

# 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, 03 March 2015 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 6 January; and 3 and 10 February 2015.

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

**7. Council Tax 2015/16**

**7 - 22**

To consider a report of the Director of Resources regarding the setting of Council Tax for 2015/16.  
(Copy Report RD.62/14 herewith)

**8. 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.

**9. Presentation of Petitions and Deputations**

Pursuant to Procedure Rule 10.11, the Town Clerk and Chief Executive to report that no petitions or deputations have been submitted by members of the public.

**10. Questions from Members of the Council**

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.

## **11. Executive**

### **(a) Minutes**

The Council will be requested to receive the Minutes of the meetings of the Executive held on 14 and 26 January; and 2 February 2015 and ask questions of the Leader and Portfolio Holders on those Minutes.

### **(b) Portfolio Holder Reports**

The Council will be asked to receive reports from the following Portfolio Holders:

<b>(i) <u>Leader's Portfolio</u></b>	<b>23 - 26</b>
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<b>(ii) <u>Finance, Governance and Resources</u></b>	<b>27 - 30</b>
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<b>(iii) <u>Environment and Transport</u></b>	<b>31 - 34</b>
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<b>(iv) <u>Economy, Enterprise and Housing</u></b>	<b>35 - 38</b>
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<b>(v) <u>Communities, Health and Wellbeing</u></b>	<b>39 - 42</b>
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<b>(vi) <u>Culture, Leisure and Young People</u></b>	<b>43 - 48</b>
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and ask questions of the Leader and Portfolio Holders on those Reports.  
(Copy Reports herewith)

## **12. 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)   | <b><u>Community Overview and Scrutiny Panel</u></b>   | <b>49 - 52</b> |
|       | (a) Minutes of the meeting held on 15 January 2015<br>(b) Chairman's Report                                       |                |
| (ii)  | <b><u>Resources Overview and Scrutiny Panel</u></b>   | <b>53 - 54</b> |
|       | (a) Minutes of the meeting held on 5 January 2015<br>(b) Chairman's Report  |                |
| (iii) | <b><u>Environment and Economy Overview and Scrutiny Panel</u></b>   | <b>55 - 56</b> |
|       | (a) Minutes of the meeting held on 22 January 2015<br>(b) Acting Chairman's Report<br><br>(Copy Reports herewith) |                |
- 13. Regulatory Panel**  
To receive the Minutes of the meetings of the Regulatory Panel held on 17 December 2014 and 21 January 2015.
- 14. Licensing Committee**  
To receive the Minutes of the meeting of the Licensing Committee held on 21 January 2015.
- 15. Development Control Committee**  
To receive the Minutes of the meetings of the Development Control Committee held on 10 and 12 December 2014; and 14 and 16 January 2015.
- 16. Audit Committee**  
To receive the Minutes of the meeting of the Audit Committee held on 13 January 2015.
- 17. Employment Panel**  
To receive the Minutes of the meeting of the Employment Panel held on 28 January 2015.
- 18. Appeals Panels**  
To receive the Minutes of the meetings of the Appeals Panels held on 12 and 29 January 2015.

**19. Notice of Motion**

**(1) Lighting**

Pursuant to Procedure Rule 12, the Town Clerk and Chief Executive to report the receipt of the following Motion submitted on notice by Councillor Morton:

"That this Council writes to Cumbria County Council as the Authority, expressing concern about the poor quality of the new lighting being installed throughout the city."

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

**(i) Inter-Agency Homelessness Strategy for Carlisle 2015-20 57 - 88**

Pursuant to Minute EX.05/15 and EX.12/15, to consider recommendations from the Executive concerning the Inter-Agency Homelessness Strategy for Carlisle 2015-20.  
(Copy Report ED.12/15 and Minute Extracts herewith)

**(ii) Revenue Budget Overview and Monitoring Report: April to December 2014 89 - 112**

Pursuant to Minute EX.17/15, to consider a recommendation from the Executive that the City Council approve the establishment of the Improvement and Renewals Reserve for up to £300,000 subject to the provisional outturn position, as detailed in paragraph 5.4 of Report RD.57/14.  
(Copy Report RD.57/14 and Minute Extract herewith)

**21. Pay Policy Statement 2015/16 113 - 126**

Pursuant to Minute EMP.05/15, to consider a recommendation from the Employment Panel that the City Council approves the 2015/16 Policy Statement on Chief Officers' Pay.  
(Copy Report RD.54/14 and Minute Extract herewith)

**22. Review of Financial Procedure Rules - Creditor Payments 127 - 134**

Pursuant to Minute AUC.12/15, to consider a recommendation from the Audit Committee that the City Council approves the proposed change to Financial Procedure Rule D76.  
(Copy Report RD.51/14 and Minute Extract herewith)

**23. Decisions Taken as a Matter of Urgency**

**135 -  
138**

Pursuant to Overview and Scrutiny Procedure Rule 15(i), the Director of Governance to report on decisions taken as urgent decisions and dealt with as a matter of urgency without the need for call-in.

It is a requirement under the above Procedure Rule 15(i) for decisions taken as a matter of urgency to be reported to the next available meeting of the City Council.  
(Copy Report GD.19/15 herewith)

**24. 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 -

# Report to Council

Agenda  
Item:

**7**

Meeting Date: 3rd March 2015  
Portfolio: Finance, Governance and Resources  
Key Decision:  
Within Policy and Budget Framework YES  
Public / Private Public

Title: COUNCIL TAX 2015/16  
Report of: DIRECTOR OF RESOURCES  
Report Number: RD62/14

## Summary & Recommendation:-

This report sets out the calculations to be made by the City Council in setting:

- a) The level of basic Council Tax in 2015/16 in respect of City Council Services at £207.37 and the amount to be levied in non parished areas at £193.43
- b) The level of Basic (City) Council Tax which will be charged in different parts of the City Council's area to reflect Special Items (Parish Precepts) – **Appendix A**
- c) The Basic amount of (City) Council Tax applicable to each category of dwelling in each part of the City Council's area – **Appendix B**
- d) The total amount of Council Tax to be levied in 2015/16, inclusive of Cumbria County Council and Police and Crime Commissioner for Cumbria Precept, applicable to each category of dwelling in each part of the City Council's area – **Appendix C**
- e) Details how the Council Tax surplus was calculated **Appendix D**
- f) To approve the formal Council Tax Resolution – **Appendix E**

## Tracking

Council:	<b>3 March 2015</b>
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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

## 1. INTRODUCTION

- 1.1 Tonight's meeting marks the third and final stage in the financial and budgetary process introduced by the Local Government Finance Act 1992, and amended by the Localism Act 2011, and culminates in the setting of the Council Tax levels to be applied throughout the Carlisle District for 2015/16.
- 1.2 Stage 1 required the City Council to calculate its Tax Base – this was delegated to the Director of Resources at the meeting of the City Council of 13 January 2004 and calculated, for 2015/16, as at 15 January 2015.
- 1.3 Stage 2 required the City Council (as the billing authority) to calculate a council tax requirement for the year and this was undertaken at its meeting on 3 February 2015.
- 1.4 The Parish Council Precepts for 2015/16 are detailed in **Appendix A** and total £440,273. The total amount payable to Parishes will be £494,157, the difference of £53,884 being made up of the grant from Local Support for Council Tax Scheme.
- 1.5 Cumbria County Council is similarly required to calculate its Council Tax Requirement and this was determined at its meeting on 19 February 2015. The precept was set at £37,416,986. This results in a Band D Council Tax of £1,184.61 (1.99% increase from 2014/15). **This is still subject to final confirmation.**
- 1.6 The Police and Crime Commissioner for Cumbria is also required to calculate its Council Tax requirement separately from the County Council and this was determined at its meeting on 24 February 2015. The precept was set at £6,714,528. This results in a Band D Council Tax of £212.58 (an increase of 1.90%). **This is still subject to final confirmation.**
- 1.7 Finally, the City Council as "Billing Authority" is required under Section 30, to set an overall amount of Council Tax, by reference to the aggregate of its own Tax and that set by the Cumbria County Council and the Police and Crime Commissioner for Cumbria.
- 1.8 It should be noted that the City Council has held its share of Council Tax at the same level as 2010/11, 2011/12, 2012/13, 2013/14 and 2014/15 (i.e. no increase for 2015/16). The County Council has raised its share for 2015/16 by 1.99% and



the Police and Crime Commissioner has raised its Council Tax rates for 2015/16 by 1.90%.

## **2. RELEVANT CALCULATIONS**

- 2.1 The legislation is framed in a way, which requires that the relevant calculations are made by the City Council.
- 2.2 Where the information required to support the calculations is complex or lengthy, it is contained in the appendices attached to this report.
- 2.3 The remainder of this report is in the form of a commentary on the relevant calculations, concluding with a recommendation as to the terms in which the City Council should make the appropriate resolution.

## **3. COUNCIL TAX BASE**

The Council Tax Base is a measure of the City Council's taxable resources and is expressed in terms of the equivalent number of 2 person Band D properties. This was calculated by the City Council to be 31,585.86 for the whole of the area. The amount calculated for each parish is set out in **Appendix A**.

## **4. COUNCIL TAX REQUIREMENT**

The City Council's Council Tax Requirement 2015/16 has been determined as £6,109,653.

## **5. GRANT INCOME**

- 5.1 The City Council is required to calculate the aggregate of its estimated income specified grants for 2015/16. These have been notified as:-

	£
Retained Business Rates	3,027,074
Revenue Support Grant	2,299,240
<b>Total</b>	<b>5,326,314</b>

- 5.2 Under Council Tax regulations, transactions relating to any surplus or deficit arising from the previous year's Council Tax are to be aggregated and incorporated in the amount of Council Tax set by the billing authority. This is to be achieved by increasing the amount of grant income by the amount of any anticipated surplus on the Collection Fund at 31 March 2015. If a deficiency is anticipated, or the transactions to be accounted for in 2015/16 gave rise to a reduction in liability, then the aggregate of grant income is to be reduced.

5.2.1 **Appendix D** summarises the anticipated position on the collection of Council Tax. In accordance with the authority delegated to the Director of Resources by the Council, the overall surplus on Council Tax for 2014/15 has been determined at £286,461. The County Council's share of this surplus has been certified as £210,956, the Police and Crime Commissioner for Cumbria's Share certified as £37,890, leaving a balance of £37,615 for the City Council. However, the Director of Resources has determined a recurring surplus of £35,000 in the MTFP. This is to allow the impact of the Local Support for Council Tax (Reduction) Scheme and technical changes to council tax to be spread over the life of the current MTFP. In the longer term, when the impact is understood better, the position will be reviewed.

5.3 On this basis, total estimated grant income should be calculated as £5,361,314.

## 6. CITY COUNCIL BASIC COUNCIL TAX

6.1 Basic Council Tax is the average tax for the whole area in respect of the City Council's Council Tax Requirement after first deducting estimated grant income. Its relevance is as a basis for comparison since it will not actually be levied in any part of the Council's area.

6.2 Basic Council Tax is calculated by subtracting grant income from Budget Requirement and dividing the result by the Tax Base:-

	£
Budget Requirement	12,411,240
Less BR Estimate Pooling/Growth (note 1)	500,000
Less Grant Income	5,361,314
<b>Net Requirement from Collection Fund</b>	<b>6,549,926</b>
Divided by Tax Base	31,585.86
<b>Basic Tax</b>	<b>207.37</b>

Note 1 – The assumed level of Business Rate income as a result of economic growth combined with joining the Cumbria Pool for Business Rate Retention.

6.3 Next, it is necessary to calculate the level of Tax which will be levied in different parts of the City Council's area, according to whether or not there are special items (parish precepts) to be charged in the area.

6.4 By setting aside the total value of special items from the amount required from the Collection Fund, and recalculating the result in the same way as calculating the Basic Tax in 6.2, the result is the amount of Tax which will be levied in the Urban Area and in any parish area for which no precept is required:

	£
Net Requirement from Collection Fund	6,549,926
Less Special Items	440,273
<b>Net requirement excluding Special Items</b>	<b>6,109,653</b>
Divided by Tax Base	31,585.86
<b>Basic Amount of Tax for the Urban Area and Parishes Not Levying a Precept</b>	<b>193.43</b>

- 6.5 A similar calculation is required to be made in respect of each parish area for which a special item is to be charged and these are set out in detail in **Appendix B**.

## 7. COUNCIL TAX APPLICABLE TO EACH PROPERTY BAND

- 7.1 Having calculated the “headline” Tax for each part of the area, it is now necessary to set the level of Tax for each of the eight property bands in each part of the area.
- 7.2 This is done by setting the Tax in proportion to that set for Band D, in the proportions set out in the legislation:-

	<u>Valuation Band</u>							
	A	B	C	D	E	F	G	H
Proportion to 9	6	7	8	9	11	13	15	18

- 7.3 The results of carrying out the above calculations are set out in **Appendix B**.

## 8. CUMBRIA COUNTY COUNCIL PRECEPT

The County Council has issued a precept upon the City Council in the sum of £37,416,986 and set its basic Council Tax as £1,184.61 (subject to final confirmation) to be charged against each category of dwelling as follows:-

### Valuation Band / Basic Amount of Tax

A	B	C	D	E	F	G	H
£789.74	£921.36	£1,052.99	£1,184.61	£1,447.86	£1,711.10	£1,974.35	£2,369.22

## 9. POLICE AND CRIME COMMISSIONER FOR CUMBRIA PRECEPT

The Police and Crime Commissioner for Cumbria has issued a precept upon the City Council in the sum of £6,714,528 and set its basic Council Tax as £212.58 (subject to final confirmation) to be charged against each category of dwelling as follows:-

### Valuation Band / Basic Amount of Tax

A	B	C	D	E	F	G	H
£141.72	£165.34	£188.96	£212.58	£259.82	£307.06	£354.30	£425.16

## 10. TOTAL AMOUNT OF COUNCIL TAX 2015/16

- 10.1 The amount of Council Tax to be levied in 2015/16 in respect of each category of dwelling in each part of the City Council's area is arrived at by adding together the amounts calculated at **Appendix B** to the amount set by Cumbria County Council as notified and set out in paragraph 8 and the amount set by the Police and Crime Commissioner for Cumbria and set out in Paragraph 9. i.e.

Band D Council Tax Levels			
	£	% Increase	% of Council Tax
City	193.43	0.00	12.1%
County	1,184.61	1.99	74.5%
Police	212.58	1.90	13.4%
<b>Total</b>	<b>1,590.62</b>		<b>100.0%</b>

- 10.2 The amounts are set out in **Appendix C**.

## 11. CONSULTATION

- 11.1 Consultation to Date.  
Not applicable.

- 11.2 Consultation proposed.  
Not applicable.

## 12. CONTRIBUTION TO THE CARLISLE PLAN PRIORITIES

- 12.1 To ensure that a balanced budget is set.

Contact Officer: Steven Tickner

Ext: 7280

**Appendices  
attached to report:**

**Appendix A** The level of Basic (City) Council Tax which will be charged in different parts of the City Council's area to reflect Special Items (Parish Precepts)

**Appendix B** The Basic amount of (City) Council Tax applicable to each category of dwelling in each part of the City Council's area

**Appendix C** The total amount of Council Tax to be levied in 2014/15, inclusive of Cumbria County Council and the Police and Crime Commissioner for Cumbria Precept, applicable to each category of dwelling in each part of the City Council's area

**Appendix D** Details how the Council Tax surplus was calculated

**Appendix E** To approve the formal Council Tax Resolution

**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** –The Council must have a balanced budget to deliver its services and also achieve and sustain an appropriate level of reserves. The setting of the overall Council Tax for the Carlisle District is the final stage of the budget process and it is the responsibility of full Council to approve the aggregate charge by the statutory date of 11<sup>th</sup> March each year, in accordance with Section 30 of the Local Government and Finance Act 1992 (as amended).

**Local Environment** – Not applicable

**Resources** – included within the main body of the report

# APPENDIX A

## BASIC AMOUNT OF COUNCIL TAX APPLICABLE TO DIFFERENT PARTS OF THE CITY COUNCIL'S AREA

PARISH/AREA	SPECIAL ITEMS (Parish Precepts) £	COUNCIL TAX SUPPORT GRANT £	TOTAL INCOME £	TAX BASE	BASIC AMOUNT OF COUNCIL TAX £
Arthuret	37,370	12,549	49,919	656.43	56.93
Askerton	0	0	0	53.72	0.00
Beaumont	5,673	208	5,881	186.83	30.36
Bewcastle	3,706	544	4,250	134.58	27.53
Brampton	81,166	18,556	99,722	1,461.61	55.53
Burgh By Sands	13,332	668	14,000	466.79	28.56
Burtholme	1,841	149	1,990	81.13	22.69
Carlatton & Cumrew	1,542	58	1,600	55.21	27.92
Castle Carrock	4,566	92	4,658	135.21	33.77
Cummersdale	6,447	653	7,100	285.21	22.60
Cumwhitton	3,752	148	3,900	131.87	28.46
Dalston	40,207	3,145	43,352	1,042.89	38.55
Denton Nether	4,059	441	4,500	100.88	40.24
Denton Upper	1,039	177	1,216	37.20	27.92
Farlam	3,049	298	3,347	213.76	14.27
Hayton	14,480	1,394	15,874	820.68	17.64
Hethersgill	6,127	873	7,000	126.66	48.38
Irthington	5,343	393	5,736	308.05	17.35
Kingmoor	7,322	461	7,783	314.47	23.28
Kingwater	982	18	1,000	61.91	15.87
Kirkandrews	6,428	914	7,342	150.97	42.58
Kirklington	1,951	49	2,000	138.25	14.11
Midgeholme	0	0	0	23.25	0.00
Nicholforest	3,472	528	4,000	134.47	25.82
Orton	3,874	376	4,250	169.05	22.92
Rockcliffe	3,216	284	3,500	294.04	10.94
Scaleby	4,888	112	5,000	138.38	35.33
Solport & Stapleton	2,670	130	2,800	141.77	18.83
Stanwix Rural	38,200	2,340	40,540	1,200.71	31.81
St Cuthbert Without	22,037	1,413	23,450	1,347.95	16.35
Walton	4,685	442	5,127	101.28	46.26
Waterhead	1,052	48	1,100	49.95	21.05
Westlinton	1,868	132	2,000	135.35	13.80
Wetheral	103,929	6,291	110,220	2,309.12	45.01
<b>Total</b>	<b>440,273</b>	<b>53,884</b>	<b>494,157</b>		

<b>BASIC AMOUNT OF COUNCIL TAX FOR CITY COUNCIL SERVICES</b>								
<b>APPLICABLE TO EACH CATEGORY OF DWELLING IN EACH PART OF</b>								
<b>PART OF THE COUNCIL'S AREA</b>	<b>VALUATION BANDS</b>							
	<b>BAND A</b>	<b>BAND B</b>	<b>BAND C</b>	<b>BAND D</b>	<b>BAND E</b>	<b>BAND F</b>	<b>BAND G</b>	<b>BAND H</b>
Parish of:	£	£	£	£	£	£	£	£
ARTHURET	166.90	194.73	222.54	250.36	305.99	361.63	417.26	500.72
BEAUMONT	149.19	174.06	198.93	223.79	273.52	323.25	372.98	447.58
BEWCASTLE	147.30	171.86	196.41	220.96	270.06	319.17	368.26	441.92
BRAMPTON	165.97	193.64	221.30	248.96	304.28	359.61	414.93	497.92
BURGH BY SANDS	147.99	172.66	197.33	221.99	271.32	320.65	369.98	443.98
BURTHOLME	144.08	168.10	192.11	216.12	264.14	312.17	360.20	432.24
CARLATTON & CUMREW	147.56	172.17	196.76	221.35	270.53	319.73	368.91	442.70
CASTLE CARROCK	151.46	176.72	201.96	227.20	277.68	328.18	378.66	454.40
CUMMERSDALE	144.02	168.03	192.03	216.03	264.03	312.04	360.05	432.06
CUMWHITTON	147.92	172.59	197.24	221.89	271.19	320.51	369.81	443.78
DALSTON	154.65	180.43	206.21	231.98	283.53	335.08	386.63	463.96
DENTON NETHER	155.78	181.75	207.71	233.67	285.59	337.52	389.45	467.34
DENTON UPPER	147.56	172.17	196.76	221.35	270.53	319.73	368.91	442.70
FARLAM	138.46	161.55	184.62	207.70	253.85	300.01	346.16	415.40
HAYTON	140.71	164.17	187.62	211.07	257.97	304.88	351.78	422.14
HETHERSGILL	161.20	188.08	214.94	241.81	295.54	349.28	403.01	483.62
IRTHINGTON	140.52	163.94	187.36	210.78	257.62	304.46	351.30	421.56
KINGMOOR	144.47	168.56	192.63	216.71	264.86	313.03	361.18	433.42
KINGWATER	139.53	162.79	186.05	209.30	255.81	302.32	348.83	418.60
KIRKANDREWS	157.34	183.57	209.79	236.01	288.45	340.90	393.35	472.02
KIRKLINTON	138.36	161.42	184.48	207.54	253.66	299.78	345.90	415.08
NICHOLFOREST	146.16	170.53	194.89	219.25	267.97	316.70	365.41	438.50
ORTON	144.23	168.28	192.31	216.35	264.42	312.51	360.58	432.70
ROCKCLIFFE	136.24	158.96	181.66	204.37	249.78	295.20	340.61	408.74
SCALEBY	152.50	177.93	203.34	228.76	279.59	330.43	381.26	457.52
SOLPORT & STAPLETON	141.50	165.10	188.68	212.26	259.42	306.60	353.76	424.52
STANWIX RURAL	150.16	175.19	200.22	225.24	275.29	325.35	375.40	450.48
ST CUTHBERT WITHOUT	139.85	163.17	186.47	209.78	256.39	303.02	349.63	419.56
WALTON	159.79	186.43	213.06	239.69	292.95	346.22	399.48	479.38
WATERHEAD	142.98	166.82	190.65	214.48	262.14	309.81	357.46	428.96
WESTLINTON	138.15	161.18	184.21	207.23	253.28	299.33	345.38	414.46
WETHERAL	158.96	185.46	211.95	238.44	291.42	344.41	397.40	476.88
All other parts of the City Council's area	128.95	150.45	171.94	193.43	236.41	279.40	322.38	386.86

# APPENDIX C

AMOUNT OF COUNCIL TAX TO BE LEVIED IN 2015/16 IN RESPECT OF EACH CATEGORY OF DWELLING IN EACH PART OF								
PART OF THE COUNCIL'S AREA	VALUATION BANDS		BAND C	BAND D	BAND E	BAND F	BAND G	BAND H
	BAND A	BAND B						
Parish of:	£	£	£	£	£	£	£	£
ARTHURET	1,098.36	1,281.43	1,464.49	1,647.55	2,013.67	2,379.79	2,745.91	3,295.10
BEAUMONT	1,080.65	1,260.76	1,440.88	1,620.98	1,981.20	2,341.41	2,701.63	3,241.96
BEWCASTLE	1,078.76	1,258.56	1,438.36	1,618.15	1,977.74	2,337.33	2,696.91	3,236.30
BRAMPTON	1,097.43	1,280.34	1,463.25	1,646.15	2,011.96	2,377.77	2,743.58	3,292.30
BURGH BY SANDS	1,079.45	1,259.36	1,439.28	1,619.18	1,979.00	2,338.81	2,698.63	3,238.36
BURTHOLME	1,075.54	1,254.80	1,434.06	1,613.31	1,971.82	2,330.33	2,688.85	3,226.62
CARLATTON & CUMREW	1,079.02	1,258.87	1,438.71	1,618.54	1,978.21	2,337.89	2,697.56	3,237.08
CASTLE CARROCK	1,082.92	1,263.42	1,443.91	1,624.39	1,985.36	2,346.34	2,707.31	3,248.78
CUMMERSDALE	1,075.48	1,254.73	1,433.98	1,613.22	1,971.71	2,330.20	2,688.70	3,226.44
CUMWHITTON	1,079.38	1,259.29	1,439.19	1,619.08	1,978.87	2,338.67	2,698.46	3,238.16
DALSTON	1,086.11	1,267.13	1,448.16	1,629.17	1,991.21	2,353.24	2,715.28	3,258.34
DENTON NETHER	1,087.24	1,268.45	1,449.66	1,630.86	1,993.27	2,355.68	2,718.10	3,261.72
DENTON UPPER	1,079.02	1,258.87	1,438.71	1,618.54	1,978.21	2,337.89	2,697.56	3,237.08
FARLAM	1,069.92	1,248.25	1,426.57	1,604.89	1,961.53	2,318.17	2,674.81	3,209.78
HAYTON	1,072.17	1,250.87	1,429.57	1,608.26	1,965.65	2,323.04	2,680.43	3,216.52
HETHERSGILL	1,092.66	1,274.78	1,456.89	1,639.00	2,003.22	2,367.44	2,731.66	3,278.00
IRTHINGTON	1,071.98	1,250.64	1,429.31	1,607.97	1,965.30	2,322.62	2,679.95	3,215.94
KINGMOOR	1,075.93	1,255.26	1,434.58	1,613.90	1,972.54	2,331.19	2,689.83	3,227.80
KINGWATER	1,070.99	1,249.49	1,428.00	1,606.49	1,963.49	2,320.48	2,677.48	3,212.98
KIRKANDREWS	1,088.80	1,270.27	1,451.74	1,633.20	1,996.13	2,359.06	2,722.00	3,266.40
KIRKLINTON	1,069.82	1,248.12	1,426.43	1,604.73	1,961.34	2,317.94	2,674.55	3,209.46
NICHOLFOREST	1,077.62	1,257.23	1,436.84	1,616.44	1,975.65	2,334.86	2,694.06	3,232.88
ORTON	1,075.69	1,254.98	1,434.26	1,613.54	1,972.10	2,330.67	2,689.23	3,227.08
ROCKCLIFFE	1,067.70	1,245.66	1,423.61	1,601.56	1,957.46	2,313.36	2,669.26	3,203.12
SCALEBY	1,083.96	1,264.63	1,445.29	1,625.95	1,987.27	2,348.59	2,709.91	3,251.90
SOLPORT & STAPLETON	1,072.96	1,251.80	1,430.63	1,609.45	1,967.10	2,324.76	2,682.41	3,218.90
STANWIX RURAL	1,081.62	1,261.89	1,442.17	1,622.43	1,982.97	2,343.51	2,704.05	3,244.86
ST CUTHBERT WITHOUT	1,071.31	1,249.87	1,428.42	1,606.97	1,964.07	2,321.18	2,678.28	3,213.94
WALTON	1,091.25	1,273.13	1,455.01	1,636.88	2,000.63	2,364.38	2,728.13	3,273.76
WATERHEAD	1,074.44	1,253.52	1,432.60	1,611.67	1,969.82	2,327.97	2,686.11	3,223.34
WESTLINTON	1,069.61	1,247.88	1,426.16	1,604.42	1,960.96	2,317.49	2,674.03	3,208.84
WETHERAL	1,090.42	1,272.16	1,453.90	1,635.63	1,999.10	2,362.57	2,726.05	3,271.26
All other parts of the City Council's area	1,060.41	1,237.15	1,413.89	1,590.62	1,944.09	2,297.56	2,651.03	3,181.24



**2014/15 Council Tax Surplus to be distributed in 2015/16**

	£
Income into Fund 2014/15	
Council Tax Payments (inc MOD)	48,113,718
Plus Arrears to be Collected 2015/16 Onwards	1,118,156
Net Transfers from Council Fund	
Rebates Including Second Adult	
Total Estimated Income 2014/15	<b>49,231,874</b>
Expenditure from Fund 2014/15	
Police Authority Precept	6,470,201
County Precept	36,023,098
City Including Parish Precepts	6,423,234
	<b>48,916,533</b>
Estimated (Deficit)/Surplus on Fund as at 15/01/15	<b>315,341</b>
<b>1. <u>Surplus to be Returned 2015/16</u></b>	
(Surplus) on Collection Fund 31/03/14	(394,371)
Deficit/(Surplus) 1993-2013	6,462
Deficit/(Surplus) 2014/15 (See Above)	(315,341)
Less (Deficit) / Surplus Distributed to 2013/14	416,789
Deficit / (Surplus) to be Returned 2015/16	<b>(286,461)</b>
Police Authority Share	(37,890)
County Council Share	(210,956)
City Council Share	(37,615)
	<b>(286,461)</b>

Note 1 – The Director of Resources has determined a recurring surplus of £35,000 for the City Council in its MTFP to allow the impact of the LSCT Scheme and other technical changes to be spread over the life of the MTFP. This will be reviewed once the impact is known.

1. That it be noted that at its meeting on 3 March 2015 the City Council calculated the Council Tax Base 2015/16:-
  - a) For the whole Council area as 31,585.86 (Item T in the formula in Section 31B(3) of the Local Government Finance Act 1992, as amended (The “Act”), and;.
  - b) For dwellings in those parts of its area to which a Parish Precept relates as below:

Parish of:	£
Arthuret	656.43
Askerton	53.72
Beaumont	186.83
Bewcastle	134.58
Brampton	1,461.61
Burgh By Sands	466.79
Burtholme	81.13
Carlton & Cumrew	55.21
Castle Carrock	135.21
Cummersdale	285.21
Cumwhitton	131.87
Dalston	1,042.89
Denton Nether	100.88
Denton Upper	37.20
Farlam	213.76
Hayton	820.68
Hethersgill	126.66
Irthington	308.05
Kingmoor	314.47
Kingwater	61.91
Kirkandrews	150.97
Kirklington	138.25
Midgeholme	23.25
Nicholforest	134.47
Orton	169.05
Rockcliffe	294.04
Scaleby	138.38
Solport & Stapleton	141.77
Stanwix Rural	1,200.71
St Cuthbert Without	1,347.95
Walton	101.28
Waterhead	49.95
Westlinton	135.35
Wetheral	2,309.12
& for the urban area of CARLISLE	18,576.23
<b>Total</b>	<b>31,585.86</b>

2. Calculate that the Council Tax requirement for the Council’s own purposes for 2015/16 (excluding Parish Precepts) is £6,109,653

3. That the following amounts be now calculated by the City Council for the year 2015/16 in accordance with Sections 31 to 36 of the Local Government Finance Act 1992 (as amended):-
  - (a) 12,411,240 Being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(2) of the Act taking into account all precepts issued to it by Parish Councils
  - (b) £5,361,314 Being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(3) of the Act
  - (c) £6,549,926 Being the amount by which the aggregate at 3(a) above exceeds the aggregate at 3(b) above, calculated by the Council in accordance with Section 31A(4) of the Act as its Council Tax Requirement for the year. (Item R) in the formula in Section 31A(4) of the Act).
  - (d) £207.37 Being the amount at 3(c) above (Item R), all divided by Item T (1 above) calculated by the Council, in accordance with Section 31B(1) of the Act, as the basic amount of its Council Tax for the year (including Parish Precepts).
  - (e) £440,273 Being the aggregate amount of all special items (Parish Precepts) referred to in Section 34(1) of the Act.
  - (f) £193.43 Being the amount at 3(d) above, less the result given by dividing the amount at 3(e) above by Item T (2 above), calculated by the Council, in accordance with Section 34(2) of the Act, as the basic amount of its Council Tax for the year for dwellings in those parts of its area to which no Parish Precept relates.
4. To note that the County Council and the Police and Crime Commissioner for Cumbria have issued precepts to the Council in accordance with Section 40 of the Local Government Finance Act 1992 for each category of dwellings in the Council's area as indicated in the table below.
5. That the Council, in accordance with Sections 30 and 36 of the Local Government Finance Act 1992, hereby sets the aggregate amounts shown in the tables below as the amounts of Council Tax for 2015/16 for each part of its area and for each of the categories of dwellings.

<b>BASIC AMOUNT OF COUNCIL TAX FOR CITY COUNCIL SERVICES</b>								
<b>APPLICABLE TO EACH CATEGORY OF DWELLING IN EACH PART OF</b>								
<b>PART OF THE COUNCIL'S AREA</b>	<b>VALUATION BANDS</b>							
	<b>BAND A</b>	<b>BAND B</b>	<b>BAND C</b>	<b>BAND D</b>	<b>BAND E</b>	<b>BAND F</b>	<b>BAND G</b>	<b>BAND H</b>
Parish of:	£	£	£	£	£	£	£	£
ARTHURET	166.90	194.73	222.54	250.36	305.99	361.63	417.26	500.72
BEAUMONT	149.19	174.06	198.93	223.79	273.52	323.25	372.98	447.58
BEWCASTLE	147.30	171.86	196.41	220.96	270.06	319.17	368.26	441.92
BRAMPTON	165.97	193.64	221.30	248.96	304.28	359.61	414.93	497.92
BURGH BY SANDS	147.99	172.66	197.33	221.99	271.32	320.65	369.98	443.98
BURTHOLME	144.08	168.10	192.11	216.12	264.14	312.17	360.20	432.24
CARLATTON & CUMREW	147.56	172.17	196.76	221.35	270.53	319.73	368.91	442.70
CASTLE CARROCK	151.46	176.72	201.96	227.20	277.68	328.18	378.66	454.40
CUMMERSDALE	144.02	168.03	192.03	216.03	264.03	312.04	360.05	432.06
CUMWHITTON	147.92	172.59	197.24	221.89	271.19	320.51	369.81	443.78
DALSTON	154.65	180.43	206.21	231.98	283.53	335.08	386.63	463.96
DENTON NETHER	155.78	181.75	207.71	233.67	285.59	337.52	389.45	467.34
DENTON UPPER	147.56	172.17	196.76	221.35	270.53	319.73	368.91	442.70
FARLAM	138.46	161.55	184.62	207.70	253.85	300.01	346.16	415.40
HAYTON	140.71	164.17	187.62	211.07	257.97	304.88	351.78	422.14
HETHERSGILL	161.20	188.08	214.94	241.81	295.54	349.28	403.01	483.62
IRTHINGTON	140.52	163.94	187.36	210.78	257.62	304.46	351.30	421.56
KINGMOOR	144.47	168.56	192.63	216.71	264.86	313.03	361.18	433.42
KINGWATER	139.53	162.79	186.05	209.30	255.81	302.32	348.83	418.60
KIRKANDREWS	157.34	183.57	209.79	236.01	288.45	340.90	393.35	472.02
KIRKLINTON	138.36	161.42	184.48	207.54	253.66	299.78	345.90	415.08
NICHOLFOREST	146.16	170.53	194.89	219.25	267.97	316.70	365.41	438.50
ORTON	144.23	168.28	192.31	216.35	264.42	312.51	360.58	432.70
ROCKCLIFFE	136.24	158.96	181.66	204.37	249.78	295.20	340.61	408.74
SCALEBY	152.50	177.93	203.34	228.76	279.59	330.43	381.26	457.52
SOLPORT & STAPLETON	141.50	165.10	188.68	212.26	259.42	306.60	353.76	424.52
STANWIX RURAL	150.16	175.19	200.22	225.24	275.29	325.35	375.40	450.48
ST CUTHBERT WITHOUT	139.85	163.17	186.47	209.78	256.39	303.02	349.63	419.56
WALTON	159.79	186.43	213.06	239.69	292.95	346.22	399.48	479.38
WATERHEAD	142.98	166.82	190.65	214.48	262.14	309.81	357.46	428.96
WESTLINTON	138.15	161.18	184.21	207.23	253.28	299.33	345.38	414.46
WETHERAL	158.96	185.46	211.95	238.44	291.42	344.41	397.40	476.88
All other parts of the City Council's area	128.95	150.45	171.94	193.43	236.41	279.40	322.38	386.86

<b>Precepting Authority</b>	<b>VALUATION BANDS</b>							
	<b>Band A</b>	<b>Band B</b>	<b>Band C</b>	<b>Band D</b>	<b>Band E</b>	<b>Band F</b>	<b>Band G</b>	<b>Band H</b>
	£	£	£	£	£	£	£	£
Cumbria County Council	789.74	921.36	1,052.99	1,184.61	1,447.86	1,711.10	1,974.35	2,369.22
Police & Crime Commissioner for Cumbria	141.72	165.34	188.96	212.58	259.82	307.06	354.30	425.16

## Aggregate of Council Tax requirements

AMOUNT OF COUNCIL TAX TO BE LEVIED IN 2015/16 IN RESPECT OF EACH CATEGORY OF DWELLING IN EACH PART OF								
PART OF THE COUNCIL'S AREA	VALUATION BANDS		BAND C	BAND D	BAND E	BAND F	BAND G	BAND H
	BAND A	BAND B						
Parish of:	£	£	£	£	£	£	£	£
ARTHURET	1,098.36	1,281.43	1,464.49	1,647.55	2,013.67	2,379.79	2,745.91	3,295.10
BEAUMONT	1,080.65	1,260.76	1,440.88	1,620.98	1,981.20	2,341.41	2,701.63	3,241.96
BEWCASTLE	1,078.76	1,258.56	1,438.36	1,618.15	1,977.74	2,337.33	2,696.91	3,236.30
BRAMPTON	1,097.43	1,280.34	1,463.25	1,646.15	2,011.96	2,377.77	2,743.58	3,292.30
BURGH BY SANDS	1,079.45	1,259.36	1,439.28	1,619.18	1,979.00	2,338.81	2,698.63	3,238.36
BURTHOLME	1,075.54	1,254.80	1,434.06	1,613.31	1,971.82	2,330.33	2,688.85	3,226.62
CARLATTON & CUMREW	1,079.02	1,258.87	1,438.71	1,618.54	1,978.21	2,337.89	2,697.56	3,237.08
CASTLE CARROCK	1,082.92	1,263.42	1,443.91	1,624.39	1,985.36	2,346.34	2,707.31	3,248.78
CUMMERSDALE	1,075.48	1,254.73	1,433.98	1,613.22	1,971.71	2,330.20	2,688.70	3,226.44
CUMWHITTON	1,079.38	1,259.29	1,439.19	1,619.08	1,978.87	2,338.67	2,698.46	3,238.16
DALSTON	1,086.11	1,267.13	1,448.16	1,629.17	1,991.21	2,353.24	2,715.28	3,258.34
DENTON NETHER	1,087.24	1,268.45	1,449.66	1,630.86	1,993.27	2,355.68	2,718.10	3,261.72
DENTON UPPER	1,079.02	1,258.87	1,438.71	1,618.54	1,978.21	2,337.89	2,697.56	3,237.08
FARLAM	1,069.92	1,248.25	1,426.57	1,604.89	1,961.53	2,318.17	2,674.81	3,209.78
HAYTON	1,072.17	1,250.87	1,429.57	1,608.26	1,965.65	2,323.04	2,680.43	3,216.52
HETHERSGILL	1,092.66	1,274.78	1,456.89	1,639.00	2,003.22	2,367.44	2,731.66	3,278.00
IRTHINGTON	1,071.98	1,250.64	1,429.31	1,607.97	1,965.30	2,322.62	2,679.95	3,215.94
KINGMOOR	1,075.93	1,255.26	1,434.58	1,613.90	1,972.54	2,331.19	2,689.83	3,227.80
KINGWATER	1,070.99	1,249.49	1,428.00	1,606.49	1,963.49	2,320.48	2,677.48	3,212.98
KIRKANDREWS	1,088.80	1,270.27	1,451.74	1,633.20	1,996.13	2,359.06	2,722.00	3,266.40
KIRKLINTON	1,069.82	1,248.12	1,426.43	1,604.73	1,961.34	2,317.94	2,674.55	3,209.46
NICHOLFOREST	1,077.62	1,257.23	1,436.84	1,616.44	1,975.65	2,334.86	2,694.06	3,232.88
ORTON	1,075.69	1,254.98	1,434.26	1,613.54	1,972.10	2,330.67	2,689.23	3,227.08
ROCKCLIFFE	1,067.70	1,245.66	1,423.61	1,601.56	1,957.46	2,313.36	2,669.26	3,203.12
SCALEBY	1,083.96	1,264.63	1,445.29	1,625.95	1,987.27	2,348.59	2,709.91	3,251.90
SOLPORT & STAPLETON	1,072.96	1,251.80	1,430.63	1,609.45	1,967.10	2,324.76	2,682.41	3,218.90
STANWIX RURAL	1,081.62	1,261.89	1,442.17	1,622.43	1,982.97	2,343.51	2,704.05	3,244.86
ST CUTHBERT WITHOUT	1,071.31	1,249.87	1,428.42	1,606.97	1,964.07	2,321.18	2,678.28	3,213.94
WALTON	1,091.25	1,273.13	1,455.01	1,636.88	2,000.63	2,364.38	2,728.13	3,273.76
WATERHEAD	1,074.44	1,253.52	1,432.60	1,611.67	1,969.82	2,327.97	2,686.11	3,223.34
WESTLINTON	1,069.61	1,247.88	1,426.16	1,604.42	1,960.96	2,317.49	2,674.03	3,208.84
WETHERAL	1,090.42	1,272.16	1,453.90	1,635.63	1,999.10	2,362.57	2,726.05	3,271.26
All other parts of the City Council's area	1,060.41	1,237.15	1,413.89	1,590.62	1,944.09	2,297.56	2,651.03	3,181.24



Meeting Date: 03 March 2015

Public/Private\*: Public

Title: **Leaders Portfolio Holder's Report –  
Councillor Colin Glover**

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### **Borderlands Initiative**

The Borderlands Summit in November identified 4 priorities which it wished to develop further:

- Economic Corridors: Infrastructure links both within the Borderlands area and beyond.
- Economic Sectors: Tourism, Forestry and Energy.
- Education, Skills and Innovation.
- Digital Connectivity.

Work has begun on developing these 4 priorities understanding what the economic outputs are and developing a narrative in order to communicate the message of the Borderlands to a wider audience. As part of this work a Tourism workshop was held in January with stakeholders to consider a potential Borderlands tourism initiative and collaborative working. In addition the Director of Economic Development attended the Scottish Affairs Committee on Borderlands along with colleagues from Dumfries and Galloway, Scottish Borders and Northumberland which was looking into the issues and opportunities across the Border.

Infrastructure is key to economic development and I was pleased to hear that the first phase of the Borderlands Railway on the Waverley line is on schedule and due to be completed in September 2015, and that work is beginning on a feasibility study into the opening of the line to Carlisle.

## **Carlisle Ambassadors**

The 2015 Carlisle Ambassadors programme was launched on the 29<sup>th</sup> January at the Halston Apart Hotel. The aim is to provide a powerful business network where people can interact with others, forge connections and learn first hand about big decisions that affect Carlisle. Over 160 people attended the event and heard presentations from key business people. In addition to the networking event a website has been developed with an Ambassadors forum page to share project ideas and gather support to deliver them. The key message is 'Positive things happen to positive places'. At the time of writing, 24 businesses have applied to become an official Carlisle Ambassador. The next Ambassadors meeting is on March 26<sup>th</sup> at Carlisle Race Course.

## **Local Economic Partnership (LEP) Update**

The main focus of the LEP Board in recent months has been working with partners to develop projects to be submitted for Local Growth Fund 2 funding, with a strong emphasis on skills and infrastructure, to drive growth. In January it was announced that an extra £20.9 million would be available for 7 projects in Cumbria between 2016 and 2021. Funding would be subject to approval of robust business cases.

The projects which will affect Carlisle are:

- Connecting Cumbria: phase 2 of Connecting Cumbria which will extend availability of Superfast Broadband.
- Cumbria Skills and Capital Investment Programme: delivering state of the art specialist STEM R & D training facilities.
- Growing our potential: delivering capital projects helping Cumbrian businesses grow and create sustainable private sector jobs.
- Carlisle College, Advanced Manufacturing Centre : The AMC will deliver an employer-led curriculum at all levels to the engineering manufacturing and processing sectors

## **Carlisle Partnership**

The Carlisle Partnership continues to gain support from a wide range of partners, businesses, organisations and groups and continues to work across the key issue (and subgroup areas) within the district. More recently the Partnership Executive has welcomed



the addition of the Carlisle Food City Chair to the Executive and is also exploring links with a Children and Young Persons subgroup.

I also met recently with the new Member of the UK Youth Parliament for Carlisle & Eden and members of Carlisle Youth Council to talk about their priorities for Carlisle and how young people can have a stronger voice in the way we work. They also told us that one of their key priorities is to raise awareness of mental health issues amongst young people. We look forward to continue working with youth representatives in the future.

## **Food Carlisle**

The Carlisle Food City steering group works with a range of different organisations. Examples including: The Soil Association, Public Health, University of Cumbria, The Chamber of Commerce, NFU, food producers, distributions and caterers. The Food Carlisle Steering Group continues to promote the Charter and advance a range of projects within the Action Plan and considers crosscutting issues including: Economy, Health and Wellbeing, Learning, education and skills, Communities, sustainability.

Key updates include:

1. The group is developing a questionnaire in partnership with the University of Cumbria to understand more about the local food economy and food supply chain.
2. Carlisle attended the Everything Edible event to raise the profile of the work Food Carlisle has done, but also to promote local Carlisle Food Businesses.

## **Event management**

All officers involved in events have participated in a risk management workshop, facilitated by our insurers, Gallagher Bassett. The workshop focused on the need for risk assessment as part of the event planning, a new Event Management Plan template to assist officers in this planning. A new events policy is being prepared to clarify the roles and procedures involved in running safe and successful events.

## **Community Events Panel**

The Community Events Panel was held on Friday 13 February, and applications for events support were put forward by The Cumberland Show, Carlisle Slide Event, Pirelli Carlisle Rally, Cumbria Pride and Carlisle Music City. The next panel meetings have been scheduled for, 22 April, 20 May, and 17 June.

## Events 2015

Carlisle is set to host a packed programme of events in 2015.

Some dates already set include:

- **Saturday 25 April:** Pirelli Carlisle Rally, Carlisle city centre 9am – 12pm
- **Wednesday 1 - Monday 6 April:** Easter International Market, Carlisle city centre
- **Saturday 23 - Sunday 31 May:** Carlisle Music City, Carlisle city Centre 11am – 7pm. Visit [www.carlislemusiccity.co.uk](http://www.carlislemusiccity.co.uk)
- **Monday 25 May:** Upperby Gala, Hammond's Pond – 1pm – 4pm
- **Saturday 6 June:** Cumberland Show, Carlisle Racecourse – 9am - 6pm
- **Friday 12 - Sunday 14 June:** Crime Writing Weekend, Old Fire Station. Visit <http://crimeweekend.carlisle.city>
- **Wednesday 17 June:** Pride and Prejudice open-air theatre, Talkin Tarn Country Park
- **Saturday 20 June:** Cumbria Pride, Carlisle city centre
- **Saturday 27 June:** Armed Forces Day, Carlisle city centre
- **Saturday 4 July:** Talkin Tarn Regatta
- **Friday 17 July:** The Sorcerer's Apprentice open-air theatre, Bitts Park
- **Thursday 13 August:** Treasure Island open-air theatre, Talkin Tarn Country Park
- **Saturday 22 - Monday 31 August:** Carlisle Pageant, Carlisle city centre
- **Saturday 31 October:** Fireshow Funday, Carlisle city centre – 2pm -6pm
- **Saturday 31 October:** Fireshow, Bitts Park – 6.30pm – 8.00pm
- **Sunday 8 November:** Remembrance Sunday, Carlisle city centre
- **Date TBC:** Christmas Lights Switch On
- **Wednesday 2 - Sunday 6 December:** Christmas Market, Carlisle city centre

Meeting Date: 03 March 2015

Public/Private\*: Public

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

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### **Electoral Registration**

A number of initiatives have been undertaken to address concerns with the accuracy and completeness of the Electoral Register which was published on 1<sup>st</sup> December.

A household notification letter was sent to every house in the Carlisle City Council area with details of electors who are currently included in the electoral register. The letter informed residents that if the details were correct they need take no further action but if the details were not correct they should either register using the on line address or contact the electoral registration section.

Two student registration sessions have been held at the University Campus. These sessions have been run in conjunction with a campaign to increase student registration which has been run by the Student Union. Contact has been made with Residential Homes to improve the registration of residents of the Residential Care Homes in the City Council area. Letters have been sent to young people who have recently turned 18, or who will be 18 before polling day on 7<sup>th</sup> May, reminding them that if they wish to vote at the forthcoming elections they should ensure that they are included on the register of electors.

The annual refresh of postal voters is being progressed. Slightly under 1000 postal voters were written to in January requiring them to provide a new signature as it is 5 years since their original postal vote application. The majority of postal voters have responded with new signatures.

Arrangements are being made for the forthcoming Parliamentary, City Council and Parish Council elections to be held on 7<sup>th</sup> May.

### **Organisational Development**

Over 40 managers and supervisors have now taken part in or booked onto the series of workshops which were developed to support the Carlisle City Council Management Competency Framework. The six key areas which the authority considers all its managers should be competent at are Personal Performance, Self Management, Leading Others, Realising Potential, Delivering the Service and Making Things Happen. Feedback from the workshops has been really positive and a fourth cohort will start in April 2015.

The Carlisle City Council Assessment Centre offers a range of vocational qualifications to support staff including Business Administration, Customer Service, Advice & Guidance, Team Leading and Learning & Development. The centre is currently supporting 17 staff to achieve qualifications at levels two to four. It is also training four staff to be assessors.

A workshop for Members called '28 Community Engagement Strategies' will take place at the Civic Centre on 24 June from 1.30pm to 4.30pm. If you are interested in attending please contact Linda Mattinson at [linda.mattinson@carlisle.gov.uk](mailto:linda.mattinson@carlisle.gov.uk) or 01228 817076.

### **Risk Management**

Work continues on the aligning Council objectives and risks, looking at both the positive opportunities and negative threats. The training delivered so far has covered key areas including the new draft Carlisle Plan priorities and event management.

### **Property Services**

#### Disposal Programme

Gross receipts from the programme have now reached £9.4 million and the number of assets sold totals 31. The residential building plot at Lonnin Foot, Rockcliffe was the latest asset to complete; it sold for £47,500 to a local purchaser. Terms for the sale of the residential investment at Whinnie House Road have also been recently agreed with a prospective purchaser, legal completion is anticipated before the end of February. Stanwix House and Cottage, let to the University of Cumbria, went onto the market in mid January. The agents, Sanderson Weatherall, are inviting offers for the property, a Listed Grade II Building occupying a 1.8 acre site with investment and development potential.

The Property team, in conjunction with colleagues in Legal, Planning and Housing, are continuing work to progress the portfolio of sites within the programme which have potential for residential development, both private market housing and social housing, and discussions on several bulk housing sites have begun with interested national and local builders.

## **Financial Services**

### Strategic Planning

The Council, at its meeting on 3<sup>rd</sup> February, approved the revenue and capital budgets for 2015/16, including a council tax freeze for 2015/16 for the city and surrounding areas. Tonight's Council will formally approve the overall council tax for the Carlisle area.

### 2014/15 Final Accounts Process

Work is commencing on providing the timetables and instructions to budget holders to support the year end process and training sessions are also planned to enable the Statement of Accounts to be prepared and approved by the Director of Resources by the statutory deadline of 30 June.

## **Licensing**

The Licensing Act 2003 states that the sale of alcohol must be authorised by a Personal Licence Holder. This licence was issued either under 'grandfather rights' in 2005, or by the applicant passing a relevant course and disclosure check. The licence lasts for 10 years.

In 2014 the Government consulted on abolishing Personal Licences altogether. There was strong opposition from both the trade and licensing authorities and the Government decided to retain them, however they would last indefinitely rather than 10 years. The appropriate legislation has not yet been made and the first 10 year licence renewals are due in February 2015. Interim guidance has been issued by the Government for those licences due for renewal before the new legislation becomes law. We have sent letters to holders of all personal licences that expire up until April 2015 but only a handful have responded. This interim procedure has created considerable additional work to ensure that licences are renewed on time, however some premises may have to close where the personal licence holder has not responded to the renewal letter.

## **Digital and Information Services**

Metro Wi-fi is now deployed and implemented across the city centre. In December 5,154 users had used the service consuming 240GB of data with a total surfing time of 20,200 hours.

The council has selected British Telecom as its preferred provider for the Council's Wide-Area Network (WAN). This will provide improved security and resilience, as well as revenue savings.

We are currently upgrading our corporate firewall. This will ensure that the council is protected from the latest threats and has the ability to react promptly to new threats.

## **Information Management**

Recent counts for information requests (From 29 November 2014 to 31 January 2015):

- Environmental Information Regulations requests received - 8
- Environmental Information Regulations requests responded to - 10
- Freedom of Information Act requests received – 123
- Freedom of Information Act requests responded to - 110
- Data Protection Act subject access requests received - 2
- Data Protection Act subject access requests responded to – 2
- Data Protection Act s29/s35 requests received - 9
- Data Protection Act s29/s35 requests responded to – 6

Meeting Date: 3 March 2015

Public/Private\*: Public

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

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## **GREEN SPACES**

**Working in the Winter Woodlands** - Winter is the season for woodland maintenance and the programmed approach to the work has improved productivity. Diseased, damaged or dangerous trees are always addressed as a priority but, the rule of 'prevention being better than cure' certainly applies to tree management. Since Christmas a number of pre-emptive tree management projects have been delivered aimed at reducing risk and making our sites safer:

- At Harraby Grove a number of over-mature poplars and willows which had begun to threaten nearby properties have been taken down.
- At Eastern Way the line of mainly willow trees that had begun to hang over the carriageway were selectively felled and pruned.
- At Tribune Drive, Houghton, a plantation of broadleaved trees that had been causing problems with nearby properties were thinned. This involved a high degree of consultation with residents and careful specification of the work.

**Keenan Park** - The Green Spaces team has been looking at options for preventing future incidents of unauthorised encampments at Keenan Park.

They have decided to construct a low bank of earth that will be grassed over across the narrow neck of land between Eastern Way and Pennine Gardens which will be high enough to prevent vehicles from crossing over it. Bollards will be used to create controllable access for our own maintenance vehicles so we can continue to cut the grass.

This work has been planned for March-April so the ground is dryer and the construction creates less mess. This is a low-cost option that has been shown to work effectively elsewhere in the city.

I trust this helps to reassure Members that the Council is determined to improve our resilience against unauthorised occupation of land, with all the problems and disruption this causes for residents.

**Talkin Tarn** – Work has commenced on the Woodland Improvement Grant totalling 28.5K worth of improvements for Talkin Tarn. The work is to address tree safety and thinning of various areas of the woodland, removing trees that are dead, dying, or dangerous. Some trees will have the deadwood removed, some trees, where it is possible to do so, will be left as standing deadwood for the benefit of wildlife, and some trees will need be felled completely. The grant is spread over 5 years with the bulk of the tree work taking place in year one , and the following years will concentrate on improving access into the woodland with the installation of new steps and replacing fences.

Submissions have been received for the development of the camp site tender and for Boat Hire and water sports provision. The successful operators are Herding Hill Farm based in Haltwhistle who will be bringing a combination of Camping Pods and 'glamping' Tipi tents to the tarn as well as traditional camping. It is hoped the first visitors to the new Talkin Tarn camp site will be in late May or early June 2015. The water sports contract has been awarded to 'You can Experience'. These experienced outdoor pursuit operators will be bringing significant investment to Talkin Tarn in terms of new watercraft available for hire as well as other associated outdoor pursuit activities improving the visitor experience and retaining visitors on the site.

Work will commence at the beginning of March on the resurfacing of the tarn side path. This work is to maintain the high standard of infrastructure at Talkin Tarn ensuring a good quality surface fully accessible for all abilities. This work is being paid for from income received from land management grants such as Higher Level Scheme and stewardship grants. Cumbria County Council rights of way team are also contributing to the overall cost of the project.

**Bereavement Services** - The crematorium has been operating at full capacity throughout the month. The benefits of the investment in machinery means that we have been able to cope much better than in the past and bereaved families have not had the additional stress of delays in funeral arrangements.

**Rickerby Park** - Rickerby Park has been nominated as one of the first 'Centenary Fields', a project organised by Fields in Trust to commemorate the outbreak of WW1. The designation as a Centenary Field will ensure the original purpose of Rickerby Park is remembered and celebrated. It will have no impact on the Higher Level Scheme payments received by the City Council for Rickerby Park.



**Healthy City** - 'Park Run' is a scheme operating nationally (and internationally) where runners meet every Saturday morning for short running sessions as a means of getting (or keeping) fit. Chances Park (Morton) has hosted a Park Run for about a year and it has gone from strength to strength with about 125 people regularly taking part. The impact on the park is minimal while the health benefits are significant – a real example of parks as the 'natural health service'!

## **NEIGHBOURHOOD SERVICES**

**Food waste digesters** – Discounted food waste digesters will soon be available to Carlisle residents at no cost to Carlisle City Council. Cumbria County Council has successfully applied for a Waste Infrastructure Capital Grant, funded by the Department of Communities and Local Government, to provide up to 786 units to Carlisle residents to support our waste minimisation campaigns.

**City Centre gritting** – Street Cleaning Teams successfully assisted Cumbria County Council during the recent inclement weather and gritted paths and paved areas of the City Centre and areas outside local shops, ensuring the safety of residents and visitors.

**Collection calendars** – Refuse and recycling collection calendars were posted out in February to all residents who receive these services, along with a newsletter.

**Litter bins** - A rolling programme is in place to exchange 200 old style plastic and damaged bins. Phase 1 ends in March. Monitoring of the litter bins has also resulted in fewer incidents of household waste being placed into litter bins.

**Depot** - A programme of works is about to start to secure essential improvements in site security and employee welfare facilities. Key improvements include;

- a new safe and secure entrance for the public to the MOT garage
- Improved employee on site safety and better staff welfare facilities by moving the bothy from the back of the yard into the existing main building.
- Demolition of the old stores at the rear of the site and relocation of the bin store.
- Essential tarmac repairs
- Improved site security with a fenced main entrance and replacement of the existing entrance with an electronic gate
- Upgraded staff toilet facilities

## **ENVIRONMENTAL HEALTH**

**Illegal Tattooist** – On the 10<sup>th</sup> February the City Council successfully prosecuted an unregistered tattooist. The prosecution was taken by the Environmental Health Service under the Health and Safety at Work Act 1974 due to the unacceptable risks posed to

members of the public from unsafe tattooing. Unregistered tattooists operating in unsuitable premises without adequate training, knowledge and equipment can put their customers at risk of life changing blood borne viruses including Hepatitis B, C and HIV. Scarring and localised infections are additional likely complications.

**Local Healthy Options Award** - The City Council launched its Local Healthy Options Award at a successful ceremony on the 16<sup>th</sup> January 2015. Thirteen food businesses - ranging from sandwiches shops, restaurants, staff canteens and even a fish and chip shop – who had a good food hygiene rating and also provided healthy food choices were issued with their awards. The Environmental Health Services knowledge of, and its relationship with Carlisle's food businesses, made this award possible. The Awards assist the public in making healthier choices whilst at the same time helps businesses by promoting their good work.

**Cockroaches** - Environmental Health Officers with assistance from our pest control team have investigated a significant cockroach infestation which had spread through a number of flats. The Officers have used the education and enforcement approach to ensure that the landlord of the flats carries out a comprehensive treatment programme. Indications are that involvement of the Officers has lead to improvements for the tenants. The Environmental Health Service will keep the matter under observation to ensure work is undertaken correctly and the infestation is eradicated.

## **CITY CENTRE/CAR PARKING /CITY ENGINEERS**

**City Centre** - The usual range of events were held this year but with the addition of the skating rink to try and broaden the appeal of City Centre. Officers are already discussing next years Christmas events and seeking to ensure that there are good quality attractions from mid November to the New Year.

**Car Parking Service** - A smooth transfer of the On Street parking service, which the County Council have, requested to take back in-house, took place on the 1<sup>st</sup> February 2015. A new team structure has been agreed which combines the City Centre and Car Parking service under one manager, the majority of staff are already in place but some vacancies are still to be filled. The initial feeling within the new team is very positive.

Meeting Date: 03 March 2015

Public/Private\*: Public

Title: **Economy, Enterprise and Housing Portfolio Holder's Report –  
Councillor Heather Bradley**

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### **Carlisle District Local Plan (2015-2030)**

The next draft of the Local Plan – the 'proposed submission' draft – has successfully completed its journey through the committee cycle, with approval forthcoming from Council at their meeting of the 10<sup>th</sup> February to proceed with undertaking the next stages in progressing the plan.

The next key stage will see the proposed submission draft and relevant supporting documentation subject to a minimum six week period of consultation. Given that this next stage of consultation is a formal stage with regards to the statutory provisions of the governing regulations, the City Council will not be able to be as flexible as it has been previously with regards to the end date for accepting representations. In order to be proactive in this regard, the Council wrote in early January to all those who have participated in the process to date, and other key stakeholders, to advise of the forthcoming consultation and to provide indicative dates to aid their planning for responding.

A firm start date is not yet in place but it is envisaged the consultation will commence before the end of February and run through to mid April. The approach to consultation will mirror that used for previous stages given the success of these. Beyond the close of consultation consideration will be afforded to the representations received and a view reached as to whether to proceed with the submission of the plan as drafted to the Secretary of State for independent examination, exercising delegated authority forthcoming from Council to do so.

## **Southern Carlisle Master planning**

The Council working in partnership with the County Council has been awarded £250k from the Homes and Community Agency to undertake a master planning exercise for the southern area of Carlisle allocated for development beyond 2030. The focus will initially be on infrastructure required to support the development.

## **National Practitioner Support Services Gold Standard Challenge**

The Governments 'Making Every Contact count: A joint approach to preventing homelessness' encourages better cross service working between councils, charities, health services and the police to focus on earlier support for all people likely to become homeless, which is the approach which has been adopted within the Interagency Homelessness Strategy for Carlisle 2015-20.

The National prevention report set out 10 local challenges for local authorities which if addressed will lead to local homelessness services meeting the best or gold standards. Prior to addressing the challenges outlined below each authority must complete a diagnostic peer review (DPR). Within Cumbria 5 authorities have committed to the gold standard approach and the DPR's will begin in March in Eden, with Carlisle's audit scheduled to be undertaken in April. Once the DPR is complete with a score of over 60% each individual authority can apply to undertake 3 local challenges at a time each quarter.

It is anticipated that all 5 DPR's will be complete by August 2015; and as part of the Homelessness Strategy Action plan 2015-20 that all of the 10 Gold standard challenges will be achieved in Carlisle in 2016/17.

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### **Local Challenges:**

- |          |  |
|----------|--|
| <b>1</b> | Adopt a corporate commitment to prevent homelessness which has buy in across all local authority services                                |
| <b>2</b> | Actively work in partnership with voluntary sector and other local partners to address support, education, employment and training needs |
| <b>3</b> | Offer a 'housing options' prevention service, including written advice to all clients  |
| <b>4</b> | Adopt a No Second Night Out model or an effective local alternative  |
| <b>5</b> | Have housing pathways agreed or in development with each key partner and client group that include appropriate accommodation and support |
| <b>6</b> | Develop a suitable private rented sector offer for all client groups; including advice   |

and support to both clients and landlords

- 7** Actively engage in preventing mortgage repossessions including through the Mortgage Rescue Scheme
  - 8** Have a Homelessness Strategy which sets out a pro-active approach to preventing homelessness and is reviewed annually so that it is responsive to emerging needs
  - 9** Not place any young person aged 16 or 17 in bed and breakfast accommodation
  - 10** Not to place any families in bed and breakfast accommodation unless in an emergency and then for no longer than 6 weeks
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Meeting Date: 03 March 2015

Public/Private\*: Public

Title: **Communities, Health and Wellbeing Portfolio Holder's Report –  
Councillor Jessica Riddle**

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### **Community Safety Partnership**

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, to work together to develop and implement a partnership plan for tackling crime and disorder in their area. The Carlisle and Eden Community Safety Partnership (CSP) are in the process of developing their plan for 2015/16 using data from the community safety strategic assessment. The plan will set out its priorities and how it intends to tackle crime and disorder over the next year.

### **Community Trigger**

Officers have been working closely with Cumbria Constabulary to outline a number of suggestions and recommendations on how the new community trigger process should be implemented across the County. The community trigger gives communities and victims of anti-social behaviour the right to request a review of their case and bring responsible agencies together to take a joined up, problem solving approach.

The trigger can be used by individuals, businesses or community groups whose case meets the criteria. Anyone who is affected by anti-social behaviour is entitled to use the community trigger if they believe no action has been taken to solve a problem that has been reported to the police, council or housing provider. It is a way of empowering victims and holding agencies to account.

## **Health and Wellbeing**

### Carlisle Doorstep Walks

New Carlisle Doorstep Walks were launched in the New Year. These include:

- Walking for Health programme (January – July 2015). This programme takes the walks out to different communities. Referrals are taken from a variety of different organisations for example the NHS.
- Tuesday Trundles (Jan-April 2015), which move on from the Walking for Health Programme. These walks are longer in distance and duration.

An evaluation of the Carlisle Doorstep Walk programme was completed which highlighted a “*high level of satisfaction*” and “*appreciation of the work put in by staff and volunteers*”. The annual evaluation questionnaire is being used to find out what the health benefits are of the walks to the individual.

### Healthy City Steering Group

The Healthy City Steering Group (HSCG) continues to advance health related work within the district and has gained support from new partners. Over 30 signatories have signed up to support phase VI and as a consequence the Terms of Reference of the group are being revisited.

The HCSG is the locality health and wellbeing forum that feeds into the Cumbria Health and Wellbeing Board / Public Health Alliance. Following the LGA review a new structure has been proposed for Cumbria.

### Local Healthy Option Award Launch (LHOA)

The LHOA was launched on Friday 16<sup>th</sup> January 2015. People are becoming more aware of how our food is prepared and where our food comes from. Therefore the Local Healthy Options Award aims to:

- Enable customers to make healthier and more informed food choices.
- Help to reduce the incidence of coronary heart disease, obesity, strokes, cancer and diabetes.
- Assist in promoting local, healthy, socially responsible food businesses.
- Contributes to the local economy.



13 organisation /businesses achieved the award. 9 of which achieved the GOLD award and 4 of which achieved the standard award. A fantastic array of organisations included: a community centre, a cafeteria, cafe, a restaurant, a sandwich shop and a fish and chip Shop as examples, all of whom provided a local and healthy option on their menus. Each organisation/business received a window sticker and a certificate, which was presented by City Council Portfolio Holders and the Mayor. The scheme received positive media and social media promotion and engagement and will be promoted on the Discover Carlisle website. Thanks go to all officers involved.

### **Abstract Magazine**

A website promoting news for young people is now up and running. Abstract has been re-launched as an online magazine put together by young people in Carlisle. Their new website -[www.abstractmagazinecarlisle.co.uk](http://www.abstractmagazinecarlisle.co.uk) - provides information on current news stories, exhibitions and events, reviews, fashion & shopping, and advice on staying safe. The magazine has been supported by the Cumbria Police & Crime Commissioner, Carlisle City Council, Cumbria County Council, Tullie House Museum, the Art Gallery Trust and Vincent and Bell Graphic Design.



Report to:  
**Council**

Agenda  
Item

**11(b)(vi)**

Meeting Date: 03 March 2015

Public/Private\*: Public

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

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**Old Fire Station Arts Centre:**

Development work at the Old Fire Station continues and the opening programme is developing rapidly. Following the successful application for Arts Council funding talks are now well advanced with acts across a range of genres (including theatre, dance, classical music, stand up comedy, folk and jazz music and spoken work and poetry).

A number of acts have confirmed availability for the opening months, including John Cooper Clarke, Roger McGough, Sean Hughes, Dickens Abridged, Sonny Ormonde, Liz Lohead, the New Rope String Band, and Terry Christian. Ticket sales for a limited number of these events have commenced (in line with promoters' requirements) and early sales are very positive.

A Twitter account has been opened for the venue and already has over 300 followers with local media outlets following and retweeting content. A Facebook account has also been opened and has attracted over 700 followers.

Enquiries for venue hire and room bookings are also picking up with several regular bookings now pencilled in from opening. The studio / office spaces will be proactively marketed in the coming weeks.

A local interior designer has been recruited to assist in the design of the major public areas, particularly the entrance lobby and cafe bar area. The build project remains on schedule and cost.

The Policy and Communications team continue to develop the communication and marketing work for the Old Fire Station. The branding guidelines have been applied to the website and social media channels in preparation for their launches. Work has also begun on a printed guide for distribution in Spring. The team is also actively involved in the Crime Writing Weekend and the programme which will be published next month.

### **Old Town Hall / Tourist Information Centre**

The Tourist Information Centre relocated to 40 Scotch Street next to Wilkinson's at the beginning of January. Signage for the building is now complete incorporating the Sense of Place branding. Although a smaller space we do have a good selection of stock and leaflets on display.

Following the temporary relocation, Cubby Construction started site works on 7<sup>th</sup> January 2015. Re-opening of the improved Tourist Information Centre is planned for July 2015 upon completion of site works.

The works will support the role of the Old Town Hall as a visitor attraction and destination whilst offering the services and facilities associated with a strategic Tourist Information Centre. Upgrades will include the installation of multimedia equipment, discovery wall, retail fitments and desk installation with improved access from street level to the first floor and increased use of the adjacent Assembly Room.

### **English Heritage Cities Workshop**

On the 15<sup>th</sup> January representatives from the Tourist Information Centre, Carlisle Castle, Tullie House and the Crown Hotel in Wetheral attended an English Heritage Cities Workshop in London at the Old Royal Naval College, Greenwich. Each representative had a 10 minute slot with over 20 UKinbound Tour Operators that were attending from the UKinbound Group, the inbound market bring international groups to the UK. This was a wonderful opportunity to bring the English Heritage Cities together and to be able to promote Carlisle to the inbound tour operators.

### **Hadrian's Wall Management Plan Committee/Partnership Board**

The Hadrian's Wall Management Plan Committee met in January. This was the last meeting of the Committee as a Partnership Board is being set up to guide the

implementation of the Management Plan. At the meeting the Committee received an update on the draft Management Plan; Governance and the formation of the Partnership Board; Hadrian's Wall National Trail – initial findings of autumn survey and project updates. With regards the construction of the Management Plan, 21 formal responses had been received with a focus on transport, businesses and community engagement. The feedback was predominantly positive and the plan would be amended in light of the comments received.

In order to ensure that the issues which affect the western end of the wall are represented at the Partnership Board the City Council is arranging a meeting with key stakeholders which will be held in March.

### **Sports development**

We are working with British Cycling facilities team to try and develop a 1 kilometre closed road cycle track in Carlisle. Preliminary work is starting to find the most suitable site and ensure that a suitable design and specification are possible. Developing a 1 kilometre cycle track in Carlisle is part of the Sports Facility Strategy.

Our partnership with the British Cycling recreational team continues to deliver social bike rides through the winter months. The volunteers we have trained up are organising bike rides around the district. We have also been part of a wider Cumbria steering group to look at cycling development which includes a partnership to continue to deliver led bike rides in Carlisle for at least the next year. Other rides will take place around Cumbria as part of the overall plan and a number of free bike rides will be delivered across Carlisle in the coming year starting in April.

We continue to deliver our disability tennis plan. A new pilot project is due to start working with the Cumberland Infirmary and NHS. We will be teaching amputee people to play tennis with the aim of helping them become integrated into sports clubs. Other disability sessions are going well including a James Rennie school session and a Friday evening disability tennis session that takes place in the airdome at Bitts Park.

4114 people have taken part in the Community Sports Activation fund scheme this year. Projects include Active8 Clubs that take place around the City and projects to engage adults in physical activity.

We are implementing free to access running routes. The first 2 are almost finished and will be launched soon. This is part of the national run England 3-2-1 campaign to encourage people to walk, jog or run 1,2 or 3 kilometres.

Work with the University of Cumbria year 3 Physical Education students to mentor them in organising an event is underway. The group will organise a health based tennis festival for Primary School children.

A development plan has been submitted to the LTA to develop tennis participation across Carlisle. We hope to receive funding to assist us to deliver this plan and will find out the amount of funding we receive in the coming months.

Four coaches have been supported with funding for various courses including tennis, climbing and trampolining as well as one club supported with funding for a sports development project.

### **Tourism marketing**

The new website was launched in mid-February with a marketing drive from NVG, our partners for Discover Carlisle.

Work has also begun on a new look for the Carlisle Holiday Guide and the Places to Visit Guide. Closer working with the TIC has identified the need for a separate map and accommodation listing; these have been developed alongside the new guide.

### **Tullie House Museum & Art Gallery Trust**

#### **Anselm Kiefer Exhibition**

A remarkable opportunity to see the work of one of the most important artists of our time, featuring works from the Artist Rooms collection spanning the past 40 years of Anselm Kiefer's career.

The works at Tullie House are from an inspirational collection of art acquired for the nation by Tate and National Galleries of Scotland through the generosity of Anthony d'Offay and with the support of Arts Council England and the Art Fund. The exhibition is receiving international recognition and is supported by a variety of events including: art sessions, family friendly workshops, lectures and talks. Tullie House has also produced a short film promoting the exhibition.

#### Anselm Kiefer Creative Development Programme for 16-25 year olds

Taster sessions and workshops exploring Kiefer's work, focussing on the environment, symbolism, identity and memory are being held alongside the exhibition. Young people between 16 and 25 are invited to produce creative responses to Kiefer's work. In May the young people will perform a piece inspired by Kiefer's

#### Learning Programme

Primary school visits have increased (2778 in the Autumn term) with the introduction of a new programme in response to the curriculum changes. The topics Prehistory and First World War have been particularly popular. Staff had a stand at the Fresher's Fayre, over 50 primary teaching students attended a Learning Outside the Classroom day and 75 PGCE students visit Tullie House. The apprentices at Tullie House also had a stand at the Carlisle Skills Fair in January.





Report to:  
**Council**

Agenda  
Item

**12(i)(b)**

Meeting Date: 3 March 2015

Public/Private\*: Public

Title: **Community Overview and Scrutiny Chairman's Report – Councillor  
Rob Burns**

**No news is good news... for some!**

News from the trenches this month is thin on the ground I'm afraid, as there have been few meetings or events of note due to cancellations or postponements for various reasons

However, every cloud has a silver lining and this may come as good news to some colleagues as, following presentation of my last report, I was disappointed to learn, via the Twitterati grapevine, that apparently, not everyone seems to be as enamoured with my six weekly digest as I am!

To a still fledgling councillor, with an ego clearly as fragile as my own(!), this was very distressing news, as I had pre-supposed that a propensity to recognise irony and a predisposition to prick pomposity, was a prerequisite to the predilection of any prospective protagonist proposing to become a party politician.

Having displayed such elementary lack of judgement, I have decided therefore that it would probably be in the country's best interests for me to abandon my post retirement plans to become future Prime Minister!

Clearly I had forgotten that to some, Chubby Brown is the big cheese, while for others, it is Monty Python that cuts the mustard.

## **And now for something completely different.....**

One important casualty of postponement, was the proposed externally facilitated session for Scrutiny Members on how the scrutiny function might be developed in future.

It was anticipated that this session would have produced some useful pointers to inform and enhance the work carried out to date by the Members' Involvement Working Group, which hoped to be in a position to report back before the end of the current municipal year.

At the time of writing, no new date has been arranged for this session and unfortunately, it is now unlikely that any recommendations from the group will be forthcoming within that period.

'The best laid schemes of mice and men gang aft agley' as a distant relative once said.

## **000,111, 101, 999,112, 999, 118500?**

No, not the beginnings of another Stephen Hawking formula trying to explain the theory of everything, but the dilemma facing many people when trying to figure out which of those, or indeed other numbers, they should dial when they're taken ill.

This dilemma has been one of the reasons cited for the unfeasibly long waiting times for A&E, particularly over the Christmas period and was one of the issues likely to be discussed at the last meeting of the Cumbria Health Scrutiny Panel held in Workington.

Unfortunately I was unable to attend that meeting due to the inebriate like state that motorists seem inevitably to find themselves in following a wee drop of the hard stuff (Jack Frost that is, as opposed to Jack Daniels, although the effects seem to be the same).

It took me an hour and forty minutes to get to Peter Lane from Scotby, at which point I turned back, as with each passing yard and a few Torvill and Dean moments, the odds lessened on me eventually having to face the same dilemma long before I got to my destination!

Also on that Agenda were presentations from the Cumbria Partnership Trust and the Clinical Commissioning Group, highlighting important upcoming changes which will have implications for services, albeit mainly in West Cumbria.

When the minutes of the meeting are available, I will as usual, direct Members to the appropriate website, should your interest or curiosity require it.

## **Home is Where the Heart is!**

‘There is a lot that happens in this world that we cannot control – we cannot stop earthquakes, we cannot prevent droughts, we cannot prevent all conflict, but when we know where the homeless, the hungry and the sick exist, we **can** do something about it’. So said Jan Schakowsky, a prominent member of the US Congress.

At its meeting on 19<sup>th</sup> January, the COSP were introduced to the latest draft of the Inter Agency Homelessness Strategy for Carlisle, which outlines how we’re ‘doing something about it’ in Carlisle.

It was encouraging to hear that all of the key agencies concerned with ensuring there was adequate housing accommodation for everyone in Carlisle who required it, (some of whom were represented at the meeting) had worked together to produce the Strategy and were committed to continuing to work together to put the recommendations from it into practice.

It is this continuing commitment that will be important if the Strategy is to be more than a paper on the shelf and whilst there are minor concerns around funding for some partners, there is evidence to suggest that the principle of co-ordinating services in order to maximise resources is one which partners are coming to terms with.

It is high time that inter-agency working generally was embedded into the culture of organisations, rather than be considered a bit of a bonus if it happens!!

Members will find the Strategy and the attendant minutes of the COSP meeting, an interesting and uplifting read.



# Report to: Council

Agenda  
Item

**12(ii)(b)**

Meeting Date: 3 March 2015

Public/Private\*: Public

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

The Panel had wide ranging discussions on the budget. Concern was expressed at the huge cuts the Council has to make over the next five years. £4.686 million in total with £1.211 million this year and £3.4 million in later years.

The Local Government Association has calculated that by May 2015 the Council funding will be reduced by 40%, a tall order.

It is good to see that the Executive are keen to

- Freeze the car parking charges
- Continue with its plan to support the Arts Centre
- Provide extra funding for Council events to promote Carlisle on a permanent basis
- Fund the popular 'Clean Up Carlisle' initiative for at least a further two years.
- Additional funding for each Councillor of £1000 to support small scale community projects in their wards
- Also, no increases in Council Tax for 2015/16, the fifth year of Council Tax freeze.

The Panel was concerned about the increase in the sickness absence figures and has decided to scrutinise the figures quarterly.

**Cllr R Watson OBE**  
**Chairman**



# Report to: Council

Agenda  
Item

**12(iii)(b)**

Meeting Date: 3 March 2015

Public/Private\*: Public

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

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The Panel met on the 22nd January 2015 with one main subject to scrutinise: The Carlisle and District Local Plan (2015-2030) Proposed Submission Draft.

Work commenced on the preparation of the emerging plan in 2012 and there has been extensive consultation and engagement with the public and Councillors throughout the process.

Members of the Panel were given an in-depth presentation by the Planning Policy Team. Officers from the team then responded to questions and queries, following which the Panel were content with the draft document and considered it to be sound. The Panel requested the Spatial Vision be adapted to better reflect the wide rural area in our District, and that the supporting text of the Viability Zone in Brampton be clarified. The Panel also requested that all Members are notified of any material changes as the Plan progresses through examination.

The Panel placed on record their appreciation of the Planning Policy Team's work in preparing the Plan and the excellent presentation given during the meeting.

Full details of the discussions can be found within the minute book.

Cllr. Marilyn Bowman.  
Acting Chairman.





## Report to Council

Agenda  
Item:

**20(i)**

Meeting Date: 3 March 2015  
Portfolio: Economy, Enterprise and Housing  
Key Decision: Yes: Recorded in the Notice Ref: KD.23/14  
Within Policy and Budget Framework YES  
Public / Private Public

Title: INTER-AGENCY HOMELESSNESS STRATEGY FOR CARLISLE  
2015-20  
Report of: Director of Economic Development  
Report Number: ED 12/15

### Recommendations:

It is recommended that:

1. Full Council note and consider prior feedback and recommendations from COSP and Executive.
2. Agree and adopt the shared local priority areas, actions and approach outlined within the five year inter-agency homelessness strategy for Carlisle as developed and agreed for delivery with key partners prior to publication and launch in April 2015.

### Tracking

Executive:	<b>14<sup>th</sup> January and 2<sup>nd</sup> February 2015</b>
Overview and Scrutiny:	<b>15<sup>th</sup> January 2015</b>
Council:	<b>3<sup>rd</sup> March 2015</b>

## **1. FOREWORD**

Homelessness is a complex issue with multiple causes requiring flexible solutions. To achieve the best possible results for our citizens and our City, we recognise that it is essential that all partners across different sectors and departments understand their important contribution and the cyclical benefits of joined up collaborative homelessness prevention and intervention to support the most vulnerable and those at risk.

The 2015-20 strategy builds on the strengths of the previous strategy, and contributes towards the strategic objectives within Carlisle City Council's corporate plan; in particular to work effectively with partners and to address Carlisle's current and future housing needs; and achieve the vision 'to promote Carlisle as a prosperous City, one in which we can all be proud'.

The strategy also incorporates and compliments other local and national strategic plans and strategies in order to enhance partnership approaches and deliver joint priorities, preventative activities focused on addressing the root causes of homelessness through a collective commitment for Carlisle.

Carlisle City Council has worked closely with key local stakeholders throughout the development of the shared priorities and key actions included within this strategy to ensure that the vision and goals reflect the needs of all within the district; to ensure that ownership, responsibility and accountability is shared. The working group will continue to meet throughout the life of the strategy to ensure success and that the ongoing strategic actions are reviewed annually to reflect the needs of all within the district in line with national and local drivers and legislation changes.

## **2. BACKGROUND**

Section 1 (1) of the Homelessness Act 2002 gives Housing Authorities the power to carry out homelessness reviews within the district areas; and S.1 (3 and 4) places a statutory responsibility on housing authorities to formulate and publish a homelessness strategy based on the ongoing results of the reviews.

Section 3 (1) of the Homelessness Act 2002 requires the local housing authority to have a strategy which seeks to:

- prevent people from becoming homeless
- ensure that there is sufficient accommodation in the area for people who might become, or are homeless
- ensure that people who might be, or are homeless, have sufficient support to prevent them from becoming homeless again
- consult with other relevant agencies in carrying out the review and in preparing the strategy

The 2015-20 Strategy builds on the strengths and achievements of the previous strategy as outlined below.

## 2.1 Objectives Achieved to date

All key priorities outlined within Carlisle's homelessness strategy 2008-2013 were achieved and include:

Key priority area:	Objectives achieved:
Reduce temporary accommodation by 50% in 2010	<ul style="list-style-type: none"> <li>• TA target met by 2010 through the utilisation of the hostels as a preventative placement to households where no duty is owed under the Housing Act 1996</li> <li>• A four times (308%) increase in homeless prevention cases from 2008 – 2013</li> </ul>
Stop placing 16 17 year olds in bed and breakfast by 2010	<ul style="list-style-type: none"> <li>• No Bed and Breakfast placements utilised</li> <li>• Increased partnership working with Children's Services and 16/17 year old Homelessness Co-ordinator</li> <li>• Implemented joint assessments with Children's Services as part of the development of the initial joint protocol</li> </ul>
Prevent and reduce further rough sleeping	<ul style="list-style-type: none"> <li>• Implemented the provision of emergency accommodation arrangements for severe weather (SWEP)</li> <li>• Commitment to NSNO County wide</li> <li>• Introduction of Street Link</li> <li>• Conducted an official Rough Sleepers count in 2011</li> <li>• Assisted 118 households through the homelessness prevention grant from 2012 to date with rent in advance / deposits</li> <li>• Adopted a 'Places of change' approach throughout services</li> </ul>

## 2.2 The Homelessness Review – Key Findings

As part of the review process in line with best practice, Carlisle City Council examined the last six years homelessness demographic data; correlating this with information from local social services as to the current and likely future members of social services client groups who are likely to be homeless or at risk of homelessness; for example young people in need, care leavers and those with community care needs.

Trend patterns, current and future demands were determined, including housing and support resources and availability; ensuring that the future strategic priorities set are based on realistic assumptions as to how they will be delivered in practice, and collectively owned by all stakeholders within the district. The main findings included:

- 1200 people consistently approaching for housing advice for each of the last six years
- The number of Homelessness acceptances (full duty) reduced by 68% from 206 to 65 between 08/09 and 13/14 (which is comparably favourable with the national average)
- Proportionally the figures of priority need homelessness decisions have remained fairly constant over the last six years with the largest group being those with dependent children/pregnant (34%), the next largest groups being those with mental health problems (22%) and those suffering domestic violence (8%)
- The causes of homelessness remained proportionally similar with relationship breakdown (29%) and loss of rented accommodation (22%) being the most common causes
- Over the last six years the focus on homelessness prevention within the district has demonstrated an increase of 323% from 97 households successfully assisted to 410. This focus on prevention within homelessness services has successfully brought the City Council in line with the national statistical average
- An average of 35% of all homelessness presentations are from young people aged between 16 and 25

- The most recent official rough sleepers count was carried out on 14<sup>th</sup> November 2014 during the hours of 2am – 4am; where 45 areas were identified and searched through local intelligence gathered from a variety of local sources including Cumbria Police, The Salvation Army, Churches Together, Carlisle Key, CASS, and Unity. The count was verified by the North East and Cumbria Manager for Homeless Link who accompanied one of the search teams on the night. No rough sleepers were found in any of the locations; further more there was no evidence observed to indicate any recent rough sleeping activity

**2.3** In addition, an audit of repeat presentations, applications and of those residents in emergency temporary accommodation for long periods of time over the past six years was reviewed identifying 29 people annually as experiencing multiple exclusion. 1:1 interviews were then conducted with 10 sample cases over a two month period as part of an in-depth local study in to Multiple Exclusion homelessness (MEH) within the district (the full report will be available on-line with the publication of the strategy). The main findings of the sample highlighted that:

- 80% had experienced institutional care, with prison or young offenders being the most commonly experienced (75%) particularly within the male sample (83%)
- 38% experienced having a period in local authority care, and all reported being removed from home as a result of violence or abuse
- 90% had substance misuse issues; with 78% reporting using hard drugs (heroin, crack and cocaine), with the youngest median age of first experiencing this within the female sample as age 14 – significantly the same median age as first injecting drugs within the female sample (17 in the male sample)
- 70% had participated in street culture activities; and 60% reported experiencing all key indicators associated with MEH
- 80% had children (including those who do not live with them 75% female, 83% male)
- 60% reported having slept rough at some point (the median age of females first experiencing this being aged 16, males aged 19)

- 60% reported survival shoplifting (83% of male sample); with alcohol being the recorded as stolen the most; with drugs reported as being bought the most with the money made from selling stolen items
- 25% of females reported experiencing having sex or performing a sex act in exchange for somewhere to stay; with a median age of first experiencing this of 12 years (significantly the same respondents reported experiencing sexual abuse as a child and an adult)
- 90% reported having mental health issues, with 80% receiving medication for this
- 40% reported having attempted suicide an average of 4 times
- 75% of the female sample reported regular episodes of self harming behaviour (cutting; burning; punching; head banging)
- Official homelessness presentations were reported as occurring at the end of the multiple exclusion journey; most significantly within the female sample at a median age of 22 years
- The estimated average cost to local public services within Carlisle based on the average persons experiential findings and DCLG's cost unit calculator (2014) is £60,036 per person; totalling estimated cost of £1.7 million annually

## **2.4 National, Regional and Local Context**

As part of the review relevant strategic documents have been reviewed and key actions incorporated to ensure the effectiveness and success of resources and appropriate partnerships.

The Governments Housing Strategy, *Laying the foundations: a housing strategy for England* acknowledged the current key challenges posed by tackling homelessness, through issues such as the recession, welfare reform and rough sleeping; thus highlighting the importance of homelessness prevention.

*Making Every Contact Count: A joint approach to preventing homelessness* encourages better cross-service working between councils, charities, health

services and the police to focus on earlier support for people likely to become homeless and includes five commitments:

- Tackling troubled childhoods and adolescence
- Improving Health
- Reducing involvement in crime
- Improving access to financial advice, skills and employment services
- Pioneering innovative social funding mechanisms for homelessness

The report also set out 10 'local challenges' for local authorities which if addressed will lead to local homelessness services meeting the best or gold standards; these challenges have been incorporated and addressed in this strategy and action plan:

<b>Local Challenges:</b>	
<b>1</b>	Adopt a corporate commitment to prevent homelessness which has buy in across all local authority services
<b>2</b>	Actively work in partnership with voluntary sector and other local partners to address support, education, employment and training needs
<b>3</b>	Offer a 'housing options' prevention service, including written advice to all clients
<b>4</b>	Adopt a No Second Night Out model or an effective local alternative
<b>5</b>	Have housing pathways agreed or in development with each key partner and client group that include appropriate accommodation and support
<b>6</b>	Develop a suitable private rented sector offer for all client groups; including advice and support to both clients and landlords
<b>7</b>	Actively engage in preventing mortgage repossessions including through the Mortgage Rescue Scheme
<b>8</b>	Have a Homelessness Strategy which sets out a pro-active approach to preventing homelessness and is reviewed annually so that it is responsive to emerging needs
<b>9</b>	Not place any young person aged 16 or 17 in bed and breakfast accommodation
<b>10</b>	Not to place any families in bed and breakfast accommodation unless in an emergency and then for no longer than 6 weeks

The Government outlined its *Vision to end Rough Sleeping in the No Second Night Out* rollout nationwide; recognising that in order to successfully deal with rough sleeping a gold standard approach to rough sleeping services that meet the No Second Night Out principles will need to be adopted and owned collectively locally to ensure that:

- New rough sleepers should be identified and helped off the streets immediately so that they do not fall in to a dangerous rough sleeping lifestyle

- Members of the public should be able to play an active role by reporting and referring people sleeping rough
- Rough sleepers should be helped to access a place of safety where their needs can be quickly assessed and they can receive advice on their options
- They should be able to access emergency accommodation and other services, such as healthcare if needed
- If people have come from another area or country and find themselves sleeping rough, the aim should be to reconnect them back to their local community unless there is a good reason why they cannot return. There, they will be able to access housing and recovery services, and have support from family and friends

## 2.5 Carlisle Housing Strategy

The Homelessness Strategy 2015-20 incorporates and contributes towards the key objectives within Carlisle's current Housing Strategy highlighted below in relation to Supporting Vulnerable People through supporting the delivery of housing and support services to meet the needs of all.

1. Responding to our ageing population, with care of vulnerable older people shifting to their homes.
2. Responding to the changes in Welfare reform and the effects within the current economic climate.
3. Meeting the challenges of an increased demand on our services with reduced resources.
4. Responding to increased expectation, choice and control over how services are provided to communities and individuals through the personalisation agenda.
5. Making sure that partnership working and shared priorities are maintained through a changing, competitive market.
6. Better targeting of support to vulnerable people.

1. Work together to review the City Council's Homelessness Strategy.
2. Make sure there is adequate support and appropriate (including temporary) accommodation to meet the needs of vulnerable groups.
3. Reduce pressure on our services by developing innovative prevention solutions, including those focused on reducing worklessness and poverty.
4. Actively work to reduce social isolation amongst older people.
5. Improve access to our services for vulnerable people from hard-to-reach social groups.
6. Co-ordinate and support the delivery of front line services through the Shaddongate Resource Centre.
7. Help vulnerable groups adjust to impact of Welfare reform.



### 3. PROPOSALS – Putting the Priorities for Carlisle into Action

Partnership working is at the heart of this Strategy and working together we have developed a strategic vision for Carlisle that will ensure we are all working to develop and address the following priority areas over the five year period:

Priority Area 1: Delivery of Appropriate Flexible Accommodation and Support Pathways			
Aim	Action	Objective	Key Partners
<b>Develop, implement and embed effective multi- agency personalised support and housing services which allow flexibility and mobility</b>	<ul style="list-style-type: none"> <li>○ Closer working and joined up processes with the Central Access Point (CAP)</li> <li>○ Review the MEAM model and consider its potential in Carlisle</li> <li>○ Review local access barriers and exclusions; promoting a culture of crisis intervention across agencies</li> <li>○ Crisis intervention approaches to manage and prevent evictions and unplanned exits from services</li> <li>○ Embed a collective commitment to improve the transparency of decision making and challenge through escalation and conflict resolution</li> <li>○ Develop and promote a collaborative local directory of services</li> <li>○ Review and carry out a temporary accommodation audit across providers; and housing</li> </ul>	<ul style="list-style-type: none"> <li>● Increased access and move on routes in to and out of support and accommodation provision</li> <li>● Increased supply of settled accommodation</li> <li>● Reduction in repeat homelessness cases and MEH</li> </ul>	Carlisle City Council / Cumbria County Council / CAP / Probation Services / NHS / CMHS / Drug & Alcohol services / Cumbria Police / Training and Education Providers / Housing Providers – RSL's; PRS; SP funded and supported housing / Carlisle YMCA / YOS

	needs survey		
<b>Improve access to local community services for gypsy and travellers</b>	<ul style="list-style-type: none"> <li>○ Review of collaborative initial response to assessing initial needs, safeguarding and welfare of unauthorised roadside encampments</li> <li>○ Consultation in relation to needs and barriers to inclusion</li> <li>○ Increase the use of housing related floating support provision for gypsy and travellers assessed as having a support need</li> </ul>	<ul style="list-style-type: none"> <li>● Increased access to community services for gypsy and travellers</li> <li>● Prevention and alleviation of homelessness, and unauthorised encampments</li> </ul>	Carlisle City Council / Cumbria County Council / CAP / NHS / CMHS / Drug & Alcohol services / Cumbria Police / Training and Education Providers / Community groups
<b>Promote safeguarding as a priority locally within all agencies working with vulnerable adults and children</b>	<ul style="list-style-type: none"> <li>○ Place safeguarding at the centre of all service development and delivery</li> </ul>	<ul style="list-style-type: none"> <li>● Increased knowledge, confidence and reduction of on-going risks</li> </ul>	All agencies represented within the Homeless Strategy working group
<b>Priority Area 2: Multiple Exclusion Homelessness and Rough Sleeping</b>			
<b>Aim</b>	<b>Action</b>	<b>Objective</b>	<b>Key Partners</b>
<b>Strategic multi-agency approach to homelessness prevention and intervention for those who are or at risk of MEH and rough sleeping in line with the Making Every Adult matter framework</b>	<ul style="list-style-type: none"> <li>○ Clear commitment to a cross sector mandate to work outside of single organisational boundaries</li> <li>○ A multi-agency preventative proactive approach to identifying, reporting and referring people at risk of homelessness and rough</li> </ul>	<ul style="list-style-type: none"> <li>● Reduction in repeat homelessness cases and MEH</li> <li>● Improvement in communication and joint working</li> <li>● End of rough sleeping</li> </ul>	<p>All agencies represented within the Homeless Strategy working group</p> <p>Mental Health and therapeutic</p>

	<p>sleeping for advice and appropriate assistance</p> <ul style="list-style-type: none"> <li>○ Effective reconnection policy in place</li> <li>○ Development and delivery of rapid access routes in to specialist mental health, primary care and appropriate support and accommodation services for people who are experiencing MEH</li> <li>○ Rapid access in to a range of appropriate drug and alcohol treatment services for adults identified as being at high risk of homelessness and multiple exclusion</li> <li>○ Focused sustained support to a small case load of people experiencing MEH, which differs from preventative services offered to other at risk groups</li> <li>○ Focused work to particularly safeguard young females at risk of invisible forms of homelessness and rough sleeping</li> <li>○ Access to therapeutic rehabilitation and creative services to improve coping strategies to deal with trauma issues and learn alternative</li> </ul>	<ul style="list-style-type: none"> <li>• Improve the overall wellbeing of local people and encourage a focus on the health promotion of the local homeless population</li> <li>• Improved recognition and treatment of physical and mental health difficulties amongst people experiencing homelessness</li> <li>• Reduced levels of trauma and homelessness</li> <li>• Enhanced links between health and social care agencies</li> </ul>	<p>intervention services</p> <p>NHS services</p>
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	<p>coping mechanisms to reduce mental health issues, self harming and self medicating through substances</p> <ul style="list-style-type: none"> <li>○ On-going local commitment and local promotion of Nightstop, No Second Night Out, Streetlink and the Severe Weather Emergency Provision</li> <li>○ Develop and conduct a county wide co-ordinated strategic health assessment of all people experiencing homelessness</li> <li>○ Embed a Place of Change commitment across all agencies involved in supporting people experiencing homelessness; creating and developing innovative projects and opportunities for people to engage fully through volunteering, employment, training and education</li> <li>○ Work in partnership to reduce ASB and carry out a Street needs audit</li> </ul>		
<b>Priority Area 3: Increase and improve positive outcomes for young people experiencing homelessness</b>			
<b>Aim</b>	<b>Action</b>	<b>Objective</b>	<b>Key Partners</b>
<b>Develop, implement and monitor the revised and</b>	<ul style="list-style-type: none"> <li>○ Develop a Local Commitment for Carlisle which outlines how we</li> </ul>	<ul style="list-style-type: none"> <li>• Prevention of Homelessness</li> </ul>	Carlisle City Council / Cumbria County

<p><b>updated 16-17 year old joint protocol</b></p>	<p>will collectively support and implement the Joint Protocol for Homeless 16/17 year olds</p> <ul style="list-style-type: none"> <li>○ Review the effectiveness of the Youth Panel as a referral point for emergency cases as part of the Local Commitment for Carlisle</li> <li>○ Actively promote Nightstop within Carlisle</li> <li>○ Increase awareness of housing options, advocacy, and support available through increased use of social network sites</li> <li>○ To develop on-line bespoke youth information pages</li> </ul>	<ul style="list-style-type: none"> <li>• Reduced levels of young people experiencing homelessness</li> <li>• Increase access to independent advocacy for all young people aged 16/17 years who present as homeless as part of the Local Commitment</li> <li>• Increased use of Nightstop as emergency accommodation for 16-17 year olds</li> <li>• Increased volunteers to support and expand the Nightstop scheme within Carlisle</li> </ul>	<p>Council – Children’s Services and Supporting People (CAP) / Youth Offending Services / 16/17 year old Homelessness Co-ordinator &amp; Case Officer / Supported Housing providers / Carlisle YMCA / All local frontline third sector services working with YP / Inspira / JC+</p>
<p><b>Promote a co-ordinated response to meeting the diverse needs and wishes of young people, through the development of local youth accommodation pathways with access routes to a range of appropriate and integrated tailored support and accommodation options</b></p>	<ul style="list-style-type: none"> <li>○ To promote and increase the use of housing references for under 18’s including guarantors; access to Choice Based Lettings for care leavers; and references given for those in temporary accommodation</li> <li>○ To develop a local collective ethos and commitment which puts young people and their families in charge of planning for the future; and provides consistent information and advice</li> </ul>	<ul style="list-style-type: none"> <li>• Improved outcomes for young people at risk</li> <li>• Increase appropriate housing options pathways for young people</li> <li>• Prevent and alleviate youth homelessness</li> <li>• Increased use of Early Help Assessments contributing towards Countywide targets</li> </ul>	<p>Carlisle City Council / Cumbria County Council – Children’s Services and Supporting People (CAP) / Youth Offending Services / 16/17 year old Homelessness Co-ordinator &amp; Case Officer / Supported Housing providers / Carlisle YMCA / All</p>

	<p>about every aspect of the young persons life, not just housing</p> <ul style="list-style-type: none"> <li>○ Promote and develop the active use of NYAS with all young people</li> <li>○ Increase the use of housing related floating support provision for young people identified at risk</li> <li>○ Increase the use of Early Help Assessments for 16-17 year olds who are at risk of homelessness</li> </ul>		<p>local frontline third sector services working with YP / CBL partners / NYAS / Inspira / JC+</p>
<p><b>Develop and support a range of collaborative local opportunities and options for young people to participate in education, training and employment to promote economic independence and develop key skills</b></p>	<ul style="list-style-type: none"> <li>○ Investigate young peoples needs and aspirations; and consult with those identified as at risk of homelessness</li> <li>○ Explore opportunities to link to and develop marginalised youth groups &amp; projects</li> <li>○ Link to local partners delivery plans</li> <li>○ Support and promote the delivery of co-ordinated targeted front line services through the Shaddongate Resource Centre as a central community hub</li> <li>○ Identify best practice partnership approaches to effective homelessness prevention through engagement with schools / other education providers for pre 16 years and pre 18 years</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of needs and aspirations to support strategic co-ordinated approach to service delivery</li> <li>• Improved outcomes for young people at risk</li> <li>• Shaddongate Centre utilised as a central community hub for young people identified at risk</li> <li>• Prevent and alleviate youth homelessness</li> </ul>	<p>Carlisle City Council / Cumbria County Council / Youth Offending Services / 16/17 year old Homelessness Co-ordinator / IHA / Carlisle YMCA / All local frontline third sector services working with YP / Inspira / JC+ / Team Fostering</p>

	<ul style="list-style-type: none"> <li>○ Promote and increase the number of local foster carers and placements for 16-17 year olds to enable young people to move forward positively in a planned way</li> </ul>		
Priority Area 4: Prevention of Homelessness			
Aim	Action	Objective	Key Partners
<b>Meet the Gold Standard challenge standards and strive for continuous improvement in frontline services</b>	<ul style="list-style-type: none"> <li>○ Offer a housing options prevention service which includes written advice to all clients</li> <li>○ Embed and promote the No Second Night Out standards</li> <li>○ Have a clear multi-agency agreement to improve housing and support pathways for those at risk of homelessness</li> <li>○ Develop a suitable, safe and good standard private rented sector offer; with a focus on single people at risk of repeat homelessness (non statutory in line with NSNO); including advice and support to both clients and landlords</li> <li>○ Actively engage in preventing mortgage repossessions through embedding the pre-action protocol and utilising preventative</li> </ul>	<ul style="list-style-type: none"> <li>● Achievement of Gold Standard services</li> <li>● Prevent and alleviate homelessness and rough sleeping</li> <li>● Improve standards, information, advice and options for both landlords and tenants</li> </ul>	<p>Carlisle City Council</p> <p>All agencies represented within the Homeless Strategy working group</p> <p>Local Private Landlords</p> <p>Mortgage Lenders</p>

	<p>toolkit and actions on a case by case basis</p> <ul style="list-style-type: none"> <li>○ Have a homeless strategy which sets out a pro-active approach to preventing homelessness which is reviewed annually to ensure responsiveness to emerging needs</li> <li>○ To continue to not place 16-17 year olds in Bed and Breakfast as temporary accommodation; and encourage this good practice across agencies</li> <li>○ To continue to not place any families in Bed and Breakfast as temporary accommodation unless in an emergency and then for no longer than 6 weeks; and encourage this good practice across agencies</li> </ul>		
<p><b>Outreach work with local schools to identify young people / families at risk of homelessness; enabling effective support and advice to be targeted at an early stage</b></p>	<ul style="list-style-type: none"> <li>○ Increase the use of Early Help Assessments for 16-17 year olds who are identified as being at high risk</li> <li>○ Develop, implement and monitor clear systems and targeted joint programmes focused on young people &amp; families</li> <li>○ Identify opportunities to link to / join up specialist targeted panels focused on young people</li> </ul>	<ul style="list-style-type: none"> <li>● Prevent and alleviate homelessness</li> <li>● Increased use of Early Help Assessments contributing towards Countywide targets</li> </ul>	<p>Carlisle City Council Homeless Prevention / Education welfare / Local schools and youth programmes / Children and Family services / 16-17 year old Homelessness Co-ordinator &amp; case Officer</p>



	identified as being at risk of homelessness		
<b>Review develop, implement and monitor all early warning systems, partnerships and discharge policies from all institutional care facilities including hospitals</b>	<ul style="list-style-type: none"> <li>○ Review effectiveness of all existing discharge policies and protocols; identify gaps, barriers and hospital discharge protocol including mental health hospital discharges</li> <li>○ Ensure there is appropriate support and signposting in place to assist individuals and families leaving the Armed Forces</li> <li>○ To offer home visits and mediation services to all as appropriate as a crisis intervention tool</li> <li>○ Promote a crisis intervention approach to ensure that refusals and pending evictions are flagged at an early stage from all providers within Choice Based Lettings and supported accommodation</li> <li>○ Ensure effective information protocols and processes in place to ensure early engagement with drug and alcohol treatment agencies and interaction with the criminal justice system to compliment the discharge policies</li> </ul>	<ul style="list-style-type: none"> <li>● Prevent and alleviate homelessness</li> </ul>	<p>Carlisle Welfare Reform Board</p> <p>All agencies represented within the Homeless Strategy working group</p> <p>Cumberland Infirmary / NHS services / CMHS / Prison and Probation services</p> <p>The Royal British legion / SAFFA and other local and national supportive charities</p>

	<ul style="list-style-type: none"> <li>○ Develop early warning systems and partnerships to ensure an effective response to unauthorised encampments; and to support the local gypsy and traveller protocol</li> <li>○ Ensure housing / homelessness representation on all appropriate local problem solving and early warning groups</li> <li>○ Conduct an audit of move on outcomes for vulnerable older adults following hospital discharges</li> </ul>		
<b>Ensure a joined up approach to households affected by welfare reform changes</b>	<ul style="list-style-type: none"> <li>○ Development, implementation and monitoring of co-ordinated joined up money, debt advice and budgeting support services (link to UC)</li> </ul>	<ul style="list-style-type: none"> <li>• Prevent and alleviate homelessness</li> </ul>	<p>Carlisle Welfare Reform Board</p> <p>All agencies represented within the</p>

	<ul style="list-style-type: none"> <li>○ Welfare Reform and Universal Credit information and training for all frontline officers across services and schemes including utilising community asset buildings and support workers across sectors utilising a 'train the trainer' approach</li> </ul>		Homeless Strategy working group  CAST
<b>Monitor the effectiveness and usage of discretionary housing payments</b>	<ul style="list-style-type: none"> <li>○ Monitor on a quarterly basis as part of Carlisle Welfare Reform board</li> <li>○ Ensure that all agencies and clients are aware of DHP's and support applications where appropriate</li> </ul>	<ul style="list-style-type: none"> <li>● Prevent and alleviate homelessness</li> </ul>	Carlisle Welfare Reform Board  All agencies represented within the Homeless Strategy working group

## 4. CONSULTATION

**4.1** To date a number of consultation meetings and workshops have been carried out with a wide range of representative key stakeholders from within the statutory and third sector agencies in order to shape, agree and take collective ownership of the agreed key priorities and develop objectives within the action plan:

- **24<sup>th</sup> June 2014** - to outline the progress made on the previous strategy; the current homeless situation and key priority areas and invite discussion in relation to the key priorities / themes identified
- **23<sup>rd</sup> July 2014** - interactive workshop to explore key priority areas / themes and develop objectives and future actions
- **End of October 2014** – circulation of the draft strategy to key partners and invite comments / amends
- **13<sup>th</sup> / 14<sup>th</sup> November** – Official rough sleepers count verified by Homeless Link (the results have been included within the strategy document and action plan)
- **28<sup>th</sup> November 2014** – Interactive Key stakeholder meeting to amendments; and agree final strategy and action plan
- **28<sup>th</sup> January 2015 & February 2015 (date TBC)** – Interactive workshop session to allocate lead organisations to take forward the objectives set; outline appropriate timescales and identify key challenges to the achievement of the objectives so that these can be addressed collectively
- **March 2015 (date TBC)** – launch and summit planning session to correspond with the publication and promotion of the strategy in April 2015. The published strategy will incorporate a glossary of terms.

The overall partnership approach and commitment to the development and delivery of the Homelessness Strategy priorities has been very strong from the beginning of the Strategy review to date; there is an on going commitment and ownership agreed by all parties with regular meetings planned to take place throughout the life of the five year strategy which will be reviewed annually in line with best practice. It is intended to seek partner endorsement of the homelessness strategy in the form of a local commitment.

**4.2** The Agreed Strategy document and action plan will go through the following internal meetings for approval prior to publication in April 2015:

- SMT – 9<sup>th</sup> December 2014
- JMT – 15<sup>th</sup> December 2014

- Executive – 14<sup>th</sup> January 2015
- Community – 15<sup>th</sup> January 2015
- Executive – 2<sup>nd</sup> February 2015
- Council – 3<sup>rd</sup> March 2015

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

### **5.1 Addressing Carlisle's current and future housing needs**

**Contact Officer: Tammie Rhodes**

**Ext: 7217**

**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** – In accordance with Article 4 of the Council's Constitution, Homelessness is part of the Policy Framework reserved to Council. Therefore, it is for Council to approve the final Policy following recommendation by the Executive after the due Scrutiny process.

**Local Environment –**

**Resources** - Any costs associated with the implementation of the Homelessness Strategy can be accommodated within existing revenue budgets.

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## EXCERPT FROM THE MINUTES OF THE EXECUTIVE HELD ON 14 JANUARY 2015

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**EX.05/15**     **INTER-AGENCY HOMELESSNESS STRATEGY FOR CARLISLE 2015-20**  
(Key Decision – KD.23/14)

**Portfolio**     Economy, Enterprise and Housing

**Relevant Overview and Scrutiny Panel**     Community

### **Subject Matter**

The Economy, Enterprise and Housing Portfolio Holder reported (ED.02/15) that Section 1(1) of the Homelessness Act 2002 gave housing authorities the power to carry out homelessness reviews within the district areas; and S.1 (3 and 4) placed a statutory responsibility on those authorities to formulate and publish a Homelessness Strategy based on the ongoing results of the reviews.

Section 3(1) of the Act required the local housing authority to have a Strategy which sought to:

- prevent people from becoming homeless
- ensure that there was sufficient accommodation in the area for people who might become, or were homeless
- ensure that people who might be, or were homeless, had sufficient support to prevent them from becoming homeless again
- consult with other relevant agencies in carrying out the review and in preparing the strategy

The 2015-20 Strategy built on the strengths and achievements of the previous strategy as outlined within the report.

The Portfolio Holder informed Members that, as part of the review process in line with best practice, Carlisle City Council had examined the last six years homelessness demographic data; correlating that with information from local social services as to the current and likely future members of social services client groups who were likely to be homeless or at risk of homelessness; for example young people in need, care leavers and those with community care needs.

Trend patterns, current and future demands were determined, including housing and support resources and availability; ensuring that the future strategic priorities set were based on realistic assumptions as to how they would be delivered in practice, and collectively owned by all stakeholders within the district.

Members' attention was drawn to the objectives achieved to date, the main findings, and the national, regional and local context, as set out at Sections 2.1, 2.2, 2.3 and 2.4 of the report. One could see from the Action Plan the huge number of people, statutory bodies and voluntary organisations which had taken part.

The Portfolio Holder thanked members of the Council's staff for their positive and valuable input and time.

One specific aspect related to an audit of repeat presentations, applications and of those residents in emergency temporary accommodation for long periods of time over the past six years which was reviewed identifying 29 people annually as experiencing multiple exclusion. 1:1 interviews were then conducted with 10 sample cases over a two month period as part of an in-depth local study into Multiple Exclusion homelessness (MEH) within the district (the full report would be available on-line with the publication of the strategy).

The Economy, Enterprise and Housing Portfolio Holder made reference to a recent article in the Press which referred to some women undertaking sexual acts in order to obtain a place to stay. The article was hardly representative of the people who referred themselves as homeless. The Portfolio Holder was extremely concerned and disappointed by that headline, expressing the view that it was in no way helpful to stigmatise vulnerable people.

The Portfolio Holder added that the causes of homelessness were complex and varied, and included persons who were unable to meet mortgage payments and those subject to domestic violence. It was for those reasons that she considered the headline to be particularly inappropriate.

The Portfolio Holder further explained that the Homelessness Strategy 2015-20 incorporated and contributed towards the key objectives within Carlisle's current Housing Strategy in relation to supporting vulnerable people through supporting the delivery of housing and support services to meet the needs of all.

In conclusion the Economy, Enterprise and Housing Portfolio Holder moved that the recommendation set out in the report be amended so as to read:

"That the Executive note the Inter-Agency Homelessness Strategy for Carlisle 2015-20 and refer it to the Community Overview and Scrutiny Panel for consideration."

The Leader seconded the amended recommendation.

**Summary of options rejected**    None

## **DECISION**

That the Executive noted the Inter-Agency Homelessness Strategy for Carlisle 2015-20 and referred it to the Community Overview and Scrutiny Panel for consideration.

## **Reasons for Decision**

To agree an Inter-Agency Homelessness Strategy for Carlisle



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## **EXCERPT FROM THE MINUTES OF THE COMMUNITY OVERVIEW AND SCRUTINY PANEL HELD ON 15 JANUARY 2015**

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### **COSP.07/15 INTER-AGENCY HOMELESSNESS STRATEGY FOR CARLISLE 2015-20**

A short video was played for the Panel showing the Northern Housing Consortium award winning community project which was delivered from Water Street women and family accommodation through a partnership between Carlisle City Council and Fair Meals Direct. The video showed how partnership working provided a valuable local community meals on wheels service for vulnerable adults within the district. The service prepared and delivered hot meals daily to local people and provided learning and volunteering opportunities for the residents of the scheme.

The Homelessness Prevention and Accommodation Services Manager presented report ED.02/15 which outlined the five year Inter-agency Homelessness Strategy for Carlisle. Delivery with key partners prior to publication was developed and agreed and the Strategy would be launched in April 2015.

The Homelessness Prevention and Accommodation Services Manager introduced Ms Dixon, Advanced Practitioner – Leaving Care Carlisle and Eden and Mr Sellers, Salvation Army to the Panel.

Ms Dixon informed the Panel that she dealt with young people between the ages of 16 and 25 who were leaving care. She stressed the importance of the partnership working to avoid repeat homelessness and to provide stable accommodation.

Mr Sellers stated that he was representing Carlisle Churches Together and was the head of a small working party which looked at the support the Churches could provide in response to homelessness.

The Homelessness Prevention and Accommodation Services Manager explained that the report outlined the background to the Strategy and the objectives achieved to date and gave details of the Homelessness Review all of which had previously been considered by the Panel. It was agreed that the meeting would focus on the four Priority Areas and the Action Plan which had been developed with partners and had been attached to the report.

#### **Priority Area 1: Delivery of Appropriate Flexible Accommodation and Support Pathways**

The Homelessness Prevention and Accommodation Services Manager explained that the main goal of the first priority area was to effectively prevent homelessness. She added that the emphasis was to deliver a flexible approach to support each person in the most appropriate way to help them sustain accommodation. She highlighted a number of the actions including improvements to the Central Access Point and a review of the local access barriers and exclusions. She added that it was vital that a collective commitment to improve transparency of decision making was embedded with all key partners.

In considering the first priority Members raised the following comments and questions:

- *Had it been difficult to place young people in John Street Hostel given the variety of clients in the Hostel?*

Ms Dixon responded that young people leaving care over the age of 18 who perhaps required a higher level of support which was available at the Hostel would be referred. Each case was considered individually and the most appropriate accommodation was sought.

- *Riverside Carlisle had been part of an unsuccessful pilot to bring young people who were leaving care into a controlled tenancy, would the project be readdressed?*

Ms Dixon explained that her team had been involved in the pilot called the Launch Pad Scheme. There had been six tenancies issued, two of which resulted in full time tenancies. Organisational changes within Riverside Carlisle meant that they had not wanted to continue with the Scheme. There was a requirement for more support and accommodation for young people leaving care and Children Services were in discussions with Riverside regarding properties for care leavers possibly on a shared basis where stable support could be provided. More work needed to be undertaken to engage with young people and help them understand their own responsibility and the effect their actions had on their accommodation.

- *Was there a collaborative local directory of services?*

The Homelessness Prevention and Accommodation Services Manager responded that there was not a collaborative directory of services and this was a barrier for people. The advantage of the Strategy was that representatives of all agencies took part and had the strength to carry out the actions successfully.

Ms Dixon added that it was hoped that the directory would be established by October. Children' Services had started to develop a directory and it was envisaged that the agencies would feed into that one and pull everything together.

- *How effective was the Council at supplying housing?*

The Homelessness Prevention and Accommodation Services Manager explained that the Council could influence nominations and administered Choice Based Letting for clients.

- *Was there a Gypsy and Travellers Council which could assist the Council in improving access to local community services?*

The Director of Economic Development confirmed that there was a Council but they did not necessarily engage with the authority.

- *In what way were gypsy and travellers classed as vulnerable?*

The Homelessness Prevention and Accommodation Services Manager explained that under the Housing Act 1996 and the Homelessness Code of Guidance gypsy and travellers would be vulnerable if they had mobility issues, were 16/17 years old or if there were children in the

family. The action had been to provide better support and offer the necessary prevention measures. The safeguarding of children locally was a priority for the Council.

## **Priority Area 2: Multiple Exclusion Homelessness and Rough Sleeping**

The Homelessness Prevention and Accommodation Services Manager reported that the Multiple Exclusion Homelessness (MEH) was a specific separate category of homelessness. MEH was a client who had experienced homelessness, was engaged in street culture activity, substance misuse and often had mental health issues. The MEH group were the minority in the homelessness groups but often had the most complex and challenging needs. One reason that this group was a priority was due to the cost and resources needed to deal with the issues. The age group was usually older and issues became more visible when all other options had been explored or exhausted. The priority area looked at how the agencies could deal with the group better and prevent younger clients ending up in the group later in life.

In considering the second priority Members raised the following comments and questions:

- *How were the MEH dealt with currently?*

The Homelessness Prevention and Accommodation Services Manager explained that in the past clients had been passed around various agencies and became caught in a homelessness cycle. A personalised and flexible approach was required to improve the service.

The Director of Economic Development agreed that more communication was needed between partners to ensure the right agencies were working together to provide the right support.

- *What prospects were there for young people, were the young people coming out of care NEETs (Not in Employment, Education or Training)?*

Ms Dixon explained that Children's Services worked with Inspira and the DWP to ensure that young people were aware of all of the options available to them. Unfortunately some of the care leavers were not in an emotional position to attend school or work and they required additional support.

Mr Sellers commented that the Churches usually dealt with people in the MEH category over the age of 30 and, unfortunately, some of the people had been in the cycle for over ten years. People in that group were often difficult to deal with and although the Churches wanted to help them they often had conflicting groups to deal with.

- *The report stated that there were no rough sleepers found during the official rough sleepers count yet the report also proposed the No Second Night Out (NSNO) rollout.*

The Homelessness Prevention and Accommodation Services Manager stated that the zero count was excellent news for the City. She explained that a large number of single young people stayed on friends' sofas etc until they had no other options. Homelessness was not necessarily rough sleeping and the Strategy aimed to ensure that those who did stay with friends did not end up rough sleeping. The NSNO addressed more than just rough sleeping

and put preventative measures in place to ensure the Council not only fulfilled its statutory duty but also supported those that were not within the duty.

Mr Sellers felt that there was a perception of homelessness by the Churches that was perhaps different to the actual statistics and this could be due to the help that Churches provided and the lack of interaction with other agencies. He also thought there may be more rough sleepers in the warmer months, he agreed that the NSNO rollout was an excellent idea for the City.

A Member commented that there had been a dramatic decline in the number of homeless both locally and nationally.

The Economy, Enterprise and Housing Portfolio agreed that there had been a reduction in the number of statutory homelessness acceptances but drew the Panel's attention to the report which stated that 1200 people consistently approached the Council for housing advice each year. She also highlighted that there had been a significant increase in the number of people who had received preventative support. She felt that the authority should be proud of the Strategy and of the way it approached homelessness.

### **Priority Area 3: Increase and improve positive outcomes for young people experiencing homelessness**

The Homelessness Prevention and Accommodation Services Manager reported that the focus of priority area 3 was 16/17 year olds and the aim was to embed local commitment for Carlisle through the implementation of a Local Joint Protocol for Homeless 16/17 year olds. It was important that there was a flexible approach to working along with a much more responsive approach to young people.

A Member asked if there was an update on the situation with regard to Shaddongate Resource Centre and its role as a central community hub for young people identified at risk.

The Director of Economic Development responded that discussions were taking place with the YMCA to deliver certain support.

### **Priority Area 4: Prevention of Homelessness**

The Homelessness Prevention and Accommodation Services Manager reiterated that prevention was the main theme throughout the Strategy. The Council felt that it was important to be involved in the Gold Standard Challenge. Only one authority had reached the Gold Standard to date nationally. To start the process there would be a peer review which would take place in Carlisle in April 2015. The peer review was an in-depth look at the effectiveness of the homelessness service compared to national benchmarking set by the DCLG. The Priority covered all of the actions that would be required to reach a Gold Standard service including the review of all protocols, procedures and policies, in particular the discharge policies, to ensure they were up to date and most importantly to ensure they worked. It was anticipated that the Gold Standard award would take at least 18 months to achieve.

The Strategy also included the monitoring of changes introduced through the Welfare Reform and the effect they had on the community and potential effects on homelessness. She added that the Team also ensured that all agencies and clients were aware of Discretionary Housing Payments which proved vital to those moving into properties without furniture.

In considering the fourth priority Members raised the following comments and questions:

- *Was the issue regarding bare accommodation as a result of the authority not using private landlords to carry out their homeless duty?*

The Homelessness Prevention and Accommodation Services Manager explained that private landlords were used by the authority as often this was the only option available. Social Housing was the preferred route as it was deemed more secure by the clients.

- *A Member asked if the homelessness team felt that the Council's financial situation had affected their work.*

The Homelessness Prevention and Accommodation Services Manager responded that the financial situation focused all of the agencies priorities to achieve more with less. The Council met its statutory responsibilities and did this well, it also continued to assist those who the Council did not have statutory responsibility for.

The Deputy Chief Executive informed the Panel that there had not been a significant reduction in the homelessness budget although there had been some changes in staffing.

Mr Sellers added that resources was an issue for charitable organisations and there was a greater need for co-ordinated working to maximise the available resources.

- *Would the joint strategy be presented to all agencies that had been involved?*

Ms Dixon stated that she had regular contact with the homelessness team and hoped that next year there would be more opportunity for the panel to see a more robust document with examples of what was actually being achieved through the partnership approach in line with the strategy.

In closing the item the Chairman thanked all those who attended and contributed to a worthwhile meeting and added that it was clear that there needed to be more co-operation between all agencies and inter agency working should be embedded in the culture.

RESOLVED: 1. That Ms Dixon and Mr Sellers be thanked for their attendance and input in the meeting;

2. That Report ED.02/15 be noted;

3. That the observations of the Community Overview and Scrutiny Panel, as outlined above, be conveyed to the Executive;

4. That an update on the Action Plan be submitted to the Panel in twelve months time.

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## EXCERPT FROM THE MINUTES OF THE EXECUTIVE HELD ON 2 FEBRUARY 2015

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**EX.12/15**     **INTER-AGENCY HOMELESSNESS STRATEGY FOR CARLISLE 2015-20**  
(Key Decision – KD.23/14)

**Portfolio**     Economy, Enterprise and Housing

**Relevant Overview and Scrutiny Panel**     Community

### **Subject Matter**

Pursuant to Minute EX.05/15, the Economy, Enterprise and Housing Portfolio Holder submitted report ED.02/15 concerning the Inter-Agency Homelessness Strategy for Carlisle 2015-20.

By way of background, the Portfolio Holder summarised the power and statutory responsibility placed on housing authorities by the Homelessness Act 2002, including the requirement to formulate and publish a Homelessness Strategy. She added that the 2015-20 Strategy built upon the strengths and achievements of the previous strategy as outlined within the report.

The Portfolio Holder reminded Members that, as part of the review process in line with best practice, Carlisle City Council had examined the last six years homelessness demographic data; correlating that with information from local social services as to the current and likely future members of social services client groups who were likely to be homeless or at risk of homelessness; for example young people in need, care leavers and those with community care needs.

Trend patterns, current and future demands were determined, including housing and support resources and availability; ensuring that the future strategic priorities set were based on realistic assumptions as to how they would be delivered in practice, and collectively owned by all stakeholders within the district.

In addition, an audit of repeat presentations, applications and of those residents in emergency temporary accommodation for long periods of time over the past six years was reviewed identifying 29 people annually as experiencing multiple exclusion. 1:1 interviews were then conducted with 10 sample cases over a two month period as part of an in-depth local study into Multiple Exclusion homelessness (MEH) within the district (the full report would be available on-line with the publication of the strategy).

The main findings, and the national, regional and local context, were as set out at Sections 2.2, 2.3 and 2.4 of the report.

The Portfolio Holder further explained that the Homelessness Strategy 2015-20 incorporated and contributed towards the key objectives within Carlisle's current Housing Strategy in relation to supporting vulnerable people through supporting the delivery of housing and support services to meet the needs of all.

The Community Overview and Scrutiny Panel had considered the matter on 15 January 2015 and resolved:

"1. That Ms Dixon and Mr Sellers be thanked for their attendance and input in the meeting;

2. That Report ED.02/15 be noted;

3. That the observations of the Community Overview and Scrutiny Panel, as outlined above, be conveyed to the Executive;

4. That an update on the Action Plan be submitted to the Panel in twelve months time."

A copy of Minute Excerpt COSP.07/15 had been circulated.

The Chairman of the Community Overview and Scrutiny Panel was in attendance at the meeting.

The Chairman reported that the Panel had been quite impressed with the Homelessness Strategy. However, Members' biggest concern related to the fact that so much was dependent upon partnership working and the Homelessness Strategy could only be delivered properly if all those involved worked effectively together.

In response the Economy, Enterprise and Housing Portfolio Holder indicated that she was in agreement with the need for close partnership working, adding that it was essential for all partners to play their part.

The Portfolio Holder also expressed thanks to the Community Overview and Scrutiny Panel for their comments.

In conclusion the Economy, Enterprise and Housing Portfolio Holder recommended that the Executive consider the observations of the Community Overview and Scrutiny Panel prior to recommending the Strategy to Council on 3 March 2015.

The Portfolio Holder further emphasised the importance of ensuring that the Homelessness Strategy was embedded within each organisation involved, and moved an additional recommendation, namely that the Director of Economic Development arrange to write to each Partner asking them to sign up to the Strategy.

The Leader seconded the recommendations.

**Summary of options rejected**    None

## **DECISION**

That the Executive:

1. Thanked the Community Overview and Scrutiny Panel for their observations on the Inter-Agency Homelessness Strategy for Carlisle 2015-20, which had been taken into consideration.
2. Approved the Strategy for recommendation to Council on 3 March 2015.
3. Requested that the Director of Economic Development arrange to write to each Partner asking that they sign up to the Strategy.

## **Reasons for Decision**

To agree an Inter-Agency Homelessness Strategy for Carlisle



# Report to Council

Agenda  
Item:  
  
**20(ii)**

Meeting Date: 3<sup>rd</sup> March 2015  
Portfolio: Finance, Governance and Resources  
Key Decision: No  
Within Policy and Budget Framework YES  
Public / Private Public

Title: REVENUE BUDGET OVERVIEW & MONITORING REPORT:  
APRIL TO DECEMBER 2014  
Report of: DIRECTOR OF RESOURCES  
Report Number: RD 57/14

**Purpose / Summary:** This report which provides an overview of the Council's budgetary position for the Period April to December 2014 for the revenue budget only was considered by the Executive on 2<sup>nd</sup> February 2015.

## Recommendations:

Council is asked to:

- (i) approve the establishment of the Improvement & Renewals Reserve for up to £300,000 subject to the provisional out-turn position, as detailed in paragraph 5.4.

## Tracking

Executive:	<b>2<sup>nd</sup> February 2015</b>
Overview and Scrutiny:	<b>5<sup>th</sup> March 2015</b>
Council:	<b>3<sup>rd</sup> March 2015</b>

## Report to Executive

Agenda  
Item:

Meeting Date: 2<sup>nd</sup> February 2015  
Portfolio: Finance, Governance and Resources  
Key Decision: No  
Within Policy and Budget Framework YES  
Public / Private Public

Title: REVENUE BUDGET OVERVIEW & MONITORING REPORT:  
APRIL TO DECEMBER 2014  
Report of: DIRECTOR OF RESOURCES  
Report Number: RD 57/14

**Purpose / Summary:** This report provides an overview of the Council's overall budgetary position for the period April to December 2014 for the revenue budget only. The revenue report includes details of balance sheet management issues, high-risk budgets and performance management.

### Recommendations:

The Executive is asked to:

- (i) Note the budgetary performance position of the Council to December 2014;
- (ii) Note the potential forecast year end position;
- (iii) Note the action by the Director of Resources to write-off bad debts as detailed in paragraph 9; and
- (iv) Make recommendations to Council to approve the establishment of the Improvement & Renewals Reserve for up to £300,000 subject to the provisional out-turn position, as detailed in paragraph 5.4.

### Tracking

Executive:	2 <sup>nd</sup> February 2015
Overview and Scrutiny:	5 <sup>th</sup> March 2015

## 1. BACKGROUND INFORMATION AND OPTIONS

- 1.1 In accordance with the City Council's Financial Procedure Rules, the Director of Resources is required to report to the Executive on the overall budget position, the monitoring and control of expenditure against budget allocations and the exercise of virement on a regular basis. Further details of virements processed can be found in **Appendix A**. It is the responsibility of individual Directors to control income and expenditure within their service areas and to monitor performance, taking account of financial information provided by the Director of Resources.
- 1.2 All Managers currently receive a monthly budget monitoring report covering their areas of responsibility. Information is collated from the main accounting system and then adjusted to correct any known budget profiling trends, timing differences and commitments. The report has been developed in line with the need to provide sound financial management information to inform the decision making process.
- 1.3 Please note that throughout this report:
- (i) the use of a bracket represents a favourable position i.e. either an underspend or additional income received,
  - (ii) the term 'underspend' is taken to include both reduced expenditure and/or increased income,
  - (iii) the term 'overspend' includes both spending above budget and/or reduced income levels.

## 2. REVENUE BUDGET OVERVIEW

- 2.1 The following statement shows the total annual revenue budget as at December 2014:

2014/15 Revenue Budget	£
Approved Budget (Council resolution – February 2014)	12,500,900
Carry forward requests (2013/14 out-turn)	767,600
<b>Council Resolution 2014/15</b>	<b>13,268,500</b>
Non-Recurring Expenditure (note 1)	
Transformation Costs (Transformation Reserve)	(13,000)
<b>Updated Budget 2014/15</b>	<b>13,255,500</b>

Note (1) Voluntary Redundancy savings used to replenish the earmarked reserve, partly offset by the use of earmarked reserves to fund 2014/15 expenditure

### 3. 2014/15 BUDGET MONITORING

3.1 The summarised budgetary position as at December 2014 is shown below:

Directorate / Appendix		Annual Net Budget	Net Budget to date	Net Spend to date	Adjusted Variance
		(£)	(£)	(£)	(£)
Chief Executive's Team	A1	589,500	358,852	338,327	(20,525)
Deputy Chief Executive's Team	A2	4,256,600	3,528,477	3,506,238	(22,239)
Economic Development	A3	2,724,700	1,818,022	1,530,909	(287,113)
Governance	A4	(1,763,600)	(2,162,602)	(2,232,149)	(69,547)
Local Environment	A5	6,157,900	4,526,109	4,050,720	(475,389)
Resources	A6	1,290,400	(2,375,327)	(2,648,008)	(272,681)
<b>Total</b>		<b>13,255,500</b>	<b>5,693,531</b>	<b>4,546,037</b>	<b>(1,147,494)</b>

3.2 Further details for each directorate can be found in **Appendices B1 – B6**. Each appendix shows a breakdown of the variance for the Directorate, with comments and a note of any performance issues.

3.3 The figures for the Resources directorate in the above table and attached **Appendix B6** include corporate budgets held centrally.

### 4. KEY ISSUES

4.1 The corporate Salary Turnover Savings target for 2014/15 is £412,500. Savings from staffing budgets across the authority are measured and transferred to it throughout the year. A summary of direct staffing expenditure to the end of December 2014, including transfers to Salary Turnover Savings, is provided in the table below. Members should be aware that approximately 80% of turnover savings are currently within the Local Environment Directorate and this may be a potential issue in future years once all the service reviews have been completed.

Direct Employee Expenditure	Updated Budget	Budget to date	Actual to date	Variance to date	STOS to date	(Under)/Overspend
Directorate	£	£	£	£	£	£
Chief Executive's Team	1,173,300	880,981	879,174	(1,807)	(8,900)	7,093
Deputy Chief Executive's Team	302,400	219,409	218,459	(950)	(1,600)	650
Economic Development	2,442,900	1,854,935	1,775,865	(79,070)	(28,800)	(50,270)
Governance	1,356,500	1,004,352	985,439	(18,913)	(22,800)	3,887
Local Environment	4,823,000	3,624,642	3,294,066	(330,576)	(309,600)	(20,976)
Resources	2,352,000	1,765,624	1,743,351	(22,273)	(10,600)	(11,673)
<b>Total</b>	<b>12,450,100</b>	<b>9,349,943</b>	<b>8,896,354</b>	<b>(453,589)</b>	<b>(382,300)</b>	<b>(71,289)</b>
Savings Target to Date					(309,417)	
<b>(Over)/Under Achieved to Date</b>					<b>(72,883)</b>	

## 5. FORECAST OUTTURN POSITION 2014/15

5.1 The Council's financial position is affected by a number of external factors that have a financial impact during the course of the year and ultimately at the year end.

These include:

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

5.2 The Council's financial position continues to be closely monitored and will be reported fully at outturn. Some of the significant service and income variances estimated for the year end are set out below.

### Income

- Projected over achievement in investment income of £50,000
- Projected shortfall on rental income from The Lanes of £77,000
- Projected surplus income from other Property rents of £116,000 due to rent reviews and back dated rent collected. £50,000 from this additional income may be required to be carried forward at year end to honour committed expenditure for costs in future years for rent reviews commissioned, and a 3 year asset valuation contract.
- Projected net overspend position in Car Parking of £100,000 mainly due to shortfalls in income on external car parking contracts.

### Expenditure

- Projected savings on past pension service costs of £113,000
- Projected over achievement of salary turnover savings of £70,000

- Projected savings on inflation of £58,500
- Projected transformation savings achieved early of target of £147,500

This would give the Council a net underspend position (after carry forwards for any committed expenditure) of £328,000.

- 5.3 The City Council's share of the Retained Business Rate Collection Fund deficit at 31 March 2014 was £163,430. This deficit is recovered during 2014/15 and as the budget assumed additional growth and the benefit of Pooling of £500,000 these will have an impact on the final year end underspend position. Pooling and Growth are anticipated to be broadly in line with the budgeted estimate of £500,000 but recovery of the brought forward deficit is likely to impact the final outturn.
- 5.4 The Capital Strategy (RD19/14) approved by Council in September 2014 highlighted that the capital resources available to support the capital programme are reducing, and due to projects currently under consideration, the capital programme for 2015/16 to 2019/20 may require the use of Prudential Borrowing (including internal borrowing). It is proposed that an Improvements & Renewals Reserve be established and a balance of up to £300,000 from the projected year end underspends, is transferred to the Reserve which will help to negate the need for Prudential Borrowing in future years. It is further recommended that management of the Reserve rests with the Director of Resources with the use of the Reserve requiring Executive approval.
- 5.5 **Carry forward requests will be considered in line with the Council's Constitution as part of the year end process. However, a more robust and stringent approach will be taken where carry forwards will be strictly limited to those where there is evidence of contractual commitments to expenditure.**

## 6. HIGH RISK BUDGETS

- 6.1 A number of high-risk budgets have been identified which require detailed monitoring throughout the year. These particularly include income budgets, recurring and non-recurring bids, approved in the 2014/15 Council Resolution.
- 6.2 The summarised position of income budgets deemed to be high risk is as follows:

Budget Area	Directorate	Annual Budget £	Budget to date £	Actual to date £	Variance £	para.
Hostels	ED	(535,500)	(401,685)	(472,243)	(70,558)	6.3
Building Control	ED	(322,400)	(244,329)	(277,572)	(33,243)	6.4
Development Control	ED	(521,500)	(401,867)	(470,073)	(68,206)	6.5
Enterprise Centre	ED	(101,400)	(76,064)	(73,721)	2,343	6.6
Tourist Information Centres	ED	(143,400)	(119,983)	(87,333)	32,650	6.7
Land Charges	Gov	(172,000)	(129,019)	(122,118)	6,901	6.8
Industrial Estates	Gov	(2,503,700)	(2,025,600)	(2,121,456)	(95,856)	6.9
Lanes	Gov	(1,383,300)	(1,383,300)	(1,306,342)	76,958	6.10
Cemeteries	LE	(292,300)	(218,850)	(193,428)	25,422	6.11
Crematorium	LE	(926,800)	(676,234)	(665,006)	11,228	6.11
Off Street Parking	LE	(1,077,600)	(861,558)	(845,048)	16,510	6.12
On Street Parking	LE	(330,300)	(253,671)	(249,073)	4,598	6.12
External Parking Contract	LE	(213,000)	(159,750)	(92,118)	67,632	6.12
Bring Sites	LE	(181,000)	(137,832)	(131,515)	6,317	6.13
Garden Waste	LE	(499,700)	(440,234)	(515,650)	(75,416)	6.13
Bulky Waste/Special Collections	LE	(37,700)	(28,280)	(27,738)	542	6.13
Green Box Collection	LE	(301,800)	(223,211)	(220,023)	3,188	6.13
Plastics & Card	LE	(174,300)	(130,378)	(171,901)	(41,523)	6.13

- 6.3 The income target for **Hostels** is lower than for the previous year. Income is in excess of the new target by 17.6% to date.
- 6.4 The income levels from **Building Control** fees continue to challenge the service managers and spending is held at the lowest possible level in an attempt to minimise the effect should any shortfall in income arise. Income is currently in excess of the target by 13.6%.
- 6.5 Fee income from **Development Control** charges has been increasing in recent years due to an increase in planning applications received since the economic downturn. A non-recurring budget pressure of £45,000 has reduced the income target for this year to a level that is now likely to be exceeded. Income is 17% more than the target to date.
- 6.6 The income target for the **Enterprise Centre** is lower than the previous year by a non-recurring budget pressure of £40,000. Income received to date is more or less in line with the target to date.
- 6.7 Income generated from sales at Carlisle's **Tourist Information Centre** has been affected by its relocation whilst building improvements were carried out at the Old Town Hall and although it was expected that the refurbishment and changes would reverse this position on re-opening, income is down 27% against the target to date.

- 6.8 The annual budget for income from **Land Charges** has increased by £6,300 from 2013/14. The current activity levels are below the improved target by 5%.
- 6.9 Adjustments for rent recovered from **Industrial Estates** now sold have helped in 2013/14 to offset the full effects of the downturn in the property market. Further rent reviews have improved income levels for 2014/15 to 4.7% higher than the target to date.
- 6.10 Income from the **Lanes** continues to be affected by the number of empty units, and is down approximately 6% against the target for the first nine months with a shortfall of £77,000 projected for the year end. An additional shortfall of £80,700 for an adjustment to the 2013/14 Head Rent has been accommodated from back rent received on other properties.
- 6.11 There was a small surplus of less than 1% on **Bereavement Services** income at the end of last year. Income targets for 2014/15 are 8.9% higher than 2013/14 and income is currently falling short of the target for the first nine months by 4%.
- 6.12 Income generated from **Car Parking** has been consistently lower than the level budgeted for a number of years and significant changes to the charging strategy were introduced after a review undertaken in 2012. Parking income budgets have been reduced this year and there is a deficit of 1.9% against the new level up to the end of December 2014. The shortfall in income for External Parking Contract is from the management fee income which is based on the number of PCNs, Patrols costs, and cash collection fees where applicable.
- 6.13 The total income from the various **Waste and Recycling Collection Services** is 11% higher than the expected levels up to the end of the third quarter of 2014/15. Garden Waste and Plastic and Card income are currently above target by 17% and 32% respectively.

## 7. **S.106 COMMUTED SUMS**

- 7.1 As at December 2014 balances totalling £1,774,296 are held in respect of Section 106 agreements and other commuted sums, with a further £5,055,587 expected. The expected sums, for the most part, relate to agreements for sites yet to be developed and include negotiated items that, in view of the terms of the agreement, may not be due until later phases of development. These sums are to be used for the provision and future maintenance of public open spaces, school buildings, children's play areas, cycleways and transport facilities etc.



- 7.2 The City Council acts as custodian only for £1,175,504 of the sums held, in respect of projects for which Cumbria County Council is responsible, including the Public Realm. Should the County Council not progress these projects, or they remain incomplete within the agreed deadlines, the custodial sums must be repaid, along with a premium for interest, to the Developers. A summary of the balances retained is set out in the table below:

Commuted Sums 2014/2015	Opening Balance & Receipts (£)	Spend (£)	Retained Balance Dec 2014 (£)	Expected Sums (£)
Affordable Housing Contributions	21,250	0	21,250	254,373
Public Realm	706,056	5,307	700,749	0
Education	0	0	0	3,500,000
Play Areas & Facilities	281,608	117,805	163,803	417,896
Public Open Spaces Provision/Maintenance	417,195	8,736	408,459	237,669
Habitat	0	0	0	100,000
Waste	5,280	0	5,280	3,780
Sports Provision/Maintenance	0	0	0	48,584
Transport & Pedestrianisation	474,755	0	474,755	493,285
<b>Total</b>	<b>1,906,144</b>	<b>131,848</b>	<b>1,774,296</b>	<b>5,055,587</b>

## 8. DIRECTION OF TRAVEL

### 8.1 Balance Sheet Management

In line with CIPFA guidance and good practice, information relating to significant items on the Council's balance sheet is shown below. The information concentrates on those items that may have a material impact on the Council if not reviewed on a regular basis.

Balance Sheet item	Balance at 31/03/2014	Balance at Dec 2014	Note
Investments	£19.15m	£20.6m	(i)
Loans	£15.0m	£15.0m	(ii)
Debtors	£1.10m	£1.84m	(iii)
Creditors	£0.04m	£0.10m	

- (i) The anticipated return on investments for 2014/15 is estimated at £226,100 with current projections anticipated to be above this level due to the approval by Council to include the use of the CCLA managed LAMIT Property Fund in the Council's investment portfolio.
- (ii) The cost of managing this debt, in terms of interest payable, is budgeted at £1,319,600 in 2014/15 with costs currently on target. There are no proposals for further borrowing during 2014/15.

- (iii) There may be a significant impact on the cash flow of the Council if outstanding debts are not received. Any debts deemed to be irrecoverable are written off against a bad debt provision set up specifically for this purpose. Other significant debts relate to Council Tax, NNDR and Housing Benefit overpayments.
- (iv) Use of Reserves: The usage and level of all Council reserves are set out in the Medium Term Financial Plan (RD18/14), approved by Council in September 2014. It is anticipated that £0.7m will be required from the Council's Revenue Reserves to fund expenditure in 2014/15, including £767,600 of 2013/14 carry forwards. Any under or overspend at the year end will adjust the balance transferred to or from the reserve. Council reserves are under significant pressure for 2014/15 and the savings strategy approved in February 2014 will help to resolve the projected deficit. However, further savings must be identified to replenish usable revenue reserves to the minimum required.
- (v) The Council's VAT partial exemption calculation for the period ending December 2014 is still being calculated but is likely to be well below the 5% limit set by HMRC.

## 9. BAD DEBT WRITE-OFFS

- 9.1 The Director of Resources has delegated authority for the write-off of outstanding debts for NNDR, Council Tax and Debtors (including Penalty Charge Notices). In accordance with this, the Executive is asked to note that debts totalling £403,887.51 have been written off during Quarter 3. A summary of bad debts is given in Table 1, **Appendix C** of this report and these costs will fall against the following:

	£
General Fund	22,817.75
Council Tax (Collection Fund)	37,683.62
NNDR	343,386.14
Total Write-offs	403,887.51

- 9.2 The "write-ons" itemised in Table 2, **Appendix C**, totalling £61,343.26, are in respect of balances originally written off that have since been paid, credit write-offs for Quarters 3. The write-ons will be credited as follows:

	£
General Fund	1.08
Council Tax (Collection Fund)	2,885.42
NNDR	58,456.76
Total Write-offs	61,343.26

9.3 In the case of the General Fund, the write-offs will be charged against provisions for bad debts. However, VAT, which has been identified separately, will be recouped in future VAT returns. HRA debts and provisions have transferred to the General Fund and any write-off/write-on of Council Tax will fall against the pool provisions within these accounts. Any Council Tax court costs written off will be charged against the Bad Debt Provision within the General Fund.

9.4 At this stage of the year, the level of bad debts is broadly in line with expectations and at this level will be within the scope of the current provisions to fund the bad debts. This situation is continuously under review and any major deviations will be reported as part of the outturn report.

## **10. CONSULTATION**

10.1 Consultation to date.

SMT and JMT have considered the issues raised in this report.

10.2 Consultation Proposed

Resources Overview and Scrutiny Panel will consider the report on 5<sup>th</sup> March 2015.

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

11.1 The Executive is asked to:

- (i) Note the budgetary performance position of the Council to December 2014;
- (ii) Note the potential forecast year end position;
- (iii) Note the action by the Director of Resources to write-off bad debts as detailed in paragraph 9; and
- (iv) Make recommendations to Council to approve the establishment of the Improvement & Renewals Reserve for up to £300,000 subject to the provisional out-turn position, as detailed in paragraph 5.4.

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

12.1 The Council's budget is set in accordance with the priorities of the Carlisle Plan and the position to December 2014 shows the delivery of these priorities within budget.

**Contact Officer: Emma Gillespie**

**Ext: 7289**

**Appendices A, B1 to B6, & C  
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:** SMT and JMT have been involved in the preparation of this report. Risks to budgets and development of ongoing impact of issues identified are monitored carefully and appropriate action taken.

**Chief Executive's – N/A**

**Deputy Chief Executive's – N/A**

**Economic Development – N/A**

**Governance** – The Council has a fiduciary duty to manage its finances properly and the proper reporting of budget monitoring is part of this process.

**Local Environment – N/A**

**Resources** – Financial implications are contained within the main body of the report.

## REVENUE BUDGET MONITORING 2014/15

## VIREMENTS PROCESSED FOR PERIOD OCTOBER TO DECEMBER 2014

Date	Virement Details	Permanent/ Temporary	Value	Authorised By
<b>Requested by Officers (under £35,000)</b> 25/11/2014	Movement of Corporate Budgets to fund increasing level of Bank Charges.	Permanent	20,600	Director of Resources
<b>Approved by Executive (£35,000 to £70,000)</b>				
<b>Approved by Council (over £70,000)</b>				

## REVENUE BUDGET MONITORING 2014/15

CHIEF EXECUTIVE'S TEAM	Gross Expenditure	Gross Income	Recharges	Adjusted Total
Position as at December 2014	£	£	£	£
Annual Budget	2,882,400	(108,800)	(2,184,100)	<b>589,500</b>
Budget to date	2,088,864	(102,146)	(1,627,866)	<b>358,852</b>
Total Actual	2,081,567	(114,839)	(1,628,401)	<b>338,327</b>
<b>Adjusted Variance</b>	<b>(7,297)</b>	<b>(12,693)</b>	<b>(535)</b>	<b>(20,525)</b>

Analysis of Variances		Expenditure Variance	Income Variance	Recharges Variance	Adjusted Variance
Service	Note	£	£	£	£
Miscellaneous	1	(7,297)	(12,693)	(535)	(20,525)
<b>Total Variance to date</b>		<b>(7,297)</b>	<b>(12,693)</b>	<b>(535)</b>	<b>(20,525)</b>

Note	Chief Executive's Team - Comments
1.	Various net minor underspends and surplus income across the service.

## REVENUE BUDGET MONITORING 2014/15

DEPUTY CHIEF EXECUTIVE'S TEAM	Gross Expenditure	Gross Income	Recharges	Adjusted Total
Position as at December 2014	£	£	£	£
Annual Budget	4,649,500	(214,300)	(178,600)	<b>4,256,600</b>
Budget to date	3,782,021	(119,575)	(133,969)	<b>3,528,477</b>
Total Actual	3,820,932	(180,744)	(133,950)	<b>3,506,238</b>
<b>Adjusted Variance</b>	<b>38,911</b>	<b>(61,169)</b>	<b>19</b>	<b>(22,239)</b>

Analysis of Variances		Expenditure Variance	Income Variance	Recharges Variance	Adjusted Variance
Service	Note	£	£	£	£
Miscellaneous	1	38,911	(61,169)	19	(22,239)
<b>Total Variance to date</b>		<b>38,911</b>	<b>(61,169)</b>	<b>19</b>	<b>(22,239)</b>

Note	Deputy Chief Executive's Team - Comments
1.	Various net overspends offset by surplus income across the service.

## REVENUE BUDGET MONITORING 2014/15

ECONOMIC DEVELOPMENT	Gross Expenditure	Gross Income	Recharges	Adjusted Total
Position as at December 2014	£	£	£	£
Annual Budget	5,411,100	(2,153,400)	(533,000)	<b>2,724,700</b>
Budget to date	3,926,575	(1,708,746)	(399,807)	<b>1,818,022</b>
Total Actual	4,121,567	(2,175,538)	(415,120)	<b>1,530,909</b>
<b>Adjusted Variance</b>	<b>194,992</b>	<b>(466,792)</b>	<b>(15,313)</b>	<b>(287,113)</b>

Analysis of Variances		Expenditure Variance	Income Variance	Recharges Variance	Adjusted Variance
Service	Note	£	£	£	£
Building Control	1	(5,575)	(37,904)	0	<b>(43,478)</b>
Development Control	2	15,445	(72,802)	0	<b>(57,357)</b>
Hostels and Homeshares	3	25,545	(70,604)	0	<b>(45,059)</b>
Housing Regeneration	4	(49,054)	38,790	0	<b>(10,264)</b>
Home Improvement Agency	5	60,313	(165,849)	(15,370)	<b>(120,905)</b>
Miscellaneous	6	148,317	(158,423)	57	<b>(10,049)</b>
<b>Total Variance to date</b>		<b>194,992</b>	<b>(466,792)</b>	<b>(15,313)</b>	<b>(287,113)</b>

Note	Economic Development - Comments
1.	Surplus fee income received.
2.	Overspend on advertising & consultants fees; surplus fees income.
3.	Overspend on premises & supplies and services offset by surplus income on Housing Benefit contribution to rent.
4.	Underspends on salary costs; underachievement of LA fees on Disabled Facilities Grants.
5.	Surplus grant income in excess of expenditure to date. Balance will be required to fund expenditure in future years.
6.	Various net minor overspends and surplus income against budgets to date.



## REVENUE BUDGET MONITORING 2014/15

GOVERNANCE	Gross Expenditure	Gross Income	Recharges	Adjusted Total
Position as at December 2014	£	£	£	£
Annual Budget	4,810,000	(4,990,900)	(1,582,700)	<b>(1,763,600)</b>
Budget to date	3,305,887	(4,281,302)	(1,187,187)	<b>(2,162,602)</b>
Total Actual	3,475,927	(4,521,023)	(1,187,053)	<b>(2,232,149)</b>
<b>Adjusted Variance</b>	<b>170,040</b>	<b>(239,721)</b>	<b>134</b>	<b>(69,547)</b>

Analysis of Variances		Expenditure Variance	Income Variance	Recharges Variance	Adjusted Variance
Service	Note	£	£	£	£
Legal Services	1	(1,115)	(34,597)	33	<b>(35,679)</b>
Asset Disposal Costs	2	78,150	(500)	0	<b>77,650</b>
The Lanes	3	488	76,958	0	<b>77,446</b>
Industrial Estates and Other Properties	4	(13,823)	(141,263)	0	<b>(155,086)</b>
Miscellaneous	5	106,341	(140,319)	101	<b>(33,878)</b>
<b>Total Variance to date</b>		<b>170,040</b>	<b>(239,721)</b>	<b>134</b>	<b>(69,547)</b>

Note	Governance - Comments
1.	Underspend on supplies & services; surplus on Legal Services fees received.
2.	Costs associated with the disposal of assets. In accordance with Capital Finance Regulations, part of this expenditure can be funded from the capital receipts generated. The value will be calculated at year end..
3.	Shortfall on guaranteed rent income due to continuing effects of the recession. An additional pressure of £80,700 for an adjustment to the 2013/14 Head Rent has been accommodated from back rent received on other properties.
4.	Surplus rent income due to rent reviews and backdated rent income.
5.	Overspent expenses and surplus income across the service.

## REVENUE BUDGET MONITORING 2014/15

LOCAL ENVIRONMENT	Gross Expenditure	Gross Income	Recharges	Total
Position as at December 2014	£	£	£	£
Annual Budget	14,517,800	(5,863,900)	(2,496,000)	<b>6,157,900</b>
Budget to date	10,885,381	(4,486,355)	(1,872,917)	<b>4,526,109</b>
Total Actual	10,493,416	(4,570,016)	(1,872,680)	<b>4,050,720</b>
<b>Adjusted Variance</b>	<b>(391,965)</b>	<b>(83,661)</b>	<b>237</b>	<b>(475,389)</b>

Analysis of Variances		Expenditure Variance	Income Variance	Recharges Variance	Adjusted Variance
Service	Note	£	£	£	£
Environmental Health	1	(40,399)	(31,442)	(8)	<b>(71,849)</b>
Green Spaces	2	(41,329)	(64,445)	53	<b>(105,721)</b>
Misc Environmental Expenses	3	(30,127)	0	0	<b>(30,127)</b>
City Lighting	4	(51,256)	0	0	<b>(51,256)</b>
Other Parking Contracts	5	(35,998)	115,689	0	<b>79,692</b>
Recycling & Waste Collection	6	(90,174)	(113,445)	63	<b>(203,556)</b>
Clean Up Carlisle	7	(73,880)	0	0	<b>(73,880)</b>
Miscellaneous	8	(28,802)	9,981	129	<b>(18,692)</b>
<b>Total Variance to date</b>		<b>(391,965)</b>	<b>(83,661)</b>	<b>237</b>	<b>(475,389)</b>

## REVENUE BUDGET MONITORING 2014/15

Note	Local Environment - Comments
	<ol style="list-style-type: none"> <li>1. Underspend on supplies &amp; services; over achieved Pest Control income and Food Safety income.</li> <li>2. Underspend on transport and supplies &amp; services; surplus income &amp; grant income received of which some will require to be carried forward into 2015/16.</li> <li>3. Underspends on Councillors' small scale community schemes.</li> <li>4. Underspend on lighting maintenance and energy savings. Charging mechanism to be introduced for County works.</li> <li>5. Under budget expenses and partnership monies to be paid over; shortfall in income.</li> <li>6. Underspend on transport costs &amp; contract costs; surplus income from Garden Waste &amp; Plastics and Card.</li> <li>7. Underspend on supplies &amp; services. Budget required to fund scheme completion.</li> <li>8. Various minor underspends &amp; shortfalls in income across the service.</li> </ol>

## REVENUE BUDGET MONITORING 2014/15

RESOURCES	Gross Expenditure	Gross Income	Recharges	Adjusted Total
Position as at December 2014	£	£	£	£
Annual Budget	43,297,000	(35,734,900)	(6,271,700)	<b>1,290,400</b>
Budget to date	30,897,313	(28,454,734)	(4,817,906)	<b>(2,375,327)</b>
Total Actual	30,692,986	(28,581,772)	(4,759,222)	<b>(2,648,008)</b>
<b>Adjusted Variance</b>	<b>(204,327)</b>	<b>(127,038)</b>	<b>58,684</b>	<b>(272,681)</b>

Analysis of Variances		Expenditure Variance	Income Variance	Recharges Variance	Adjusted Variance
Service	Note	£	£	£	£
Civic Centre	1	(26,372)	(37,754)	68	<b>(64,058)</b>
Treasury and Debt Management	2	(5,009)	(24,672)	0	<b>(29,681)</b>
Non Distributed Costs	3	(90,880)	0	0	<b>(90,880)</b>
Other Financial Costs	4	(71,847)	(29,366)	0	<b>(101,214)</b>
Miscellaneous	5	(10,218)	(35,245)	58,616	<b>13,152</b>
<b>Total Variance to date</b>		<b>(204,327)</b>	<b>(127,038)</b>	<b>58,684</b>	<b>(272,681)</b>

## REVENUE BUDGET MONITORING 2014/15

Note	Resources - Comments
<ol style="list-style-type: none"> <li>1.</li> <li>2.</li> <li>3.</li> <li>4.</li> <li>5.</li> </ol>	<p>Underspend on premises costs&amp; third party payments; surplus rent for accommodation space &amp; phone aerials.</p> <p>Overachieved market deposit investment interest.</p> <p>Savings on shared service pension costs.</p> <p>Improvements in savings for Salary Turnover (£72,900). Surplus income including: Compensation Payment received (£8,800), Concession Sale (£16,200).</p> <p>Various minor underspends, surplus income offset by recharged expenses shortfall.</p>

**BAD DEBT PROVISION**

TABLE 1 Type of Debt	Write-Offs December 2014		Comments
	No.	£	
NNDR (General)	75	343,386.14	01/04/14 to 31/12/14
NNDR (PSCT)			
Council Tax	116	37,683.62	01/10/14 to 31/12/14
Debtors:			
Private Tenants			
Housing Benefit Overpayments	86	12,500.07	01/10/14 to 31/12/14
General Fund	11	175.69	01/10/14 to 31/12/14
Penalty Charge Notices:			
On Street	104	9,649.99	01/10/14 to 31/12/14
Off Street	6	492.00	01/10/14 to 31/12/14
Ex FTA Benefit			
<b>TOTAL</b>	<b>398</b>	<b>403,887.51</b>	

  

TABLE 2 Type of Debt	Write-Ons December 2014		Comments
		£	
NNDR (General)	20	58,456.76	01/04/14 to 31/12/14
Council Tax	11	2,885.42	01/10/14 to 31/12/14
Debtors:			
Private Tenants			
Housing Benefit Overpayments			
General Fund	8	1.08	01/10/14 to 31/12/14
Ex FTA Benefit			
<b>TOTAL</b>	<b>39</b>	<b>61,343.26</b>	

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## **EXCERPT FROM THE MINUTES OF THE EXECUTIVE HELD ON 2 FEBRUARY 2015**

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**EX.17/14      REVENUE BUDGET OVERVIEW AND MONITORING REPORT – APRIL  
TO DECEMBER 2014**  
(Non Key Decision)

**Portfolio**      Finance, Governance and Resources

**Relevant Overview and Scrutiny Panel**      Resources

### **Subject Matter**

The Finance, Governance and Resources Portfolio Holder submitted the Revenue Budget Overview and Monitoring Report for April to December 2014 (RD.57/14). The Portfolio Holder outlined the overall budgetary position and the monitoring and control of expenditure against budget allocations, together with the exercise of virement. An explanation of balance sheet management issues; a number of high risk budgets; Section 106 Commuted Sums and action taken to write off bad debts was also provided. He added that the City Council was still one of the best performing authorities nationally in terms of bad debt recovery.

The Portfolio Holder pointed out that the Council's financial position was affected by a number of external factors (including the general effect of the economic climate on the Council's income streams; fuel prices, energy costs and other inflationary issues; and the effects of the housing market and property prices, especially with regard to income from land charges, rents and building and development control). The Council's overall position would be closely monitored as the year progressed. He also highlighted some of the significant service and income variances estimated for the year end (Section 5.2), which would give the Council a net underspend position (after carry forwards for any committed expenditure) of £328,000.

Members' attention was further drawn to Section 5.4 which recorded that the Capital Strategy (RD.19/14) approved by Council in September 2014 highlighted that the capital resources available to support the capital programme were reducing, and due to projects currently under consideration, the capital programme for 2015/16 to 2019/20 may require the use of Prudential Borrowing (including internal borrowing). It was therefore proposed that an Improvements and Renewals Reserve be established and a balance of up to £300,000 from the projected year end underspends, be transferred to the Reserve which would help to negate the need for Prudential Borrowing in future years. It was further recommended that management of the Reserve should rest with the Director of Resources with the use of the Reserve requiring Executive approval.

The Portfolio Holder reported on a number of key issues together with their budgetary implications, including the corporate Salary Turnover Savings Budget. Details of the main variances in the Directorates' budgets were also set out in the report. He considered the level of detail within the report to be excellent and thanked the members of staff involved.

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

**Summary of options rejected**    None

## **DECISION**

That the Executive:

- (i)     Noted the budgetary performance position of the Council to December 2014, as detailed within Report RD.57/14;
- (ii)    Noted the potential forecast year end position;
- (iii)   Noted the action by the Director of Resources to write-off bad debts as detailed in paragraph 9; and
- (iv)    Made recommendations to Council to approve the establishment of the Improvement and Renewals Reserve for up to £300,000 subject to the provisional out-turn position, as detailed in paragraph 5.4.

## **Reasons for Decision**

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



## Report to Council

Agenda  
Item:  
  
**21**

Meeting Date: 3 March 2015  
Portfolio: Finance, Governance and Resources  
Key Decision: No  
Within Policy and Budget Framework YES  
Public / Private Public

Title: PAY POLICY STATEMENT 2015/16  
Report of: Director of Resources  
Report Number: RD54/14

### Purpose / Summary:

The Localism Act 2011 requires Authorities to produce and publish a pay policy statement for Chief Officers and to review the policy on an annual basis. The Council's Pay Policy for 2015/16 is attached to this report for Members approval.

### Recommendations:

The Council approves the 2015/16 Policy Statement on Chief Officers' Pay.

### Tracking

Employment Panel:	<b>28 January 2015</b>
Overview and Scrutiny:	<b>Not applicable</b>
Council:	<b>3 March 2015</b>

# Report to Employment Panel

Agenda  
Item:

Meeting Date: 28th January 2015  
Portfolio: Finance, Governance and Resources  
Key Decision: No  
Within Policy and  
Budget Framework YES  
Public / Private Public

Title: PAY POLICY STATEMENT 2015/16  
Report of: Director of Resources  
Report Number: RD54/14

## Purpose / Summary:

The Localism Act 2011 requires Authorities to produce and publish a pay policy statement for Chief Officers and to review the policy on an annual basis. The Council's Pay Policy for 2015/16 is attached to this report for Members consideration.

## Recommendations:

The Employment Panel:

1. approves the 2015/16 Policy Statement on Chief Officers' Pay for recommendation to Council on 3<sup>rd</sup> March 2015;
2. delegates responsibility to the Financial Services & HR Manager to make any necessary changes to this policy, prior to Council, to take into account the decision of the Employment Panel relating to the Council's Pension Discretions (Report RD55/14 refers).

## Tracking

Executive:	<b>Not applicable</b>
Overview and Scrutiny:	<b>Not applicable</b>
Council:	<b>3<sup>rd</sup> March 2015</b>

## **1. BACKGROUND**

1.1 The Localism Act 2011 (Sections 38 to 43) introduced a requirement on all English and Welsh authorities to produce and review a pay policy statement for Chief Executives and Chief Officers for 2012/13 and for each subsequent financial year.

1.2 The pay policy must set out the council's policies in relation to:

- the remuneration of its chief officers;
- the remuneration of its lowest-paid employees, and
- the relationship between –
  - the remuneration of its chief officers, and
  - the remuneration of its employees who are not chief officers.

1.3 The definition of 'lowest paid employees' must be stated along with the reasoning behind adopting that definition. Policies in respect of chief officers must also be included relating to:

- The levels and elements of remuneration;
- Remuneration on recruitment;
- Increases and additions to remuneration;
- The use of performance related pay;
- the use of bonuses;
- the approach to any payments on their ceasing to hold officer under or to be employed by council.

1.4 It is approved annually by full Council as recommended by the Employment Panel. Approval must be before the end of the 31 March immediately preceding the financial year to which it relates but may be amended during the year if need be, subject to Council approval.

## **2. PAY POLICY STATEMENT 2015/16**

2.1 The definition of 'chief officers' includes the Chief Executive, Deputy Chief Executive and Directors. The Statement attached to this report, detailing the pay and associated benefits for Chief Officers, has been amended where necessary for 2015/16 which is now subject to the approval of full Council, as recommended by the Employment Panel.

## **3. CONSULTATION**

3.1 None

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

##### **4.1 The Employment Panel:**

1. approves the 2015/16 Policy Statement on Chief Officers' Pay for recommendation to Council on 3<sup>rd</sup> March 2015;
2. delegates responsibility to the Financial Services & HR Manager to make any necessary changes to this policy, prior to Council, to take into account the decision of the Employment Panel relating to the Council's Pension Discretions (Report RD55/14 refers).

The Statement meets the requirements of the Localism Act. Under the Council's Constitution, the Employment Panel is responsible for recommending to Council matters relating to pay and employment conditions.

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

- 5.1 The Policy Statement on Chief Officers Pay exists to provide Members and the general public with a transparent framework in which Chief Officers are paid and rewarded for their work and instil confidence in the public.

**Contact Officer: Alison Taylor**

**Ext: 7290**

**Appendices**                      **Appendix – Policy Statement on Senior Officer Pay**  
**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** – S38 of the Localism Act 2011 requires that we must publish each year a pay policy statement setting out our policies relating to:

- The remuneration of Chief Officers
- The remuneration of our lowest paid officers

- The relationship between the remuneration of the Chief Officers and employees that are not Chief Officers.

The Policy must state our definition of 'lowest paid employees' together with our reasoning and it has to explain:

- CO levels on appointment/progression and increases and additions
- Performance related pay
- Bonuses
- Payment on ceasing to hold office

The Policy must be published in a manner deemed by the Council to be appropriate and this includes publication on the authority's website.

**Local Environment – Not applicable**

**Resources – Not applicable**



# **PAY POLICY STATEMENT 2015/16**

## **FOR CHIEF OFFICERS**

# CARLISLE CITY COUNCIL

## PAY POLICY STATEMENT FOR CHIEF OFFICERS

### 1 Introduction and Purpose

- 1.1 This pay policy statement sets out Carlisle City Council's approach to Chief Officers pay in accordance with the requirements of section 38 to 43 of the Localism Act 2011.
- 1.2 The purpose of this statement is to provide transparency with regard to the Council's approach to setting the pay of its employees by identifying:
- the methods by which salaries of all employees are determined;
  - the detail and level of remuneration of its most senior employees i.e. 'chief officers' as determined by relevant legislation;
  - the detail and level of remuneration of the lowest paid employees'
  - the relationship between the remuneration for highest and lowest paid employees;
  - the Panel responsible for ensuring that the provisions set out in this statement are applied consistently throughout the Council and recommending any amendments to full Council.
- 1.3 Once approved by the full Council, this policy will come into immediate effect for the 2015/16 financial year and will be subject to review again for 2016/17 in accordance with the relevant legislation prevailing at the time. Where amendments are required during the year, these will be subject to approval by full Council.

### 2 Aims and principles

- 2.1 Carlisle City Council's aim to offer a remuneration package which is fair and equitable, complies with all the relevant legislation, enables it to attract and retain quality staff that will achieve its strategic and operational objectives and is underpinned by the need to achieve value for money having regard to its financial restraints.

### 3 Definitions

The Council's Senior Employees are those which fall under the definition of 'chief officers' as contained within section 43 of the Localism Act 2011. The posts within Carlisle City Council that are classified as *Chief Officers* are the Chief Executive, Deputy Chief Executive and Directors.

*Lowest paid employees* are those on grade A (£15,207 per year in April 2015). The Council uses this definition as it is the nearest equivalent to the old 'manual' grades which existed before job evaluation was used to determine pay and before Single

Status was implemented. Jobs at this level are relatively straight forward, quick to learn and require limited pre-existing knowledge.

*Employment Panel* is a politically balanced (reflecting the balance of the different parties that make up the Council) group of Councillors who are responsible for recommending to Council pay and conditions for employees.

*Multiplier* is the ratio of pay between chief officers and other employees (at full time equivalent rates) i.e. the pay for the chief officer divided by that for the lower paid employees.

#### **4 Pay Structure**

- 4.1 The Pay Structure and pay related allowances for all employees below Chief Officer level (except apprentices and any employee on a “permitted work” scheme) is detailed in the document *Pay Policy and Arrangements* which was approved by Council initially in November 2009, following extensive consultation with staff and updated on 01 December 2013 to implement the Living Wage increase. It is a local pay and grading structure which uses some of the nationally negotiated pay spines configured into local pay grades. Nationally negotiated cost of living awards are applied to those spine points that form part of the local pay structure.
- 4.2 From time to time, it may be necessary to take account of the external pay levels in the labour market in order to attract and retain employees with particular experience, skills and capacity. The document *Pay Policy and Arrangements* details these.

#### **5 Senior Management Remuneration**

- 5.1 Terms of employment for chief officers in Carlisle City Council are derived from a number of sources:
- pay rates determined by Carlisle City Council;
  - cost of living awards as negotiated nationally between the Local Government Employers Organisation and the recognised trade unions and applied to existing pay grades;
  - nationally negotiated terms and conditions of employment for Chief Officers and Chief Executives as appropriate;
  - policies determined and approved locally by Carlisle City Council.

#### **6 Responsibility for determining pay and allowances**

- 6.1 The Employment Panel is responsible for proposing the pay and grading structure to Council.



- 6.2 In the case of senior officers' pay, the Employment Panel seek advice from a suitably experienced external organisation such as North West Employers Organisation (NWEO) to inform their recommendations.
- 6.3 Pay rates (including car allowances) for the Town Clerk and Chief Executive are reviewed each time the job is vacant, and may be reviewed between these periods on a decision by the Chair of the Employment Panel following a request from the post holder. A review can result in the pay remaining the same, an increase or a decrease. Market rates for District Councils form the basis of any review. The pay rate is a single pay point, within a three point salary band, and determined on appointment by the Employment Panel and is based on experience of the successful candidate.
- 6.4 In the case of the other chief officer posts, these are reviewed when organisational structural changes take place and use the Local Authority Senior Staff job evaluation scheme to determine the rank order, and market rates for a District Council to set the pay grade. The pay grades consist of three pay points.
- 6.5 Table 1, paragraph 10, gives current pay rates.

## **7 Elements of the remuneration package for senior officers**

- 7.1 This is made up of
- actual pay as determined by the Council
  - car allowance of 9.09% of salary or participation in the Chief Executive or Chief Officer Car Lease Scheme to the same value
- 7.2 Pay for the Town Clerk and Chief Executive consists of three pay point within a salary band plus car allowance as detailed above. This rate includes returning officer duties for elections relating to Carlisle City Council. Fees for election duties for other elections (County Council, national and European elections) are paid as an additional sum at the rate prescribed by government as and when each election occurs. The pay point may be reviewed on a decision by the Chair of the Employment Panel, following a request from the post holder.
- 7.3 Pay for the Deputy Chief Executive and Directors consists of three point scales and, subject to satisfactory performance, the officer progresses through the grade on an annual basis until the top of the grade is reached, in line with national conditions. A car allowance, as detailed above is also paid.
- 7.4 No bonuses, profit related pay or other allowances are paid as part of the regular pay. Honoraria for undertaking additional duties are only paid if the additional duties are significant.

## **8 Chief Executive and Chief Officers' Recruitment**

- 8.1 Details of the appointment process for Chief Officers and Chief Executive is set out in the Council's constitution. Recruitment is the responsibility of the Employment Panel to recommend the successful candidate to full Council for approval.
- 8.2 In the case of the Chief Executive, the Employment Panel determines the salary and takes into account the experience of the successful candidate.
- 8.3 In the case of the Deputy Chief Executive and Directors, starting salary is normally the bottom point of their grade unless there are good reasons to pay at a higher point in the scale to secure the best candidate. Such a decision is made by the Employment Panel.
- 8.4 Return of Chief Officers or Chief Executive to local government after redundancy or early release. The same principle applies to all recruitment and any appointment is made on merit, regardless of whether the candidate has been made redundant or given early release in former employment. The provisions of the Redundancy Payments Modification Order would be applied in that if return to local government occurred within a month of redundancy, the redundancy payment would be forfeited. Cumbria County Council, as the administering body for the pension scheme operated by Carlisle City Council, implements 'abatement' which means that if pension plus earnings in the new job is greater than earnings prior to leaving the pension is reduced accordingly.
- 8.5 Interim Support. Where the Council has need for interim support to cover work at Chief Officer or Chief Executive level, and there is no-one suitable within the Council, it will make use of agencies to recommend suitable candidates from which to select the most suitable. Selection will be in line with the appointment process for senior officers unless support is required too quickly to make this possible, when it will reported to Council at the earliest opportunity. The services of the successful interim will be engaged by either:
- On an agency basis where the person is employed by the agency *or*
  - On a self employed basis where the person meets the HMRC definition of 'self employed' *or*
  - Direct employment by the Council on a temporary contract.

Pay for temporary interim support will be at the required rate to secure a suitable candidate bearing in mind the temporary nature of the work, value for money, salaries within the Council and budgetary considerations.

At the date of this policy Statement, the Council has no temporary or interim support at Chief Officer level.

## **9 Other aspects of remuneration**

- 9.1 Termination Payments – the Council’s policy on termination payments in the event of redundancy or early release in the interests of the service (ERS) apply to all employees, irrespective of level in the organisation. Full details are given in the document *Redundancy and Early Release Schemes Policy, Guidance Notes and Procedures*

In summary, redundancy payments are 2.5 times the statutory redundancy payment but based on actual weeks pay, with the option to convert the sum above the statutory redundancy payment to additional pension. Compensatory payments are not normally paid in the cases of early retirement in the interests of efficiency unless there is a strong business case for doing so in a particular situation. Where payments are made, these are equivalent to 1.5 times the statutory redundancy payment that would have applied had the officer been made redundant with the option to convert this to additional pension.

Dismissal of the Chief Executive and Chief Officers (including redundancy and early release) are made by Council on the recommendation of the Employment Panel.

- 9.2 Flexible Retirement. The policy on flexible retirement applies to all employees alike and details are covered in the document *Flexible Retirement Policy Guidance Notes and Procedures*. In summary, flexible retirement (with pension) is agreed if it is supported by a business case. Hours must be reduced by a minimum of 20% and/or move to an alternative post of at least one grade reduction. Earnings plus pension after flexible retirement must not be more than earnings before it.
- 9.3 Pension. Where employees exercise their statutory right to become members of the Local Government Pension Scheme, the Council is required to make a contribution to the scheme representing a percentage of the pensionable remuneration due to that employee. The contribution rate is set by Actuaries advising Cumbria County Council Pension fund and reviewed on a triennial basis in order to ensure that the scheme is appropriately funded. The current rate is 13.6%. The employee contribution rates are defined by statute and relate to the salary level of that employee.

Carlisle City Council applies the discretions given to them as an employer under the Local Government Pensions Regulations to all employees on the same basis.

## 10 Senior Officers pay and its relation to that of other employees

10.1 All aspects of other employees' pay and related benefits are detailed in the document *Pay Policy and Arrangements*.

10.2 Table one, below, shows details of senior officer's current pay and the relationship to other staff's pay.

**TABLE 1: Senior Officers' pay and its relationship with others**

Position	£ Pay per year	Car Allowance	£ Total pay + car allowance per year	Ratio to median pay (note 1)	Ratio to lowest paid staff (note 2)
Town Clerk & Chief Executive	3 points in the range: - 96,627 - 100,544 - 104,462	9.09% of salary	- 105,410 - 109,683 - 113,957	- 4.9:1 - 5.1:1 - 5.3:1	- 6.9:1 - 7.2:1 - 7.5:1
Deputy Chief Executive	3 points in the range: - 76,036 - 79,838 - 83,640	9.09% of salary	- 82,948 - 87,095 - 91,243	- 3.8:1 - 4.0:1 - 4.2:1	- 5.4:1 - 5.7:1 - 6.0:1
Chief Officer	3 points in the range: - 53,550 - 56,355 - 59,160	9.09% of salary	- 58,418 - 61,478 - 64,538	- 2.7:1 - 2.8:1 - 3.0:1	- 3.8:1 - 4.0:1 - 4.2:1

N.B the salary for the Deputy Chief Executive and the other Chief Officers has been amended to reflect the Chief Officers' Pay Agreement 2014-16 announced on 2 February 2015.

Note 1 - £21,530 per year for a full time employee

Note 2 - Grade A staff – £15,207 per year for a full time employee.

10.3 Carlisle City Council aims to keep these multipliers approximately the same in future years.

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## **EXCERPT FROM THE MINUTES OF THE EMPLOYMENT PANEL HELD ON 28 JANUARY 2015**

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### **EMP.05/15 PAY POLICY STATEMENT**

The Financial Services and HR Manager presented report RD.54/14 containing the Policy Statement on Pay for Chief Officers.

The Financial Services and HR Manager reported that Section 38 (1) of the Localism Act 2011 required English and Welsh Authorities to produce a pay policy statement for the Chief Executive and Chief Officers for 2012/13 and for each subsequent financial year.

The Statement attached to the report detailed the pay and associated benefits for Chief Officers and had been amended where necessary for 2015/16 which was subject to the approval of full Council.

RESOLVED – 1) That the amended 2015/16 Policy Statement on Chief Officers Pay be recommended to Council for approval.

2) That responsibility be delegated to the Financial Services and HR Manager to make any necessary changes to the 2015/16 Policy Statement on Chief Officers Pay, prior to Council, to take into account the decision of the Employment Panel relating to the Council's Pension Discretions.



# Report to Council

Agenda  
Item:

**22**

Meeting Date: 3 March 2015  
Portfolio: Finance, Governance and Resources  
Key Decision: Not applicable  
Within Policy and Budget Framework YES  
Public / Private Public

Title: REVIEW OF FINANCIAL PROCEDURE RULES – CREDITOR PAYMENTS  
Report of: Director of Resources  
Report Number: RD51/14

## Purpose / Summary:

This report provides Members with details of proposed changes to the Authority's Financial Procedure Rules in respect of payments made through the Creditors system.

## Recommendations:

The Council is asked to approve the proposed change to Financial Procedure Rule D76, as recommended by the Audit Committee on 13<sup>th</sup> January 2015.

## Tracking

Audit Committee:	<b>13 January 2015</b>
Overview and Scrutiny:	<b>Not applicable</b>
Council:	<b>3 March 2015</b>

# Report to Audit Committee

Agenda  
Item:

Meeting Date: 13 January 2015  
Portfolio: Finance, Governance and Resources  
Key Decision: Not Applicable:  
Within Policy and  
Budget Framework YES  
Public / Private Public

Title: REVIEW OF FINANCIAL PROCEDURE RULES – CREDITOR  
PAYMENTS  
Report of: Director of Resources  
Report Number: RD51/14

## Purpose / Summary:

This report provides Members with details of proposed changes to the Authority's Financial Procedure Rules in respect of payments made through the Creditors system.

## Recommendations:

Members are requested to approve the proposed changes for recommendation to Council on 3<sup>rd</sup> March 2015.

## Tracking

Audit Committee:	<b>13 January 2015</b>
Overview and Scrutiny:	<b>Not applicable</b>
Council:	<b>3 March 2015</b>



## 1. BACKGROUND

- 1.1 As defined by the Audit Committee's Rules of Governance, Members of this Committee have the responsibility to maintain an overview of the Council's Constitution in respect of Financial Procedure Rules (FPR's).
- 1.2 The FPRs are reviewed on a regular basis, in order that they reflect changes in legislation, Government and Council Policy, changes in the Council's financial practices and any changes to the organisation structure.

## 2. PROPOSED CHANGES TO THE FINANCIAL PROCEDURE RULES

- 2.1 The proposed changes are detailed below and are in relation to the Council's policy on payments made through the Creditors system in situations where an official supplier invoice is not required.
- 2.2 Although formal supplier invoices should be received for all goods and services supplied to the authority, there are many situations which render the receipt of an official invoice inappropriate, which could include, but are not limited to:
  - refunds;
  - returned deposits;
  - salary deductions paid over to e.g. HMRC/Pension Administrators etc;
  - precepts, grants and sponsorship;
  - reimbursements
- 2.3 Furthermore, as a means of making savings on printing costs, many suppliers are now issuing their invoices by email. Until e-purchasing is rolled out within the Authority, the invoice continues to be printed out and should be annotated that it is an emailed copy.
- 2.4 In order to permit payments in respect of the above issues it is prudent to include a caveat to this effect within the Constitution as proposed below. The suggested changes have been included **in bold** below.

Revised wording (FPR D76):

*To ensure that payments **to suppliers of goods and/or services** are not made on a photocopied or faxed invoice, statement or other document other than the formal invoice. Where, in very exceptional circumstances, it is considered necessary to make payments against documents other than official invoices, it is essential that Directorates ensure that no payment has already been made **and annotate the invoice as such**. This check will also be carried out by the Director of Resources, but the onus nevertheless remains with Directorates to ensure that*

*there is no possibility of duplicate payment. **Payments, other than those made to suppliers of goods and/or services, should be paid on stationery as supplied by the Director of Resources with supporting evidence provided.***

- 2.5 The Purchase Ledger Procedures will be updated to reflect this change and will provide more detailed guidance on the use and controls over payments made through the Creditors system.

### **3. CONCLUSIONS AND REASONS FOR RECOMMENDATIONS**

- 3.1 Members are requested to approve the proposed changes for recommendation to Council on 3<sup>rd</sup> March 2015.

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

- 4.1 To ensure that the Council has sound systems of internal control and that the governance arrangements in place comply with statutory requirements.

**Contact Officer: Alison Taylor**

**Ext: 7290**

**Appendices  
attached to report: None**

**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**

**Deputy Chief Executive's - not applicable**

**Economic Development – not applicable**

**Governance – Contained within the Report.**

**Local Environment – not applicable**

**Resources – included in the main body of the report**



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## EXCERPT FROM THE MINUTES OF THE AUDIT COMMITTEE HELD ON 13 JANUARY 2015

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### AUC.12/15 REVIEW OF FINANCIAL PROCEDURE RULES – CREDITOR PAYMENTS

The Financial Services and HR Manager submitted report RD.51/14 setting out details of proposed changes to the authority's Financial Procedure Rules in respect of payments made through the Creditors system.

She explained that the proposed changes, detailed below, were in relation to the Council's policy on payments made through the Creditors system in situations where an official supplier invoice was not required.

Although formal supplier invoices should be received for all goods and services supplied to the authority, there were many situations which rendered the receipt of an official invoice inappropriate, which could include, but are not limited to:

- refunds;
- returned deposits;
- salary deductions paid over to e.g. HMRC/Pension Administrators etc;
- precepts, grants and sponsorship;
- reimbursements

Furthermore, as a means of making savings on printing costs, many suppliers were now issuing their invoices by email. Until e-purchasing was rolled out within the authority, the invoice continued to be printed out and should be annotated that it was an emailed copy.

In order to permit payments in respect of the above issues it was prudent to include a caveat to that effect within the Constitution as proposed below. The suggested changes had been included in bold below:

Revised wording (FPR D76):

*To ensure that payments **to suppliers of goods and/or services** are not made on a photocopied or faxed invoice, statement or other document other than the formal invoice. Where, in very exceptional circumstances, it is considered necessary to make payments against documents other than official invoices, it is essential that Directorates ensure that no payment has already been made **and annotate the invoice as such**. This check will also be carried out by the Director of Resources, but the onus nevertheless remains with Directorates to ensure that there is no possibility of duplicate payment. **Payments, other than those made to suppliers of goods and/or services,***

***should be paid on stationery as supplied by the Director of Resources with supporting evidence provided.***

The Financial Services and HR Manager added that the Purchase Ledger Procedures would be updated to reflect the change and would provide more detailed guidance on the use and controls over payments made through the Creditors system.

In response to a Member's questions, the Financial Services and HR Manager stated that:

- Minute AUC.61/14  
Audit of Income Management 2013/14 – Recommendation R2 (the Debtors invoice had been amended but was waiting for approval from the Council's bank before being implemented) – confirmation had been received that HSBC were content.
- Minute RO SP.64/14  
The monitoring of the Carlisle Leisure Contract was the responsibility of the Audit Committee.

RESOLVED – That the Audit Committee approved the proposed changes to the authority's Financial Procedure Rules in respect of payments made through the Creditors system for recommendation to Council on 3 March 2015.



# Report to Council

Agenda  
Item:

**23**

Meeting Date: 3 March 2015

Portfolio: Cross Cutting

Key Decision: Not Applicable

Within Policy and  
Budget Framework Not Applicable

Public / Private Public

Title: OPERATION OF THE PROVISIONS RELATING TO CALL-IN  
AND URGENCY

Report of: Director of Governance

Report Number: GD.19/15

## Purpose / Summary:

To report on the operation of call-in and urgency since the previous report to Council on 10 February 2015.

## Recommendations:

That the position be noted.

## Tracking

Executive:	N/A
Overview and Scrutiny:	N/A
Council:	3 March 2015

## **1. BACKGROUND**

This report has been prepared in accordance with Rule 15(i) of the Overview and Scrutiny Procedure Rules which deals with the procedure in respect of occasions where decisions taken by the Executive; an individual Member of the Executive or a Committee of the Executive; or a key decision is made by an Officer with delegated authority from the Executive are urgent, and where the call-in procedure should not apply. In such instances the Chairman of the Council (i.e. the Mayor) or in his absence the Deputy Chairman of the Council must agree that the decision proposed is reasonable in the circumstances and should be treated as a matter of urgency.

The record of the decision and the Decision Notice need to state that the decision is urgent and not subject to call-in. Decisions, which have been taken under the urgency provisions, must be reported to the next available meeting of the Council together with the reasons for urgency.

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

The Mayor has agreed that the following decision was urgent and that the call-in process should not be applied to the decision for the reasons stated:

### **Officer Decision: OD.007/15 – City Centre and Car Parks Restructure**

Subject matter - the establishment of a new team to bring together City Centre Management and Car Parks pending the transfer of On Street Parking Enforcement to the County Council on 1 February 2015.

Decision taken – to establish the structure as shown in the structure chart attached to the decision notice.

The transfer of car parking enforcement to the County Council took place on the 1 February 2015. The delegation to the Director of Local Environment to design a structure to deliver residual City Council car parking and City Centre Management responsibilities was made in the Executive Report reference LE.23/14 on 15 December 2014. As the new structure required 30 days consultation with staff, it was approved late on 27 January 2015.



During the consultation, staff due to transfer to the County on 1 February had expressed interest in roles within the new structure and required to be appointed prior to the date of transfer. If a call-in was received, the call-in procedures would have overlapped the appoint time prior to the date of transfer.

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

**4.1** That the position be noted.

**Contact Officer:** Morag Durham

**Ext:** 7036

**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:

- None

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

**Chief Executive's** – N/A

**Community Engagement** – 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

