

## **EXECUTIVE**

**MONDAY 18 NOVEMBER 2013 AT 4.00 PM**

### **PRESENT:**

Councillor Glover (Leader)  
Councillor Mrs Martlew (Deputy Leader; and Environment and Transport Portfolio Holder)  
Councillor Ms Quilter (Culture, Health, Leisure and Young People Portfolio Holder)  
Councillor Mrs Riddle (Communities and Housing Portfolio Holder)  
Councillor Dr Tickner (Finance, Governance and Resources Portfolio Holder)  
Councillor Mrs Bradley (Economy and Enterprise Portfolio Holder)

### **OFFICERS:**

Town Clerk and Chief Executive  
Deputy Chief Executive  
Director of Resources  
Director of Economic Development  
Director of Local Environment  
Legal Services Manager

### **ALSO PRESENT:**

Councillors Mrs Bowman and Allison (Observers)

### **APOLOGIES FOR ABSENCE**

Apologies for absence were submitted on behalf of Councillor Mrs Luckley (Chairman of the Community Overview and Scrutiny Panel) and the Director of Governance.

### **DECLARATIONS OF INTEREST**

There were no declarations affecting the business to be transacted at the meeting.

### **MINUTES OF PREVIOUS MEETINGS**

The Minutes of the meetings of the Executive held on 2 and 30 September 2013 were signed by the Chairman as a true record of the meetings.

**EX.128/13 2013/14 REVISED REVENUE BASE ESTIMATES AND UPDATED  
MEDIUM TERM FINANCIAL PLAN PROJECTIONS: 2014/15 TO 2018/19**  
(Key Decision – KD.030/13)

**Portfolio** Finance, Governance and Resources

**Relevant Overview and Scrutiny Panel** Resources

### **Subject Matter**

The Finance, Governance and Resources Portfolio Holder submitted report RD.51/13 providing a summary of the Council's revised revenue base estimates for 2013/14, together with base estimates for 2014/15 and updated reserve projections to 2018/19.

The base estimates had been prepared in accordance with the guiding principles for the formulation of the budget over the next five year planning period as set out in the Medium Term Financial Plan (MTFP) and Charging Policy; Capital Strategy; and Asset Management Plan agreed by Council on 10 September 2013. The report set out known revisions to the Medium Term Financial Plan projections, although there were a number of significant factors affecting the budget that were currently unresolved, and he reported on those key issues which included:

- (a) Government Finance Settlement - RSG and NNDR
- (b) Welfare Reform Act
- (c) Triennial Revaluation of the Pension Fund
- (d) Transformation

The Finance, Governance and Resources Portfolio Holder informed Members that the potential impact of any new spending pressures and new savings identified was not reflected within the report, as there were a number of options for Member consideration. Decisions would need to be made to limit budget increases to unavoidable and high priority issues, together with maximising savings and efficiencies (and probable use of reserves) to enable a balanced budget position to be recommended to Council in February 2014.

He summarised the movements in base budgets and highlighted for Members the updated MTFP projections; the projected impact on revenue reserves; together with a summary of the financial outlook and budget discipline 2014/15 to 2018/19.

The Finance, Governance and Resources Portfolio Holder then moved the recommendations as detailed within the report, which were duly seconded by the Leader.

**Summary of options rejected**    None

## **DECISION**

1. That the revised base estimates for 2013/14 and base estimates for 2014/15 be noted.
2. That the current Medium Term Financial Plan projections, which would continue to be updated throughout the budget process as key issues became clearer and decisions were taken, be noted.

## **Reasons for Decision**

To note the Revenue Base Estimates and updated Medium Term Financial Plan projections for consideration as part of the 2014/15 budget process

**EX.129/13    REVIEW OF CHARGES 2014/15 – LOCAL ENVIRONMENT**  
(Key Decision – KD.030/13)

**Portfolio**    Environment and Transport

**Relevant Overview and Scrutiny Panel**

Community; Environment and  
Economy; and Resources

## **Subject Matter**

The Finance, Governance and Resources Portfolio Holder submitted report LE.30/13 setting out the proposed fees and charges for 2014/15 relative to those services falling within the responsibility of the Local Environment Directorate.

Referring to the issue of City Centre events, the Finance, Governance and Resources Portfolio Holder advised that, in view of the current economic climate, it was proposed to retain the current charge levels for 2014/15 as set out in Option 1, Table 1 to help maintain demand and the current budgeted level of revenue. Based upon anticipated usage, the proposed charges in Table 1 for 2014/15 would still meet the MTFP budget target requirement of £26,200. He added that the charges had not increased since 2009 and Members may wish to consider increasing the charges as set out in Option 2, which introduced 3 categories of promotion (small promotions consisting of one vehicle or canopy; medium promotions consisting of 2 vehicles, canopies; large promotions were vehicles over 7.5 tons or multiple vehicles/canopies).

The Finance, Governance and Resources Portfolio Holder reminded Members that a new charging structure for car parks had been introduced in March 2012 under which car parks were grouped into four categories to reflect the varying demand from users for each car park. No increases in charges had been made since that time, and the existing charges for each category of car park; together with proposed amendments to special event charges to reflect the daily charge for parking; and car park ticket sales were set out at Section 3.2 of the report.

The revised charging structure also included the introduction of Pay by Phone facilities. Table 3a showed that such measures had not prevented a continuing decline in Pay and Display ticket sales, although the introduction of Pay by Phone had helped. The ticket sales from car parks had declined by an average of 11% over the last 2 years.

He added that, although the uptake of Pay by Phone increased every month, it still only represented a minor element of ticket sales and income. For many shoppers, who were uncertain how long they may wish to stay, the use of Pay by Phone provided an opportunity to extend the parking duration without the inconvenience of having to return to the car as extended duration could easily be purchased. Officers in conjunction with local businesses planned to make users more aware of the advantages of that option in the hope that sales could be increased and that businesses benefitted from the flexibility that the option offered their customers.

The report also provided details of the existing Contract Parking Permit (Saver Parking Permits) charges and, as there were no proposals to change the standard parking charges, it was proposed that the contract parking charges remain unchanged.

It was further proposed to introduce a new charge of £6.00 per day for Builders Permits into the car parking scheme.

The summary of the car park ticket income over the last 2 years for the first 6 months of each year showed that the situation was more optimistic than with ticket sales. Overall income had increased by 1.2% in the past 12 months but still showed an overall fall of 6.3% over the last 2 years. If that improvement was sustained it may indicate the start of an upward trend. The economic situation had not yet shown much improvement and there was evidence to suggest that increasing charges would trigger a fall in car park usage. It

was therefore proposed that charges remain unchanged for another year as set out in Table 2, at which time data would be available on whether the recovery in income had accelerated making an increase in charges more justifiable.

Three options for proposed increases in charges for football and rugby pitches, which were substantially in accordance with the MTFP target, were detailed at Tables 6, 7 and 8 – Option 2 being the Officer recommendation.

The Finance, Governance and Resources Portfolio Holder then outlined the charging proposals for Waste Services and Street Cleansing (set out on pages 29 - 32 of the bound budget book).

It was noted that, due to low demand for bulky waste collections, it could be difficult to cover the costs of the service. Two options were therefore presented.

There were two facets to the Special Collections service, i.e. bulky waste collections and fixtures and fittings. In the event that Option 1 from Table 11 was chosen for bulky waste collections, each item on the fixtures and fittings list should have a 3.8% increase applied, as shown in Table 13.

Details of the proposed charges in relation to Allotments; use of Parks and Green Spaces; Play Area Inspection Fee; Talkin Tarn Car Parking / Other Charges; Bereavement Services; and Environmental Health were also provided.

The Finance, Governance and Resources Portfolio Holder advised that with the exception of Talkin Tarn, the income from which was ring-fenced, acceptance of the charges highlighted within the report would result in an anticipated level of income of £2,415,000 against the Medium Term Financial Plan target of £2,539,000. That represented a shortfall of £178,000 against the MTFP target.

In conclusion the Finance, Governance and Resources Portfolio Holder moved the recommendation, which was duly seconded by the Leader.

**Summary of options rejected**    None

## **DECISION**

That the Executive agreed for consultation the charges as set out in Report LE.30/13 and relevant appendices with effect from 1 April 2014; noting the impact of those charges on income generation, as detailed within the report.

## **Reasons for Decision**

To ensure that the City Council's Corporate Charging Policy is complied with

**EX.130/13    REVIEW OF CHARGES 2014/15 – COMMUNITY ENGAGEMENT**  
(Key Decision – KD.030/13)

**Portfolio**    Communities and Housing

**Relevant Overview and Scrutiny Panel**    Community; and Resources

## **Subject Matter**

The Finance, Governance and Resources Portfolio Holder submitted report CD.53/13 setting out the proposed fees and charges for the Hostel services and Disabled Facilities Grants (DFGs) falling within the responsibility of the Community Engagement Directorate.

The Portfolio Holder gave an overview of the current position with regard to the provision of housing related support within the Hostel Services and outlined proposed charges for 2014/15. Pending Executive approval for the revised rent charges, the Portfolio Holder considered it prudent to flag up a projected £30,000 deficit on the proposed 2014/15 revenue budget for the Hostels. He added that a further review of hostel expenditure would be undertaken to bridge the shortfall and ensure that expenditure was in line with the budget.

The Finance, Governance and Resources Portfolio Holder further outlined details of the proposed DFG fees for 2014/15, highlighting the need to review the MTFP for DFGs to accurately reflect the income as part of a review in 2013/14.

The introduction of the hostel charges and DFG proposed fee charges were forecast to generate income of £516,500 and £123,800.

The Finance, Governance and Resources Portfolio Holder also reminded Members that they had on 11 February 2013 approved the branding of Homelife Carlisle (the Home Improvement Agency (HIA)), and noted its proposed business model and work streams. A report was scheduled to be submitted to the Executive on 16 December 2013 outlining the HIA Business Model and seeking approval for that model.

In conclusion the Finance, Governance and Resources Portfolio Holder moved the recommendation, which was duly seconded by the Leader.

**Summary of options rejected**    None

## **DECISION**

That the Executive agreed for consultation the increase in charges, as set out in Report CD.53/13, with effect from 1 April 2014; and noted the impact thereof on income generation as detailed within the report.

## **Reasons for Decision**

To ensure that the target for DFG fee income more accurately reflected the expected income; and that hostel charges reflected the actual costs of service provision and were in line with the City Council's Corporate Charging Policy

**EX.131/13    REVIEW OF CHARGES 2014/15 – ECONOMIC DEVELOPMENT**  
(Key Decision – KD.030/13)

**Portfolio**    Economy and Enterprise

**Relevant Overview and Scrutiny Panel**

Environment and Economy; and  
Resources

## **Subject Matter**

The Finance, Governance and Resources Portfolio Holder submitted report (ED.35/13) setting out the proposed fees and charges for areas falling within the responsibility of the Economic Development Directorate. The proposed charges related to Economic Development and Tourism; and Planning Services.

He informed Members that acceptance of the charges highlighted within the report, with the exception of Building Control which was self financing, would result in an anticipated level of income of £595,600 against the Medium Term Financial Plan target of £595,600.

The Finance, Governance and Resources Portfolio Holder moved the recommendation, which was seconded by the Leader.

**Summary of options rejected**    None

## **DECISION**

That the Executive agreed for consultation the charges, as set out in the relevant Appendices to Report ED.35/13, with effect from 1 April 2014; noting the impact those would have on income generation as detailed within the report.

## **Reasons for Decision**

To ensure that the City Council's Corporate Charging Policy is complied with

**EX.132/13    REVIEW OF CHARGES 2014/15 – GOVERNANCE AND RESOURCES**  
(Key Decision – KD.030/13)

**Portfolio**    Finance, Governance and Resources

**Relevant Overview and Scrutiny Panel**    Resources

## **Subject Matter**

The Finance, Governance and Resources Portfolio Holder submitted report GD.55/13 setting out the proposed fees and charges for areas falling within the remit of the Governance and Resources Directorates.

He outlined the proposed charges in respect of Electoral Registers; Minute Books, Room Bookings and Access to Information Requests; Health and Safety; and MOT charges.

The Finance, Governance and Resources Portfolio Holder further explained the current position with regard to Local Land Searches, commenting that the decline in land charges income was of great concern. In an attempt to maintain overall income levels the authority had adopted a policy of increasing charges annually. However, in view of the present economic climate and the presence of competitors in the market, it was recommended that the Council did not increase its fees for 2014/15.

He added that the introduction of the proposed charges was forecast to generate income of £152,600 in 2014/15.

The Finance, Governance and Resources Portfolio Holder moved the report, which was duly seconded by the Leader.

**Summary of options rejected**    None

## **DECISION**

That the Executive agreed for consultation the charges as detailed within Report GD.55/13 and set out in Appendix A, with effect from 1 April 2014; and noted the impact thereof on income generation as detailed within the report.

## **Reasons for Decision**

To ensure that the City Council's Corporate Charging Policy is complied with

**EX.133/13    REVIEW OF CHARGES 2014/15 – GOVERNANCE DIRECTORATE - LICENSING**  
(Key Decision – KD.030/13)

**Portfolio**    Finance, Governance and Resources

**Relevant Overview and Scrutiny Panel**    Resources

## **Subject Matter**

The Finance, Governance and Resources Portfolio Holder submitted report GD.50/13 setting out the fees and charges for areas falling within the responsibility of the Licensing Section of the Governance Directorate. He advised Members that the Regulatory Panel had responsibility for determining the licence fees, with the exception of those under the Scrap Metal Dealers Act 2013, which fell to the Executive.

The Finance, Governance and Resources Portfolio Holder then moved that the Executive note the charges which would be submitted to the Regulatory Panel for consideration on 20 November 2013; and consider and determine the appropriate fees under the Scrap Metal Dealers Act 2013, as outlined at paragraph 4.7 and Appendix 'A'(C) of the report.

**Summary of options rejected**    None

## **DECISION**

That the Executive:

1.    Noted the charges which would be submitted for consideration by the Regulatory Panel on 20 November 2013.
2.    Had considered and approved the appropriate fees under the Scrap Metal Dealers Act 2013, as outlined at paragraph 4.7 and Appendix 'A'(C) of Report GD.50/13.

## **Reasons for Decision**

To ensure that the City Council's Corporate Charging Policy is complied with and sufficient income is generated to cover the costs associated with administering and enforcing the Council's statutory licensing function

### **EX.134/13 BUDGET 2014/15 TO 2018/19 – SUMMARY OF NEW REVENUE SPENDING PRESSURES** (Key Decision – KD.030/13)

**Portfolio** Finance, Governance and Resources

**Relevant Overview and Scrutiny Panel** Community; Environment and Economy; and Resources

## **Subject Matter**

The Finance, Governance and Resources Portfolio Holder submitted report RD.53/13 summarising the new revenue spending pressures and reduced income projections which would need to be considered as part of the 2014/15 budget process. He reminded Members that the issues had to be considered in the light of the Council's corporate priorities.

The Finance, Governance and Resources Portfolio Holder then outlined the pressures identified in the report. He added that clearly all of the pressures could not be accommodated within existing resources (including the use of reserves) and decisions would need to be made throughout the budget process to limit pressures to high priority and unavoidable issues to ensure that a balanced budget position was recommended to Council in February 2014.

The Finance, Governance and Resources Portfolio Holder then moved the recommendations, which were duly seconded by the Leader.

**Summary of options rejected** None

## **DECISION**

That Report RD.53/13 on the new revenue spending pressures be received and forwarded to the relevant Overview and Scrutiny Panels for consideration as part of the 2014/15 budget consultation process.

## **Reasons for Decision**

To make arrangements for the new revenue spending pressures to be considered as part of the 2014/15 budget process

### **EX.135/13 BUDGET 2014/15 TO 2018/19 – SUMMARY OF NEW SAVING PROPOSALS AND ADDITIONAL INCOME** (Key Decision – KD.030/13)

**Portfolio** Finance, Governance and Resources



**Subject Matter**

The Finance, Governance and Resources Portfolio Holder submitted report RD.54/13 summarising proposals for savings and additional income generation to be considered as part of the 2014/15 budget process. He reminded Members that the Savings Strategy approved by Council on 10 September 2013 focussed on the following areas to deliver the savings required to produce a balanced longer term budget:

- (a) Asset Review;
- (b) Service Delivery Models; and
- (c) Transformation Programme.

The Finance, Governance and Resources Portfolio Holder reported that, at this stage, the Executive (and Overview and Scrutiny) were being asked to give initial consideration to the new proposals for further permanent reductions in base expenditure budgets and also increases to income budgets from 2014/15 onwards. The requests needed to be considered in the light of the projected budget shortfall outlined in Report RD.51/13 and also the spending pressures in RD.53/13.

He summarised the proposed savings, and also highlighted the new savings proposals and additional income projections.

In conclusion, the Finance, Governance and Resources Portfolio Holder moved the recommendations set out in the report. The Leader seconded the recommendations.

**Summary of options rejected**    None

**DECISION**

1. That the proposed reductions to the base budget from 2014/15 onwards, as set out in Report RD.54/13, be received and forwarded to the relevant Overview and Scrutiny Panels for consideration as part of the budget consultation process.
2. That it be noted that the Senior Management Team would continue to investigate efficiencies and savings in accordance with the Transformational Savings Strategy.

**Reasons for Decision**

To make arrangements for the proposals for savings and additional income generation to be considered as part of the 2014/15 budget process

**EX.136/13    REVISED CAPITAL PROGRAMME 2013/14 AND PROVISIONAL CAPITAL PROGRAMME 2014/15 TO 2018/19**  
(Key Decision – KD.030/13)

**Portfolio**    Finance, Governance and Resources

## **Subject Matter**

The Finance, Governance and Resources Portfolio Holder submitted report RD.56/13 detailing the revised Capital Programme for 2013/14, together with the proposed method of financing. The report summarised the proposed programme for 2014/15 to 2018/19 in the light of the new capital pressures identified, and summarised the estimated capital resources available to fund the programme.

Details of the current commitments and seven new spending proposals were provided.

The Finance, Governance and Resources Portfolio Holder highlighted for Members the summary of the estimated resources available to finance the capital programme for 2014/15 to 2018/19. A summary of the estimated resources compared to the proposed programme year on year was also provided.

The Finance, Governance and Resources Portfolio Holder then moved the recommendations as detailed within the Director's report, which were seconded by the Leader.

**Summary of options rejected**    None

## **DECISION**

That the Executive:

1.     Noted the revised capital programme and relevant financing for 2013/14 as set out in Appendices A and B of Report RD.56/13;
2.     Recommended that the City Council approve reprofiling of £710,000 from 2013/14;
3.     Had given initial consideration to the capital spending requests for 2014/15 to 2018/19 contained in Report RD.56/13 in the light of the estimated available resources;
4.     Noted that any capital scheme for which funding had been approved by Council may only proceed after a full report, including business case and financial appraisal, had been approved.

## **Reasons for Decision**

To note the details of the revised Capital Programme and relevant financing and make arrangements for the new capital bids to be considered as part of the 2014/15 budget process

**EX.137/13    CORPORATE ASSETS – 3 YEAR REPAIR AND MAINTENANCE PROGRAMME**  
(Key Decision – KD.030/13)

**Portfolio**     Finance, Governance and Resources

**Relevant Overview and Scrutiny Panel**     Resources

## **Subject Matter**

The Finance, Governance and Resources Portfolio Holder submitted report RD.58/13 setting out the maintenance programme and budget proposals for the Council's Corporate Property assets for the three year period 2014/15 to 2017/18, required to ensure that the legal responsibilities of the City Council were met.

He reminded Members that local authorities had a duty to manage their property assets, particularly operational assets, in a safe and efficient manner which contributed to the quality of service delivery. The maintenance strategy was fully integrated with the Asset Management Plan and Environmental Policy. In addition, the Council followed good practice by, where practical, allocating its budget 70% planned maintenance and 30% reactive maintenance.

The revenue maintenance budget amounted to approximately £664,600 spread across a wide range of assets. In accordance with recommendation R6 in the 2012 Audit of Facilities Management the maintenance budgets for next year and those for the next three years (based on a continuation basis as set out in the Medium Term Financial Plan) were included at Appendix A. It was emphasised that, whilst the allocation was necessary for budget purposes, the Building Services Manager (authorised by the Director of Resources) could redistribute funding to meet specific or emergency needs. That element of flexibility was essential to avoid any service disruption.

The Finance, Governance and Resources Portfolio Holder further reported that the Council had a capitalised major repairs and improvement programme with a provision of £300,000 included in the capital programme. That sum was allocated according to need, with priority being given to those projects with health and safety; legal compliance and preservation of assets arising from the five year plan.

Each Council asset had a 5-year maintenance programme and those were updated every year following inspection by the Facilities Team. The data collected was fed into the Asset Management Plan and was used to produce key performance indicators.

The Finance, Governance and Resources Portfolio Holder then drew Members' attention to the suggested prioritisation as set out in the Table at Section 2.1 of the report. He added that the maintenance backlog figure was currently £3.325m, being a reduction from the previous year's figure of £3.66m.

In conclusion, the Finance, Governance and Resources Portfolio Holder moved the recommendations set out in the report, which were seconded by the Leader.

**Summary of options rejected**    None

## **DECISION**

1. That the three year revenue maintenance programme set out in Appendix A to Report RD.58/13 be noted with the budget of £664,600 for 2014/15 considered as part of the budget process.
2. That the 2014/15 capital budget of £300,000 be noted for consideration as part of the budget process.

3. That the list of capital projects selected to meet the budget of £300k be noted.

### **Reasons for Decision**

To plan the Council's repairs and maintenance programme and make proposals for future revenue and capital budgets to meet those requirements

#### **EX.138/13 TREASURY MANAGEMENT JULY – SEPTEMBER 2013 AND FORECASTS FOR 2014/15 TO 2018/19** (Key Decision – KD.030/13)

**Portfolio** Finance, Governance and Resources

**Relevant Overview and Scrutiny Panel** Resources

### **Subject Matter**

The Finance, Governance and Resources Portfolio Holder submitted report RD.55/13 providing the regular quarterly report on Treasury Transactions, together with an interim report on Treasury Management as required under the Financial Procedure Rules. The report also discussed the City Council's Treasury Management estimates for 2014/15 with projections to 2018/19, and set out information regarding the requirements of the Prudential Code on local authority capital finance.

He emphasised, in particular, the fact that interest receivable was falling behind budgeted projections due to average investment returns being lower than those anticipated when the budget was set.

The Finance, Governance and Resources Portfolio Holder then moved the recommendation set out in the report, which was duly seconded by the Leader.

**Summary of options rejected** None

### **DECISION**

That Report RD.55/13 be received and the projections for 2014/15 to 2018/19 be incorporated into the Budget reports elsewhere on the Agenda.

### **Reasons for Decision**

To receive the report on Treasury Management and refer it as part of the budget process

#### **EX.139/13 REVIEW OF RESERVES AND BALANCES** (Key Decision – KD.031/13)

**Portfolio** Finance, Governance and Resources

**Relevant Overview and Scrutiny Panel** Resources

## **Subject Matter**

The Finance, Governance and Resources Portfolio Holder reported (RD.60/13) that a fundamental review of all of the Council's reserves was last undertaken in 2003. It was therefore timely that, given current budgetary constraints, a further review be carried out to establish whether all current reserves held were still required. He further outlined the legislative and governance requirements relative thereto.

Reserves could be held for three main purposes:

- (i) A working balance to help cushion the impact of uneven cash flows and avoid unnecessary temporary borrowing – that formed part of general reserves;
- (ii) A contingency to cushion the impact of unexpected events or emergencies – that also formed part of general reserves; and
- (iii) A means of building up funds, often referred to as earmarked reserves, to meet known or predicted liabilities.

Members' attention was drawn to the current actual reserves held by the Council as at 31 March 2013, details of which were provided at Section 4.1 of the report.

The Finance, Governance and Resources Portfolio Holder reiterated that, as there were significant budgetary pressures on the Council in the coming years, the reserves highlighted above had been reviewed to determine whether they were adequate, still required and whether any potential existed for the release of any funds back to the General Fund. He added that certain reserves were still business critical, for example Welfare Reform, Transformation and Cremator Replacement. It was proposed that those reserves remain untouched at the present time.

Guidance in relation to the purpose of the various Reserves, and how and when they could be used was also provided at Section 5 of the report.

In conclusion the Finance, Governance and Resources Portfolio Holder moved the recommendations which were seconded by the Leader.

**Summary of options rejected**    None

## **DECISION**

That the Executive:

1. Had considered the level and type of reserves held by the Council, noting their designated use as outlined in Section 5 of Report RD.60/13, and;
2. Approved, for recommendation to Council, the release of the LSVT warranties reserve to the General Fund Reserve.

## **Reasons for Decision**

To seek approval, for recommendation to Council, the release of the LSVT Warranties Reserve to the General Fund Reserve

**EX.140/13 TULLIE HOUSE MUSEUM AND ART GALLERY TRUST BUSINESS PLAN  
2014 – 2017**  
(Key Decision – KD.024/13)

**Portfolio** Culture, Health, Leisure and Young People

**Relevant Overview and Scrutiny Panel** Community

**Subject Matter**

The Culture, Health, Leisure and Young People Portfolio Holder submitted report CD.51/13 introducing the Tullie House Museum and Art Gallery Trust 2014-2017 Business Plan.

She explained that the purpose of the report was to facilitate consideration of the Business Plan in order that the Council may, in due course, agree core funding for the Trust. That was in line with Section 5 of the Partnership Agreement signed at the establishment of the Trust, that the Business Plan submitted by the Trust to the City Council should be used as the basis for agreeing funding.

The Culture, Health, Leisure and Young People Portfolio Holder indicated that she would be present at the Community Overview and Scrutiny Panel meeting on 19 November 2013, and was interested in hearing Members' comments.

In conclusion the Culture, Health, Leisure and Young People Portfolio Holder moved that the Executive consider the report and the proposed Business Plan; and make the report available for consideration by the Community Overview and Scrutiny Panel and the Resources Overview and Scrutiny Panel.

The Leader seconded the recommendations.

**Summary of options rejected** None

**DECISION**

The Executive:

1. Had given consideration to Report CD.51/13 and the proposed Tullie House Museum and Art Gallery Trust Business Plan 2014 - 2017.
2. Made the report available for consideration by the Community Overview and Scrutiny Panel and the Resources Overview and Scrutiny Panel.

**Reasons for Decision**

The recommendations allowed the report, the associated Business Plan and core funding to be approved in line with the Partnership Agreement

**EX.141/13 CARLISLE SPORTS AND PHYSICAL ACTIVITY STRATEGY**  
(Key Decision – KD.029/13)

**Portfolio** Culture, Health, Leisure and Young People

**Subject Matter**

The Culture, Health, Leisure and Young People Portfolio Holder submitted report SD.08/13 presenting the City Council's overall Sports and Physical Activity Strategy for 2013 – 17.

The Portfolio Holder informed Members that the Sports and Physical Activity Strategy, attached at Appendix A, proposed the City Council's vision for Carlisle to become more active, healthy and successful by creating opportunities and overcoming barriers to the taking part in sport and physical activity. The Strategy was underpinned by and dependent upon specific work around the provision of indoor and outdoor facilities and pitches.

Turning to the Carlisle Sports Facilities Strategy 2013 – 23, attached at Appendix B, she explained that it proposed a framework for the development of indoor facilities across the City to successfully support and enable the Sport and Physical Activity Strategy. The Carlisle Sports Facilities Strategy 2013 – 23 was therefore also included for approval and adoption by the Executive.

Whilst the two documents were stand alone texts, they were co-dependent and together formed a platform for an integrated sports development, participation and investment programme in future years. There was a third element to the Sports Development Strategic Framework, namely a Playing Pitch Strategy, which outlined the development needs and provision of outdoor pitches and facilities across Carlisle over the same period.

That was also in draft format, but was currently subject to final consultation with Sport England (who had offered some strategic planning related lessons learned from other authorities and were keen to offer that advice in direct relation to Carlisle's playing pitch strategy). The finalised Playing Pitch Strategy would be brought before the Executive as soon as that advice had been reviewed.

The Culture, Health, Leisure and Young People Portfolio Holder emphasised that the Sports and Physical Activity Strategy had been developed following a considerable amount of partnership working across the City. The associated health benefits and need to focus existing Council resources on areas of greatest need; bring partners together; and align resources towards shared and explicit resources were particularly important.

In conclusion, the Culture, Health, Leisure and Young People Portfolio Holder moved the recommendation which was duly seconded by the Leader.

**Summary of options rejected**    None

**DECISION**

That the Executive had considered the proposals arising from both the Carlisle Sports and Physical Activity Strategy and the Sports Facility Strategy, appended to Report SD.08/13, and sought the views of the Community Overview and Scrutiny Panel on those plans.

## **Reasons for Decision**

Approval of both the Sport and Physical Activity Strategy and the Sports Facilities Strategy would support increased participation in sports and physical activity across the district, together with the well documented health and wellbeing benefits that brought to all communities

### **EX.142/13 NOTICE OF EXECUTIVE KEY DECISIONS** (Non Key Decision)

**Portfolio** Cross-Cutting

**Relevant Overview and Scrutiny Panel** Community; Environment and  
Economy; and Resources

## **Subject Matter**

The Notice of Executive Key Decisions dated 18 October 2013 was submitted for information.

**Summary of options rejected** None

## **DECISION**

That the Notice of Executive Key Decisions dated 18 October 2013 be noted.

## **Reasons for Decision**

Not applicable

### **EX.143/13 SCHEDULE OF DECISIONS TAKEN BY PORTFOLIO HOLDERS** (Non Key Decision)

**Portfolio** Environment and Transport

**Relevant Overview and Scrutiny Panel** Environment and Economy

## **Subject Matter**

Details of a decision taken by the Environment and Transport Portfolio Holder under delegated powers were submitted.

The Leader stated that the decision to provide free parking after 3 pm on all City Council car parks on each Thursday when late night shopping was available (between 14 November and 19 December 2013) had been very warmly welcomed by businesses within Carlisle.

**Summary of options rejected** None

## **DECISION**

That the decision, attached as Appendix A, be noted.



**Reasons for Decision**

Not applicable

**EX.144/13 SCHEDULE OF DECISIONS TAKEN BY OFFICERS**  
(Non Key Decision)

**Portfolio** Finance, Governance and Resources

**Relevant Overview and Scrutiny Panel** Resources

**Subject Matter**

Details of decisions taken by Officers under delegated powers were submitted.

**Summary of options rejected** None

**DECISION**

That the decisions, attached as Appendix B, be noted.

**Reasons for Decision**

Not applicable

**EX.145/13 JOINT MANAGEMENT TEAM**  
(Non Key Decision)

**Portfolio** Various

**Relevant Overview and Scrutiny Panel** Community; Environment and  
Economy; and Resources

**Subject Matter**

The Minutes of the meeting of the Joint Management Team held on 15 October 2013 were submitted for information.

**Summary of options rejected** None

**DECISION**

That the Minutes of the meeting of the Joint Management Team held on 15 October 2013, attached as Appendix C, be received.

**Reasons for Decision**

Not applicable

**EX.146/13 REVENUE BUDGET OVERVIEW AND MONITORING REPORT: APRIL TO SEPTEMBER 2013**  
(Non Key Decision)

**Portfolio** Finance, Governance and Resources

**Relevant Overview and Scrutiny Panel** Community; Environment and Economy;  
and Resources

**Subject Matter**

The Finance, Governance and Resources Portfolio Holder submitted the Revenue Budget Overview and Monitoring Report (RD.52/13) for the period April to September 2013. He outlined the overall budget position, the monitoring and control of expenditure against budget allocations and the exercise of virement. Details of balance sheet management issues and high risk budgets were also provided.

The Finance, Governance and Resources Portfolio Holder highlighted the updated Budget figure for 2013/14 of £13,614,100, together with a number of key issues including: the Corporate Salary Turnover Savings Budget; and progress with regard to the delivery of savings under the Savings Strategy.

He added that the Council's financial position was affected by a number of external factors which had a financial impact during the course of the year and ultimately at the year end. Those included:

- the general effect of the economic climate on the Council's income streams e.g. car parking, tourism and leisure activities;
- fuel prices, energy costs and other inflationary issues; and
- the effects of the housing market and property prices, especially with regard to income from land charges, rents and building and development control.

The Council's financial position would continue to be closely monitored and reported more fully in the next quarterly monitoring report.

The Portfolio Holder further pointed out that the main variances in the Directorates' Budgets were also set out in the report and he gave an overview of the forecast outturn position for 2013/14.

On the issue of balance sheet management, he added that there may be a significant impact on the cash flow of the Council if outstanding debts were not received. Any debts deemed to be irrecoverable were written off against a bad debt provision set up specifically for that purpose. Other significant debts related to Council Tax, NNDR and Housing Benefit overpayments, and the level of the Council's Bad Debt Provision would need to be reviewed in response to recent changes in the welfare system.

The Finance, Governance and Resources Portfolio Holder then moved the report, which was duly seconded by the Leader.

**Summary of options rejected** None

## **DECISION**

That the Executive noted the budgetary performance position of the Council to September 2013.

### **Reasons for Decision**

To show that the Executive had been informed of the Council's actual financial position compared with the budgeted position, and to bring to their attention any areas of concern

### **EX.147/13 CAPITAL BUDGET OVERVIEW AND MONITORING REPORT – APRIL TO SEPTEMBER 2013** (Non Key Decision)

**Portfolio** Finance, Governance and Resources

**Relevant Overview and Scrutiny Panel** Resources

### **Subject Matter**

The Finance, Governance and Resources Portfolio Holder submitted report RD.50/13 on the budgetary position of the City Council's capital programme for the period April to September 2013. He outlined for Members the overall budget position for the various Directorates; the capital budget overview; the monitoring and control of expenditure against budget allocations and the exercise of virement.

Members' attention was, in particular, drawn to the fact that the Executive was asked to approve a virement of up to £60,000 from a projected underspend at the year end on the 2013/14 Vehicle Replacement Programme to fund the one-off capital costs of leisure initiatives; and Appendix A to the report which set out the Capital Programme for 2013/14.

The Finance, Governance and Resources Portfolio Holder moved the recommendations set out in the report, which were seconded by the Leader.

**Summary of options rejected** None

## **DECISION**

That the Executive:

1. Noted the budgetary position and performance aspects of the capital programme for the period April to September 2013.
2. Would use the information contained within Report RD.50/13 to inform the budget considerations for 2014/15 onwards.
3. Noted the recommendations to Council to approve re-profiling of £710,000 from 2013/14 as detailed in Report RD.56/13 elsewhere on the Agenda.
4. Noted the Director of Resources had approved a virement of £18,300 from the Vehicle Replacement Programme to purchase route optimisation software for Waste Services. That was not included within the figures in the report.

5. Approved a virement of up to £60,000 from projected underspends on the 2013/14 Vehicle Replacement Programme to fund the one off capital costs of leisure initiatives.

### **Reasons for Decision**

To inform the Executive of the Council's actual financial position opposite its Capital Programme for 2014/15

### **EX.148/13 DATES AND TIMES OF MEETINGS FOR 2014/15** (Non Key Decision)

**Portfolio** Cross Cutting

**Relevant Overview and Scrutiny Panel** Community; Environment and Economy;  
and Resources

### **Subject Matter**

The Leader submitted report GD.51/13 concerning proposed dates and times of meetings of the City Council, the Executive, Overview and Scrutiny Panels and the Regulatory Committees for the 2014/15 municipal year.

Members' attention was, in particular, drawn to the additional meetings required as a result of the proposed change in date of the local elections from 1 May 2014 to 22 May 2014.

The Leader asked that the proposed dates and times of meetings be cross checked with the County Council's schedule of meetings (to avoid potential clashes) when that became available.

The Leader then moved that the report go forward to the City Council in January 2014 for approval.

**Summary of options rejected** None

### **DECISION**

1. That the City Council be requested to agree the schedule of dates and times of meetings in the 2014/15 municipal year as set out in the calendar attached as an Appendix to Report GD.51/13; including the additional meetings scheduled for May 2014.
2. That the dates and times for meetings of the Executive, which had been chosen by the Leader, be noted.
3. That the change in date to the 2014 Elections be noted.

### **Reasons for Decision**

In order to recommend to the City Council a schedule of dates and times for meetings covering the 2014/15 Municipal Year as required by Procedure Rule 1.1(ix)

## **PUBLIC AND PRESS**

**RESOLVED** – That in accordance with Section 100A(4) of the Local Government Act 1972 the Public and Press were excluded from the meeting during consideration of the following item of business on the grounds that it involved the likely disclosure of exempt information as defined in the paragraph number (as indicated in brackets against the minute) of Part 1 of Schedule 12A of the 1972 Local Government Act.

### **EX.149/13 INTERIM ARRANGEMENTS FOR THE PROVISION OF GREEN BOX KERBSIDE COLLECTION**

(Key Decision – KD.028/13)

(Public and Press excluded by virtue of Paragraph 3)

**Portfolio** Environment and Transport

**Relevant Overview and Scrutiny Panel** Environment and Economy

### **Subject Matter**

The Deputy Leader; and Environment and Transport Portfolio Holder reported (LE.34/13) that it was time to rethink Carlisle's waste and recycling collection arrangements. Work had already begun and the Options and Issues for the long term delivery of the service were in the course of development.

Details of the current collection arrangements; together with the options available to the Council were provided.

In conclusion, the Deputy Leader; and Environment and Transport Portfolio Holder moved the recommendations which were seconded by the Leader.

**Summary of options rejected** Other options set out in private Report LE.34/13

### **DECISION**

That the Executive:

1. Approved the proposal to carry out the procurement for an interim short-term contract for green box recycling of glass, cans and plastic pending the outcome of the wider review of the waste and recycling service delivery.
2. Agreed to delegate authority to the Director of Local Environment, in consultation with the Portfolio Holder, to undertake the necessary procurement for up to one year with potential to extend for one further year.

### **Reasons for Decision**

Reasons as detailed within private Report LE.34/13

(The meeting ended at 4.12 pm)