

# 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, 06 January 2015 at 18:45**, in the **Council Chamber, Civic Centre, Carlisle, CA3 8QG**



Director of Governance

## AGENDA

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

3. **Minutes**

The Council will be asked to receive the Minutes of the meeting of the City Council held on 4 November 2014.

4. **Public and Press**

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

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

**5. Declarations of Interest**

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

**6. Announcements**

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

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

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

**8. Presentation of Petitions and Deputations**

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

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

Pursuant to Procedure Rule 11.2, the Town Clerk and Chief Executive to report that no questions have been submitted on notice by Members of the City Council.

**10. Executive**

- (a) Minutes

The Council will be requested to receive the Minutes of the meetings of the Executive held on 10 November, and 8 and 15 December 2014 and ask questions of the Leader and Portfolio Holders on those Minutes.

**(b) Portfolio Holder Reports**

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

- |  |                |
|--|----------------|
| <b>(i) <u>Leader's Portfolio</u></b>                 | <b>7 - 10</b>  |
| <b>(ii) <u>Finance, Governance and Resources</u></b> | <b>11 - 16</b> |
| <b>(iii) <u>Environment and Transport</u></b>        | <b>17 - 20</b> |
| <b>(iv) <u>Economy, Enterprise and Housing</u></b>   | <b>21 - 26</b> |
| <b>(v) <u>Communities, Health and Wellbeing</u></b>  | <b>27 - 30</b> |
| <b>(vi) <u>Culture, Leisure and Young People</u></b> | <b>31 - 36</b> |
- and ask questions of the Leader and Portfolio Holders on those Reports.  
(Copy Reports herewith)

**11. Overview and Scrutiny**

The Council will be asked to receive the Minutes from the following meetings of the Overview and Scrutiny Panels and to ask questions of the Chairmen; and receive reports from the Chairmen of the Overview and Scrutiny Panels:

- |   |                |
|---|----------------|
| <b>(i) <u>Community Overview and Scrutiny Panel</u></b> | <b>37 - 40</b> |
|---|----------------|
- (a) Minutes of the meetings held on 23 October and 25 November 2014  
(b) Chairman's Report

**(ii) Resources Overview and Scrutiny Panel 41 - 42**

(a) Minutes of the meetings held on 30 October, 27 November and 2 December 2014

(b) Chairman's Report

**(iii) Environment and Economy Overview and Scrutiny Panel 43 - 44**

(a) Minutes of the meetings held on 21 October and 27 November 2014

(b) Chairman's Report

(Copy Reports herewith)

**12. Regulatory Panel**

To receive the Minutes of the meeting of the Regulatory Panel held on 12 November 2014.

**13. Development Control Committee**

To receive the Minutes of the meetings of the Development Control Committee held on 1 and 3 October, and 5 and 7 November 2014.

#### **14. Notice of Motion**

##### **Carlisle Floods**

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

"This Council wishes to commemorate the Carlisle Floods of January 7th and 8th 2005, the loss of life and the 2000 households affected. We acknowledge the benefit of the flood alleviation schemes and the good work that was undertaken by government agencies, local authorities, emergency services and charitable organisations.

- 1) A minute of reflection at Council on 6th January
- 2) A plaque in the Civic Centre foyer to mark these events.

This Council asks that insurance companies and underwriters should provide fair and reasonable premiums that reflect the flood alleviation schemes undertaken both in the City and parishes since 2005."

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

##### **(i) Discretionary Rate Relief Policy Amendments 45 - 68**

Pursuant to Minute EX.110/14 and EX.131/14, to consider a recommendation from the Executive that Council approve the proposed additions to the City Council's Discretionary Rate Relief Policy, as set out in Appendix 1 to Report RD.40/14.  
(Copy Report RD.40/14 and Minute Extracts herewith)

##### **(ii) Tullie House Business Plan 2015 - 2018 69 - 120**

Pursuant to Minute EX.122/14 and EX.140/14, to consider recommendations from the Executive concerning the Tullie House Museum and Art Gallery Trust Business Plan 2015 - 2018 as detailed in Report SD.01/15.  
(Copy Report SD.01/15 and Minute Extracts herewith)

- |       |  |              |
|-------|--|--------------|
| (iii) | <b><u>Dates and Times of Meetings 2015/16</u></b>  | 121 -<br>140 |
|       | Pursuant to Minute EX.132/14, to consider a recommendation from the Executive that the City Council approve the Schedule of dates and times of meetings of the Council and Committees for the Municipal Year 2015/16 as set out in the Schedule attached to Report GD.52/14; and note the dates and times for meetings of the Executive as chosen by the Leader.<br>(Copy Report GD.01/15 and Minute Extract herewith) |              |
| (iv)  | <b><u>Review of Polling Arrangements</u></b>   | 141 -<br>166 |
|       | Pursuant to Minute EX.141/14, to consider recommendations contained within the report of the Director of Governance following the annual review of polling arrangements.<br>(Copy Report GD.02/15 and Minute Extract herewith)   |              |
| 16.   | <b><u>Decisions Taken as a Matter of Urgency</u></b>   | 167 -<br>170 |
|       | Pursuant to Overview and Scrutiny Procedure Rule 15(i), the Director of Governance to report on decisions taken as urgent decisions and dealt with as a matter of urgency without the need for call-in.  |              |
|       | It is a requirement under the above Procedure Rule 15(i) for decisions taken as a matter of urgency to be reported to the next available meeting of the City Council.<br>(Copy Report GD.04/15 herewith)   |              |
| 17.   | <b><u>Communications</u></b>   |              |
|       | To receive and consider communications and to deal with such other business as may be brought forward by the Mayor as a matter of urgency, in accordance with Procedure Rule 2.1(xiv) to pass such resolution or resolutions thereon as may be considered expedient or desirable.  |              |

## **PART 'B'**

**To be considered in private**

- NIL -

Meeting Date: 06 January 2015

Public/Private\*: Public

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

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### **Borderlands Initiative**

Carlisle City Council is one of five local authorities involved in the Borderlands Initiative which includes Cumbria County Council, Dumfries and Galloway Council, Northumberland County Council and Scottish Borders Council as well as representatives from the Association of North East Councils. The Initiative acknowledges that there are common economic challenges experienced in the areas adjacent to the Anglo/Scottish border and therefore recognises that there are opportunities for working together, along with officials of the Scottish and UK Governments, to examine and exploit the enormous, as yet unrealised, potential of this area. The Borderlands Initiative is working to promote:

- The right conditions for economic growth;
- The competitiveness of its businesses;
- Added value in its key economic sectors;
- Inward Investment;
- Opportunities for our young people; and
- The right skills for our economy.

To date there have been two Summits of the Borderlands Initiative, (April & November 2014) involving Leaders and Chief Executives of all local authorities involved who have demonstrated a political will to take this work forward. There have also been a number of meetings of the Officer Working Group where background research has been compiled in relation to opportunities for cooperation. This work will continue into 2015, taking forward

key opportunities that have been identified for tourism; energy; forestry; education and training as well as connectivity in relation to improved transport and communications links.

### **Northern Futures Summit**

I recently attended the Northern Futures Summit in Leeds hosted by Nick Clegg. The aim of the Summit was to identify initiatives which would benefit the economy of the north as a whole. There were representatives from all over the North but few from Cumbria. Carlisle has an important part to play in the Sub-regional economy and needs to be recognised as a modern vibrant city with a good quality of living. We are beginning to see the impact of the Carlisle Story which has helped raise the profile of the City by a marked increase in investors and developers talking to us about investing in the area.

### **Events debriefs**

All the main events from 2014 have had debrief meetings; the learning from these will help us improve the events in 2015.

### **Community Events Panel**

The panel met on Friday 1<sup>st</sup> December 2014 and agreed to give Jewish Living Exhibition £500 towards their event that was held from 2<sup>nd</sup>-11<sup>th</sup> December at Tullie House.

### **Events 2015**

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

Some dates already set include:

- **Saturday 25 April:** Pirelli Carlisle Richard Burns Foundation Rally (Carlisle start TBC), Carlisle city centre
- **Wednesday 1 - Monday 6 April:** Easter International Market, Carlisle city centre
- **Saturday 23 - Sunday 31 May:** Carlisle Music City. Visit [www.carlislemusiccity.co.uk](http://www.carlislemusiccity.co.uk)
- **Monday 25 May:** Upperby Gala, Hammond's Pond
- **Saturday 6 June:** Cumberland Show, Carlisle Racecourse



- **Friday 12 - Sunday 14 June:** Crime Writing Weekend, Old Fire Station Arts Centre.  
Visit [crimeweekend.carlisle.city](http://crimeweekend.carlisle.city)
- **Wednesday 17 June:** Pride and Prejudice open-air theatre, Talkin Tarn Country Park
- **Saturday 20 June:** Cumbria Pride, Carlisle city centre
- **Saturday 27 June:** Armed Forces Day, Carlisle city centre
- **Saturday 4 July:** Talkin Tarn Regatta
- **Friday 17 July:** The Sorcerer's Apprentice open-air theatre, Bitts Park
- **Thursday 13 August:** Treasure Island open-air theatre, Talkin Tarn Country Park
- **Saturday 22 - Monday 31 August:** Carlisle Pageant, Carlisle city centre
- **Saturday 31 October:** Fireshow Funday, Carlisle city centre
- **Saturday 31 October:** Fireshow, Bitts Park
- **Sunday 8 November:** Remembrance Sunday, Carlisle city centre
- **Date TBC:** Christmas Lights Switch On
- **Wednesday 2 - Sunday 6 December:** Christmas Market, Carlisle city centre

## Emergency Planning

Preparation is underway to host the Sellafield Offsite Emergency Plan exercise in March 2015. A training day for the exercise will be held on 29<sup>th</sup> January and will test the set-up across the whole of the first floor and Council Chamber.

## Marketing

Around 10 lamp post banners have been used to promote and support the launch of Carlisle City WiFi, the banners can be found around the pedestrianised area of the city centre. Posters are also on display at the Tourist Information Centre.

The artwork for all the marketing material is using the Carlisle Story graphics/branding and carries the 'Powered by BT Wifi' logo.



Meeting Date: 06 January 2015

Public/Private\*: Public

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

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### **Organisational Development**

The eighth annual Celebration of Learning event took place at Tullie House on 2 December 2014 to celebrate the success of staff who achieved qualifications that year. The Leader of the Council and the Chief Executive spoke about how proud they were of staff for their achievements and how their learning benefits both the organisation and the city. Two members of staff also spoke about their experiences of learning and the difference it has made to them.

### **Licensing**

The Carlisle & Eden Best Bar None Scheme 2014 Award Ceremony was held at the Shepherd's Inn, Carlisle on 11<sup>th</sup> November. His Worship the Mayor, Chairman of the Licensing Committee and Director of Governance represented the Council with similar guests from Eden DC. The winners for Carlisle this year were:

Overall Winner	Walkabout
Best Pub	Woodrow Wilson
Best Bar	Lloyds No 1
Best Club	Walkabout
Best Suburban	Gosling Bridge
Best Rural	Graham Arms Hotel, Longtown
CFM 'People's Choice'	Deja Vu

Over £400 was raised for the charities supported at this year's event which will be divided between CFM 'Cash for Kids' and the Royal British Legion.

Following the retirement of the City Centre police licensing sergeant, Cumbria Constabulary has reorganised its sergeant cover and we have been liaising with the new incumbent. Discussions have taken place regarding new premises applications and representation procedures, to ensure continuity of this important role. In addition a meeting has been arranged to discuss the evening and late night economy over the festive period.

### **Legal Services**

As part of the asset disposal programme, the garages at Broad Street were auctioned on 23<sup>rd</sup> October and the legal documents have now been completed.

In all, the legal team are advising on approximately 500 matters including numerous several leases, licences and assignments, section 106 Agreements and contracts.

At the Magistrates' Court, in the last month the Council has successfully prosecuted three defendants.

The lawyers also provide legal and governance advice on a variety of matters to all Council officers, departments and Members.

### **Risk Management**

Work has started with the Council's insurance providers to deliver a programme of risk management training sessions. This is part of a new insurance contract and will provide 9 training days over the 3 year contract. Sessions held to date have been well received. A half day session was held for Members of ROSP and Audit Committee, half day for SMT and Corporate Risk Management Group, and 2 full day sessions for managers. An emphasis is being placed on aligning Council objectives and risk (What are the risks in delivering our objectives?) These risks can be both negative (What are the threats?) and also positive (What are the opportunities that can be seized and optimised?). The training is aiming to align our processes with the risk management standard ISO31000.

### **Service Standards and Performance Management**

The Mid-year Performance Report which includes the service standards and an update on the delivery of the Carlisle Plan was presented to the three Overview and Scrutiny Panels in November/December and Executive in December.

The half yearly update on sickness absence will be presented to the Resources Overview and Scrutiny Panel in January (5/1/14) having been reviewed by SMT in December.

## **Property Services**

### Disposal Programme

Gross receipts from the programme have now reached circa £9 million following the legal completion of the sale and exchange of land at Morton with the Church Commissioners, the sale by auction of lock – up garages at Broad Street, and the private treaty disposal of a site at Westwood, Wigton Road for a Children’s Nursery development.

The number of assets sold since the programme commenced now totals 30. The garages at Broad Street realised £42,000 and the Westwood site £142,000. Through the exchange with the Church the Council disposed of residential, amenity and educational land, with a value of circa £2.6 million, and acquired land for employment purposes adjoining the Council’s retail site on Wigton Road, together with drainage infrastructure works to service the Council’s land holdings.

A further 2 properties are now being brought to the market for disposal. The residential ground rental investment, let to the Hanover Housing Association, at Whinnie House Road, Morton is advertised for sale through the agents Sanderson Weatherall with an asking price of £385,000. Stanwix House and Cottage, let to the University of Cumbria, will be marketed early in the New Year, again by the agents Sanderson Weatherall.

The Property team, in conjunction with colleagues in Legal, Planning and Housing, are now focusing on the portfolio of sites within the programme which have potential for residential development, both private market housing and social housing, and discussions have begun with several interested parties.

### **Business Continuity Plan (BCP)**

The BCP has had its annual review. Version 2.0 has now been published and it will be tested alongside an emergency planning exercise in 2015.

## **Financial Services**

### Annual Audit Letter 2013/14

The External Auditors have issued their annual audit letter which contains very positive comments in respect of the work undertaken by the authority during 2013/14. Unqualified opinions have been provided on both the Financial Statements and the Value for Money conclusion. This report is being considered by the Audit Committee on 13<sup>th</sup> January 2015.

### Strategic Planning

The budget reports for 2015/16 to 2019/20 have been considered by the Executive and relevant Overview & Scrutiny Panels, with the Executive issuing its draft Budget Proposals for consultation purposes at its meeting on 15<sup>th</sup> December. The consultation process will end on 12<sup>th</sup> January with feedback being considered by the Executive later that week, following which the Executive will make final budget recommendations to Council on 3<sup>rd</sup> February 2015. The savings required to ensure a balance budget is approved, whilst maintaining an adequate level of reserves, continues to be closely monitored by the Senior Management Team.

## **Electoral Registration**

The Revised Electoral Register was published on 1<sup>st</sup> December. This is the first register published under the system of Individual Electoral Registration. There are approximately 1500 fewer electors on the register than the last register published in February 2014 and this is broadly similar to the position nationally. Just over 4400 electors that were previously on the electoral roll remain unconfirmed and whilst these electors will be able to vote in the elections in May 2015 they will, if they take no further action, be taken off the register after May 2015. Of the above unconfirmed electors just under 300 electors will lose their postal vote and, if they take no further action, they will need to attend a polling station to cast their vote in May 2015. Subject to funding being provided by the Cabinet Office, it is anticipated that a 'Mini Canvass' exercise will be carried out early in the New Year to improve the accuracy and completeness of the electoral register in the lead up to the election in May 2015.

The Annual Postal Vote Refresh exercise will be carried out in January 2015. This exercise is to refresh the signatures of postal voters whose postal vote application was

submitted 5 years ago. Just over 1000 electors will be written to and asked to submit a new signature for their postal vote.

The Polling Station Review has now been completed and the recommendations arising from the Review are dealt with elsewhere on the Council agenda.

### **Digital and Information Services**

- New document management system and public access module successfully implemented within the Planning service.
- Completed a successful upgrade of the council telephony system on the weekend of the 22<sup>nd</sup> and 23<sup>rd</sup> November.
- Work on the Smarter Service Delivery project is progressing well and new online forms are being published on a regular basis.
- A great deal of effort is being put into ensuring the recommendations from the Liberata report for the Shared RBS service are implemented on time and within budget.





Meeting Date: 06 January 2015

Public/Private\*: Public

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

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## **GREEN SPACES**

**Friends of Engine Lonning – Interpreting Carlisle's railway history.** As a result of publicity, a group of railway history enthusiasts have come together to work on a project to tell the story of the former railway depot, now a popular local nature site. With members including former railway workers, engineers and a solicitor the group contains people with a range of skills to bring to the project. Eventually the group aim to restore the old locomotive turntable and bring the site to life with displays and storyboards of how it looked in its heyday combined with interactive interpretation of the site as it is today, a haven for wildlife and quiet recreation.

**Melbourne Park Play Area Consultation.** We have received 30 responses to our consultation on the plan to improve the children's play area at Melbourne Park. Suggestions and ideas have come from Friends of Melbourne Park; Brook Street School; Botcherby Community Centre and Botcherby Nursery group as well as from individual consultees. A project brief has been drawn up as a result of the consultation, which will see new equipment for younger children installed at the play area as a direct result of the community input. Funding is from S106 developer contributions.

**Liberty Swing project, Bitts Park.** Quotations are being sought for the installation of a swing suitable for youngsters who can't be taken out of their wheelchairs to be installed at the play area in Bitts Park. The 'Liberty Swing' was the model preferred by an informal project group including representatives of a range of disabled people's organisations. It has a platform base with clamp attachments for the wheelchair. It can be independently operated by the user or can be pushed – just like any other swing. The unit will include 3 bays altogether – the wheelchair swing plus a 'pod' seat and a standard seat, allowing

children of all abilities to have fun together. Cumbria Waste Management Environment Trust have offered a grant of £20,000 towards the project.

**Parks Events 2015.** Among the highlights for 2015 in our parks will be three new open-air theatre performances – ‘Pride and Prejudice’ (June 17) and ‘Treasure Island’ (August 13) will both be staged at Talkin Tarn and ‘The Sorcerer’s Apprentice’ (17 July) at Bitts Park. Talkin Tarn will also host its annual regatta on the first Saturday in July, and Hammond’s Pond will be the location of the Upperby Gala on 25<sup>th</sup> May.

**Volunteer Days** – the Green Space officers organise regular volunteering days in our parks and nature reserves. So far this year, the volunteers have contributed over 143 days of work on a range of sites. This work helps us to keep our sites safe and provides rewarding physical activity for the volunteers themselves.

**Healthy City** - So far this season we have a 100% record for football pitches being playable. Despite recent wet weather the work done by Grounds team in the summer has helped to keep our 27 pitches in good condition. This season we have a total of 58 local teams (adult and youth) using our pitches and enquiries already coming in for next year. This is a massive investment in the physical well-being of Carlisle residents, providing space for healthy sporting activities for the children and adults who take part.

**Grounds** – Due to the extended period of mild weather we have been able to extend the life of the summer bedding in the city centre (e.g. the Civic precinct) with summer flowers still showing in mid-November. Elsewhere, seasonal bedding has been replaced by permanent planting (e.g. outside the Citadel) which has been favourably received. It has the benefit of retaining colour through the seasons and reduces costs.

## **ENVIRONMENTAL HEALTH**

Andrew Smith started on the 10<sup>th</sup> November as the new Principal EHO Food Safety. Andrew has extensive experience as an Environmental Health Officer and line manager in both Copeland and South Lakeland District Council and his skills will be a welcomed addition to the team.

On Monday 20 October Environmental Health Officers Rebecca McKee and Donna Hastie attended the University of Cumbria’s Health & Wellbeing Week. The event brought together organisations with an interest in improving the health and wellbeing of staff and students at the University including NHS Cumbria, Macmillan Cancer Care and the Stoptober campaign. The Environmental Health team provided a stand covering tattoo safety, the food hygiene rating system and effective hand washing. The event was well attended by staff and students many of whom took part in our interactive demonstrations.

The '**Healthier Menus for Schools Award**' is a Cumbria wide initiative developed in partnership with all 6 Cumbrian Local Authorities and Cumbria County Council. The award aims to encourage the availability of healthy food options in schools. The award is currently being piloted in secondary schools and Carlisle's Environmental Health Service has been approached by Newman Catholic School who are willing to participate in the pilot.

**Healthy Options Award.** This scheme to encourage the options for healthy eating in restaurants and canteens is progressing well and Environmental Health, through the City Council, is hoping to officially launch the initiative on 16<sup>th</sup> January 2015. The 12 businesses identified as meeting the award criteria will be invited to the launch to receive their award window sticker and certificate.

The Environmental Health Section supported small business Saturday on the 6<sup>th</sup> December 2014. The Section shared a stall with the Federation of Small Business and was available to give advice on food hygiene and health and safety obligations. Along with protecting public health the Environmental Health Service has a key role in assisting business, information and advice is the most commonly used tool for improving compliance and small businesses particularly benefit from this service. The Environmental Health Section conducts confidential surveys of 10 % of those businesses inspected and is pleased to report that 94% of businesses surveyed either agreed or strongly agreed that their business was treated fairly in the inspection and 92% of businesses surveyed either agreed or strongly agreed that the contact was helpful.

## **NEIGHBOURHOOD SERVICES**

**Correct Use of Gull sacks** - Waste services section through hard work across the section has now turned the corner regarding encouraging residents on the correct use of gulls sacks.

Some of the main issues included the customer putting many small carrier bags into the sacks which made it difficult for the crews to empty significantly slowing the e collection down. Not using the gull sacks at all and leaving black sacks out for collection which ended up getting ripped open by seagulls and other vermin. This obviously had a detrimental effect on the area creating an unsightly mess that resulted in more work for our street cleaning crews.

The improvement in the service and the use of the gull sacks has been achieved through education and enforcement of the correct way of using the sacks.

The number of seagull complaints and issues arising from the old purple bag scheme has significantly reduced (as we have removed the sea gull food supply )

A report on the service to date has been provided and testimonials from crew members has confirmed the improvement in the collection service and the cleanliness of the area has been confirmed by the street cleaning team that used to have to clear up the mess left by the ripped black bags.

## **CITY ENGINEERS**

**Fire Show** - Compliments received from residents on Cavendish Terrace thanking us for assisting in closing the road for the Fire Show and arranging road repairs prior to the event. The main Fire Show went well, we played our part in making things work.

**Christmas Lights** – We have received a number of compliments about the lights in the City Centre.

Meeting Date: 06 January 2015

Public/Private\*: Public

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

### **Carlisle Economic Partnership**

Following its review in 2011 the Carlisle Economic Partnership set itself a challenging action plan. A lot of these actions have now been successfully implemented including:

- Business Support – Cumbria Growth Hub & Business Interaction Centre
- Business Development – Pirelli and Steads
- Skills & Employment - Knowledge Transfer Project (Retail)
- Infrastructure - City Centre Free Wi-Fi project/Superfast Broadband
- Image – Carlisle Story/Sense of Place branding and toolkit. Implementation has followed through branded projects such as: the Carlisle Ambassador programme, Civic Centre Foyer refurbishment, Tourism Information Centre, GP Recruitment events, Public Realm signage & Interpretation.

The Carlisle Economic Partnership is currently reviewing the action plan and has highlighted two priorities in which to focus its efforts in 2015. These are around infrastructure and skills, both areas which partners feel could be of significant economic benefit. Work is now underway with partners to identify and agree activity.

### **Durranhill Industrial Estate**

Following success in securing £2m from Cumbria LEP, a planning application has been submitted for a new road access from Eastern way and widening of the existing Brunel way junction to improve access to the estate. It is anticipated works will commence early in the next financial year.

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

The next draft of the Local Plan – the ‘publication’ or proposed submission draft – has now been submitted for consideration by the Executive at their meeting of the 15<sup>th</sup> December. Executive will be asked to make the Local Plan available for consideration by Environment and Economy Overview and Scrutiny Panel with any observations being reported back to a special meeting of the Executive on the 26<sup>th</sup> January 2015.

Executive will be asked at this subsequent meeting to refer the Local Plan to Council, subject to consideration of any feedback from scrutiny, where approval to consult on the proposed submission draft of the Plan for a minimum six week period will be sought, as well as permission beyond this to submit the Local Plan to the Government for independent examination. The necessary delegated authority required to progress the Local plan through these next key stages in a timely manner will also be sought from Council. If the requested permissions are forthcoming then the next public consultation on the Local Plan would commence in mid to late February next year with the submission of the Plan to Government anticipated in May.

To aid transparency in the plan preparation process responses to the previous preferred option stage two consultation of the Local Plan, including an officer response to individual comments and changes resulting from these, will very shortly be published on the Council’s website, alongside updated evidence base documents including the revised Strategic Housing Market Assessment and Strategic Housing Land Availability Assessment.

## **Heritage and Conservation**

Conservation and Design Officers from Carlisle and Lancashire meet quarterly across the region, to compare best practice and to keep abreast of legislative changes. On 4th December Carlisle City Council hosted a joint meeting of the group, with the newly opened Cumbrian Museum of Military Life at Carlisle Castle as the venue. Afterwards there was an opportunity to tour the Museum followed by a visit to the Grade II\* listed Carlisle Citadel Station. Virgin Trains Staff facilitated access to the hidden and unused areas of this unique 1846 building, discussing ideas for increasing its intensity of use. Its hidden aspects include an abandoned station master’s apartment, unused first class waiting room and dining rooms, an underground staff canteen unused for 50 years and the vaulted spaces of the undercroft, backing onto the Carlisle baths.

### **Affordable Homes Programme 2015-18**

Riverside have submitted a planning application for a site adjacent to the empty Border Terrier pub at Morton Park. This is the first of the four schemes in Carlisle District awarded funding by the HCA in the new Affordable Homes Programme to come forward for planning. This 18 property scheme comprises a mix of 2, 3 and 4 bedroom houses, all for affordable rent.

### **Changes to Affordable Housing Threshold in Section 106 Agreements**

New planning legislation has been introduced at the end of November which means Councils can no longer seek affordable housing contributions on developments of 10-units or less in the urban area, and which have a maximum combined gross floor space of no more than 1000 sqm. This complies with our Local Plan affordable housing threshold in most of the urban area, but has implications for affordable housing delivery in rural areas.

In designated rural areas, Local Planning Authorities may choose to apply a lower threshold of 5-units or less. In addition, in a rural area where the lower 5-unit or less threshold is applied, affordable housing and tariff style contributions should be sought from developments of between 6 and 10-units in the form of cash payments which are commuted until after completion of units within the development. Rural areas, described under section 157(1) of the Housing Act 1985, includes National Parks and Areas of Outstanding Natural Beauty, and areas designated as rural by the Government.

### **Homelessness Strategy**

The draft final Inter-agency Homelessness Strategy 2015-20 was amended and subsequently agreed by partners at a meeting on Friday 28<sup>th</sup> November 2014. The multi-agency working group will continue to meet on a bi-monthly basis to develop the timescales within the action plan until the Strategy is approved and published by Carlisle City Council in Spring 2015. Following this a launch event is planned. The strategy will be monitored and reviewed by the multi agency working group.

### **Empty Homes**

National Empty Homes week from 1-5 December profiles the work done to bring empty properties back into use. Through the cluster bid funding secured from the Homes and Communities agency we have brought 54 homes back into use and generated £1.4m into the local economy.

## **Small Business Saturday**

Small Business Saturday was held in Carlisle on Saturday 6 December in an event led by Economic Development in collaboration with the Federation of Small Businesses and Virgin Trains. Local businesses were offered the opportunity to have one of 20 free market stalls, in the City Centre. The requests for stalls exceed the number of available, however as the station was offered as an alternative, everyone was accommodated.

Business advice and support was available on the day from the FSB, Chamber, University and City Council who also had a presence. Students from William Howard School were given their first opportunity to experience life as young entrepreneurs and found it a valuable learning experience as part of the Young Enterprise programme.

The stalls were grouped together in blocks of four and displaying the Small Business Saturday branding to clearly show that they were part of the national event. Feedback for the event was excellent, with businesses saying how valuable the trading experience had been and how pleased they were with the levels of sales achieved.

Virgin Trains hosted Pop Up stalls on the station, provided first class travel to and from Lancaster for FSB delegates and a free room for the FSB lunch. The FSB used Carlisle as the basis for their principal event in the North West. The delegation of 40 members were welcomed to the City by Colin Glover and John Stevenson, given City of Lakes branded information packs and literature including complementary tickets to Tullie House, Castle and the Military Museum.

The event was a exemplary example of partnership working to support new and existing small businesses in Carlisle.

## **Le Jog Rally**

On Sunday 7<sup>th</sup> December Carlisle hosted the penultimate stage of Land's End to John O'Groats Classic Reliability Trial, involving 78 competitors from the UK, Italy, France and Germany. Hero Events, organisers of Le Jog, booked competitors and crew into accommodation at the Crown and Mitre (85 rooms), The Hallmark (38 rooms) and IBIS (12 rooms) on Sunday night prior to a ceremonial start at 7.30am on Monday morning, presided over by the Mayor.



The event, celebrating its 20<sup>th</sup> Anniversary, was held in Carlisle after negotiations earlier in the year, led by Economic Development, enabled all the classic cars to be parked in the City Centre overnight which was an enormous logistical benefit to the organisers.

Competitors and organisers were welcomed by the Mayor, (himself an avid vintage car enthusiast) on Sunday night and were given City of Lakes postcards and packets of biscuits donated by McVities prior to their departure on Monday morning. City of the Lakes pop up were also on display at the Crown and Mitre for the duration of the event.

The event organisers were very complementary about the help, support and enthusiastic welcome they had received in Carlisle.



Report to:

**Council**

Agenda  
Item

**10(b)(v)**

Meeting Date: 06 January 2015

Public/Private\*: Public

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

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## **Customer Services**

### Universal Credit

Universal Credit went live in the Carlisle City Council area on the 15<sup>th</sup> December 2014. Those customers eligible to qualify for Universal Credit payments include claimants who are newly unemployed, single and under 25 years of age with no complex needs and couples with no children and no complex needs. Families are currently being tested in the Universal Credit pilot sites and it is envisaged that this group will be rolled out more widely into Universal Credit in the New Year. Universal Credit replaces six separate benefits – Income-based Jobseeker's Allowance, Income-related Employment and Support Allowance, Income Support, Child Tax Credit, Working Tax Credit and Housing Benefit.

The Department for Works and Pensions (DWP) have asked local authorities to deliver personal budgeting support and debt advice to those claimants of Universal Credit who need assistance. Carlisle City Council will work with the Citizens Advice Bureau to provide an advice worker, based at the Civic Centre who will advise and assist those customers who need help. This will be funded by the DWP. This will also enable Carlisle City Council to identify what other assistance is needed to support our vulnerable citizens.

## **Equality and Diversity Policy**

The Council is reviewing its approach to equality to ensure that it reflects current legislation and best practice. The review is considering what the Council is currently doing to promote equality and our plans to continue this work in future. The Council proposes to refresh its approach by building on its achievements and streamlining its policies and

practices. The plans will be open to consultation in the new year and aims to be completed by April 2015.

## **Crime and Disorder**

### Bonfire Night / Operation Roman Candle

On the 5<sup>th</sup> November a community bonfire took place on Dowbeck Road. The event was co-ordinated by Riverside Housing Association, in partnership with Carlisle City Council, Cumbria Constabulary and Cumbria Fire and Rescue Service. Riverside hailed the event a success and estimated that between 250 and 300 people were in attendance. The feedback was very positive and a number of residents have already come forward to set up a new community group. The group is hoping to organise a variety of events, commencing in December 2014 with a children's party. Operation Roman Candle took place between Friday, 24 October and Thursday, 6 November. Early analysis identified a reduction in both anti-social behaviour and nuisance fires across the District.

### Community Centres

The business planning cycle for community centres is coming to a close. The process requires each community centre to submit a business plan and other associated documents to the City Council by the 15<sup>th</sup> December.

### Community Safety Partnership

The Countywide Community Safety Strategic Assessment is in the process of being finalised. The report provides responsible authorities with an understanding of patterns of crime, disorder and substance misuse across the County and will be used by the Carlisle and Eden Community Safety Partnerships to produce the partnership plan for 2015/16.

## **Homelife Carlisle**

Homelife Carlisle have been successful in securing a grant of £1000 from ESH charitable trust communities fund to assist with helping households who have hoarding issues. The grant will be used for small scale interventions such as assistance with clearing properties. It is envisaged that the grant will complement the assistance already provided through Homelife such as providing 'deep cleans' and ongoing cleaning service and joint working with partners, including Health and Social Care. The project will also feed into the work of

the new Cumbria Hoarding Partnership. Not only will the grants improve the well being of individual households, they will have much wider impact on local communities.

### **Northern Silver Screen Awards**

Carlisle City Council's Women and Families accommodation service at Water Street, in partnership with Fair Food Carlisle, beat off strong competition from Local Authorities and Housing Associations to win the Northern Silver Screen award, 2014 for Building Community Capacity.

A professional chef works with local volunteers, using local produce, including food grown in Water Street Garden, to prepare food in Water Street Kitchen for distribution to people in need of a hot meal.

People living in Water Street get the opportunity to develop skills in growing food, preparing food and basic cooking skills. While interaction with volunteers builds confidence, and helps clients to engage with the support offer. This in turn, helps people who are homeless to overcome barriers that prevent them from making positive changes in their lives. Any excess meals are frozen and are used to support rough sleepers.

Awareness raising among health, social care and housing practitioners has created additional capacity to enable community meals direct to increase its offer to all older people – not just those assessed as requiring the service. Since its inception in April 2014, take up has increased from 20 people to 35 people and the number of volunteers has increased to 25.

### **Health and Wellbeing**

Carlisle were asked to present 3 projects at the World Health Organisation International Healthy Cities Conference following the acceptance of 5 abstracts amongst 200 other applications:

- Hospital at Home & Community Neighbours combined
- Carlisle Doorstep Walks
- A Healthy City Week approach
- Food as a vehicle towards improved health and well-being for the people of Carlisle

5 full reports were submitted and accepted.

Over 56 different countries took part in the event, which was attended by World Health Organisation advisors, politicians, Ministers for Health, Minister for Tourism, etc.

Carlisle was held in high regard for the positive work it has done and features in “Promoting health and equity – evidence for local policy and practice – summary evaluation, as well as the Congress book.

The **Declaration for Healthy Cities**, was elaborated during the conference and signed by all Mayors and senior political representatives of cities present; the declaration also calls on ***“all city and health leaders and everyone who lives in urban settings to join in this endeavour to create a healthier and sustainable future”***.

Carlisle was presented with a certificate expressing gratitude for its commitment and contribution to the European Network in phase V between 2009-13. This was presented by the *Director of the Division of Policy and Governance for Health and Wellbeing World Health Organization, Regional Office for Europe, Copenhagen, Denmark*.

The Carlisle Doorstep Walks programme has applied for national accreditation to Walking For Health, which gives recognition to good practice and standards. The scheme held a successful Christmas gathering with over 70 people in attendance. Referrals have been taken from a range of organisations.

Meeting Date: 06 January 2015

Public/Private\*: Public

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

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

Following completion of a two stage tendering exercise, the contract for the Phase 2 Improvement works has been awarded to Cubby Construction Ltd. The works are on programme to achieve its forecast start date of 7<sup>th</sup> January 2015 following temporary relocation of the Tourist Information Centre to 40 Scotch Street, Carlisle. Re-opening of the improved Tourist Information Centre is planned for early July upon completion of site works.

### **Hadrian's Wall World Heritage Site Partnership Board**

Following the closure of the Hadrian's Wall trust a Board has been set up which will replace the Management Plan Committee. The Board will oversee the development and implementation of the policies set out in the Management Plan required by UNESCO and which is essential for the maintenance of World Heritage Status. The composition of the board is:

- A senior representative from each of the Local Authorities along the Wall;
- A representative from Natural England;
- A representative from Historic England (following the division of English Heritage in April 2015);
- The Chairs of six Delivery Groups: sub-committees to which the oversight will be delegated at an operational level. These will deal with:
  - Conservation, Planning & Heritage Management
  - Tourism & Transport
  - Communications & Marketing

Farming & Land Management  
Education  
Archaeological Research

The Partnership Board will meet three times a year and will be responsible for the maintenance of World Heritage status, for the Management Plan, and for the policies and strategic priorities contained within it. The current version of the Plan (for 2008 – 14) is being revised, in its normal cycle, and has been the subject of extensive public consultation. The draft has been radically streamlined to ensure that the priorities are achievable within constrained budgets.

Carlisle City Council contributes £10,000 and will be represented on the Board by Jane Meek, Director of Economic Development.

### **Discover Carlisle update**

To prepare for the launch of the *CityCentreWifi* we have been working with BT and NVG to create new landing pages that are responsive to the different devices visitors could use. This places Discover Carlisle at the forefront of tourism marketing.

A Carlisle City wi-fi section has been created on the Discover Carlisle website. This includes information on how to connect to the service and maps showing where the service is available.

<http://www.discovercarlisle.co.uk/lifestyle/useful-information/carlisle-city-wifi.aspx>

A 'Carlisle Christmas 2014' section was created on the Discover Carlisle website to promote festive events, activities and public information. This included a downloadable PDF detailing where and when Santa can be found (Grottos, special events, etc), information on Late Night shopping, parking, the ice rink, Lights Switch On and lots more. This is updated as events pass or are added.

<http://www.discovercarlisle.co.uk/lifestyle/events/carlisle-christmas-2014.aspx>

### **Discover Carlisle review**

A new design for the website has been agreed and content is being gathered to prepare for a launch early in 2015. Training on the new website commenced on the 15<sup>th</sup> December for officers from Policy & Communications and the Tourist Information Centre.



## **Arts Centre Update**

Building works have commenced onsite, with interior restructuring, construction works for the lift-shaft and foundations and the initial phases of the exterior walls of the extension all underway. Work remains on schedule for a May opening. A competition inviting expressions of interest from interior designers interested in advising on the look and feel of the foyer, cafe/bar and main reception area of the first floor will be open throughout late December and into January.

Enquiries for room bookings continue to be logged and provisional bookings are now being taken for May onwards.

The Arts Council Funding bid has been submitted with a decision due early January. Programming partners for theatre, classical music, contemporary music and dance have been identified (with advice from the Arts Council) to develop the opening programme.

The selection process for a catering partner has been concluded and a preferred partner has been identified subject to contract.

## **Sports Development**

We are working with the Cumberland News Rifle Club to finalise a new lease agreement for their facility at the Sheepmount. This will enable the club to develop and allow plans for an extension to the building to take place.

We are also working with Carlisle City FC to identify a site for the club to develop a new football pitch and possible supporting facilities. Using the Playing Pitch strategy as a guide, we have worked with the Greenspaces Team to find some appropriate sites that may be suitable and discussions remain underway

New 3-2-1 running routes in Bitts Park, The Sheepmount and Chances Park are currently being finalised, in partnership with the Greenspaces department. The routes are 1, 2 and 3 kilometres and encourage people to walk or run in the parks.

Work with the Lawn Tennis Association to write a community tennis development plan for Carlisle is underway. The LTA are looking to support Carlisle City Council with up to £10k to deliver this plan.

We continue to work with British Cycling to deliver the Skyride local project. The last rides of the year took place in November and will start again in March.

Through work with Harraby Together We Can and Cumbria County Council, a total of £35k (£10,000 from Harraby Together We Can, £3000 from County 0-19 Community Grant, £20,000 from Cumbria Waste Management and £2500 from Riverside housing) has been raised to develop a new BMX track at the new Harraby Sports Complex. We are working with London 2012 Olympic Games BMX track builders to develop designs and look at timescales to build the track.

Work with the regional FA facilities team to develop a 3G pitch at the Sheepmount stadium is underway. The FA has allocated funding to support the project through their regional facilities plan. We will be undertaking some preliminary work in the New Year to get some final costs for the project.

A Sports Development plan for the Harraby Sport project is being created. This will involve engagement with local sports clubs to look at how we can develop various sports at the site. We are also engaging with national governing bodies of sport in order to gain support through facility grants and advice on development.

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

#### Weekend of Film 14-16 November 2015

During the weekend of Fri 14 – Sun 16 November, Tullie House Museum Trust held the first Weekend of Film. Over the three days we screened some of the best and most recent independent, alternative and foreign language films and documentaries.

Community and school groups' film projects were shown in the galleries. Films were shown in the lecture theatre, the Border Galleries (20 people), and the restaurant (45 people) for a screening on the Sunday night.

As well as film screenings there was the opportunity to take part in discussion groups on film making, funding, and the future of how we view film plus workshops for adults and families on animation and scriptwriting, and a film quiz. Each evening we welcomed cast and crew members from the three headline screenings, *Leave to Remain*, *Downhill* and *Northern Soul*, who provided introductions to the films, followed by a question and answer session

Tullie House Trust's Weekend of Film was supported by Film Hub North, part of The BFI Film Audience Network (BFI FAN), a major initiative from the BFI to enable film and event experts to work in partnership across the UK to boost film audiences, particularly for specialised and independent British films. The successful programme attracted over 300 people and we are looking at repeating the event in the future.

### One day in Cumbria

The One Day in Cumbria project marks the Centenary of the First World War. It was supported by the Heritage Lottery Fund's *First World War: then and now* programme, and centres on research into daily life and industry in 1914. Volunteer researchers from across Cumbria met at Tullie House Museum & Art Gallery on 5 December for a special view of the *One day in Cumbria* exhibition. The event marked the conclusion of an innovative new project led by the Cumbria Museum Consortium and supported by both the Arts Council and the Heritage Lottery.

Since October 2014, the volunteer researchers have worked with museums, libraries and archives across the county to uncover a wealth of information about life 100 years ago. They have developed a timeline of events documenting 24 hours in Cumbria on 5 December 1914. This will be compared to a contemporary timeline of what was happening in Cumbria on 5<sup>th</sup> December 2014. 'Tasters' of the two timelines were displayed at Tullie House until the 14<sup>th</sup> December and were published in full on [onedayincumbria.org.uk](http://onedayincumbria.org.uk) on the 11<sup>th</sup> December 2014.



Report to:

# Council

Agenda  
Item

**11(i)(b)**

Meeting Date: 6 January 2015

Public/Private\*: Public

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

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## Are you sitting comfortably?

These words conjure up images, at least to those of us of a certain vintage, of cosy winter afternoons nestled round the coal fire with an iced bun and a glass of lemonade, enraptured by the day's story from 'Listen With Mother' on the wireless.

It's hard to imagine anything much more different from that than sitting round the stark tables in the courtroom setting of the Flensburg Room, cautiously sipping a cup of Civic Centre coffee for no good reason other than it's warm, whilst indulging in yet more soul searching discussions on how we can continue, metaphorically, to feed the five thousand with just a few loaves and fishes!

But yet it is a process we have become particularly adept at and it is a tribute to all Members and Officers that from such scenarios, so much remarkable positivity emerges. I have been privileged to be part of that process this year and thank all my colleagues, Members and Officers, who have been unstintingly supportive and patiently indulged my occasional diversions from the straight and narrow.

## And the winner is.....

Business Plans! Can't live with them, can't live without them! This time it was the turn of the award winning Cumbria Large Visitor Attraction of the Year, Tullie House Museum and Art Gallery, to present theirs to the last meeting of COSP on 25<sup>th</sup> November.

Tullie House has earned a place of real affection and pride in the hearts of residents of the City (14,000 of whom have Tullie Cards) and more than 253,000 visitors were recorded last year, 32% of them by locals. For the record the rest were as follows: 21% from Cumbria and Borders; 40% from the UK outside of the North West and 7% from overseas.

It was good to hear the representatives say that they had a positive and robust relationship with Members and Officers of the Council and while clearly, they didn't exactly welcome the proposed reductions in their grant, they were bullish about their ability to withstand them.

They have an enviable record in obtaining grants from a variety of funding sources, enabled largely by the reputation they have built up, not only as an institution at the heart of their community, but as an organisation at the forefront of national innovation and achievement. A successful partnership with the Local Authority is essential to maintaining that.

There was some discussion about the future of the Tullie Card in the light of the Trust's proposals to introduce a new Membership Scheme, but re-assurances were given that there were no plans to withdraw this most valued access route to the arts for all residents and certainly not without consultation with the Council and residents.

The Business Plan gave members of the panel a tantalising glimpse of some exciting prospects on the horizon and despite some potentially stormy seas ahead, the robust inventiveness of the Plan should avoid any possibility of the good ship Tullie running aground any time soon.

### **Nobody ever tells me anything.....**

When organising events was part of my job, it wasn't unusual for people attending them to complain, 'I didn't know this was on'. 'So how come you're here then?' was usually my stock reply.

It's curious, how differently people receive, understand and retain information and this has been highlighted again in the recent survey carried out by the Member Involvement Working Group, asking Members about their perceived level of involvement in the decision and policy making processes of the Council.

At the time of writing this report, the results of the survey have not yet been fully collated, but it is plain from even a cursory glance through the 40 responses, that although we all have access to the same information and opportunities, not all of us register that information in the same way or indeed recognise the opportunities as they are presented to us, with half of us saying we do not feel fully informed or engaged or involved.

Clearly that is an issue for concern, because if all the residents of the city are to be represented fairly, then each elected Member should feel equally enabled and empowered to do so. If Councillors are not empowered, how then can we carry out our duty to engage with and empower the electorate?

At present, in the words of the reggae icon and Civil Rights activist Johnny Nash, 'There are more questions than answers'. Let's hope that, as the Working Group attempts to unravel the causes and repackage the solutions, we do not have to report back in the final words of the same song, 'The more we find out, the less we know!'

### **Bah humbug!**

In this, the season renowned for wise men, it seems appropriate enough to quote the one who said, 'We are often more careful with our money than our principles'. It was a quotation brought to mind during the recent discussions about future budget proposals, where it is again evident that as Councillors, we find ourselves wrestling with both our

personal and political principles as we seek to shave yet more key services to the bone, often in areas of service that we hold to be sacred cows.

It is an oft rendered cry from Members that none of us came into politics to cut services, but it is an inevitable truth that as a result of harsh economic times and the particular political dogma which currently prevails nationally, we find ourselves in the difficult position of compromising many of those values we hold dear.

I am aware that there is a feeling that the halcyon days of local government as a public service are disappearing. Some would say 'good riddance'. I am not one of them. I think it's a shame that discussions, at practically all levels, now start from a 'how much will it cost?' rather than a 'how will it benefit residents?' base.

For instance, at a time when the role of local government should be to enable the growth of community capacity and resilience, COSP found itself recently having to discuss issues such as the possible reduction of vital core funding to organisations like Community Centres.

I detest the mantra 'more for less' in the same way that I am irritated by people who say they will 'give it 110%'. Both are clearly nonsense and I think that it is sad that we feel obliged to accept the dubious morality of implementing policies that inflict more poverty and prudence on the poor, in order to support the reckless rapacity of the rich.

It is a matter of individual conscience I guess, as to whether or not any compromise is acceptable, but it is also a political reality and so we struggle to make the best fist we can of it and I believe that the budget proposals placed before the last meeting of COSP are a prudent and imaginative response to the circumstances we find ourselves facing.

It seems that society hasn't changed very much in this respect in the past 100 years despite the best, or worst, efforts of politicians, for when listening recently to my wind up MP 3 player, I heard an old 1920's Music Hall favourite by Billy Bennett, the Billy Bragg of his day –

'It's the same the whole world over, it's the poor wot gets the blame,  
It's the rich wot gets the pleasure, isn't it a bloomin' shame'

Where will it all end? Vive le revolution!

It's probably fair to say at this point that I probably don't speak for all my colleagues on COSP on this issue!

Our dwindling financial resources also remind me of another saying, frequently used by my dad when I asked him for a raise in my pocket money.

'That money talks, I'll not deny;

I heard it once....it said 'goodbye'

### **It's as easy as ABC**

Whoever invented that phrase quite clearly had never been introduced to the principles of **Asset Based Community Development** which, as part of the COSP workplan, a group of cross party Members has been investigating.

Background papers explaining ABCD state that it is a strategy for sustainable community driven development which builds on the assets that are already found in communities and helps mobilise those communities to link micro assets to the macro environment, thereby ensuring that citizen centred, 'inside out' organisations become key to community engagement.

Helping people to help themselves used to seem like such a simple idea and hopefully will be so again once the Working Group has unravelled the mysteries of this new approach!

### **'tis the season to be jolly**

On the face of it, it would seem that there's precious little to be jolly about in Local Government these days, but scratch beneath the surface of the past 12 months and we find many things to gladden the heart, thanks to Carlisle City Council interventions.

For instance this year, just at COSP meetings, we have considered issues such as the following;

- some great community events, from the Pageant and Music City to the Fireshow
- the start of the work to build the new Arts Centre
- the first sod being cut on the site of the new community campus in Harraby
- increasing numbers of 'affordable' houses being built
- a reduction in the number of regular 'rough sleepers' in the city, as well as a 78% reduction in homeless acceptances
- improved on-line accessibility for customer service.

At the risk of sounding like I've swallowed the Oxford Book of Quotations, here's another which I discovered in the 'Sailing Today' magazine (available in all good dentist's waiting rooms);

'The pessimist complains about the wind; the optimist expects it to change; the realist adjusts the sails'.

This Council has adjusted its sails and consequently remains on course to deliver positive outcomes for the people of our city, despite gloomy forecasts.

Thanks go to all staff who, despite at times I'm sure, feeling that they were swimming against the tide, helped make these things happen.

On reflection, maybe I was too hasty earlier. Maybe the revolution has already begun.

Maybe next year will see even more progress. Oh no we won't! Oh yes we will! etc etc.

**A Merry Christmas and a Happy New Year.**



# Report to: Council

Agenda  
Item

**11(ii)(b)**

Meeting Date: 6 January 2015

Public/Private\*: Public

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

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It is now quite clear that the mounting pressure on the Council's finances due to cuts passed down from central government are reaching critical point. New spending pressures are still there and have to be kept to a minimum. Our investment income is the worst it has ever been with little or no return, and we still have to save £3.939M by 2018/19: a tall order. We have a maintenance backlog of £3.408M, with a priority given to the preservation of assets, health and safety, and legal compliance.

The Enterprise Centre still continues to be a headache that will need to be addressed sooner rather than later. The reductions in The Lanes income over the last number of years look unlikely to improve in the near future, but solutions are hard to find.

A small increase in a number of Council charges is unlikely to be the answer to our financial problems. The Local and National elections in May will not provide an answer.

Cllr R Watson OBE  
Chairman



# Report to: Council

Agenda  
Item

**11(iii)(b)**

Meeting Date: 6 January 2015

Public/Private\*: Public

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

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The Panel met on the 27th November to consider a full Agenda concerning Waste and Recycling, Food Digesters, Second Quarter Performance Report and Budget 2015/16-2019/20.

## **Waste and Recycling**

A presentation was provided by the Director of Local Environment and led to a full and robust discussion with Panel members. Information was supplied detailing recent service changes and improvements in waste services and progress with implementing recommendations from the recent Recycling Task and Finish Group.

## **Bring Site Review**

Brought in-house in April 2014 resulting in 70 (40%) of the poorest performing sites being removed. Overall tonnage had decreased by 12%. Corresponding savings in revenue and improvements in income were reported as a result of the transfer.

## **Gull Sacks**

Whilst implementation had worked well there had been initial problems. Waste teams and crews had targeted properties not using sacks, not using sacks correctly and smaller gull sacks introduced for residents who had requested them. The report indicated that moving properties on purple sacks to gull sacks or wheeled bin had reduced levels of litter and complaints about seagulls.

## **Waste Policy Framework**

Recommendations from the Recycling Task and Finish Group relating to customer experience and service delivery were being implemented. Supervision and monitoring had improved and included training for collection crews and Customer Contact Centre staff.

## **Green Box Tender**

Current arrangements for collecting the green box recycling was due to end in June 2015 with a tender date of the 5th December leading to an evaluation process looking at the options and issues for the long term delivery. The post of Neighbourhood Services Manager remained vacant however an interim Manager had been appointed until post filled. Concerns, complaints and observations were addressed by the Director of Local Environment and Portfolio Holder for Environment.

### **Food Digesters**

Funding has been provided from the Department of Communities and Local Government to the County Council to purchase food waste digesters to minimise waste. The City Council had successfully applied for funding from the grant to purchase and distribute 796 discounted food waste digesters. Two types were available to the public to purchase i.e. Green Cone (400) at £15 and Green Johanna (396) at £20 including VAT and delivery. Cumbria County Council estimate that up to 179 tonnes of food waste per year could be diverted by use of food digesters. The Panel supported this initiative.

**Litter Bin Task and Finish Group** Cllrs Bloxham (Lead Member), Nedved, and Wilson.

An update was provided by the Lead Member of the review of litter bins within the wards of Carlisle, of which there were 684 recently audited by the Street Cleansing Team. Main evidence of the review would be the mapping of the locations of all street litter bins to determine whether correctly located detailing the condition, footfall and litter accumulation. Each of the Councillors has joined the Street Cleansing Team for a morning covering both urban and rural rounds. A pilot of three bins which compressed litter (Belly Bins) had been undertaken in the City Centre and it was evident that fewer collections were needed. A full report would be provided in March.

**Business Support Task and Finish Group** Cllrs Allison, Bowditch, Higgs, Mrs Mallinson (Lead Member), Mrs McKerrell and Watson was formed following the Panel meeting on the 21st October and met to scope the review on the 8th December with emphasis on small/medium enterprises (SME's) and business start-ups.

### **Second Quarter Performance Report**

The Policy and Performance Officer provided updates on service standards on household planning applications, number of missed waste or recycling collections and percentage of household waste sent for recycling. Panel asked for more narrative in the future and a request was made for a written update on the Gypsy and Traveller Transit Site.

A full and robust Budget debate was undertaken by all Panel members with detailed questioning of the Directors of Resources and Economic Development. The full detail of these discussions and scrutiny are contained in the Minute Book

Cllr Paul Nedved.

Chairman.

# Report to Council

Agenda  
Item:  
  
**15(i)**

Meeting Date: 6 January 2015  
Portfolio: Finance, Governance and Resources  
Key Decision: No  
Within Policy and Budget Framework YES  
Public / Private Public

Title: DISCRETIONARY RATE RELIEF POLICY AMENDMENTS  
Report of: Director of Resources  
Report Number: RD.40/14

## Purpose / Summary:

The Council has recently been granted the discretion to grant rate relief (NNDR) in respect of the following categories that meet certain conditions:-

- i) New Build Empty Properties
- ii) Retail Relief
- iii) Reoccupation Relief for Retail premises
- iv) Flood Support relief

This report requests that the current Rate Relief Policy be updated to include new discretions in this respect.

## Recommendations:

The City Council is asked to approve the proposed additions to the City Council's Discretionary Rate Relief Policy as set out in the report, and note that the cost of such relief is met by Section 31 Government Grant.

## Tracking

Executive:	<b>13 October and 10 November 2014</b>
Overview and Scrutiny:	<b>30 October 2014</b>
Council:	<b>6 January 2015</b>

## Report to Executive

Agenda  
Item:  
  
**A.12**

Meeting Date: 10th November 2014  
Portfolio: Finance, Governance and Resources  
Key Decision: No  
Within Policy and Budget Framework YES  
Public / Private Public

Title: DISCRETIONARY RATE RELIEF POLICY AMENDMENTS  
Report of: Director of Resources  
Report Number: RD.40/14

### **Purpose / Summary:**

The Council has recently been granted the discretion to grant rate relief (NNDR) in respect of the following categories that meet certain conditions:-

- i) New Build Empty Properties
- ii) Retail Relief
- iii) Reoccupation Relief for Retail premises
- iv) Flood Support relief

This report requests that the current Rate Relief Policy be updated to include new discretions in this respect.

### **Recommendations:**

The Executive is asked to consider the proposed additions to the City Council's Discretionary Rate Relief Policy as set out in Appendix 1 covering the following business premises:-

- i. New Build Empty Properties discretion.
- ii. Reoccupation Relief for Retail premises
- iii. Flood Support Relief

together with the observations of the Resources Overview and Scrutiny Panel, before recommendation to Council.

Members are asked to note that the cost of such relief is met by Section 31 Government Grant.

### **Tracking**

Executive:	<b>10<sup>th</sup> November 2014</b>
Overview and Scrutiny:	<b>30<sup>th</sup> October 2014</b>
Council:	<b>6<sup>th</sup> January 2015</b>



## **1. INTRODUCTION**

- 1.1** The Council has the discretion to provide both mandatory and discretionary rate relief for charities and non profit organisations. The Council's current policy was agreed by Council on 10<sup>th</sup> January 2012.
- 1.2** The Council has recently been granted the discretion to grant rate relief (NNDR) in respect of the following categories that meet certain conditions:-
- v) New Build Empty Properties
  - vi) Retail Relief
  - vii) Reoccupation Relief for Retail premises
  - viii) Flood Support relief
- 1.3** No new regulations are to be issued for any of these initiatives, but instead they are to be granted using discretionary rate relief powers under s47 of the Local Government Finance Act 1988. Central Government will fully reimburse Local Authorities for the local share of the discretionary relief (using a grant under s31 of the Local Government Act 2003), and expects Local Authorities to grant the relief to qualifying ratepayers.
- 1.4** The award of relief under these new categories is just a temporary measure, with the appropriate dates as follows;
- i) New Build Empty Properties - 1<sup>st</sup> October 2013 to 30<sup>th</sup> September 2016
  - ii) Retail Relief – 2014/15 and 2015/16 financial years
  - iii) Reoccupation Relief for Retail premises – 2014/15 and 2015/16 financial years
  - iv) Flood Support relief – originally 1<sup>st</sup> December 2013 to 31<sup>st</sup> March 2014, but has now been extended into 2014/15
- 1.5** It is recommended our current discretionary relief policies be extended to cover the award of relief under these new categories. The new Policy is set out in the Appendix 1 to this Report.

## **2. DETAILS OF NEW CATEGORIES OF BUSINESS PREMISES AND ELIGIBILITY FOR RELIEF**

- 2.1 New Build Empty Properties - 1<sup>st</sup> October 2013 to 30<sup>th</sup> September 2016**

All newly built commercial property will be exempted from empty property rates for the first 18 months following completion, up to State Aid limits. Properties which will benefit from the relief will be all unoccupied non-domestic properties that all wholly or mainly comprised of new qualifying structures.

In this context, “structure” means foundations and/or permanent walls and or permanent roofs.

“New” means (a) completed less than 18 months previously and (b) completed after 1<sup>st</sup> October 2013 and before 30<sup>th</sup> September 2016.

A structure is “complete” when the building or part of the building which it forms is ready for occupation for the purpose it was constructed – unless a Completion Notice has been served, in which case it is the date specified in that notice.

“Wholly or mainly comprised of qualifying new structures” means more than half. This policy is not intended to cover refurbishments – but instead it is intended to cover substantial structural constructions, so those built on existing foundations or around a retained façade will qualify. For splits, mergers and changes to existing hereditaments, the same tests will apply i.e. the property must be wholly or mainly comprised of new structures completed within the necessary timeframe.

Under this discretion, applications can be backdated to 1<sup>st</sup> October 2013.

At the end of the 18 month period the funding of the relief will end. If the property continues to be unoccupied, rates will then be payable in accordance with s45 of the Local Government Finance Act 1988.

## **2.2 Retail Relief – 2014/15 and 2015/16 financial years**

Shops, restaurants, cafes and drinking establishments with a rateable value of £50,000 or less will be eligible for retail relief during 2014/15 and 2015/16. The amount of relief to be granted for each qualifying property will be £1,000 in each year (but for smaller premises where the net rates liability is less than £1,000 then the maximum retail relief will be the net rates liability).

Ratepayers that occupy more than one property will be entitled to relief for each of their eligible properties, up to State Aid limits.

A new property created by split or merger, or where there is a change of use, will be eligible to receive the relief.

Under this discretion, applications can be backdated to 1<sup>st</sup> April 2014.

This discretion is automatic providing the rate payer meets the criteria.

### **2.3 Reoccupation Relief for retail premises – 2014/15 and 2015/16 financial years**

50% rate relief will be given during 2014/15 and 2015/16 for 18 months from the date the premises become occupied as long as that date falls between 1<sup>st</sup> April 2014 and 31<sup>st</sup> March 2016, subject to the premises remaining occupied. There is no rateable value limit on this relief, either in the previous or reoccupied use.

The 50% relief is given on the net liability after any mandatory or other discretionary relief (other than retail relief) is given, up to State Aid limits.

To qualify under this policy the property must;

- when previously in use, have been used wholly or mainly for retail purposes as defined in Appendix A
- have been empty for 12 months or more immediately before their reoccupation
- have become reoccupied between 1<sup>st</sup> April 2014 and 31<sup>st</sup> March 2016
- be being used for any use (i.e. not just retail use) but not as a betting shop, payday loan shop or pawnbroker

Under this policy, applications can be backdated to 1st April 2014.

Where a new property has been created by a split or merger of previous properties, the new property will be eligible for the Reoccupation Relief where at least half of its floor area is made up of retail premises that have been empty for 12 months or more.

Where a property in receipt of Reoccupation Relief splits or merges to form new properties, the new properties will not be eligible for the remaining term of Reoccupation Relief.

Where a property in receipt of Reoccupation Relief becomes unoccupied for any period of time less than 12 months, it will not be eligible for any further Reoccupation Relief on occupation. However, if a property that has previously received Reoccupation Relief becomes empty for 12 months or more it will be eligible for up to an additional 18 months Reoccupation Relief if criteria are met.

Noted at Appendix 2 is details of retail premises that have been empty for more than 12 months.

## **2.4 Flood Support relief – 1<sup>st</sup> December 2013 to 31<sup>st</sup> March 2014 only**

100% **business rates** relief will be provided for three months where the following conditions are met;

- i) The flood was caused by adverse weather conditions, not for example by failure of a water main, an internal water system or a sewerage system (unless the failure of the sewerage system was itself caused by adverse weather conditions)
- ii) The business activity undertaken at the property was adversely affected as a result of the flooding
- iii) The rateable value is under £10 million.

Very small or insignificant impacts are not eligible, will be ignored and no relief will be granted.

The three months relief will be given starting on the day the above criteria were met, and will apply irrespective of how long the adverse impact of the flooding lasts.

Where a property has been flooded more than once, only one period of three months relief will be granted.

Ratepayers that occupy more than one property will be granted relief under the policy for each of their eligible properties.

## **3. RECOMMENDATIONS**

**3.1** The Executive is asked to consider the proposed additions to the City Council's Discretionary Rate Relief policy as set out in Appendix 1 covering the following business premises:-

- i. New Build Empty Properties discretion.
- ii. Reoccupation Relief for Retail premises
- iii. Flood Support Relief

together with the observations of the Resources Overview and Scrutiny Panel, before recommendation to Council.

**3.2** Members are asked to note that the cost of such relief is met by Section 31 Government Grant.

**Contact Officer: Peter Mason**

**Ext: 7270**

**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:**

**Economic Development** – These new discretions will be of assistance to the Council and it's partners as we seek to develop the City Centre as a prosperous and attractive place for retail and tourism.

**Governance** – Section 47 of the Local Government Finance Act 1988 as amended. Awards such as rate relief are required to comply with the EU law on State Aid. It will be necessary for each ratepayer who is awarded relief to complete a declaration to the Council if they have received any other De Minimis State Aid, including any other Retail Rate Relief they may have received on other property(s). The declaration will include confirmation that the award of Reoccupation Rate Relief does not exceed the 200,000 euros an undertaking can receive under the De Minimis Regulations EC 1407/2013.

The Discretionary Rate Relief Policy is a policy reserved to the Council under Article 4 of its Constitution. As such, any amendment must follow the Budget & Policy Framework procedure rules with any amendment, ultimately, being approved by Council.

**Resources** - Any discretionary rate relief awarded under this amended policy will be a charge on the Collection Fund and the costs will be shared between the Pooling authorities and Central Government; subject to any direct reimbursement for relief awarded to the categories set out in paragraph 1.4 of this report. This will then be reimbursed by a grant under S31 of the LGA 2003. The proposed revisions to the existing policy should therefore be cost neutral for the authority.



**CARLISLE CITY COUNCIL****POLICY STATEMENT ON DISCRETIONARY RATE RELIEF**

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**1. The Policy**

From the financial year commencing 1 April 2012 and each subsequent financial year it is the Policy of the Council of the City of Carlisle to award 100% rate relief to all eligible local charities and non profit making enterprises, such eligibility being specified in section 2 of this Policy.

**2. Charities and Not For Profit Organisations**

Also from 1<sup>st</sup> April 2014 grant rate relief to qualifying business premises as set out in Section 3.

**2.1 Eligibility**

For an organisation to apply to be considered for discretionary business rate relief the following conditions must be met:

1. The ratepayer is a charity or trustees for a charity and the property is wholly or mainly used for charitable purposes
2. The property is all or mainly occupied by a not for profit making enterprise concerned with education, social welfare, science, literature, religion or the fine arts or recreation.
3. The organisation is a Community Amateur Sports Club (or similar) or Community Interest Company.
4. The property portfolio held by the organisation is below £18,000 rateable value and eligible organisations have their Head Office or Registered Office in Carlisle and District, as evidenced by records published on the Charities Commission or Companies House website. Where there is no information on the website the billing address will be deemed to be their Head Office or Regional Office.
5. Organisations with a Rateable Value above £18,000 will be restricted to 80% mandatory or discretionary relief.
6. Eden Valley Hospice is considered an exception and will receive 100% relief

## **2.2 Rationale**

The policy is designed to target financial resources at those small, local organisations that provide opportunities for people living in Carlisle and District's communities in a transparent and consistent manner.

The £18,000 rateable value limit is the ceiling applied by central government for small Business rate relief and as such acts as an appropriate delineation point.

While registered charities are entitled to 80% mandatory relief this policy gives charities and not for profit enterprises which meet the eligibility criteria, top up to 100% relief.

## **2.3 Transitional Arrangements – applicable in the year 1 April 2011 to 31 March 2012**

These arrangements apply to local charities that lost relief with effect from 1 April 2011

- Top up relief up to a maximum of 10% is available to organisations with their Head Office or Registered Office in Carlisle and District, as evidenced by records published on the Charities Commission or Companies House website. Where there is no information on the website the billing address will be deemed to be their Head Office or Regional Office.
- Funding is available up to £18,000

Each application will be examined individually and treated on its own merits.

## **2.4 General**

The Council reserves the right to seek additional information as necessary All organisations subject to National Non-Domestic Rate Charges have

## **3. Other Business Premises qualifying for Rate Relief (NNDR)**

### **3.1 New Build Empty Properties - 1<sup>st</sup> October 2013 to 30<sup>th</sup> September 2016**

All newly built commercial property will be exempted from empty property rates for the first 18 months following completion, up to State Aid limits. Properties which will benefit from the relief will be all unoccupied non-domestic properties that all wholly or mainly comprised of new qualifying structures.

In this context, “structure” means foundations and/or permanent walls and or permanent roofs.



“New” means (a) completed less than 18 months previously and (b) completed after 1<sup>st</sup> October 2013 and before 30<sup>th</sup> September 2016.

A structure is “complete” when the building or part of the building which it forms is ready for occupation for the purpose it was constructed – unless a Completion Notice has been served, in which case it is the date specified in that notice.

“Wholly or mainly comprised of qualifying new structures” means more than half. This policy is not intended to cover refurbishments – but instead it is intended to cover substantial structural constructions, so those built on existing foundations or around a retained façade will qualify. For splits, mergers and changes to existing hereditaments, the same tests will apply i.e. the property must be wholly or mainly comprised of new structures completed within the necessary timeframe.

Under this discretion, applications can be backdated to 1<sup>st</sup> October 2013.

At the end of the 18 month period the funding of the relief will end. If the property continues to be unoccupied, rates will then be payable in accordance with s45 of the Local Government Finance Act 1988.

### **3.2 Retail Relief – 2014/15 and 2015/16 financial years**

Shops, restaurants, cafes and drinking establishments with a rateable value of £50,000 or less will be eligible for retail relief during 2014/15 and 2015/16. The amount of relief to be granted for each qualifying property will be £1,000 in each year (but for smaller premises where the net rates liability is less than £1,000 then the maximum retail relief will be the net rates liability).

Ratepayers that occupy more than one property will be entitled to relief for each of their eligible properties, up to State Aid limits.

A new property created by split or merger, or where there is a change of use, will be eligible to receive the relief.

Under this discretion, applications can be backdated to 1<sup>st</sup> April 2014.

This discretion is automatic providing the rate payer meets the criteria.

### **3.3 Reoccupation Relief for retail premises – 2014/15 and 2015/16 financial years**

50% rate relief will be given during 2014/15 and 2015/16 for 18 months from the date the premises become occupied as long as that date falls between 1<sup>st</sup> April

2014 and 31<sup>st</sup> March 2016, subject to the premises remaining occupied. There is no rateable value limit on this relief, either in the previous or reoccupied use.

The 50% relief is given on the net liability after any mandatory or other discretionary relief (other than retail relief) is given, up to State Aid limits.

To qualify under this policy the property must;

- when previously in use, have been used wholly or mainly for retail purposes as defined in Appendix A
- have been empty for 12 months or more immediately before their reoccupation
- have become reoccupied between 1<sup>st</sup> April 2014 and 31<sup>st</sup> March 2016
- be being used for any use (i.e. not just retail use) but not as a betting shop, payday loan shop or pawnbroker

Under this policy, applications can be backdated to 1st April 2014.

Where a new property has been created by a split or merger of previous properties, the new property will be eligible for the Reoccupation Relief where at least half of its floor area is made up of retail premises that have been empty for 12 months or more.

Where a property in receipt of Reoccupation Relief splits or merges to form new properties, the new properties will not be eligible for the remaining term of Reoccupation Relief.

Where a property in receipt of Reoccupation Relief becomes unoccupied for any period of time less than 12 months, it will not be eligible for any further Reoccupation Relief on occupation. However, if a property that has previously received Reoccupation Relief becomes empty for 12 months or more it will be eligible for up to an additional 18 months Reoccupation Relief if criteria are met.

Noted at Appendix 2 is details of retail premises that have been empty for more than 12 months.

### **3.4 Flood Support relief – 1<sup>st</sup> December 2013 to 31<sup>st</sup> March 2014 only**

100% **business rates** relief will be provided for three months where the following conditions are met;

- i) The flood was caused by adverse weather conditions, not for example by failure of a water main, an internal water system or a sewerage system

(unless the failure of the sewerage system was itself caused by adverse weather conditions)

- ii) The business activity undertaken at the property was adversely affected as a result of the flooding
- iii) The rateable value is under £10 million.

Very small or insignificant impacts are not eligible, will be ignored and no relief will be granted.

The three months relief will be given starting on the day the above criteria were met, and will apply irrespective of how long the adverse impact of the flooding lasts.

Where a property has been flooded more than once, only one period of three months relief will be granted.

Ratepayers that occupy more than one property will be granted relief under the policy for each of their eligible properties.

**Re-occupation relief – summary of eligible properties as at 01.09.2014**

	Number of properties	Rateable Value (£)
Total number of empty properties	498	6,012,996
Number of empty retail properties	129	2,952,330
Number of eligible properties (i.e. retail properties empty for more than 12 months as at 01.09.2014)	63	1,884,800

**Breakdown of eligible properties**

Category	Total	Number by Street	Rateable Value(£)
Pubs and clubs	9	3 Rural area 2 Botchergate 1 London Road 1 Lowther Street 1 Wigton Road 1 West Walls	315,500
Petrol stations	1	1 London Road	27,500
Cafes and restaurants	5	1 Rural (Brampton) 2 Earls Lane 1 Lonsdale Street 1 Devonshire Street	57,150
Shops	29	2 Rural area 1 Abbey Street 2 Botchergate 3 Earls Lane 1 Cecil Street 1 Chapel Street 1 Citadel Station 2 Denton Street 1 Devonshire Street 1 Viaduct Estate Rd 6 English Street 1 The lanes 1 Carlyle's Court 2 London Road 1 Lowther Street 1 Petteril Street 1 Shaddongate 1 Wood Street	608,300
Hairdressers	3	1 Lonsdale Street 1 Salisbury Road 1 Warwick Road	14,350
Showrooms	3	1 Parkhouse 2 St Nicholas	862,000
Undergoing alteration (may be eligible when brought back into use)	13	6 Rural area 1 Bridge Street 1 Newtown Road 1 Wilfred Street 1 English Street 1 Warwick Road 1 Cecil Street 1 Shaddongate	0
<b>Total</b>	<b>63</b>		<b>1,884,800</b>

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## **EXCERPT FROM THE MINUTES OF THE EXECUTIVE HELD ON 13 OCTOBER 2014**

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### **EX.110/14    DISCRETIONARY RATE RELIEF POLICY AMENDMENTS** (Non Key Decision)

**Portfolio**     Finance, Governance and Resources

**Relevant Overview and Scrutiny Panel**     Resources

#### **Subject Matter**

The Finance, Governance and Resources Portfolio Holder reported (RD.32/14) that the Council had the discretion to provide both mandatory and discretionary rate relief for charities and non profit organisations. The Council's current Policy had been agreed by Council on 10 January 2012.

The Portfolio Holder informed Members that the Council had recently been granted the discretion to grant rate relief (NNDR) in respect of the following categories which met certain conditions:

- i)     New Build Empty Properties
- ii)    Retail Relief
- iii)   Reoccupation Relief for Retail Premises
- iv)    Flood Support Relief

No new regulations were to be issued for any of those initiatives, but instead they were to be granted using discretionary rate relief powers under S47 of the Local Government Finance Act 1988. Central Government would fully reimburse Local Authorities for the local share of the discretionary relief (using a grant under S31 of the Local Government Act 2003), and expected Local Authorities to grant the relief to qualifying ratepayers.

The award of relief under those new categories was a temporary measure, the appropriate dates being as follows:

- i)     New Build Empty Properties – 1 October 2013 to 30 September 2016
- ii)    Retail Relief – 2014/15 and 2015/16 financial years
- iii)   Reoccupation Relief for Retail Premises – 2014/15 and 2015/16 financial years
- iv)    Flood Support Relief – originally 1 December 2013 to 31 March 2014, but now extended into 2014/15

The Portfolio Holder drew attention to Section 2 which provided details of the new categories of business premises and eligibility for relief. He added that the proposal tied in with the Executive's vision and priorities of working more effectively with partners; and supporting business growth and tourism.

The Finance, Governance and Resources Portfolio Holder then moved the recommendation that the Council's current Discretionary Rate Relief Policy (Appendix 1) be extended to cover the award of relief under the new categories.

The Leader seconded the recommendation.

**Summary of options rejected**    Not to extend the current Discretionary Relief Policies to cover the award of relief under the new categories

## **DECISION**

That the Executive:

1. Had considered the proposed additions to the City Council's Discretionary Rate Relief Policy, as set out in Appendix 1 to Report RD.32/14, covering the following business premises:
  - i. New Build Empty Properties discretion
  - ii. Reoccupation Relief for Retail premises
  - iii. Flood Support Relief

before recommendation to the Resources Overview and Scrutiny Panel, prior to coming back to the Executive for recommendation to Council.

2. Noted that the cost of such relief was met by Section 31 Government Grant.

## **Reasons for Decision**

To enable the current Rate Relief Policy to be updated to include new discretions to grant rate relief

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## **EXCERPT FROM THE MINUTES OF THE RESOURCES OVERVIEW AND SCRUTINY PANEL HELD ON 30 OCTOBER 2014**

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### **ROSP.63/14      DISCRETIONARY RATE RELIEF**

The Director of Resources presented Report RD.32/14 which related to proposed Discretionary Rate Relief Policy Amendments.

The Executive had considered the new discretions at their meeting held on 13 October 2014 and decided:

“That the Executive:

1. had considered the proposed additions to the City Council’s Discretionary Rate Relief Policy, as set out in Appendix 1 to Report RD.32/14, covering the following business premises:

- i. New Build Empty Properties discretion
- ii. Reoccupation Relief for Retail premises
- iii. Flood Support Relief

before recommendation to the resources Overview and Scrutiny Panel, prior to coming back to the Executive for recommendation to Council.

2. Noted that the cost of such relief was met by section 31 Government Grant.”

The Director of Resources reported that the Council had the discretion to provide both mandatory and discretionary rate relief for charities and non profit organisations. The Council’s current Policy had been agreed by Council on 10 January 2012.

The Director informed Members that the Council had recently been granted the discretion to grant rate relief (NNDR) in respect of the following categories which met certain conditions:

- i) New Build Empty Properties
- ii) Retail Relief
- iii) Reoccupation Relief for Retail Premises
- iv) Flood Support Relief

No new regulations were to be issued for any of those initiatives, but instead they were to be granted using discretionary rate relief powers under S47 of the Local Government Finance Act 1988. Central Government would fully reimburse Local Authorities for the

local share of the discretionary relief (using a grant under S31 of the Local Government Act 2003), and expected Local Authorities to grant the relief to qualifying ratepayers.

The award of relief under those new categories was a temporary measure, the appropriate dates being as follows:

- i) New Build Empty Properties – 1 October 2013 to 30 September 2016
- ii) Retail Relief – 2014/15 and 2015/16 financial years
- iii) Reoccupation Relief for Retail Premises – 2014/15 and 2015/16 financial years
- iv) Flood Support Relief – originally 1 December 2013 to 31 March 2014, but now extended into 2014/15

Section 2 of the report provided details of the new categories of business premises and eligibility for relief.

With regard to flood relief the Director of Resources advised that the Government had given rate relief to a number of businesses during flooding last winter. However none of the businesses affected was within the Carlisle District.

The Director of Resources advised that the Council had a policy of not charging rates to charities and sports clubs and had added empty properties to that list.

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

- *Why was Retail Relief missing from the list of recommendations?*

The Director of Resources explained that £1,000 Retail Rate relief was automatically granted and if a business applied for rate relief and did not qualify there would need to be a valid reason and the matter would be considered by the Executive. Businesses within the other three categories would have to apply for Rate Relief.

The Finance, Governance and Resources Portfolio Holder advised that the growth in the economy was not so evident in the north and therefore it was important to promote the rate relief and open it up to small businesses. The calculations were complex and if there was a dispute the matter would be referred to the Executive. The Portfolio Holder hoped that the rate relief would lead to empty shops being filled.

The Director of Resources confirmed that there would be no cost to the Council who had always had the power to waive rates but that had been a cost to the Council in the past. The new legislation meant that a developer had eighteen months from completion of premises before rates would be required.

- *There were a high number of empty properties on Botchergate. Was there a period of concession for businesses?*

The Director of Resources explained that the premises had to be empty for a year to qualify for rate relief. Some businesses moved equipment and items into a shop for a few weeks then removed them again so they would qualify again for rate relief.



- *Was the Council confident that there was enough staff and empathy to help new businesses?*

The Director of Resources advised that Officers were being proactive and if a business qualified for rate relief they would be contacted and advised and an officer would help with the completion of the necessary forms. The Deputy Chief Executive had taken responsibility to help to promote the City Centre economy.

- *In the past businesses in rural areas would have received 50% rate relief. Things had progressed since then.*

The Director of Resources explained that the City Council would have been responsible for meeting that rate relief.

RESOLVED: 1. That report RD.32/14 – Discretionary Rate Relief Policy Amendments – be noted.

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## **EXCERPT FROM THE MINUTES OF THE EXECUTIVE HELD ON 10 NOVEMBER 2014**

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### **EX.131/14    DISCRETIONARY RATE RELIEF POLICY AMENDMENTS** (Non Key Decision)

**Portfolio**      Finance, Governance and Resources

**Relevant Overview and Scrutiny Panel**      Resources

#### **Subject Matter**

Pursuant to Minute EX.110/14, the Finance, Governance and Resources Portfolio Holder reported (RD.40/14) that the Council had the discretion to provide both mandatory and discretionary rate relief for charities and non profit organisations. The Council's current Policy had been agreed by Council on 10 January 2012.

The Portfolio Holder reminded Members that the Council had recently been granted the discretion to grant rate relief (NNDR) in respect of the following categories which met certain conditions:

- i)      New Build Empty Properties
- ii)     Retail Relief
- iii)    Reoccupation Relief for Retail Premises
- iv)     Flood Support Relief

No new regulations were to be issued for any of those initiatives, but instead they were to be granted using discretionary rate relief powers under S47 of the Local Government Finance Act 1988. Central Government would fully reimburse Local Authorities for the local share of the discretionary relief (using a grant under S31 of the Local Government Act 2003), and expected Local Authorities to grant the relief to qualifying ratepayers.

The award of relief under those new categories was a temporary measure, the appropriate dates being as follows:

- i)      New Build Empty Properties – 1 October 2013 to 30 September 2016
- ii)     Retail Relief – 2014/15 and 2015/16 financial years
- iii)    Reoccupation Relief for Retail Premises – 2014/15 and 2015/16 financial years
- iv)     Flood Support Relief – originally 1 December 2013 to 31 March 2014, but now extended into 2014/15

The Portfolio Holder drew attention to Section 2 which provided details of the new categories of business premises and eligibility for relief. He added that the proposal demonstrated the Executive's vision and priorities of working more effectively with partners; and supporting business growth and tourism.

The Resources Overview and Scrutiny Panel had considered the matter on 30 October 2014 and resolved "That report RD.32/14 – Discretionary Rate Relief Policy Amendments – be noted."

A copy of Minute Excerpt ROSP.63/14 had been circulated.

The Chairman of the Resources Overview and Scrutiny Panel confirmed that he had nothing further to add.

The Finance, Governance and Resources Portfolio Holder concluded that this was indeed a good news story. He then moved the recommendation that the Council's current Discretionary Rate Relief Policy (Appendix 1) be extended to cover the award of relief under the new categories.

The Leader seconded the recommendation.

**Summary of options rejected**    Not to extend the current Discretionary Relief Policies to cover the award of relief under the new categories

## **DECISION**

That the Executive:

1. Had considered the proposed additions to the City Council's Discretionary Rate Relief Policy, as set out in Appendix 1 to Report RD.40/14, covering the following business premises:
  - i. New Build Empty Properties discretion
  - ii. Reoccupation Relief for Retail premises
  - iii. Flood Support Relief

together with the observations of the Resources Overview and Scrutiny Panel, and recommended the report to Council.

2. Noted that the cost of such relief was met by Section 31 Government Grant.

## **Reasons for Decision**

To enable the current Rate Relief Policy to be updated to include new discretions to grant rate relief



# Report to Council

**Agenda  
Item:**  
  
**15(ii)**

Meeting Date: 6th January 2015  
Portfolio: Culture, Health, Leisure and Young People  
Key Decision: Yes: Recorded in the Notice Ref:KD22/14  
Within Policy and Budget Framework YES  
Public / Private Public

Title: TULLIE HOUSE BUSINESS PLAN  
Report of: The Deputy Chief Executive  
Report Number: SD01/15

## **Purpose/Summary:**

This report presents the Tullie House Museum and Art Gallery Trust 2015 - 2018 Business Plan.

The purpose of this report is to allow consideration of the Business Plan in order that the Council may approve core funding for the Trust. This is in line with Section 5 of the Partnership Agreement signed at the establishment of the Trust that the Business Plan submitted by the Trust to the City Council should be used as the basis agreeing funding.

## **Recommendations:**

Full Council is asked to:

- (i) approve the Tullie House Business Plan for 2015 – 18;
- (ii) approve Carlisle City Council's grant allocation (in line with 2015/16 budget proposals) to the Tullie House Trust in respect of core funding for the period 2014-15

## **Tracking**

Executive:	<b>15<sup>th</sup> December 2014</b>
Overview and Scrutiny:	<b>25<sup>th</sup> November 2014</b>
Council:	<b>6<sup>th</sup> January 2014</b>

## **1. BACKGROUND**

- 1.1** The Council on 14th December 2010 approved the principle of establishing a new Charitable Trust to run the Tullie House Museum and Art Gallery. Tullie House Museum and Art Gallery transferred from Carlisle City Council to an independent company on 5th May 2011.
- 1.2** The partnership agreement between Tullie House Trust and Carlisle City Council states that the core funding for future years granted from the Council to the Trust is set following consideration of a business plan submitted annually by the end of October.
- 1.3** This report presents the Tullie House Business Plan for the period 2015/16 through to 2017/18.

## **2. PROPOSALS**

- 2.1** Full council are asked to review the business plan ahead of confirming Core Funding levels for 2015/16 and proposals for funding for the following two financial years.
- 2.2** Full Council are also asked to consider the views and input of the Council's Community Overview and Scrutiny Panel and Executive (contained within the minute excerpt of their meetings on 25<sup>th</sup> November 2014 and 15<sup>th</sup> December 2014 respectively)

## **3. CONSULTATION**

- 3.1** As outlined above both the Executive and Community Overview and Scrutiny Panel's have now considered the contents of the proposed Business Plan.

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

- 4.1** The recommendations allow this report, the associated Business Plan and core funding to be approved in line with the Partnership agreement.

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

- 5.1** "We will develop vibrant sports, arts and cultural facilities, showcasing the City 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:**

**Chief Executive's -**

**Deputy Chief Executive –**

**Economic Development –**

**Governance** – The agreement between the Council and Tullie House Museum & Arts Gallery Trust requires that, as part of the grant funding process, the Trust submit a business plan for approval.

**Local Environment –**

**Resources** - The MTFP assumes provision for the core funding of the Tullie House Trust in accordance with the Partnership and Funding agreement. A reduction in core funding in 2015/16 of £250,000 has been assumed in the MTFP which is also reflected in the Trust's Business Plan. Other issues requiring clarification include the tender exercise for the provision of central services. There are proposals to further reduce the grant by £214,000 in future years.

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## 1 INTRODUCTION

This, the fourth business plan to be prepared annually by the Tullie House Trust, covers the three years from 2015/16 to 2017/18. We aim, over the next 3 years, to maintain our current strong financial position and realise our ambitious strategic vision, whilst absorbing the reduction of £250k to our Core Funding from Carlisle City Council, by:

- Introducing and establishing a strong membership base and forging new relationships with other funding sources;
- Building on the strength of our collections and expertise to increase our business-generated income to cover our core costs; and
- Maintaining a culture of rigorous financial control.

The impending reduction in the City Council's grant means that we have put more focus on resources – income generation, cost management and changing the ways we do things. This needs to be achieved alongside our ambition to proceed with a major capital development plan for Tullie House, Cumbria's 20:20 Museum.

In July 2014 the Arts Council informed the Trust that the Cumbria Museums Consortium application for Major Partner Museum funding had been successful. The Arts Council requires Tullie House Trust provide an agreed Activity Plan for the Consortium for 2015-18, an Equality Plan and an Audience Development Plan by February 2015, before funding is released.

### 1.1 Strategic themes

The strategic themes underpinning the business plan, which provide the broad framework for the Trust's activities and actions for the next three years, were set out in detail in last year's plan and have been carried forward from this. They are:

**Collections** - developing and making the collections more accessible and relevant to audiences.

**Audiences** - using collections to extend our reach by developing existing and new audiences.

**Resources** - staff development, business development and generating income.

#### Abbreviations

ACE – Arts Council England  
CBDC- Cumbria Biological Data Centre  
HAH- Herbert Atkinson House  
HLF – Heritage Lottery Fund  
MPM – Major Partner Museum  
GEM – Group for Education in Museums  
LGBT – Lesbian, Gay, Bisexual & Transgender  
CMC – Cumbria Museums Consortium

## 2 HIGHLIGHTS OF 2014/15

253,235 people visited Tullie House in 2013/14, exceeding our target of 242,000 by 4.64%. In the current year 2014/15 there has been a varied exhibitions and learning programme aimed at diverse audiences, with a particular focus on children and young people. The visitor target for 2014/15 is 247,500.

*Mechanical Circus*, displayed in a fairground atmosphere, presented a combination of the mechanical pieces of the Cabaret Mechanical Theatre and the scientific tricks, toys and spectacular experiments of the Museum Boerhaave – the Netherlands state museum of science and medicine. This was the UK premier of this innovative exhibition. It had a total of 12,672 visitors, including 3895 school groups, and received excellent media coverage.

*Richard Slee: Work & Play* was a retrospective of the internationally acclaimed, Carlisle-born ceramicist. This major exhibition, and supporting publication funded through the Arts Council's Grants for the Arts programme, was initiated by Tullie House. The exhibition is currently being marketed to tour from 2015 onwards - a first for Tullie House, and may be shown as part of the Venice Biennial in 2016.

Other 2014/15 exhibitions have included Martin Greenland's *Second Novels* of unconventional landscape paintings; *Worn to be Wild*, a contemporary costume exhibition based on wildlife, enhanced with items from the Tullie House Natural Science collection; *War Games* from the V&A Museum of Childhood with loans from the Imperial War Museum, the Museum of London and the Nuremberg Museum; and *Anslem Kiefer*, a partnership with the Tate under the banner of their *Artists' Rooms* programme. 2014 will also see the launch of the exciting new ideas incubator, *The Shed* – this flexible audience-led approach to programming and interpretation in the museum's Exhibition Gallery will pilot ideas for engagement to support the *Cumbria's 20:20 Museum* interpretation strategy. The space promotes new ways of working and opens up opportunities for staff and audience engagement to identify new exhibition potential for the future. Projects programmed include 'Remembrance 100'; 'One day in Cumbria'; 'Great Art Quest'; 'Roman Photobomb'; 'Life, Laws and Legacies: Tudor Carlisle in Modern Perspective.'

Tullie House Museum and Art Gallery Trust led a successful bid to the Arts Council for Major Partnership Museum (MPM) funding for the Cumbria Museums Consortium (CMC) for 2015-18. The Cumbria Museums Consortium is a partnership between Tullie House Trust, the Wordsworth Trust and Lakeland Arts. The Arts Council announced the award in July. Funding of £3,135,495 (£911,000 is allocated to Tullie House) over three years will allow the three museums in the consortium to maintain and develop their successful programme of exhibitions, collections development and innovative engagement work with diverse audiences. The last encompasses the apprenticeship scheme and work with community groups, including working with people with dementia, children and young people. The award provides an opportunity to work with the other museums and the

**Business Plan 2015/16 to 2017/18**

cultural sector in Cumbria, as well as develop national and international partnerships. Arts Council England stated that the CMC programme of work made an important contribution to their goals of 'great art and culture for everyone and to the national portfolio of major partner museums'.

Tullie House Museum and Art Gallery Trust is the Cumbria Tourism Large Visitor Attraction of the Year for 2014. The judges were impressed with Tullie House's high standards of facilities, general information, interpretation and presentation. A "mystery visitor" reported on the outstanding levels of customer service throughout their visit to Tullie House. The winner needed to be of a high standard and responsive to the needs of visitors with disabilities, as well as demonstrate strong links with the local community. All Cumbrian winners will be invited to represent the county at the national Visit England Awards ceremony in early 2015.

Tullie House was also longlisted for the Daily Telegraph Kids in Museums Awards and won awards from Carlisle Living and Golden Apple Awards during the course of the year.

Following the refurbishment of the Function Room in 2013/14, the retail area in the atrium of Tullie House has been upgraded. There has also been investment in improving the range and quality of the stock in the shop.

A new membership scheme will be launched on 1st December 2014. The Head of Fundraising is working with the Friends to ensure the membership scheme proposed is appropriate and encourages existing Friends to transfer their membership to the Trust. This scheme will be launched alongside the Corporate Membership Scheme.

### **3 COLLECTIONS: Developing and making the collections more accessible and relevant to audiences**

#### **3.1 Cumbria's 20:20 Museum**

Cumbria's 20:20 Museum is a transformational capital development project. To create a 21<sup>st</sup> century museum of national quality, that positions people and collections at the heart, as it delivers a dynamic and relevant contemporary cultural offer. The project will help regenerate Carlisle and be a flagship for the county. It will provide a vibrant and proactive centre for heritage and the arts in Cumbria, as well as make a major contribution to the city's cultural Quarter.

This is an ambitious project and the competition is strong for major grant funding from the Heritage Lottery Fund (HLF). If successful, the Trust will need to identify the resources to deliver the development phase of the project. A budget of £1m has been identified for the 18 month development phase. The bid will be accompanied by a Project Business Plan, which will link with this Business Plan.

The 20:20 Museum Development Project focuses on three core objectives. These are:

##### **Accessibility**

- Present collections in a manner accessible to a diverse range of demographics
- Develop a stimulating learning environment that pays particular attention to creating a sense of Cumbrian identity
- Enhance the collections' accessibility through the use of storylines and strong themes, drawing on a multitude of resources and media
- Strengthen museum infrastructure for an enhanced visitor experience

##### **Forging stronger local ties**

- Establish the Museum at the heart of Carlisle's emerging Cultural Quarter
- Develop connections with Cumbria's wildlife through the collections and the Cumbria Biodiversity database, to extend the visitor experience into the natural environment
- Engage with the community to develop and inform the museum's developments, expanding the Museum's visiting public beyond its traditional demographics

## Development and sustainability

- Exploit the full potential of the Museum's collections
- Create flexible, high-quality exhibition spaces that can be adapted to future needs
- Create a more sustainable and resilient Museum, particularly by developing the skills of staff apprentices and volunteers

An application to the Heritage Lottery Fund (HLF) will be submitted in November 2014. Their response will be known in May 2015. If successful the Development Phase would then commence immediately, starting with a public engagement and consultation programme and a full architectural competition.

### 3.2 Collaborations and partnerships that promote and enhance Tullie House's reputation

#### 3.2.1 Carlisle City Council

Carlisle City Council is our key partner and the Trust is working closely with the City Council in the preparation of the development plan Cumbria's 20:20 Museum. Meetings are taking place with Council Members and Officers to discuss the development plan, planning issues and the acquisition of properties such as Herbert Atkinson House, 6-16 Castle Street and adjacent premises in Abbey Street.

Discussions are underway with the City Council on outsourcing of Tullie House's central charges, including Human Resources, ICT and Health and Safety. Payroll was outsourced in October 2014. There are opportunities in 2015/18 for the Trust and the City Council to work together on developing Carlisle's tourism offer and the Historic Quarter.

In preparing the Business Plan the Trust appreciates the continued support of Carlisle City Council. The Trust prepares regular reports for the Council's Portfolio Holder. Performance indicator information is provided by the Trust for the Council's quarterly monitoring meetings.

#### 3.2.2 National and International partnerships

The British Museum Partnership has developed over the past five years from the Roman Frontier Gallery, through touring the Crosby Garrett helmet, to learning programmes such as Collections Conversations and Talking Objects. We are investigating opportunities to develop spotlight loans over the next three years with the support of the Cumbria Museums Consortium Collections Access posts.

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The Trust is exploring a partnership with the Xuzhou museums group in Jiangsa Province of China through the Major Partner Museum (CMC) funding. This funding and the new posts will help establish and develop international partnerships. Income opportunities for touring exhibitions will be further investigated over the next three years.

### **3.2.3 Local and Regional partnerships**

The Trust works with a number of local and regional partners including the University of Cumbria, University of Lancaster and the University of Newcastle. Building on the links with the Carlisle Pageant, the Trust is developing a partnership with the University of Glasgow.

There is general concern that the closure of the Hadrian's Wall Trust will have a negative effect on related visitor attractions working together. However a proposed joint major exhibition of Roman Parade Armour in 2018 with Tyne and Wear Museums will link with visitor attractions along the Wall.

The Major Partner Museum funding for 2015-18 means working across Cumbria with partners Lakeland Arts and Wordsworth Trust, Cumbria Learning Networks, Curious Minds, North West Development and the Cumbria Museums Forum. Tullie House needs to be leading by example and there is a capacity issue in delivering such an ambitious programme.

The Friends of Tullie House has been an important partner and Tullie House has been dependent on the support and generosity of this group. Recent joint initiatives include the support the Crosby Garrett Helmet exhibition and the purchase of a geologically important Spar Box.

The Cumbria Biodiversity Data Centre (CBDC) which is part of Tullie House Trust relies on a number of strategic and financial partnerships. CBDC would not be able to function without the support of the County and District Councils, the Environment Agency, Natural England and a range of other ecology-based organisations.

### **3.2.4 Major Partner Museum**

The Cumbria Museums Consortium has been offered £1,045,165 each year for 2015/16 to 2017/18 for the proposed programme as set out in the bid. Tullie House Trust is the lead organisation for this ambitious programme. The Arts Council have indicated that they are impressed with the work of the Consortium and with the new bid and expect Tullie House Trust to take a strong leadership role, not only within Cumbria but also nationally. The Apprenticeship scheme, for example, has received regional recognition and we will develop it over the next three years.

There is an emphasis in the new programme on Excellence, Audiences and Children and Young People, supported by Resilience and Leadership. The CMC Project Manager will work closely with the MPM partners, Lakeland Arts and Wordsworth Trust. The new programme includes:

- Highlight loans to Cumbrian museums

**Business Plan 2015/16 to 2017/18**

- International touring to China
- Intergenerational community programmes
- A national conference on rural leadership
- Continuing the Apprenticeship programme
- Treasures of Cumbria initiative.

The Trust will need to ensure that it has the capacity to deliver the Major Partner Programme, in addition to the Development Plan if the Heritage Lottery application for Cumbria's 20:20 Museum is successful.

**Acquisitions**

The Acquisitions and Disposal Policy (Collections Development Policy) will be revised and presented to the Trust Board in 2015. A dedicated Acquisitions Budget of £25k has been established for Collections within Reserves for new acquisitions.

**Designation**

It is intended to submit an application in 2015 to the Arts Council for Designation. A designated collection is "a pre-eminent collection of national or international importance". The Trust's bid will be focussed on the natural sciences collections. Preparatory discussions are being held with the Arts Council and staff at Tullie House regarding the bid.

Taken as a whole the Lakeland Natural Science Collections at Tullie House Museum is a unique and invaluable resource for environmental studies of a particularly significant area of England in terms of its natural heritage. Our very strong regional focus, high quality data and continuity of collecting across the broad spectrum of natural science disciplines is unsurpassed in UK museums and this, coupled with the pre-eminence of Cumbria for biodiversity, makes the collections of national significance.

There are currently 140 designated collections held by organisations across England. The benefits of Tullie House Trust receiving Designated Status for the natural sciences collections would be:

- Enhanced ability to raise funds to support collections
- Added profile-raising at national level through promotional material and press coverage
- A focus for advocacy and awareness raising.

#### 4 AUDIENCES: Using the collections to extend our reach by developing new and existing audiences

**4.1** A visitor survey carried by Morris Hargreaves MacIntyre in 2013 found that 32% of our visitors were local and from Carlisle, 21% from Cumbria and the border counties, 40% from the UK outside the North West and 7% from overseas. 64% of visits were made by visitors who had been to Tullie House in the past and the majority had visited within the last 12 months. 48% of visits were made by visitors aged 55+ and 20% of visits were made by visitors under the age of 16. 26% of visits were made by visitors in family groups.

The Tullie House website was the single most commonly cited way of finding out about Tullie House (14%), followed by recommendations by a friend and posters, boards and banners outside the building (11%). 16% of visitors from wider Cumbria and the border counties mentioned having seen or heard Tullie House on TV or radio. What's On guides were seen by 9% of visitors. 98% of visitors found the overall experience excellent or good and 96% rated the visit good value for money.

The Trust is preparing an Audience Development Plan for 2015-18, as part of the Major Partner Museum Programme. This Plan will also be a part of the bid to be submitted to the Heritage Lottery Fund for the Cumbria's 20:20 Museum project. Visitor surveys, feedback and evaluation will need to be continued over the next three years. The Audience Development Plan will help the Trust understand its audiences in a "segmented" way and plan for different audiences in different ways. It involves programming, marketing, communications, education and environment.

Our research indicates that the current main audiences at Tullie House are:

- **Families** with children (learning or fun) – structured activities, child friendly facilities, quick win entertainment, information and value. Research showed that last year 52% of visits to Tullie House were made by families with children.
- **Local People** (regular users) – These are usually Tullie Card holders. This group requires a changing and varied programme of exhibitions, events and free exhibitions.
- **Over 60's** – this group want informative events and activities in the galleries, good facilities in the restaurant and galleries as well as easy access and a friendly welcome.

An individual visitor may span the different audience segmentations depending on the group they are visiting with and why they are visiting. In addition to these main audience types Virtual Visitors and schools/educational establishments are also a key target audience

Our marketing and promotion is linked to a drive time of 1.5 hours. This includes Newcastle to the East, Lancaster to the South, all of Cumbria and the Border region of Scotland.



## **Business Plan 2015/16 to 2017/18**

Due to the proposed reduction in the grant from Carlisle City Council from April 2015 there will be a reduction of £15,000 in the Marketing budget, which will impact on advertising in the media coverage, the What's On Guide.

### **4.2. Market research and evaluation**

Ongoing market research and evaluation informs the planning of activities. The Arts Council MPM funding provides the opportunity for regular visitor market research across the CMC. Questions are asked to find out who our visitors are and how they behave. This includes their profile, what motivated them to visit (advertising, social media, website etc), what they specifically came to see, how much they enjoyed their visit and if they would recommend Tullie House to their friends and family. The data obtained enables the Marketing Team to target specific audiences and use appropriate promotion. Other forms of secondary research are carried out, for example: short in house surveys, online and Standpoint (an in-house visitor survey point).

Evaluation is carried out of specific exhibitions, events and projects. For example an evaluation of the award winning Roman Frontier Gallery was commissioned to assess the impact of the exhibition, the collections and interpretation via visitor feedback, focus groups and surveys. This information informs future gallery developments and exhibitions. Evaluation of the Crosby Garrett Helmet exhibition identified how the "spotlight" exhibition model was so successful for Tullie House. We are therefore exploring ways of repeating this model at Tullie House and within the Cumbria Museums Consortium activity programme.

### **4.3. The temporary exhibition programme**

We aim to provide a balanced programme of exhibitions to attract our key target audiences. While the programme reflects the Tullie House collections (art, archaeology, social history and natural sciences) and their connecting themes, as well as the Trust's aims and objectives, it is designed to appeal to culturally-diverse audiences and maximise accessibility. It is often difficult to balance audiences with content, particularly when exhibition funding is hard to source. The Trust attaches importance to maintaining high standards of exhibition.

The Trust continues to develop an ambitious exhibitions programme. Three key seasons for our visitor groups have been identified; Feb-June (Educational with links to the National Curriculum), July- Sept (Family Friendly), Oct – Jan (Academic & Contemporary). We have diversified from a mainly contemporary art programme to engage new audiences targeting key hard-to-reach groups.

Exhibition programming will continue to build national and international partnerships, focus on income generation through admissions and retail, and strengthen links with our formal learning programme and the National Curriculum. Spotlight loans will further enhance the offer, either as stand alone displays or contributing to programmed temporary exhibitions.

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In 2015/16 the museum will stage *Treasures of Cumbria: A History of Carlisle in 10 Objects*, a historical and interactive exhibition based around objects within or related to the Tullie House collections. This summer exhibition will chart important developments which have shaped Carlisle as we see it today. It will be a cross departmental collaboration fusing academic knowledge with contemporary opinion and interaction. Tullie House will then show a retrospective of the work of Carlisle based artist and Illustrator *Paul Leith*.

In 2016/17 Tullie House looks forward to working for the first time with Seven Stories, the National Centre for Children's Books, on the touring exhibition *A Viking's Guide to Deadly Dragons with Cressida Cowell*. Other exhibitions will be *Carlisle at War*, a major Tullie House curated exhibition and *Percy Kelly*, a major exhibition of the work by this high profile local artist.

The temporary exhibition programme is under pressure, especially as a reduction of £5k has been identified within what was already a very tight annual budget. There is an ambitious programme of exhibitions in place although the present Tullie House exhibitions budget is only £23,485. The annual exhibitions budget for a local similar sized venue is over £100,000.

Wherever possible, external funding is sought for specific exhibitions. Work on the fundraising for exhibitions is a key area supported by the Head of Fundraising. The Arts Council's Grants for the Arts (G4A) Programme has previously been the main financial supporter of the temporary exhibitions programme providing funds of approximately £50k p.a. in recent years. However, G4A funding is only available for contemporary art, so the more the Trust mounts exhibitions to reach Tullie House's target audiences, the less support we will receive from this fund.

Further details of the proposed exhibition programme for the three years to 2016/17 is attached in Appendix B.

### 4.4 The learning programme

Formal and Informal Learning at Tullie have been supported by the Arts Council Major Partner funding from 2012 – 2015. Formal education visits (self-guided, mediated workshops and outreach sessions with primary and secondary pupils) have increased from 8308 in the academic year 2012-2013 to 9679 for 2013-2014. For the third year in a row we were long-listed for the Kids In Museums Family Friendly Award. Over the past year we facilitated over 430 Arts Awards; projects included a Mechanical Circus themed project with NACRO, a crime reduction charity, where 10 young people achieved their Bronze Arts Award qualification. During the next round of funding we will continue to develop on the learning work already in place and expand into new areas:

- Primary Schools – our Primary programme has not been in receipt of additional funding for a number of years, yet despite this continues to increase its numbers year on year and constitutes the vast majority of our formal education figures. We have also greatly increased our Arts Award participation figures: by September 2014 almost 500 primary school pupils will have achieved the Discover Arts Award. We will invest ACE funds into enhancing our

## Business Plan 2015/16 to 2017/18

offer by working with schools on bespoke projects focussing on outreach and self-guided visits, helping schools to achieve Arts Mark status and Arts Awards for their pupils

- Secondary Schools – by March 2015 a new website will have been developed that gives secondary pupils access to our collection. We will continue to add content to this website and advertise it to schools as a research tool to use in lessons, as well as develop outreach sessions themed around this resource.
- Family Friendly – we will continue to develop an outstanding provision for families, and will strive to be shortlisted for the Kids in Museum Award. Along with our partner CMC museums we will develop a Family Friendly Club, working on increasing ways that families engage with us digitally.
- Young People – Yak Yak group has developed a digital map that guides visitors to the city from the train station to the cultural quarter. The map features a free downloadable Tullie House app, which will allow the user access to videos about what there is to see at each point of interest, and some lesser known, unusual facts. Throughout the process the Yak Yaks have worked with professional drama facilitators, script writers and film makers to develop their skills and learn new techniques. This year, subject to funding, we will be running a long-term, in depth youth engagement programme as part of the Artist Rooms exhibition. We plan to set up a group of 10 young people, with the help of a student recruited from the University of Cumbria. The group will immerse themselves in the world of contemporary art and Anselm Kiefer, visiting the exhibition at the Royal Academy in London, producing creative responses to his work and creating exhibition tours for young people. We intend this group to retain their links with the museum and become young ambassadors for Tullie. If this style of engagement is a success we hope to continue our involvement with Artist Rooms by applying for a future exhibition and running another in depth engagement project with their target age group of 14 – 25 year olds.
- Adult Learning – a recent pilot for this programme demonstrated a clear demand for this type of in depth engagement with our collection for adults, and also that certain times of the year attract greater numbers than others. We will continue our Thursday Talks and Saturday Sessions strands from September – June every year ensuring that they increase their profitability year on year.

### 4.5 Digital technology

The Arts Council Major Partner Funding gives us the opportunity to work across Cumbria to deliver the innovative *Treasures of Cumbria* project over the next three years.

It is critical for the efficient running of Tullie House and to support Cumbria's 20:20 Museum, that there is investment in digital technology in the next three years. Further investment will need to be made in the website and the development of social media networking. In order to provide an efficient sales and marketing service to our customers, we need to invest in a new Customer Relationship Management (CRM) system.

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Tullie House's innovative use of gaming in secondary education has been featured in the Museums Journal and by GEM. We will continue this digital engagement with Secondary Schools by developing our collections access website. The site will allow pupils to research our collection via high quality images and specially designed labels that will cater for a range of abilities. Using Arts Council funding we will continue to add content to this site and develop outreach and in house self-guided sessions based around it.

**4.6 Community engagement**

Arts Council Major Grant funding has allowed us to work with a range of hard to reach audiences, including the LGBT community, and with a variety of community partners such as Prism Arts and OutREACH Cumbria. We have also developed collections based initiatives that aim to create a stronger connection between our visitors and the collection, including Object of the Month where visitors can vote on which object they would like to see showcased, and Alternative Labels where they can share their thoughts on objects in the galleries and have them displayed alongside our curatorial labels.

With the next round of ACE funding we will continue to develop our relationship with Prism who we see as a key strategic partner in our community engagement work. Each year we will develop one opportunity enabling diverse artists and participants opportunities to respond to and promote Tullie collections and exhibitions through a competitive commission and selection opportunity targeted at outsider / diverse artists, and identifying a piece within our collection or temporary exhibition programme. In 2015 we are commissioning Prism Arts to develop a high quality installation based response to the Artist Rooms exhibition, working with young disabled people exploring memory and identity. We will also revisit the dementia research project and explore how we can develop a sustainable partnership in this area of work. Lastly, we will hold a seminar (2016 TBC) potentially focussing on creativity and older people, building on the success of our Outside In conference in 2012.

OutREACH Cumbria recently submitted a successful HLF bid to work with Tullie House to create a collection, archive, exhibition and teaching materials that will generate a legacy for the future of Cumbria's LGBT community. This project will run from September 2014 – September 2016 and will be a key focus of our community engagement work.

We will also develop our fledgling partnership with the Cumberland Infirmary. Working with consultants and staff at the Infirmary, we will explore ways to give patients recovering in hospital access to our collection working with them on an evidence based programme that will demonstrate the impact environment can have on recovery.

**4.7 The volunteer programme**

Following the appointment of a part-time volunteer co-ordinator, our volunteer programme has evolved in terms of both scope and size. A volunteer policy has been implemented to support our commitment to the programme and to enable all stakeholders to understand the vision behind it.

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We currently have 41 volunteers registered for roles such as supporting events and activities, visitor surveys, collections and gardening. There is a page dedicated to volunteers on the Tullie House website advertising the programme with role specifications and application details.

A future volunteer initiative will be the Visitor Friend which will see volunteers support the work of our Front of House team in the atrium. They will act as ambassadors providing assistance and information to visitors who request it, assisting visitors in the queues at reception by answering questions and helping with the admission process, and promoting Tullie House, its activities and events in the City centre. We will also be involving volunteers in focus groups and special events. There will need to be further assessment of volunteer opportunities going forward and the potential to develop enhanced volunteering programmes across all sections of the museum.

## 5 RESOURCES: Organisation development, income generation and premises

### 5.1 Business efficiencies

In 2015/16 the City Council will be reducing its grant to the Trust by £250,000. In response to the reduction the Trust is:

- Working with all staff to identify business efficiencies
- Reviewing all budgets and reducing spend by £40k
- Investigating outsourcing of central services , with a view to making a saving of £10k
- As a last resort carrying out a reorganisation, which is likely to result in staff redundancies. The organisation cannot absorb the reduction without the need to realign the business needs of the Trust and this will require a fundamental appraisal of how we operate.

The Head of Fundraising has been appointed to support income generation for the Trust and is working in tandem with making the business efficiencies. Savings need to be made at a time when we are submitting a major capital application Cumbria's 20:20 Museum, as well as launching into a new three year Arts Council Major Partner Museum programme. It will have a major impact on the running of the organisation. Implications include:

- Potential redundancies and loss of staff will have a serious impact on the expertise and knowledge available for the day to day running of a successful museum service
- Loss of key staff will impact on our ability to manage a major capital bid
- Reduction in resources and staffing will impact on our capacity to initiate new projects
- Implementing savings will effect staff morale

There inevitably will be an impact on the services the Trust is delivering.

#### 5.1.1. Developing the Organisation

The Trust must remain ambitious and resilient at a time of change. Culture Change, a training and development programme has been introduced, which includes a training/coaching/mentoring programme in 2014/15 and beyond. It is a programme that will involve all staff and Trustees at Tullie House Trust. The Trust is committed to continuing to invest in the staff.

A staff reorganisation in April 2012 involved significant changes to staff roles and responsibilities. City Council's grant reductions in 2015/16 of £250k means there needs to be a further restructure of the organisation. This restructure will encourage new ways of working across the organisation, with the aim of developing an organisational culture that is more responsive and entrepreneurial. Staff at all levels have been involved in putting forward ideas for new ways of working, income generation and business efficiencies. During 2015/18 the Trust will review pay and reward policies which were inherited from the local authority.

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In 2015/16 the Trust will be recruiting CMC posts to deliver the new MPM activity programme for the next three years. The new posts are focussed on learning and collections development, but there will also be a new Commercial Development post to support income generation opportunities.

Dependent on the announcement of the HLF funding in May 2015, it is proposed to create a number of posts to support the Cumbria's 20:20 Museum project. These 20:20 posts will include a project manager.

The Culture Change staff development programme will continue into 2015/16. At present two staff are working towards the Association of Accounting Technicians qualification and three towards becoming Associates of the Museum Association. A member of the CBDC team is working towards a degree at Manchester University on data recording. Two members of staff are receiving training on coaching. This is a collaborative coaching programme initiated through a partnership with the City Council, County Council and the University. Front of house staff are receiving training in customer services.

The Trust recognises the importance of good internal communications and is always seeking to improve. Staff briefings are held monthly and are an important means of team building and communication. An Intranet has now been set up and will assist with improving internal communications. Personal Development Plans and an Appraisal programme have been established for all staff.

### **5.2 Premises**

#### **5.2.2 Herbert Atkinson House and adjacent properties**

The Trust has reached agreement with Carlisle City Council to occupy Herbert Atkinson House (HAH) which is adjacent to the main museum premises and critical to our plans for developing Tullie House. In last year's business plan we identified two projects to be incorporated into HAH:

- a natural history resource centre and
- a centre for the Cumbrian Museums Consortium

These will be implemented in 2014/15. The natural history resource centre will integrate the natural history resources of Tullie House with those of the Cumbria Natural History Society and the Cumbria Biodiversity Centre (CBDC), making them more accessible to a wider audience. The gardens of Herbert Atkinson House will become an 'outdoor classroom' for educational workshops. The CMC team will be based in Herbert Atkinson House.

The Trust will lease the building from Carlisle City Council on a peppercorn basis aligned with the 30 year header lease that corresponds to the existing Tullie House buildings. While we await the drafting of the lease a temporary licence has been agreed allowing the Trust to occupy the premises.



## **Business Plan 2015/16 to 2017/18**

Financial provision of has been identified by the Trust for preparing the building ready for occupation, and £30k for the annual running cost.

The longer term plan, subject to planning consents is for a new purpose-built accessible collections resource centre connected to the existing museum, which would be built on the land around and adjacent to Herbert Atkinson House. This is part of the Cumbria's 20:20 Museum project. The Trust is considering acquiring a property adjacent to Herbert Atkinson House.

### **5.2.3 Shaddon Mill**

The lease for Shaddon Mill, the main store for the museum's reserve archaeology and social history collections, ends in October 2016 and we are therefore currently working on an exit strategy. The initial phase of this strategy will be an audit on the reserve store contents to establish the exact requirements for both short term interim storage and our long-term aim to create an on-site integrated accessible resource in the grounds of Herbert Atkinson House.

### **5.2.4 The main Tullie House premises**

#### **5.2.4.1 Maintenance**

As a result of the overall grant reduction from the City Council there will be a reduction in the budget for internal maintenance. This will inevitably impact on the standards of maintenance.

#### **5.2.4.2 Art gallery**

As referenced in last year's business plan the Panelock 400 display system, a series of moveable and flexible panels used in the Art Gallery for temporary displays, is now beyond its useable life and must be replaced. This implementation will take place in June 2015. The initial budget cost £55,000 has been amended to reflect certain bespoke additions and inflation costs to £67,000.

#### **5.2.4.3 Learning spaces**

School class sizes are getting bigger and the Activity Room is becoming unfit for purpose. The education corridor is damp and there is plasterwork falling off the walls and ceiling. This is reducing our ability to adequately serve the needs of children / teachers / schools across Cumbria and impacting on our ability to generate income. We will need to reinvest in the education facilities prior to the major redevelopment.

### **5.3 Income generation opportunities**

There are a number of fundraising and income generating opportunities open to Tullie House. The following restricted and unrestricted funding sources will be focused on as key priorities for income generation during the 2015/18 business plan period.



## Business Plan 2015/16 to 2017/18

### Fundraising

- Grants
- Corporate membership and sponsorship
- Individual membership
- Legacy giving
- Online donations
- Events

### Income generation

- Admission charges
- Contract income
- Trading income
  - Catering
  - Retail

#### 5.3.1 Grants

Confirmed grants and funding bids include:

**ACE Major Partner Museum** Funding was confirmed on the 1<sup>st</sup> July for the Cumbria Museums Consortium Project, the total grant awarded is £3.1m of which Tullie House directly benefits from £911. This grant award covers April 2015 – March 2018 and will fund a number of staff posts and activities during this period.

**Heritage Lottery Fund** has funded a partnership application between the Tullie House and OutREACH Cumbria for £47,000. Tullie House will benefit from developing collections, joint marketing and volunteering opportunities on this project.

**DCMS/Wolfson** an application has been submitted to DCMS/Wolfson to update the current Vikings exhibition. The application is for £51,450 and if successful would relate to expenditure between April 2015 and March 2016.

**Heritage Lottery Fund Stage 1** submission for the 20:20 Capital Programme is being prepared. The application is likely to be for approximately £1million and will cover the development phase of the 20:20 programme from April 2015 – December 2016.

**Art Fund Treasure Plus** an application for Carlisle's Top Ten Objects exhibition has been submitted at the end of October 2014 for £9750. If successful the grant would fund expenditure during 2015.

**Big Lottery Fund** applications will be developed in line with Big Lottery Fund's current priorities with particular emphasis on public engagement and learning as well as capital refurbishment grants.

## **Business Plan 2015/16 to 2017/18**

**Grant-making** trusts will also be approached during 2015/16 to provide the matched funding required on the 20:20 project.

### **5.3.2 Corporate membership and sponsorship**

Tullie House is launching a Corporate Membership Programme in December 2014. There will be 3 membership rates: £500, £1000 and £2500 as the top rate. The corporate membership programme includes a range of benefits such as:

- Behind the scenes tours
- Business networking events
- Branding/marketing opportunities

All corporate members will have the opportunity to participate in additional corporate sponsorship opportunities such as:

- Exhibition and gallery sponsorship
- Learning and engagement sponsorship
- Collections conservation and acquisition

The launch of a corporate membership scheme is an important opportunity to engage new businesses with the work of the Trust. It will generate opportunities for unrestricted and restricted income.

### **5.3.3 Individual membership**

Tullie House will also be launching an Individual Membership Scheme in December 2014. Membership benefits include:

- 12 months free entry to Tullie House Museum and Art Gallery including all exhibitions
- Invitations to exclusive members only lectures and exhibition previews
- 2 guest passes for friends to join you at members behind the scenes events
- Priority advance booking of lectures/curator talks
- Priority notification of the latest 'What's On' guide to events
- 10% discount on shop purchases

Membership prices are:

- Individual: £25 annually
- Individual concession (students/senior citizens/armed forces/unwaged): £20 annually
- Joint (any two adults): £40 annually

## **Business Plan 2015/16 to 2017/18**

Children under 18 will continue to have free access to Tullie House, therefore no family membership rate is required. The cost of running the Tullie Card scheme continues to increase and needs to be assessed in light of the £250,000 cut in grant income from Carlisle City Council. The Trust wishes to review the Tullie Card in consultation with the City Council.

### **5.3.4 Legacy giving**

Legacy giving will be promoted throughout the business plan period. Legacy giving promotional material will be produced commencing with a new legacy leaflet and updated website information informing potential donors how to leave a legacy to Tullie House. Legacy giving is a long term funding strategy for Tullie House.

### **5.3.5 Online donations**

Lower level donations will also be encouraged via cash donation boxes within the museum and online donations. Tullie House will be listed on Just Giving and a range of projects promoted to the general public via the Just Giving website and Tullie House's own website. Online donations are an ideal way of supporting some of the smaller projects across all museum departments which require £500 - £5000 income.

### **5.3.6 Events**

Fundraising events will also be investigated as a potential new income source e.g. fundraising dinners, coffee mornings etc. Community fundraising will take place with local charities and community organisations; however it is not regarded as a priority income source during the business plan period.

### **5.3.7 Admission charges**

To align our admissions charges with other regional museums and visitor attractions admission prices from mid January 2015 for a day visit will be:

- Adult: £7 general museum admission + £3 exhibition charge = £10 if paid for separately or £9 reduced price for full access if purchased at the same time
- Concession: £5 general admission + £3 exhibition charge = £8 price if paid for separately or £7 if purchased at the same time
- Children are free.

This price point is comparable with other local and regional museums and will also help promote the new individual membership scheme. Admission income will be closely monitored during the business plan period and further price increases may be required. In addition promotional discounts such as 2 for 1 offers or 25% off will be used during low visitor number periods to maintain visitor income and footfall throughout these periods.

### 5.3.8 Contract income

The Head of Fundraising is working closely with the Programming and Curatorial Teams to identify new income generating opportunities via contract delivery, research, training, archive and cataloguing fees and image licences. This would be a new income source for Tullie House and could lead to further partnership opportunities with central government departments, the private sector, universities and research organisations.

### 5.3.9 Trading income

Commercial trading income currently represents around 14% of the Trust's total income of £1.4m and we remain focused on growing this income as an important way of increasing the Trust's generated funds. As part of this income strategy we will be recruiting for a new Commercial Development position in Q1 2015/16, funded by CMC. This role will be collections oriented with a commercial focus, working across all departments identifying and developing opportunities to generate trading revenue for Tullie. There is a need for greater exploitation of the potential that our significant assets present to ensure the long term sustainability of the Trust.

#### 5.3.9.1 Catering

The catering at Tullie House is contracted out to a third party company (Elior) whose three year contract expires 31<sup>st</sup> March 2016. Under this agreement the Trust will receive a minimum of £64,234 in 2015/16.

Increased competition and changing trends means the markets for special events and corporate functions remains tough. We are currently reviewing our strategies in both these areas and continue to work hard to provide a high quality flexible offering with innovative marketing to attract bookings.

#### 5.3.9.2 Retail

Shop retail income has experienced little growth over the last 3 years and has marginally underperformed in the first half of 2014/15. During Q3 2014/15 the Tullie House shop has been redeveloped to create a more exciting and enticing retail space. In conjunction with this the shop stock has been reviewed resulting in a number of new lines being introduced increasing relevance to the collections and allowing for higher margin products unique to Tullie House. Implementing these changes should drive sales revenue higher ensuring we attain budget this year and grow revenue in the coming years. This is reflected in shop budgets with a 15% uplift anticipated. We are continuing to explore synergies with our CMC partner museums for product offerings.

## 6 BUDGET COMMENTARY

There are several challenges facing Tullie House that impact directly on the budget setting process for this three year period, including the Carlisle City Council's grant reduction.

We have appointed a Head of Fundraising during 2014. It is unrealistic, however, to forecast that we will be able to attract unrestricted external funding that we can match against core expenditure, as donors are usually willing to donate only to specific projects paid for from restricted funds. In addition to our central costs we will always need to provide a certain level of core funding to the exhibitions programme, in order to match any funding we may be offered. Grants and funding for new areas of work, such as improvements to our current collections or new learning programmes will be focused on those programmes and matched by expenditure therein. We must focus on our unrestricted sources of funding - namely admissions income, the membership scheme and, crucially, commercial income generated by our Trading Company - to supplement our funding from Carlisle City Council to cover our core salary and administrative costs.

### 6.1 Income

#### Core funding

The core funding from Carlisle City Council will reduce by £250,000 from 2015/16. There are indications that there may be further reductions in our grant, which would impact from year 2 of this business plan (2016/17). We appreciate the intense pressure that CCC is facing in its own budgets; however a further reduction in the grant would begin to have a negative effect on Cumbria's 20:20 Museum project and the Trust's bid for HLF funding.

Currently the core funding from CCC is scheduled to be as follows (before any CPI and salary inflation adjustments on specific items):

Year 1	Year 2	Year 3
2015/16	2016/17	2017/18
£982,000	£982,000	£982,000

If there is a further reduction in the grant from the City Council for years 2 and 3, our plans will need to change radically. The current levels of operation will be unsustainable and future growth to develop our income generation will also be severely affected.

## Business Plan 2015/16 to 2017/18

## Restricted income

## Grants

In last year's Business Plan, following on from the planned appointment of a Fundraising Officer in 2014, we forecast an increase in fundraising income as follows:

2014/15	£73K
2015/16	£111K
2016/17	£144K

These figures were included in the budget which did not distinguish between restricted and unrestricted income. In this year's budget some of this has been included as fundraising under the appropriate income streams under the "Core business income" heading in Appendix C. However, in the "Restricted income" section at Appendix C we have only included in the proposed budget in this Business Plan the funding that we have already identified against specific events or programmes. This is in recognition of the fact, as discussed above, that we are unlikely to attract any such funds to cover our core costs, and so such amounts should be identified separately. Inevitably this means that there is a limited amount of this increase in funding that can be set against out core expenditure.

Grant Body	Programme	Amount (£k)	Status
ACE (MPM)	3-year ACE approved Programme: Tullie House Element Consortium Element	911 490	Approved
DCMS/Wolfson	15/16 Update of current Viking exhibition	51.5	Submitted
Art Fund Treasure Plus	Carlisle Top 10 Objects exhibition	9.75	Submitted

The grant awarded to CMC by the Arts Council's MPM fund is £3.1m of which Tullie House directly benefits from £911k. This grant for the period of April 2015 to March 2018 will fund a number of staff posts and activities (see 3.2.4). This is unrestricted funding from the Arts Council, although the Trust Board has decided to treat it as restricted, as it is dependent on a programme of work as submitted in the original bid and Cumbria Museums Consortium's Activity Plan.

In addition to the Tullie House element there is a Cross Museum Consortium work strand, which is managed by Tullie House as the lead member of the Consortium. This amounts to £490k over the 3 years. As we directly manage this element it is included in the budget figures, giving a total grant income of £1.4 million over the 3 year period.

## Business Plan 2015/16 to 2017/18

We have submitted grant applications to DCMS/Wolfson and Art Fund Treasure Plus. The G4A grants, which the Museum has relied on heavily in the past, focus on contemporary art. We are now trying to broaden the appeal of our exhibitions to a wider group of audiences. Therefore G4A grants are less likely in the future to be a regular source of funding and we have therefore not taken them into consideration when compiling the budget.

However the DCMS/Wolfson and Art Fund Treasure Plus bids have been included in the proposed budget at Appendix C, under the Restricted Income section, together with the ACE (MPM) funding.

The Head of Fundraising will be working with the Programming Manager (Exhibitions) to identify new areas of funding and ensure that these figures are realistic before the budget is finalised.

### 6.2 Unrestricted income

#### Membership scheme

Targets for the Membership Scheme are:

(Number of members)	Individual Membership	Corporate Membership
Year 1 (2015/16)	350	8
Year 2 (2016/17)	500	10
Year 3 (2017/18)	600	12

Within these two types of membership, there are different levels (e.g. concessions, couples or individuals). With a lack of any historical data to identify trends, we have had to make broad assumptions about the level of income that will be generated.

#### Admissions

A new pricing structure is being introduced from early 2015. There will no longer be an annual re-admittance policy, and there will be a separate charge to view the temporary exhibitions only. These factors, and the introduction of a new membership scheme, lead to uncertainty in forecasting levels of basic admissions income. An ambitious target of £300k p.a. for admissions income has been set with an aim of achieving this within five years. The target for 2014/15 was £63k. We are setting increasing targets over the three-year period covered by the plan: £150k in year 1, with £200k and £250 in the years 2 and 3 respectively. If we do not achieve this high level of admissions income, the Museum will struggle to cover its core costs, given the reduction in City Council funding. The Trust intends to review the Tullie Card scheme in consultation with the City Council.

#### Expenditure

The focus has been, in the run up to producing this plan, on identifying areas to make the savings necessary due to the cut in funding by CCC. Initial efforts have been to reduce non-salary costs.

#### Central services

## **Business Plan 2015/16 to 2017/18**

The Trust is currently in the process of tendering the IT, payroll and HR components of the central services currently provided by the City Council. Payroll services tendering has been completed and will be implemented by the end of Q3 2014/15 and HR and IT will be implemented during early 2015/16. We are currently awaiting IT strategy proposals from CCC, before we can move forward on this. The central services building maintenance provisions currently represent good value for the Trust and will not be tendered until 2015/16.

The previous plan showed an assumption of a gross saving of £20k p.a. from 2015/16.

Under the terms of our agreement with the Council the savings are split equally between the Trust and the Council, which reduces the net saving to the Trust by 50%. Therefore the budget assumes a cost saving of £10k p.a. from 2015/16. We would like to explore with the Council whether the Council's share of this saving could be applied to reducing the cut in its grant by £10k, to £240k.

There are unlikely to be savings in 2014/15 from the payroll contract, as whilst on paper there is a saving, part of the current payroll costs include an element of HR – mainly in the recruitment role – that we would continue to utilise. In 2015/16 we plan to realise savings from the HR and Health & Safety contracts of approximately £6k. At present we are not able to quantify any savings were we to source our IT support externally.

### **Revenue budget cuts**

Staff throughout the organisation have been working to identify areas where costs might be reduced. Savings of £4k have been made by improved procurement and by different ways of negotiating contracts. The following budget reductions have been identified:

- A reduction of £15k has been identified in the Marketing budget. This will reduce the budget from £63k to £48k. We continue to recognise that effective marketing is key to successfully increasing our income streams, but the Marketing Manager will need to refocus the marketing resource.
- The Equipment Purchase and Maintenance budgets are to be reduced by £10k. Achieving this saving will be challenging, as we have recently taken responsibility for the maintenance of Herbert Atkinson House and its associated running costs.

In last year's business plan there were £50k savings included in the budget relating to the use of technology to generate cost savings. Work on this has been deferred until we have clarity on the funding of the 20:20 project, on the basis that it would be premature to introduce new technologies that may not be forward-compatible. We have therefore excluded technology savings from this Business Plan, which has contributed significantly to the increased deficit in the proposed budget.

### **Salaries**

Inevitably we have had to address all budgets to find the necessary level of saving. Any staff savings will be a last resort. We are looking at all feasible ways of increasing efficiencies and reducing costs including staff costs.



*LIST OF APPENDICES*

*Appendix A – Extract from the Partnership Funding Agreement & Carlisle City Council Performance Monitoring*

*Appendix B- Exhibitions and Events Programme*

*Appendix C - Tullie House Museum and Art Gallery Trust - Proposed budget 2015/16 to 2017/18*

*Appendix D– Unrestricted Reserves, capital expenditure and cash*

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*Appendix A -Extract from the Partnership Funding Agreement & Carlisle City Council Performance Monitoring*

(Reproduced from the Partnership & Funding Agreement between Carlisle City Council and Tullie House Museum and Art Gallery Trust, 5<sup>th</sup> May 2011)

- 5.4. In order to provide MT with a secure and stable basis for medium-term planning, the parties agree that starting in 2012/13 the Core Funding will be approved by Carlisle through a systematic and collaborative process on a three-year rolling basis against a Business Plan submitted by MT to Carlisle not later than 31 October each financial year which the parties shall use their best endeavours to agree by no later than 31 December each financial year.
- 5.5. Core Funding for 2012/13, 2013/14 and 2014/15 will be agreed through a Business Plan submitted by MT to Carlisle not later than 31 October 2011 and Core Funding for 2015/16 will be agreed through a Business Plan which covers the period 2013/14 to 2015/16 submitted by MT to Carlisle not later than 31 October 2012.
- 5.6. Each year thereafter Core Funding for the third subsequent financial year will be agreed through a Business Plan following the above process (Core Funding for the first and second subsequent financial years already having been agreed through the previous Business Plan following the above process).
- 5.12. Without prejudice to the generality of the provisions of clauses 5, 7 and 10 Core Funding will be subject to annual uplift on 1st April each year for:
  - 5.12.1. salary inflation based on the percentage increase in the NJC Local Government pay award; and
  - 5.12.2. all supplies and services and including all MT income (but excluding grant) and NNDR based on the previous year's Consumer Price Index (C.P.I) at September each year.

**6. CONTENT OF BUSINESS PLANS**

- 6.5. The Business Plan shall (amongst other things) specify in respect of the relevant period:
  - 6.5.1. MT's overall vision, purpose, key objectives and strategy for achieving them;
  - 6.5.2. key development and investment plans and their financial implications;
  - 6.5.3. MT's management and operating plans for the Museum and the Collection and maintenance plans for the Collection, reflecting the priorities agreed by the parties from time to time;
  - 6.5.4. developments proposed to MT's organisation, staffing arrangements and operating policies;
  - 6.5.5. projected income (both expected from Carlisle and other sources), revenue expenditure and capital expenditure for the next three financial years, including MT's assessment of any risk of fluctuation of the cost of performing its obligations under this Agreement and its proposals for managing such risks;

**Business Plan 2015/16 to 2017/18**

- 6.5.6. the Core Funding which MT assesses it requires to be provided by Carlisle for each of the next three financial years with an explanation of the expenditure of MT for which the Core Funding is required;
- 6.5.7. the key performance indicators and other relevant targets against which MT will report in accordance with clause 9; and
- 6.5.8. such other information as Carlisle may reasonably require from time to time (which will be specified with reasonable advance notice).

*Carlisle City Council Performance Monitoring*

**Customer**

- 1) All in-person visits to TH (target 242k)
- 2) Visitors to all galleries
- 3) Proportion of 3) who are from 'Out of City' (non TH card holders)
- 4) No. visits to website
- 5) No. children visits (outreach and school pupils)
- 6) No of people taking part in learning activities broken down by subcategories of:

Visitors to Galleries  
Curatorial Enquiries  
Loans Boxes  
Guildhall visitors  
Website Users  
Community and Schools outreach  
Under 5's Education sessions  
Internal Workshops and Events  
Pupil Count

- 7) Monitoring of usage by protected characteristics, geography (*BP P3 table*) and economic segmentation (*BP P3 final para*)
- 8) Customer satisfaction

*Above two are annual measures with data compiled via a customer survey conducted with the assistance of CCC plus use of ACE survey*

**Finance and Economic Benefits**

- 1) Additional funding gained in excess of Council funding
- 2) Volunteer hours worked
- 3) Local economic value of volunteer work

*City Council Finance Team to provide quarterly statement in advance of performance meeting*

### Organisational development

- 1) No. FTE employees
- 2) No. employees – headcount
- 3) Health and safety incidents reportable to the HSE.

Risk register to be reported by major exception.

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## Appendix B-Exhibition and Events Programme

Temporary Exhibitions		
28 June – 12 Oct 2014	Worn to Be Wild	<p>A touring exhibition of 17 theatrical costumes, with headdresses and accessories, designed and created by Kate Plumtree, costume maker and textile artist. The collection is inspired by British wild birds and mammals, combined with the evolution of period dress from medieval to the present, each costume representing an individual species and a specific era of fashion.</p> <p>Taxidermy from Tullie House's Natural Science collection is displayed alongside the costume and a curators cut produced to provide further information on the animals and their natural habitat.</p>
2014-2015	THE Shed (Ideas Incubator)	<p>2014 will see the launch of THE Shed, an exciting new ideas incubator which will be a flexible space within the Special Exhibitions Gallery. With an audience led approach, ideas will be piloted for engagement to support the <i>Cumbria 20:20 Museum</i> interpretation strategy.</p>

Temporary Exhibitions		
4 October 2014 - 11 January 2015	War Games	<p>A touring exhibition from the <b>V&amp;A Museum of Childhood</b>. The exhibition explores the relationship which exists between war and conflict and children's toys and play.</p> <p>Using objects from the prestigious <b>V&amp;A Museum of Childhood</b> collection, together with loans from other major national and international institutions, this exhibition will illustrate the diverse ways that play and toys recreate and represent warfare. The dramatic, but lesser-known, impact and influences that war has had on children's play will be revealed, as will the vital role that Britain's toy manufacturers played in the war effort. The exhibition will also delve into the 'secret history' of toys used as tools of war and espionage.</p> <p>This thought-provoking exhibition will feature toy soldiers and action figures; toy weapons and 'anti-war' toys; board and computer games; archive documents; and a broad range of powerful visual material, including photographs, packaging and advertising material.</p>
7 Feb - 7 June 2015	Artists Rooms: Anselm Kiefer	<p>ARTIST ROOMS was donated jointly to National Galleries of Scotland (NGS) and <b>Tate</b> by Anthony d'Offay in 2008 and acquired with support from the National Heritage Memorial Fund, the Art Fund and Scottish and British Governments. In founding the collection, Anthony d'Offay's vision for ARTIST ROOMS was that great modern and contemporary art would be available to audiences nationwide, especially young people who are central to the ongoing programme. Tullie House will be showing the work of Anselm Kiefer. A key figure in European post-war culture, Anselm Kiefer's art derives from his great awareness of history, theology, mythology, literature and philosophy, and his exploration of a range of materials such as lead, concrete, straw, clay, flowers and seeds.</p>

Temporary Exhibitions		
June – October 2015	<b>A History of Carlisle in 10 Objects</b> <b>(Working title)</b>	<p>An exploration of Carlisle's history through ten iconic objects. Each object will be displayed within its own mini exhibition, highlighting an important period in the development of the city. The majority of objects on display will be from the TH collections, with some further items on loan.</p> <p>An 11<sup>th</sup> object will represent the 'here and now', chosen by our audience.</p> <p>Interactive learning resources will feature throughout the displays.</p>
October – February 2016	<b>Paul Leith: Illustrator &amp; Artist, a retrospective</b> <b>(Working title)</b> <b>(TBC)</b>	<p>Carlisle based artist &amp; illustrator Paul Leith has enjoyed commercial success since the 1970s with illustrations produced in a variety of medium for companies such as Mercedes, Rolling Stone Magazine, Royal Mail, Whittard, Vogue.</p> <p>Through the retrospective of Paul's work, the exhibition will look at the changing techniques, styles and processes involved in producing such work for industry.</p> <p>Today Paul's work can be seen around the city taking the form of large collages celebrating life in Carlisle today.</p> <p>As part of the exhibition, Paul will create a mural throughout the duration of the show, encouraging visitor participation. Paul is also keen to produce new imagery for merchandise based on items in the collections.</p>
February - June 2016	<b>Currently available</b>	<p>Opportunities are currently being explored for an exhibition on the themes of science, technology and/or design, with strong links to the STEM (Science, Technology, Engineering and Maths) curriculum. Consulting with Science Museum, London, Design Museum, London &amp; Germany.</p>

Temporary Exhibitions		
Feb – May 2016 or Autumn 2017 - 18	<b>Roman Parade Armour</b> (dispersed Hadrian's Wall exhibition)  (TBC)	<p>The sites and museums across Hadrian's Wall provide an impressive range of evidence about the cavalry regiments, their equipment, barracks, distribution etc. A dispersed exhibition would allow each participating site or museum to contribute part of the story of Roman cavalry according to the information/evidence/site/facilities/opportunity available to them. The partner museums can participate simultaneously, creating a Wall-wide exhibition with visitors encouraged to visit all the participating sites. Those locations with space available might put on a significant temporary exhibition focusing on particular themes or elements. Others might simply 'point' visitors to key objects within their displays/collections that illustrate the exhibition themes.</p> <p>Where key information is missing and /or to enhance the overall impact of the exhibition and to encourage visiting, loans might be sought. For instance each participating location might display a Roman Cavalry helmet. This would provide a major promotional hook, give a clear link between all those participating and encourage visitors to visit all the participating museums to see all the different helmets.</p>
June – Oct 2016	<b>A Viking's Guide to            Deadly Dragons with            Cressida Cowell</b>	<p>A touring exhibition from <b>Seven Stories</b>, the National Centre for Children's Books. The exhibition is based on Cressida Cowell's hugely popular <i>How To Train Your Dragon</i> series of books. The exhibition, aimed at children, will transport visitors back in time to a fictional Dark Ages period, to a world where Vikings ruled and dragons roamed. The exhibition will allow visitors to explore the wild dragon cliffs, sail on a Viking boat, and share epic yarns in a Great Hall. Visitors will also see how Cressida's series has been made into the popular <i>How To Train Your Dragon</i> DreamWorks film animation.</p> <p>The Silverdale Viking Hoard is being sought as a spotlight loan from Lancashire Museums Service to add further academic interest to this exhibition.</p>



Temporary Exhibitions		
<b>Oct 2016 – Jan 2017</b>	<b>Munitions, Mayhem and Mobilisation - Carlisle and The Great War 1914-1918.</b>  <b>Oct 2016 – Jan 2017 (TBC)</b>	This Tullie House exhibition will examine war industry, State Management, city war hospitals, the Quintinshill rail disaster, the role of women, propaganda, changing morality, the impact of the U-Boat, pacifism, and remembrance.
<b>Feb - June 2017</b>	<b>TBC</b>	Currently available  Potential for further working with Artist Rooms or Fashion & Textile Museum, London.
<b>June – Sept 2017</b>	<b>Watch With Us (title To Be Confirmed): British Children's Film And Television From 1950 To Today</b>	Children's Film and Television is a celebration and exploration of British children's television and films from the 1950s to the present day. Each section of the exhibition is object rich, ranging from on screen production items and props, through to scripts and other material relating to the making of films and programmes. It also includes the huge number of spin-off toys, games and books that have been produced alongside films and programmes. The interpretation gives an overview of the main developments and the iconic productions of each decade.
<b>Oct 2017 – Jan 2018</b>	<b>Percy Kelly (TBC)</b>	The proposed exhibition will be a major retrospective of the work of Percy Kelly (1918-1993). Born in Workington, Percy Kelly is one of Cumbria's foremost 20 <sup>th</sup> century artists. The exhibition will cover Kelly's entire artistic career with several works not previously exhibited. It will include works in a variety of media including paintings, drawings, watercolours and prints featuring Cumbria and further afield.
Further proposed exhibitions		
<b>Summer 2017</b>	<b>China (Awaiting confirmation)</b>	Possible collaborative exhibition with the Xuzhou Museum in China. A commitment had been made to progress an exchange in collection items.

Temporary Exhibitions		
May to September 2018	<b>A Day in the Life of the River Eden</b> <b>(On-going)</b> <b>(Eden Rivers Trust )</b>	<p>This exhibition will be the culmination of the five year, HLF funded Cherish Eden Project, delivered in partnership with the <b>Eden Rivers Trust</b>. The exhibition will use mixed media to increase awareness and understanding of the river, and river related (natural, built and cultural) heritage of the catchment through providing a cultural experience that animates and interprets the heritage for new audiences. The key message of the exhibition will be 'that people (you and me) have impacted on this river and negatively affected its health . . . but before you shrug your shoulders and give up, many good things are happening (like this project) to restore the river to the health that it deserves'. The exhibition will contain natural history specimens, archaeology materials, social history artefacts and artworks from the Tullie House collection together with artwork, documentaries and oral history interviews created during the duration of the project.</p>

Business Plan 2015/16 to 2017/18

Appendix C - Tullie House Museum and Art Gallery Trust - Proposed budget 2015/16 to 2017/18

£k, in constant 2013/14 prices		Baseline Year	Draft Budget		
		2013/14	Year 1 15/16	Year 2 16/17	Year 3 17/18
		Budget £k	£k	£k	£k
<b>Income</b>	<b>Unrestricted Income</b>	<b>1,848</b>	<b>1,574</b>	<b>1,673</b>	<b>1,773</b>
	Carlisle City Council (CCC) grant	1,232	982	982	982
	CCC central services	102	25	20	22
	CCC uplift for external services	0	75	75	75
	Core business income	514	417	509	592
	Programme generated income	included in core business income	31	35	37
	Exhibition generated income		44	52	65
	<b>Restricted Income</b>	<b>582</b>	<b>553</b>	<b>498</b>	<b>483</b>
	Arts Council England (ACE) CMC grant	582	471	470	460
	Exhibitions grants	included in core business income	30	28	23
	Other grants		52		
	<b>Ringfenced Income</b>	<b>93</b>	<b>95</b>	<b>97</b>	<b>101</b>
	Cumbria Biodiversity Data Centre (CBDC)	93	95	97	101
	<b>Total income</b>	<b>2,523</b>	<b>2,222</b>	<b>2,268</b>	<b>2,357</b>
<b>Expenditure</b>	<b>Unrestricted Expenditure</b>	<b>1,933</b>	<b>1,707</b>	<b>1,706</b>	<b>1,727</b>
	Salaries	941	880	880	880
	Utilities	162	183	183	187
	CCC central services	102	25	20	22
	External services	0	64	64	64
	Development plan costs	80	0	0	0
	Other core expenditure	648	482	477	479
	Programmes revenue expenditure	included in other core expenditure	8	10	10
	Exhibitions revenue expenditure		65	72	85

Business Plan 2015/16 to 2017/18

<b>Restricted Expenditure</b>	<b>582</b>	<b>553</b>	<b>498</b>	<b>483</b>
ACE CMC Salaries	293	198	218	209
ACE CMC revenue expenditure	289	273	252	251
Exhibition grant related	included in other core expenditure	30	28	23
Other grant related expenditure		52		
<b>Ringfenced Expenditure</b>	<b>69</b>	<b>95</b>	<b>96</b>	<b>97</b>
CBDC salaries	62	88	89	90
CBDC revenue expenditure	7	7	7	7
<b>Total Expenditure</b>	<b>2,584</b>	<b>2,355</b>	<b>2,300</b>	<b>2,307</b>
<b>Total Unrestricted Surplus/(Deficit)</b>	<b>-61</b>	<b>-133</b>	<b>-32</b>	<b>50</b>



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## Tullie House Museum & Art Gallery Trust

### Business Plan 2015/16 to 2017/18

#### Appendix D– Unrestricted Reserves, capital expenditure and cash

##### 1. Tullie House Museum and Art Gallery Trust – summary of Reserves position

The Trust will be carrying forward the following reserves at 31<sup>st</sup> March 2015 (latest forecast):

Restricted Reserves	£58k
Designated Reserves	£305k
Unrestricted Reserves	£335k
Total	£698k

##### 2. Effect of business plan projections on Unrestricted Reserves

Unrestricted Reserves – projected opening balance at April 2015	£335k
Year 1 deficit (2015/16)	(£133k)
Year 2 deficit (2016/17)	(£32k)
Year 3 surplus (2017/18)	£50k
Unrestricted Reserves – projected closing balance at March 2018	£220k

It is Trust Policy to maintain £300k in unrestricted or general reserves. In order to maintain this position, £130k of funds that have previously been designated for future acquisitions (£225k) will need to be undesignated in year 2 to maintain this level.

##### 3. Major capital expenditure

The Board of Tullie House is currently in negotiation with a view to acquiring an adjacent building in Abbey Street. At this stage no price has been agreed. Funding options are currently being considered.

The Panelock system used to adapt the Art Gallery and provide a flexible Exhibitions space will be renewed in year 1. This will cost £67k, including disposal of the old system.

The Trust's IT hardware and software needs to be completely renewed. Our ageing hardware cannot support any upgrades to our systems, and the operating system is no longer supported. Estimated cost - £50k.

##### 4. Cash Position

At 30th September 2014 the Trust had a consolidated cash balance of £1.05m which was invested in a series of interest-bearing cash accounts. The Arts Council MPM payment is paid monthly in advance and the CCC fees are paid monthly, two months in advance, which explains the size of this balance.

**Business Plan 2015/16 to 2017/18**

Taking into account the proposed capital expenditure, the Trust expects to maintain a strong positive cash position over the 3-year plan, although the balance will reduce over this period.

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## **EXCERPT FROM THE MINUTES OF THE EXECUTIVE HELD ON 10 NOVEMBER 2014**

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**EX.122/14 TULLIE HOUSE MUSEUM AND ART GALLERY TRUST BUSINESS  
PLAN 2015 – 2018**  
(Key Decision – KD.22/14)

**Portfolio** Culture, Leisure and Young People

**Relevant Overview and Scrutiny Panel** Community

**Subject Matter**

Councillor Dr Ticker (Finance, Governance and Resources Portfolio Holder) having declared a registrable interest took no part in this item of business.

The Culture, Leisure and Young People Portfolio Holder submitted report SD.20/14 introducing the Tullie House Museum and Art Gallery Trust 2015-2018 Business Plan.

She explained that the purpose of the report was to facilitate consideration of the Business Plan in order that the Council may, in due course, agree core funding for the Trust. That was in line with Section 5 of the Partnership Agreement signed at the establishment of the Trust, that the Business Plan submitted by the Trust to the City Council should be used as the basis for agreeing funding.

The Culture, Leisure and Young People Portfolio Holder added that the Community Overview and Scrutiny Panel would consider the matter on 25 November 2014. Their role was important in terms of assisting the Executive to make informed choices.

In conclusion the Culture, Leisure and Young People Portfolio Holder moved that the Executive consider the report and the proposed Business Plan; and make the report available for consideration by the Community Overview and Scrutiny Panel.

The Leader seconded the recommendations.

**Summary of options rejected** None

**DECISION**

The Executive:

1. Had given consideration to Report SD.20/14 and the proposed Tullie House Museum and Art Gallery Trust Business Plan 2015 - 2018.



2. Made the report available for consideration by the Community Overview and Scrutiny Panel.

### **Reasons for Decision**

The recommendations allowed the report, the associated Business Plan and core funding to be approved in line with the Partnership Agreement

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## **EXCERPT FROM THE MINUTES OF THE COMMUNITY OVERVIEW AND SCRUTINY PANEL HELD ON 25 NOVEMBER 2014**

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### **COSP.76/14 TULLIE HOUSE BUSINESS PLAN**

The Chairman welcomed Ms Wade, Mr Cooke and Mr Croft to the meeting.

The Deputy Chief Executive submitted report SD.21/14 which introduced the Tullie House Museum and Art Gallery Trust's Business Plan for the period 2015-2018.

The Executive had considered the Business Plan at their meeting on 10 November 2014 and requested that the plan be referred to this Panel.

The Deputy Chief Executive explained that the purpose of the report was to facilitate consideration of the Business Plan in order that the Council may, in due course, agree core funding for the Trust. That was in line with Section 5 of the Partnership Agreement signed at the establishment of the Trust, that the Business Plan submitted by the Trust to the City Council should be used as the basis for agreeing funding.

Ms Wade reminded Members that the Business Plan had been presented to the Panel a year ago. That meeting was held in Tullie House and Members had been invited to view the Crosby Garrett Helmet, which had attracted 20,000 visitors. The mechanical circus had attracted a further 12,000 visitors.

Ms Wade outlined the awards that Tullie House had achieved over the past year including the best large visitor attraction in Cumbria. Tullie House would now go forward for a national award to be held in January 2015. Ms Wade outlined the funding that had been awarded and some of the projects undertaken.

The Board were now working on becoming more resilient as an organisation. They were aware that savings had to be made in 2015/16 and had appointed a Head of Fundraising to assist. A membership scheme had been introduced and the function room and retail area revamped and improved. The Board were now working on the transformation programme to take the Museum and Art Gallery forward into the next ten years.

The Board were also working on a bid for a 20:20 Museum project which was a transformational capital development project. Members of the Board and staff were working to ensure the bid was submitted by the deadline which was the end of the week.

Mr Cooke advised that the Board were working closely with the City Council and were aware that the Council owned the collections and building and that the Trustees were operating Tullie House on behalf of the Council and the residents of Carlisle. The Trust were keen to show that they were competent and had worked closely with City Council Members on the Board and the Chief Executive and Deputy Chief Executive over the last two years.

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

- *Which of the displays had an entrance free and which are free?*

Ms Wade explained that there was a charge for all areas of Tullie House. Tullie House cards enable the cardholder to access all areas apart from special exhibitions for which there was an additional charge.

Mr Cooke advised that in the past the old Tullie House area was free of charge but he believed it was confusing for visitors that they could access some parts for no charge and had to pay to enter other parts. The present system was simpler and encouraged circulation around the museum.

- *Explain the membership scheme and the effect it will have on the Tullie House card.*

Ms Wade explained that the individual membership scheme would be available from December 2014. A corporate membership scheme would also be available. The individual membership scheme would not replace the Tullie House card but there would be a knock-on effect. The Trustees would monitor the membership scheme to see how it worked and review the scheme after six months. It was anticipated that there would initially be eight corporate members in the first year.

Mr Cooke advised that it had not yet been finalised how the membership scheme would work with the Tullie House card which was a vital way to raise funds. The Friends of Tullie House group had also raised funds but that group had now been dissolved although it formed the basis of the new membership scheme. Mr Cooke believed that there would only be a small reduction in the number of individuals memberships compared to the Tullie House cards.

Ms Wade advised that it was anticipated that there would be 350 people who would take part in the individual membership scheme.

- *What would be the benefits of the membership scheme?*

Mr Croft explained that membership schemes were common and successful in other museums and art galleries. He could not say at this stage how the scheme would affect the Tullie House card but they would be careful that it would be affected too much.

Mr Cooke advised that the Trustees had tried to make the membership more attractive to join and the target was up to 600 members within three years. If the scheme was successful there may not be any changes to the Tullie House card as the Trustees were aware of the importance of the card to residents of Carlisle. Mr Cooke confirmed that there would be no changes to the Tullie House card without prior consultation with members of the board, City Council Members and residents.

- *A Member asked for assurance that the membership scheme would not reduce the benefits of the Tullie House card.*

Mr Cooke confirmed that the last thing that Trustees wanted was to reduce the benefits of the Tullie House card.

- *Would the work of the Head of Fundraising post be reviewed and what was the post expected to achieve?*

Ms Wade explained that the post would be paid from the core salary budget and was fundamental to enable the museum to move forward. At present the Head of Fundraising was working on the bid to the Heritage Lottery Fund (HLF). The postholder had been in post for four months and had targets to reach as part of the Business Plan. The work done by the head of Fundraising would be reviewed regularly.

Mr Cooke further explained that there were two roles for the head of Fundraising – to raise unrestricted funding and raise restricted funding for more ambitious targets. Fundraising was a standard item on the Board's agenda and provided a flavour of income generated.

In response to a query from a Member Ms Wade confirmed that holders of the National Art pass could gain free access to the museum.

- *Did the salary figures in the Business Plan reflect the proposed changes in the City Council grant funding?*

Ms Wade advised that the Business Plan dealt with the £250,000 saving in 2015/16 but any further changes had not been taken into account.

- *The budget proposals include a reduction the following year of £230,000. Had the Board of Trustees digested what that meant?*

Mr Cooke explained that the additional reduction of £230,000 had not been included in the Business Plan as the information had been given to the Trustees as the Business Plan was being printed. The Trustees were in discussion with the Finance, Governance and Resources Portfolio Holder to determine whether the second round reduction could be phased in over a couple of years rather than in one big hit. The Business Plan was still a draft document and once Trustees were advised of the second round figures it would be re-written.

- *There was a feeling that because the Board were amenable and quiet with the Council it could become an easy target for funding reductions. Other organisations launch campaigns against cuts in funding.*
- *It was not in the nature of the Council to target organisations in that way. Savings proposals were discussed fairly and were not graded according to the level of opposition to them.*

Mr Cooke advised that the Board understood the financial constraints and they had a duty of running the museum as effectively and efficiently as possible but there was more work to be done. Mr Cooke confirmed that the Board had a positive and robust relationship with senior Officers of the City Council and would continue to discuss the implications of the cuts in funding.

- *The Business Plan stated that Central Services would be reduced next year. What services were the Board intending to remove from the City Council?*

Ms Wade advised that there would be discussion and consultation on any changes in central services. At present only payroll had been taken out and the Board were currently reviewing HR, IT and health and Safety. Ms Wade believed that maintenance would probably remain within the City Council.

- *Had the removal of payroll been factored into the City Council's budget? And at what point would it be included in the MTFP?*

The Director of Resources explained that the implication of the removal of payroll from the central services charge was small but Officers were aware that it could cause a budget pressure in future years. The Director of Resources further explained that discussion were still being held in respect of central charges and Tullie House would be required to give notice of any changes to service provision. If Tullie House could reduce the costs there would be an effect on the budget that would feed in but at present there was not sufficient detail to be included.

- *If the Board and the City Council were still so far from agreement on the matter why was it included within the Business Plan?*

Ms Wade advised that the Board were trying to achieve that deadline and it was included as a budget assumption.

The Director of Resources confirmed that there was still a lot of discussion to be had before a final decision was made.

- *The work of the Board was ambitious and admirable and they were doing a brilliant job.*
- *What was the deadline for submission of the bid in respect of the 20:20 project? And what would happen if the bid was not successful?*

Ms Wade confirmed that the deadline was 30 November 2014 and Officers working on the bid had received a lot of support from the City Council. Ms Wade believed there would be a lot of competition for the award as it was a national award.

Mr Cooke explained that it was not unusual for a bid to the Heritage Lottery Fund to be rebuffed at the first attempt and because the bid was for national funding it had to be considered by the national Lottery Fund. If the Board were not successful in their bid the heritage Lottery Fund would work with the Board on a re-bid. If the bid was not successful the Board would not be disheartened as they would be able to submit a stronger bid the following year. If the bid was successful the funding would be good for Carlisle and the historic quarter.

- *Would it be better if the proposed cuts to funding could be phased in?*

Mr Cooke agreed that it was more important that there was an orderly progression in the reduction of funding rather than two big cuts. The Board were not arguing the size of the reduction but were in discussion with the City Council with regard to phasing those cuts in.

The Culture, Leisure and Young People Portfolio Holder stated that the Business Plan was ambitious and positive and would make a big difference to the City. The Portfolio Holder

thanked the Trust and staff and Officers of Tullie House for their hard work with the Executive in producing the Business Plan.

The Portfolio Holder disagreed that the Council treated Tullie House as a soft target and stated that they had worked hard to recognise their potential. The Portfolio Holder stated that she would like to see more information on demographics of visitors and was concerned about the impact that the individual membership scheme could have on the Tullie House card but believed that there was room for debate. The Executive were also looking for further debate on the 2016/17 reduction in funding to Tullie House and would look at where savings could be made to ensure another reduction would be in line with the Business Plan ethos and the museum's achievements. The Portfolio Holder confirmed that the Executive were happy to engage in any discussion to determine a positive way forward.

- *If the total of the proposed reduction in funding was not changed how could the reduction be phased in that would be best for the organisation?*

Mr Cooke advised that the Trustees would like the two proposed reductions to be combined and phased in over a number of years starting on 1 April 2015 and believed that to be a more reasonable solution.

- *The Business Plan was to be presented at the budget meeting so there would be no further opportunity for the Panel to scrutinise the Plan.*

The Deputy Chief Executive confirmed that the Business Plan would be taken through the normal passage of meetings and there would be the opportunity for the Panel to scrutinise the Business Plan again before the Council consider the budget proposals in February 2015. It was important to find the right balance so as not to impede progress of the Plan and all of the information was not always available before that meeting.

Mr Cooke confirmed that he was happy for an updated Business Plan to be submitted to the Panel before February 2015.

- *Did Tullie House keep a record of postcodes for visitors and Tullie House card holders?*

Ms Wade advised that it was important to know the demographics of visitors to the museum to ensure all residents could be reached. There were 14,000 Tullie House card holders and while some were used regularly others were used only occasionally. The current system does not allow access to that information and it would be costly to install a new management information system.

In conclusion Ms Wade stated how much the Board appreciated the support of the City Council and the people of Carlisle. She added that Tullie House had a loyal and committed staff who were working hard in the submission of the bid for the 20:20 project.

The Chairman thanked Ms Wade, Mr Cooke and Mr Croft for their input and asked that the thanks of the City Council be taken back to the staff at Tullie House and to other members of the Board.

RESOLVED – That the Tullie House Business Plan be noted.

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## **EXCERPT FROM THE MINUTES OF THE EXECUTIVE HELD ON 15 DECEMBER 2014**

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**EX.140/14    \*\*TULLIE HOUSE BUSINESS PLAN 2015 – 2018**  
(Key Decision – KD.22/14)

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

**Portfolio**      Culture, Leisure and Young People

**Relevant Overview and Scrutiny Panel**      Community

**Subject Matter**

Pursuant to Minute EX.122/14, the Culture, Leisure and Young People Portfolio Holder submitted report SD.22/14 presenting the Tullie House Museum and Art Gallery Trust 2015-2018 Business Plan.

The purpose of the report was to allow consideration of the Business Plan in order that the Executive may, in due course, agree core funding for the Trust (and inform the Council's ongoing budget setting process accordingly).

That was in line with Section 5 of the Partnership Agreement signed at the establishment of the Trust; that the Business Plan submitted by the Trust to the City Council should be used as the basis for the agreement of funding.

The Culture, Health and Young People Portfolio Holder also wished to thank members of staff at Tullie House and the City Council for work undertaken.

She emphasised that the Executive wished to support Tullie House's bid to the Heritage Lottery Fund and was therefore working hard to assist the Trust in the achievement of its aims and ambitions.

The Community Overview and Scrutiny Panel had, on 25 November 2014, considered the matter (COSP.76/14) and resolved that the Tullie House Business Plan be noted. A copy of the Minute Excerpt had been circulated.

The Chairman of the Community Overview and Scrutiny Panel advised that three representatives from Tullie House had attended the meeting, and the Panel had received a very good presentation of the Business Plan. Although the representatives were not overjoyed at the prospect of potential cuts in funding, they were bullish in terms of the manner by which they would deal with those cuts.

The Chairman made reference to the suggestion by certain opposition Members that, because the Tullie House Board was amenable and quiet with the Council it could become an easy target for funding reductions, and that other organisations launched campaigns against cuts in funding. That had been very quickly quashed by the Chairman of the Tullie House Board who alluded to the very positive and robust relationship between Tullie House and senior Officers of the Council. Members also received clarification regarding the Head of Fundraising post.

The Chairman added that some concern had been expressed as regards the new membership scheme and the effect that would have upon the Tullie House card, which was very important to residents. A Member asked for assurance that the membership scheme would not reduce the benefits of the Tullie House card, and the Panel was reassured that the Trustees had no wish to reduce the benefits thereof.

In conclusion, the Chairman stated that the feeling from both the Panel and representatives from Tullie House had been very positive.

The Culture, Leisure and Young People Portfolio Holder then moved the recommendations set out in the report.

In seconding the recommendations, the Leader echoed the comments concerning the levels of support between the Tullie House Board and the City Council, which included work on a bid for a 20:20 Museum project (a transformational capital development project). The Executive had made their views on the Tullie House card very clear i.e. Tullie House were guardians of the card and needed to offer additional benefits. That was a very important part of the debate.

**Summary of options rejected**    None

## **DECISION**

That the Executive:

1. Had considered Report SD.22/14 and the proposed Tullie House Museum and Art Gallery Trust 2015 – 2018 Business Plan in the light of the comments and feedback provided by the Community Overview and Scrutiny Panel.
2. Referred the report and proposed Business Plan to Council for consideration on 6 January 2015.

## **Reasons for Decision**

The recommendations allowed the report, the associated Business Plan and core funding to be approved in line with the Partnership Agreement



## Report to Council

**Agenda  
Item:**  
  
**15 (iii)**

Meeting Date: 6 January 2015  
Portfolio: Cross Cutting  
Key Decision: Not applicable  
Within Policy and Budget Framework No  
Public / Private Public

Title: Dates and Times of Meetings 2015/16  
Report of: Director of Governance  
Report Number: GD.01/15

### **Purpose / Summary:**

The attached report relating to the dates and times of meetings for 2015/16 was submitted to the Executive on 10 November 2014. The Executive recommended that the Council agree the schedule of dates and times of meetings in the 2015/16 municipal year as set out in the calendar attached as an Appendix. The Executive also noted the dates and times of meetings of the Executive as chosen by the Leader.

### **Recommendations:**

- (1) That the dates and times of meetings in the Municipal Year 2015/16 be approved as set out in the attached Schedule.
- (2) That the dates and times for meetings of the Executive, which have been chosen by the Leader, be noted.

### **Tracking**

Executive:	<b>10 November 2014</b>
Overview and Scrutiny:	<b>November 2014</b>
Council:	<b>6 January 2015</b>

## Report to Executive

Agenda  
Item:  
  
**A.13**

Meeting Date: 10 November 2014  
Portfolio: Cross Cutting  
Key Decision: Not applicable  
Within Policy and Budget Framework No  
Public / Private Public

Title: Dates and Times of Meetings 2015/16  
Report of: Director of Governance  
Report Number: GD.52/14

### Purpose / Summary:

To consider dates and times for meeting of the City Council, Executive, Overview and Scrutiny Panels, Audit Committee and the Regulatory Committees for the 2015/16 municipal year.

### Recommendations:

- (1) The observations of the Executive are requested on the schedule of dates and times for meetings in the 2015/16 Municipal Year for submission to the City Council.
- (2) That the dates and times for meetings of the Executive, which have been chosen by the Leader, be noted.

### Tracking

Executive:	<b>10 November 2014</b>
Overview and Scrutiny:	<b>Scrutiny Chairs Group</b>
Council:	<b>6 January 2015</b>

## 1. BACKGROUND

1.0 Attached at Appendix A is a draft schedule of meeting dates for the City Council, the Executive, Overview and Scrutiny Panels and the Regulatory Committees for the 2015/16 Municipal Year.

1.1 The frequency of meetings is set out in the Constitution in respect of the Executive, Overview and Scrutiny Panels and the Audit Committee. The frequency of meetings of the Council and remaining Committees/Panels have been previously agreed. The current frequencies are as follows:-

City Council (ordinary meetings)	8 weekly;
Overview and Scrutiny Panels	6 weekly;
Executive (required to meet at least 13 times per year)	4 weekly;
Development Control Committee	5 weekly*;
Regulatory Panel	5 weekly;
Licensing Committee	Quarterly

\*As agreed in 2013.

The Audit Committee will meet in July, September, January and April.

Meetings of the Standards Committee, Appeals Panel, Employment Panel, Licensing Sub-Committees, and other meetings are held as and when required and as such are not included in this schedule.

1.2 The Constitution states that the Executive will meet at least 13 times per year. Dates and times for meetings of the Executive are at the discretion of the Leader and are currently every 4 weeks. There is however a gap in the timetable of Executive meetings in May 2016 as a result of the Elections to the City Council and Annual Council meeting.

1.3 With regard to the Budget process, it is proposed that the Executive meeting scheduled for Monday 16 November 2015 will be an ordinary meeting that will also include consideration of the initial draft Budget reports. The budget reports then be circulated for consultation with the Overview and Scrutiny Panels as follows:-  
Community – Thursday 19 November 2015;  
Environment and Economy – Thursday 26 November 2015;  
Resources – Tuesday 1 December 2015;

The observations of the Overview and Scrutiny Panels will then be considered at a further special Executive meeting on Monday 7 December 2015.

It is proposed that the Executive will meet again on Monday 14 December 2015 to formally agree its draft Budget for consultation.

This consultation process will include the proposals being submitted to the scheduled meeting of the Resources Overview and Scrutiny Panel on Thursday 7 January 2016 with their observations and other feedback being considered by the Executive at their meeting on Wednesday 13 January 2016.

The budget proposal will then go to a Special meeting of the City Council on 2 February 2016. At this stage there has been no other scheduled Special Executive or Council meetings to consider amended budget resolutions, as has happened in previous years.

## **2. CONSULTATION**

- 2.1 The Scrutiny Chairs Group had considered the draft timetable and any comments have been fed into the draft calendar.
- 2.2 Consultations had taken place with the Licensing Section, Economic Development and Resources on the scheduling of meetings. The Director of Resources comments on the arrangements for considering and processing the Budget and the views of Economic Development on the schedule of Development Control meetings have been incorporated in the schedule of meetings attached.

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

- 2.1 In accordance with Procedure Rule 1.1 (x) that the dates and times of meetings in the Municipal Year 2015/16 be approved as set out in the attached appendix.
- 2.2 That the dates and times of meetings of the Executive as chosen by the Leader be noted.

**Contact Officer:** Rachel Rooney

**Ext:** 7039

**Appendices attached to report:** Appendix A – Schedule of dates and times of meetings for 2015/16

**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
- GD.10/14 – Dates and Times of Meetings 2014/15 from Council 6 June 2014.

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

**Chief Executive's** – Not applicable

**Economic Development** – Not applicable

**Governance** – comments are incorporated in the report

**Local Environment** – Not applicable

**Resources** - Subject to the Council agreeing a schedule of meetings for Council, Overview and Scrutiny Committees and Regulatory Committees and the Leader arranging a schedule of meetings of the Executive which are broadly comparable with the schedule of meetings for the current Municipal Year, there are no additional staffing/resource requirements arising from this report.

The meetings necessary for the Budget process have been scheduled into the Calendar of Meetings.

The Council budget meeting is currently scheduled for 2 February 2016. As this is before 8 February any proposed amendments to the budget proposals on the night would act as a reference back to the Executive and would not be effective on the night.

# May 2015

Mon	Tue	Wed	Thu	Fri	Sat	Sun
				1 10.00am Development Control Committee	2	3
4 Bank Holiday	5	6	7 City Council and Parish Elections	8	9	10
11	12	13	14	15	16	17
18 11.00am Annual Council	19	20	21	22	23	24
25 Bank Holiday	26	27 2.00pm Regulatory Panel followed by Licensing Committee	28	29	30	31

# June 2015

Mon	Tue	Wed	Thu	Fri	Sat	Sun
1 4.00pm Executive	2	3 9.45am Development Control Committee 10.00am Development Control Site Visits	4	5 10.00am Development Control Committee	6	7
8	9	10	11 10.00am Community Overview & Scrutiny Panel	12	13	14
15	16	17	18 10.00am Resources Overview & Scrutiny Panel	19	20	21
22	23	24	25 2.00pm Environment and Economy Overview & Scrutiny Panel	26	27	28
29 4.00pm Executive	30					

# July 2015

Mon	Tue	Wed	Thu	Fri	Sat	Sun
		1 2.00pm Regulatory Panel	2 10.00am Scrutiny Chairs Group	3	4	5
6	7	8 10.00am Development Control Site Visits	9 10.00am Audit Committee	10 10.00am Development Control Committee	11	12
13	14 6.45pm Council	15	16	17	18	19
20	21	22	23 10.00am Community Overview & Scrutiny Panel	24	25	26
27 4.00pm Executive	28	29	30 10.00am Environment and Economy Overview & Scrutiny Panel	31		



# August 2015

Mon	Tue	Wed	Thu	Fri	Sat	Sun
					1	2
3	4	5 2.00pm Regulatory Panel	6 10.00am Resources Overview & Scrutiny Panel	7	8	9
10	11	12 10.00am Development Control Site Visits	13	14 10.00am Development Control Committee	15	16
17	18	19	20	21	22	23
24 4.00pm Executive	25	26	27	28	29	30
31 Bank Holiday						

# September 2015

Mon	Tue	Wed	Thu	Fri	Sat	Sun
	1	2	3 10.00am Community Overview & Scrutiny Panel	4	5	6
7	8 6.45pm Council	9 2.00pm Regulatory Panel	10 10.00am Resources Overview & Scrutiny Panel	11	12	13
14	15	16 10.00am Development Control Site Visits	17 10.00am Environment and Economy Overview & Scrutiny Panel	18 10.00am Development Control Committee	19	20
21 4.00pm Executive	22	23	24	25 10.00am Audit Committee	26	27
28	29	30				

# October 2015

Mon	Tue	Wed	Thu	Fri	Sat	Sun
			1	2	3	4
5	6	7	8	9	10	11
12	13	14 2.00pm Regulatory Panel followed by Licensing Committee	15 10.00am Community Overview & Scrutiny Panel	16	17	18
19 4.00pm Executive	20	21 10.00am Development Control Site Visits	22 10.00am Resources Overview & Scrutiny Panel	23 10.00am Development Control Committee	24	25
26	27	28	29 10.00am Environment and Economy Overview & Scrutiny Panel	30	31	

# November 2015

Mon	Tue	Wed	Thu	Fri	Sat	Sun
						1
2	3	4	5	6	7	8
9	10 6.45pm Council	11	12 10.00am Scrutiny Chairs Group	13	14	15
16 4.00pm Executive	17	18 2.00pm Regulatory Panel	19 10.00am Community Overview & Scrutiny Panel	20	21	22
23	24	25 10.00am Development Control Site Visit	26 10.00am Environment and Economy Overview & Scrutiny Panel	27 10.00am Development Control Committee	28	29
30						

# December 2015

Mon	Tue	Wed	Thu	Fri	Sat	Sun
	1 10.00am Resources Overview & Scrutiny Panel	2	3	4	5	6
7 4.00pm Special Executive	8	9	10	11	12	13
14 4.00pm Executive	15	16 2.00pm Regulatory Panel	17	18	19	20
21	22	23	24	25 Christmas Day	26	27
28 Bank Holiday	29	30	31			

# January 2016

Mon	Tue	Wed	Thu	Fri	Sat	Sun
				1 New Years Day	2	3
4	5	6 10.00am Development control Site Visits	7 10.00am Resources Overview & Scrutiny Panel	8 10.00am Development Control Committee	9	10
11	12 6.45pm Council	13 4.00pm Executive	14 10.00am Community Overview & Scrutiny Panel	15	16	17
18 10.00am Audit Com- mittee	19	20 2.00pm Regulatory Panel followed by Licensing Committee	21 10.00am Environ- ment and Economy Overview & Scrutiny Panel	22	23	24
25	26	27	28	29	30	31

# February 2016

Mon	Tue	Wed	Thu	Fri	Sat	Sun
1	2 6.45pm Special Council	3	4 10.00am Scrutiny Chairs Group	5	6	7
8 4.00pm Executive	9	10 10.00am Development Control Site Visits	11	12 10.00am Development Control Committee	13	14
15	16	17	18 10.00am Community Overview & Scrutiny Panel	19	20	21
22	23	24 2.00pm Regulatory Panel	25 10.00am Resources Overview & Scrutiny Pane	26	27	28
29						

# March 2016

Mon	Tue	Wed	Thu	Fri	Sat	Sun
	1	2	3 10.00am Environment and Economy Overview & Scrutiny Panel	4	5	6
7 4.00pm Executive	8 6.45pm Council	9	10	11	12	13
14	15	16 10.00am Development Control Site Visit	17	18 10.00am Development Control Committee	19	20
21	22	23	24	25 Good Friday	26	27
28 Easter Monday	29	30 2.00pm Regulatory Panel	31 10.00am Community Overview & Scrutiny Panel			



# April 2016

Mon	Tue	Wed	Thu	Fri	Sat	Sun
				1	2	3
4 4.00pm Executive	5	6	7 10.00am Resources Overview & Scrutiny Panel	8	9	10
11	12	13	14 10.00am Environment and Economy Overview & Scrutiny Panel	15	16	17
18	19 10.00am Audit Committee	20 10.00am Development Control Site Visits	21 10.00am Scrutiny Chairs Group	22 10.00am Development Control Committee	23	24
25	26 6.45pm Council	27 2.00pm Regulatory Panel followed by Licensing Committee	28	29	30	

# May 2016

Mon	Tue	Wed	Thu	Fri	Sat	Sun
						1
2 Bank Holiday	3	4	5 City Council and Parish Elections	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23 11.00am Annual Council	24	25	26	27	28	29
30 Bank Holiday	31					

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## **EXCERPT FROM THE MINUTES OF THE EXECUTIVE HELD ON 10 NOVEMBER 2014**

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**EX.132/14 DATES AND TIMES OF MEETINGS FOR 2015/16**  
(Non Key Decision)

**Portfolio** Cross Cutting

**Relevant Overview and Scrutiny Panel** Community; Environment and Economy;  
and Resources

**Subject Matter**

The Leader submitted report GD.52/14 concerning proposed dates and times of meetings of the City Council, the Executive, Overview and Scrutiny Panels, the Audit Committee and the Regulatory Committees for the 2015/16 municipal year.

Members' attention was, in particular, drawn to the proposals with regard to the Budget process set out at Section 1.3 of the report.

The Leader then moved that the report go forward to the City Council in January 2015 for approval.

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

**Summary of options rejected** None

**DECISION**

1. That the City Council be requested to agree the schedule of dates and times of meetings in the 2015/16 Municipal Year as set out in the calendar attached as an Appendix to Report GD.52/14.
2. That the dates and times for meetings of the Executive, which had been chosen by the Leader, be noted.

**Reasons for Decision**

In order to recommend to the City Council a schedule of dates and times for meetings covering the 2015/16 Municipal Year as required by Procedure Rule 1.1(ix)



# Report to Council

Agenda  
Item:  
  
**15(iv)**

Meeting Date: 6 January 2015  
Portfolio: Finance, Governance and Resources  
Key Decision: Yes: Recorded in the Notice Ref: KD.27/14  
Within Policy and Budget Framework  
Public / Private Public

Title: REVIEW OF POLLING ARRANGEMENTS  
Report of: Director of Governance  
Report Number: GD.02/15

## Purpose / Summary:

This report presents the results of the annual review of polling arrangements and makes recommendations in respect of existing arrangements. A copy of Report GD.58/14 which was considered by the Executive at their meeting on 15 December 2014 and the recommendations of the Executive arising from those considerations are attached.

## Recommendations:

See Minute Extract attached.

**I Dixon**

Electoral Services Officer

## Tracking

Executive:	<b>15 December 2014</b>
Overview and Scrutiny:	<b>N/A</b>
Council:	<b>6 January 2015</b>

# Report to Executive

Agenda  
Item:

**A.4**

Meeting Date: 15 December 2014  
Portfolio: Finance, Governance and Resources  
Key Decision: Yes: Recorded in the Notice Ref: KD.27/14  
Within Policy and Budget Framework  
Public / Private Public

Title: REVIEW OF POLLING ARRANGEMENTS  
Report of: Director of Governance  
Report Number: GD.58/14

## Purpose / Summary:

This Report presents the results of the annual review of polling arrangements and makes recommendations for changes to existing arrangements as appropriate. Responsibility for designating polling places lies with the full Council. This report is presented to the Executive for information before submission to the Council meeting on 6<sup>th</sup> January 2015.

## Recommendations:

(See over)

## Tracking

Executive:	
Overview and Scrutiny:	<b>N/A</b>
Council:	<b>6 January 2015</b>

It is recommended that:

1. No changes be made to current polling district boundaries at this time but that the position with regard to development in the polling districts itemised in paras 34 and 35 be kept under review.(para 37)
2. It is recommended that the polling arrangements in the following wards remain unchanged (para 39)

**Belle Vue  
Belah  
Burgh  
Botcherby  
Castle  
Currock**

**Denton Holme  
Great Corby & Geltsdale  
Harraby  
Hayton  
Irthing**

**Lyne  
St. Aidans  
Stanwix Rural  
Upperby  
Yewdale**

3. It is recommended that the new Community Centre at Wetheral be used as a replacement polling station for polling district RE. (para 46)
4. It is recommended that the new Parish Centre at St. Augustines be used as the replacement polling station for polling district BD.(para 49)
5. It is recommended that given the suitability of the current polling station location and the timescales for completion of residential developments to the north of the town that the current polling arrangements for Longtown remain unchanged but that the situation be reviewed in future years. (para 53)
6. It is recommended that the current polling arrangements for voters in the Kirkandrews on Esk Parish (PE3) be continued (para 56)
7. It is recommended that the Irthing Centre continue to be used as the polling station for polling district PKA (para 58)
8. It is recommended that the Moot Hall continue to be used as the polling station for polling district PK (para 61)
9. It is recommended that a portable cabin be sited in polling district KC and be the designated polling place for polling district KC (para 64)

- 10 It is recommended that subject to the approval of the St. Cuthbert Without Parish Council a portable cabin be sited on Blackwell Common where it fronts on to Low Moor Avenue and be the designated polling place for polling district OF. (para 66)
- 11 Officers continue to monitor the use of portable cabins as polling stations and continue to investigate potential alternatives. It be further recommended that Officers discuss with the supplier the use of a number of self contained units and improved units with a wider door as detailed in paragraph 24 above at a number of polling station locations where portable cabins are currently used.
12. The Returning Officer be given authority, after consultation with relevant Ward Councillors and Portfolio Holder, to change polling place locations at the City Council elections if the usual premises prove to be unavailable due to unforeseen circumstances.(para 68)



## INTRODUCTION

1. The Council has a statutory duty under the Representation of the People Act 1983 to divide its area into polling districts, to designate a polling place for each district and to keep both polling districts and polling places under review. The Directorate Plan provides for an annual polling review to be carried out and it has been the practice in previous years to review the arrangements in those wards having local elections in the following May.
2. The Electoral Administration Act 2006, placed a duty on the City Council to carry out a full review of all parliamentary polling districts and polling places in the Council's area during 2007 and every four years thereafter. The City Council carried out a full review in 2013/2014. Particular polling districts or places may however be reviewed at any time. As the same polling places are used at local elections, any changes arising from the review will be implemented at the earliest local or parliamentary election in the ward concerned.
3. Members will be aware that a number of separate and unconnected reviews of electoral arrangements have been undertaken over the last few years including the Review of the Cumbria County Council, carried out by the Local Government Boundary Commission for England.
4. The City Council in April 2011 also requested the Local Government Boundary Commission for England to carry out an electoral review of current arrangements with a view to securing a significant reduction in the number of Councillors. The Local Government Boundary Commission for England indicated, at that time, that due to the number of reviews currently on going or planned such reviews had to be prioritised and, as Carlisle did not meet the further electoral review criteria, any review of the City Council electoral arrangements would not be carried out in the near future.
5. All City Councillors and all County Councillors serving Electoral Districts in the Carlisle City Council area have been consulted on the polling arrangements for their particular wards/ divisions, the two local M.P's and persons appointed as Election Agents in recent elections have also been consulted. The views of the Carlisle Access Group were also sought on polling arrangements and this is referred to in more detail in paragraph 12.
6. The Council has a duty to consult the Returning Officer of every parliamentary constituency in the Council's area on the arrangements. The Returning Officer for the Penrith and the Border constituency, which currently includes all rural wards except Burgh, Dalston and Wetheral, commented that he had no objection to the use of any polling stations for the purpose of an election and as far as he was aware considered them to be suitable having regard to the factors included in the review criteria. (Copy letter attached as Appendix 2)
7. The current polling places and electorate are listed in Appendix 1 and these locations have been reviewed in the light of any representations and comments received.

## STATUTORY PROVISIONS

- 8 In exercising its duty to keep polling districts and places under review, the 1983 Act requires Councils to seek to ensure that all electors have "such reasonable facilities for voting as are practicable in the circumstances ". Each parish should be a separate polling district. 'Polling place' is not defined in the Act but it refers to the building or area in which the polling station is situated.

## ACCESS FOR DISABLED VOTERS

9. The Act also says that a Council must "seek to ensure that so far as is reasonable and practicable every polling place is accessible to electors who are disabled". The effect of this requirement is that a building should not be designated as a polling place if the only means of access to any polling station situated in it would be by means of steps, when another more suitable building is available in the polling district. However, a building would not be a more suitable polling place if it is so far away from most of the electors in the area as to be inconvenient for them to reach it.
10. Under the Disability Discrimination Act 1995 it is unlawful for a service provider to discriminate against a disabled person. Discrimination includes refusing to provide any service to disabled people that it provides to non-disabled members of the public or providing a worse standard of service to disabled people than it provides to non-disabled people. Service providers have had to change practices, policies and procedures that make it impossible or unreasonably difficult for disabled people to use a service. Since October 2004 service providers have had to make reasonable adjustments to their buildings to overcome physical barriers to access.
11. With the exception of portable cabins, the majority of polling places are accessible to disabled voters and where there have been particular difficulties, temporary access ramps have been installed. Polling compartments specifically designed for voters in wheelchairs have also been provided. In addition, any disabled voter is entitled to assistance from the Presiding Officer or may be helped by a companion. Large versions of ballot papers are displayed in every polling station and devices are provided to assist blind or partially sighted voters to cast their own vote. Voters may also elect to cast their vote by post if they feel that this would be more convenient than attending a polling station.
12. The Access Group have been consulted on the review. The group are satisfied that no action is required currently but if any changes in polling station locations require it the Group will be happy to carry out an audit of a new polling station location for public access.
- 13 Members may recall that the Access Group have in past years visited polling stations which were being used for the first time to check on the suitability of the building for use by disabled voters. It is hoped that this arrangement can be continued to assess buildings which are used as polling stations for the first time in the future.

## **FREE USE OF ROOMS**

14. In addition to free use of school premises, described in paragraph 29 below, any room the expense of which is payable out of any rate may also be used free of charge. This would apply to a room in a local authority building e.g. a Community Centre.

## **DUTIES OF RETURNING OFFICER**

15. It is the responsibility of the Returning Officer to provide sufficient polling stations within each polling place and to allocate electors to the stations as he thinks most convenient. One or more polling stations may be provided in the same room. The Returning Officer also has a duty to appoint the polling staff and provide the necessary equipment.

## **REVIEW CRITERIA**

16. Apart from the requirements outlined above, there are no specific statutory criteria for determining the suitability of premises for election purposes although the Electoral Commission did issue directions in relation to the arrangements for the Referendum carried out in May 2011 that there should be no more than 2500 electors allocated to any polling station.
17. The following factors have also been taken into account at previous reviews:
  - ◆ the convenience of the location within the polling district for the majority of electors including potential barriers such as major roads, rivers and railway lines.
  - ◆ extent of parking provision
  - ◆ internal size and layout of the premises having regard to the number of voters allotted to the polling station(s)
  - ◆ lighting and heating
  - ◆ proximity to public transport
  - ◆ cost (where there is a choice between similar premises)
18. The suitability of polling places are considered according to these criteria and taking into account the availability of alternative premises. An electorate of about 1000 - 1250 has previously been considered to be a manageable number per polling station at a parliamentary election but the number of voters to be allocated to any particular polling place will have regard to the distribution and density of households within the Ward concerned. Whilst the continuing rise in the number of electors voting by post means that the total number of electors allocated to individual polling stations could be increased because a decreasing proportion are voting in person it is considered that the Council should be wary of potential problems which might arise.

19. Members will recall the coverage in the National Media of the Parliamentary elections held on 6 May 2010 relating to problems with voting at polling stations in some areas of the country. The problems related to queues forming at stations and voters being unable to vote before the close of poll at 10pm. The size of the electorate assigned to individual polling stations and the number of staff allocated to stations were cited as contributory factors to the problems which arose. (In some of the polling stations where problems occurred the electorate entitled to vote at those stations was in excess of 4000 voters.)
20. In the Carlisle area the stations at Yewdale Community Centre, the Stanwix Community Centre and the Moot Hall Brampton have the most electors allocated. These stations have approximately 2300 voters allocated. All 3 are double polling stations with 2 teams of staff on duty at the stations. Whilst there have been no incidents in Carlisle of voters queuing and being unable to cast their votes at 10pm it is considered prudent to maintain the current split for the allocation of electors to polling stations in the Carlisle area. Indeed the rules have now been changed as a result of the problems experienced in 2010 in that any voter who is in the queue at a polling station at 10pm will be issued with a ballot paper. Officers will however continue to study any reports that are produced relating to issues arising nationally from previous elections and will take on board any recommendations or suggestions for improvement.

## **MOBILE POLLING STATIONS**

21. As previously mentioned it is not possible in every polling area to locate a polling station in a permanent building. Where no suitable permanent buildings are available, mobile stations are used instead. Portable cabins, however, are much less satisfactory than permanent premises due to space limitations and lack of facilities. They are also difficult to staff and equip. Units are hired from a commercial supplier and guarantee of delivery is an important consideration, particularly in the event of an election being called at short notice. General concerns regarding the use of mobile stations have been raised in previous reviews by members of the Council however despite efforts of Members and officers it has not been possible to identify alternative venues to host polling stations in place of mobile stations. Indeed additional portable cabins have had to be used in elections held in recent years.
22. The Council's Access Officer has been consulted on the use of portable cabins and has recommended that a portable ramp should be provided with each cabin so that if ramped access is required it can be facilitated and secondly that consideration should also be given to the siting of the portable cabin so that where possible the gradient of any ramp used can be managed.
23. Discussions have been held with the supplier of the portable cabins with regard to concerns over the accessibility of, and the facilities in, the cabins and their location / siting, with a view to providing level access portable cabins wherever this is possible.

24. The supplier is now able to supply a limited number of units that incorporate a 1000mm door, disabled access, toilet and solar powered electricity with a number of such units being used in recent elections. The supplier has further indicated that he has commenced a programme of fitting disabled access doors ie 1000mm wide to any office units purchased in future which will also be able to be supplied with disabled ramps. It should however be noted that because of site conditions, gradients and space that the above units would not be suitable for all locations where portable cabins are currently used as polling stations.
25. Officers have as part of this review investigated possible alternatives to portable cabins used as polling stations and, whilst it has not been possible in this review to recommend changes in respect of sites where portable cabins are currently used, Officers will continue to investigate potential alternatives.
26. As an outcome of this review it is recommended that Officers continue to monitor the use of portable cabins as polling stations and further investigate potential alternatives.

## **USE OF HOUSES**

27. Following an earlier review, the Council agreed that no existing polling place should be replaced with a portable cabin unless the premises concerned becomes unavailable and there is no suitable alternative. It was also agreed that, where appropriate, private houses and vacant Council property be used as alternatives to mobile stations, on the following basis:
  - ◆ The property is in a convenient location for the majority of electors in the polling district concerned;
  - ◆ There is sufficient time for due notice of the change in station to be given to electors and candidates;
  - ◆ Signs are erected to show the changed location;
  - ◆ The condition of the property is satisfactory.
28. Empty Council houses were used at previous elections in a number of wards and this practice continued following the transfer of the housing stock to Carlisle Housing Association, although they were under no statutory obligation to make their properties available. The Association, however, is no longer able to let their properties be used for election purposes due to the need to minimise the length of time properties are vacant between lettings.

## **USE OF SCHOOLS**

29. The 1983 Act also provides for the use, free of charge, for the purpose of taking the poll or the counting of the votes, of "a room in a school maintained or assisted by a

local education authority or a school in respect of which grants are made out of moneys provided by Parliament”, subject to making good any damage and defraying any expenses. These provisions also apply to grant maintained schools. There is no requirement that a school must close when part of it is being used as a polling station, but some do so because of practical difficulties in staying open or on security grounds.

30. Closure for elections, however, can be disruptive to the school timetable and inconvenient for working parents. In response to requests from school governing bodies and representations from the Local Education Authority, the number of schools used as polling places has been reduced in recent years and only eight schools in the Council's area are now used as polling venues.

## **REVIEW OF POLLING PLACES AND POLLING DISTRICTS**

31. As part of the current review Officers have taken the opportunity to look ahead at the possible impact of future residential developments on polling districts and polling district boundaries.
32. Planning Services have provided details of outstanding planning permissions for residential developments within the City Council's area and outline permissions. There are a number of potential developments in the City with outstanding or outline permissions for 50 properties and above as set out below. In forecasting the potential impacts of developments on electoral numbers the usual formula used is 1.8 electors per unit. Using that formula to forecast the impact of major developments within the City on current electoral registers for that area gives the following position.
  - (MC currently 1289 on roll) – Development at Thomlinson Avenue (201 Units, potentially 360 additional electors)
  - (MD currently 693 on roll – Development at Dalton Avenue ( 37 Units potentially 60 additional electors)
  - (HC currently 1049 on roll) - Development at Westmorland Street former Penguin Factory (37 Units), land at Rome Street (48 Units ), potentially 150 additional electors)
  - (HD currently 830 on roll) – Outline permission United Utilities Depot Nelson Street (103 Units potentially 180 additional electors )
  - Harraby (EA currently 1133 on roll) –former Dairy Harraby Green Business Park (96 Units potentially 175 additional electors)
  - Dalston (OF currently 468 on roll) - Hammonds Pond (318 Units potentially 570 additional electors)

- Dalston (OA currently 1777 on roll) – Townhead Road (120 Units potentially 215 additional electors)
  - Morton / Dalston (The majority of Units will be in the Cummersdale District of the Dalston Ward OC currently 379 on roll) – Outline permission for Development on land at South Morton bounded by Wigton Road (825 Units potentially 1480 additional electors) Development at West of Wigton Road ( 103 Units potentially 185 electors) Development at Peter Lane / Dalston Road (256 Units potentially 460 additional electors)
  - Longtown ( PE2 currently 882 on roll) – Former Sawmill site Netherby Road Longtown ( 74 Units potentially 130 additional electors)
  - Stanwix Rural (PAG1 currently 123 on roll) Development at Crindledyke (825 Units potentially 1480 additional electors)
- 33 As indicated earlier in the report the range which the Council have accepted in the past as a manageable number of electors per register is 1000 – 1250 although this number is considerably less than the number indicated in the Commission Direction for the referendum.
34. The figures above indicate that if the developments set out above are fully built then some realignment of the register for Belle Vue (Districts MA and MC), Dalston (Districts OA and OC), Denton Holme ( District HC), Harraby ( District EA ), Morton ( District KC ) and Stanwix Rural (District PAG1). However, as the timescales for the above developments anticipate that these major developments will be progressed over a number of years, it is suggested that the position be noted at the present time and that no changes are made to polling district boundaries at this time.
35. The County Councillor for Longtown has suggested that consideration could be given to creating a further polling district to serve electors in the north end of Longtown to cater for existing electors and further electors moving to potential new developments at the north end of Longtown. This is dealt with in later paragraphs.
- 36 No further representations have been received during this review with regard to polling district boundaries in the City Council area.
- 37 Whilst noting the position on the potential impact of future developments as set out above, it is considered that the polling district boundaries currently in place are an acceptable arrangement. In the light of this it is recommended that no changes be made to current polling district boundaries at this time but that the position with regard to development in the polling district itemised in paras 34 and 35 above be kept under review.
38. The large majority of polling places are satisfactory and have remained unchanged for many years. Choice of suitable buildings is limited and in most cases there is no alternative to the present arrangements. Change is therefore only considered where the current premises are no longer available or satisfactory, or representations have been received in respect of particular buildings.

39. In the absence of representations in respect of any of the following wards, it is recommended that the polling arrangements in the following wards remain unchanged:

**Belle Vue  
Belah  
Burgh  
Botcherby  
Castle  
Currock**

**Denton Holme  
Great Corby & Geltsdale  
Harraby  
Hayton  
Irthing**

**Lyne  
St. Aidans  
Stanwix Rural  
Upperby  
Yewdale**

Suggested changes in Wetheral, Stanwix Urban, Longtown & Rockcliffe, Brampton, Morton and Dalston wards are discussed below

## **WETHERAL WARD**

- 40 The village hall in Wetheral is the designated polling place for over 1050 electors in district RE. The village hall has now closed and has been sold. It is expected that it will be redeveloped for housing purposes and is therefore no longer available for use as a polling place.
- 41 The village hall has been replaced by a new community centre which has been built next to the playing field on the road from Wetheral to Cumwhinton. This is a little further from the centre of the village than the old village hall. The new centre was opened at the end of October 2014.
- 42 The booking contact of the new centre has confirmed that the centre would be available for use as a polling station should the City Council agree that it would be a suitable replacement.
- 43 If the new centre was not thought to be convenient for voters it has been suggested that a portable cabin could be used and sited on the village green close to the village shop.
- 44 It is felt that whilst the site of the new community centre is on the edge of the village it is not so far removed from the former village hall that would create problems. It is also considered that the new site would have considerably improved car parking arrangements and much improved access for disabled and elderly voters.
- 45 With regard to the suggestion that a portable cabin sited on the village green be used as a polling station this is not felt to be a suitable solution given the comments earlier in the report regarding the use of portable cabins.
- 46 In view of the above it is recommended that the new Community Centre at Wetheral be used as a replacement polling station for polling district RE.



## **STANWIX URBAN WARD**

47. The St. Augustines Parish Centre has been the designated polling place for approximately 1050 electors in polling district BD. The former Parish Centre building has been demolished and redeveloped for residential use. The Parish Centre is now attached to the St Augustines Church rather than being a standalone building. As part of the consultation a query was raised as to whether it was felt that the Parish Centre was an appropriate venue in that it was attached to the Church rather than being a standalone building it was further suggested that the new medical centre on the former Belah School site at Eden Street could be used or alternatively a portable cabin could be used in the Eden Street car park.
- 48 Whilst the new Parish Centre is attached to the Church building and is accessed through the same door the Parish Centre is in a different room from the church. There are a number of polling stations throughout the City Council area that are located in churches or rooms attached to Churches. As similar arrangements work well in other areas of the City the St. Augustines Parish Centre is felt to be an appropriate location for a polling station.
- 49 In view of the above it is recommended that the new Parish Centre at St. Augustines be used as the replacement polling station for polling district BD.

## **LONGTOWN WARD**

50. The Longtown Community Centre is the designated polling station for approximately 1300 voters in polling district PE1, PE2, PE3 and PE4. There are two polling stations in the building catering for just over 650 electors in each polling station. The County Councillor for Longtown has suggested that a further polling place could be created to serve existing voters at the north end of Longtown and potential future voters from anticipated developments at the north end of Longtown. It was further suggested that the Arthuret Parish Rooms could be a suitable location for an additional polling station.
- 51 The current polling arrangements have worked satisfactorily for a number of years and the Longtown Community Centre is a good location with good access and facilities for voters. There is also off road car parking provision at the Centre.
- 52 There are a number of potential residential developments in Longtown which could impact on the number of electors in the different polling districts in the future. There is an application for residential development on part of the Lochinvar School site and a site at the north end of Longtown has been allocated for residential development over a 15 year period as part of the Local Plan. The timetable for those developments is however not clear at the present time and it may be a number of years until the developments are complete.
- 53 It is therefore recommended that given the suitability of the current polling station location and the timescales for completion of residential developments to the north

of the town that the current polling arrangements for Longtown remain unchanged but that the situation be reviewed in future years.

- 54 The County Councillor has also requested that the provision for electors in Kirkandrews on Esk Parish be reviewed in view of the fact that the Parish lies in a segment between the A7 and the A6071.
- 55 The electors in the Kirkandrews on Esk Parish are in polling district PE3 (referred to above) There are currently 125 electors in this polling district with the electors being dispersed over a wide area without any main cluster of dwellings. Longtown is the natural focus for these properties and it is suggested that the current polling arrangements for voters in the Kirkandrews on Esk Parish be continued.
- 56 It is recommended that the current polling arrangements for voters in the Kirkandrews on Esk Parish (PE3) be continued

## **BRAMPTON WARD**

- 57. The Irthing Centre is currently the designated polling station for approximately 1250 electors in polling district PKA. A local member raised an issue regarding the impact of development that was taking place at the Irthing Centre site. The manager at the Irthing Centre has confirmed that the development does not impact upon the rooms used for elections in the Irthing Centre or access to the Centre.
- 58 In the light of this it is recommended that the Irthing Centre continue to be used as the polling station for polling district PKA
- 59 The Moot Hall is currently the designated polling station (double station) for approximately 2300 voters in polling district PK. The room used in the Moot Hall is the same room that is used by the Tourist Information Centre. There was a request for the Tourist Information Centre to remain open during the election with the same room being shared between elections and the Tourist Information Centre.
- 60 It is considered that such an arrangement would not ensure that voters were able to cast their vote in private and with due secrecy. Following further discussions with the Tourist Information Centre it has been agreed that the Centre will remain closed on election day and the current arrangements for the Moot Hall to be the designated polling station for polling district PK be continued.
- 61 In the light of this it is recommended that the Moot Hall continue to be used as the polling station for polling district PK

## **MORTON WARD**

- 62. The polling place for approximately 1350 electors in polling district KC was for a number of years at the St. Edmund's Chapel on Newlaithes Avenue. The Chapel closed and the Council agreed that a portable cabin should be sited on the Car Park at the Border Terrier Public House and used as a polling station for polling district KC. The Border Terrier has now been sold. It is anticipated that it will be developed for

residential purposes and will therefore be no longer available for use as a site for a polling station.

- 63 Officers, with the help of local Ward Members, have sought to identify a suitable alternative polling place but it has not been possible to identify a permanent building in the area as a suitable polling place and efforts are being made to identify a suitable site to place a portable cabin within polling district KC. This arrangement, whilst having the usual drawbacks attached to the use of portable cabins as polling stations, worked satisfactorily. In the absence of any suitable buildings in the locality:
64. It is recommended that a portable cabin be sited in polling district KC and be the designated polling place for polling district KC

### **DALSTON WARD**

- 65 The polling place for approximately 450 electors in polling OF is at 6 Low Moor Avenue, Blackwell. Circumstances have recently changed at this property and it is not certain that the premises will still be available for use as a polling station in the future. Officers have investigated a number of possible options for alternative locations to site a polling station in that area but it has not been possible to identify a suitable building in the locality. Some years ago the polling station was provided in a portable cabin located on Blackwell Common where it fronts on to Low Moor Avenue. The Blackwell Common comes under the jurisdiction of the St. Cuthbert Without Parish Council. The Parish Council have been approached to seek their agreement to once again locating a portable Cabin on Blackwell Common where it fronts on to Low Moor Avenue for use as a polling station.
- 66 It is recommended that subject to the approval of the St. Cuthbert Without Parish Council a portable cabin be sited on Blackwell Common where it fronts on to Low Moor Avenue and be the designated polling place for polling district OF.

### **OTHER POLLING PLACES**

67. The usual booking requests will be sent early in the New Year in respect of polling stations to be used at the Parliamentary and City Council elections in May 2015, therefore confirmation of availability has not been received for the premises set out in appendix 1. In order to ensure that polling stations are provided for all electors,
68. It is recommended that the Returning Officer be given authority, after consultation with relevant Ward Councillors and Portfolio Holder, to change polling place locations at the City Council elections if the usual premises prove to be unavailable due to unforeseen circumstances.

## **3. CONSULTATION**

- 3.1 The details of consultation carried out to inform this report are set out in paragraphs 5,6 and 12 of the report

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

- 4.1** To provide polling stations for electors as per the statutory duty under the Representation of the People Act 1983.

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

- 5.1** Properly run elections with the best possible facilities provide the democratic mandate for the Council to determine its priorities.

**Contact Officer:** Ian Dixon

**Ext:** 7555

**Appendices** List of Polling Places  
**attached to report:**

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

- None

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

**Chief Executive's** – The Town Clerk & Chief Executive is the senior officer in charge of the conduct of elections and as such has been involved in the drafting of this report. The risk is that the Council does not comply with its duty to provide suitable and adequate polling stations. This report demonstrates how the Council is seeking to fulfil its obligations.

**Deputy Chief Executive** – None

**Economic Development** – None

**Governance** – This is a report from the Governance Directorate and relevant comments are contained within the body of the said report. The Council is obliged to review polling stations and also comply with its obligations under the equality legislation.

**Local Environment** – None.

**Resources** – None.

## Polling Places – Urban Wards

## APPENDIX 1

WARD	POLLING PLACE	POLLING DISTRICT	ELECTORATE (Sept 2014)
Belah	Kingmoor Business Centre	AA;AB,AF	2057
	Belah Community Centre	AC,AH	807
	1 Etterby Close	AD	1159
	Portable cabin, east side Kingstown Rd	AE,AG	965
Stanwix Urban	Portable cabin, Knowefield Avenue	BA;	1206
	Stanwix Community Centre	BB; BC; BE	2314
	St. Augustine's Parish Centre	BD	1066
	Portable cabin, east side Kingstown Rd	BF	154
St. Aidans	St. Aidan's Church Hall	CA,CF	1720
	Greystone Community Centre	CB,CE	776
	St. Cuthbert's Court, Myddleton St.	CC, CH	494
	Greystone Community Centre	CD,CG	1660
Botcherby	Botcherby Community Centre	DA	1442
	Botcherby Family Centre	DB	776
	Portable cabin, Cumrew Close	DC	781
	Harraby Community Centre	DD; DE	1668
Harraby	The Pinegrove Hotel, London Road	EA	1203
	Inglewood Infant School	EB	1303
	Harraby Catholic Club	EC,EF	1119
	Portable cabin, Cumwhinton Road	ED,EG	1231
Upperby	Creighton Rugby Club	EE	280
	St. Margaret Mary's Social Club	FA	879
	CDC Building adj. Upperby School	FB	809
	St. John's Ambulance, Scalegate Rd.	FC	1019
Currock	Petteril Bank Community Centre	FD; FE	1385
	Currock Community Centre	GA	1086
	Bishop Harvey Goodwin School	GB,GE,GF	1474
	Currock Community Centre	GC	960
Denton Holme	St. Herbert's Church Hall	GD	1157
	Methodist Church Hall, Wigton Road	HA	342
	Denton Holme Community Centre	HB; HC	1943
	St. James Parish Centre	HD	1054
Castle	Portable cabin, Longsowerby	HE	1214
	Portable cabin, Lorne Crescent	HF	481
	Newtown School	JA	904
	West End Temp Hall Hawick Street	JB	715
Morton	Methodist Church Hall, Wigton Road	JC,JK	1352
	Christian Science Church	JD,JF	853
	St. Cuthbert's Court, Myddleton St.	JE,JG,JH	553
	St. Luke's Church Hall	KA; KB	2104
Yewdale	Portable Cabin Border Terrier Car Park.	KC	1442
	Portable cabin, Borrowdale Road	KD,KF	735
	Portable cabin, Scawfell Road	KE	577
	Yewdale Community Centre	LA; LB	2313

Belle Vue	Portable cabin, Richmond Green	LC	1166
	Portable cabin, Nairn Way	LD	904
	Richard Rose Morton Academy	LE	437
	Church of Nazarene	MA; MB	2232
	Newtown School	MC	1397
	St. Bedes School	MD, MF, MG	698
	Portable cabin, Hawthorn Grove	ME, MH	716

### Polling Places – Rural Wards

Ward	Polling Place	Polling District	Electorate (Sept 2014)
Brampton	Moot Hall, Brampton	PK	2299
	Brampton Community Centre	PKA	1245
	Milton Village Hall	PL	116
Burgh	Beaumont Parish Hall	NA	381
	Village Hall, Burgh-by-Sands	NB	628
	Thurstonfield Methodist Chapel	NC	345
	Village Hall, Great Orton	ND	347
Dalston	Victory Hall, Dalston	OA	1777
	Primrose Hall, Gaitsgill	OB	304
	Embassy Ballroom, Cummersdale	OC	427
	Portable cabin, Carleton	OD	223
	Wreay Village Hall	OE	322
	6 Low Moor Avenue, Blackwell	OF	468
	Portable cabin, Black Lion, Durdar	OG	318
	Creighton Rugby Club	OH	1012
	Watson Hall, Castle Carrock	PP1	263
Great Corby and Geltsdale	St Mary's Church, Cumrew	PR1; PR2	108
	Cumwhitton Public Hall	PS	259
	Heads Nook Village Hall	PAB2	282
	Talkin Village Hall	PAC	141
	Great Corby Village Hall	PBB	366
	Downagate Community Centre	PBC	357
	Reading Room, Hayton	PAA	579
Hayton	Heads Nook Village Hall	PAB1	314
	Methodist Church Hall, Corby Hill	PAD	754
Irthing	Lees Hill School	PG1; PG2	180
	Roadhead Public Hall	PH2	40
	Cricket Pavilion, Lanercost	PO1; PO2	179
	Taylor Institute, Low Row	PW	250
	Methodist Church Hall, Gilsland	PX1; PX2; PX3	184
	Lacy Thompson Hall, Hallbankgate	PY1; PY2	552
	Walton Village Hall	PAX	231
	Longtown Community Centre	PE1- PE4	2234
Longtown and Rockcliffe	Moat Village Centre	PF1; PF2	162
	Former Conservatory Centre, Harker	PAG2	224
	Rockcliffe Community Centre	PAM	441
	Blackford School	PAY	326

Lyne	Roadhead Public Hall	PH1	339
	Hethersgill Parish Hall	PAE	323
	Fir Ends School, Smithfield	PAJ	302
	Nicholforest Hall	PAK	328
	Westfield House, Roweltown	PAS	137
	Stapleton Public Hall	PAW	196
	Village Hall, Newtown, Irthington	PAF	560
Stanwix Rural	Former Conservatory Centre, Harker	PAG1; PAG3	168
	Portable Office, Cargo	PAH	436
	Scaleby Village Hall	PAR	304
	Crosby Parish Hall	PAT1; PAT2	412
	Houghton Village Hall	PAU1; PAU2	1404
	Women's Institute Hall, Linstock	PAV	319
	Portable cabin, east side Kingstown Rd	PBK	137
Wetheral	Cotehill Village Hall	RA	506
	Cumwhinton Village Hall	RB	388
	Parish Centre, Scotby	RC	1112
	Memorial Hall, Warwick-on-Eden	RD	192
	Wetheral Village Hall	RE	1066
	Portable cabin, Aglionby	RF	231
	Portable cabin, Cumrew Close	RG	209
	Creighton Rugby Club	RH	213



Your Reference: Polling Review 2014  
Our Reference: PF/KE  
Enquiries to: Paul Foote  
Direct Dial: (01768) 212205  
Email: paul.foote@eden.gov.uk  
Date: 6 November 2014

The logo for Eden District Council features a stylized wavy line to the left of the word "Eden" in a large, elegant serif font.

**District Council**

Town Hall, Penrith, Cumbria CA11 7QF  
Tel: 01768 817817  
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By email [land@carlisle.gov.uk](mailto:land@carlisle.gov.uk)

Mr I Dixon  
Electoral Services Officer  
Governance Directorate  
Carlisle City Council  
Civic Centre  
Carlisle CA3 8QG

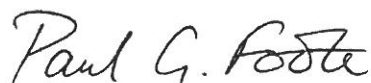
Dear Mr Dixon

**Review of Polling Places**

Thank you for your letter of 2 October 2014.

I have no personal knowledge of any of the polling places within the city of Carlisle that are used for elections for the Penrith and The Border Constituency. However, I have no objection to the use of any of the polling stations for the purposes of an election and, as far as I am aware, consider them to be suitable having regard to the factors to which you refer in the review criteria.

Yours sincerely

A handwritten signature in black ink that reads "Paul G. Foote".

P G Foote

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## **EXCERPT FROM THE MINUTES OF THE EXECUTIVE HELD ON 15 DECEMBER 2014**

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### **EX.141/14    \*\*REVIEW OF POLLING ARRANGEMENTS** (Key Decision – KD.27/14)

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

**Portfolio**      Finance, Governance and Resources

**Relevant Overview and Scrutiny Panel**      Resources

#### **Subject Matter**

The Finance, Governance and Resources Portfolio Holder submitted report GD.58/14 presenting the results of the annual review of polling arrangements as required by the Representation of the People Act 1983. The Directorate Plan provided for an annual polling review to be carried out and it had been the practice in previous years to review the arrangements in those Wards having local elections in the following May.

Details of the statutory provisions and the criteria which had been used in carrying out the review were provided.

As Members were aware, a number of separate and unconnected reviews of electoral arrangements had been undertaken over the last few years, including the Review of Cumbria County Council carried out by the Local Government Boundary Commission for England.

In addition the City Council had, in April 2011, requested the Local Government Boundary Commission for England to carry out an electoral review of current arrangements with a view to securing a significant reduction in the number of Councillors. The Local Government Boundary Commission for England indicated at that time that, due to the number of reviews currently on going or planned, such reviews had to be prioritised and, as Carlisle did not meet the further electoral review criteria, any review of the City Council electoral arrangements would not be carried out in the near future.

All City Councillors and all County Councillors serving Electoral Districts in the Carlisle City Council area had been consulted on the polling arrangements for their particular wards/divisions, the two local M.P's and persons appointed as Election Agents in recent elections had also been consulted. The views of the Carlisle Access Group were also sought on polling arrangements and that was referred to in more detail in paragraph 12.

The Finance, Governance and Resources Portfolio Holder advised that Council had a duty to consult the Returning Officer of every parliamentary constituency in the Council's area on the arrangements. The Returning Officer for the Penrith and the Border constituency, which currently included all rural Wards except Burgh, Dalston and Wetheral, commented that he had no objection to the use of any polling stations for the purpose of an election and, as far as he was aware, considered them to be suitable having regard to the factors included in the review criteria (Appendix 2).

The current polling places and electorate were listed in Appendix 1 and those locations had been reviewed in the light of any representations and comments received.

In terms of access for disabled voters, the report set out details of the action taken to ensure that, so far as was reasonable and practicable, every polling place was accessible to electors who were disabled. The Access Group had been consulted on the review and were satisfied that no action was required currently. However, if any changes in polling station locations required it the Group was happy to carry out an audit of a new polling station location for public access.

The Finance, Governance and Resources Portfolio Holder further drew Members' attention to the use of mobile polling stations and the use of houses / schools as polling places. He added that, in response to requests from School Governing Bodies and representations from the Local Education Authority, the number of schools used as polling places had been reduced in recent years, and now only eight Schools within the Council's area were used as polling venues.

As part of the current review Officers had taken the opportunity to look ahead at the possible impact of future residential developments on polling districts and polling district boundaries.

Planning Services had provided details of outstanding planning permissions for residential developments within the City Council's area and outline permissions. There were a number of potential developments in the City with outstanding or outline permissions for circa 50 properties and above. In forecasting the potential impacts of developments on electoral numbers the usual formula used was 1.8 electors per unit. Details of the position following the use of that formula to forecast the impact of major developments within the City on current electoral registers for that area were provided.

The figures indicated that if the developments referred to above were fully built then some realignment of the register for Belle Vue (Districts MA and MC), Dalston (Districts OA and OC), Denton Holme ( District HC), Harraby ( District EA ), Morton ( District KC ) and Stanwix Rural (District PAG1) would be required. However, as the timescales for the above developments anticipated that those major developments would be progressed over a number of years, it was suggested that the position be noted at the present time and that no changes be made to polling district boundaries at this time.

The County Councillor for Longtown had suggested that consideration could be given to creating a further polling district to serve electors in the north end of Longtown to cater for existing electors and further electors moving to potential new developments at the north end of Longtown.

No further representations had been received during the review with regard to polling district boundaries in the City Council area.

Whilst noting the position on the potential impact of future developments referred to above, it was considered that the polling district boundaries currently in place were an acceptable arrangement. In the light thereof it was recommended that no changes be made to current polling district boundaries at that time, but that the position with regard to development in the polling districts itemised above be kept under review.

The large majority of polling places were satisfactory and had remained unchanged for many years. The choice of suitable buildings was limited and in most cases there was no alternative to the present arrangements. Change was therefore only considered where the current premises were no longer available or satisfactory, or representations had been received in respect of particular buildings.

The Finance, Governance and Resources Portfolio Holder then reported in more detail on suggested changes in voting arrangements for the Wetheral, Stanwix Urban, Longtown and Rockcliffe, Brampton, Morton and Dalston Wards. He further recommended that the Returning Officer be given authority, after consultation with the relevant Ward Councillors and himself, to change polling place locations at the City Council elections if the usual premises proved to be unavailable due to unforeseen circumstances.

The Finance, Governance and Resources Portfolio Holder wished to place on record his thanks to the Electoral Services Officer and his team for what was a very clear and well written report. He then moved the recommendations contained within the report, which were duly seconded by the Leader.

**Summary of options rejected** A number of options set out in Report GD.58/14 with regard to polling arrangements

## **DECISION**

That Report GD.58/14 and the recommendations therein be referred to Council for consideration, the recommendations being that:

1. No changes be made to current polling district boundaries at this time but that the position with regard to development in the polling districts itemised in paragraphs 34 and 35 be kept under review (paragraph 37)
2. It is recommended that the polling arrangements in the following Wards remain unchanged (paragraph 39)

**Belle Vue  
Belah  
Burgh  
Botcherby  
Castle  
Currock**

**Denton Holme  
Great Corby & Geltsdale  
Harraby  
Hayton  
Irthing**

**Lyne  
St. Aidans  
Stanwix Rural  
Upperby  
Yewdale**

3. It is recommended that the new Community Centre at Wetheral be used as a replacement polling station for polling district RE (paragraph 46)
4. It is recommended that the new Parish Centre at St. Augustines be used as the replacement polling station for polling district BD (paragraph 49)
5. It is recommended that, given the suitability of the current polling station location and the timescales for completion of residential developments to the north of the town, the current polling arrangements for Longtown remain unchanged but that the situation be reviewed in future years (paragraph 53)
6. It is recommended that the current polling arrangements for voters in the Kirkandrews on Esk Parish (PE3) be continued (paragraph 56)
7. It is recommended that the Irthing Centre continue to be used as the polling station for polling district PKA (paragraph 58)
8. It is recommended that the Moot Hall continue to be used as the polling station for polling district PK (paragraph 61)
9. It is recommended that a portable cabin be sited in polling district KC and be the designated polling place for polling district KC (paragraph 64)
10. It is recommended that, subject to the approval of the St. Cuthbert Without Parish Council, a portable cabin be sited on Blackwell Common where it fronts on to Low Moor Avenue and be the designated polling place for polling district OF (paragraph 66)
11. Officers continue to monitor the use of portable cabins as polling stations and continue to investigate potential alternatives. It be further recommended that Officers discuss with the supplier the use of a number of self contained units and improved units with a wider door as detailed in paragraph 24 at a number of polling station locations where portable cabins are currently used.
12. The Returning Officer be given authority, after consultation with relevant Ward Councillors and Portfolio Holder, to change polling place locations at the City Council elections if the usual premises prove to be unavailable due to unforeseen circumstances (paragraph 68)

## **Reasons for Decision**

To provide polling stations for electors as per the statutory duty under the Representation of the People Act 1983

# Report to Council

Agenda  
Item:

16

Meeting Date: 6 January 2015  
Portfolio: Cross Cutting  
Key Decision: Not Applicable  
Within Policy and Budget Framework: Not Applicable  
Public / Private: Public

Title: OPERATION OF THE PROVISIONS RELATING TO CALL-IN AND URGENCY  
Report of: Director of Governance  
Report Number: GD.04/15

## Purpose / Summary:

To report on the operation of call-in and urgency since the previous report to Council on 4 November 2014.

## Recommendations:

That the position be noted.

## Tracking

Executive:	N/A
Overview and Scrutiny:	N/A
Council:	6 January 2015

## **1. BACKGROUND**

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

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

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

The Executive, at their meeting on 15 December 2014, considered the following reports which were referred to Council. These items are to be considered by the Council on 6 January 2015. If a call-in were to be received on any of the items, the call-in procedure would overlap the City Council meeting.

All Members will have received copies of the reports and minutes with the Summons for the Council meeting and will have the opportunity to consider the items at the Council meeting on 6 January 2015.

### **(i) Tullie House Business Plan 2015 – 2018**

The above report was submitted to and considered by the Community Overview and Scrutiny Panel on 25 November 2014

### **(ii) Review of Polling Arrangements**

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

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



### **Portfolio Holder Decision: PF.007/14 – Food Digesters**

“To offer the opportunity to the Environment and Economy Overview and Scrutiny Panel to consider and comment on the above report prior to consideration at the Executive.”

If a call-in was received, the call-in procedures would have overlapped the Environment and Economy Overview and Scrutiny Panel meeting on 27 November 2014 when the Panel was asked to consider the report. Any delay caused by the call-in process would have prevented the matter being scrutinised before being considered by the Executive on 15 December 2014.

### **Officer Decision: OD.038/14 – Land and Property Transaction at Morton, Carlisle**

“To conclude and bring to legal completion a land exchange at Morton with the release and payment of £1.1 million to the Church Commissioners for England in accordance with the decision of the Executive at their meeting on 11 February 2013”

Once the decision to proceed with the transaction had been taken, practical completion of the transaction would be triggered and the effect of that would be to bind the Council to an unconditional contract and the payment of contractual consideration, which would be forfeited should a call-in result in the Officer Decision being revoked.

Furthermore, having to delay this transaction in order to comply with the call-in procedures may prejudice and put at risk the Council's ability to conclude a highly significant commercial property transaction that had been the subject of extensive and detailed negotiation over a period of years and formed part of the Council's Disposal Programme and Medium Term Financial Plan and formed part of Carlisle City Council's Budget.

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

**4.1** That the position be noted.

**Contact Officer:** Morag Durham

**Ext:** 7036

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

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

- None

## **CORPORATE IMPLICATIONS/RISKS:**

**Chief Executive's** – N/A

**Community Engagement** – N/A

**Economic Development** – N/A

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

**Local Environment** – N/A

**Resources** - N/A