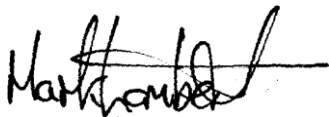


# COUNCIL

## SUMMONS

To the Mayor and Members of Carlisle City Council

You are summoned to attend the Meeting of Carlisle City Council which will be held on **Tuesday, 29 April 2014 at 18:45**, in the **Council Chamber, Civic Centre, Carlisle, CA3 8QG**



Director of Governance

## AGENDA

1. The Mayor will invite the Chaplain to say prayers.
2. The Town Clerk and Chief Executive will open the meeting by calling the roll.

3. **Minutes**

The Council will be asked to receive the Minutes of the meetings of the City Council held on 20 February and 4 March 2014.

4. **Public and Press**

To determine whether any of the items of business within Part A of the Agenda should be dealt with when the public and press are excluded from the meeting.

To determine whether any of the items of business within Part B of the Agenda should be dealt with when the public and press are present.

**5. Declarations of Interest**

Members are invited to declare any disclosable pecuniary interests, other registrable interests and any interests, relating to any item on the agenda at this stage.

**6. Announcements**

- (i) To receive any announcements from the Mayor
- (ii) To receive any announcements from the Leader of the Council
- (iii) To receive any announcements from Members of the Executive
- (iv) To receive any announcements from the Town Clerk and Chief Executive

**Tribute**

The Mayor will invite Councillor Betton to pay tribute to the late Mrs Elsie Baty who was a member of the Botcherby Residents' Action Group

**7. Questions by Members of the Public**

Pursuant to Procedure Rule 10.1, the Town Clerk and Chief Executive to report that no questions have been submitted on notice by members of the public.

**8. Presentation of Petitions and Deputations**

**(a) Petition - Children's Play Areas**

Pursuant to Procedure Rule 10.11, the Town Clerk and Chief Executive to report the receipt of a petition submitted by the Botcherby community seeking the installation of new play equipment into their children's play areas; and a guaranteed assurance that no further play areas will be targetted for the removal of play equipment. As the petition has received more than 1,000 signatures Members of the Council will debate the matter. A representative of the petitioners has been invited to address the Council on the subject of the petition.

<b>(b)</b>	<b><u>Petition - Children's Play Areas</u></b>	<b>7 - 10</b>
	To consider a report of the Director of Local Environment on the subject of the petition. (Copy Report LE.09/14 herewith)	
<b>9.</b>	<b><u>Questions from Members of the Council</u></b>	
	Pursuant to Procedure Rule 11.2, the Town Clerk and Chief Executive to report that no questions have been submitted on notice by Members of the City Council.	
<b>10.</b>	<b><u>Executive</u></b>	
	(a) Minutes	
	The Council will be requested to receive the Minutes of the meetings of the Executive held on 10 March and 7 April 2014 and ask questions of the Leader and Portfolio Holders on those Minutes.	
	<b><u>(b) Portfolio Holder Reports</u></b>	
	The Council will be asked to receive reports from the following Portfolio Holders:	
<b>(i)</b>	<b><u>Leader's Portfolio</u></b>	<b>11 - 14</b>
<b>(ii)</b>	<b><u>Finance, Governance and Resources</u></b>	<b>15 - 18</b>
<b>(iii)</b>	<b><u>Environment and Transport</u></b>	<b>19 - 22</b>
<b>(iv)</b>	<b><u>Economy and Enterprise</u></b>	<b>23 - 26</b>
<b>(v)</b>	<b><u>Communities and Housing</u></b>	<b>27 - 32</b>

- (vi) **Culture, Health, Leisure and Young People** **33 - 38**  
 and ask questions of the Leader and Portfolio Holders on those Reports.  
 (Copy Reports herewith)
- 11. Overview and Scrutiny**  
 The Council will be asked to receive the Minutes from the following meetings of the Overview and Scrutiny Panels and to ask questions of the Chairmen; and receive reports from the Chairmen of the Overview and Scrutiny Panels:
- (i) **Community Overview and Scrutiny Panel** **39 - 40**  
 (a) Minutes of the meeting held on 27 March 2014  
 (b) Chairman's Report
- (ii) **Resources Overview and Scrutiny Panel** **41 - 44**  
 (a) Minutes of the meetings held on 20 February and 3 April 2014  
 (b) Chairman's Report
- (iii) **Environment and Economy Overview and Scrutiny Panel** **45 - 46**  
 (a) Minutes of the meeting held on 27 February 2014  
 (b) Chairman's Report  
 (Copy Reports herewith)
- 12. Overview and Scrutiny Annual Report 2013/14** **47 - 64**  
 To consider the Annual Report of the Overview and Scrutiny Panels for 2013/14 as required under Article 6 of the Council's Constitution.  
 (Copy Report OS.14/14 and Minute Excerpts herewith / to follow)
- 13. Development Control Committee**  
 To receive the Minutes of the meetings of the Development Control Committee held on 29 and 31 January; and 5 and 7 March 2014.
- 14. Appeals Panels**  
 To receive the Minutes of the meetings of the Appeals Panels held on 18 February; and 3, 14 and 20 March 2014.

**15. Notice of Motion**

Pursuant to Procedure Rule 12, the Town Clerk and Chief Executive to report that no motions have been submitted on notice by Members of the Council.

**16. Proposals from the Executive in relation to the Council's Budget and Policy Framework**

**Carlisle and Eden Community Safety Partnership Annual Plan 2014/15** **65 - 76**

Pursuant to Minute EX.24/14 and EX.32/14 to consider a recommendation from the Executive that the City Council approve the Carlisle and Eden Community Safety Partnership Annual Plan 2014/15 for adoption onto the Council's Policy Framework. (Copy Report SD.06/14 and Minute Extracts herewith)

**17. Audit Committee's Annual Report** **77 - 94**

To consider the Annual Report of the Audit Committee. (Copy Report RD.03/14 herewith and Minute Extract to follow)

**18. Operation of Provisions Relating to Call-In and Urgency** **95 - 102**

Pursuant to Overview and Scrutiny Procedure Rule 15(i), the Director of Governance to report on the operation of Call-in and Urgency Procedures over the last year. (Copy Report GD.18/14 herewith)

**19. Communications**

To receive and consider communications and to deal with such other business as may be brought forward by the Mayor as a matter of urgency, in accordance with Procedure Rule 2.1(xiv) to pass such resolution or resolutions thereon as may be considered expedient or desirable.

**PART 'B'**

**To be considered in private**

- NIL -

**Reception**

The Mayor has agreed to host a reception for Members of the City Council at the conclusion of the meeting to mark the end of the Municipal Year, when a finger buffet and drinks will be served on the Reception Area

## Report to Council

Agenda  
Item:

**8(b)**

Meeting Date: 29th April 2014  
Portfolio: Environment and Transport  
Key Decision: Not Applicable:  
Within Policy and  
Budget Framework NO  
Public / Private Public

Title: PETITION REQUESTING THE INSTALLATION OF NEW PLAY  
EQUIPMENT AT BOTCHERBY  
Report of: The Director of Local Environment  
Report Number: LE 09/14

### Purpose / Summary:

The report responds to the residents' petition requesting the installation of new equipment in the locations where it was removed and assurances that no more children's play areas will be removed from Botcherby.

### Recommendations:

That the Council invites representatives of the Botcherby community to meet with officers and the Portfolio Holder to explore the options available to them for future development of play areas in Botcherby Ward, without prejudice as to any possible outcome.

### Tracking

Executive:	
Overview and Scrutiny:	
Council:	

## **1. BACKGROUND**

- 1.1** After a thorough review of all 69 play areas in its control, Carlisle City Council has drawn up a schedule of strategically important sites to receive continued investment and development. These are the sites that provide the most exciting play opportunities for the greatest number of children. At a time of limited resources it is logical to apply them to achieve the greatest benefit.
- 1.2** The review was implemented in February and March 2014. Two out of five play areas in the Botcherby Ward had the fixed play equipment removed and were left as informal open space; Broadoaks Grange and Scotby Gardens
- 1.3** The review highlighted three play areas within the Botcherby Ward that are strategically important sites which will receive continued investment and development; Keenan Park, Melbourne Park – Metal Box and Eden Park Crescent. In addition there is another play area immediately on the ward boundary (Scotby Road) that serves residents of Botcherby Ward which will receive continued investment and development
- 1.4** In April 2014 a petition was received requesting that new equipment should be installed in the play areas and assurances sought that no more fixed play equipment was to be removed from Botcherby Ward.
- 1.5** There are opportunities for S106 funding to support sports and play provision in Botcherby. It is important that community views are sought on how the funding is spent if and when it becomes available.
- 1.6** The review recommends that any future improvements to play areas are focused on the strategically important sites that provide the most exciting play opportunities for the greatest number of children

## **2 PROPOSALS**

- 2.1** In the light of the petition, it is reasonable to meet with petitioners and to seek a mutually acceptable solution. Accordingly a meeting will be arranged to include the Director of Local Environment and the Portfolio Holder (Cllr Martlew). The meeting will be held in an open and transparent manner and without prejudice to the prior recommendations of the Director in relation to the play areas in Botcherby Ward.



- 2.2** The Botcherby Community is consulted in how to invest any funds if and when they become available through S106 or other funding in the strategically important sites. This will ensure that it will have the greatest impact and can be maintained sustainably within the current resources

### **3 CONSULTATION**

- 3.1** The Play Area Review was first taken to the Council's Executive who referred it, without comment, to Environment & Economy Overview & Scrutiny Panel. Overview & Scrutiny comments were then fed back to the Executive.

### **4 CONCLUSION AND REASONS FOR RECOMMENDATIONS**

- 4.1** The Play Area Review is a sound piece of work that attempts to identify those facilities that represent the best value for money for Council Tax payers at a time when resources are not available to continue with current maintenance regimes.
- 4.2** The City Council acknowledges the importance of consultation with residents on the future development of the play areas within their own communities and welcomes the interest of the Botcherby community. It is with this spirit of mutual assistance that we look forward to meeting with representatives of the community to explore all options for the future management of the play areas.

### **5 CONTRIBUTION TO THE CARLISLE PLAN PRIORITIES**

- 5.1 AIM: Working effectively through partnerships to achieve the City Council priorities**
- 5.2 ACTION: Develop a partnership approach to add value and animate parks and open spaces**

**Contact Officer: Angela Culleton**

**Ext: 7325**

**Appendices  
attached to report:**

**Note: in compliance with section 100d of the Local Government (Access to Information) Act 1985 the report has been prepared in part from the following papers:**

- **None**

## **CORPORATE IMPLICATIONS/RISKS:**

**Chief Executive's -**

**Deputy Chief Executive –**

**Economic Development –**

**Governance –** The Local Government Act 2000 (Section 2) provides that the Council has the power to do anything which it considers likely to achieve the promotion or improvement of the social or environmental well-being of its area. The power may be used in relation or for the benefit of the whole or any part of the community or all or any persons present or resident in the Council's area. The Council is able to enter into agreements or arrangements with any person acting on behalf of a community group. In exercising the power, the Council must have regard to its Community Strategy.

**Local Environment –**

**Resources –** Any financial implications, including the appropriate use of S106 monies, must be considered as part of any discussions with residents; this not only includes any on-going maintenance liabilities but also potential responsibilities in respect of insurance cover and associated premium payments and claim liabilities.

Report to:

**Council**

Agenda  
Item

**10(b)(i)**

Meeting Date: 29<sup>th</sup> April 2014

Public/Private\*: Public

**Leaders Portfolio Holder's Report –**

Title:

**Councillor Colin Glover**

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**Solway Aviation Museum**

Members will recall that at the last meeting of the City Council the Mayor indicated that he had received an approach from the Solway Aviation Museum in which they had expressed concern about issues at Carlisle Airport including the display of newly acquired documents and also signage to the site. I promised that we would meet and talk with the Museum's representatives and, what turned out to be a very productive and positive meeting, took place on Monday the 24<sup>th</sup> of March. Representatives of the museum came to the Civic Centre and met with some members of the executive and senior officers. A variety of issues were discussed including the important role that the Museum plays, and can further play, in relation to Tourism and education in the area. Visitor numbers are in the thousands and this is achieved with little publicity. In addition to the iconic Vulcan the museum displays other planes such as the Lightning, Meteor, Canberra and Phantom. Part of discussion centred on recent acquisitions from the MoD which are intended to be displayed in the museum's buildings. Contacts were suggested with a view to improving tourist signage to the museum and it is also hoped that members of the Executive will visit the site to see further the work carried out by the volunteers at the museum.

**Borderlands**

The first Borderlands summit was held on April 4<sup>th</sup>. The cross-border meeting included senior representatives from five councils – Scottish Borders, Dumfries and Galloway, Cumbria, Northumberland and ourselves. The initiative came about as a result of the Borderlands report by Northumbria University which recommended enhanced joint working of local authorities on either side of the border to exploit mutual economic and social links. As well as discussing the specific issues identified by the report, the Borderlands Summit also developed a plan to take forward economic opportunities. Key topics were improved transport and communication links, economic growth and employment. A follow up meeting will be held in the autumn hosted in Carlisle.

**E-mail competition**

Work is continuing to promote e-billing and direct debit sign ups. So far, around 2,300 households have been signed up for e-billing. Promotional messages have been included on council tax bills and envelopes to encourage residents to register their email. A message is now in place on our franking machine so that all external post carries a prompt

to sign up. The message is: **We're going digital. Join us for your chance to win £1,000.** (T&Cs apply). Visit [www.carlisle.gov.uk](http://www.carlisle.gov.uk)

Posters and a pop up display have also been produced to support Customer Service Advisors visiting different venues to directly sign up residents. Social media and PR activity will also start in April to promote the competition, and there will be coverage in the next edition of Carlisle Focus which will be distributed to all households w/c 23 June 2014. All emails will be automatically signed up for e-billing (where applicable) and residents given an 'opt out' option. The sign up page will be a direct link from the council's website homepage.

### **Upperby Gala, Hammond's Pond: Monday 26 May**

The popular and successful community event will be held at Hammond's Pond. It attracts a mix of young and old local residents but due to the event's popularity, also attracts many people from around the city. This year's event includes a mixture of professional acts, local talent groups, mix and mingle crowd entertainers, and children's entertainers.

### **Carlisle Music City - Saturday 24 May: Sunday 1 June**

A stage will be erected in the city centre between Saturday 24 - Monday 26 May and on Saturday 30 May and Sunday 1 June. Carlisle Music City will co-ordinate the events programme. Other Carlisle venues will also be used to promote music throughout the week. Visit [www.carlislemusiccity.co.uk](http://www.carlislemusiccity.co.uk) for up to date information.

### **Emergency Planning**

Three properties were affected by flooding between January and February; we are working with colleagues at the County Council to access recovery support.

A new national system has been introduced to plan for Emergency and coordinate responses. Cumbria Resilience Forum has had a leading role in the roll-out of the system, ResilienceDirect, sharing good practice and lessons learnt. The new system will provide a document store and workspace for a programme of Emergency Planning exercises for 2014.

### **Carlisle Story / Carlisle Ambassadors' Meeting**

On Wednesday 26 March the third meeting of Carlisle Ambassadors was hosted at the Carlisle Business Interaction Centre on Paternoster Row. As previously, the meeting was very well attended with 48 businesses represented including: CN Group, System People, Kingmoor Park Properties, Armstrong Watson, Royal Bank of Scotland and many others. Speakers from UK Trade and Investment and Virgin Trains provided an insight into inward investment and business opportunities arising from the Commonwealth Games being held in Glasgow.

As you will already know, the Carlisle Story has also featured in Cumbria Tourism's latest marketing campaign 'The Place to Be' and attracted the attention of Government departments such as BIS and UKTI. Following the recent Ambassador meeting, there are plans to work with Cumbria Tourism and Virgin Trains to promote Carlisle as a 'Place to Be' as part of a Commonwealth Games long campaign to encourage visitors to Carlisle.

Ambassadors have also supported an initiative by a group of Carlisle GPs who want to promote Carlisle as a place for young medical professionals to start their careers after they graduate. We were inundated with material for Dr Corrigan to take along to the careers

event held in Gateshead on 9<sup>th</sup> April. It is so pleasing to see how the Carlisle Story is helping different sectors to come together and promote our city.

### **Commercial Marketing**

We are working with a Carlisle based supplier, Liquid Design, to maximise our income through a service concession via event sponsorship and advertising on various City Council assets. The following assets have so far been identified as potential advertising space:

- Car park signage and tickets
- Lamp posts and street lights
- Litter bins and recycling sites
- Parks and open spaces
- Buildings and foyers
- Civic Centre banner site(s)
- Printed media (e.g. magazines, recycling calendars and tourism publications)
- Digital media
- Waste vehicles with Agripa panels installed.

All advertising will be done with the required planning consent.

### **Events Programme 2014**

We have a busy, rolling programme of events planned for 2014. So far this includes:

- Wednesday 16 - Monday 21 April: Easter International Market, Carlisle city centre
- Saturday 3 - Sunday 4 May: Pirelli Carlisle RB Foundation Rally, Carlisle city centre
- Saturday 24 May - Sunday 1 June: Carlisle Music City. Visit [www.carlislemusiccity.co.uk](http://www.carlislemusiccity.co.uk)
- Monday 26 May: Upperby Gala, Hammond's Pond
- Saturday 14 June: The Cumberland Show, Carlisle Racecourse
- Saturday 14 June: Cumbria Gay Pride, Carlisle city centre - 1pm - 6pm.
- Saturday 28 June: Armed Forces Day, Carlisle city centre
- Sunday 29 June: British Legion Fun Day, Bitts Park
- Thursday 17 July: Ilyria Open air theatre 'George's Marvellous Medicine', Bitts Park
- Saturday 19 – Sunday 20 July: Patriot Games (Festival of Sport), The Sheepmount, Bitts Park and The Sands Centre
- Saturday 16 - Monday 25 August: Carlisle Pageant, Carlisle city centre
- Saturday 1 November: Fireshow Fun Day in Carlisle City Centre 2pm – 6pm
- Saturday 1 November: Fireshow, Bitts Park
- Sunday 9 November: Remembrance Sunday, Carlisle city centre
- Sunday 16 November: Christmas Lights Switch On, Carlisle city centre- 2pm – 5.30pm
- Wednesday 3 - Sunday 7 December: Christmas International Market, Carlisle city centre

### **Pirelli Carlisle RB Foundation Rally: Saturday 3 - Sunday 4 May**

The start and finish of this prestigious event will be held in Carlisle city centre. The cars will arrive at 9.30am (the first car leaving the city at around 10.30am) on Saturday 3 May and the last car will leave the city at approximately 12.15pm. After the race, cars are expected to arrive back into the city at around 6pm.

To enhance the Pirelli Rally event and encourage more visitors to the city centre, we have organised a family fun day event on Saturday 3 May. The event will be a free family fun afternoon, promoting Carlisle and aiming to get people to stay in the city centre as long as possible increasing footfall. In addition Rally HQ will be based at Brunton Park where there will be an opportunity to view the cars while they are being serviced. We hope this will have a positive effect on local businesses.

Report to:

**Council**

Agenda  
Item

10(b)(ii)

Meeting Date: 29<sup>th</sup> April 2014

Public/Private\*: Public

Title: **Finance, Governance & Resources Portfolio Holder's Report –  
Councillor Dr Les Tickner**

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### **Electoral Registration**

The Parish By Election due to take place in St. Cuthbert Without Parish on 27th March was declared an uncontested election as only 1 nomination paper was received. The candidate was duly elected and the by election closed.

Arrangements are being made for the European, City Council and Parish Council elections on 22nd May. Notice of election for the City and Parish Council elections was published on 4th April and the nomination period commenced on 7th April. Close of nominations was at 4pm on 24th April. All polling stations and count venues are booked and Polling staff and count staff have been appointed.

Preparations for the introduction of Individual Electoral Registration (IER) are taking a back seat whilst the election preparation is the primary focus of the election teams work.

### **Licensing**

In recent months we have dealt with many enquires from liquor licensed premises regarding the licensing arrangements for the FIFA World Cup later this year. The advice to date has been that they would have to serve a Temporary Event Notice on the licensing authority to stay open late. In early March the Government held a short national consultation and have announced this week that the "Government has listened to the views received in response to the consultation" and "...believes that England playing in the World Cup is an occasion of exceptional national significance."

As a consequence, the Government will proceed with the proposal to relax licensing hours nationally for England's World Cup matches. It will be for the sale of alcohol and late night refreshment for consumption on the premises. The relaxation will last four hours, to a latest time of 1am. This length of time covers any extra time and penalties, and will also mean that customers are likely to leave premises gradually after the match, minimising any nuisance to the public. The Government believes that 1am is an acceptable cut off time and premises wishing to extend their hours beyond this could do so using a TEN.

### **Organisational Development**

An Employee Opinion Survey took place earlier this year and the results were reported to the Resources Overview and Scrutiny Panel on 3 April. This year 90.8% of staff rated the City Council as a good employer compared with 89.4% in 2013. 71.8% said the Senior Management Team provided strong leadership (59.3% in 2012). 61.7% of staff said they felt valued at work compared with 53% in 2012 but there is still work to do to improve this. 85.9% said they have a good understanding of the City Council's priorities and 84.2% said they understood how their work contributed to achieving the City Council's priorities (74.7% in 2013). Staff said the best things about working for the City Council were providing a service to the people of Carlisle, working with good colleagues, training opportunities and terms and conditions.

A wellbeing and learning day for staff and Members will be taking place on Wednesday 7 May at the Civic Centre as part of the City Council's programme of health and wellbeing activities. There will be a wide range of information about health and wellbeing issues as well as health checks offered by the Occupational Health nurses. A healthy eating cookery demonstration will be given by local chef, John Crouch, and hair and beauty students from Carlisle College will be building up their experience of working with clients. Information about learning and development opportunities including courses and qualifications will also be available.

A new season of lunchtime learning sessions for staff and Members started in April with a workshop on getting the most from your camera. Further workshops are being developed and will continue to cover a wide range of topics.



## **Legal Services**

Legal Services have this month installed a case management system, which it is hoped will enable the team to adopt an almost paperless system. Already the system is proving beneficial. The usual legal work continues with advice being provided to clients in Economic Development, Local Environment, Resources and Councillors. Five prosecutions have been successfully prosecuted in the Magistrates' Court and numerous licences and section 106 agreements have completed

## **Building and Facilities Projects April 2014**

### Electric Vehicle Charging Points – Civic Centre

The County Council have received Government funding to provide charging stations for electric vehicles. The Civic Centre has been identified as a location for 2 of these, the car park at the end of Lowther Street being the preferred location. The charge points will be used by County Council staff who plan to set up a fleet of electric pool cars, but they will also be available for the public to use.

### Civic Centre Refurbishment

Planning has begun on refurbishment of floors 3 and 4 – both occupied by the County Council, completion is planned for the end of August.

### Civic Centre 50<sup>th</sup> Anniversary Open Day

The open day was very successful and provided an opportunity for around 200 members of the public to look around the building and take in the exhibitions and presentations laid on for the occasion. In particular, having seen the inside of the building for themselves, the open day improved most of the visitors' opinion of the Civic Centre.

## **Financial Services**

### 2013/14 Final Accounts Process

Work is continuing on the production of both the revenue and capital outturn reports, which will be considered by the Executive on 23<sup>rd</sup> June and by Council on 15<sup>th</sup> July. These will show the year end outturn position and highlight any slippage against the annual budget. The annual Statement of Accounts are also being produced which will be prepared in accordance with the Accounts & Audit Regulations in time for the External Auditors to commence the audit of the accounts in early July.



Report to:  
**Council**

Agenda  
Item

10(b)(iii)

Meeting Date: 29 April 2014

Public/Private\*: Public

Title: **Environment & Transport Portfolio Holder's Report –  
Councillor Elsie Martlew**

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**GREEN SPACES** – Bitts Park is one of the Green Spaces Team's centrepieces and in the last month there have been two significant developments. Carlisle Leisure Ltd have installed an artificial skating rink, which will bring additional visitors to the park. And a separate company, LJM Asset Management, have started work on the Urban Adventure 'high ropes' course which will include a 50m zip wire slide. To be opened in May, Urban Adventure will provide an exciting and fun experience for all age groups in the setting of Bitts Park, and again bringing new visitors to enjoy the facilities provided by the various partners occupying the site.

At Talkin Tarn the Woodland Grant Scheme funding agreed with the Forestry Commission has enabled us to carry out a programme of tree safety work, focussing on the access paths and trails. Further work will be carried out in the autumn, removing dead, decaying and diseased trees.

At Dale End Field (Harraby) the tender process is underway for a new children's play area to replace the obsolete equipment currently in place. This is the first in a series of improvement projects on our play areas, bringing up the standards across our facilities. The project at Dale End Field is a partnership between the City Council and South Carlisle Residents Association with funding from the S106 contribution received from Barratt Homes in re-developing the ex-Cavaghan & Gray factory.

The Chances Park Heritage Lottery Fund (HLF) project came to an end in February. This project, a partnership between the City Council and the Friends of Chances Park, has seen over £800,000 of lottery funding invested in the park's facilities, including new paths, lighting, landscaping and play structures. Data from electronic counters placed at the main entrances to the park show a significant rise in visitor numbers.

**Bereavement Services** – The repairs to the main boiler at the Crematorium, mentioned in the previous report, have proved to be very successful and the boiler is operating at full efficiency.

The Council has received its Certificate of Compliance with mercury abatement regulations from CAMEO, the organisation set up to administer 'trades' in abated cremations. The law requires at least 50% of all cremations carried out in England & Wales to have mercury abatement; at Carlisle 100% of cremations are abated.

**NEIGHBOURHOOD SERVICES** – The in-house bring site collection service started on 2<sup>nd</sup> April 2014 from Cumbria Waste Services to deliver the service. Three staff transferred and we will carry out a number of reviews of rounds and make any adjustments accordingly.

Gull sacks were delivered in March with no major issues. There were a few teething problems and our Technical Officer Team has worked with our crews to provide advice and support to the residents that have been affected by the change. We hope that business owners will take the appropriate action to gull proof their buildings and we would also ask that the public do not feed the gulls.

Overview and Scrutiny have undertaken a Task & Finish review of recycling resulting in an excellent report that will prove very useful in the coming year. The report identified that there is a large increase in bulky waste collections from 308 tonnes in 2012 to 826 tonnes 2013 and a marked decrease (395 tonnes) in residual waste (fly tipping litter) collected by the street cleaning service. This is an indication of the positive impact on level of fly tipping of the Clean Up Carlisle campaign.

We have received positive feedback on the standards of cleansing and cleanliness of the city centre, and also on the way we are tackling cleanliness of bus shelters. We now want to further improve standards in the greater Carlisle area. A review of rounds and assessments in the next few months will identify areas of concern and give us an indication of where we can review and improve.

On the 25<sup>th</sup> March 2014, we were visited by the Health and Safety Executive for the final visit to verify compliance with the improvement notice issued to the council on round risk assessments last year. We were given the good news of a verbal confirmation of compliance with the notice issued last year.

The Neighbourhood Services team supported the “Stanwix Big Tidy” week between the 8<sup>th</sup> and 15<sup>th</sup> March. We offered support in scanning the area’s where children would be active to reduce any potential hazards that would affect them. We offered support of bags, litter pickers and collection of full bags. We took the road show to Stanwix on the Monday so that one of our Technical Officers supported by one of our Street Cleaning Supervisors could engage and educate the public in the Stanwix area.

We had some great feedback from the latest customer satisfaction survey on waste. 88.7% of residents are satisfied with our collection service with 96.4% of residents satisfied with the reliability of collections.

**CITY ENGINEERS** - Historic Quarter Parking and Loading Improvements - The Carlisle Local Committee considered the public feedback on our plans to create a restricted parking zone in the Historic Quarter on the 6<sup>th</sup> March. The proposals were approved for implementation and following the end of the call in period materials are being ordered.

Car Park Repairs – repairs have been carried out in a number of car parks to patch damaged surfaces and improve drainage.

Due to the mild winter the weeds are already a problem, I hope that by the time this report is considered by Council I am in a position to say that Cumbria County Council have started to carry out weed spraying.

**ENVIRONMENTAL HEALTH** - In February a stray dog was brought into the animal refuge, it was later discovered that it had Parvovirus and subsequently died. This has required the Refuge to put in place a very robust bio-security system, as it is impossible for them to tell whether a stray dog has been vaccinated against the disease. The Council deals with over 400 stray dogs a year, approximately 50% of these are collected by their owners with most of the rest being re-homed. It is important for pet owners to ensure that their pets have up to date vaccinations and are regularly treated for tapeworms and roundworms. All dogs should wear a collar and tag with up to date details of its owner, this should be in addition to any microchip (these should also be up to date) as it is not always possible to read a microchip before the dog is kennelled.

The Police have now started planning the County Wide CCTV System. It is anticipated that tenders will go out in April with works starting by the end of the year. The City Council are liaising with the Police Authority regarding gifting unused CCTV street furniture. A report will be taken to the May Executive to agree the release of the City Council's contribution to the Carlisle cameras.

The Environmental Health Service surveys a proportion of those businesses inspected to gather information on the perceived fairness and helpfulness of the inspecting officers. These businesses can range from premises inspected for food safety, air pollution control and health and safety. I'm pleased to report that over the last financial year 95% of businesses agreed or strongly agreed that their businesses are treated fairly during inspections by Environmental Health. 93% agreed or strongly agreed that the contact was helpful. The Environmental Health Service is keen to work with those businesses who want to comply for the good of their business and the community.

### **WAR MEMORIALS PROJECT**

The project has now started on site, the memorial at Stanwix Cemetery has been repaired by our own mason. Work at the Cenotaph started on 24<sup>th</sup> March, a temporary ramp was purchased and was tried out at the Cenotaph week commencing 31<sup>st</sup> March.

Contact has been made with most of the owners and those responsible for maintenance of other war memorials with a view to providing help with cleaning and repairs.

Meeting Date: 29<sup>th</sup> April 2014

Public/Private\*: Public

Title: **Economy & Enterprise Portfolio Holder's Report –  
Councillor Heather Bradley**

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### **Local Plan**

A four-week consultation on the Preferred Options Stage Two of the emerging Carlisle Local Plan commenced as envisaged on the 10<sup>th</sup> March. The consultation builds on the previous stage one consultation, with a number of policies and proposals having been refined in response to previous representations received.

The stage two consultation has sought to be as inclusive as possible with, amongst other measures, a number of drop in sessions having been held in the Old Town Hall in the City Centre and at Brampton Library. The published deadline for submitting representations on the Plan is the 4<sup>th</sup> April although there is some scope for flexibility within the programme to enable comments received and post this date to still be taken into account. Early indications are that publicity surrounding the consultation has succeeded in stimulating debate which is evident through the wide range of people and organisations who have contacted the Council with their thoughts on the Plan.

Beyond the close of the consultation efforts will focus on refining the Local Plan towards a 'publication draft' in light of the representations received. Refinements may also be necessary in response to new or updated evidence, including the viability assessment and City Centre Masterplan both of which are due to report in their final form shortly, and owing to further recent reforms to the system at the national level such as the introduction of the new National Planning Policy Guidance.

## **Durranhill Industrial Estate**

Following further grant assistance from the Homes & Communities Agency, work has commenced on the environmental improvements to Brunel Way. Over the next few months a programme of works will take place to enhance the visual appearance of the estate entrance including new signage, landscaping and fencing.

## **Planning**

In relation to Planning the Government has recently made two announcements of particular significance.

Firstly, on the 6<sup>th</sup> March 2014 the Department for Communities and Local Government published the final version of the National Planning Practice Guidance (NPPG) on a dedicated website. The NPPG is to be attributed the same weight as the National Planning Policy Framework (NPPF), and also led to the cancellation of further guidance documents.

Secondly, on the 6<sup>th</sup> April 2014 the (General Permitted Development) (Amendment and Consequential Provisions) Order 2014 comes into effect. In brief, this Order introduces four major changes to what needs planning permission

- a) Allow the change of use from shops (A1) and financial and professional services (A2) to houses (C3) – Class IA.
- b) Allow shops (A1) to change to banks, building societies, credit unions and friendly societies. This does not cover betting shops or payday loan shops.
- c) Agricultural buildings up to 500 square metres will also be able to change to state-funded schools and registered nurseries.
- d) Up to 450 square metres of agricultural buildings on a farm will be able to change to provide a maximum of 3 houses. This change of use will not apply to land protected – National Parks, the Broads, areas of outstanding natural beauty, conservations areas or World Heritage Sites.

## **Apprenticeship Event**

As part of National Apprenticeship week, Carlisle City Council in partnership with the National Apprenticeship Service and supported by partners including Cumbria County Council and Cumbria Chamber of Commerce, organised a Carlisle Apprenticeship Breakfast meeting which was held on Wednesday 5<sup>th</sup> March at Carlisle College. The aim



of the event was to raise awareness of the benefits which employing an apprentice can bring to a business of any size.

Guest speakers and delegates representing over 50 local businesses took part in the event with some very positive feedback. There were speakers from businesses who already had apprentices and from former apprentices themselves. Many of the businesses attending were considering becoming part of the scheme. Information was made available to support them in this and hopefully understanding the different types of apprenticeships available, the opportunities for funding and hearing some of the positive experiences of employers and apprentices, will encourage more businesses to engage with the scheme.



Meeting Date: 29<sup>th</sup> April 2014

Public/Private\*: Public

Title: **Communities & Housing Portfolio Holder's Report –  
Councillor Jessica Riddle**

## **Customer Services**

### Smarter Service Delivery

The Automating Services Project has progressed and expanded into a programme of delivering services in a smarter and more customer friendly way. The project team will deliver a new transactional website which will have the capability of use on mobile devices. The current website is mainly information based and does not meet user expectations in the current environment for transactional internet based service delivery.

The project will incorporate full end to end improvements in service delivery. Officers will be trained on following a customer journey from a users perspective to ensure services are delivered in a customer friendly manner. The request for service will be fully integrated into back office systems through the Customer Relationship Management (CRM) system. The customer will be able to track their request for service. The same method of customer friendly service delivery will be used whichever way customers choose to contact the council. This will build a database of knowledge regarding service requests which can be intelligently used to inform decision making regarding services.

## **Community Safety Partnership**

The Carlisle and Eden Community Safety Partnership (CSP) has developed their draft Partnership Plan for 2014/15 using data from the community safety strategic assessment. The plan has been developed by the Leadership Group with input from a number of other

agencies and is supported by a series of actions plans being developed and delivered by the task groups.

It is envisaged that CSP funding for 2014/ 2015 will be managed by the Office Police and Crime Commissioner and CSP's across the County will have to apply directly for funding.

### **Multi-Agency Problem Solving Groups**

The PSG's were set up in 2012 with the following vision 'to create safe and confident communities through collaborative working at a local level. Problem Solving Groups will develop quick and effective responses to emerging issues in order to reduce crime and anti-social behaviour and address issues that are important to our communities.'

The PSG is an operational and delivery focussed group with the key aim of developing early interventions and providing intelligence led targeted services. The group meets on a 6 weekly basis and includes officers from Cumbria Constabulary, Cumbria Fire and Rescue Service, Riverside Housing Association, Impact Housing Association and Carlisle City Council officers and members.

Since the launch of the PSG over 300 different cases have been discussed, with measures being put in place to support victims and prevent or reduce further incidents from taking place.

In March 2014 the multi-agency problem solving groups (PSG) across Carlisle merged to form one group covering both the East and West of the city. The rural areas are not covered by a specific PSG group however multi-agency meetings are called on an ad-hoc basis as and when required.

Meetings are held on a monthly basis. Members are welcome to attend the PSG to raise issues or alternatively, if members are aware of any issues or concerns regarding anti-social behaviour in their wards the information can be passed directly to Ruth Crane, Community Development Officer who will ensure the information is passed to the group for discussion.

## **Design out Crime Project**

Work has now been completed on the following projects.

- Fencing improvements to Lancaster Street gardens.
- Improved signage in Rosemary Lane and Arcade lane.
- Tidy up of Longtown flower beds involving local young people
- Painting project at Hammond's Pond
- Tidy up of St Aidan's flowerbeds involving local community groups
- Improvements to the fencing and look of the multi-use games area on St James' Park
- New and improved Rosemary Lane on Scotch Street
- Environmental enhancements at the skate park in Brampton
- Alley gate improvements in St Aidan's and Castle ward.

## **Community Centres Kiosks**

Using funding from the Police and Crime Commissioner 2 new community kiosks are soon to be installed in Brampton Community Centre and Greystone Community Centre. The information provided on the kiosks will be tailored to the local area and will provide residents with free access to local information and services.

New signage and leaflets to promote the kiosks are in the process of being produced.

## **Community Centres Hate Crime**

The Community Development Officer and Media and Communications Officer will be working closely with Community Centres over the next month to promote the services they offer to local residents and to raise awareness of the centres that have recently signed up as third party hate crime reporting centres.

## **HOUSING AND HEALTH**

### **Disabled Facilities Grants**

In the 13/14 financial year, 117 people benefitted from a disabled facilities grant enabling them to stay in their homes for longer. The most common adaptations were level access showers and stairlifts.

## **Homelife Carlisle**

In the 13/14 financial year, Homelife Carlisle has helped 519 households to keep safe and live independent in their homes for longer, via the provision of advice, information, securing funding and organising the installation of affordable warmth measures, and small repairs.

## **Affordable Housing**

### Brampton Extra Care Scheme (Irthing Centre)

Impact Housing Association aim to submit a planning application on 7th April, to provide 38 new Extra Care apartments, for people aged 55 and over, as well as some younger disabled people, to live independently within a supported environment. The scheme includes a new glazed link between the Extra Care facility and the main reception of the Community Centre and the existing café area. The design will ensure wheelchair users have seamless access to all accommodation and facilities within the scheme and the garden area will have raised planting beds with areas of seating.

This Extra Care scheme is a result of ongoing collaboration between Carlisle City Council, Cumbria County Council, Brampton and Beyond Community Trust and Impact Housing Association. Funding has been secured through the Home and Community Agency's Care and Support Specialised Housing Fund.

## **Homelessness**

To date, 1211 applicants have sought advice and information about homelessness. . This compares to last year's figure of 1070. Despite the increase in the number of people approaching the Council for advice and information about homelessness, the number of homeless acceptances has fallen to 48 from a figure of 78 for the last financial year. This demonstrates the recent shift towards more effective prevention based work.

## **Women and Families Accommodation**

Fair Meals Direct have been awarded a contract by the County Council to prepare 20 meals per day from Monday to Friday in the Women and Families Accommodation for distribution to older or housebound people living in the community. The meals are prepared by a professional chef using fresh local produce and distributed by volunteers. Residents get the opportunity to interact with the Chef and local volunteers and the service

raises awareness of healthy eating and stimulates interest in local food and food preparation. The excess meals are frozen and will be used to support rough sleepers using John Street.

Sustainable Food Carlisle have also been awarded funding from the County Council's Ways to Welfare fund to provide a free monthly community meal for hostel residents and people referred to the food banks at Shaddon Gate Community Resource Centre. At each monthly meal an advice agency will provide informal advice. People attending the meal will be given the opportunity to join a food buying group enabling them to buy food at more affordable prices. The buying group will be supported to buy, cook and eat a weekly evening meal at Water Street, and grow produce in the garden.

### **Benefit Advice**

In the 13/14 financial year, the Benefit Advice team increased income into the local economy by £1.65m.

From Wednesday 16<sup>th</sup> April 2014 the Benefit Advice Service will be holding a weekly advice surgery at the Water Street hostel for both hostel residents and members of the public.





Meeting Date: 29<sup>th</sup> April 2014

Public/Private\*: Public

Title: **Culture, Health, Leisure & Young People Portfolio Holder's Report**  
**– Councillor Anne Quilter**

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## **Arts and Arts Development**

### Old Fire Station Arts Centre Development

The Old Fire Station continues to receive a positive response from the artists and audiences involved in the pilot programme.

Currently the main hall, upstairs studios, office spaces and old gym are all in use by a range of voluntary and professional arts organisations. The programme has grown throughout the six month programme culminating in May 2014 where there are only three spare dates left for the main engine room. The first of the two headline comedy nights (to be held in April and May) has now completely sold out and tickets are selling rapidly for the second evening.

There is significant and ongoing interest from artists, promoters and community groups wishing to utilise the facility and be involved following capital works and redevelopment.

### Other Arts Development Works

Carlisle City Council has offered support and advice in the establishment of a new local group (the North Cumbria Script Writers Association) which will be set up to work on playwriting, screenwriting, drama for radio and drama for TV.

In April Carlisle City Council came together with Cumbria's Museum of Military Life at the Castle, the emergent North Cumbria Script Writers Association and a local theatrical director to advance plans for a multi media dramatic performance based around the 'Home

Front' and letters home from Carlisle soldiers from the trenches during World War One (the Castle have over 1000 such letters). The proposal is currently being developed with a view to submitting an Arts Council funding bid in the coming weeks.

### **Old Town Hall / Tourist Information Centre (TIC)**

Johnston & Wright as the appointed lead consultant are progressing preliminary design work to create a contemporary TIC and public facilities in the Assembly Room based upon the recommendations arising from a workshop with Members on 20<sup>th</sup> November 2013. Development of the internal layout has been further informed by input from a Working Group established from the main Steering Group. This work has culminated in preparation of a Concept Design, and Cost Plan which Johnston & Wright presented for consideration by the full Steering Group on 1<sup>st</sup> April 2014.

### **Belgium TV Travel Show**

Last summer a TV crew from Belgium filmed for 2 weeks along Hadrian's Wall. In the end they had enough footage for two episodes of Belgium's best loved travel show Vlaanderen Vakantieland.

Episode 1 was broadcast on 22 March. It was repeated the next day and was watched in total by 922,354 Belgians. The Saturday episode accounted for 43% of TV viewing at that time.

Episode 2 was shown Saturday 29 March and again repeated on Sunday. Together these shows accounted for 628,029 viewers. Again the Saturday episode was watched by 46% of all TV viewers at that time.

You can watch both shows at these links:

<http://www.een.be/programmas/vlaanderen-vakantieland/another-nic-on-the-wall-deel-1>

<http://www.een.be/programmas/vlaanderen-vakantieland/another-nic-on-the-wall-deel-2>

The Tourism team supported the filming which included the Cumberland Show and Carlisle city centre and attractions. The show has resulted in a rise of traffic from Belgium to the Websites.

## Sports Development

Since the last update to Council, work to increase opportunities and participation in sport across Carlisle has continued in line with the Sport and Physical Activity Strategy. Key updates include:

- The partnership with British Cycling goes from strength to strength. The first rides this year start on the 20<sup>th</sup> April and will be a family ride at watchtree nature reserve. We are working with partners across Carlisle to promote the ride schedule that we will be rolling out over the spring and summer. The rides will target all levels of rider from children to experienced cyclists and will be planned accordingly. The rides can be viewed at [www.goskyride.com/carlisle](http://www.goskyride.com/carlisle) . In total 50 rides will take place over 2014/15. As part of the British cycling partnership we have also set up a cycling development forum and will be looking at facility development, promotion of social cycling groups and the development of a trained local workforce.
- We have been working with local partners to develop a festival of sport as part of our commonwealth games celebrations. This will include workplace sports competitions at local sports facilities to encourage people to participate in sport and physical activity. We will also have a weekend celebration, on the 19<sup>th</sup> – 20<sup>th</sup> July, involving local sports clubs and national governing bodies of sport to encourage young people and adults to join local sports clubs and schemes.
- We are developing running routes in Bitts Park and greenspaces are fully supporting us to implement the routes to ensure the parks are used and promoted. The first route will go up in Bitts Park and following this we will look to set up the free running routes in other park across Carlisle.
- We delivered tennis camps at Bitts Park during February half term for children. A full Go 4 it programme is planned for Easter in partnership with the Cumbrian SPAFF and CLL.
- We are working with Kendal Mountain festival to look at linking with local venues and sports clubs to promote outdoor sports and activities. Alongside this we will be promoting film, speakers and workshops..
- We supported the University of Cumbria students to deliver a multi sports festival as part of their sports development and coaching degree. 100 local primary school children attended and the students planned, funded and delivered the event .

## **Tullie House – Crosby Garrett Helmet**

The main exhibition over the winter months has been the Crosby Garrett Helmet. The exhibition has attracted world-wide interest and the Trust provided an innovative programme of lectures and events, organised to support the exhibition and maintain the interest.

During the three month period in which the Crosby Garrett helmet was on display, it attracted over 20,000 visitors compared to just 7,122 in the same period last year. The response from visitors was overwhelming.

- 89% specifically came to see the helmet, the main reason for coming to see it was that it is a local treasure (45%), curiosity (44%) and area of interest (37%).
- 39% of visitors came from Cumbria, 28% Carlisle, 16% North East, 8% elsewhere in the North West, 4% Scotland, 3% elsewhere in the UK and 2% overseas.
- The main medium in which visitors heard about the helmet was TV (57%) newspaper articles (38%) and radio 23%. Targeted marketing was 35%.
- 87% respondents indicated that they would visit the remainder of the museum.

The furthest international visitor came from New Zealand. Cumbria Tourism director advised that the success of the exhibition served as a powerful reminder of the rich culture and history of the county. Chairman of the Carlisle City Centre Business Group Stephen Matthews said “Let’s have a Crosby Garrett helmet every week. It’s been a real attraction .... this has brought people to Carlisle who would not normally come, as well as bringing lots of local people into town for an extra visit”. The Cumberland News reported on the “upturn in trade, with the 2000 year old cavalry helmet triggering a surge of interest in Carlisle’s rich Roman heritage”. The renewed focus on the city and the exposure the exhibition has given – is something Carlisle’s businesses are keen to build on.

The media coverage has been excellent with regular television, radio and press interviews. We received hundreds of comments and feedback on the exhibition

***‘Wonderful and breathtaking’***

***‘A stunning artefact-beautifully displayed’***

***‘It brings one face to face with the Romans in a way I’ve never seen before’***

***‘You have done this superb artefact justice.’***

***'Possibly the best exhibit I have seen in the North of England'***

***'Well-done Carlisle to have it here!'***

***'A stunning way to display-much better than when it was at the Royal Academy'***

The exhibition of the helmet closed on 26 January. The helmet was transported to the British Museum in London, where it will be displayed until April, prior to being returned to the owner



Report to:

# Council

Agenda  
Item

11(i)(b)

Meeting Date: 29 April 2014

Public/Private\*: Public

Title: **Community Overview and Scrutiny Chairman's Report –  
Councillor Mrs Luckley**

This meeting, the final Panel meeting of the Municipal Year, completed the Work Programme for 2013/14 in dealing with the last items of business.

Receiving the Annual Scrutiny Report enabled members to decide on subjects that could be examined in the next Municipal Year. Those favoured were Health, particularly Children's health and their well being, Housing issues, the Community Neighbours scheme and Food City.

The Task and Finish Group's draft report on Hate Crime and the Council's contribution to increasing public awareness of this crime, was submitted for the Panel's comments. The Panel welcomed the work of the Group and endorsed their recommendations. This report is an important document including as it does, comprehensive evidence of unacceptable behaviour effecting many groups in our community, behaviour we all must abhor and do as much as we can as councillors to reduce.

The Carlisle and Eden Community Safety Partnership Annual Plan was examined and its priorities, which included Domestic Violence and Hate Crimes, also priorities for the Police and Crime Commissioner, were approved. Questions centred around the participants in the Partnerships, particularly in relation to the work of the Problem Solving Groups. These multi agency groups deal with issues relating to all the neighbourhoods in the urban area and it was considered that Members' work in their wards could benefit from participating in the PSGs. It was recommended that their details and times of meetings should be circulated to all urban members.

Again this year, I would like to thank all those members who took part in the Task and Finish Groups as much worthwhile work has been done by them, proving that Task and Finish scrutiny is beneficial in improving services. These thanks extend to those T&F Group Members who do not sit on the Panel, but who have an experienced interest to bring to the subjects under scrutiny.

Councillor Olwyn Luckley  
Chairman





# Report to: Council

Agenda  
Item

11(ii)(b)

Meeting Date: 29 April 2014

Public/Private\*: Public

Title: **Resources Overview and Scrutiny Panel - Chairman's Report**  
**Councillor Reg Watson OBE**

## **Minutes of Previous Meeting**

In response to a query from a Member the Director of Resources advised that the voluntary redundancy initiative and the savings in 2015 would realise the required £1million saving in the staffing budget. The voluntary redundancy initiative was currently going through the appeal process and had saved £150,000. The Director explained that the Executive had given clear direction that compulsory redundancies would be minimal if at all.

## **Sickness Absence Report April to December 2013**

The Chief Executive presented Report CE.03/14 which set out the authority's sickness absence levels for the period April 2013 to December 2013, 2013/14 benchmarking and other sickness related information. He explained that there had been an 18% reduction in absenteeism in 2012/13 compared to the previous year, which had been attributed to less stress related absences, revised attendance management policies and the introduction of a wider employee assistance programme. Referring to the report the Chief Executive advised that in the same period as last year sickness levels had again reduced, by 4% and for the rolling twelve months to the end of December 2013 97.4% of return to work interviews were completed. That was an increase on the previous two years' figures. North West Employers produced a benchmark summary of the region's local authorities' sickness absence statistics at the midpoint of the financial year. For the first six months of 2013/14 Carlisle were fifth out of thirteen district council; the authority had previously been placed fourteenth out of eighteen in 2012/13 and worst performing in 2011/12. A Member was concerned at the level of sickness due to stress and depression and queried whether that was due to the current circumstances. The Chief Executive was of the view that those levels were not due to the consequences of changes within the authority due to required savings and there had been a relative decrease in the last couple of years.

## **Quarter Three Performance Report 2013/14**

With regard to Service Standards relevant to the Panel the Policy and Performance Officer explained that the average number of days to process new benefit claims had improved since the end of last year and the Council was now in the second quartile compared to other authorities. The Policy and Performance Officer advised that the other service standards were on target and that the priorities of the Carlisle Plan were being successfully delivered. A more detailed overview of the progress made in the delivery of the Carlisle Plan would be included in the end of year report due at the Panel in the summer. A Member requested that the

proposed Art Centre be included in the Work Programme for this Panel and the Community Overview and Scrutiny Panel and queried whether the Council was committed to producing a full business case. The Member had attended two recent events at the Arts Centre which were very poorly attended. The Finance, Governance and Resources Portfolio Holder explained that any project had to go through a process and that a business case would be developed further through the process. Plans had to be developed and an accurate cost of work calculated before a business case could be produced. The Executive were convinced that the Arts Centre would be successful and that it was what people wanted. Evidence showed that there was a great deal of interest and as part of the strategy moving forward Officers would monitor the levels of support. The Chief Executive explained that a lot of information was needed before a business case was developed and when a final decision had been made and a business plan produced it would be presented to Members. The Chief Executive believed that members of the public would attend specific events rather than visit on a day to day basis. Any decision to proceed would be discussed at a meeting of the full Council and Scrutiny Panels.

### **Organisational Development Plan**

The Organisational Development Manager advised that there would be a National Apprentice Week at the beginning of March and a bid to take on four apprentices had been included in the 2014/15 budget. She was working with the Chief Executive and the Deputy Chief Executive on finding providers. In considering the report Members raised the following comments and questions: Apprentices could be used in areas where most needed. Would four be sufficient? The Organisational Development Manager believed that four was the right number to start with and of the four apprentices employed by the Council in the last 21/2 years three were now employed by the Council. The Chief Executive explained that a pot of money had been identified for apprentices and managers were required to bid and explain how they could fit into their service. He further explained that the type of management required would change over the period of the apprenticeship and he wanted to see how managers could use the apprentices for their own development. The Finance, Governance and Resources Portfolio Holder stated that if a post had been made redundant it would not be replaced by a person on the apprenticeship scheme.

**Thursday 3 April 2014**

### **Asset Review Business Plan**

Refresh of Disposal Programme – the item had been scheduled to be considered by the Executive 7 April 2014. Since the publication of the Notice the matter had been deferred as it was not yet ready for publication. The Overview and Scrutiny Officer drew the Panel's attention to the draft Scrutiny Annual Report which had been attached to the report as Appendix 2. Panel Members were asked to comment on the draft report before it was formally approved by the Scrutiny Chairs Group on 17 April 2014. A Member wanted the Council to give more consideration to vulnerable people and asked that all of the Council's reports, policies and decisions reflected this. The Deputy Chief Executive responded that there was a framework in place to ensure vulnerable people were considered as part of the decision making process and he agreed that it was worthwhile reviewing the process.

### **Corporate Risk Management**

Team (SMT) and the following risks had been reviewed and updated, details of which were set out in Appendix A of the report: Asset Business Plan – Asset Disposal Strategy, Asset Business Plan – Asset Acquisition Strategy, Delivering the Carlisle Plan, Council's Income targets, Housing Needs of Vulnerable Groups, Workforce Planning. The Deputy Chief Executive gave an overview of each of the Risks as set out in the Register and an update on the current actions and Target Risk Scores. He explained that the Asset Business Plan risks had been moved to the Director of Governance following the recent Senior Management

Team restructure. Members had been informed that work would begin on the Arts Centre in May and asked when the Arts Centre Business Case would be available for scrutiny? The Deputy Chief Executive explained that the Business Case was under development. The building work would begin in May and the planning application would be considered by the Development Control Committee on Friday 11 April 2014. The Town Clerk and Chief Executive added that there was clear direction from the Administration that the Arts Centre would go ahead. The Business Case would be subject to scrutiny to ensure it was the best, most robust and deliverable Business Case that it could be. What risk was there to the Authority if Scotland became independent? The Town Clerk and Chief Executive reported that he would be attending a meeting in the afternoon to meet other Leaders and Chief Executives from local authorities including southern Scotland to discuss the impact on Local Government in the north of England and the Borders. The meeting was a result of the IPPR Borderland report. The Director of Resources added that the impact on Carlisle would depend on the two Countries tax regimes.

### **Transformation Board**

In response to questions the Deputy Chief Executive confirmed that the savings to be achieved from Bereavement Services were on track and comparison work was being undertaken between the authority and other local authorities with regard to waste provision. The Chairman expressed his disappointment with regard to the reduction to the neighbourhood forum grants. Members had a detailed discussion on the way grants were given out to community groups and the effect the reduction may have. They hoped that the reduction would not affect the pro active engagement with local communities. The Town Clerk and Chief Executive explained the reason for the reduction in the grant to the County Council and how it was hoped that the way City Council Ward Councillors engaged with their communities would become more proactive.

### **Employee Opinion Survey 2014**

In considering the Employee Opinion survey results Members raised the following questions and comments: Members were pleased that staff morale continued to improve despite the changes that were happening within the authority and the pressure that staff were under. Members felt that all managers should understand the value of positive feedback on staff. The percentage of staff that had taken part in a team or individual appraisal was very low. The Town Clerk and Chief Executive agreed that the figure should be 100% and work was needed to make the appraisal system more relevant and easier to understand. The Organisational Development Manager added that the appraisal process for 2014 had just begun and she would report the figures to a future meeting. She added that the question with regard to appraisals would be changed to a yes/no answer in 2015 for clearer results. A Member commented that it was important to retain staff and questioned the level of staff and resources required to ensure the authority could move forward. The Town Clerk and Chief Executive explained that the Medium Term Financial Plan showed a required saving of £3m and he felt that this was sensibly achievable. The Senior Management Team was looking at the running cost of the authority and comparing it to other similar authorities to identify where money was being spent to inform the options available to Members. He added that the City Council was viable for the future. The panel welcomed the Employee Opinion Survey 2014.

Cllr R Watson OBE,  
Chairman



# Report to: Council

Agenda  
Item

11(iii)(b)

Meeting Date: 29 April 2014

Public/Private\*: Public

Title: **Environment & Economy Overview and Scrutiny Panel - Chairman's Report –  
Councillor Mrs Bowman**

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The Panel met on the 27th February 2014 to scrutinise reports on the Tourism Service, Section 106 Agreements/Planning Obligation, Environmental Health- Business Support Strategy. The Panel also received a presentation on the Improved Staff Structure in Neighbourhood Services.

Members expressed disappointment at the quality of the information within the Tourism Report. A lengthy, detailed questioning of the Portfolio Holder and Director answered some of the concerns that had been raised. The Panel requested a further Report be brought to the April meeting containing full details of the Tourism Service, including the Old Town Hall, Tourist Information Centre, Carlisle Tourism Partnership, Cumbria Tourism, Carlisle Ambassadors, and the programme of Events planned for 2014.

At the Panel's request a report was presented on Section 106 Agreements/Planning Obligations. This gave a breakdown of agreements entered into each year and how they were being delivered. Members felt they were better informed on the complex matter and requested an Annual Report on this topic for consideration by the Panel.

The Environmental Health - Business Support Strategy was welcomed as a positive step forward ensuring a constructive relationship between the Environmental Health Service and Carlisle Businesses.

The Director of Local Environment gave a presentation on the Improved Staff Structure in the Neighbourhood Services, at the Panel's request. It was felt that the information would prove useful to the Cross-Party Working Group Review of Waste Services, to be undertaken in the coming months.

Full details of all the discussions can be found within the Minute Book.

Cllr. Marilyn Bowman.

Chairman.



# Report to Council

Agenda  
Item:  
  
**12**

Meeting Date: 29th April 2014  
Portfolio: Cross Cutting  
Key Decision: No  
Within Policy and  
Budget Framework NO  
Public / Private Public

Title: OVERVIEW & SCRUTINY ANNUAL REPORT 2013-14  
Report of: Scrutiny Chairs Group  
Report Number: OS 14/14

## Purpose / Summary:

The Overview and Scrutiny Annual Report 2013/14 is attached. It summarises the work of the scrutiny panels over the last year. The report also looks forward to the next year and makes suggestions how to continue the development of independent Member led scrutiny. There are no specific recommendations within the report that required Council approval.

In accordance with agreed procedure the report was considered by the Community O&S on 27<sup>th</sup> March 2014, Resources O&S on 3<sup>th</sup> April 2014 and Environment & Economy on 10<sup>th</sup> April 2014. The Scrutiny Chairs Group formally endorsed the final version of the report via email and copies evidencing this can be provided if requested.

## Recommendations:

That Council formally accept the report.

## Tracking

Executive:	
Overview and Scrutiny:	<b>COSP 27<sup>th</sup> March 2014, ROSP 3<sup>rd</sup> April 2014, E&amp;E 10<sup>th</sup> April 2014. Scrutiny Chairs Group (via Email)</b>
Council:	

**Contact Officer: Nicola Edwards**

**Ext: 7122**

**Appendices Overview and Scrutiny Annual Report 2013/14  
attached to report:**

**Note: in compliance with section 100d of the Local Government (Access to Information) Act 1985 the report has been prepared in part from the following papers:**

- **None**



# Overview and Scrutiny

## Annual Report 2013/14



# INTRODUCTION



It is my pleasure to introduce the 2013/14 Overview and Scrutiny Annual Report for Carlisle City Council.

I believe that this has been a good year for scrutiny with a variety of topics examined across the three Panels. Scrutiny continues to be at the heart of the Council's decision making process through pre-scrutiny work and also in its role as a critical friend of the Executive in helping shape and inform the Council's decision making.

I hope that you find this annual report interesting and informative. It highlights the effectiveness of Overview and Scrutiny and provides a snapshot of the work of the three Panels together with details of the various Task and Finish Groups that have undertaken more in depth work throughout the year. We have also included a follow up from a selection of previous years Task Groups to show how scrutiny can make a difference.

If you would like to find out more, all Scrutiny meetings are open to the public and the Scrutiny Officer will be pleased to supply you with more information. Contact details are listed at the end of this report.

I would like to sincerely thank everyone who has contributed to the scrutiny process during the past year and look forward to the continuance of robust challenge by Scrutiny in 2014/15.

***Cllr Willie Whalen***  
***Lead Member, Scrutiny Chairs Group***



***Councillor Colin Glover, Leader of the Council***

Overview and Scrutiny panels play an important role in the life of Carlisle City Council. Panels are able to inform policy development, providing valuable perspectives and contributions to assist the Executive when planning for the future and making decisions. Monitoring the work of the Council and questioning Executive members and officers helps us to reflect on the way we work, what changes should be made and how we meet challenges in the future. One of the key strengths of scrutiny is the task and finish work that scrutiny panels carry out. These provide valuable in-depth studies of specific subjects and I have always found the reports and recommendations to be extremely helpful as we try to improve the way we work together. I would like to thank members and officers who have worked throughout the year to support the Overview and Scrutiny work programme, helping to shape and develop policy and practice as we do our best to serve the people of Carlisle.

## Community Overview & Scrutiny Panel



### PERSONAL VIEW FROM CLLR OLWYN LUCKLEY, CHAIR

In the Annual Scrutiny Report for 2012/13 the late Councillor Hendry confirmed his support for the Overview and Scrutiny Panels, describing them as a helpful vehicle in taking forward better local government for the city and its future. I agree with this judgment and consider the work carried out by this Panel through the latest municipal year has been a good demonstration of how this can be achieved.

The Panel has held nine meetings and commissioned work for two Task and Finish Groups.

During 2012/13 a Task and Finish Group examined the relationship between the Community Centres and the Council due to misgivings about it by members and made several recommendations. During 2013/14 the group carried out an examination into the current position and concluded that the relationship had considerably improved after their recommendations had been acted upon. A satisfactory outcome.

A Task and Finish Group was arranged to examine and review the Customer Access Strategy. An interview with the Customer Services Manager and the Director where the strategy and the timetable by which the changes would be made were outlined, was followed by each Member spending time in the Customer Contact Centre experiencing for themselves the service provided. Their conclusions were that the Strategy is proving successful and the changes are improving the service.

A second Task and Finish Group examined the measures taken by other agencies to combat Hate Crime plus the Council's policies and training towards awareness and elimination of such unacceptable behaviour. The Group presented their draft report to the Panel in March before being submitted to the Executive. I know in advance of that submission that a thorough investigation has taken place.

The Panel held two Call In sessions this year. The first subject was Representatives on Outside Bodies. The meeting was a useful examination of the subject and the Panel discussed the experience needed, the importance of regular attendance and the appropriate knowledge and interest of the nominees. As a result the Executive did consider the comments and observations of the Panel and what is a little aired but important subject was highlighted and examined.

The second Call In was concerns over the doubling of capital costs for the proposed Arts Centre Development. There was a rigorous discussion which Scrutiny can produce and ended with a decision not to refer the matter back to the Executive, but with an assurance from the Portfolio Holder that there would be further opportunities for the Panel to scrutinise the project as it develops.



**Cllr Jessica Riddle,  
Portfolio Holder for  
Communities and  
Housing**

*I value the robustness of the questions from Scrutiny and I believe they have added value to Executive decisions. I thank the Panel for the courtesy extended to me and I am happy to attend the meetings and answer questions*

Principle amongst the subjects for the Panel this year was the Council's policies and strategies for Sport, Play, Arts and Housing.

With regard to sport, in July the Panel scrutinised the key finding of the Sports Facilities Needs Assessment. The key findings of the Consultant's report were that there is a need for redevelopment and new provision in various areas of sport supported by the City Council. We later received the Sports and Physical Activity Strategy plus the Sports Facilities Strategy. Both were ambitious and approved.

### Hate Crime Task Group



Hate Crime is defined as a crime or incident where the victim or any other person perceives prejudice or hate to be based on someone's disability, race, religion or belief, sexual orientation or gender identity. Members of the Panel wanted to know how prevalent hate crime is in the district and commissioned a small cross-party group of Members to undertake a scrutiny review.

As part of their work the group met with a wide selection of people including representatives from AWAZ, Cumbria Pride, Mencap and Cumbria Constabulary as well as officers from the City and County Council.

At the end of the review Members made several recommendations with the aim of raising awareness and promoting reporting centers. The Task Group also recommended that the Executive look at how the Council can assist in meeting the aims and objectives of the Cumbria Multi-agency Tackling Hate Crime Action Plan 2013-2015.

The work of the task group was covered by the local press and the Panel will monitor how the recommendations are implemented over the next 12 months.

Carlisle is an area where sport has been a major pastime for many and its contribution to improving health and wellbeing is important. There is a worrying increase in obesity and in some of the more deprived wards figures for illness such as cancer and respiratory problems are above the national average. A successful sports programme of activities and provision will contribute to address the area's health problems. However the sports strategies require large amounts of external funding and the Panel will wish to receive further reports to monitor progress on this aspect.

A report on Carlisle's Play Provision informed the Panel on the condition of the Council's Play Areas and the proposed plans for them. The concern of the Panel was particularly the lack of capital budget to sustain or introduce play equipment. The Panel passed on this concern to the Executive with a recommendation that a capital budget should be found for this work. However, our recommendation was not taken up. The Panel, nevertheless I'm sure will take an ongoing interest in the Play Provision, recognising its importance.

The Panel were very pleased with the annual report from the Tullie House Trust. Their activities have increased and their cooperation with national and international museums is bringing exciting exhibitions and exhibits to Carlisle. The challenge for the Trust is the reduction in funding from the Council proposed in the 2015/16 financial year. Members of the Panel were concerned the effect of the removal of £250,000 from the annual grant will have on the Museum work as the importance and quality of the activities it provides is a unique cultural contribution to the city and its visitors.

Housing and Homelessness is a core subject every year for the Panel and in 2013/14 Members examined reports on the schemes and groups in which the Council and its

various partners lend support to local people in the area of housing needs. Too many to list in the annual report.

The Panel receives two reports each year on the Council's partnership with Riverside Cumbria which is an opportunity to gain a true picture of housing provision and requirements within the Social Housing sector and how these are addressed. The Panel has examined Welfare Reform and how both organisations have addressed the challenges and how each were mitigating the consequences for local people.

The Panel has had concerns the effect the changes have on the Revenue and Benefits Services and we were pleased that the service has coped well and remained in the second quartile each month, with the exception of the one for their performance in the time taken to process new Benefit Claims. This is a real achievement by the service and those who provide it.

Under the Council's Housing Assistance Policy the Council's Housing Section were successful in their bid for HCA funding of £273,700. This funding will provide for an estimated number of 45 empty homes that should be made ready for occupation by March 2015.

I hope this report sets out clearly that the Members of the Panel and the Officers who attend the Panel and participate in Task and Finish Groups devote considerable effort to providing satisfactory services for the people who live and work in our district. I would like to thank them all for their contribution with particular mention of the Scrutiny Officer.

### PERSONAL VIEW FROM CLLR MARILYN BOWMAN, CHAIR



My appointment as Chairman of the Environment and Economy Scrutiny Panel for the Civic year 2013-14 brought a new challenge to my expertise. Following nine years as Portfolio Holder for Economy, it could be seen as Gamekeeper turned Poacher. I believe my experience on both side of the fence enables me to have a better understanding of how scrutiny can and should benefit the decision making process.

The Panel has embraced the detailed scrutiny of the Local Plan, making constructive and knowledge based recommendations, on a very important document, affecting the future of the Carlisle Economy.

With economic issues seen as a priority, the panel welcomed the Chairman of Carlisle Economic Partnership, questioned the progress and lack of information from the Local Enterprise Partnership, and await confirmation of the Chairman's attendance at a forthcoming meeting.

Following questions regarding the Business Interaction Centre the Panel visited the University of Cumbria premises and were given an introduction and tour of the facilities by Prof. Frank Peck.

Environmental issues were also high on the Agenda, with the Bring Sites Review and a Task and Finish Group set up to explore the Recycling Service.

The Waste Services Review has been identified as a major piece of work. The Panel resolved to form a cross party working group as this will enable the Elected Members to be well informed and have an input into what is a vital service for the residents of Carlisle.

I would like to thank the Members of the Panel and their substitutes, Chief Officers and many other Officers for their attendance and professional input to the meetings. The Portfolio Holders who have taken the time to partake and finally a special thank you to our Scrutiny Officer for the dedicated advice, guidance and support throughout the year.

#### ***Cllr Elsie Martlew, Portfolio Holder for Environment & Transport***



The past twelve months have been very productive. As Portfolio Holder I have ensured that major policies are discussed by O + S before the Executive takes the final decision.

This input by scrutiny members, across the political spectrum, strengthens the whole democratic process. The robust questioning of the portfolio holder and officers leads to better and more informed decisions. The Task and Finish process is especially useful as it enables more in-depth examination of specific policy areas.



***Cllr Heather Bradley, Portfolio Holder  
for Economy & Enterprise***

Having served on O & S Panels since their inception, I view their role in scrutinising decisions and helping to develop policy as essential. As a Portfolio Holder, I have found the comments and questions of the Environment & Economy O & S Panel helpful and sometimes challenging. The work of the members of Task & Finish Groups is appreciated and highlights the way in which such efforts can assist in developing policy. I have especially valued the opportunity to look at the Draft Local Plan with Scrutiny members.

**Recycling Task Group**



A small group of scrutiny Members undertook some work in recycling during the year. Members were concerned that although Carlisle had a good percentage of recycled waste, it was declining. The Task Group looked at higher performing Councils and surveyed a selection of residents to find out what people thought about recycling and what they recycled.

The Task Group have made a number of recommendations to the Executive which they hope will feed into the larger waste review and increase the levels of recycling in the district in the future.





### **PERSONAL VIEW FROM CLLR REG WATSON, CHAIR**

Scrutiny is an important part of our local government system that aids the democratic structure of the Council and for the past year the Resources Panel has taken a close look at a number of areas. Routine monitoring and overview of the Council's Budget, Risk Register, Partnerships and Performance gives Members of the Panel an opportunity to identify areas of concern which require further scrutiny.

This good practice can be demonstrated in the scrutiny of sickness absence and how sickness is managed in the Authority. The Panel have been vocal in the promotion of back to work interviews and have seen a marked improvement in this area over the last two years. Short term absences have reduced and it was argued that return to work interviews pick up and deter repeated short absences..

The pressure on the Council's budget are currently the biggest this Council has ever faced and scrutiny must continue to challenge Members of the Executive. The Resources O&S Panel will continue to look for assurance that our staff are being supported through difficult times through continuing scrutiny of sickness absence, organisational development and employee surveys.

The Panel have looked at the refresh of the Asset Management Plan and will continue to monitor the disposal programme over the next year.

A big thank you to the Chief Officers, members of the Executive and all who added to our deliberations. Thank you to our Scrutiny Support Officer for the clear advice and support and thank you to members of the Panel who never failed to get to the heart of the matter before us.

We hope we have added value to the Councils deliberations.



# ***Representation on Countywide Scrutiny Committees***

## **Cumbria Police & Crime Panel**

The Police Reform and Social Responsibility Act 2011 required local authorities to establish a Police and Crime Panel, as a Joint Committee, to scrutinise the directly elected Police and Crime Commissioner. Carlisle City Council nominated Councillor Bowditch, to sit on the Panel, which is administered by Cumbria County Council as the host authority.

The Panel scrutinise the Commissioner's budget and proposed precept and also have the responsibility of scrutinising the Commissioner's Police and Crime Plan and monitoring his delivery against these priorities.

There have also been two major issues over the past year the Panel has kept an awareness of: The commissioner's expenses with regards to travel (chauffeur driven car) and the complaints that were received by the Panel in relation to this. Also the suspension of the temporary Chief Constable and the issues surrounding this.

## **Cumbria Health and Wellbeing Scrutiny Committee**

The Cumbria Health Scrutiny Committee is responsible for reviewing provision and operation of healthcare services in Cumbria and reviewing any relevant issues concerning health care. The membership of the Committee includes County Council and District/Borough Council members and Cllr Bowditch is the City Council's representative.

It has been a very busy year for the committee with a number of issues arising and being explored by the committee. These include:

- The results of the Koegh review in North Cumbria and scrutinising the Trust's performance.
- Looking at the proposed acquisition and Merger of North Cumbria Trust by Northumbria.
- Monitoring the development of the West Cumberland Hospital.
- Reviewing CQC Inspection Reports and issues relating to health services in the County.
- Scrutinising the high profile issues that have been raised in Furness re maternity services and oncology.
- Scrutinising the Better Care Together for the review of potential reconfiguration of services across the Morecombe Bay area.
- Scrutinising the vascular service reconfiguration and referring the outcome to the Secretary of State for Health.

## *Development of Scrutiny & Summary of Progress*

### **CALL-IN**

There have been three Call-ins in 2013/14.

<b>Decision Reference</b>	<b>Issue</b>	<b>Overview &amp; Scrutiny Panel</b>	<b>Outcome of Call-in Meeting</b>
EX.54/13	Bring Sites Review	Economy & Environment	Members of the Panel voted not to refer the decision back to the Executive
EX.60/13	Representatives on Outside Bodies	Community	That the matter be referred back to the Executive for reconsideration and  that the Executive be asked to ensure that the observations and comments of the Panel be  taken into consideration when appointments are being made to outside bodies.
EX.069/13	Arts Centre Development	Community	The Panel agreed not to refer decision back to the Executive under the proviso that they continue to monitor the progress of the project.

### **RELATIONSHIP WITH THE EXECUTIVE & SENIOR MANAGEMENT TEAM AND THE DEVELOPMENT OF THE WORK PROGRAMME**

It was reported in the 2012/13 Annual Report that due to an improved relationship with the Executive there had been little requirement for formal Tripartite meetings which were planned to be held on a quarterly basis to allow dialogue between the two. However the Scrutiny Chairs Group have requested that this practice be reintroduced in 2014/15 as they wish to be better informed about key topics throughout the year so that their work programmes can be effective and add value.

It was further agreed by the Scrutiny Chairs Group that SMT Officers should be more pro-active in the development of the Panel's Work Programme and share more information with Members of their focus over the following 12 months and give suggestions how Overview and Scrutiny can be involved.

In the first instance the Scrutiny Officer will arrange to meet with each SMT Officer before the first round of Panels and a draft work programme for 2014/15 will be developed. Each Panel will then be requested to consider the draft at the first meeting of the year. The relevant Portfolio Holders and SMT Officers will be expected to attend these meeting to help assist the Panel in developing a valuable programme for the year ahead.

Scrutiny Members should also use the scoping tool (see Appendix 1) which will help them choose items for their work programme which are relevant.

## TRAINING FOR SCRUTINY MEMBERS

The Scrutiny Chairs Group agreed that more training is required for Members on Scrutiny Panels to assist them in their role. Although informal induction is provided to new Scrutiny Members by the Scrutiny Officer it is questioned whether more formal training is required.

The following training will be made available for Scrutiny Members in 2014/15

- Chairs Training is to be included in the Ethical Governance Programme and Scrutiny Chairs, regardless of their experience will be encouraged to attend.
- A formal Induction Session for all new Scrutiny Members will be arranged for June 2014 following the appointment of Panels at Annual Council.

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## CONCLUSIONS

It has been once again a busy year for Scrutiny and there has been some successful work undertaken. Members have particularly enjoyed Task Group working and through the monitoring of recommendations are able to see how their work influences the policy and performance of the Authority.

Members and Officers are now confident in employing different ways to undertake scrutiny. From formal scrutiny within the Panel arena, workshop sessions for partners, site visits to consult with service users and look at new projects through to the use of Lead Members to undertake a piece of work and report back to the Panel and cross party Task and Finish Group working. The flexible approach that scrutiny enjoys has enabled Members to become involved in subjects in a non-traditional way.

Part two of this report suggests further ways in which scrutiny can be developed throughout 2014/15 and addresses concerns raised by some scrutiny members. These will be progressed throughout the year and will be monitored by the Scrutiny Chairs Group.

**CARLISLE CITY COUNCIL**  
**GOVERNANCE DIRECTORATE**  
**SCRUTINY**  
**CIVIC CENTRE**  
**RICKERGATE**  
**CARLISLE**  
**CA3 8AG**

 **01228 817122**

 **SCRUTINY@CARLISLE.GOV.UK**

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## **EXCERPT FROM THE MINUTES OF THE COMMUNITY OVERVIEW AND SCRUTINY PANEL HELD ON 27 MARCH 2014**

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### **COSP.22/14    OVERVIEW REPORT AND WORK PROGRAMME**

The Overview and Scrutiny Officer presented report OS.07/14 which provided an overview of matters relating to the work of the Community Overview and Scrutiny Panel and included the latest version of the work programme and Key Decisions of the Executive which related to the Panel.

- The Overview and Scrutiny Officer reported that the Notice of Key Executive Decisions, published on 7 March 2014, included the following items which fell within the remit of this Panel.

KD.02/14 – Carlisle and Eden Community Safety Partnership Annual Plan 2014/15 – the item was on the agenda for consideration later in the meeting.

KD.04/14 – Playing Pitch Strategy – the strategy would be available for consideration at the meeting of the Panel on 19 June 2014.

KD.08/14 – Changes to the Landlord Accreditation Scheme in Carlisle – the Executive will be asked to consider the closure of the existing Council Landlord Accreditation Scheme and approve the recommendation to a transfer to a Cumbria wide partnership with the National Landlords Association at their meeting on 7 April 2014.

- The following minute excerpts were submitted from the meeting of the Executive held on 15 January 2014.

EX.24/14 – Carlisle and Eden CSP Annual Plan 2014/15

EX.28/14 – Riverside Carlisle

A Member asked if Riverside had responded to the Council with regard to the Choice Based Letting Scheme. The Communities and Housing Portfolio Holder advised that there had not yet been a response but she would follow up the matter.

- The Annual Scrutiny Report 2013/14 was appended to the report. Panel Members raised the following points on the draft which was being considered by all three Overview and Scrutiny Panels prior to formal approval by the Scrutiny Chairs Group at their meeting on 17 April 2014:
  - That 'Training for Scrutiny Members' included training on scrutiny and performance, making the scrutiny process non political, working collaboratively together and scrutinising financial budgets.
  - Discussions regarding the Work Programme would take place between the Overview and Scrutiny Officer, the relevant Portfolios Holders and relevant Officers to identify

matters for consideration in the next municipal year. The draft Work Programme would be discussed and finalised at the first Scrutiny meeting in the new municipal year.

- The Panel wanted to include the following issues
  - Health including children's health and wellbeing
  - Housing issues
  - Food City which would feed into healthy eating issues
  - Community Neighbours Scheme

The Communities and Housing Portfolio Holder informed the Panel that she valued the robustness of the questions from Scrutiny and she believed they added value to Executive decisions. She thanked the Panel for the courtesy extended to her and was happy to attend the meetings and answer questions.

RESOLVED – 1) That, subject to the issues raised above, the Overview Report incorporating the Work Programme and Notice of Executive Decisions items relevant to this Panel be noted.

2) That the additions set out above be included in the Annual Scrutiny Report before its consideration by the Scrutiny Chairs Group.

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## **EXCERPT FROM THE MINUTES OF THE RESOURCES OVERVIEW AND SCRUTINY PANEL HELD ON 3 APRIL 2014**

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### **ROSP.20/14      OVERVIEW REPORT AND WORK PROGRAMME**

The Overview and Scrutiny Officer presented report OS.09/14 which provided an overview of matters that related to the work of the Resources Overview and Scrutiny Panel.

The Overview and Scrutiny Officer reported that the Notice of Key Executive Decisions had been published on 7 March 2014. The following items fell within the remit of the Panel:

KD.06/14 Asset Review Business Plan – Refresh of Disposal Programme – the item had been scheduled to be considered by the Executive 7 April 2014. Since the publication of the Notice the matter had been deferred as it was not yet ready for publication.

KD.07/14 2013/14 Provisional Outturn Reports – The reports were scheduled to be considered by the Executive on 23 June and this Panel on 26 June 2014.

Members did not raise any questions or comments on the items contained within the Notice of Key Decisions.

The Overview and Scrutiny Officer drew the Panel's attention to the draft Scrutiny Annual Report which had been attached to the report as Appendix 2. Panel Members were asked to comment on the draft report before it was formally approved by the Scrutiny Chairs Group.

A Member wanted the Council to give more consideration to vulnerable people and asked that all of the Council's reports, policies and decisions reflected this.

The Deputy Chief Executive responded that there was a framework in place to ensure vulnerable people and minority groups were considered as part of the decision making process and he agreed that it was worthwhile reviewing the process.

The Town Clerk and Chief Executive reminded the Panel that the Local Government Act 2000 gave Members the ability to call-in decisions if Members felt that the decision was not protecting vulnerable groups.

A Member added that he would like to see call-ins used more by the authority as a way of holding the Executive to account and having more considered discussions.

The Overview and Scrutiny Officer reminded the Panel that, with the approval of Council, an additional cycle of meetings had been added to the Civic Calendar to take

place in May due to the change in date of the Elections. The Resources Overview and Scrutiny Panel had been scheduled for 13 May 2014 but there was nothing scheduled in the Work Programme for the meeting. Members were asked if they wanted the meeting to go ahead.

RESOLVED – 1) That the Overview Report incorporating the Work Programme and Key Decision items relevant to this Panel (OS.09/14) be noted.

2) That the draft Annual Report be welcomed.

3) That the meeting scheduled for 13 May 2014 be cancelled due to lack of business.



# Report to Council

Agenda  
Item:

**16**

Meeting Date: 29th April 2014  
Portfolio: Communities and Housing  
Key Decision: Yes: Recorded in the Notice Ref: KD  
Within Policy and  
Budget Framework YES  
Public / Private Public

Title: CARLISLE & EDEN COMMUNITY SAFETY PARTNERSHIP  
ANNUAL PLAN 2014-15  
Report of: The Deputy Chief Executive  
Report Number: SD06/14

## Purpose / Summary:

The Carlisle and Eden Community Safety Partnership (CSP) have developed their Partnership Plan for 2014/15 (appendix 1) using data from the Community Safety Strategic Assessment as produced by the Police Information Management Section and Cumbria Intelligence Observatory. The plan has been developed by the CSP's Leadership Group with input from City Council officers and the Portfolio Holder for Communities and Housing.

The report presents the CSP's Partnership Plan which articulates the CSP's strategic priorities for the coming year. This plan is underpinned by a 'live' work programme in the form of a delivery and action plans owned and managed by the CSP's Task Groups and the ongoing work of the Local Problem Solving groups in Carlisle. Both of these work streams continue to develop throughout the year and can be influenced and shaped through the City Council's representation on the CSP's Leadership Group.

## Recommendations:

It is recommended that the plan is approved by full council and adopted onto Carlisle City Councils policy framework.

## Tracking

Executive:	
Overview and Scrutiny:	
Council:	

## **1. BACKGROUND**

- 1.1** The Crime & Disorder Act 1998 placed statutory obligations on local authorities and the police to act in co-operation with the probation service, health authorities and other relevant agencies, and to work together to develop and implement a partnership plan for tackling crime and disorder in their area.

The legislation requires local Community Safety Partnerships to produce a plan setting out how it intends to tackle crime and disorder and allowing the development of strategies to tackle short, medium and long-term priorities.

The attached plan outlines these priorities for 2014-15 and is supported by a series of actions plans developed and delivered by the task groups of the CSP.

## **2. PROPOSALS**

- 2.1** It is proposed that the CSP Partnership Plan is approved by Full Council and adopted onto Carlisle City Councils policy framework.

## **3. CONSULTATION**

- 3.1** The Partnership Plan has already been circulated to all individual partners within the Carlisle and Eden Community Safety Partnership's and considered and approved by their Leadership Group. The views and comments received from Community Overview and Scrutiny panel (on 27<sup>th</sup> March 2014) were brought forward for consideration by the City Council's Executive and the CSP's Leadership Group during the development of the plan. The Community Overview and Scrutiny Panel were supportive of the plan and the priorities it identifies but recommended that that Hate Crime be recognised and included as a priority area. This recommendation has been taken on board and Hate Crime is one of the identified priorities within the CSP Plan.

## **4. CONCLUSION AND REASONS FOR RECOMMENDATIONS**

- 4.1** It is recommended that the plan is approved by full council and adopted onto Carlisle City Councils policy framework to support the CSP's priorities and to satisfy the requirements of the Crime and Disorder Act 1998.

## **5. CONTRIBUTION TO THE CARLISLE PLAN PRIORITIES**

**5.1** “We will work more effectively with partners to achieve the City Council’s priorities”.

**Contact Officer:** Darren Crossley

**Ext:** 7004

**Appendices** Appendix 1 CSP Partnership Plan  
**attached to report:**

**Note:** in compliance with section 100d of the Local Government (Access to Information) Act 1985 the report has been prepared in part from the following papers:

- SD02/14, SD03/14, SD04/14

### **CORPORATE IMPLICATIONS/RISKS:**

**Chief Executive’s -**

**Community Engagement –**

**Economic Development –**

**Governance –** The CSP Partnership Plan contributes towards the Council’s obligations under the Crime & Disorder Act 1998.

**Local Environment –**

**Resources -** There are no financial implications of adopting the CSP Partnership Plan for 2013/14. The City Council makes no direct financial contribution to the partnership and therefore any additional support required will need to be met from existing base budgets.

# Carlisle and Eden Community Safety Partnership Plan 2014-2015



## Vision

By working in partnership, North Cumbria communities will remain safe and reassured

## Key Priorities 2014

- **Anti-social behaviour**
- **Violent Crime**
- **Domestic Abuse and Sexual Violence**
- **Alcohol and Drug Misuse**
- **Hate Crime**
- **Reduce Re-offending**

## Tackling the Priorities

### Anti-Social Behaviour

- Maintain low levels of anti-social behaviour.
- Improving the partnership approach to co-ordinating activities for young people.
- Joining up the partnership approach for environmental aspects.

### Violent Crime

- Work with partners to reduce violent crime and assaults.

### Domestic Abuse and Sexual Violence

- Actively support the County wide work on Domestic Violence and DV Champions.
- Improve the management of repeat missing vulnerable young people to reduce exploitation.

### Alcohol and Drug Misuse

- Support, develop and deliver the County wide Alcohol Strategy to reduce alcohol misuse within the partnership area
- Reduce harm caused by drugs.

### Hate Crime

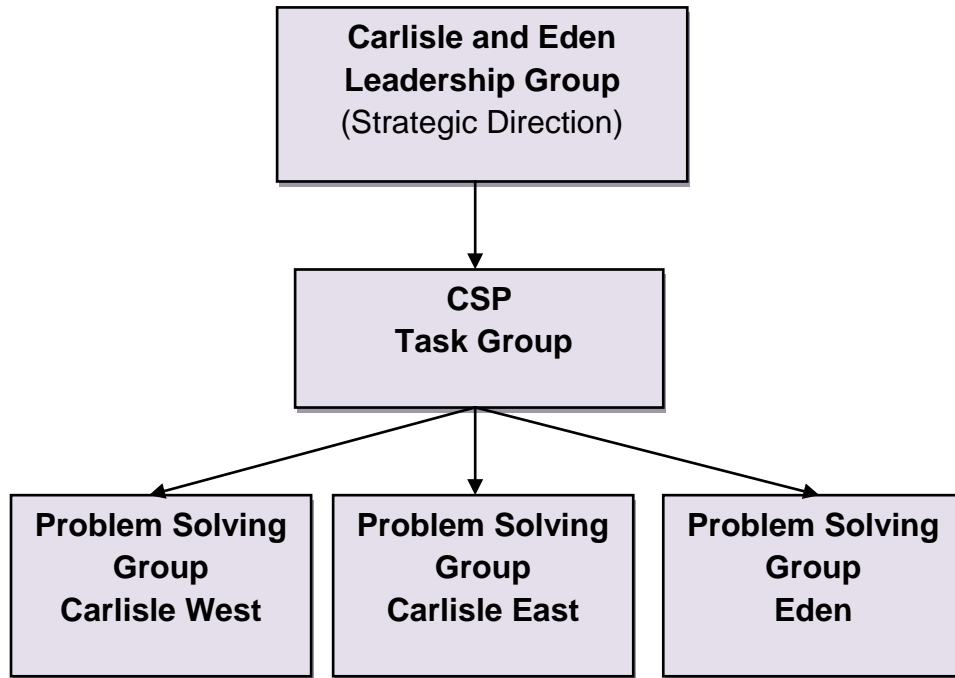
- Support partners to deliver the Hate Crime Action Plan.

### Reduce Re-offending

- Continue the Integrated Offender Management programme using a wide range of partners to manage problem individuals effectively in communities.
- Monitor effectiveness of North Cumbria (IOM) Integrated Offender Management scheme.
- Encourage the use of restorative justice through provision of training to a range of public, private and voluntary sector agencies.

# Carlisle and Eden Community Safety Partnership Plan 2014-2015

## Our Partnership Approach



## Performance 2013/ 2014

**17% Reduction in Violent Crime**  
**8% Reduction in Anti-Social Behaviour**  
**12% Reduction in Burglary Dwelling**  
**7% Reduction in Drug Possessions**  
**15% Reduction in Thefts from Motor Vehicles**

Carlisle and Eden Community Safety Partnership has and continues to be a successful partnership of multi agencies working together to address crime and disorder in North Cumbria. Since its inception, we have worked effectively to contribute to significant and sustained falls in crime and disorder. This plan sets out how, in partnership, we will address the priorities identified to ensure North Cumbria remains a safe place to live, work and study.

The partnership continues to have strong strategic leadership and dedicated and knowledgeable people in our task groups who are committed, prepared and focussed on the priorities for the year ahead.

**Mary Robinson, CSP Chair**

## Successes

### Best Bar None Scheme

The scheme has been instrumental in raising standards in bars, pubs and clubs in North Cumbria and has contributed to significant reductions in violent crime.

### Taxi Rank Marshals

Deployment of marshals at public ranks helps prevent escalation of serious disorder by early intervention which is reassuring to taxi operators and the public.

### Domestic Violence Bodycam Project

CSP funding allowed Cumbria police to purchase of 6 additional bodycams. During the 6 month trial all police officers on 3 Section Carlisle were issued with bodycams that would be worn at all times when on duty and would record their attendance at every domestic violence incident. At the end of the trial period there had been an improved conviction rate particularly for victimless prosecutions.

### Operation Roman Candle

Comparisons of ASB figures throughout the operation period show significant reductions in the two priority areas. City West saw reductions of 43% and Carlisle East saw reductions of 54%

### Appleby Fair

The co-ordinated approach by partners to Appleby Fair has made it a far safer and more community oriented event.

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## EXCERPT FROM THE MINUTES OF THE EXECUTIVE HELD ON 10 MARCH 2014

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**EX.24/14     CARLISLE AND EDEN COMMUNITY SAFETY PARTNERSHIP  
ANNUAL PLAN 2014/15**  
(Key Decision – KD.02/14)

**Portfolio**     Communities and Housing

**Relevant Overview and Scrutiny Panel**     Community

### **Subject Matter**

The Communities and Housing Portfolio Holder reported (SD.02/14) that the Carlisle and Eden Community Safety Partnership (CSP) had developed their Draft Partnership Plan for 2014/15 (a copy of which was attached at Appendix 1) using data from the Community Safety Strategic Assessment (attached at Appendix 2).

The Portfolio Holder drew Members' attention to the crime figures which showed that the incidence of crime for Carlisle continued to fall year on year and therefore the City was still a relatively safe place. It should also be noted that the incidence of crime relative to Botchergate and the night time economy impacted upon the figures for the Castle and Currock Wards.

The Plan had been developed by the CSP's Leadership Group, with input from City Council Officers and herself.

The Portfolio Holder further emphasised that, whilst the Partnership Plan was presented as a developed document, it represented a 'live' work programme which would develop throughout the year and could be influenced and shaped via the City Council's representation on the CSP's Leadership Group.

In conclusion, the Communities and Housing Portfolio Holder moved that the Executive consider and note the report, prior to recommending it for wider consultation.

The Economy and Enterprise Portfolio Holder seconded the recommendation.

**Summary of options rejected**     None

### **DECISION**

That the Executive had considered and noted Report SD.02/14 and recommended it for wider consultation.

## **Reasons for Decision**

To enable the report to be considered and recommended for wider consultation

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## **EXCERPT FROM THE MINUTES OF THE COMMUNITY OVERVIEW AND SCRUTINY PANEL HELD ON 27 MARCH 2014**

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### **COSP.24/14    CARLISLE AND EDEN COMMUNITY SAFETY PARTNERSHIP ANNUAL PLAN 2014-15**

The Contracts and Community Services Manager submitted report SD.03/14 presenting the Carlisle and Eden Community Safety Partnership (CSP) Annual Plan for 2014/15. The Plan had been developed by the CSP's Leadership Group with input from the City Council Officers and the communities and Housing Portfolio Holder. The Plan was drafted using data from the Community Safety Strategic Assessment and Strategic Assessment.

The Contracts and Community Services Manager gave an overview of the Strategic Assessment which the Panel had considered at their previous meeting.

The report presented the work of the CSP for the coming year in the form of their Partnership Plan. The Contracts and Community Services Manager explained that the document was a live working programme which would develop throughout the year and could be influenced and shaped through the City Council's representation on the CSP Leadership Group. Comments from the Panel would be offered to the Executive and subsequently full Council.

The Communities Development Officer reiterated that the Plan was a broad overview and that Anti Social Behaviour continued to be the top priority. She gave an overview of each of the priorities drawing particular attention to Hate Crime and the promotion of reporting methods.

In considering the Carlisle and Eden Community Safety Partnership Plan Members raised the following comments and questions:

- Would the Police and Crime Commissioner (PCC) continue funding the CSP?

The Communities Development Officer explained that the PCC would hold the funding and the CSP would have to bid for funding for projects. It was understood that long term projects such as Best Bar None would continue to be funded and other projects would require the submission of a bid.

- Were the priorities of the CSP in line with the PCC priorities?

The Contracts and Community Services Manager confirmed that the priorities of both were aligned to secure funding opportunities.

- Would the CSP be working with the Cumbria Gateway project to reduce re-offending?

The CSP would work closely with the Integrated Offender Management Scheme to reduce re-offending.



- A Member asked for more details with regard to the Carlisle and Eden Leadership Group, the CSP Task Group and the Problem Solving Groups.

The Contracts and Community Services Manager responded that the Carlisle and Eden Leadership Group dealt with strategic matters, the Task Group managed district wide projects and Problem Solving Groups addressed emerging issues on the ground before they escalated.

Members supported the work being carried out by the Problem Solving Groups and asked that details of the Groups and their meetings be circulated to all Members to encourage their participation and the opportunity to report issues.

RESOLVED: 1) That report SD.03/14 – Carlisle and Eden Community Safety Partnership Annual Plan 2014-15 – be noted.

2) That details of the Problem Solving Groups and their meeting dates be circulated to all Members of the City Council.

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## EXCERPT FROM THE MINUTES OF THE EXECUTIVE HELD ON 7 APRIL 2014

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**EX.32/14      \*\*CARLISLE AND EDEN COMMUNITY SAFETY PARTNERSHIP  
ANNUAL PLAN 2014/15**  
(Key Decision – KD.02/14)

(In accordance with Paragraph 15(i) of the Overview and Scrutiny Procedure Rules, The Mayor had agreed that call-in procedures should not be applied to this item)

**Portfolio**      Communities and Housing

**Relevant Overview and Scrutiny Panel**      Community

### **Subject Matter**

Pursuant to Minute EX.24/14, the Communities and Housing Portfolio Holder reported (SD.04/14) that the Carlisle and Eden Community Safety Partnership (CSP) had developed their Partnership Plan for 2014/15 (a copy of which was attached at Appendix 1) using data from the Community Safety Strategic Assessment.

The Portfolio Holder reminded Members that the Plan, which had been developed by the CSP's Leadership Group with input from City Council Officers and herself, presented the CSP's evidence based strategic priorities. Those were used as the framework to inform a live work and delivery programme, aimed at reducing crime and anti-social behaviour across the district. It should be noted that Hate Crime had been included as a key priority this year. She added that delivery would continue to develop throughout the year and could be influenced and shaped through the City Council's representation on the CSP's Leadership Group.

The Community Overview and Scrutiny Panel had, on 27 March 2014, considered the matter and resolved:

“1) That report SD.03/14 – Carlisle and Eden Community Safety Partnership Annual Plan 2014-15 – be noted.

2) That details of the Problem Solving Groups and their meeting dates be circulated to all Members of the City Council.”

A copy of Minute Excerpt COSP.24/14 had been circulated.

In conclusion, the Communities and Housing Portfolio Holder moved that the Executive consider and approve the Plan and recommend it to Council for adoption.

The Deputy Leader, and Environment and Transport Portfolio Holder seconded the recommendation.

**Summary of options rejected**    None

## **DECISION**

1.     That the comments of the Community Overview and Scrutiny Panel, as set out in Minute Excerpt COSP.24/14, be noted and received.
2.     That the Executive had considered and approved the Carlisle and Eden Community Safety Partnership Annual Plan 2014/15 and recommended it to Carlisle City Council for adoption.

## **Reasons for Decision**

To enable the report to be considered and approved; and recommended to Council for adoption



# Report to Council

Agenda  
Item:

**17**

Meeting Date: 29 April 2014  
Portfolio: Finance, Governance and Resources  
Key Decision: No  
Within Policy and Budget Framework: Yes  
Public / Private: Public

Title: AUDIT COMMITTEE'S ANNUAL REPORT  
Report of: Chairman of the Audit Committee  
Report Number: RD.03/14

## Purpose / Summary:

This report provides a summary of the work undertaken by the Audit Committee during the period 15<sup>th</sup> April 2013 and the 24<sup>th</sup> of January 2014.

## Recommendations:

It is recommended that the Council note and accept this report.

## Tracking

Executive:	<b>Not applicable.</b>
Overview and Scrutiny:	<b>Not applicable.</b>
Council:	<b>29<sup>th</sup> April 2014.</b>

**Note: in compliance with section 100d of the Local Government (Access to Information) Act 1985 the report has been prepared in part from the following papers: None**

# Audit Committee

Agenda  
Item:

Meeting Date: 14<sup>th</sup> April 2014  
Portfolio: Finance, Governance and Resources  
Key Decision: No  
Within Policy and Budget Framework: Yes  
Public / Private: Public

Title: **AUDIT COMMITTEE'S ANNUAL REPORT**

Report of: Chair of Audit Committee.  
Report Number: RD03/14

## Purpose / Summary:

This report provides a summary of the work undertaken by the Audit Committee during the period 15<sup>th</sup> of April 2013 to the 24<sup>th</sup> January 2014.

## Recommendations:

It is recommended that the Audit Committee note and accept this report for recommendation to Council.

## Tracking

Executive:	<b>Not applicable.</b>
Overview and Scrutiny:	<b>Not applicable.</b>
Council:	<b>29<sup>th</sup> April 2014</b>

## 1 **BACKGROUND**

1.1 In accordance with paragraph 3.3 of the Audit Committee's Rules of Governance - attached to this report for Members' information as **Appendix A** - the Chairman of the Audit Committee is required to present an Annual Report on the work of the Audit Committee to the full Council.

1.2 The Members of the Audit Committee for this municipal year are -

### **Conservative**

Mallinson E

Nedved

Earp

Bowman C (Substitute)

Geddes (Substitute)

Parsons (Substitute)

### **Labour**

Patrick (Chair)

Atkinson K

Atkinson P

Bowditch

Whalen (Substitute)

Boaden (Substitute)

Franklin (Substitute)

This Report covers the meetings of the Audit Committee held on.

15th April 2013

22<sup>nd</sup> July 2013

26<sup>th</sup> September 2013

24<sup>th</sup> January 2014

## 2 **AUDIT COMMITTEE'S PROGRAMME OF WORK.**

- 2.1 At the commencement of the year, the Committee agreed a Programme of work for the forthcoming year that outlined the areas to be considered at each meeting.
- 2.2 The Programme for the above period included the following topics that were considered at each of the meetings:

**Minutes of the Corporate Resources Overview and Scrutiny Committee or latterly the Resources Overview and Scrutiny Panel** – these were submitted to each meeting of the Audit Committee for information and any member comments.

**Responses from the Executive/Overview and Scrutiny** – these were submitted for consideration and comment.

**Audit Services Progress Reports** – these provided summaries of the work carried out by Audit Services since the previous meeting of the Committee. A copy of each Final Audit Report was appended to these Progress Reports, together with any relevant information relating to any follow-up reviews that had been undertaken where members' attention needed to be drawn to any outstanding recommendations and the reasons for these.

**Annual Governance Statement Action Plan** – this regular report appraises members of progress made on the Annual Governance Statement Action Plan.

**Risk Management Policy and progress** – officers have provided Members of the Committee with information relating to the work of the Corporate Risk Management Group and the updated Corporate Risk Register on a regular basis, for noting and action if necessary.

The programme also included a number of topics that are considered on an annual or an ad-hoc basis -

### 2.2.1 **MEETING HELD 15<sup>TH</sup> APRIL 2013.**

- The Minutes of the meetings of the Resources Overview and Scrutiny Panel held on 3rd January and 21st February 2013 were submitted for information.



- The Audit Manager (Grant Thornton) presented the Certification Work Report for 2011/12. Members were asked to note that all work reported in the report had been completed by the Audit Commission prior to Grant Thornton's appointment as the Council's auditors.
- The Audit Manager (Grant Thornton) reported that overall the Council was performing well and there were no significant matters arising from their certification of claims and returns.

The Director (Grant Thornton) submitted a paper detailing progress in delivering Grant Thornton's responsibilities as the Council's external auditors. It was advised that there was nothing significant that would impact on their view of the accounts. There were no significant changes in approach to the Value for Money (VFM) conclusion work carried out in previous years. Greater emphasis had been placed on financial resilience and a separate report would be produced and reported in September alongside the ISA+260 Audit Findings Report.

- The Chairman presented report RD.04/13 which summarised the work undertaken by the Audit Committee during the period 16<sup>th</sup> April 2012 to 11<sup>th</sup> January 2013.
- The Audit Manager (Carlisle City) submitted report RD.06/13 providing details of the updated Strategic Audit Plan and the proposed Audit Plan for 2013/14.
- The Audit Manager (Carlisle City) submitted report RD.05/13 summarising the work carried out by Audit Services since the previous report to Committee on the 11<sup>th</sup> January 2013 and detailing progress made on delivery of the approved Audit Plan during the fourth quarter of 2012/13. The Committee gave in depth consideration to the audits of Carlisle Leisure Limited Client Contract, Recycling, and Bring Sites.
- The Chief Accountant submitted report RD.76/12 providing the regular quarterly summary of Treasury Management transactions for the third quarter of 2012/13 including the requirements of the Prudential Code.

### **2.2.2 MEETING HELD 22nd JULY 2013.**

- Councillor Ms Patrick was duly appointed as Chairman of the Audit Committee for 2013/14 and it was also moved and seconded that Councillor Bowditch be appointed Vice-Chairman.
- The Minutes of the meetings of the Resources Overview and Scrutiny Panel held on 5th March, 4<sup>th</sup> April and 6th June 2013 were submitted for information.
- The Audit Manager (Grant Thornton) presented the Audit Plan for Carlisle City Council for the year ended the 31<sup>st</sup> March 2013. Members were informed that the Plan was based on a risk based approach to audit planning.
- The Audit Manager (Grant Thornton) presented the Audit fee letter for 2013/14. The scale fee for 2012/13 had been set by the Audit Commission at £70,153, i.e. the same as the audit fee for 2012/13 and the grant certification fee had been set at £17,200.
- The Audit Manager (Grant Thornton) presented their Grant Certification Work Plan for 2012/13.
- The Financial Services Manager submitted report RD.22/13 providing the City Council's Annual Governance Statement for 2012/13. There was only one area of significant weakness in the Councils Governance arrangements which needed to be brought to the attention of Members, details of which were included in the statement.
- The Chief Accountant presented in some detail report RD.23/13 enclosing the Council's Statement of Accounts 2012/13 which had been certified by the S.151 Officer in accordance with statutory requirements;by 30<sup>th</sup> June 2013.
- The Chief Accountant submitted the Annual Report on Treasury Management (RD.13/13). Members were informed that the report was required under both the Financial Procedure Rules and CIPFA Code of Practice on Treasury Management. The regular report on Treasury Transactions for the period 1<sup>st</sup> January 2013 – 31<sup>st</sup> March 2013 was also submitted.
- The Chief Accountant submitted report RD.08/13 concerning Treasury Management Counterparties.

- The Audit Manager (Carlisle City) submitted report RD.26/13 summarising the work carried out by Internal Audit since the previous report to Committee on 15<sup>th</sup> April 2013 and detailing progress made on delivery of the approved Audit Plan during the first quarter of 2013/14.
- The Audit Manager (Carlisle City) submitted report RD.25/13 summarising the work carried out by the Internal Audit Shared Service for the year 2012/13 together with the annual audit opinion on the adequacy of the control environment for that period. Also provided was information on the effectiveness of Internal Audit in the format agreed by the Audit Committee on 23<sup>rd</sup> January 2007.
- The Audit Manager (Carlisle City) submitted report RD.27/13 concerning the outcome of an internal investigation undertaken in 2012/13.

### **2.2.3 MEETING HELD ON 26<sup>TH</sup> SEPTEMBER 2013.**

- The Minutes of the meeting of the Resources Overview and Scrutiny Panel held on the 18<sup>th</sup> July and 29<sup>th</sup> of August 2013 were submitted for information. The Chairman acknowledged the improvement to the Councils sickness levels.
- The Manager (Grant Thornton) reported that Grant Thornton's work supporting their Value for Money (VFM) conclusion as part of the statutory external audit included a review to determine whether the City Council had proper arrangements in place for securing financial resilience.
- The Director (Grant Thornton) presented a report highlighting the key matters arising from the audit of the Council's financial statements for the year ended 31<sup>st</sup> March 2013. The report was also used to present their audit findings to management and the Audit Committee in accordance with the requirements of International Standard on Auditing 260 (ISA).
- The Chief Accountant submitted report RD.43/12 attaching a Letter of Representation for 2012/13.
- The Chief Accountant submitted report RD.44/13 concerning the Council's Statement of Accounts 2012/13. Copies of the Accounts, which had been

subject to a three month audit process, (commencing July 2013 and with a statutory completion date of 30 September 2013) had been circulated.

- The Financial Services and HR Manager submitted report RD.45/13 updating Members on the Council's governance arrangements and its systems of internal control in line with CIPFA's Good Governance Framework. The Annual Governance Statement for 2012/13 had highlighted one area of weakness (related to contract monitoring) in the Council's governance arrangements together with the progress made against that area.
- The Audit Manager submitted report RD.42/13 summarising the work carried out by Internal Audit since the previous report to Committee on 22<sup>nd</sup> of July 2013 and detailing progress made on delivery of the approved Audit Plan.
- The Chief Accountant submitted report RD.30/13 providing the regular quarterly summary of Treasury Management transactions for the first quarter of 2013/14, including the requirements of the Prudential Code.
- The Director of Governance presented report SD.05/13 providing an update on the Council's risk management arrangements. Details of the background and risk management and control environment were provided.

#### **2.2.4 MEETING HELD ON 24<sup>TH</sup> JANUARY 2014.**

- The Minutes of the meetings of the Resources Overview and Scrutiny Panel held on the 10<sup>th</sup> of October and 28<sup>th</sup> of November 2013 and 6<sup>th</sup> January 2014 were submitted for information.
- The Director (Grant Thornton) presented, for information, the Annual Audit Letter for the City Council, the purpose of which was to summarise the key findings from the work carried out for the year ended the 31<sup>st</sup> March 2013, namely auditing the 2012/13 Accounts and Whole of Government Accounts submission; assessing the Council's arrangements for securing economy, efficiency and effectiveness in its use of resources; and certification of grant claims and returns.
- The Audit Manager (Grant Thornton) presented a paper detailing progress in delivering Grant Thornton's responsibilities as the Council's external auditors. Also included was a summary of emerging national issues and developments

of relevance to the authority; together with a number of challenge questions in respect of those emerging issues.

- The Chief Accountant submitted report RD.72/13 providing information on the 2013/14 Final Accounts process.
- The Financial Services and HR Manager submitted report RD.73/13 providing Members with proposed changes to the authority's Financial Procedure Rules in respect of the retention of documents.
- Pursuant to Minute AUC.52/13 the Financial Services and HR Manager submitted report RD.74/13 updating Members on the Councils governance arrangements and its systems of internal control in line with CIPFA's Good Governance Framework.
- The Audit Manager (Carlisle City) submitted report RD.79/13 summarising the work carried out by Internal Audit and detailing progress made on delivery of the approved 2013/14 Audit Plan.
- The Chief Accountant submitted report RD.63/13 setting out the Council's Treasury Management Strategy Statement for 2014/15 in accordance with the CIPFA Code of Practice on Treasury Management..
- The Chief Accountant 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.
- The Group Audit Manager (Cumbria Shared Internal Audit Services) reported (RD.81/13) that Cumbria County Council had commissioned a review of the Internal Audit Shared Service in spring 2013. That was to assist the incoming Group Audit Manager in developing the audit service in line with the Public Sector Internal Audit Standards (PSIAS). Those standards became mandatory for all UK public sector internal audit services from 1<sup>st</sup> April 2013.
- The Group Audit Manager (Cumbria Shared Internal Audit Services) submitted report RD.80/13 presenting a draft Internal Audit Charter setting out the

arrangements for the delivery of the internal Audit Services to Carlisle City Council.

### **3 CONSULTATION**

None

### **4 CONCLUSION AND REASONS FOR RECOMMENDATION.**

4.1 The existence of the Audit Committee and its work programme enable the Council to demonstrate that it is following the recommended best practice in respect of the CIPFA Practical Guidance for Audit Committees in Local Authorities. The Committee has strengthened the Council's internal control process through its ability to ensure that systems and controls are robust, that challenges are raised as appropriate, and that adequate follow-up procedures are in operation in relation to Audit recommendations. This has been noted and commented on by the External Auditor's Audit Manager.

**4.2 It is recommended that the Audit Committee note and accept this report.**

### **5 CONTRIBUTION TO THE CARLISLE PLAN PRIORITIES.**

5.1 To ensure that good governance arrangements are in place to underpin the delivery of Carlisle City's Priorities.

**Contact Officer: Gill Martin Ext: 7294**  
**Audit Manager**  
**Shared Internal Audit Service**

**Appendix A – Rules  
of Governance  
attached to report:**

**Note: in compliance with section 100d of the Local Government (Access to Information) Act 1985 the report has been prepared in part from the following papers:**

- None

## **CORPORATE IMPLICATIONS/RISKS:**

**Chief Executive's** – not applicable

**Economic Development** – not applicable

**Governance** – not applicable

**Local Environment** – not applicable

**Resources** – not applicable

# **Appendix A**

## **AUDIT COMMITTEE RULES OF GOVERNANCE**

### **1. STATEMENT OF PURPOSE**

- 1.1 The purpose of an Audit Committee is to provide independent assurance of the adequacy of the risk management framework and the associated control environment, independent scrutiny of the authority's financial and non-financial performance to the extent that it affects the authority's exposure to risk and weakens the control environment, and to oversee the financial reporting process.

### **2. TERMS OF REFERENCE**

#### **2.1 Audit Activity**

To consider the Audit Services Manager's annual report and opinion, and a summary of internal audit activity (actual and proposed) and the level of assurance it can give over the Council's corporate governance arrangements.

To consider summaries of specific internal audit reports as requested.

To consider reports dealing with the management and performance of the providers of internal audit services.

To consider a report from internal audit on agreed recommendations not implemented within a reasonable timescale.

To consider the external auditor's annual letter, relevant reports, and the report to those charged with governance.

To consider specific reports as agreed with the external auditor.

To comment on the scope and depth of external audit work and to ensure it gives value for money.

To liaise with the Audit Commission over the appointment of the Council's external auditor.

To commission work from internal and external audit.

#### **2.2 Regulatory Framework**

To maintain an overview of the Council's Constitution in respect of Contract Procedure Rules, Financial Regulations and financial Codes of Conduct and Behaviour.

To review any issue referred to it by the Town Clerk and Chief Executive or a Director, or any Council body.

To monitor the effective development and operation of risk management and corporate governance in the Council.



To monitor Council policies on “Raising Concerns at Work” and the anti-fraud and anti-corruption strategy and the Council’s complaints process.

To oversee the production of and approve the authority’s Annual Governance Statement.

To consider the Council’s arrangements for corporate governance and agreeing necessary actions to ensure compliance with best practice.

To consider the Council’s compliance with its own and other published standards and controls.

## **2.3 Accounts**

To approve the Annual Statement of Accounts, income and expenditure and balance sheet. To consider whether appropriate accounting policies have been followed and whether there are concerns arising from the financial statements or from the audit that need to be brought to the attention of the Council.

To consider the external auditor’s report to those charged with governance on issues arising from the audit of the accounts.

## **3. ACCOUNTABILITY**

3.1 The Audit Committee will be a stand alone Committee of the Council. All Audit Committee members will act in the interests of the Council and not on behalf of any political party, constituency, ward, or interest group.

3.2 The Chairman of the Audit Committee will be appointed by the Committee. The Chairman and the Committee will ensure that relevant issues are promptly brought to the attention of the Executive, Overview and Scrutiny Panels and Regulatory Committees or the full Council.

3.3 The Chairman of the Audit Committee will present an Annual Report on the work of the Audit Committee to the full Council.

## **4. AUTHORITY AND ACCESS**

4.1 The Audit Committee has a right to request relevant information from appropriate or relevant Members and Officers of the Council.

4.2 The Audit Committee will not be able to transact the powers, functions and duties reserved to the full Council, the Executive, Overview and Scrutiny Panels and other Regulatory Committees.

4.3 The Audit Committee will have access to in-house financial, legal and any other professional advice necessary to carry out its functions.

4.4 The Chairman of the Audit Committee and the external and internal auditor will meet as necessary and the Council’s Audit Services Manager will provide necessary services and support and assistance to the Audit Committee.

- 4.5 Any Member, Officer or member of the public who has any concern covered by the Terms of Reference of the Audit Committee may raise the matter with the Chairman of the Committee who will obtain, if necessary, relevant advice from the Council's Monitoring Officer or the Section 151 Finance Officer before taking any action with regard to the same.

## **5. MEMBERSHIP**

- 5.1 Audit Committee members will be appointed by the Council and consist of 7 members in accordance with the rules governing political balance. No member of the Executive and no chair of the Overview and Scrutiny Panels will be eligible to be a member of the Audit Committee.
- 5.2 The Audit Committee will be provided with administrative support by the Governance Directorate and reports/decisions of the Audit Committee will be recorded and published on CMIS in the usual way. The Resources Directorate will provide technical support to the Committee when required. As the decisions of the Audit Committee will not be of an executive nature, the decisions will not be the subject of a request for call-in. If any Member is concerned about any decision of the Audit Committee, s/he should raise the matter with the Chairman of the Audit Committee, the Monitoring Officer, the Section 151 Finance Officer and/or ask an oral question of the Chairman of the Audit Committee at the Council meeting in accordance with the relevant Council Procedure Rules.

## **6. ATTENDANCE**

- 6.1 The Audit Committee shall meet on a regular basis as provided for in paragraph 7 below. Officers and others may attend all or part of the meeting at the invitation of the Committee. Attendees will usually include:

- The Leader or Deputy Leader
- The Portfolio Holder for Finance
- Town Clerk and Chief Executive
- Director of Resources (Section 151 Finance Officer)
- Director of Governance (Monitoring Officer)
- Audit Services Manager
- Other Directors and Managers, as required

- 6.2 Subject to the relevant meeting complying with the Access to Information paragraphs for the exclusion of members of the public, the Audit Committee will at least annually meet :

- (i) in private, with the external and internal auditors together; and/or
- (ii) in private, with the external auditor.

## **7. MEETINGS**

- 7.1 The Audit Committee will meet at least four times a year in accordance with the schedule of meetings agreed by the Council. The External Auditor or the Audit Services Manager may

request a meeting if they consider it necessary and other special meetings may be called in accordance with the Council's Procedure Rules.

- 7.2 The members of the Audit Committee will commit to receiving appropriate training and development necessary to fulfil their roles.

## **8. QUORUM**

- 8.1 The quorum for any meeting will be one quarter of the elected members of the Committee, subject to there being not less than two elected members present at any time.

## **9. WORK PROFILE OF THE AUDIT COMMITTEE**

- 9.1 In furtherance of the Terms of Reference and not otherwise, the Audit Committee is likely to receive and advise upon the following areas of work :

- Whether there is an appropriate culture of risk management and related control throughout the Council;
- the Annual Governance Statement;
- the annual Statement of Accounts, including changes in and compliance with accounting policies and practices, major judgemental areas and significant adjustments resulting from the audit;
- significant changes required to Financial Procedure Rules and the Contracts Procedure Rules.
- the framework and processes for risk assessment, analysis and management within the Council;
- the effective co-ordination between internal and external audit;
- the budget needed to resource effective internal and external audit and other responsibilities of the Audit Committee; and
- generally, on how the Audit Committee could add value to the work and operation of the Council.

### **9.2 External Audit and Inspection Agencies**

- To note the fees and terms of engagement of the external auditor.
- To review the planned programme of work with the external auditor.
- To consider the annual statutory audit and to advise the Executive on any response to any audit management letters, reports and investigations, including Value for Money studies and other inspection reports.
- To review whether agreed external or internal audit or inspection recommendations have been implemented by the Executive as timetabled.
- To discuss with the external auditor any problems, reservations or issues arising from the interim or final audit or other investigations.

- To review the external auditor's independence and objectivity and annually appraise the Executive on the effectiveness and value for money of the external audit service.

### 9.3 Corporate Governance Framework

- To review and advise the Executive on the embedding and maintenance of an effective system of corporate governance including internal control and risk management.
- To give an assurance to the Council that there is a sufficient and systematic review of the corporate governance, internal control and risk management arrangements within the Council.
- To review the Annual Governance Statement and make appropriate recommendations to the Council, the Executive, the Overview and Scrutiny Panels and Regulatory Committees.
- To ensure that any significant weaknesses identified are remedied.
- To commission, if necessary, any relevant investigations into matters of particular concern relating to internal control.
- To ensure that the impact of any alleged or fraudulent activity on the Council's framework of internal control is reviewed and, where necessary, to recommend changes to strengthen the control framework.
- To receive reports relating to those aspects of whistle blowing or alleged or actual fraudulent activity which relate to the Terms of Reference of the Audit Committee.

### 9.4 Internal Audit

To review and make recommendations to the Executive regarding :

- The effectiveness of internal audit;
- the internal audit function to ensure it is adequately resourced;
- the internal audit strategy, annual plan and to monitor delivery of the plan;
- any internal audit protocols and policies;
- significant audit findings, together with the response from managers to these reports;
- any difficulties encountered by internal audit including any restrictions on the scope of activities or access to required information;
- agreed internal audit recommendations to ensure they are implemented by management as timetabled; and
- the annual report from the Audit Services Manager.

## 9.5 Other

To consider and make recommendations to the Executive on:

- the selection and terms of appointment of other appropriate advisors and consultants;
- governance issues relating to the operation of the Audit Committee, and
- the proportionality, independence, and appropriateness of any of the Council's policies relating to any audit or governance matters;
- such other matters of an audit, financial or governance nature as fall within the terms of reference of the Committee or as may be referred by the Council.



# Report to Council

Agenda  
Item:  
  
**18**

Meeting Date: 29 April 2014  
Portfolio: Cross Cutting  
Key Decision: Not Applicable  
Within Policy and Budget Framework: NO  
Public / Private: Public

Title: OPERATION OF THE PROVISIONS RELATING TO CALL-IN AND URGENCY  
Report of: Director of Governance  
Report Number: GD.18/14

## Purpose / Summary:

To report on the operation of call-in and urgency over the past twelve months to comply with Rule 15(j) of the Overview and Scrutiny procedure rules.

## Recommendations:

That the report be noted and the current procedures on the operation of call-in and urgency be continued.

## Tracking

Executive:	N/A
Overview and Scrutiny:	N/A
Council:	29 April 2014

## **1. BACKGROUND**

- 1.1** This report has been prepared in accordance with Rule 15(j) of the Overview and Scrutiny Procedure Rules which requires the operation of the provisions relating to call-in and urgency to be monitored annually, and a report submitted to Council.

## **2. OPERATION OF THE PROVISIONS RELATING TO CALL IN AND URGENCY**

### **2.1 CALL-INS**

During the 2013/14 Municipal Year there had been three call-ins, as follows:-

#### **2.1.1 EX.054/13 – BRING SITES REVIEW**

Decision by Executive on 31 May 2013 to reduce the number of bring sites and to make changes to in house provisions.

Called in by Councillors Mrs Bowman, Bainbridge and Nedved of the Environment and Economy Overview and Scrutiny Panel.

Scrutinised by the Environment and Economy Overview and Scrutiny Panel on 20 June 2013 (EEOSP.41/13) who decided that Minute EX.054/13 regarding Bring Sites Review should not be referred back to the Executive.

#### **2.1.2 EX.060/13 – REPRESENTATIVES ON OUTSIDE BODIES**

Decision by Executive on 31 May 2013 to appoint various Councillors to the representatives on Outside Bodies.

Called in by Councillors Mrs Prest, Ellis and Mrs Vasey of the Community Overview and Scrutiny Panel.

Scrutinised by the Community Overview and Scrutiny Panel on 20 June 2013 (COSP.43/13) who decided that Minute Excerpt EX.060/13 be referred back to the Executive for reconsideration and that the Executive be asked to ensure that the observations and comments of the Panel be taken into consideration when appointments are being made to outside bodies.

The Executive, on 1 July 2013 (EX.76/13) responded to the points made by the Overview and Scrutiny Panel and decided:



“That the nominees for the City Council’s representatives on the Downagate Community Centre Management Committee, Cumbria Health Scrutiny Committee, LGA Rural Commission and the Tullie House Museum and Art Gallery Trust Board be reconsidered by the Executive at a future meeting.”

The reasons for this decision were as follows:-

“To respond to a reference back from the Community Overview and Scrutiny Panel”

The Executive considered the matter on 5 August 2013 and resolved:

“(2) That, in response to the call-in of Executive Decision EX.60/13 by the Community Overview and Scrutiny Panel, the Executive had reconsidered and agreed representation on the undernoted bodies as follows:

<b>Outside Body</b>	<b>Representation</b>
<p>Cumbria Health Scrutiny Committee</p> <p>NOTE: This is a joint Scrutiny Committee comprising representatives of the six District Councils in Cumbria and Cumbria County Council. The terms of reference require that Members should be full serving Members of Overview and Scrutiny Panels)</p>	Councillor Bowditch
Downagate Community Centre Management Committee	Councillor Graham; and Councillor Mrs Parsons (subject to the agreement of the Management Committee)
<b>Outside Body</b>	<b>Representation</b>
<p>Local Government Association – Rural Commission</p> <p>NOTE: The Council is entitled to nominate two representatives, either two Members or one Member and one Officer with the first named Member being allocated the vote)</p>	Councillor Tickner Councillor Layden
Tullie House Museum and Art Gallery Trust Board	Councillor Tickner Councillor J Mallinson

### **2.1.3 EX.069/13 – ARTS CENTRE DEVELOPMENT**

Decision by Executive on 8 July 2013 to approve the Warwick Street Fire Station for development as an Arts Centre for Carlisle.

Called in by Councillors Ellis, Mrs Prest and Mrs Vasey of the Community Overview and Scrutiny Panel.

Scrutinised by the Community Overview and Scrutiny Panel on 11 July 2013 (COSP.47/13) who decided that Minute Excerpt EX.069/13 regarding Arts Centre Development shall not be referred back to the Executive and that the decision shall take effect from the date of that meeting.

## **2.2 Urgency Rules**

Rule 15(i) of the Overview and Scrutiny Procedure Rules provides that call-in procedures shall not apply where a decision being taken by the Executive is urgent. A decision is urgent if any delay likely to be caused by the call-in process would seriously prejudice the Council's or the public's interest.

In these circumstances, the Chairman of the Council (i.e. the Mayor) has to agree both that the decision proposed is reasonable in all the circumstances and to it being treated as a matter of urgency.

During the 2013/14 Municipal Year, the Mayor has agreed that the following decisions of the Executive were urgent and should not be subject to call-in procedures. The reasons for the Mayor's decisions were set out in the decision notice at the time and in most cases the reason for urgency has been to enable items to be considered and debated by all Members at a full meeting of the City Council without an unreasonable delay. If the items had been called in the process would have overlapped the next Council meeting.

### **Executive – 8 April 2013**

EX.33/13 – Draft Carlisle Plan 2013-2016

### **Executive – 1 July 2013**

EX.65/13 – Food Law Enforcement Service Plan

EX.66/13 – Scheme of Housing Assistance (Empty Properties and Disabled Facilities Grants)

EX.67/13 – Treasury Management Counterparties

EX.68/13 – Carlisle District Local Plan 2015-2013 – Preferred Options Consultation  
EX.74/13 – Summary of Service Standards

**Executive – 15 July 2013**

EX.079/13 – Carlisle District Local Plan – Land Allocations

**Executive – 2 September 2013**

EX.96/13 – Draft Medium Term Financial Plan 2014/15 to 2018/19  
EX.97/13 – Draft Capital Strategy 2014/15 to 2018/19  
EX.98/13 – Draft Asset Management Plan 2013-2018

**Executive – 16 December 2013**

EX.156/13 – Review of Reserves and Balances  
EX.157/13 – Tullie House Museum and Art Gallery Trust Business Plan 2014-2017  
EX.158/13 – Asset Review Business Plan – Refresh of Disposal Programme  
EX.159/13 – Review of Polling Arrangements

**Executive – 15 January 2014**

EX.02/14 – Budget 2014/15 – Revenue Estimates – Summary of Overall Budgetary  
Position 2014/15 to 2018/19  
EX.03/14 – Budget 2014/15 – Provisional Capital Programme 2014/15 to 2018/19  
EX.04/14 – Treasury Management Strategy Statement, Investment Strategy and Minimum  
Provision Strategy 2014/15  
EX.06/14 – Executive Response to the Budget Consultation and Recommendations for the  
2014/15 Budget

**Executive – 10 February 2014**

EX.15/14 – Local Plan Preferred options Consultation – Stage Two  
EX.17/14 – Revenue Budget Overview and Monitoring Report – April to December 2013  
EX.18/14 – Capital Budget Overview and Monitoring Report – April to December 2013

**Special Executive – 17 February 2014**

EX.22/14 – Budget 2014/15 – Consideration of Proposed Amendments agreed by Council  
on 4 February 2014

## **Executive – 7 April 2014**

EX.32/14 – Carlisle and Eden Community Safety Partnership Annual Plan 2014/15

### **Executive**

Regulation 5 of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 provides that the intention to hold a meeting in private must be published 28 days prior to that meeting.

Where the date by which a meeting must be held makes compliance with the regulation impracticable, the Chairman of the relevant Overview and Scrutiny Panel or the Chairman of the Council may agree that the meeting is urgent and cannot reasonably be deferred.

During the 2013/14 Municipal Year, the relevant Overview and Scrutiny Chairman and the Mayor had agreed that the following items of the Executive were urgent and could not reasonably be deferred.

## **Executive – 15 January 2014**

EX.14/14 – Release of Licensing Reserve

## **Executive – 7 April 2014**

EX.38/14 – District Wi Fi – Service Concession Contract

### **2.3 ITEMS NOT IN THE NOTICE OF EXECUTIVE KEY DECISIONS**

The following list details key decisions which have been considered by the Executive on the date shown under General Exception rules as they were not included in the Notice of Executive Key Decisions.

EX.35/13 – CSP Partnership Plan on 8 April 2013

EX.42/13 – Treasury Management Counterparties on 7 May 2013

EX.43/13 – Employee Payment and Resource Management System on 7 May 2013

EX.99/13 – Business Rates Pooling on 2 September 2013

EX.22/14 – Budget 2014/15 – Consideration of Proposed Amendments agreed by Council  
on 4 February 2014

EX.38/14 – District Wi Fi – Service Concession Contract on 7 April 2014

### **3. SUMMARY**

In the past 12 months there have been three call-ins. Procedures to deal with call-ins are in place and a pro-forma is available for Members to use in calling in decisions on which Members are asked to identify the reasons for the call-in. The identification of specific reasons gives Portfolio Holders the opportunity to be prepared and briefed at call-in meetings although identifying the specific reason is not mandatory in the call-in process. It is considered that the system and processes already in place to deal with call-ins are satisfactory.

With regard to the urgency rules, the decisions on items deemed by the Mayor to be urgent and not subject to 'call in' have related to instances where recommendations from the Executive have been referred to the City Council for decision and the call-in period would overlap the date of the City Council.

### **4. CONCLUSION AND REASONS FOR RECOMMENDATIONS**

- 4.1 That the report be noted and the current procedures on the operation of call-in and urgency be continued in accordance with Rule 15(j) of the Overview and Scrutiny Procedures Rules.

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**Appendices** None  
**attached to report:**

**Note:** in compliance with section 100d of the Local Government (Access to Information) Act 1985 the report has been prepared in part from the following papers:

- Carlisle City Council's Constitution
- The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012

#### **CORPORATE IMPLICATIONS/RISKS:**

**Chief Executive's – N/A**

**Deputy Chief Executive – N/A**

**Economic Development – N/A**

**Governance** – Report is by the Director of Governance and legal comments are included.

**Local Environment** – N/A

**Resources** - N/A