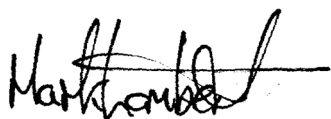


COUNCIL

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, 24 April 2018 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 meeting of the City Council held on 6 March 2018.

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

Pursuant to Procedure Rule 11.2, the Corporate Director of Governance and Regulatory Services to report that no questions have been submitted on notice by Members of the City Council

10. Executive

(a) Minutes

The Council will be requested to receive the Minutes of the meetings of the Executive held on 12 March and 9 April 2018 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>Leader's Portfolio</u> | 7 - 10 |
| (ii) <u>Finance, Governance and Resources</u> | 11 - 12 |
| (iii) <u>Environment and Transport</u> | 13 - 18 |
| (iv) <u>Economy, Enterprise and Housing</u> | 19 - 22 |
| (v) <u>Communities, Health and Wellbeing</u> | 23 - 26 |
| (vi) <u>Culture, Heritage and Leisure</u> | 27 - 32 |
- 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

- (a) Minutes of the meetings held on 22 February and 29 March 2018
- (b) Chairman's Report *

(ii) Business and Transformation Scrutiny Panel **33 - 34**

- (a) Minutes of the meeting held on 22 March 2018
- (b) Chairman's Report

(iii) Economic Growth Scrutiny Panel 35 - 40

- (a) Minutes of the meetings held on 8 February and 1 March 2018
- (b) Chairman's Report
- (Copy Reports herewith / *to follow)

12. Scrutiny Annual Report 2017/18 41 - 52

To consider the Annual Report of the Overview and Scrutiny Panels for 2017/18 as required under Article 6 of the Council's Constitution. (Copy Report OS.13/18 herewith / Minute Extracts herewith/to follow)

13. Regulatory Panel

To receive the Minutes of the meeting of the Regulatory Panel held on 28 February 2018.

14. Development Control Committee

To receive the Minutes of the meetings of the Development Control Committee held on 9 February and 14 March 2018.

15. Appeals Panel

To receive the Minutes of the Appeals Panel meeting held on 19 February 2018.

16. Audit Committee

To receive the Minutes of the meeting of the Audit Committee held on 19 March 2018.

17. Notice of Motion

(1) Flood Defences

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 Alcroft:

"This council notes with deep concern the apparent lack of progress with regard to improving flood defences in the city.

Storm Desmond hit the city on 5th December 2015. 28 months have now elapsed since residents and businesses were devastated and they are still waiting for a start date for the strengthening of the flood defences to begin. In the meantime flood victims are living in fear every time there is a flood alert.

We call on the Government and the two local MPs to make sure that the Environment Agency has the necessary resources not only to expedite the work but to ensure that the enhanced defences will maximise the protection of Carlisle from the impact of future incidents of this type."

(2) Government Litter Strategy

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 Nedved:

"This Council supports the new Government Litter Strategy to curb littering with proposals for new enforcement, education and community engagement.

This Council supports tough new measures that would include proposed £150 fines for littering and measures punishing motorists with penalty notices for litter thrown from their vehicle.

The Council agrees with the statement that litter blights our countryside, harms our wildlife, pollutes our sea, spoils our towns and gives visitors a poor impression of our country."

18. Audit Committee's Annual Report 53 - 70

To consider the Annual Report of the Audit Committee.
(Copy Report RD.51/17 and Minute Extract herewith)

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

(i) Resurfacing of City Council Car Parks 71 - 78

Pursuant to Minute EX.28/18, to consider a recommendation from the Executive that the City Council approve the carry forward of £47,000 from 2017/18 into 2018/19 for the resurfacing work thereby increasing the overall capital programme for 2018/19 by £164,323 as detailed in Report CS.21/18.
(Copy Report CS.25/18 and Minute Extract herewith)

(ii) Civic Centre Reinstatement 79 - 150

Pursuant to Minute EX.17/18 and EX.33/18, to consider a recommendation from the Executive concerning final proposals for the reinstatement of the Civic Centre.
(Copy Report GD.30/18 and Minute Extracts herewith)

20. Operation of the Provisions Relating to Call-in and Urgency 151 - 158

Pursuant to Overview and Scrutiny Procedure Rule 15(j), the Corporate Director of Governance and Regulatory Services to report on the operation of call-in and urgency procedures over the past year.
(Copy Report GD.28/18 herewith)

21. 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

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

Civic Centre Reinstatement

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

Reception

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

Meeting Date: 24th April 2018

Public/Private*: Public

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

BORDERLANDS INCLUSIVE GROWTH DEAL

Work on the Borderlands Growth Deal continues with discussions on the themes and projects between partners and the Government Departments responsible. The next stage will be the development and submission of outline Business Cases to the Government in the summer for consideration.

In addition, the Borderlands Team have begun engaging with key stakeholders to get their input into the various proposals and to ensure that they are fully informed of the initiative.

Memorandum of Understanding has been agreed by the partners. The Memorandum of Understanding covers the period up to the conclusion of the Deal with Scottish and UK Governments.

The Borderlands Inclusive Growth Deal Website is now established and a conference is being arranged in June to bring key stakeholders together to debate, discuss and make recommendations to enhance the submission to Government.

DISTRICT HEALTH AND WELLBEING SUMMIT

On the 21st February Carlisle hosted a District Council Health and Wellbeing Summit, to explore the role District Council's role in the Health and Wellbeing agenda, to ensure the "system is on a more sustainable footing" and to further understand the current and emerging structures in Cumbria.

Over 20 people attended the session and key speakers included The Director of Public Health (Cumbria County Council), The Director of NHS Morecambe Bay / South Cumbria Clinical Commissioning Group, the Chief Operating Officer of the NHS North Cumbria Clinical Commissioning Group and the Strategic Lead from Manchester Health and Social Care Partnership.

The session allowed all parties involved to consider future structures, the role district councils play and consider some future recommendations and actions. Key points will be flagged up within the appropriate strategic groups via the two (one office and one member) Health and Wellbeing Board District representatives.

The session was the first of its kind held across all districts and deemed to be a useful and needed session

CARLISLE DEMENTIA ACTION ALLIANCE

Planning is well underway for the first anniversary celebrations of the Carlisle Dementia Action Alliance. The aim is to use the anniversary to celebrate and share the innovative work demonstrated at the recent development day with a wider audience and encourage other businesses and organisations across the city to join the Dementia Action Alliance and drive the transformation of Carlisle into a Dementia Friendly City

HEALTHY LIVING / ENVIRONMENT INNOVATION WORKSHOP.

Carlisle Partnership partners, city council officers and Hyas supported the delivery of a workshop on the theme of Healthy Living and Environment on Wednesday 21st March, which was also joined by Professor Tim Townsend (Professor of Urban Design for Health), attracted via partnership contacts and the lead in this field.

The wider determinants of health were a key focus of discussion and viewed as a key aspect for consideration. There were six discussion areas which focused on: Movement and Access; Open space, play and recreation; Food Environment; Buildings; Neighbourhood Spaces and Infrastructure and Local Economy. Case studies of health urban design and environments were also explored.

The findings and discussion from the session will be used to shape and add value to the development of St Cuthbert's Garden Village and a report from the session is being written up.

NEXT EVENTS PLANNED

Tuesday 22 May - Sunday 8 July Weeping Window Installation, Carlisle Castle

Monday 28 May Upperby Gala, Hammond's Pond

Saturday 2 June 'Freedom Of The City' Spadeadam parade, Carlisle city centre.

Saturday 16 June Cumberland Show, East Park, Brisco

Sunday 17 June Lionel Richie, Carlisle United FC, Brunton Park

Saturday 23 June Armed Forces 'Flag Raising' event and Victoria Cross (Second Lieutenant Joseph Collin) commemorative stone unveiling, Carlisle city centre.

Saturday 30 June Armed Forces Day, Carlisle city centre

Saturday 7 July Unity Festival, Carlisle city centre

Saturday 7 July Paloma Faith, Carlisle Racecourse

Saturday 14 July NHS 70th Birthday Anniversary Event, Carlisle city centre.

Sunday 15 July Cancer Research UK Pretty Muddy and Race for Life, Bitts Park

Wednesday 18 July The Importance of Being Earnest open-air theatre, Talkin Tarn

Thursday 9 August Pirate Pearl and the Big Blue Monster, open-air theatre, Talkin Tarn

Monday 1 - Sunday 7 October Borderlines Carlisle Book Festival

Saturday 3 November Fireshow, Bitts Park

Sunday 18 November Christmas Lights Switch-On, Carlisle city centre

Report to:

Council

Agenda
Item

10(b)(ii)

Meeting Date: 24th April 2018

Public/Private*: Public

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

ELECTORAL REGISTRATION

Work is progressing on arrangements for the City Council elections on 3rd May. Elections are being held in 17 of the City Council's 22 wards together with a potential Parish Council election in Dalston Parish.

The Election Section are also assisting with the preparation of a warding submission to the Local Government Boundary Commission.

ORGANISATIONAL DEVELOPMENT

This is the second year the City Council have offered a Dream Placement, last year our student Caitlin joined us as an Apprentice when she left school and this year our student Daniel won a prize for the best exhibition based on their time and project with the Council.

Organisational Development have worked with Neighbourhood Services to develop a selection day for new recruits, this was to recruit drivers and loaders and has helped to define the right people to offer the posts.

We continue to develop the eLearning provision and are currently working with the I.T Section to develop bespoke modules to help with I.T security and cyber awareness.

The recent employee opinion survey highlighted an increase in respondents having access to and participation in learning and development.

In anticipation of the roll out of the office 365 programme we have offered I.T training to members and this has been well received, this will provide improved awareness and confidence with the I.T equipment and process available.

Meeting Date: 24th April 2018

Public/Private*: Public

Title: **Environment & Transport Portfolio Holder's Report –
Councillor Chris Southward**

GREEN SPACES & BEREAVEMENT SERVICES

Green Spaces – With hundreds of hectares of public open space land under the Council's ownership, the Green Spaces team has a constant job of keeping them in safe and welcoming condition for visitors.

To help us organise and prioritise this work we have been drafting a new 'Green Spaces Strategy', identifying the key aims and objectives of the service for the next 10 years. One of our themes is 'health and wellbeing' because we feel that much of our work has a positive impact on people's quality of life and we want to make sure that opportunity is available to everybody. We also look at children's play, allotments, biodiversity, reducing flood risk and impacts of climate change. Once the final draft is complete I will make sure the document is circulated to the Economic Growth Task & Finish Group and I look forward to their comments. It will be available to all Members.

The new outdoor exercise area at Bitts Park is complete with only some of the final landscaping work to be finished off. This is a state-of-the art facility and provides a great opportunity for people of all ages to get active. Next to the children's play area we thought it might encourage a few parents to try some of the activities on offer, while at the same time being able to keep an eye on the youngsters.

Green Spaces hosted a 'Dream Placement' student, for a week in February. 'Dream Placement' aims to provide Cumbria's brightest young people with a realistic introduction to the world of work. The student carried out a valuable project for us, conducting an audit of the assets within Bitts Park and interviewing park users to gain insights into the preferences and suggestions of our customers. At the Showcase Event, held at the Energus campus in Workington on 22 March, the young man went on

to win the prize for 'best exhibit' with his display illustrating his week at Carlisle City Council. Congratulations and best wishes for the future.

Allotment occupancy has risen again in the past few weeks, with the figure now standing at 89%. We have also had more applications for self-managed allotments, with the pigeon fanciers at Longsowerby being the latest to make the move.

While 2018 is the centenary of the end of World War 1, the major public memorials to the sacrifices made by local people were opened 4 years after the armistice, in 1922.

The Cumberland and Westmorland cenotaph that stands in Rickerby Park; the whole park itself and the Memorial Bridge across the Eden to Stoneyholme were all part of our city's determination to remember the fallen.

So now I'd like to hear any ideas on how we might mark this centenary, in 2022. Tens of thousands of people attended the unveiling of the cenotaph and it would be fitting if we could recreate that moment in time and mark it in an appropriate manner. I would be pleased to receive any suggestions so that we can start planning for the date, which will come round quicker than we realise. Thank you.

Talkin Tarn has had another successful year, with more visitors coming to enjoy the scenery, wildlife and attractions that the Tarn has to offer. The hard work of the staff is reaping dividends and the surplus income allows us to improve the facilities for future visitors.

As a follow-up to the last report, I am pleased to announce that the local vet was given a Community Award at the Civic Dinner in March for his prompt action in rescuing a swan from the Tarn and using his professional skills to remove the discarded fishing hooks which were choking the young bird. I am pleased to say the swan has made a full recovery and is now happily reunited with its family at Talkin Tarn.

Bereavement Services The emphasis in our cemeteries this winter has been on shrub and tree management, cutting back untidy growth and getting the flowering species ready for the new season.

At Upperby and Carlisle cemeteries, work has been carried out to widen and re-define some of the paths that had become overgrown. This makes it easier for the many visitors to access family and friends graves, even in the depths of winter.

Speaking of winter, we are proud to say that even through the worst that the 'beast from the east' could throw at us, no burials or cremations were cancelled by Bereavement Services as our staff battled blizzards and snow drifts to keep the service running, helped by our gardeners taking the initiative and clearing the driveways and footpaths – a big 'thank you' to them all.

ENVIRONMENTAL HEALTH

Food Allergies –The County Council's Trading Standards Officers recent prosecution of local Indian Take-away, involved joint investigations with the City Council's Food & Public Protection Team. The complaint principally involved peanut protein being present in a dish which was requested to be nut free, samples were taken by the Food & Public Protection Team and peanuts protein was found to be included in the ingredients. The takeaway, having been found to be at fault were fined accumulative sums of over £6,000.

A lot of activity occurred in 2014 when the Food Information Regulations came into force requiring information on food allergens within ingredients. As Food Authorities both the City Council and the County Council will continue to work closely to ensure residents and visitors with food allergens are protected when purchasing food within the District.

CAR PARKING

The car park closures in Castle, Caldew Riverside and West Walls car parks have been amended which means that West Walls will close at 11pm as opposed to 8pm for the other two locations.

NEIGHBOURHOOD SERVICES

Due to the adverse weather at the end of February/beginning of March refuse and recycling and street cleaning services were suspended for three days. Staff from Neighbourhood Services were diverted to other duties, for example clearing safe pathways through the snow in the city centre etc. The City Council received a lot of positive comments from residents and local business owners for the effort of council staff during this time and I would like to formally take this opportunity to add my thanks and appreciation for the efforts of our frontline teams during these challenging conditions.

Garden waste collections, which are quiet at this time of the year, were suspended week commencing 5th March 2018 to allow our resources to be diverted towards catch-up for the refuse collections missed due to the adverse weather. Services returned to business as normal from Monday 12 March 2018. Key messages were placed on social media, our website TV and radio to keep residents informed of any service changes.

Officers have reviewed our operational response to the snow with a view to learning lessons for future severe weather events. This review is ongoing and will include the development of a single response plan to ensure our response is co-ordinated and resources effectively deployed to agreed priority areas, complementing the efforts of our partners. The review will also look at our fleet capacity to ensure our vehicles, plant and resources are appropriate for everyday use but also flexible and robust enough to use during severe weather. In this regard, our increased 4x4 capability introduced after the 2015 flooding was a great resource this year and was also available as part of the wider 4x4 pool to support priority responders (Police / NHS etc).

The street scene team have also been busy in March litter picking from roadside verges on key routes into Carlisle collecting over 100 bags of litter each day. The impact has been instant and highly visible but sadly within days in some areas we are noticing further litter dropped, undermining efforts to keep Carlisle clean. This is a resource demand and a high-risk activity but further litter picking will be co-ordinated for later in the year as we also work to try to change behaviour through a campaign to raise awareness of the problem of roadside litter. This will involve engaging with a number of local food outlets as we try to tackle this selfish, irresponsible behaviour of a minority of motorists.

Successful enforcement action has been taken through the court on three cases recently with positive outcomes as follows:

- Littering offence (dropping a cigarette) – costs and fines totalling £335
- Fly-tipping (two cases) – costs and fines totalling £805 for each case – in these two separate cases, the people responsible simply failed to engage with Council Enforcement Officers, refusing to attend interviews which formed part of our successful enforcement action.
- All three cases were heard in absence.

The Public Space Protection Order went live on 22 March 2018; this will see increased partnership working with the police to tackle anti-social behaviour. A period of education will be carried out initially to ensure compliance.

The Street Scene and Enforcement Team have been working with Community Payback and residents to help Keep Carlisle Clean, a number of projects have been completed including clearance of a back lane and removing weeds/moss from footpaths

Meeting Date: 24th April 2018

Public/Private*: Public

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

ST CUTHBERT'S GARDEN VILLAGE

Public engagement took place on St Cuthbert's Garden Village between 26th January and 9th March. Comments were invited on the proposed scope of a St. Cuthbert's Local Plan and ideas welcomed on what should be prioritised within any development in the area, as well as what form development should take.

The engagement ran in parallel to a consultation by the County Council on preferred route options for a new Carlisle Southern Link Road. Over 1,000 people attended two joint public drop-in events. Approximately 600 online questionnaires were completed and approximately 40 letter representations received. Relevant Parish Councils were engaged as well as technical stakeholders including through a series of innovation workshops focussed on healthy environments; low carbon and economic visioning. Engagement with primary schools in the area is planned in early May.

A consultation report is in the process of being prepared which will be made publicly available to communicate the key messages highlighted through the engagement. Beyond this work will continue to develop a vision for St. Cuthbert's and draft concept options as to how the area could be developed to accommodate up to 10,000 new homes, new employment space and community infrastructure. Further engagement on a draft vision and concept options is planned across the Summer.

ENVIRONMENTAL HEALTH & HOUSING

Changes to the Licensing of Houses in Multiple Occupation commenced in April 2018. In brief this removes the number of storeys from the definition of a licensable Houses in Multiple Occupation, so that all premises let to 5 or more tenants will require licensing. These measures are being phased in and will become enforceable from November 2018, it is anticipated that around 50 properties within Carlisle will now be required to be inspected and licensed by the Housing and Pollution Team and meet the standards of a House in Multiple Occupation.

The Energy Efficiency (Private Rented Property) (England and Wales) Regulations 2015 came into force on 1st April 2018. Amongst this legislation's requirements are that newly let privately rented properties must now have an Energy Performance Certificate of energy efficiency with a rating of E or above. From 1st April 2020, all domestic private rented property must reach an Energy Performance Certificate rating of E or above. The Housing and Pollution Team will be enforcing this part of the Regulations.

The national Annual Fuel Poverty report for 2017 confirms the level of fuel poverty is highest in the private rented sector, with 21.3 per cent of households nationally in fuel poverty, and lowest in owner occupied properties, with 7.4 per cent in fuel poverty.

The latest available figures for Carlisle are on the Cumbria Observatory website and show an increase of 1.8% in fuel poor households between 2013 and 2014. The Wards of St Aidan's, Lyne and Castle have proportions of households in fuel poverty in the bottom 10% nationally. In March the Council signed a statement of intent which will allow eligible households, including those living in privately rented properties, to access energy efficiency improvements through the Government's Energy Company Obligations (ECO).

The City Council is involved in a Rogue Landlord Project, officers from Regulatory Services supported an operation led by the Immigration Compliance and Enforcement Team (ICE) of the Home Office in the Botchergate area of the city on the 22nd March 2018. A number of food businesses with associated residential accommodation were visited in the evening, an arrest was made and a number of civil penalties were issued by the Immigration Compliance and Enforcement Team. Potential Housing Act offences to be followed up were identified by the Housing and Pollution Team in at least one of the properties.

AFFORDABLE AND SPECIALIST HOUSING

The Affordable and Specialist Housing Supplementary Planning Document (SPD) was adopted by Executive on 12 February; providing additional context on existing Local Plan policies.

SELF AND CUSTOM-BUILD HOUSING EVENT

Planning and Housing officers facilitated a free self and custom-build housing information evening event at Carlisle College, on 15 March 2018. The event proved extremely popular, with 40 people in attendance. The varied programme included presentations from self-builders, architects, housing associations and lenders.

HOMELESS, PREVENTION AND ACCOMMODATION SERVICES

- Made 138 statutory homelessness decisions; and accepted a full homeless duty to 23 households
- Provided housing and homelessness advice to 847 households
- Prevented or relieved 501 households from experiencing homelessness
- Accommodated 189 households in temporary accommodation; 168 households departed, of which 105 were supported to move on positively within an average of 6 weeks
- 23 households were accommodated who were fleeing violence and 20 were supported to move on to safe and secure longer-term accommodation within an average of 6 weeks
- Processed 12 applications to the Carlisle Deposit Guarantee Scheme, of which 10 were approved
- Assisted 4 households with arrears, and 22 households with rent in advance payments
- Achieved benefit gains of £1,309,244.14

The Homeless Reduction Act has been implemented on 3 April 2018 which significantly changes the statutory responsibilities of the council, and its customers; as such future data reporting will change to reflect the duties i.e. Prevention, Relief and Full Homeless Duty.

CARLISLE STATION MASTERPLAN

The Carlisle Station Gateway project is identified as a key project within the Borderlands Growth Deal. It is recognised that improvements to Carlisle Station itself are necessary to deliver improved access within the Borderlands area. Crucially, these improvements will

unlock the regeneration opportunities on the surrounding 'gateway' sites such as the Citadels.

Consultants have been appointed to produce a masterplan for Carlisle Station. This work is being funded jointly by Carlisle City Council, Cumbria County Council and Cumbria LEP. A key element of this work will be engagement with stakeholders and key businesses in the city.

This masterplan incorporates the land and buildings at Court Square, the Pools and the Station itself. It will explore options for:

- Improvements to the city's highway network where there are congestion and capacity problems
- Public realm improvements to create an attractive destination and point of arrival
- Increased and improved parking facilities for station users
- Increased and improved commercial facilities within the station

The masterplan work will be completed by the end of June and will support the submission of a Business Case that will be prepared and submitted to consideration by Ministers during July/August.

CARLISLE BUSINESS INTERACTION CENTRE (BIC)

The outline application for ERDF funding to create a 'hub' for freelancers and small businesses working in the creative/digital sector has been successful and the City Council has been invited to submit a full business case for consideration.

The preparation of the full business case is underway. In addition to capital expenditure to refresh the building at Paternoster Row and purchase the necessary IT equipment, the project will also have a revenue element and will provide business incubation services and business support. Cumbria Growth Hub has expressed its support for the project and will be involved in the delivery of the business support services.

CITY ORIENTATION PUBLIC REALM PROJECT

The installation of the 31 fingerpost directional signs and 11 information hubs across the city is now complete. The feedback from residents, visitors and local businesses has been positive with the investment by the City Council both recognised and welcomed.

Meeting Date: 24th April 2018

Public/Private*: Public

Title: **Communities, Health and Wellbeing Portfolio Holder's Report –
Councillor Lee Sherriff**

CARLISLE AMBASSADORS AND WORKPLACE HEALTH

Representatives from the Healthy City Forum and the Workplace Wellbeing project lead (Inspira) attended Carlisle Ambassadors session on Health and Wellbeing to give an overview of the importance of Workplace Health and the development of a local Workplace Wellbeing project across Carlisle.

Nationally over 131m working days are lost to sickness absence each year and the costs of presenteeism are estimated to be £30bn annually.

Over 230 delegates were in attendance and the session was used to promote the project, elements within it - such as the Better Health at Work Award and gather information from businesses to shape the project moving forward.

Key areas of delivery include: the development of workplace principles, the Better Health at Work Award (Carlisle City Council, North Cumbria University Hospital, Cumbria Police and Nestle are examples of partners advancing this). Additionally, being explored are a number of workplace packages to support and signpost employers / employees to, awards and a Workplace Wellbeing event is due to be held on 24th May 2018.

The session was well received with lots on interest, signups to the event and feedback from businesses.

HEALTHY WEIGHT DECLARATION

Carlisle City Council have been asked to sign up to the Cumbria wide Healthy Weight Declaration, as a proactive, Cumbria wide set of proposals that will assist all local authorities to work constructively to reduce obesity and overweight population.

Over the past two decades obesity has risen dramatically across the UK (15% in 1993, rising to 27% in 2015), with nearly two thirds of adults in England now being overweight or obese (63%).

The Declaration was approved by the Executive on 9th April.

FOOD CARLISLE

Food Carlisle continues on our journey to become a '*Food City*', aiming to be a beacon of good practice nationally inspiring others, particularly smaller towns, cities or counties and empower change with partnership working.

Key points to note since the last update:

Recycling Lives: FareShare

The Food Carlisle steering group meeting took place on 16.01.2018; this included a speaker from FareShare, Julie Wedgwood, who presented on ways in which we could work in partnership to reduce food waste within the area through utilising surplus food. As a result of this, a small task group have come together to work on moving this agenda forward.

An information sharing event, open to the public, will take place on Friday 20th April 2018 at Harraby Campus. This is for all not-for-profit community groups to find out about how to access quality low cost surplus food. This initiative is run by Recycling Lives (in Cumbria), with their food distribution centres providing fresh, in-date food to groups such as children's breakfast clubs, homeless shelters and day centres.

SUGAR SMART CARLISLE

Following the success of the SUGAR SMART Carlisle Summit on 19th January 2018, the project has seen 65 people/organisations pledge via the survey, 21 people/organisations pledged via the Eventbrite, 12 different organisations have used our project resources, 44 participants are active in the Carlisle section of the national website, there have been 7 action pledges made.

Examples of some of the currently engaged and active partners are listed below:

- iCan health and fitness centre – spoke to members and gave a talk around sugar at a event. They borrowed the pop up banner and made a visual display of sugar in different products. They quoted "Everyone was so shocked at how much Sugar is in 'everyday' food!"
- Barnardo's- borrowed project resources for discussion at their quarterly team meeting to approximately 45 staff. They also used these resources with their family events; using the bottle game, which they would like to use in future sessions.
- Northern Gas networks –have used the project resources and others off the website to make a display board in the workplace which has been viewed by approximately 1,300 employees.
- Carlisle Youth Zone- are using the SUGAR SMART recipes to make healthier choices in their canteen. They are also working with us on a poster competition, the results of which will be put up around the building and designed shared with local partners.
- Carlisle Youth Council – at the Skills Fair they used project resources (the banner, display board, bottle game and surveys), to have a conversation with approximately 100 people about sugar.
- Moky Fit- raised the subject of sugar at one of their sessions, borrowing the sugar smart picture board to help promote the project and raise the awareness through their class. Approximately 100 people have had a picture with the board and pledged to be more active as part of Sugar Smart.
- Currock Community Centre – The Sugar Smart coordinator attended a toddlers group, where they filled in surveys and were given advice on smart swaps for their children. There were approximately 28 people at the group.
- Pennine Way School- have used our SUGAR SMART recipes for their new menu at the school.
- Rotary Club- have sponsored 200 sustainable, reusable branded water bottles to be used to further promote smart swaps and champion drinking more water.

COMMUNITY SAFETY PARTNERSHIP

Members of the multi-agency hub are working closely with the Green Spaces Team to improve the area around Court Square in relation to the night time economy. Work has started to start clearing shrubs and trees and remove litter.

A new Public Spaces Protection Order (PSPO) is now in force in the City Centre and surrounding area. New signage will soon be erected and training for partners will be rolled out over the next couple of months.

A Councillor Drop in session was held on 8th April and further sessions are planned throughout the year. A number of dog issues were reported and were quickly dealt with by the appropriate agency. Likewise a few issues with abandoned vehicles have been rectified a lot quicker as a result of Member contributions. These sessions provide an opportunity for Members to call in and raise issues directly with partner agencies.

As from 2nd April the three problem solving PCs for West/East/ Rural are now based in the Hub.

Meeting Date: 24th April 2018

Public/Private*: Public

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

OLD FIRE STATION

The programme in 2017/18 was the busiest to date with a diverse mix of genres and shows. We have achieved our highest levels of ticket sales across the programme both in terms of numbers of tickets sold and income generated.

We have seen significant growth in acts and agents wanting to book shows and are now being asked for dates well into 2019.

Our links with the University have continued to grow, and in early Summer we will be hosting the work of 23 students - in both media and art exhibitions.

The Old Fire Station was subject to review by internal audit in the final quarter of 2017/18. The report identified many areas of good practice as well as recommendations for improvements. The most critical areas within the report have already been addressed and all other recommendations are in the process of being implemented.

The fire alarm has now been reconfigured so that it automatically disconnects the public address system but it is important to stress that the Old Fire Station has always had a working fire alarm, appropriate emergency lighting, and suitable and effective processes for evacuation. Staff have always been immediately aware when the alarm has activated at an event. They have also been in a position to undertake a dynamic assessment to ascertain if the alarm is a false one or if the public address system should be shut down and an evacuation enacted. Attendees have never been at risk during this process. An

external Fire Risk Assessment was completed in March 2018 and concluded that fire safety was well managed at the venue.

CRACKER PACKERS STATUE

Hazel Reeves, an award-winning artist and an elected member of the Royal British Society of Sculptors, was commissioned to create a 'Cracker Packer' statue in Carlisle - depicting two women McVitie's factory workers.

The statue was privately funded, including a contribution from Pladis, £65,000 from Sainsbury's (as part of their development of a Carlisle superstore) and £5,000 from author Hunter Davies, who has a keen interest in the history of the McVitie's site.

The Cracker Packer bronze statue was unveiled on the 8th March 2018, International Women's Day in Caldewgate, Carlisle. It depicts two Carr's factory women workers - one from past times and one from the modern day dressed in their respective factory uniforms. Hazel worked with current and former Cracker Packers to develop the statue, with the support of Carlisle City Council, Pladis and Cumbria County Council Archives.

After the unveiling event all present were invited to the Old Fire Station to view a 'Spirit of the Cracker Packers' exhibition, funded by the Heritage Lottery Fund, which has been drawn together by current and past Cracker Packers with the support of Tullie House and Carlisle City Council. The mobile exhibition tell the stories of the Cracker Packers, their work and the development of the statue and will tour various venues around the City throughout 2018.

Building on this initiative the City Council are already working with partners on a Discover England funded Historic Cities project which will explore options to bring to life the rich histories of Carlisle. A workshop with key stakeholders in local history, tourism and interpretation was held on the 19th April to determine a way forward on this project that will use virtual reality technology and ensure that public realm interpretation dovetails and adds value to the virtual application and visitor itineraries being developed.

TOURIST INFORMATION CENTRE

Visitor numbers at the Tourist Information Centre for 2017/18 are up on the previous year which is pleasing. At the end of February, there have been 79,351 visitors, in comparison with 73,871 at the same point in 2016/17.

DISCOVER CARLISLE WEBSITE

We are continuing the development of the new Discover Carlisle website and are still receiving positive feedback from elected members and other stakeholders. The analytics show visitor numbers to the site continue to grow.

In March 2018 we received 5,152 user visits and 14,071 page views, both measurements are well up on the preceding 3 months.

TULLIE HOUSE MUSEUM & ART GALLERY TRUST – MARCH 2018

CHINESE NEW YEAR

In the run up to the City Centre Festival, Gloria Huang and the Learning Team delivered Chinese New Year assemblies to primary school pupils across Cumbria. The week was fully booked with over 1300 children taking part in a traditional lucky dragon dance, and learning about the symbolism and meanings behind the animals in the Chinese Zodiac.

The February Half Term drop-ins were also Chinese New Year themed, with just over 1500 parents, grandparents, carers and children taking part in activities throughout the week including goldfish kite making, lantern making and panda crafts!

On Friday 16th February Tullie House staged Carlisle's first ever Chinese New Year festival in the City Centre. Over 2000 people took part in activities during the day which included traditional arts and crafts like calligraphy and paper folding, Chinese drumming workshops and hands-on taster sessions in martial arts and acrobatics. We secured performers from the Northern Lions Dance Troupe from Accrington, and acrobats and performers from the Chinese international touring company the Jin Long Academy who were performing in Manchester's Chinese New Year celebrations the same weekend. Northern Lions & Jin Long delighted the crowds with performances throughout the day,

including traditional costumed lion dances and acrobatic tricks like plate spinning and juggling. Alongside the city centre activities artist Helen Tuck held a paper lantern making workshop in The Lanes, who sponsored this activity. The event was compered by CFM star Andy Gregory. At 3.30pm crowds gathered to parade from the city centre back to Tullie, with performers from both troupes leading the way. The star of the parade though was our homemade dragon! Throughout the week artist Pui Lee had been based in Tullie House working with our family visitors to create an 8m long dragon made of recycled materials and decorated with new year wishes. Families had been encouraged to come back to take part in the parade, and some of them volunteered to take part in the parade and lead the dragon. Lots of people lined Castle Street to watch the loud and colourful parade pass through – local shops had decorated their windows to get into the spirit of the festival. The day finished with two amazing performances at Tullie House featuring the More Music Chinese Ensemble, Jin Long and Northern Dragons.

WOMEN IN CUMBRIA

Along with museums across Cumbria, Tullie House celebrated the 100th Anniversary of Women's Suffrage with a wide range of activities. Tullie House have been working since the end of 2017 with the Council on a project celebrating the lives and stories of the McVities Cracker Packers, and the exhibition "In Our Own Words" was opened on the anniversary weekend. Staff have been collecting oral histories and interviews from McVities workers for the past few months, and used those to create a display exploring the lives of the Cracker Packers then and now. The display featured some of the famous decorated biscuit tins from the factory, and includes special listening booths for visitors to hear the participants in their own words. The oral histories from the project will be accessioned into the Tullie House collection and the display itself will be going on tour over the summer to venues including schools and community centres.

The 100th Anniversary was also celebrated with a "Tullie Women" trail for visitors, which guided them through the museum exploring some of the objects and artwork created or inspired by amazing women from our city's history.

The weekend also saw the return of the Woman Up day of talks and discussion. The event was attended by over 70 audience members and participants, who enjoyed taking part in a diverse range of discussions on topics and hearing about some of the fantastic initiatives for women in our city. Speakers included members of the Carlisle's Border City Roller

Derby group, Major of Carlisle Cllr Trish Vasey, performances from poet Kim Moore and members of the Wigton Writers group, Hazel Reeves sculptor of the Cracker Packers statue, and Carlisle Refugee Action Group.

RAYNE: SHOES FOR STARS

In the first week of opening, the new exhibition Rayne Shoes for Stars, which showcases the work of former Royal shoemaker H & M Rayne, had almost a 1,000 visitors through the doors.

A special viewing event was also held on Tuesday 27th March, with over 50 guests attending, some travelling from as far away as Italy and Paris to attend.

Media coverage has included local press, radio and tv and also national and international coverage including online US shoe magazine Footwear News and the Daily Telegraph.

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11(ii)(b)

Meeting Date: 24 April 2018

Public/Private*: Public

Title: Business and Transformation Scrutiny Chairman's Report – Councillor Jessica Riddle

The first item on this agenda was a “**Call In**” of the decision by the Portfolio Holder on car park closures. There was a great deal of discussion around the timing of this decision and the question of anti-social behaviour in these car parks. It was made clear by the Town Clerk & Chief Executive that the decision had been made in collaboration with partners in the Multi-Agency Hub. However, although the decision making process was clear in this instance a mistake had been made and lessons learned. After a vote it was resolved not to refer the decision back to the Executive.

The report on the **re-instatement of the ground floor** after the flood was received with a great deal of interest. Representative of WYG were present to provide further information if needed. There were concerns about future flooding but the new design of the ground floor had taken account of that by building additional resilience into the design thereby ensuring that any future re-instatement would be done in a fraction of time, months as opposed to years. Flooding was a risk that had to be managed and planned for. The proposed multi-purpose chamber came in for many comments, whether it was too big, too vulnerable to flooding, not suitable as a conference facility, concerns over adequate and reliable audio/visual provisions, seating on one level.

With regard to the actual customer contact centre it was pointed out by a member that the destruction of the contact centre had an impact on the public and the provision of services. The staff had coped very well in the temporary porta-cabin for the past 2 years but at times I am sure it must have been a struggle. The new facilities would take into consideration that although many people interacted with the council online, there was a need for more private consultation.

Making our services easily available was a priority for the council. Cllr John Mallinson wished it recorded that he did not support the proposals; they should be rejected and the

project reviewed again. However, the proposals for the re-instatement were accepted by the majority of the scrutiny panel with several recommendations to the Executive.

The draft **Annual Scrutiny Report** section relating to the Business and Transformation Scrutiny Panel was considered by the members. It was agreed that the new design of the report was much more acceptable. Portfolio holders over the year have been regular attendees at scrutiny panels. Unfortunately both portfolio holders had to leave this meeting early. The Chair was requested to write to the Leader expressing the Panel's disappointment.

The **Action Plan** for the spend Of the **Disabled Facilities Grant** was presented. This grant has been greatly increased over the last 2 years, and as a result there has been more opportunity to be flexible in how the grant is used e.g. additional Occupational Therapist (OT) support, and subject to review the possibility of providing loans as well as working more closely with partners.

There is still a great deal of work to be done to promote these grants through OTs and using Carlisle Focus and other information sources. The Regulatory Services Manager and his team and the Finance team are to be commended for the pro-active work they are undertaking to encourage more grant applications from residents thereby enabling people to continue to live safely in their own homes.

The **Corporate Risk Register** update was considered by the panel. Although 3 risks had been removed from the register the Panel was assured that sufficient arrangements were in place ensuring that the Council could mitigate these risks. The Economic Strategy, Housing Strategy and Regeneration Strategy all had a role in mitigating these risks

Finally, I would like to thank the Panel members for their input into the work of this Panel. It has been a pleasure to chair such a lively group of members. I include the officers in my thanks for their unfailing courtesy and knowledge in answering the many and varied questions. We have also been fortunate in having such a hardworking and dedicated Scrutiny Officer. He has done an outstanding job in supporting our work programme. Thanks for all his help.

Very last but certainly not least, my thanks go to my Vice Chair for her support over the last year. It has made my job as Chair just that little bit easier.

Cllr Jessica Riddle

Chair – Business and Transformation Scrutiny Panel

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11(iii)(b)

Meeting Date: 24th April 2018

Public/Private*: Public

Title: **Economic Growth Scrutiny Panel Chairman's Report – Councillor Paul Nedved**

The Panel met on the 1st March to scrutinise a Report on the Emerging Housing Strategy, an Update Report on progress on the Borderlands Growth Deal, the Quarter 3 Performance Report 2017/18 and the Overview Report and Work Programme.

Housing Strategy

An extremely interesting series of presentations and discussions on the Emerging Housing Strategy was had by the Panel, Officers and representatives from local Housing Associations which included Ms Brailey from Home Group and Mr Brittain from Castles and Coasts.

Regrettably representatives from Riverside and Impact Housing Associations were unable to attend due to the heavy snow conditions that day. Riverside however will be appearing at the Panel meeting on the 5th April to provide an update.

The Housing Strategy develops two key themes as an Economic Driver and Housing and Health as emerging priorities.

Whilst no longer a statutory responsibility, the Panel were informed that a Housing Strategy gave direction and priorities for housing in the District as well as supporting Grant Applications.

The Housing Development Officer outlined in detail a wide range of data relating to Housing Completions, Affordable Housing Need, Overall Market Sales, Affordability Ratios and Empty Homes which resulted in wide ranging discussion by all parties.

Discussions with the Housing Associations are contained in the Minutes however they outlined their development strategies, repair and maintenance services and Affordable Housing Units built and in the pipeline.

Riverside and Impact had however provided a written statement for Members. Questions focused on the time frame for implementing the Housing Strategy, significant difference between target number of units of Total and Affordable completions and the units which had been built, static population growth in the District, the need for housing for older people, requirement for bungalows, how Home Bonus payments were managed by the Council and availability of housing for those with low incomes.

Some discussion revolved the number of empty homes in the District.

Finally the level of community engagement with tenants by Housing Associations was explored.

Generally the Panel welcomed the Reports however were anxious to have updates on any proposed merger between Riverside and Impact Housing Associations and how much money had the Council received in New Homes Bonus payments.

Borderlands Growth Deal

A presentation and Report was provided by the Corporate Director of Economic Development on the Borderlands Proposition which outlined a series of Delivery Projects across the geographic area of the partnership with Carlisle at its hub. As far as the City was concerned key projects would be the Garden Village, Southern Relief Road and Carlisle Lake District Airport. Borderlands would be a distinct region with the constituent authorities all working together.

Discussions were being held with Government about proposed projects and themes and the priority of developing outline Business Cases in advance of the Autumn Statement. Infrastructure and skills would be uppermost considerations as well as submitting funding applications.

The Panel were extremely supportive of the Borderlands Initiative and the lead provided by Carlisle City Council and it's MP. Governance structures were also outlined.

A considerable amount of discussion was generated by Members with questions that covered the Low Carbon Economy Project, importance of transport connectivity, significance of Higher Education as a driver for economic growth and the perceived role of the LEP with the initiative.

Officers were thanked for their work to date and the Scrutiny Panel acknowledged that they would also have a large role to play in assisting the initiative going forward and would be included in future Work Programmes.

Quarter 3 Performance Report 2017/18

The Panel reviewed the current Service Standards and summary of the Carlisle Plan including the Key Performance Indicators.

A series of comments and queries were raised by Members. An earlier dip in performance in Local Authority Searches was raised however the situation was now resolved.

Whilst the Council's flood recovery action in relation to its own assets would no longer be provided, the wider issue of the flood alleviation issues would still be scrutinised with the EA and Cumbria County Council continuing to report to the Panel.

The Panel also sought clarification as to the Council's rights and responsibilities with respect to the River Petteril, and a Position Statement would be provided by the Deputy Chief Executive.

Signage as part of Public Realm Phase 1 had been installed and that Public Realm Phase 2 was under consideration.

Overview Report and Work Programme

It was felt by Members that the number of actions that had been completed was pleasing and the monitoring of resolutions was useful to Members as it kept them informed of the progress of issues.

Some initial discussion of the remaining Work Programme was held and some initial thoughts of items that would carry forward to the Economic Growth Panel in the Civic Year 2018/19 was also considered by Members and Officers.

The Panel met on the 5th April to consider the Annual Report and Update from Riverside, an update on progress of the emerging Heritage Asset Strategy for Carlisle District, an Update Report on the Business and Marketing Plans for the Tourist Information Centre, Draft Annual Scrutiny Report 2017/18 and the Overview Report and Work Programme.

Riverside Update

Sarah Paton, Regional Director of Riverside Housing Association provided a detailed update report to Members which included the negotiations on future Board arrangements with the Council, the proposed takeover of Impact Housing Association and Riverside's development programme.

In a lengthy Q&A Panel Members were keen to understand the nature of a proposed Regional Liaison Group and its governance structure and were keen to see at a future meeting of the Panel the Terms of Reference that would evolve. Critical would be the degree of local decision making and what area does a final regional plan cover.

Sarah Paton outlined the proposed partnership with Impact Housing Association and the reasoning behind it.

Panel Members were keen to understand the implications of the proposed partnership and whether services would still be delivered by local offices. Social enterprises such as Impact Furniture Services would be protected for 3 years. Pledges on additional affordable homes in Carlisle as part of the development programme were also outlined. Some discussion on customer service and neighbourhoods ensued as well as queries on the Riverside repair service and handling of customer complaints.

Carlisle City Council Emerging Heritage Asset Strategy

A preliminary first draft of the Strategy was provided by the Regeneration Manager which enabling the Panel to see progress to date as well as scrutinise the emerging themes and priorities which would assist the Council in guiding conservation and heritage activities in Carlisle and District as well as raising awareness of the impact and value of local urban and rural heritage assets and future priorities for investment, funding and partnership working.

A role of a Council's Heritage Champion was also highlighted.

Members were made aware of the consultation process and were eager to add to robustness of the strategy as well as suggesting additional heritage projects that could be added to the list. In addition there was a request that the Council looked to include Heritage Assets in private ownership. The opportunities afforded by the excavation of the Roman Bathhouse as well as other previous excavated sites was discussed. There were some concerns on a separate matter as to progress with the Council's Local Listing Policy and how it would link up with the Heritage Strategy. Pilots had been undertaken in Denton Holme and Warwick Bridge. Overall the Heritage Strategy was welcomed.

Business and Marketing Plans for the Tourist Information Centre

The Panel has for some years been involved directly with scrutiny of the TIC prior and during the process of refurbishment in 2015, including a Task And Finish Group and over the last 2 years the development of Business And Marketing Plans. In addition the Panel has been scrutinising the draft Economic Strategy for Carlisle District in which Tourism is a constituent part.

The Panel found the update interesting and made a series of comments on the Plans. Key proposals revolved around a service review which included the enlargement of the Tourist team to incorporate events and city centre management as well as a new role of a Destination Manager.

Other considerations were an increased digital approach to marketing, recommended income targets for retail in the TIC, promotion and widening the use of the Assembly Room and the observation that the TIC were dealing with a dramatic reduction in accommodation bookings due to online growth of booking sites.

Considerable discussions were had by Members on attracting visitors to the City and its range of attractions. Plans for maximising the benefit of the opening of Carlisle Lake District Airport for commercial flights in June were seen by the Panel as an important driver for tourism development for the District.

The Draft Scrutiny Annual Report 2017/18

The Panel considered and commented on the Draft Report in relation to the Economic Growth Panel.

Overview Report and Work Programme

Thank you to Officers for supplying detailed information requested by the Panel on a range of previous resolutions. The Panel also reviewed the Work Programme and had a preliminary discussion on recommendations for the 2018/19 Work Programme.

As Chair can I take this opportunity of thanking everyone who has been involved with the Economic Growth Panel in 2017 /18.

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

Cllr Paul Nedved
Chairman

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Meeting Date: 24th April 2018
Portfolio: Cross Cutting
Key Decision: No
Within Policy and Budget Framework No
Public / Private Public

Title: SCRUTINY ANNUAL REPORT 2017/18
Report of: Scrutiny Chairs Group
Report Number: OS 13/18

Purpose / Summary:

The Overview and Scrutiny Annual Report 2017/2018 summarises the work of the scrutiny panels over the last year.

Recommendations:

That Council formally accept the report.

Tracking

Overview and Scrutiny:	Business & Transformation Scrutiny Panel 22 nd March. Health & Wellbeing Scrutiny Panel 29 th March. Economic Growth Scrutiny Panel 5 th April. Scrutiny Chairs Group 9 th April.
Council:	24 th April 2018

Contact Officer: Steven O'Keeffe

Ext: 7258

Appendices

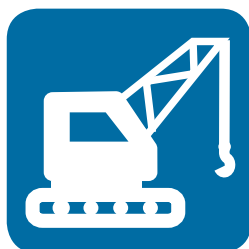
attached to report:

Overview and Scrutiny Annual Report 2017/18

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

Overview and Scrutiny Annual Report 2017/18

April 2018



Introduction

Scrutiny is one of the main checks and balances to the power of the Executive and involves many of the Councillors who are not on the Executive.

The key roles of scrutiny are:

- Ensuring the Executive is accountable. This means questioning members of the Executive and senior officers about decisions that have been made or are about to be made. It also involves looking at how well the Council is doing against its policy objectives and targets for achievement.
- Reviewing and developing policies. In this role, scrutiny can help the Council to develop its policy and budgetary framework. This might involve research and consultation with the community and other agencies on policy issues, good practice and looking at alternative ways of doing things.
- Ensuring the continuous improvement of Council services. Scrutiny can make suggestions to the Executive for service reviews. Members of scrutiny panels are often involved in reviews where a service or function of the Council is thoroughly examined.

In Carlisle, scrutiny operates through three panels: Business & Transformation Scrutiny Panel; Economic Growth Scrutiny Panel and Health & Wellbeing Scrutiny Panel.

The Scrutiny Chairs Group (Chairs and Vice Chairs of the three Scrutiny Panels) meets to deal with any overarching scrutiny issues.

There are eight non-Executive members on each panel and each panel is politically balanced (i.e. the proportions of each political party on the panel are the same as on the Council as a whole). Individual Councillors are selected by their political parties to sit on the scrutiny panels.

The Annual Report to Council is an overview of the workings of the Overview and Scrutiny Panels during the 2017/18 civic year. It also provides recommendations for future work programmes and amended working methods if appropriate.

Scrutiny Panels

Chair of Business & Transformation Scrutiny Panel, Cllr Jessica Riddle

The Business & Transformation Scrutiny Panel plays an important role in reviewing and questioning council policy and service delivery, thereby leading to recommendations back to the Executive that could improve policy performance and service delivery.

This year efforts were made to achieve more focused agendas omitting many items that were solely to be noted and the recurring items that did not need fresh scrutiny.

In this way scrutiny panel members were able to be more outcome-focused and provided greater scrutiny of critical issues.

My thanks to scrutiny staff who supported the panel so well over the year.



Business & Transformation Scrutiny Panel:

Key highlights:

- Street Trading Policy.
- Community Asset Transfer Policy Task & Finish Group.
- The Sands Centre Redevelopment.
- Asset recovery and reinstatement of the Civic Centre and Bitts Park Lodge.
- Customer Services.
- Performance reporting.

Chair of Economic Growth Scrutiny Panel, Cllr Paul Nedved

It has been a privilege to Chair the Economic Growth Scrutiny Panel and can I extend my thanks to the Members of the Panel for their robust and focused scrutiny of key policy areas through wide-ranging reports and updates.

My thanks also to officers and Portfolio Holders for their attendance and input complimented by the unenviable task of the Committee Clerks and Member Support officers in their support of the scrutiny process.

We have been well supported by the Policy and Communication Manager and the Scrutiny Officer in a time of transition with new Panel names and remits allowing for more Member-led and focussed scrutiny of policy development and agendas.

Scrutiny training and workshops have been beneficial. Setting of work programmes at a Special Meeting at the beginning of the civic year with officers has been really useful and work programmes have been regularly refreshed in line with the priorities of the Council as well as areas of interest outlined by Members.

Other improvements have been the tracking of resolutions and following a performance workshop, new service standards and KPIs. Overall the Panel has undertaken detailed questioning of Council policies and service delivery with meaningful recommendations to the Executive. There is considerable scope for Task and Finish working in 2018/19.

Central themes of the Economic Growth Panel this civic year have been the developing Economic and Housing strategies, the St Cuthbert's Garden Village Project, Borderlands Growth Deal and the continuing scrutiny of Future Flood Risk Management.

Personally this has been a most enjoyable and challenging year as Scrutiny Chair and I am extremely grateful for the support I have received from the Panel throughout the year.



Economic Growth Scrutiny Panel:

Key highlights:

- Economic Strategy.
- Housing Strategy.
- St Cuthbert's Garden Village.
- Borderlands Inclusive Growth Deal.
- Future Flood Risk Management.
- Enterprise Zone.
- Public Realm.
- Tourism and Marketing Plan for the Tourist Information Centre.
- Affordable and Specialist Housing Supplementary Planning document.
- Portland Square and Chatsworth Square Conservation Area Appraisal and Management Plan.
- Section 106 Monitoring Report.
- Budget 2018/19.
- Heritage Asset Plan.
- Performance Monitoring Reports.
- Relationship with Riverside.

Chair of Health & Wellbeing Scrutiny Panel, Cllr Jack Paton

The Health & Wellbeing Scrutiny Panel has been an amazing experience and I have learned so much and enjoyed every minute. The work we have done and the recommendations we have sent to the Executive will hopefully improve performance.

We have had some lengthy debates resulting in positive outcomes from the Members.

I have been very fortunate that Cllr Rob Burns has been a great help, the staff have been incredible and supported the panel so well over the past year. My thanks go out to all who have made this past year possible.



Health & Wellbeing Scrutiny Panel:

Key highlights:

- Leisure Contract.
- The Sands Centre Redevelopment.
- Greenspaces Strategy Task & Finish Group.
- Interagency Homelessness Strategy.
- Public Space Protection Order.
- The Old Fire Station.

Call-ins

- Councillors have called in the Scrutiny Portfolio Holder Decision PF.001/18 - Closure of Carlisle City Council Car Parks taken by the Environment and Transport Portfolio Holder.

Leader's view and Portfolio Holders' views

Leader of the Council, Cllr Colin Glover

As another municipal year comes to a close, we look back at the challenges we have faced and the achievements that have been realised, through a lot of planning and hard work by so many people.

It is no secret that public services are under pressure from various directions as finances reduce and demand increases. This means that we have to remain focussed on our priorities and sometimes make difficult decisions as we seek to take Carlisle forward and create a positive future for those who live and work here and who visit our city.

Just because we face those challenges, it does not mean that we should shy away from having a bold and ambitious vision for the future and a programme of work that delivers that vision.

The Council is leading, together with our partners, transformational work that is firmly placing Carlisle in the thoughts of others, as a place with a can-do attitude that delivers. Exciting growth and regeneration initiatives are taking place.

Carlisle is at the heart of the Borderlands initiative, five Councils working together cross-border and this work has now received positive recognition by both UK and Scottish Governments, opening up the opportunity for a growth deal that will be transformational for the region. Plans to deliver St Cuthbert's Garden Village continue at pace with active participation by public and private partners and the local community in helping to shape that vision. The Enterprise Zone at Kingmoor Park is now established and growing and in June this year Carlisle Airport will see the first commercial flights for many years arriving and departing.

Public realm is much improved and our parks and green spaces are benefiting from investment and our work to improve the health and wellbeing of the people of Carlisle is showing positive and welcome benefits.

Of course, none of this just happens by itself. It takes a great deal of planning, scrutiny and close working with partners to secure the best outcomes that we can. We are right to be proud of our staff and to thank them for all their hard work, delivering services and making a difference in our city.

Our scrutiny panels diligently carry out their important role, ensuring accountability of those who make decisions and contributing to the development of policy, priorities and work programmes across the Council. Thank you to elected members and officers who continue to work so hard to ensure that scrutiny panels make an effective contribution to the work of the Council. Thanks too to partner organisations who regularly give up their time, to attend scrutiny meetings and provide valuable input.

The year ahead will bring its own challenges, but it will also bring new opportunities. We will face both with the same energy and determination, to make a positive difference for Carlisle.



Deputy Leader and Portfolio Holder for Finance, Governance & Resources, Cllr Les Tickner

This has been a challenging year for the Business & Transformation Scrutiny Panel due to the number and ambition of the Executive proposals. I am pleased by the level of detailed challenge into the proposals particularly where the investment required for the business case must be justified.

I would also like to place on record my thanks and appreciation to the scrutiny staff for their tireless work behind the scenes researching for the task and finish projects, preparing the panel and facilitating the meetings.



Portfolio Holder for Culture, Heritage & Leisure, Cllr Anne Quilter

Scrutiny is an important part of the decision-making process of the Council. Ensuring that the budget is spent wisely is important in the current climate of austerity. All Members support Carlisle being ambitious in its plans for the future.

It is right and fair that the Scrutiny Panels robustly investigate Executive proposals.

I would like to thank all Members and staff involved in scrutiny for all their commitment and hard work involved. Let us continue to work together to deliver our ambitions and celebrate our achievements.



Portfolio Holder for Communities, Health & Wellbeing, Cllr Lee Sheriff

It's been another year of robust debate on the scrutiny panels. Scrutiny panel members have, again, asked the questions that have needed to be asked to provide the correct checks and balances.

Executive members, senior officers and outside partners have worked well with scrutiny panel members to provide answers to questions, further information and clarity. The City Council is involved in so many aspects of what goes on in Carlisle, much of which is in conjunction with partners, scrutiny panels give the opportunity to highlight this work.

The support staff who enable the scrutiny panels to function should be commended. They are professional and organised and, without their input, scrutiny would not be as effective as it is.



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

The scrutiny panels play an important role within the Council, both in scrutinising Executive decisions and in aiding the development of policy. Over time, scrutiny members develop a level of interest and expertise in particular areas of Council responsibility. This experience proves very useful in contributing to the Council's work. I attend the Economic Growth Scrutiny Panel and the Health & Wellbeing Scrutiny Panel.

The Health & Wellbeing Scrutiny Panel has taken a special interest in our Homelessness and Prevention Services and allied issues. The Economic Growth Scrutiny Panel has been particularly involved in planning matters and its comments have been useful when consulted on planning documents, with its suggestions incorporated in the final document. I would like to thank the Chairs and panel members for the contribution they have made to the Council.



Portfolio Holder for Environment & Transport, Cllr Chris Southward

Overview and Scrutiny is a vital piece in the democratic process. As the Council is run on a 'cabinet' style basis, it is essential that the Executive can be held to account.

As Portfolio Holder I welcome this safeguard and I value the input from Overview and Scrutiny Members prior to major policy decisions being taken by the Executive.



Recommendations for the future work programmes

Business & Transformation Scrutiny Panel Work Programme 2018/19:

1. Corporate Plan.
2. Customer Service Charter.
3. Sands Centre Redevelopment.
4. Workforce Plan.

Economic Growth Scrutiny Panel Work Programme 2018/19:

1. Economic Strategy.
2. Housing Strategy.
3. Borderlands Inclusive Growth Deal.
4. Public Realm Improvements.
5. Future Flood Risk Management.
6. City Centre vitality.

Health & Wellbeing Scrutiny Panel Work Programme 2018/19:

1. Cultural Strategy.
2. Greenspaces Strategy.
3. Interagency Homelessness Strategy.
4. The Sands Centre Redevelopment.

Amendments to working methods

There are no amendments to working methods proposed in this report for 2018/19.

In the new civic year, the Scrutiny Chairs Group will:

- Continue to review the number, frequency and remits of the three panels alongside the **Local Government Boundary Commission Review**. The Scrutiny Chairs Group will consult with the three panels throughout 2018/19.
- Develop and agree a protocol for Joint Scrutiny Panel meetings for cross-cutting projects and issues.

EXCERPT FROM THE MINUTES OF THE BUSINESS AND TRANSFORMATION SCRUTINY PANEL HELD ON 22 MARCH 2018

BTSP.31/18 DRAFT ANNUAL SCRUTINY REPORT 2017/18

The Policy and Communications Manager submitted the draft Business and Transformation Scrutiny Panel sections for the scrutiny Annual Report 2017/18.

The Policy and Communications Manager reminded the Panel of the Constitutional requirement for Scrutiny to report annually to full Council on their workings and to make recommendations for future work programming and amended working methods if appropriate. He added that the Scrutiny Chairs Group had agreed a new layout for the annual report details of which were included in the covering report.

A Member commented that the two previous agenda items had been very important and the two relevant Portfolio Holders had been unable to stay for the duration of their items. In addition there was no other representative of the Executive in attendance for the rest of the agenda items. The Panel agreed that representatives of the Executive should be in attendance at all Scrutiny meetings and it was

RESOLVED – 1) That the draft Business and Transformation Scrutiny Panel sections for the Scrutiny Annual report 2017/18 as attached to report OS.10/18 be agreed.

2) That Chairman of the Panel write to the Leader expressing the Panel's disappointment that Portfolio Holders were not able to stay for the scrutiny of their items and that no other representative of the Executive had been in attendance at the meeting.

EXCERPT FROM THE MINUTES OF THE HEALTH AND WELLBEING SCRUTINY PANEL HELD ON 29 MARCH 2018

HWSP.30/18 DRAFT SCRUTINY ANNUAL REPORT

The Policy and Communications Manager submitted the draft Health and Wellbeing Scrutiny Panel sections for the scrutiny Annual Report 2017/18 (OS.11/18).

The Policy and Communications Manager reminded the Panel of the Constitutional requirement for Scrutiny to report annually to full Council on their workings and to make recommendations for future work programming and amended working methods if appropriate. He added that the Scrutiny Chairs Group had agreed a new layout for the annual report details of which were included in the covering report.

The Members noted the report.

The Chairman thanked the Panel Members, Policy and Communications Manager and the Committee Clerk for their work in support of the Panel over the previous year.

RESOLVED – That the Draft Annual Scrutiny Report (OS.11/18) be noted.

Report to Council

Agenda
Item:

18

Meeting Date: 24th April 2018
Portfolio: Finance, Governance and Resources
Key Decision: No
Within Policy and Budget Framework YES
Public / Private Public

Title: AUDIT COMMITTEE'S ANNUAL REPORT
Report of: Chair of the Audit Committee
Report Number: RD51/17

Purpose / Summary:

This report provides a summary of the work undertaken by the Audit Committee during 2017/18.

Recommendations:

It is recommended that Council note and approve this annual report.

Tracking

Executive:	Not applicable
Audit Committee	19 March 2018
Council:	24th April 2018

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

Report to Audit Committee

Agenda
Item:

Meeting Date: 19 March 2018
Portfolio: Finance, Governance and Resources
Key Decision: No
Within Policy and Budget Framework: Yes
Public / Private: Public

Title: **AUDIT COMMITTEE'S ANNUAL REPORT**
Report of: Chair of Audit Committee.
Report Number: RD51/17

Purpose / Summary:

This report provides a summary of the work undertaken by the Audit Committee during 2017/18.

Recommendations:

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

Tracking

Executive:	Not applicable
Overview and Scrutiny:	Not applicable
Council:	24th April 2018

1 **BACKGROUND**

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

2. **PURPOSE OF THE REPORT**

- 2.1 This report summarises the work carried out by the Audit Committee during 2017/18. It demonstrates to Council and stakeholders the effectiveness of the Committee in maintaining the organisation's internal control environment and governance arrangements.
- 2.2 The Terms of Reference for the Audit Committee were reviewed at the start of the year with the required changes subsequently reported to and approved by full Council on 15th May as part of the Council's Scheme of Delegation for 2017/18.
- 2.3 The Committee
- 2.3.1 The Members of the Audit Committee for this municipal year are -

Conservative	Labour
Mrs Mallinson E	Ms Patrick (Chair)
Shepherd	Bowditch (Vice Chair)
Higgs	Mrs Birks
Bowman S (sub)	Sidgwick
Christian (sub)	Alcroft (sub)
Earp (sub)	Ms Williams (sub)
	Wilson (Sub)

- 2.3.2 This Report covers the meetings of the Audit Committee held on:

14th July 2017
31st July 2017
27th September 2017
12th January 2018

Details of the agenda items covered at each meeting are given at **Appendix A**.

- 2.3.3 The External and Internal Auditors, the Portfolio Holder for Finance, Governance and Resources, the Chief Finance Officer and the Monitoring Officer are invited to all Committee meetings. In addition, Members met the External Auditors to discuss topical issues without officers being present at its January meeting. The Committee can seek attendance from any officer or Member of the Executive and has exercised this right on several occasions.
- 2.3.4 At each meeting the Committee receives, for information purposes, the minutes of the Business and Transformation Scrutiny panel.
- 2.3.5 Training is an essential element for an Audit Committee. The Committee receive annual training and have been updated on statutory accounting requirements and are alert to the possibility of areas in which their knowledge could be extended.
- 2.4 External Audit
- 2.4.1 The Audit Committee received and approved the external auditor's Annual Audit Plan. It commented on the fee rates and work programme consultation carried out by Grant Thornton based on fees set by Public Sector Audit Appointments Ltd, the independent company set up by the Local Government Association with delegated statutory functions to set audit fees and make arrangements for certain audits.
- 2.4.2 The Audit Committee also received the Annual Findings Report and the annual Grant Certification Report and monitored actions against the recommendations within these reports. A judgement was included in the Annual Governance Report indicating whether the Council has adequate arrangements to secure Value for Money in the use of resources. The Annual Audit Letter summarised the auditor's work for the year and opinion on the Council's financial statements and value for money arrangements.
- 2.4.3 At the pre-briefing session prior to the January meeting, members held a private briefing with the external auditors to discuss various topics without officers being present.
- 2.4.4 Finally, the external auditor also provided the Committee with informative updates on key areas of interest in Local Government which were well received by the Committee and which the Committee referred on to other groups who may find them useful, e.g. Executive or Council.

2.5 Internal Audit

- 2.5.1 The Committee has overseen the work undertaken by Internal Audit throughout the year, including the delivery of the Annual Audit Plan. The Internal Audit Service was brought back in house from 1 April 2017, and has been establishing new ways of working and building relationships with the Committee and Officers throughout the year.
- 2.5.2 Before the start of the year, the Committee approved the Internal Audit Plan which set out the individual audit review areas to be carried out. The Internal Audit Plan focused on a Risk Based approach to establishing which reviews to undertake and where resources should be focussed.
- 2.5.3 The Committee received quarterly update reports from Internal Audit highlighting performance against the plan as well as reports of completed reviews. Each report is supplemented by a verbal update on key areas of success or concern in each completed audit review from the Designated Head of Internal Audit and the Principal Auditor.
- 2.5.4 The Committee also received updates on the progress against Audit recommendations and monitors closely where these are not completed to a satisfactory level.
- 2.5.5 Up to the 12 January 2018, the Committee had received eleven final reports with the following assurance levels

Assurance Level	Number of Final Reports
Substantial	5
Reasonable	4
Partial	2
Total	11

- 2.5.6 The Committee concentrates its attention to high priority recommendations made in reports. Where a report carries a partial assurance level, the Committee usually receives a verbal update from the relevant Director or Service Manager to outline how the review is being dealt with and how the assurance can be improved. Where a partial assurance is given, the Internal Audit team will perform a formal follow up within six months and report back to the Audit Committee to outline how

recommendation have been implemented and whether the assurance level has increased.

- 2.5.7 The Committee have previously had concerns over the Records Management review and the progress being made in respect of policies and procedures around Records Management. During 2017/18, the Committee were able to receive the assurances from Internal Audit that significant progress had been made against the recommendations and that depending on a final review to be undertaken early in 2018/19, this item may not need to be included again on the Annual Governance Statement as a key control weakness. This will be determined by June 2018.
- 2.5.8 The Internal Audit team operate under the guidelines laid down by the Public Sector Internal Audit Standards and the Council also has an Audit Charter in place that is brought to the Committee for approval annually.
- 2.5.9 Internal Audit also provide assurance through an Annual Report that the Council's overall control environment is satisfactory and whether any key weaknesses should be addressed in the Annual Governance Statement. This report was received in July 2017 and highlighted no new areas of concern.

2.6 Accounts

- 2.6.1 The Committee considered the Council's accounts at its July meetings in both draft and Audited forms and was pleased that the Council's accounts had achieved an earlier closedown in advance of the new requirement for 2017/18. The Committee received the Audit Findings report at its meeting on 31 July 2017, where the External Auditors reported their intention to provide an unqualified opinion on the financial statements. Their key message was that the Council produced good quality financial statements that were free from material error and supported by comprehensive working papers.
- 2.6.2 Each year the Committee receives training from the Deputy Chief Finance Officer on the key issues in the Statement of Accounts and how to scrutinise and question what is presented. This training session is also complemented throughout the year by regular update reports outlining proposed accounting policies and updates on recommendations made in the previous Audit Findings report.
- 2.6.3 The External Auditor also reported alongside their Audit Findings that the Council has proper arrangements in place for securing Value for Money.

2.6.4 The Committee received the Annual Audit Letter at its September meeting which confirmed the audit conclusions given for 2016/17.

2.7 Corporate Governance

2.7.1 The Committee is responsible for ensuring the Council meets the requirements of the Code of Corporate Governance and the Good Governance Principles. The CIPFA/SOLACE document 'Delivering Good Governance in Local Government: Framework' was updated in 2016 and at its core was the principal that local government develops and shapes its own approach to governance.

2.7.2 The Committee considered a review of the Code of Corporate Governance at its September meeting to ensure it fits in with the revised Framework and reflects the current governance arrangements of the Council.

2.8 Treasury Management

2.8.1 The Audit Committee has responsibility for monitoring the Council's arrangements for Treasury Management and received reports for scrutiny on a quarterly basis, together with consultation on the proposed Treasury Management Strategy Statement.

2.8.2 The Committee take a keen interest in Treasury Management matters and question Officers around the security of the Council's investments and its approach to capital financing. Some members of the Committee attended training on Treasury Management in January 2018 provided by the Council's Treasury advisors, Link Asset Services to enhance their understanding of this complex area.

2.9 Risk Management Monitoring

2.9.1 The Committee has received regular updates on the risk management process and that the corporate risk registers are being looked at on a regular basis. It is not the Committee's duty to determine that risks are being adequately managed, more so that the process of monitoring risks is being adhered to and that regular updates on risk management are given to the Executive and Scrutiny Panels where appropriate.

2.10 Fraud Prevention and Whistleblowing

2.10.1 The promotion of fraud awareness is important to Audit Committee Members who encourage officers in their efforts. Any incidences of fraud are reported to the Committee through the Internal Audit quarterly reports.

2.11 Effectiveness of the Audit Committee

2.11.1 The Committee undertook an effectiveness review in 2016 and received an update in July 2017 outlining the proposed steps to be taken next to enhance the Committee's effectiveness with a training plan to be developed and rolled out with pre-meeting time to be used to deliver quick training sessions to members.

3 CONSULTATION

None

4 CONCLUSION AND RECOMMENDATION

4.1 Audit Committees are a key component of an authority's governance framework. The purpose of an audit committee is to provide to those charged with governance (The Council), independent assurance on the adequacy of the risk management framework, the internal control environment and the integrity of the financial reporting and annual governance process. By overseeing internal and external audit, it makes an important contribution to ensuring that effective assurance arrangements are in place.

4.2 The Audit Committee's annual report provides the Council with information to show how the Audit Committee has fulfilled its role during the year and provides independent assurance to the Council on the adequacy of the risk management framework, the internal control environment and the integrity of the financial reporting and annual governance process.

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

5 CONTRIBUTION TO THE CARLISLE PLAN PRIORITIES

5.1 The Audit Committee ensures that an effective governance framework is in place to underpin the delivery of Carlisle City's Priorities.

Contact Officer:

Steven Tickner

Ext: 7280

Appendix A

Appendix A - Audit Committee Agendas

Appendix B

Appendix B - Rules of Governance

attached to report:

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

- **None**

CORPORATE IMPLICATIONS/RISKS:

Economic Development – not applicable

Governance & Regulatory Services – not applicable

Local Environment – not applicable

Corporate Support & Resources – not applicable

Audit Committee Agenda's

14th July 2017

- A2. External Audit Update Report 2016/17
- A3. Audit Fee Letter 2017/18
- A4. Annual Governance Statement 2016/17
- A5. Statement of Accounts 2016/17
- A6. Treasury Management Outturn 2016/17
- A7. Internal Audit Progress Report Q4 2016/17
- A8. Internal Audit Annual Report 2016/17
- A9. Internal Audit Progress Report Q1 2017/18
- A10. Effectiveness Review of the Audit Committee
- A11. Corporate Risk Management
- B1. Implementation of Risk Based Verification

31st July 2017

- A1. External Audit Findings for Carlisle City Council 2016/17
- A2. Statement of Accounts 2016/17
- A3. Letter of Representation 2016/17

27th September 2017

- A2. Annual Audit Letter 2016/17
- A3. Code of Corporate Governance and Good Governance Principles
- A4. Internal Audit Progress Report Q2 2017/18
- A5. Treasury Management: April to June 2017

12th January 2018

- A2. External Audit Progress Report and Sector Update
- A3. 2016/17 Annual Certification Letter
- A4. Final Accounts Process 2017/18
- A5. Internal Audit Progress Report Q3 2017/18
- A6. Draft Treasury Management Strategy Statement, Investment Strategy and MRP Strategy 2018/19
- A7. Treasury Management: July to September 2017/18

RULES OF GOVERNANCE

1. STATEMENT OF PURPOSE

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

2. TERMS OF REFERENCE

2.1 Audit Activity

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

To consider summaries of specific internal audit reports as requested.

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

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

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

To consider specific reports as agreed with the external auditor.

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

To liaise with Public Sector Audit Appointments Ltd over the appointment of the Council's external auditor.

To commission work from internal and external audit.

2.2 Regulatory Framework

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

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

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

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

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

To consider the Council's arrangements for corporate governance and agreeing necessary actions to ensure compliance with best practice.
To consider the Council's compliance with its own and other relevant published standards and controls.

2.3 Accounts

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

To approve the Annual Statement of Accounts, income and expenditure and balance sheet.

To consider whether appropriate accounting policies have been followed and whether there are concerns arising from the financial statements or from the audit that need to be brought to the attention of the Council.

To approve the Letter of Representation

3. ACCOUNTABILITY

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

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

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

4. AUTHORITY AND ACCESS

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

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

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

4.4 The Chair of the Audit Committee and the external and internal auditor shall meet as necessary and the Council's Designated Head of Internal Audit shall provide necessary services and support and assistance to the Audit Committee.

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

5. MEMBERSHIP

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

6. ATTENDANCE

- 6.1 The Audit Committee shall meet on a regular basis as provided for in paragraph 7 below. Officers and others may attend all or part of the meeting at the invitation of the Committee. Attendees may include:
- The Leader or Deputy Leader
 - The Portfolio Holder for Finance
 - Portfolio Holders
 - Town Clerk and Chief Executive
 - Chief Finance Officer (Section 151)
 - Corporate Director of Governance and Regulatory Services (Monitoring Officer)
 - Designated Head of Internal Audit
 - Other Chief Officers and Managers, as required
- 6.2 Subject to the relevant meeting complying with the Access to Information paragraphs for the exclusion of members of the public, the Audit Committee shall at least annually meet:
- (i) in private, with the external and internal auditors together; and/or
 - (ii) in private, with the external auditor.

7. MEETINGS

- 7.1 The Audit Committee shall meet at least four times a year in accordance with the schedule of meetings agreed by the Council. The External Auditor or the Designated Head of Internal Audit may request a meeting if they consider it necessary and other special meetings may be called in accordance with the Council's Procedure Rules.
- 7.2 The members of the Audit Committee shall commit to receiving appropriate training and development necessary to fulfil their roles.

8. QUORUM

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

9. WORK PROFILE OF THE AUDIT COMMITTEE

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

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

9.2 External Audit and Inspection Agencies

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

9.3 Corporate Governance Framework

- To review and advise the Executive on the embedding and maintenance of an effective system of corporate governance including internal control and risk management.

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

9.4 Internal Audit

To review and make recommendations to the Executive regarding:

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

9.5 Other

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

EXCERPT FROM THE MINUTES OF THE AUDIT COMMITTEE HELD ON 19 MARCH 2018

AUC.21/18 AUDIT COMMITTEE'S ANNUAL REPORT

The Chairman presented report RD.51/17 summarising the work undertaken by the Audit Committee during 2017/18. Also included was the Committee's Rules of Governance.

Audit Committees were a key component of an authority's governance framework. The purpose of an audit committee was to provide to those charged with governance (The Council), independent assurance on the adequacy of the risk management framework, the internal control environment and the integrity of the financial reporting and annual governance process. By overseeing internal and external audit, it made an important contribution to ensuring that effective assurance arrangements were in place.

The Audit Committee's annual report provided the Council with information to show how the Audit Committee had fulfilled its role during the year and provided independent assurance to the Council on the adequacy of the risk management framework, the internal control environment and the integrity of the financial reporting and annual governance process.

The Chairman welcomed the change in format of the report and thanked the Deputy Chief Finance Officer for his work in that regard.

Paragraph 2.5.7 recorded that the Committee had previously had concerns over the Records Management review and the progress made in respect of policies and procedures around Records Management. The Chairman questioned the current position on that issue and whether records management could be removed from the Annual Governance Statement.

The Chief Finance Officer suggested that Records Management should remain on the Annual Governance Statement as a key control weakness if assurance could not be given before the Annual Governance Statement was published.

Following discussion, it was agreed that the report be amended to record that the item may not need to be included again, but that would be determined by June 2018.

The Chairman further requested the undernoted amendments:

- Paragraph 2.5.6 – the last sentence be amended to read the Internal Audit Team will perform a formal follow up “within six months” and report back to the Audit Committee

- The appendices be renumbered so that Appendix A comprised the list of Agenda items and Appendix B the Audit Committee's Rules of Governance.

In conclusion the Chairman recommended that, subject to the amendments highlighted, the Audit Committee note and accept the report for recommendation to Council.

RESOLVED – That, subject to the amendments identified above, the Annual Report of the Audit Committee, which would be submitted to the City Council on 24 April 2018, be noted and accepted.

Report to Council

Agenda
Item:

19(i)

Meeting Date: 24th April 2018
Portfolio: Environment and Transport
Key Decision: Yes: Recorded in the Notice Ref: KD
Within Policy and Budget Framework YES
Public / Private Public

Title: RESURFACING OF CITY COUNCIL CAR PARKS
Report of: The Deputy Chief Executive
Report Number: CS25/18

Purpose / Summary:

This report seeks Council approval of a carry forward request and the resulting increase to the overall Capital Programme for 2018/19 of £164,323 for the resurfacing of three of the City Council's Car Parks (Viaduct, Caldew Riverside and Back Corporation Road) ("the resurfacing work").

Recommendations:

That Council approve the carry forward of £47,000 from 2017/18 into 2018/19 for the re-surfacing work thereby increasing the overall capital programme for 2018/19 by £164,323 as detailed in Report CS 21/18 (appended hereto).

Tracking

Executive:	9 th April 2018
Scrutiny:	N/A
Council:	24 th April 2018

Report to Executive

Agenda
Item:

Meeting Date: 9th April 2018
Portfolio: Environment and Transport
Key Decision: Yes: Recorded in the Notice Ref:KD
Within Policy and Budget Framework: YES
Public / Private: Public

Title: RESURFACING OF CITY COUNCIL CAR PARKS
Report of: The Deputy Chief Executive
Report Number: CS 21/18

Purpose / Summary:

This report seeks Executive approval to resurface three of the City Council's Car Parks (Viaduct, Caldew Riverside and Back Corporation Road) with funding drawn from the car park reserve, revenue underspends and car parking income.

Recommendations:

Executive are asked to approve:

1. The resurfacing works on Viaduct, Caldew Riverside and Back Corporation Road;
2. The funding proposals for the works as detailed in the report, noting the release of the Car Parking Reserve under delegated powers, noting the virement of £10,723 in 2018/19, and to make recommendations to Council to carry forward £47,000 from 2017/18 into 2018/19, and to increase the 2018/19 Capital Programme by £164,323.
3. The appointment of Thomas Armstrong to complete the works (an open competitive tender exercise has been undertaken).
4. Approve the closure of each respective car park while the works are undertaken, with permits being honoured in alternative car parks.

Tracking

Executive:	9 th April 2018
Scrutiny:	N/A
Council:	24 th April 2018

1. BACKGROUND

- 1.1** Carlisle City Council operates 11 pay and display car parks across the city which support the local economy and provide a significant revenue stream for the Council.
- 1.2** Bitts Park, Civic and Lowther Street car parks were all resurfaced in 2005 (following the flooding of the city in January that year). Our other car parks have not been resurfaced in recent times and are showing signs of significant deterioration. Aside from the work undertaken after the floods of 2005, Castle Car Park was the last pay and display car park to be resurfaced back in 1999. Its condition is still generally good (although standards of repair are closely monitored as they did deteriorate following flooding in 2015). The remaining car parks are in acceptable condition with the exception of Caldew Riverside, Viaduct and Back Corporation Road.
- 1.3** The condition of the Caldew Riverside, Viaduct and Back Corporation Road car parks has also been closely monitored since the flooding in 2015. All three were showing signs of general disrepair prior to Storm Desmond but the effects of flooding have accelerated this process. These three car parks are now in clear need of resurfacing to offer a quality service to residents and protect the Council. In addition, two of these car parks (Caldew and Viaduct) generate over £350k in annual ticket sales and contract purchases; this is income that the Council would wish to sustain and if possible increase.
- 1.4** The proposed works have been competitively tendered in order to confirm a price for the works. To complete the full resurfacing of all three car parks will cost £164,323.
- 1.5** A car parking reserve has been held to support resurfacing works and this currently stands at £106,600.
- 1.6** The car parking and city centre services have performed well financially in 2017/18. There is potential therefore to utilise £47,000 of underspend and above target income to fund the required enhancement work which will be subject to a carry forward request.
- 1.7** It is proposed that the balance of funding (£10,723) will be drawn from 2018/19 car parking maintenance budgets.

2. PROPOSALS

- 2.1 It is proposed that Thomas Armstrong Construction are appointed to complete the resurfacing of all three car parks. This would be undertaken in a staggered programme in the first half of the 2018/19 financial year.
- 2.2 Each car park would be resurfaced as a single work package before the contractor moves onto the next car park (to avoid the closure of all three car parks at the same time).
- 2.3 During works the car park in question would be fully closed. It is therefore proposed that during resurfacing, permits for the closed car park are honoured at all other city council car parks (excluding the Civic Centre and Lowther Street).
- 2.4 Officers will liaise with the contractor to ensure that no works were undertaken during any major city events (most notably for the duration of the Poppies exhibition). This will avoid closures during these peak periods.

3. CONCLUSION AND REASONS FOR RECOMMENDATIONS

- 3.1 The car parks, Caldew Riverside, Viaduct and Back Corporation Road are in a poor state of repair. Resurfacing of these car parks would help to maintain service levels, sustain income and protect the Council. A combination of car parking reserve and revenue budgets in 2017/18 and 2018/19 will allow sufficient funding to complete these works.

4. CONTRIBUTION TO THE CARLISLE PLAN PRIORITIES

- 4.1 **To support business growth and skills development to improve opportunities and economic prospects for the people of Carlisle**

Contact Officer: Darren Crossley

Ext: 7004

**Appendices
attached to report:**

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

- None

CORPORATE IMPLICATIONS/RISKS:

Community Services -

Corporate Support and Resources – The proposed works have been tendered and are expected to cost £164,323. A Car Park Enhancement Reserve was created at the end of 2014/15 to provide funding for required improvements to any of the Council's car parks. The balance in this reserve currently stands at £106,600 with approval to release the reserve being through an Officer Decision Notice by the Chief Executive in consultation with the Deputy Chief Executive, Portfolio Holder and Chief Finance Officer.

If the Executive is minded to approve the overall funding for this scheme, a recommendation will need to be made to Council to carry forward £47,000 from underspends and additional income generated in 2017/18 into the 2018/19 Capital Programme.

The funding required in addition to the two amounts detailed (£10,723) can be funded from within the 2018/19 car park maintenance budget allocation and a virement will be required to increase the 2018/19 Capital Programme. This can be done through delegated powers.

If the overall scheme and funding package is agreed by the Executive, the required Officer Decision Notice will be completed for the release of the Reserve.

The capital programme for 2018/19 will be increased accordingly to account for these works.

Economic Development – None

Governance and Regulatory Services – As the owner of the Car Parks referred to in this report, the Council has a responsibility to properly maintain its assets, both in terms of its fiduciary duty to the wider community and to maintain the standard of the car park in order to maintain revenue and also to fulfil our responsibility that persons/vehicles using the car park are reasonably safe whilst doing so.

EXCERPT FROM THE MINUTES OF THE EXECUTIVE HELD ON 9 APRIL 2018

EX.28/18 **RESURFACING OF CITY COUNCIL CAR PARKS
(Key Decision – KD.07/18)

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

Portfolio Environment and Transport

Relevant Scrutiny Panel Economic Growth

Subject Matter

The Deputy Leader, and Finance, Governance and Resources Portfolio Holder submitted report CS.21/18 concerning proposals for the resurfacing of three of the City Council's car parks, namely Caldew Riverside, Viaduct and Back Corporation Road. Background information on Council operated pay and display car parks and the condition thereof was provided.

The Deputy Leader explained that the Caldew Riverside, Viaduct and Back Corporation Road car parks were now in clear need of resurfacing to offer a quality service to residents and protect the Council. In addition, two of those car parks (Caldew and Viaduct) generated over £350k in annual ticket sales and contract purchases; that was income which the Council would wish to sustain and, if possible, increase.

The proposed works had been competitively tendered in order to confirm a price for the works; full resurfacing of all three car parks would cost £164,323. A car parking reserve had been held to support resurfacing works which currently stood at £106,600.

The Deputy Leader informed Members that the car parking and city centre services had performed well financially in 2017/18. There was potential therefore to utilise £47,000 of underspend and above target income to fund the required enhancement work, which would be subject to a carry forward request.

It was proposed that the balance of funding (£10,723) would be drawn from 2018/19 car parking maintenance budgets, and that Thomas Armstrong Construction be appointed to complete the resurfacing of all three car parks. That would be undertaken in a staggered programme in the first half of the 2018/19 financial year, with each car park being resurfaced as a single work package before the contractor moved on to the next car park (to avoid the closure of all three car parks at the same time).

During works the car park in question would be fully closed. It was therefore proposed that during resurfacing, permits for the closed car park were honoured at all other City Council car parks (excluding the Civic Centre and Lowther Street).

Officers would liaise with the contractor to ensure that no works were undertaken during any major city events (most notably for the duration of the Poppies exhibition). That would avoid closures during those peak periods.

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

The Corporate Director of Governance and Regulatory Services clarified, for the avoidance of doubt, that the matter fell within the Policy and Budget Framework.

Summary of options rejected not to approve the proposals

DECISION

That the Executive approved:

1. The resurfacing works on Viaduct, Caldew Riverside and Back Corporation Road.
2. The funding proposals for the works as detailed in the report, noting the release of the Car Parking Reserve under delegated powers, noting the virement of £10,723 in 2018/19, and to make recommendations to Council to carry forward £47,000 from 2017/18 into 2018/19, and to increase the 2018/19 Capital Programme by £164,323.
3. The appointment of Thomas Armstrong to complete the works (an open competitive tender exercise had been undertaken).
4. The closure of each respective car park while the works are undertaken, with permits being honoured in alternative car parks.

Reasons for Decision

The car parks, Caldew Riverside, Viaduct and Back Corporation Road are in a poor state of repair. Resurfacing of those car parks would help to maintain service levels, sustain income and protect the Council. A combination of car parking reserve and revenue budgets in 2017/18 and 2018/19 would allow sufficient funding to complete those works

Report to Council

Agenda
Item:

19(ii)

Meeting Date: 24th April 2018
Portfolio: Finance, Governance and Resources
Key Decision: Yes: Recorded in the Notice Ref:KD 34/17
Within Policy and Budget Framework YES
Public / Private Public

Title: CIVIC CENTRE REINSTATEMENT
Report of: The Deputy Chief Executive
Report Number: GD 30/18

Purpose / Summary:

The Purpose of this report is to update the Council on the final proposals for the reinstatement of the Civic Centre as agreed by Executive 9th April 2018 and seek approval for the recommendation laid out below. This recommendation is made in the light of previous reports to Executive and Scrutiny Panels.

The final proposals include: a new entrance, reception area and customer contact centre; a new Council chamber and conference facilities, open meeting space for Council staff and partners, additional storage space, office units for potential new partners, toilets and other ancillary accommodation. The redesign of the ground floor will seek to improve customers, partners, members and staff usage of the entire site. The work will resolve the current poor access arrangements to the chamber by bringing this facility to ground floor level. The work will also follow good practise on design for physical access, dementia, sight and hearing loss across the property.

The report also finalises proposals for an extension to the Civic Centre public car park.

Recommendations:

That the Council:

1. Subject to approving the final arrangements for funding the development, using the City Council's insurance settlement, capital programme and the proposed 'invest to save' initiative as included in Report reference GD.31/18 (later on the Agenda), approve the final layout and design proposals contained within report GD 23/18

(appended hereto), both for the ground floor reinstatement and the other plans for the entire site.

Tracking

Executive:	12th February & 9th April 2018
Overview & Scrutiny:	22nd March 2018
Council:	24th April 2018

Report to Executive

Agenda
Item:

Meeting Date: 9th April 2018
Portfolio: Finance, Governance and Resources
Key Decision: Yes: Recorded in the Notice Ref:
Within Policy and Budget Framework Yes
Public / Private Public

Title: Civic Centre – Ground Floor Flood Reinstatement
Report of: Deputy Chief Executive
Report Number: GD 23/18

Purpose / Summary:

The Purpose of this report is to update the Executive on the final proposals for the reinstatement of the Civic Centre and to consider feedback from the Business and Transformation Scrutiny Panel.

The final proposals include: a new entrance, reception area and customer contact centre; a new Council chamber and conference facilities, open meeting space for Council staff and partners, additional storage space, office units for potential new partners, toilets and other ancillary accommodation. The redesign of the ground floor will seek to improve customers, partners, members and staff usage of the entire site. The work will resolve the current poor access arrangements to the chamber by bringing this facility to ground floor level. The work will also follow good practise on design for physical access, dementia, sight and hearing loss across the property.

The report also finalises proposals for an extension to the Civic Centre public car park.

Recommendations:

That the Executive:

1. Consider the comments of the Business and Transformation Scrutiny Panel on the Civic Centre Ground Floor Flood Reinstatement proposals as detailed in the minute excerpt of their meeting on 22nd March 2018
2. Approve the acceptance of the insurer's offer in full and final settlement of the insurance claim.

3. Subject to approving the final arrangements for funding the development, using our insurance settlement, capital programme and the proposed 'invest to save' initiative as included in Report reference GD24/18 (also on this Agenda), approve the final layout and design proposals contained within this report, both for the ground floor reinstatement and the other plans for the entire site.
4. Refer this report to full Council for consideration.

Tracking

Executive:	12 February 2018
Overview and Scrutiny:	22 March 2018
Executive:	9 April 2018
Council:	24 April 2018

1. BACKGROUND

As noted in previous reports to Executive and Scrutiny panels the floods arising from Storm Desmond, December 2015 caused extensive damage to the Civic Centre. The basement and ground floor of the Civic Centre were under water which reached 2.4 m above ground level. During the initial clean up phase over 4.72 million litres of water was pumped from the building.

The full background to this report and its proposals are extensively documented in a report to Executive 28th August 2017 (CS21/17).

Since this last report and with the approval of Executive, work has continued to complete final design details and anticipated costs for the development. These build on the initial design and costs and seek to provide a clear and realistic set of proposals that will be used to tender the project in April 2018.

2. BUILDING PROPOSALS

2.1 Ground floor accommodation:

Since the initial design work Council officers have worked closely with WYG (our design and quantity surveyors) to review each element of this design on a room by room basis.

This work has resulted in a revised ground floor layout to better reflect our needs and has also identified more accurate costs for delivery. This revised layout is attached at Appendix B and WYG's report is included in Appendix D.

The key features of this new layout are similar to the initial design but are now refined to better reflect the intended use and the affordability of the works.

The ground floor facilities will now contain:

Customer, members, staff and partner facilities:

- A new customer entrance is proposed to give the building a renewed presence and to assist with access and energy efficiency.
- A new reception zone will create a focal point for all visitors and customers, this includes a waiting area and disabled access toilet.

- A new customer contact centre has been designed to the front elevation of the building with a waiting area, service desks and 13 private interview rooms. The interview rooms have separate access arrangements to ensure safety.
- To the left of reception and through the visitor waiting area is a meeting space and quiet working area for members, staff and partners. Opportunities for wifi enabled agile working will be available in the areas designated.
- An improved delivery area is proposed via the rear of the building and a storage area is planned in this vicinity.
- In addition, there is now also space for additional toilets for the new meeting spaces.
- There is an additional area under the tower which has been identified for possible partner occupation and benefits from separate access if required. The existing space within the former rates hall and beyond has been converted into flexible meeting and conference space.

Civic and conference facilities:

- The Council Chamber would be relocated to the former contact centre / rates hall. This new highly flexible space would be used as a modern, fully accessible Council chamber and conference / exhibition centre. It is felt that the ceiling height and central location of the hall make this an attractive, open and highly visible place for the Civic and democratic activities of the Council. The new plans would provide a new purpose built and wholly demountable chamber space that could also be used for a full range of other functions and events. These other functions may provide additional income to the Council if marketed and serviced appropriately.

The existing facility, located at first floor level within the Octagon is not fit for purpose, access is poor and non DDA compliant, temperature control is difficult, audio / visual services are outdated and furniture and fittings are tired and in need of replacement and the costs of upgrading are estimated at £144,000. These factors result in very low levels of usage with the facility only used on average twice every six weeks.

- To the rear of the proposed new chamber is a suite (3) of flexible meeting spaces with full audio-visual equipment provided. These could be used to supplement the new chamber or for separate functions. All the spaces would be serviced by accessible toilets at ground floor level and by a kitchen located adjacent to the meeting rooms.
- It is proposed that the existing chamber be demolished and replaced with additional car parking. Specialist advice was sought on options for the former chamber, report contained in appendix C, and the conclusion was that the space would have low income generation potential and would be very difficult to let and their recommendation was that the best return would be obtained by demolishing the Octagon and expanding the Civic Centre car park to create an additional 44 pay and display spaces. The investment to save initiative is contained in the Part B report.
- At this stage it is difficult to accurately predict revenue from the meeting space however as a minimum meetings and events currently held off-site could utilise the new chamber resulting in lower costs (Carlisle Partnership, Carlisle Ambassadors, Cumbria Leaders (when Carlisle City Council is host), Management briefing and elections).
- The 9% reduction in overall floorspace would reduce day to day running costs.

The current proposals are shown in the plan included within appendix B. The proposals indicate a two-phase development, this is to ensure that those elements we consider essential to the project, indicated in green on the plan, are completed as part of the first phase, with the other non-essential works, indicated in red, undertaken at a later stage when funding allows. The proposals have been designed to be flexible to allow measures to be incorporated should funding allow e.g. generation of additional income.

2.2 Further ground floor considerations:

Flood resilience has been a major consideration in these plans and it is proposed that the project uses materials that will speed up the recovery from any future flooding event. Further investigation has been undertaken into cost effective flood resilient materials and we now intend to use rendered block construction for internal partitions rather than the glazed panels originally envisaged which proved to be extremely costly and not suitable for some of our partner's conference

requirements. The rendered block walls can simply be washed down should flooding ever occur.

Some flood resilience work has already been undertaken with electrical equipment and lift gear being relocated to the upper floors. Investigation into relocating the heating boilers away from the basement has proved this not to be cost effective with the cost of relocation estimated to be circa £200,000. Replacement after the last flood cost £38,000.

With advances in information technology the redevelopment works will now operate via Council and public Wi-Fi systems negating the need for vast amount of cabling and server space.

In addition, all furniture would be designed to be easily moved to the first floor should flooding be anticipated. This demountable approach is a key concept for the ground floor redevelopment and will be brought visibly into the Council's business continuity plans and procedures.

2.3 Timescales

An outline timeline for the reinstatement project is shown in appendix E, this is of course subject to the decision-making timetable identified at the beginning of this report and a successful tender process.

2.4 Partnership Proposals

For a number of years, the Council has successfully attracted and worked with a full range of partners to deliver key services from the Civic Centre. The Council has a strong track record of fostering new partnerships and delivering joined up services with the Department of Work and Pensions, Police, Passport Office, Job Centre, Riverside Housing, GLL and several charity providers.

The proposals contained within this report seek to continue and enhance this approach to collaborative public services. The Council is already in early negotiations with the Police, NHS Acute Trust / Cumberland Infirmary, Riverside Housing and a range of other smaller partners to try and bring together key customers services (both front and back office) onto one site.

To assist with these developments, officers have been working with partners to establish needs and match these to our space and service capacity in the Civic

Centre. The proposals have been further refined to allow future partners to come on board with the area under the tower being left completely vacant as it is felt this offers the greatest flexibility for partners that may require a significant front of house facility.

3. NEXT STEPS

Subject to member approval of these proposals the next steps will be:

- Final approval of budget
- Undertake a tender process
- Resolve any planning issues
- Award the contract
- Complete the build process

4. CONSULTATION

Internally via the City Council's corporate structures and processes.

5. CONCLUSION AND REASONS FOR RECOMMENDATIONS

The December 2015 floods have created an opportunity to remodel the Civic Centre to provide a facility that is fit for purpose not only for the City Council but also for several partner organisations. Providing a one-stop centre for information and assistance for the citizens of Carlisle. The proposals also offer opportunities to create additional revenue streams for the City Council and reduce operating costs.

6. CONTRIBUTION TO THE CARLISLE PLAN PRIORITIES

The initiative embraces partnership working with other public sector bodies.

The generation of additional income may help with the provision and support of front line services.

Contact Officer: **Darren Crossley**

Ext: **7120**

Appendices

Appendix A – Civic Centre Pre-flood

attached to report: **Appendix B – Proposed Layout**
 Appendix C – Carigiet Cowen Octagon report
 Appendix D – WYG Outline Design Report
 Appendix E – Draft programme & timescale

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:

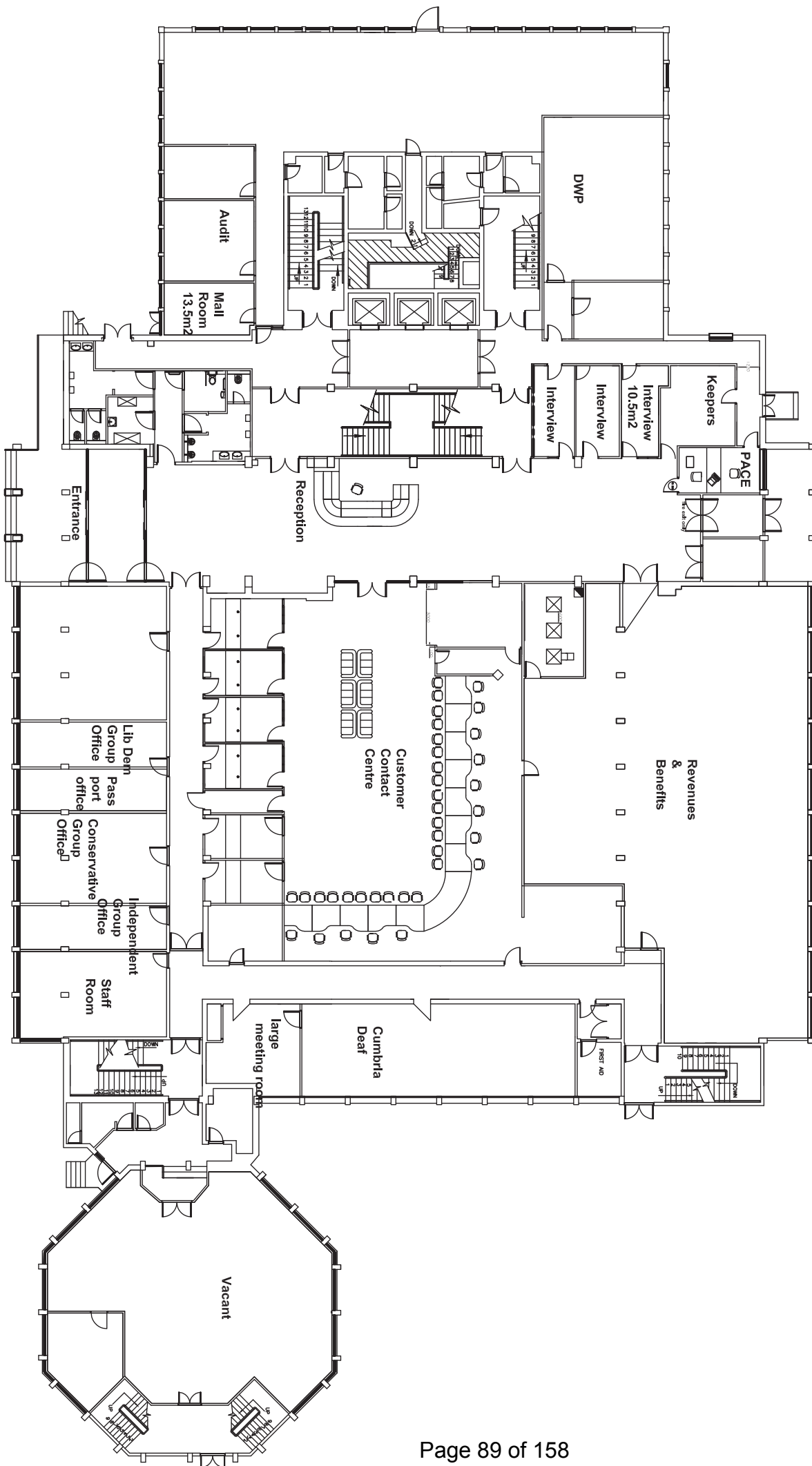
Community Services -

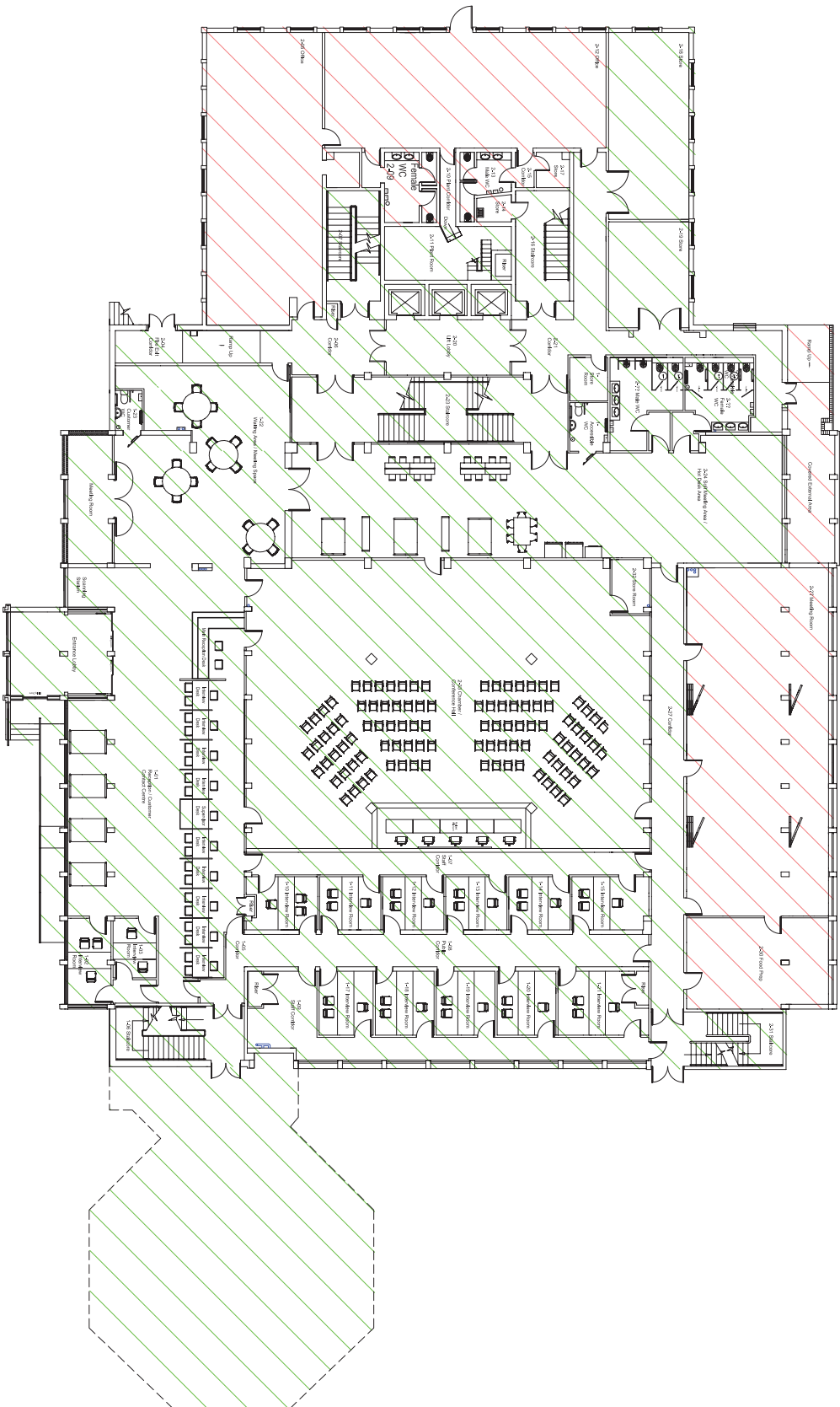
Corporate Support and Resources –

Economic Development – Conference facilities – Conference centres are Class D1 use which would require a change of use planning application if the conference facilities will ultimately be the dominant use of the ground floor.

Council Chamber demolition and extension of car parking would need consent and planning permission and this needs to be factored into the timescale. Any proposed development will need to take account of the Conservation Area.

Governance and Regulatory Services – The Council, in accordance with its fiduciary duty, must manage its resources, of which the Civic Centre is one, so as to best deliver its services.





DO NOT SCALE: CONTRACTOR TO CHECK ALL DIMENSIONS AND

Key

- Essential Works

- Non essential works (mothballing)

PRELIMINARY ISSUE

REV	DESCRIPTION	BY	CHK	APP	DATE
06	General Arrangement Drawing	RK	DC	DC	22.01.18
07	General Arrangement Drawing	RK	DC	DC	24.01.18
08	General Arrangement Drawing	RK	DC	DC	26.01.18

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Project:

**Civic Centre
Carlisle City Council
Flood Reinstatement**

Drawing Title:

DRAFT

General Arrangement Drawing

Scale @ A1	Drawn	Date	Checked	Date	Approved	Date
1:125	RK	26.01.18	DC	26.01.18	DC	26.01.18
Project No.	Type	Drawing No.		Revision		
A095945-3	BS	111 - 003		08		

Our Ref: 5744/CS/EW
24th July 2017

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Strategic Asset Investment Services Manager
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Dear Mark

CIVIC CENTRE – ROTUNDA – OPTIONS REPORT

Carlisle Civic Centre suffered significant flooding in December 2015. This was the second major flooding incident to affect the property in just over 10 years. The City Council, in common with many public bodies, has downsized significantly in recent years. After a period of much consideration, the City has determined plans for re-use of flood effected areas in the main Civic Centre building. Intentions for the re-use of the largely self-contained Rotunda remain under consideration.

Carigiet Cowen is instructed to provide high level commentary of options available.

Description

The Rotunda is currently the Council Chamber building between the Civic Centre and the Civic Centre Car Park. Accommodation is mainly on ground and first floor, with small galleried area to second floor. The first floor contains the Council Chamber, with viewing gallery over. The ground floor was put to ancillary use, together with toilet and canteen space. The building is an octagon in shape, of concrete frame construction under an assumed mineralised felt covered roof. The external walls are significantly glazed to all sides.

When used with the Civic Centre, lifts within the main building enabled disabled access to the first floor of the Rotunda. If the building is now considered in isolation, access is via steps only, with consequent disabled access issues.

Externally, the building adjoins the Civic Centre car park.

Areas

Ground floor	1500 sq ft	(139 sq m)
First floor	1500 sq ft	(139 sq m)
Second floor	724 sq ft	(67.27 sq m)

Issues

- i) The Rotunda is currently put to a specialist use namely, Council Chamber. The Council are considering resiting within the main Civic Centre complex. The building lacks suitable access. The inflexible shape, and configuration of the Council Chamber is functionally inefficient, and thermal inefficiency mean the building is hot in Summer and cold in Winter. Existing access arrangements raise potential security issues. It is perhaps questionable whether the Rotunda remains fit for the purpose it was built.
- ii) The building is an unusual hexagonal shape, glazed to all but two sides which will restrict potential alternative uses. The first floor, laid out for Council Chamber with terraced floor layout, in particular would be difficult to reuse.
- iii) Potential alternative uses for the building might include meeting space, art gallery or studio, creche, or possibly a bar or restaurant. There are however other existing buildings providing such uses. The Old Fire Station nearby already is an established entertainment venue.
- iv) The fact however that the subject property has now flooded twice in 10 years, will be a significant adverse consideration for any potential occupier, particularly if significant investment is being considered
- v) When the Rotunda was in use with the main Civic Centre, disabled access was provided by lifts in the Civic. In isolation, the Rotunda has no lift. Access between floors is via steps. The access point at the north west side of the building is via a number of steps. Achieving disabled access regulation compliance will be difficult and potentially expensive.
- vi) The construction of the building is such that it may be of poor energy efficient rating. The recent Energy Efficient Legislation (MEES) will restrict the let ability of inefficient properties.
- vii) Following the 2015 flooding, the ground floor remains in shell form. The cost of reinstating the whole building is estimated as £100,000-£150,000, including the provision of toilets and new kitchen accommodation. In the course of the inspection of the property, it was noted that a number of the window units are in need of repair or replacement. This would be further expense.
- viii) If the property is demolished, initial concepts indicate an additional 44 spaces could be created if the existing car park is remodelled to include the area of the Rotunda.

Options Review

1 Reinstate the accommodation

Pros

- A well-known property will be brought back into use.

Cons

- To bring the property into use, significant refurbishment and some alteration will be required.
- If the property is brought back into use for alternative purposes, significant adaptation of the Council Chamber will be required, at additional cost.
- Market demand from third party users is likely to be limited.
- Ongoing maintenance liability.
- History of flooding will adversely impact on occupier demand.
- Vacant space would be subject to potentially long void periods with the inherent business rates liability.

2 Demolition and Conversion to Car Parking

Pros

- Good demand for car parking spaces would be anticipated with a relatively secure income.
- Average per space income is approximately £1900 per annum, which compares favourably with contract car parking values achieved around the City which range from £650-£1760 per annum and other pay and display car parks. The provision of additional spaces at the Civic Centre should prove popular in the market.
- Such use could be readily brought back into use should any future flooding occur.

Cons

- Loss of well-known building.
- Cost of demolition and construction of new parking facility.

Rental Comparison

Alternative use - as already indicated, achieving alternative use is likely to prove difficult. However, in the event that the property is refurbished and marketed for such purposes, the rental which could be achieved is likely to be nominal. This may be in the order of £2-£3 per sq ft at most. The total rent is unlikely to be more than £10,000 per annum.

Creating additional car parking could generate approximately £80,000 of income. Data from occupancy and income on the car park to the south of the Civic Centre suggests this level of income should be more secure than letting floor space.

Conclusion

This Report provides a high level commentary on the options available to the City Council. Demand from third party occupiers for the Rotunda will be limited. Rental income will be uncertain, and if it can be achieved is likely to be at a nominal level.

Creating additional car parking would offer a number of advantages, it offers the maximum rental return from the space, the most secure income stream, minimises ongoing repair and maintenance liabilities, and the reinstatement liability will be minimised should future flooding ever occur. From a financial perspective this is clearly the most viable option.

Yours sincerely

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Outline Design Report

Carlisle Civic Centre – Flood Reinstatement

Prepared on behalf of:

Carlisle City Council



Issue 1
25th January 2018



Document control

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1.0 Introduction

1.1 Instructions

Further to the client's acceptance of our fee proposal dated June 2016, we have prepared an outline design for the repair and reconfiguration of Carlisle Civic Centre following the major flood in December 2015.

The client's brief for the project was that the proposed scheme for the project was that in addition to the repair of the flood damage, the ground floor of the building would be reconfigured to provide a welcoming and fit for purpose principal interface between the Council and the public. This meant that the building would be reinstated to incorporate the customer contact centre, formal and informal meeting rooms and the Council debating chamber.

The client also emphasised that we were required to build in a high level of flood resilience to enable the normal operations of the Council to resume as soon as possible following a flood.

A further primary objective of the scheme is to facilitate flexibility in the use of spaces such that the council might be able to generate revenue from other organisations.

The project will also address all disability and access issues including dementia.

1.2 Report Format

The building fabric element of this report presents the proposals for the repair and reconfiguration and describes the rationale upon which design recommendations have been based.

The mechanical and electrical engineering elements of this report are structured as brief descriptions of each building services design component, explaining the building services design principles and strategies. The primary objective of this document is to establish and explain the proposed design brief for the renovation of the Ground Floor and basement of the Carlisle Civic Centre

The aim of the building engineering services design is to provide a safe and comfortable building. The design should be energy efficient while maintaining the desired environmental conditions that afford the occupants and visitors a pleasant environment.

This report relates to the internal floor layout proposals as indicated on the drawings in Appendix A.

An indicative programme is provided in Appendix B

2.0 Building Fabric Proposals

2.1 General Description

The subject building is a concrete framed structure constructed in 1964 in an architectural style contemporary with the period. The columns to the perimeter of the structural frame are at relatively close 2.20m centres with the intermediate internal columns at about 7.00m centres.

The external walls to the ground floor level accommodation comprise precast concrete infill panels with a dry-dash aggregate external finish fitted within the structural frame. The inner section of the wall is mostly formed in lightweight concrete blockwork of very low density. It would appear that original external covered walkways have been infilled to increase the internal floor space.

The windows comprise aluminium framed double-glazed units with top hung opening vents.

The floor to the basement is a ground bearing concrete slab whereas the ground floor structure is formed in reinforced concrete of about 150mm thickness supported on a grid of primary and secondary beams

2.2 Stripping out

It is proposed that the residue of the suspended ceilings is removed which although unaffected by the floodwater, have been damaged by the strip-out of the M&E services. Similarly, all of the metal framed stud partitions and the non- load bearing blockwork partitions will be demolished.

The removal of the previous wall plaster to the areas of lightweight blockwork has damaged the masonry and several of the blocks and joints are severely cracked to the extent that 2/3 courses below window cill level are loose and unstable. We therefore propose that the full extent of the internal leaf blockwork is taken down and replaced

The former floor coverings have been removed and the underlying concrete floor exposed to facilitate the drying out process. The latex levelling screed that had been applied to the floor is in poor condition with extensive areas cracked and off-key. As part of the reinstatement project, the floor will need to be mechanically scabbled to form a sound substrate suitable for the installation of the new coverings. This will be a very noisy and dusty exercise and will be programmed to be undertaken as an out of hours operation to minimise disturbance.

2.3 External Walls

The reconstruction of the lower section of the external walls will present an opportunity to install a dense 7N/mm² blockwork that will provide a good level of flood resilience by being less prone to water absorption. The cavity in the walls will also be constructed to comply with current Building Regulation requirements and insulated with closed cell boarding to

provide improved thermal performance. This type of insulation material is recommended for its resistance to water absorption and therefore its ability to withstand flooding.

2.4 Windows

The new full height windows to the west elevation will be double glazed aluminium framed fixed light units with a polyester powder paint coating.

2.5 Ceilings

It is proposed that the Interview Rooms are provided with 600 x 600mm exposed grid suspended ceilings. The ceilings to the east side Interview Rooms will have enhanced acoustic and sound insulation properties appropriate for private meetings. It is suggested that the ceilings be set at a height of 2.60m

In some of the larger rooms, it is proposed to install acoustic rafts to reduce sound reverberation and ensure that the sound quality throughout is of a good standard. The entire building is going to be analysed by an acoustician as part of the detailed design process.

We would intend to specify a plasterboard on plywood ceiling to the Visitors' toilet as a security measure to prevent creating a potentially accessible void.

In corridors and other utility areas it is proposed that the concrete soffit is left exposed and painted matt black.

2.6 Internal walls and partitions

It is proposed that the new internal partitions will be formed in either fair-faced or standard 7N/mm² blockwork. The fair-faced partitions will be provided to the interview rooms with a three-coat paint finish. Generally, to the majority of the rooms, the walls will be plastered in a sand cement render and set that will be more resistant to water absorption and resilient to flood damage than the previously applied gypsum plaster.

As a cost saving measure, we would not propose that all the internal walls are built up to the underside of the first-floor structure and would be terminated just above suspended ceiling level. This will be considered by the project structural engineer during detailed design stage.

The corridor between the interview rooms is flanked by 200mm thick reinforced concrete load bearing walls which support the first floor and roof structures. It is proposed to penetrate these walls with 10 - 13 door openings and our structural engineer has advised that each opening is supported by means of a steel goal post frame to maintain structural

stability. Where possible, the existing door openings will be retained and utilised to maximise cost efficiency.

2.7 Floors and floor coverings

The existing clay tiles to the visitor waiting area appear to be soundly bedded and would be suitable for retention.

In the proposed meeting room and food preparation areas, some significant and pronounced unevenness is evident to the line of the inner columns parallel to the external wall. This will need to be addressed by localised feathering in with a specialist epoxy screed.

The main chamber / conference hall will be provided with a raised podium to the south wall. This will be a fixed element provided with 2 No 150mm high steps occupying the space between the new blockwork wall and the existing concrete columns.

It is proposed that the floor coverings will be a combination of sheet vinyl and contract quality carpet tiles of relatively low capital cost. Other hard coverings such as decorative screeds and ceramic tiles were considered but deemed unsuitable on grounds of cost. On the basis that a further flood is inevitable, we consider that these materials should be considered sacrificial and expendable in nature. Such coverings can be easily removed and replacements reinstated with a minimum of lead-in time.

2.8 Internal Joinery

It is proposed that the internal doors will be solid core paint grade hung in softwood frames such that when the building floods again the door leaves can be replaced at a relatively low cost compared to hardwood veneered doors. The softwood frames should also be salvageable in comparison to MDF which would swell and not recover.

The skirting boards and architraves will be similarly formed in softwood for their ability to dry out and recover their original shape and size.

2.9 Fixtures and fittings

It is proposed that the principal reception desk and the desks to the main customer contact centre will be formed in polished concrete to provide a good level of flood resilience and enable normal operations to resume in the short term following a flood. Opportunity will also be taken to ensure the reception desk addresses the requirements of the Equality Act with a lower area suitable for visitors in a wheelchair.

The counter to the main customer contact centre will be subdivided into bays which will be separated by opaque screens to provide visual and audible privacy. It will also be about

1.00m wide to provide a good level of separation between the council employee and the visitor to reduce the risk of physical assault.

The counters to the interview rooms will be 900mm wide and be formed in either laminated chipboard or Corian depending on costs and available budget.

In order to provide a flexible space that can be used for a number of different functions, it is proposed that the tabling on the podium be demountable whilst still evoking the requisite level of prestige.

Within the Chamber / Conference hall it is proposed to form a semi-secure demarcation line between the public viewing gallery and the councillors. We propose that this could be achieved by means of a demountable screen that could be bolted into the concrete floor. It could also be formed in lightweight aluminium as an aid to erection, dismantling and storage.

2.10 Sanitary Accommodation

The new sanitary fittings to the staff toilets will be white vitreous china components comprising wash down WC's with concealed cisterns and countertop wash basins set in laminated chipboard vanity units. The previously installed fittings have been set aside and as part of the detailed design process, an inspection will be carried out to determine if some can be re-used as a cost efficiency measure.

2.11 Entrance Lobby

The proposed entrance lobby is provided to reduce draughts in the reception / customer contact centre and also to provide a focal point to enable visitors unfamiliar with the building to find the main point of entry.

It is proposed that the architectural style of this extension would reflect the appearance of the existing building such that as the external envelope acquires the patina of age, it might appear as though part of the original construction. It is considered that this conservative

approach is the most appropriate as the building does seem to attract polarised opinions in respect of its appearance.

The entrance lobby is sized to ensure that the external distance to the existing planting bed does not create an unacceptable pinch point.

It is proposed that the inner and outer doors to the lobby will be automatic sliding glazed units activated by external and internal movement sensors. Adjacent manual doors will also be provided for the use of staff that might require out of hours access.

The majority of the lobby walls will be glazed to create a bright and airy ambience and also facilitate supervision from the reception desk.

2.12 Ground Floor Reconfiguration

The internal layout has respected the structure of the building and the load-bearing walls have, for the most part, been retained.

Where soil pipes and rainwater pipes pass through the ground floor accommodation from the building above, these have been retained and incorporated within the proposed layout to avoid any significant diversions.

A customer toilet will be provided in the north west corner of the visitor waiting area, which will be designed for disabled use.

The existing main entrance to the building on the west elevation is proposed to be converted into a semi-private meeting space. The external covered area will be infilled with new external wall construction, with full height windows similar to those installed in the customer contact centre. The existing external steps and ramp will be demolished as part of the project.

2.13 Basement

In the basement area, it is proposed that only minimum works will be undertaken commensurate with the limitation of fire spread which will entail the installation of several sets of fire doors at intervals ensuring compliance with the Building Regulations. The primary principle of the design is that the basement will be used solely for M&E plant and essential equipment and the design reflects this objective

2.14 Car Park Expansion

It is proposed to demolish the existing octagonal structure to facilitate the expansion of the carpark to create an additional 44 No. parking spaces. This demolition will include the existing link block which also encompasses the external fire escape stairs which will be re-modelled accordingly.

3.0 Mechanical Services

3.1 Design Criteria

The basis of design data is taken from the following documentation:

- British Standards, Codes of Practice and Building Regulations
- Design Guides i.e. CIBSE, IoP, BCO, etc. incl. Technical Memoranda (HVCA & BSRIA)
- Local and Statutory Authority Requirements
- Supply Authority Regulations

3.1.1 External Conditions

The external conditions that shall be taken from design calculations are as follows:

External Condition	Summer	Winter
Outdoor Design Temperatures	28°C db 20°C wb	-6°C (saturated)

Above figures are referenced from CIBSE Guide A data base for the closest geographical location.

3.1.2 Internal Design Conditions

The internal conditions that shall be taken for design calculation in various areas are as follows:

Area	Summer	Winter
Office Areas & Meeting Rooms	24°C ± 2°C (Humidity Not Controlled)	22°C ± 2°C (Minimum) (Humidity Not Controlled)
Toilet Areas	Not Controlled	20°C ± 2°C (Humidity Not Controlled)
Corridors and Circulation spaces	Not Controlled	20°C ± 2°C (Humidity Not Controlled)
Reception Area	24°C ± 2°C	20°C ± 2°C (Minimum)

Area	Summer	Winter
	(Humidity Not Controlled)	(Humidity Not Controlled)
Chamber	24°C ± 2°C (Humidity Not Controlled)	22°C ± 2°C (Minimum) (Humidity Not Controlled)
Break Out Areas	24°C ± 2°C (Humidity Not Controlled)	22°C ± 2°C (Minimum) (Humidity Not Controlled)
Plant Rooms	Not Controlled	Not Controlled
Supply Air Temperature Differential (to Room Air)	Maximum 10°K from room condition (supply air introduced outside of occupant zone) Maximum 3°K Temperature Gradient across Occupant zone (Between ankle and head height of seated occupant)	

Above figures are referenced from CIBSE Guide A.

The ± 2°C dry bulb allowance is provided as a control band tolerance and to allow for local variation in temperatures across rooms.

Where temperatures are shown these represent dry bulb air temperatures.

3.1.3 Internal Ventilation Standards

The internal ventilation standards that shall be taken for design calculation in various areas are as follows:

Area	Supply / Extract	Air Flow (l/s) min
Offices Areas and Meeting Rooms	Supply and Extract	10 l/s/person (supply)
Toilets	Extract	8 ac/h (Make up from office areas)
Corridors and Circulation Spaces	Not Controlled	Not Controlled
Reception	Supply and Extract	10 l/s/person (supply)
Break Out Areas	Supply and Extract	10 l/s/person (supply)
Chamber	Supply and Extract	10 l/s/person (supply)

Plant Rooms	Not Provided	N/A
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Above figures are referenced from CIBSE Guide A and Building Regulations.

3.1.4 Acoustic Targets

Noise criteria for mechanical and electrical services plant shall be based upon the relevant CIBSE or BCO criteria.

The noise from mechanical and electrical services equipment shall meet the following criteria (Taken from CIBSE Guide A and BCO Fit Out Specification) when measured within the space at a position of 1500mm from any noise emitting source or enclosing structure, with finished ceilings and carpet in place.

Area	Maximum NR
Open Plan Office Areas	35
Circulation Areas	40
Reception Area	40
Toilets	45

Noise from external roof mounted plant shall not exceed the limits set out by Building Control.

3.2 Existing Mechanical Services

Following the assessment of the existing mechanical services it was found all low level services were irreversibly damaged in the flood and require full replacement. Many high level services such as pipework and air conditioning systems had escaped flood damage. However, although some high level systems were not yet approaching the end of their economic life they no longer suit the configuration and demand of refurbished areas therefore a full replacement is required.

3.2.1 Heating Plant

The heating demand for the entire building is currently generated by 3 No. gas fired condensing boilers installed in the basement plant room. The boilers and associated circulating pumps have been replaced/refurbished following the flood. These works were carried out approximately 2 years ago. As part of the ground floor refurbishment works the basement heating plant shall be retained and utilised to serve the Low Temperature Hot Water (LTHW) requirements of the project.

Proposed mechanical works within the basement shall include the re-provision of thermal insulation to the existing installed pipework. Existing thermal insulation has been removed

following flood damage.

In response to our client's instructions, we investigated relocating the boilers but this proved to be non-cost-effective.

3.2.2 Space Heating and Cooling

The ground floor of the Civic Centre pre-flood was primarily heated and cooled via a number of local Variable Refrigerant Flow (VRF) and Direct Expansion (DX) refrigerant-based systems. These systems consist of external condensers linked to internal units which locally heated and cooled the areas served to meet the demand for each individual space.

Background heating to some areas was provided via radiant panels and radiators served from the central LTHW system. These provisions are either damaged or no longer suit the configuration and demand of refurbished areas and therefore a full replacement is required.

Existing VRF and DX air conditioning systems serving the ground floor areas shall be decommissioned and removed in their entirety. Replacement provisions shall be developed and installed as part of the refurbishment works.

LTHW provisions serving the ground floor shall be traced, isolated, drained down and stripped out. LTHW provisions however shall be utilised as part of the refit to provide background heating to the reconfigured space. At each riser location pipework shall be modified to allow the extension of services to serve the new installation.

3.2.3 Ventilation Systems

Existing ventilation provisions within the ground floor area are minimal. Many areas rely on opening windows as the primary means of providing fresh air into the building, with the exception of the proposed Chamber area which has a dedicated air handler delivering minimum fresh air provision to internal spaces.

The toilet area adjacent to the existing entrance was provided with extract only ventilation via local ceiling mounted extract fans. The toilet area within the building core is provided with extract ventilation via the common toilet extract system which serves all floors of the tower.

These current ventilation provisions no longer suit the configuration of refurbished areas and demand falls short of current building standards. The full replacement and installation of ventilation systems shall take place as a part of the refurbishment works to bring the installation in line with current standards. Redundant systems shall be stripped out.

3.2.4 Domestic Water Services

Cold water services are gravity fed from cold water storage tanks located in the roof plant area of the building. Mains cold water services also distributed through the building to serve drinking outlets. Domestic hot water services are provided via local electric point of use water heaters.

Redundant domestic water provisions serving the ground floor shall be traced, isolated, drained down and stripped out. The existing domestic cold-water services infrastructure shall

however be utilised as part of the refit to serve new domestic water provisions. At each riser location pipework shall be modified to allow the extension of services to serve the new installation.

Within the basement there are redundant piped domestic water services. The existing domestic hot water services have been isolated and drained down and are completely out of services. However, the cold-water services appear to remain live. These cold-water services serving redundant outlets have created excessive dead legs within the cold-water system. Dead legs in the water system are a high legionella risk and should be address as soon as possible in line with the HSE Approved Code of Practice L8.

The dead legs are to be addressed as part of strip out works. When carrying out system modifications and associated strip out works relating to the project the contractor shall survey and trace domestic water services, isolate the affected areas and drain down to carry out works. Thereafter, cut back all redundant pipework as far as possible to the main branch source and modify to remove “dead leg”. Note capping off of fittings is not acceptable as small dead leg would be left.

Proposed mechanical works within the basement shall include the re-provision of thermal insulation to the existing installed pipework. Existing thermal insulation has been removed following flood damage.

3.2.5 Above Ground Drainage

A primary ventilated drainage system is currently installed internally to receive waste discharges from WCs, sinks, showers, basins, etc. The drainage stacks drop vertically through the building picking up drainage outlets from non-project areas above. As far as practicably possible the existing drainage infrastructure will be reused with modifications included as required to make new drainage connections. Existing soil and waste stacks will be retained following demolition works; these will be utilised as required to make new drainage connections.

3.2.6 Building Management System (BMS)

A redundant mechanical control panel (MCP) is located within the basement plant room, this provided overall control of the heating plant and domestic hot water system. Remedial works were carried out to retro fit a simple BMS on the heating system during its refurbishment two years ago. A PRIVA system was installed which provided basic monitoring and control of the heating plant from the Building Managers Front End via a network connection provided to the MCP.

A new controls installation and Building Management System (BMS) shall be provided to improve control and energy efficient running of the plant and equipment. The new system shall provide overall monitoring and control of the newly installed plant as well as integrate the existing functioning building services system, these include the Boilers, Primary LTHW

Pumps, Secondary LTHW Pumps, Weather compensating Valves, Toilet Extract Fans and Heating Zone Control Valves.

3.3 Heating, Ventilation and Air Conditioning (HVAC)

The HVAC strategy across the occupied areas of the Ground Floor refurbishment generally consists of local Heat Recovery Ventilation Units providing the fresh air requirements through the area served with VRF fan coil units providing local heating and cooling to the space served. In support areas such as toilets and circulation spaces background heating shall be provided by radiant panels served from the building existing LTHW heating system. The proposed Chamber shall be ventilated, heated and cooled via a dedicated air handling plant located on the first-floor roof.

3.3.1 Ventilation

The full replacement and installation of ventilation systems shall take place as a part of the refurbishment works to bring the installation in line with current standards. The building shall be ventilated to provide means of distributing fresh air throughout the building to maintain the required fresh air quality, required ventilation air change rates and to assist in controlling comfort conditions to meet the requirements of the space.

Through occupied areas (Reception, Meeting areas, Breakout area, Interview rooms and Offices) fresh air requirements shall be met via ceiling mounted local heat recovery ventilation unit (HRUs). The HRUs shall incorporate a supply and extract fan section, filters, heat recovery and LTHW heating coils. The units shall be controlled to provide a constant supply volume tempered to temperature of 20°C, in winter conditions. In summer when internal temperatures and external temperatures allow the unit shall be used to provide an element of free cooling. Units shall be controlled on/off via BMS time clock.

The Chamber shall be ventilated, heated and cooled from a dedicated supply and extract AHU located externally on the first-floor roof. The AHU shall be in a horizontal configuration incorporating the supply and extract fan sections, filters, plate heat exchanger, DX heating & cooling coils and integral attenuation. Delivery of supply air into the space shall utilise the bulkhead around the chamber perimeter. The air distribution shall be designed to avoid drafts and stratification of the tempered supply air, this shall be achieved by utilising thermally actuated jet diffusers. The AHU shall be controlled to provide a constant supply air volume at varying air temperatures to meet the space demand. System controls shall be detailed by the employed control specialist to include time controls, interlocks, system initiations, frost protection, temperature set point control, extended run operation and failure detection.

The toilet, kitchen and large store areas shall be provided with dedicated mechanical extract only systems to maintain a negatively pressured space to remove moisture, odours and avoid the ingress of polluted air into adjacent area. Make up air shall be provided through direct supply from the air handling systems or from natural infiltration via inherent gaps around doors or installed door air transfer grilles. Mechanical extract ventilation systems shall be controlled on/off via BMS time clock in the MCP.

The ductwork shall route in the ceiling void or high level exposed. Ductwork shall be rigid

metal manufactured from zinc coated steel in accordance with HVAC DW144 and DW171. The ductwork shall be constructed to the pressure classification to suit the static pressure of the fans serving the system. Ductwork insulation shall be provided to ductwork carrying tempered air or recovered heat.

Plenum boxes shall be provided on all supply and extract grilles for connection of ductwork. All plenum boxes unless otherwise stated shall be painted matt black internally and insulated as per the connecting ductwork.

All ductwork passing through fire compartmentation boundaries shall be provided with fire dampers, these shall be rated to no less than the compartmentation they pass through. Unless otherwise stated, the fire dampers shall operate from a fusible link mechanism. Access doors shall be provided to enable the dampers to be reset without difficulty.

Balancing and commissioning accessories shall be provided to ensure the system can be balanced and commissioned as required. These shall be located for access through grilles or diffusers or located adjacent to access points. Volume control dampers (VCD's) shall be multi-blade or iris type.

All items of mechanical plant incorporating moving parts shall have appropriate vibration, isolation, couplings and mounts to ensure that vibration from the equipment is not transmitted to the building, other supporting structure, pipework or ductwork.

All external mechanical plant and fittings shall be weatherproof.

The supply louvres and cowls shall be fitted complete with anti-bird and insect mesh with extract louvres fitted with anti-bird mesh only.

3.3.2 Variable Refrigerant Flow (VRF) Systems

Occupied areas (Reception, Meeting areas, Breakout area, Interview rooms and Offices) of the project shall be provided with heating and cooling via a newly installed VRF system. The VRF installation consists of external condensers interconnecting with internal refrigerant-based heating/cooling fan coil units. The fan coil units shall be ducted ceiling concealed or ceiling cassette units. The units shall be sized to overcome anticipated heat gains from occupant, lighting, installed equipment and solar gains within the space. The units shall be controlled to deliver cooling and heating as necessary via the conditioning of recirculated air to satisfy the room set point conditions.

The installed VRF system shall be the 3-pipe reversible heat pump type providing independent heating and cooling to all rooms served. This system shall be capable of simultaneous heating and cooling areas from the installed common VRF system allowing free heating recovery via the transferring of heat from areas requiring cooling.

The fan coil units shall connect to heat rejection condensers which shall be located externally at first floor level within the external gantry. There shall be a number of VRF condensers serving the VRF fan coil system within the project, each condenser shall be monitored for fault by the BMS.

The installed refrigerant pipework shall take cognisance of the anticipated phasing strategy.

By installing capped control boxes at each moth balled zone of the building the refrigerant installation can be extended simply without the need for full recommissioning of the entire system.

The VRF installation shall be controlled by the manufacturers proprietary controls. A wall mounted controller shall be installed for each room/zone served (master/slave where applicable), each controller shall be capable of limiting temperature set points and locking modes to meet the client's requirements. Ceiling concealed units shall be provided with return air temperature sensors.

Areas, which are served by two or more fan coil units, shall be configured to operate as a signal master with the remaining fan coil units, configured as slaves.

The fan coil units shall generally be enabled and disabled by a manual command at the room controller. However, a BMS fixed time schedule shall be applied to limit the operation between the occupied hours to avoid the system being left on overnight where appropriate. An individual fault signal (via field wiring/relays etc) for all VRF installation equipment shall be connected to the BMS operator's station.

The selection of refrigerants shall also be carefully considered in terms of future anticipated requirements for refrigerants and ozone depleting chemicals. Minimal content for refrigerants within the occupied spaces, and precautions for leak detection where internal routes are necessary in accordance with EC Regulation on Certain Fluorinated Greenhouse Gases.

Pipework shall generally be in copper. All refrigerant pipework shall be insulated with Nitrile Rubber and provided with a continuous vapour barrier. Insulation shall be continuous, ensuring all pipework connections to be fan coils and condensing units are covered. All refrigerant pipework shall be installed, tested and commissioned in accordance with manufacturers recommendations.

Full access shall be provided to the valves and maintainable fittings within the distribution system.

Each indoor unit is to be provided with condensate lift pump for the disposal of condensate via plastic pipework. Condensate from each fan coil units shall discharge to local drainage stacks or rain water down pipes via gravity or pumped system via a waterless trap. For pumped systems condensate shall collect in a drip tray with a submersed pump operating based on water levels. The condensate pump shall be monitored by the BMS.

All pipework shall be installed complete with fire stopping sleeves at fire compartmentation boundary walls and floor slabs, as necessary.

All items of mechanical plant incorporating moving parts shall have appropriate vibration couplings to ensure that vibration from the equipment is not transmitted to the building, other supporting structure, pipework or ductwork.

All external mechanical plant and fittings shall be weatherproofed.

3.3.3 Heating

The occupied areas of the building shall generally be heating and cooled via the installed

VRF system described above. Unoccupied and support areas will be provided with back ground heating via radiant panels served from the existing LTHW infrastructure. The existing LTHW system shall also be utilised to provide pre-heating of the fresh air provision via the HRUs.

The existing building is heated via an LTHW heating system, the LTHW plant is located within the basement. The existing LTHW system includes a constant temperature flow primary circuit comprising 3 no. in line condensing boilers, low loss header, controls, valves and fittings. The boilers have individual primary circulation pumps. The primary LTHW heating plant is designed to provide a water flow temperature of 82oC flow 71oC return.

The existing LTHW distribution system comprises a primary/secondary pumping system with a low loss distribution header. The primary section of the heating system circulates water through the boiler and low loss distribution header.

The secondary heating system circulates water from the low loss distribution header through either a variable temperature (VT) LTHW circuit or a constant temperature (CT) LTHW circuit. There are 3 no. LTHW heating circuits which distribute heat through the building which can be summarised below:

- Variable temperature (East) – Serving Radiators and Radiant Panels in the East orientation of the building.
- Variable temperature (West)– Serving Radiators and Radiant Panels in the West orientation of the building.
- Constant temperature – Serving heating fan coils throughout the building.

The secondary systems circulate water with a water flow temperature of 82oC and a return of 71oC at full load. Each secondary pump sets are single head pumps in duty/standby arrangement. The variable temperature system is installed with 3-port mixing valves on the main return for weather compensation.

The existing heating pipework rises through the building from the basement via the riser in the central core and via the 2 no. decentralised risers. LTHW circulating circuits then distribute horizontally in the ceiling void to serve the heat emitters on each floor.

The works on the ground floor will include the appropriate isolation, reconfiguration and recommissioning of the existing local heating infrastructure to serve the proposed installation. Within the works the ground floor the existing LTHW heating installation will become redundant, all equipment will require to be isolated and removed.

New LTHW service branches will be installed utilising the existing rising mains. It will be necessary to mechanically isolate the LTHW mains serving the ground floor, drain the affected lengths of the circuit and remove existing pipework and heat emitters whilst maintaining continuity of flow through the site. If local isolation points are not available then the contractor will drain the section of the system and cut the sections of pipe and install isolation valves, to enable works to proceed.

The new LTHW installation shall follow the strategy of the existing. The existing VT circuits shall be modified at the riser location to serve radiant panels within support areas and the

existing CT circuit shall be modified at the riser location to serve heating coils of the newly installed HRUs. The new pipework will be sufficiently sized to provide the heating demand for the new heating requirements. This new pipework branches once installed can be utilised to allow the installation of new services with minimal impact on existing services.

New pipework runs shall route at high level in the ceiling void to serve heating coils and radiant panels as described above.

Support areas, corridors, toilets and shower rooms will be heated using LTHW radiant panels recessed into the suspended ceiling. Each radiant panel will be individually controlled using a 2-port control valve via room thermostat. Radiant panels will be coordinated with all other ceiling surface fixed equipment.

Each HRU installed to provide fresh air provisions through the ground floor shall be provided with a LTHW heat battery to provide temperature control to the supply air. Each heat coil will be controlled using a 3-port control valve via supply air temperature sensor.

The contractor shall include for all necessary requirements in order to isolate services which are to be worked on within the area of work being carried out and make provision as to maintain services to areas outwith the area currently being worked on.

The system shall tie into the existing LTHW infrastructure; as such, the contractor shall require to ascertain water quality samples and provide test result to the CA prior to any work commencing. The report to the CA must include a summary of the findings and recommendations with regards to the application the water is serving.

Full survey and trace of existing services is required prior to isolation and demolition of existing services within the works. Implication of existing services isolation and modification affecting services out with the of works being carried out must be advise to the contract administrator.

Prior to any work commencing on the existing LTHW system, the contractor will trace the heating system and prepare commissioning figures to confirm the existing flow rates to all existing areas, LTHW equipment and plant affected by the works and ensure that these figures can be maintained through the works and at the end of the works for the retained parts of the common systems. Where measuring and commissioning devices on the existing system are not available, or existing sets are damaged, the contractor will install new ones in order to carry out the required works. This must be carried out and commissioning figures provided to the contract administrator.

Upon completion of works the heating distribution system is to be rebalanced to achieve the required flow rates for the new plant, and to confirm that the original flow rates to the retained plant are met. This will include identifying the pump set associated with the LTHW distribution and adjusting the effective flow rate as required to meet the requirements of the project. Should this require rebalancing around other areas of the building then this will be carried out and commissioning figures provided to the contract administrator.

As part of the works, the contractor will install air cocks on the new high sections of pipework to enable air to be released from the circuit and drain points on low sections. Isolation and commissioning valves will also be provided as required.

As far as practicably possible, services outwith the area being carried out will remain live. The contractor will advise the contract administrator of any downtime required of the services within the works being carried out. This shall be minimised by out of hour working where appropriate.

All LTHW pipework shall be medium grade steel. Fittings shall be those compatible with the manufactures pipe system.

Pipework passing through structural movement joints shall be subject to a degree of movement. The M&E contractor shall ensure this movement is allowed within the installation of the fixed services. A specialist supplier shall be engaged to check the approved installation drawings to assess the movement requirements

All pipework shall be concealed in ceiling voids with full access provided to all valves within the system.

All control, commissioning, and isolation valve shall be provided to meet the requirements for balance, commission and operate the installation.

All pipework shall be installed complete with fire stopping sleeves at fire compartmentation boundary walls and floor slabs, as necessary.

All LTHW equipment shall be fully co-ordinated by the Mechanical contractor with other services and details.

The entire LTHW system shall be fully flushed, cleaned and chemically dosed prior to completing the project to current BSRIA standards

3.4 Domestic Water Services

The proposed refurbishment will utilise the existing domestic water infrastructure, which distributes through the site. Within the building, the domestic water distributes vertically through the risers and distributes horizontally in the ceiling void. The domestic water services also rise locally at basement level to serve some ground floor areas.

It is the intention to utilise this existing infrastructure to serve the reconfigured spaces. The existing domestic cold-water services only will be modified at appropriate locations to install new service branches to serve the refurbished area. Existing domestic hot water services are currently redundant can be removed in their entirety.

The domestic cold-water services will be isolated and modified at the existing riser location and within the basement level as required to serve the reconfigured spaces.

When pipework modifications are carried out or existing services removed it will not be acceptable to leave any dead legs in pipework.

Domestic hot water shall be generated in each area via unvented hot water point of use electric heaters. The units shall be provided with the manufacturers unvented kits including expansion vessel on the cold-water feed. The temperature and pressure valve relief exhaust on each water heater shall be so piped to discharge via visible tundish in a downward

position to prevent a potential scalding hazard in accordance with Building Regulation Approved Document G. Bends shall be slow radius.

Domestic hot water temperature shall generally be controlled by the thermostat in the hot water heater. The hot water storage temperature shall be set to 65°C. Hot water storage temperature set point shall adjustable via the thermostat. The water heater shall be provided with an integral thermal cut off which will prevent overheating and dry starts.

All hot water outlets shall have lockable and adjustable thermostatic mixing valves installed as near to the source of draw off points to minimise the risk of Legionella. All wash basins shall have the thermostatic mixing valves set originally at 41°C. The cleaner's sinks shall have no thermostatic mixing valves and shall display "danger hot water" signs in the sink area.

Local electric point of use water boilers shall be provided to the break out space and tea point area for tea/coffee making. These shall be located above the sink or provided with drip tray. The water boiler shall be provided with all the necessary isolation, safety valves, and expansion vessels as per manufactures recommendations.

The existing domestic cold-water services will be modified to distribute new service branch to serve the refurbished area. These works will include identifying suitable isolation points in the existing system and localised drain down of the affect areas of the circuit. If local isolation points are not available then the contractor will drain the affected sections of pipe and install isolation valves, to enable works to proceed.

The new pipe branches will be sufficiently sized to provide water for cold demand for the reconfigured area.

Where existing branches are isolated these branches shall be affectively removed leaving no dead legs.

The contractor shall include for all necessary requirements in order to isolate services which are to be worked on within the area of works being carried out and make provision as to maintain services to areas outwith the area currently being worked on.

A full survey and trace of existing services is required prior to isolation and demolition of existing services within the works. Implication of existing services isolation and modification affecting services out with the works being carried out must be advised to the contract administrator. As far as practicably possible, services outwith the area being carried out will remain live. The contractor will advise the contract administrator of any downtime required of the services within the works being carried out. This shall be minimised by out of hour working where appropriate.

It is the intention to connect to the existing main domestic water pipe runs, it is not the intention to replace existing main pipe infrastructure. A condition survey will be carried out as part of the contractor design process to determine if this represents a risk or hazard to the water systems.

Pipework passing through structural movement joints shall be subject to a degree of movement. The M&E contractor shall ensure this movement is allowed within the installation

of the fixed services.

Isolation valves will be provided on branches serving individual rooms or groups of rooms. Local servicing valves will be provided at each appliance. All connections to appliances will be in rigid pipework.

Full access shall be provided to valves and maintainable fittings within the distribution system. Means of isolation shall be quarter turn rotating ball isolating valves installed at all connections to sanitary appliances, taps, or other outlets. Each branch shall be fitted with a stop cock and drain tap.

All hot and cold-water pipework within the building will be potable water grade copper. All pipework will be provided with thermal insulation by aluminium foil face mineral fibre insulation.

All pipework shall be installed complete with fire stopping sleeves at fire compartmentation boundary walls and floor slabs, as necessary.

The entire domestic water services system shall be fully cleaned, dosed and disinfected prior to completing each phase of the project. Recorded details of this process and water test results are to be provided before each phase is handed over.

The contractor shall provide a chlorination test certificate.

Water quality testing of the water supply will be completed prior to connection and provided to the CA.

3.5 Above Ground Drainage

A primary ventilated drainage system is currently installed internally to receive waste discharges from WCs, sinks, showers, basins etc. across the project area and through the building. The drainage stacks drop vertically through the building picking up drainage outlets from non-project areas above. As far as practicably possible the existing drainage infrastructure will be reused with modifications included as required to make new drainage connections. Existing soil and waste stacks will be retained following demolition works; these will be utilised as required to make new drainage connections.

These works will include a survey and identification of existing local drainage stacks and infrastructure, to which the new above-ground drainage pipework can connect. Any new drainage stacks created will drop to below and offset within the basement to connect to the existing drainage infrastructure. The offset pipe runs will be installed with appropriate fall and cleaning eyes at change of direction.

Ventilation of the new drainages stack shall be provided by modification and connection to the existing ventilation pipework and terminals where practical. Certified mechanical air vents may be used in locations where restraints prohibit the re-use of naturally aspirated vents. Air admittance valves shall set above the flood level of the highest fitting and connect to the stack within the suspended ceilings. Full access shall be provided to all air admittance valves allowing acceptable entry for maintenance purposes.

Discharge pipes will be installed internally to receive waste discharges from new WCs, sinks, basins and equipment. Discharge branches are to be separately connected to the stack. All soil and waste connections to sanitary fittings and waste appliances will be trapped. Traps will be accessible and provided with adequate facility for cleaning. Pipe branches will be laid to gradients as recommended in BS EN 12056-2:2000. Anti-siphon traps complete with refill priming nipples will be fitted to all wash hand basins and sinks

Full access will be provided to all fittings allowing acceptable entry for maintenance and cleaning purposes. Full details of concealed pipework routes requiring boxing and access points will be coordinated with the architect.

Branch discharge pipes serving sinks, wash hand basins and other appliances will be kept as short as practicably possible to reduce both self-siphonage and accumulation of sediment. Branches will have individual connections to stacks and sub-stacks.

An access fitting will be installed at the base of each new stack, 600 mm AFFL. Additional rodding / cleaning access points will be provided on pipe work at changes of direction, soil junctions and at the ends of trunk wastes receiving the discharges from two or more fittings. Cleaning eyes will also be installed at the end of waste branches.

The drainage risers and vents will generally be located within IPS panels for example within the dedicated toilet areas, wash hand basin stations etc.

Slow radius bends will be installed at the foot of the new stacks as the system connects to the existing infrastructure.

The full co-ordination and setting out of the penetrations through the floor slab shall form part of the Mechanical contractors' works.

Condensate pipework shall be provided from the internal fan coil units. Condensate pipework shall have a fall of at least 1:100 and shall terminate at internal waste stacks with waterless traps.

The mechanical contractor shall install un-vented water heaters in accordance with the Building Regulations and manufacturers instruction and shall ensure that the hot water discharge from safety device is safely conveyed to where it is visible but will not cause danger to persons in or around the building. Copper branch connections will be provided on all appliances with high temperature discharge.

The entire drainage system shall be hydraulically tested prior to completing the project. All pipe work will be installed complete with fire-stopping at fire walls and floor slabs as necessary.

Non-return valves are to be fitted to the drainage system. The contractor is to trace and survey the system to ascertain chamber locations where these are to be fitted.

The contractor shall take cognisance of the building services serving areas out with those being worked on and include for all necessary requirements in order to isolate services which are to be worked on and make provision as to maintain services to areas outwith the area currently being worked on.

It is the intention to connect to the existing mains drainage stacks, it is not the intention to replace existing infrastructure however, a condition survey is to be carried out to inform if this represent a risk or hazard to the system.

As far as practicably possible services outwith the area of works being carried out shall remain live. Full survey and trace of existing services is required prior to isolation and demolition of existing services within the area of works. Implication of existing services isolation and modification affecting services out with the phase of works being carried out must be advise to the contract administrator. The contractor shall advise the contract administrator of any down time required of the services within the works being carried out

3.6 Building Management System (BMS)

A Building Management System (BMS) shall be provided throughout to control and monitor all newly installed equipment as well as existing installed mechanical services.

The controls shall be provided for the central BMS facility to adjust individual set-points, time programmes and record the energy consumption of each system. The BMS controls installation shall include all system interlocks and functions including system initiations, plant protection sequencing, frost protection, optimum start/stop, weather compensation, extended run operation, failure detection, plant rotation/sequencing, pump overrun etc.

Local control shall be provided where appropriate for the adjustment of set point and extended run operation.

Head end control and monitoring shall be provided from an operator's workstation in the Buildings Managers Office.

The contractor shall employ an accredited controls specialist to design, supply and install a complete and fully functional controls system as described throughout the project specification to provide control for the mechanical plant and equipment associated with project.

A complete set of logic diagrams, detail descriptions of systems and proposed graphics shall be provided by the controls specialist during the design phase for approval by the Services Engineers.

The BMS system shall be provided within a mechanical control panels (MCP) located in the first-floor electrical switch room. The MCP shall provide the control to the mechanical plant associated with the project, power shall generally be provided locally. A separate MCP shall be provided for the Chamber AHU plant which shall be utilised to provide all power and control to the associated plant.

MCPs will house one or more BMS outstations linked to the BMS communications network and be complete with all necessary switches, pushbuttons and indication lamps, including a lamp-test pushbutton mounted on the panel doors.

Within each MCP shall be a single 13A RCD protected socket outlet to provide a power source for a laptop; plus a spare BMS communications port to allow the laptop to be connected to the BMS network. Each shall be complete with BMS display keypad through



which the outstation can be interrogated.

The contractor shall provide all controls required to achieve the controls functionality as specified and as shown on the drawings and submit a functional description of the control philosophy and detailed points list for approval.

4.0 Electrical Services

4.1 Design Criteria

The electrical engineering design will be developed in accordance with the following standards and regulations, along with all current statutory legislation: -

System	Standards
General	Building Regulations British Standard Specifications and British Standard Codes of Practice BSRIA Technical, Application Guides and Commissioning Guides CIBSE Design Guides, technical reports / memoranda and commissioning codes Construction, Design and Management Regulations Health & Safety Regulations Local Authority Building Inspector requirements Local Authority Bylaws, regulations and notices
Electrical Distribution	BS:7671 IEE 17 th Edition Wiring Regulations Electricity Supply Regulations 1992. Requirements of the Health and Safety Executive under the Health and Safety at Work Act. Requirements of the local Electrical Authority
Lighting	SLL Code for Lighting CIBSE LG3 Visual environment for display screens use CIBSE LG7 Office Lighting EN 12464 Part 1 European Standard for lighting of workplaces
Emergency Lighting	BS:5266 Emergency Lighting CIBSE TM 12
Telecoms and Data	BS 6701 Telecommunications Equipment and Telecommunications Cabling BS EN 50173 Information Technology – Generic Cabling Systems BS EN 50174 Information Technology –Cabling Installations
Security Systems	BS:8220 Guide to the Security of Building Against Crime NACP 30
Fire Alarm	BS:5839 Fire Detection and Alarm Systems The Disability Discrimination Act

System	Standards
	BS:5588 Fire precautions in the design, construction and the use of buildings Code of Practice EN 54 Requirements of local Fire Authority
Lightning Protection & Earthing	BS:7671 IEE 17 th Edition Wiring Regulations BS:7430 – Code of Practice for Earthing BS EN 50310 Equipotential Bonding and Earthing in Buildings with Information Technology Equipment.

4.1.1 Flood Resilience

As the Civic Centre will undoubtedly flood sometime in the future, the new electrical services will, where possible, be installed to minimise damage. Where this cannot be avoided, the installations will be as simple as possible, to facilitate quick replacement.

4.2 Existing Electrical Services

The existing Electrical services within both the Basement and Ground Floors shall, generally, be removed in their entirety. This will include all temporary supplies, currently installed to enable access to the basement area, including power supplies to pumps and boilers. Within the Ground Floor, undamaged existing containment may be reused, providing it is of adequate size and capacity for the intended installation.

The following items will be retained as described.

4.2.1 Incoming LV Power Supply

The incoming Low Voltage (LV) power supply enters the building within the basement switchroom. The cables terminate in a large isolator, which was installed to enable the main LV switchboard to be lifted to the first floor, out with the flood plain. There are no planned alterations to the current arrangement.

4.2.2 BT Telecom Cables

The incoming telecom cables enter the building within the basement “old telecom room”. These cable terminations have been modified to withstand being submerged in water, with the outgoing cables rising to the ground floor ceiling spaces, before onward route the first-floor telecoms cabinets. The quality of the support structure of these existing cables is variable and additional containment will be installed to rectify this issue.

4.2.3 Access Control

Within the Ground Floor area, a limited number of doors are still operated via the access control system. These doors and their associated controls and power supply units will be

maintained throughout the project. New equipment will be installed as part of the works and the specialist contractor will co-ordinate the changeover to meet client requirements.

4.3 Low Voltage (LV) Infrastructure

The LV installation enters the building within the Basement Electrical switch-room, terminating in a large 400V 3-Phase isolator. This in turn serves the main LV Switchboard, which was relocated to the first floor, to minimise future flood damage. The LV switchboard shall be retained, with new sub-mains cabling installed to serve the refurbished areas. Spare ways will be retained to serve future, mothballed areas.

The main switchboard will supply the following via sub-main cabling:

- Section board at strategic locations, which in turn will serve local distribution boards
- Final circuit distribution boards
- Mechanical control panels
- Packaged Air Handling Units
- Lifts (Existing)
- Fire alarm panel (Existing)
- Security panel (Existing)

Sub-metering will be provided, external to the main LV switchboard, to monitor energy consumption of all outgoing ways serving any section boards, distribution boards (serving lighting circuits), mechanical services and loads over 50kW.

4.3.1 Sub-mains distribution

Sub-main cables will emanate from the main LV switchboard to serve section boards, distribution boards and fixed loads. Sub-main cables will be of XLPE/SWA/LSF construction. Sub-main cables supplying life safety systems will be of CWZ/fire rated construction.

The sub-mains cabling will be sized to supply the dedicated load with an allowance of 25% spare capacity above base load.

Section boards will comprise of wall-mounted MCCB panel boards with integral MCCB or isolator for incoming device.

All section and distribution boards will be surface mount, of mild steel construction with epoxy powder coating and of IP4X ingress protection.

All spare ways will be provided with a suitable blank plate and each board will be provided with a circuit schedule / chart or 'tally card'.

Each new section and distribution board will be lockable and strategically positioned throughout the building to serve the electrical installation.

4.3.2 Distribution Boards

Separate or split final circuit distribution boards will be used to supply the general lighting and power circuits. A separate distribution board will be provided to supply mechanical services power circuits. The boards will be strategically located to supply different areas of the building and housed within lockable distribution cupboards, risers or store rooms, wherever possible.

All distribution boards will be surface mounted and provided with miniature circuit breaker (MCB) protection. Each board will be labelled to indicate the areas and the equipment served. All boards will be provided with a lockable door with all door locks having the same key for ease of maintenance.

Each outgoing circuit will be provided with a dedicated circuit breaker, with the following characteristics:

- i) General power circuits – type B
- ii) Lighting circuits – type C
- iii) Circuits protecting a motor – type D

All MCB's will generally be rated with a fault breaking capacity of 15kA.

4.3.3 Earthing and Bonding

Earthing will be provided in accordance with the BS 7671, IEE Wiring Regulations, 17th Edition and comply with BS 7430.

The main earth bar is located within the existing Basement switchgear room.

No works are planned to the existing earthing installation, however new works will include earthing to:

- i) Ventilation ductwork
- ii) Each heating circuit pipework
- iii) Cable containment
- iv) Data services

On completion of the works, the earthing installation will be tested in its entirety.

4.4 Containment

The primary distribution routes in the Ground Floor will, where possible, be concealed within the ceiling voids in circulation corridors and office spaces. Where no ceilings are installed, the containment will provide an “industrial” finish to the space.

Low level containment will be provided to the main Lobby / Reception desk; however, no floor mounted containment will be provided. This will avoid lengthy remedial works in the event of another flood.

Within the Basement, minimal containment will be provided to serve the life safety systems installed.

All multiple sub-main cable runs will be installed on heavy duty galvanized steel cable tray, supported from the building fabric. Single sub-main cable runs will be clipped/cleated direct to the building fabric, using proprietary clips / cleats.

Cable trunking will be used to distribute the principle routes of the building services systems wiring, where appropriate to the scope of works. This will generally be within the ceiling voids of corridors and rooms or above acoustic rafts.

Cable basket, medium duty, will be utilised to distribute data / telecom, fire alarm, security & access control cabling.

Cable containment and cable types are noted as:

System	Cable Containment	Cable Type
Sub-mains Distribution	Cable Tray (Heavy Duty)	Armoured cables with copper conductors, low smoke and fume emission sheath (XLPE/SWA/LSF)
Lighting and Small Power	Cable Trunking (Galvanised)	Singles in trunking / conduit; cables with low smoke and fume emission sheath
Fire Alarm	Cable basket or tray for multiple cable runs. Fixed direct for up to two cables.	“Firetuff” cable with protection to BS6387 CWZ classification and low smoke and fume emission sheath.
Security and Access Control Systems	Cable basket or tray	To suit the manufacturers requirements; low smoke and fume emission sheath

4.4.1 Dado trunking

Within interview rooms and general office areas, dado trunking will be installed to facilitate a rapid replacement in the event of flood.

The arrangement of the dado trunking will suit the proposed use of the space, whilst taking account of future replacement. For instance, within interview rooms, the trunking will be installed vertically from the ceiling. An isolator at ceiling level will enable local isolation of the trunking, in the first instance, and thus easier replacement, should it become flooded.

A similar arrangement will be employed within office / meeting spaces.

4.5 Lighting and Emergency Lighting installation

The lighting installation will provide general, emergency and security lighting, as appropriate with the scope of works. In all cases, LED Luminaires will be utilised to minimise maintenance and improve energy efficiency. Limiting luminaire types will be employed to minimise spares and again assist with future maintenance

In rooms where the ceiling finish is to be the exposed structure, suspended LED linear or modular system will generally be used. In rooms where a suspended ceiling is to be provided recessed direct / indirect luminaires will generally be used. The luminaires will also provide a good spread of illumination across the ceiling and towards the walls which helps to create a good lighting environment.

The following outlines typical average levels of illumination to be provided:



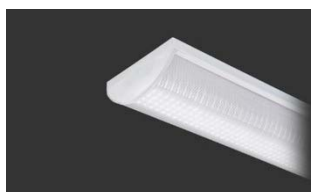
Area	Working Plane	Typical Average Lux Level at the Working Plane
General Public Spaces	Desks	300 - 500 (Max. glare index of 19)
General Office Spaces	Desks	500 (Max. glare index of 19)
Chamber / Conference	Desks	500
Casual Meeting Room	Desks	500
Interview Rooms	Desks	500
Food Prep	Worktop	500
Stores	Floor	100
Plant	Floor	150
Entrance Lobby	Floor	200
Corridors	Floor	150
Toilets/changing areas	Floor	200





The lighting levels stated above are typical, specific levels for all rooms are detailed on the room data sheets. Lighting levels will comply with CIBSE guidance.

The generic types of luminaires are tabulated below. Wherever possible, these will be system integrated with the architecture. Therefore, where suspended 'lay in grid' ceilings are to be provided and it is practicable, recessed luminaires will generally be used. In areas where a

suspended plasterboard ceiling is to be provided the luminaire type will be assessed based on a room by room basis to suit the application. In areas where the ceiling type is exposed structure, a suspended linear or modular system will generally be used.

The following outlines typical areas and the lighting system generally to be provided:

Area	Ceiling Type	Description of Luminaires proposed
Interview Rooms / Office Spaces	Exposed Structure	Suspended LED luminaire c/w & high frequency control gear. 
	Suspended Ceiling	Recessed LED luminaire c/w high frequency control gear. 
Stair cores	Surface mounted (to match existing)	Shallow profile surface mounted luminaires with co-extruded 'Satin-Glo' polycarbonate controller and integral presence detector. 

Basement	Surface mounted	<p>Robust and durable luminaires with a choice of polycarbonate or acrylic cover. Extruded aluminium body with die-cast ends. Long life silicone sponge gasket ensuring IP66 rating.</p> 
Lobby / Meeting / Corridors	Recessed	<p>Recessed luminaires with injection moulded reflector finished white. Open, louvre and IP65 versions available. Accessories include green tinted halo and IK10 polycarbonate cover.</p> 
WC's / Showers	Recessed	<p>Recessed luminaires with injection moulded polycarbonate body housing with high efficiency remote phosphor mixing chamber. IP44 version available.</p> 
Chamber / Conference Area	Suspended	<p>Extruded aluminium trunking is connected to a range of luminaire modules. These modules can be a combination of luminaire, emergency luminaire, spotlight and passive infra-red detector.</p> 

The luminaires have been selected from the Thorlux Lighting range.

4.5.1 Emergency Lighting

Emergency lighting will be provided to allow safe egress from the building, under mains or local circuit failure conditions, as appropriate within the scope of works.

Emergency lighting will be provided to comply with:

- BS EN 1838
- BS 5266
- CIBSE LG12

The following areas will be provided with emergency lighting:

- All escape routes - principally corridors and staircases
- Areas over 60m²
- Rooms that receive no natural daylight
- Toilets that are more than 8m² or are accessible toilets.
- Areas containing potentially hazardous equipment, e.g. plant room & kitchen.

The emergency lighting system will be arranged to provide the following minimum illumination levels as follows:

- Escape routes – minimum of 1 lux along the centre line and 0.5 lux over a 1m central band
- Anti-panic and open area lighting (areas over 60m²) – minimum of 0.5 lux anywhere in the area

The installation shall form a complete emergency lighting system, comprising associated containment systems, fixed final circuit wiring, lighting connection modules, plug-in ceiling roses, flexible cables, luminaires, lamps, controls and support systems.

Where possible standard luminaires, converted for emergency use have been selected; where this is not possible, self-contained, non-maintained emergency luminaires will be installed. Emergency luminaires will be non-maintained, self-contained, self-test luminaires of three-hour duration. Batteries will be nickel metal hydride (NiMh) type and wired to achieve operation on sub-circuit failure.





Self-contained maintained illuminated exit signage will be provided to highlight all escape routes and final exit doors on escape routes.

The emergency lighting system will indicate clearly and unambiguously, all escape routes; internally and externally as required, provide luminance along such routes and immediate external areas of escape routes, so as to allow safe movement towards and through all exits,

ensure that the fire call points and fire-fighting equipment provided along escape routes can be located, when the normal lighting has failed.

Testing will be facilitated using simple emergency lighting test key-switches, located adjacent to local distribution boards. Illuminated exit signs, where required, will comply with the European Safety Signs Directives. Photoluminescence exit signs will be provided where no alternative is practicable.

Indicative emergency luminaire types:

Area	Proposed luminaire	Proposed luminaire description
Store rooms, plant rooms		Non-Maintained, Surface mounted LED bulkhead, with protective enclosure, c/w prismatic diffuser and high frequency control gear
Exit doors (suspended ceilings)		Maintained, edge-lit emergency sign, white finish, with single sided legend panel.
Corridors and Public Areas		Non-Maintained, recessed LED emergency luminaire; narrow and open plan optic
External Exits		Maintained, IP66 Surface mounted LED bulkhead, c/w prismatic diffuser and high frequency control gear

All emergency luminaires will be suitably selected to be compatible with the environment in which they are installed.

4.6 Lighting Controls

In order to comply with current building regulations and minimise energy wastage, automatic lighting controls will be employed wherever possible. These will take the form of

daylight dimming, presence and absence detection. In a limited number of areas manual switching will be retained.

4.6.1 Daylight Dimming Controls

Each space that contains sufficient glazing will be provided with a flexible, effective “Lighting Control System”, incorporating absence / presence detection, with daylight monitoring and dimming, accordingly, with main switch control to the door.

Areas provided with the full lighting control package will be identified, within the room data sheets.

4.6.2 Automatic Controls

Areas with insufficient or no glazing but still requiring an effective “Lighting Control System” will be provided with absence / presence detection. This will include interview rooms, corridors, store rooms etc.

Areas provided with absence / presence detection will be identified, within the room data sheets.


4.6.3 Manual Controls

Manual switching will be utilised in areas where automatic controls may not be suitable. These will generally be limited to plant and food preparation areas and will consist of standard grid switch type units.

4.7 External Lighting

External lighting is currently provided to one face only of the main façade. The introduction of the new entrance and ramped access will require additional external and emergency lighting.

The proposed luminaire is in keeping with the existing installation and will include integral emergency control gear, where necessary.

Area	Wall Type	Description of Luminaires proposed
External Façade	Exposed structure	<p>IP66 wall mounted luminaire. Die-cast aluminium body with a choice of high efficiency glass or polycarbonate refractor as Thorlux Realta</p> 

The external lighting will be controlled via solar dial time clock and photocell.

4.8 Small Power installation

Small power outlets will be provided in accordance with the room data sheets and as appropriate to the intended use of each space. Where possible, the installation will take account of the potential future flood risk and be suitable for prompt replacement.

In line with current regulations, all small power circuits serving socket outlets will additionally be provided with Residual Current Circuit Protection (RCCD). Each circuit will be provided with combined MCB/RCD units, which will have a 30mA tripping characteristic.

Socket outlets will be standard 13A type to BS1363.

4.8.1 Basement outlets

A minimal number of small power outlets will be installed to provide power to the existing mechanical services equipment i.e. gas fired boilers, LTHW pumps, sump pumps etc.

Final connections to the equipment will generally be via rotary isolator of industrial socket e.g. MK Commando or similar. The cabling supplying these outlets will emanate from a new Basement distribution board, mounted at high level within the ground floor.

4.8.2 Interview Rooms

The interview rooms require minimal small power outlets, mainly used to serve any IT equipment utilised by staff. To enable these to be replaced quickly, in the event of flood, the outlets will be mounted on the vertical dado trunking.

4.8.3 Office areas

Provision of small power within the office areas will be in line with room data sheets. Again, to assist with flood reinstatement, these will generally be mounted on dado trunking.

4.8.4 Council Chamber / Conference area

The Council Chamber / Conference area is a multi-use space that requires maximum flexibility. It is intended that the Council Chamber will operate wirelessly, with no hard-wired outlets required. As a Conference space, a substantial number of wall mounted socket outlets will be provided, to facilitate the proposed conferencing aspirations. No floor mounted outlets will be provided, as again these would be compromised in the event of flooding and would be costly to install in the concrete floor.

4.8.5 Cleaner's sockets

Single socket outlets will be installed throughout the project for cleaning purposes only. A maximum distance of 15 metres between two cleaner's sockets will be applied.

4.8.6 General outlets

Within the Ground Floor any ancillary items requiring power e.g. door access control, mechanical services, vending machines, fire alarm interfaces etc. will, where possible, be ceiling mounted and provided via switch fused connection units. Depending on the equipment rating, these will either be connected as a 32A ring main or as a single radial circuit.

4.9 Fire Alarm installation

The fire alarm installation within the Basement and Ground floors will integrate into the current installation, covering the multi-storey office and temporary detection within the ground floor. The existing fire alarm panel will be retained, although subject to a minor relocation e.g. raised to high level. A repeater panel will be provided within the new main Lobby / Reception area, to ensure rapid identification of any fire condition.

The installation within the Basement will be designated type L3, covering main escape routes and rooms providing a higher risk level. Sufficient fire separation works, including doors, will be provided to ensure adequate division between the Basement and other floors.

The Ground Floor installation will be designated type L1, covering all areas on that floor.

Both floors will be installed in accordance with BS: 5839 Part 1 and the designations will be confirmed with the Fire Officer and Fire Engineer.

The complete system will be designed in accordance with Fire Officers, Building Control and Insurers' requirements. The system will include:

- Manual call points
- Multi criteria detectors incorporating sounders and flashing beacons
- Separate sounders and beacons within plant areas
- Magnetic door holders in all corridors (where required by BS 8300)
- Interfaces with mechanical plant shut down
- Interfaces with access control system for safe egress
- Interface to shut off all gas supplies
- Fire alarm repeater panels where required / appropriate

The fire alarm will be raised by the means of the multi criteria heads, with in built electronic sounders located throughout the floors. In plantrooms where ambient sound levels are high and areas such as toilets, flashing beacons will be provided, where appropriate.

Facilities will be provided to allow the fire alarm system to be regularly tested without operating specific interfaces, such as the gas shut off valve and the mechanical systems.

The fire detection and alarm system will be linked to an approved remote manned monitoring centre.

In order to match the existing installation, all equipment will be supplied by GENT / Honeywell.

4.10 Access Control System

A new Access Control system will be provided to the Ground Floor area only, which will be compatible with the existing control system currently in place throughout the remaining building. Access will be gained by presenting a card / fob to a proximity reader. On the non-controlled side of the doors, egress will be by simple mushroom headed green push or, in the event of an emergency, green break glass.

In the event of an incident, the council have advised that the entrance / lobby area should be capable of being "locked down" i.e. no access to back of house staff areas, without the required pass. To this end, all doors from the entrance / lobby area will be under access control.

Additional doors within the Ground Floor will also be under access control, namely access to the central stair core and proposed back of house / telephony office.

The meeting rooms within the main entrance lobby will have access controlled doors that can be remotely released from the customer service counter. This will provide a secure room that can only be access by the public, once permission has been granted. Egress from the rooms will have the same pushbutton / break glass arrangement as elsewhere on the floor.

Staff will use current fobs with the new installation but where additional fobs are required these will:

- Carry a unique number
- Be able to be cancelled immediately if lost
- Be able to be programmed and produced on site

In the event of a confirmed fire all access control doors will fail "safe" and unlock.

4.11 Security installation

A new intruder alarm system will be provided to both the Basement and Ground floors, to monitor for unsolicited intrusion.

The intruder alarm system will comply with: BS EN50131-1: BS 8243:2010+A1:2014 and PD 6662(2017) and conform to current ACPO (Association of Chief Police Officers) alarm policy. The system will be installed to NSI Gold Standard.

The system will employ sequential detection methods for verification of the alarm.

The system will comprise of the following:

- Dual technology detectors, having a narrow confinement beam of operation within corridors and wide beam in other areas with perimeter glazing.
- Door contacts to all external doors will monitor the state of doors during normal working hours and monitor forced entry outside normal working hours. They will be set into the door framing. Door contacts will be capable of 'door open' indicators when alarm is unset.

In addition to the detection devices, the systems will be fitted with internal and external audible warning devices, designed to operate in the event of all alarm activations. The external units will also include flashing strobe effect warning lights which, when operated, help aid the identification of the warning sound source.

A new auto dialler for offsite monitoring will be installed as part of the works.

4.12 CCTV installation

A CCTV surveillance system will be provided to monitor the buildings public reception and internal circulation spaces, along with final entry / exit points. No coverage will be provided within interview rooms, meeting rooms or offices. A separate, non-security-based CCTV system may be provided within the Council Chamber, as part of the audio / visual package.

No additional external cameras will be provided as part of this project.

The outputs from the cameras will be recorded to hard disk on a 16channel digital recorder located in the equipment rack, with storage capacity of 600Gb and complete with multi-screen display.

A CD writer will be provided.

A 19", 18u (or similar) high lockable equipment rack will be provided for the CCTV control equipment. This will be mounted within the proposed first floor IT / cabinet room, to ensure no damage is caused by future flooding.

The system will be a PC based Digital Surveillance System (DSS) offering digital recording, remote camera viewing access, video archiving and multi-camera display. Other features to be included are password protection, continuous scheduled and motion detection recording and auto-dial to both fixed and mobile telephones. A storage capacity of 48 hours will be provided at a recording rate of 9.5FPS.

Internal cameras will be fixed dome cameras and provided as detailed on the room data sheets and as per the specialist contractor's proposals.

During building operational periods, the system will be programmed to constantly monitor specific areas, where staff and visitors enter and exit the building. During non-operational

periods the system reverts to pre-determined tours with the facility to monitor specific areas in relation to the security alarms status.

The systems network capabilities will allow connection to either LAN or WAN via PCs provided with the systems viewing software.

Control of cameras will be on a 'first come first served' basis meaning that the first person to take control of the camera will retain control until they release control. However, the video from the camera can be viewed by others, who will not be able to control the camera.

Power failure will generate an alarm to the monitoring station and / or key holder.

The CCTV System will be linked to the Access Control and Intruder Detection Systems to ensure doors being used give real time CCTV coverage.

The CCTV Cameras and hardware proposed are of prosecution quality.

4.13 IT installation

The IT installation for the Ground Floor will emanate from new racks located on the First Floor. A (previous) storage cupboard has been identified as the preferred location and new, skeleton cabinets are already in place.

The IT installation will be cabled in Cat 6 cable, matching the current installations and capacity. The installation will consist:

- Cabling to be carried out in accordance with the manufacturers' recommendations.
- Cabling to each outlet shall be by Category 6, Unshielded Twisted Pair cable. Cable used must comply with ISO/IEC 11801-1:2017 and subsequent revisions.
- Cables at outlet points to terminate in dual RJ45 outlets with Krone IDC connections. Connectors must comply with ISO/IEC 11801-1:2017 and subsequent revisions.
- Cables at communications cabinets will terminate on Krone IDC connections on RJ45 patch panels.
- The numbers of data outlets being installed are included in the room data sheets.

4.13.1 Communication cabinets

The existing skeleton 42u cabinets will be utilised to house the new racks.

Sufficient patch panels, compatible with Category 6 UTP cabling and presenting RJ45 outlets, should be provided within each cabinet. Patch panels must be certified to ISO/IEC 11801-1:2017 (and subsequent revisions) specification.

A cable management panel will be fitted top and bottom, in addition to below every second patch panel.

An internal 12-way power distribution strip will be fitted in the free space area to allow

powered communications equipment to be supplied internally via 13Amp three pin sockets. A cooling fan tray will be mounted at the top of the cabinet.

4.13.2 General

All active network equipment and telephone equipment will be provided and installed by Carlisle City Council. All incoming communications lines including connection to WAN will be arranged by Carlisle City Council.

4.14 Audio / Visual provision

4.14.1 Council Chamber

Carlisle City Council have indicated that, ideally, they wish to upgrade their audio / visual equipment within the proposed council chamber. The equipment would include wireless communications, voting system, meeting broadcast facilities etc. Elements of this equipment e.g. wireless communications, would also be utilised during conferences.

To that end we have approached specialist suppliers to confirm equipment lists and obtain an estimate of costs.

4.14.2 Meeting Rooms

Wall mounted TV panels will be installed within meeting rooms, as an alternative to projection screens. It is envisaged these will provide wireless connectivity, avoiding the need for various hard-wired connections, to all devices, including laptops and tablets. This will enable TV panels to be easily removed and taken to safety, in the event of a flood warning being issued.

Power and data outlets will be provided at high level for connection to the TV panels.

The TV panels will be supplied directly by Carlisle City Council.

4.14.3 Breakout / Gathering spaces

Wall mounted TV panels will be installed, at high level, within breakout / gathering spaces to provide general information services. Power and data connections will be provided at high level for connection to the panels. This will enable TV panels to be easily removed and taken to safety, in the event of a flood warning being issued.

The TV panels will be supplied directly by Carlisle City Council.

4.15 Installations for Disabled Persons

The following installations will be provided to assist persons with additional requirements, either working in or visiting the building.



4.15.1 Disabled Alarm

All disabled toilets and washrooms will be provided with a disabled alarm system. The system will include local initiation devices, local flashing alert beacon with integral sounder and local reset facility. All disabled alarm systems shall be linked to a master control and indication panel located in the Reception Panel, with a repeater control panel in the Keeper's office.

4.15.2 Induction Loop System

An induction loop system will be provided in accordance with BS 7594. Coverage will be provided in the following locations: -

- Reception Counter
- Customer Service Counter
- Council Chamber / Conference space

In addition, portable induction loops will be provided for the individual meeting rooms. In the first instance, a total of four mobile units will be provided. All aids will be located within the main reception for use by any personnel or visitors.

4.16 Lift installation

No additional works are planned on the existing three lifts.

End of Outline Design Report



Appendix A

General Arrangement Drawing

ID	Task	Task Name	Duration	Start	Finish	% Complete
1		111 - Civic Centre	417 days	Thu 25/01/18	Fri 30/08/19	1%
2		Design (BS & M&E)	64 days	Thu 25/01/18	Tue 24/04/18	9%
3		Detailed Design & Tender Documents	64 days	Thu 25/01/18	Tue 24/04/18	9%
4		Tender Action	73 days	Wed 25/04/18	Fri 03/08/18	0%
5		Issue to Client for Chest Upload	1 day	Wed 25/04/18	Wed 25/04/18	0%
6		Tender Period	20 days	Thu 26/04/18	Wed 23/05/18	0%
7		Download from Chest to WYG	1 day	Thu 24/05/18	Thu 24/05/18	0%
8		Tender Report	10 days	Fri 25/05/18	Thu 07/06/18	0%
9		Issue Tender Report	0 days	Thu 07/06/18	Thu 07/06/18	0%
10		Approvals	10 days	Fri 08/06/18	Thu 21/06/18	0%
11		Contract Award	0 days	Thu 21/06/18	Thu 21/06/18	0%
12		Contract Preparation	11 days	Fri 22/06/18	Fri 06/07/18	0%
13		Stand Still Period	11 days	Fri 22/06/18	Fri 06/07/18	0%
14		Lead In Time	20 days	Mon 09/07/18	Fri 03/08/18	0%
15		Construction Phase	280 days	Mon 06/08/18	Fri 30/08/19	0%
16		Construction Period	280 days	Mon 06/08/18	Fri 30/08/19	0%

Project: A095945-3_111 Civic C Date: Thu 25/01/18	Task	Project Summary	Manual Task	Start-only	Deadline
	Split	Inactive Task	Duration-only	Finish-only	Progress
	Milestone	Inactive Milestone	Manual Summary Rollup	External Tasks	Manual Progress
	Summary	Inactive Summary	Manual Summary	External Milestone	

EXCERPT FROM THE MINUTES OF THE EXECUTIVE HELD ON 12 FEBRUARY 2018

EX.17/18 CIVIC CENTRE – GROUND FLOOR FLOOD REINSTATEMENT
(Key Decision – KD.34/17)

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 GD.11/18, the purpose of which was to update the Executive on the final proposals for the reinstatement of the Civic Centre.

Those included: a new entrance, reception area and customer contact centre; a new Council chamber and conference facilities, open meeting space for Council staff and partners, additional storage space, office units for potential new partners, toilets and other ancillary accommodation. The redesign of the ground floor would seek to improve customers, partners, members and staff usage of the entire site. The work would resolve the current poor access arrangements to the Chamber by bringing that facility to ground floor level. The work would also follow good practise on design for physical access, dementia, sight and hearing loss across the property.

The report also finalised proposals for an extension to the Civic Centre public car park.

In terms of background, the report recorded that since the last report (CS.21/17) and with the approval of the Executive, work had continued to complete final design details and costs for the development. Those built upon the initial design and costs, and sought to provide a clear and realistic set of proposals which would be used to tender the project in April 2018.

Details of the building proposals in respect of the ground floor accommodation; further ground floor considerations; timescales; and partnership proposals were set out at Section 2 of the report.

Subject to Member approval of the proposals, the next steps would be:

- Final approval of budget
- Undertaking a tender process
- Resolution of any planning issues
- Award to the contract
- Completion of the build process

The Deputy Leader, and Finance, Governance and Resources Portfolio Holder then formally moved the recommendations.

The Leader emphasised that the reinstatement proposals formed another important part of the programme in terms of how the Council would work in future. He was supportive of the recommendation that the views of the Business and Transformation Scrutiny Panel be sought and looked forward to receipt of their comments as part of the democratic process.

The Leader concluded by formally seconding the recommendations.

Summary of options rejected none

DECISION

That the Executive:

1. Had reviewed the final layout and design proposals contained within Report GD.11/18, both for the ground floor reinstatement and the other plans for the entire site.
2. Had reviewed the final arrangements for funding the development, using the Council's insurance settlement, capital programme and the proposed 'invest to save' initiative as included within private Report GD.11/18.
3. Approved the acceptance of the insurer's offer in full and final settlement of the insurance claim.
4. Sought the views of the Business and Transformation Scrutiny Panel (22 March 2018) before finalising recommendations to full Council (24 April 2018)

Reasons for Decision

The December 2015 floods created an opportunity to remodel the Civic Centre to provide a facility that is fit for purpose, not only for the City Council, but also for a number of partner organisations. Providing a one stop centre for information and assistance for the citizens of Carlisle. The proposals also offer opportunities to create additional revenue streams for the City Council and reduce operating costs

EXCERPT FROM THE MINUTES OF THE BUSINESS AND TRANSFORMATION SCRUTINY PANEL HELD ON 22 MARCH 2018

BTSP.27/18 CIVIC CENTRE – GROUND FLOOR FLOOD REINSTATEMENT

The Panel welcomed Mr Campbell and Mr Burgess, representatives of WYG to the meeting.

The Deputy Chief Executive submitted report GD.21/18 which outlined the final proposals for the reinstatement of the Civic Centre.

The reinstatement included a new entrance, reception area and customer contact centre; a new Council chamber and conference facilities, open meeting space for Council staff and partners, additional storage space, office units for potential new partners, toilets and other ancillary accommodation. The redesign of the ground floor would seek to improve customers, partners, members and staff usage of the entire site. The work would resolve the current poor access arrangements to the Chamber by bringing that facility to ground floor level. The work would also follow good practice on design for physical access, dementia, sight and hearing loss across the property.

The report also finalised proposals for an extension to the Civic Centre public car park. The Deputy Chief Executive reported that since the initial design work had taken place Council officers had worked closely with WYG to review each element of the design on a room by room basis and the work had resulted in a revised ground floor layout to better reflect the Council's needs. In addition the work had allowed options for resilience planning to be reconsidered and had identified more accurate costs for delivery.

Details of the building proposals in respect of the ground floor accommodation; further ground floor considerations; timescales; and partnership proposals were set out at Section 2 of the report.

Subject to Member approval of the proposals, the next steps would be:

- Final approval of budget
- Undertaking a tender process
- Resolution of any planning issues
- Award to the contract
- Completion of the build process

The Executive had considered the report on 12 February 2018 (EX.17/18 refers) and resolved:

“That the Executive:

1. Had reviewed the final layout and design proposals contained within Report GD.11/18, both for the ground floor reinstatement and the other plans for the entire site.
2. Had reviewed the final arrangements for funding the development, using the Council's insurance settlement, capital programme and the proposed 'invest to save' initiative as included within private Report GD.11/18.

3. Approved the acceptance of the insurer's offer in full and final settlement of the insurance claim.
4. Sought the views of the Business and Transformation Scrutiny Panel (22 March 2018) before finalising recommendations to full Council (24 April 2018)"

The Finance, Governance and Resources Portfolio Holder commented that he was excited by the design and the level of detail within the report. All Members were aware of the issues in the Council Chamber and the proposed design resolved the issues and made the Chamber accessible to all users. He added that a key area of the plans had been the inclusion of development for partnerships to enable the Civic Centre to become a one stop shop and to future proof the building.

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

- A Member highlighted the existing meetings which were held off site that could utilise the new Chamber resulting in lower costs. She asked how many attendees were present at each of the listed meetings, how often they met and if they needed such a large space to meet. In addition she asked how many conferences were held within the City and who would use this type of facility.

The Deputy Chief Executive clarified that the proposal was to use the space in a multi functional way to make better use of the space. He added that the Carlisle Partnership and the Carlisle Ambassadors meetings were in excess of 150 people and the space would be useful for meetings such as Management Briefings due to the proposed audio/visual equipment.

He explained that none of the proposed uses for the meeting space were expected to generate significant income rather they were examples of how the space could be used. He clarified that the decision to use the space in such a manner had not been predicated on the potential income generation. The design had been prepared so that the space could be used for more than Council and Development Control Committee meetings.

- A Member felt strongly that, although he agreed that the notion of a new Council Chamber was not a bad idea given all of the issues, the idea of placing it on the ground floor was. He questioned the size of the space and potential use as there were no catering facilities to support it. The size of the Chamber was quite large for Council especially given the proposed reduction in Councillors and he asked if any consideration had been given to putting the Council Chamber on a different floor in the Civic Centre tower. He felt that deliberately spending money on the ground floor was a mistake when it was inevitable that there would be future flooding events. He questioned the time it would take to strip out the area and reinstate it if flooding did occur.

The Deputy Chief Executive reiterated that the report had been an opportunity to explain how the space could be used in a multi-functional way which would give life to the main body of the building. He agreed that there was concern regarding future flooding events and the Council had a Business Continuity Plan in place for such events. He added that future recovery of the reinstated ground floor would take months opposed to years due to the resilience built into the design.

The Town Clerk and Chief Executive explained that the Council had as much understanding as possible on what the flood risk to the building was and this was how the risk was managed. The information available to the Council showed that future flooding events were high impact low probability events. The risks of future flood events were managed through good business continuity planning.

A Member requested that future reports included information on how quickly all of the demountable equipment from the ground floor could be removed should a flood event be predicted.

- Members asked that careful consideration be given to the acoustics, hearing loop, material used and lighting in the new Council Chamber and one Member felt that all the seating on one level would not be suitable.

The Deputy Chief Executive assured Members that their concerns would be taken on board and that careful consideration was being given to the actual design of the Chamber and the materials used. The details would be finalised going into the tender/delivery stages. The Strategic Asset Investment Services Manager added that all aspects of the design would be considered and a specialist sound engineer would be engaged to ensure that the acoustics were right.

- There was concern that establishing the Civic Centre as a meeting/conference facility would be at the expense of local businesses who had already invested in providing those facilities.

The Finance, Governance and Resources Portfolio Holder reminded the Panel that the proposed design was not predicated on having a conference/meeting facility. This was an opportunity that arose from the design.

- A Member commented that she accepted that the Council Chamber was no longer fit for purpose but was concerned that the plan was to move it to the ground floor. She agreed with the principle to use the tower block but had concerns that many of the rooms on the ground floor would be void and questioned what plans were in place to reinstate the void areas.

The Finance, Governance and Resources Portfolio Holder responded that the financial options for the void areas were covered in the private part B section of the report.

- How would the provision of services from the Civic Centre be managed during construction?

The Strategic Asset Investment Services Manager responded that the development would be phased to allow the building to remain open and services to be delivered.

- What was the cost of building in flood resilience to the design?

Mr Campbell responded that the resilience cost had not been specifically identified at this point. He agreed to identify the cost and circulate it to Members.

The Deputy Chief Executive added that each part of the design had been reconsidered to identify less expensive methods of resilience, comparison work on the cost and benefits had been carried out and as a result some of the initial design had been altered.

- A Member reminded the Panel that the impact of future flooding events on Councillors was negligible compared to the impact on the provision of services for the public. It was important to remember that the priority for Members was the people of Carlisle.

The Deputy Chief Executive agreed and explained that the 2015 flood had demonstrated that customer services could be provided through pop up facilities, the proposed design would enhance this ability through improved technology. The design of the ground floor had taken into consideration the reduction in face to face enquiries and the requirement for more private one to one space. Residents of Carlisle were the number one priority and first purpose of the Council.

RESOLVED – 1) That the Panel had considered the proposals as details in report GD.21/18 and wanted the design to be flexible and resilient to future flooding events;

2) That information on the time it would take to remove all of the demountable equipment from the ground floor be provided;

3) That specific consideration be given to lighting, acoustics and furniture in the new meeting space and that further consideration be given to having all of the seats for the Council Chamber on one level;

4) That further reports on the design detail of the ground floor be submitted to the Panel at the appropriate time

5) That WYG provide the panel with the cost of building resilience into the design.

Councillor John Mallinson wanted it recorded that he did not support the proposals and his view was that they should be rejected and the project looked at afresh.

EXCERPT FROM THE MINUTES OF THE EXECUTIVE HELD ON 9 APRIL 2018

EX.33/18 **CIVIC CENTRE – GROUND FLOOR FLOOD REINSTATEMENT
(Key Decision – KD.34/17)

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

Portfolio Finance, Governance and Resources

Relevant Scrutiny Panel Business and Transformation

Subject Matter

Pursuant to Minute EX.17/18, the Deputy Leader, and Finance, Governance and Resources Portfolio Holder submitted report GD.23/18, the purpose of which was to update the Executive on the final proposals for the reinstatement of the Civic Centre, and to consider feedback from the Business and Transformation Scrutiny Panel.

The Deputy Leader reminded Members that the final proposals included: a new entrance, reception area and customer contact centre; a new Council chamber and conference facilities, open meeting space for Council staff and partners, additional storage space, office units for potential new partners, toilets and other ancillary accommodation. The redesign of the ground floor would seek to improve customers, partners, members and staff usage of the entire site. The work would resolve the current poor access arrangements to the chamber by bringing that facility to ground floor level. The work would also follow good practise on design for physical access, dementia, sight and hearing loss across the property.

He also stressed that a key aspect of the plans was the inclusion of development for partnerships to enable the Civic Centre to become a 'one stop shop'.

The report further finalised proposals for an extension to the Civic Centre public car park.

In terms of background, the report recorded that since the last report and with the approval of the Executive, work had continued to complete final design details and anticipated costs for the development. Those built upon the initial design and costs, and sought to provide a clear and realistic set of proposals which would be used to tender the project in April 2018.

The Deputy Leader summarised the building proposals in terms of the ground floor accommodation; further ground floor considerations; timescales; partnership proposals; and next steps, details of which were set out at Sections 2 and 3.

The Business and Transformation Scrutiny Panel had considered the matter on 22 March 2018 and an Excerpt from the Minutes of that meeting (BTSP.27/18) had also been circulated.

The Panel had resolved:

- “1) That the Panel had considered the proposals as detailed in report GD.21/18 and wanted the design to be flexible and resilient to future flooding events;
- 2) That information on the time it would take to remove all of the demountable equipment from the ground floor be provided;
- 3) That specific consideration be given to lighting, acoustics and furniture in the new meeting space and that further consideration be given to having all of the seats for the Council Chamber on one level;
- 4) That further reports on the design detail of the ground floor be submitted to the Panel at the appropriate time
- 5) That WYG provide the Panel with the cost of building resilience into the design.”

The Chairman of the Business and Transformation Scrutiny Panel provided an overview of discussions at the Panel meeting referencing, in particular, the concerns expressed with regard to the potential for future flooding events. Members had, however, received assurance that the Council had an understanding, as far as was possible, of the flood risk to the building and how that could be managed, in addition to which a Business Continuity Plan was in place.

As alluded to in the recommendations, the Panel had also raised issues around demountable equipment, lighting, acoustics, furniture and seating; and had requested the submission of further reports on the design detail and cost of building resilience into the design.

Customer Contact Centre staff members had worked well within temporary accommodation over recent years and the new facilities should take account of public interaction with the Council.

The Chairman concluded by reporting that, although accepted by the majority, the recommendations were not unanimously agreed by the Panel.

In response to a question, the Chief Executive clarified that a Panel Member considered the provision of all seating on one level within the new Council Chamber to be unsuitable.

The Deputy Leader expressed appreciation to Officers and WYG for the considerable thought and work which had gone into the proposals before the Executive today. He emphasised the role of the authority in terms of support and service provision to the public, adding that the new facility provided an opportunity to further those objectives.

The Deputy Leader, and Finance, Governance and Resources Portfolio Holder then formally moved the recommendations.

It was with pleasure that the Leader formally seconded the recommendations. In so doing, he paid tribute to those members of staff who had done an exceptional job whilst working in temporary accommodation over a considerable period.

The opportunity to work in partnership was of the utmost importance. The proposals for the reinstatement of the Civic Centre provided a real opportunity to move the Council and the City forward with modern, adaptable facilities, and to further that partnership work.

Summary of options rejected that the final proposals be not approved

DECISION

That the Executive:

1. Had considered the comments of the Business and Transformation Scrutiny Panel on the Civic Centre Ground Floor Flood Reinstatement proposals, as detailed in the Minute Excerpt of their meeting held on 22 March 2018.
2. Approved the acceptance of the insurer's offer in full and final settlement of the insurance claim.
3. Subject to approving the final arrangements for funding the development, using the City Council's insurance settlement, capital programme and the proposed 'invest to save' initiative as included in Report reference GD.27/18 (later on the Agenda), approved the final layout and design proposals contained within this report, both for the ground floor reinstatement and the other plans for the entire site.
4. Referred this report to full Council for consideration.

Reasons for Decision

The December 2015 floods had created an opportunity to remodel the Civic Centre to provide a facility that was fit for purpose, not only for the City Council, but also for several partner organisations. Providing a one-stop centre for information and assistance for the citizens of Carlisle. The proposals also offered opportunities to create additional revenue streams for the City Council and reduce operating costs

Report to Council

**Agenda
Item:**

20

Meeting Date: 24 April 2018
Portfolio: Cross Cutting
Key Decision: Not Applicable
Within Policy and Budget Framework NO
Public / Private Public

Title: OPERATION OF THE PROVISIONS RELATING TO CALL-IN AND URGENCY
Report of: Corporate Director of Governance and Regulatory Services
Report Number: GD.28/18

Purpose / Summary:

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

Recommendations:

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

Tracking

Executive:	N/A
Overview and Scrutiny:	N/A
Council:	24 April 2018

1. BACKGROUND

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

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

2.1 Call-Ins

Rule 15 of the Overview and Scrutiny Procedure Rules sets out the procedures in which Overview and Scrutiny can call-in decisions of the Executive, Individual Portfolio Holders and Officers.

During the 2017/18 Municipal Year there have been two call-ins, details of which can be found in appendix 1.

2.2 Urgency Rules

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

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

During the 2017/18 Municipal Year, the Mayor has agreed that the decisions of the Executive, Individual Portfolio Holders and Officers as set out in appendix 2 were urgent and should not be subject to call-in procedures.

2.3 Private Meetings

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

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

During the 2017/18 Municipal Year, there were two items which were urgent and could not reasonably be deferred.

2.4 Items Not in the Notice of Executive Key Decisions

Rule 15 of the Access to Information Procedure Rules sets out the provision for key decisions to be considered when they have not been included in the Notice of Executive Key Decisions. Appendix 4 details key decisions which have been considered by the Executive under General Exception rules as they were not included in the Notice of Executive Key Decisions.

3. SUMMARY

- 3.1 In the past 12 months there have been two call-ins. Procedures to deal with call-ins are in place and a pro-forma is available for Members to use in calling in decisions, on which Members are asked to identify the reasons for the call-in. The identification of specific reasons gives Portfolio Holders the opportunity to be prepared and briefed at call-in meetings, although identifying the specific reason is not mandatory in the call-in process. It is considered that the system and processes already in place to deal with call-ins are satisfactory.
- 3.2 With regard to the urgency rules, the decisions on items deemed by the Mayor to be urgent and not subject to 'call in' have related to instances where recommendations from the Executive have been referred to the City Council for decision and the call-in period would overlap the date of the City Council.

4. CONCLUSION AND REASONS FOR RECOMMENDATIONS

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

Contact Officer: Rachel Plant

Ext: 7039

Appendices attached to report:

- Appendix 1 - Call Ins**
- Appendix 2 – Urgency Rules**
- Appendix 3 – Private Meetings**
- Appendix 4 – Items not in the Notice of Executive Key Decisions**

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

- **Carlisle City Council's Constitution**
(http://www.carlisle.gov.uk/council_and_democracy/democracy_and_elections/about_the_council/constitution.aspx)
- **The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012**

CORPORATE IMPLICATIONS/RISKS:

Community Services – N/A

Economic Development – N/A

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

Corporate Support and Resources - N/A

2.1 - Appendix 1 – Call Ins

Title	Decision Taken By	Called in by	Relevant Scrutiny Panel	Date scrutinised	Minute Reference and Decision
PF.12/17 – Tennis Canopy Project	Culture, Heritage and Leisure Portfolio Holder	Councillors Bainbridge, Ellis and Mrs Mallinson	Health and Wellbeing	30 October 2017	HWSP.23/17 - not to refer back to the decision making body.
PF.001/18 – Closure of Carlisle City Council Car Parks	Environment and Transport Portfolio Holder	Bainbridge, Mrs Bowman and J Mallinson	Business and Transformation	22 March 2018	BTSP. 26/18 – not to refer back to the decision making body.

2.2 - Appendix 2 –Urgency Rules

Meeting	Date	Decision Exempt from Call in and Reason
Executive	29 August 2017	<p>EX.77/17 - Medium Term Financial Plan 2018/19 to 2022/23 If a call-in was received, the procedure would overlap with the City Council meeting on 12 September 2017. Any delay caused by a call-in would prejudice the Council's interests in delaying approval of the matter.</p> <p>EX.78/17 - Capital Strategy 2018/19 to 2022/23 If a call-in was received, the procedure would overlap with the City Council meeting on 12 September 2017. Any delay caused by a call-in would prejudice the Council's interests in delaying approval of the matter.</p> <p>EX.79/17 - Draft Asset Management Plan 2017 - 2022 If a call-in was received, the procedure would overlap with the City Council meeting on 12 September 2017. Any delay caused by a call-in would prejudice the Council's interests in delaying approval of the matter.</p> <p>EX.80/17 – Amendment to the Discretionary Rate Relief Policy April 2017 If a call-in was received, the procedure would overlap with the City Council meeting on 12 September 2017. Any delay caused by a call-in would prejudice the Council's interests in delaying approval of the matter.</p> <p>EX.91/17 – Harraby Cycle Track If a call-in was received, the procedure would overlap with the City Council meeting on 12 September 2017. Any delay caused by a call-in would prejudice the Council's interests in delaying approval of the matter.</p>
Executive	23 October 2017	<p>EX.107/17 – Business Rate Retention Pilot 2018/19 If a call-in was received, the procedure would delay the submission and the proposed County Wide bid may fail. Any delay caused by the call-in process would prejudice the Council's interest.</p>
Executive	18 December 2017	<p>EX.138/17 – Tullie House Business Plan 2018/19 If a call-in was received, the procedure would overlap with the City Council meeting on 9 January 2018. Any delay caused by a call-in would prejudice the Council's interests in delaying approval of the matter.</p> <p>EX.139/17 – Review of Polling Arrangements If a call-in was received, the procedure would overlap with the City Council meeting on 9 January 2018. Any delay caused by a call-in would prejudice the Council's interests in delaying approval of the matter.</p>

Executive	17 January 2018	<p>EX.02/18 – Budget Update – Revenue and Capital 2018/19 – 2022/23</p> <p>EX.03/18 – Treasury Management Strategy Statement, Investment Strategy and Minimum Revenue Provision Strategy 2018/19</p> <p>EX.04/18 – Executive response to the Budget consultation and recommendations for the 2018/19 Budget</p> <p>If a call-in was received, the procedure would overlap the special City Council meeting on 6 February 2018. Any delay caused by a call-in would prejudice the Council's interests in delaying approval of the matters</p>
Executive	12 February 2018	<p>EX.09/18 – Sands Centre Redevelopment</p> <p>EX.15/18 – Capital Budget Overview and Monitoring Report – April to December 2017</p> <p>If a call-in was received, the procedure would overlap with the City Council meeting on 6 March 2018. Any delay caused by a call-in would prejudice the Council's interests in delaying approval of the matters</p>
Executive	9 April 2018	<p>EX.28/18 – Resurfacing of City Council Car Parks</p> <p>EX.33/18 & EX.34/18 – Civic Centre – Ground Floor Flood Reinstatement</p> <p>If a call-in was received, the procedure would overlap with the City Council meeting on 24 April 2018. Any delay caused by a call-in would prejudice the Council's interests in delaying approval of the matters</p>

2.3 - Appendix 3 –Private Meetings

Meeting	Date	
Agreement from the Chairman of the Business and Transformation Scrutiny Panel to hold the Executive meeting in Private	23 October 2017	EX.111/17 – Land and Property Transactions – Kingstown, Parkhouse and Rosehill Industrial Estates
Agreement from the Chairman of the Business and Transformation Scrutiny Panel to hold the Executive meeting in Private	18 December 2017	EX.147/17 – Bitts Park – Flood Reinstatement

2.4 Appendix 4 - Key Items Not included in the Notice of Executive Key Decisions

Executive Meeting Date	Reference	Title
31 July 2017	EX.65/17	Amendment to the Discretionary Rate Relief Policy April 2017
23 October 2017	EX.107/17	Business Rate Retention Pilot 2018/19
18 December 2017	EX.147/17	Bitts Park – Flood Reinstatement