

AGENDA

Environment and Economy Overview and Scrutiny Panel

Thursday, 21 November 2013 AT 10:00
In the Flensburg Room, Civic Centre, Carlisle, CA3 8QG

A preparatory/briefing meeting for Members of the Panel will be held at 9.15am in the Flensburg Room

**** In view of the volume of business to be transacted proceedings may continue into the afternoon. Members may wish therefore to consider making their own arrangements for lunch.****

Apologies for Absence

To receive apologies for absence and notification of substitutions.

Declarations of Interest (including declarations of "The Party Whip")

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.

Public and Press

To agree that items of business within Part A of the agenda should be dealt with in public and that items of business within Part B of the agenda should be dealt with when the public and press are excluded from the meeting.

Minutes of Previous Meetings

7 - 18

To approve and sign the Minutes of the meeting held on 12 September 2013.
[Copy Minutes in Minute Book Volume 40(3)]

To note the Minutes of the meeting held on 17 October 2013
(Copy Minutes herewith)

PART A

To be considered when the Public and Press are present

A.2 Overview Report and Work Programme 19 - 26

To consider a report providing an overview of matters related to the work of the Environment and Economy Overview and Scrutiny Panel together with the latest version of the Work Programme and details of the Key Decisions items relevant to this Panel as set out in the Notice of Executive Decisions.
(Copy Report OS.27/13 herewith)

A.3 Claimed Rights Update 27 - 52

(Environment and Transport Portfolio)

The Director of Local Environment to submit a report that advises and updates Members on issues related to the former City Council service and provides information regarding a range of related issues.
(Copy Report LE.35/13 herewith)

A.4 BUDGET 2014/15-2018/19

(Economy and Enterprise Portfolio
Environment and Transport Portfolio
Finance, Governance and Resources Portfolio)

**** Members are reminded that the Budget reports were circulated to all Overview and Scrutiny Members on 8 November 2013. Members are asked to bring the relevant budget reports to the meeting. The Executive Decisions from 18 November 2013 will be tables at the meeting.****

Revenue Budget Reports

(a) Summary of New Revenue Spending Pressures - Pages 102-109

To consider the Director of Resources report RD.53/13 and comment on the following new revenue spending pressures and reduced income that falls within the area of responsibility of this Panel:

- Car Parking Income Shortfall - p.104 & 106
- New Homes Refuse and Recycling Scheme - p.104 & 106
- Plastic and Card Recycling Income Shortfall - p.104 & 106
- Rapid Response team - p. 104 & 106
- Green Box Recycling Income Shortfall - p.104 & 106
- Development Control Income Shortfall - p. 104 & 107
- Enterprise Centre Rentals Shortfall - p.104 & 107
- Local Plan Inquiry - p.104 & 107
- Bring Sites Recycling Income Shortfall - p.104 & 107

(b) Summary of New Savings Proposals and Additional Income - Pages 110-116

The Director of Resources to submit report RD.54/13 as background information.

- Invest to Save Scheme - p.112
- New Transformation Savings Required - p.112
- Additional Income - Bring Sites Recycle Income - p. 114

(c) Summary of Charges Review - Pages 12-101

To consider and comment on the Review of charges in respect of the following areas which fall within the area of responsibility of this Panel:

(i) Local Environment LE.30/13 (pages 12-48)

- City Centre Events Charges - p.14-15
- Car Parking - p.15-19
- Parks and Green Spaces - p.20-22
- Talkin Tarn - p.24-26
- Public health and Clean Neighbourhoods - p.27-29
- Waste Services - p.29-31
- Summary of Income Generated - p.32

(ii) Economic Development ED.35/13 (pages 58-70)

- Tourism and City Centre Management - p.60
- Assembly rooms - p.60 & 68
- Enterprise Centre - p.60 & 67
- Planning Services - p.60 & 64
- Building Control - p.61 & 65-66
- Summary of Income Generated - p.62

Capital Budget Reports

(d) Revised Capital Programme 2013/14 and Provisional Capital programme 2014/15 to 2018/19 - Pages 117-127

To consider the Director of Resources report RD.56/13 and in particular comment on the capital spending which falls within the area of responsibility of this Panel:

Capital Scheme:

- Vehicles and Plant - p.121
- Old Town Hall/Greenmarket - p.121
- Public Realm Works 106 - p.121
- Castle Way 106 - p.121
- Sheepmount Road - p.121
- Bitts Park Access - p.121
- Enterprise Centre/West Walls - p.121
- Revised Capital Programme - p.126

A.5 Botchergate and Wider Public Realm 53 - 58

(Economy and Enterprise Portfolio)

The Director of Economic Development to submit a report that outlines the actions contained in the Botchergate Conservation Area Management Plan and wider public realm issues in Carlisle, and updates Members on how those are being progressed further to an update made in November 2013.

(Copy Report ED.40/13 herewith)

A.6 Quarter Two Performance Report 2013.14 59 - 74

(Finance, Governance and Resources Portfolio)

The Policy and Communications Manager to submit performance monitoring reports relevant to the remit of the Environment and Economy Overview and Scrutiny Panel.

(Copy Report PC.19/13 herewith)

PART B

To be considered when the Public and Press are excluded from the meeting

B.1 Car Parking Update

- Information relating to the financial or business affairs of any particular person (including the authority holding that information);

B.2 Interim Arrangements for the Provision of Green Box (Glass Cans Paper) Kerbside Collectio

- Information relating to the financial or business affairs of any particular person (including the authority holding that information);

Members of the Environment and Economy Overview and Scrutiny Panel

Conservative – Mrs Bowman (Chairman), Mitchelson, Nedved, Mallinson J(sub), Mrs Mallinson (sub), Mrs Vasey (sub)

Labour – Bowditch, McDevitt, Watson, Whalen (Vice Chairman), Atkinson P (sub), Harid (sub), Miss Sherriff (sub)

Independent – Graham, Betton (sub)

Enquiries, requests for reports, background papers etc to Committee
Clerk: Sheila Norton - 817557

MINUTES OF PREVIOUS MEETING

ENVIRONMENT AND ECONOMY OVERVIEW AND SCRUTINY PANEL

THURSDAY 17 OCTOBER 2013 AT 10.00 AM

PRESENT: Councillor Mrs Bowman (Chairman), Councillors Bowditch, Graham, McDevitt, Mitchelson (as substitute for Councillor Bainbridge), Nedved, Watson and Whalen

ALSO

PRESENT: Councillor Mrs Bradley – Economy and Enterprise Portfolio Holder
Councillor Glover – Leader

OFFICERS: Deputy Chief Executive
Local Plans Officer
Overview and Scrutiny Officer
Planning Assistant
Planning Officer (Policy)

EEOSP.60/13 APOLOGIES FOR ABSENCE

An apology for absence was submitted on behalf of Councillor Bainbridge.

EEOSP.61/13 DECLARATIONS OF INTEREST

There were no declarations of interest in respect of the business to be transacted.

EEOSP.62/13 MINUTES OF PREVIOUS MEETINGS

RESOLVED – That the minutes of the meetings held on 12 September 2013 be noted.

EEOSP.63/13 CALL IN OF DECISIONS

There were no matters which had been the subject of call in.

EEOSP.64/13 LOCAL ENTERPRISE PARTNERSHIP

The Chairman expressed disappointment that the Chair of the Local Enterprise Partnership (LEP) was not present at the meeting when the Panel had requested that he be invited at the last meeting. The Chairman queried whether any of the local representatives had been invited. The Deputy Chief Executive advised that he had contacted the Chair and the Vice Chair of the LEP but neither were available to attend the meeting. The Deputy Chief Executive stated that he had not been certain about who had been tasked with contacting the Chair. The Chairman of the Panel advised that in future she would ensure one person would be responsible for any given task.

The Deputy Chief Executive presented Report ED.34/13 that provided a briefing on Local Enterprise Partnerships and an update on the work of the Cumbria LEP.

The report gave the background to the Cumbria LEP and advised the Panel of the membership which consisted of six representatives from the private sector, three public sector members and three District Council representatives. Since preparation of the report Mr Martin, Leader of the County Council had been replaced by Mr Young. There were also a number of sub-groups that supported the LEP. The District Councils worked in

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pairs and Carlisle was the representative for Carlisle and Eden on the Board for the next two years. There was also a private sector advisory panel that supported the private sector board members. With regards to the public sector a working group had been established consisting of Senior Officers with responsibility for Economic Development, Planning and Housing and representatives from other public sector organisations.

A Strategic Priorities Business Plan drafted by the Cumbria LEP was approved by the LEP Board as a final draft in February 2013.

The report advised that LEPs varied in terms of capacity and whilst a number of LEPs had moved the resources from their Economic Development Companies to the LEPs in Cumbria there was very little full time resource available. The report outlined the funding issues in respect of the LEPs. The Cumbria LEP Board had recruited an Interim Business Manager, employed by Carlisle College. Although their base was at the college it was anticipated they will use various office locations throughout the county.

A number of funding programmes had been secured which the Cumbria LEP was now in the process of delivering. These included the Regional Growth Fund (RGF), Cumbria Infrastructure Fund (CIF) and the Rural Growth network.

Since LEPs were originally set up their importance had grown and the expectations regarding the breadth of influence had also increased. A report was considered at the February meeting of the LEP board on the Local Transport Body (LTB) and it was agreed that the LEP would nominate a representative to sit on that board.

The report outlined the key actions identified in the Government's response to the Heseltine review which was issued on 20 March 2013. The Department for Communities and Local Government (DCLG) had recently advised that further funding would be made available to LEPs to prepare Strategic Plans and for EU investment strategies. They would need to link to the response to the Heseltine Review and the creation of a new Single Local Growth Fund from 2015 and an expectation that LEPs would develop long term strategies through a new multi-year strategic plan. The DCLG had accepted that that would be a significant change for some LEPs and therefore a further £250,000 per LEP was being made available for each over the next two years.

It was important for the public sector to engage with the LEP in a co-ordinated way to ensure that the key priorities across Cumbria were delivered, particularly as the responsibilities were extended to include areas which had traditionally been led by the public sector. The report explained that there were a number of issues which needed discussion and clarification as the LEP grows, including clear communication, protocols, good governance, transparent decision making and high standards of probity.

In considering the report Members raised the following comments and questions:

- *What influence did the City Council have on decision making? If there was none what could Members do to influence that process?*

The Leader advised that there were three representatives on the LEP for the six Districts. Carlisle worked with Eden District Council and the Leader of the City Council was the current representative on the LEP. The representatives had some influence but the Board had recently been refreshed and there were currently a number of people new to the Board and the governance of the Board was not clear. The City Council did have a voice

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on the Board but it was only one voice. The Board was private sector led which the Leader believed was the right approach and there was a large amount of work to be undertaken in a short space of time. Beneath the Board were a number of writing groups that were currently writing policies.

- *It was important that information from the LEP meetings was made public. The minutes of the meeting in June were on the website and a meeting was scheduled for August but those minutes were not available.*

The Leader advised that an away day had been held looking at the priorities of the LEP. One of the four priorities was the M6 corridor. However that had since been removed and replaced by food and drink. Whilst that was important the Leader was worried that the M6 corridor would be left out on a limb. The M6 corridor would underpin all sectors within Cumbria. The Leader also believed that the LEP should also look at the digital creative industry as graduates were leaving university in Carlisle with good grades but moving out of the city as there was no work for them in that field.

The Deputy Chief Executive agreed that more transparency of the LEP Board was necessary. A Technical Officers Group was a key part of the LEP and a meeting was scheduled with the Officers involved in that group.

- *The M6 corridor had been a priority in the past then removed before the Board had discussed the matter. What projects has the City Council put forward? And if they were rejected why were they rejected?*

The Deputy Chief Executive agreed that some of the ideas put forward over the life of the LEP had been removed. The LEP had a private sector led approach and other private sector projects had gone ahead. The Deputy Chief Executive had been in negotiations with the private sector partners north of Carlisle but they did not feel that development around Kingmoor was appropriate at the present time. Ideas had been sought in respect of bids to the Regional Growth Fund but none had been submitted formally.

- *Nothing in the report was relevant to Carlisle.*

The Deputy Chief Executive explained that was because the Board had not signed up to anything in Carlisle. There were issues that were confidential at present and Officers were actively trying to pursue businesses to re-locate to Carlisle.

- *A report on the M6 corridor was being chased by the LEP in June. Had that report been written?*

The Leader advised that the report had been written and sent to the LEP but had not been circulated to the Board before the meeting. Members had received the report at the next meeting but by that time the matter had been removed from the list of priorities.

- *If the Leader and the Council stated that they had no faith in the LEP Board then Council and the Panel should do something about it. How would the Board be effective in future?*

The Deputy Chief Executive believed that apart from the current issues the LEP across the county provided the opportunity for Councils to bid for funding. The Board were able to bid for EU funding for a seven year period. The first drafts of the bid would be available next

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week and the bids judged in February/March. It was important that Carlisle received a fair share of any funding awarded as it could be used as capital or to support programmes. There were ten categories dealing with issues such as low carbon emissions.

The Deputy Chief Executive believed that the LEP was evolving and the recent private sector refresh of the board would enable better transparency from a district office perspective.

The Leader explained that the public sector representation on the Board had also been refreshed. The previous Leader of the County Council had particular views and that Leader had now been replaced and the group was a more stable public sector group. There was now a feeling that each District should be represented on the group. There were issues with the governance of the group and papers were not received until the night before the meeting. That did not allow the Leader time to discuss any of the issues with Members or Officers.

- *The Panel will make another request to the Chair of the LEP to attend a meeting.*
- *Did the Eden District Council representative pass on relevant information to the Carlisle representative?*

The Leader advised that he passed the papers to that representative. He had tried to determine the process if neither he nor his substitute could attend a meeting. He had been advised that the representative must be a Member and not an Officer.

- *The whole process seems bureaucratic. The Panel should do all that it can to find out what is happening and scrutinise the Board.*
- *It was surprising that issues were agreed at one Board meeting then gone at the next. There must be a Board within a Board. There was a concern that Carlisle was not getting a fair share of funding.*

The Leader explained that it was difficult keeping to Government timetables in respect of submitting bids. The writing and technical Officers groups were doing what they thought best. Meetings of the LEP lasted two to three hours and there was a lot on the agenda. There was a lot of reading ahead of the meeting and Members had to ensure that what was said was recorded. It was essential that Cumbria spent any money it was awarded. Other areas of the country had a stronger voice. Cumbria had to submit bids but they needed a solid base or the money would go to other parts of the country.

- *The LEP had to support Cumbria. Carlisle needed to see the development of the university and the southern bypass. Projects were not reaching the top table. What was the role of the Interim Business Manager?*

The Deputy Chief Executive advised that he had met with the Interim Business Manager and whilst it was an interim role the intention was to produce the relevant documents. Other LEPs looked different to the partnership arrangements in the Cumbria LEP but Cumbria had firm partnership working. The Deputy Chief Executive hoped that the LEP would look at the longer term issues.

The Deputy Chief Executive agreed that it was important to have transparency and that better governance arrangements were put in place. A lot of the work was done in

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improving areas of greater need. Match funding was required and that was not always 50/50. There were different rules for different funding. However it was still important to submit projects. Following the next LEP meeting it was anticipated that there would be a flurry of activity.

- *How much does the LEP have to spend over the next few years and on what will they be spending it?*
- *The LEPs have to bid for money. The Panel supported the Chair and Business Manager and the details of the schemes put forward. The LEP were previously involved in the provision of Broadband. Was that issue still being considered?*

The Leader advised that Broadband had not been discussed in the meetings that he had attended. Discussions around infrastructure had focussed on roads. The Leader believed that providing Broadband was more important than building roads.

The Deputy Chief Executive advised that funds had not been allocated in respect of Connected Cumbria although the matter had been discussed at previous meetings of the LEP.

- *It may be useful to have a session on Broadband in Cumbria and invite partners to the scrutiny session.*

RESOLVED: 1) That Report ED.34/13 be noted.

- 2) There was concern about the lack of information from the LEP over recent months
- 3) There was concern about the lack of discussion in respect of the M6 corridor which was vital for Carlisle
- 4) That the Deputy Chief Executive draft a letter on behalf of the Chair of the Panel to the Chair of the LEP and invite him to a future meeting of the Panel
- 5) That details of schemes put forward by Carlisle City Council be made available
- 6) That the Panel hold discussions at a future meeting on Broadband issues.

EEOSP.65/13 OVERVIEW REPORT AND WORK PROGRAMME

The Overview and Scrutiny Officer presented report OS.24/13 which provided an overview of matters related to the work of the Environment and Economy Overview and Scrutiny Panel. Details of the latest version of the work programme and Key Decision items relevant to the Panel were also included.

The Overview and Scrutiny Officer reported that:

- The Notice of Key Executive Decisions had been published on 29 September 2013. There were no decisions which fell into the remit of the Panel.
- There were no Minute Excerpts received from the Executive's meeting held on 30 September 2013.

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- The proposed visit to the Business Interaction Centre will be held on Wednesday 6 November 2013 at 2:00. Members and substitutes of the Panel will be invited. If a Member was unable to attend on that day it may be possible for a separate visit to be arranged.
- Work Programme – The Overview and Scrutiny Officer presented the current work programme and advised that one of the issues for discussion at the next meeting was Claimed Rights. It was agreed that the Director of Local Environment would write to the relevant Officer from the County Council and invite him to attend the meeting.
- Recycling Task and Finish Group – a Member of the Task and Finish Group thanked the Director of Local Environment for the opportunity for the group to visit two rounds to see how recycling was collected. However Members did not have time to talk with the crews and hoped that could be arranged in the future. Issues were raised about mixed waste in green bins and materials that were put in the bins. Overall Members were pleased with the work undertaken. The Member suggested that a visit to the mechanical treatment plant may be useful.

A Member was concerned that there had been no opportunity to speak with the crews as he believed it was difficult for the crews to speak to Members while the Director of Local Environment was present. The Member was concerned about the heavy lifting involved and that when crews relayed complaints to the office there was often no-one available to deal with the complaint.

A Member was concerned that residents were not playing their part in recycling and believed that residents should be educated in better recycling.

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

2) That a visit to the Business Interaction Centre be held on 6 November 2013

3) That the Director of Local Environment writes to the relevant Officer of the County Council in respect of claimed rights and invite him to the next meeting of the Panel.

EEOSP.66/13 CARLISLE DISTRICT LOCAL PLAN CONSULTATION

The Local Plans Officer presented report ED.32/13 which provided an update on the consultation on the Local Plan Preferred Options outlining the general issues that had been raised and an explanation of the next steps.

The report gave the background to the Carlisle District Local Plan (CDLP) which would set out a strategy and policies for the long-term vision for Carlisle, detailed development management policies and site allocations for a range of uses including housing. Consultation on the Preferred Options ran from 29 July 2013 to 16 September 2013. However, late submissions were accepted from Parish Councils due to difficulties of Parish Councils to organise meetings over the summer. The Carlisle District Local Plan would provide a statutory planning policy framework for Carlisle District that would provide developer and community confidence in decision making. The framework would enable the development and expansion of quality homes and businesses, the delivery of infrastructure and help to foster a wider cultural and leisure offer.

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The consultation had ended on 16 September 2013 and responses were still awaited from Parish Councils and other organisations that were in the process of finalising their comments. At the time of writing the report there had been 187 responses with 895 separate comments. An appendix to the report outlined the nature of the responses which had focussed on housing related issues and location of sites. There had been a mixture of supportive comments with alternative sites put forward, but there were also a number of objections.

From the assessment of the responses a number of sites had been put forward which would need to be assessed and scrutinised further. Work would also need to be undertaken to consider the viability of new sites and to carry out an up to date viability assessment.

The evidence based on gypsy and traveller sites had concluded that there was a need to allocate additional pitches over the Carlisle District Local Plan period. Together with the work that was forthcoming on the City Centre Masterplan and further updates to other evidence, it would be advisable to plan an additional stage of public consultation to allow the public the opportunity to comment on the changes and alternative sites being put forward.

In considering the report Members raised the following comments and questions:

- *Had the consultation now closed?*

The Local Plans Officer advised that although the consultation had closed Officers were aware that it may have been difficult for Parish Councils to hold meetings over the summer period. Therefore Officers had allowed Parish Councils to submit their responses at a later date. However draft responses had been received which would need to be confirmed at the next meeting of those Parish Councils. A draft response had also been received from the County Council with a full response expected later.

- *Brownfield sites had been allocated for a number of years. Would the new plan consider mixed uses for those sites?*

The Local Plans Officer advised that Officers had tried to review the sites as they were delegated which reflected their original uses. The use of the sites would be reviewed in the next stage of consultation. Part of the consultation period would be for people to put forward ideas for preferred sites and how they would be allocated.

- *A Member had met with the Leader of Cumbria County Council the night before the meeting of the Local Plan Working Group. The Leader advised that he was unaware that the interim report from the County Council had been submitted and there had been no discussion on schooling in the area.*

The Local Plans Officer advised that a meeting in respect of education scheduled to be held yesterday had been postponed.

The Deputy Chief Executive stated that it was good to know that such discussions were taking place as the Chief Executive, Deputy Chief Executive and Director of Economic Development were clear on the implications of housing growth including schooling.

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- *How was it decided which options were pursued? There had been two areas of Corby Hill where development had taken place. The major development had taken place to the north west but most of the facilities were on the north east of the village.*

The Local Plans Officer explained that a number of factors were taken into account when deciding which sites were most suited to development. If residents had any comments or objections they could be made known through the consultation process.

Officers were currently looking at the responses which would then be presented to the cross party Local Plan Working Group meetings. A full day meeting was being planned to look at the responses and the advice of Officers. Officers were trying to keep to the timetable and put any decisions from the Local Plan Working Group back out for consultation. The process was ongoing and the Planning Inspector would make the final comments.

- *Communities were being lost as children from village schools were being bussed into the city to attend schools while children from city schools were being bussed into villages.*
- *Officers would also provide comments but the ultimate decision would be made by Council. What was the timescale for the process?*

The Local Plans Officer explained that recommendations made by the Local Plan Working Group would be submitted to this Panel for consideration. Officers were still working on a few evidence bases. The next consultation would include the City Centre Masterplan and gypsy and traveller sites. The next phase of consultation would start in January 2014 and would go through the Council's Committee system before being submitted to Council in March 2014. When the new Local Plan was finalised it would go out to final consultation before submission to the Planning Inspector for implementation in 2015.

- *The Planning Unit had coped very well with the enormous changes there had been in planning policies. Members praised the work undertaken by the Officers involved in the development of the new Local Plan.*

Officers had found the Member Working Group process invaluable in developing the new Local Plan.

RESOLVED: 1) That Report ED.32/13 – Carlisle District Local Plan Consultation be noted.

2) That Members looked forward to the next stage of the Plan being submitted to the Panel.

EEOSP.67/13 OLD TOWN HALL – PHASE 2 UPDATE

The Chairman expressed disappointment that the Culture, Health, Leisure and Young People Portfolio Holder was not in attendance at the meeting as the update to the Old Town Hall could impact on tourism. The Economy and Enterprise Portfolio Holder advised that the update also related to her Portfolio.

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The Deputy Chief Executive presented Report ED.33/13 that updated the Panel on Phase 2 of the Old Town Hall scheme. The matter had been given consideration by the Executive at their meeting on 30 September 2013 who had decided:

That the Executive:

1. Noted progress on the preparatory work for Phase 2 Improvements to the Old Town Hall and supported recommended ongoing actions to deliver the project.
2. Approved for recommendation to Council, the re-profiling and release of funding of £797,000, profiled £62,000 in 2013/14, £698,000 in 2014/15 and £38,000 in 2015/16 to commence work on the Phase 2 in line with the programme outlined in Report ED.27/13.

The report provided the background to the scheme and advised that the continued deterioration of the condition of the Old Town Hall had continued. That had necessitated progression of a Phase 1 repair programme to address structural and weatherproofing problems. In addition some internal refurbishment had been undertaken to the area occupied by the Tourist Information Centre and Assembly Room, including redecoration, new internal lighting and carpet. That work had now been completed with the support of English Heritage grant funding. The completed project did not include substantial features of the original project as drawn up in 2010 which now formed the subject for the Phase 2 project.

The report outlined the purpose of the Phase 2 project and the scope of the project. A Project Steering Group had been established to oversee delivery of the project. The project approach was for the Steering Group to review previously considered options and develop proposals for improvements to the building and public realm not covered by the completed Phase 1 project. Those improvements included restoration and upgrade of the building, retention and upgrading of the Tourist Information Centre in its current location, restoration of the Assembly Room and external upgrades. The report summarised the anticipated results of the project.

The Deputy Chief Executive explained that whilst a previous design team was appointed for the 2009/10 review, due to the time gap, further procurement exercises would be required to appoint a specialist design team and contractor to help develop and deliver the Phase 2 project. An initial programme was set out in the report but it was acknowledged that it would be further refined as the project developed. The programme of work would also include a workshop with Members on options to be held in November 2013.

The Executive had approved the re-profiling and release of funding to commence work on the Phase 2 project in line with the programme outlined in the report and outlined the budget breakdown. To enable the forecast main capital expenditure to be fully expended during 2014/15 a provisional budget of £25,000 had been approved to cover project management fees and appointment of a project team from October 2013. The budgets will be reviewed and adjusted as project content and costs were developed and confirmed.

In considering the report Members raised the following comments and questions:

- *What was the intended use for the Assembly Rooms?*

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The Deputy Chief Executive explained that the proposed programme would be circulated to the Executive, Portfolio Holder, Overview and Scrutiny and the Task and Finish Group for them to provide their views on what they would like to see as part of the update. The Project Management Group would also look at the future of the Tourist Information service and how the service had changed since the last review. Discussions on ideas would be held with the Portfolio Holder and those ideas would then be submitted to the Executive and the Panel to allow them the opportunity to discuss the options.

The Economy and Environment Portfolio Holder advised that there would be a workshop for Members in November that would explore any new ideas. Community use of the Assembly rooms was popular and the Portfolio Holder would like to see that continue and used more often. There had been a suggestion that the Assembly Rooms could be used as a venue for weddings.

- *The Assembly Rooms have great potential but would need to be used regularly. The use of the Rooms for coffee mornings had reduced due to the appearance of the Rooms.*

The Deputy Chief Executive advised that he had attended a meeting of the Project Management Group earlier that week and Officers had looked at the previous documents and work that had been undertaken in respect of refurbishment of the Old Town Hall. Those documents would be utilised when the procurement process began.

The Deputy Chief Executive further advised that work on disability access would be difficult due to the layout of the Assembly Rooms and the structure and age of the building. Technical solutions would be examined.

- *The retail offer was lacking. The Task and Finish Group had queried the use of the made in Cumbria label but that had been blocked. The Assembly Rooms needed to be commercial.*
- The Assembly Rooms were not viable as a meeting place.
- Signposting needs to be improved so tourists know how to get to the Assembly Rooms.

The Portfolio Holder advised that part of the scheme was to improve the public realm around the site and signposting would be part of the scheme. Officers were also investigating the latest availability of IT to improve the offer within the Tourist Information Centre. All of the ideas to date would be presented at the workshop in November.

In response to a query from a Member the Deputy Chief Executive advised that the Project Steering Group referred to in the report was the Project Management Group which consisted of Officers whose work included the Tourist Information Centre.

- *One of the proposals put forward by the Task and Finish Group was that the group met every six months to monitor the work being undertaken. However the Group had not met. The Member was concerned that the Project Management Group was Officer led and did not have any Members on the Group.*

The Deputy Chief Executive advised that the Project Management Group had received all of the information from the Task and Finish Group and the Manager of the Tourist

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Information Centre was part of that Project Management Group. The Group would listen to comments from Members and take note of their ideas.

The Deputy Chief Executive confirmed that the nearby empty shop had now been let.

- *With regard to signage there was currently a group looking at de-cluttering the City Centre made up of City and County Councillors. The Group had already made some decisions in respect of the removal of some signage.*

The Deputy Chief Executive explained that the options being developed took full cognisance of the public realm de-clutter.

- *Suggestions from the workshop in November would come before the Panel for discussion. When those discussions took place it would be useful to have information about the previous hire of the Rooms.*

The Portfolio Holder believed that the use of the Assembly Rooms must be flexible to make the Rooms as sustainable as possible.

The Overview and Scrutiny Support Officer reminded Members that the information regarding the hire of the Assembly Rooms over the previous four to five years was included in the Task Group report.

- *It may be useful to have proposed dates for consultation included in the programme. The programme indicated that an invitation to tender was scheduled for October*

The Deputy Chief Executive explained that the tender was for a technical consultant in respect of architectural advice although previously obtained information would also be used.

- *A Member proposed that the Task and Finish Group be recalled and that any dates for Councillor consultation be included in the programme.*

RESOLVED: 1) That Report ED.33/13 – Old Town Hall – Phase 2 Update be noted.

2) That the date of the workshop be circulated to all Members of the Council

3) That information within the Task Group report relating to the usage and income of the Assembly Room be updated and circulated to Members of the Panel by the Scrutiny Officer.

4) That a list of dates for consultation be included in the programme

(The meeting ended at 11:50am)

Environment and Economy Overview and Scrutiny Panel

Agenda
Item:
A.2

Meeting Date: 21st November 2013
Portfolio: Cross Cutting
Key Decision: No
Within Policy and
Budget Framework NO
Public / Private Public

Title: OVERVIEW REPORT AND WORK PROGRAMME
Report of: Overview & Scrutiny Officer
Report Number: OS.27/13

Summary:

This report provides an overview of matters related to the Environment and Economy O&S Panel's work. It also includes the latest version of the work programme.

Recommendations:

Members are asked to:

- Note and/or amend the Panel's work programme

Tracking

Executive:	N/A
Overview and Scrutiny:	12 th September 2013
Council:	N/A

1. Notice of Key Executive Decisions

The most recent Notice of Key Executive Decisions was published on 18th October 2013. The following issues fall into the remit of this Panel and full details are attached at **Appendix 1**:

KD.028/13 Interim arrangements for the provision of Green Box Kerbside Collection -

The Executive will be asked to consider options for interim arrangements for the provision of the Green Box kerbside collection which is due to end 31 May 2015 – to be considered at this meeting of the Panel.

KD.030/13 Budget Process 2014/15 – items within the remit of the Panel are on the agenda for this meeting.

2. References from the Executive

There are no references from the Executive following their meeting on 28th October 2013.

3. Work Programme

The Panel's current work programme is attached at **Appendix 2** for comment/amendment.

Contact Officer: Nicola Edwards

Ext: 7122

Appendices

attached to report:

1. Notice of Key Decisions

2. Environment & Economy O&S Work Programme 2013/14

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: None

Items relevant to the Environment and Economy Overview and Scrutiny Panel:

Notice of Key Decisions to be taken by the Executive

The following key decision is to be made on behalf of Carlisle City Council:

Key Decision Reference:	KD.028/13
Decision Title:	Interim arrangements for the provision of Green Box Kerbside Collection
Decision to be taken:	The Executive will be asked to consider options for interim arrangements for the provision of the Green Box kerbside collection which is due to end 31 May 2013.
Date Decision to be considered:	
Date Decision to be taken:	18 November 2013
Is the Decision Public or Private?:	The decision will be taken in Private. The report is not for publication by virtue of paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972, as the report contains exempt information relating to the financial or business affairs of any particular person (including the authority holding that information)
Documents submitted for consideration in relation to the Decision:	The report of the Director of Local Environment will be available five working days before the meeting
Contact Officer for this Decision:	Director of Community Engagement, Carlisle City Council, Civic Centre, Carlisle, CA3 8QG
Relevant Portfolio Area:	Environment and Transport (Councillor Mrs Martlew)
Relevant or Lead Overview and Scrutiny Panel:	Environment and Economy Overview and Scrutiny Panel

All public reports can be viewed in the Customer Contact centre of the Civic Centre, Carlisle, the Public Library and on the Council's website www.carlisle.gov.uk.

Other documents relevant to the matter may be submitted to the decision maker. These, if available, may be obtained by contacting the named contact officer.

Items relevant to the Environment and Economy Overview and Scrutiny Panel:

Notice of Key Decisions to be taken by the Executive

The following key decision is to be made on behalf of Carlisle City Council:

Key Decision Reference:	KD.030/13
Decision Title:	Budget Process 2014/15
Decision to be taken:	<p>To consider strategic financial issues arising from the budget setting process:</p> <p>(a) Budget Update – Revenue Estimates (18th November 2013)</p> <p>(b) Individual Charges Reviews (Local Environment, Governance , Economic Development, Community Engagement) (18th November 2013)</p> <p>(c) New Revenue Spending Proposals (18th November 2013)</p> <p>(d) New Savings Proposals (18th November 2013)</p> <p>(e) New Capital Spending Proposals and Provisional Capital Programme (18th November 2013)</p> <p>(f) Repair and Maintenance (18th November 2013)</p> <p>(g) Treasury Management and Prudential Borrowing Implications (18th November 2013)</p> <p>(h) Consideration of Overview and Scrutiny Consultation feedback (9th December 2013)</p> <p>(i) Draft Revenue Support Grant Settlement (if available) (16th December 2013)</p> <p>(j) Summary Overall Revenue and Capital Position (16th December 2013)</p> <p>(k) Draft Treasury Management and Investment Strategy including MRP Strategy (16th December 2013)</p> <p>(l) Executive Draft Budget Proposals for consultation (16th December 2013)</p> <p>(m) Final Revenue Support Grant and Final Revenue Budget Summary (15th January 2014)</p> <p>(n) Provisional Capital Programme (15th January 2014)</p> <p>(o) Treasury Management and Investment Strategy including MRP Strategy (15th January 2014)</p> <p>(p) Consideration of Final Budget Consultation (15th January 2014)</p> <p>(q) Pension Fund Revaluation (15th January 2014)</p> <p>(r) Executive's Final Budget Proposals (15th January 2014)</p>
Date Decision to be considered:	18 November 2013, 9 December 2013, 16 December 2013 and 15 January 2014 consultation period to include Overview and Scrutiny as appropriate
Date Decision to be taken:	18 November 2013, 9 December 2013, 16 December and 15 January 2014

Items relevant to the Environment and Economy Overview and Scrutiny Panel:

Is the Decision Public or Private?:	The decision will be taken in Public
Documents submitted for consideration in relation to the Decision:	The report of the Director of Resources will be available five working days before the meeting
Contact Officer for this Decision:	Director of Resources, Carlisle City Council, Civic Centre, Carlisle, CA3 8QG
Relevant Portfolio Area:	Finance, Governance and Resources (Councillor Dr Tickner)
Relevant or Lead Overview and Scrutiny Panel:	Resources Overview and Scrutiny Panel, Environment & Economy Overview and Scrutiny Panel and Community Overview and Scrutiny Panel

All public reports can be viewed in the Customer Contact centre of the Civic Centre, Carlisle, the Public Library and on the Council's website www.carlisle.gov.uk.

Other documents relevant to the matter may be submitted to the decision maker. These, if available, may be obtained by contacting the named contact officer.

ENVIRONMENT AND ECONOMY OVERVIEW AND SCRUTINY PANEL WORK PROGRAMME 2013/14

Date last revised: 07 November 2013

Issue Portfolio Holder & Lead officer	Type of Scrutiny					Comments/status	Meeting Dates							
	Performance Management	Key decision Item/Referred from Executive	Policy Review/Development	Scrutiny of Partnership/ External Agency	Monitoring									
							13 Jun 13	25 Jul 13	12 Sep 13	17 Oct 13	21 Nov 13	16 Jan 14	27 Feb 14	10 Apr 14
CURRENT MEETING														
Budget Peter Mason/Darren Crossley/All Portfolio Holders		✓	✓			To consider budget proposals for 2013/14					✓			
Parking						To receive an update of implementation of Parking strategy and income.					✓			
Claimed Rights Angel Culleton/Cllr Martlew		✓				Monitoring of Highways services following transfer to Cumbria CC					✓			
Performance Monitoring Reports Steven O’Keefe	✓				✓	Monitoring of performance relevant to the remit of Panel	✓		✓		✓		✓	
Botchergate Cllr Bradley/Jane Meek						Update on Action Plan					✓			
TASK AND FINISH GROUPS														

ENVIRONMENT AND ECONOMY OVERVIEW AND SCRUTINY PANEL WORK PROGRAMME 2013/14

Date last revised: 07 November 2013

Issue Portfolio Holder & Lead officer	Type of Scrutiny					Comments/status	Meeting Dates							
	Performance Management	Key decision Item/Referred from Executive	Policy Review/Development	Scrutiny of Partnership/ External Agency	Monitoring		13 Jun 13	25 Jul 13	12 Sep 13	17 Oct 13	21 Nov 13	16 Jan 14	27 Feb 14	10 Apr 14
Recycling			✓			To define Term of Reference and scope review Cllrs Whalen/ McDevitt/Nedved/ Bowman			✓				✓	
Talkin Tarn			✓			Monitoring of implementation of recommendations	✓	✓				✓		
How will T.I.C look in the future?			✓			Task Group to receive update September 2013			✓					
FUTURE MEETINGS														
Tourism						Update report			✓				✓	
Carlisle Economic Partnership Jane Meek/Cllr Bradley				✓		To receive an update report on the work of CEP		✓					✓	
University of Cumbria						To invite representatives from the University						✓		
Waste Services Cllr Martlew/Angela Culleton			✓	✓	✓	Annual update report June 2013 Report on Recycling publicity and education – TBC	✓							

ENVIRONMENT AND ECONOMY OVERVIEW AND SCRUTINY PANEL WORK PROGRAMME 2013/14

Date last revised: 07 November 2013

Issue Portfolio Holder & Lead officer	Type of Scrutiny					Comments/status	Meeting Dates							
	Performance Management	Key decision Item/Referred from Executive	Policy Review/Development	Scrutiny of Partnership/External Agency	Monitoring		13 Jun 13	25 Jul 13	12 Sep 13	17 Oct 13	21 Nov 13	16 Jan 14	27 Feb 14	10 Apr 14
Environmental Performance of the Council Arup Majhi/Cllr Tickner			✓		✓	Annual Monitoring of performance.						✓		
Local Plan Cllr Glover/Jane Meek		✓	✓			Update of consultation	✓	Special mtg 25/6/12		✓				
LEP				✓		To receive a report detailing the changes to the LEP - invitation				✓			?	
Scrutiny Annual Report			✓		✓	Draft report for comment before Chairs Group								✓
COMPLETED ITEMS														
Old Town Hall		✓				Update on Phase 2 of scheme				✓				
Business Interaction Centre						To receive an update on progression of the BIC Visit arranged 6/11/13			✓					July 2014

Report to Environment & Economy Overview and Scrutiny Panel

Agenda
Item:
A.3

Meeting Date: 21st November 2013
Portfolio: Environment and Transport
Key Decision: Not Applicable:
Within Policy and
Budget Framework YES
Public / Private Public

Title: CLAIMED RIGHTS UPDATE
Report of: The Director of Local Environment
Report Number: LE 35/13

Purpose / Summary:

The existing arrangements for Claimed Rights Highways Maintenance which had been in place since 2001 were terminated on the 31st March 2013 when all relevant staff and services transferred back to the County Council. This report has been prepared to advise and update members on issues related to this former service. The Appendices to this report give information regarding a range of related issues.

Recommendations:

It is recommended that members note the contents of this report and consider what comments they may wish to make regarding highway related services following the termination of Claimed Rights.

Tracking

Executive:	
Overview and Scrutiny:	
Council:	

1. BACKGROUND

- 1.1 Over the past couple of years broad consultation took place across the City Council to decide the future of the Claimed Rights service which the City Council had been operating since 2001. The matter was discussed by the Environment and Economy Overview and Scrutiny on the 13th September 2012. The Executive then made a decision at it's meeting on the 29th October 2012 to hand the Highways Claimed Rights service back to the County Council on the 31st March 2013. The full Council endorsed this decision at its meeting on the 13th November 2012.
- 1.2 Following these decision officers began to prepare detailed plans in consultation the County Council for the handover of this service on the 31st March 2013. The main issues which were considered were :-
 - Which services will transfer to the County Council
 - Which services will be retained at the City Council
 - Which services are likely to be terminated due to the need for budget savings
 - Which members of staff will transfer to the County Council under TUPE
 - Which members of staff will be retained to provide the residual service
- 1.3 In order to progress the issue a Joint Members Group was set up to consider the range of issues and this was supported by an Officer Group. Appendix 1 details the various stages of discussion which took place and it shows how most issues have now been satisfactorily resolved. Work is still ongoing to resolve a small number of issues, further details of these are given below in Section 2.
- 1.4 It was subsequently agreed with the County Council that 27 members of City staff would transfer to the County Council and that 4 members of staff would be retained by the City to provide a range of City services. The proposal to transfer the Claimed Right service created uncertainty for staff, particularly as they were not sure in itially how the TUPE transfer would affect them. To ease these concerns a series of regular briefing meetings were arranged where staff could regularly meet with City Council, County Council and Union representatives. These briefing sessions enabled staff to voice their concerns and receive responses on specific issues. This regular communication went a long way to reduce the concerns of staff.
- 1.5 Elected Members were also kept informed of progress and attached in Appendix 2 is a briefing sheet sent to Members prior to the transfer taking place.

2. PROPOSALS

- 2.1 As mentioned earlier, there are a number of issues which still need to be finally resolved. The latest situation with these issues is :-

Residual Agreement - The Residual Agreement is a document which details the responsibilities of the City and County Councils regarding a range of Highways issues. The Agreement is expected to be signed in the next few weeks and will have a duration of 3 years. Under the Terms of the Agreement the City Council will receive an annual financial reimbursement from the County Council to cover the cost of highway activities carried out by the City, e.g. grass cutting. A reimbursement of £15,000 annually is proposed to cover City costs.

Quarterly Officer Liaison Meetings - It has been agreed that officers from the City and County will meet on a quarterly basis to discuss any relevant issues. This should ensure problems can be resolved quickly or better still they can be anticipated and appropriate action can be taken in advance. Appendix 3 contains notes of the latest meeting to advise Members of the range of issues discussed.

Winter Maintenance - Further discussions are required with the County Council to assess the effect of the proposed trials in the City Centre regarding the gritting of the Pedestrian area. City Council Street Cleansing staff will continue to assist with gritting of footways during severe conditions when they are unable to carry out their normal duties. The County Council will supply free Salt to be used for these works.

Verge and Tree Maintenance - There are a small number of locations where the Highway boundary is not clearly defined and site meetings are needed to agree our areas of responsibility. With regard to Highway Tree Maintenance the County Council are preparing a Management Policy which will be discussed in due course at the Highways and Transport Working Group.

Bus Shelter Maintenance - The County Council have agreed to provide £5,000 for repairs to damaged Shelters. City has agreed to clean shelters as part of their normal street cleansing functions. A meeting has been arranged with the Bus Company to discuss them contributing towards the maintenance of shelters.

3. CONSULTATION

3.1 There are no current plans for further consultation on this issue.

4. CONCLUSION AND REASONS FOR RECOMMENDATIONS

4.1 The transfer of the Claimed Rights service has been carried out with little, if any, impact on the residents of Carlisle. Most of the issues and potential problem areas have been resolved as detailed in Appendix 1 to this report. Regular Officer Liaison Meetings are now taking place and opportunity also exists through the Highways and Transport Working Group (HTWG) to raise and discuss issues jointly with County Council Members. Members of this Scrutiny Panel may have highway related issues which they wish to raise either with officers or through the HTWG and these can be raised at any time.

5. CONTRIBUTION TO THE CARLISLE PLAN PRIORITIES

5.1 The transfer of the Claimed Right service has involved a considerable number of Liaison Meetings with County Council Members and Officers to ensure a smooth transition of the service. It is proposed to continue with this partnership working and develop the partnership further to ensure that residents of Carlisle receive the best possible highway service.

Contact Officer: Angela Culleton

Ext: 7325

Appendices Update/Progress report on Claimed Rights issues
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 -

Community Engagement –

Economic Development –

Governance –

Local Environment –

Resources -

Appendix 1

INITIAL DISCUSSIONS & UPDATE ON PROGRESS

No	ITEM / SERVICE	PROPOSAL	CITY COUNCIL COMMENTS/ UPDATE	COUNTY COUNCIL COMMENTS
1	Highway Maintenance	Highway Maintenance works would transfer including the dedicated staff who deal with this work in line with TUPE agreements.	Need to identify the staff eligible to transfer and liaise with the County Council on implementing transfer and advising staff concerned.	Accepted. Need to identify staff, clarify skills and training and understand existing terms & conditions. Need to agree how the transferring staff will be managed within the current Highways restructuring exercise. Note that CPE Parking will stay with the City
	Update 12/03/13		The details of the staff that will be transferring have now been agreed. Three existing members of highway staff have been appointed to provide the Residual Highways Service and will remain at the City, their names will be removed from the TUPE list. Issue resolved	

No	ITEM / SERVICE	PROPOSAL	CITY COUNCIL COMMENTS/UPDATE	COUNTY COUNCIL COMMENTS
2	City (Footway and Amenity) Lighting	It makes both economic and operational sense to transfer this function including staff to the County Council. The City Council would then commission this work through the County Council at agreed rates.	City wishes to include Amenity and Parish Lighting in a residual agreement.	Check out present manning and Emergency Response arrangements. City wish to include Amenity & Parish lighting in a residual agreement
	Update 12/03/13		Details of the lighting service which the City Council would like the County Council to carry out on their behalf have been passed to the County Council. Cost estimates are awaited from County.	
	Update 22/07/13		Cost estimates have been received from the County. The 15% admin fee which they wish to charge is considered too high and needs to be discussed further.	

No	ITEM / SERVICE	PROPOSAL	CITY COUNCIL COMMENTS/UPDATE	COUNTY COUNCIL COMMENTS
	Update 31/10/13		Specification and charge rates have been agreed with the County Council. Works Agreements to be have been signed for each type of work to be carried out. Issue resolved	
3	City Winter Maintenance	Carlisle has two small gritters which are well suited to unclassified roads. It is proposed that this service moves to the County Council and is included within their normal winter gritting operations. The extent of coverage to be agreed with any added work to be commissioned through the County Council at agreed rates.	The City would like the option of commissioning additional winter maintenance if required.	These "60 Reg" vehicles, whilst demountable, are not used by the City for other general operations. City to commission extra pre-salting and winter coverage. Extent of extra coverage, on top of the County Priority routes, needs to be clearly agreed and costed.
	Update 12/03/13		No detailed discussions have yet taken place on this issue, neither has it been resolved if the County wish to acquire the City gritting vehicles.	

No	ITEM / SERVICE	PROPOSAL	CITY COUNCIL COMMENTS/ UPDATE	COUNTY COUNCIL COMMENTS
	Update 22/07/13		The City may wish the County to provide a gritting service in our car parks when requested, It is assumed the County will provide the same level of gritting on city roads as that carried out under Claimed Rights.	
	Update 31/10/13		The County to carry out trial on the footways in the pedestrian area using a sprayed liquid which is applied weekly. If this works it should reduce the need for our street cleaning staff to apply grit when conditions are bad. Our staff can then help in other areas such as the pedestrian routes into the City particularly from the car parks. County will supply us with free salt to grit footways. City staff to advise County when grit bins need refilled so that salt is always available. County may want to encourage members of the public to be Snow Champions in the community where they live. City /County have still to agree gritting of City Car Parks.	

No	ITEM / SERVICE	PROPOSAL	CITY COUNCIL COMMENTS/UPDATE	COUNTY COUNCIL COMMENTS
4	Highway Verges and Tree Maintenance	It is proposed that these elements are retained and undertaken by the City Council Green Spaces teams. There could also be an opportunity to increase the amount of this type of work they could undertake on behalf of the County Council.	The City wishes to include highway verge maintenance in a residual agreement. Providing that there is funding available, the City would also wish to include highway tree maintenance.	At present the work on Highway Trees is funded by the verge maintenance budget (£30k). No other funding is available.
	Update 12/03/13		The County Council have agreed to carry out highway tree maintenance and repairs to verges. The cutting of grass on verges will be carried out by the City Council. The County have indicated they will have a reduced budget for this work. Details will be incorporated in the Residual Agreement.	
	Update 22/07/13		Officers still need to agree the full extent of the verges to be maintained on a small number of locations where highway boundary is not clearly defined.	

No	ITEM / SERVICE	PROPOSAL	CITY COUNCIL COMMENTS/ UPDATE	COUNTY COUNCIL COMMENTS
5	Weed Control	This discreet piece of work is currently outsourced and commissioned by the City Council to include City Council and County Council responsibilities. This could transfer to the County Council or be commissioned by the City Council Green Spaces team if funded by County.	City could carry out this work or procure it. It is key to success that there is alignment with street cleansing schedules.	The County Council funded element of this is £30k. We could procure the work through our framework arrangements.
	Update 12/03/13		The County Council will carry out weed control on the highway.	
	Update 22/07/13		County using a contractor appointed by them. Work on site is late in the season and has just started but there is now an issue regarding who will remove the excess weed growth that has been allowed to take place.	
	Update 31/10/13		County have now resolved the outstanding issues and have arrangements in place for next year. Issue resolved	

No	ITEM / SERVICE	PROPOSAL	CITY COUNCIL COMMENTS/ UPDATE	COUNTY COUNCIL COMMENTS
6	Plant Vehicles and Equipment	All dedicated Plant, Vehicles and Equipment would form part of the transfer agreement.	Agreed	Need to assess assets and decide on our needs. It is expected that a number of new vehicles will need to be purchased. City estimate a need for 11 replacements
	Update 12/03/13		Plant, vehicles and equipment will reside with the City Council. Discussions are ongoing regarding the transfer of some equipment/vehicles to the County Council upon agreement of suitable terms.	
	Update 22/07/13		Some equipment/vehicles have transferred to the County Council on suitable terms. The City is selling any surplus vehicles and equipment. Issue resolved	
7	Training & Development	Carlisle City Council committed to providing opportunity to staff to realise their full potential through structured training and development. County Council urged to adopt the same philosophy to transferred staff.		County have similar policy.

No	ITEM / SERVICE	PROPOSAL	CITY COUNCIL COMMENTS/ UPDATE	COUNTY COUNCIL COMMENTS
	Update 12/03/13		No problems anticipated as County is committed to developing staff. Issue resolved	
8	Festive Lighting	This work is currently undertaken by transferring staff involved with Claimed Rights. The service would benefit from a revisit in regard to scale, cost and delivery options for 2013 and beyond.	County unlikely to do this work. Will need to seek alternative delivery mechanism	Review required. County unlikely to want to undertake this work
	Update 12/03/13		The County Council have been asked to quote for doing this work. Quotes have also been obtained from specialist contractors. A decision will need to be made on this issue during the summer.	

No	ITEM / SERVICE	PROPOSAL	CITY COUNCIL COMMENTS/ UPDATE	COUNTY COUNCIL COMMENTS
	Update 22/07/13		The County have declined this work. A tender is now being prepared for a contractor to carry out this work for a period of 3 years.	
	Update 31/10/13		Contractor appointed to do this work for 3 years. Work is ongoing, switch-on 17th Nov. Issue resolved	
9	Gulley Maintenance	It is proposed that this service and dedicated staff, plant, equipment and vehicles be transferred to the County Council. The City Council also provides a sewer blockage clearance service to social housing partners. This could continue through a service level agreement with the County Council similar to that in place now with the City Council.	The City would not be able to continue with 3 rd party work if the claimed rights service transfers.	Our routine gulley maintenance activity is managed through the framework contract by a contractor. Sewer related work should not form part of transfer arrangements

No	ITEM / SERVICE	PROPOSAL	CITY COUNCIL COMMENTS/ UPDATE	COUNTY COUNCIL COMMENTS
	Update 12/03/13		The City Council would transfer gully cleaning to the County Council. The blockage service no longer provided for social housing partners who now make their own arrangements for this service.	
	Updated 22/07/13		Gully Cleaning Service transferred. Issue resolved	
10	Emergency Callouts	Callout service for Highway Emergencies to be integrated into the County Council arrangements.	Agreed	Agreed
	Update 31/10/13		Non highway emergency issue have been discussed by working group of City Council Officers. Relevant call-out arrangements agreed. Issue resolved	
11	Relocation of staff	Preferred options for relocation would be Dalston/ Brompton.	To be explored further quickly	Members may wish us to investigate other alternatives within the City. Table of pros and cons of various options is being prepared

No	ITEM / SERVICE	PROPOSAL	CITY COUNCIL COMMENTS/ UPDATE	COUNTY COUNCIL COMMENTS
	Update 12/03/13		Office Staff who transfer will initially be located at Parkhouse pending a possible move to Dalston. Operatives will be based at Dalston or Brampton if this is more convenient for particular staff. Issue resolved	
12	Land Drainage / Flooding	Land drainage remains a District Council function however any physical works would be commissioned through the County Council or Contractor.	Drainage responsibilities will remain with the City and City will need to retain some expertise to meet statutory responsibility.	Member of City staff already working 2 days a week with County team. However City may well require residual level of technical service provision
	Update 12/03/13		City will retain the responsibility for this service. Details still to be discussed of what support the County may be willing to provide. Details would be incorporated in the Residual Agreement.	

No	ITEM / SERVICE	PROPOSAL	CITY COUNCIL COMMENTS/ UPDATE	COUNTY COUNCIL COMMENTS
	Update 22/07/13		Under new national legislation the County are now the Lead Flood Authority. Officers of both authorities are liaising to deal with problems on a prioritised basis. Issue resolved	
13	Flooding	In times of flood, the Highways staff play key role in assisting communities with protection of premises and associated signage. If the remaining staff in other sections such as Green Spaces and Waste Services were unable to cope the City would wish to supplement those resources through the County Council.	Further develop resilience plan	City presently provide sandbags, would this continue? Our County teams are trained to manage some of the flood relieve assets i.e. barriers at Etterby Close.

No	ITEM / SERVICE	PROPOSAL	CITY COUNCIL COMMENTS/ UPDATE	COUNTY COUNCIL COMMENTS
	Update 12/03/13		The risk of flooding is reduced due to EA Flood works, as a consequence the response likely to be required is reduced. It is not considered necessary to continue to provide sandbags. Further discussions are ongoing with a number of Partner Organisations to define the flood response that residents can expect from all organisations. Issue resolved	
14	Highways & Transport Working Group	The City Council currently has one representative to this group. In order to enable the City to better contribute to the direction and development of the service it is proposed to amend the constitution to include two representatives from the City.	Agreed	Agreed

No	ITEM / SERVICE	PROPOSAL	CITY COUNCIL COMMENTS/ UPDATE	COUNTY COUNCIL COMMENTS
	Update 12/03/13		This decision has still to be actioned.	
	Update 22/07/13		There are now 2 city representatives. Issue resolved	
15	Bridleways and Footpaths and Public Rights of Way	The capital maintenance costs of these services only are included in HCR payments. They do not include for staff, management and overheads. This service should, for those reasons, transfer to the County Council.	Officer to transfer and capital budget	Area of activity to be checked with Countryside Access team. Funding not from local Highways budget
	Update 12/03/13		Officer engaged on this work is to transfer to County under TUPE. Issue resolved	

No	ITEM / SERVICE	PROPOSAL	CITY COUNCIL COMMENTS/ UPDATE	COUNTY COUNCIL COMMENTS
16	Street Name Plates / Bus Stops	These are statutory City Council responsibilities, however the service could be commissioned from County.	County doesn't want this service.	We would not wish to take on the statutory Street Name Plates work. Need to consider alongside Clear Channel Contract for Bus Shelters
	Update 12/03/13		Street Nameplates to remain with City Council who will arrange for contractor to carry out any works needed. Issue resolved. Bus Shelter maintenance is not a statutory function, decision made by City to withdraw funding. County Council have been requested to take on and fund this service. A response is awaited and further consideration of this issue may be needed.	
	Update 31/10/13		County Council /City Council have agreed to jointly share costs in 2013/14, County to provide £5,000 funding. Further meetings to take place with Bus Company to seek support for maintenance of shelters.	

No	ITEM / SERVICE	PROPOSAL	CITY COUNCIL COMMENTS/UPDATE	COUNTY COUNCIL COMMENTS
17	Retained Engineering Resources	The City Council to retain a core resource to provide expert advice to officers and members and manage retained work. This will consist of an engineer with drainage expertise along with one or two Technical Assistants. Further work is required in order to determine the actual resource requirements.	Further work required to establish ongoing need for technical expertise at the City Council	City need to determine residual requirements
	Update 12/03/13		3 members of existing City Council staff have now been appointed to provide the retained Highway Service. Posts funded for 2 years. Issue resolved	
18	Capital Works	Existing Claimed Rights staff undertake little Highways Capital Work, most is undertaken by sub contractors. This work is not part of HCR funding. It would be economic to commission any capital work through the County Council workforce or through the County Council Framework Agreement.	In future work would be commissioned from County, from Framework or tendered.	Agreed

No	ITEM / SERVICE	PROPOSAL	CITY COUNCIL COMMENTS/ UPDATE	COUNTY COUNCIL COMMENTS
	Update 12/03/13		Future City Capital works would be procured by the City Council. Issue resolved.	
19	Non-HCR Work	Non-HCR work required by the City Council should be undertaken through the County Council, by Framework contract or by Contractor.	Work would be commissioned	Such works could be commissioned directly or through County frameworks
	Update 12/03/13		Work would be commissioned from Contractors or County as appropriate. Issue resolved	
20	Insurance	After transfer the highway insurance costs would become the responsibility of the County Council. On-going claims liabilities at the time of transfer would remain with the City. New claims will be County responsibility.	Legal agreement will be required to define the arrangements.	<p>City would prefer a clean break i.e. Any claims received up to 31st March 2013 to be dealt with by City council. Any claims brought after to be responsibility of the County. However Para 7 of Part 1 to Schedule 7 of the Highways Act states that the City continues to be responsible for any claims that relate to the time when they exercised the powers.</p> <p>City will need to take this ongoing responsibility into account following transfer.</p>

No	ITEM / SERVICE	PROPOSAL	CITY COUNCIL COMMENTS/ UPDATE	COUNTY COUNCIL COMMENTS
	Update 12/03/13		Insurance arrangements during the transition period of 3 years for which the City will be responsible for claims arising during claimed rights have been discussed and a procedure agreed. Issue resolved	
21	Service Standards	The City currently provides a rapid response to potential highway hazards and operates a Find It Fix It approach. Members would wish to see no reduction to the current level of service.	Maintain standards in line with the rest of the County. Already agreed standards at maintenance need to reference in any agreement	Need to fully understand the approach taken by the City so that any potential risk from differing approaches can be managed.
	Update 12/03/13		Future service standards are a matter for the County Council and it is expected that the Better Highways procedures will be used as elsewhere in the County. Issue resolved	

No	ITEM / SERVICE	PROPOSAL	CITY COUNCIL COMMENTS/UPDATE	COUNTY COUNCIL COMMENTS
22	Support Services	The dedicated staff involved in the management, supervision and administration of the Claimed Rights function will transfer. Finance, IT, Personnel and Payroll also support the operational staff. These elements would be analysed in detail in order to agree further potential TUPE entitlements.	To identify the staff eligible to transfer and liaise with the County Council,	City to provide evidence of entitlement. Unlikely that County would require extra support services.
	Update 12/03/13		The Staff transferring under TUPE have been agreed. Issue resolved	
23	Contact Centre	City request financial support for continuing to take complaints calls during transfer period.	Additional calls will be generated during a transition period, any funding would be to support the extra cost to the City Council as a result of the transition. The demand will taper off with time. Suggest funding from the County for a 2 year period to cover this cost.	It is suggested that, in a non-unitary situation such calls will always have to be fielded by city and passed on to County.

No	ITEM / SERVICE	PROPOSAL	CITY COUNCIL COMMENTS/ UPDATE	COUNTY COUNCIL COMMENTS
	Update 12/03/13		The Residual Agreement will set out work each organisation will be responsible for and details of any financial remuneration agreed. Issue resolved.	

Draft Discussion Document Strictly P&C

8th September 2012 - Les Tickner – Revised section 14 on 11th September 2012

City Council comments by Angela Culleton on 13th September 2012

Comments added by Kevin Walsh 23 September 2012.

Amended 12th March 2013 by Keith Poole

Amended 22nd July 2013 by Keith Poole

Amended 31st Oct 2013 by Keith Poole

Environment and Economy Overview and Scrutiny Panel

Agenda
Item:
A.5

Meeting Date: 21st November 2013
Portfolio: Economy and Enterprise
Key Decision: No
Within Policy and Budget Framework: Yes
Public / Private: Public

Title: BOTCHERGATE AND WIDER PUBLIC REALM
Report of: Economic Development Directorate
Report Number: ED4013

Purpose / Summary:

The report outlines the actions contained in the Botchergate Conservation Area Management Plan and wider public realm issues in Carlisle, and updates Members on how these are being progressed further to an update made in November 2012.

Recommendations:

Continued ongoing work and future action points are noted.

Tracking

Executive:	
Overview and Scrutiny:	
Council:	

1. BACKGROUND

- 1.1** Botchergate Conservation Appraisal and Management Plan was adopted in July 2012 and included three strands of work – Conservation Area Review; Public Realm Improvements; and, Protection of Historic Fabric. This report offers an update on these aspects and also on wider public realm issues in Carlisle.

2. PROPOSALS

- 2.1** The implementation identified three strands of work for the Botchergate conservation area
- Conservation Area Review – This was completed and the new Conservation Area boundary has been reported through Council.
 - Public Realm Improvements – these cover a wide range of issues all affecting the main thoroughfare through Botchergate. The public realm issues here are common to other parts of the City and are discussed below in the wider context of public realm initiatives arising over the last year.
 - Protection of Historic Fabric – This recognised the ongoing work in relation to development proposals for Botchergate where the Council's regulatory functions in relation to Environmental Health and Planning are required and continue to promote the historic qualities of the area.

Conservation Area Review

This was executed at the end of 2012 and the new boundary is now established.

Public Realm Improvements

Signage and Street Clutter

As reported in November 2012 there is now a number of public realm initiatives in development within the City. In June 2013 the County Council Local Area Committee established a 'Decluttering Task and Finish Group' (DT&FG). This group, which has both City and County Officer and member representation on it, met in July to identify initial areas for public realm audit. While Botchergate was recognised as a future potential area for action, the initial audit was directed to be restricted to three City Centre Streets – Scotch Street, English Street and West Walls. The Group identified superfluous and defunct signage and street furniture and reported back to the Local Area Committee (LAC) in October 2013. No funding is specifically identified for removal of the items identified (up to 1/3rd of total signage could be removed) but a request is to be made to the next LAC for a financial sum to be included in the next financial year.

Other public realm schemes which are likely to be brought forward in 2014 include the implementation of parts of the Caldewgate/Shaddongate public realm works outlined in the adopted 2009 Carlisle Urban Design Guide and Public Realm Framework. Ideas for this area are in development and would include public realm improvements on the Shaddongate/Caldewgate approaches to the City, potentially stretching towards Castle Way. Section 106 agreement from the Sainsbury's scheme is dedicated to this area, including funds to facilitate cycle access improvements.

In parallel work is underway to audit information point and directional signage in the City. The work is reviewing signage ranging from vehicular signage on approaches e.g. 'Welcome to Carlisle' signs; arrival point signage at key points such as the Station or at main car parks; pedestrian fingerpost signage and also information point signage at key points. This would compliment the information point signage successfully installed as part of the 2011 Roman Gateway Scheme. Some entry point signage on vehicular routes has been removed in advance of appropriate replacement as its condition was judged to be very poor. New signage would potentially include reference to the 'sense of place' suite of designs recently developed for City-wide use.

Public Realm Improvements

Initial exploratory work is underway regarding public realm improvements associated with the Old Town Hall phase II works, which could improve the immediate area outside of the OTH; the adjacent Greenmarket/Bandstand area; and Rickergate – focused on the area around the Civic Centre and the new potential arts centre at the Former Fire Station on Warwick Road.

Physical improvements to Botchergate would be likely to be tied to County Council relocation to the William Street Car Park site and improvements arising from this.

Street Furniture

Review of provision has continued as part of the Decluttering task and Finish Group and as part of the assessment of existing signage as part of the wider signage appraisal.

Protection of Historic Fabric

A number of improvements have been made to the built environment in Botchergate, largely by private initiative, since 2012. 93-95 Botchergate (former Sherwood Hotel) has been comprehensively refurbished at first and second storey, with shopfront refurbishment proposed for 2014. On the adjacent corner of Tait Street (91 Botchergate) the Shaha

restaurant has had its upper floor windows replaced. A small sum was allocated from Conservation funds to facilitate an improved specification here.

Enforcement activity remains ongoing against a variety of breaches of listed building consent, advertisement consent and breaches of planning regulations.

3. CONSULTATION

3.1 The approved BCAAMP was subject to significant consultation in 2011-12. Emerging public realm proposals as described above are being drawn up but have yet to be publically consulted on.

4. CONCLUSION AND REASONS FOR RECOMMENDATIONS

4.1 While public realm improvements in Botchergate have not taken place in the past year, significant progress has been made in assessing public realm issues in the wider City Centre. Following the establishment of the DT&FG and the receipt of its recommendations by LAC, it is likely that the County Council will seek to allocate funding to decluttering and public realm improvements in 2014. Broader improvements outwith Botchergate, notably at Caldewgate/Shaddongate, will be likely to be further developed, consulted on and implemented in 2014/early 2015. Several strands of complimentary public realm work, notably gateway signage, information points and integration of this with Phase II of the Old Town Hall should see improvements in place in 2014.

5. CONTRIBUTION TO THE CARLISLE PLAN PRIORITIES

5.1 The proposed initiatives accord with two Strategic Objectives (Economic Development 2013-16) of –

- Supporting the growth of more high quality and sustainable business and employment opportunities –

Key Action - 7 Develop Public Realm improvements; and,

- Develop vibrant sports, arts and cultural facilities, showcasing the City of Carlisle –

Key action – 1 Deliver the Old Town Hall project

The objectives of the scheme are:

To enhance the experience of Carlisle for its users, including visitors, residents and workers who navigate the City and use its public realm.

Provision of new and rationalised gateway signage and interpretation and key arrival and nodal points will enhance the experience of users of these facilities and will assist in their appreciation and understanding of the economic, social and cultural offer of the City.

Its outputs will be physical improvements to key gateway and nodal points and prioritized public realm improvements e.g. Rickergate, Green Market to complement executed schemes – e.g. Castle Street, Old Town Hall Phase 1 etc.. as funding allows.

Contact Officer: Roger Higgins

Ext: 7077

**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: ED.36/12

- None

CORPORATE IMPLICATIONS/RISKS:

Chief Executive's - The preservation or enhancement of the conservation area and public realm will help to deliver the objectives of the Carlisle Plan.

Community Engagement – The Conservation Area Appraisal and Management Plan for Botchergate was subject to extensive public consultation between January and March 2012

Economic Development – The Conservation Area priorities and work on the public realm provides the basis for delivering economic growth and guiding development proposals.

Governance – Botchergate Conservation Appraisal and Management Plan was adopted in July 2012 and included three strands of work – Conservation Area Review; Public Realm Improvements; and, Protection of Historic Fabric.

Local Environment – County Council Local Area Committee established a 'Decluttering Task and Finish Group' (DT&FG), which has both City and County Officer and member representation on it.

Resources – Work on the Conservation Area Appraisal and Management Plan along with public realm initiatives are drawn up from the Council's Investment and Policy team with cooperation from partners.

Report to Environment and Economy Overview and Scrutiny Panel

Agenda
Item:
A.6

Meeting Date: 21 November 2013
Portfolio: Finance, Governance and Resources
Key Decision: No
Within Policy and Budget Framework: Yes
Public / Private: Public

Title: Quarter Two Performance Report 2013/14
Report of: Policy and Communications Manager
Report Number: PC 19/13

Purpose / Summary:

This Performance Report updates the Panel on the Council's service standards that help measure performance. It also includes updates on key actions contained within the Carlisle Plan.

Details of each service standard are in the table at Appendix 1. The table illustrates the cumulative year to date figure, a month-by-month breakdown of performance and, where possible, an actual service standard baseline that has been established either locally or nationally. The updates against the actions in the Carlisle Plan follow on from the service standard information in Appendix 2.

Recommendations:

1. Consider the performance of the City Council presented in the report with a view to seeking continuous improvement in how the Council delivers its priorities.

Tracking

Executive:	16 December 2013
Overview and Scrutiny:	Community – 19 November 2013 Environment and Economy – 21 November 2013 Resources – 28 November 2013

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. BACKGROUND

Service standards were introduced at the beginning of 2012/13. They provide a standard in service that our customers can expect from the City Council and a standard by which we can be held to account. The measures of the standard of services are based on timeliness, accuracy and quality of the service we provide in areas that have a high impact on our customers.

Regarding the information on the Carlisle Plan, the intention is to give the Panel a brief overview of the current position without duplicating the more detailed reporting that takes place within the Overview and Scrutiny agendas and Portfolio Holder reports.

2. CONSULTATION

The report was reviewed by the Senior Management Team at their meeting on 29 October 2013 and will be considered by the Overview and Scrutiny Panels on the following dates:

Community Overview and Scrutiny Panel	19 November 2013
Economy and Environment Overview and Scrutiny Panel	21 November 2013
Resources Overview and Scrutiny Panel	28 November 2013

3. CONCLUSION AND REASONS FOR RECOMMENDATIONS

The Panel are asked to comment on the 2nd Quarter Performance Report prior to it being submitted to Executive.

Contact Officer:	Steven O’Keeffe / Gary Oliver	Ext: 7258 / 7430
Appendices	Appendix 1 – 2013/14 Quarter 2 Service Standards	
attached to report:	Appendix 2 – Carlisle Plan Update	

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:

CORPORATE IMPLICATIONS/RISKS

Chief Executive's – Responsible for monitoring and reporting on service standards, customer satisfaction and progress in delivering the Carlisle Plan whilst looking at new ways of gathering and reviewing customer information.

Economic Development – Responsible for managing high level projects and team level service standards on a day-to-day basis.

Governance – Responsible for corporate governance and managing team level service standards on a day-to-day basis.

Local Environment – Responsible for managing high level projects and team level service standards on a day-to-day basis.

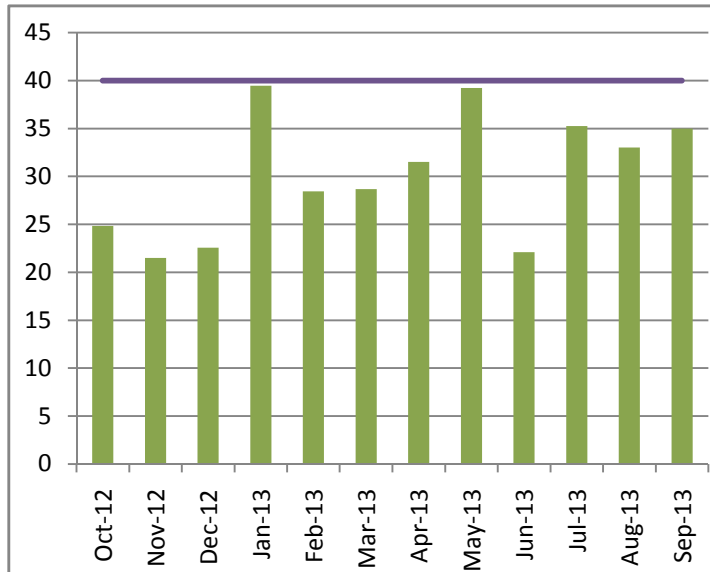
Resources – Responsible for managing high level projects team level service standards on a day-to-day basis.

APPENDIX 1: 2013/14 QUARTER 2 SERVICE STANDARDS

Service Standard: Percentage of Household Planning Applications processed within eight weeks

Service Standard	Year to Date Figure	Performance by Month														
80% (Nationally set target)	89.3%	<table><thead><tr><th>Month</th><th>Performance (%)</th></tr></thead><tbody><tr><td>April 2013</td><td>93.3%</td></tr><tr><td>May 2013</td><td>90.9%</td></tr><tr><td>June 2013</td><td>83.9%</td></tr><tr><td>July 2013</td><td>88.0%</td></tr><tr><td>August 2013</td><td>100.0%</td></tr><tr><td>September 2013</td><td>86.7%</td></tr></tbody></table>	Month	Performance (%)	April 2013	93.3%	May 2013	90.9%	June 2013	83.9%	July 2013	88.0%	August 2013	100.0%	September 2013	86.7%
Month	Performance (%)															
April 2013	93.3%															
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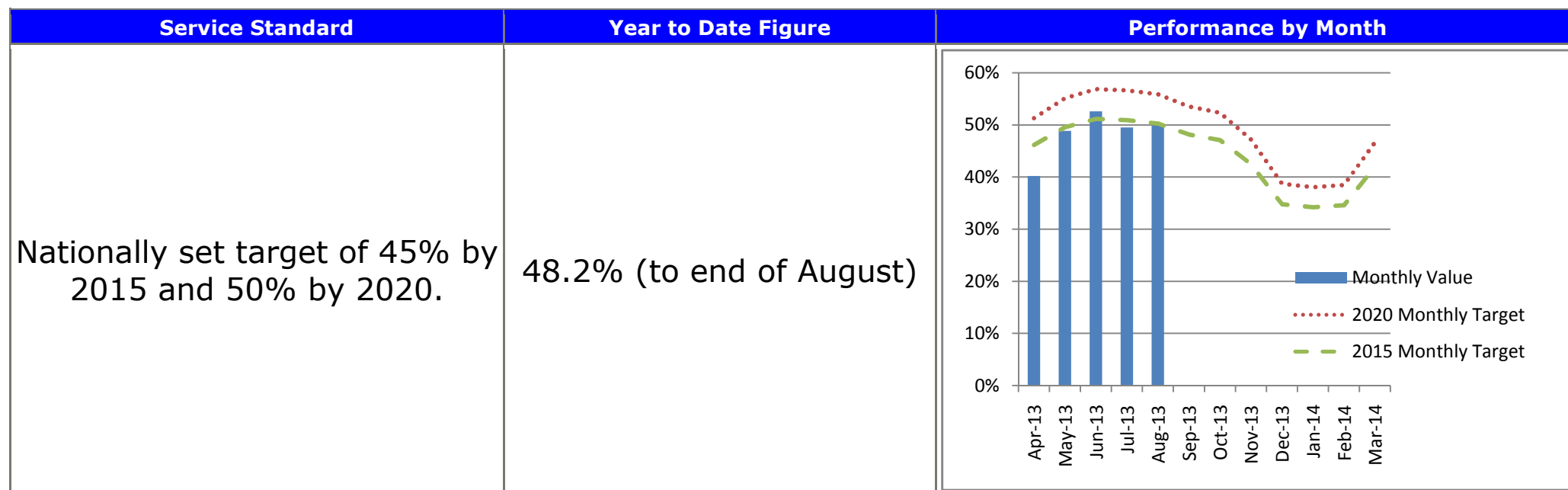
Service Standard: Number of missed waste or recycling collections

Service Standard	Year to Date Figure	Performance by Month																										
40 missed collections per 100,000 (Industry Standard)	35 missed per 100,000 (2013/14 mean average)	 <table><caption>Monthly Performance Data</caption><thead><tr><th>Month</th><th>Missed Collections per 100,000</th></tr></thead><tbody><tr><td>Oct-12</td><td>25</td></tr><tr><td>Nov-12</td><td>22</td></tr><tr><td>Dec-12</td><td>23</td></tr><tr><td>Jan-13</td><td>39</td></tr><tr><td>Feb-13</td><td>28</td></tr><tr><td>Mar-13</td><td>29</td></tr><tr><td>Apr-13</td><td>32</td></tr><tr><td>May-13</td><td>39</td></tr><tr><td>Jun-13</td><td>22</td></tr><tr><td>Jul-13</td><td>35</td></tr><tr><td>Aug-13</td><td>33</td></tr><tr><td>Sep-13</td><td>35</td></tr></tbody></table>	Month	Missed Collections per 100,000	Oct-12	25	Nov-12	22	Dec-12	23	Jan-13	39	Feb-13	28	Mar-13	29	Apr-13	32	May-13	39	Jun-13	22	Jul-13	35	Aug-13	33	Sep-13	35
Month	Missed Collections per 100,000																											
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Jun-13	22																											
Jul-13	35																											
Aug-13	33																											
Sep-13	35																											

This service standard was previously measured as a percentage of all collections made whereas the industry standard is measured per 100,000 collections. To allow an easier comparison to be made with the industry standard and for benchmarking purposes the standard is now measured in the same format as the target.

On average there are approximately 0.4 million collections made every month.

Service Standard: Percentage of household waste sent for recycling



The graph above shows what the monthly target would be in order to achieve the EU 2015 target of 45% and the 2020 target of 50%. The monthly target changes to reflect seasonal variations of recycling rates; particularly garden waste tonnages. Work will be done to calculate the annual targets over the next six years in order to achieve a 50% recycling rate by 2020. The regional targets are also due to be reviewed in the winter of 2013/14.

In reference to the 2013/14 performance, dry recycling (kerbside, bring site and third party) figures are down while bulky waste is up. Analysis has shown that the reduction is mainly in paper and cans (both part of the green box scheme). Figures for plastic, card and glass are similar to last year. The most obvious reason for the downturn in paper is due to more people using paperless systems.

Service Standard 2013-14 - Customer satisfaction with street cleanliness

Service Standard	Year to Date Figure	Performance to date								
There is currently no national standard for satisfaction with street cleanliness.	74%	<table><caption>Performance to date data</caption><thead><tr><th>Period</th><th>Performance (%)</th></tr></thead><tbody><tr><td>H2 2012/13</td><td>0%</td></tr><tr><td>H1 2013/14</td><td>74%</td></tr><tr><td>H2 2013/14</td><td>0%</td></tr></tbody></table>	Period	Performance (%)	H2 2012/13	0%	H1 2013/14	74%	H2 2013/14	0%
Period	Performance (%)									
H2 2012/13	0%									
H1 2013/14	74%									
H2 2013/14	0%									

Based on 960 responses in the Carlisle Focus Readers’ Survey and an online survey.

Service Standard 2013-14 - Customer satisfaction with waste services

Service Standard	Year to Date Figure	Performance to date								
There is currently no national standard for satisfaction with waste services.	85%	<table><caption>Performance to date data</caption><thead><tr><th>Period</th><th>Performance (%)</th></tr></thead><tbody><tr><td>H2 2012/13</td><td>0%</td></tr><tr><td>H1 2013/14</td><td>85%</td></tr><tr><td>H2 2013/14</td><td>0%</td></tr></tbody></table>	Period	Performance (%)	H2 2012/13	0%	H1 2013/14	85%	H2 2013/14	0%
Period	Performance (%)									
H2 2012/13	0%									
H1 2013/14	85%									
H2 2013/14	0%									

Based on 1010 responses in the Carlisle Focus Readers’ Survey and an online survey.

Appendix 2: Carlisle Plan Update

PRIORITY – We will support the growth of more high quality and sustainable business and employment opportunities

The Council's Key Decisions will support business growth, with its services being viewed as 'business friendly' through working more closely with them to meet business' needs.

The public consultation on developing the Local Plan (LP) ended on 16 September. An exploratory Compliance Meeting with the planning inspector took place the following day. Initial consultation feedback of issues was raised to the LP Members Working Group on 10 October 2013. Following this it is recommended to insert an additional stage of consultation in the LP programme and thereby reduce the risk of any future challenge to the process of the LP being prepared. This would delay the programme by approximately six months. It is anticipated that a report outlining the additional stage of consultation would reach Full Council on 4 March 2014 with a period of consultation to commence thereafter (update 10 Oct 2013).

A Prospectus for Carlisle has been commissioned with the content currently being developed. This document will reflect the positive messages from the Carlisle Story. The first draft was due by the end of October 2013.

PRIORITY - We will develop vibrant sports, arts and cultural facilities, showcasing the City of Carlisle

This priority supports tourism, the arts and creative industries. It is recognised that arts and leisure are important in making Carlisle a great place to work, live and visit. Developing public realm improvements is a key piece of work under this priority. This involves the City and County councils working together.

The first set of designs for street signage has been received and will be used to display / identify business sponsorship for the winter lighting scheme. Gateway signage and interpretative signage in the City Centre at key entry points is also being progressed (update 8 Oct 2013).

The Tourist Information Centre (TIC) relocated and reopened within the Old Town Hall on the agreed date of 1st July 2013. The work was overspent by £16k due to a notified reduction in grant offer of £18k by English Heritage. This notification was received on 25th June 2013 when the works were substantially complete thereby preventing the introduction of any cost reduction measures.

An inception meeting for phase 2 was held on 11th July 2013. A draft business case and Project Initiation Document (PID) have been prepared with the tender process already underway. Implementation will take place during 2014/15 with the work focussing on the interior of the building and providing a more modern and enhanced tourist information facility.

The budget for the Arts Centre was approved by Full Council on 10th September 2013. There has been a delay in the procurement process but this is not anticipated to impact on the timescale for the project. A pilot arts programme will run until May 2014 before close down for refurbishment. Managing reputation has been identified as a risk during the pilot programme. To mitigate this risk a pro forma / risk assessment has been designed for each user. A user-satisfaction stream is also being developed.

Other activity regarding this priority includes organised projects for young people in Harraby, Longtown, Brampton, Castle ward, Belah and Morton. These activities will engage young people aged 14-19 and take place in the evening to offer positive activities and the chance to participate in sport. This will be an initial engagement period to launch the schemes during the summer holidays. Disability sessions have also been organised at the Sands Centre and James Rennie School.

The Sport and Physical Activity Strategy is now finalised. The delivery plan has also been finalised to include elements of the 'facility needs assessment' and the 'playing pitch needs assessment'. All projects are aligned to meet the headlines of the Sport and Physical Activity Strategy and projects are being set up and monitored accordingly.

Harraby campus work is progressing well after agreement being signed between the two Councils on 11th July 2013. A business plan is being written with the Harraby sports group to include sports development to drive the business.

Tenders were received to build the cycleway ramp at Willowholme on 2nd August 2013. All came in over budget. After a value engineering exercise, the lowest tender was still circa £35k over the construction budget of £330k. A new project will be developed in line with the aims and objectives of the s106 funding. Options will be taken through the normal decision making process (update 10 Oct 2013).

PRIORITY - We will work more effectively with partners to achieve the City Council's priorities

The City Council wants to establish Carlisle as a nationally recognised sub-regional capital by becoming an effective partner in the key areas of housing and economic growth.

The Home Improvement Agency (HIA) has helped 73 clients to date including 35 home visits. Work has been delivered under the Electrical Safety Council Grant funding, the Sanctuary Scheme for victims of domestic and sexual violence, and the Keep Safe scheme for victims of anti-social behaviour.

Five volunteers have been recruited with a further eleven volunteers in process under the Community Neighbour programme. Other staff resource issues include the recruitment of a Housing Caseworker, while the position for a Customer Services Apprentice has been advertised. A Graphic Designer has been appointed to develop the marketing of the HIA.

There have been difficulties in initiating the marketing of the managed repair services due to the delay in gaining agreement on a code of conduct with contractors (update 6 Oct 2013).

A HIA case manager software system for case workflow management has been installed and SIG Energy has been selected as Carlisle's ECO provider, potentially leading to an investment of £5m of affordable warmth and energy efficiency measures.

PRIORITY - We will work with partners to develop a skilled and prosperous workforce, fit for the future

The City Council continues to work closely in partnership both locally and regionally.

The City Council continues to work closely with partners through the Carlisle Economic Partnership (CEP). Part of the CEP action plan of key priorities sets out actions to address skills gaps by identifying skills needs for growth and encouraging provision which meets those needs. One of the outputs for this priority is to hold a careers event where young people can meet representatives of local businesses.

The City Council has worked in partnership to establish a Business Interaction Centre (BIC) at Paternoster Row which opened for business in August 2013. University of Cumbria Business School are based there and activity is about stimulating enterprise. Small businesses are already renting space and there is a waiting list for hot desk spaces.

The Edge initiative is being delivered as part of the Carlisle Growth Hub. This project is a collaboration of Cumbrian Colleges, the University of Cumbria and training providers. It is a Skills Support for the Workforce Project funded by European Social Fund and co-financed by the Skills Funding Agency. This was delivered through the CEP as key priority 1, action 1 for business. There are additional actions within this priority which will continue to engage partners in exploring options for funding or opportunities to support business growth. For example, the City Council is supporting the Knowledge Transfer Project which will help maximise the potential of 'e'-commerce by supporting local retailers (SMEs) and especially independents to make use of the internet to promote and grow their business. This two year project will support businesses to develop specific products together with experts from the University of Cumbria with the aim of maximising the use of proposed City Centre WiFi, using apps, for example, to support the local economy.

PRIORITY - Together we will make Carlisle clean and tidy

The City Council recognises the shared responsibility between it and the community and is committed to a pro-active approach to making Carlisle a place that its residents can be proud of.

Clean up Carlisle

An update from the Enforcement and Education Team is provided on the next page. Presentations have also been given to 1200 junior school children and an anti-litter project has been carried out with 230 Year 7 students.

A new tactic of 'bagging and flagging' dog waste has been used to draw attention to the problem in specific areas such as Hammond's Pond. As the small flags draw attention to the dog waste, owners are more likely to clear up after their dog.

A new batch of 30 litter bins has been delivered with built-in ashtray to catch smoking-related litter. These will replace existing bins as they become unserviceable.

Public Realm Improvements – Castle Street / Historic Quarter

Slight amendments have been made to the draft traffic order to ensure accuracy, following discussions with the County Council. The City Council will now carry out the consultation once the draft is completed. Formal objections will be considered by the Highways and Transport Working Group on 16th December with formal approval by the Local Committee on 23rd January 2014 (update 9 Oct 2013).

Enforcement Update 2013/14 to end of September

Enforcement Area	Year to Date
Dog Fouling	
No. of Dog Fouling Complaints received	281
No. of Dog Fouling Fixed Penalties Issued	22
No. of Dog Fouling Prosecutions	8
No. of Fixed Penalties Issued for failing to keep a dog on a lead	7
No. of Prosecutions for failing to keep a dog on a lead	3
Fly Tipping	
No. of Fly Tipping Complaints received	174
No. of Fly Tipping Prosecutions	1
Litter	
No. of Littering Fixed Penalties Issued	31
Warning letters issued to Juveniles	5
No. of Littering Prosecutions	1
Fly Posting	
No. of Warnings delivered for Fly Posting	7
No. of Fixed Penalties Issued	8
Waste Receptacles	
No. of Waste Receptacle Complaints received	54
No. of Fixed Penalties Issued	8
No. of Waste Receptacle Prosecutions	1

There are also prosecutions pending for the following:

Fly Tipping/Duty of Care x 1

Dog Fouling x 1

Dogs off lead x 4

Litter x 3

Waste Receptacles x 1

PRIORITY - We will address Carlisle's current and future housing needs

The City Council recognises the need to provide several hundred homes per year to support economic growth. It is committed to planning for this future housing need by working with key partners to ensure that these plans deliver high quality homes that are affordable, energy efficient and sustainable. The Council's Housing Strategy is key to this priority. Under this strategy are several programmes focusing on certain areas.

Delivery of the Affordable Housing Programme:

Riverside has reached agreement with Lovell to deliver and manage 37 affordable homes in the Raffles area at Dalton Avenue. A planning application was submitted on 23rd July 2013 for these properties; 23 two-bed homes, 6 three-bed homes, 4 four-bed homes and 4 two-bed bungalows. An early timetable anticipates that contracts will be exchanged by November 2013, with a start on site by February 2014. The programme has a tight timeframe of completion by 31st March 2015 in order to meet the stipulation of the Homes and Communities Agency (HCA) funding.

Empty Homes:

The Cluster of Empty Homes Scheme has approved 13 grants (target is 45) having committed £64,579 of grant.

Twenty six live applications are being progressed by clients, while new enquiries continue to be inspected (update 14 Oct 2013).

By the end of September 2013 the YMCA were due to have delivered 20 units (four have been delivered, another ten are in progress). The overall target is to deliver 45 units by the end of December 2014 (i.e. five per quarter). A meeting with Carlisle YMCA will be held during October to discuss ensuring that targets are reached. The impact of a loss of funds by the YMCA (funded by Tribal) to deliver their grant scheme is outside of the control of Carlisle City Council (update 10 Oct 2013).

Gypsy and Traveller Transit Site:

Delivery of the transit site is an integral part of the City Council's contract with Homespace. Progress has been slow to date but planning permission has now been granted and, as per the contract, Homespace now have eight weeks to deliver the hard standing. A staged timetable is in place for the remaining development.