL CARE COUNCILLOR BRIAN TAYLOR

**PORTFOLIO CO-ORDINATING DIRECTORS:**  
**DOMINIC HARRISON (HEALTH)**  
**SAYYED OSMAN (ADULT SOCIAL CARE)**  
**DATE: 24<sup>th</sup> January 2019**

### HEALTH

#### **HEALTH & WELLBEING STRATEGY 2018-2021**

The Blackburn with Darwen Health and Wellbeing Board has recently published a new Health and Wellbeing Strategy covering the period 2018 – 2021, which sets out the overarching plan through which the public, private, community and voluntary sectors, as well as residents, will work together to improve health and wellbeing for local people. The Strategy will inform and influence commissioning decisions across local services to make a real impact upon the wider determinants of health. It also recognises the new “place-based partnership” model to deliver integrated prevention, health and care services within our four neighbourhoods in Blackburn with Darwen.

The new strategy continues to take a life-course approach, aiming to increase life chances for residents of Blackburn with Darwen, by improving health and wellbeing: creating healthy places, reducing health inequalities and giving all people the opportunity to Start Well, Live Well and Age Well. Through consultation with partners the Health and Wellbeing Board has identified 3 main cross-cutting themes for the new strategy. These are:

- Poverty
- Vulnerable people
- Mental health and wellbeing

#### **ADULT SMOKING CONTINUES TO FALL**

Locally, smoking remains one of the biggest causes of preventable death, disability and health inequalities. However, data released in July by Public Health England shows that the rates of adults smoking in Blackburn with Darwen dropped from 27.1% in 2011 to 16.7% in 2017, putting the borough on a par with the North West average of 16.1%. The Council and local partners, including Blackburn with Darwen Clinical Commissioning Group (CCG), have worked together to deliver the local Tobacco Control Policy, including local initiatives around smokefree homes, cars and outdoor spaces, lobbying for plain tobacco packaging, and regularly backing national campaigns such as Stoptober and No Smoking Day.

#### **MENTAL WELLBEING AND SUICIDE PREVENTION**

A well-attended public vigil marking World Suicide Prevention Day took place outside Blackburn Town Hall on Monday September 10, organised and supported by Senior Council leaders and dedicated members of the long standing Suicide Prevention Group. A 40 second silence was observed to signify that one person dies from suicide somewhere in the world every 40 seconds. The event marked the launch of a year-long programme of activities, training opportunities and awareness raising across the borough. The campaign aims to get more people talking about mental health and thoughts of suicide, to encourage people who are struggling, to seek help to overcome life’s difficulties, and to not suffer alone in silence.

As part of this mental wellbeing programme, the Overview and Scrutiny Committee for People has focussed on adolescent mental health, to explore current support for young people and their families. A Scrutiny task and finish group has produced a set of recommendations on children’s emotional and mental wellbeing to ensure sustained partnership efforts to further improve outcomes for all our children and young people.

## **BREASTFEEDING FRIENDLY BOROUGH**

Being breast fed is an important factor in babies getting 'the best start in life' and in November a breastfeeding friendly borough campaign was launched in Blackburn with Darwen. Locally, an impressive 75% of new mum's start breastfeeding, and it is hoped that the campaign will increase the length of time mothers choose to continue to breastfeed, which evidence demonstrates can improve health outcomes for both mother and baby, for years to come.

The commitment made as part of becoming a breastfeeding friendly borough includes supporting local businesses and public transport partners to provide environments where mums feel encouraged to breastfeed if they want to, working with leisure centres, restaurants and shopping centres to welcome breastfeeding mums, providing access to a network of local mums who can provide peer support, encouragement and advice to new breastfeeding mums and encouraging the general public to be supportive in any of these environments.

## **ADULT SOCIAL CARE**

### **CORNERSTONE LAID AT £12.5M BLACKBURN EXTRA CARE FACILITY**

Council and NHS representatives celebrated progress on Blackburn's newest healthcare infrastructure by laying the cornerstone on 12<sup>th</sup> September.

The £12.5m Albion Mill Extra Care facility is being developed by specialist developer Verum Victum Healthcare and provide 109 beds, including 50 extra care apartments, 31 en-suite rooms for intermediate care, 24 dementia apartments and 4 rehabilitation apartments. The project offers the potential to improve the quality of life for our older people and help maintain independence. The project is the first time in the borough that a range of services for older and infirm people will be brought together on one site.

Communal areas will be created including a dining room, TV lounge, library, hair salon, gym, consulting rooms, kitchen and staff accommodation and the facility is scheduled for completion in early 2020.

### **NATIONAL BETTER CARE FUND TEAM VISIT**

The Council welcomed members from the national Better Care Fund (BCF) team in October and shared how local people have benefitted from development with Integrated Care.

The BCF is a pooled budget between the Council and the Blackburn with Darwen Clinical Commissioning Group to fund posts and commission services within the integrated neighbourhood offer. Integrated working between social care, health and the voluntary sector leads to more effective working with streamlined and joined up services for people in need of support.

The visitors met with the Home First Team, which provides wrap around care and assessment to enable people to be discharged from hospital as soon as possible, and the West Integrated Neighbourhood Team based at Barbara Castle Way Health Centre. The two teams comprise of a mix of social care, health and voluntary sector staff including social workers, district nurses, review officers, reablement officers, occupational therapists, physiotherapists and support workers.

## **SOCIAL WORK APPRENTICESHIP SCHEME**

The new Social Work Apprenticeship scheme will launch in 2019 and Blackburn with Darwen will be one of the leading authorities to embed this new route to becoming a qualified Social Worker. This is a national programme to improve the retention of social workers within the profession, and provide an additional means of development and training to staff who are interested in pursuing a long term career in social work.

Five applicants from across Adults Services and Children's Services have been successful in securing places and will now embark on a three year apprenticeship programme spending 20% of their time at university and 80% in on-the-job training. Upon successful completion the apprentices will gain a BA Degree in Social Work through the University of Central Lancashire.

## **GREATER LANCASHIRE TEACHING PARTNERSHIP**

Adult Services has strengthened its commitment to the Greater Lancashire Teaching Partnership by appointing a Practice Development Worker. The post has been created to support the department to meet the goals of the Teaching Partnership by March 2020 which includes increasing the number of students benefitting from a statutory placement, supporting and developing the practice educator role and improving the retention of newly qualified social workers. The role will also improve the quality of training for social workers, staff development and service delivery.



## Report of the Executive Member for Regeneration on 24th January 2019

**Councillor Phil Riley**

**Portfolio Co-ordinating Chief Officer: Martin Kelly**

### **Cinema**

Barnfield Construction broke ground on the new Cinema development in October with site works well underway with the steel frame scheduled for erection in February. Construction of the cinema is scheduled for 66 weeks with practical completion programmed for December 2019. Reel Cinema is planning to open around Easter 2020. Detailed design has commenced on the adjacent Jubilee Square Public Realm scheme with a separate procurement process to be undertaken in Spring with construction scheduled for Summer.

### **Milking Lane**

Demolition of the derelict office buildings is complete and Barnfield Blackburn submitted an Outline Planning Application in November for a mixture of employment uses, a careers hub and up to 100 dwellings. The planning application is now being assessed with further technical site assessments simultaneously underway to help prepare the site for re-development. The Growth Team are engaging with potential occupiers of the employment plots and soft marketing the site to stimulate wider market interest. The employment site will be branded as Millbank Business Park with further marketing and signage to be created over the coming months.

### **Roe Lee**

Persimmon Homes exchanged the contract to purchase the Council's Roe Lee site in October. Full planning approval to develop the site, subject to S106 agreement, was granted to Persimmon by the Council's Planning Committee on 20<sup>th</sup> December. Works by the Council's highways team are progressing well and scheduled to complete by the end of January. Persimmon intend to start work on site immediately after completing their purchase of the site.

### **Ellison Fold Way**

The Ellison Fold Way major transport project, funded by the Council and Growth Deal via the Lancashire Enterprise Partnership, is nearing completion. New infrastructure has been built along the corridor and the following are now in operation:

- A new compact roundabout at Sough Road/Grimshaw Street, which has improved sightlines and delivered new crossings and refuges for pedestrians. The roundabout accompanies new housing developments on Pole Lane and Cranberry Fold.
- New mini-roundabouts at Marsh House Lane/Priory Drive and Pole Lane/Priory Drive and changed priorities which have slowed traffic down on the approaches.
- New junction arrangements at Oak Grove/Ivinson Road which have improved sightlines and safety.
- 6 additional parking spaces at Ivinson Road for the benefit of local residents.

The Priory Drive traffic calming scheme will be delivered to co-incide with the completion of the Ellison Fold Way link road in February. The scheme will unlock

future development of new housing and improve access to local employment opportunities, and provide an alternative for residents accessing the M65 at Junctions 4 and 5.

### **Griffin**

The Griffin Pub has now been demolished and demolition of the remaining terraced houses on Stansfeld/Hancock Streets is nearing completion. Following a successful tender of the site through the Council's Developer Framework, work is underway with the preferred developer to refine the proposed scheme layout. The refined proposal is planned to be ready by March.

### **Local Plan Update**

Work on the evidence base for the new Local Plan is progressing. The *Housing and Economic Needs Assessment Study* was completed in December, work which included a *Call for Sites*. Three further studies are now underway – *Retail Capacity Study*, *Employment Land Review*, and *Gypsy & Traveller Accommodation Assessment*.

The first stage of public consultation on *Issues and Options* marks the first significant step towards the development of a new Local Plan. The intention is to consult on the *Issues and Options* document in February and March for a period of six weeks, aimed at all members of the public and key stakeholders. The consultation document sets out the main points to consider in producing a new Local Plan and seeks feedback via a series of questions on the following matters:

- Vision and Strategic Objectives
- Growth Options
- Spatial Issues
- Thematic Issues covering employment, housing, public facilities, environment, quality of place, and access to jobs and services.

The consultation activity will be as follows:

- Hard copies of consultation documents will be in libraries (deposit points) – with posters informing of consultation in community centres /leisure centres;
- Consultation questionnaire will be uploaded to Survey Monkey for ease of completion;
- Database of potential interested parties will be emailed a copy (circa 250 organisations and individuals);
- Hard copy shuttle in March will contain a reminder; and
- Regular updates in e-shuttle.

### **Blackburn Townscape Heritage Project**

Refurbishment works to 35 Northgate are due to complete by mid-March. The property is being offered for retail/leisure use with the second phase of works undertaken by a new operator, in due course. It has been discovered that the 1890s building was designed by James Birtwistle, a prominent early architect whose practice designed King Georges Hall, Blackburn's Courts building and the Port of Liverpool building. The Council is working-up plans for 29, 48 and 50 Northgate and 14 Lord Street West to go out to tender in February. The Blakey Moor public realm work is now underway with the contractor due to complete by the end of March.

A review of Blackburn Town Centre Christmas activities with the BID and key town centre retailers and the Markets is underway. However, early feedback is encouraging given the wider national picture. For example, in the week before Christmas, footfall in the Market was up by 1.5% on last year. Trading at the Christmas Markets was subject to very difficult weather conditions throughout the four weeks though many traders have expressed a wish to come back next year. A co-ordinated marketing campaign of the whole offer has been well received.

Trading in Darwen Market has been similarly positive over Christmas with traders reporting good footfall and increased business over the period compared to last year. New businesses, increased marketing and popular activities for families helped to widen the customer-base with increased footfall from Bolton, Hyndburn and Blackburn.

### **Darwen Market Square**

Works on the Square are well underway, including new paving sourced from a local quarry in Brinscall and existing railings refurbished and installed on Railway Road. This work is scheduled for completion by the end of March with artwork installed once construction finishes.

### **Highways Update**

The renewal of mini-roundabouts continues with the majority on the principal road network now complete. The aim was to complete this work by the end of January. Wet weather delays have extended the delivery of this work programme by a few weeks. The Winter season has been relatively mild with limited gritting operations taking place. However, cold weather is anticipated by the end of January.

The resurfacing programme for Higher Audley Street, Livesey Branch Road and Preston New Road is being costed for delivery by the end of March. This work will be funded from the additional Department of Transport funding announced in November.

Highways Operations continue to plan and deliver new capital schemes within the current budget framework. Highway works at Roe Lee are progressing well. Work will commence on the Sudell Cross, Victoria Street new link road from 14<sup>th</sup> January; this coincides with the completion of highways works to Gib Lane and Livesey Branch Road. The main focus for 2019 is to deliver key highways capital schemes and to remain a Department of Transport band 3 Local Authority for asset management.

## **NUMBERS OF CHILDREN IN CARE & CHILDREN'S SOCIAL CARE INFORMATION**

Recent regional analysis and national publicity has pointed to increasing demand pressures on children's services, with particular pressures in the North and North West. The North generally has seen rising numbers of children in care over recent years, with particular pressure around children and young people in older age groups with very complex social and behavioural issues. During 2017, Blackburn with Darwen moved towards the regional norm with a marked rise in the number of children in care placed in the most costly residential placements. During 2018 there was a slight fall in the number of children in care in external residential placements, but this has been off-set by a recent rise in the number of children in care placed in independent fostering agency placements.

There has been a surge of work coming into Children's Social Care through the latter part of 2018. The number of Children in our Care is 387, a return to levels similar to early 2018 following a fall in the spring and early summer of 2018. The number of children subject to child protection plans remains high and has risen to 267, and the total number of children and young people open to Children's Social Care remains high at 1,883. In addition, over 600 children are being supported by Early Help services, 10 children have been adopted since April 2018 and 21 children are currently placed in adoptive placements.

## **MAKE YOUR MARK CAMPAIGN**

Young people in the borough came 10th nationally for percentage turnout in the annual Make Your Mark campaign making 'Votes at 16' and 'End Knife Crime' the top two issues debated nationally. Following this, the Youth Forum attended a residential in London, where Blackburn with Darwen Youth MP Elle Walsh, along with 270 UK Youth MPs, attended the UK Youth Parliament annual sitting in the House of Commons.

Elle was successfully chosen by the Speaker of the House, John Bercow, in the final debate on knife crime and she spoke about educating young people through a youth work curriculum which would include the consequences and repercussions of knife crime. Elle's key aim is to work with the Young People Services staff to develop a curriculum to prevent knife crime, which could be delivered in youth clubs and schools in Blackburn with Darwen.

## **CHILD SEXUAL EXPLOITATION (CSE) AWARENESS WEEK (5<sup>TH</sup>-9<sup>TH</sup> NOVEMBER)**

For Child Sexual Exploitation Week in November, a range of Council teams including Engage, Young Peoples Services, Youth Justice and Early Years plus partners, delivered awareness raising activities across their settings with children, parents and professionals. This year the focus of the discussions was the sexual exploitation of boys and working with young people aged 16+ who are transitioning into adulthood.

Engagement activity reached 240 professionals across a number of sectors and over 1000 pupils via themed assemblies at Westholme School, Blackburn Central High School, Cheethams Youth Group and the Young Peoples Services boys group at Audley Community Centre. Primary and secondary schools were encouraged to promote the week across their settings and share resources with parents.

## **YOUTH TAKEOVER CHALLENGE**

The Blackburn with Darwen Youth Forum organised and led the annual Takeover Challenge at King Georges Hall in November when 65 young people were given the opportunity to influence the people who have the power to make decisions.

The chosen topics for this year were “End Food Poverty’ and ‘End Period Poverty” and partner agencies including Food Power, Brook and Femcura supported the young people to deliver interactive workshops. The challenge was a fantastic way to empower our young people, encouraging them to discuss issues and explore solutions which could make a real difference where they live.

This national initiative is led by the Children’s Commissioner of England and gives children and young people valuable insight into real life decision making, while organisations benefit from a fresh perspective on their work.

## **ROAD SAFETY WEEK**

The Children’s Centres network delivered a whole host of learning through play activities with groups and nurseries during November to mark Road Safety Week. ‘Bright Day’ encouraged parents and children to wear bright and florescent clothes and the Community Safety Team supported by providing fluorescent resources for the children to put on their coats to support them being seen in the dark. Parents made pledges to adopt the road safety messages including continuing to teach their children about road safety, holding hands and the importance of wearing a bike helmet.

## **OFSTED FOCUSED VISIT**

Children’s Services received a two day visit from Ofsted in November focusing on ‘Help and Protection’, particularly children in need and children subject to child protection, including children on the edge of care and those subject to pre-proceedings interventions. Inspectors concluded that children in Blackburn with Darwen who are at immediate risk are protected and that the quality of help and protection services they receive has remained the same since the last inspection in September 2017, with improvements to some aspects of the service. Some children benefit from the good-quality work by individual practitioners, however the service remains too variable. The department is dedicated to making improvements in line with the inspection action plan and despite pressures of high caseloads and complexity of cases, progress has been made.

## **CHRISTMAS ROUND UP**

Thank you to all the individuals and businesses who donated to the local charity, Secret Santa, which has worked over the past 12 months to provide 900 new Christmas gift bundles to children and young people in need across the borough. The children’s centre network was used as a distribution point with age appropriate gift sets wrapped for children and young people aged 0-16+.

### *○ Children’s Centres Activities*

Each children’s centre enjoyed a Winter Wonderland event where parents and carers were invited to sing along with their children and the community cafes served Christmas lunches. In addition, the Kingdom Outreach charity co-ordinated and delivered 145 food hampers to Children Centres and Apple Trees on Christmas Eve to provide ingredients for a Christmas meal for families in need.

- *Christmas Parties*

Foster Families enjoyed a visit from Santa at their annual Christmas Party at Longshaw Sports & Social Club. Highlights included a fantastic entertainer with party games and a very generous raffle with an Xbox as the top prize!

The Special Education Needs & Disabilities (SEND) Forum Christmas party at Cherry Tree Cricket Club was a celebration of the hard work and commitment of all the Forum Members and their families, and a wonderful opportunity to share the film that they have been working hard to produce to encourage other young people to join the Forum. After lots of fun entertainment, dancing and eating, the children all received a gift from Father Christmas.

Thank you to all the Children's Services staff who were on hand throughout the festive period to support children and families.

## **EDUCATIONAL ACHIEVEMENT**

Recent publication of national performance tables shows that achievement in the borough's Primary schools in 2018 was very strong, with two thirds (66%) of local children at or above expected levels in Reading, Writing and Maths. This compares with a national average of 64%. December also saw the publication of provisional performance tables for Secondary schools. The tables showed that young people in Blackburn with Darwen schools, on average, made better progress than their peers in the region or nationally. Several schools had particularly strong progress, with some amongst the top 10 schools nationally, although there were others with much room for improvement. We continue to work with all local and national partners to improve local schools and ensure that our children and young people receive the best possible education.

## **ST THOMAS'S CENTRE IS OUTSTANDING**

The St Thomas's Centre (Pupil Referral Unit) was delighted to be judged as 'outstanding' in all areas at their Ofsted inspection in June. In praising the quality of teaching and learning the Inspector commented that *'the great majority of pupils in each of the key stages make good or better progress from low starting points, not only in English and mathematics but in other subjects too. The vast majority of leavers move on successfully to sustained further education, employment or training'*.

Since the inspection, a £500k full refurbishment of the former Cedars Infant School site has been carried out to accommodate the needs of pupils, and this premises is now part of the St Thomas's Centre network.

## **CELEBRATION OF ACHIEVEMENTS AWARDS**

More than 50 children in care from across the borough were presented with special awards at the Children in Our Care Celebration of Achievements ceremony at Ewood Park in November. I, along with Jayne Ivory, Director of Children's Services, presented Special Achievement Awards for The Arts, Science, Sport, Behaviour, Academic Achievement and 'Making a positive contribution'.

The audience was entertained by singing performances from four young people in care and X Factor contestant Jake Quickenden presented prizes. Blackburn Rovers, as well as hosting the event, provided match tickets and gift vouchers to all of the winners.

The Virtual School co-ordinated the event with sponsorship support from Blackburn Rovers Football Club, the Blackburn Rovers Community Trust, OSMIS Education Limited and the John Bury Trust.

## REPORT OF THE EXECUTIVE MEMBER FOR ENVIRONMENT

**COUNCILLOR JIM SMITH**

**PORTFOLIO CO-ORDINATING**

**DIRECTOR: MARTIN EDEN**

**DATE: 24<sup>th</sup> JANUARY 2019**

### ENVIRONMENTAL SERVICES

#### **Garden Waste**

The opportunity to subscribe to the collection service for 2019, opened early December, with to date, over 3,500 having taken advantage of the £5 discount with the 'early bird' offer that is available until 31<sup>st</sup> January 2019.

#### **Your Call clean up volunteer activity**

Since April 2018, we have had 94 Your Call community clean up events supported by the Council. The number of registered attendees at these 94 events is 1,568.

In addition to this, we also have the community litter pickers and we are indebted to the community spirit generated by the Keep Darwen Tidy and Keep Blackburn Tidy Facebook groups, whose members have helped improve the borough, by not just litter picking and generating thousands of red bags, but also removing overgrowth and lopping bushes in their localities.

Since April 2018, we have issued some 480 community litter picking packs to residents of the borough, with a significant number recording their activities on the Lancashire Volunteer Portal.

The latest Red Bag Revolution campaign by the Council has seen an increase in numbers requesting litter picking packs since the campaign was launched late December.

#### **WASTE AND RECYCLING TONNAGES**

The latest figures for the borough for 2018/19, compared with 2017/18 are:-

The data for all Residual tonnage:

April – Dec 2017:	28,766 tonnes
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April – Dec 2018:	30,135 tonnes
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Data for Kerbside recycling tonnage:

April – Dec 2017:	9,757 tonnes
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April – Dec 2018:	9,539 tonnes
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A programme board is being established to review all aspects of waste and recycling within the borough, which coincides with the Government releasing late December 2018, it's Our Waste, Our Resource: A Waste Strategy for England.

## **PARKING SERVICES**

### **Pay and Display**

On the 1<sup>st</sup> October, the Council implemented a 20p increase on all Pay and Display tariffs, in addition to this a new Sunday tariff was introduced of £1.00 for up to 3 hours and £2.00 thereafter. Pay and Display income has increased by over 15% in 2018, mainly due to the success of Brown Street Car Park and its extension and the significant reduction in machine faults since the new Pay & Display machines were introduced.

### **Parking Enforcement**

The Council introduced red route enforcement along a stretch of Highway at Eanam in a landmark scheme for the Borough, the scheme went 'live' on the 1<sup>st</sup> November with warning notices being sent for the first month, Penalty Charge Notices were introduced after the 1<sup>st</sup> December.

In enforcement side of parking services has since the 1<sup>st</sup> April 2018 issued:-

- 10,456 Penalty Charge Notices for illegal parking
- 8,200 Penalty Charge Notices for Bus Lane contraventions
- 278 Penalty Charge Notices for Red route contraventions

### **Old Bank Lane**

On the 15<sup>th</sup> October, electronic signage directing vehicles to the Old bank Lane site were trialled in a bid to increase usage of the car park but also to reduce congestion to the Hospitals other sites. Since the introduction of these signs usage has increased threefold and congestion has significantly reduced on the hospitals car park. As a result of this trial a permanent signage solution is now being sought.

## **PUBLIC PROTECTION SERVICE TOBACCO AND ALCOHOL SEIZURE**

In November 2018, as a result of cumulative intelligence reports received by Public Protection, a multi-agency tobacco operation took place in the Borough. After 5 hours searching at one site, 78,000 illicit cigarettes and 444 bottles of non duty-paid alcohol with an estimated combined market value of £45,000 were located and seized. Detailed investigations are ongoing.

### **Slot Machines in Pubs Survey**

Public Protection Officers took part in a national survey to test compliance with gambling laws which forbid children from accessing 18+ gaming machines in pubs.

In Blackburn with Darwen, Officers found that 7 out of the 8 pubs which were checked allowed children to use the slot machines. This mirrored the failure rate nationally, where 90% of pubs which were tested failed.

Advice has been issued to the pubs on this occasion, and Public Protection Officers will continue to monitor and enforce where necessary.



### **Animal Welfare Licences**

The way businesses are licenced for animal boarding, dog breeding, running pet shops etc has changed. The new laws are designed to strengthen animal welfare, particularly around puppy sales.

The new regulations include requirements to:

- Ensure that breeders show puppies alongside their mother and in the presence of the new owner before a sale is made— preventing online sales where prospective buyers have not seen the animal first.
- Ban licensed sellers from dealing in puppies and kittens under the age of 8 weeks.
- Regulate adverts, including on the internet, by ensuring licensed sellers of all pets include the seller's licence number, country of origin and country of residence of the pet.
- Introduce a new “star rating” informing potential customers of how well businesses comply with welfare standards. The star rating ranges from 1 to 5 with 5 stars showing the best standards are in place.

In Blackburn with Darwen, up to the end of December, 14 applications have been processed for the new licences. Of those, 13 have been awarded the highest star rating of 5. Licensing officers are working closely with trading standards officers in this area, due to the risk of illegally imported puppies bringing rabies into the country.

## **REPORT OF THE EXECUTIVE MEMBER FOR LEISURE & CULTURE COUNCILLOR DAMIAN TALBOT**

**PORTFOLIO CO-ORDINATING DIRECTORS:  
DOMINIC HARRISON (PUBLIC HEALTH & WELLBING)  
MARTIN EDEN (ENVIRONEMENT & OPERATIONS)  
DATE: 24<sup>th</sup> January 2019**

### **LIBRARIES AND ARCHIVES**

**Print Solution:** Libraries across the Borough now offer a secure, state of the art facility which enables users to print 'remotely' from their mobile devices or home PC and collect their documents via a self-service kiosk at their nearest library. This intuitive technology, which also provides photocopying and scanning services, is part of the Council's ongoing wider initiative to provide excellent digital services for residents. The printing solution can also be accessed via each of the 97 new PCs which have been installed across the 5 libraries for use by all citizens.

#### **Darwen Children's Library:**

The children's section at Darwen Library has been given a mini refurbishment and now feels much brighter and welcoming. The makeover was unveiled at a special Christmas event for children with story time and crafts. Councillor Jane Oates, Blackburn with Darwen Borough Council's Assistant Executive Member for Leisure and Culture joined the youngsters along with 'Wordsworth' – the mascot for the library.

### **VENUES**

The Brewery tender was recently procured through an e-auction. Four companies took part in a competitive process, with the successful supplier confirmed as JW Lees. The contract will begin at the end of January and it is expected that King George's Hall (KGH) / Darwen Library Theatre (DLT) will make a saving of approximately 20% on bar supplies.

Both KGH and DLT pantomimes were a huge success over the Christmas period. Both were very well attended with positive audience feedback; DLT had occupancy of 74% whilst KGH had an occupancy level of 82%. The new year started strongly with the first 2 Comedy Club shows of 2019 both sell out performances and there are another 2 sell out gigs at the end of January (Vaccines and Kaiser Chiefs).

### **LEISURE**

Darwen Leisure Centre's gym reopened on Friday 11 January following an extensive refurbishment over the Christmas and New Year period. The Leisure Centre, which opened in 2010, has created a completely new gym experience. This includes an updated layout and state-of-the-art equipment, as well as new flooring and lighting. All this has been achieved within allocated budgets. Following a consultation exercise with members, an overwhelming number of people said they

wanted to see a bigger and better range of gym equipment and this has now been achieved.

A major feature of the new-look gym is a purpose built, freestanding gym rig that can accommodate functional and suspended body weight training; expanding the range of exercises possible in the gym. Adding brand new spinning bikes to one of the multi-use studios has also created extra space within the gym. The new equipment, provided by renowned industry supplier [Precor](#), includes:

- State-of-the-art-touch screen cardiovascular equipment
- Top-of-the-range spinning bikes
- Purpose-built HIIT cardio equipment
- A dedicated weight training area.

**REPORT OF THE EXECUTIVE MEMBER FOR NEIGHBOURHOODS & PREVENTION  
COUNCILLOR SHAUKAT HUSSAIN  
PORTFOLIO CO-ORDINATING  
DIRECTOR: SAYYED OSMAN  
DATE: 24<sup>th</sup> January 2019**

## **RESULTS OF MENTAL HEALTH RESEARCH**

Blackburn with Darwen Adult Learning Service took part in a Department for Education (DfE) funded Community Learning Mental Health research project between October 2015 and August 2017. The research project looked at whether non-formal adult and community learning can support people in managing mental health problems such as anxiety and depression. The focus of the research was on helping people to develop the tools, strategies and resilience to manage their mental health and aid recovery.

The findings were released on Mental Health Awareness day in October. A key positive finding from the research was that 39% of learners who started their course with clinically significant symptoms of anxiety and/or depression no longer had these at the end of the course.

During the project the Adult Learning Team developed strong operational links with health partners and continues to offer the Positive Minds provision as part of the wider Health and Wellbeing offer.

Additionally, three Adult Learning tutors have successfully completed the nationally acclaimed Mental Health First Aid (MHFA) accredited training to develop an MHFA offer for local communities, individuals and local businesses and organisations.

## **ARTFUL MINDS GROUP**

A group of people with anxiety and more complex mental health conditions such as bipolar attended the 'Relaxing through Painting and Drawing' Positive Minds class. All participants reported gains in confidence and wanted to build on their learning and achievements in the classroom. Supported by a Tutor and a Community Connector they formed a peer led art group and they have been helped in planning, resourcing and managing the group. The Artful Minds Group now meets weekly at Hopwood Court and members have continued to grow in confidence, working independently and supporting each other which has reduced feelings of isolation. Members have expressed that they are now seen as people rather than as medical conditions and recommend the group to anyone who is anxious or low.

With support from Community Connectors the group is planning to be constituted to achieve charitable status and apply for funding. The group has been so successful that there is now a waiting list and the possibility of starting a second group is being explored.

## **DOMESTIC ABUSE UPDATE**

Blackburn with Darwen Council, alongside partners from across the region, has successfully bid and been awarded £1.2m funding from the Ministry of Housing, Communities and Local Government funding. This will support people who are in refuge from Blackburn with Darwen to be able to move into their own accommodation with additional outreach support. This also increases our ability to support more local people with commensurate measures available across the wider Lancashire footprint.

## **COUNCIL SUPPORT FOR STREET REACH**

The Street Reach Service has been re-introduced in Blackburn Town Centre. The service, in partnership with town centre businesses and the office of the Police and Crime Commissioner for Lancashire, proactively engages with adults in the town centre who may need help and support, are begging or are homeless or at risk of homelessness. As part of the Making Every Adult Matter offer the service has a range of support services that they are able to refer people to including one to one support, mental health services and housing.

## REPORT OF THE EXECUTIVE MEMBER FOR RESOURCES – 24<sup>th</sup> January 2019

**COUNCILLOR ANDY KAY**

**PORTFOLIO CO-ORDINATING  
CHIEF OFFICER: DENISE PARK**

### **Financial Services**

The Provisional Local Government Finance Settlement information was received from Central Government just before Christmas. The team have been reviewing the data and updating the draft Budget for 2019/20 and the Medium Term Financial Strategy for discussions with members and officers, in preparation for Finance Council in February.

### **Benefits**

The Department of Work and Pensions (DWP) has announced an end to the funding for Universal Credit digital assistance and personal budgeting support currently provided by the Council. The replacement will be reduced funding for a service to be provided by the Citizens Advice Bureau under a national agreement. An urgent meeting has been requested with the DWP to discuss the potential effects and implications for residents of the borough to minimise any adverse consequences for individuals and families.

A number of changes to the existing Council Tax Support scheme have been agreed for 2019/20 financial year following the Policy Council's decision.

### **Revenues**

#### **Business Rates**

The details of the new Business Rates Retail discount have been released by the Government. The new discount will provide a 33% discount (after application of other reliefs) for those properties with a rateable value of less than £51,000 and that are wholly or mainly being used as shops, restaurants, cafes and drinking establishments.

The Business Rates team is continuing to address cases that fail to pay or contact the office for bankruptcy/liquidation proceedings. The cases are generally those with large debts or business ratepayers who fail to contact or engage with the Council.

#### **Council Tax**

In preparation for the new financial year the Council Tax team will be undertaking a major promotion of the benefits of paperless bills which will save money and promote digital engagement with the Council. The team will also be reintroducing text messages in 2019 as a way of notifying and contacting customers e.g. to remind customers of unpaid Council Tax instalments; to request additional information and to notify customers of benefit assessments.

A number of pilot Council Tax cases have been issued to solicitors for escalation to a personal bankruptcy petition or the imposition of a charging order on a property. The pilot consists of 8 cases, on which a full review of their progress will be undertaken before the end of the March.

### **Digital & Business Change**

An overview and update of the digital programme was presented to the policy and corporate resources overview and scrutiny committee. An expanded Council digital board has been formed and has started work on revising the organisation's digital strategy and vision. Recent engagement events have been well attended by internal and external stakeholders.

The Council has agreed to enter into a subscription deal from 2019 with Microsoft for the Office 365 service. This will include hosted email, storage and back office productivity tools, replacing the current onsite solutions and providing a more cost effective, future proofed solution.

As part of the equipment refresh programme, we have started rolling out new computer and mobile devices across the organisation. At the time of writing we have deployed over 200 devices to staff. The capital programme to replace core infrastructure continues with regular implementation month by month and minimal disruption to services.

Throughout November 'Lean' training was undertaken by our Business Support team. The training was provided from within the directorate to over 70 staff. Lean training provides staff with skills and knowledge in order for them to continually improve processes and services. Feedback from staff was positive and over 50 service improvement ideas have been raised as a result.

A mobile engagement hub for digital health and care was arranged in November. Members of the public and staff were engaged throughout the day outside of the town hall, raising awareness of digital tools to access services and manage health conditions.

### **Human Resources**

The team continues to have a successful Payroll, HR/Health, Safety & Wellbeing and Recruitment services offer to Schools.

The team have recently led on the implementation of new pay spine for Green Book employees as part of the 2018 - 2020 pay agreement, linking closely with schools, ensuring they have had the opportunity to contribute to the proposals.

As part of the overall digital strategy, the digital workforce priorities are being refreshed. These incorporate the device modernisation programme and links in to the accommodation strategy. The team are leading the consultation and engagement with the workforce with regards to what the "office for the future" needs to look like and have opened a demonstration office, where employees can give feedback and inform/influence the shape of future working.

The service is also continuing to roll out new functionalities for its e-service platform via MyView continuing the digital evolution of HR and related support services across the Council making it easier and quicker for managers and employees alike to engage and utilise services efficiently and effectively.

### **Legal Services**

Since March 2018 Legal Services have secured over 1,300 convictions via the new Single Justice Procedure [also known as 'the SJP'].

In addition to undertaking some non-school attendance cases and littering cases, cases of breaches of section 80 abatement notices under the Environmental Protection Act 1990 have also been successful.

On the 12th December 2018 members of the legal social care team attended the annual Lancashire Family Justice Event at UCLan. This was also attended by other local authorities practitioners, senior members of the Judiciary including the President of the Family Division, Clinicians, CAFCASS and the Governor of Styal Prison.

# Year Planner 2019-20

Please note that all meeting dates are subject to change

Last Updated 16<sup>th</sup> January 2019

Changes to note:

13<sup>th</sup> May 2019 - New Member Induction

3<sup>rd</sup> June 2019 – date reserved for Call In / Training (previous date 19<sup>th</sup> June 2019)

5<sup>th</sup> June 2019 – Health and Wellbeing Board (previous date 18<sup>th</sup> June 2019)

10<sup>th</sup> June 2019 – People OSC (previous date 3<sup>rd</sup> June 2019)

17<sup>th</sup> June 2019 – Place OSC (previous date 10<sup>th</sup> June 2019)

25<sup>th</sup> June 2019 – Audit Committee

26<sup>th</sup> June 2019 – Standards Committee



# YEAR PLANNER 2019

	May	June	July	August	September	October
Monday			1 CI/T			
Tuesday			2 DTC			1 DTC SACRE
Wednesday	1		3			2 CI/T
Thursday	2 Elections		4 EB	1		3 CI
Friday	3 Election Count		5	2		4
Saturday	4	1	6	3		5
Sunday	5	2	7	4	1	6
Monday	6 May Day Bank Holiday Ramadan starts	3 CI/T Schools re-open	8	5 CI/T	2 Schools reopen CI/T	7
Tuesday	7 DTC	4 DTC SACRE Eid al Fitr	9 GLSC	6 DTC	3 DTC	8 GLSC
Wednesday	8	5 HWB	10	7	4 HWB	9
Thursday	9	6	11 PH	8 EB	5	10 EB
Friday	10	7	12	9	6	11
Saturday	11	8	13	10	7	12
Sunday	12	9	14	11	8	13
Monday	13 New Member Induction	10 PEOPLE OSC	15	12 Eid al Adha	9 PEOPLE OSC	14
Tuesday	14 GLSC	11 GLSC	16 L	13 GLSC	10 GLSC	15 AUD
Wednesday	15	12	17	14	11	16
Thursday	16 AC	13 EB	18 CI	15 PH	12 EB	17 PH
Friday	17	14	19	16	13	18 Schools Close – Autumn Half Term
Saturday	18	15	20	17	14	19
Sunday	19 Civic Sunday	16	21	18	15	20
Monday	20	17 PLACE OSC	22	19	16 PLACE OSC	21
Tuesday	21	18 LASC	23 Schools Close – Summer Holidays	20 LASC	17	22 LASC
Wednesday	22	19	24	21	18	23 SC
Thursday	23 PH	20 PH	25	22	19 PH	24
Friday	24 Schools Close	21	26	23	20	25
Saturday	25	22	27	24	21	26
Sunday	26	23	28	25	22	27
Monday	27 Spring Bank Holiday	24 RESOURCES OSC	29	26 August Bank Holiday	23 RESOURCES OSC	28 Schools reopen
Tuesday	28	25 AUD	30	27	24	29 L
Wednesday	29	26 SC	31 AUD (4pm)	28	25	30
Thursday	30	27		29	26	31
Friday	31	28		30	27	
Saturday		29		31	28	
Sunday		30			29	
Monday					30	
Tuesday						

# YEAR PLANNER 2019/2020

	November	December	January	February	March	April
Monday						
Tuesday						
Wednesday			1 New Year's Day			1
Thursday			2			2
Friday	1		3			3 Schools Close – Easter Holidays
Saturday	2		4	1		4
Sunday	3	1	5	2	1	5
Monday	4 CI/T	2 CI/T PEOPLE OSC	6 Schools reopen CI/T	3 CI/T	2 CI/T	6 CI/T
Tuesday	5 DTC	3 DTC	7	4 DTC SACRE	3 DTC	7 DTC
Wednesday	6	4 HWB	8 SC	5	4 SC	8
Thursday	7	5 PC	9 EB	6	5	9 EB
Friday	8	6	10	7	6	10 Good Friday
Saturday	9	7	11	8	7	11
Sunday	10 Remembrance Sunday	8	12	9	8	12
Monday	11	9 PLACE OSC	13	10	9 PEOPLE OSC	13 Easter Monday
Tuesday	12 GLSC	10 GLSC	14 AUD	11 GLSC	10 GLSC	14 GLSC
Wednesday	13	11	15	12	11 HWB	15
Thursday	14 EB	12 EB	16 PH	13 EB	12 EB	16 PH
Friday	15	13	17	14 Schools Close – Spring Term	13	17
Saturday	16	14	18	15	14	18
Sunday	17	15	19	16	15	19
Monday	18	16 RESOURCES OSC	20	17	16 PLACE OSC	20 Schools reopen
Tuesday	19	17 LASC	21 GLSC	18 LASC	17	21 LASC
Wednesday	20	18	22	19	18	22
Thursday	21 PH	19 PH	23 CF	20 PH	19 PH	23
Friday	22	20 Schools Close	24	21	20	24 Ramadan starts
Saturday	23	21	25	22	21	25
Sunday	24	22	26	23	22	26
Monday	25	23	27	24 FC Schools reopen	23 RESOURCES OSC	27
Tuesday	26	24 Christmas Eve	28 L	25	24	28 L
Wednesday	27	25 Christmas Day	29	26	25	29
Thursday	28	26 Boxing Day	30	27	26 CF	30
Friday	29	27	31	28	27	
Saturday	30	28		29	28	
Sunday		29			29	
Monday		30			30	
Tuesday		31 New Year's Eve			31 AUD	
Wednesday						

## YEAR PLANNER 2020

	May	June	KEY
Monday		1 <b>CI/T</b> Schools reopen	<b><u>Council &amp; Committee Meetings</u></b>
Tuesday		2 <b>DTC</b>	<b>AC</b> – Annual Council 6.00 pm
Wednesday		3 <b>HWB</b>	<b>FC</b> – Finance Council 6.00 pm
Thursday		4	<b>CF</b> – Council Forum 6.00 pm
Friday	1	5	<b>PC</b> – Policy Council 6.00 pm
Saturday	2	6	<b>EB</b> – Executive Board 6.00 pm
Sunday	3	7	<b>PH</b> – Planning & Highways Committee 6.30 pm
Monday	4 May Day Bank Holiday	8 <b>PEOPLE OSC</b>	<b>AUD</b> – Audit and Governance Committee 6.30pm
Tuesday	5 <b>DTC CI/T</b>	9 <b>GLSC</b>	<b>SC</b> – Standards Committee 6.00 pm
Wednesday	6	10	<b>LASC</b> – Licensing Act 2003 Sub-Committee & <b>GLSC</b> General Licensing Sub Committee 6.00 pm
Thursday	7 Election	11 <b>EB</b>	<b>L</b> – Licensing Committee 6.00 pm
Friday	8 Election Count	12	<b>SACRE</b> - Standing Advisory Council for Religious Education 9.00 am
Saturday	9	13	
Sunday	10	14	
Monday	11	15 <b>PLACE OSC</b>	
Tuesday	12 <b>GLSC</b>	16	<b><u>Overview and Scrutiny Committees</u></b>
Wednesday	13	17	<b>PEOPLE OSC</b> – People Overview & Scrutiny Committee 6.00 pm
Thursday	14	18 <b>PH</b>	<b>PLACE OSC</b> – Place Overview & Scrutiny Committee 6.00 pm
Friday	15	19	<b>RESOURCES OSC</b> – Resources Overview & Scrutiny Committee 6.00 pm
Saturday	16	20	<b>CI/T</b> – provisional dates assigned for Call Ins or Member Training
Sunday	17	21	
Monday	18 New Member Induction	22 <b>RESOURCES OSC</b>	
Tuesday	19	23 <b>LASC</b>	
Wednesday	20	24	<b><u>Partnership Meetings:</u></b>
Thursday	21 <b>AC</b>	25	<b>HWB</b> – Health & Wellbeing Board 5.30 pm
Friday	22 Schools Close	26	
Saturday	23 Eid al Fitr	27	<b><u>Other Meetings:</u></b>
Sunday	24	28	<b>DTC</b> Darwen Town Council 7.00 pm
Monday	25 Spring Bank Holiday	29	
Tuesday	26	30	
Wednesday	27		
Thursday	28 <b>PH</b>		
Friday	29		
Saturday	30		
Sunday	31 Civic Sunday		