

Council Forum

Thursday, 18th July, 2019

6.00 pm

Council Chamber, Blackburn Town Hall

AGENDA

1. **Welcome and Apologies**
2. **Prayers by the Mayor's Chaplain**
3. **Minutes Of The Previous Meeting**
Annual Council Minutes 2019 **6 - 14**
4. **Declarations of Interest**
DECLARATIONS OF INTEREST FORM **15**
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**

MOTION 1

Motion to DECLARE A CLIMATE EMERGENCY

BwDBC notes:

Humans have already caused irreversible climate change, the impacts of which are being felt around the world. Global temperatures have already increased by 1°C from pre-industrial levels. Atmospheric CO₂ levels are above 400 parts per million (ppm). The latest report from the Inter-Governmental Panel on Climate Change (IPCC) in October 2018 gave us 12 years to implement changes to keep global warming to a maximum of 1.5°C in order to avoid

widespread drought, food scarcity, heat related deaths and loss of biodiversity including insects and vital food crop pollinators.

At present the world is on track to overshoot the Paris Agreement's 1.5°C limit before 2050. In order to reduce the chance of runaway global warming and limit the effects of climate breakdown, it is imperative that we as a species reduce our CO₂e (carbon equivalent) emissions from their current 6.5 tonnes per person per year to less than 2 tonnes as soon as possible.

Individuals cannot be expected to make this reduction on their own. Society needs to change its laws, taxation, and infrastructure to make low carbon living easier and the new norm.

Carbon emissions result from both production and consumption.

Blackburn with Darwen Borough Council has already made some positive progress, but this is not enough. More can and must be done. The Independent Panel on Climate Change in its Oct. 2018 report was very clear that action from all parts of society is necessary and local government has a responsibility to lead the way.

Town and city councils around the world are responding by declaring a 'Climate Emergency' and taking action to address this emergency.

BwDBC believes that:

All levels of government (national, regional and local) have a duty to limit the negative impacts of climate breakdown. Local councils that recognise this should not wait for their national governments to change their policies.

Towns and cities are uniquely placed to lead the world in reducing carbon emissions, as they are in many ways easier to decarbonise than rural areas.

The consequences of global temperature rising above 1.5°C are so severe that preventing this from happening must be humanity's number one priority.

Bold local climate action can deliver economic and

social benefits in terms of new green jobs, economic savings and market opportunities, as well as much improved well-being for Blackburn *with* Darwen residents – for example through reducing fuel poverty and energy bills, encouraging healthy, active travel and improving green spaces and access to nature.

BwDBC decides to:

Declare a 'Climate Emergency'.

Commit to a target of making Blackburn *with* Darwen carbon neutral by 2030, taking into account both production and consumption emissions (scope 1, 2 and 3 of the Greenhouse Gas Protocol - GHG Protocol establishes comprehensive global standardised frameworks to measure and manage greenhouse gas (GHG) emissions from private and public sector operations, value chains and mitigation actions).

Request an update report within six months setting out the immediate actions the Council has taken and will take to address this emergency and a plan to measure annual borough-wide progress towards meeting the 2030 target.

Work with partners across our towns and across the region to deliver this new goal through all relevant strategies and plans and drawing on local and global best practice.

Actively lobby the Government to provide the additional powers and resources needed to meet the 2030 target.

Proposed by:- Cllr Andy Kay

Seconded by:- Cllr Tasleem Fazal

MOTION 2

Blackburn with Darwen Borough Council calls upon our Chief Executive, to write to the MPs for both of our towns, requesting that they too write to the Secretary of State for DWP, Amber Rudd, as well as Secretary of State for Education, Damian Hinds to demand an urgent cumulative impact assessment of the austerity programme that has been driven by the Coalition government of 2010-2015 and the Conservative government since 2015.

As a result of the “benefit freeze” many families are unable to qualify for the 15 hours of 2 year olds free child care because the national minimum wage now exceeds the qualifying income level.

In addition to this, our Chief Executive and our MPs must also ask what the Government is going to do to alleviate the increases of poverty, including in work poverty levels now internationally recognised by the UN and others.

Blackburn with Darwen Borough Council calls for the reversal of the freeze of benefits, and demands an increase to all benefits and eligibility criteria in line with inflation, including the 15 hour offer of childcare for 2 year olds from £16,180 per year, which is the rate set in 2014.

Proposed by: Councillor Vicky McGurk
Secinded by: Councillor Sylvia Liddle

8.	Constitution and Pay Policy Update 2019/20	
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13.	To consider any questions received from Members under Procedure Rule 11	

PART 2: ITEMS FOR CONSIDERATION IN PRIVATE

There are no items to be considered under Part 2.

Date Published: Wednesday, 10 July 2019
Denise Park, Chief Executive

ANNUAL COUNCIL **Thursday, 16 May 2019**

PRESENT –*The Mayor, Councillor Pat McFall, Councillors Akhtar H, Casey, Floyd, Groves, Hardman, Harling, Khan M, Connor, Hussain M, Khonat, Mahmood, McGurk, Patel, Rigby C, Afzal, Riley, Slater J, Slater Ja, Talbot, Whittle, Akhtar P, Batan, Bateson, Browne, Daley, Desai, Fazal, Gee, Gunn, Hussain S, Jan-Virmani, Kay, Khan Z, Liddle, Marrow, Oates, Rawat, Shorrock, Sidat, Slater Ju, Smith D, Smith J, Taylor, Rigby J, Hussain S, Salton and Slater N.*

RESOLUTIONS

1 Welcome and Apologies

Following the reading of the notice convening the meeting by the Chief Executive, the Mayor, Councillor Pat McFall, welcomed all to the meeting. Apologies were received from Councillors Stephanie Brookfield, Roy Davies and John Pearson.

2 The Election of Mayor for 2019/20

The Chief Executive asked for nominations for the Office of Mayor of the Borough for the ensuing Council year. Councillor Jim Shorrock was nominated for Office and declared elected as the Mayor of the Borough for the 2019/2020 Municipal Year.

The newly elected Mayor then assumed the robe and Chain of Office, made and subscribed to the Declaration of Acceptance of Office and took the Chair.

3 The Election of Deputy Mayor for 2019/20

The Chief Executive asked for nominations for the Office of Deputy Mayor of the Borough for the 2019/2020 Council year. Councillor Iftakhar Hussain was nominated for Office and the Mayor declared him elected as Deputy Mayor of the Borough for the 2019/2020 Municipal Year.

The newly elected Deputy Mayor then received the Chain of Office and made and subscribed to the Declaration of Acceptance of Office.

4 Tribute to the newly elected Mayor

Councillors Andy Kay and Phil Riley paid tribute to the newly elected Mayor. The Mayor responded and returned thanks for his election.

5 Vote of thanks to the retiring Mayor Councillor Pat McFall

Councillors Phil Riley and Andy Kay paid tribute to the retiring Mayor and the Mayoresses, for the dedicated work they had undertaken during their term of Office, making reference to the engagements they had attended and activities undertaken in support of the Mayor's chosen charity for the year.

The Mayor presented badges to Councillor Pat McFall and a badge to her

Mayoresses, Lucy Higham and Rona McFall. Councillor McFall responded to the tributes received and reflected on the many key events over the Mayoral year and thanked all those people who had supported her during 2018/19.

At this point there was a short recess to allow the Mayor and guests to leave the meeting.

(The Deputy Mayor, Councillor Iftakhar Hussain, in the Chair.)

6 Minutes of the Council Forum Meeting held on 28th March 2019

RESOLVED – The Minutes of the Council Forum meeting held on 28th March 2019 were agreed as a correct record.

7 Declarations of Interest

No Declarations of Interest were received.

8 Election Results May 2019

The results of the recent elections were submitted. The Leader of the Council welcomed the new and returning Members and thanked the Chief Executive and all staff who had assisted with the election, these thanks were also echoed by Councillor John Slater.

9 Council Appointments 2019/20

The Chief Executive referred to her report on the allocation of seats and appointments to Council positions for 2019/2020.

The first draft of the Council Appointments list for 2019/20 was circulated.

RESOLVED –

- 1) That Council notes the appointment of the Executive Board Members;
- 2) That Council notes the Shadow Portfolio Members;
- 3) That appointments be made to the positions detailed in Paragraph 2, subsection 3;
- 4) That Council note the provisions relating to political balance, referred to in Paragraph 3; and
- 5) That decisions on the remaining appointment of Members to Committees be delegated to the Group Leaders to agree the appointments.

10 Mayoralty 2019-20

Members received a report which confirmed the arrangements for the Mayoralty in 2019/2020, namely that Councillor Jim Shorrocks be appointed as Mayor and Councillor Iftakhar Hussain be appointed as Deputy Mayor for 2019/2020.

RESOLVED –

That Annual Council:

1) Confirms the appointment of Councillor Jim Shorrocks as Mayor of the Borough for 2019/20; and

2) Confirms that in accordance with the rotation arrangements agreed at Annual Council in May 2018 that it is the Labour Group's turn to nominate the Deputy Mayor for 2019/20 and notes the appointment made earlier in the meeting of Councillor Iftakhar Hussain.

11 Appointments to Various Bodies, Groups and Panels 2019/20

The Chief Executive submitted a report on the appointment to various Bodies, Groups and Panels for 2019/2020.

Due to the need to make early appointments to the Lancashire Combined Fire Authority and the Lancashire Police and Crime Panel, the Leader moved that the status quo continue in terms of membership for those two bodies.

RESOLVED –

4.1 That in the first instance, (as is usual practice) each of the organisations listed on the outside bodies, and partnership bodies list is contacted to establish;

That their Terms Of Reference / Articles Of Association have not changed and still require Council Representation in the same capacity, for the same tenure, and what added value will be mutually brought by such engagement. Subject to which;

4.2 That following the process outlined in Section 3 above, nominations will be confirmed as the Council's representatives to serve until the end of the current Municipal Year; or if a longer period of office is shown, until that date; unless during the Municipal Year the Leader amends the appointments to take account of changed requirements;

4.3 That fifteen Members be appointed to serve on the panel of Members to deal with appeals; and

4.4 That as is usual practice, the decisions on representation be delegated to the Group Leaders to agree the appointments.

Signed at a meeting of the Council Forum
On Thursday 18th July 2019
(being the ensuing meeting of the Council) by

MAYOR

COUNCIL APPOINTMENTS FOR 2019/2020

This is the pro-forma for appointments in 2019/2020

The Executive Members and Assistant Executive Members

EXECUTIVE BOARD		
Leader of the Council and Chair of Executive Board	Mohammed Khan	
The following appointments have been made by the Leader of the Council:		
Deputy Leaders of the Council	Phil Riley (senior) Andy Kay	
Vice Chair of Executive Board	Phil Riley	
PORTFOLIOS	Executive Member	Assistant Executive Member
Adult Services & Prevention	Mustafa Desai	Maryam Batan Shaukat Hussain Jackie Floyd
Public Health & Wellbeing	Damian Talbot	Brian Taylor Zamir Khan
Children's, Young People & Education	Maureen Bateson	Abdul Patel Patricia McFall Julie Gunn
Environmental Services	Jim Smith	Jim Casey Mahfooz Hussain
Growth & Development	Phil Riley	Jamie Groves Jane Oates
Digital & Customer Services	Quesir Mahmood	Salim Sidat
Finance & Governance	Andy Kay	Vicky McGurk Tasleem Fazal

The remainder of appointments are for completion by the Group Leaders.

Opposition Member on Executive Board

John Slater

4. Appoint Members of Committees

Committee	Labour	Conservative	Liberal Democrat
Policy & Corporate Resources Overview and Scrutiny Membership Chair Dave Harling Vice-Chair Kevin Connor	Dave Harling Ron Whittle Sylvia Liddle Jackie Floyd Jamie Groves Mahfooz Hussain Saima Afzal Shaukat Hussain	Kevin Connor Colin Rigby Neil Slater	
Place - Overview and Scrutiny Committee Membership Chair Suleman Khonat Vice-Chair Zainab Rawat	Suleman Khonat Zainab Rawat Zamir Khan Maryam Batan Vicky McGurk Julie Gunn Salim Sidat	Derek Hardman Paul Marrow Jean Rigby	
People Overview and Scrutiny Committee Membership Chair Sylvia Liddle Vice-Chair Ron Whittle	Sylvia Liddle Ron Whittle Parwaiz Akhtar Jane Oates Dave Smith Saima Afzal Iftakhar Hussain Yusuf Jan Virmani	Jacquie Slater Julie Slater Lilian Salton	
Call In Committee Membership		(Committee convened under proportionality rules as and when comprised of non-	

Committee	Labour	Conservative	Liberal Democrat
Chair		Executive Members).	
Planning & Highways Committee Membership Chair Dave Smith Vice-Chair Hussain Akhtar	Dave Smith Hussain Akhtar Yusuf Jan Virmani Jane Oates Suleman Khonat Zamir Khan Jim Casey Iftakhar Hussain Phil Riley	Derek Hardman Jacquie Slater John Pearson	Paul Browne
Licensing Committee Membership Chair Parwaiz Akhtar Vice-Chair Stephanie Brookfield	Parwaiz Akhtar Stephanie Brookfield Maryam Batan Brian Taylor Jim Casey Jamie Groves Zainab Rawat Iftakhar Hussain	Denise Gee Lilian Salton John Pearson	
Audit and Governance Committee Membership Chair Vicky McGurk Vice-Chair Tasleem Fazal	Vicky McGurk Tasleem Fazal Zainab Rawat Ron Whittle	Neil Slater	Roy Davies
Standards Committee Membership Chair Saima Afzal Vice-Chair Jean Rigby	Saima Afzal Vicky McGurk Jim Casey Ron Whittle Julie Gunn Tasleem Fazal	Jean Rigby Neil Slater	Roy Davies
Health & Wellbeing Board Membership Chair: Mohammed Khan	Mohammed Khan Maureen Bateson Mustafa Desai	Julie Slater	

APPOINTMENT TO GROUPS AND PANELS

Committee	Labour	Opposition
Appeals Panel Membership 15		Jacque Slater
Chief Executive's Employment Committee Membership 4	Mohammed Khan Phil Riley Andy Kay	John Slater
Chief Officer's Employment Committee Membership 4	Mohammed Khan Phil Riley Andy Kay	John Slater

The Membership of the Chief Executive and Chief Officer Employment Committees is the Leader of the Council, the two Deputy Leaders and the Leader of the Opposition.

The appointments within Political Groups

LABOUR GROUP	Councillors
Leader	Mohammed Khan
Deputy Leaders	Phil Riley(Senior) Andy Kay
CONSERVATIVE GROUP	Councillors
Leader	John Slater
Deputy Leaders	Denise Gee (Senior) Derek Hardman

Shadow Cabinet	Shadow Executive Member	Shadow Assistant Executive Member
Adult Services & Prevention	Jacque Slater	John Slater
Public Health & Wellbeing	Julie Slater	Kevin Connor
Children's, Young People & Education	Lilian Salton	Denise Gee
Environmental Services	Paul Marrow	Derek Hardman
Growth & Development	Derek Hardman	John Pearson
Digital & Customer Services	Neil Slater	Jacque Slater

Finance & Governance	Colin Rigby	Jean Rigby
Opposition Committee Spokespersons		
Planning & Highways	Derek Hardman	
Licensing	Denise Gee	

Note: As a matter of record the following Members have undertaken training in these disciplines and are therefore able to sit or substitute on Planning and Highways or Licensing Committee during the next Municipal Year 2017/18:

The following Members are eligible to attend meetings of the Planning and Highways Committee:

Planning and Highways

Councillors Akhtar H, Akhtar P, Brookfield, Browne, Casey, Connor, Davies, Floyd, Groves, Hardman, Hussain I, Hussain S, Jan-Virmani, Kay, Khan M, Khan Z, Khonat, Liddle, Mahmood, Marrow, Oates, Pearson, Riley, Sidat, Slater Ja, Slater Jo, Slater Ju, Slater N, Smith D, Smith J, and Whittle.

Licensing

Councillors Akhtar P, Batan, Brookfield, Casey, Gee, Groves, Hussain I, Khonat, Marrow, Pearson, Rawat, Salton, and Taylor.

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: **18TH JULY 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:	DIRECTOR OF HR, LEGAL & GOVERNANCE
	DIRECTOR OF FINANCE & CUSTOMER SERVICES
TO:	COUNCIL FORUM
ON:	18th JULY 2019

SUBJECT: CONSTITUTION & PAY POLICY UPDATE 2019/20

1. PURPOSE OF THE REPORT

- 1.1 To advise the Council that the Constitution has been updated to reflect changes to the Portfolios and Chief Officer structure of the Council following decisions made throughout 2018/19 and at the Annual Council in May 2019.
- 1.2 To note that the Constitution has also been updated by the Monitoring Officer and Section 151 Officer (as appropriate) under their delegated responsibilities to ensure continued compliance with legislation and also where appropriate to improve clarity and ease of reference.
- 1.3 To agree specific updates to the Constitution as set out in this report.
- 1.4 To advise printed copies of the Constitution (with proposed changes tracked) are available in the main Group rooms following publication of this Agenda.
- 1.5 To advise that the Pay Policy 2019/20 has now been updated to include Trades Union Facility Time information.
- 1.6 To advise that the proposed updated Constitution and Pay Policy Documents will be published and publicly available on the Council's website following this meeting subject to the approval of the Council.

2. RECOMMENDATIONS

The Council is asked to:

- I. Approve the revised Council Constitution from July 2019 for adoption and publication on the Council's website.
- II. Note the update to the Pay Policy for 2019/20 for publication on the Council's website.

3. CONSTITUTION UPDATE

The Constitution was last updated in May 2018.

The Constitution is a key document setting out the governance framework of the Council. From time to time the constitution needs to be updated to reflect changes in legislation, resolutions passed by Council, portfolio changes made by the Leader, and changes made to the Council management structure and delegations.

The Monitoring Officer has also reviewed and updated generally the Constitution to ensure continued compliance with legislation and the opportunity has also been taken to generally update presentation and provide clarity as appropriate. The Section 151 Officer has similarly also updated Section 6 - Code of Corporate Governance, Section 7- the Financial Procedure rules and Section 8 - Contract and Procurement Procedure rules to provide improved clarity and explanation as appropriate and updated approval values/arrangements as set out below.

The main changes/updates proposed are summarised as followed:

PART 3

- **Section 3 Planning and Highways Committee**
Clarification of the application of responsibilities regarding the issue of enforcement notices, stop notices, planning contravention notices breach of condition notices, building preservation notices, any other subsequent actions under Part VII or the Town and Country planning Act 1990 (or equivalent replacement or re-enactment) including section 178 of that Act and to authorise applications for injunctions in respect of breaches of planning control and listed buildings.
- **Section 9 Audit & Governance Committee**
Confirmed reporting arrangements through to Full Council.
- **Section 10 Advisory & Consultative Groups**
Confirmed Local Joint Consultative Committee arrangements.
- **Section 12 Other Committees of the Council**
Updated to reflect the model disciplinary procedure and guidance produced by the LGA and ALACE through the JNC for Chief Executives and the merger of the Chief Executive Employment Committee and the Chief Officer Employment Committee into one new Committee.
- **Section 15 (and throughout) Portfolios for Executive Members**
Updated to reflect the revised portfolios and executive members' responsibilities.
- **Section 16 (and throughout) Officer Scheme of Delegation**
Updated to reflect changes made to the council management structure and updated delegations, including responsibilities for issuing of legal notices, and application of latest legislation.
- **Section 17 Proper Officer Provisions**
Updated to reflect changes made to the council management structure and updated delegations.

PART 4

- **Section 1 Council Procedure Rules**
Introduction of flow chart to reflect process for handling motions.
- **Section 7 Financial Procedure Rules**
As part of our continuous review of financial processes and procedures, improvements have been identified to provide more clarity to Officers and Members around the approvals and reporting requirements, with regard to incurring expenditure and entering into contracts, over and above those approvals given at Finance Council each year in respect of both the revenue budget and the capital programme. The table below summarises the approvals and reporting requirements contained within the revised Constitution's narrative in respect of this as follows;

TABLE 1 – Budget Approval Reporting Requirements – Revenue and Capital

BUDGET APPROVAL REPORTING REQUIREMENTS				
	<£5,000	£5,001 – £80,000	£80,001 – £250,000	>£250,000
<p>REVENUE Where Budget Approval has been obtained at Finance Council, and therefore budget provision is already included for the expenditure/income within the respective portfolio budget;</p> <p>In-Year budget increases must be subject to preparation of a detailed and fully costed business case that is reviewed, approved and decisions published;</p> <p>Increases in fees and charges for public services to be applied (usually with effect from 1st January each year), where the this will generate an increase in income;</p>	<p>N/A</p> <p>Approval by the Chief Officer - Informal Chief Officer Decision requiring notification by the relevant Chief Officer to the Director of Finance and Customer Services</p> <p>Chief Officer Decision Report, in consultation with the relevant portfolio Executive Member</p>	<p>N/A</p> <p>Approval by the Chief Officer – published Chief Officer Decision Report required, in consultation with the Director of Finance and Customer Services</p> <p>Chief Officer Decision Report in consultation with the relevant portfolio Executive Member</p>	<p>N/A</p> <p>Approval by the Executive Member – published Executive Member Decision Report, in consultation with the Executive Member for Finance and Resources and the Director of Finance and Customer Services (Re Property see up Para G5 Financial regulations – i.e. £500K)</p> <p>Executive Member Decision Report</p>	<p>N/A</p> <p>Approval by the Executive Board Decision Report (Key Decision), in consultation with the Executive Member for Finance and Governance (Re Property see up Para G5 Financial regulations – i.e. £500K)</p> <p>Executive Board Decision Report</p>
<p>All of the above will be reported to the Executive Board in the Corporate Revenue Monitoring Report following the decision</p>				
<p>Where the decision above will lead to procurement of goods/services, the published decision report should refer to the procurement route (see below) and state who will make the decision to award the contract.</p>				

	<£25,000	£25,001 – £80,000	£80,001 – £250,000	>£250,000
<p>CAPITAL (£10k de minimus limit for classification as capital) Where budget provision for the project/scheme has been included within the Capital Programme approved at Finance Council</p> <p>For requests for new projects/schemes to be added to the Capital Programme during the financial year, detailed and fully costed business cases must be prepared that are reviewed and approved as follows; (Note - Approval from the Exec Member for Digital and Customer Services is required for schemes funded from the Corporate IT Capital Reserve and from the Exec Member Finance and Resources if funded from the Corporate Property and Accommodation Reserve)</p> <p>For increases to the capital budget for existing projects/schemes within the capital programme (Note – Approval required if funding is required from Corporate IT Capital Reserve and Corporate Property and Accommodation Reserve as above)</p>	<p>N/A</p> <p>Approval by the Chief Officer – published Chief Officer Decision Report in consultation with Director of Finance and Customer Services</p> <p>Approval by the Chief Officer - Informal Chief Officer Decision requiring notification by the relevant Chief Officer to the Director of Finance and Customer Services</p>	<p>N/A</p> <p>Approval by the Chief Officer – published Chief Officer Decision Report, in consultation with Executive Member for Finance and Governance and Director of Finance and Customer Services</p> <p>Approval by the Chief Officer – published Chief Officer Decision Report required, in consultation with the Director of Finance and Customer Services</p>	<p>N/A</p> <p>Approval by the Executive Member – published Executive Member Decision Report, in consultation with Executive Member for Finance and Governance and Director of Finance and Customer Services</p> <p>Approval by the Executive Member – published Executive Member Decision Report, in consultation with the Executive Member for Finance and Resources and the Director of Finance and Customer Services</p>	<p>N/A</p> <p>Executive Board Decision Report, in consultation with the Executive Member for Finance and Governance</p> <p>Approval by the Executive Board Decision Report (Key Decision), in consultation with the Executive Member for Finance and Governance</p>
<p>All of the above will be reported to the Executive Board in the Corporate Capital Monitoring Report following the decision As for Revenue, the published decision report should refer to the procurement route (see below) and state who will make the decision to award the contract (Officer, Exec Member, Exec Board)).</p>				

- **Section 8 Contracts and Procurement Procedure Rules**

As in Section 7 above, part of our continuous review of financial processes and procedures, improvements have been identified to provide more clarity to Officers and Members around the

approvals and reporting requirements, with regard to incurring expenditure and entering into contracts, over and above those approvals given at Finance Council each year in respect of both the revenue budget and the capital programme. The table below summarises the approvals and reporting requirements contained within the revised Constitution's narrative in respect of this as follows;

TABLE 2 – Procurement and Contracting Approval and Reporting Requirements

PROCUREMENT AND CONTRACTING APPROVAL LEVELS (applicable to expenditure included in the Budget and Capital Programme approved by Finance Council AND any subsequent in-year budget variations)					
<p>Any officer wishing to procure goods, services or works that will have a Purchase Order or Contract value of over £80,000 MUST AGREE with the Procurement Lead (which means Service Lead (or their designated deputy) within the Procurement and Contracting Team (Resources and Place portfolios) or Head of Service (or their designated deputy) within the Strategic Commissioning Team (People based portfolios)) PRIOR to beginning the procurement process to determine the procurement and contracting strategy, and the route to procurement to be followed.</p> <p>The 'value' of a contract is the estimated total monetary value over the full duration of the contract, including any extension options, (i.e. it is not the annual value of the contract). Where the duration of a contract is indeterminate, this should be the estimated value of the contract over a period of 4 years.</p>					
	< £500	£501 - £5,000	£5,001 - £80,000	£80,001 – £250,000*	> £250,000*
Procurement Route	Budget holder to ensure value for money is obtained. Corporate Contracts must be used where available. Framework agreement may also be used.	Budget holder to ensure value for money - at least one written quotation must be obtained, before a Purchase Order is issued specifying the supplies, services or works to be purchased and setting out the prices and payment terms of payment. Corporate Contracts must be used where available. A framework agreement may also be used.	Budget holder to ensure value for money - at least three quotations invited through the Chest (unless otherwise agreed by the Procurement Lead, before a Purchase Order or contract is issued. If only one quote is received, an Officer must seek further quotations or obtain an Exemption from the Rules (Section 8 Contract and Procurement Procedure Rules 13.) If there are known capable local providers, they MUST be invited to quote. Corporate Contracts must be used where available. A framework agreement may also be used.	The procedure must be determined prior to commencing the procurement and must be one of the following; <ul style="list-style-type: none"> • Quotations via the Chest (up to £100k) • Open Procedure • Restricted Procedure • Framework arrangement • Such other procedures as approved by the Procurement Lead If above EU thresholds (see below) the process must comply with Public Contracts Regulations 2015.	The procedure must be determined prior to commencing the procurement and must be one of the following; <ul style="list-style-type: none"> • Open Procedure • Restricted Procedure • Framework arrangement • Such other procedures as approved by the Procurement Lead If above EU thresholds (see below) the process must comply with Public Contracts Regulations 2015.
	< £500	£501 - £5,000	£5,001 - £80,000	£80,001 – £250,000*	> £250,000*
Contract Award	Informal Officer Decision	Informal Officer Decision	Informal Officer Decision	Published Officer Decision	Published Officer Decision unless the relevant Executive

<i>(these are minimum requirements and as such, the Procurement Lead may advise that due to the sensitivity of the good/services/works being procure, that a published Officer Decision, or an Executive Member Decision or an Executive Board Decision is required)</i>					Member has requested that they award the decision
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Note – the Contract values above which procedures governed by the EU Directives apply, effective from 1st January 2018, are as follows;

For supplies and services (including goods and consultancy services) except for services subject to Light Touch Regime:	£181,302
For works:	£4,551,413
For Light Touch Regime Services:	£615,278

- **Section 9 Officer Employment procedure rules**

Updated to reflect the model disciplinary procedure and guidance produced by the LGA and ALACE through the JNC for Chief Executives, and confirmation of role of Chief Executive & Chief Officer Employment Committee.

PART 5

- **Protocol on Member to Member relations**

Updated to include new protocol as previously agreed at Policy Council in December 2018.

PART 6

- **Members Allowance Scheme**

Updated to apply annual increase in accordance with para 5.2 of the scheme as agreed by Council Forum in May 2018.

PART 8

- **Council Staff Structure**

Update to Council's Management Structure.

4. PAY POLICY UPDATE

At their meeting on 25th February 2019 the Finance Council approved the 2019/20 Pay policy. However, at that time the full year information for trades union facilities time (2018/19 financial year) was not available. The Pay policy for 2019/20 has now been updated to include this information. The Pay Policy is published on the council's website.

5. POLICY IMPLICATIONS

Constitutions set out the governance framework for local authorities, which provide the foundations for any local authority that aspires to be effective, progressive and successful.

The Pay Policy is revised annually by Finance Council in accordance with Section 38 of the

6. FINANCIAL IMPLICATIONS

None

7. LEGAL IMPLICATIONS

The Local Government Act 2000 requires local authorities to prepare, keep up-to-date and publicise their constitution.

The Pay Policy Statement details the Council's approach to pay policy in accordance with the requirements of Section 38 of the Localism Act 2011

8. RESOURCE IMPLICATIONS

None

9. EQUALITY IMPLICATIONS

The constitution update reflects changes in legislation. It also reflects various resolutions passed at Council, which would have been subject to an equality assessment, if any.

10. CONSULTATIONS

Council Chief/Senior Officers and Members

Contact Officer: David Fairclough, Director of HR Legal & Governance
(01254 585642)

Louise Mattinson, Director of Finance & Customer Services
(01254 585600)

Date: 9th July 2019

Background Papers: Policy Council 2018
Finance Council 2019
Annual Council 2019



REPORT OF:	REPORT OF STANDARDS COMMITTEE
TO:	COUNCIL FORUM
ON:	18TH JULY 2019

SUBJECT: COUNCILLOR DISCLOSURE & BARRING SERVICE (DBS) CHECKS

1. PURPOSE OF THE REPORT

To consider the approval of a DBS checks policy for Councillors.

2. RECOMMENDATIONS

The Council Forum is asked to approve the DBS Policy as per Appendix A, as recommended by the Standards Committee.

3. BACKGROUND

In January the Council Forum noted that the Standards Committee had looked at the current practice regarding undertaking police checks via the appropriate regulations and the Council Forum in March resolved that:

1. Following election each councillor be asked to undertake a basic disclosure check which would detail any unspent convictions in line with the Rehabilitation of Offenders Act
2. Following election any councillor who by nature of occupation/role has a DBS certificate of not more than 4 years old be allowed to utilise this certificate (known as portability) to meet requirement 1, but will be asked to undertake a basic disclosure check on the anniversary of the 4th year of the issuing of this certificate or submit a revised (portability based) certificate at that time.
3. The cost of the basic disclosure, currently £25, be borne by the councillor from their allowances payments.
4. In order to implement the new arrangements, ask the Monitoring Officer to develop a DBS Policy incorporating these new arrangements in consultation with the Standards Committee, bringing the Policy for approval of full council in the summer.

At their meeting in June the Standards Committee received a report from the Monitoring Officer and now recommend the Policy as attached (Appendix A) for approval by the Council Forum. Following approval, a letter and supporting information would then be issued to all elected members.

The Council Forum in March also resolved:

That the Chief Executive write to the Secretary of State for Housing, Communities and Local Government, to express the view that in support of the Code of Conduct for Councillors and the expectations as referenced in the Section 27(2) of the Localism Act 2011, all elected members of Council's should be subject of 'enhanced' disclosure and barring services checks.

As at the end of June 2019, the Council had not received a response from the Secretary of State.

6. POLICY IMPLICATIONS

The Council's current policy on the disclosure and barring checks would be changed by the approval of this report and the new Policy as set out Appendix A would be adopted.

7. FINANCIAL IMPLICATIONS

There are no direct financial implications from the adoption of the recommendations as set out in this report.

8. LEGAL IMPLICATIONS

There is no specific legal requirement to undertake DBS checks on elected members, but the Council can lawfully decide to introduce DBS checks. This was debated at the Standards Committee on 14 January 2019, and made recommendations to Council as the decision-making body to consider and determine the recommendations

The current disqualification rules for councillors and mayors contained in section 80, Local Government Act 1972 includes a provision that anyone convicted of an offence carrying a prison sentence of more than three months (without the option of a fine) is banned from serving as a local Councillor. Individual candidates are required to make a self-declaration on the prescribed form during the nomination process that they are not disqualified to stand and be elected as a local councillor. Currently, other than for specific roles, no DBS or other checks are undertaken by the Council. However, under section 27, Localism Act 2011 there is a duty on the Council to promote and maintain high standards of conduct by members and co-opted members of the authority.

DBS checks by the Council will need to be in accordance with The Protection of Freedoms Act 2012. The DBS policy has been developed to ensure lawfulness and transparency in the Council's procedures when undertaking DBS checks for elected members.

9. RESOURCE IMPLICATIONS

Existing resources from the Governance Services team and Human Resources teams will assure the Policy. Current resources from the Governance team would also be required to manage and deliver the revised policy.

10. EQUALITY IMPLICATIONS

There are no equality issues arising from this report.

11. CONSULTATIONS

The proposals from this report have been developed by the Standards Committee for the approval of full Council. The adoption of a new DBS Policy is a recommendation from the Standards Committee to full council ensuring all Councillors who would be impacted by the changes have the opportunity to consider and debate before final decision.

Chief Officer/Member

Contact Officer:	David Fairclough
Date:	27 June 2019
Background Papers:	Standards Committee Reports and Minutes January & July 2019

BLACKBURN WITH DARWEN BOROUGH COUNCIL

**Policy on Disclosure and Barring Service (“DBS”)
Checks for Councillors and Co-opted Members**

Background

1. The effective date of commencement for this policy is 18 July 2019.
2. This policy complies with the exception to the Rehabilitation of Offenders Act 1974 and with the Disclosure and Barring Service Code of Practice.
3. This policy replaces all previous policies, decisions and/or precedents relating to criminal records checks for Borough Councillors.

General Principles

1. In light of the fact that Council has a duty to protect the most vulnerable in society this Policy requires all Councillors to undergo basic level DBS checks.
2. For certain Member appointments a higher level of check may be required to `enhanced` level. In those instances the Councillor will be advised.

The Process

1. By September 2019 all Councillors and thereafter all newly elected Councillors within two months of taking office following an election, will be required to undergo a basic DBS check.
2. Checks will be processed by the Councillor following a request by the Council’s Monitoring Officer.
3. The relevant Councillor will be provided with a DBS certificate issued by the DBS and the Councillor will provide the original certificate to the Council’s Monitoring Officer. (Note any councillor who by nature of occupation/role already holds a DBS certificate of not more than 4 years old be allowed to utilise this certificate (known as portability), but will be asked to undertake a basic disclosure check on the anniversary of the 4th year of the issuing of this certificate or submit a revised (portability based) certificate at that time.)
4. In accordance with Section 124 of the Police Act 1997 disclosure information will only be passed to those people who are authorised to receive it in the course of their duties. The Monitoring Officer will maintain a record of the date a check was requested, the date a response was received and a ‘list’ of all those to whom the disclosure or disclosure information has been revealed together with other relevant information. It is a criminal offence to pass this information to anyone who is not entitled to receive it.
5. Disclosure information will only be used for the specific purpose for which it is requested and for which the applicant’s full consent has been given.
6. Records of the DBS certificate will be retained electronically for the period the Councillor remains in office.

7. Once the retention period has elapsed, any disclosure information will be destroyed by secure means. While awaiting destruction, disclosure information will remain in a lockable container. No photocopy or other image of the disclosure or any copy or representation of the contents of a disclosure will be kept. However, as stated above, the Monitoring Officer will maintain a register of the date of the request for, and issue of, a disclosure, the name of the subject, the type of disclosure requested, the position for which the disclosure was requested, the unique reference number of the disclosure and the detail of any decision taken as a result of the disclosure. The Council processes this information as it is in the Public Interest to ensure that vulnerable people are protected. The Council is the data controller for this information and the Data Protection Officer for the Council can be contacted via e-mail (XXXXXXX). You can request to see the data held about yourself and if required correct the information or object to the processing, through the Monitoring Officer. You can also contact the Information Commissioner at www.ico.org.uk

Portability

1. DBS certificates are not portable other than those between individuals registered with the online DBS update service.

The Use of Disclosure Information

2. Generally the existence of a criminal record or other information revealed as a result of a basic DBS check will not debar a Councillor from holding office.
3. In the event that the disclosure information received raises issues of concern, the Chief Executive advised by the Monitoring Officer, Head of Governance and Director of Adults & Prevention/Director of Childrens Services (as appropriate) in consultation with the relevant Group Leader, will discuss with the individual Councillor the restrictions considered necessary, to safeguard children, young people and/or adults, on the positions held by that Councillor, consulting with the Standard Committee as appropriate
4. For Councillors who may be carrying out Regulated Activity (activity in Regulated Establishments such as schools), if the Councillor has a conviction for a relevant (autobar) offence, or if they are barred, this would prevent them from carrying out Regulated Activity. Additionally, in these circumstances the Council would have a duty to refer to the DBS for a potential barring decision.
5. If a check reveals that a Councillor has been sentenced to prison for 3 months or more (including suspended sentences) during the last five years or has been convicted of a corrupt or illegal practice by an election court, then their seat would be lost.

REPORT OF THE STANDARDS COMMITTEE

Councillor Saima Afzal

**PORTFOLIO COORDINATING
DIRECTOR: David Fairclough**

Declarations of Interest

The Committee received an update on the progress towards completion of the Declarations of interest by all Elected Members for municipal year 2019/20. These declarations to be published on the Council website.

Member Training & Induction

The Committee received a presentation on the MeLearning training portal. The Committee resolved that in response to feedback previously received and in recognition of the move to digital solutions, most elected member training from 2019/20 will be via `e-learning` through the MeLearning platform. On the portal members will have access to over 200 courses, with some being specifically designed for elected members. Although we have progressed to implement the digital training platform for use by Councillors, the Committee confirmed there will remain a minimum of 4 Strategic Development Sessions spread across the year where all 51 Councillors will be invited to a traditional `classroom` style training events ensuring engagement and interaction with senior officers on a range of important areas/issues. The Standards Committee approved these as including:

Corporate Parenting – A Member Guide

Adult Safeguarding – A Member Guide

Local Government Finance – A Member Guide

Equality & Inclusion – A Member Guide

DBS Policy for Councillors

At their meeting in March 2019 the Council Forum had agreed to progress with a DBS process for Councillors. The Council Forum in order to implement the new arrangements asked that the Monitoring Officer develop a DBS Policy incorporating these new arrangements as set out in the report to Council Forum in consultation with the Standards Committee, bringing the Policy for approval of full council in the summer. The Standards Committee considered and approved this report and their report is set out separately on this Agenda.

Complaints Update

The Committee received an update on complaints received regarding Members Conduct under the Arrangements for dealing with complaints about the `Code of Conduct for Members`. The report covered the period up to Friday 31st May 2019. The Committee will be kept up to date on complaints receive throughout the year, how these are being dealt with and outcomes.

Work Programme for the Committee

The Committee determined their main the work programme for 2019/20. The Committee will work on the development of the Strategic Development Session in respect of Equality and Inclusion to ensure a particular focus on roles and responsibilities of elected members, to provide guidance education and support. The Committee will also review the progress and implementation of the MeLearning Portal for use by Councillors and monitor and consider related performance reports. The Committee also resolved to review and evolve the latest guidance for members in respect of Social Media and new channels of engagement with the public and communities and how they are used appropriately by Councillors. The Committee may add to this programme at their next meeting.

Councillor Saima Afzal
Chair of the Standards Committee.

Report to the Council Forum

24th June 2019

Progress of the People, Place and Policy and Corporate Resources Overview and Scrutiny Committees.

The report sets out the progress of the People, Place and Policy and Corporate Resources Overview and Scrutiny Committees that met in June.

Peoples Overview and Scrutiny Committee

The People Overview and Scrutiny Committee met on 3rd June and looked at the work of the Executive Members and the key priorities of the portfolio. The Committee received a presentation on the role of scrutiny and the corporate priorities. The Committee agreed-

- To meet with the Executive Members before the next meeting of the Committee in September to discuss portfolio progress towards the Corporate Priorities in depth.
- That they will focus on the delivery of Key Corporate Priorities for their work programme.
- That they will ask the Executive Members to come to the Committee when formulating actions that they are to take, where appropriate, that will contribute to the delivery of key priorities.
- That they will receive the quarterly progress reports on the performance of the portfolios
- Keep under review actions taken by Health Partners to ensure that they are delivering in line with what they promised and that this was delivering the outcomes that they envisaged.

The Committee also looked at the progress on the issue of Mental Health and especially the services to young people. The Committee will be regularly reviewing progress reports through the year.

Place Overview and Scrutiny Committee

The Place Overview and Scrutiny Committee met on 17th June 2019 and discussed the way that they were proposing to work for the municipal year. The Committee received a presentation on the role of Scrutiny and the corporate priorities. They agreed-

- That the Corporate Priorities as agreed at the Council Forum in March 2019 be the main focus for the year.
- That they would meet with the Executive Members outside the Committee to look in depth at the portfolio priorities that feed into the corporate priorities and how these were being progressed.
- That they will receive the quarterly progress reports on the performance of the portfolios.
- That they will expect the Executive Members to come to the Committees and undertake pre-decision scrutiny where appropriate to help add value to the decision making process.

- That the Committee will look at issues raised by the portfolio holders that contribute to corporate priorities that arise during the year.

The Committee will meet in September and look at the progress to date on the corporate priorities and discussions that have taken place with the Executive Members.

Policy and Corporate Resources Overview and Scrutiny Committee.

The Committee met on 24th June 2019 to look at their work programme for the year and to receive an update on the Councils new Blackburn.Gov.UK website and the ongoing implementation of the digital strategy.

The Committee received an update on the website which will be implemented in July. The Committee's views were being sought prior to the go-live and the changes being implemented. The changes to the Councils web site would be taking place as a soft launch and would bring improved functionality, accessibility and optimisation for use on smart phones and tablets. The Committee welcomed the update and the proposed changes to the Council web site. The future developments of the digital strategy and feedback from the changes as now outlined would be reported to the Committee throughout the year.

The Committee received a presentation on the work programme for the municipal year. Members discussed how they could scrutinise performance towards the corporate priorities. The Committee looked at ways that they could monitor these priorities and the data produced to identify progress. The Committee would feed into the review process and policy formation where they could and work with the Executive to deliver the priorities. The Committee agreed-

- That the corporate priorities as agreed at the Council Forum in March 2019 be the main focus for the year.
- That they will meet with the Executive Members outside the Committee to look in depth at the portfolio priorities that feed into the corporate priorities and how these were being progressed.
- That they wish to receive quarterly progress reports on the performance of the portfolios.
- That they will invite the Executive Members to attend Committees and undertake pre-decision scrutiny where appropriate to help add value to the decision making process.
- That the Committee will look at issues raised by the portfolio holders that contribute to corporate priorities that arise during the year.

Councillor Dave Harling, Chair of the Policy and Corporate Resources OSC
 Councillor Suleman Khonat, Chair of the Place OSC
 Councillor Sylvia Liddle, Chair of the People OSC.

REPORT OF THE LEADER OF THE COUNCIL

COUNCILLOR MOHAMMED KHAN

Date: 18th July 2019

Pennine Lancashire unitary authority update

Last month, I joined my Pennine Lancashire Leader colleagues for a meeting with MP Rishi Sunak, Minister at MHCLG who has responsibility for Local Government. We discussed the process for establishing a Pennine Lancashire Unitary authority and had positive feedback from the Government that they are open to receiving an expression of interest for consideration before potentially inviting councils to submit a detailed business case, which would need to include evidence of public consultation and local support. At this stage I am discussing our options further with Pennine Lancashire Leaders and will keep you updated on progress.

Corporate Plan 2019-2023

Members will recall that we agreed our new Corporate Plan 2019-2023 at Council Forum in March 2019, which sets out our eight priorities for the four years. The Plan is for everyone, councillors, employees, partners, residents and businesses, who can support the Council in being the best it can possibly be, in enabling all of our residents to achieve a good quality of life in a vibrant and thriving place, with strong community values and an inclusive society.

The Plan is now available on our website: <https://www.blackburn.gov.uk/about-council/corporate-plan> and I would encourage colleagues to view it and share with residents and partners. Over the coming months we will be promoting the Plan through our communications channels. A new performance framework is also being developed which will provide an opportunity for scrutiny and challenge of how the Council is performing against our eight new corporate priorities.

Health and care integration update

The Council continues to work closely with our NHS partners and other organisation to bring together health and care services closer together. This is to help ensure that they are delivered in people's communities and designed around their needs.

As such, our Local Integrated Care Partnership is developing well and the Primary Care Neighbourhoods (PCN) are already making progress and delivering projects which are improving people's health and wellbeing.

East PCN is working with Healthwatch to identify and support up to 20 families to support Diabetes awareness and prevention. North PCN has reported an increase in the attendances for cervical smears. West PCN has produced a new loneliness toolkit to support quick access into the Integrated Neighbourhood Teams and the Care Network Hub and Darwen PCN has arranged a second annual health day for Saturday 14th September after the success of the first. Darwen also continues to implement their joint Department for Work and Pensions project. The four PCNs have now been operating for 12 months so now is a timely opportunity to review the progress and achievements and plan the next steps for development.

This is a big agenda for this Council and I want to place on record my thanks to all staff and councillors who are working hard to make sure it continues to develop well and improve health and wellbeing for our residents.

Work on developing innovative solutions to get more people physically active through the Sport England funded Together an Active Future programme continues at pace.

An important part of developing those solutions is working with people and partners to understand why not enough people access the wide range of activity opportunities Blackburn with Darwen already has to offer and change ways of working to better support people through physical inactivity and poor mental wellbeing.

I'm pleased to report that the programme team has engaged with more than 1,000 people in Blackburn with Darwen. It has encouraged people to think differently about what they could do to become more physically active and the positive steps they could take to be happier and healthier in the future. This creative approach to engagement was well received with comments such as "I haven't been out of the house or spoken to anyone for a while, it was good to meet friendly people" and "it was nice to be asked what I think".

Listening to people, giving them opportunities to share their ideas and learning more about what matters most to people will be useful to help shape the planning of pilot projects over the Summer, for Sport England's approval and looking towards delivery starting in the Autumn.

Social Integration update

A number of social integration projects we've commissioned partners to deliver as part of the *Our Community, Our Future* programme have started:

The Strategic Youth Alliance has launched its first Youth Ambassadors programme for 12 to 18 year olds. They will work together over 10 weeks on a programme designed to foster their leadership qualities and empower them to work with others to set up positive social action projects in their neighbourhoods.

The Families Health & Wellbeing Consortium is recruiting to their first Community Ambassadors programme, a similar programme for adults, starting in September.

Blackburn College has recruited employers to the Workforce Integration Ambassadors project. A total of 20 Ambassadors will complete training sessions focused on recruiting and retaining a diverse workforce, with the first session scheduled for mid July.

The Peace Foundation has set dates for the first three Community Voices events during July and August in both Blackburn and Darwen. They have also run some taster sessions with young people, and dates for the first Youth Voices events will soon be set.

Potential partners in the ESOL Hub have met for the first time to discuss how ESOL language provision can be better co-ordinated across the borough. Plans are being drawn up for the next steps.

A team of Engagement & Integration Officers is now in place. These staff will work out in communities to help connect people to the wide variety of social integration activities and projects.

Community Volunteer Awards

The inaugural Community Volunteer Awards was hugely successful.

The Council partnered with Community Voluntary Services to deliver a celebration of individuals and groups who go the extra mile to support others and help make their neighbourhoods better places to live.

21 awards were given out in total and the feedback from the event has been superb.

I have always said that Blackburn with Darwen is one of the friendliest, kindest and caring places you can find and that is in large part down to the many volunteers that we're blessed with. They touch every part of local services and support people in a variety of ways, making such a huge difference to people's lives.

It was wonderful to give them the recognition they deserve through the awards. The presentation evening was such a positive, uplifting event and I feel proud to have been in the room with so many dedicated and selfless individuals. Without them, Blackburn with Darwen would not be the great place that it is, and I put on record my sincere thanks to them.

National Festival of Making 2019

The third National Festival of Making took place in Blackburn town centre on 15th and 16th June. The weather failed to dampen the festivities, with thousands of people attending the national event. Visitors came from all over the UK and all over the world, including a couple from Miami in Florida, USA, who were on holiday in the UK and stopped by the festival especially after reading about it. A woman from Australia also made time to visit as part of her trip to the UK.

Indoor activities proved the most popular, unsurprisingly, as festival-goers moved inside to get away from the rain, including arts and crafts events, dance workshops, cooking classes, demonstrations, shows, presentations and music.

There were lots of free activities at the Festival of Making and there was also a wide variety of food and drinks from all over the world.

To support effective delivery and visitor experience over 120 volunteers of all ages and from all backgrounds helped ensure the festival ran smoothly by acting as visitor guides and welcoming people to the town. As recognition of their hard work, the volunteers who signed up to help throughout the weekend attended a special reception at Blackburn Museum on Wednesday 3rd July.

Further economic and visitor evaluation is currently being undertaken and I will update members at the next meeting (3rd October).

Dates for 2020 have already been announced, with the Festival of Making taking place on 6th and 7th June 2020.

Council Forum Report of the Executive Member for Growth and Development Portfolio Co-ordinating Director – Director of Growth and Development 18 July 2019

This report provides a brief update on progress with key development priorities in this reporting period.

Local Plan Update

The Council are in the first year of a 3-year Local Plan Review process. Initial studies to establish the latest housing and economic development requirements for the Borough have been completed, and a “call for sites” exercise has also been carried out. The first round of public consultation is complete (11th Feb – 1st April) regarding the high-level strategic options.

Further evidence and technical studies are underway, and a “preferred options” plan will be drafted to identify the sites which could be allocated to meet the Borough’s requirements for housing and employment development up to 2036. The public consultation on preferred options is likely to take place in 2020.

Darwen Market Square

A number of successful events have been held on the new Square in April and May with positive feedback from residents and visitors. There has been a slight delay in completing the benches on site and this has meant that the site has been partially closed while these were finished by the end of June. The Council is working with the Town Council and other organisers to maximise the public usage of the Square.

Blakey Moor / Northgate / Jubilee Gardens Public Realm Improvements

Construction works to the public space and highways around King George’s Hall are due to be complete this month. The final phase includes works to the raised planters, seating and new trees. This will be followed by the unveiling of six decorative tree grates to celebrate artists who have played at King George’s Hall over the last 60 years; the cleaning and restoration of Gladstone’s statue; and the installation of a tiled artwork created by members of the public at this year’s National Festival of Making.

Following a competitive tendering exercise, Casey have been appointed to complete the Jubilee Square public realm works and will commence on site over the summer.

Council Housing Developments

Places for People (PfP), have now commenced construction works to develop 73 new family homes for affordable rent on the Alaska Street site. The new homes will be delivered through Modern Methods of Construction and will be manufactured off-site and erected on site. The development will provide good quality family homes to complement the extensive regeneration and new build previously undertaken by PfP in the Waterside area.

Outline planning applications have been submitted for new housing developments at Lomond Gardens and Clarendon Road East.

Wainwright Way

Home Bargains have confirmed that they are due to start construction works on site w/c 15th July. Autolab have exchanged contracts for the remaining parcels, and are aiming to submit a planning application by the end of 2019.

Growth Deal Transport Schemes

The first of the Council's "Pennine Gateways" transport schemes, funded through Local Growth Fund 3 as part of the Northern Powerhouse, is now open to the general public.

Carl Fogarty Way, opened by the Blackburn born, four time World Superbike Championship winner on 26th June, has delivered the final phase of the Furthergate and Burnley Road Link Road project. The scheme will unlock land to enable the future development of new employment opportunities identified within the Council's adopted Local Plan and will improve access to and from the Town Centre and M65 Junction 6. Traffic conditions will change on Burnley Road and conditions will be quieter for residents, with associated improvements for road safety, congestion and air quality.

Work is now underway to prepare (site feasibility studies and surveys) for the first three development parcels at Furthergate. It is envisaged these parcels will be released later this year via the Council's Growth Framework.

Progress continues in relation to the Council's other Local Growth Fund 3 Transport schemes. The North Blackburn scheme is advancing well with surfacing works at Pleckgate Road now complete. Traffic signals are to be installed in late July 2019. Temporary traffic signals will be amended at Brownhill to enable new gantry and base installation and final intelligent signal equipment connection. Junction improvements at Whalley Old Road will follow-on from works at Brownhill Roundabout at the start of the Summer 2019 period.

Victoria Street / Northgate Link Road

The Victoria Street / Northgate Link Road scheme started in February 2019 and works are progressing well. Works are at an advanced stage at Sudell Cross / Northgate with footway paving and carriageway surfacing laid at Northgate and Sudell Cross. Excavations have begun on the Barbara Castle Way central reservation ahead of works starting on the Richmond Hill Link Road later in July 2019. Ducts for new traffic light equipment have also been laid in advance of changes to Barbara Castle Way junctions.

The Department for Transport funded project will remove vehicle congestion and conflicts, improve movement and access to significant new development sites, including King Georges Hall and Reel Cinema. Pedestrian facilities between the Town Centre and the Whalley Range area will also be significantly improved. The project completed by March 2020, aims to

generate further economic activity and local productivity in the Blackburn inner urban and Town Centre areas.

Electric Vehicle Charging Points

Phase 2 of the Council's Electric Vehicle (EV) charging project is complete. EV facilities are now available for use in Darwen and Blackburn Town Centre Car Parks, with Brown Street, Weir Street and Varley Street Car Parks each equipped with two 22kWh fast charging sockets.

This roll-out programme complements the first phase of EV charging points at Feilden Street and Darwen Market and supports the growing population of plug-in cars in the area. It estimated there are over 100 located in the Borough and over 1,000 in wider Lancashire and adjacent Greater Manchester North.

Further EV chargers will be available at Blackburn Cinema Car Park on the site of the former Waves and specifications are being finalised with Swarco UK under the "eVolt" brand.

Parking continues to be free for drivers whilst charging at Council Car Parks.

REPORT OF THE EXECUTIVE MEMBER FOR CHILDREN, YOUNG PEOPLE & EDUCATION

COUNCILLOR MAUREEN BATESON

PORTFOLIO CO-ORDINATING

DIRECTOR: JAYNE IVORY

DATE: 18th July 2019

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

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.

The number of Children in our Care is 409, which is a historically high figure and points to increasing prevalence of unacceptable levels of risk to children and young people within families in local communities. The number of children subject to child protection plans remains relatively high at 265, and the total number of children and young people open to Children's Social Care remains high at 1,827. In addition, over 790 children are being supported by Early Help services, which means that nearly 7% of the 0 to 19 year old child population is being supported by the council's Children's Services or partner agencies. 32 children have been adopted since April 2018 and 10 children are currently placed in adoptive placements.

YOUTH JUSTICE SERVICE SCOOPS TWO AWARDS

The team at Blackburn with Darwen's Youth Justice Service (YJS) has been honoured with a national award to recognise its work with young people with Special Educational Needs and Disabilities (SEND). Representatives from YJS and Education attended the Association of YOT Managers Annual General Meeting in Rugby where they were awarded the SEND Quality Mark which measures the Local Area partnership against 10 key statements. The award demonstrates widespread effective practice with evidence of better outcomes for young people. The moderator remarked that *"It is a significant achievement, and richly deserved. Your submission was comprehensive and evidenced based – one of the strongest yet!"*.

Following on from this success, the *Young People's Group Award for Volunteers* (Community Awards 2019) was awarded to 'Referral Order Panel Members'. Panel members are trained volunteers from the local community who work with young people who have been made subject to a Referral Order at Court. Their role is to provide an element of community involvement and participation to the sentence the young person has received and agree a contract of interventions with them. Many of the volunteers are long standing members of the YJS and this award is well deserved recognition of their commitment to the service, and the young people, families and victims they support.

APPLE TREES CHILDREN'S HOME JUDGED 'OUTSTANDING'

Apple Trees short break service for young people with learning difficulties, physical disabilities and complex health needs received a full Ofsted inspection earlier this year. The home retained their 'outstanding' judgement with the report praising the work of staff to enable children get the most out of their stay. The report states that *"The staff encourage each child to participate as much as possible in every aspect of their daily living activities, in order to maximise their opportunities to communicate and learn new skills. The focus on encouraging children to achieve, no matter how small the task, greatly enhances their confidence, self-esteem and individual development. As a result, children make sustained progress and thoroughly enjoy their stays."*

CLEANING PRODUCT INJURIES CAMPAIGN

Livesey Children's Centre was at the centre of a Royal Society for the Prevention of Accidents campaign in May to raise awareness of the risks of household cleaning products. Families were able to access a range of professionals, including health visitors and children centre staff and all the families who attended were provided with information packs to take home. As part of the wider campaign, a magnetic notepad featuring key safety advice was handed out to over 9,500 families across the borough by Public Health Nurses, Health Visitors, children's centres and parent and toddler groups.

SAFEGUARDING CHILDREN PARTNERSHIP ARRANGEMENTS

From the 29th of September 2019 the Local Safeguarding Children Board (LSCB) arrangements will cease to exist and in their place will be implemented the new 'Safeguarding Children Partnership Arrangements for Blackburn with Darwen, Blackpool and Lancashire'. In the LSCB arrangements the Council was the main agency responsible for setting up the LSCB with other partners responsible for contributing to its work and budget. In the new arrangements, the Council, the Clinical Commissioning Group (CCG) and police force for the area have equal responsibilities to set up the safeguarding arrangements and all other partners have wider responsibilities towards contributing to the work.

There are some changes to the statutory functions of the new Safeguarding Children Partnership Arrangements, though the partnership remains focused on strategic improvement, oversight and assurance of local safeguarding activity.

As required by the Children and Social Work Act (2017) the new arrangements have been published and the full document setting out the role of the new Safeguarding Children Partnership and the new Child Death Review Arrangements can be accessed at www.lscb.org.uk.

CHILDREN CENTRES LUNCHBOX SCHEME & ACTIVITIES

The network of children centres will once again be working in partnership with Kat Zaman from Wesley Hall and the volunteers who support the church, to provide free lunches for children up to the age of 16 over the summer holiday. The scheme will run from 29th July to 23rd August and parents will be able to purchase meals from all the community cafés in the children centres.

All children centre activities during August will be delivered around the lunches to enable families to access a fun activity and then eat together. Council staff and Wesley Hall volunteers will work together to provide access to family sessions and informal learning opportunities, school readiness play and learn sessions and physical play activities delivered by the Refresh team.

BABY FRIENDLY INITIATIVE SUCCESS

Following inspection by independent UNICEF UK assessors in March, the hard work and dedication of staff and supporters at Blackburn with Darwen Children's Centres and Lancashire Care Foundation NHS Trust's (LCFT) Health Visiting service has been rewarded by having their UNICEF UK Baby Friendly Initiative status renewed.

To commemorate our area's latest 'baby friendly' achievement, mums, babies, health visitors, infant feeding staff and volunteers came together to celebrate at a special event at

Livesey Children's Centre to coincide with 'Celebrate Breastfeeding Week' in June. Breastfeeding in Blackburn with Darwen and East Lancashire has made great strides in recent years. In 1991, 27% of mothers initiated breastfeeding and the current figure is 77%.

PRIVATE FOSTERING WEEK

As part of Private Fostering Week in July, the Fostering Service worked with partners to raise awareness of when Private Fostering referrals need to be made. Private Fostering is an informal arrangement where a child lives with somebody else other than their parents or immediate family. Knowing where children and young people are living enables the Fostering service to ensure that their needs are being met and that they are being cared for in a safe and secure environment. Families can also receive help to access benefits and finances that they may be entitled to when they are looking after someone else's child.

FOSTER CARE FORTNIGHT ACTIVITY

To mark Foster Care Fortnight in May a short film 'Charlie, our little hero' featured on the big screens at Lark Hill and outside the Town Hall. Drop in events were hosted plus leaflet drops for the Fernhurst and Beardwood estates to specifically target houses that offered more space and room for fostering. Fostering enquires across the North West have been down compared with last year, but Blackburn with Darwen saw a slight increase, even with Ramadan falling in the same month. Activity continues with Google AdWords and Facebook targeting, and the service is exploring an exciting new opportunity to target adverts to specific mobile devices and locations.

LOCAL AREA SPECIAL EDUCATIONAL NEEDS & DISABILITIES (SEND) INSPECTION

Week commencing 17th June, Ofsted and the Care Quality Commission (CQC) jointly carried out a week long inspection of how well the Blackburn with Darwen local area effectively carries out and meets its duties in relation to children and young people with Special Education Needs & Disabilities (SEND).

The local area includes the Local Authority, Blackburn with Darwen's Clinical Commissioning Groups, Public Health, NHS England for specialist services, early year's settings, schools and further education providers. Unlike other Ofsted inspections, the SEND inspection is not graded, however the inspection report, which is expected by the end of July will detail areas of strength and areas for improvement.

SCHOOL INSPECTIONS

Our Lady and St John Catholic College received their Ofsted monitoring visit in April 2019, having previously been judged requires improvement in May 2017. The inspector noted that *"since the previous inspection, senior and middle leaders have become more established in their roles. This has enabled them to develop a clearer understanding of the effectiveness of various aspects of their work. In turn, this has helped them to take actions that are leading to demonstrable improvement, particularly in relation to pupils' behaviour and attendance."*

St Antony's RC Primary School had their full Ofsted inspection in April, and were judged good in all areas having previously received a requires improvement judgement. The inspector remarked *"Safeguarding pupils is at the heart of everything that the school does. The support given to vulnerable families is second to none."*

REPORT OF THE EXECUTIVE MEMBER FOR ENVIRONMENT

COUNCILLOR JIM SMITH

**PORTFOLIO CO-ORDINATING
DIRECTOR: MARTIN EDEN
DATE: 18 JULY 2019**

YOUR CALL

The efforts of the Keep Blackburn Tidy and Keep Darwen Tidy Facebook groups have been recognised with a number of their volunteers receiving nominations for local awards in recent months. Both of these groups continue to help keep the borough looking clean, whilst also helping with the health and wellbeing of the community as part of their volunteering, that has seen the Council achieve over 1,000 volunteers registered with the Council as Keep It Tidy volunteers via the Lancashire Volunteer Portal.

We continue to see the number rise each week, with more volunteers coming forward and being provided with a litter picking kit by the council. The council's street cleansing staff continue to work closely with the volunteers, removing their hundreds of red bags, recycling bags and bulky rubbish each week. Volunteers have also broadened out in to such varied activities as resident education, highway sign cleaning, wall repair, graffiti removal and of course reporting fly tipping.

WASTE ENFORCEMENT

New financial penalties that came into force this year have been used for the first time by the council in May. The new measures mean any householder in England who fails to pass their waste to a licensed carrier, and whose waste is found fly-tipped, could face a fixed penalty notice of up to £400. A householder within the borough has admitted to passing their waste to a rogue operator, who is also facing action by the council. The risk of a penalty can be simply avoided by using certified waste carriers. The council has issued a press release reminding householders of their obligations with regards to the management of their waste.

GARDEN WASTE

The number of subscribers continues to rise with the number of subscribers now at 13,134. The brown bin collection tonnage for the first 2 months in 2018 (March, April), was 380 tonnes, which compares with 500 tonnes for the same 2 months in 2019.

PLEASINGTON CEMETERY

The cemetery recently held the funeral for Lord Adam Patel of Blackburn. The funeral was the largest seen at the cemetery for many years. Thanks to the efforts of the volunteer marshals, aided by council colleagues and the Police, the traffic management and parking arrangements enabled the funeral to proceed with minimal disruption on the day.

PUBLIC PROTECTION SERVICE

Trading Standards Prosecutions

A shopkeeper who was found to be selling counterfeit tobacco has appeared in court in Blackburn. The owner of the shop in the Bastwell area pleaded guilty to three counts of selling counterfeit tobacco, and tobacco which did not comply with regulations relating to visible warnings. He was fined £300, ordered to pay Council costs of £1000 and a victim surcharge of £30.

In April, the owner of a takeaway was found guilty of selling an illegal firework to an underage volunteer on the run-up to bonfire night last year. The firework was a banger of a type which is banned in the UK. The owner of the shop, on Johnston Street in Blackburn, was fined £440 and ordered to pay costs of £300.

Air Quality Management Area Revocations

The Council's approach in tackling poor air quality has been praised by Government regulators.

Where air quality falls below set limits, Councils are required to declare air quality management areas. They must then work towards improving air quality within these areas by means of an action plan which addresses the causes (usually heavy traffic in confined areas). Blackburn with Darwen's approach has successfully improved air quality to the point where 3 of its remaining 7 Air Quality Management Areas are in the process of being revoked.

DEFRA, the government body which oversees air quality management, described the Council's progress in tackling poor air quality as exceptional.

PARKING SERVICES

Town Centre P&D

Income from the Council's town centre car parks has increased by 17% IN April and May 2019 compared to the previous year with overall usage also up by 3%.

Old Bank Lane Car Park

The Council owned parking facility adjacent to the hospital has seen a huge increase in usage over the last 6 months. From 1st April we have also sold close to 200 permits on the site for people who work close to the site, this will help with a sustained income throughout the year. The new car park has also significantly reduced the level of traffic congestion around the Hospital site.

supporting existing and developing social movements that back this drive for healthier food.

ALCOHOL CAPITAL FUNDING SUCCESS

Alcohol related harm is a significant local and national public health problem. The Blackburn with Darwen alcohol strategy outlines senior level partnership commitment and a life-course approach to tackling this issue, in order to improve the health and wellbeing of the Borough's residents.

To support this strategic approach to reduce alcohol related harm, the Council submitted a successful joint bid to Public Health England for additional capital investment for local alcohol treatment and recovery provision. The collaborative bid was developed by Public Health leads in both Blackburn with Darwen Borough Council and Lancashire County Council (LCC), along with the Change Grow Live (CGL) Service Lead, as the incumbent provider.

For Blackburn with Darwen, two capital projects were identified based on service development needs:

- Purchase of a mobile engagement and treatment suite to increase engagement and access to treatment for dependent drinkers from across the Borough.
- Refurbishment of an identified building at St John's Court for multi-functional use.

The additional investment of £221,431 in the Borough's capital infrastructure for the alcohol treatment and recovery service will result in improved service quality and effectiveness, by providing increased engagement opportunities and access to support for dependent drinkers and their families.

DIGITAL HEALTHY SCHOOLS

Digital Healthy Schools is an educational programme which provides learning resources and tools that enables young people to responsibly navigate and use the ever-growing field of health-app technology.

Throughout the programme which integrates with the Personal, Social, Health & Economic (PSHE) curriculum, the students interact with many activities, videos and group exercises designed to teach them valuable skills relating to the use of Health. They are also given access to the digital healthy schools portal, enabling them, their parents and teachers to find high quality apps, learn more about the sector, and recommend apps to their loved ones. Digital Healthy Schools gives information, support and guidance to help students explore and understand digital health and see the real difference it can make to their everyday health and wellbeing.

DIRECTORY OF LOCAL ASSETS AND SUPPORTING LONELY PEOPLE

Blackburn with Darwen and the Pennine Lancashire integrated care partnerships (ICP) has a great ambition to develop digital tools to support **Social Prescribing**. This will enable practitioners and citizens to have access to current data on local services, provision and community assets. This ambition is driven by Health and Social Care transformation and the need to support and enable new models of care

in Primary Care Neighborhoods to provide better health outcomes and reduce health inequalities. The development of a digital tool will enable: 1) Data creation, guardianship and assurance; 2) Data storage system; 3) Making the data available to practitioners and clinicians for social prescribing; 4) Making the data available for mobiles, tablets and laptops for residents; 5) Intelligent ethical bot front end (like Alexa) to increase inclusion and practical use for residents.

As a key part of this ambition we have recently been selected as one of just three Local Authority Partnerships nationally to be part of the Local Government Association (LGA) National data pilot for local services data matched to needs of lonely people. This programme is being run jointly by the LGA and Department for Digital Culture Media and Sport and its aiming to look at how digital information about local services and community provision can be made available to practitioners and citizens to reduce loneliness.

The programme will work with the West Blackburn Primary Care Neighbourhood (PCN) to develop data about hyper-local services and voluntary groups and develop digital platforms to make the data available to local integrated teams that work in the area to support people experiencing loneliness.

LIBRARIES AND ARCHIVES

Blackburn library supported the Children's Reading Festival, which took place from 19th to 22nd June 2019. The library was one of the town centre venues which saw 100's of primary aged children enjoy a real life author / illustrator performance. Blackburn author and poet Nigel Womack and illustrator Ursula Hurst were among the cast of literary performers. Their book, *The Angry Giant*, was finalist in the 2018/19 People's Book Prize – the giant is a familiar feature in the town centre, looking down on those passing by Nigel's Cutting Shop.

VENUES

King George's Hall and Darwen Library Theatre have again enjoyed a variety of sell-out performances including *The Specials* launching their 40 year anniversary tour and the first Northern Ballet family show in Blackburn giving 200 children their first opportunity to experience live dance. The rescheduled Vaccines concert had an audience of over 1,700 who enjoyed a brilliant performance with positive reviews and comments on social media. There was national exposure for King George's Hall and Blackburn when the BBC Philharmonic Orchestra performed and broadcast the Classical Music concert live from Blackburn on Radio 3 on Friday 7th June. The comedian James Acaster performed to a full house at the end of May, continuing the strong programme of comedy at KGH. The main concert hall demonstrated its versatility by hosting three gala award evening and dinners; The Mall Annual Awards, the Volunteers Annual Awards and The Hive Business Awards evenings were all great nights with many worthy winners being recognised for their contributions and achievements.

In Darwen the Library Theatre's production company put on its first show 'Beggars Belief' and the poet Stephen Lightbown received a warm welcome on his return to

his home town and DLT, reading from his debut poetry collection, 'Only Air'. The special evening recognised the support Stephen had received from the local Darwen community following his childhood accident.

VOLUNTEERS

LEISURE & LIBRARY

Volunteers from across the Borough were recognised at the Volunteer Annual Awards at KGH. It was especially good that the dedication and hard work of the 200+ volunteers in both Libraries and re:refresh services saw them win the Culture, Leisure and Sporting Life and Health and Wellbeing awards respectively. Congratulations to all those volunteers who support residents to get active and access and enjoy the borough's services.

COMMUNITY CENTRES

Volunteers from across Blackburn with Darwen community centres were thanked for their efforts at a special event in March 2019. More than 70 people from volunteer-run community centres across the borough were invited to attend the celebration at the Town Hall where they were presented with certificates acknowledging their hard work and efforts.

These volunteers all give-up their own time, and in some cases up to 40 hours a week, to help out with everything from the running of the community centres to organising fellow volunteers, facilitating groups, overseeing the finances and cleaning. They manage the community centres at Accrington Road, Little Harwood, Darwen Valley, Greenfields, Ivy Street and Mill Hill; stepping in when the future of the centres was uncertain. They exemplify partnership working and are a fine example of the Your Call movement. These volunteers were runners up for an award at the Community Volunteer Awards on 10th June 2019.

**REPORT OF THE EXECUTIVE MEMBER FOR ADULT SERVICES & PREVENTION
COUNCILLOR MUSTAFA DESAI**

**PORTFOLIO CO-ORDINATING DIRECTORS:
SAYYED OSMAN (ADULT SOCIAL CARE & PREVENTION)
DATE: 18th July 2019**

ADULT SOCIAL CARE**HOME FIRST TEAM CARE QUALITY COMMISSION (CQC) INSPECTION**

The innovative Blackburn with Darwen Home First service has been praised following a Care Quality Commission inspection.

Home First is a community-based service that provides support for adults in their own home. The service aims to support recovery from illness, safer and timely discharge from hospital, and maximise independent living.

The team, which works very closely with local hospital trusts, is made up of different professionals and includes therapists, social workers and care workers.

The report highlights the teams' motivation and clear commitment to provide dignified and compassionate support with consistently good outcomes for service users.

GRAND OPENING FOR RIVERSIDE HEIGHTS IN DARWEN

A new specialised housing with care development in Darwen celebrated its grand opening in June.

Riverside Heights enables older people to continue to live independently in the comfort of a safe and secure environment. It has 85 stylish self-contained apartments available to rent, with a range of additional facilities including a residents' lounge, restaurant, hair and beauty salon and secluded gardens.

A number of employees from across the Council worked hard to take the scheme from a vision to reality. In particular, members of the development team, commissioning and social work teams in partnership with Together Housing and ENGIE enabled the creation of this fabulous new facility.

HEALTH AND SOCIAL CARE INTEGRATED TEAM LOCATION

The final two integrated team co-locations are in progress and are due to be completed by the end of August 2019. Having Adult Social care and Health teams co-located is an important commitment to delivering integrated and collaborative services for better outcomes.

The north team have now moved into the Everybody Centre. As soon as all IT is in place at Shadsworth Children's Centre the east team move will be completed by the end of August. As well as core office facilities there is also capacity for wider integrated neighbourhood colleagues to work in an agile way from these offices.

The final moves mark the department's commitment to working across and within neighbourhoods. Co – location provides a total of four office bases which will be key for

further integration with health, community and the Voluntary Community & Faith Sector partners.

HOUSING NEEDS

Demand on services to support the most vulnerable people with complex needs remains significant and continues to increase. In all cases the council ensures it meets its statutory obligations to secure accommodation. We have a street triage service that engages people on the street or who are sleeping rough. Sadly, despite our efforts we still see people choosing to beg on the street and refusing to engage with services that can help them often as a result of mental health needs and or addiction. We cannot force people to take the offer of support.

In the last year this has led to higher numbers of deaths associated with people classified as homeless. The interpretation of 'homeless' comes from Office of National statistics considering people living in houses in multiple occupation (HMO) or bedsits as 'homeless' as the accommodation should only be used for temporary housing and not as a permanent abode. In the borough we have a disproportionately high number of HMOs. This continues to attract demand.

The council is actively updating its vulnerable person strategy and is also working with the 'Making Every Adult Matter' coalition supported by Homeless Link, Clinks and Mind amongst others who are working as a collective voice.

We are pleased to report that Blackburn with Darwen have been successful in leading a Pennine Lancashire bid to the Ministry of Housing Communities and Local Government as part of their Rapid Rehousing Pathway Initiative. The £139,000 awarded will fund four 'Navigators' to work across Pennine Lancashire, two of which will be based in Blackburn, one in Hyndburn and one in Burnley. These Navigators will work with rough sleepers and beggars expanding our offer of support for people to move off the street and into secure accommodation. The twelve-month project will enhance our ability to link the most vulnerable into appropriate services to address their health, wellbeing, substance issues and lack of suitable accommodation. Navigators will also address those who have no connection with the borough and will look to safely relocate them back to an area where they have support.

SOCIAL INTEGRATION

A new team of Engagement and Integration Officers have taken up their posts with the wider Our Community, Our Future Team. The focus of the new team is;

- Capacity building in the voluntary sector, including the development of new voluntary groups, organisations and activities, as an infrastructure to support local social integration. Building on the leadership which exists within the Blackburn with Darwen community.
- Connecting and supporting other elements of the Our Community, Our Future programme including general programme promotion, recruiting to other activities across the programme and identifying potential innovation/good practice that would lend itself to upscaling.

The Engagement and Integration Officers will be deeply embedded within the community, forming relationships with individuals, local volunteer led organisations, schools, faith organisations and other civic society organisations. This will place them in an ideal position to both understand the social integration situation for the community (including evidence of tensions) and the organisations that are strongly positioned to support social integration. It is essential that this team engage with 'difficult to reach' members of the community and

particularly those who have increasingly negative perceptions of other cultural, religious and ethnic groups.

Engagement and Integration Officers will cover North and West Blackburn working from Little Harwood Children's Centre and Bank Top Neighbourhood Learning Centre, East Blackburn from Daisyfield Youth Centre and in Darwen.

NATIONAL CAREERS SERVICE TEAM – MENTORING CIRCLES

Following the successful delivery of mentoring circles in the 20 Race Disparity Challenge areas the Minister for Employment announced an expansion and offer of mentoring circles to all young people aged 16-24 in England, Wales and Scotland on 17th January 2019.

Partnering Blackburn Job Centre Plus and representing the council as a large employer, the National Career Service Team arranged an exciting 3-week programme for 12 young unemployed people. The programme aimed to inspire as well as educate about the wider opportunities and career choices on offer and started with a local quiz. HR provided input on what employers look for in their employees, an apprentice told their story and there was a guided walking tour of the Town Centre where it was explained how the developments happened over many years of planning and co-ordination. Weeks 2 and 3 followed with classroom sessions on maintaining well-being and positive mental attitudes, and planning next steps.

Representation from the National Careers Service, HR, an apprentice, reception staff, Adult Learning and the Town Centre team all contributed to the success of this programme and re-iterated the national message, 'the importance of mentoring in achieving diversity of workforce cannot be underestimated. Young people who have access to a strong network of mentors and corporate sponsors who nurture their professional development are most likely to further their career.'

REPORT OF THE EXECUTIVE MEMBER FOR DIGITAL AND CUSTOMER SERVICES

18th July 2019

COUNCILLOR QUESIR MAHMOOD

PORTFOLIO CO-ORDINATING

Digital & Business Change

The new council website has been developed in-house over the past 12 months and is due to go live on the 15th July. Much of the time has been spent gathering and updating content across 860 different pages covering all council services. The new site will provide a simplified, clearer interface for customers, enhanced security and many new features. The site has been designed to the latest government accessibility standards and is optimised for mobile as well as traditional web browsers.

Work continues to improve technology across the council including replacing older computers and laptops with new Windows 10 mobile devices and also replacement of critical, core IT infrastructure. Over 1100 staff have received new devices as part of the project since 2018, enabling more efficient and flexible working.

The council has recently issued a notice to market around procurement of a replacement digital customer portal solution. The current customer portal supports many of our online transactions for the public and is being replaced due to our supplier removing support for the product from 2020. Procurement is currently planned for the end of 2019.

Customer Services

The Digital Board has agreed that a small task team should be established to review and develop the concepts of customer insight, customer standards, customer care and customer channel shift. We can make better use of the data that we already have digitally, to improve our services and improve quality of life for our citizens.

The task team will initially focus on customer insight and look to document what data and information we currently have about customers, their interactions, the channels they use, and their behaviours. Once the current position of each department is known, the team will recommend a model of customer insight that will assist with a greater understanding of the demands on the council, opportunities for improvement, and also the options for increasing the take up of on-line services.

Benefits

Due to the number of vacancies within Customer Services, the council staff co-located with the DWP, Shelter and Citizens Advice will be removed for several months. During this time, Shelter have agreed to deal with any customer enquiries on the council's behalf.

REPORT OF THE EXECUTIVE MEMBER FOR FINANCE AND GOVERNANCE – 18th July 2019

COUNCILLOR ANDY KAY

PORTFOLIO CO-ORDINATING

Audit & Assurance

The Internal Audit Annual Opinion Report was presented to the Audit & Governance Committee meeting on 25 June, along with the Annual Risk Management and Counter Fraud Reports. The details in these reports helped inform the draft 2018/19 Annual Governance Statement (AGS), which the Committee also received prior to its approval. These reports enabled the Committee to be satisfied that the AGS properly reflected the governance and control arrangements in place within the Council during 2018/19. It was subsequently signed by the Leader and Chief Executive.

The 2018/19 Annual Internal Audit Opinion noted that the internal audit work supporting the opinion had been delivered in accordance with the requirements of the Public Sector Internal Audit Standards. Based on the internal audit work carried out during 2018/19 the overall opinion was that the Council had adequate systems of risk management, control and governance in place during the last year, which had been applied to an adequate standard.

The Annual Risk Management Report provided assurance to the Committee that the Council had adequate risk management arrangements in place, which had operated effectively during the previous 12 months.

Finance

Closure of Accounts 2018/19

The accounts for 2018-19 have been closed and the statement of accounts has been prepared and posted on to the Council Website. External audit are now working with the finance team to verify the accounts prior to final sign off.

Governance Services

The team successfully delivered the local elections on 2nd June 2019 and then backed this up with the successful delivery of the European parliamentary elections on 23rd May 2019. The core governance services team was supported by 100's of staff from across the Council and were supported by a wide range of local schools, associations and venues, to deliver effectively across the Borough.

Legal Services

The department continues to undertake a large number of prosecutions reflecting the Council's drive to assure compliance across a range of areas. Over approximately the last 5 years the litigation section of the team has undertaken approximately 75 full prosecutions a year. Last year in addition 1,500 new SJP (Single Justice procedure) prosecutions [mainly for littering offences] were also undertaken.

HR Services

Following two successful Open Evenings we have received 275 applications for Apprenticeships with the Council. This was followed by 167 candidates booking onto our assessment days on 2nd and 3rd July. These days provided a number of activities for candidates to get involved in to giving them opportunity to experience a positive

recruitment process. HR are now working with a number of Managers from across the Council looking at finalising offers to 25 candidates for apprenticeships across many different roles, plus in the forthcoming months we will continue to look at offering additional opportunities as vacancies arise for other successful candidates.