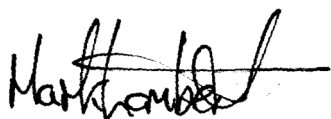


COUNCIL

SUMMONS

To the Mayor and Members of Carlisle City Council

You are summoned to attend the Meeting of Carlisle City Council which will be held on **Tuesday, 16 July 2019 at 18:45**, in the **Council Chamber, Civic Centre, Carlisle, CA3 8QG**



Corporate Director of Governance and Regulatory Services

AGENDA

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

3. **Minutes**

The Council will be asked to receive the Minutes of the meetings of the City Council held on 30 April and 20 May 2019.

4. **Public and Press**

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

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

5. Declarations of Interest

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

6. Announcements

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

7. Questions by Members of the Public

Pursuant to Procedure Rule 10.1, the Corporate Director of Governance and Regulatory Services to report that no questions have been submitted on notice by members of the public.

8. Presentation of Petitions and Deputations

Pursuant to Procedure Rule 10.11, the Corporate Director of Governance and Regulatory Services to report that no petitions or deputations have been submitted by members of the public.

9. Questions from Members of the Council

Any views or opinions expressed in the questions set out in this Agenda paper are those of the person submitting the questions and do not necessarily reflect the position, views or opinions of the Council.

Pursuant to Procedure Rule 11.2, the Corporate Director of Governance and Regulatory Services to report the receipt of the following questions submitted on notice by Councillor Betton:

(a) **Pilot Scheme RD.43/18 for Additional Staffing and Equipment**

Resources for Environmental Clean-Up and Enforcement

“Fly tipping, litter and rubbish is still an ongoing issue. We have currently a number of workers in vans who are allocated over a huge area of Carlisle for this and some work force to tidy in the Town Centre through area maintenance cleaning.

However more has to and could be done to address this concern accordingly.

Concern has been expressed that enforcement and car parking has previously been amalgamated into one and that most of the officers who were on environment enforcement for majority of time are now on car parking duties.

Will the Portfolio Holder of Environment and Transport assure to update and clarify to this Council regarding where we are in the pilot scheme for the amendment motion agreed at the special budget meeting of 20th February 2019 pages 7-18; confirm if the 2 officers that are now newly employed and in place/inline are specifically only for the purpose of the pilot description and nothing else other than only what was put in writing and recorded in the amendment to the agreed 19/20 budget; and think about re visiting and reversing the policy of amalgamation of the two parking and environment sections so both are then equally balanced again?

Clarification from the Portfolio Holder regarding that the two officers are just being employed only for enforcement as described and agreed and that the Portfolio Holder will re visit the policy of amalgamation will be welcome.”

(b) **Garden and Household Waste Refuse Bins**

“Carlisle City Council has since 2013 charged home owners for new large and small refuse garden waste bins if they are lost, stolen or vandalised. They also charge if new occupants move into rented house/flat accommodation where there are no bins.

However, if any refuse or garden waste bin is damaged they are replaced free of charge or if occupants of a property can prove they are in receipt of benefits bins are provided free of charge.

The current costs are £22 for small and £41 for a large new garden and refuse bin each. Refurbished are offered alternatively at £10 for a small refurbished and £21 for large refurbished garden waste or household refuse bin.

The tax payer already pays more than enough for services provided by Carlisle City Council.

Will the Portfolio Holder agree to re visit Carlisle City Council policy of charging for refuse and garden waste bins as soon as possible, look at a fairer means tested base for each individual resident of Carlisle requiring a new refuse/garden bin for whatever circumstances /reasons given and update and clarify this at the next full Council?"

10. Executive

(a) Minutes

The Council will be requested to receive the Minutes of the meetings of the Executive held on 15 April; 29 May; 10 and 17 June 2019 and ask questions of the Leader and Portfolio Holders on those Minutes.

(b) Portfolio Holder Reports

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

(i)	<u>Culture, Heritage and Leisure</u>	11 - 18
(ii)	<u>Communities, Health and Wellbeing</u>	19 - 24
(iii)	<u>Environment and Transport</u>	25 - 30
(iv)	<u>Economy, Enterprise and Housing</u>	31 - 34
(v)	<u>Finance, Governance and Resources</u>	35 - 36

- (vi) **Leader's Portfolio** **37 - 40**
 and ask questions of the Leader and Portfolio Holders on those Reports.
 (Copy Reports herewith)
- 11. Scrutiny**
 The Council will be asked to receive the Minutes from the following meetings of the Scrutiny Panels and to ask questions of the Chairmen; and receive reports from the Chairmen of the Scrutiny Panels:
- (i) **Health and Wellbeing Scrutiny Panel** **41 - 44**
 (a) Minutes of the meeting held on 6 June 2019
 (b) Chairman's Report
- (ii) **Business and Transformation Scrutiny Panel** **45 - 46**
 (a) Minutes of the meetings held on 30 May and 6 June 2019
 (b) Chairman's Report
- (iii) **Economic Growth Scrutiny Panel** **47 - 48**
 (a) Minutes of the meetings held on 11 April and 13 June 2019
 (b) Chairman's Report
 (Copy Reports herewith)
- 12. Regulatory Panel**
 To receive the Minutes of the meeting of the Regulatory Panel held on 29 May 2019.
- 13. Licensing Committee**
 To receive the Minutes of the meeting of the Licensing Committee held on 29 May 2019.
- 14. Development Control Committee**
 To receive the Minutes of the meetings of the Development Control Committee held on 24 and 26 April 2019.

15. **Notice of Motion**

(a) **LGBT+ Inclusive Relationship and Sex Education Motion**

Pursuant to Procedure Rule 12, the Corporate Director of Governance and Regulatory Services to report the receipt of the following motion submitted on notice by Councillor Rodgers:

“This council welcomes the introduction of statutory relationships education and sex education (RSE), by the Conservative Government, which all primary and secondary schools in England will be required to teach from September 2020. The last guidance on relationships and sex education was updated over 20 years ago, a generation of children have grown up with outdated information. We need to ensure that we support this guidance being brought up to date and that all children are receiving the education they need to understand their own identities and to form healthy and respectful relationships.

This council will be asked to support age appropriate inclusive relationship and sex education. The term age appropriate should be taken to mean the age at which children and young people are introduced to different aspects of relationships, including sex, and should not indicate that same sex relationships should be taught at a different age to heterosexual relationships.

Recently, we have seen a small but growing minority of vocal individuals who are lobbying primary schools, spreading misinformation and in some cases leading protests outside schools, trying to stop LGBT relationship and sex education.

Ridding this country of the scourge of Section 28 is one of the Labour Party's greatest achievements, and we must play no part in rowing back the tides of progress that have been made since then. We know that we cannot trust the Conservatives to protect LGBT rights.

People of all faiths and of none identify as being LGBT and it is vital that all children receive comprehensive and inclusive relationships and sex education, with an appreciation of their parents' beliefs.

This council also believes that parents' rights and religious freedoms should be respected but balanced against children's independent, legally protected rights and the need to eliminate discrimination. We believe that schools should be supported to proactively communicate with parents and carers about the nature and importance of relationship and sex education and the detrimental effects that withdrawal may have on their children.

This council also believes that it is important to work with teachers delivering relationship and sex education classes, to ensure that they are receiving the best and most sound advice and support. Teachers who deliver these lessons must also be protected and given the most up-to-date training on inclusive relationship and sex education, ensuring they can deliver top quality classes that discuss LGBT relationships that are also dealt with sensitively.

This council resolves to:

- Support the new Statutory guidelines on compulsory relationship and sex education in primary and secondary schools, which is LGBT+ inclusive and promotes respect, acceptance and diversity.
- Condemn, unequivocally, the actions outside schools as unacceptable and as likely to harm young people.
- Support all teachers who deliver RSE lessons and promote the protection and training of teachers who will deliver these lessons.
- Promote the most up-to-date training for teachers, ensuring that the subject is approached with sensitivity."

(b) Lamp Post and Fixed Litter Bins

Pursuant to Procedure Rule 12, the Corporate Director of Governance and Regulatory Services to report the receipt of the following motion submitted on notice by Councillor Betton:

"There are in each of every thirteen ward members' areas, locations needing bins for general litter and waste.

A couple of successful pilot schemes have been carried out in Carlisle by this Council where small litter bins have been attached to street lamp posts.

Likewise, there is also a need for extra street litter bins where there are none over a considerable distance in certain hot spot areas that are needed.

These can't be provided as it is not Council policy to provide any new fixed street litter bins but litter bins from other areas can be removed and relocated.

This Council agree to have 30 lamp post mountable bins and 30 street bins to be costed, purchased and fixed in areas of priority need evenly within identified hot spots over the 13 ward areas."

(c) **Carlisle Airport**

Pursuant to Procedure Rule 12, the Corporate Director of Governance and Regulatory Services to report the receipt of the following motion submitted on notice by Councillor Bainbridge:

“This Council welcomes the return of passenger flights to Carlisle Airport.

The re-establishing of passenger flights after a generation, has been a lengthy process encompassing many difficulties along the way.

The airport has the potential to play a significant role in the future growth of the local economy, as well as enabling residents to better access destinations both within the UK and abroad. As such, this Council requests that the Chief Executive on behalf of the Council write to Stobart Air, Loganair and the relevant bodies who have provided grant funding, to express our appreciation and goodwill for the future airport operations.”

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

(i) **Provisional General Fund Revenue Outturn 2018/19** **49 - 66**

Pursuant to Minute EX.36/19 and EX.48/19, to consider recommendations from the Executive concerning the Provisional General Fund Revenue Outturn 2018/19 as set out in Report RD.13/19 (amended).

(Copy Report RD.13/19 (amended) herewith / Minute Extracts herewith/to follow)

(ii) **Provisional Capital Outturn 2018/19 and Revised Capital Programme 2019/20** **67 - 78**

Pursuant to Minute EX.37/19 and EX.49/19, to consider recommendations from the Executive concerning the Provisional Capital Outturn 2018/19 and revised Capital Programme 2019/20 as set out in Report RD.14/19 (amended).

(Copy Report RD.14/19 (amended) herewith / Minute Extracts herewith/to follow)

- (iii) **Treasury Management Outturn 2018/19** **79 - 100**
- Pursuant to Minute EX.38/19, to consider the recommendation of the Executive that the City Council approve the Treasury Management Outturn for 2018/19 as required under both the Financial Procedure Rules and the CIPFA Code of Practice on Treasury Management.
(Copy Report RD.03/19 herewith / Minute Extracts herewith/to follow)
- (iv) **Food Law Enforcement Service Plan** **101 - 128**
- Pursuant to Minute EX.41/19 and EX.50/19, to consider a recommendation from the Executive that Council approve the key actions of the Food Law Enforcement Service Plan in accordance with the Council's Budget and Policy Framework.
(Copy Report GD.36/19 and Minute Extracts herewith)
17. **Business and Transformation Scrutiny Panel Start Time** **129 - 134**
- To consider a report of the Corporate Director of Governance and Regulatory Services seeking Council approval to amend the Civic Calendar so that the 2019/20 Business and Transformation Scrutiny Panel meetings start at 4.00pm as from 22 August 2019.
(Copy Report GD.37/19 and Minute Extract herewith)
18. **Operation of the Provisions relating to Call-in and Urgency** **135 - 140**
- Pursuant to Overview and Scrutiny Procedure Rule 15(i) and Access to Information Procedure Rule 17.3, the Corporate Director of Governance and Regulatory Services to report on the operation of call-in and urgency procedures.
(Copy Report GD.40/19 herewith)
19. **Communications**
- To receive and consider communications and to deal with such other business as may be brought forward by the Mayor as a matter of urgency, in accordance with Procedure Rule 2.1(xv) to pass such resolution or resolutions thereon as may be considered expedient or desirable.

PART 'B'
To be considered in private

- NIL -

Meeting Date: 16th July 2019

Public/Private*: Public

Title: **Culture, Heritage & Leisure Portfolio Holder's Report –
Councillor Stephen Higgs**

HEALTHY CITY TEAM

The Old Fire Station continues to deliver a mix of diverse cultural opportunities. In the last six weeks, 3064 people attended 23 events.

Carlisle attracted international attention following the completion of a stunning portrait of a Mexican fireman on one of the courtyard walls at the Old Fire Station. The work was undertaken for us by Dutch street artist Tymond Delaat, who generously donated his time in return for travelling expenses.

Community Centres also continue to deliver a mix of events ranging from a history talk to the delivery of a 'Cumbria Learning and Skills' session.

The Alex Boathouse at Talkin Tarn has hosted a variety of local artists from painters to arts & crafts producers during this last period. The boathouse is a great exhibition space for promotion of all things cultural.

The Green Spaces team is working alongside the Environment Agency to produce a piece of artwork on the gauging stations within Melbourne Park. The intention is to make these somewhat bland brick buildings more visually appealing to the eye and to also soften them into the local landscape. The team is also supporting several projects as part of the Give A Day to the City initiative.

TOURISM

Cumbria Tourism has met 12 international travel agents from India as part of the annual **ExploreGB** travel and tourism event. Carlisle was promoted as an alternative to York based on our rich history and because Carlisle can be part of an itinerary from London or Manchester or via Scotland.

Car-free 'Travel by Rail' destination itineraries have been produced and launched with a video to promote them.

Officers have met with Liverpool John Lennon Airport to discuss their new arrivals welcome initiative. Quirky, fun and interesting facts about Carlisle have been fed into the meeting.

Press coverage includes an article in The Times on the opening of Carlisle Lake District Airport. The article featured an interview with Cumbria Tourism MD Gill Haigh and had a reach of 549,520 people.

ENGLAND'S HISTORIC CITIES – ENGLAND ORIGINALS PROJECT

Further to the successful bid for amplification funding submitted to Visit England. We now have received the grant offer letter for amplification grant funding of £130k from the Discover England Fund to continue with marketing of England Originals from April 2019. Because the project has already achieved its target of £200k of cash match funding, there is no further requirement for cash match for this new tranche of grant. The funding will pay for activity as detailed in the amplification plan agreed with Visit England.

Work is now underway with delivery of the marketing plan to 'amplify' the England Originals product. At the Project Board meeting on 25th June, the Board noted progress with the evaluation and dissemination taking place, led by London & Partners who have designed and are now delivering a Facebook retargeting campaign to evaluate three of the projects objectives:

- Have we increased the level of awareness of England's Heritage product with US consumers?
- Have we simplified England for US consumers?
- Is England's Heritage more appealing as a result of England Originals?

Additional targets have been inserted into the plan to take account of and capture the outputs from the amplification activity.

Planning for the Showcase / dissemination event at Alexandra Palace in September is well underway. A conference coordinator has been appointed who will also deliver the marketing activity to generate delegate and exhibitor interest. A save the date notification has been circulated to all England Originals partners and a press release issued providing more details. All partners are being asked to ensure their city is represented at the event.

Press trips and coverage form part of the marketing plan. Two press visits have been completed in May and June with coverage due to appear in coming months with estimated readership of 16 million unique views on line. A further visit is planned for September on the Wall to Wall and Treasure Trove itineraries. Carlisle is part of the Wall to Wall itinerary.

Social media channels have also been set up for England Originals and a plan of activity provided and activated by Marketing Cheshire. This includes a Facebook page and Instagram account.

Trade partnerships are developing well with tour companies and agents taking the England Originals concept as inspiration and building their own packages based around the itineraries and planning to push out them out to their US audiences. Trade partners include: AC Tours, ASA, GCS, Golden Tours and Spectre Travel Agents.

Links are also being made with VisitBritain's new Business 2 Business platform which will pick up on the England Originals product, that includes our local businesses who are signed up as featured in Carlisle on the website and App. This gives our local accommodation providers and attractions greater visibility to the travel trade.

The project funding continues until the end of September and all activity is around promoting the England Originals product which provides the independent traveller and the trade with the tools to design, book and complete a bespoke tour, encouraging the visitor to explore our historic cities.

DISCOVER CARLISLE

Since the last report, the Discover Carlisle web site has been visited by 22,924 users with 60,365 page views. The Discover Carlisle Facebook page currently has 2,811 likes, Twitter has 4,346 followers and the Discover Carlisle Instagram account has 935 followers.

Discover Carlisle has commissioned a promotional video for Carlisle which will be shot over the next 12 months to cover the four seasons. The video aims to capture the uniqueness of our district and encourage visitors to explore both city and countryside. The footage will be made available to businesses to enhance their own marketing efforts.

The artwork for the new welcome panel at Carlisle Railway Station is ready. This will be installed as soon as Virgin Trains give the go ahead.

CITY CENTRE UPDATE

The annual **Armed Forces Day** celebrations took place in Carlisle city centre on 29th June 2019. The week of events began with the flag raising ceremony taking place at the Old Town Hall on 24th June, followed by a day of activities which included a cadet drill competition, stalls and the chance to see large military vehicles from RAF Spadeadam. The Border Concert Band played throughout the day.

On Saturday, 13th July the **4th annual Unity Festival** will take place in the city centre. The event brings together multicultural and diverse groups to share information and help to break down barriers between the different communities. The event will be attended by the Mayor of Carlisle who will officially open the event and meet the stall holders.

2019 is the 10th anniversary of **Cumbria Pride** and to celebrate this the Pride Committee in partnership with Carlisle City Council has organised a parade through the city centre followed by a concert which will include information stalls within the grounds of Carlisle Castle. The event celebrates the LGBT community within the city and helps to signpost members of the public to the events, groups and activities that Pride are involved with throughout Cumbria.

EVENTS

This year's Upperby Gala was another successful community event attracting approximately 5000 people. The event, which was organised by the Healthy City Team, incorporated the first 'Big Lunch' to be hosted outdoors in Carlisle and was supported by the 'Friends of Hammonds Pond'.

Work is underway to support the **Carlisle Collective Fringe** in August. Officers of the Council are supporting local artists to produce the event this year.

On 31st August, the 2nd **Emergency Services Showcase Day** is planned for Carlisle city centre. Following the success of the 2018 event, which was solely organised by Cumbria Constabulary, this year's event will also include the Cumbria Fire and Rescue Service and the North West Ambulance Service. There will be a large arena which will be used to showcase the different activities that the Emergency Services take part in. Last year's event included displays from dogs, riot police, drones and CSI.

TULLIE HOUSE MUSEUM & ART GALLERY TRUST

Alex Katz Exhibition

Alex Katz (b.1927) is one of the most important artists of his generation and the exhibition featuring his work, which opened in March 2019, gave visitors the rare opportunity to experience the scale and breadth of his practise from the 1960s to present day. The exhibition is part of an ongoing strategic partnership with ARTIST ROOMS, a world-class collection of fine art jointly owned by Tate and National Galleries Scotland. The exhibition attracted more than 4,000 visitors during April & May.

Origins Gallery

As part of our programme of updates, we opened *Origins: Reimagining Cumbrian Prehistory* in June, which is a complete refresh of the Prehistory area of the Border Galleries. The new gallery features objects never seen on display before, striking new interpretation and graphics and brand-new installations including a digital photography display. An occupational therapist was consulted during the creation of the interactives, which include a wheelchair accessible handling station and an atmospheric 'sound shower' installation to transport the visitor back in time to prehistoric Cumbria.

Designation Celebration Event

Last year, the Tullie House Natural Science collection was awarded Designated Status by Arts Council England, a mark of distinction awarded to the finest cultural collections housed in non-national museums, libraries and archives across England. In April, we held a Celebration Event in partnership with Arts Council England, inviting museum professionals from across the UK and local stakeholders to celebrate the achievement. The collection includes a stunning variety of items from different disciplines including insects, taxidermy, bird eggs, botanical pressed sheets, rocks, minerals and fossils. Parts of the collection are over two hundred years old and are a fantastic resource for showing how Cumbria's diverse fauna and flora have changed over time.

Whale Tales Project

Whale Tales is a significant eighteen-month engagement project funded by the National Lottery Heritage Fund and delivered in partnership with Prism Arts, which will see us work with 150 Early Years pupils from West Cumbrian schools to tell the story of Driggsby the Whale, who was found washed up on Drigg Beach in 2014 and has been on display in the museum since January 2017. Pupils and parents taking part in the project will explore the impact of plastic pollution on our environment and heritage. The project will finish next year with an exhibition at Tullie House. This project sits alongside the core Tullie House Schools programme, in which more than 16,000 pupils have participated over the last year.

Making Space

Tullie House has a sector-leading community programme inspired by our Manifesto, which delivers bespoke participation projects with vulnerable adults throughout Carlisle and beyond. A key community partner is Making Space – a group of adults living with mental health issues who use art as therapy. An exhibition of their work was displayed in our Community Gallery: 'Wild Style' was a display of beautiful fine art and sculpture pieces created by the group, inspired by the Tullie House collections.

Press Coverage and Awards

Over the last three months Tullie House and its staff have been featured in various media streams, including magazine articles and items on radio and TV. Andrew Mackay, Director and Melanie Gardener, Curator attended the 2019 Cumbria Life Culture Awards to accept the museum's award for Best Exhibition for *Percy Kelly: Line of Beauty, A Retrospective*.

GLL

GLL's contract to operate Carlisle City Council's leisure centres commenced in December 2017 for the duration of 15 years. Within the Carlisle Partnership GLL has developed a dedicated Community Development Team which delivers activity sessions within Community Centres, provides a Primary School delivery programme based within the schools themselves and provides activities programmes within the leisure centres. The team works in partnership with local Community Centres to assist them with their delivery

of their holiday schemes. In 2019 these programmes have continued at Morton Community Centre and Longtown Community Centre.

Morton Community Centre: In 2019 the team has agreed to deliver programmes during Easter and Summer. GLL provide coaches and resources to deliver their programme which includes; games, sports and arts & crafts. The holiday camps will operate from 10am – 3pm and target those aged 5 to 11. The Easter sessions were at capacity attracting 24 children per day. GLL have agreed to deliver 9 days during the Summer Holidays and are expecting similar numbers.

Longtown Community Centre: – In 2019 GLL have already delivered holiday activities during February and Easter and have an agreement in place to deliver 6 sessions during the summer holidays.

Rural parishes – Summer Fun time

The team works in partnership with Rural Parish Councils to deliver a programme called Rural Summer Fun Time. In 2018 GLL delivered 18 sessions to 493 children aged 5 to 12. In summer 2019 GLL will be delivering a total of 17 sessions at 6 different locations. The Parish Councils cover the cost of delivery with GLL providing coaches, resources and organising all bookings. On conclusion of the programme each Parish is provided with a report reviewing the performance of their programme.

School Activity Days

The GLL team also programme and deliver the School Activity Day programme based at The Sands Centre. Activity Days are where schools from Cumbria and Scotland organise a day of sports and games which take place using The Sands Centre facilities. The GLL team of coaches deliver a multitude of various sporting activities to make these days as memorable and exciting as possible.

Carlisle Schools Partnership Event

On Thursday 11th and Friday 12th July, GLL will be delivering an event on behalf of the Carlisle Schools Partnership at The Sands Centre and The Sheepmount Athletics Stadium. Over the course of 2 days GLL will be delivering a variety of sports to over 600 children from 13 schools in Carlisle.

Chance's Park Labyrinth

In January 2019 GLL supported the Friends of Chances Park in raising £11,000 to erect a Labyrinth in Chances Park (Morton Community Centre). As part of this support, GLL contributed £2,500 through the Community Foundation and supported the group with their fundraising efforts. Work is expected to start on the Labyrinth in August 2019.

FUTURE EVENTS ACROSS THE CITY & DISTRICT

29th June – 6th October	Cabaret Mechanical Theatre presents Fantastic Fairground Factory, Tullie House
Sundays 7th, 14th and 21st July	Feel Good Sundays, Old Fire Station
Thursday, 18th – Sunday, 21st July	Music on the Marr, Castle Carrock
Saturday, 20th – Sunday 21st July	Roman Artillery Competition, Birdoswald Roman Fort
Sunday, 21st July	Madness, Bitts Park
Sunday, 4th August	Jess Glynne, Bitts Park
Monday, 5th August	Ladies Night, Carlisle Racecourse with Gok Wan
Friday, 9th August	Lost and Found Open Air Theatre
Friday, 9th August	Bohemian Rhapsody Outdoor Cinema, Carlisle Racecourse
Saturday, 10th August	Dalston Show
Saturday, 10th August	Murder Trial Live, The Hallmark Hotel
Saturday, 17th August	Fake Festival, Bitts Park
Saturday, 17th August	Megacon, Richard Rose Central Academy
Wednesday, 21st August	Summer Fun Day at Carlisle Racecourse
Thu 22nd – Mon 26th August	Carlisle International Market, Carlisle City Centre
Fri 23rd - Sun 25th August	The Carlisle Collective Fringe Festival 2019. Old Fire Station, Methodist Hall, Assembly Rooms
Fri 23rd – Sat 24th August	Blacknose Beauties National Show, H&H Borderway Mart
Sunday, 25th August	Sport in Action 10K, City Centre, Rickerby Park & Bitts Park
Thursday, 29th August	The Pantaloons : Sense & Sensibility open-air theatre, Talkin Tarn
Saturday, 31st August	Emergency Services Showcase Day
Sunday, 1st September	Carlisle Half Marathon
Saturday, 7th September	Carlisle Pageant Puppet Parade, Carlisle City Centre
Sunday, 7th September	110 Paws for Oaktree, Hammond's Pond
Saturday, 14th September	Carlisle Comic Con, Richard Rose Central Academy
Sunday, 15th September	Battle of Britain Service, Carlisle Cathedral

Meeting Date: 16th July 2019

Public/Private*: Public

Title: **Communities, Health and Wellbeing Portfolio Holder's Report –
Councillor Elizabeth Mallinson**

CUMBRIA JOINT PUBLIC HEALTH STRATEGY

This strategy was adopted by Carlisle City Council and demonstrates the necessity of a multi-disciplinary approach to delivering population health improvements. The Health & Wellbeing team have reviewed the Cumbria Public Health Strategy to identify the City Council's priorities in helping to tackle the wider determinants of public health and improving health and wellbeing for the residents of Carlisle City Council area, these include:

- Deliver the aspect of the Green Spaces Strategy that supports Health and Wellbeing
- Raising the profile of the health and wellbeing opportunities in Carlisle District that the City Council and its partners offer to encourage greater take up through marketing and promotion
- Promote health and wellbeing through delivering projects events and activities such as volunteering opportunities, the Walking for Health programme, Health and Wellbeing Events
- Supporting community groups and projects e.g. support "The Give a Day to the City Community initiative" and Friends of Parks Groups
- Work with our community centres to deliver health and wellbeing benefits for their users

FOOD CARLISLE

This year the Sustainable Food Cities conference took place on 13th June; with 185 attendees representing 63 cities and places from across the UK, meeting in Newcastle. The Sustainable Food Cities conference is an annual event, which has grown exponentially.

Carlisle Food City are a founding member of the Sustainable Food Cities network since 2013. The network recognises the key role food can play in dealing with some of today's most pressing social, economic and environmental challenges and supports places in taking a joined-up approach to transforming their food culture and food system.

The programme for the day covered many issues, including workshops on; Taking a whole system approach to food and health; Sustainable Food Cities and the climate emergency; Sustainable Food Cities and the fight against food waste; Putting good food at the heart of good planning; Community kitchens: Sharing experiences from across the Network; Making good food enterprise a Sustainable Food Cities mainstay.

WALKING FOR HEALTH

This year's Walking for Health Summer Surprise event took place in Appleby-in-Westmorland, on Wednesday 19th June. The increasingly popular yearly event was full and highly anticipated. The most recent Walking for Health programme of walks started in January this year, with the last walk taking place in July 2019 (the Autumn programme to be released soon). Over the course of the project, subscription has risen considerably, with 2019 seeing record-breaking attendance; on average 50 participants joining per session.

Walking for Health is an entry level walking program; encouraging regular physical activity, whilst also offering a safe and friendly social group. Comments from participants include:

- *"I enjoy the social aspect at the same time doing some exercise"*
- *"As an ME sufferer the benefits are incalculable"*
- *"The walks are extremely enjoyable and beneficial for health and socialising"*

Other Carlisle walking programs include Monday park walks, Tuesday Trundles and the Summer & Evening walks. For more information please visit:

<https://www.carlislepartnership.carlisle.city/Partnerships/Healthy-City/walking-and-exercise>

THE BIG LUNCH

The official Big Lunch national date takes place annually on the first weekend of June; however, this date is not strict, and participants are encouraged to take part in events at whatever time best suits them. The Carlisle Big Lunch task group members have been organising events and celebrating community togetherness throughout May and June, with more events planned to take place throughout the rest of the year.

Examples of events that have taken place to date, both public and private include:

- The Cumberland Infirmary; an internal staff event, staff members included breakfast and dinner in their event to ensure shift workers were able to participate. This event

saw staff dress as superheroes for a day, raising £2,500 for a local children's charity

- People First & CVS; taking a collaborative approach. People First & CVS joined together to invite residents to celebrate the bond forged between neighbours during the Carlisle floods. This jovial event included a ukulele band and a showing of the film *When Waters Rise* – a film about recent flooding in Carlisle and how the community needs each other
- Upperby Gala; this year the Upperby Gala included a special area set aside to encourage residents to take the time to get to know each other better and inspire community cohesion over lunch. Representatives from The Eden Project Communities joined the Friends of Hammonds Pond and Carlisle City Council in the organisation of this event

In the run up, partners such as PhunkyFoods Carlisle worked with residents to provide 'Cook and Eat' healthy cooking sessions, inspiring families to try new recipes and cooking techniques; and taking this food with them to the Upperby Gala to share at the Big Lunch picnic area

- Carlisle City Council held our own Big Lunch event for staff and members on the 18th June. Services used the opportunity not only to get to know their colleagues better, but to share upcoming projects with staff and members in a relaxed and inviting environment. We also had a cake competition during the event which the Judges thoroughly enjoyed with the standard of cakes at a professional level. Well done to all staff who took part

The successes of the Carlisle Big Lunch task group partners and way of working has led to the national team declaring Carlisle a 'beacon city' of good practice; using our work as an example to other councils and areas.

CUMBRIA PUBLIC HEALTH ALLIANCE

I attended this meeting with Health Partners including County and District Council attendees on 5th June 2019. The main agenda item was a presentation of Cumbria Suicide Prevention Strategy and the meeting was asked to endorse the Strategy before it was submitted to Cumbria Health and Wellbeing Board in July 2019. Cumbria suicide levels were higher than the national average and in response the Cumbria Suicide Prevention Leadership Group was formed in 2018. They meet quarterly and have developed a real time alert system which allows analysis of trends to help identify any hotspots and potential service failures. This system was developed in conjunction with South Cumbria and Lancashire Integrated Care System and is overseeing the delivery of local suicide prevention via multi agency partnerships.

CARLISLE DEMENTIA ACTION ALLIANCE

On the 14th May, the Carlisle Dementia Action Alliance announced details for the upcoming Dementia Action Week at the launch of the new dementia film, 'Hide and Seek', at Tullie House. The 'Hide and Seek' film was produced in partnership, led by Film

Cumbria and in association with Carlisle Dementia Action Alliance, Cumbria County Council, Carlisle Partnership, Tullie House and Tesco Bags of Help.

Dementia Action Week unites people, workplaces, schools and communities to take action and improve the lives of people living with dementia. Working in partnership, the Carlisle Dementia Action Alliance lead in the organisation of the Dementia Action Week in Carlisle, taking place between 20th – 26th May. Carlisle Dementia Action Alliance ran a week-long series of events, hosted by Brampton and Longtown Rotary Club, and joined by Alzheimer's Society, NHS Memory & Later Life Services, Age UK (Carlisle & Eden), Cumbria Library Service and volunteers. The majority of activity took place in a vacant shop in The Lanes Shopping Centre, which included information stalls and representatives from associated services available for advice, as well as hour long dementia information and awareness sessions, open to both organisations and residents interested in becoming dementia aware. Further Dementia Friends Sessions plus screenings of the 'Hide and Seek' film were also offered at Longtown, Morton and Harraby Community Centres.

CUSTOMER SERVICES

The Customer Service restructure came into effect from 1st April. We have seen significant improvement in call answering statistics, both as a result of the restructure and the ongoing work of process reviews. In the last 6 months, we have seen the following improvements:

- Calls answered within one minute up 17% from 2017/18
- Average wait time has reduced by one minute from 2017/18
- Abandoned calls have reduced by 8% from 2017/18

Customer Services are introducing a new performance management framework in the coming weeks. Coupled with ongoing process improvement and resource allocation; we expect further improvement throughout this financial year.

DISABLED FACILITY GRANTS

In 2017 the Housing and Pollution team introduced a **Private Occupational Therapy (OT) Service** as a means of reducing waiting times for Occupational Therapy assessments with Cumbria County Council Adult Social Care. The Service also dealt with additional cases that would not have been picked up by Adult Social Care under their Care Act Assessment. Since the introduction of the Service our contractor "The OT Service", has assessed 79 individuals/families in respect of their need for an adaptation at home. These private assessments have meant individuals have received adaptations in their homes that: enable independence in the home; support carers, and /or avoid institutionalised care. The cost of the service is covered by the Disabled Facility Grant, as an administrative and technical service under the Regulatory Reform Order. The Service was introduced in consultation with Cumbria County Council Adult Social Care.

DOMESTIC VIOLENCE

The City Council has a duty to assist anyone fleeing violence or the threats of violence of any kind including domestic abuse. We work closely with all key stakeholders and statutory bodies to prevent and assist with crisis interventions and safeguarding issues.

I have met with the Director of Public Health and have meeting scheduled with Cumbria Police, NHS and Armed Forces Champions on this subject during July.

NEIGHBOURHOODS & GREEN SPACES

The **Yewdale Outdoor Exercise Equipment** consultation is currently underway with the support of the staff at Yewdale Community Centre. The first stage of this project will be to consult with local residents and potential users of the new facility to determine their preferred style of exercise equipment.

An online survey has been set up to allow residents to provide feedback and this has been publicised via the Council's website and social media. A poster has been displayed on site and within the Community Centre, along with hard copies of the response form.

The consultation period will end on Friday, 28th June 2019 and following collation of the results the Healthy City Team will produce a specification taking into account the feedback received.

The project will then be progressed via specialist equipment manufacturers and installers with anticipated completion date of Autumn 2019.

The Healthy City Team Manager has recently met with representatives from CALC to discuss a joint '**Health & Wellbeing Conference**' as there seems to be considerable interest in running a joint conference/event. Potential speakers are being explored and we hope to host the event during Spring 2020.

Bitts Park was used on Sunday 23rd June for a successful '**Yoga Day**' attracting approximately 600 people in the park for a variety of outdoor yoga classes.

On 7th July there will be the first "Feelgood Sunday" - an Afternoon of Wellbeing, Mindfulness & Relaxation at the Old Fire Station.

Meeting Date: 16th July 2019

Public/Private*: Public

Title: **Environment & Transport Portfolio Holder's Report –
Councillor Nigel Christian**

NEIGHBOURHOOD SERVICES

As Members are already aware, the Council was allocated grant funding of £18,890 from Central Government in mid-March 2019 to support community led clean-up activity. Officers have been working with a number of community groups to support this initiative through the offer of litter picking and gardening kits as well as offering small 'grants' to top up their funding to be used on such things as planters, baskets, bulbs and plants or for tins of paint and brushes etc to brighten up an area. £3,000 has been allocated to support small grants of up to £150 and would hope to see community groups contributing match funding of up to 25% to spend on the community activity.

The bulk of the grant has been invested in equipment and tools that can be used for many years to come. Requests to loan equipment (such as the gardening / litter / 'dog fouling' kits) are welcomed any time but may need to be prioritised if demands are very high and diaries clash.

As part of the 'Give a day' to Carlisle we are supporting events in Denton Holme and Heysham Park. Officers from Neighbourhood Services will be working alongside Impact Housing, Centre 47, Nelson Street, to promote the reuse and recycling of unwanted or broken large or small electrical items alongside the collection of crisp packets and batteries to encourage people to reuse or recycle these items rather than throwing them into the refuse bin. Customers will also be able to view and buy items in the Impact Housing shop. This event will take place on Friday 5th July from 10.00 a.m. to 2.00 p.m. If the crisp packet and battery collection proves popular then a discussion will take place with community centres and parish council regarding being a collection point for these items.

Stencils advising the public to 'clean it up' will be spray painted in temporary environmentally friendly paint on pavements and paths in problem areas across Carlisle.

The stencils form part of our ongoing initiative to Keep Carlisle Clean. There will also be a number of free poop scoops provided. Following a school visit to Petteril Bank Community School, some of the children designed posters, winners were chosen, and these posters will be distributed around the school. Further educational visits are planned for Brampton School in July.

The Enforcement Team have continued to work in partnership with the Dogs' Trust, holding an event at Harraby Community Centre. Free health checks and microchipping were offered at this event. A further event is planned at Petteril Bank Community Centre in July.

The team continues to take enforcement action for littering, dog fouling and fly tipping offences and when necessary we also pursue cases through the courts. In this regard we are pleased to report further success through the magistrates' courts with fines being issued for three cases:

- £400 fine for failure to support the investigations of our Civil Enforcement Officers into fly-tipping offence
- £477 fine for failing to micro-chip a dog
- £474 fine for failing to update dog micro-chip records

In addition, the Civil Enforcement Officers across May have also issued:

- 9 fixed penalties for littering of £100 each (reduced to £80 for early payment)
- 1 fixed penalty (£100) for failing to comply with a Community Protection Notice
- 2 fixed penalties for fly-tipping of £200 each
- 4 community protection warning letters regarding waste issues

Apprentices

In the last month we have taken on two business administration apprentices, one in the Technical Team and one in the Fleet and Vehicle Workshops Office at Bousteads. This now brings the total number of apprentices in Neighbourhood Services to three as we previously recruited an apprentice mechanic earlier in the year. We have a good track record of retaining our apprentices having confirmed a former apprentice mechanic in post as a Career Grade Mechanic helping to build resilience in this team. And, confirming a business administration apprentice into a Technical Clerk role.

'LOW CARBON CARLISLE' – EUROPEAN REGIONAL DEVELOPMENT FUND (ERDF) BID

Officers have been working on a bid to the European Regional Development Fund under the Low Carbon priority, which includes projects that aim to reduce carbon emissions.

The main elements of this bid are:

- Improving and linking Carlisle's network of cycle paths to reduce car usage

- Installing cycle hubs at strategic locations to encourage uptake of cycling
- Installing new charging points for electric vehicles and bikes
- Promotion and marketing of the new opportunities

We were successful in clearing the first round of bidding which means that the funds have been earmarked for Carlisle, subject to a detailed application and we are now working on the submission with a deadline of 1 August. If successful we will receive £2.5m of funding from the ERDF, matched by a variety of resources including S106 funding; officer time; 3rd party contributions (e.g. projects for which the County Council have existing allocated funds)

ENVIRONMENTAL HEALTH CLEAN AIR DAY 2019

On Thursday 20th June, the Environmental Health team worked to actively promote and raise awareness of the importance of Clean Air in our area. As part of our awareness raising we made contact with Local Primary Schools to encourage them to support this year's national Clean Air Day campaign by taking part in our Clean Air Hero Superhero Competition, and to make pledges to think about their health and the health of their families from air pollution.

Local businesses kindly offered their support by providing prizes for the competition. These include, two bikes for the two winning entries donated by REBIKE, Denton Holme, Carlisle. Runners up prizes include Cycle Helmets that have been donated by Halfords Carlisle, tickets from the Old Fire Station, family tickets for this year's Panto at the Sands Centre. Better Leisure (GLL) are also providing the winning schools with a cycle track experience and Stagecoach Cumbria and North Lancashire have donated a family explorer ticket.

The winning competition entry image will be used by the Council to promote improvements in local air quality.

NATIONAL LISTERIA FOOD POISONING OUTBREAK

The Environmental Health Team have been working alongside the Food Standards Agency and a local manufacturer in response to the national food poisoning outbreak which has seen the tragic deaths of 9 people (Manchester University NHS Foundation Trust: 2 cases confirmed 7th June); Aintree University Hospital NHS Foundation Trust confirmed 7th June; University Hospitals of Derby and Burton NHS Foundation Trust; University Hospitals of Leicester NHS Trust).

The organism associated with the outbreak is *Listeria monocytogenes* which carries a high fatality ratio in those people who are vulnerable or immunosuppressed. The source of the outbreak was linked to the consumption of contaminated sandwiches and salads within hospital settings (not in Cumbria). The manufacturer of the food linked with the outbreak is based in Salford; however, it was confirmed that they are a national distributor of cooked meat products. As a result, a local manufacturer contacted Carlisle City Council's Food &

Public Protection Team to confirm that food product had been supplied to them by the Salford producer. Although the cooked meats supplied were not confirmed as those being contaminated, the local manufacturer placed all remaining product in quarantine and performed a full voluntary product recall to their customers as precautionary measure. Contacting ourselves as the enforcing food authority and seeking our advice, confirms the good working relationship and trust the Environmental Health Team have built up with our local producers and manufacturers.

CLIMATE CHANGE

As announced at the Special Council Meeting (25TH June 2019), nominations from all Members are invited for this new Working Group. The Group will be chaired by the Portfolio Holder and will focus on investigating the Council's response to Climate Change, reporting their findings to Executive.

BEREAVEMENT SERVICES

Carlisle Crematorium achieved the Gold standard for the ICCM (Institute of Cemetery and Crematorium Management) Charter for the Bereaved – Guiding Principles for Burial and Cremation.

We will celebrate the 28th annual Summer Remembrance Service on Sunday the 7th July (in the crematorium chapel), and we are very pleased to have been able to hand a cheque for £8,000 to Cumbria MacMillan Nurses as part of the ICCM Metal Recycling Scheme.

GREEN SPACES

The St James' Park improvements community consultation is currently underway. Consultation events have been held at St James and Denton Holme Community Centre. The consultation has been publicised locally, on our website and through social media. Draft designs for the consultation have been produced to sympathetically modernise and enhance the accessibility of the park whilst retaining its original layout and character. These works will be funded by Section 106 contributions from recent local developments which are specifically designated for public open space improvements at St James' Park. The Green Spaces Team is supporting several projects as part of the Give A Day to the City initiative such as the Portland Square tidy up and a project in Raffles to provide a new bike track.

Talkin Tarn has hosted a variety of activities such as the recent Richard Rose students '50 mile walking challenge' which attracted even more visitors to the Tarn.

GROUNDS MAINTENANCE

The team are very busy now with routine work and have just completed the summer bedding. This year the team have planted nearly 40,000 bedding plants and put up over 150 baskets and containers throughout the Parks, Cemeteries and Civic areas. The team are also working with, councillors, Friends' groups and residents in support of the Cumbria in Bloom entries.

ALLOTMENTS

Currently 88% of our 466 allotments plots on 51 sites are let. We also have 19 separately managed sites through self-managed groups.

Meeting Date: 16th July 2019

Public/Private*: Public

Title: **Economy, Enterprise & Housing Portfolio Holder's Report –
Councillor Paul Nedved**

ST CUTHBERT'S GARDEN VILLAGE

The opportunity was taken to field questions on the project from the public and stakeholders by having a presence at the County Council's recent consultation events on the Carlisle Southern Link Road. Over 800 people attended the events with strong interest and generally positive feedback on both projects forthcoming.

A garden village update event for landowners in the area, their agents and developers is planned at Carlisle racecourse on Wednesday 3rd July as part of the landowner engagement strategy. Work on more detailed masterplanning for the site is progressing well with public and stakeholder consultation on development options anticipated towards the end of Summer.

Following local Elections, the cross party Member Advisory Group (MAG) for the project has been reconvened with the first meeting expected in late July.

HOMELESS PREVENTION AND ACCOMMODATION SERVICES (HPAS)

From 1st April 2018 to 31st March 2019,

- 526 households were provided with housing and homelessness advice and assistance
- 338 households were assessed and assisted under the prevention duties
- 246 households were assessed and assisted under the relief duties
- 53 households were assessed under the main homeless duty with 8 households being owed the full homeless duty
- Accommodated 247 households in temporary accommodation; 85% were supported to move on positively within an average of 10 weeks
- 32 households were accommodated who were fleeing domestic abuse and all were supported to move on to safe and secure longer term accommodation within an

average of 9 weeks; 62 households at risk of homelessness as a result of domestic abuse were supported within the community with a range of interventions

- 47 households provided with a range of personal and household security items, such as alarms, door jammers, window locks, blinds, security lighting
- Processed 159 low cost housing applications, of which 63 were approved
- Assisted 9 households with arrears; 33 households with rent in advance payments; and guaranteed 7 rent deposits
- Welfare Benefits Advice team successfully supported clients to recover £2,010,926 in benefit gains

Carlisle City Council is leading on new countywide initiatives and local projects which will enhance our current services to target rough sleeping; understand the needs of those at risk of rough sleeping; and establish rehousing pathways for those with limited housing options through supported lettings.

The new projects are funded by the Ministry of Housing, Communities and Local Government, and all local district authorities in Cumbria. Carlisle City Council, as the lead authority, submitted two successful bids on behalf of all the Cumbrian district local authorities to support rough sleepers and those at risk of rough sleeping; who are not owed a housing duty by the local authority, and need additional support to access suitable housing.

The following funding was received:

- £311,640 (countywide) was awarded from the Rapid Rehousing Pathway fund from the Ministry of Housing, Communities and Local Government, to fund supported lettings and local lettings agencies;
- £80,000 was awarded from the Ministry of Housing, Communities and Local Government to fund rough sleeping coordinator roles; and forms part of the commitment to tackle and end rough sleeping as outlined within the government's Rough Sleeping Strategy; and
- £36,000 has been committed from the district authorities.

DEMONSTRATION PROJECT, BEVERLEY RISE, CARLISLE

Riverside will be holding a “brick-laying” event to celebrate their new development at Beverley Rise, Harraby at 11am on Friday 12th July 2019.

The City Council tendered for an Affordable Housing Partner to deliver these new homes on this formerly Council-owned site, on the proviso that the successful applicant also provided practical onsite training and site experience to a wide range of construction students and apprentices from Carlisle College.

The scheme will provide a total of 50 new homes for affordable rent. The property types are a mix of 2, 3 and 4-bedroom houses, which is beneficial as a lot of family houses at “New” Harraby have been sold through the Right to Buy policy. As part of Riverside’s

pledge to reinstate Impact Housing Association's development programme (following Impact joining the Riverside Group) Riverside will be managing the new homes on the Beverley Rise development.

Representatives from Riverside, Impact, Esh (Riverside's main development contractor) and Carlisle College (including apprentices) will be attending the event on 12th July.

ROGUE LANDLORD PROJECT – LANDLORD PROSECUTION

Two Carlisle-based rogue landlords have been fined more than £1,000 each following a successful investigation and prosecution by Carlisle City Council. Following a series of unannounced visits to rented premises in November 2018, Carlisle City Council has successfully prosecuted the two landlords for offences under The Management of Houses in Multiple Occupation (England) Regulations 2006.

The visits, backed by warrants from the Magistrates Court, were carried out in coordination with the Cumbria Fire and Rescue Service, Cumbria Police and the Immigration, Control and Enforcement Service. The offences related to poor management and unsafe conditions in the property. The landlords were fined £1,000 each on Wednesday, 8th May 2019 by Carlisle Magistrates Court. In addition to the fine, £150 costs and £50 Victim Surcharge were also imposed.

Meeting Date: 16th July 2019

Public/Private*: Public

Title: **Finance, Governance & Resources Portfolio Holder's Report –
Councillor Gareth Ellis**

FINANCIAL SERVICES

2018/19 Statement Of Accounts

The draft annual Statement of Accounts have been produced in accordance with the Accounts and Audit Regulations and were approved by the S151 Officer on 31st May 2019; these are currently subject to audit by Grant Thornton.

INFORMATION MANAGEMENT

Information Management

Recent counts for information requests (From 5 February – 21 June 2019):

- Environmental Information Regulations requests received – 47
- Environmental Information Regulations requests responded to - 29
- Freedom of Information Act requests received – 263
- Freedom of Information Act requests responded to - 156
- Data Protection Act subject access requests received – 2
- Data Protection Act subject access requests responded to – 1
- Data Protection Act Third Party requests received - 7
- Data Protection Act Third Party requests responded to – 7

ORGANISATIONAL DEVELOPMENT

The Organisational Development Team held the first Big Lunch event in June and this was very well supported by staff and members. A number of service areas had stands and this provided a great opportunity to understand the breadth of work the Council deliver and help reduce silo working.

Another two apprentices started work with the Council and this has now extended the total number of apprentices to eighteen of which eight are currently in the neighbourhood service team, with the majority of apprentices studying for a level 3 qualification.

The newly developed staff and management competency standards have been provided to all staff and revised management competency training will start in September with additional development aimed at the wider workforce to be delivered by internal facilitators. Training for facilitators will commence soon.

ELECTORAL SERVICES

The section is working on completion of the May Elections and are currently planning the 2019 Canvass, with approximately 53,000 initial Household Enquiry Forms scheduled to be posted out on 8th July.

COMMUNITY GOVERNANCE REVIEWS

We are keen to work with residents to improve local democracy and I understand that there is interest in setting up Parish/Community Councils in what is currently an unparished area.

To establish a Local Council, you need to trigger a Community Governance Review, which can be done either by ourselves or petition.

The number of minimum signatures required varies according to the size of the population. If the petition area:

- Has fewer than 500 local government electors, the petition must be signed by 37.5% of the electors;
- Has between 500 and 2,500 local government electors, the petition must be signed by at least 187 electors;
- Has more than 2,500 local government electors, the petition must be signed by at least 7.5% of the electors

Once the petition gathers the required number of signatures, it can be submitted to the principal authority (us), who will validate the signatures and, provided that the minimum threshold is met, will conduct a Community Governance Review within 12 months of submission. During this time, the principal authority will launch a consultation, asking residents to state whether they are in favour or against the establishment of a Local Council. At the end of the consultation period, the Council will review residents' responses before reaching a decision. If the principal authority decides in favour of a Parish Council, it will also set the date for the first election.

Meeting Date: 16th July 2019

Public/Private*: Public

Title: **Leader's Portfolio Holder Report –
Councillor John Mallinson**

BORDERLANDS INCLUSIVE GROWTH DEAL

On Monday, 1st July the Leaders of the Borderlands Councils and UK and Scottish Government Ministers signed a Heads of Terms agreement for the Borderlands Inclusive Growth Deal.

This agreement sets out the framework, projects and programmes that are included in the Deal.

The total value of the Deal is £394.5 million. This means a total of £200 million investment in England – for Cumbria and Northumberland - following a further £5 million contribution from the UK Government.

£150 million investment will go into Scotland.

The Partner Local Authorities will contribute a total of £44.5 million to the Deal.

The Deal covers four key investment themes:

1. Improving places
2. Enabling Infrastructure
3. Supporting business, innovation and skills
4. Encouraging green growth

For Carlisle the Deal includes a commitment to the Station Gateway Project – this includes:

- Improvements to Carlisle Station – for which £15 million funding has been confirmed
- The creation of a new gateway development centred around the Citadel buildings and;
- The redevelopment of Caldew Riverside

The release of Borderlands funding to support the delivery of each of these projects requires detailed business cases to be submitted and approved by UK Government.

CARLISLE AMBASSADORS

Carlisle Ambassadors held their latest meeting at Carlisle Racecourse on Thursday 13th June, where business leaders learnt about the importance of corporate social responsibility for companies, non-profits, and employees alike. Twenty-Four businesses showcased their commitment to corporate social responsibility.

We often think that Corporate Social Responsibility (CSR) is something associated with big business, but that's not the case, it's a vitally important part of any modern business, no matter what size. Whatever you choose to do, it clearly demonstrates your businesses continuing commitment to behave ethically and contribute to economic development, whilst improving the quality of life of your employees and their families as well as of the local community. Having a positive social purpose and a strong core message that really resonates can ultimately also be the main business differentiator in ensuring people from within your community do business with you and in retaining your staff long term.

Carlisle Ambassadors and guests enjoyed the 24 showcases prior to the packed agenda which included Elizabeth Atkinson from Kaefer Ltd, who outlined how they as a company play a role in the communities in which they operate. Jenny Benson from Cumbria Community Foundation, who talked about the importance of supporting local good causes and outlined the support that Cumbria Community Foundation have provided to good causes in their 20-year history. Andy Fearon, spoke about Give A Day to the City, highlighting the difference that the project has made to our local communities, the relationships that have developed between local businesses, their staff and local people and the difference that working together has made to all involved.

Roger Smith, MD of Thomas Graham, congratulated Give A Day on the 90 projects that 2,000 volunteers have already delivered, helping over 6,000 people across Carlisle so far and encouraged other Carlisle Ambassadors to get involved in the next Give A Day, which is set to run this year between 30th June and 6th July.

Economic development and business roundups followed, highlighting the continued growth and development across the City, information on the significant milestone projects for the

City, including The Borderlands Inclusive Growth Deal, St Cuthbert's Garden Village, the Southern Link Road and the City Centre investment strategy.

Carlisle Ambassadors then heard about the continued business investment across the City, including the new Pioneer Food Hall at Rosehill, the new Sytner Mercedes showroom at Kingmoor, the MOD Village at Kingmoor Park, the four-acre solar farm at Kingmoor Park, the Burge Halston development of Portland Square, Aspatia Farmer's new build in Longtown and DSD Construction's new HQ at Kingmoor Park to name a few.

Finally, we heard from one of the Young Carlisle Ambassadors who gave an overview of the important role businesses play in championing young people for future business growth as part of Corporate Social Responsibility. They also outlined the forthcoming Young Carlisle Ambassadors Opportunity event being held in the City centre on 21st September between 10am and 4pm and urged Ambassadors to get involved.

The next Carlisle Ambassadors meeting is due to be held on **Wednesday 11th September** and will be held at Carlisle Airport. The theme for this meeting will focus on Development and Regeneration. Numbers will be restricted due to the venue capacity, we are therefore asking our Carlisle Ambassador members to book early and advising them that numbers from organisations will be capped to ensure as many Carlisle Ambassador organisations as possible, are able to attend. Any late requests for tickets will be put onto our wait list along with any requests from non members.

The Carlisle Ambassadors initiative continues to grow with over 185 members and the ever-increasing engagement levels across a variety of platforms both online and offline. Interest from outside Cumbria is evidenced by organisations from Lancashire and Greater Manchester keen to attend events to make contact and share expertise. The increasing reach of Carlisle Ambassadors through promoting Carlisle at events such as the Lakes Hospitality show and more recently at the Greater Manchester Business Expo in May is raising the profile of Carlisle as a great place to visit, live, work and do business.

CARLISLE PARTNERSHIP EXECUTIVE

On Monday 3rd June, Carlisle Partnership Executive held a meeting, which was hosted by the University of Cumbria. The meeting focused on the following key areas:

- Key theme: Carlisle Culture and Arts, led by Carlisle Cultural Consortium
The four themes for Carlisle Cultural Consortium are:
 - o Arts + Culture for health and wellbeing
 - o Programme + Place
 - o Creative and Cultural Economy
 - o Creative Learning
- One Public Estate
- System Infrastructure business:
 - o Climate Change
 - o Prioritisation Exercise
 - o Funding

- Place Standard
- A number of project updates were provided, and successes highlighted; including:
 - Borderlands Partnership
 - Young Carlisle Ambassadors
 - Suicide Intervention Training
 - Youth Engagement
 - Cumbria Youth Commission
 - Great Get Together
 - Give a Day Carlisle

We are grateful to all our wonderful partners for the valuable input and commitment they make to our area, projects and partnership working.

LISTENING COUNCIL

Listening Council events were held between Saturday, 2nd March and Thursday, 14th March. Attendees spoke directly to the Leader of Carlisle City Council and were asked for their views on the current priorities in the Carlisle Plan 2015-18; and whether they thought these are still the priorities. In addition, an online survey was available to capture the views of residents unable to attend an event. The survey had two questions:

- What do you think the priorities should be for Carlisle?
- What are the main issues the City Council should tackle?

EMERGENCY PLANNING

Emergency Orders for Carlisle Lake District Airport

Policy & Performance Officer attended the Emergency Planning Committee, on 19th June 2019 to review the Emergency Orders and exercise scenarios, prior to the commencement of commercial operations.

Meeting Date: 16 July 2019

Public/Private*: Public

Health and Wellbeing Scrutiny Panel

Title:

Councillor Jack Paton

The Sands Centre Redevelopment Project

We welcomed all the new members to the Panel as well as the new Vice Chair.

We heard from the Deputy Chief Executive, who gave an extensive presentation highlighting the background to the redevelopment including the integration of the Pools to the new project.

He also spoke about the impact of the previous floods which had raised questions about the suitability of the site, after appraising other sites it was agreed the best option was the Sands Centre.

He pointed out the strong support from Sport England, who had given the maximum grant of £2m subject to the project being approved. A new contract with GLL in 2017 had commenced which offered a business case for the development. He also pointed out that the project was a key part of Health and Wellbeing for the City, and also gave opportunities to work with partners.

The report also highlighted the extensive programme of Health, Wellbeing and Entertainment, which would continue throughout the development and the contract with GLL covered the continuity issues, also the NHS services would need to continue and grow, so with that in mind it was determined that the former Newman School was the best option.

We then heard from Mr Reed, from GT3 Architects, who outlined the design development. He reminded us that the site was in a key location which was well known in the city. He told us about the technical design and outlined the colours selected to blend in with the city's urban and rural landmarks. Brick had been chosen as it was flood resilient, and timber was being used for the upper elements.

Mr Reed explained that the street space inside the building would be a public area. The facilities which would be available included a 25m, 8 lane pool with a learner pool which

would have a moveable floor, a 4-court sports hall, a fitness suite, and 2 dance studios with lots of glass to allow as much light as possible into the building.

There would be unisex changing rooms and toilets, buggy and wheelchair storage, 2 lifts, pool lifting platform access, along with seating for 150 people. The design was Sport England compliant using the NHS Design Guidance.

A flood risk assessment on the site was included as part of the planning application, and the only area that would need to be replaced would be the floor in the sports hall as it would have a timber sprung floor which could not be cleaned and put back.

Mr Roberts introduced Wates and assured the Panel that they were 100% committed to leaving a positive legacy in the community and would provide a range of employment skills locally. Wates had a number of Key Performance Indicators in the local area, one was that 75% of local spend would be within a 40-mile radius. This may prove difficult, so it was suggested a 100m radius may be required which would take in the Borderlands which was important to the city.

The panel urged Wates to use local businesses within 40m where possible. The Portfolio Holder suggested that Wates use wood from the Borderlands as the area had sustainable forestry.

Members asked a lot of questions some of which were:

- The design included many windows, what measures had been included for privacy?

Mr Reed confirmed that all the windows would be fitted with blinds.

- Would there be a Hydro Pool?

The Deputy Chief Executive explained that a Hydro Pool had been requested but due to space and affordability, had not been included.

- What was the lifespan of the building?

We were told that every element had an individual life span ranging from 20 to 50 years

The plans looked excellent but the need for a 120-station fitness suite was questioned. Mr Horne from GLL informed the Panel that he had been part of the team which had built a new gym in Allerdale. The gym had a 100-station fitness suite and membership had increased from 1800 to 4400 in six months.

A Member asked for more detail on the catering facilities. There would be a café, bars, an area for events, and the outside space would be retained.

End of Year Performance Report 2018/19

The report included the KPIs with a summary of expectations. The Deputy Chief Executive said there had been a reduction in garden waste due to the warm summer, and there was also a trend to move away from plastics to other types of packaging

The Environment and Transport Portfolio Holder stated that there had been a recent rationalisation of the recycling collection and new vehicles had been introduced. He took onboard the comments and stated that there needed to be some consideration for the most efficient way to store and collect recycling.

I submit my report to the Council

Cllr Jack Paton

Chair – Health and Wellbeing Scrutiny Panel

Meeting Date: 16th July 2019

Public/Private*: Public

Title: **Business & Transformation Scrutiny Panel Chairman's Report –
Councillor James Bainbridge**

The first meeting of the Panel covered several issues:-

1. Change of Panel Meeting Times

The Panel agreed to trial afternoon meetings of B&T Scrutiny going forward. This is as a result of the Task and Finish work undertaken by the B.A.T.S in the previous Civic Year. The Panel will move to commence meetings at 4pm (with a briefing taking place at 3.30pm)

2. Outturn Reports for 2018/19

The Panel considered the Outturn Reports. Of note is the need for the Council to accrue over £400,000 in order to return to the MHCLG funds which were over provided to the Council for Business Rates being impacted after the 2015 floods. Due to the pooling of Business Rates this has now been deemed as an overpayment to ourselves. This prompted a considerable series of questions from the Panel and a discussion as to whether the extent of carry forwards should/could be agreed by the Panel. The Panel requested further information on carry forwards, which has been provided by the Corporate Director.

The various questions raised by the Panel within these Reports were professionally answered by the Finance Officers present and the Minutes outline the full breadth of these.

3. Sickness Absence Report 2018/19

The Report outlined a further increase in health-related absences on last year, which was itself an increase on the previous year, though it would be only fair to note that trend over the last decade has overall been a downwards one. With a new HR Manager in post following restructuring, the Panel were able to raise questions regarding the issues behind the data. Mental health issues formed a large number of absences across the Council (both in short term and long-term leave) and consequentially provided many of the questions. The Manager was able to honestly

discuss the issues and outline approaches that would be used to reduce this going forward. Likewise, Members had valid questions on how, as an Organisation, we can ensure that a Council employee operating from Bousteads Grassing has equal access to the range of courses and wellbeing provision that a Council employee working from the Civic Centre has. The need for the annual Wellbeing Survey being returned by a majority of Officers and Staff was underlined as providing an important evidence base for how the Council can tackle health related issues moving forwards.

Special Panel Meeting held on 6th June 2019

The Panel met to consider the Sands Centre Redevelopment Project. With many attendees, a complex Report and a series of changing costs, the subject rightly raised a large number of questions from Members.

Councillors will be able to take from the Minutes the full range of questions asked. Particular areas of interest focused on the use of Newman School; flood protection; the increasing scope of work to be done; the role of local businesses within the project and the monitoring of the project going forward should Council be minded to approve.

The Council will, over the course of the Medium-Term Financial Plan, have a number of significant obligations to further commit to, and assurance was sought that we could undertake these with relative financial ease.

The Panel made a number of recommendations to the Executive. It might help to outline briefly the rationale of some these. Firstly, as a Panel we would wish to be updated each quarter on the progress of the redevelopment with a series of KPI's to be agreed within our Work Programme, as well updates should there be any significant exceptions to the project. Naturally this is to establish and maintain the flow of information as the project develops. We also wished to have a written clarification of liabilities of the site should there be any flooding during construction. With regards to Newman School, we wished to better understand how the upgrading of a site there could be utilised after the Sands is completed. The overall view of the Panel was to support the project.

In addition, Wates have undertaken to hold another event aimed at bringing local businesses on board as contractors to this project. Members are often approached by local businesses wondering either who they can contact for involvement in building projects or vexed that a project has been undertaken using firms from outside of the area. If agreement is reached to proceed on 25th June, Wates are hopeful that the assurance of commencement will increase the level of interest from local contractors.

Full details of the discussions are to be found within the Minute Book

Cllr James Bainbridge
Chairman

Report to Council

Agenda
Item

11(iii)(b)

Meeting Date: 16th July 2019

Public/Private*: Public

Title: **Economic Growth Overview and Scrutiny Panel – Councillor Lisa Brown**

Prior to our first round of briefings and meetings, I met with the Policy and Communications Manager and Overview and Scrutiny Officer to get a more in depth look at the Panel remit. I would like to thank them both for taking the time to meet with me, and for providing insight into the previous work programme. Whilst it's important to continue the hard work of the previous Economic Growth Overview and Scrutiny Panel, the change in membership of the Panel gives us an exciting opportunity to look at the work programme with fresh eyes and draw on the diverse experience amongst ourselves.

Pre-meeting Brief and Economic Growth Scrutiny Panel 13th June

During discussions, members raised questions about the previous minutes. We felt that as nobody on the current Panel was present at that meeting we would seek clarification on some points, mainly regarding the incinerator.

After discussion on the work programme for the coming year the Panel was interested in looking at how the small to medium size enterprises can be supported, a further look at our environmental policies and we have requested a more in-depth exploration of the term "inclusive" from the Borderlands Inclusive Growth Deal, to be included in the upcoming presentation.

Our first Panel meeting was brief but nevertheless productive. It was clear our members felt passionately about housing and we have asked for the Housing Strategy Update Report to be presented to the Panel as soon as possible.

The Panel also look forward to the Joint Inquiry Day on Highways to be held with the members of the Health and Wellbeing Overview and Scrutiny Panel and the visit to the Kingmoor Park site.

I would like to thank all members of the Executive and Officers for attending. Full details of all the discussions that took place are included in the minutes.

Call – In

Five days after our First Economic Growth Panel had met, notice of the Individual Portfolio Holder Decision came through announcing a trial of free car parking after 3pm in edge of centre car parks. I was surprised by this, considering just a few days prior when questioned about support for the high street, no indication at all was given that ideas were being developed along these lines. Had that been mentioned at the time I feel the Panel would have welcomed the opportunity to discuss such a measure and monitor the progress by including the scheme in the work programme.

I was contacted by several members and substitutes from the Panel and had a meeting with the Deputy Chief Executive before making the decision to call this in. The most common causes for concern which made up the reason for the Call-In were:

- The process and how consultation will be carried out
- How success of the trial will be measured
- What other options to support high street business will be considered
- What consideration has been given to the environmental impact.

Taking everything into account, I felt that it would be of benefit to all to ask these questions at a Call-In before the consultation started. It was disappointing to read claims of political game playing in the press. However it did give a couple of local businesses a chance to air views, and points raised by business such as disc zone parking were passed on to the Portfolio Holders at the Scrutiny meeting, to highlight the need to make sure the consultations should involve business so we listen to their views.

The meeting was informative, and I believe the Call-In only served to enhance the decision. I hope that the Portfolio Holders will value the input, experiences and ideas put forward by Panel members.

The Panel agreed unanimously to add Free After 3 to the Work Programme and we look forward to it being a success.

Cllr Lisa Brown

Chair – Economic Growth Overview and Scrutiny Panel

Report to Council

Agenda
Item:

16(i)

Meeting Date: 16th July 2019
Portfolio: Finance, Governance and Resources
Key Decision: Yes:
Within Policy and
Budget Framework YES
Public / Private Public

Title: PROVISIONAL GENERAL FUND REVENUE OUTTURN 2018/19
– CARRY FORWARDS
Report of: CORPORATE DIRECTOR OF FINANCE AND RESOURCES
Report Number: RD 13/19 (amended)

Purpose / Summary: This report summarises the 2018/19 provisional outturn for the General Fund Revenue budgets and requests for the carry forward of budgets. The provisional outturn position was considered by the Executive on 29 May and 17 June and Business and Transformation Scrutiny Panel on 30 May.

Recommendations:

Council is asked to:

- (i) Approve the carry forward requests totalling £406,700 to be incurred in 2019/20 and the release of £406,700 in 2019/20 from the General Fund Reserve as set out in the report;
- (ii) Approve the creation of new reserves and transfers into and from the new and existing reserves of £206,275, in addition to the transfer from the building control reserve of £32,637, as detailed in paragraphs 3.2, 3.3 and 3.4 and Appendix 2 of the report; and
- (iii) Approve the revised delegations for the release of the Building Control Reserve.

Tracking

Executive:	RD01/19 & RD13/19 29 May 2019 and 17 June 2019
Overview and Scrutiny:	BTSP 30 May 2019
Audit Committee:	8 July 2019
Council:	16 July 2019

1. BACKGROUND

1.1 This report provides details of the 2018/19 provisional outturn for the General Fund Revenue budgets and the proposed carry forward requests into 2019/20 as set out in the Council's Provisional General Fund Outturn considered by the Executive and Business & Transformation Scrutiny Panel.

1.2 The provisional outturn position is summarised below:

Directorate / Appendix	Original Budget £	Net Updated Budget £	Net Spend to Date £	Variance £	Carry Forwards £	Reserves £	Adjusted Variance £
Community Services	7,603,800	9,357,900	9,626,387	268,487	61,700	25,123	355,310
Corporate Support	2,889,700	1,472,000	1,375,684	(96,316)	10,000	0	(86,316)
Economic Development	889,100	1,808,900	1,786,269	(22,631)	34,800	38,687	50,856
Finance & Resources	2,592,500	1,115,300	839,403	(275,897)	6,300	54,100	(215,497)
Governance & Regulatory Services	254,900	880,800	848,620	(32,180)	43,600	88,365	99,785
Corporate Management	(1,603,000)	408,800	(197,273)	(606,073)	250,300	0	(355,773)
Service Expenditure	12,627,000	15,043,700	14,279,090	(764,610)	406,700	206,275	(151,635)
Transformation & Base Budget Savings	(1,242,000)	(837,100)	0	837,100	0	0	837,100
Service Expenditure	11,385,000	14,206,600	14,279,090	72,490	406,700	206,275	685,465
Parish Precepts	613,100	613,100	613,051	(49)	0	0	(49)
Total	11,998,100	14,819,700	14,892,141	72,441	406,700	206,275	685,416
Transfers to/(from) Reserves							
Car Park Improvement Reserve	0	(106,600)	(106,600)	0	0	0	0
Building Control Reserve	0	(32,300)	(64,937)	(32,637)	0	0	(32,637)
City Centre Reserve	0	(32,800)	(32,800)	0	0	0	0
Cremator Replacement Reserve	0	113,500	113,507	7	0	0	7
Carry Forward Reserve	(235,000)	(415,100)	(415,100)	0	0	0	0
Promoting Carlisle Reserve	0	(10,000)	(10,000)	0	0	0	0
Revenue Grants Reserve	0	(918,800)	(918,933)	(133)	0	0	(133)
General Fund Reserve	817,800	(543,000)	(448,930)	94,070	(406,700)	(206,275)	(518,905)
Planning Services Reserve	0	121,600	121,600	0	0	0	0
Prosecution Fund	0	(15,300)	(15,300)	0	0	0	0
Total Transfer to/(from) Reserves	582,800	(1,838,800)	(1,777,493)	61,307	(406,700)	(206,275)	(551,668)
Financed by:							
Precept from Collection Fund	(7,600,700)	(7,600,700)	(7,600,643)	57	0	0	57
Business Rate Retention	(4,531,700)	(4,931,700)	(5,065,464)	(133,764)	0	0	(133,764)
Revenue Support Grant	(448,500)	(448,500)	(448,541)	(41)	0	0	(41)
Total Grants	(12,580,900)	(12,980,900)	(13,114,648)	(133,748)	0	0	(133,748)
Total	(11,998,100)	(14,819,700)	(14,892,141)	(72,441)	(406,700)	(206,275)	(685,416)

2. CARRY FORWARD REQUESTS

2.1 In accordance with the Council's Constitution, any net underspending/savings on service estimates under the control of the Director may be carried forward. This is to facilitate the achievement of more strategic five-year budgeting which requires greater flexibility of budgets between years as set out in the Medium-Term Financial Plan. Approval of carry forwards is subject to the following as contained in the Council's Constitution:

- *the authorisation of the Corporate Director of Finance and Resources where the request relates to a specific committed item of expenditure where, due to external or other factors, the Director has been unable to spend the approved budget by 31 March. The use of the resource will be restricted to the purpose for which the estimate was originally intended. The carry forward will only be approved by the Corporate Director of Finance and Resources if the expenditure is within both the Directorate's and the Authority's budget as approved for that year. Any carry forward which would result in an over-spend for the Authority will require authorisation by the Council.*
- *any overspending on service estimates in total on budgets under the control of the Director must be carried forward to the following year and will constitute the first call on service budgets in the following year, unless the Council determines otherwise by way of a supplementary estimate. The Corporate Director of Finance and Resources will report the extent of overspending carried forward to the Executive, Business and Transformation Scrutiny Panel and to the Council.*

This delegated power applies only in so far as the carry forwards do not take the Council into an overspend position.

2.2 Details of the carry forward requests, which itemise committed expenditure, are contained within **Appendix 1**.

2.3 The Executive at its meeting on 17 June, approved the carry forward requests totalling £406,700, for recommendation to Council, funded from the General Fund Reserve.

3. IMPACT ON RESERVES

3.1 The level of Council reserves was approved by Council in February. As a result of the outturn position, and if all of the carry forward requests and transfers to/from earmarked reserves are approved, the revised reserves position would be as follows:

	31/03/2019 £'000s	31/03/2020 £'000s	31/03/2021 £'000s	31/03/2022 £'000s	31/03/2023 £'000s	31/03/2024 £'000s
Prudent Level of Reserves	(3,300)	(3,300)	(3,300)	(3,300)	(3,300)	(3,300)
Council Resolution General Fund Reserve	(4,867)	(4,354)	(3,327)	(3,655)	(3,861)	(4,248)
Overspend position to be taken from Reserves	72	0	0	0	0	0
Additional Funding from Business Rates	(134)					
Additional Use of Carry Forward Reserve	125					
Transfer (from)/to earmarked reserves & provisions: ⁽¹⁾						
- see paragraph 3.2	206					
- see paragraph 3.4	(33)					
Committed Carry Forwards	0	407	0	0	0	0
Revised Reserves Balance	(4,631)	(3,711)	(2,684)	(3,012)	(3,218)	(3,605)

Note 1: Transfers to/(from) earmarked reserves subject to approval

The Council's policy on reserves is that wherever possible reserves should not be used to fund recurring expenditure, nor dip below minimum recommended levels; however, in situations where this does occur, this should be made explicit and steps take to replenish reserves and to address the situation in future years.

- 3.2 Details of transfers into and from new/existing reserves and provisions requested as part of the outturn process are contained within **Appendix 2** and are summarised below.

	Net Approval Requested £
Apprentice Infrastructure (new)	54,100
Prosecution Reserve	10,000
Revenue Grants Reserve	142,175
Total Additional Transfers to Reserves	206,275

- 3.3 The creation of the Apprentice Infrastructure Reserve is to hold allocated budgets for Apprentice posts that is committed but will not be required until future years.
- 3.4 In accordance with statutory requirements any surplus generated by the Building Control function is required to be held as an identified earmarked reserve and can only be utilised for Building Control. In 2018/19 the required amount to be transferred from the Building Control Reserve is £32,637. This is in addition to £32,300 released during 2018/19 to fund eligible costs.

- 3.5 It is recommended that the delegations for the release of this reserve are amended to allow the Corporate Director of Economic Development to authorise release of the reserve through an Officer Decision Notice. The reserve is ring-fenced by statute to support improvements to the Building Control Service and is not available for general use by the Council and any release will be in line with this condition.

4. RISKS

- 4.1 Risks to future years' budget and development of ongoing impact of issues identified will be monitored carefully in budget monitoring reports and appropriate action taken.

5. CONSULTATION

- 5.1 Consultation to date.
Portfolio Holders, SMT and the Business and Transformation Scrutiny Panel have considered the issues raised in this report.

6. CONCLUSION AND REASONS FOR RECOMMENDATIONS

- 6.1 Council is asked to:
- (i) Approve the carry forward requests totalling £406,700 to be incurred in 2019/20 and the release of £406,700 in 2019/20 from the General Fund Reserve as set out in the report;
 - (ii) Approve the creation of new reserves and transfers into and from the new and existing reserves of £206,275, in addition to the transfer from the building control reserve of £32,637, as detailed in paragraphs 3.2, 3.3 and 3.4 and Appendix 2 of the report; and
 - (iii) Approve the revised delegations for the release of the Building Control Reserve.

7. CONTRIBUTION TO THE CARLISLE PLAN PRIORITIES

- 7.1 The Council's budget is set in accordance with the priorities of the Carlisle Plan and the 2018/19 outturn shows the delivery of these priorities within budget.

Contact Officer: Steven Tickner

Ext: 7280

Appendices
attached to report:

- 1. Carry Forward Requests**
- 2. Reserve Requests**

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:

LEGAL – The Council has a fiduciary duty to manage its finances properly and the proper reporting of the outturn figures is part of this process. Approval of full Council is required for the use of revenue reserves to fund expenditure commitments as set out in the report.

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

EQUALITY – This report raises no explicit issues relating to the public sector Equality Duty.

INFORMATION GOVERNANCE – There are no information governance implications.

Appendix 1 – Carry Forward Requests

Directorate/Section	Description	Requests into			Total
		2019/20 £	2020/21 £	2021/22 £	
<u>Corporate Support</u>					
ICT	For the provision of new card payment devices and associated software to enable point-to-point encryption which is crucial to ensuring the Council can comply with the Payment Card Industry Data Security Standard. The Council may be liable for non-compliance fines if it does not work towards compliance with our acquirer and ultimately our acquirer may be forced to terminate our relationship, which will prevent us from accepting payments by card. The supplier of the P2PE solution suffered a delay in the approval of the software by the PCI Security Standards Council. In turn, this delayed the project to implement the solution. The project is now due for completion in September 2019.	10,000			10,000
		10,000	0	0	10,000
<u>Finance and Resources</u>					
Internal Audit	To provide dedicated support of a specialist IT auditor to undertake a risk assessment of where IT audit work should be undertaken in future. This piece of work was completed in April 2019. The work could be funded from base budgets in 2019/20 however no further IT audit work would be able to be undertaken until the 2020/21 financial year.	6,300			6,300
		6,300	0	0	6,300
<u>Corporate Management</u>					
Direct Revenue Financing	Budgets allocated to fund capital programme where expenditure has slipped into 2019/20 and resources are required to be carried forward. <ul style="list-style-type: none"> £94,000 Council contribution for the now withdrawn Bitts Park Tennis Facilities scheme that is now planned to be utilised on the reinstatement of Bitts Park Lodge; £150,000 was allocated for a property purchase that has now completed at the end of May 2019; £6,300 relates to the provision of green gyms at Yewdale 	250,300			250,300
		250,300	0	0	250,300
<u>Community Services</u>					
Policy & Communications	Two-year fixed term Apprentice appointed (OSA044-18/19), part funded from Apprentice Infrastructure Fund and part from own budgets.	11,800			11,800
Neighbourhood Services	To ensure continuation of the apprentice scheme for approved posts in Neighbourhood Services. Funding was identified within Neighbourhood services budgets for 3 apprentices to match the funding available from the Apprenticeship Levy. The posts supported are an Apprentice Mechanic	47,900			47,900

Directorate/Section	Description	Requests into			Total
		2019/20 £	2020/21 £	2021/22 £	
Small Scale Community Projects	(Started 2018), Business Admin Apprentices (x2) (Started May and June 2019) Agreed contribution from 2018/19 allocation to Cowans Sheldon Art Project which is due to be paid across in 2019/20.	2,000			2,000
		61,700	0	0	61,700
<u>Economic Development</u>					
Community Infrastructure Levy	Project was unable to progress during 2018/19 as anticipated. Further certainty from Government will now allow project to proceed and establish mechanism (CIL) for the recovery of contributions to infrastructure from developers. Such contributions are essential to ensure infrastructure including for example local school places can keep pace with demand arising from much needed housing growth. The money is now committed having appointed Aspinall Verdi as external specialists to lead on undertaking the first phase of the work. There is no alternative budget which could be relied upon to fund the now committed work with the level arguably beyond what could reasonably be generated from savings in the Local Plans base revenue budget. Consequently, a failure to carry forward the previously allocated budget would result in a financial pressure.	34,800			34,800
		34,800	0	0	34,800
<u>Governance & Regulatory</u>					
Homelessness Prevention Funding	Ringfenced monies that are to support Homeless Prevention Services in line with legislative/strategic requirements and objectives. The funding will be used flexibly in utilising our specialist support staff more effectively across the services to assist in community prevention initiatives, and service developments	28,600			28,600
Electoral Registration	Income received to cover the additional costs of Individual Electoral Registration (EIR) however it is anticipated that it will instead be required in 2019/20.	15,000			15,000
		43,600	0	0	43,600
Total General Fund Carry Forward Requests		406,700	0	0	406,700

Appendix 2 – Reserve requests

Reserve/Provision	Purpose	Management of the Reserve	Approval to Release Funds	2019/20 In to Reserve £	2019/20 From Reserve £	Total £
<u>NEW</u> Apprentice Infrastructure	To establish a reserve for the committed balances from the annual Apprentice Infrastructure budget that will be required in future years of the employment contracts.	Management of the Reserve Rests with the Corporate Director of Finance and Resources	Approval to release funds from the reserve only be given by the Corporate Director of Finance and Resources in consultation with the relevant Chief Officer.	54,100		54,100
<u>EXISTING</u> Prosecution Fund	For future anticipated Barrister & Legal fees.	Management of the Reserve rest with the Corporate Director of Governance & Regulatory Services	Approval to release funds from the reserve can only be given by an Officer Decision Notice by the Corporate Director of Governance & Regulatory Services in consultation with the Chief Executive, Portfolio Holder & Corporate Director of Finance and Resources.	10,000		10,000
Revenue Grants Reserve	A reserve to hold revenue grant funds received by the Council which have not yet been utilised.	Management of the Reserve rests with the Corporate Director of Finance and Resources	Approval to release funds from the reserve only be given by the Corporate Director of Finance and Resources in consultation with the relevant Chief Officer.			142,175
Community Services	Health and Wellbeing: Grazing Land Management			15,774		
Community Services	Health and Wellbeing: Parks Improvement Funding			16,995		
Community Services	Health and Wellbeing: Art Centre				(19,000)	
Community Services	Health and Wellbeing: Woodland Grants				(4,800)	

Reserve/Provision	Purpose	Management of the Reserve	Approval to Release Funds	2019/20 In to Reserve £	2019/20 From Reserve £	Total £
Community Services	Neighbourhood Services: High Street Community Clean Up			5,854		
Community Services	Partnerships: Doorstep Walks			200		
Community Services	Partnerships: Food City			500		
Community Services	Partnerships: Food Coordinator			1,500		
Community Services	Partnerships: Sugar Smart			8,100		
Governance & Regulatory	Property Services: Land Lettings				(65,559)	
Governance & Regulatory	Regulatory Services: Rogue Landlords			33,856		
Governance & Regulatory	Regulatory Services: Gas Safe 2018/19			6,033		
Governance & Regulatory	Homeless Prevention and Accommodation: Flexible Homelessness Support & Prevention Grant			78,185		
Governance & Regulatory	Homeless Prevention and Accommodation: New Burdens			16,745		
Governance & Regulatory	Homeless Prevention and Accommodation: Homeless Prevention Top Up			4,000		
Governance & Regulatory	Homeless Prevention and Accommodation: Flexible Homelessness Support top up			1,000		
Governance & Regulatory	Homeless Prevention and Accommodation: New Burdens top up			3,631		
Governance & Regulatory	Homeless Prevention and Accommodation: Preventing Homelessness			474		
Economic Development	Investment & Policy: Brownfield Register Burden Funding			3,687		
Economic Development	Investment & Policy: Self/Custom Build Assistance Grant Year 3			30,000		
Economic Development	Investment & Policy: Wetheral Neighbourhood Planning Stage 1			5,000		
	TOTAL RESERVE REQUESTS			295,634	(89,359)	206,275
	TOTAL REQUESTS FOR RESERVES			295,634	(89,359)	206,275

EXCERPT FROM THE MINUTES OF THE EXECUTIVE HELD ON 29 MAY 2019

EX.36/19 PROVISIONAL GENERAL FUND REVENUE OUTTURN 2018/19
(Key Decision – KD.05/19)

Portfolio Finance, Governance and Resources

Relevant Scrutiny Panel Business and Transformation

Subject Matter

The Deputy Leader, and Finance, Governance and Resources Portfolio Holder submitted report RD.01/19 summarising the provisional outturn for the 2018/19 General Fund Revenue Budget and giving reasons for variances. The outturn position showed a net overspend of £18,685 for Council Services as at 31 March 2019, which would require an additional use of General Fund reserves of £41,000 (as set out in paragraph 5.3).

Requests had been made to carry forward committed expenditure of £406,700, net transfers to/from reserves of £206,275 and transfer from the building control reserve of £32,637 which, if approved, would result in an overall net position of £631,660 on Council Services; however additional funding from Business Rates income of £558,000 had also been realised.

Paragraph 5.2 set out a recommendation that the delegations for the release of the Building Control Reserve be amended to allow the Corporate Director of Economic Development to authorise release of the reserve through an Officer Decision Notice. The reserve was ring-fenced by statute to support improvements to the Building Control Service and was not available for general use by the Council and any release would be in line with that condition.

The information contained within the report was provisional, subject to the formal audit process. The Draft Statement of Accounts for 2018/19 would be presented to the Audit Committee on 8 July 2019, with final approval of the audited accounts on 30 July 2019.

Information on the Council's bad debt provision and balance sheet was also provided at Sections 6 and 7 of the report.

The Deputy Leader commented upon the substantial nature of the variances and carry forward requests.

In conclusion, the Deputy Leader, and Finance, Governance and Resources Portfolio Holder recommended that the Business and Transformation Scrutiny Panel be requested to scrutinise the carry forward requests alluded to, prior to the Executive taking a decision on approval thereof for recommendation to Council.

The Environment and Transport Portfolio Holder seconded the recommendation.

Summary of options rejected None

DECISION

That the Business and Transformation Scrutiny Panel be requested to scrutinise the carry forward requests detailed within Report RD.01/19 prior to the Executive taking a decision on approval thereof for recommendation to Council.

Reasons for Decision

To receive the Report on the Provisional General Fund Revenue Outturn and make recommendations to the City Council

EXCERPT FROM THE MINUTES OF THE BUSINESS AND TRANSFORMATION SCRUTINY PANEL HELD ON 30 MAY 2019

BTSP.43/19 2018/19 PROVISIONAL OUTTURN REPORTS

(a) Provisional General Fund Revenue Outturn 2018/19

The Corporate Director of Finance and Resources presented report RD.01/19 summarising the 2018/19 provisional outturn for the General Fund Revenue Budget. Members were advised that the outturn position showed a net overspend for Council services as at 31 March 2018, and the outturn position would require an additional use of General Fund Reserves of £41,000.

Requests had been made to carry forward committed expenditure of £406,700, net transfers to/from reserves of £206,275 and transfer from the building control reserve of £32,637, which, if approved, would result in an overall net position of £631,660 on Council Services; however additional funding from Business Rates income of £558,000 had also been realised.

The Corporate Director of Finance and Resources informed the Panel that subsequent to the preparation of the reports, the Council was required to make an additional year-end accrual totaling £478,000. This was in respect of flood discounts awarded to businesses in the area to recognise the amount of money due back to the Ministry of Housing, Communities and Local Government (MHCLG) with a further net accrual for other minor amendments. The overall accrual would impact on, and reduce, the level of General Fund Reserves.

The Corporate Director of Finance and Resources asked the Panel to note that the information contained in the report was provisional, subject to the formal audit process. The Draft Statement of Accounts for 2018/19 would be presented to the Audit Committee on 8 July 2019, with final approval of the audited accounts on 30 July 2019.

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

- Would the additional £478,000 be a reprofiling exercise or would there be an impact on the authority to find the funds?

The Corporate Director of Finance and Resources confirmed that there would be an impact on the General Fund Reserve; it was financially prudent for the authority to make a provision to repay the grant. Had she been aware earlier of the repayment requirement then it would have been included in the provisional outturn report with a recommendation not to authorise, nor to limit the carry forwards due to the impact on reserves.

- Was the authority relying on an underspend in the Capital Programme to cover the repayment of the grant?

The Corporate Director of Finance and Resources clarified that the Senior Management Team would be required to investigate the possibility of reducing the level of the carry forward requests or look at alternative funding should the carry forward requests not all be approved. She added that, as £250,300 was in relation to a revenue contribution to fund the capital programme, it was

important to profile the capital programme schemes correctly so the expenditure was in the correct year.

The Corporate Director of Finance and Resources drew the Panel's attention to the provisional outturn position summarised in the table at section 2.2 of the report. She explained that should the Council, taking into account the late accrual, be minded to approve the carry forward requests the minimum reserves would dip below £2.7m. However, the reserves would be returned to above minimum levels by the end of the Medium Term Financial Plan (MTFP). She was assured, based on the information currently available and the current assumptions contained within the MTFP, including interest rates and spending profiles, that the reserves would be returned to minimum.

The Chairman requested that the Corporate Director of Finance and Resources provide the Panel with a briefing note on the repayment of the grant to Government and the impact on the authority.

- What schemes would not progress should the carry forwards not be approved?

The Corporate Director of Finance and Resources responded that the Senior Management Team would have to consider alternative funding to progress schemes. The table of revenue carry forward requests included some smaller low-cost schemes which Senior Managers would have to find alternative funding for.

- Was the proposed reduction in car park revenue affordable given the requirement to pay back the grant?

The Finance, Governance and Resources Portfolio Holder responded that a commitment had been made to change the car parking charges and it would be carried out.

The Town Clerk and Chief Executive reminded the Panel that the Council's reserves were there for situations such as the repayment of the grant. In addition, some of the schemes in the carry forward requests were opportunistic and each year carry forwards were approved and declined and some schemes did not move forward.

The Leader of the Council clarified that the changes to the car parking charges would be progressed and would be affordable.

- A Member had some reservations regarding the carry forward requests and wanted the Senior Management Team to investigate alternative funding opportunities and the scope of the schemes before anything was approved.

The Town Clerk and Chief Executive explained that the Executive had asked Scrutiny to consider the carry forward requests and determine what should be or should not be prioritised.

The Panel discussed their concerns and felt that it would be useful in future to have more details on the schemes set out in the carry forward request table to help determine the priorities.

A Member asked if the Corporate Management project i.e. Direct Revenue was one project, or several smaller projects and the Corporate Director of Finance and Resources confirmed that the request was in respect of three smaller schemes. The schemes were £94,000 for the tennis facilities, £150,000 for a property purchase and £6,300 for green gyms. The tennis facilities monies would be reprofiled to the Bitts Park reinstatement project and the property purchase had recently completed.

The Finance, Governance and Resources Portfolio Holder reminded that Panel that the report would also be considered by full Council for final approval.

The Panel requested that further details on each of the carry forward requests be circulated to Members prior to the full Council meeting.

- What was the apprentice infrastructure in section 5 of the report?

The Corporate Director of Finance and Resources explained that money had been set aside to appoint apprentices and cover salary costs with funds received from the Apprenticeship Levy being used to find their training costs.

- A Member asked for clarity with regard to the 2018/19 net variance of the Lanes rental income.

The Corporate Director of Finance and Resources explained that the budget had identified an income shortfall which had been identified in 2019/20 as £275,000. The actual shortfall in 2018/19 had been £145,000. She added the future projected shortfall figure was being considered by the Property Services Manager.

- A Member asked for further information on the backdated head rent calculations at the Market Hall.

The Corporate Director of Finance and Resources responded that the figure covered several years. As background information she explained the process: the head rent for the Market was agreed at the start of the year and each quarter the Council invoiced the Market Hall based on the agreed head rent. At the end of each year the difference between the agreed head rent and the actual head rent was paid either to the Market Hall or to the Council from the Market Hall. In this case there had been a backlog of the annual actual head rent reconciliations due to outstanding issues: that had been compounded by a change in staff at both the City Council and the Managing Agent's. The figure in the report was the full back dated amount to be paid to the Market Hall. This figure had been included in the quarterly management reports which had been considered by the Executive and Scrutiny.

- The Recycling and Waste Management income had a recurring shortfall, was there scope to review the budget?

The Corporate Director of Finance and Resources clarified that the shortfall in income had been mainly due to the reduction in the cost of recyclates nationally however work would be carried out with service managers to review the budget and determine how realistic it was.

- What was the reason for the Homeless Accommodation overspend?

The Corporate Director of Governance and Regulatory Services explained that the overspend had been due to the 2015 flood. It had taken some time to reinstate properties and alternative provision had to be found for customers, there had also been a reduction in come as properties were not occupied.

RESOLVED – 1) That the Business and Transformation Scrutiny Panel welcomed the submission of Report RD.01/19 summarising the 2018/19 provisional outturn for the General Fund Revenue Budget.

- 2) That the Corporate Director of Finance and Resources provide Members with a briefing note on the repayment of the grant to Ministry of Housing, Communities and Local Government and the impact on the authority.
- 3) That future General Fund Revenue Outturn reports include more details on the schemes set out in the carry forward request table.
- 4) That further details on each of the carry forward requests be circulated to Members prior to the full Council meeting.
- 5) Although generally supportive, the Panel had some reservation regarding the approval of the carry forward requests and felt it would be prudent for the Senior Management Team to investigate the possibility of alternative funding streams for the schemes.

EXCERPT FROM THE MINUTES OF THE EXECUTIVE HELD ON 17 JUNE 2019

**EX.48/19 PROVISIONAL GENERAL FUND REVENUE OUTTURN 2018/19 –
CARRY FORWARDS**
(Key Decision)

(With the consent of the Chairman, and in accordance with Rule 15 of the Access to Information Procedure Rules; and Regulation 10 of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 this item was included on the Agenda as a Key decision, although not in the Notice of Executive Key Decisions for decision today)

Portfolio Finance, Governance and Resources

Relevant Scrutiny Panel Business and Transformation

Subject Matter

The Deputy Leader, and Finance, Governance and Resources Portfolio Holder reported that, following consideration of the draft outturn position on 29 May 2019 (Minute EX.36/19), the Executive had asked that the Business and Transformation Scrutiny Panel consider the carry forward requests prior to the Executive making a formal decision and recommendation to Council in July 2019.

Report RD.13/19, a copy of which was submitted, recorded that requests had been made to carry forward expenditure of £406,700.

Following the preparation of the provisional outturn reports, the next stage in the year-end process was the production of the Statutory Statement of Accounts and associated working papers for submission to the External Auditors by 31 May 2019. As part of the quality review of those accounts, additional year-end accruals and other minor adjustments to the outturn position had been required. The total of those adjustments equated to £478,000. The revised outturn position was therefore as set out at paragraph 1.2.

The matter had been the subject of scrutiny by the Business and Transformation Scrutiny Panel on 30 May 2019, when the Panel made the following comments in relation to the carry forwards in the provisional outturn report:

- That future General Fund Revenue Outturn reports include more details on the schemes set out in the carry forward request table.

- That further details on each of the carry forward requests be circulated to Members prior to the full Council meeting.
- That the Panel had some reservation regarding the approval of the carry forward requests and felt it would be prudent for the Senior Management Team to investigate the possibility of alternative funding streams for the schemes.

Minute Excerpt BTSP.43/19(a) setting out the Panel's observations and recommendations was also submitted.

Information regarding the impact upon reserves; details of transfers into and from new and existing reserves; and the revised delegations for the release of the Building Control Reserve was also provided at Section 3 to the report.

The Chairman of the Business and Transformation Scrutiny Panel indicated that the Panel was in the main supportive. Members did, however, have some concerns regarding the additional year-end accrual totalling £478,000. A number of other issues were raised in discussion, including the recurring shortfall in Recycling and Waste Management income.

The Deputy Leader concurred with the Chairman's recollection of proceedings at the Scrutiny Panel meeting. He commented, in particular, upon the need for the new administration to address the income shortfalls (e.g. recycling and waste management) identified.

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

Summary of options rejected None

DECISION

That the Executive:

- (i) Had considered the feedback from the Business and Transformation Scrutiny Panel and the committed expenditure totalling £406,700, to be incurred in 2019/20, funded by a release from the General Fund Reserve in 2019/20 as detailed in Appendix 1 of Report RD.13/19, for recommendation to Council;
- (ii) Approved the creation of new reserves and transfers into and from the new and existing reserves of £206,275, in addition to the transfer from the building control reserve of £32,637, as detailed in paragraphs 3.2, 3.3 and 3.4 and Appendix 2 of the report, for recommendation to Council;
- (iii) Approved, for recommendation to Council, the revised delegations for the release of the Building Control Reserve.

Reasons for Decision

To receive the Report on the Provisional General Fund Revenue Outturn and make recommendations to the City Council

Report to Council

**Agenda
Item:**

16(ii)

Meeting Date: 16 July 2019
Portfolio: Finance, Governance and Resources
Key Decision: Yes
Within Policy and Budget Framework YES
Public / Private Public

Title: PROVISIONAL CAPITAL OUTTURN 2018/19 – CARRY FORWARDS
Report of: CORPORATE DIRECTOR OF FINANCE AND RESOURCES
Report Number: RD14/19 (amended)

Purpose / Summary: This report provides details of the 2018/19 provisional outturn for the Council's Capital Programme and provides details of the revised Capital Programme for 2019/20. The provisional outturn was considered by the Executive on 29 May and 17 June and Business and Transformation Scrutiny Panel on 30 May. The report also now reflects the decision made by Council on 25 June in respect of the Sands Centre Redevelopment.

Recommendations:

Council is asked to:

- (i) Approve the carry forward requests totalling £2,253,900 to be met in 2019/20 as set out in the report;
- (ii) Approve the ring-fencing of £120,000 capital receipts for repayment of a previous grant as set out in paragraph 3.1;
- (iii) Approve the revised programme for 2019/20, together with the proposed methods of financing, as detailed at paragraph 3 which now incorporates the updated budgets for the Sands Centre Redevelopment.

Tracking

Executive:	RD02/19 & RD14/19 29 May 2019 & 17 June 2019
Overview and Scrutiny:	BTSP 30 May 2019
Audit Committee:	8 July 2019
Council:	16 July 2019

1. BACKGROUND

- 1.1 This report provides details of the 2018/19 provisional outturn for the Council's Capital Programme and provides details of the revised Capital Programme for 2019/20, which now reflects the decision made by Council on 25 June in respect of the Sands Centre Redevelopment.

2. CARRY FORWARD REQUESTS

- 2.1 In accordance with the Council's Constitution, any net underspending/savings on service estimates under the control of the Director may be carried forward. This is to facilitate greater flexibility of budgets between years as set out in the Medium-Term Financial Plan. Approval of carry forwards is subject to the following as contained in the Council's Constitution:

- *the authorisation of the Corporate Director of Finance and Resources where the request relates to a specific committed item of expenditure where, due to external or other factors, the Director has been unable to spend the approved budget by 31 March. The use of the resource will be restricted to the purpose for which the estimate was originally intended. The carry forward will only be approved by the Corporate Director of Finance and Resources if the expenditure is within both the Directorate's and the Authority's budget as approved for that year. Any carry forward which would result in an over-spend for the Authority will require authorisation by the Council.*
- *any overspending on service estimates in total on budgets under the control of the Director must be carried forward to the following year, and will constitute the first call on service budgets in the following year, unless the Council determines otherwise by way of a supplementary estimate. The Corporate Director of Finance and Resources will report the extent of overspending carried forward to the Executive, Business and Transformation Scrutiny Panel and to the Council.*

- 2.2 The delegated power applies only in so far as the carry forwards do not take the Council into an overspend position.

- 2.3 Carry forwards at the end of the year have been analysed to assess the year of potential expenditure to enable better profiling of budgets for future years. Of the committed carry forwards shown in **Appendix A**, it is estimated that the full £2,253,900 will be spent in 2019/20.

3. 2019/20 CAPITAL PROGRAMME AND FINANCING

- 3.1 Included in the 2018/19 receipts is £120,000 from Durranhill Industrial Estate which is required to be ring-fenced for repayment of a grant in respect of a previous

Durranhill capital project. It is recommended that the funds are earmarked for this purpose and release of the funds is delegated to the Corporate Director of Economic Development following consultation with the Chief Executive, the Corporate Director of Finance and Resources and the Portfolio Holder.

- 3.2 The updated Capital Programme for 2019/20 is detailed in **Appendix A** totalling £23,192,000 and is based upon the programme as agreed by Council in February 2019 of £25,071,200, the commitments brought forward from 2018/19 as identified in this report of £2,253,900, the commitments brought forward from 2018/19 already approved of £982,100, an increase of £432,500 for additional Disabled Facilities Grant awarded which has been advised at £1,899,764, reprofiling on the Sands Centre of a reduction in 2019/20 of £5,572,200 and other minor increases to projects of £24,500 from external and revenue contributions.
- 3.3 The 2019/20 programme will be continually reviewed to ensure the Council has the capacity to deliver this level of programme. The programmes for 2019/20 through to 2022/23 have been amended following the decision made in respect of the Sands Centre Redevelopment.
- 3.4 If all of the carry forward requests are approved, it is suggested that the revised programme for 2019/20 is financed as follows:

	<u>Original Budget</u> £	<u>Revised Budget</u> £
Original Programme	25,071,200	25,071,200
Add: Carried forward from 2018/19 (in Year)	0	982,100
Add: Carried forward from 2018/19 (Year End)	0	2,253,900
Add: Other adjustments to programme	0	432,500
Less: Adjustments to Sands Centre Redevelopment	0	(5,572,200)
Add: External and revenue contributions	0	24,500
Total Expenditure to be financed	25,071,200	23,192,000
<u>Financed by:</u>		
Capital Grants		
• DFG	1,467,300	1,899,800
• General	2,000,000	2,024,700
Capital Receipts	1,700,000	1,700,000
Contributions from other bodies	0	134,900
Direct Revenue Financing	1,316,400	1,587,200
Borrowing Requirement (In Year)	18,587,500	15,845,400
Total Financing	25,071,200	23,192,000

4. RISKS

- 4.1 Individual capital schemes have different risks involved.

5. CONSULTATION

- 5.1 Consultation to Date.
Portfolio Holders, SMT and Business and Transformation Scrutiny Panel have considered the issues raised in this report.

6. CONCLUSIONS AND REASONS FOR RECOMMENDATIONS

- 6.1 Council is asked to:
- (i) Approve the carry forward requests totalling £2,253,900 to be met in 2019/20 as set out in the report;
 - (ii) Approve the ring-fencing of £120,000 capital receipts for repayment of a previous grant as set out in paragraph 3.1;
 - (iii) Approve the revised programme for 2019/20, together with the proposed methods of financing, as detailed at paragraph 3 which now incorporates the updated budgets for the Sands Centre Redevelopment.

7. CONTRIBUTION TO THE CARLISLE PLAN PRIORITIES

- 7.1 The Council's capital programme supports the current priorities in the Carlisle Plan.

Contact Officer: Steven Tickner

Ext: 7280

**Appendices A – 2019/20 Revised Capital Programme
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:

LEGAL – The Council has a fiduciary duty to manage its finances properly and the proper reporting of the outturn figures is part of this process. Approval of full Council is required for the use of capital reserves to fund expenditure commitments as set out in the report.

FINANCE – Financial implications are contained in the main body of the report.

EQUALITY – This report raises no explicit issues relating to the public sector Equality Duty. It is worth noting that the report includes the increase in funding for the Disabled Facilities Grants (DFGs).

INFORMATION GOVERNANCE – There are no information governance implications.

**2019/20 CAPITAL
PROGRAMME**

APPENDIX A

Scheme	Original Capital Programme 2019/20 £	Carry Forwards from 2018/19 £	Carry Forwards from 2018/19 £	Other Adjustments £	Revised Capital Programme 2019/20 £
<u>Current non-recurring commitments</u>					
Gateway 44	6,500,000	0	(40,800)	0	6,459,200
Play Area Green Gyms	0	25,000	7,800	0	32,800
Open Space Improvements	0	84,500	0	0	84,500
Bitts Park (Tennis/Reinstatement)	0	0	94,000	0	94,000
Cemetery Infrastructure	0	0	11,200	0	11,200
Affordable Homes	0	0	46,400	4,000	50,400
Planning Software	0	0	150,000	0	150,000
Property Purchase	0	0	150,000	0	150,000
Flood Reinstatements Projects	0	0	(68,100)	0	(68,100)
Sands Centre Redevelopment ⁽¹⁾	15,395,000	0	550,700	(5,572,200)	10,373,500
Civic Centre Digital Banner	0	0	0	20,500	20,500
	21,895,000	109,500	901,200	(5,547,700)	17,358,000
<u>Recurring commitments</u>					
Planned Enhancements to Council Property	250,000	0	79,600	0	329,600
Vehicles, Plant & Equipment	896,000	0	828,800	0	1,724,800
Recycling Containers	45,000	0	0	0	45,000
ICT Infrastructure	102,900	0	14,000	0	116,900
	1,293,900	0	922,400	0	2,216,300
<u>Housing Related Grants</u>					
Private Sector Grants	1,467,300	872,600	407,100	432,500	3,179,500
Minor Works Grants	0	0	23,200	0	23,200
	1,467,300	872,600	430,300	432,500	3,202,700
TOTAL	24,656,200	982,100	2,253,900	(5,115,200)	22,777,000
<u>Capital Reserves to be released</u>					
Play Area Improvements	35,000	0	0	0	35,000
Public Realm Improvements	380,000	0	0	0	380,000
	415,000	0	0	0	415,000
REVISED TOTAL	25,071,200	982,100	2,253,900	(5,115,200)	23,192,000

Note (1) : The 2019/20 budget allocation now reflects the increased level of spend in 2018/19.

EXCERPT FROM THE MINUTES OF THE EXECUTIVE HELD ON 29 MAY 2019

**EX.37/19 PROVISIONAL CAPITAL OUTTURN 2018/19 AND REVISED CAPITAL
PROGRAMME 2019/20**
(Key Decision – KD.05/19)

Portfolio Finance, Governance and Resources

Relevant Scrutiny Panel Business and Transformation

Subject Matter

The Deputy Leader, and Finance, Governance and Resources Portfolio Holder submitted report RD.02/19 summarising the 2018/19 provisional outturn for the Council's Capital Budget, and providing details of the revised Capital Programme for 2019/20. The outturn showed that the net underspend for Council services as at 31 March 2019 once committed expenditure totalling £2,253,900 was taken into account was £44,083.

The Deputy Leader referenced the position with regard to carry forward requests on the Capital Programme namely that, of the committed carry forwards shown at paragraph 2.2, it was estimated that the full £2,253,900 would be spent in 2019/20. Details of the resources which had been used to fund the 2018/19 Capital Programme, together with the 5 year Capital Programme for the period 2019/20 to 2023/24 were also provided.

The programme for 2019/20 totalling £28,739,700 was based upon the programme as agreed by Council in February 2019 of £25,071,200, the commitments brought forward from 2018/19 as identified of £2,253,900, the commitments brought forward from 2018/19 already approved of £982,100 and an increase of £432,500 for additional Disabled Facilities Grant awarded which had only recently been advised and totalled £1,899,764.

The 2019/20 programme would be continually reviewed to ensure the Council had the capacity to deliver that level of programme. The programme for 2019/20 and 2020/21 may be amended depending upon decisions made in respect of the Sands Centre Redevelopment.

The information contained within the report was provisional and subject to the formal audit process.

The Deputy Leader, and Finance, Governance and Resources Portfolio Holder concluded by recommending that the Business and Transformation Scrutiny Panel be requested to scrutinise the carry forward requests alluded to, prior to the Executive taking a decision on approval thereof for recommendation to Council.

The Environment and Transport Portfolio Holder seconded the recommendation.

Summary of options rejected None

DECISION

That the Business and Transformation Scrutiny Panel be requested to scrutinise the carry forward requests detailed within Report RD.02/19 prior to the Executive taking a decision on approval thereof for recommendation to Council.

Reasons for Decision

To receive the report on the Provisional Capital Outturn for 2018/19 and make recommendations to the City Council on the 2019/20 Capital Programme

EXCERPT FROM THE MINUTES OF THE BUSINESS AND TRANSFORMATION SCRUTINY PANEL HELD ON 30 MAY 2019

BTSP.43/19 2018/19 PROVISIONAL OUTTURN REPORTS

(b) Provisional Capital Outturn 2018/19 and revised Capital Programme 2019/20

The Corporate Director of Finance and Resources presented report RD.02/19 summarising the provisional outturn for the Council's capital programme and details of the revised capital programme for 2019/20.

The Corporate Director of Finance and Resources set out the position with regard to carry forward requests on the Capital Programme commenting that, the position for 2018/19 after committed carry forwards had been taken into account was an underspend of £44,083. The main variances after carry forwards were summarised in section 2.4.

She also identified for Members the resources which had been used to fund the 2019/20 Capital Programme and detailed the 5 year Capital Programme for the period 2019/20 to 2023/24.

The programme for 2019/20 totaling £28,739,700 was based upon the programme as agreed by Council in February 2019 of £25,071,200, the commitments brought forward from 2018/19 as identified of £2,253,900, the commitments brought forward from 2018/19 already approved of £982,100 and an increase of £432,500 for additional Disabled Facilities Grant awarded which had recently been advised and totaled £1,899,764.

The 2019/20 programme would be continually reviewed to ensure that the Council had the capacity to deliver that level of programme. The programme for 2019/20 and 2020/21 may be amended depending upon decision made in respect of the Sands Centre Redevelopment.

The Corporate Director of Finance and Resources pointed out that the information contained within the report was provisional and subject to the formal audit process.

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

- Members were disappointed that the Fusehill Street Play Area had progressed before the grant had been received and had resulted in an additional call on capital reserves. The Panel asked that external funding for schemes be received before projects were carried out.

The Finance, Governance and Resources Portfolio Holder agreed that external funding should be received before projects went ahead and it was the responsibility of the Portfolio Holder to ensure this happened.

- The Panel requested more information on the repayment of a grant in respect of a previous Durranhill capital project.

The Corporate Director of Finance and Resources explained that there had been a Cumbria Sub-Regional Employment Site (CRES) grant to Durranshill Industrial Estate from the North West Development Agency which had to be paid back when the relevant condition had been triggered.

- Was the potential development of Central Plaza making progress?

The Town Clerk and Chief Executive confirmed that a developer was interested in the site and had carried out ground investigations.

- Why was there an overspend on the released funding of the Sands Centre?

The Corporate Director of Finance and Resources reminded the Panel that full Council had agreed the capital allocation for the Sands Centre and it had been split in two parts. The first part had been to progress the scheme to RIBA Stage 4. The available budget for carry forward would be reduced as a result of the overspend.

- The Panel had previously requested and received information regarding the waste receptacles overspend but had found the response had not answered their questions. The Panel requested that the Portfolio Holder provide further information on the waste receptacle overspend.

RESOLVED – 1) That Provisional Capital Outturn 2018/19 and revised Capital Programme 2019/20 (RD.02/19) and the information contained therein be noted and received.

2) That the Finance, Governance and Resources Portfolio Holder provide the Panel with a written response regarding the waste receptacle overspend.

EXCERPT FROM THE MINUTES OF THE EXECUTIVE HELD ON 17 JUNE 2019

EX.49/19 PROVISIONAL CAPITAL OUTTURN 2018/19 – CARRY FORWARDS
(Key Decision)

(With the consent of the Chairman, and in accordance with Rule 15 of the Access to Information Procedure Rules; and Regulation 10 of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 this item was included on the Agenda as a Key decision, although not in the Notice of Executive Key Decisions for decision today)

Portfolio Finance, Governance and Resources

Relevant Scrutiny Panel Business and Transformation

Subject Matter

The Deputy Leader, and Finance, Governance and Resources Portfolio Holder reported that, following consideration of the draft outturn position on 29 May 2019 (Minute EX.37/19), the Executive had asked that the Business and Transformation Scrutiny Panel consider the carry forward requests prior to the Executive making a formal decision and recommendation to Council in July 2019.

Report RD.14/19, a copy of which was submitted, recorded that requests had been made to carry forward expenditure of £2,253,900.

Included within the 2018/19 receipts was £120,000 from Durranhill Industrial Estate which required to be ring-fenced for repayment of a grant in respect of a previous Durranhill capital project. It was recommended that the funds be earmarked for that purpose and release of the funds delegated to the Corporate Director of Economic Development following consultation with the Chief Executive, the Corporate Director of Finance and Resources and the Portfolio Holder.

The updated Capital Programme for 2019/20 (Appendix A) totalling £28,739,700 was based upon the programme as agreed by Council in February 2019 of £25,071,200, the commitments brought forward from 2018/19 as identified in this report of £2,253,900, the commitments brought forward from 2018/19 already approved of £982,100 and an increase of £432,500 for additional Disabled Facilities Grant awarded which had only recently been advised and totalled £1,899,764.

The 2019/20 programme would be continually reviewed to ensure the Council had the capacity to deliver that level of programme. The programme for 2019/20 and 2020/21 may be amended depending upon decisions made in respect of the Sands Centre Redevelopment.

If all of the carry forward requests were approved, it was suggested that the revised programme for 2019/20 was financed as recorded at paragraph 3.5.

The matter had been the subject of scrutiny by the Business and Transformation Scrutiny Panel on 30 May 2019, when the Panel had resolved that the report be noted and received. Minute Excerpt BTSP.43/19(b) was also submitted.

The Chairman of the Business and Transformation Scrutiny Panel stated that he had nothing further to add.

The Deputy Leader, and Finance, Governance and Resources Portfolio Holder concluded by moving the recommendations, which were seconded by the Leader.

Summary of options rejected None

DECISION

That the Executive had:

- (i) Considered the feedback from the Business and Transformation Scrutiny Panel and the committed expenditure totalling £2,253,900, as set out at Appendix A, to be incurred in 2019/20, for recommendation to Council;
- (ii) Considered, for recommendation to Council, the ring-fencing of £120,000 capital receipts for repayment of a previous grant as set out in paragraph 3.1;
- (iii) Considered the revised programme for 2019/20, together with the proposed methods of financing, as detailed at paragraph 3, for recommendation to Council, subject to any future decisions made on the Sands Centre Redevelopment.

Reasons for Decision

To receive the report on the Provisional Capital Outturn for 2018/19 and make recommendations to the City Council on the 2019/20 Capital Programme

Report to Council

Agenda
Item:

16(iii)

Meeting Date: 16 July 2019
Portfolio: Finance, Governance and Resources
Key Decision: Yes: Recorded in the Notice Ref: KD.05/19
Within Policy and Budget Framework YES
Public / Private Public

Title: TREASURY MANAGEMENT OUTTURN 2018/19
Report of: CORPORATE DIRECTOR OF FINANCE AND RESOURCES
Report Number: RD.03/19

Purpose / Summary:

This report provides the annual report on Treasury Management (Appendix A), as required under both the Financial Procedure rules and the CIPFA Code of Practice on Treasury Management. Also included is the regular report on Treasury Transactions (Appendix B).

Recommendations:

That this report be approved.

Tracking

Executive:	29 May 2019
Scrutiny:	30 May 2019
Audit Committee:	08 July 2019
Council:	16 July 2019

Report to Executive

Agenda
Item:

Meeting Date: 29 May 2019
Portfolio: Finance, Governance and Resources
Key Decision: Yes: Recorded in the Notice Ref: KD05/19
Within Policy and Budget Framework YES
Public / Private Public

Title: TREASURY MANAGEMENT OUTTURN 2018/19
Report of: CORPORATE DIRECTOR OF FINANCE AND RESOURCES
Report Number: RD.03/19

Purpose / Summary:

This report provides the annual report on Treasury Management (Appendix A), as required under both the Financial Procedure rules and the CIPFA Code of Practice on Treasury Management. Also included is the regular report on Treasury Transactions (Appendix B).

Recommendations:

That this report be received and recommended to Council for approval.

Tracking

Executive:	29 May 2019
Scrutiny:	30 May 2019
Audit Committee:	08 July 2019
Council:	16 July 2019

1. BACKGROUND

- 1.1 The purpose of this report is to inform Members on various Treasury Management issues.
- 1.2 Appendix A1 to this report sets out a final report on Treasury Management in 2018/19 as required by the CIPFA Code of Practice on Treasury Management. Appendix A2 highlights some performance measures and Appendix A3 shows the final prudential indicators for 2018/19.
- 1.3 Appendices B1-B3 details the schedule of Treasury Transactions for the period 1 January 2019 – 31 March 2019.

2. RISKS

- 2.1 The Council's Treasury Management function is responsible for investing the Council's surplus cash balances and managing cash flows appropriately. The Treasury Management Strategy Statement and the Treasury Management Practices are completed and approved in line with the CIPFA Code and include appropriate mechanisms for dealing with the Council's investments and borrowing needs.

3. CONSULTATION

- 3.1 Business and Transformation Scrutiny Panel will consider the report on 30 May 2019 and the Audit Committee will do so on 08 July 2019.

4. CONCLUSION AND REASONS FOR RECOMMENDATIONS

- 4.1 That this report be received and recommended to Council for approval.

5. CONTRIBUTION TO THE CARLISLE PLAN PRIORITIES

- 5.1 To ensure that the Council's investments are in line with appropriate policies including the Treasury Management Strategy Statement.

Contact Officer: Steven Tickner **Ext:** 7280

Appendices attached to report:

- Appendix A1 – Treasury Management 2018/19**
- Appendix A2 – Performance Statistics**
- Appendix A3 – Prudential Code and Prudential Borrowing**
- Appendix B1 – Treasury Transactions**
- Appendix B2 – Investment Transactions**
- Appendix B3 – Outstanding Investments**

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:

Legal – Treasury Management activities are delegated to the Corporate Director of Finance and Resources and Financial Procedure Rule 3.19 requires that she prepare an annual report on the topic. This Report fulfils that obligation.

Finance – Included in the report

Equality - This report raises no explicit issues relating to the public sector Equality Duty

Information Governance – No implications

TREASURY MANAGEMENT 2018/19

1. INTRODUCTION

- 1.1 The CIPFA Code of Practice on Treasury Management (2018) requires that full Council should receive both a mid-term and an annual report on treasury management activities during the year. This report on the treasury function during 2018/19, while being first presented to the Executive, is therefore required to have the approval of full Council in order to comply with the CIPFA Code.
- 1.2 Regular reports on treasury transactions are presented to the Executive while an interim report on treasury management in 2018/19 was presented in November 2018 (RD27/18). The purpose of this report is to complete the process of accounting for the treasury function in the last financial year in compliance with the Code. Any funding and other financing transactions are detailed and placed in the context of money market conditions in 2018/19 while the City Council's investment activities are also discussed.

Separate papers (A2 and A3) provide information on performance in 2018/19 and on the Prudential Code on local authority borrowing.

2. MONEY MARKET CONDITIONS

- 2.1 The following table sets out the levels of bank base rate in 2018/19

	%	
1 April 2018	0.50	Average = 0.67%
31 March 2019	0.75	(2017/18= 0.35%)

- 2.2 The financial year began with bank rate at 0.50% however, the rate was increased to 0.75% in August 2018 and has remained at this level for the rest of 2018/19.
- 2.3 The pattern of long-term borrowing rates in 2018/19 can be gauged by the following table of Public Works Loans Board (PWLb) fixed rate maturity loans during the year. These are the rates cited in the regular Treasury Transactions reports and relate to the type of loan that historically has most usually been taken up by the City Council.

	1 Yr %	10 Yr %	25 Yr %
1 April 2018	1.68	2.45	2.75
31 March 2019	1.68	2.09	2.60
Highest Rate in 2018/19	1.84	2.73	3.13
Lowest Rate in 2018/19	1.48	2.04	2.53
Span of Rates	0.36	0.69	0.60

3. LONG TERM FUNDING

3.1 The Prudential Code on local authority borrowing came into operation on 1 April 2004. The principal effect of the Code was to abolish most central government control of local authority borrowing, a principle that has been a cornerstone of local government finance for over a century. Instead, authorities must follow the guidance laid down in the Code and they will be expected to comply with its requirements. These cover not just borrowing but any decision that determines whether the capital investment plans of an authority are affordable, prudent and sustainable. The Code is discussed in more detail in Appendix A3.

3.2 The City Council did not, therefore, draw down any external long-term loans in 2018/19. The capital programme was funded internally by drawing from the authority's own resources, principally its stock of capital receipts, and from external grants and contributions.

4. DEBT RESCHEDULING

4.1 The City Council's long-term loans portfolio now consists entirely of the £15m stock issue, placed in 1995 and not due to mature until 2020. While there is a possibility that these funds could be repaid prior to that date, this is unlikely to be in the near future although the issue is regularly reviewed in conjunction with our treasury advisers. In the current financial climate, the cost of the premium that would be required to effect the early repayment remains prohibitive.

5. LOANS OUTSTANDING

5.1 Set out below is a schedule of outstanding external loans as at 31 March 2019.

	£
Public Works Loans Board	NIL
Secured Loan Stock	15,000,000
Short Term Loans	<u>12,800</u>
Total Loans Outstanding	<u>£15,012,800</u>

6. INVESTMENT TRANSACTIONS

- 6.1 As is apparent from the regular 'Treasury Transactions' reports, the City Council continues to be a frequent investor in the short-term money market and the interest earned from these transactions makes a valuable contribution to the overall level of the Council's revenue budget. Investments are placed only with the institutions that fall within the guidelines of the Council's approved Investment Strategy and a full schedule of investments at 31 March 2019 is set out in Appendix B3. It should be noted that the Council's level of short-term investment reaches its lowest point each year on 31 March when any benefits accruing from positive annual cash flow are, by definition, extinguished.
- 6.2 The total at that date (£19.535m) can be compared with an average figure in 2018/19 of over £25.673m and a peak amount of over £35.956m. The closing balance in 2017/18 was £11.053m.
- 6.3 The Investment Strategy for 2018/19 embraced a mixture of longer-term investments and monies lent out for shorter periods to meet anticipated cash flow needs e.g. grant and precept payment dates. There were no changes made to counter-party limits in 2018/19.
- 6.4 Investment income in 2018/19 at £321,214 was below the original estimate of £346,400. Actual investment rates obtained from banks and building society investments in 2018/19 were generally below expectations when the budget was framed (even though there was a small interest rate rise part way through the year); however, this was mitigated by the outturn on average cash balances being higher than expected. The average yield on the Council's investments held excluding the property fund in 2018/19 was 0.99%. This is still a favourable return considering the position of bank base rates and compares well against other local authorities. This performance was assisted by a significant proportion of investments being placed for longer terms of up to a year and the use of deposit accounts for shorter dated cash requirements. At 31 March the investment in the CCLA Property Fund was yielding a return of 4.26%. Dividends received in 2018/19 totalled £145,400.29. The investment has also grown in capital value since the investment was placed in July 2014 from £2,836,893 (After entry costs of £163,107) to £3,435,773 (an increase of £598,880). The capital value for 2018/19 increased by £52,539. This overall increase in value offsets the initial entry costs but is still subject to fluctuations in the

overall performance of the fund. However, the fund is continuing to grow with more local authorities taking the decision to invest.

7 INVESTMENT STRATEGY 2019/20

- 7.1 The Investment Strategy must be agreed before the start of each financial year and the 2019/20 Strategy was approved by Council on 5 February 2019. While the principles of the Strategy remain fundamentally sound, any amendments to the current schedule of investments, if agreed by the Executive, must be approved by Council.

8. PERFORMANCE MANAGEMENT

- 8.1 The CIPFA Code places an increased emphasis on performance monitoring in an attempt to measure the efficiency of the treasury function. With treasury management, the difficulty in assessing performance arises from the very different circumstances of each authority and the fact that, for example, a long-term borrowing decision can affect an authority's measured performance for many years to come. In the case of the City Council, this is particularly the case with the £15m stock issue which will affect our average borrowing rate until 2020. Equally, borrowing decisions invariably impact on investment decisions since, in cash flow terms, one can be the mirror image of the other.
- 8.2 Appendix A2 sets out some performance indicators in respect of both loans and investments outturn for 2018/19 and 2017/18.

9. TREASURY CONSULTANCY SERVICE (TCS)

- 9.1 The City Council continues to employ Link Asset Services as its treasury management consultants. Link provide daily bulletins on both borrowing and investment issues and this helps advise both the investment and funding decisions that are taken by the Council.

10 CONCLUSIONS

- 10.1 The City Council has only one substantial long-term loan i.e. the £15m stock issue, which is likely to remain on the books until maturity as the cost of making a premature repayment would be very prohibitive in the present climate, particularly with interest rates being at such depressed levels. In addition, there are no plans to undertake any prudential or other borrowing in this financial year however the Medium-Term Financial Plan does anticipate external borrowing to fund leisure facilities in 2019/20 however this will be further assessed during future planning of the MTFP. The focus of the authority's treasury management activities therefore remains very much on the investment aspect of the function.
- 10.2 Investment conditions were very similar to as they were in 2017/18, although the increase in bank base rate saw a small increase in investment returns. The effect on the City Council's investment interest was slightly up on the previous year, the performance achieved was slightly better than bank base rate levels. For this authority, as indeed for

most others, the reduction in investment income poses a very significant financial challenge. This has been alleviated somewhat by the decision to invest in the CCLA property fund which has performed well since initial investment.

- 10.3 The outlook for interest rates in the UK remains uncertain but there is a general expectation that bank base rates will start to rise again during 2019/20.

CITY OF CARLISLEPERFORMANCE MEASUREMENT STATISTICS1. LOANS MANAGEMENT

	2018/19 %	2017/18 %
Average External Debt Rate - Carlisle	8.78	8.78

Comment

Average loan debt statistics tend to reflect borrowing decisions taken over a period of many years. The City Council's only substantial remaining external debt is the £15m stock issue which carries a high coupon (8.75% excluding management fee).

2. INVESTMENT MANAGEMENT (Excl. Property Fund)

	2018/19 %	2017/18 %
Average Return in Year - Carlisle	0.99	0.73
Average Bank Base Rate in Year	0.67	0.35

Comment

The City Council's rate of return in 2018/19 on its investments was slightly above that obtained in 2017/18 however was slightly below expectations when the budget was originally set.

THE PRUDENTIAL CODE AND PRUDENTIAL BORROWING

1. Introduction

- 1.1 The Local Government Act 2003 brought about a new borrowing system for local authorities known as the Prudential Code (the Code). This gives to Councils much greater freedom and flexibility to borrow without government consent so long as they can afford to repay the amount borrowed.
- 1.2 The aim of the Code is to support local authorities when making capital investment decisions. These decisions should also be in line with the objectives and priorities as set out in the Council's Corporate Plan.
- 1.3 The key objectives of the Code are to ensure, within a clear framework, that the capital investment plans of the Council are affordable, prudent and sustainable, or if appropriate to demonstrate that they may not be. A further key objective is to ensure that treasury management decisions are taken in accordance with good professional practice and in a manner that supports prudence, affordability and sustainability. These objectives are consistent with and support local strategic planning, local asset management planning and proper option appraisal. They also encourage sound treasury management decisions.

2. Prudential Indicators

- 2.1 To demonstrate that the Council has fulfilled these objectives, the Code sets out indicators that must be used. It is for the Council itself to set any indicative limits or ratios. It is also important to note that these indicators are not designed to be comparative performance figures indicators but to support and record the Council's decision making process.
- 2.2 The final performance indicators for the current year, as compared to those reported in during the budget cycle are set out below. The compilation and monitoring of these indicators is central to the operation of the Code.

3 Supported and Unsupported (or Prudential) Borrowing

- 3.1 Local authorities have always funded a substantial element of their capital programme via borrowing. This continues to be the case but until the introduction of the Prudential Code any local authority borrowing was essentially based upon a government 'permission to borrow'. This was deemed to be supported borrowing as credit limits were supported through funding from Revenue Support Grant. Following the introduction of the Prudential Code in 2003, the permission to borrow was essentially withdrawn and Councils were given greater freedom to borrow so long as they can demonstrate that the revenue

consequences of such borrowing (i.e. the cost of the debt) are sustainable, affordable and prudent in the medium to long term.

	2018/19 Provisional Outturn £	2018/19 Revised Estimate £
(i) Capital Expenditure	5,863,517	9,071,500
(ii) Financing Costs		
Interest Payable - Re Borrowing	1,318,007	1,319,600
Minimum Revenue Provision	21,000	112,000
Investment Income	(321,214)	(346,400)
Total Financing Costs	1,017,793	1,085,200
(iii) Net Revenue Stream		
Funding from Govt Grants/Local Taxpayers	13,538,635	12,981,000
(iv) Ratio of Financing Costs to Net Revenue Stream	7.52%	8.36%
The figures monitor financing costs as a proportion of the total revenue stream from government grants and local taxpayers. The increase in the ratio of financing costs is mainly attributable to the forecast reduction in investment income.		
(v) Incremental Impact on Council Tax	0.63	3.36
This indicator allows the effect of the totality of the Council's capital investment decisions to be considered at budget setting time.		
(vi) Authorised Borrowing Limit	37,600,000	37,600,000
Maximum Level of Borrowing and Other Long term Liabilities	15,012,800	15,012,800
The authorised borrowing limit is determined by Council prior to the start of the financial year. The limit must not be altered without agreement by Council and should not be exceeded under any foreseeable circumstances.		

	2018/19 Provisional Outturn £	2018/19 Revised Estimate £
(vii) Operational Borrowing Limit Maximum Level of Borrowing and Other Long term Liabilities The operational borrowing limit is also determined by Council prior to the start of the financial year. Unlike the authorised limit, it may be breached temporarily due to cashflow variations but it should not be exceeded on a regular basis.	32,600,000 15,012,800	32,600,000 15,012,800
(viii) Capital Financing Requirement (CFR) As at 31 March The CFR is a measure of the underlying borrowing requirement of the authority for capital purposes.	13,686,521	16,463,000

(a) Prudence and Sustainability

	2018/19 £
(i) Target New Borrowing to Date No Long Term Borrowing has been taken in 2018/19	0 0
(ii) Target Percentage of Fixed Rate Long Term Borrowing Actual as at 31 March 2019	100% 100%
(iii) Target Percentage of Variable Rate Long Term Borrowing Actual as at 31 March 2019 Prudent limits for both fixed and variable rate exposure have been set at 100%. This is due to the limited flexibility available to the authority in the context of its overall outstanding borrowing requirement.	100% 0%
(iv) Target Minimum Level of Investments Classified as Specified Actual Level of Specified Investments as at 31 March 2019 As part of the Investment Strategy for 2018/19, the Council set a minimum level of 50% for its specified as opposed to non specified investments. The two categories of investment were defined as part of the Strategy but for the City Council non specified investments will presently refer mainly to either investments of over one year in duration or investments placed with building societies that do not possess an appropriate credit rating. These tend to be the smaller building societies.	50.00% 100.00%

TREASURY TRANSACTIONS
1 JANUARY 2019 TO 31 MARCH 2019

1. LOANS (DEBT)

1.1 Transactions 1 January 2019 to 31 March 2019

	Raised		Repaid	
	£	%	£	%
P.W.L.B	0	0	0	0
Local Bonds	0	0	0	0
Short Term Loans	0	0	0	0
Overnight Borrowing	0	0	0	0
	0		0	

This provides a summary of loans that have been raised or repaid, analysed by type, since the previous report.

1.2 Loans (Debt) Outstanding at 31 March 2019

	£
City of Carlisle Stock Issue	15,000,000
Short Term Loans	12,800
	15,012,800

1.3 Loans Due for Repayment

	PWLB £	Overnight £	Total £
Short Term Debt at 31 March 2019	0	0	0
			0

Shown here is a calendar of future loan repayments which can be a useful aid to cash flow management. Following the repayment of the City Council's remaining PWLB debt in July 2004, no major debt repayments are anticipated.

1.4 Interest Rates

Link Asset Services suggest that the next interest rate rise will not be until February 2020, with rates climbing to 1.75% by March 2022.

2. INVESTMENTS

	Made		Repaid	
	£	%	£	%
Short Term Investments	23,500,000	0.65 - 1.25	30,900,000	0.65 - 0.91
	23,500,000		30,900,000	

A full schedule of investment transactions is set out in appendix B2. Appendix B3 shows outstanding investments at 31 March 2019.

3. REVENUES COLLECTED

	Collected £	% of Amount Collectable %
Council Tax	58,790,993	97.36
NNDR	43,904,416	98.42
2018/19	102,695,410	97.80
Council Tax	55,759,579	97.57
NNDR	43,478,923	97.83
2017/18	99,238,503	97.68
Council Tax	52,134,094	97.50
NNDR	44,527,817	98.27
2016/17	96,661,911	97.86

Final collection levels were very similar to those of the previous two years.

4. BANK BALANCE

At 31 March 2019 the bank balance was £837,456.64 in debit.

This simply records the Council's bank balance at the end of the last day covered by the report.

5. OUTTURN ON TREASURY MANAGEMENT IN 2018/19

	Revised Estimate £000	Actual £000	Variance £000
Interest Receivable	(346)	(321)	25
Interest Payable	1,320	1,318	(2)
Less Rechargeable	(15)	(12)	3
	1,305	1,306	1
Principal Repaid	112	21	(91)
Debt Management	13	14	1
NET BALANCE	1,084	1,020	(64)

Page 95 of 140

Outstanding Investments as at 31 March 2019

Appendix B3

Category	Borrower	Principal (£)	Interest Rate	Start Date	Maturity Date	Current Days to Maturity	Days to maturity at execution	Total Interest Expected (£)
	Barclays Bank (NRFB)	1,000,000	0.79%		Call1		0	0
	HSBC (RFB)	600,000	0.65%		Call1		0	0
	Goldman Sachs International Bank	1,000,000	0.85%	15/10/2018	12/04/2019	12	179	4,168
	Barclays Bank (NRFB)	1,500,000	0.78%	16/10/2018	12/04/2019	12	178	5,706
	Santander UK plc	2,000,000	1.00%	01/11/2018	29/04/2019	29	179	9,808
	Bank of Scotland PLC	1,000,000	1.00%	19/11/2018	20/05/2019	50	182	4,986
	Santander UK plc	1,000,000	1.00%	21/12/2018	19/06/2019	80	180	4,932
	Bank of Scotland PLC	1,000,000	1.00%	02/01/2019	28/06/2019	89	177	4,849
	Goldman Sachs International Bank	1,000,000	0.95%	31/01/2019	26/07/2019	117	176	4,581
	Standard Chartered Bank	1,000,000	0.96%	28/03/2019	27/09/2019	180	183	4,813
	Santander UK plc	1,000,000	1.00%	29/03/2019	27/09/2019	180	182	4,986
	Bank of Scotland PLC	2,000,000	1.15%	01/11/2018	05/11/2019	219	369	23,252
	Bank of Scotland PLC	2,000,000	1.25%	13/02/2019	21/02/2020	327	373	25,548
	Total Investments	£16,100,000	0.99%			118	214	£97,630

Borrower	Current Market Value (£)	Current Yield	Start Date	Initial Investment (£)	Entry Cost (£) ¹	Initial Market Value (£)	Unrealised Growth (£)
CCLA Property Fund	3,435,773	4.26%	31/07/2014	3,000,000	(163,107)	2,836,893	435,773

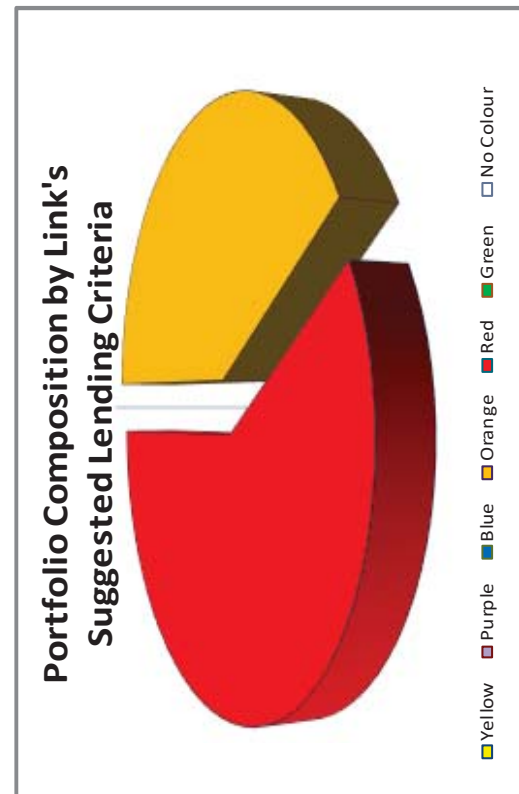
1. Entry Costs were charged against Treasury Management Budget in 2014/15

N.B Interest is recognised in the appropriate financial year in which it is due. The category colour represents the duration of investment recommended by Link Asset Services, the Council's Treasury Advisors. Those investments with No colour, are still within the Council's investment Strategy and are therefore deemed suitable for investing.

Investments Summary Sheet

% of Portfolio	Amount	% of Colour in Calls	Amount of Colour in Calls	% of Call in Portfolio	WARoR	WAM	Weighted Average Days to Maturity	Weighted Average Rate of Return	Weighted Average Days to Maturity from Execution WAM at Execution
Yellow	-	0.00%	-	0.00%	0.00%	0	0	0.00%	0
Purple	-	0.00%	-	0.00%	0.00%	0	0	0.00%	0
Blue	-	0.00%	-	0.00%	0.00%	0	0	0.00%	0
Orange	6,600,000	9.09%	600,000	3.73%	1.09%	187	279	1.09%	279
Red	9,500,000	10.53%	1,000,000	6.21%	0.92%	68	161	0.92%	161
Green	-	0.00%	-	0.00%	0.00%	0	0	0.00%	0
No Colour	-	0.00%	-	0.00%	0.00%	0	0	0.00%	0
100.00%	16,100,000	9.94%	1,600,000	9.94%	0.99%	117	209	0.99%	209

Weighted Average Risk									
Risk Score for Colour (1 = Low, 7 = High)	Mar 2019	Dec 2018	Sep 2018	Jun 2018					
1	0.0	0.2	0.2	0.3					
2	0.0	0.0	0.0	0.0					
3	0.0	0.0	0.0	0.0					
4	1.6	1.0	1.2	1.2					
5	3.0	2.9	2.6	2.0					
6	0.0	0.0	0.0	0.0					
7	0.0	0.0	0.0	0.0					
	4.6	4.1	4.0	3.5					



	Link's Suggested Criteria
Y	Up to 5 Years
P	Up to 2 Years
B	Up to 1 Year
O	Up to 1 Year
R	Up to 6 months
G	Up to 3 months
N/C	No Colour

Normal'
Risk
Score

3.5 3.5 3.5 3.5 3.5

EXCERPT FROM THE MINUTES OF THE EXECUTIVE HELD ON 29 MAY 2019

EX.38/19 TREASURY MANAGEMENT OUTTURN 2018/19
(Key Decision – KD.05/19)

Portfolio Finance, Governance and Resources

Relevant Scrutiny Panel Business and Transformation

Subject Matter

The Deputy Leader, and Finance, Governance and Resources Portfolio Holder submitted report RD.03/19 providing the annual report on Treasury Management, as required under both the Financial Procedure Rules and the CIPFA Code of Practice on Treasury Management. Also included was the regular report on Treasury Transactions for the period 1 January 2019 to 31 March 2019. Members' attention was further drawn to developments in the Money Markets over the previous twelve months and their effect on the Council's investments, together with the various performance statistics included within the report.

The Deputy Leader, and Finance, Governance and Resources Portfolio Holder commented, in particular, upon the position as regards investment returns and the need to explore the placing of investments, following which he moved that the report be received and recommended to Council for approval.

The Leader recognised that, whilst returns on investment had been modest in recent times, that did not alter the fact that treasury management within the City Council was undertaken very well.

Summary of options rejected None

DECISION

That Report RD.03/19 providing the Annual Report on Treasury Management be received and recommended to the City Council for approval on 16 July 2019.

Reasons for Decision

To receive the annual report on Treasury Management

EXCERPT FROM THE MINUTES OF THE BUSINESS AND TRANSFORMATION SCRUTINY PANEL HELD ON 30 MAY 2019

BTSP.43/19 2018/19 PROVISIONAL OUTTURN REPORTS

(c) Treasury Management Outturn 2018/19

The Corporate Director of Finance and Resources presented report RD.03/19 providing the annual report on Treasury Management, as required under both the Financial Procedure Rules and the CIPFA Code of Practice on Treasury Management. Also submitted was the regular report on Treasury Transactions.

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

- Was there scope to invest in schemes similar to the CCLA Property Fund?

The Corporate Director of Finance and Resources responded that further discussion was required regarding internal and external borrowing going forward and the potential increase in investments. She added that interest rates were low and work needed to be undertaken to lock the Council into a deal to repay the £15m stock issue before interest rates increased significantly. The CCLA investment was a long term investment and did have some risk, however, currently it had a good return at 4.26%. The Corporate Director was unaware of the end date for the investment and agreed to provide the Panel with some further information on the Fund including how it was reconciled on the Council's balance sheet.

The Finance, Governance and Resources Portfolio Holder commented that he would like to have support from Scrutiny to increase investment.

RESOLVED –1) That the Treasury Management Outturn 2018/19 (RD.05/18) be noted and received.

2) That the Corporate Director of Finance and Resources provide the Panel with written information on the terms for the CCLA Property Fund and how it was reconciled on the Council's balance sheet.

3) That the Corporate Director of Finance and Resources and the Principal Accountant be thanked for their excellent work during a difficult time.

Report to Council

**Agenda
Item:**

16(iv)

Meeting Date: 16th July 2019
Portfolio: Environment and Transport
Key Decision: Yes: KD.10/19
Within Policy and Budget Framework: Yes
Public / Private: Public

Title: FOOD LAW ENFORCEMENT SERVICE PLAN
Report of: Corporate Director of Governance and Regulatory Services
Report Number: GD.36/19

Purpose / Summary:

The Food Law Enforcement Plan sets out how Regulatory Services will deploy its resources in 2019 to 2020 to improve hygiene standards, prevent food borne diseases and help people live healthier lives. It seeks to target interventions to tackle local issues whilst ensuring Carlisle City Council achieves its national statutory responsibilities. To assist members, a summary report of the plan has been produced as Appendix 1.

Recommendations:

That Council:

- i. Approve the key actions of the Food Law Enforcement Service Plan in accordance with the Council's Budget and Policy Framework.

Tracking

Executive:	29th May 2019 & 17th June 2019
Scrutiny:	6th June 2019 (for information)
Council:	16th July 2019

1. BACKGROUND

- 1.1** Standards of hygiene when eating out was the main concern for members of the public who took part in the latest Food Standards Agency's (FSA) Public Attitudes Tracker Survey (November 2018). Other concerns from the survey include food poisoning, food additives, levels of sugar and salt in food and the amount of food waste. The City Council through its Food and Public Protection Team plays a significant role in protecting the public by its food inspections and infectious disease investigations.
- 1.2** In improving food standards, Regulatory Services are contributing to ensuring a safe, healthy and sustainable food chain for the benefit of consumers. Service plans are an important part of the process to ensure that national priorities and standards are addressed and delivered locally. Service plans help local authorities to:
- follow the principles of good regulation;
 - focus on key delivery issues and outcomes;
 - provide an essential link with corporate and financial planning;
 - set objectives for the future, and identify major issues that cross service boundaries;
 - provide a means of managing performance and making performance comparisons;
 - provide information on an authority's service delivery to stakeholders, including businesses and consumers.
- 1.3** The "Framework Agreement on Official Feed and Food Controls by Local Authorities" (2010) sets out what the Food Standard Agency expects from Carlisle City Council in delivering official controls on feed and food law. To help to ensure local transparency and accountability, and to show the Service's contribution to the authority's Carlisle Plan, the Framework Agreement recommends that food service plans are approved at the relevant level established for that local authority. The Food Law Enforcement Service Plan is in Carlisle City Council's Policy Framework in Article 4 of the Constitution.
- 1.4** The Plan covers the period 1st April 2019 to the 31st March 2020 and includes targeted educational and promotional work under taken by the section along with the required food premise inspections and sampling.
- 1.5** The Food Law Codes of Practice (March 2017), issued by the FSA, details how local authorities deliver their enforcement duties but allows local authorities flexibility over

how to deliver the national food controls. The Plan sets out how and at what level official food controls will be provided, in accordance with the Codes of Practice.

- 1.6** In 2014 the Food Standards Agency's (FSA) published its strategy for 2015-2020. Within the strategy the FSA identified its flagship policy 'Regulating Our Future'. This policy aims to modernise the way food businesses are regulated, creating a system that is modern, risk based, proportionate, robust and resilient. The FSA plan to implement and deliver the new regulatory model for food by 2020. It is not fully clear to date what impact the changes will have on the Regulatory Services Department; however, we will continue to monitor the FSA proposals and respond accordingly through the FSA's 'open policy' approach. To ensure consistency of approach, any FSA proposals will be discussed with other Cumbrian Local Authority Environmental Health Departments at the regional liaison group meetings.

2. PROPOSALS

- 2.1** That Council:
- i. Approve the key actions of the Food Law Enforcement Service Plan in accordance with the Council's Budget and Policy Framework.

3. RISKS

- 3.1** Failure to develop and implement a food law service plan which, approved at the relevant level, would not satisfy the requirements laid down in the Food Standards Agency 'framework agreement'. The framework, for which we are monitored and audited against, sets out the standards expect by Local Authorities responsible for official controls on food law. The publication of the food law enforcement plan helps ensure local transparency and accountability. To ensure compliance with the framework, the Food Law Enforcement Service Plan is in Carlisle City Council's Policy Framework in Article 4 of the Constitution.

4. CONSULTATION

- 4.1** Consultation to Date:
- The Plan has been drafted in consultation with officers within Regulatory Services.
 - The Plan was accepted by Executive on 29th May 2019 & 17th June 2019 with no amendments made.
 - The Plan was listed as an information agenda item for the Health & Wellbeing Scrutiny Panel on 6th June 2019.

5. CONCLUSION AND REASONS FOR RECOMMENDATIONS

- 5.1** The recommended key actions have been identified following consultation and reflect the resources available to Regulatory Services in the financial year 2019 to 2020

6. CONTRIBUTION TO THE CARLISLE PLAN PRIORITIES

6.1 *Priority: Support business growth and skills development to improve opportunities and economic prospects for the people of Carlisle:*

- Deliver an improved service to existing and new businesses in the District – joining up our statutory and advisory support functions. The Food Safety Service provides free and impartial advice on both legal and technical matters relevant to the trade. A key requirement of the Regulators Code is to use the regulators unique contact with local businesses as a means of ensuring growth as well as compliance.

Priority: Further develop sports, arts and cultural facilities to support the health and wellbeing of our residents:

- Continue to support and develop the Food City Partnership. As a member of the group the Food Safety Service have a key role in the delivery of the Local Healthy Options Award and advising food businesses on healthy menu alternatives.

Priority 5: Promote Carlisle regionally and internationally as a place with much to offer – full of opportunities and potential

- We work in partnership in delivering projects with organisations such as: Cumbria County Council Trading Standards, Cumbria Food Group (made up of all 6 Cumbrian Local Authorities), PHE Laboratory Preston, PHE Health Protection Team, Food Standards Agency.

Contact Officer: **Andrew Smith (Principal Health & Ext: 7098**
 Housing Officer)

Appendices **Appendix 1 – Food Law Enforcement Plan - Summary Report**
attached to report: **Appendix 2 – Food Law Enforcement Service Plan 2019 to**
 2020

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:

LEGAL – The Council has a Food Law Enforcement Service Plan in accordance with the Food Standard Agency's Framework Agreement which applies to local enforcement of all feed and food laws and incorporates the latest guidance and standards on feed and food law enforcement. As stated in the report, the Food Law Enforcement Service Plan forms part of the Council's Policy Framework and as such, needs to be considered by the relevant Scrutiny Panel before being referred by the Executive for approval by Council.

FINANCE – The costs of implementing and monitoring this Food Law Enforcement Service Plan can be met from within existing base budgets under the control of the Governance and Regulatory Services Directorate in 2019/20.

EQUALITY – None.

INFORMATION GOVERNANCE – It is recommended that Officers are mindful of the potential to record personal and special category data during inspections and the need to ensure appropriate processing and protection.

.

FOOD LAW ENFORCEMENT SERVICE PLAN 2019 – 2020 - Summary Report

Regulatory Services – Food & Public Protection Team

Background

This Service Plan sets out how Carlisle City Council intends to provide an effective food safety service that meets the requirements of the Food Standards (FSA) Framework. The main objective of the service plan is to ensure that all food and drink intended for sale for human consumption that is produced, stored, distributed, handled or consumed in Carlisle City is safe, hygienic and compliant with food hygiene and standards legislation and that all food businesses and food handlers comply with the Food Hygiene Regulations.

Food Business Profile

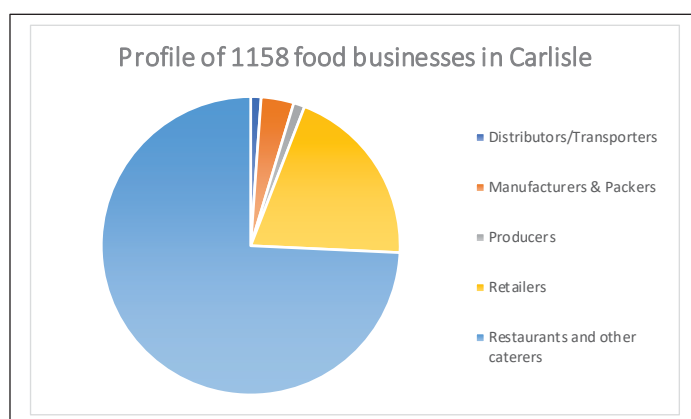


Figure 1: Chart showing the breakdown of food business types

Category	Frequency of Intervention	Number of premises
A	6 months	1
B	12 months	13
C	18 months	142
D	24 months	510
E	36 months	419
UNRATED		8
OUTSIDE		65
Total		1158

Table 1: Breakdown of food businesses by risk category and frequency of interventions (Category A being highest risk)

Key work activities performed during 2018/19

Table 2: Summary of food hygiene related visits made 2018/19

Type of visit:	Number
Food Inspection & Audit Visits	319
Food New Business Inspections	123
Food Hygiene Complaint Visits	89
Food Hygiene Revisits following inspection	54
Food Hygiene Rating Scheme (FHRS) Re-score Visits	8
Food Hygiene Rating Scheme (FHRS) Appeal Visit	1
Food Sampling Visits	46
Food Advisory Visits	107
Food Hygiene Other Visits	38
Total	785

Table 3: Number of incidents received/responded to 2018/19

Type of Incident / Action	Number
Premises hygiene complaints / Food Complaints	137
FSA Food Alerts (inc Product Recall)	74
FSA Food alerts for action by LA	1
FSA Allergy Alerts	113
Export Certificates approved	415
Requests for food advice	102
Infectious disease cases	217

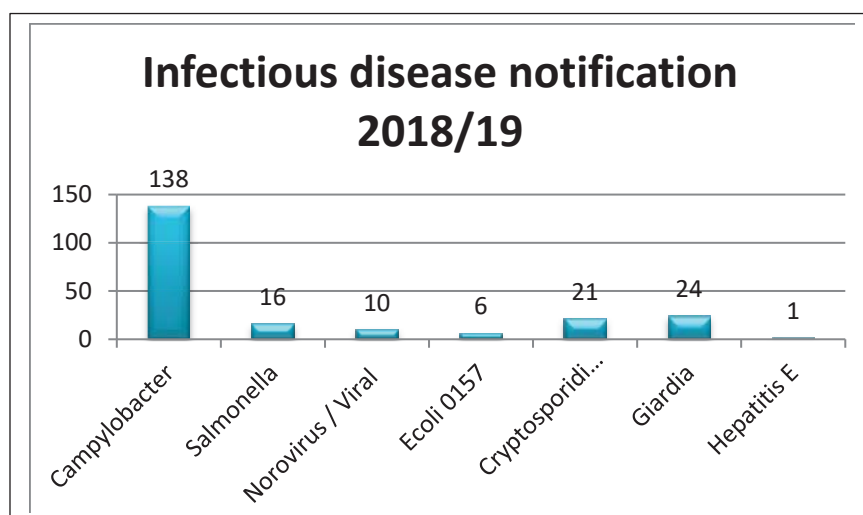


Figure 2 - Chart showing the number of foodborne / waterborne infectious diseases received and investigated during 2018/19

Enforcement actions by authorised officers during 2018/19:

- 169 written warnings for food hygiene contraventions
- 1 Hygiene Improvement Notices
- 3 Voluntary Closures

Planned inspections/interventions by risk category for 2019/20

Risk Category	No of targetted premises	Carried over from 18/19
A (High risk)	1	0
B	12	1
C	98	0
D	259	0
E (Low risk)	85	74
Unrated (awaiting inspection)	8	-
TOTAL	463	75

Key objectives for 2019/20:

- Inspect food businesses at intervals in accordance with the Food Standard's Agencies Code of Practice and educate and enforce where necessary. Prioritise resources toward business that are high risk and those that are non-compliant (0-2 FHRs rated)
- Continue to work with and promote the National Food Hygiene Rating System – upload ratings onto FSA's FHRs website and issue FHRs rating stickers to food businesses.
- Adopt and implement a charging policy for Food Hygiene Rating Scheme rescoring visits
- Sample foodstuffs for microbiological safety in accordance with local and national programmes.
- Participate and delivery of a Cumbria wide Healthier Food Choices Award
- Deliver food hygiene training for food businesses where English is a foreign language, as part of the Rogue Landlord Project 2017 – 2019.
- Work in partnership with other agencies and regulatory bodies to achieve common goals.

FOOD LAW ENFORCEMENT SERVICE PLAN 2019 - 2020

Carlisle City Council

Regulatory Services – Food & Public Protection Team

Governance & Regulatory Services

1. Introduction

This Service Plan sets out how Carlisle City Council intends to provide an effective food safety service that meets the requirements of the Food Standards (FSA) Framework Agreement. It covers the functions carried out by authorised officers of the Food and Public Protection Team under the provisions of the Food Safety Act 1990, the Food Safety and Hygiene (England) Regulations 2013 and relevant regulations made under the European Communities Act 1992.

2. Service aims and objectives

To ensure that all food and drink intended for sale for human consumption that is produced, stored, distributed, handled or consumed in Carlisle City is safe, hygienic and compliant with food hygiene and standards legislation and that all food businesses and food handlers comply with the Food Hygiene Regulations. This will be achieved through:

- Programmed inspections
- Targeted interventions
- Investigation of complaints
- Investigation and control of infectious diseases
- Sampling initiatives
- Training
- Advisory visits
- Promotional events

2.1 Links to Corporate Priorities and Plans

The Food Law Enforcement Service Plan supports and contributes to the Carlisle Plan 2015 – 2018 and the Regulatory Services Service Plan. The service provides a range of mandatory and discretionary activities that protect the health and well-being of the citizens of Carlisle. This Service links directly to some of the key priority actions of the Carlisle Plan:

Priority: Support business growth and skills development to improve opportunities and economic prospects for the people of Carlisle:

- Deliver an improved service to existing and new businesses in the District – joining up our statutory and advisory support functions. The Food Safety Service provides free and impartial advice on both legal and technical matters relevant to the trade. A key requirement of the regulators code is to use the regulators unique contact with local businesses as a means of ensuring growth as well as compliance.

Priority: Further develop sports, arts and cultural facilities to support the health and wellbeing of our residents:

- Continue to support and develop the Food City Partnership. As a member of the group, the Food Safety Service have a key role in the delivery of the Local Healthy Options Award and advising food businesses on healthy menu alternatives.

Priority: Promote Carlisle regionally and internationally as a place with much to offer – full of opportunities and potential

- We work in partnership in delivering projects with organisations such as: Cumbria County Council Trading Standards, Cumbria Food Group (made up of all 6 Cumbrian Local Authorities), PHE Laboratory Preston, PHE Health Protection Team, Food Standards Agency.

2.2 Links to Other Strategies

The Service seeks to achieve the priority outcomes for regulatory services as detailed in the Better Regulation Delivery Office document “Priority Regulatory Outcomes – A New Approach to Refreshing the National Enforcement Priorities for Local Authority Regulatory Services” (November 2011). Regulators must take into account and give due weight to the priority outcomes when developing policies and operational procedures, setting standards or giving guidance on enforcement.

Regulatory Priority Outcomes:

1. Support economic growth, especially in small businesses, by ensuring a fair, responsible and competitive trading environment. **(Direct Link to the Carlisle Plan)**
2. Improve quality of life and well-being by ensuring clean and safe neighbourhoods **(Direct Link to the Carlisle Plan)**
3. Help people live healthier lives by preventing ill health and harm and promoting public health.
4. Ensure a safe, healthy and sustainable food chain for the benefit of consumers and the rural economy

The “**Regulators’ Code 2014**” made under section 23 of the Legislative and Regulatory Reform Act 2006, applies to all the activities delivered by Regulatory Services. The code requires Regulatory Services, along with its principal function of protecting public health, to engage with and support business growth.

All interventions with businesses and members of the community are carried out with regard to the local authority’s commitment to equality of opportunity for local people as stated in the Equality Policy.

3 Background

3.1 Organisational structure

The structure of Food and Public Protection Team can be seen in page 12. The Principal Health & Housing Officer (Food and Public Protection) is responsible for the day to day supervision of the team and has a lead responsibility for the food hygiene function. The Food and Public Protection Team is positioned within the Regulatory Services Department and perform other regulatory duties, including Health and Safety, nuisance complaints, Public Health Burials, animal related licensing and registrations for acupuncture, cosmetic piercing & tattooing/skin colouring. The Council's Pest Control Service also sits within the Food and Public Protection Team.

3.2 Scope of the service

The Food and Public Protection Team are responsible for the enforcement of relevant Food Law, including the Food Safety and Hygiene (England) Regulations 2013.

Carlisle City Council carries out all functions relating to food safety matters, including the following:

- Carrying out interventions e.g. inspections, audits, sampling at food establishments
- Providing advice to food business operators including help on implementing the most appropriate food safety management system for that business; for example the Food Standards Agency's Safer Food, Better Business food safety management system
- Operating inland imported food control at retail and catering establishments etc.
- Registration food establishments
- Identifying and assessing premises that require approval of specific food products and ensuring that they are issued with conditional and full approval as necessary
- Undertaking food sampling
- Issuing export certificates
- Investigation of complaints concerning food establishments and food handling practices
- Investigation of cases of suspected and confirmed food poisoning
- Providing food hygiene training where appropriate
- Liaison with the local authority's procurement team when selecting new food contracts
- Consulting on relevant planning and premises licence applications

3.3 Demands on the food enforcement service

The City Council's food safety service is delivered from the 5th Floor of the Civic Centre, Rickergate, Carlisle Tel 01228 817200 Email: environmentalhealth@carlisle.gov.uk.

As of 1st April 2019 a total of **1158** food premises are subject to programmed food hygiene interventions as per the table below:

Type of Premises	Number
Distributors/Transporters	13
Manufacturers & Packers	41
Producers	14
Retailers	230
Restaurants and other caterers	860
Total	1158

The City Council also has 6 “approved” processes subject to Regulation 853/2004.

Ref no	Name	Product	App Number
66460	Nestle	Dairy - Milk powder/cream	VK302
66469	Esk	Dairy - Milk/cream	VK010
66442	Cavaghan and & Gray (Eastern Way)	Meat / Fish / Dairy / Egg	VK001
66444	Cavaghan and & Gray (Riverbank)	Fish / Dairy / Egg	VK011
66576	Bells Fishmongers	Fish	VK007
66457	Calder Foods	Meat Products / Fish / Dairy	VK004

All food premises are rated according to their level of risk, as defined by the Food Standards Agency Code of Practice. The risk rating determines the frequency and nature of the interventions that are classed as official controls. The table below provides a summary of the food business risk profile:

Category	Intervention Type	Frequency	Number of premises
A	Full & Partial Inspection / Audit	6 months	1
B	Full & Partial Inspection / Audit	12 months	13
C	Full & Partial Inspection / Audit / Other Official control - Broadly compliant premises	18 months	142
D	Inspection / Audit / Other Official Control (e.g. surveillance, verification, sampling)	24 months	510
E	Inspection / alternative enforcement strategy	36 months	419
UNRATED	Awaiting inspection		8
OUTSIDE	Outside inspection programme		65
Total			1158

Officers will aim to inspect new food premises within 28 days of being notified to the City Council. Each business will be rated in accordance with the Food Standards Agency - Food Law Code of Practice and incorporated into the inspection programme. Officers will decide if a revisit is necessary following an inspection and the Civica database will be used to programme the revisit date. The food sampling programme is an intervention that supports the other official controls undertaken by officers.

The Food and Public Protection Team are also required to meet additional demands arising from local activities, such as inspecting the visiting markets and other seasonal festivals.

Officers are required to undertake inspections/interventions outside normal working hours, for example where food businesses operate only at night or at weekends to attend markets and festivals.

The City Council has procedures in place to share its food premises database with the County Council's Trading Standards Department who have responsibility for Food Standards within the District.

In addition to businesses that form part of the programme, the local authority annually inspected 123 new food businesses.

In 2018 -19 the local authority dealt with a range of incidents and enquiries. These are set out in the following table.

Type of Incident / Action	Number
Premises hygiene complaints / Food complaints	137
FSA Food Alerts (inc Product Recall)	74
FSA Food alerts for action by LA	1
FSA Allergy Alerts	113
Export certificates approved	415
Requests for food advice	102
Infectious disease cases	217

Summary of food hygiene related visits made 2018/19

Type of visit:	Number
Food Programmed Inspection & Audit Visits	313
Alternative Enforcement Strategy Questionnaire	6
Food New Business Inspections	123
Food Hygiene Complaint Visits	89
Food Hygiene Revisits following inspection	54
Food Hygiene Rating Scheme (FHRS) Re-score Visits	8
Food Hygiene Rating Scheme (FHRS) Appeal Visit	1
Food Sampling Visits	46
Food Advisory Visits	107
Food Hygiene Other Visits	38
Total	785

4 Service Delivery

4.1 Food interventions

In the financial year 2019-2020, targetted inspections/interventions are due to be carried out at 538 premises. The target for each category is detailed on page 14.

Risk Category	No of targetted premises	Carried over
A	1	0
B	12	1
C	98	0
D	259	0
E*	85	74*
Unrated	8	-
TOTAL	463	75

These numbers will alter throughout the year as new businesses open and existing businesses close.

Priority will always be given to high risk food businesses (A & B risk rated businesses) and any national or local situations which require urgent attention for example Food Standards Agency food alerts or food poisoning outbreaks.

* Category E premises are defined in the Food Law Code of Practice as low risk food establishments and allows local authorities to adopt an alternative enforcement strategy to ensure resources are prioritised accordingly towards higher risk premises. Local authorities must ensure low-risk premises are subject to an alternative enforcement intervention every 3 years. The current strategy adopted by this authority alternates a visit with an enforcement questionnaire every 3 years. 74 businesses are overdue an intervention of which a strategy is in place to ensure these premises receive an intervention this financial year.

Revisits following an inspection will be undertaken by officers when deemed necessary or in response to a requested revisit or appeal under the Food Hygiene Rating Scheme (FHRS). A total of 54 revisits following a routine inspection were undertaken during 2018/19 and 8 FHRS re-scoring visits performed for the same period.

During the course of delivering the food safety service, officers may need to resort to formal action in some circumstances. During 2018/19 officers issued:

- 169 Written warnings for food hygiene contraventions**
- 1 Hygiene Improvement Notices**
- 3 Voluntary Closures**

4.2 Enforcement policy

Regulatory Services, within which the Food & Public Protection Team sits, adopts the principles laid down in the Enforcement Concordat, which states that enforcement must be fair, consistent and equitable. The local authority's Food Safety Enforcement Policy outlines the enforcement options available for dealing with problems relating to non-compliance with the legislation. The Policy has been written having regard to Government's Regulators Code and can be found on the website:

<http://www.carlisle.gov.uk/Portals/0/Documents/Residents/Environment/A2%20Food%20Safety%20Enforcement%20Policy%202015.pdf>

4.3 Food complaints

The investigation of customer's complaints regarding food safety is an important area of work for the team. The local authority has a response target of 5 days for such complaints, however more serious complaints/allegations will be visited on the day of receipt where possible. In 2018/19 the local authority dealt with 137 food hygiene related complaints.

4.4 Primary and home authority principle

The Home Authority Principle was developed by food and trading standards authorities to aid consistent enforcement. The scheme provides businesses with a home authority source of guidance and advice and provides a system for the resolution of disputes.

Alternatively, businesses can form a 'Primary Authority' statutory partnership with a local authority to assist with consistent enforcement. The guidance and advice the local authority provides will be taken into consideration by officers carrying out inspections and dealing with instances of non-compliance.

Carlisle City Council fully endorses the Home authority and Primary Authority principle but has yet not received any requests for business support in this area.

4.5 Advice to business

The Food and Public Protection Team provide advice and support for all food businesses on request. Information is available on the local authority website, <http://www.carlisle.gov.uk/Residents/Environmental-Problems/food-safety>. Information leaflets are also available from the Civic Centre Offices. Officers are available to visit businesses to advise on any aspect of food safety and hygiene. Advice is also given during the planning and building control processes.

4.6 Food sampling

A food sampling programme is produced every year which outlines the local authority's sampling strategy and approach to specific local and national demands.

The Cross Regional Survey Steering Group co-ordinate the sampling programme for Carlisle, Allerdale, Copeland, South Lakeland, Barrow and Eden. The plan is developed by the group to incorporate priorities identified by Public Health England and the Food Standards Agency. Sampling surveys to be undertaken for 2019/20 will include:

- **Soil bearing vegetables (potatoes, carrots, leeks, celery, cabbage etc) – surveillance**
- **Sandwiches with shelf-life of +2days or more with a focus on labelling**
- **Premises with no dishwasher and single multi-purpose sink**
- **Cloths v's disposable for cleaning**

Microbiological examinations are undertaken by Public Health England, Food, Water and Environmental Microbiology Laboratory York, National Agri-Food Innovation Campus, Block 10, Sand Hutton, York YO41 1LZ.

In 2018/19 the Food and Public Protection Team took **109** food samples, **77** of which were reported as Satisfactory, **15** Borderline and **17** unsatisfactory. Sampling initiatives for the period included:

- **Hygiene of Touch Screens and Chip & Pin pads at self-service tills**
- **Safety of Ready to Eat pastry based foods from catering & retail premises**
- **Safety and process hygiene of Minced Meat & Meat Preparations (Sausages & Burgers)**
- **Hygiene and safety of Milkshakes served at food businesses**
- **Microbiological quality of Tattoo Ink and Water.**

Where necessary visits were made to those premises to identify reasons why the food samples will have been unsatisfactory and repeat sampling undertaken. If necessary, results will be notified to other local authorities.

When necessary, food complaint samples are sent to the Public Analyst at Lancashire County Scientific Services, Pedders Way, Ashton-on-Ribble, Preston PR2 2TX for non-microbiological food analysis. The analysis includes testing for food composition and contamination. No samples were submitted for analysis for the period 2018/19.

4.7 Control and investigation of outbreaks and food-related infectious disease

The Food and Public Protection Team will investigate food-related infectious disease notifications in accordance with procedures agreed with Public Health England. The response to notifications of illness will be dependant on the severity of illness ranging from immediate response in the case of serious infections e.g. E.coli 0157 & typhoid; to postal questionnaires for cases of campylobacter.

Investigation of outbreaks will be in accordance with the Outbreak Control Plan agreed with the Public Health England.

The table below summarises the number of cases notified to Carlisle City Council in 2018/19.

Disease	Number
Campylobacter	138
Salmonella	16
Ecoli 0157	6
Listeria monocytogenes	1
Norovirus / Viral	10*
Hepatitis E	1
Cryptosporidium	21
Giardia	24

*number of outbreaks e.g. residential homes

There were no confirmed food poisoning outbreaks during 2018/19; however officers of the Food & Public Protection Team investigated a number of norovirus/viral outbreaks associated with residential care settings.

4.8 Food safety incidents

Food alerts are issued by the Food Standards Agency to relate information on national food issues to local authorities, the majority being for information only. Food alerts for action require officers to undertake a wide variety of courses of action dependent upon the issue at hand. In 2018/19 a total of 75 Food Alerts were received by the authority, of which 1 required action by the Food & Public Protection Team.

4.9 Liaison with other organisations

Environmental Health involves a number of stakeholders in the supply and operation of its food hygiene services including:

- Public Health England
- The County Council's Public Health and Trading Standards Departments
- Cumbria Food Liaison Group
- Cumbria Health Protection Liaison Group
- Care Quality Commission
- Cumbria Chamber of Commerce and the Carlisle and Penrith Federation of Small Business
- Food Standards Agency
- Better Regulation Delivery Office
- Carlisle Food City Steering Group
- Neighbouring local authorities

4.10 Food safety and promotions

Carlisle City Council participates in the Food Standards Agency National Food Hygiene Ratings Scheme. The scheme is designed to provide information about business hygiene standards to members of the public but is also a useful tool to drive up performance standards of food businesses. Other promotional initiatives used included:

- Local Healthy Options Award
- Food Safety Week – date to be confirmed by FSA
- Attendance at local events

5.0 Resources

5.1 Staffing resource

A structure chart is available on page 12. The number of full time equivalent (FTE) officers estimated to be deployed solely on food safety is set out in the following table:

Officer Post	FTE
Regulatory Services Manager	0.1
Principal Health & Housing Officer	0.4
Environmental Health Officers / Technical Officer	2.1
Total	2.6

5.2 Officer development

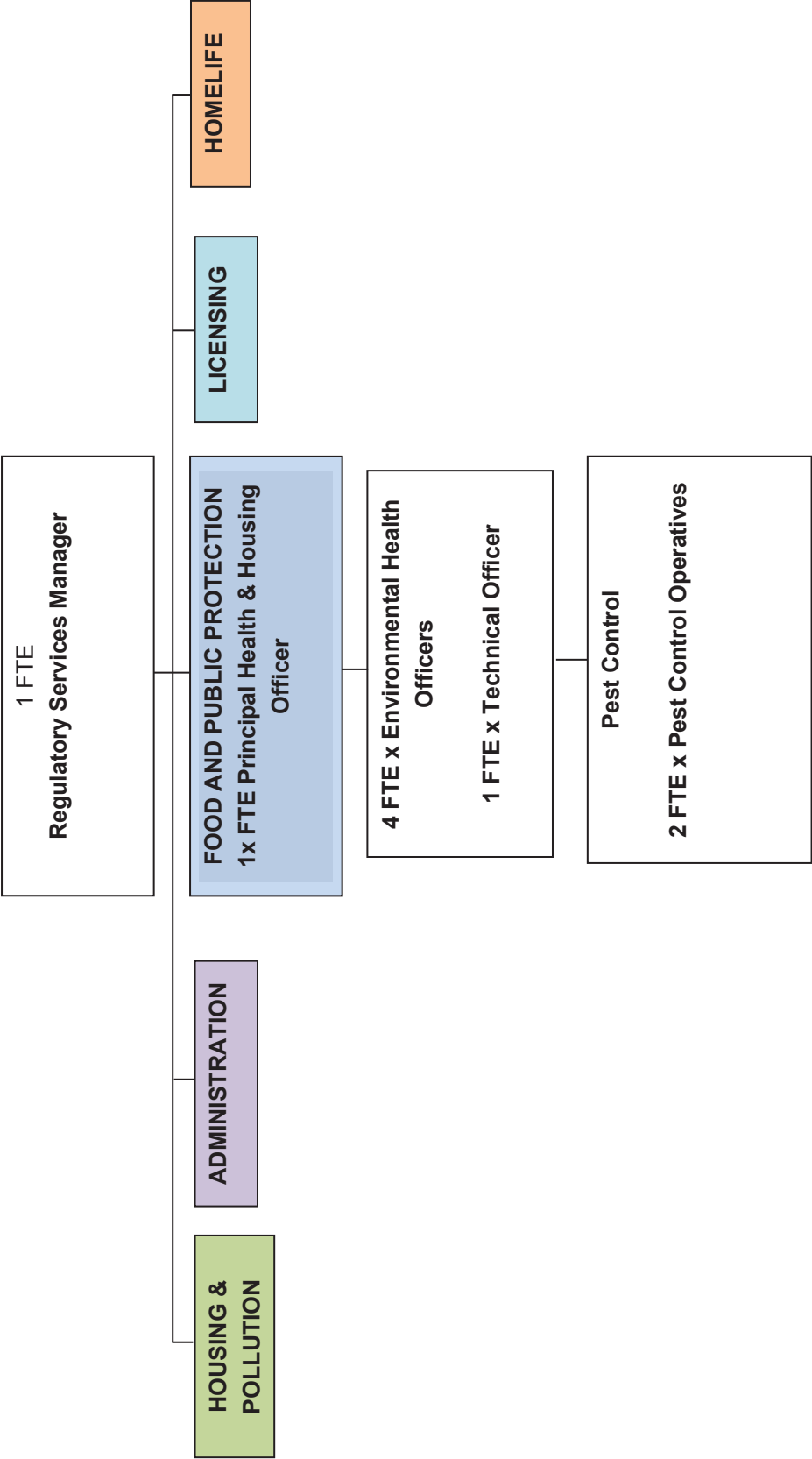
Carlisle City Council are committed to ensuring officers authorised to perform food safety enforcement functions receive relevant structured ongoing training to promote competency, ensure understanding of legislation and technological developments. As stipulated within the Food Law Code of Practice (England) March 2017, all authorised officers will receive a minimum of 10 hours training on food safety issues. All existing officers have obtained the Certificate of Registration of the Environmental Health Registration Board (EHRB) or the Diploma in Environmental Health award by the Royal Environmental Health Institute of Scotland (REHIS). A record of certificates of registration, qualifications and records of on-going training for authorised officers are stored and maintained by the department. The Principal Health & Housing Officer for Food & Public Protection team is required to monitor and report on compliance with our competency requirements. Any essential training needs identified will be provided either in-house or externally.

5.3 Quality assessment and performance management

The Principal Health & Housing Officer (Food & Public Protection) and the Regulatory Services Manager will monitor quality and performance on a monthly basis. Audit actions will be recorded on the department's database management system (FLARE – Civica App).

REGULATORY SERVICES

Structure Chart 2019 / 2020



Outcome	Key Actions	2018/19 Performance	Target 2019/20	Progress (6 month review)
<ul style="list-style-type: none"> • Support Economic Growth 	Review the Council's Web Site in relation to service provided by the Food & Public Protection Team to ensure information to the public is relevant and accessible and facilitates e-government for accessing application forms etc and specifying service provision and charges where appropriate. (Priority)	Food & Safety webpages reviewed and amended where necessary.	Food & Safety webpages to be monitored to ensure information is accurate and reliable.	
	Provide an informal out of hour's service for Food & Health and Safety where circumstances necessitate. (Priority where circumstances require immediate action to protect public health)	Arrangements made for out of hours food hygiene inspections and special events (e.g. Markets, Festivals, etc.)	React to out of hours requests where circumstances necessitate.	
<ul style="list-style-type: none"> • Sustainable Food Chain • Healthier lives 	Inspect food businesses at intervals in accordance with the Food Standard's Agencies Code of Practice and educate and enforce where necessary. (Priority)	Category A – 100% Category B – 92%* *1 premises delayed due to illness of FBO Category C – 100%	Category A – 100% Category B – 100% Category C – 95% Category D – 95%	

		<p>Category D – 100%</p> <p>Category E – 51% (of targeted) through the Alternative Enforcement Programme</p> <p>Unrated – 100% of those indented at start of year)</p>	<p>Category E – 80% through the Alternative Enforcement Programme</p> <p>Unrated (of those identified at the start of the year) – 100%</p>	<p>Check on:</p> <ul style="list-style-type: none"> • food.gov.uk/ratings • FHRS Web Data Tool
<p>Continue to work with and promote the National Food Hygiene Rating System.</p> <p>(Priority)</p>	<p>FHRS ratings for registered businesses within the scope of the scheme uploaded onto the FSAs FHRS website and issued window sticker following intervention.</p> <p>Continued compliance with the FSAs brand standard agreement</p> <p>Agreed options on charging for revisits through CFLG</p>	<p>Ensure continued compliance with the Food Standards Agency brand standard agreement.</p> <p>Ensure registered food businesses within the scope of the scheme are issued a rating displayed on the FHRS website.</p> <p>Report to Regulatory Panel for consideration and formal adoption.</p> <p>Implement Oct 2019</p>		
<p>Adopt and implement a charging policy for Food Hygiene Rating Scheme rescore visits</p>				

	To sample foodstuffs for microbiological safety in accordance with local and national need Local sampling programme – Priority Participation in National Surveys - Desirable	Participation in PHE coordinated surveys. 109 samples taken: <ul style="list-style-type: none"> • 77 satisfactory • 15 Borderline • 17 Unsatisfactory 	Collect samples as requested by the Public Health England coordinated sampling programme and local priority samples as determined by risk.	
	To actively take part in Cumbria Food Liaison Group (FLG) plan of work (Priority)	Representation at all FLG meetings Contributed to FLG work plan	Full Contribution and Attendance at meetings and development of Action Plan	
	Work with the Healthy Cities Forum and Carlisle Food Sub-group on actions in delivering the Healthy Cities Improvement Action Plan (Desirable) Delivery of a Cumbria wide Healthier Food Choices Award (Priority)	Attendance & contribution at meetings	Continued support of Healthy Cities Steering Group & Healthy Communities Working Group. Participate in at least one coordinated campaign. Participate in the development of a Cumbria-wide Healthier Food Choices Award. Launch and promote the Award	

	Identify all non-compliant businesses / 0-2 FHRS rated food businesses and take appropriate action to raise compliance level (to broadly compliant) (Priority)	97% of all food businesses broadly compliant	98% of food businesses broadly compliant	
	Participate in “public health” related activity as requested by partners such as the County Council, Public Health England and the Food Standards Agency. (Desirable)	2019 FSA Christmas Food Safety Campaign -press release & council website	At least one campaign per year	
	Deliver Food Safety Training for food handlers where English is a foreign language – as part of the Rogue Landlord Project 2017 – 2019 (Priority)	19 food handlers trained over two training sessions in November	Arrange and implement food hygiene training session for those landlords / business owners (inc employees) who have English as a foreign language	

EXCERPT FROM THE MINUTES OF THE EXECUTIVE HELD ON 29 MAY 2019

EX.41/19 FOOD LAW ENFORCEMENT SERVICE PLAN
(Key Decision – KD.10/19)

Portfolio Environment and Transport

Relevant Scrutiny Panel Health and Wellbeing

Subject Matter

The Environment and Transport Portfolio Holder submitted report GD.26/19 providing details of the Food Law Enforcement Service Plan covering the period 1 April 2019 to 31 March 2020. A summary report of the Plan had also been produced at Appendix 1 for the assistance of Members.

The Plan set out how Regulatory Services would deploy its resources in 2019 to 2020 to improve hygiene standards, prevent food borne diseases and help people live healthier lives. It sought to target interventions to tackle local issues whilst ensuring that Carlisle City Council achieved its national statutory responsibilities.

Details of the Food Standard Agency's expectations in terms of the delivery of official controls on feed and food law; the Service's contribution to the Council's Carlisle Plan; the requirements of The Food Law Codes of Practice (March 2017); and the Food Standards Agency's (FSA) Strategy for 2015-2020 were provided.

The Portfolio Holder indicated that the matter was scheduled to proceed to Scrutiny on 6 June 2019, come back to the Executive on 17 June 2019 before onward transmission to Council on 16 July 2019. He would therefore have the opportunity to comment further as part of that process.

The Environment and Transport Portfolio Holder also commented upon the excellent work being undertaken by Regulatory Services' Officers, and moved the recommendations set out.

Summary of options rejected none

DECISION

That the Executive:

1. Agreed the key actions of the Food Law Enforcement Service Plan as appended to Report GD.26/19.

2. Referred the said Plan to the Health and Wellbeing Scrutiny Panel for information in accordance with the Council's Budget and Policy Framework.

Reasons for Decision

The recommended key actions had been identified following consultation and reflected the resources available to Regulatory Services in the financial year 2019 to 2020

EXCERPT FROM THE MINUTES OF THE EXECUTIVE HELD ON 17 JUNE 2019

EX.50/19 FOOD LAW ENFORCEMENT SERVICE PLAN
(Key Decision – KD.10/19)

Portfolio Environment and Transport

Relevant Scrutiny Panel Health and Wellbeing

Subject Matter

Pursuant to Minute EX.41/19, the Environment and Transport Portfolio Holder submitted report GD.30/19 providing details of the Food Law Enforcement Service Plan covering the period 1 April 2019 to 31 March 2020. A summary report of the Plan had also been produced at Appendix 1 for the assistance of Members.

The Portfolio Holder reminded Members that the Plan set out how Regulatory Services would deploy its resources in 2019 to 2020 to improve hygiene standards, prevent food borne diseases and help people live healthier lives. It sought to target interventions to tackle local issues whilst ensuring that Carlisle City Council achieved its national statutory responsibilities.

Details of the Food Standard Agency's expectations in terms of the delivery of official controls on feed and food law; the Service's contribution to the Council's Carlisle Plan; the requirements of The Food Law Codes of Practice (March 2017); and the Food Standards Agency's (FSA) Strategy for 2015-2020 were provided.

The Health and Wellbeing Scrutiny Panel had received the report for information on 6 June 2019.

Referencing paragraph 6.1, the Communities, Health and Wellbeing Portfolio Holder was pleased to see that the further development of sports, arts and cultural facilities to support the health and wellbeing of our residents was a priority.

The Environment and Transport Portfolio Holder commended the report and moved the recommendations, which course of action was seconded by the Leader.

Summary of options rejected that the key actions be not agreed

DECISION

That the Executive:

1. Agreed the key actions of the Food Law Enforcement Service Plan.
2. Referred the said plan to Council for approval in accordance with the Council's Budget and Policy Framework.

Reasons for Decision

The recommended key actions had been identified following consultation and reflected the resources available to Regulatory Services in the financial year 2019 to 2020

Report to Council

Agenda
Item:

17

Meeting Date: 16 July 2019
Portfolio: Cross Cutting
Key Decision: No
Within Policy and
Budget Framework
Public / Private Public

Title: BUSINESS AND TRANSFORMATION SCRUTINY PANEL START
TIME
Report of: Corporate Director of Governance and Regulatory Services
Report Number: GD.37/19

Purpose / Summary:

To seek approval to change the start times of the Business and Transformation Scrutiny Panel meetings from 10.00am to 4.00pm for the remainder of the 2019/20 municipal year.

Recommendations:

That Council amend the Civic Calendar so that the 2019/20 Business and Transformation Scrutiny Panel meetings start at 4.00pm as from 22 August 2019.

Tracking

Executive:	
Scrutiny:	
Council:	16 July 2019

1. BACKGROUND

- 1.1** The Constitution of the City Council requires that a calendar showing the date and time of ordinary meetings of committees, sub-committees, panels and working groups shall approved by the Council before the commencement of the Council year.
- 1.2** In accordance with Council Procedure Rule 1.1 the 2019/20 calendar was approved by full Council on 20 May 2019 (Minute reference C.90/19) and set out the frequency and start times for the Council's three Scrutiny Panels. It was agreed that the meetings would begin at 10.00am on a six weekly cycle, on specified dates.

Through the 2017/18 Annual Scrutiny Report it had been agreed that there would be a review of the number, frequency and remits of the three Scrutiny Panels alongside the Local Government Boundary Commission Review.

The Scrutiny Chairs Group agreed that the work would come under the remit of the Business and Transformation Scrutiny Panel.

- 1.3** This Panel subsequently established a Task and Finish Group to scrutinise the governance arrangements for the Council with the objective that any changes be implemented in the 2019/20 municipal year.
- 1.4** The "Efficiency and Efficacy Task and Finish Group" submitted a report for consideration by all three Scrutiny Panels in January 2019. One of the options which had been discussed was the frequency and timing of the Panel meetings. The frequency of the meetings had been left at six weekly, however, the Task and Finish Group felt that morning meetings may exclude participation from those Members in daytime employment or who had dependents to care for. The Task and Finish Group felt more consideration should be given by the 2019/20 Panel Chairman to later start times, with Members highlighting the Executive start time of 4.00pm.

Following Annual Council in May 2019 the new Chairmen of the three Scrutiny Panels met with the Corporate Director of Governance and Regulatory Services to discuss the proposal of moving the start times of the Scrutiny Panel meetings.

- 1.5** Subsequently, at the meeting of the Business and Transformation Scrutiny Panel on 30 May 2019, the Chairman reported that the Chairmen of the Health and Wellbeing and Economic Growth Scrutiny Panels did not want to change the start time of their

Panel meetings, but he was minded to do so for the remainder of this Municipal Year so that direct experience of the amended start time could be garnered. The Panel discussed the proposal and resolved:

“That the next ordinary meeting of the Business and Transformation Scrutiny Panel would begin at 4.00pm and a report be submitted to the next Council requesting that all meetings of the Business and Transformation Scrutiny Panel for the 2019/20 municipal year start at 4.00pm.”

2. PROPOSALS

- 2.1** That the Business and Transformation Scrutiny Panel meetings be moved from 10.00am to 4.00pm for the remainder of the 2019/20 municipal year, beginning with the meeting scheduled on 22 August 2019.

3. RISKS

- 3.1** Not having an agreed calendar of meetings contravenes the requirements of the Constitution of the City Council and would inhibit members of the public in engaging in the democratic process.

4. CONSULTATION

- 4.1** Consultation had taken place with the Chairmen of the Health and Wellbeing, Economic Growth and Business and Transformation Scrutiny Panels. Consultation had also taken place with the Business and Transformation Scrutiny Panel on 30 May 2019.

5. CONCLUSION AND REASONS FOR RECOMMENDATIONS

- 5.1** That the Business and Transformation Scrutiny Panel meetings begin at 4.00pm at the request of the Panel.

6. CONTRIBUTION TO THE CARLISLE PLAN PRIORITIES

- 6.1** To ensure that the appropriate governance arrangements are in place to enable the City Council to meet all of the Carlisle Plan priorities.

Contact Officer: Rachel Plant

Ext: 7039

Appendices Minute Excerpt BTSP.42/19
attached to report:

Note: in compliance with section 100d of the Local Government Act 1972 the report has been prepared in part from the following papers:

- Carlisle City Council's Constitution
- GD.23/19 – Dates and Times of Meetings 2019/20 from Council 20 May 2019

CORPORATE IMPLICATIONS:

LEGAL - None

FINANCE – There will be increased costs of providing enhanced reception cover to allow members and public to enter and leave the building securely. Dependent upon the member of customer services team manning the reception this cost could be between £45 and £65 per meeting. The recent restructure of the customer services team mean that each member of staff now has a specific working hours contract, and this would need to be varied to accommodate these meetings. If only one member of staff was manning the desk then additional lone working procedures would also be required.

EQUALITY – None

INFORMATION GOVERNANCE –

EXCERPT FROM THE MINUTES OF THE BUSINESS AND TRANSFORMATION SCRUTINY PANEL HELD ON 30 MAY 2019

BTSP.42/19 OVERVIEW REPORT AND WORK PROGRAMME

The Chairman welcomed Rowan Jones, Overview and Scrutiny Officer, to her first meeting in the authority.

The Policy and Performance Officer submitted report OS.14/19 providing an overview of matters relating to the work of the Business and Transformation Scrutiny Panel.

The report detailed the most recent Notice of Executive Key Decisions, copies of which had been circulated to all Members, which had been published on 30 April 2019. All the relevant items in the Notice had been included on the Panel's agenda.

The Panel's work programme for 2019/20 had been attached to the report for consideration along with an update on the resolutions from previous meetings as detailed in section 3 of the report. There were two outstanding items which required a written response and the Panel asked that these be expedited.

The Chairman drew the Panel's attention to section 4 of the report which gave an overview of the outcome of the efficiency and efficacy review of the current governance structures of the Council. The Chairman had met with the Health and Wellbeing Scrutiny Panel Chairman and the Economic Growth Scrutiny Panel Chairman to discuss the Task and Finish Group work, in particular the option to move Scrutiny Panels to 4.00pm. The Chairman of Business and Transformation Scrutiny Panel wanted to trial the 4.00pm start time and asked the Panel for their views.

The Corporate Director of Governance and Regulatory Services reminded the Panel that Members had wanted to change the way substitutes were appointed to Overview and Scrutiny and they had wanted to move meetings to 4.00pm to encourage Members who worked or had child care responsibilities to attend meetings. The three Chairmen had met and only the Chairman of Business and Transformation Scrutiny Panel had wanted to move forward with trialling a 4.00pm start time. It was within the Chairman's remit to change the start time of the next meeting and should the Panel want to start all their meetings at 4.00pm then a report would be submitted to Council. He reminded the Panel of Procedure Rule 9 which referred to the time limit of 3 hours for meetings and explained that there would need to be some amendments to reception arrangements to accommodate later start and end times.

The Panel discussed the proposed start time and agreed to trial the 4.00pm start time with a pre briefing meeting at 3.30pm.

The Panel were also reminded that a Special meeting of the Panel had been arranged to take place on 6 June 2019 at 2.00pm to scrutinise the Sands Centre Redevelopment report.

RESOLVED – 1) That the Panel scrutinised the Overview Report incorporating the Work Programme and Key Decision items relevant to the Business and Transformation Scrutiny Panel (OS.03/19);

2) That the items detailed in the work programme for 2019/20 be noted

3) That the next ordinary meeting of the Business and Transformation Scrutiny Panel would begin at 4.00pm and a report be submitted to the next Council requesting that all meetings of the Business and Transformation Scrutiny Panel for the 2019/20 municipal year start at 4.00pm.

4) That the written replies in response to resolutions BTSP.16/19 3 and BTSP.17/19 be circulated to the Panel as a matter of priority.

Report to Council

Agenda
Item:

18

Meeting Date: 16 July 2019
Portfolio: Cross Cutting
Key Decision: Not Applicable
Within Policy and Budget Framework: Not Applicable
Public / Private: Public

Title: OPERATION OF THE PROVISIONS RELATING TO CALL-IN AND URGENCY
Report of: Corporate Director of Governance and Regulatory Services
Report Number: GD.40/19

Purpose / Summary:

To report on the operation of call-in and urgency since the previous report to Council on 30 April 2019.

Recommendations:

That the position be noted.

Tracking

Executive:	N/A
Scrutiny:	N/A
Council:	16 July 2019

1. BACKGROUND

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

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

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

The Executive, at their special meeting on 10 June 2019, gave consideration to a report of the Deputy Chief Executive (CS.17/19) concerning The Sands Centre Redevelopment Project.

The matter was then scheduled for consideration by the Council at a special meeting on 25 June 2019. If a call-in were to be received, the call-in procedure would have overlapped the City Council meeting.

It was considered that any delay caused by a call-in would prejudice the Council's interests in delaying approval of the matter. The Mayor therefore agreed that the above decision was urgent and, for the reasons set out, that the call-in process should not be applied to the decision.

3. SPECIAL URGENCY

Further, and in satisfaction of the Access to Information Procedure Rule 17.3, there is a requirement to report to Council on decisions taken under Special Urgency during the preceding three months.

A key decision regarding St Cuthbert's Garden Village – Stage 2 Masterplanning (OD.029/19) was taken by the Corporate Director of Economic Development under those provisions, and a copy of the Decision Notice is attached.

In order that the Government's funding timetable could be adhered to, The Mayor agreed that the decision proposed was reasonable in all the circumstances; and to the above item being treated as a matter of urgency and to the call-in procedures not being applied to the decision.

4. CONCLUSION AND REASONS FOR RECOMMENDATIONS

4.1 That the position be noted.

Contact Officer: Morag Durham

Ext: 7036

Appendices Officer Decision Notice – OD.029/19
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:

Legal – Report is by the Corporate Director of Governance and Regulatory Services and legal comments are included

Finance – N/A

Equality – N/A

Information Governance – N/A

Notice of Decisions taken by Officers of Carlisle City Council

Officer Decision Reference and Title:	<u>OD.029/19</u> <u>St Cuthbert's Garden Village - Stage 2 Masterplanning</u>
Subject and Decision Taken:	<u>Contract awarded to Arup to provide technical and specialist planning support across Stage 2 Masterplanning for St Cuthbert's Garden Village, following a competitive tender process.</u>
Reason for Decision:	<u>To progress more detailed masterplanning for St Cuthbert's Garden Village, utilising awarded Government Capacity Funding, in keeping with the approved work programme and indicative budget approved by Executive on 11 February 2019.</u>
Details of alternative options considered and rejected:	<u>Appointment followed a robust and competitive procurement process. More detailed masterplanning for St Cuthbert's Garden Village unable to progress without access to specialist planning and design support.</u>
Key or Non Key:	<u>Key</u>
Officer who made the Decision:	<u>Corporate Director of Economic Development</u>
Relevant Portfolio Area:	<u>Economy, Enterprise and Housing</u>
Relevant Overview and Scrutiny Panel:	<u>Economic Growth Scrutiny Panel</u>
Date Decision Taken:	<u>25/02/2019</u>
Reports and Background Papers Considered:	<u>Executive report ED.06/19 - St Cuthbert's Garden Village, Key Next Steps - 11 February 2019</u>
Interests Declared and Dispensation Granted:	<u>N/A</u>
Date Decision Published:	<u>25/04/2019</u>
Urgent Decision and Consent of Chairman / Deputy Chairman:	<u>Exemption from call in approved by Mayor 25 April 2019, Urgent item agreed by Chairman of Economic Growth Scrutiny Panel 25 April 2019</u>
Deadline for Call in:	<u>N/A</u>
Implementation Date if not called in:	<u>25/04/19</u>

All public reports can be viewed in the Customer Contact Centre of the Civic Centre, Carlisle and on the Councils website www.carlisle.co.uk. Other documents relating to the matter may be submitted by the decision maker and, if available and public, may be obtained by contacting the named contact officer.

