

Public Document Pack

Executive Board

Thursday, 9 September 2021

Time: 6.00 pm

Venue: Blackburn Library

Address: Town Hall Street, Blackburn

AGENDA

Information may be provided by each Executive Member relating to their area of responsibility

1. **Welcome and Apologies**
 2. **Minutes of the Previous Meeting**
Executive Board Minutes August 2021 **4 - 10**
 3. **Declarations of Interest**
DECLARATIONS OF INTEREST FORM **11**
 4. **Equality Implications**
The Chair will ask Members to confirm that they have considered and understood any Equality Impact Assessments associated with reports on this agenda ahead of making any decisions.
 5. **Public Forum**
To receive written questions or statements submitted by members of the public no later than 4pm on the day prior to the meeting.
 6. **Questions by Non-Executive Members**
To receive written questions submitted by Non-Executive Members no later than 4pm on the day prior to the meeting.
 7. **Youth MPs Update**
To receive an update from the Youth MPs along with any issues they would like to raise.
 8. **Executive Member Reports**
Verbal updates may be given by each Executive Member.
- Leader**
9. **Coroners Service Update**

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PART 2 – THE PRESS AND PUBLIC MAY BE EXCLUDED DURING

CONSIDERATION OF THE FOLLOWING ITEMS

Date Published: Wednesday, 01 September 2021
Denise Park, Chief Executive

EXECUTIVE BOARD Thursday 12th August 2021

PRESENT

COUNCILLOR:

Councillor Mohammed Khan CBE
Councillor Mustafa Desai
Councillor Jim Smith
Councillor Vicky McGurk
Councillor Phil Riley
Councillor Damian Talbot
Councillor Quesir Mahmood

PORTFOLIO:

Leader of the Council
Adult Social Care
Environmental Services
Finance and Governance
Growth and Development
Public Health and Wellbeing
Digital and Customer Services

EXECUTIVE MEMBER

Councillor John Slater

NON PORTFOLIO

Leader of the Conservative Group

ALL IN ATTENDANCE:

Muhammed Bapu
Zainab Dassu

Deputy Youth MP
Deputy Youth MP

	Item	Action
1	<p><u>Welcome and Apologies</u></p> <p>The Leader of the Council, Councillor Mohammed Khan, welcomed all to the meeting. Apologies were received from Councillor Julie Gunn and Youth MP Zara Hayat.</p>	
2	<p><u>Minutes of the Previous Meeting</u></p> <p>The Minutes of the Meeting held on 8th July 2021 were agreed as a correct record.</p>	Agreed
3	<p><u>Declarations of Interest</u></p> <p>There were no Declarations of Interest submitted.</p>	
4	<p><u>Equality Implications</u></p> <p>The Chair asked Members to confirm that they had considered and understood any Equality Impact Assessments associated with reports on the agenda ahead of making any decisions.</p>	Confirmed
5	<p><u>Public Forum</u></p> <p>No questions had been received from members of the public.</p>	
6	<p><u>Questions by Non-Executive Members</u></p> <p>In accordance with Part 4 of the Executive Board Procedure Rules for questions/statements by Non-Executive Members, the following questions/statements had been received, details of which are set</p>	

	Item	Action						
7	<p>out below:-</p> <table border="1" data-bbox="338 210 1299 425"> <thead> <tr> <th data-bbox="338 210 715 309">Name of Non-Executive Member asking the Question</th> <th data-bbox="715 210 1011 309">Subject Area</th> <th data-bbox="1011 210 1299 309">Executive Member and Portfolio</th> </tr> </thead> <tbody> <tr> <td data-bbox="338 309 715 425">Councillor Mark Russell</td> <td data-bbox="715 309 1011 425">Staff Voucher Scheme</td> <td data-bbox="1011 309 1299 425">Councillor Mohammed Khan, Leader</td> </tr> </tbody> </table> <p>Councillor Khan gave details of the number of vouchers issued as a token of recognition for their commitment and hard work during the pandemic, supporting all residents, in particular those most vulnerable. Cllr Khan also gave breakdowns of the costs arising.</p> <p>In response to a supplementary question from Cllr Russell relating to the use of Government funding to support market traders, Cllrs Khan and Riley advised of the £270k Government funding utilised relating to school meals and of support given to market traders to help them during the pandemic as they had stayed open in difficult trading conditions, and also advised of use of funds from the Government to support other local businesses.</p> <p>Councillor John Slater requested information about the split of the £270k government grant funding between Blackburn and Darwen Markets.</p> <p><u>Youth MPs Update</u></p> <p>The Deputy Youth MPs verbally reported on recent events and activities including :</p> <ul style="list-style-type: none"> • Work to progress and establish Youth Mental Health First Aid Champions. • Muhammed’s recent appearance on Pendle Radio to discuss recent work to promote Covid safety amongst young people. • Work with the NHS to identify wellbeing support for students. • Ongoing work with partners to help alleviate Food Poverty. <p>Executive Board Members reflected on the excellent work of the Youth MPs and Youth Forum.</p> <p><u>Executive Member Reports.</u></p> <p><u>Leader’s Update</u></p> <p>Councillor Khan verbally reflected on the Government’s confirmation that those people who had received both Covid vaccinations would not need to isolate after 16th August if they came into contact with someone who had subsequently tested positive.</p>	Name of Non-Executive Member asking the Question	Subject Area	Executive Member and Portfolio	Councillor Mark Russell	Staff Voucher Scheme	Councillor Mohammed Khan, Leader	<p>Noted</p> <p>Noted</p>
	Name of Non-Executive Member asking the Question	Subject Area	Executive Member and Portfolio					
Councillor Mark Russell	Staff Voucher Scheme	Councillor Mohammed Khan, Leader						
<p>Page 5</p>								

	Item	Action
	<p>At this point of the meeting Cllr Desai was not yet present, but Councillor John Slater requested an update on the costs arising from the delays relating to the Albion Mill project.</p> <p><u>Public Health and Wellbeing Update</u></p> <p>Councillor Damian Talbot verbally reported on the Borough's Covid infection rates being amongst the lowest in the Country and also the lowest in Lancashire, and he hoped that this would be reported in the press, who had previously been keen to highlight the position when it had been less positive.</p> <p>8.1 <u>Development of a new Prayer Shelter at Pleasington Cemetery</u></p> <p>Members received a report which advised that the current Muslim burial grounds would be at capacity within 12-15 months at which point all future burials would take place in the new cemeteries extension which was located over ½ mile from the existing prayer shelter.</p> <p>Traditionally, the deceased were taken to the Muslim prayer shelter and immediately following the prayers, the deceased was then carried to graveside and buried. The new Muslim burial grounds were located too far away from the existing prayer shelter to allow this practice to continue, hence the need for a new Muslim prayer shelter located in the new cemetery extension.</p> <p>The need for a new Muslim prayer shelter had been accelerated by the impact of the pandemic with a significant increase in excess deaths in the Muslim community.</p> <p>RESOLVED –</p> <p>That the Executive Board:</p> <ul style="list-style-type: none"> • Approves the construction of a new modular build Muslim prayer shelter within the new cemetery extension at Pleasington Cemetery, subject to planning permission being granted. • Approves the establishment of a capital budget in the financial year 2021/22 to fund the surveys, professional fees and construction costs. • Delegates approval to the Director of Place, in consultation with the Executive Member for Growth and Development, to award the contract to build the prayer shelter following a tendering process. 	<p>Noted</p> <p>Approved</p> <p>Approved</p> <p>Approved</p>

	Item	Action
8.2	<p><u>Corporate Revenue Budget Monitoring Quarter 4 Outturn Position 2020/21</u></p> <p>A report was submitted which detailed the overall revenue position of the Council for the year ended 31st March 2021, highlighting the key issues for review. It also determined the year end position with regard to portfolio under/overspends and the impact on earmarked and unallocated reserves.</p> <p>RESOLVED - That the Executive Board approves:</p> <ul style="list-style-type: none"> • the portfolio budget adjustments outlined in Appendix 1. • carry forward of the specific amounts shown in Appendix 1 from 2020/21 to 2021/22. • the earmarked reserves position shown in Appendix 2 • the variations to revenue expenditure, as listed in Section 6, thereby giving rise to a revised balance of £8.373 million on the unallocated General Fund revenue reserve at 31st March 2021. 	<p>Approved</p> <p>Approved</p> <p>Approved</p> <p>Approved</p>
8.3	<p><u>Corporate Capital Budget and Balance Sheet Monitoring Report Quarter 4 2020/21</u></p> <p>Members A report was submitted which advised of the overall financial position of the Council in respect of the capital programme as at 31st March 2021, highlighting key issues and explaining variations at the year end with regard to scheme under/overspends and slippage since the last report to the Executive Board in February 2021.</p> <p>RESOLVED- That the Executive Board:</p> <ul style="list-style-type: none"> • to approve the revised capital programme as per Appendix 1, • to approve the variations to the programme shown in Appendix 2 	<p>Approved</p> <p>Approved</p>
8.4	<p><u>Corporate Capital Budget and Balance Sheet Monitoring Report Quarter 1 2021/22</u></p> <p>The Executive Board received a report on the overall financial position of the Council in respect of the capital programme as at 30th June 2021, highlighting key issues and explaining variations in</p>	

	Item	Action
	<p>the first 3 months of the financial year.</p> <p>RESOLVED – The Executive Board:</p> <p>The Executive Board is asked;</p> <ul style="list-style-type: none"> • to approve the revised capital programme as per Appendix 1, • to approve the variations to the programme shown in Appendix 2, • to approve the acceptance of the proposed commercial insurance settlement for the St John’s Church. 	<p>Approved</p> <p>Approved</p> <p>Approved</p>
9.1	<p><u>Blackburn with Darwen Walking and Cycling Plan</u></p> <p>Blackburn with Darwen’s first Walking and Cycling Plan envisioned a future where walking and cycling were first choice methods for making shorter journeys and enjoying local communities in a safe and healthy way. The plan aimed to coordinate the efforts of multidisciplinary stakeholders to increase walking and cycling uptake within the Borough.</p> <p>The plan aimed to complement national, regional and local priorities in the realms of health and wellbeing, strategic planning, air quality, climate change and road safety. The plan pulls together the ongoing work around walking and cycling, aims to increase co-ordination between partners and stakeholders, and lays out our future ambitions for active travel.</p> <p>RESOLVED -</p> <p>The Executive Board:</p> <ul style="list-style-type: none"> • Note the content of and approve the Walking and Cycling Plan. • Support the priorities set out in the Walking and Cycling Plan. 	<p>Noted</p> <p>Noted</p>
10	<p><u>Petition: East Park Road – Road Safety Concerns</u></p> <p>A report was submitted which advised that a petition been submitted signed by residents of East Park Road, East Park Court, Winston Road, Shear Brow, Beresford Road, The Croft and Langham Road requesting improved road safety for residents, pedestrians and people travelling around the East Park Road area.</p> <p>Members were advised that to mitigate risk at this location the highways traffic team had already committed to undertaking investigation and implementation of a road safety scheme, prior to the receipt of the petition.</p>	

	Item	Action
	<p>RESOLVED –</p> <p>That the Executive Board:</p> <ul style="list-style-type: none"> • Notes the petition • Notes that the service had already committed to designing and consulting on a road safety scheme for the area, following a request from Cllr Zainab Rawat, one of the Ward Councillors • Supports the road safety scheme designed to improve road safety for the area • Request that officers inform the lead petitioner of the decision <p>AT THIS STAGE OF THE PROCEEDINGS THE PRESS AND PUBLIC WERE EXCLUDED FROM THE MEETING.</p>	<p>Noted</p> <p>Noted</p> <p>Approved</p> <p>Approved</p>
11	<p><u>Development of a new Prayer Shelter at Pleasington Cemetery</u></p> <p>Further to the report submitted at Agenda Item 8.1, an additional report was submitted, containing commercially sensitive information.</p> <p>RESOLVED – The Executive Board:</p> <ul style="list-style-type: none"> • Approves the construction of a new modular build Muslim prayer shelter within the new cemetery extension at Pleasington Cemetery, subject to planning permission being granted. • Approves the establishment of a capital budget in the financial year 2021/22 to fund the surveys, professional fees and construction costs. • Delegates approval to the Director of Place, in consultation with the Executive Member for Growth and Development, to award the contract to build the prayer shelter following a tendering process. 	<p>Approved</p> <p>Approved</p> <p>Approved</p>
	<p>Signed at a meeting of the Board</p> <p>on 9th September 2021</p> <p>(being the ensuing meeting on the Board)</p> <p>Chair of the meeting at which the Minutes were confirmed</p>	

	Item	Action
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EXECUTIVE BOARD DECISION



REPORT OF:	Leader
LEAD OFFICERS:	Strategic Director of Resources (SIRO)
DATE:	Thursday, 9 September 2021

PORTFOLIO(S) AFFECTED:	Leader
WARD/S AFFECTED:	(All Wards);
KEY DECISION:	N

SUBJECT:

Coroner's Service – Update Report and Cost Sharing Agreement

1. EXECUTIVE SUMMARY

To report on the Coroner's Service for 2020-21 and seek authority to extend the Cost Sharing Agreement.

2. RECOMMENDATIONS

That the Executive Board:

- Notes the contents, reporting on the Lancashire and & Blackburn with Darwen Coroner's Service during 2020-21.
- Notes the proposed use of Blackburn Town Hall facilities by the Coroner to hold routine inquests for BwD cases, once the refurbishment works have been completed.
- Delegates authority to the Strategic Director of Resources in consultation with the Leader to agree the terms for extending the Cost Sharing Agreement with Lancashire County Council.

3. BACKGROUND

Since 2018 the merged coronial service (comprising the former Coronial Districts of Blackburn with Darwen, Hyndburn & Ribble Valley, Preston & West Lancashire and East Lancashire) has been managed by Lancashire County Council (LCC) under a revised administrative arrangement. LCC is the 'relevant authority' under the Coroners and Justice Act 2009 for the Blackburn with Darwen jurisdiction.

LCC and BwD entered into a Cost Sharing Agreement, which sets out the provision of the service, accountability, responsibilities, monitoring arrangements and financial arrangements. The 'initial term' of the agreement has now expired and LCC and BwD are seeking to extend the term of the agreement.

As part of the arrangements under the agreement, LCC is required to submit to BwD budget monitoring information and forward the annual statistics provided by the Coroner.

4. KEY ISSUES & RISKS

Despite the impact of the pandemic the Coroner's Service continued to improve and provide an efficient and cost-effective service in the Lancashire and Blackburn with Darwen Coroner area.

Staffing

Supporting the Lancashire Resilience Forum during 2020/21, the Senior Coroner chaired the Death Management Group, with the Coroner Services Manager as the Vice Chair. From accurate intelligence and analysis, the Group was able to appropriately manage the response to the pandemic, ensuring adequate body management systems working with partners including Registrars, Funeral Directors and North West Ambulance to respond to the situation. Fortunately, the additional Body Storage facilities at Warton and at Leyland were not required.

One of the Area Coroners, James Newman is leaving the service. Following a recruitment process Christopher Long has been appointed to replace Mr Newman and will be joining the Coroner's Service on 1 November 2021. Currently, Mr Long is a Chief Crown Prosecutor and an Assistant Coroner in Norfolk and Suffolk. He will resign from these positions when he starts his employment with the Coroner's Service.

The workload of the Coroners has significantly increased over the last 12 months and therefore permission was sought from the Chief Coroner to recruit a further three Assistant Coroners to support the jurisdiction. It is anticipated that these posts will be filled before the end of the year.

The Coroner's Admin Team are now all working back in the office. The service now also have a number of Casual Court Clerks supporting the Coroners and Coroners Officers at inquests. Their role includes referring any questions from the families to the Coroner to respond to them, wherever possible in court. The Coroner's Service also has a Casual Inquest Clerk who is available to support the Coroner's Officers in obtaining statements for inquests and to ensure that the inquest bundles are ready and available for the Coroner at the appointed time.

There are some resource pressures in relation to Coroner's Officers due to retirement etc. The Service has managed to recruit additional officers who are currently undergoing the necessary training.

Discussions are also on-going regarding the re-imburement of costs for Home Office Post-mortems.

Recently, a circular has been received from the JNC for Coroners in relation to the Coroner's pay award, which proposes a pay increase of 1.5% on basic salary, from 1 April 2021. This will be included in the BwD recharge for the staffing costs of the Coroner's Service, which is currently projected to be around £135,600.

The Out of Hours Service continues to run smoothly with no significant issues being reported.

Management Information

During the 2020 calendar year the Coroner's Service dealt with 3,930 deaths for the jurisdiction as a whole, which was an increase of 253 from the previous year. Of the total number of standard post-mortems conducted in 2020 (1,691), 94.94% were resolved by way of a CT scan.

For BwD, the Coroner's Service dealt with 883 deaths during 2020/21, which is a slight increase from 2019/20 (871). There have been a significant number of Covid-related deaths, but these are classed as natural causes, and as such they did not involve the Coroner. The percentage of causes of death found from the CT scan facility remains high at 92%. Between April and June

2021, the Coroner's Service dealt with 169 deaths, and the percentage of causes of death found as a result of a CT scan was again over 90%.

Generally, the CT scanner continues to operate well and the ability to establish a cause of death via CT scanning is over 90%. During the pandemic the Service stopped undertaking angiography as part of our CT scanning process, but this has now re-started. Additional mortuary space is now in place at Lancashire Teaching Hospital to support the CT scanning function.

The Coroner's Service continues to have a good working relationship with their rota Funeral Directors, who have provided great support throughout the pandemic.

Medical Examiner Service & Health Service Investigation Board

East Lancashire Hospitals NHS Trust introduced the Medical Examiner service as an independent review system to provide greater safeguarding around certification of death. It is currently non-statutory and its aims include scrutinising all 'non-coronial' deaths and ensuring appropriate referrals are made to the coroner. At present, the Medical Examiners are only reviewing hospital deaths but in April 2022 they will include all general practice certified deaths. Since its introduction 18 months ago, the Medical Examiner service has been identifying serious medical cases being referred to the coroner for investigation, with other cases being removed from requiring the Coroner's Service. The Coroner's Service are working with the Medical Examiners in Blackburn, Preston and Lancaster to ensure that only appropriate deaths are referred to the Coroner as necessary.

In addition, the Health Service Investigation Board (HSIB) now investigate any death of a baby during delivery given some national concerns in respect of a small number of midwifery units. This is starting to result in an increased workload that will require additional expert evidence from both obstetricians and paediatricians with some additional costs, but which is not anticipated to be significant.

5. POLICY IMPLICATIONS

Further to the merger, LCC have assumed the role of the relevant local authority responsible under the Coroners and Justice Act 2009 Act.

Initial funding for the jurisdiction is met by LCC with Blackburn with Darwen Council contributing an agreed percentage in relation to the operating costs for the Blackburn with Darwen area, and also contributing towards the cost of the Senior Coroner and one Area Coroner who is responsible for dealing with the workload in the Blackburn with Darwen area.

The Council monitors the Coroners' Service to ensure it continues to provide an efficient and cost-effective service in the Blackburn with Darwen area. In addition, the Council needs to ensure that Coroner's Service remain supportive of the local, cultural, community and religious needs and expectations of the residents in the BwD area.

6. FINANCIAL IMPLICATIONS

Under the Cost Sharing Agreement Lancashire County Council (LCC) provide Coroner's Services in Blackburn with Darwen for which BwD is recharged a proportion of the overall costs of the Coroner's Service. These costs include:

- 50% of the costs associated with coroner's officers, training expenses, IT costs, pathologist fees, histology fees, mortuary staff fees, toxicology fees, witness expenses, coroner's juror fees, undertaker fees, hire of venues for inquest hearings for BwD cases

- 23% of the costs associated with staffing including the Senior Coroner, 1 Area Coroner, 1 Senior Democratic Services Officer and administrative support based at Faraday Court.
- Other such costs agreed from time to time.

2020/21

BwD contribution - £275,501.32.

The budget for witnesses was overspent and there were increased costs due to the hiring of venues for BwD inquests. Toxicology costs also increased slightly. The Toxicology contract was recently retendered and was awarded to the existing provider. Whilst the cost of the work has increased slightly the existing provider remained by far the most competitive of the tenders received.

It is expected that pathologist invoices for post-mortems carried out may reduce in future years as CT scanning is now being used in the first instance in establishing the cause of death.

2021/22- Q1 (01.04.21 – 30.06.21)

BwD contribution - £73,651.00

For 2021/22, the Coroners Service are working on an overall budget of £319,800 for the provision of supplies and services (the BwD recharge is 50%, c.£160k) together with the re-charge of staffing costs at around £135,600. It is therefore, currently estimated that the BwD re-charge for the 2021/22 financial year will be in the region of £295,000.

Although spend in 2020/21 increased and the projected spend for 2021/22 is currently forecast to be in excess of the original budget, the cost to BwD is still significantly less than before the merger took place. Prior to the merger the overall cost of operating the Blackburn, Hyndburn and Ribble Valley jurisdiction was over £800,000 of which circa £400K was contributed by Lancashire County Council for the Services covering Hyndburn & Ribble Valley, resulting in a net cost to BwD of around £400k per annum.

Prior to the pandemic and the refurbishment works, facilities in the Blackburn Town Hall were used by the Coroner to hold Routine Inquests for BwD cases. This saved costs for venue hire, which otherwise would have been recharged to BwD under the Cost Sharing agreement.

Recommencing the use of Blackburn Town Hall facilities for Routine Inquests when the refurbishment works have been completed, will again save costs to for venue hire.

The adequacy of the budget provision for subsequent years will be considered both as part of the agreement of terms for extending the Cost Sharing Agreement with Lancashire County Council and as part of the development of the Council's budget for 2022/23 onwards.

7. LEGAL IMPLICATIONS

The role of the HM Coroner is a statutory role.

The Coroners and Justice Act 2009 (Alteration of Coroner Areas) (No. 2) Order 2017 came into force on 1 December 2017 and formed the merged coroner area of Lancashire and Blackburn with Darwen.

Lancashire County Council are the 'relevant authority' for the delivery of coronial services for Blackburn with Darwen, and they operate the service under the terms of a Cost Sharing Agreement with Blackburn with Darwen Borough Council, referred to in this report. Under the agreement BwD has responsibility to reimburse a proportion of the costs incurred and that attributable to the Coronial Jurisdiction of Blackburn with Darwen. The 'Initial Term' of two years has expired and the Cost Sharing Agreement provides for an extension period (or periods) of up to 7 years.

8. RESOURCE IMPLICATIONS

Resources for the delivery of the Coronial Service are provided under the Cost Sharing agreement by Lancashire County Council. The Head of Legal & Governance and a finance officer monitor service and costs in accordance with the agreed protocols between the Councils.

9. EQUALITY AND HEALTH IMPLICATIONS

Please select one of the options below.

Option 1 Equality Impact Assessment (EIA) not required – the EIA checklist has been completed.

Option 2 In determining this matter the Executive Member needs to consider the EIA associated with this item in advance of making the decision.

Option 3 In determining this matter the Executive Board Members need to consider the EIA associated with this item in advance of making the decision.

10. CONSULTATIONS

Consultations were conducted in advance of the merger in 2017.

11. STATEMENT OF COMPLIANCE

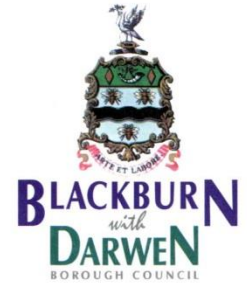
The recommendations are made further to advice from the Monitoring Officer and the Section 151 Officer has confirmed that they do not incur unlawful expenditure. They are also compliant with equality legislation and an equality analysis and impact assessment has been considered. The recommendations reflect the core principles of good governance set out in the Council's Code of Corporate Governance.

12. DECLARATION OF INTEREST

All Declarations of Interest of any Executive Member consulted and note of any dispensation granted by the Chief Executive will be recorded in the Summary of Decisions published on the day following the meeting.

CONTACT OFFICER:	Asad Laher, Head of Legal and Governance
DATE:	August 2021
BACKGROUND PAPER:	

EXECUTIVE BOARD DECISION



REPORT OF:	Executive Member for Children, Young People and Education
LEAD OFFICERS:	Strategic Director of Children's & Education (DCS)
DATE:	9 th September 2021

PORTFOLIO(S) AFFECTED:	Children, Young People and Education
WARD/S AFFECTED:	ALL WARDS
KEY DECISION:	NO

SUBJECT:

Strategic Youth Alliance Update

1. EXECUTIVE SUMMARY

1.1 FORMATION OF STRATEGIC YOUTH ALLIANCE (SYA)

The Strategic Youth Alliance was first convened and chaired by the Head of Adolescent Services in May 2019. The purpose of this report is to share with the Executive Board an update on the developments of the first two years of the Alliance and future plans.

1.2 FIRST COLLABORATIVE FUNDING BID

At its inception the SYA was presented with an opportunity to bid for BwD Integration Funds. Five members of the SYA put together a bid and were awarded the contract to deliver the 'Youth Ambassadors' Programme.

1.3 SYA GOVERNANCE

Approximately 12 months into its development the SYA developed a Terms of Reference document, to manage membership and set out aims, roles and responsibilities.

1.4 FUTURE DEVELOPMENTS

The SYA are currently examining a range of infrastructure and/or organisational models that may improve the capacity, funding opportunities and strategic oversight of the Alliance.

2. RECOMMENDATIONS

2.1 THAT THE EXECUTIVE BOARD:

- Notes the report and continues to offer support to the SYA
- Continue to support the local youth sector via commissioned funding

3. BACKGROUND

3.1 PRIOR TO THE SYA

The SYA was established in response to national and local financial reductions which led to the youth sector becoming significantly at risk. Additionally, young people were presenting with increasing challenges which in turn increased the demand on services. This affected the Local Authority's capacity to deliver and commission, and the Voluntary, Faith and Community sectors were unable to bridge the gap in funding. A previously uncoordinated youth sector offer was patchy, mismatched and wasn't allocated according to need or demographics.

Prior to the SYA there was a Youth Collaboration Network, chaired by the Head of Adolescent Services, with a membership much wider than the SYA. Due to the complications of size, the network lacked strategic direction and focus on the core business of the local youth offer.

Alternative models to the network were explored to maintain neighbourhood youth work delivery and engage partners to better coordinate and facilitate a comprehensive youth work offer and this led to the formation of the Strategic Youth Alliance. The initial aims were:

- To bring senior leaders of youth organisations from all sectors together in a regular forum
- To build trusting, cooperative and mutually beneficial relationships
- To map provision against local need
- To source and maximise external funding opportunities
- To shape BwD commissioned services (Blackburn Rovers Community Trust / Blackburn Youth Zone) to ensure they are needs led and are considerate of other local providers' offers.

3.2 SYA GOVERNANCE - PURPOSE, PRINCIPLES AND AIMS.

Purpose

To enable collaborative working and identify shared priorities for youth work in Blackburn with Darwen to develop and increase opportunities and positive outcomes for young people.

Principles

- **Trust** – Organisations across Voluntary, Faith, Charitable, Social Enterprise and Public Sectors working together to maximise opportunities for young people.
- **Transparency** – Open and honest discussions, organisations and individuals taking responsibility for decision making.
- **Capacity building** – identifying opportunities to support each other through training opportunities, joint working, intelligence sharing and collaborate on funding.

Aim of the SYA

- To provide leadership and a strategic direction for all member youth organisations (local authority, voluntary, charitable, faith & social enterprise sectors)
- To enable collaborative working and identify shared priorities for youth work in Blackburn with Darwen to develop and increase opportunities and positive outcomes for young people.
- To share the following principles and objectives
- To provide meaningful opportunities and support to local young people.
- Listen to the voice and experiences of young people to shape local services and provision.
- Shared approach to workforce development
- To support and promote equality and diversity; to champion diversity, to improve our process and protocols, to support equality and cohesion amongst our communities and to improve equity for the communities we serve

SYA Strategic Plan

The SYA developed a series of priorities and a programme of work with an accompanying action plan. The priorities listed below will inform funding applications and organisational strategies. The action plan will underpin these 4 priorities with these being standing agenda items on each SYA meeting.

1. Emotional Health and Mental Wellbeing

Working together to provide support, programmes and resources to ensure young people have access to the right support, at the right level and at the right time.

2. Increase Access to Skills, Training and Further Education

Using our collective ability to ensure young people are supported to develop skills, gain access to training and attend education to provide them with the best opportunity to gain employment, develop resilience and motivation, and reach their full potential.

3. Reduce the Impact of Poverty

Ensure that young people who are identified as living in poverty have equal access to participation, opportunities and equitable outcomes.

4. Address the impact of Racism and Discrimination

Recognise the impact of institutional and individual racism, exclusivism and discrimination on education, employment, crime, health, and finance by addressing unconscious bias, open challenge and developing services through the lens of race and ethnicity, to ensure that they are inclusive.

Overarching aim of the SYA

To work together to maximise leisure time opportunities for children and young people to socialise in safe and supportive environments that enable them to access positive activities, advice support and guidance from appropriately trained staff.

3.3 MEMBERSHIP

Over the last two years the SYA has continued to evolve its membership.

The following organisations are full members of the Strategic Youth Alliance:

1. Blackburn with Darwen Borough Council – Young Peoples Services (Chair / convenors / organisation lead) (YPS)
2. Blackburn Youth Zone (BYZ)
3. Blackburn Rovers Community Trust (BRCT)
4. Child Action North West (CANW)
5. Youth Action (YA)
6. Innovate Motivate Overcome (IMO – formally Inter Madrassah Organisation)
7. Newground Together (NT)
8. Family and Community Enterprise (FACE)
9. One Voice (OV)
10. Blackburn with Darwen Healthy Living (HL)
11. United Communities Organisation (UCO)

One organisation (SWITCH) stepped down from membership due to persistent non-engagement.

3.4 OTHER 'IN KIND' BENEFITS FROM THE SYA

The development of trusting professional relationships has been key to progressing the SYA. Given that these organisations regularly contest for funding opportunities – the development of these relationships has proven challenging but ultimately very rewarding.

Recruitment

SYA organisations have shared senior management resources and have supported recruitment processes outside of their organisation.

Training

Workforce development is a key priority and the following training opportunities have been sourced, developed and shared over the last 2 years:

Training Details	Delivery Partner
Safeguarding for Young People Today	UK YOUTH
Working with Young People – Masterclass	UK YOUTH
Introduction to Youth Work Practice	BwDBC Young Peoples Services
Pause for Thought Facilitator Training	LCC Violence Reduction Unit
KOOTH Support Training	KOOTH NW
Level 1/2/3 Youth Work Practice	Youth Focus NW
Numerous Bespoke Holiday Activity Fund	Spring North

3.5 FUTURE DEVELOPMENTS

The Government has launched new funding commitments for the Youth Sector over the last 2 years. These include a commitment to release significant new funding to support local/regional youth infrastructure and partnership developments.

The SYA is already a significant way along this path – but to ensure that it is in a position to attract further development funding a SYA Working Group has been tasked at examining alternative structures:

Option 1: Young Peoples Foundations

A Young People's Foundation (YPF) is a member-led charity comprised of organisations that work with children and young people in a local area including the public, private and voluntary sectors. Each YPF adapts to meet the needs of the youth sector in their local area, however they all share the same common values.

Option 2: Youth Mutuals

A public service mutual is an organisation that has left the public sector but continues delivering public services. There is a significant degree of employee ownership, influence or control in the way the organisation is run.

Option 3: Local Partnership Alliance Model (Most Similar to SYA)

A local partnership that brings together key organisations supporting children and young people in a local authority.

Further detail on these options is contained in Appendix A.

3.6 COVID RESPONSE

COVID hit the youth sector very hard with all universal youth club provision halting instantly in March 2020.

BwDBC Children's Services delivery (Children's Social Care, Youth Justice Team, SEEDS, ENGAGE and Young Peoples Services) continued to work throughout the pandemic and have ensured that the most vulnerable children and young people were still supported, but nevertheless children and young people were still without any open access leisure time offer at all.

The Youth Sector is represented nationally by the National Youth Agency (NYA) and the SYA has met immediately following the release of any new youth sector Covid guidance.

Supported superbly by BwDBC Health and Safety Colleagues, SYA organisations have tailored their offer to ensure that children and young people were able to access the best offer possible, whilst ensuring the highest possible standards of care were in place.

Risk Assessments were shared between organisations to ensure that Covid mitigation and controls were consistently high and organisations also supported each other via the sharing of online offers or by sharing technical/creative support solutions.

Over the period of the pandemic, SYA organisations have developed a flexibility and continuous innovation that will serve the sector very well in the future. The SYA has delivered continuous detached youth work opportunities during the pandemic – and in the current detached project (running until the end of August 2021) 10 SYA organisations are delivering at least one weekly sessions per week. This enables the SYA to use its community strengths to great effect with staff offering advice guidance and support at street level when Covid regulations prevented the work taking place in venues. The SYA is committed to retaining some detached youth work post Covid.

The SYA now has an offer that can accommodate and adapt to the individual needs of children and young people better than ever before. Organisations can now all offer services ranging from telephone support to large online and face to face delivery sessions – and everything in between. The leadership and support shared throughout the Covid period is testament to the relationships and common aims of the sector and needs to be commended.

3.7 SUMMER OFFER

Given the unprecedented loss of leisure time activities and support, the SYA is looking to offer as comprehensive an offer as possible during the summer holidays of 2021.

The SYA will be a key delivery partner for this summer's Holiday Activity Fund (HAF) Scheme (managed by BwDBC) and a number of SYA orgs will be delivering large HAF programmes during the month of August. BwDBC YPS and SEEDS are delivering comprehensive HAF offers targeted at the vulnerable young people on their caseloads. YPS is also delivering a HAF Special Educational Needs & Disabilities (SEND) project too – working closely with the Disability Team to ensure the most vulnerable children and young people are prioritised. Additionally the MHCLG funded Covid work continues throughout summer and this

moves into a new phase with partners delivering in venues to groups of young people, leading informal discussions around Covid safety, testing and vaccinations. The aim is to help young people to access support and opportunities and to make better choices for themselves and their families.

3.8 PERFORMANCE OF THE YOUTH SECTOR COMMISSIONS

Blackburn Youth Zone (BYZ)

- The BYZ Commission is quite a mature commission and will reach 10 years in June 2022. Membership from Darwen and Rural areas and weekly attendances have been areas for development over the last few years.
- A revised and more focussed commissioning framework document is capturing quantity and qualitative data.
- BYZ have been very proactive in managing Covid and have looked to open up as quickly as possible – whilst remaining within restrictions.
- Recent appointments at Blackburn Youth Zone have helped the organisation to progress.

Blackburn Rovers Community Trust (BRCT)

The BRCT is in the third year of the initial commission period. BRCT have an established reputation around Sports development sessions (via their KICKS programmes) and have previously delivered all the Sports offer at BYZ too.

- Delivery of a programme of Neighbourhood Youth Engagement opportunities is a relatively new venture for the Trust and as such support from BwDBC Young Peoples Services was built in from the start. Relationships with senior leaders at BRCT have been positive and open from the beginning.
- Year one saw BRCT establish a mixed programme of Sports and Youth Club activities across the borough and attendance targets were largely all hit. Areas for development from year 1 revolved around quality of youth work practice and delivery of informal education in sessions.
- BRCT have taken more gradual steps out of lock downs and have remained delivering online offers and detached work, leaving some youth clubs closed. BRCT have stated that they considered their approach meticulous and careful whilst local rates remained high.
- Staff retention has affected the BRCT summer offer, affecting youth club activities for the 11+ cohort.

KEY ISSUES & RISKS

WITHOUT THE SYA:

- Local children and young people would not benefit from maximised and coordinated local offer
- External funding opportunities would not be exploited fully
- The local Youth offer would be imbalanced and not spread across wards/prioritised to wards with greatest need and demographic challenges
- The youth sector would become polarised with the larger organisations, with greater back office staffing resources, securing more of the external funding at a detriment to some of the smaller organisations leading to a reduced offer, losing some key specialisms and localised community offer

4. POLICY IMPLICATIONS

4.1 BWDBC LED CONSULTATIONS ACROSS THE LOCAL YOUTH SECTOR

The SYA works as a consultative body and contributes to a number of local and national consultations to inform decision makers and funders.

4.2 DECISIONS AROUND YOUTH SECTOR COMMISSIONING

Decisions around size and nature of the two BwDBC youth sector commissions can be affected by organisational performance, individually and in the context of the Strategic Youth Alliance.

5. FINANCIAL IMPLICATIONS

5.1 FINANCIAL COMMITMENT TO THE 2 X BWDBC COMMISSIONS

There are financial implications for the Local Authority in regards to the 2 x youth sector commissions:

Blackburn Youth Zone **£170k** – Universal Town Centres offer
Blackburn Rovers Community Trust **£150k** - Neighbourhood Youth Offer

5.2 FUNDING OPPORTUNITIES

Since the inception of the SYA approximately **£500k** of direct additional funding and resources have enhanced the local BwD youth work offer, with approximately another **£300k** in indirect funding.

A key priority of the SYA has been to drive up external funding – in particular for areas of unmet need. Below are some examples of SYA led externally funded programmes, with further detail contained in Appendix A:

Example 1: Youth Ambassadors - Value £140k.

This was funding awarded by the National Government's MHCLG Integration funding.
SYA contributors: BYZ, BRCT, YPS, HL, IMO, OV

Example 2: Covid Detached Programme 1 - Value £20k.

Funded via BwDBC Public Health

SYA contributors: YPS, IMO, BRCT BYZ, YA, OV

The programme delivered 13 detached sessions per week with additional sessions delivered over the October half term holiday and around Bonfire Night festivities.

Example 3: Covid Detached Programme 2 (ongoing) - Value £60k.

Funded via Ministry for Housing, Communities and local Government

SYA Contributors: YPS, BYZ, BRCT, YA, OV, IMO, UCO, FACE, NT, CANW

The programme delivers 15 sessions per week between April and August 2021. Also includes the delivery of 10 multi-agency family fundays which will be delivered over the summer holidays

Example 4: Covid SEND Engagement (ongoing) - Value £10k.

Funded via Ministry for Housing, Communities and local Government

SYA Contributors: BRCT, YPS, IMO, YA, FACE

Example 5: Youth Ambassadors 2 - Value £100k.

This was funding awarded by the National Government's MHCLG Integration funding.

SYA contributors: BYZ, BRCT, YPS, IMO, YA

Example 6: Onside DCMS Step Up Funding - Value £116k.

Due to Covid restrictions Onside had an underspend on their regional Step up programme. The SYA, via BYZ, bid for the funds and set up a process to allocate the funds to SYA organisations to deliver 'Step up' type projects - Education, Employment and Training (EET) courses, Signposting and support.

Example 7: Indirect funding

Over the last 2 years SYA organisations have benefitted from Holiday Activity Fund (HAF) funding and other small funding bids of approximately £300k. The SYA was approached as a body to contribute to the HAF programme.

6. LEGAL IMPLICATIONS

None

7. RESOURCE IMPLICATIONS

None

8. EQUALITY AND HEALTH IMPLICATIONS

Please select one of the options below.

Option 1 Equality Impact Assessment (EIA) not required – the EIA checklist has been completed.

Option 2 In determining this matter the Executive Member needs to consider the EIA associated with this item in advance of making the decision.

Option 3 In determining this matter the Executive Board Members need to consider the EIA associated with this item in advance of making the decision.

9. CONSULTATIONS

9.1 CONSULTATION WITH SYA PARTNERS

Each SYA member org has been consulted on current progress of the SYA.

What do our partners think are the benefits of the SYA?

- **BYZ** “We have been able to establish trust amongst partners and had relative success in delivering a varied offer across universal and targeted services at grassroots”
- **BRCT** “The opportunity to build relationships with other likeminded local organisations and offer a consortium approach to strategic opportunities”
- **CANW** “We feel that the SYA meetings provide a platform to inform and be informed of what is being considered/delivered across the Borough. It allows delegates to share good practice, explore and problem solve, and discuss trends and issues that may be affecting young people in the Borough whilst discussing what can be done collectively”
- **FACE** “Collaborative working and wider understanding. Young People are more open to integrate and diversify, not feeling stuck to only one organisation / group”
- **HL** “The main benefits is that there is a uniformed development and delivery strategy for the borough. Having the opportunity for partners to provide input strategically is invaluable. Working in partnership to support partner strengths when applying for funding”
- **IMO** “Increased collaboration and partnership working between organisations. Increased sharing of resources. It has enabled the Local Authority to consolidate engagement and support with SYA organisations especially during Covid response e.g. emergency food aid, detached youth, HAF”
- **NT** “Opportunity to share good practice, ensure services for young people are delivered within our areas of interest & play a part in the borough-wide offer but on a local level. Ability to keep abreast of developments & opportunities in the sector, and be part of the conversations at a strategic level regarding future needs, direction and priorities”
- **OV** “The SYA is a collection of organisations who can work collectively to support young people in Blackburn with Darwen. Some of the benefits include: partnership working, collective approach to youth work, sharing of ideas”
- **UCO** “The SYA has enabled us to connect with other organisations operating across Blackburn with Darwen and be part of the bigger strategic vision and also receive the infrastructure support from some of the larger organisations and rather than being pushed aside with the power from the bigger Orgs we have been welcomed on the table to have a voice and share the needs of the communities we serve”
- **YA** “Partnership approach, Collaboration of ideas, A place for partner orgs to meet, To get updated guidance and info, Project proposals”

10. STATEMENT OF COMPLIANCE

The recommendations are made further to advice from the Monitoring Officer and the Section 151 Officer has confirmed that they do not incur unlawful expenditure. They are also compliant with equality legislation and an equality analysis and impact assessment has been considered. The recommendations reflect the core principles of good governance set out in the Council’s Code of Corporate Governance.

11. DECLARATION OF INTEREST

All Declarations of Interest of any Executive Member consulted and note of any dispensation granted by the Chief Executive will be recorded in the Summary of Decisions published on the day following the meeting.

CONTACT OFFICER:	Imran Akuji, Head of Adolescent Services Imran.Akuji@blackburn.gov.uk & Jon McCaughey, Team Manager, Young People's Services jon.mccaughey@blackburn.gov.uk
DATE:	20 th July 2021
BACKGROUND PAPER:	Appendix A – SYA Future Developments & Funding Secured

Future Development Options

To ensure that the Strategic Youth Alliance is in position to attract further development funding a SYA Working Group has been tasked at examining the alternative structures:

Option 1: Young Peoples Foundations

A Young People's Foundation (YPF) is a member-led charity comprised of organisations that work with children and young people in a local area including the public, private and voluntary sectors.

Each YPF adapts to meet the needs of the youth sector in their local area, however they all share the same common values.

- Non delivery
- Designed for the long term
- Focussed on funding, networks, space, access
- Cross sector partnerships
- Requires a level of funding to get going

Examples include Young Manchester, Young Harrow Foundation, Young Brent Foundation

Option 2: Youth Mutuals

A public service mutual is an organisation that has left the public sector but continues delivering public services. There is a significant degree of employee ownership, influence or control in the way the organisation is run.

- Commissioned by the local authority
- Often develops into a CIC or Charity so can draw down other fund.

Examples of previous Youth Services who are now Public Service Mutuals include Knowsley Youth Mutual and Space Youth Services.

Option 3: Local Partnership Alliance Model (Most Similar to SYA)

A local partnership that brings together key organisations supporting children and young people in a local authority.

- Usually convened by the local authority but if not, they are certainly involved.
- Usually has a terms of reference and collective authority which enables joint funding applications and partnerships.
- Has shared outcomes and goals

Examples include: Coventry Youth Partnership, Expect Youth (Doncaster)

Funding Secured since

Since the inception of the SYA approximately **£500K** of direct additional funding and resources have enhanced the local BwD youth work offer, with approximately another **£300K** in indirect funding.

The following organisations are full members of the Strategic Youth Alliance:

1. Blackburn with Darwen Borough Council – Young Peoples Services (Chair / convenors / organisation lead) (YPS)
2. Blackburn Youth Zone (BYZ)

Appendix A - Error! Unknown document property name. Secured

3. Blackburn Rovers Community Trust (BRCT)
4. Child Action North West (CANW)
5. Youth Action (YA)
6. Innovate Motivate Overcome (IMO – formally Inter Madrassah Organisation)
7. Newground Together (NT)
8. Family and Community Enterprise (FACE)
9. One Voice (OV)
10. Blackburn with Darwen Healthy Living (HL)
11. United Communities Organisation (UCO)

A key priority of the SYA has been to drive up external funding – in particular for areas of unmet need. Below are some examples of SYA led externally funded programmes.

Example 1: Youth Ambassadors - Value £140k

This was funding awarded by the National Government's MHCLG Integration funding. SYA contributors: BYZ, BRCT, YPS, HL, IMO, OV

Aims The programme consisted of recruiting 180 young people aged 12 to 16 years on a personal and group development programme to become peer mentors and to drive integration and social action projects across the borough. 6 cohorts of 30 young people engaged in the following programme.

- Group residential
- Social action development and delivery
- Education and celebration of local cultural diversity
- Leadership skill

Example 2: Covid Detached Programme 1 - Value £20k.

Funded via BwDBC Public Health
SYA contributors: YPS, IMO, BRCT BYZ, YA, OV

The programme delivered 13 detached sessions per week with additional sessions delivered over the October half term holiday and around Bonfire Night festivities.

Aims To engage with young people and young adults at street level and to educate and encourage with Covid safety, testing and restrictions and to challenge and support any breaches/ASB by signposting/reporting accordingly.

Example 3: Covid Detached Programme 2 (ongoing) - Value £60k.

Funded via Ministry for Housing, Communities and local Government
SYA Contributors: YPS, BYZ, BRCT, YA, OV, IMO, UCO, FACE, NT, CANW
The programme delivers 15 sessions per week between April and August 2021. Also includes the delivery of 10 multi-agency family fundays which will be delivered over the summer holidays

Aims To engage with young people and young adults at street level and to educate and encourage with covid safety and restrictions, testing and vaccinations and to challenge and support any breaches/ASB by signposting/reporting accordingly. This project will also deliver in venues to ensure maximum reach.

Example 4: Covid SEND Engagement (ongoing)- Value £10k

Funded via Ministry for Housing, Communities and local Government

Appendix A - Error! Unknown document property name. Secured

SYA Contributors: BRCT, YPS, IMO, YA, FACE

Aims To develop a comprehensive questionnaire to engage with children and young people identified as SEND, and their parents/Carers, around Covid messaging, testing/vaccinations, support requirements, Covid recovery strategies.

Example 5: Youth Ambassadors 2 - Value £100k

This was funding awarded by the National Government's MHCLG Integration funding.
SYA contributors: BYZ, BRCT, YPS, IMO, YA

Aims The programme consisted of recruiting 180 young people aged 12 to 16 years on a personal and group development programme to become peer mentors and to drive integration and social action projects across the borough. This programme was reviewed from the first one and now delivers 10 cohorts of 18 young people engaged in the following programme.

- Social action development and delivery
- Education and celebration of local cultural diversity
- Leadership skill

Example 6: Onside DCMS Step Up Funding - Value £116k

Due to Covid restrictions Onside had an underspend on their regional Step up programme. The SYA, via BYZ, bid for the funds and set up a process to allocate the funds to SYA organisations to deliver 'Step up' type projects - Education, Employment and Training (EET) courses, Signposting and support.

Aims To deliver a range of EET projects ranging from detached signposting to venue based AIG and emotional health and wellbeing.

Example 7: Indirect funding

Over the last 2 years SYA organisations have benefitted from Holiday Activity Fund (HAF) funding and other small funding bids of approximately £300k. The SYA was approached as a body to contribute to the HAF programme.

EXECUTIVE BOARD DECISION



REPORT OF:	Executive Member for Children, Young People and Education
LEAD OFFICERS:	Strategic Director of Children's & Education (DCS)
DATE:	Thursday, 9 September 2021

PORTFOLIO(S) AFFECTED:	Children, Young People and Education
WARD/S AFFECTED:	All
KEY DECISION:	Y

SUBJECT:
Schools Capital Programme 2021-2022

1. EXECUTIVE SUMMARY

To present for consideration and approval the capital programme for Schools and Education for 2021-2022 academic year and variations for the 2020-2021 academic year as detailed within this report.

2. RECOMMENDATIONS

That the Executive Board:

- 1: Approves the attached list of projects as detailed in Appendix 2 for inclusion in the 2021-2022 Schools and Education capital programme funded from Basic Need, School Condition Allocation, Devolved Formula Capital, Healthy Pupil Capital Fund and SEN Capital Fund.
- 2: Approves the variations to the 2020/2021 capital programme for:
 - Lower Darwen Primary School
 - Roe Lee Primary School
 - Shadsworth Infant School
- 3: Delegates authority to the Strategic Director of Children's & Education in consultation with the Executive Member Executive Member for Children, Young People and Education to undertake the procurement for the works in accordance with the Contracts & Procurement Procedure Rules in the Council's Constitution.
- 4: Approves expenditure to be incurred on individual projects, in line with the Council's Financial Procedure Rules.
- 5: Notes that reports will be provided for the Executive Member detailing any variations/amendments to programmes of work and seeking necessary approvals where these are required to ensure compliance with financial instructions and the Constitution.

3. BACKGROUND

The Council receives capital funding from Government to meet the responsibilities placed upon it by the Education Acts and the School Standards and Framework Act.

Schools Condition Funding – Local Authorities are given an annual funding allocation for Community Controlled and Voluntary Controlled school buildings. This funding is targeted in the first instance at concerns relating to the condition of school buildings as highlighted through individual schools asset management plans. Funding can however also be used to make environmental improvements that will enhance teaching and learning spaces, and can also be used to address schools capacity issues.

Schools Basic Need Funding - this is allocated to LA's based on pupil projection forecasts to specifically support demands for increased capacity for school places. The funding can be used to fund and/or part fund an increase in the capacity of school places at maintained schools, free schools and academies.

4. KEY ISSUES & RISKS

The Schools and Education capital programme is driven by capital priorities raised from the Condition, Suitability and Sufficiency sections of individual school's asset management plans (AMP's), which are inclusive of information derived from compliance condition/audit reports e.g. asbestos surveys, legionella reports. In addition, the boroughs information on pupil place sufficiency is used to understand the demand for any required school place growth. As set out in the authority's scheme of financial delegation for schools, the Council retains the responsibility for "capital" improvements valued over £10,000 in all schools.

The budgets which will be available in 2021 - 2022 academic year for capital improvement works in the authority's schools (Appendix 1), can be categorised into 2 areas:-

1. Directly Managed

Projects, irrespective of whether internally or externally funded, that are managed by officers from Blackburn with Darwen's Building Consultancy Team.

2. Indirectly Managed

In all cases, officers keep an overview on the individual projects in partnership with other parties i.e. Diocesan Authorities, Academy Trusts.

Details of financial variations for the 2020 – 2021 schools capital programme are detailed in Appendix 2 alongside details of proposed new capital programmes and associated costs for 2021-2022 academic year are contained in Appendix 2.

In respect of maintained local authority schools (Community & Voluntary Controlled Schools), the School Condition Allocation (SCA) and Devolved Formula Capital (DFC) are £1,240,420 and £220,591 respectively. The Local Authority also has a Schools Basic Needs Funding allocation of £2,831,625 for 2021/22 and an additional one off High Needs Provision Capital Grant of £500,000.

In addition, a carry forward of £5,620,260 from the 2020 - 2021 financial period, and short term borrowing of £250,000 pending receipt of a s106 commuted sum brings the total available budget to £10,662,896.

The Local Authority has also been advised of an allocation of £1,115,547 for future Basic Needs. These funds must be spent specifically on increasing school place provision.

Variations to the 2020-2021 School Capital Programme

During the 2020-2021 academic year a number of additional projects were required and completed that fell outside of the agreed programme but that were essential to ensure continued school operations, for Health & Safety, and/or to ensure that pupils were safeguarded. These schemes included:

- Roe Lee School – replacement of some perimeter fencing at a cost of £4,000
- Lower Darwen Primary School – Partial replacement of the school fire alarm at a cost of £16,000

In addition to the above, following full scoping and feasibility works a heating scheme established on the schools capital programme at Shadsworth Infant School with an initial desktop estimate of £100k, requires a budget uplift of £150k, bringing the total budget to £250k.

Schools Capital Programme 2021 - 2022

The capital programme compiled for 2021 - 2022 (Appendix 2) reflects needs in schools, which have been identified through each school's AMP (Asset Management Plan). In line with previous years, schools benefiting from the programme will be expected to contribute to any capital works from either Devolved Formula Capital (DFC), or school reserves. A contribution is required to ensure that the School Condition Allocation funding is spread as far as possible and used in schools that have a commitment to working in partnership with the Council to improve their school buildings. Typically, schools are asked to contribute 10% of the total cost of the scheme. However, for those schemes that are of a high value (where a 10% contribution would be greater than the amount a school is able to retain and/or the school has no other means of funding), schools will be asked to contribute up to 3 years' worth of their allocated Devolved Formula Capital (DFC).

An allocation of £100k from the 2021 - 2022 Schools Condition Allocation is proposed to address any unforeseen emergency works, including those that compromise health & safety and/or safeguarding regulations. Any works not on the initial planned programme that require urgent attention and funding through this contingency will be reported retrospectively to the Executive board.

Due to the number of larger school capital projects that are currently ongoing and the potential for other large scale projects to support school sufficiency going forward, the number of newly identified projects for the 2021 - 2022 capital programme (Appendix 2) have been kept to those that are required to fulfil health & safety compliance, safeguarding compliance, school sufficiency and/or the provision of disabled facilities.

5. POLICY IMPLICATIONS

National Policy Context

The Council has responsibility to ensure that all allocated funding for maintained sector schools is used in accordance with the associated grant terms and conditions.

Performance Implications

The capital programme, made up of individual projects, will be closely monitored against agreed performance indicators representing measures of quality, cost and timescale.

6. FINANCIAL IMPLICATIONS

Existing live capital programme schemes are detailed in Appendix 2 (table a)

The proposed capital programme for the Schools and Education portfolio for the 2021 – 2022 academic year, as well as variations to existing schemes, are detailed in Appendix 2 (table b).

7. LEGAL IMPLICATIONS

The report has been compiled with regard to the Council's Constitution, in particular the Financial Procedure Rules and the Contracts & Procurement Procedure Rules. All procurement and contract activity in connection with this programme must be carried out in accordance with the relevant parts of the constitution and legislation.

All contracts prepared in relation to the programme must be in conjunction with Legal Services/CAPS team.

8. RESOURCE IMPLICATIONS

Resource requirements for managing and coordinating the capital programme will be met from within the Councils Construction and Facilities Team and Schools and Education senior leadership team.

9. EQUALITY AND HEALTH IMPLICATIONS

Please select one of the options below.

Option 1 Equality Impact Assessment (EIA) not required – the EIA checklist has been completed.

Option 2 In determining this matter the Executive Member needs to consider the EIA associated with this item in advance of making the decision.

Option 3 In determining this matter the Executive Board Members need to consider the EIA associated with this item in advance of making the decision.

10. CONSULTATIONS

Schools consult with their chosen facilities management companies to support them in managing schools estates and detailing the schools asset management plans.

Officers from Blackburn with Darwen Building Consultancy Team have considered the asset management plans of all community and voluntary controlled schools in detailing the 2021 – 2022 proposed capital programme.

11. STATEMENT OF COMPLIANCE

The recommendations are made further to advice from the Monitoring Officer and the Section 151 Officer has confirmed that they do not incur unlawful expenditure. They are also compliant with equality legislation and an equality analysis and impact assessment has been considered. The recommendations reflect the core principles of good governance set out in the Council's Code of Corporate Governance.

12. DECLARATION OF INTEREST

All Declarations of Interest of any Executive Member consulted and note of any dispensation granted by the Chief Executive will be recorded in the Summary of Decisions published on the day following the meeting.

CONTACT OFFICER:	Carol Grimshaw, carol.grimshaw@blackburn.gov.uk Rob Addison, robert.addison@blackburn.gov.uk
DATE:	20 August 2021
BACKGROUND PAPER:	Appendix 1 – Schools and Education capital programme 2021 - 2022, budget allocations Appendix 2 – School and Education schools capital programme schemes • Table a - existing projects

- | | |
|--|--|
| | <ul style="list-style-type: none">• Table b - new proposed projects and variations |
|--|--|

Schools and Education Capital Programme 2021-2022

Budgets Available for Community Sector Capital Improvement Works		
2021 - 2022		
		£
School Condition Grant 2021-2022	Confirmed Allocation	1,240,420
Basic Need Grant 2021-2022 (for places required by 2022)	Confirmed Allocation	2,831,625
Basic Need Grant 2022-2023 (for places required by 2023)	Confirmed Allocation	1,115,547
Capital carried forward into 2021-2022:		
Allocated against committed schemes		520,500
Basic Need still to be allocated		308,587
Schools Condition Grant still to be allocated		830,094
Total Available Basic Need and School Condition Allocation		6,846,773
Devolved Formula Capital Funding		
Devolved Formula Capital	Confirmed Allocation	220,591
Capital carried forward into 2021-2022:		
Allocated against committed schemes		15,000
School Contribution		0
Devolved Formula Capital still to be allocated		484,579
Total Available Devolved Formula Capital		720,170
Special Education Needs (SEN) Grant		
SEN Grant	Confirmed Allocation	0
Capital carried forward into 2021-2022:		
Allocated against committed schemes		555,500
SEN Grant still to be allocated		0
Total Available Special Educational Needs (SEN) Grant		555,500
High Needs Provision Capital Grant		
High Needs Provision Grant	Confirmed Allocation	500,000
Capital carried forward into 2021-2022:		
Allocated against committed schemes		0
High Needs Provision Grant still to be allocated		0
Total Available High Needs Provision Grant		500,000
Estimated borrowing requirement re timing of s106 funding		
Estimated borrowing requirement		250,000
Total estimated borrowing requirement		250,000
Section 106 funding		
s106 funding	Expected Allocation	0
Capital carried forward into 2021-2022:		
Allocated against committed schemes		2,906,000
s106 funding still to be allocated		0
Total Available Section 106 funding		2,906,000
Estimated Budget for 2021-2022		11,778,443
NB - Funds directly managed by the Schools and Education Portfolio		

Schools and Education Capital Programme 2021 - 2022

LIVE PROJECTS

Project	Officer	Delivery	Description	Funding Source	Spend Profile 2021-22								
					Basic Need £	Schools Condition £	Capital Financing £	Special Provision Fund (SEND) £	High Needs Provision £	Section 106 Funding £	DFC/School Cont £	Total £	
Avondale Primary School	RV	In House	Kitchen extension, remodel and refurbishment	SCA / DFC		48,000							48,000
BCHS/Crosshill	School led	School led	Refurbishment of Sunnyside Centre (Phase 1)	SPF (SEND) / Basic Need				335,500					335,500
Shadsworth Infant School	RN	In House	Heating scheme	SCA / DFC		90,000					10,000		100,000
Lammack Primary School	CA	In House	Extension and remodel (additional places in line with housing growth)	s106 / Basic Need						1,161,000			1,161,000
Longshaw Nursery			Relocation	s106 / Basic Need						395,000			395,000
Darwen East			Additional places in line with housing growth	s106						1,050,000			1,050,000
Lower Darwen Primary School	RN	In House	Disability Access adaptations	SCA		50,000							50,000
Brunel Nursery School	CA	In House	External fencing	SCA / DFC		26,700					3,000		29,700
Feniscowles Primary School (Junior Building)	MO	In House	Disability Access adaptations	SCA		135,200							135,200
Shadsworth Infant School	RN	In House	Extension and remodel (SEND)	SPF (SEND) / SCA		19,600		220,000					239,600
St Barnabas and St Pauls CE	WP	In House	New build and extension to provide extra places	Basic Need	135,000								135,000
Retentions held against completed schemes													
St Cuthberts Primary School	RV	In House	Extension and remodel (SEND)	SPF (SEND)		9,000							9,000
Belmont Primary School	RA	In House	Drainage and External Painting	SCA / DFC		7,000					2,000		9,000
Total					135,000	385,500	0	555,500	0	2,606,000	15,000		3,697,000

Project	Officer	Delivery	Description	Funding Source	Spend Profile 2022-23								
					Basic Need £	Schools Condition £	Capital Financing £	Special Provision Fund (SEND) £	High Needs Provision £	Section 106 Funding £	DFC/School Cont £	Total £	
Lammack Primary School	CA	In House	Extension and remodel (additional places in line with housing growth)	s106						300,000			300,000
Total					0	0	0	0	0	300,000	0		300,000
TOTAL LIVE PROJECTS					135,000	385,500	0	555,500	0	2,906,000	15,000		3,997,000

NEW PROJECTS

Project	Officer	Delivery	Description	Funding Source	Spend Profile 2021-2022								
					Basic Need £	Schools Condition £	Capital Financing £	Special Provision Fund (SEND) £	High Needs Provision £	Section 106 Funding £	DFC/School Cont £	Total £	
Shadsworth Infant School	RN	In House	Heating scheme - variation on above scheme	SCA/DFC		135,000					15,000		150,000
BCHS/Crosshill	School led	School led	Refurbishment of Sunnyside Centre (Phase 1)	SPF (SEND) / Basic Need	380,000								380,000
Lammack Primary School	CA	In House	Extension and remodel (additional places in line with housing growth)	s106 / Basic Need	550,000		250,000						800,000
Longshaw Nursery			Relocation	s106 / Basic Need	224,700								224,700
Ashleigh		In House	Heating and Ventilation	SCA / DFC		31,500					3,500		35,000
Ashworth Nursery		In House	Perimeter Fencing	SCA / DFC		18,000					2,000		20,000
Audley Infants (Nursery)		In House	Upgrade Fire Alarm	SCA / DFC		22,500					2,500		25,000
Audley Infants		In House	Resurfacing Pathways	SCA / DFC		18,000					2,000		20,000
Audley Infants		In House	Replacement of Fascias & Soffits	SCA		55,000							55,000
Audley Infants & Juniors		In House	Replacing Windows & upstandings to lean-to roof structure	SCA / DFC		54,000					6,000		60,000
Avondale		In House	Resurface Playground	SCA / DFC		126,000					14,000		140,000
Belmont		In House	Replace Fire Alarm System	SCA / DFC		27,000					3,000		30,000
Brookhouse Primary (Nursery)		In House (Management)	Replace Roof System	SCA / DFC		67,500					7,500		75,000
Brookhouse Primary		In House (Management)	Replace Boilers	SCA / DFC		36,000					4,000		40,000
Intack Primary		In House	Replacement of external doors	SCA / DFC		16,200					1,800		18,000
Longshaw Juniors		In House	Replace Fire Alarm System	SCA / DFC		36,000					4,000		40,000
Lower Darwen Primary		In House	Heating scheme	SCA / DFC		189,000					21,000		210,000
Roe Lee		In House	Roofing, upstandings and windows	SCA / DFC		175,500					19,500		195,000
Roe Lee		In House	Repairs to service road, external areas & automated gates	SCA / DFC		90,000					10,000		100,000
Shadsworth Juniors		In House (Management)	Replacement of boilers	SCA / DFC		36,000					4,000		40,000
Turton & Edgworth		In House (Management)	Upgrade Fire Alarm	SCA / DFC		27,000					3,000		30,000
Meadowhead Infants		In House	Drainage installations	SCA / DFC		18,000					2,000		20,000
Project Management Fee				Various	25,000	25,000							50,000
Contingency budget	RA		For emergency H&S, Compliance and safeguarding works)	SCA		100,000							100,000
Variations re emergency schemes completed / underway on the grounds of safeguarding / health & safety													
Roe Lee		In House	Perimeter Fencing	SCA		4,000							4,000
Lower Darwen Primary School		In House	Partial replacement of Fire Alarm System	SCA		16,000							16,000
TOTAL NEW PROJECTS					1,179,700	1,323,200	250,000	0	0	0	124,800		2,877,700
UNALLOCATED GRANTS REMAINING					1,960,512	747,314	0	0	500,000	0	580,370		3,788,196
CONFIRMED FUTURE YEARS ALLOCATIONS					1,115,547	0	0	0	0	0	0		1,115,547
TOTAL BUDGET					4,390,759	2,456,014	250,000	555,500	500,000	2,906,000	720,170		11,778,443

EXECUTIVE BOARD DECISION



REPORT OF: Executive Member for Digital and Customer Services

LEAD OFFICERS: Strategic Director of Resources (SIRO)

DATE: Thursday, 9 September 2021

PORTFOLIO(S) AFFECTED: ALL

WARD/S AFFECTED: (All Wards);

KEY DECISION: N

SUBJECT:

CORPORATE COMPLAINTS MONITORING REPORT 1st APRIL 2020 – 31st MARCH 2021

1. EXECUTIVE SUMMARY

The monitoring information in this report sets out the complaints and compliments received by the Council for the period 1st April 2020 to 31st March 2021. This information has been compared to data collected from previous years to allow reasonable comparison.

2. RECOMMENDATIONS

That the Executive Board notes the report.

3. BACKGROUND

This is our annual report for feedback received by the Council's complaints team for the period 1st April 2020 to 31st March 2021. It includes a brief summary of all feedback received. Detailed analysis of service feedback will also be produced for individual Departments for discussion at Senior Leadership Teams.

It can be easy to view complaints in a negative light. However, at the Council, we take the view that effective monitoring of the messages provided through a complaints handling process is an essential way for our organisation to learn and improve the way it works.

It is extremely important for a public service provider like the Council to be mindful, at all times, of the feedback our service users provide. The challenge for us as a Council going forward is to encourage our staff to embrace the positives from effective complaints handling. We must ensure that our monitoring processes examine the reasons behind complaints and, wherever possible, avoid these arising again. We must also seek to understand and share good practice so it can be repeated elsewhere in the Council.

A target to reduce the number of complaints is not necessarily a good thing. A low level of complaints could indicate an invisible, inaccessible or unusable complaints procedure. A drop in complaint numbers could be indicative of a general lack of confidence in the process. The important information is the outcome, and not necessarily the numbers received.

An important part of handling complaints effectively is to take time to develop a better understanding of the information our customers/residents tell us. As a Council we should be committed to:

- Identify service failures and take appropriate action;
- Identify where services need to improve;
- Identify poor complaints handling practice and put it right;
- Examine good practice and understand how we might repeat it in other areas;
- Identify trends in complaints and proactively address any issues.

The Council has a 2 stage formal complaints process for non-statutory complaints;
Stage 1 – departmental investigation, and
Stage 2 – corporate review.

Before a complaint can be investigated by the Ombudsman's office, the investigating officer has to be satisfied that the Council has had the opportunity to resolve the complaint. This is not always possible with all cases and a school appeal complaint is one example. Due to the urgent nature of these complaints, they are not required to follow the Council's formal process and customers can request an automatic escalation to the Ombudsman, hence the Council is not able to resolve these sooner.

For Adults and Children's Services complaints we follow a statutory complaints procedure which is a separate jurisdiction to the formal corporate complaints policy. There is a 3 Stage process to follow, for those complaints that are eligible under the Children's statutory complaints procedure (section 27 of the Children Act 1989) before the complainant can escalate their complaint to the Ombudsman.

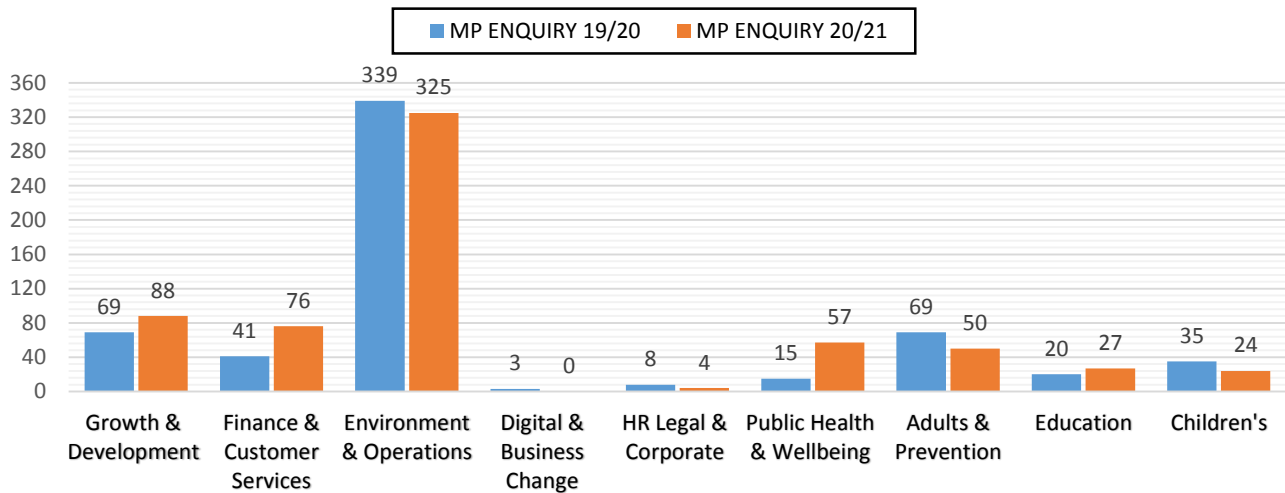
The monitoring information is collected by the Corporate Complaints Team using the SharePoint system for all Adults and Children's complaints.

MP Enquiries

The Feedback Team deal with all MP enquiries centrally, enabling them to monitor the levels and types of enquiries received. This data is then used to inform departments on how we can support MP's offices in finding quicker resolutions/answers to their queries for their constituents.

During the reported year, the Council recorded 651 MP enquiries, which shows an 8% increase from the previous year.

MP Enquiry



There has been a 46% increase in MP enquiries for Finance & Customer Services. Please note that these queries were predominantly around discretionary grants for businesses and self-isolation payments.

We also see another 74% increase within the Public Health department, this in the main is attributed to Covid-19 enquiries and the impact of changes in policy/legislation.

Compliments

The Feedback Team has recorded 179 compliments in the year from April 2020 to March 2021, this is a decrease of 19% from the previous year. Departments have been encouraged to record compliments about Council services to help share good practice and recognise excellent services provided by our staff.

Residents made special mention of the new booking system introduced at the Household Waste Recycling Centre during lockdown, and expressed how well this new system worked for them.

It is worth noting that compliments have seen an average of 25% reduction each year. This could be indicative of lack of customer satisfaction given the pressures within most departments, and/or also that service users do not know how to record their compliment.

Complaints

Definition of a complaint

An expression of dissatisfaction with the standard of service provided by the Authority, or with something the Authority or a member of its workforce may or may not have done.

For example:

- *We do not deliver a service on time;*
- *We give incorrect information;*
- *We wrongly or inconsistently apply Council policies;*
- *We failed to consult properly with, or listen to people on issues that affect them;*
- *The customer has received a poor quality or inappropriate service; or*
- *The customer is unhappy with the actions or conduct of a member of staff.*

Our aim is to resolve all enquiries at the first point of contact. This means that the Council officer who first receives the complaint should make all attempts to resolve the problem to the customer's satisfaction. If this is not possible, the officer should ask the customer if they wish for their complaint to be taken through the formal stages outlined below. The complaint will be dealt with promptly, with courtesy and efficiency, and taken seriously. The customer can expect to receive a high standard of service when they contact any member of our staff.

Informal complaints and Stage 1 (formal) complaints are investigated and responded by individual departments (Service Manager or Head of Service) and supported by the Feedback Team in line with the current policy.

We have recorded 1037 informal complaints for the period 1st April 2020 to 31st March 2021; which is a 25% decrease from the previous year. We have seen a year on year decrease in informal complaints since 2018.

We see an increase in Council Tax complaints however, it is worth noting that due to the introduction of 'alternative dispute resolution' there has been a significant decrease in formal complaints within the same area. We are continuously encouraging managers to be proactive when dealing with concerns/complaints and aim to discuss and resolve at the earliest opportunity. The Complaints Team will support and assist with mediation and arrange meetings with complainants as appropriate.

During lockdown, with many services closed, the Feedback team were not receiving complaints directly due to the uncertainty of whether services were open as usual.

We see a 26% decrease for Environment complaints compared to the previous year. There was a slight rise in complaints during the first half of the year due to missed collections. Most of these were due to lack of recycled waste management by households, leading to waste contamination.

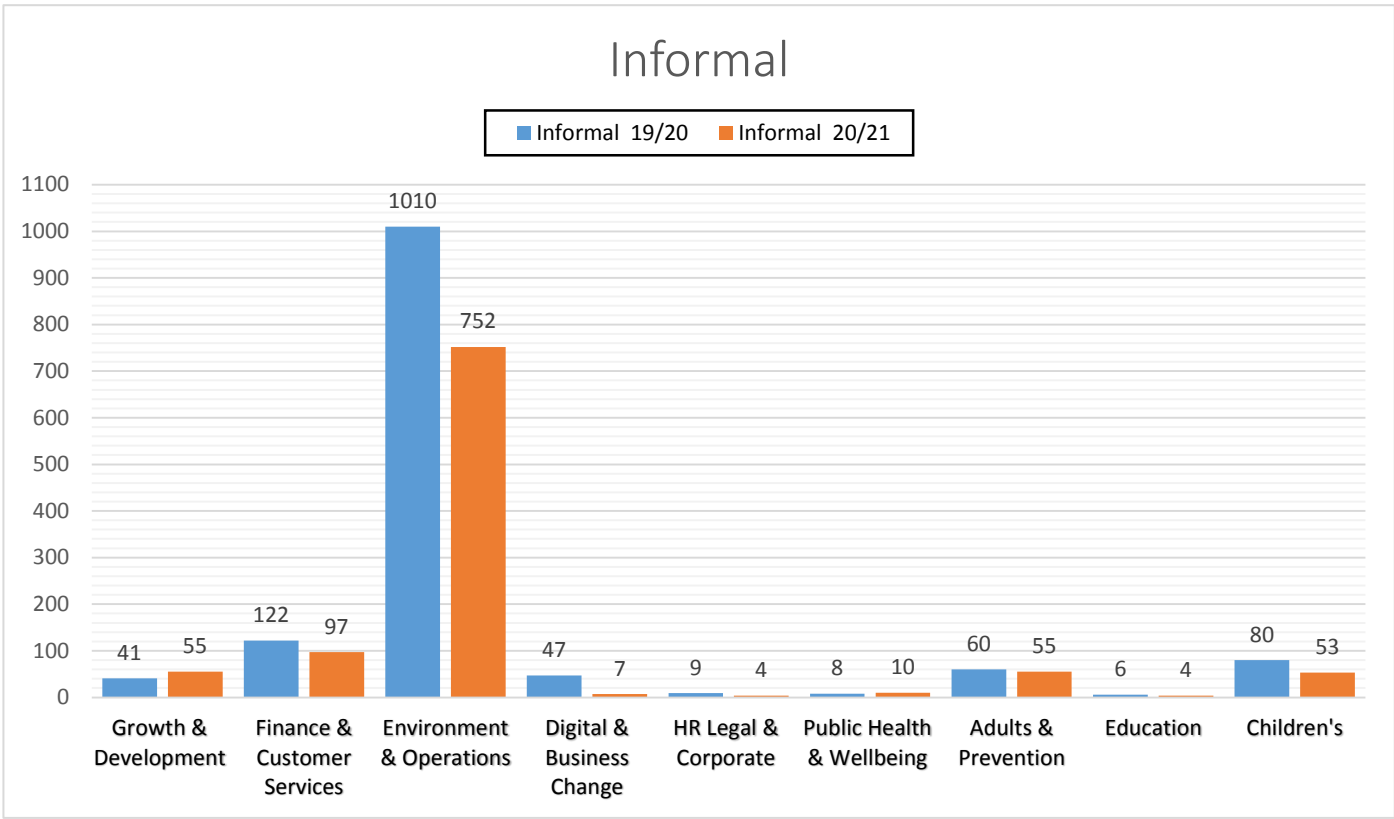
Our recycling contract was transferred back in-house as a Council service from 4th May 2020. Residents putting non-recyclable material into the recycle bin causes problems, as this contamination has to be removed from the recyclates at our sorting plant before the recyclates can then be separated and transferred to the relevant waste recycling plants for treatment. The Council then has to pay for the contaminated materials to be disposed of via landfill or energy from waste plants.

This has led to an increase in complaints from residents because their recycling bin has been 'stickered' and not emptied until the contamination is removed. Council officers have inspected many of the bins which were the cause of complaints and in every case the bins did contain non-recyclable material.

Residents have been advised annually with their recycling calendars, on what to put in their recycling bin and what not to put in it. Additionally, the council has provided an online A to Z of items that can be found in the household, which identifies what residents should do with the items.

Introduction of the new 'blue' recycling bin (card and paper waste), rolled out from March/April, came into effect from the 3rd August 2020 which also contributed to the rise in complaints, whereby residents were unsure about what was allowed to be included in this bin.

These complaints decreased during the second half of the reporting year, as the cleansing team implemented the missed collection process (report missed collections online and directly) and also the crew labelling bins as contaminated and leaving sacks where required.



Formal Stage 1 complaints have seen a 60% decrease in the reported financial year. The Complaints Team have recorded 22 non-statutory Stage 1 complaints compared to the 51 received in the previous year. This reduction is attributed to the dedicated complaints team now working closer with Service Managers and the successful implementation of 'alternative dispute resolution' (ADR).

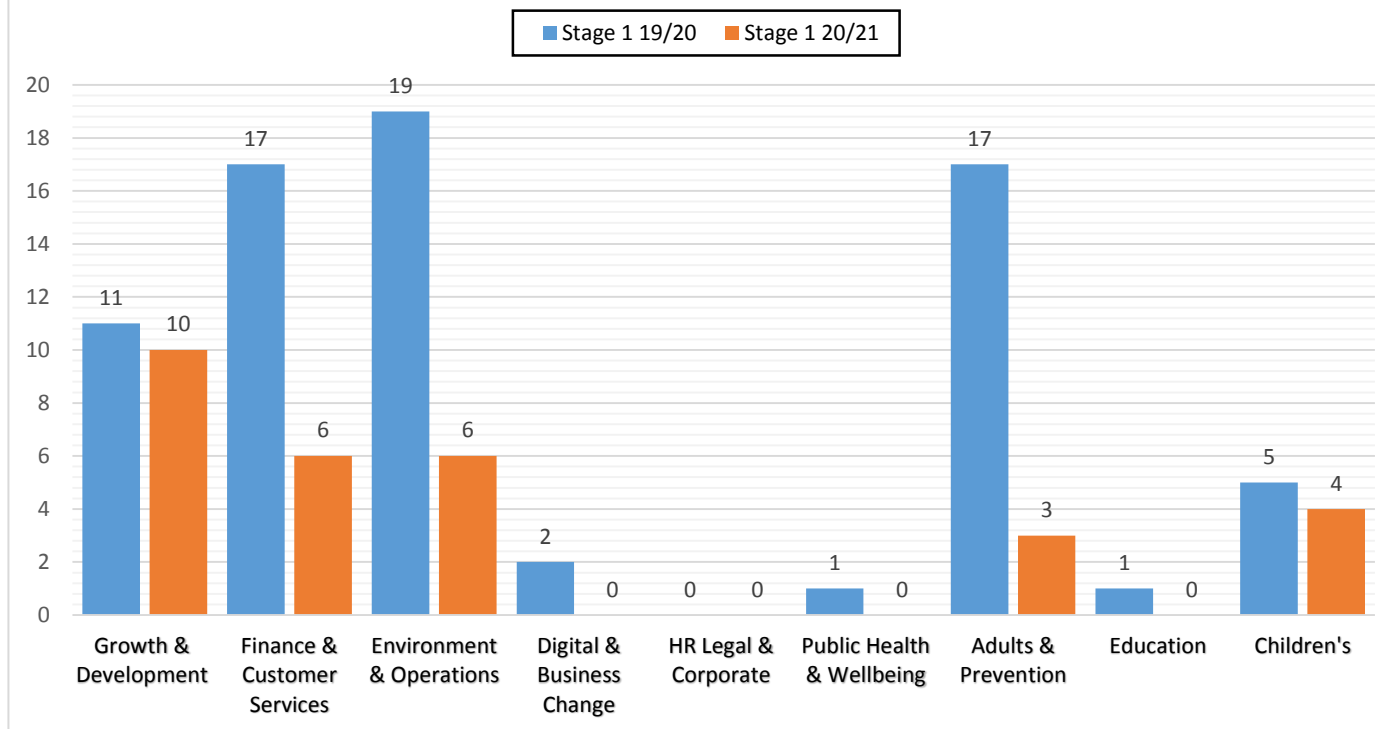
The advantages of ADR means that its cost effective to the Council, and its less protracted for the complainant when issues are resolved at the earliest stage through the means of mediation, informal discussions, and neutral evaluation.

We are also triaging complaints to ensure that we are managing complaints and issues under the right policy/procedure to ensure that the complainant receives a fair hearing and outcome. This helps speed up the process thus reducing time and trouble for both the complainant and the Council.

It is worth noting that from the number of informal complaints recorded; only 3% of these were escalated through to the formal process. From the 22 (non-statutory) Stage 1 complaints received, only 4 complaints were upheld. For the upheld complaints, further service provisions have been made to correct our errors, apologies provided and service improvements put in place to avoid repetition of similar complaints.

The graph below shows all Stage 1 complaints received by Department during the reported period compared to the previous year.

Stage 1



The quality of the investigations carried out at stage 1 (departmental level) and the action plans developed following an investigation is monitored and improved by random sample checking of 10% of investigations and responses by the Corporate Complaints Team.

The Corporate Complaints Team is working hard to improve access for customers when they wish to complain by:

- Making it easier for customers to complain when they wish to do so;
- Resolving the complaint as well as we possibly can at first contact;
- Using root cause analysis to minimise reasons for complaints; and
- Learning from every complaint.

Statutory Complaints

The Children Act 1989 defines the representations procedure as being for 'representations (including complaints)'.

Our complaints procedure ensures that children and young people who make representations have their concerns resolved swiftly and, wherever possible, by the people who provide the service locally.

The overall number of complaints recorded for Children's Services (Social Care) has reduced from 88 (recorded in 2019/20) to 59 recorded for the reported year following the introduction of ADR, whereby every effort is made to resolve complaints informally and de-escalate wherever necessary. The Complaints team has been very successful with this approach thus avoiding the need to address complaints at formal stages. In the previous years, 90% of complaints have been dealt with at the formal Stage 1 level, which allowed automatic escalation for a Stage 2 review at a cost to the Council for commissioning Independent Investigators.

For the reported period only 1 complaint has escalated to Stage 2 of the Statutory Complaints Procedure (independent investigation). This is the same as the previous monitoring period. We have recorded 1 complaint for a Stage 3 Review which was conducted by an independent panel. This complaint was formerly investigated and recorded in our 2019/20 report however, due to Covid-19 restrictions there was a delay in progressing this.

The overall number of complaints recorded for Adult Services has also seen a reduction during this monitoring period, from 51 in the previous year (19/20) to 43 in this reported period (20/21). There were no complaints escalated for a Stage 2 review. Further details can be found in our Annual Complaints Representation Report for both Children’s and Adults.

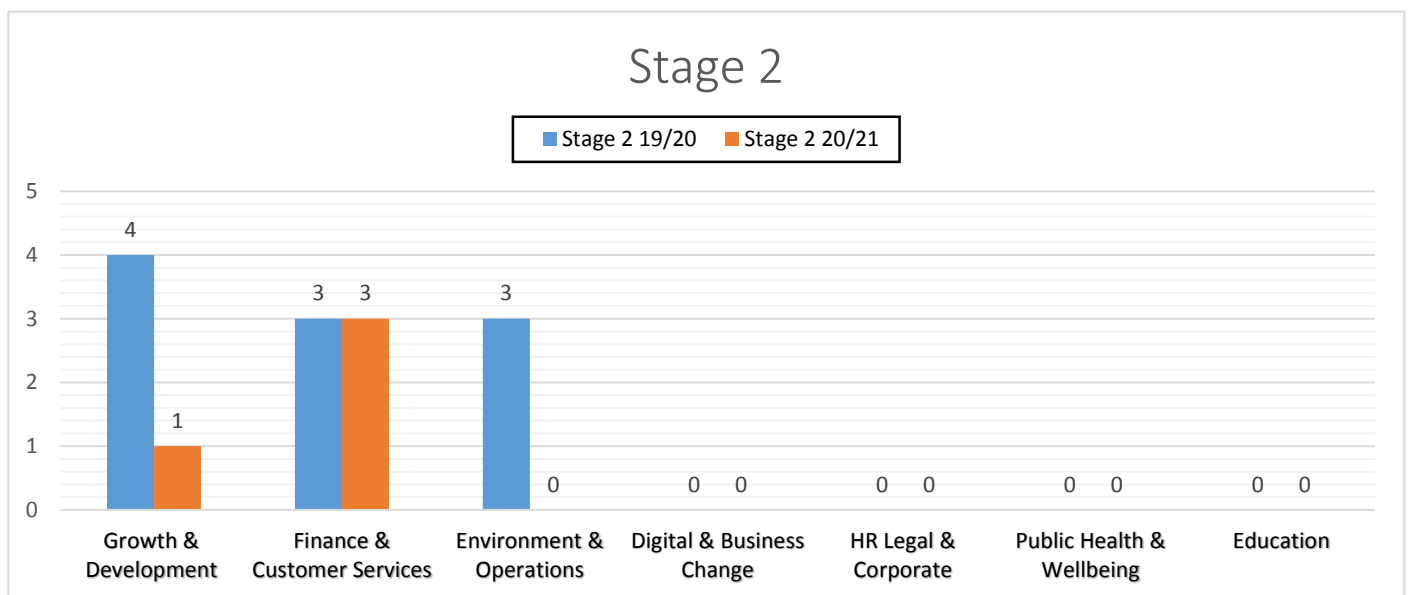
Efforts continue to be made to ensure service users and carers are fully aware of how complaints and representations can be made.

Stage 2 Complaints – impartial investigation

All Stage 2 complaints are investigated and concluded by the Complaints Manager.

The Complaints Team received 4 requests for a Stage 2 review for the reporting period, this is a 60% decrease from the previous year.

The Complaints Manager has been working quite closely with Service Managers and Heads of Service to resolve complaints at earlier stages. Managers have also been supported to liaise with complainants at the earliest stage of their complaint to find a local resolution, by meeting them face to face or discussing options on how we can resolve. We are beginning to see the real benefits of proactive approaches year on year as formal complaints continue to decrease.



For the 4 complaints investigated at Stage 2, only 1 complaint was upheld. For the upheld complaint the outcome included an apology, explanation and assurance that we would review our practice and train our staff.

Service improvement mechanisms have also been put in place to ensure that we learn from this complaint and avoid repetition of similar concerns.

Local Government and Social Care Ombudsman (LGSCO)

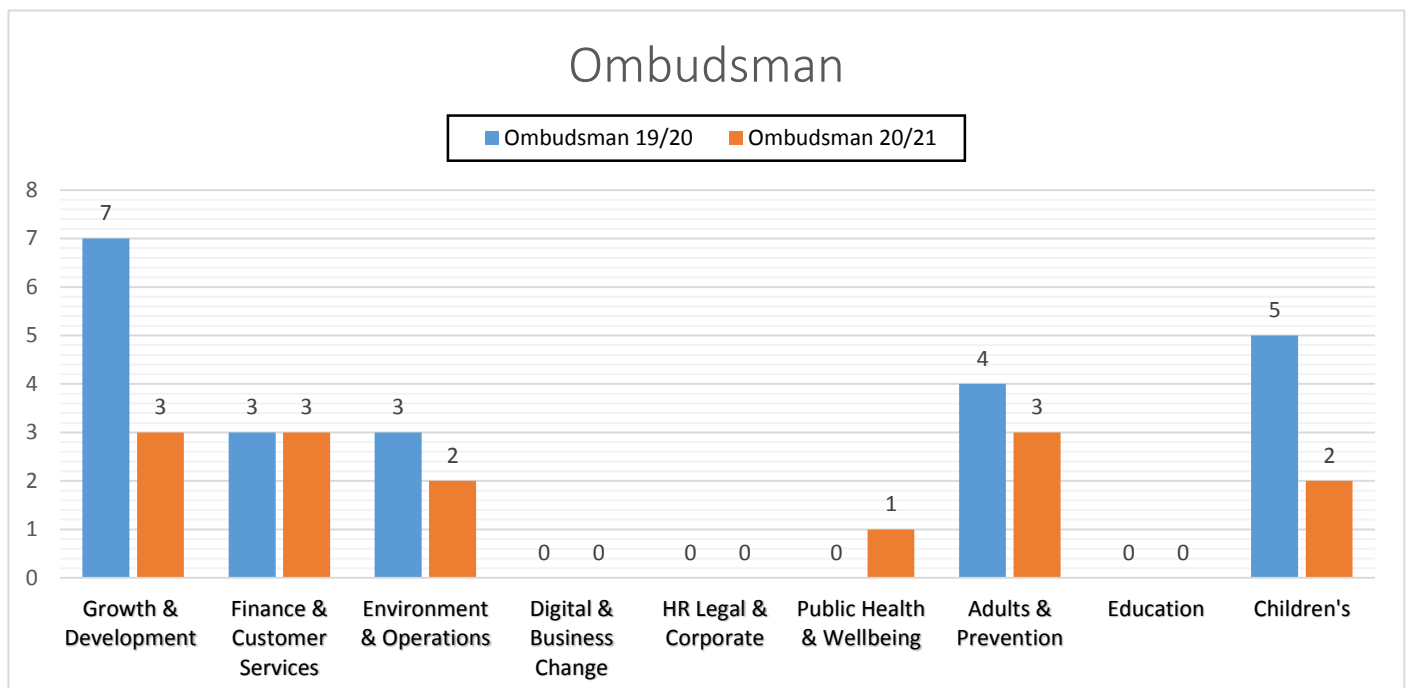
In recent years the Ombudsman's office has started to provide information on the number of complaints upheld and not upheld for the first time. In response to Council feedback, this year they have provided additional information to focus the statistics more on the outcome from complaints rather than just the number received.

They now provide a breakdown of the upheld investigations to show how they were remedied. This includes the number of cases where their recommendations remedied the fault and the number of cases where they decided whether or not the authority had offered a satisfactory remedy during the local complaints process. In these latter cases the LGSCO provide reassurance that the Council had satisfactorily attempted to resolve the complaint before the complainant approached them. In addition, they provide a compliance rate for implementing their recommendations to remedy a fault.

The tables included in the Ombudsman's latest review letter presents the number of complaints and enquiries received and the decisions they have made about the authority during the reported period.

The Local Government and Social Care Ombudsman stopped their casework for 3 months last year to allow authorities to concentrate their efforts on vital frontline services. In their latest annual review letter, they report receiving 27 complaints for Blackburn with Darwen Borough Council during this year. 29 complaints were passed for investigation (these will include some from the previous year) and from these only 4 complaints were upheld.

To put into context the Council received over a thousand complaints throughout the year, of these only 27 complaints (2.5%) were escalated to the LGSCO, with only 4 complaints upheld after further investigation.



The Lancashire Telegraph article regarding the annual report on 28th July 2021 was out of context, misleading and could have easily confused readers. The 80% of complaints upheld in the LGSCO letter is also misleading as it suggests that 4 out of the 5 complaints investigated were upheld, when they have already reported that they investigated 29 complaints. This correctly equates to 14%.

The review letter also goes on to acknowledge that the Council had implemented their recommendations on 100% of the cases upheld. The Council also fared well above average compared to other LA's on satisfactorily remedying complaints before they reached the LGSCO.

On another positive note the LGSCO received 37 complaints in 2019/20, which means we see a 22% decrease this year. 4 of these complaints were upheld. Having reviewed the 4 cases that the Ombudsman has found fault with; the Council only agrees to two of the decisions. The other two are currently been challenged with the Ombudsman by the Link Officer. The Complaints Manager is the Ombudsman's Link Officer for the Council.

The 4 complaints that were upheld are as follows:

19009939 – Complaint against Children's Services

Mr X complained that the Council:

- unreasonably withdrew a plan to extend his property under the Disabled Facilities Grant (DFG) scheme;
- offered him unsuitable options for adapting his property; and
- delayed during the DFG process.

Mr X says this caused him distress and has had a negative effect on his child and other family members.

LGSCO decision:

There was no fault when the Council withdrew initial plans for adaptations and provided Mr X with alternative options. The Council was only at fault in allowing the process to drift significantly. This caused Mr X unnecessary frustration and time and trouble. It also caused Z an injustice because he struggles at times to access the first floor.

Remedy:

- apologise to Mr X for the delays in dealing with his DFG application;
- pay Mr X £150 to acknowledge the unnecessary frustration and time and trouble caused by the Council's delays; and
- pay Mr X £150 on behalf of his son to acknowledge the effect the delays have had on him.

The Council has agreed to these recommendations.

19019924 – Complaint against Environment and Growth Department

Mr X complained that the Council failed to properly investigate and act on his concerns about parking on lanes near his house. He claimed that the parking makes it hard for him to get to his home and makes the lane impassable for emergency and refuse vehicles.

LGSCO decision:

The Ombudsman cannot question a council's decision if it is made using the correct process. In making its decision not to include Roads B and C in a TRO, the Council considered the level of obstruction during a site visit. It also considered the impact parking restrictions would have on the surrounding area. The Council followed the correct procedure and is therefore not at fault.

The Council's communication with Mr X has been unclear and at times contradictory. It first said parking on Road A was restricted and then unenforceable. It failed to explain why it could not enforce the double yellow lines. This was fault. This caused Mr X frustration and stress and meant he spent time pursuing the matter with the Council, his MP and police.

Remedy:

To remedy this, the Council has agreed to apologise to Mr X.

20004504 Complaint against Adult Services

Please note that this complaint was investigated back in 2019 however, the complainant decided to go back directly to the LGSCO for the second part of his complaint.

Mr X, complains his late mother (Mrs Y) has been overcharged for her residential care home placement. He complains the Council commissioned this placement and agreed with the care home that his mother would pay a higher weekly rate than the Council had previously negotiated for itself. This was for the period 1st April – 14th May 2019.

LGSCO decision:

The Council had already offered to reimburse the overpayment by Mr X to the care provider while Mrs Y was still a full-cost payer remedies any outstanding injustice. The Council has already agreed to meet with Mr X to resolve any outstanding payments.

Remedy:

Within one month of the Ombudsman's final decision the Council will arrange to meet Mr X to resolve the outstanding overpayment.

This had already been agreed before we received the Ombudsman's final decision.

20004795 Complaint against Registrars

This complaint wasn't investigated by the LGSCO. We have queried this with the LGSCO.

Mrs X, complains the Council provided her with misinformation about how to correctly register her father's death. Mrs X also complains about the way the Council treated her during this time.

LGSCO decision:

The Ombudsman will not investigate this complaint about the Council providing misinformation when trying to register a death. This is because the Ombudsman would not be able to achieve the outcomes the complainant wants, and because an investigation is unlikely to lead to a different outcome.

The Ombudsman's review letter also goes on to acknowledge that the Council had implemented their recommendations on 100% of the cases upheld. The Council also fared well above average compared to other LA's on satisfactorily remedying complaints before they reached the LGSCO. Our Council is committed to learning from customer feedback. Where complaints highlight that things have gone wrong, managers must identify any remedial and developmental action required to improve service delivery.

4. KEY ISSUES & RISKS

Public Services are under great strain due to continuing budget reductions although we have achieved significant improvements in efficiency. There is a widening gap between public expectations of Local Authority services and the money available to provide them.

For the coming year, complaints to the Council will need to be seen in the context of the impact of these changes to the structures of public services, and the Council will continuously review support for our residents.

There are none arising from the attached report.

6. FINANCIAL IMPLICATIONS

The LGO findings on the parking complaint has cost the Council £300 in compensation for the reported financial year.

The cost of commissioning Independent Investigators and IP's for the two Children's Services Complaints was £7,714.15.

The Adults complaint that the Council had agreed to remedy before the Ombudsman's decision was £3104.97.

7. LEGAL IMPLICATIONS

The Local Government and Social Care Ombudsman has statutory functions under the Local Government Act 1974 to investigate complaints against councils and about adult social care providers from people who arrange or fund their own adult social care. They investigate complaints from members of the public who allege to suffering injustice as a result of maladministration and/or service failure.

Complaints in relation to children' social care would need to follow the statutory procedure under the Children Act 1989 and [the Children Act 1989 Representations Procedure \(England\) Regulations 2006](#).

The procedure for complaints relating to adult social care must follow the Local Authority Social Services and National Health Service Complaints (England) Regulations 2009.

8. RESOURCE IMPLICATIONS

There are none arising from the attached report.

9. EQUALITY AND HEALTH IMPLICATIONS

Please select one of the options below.

Option 1 Equality Impact Assessment (EIA) not required – the EIA checklist has been completed.

Option 2 In determining this matter the Executive Member needs to consider the EIA associated with this item in advance of making the decision.

Option 3 In determining this matter the Executive Board Members need to consider the EIA associated with this item in advance of making the decision.

10. CONSULTATIONS

Ombudsman's Office
Service Manager's
Directors

The recommendations are made further to advice from the Monitoring Officer and the Section 151 Officer has confirmed that they do not incur unlawful expenditure. They are also compliant with equality legislation and an equality analysis and impact assessment has been considered. The recommendations reflect the core principles of good governance set out in the Council's Code of Corporate Governance.

12. DECLARATION OF INTEREST

All Declarations of Interest of any Executive Member consulted and note of any dispensation granted by the Chief Executive will be recorded in the Summary of Decisions published on the day following the meeting.

CONTACT OFFICER:	Nafisha Master – Governance Manager nafisha.master@blackburn.gov.uk
DATE:	August 2021
BACKGROUND PAPER:	

EXECUTIVE BOARD DECISION



REPORT OF: Executive Member for Finance and Governance

LEAD OFFICERS: Director of Finance

DATE: 9th September 2021

PORTFOLIO/S AFFECTED: All

WARD/S AFFECTED: All

KEY DECISION: YES NO

SUBJECT: CORPORATE REVENUE BUDGET MONITORING REPORT QUARTER 1 - 2021/22

1. EXECUTIVE SUMMARY

To report the overall revenue financial position of the Council, highlighting any significant issues and explaining variations in the first quarter of the financial year.

2. RECOMMENDATIONS

The Executive Board is asked to approve:

- the portfolio cash limit adjustments outlined in Appendix 1.
- the Earmarked reserves position shown in Appendix 2
- the variations to revenue expenditure, as listed in Section 6, giving rise to a balance of £8.818 million in the unallocated General Fund revenue reserve.

3. BACKGROUND

All portfolios are required to examine their revenue budget position on a monthly basis. Regular reports are submitted to Executive Board for review along with a final report, detailing the financial outturn position.

4. KEY ISSUES & RISKS

a) Actual revenue expenditure at 30th June 2021 in relation to controllable budgets across all portfolios was £23.001 million, which is 18.29% of the current budget. Further details relating to the financial position of each portfolio are outlined in Section 6.

b) Subject to Executive Board approval of the proposed adjustments, General Fund unallocated reserves are £8.818 million at 30th June 2021 compared to the minimum level of unallocated reserves agreed at Finance Council in March 2021 of £6.0 million.

c) Based on the information currently available, Earmarked Reserves available for discretionary use within the Council are £38.151 million at 30th June 2021 compared with a balance of £47.665 million at 31st March 2021, with a further £13.078 million of 'Other Reserves' held mainly in relation to schools.

5. POLICY IMPLICATIONS

The information contained within the report accords with the three year budget forecast within the Medium Term Financial Strategy 2021-24, as approved at Finance Council on 1st March 2021.

6. FINANCIAL IMPLICATIONS

6.1 CASH LIMITS AND REVENUE EXPENDITURE

6.1.1 Revenue Budget Overview

The 2021/22 Budget and MTFS 2021-2024 approved by Finance Council in March 2021 set a balanced budget for the year based on the assumptions made at that time. The Covid-19 pandemic continues to create a significant shock to the economy and result in unplanned expenditure and income losses for the Council, as set out in previous reports to the Executive Board and Council Forum.

Councillors should acknowledge that it is early in the financial year. Work will continue over the coming months to monitor and forecast the costs and savings associated with both the pandemic and any other emerging budget pressures. In the meantime, arrangements are in place to scrutinise all existing expenditure plans.

6.1.2 Performance Against Controllable Budgets

Appendix 1 details the portfolio controllable budgets approved by the Executive Board in March 2021 together with the details of the adjustments recommended to the Board for approval in this report. These include:

- transfers (budget virements) between portfolios
- transfers from Unallocated reserves to support budget pressures
- transfers from contingencies
- transfers from Earmarked reserves in respect of grants / contributions and other budgets approved for carry forward from 2020/21

The principle issues for each portfolio at the end of the first quarter of the year are summarised below:

Summary

Portfolio	Forecast (Under) / Over spend 2021/22
	£million
Adult Services & Prevention	0.000
Public Health & Wellbeing	1.725
Children, Young People & Education	1.467
Schools & Education (DSG)	0.000
Environmental Services	0.259
Growth & Development	0.946
Digital & Customer Services	0.154
Finance & Governance	2.052
TOTAL	6.603

Covid-19

As stated above, the Covid-19 pandemic has resulted in significant unplanned expenditure and income losses, which are being monitored and reported by portfolios. The Government's Sales, Fees and Charges support scheme finished at the end of June 2021 and all subsequent losses will need to be covered by Council resources. With regard to economic activity and the potential ongoing impact, the government's own data indicates activity is not expected to return to pre-Covid-19 levels until 2023. The impact of the pandemic led to a 10% fall in economic output over 2020 which is only expected to recover by 4% this year and 7% in 2022/23.

As with other public sector organisations, we are also dealing with a backlog and rise in demand across many of our services including social work support for vulnerable adults and children, legal, registrars, public protection, youth provision, employment and business support. To acknowledge the adjustments to services in continuing to respond to the pandemic, and operate within Covid-safe guidelines, as reported previously, the Council has allocated additional resource in 2021/22 of £5.149M for response and recovery activity, to manage the increased demand and to provide capacity to deal with outstanding backlogs as we move to the new business as usual. This expenditure is being monitored closely alongside the portfolio pressures noted above.

Portfolio positions

The underlying budget issues for each portfolio at the end of the first quarter of the year are as follows:

Adult Services & Prevention

At this relatively early stage in the year, on the basis of current levels of demand and information presently available, the portfolio is currently reporting a break even position.

As a result of changes to discharge and joint funding pathways the portfolio is beginning to see an increase in referrals and care package costs reverting back to Local Authority funding. Hospital discharge trackers continue to be monitored to estimate care costs coming back to Social Care to take into consideration the impact of Covid-19 and hospital discharge wherever possible and it should be recognised that this may result in further escalating costs in 2021/22 which will require funding from Covid-19 grants carried forward. The impact of Covid-19, together with winter pressures is likely to result in escalating costs over the next few months.

Detailed review of all budget lines is undertaken throughout the year and the impact of fluctuating demand is considered in the predicted financial position. It is assumed within the budget that all increased demand will be contained through the demand management strategies in place, however this portfolio continues to be impacted significantly by the current pandemic and the full impact of this in the current financial year is not yet known.

Public Health & Wellbeing

Leisure, Heritage & Cultural Services:

At this relatively early stage in the year, on the basis of current status of reopening of leisure facilities and information presently available, net spend for the portfolio for 2021/22 is predicted to be an overspend in the region of £1.725m.

In respect of the current financial year, all Leisure, Health and Wellbeing buildings have been closed since April 2021 and although the facilities are now operating it's on a reduced capacity. Meetings are taking place with budget holders to gain an early understanding of their budget assumptions and expected performance given current ability to operate. It should be recognised that although there have been some positive changes since July 19th we're yet to see full public confidence to return to use services and the resultant impact on attendances and income levels will need careful monitoring throughout the year. Any future closures will lead to more income losses.

Public Health:

The currently predicted forecast in respect of Public Health assumes a break even position for the year.

Children, Young People & Education

At this early stage of the financial year it is difficult to forecast with any degree of certainty, and the latest projections are based on a number of assumptions that are likely to change over the coming months. In addition the portfolio is feeling the ongoing effects of the Covid-19 pandemic, and this is likely to continue into the foreseeable future.

The main areas facing significant budget pressures are Special Guardianship Orders, Education Transport and Fostering. The current projected position for the portfolio as a whole at the end of period 3 shows an overspend of £1.467m.

Dedicated Schools Grant / Schools Block

Services in Schools & Education (DSG) are currently forecast to spend the funding available in 2021/22 through the DSG and Pupil Premium.

Schools and Education funding from DSG is monitored by the Schools Forum and reports are considered on a regular basis.

Environmental Services

The portfolio is currently predicting an overspend of £259k. This predicted overspend is a result of COVID impacted income losses from taxi licensing and parking services in particular. Waste disposal budgets continue to be monitored closely for pressures that may arise as the year progresses.

Growth & Development

The portfolio is currently forecasting an overspend of £946k which is mainly in respect of the Highways budgets and commercial income losses, mainly attributable to the current trading position which has been significantly impacted by the pandemic.

Digital & Customer Services

The portfolio is currently predicted overspend by £154k due to Covid-19 related income losses across Registrars and Customer Services.

Finance & Governance

The portfolio has estimated income losses of £2.052m due to Covid-19 arising from commercial and traded service income. The significant losses included within this are forecast income losses from commercial rents including the Council's income share from the Mall.

6.2 General Fund Unallocated Reserves

Summary of movement	£million
Balance of reserves at 31st March 2021 (as reported to Executive Board in August 2021)	8.373
Transfers (from) Unallocated reserves	
Funding to support Street Cleansing, Environmental Crime and Cleansing budgets	(0.129)
Transfers to Unallocated reserves	
Increase in reserve agreed as part of 2021-22 budget strategy	0.053
Net savings in respect of interest and debt repayment as a result of slippage in the 2020/21 capital programme	0.504
Net increase in non-ringfenced grant income	0.017
Balance on Unallocated General Fund reserves at 30 June 2021	8.818

6.3 Earmarked reserves

Taking account of the adjustments highlighted at Appendix 2, the level of Earmarked reserves held for discretionary use by the Council at 30th June 2021 will reduce to £38.151 million compared with a balance of £47.665 million as at 31st March 2021.

Summary of movement	£million
Balance of reserves at 31 st March 2021 (as reported to Executive Board in August 2021)	47.665
Use of reserves to support the 2021-22 budget strategy (Note 1)	(4.463)
Release to portfolios of grants and budgets carried forward from 2020/21 into 2021/22 (incl in Appendix 1)	(3.544)
Use of Developers Contributions (Section 106) reserve to finance revenue expenditure (Tower Road)	(0.024)
Use of Developers Contributions (Section 106) reserve to finance capital expenditure	(0.130)
Use of Future Maintenance of Wainwright Bridge reserve to finance capital expenditure	(0.171)
Use of Office Accommodation and Property Improvements reserve to finance capital expenditure	(0.236)
Use of Support for Future Redundancy Costs reserve	(0.044)
Transfers from other reserves:	
- Better Care Fund	(0.857)
- Troubled Families / Targetted Youth Support	(0.034)
- YOT Partnership	(0.011)
Balance on Earmarked reserves at 30 June 2021	38.151

Note 1 - The amount of £4.463 million above comprises:

- Transfers into reserves in respect of a 5th Tranche of general Covid-19 grant funding (£5.125m) and Local Council Tax Support grant (£2.127m)
- Utilise Business Rates s31 grants carried forward from 2020/21 to offset the deficit carried forward on the Business Rates Collection Fund - £8.414 million
- Transfer from the Developers Contributions (s106) reserve to finance capital expenditure - £3.141 million
- Transfer from the Future Maintenance of Wainwright Bridge reserve to finance capital expenditure - £240k
- Transfer to earmarked reserves for Future Maintenance of Witton Park 3G Pitches (£50k) and for "pay back" of leisure equipment (£30k)

Other Earmarked reserves, held largely in respect of schools, are £13.078 million.

Details of the requested applications of reserves are outlined in the Appendices to this report.

6.4 Collection Fund

Business Rates

In a similar manner to the previous financial year, the government has introduced a scheme of enhanced rates reliefs applying to occupied retail, leisure and hospitality properties in the year 2021/22. The discounts are 100% for the period April to June reducing to 66% from July. Funds to fully reimburse local authorities for the local share of these enhanced reliefs are once again being paid on account using a grant under section 31 of the Local Government Act 2003, with a full reconciliation to be carried out at year-end. Section 31 grant received during the year will be credited to the Council's General

Fund and held in an earmarked reserve to offset any business rates deficit carried forward as a pressure on the 2022/23 budget.

The change in the rate of discounts awarded from 100% to 66% has resulted in the Council having to re-bill those businesses in receipt of the enhanced rates reliefs. As a result, the profile of direct debit instalments has been extended to March rather than January 2022, which makes projection of the likely overall collection rate more difficult.

In addition, we are awaiting government guidance, and details of the funding, for the new Discretionary Covid-19 Relief for businesses that have been affected by the pandemic but did not qualify for the extended retail relief. Once this is received, the Council can agree a policy and commence awarding relief, which will in turn reduce the collectable debit and improve the collection rate.

Council Tax

The Council's rate of collection for council tax is likely to be slightly below the target of 95.5% - currently projected at 95.1%-95.2%. Local Council Tax Support working age claimants are now declining after hitting a peak in 2021/22, and there has been no noticeable change since the furlough scheme has been reduced. All recovery action is underway as planned without any hindrance or interruption.

7. LEGAL IMPLICATIONS

The Council has a duty to ensure it can deliver a balanced budget. The Local Government Act 2003 imposes a duty on an authority to monitor its budgets during the year and consider what action to take if a potential deterioration is identified.

8. RESOURCE IMPLICATIONS

None.

9. EQUALITY AND HEALTH IMPLICATIONS

Please select one of the options below. Where appropriate please include the hyperlink to the EIA.

Option 1 Equality Impact Assessment (EIA) not required – the EIA checklist has been completed.

Option 2 In determining this matter the Executive Member needs to consider the EIA associated with this item in advance of making the decision. (*insert EIA link here*)

Option 3 In determining this matter the Executive Board Members need to consider the EIA associated with this item in advance of making the decision. (*insert EIA attachment*)

10. CONSULTATIONS

Not applicable.

11. STATEMENT OF COMPLIANCE

The recommendations are made further to advice from the Monitoring Officer and the Section 151 Officer has confirmed that they do not incur unlawful expenditure. They are also compliant with equality legislation and an equality analysis and impact assessment has been considered. The recommendations reflect the core principles of good governance set out in the Council's Code of Corporate Governance.

12. DECLARATION OF INTEREST

All Declarations of Interest of any Executive Member consulted and note of any dispensation granted by the Chief Executive will be recorded in the Summary of Decisions published on the day following the meeting.

VERSION:	V2
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CONTACT OFFICER:	Julie Jewson Senior Finance Manager Tel 01254 585893
DATE:	31st August 2021
BACKGROUND PAPER:	N/A

SCHEDULE OF BUDGET ADJUSTMENTS REQUESTED - QUARTER 1 2021/22

	Adult Services and Prevention	Public Health & Wellbeing	Children, Young People & Education	Environmental Services	Growth & Development	Digital & Customer Services	Finance & Governance	Schools & Education (DSG)	TOTAL
	£	£	£	£	£	£	£	£	£
Controllable Budget approved at Finance Council March 2021	53,747,008	2,239,481	32,193,762	9,172,480	8,075,588	5,771,144	9,690,203	(941,000)	119,948,666
Transfers between portfolios									
Budget transfer - from CCTV Hub to MVSS team	(2,600)			2,600					0
Budget transfer - staff transferred from the Policy and Performance team within Children's Services to Digital and Customer Services			(399,016)			399,016			0
									0
Transfers (to)/from contingency									
Provision for increases in National Living Wage for Provider Fees	1,709,000								1,709,000
									0
Carry forward of grants, contributions and other budgets from 2020/21									
Community Discharge Grant	69,539								69,539
BCFT Small Grant Programme	13,385								13,385
Changing Futures Programme	11,850								11,850
Locality/Community Fund	10,665								10,665
Home Office; Prevent/Channel	26,707								26,707
ESOL Social Integration Programme	24,159								24,159
Strengthening Communities - Volunteering in Lancashire	120,260								120,260
Next Steps Accommodation Programme	57,150								57,150
Youth Endowment Fund	29,495								29,495
More Positive Together Project	14,294								14,294
Social Integration Programme	899,787								899,787
Covid Community Champion Programme	346,277								346,277
Flexible Homelessness Support Grant	29,000								29,000
Burdens Fund	33,500								33,500
Public Health Underspend		1,093,529							1,093,529
Arts Council		31,600							31,600
Museum & Arts Project		21,500							21,500
Museum & Schools Grant		32,600							32,600
National Leisure Recovery Fund grant		126,500							126,500
Libraries Health Hub Good Things Foundation		4,500							4,500
Active Living Lancs Care (BCF)		6,000							6,000
Fitness for Life - Public Health monies		8,000							8,000
Active Lancashire promote family cycling		2,300							2,300
Match funding for Active Lancashire family cycling		4,700							4,700

	Adult Services and Prevention	Public Health & Wellbeing	Children, Young People & Education	Environmental Services	Growth & Development	Digital & Customer Services	Finance & Governance	Schools & Education (DSG)	TOTAL
Early Years Professional Development			18,145						18,145
Early Adoption Grant			58,100						58,100
Wellbeing Grant			15,000						15,000
Youth Endowment Fund			36,000						36,000
Holiday Activity and Food Programme Funding			7,980						7,980
Additional funding for School/College Transport			13,034						13,034
Schools Linking Network			10,000						10,000
Business Compliance - Unspent Public Health funding				23,200					23,200
Community Hygiene - Income from Land Charges				4,100					4,100
Landscaped Areas - Commuted sum Lakeland Gardens				40,000					40,000
Local Heritage Grant					35,000				35,000
Supported Bus Services Grant					41,000				41,000
Access Fund Business Grant					4,800				4,800
Capacity Funding Grant Darwen Town Centre					50,500				50,500
S278 contributions					169,000				169,000
									0
Other transfers (to)/from earmarked reserves									
Transfer from Better Care Fund reserve	857,351								857,351
Transfer from YOT Partnership Reserve- Engage Funding			11,000						11,000
Support			34,000						34,000
Budget increase for costs of Early Retirement / Voluntary Redundancy			11,750	10,000	22,125				43,875
Utilise s106 contributions to fund work at Tower Road				24,000					24,000
Transfer from Building Control Reserve - realignment of PLBC budgets					727				727
									0
Transfers (to)/from unallocated reserves									
Funding to support Street Cleansing, environmental Crime and Cleansing budgets				129,000					129,000
									0
Other budget adjustments									
									0
Revised Controllable Budget as at 30th June 2021	57,996,827	3,570,710	32,009,755	9,405,380	8,398,740	6,170,160	9,690,203	(941,000)	126,300,775

DETAILS OF GENERAL FUND EARMARKED RESERVES FOR USE BY THE COUNCIL

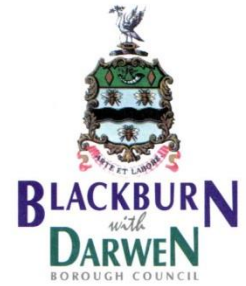
	Balance at 1 April 2021	Requested Transfers to/(from) earmarked reserves in Qtr 1		Balance at 30 June 2021
	Outturn position for 2020/21 - As reported to Exec Board August 2021	Release of grants and other budgets b/wd from 2020/21	Other transfer to/(from) reserves	Q1
	£000	£000	£000	£000
Welfare, council tax and business rates reforms				
Welfare and council tax reforms	923		2,126	3,049
Section 31 Grant - Compensation for lost Business Rates income	9,108		(8,413)	695
Investment in assets and infrastructure				
Office Accommodation and property improvements	798		(236)	562
Highways winter maintenance	595			595
Support for the Local Plan	73			73
Flood Defence	77			77
Support for Other Resources and Transformation projects				
Legal Advice Reserve	105			105
Partnerships & Transformation	78			78
Insurance risk investment fund	43			43
Brexit Preparation Funding	149			149
Support for People Services				
Schools Improvement (SSIF)	546			546
Troubled Families / Targetted Youth Support	258		(34)	224
YOT partnership	302		(11)	291
Music Services	117			117
Disabled Facilities Grants	289			289
Future Demand Pressures	1,799			1,799
Better Care Fund	1,173		(857)	316
Support for Place Services				
Investment to support business rates growth	520			520
Place Shaping Investment Reserve	400			400
Contingent sums to support future downsizing and transformation programmes				
Support for future redundancy costs	2,255		(44)	2,211
Support for part year effect of future savings plans	2,187			2,187
Support for Future Cost Pressures	1,000			1,000
Digital Transformation	2,868			2,868
Response and Recovery Reserve	6,000			6,000
Amounts b/wd from previous year(s) in respect of unspent grants and contributions				
Transformation Challenge Award	64			64
SEN / SEND Reform Grant /SEND Prep for Empl	25			25
Public Health Grant	1,094	(1,094)		0
Transforming Lives	37			37
One Public Estate grant	474			474
Electoral Grant	57			57
DCLG Transparency Code New Burdens	13			13
Adult PSS - Local Reform and Community Voices	108			108
Adult PSS - War Pensions Disregard	30			30
Flexible Homelessness Support Grant (FHSG)	97	(29)		68
Homelessness Reduction Act New Burdens Funding	33	(33)		0
Social Integration funding	1,194	(924)		270
S278 contributions	169	(169)		0
Capacity Funding Grant Darwen Town Centre	50	(50)		0
NHS Funding for LPRES integration with Mosaic and spine mini services	29			29
COVID-19 Funding from MHCLG	6,539		5,125	11,664
Combined Authority Grant	48			48
Burdens Fund monies	3			3
Custom build Grant	15			15
Linking Network	10	(10)		0
Arts Council	32	(32)		0
Museum & Arts Project	22	(22)		0
Museum & Schools Grant	33	(33)		0
Home Office monies (Dovetail)	27	(27)		0
Youth Endowment Fund	65	(65)		0
Communities Fund/Localities	11	(11)		0
Community Discharge Grant	70	(70)		0
BCFT Small Grant Programme	13	(13)		0
Changing Futures Grant	12	(12)		0
Social Prescribig Link Workers Monies	11			11
Rapid Rehousing Pathway monies	57	(57)		0
More Positive Together monies	14	(14)		0
Community Chamption	346	(346)		0
Active Living Lancashire Care	6	(6)		0
Fitness for Life monies	8	(8)		0
National Leisure Recovery Fund	127	(127)		0
Libraries Health Hub Good Things Foundation	5	(5)		0
Active Lancashire Promote Family Cycling	2	(2)		0
Active Lancashire Promote Family Cycling Match Funding	5	(5)		0
Local Heritage Grant	35	(35)		0
Supported Bus Services Grant	41	(41)		0

DETAILS OF GENERAL FUND EARMARKED RESERVES FOR USE BY THE COUNCIL

	Balance at 1 April 2021	Requested Transfers to/(from) earmarked reserves in Qtr 1		Balance at 30 June 2021
	Outturn position for 2020/21 - As reported to Exec Board August 2021	Release of grants and other budgets bfwd from 2020/21	Other transfer to/(from) reserves	Q1
	£000	£000	£000	£000
Access Fund Business Grant	5	(5)		0
Early Years Professional Development	18	(18)		0
Early Adoption Grant	58	(58)		0
Wellbeing Grant	15	(15)		0
Virtual School Grant	96			96
Holiday Activity Food Funding	8	(8)		0
Additional Funding for School/College Transport	13	(13)		0
Business Compliance - Unspent Public Health funding	23	(23)		0
Clinically Extremely Vulnerable COVID Funding	290			290
Amounts committed in future year budgets/MTFS				
Budget carry over for implementation of Concerto (Property system)	20			20
Budget carry over for Intack Depot driveway	10			10
CCTV Hub carry forward	152			152
Development Investment Fund (Capital)	1			1
Strengthening Communities Volunteering in Lancashire (SCVL)	120	(120)		0
Community Support Unit - request to carry forward specific budget underspends	77			77
Community Hygiene - request carry forward income from Land Charges	4	(4)		0
Motivate Fund Raising	2			2
Landscaped Areas - Commuted sum Lakeside Gardens	40	(40)		0
Reserves held for specified purposes				
Developers Contributions (S106 Income) *	2,487		(3,295)	(808)
Future Maintenance of Wainwright Bridge	439		(411)	28
Future Maintenance of Witton Park 3G Pitches	75		50	125
Leisure Equipment Pay-back	30		30	60
Future remediation costs in respect of former landfill sites	400			400
Highways claims anticipated for years up to current year but not yet received	300			300
Art Acquisitions Fund	18			18
W. Ferrier Bequest (for museum re Kathleen Ferrier)	20			20
Allowance for contingent liabilities (e.g. MMI)	250			250
TOTAL EARMARKED RESERVES FOR DISCRETIONARY USE	47,665	(3,544)	(5,970)	38,151
'Other Earmarked' Reserves				
Reserves held in respect of joint arrangements and charitable bodies				
Darwen Market Traders Association	2			2
Joint Building Control Account	151			151
Turton Tower Charity	73			73
LSCB Safeguarding Partners Fund	192			192
Reserves held in relation to schools				
Dedicated Schools Grant - Surplus	3,599			3,599
LMS Schools Balances	9,061			9,061
TOTAL 'OTHER EARMARKED' RESERVES	13,078	0	0	13,078
TOTAL EARMARKED RESERVES	60,743	(3,544)	(5,970)	51,229
UNALLOCATED RESERVES	8,373		445	8,818

* Developers Contributions (S106 Income) - this reserve appears above in a negative position. This is due to the fact that income received during 2021/22 will only be reflected in the reserve once the year end outturn entries have been completed, as is the normal practice.

EXECUTIVE BOARD DECISION



REPORT OF:	Executive Member for Growth and Development
LEAD OFFICERS:	Strategic Director of Place
DATE:	Thursday, 9 September 2021

PORTFOLIO(S) AFFECTED:	Growth and Development
WARD/S AFFECTED:	Blackburn South East;
KEY DECISION:	N

SUBJECT:
 Manxman Road Petition – Request for parking

1. EXECUTIVE SUMMARY

A petition has been submitted signed by local residents of Manxman Road area to request additional parking on Manxman Road, opposite the shops, on the grounds of safety

2. RECOMMENDATIONS

- That the Executive Board:
- Notes the petition
 - Notes that the service had already committed to providing a new area of on street parking opposite the shops, following a request from Cllr Vicky McGurk, also supported by fellow Ward Councillor’s Cllr Jim Shorrocks and Cllr Tony Humphrys
 - Supports the new parking scheme designed to create more parking capacity at this location, improve road safety and address poor visibility caused by parked cars
 - Request that works are added to the capital programme (once funding confirmed)
 - Request that officers inform the lead petitioner of the decision

3. BACKGROUND

The petition references that the community experiences inconvenience daily due to the lack of parking facilities with shop patrons blocking driveways, double parking and using / damaging the existing grassed area. It also includes reference to safety concerns and the increased risk of an accident.

There are 3 businesses at this location including a post office and convenience stores and are all well used by the local community. They is on street parking provision directly outside the businesses but this can soon become overwhelmed.

On 2nd July 2021 Cllr Vicky McGurk contacted the highways team to express both hers and the concerns of residents over road safety in the area. There was a request for extra parking due to the numbers of cars double parking on Manxman Road to use shops, and that residents were worried it would lead to an accident.

The HoS for Highways committed to undertake investigations and consider options for additional parking. On the 13th July HoS for Highways confirmed that it would be possible to construct 15 new parking spaces located on either side of the footpath / phone box and between the telegraph poles as shown in the image below:



----- Two New Parking Bays • Telegraph Poles

Cllr McGurk approved of this scheme and requested that the service seek funding options.

On the 26th July 2021 highways received this petition.

4. KEY ISSUES & RISKS

To mitigate risk at this location the highways team had committed to undertaking investigation and implementation of a parking scheme, prior to the receipt of the petition.

5. POLICY IMPLICATIONS

None

6. FINANCIAL IMPLICATIONS

Whilst the highways maintenance budget is committed to the long term programme of improvements, funding for this scheme will be sourced within the current financial year from the capital receipt from the Fishmoor scheme.

The works will not commence on site until the capital receipt has been received from the Fishmoor scheme, which is due this calendar year. Once received, an application for funding for this scheme will be submitted via. a Chief Officer Decision Report.

7. LEGAL IMPLICATIONS

The Council has a duty to maintain the adopted highway under the Highways Act 1980 and to demonstrate that they made adequate provision for upkeep and safety, as can be reasonably expected.

This is an ordinary petition as defined in the Council's constitution as being one signed by at least 50 people and submitted by people who live, work or study in the Borough. Part 7 of the Constitution outlines the possible mechanisms for petitions and this report and response is one such type of valid response.

8. RESOURCE IMPLICATIONS

None

9. EQUALITY AND HEALTH IMPLICATIONS

Please select one of the options below.

Option 1 Equality Impact Assessment (EIA) not required – the EIA checklist has been completed.

Option 2 In determining this matter the Executive Member needs to consider the EIA associated with this item in advance of making the decision.

Option 3 In determining this matter the Executive Board Members need to consider the EIA associated with this item in advance of making the decision.

10. CONSULTATIONS

Ward Cllr and public support has been expressed so no consultation is necessary. Highways will notice the works and ensure all are informed prior to commencement.

11. STATEMENT OF COMPLIANCE

The recommendations are made further to advice from the Monitoring Officer and the Section 151 Officer has confirmed that they do not incur unlawful expenditure. They are also compliant with equality legislation and an equality analysis and impact assessment has been considered. The recommendations reflect the core principles of good governance set out in the Council's Code of Corporate Governance.

12. DECLARATION OF INTEREST

All Declarations of Interest of any Executive Member consulted and note of any dispensation granted by the Chief Executive will be recorded in the Summary of Decisions published on the day following the meeting.

CONTACT OFFICER:	Dwayne Lowe, Head of Highways, Transport and Network, dwayne.lowe@blackburn.gov.uk
DATE:	4 th August 2021
BACKGROUND PAPER:	

PETITION FOR CAR PARK ON MANXMAN RD, BB2 3EP
OPPOSITE SHOPS FOR SAFETY OF THE PEOPLE

Shannon Gardiner

From: [REDACTED]
Sent: Monday, 26 July 2021 10:58
To: Shannon Gardiner
Subject: RE: FW: Enquiry re Land at Manxman Road

Hi

Thanks for you email. The problems not just me but the community have on a daily basis with the lack of parking facilities outside the local businesses vary from blocking driveways to double parking, causing congestion not to mention arguments between motorists. You are also now getting people actually driving up in to the grass area opposite the businesses causing damage to the curbs drains and the grass itself. People struggle to park in order to go to the shop or post office or convenience store so ultimately dont bother and find an alternative which then effects business.

We all including residents and customers feel that a car park would alleviate a substantial amount of disruption and damage to the existing road,houses and businesses. I'm sure if you spoken with residents they would be happy to confirm that they also struggle to park let alone if they have visitors to their houses whether it be friends,family,medical or shopping delivered.

I'd also like to point out that our local PCSO Mr Mark Dixon has visited the area on several occasions and witnessed the dangers the current parking situation causes. He has taken photographs as evidence to support this. A lot of children live within the area and it does pose a significant risk of accidents.

Many Thanks

[REDACTED]

Sent from my Galaxy

----- Original message -----

From: Shannon Gardiner <Shannon.Gardiner@blackburn.gov.uk>
Date: 21/07/2021 11:29 (GMT+00:00)
To: [REDACTED]
Subject: RE: FW: Enquiry re Land at Manxman Road

Hi [REDACTED]

Please could you give a bit of background as to why you want the car park, the problems and resolutions etc? So the officers can understand the issue and give the appropriate outcome.

Thanks,

Shannon.