



AGENDA

EXECUTIVE

MONDAY 24 APRIL 2006 at 1.00pm

in the Flensburg Room, Civic Centre, Carlisle

Apologies for Absence

To receive apologies for absence.

Public and Press

To agree that items of business within Part A of the agenda should be dealt with in public.

To agree that items of business within Part B of the agenda should be dealt with in private.

Declarations of Interest

Members are invited to declare any personal interests, and any personal interests which are prejudicial, relating to any item on the agenda at this stage.

PART A

To be considered when the Public and Press are present

KEY DECISIONS

A.1 CARLISLE RENAISSANCE

(a) CARLISLE RENAISSANCE – REGENERATING RICKERGATE

The Director of Carlisle Renaissance to submit a report setting out details of a Memorandum of Understanding (MOU) for the regeneration of the Rickergate Area and a Project Brief for a Review of Options for City Council Operational Accommodation, including proposals for project governance, management and funding.

(Copy Report CE.12/06 herewith)

(b) CARLISLE ECONOMIC STRATEGY AND FUNDING BIDS FOR 2006/07

The Director of Development Services to submit a report on a Carlisle Economic Strategy and funding bids for 2006/07.

(Copy Report herewith)

(c) CARLISLE RENAISSANCE – CRITERIA FOR THE ACQUISITION OF ASSETS

The Director of Development Services to submit a report outlining the rationale for the acquisition of property under the Asset Investment Fund as part of Carlisle Renaissance and the criteria against which potential acquisitions will be brought forward for consideration by the Executive.

(Copy Report DS.14/06 herewith)

(d) CARLISLE RENAISSANCE - DEVELOPMENT FRAMEWORK AND MOVEMENT STRATEGY PUBLIC CONSULTATION FINDINGS

The Director of Carlisle Renaissance to submit a report with details of the outcome of the public consultation on the Development Framework and Movement Strategy Proposals.

(Copy Report herewith)

(e) CARLISLE RENAISSANCE - DEVELOPMENT FRAMEWORK AND MOVEMENT STRATEGY MEMBERS SUB-GROUP – TERMS OF REFERENCE

The Director of Carlisle Renaissance to submit a report on the terms of reference for the Development Framework and Movement Strategy Members Sub-Group.
(Copy Report CE.09/06 herewith)

A.2 LOCAL AUTHORITY BUSINESS GROWTH INITIATIVE

The Director of Development Services to submit a report seeking approval to the use of funds awarded to the City Council in 2005/06 under the Local Authority Business Growth Initiative.
(Copy Report DS.24/06 herewith)

A.3 BEST VALUE PERFORMANCE PLAN

The Head of Policy and Performance to submit a report containing the draft text of the Performance Plan along with the observations of the Overview and Scrutiny Committees as follows –
(a) Community – 30 March 2006;
(b) Corporate Resources – 6 April 2006;
(c) *Infrastructure – 20 April 2006.
(Copy Report SP.18/06/Minute Excerpts herewith/*to follow)

A.4 PLAY AREA POLICY

The Director of Community Services to submit a report on a Play Area Policy along with the observations of the Community Overview and Scrutiny Committee.
(Copy Report CS.20/06/Minute Excerpt herewith)

A.5 ARTS CENTRE/THEATRE FEASIBILITY STUDY

The Director of Community Services to submit a report updating the Executive on the progress of the Study and to agree the scope of work for consultants.
(Copy Report CS.13/06 herewith)

A.6 CLEAN NEIGHBOURHOODS AND ENVIRONMENT ACT

The Director of Community Services to submit a report seeking approval to the City Council's approach to adopting this legislation. The observations of the Infrastructure Overview and Scrutiny Committee Workshop of 10 April 2006 will be incorporated into the report. The matter has also been discussed by the Community Overview and Scrutiny Committee on 30 March 2006 and a Minute Excerpt is submitted.

(Copy Report CS.17/06/Minute Excerpt herewith)

A.7 SMALL SCALE COMMUNITY PROJECTS

The Director of Community Services to submit a report seeking approval to the framework for managing the allocation of the agreed budget for Small Scale Community Projects in 2006/07.

(Copy Report CS.18/06 herewith)

A.8 CONSTITUTION IN RESPECT OF THE CARLISLE LOCAL STRATEGIC PARTNERSHIP

The Director of Legal and Democratic Services to submit a report on the draft Carlisle Local Strategic Partnership Constitution.

(Copy Report LDS.13/06 herewith)

A.9 LEARNING CITY STRATEGY

(The Leader has agreed to this key decision item being considered at this meeting, although not in the Forward Plan)

The Director of Development Services to submit a report on a draft Learning City Strategy for consideration by the Executive prior to consultation with the Community Overview and Scrutiny Committee and stakeholders.

(Copy Report DS.18/06 herewith)

A.10 DRAFT EQUALITY AND DIVERSITY POLICY

(The Leader has agreed to this key decision item being considered at this meeting, although not in the Forward Plan)

The Director of People, Policy & Performance Services to submit a report on the Draft Equality and Diversity Policy.

(Copy Report SP.17/06 herewith)

A.11 BITTS PARK TENNIS

(The Leader has agreed to this key decision item being considered at this meeting, although not in the Forward Plan)

The Director of Community Services to report on the Bitts Park Tennis Air Dome Proposal.

(Copy Report CS.10/06 herewith)

NON KEY DECISIONS

A.12 FORWARD PLAN

(a) The Forward Plan of key decisions for the period 1 May - 31 August 2006 is submitted for information.

(Copy Forward Plan to follow)

(b) The Head of Culture and Community Services was to have submitted a report to this meeting seeking the Executive to agree draft options for a Sports Feasibility Study for consultation with the Community Overview and Scrutiny Committee. This report is delayed as the consultants undertaking the study need further time in order to prepare a report on their findings. The item has been re-scheduled in the Forward Plan for the 12 June 2006 Executive meeting.

A.13 SCHEDULE OF DECISIONS TAKEN BY OFFICERS

A Schedule of Decisions taken by Officers under delegated powers is attached for information.

(Copy Schedule herewith)

A.14 SCHEDULE OF DECISIONS TAKEN BY PORTFOLIO HOLDERS

A Schedule of Decisions taken by Portfolio Holders under delegated powers is attached for information.

(Copy Schedule herewith)

A.15 CUMBRIA STRATEGIC WASTE PARTNERSHIP

To note the Minutes of the meeting of the Cumbria Strategic Waste Partnership held on 22 March 2006.

(Copy Minutes herewith)

A.16 COMMUNITIES REUNITED

The Director of Community Services to submit a report on the outcome of a liaison meeting with Communities Reunited in order that the Executive could consider the level of continued support the City Council can offer this Project.

(Copy Report CS.15/06 herewith)

A.17 JOINT COMMITTEE – SUPPLEMENTARY PLANNING DOCUMENTS

The Director of Development Services to submit a report updating the Executive on the position of relevant Authorities over proposals to establish a Joint Committee of the County, Districts and the Lake District National Park to prepare two supplementary planning documents to be adopted countywide dealing with Wind Energy and Landscape Character.

(Copy Report DS.16/06 herewith)

A.18 RENEWAL OF THE CITY COUNCIL'S INSURANCES

The Director of Corporate Services to submit a report on the renewal of the City Council's insurances.

(Copy Report FS.07/06 herewith)

A.19 HAMMONDS POND PARK – MULTI USE GAMES AREA PROPOSAL

The Director of Community Services to report on Hammonds Pond Park, multi use games area proposal.

(Copy Report CS.11/06 herewith)

A.20 CASINO

The Director of Development Services to report on the bid to the Casino Advisory Panel for Carlisle to be considered as a location for Casino development.

(Copy Report DS.19/06 herewith)

A.21 FUNDING REQUEST – CARLISLE INTERNATIONAL SUMMER FESTIVAL

The Director of Community Services to submit a report on a funding request from the organisers of the Carlisle International Summer Festival.

(Copy Report CS.19/06 herewith)

A.22 REFERENCE FROM THE CORPORATE RESOURCES OVERVIEW AND SCRUTINY COMMITTEE

To consider a Minute Excerpt from the Corporate Resources Overview and Scrutiny Committee of 6 April 2006 regarding options for the future use of the 'octagon' underneath the Council Chamber.

(Copy Minute Excerpt herewith)

A.23 JOINT MANAGEMENT TEAM

The Minutes of the meetings of the Joint Management Team held on ? 2006 are submitted for information.

(Copy Minutes herewith)

PART B

To be considered in Private

KEY DECISIONS

- NIL -

NON-KEY DECISIONS

-NIL-

Members of the Executive:

Councillor Mitchelson (Leader & Promoting Carlisle Portfolio Holder)

Councillor Knapton (Health & Community Activities Portfolio Holder)

Councillor Geddes (Corporate Resources Portfolio Holder)

Councillor Jefferson (Policy and Performance Management Portfolio Holder and Finance and Resources Portfolio Holder)

Councillor Mrs Bowman (Economic Development and Regeneration Portfolio Holder)

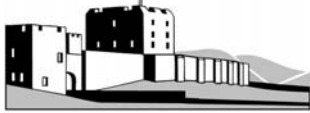
Councillor Bloxham (Environment, Housing, Infrastructure and Transport Portfolio Holder)

Enquiries to Committee Clerk:

Stephen Halstead - Tel - 817557

Notes to Members:

Decisions made at this meeting, if not subject to call-in, will become live on 5 May 2006.



REPORT TO EXECUTIVE

PORTFOLIO AREA: CROSS CUTTING

Date of Meeting: 24th April 2006

Public

Key Decision:	Yes	Recorded in Forward Plan:	Yes
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Inside Policy Framework

Title: CARLISLE RENAISSANCE
REGENERATING RICKERGATE

Report of: Director of Carlisle Renaissance
Report reference: CE 12/06

Summary:

This report sets out details of a Memorandum of Understanding (MOU) for the regeneration of the Rickergate Area and a Project Brief for a Review of Options for City Council Operational Accommodation, including proposals for project governance, management and funding.

Recommendations:

Members are requested to: -

- a) Approve the draft Rickergate MOU subject to approval by the other parties to it, and to delegate to the Director of Carlisle Renaissance authority to make minor amendments to the draft (after prior consultation with the Leader) to finalise the document.
- b) Endorse the Project Brief for the Review of City Council Operational Accommodation and note arrangements for the establishment of an officer Project Group.

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

- c) Agree the use of the Asset Investment Fund to support the cost of implementing the Project Brief, subject to a detailed assessment of costs to be reported back to the Executive
- d) Refer the Project Brief to the Cross Party Working Group for comment.

Contact Officer: Christopher Pearson

Ext: 7015

1. BACKGROUND

- 1.1 On 23 January 2006 the Executive agreed to a review of options for the relocation of the City Council from the Civic Centre in Rickergate as part of the ongoing Review of Corporate Assets (CE 01/06).
- 1.2 At the same meeting the Executive noted progress on the Review of Corporate Assets and agreed to release funding from the Asset Reserve to undertake a number of activities including engaging external surveyors to review the Council's operational accommodation (PS 02/06).
- 1.3 On 23 February 2006 the Carlisle Renaissance Development Manager and the Head of Property Service made a presentation to the Corporate Resources Overview & Scrutiny Committee. This presentation outlined the potential scope of work for a review of options for the relocation of the City Council from the Civic Centre (CROS.18/06).
- 1.4 On 20 March 2006 the Executive noted progress on governance and management arrangements and progress on delivery planning, funding and specific project proposals (CE 06/06). This included a proposal for the establishment of an officer Project Group to take forward the review of options and identified the Director of Corporate Services as the Project Sponsor.
- 1.5 The same report also noted progress on a Memorandum of Understanding (MOU) between public sector landowners and occupiers in the Rickergate Area, intended to establish the basis of a relationship between the individual parties with the aim of securing the regeneration of the Rickergate area.
- 1.6 On 27 March 2006 the results of an extensive public consultation exercise were published on the City Council's web site. This exercise, led by the City Council, gave residents and the business community a chance to have their say on ideas to revitalise the City Centre and improve movement into and around the City. The idea of redeveloping the Rickergate Area for a mix of uses received significant support from those who participated.

- 1.7 On 29 March 2006 a Development Framework & Movement Strategy Workshop was held at the Civic Centre for all elected representatives in the Carlisle area. A summary of the views and ideas generated at this workshops has been circulated to all those who attended and will be fed into the study process.
- 1.8 This report sets out details of a Memorandum of Understanding (MOU) for the regeneration of the Rickergate Area and a Project Brief for a Review of Options for City Council Operational Accommodation, including proposals for project governance, management and funding.

2. RICKERGATE AREA MOU

- 2.1 The Rickergate Area MOU is an important driver of the project to review the City Councils operational accommodation. The City Council is one of a number of public sector landowners and occupiers who together account for a significant proportion of the property interests in this area of the City Centre.
- 2.2 The MOU is intended to establish the basis of a relationship between these parties with the aim of securing the regeneration of the Rickergate area, working collaboratively to release sites for redevelopment. A draft MOU is included as an Appendix to this report. The County Council has approved this draft at a meeting of its Cabinet on 21 March 2006 [report reference].
- 2.3 Her Majesty's Court Service and the Cumbria Police Authority and DEFRA (on behalf of the Rural Payments Agency) have indicated their 'in principle' approval and such confirmation is awaited from the Home Office (on behalf of the National Offender Management Service).
- 2.4 As the lead organisation for Carlisle Renaissance it is essential that the City Council commits to the objectives of the MOU and takes active steps to review options for the relocation of its operational activities from the existing Civic Centre site in the Rickergate area.

3. PROJECT BRIEF

- 3.1 This section sets out an outline Project Brief for a review of options for operational accommodation in support of Carlisle Renaissance. It includes a set of objectives, which will provide a framework for undertaking the work, and an indicative methodology broken down into key stages.
- 3.2 Objectives
 - 3.2.1 The proposed objectives for this project are as follows: -

- To support the regeneration of the Rickergate area and the revitalisation and expansion of the City Centre
- To promote sustainable high quality development in accordance with the Council's priority of Cleaner, Greener & Safer.
- To improve the delivery and accessibility of Council services in accordance with Corporate objectives
- To maximise the efficiency and improve the quality of the Council's operational estate
- To address the Government's efficiency and modernisation agendas (Gershon, E-government, Shared Services etc.)

3.2.2 For the avoidance of doubt it is not anticipated that this review will include 'community' assets such as Tullie House, sports and leisure facilities, community centres and hostels. The precise list of operational facilities to be included will be defined as part of stage 1 of the methodology. Both the Civic Centre and Bousteads Grassing will be included in the review.

3.3 Methodology

3.3.1 The proposed methodology is broken down into six stages. A description of these stages and a summary of their content is set out in the following sub sections.

3.3.2 *Stage 1: Space Needs Analysis*

This stage is intended to establish a baseline space requirement for the City Councils operational activities to be included in the project, broken down by category of space such as: -

- Publicly accessible service facilities (Customer Care Centre etc.)
- Civic and democratic activities (Council Chamber, Committee Rooms, Group Offices etc.)
- General office use (incl. opportunities for shared facilities such as hot desks etc.)
- Storage and maintenance (incl. depots)
- Amenity (café/crèche etc.)
- Car parking and servicing

3.3.3 *Stage 2: Co-location & Shared Services.*

This stage will run parallel to stage 1 and will involve consultation with other public, voluntary and community service providers and stakeholders to determine potential opportunities for co-location and shared services. In particular this will address the potential of shared facilities with the County Council as well as shared infrastructure provision.

3.3.4 *Stage 3: Identification of Options*

Based on the initial parameters identified during earlier stages, stage 3 will involve the identification of options for the location of operational accommodation. This process will be influenced by a number of external factors including accessibility, land ownership and the statutory planning framework.

It will need to take account of the emerging findings of the City Centre Development Framework & Movement Strategy and the broader objectives of Carlisle Renaissance. It is likely that a number of sub-options will be identified at this stage since it may not be practical or desirable to locate all the City Councils operational accommodation on a single site.

3.3.5 *Stage 4: Options Analysis*

This stage will involve a detailed analysis of the options identified during stage 3, testing each option in terms of feasibility, viability and deliverability. Specifically this stage will involve: -

- Site appraisals (desk top survey)
- Cost estimates (acquisition, development/refurbishment, operational, savings, relocation etc.)
- Impact on service delivery (operational efficiencies etc.)
- Funding estimates (disposals, capital reserves, leasehold, link to asset strategy etc)
- Procurement options (direct development, developer led, joint venture etc.)
- Risk assessment (financial, operational, reputational etc.)

3.3.6 *Stage 5: Selection of Preferred Option*

This stage will involve the selection of a preferred option based on the option analysis carried out in the previous stage. The selection process will require the establishment of a clear set of criteria (based on the project objectives set out in 3.2.1 above) against which the merits of each option and sub option can be assessed.

3.3.7 *Stage 6: Implementation Plan*

Following the selection of a preferred option this stage will involve the preparation of a detailed delivery plan, setting out in detail how any development/refurbishment and subsequent relocation is to be achieved, with a procurement route, programme milestones, risk register etc.

4 PROJECT TEAM & RESOURCES

4.1 An officer Project Group is being established to take forward this project, in accordance with PRINCE2 methodology. The Director of Corporate Services has been identified as the Project Sponsor. The Carlisle Renaissance Development Manager will be the Project Lead. The following will also participate in this group: -

- Director of Community Services
- Director of Legal & Democratic Services
- Head of Property Services (Development Services)
- Head of Facilities (Community Services)
- Environmental Performance Manager (Community Services)
- Programme Manager (Carlisle Renaissance)
- Urban Designer (Carlisle Renaissance)

4.2 It is expected that the Project Group will require support from external consultants in relation to various aspects of the brief as set out above. Before this can be determined the Project Group will need to prepare a more detailed scope of work and appropriate consultants brief(s) for discreet work packages. In developing the detailed brief the Project Group may draw on advice from external consultants under the provisions set out in report PS 02/06 (see paragraph 1.1).

4.3 The specific external costs associated with addressing the project brief are unclear at this stage. Therefore it is proposed that subject to a further more detailed assessment of costs, provision be made within the Asset Investment Fund, as part of the £1m set aside to support strategic property acquisition (FS 42/05), to cover these costs.

4.4 Given the strategic importance of the project both to the City Council and the delivery of the renaissance agenda it may be appropriate for a special Task & Finish Group to be established to guide the implementation of the project, possibly drawn from across all three of the Councils Overview & Scrutiny Committees.

5. RECOMMENDATIONS

5.1 Members are requested to: -

- a) Approve the draft Rickergate MOU subject to approval by the other parties to it and to delegate to the Director of Carlisle Renaissance authority to make minor amendments to the draft (after prior consultation with the Leader) to finalise the document.
- b) Endorse the Project Brief for the Review of the City Council Operational Accommodation and note arrangement for the establishment of an officer Project Group.

- c) Agree the use of the Asset Investment Fund to support the cost of implementing the Project Brief, subject to a detailed assessment of costs to be reported back to the Executive
- d) Refer the Project Brief to the Cross Party Working Group for comment.

7. REASONS FOR RECOMMENDATIONS

To enable the Executive to progress the regeneration of the Rickergate area as part of Carlisle Renaissance.

8. IMPLICATIONS

- Staffing/Resources – This report refers to the establishment of an officer Project Team and the use of external consultants to support the activities of this team
- Financial – During the 2006/07-budget process, an additional £1m was transferred from Capital Receipts to the earmarked Asset Investment Reserve to provide for the purchase of strategic property in support of Carlisle Renaissance. The Asset Investment Reserve now stands at £2.1m and to date £100,000 has been released to support additional work required to progress the Asset Review. This was approved by the Executive on 23 January 2006 (PS 02/06). Use of the reserve to fund further costs associated with the Project Brief will require detailed assessments of costs prior to any expenditure being incurred and will be subject to Executive approval.
- Legal – This report refers to a Memorandum of Understanding (MOU) between the City Council and other public sector landowners and occupiers in the Rickergate Area. The MOU is not intended to be legally binding but signed by the various parties to signal their intention to establish the basis of a relationship between them with the aim of securing the regeneration of the Rickergate area
- Corporate – This report refers to a Project Brief with objectives to maximise the efficiency and improve the quality of the Council's operational estate and address the Government's efficiency and modernisation agendas
- Risk Management – This report refers to an assessment of risk as part of the Project Brief
- Equality Issues – This report refers to a Project Brief with an objective to improve the delivery and accessibility to City Council services

- Environmental – This report refers to a Project Brief with an objective to promote sustainable high quality development in accordance with the Council's priority of Cleaner, Greener & Safer.
- Crime and Disorder – This report refers to a Project Brief with an objective to promote sustainable high quality development in accordance with the Council's priority of Cleaner, Greener & Safer.
- Impact on Customers – This report refers to a Project Brief with an objective to improve the delivery and accessibility of City Council services

APPENDIX A

RICKERGATE AREA REGENERATION

DRAFT

MEMORANDUM OF UNDERSTANDING

RICKERGATE AREA REGENERATION

DRAFT MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding is made between **CARLISLE CITY COUNCIL** (City Council) **CUMBRIA COUNTY COUNCIL** (County Council) **CUMBRIA POLICE AUTHORITY** (CPA), **HER MAJESTY'S COURTS SERVICE** (HMCS), **RURAL PAYMENTS AGENCY** (RPA), **DEPARTMENT FOR THE ENVIRONMENT, FOOD & RURAL AFFAIRS** (DEFRA), and the **NATIONAL OFFENDERS MANAGEMENT SERVICE** (NOMS)

This document is not intended to be legally binding on the parties hereto (the Parties) and is not intended to set out an exhaustive list of matters to be incorporated subsequently into any legally binding documentation to be prepared in relation to the matters referred to in the Memorandum of Understanding ("MOU")

1. BACKGROUND

- 1.1 Carlisle Renaissance is a vision for the economic, physical and social regeneration of the City. In August 2005 the Deputy Prime Minister launched the Carlisle Renaissance Prospectus which sets out a series of objectives which provide a framework for realising this vision.
- 1.2 The Prospectus identifies a number of areas within the City Centre, which have the potential to accommodate a mix of uses that could support the Renaissance agenda, particularly in relation to stimulating the visitor economy. One of these areas is at Rickergate. The parties to this MOU retain assets and/or operational activities within the Rickergate area. Details of this are set out in the attached plan.
- 1.3 In November 2005, English Partnerships with funding support from the City Council, the County Council and the Government Office for the Northwest, appointed consultants to prepare a new Development Framework for the City Centre and a City-wide Movement Strategy. The remit of this work includes the reorganisation of the Rickergate area.
- 1.4 The Executive Meeting of the City Council on 23 January 2006 endorsed the Vision and Strategic Objectives of Carlisle Renaissance as set out in the Prospectus. Furthermore, the Executive agreed that a review of options be carried out for the relocation of the City Council from the Rickergate area.

1.5 The CPA and Cumbria Fire & Rescue Service are actively considering alternative locations for the provision of services, which are currently or which were prior to the floods in January 2005, delivered from the Rickergate area.

1.6 The parties recognise the potential benefits of a co-ordinated approach to the regeneration of the Rickergate area and the need to ensure that they adopt a 'joined up' approach both to the regeneration of the area and to associated proposals which will require the relocation of Public Sector uses in the area to locations elsewhere in the City.

2. **OBJECTIVES**

2.1 This MOU is intended to establish the basis of a relationship between the Parties with the aim of securing the regeneration of the Rickergate area, and each of the Parties agrees to collaborate in good faith and in a spirit of trust and co-operation in order to achieve this aim.

2.2 The objectives of the Parties in entering into the MOU are: -

- i. To establish and deliver a framework for the regeneration of the Rickergate area.
- ii. To ensure Public Sector owners / occupiers in the Rickergate area undertake a co-ordinated approach to the regeneration of the area and provide such support and assistance to support the objectives of each of the parties.
- iii. To ensure that the local community is fully engaged in all stages of the regeneration process.
- iv. To ensure that the regeneration of the Rickergate area achieves best value in terms of the use of the Public Sector assets in the area.
- v. To ensure that the regeneration of the Rickergate area is consistent with best practice in terms of environmental sustainability and quality of design.

2.3 The Parties recognise that proposals for the regeneration of the Rickergate area are at a formative stage, that the Carlisle Renaissance Prospectus sets the context in terms of the principles of urban renaissance in respect of the development and revitalisation of the City Centre and that the Development Framework and Movement Strategy will help to set the context for any proposals for the regeneration of the Rickergate area.

2.4. Each of the partners will use their reasonable endeavours to ensure that resources are available to further the proposals for Rickergate

3. **WORKING GROUP**

- 3.1 A Working Group has been established by the Parties to bring forward proposals in connection with this MOU. The Working Group is Chaired by the City Council and both the City Council and County Council agree to nominate representatives to participate in the Working Group.
- 3.2 Each of the other Parties agrees to nominate a senior representative to participate in the Working Group. The City Council agrees to provide project management and secretariat support for the Working Group as appropriate.
- 3.3 Each of the Parties recognises that any such proposals brought forward through the Working Group must take account of the other Parties objectives, obligations, powers and statutory limitations and that the Working Group has no decision making powers as such and any matter requiring a decision will be subject to ratification by each of the Parties in accordance with their own internal governance arrangements.

4. **AGREEMENT**

- 4.1 It is not intended that this MOU will be legally binding on the Parties but it is intended to express a definite wish to collaborate to bring forward the implementation of proposals to regenerate the Rickergate area.

SIGNED BY:

Name:

Position:

Organisation: Carlisle City Council

Date:

Name:

Position:

Organisation: Cumbria County Council

Date:

Name:

Position:

Organisation: Cumbria Police Authority

Date:

Name

Position

Organisation National Offenders Management
Service

Date:

Name:

Position:

Organisation: Her Majesty's Courts Service

Date:

Name:

Position:

Organisation: Rural Payments Agency

Date:

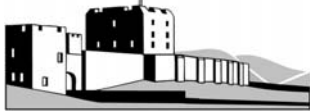
Name:

Position:

Organisation: Department for the Environment
Food & Rural Affairs

Date:

DRAFT



REPORT TO EXECUTIVE

PORTFOLIO AREA: ECONOMIC PROSPERITY

Date of Meeting: 24th April 2006

Public

Key Decision: Yes

Recorded in Forward Plan:

Yes

Inside Policy Framework

Title: CARLISLE RENAISSANCE
NWDA FUNDING PROPOSAL (2006-07)

Report of: Director of Development Services

Report reference: DS.21/06

Summary:

This report provides details of a proposed funding application by City Council to the NWDA for £1m to support economic development activities during 2006/07. It also details the proposed scope of work for a new Carlisle City-Region Economic Strategy which would be funded in part from through this application.

Recommendations:

Members are requested to: -

- a) Agree the draft funding application and give delegated authority to the Director of Development Service to make any minor amendments prior to its submission to the NWDA
- b) Note progress on the scope of work for a new Carlisle City-Region Economic Strategy

Contact Officers: Ian McNichol and David Beaty

Ext: 7120

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

1. BACKGROUND

- 1.1 On the 20 March 2006 (CE 06/06) the Executive considered a report on the progress of Carlisle Renaissance. The report made reference to a provisional allocation of £3m of funding made by the NWDA to support Carlisle Renaissance in the period 2006/07 to 2008/09 in furtherance of the objectives of the Regional Economic Strategy and Cumbria Vision's Strategic Plan.
- 1.2 This report provides details of a proposed funding application by City Council to the NWDA for £1m of this allocation to support economic development activities for the Carlisle area during 2006/07. It also details the proposed scope of work for a new Carlisle City-Region Economic Strategy which would be funded in part from this allocation.

2. NWDA FUNDING APPLICATION

- 2.1 A copy of the draft funding proposal is attached as an Appendix to this report. In summary it proposes a series of projects that will: -
- Reinforce the evidence base for economic development and provide guidance on intervention and support by the public sector to develop the Carlisle City-Region.
 - Tackle skills gaps, unemployment and worklessness within the City's most deprived neighbourhoods
 - Support the development of the visitor economy, including brand development and marketing, public realm and other aspects of the tourism infrastructure
 - Encourage entrepreneurialism and new enterprise development, particularly amongst women and within deprived neighbourhoods
 - Assess the feasibility and viability of bringing brownfield land forward for employment use, particularly in the south of the City.
- 2.2 The attached funding proposal identifies sources of potential match funding including existing City Council mainstream funding and Local Authority Business Growth Initiative (LABGI) funding which has recently been awarded to the City Council. The rationale for this use of LABGI funding is the subject of a separate report to the Executive.
- 2.3 At this stage the City Council has been invited to submit a 'Concept Proposal' to the NWDA. It scope has been approved in principle by the Project Sub Group of Cumbria Vision at its meeting on 16 January 2006. The proposal will be considered by the NWDA following submission and if it is accepted the City Council will then be

invited to submit a 'Detailed Proposal'. The timetable for appraisal and approval has not been confirmed but it is considered unlikely to be before the third quarter of 2006. However, as outlined in the proposal, the NWDA may be prepared to accelerate this timetable to enable the work on the Carlisle City-Region Economic Strategy to commence earlier. This strategy will be key to determining the scope of any future funding proposals to the NWDA (and other bodies) in the period to 2008/09 and beyond.

- 2.5 Overall the proposals set out would lead to an investment of up to £2m by the public sector in a range of economic development activities in 2006/07 that support the vision and strategic objectives of Carlisle Renaissance, which the Executive agreed to endorse at its meeting of 23 January 2006 (CE 01/06). This would represent a step change in the level of support available to stimulate the local economy and address the economic challenges facing the City.

3. CARLISLE CITY-REGION ECONOMIC STRATEGY

- 3.1 An outline scope of work for this strategy is included as an Appendix to this report. The preparation and delivery of this strategy will be a fundamental to achieving the vision for Carlisle Renaissance and will underpin the delivery of each of the strategic objectives. It is a major and vital undertaking.
- 3.2 The purpose of the strategy is to determine how the public sector, in partnership with the private sector, can encourage new investment, sustainable economic growth, job creation and enterprise development, and address economic disadvantage within deprived neighbourhoods and communities.
- 3.3 The methodology for the preparation of the strategy is likely to include the following stages: -
- An economic health-check and baseline assessment
 - An evaluation of key issues/themes based on macro and local economic trends
 - Establishment of specific objectives and key deliverables linked to these themes
 - A costed and programmed action plan
- 3.4 Ownership of this strategy by the both the public and private sectors will be vital to its realisation. It will be a strategy for the City-Region as a whole and not simply for the City Council. The Carlisle Local Strategic Partnership (LSP) is expected to play a crucial role in this respect. In preparing the strategy it will also be necessary to engage with organisations in the wider City-Region as defined by factors such as

the City's Travel to Work Area (TTWA) and retail catchment, which extend well beyond the City Council's administrative boundaries.

4. CONSULTATION

2.1 The following have been consulted in the preparation of this report: -

- North West Development Agency
- Cumbria Vision
- Cumbria County Council
- Centre for Regional Economic Development
- Carlisle Renaissance City & County Councillors Steering Group

2.2 It is intended that the Economic Development & Enterprise Thematic Group of the Carlisle LSP will also be consulted on the scope of work for the Carlisle City-Region Economic Strategy. This group will include representatives of the Chamber of Commerce and other private sector interests.

5. RECOMMENDATIONS

5.1 Members are requested to: -

- a) Agree the draft funding application and give delegated authority to the Director of Development Service to make any minor amendments prior to its submission to the NWDA
- b) Note progress on the scope of work for a new Carlisle City-Region Economic Strategy

6. REASONS FOR RECOMMENDATIONS

6.1 To enable the submission of a funding proposal to the NWDA in support of Carlisle Renaissance and ensure that the Executive is informed as to the scope of work for a economic strategy for the Carlisle City-Region.

7. IMPLICATIONS

- Staffing/Resources – The implications for staffing resources will be determined as part of the process of preparing a Detailed Proposal to the NWDA
- Financial – A separate report has been prepared concerning the allocation of the City Council's LABGI funding in support of the NWDA funding proposal. The

draft proposal also includes reference to the use of existing budget allocations as match funding.

- Legal – The legal implications will be determined as part of the process of preparing a Detailed Proposal to the NWDA. The City Council may be required to be the ‘Accountable Body’ for any external funding approved, the details of which would be set out in a formal grant agreement with the NWDA.
- Corporate – The vision and strategic objectives of Carlisle Renaissance were endorsed by the Executive at its meeting of 23 January 2006 (CE 01/06)
- Risk Management – A risk assessment will be included as part of the process of preparing a Detailed Proposal to the NWDA.
- Equality Issues – This report refers to projects that will encourage entrepreneurialism and new enterprise development, particularly amongst women and within deprived neighbourhoods
- Environmental – The environmental implications will be determined as part of the process of preparing a Detailed Proposal to the NWDA. This report refers to projects to reuse brownfield land for employment use.
- Crime and Disorder – None
- Impact on Customers – The impact on customers will be determined as part of the process of preparing a Detailed Proposal to the NWDA

APPENDIX 1

Economic Strategy for Carlisle City Region

Working Arrangements, Scope and Purpose

1 Working Arrangements

1.1 Sponsors

Catherine Elliot, Corporate Director of Development Services, on behalf of the Senior Management Team, Carlisle City Council and Chris Collier, CEO, Cumbria Vision [CV]

1.2 Project Team

The Project Team will be lead by the Head of Economic Development and Tourism and will include officer representation from NWDA/Cumbria Vision and Cumbria C.C. The team will be expanded as necessary to include representation from the LSP 'Economy and Enterprise' sub group when this is established.

2 'Ownership' of the Strategy

- 2.1 As the Carlisle Local Strategic Partnership comes into being it will start to take ownership of the Strategy. Until then it is assumed the local authorities and Cumbria Vision will manage the process.
- 2.2 Members of the 'Economy and Enterprise' sub group of the Carlisle LSP will be engaged in the development of the Strategy at the earliest opportunity once this group is established.
- 2.3 The City & County Councils and Cumbria Vision will follow their own internal processes in considering the Strategy.
- 2.4 Following consideration by the two local authorities and CV it is assumed it will be recommended that the Carlisle LSP adopt the Strategy, steers its implementation and monitors its progress.
- 2.5 It is intended that the Strategy will be branded as the product of the City and County Councils and Cumbria Vision.

3 Coverage of the Strategy

- 3.1 The detailed geographical coverage of the Strategy will be the whole of Carlisle City Council administrative area - including Carlisle's rural area.
- 3.2 However, the Strategy will also take account of Carlisle's role in the sub-region and its role beyond the administrative boundaries of the City Council. It will engage neighbouring authorities and other agencies within Carlisle's sphere of influence in England and Scotland to better define Carlisle's sub regional role.

4 Scope and purpose of the Strategy

- 4.1 The purpose of the Economic Strategy is to provide the economic context for Carlisle Renaissance and to support its implementation. It will set the priorities for the future economic development of Carlisle in the context of the RES, the Cumbria sub-regional strategy, CV's Business Plan and other relevant policy documents.
- 4.2 The Strategy will include an action plan for public sector interventions in support of those priorities. It will show what interventions are needed and how they will be delivered.
- 4.3 The Strategy's essential role is to encourage investment, sustainable economic growth, quality employment and to address areas of deprivation and economic disadvantage.
- 4.4 The strategy will also identify strategic economic targets for adoption and monitoring by partners under the auspices of the Carlisle LSP
- 4.5 There will be several audiences and roles for the Strategy. It will, [alongside the Local Plan] help to inform private sector decision making, it will be a policy document for the City Council, it will serve as a reference document for bids for external funding and it will also be used as the basis for lobbying.
- 4.6 The Strategy will provide the justification for policy decisions by the City Council under its power to promote the 'economic well being' of Carlisle. It will provide the on-going policy context for existing initiatives such as the Longtown MTI and will make the links with the Council's Clean, Green and Safe corporate priority.

5 Relationship with Carlisle Renaissance

- 5.1 The process of setting out an agenda for economic growth in Carlisle began with the publication of the Carlisle Renaissance prospectus in August 2005. This will be refined following a consultation process during early 2006.
- 5.2 The prospectus includes six objectives for the regeneration of Carlisle. These are;
 - 1 The expansion of the City Centre to the South and West, introducing high quality mixed use development with improved public realm and a vibrant waterfront development.
 - 2 Improving movement into and around the City for all modes of transport
 - 3 Maximising the potential of Carlisle as a major destination for leisure and business tourism – particularly tourism and leisure infrastructure.
 - 4 The establishment of Carlisle as a Learning City – particularly the development of Higher Education.
 - 5 Strengthening the City's economic base, and
 - 6 Creating sustainable communities, -

- 5.3 The Economic Strategy will cover all of the economic development aspects of these objectives, including the physical development of the City Centre, Learning City, Business Support, Tourism etc etc.
- 5.4 Where Carlisle Renaissance places particular emphasis on physical change through key transformational projects, - particularly in relation to the objectives in 1 – 4 above - these will also be taken forward in detail through a Movement Strategy and a Development Framework & Action Plan. These proposals will be tested as part of the review and inquiry into the Local Development Plan later in 2006.

6 Timetable

- 6.1 The intention is to produce a consultation draft of the Strategy for Summer 2006 and to finalise the Strategy for the Autumn. A project Plan and brief for the Strategy is in preparation.

7 Working methodology

- 7.1 The intention is to engage as many key people in the early stages of the development of the strategy as possible using a mix of qualitative techniques in order to inform the project team. A 'draft and consult' approach is not intended.

8 Links with 'Sustainable Communities'

- 8.1 The Strategy will include proposals for the delivery of the 'economic' strand of the 'sustainable communities' agenda in Carlisle. It will not attempt to define how the whole of that agenda will be delivered.

9 Budget and Format

- 9.1 Research, consultation and publicity & distribution costs are the three main area of expenditure. Cumbria Vision will be requested to consider bids for original research, consultant's services for strategy development and for the cost of consultation. These costs have yet to be determined. The City Council will take responsibility for the publication, printing and dissemination of the Strategy at final consultation draft and finished version stages.
- 9.2 The final strategy document will be limited to 20 sides but will be supported by additional documentation containing the evidence on which the strategy is based.

APPENDIX 2

CONCEPT PROPOSAL FORM – EXTERNAL

Project Name: Carlisle Renaissance – Year 1 Action Plan		Project Number:			
<p>1. Please provide a brief description of the project. This is the Carlisle Renaissance year 1 action plan. It consists of a package of measures aimed at strengthening the City's economic base including:</p> <ul style="list-style-type: none"> Developing Economic Strategy and robust evidence base Supporting the visitor economy Tackling skills and worklessness in most deprived areas Releasing brownfield land for development Providing complementary business support 					
<p>2. Is this project part of previously approved Regeneration Company business:</p>		<p>Yes (if yes – please see guidance notes)</p>		<p>No</p>	<p>✓</p>
<p>3. What is the expected start date?</p>		<p>01/05/2006</p>			
<p>What is the expected finish date?</p>		<p>31/03/2007</p>			
<p>4. What is the major Strategic Fit of the project? (Please tick 1 only)</p>					
<p>Priority 1: Business Development</p>		<p>Priority 2: Regeneration</p>	<p>✓</p>	<p>Priority 3: Skills & Employment</p>	
<p>Please provide information of the fit between the project and the 2005-2008 Corporate Plan, which reflects the existing RES priorities. You should also take account of the emerging issues from the current RES review.</p>					
<p>Within the scope of the Economic Strategy, Carlisle Renaissance will operate at a strategic level delivering transformational change within Carlisle as the driver of the sub-regional economy. The associated key actions in the new RES and the Agency's current Corporate Plan are therefore to ensure that "<i>Growth opportunities ...[in] Carlisle are fully developed</i>" (RES Vision Statement) and to "<i>Deliver Urban [and Rural] Renaissance</i>" (Corporate Plan Key Priorities 5 and 6).</p> <p>Developing plans to capitalise on the opportunities in Carlisle is recognised as a key Transformational Action within the new RES (page 7, Action 55) and falls within the "People and Jobs" theme. The year 1 action plan also has links to other actions under this theme particularly those relating to worklessness (including Actions 41-6).</p> <p>The project will also have direct links to all the other RES themes e.g. within the "Business" theme where the project's activity will support Actions 3, 10 and 11. Within the "Skills and Education" theme, through partnership working, the project will impact on Actions 28, 29 and 38. The "Culture and Image" theme contains a number of relevant Actions (98, 101, 103, 105, 115 and 119) relating to tourism development and Actions 117 and 122 concerned with deriving economic benefits from complementary environmental actions.</p> <p>Some key transport "infrastructure" issues will be addressed as part of the other elements of the Renaissance programme e.g. through the movement strategy. Those Actions to be tackled in year 1 include number 82.</p>					

5. Where is the project located and which priority areas will benefit from the project?

All project activity will take place within Carlisle district although the benefits are expected to extend beyond the authority boundary. Carlisle has 6 wards in the top 20% ID 2004 demonstrating pockets of deprivation in central, southern and western parts of the urban area. In addition, significant portions of its rural area are ERDF Objective 2.

6. Please make reference to how the project fits with the appropriate Sub-Regional Strategy Action Plan(s) and if it is supported by the Sub-Regional Partnership, if relevant.

The two most relevant sub-regional strategies are the Cumbria Strategic Partnership's "Sustainable Cumbria" and Cumbria Vision's emerging Strategic Plan.

Sustainable Cumbria, launched in 2004, identifies a package of priority actions for Carlisle aimed at releasing its potential and at the same time dealing with severe pockets of deprivation. These fit very well with the Renaissance agenda and include direct references to "Learning City", tourism development, strengthening the economic base and creating sustainable communities.

The Cumbria Vision Strategic Plan is not finalised and its content will presumably need to be adjusted to take account of the new RES. However, the consultation draft does enshrine some key principles and priorities that strongly support the Renaissance agenda.

It contains a geographical priority focussed on Carlisle that fully recognises all the issues behind the six Renaissance objectives. It further sets out how transformational activity can be supported through the Strategy. Actions include:

- development of an Economic Strategy, which directs the economy towards nurturing high GVA businesses
- tackling worklessness,
- developing tourism
- exploiting the opportunities that having the hub of the University of Cumbria in the City presents
- City Centre public realm improvements
- development of key mixed use sites
- bringing forward brownfield land.

7. Are there any potential or unresolved State Aid issues? (please detail.)

The actions envisaged in year 1 of the Economic Strategy/Renaissance do not raise any state aid issues as all investment will either operate under the De Minimis threshold where benefits relate to individual businesses or accrue to public sector organisations.

CONCEPT PROPOSAL FORM

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8. What are the estimated costs of the project, including non-cash costs if appropriate, and how is funding to be provided? Please detail the different sources/amounts of matched funding to the project. (£000's)

Expenditure Summary (£000's)

	2006/7				Future Years				Total			
	Capital Investment	Resource - Investment	Resource - Current	Total	Capital Investment	Resource - Investment	Resource - Current	Total	Capital Investment	Resource - Investment	Resource - Current	Total
NWDA	450		610	1060					450		610	1060
Public	450		380	830					450		380	830
Private			263	263							263	263
Voluntary												
Total	900		1253	2153					900		1253	2153
Income												

Sources of expenditure:

Public: Capital match – Local Authorities. Revenue match – majority indicative and subject to confirmation – mix of Local Auth, LSC, Jobcentre Plus and “other public”.

Private: Circa £155k Carlisle Housing Association, circa £68k Northern Rock Foundation, remainder from individual companies

9. Have there been any sunk costs incurred previously on this project? Are these included in table 8?

Work on the Renaissance has started, for example a project team is in place and an extensive consultation exercise has begun. Those costs already incurred are not included in the tables above.

10. What is the status of any leverage shown in the table above (e.g. committed/under discussion/not yet discussed)? Are there any deadline implications attached to this funding (e.g. ERDF funding years) or phasing requirements?

Match Funding Source	Status	Timescale for Decision
Public		
Carlisle City Council	£140k confirmed. Remainder subject to further discussion re LABGI and Asset Review resources	April 2006
Cumbria County Council LSC/JC+	Discussion initiated following concept £10k LSC confirmed, remainder subject to applications and discussion	Not known Expected early summer
"Other Public"	Subject to negotiation re project delivery	April/May 2006
Private		
CHA	Confirmed	
Northern Rock	Confirmed	
"Other private"	Majority expected to be match funding during project delivery	
11. If any of the Expenditure requested is for Pre-Approval Expenditure please give details of how much, in which year(s) and what the costs are for.		
No		

12. What gross outputs do you expect the project to deliver, and how many will be attributable to the NWDA funding requested?

Headline Outputs	2006/7	
	Total	NWDA
1. Job Creation	25	14.3
2. Employment Support	120	68.4
3. Business Creation (*)	8	4.6
4. Business Support	30	17.1
5. Regeneration (£m)	0.35	0.2
6. Skills	95	54.2

(*) to be claimed after closure of Year1 ie after 12 months trading

13. What is the expected outcome/impact of the project?

The year 1 action plan is a vital step towards achieving these outcomes and will be focussed on a number of key deliverables:

- Approval and adoption of new Economic Strategy
- Increased footfall and visitor spend
- Improved public realm
- Enhanced Image
- People into training /jobs
- New businesses created
- Land/site assembly identified for development.

14. Who is the delivery organisation or contractor (where different) and what previous projects have they been involved with? (for grants only). Are there any associated projects that may need to be taken into consideration?

The City Council is the lead body for the project, the Council has had considerable experience in delivering and administering both NWDA and other publicly funded programmes. The City Council will be responsible for the delivery of the year 1 programme with the exception of the continuation of the existing CHA project, which is already in receipt of NWDA grant in 2005/6. This may continue to be subject to a separate application.

15. What are the key issues/risks with this project?

The key success factors which would form the basis of a risk register can be summarised below:

- Private sector and other partners “buy in” to Economic Strategy
- Investor confidence
- Formation of strong public sector delivery partnerships
- Engagement of businesses in actions to tackle worklessness
- Continued decline of employment opportunities in deprived communities
- Public support for Renaissance proposals

16. What would be the impact of the project not going ahead?

As has been described Carlisle has been targeted for growth by regional, sub-regional and local strategies. This year 1 action plan is the first step towards this, however, without it progress towards this goal would be hampered due to:

- No clear agreed strategy to drive process forward and no robust evidence base
- Carlisle unable to make full contribution towards sub-regional GVA
- Continued disproportional negative effects of worklessness on deprived communities
- Failure to develop visitor economy – major lost opportunity
- Businesses fail to benefit from growth potential

Prepared by: (Project Sponsor)		Team/Directorate:	
Project Sponsor Recommendation:			
Signature:		Date:	

Executive Director Recommendation

Signature:		Date:	
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PRG recommendation for referral to Board sub-committee

CONCEPT PROPOSAL FORM - EXTERNAL

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APPENDIX 3

FUNDING

[illegible]



REPORT TO EXECUTIVE

PORTFOLIO AREA: FINANCE & RESOURCES

Date of Meeting: 24 April 2006

Public Yes

Key Decision:	No	Recorded in Forward Plan:	No
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Inside Policy Framework

Title: ASSET INVESTMENT FUND: ACQUISITION CRITERIA FOR CARLISLE RENAISSANCE

Report of: DIRECTOR OF DEVELOPMENT SERVICES

Report reference: DS 14/06

Summary:

This report outlines the rationale for the acquisition of property under the Asset Investment Fund and the criteria against which potential acquisitions will be brought forward in respect to Carlisle Renaissance for consideration by the Executive.

Recommendations:

Members are requested to: -

- a) Agree the acquisition criteria set out in this report.

Contact Officer: David Atkinson

Ext: 7420

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

1. BACKGROUND

- 1.1 On the 19 December 2006 (FS 33/05) the Executive approved the use of capital resources from the Asset Investment Fund to support land and property acquisition in furtherance of the objectives of Carlisle Renaissance. This approval was made subject to the establishment of suitable criteria against which potential acquisitions would be brought forward for consideration by the Executive.
- 1.2 This report outlines the rationale for acquisition and the criteria against which potential acquisitions will be brought forward for consideration by the Executive.

2. RATIONALE

- 2.1 The revitalisation of the City Centre is one of the strategic objectives of Carlisle Renaissance. A City Centre Development Framework and City wide Movement Strategy was commissioned by English Partnerships in November 2005, with funding support from the City Council and other partners.
- 2.2 The City Council retains a number of operational and non-operational land and property assets within the City Centre area. It is recognised that control of these assets offers the City Council the opportunity to influence the regeneration process within the area. Further acquisitions by the City Council within this area, where appropriate, provide the opportunity to extend this influence
- 2.3 Acquisition by the City Council within this context is not necessarily for the purposes of generating investment income and is not intended to stifle investment by the private sector, particularly where it can be demonstrated that such investment can reasonably be expected to support the City Councils aspirations for the revitalisation of the City Centre.
- 2.4 It should be noted that in accordance with current best practice in regeneration and guidance from English Partnerships and others that the City Council will seek where appropriate to transfer the financial risk of acquisition for the assembly of sites for regeneration onto the private sector at the earliest opportunity.
- 2.5 Generally, the process for acquisition of properties with a view to assembling a site for long term regeneration is either:
 - Acquisition by a public authority in advance of developer selection/scheme commencement (either by agreement or compulsorily), or
 - Acquisition and funding by the selected development partner in advance of scheme commencement.

- 2.6 Acquisitions by the City Council may be by way of outright purchase or the negotiation of an option with a right to purchase on an agreed basis at some point in the future. The decision over which approach is most appropriate will be determined by the specific circumstances arising at the time.

3. CRITERIA

- 3.1 It is possible to apply a number of criteria when determining whether to acquire property through the Asset Investment Fund for Carlisle Renaissance. : -

- Is the property strategic in its importance?
- Is the property within the City Centre area (as defined in the emerging City Centre Development Framework)?
- Is the property adjacent to or in the immediate area of other City Council owned property?
- Is the property adjacent to or in the immediate area of historically sensitive sites and buildings?
- Is the property within or adjacent to an area of opportunity (as defined in the emerging City Centre Development Framework)?
- Is the property adjacent to or in the immediate area of existing or potential strategic City Centre transport infrastructure (as defined in the emerging City wide Movement Strategy)?

- 3.2 These criteria should be considered as a guide only since it is not possible to predict at this stage precisely which properties will come onto the market at any one time or the circumstances in which they may come to the market. A judgement will also need to be made based on the level of interest from other potential purchasers of the importance of the City Council acquiring the property. It should also be noted that any acquisition must be supported on an open market valuation by a suitably qualified Chartered Surveyor.

5. CONSULTATION

- 5.1 The following individuals and organisations have been consulted in preparing this report:-

- Director of Legal Services
- Director of Corporate Services
- Director of Carlisle Renaissance
- DTZ Debenhams Tie Leung

6. RECOMMENDATIONS

- 6.1 Members are requested to: -

- a) Agree the acquisition criteria set out in the report.

7. REASONS FOR RECOMMENDATIONS

- 7.1 To provide the Executive with criteria against which to determine property acquisitions using the Asset Investment Fund.

8. IMPLICATIONS

- Staffing/Resources – In some cases external professional surveyors may need to be appointed to assist, within existing resources.
- Financial – During the 2006/07 budget process, an additional £1m was transferred from capital receipts to the earmarked Asset Investment Reserve to provide for the purchase of strategic property for the Carlisle Renaissance project. The Asset Investment Reserve now stands at £2.1m, and to date £100,000 has been released to support additional work required to progress the Asset Review. Further allocation is subject to Members approving the criteria contained within this report.
- Legal – The Council has power under section 120 of the Local Government Act 1972 to purchase land for the benefit, improvement or development of its area and the proposals to acquire land in furtherance of the Carlisle Renaissance regeneration objectives are consistent with these powers. Under the current Leader's Scheme of Delegation, decisions to purchase land are not delegated to officers and so each proposal to acquire will need to be reported to the Executive for approval on a case by case basis supported by appropriate professional valuation advice
- Corporate – All property is a corporate resource.
- Risk Management – All acquisitions will be supported by an open market valuation by a suitably qualified Chartered Surveyor. The Council would also be obliged to maintain to an appropriate level any properties it acquires.
- Equality Issues – Carlisle Renaissance will aim to significantly improve access to services.
- Environmental – By the Council owning land and property it has more control over the quality of buildings to be developed.
- Crime and Disorder – Any new development scheme will aim to design out crime.
- Impact on Customers – Once property is acquired, the Council will need to take care to make sure that it is properly maintained because it is a demonstration to the general public.



REPORT TO EXECUTIVE

PORTFOLIO AREA: PROMOTING CARLISLE

Date of Meeting: 24 April 2006

Public

Key Decision: No

Recorded in Forward Plan:

Yes

Inside Policy Framework

Title: CARLISLE RENAISSANCE
DEVELOPMENT FRAMEWORK & MOVEMENT STRATEGY:
PUBLIC CONSULTATION FINDINGS

Report of: Director of Carlisle Renaissance

Report reference: CE 10/06

Summary:

This report provides further information on the public consultation exercise undertaken as part of the City Centre Development Framework & Citywide Movement Strategy, including details of the methodology, the consultation findings and next steps.

Recommendations:

- a) Members are requested to note the findings of the public consultation exercise

Contact Officer: Andrew Woods

Ext: 7527

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

1. BACKGROUND

- 1.1 At its meeting of 23 January 2006 (CE 01/06) the Executive noted progress on the consultation programme for the City Centre Development Framework & Citywide Movement Strategy. The report set the context and rationale for a public consultation exercise that was officially launched by the Deputy Prime Minister during his visit to Carlisle on 27 January 2006.
- 1.2 At its meeting 20 March 2006 (CE06/06) the Executive considered a report on the progress of Carlisle Renaissance. That report made reference to the early findings of the public consultation and this report provides further detailed information on this exercise, including details of the methodology, the consultation findings and next steps.

2. METHODOLOGY

- 2.1 The purpose of the public consultation exercise was two-fold: -
- To provide an opportunity for residents, businesses and stakeholder groups to put forward their views and ideas for the revitalisation of the City Centre and improvements to movement into and around the City.
 - To provide the City Council and County Council with information to support the development of future land use and transport policy through the Carlisle Local Plan and Area Transport Plan.
- 2.2 The exercise was designed to secure both quantitative and qualitative information from a cross-representative sample of groups, including children and young people, urban and rural residents, large employers, small businesses, voluntary, community and faith groups, local, regional and national public sector organisations and visitors to the City etc.
- 2.3 A range of methods were utilised to engage people in consultation over a 4-week period from late January 2006, including workshops, seminars, events, exhibitions, postal surveys etc. These activities took place across the Carlisle area and were promoted extensively throughout this period, with the active support and collaboration of partners from the public and private sectors. Details of the programme of activities are included as an Appendix to this report.
- 2.4 The level of participation in this exercise has been encouraging. Over 2,000 people visited a drop-in exhibition in The Lanes shopping centre. Over 150 businesses attended workshops and events including several of the City's largest employers representing a significant proportion of the workforce in the area. Over 500 children and young people attended

dedicated presentations and workshops and over 60 key stakeholders took part in a half-day workshop in the Civic Centre.

- 2.5 Participants were invited to complete a questionnaire setting out their views and opinions, to write in to the City Council and to complete the online questionnaire on the City Council's web site. Bespoke questionnaires were posted to members of the City Council's 'Citizens Panel' and issued to children and young people attending Primary and Secondary Schools throughout the Carlisle area.

3. FINDINGS

- 3.1 In total (including completed questionnaires and other correspondence) over 2,500 people submitted their views and opinions. Responses continue to be received. Early findings were reported by the Leader of the Council at the State of the City Debate on 1 March 2006 and were reported extensively in the local media. A summary of the detailed findings is included as an Appendix to this report.
- 3.2 The responses reveal a broad approval for the development of a number of potential 'areas of opportunity' within the City Centre, with the Rickergate, Botchergate South and Bus Station areas receiving the most support. The range of end uses proposed in these areas was also generally supported, particularly proposals for hotel and conference facilities and space for performing arts/theatre facilities. However, proposals for a large foodstore in the City Centre attracted little support and some concerns were raised about the potential for large scale residential development.
- 3.3 Improvements to public transport provision across the City were generally well supported. Respondents supported the introduction of low cost Park & Ride facilities and indicated that improvements to reliability and coverage (particularly in the evening) could encourage them to increase their use of public transport. However, many raised concerns over the pricing, availability and location of good quality car parking within the City Centre.
- 3.4 Responses from children and young people revealed a different set of needs and aspirations. Whilst many identified the need for more and better quality leisure and social facilities, very few felt they would have the opportunity to purchase a house, gain the qualifications they need or find a good job in the Carlisle area in the future. Environmental issues and the availability of public transport were also significant concerns amongst this group of respondents.
- 3.5 A detailed (question by question) breakdown of the responses, to each of the different questionnaires used is included as an Appendix to this report. This information has also been published on the City Council's web site at www.carlisle.gov.uk.

4. NEXT STEPS

- 4.1 This is the first of a two-stage public consultation exercise on the City Centre Development Framework & Movement Strategy. The views and opinions expressed will be taken account in the preparation of more detailed options for the revitalisation of the City Centre and improvements to movement into and around the City. Other activities of the City Council will be included as appropriate.
- 4.2 The next phase of work will involve defining options and assessing them in terms of their feasibility (i.e. are they technically possible), viability (i.e. can they be financed, by the public and/or the private sector) and deliverability (i.e. can they be implemented, by whom and when). Once this work has been completed a second stage of public consultation will be undertaken in early summer 2006.
- 4.3 The first stage of the consultation exercise will be evaluated in terms of its effectiveness and value for money. This review will be undertaken within the context of the City Council's consultation policy and best practice from elsewhere and will take account of the potential resources available to the City Council and its partners to fund consultation activity. The findings of this evaluation will be incorporated into proposals for the second stage consultation which will be reported to the Executive at a future date.

5. RECOMMENDATIONS

- a) Members are requested to note the findings of the public consultation exercise.

6. REASONS FOR RECOMMENDATIONS

- 6.1 To ensure that the Executive is fully briefed in respect of the views and opinions of residents, businesses and other stakeholder groups responding to proposals for the revitalisation of the City Centre and improvements to movement into and around the City.

7. IMPLICATIONS

- Staffing/Resources – Public consultation on the Development Framework & Movement Strategy is undertaken using existing staffing resources.
- Financial – Public consultation on the Development Framework & Movement Strategy is funded from within existing budget allocations.
- Legal – None

- Corporate – Public consultation has been undertaken in accordance with the City Council's published consultation policy.
- Risk Management – Public consultation provides up-to-date information on need and demand to support decision making by the City Council.
- Equality Issues – Public consultation is designed to secure a representative cross-sample of views and opinions, including those of children and young people, disability groups and different faith groups.
- Environmental –The Development Framework & Movement Strategy will address issues of environmental sustainability in terms of land use and transport policy.
- Crime and Disorder – The Development Framework & Movement Strategy will account for best practice in the application of urban design techniques to reduce crime and the fear of crime in the built environment
- Impact on Customers – Public consultation is designed to ensure that customers have the opportunity to express views and opinions on future policy and its implementation.

APPENDIX A

DEVELOPMENT FRAMEWORK & MOVEMENT STRATEGY

FIRST STAGE CONSULTATION

PROGRAMME

Monday 23rd January 2006.

Joint Members Steering Group Workshop

Invitation Only

Flensburg Room, Civic Centre, Carlisle

3.00pm -5.00pm

Wednesday 25th January 2006.

Stakeholder Consultation Workshop

Invitation Only

Civic Centre, Carlisle

12.00pm – 5.00pm

Friday 27th January 2006.

Launch of Public Consultation

Invitation Only

Civic Centre, Carlisle

3.00pm – 4.30pm

Monday 30th January 2006. – Saturday 4th February

Community Drop-In Event

Unit 10, Globe Lane, The Lanes Shopping Centre, Carlisle

10.00am – 5.00pm

Tuesday 31st January 2006.

Durranhill Industrial Estates Group Consultation

Invitation Only

Boardroom, Cavaghan & Grey

12.00pm – 2.00pm

Wednesday 1st February 2006.

Large Employers Group Workshop

Invitation Only

Fox's Restaurant. Brunton Park, Carlisle

7.30am – 9.30am

Wednesday 1st February 2006.

Property Sector Workshop

Invitation Only

Unit 10, Globe Lane, The Lanes Shopping Centre, Carlisle

5.00pm – 7.00pm

Thursday 2nd February – Saturday 4th February 2006.

Community Drop-In Event

ASDA Superstore, Chandler Way, Parkhouse Road

10.00am – 4.30pm

Thursday 2nd February – Friday 3rd February 2006.

Community Drop-In Event

SureStart Centre, Welsh Road, Petteril Bank, Carlisle

10.00am – 4.30pm

Thursday 2nd February 2006.

Northern Carlisle Industrial Estates Consultation

Invitation Only

Solway Business Centre, Carlisle

12.00pm – 2.00pm

Friday 3rd February 2006.

Community Drop-In Stand

Jobs Fair, The Sands Centre, Carlisle

10.00am – 4.00pm

Monday 6th February 2006.

Rosehill Industrial Estate Consultation

Invitation Only

Boardroom, Dodd & Co., Rosehill Ind.Estate

12.30pm – 2.30pm

Monday 6th February 2006.

New Business Group Consultation

Invitation Only

Chamber of Commerce

5.30pm – 7.30pm

Tuesday 7th February 2006.

West Carlisle Industrial Estates Consultation

Invitation Only

UCLAN, Paternoster Row, Carlisle

6.00pm – 8.00pm

APPENDIX B

DEVELOPMENT FRAMEWORK & MOVEMENT STRATEGY

FIRST STAGE CONSULTATION

SUMMARY OF FINDINGS

Citizens Panel & General Consultation

- Botchergate South is the most favoured area for redevelopment
- Both Rickergate and the Bus Station Areas received significant support for redevelopment
- Botchergate South was chosen most often as the area to be developed first from the list of opportunity areas provided
- Rickergate was the favoured place for a new theatre/concert hall and a hotel/conference venue
- Rickergate was also the favoured place for a new Hotel and Conference Venue
- There was little support for the siting of a large supermarket in the Viaduct Estate Road Area
- The Citadel area was not considered a good place for housing but was considered ideal for offices
- Viaduct Estate Road area was not a popular choice for new housing but most agreed it would suit restaurants and shops. Almost a third disagreed with redevelopment.
- There is significant support for a low cost Park & Ride Scheme
- Cost and reliability were cited the main issues affecting the take up of Public Transport

Primary School Children (Ages 10-11)

- The majority of young people enjoy going into Carlisle City
- The favourite activity in the City was to go shopping followed by going to the cinema
- It was shown that more girls than boys enjoy going to Tullie House and twice as many boys as girls use sports facilities such as Bitts Park and the Skate Park
- Transport was dominated by car journeys with over three-quarters being taken to the city by car. Bus travel was also considered important with cycling not significantly adopted as yet by this age group
- Their preferred mode of transport into the City was tram followed by car and cycle. Bus journeys did not feature highly if this group had the choice to make
- The favoured new facility for the city centre would be a new ice rink closely followed by a new swimming/leisure pool. More shops and places to meet their friends were ranked equally highly also

Secondary School Young People (Ages 14 17)

- Most believed that Carlisle sports facilities are good enough at present
- Almost half do not believe that there are enough shops catering for young people
- Very few felt that they would have an opportunity to buy a house in Carlisle
- Very few felt that there were enough Youth Clubs
- Almost three-quarters agreed that they can get about Carlisle easily
- Only a quarter of young people believed that they would be able to find a good job in Carlisle.
- Very few believe that they can gain the learning they require in Carlisle.
- Over half are convinced that environmental issues are important in and around Carlisle.
- There was no clear indication whether young people thought there was enough being done to support arts and music
- Some preferred land-uses were restaurants in the Citadel Area and an Ice Rink in the Viaduct Estate Road Area. There was little support for a hotel in Rickergate which contrasts to the large numbers of adults who would like to see a hotel built here
- There was broad support for a variety of public transport solutions including more buses in the evening and at night, more bus routes overall and cheaper public transport on Sundays
- More boys than girls expressed a preference for more cycle routes

APPENDIX C

DEVELOPMENT FRAMEWORK & MOVEMENT STRATEGY

FIRST STAGE CONSULTATION

DETAILED RESPONSES

Citizens Panel

"How strongly do you agree or disagree with developing Rickergate"

84% of the Panel agrees with developing Rickergate

"How strongly do you agree or disagree with developing Botchergate South"

91% of the Panel agrees with developing Botchergate South

"How strongly do you agree or disagree with developing Citadel"

58% of the Panel agrees with developing the Citadel Area

"How strongly do you agree or disagree with developing Viaduct Estate Road"

71% of the Panel agrees with developing Viaduct Estate Road

"How strongly do you agree or disagree with developing the Bus Station Area"

75% of the Panel agrees with developing the Bus Station Area

"How strongly do you agree or disagree with developing the County Court Area"

55% of the Panel agrees with developing the County Court Area

"How strongly do you agree or disagree with developing the West Walls Area"

71% of the Panel agrees with developing the West Walls Area

"How strongly do you agree or disagree with developing the William Street Area"

58% of the Panel agrees with developing the William Street Area

"How strongly do you agree or disagree with developing Lowther Street"

62% of the Panel agrees with developing Lowther Street

"How strongly do you agree or disagree with developing Portland Square"

49% of the Panel agrees with developing Portland Square

38% of the Panel disagrees with developing Portland Square

"If Other, please specify"

Caldewgate
Castle Street
Civic Centre
Denton Holme

"Which Area should be developed first?" (Choose up to 3)

64% of the Panel think that Botchergate South should be developed first
54% of the Panel think that Rickergate should be developed first
36% of the Panel think that the Bus Station Area should be developed first
5% of the Panel think that Lorne Crescent should be developed first
4% of the Panel think that Milbourne Crescent should be developed first

"Why did you choose this Area"

Rickergate

Feels it is run down and neglected
Wants changes to or the demolition of the Civic Centre
Creates a bad impression for visitors

Botchergate

Feels it is run down and neglected
Creates a bad impression for visitors from the South
Partly developed needs completing

Bus Station Area

Depressing / dreary / eyesore
Too small / needs better facilities
Area too congested

"The Citadel Area is in need of regeneration"

58% of the Panel agrees that the Citadel Area is in need of regeneration.

"The Citadel Area is a good location for city centre living"

59% of the Panel disagrees that the Citadel Area is a good location for city centre living

"The Citadel Area is a good location for offices"

72% of the Panel agrees that the Citadel Area is a good location for offices

"Rickergate would be a good location for a Hotel and Conference Venue"

64% of the Panel agrees that Rickergate would be a good location for a Hotel and Conference Venue

"Rickergate should be developed as a mixed use area of houses, flats, offices and retails use"

52% of the Panel agrees that Rickergate should be redeveloped as a mixed use area

39% of the Panel disagrees that Rickergate should be redeveloped as a mixed use area

"The Viaduct Estate Road Area is a good location for housing"

27% of the Panel agrees that the Viaduct Estate Road Area is a good location for housing

63% of the Panel disagrees that the Viaduct Estate Road Area is a good location for housing

"The Viaduct Estate Road Area is a good location for restaurants and shops"

60% of the Panel agrees that the Viaduct Estate Road Area is a good location for restaurants and shops

32% of the Panel disagrees that the Viaduct Estate Road Area is a good location for restaurants and shops

"The Viaduct Estate Road needs to be better connected to the town centre"

76% of the Panel agrees that the Viaduct Estate Road needs to be better connected to the town centre

"Carlisle needs a large supermarket"

29% of the Panel agrees that Carlisle needs a large supermarket

68% of the Panel disagrees that Carlisle needs a large supermarket

"A good location for a large supermarket would be the Viaduct Estate Road Area"

69% of the Panel disagrees that the Viaduct Estate Road Area would be a good location for a large supermarket

"What would you prefer to happen in Rickergate"

49% of the Panel would prefer a theatre/concert hall as a development option in Rickergate (the top answer)

40% of the Panel would prefer a hotel and conference venue

"What would you prefer to happen in Citadel Area"

46% of the Panel would prefer office and retail use as a development option in the Citadel Area (the top answer)

23% of the Panel would prefer no development at all

"What would you prefer to happen in Viaduct Estate Road Area"

35% of the Panel would prefer a car park

34% of the Panel would prefer small retail units

33% of the Panel would prefer restaurants

19% of the Panel would prefer to see a large supermarket

"Would any of the following encourage you to use public transport more?"

70% of the Panel stated they would be encouraged to use public transport more if the cost is more attractive than using the car

47% of the Panel stated they would be encouraged to use public transport more if the reliability of public transport was improved

"Which transport initiative would you support?" (more than 1 choice permitted)

54% of the Panel would support a transport initiative to improve bus facilities and routes

43% of the Panel would support a transport initiative to improve better pedestrian routes

40% of the Panel would support a transport initiative to improve bus facilities and routes

39% of the Panel would support a transport initiative to improve cycle ways

Other suggestions:

New Bypass

Park & ride Scheme

Better Car Parking

"Which of the following would most improve city centre car parking" (more than 1 choice permitted)

50% of the Panel feels that a Low Cost Park and Ride scheme would improve city centre car parking

42% of the Panel feels that increasing the availability of short term spaces would improve city centre car parking

32% of the Panel feels that increasing the availability of long term spaces would improve city centre car parking

"If you walk or cycle locally, can you think of any barriers that prevent you walking and/or cycling locally?" (The top 2 answers)

Heavy traffic while cycling/walking

Better cycle paths

"How much do you enjoy living in Carlisle?"

65% of the Panel enjoy living in Carlisle area very much

32% of the Panel enjoy living in Carlisle area quite a lot

"Do you want to continue living in the Carlisle Area?"

94% of the Panel wants to continue living in the Carlisle Area

"Over the last 10 years, do you think Carlisle has changed for the better, worse, or not at all?"

70% of the Panel think that Carlisle has changed for the better over the last 10 years

18% of the Panel think that Carlisle has changed for the better over the last 10 years

"What do you value the most about living in Carlisle?" (The top answers)

Good facilities/amenities/shops

Access to countryside/The Lakes

Everything is close and compact

Friendly People

"Which building do you appreciate the most in Carlisle?"

The Cathedral 39%

The Castle 28%

The Citadel 7%

"Can you think of a single word or phrase which describes the people of Carlisle?"

The top answer was: **Friendly**

General Consultation

"How strongly do you agree or disagree with developing Rickergate"

82% agree with developing Rickergate

"How strongly do you agree or disagree with developing Botchergate South"

86% agree with developing Botchergate South

"How strongly do you agree or disagree with developing Citadel"

62% agree with developing the Citadel Area

"How strongly do you agree or disagree with developing Viaduct Estate Road"

74% agree with developing Viaduct Estate Road

"How strongly do you agree or disagree with developing the Bus Station Area"

71% agree with developing the Bus Station Area

"How strongly do you agree or disagree with developing the County Court Area"

62% agree with developing the County Court Area

29% disagree with developing the County Court Area

"How strongly do you agree or disagree with developing the West Walls Area"

70% agree with developing the West Walls Area

"How strongly do you agree or disagree with developing the William Street Area"

60% agree with developing the William Street Area

"How strongly do you agree or disagree with developing Lowther Street"

64% agree with developing Lowther Street

"How strongly do you agree or disagree with developing Portland Square"

60% agree with developing Portland Square
34% disagree with developing Portland Square

"Which Area should be developed first?" (Choose up to 3)

56% think that Rickergate should be developed first
51% agree with developing Botchergate South Area first
62% agree with developing the County Court Area
32% think that the Bus Station Area should be developed first

"What would you prefer to happen in Rickergate?"

57% would prefer a theatre/concert hall as a development option in Rickergate (the top answer)
29% would prefer a hotel and conference venue

"What would you prefer to happen in Citadel Area"

33% would prefer office and retail use as a development option in the Citadel Area (the top answer)
23% would prefer Public Open Spaces

"What would you prefer to happen in Viaduct Estate Road Area"

33% would prefer small retail units
30% would prefer a car park
28% would prefer restaurants
22% would prefer to see a large supermarket

"Would any of the following encourage you to use public transport more?"

55% stated they would be encouraged to use public transport more if the cost is more attractive than using the car
43% stated they would be encouraged to use public transport more if the reliability of public transport was improved

"Which transport initiative would you support?" (more than 1 choice permitted)

48% would support a transport initiative to improve bus facilities and routes
45% would support a transport initiative which removed the traffic from the city centre
44% would support a transport initiative to improve cycle ways

Other suggestions:

Park & ride Scheme
More Car Parking

"Which of the following would most improve city centre car parking" (more than 1 choice permitted)

56% feel that a Low Cost Park and Ride scheme would improve city centre car parking

54% feel that increasing the availability of long and short term spaces would improve city centre car parking

Primary School Children (Ages 10-11)

"Do you like Carlisle City Centre?"

81% said that they like Carlisle City Centre

"How often do you go into the city centre?"

60% go into the city centre once a week

40% go into the city centre more than once a week

"What do you do when you go into the city centre?" (more than 1 choice)

86% go into the city centre to go shopping

74% go into the city to go to the cinema

53% go into the city to meet friends

More females than males go to town to go shopping.

Almost twice as many females than males go to Tullie House.

Almost twice as many males than females use sports facilities in Bitts Park and use the Skate Park

"When do you go into the city centre?"

89% said that they go into the city centre at the weekends

"How do you travel into the city centre?" (More than 1 choice)

76% said that they are taken to the city centre by car

45% said that they travelled by bus

38% said that they travelled in by walking

10% said that they travelled by cycle

"If you could choose how would you like to travel into the city centre?"

29% said that they would choose to travel into the city centre by tram

23% said that they would choose to travel into the city centre by car

12% said that they would choose to travel into the city centre by bus

9% said that they would choose to travel into the city centre by rollerblade/skateboard

"What do you think would be really good in the city centre?"

68% said Ice Rink

57% said a new swimming / leisure pool

50% said more places to meet friends

49% said more shops

Secondary School Young People (Ages 14 17)

"The sports facilities in Carlisle are good for me"

50% agree that the sports facilities are good in Carlisle

"I think Carlisle has enough good shops"

49% disagree that Carlisle has enough good shops

40% agree that Carlisle has enough good shops

"If I needed a house in Carlisle to rent or buy I could get one easily"

12% feel that they could easily get a house in Carlisle to rent or buy.

52% are unsure whether they could easily get a house in Carlisle to rent or buy

"There's plenty of youth clubs and activities for young people in Carlisle"

18% agree that there are plenty of youth clubs and activities

"I think Carlisle is an attractive place to live and visit"

46% agree that Carlisle is an attractive place to live

35% disagree that Carlisle is an attractive place to live

"I can get around and travel about Carlisle easily"

73% agree that they can travel around Carlisle easily

"Young People can find a good job in Carlisle"

41% disagree that they can find a good job in Carlisle

32% are unsure whether they can find a good job in Carlisle

"I could learn anything I wanted to in Carlisle"

53% disagree that they could learn anything that they wanted to in Carlisle.

17% agree that they could learn anything that they wanted to in Carlisle.

"I think people care more about environmental issues in and around Carlisle"

18% agree that people care more about environmental issues in and around Carlisle

52% disagree that people care more about environmental issues in and around Carlisle

"There are not many places to meet friends and hang out in Carlisle"

54% agree that there not many places to meet friends and hang out in Carlisle

33% disagree that there not many places to meet friends and hang out in Carlisle

"I think Carlisle has many good tourist attractions"

46% agree that Carlisle has many good tourist attractions

31% disagree that Carlisle has many good tourist attractions

"There are plenty of arts and music facilities and events in Carlisle"

31% agree that there are plenty of arts and music facilities and events in Carlisle

38% disagree that there are plenty of arts and music facilities and events in Carlisle

31% are unsure that there are plenty of arts and music facilities and events in Carlisle

"Carlisle has lots of good parks"

37% agree that Carlisle has lots of good parks

42% disagree that Carlisle has lots of good parks

"What would you prefer to happen in each of the following areas?"

Rickergate

33% would prefer Offices and Shops

31% would prefer Theatre and Concert Hall

23% would prefer Young Peoples Drop-In

13% would prefer a hotel

Citadel area

46% would prefer restaurants and cafes

21% would prefer Offices and Shops

Viaduct Estate Road

64% would prefer an Ice Rink

18% would prefer restaurants and cafes

18% would prefer to see a large supermarket

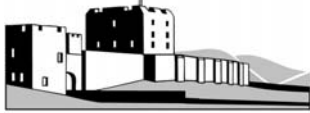
"What would make travelling in and out of Carlisle better for you?"

49% would prefer more buses in the evening and at night

42% would prefer more reliable public transport

38% would prefer more bus routes

36% would prefer cheaper public transport on Sundays



REPORT TO EXECUTIVE

PORTFOLIO AREA: PROMOTING CARLISLE

Date of Meeting: 24th April 2006

Public

Key Decision:	No	Recorded in Forward Plan:	Yes
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Inside Policy Framework

Title: CARLISLE RENAISSANCE
DEVELOPMENT FRAMEWORK & MOVEMENT STRATEGY
MEMBERS SUB GROUP: TERMS OF REFERENCE

Report of: Director of Carlisle Renaissance

Report reference: CE 09/06

Summary:

This report sets out the Terms of Reference of the Members Sub Group for the City Centre Development Framework and Citywide Movement Strategy.

Recommendations:

- a) Members are requested to note the Terms of Reference of the Members Sub Group.

Contact Officer: Christopher Pearson

Ext: 7015

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

1. BACKGROUND

- 1.1 On 20 March 2006 (CE 06/06) the Executive considered a report on the progress of Carlisle Renaissance. The report made reference the establishment of a Sub Group of the Carlisle Renaissance City and County Councillors Steering Group to provide more detailed political oversight and guidance to work on the City Centre Development Framework & Citywide Movement Strategy.

2. TERMS OF REFERENCE

- 1.2 This Members Sub Group has now been formally established and at a meeting of April 12th 2006 its Terms of Reference were considered and agreed. These are set out in Appendix A to this report and include its scope of work, functions, membership and administration. It is a cross party group that includes both City and County Councillors.

3. CONSULTATION

- 3.1 The following individuals and organisations have been consulted in preparing this report:-

- Director of Legal Services
- Chair of the Member Sub Group: Development Framework & Movement Strategy

4. RECOMMENDATION

- a) Members are requested to note the Terms of Reference of the Members Sub Group.

5. REASON FOR RECOMMENDATION

- 5.1 To ensure that the Executive is fully briefed on the involvement of elected members in the preparation of the Development Framework & Movement Strategy for Carlisle Renaissance.

6. IMPLICATIONS

- Staffing/Resources – The administration of the Members Sub Group is undertaken from within existing staffing/resources.
- Financial – The preparation of the Development Framework & Movement Strategy is funded from existing allocations and in partnership with external organisations.
- Legal – The Members Sub Group is not a formal decision making body. Decision-making rests with each Authority.

- Corporate – City Council membership of the Sub Group was reported to the Executive on 20 March 2006 (CE 06/06) following agreement by the City & County Councillors Steering Group at its meeting on 17 March 2006.
- Risk Management – None
- Equality Issues – None
- Environmental – This report refers to the preparation of a Development Framework & Movement Strategy.
- Crime and Disorder – None
- Impact on Customers – None

APPENDIX A

DEVELOPMENT FRAMEWORK & MOVEMENT STRATEGY

Member Sub Group

TERMS OF REFERENCE

Introduction

The Terms of Reference for the Carlisle Renaissance City & County Councillors Steering Group allow for the establishment of elected member sub groups to provide more detailed political oversight and direction on specific aspects of the renaissance agenda.

The scope of work of this sub group relates directly to the following two renaissance objectives: -

- Expanding the City Centre, orientating it to the south and west, introducing new high quality mixed use development with improved public realm and creating a vibrant waterfront environment
- Improving movement into and around the city for all modes of transport and promoting sustainable development that reduces dependence upon car travel

The City & County Councillors Steering Group has agreed a brief for the preparation of a City Centre Development Framework & Citywide Movement Strategy. A team of consultants has been appointed to undertake this work, which is overseen by a Project Group led by the City Council.

Functions

- To enable elected members provide political oversight and guidance to the preparation of the Development Framework & Movement Strategy
- To provide an opportunity for elected members to input their knowledge and experience into this aspect of the renaissance agenda
- To provide feedback and make recommendations to the City & County Councillors Steering Group.
- To receive presentations and other such information from external organisations as may be appropriate

Membership

Membership of this Sub group is agreed by the City & County Councillors Steering Group as follows: -

Cllr Ray Bloxham (Chair)	Carlisle City Council	(Cons)
Cllr Heather Bradley	Carlisle City Council	(Lab)
Cllr Trevor Allison	Carlisle City Council	(Lib Dem)
Cllr Liz Mallinson	Cumbria County Council	(Cons)

Frequency & Support

The Sub Group will meet monthly as appropriate and generally at least one week prior to the meeting of the City & County Councillors Steering Group. Extraordinary meetings may be called as required.

The Project Group, led by the City Council, will provide support and assistance to this Elected Member Sub Group. This will include Officer representatives from both the City Council and the County Council.



REPORT TO EXECUTIVE

PORTFOLIO AREA: ECONOMIC PROSPERITY

Date of Meeting: 24th April 2006

Public

Key Decision: Yes

Recorded in Forward Plan:

Yes

Inside/Outside Policy Framework

Title: LOCAL AUTHORITY BUSINESS GROWTH INITIATIVE
[LABGI]

Report of: Director of Development Services

Report reference: DS.24/06

Summary:

The Council has been awarded £422,000 for 2005-06 under the Local Government Business Growth Initiative [LABGI]. This report [which should be read in conjunction with Report DS 21/06 on the Economic Strategy and Concept Bid] seeks approval in principle to use the allocation in 2006-07 to support economic initiatives, particularly projects arising from the Concept Bid to NWDA/Cumbria Vision.

Recommendations:

That the Executive agrees to use the LABGI grant allocation of £422,000 for 2005-06 for economic development initiatives and refers the proposal to Council for approval.

Contact Officer: David Beaty

Ext: 7120

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

1. BACKGROUND INFORMATION AND OPTIONS

Local Authority Business Growth Initiative [LABGI]

- 1.1 The Council has been awarded £422,198.98 under the Local Authority Business Growth Incentive (LABGI) Scheme for the year 2005-06. The availability of LABGI funds presents an opportunity to the Council to support priorities relating to the economic well being of Carlisle, including those set out under Carlisle Renaissance.
- 1.2 In introducing LABGI, the Government recognised that local authorities have a strategic role to play in local economic development and in supporting a commitment to raise the prosperity for all communities and to release local economic potential.
- 1.3 LABGI recognises that the current structure of local government finance does not fully recognise and support local authority's contribution to economic growth. Whilst local authorities bear many of the costs of economic development and regeneration, they do not benefit from, and therefore re-invest, the increased revenue it generates.
- 1.4 Since 1990 business rate revenue has been paid into a central pool so local authorities get no direct local benefit. LABGI is intended to provide an incentive to local authorities to foster economic development and regeneration in their areas by allowing them to retain a proportion of increased business rate revenues created by business growth above a predetermined level.
- 1.5 LABGI gives the Council vital match funds, and therefore the opportunity to lever in additional external funding that may not otherwise be available. This will significantly increase the capacity of the Council to deliver on economic development priorities

2. PROPOSALS FOR THE USE OF THE 2005-06 LABGI ALLOCATION

- 2.1 Specifically, the availability of LABGI funds enables the Council to:
 - Use it as "match" to lever in external funds to support projects and initiatives. The need for local match funding is an essential requirement for most external funders.
 - "Buy influence" to ensure that programmes are matched to local needs.
 - Demonstrate the Council's commitment to supporting economic development projects.

- Establish a strong link between the objectives of Carlisle Renaissance, the specific priorities and outputs that will be set out in the Carlisle Economic Development Strategy and Council's ability to deliver on these.

- 2.2 The availability of the LABGI Scheme gives the City Council a series of significant opportunities to demonstrate its commitment to the economic development of Carlisle at a time when the Council and others are expressing concern over Carlisle's economic prospects. If LABGI is available in future years it means that the City Council will have an opportunity to become less reliant on external funding when developing programmes to support the Council's priorities for economic well-being.
- 2.3 Cumbria Vision has given an indicative allocation of £1million for the forthcoming financial year in support of Carlisle Renaissance and economic development projects. While the 'Concept' bid for this funding is at an early stage the total spend could be over £2 million if LABGI funding is used for matching purposes.
- 2.4 The bid currently identifies an estimated requirement of £300,000 from LABGI to fund strategy development, public realm improvements, business support and brown-field land initiatives. The balance of £120,000 is currently unallocated. However, the request is to establish the principle by earmarking the whole of the £420,000 to support economic initiatives. Proposals for the use of the balance will be brought forward in due course.
- 2.5 The allocations of LABGI funds in the future are difficult to predict, and no assumption has been made about the availability of LABGI in 2006-07 or beyond. [Payment of the LABGI allocation is made towards the end of the financial year to which it applies]. The Council's budget does make an assumption that savings will be found in future from LABGI so a further report will be needed on the opportunities to support economic development initiatives from future allocations.

2. CONSULTATION

- 2.1 Consultation to Date. Economic Strategy Officer Project Group
- 2.2 Consultation proposed.

3. RECOMMENDATIONS

4.

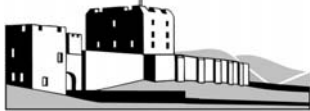
That the Executive agrees to use the LABGI grant allocation of £422,000 for 2005-06 for economic development initiatives and refers the proposal to Council for approval.

5. REASONS FOR RECOMMENDATIONS

To demonstrate the Council's commitment to the economic development of Carlisle and to enable the Concept bid to go forward to NWDA/Cumbria Vision for approval in its present form.

6. IMPLICATIONS

- Staffing/Resources –
- Financial – LABGI grant of £422,199 was received on 23rd February 2006 and will be allocated to balances at year end. It will therefore be available to fund economic initiatives in 2006/7 and beyond.
- Legal –
- Corporate –
- Risk Management –
- Equality Issues –
- Environmental –
- Crime and Disorder –
- Impact on Customers –



REPORT TO EXECUTIVE

Portfolio Holder: Policy and Performance Management

Date of Meeting: 24th April 2006

Public

Key Decision: Yes

Recorded in Forward Plan:

Yes

Inside Policy Framework

Title: Draft Performance Plan 2006/07

Report of: Head of Policy and Performance

Report reference: SP18/06

Summary:

The Local Government Act 1999 requires all best value authorities to prepare an annual performance plan setting out progress towards Council priorities and plans for further improvement. Carlisle City Council's draft Performance Plan for 2006/07 is attached. The performance information will be quality assured and reported at the end of May 2006.

Recommendations:

It is recommended that the Executive Committee:

- 1) Comment on the amendments to the draft Performance Plan 2006/07 particularly whether key achievements, current challenges and future plans are sufficiently clarified
- 2) Consider Overview and Scrutiny Committee comments for insertion
- 3) Consider reporting timetable on page 8 of report

Contact Officer: Jennifer Williams

Ext: 7163

1. BACKGROUND INFORMATION AND OPTIONS

The Local Government Act 1999 requires all best value authorities to prepare an annual Performance Plan.

In 2004 the Performance Plan requirements were incorporated into the Corporate Plan. The Corporate Plan runs till 2007, therefore a performance update needs to be published to meet our statutory requirements.

On the 1st March the ODPM published an addendum to Circular 03/2003¹ Local Government Act 1999: Part 1 Best Value and Performance Improvement on guidance on Best Value Performance Plans (BVPPs).

To meet the requirements of the guidance we must include:

- Details on past achievements, improvement plans for the coming year and how we will address current challenges
- A brief statement on contracts:
 - Confirmation that Carlisle City Council is adopting the Code of Practice in its approach to workforce matters and contracting
- Details on performance:
 - Out turn data for Best Value Performance Indicators (BVPIs)
 - Targets for BVPIs in the current year and subsequent 2 years

Does the draft plan meet the requirements?

The draft Performance Plan 2006/07 highlights progress towards the Council's key priorities, Learning City and Cleaner, Greener, Safer Carlisle, and future plans for improvement. It also shows how our performance compares with that of previous years and includes targets for the future.

The draft Performance Plan 2006/07 includes information on:

- Key achievements and plans for coming year (Carlisle Renaissance and Learning City and Cleaner, Greener, Safer Carlisle)

¹ Local Government Act 1999: Part 1 Best Value and Performance Improvement

- Future challenges (Local Strategic Partnership, Local Area Agreements, Children's Act, service standards)
- Financial summary and corporate governance (budget summary, value for money, Gershon efficiency review, risk management and comprehensive performance assessment)
- Equality and diversity
- ACE
- The Council as an employer (home working, pay and workforce strategy, appraisal, employee opinion survey and sickness)
- A brief statement on contracts
- New management structure – to be inserted in designed version
- Details of performance (progress against last years service standards and performance information including last year, this year and targets for future performance)
- Glossary, definitions, a list of strategies referred to and useful web site addresses

The draft Performance Plan does not include any performance indicator information (details of performance) as this is not available until the end of April and will be reported at the end of May 2006. We intend to incorporate a number of graphs within the text to demonstrate performance (notes have been inserted in draft plan). The document will be professionally designed and printed to make it easily accessible for readers, as the plan will be a public document.

Appendix 1 outlines amendments which have been made to the draft plan since being reported to Executive on 20th March 2006.

For information, appendix 2 provides the reporting timetable for the draft performance information.

2. CONSULTATION

2.1 Consultation to Date.

Refer to appendix 2.

2.2 Consultation proposed.

Refer to appendix 2.

3. STAFFING/RESOURCES COMMENTS

Resources have been allocated for the Performance Plan 2006/07 from the usual budgets.

4. HEAD OF FINANCE'S COMMENTS

Financial information included.

5. LEGAL COMMENTS

Full Council must approve the document as it forms part of the Council's policy framework. Action may be taken if the Performance plan is not published by 30th June 2006.

6. CORPORATE COMMENTS

The Performance Plan is a key corporate document which details a number of corporate issues including achievements and plans for improvement towards our key priorities, Learning City and Cleaner, Greener, Safer Carlisle.

7. RISK MANAGEMENT ASSESSMENT

The Performance Plan outlines the Council's arrangements for managing its risks. There is an additional reputation risk if we do not meet our statutory obligation to publish the Performance Plan by 30th June 2006.

8. EQUALITY ISSUES

The Performance Plan includes a section on equality and diversity including what the council has achieved and priorities for the coming year.

The Plan will be made available in other formats, if requested.

9. ENVIRONMENTAL IMPLICATIONS

The Plan outlines the Council's recent achievements towards a Cleaner, Greener Carlisle and the future challenges we face.

The environmental impact of producing the Performance Plan will be minimised. A small number of plans will be printed and it will also be made available on the Council's website.

10. CRIME AND DISORDER IMPLICATIONS

The Plan outlines the Council's recent achievements to reduce crime and disorder in Carlisle and the challenges we still face.

11. RECOMMENDATIONS

It is recommended that the Executive Committee:

- 1) Comment on the amendments to the draft Performance Plan 2006/07 particularly whether key achievements, current challenges and future plans are sufficiently clarified
- 2) Consider Overview and Scrutiny Committee comments
- 3) Consider reporting timetable on page 8 of report

12. REASONS FOR RECOMMENDATIONS

To provide Members with the opportunity to have an input into the draft Performance Plan 2006/07.

The Local Government Act 1999 requires all best value authorities to prepare an annual performance plan.

Appendix 1

Amendments to Executive Version of Draft Performance Plan 2006/07

Page Number	Amendment
2	Included extra paragraph in introduction
7,8 and 9	More detail to Cleaner, Greener and Safer Achievements
7,11 and 9	Inserted information on where PI graphs will be
13	Included information on number of pubs taking part in pub quiz
14	Amended Skills for Life detail under Learning City
18	Included section on sub regional housing group
18 to 22	Included service standards for 2006/07
22 to 26	Included financial summary information
27	Gershon saving figures included
30	Equality statement under equality and diversity section
30 and 31	Included section on ACE
33	Included 'current' to brief statement of contracts following consultation with Mike Battersby on revised TUPE regulations
39	Progress towards Environmental Protection service standards 2005/06
44	Property service standard progress updated (provided by David Atkinson)
49 and 50	Included information on IT function and head of corporate services to corporate services context and add IT Strategy to list of strategies
52	People, policy and performance amended to include information on David Williams team
52 to 55	Completed gaps in people, policy and performance progress towards service standards
56	Completed glossary
57 to 62	Included definitions section
63	Included useful web sites section
General Amendments	<ul style="list-style-type: none"> - Amendment to contents to reflect document layout - Glossary etc put into alphabetical

Page Number	Amendment
	<p>order</p> <ul style="list-style-type: none"> - Included officer contact details throughout document - Changed service standard table to landscape - Moved directorate context information to relevant section in service standards table Deleted 'why performance did not meet expectations' column and move information into 'what we have achieved' column - Removed performance information on Cleaner, Greener, Safer Carlisle and Learning City from details of performance section. This information will be incorporated into the performance information

Appendix 2

Committee	Report text
Executive	20 th March 2006
Community O&S	30 th March 2006
Corporate Resources O&S	6 th April 2006
Infrastructure O&S	20 th April 2006
Executive	24 th April 2006

Committee	Report PI information
Special Executive	25 th May 2006
Community O&S	8 th June 2006
Corporate Resources O&S	15 th June 2006
Infrastructure O&S	22 nd June 2006
Special Executive	26 th June 2006
Special Council	29 th June 2006

Draft Performance Plan 2006/07

Foreword by Leader and Chief Executive of Carlisle City Council

Welcome to Carlisle City Council's Best Value Performance Plan for 2006-2007, which shows how we are performing in relation to all our services.

Our mission is **to ensure a high quality of life for all in both our urban and rural communities**

Our Plan has been drawn together during a period of great change for the City Council. We are moving on with Carlisle Renaissance, a 10-15 year vision for Carlisle, following the devastating floods in January 2005. To support this major agenda we have boosted our professional teams by giving additional support in key areas – regeneration, planning and urban design.

We also know that whilst we are progressing Carlisle Renaissance we will not lose focus on improving the quality of all our services and that is why we have re-organised our staffing structure. We now have a smaller, but more strategic senior management team, which is able to focus on where our Council needs to be going in the future, ensure our services are improving year on year and aligning our resources to our two key priorities – **Cleaner, Greener, Safer Carlisle and Learning City**

Other changes include the establishment of the new Carlisle Local Strategic Partnership (in March 2006). This will mean that over the next few months and with our partners in the private, public, voluntary and community sectors, we will develop the **Carlisle Sustainable Community Strategy**. At the heart of that Strategy will be the improvement of services to our local communities, so our Best Value Performance Plan is going to be an important contribution.

Mike Mitchelson
Leader of Carlisle City Council

Maggie Mooney
Town Clerk & Chief
Executive; Carlisle City
Council

Contents

Introduction

Key Achievements and Plans for Coming Year (Flood recovery, Carlisle Renaissance, Our Key Priorities: Cleaner, Greener and Safer Carlisle and Learning City)

Future Challenges (Carlisle Local Strategic Partnership, Local Area Agreements, The Children's Act)

Financial Summary and Corporate Governance (Budget summary, VFM, Comprehensive Performance Assessment, Gershon Efficiency Agenda) Equality and Diversity

Achieving Cumbrian Excellence – The ACE Programme

The Council as an employer (Home-working, Pay and Workforce Strategy, Appraisal and Employee Survey, Sickness)

A Brief Statement of Contracts

Carlisle City Council's Management Structure

Carlisle City Council Service Standards 2006-07

Details of Performance (Performance against Carlisle City Council's Service Standards 2005-06 and Performance Indicator Information)

Appendix 1 Glossary and Definitions

Appendix 2 List of strategies and documents referred to

Appendix 3 Useful Web Site Addresses

Introduction

Our Performance Plan 2006/07 highlights progress towards our key priorities, Cleaner, Greener and Safer Carlisle and Learning City, information on our budget, where the money comes from and broadly, where it goes and plans for future improvement. It also shows how our performance compares with that of previous years and targets for the future.

The past year for Carlisle City Council has been dominated by flood recovery. Following the devastating floods in January 2005, the Council has been working hard with partners to assist residents and businesses as they try to get back to normal after the flood. Over a year after the flood, there are still approximately 400 homes that are not completely restored and re-occupied.

The flood and subsequent recovery acted as a catalyst for the establishment of the Carlisle Renaissance agenda. This long-term vision for the future of the City has attracted the attention of national and regional government; the Deputy Prime Minister has now visited Carlisle twice to show support for the City Council and its partners. A major consultation exercise is currently underway to ensure that everyone has the opportunity to have a say in the future of their city.

The City Council has two clear priorities - 'Cleaner, Greener and Safer Carlisle' and 'Learning City'. The Council is currently working hard on introducing a new

performance management framework that will ensure a clear focus on improving services for local people in these areas. Clearer links with financial information will help us ensure that we can demonstrate that resources are being used effectively to focus on these areas. However, just because a service is not obviously a priority does not mean we won't be looking to improve it - all services will need to work to service standards with a requirement to show continuous improvement.

In 2005, Carlisle celebrated its Learning City status during Adult Learners' Week in May. A series of events were organised such as informal drop-in sessions, open days, learning at work events and a City Centre Learning Fair. The City Council has established a partnership with Carlisle College to promote 'Skills for Life' within our own organisation.

New, area based maintenance teams have been central to delivering a 'Cleaner, Greener, Safer Carlisle'. The Council has received a Business Environment Network award for sound environmental practice and a 'Park Mark' award for safe and secure car parks. Other achievements include the opening of the multi-million pound Sheepmount Stadium and events for young people including rural play schemes, Play Fair, National Play Day and Go 4 It.

We have won awards for our Performance and Council Tax Summary Leaflet 2005/06¹ and our quarterly publication Carlisle Focus².

The plans for 2006/07 are ambitious and a recent staffing restructure of the City Council will help to ensure that the new departments are focussed on providing high quality services to the people of Carlisle.

Key Achievements and Plans for the Coming Year

Flood Recovery

In April 2005, Nick Raynesford, the Local government minister announced in the House of commons that a grant of £1.5m would be made to Carlisle City Council to help with flood recovery. Works are ongoing but much has been achieved:

The funding was allocated to the following projects:

- Stock Condition Survey – of all housing in the district including every flooded property to find out the real state of repair needed (£98,000). Completed October 2005.

¹ Most Effective Print Campaign' in the UK, Government backed Good Communications Awards, Nov 2005)

² Corporate Publications Category – PR Week Awards 2004 and Chartered Institute of Public Relations, Local Government Group, Excellence in Communications Awards Oct 2005 – Best Civic Magazine/Newspaper, circulation 60,000 or less

- Decent Homes – expenditure on bringing properties affected up to the government's decent homes target (£325,000). Ongoing.
- Uninsured Properties – dealing with repairs needed to properties owned by vulnerable persons who could not insure them (£175,000). Ongoing.
- Energy Efficiency – improving energy efficiency measures in peoples' homes (£50,000). Completed March 2006.
- Flood resilience project – putting in products such as air vent covers on properties affected in the rural area (£300,000)
- Environmental Works – Including landscaping, drainage, dealing with footways and cleaning of affected areas (160,000). Completed February 2006.
- Security Patrol – contribution to the continuation of security patrol in the affected areas (£15,000). Completed Sept 2005.
- Back lanes – Improvements to back lanes within the flood affected areas (£297,000). Completed Jan 2006.
- Landscaping – Improving smaller landscaped areas (£10,000). Completed Jan 2006.
- Allotments – Improvements to allotments within affected areas (£65,000). Completed Jan 2006.
- Private Land – Enhancement of private land next to highway (£3,000). Completed Jan 2006.
- Bollards – restoration of Bollards on Warwick Road (£1,000). Ongoing.

Carlisle Renaissance

Following the floods in January 2005, Carlisle Renaissance emerged as an overarching vision for the economic, physical and social regeneration of the City over the next decade. It is a vision that encompasses the ambitions and aspirations of the public, private, voluntary and community sectors, and provides a context for their activities and investment in the City

Carlisle Renaissance is led by the City Council working in partnership with the County Council and is supported by the Office of the Deputy Prime Minister and the Government Office for the NorthWest along with other central, regional and sub-regional agencies.

The Carlisle Renaissance Prospectus, launched by the Deputy Prime Minister in August 2005, established a series of strategic objectives that provide a framework for the realisation of our vision.

Strategic Objectives

- Establish Carlisle as a Learning City
- Strengthen the City's economic base

- Maximise the City's tourism potential
- Create sustainable communities
- Expand and revitalise the City Centre
- Improvement movement into and around the City

These objectives have been formally adopted by the City Council alongside our key priorities: Cleaner, Greener, Safer and Learning City. It is vital to the realisation of the vision for the regeneration of Carlisle that these objectives are taken into account by our partner organisations. When planning the ways in which they will do business.

The objectives of Carlisle Renaissance will feature strongly in the work of the new Carlisle Local Strategic Partnership (LSP) which will provide a forum for directly engaging the private, voluntary and community sectors in the realisation of our vision.

A cross-party City Council / County Council steering group of elected members has been established to provide political oversight and guidance to the activities of the two authorities in the delivery of the renaissance objectives.

The City Council has employed a dedicated delivery team for Carlisle Renaissance, which is fully integrated into the new corporate structure, and is working with partners to extend the capacity of this team and strengthen the partnership approach.

In early 2006 detailed work commenced on laying the foundations for Carlisle Renaissance. A new Development Framework for the City Centre and a City wide Movement Strategy is being prepared that will be integrated into the Carlisle Local Plan later in the year and set the context for a new Area Transport Plan for the District.

This work involves extensive public consultation with the resident and business community and stakeholders from across Carlisle and represents a step change in the City Council's approach to engaging the community in policy development that will have implications throughout the organisation.

As the lead organisation for Carlisle Renaissance, the City Council recognises that its own activities, both statutory and non statutory, will have a significant influence on the regeneration of the City.

A key early action in 2006-07 is the preparation of a medium term delivery plan for Carlisle Renaissance that adds value to the City Council's own core service plans and forms part of the LSP's new Community Strategy and subsequent Action Plan.

The delivery plan will set out not only the performance framework for the City Council and what it aims to contribute directly, but crucially a framework through which our partner organisations can also contribute to the realisation of the vision and strategic objectives.

This is one of the central challenges of the renaissance agenda, which encompasses the activities of a wide range of organisations. Carlisle is unlikely to see the levels of investment in regeneration that other areas in the NorthWest have and will continue to experience in coming years.

Therefore it is incumbent upon us and our partner organisations to make better use of existing public sector expenditure, assets and activities across Carlisle. The new LSP will have a crucial role to play in making this happen.

During 2006-07 the City Council will seek to adopt a new approach to the utilisation of its assets to support regeneration. This will include an "Access to Services" review which will determine the means by which the City Council can assist the regeneration of the Rickergate area of City.

Nevertheless we believe that there is a growing case for additional public sector investment in Carlisle Renaissance from external funders, particularly given the potential of the City to contribute towards improving Gross Value Added (GVA³) in Cumbria. GVA in Cumbria is one of the lowest in the UK.

In early 2006-07 we will also commence with the preparation of a new Economic Strategy for Carlisle, based on the Government's City-Region model, which accounts for the influence of local economies based on travel to work areas (TTWAs), retail catchment etc.

Tourism is a key driver in the local and Cumbria wide economy and during 2006-07 we will seek to extend our role in stimulating the visitor economy through Carlisle Renaissance, including initiatives to develop the City's evening economy, improve the City's historic core and public realm and attract more business and tourism.

Improving the sustainability of communities suffering the effects of multiple deprivation is fundamental to realising the renaissance vision. Communities in central and southern areas of the City are particularly badly affected.

During 2006-07 the City Council will take the lead in neighbourhood/area based regeneration to ensure that the needs of these communities are understood, that the public sector adopts a joined-up approach to tackling the causes of deprivation and that these communities can benefit from the opportunities created by the renaissance of Carlisle.

Carlisle Renaissance is not and should not be a solely urban renaissance agenda. The City serves an extensive rural area and therefore must also seek to ensure that its rural communities are also able to benefit from these opportunities.

For further information contact Ian McNichol, Director of Carlisle Renaissance on 01228 817399 or IanMc@carlisle.gov.uk

Key Priorities

Cleaner, Greener, Safer

Our cleaner, greener, safer priority is supported by services that include litter collection, prevention of dog fouling, street cleaning, waste minimisation, recycling, open spaces, food standards, reducing crime & disorder, abandoned vehicles and CCTV. In its wider sense this priority also encompasses healthy living for all our local communities.

In 2005, 31% of all household waste in Carlisle was recycled, which is more than the national average.

Insert graph for BV82ai % household waste recycled and BV82b % tonnage household waste composted

Achievements so far

- **Plastic and Cardboard Recycling Pilot**

Over 8,500 householders have benefited from the launch of Cumbria's first combined plastic and cardboard kerbside recycling pilot scheme. So far XXXXXX tonnes of cardboard have been collected to date.

- **Improvements to Talkin Tarn**

Following transfer of the ownership of Talkin Tarn we have agreed to invest over £1 million to upgrade the existing facilities at Talkin Tarn. Improvement plans include new toilet facilities, new classroom, converting a boathouse into a bird watching facility, improving the surface of the car park and improving a new system to help reduce the impact of blue green algae.

- **Cumbria/Britain in Bloom, Green Flag**

We were awarded the Cumbria in Bloom Silver Gilt medal in September 2005.

- **Park Mark Awards**

We have been granted Park Mark Awards for nine of our City Centre Pay and Display car parks, after they were judged as being safe and secure.

- Variety of Youth Projects
 - In partnership we organised a play day event at Bitts Park to celebrate National Play Day, which included International circus performers, sports, face painting, countryside arts and crafts and play activities. A 'Great Border City Skate Jam' was also organised for skateboarders, bladers and BMX bikers.
 - 'Go 4 it' is our summer sports scheme aimed at 10-14 year olds, which provides the opportunity to sample fishing, martial arts, dance, gymnastics, trampolining, canoeing and tennis, in addition to various sport schemes and supervised visits to AMF bowling and Go-Karting in Maryport. Young people with disabilities were also able to sample last years summer activity programme, as part of the new 'Go 4 it+' scheme.
 - In 2005, Carlisle City Council and Carlisle United FC launched a new youth project, Fair Play. Fair Play aims to encourage good citizenship and discourage anti-social behaviour. Awards are given for conduct off and on the pitch.

"Playfair champions the positive behaviour of youngsters off the pitch as well as on the pitch. It aims to encourage local youngsters to be good citizens, to the benefit of all our communities. Working partnership with Carlisle United and other agencies, we hope to build on the successes of the scheme over the upcoming football season and branch out the ideas of the scheme to our other community projects."

- BEN Award

We have retained the top award for the third consecutive year after meeting the high standards set by the BEN (British Environmental Network). The Carlisle and Eden Business Network awards highlight good practice and commend local businesses who use environmentally friendly work practices. The awards are based on internationally recognised standards and assess whether we follow the current legislation, have identified environmental risks and how to deal with them and is continually striving to improve.

- 'Allotments' Award

We were awarded a national distinction for our groundbreaking provision of allotments by the National Society of Allotments and Leisure Gardeners Ltd. The Allotment Competition has been in existence for over 60 years. The aim is to encourage local authorities to provide a quality service for their plot holders and provide them with value for money.

- Launched a Clear Up Campaign

A total of eight sites were identified for a winter makeover which involves an ongoing programme of work including clearing debris from becks and removing litter from surrounding areas.

- Opening of Sheep Mount Stadium
 - The new state of the art facilities at Carlisle City Council's £3.6 million Sheeppmount re-development were opened in August 2005. The improvements include an upgrade of the running track to eight lanes, re-configuration and drainage of the football pitches and new changing facilities including toilets, showers, officials' accommodation, disabled access and facilities, fitness and exercise areas, clubroom and a training and education room.
 - The Sheeppmount hosts a variety of sports organisations including 17 football clubs, athletics, other pitch sports and indoor rifle shooting and also plays host to a variety of major events and school activities.
 - Carlisle Leisure Limited manage the Sheeppmount on behalf of the City Council.

- Stony Holme Golf Improvements

In partnership with Carlisle Leisure Limited the City Council is contributing £350,000 towards improvement works at Stoney Holme Golf Course.

- Opening of Multi- Sports Centres

We opened flood lit multi-sports areas in March 2006 in Botcherby and Upperby with marking for football and basketball use as well as built in goals and hoops.

- Healthy Eating Awards

We are encouraging local caterers to work towards achieving one of our Health Eating Awards. The awards are designed to encourage local food suppliers to provide healthy food choices in healthy surroundings and the scheme has been ongoing since 2003.

- Sports feasibility study

The Council has commissioned consultants to produce a study, which will inform the Council's delivery of sport and recreation over the medium term.

Other achievements include:

- Improved Street lighting
- Air quality action plan
- Revitalisation of Green Spaces

Community safety achievements include:

- Safer Clubbing

This year has seen the relaunch of the Safer Clubbing assessment of licensed premises. This project has been delivered by the Drug & Alcohol Task Group of the Carlisle and Eden Crime and Disorder Reduction Partnership. The standard assessment of premises is made in the style of a 'mystery shopper'. The assessment is then shared with the partners in the task group. The outcome

of one assessment has been to request additional safety features such as lighting and CCTV cameras at a problematic nightclub.

The project has been evaluated and the lessons learnt are now being applied for another round of assessments in the run up to the busy Easter Holiday. The task group have recognised the need to extend the assessment work to all aspects of the Late Evening and Nighttime Economy. They will be considering locations such as taxi ranks and late night refreshment venues for future assessments.

- Prolific and Other Priority Offender Strategy

The Carlisle and Eden Crime and Disorder Reduction Partnership is the local partnership delivering this key national strategy. The delivery is divided into three strands 'Prevent and Deter'; 'Catch and Convict'; and 'Resettle and Rehabilitate' led by key responsible authorities within the partnership. The processes behind the strategy has led to the identification and recording of Carlisle's and Eden's most prolific offenders. These offenders though numbering no more than 30 in any given year create a disproportionate amount of crime. Potential interventions for the most problematic offenders are discussed at the monthly meetings, in many cases the offenders are referred to the partnerships 'Prolific Offender Programme (PROP)' which offers an assertive outreach service to offenders whose crime is drug-driven. It is this over-arching strategy combined with a locally managed intervention team that has delivered consistent crime reduction results of between 30 and 40% for offenders recorded on the Prolific and Other Priority Offender Strategy.

- Security Patrols in Flood Affected Wards

At the height of the flood it was clear to the partnership that additional patrolling was required in the flood affected wards. As people were forced out of their homes the fear of unoccupied properties attracting opportunistic criminals was very real. The partnership and the Housing Recovery Group funded additional private security patrols throughout the worst affected areas right through to November 2005. These additional patrols were tasked and co-ordinated by the Local Policing Team Inspector and proved effective in preventing and deterring criminal and anti social behaviour.

Cleaner, greener, safer Carlisle will be achieved by:

- The joining together of the many customer-facing services into the Community Services directorate will be a major influence in the success of this priority.
- The recently formed area based Maintenance Teams will provide a visible presence in all Wards of the City with the skills and autonomy to undertake environmental maintenance including litter and flytipping removal, graffiti

cleaning, minor footway and highway repairs as well as many other public realm enhancements.

- Recently introduced legislation in the form of the Clean Neighbourhood and Environment Act will give the City Council more scope to enforce action through Fixed Penalty Notices for environment offences including littering, flytipping and graffiti.
- By involving the community through education and consultation the quality of open space and green space can be enhanced leading to a better quality of life for the public as a whole.
- A car clear scheme, which aims to combat the problem of abandoned vehicles in Carlisle, came into operation on Thursday 1 December:

The scheme aims to make Carlisle cleaner, greener & safer and is being led by Carlisle City Council and partner agencies.

- Carlisle City Council is offering a free vehicle disposal service for local residents. In conjunction with a local disposal contractor, the City Council will be collecting unwanted vehicles with the aim of reducing the number of abandoned vehicles. Please contact us on 01228 817330

In order to reduce waste that we tip into landfill sites, we are proposing to alter the way household waste is collected. In addition to your greenbox and garden waste, each household, where appropriate, may soon be provided with a wheeled bin for other domestic refuse. Refuse and recycling materials would then be collected on alternate weeks. Despite a big increase in recycling over the past few years, there is still too much household waste going to landfill. The proposed scheme should result in more than half of our household waste being recycled. Recycling benefits the local community by creating jobs, saves valuable natural resources and helps to protect the environment by reducing pollution.

Insert graphs for BV84a kg household waste collected per head and BV86 cost of waste collection per household

For further information on Cleaner, Greener Carlisle issues contact Michael Battersby, Director of Community Services on 01228 815005 or MichaelB@carlisle.gov.uk

Plans for coming year for community safety include:

- Stretching targets on volume crime

The partnership has a target of reducing crime in Carlisle by 17.5% from a 2003/2004 baseline by 2007/2008.

As 2003/2004 was a low crime year we are faced with a very challenging target. Our focus on this target has been sharpened by the Government Office Northwest who are taking on a new role of performance managing the CDRPs throughout the NorthWest. This required a sea change in the approach the Carlisle and Eden CDRP has taken to volume crime such as Criminal Damage, Theft and Violent Crime.

- Matching our partnership activity to the performance needs

The partnership is still delivering projects that have no demonstrable impact on performance. This leaves the partnership vulnerable to criticism from a wide angle.

- Building capacity

The near completion of the constitution is a milestone for the Carlisle and Eden CDRP. It is the adherence to this constitution that will now challenge the responsible authorities. One key area for improvement is building capacity throughout the partnership by mainstreaming previous project work into core activity.

For information on Safer Carlisle issues contact Steven O'Keefe, Community Safety Development Officer on 01228 817011 or SevenO@carlisle.gov.uk

Learning City

Our vision of Carlisle as a Learning City, *".....is to create a lifelong learning society in Carlisle that will benefit our citizens and future generations. We will work together to promote learning and encourage all members of our communities to take pride in their city and understand its cultural value"*

Learning City objectives include:

- Making Carlisle the hub of the University of Cumbria
- Developing skills to support, nurture and attract businesses
- Promoting access to learning
- Leading by example – Carlisle City Council as a learning organisation

Achievements so far:

- The Harris Report (September 2005) recommended the establishment of the University of Cumbria by September 2007
- The County Council is carrying out a Strategic Review of School Organisation in the county; a Local Partnership Group on which the City Council is represented started work in Carlisle in December 2005

- Learning Carlisle Initiative involving secondary schools and Carlisle College; will be fully evaluated in 2006
- Cumbria Learning and Skills Council (LSC) published its Strategic Area Review of Cumbria in December 2005 including Carlisle as one of its learning zones
- £30m has been earmarked in principle for the creation of a 'learning village' in the Trinity/St Aidans/Newman/Carlisle College area
- The SureStart Programme⁴ has expanded its range of community services and learning opportunities at centres across Carlisle including the recently updated Children's' Centre at Petteril Bank
- In 2005 Carlisle College embarked on a 2-year £10m. rebuilding programme and has commissioned a feasibility study for the creation of a 14-19 Vocational Learning Centre
- 3 Higher Education institutions have all recently invested significantly in new facilities - the Learning Gateway Centre (St Martins College); ceramics facilities (Cumbria Institute of the Arts) and IT infrastructure (UCLAN)
- Launch of Carlisle as a Learning City, Adult Learners week (May 2005) with a major event in Carlisle City centre and a Carlisle-wide Pub Quiz in which between 15 to 20 pubs took part.
- Student safety video produced by Higher Education institutions and the Crime and Disorder Reduction Partnership
- A partnership between UCLAN and RWP Training to promote progress routes from Advanced Apprenticeships to Foundation Degrees (2005)

Learning City Carlisle will also make a significant contribution to Carlisle Renaissance, including:

- Promoting the development of further and higher education courses
- Developing tourism skills to help create sustainable communities promoting quality University campuses and student accommodation that will encourage young people to study in Carlisle
- Promoting secondary education in such a way to reduce city centre congestion.

Ongoing activity includes:

- An Inter-generational project with Newtown and Longtown Primary Schools
- Production of marketing information for Carlisle students as member of Think@Carlisle
- Contribution to the Citizenship project with Carlisle secondary schools
- Involvement with the development of a 14-19 Vocational Centre at Carlisle College
- Wi-fi (wireless) broadband access in the city centre and on college campuses
- Environmental learning project involving all Carlisle secondary schools launched, June 2006

⁴ for which Carlisle City Council is the lead organisation

- A Learning Directory on informal learning opportunities in Carlisle.
- A partnership between the Council, the Trade Unions and Carlisle College to promote Skills for Life. Around 40 employees have enrolled with the college to undertake key skills development.
- The Tullie House Learning and Access department has links with Carlisle schools; we held an events programme with activities for children and young people, and a Reminiscence project for older learners
- Sports provision for young people including generic skills development for the very young, specific skills development for older children, partly through links with schools sports co-ordinators, and coaching activities for a variety of sports during school holidays and term time
- Countryside Services have worked with schools and voluntary groups including tree/bulb planting and planning for future developments in our parks
- Our Community Involvement Team runs projects for young people, including outdoor events involved with secondary schools in the Citizenship curriculum and in the 'Play Fair - Live Well partnership with primary schools and Carlisle Utd's Football in the Community Programme.

Learning City Carlisle will continue to celebrate the achievements of the city and its residents and to support the city's ambition to be a prosperous and inclusive major regional centre.

For further information contact Catherine Elliot, Director of Development Services on 01228 817502 or CatherineE@carlisle.gov.uk

Future Challenges

Carlisle Local Strategic Partnership

In 2006-07 a new Local Strategic Partnership (LSP) for the Carlisle District will be established, replacing the former Carlisle & Eden LSP created in 2002.

Based on the City Vision Partnership (CVP) set up by the City Council in 2002, the Carlisle LSP will oversee the development of a new Community Plan to drive forward improvements to public sector services and the quality of life of residents.

The Carlisle LSP will consist of a Forum drawn from the City Vision Partnership (CVP), an Executive appointed by the Forum, and a series of thematic groups that reflect both local priorities and the scope of the new Local Area Agreements (LAAs). The new partnership will be administered by the City Council.

Thematic Groups

- Safer & Stronger Communities
- Children & Young People
- Healthy Communities & Older People

- Economic Development & Enterprise

These groups will report to the Executive and will address for the City Councils key priorities as well as those of other partner organisations. The City Council is committed to ensuring that Learning City, Carlisle Renaissance, equality and diversity and the principle of rural proofing, equality and diversity and children and young people are accounted for throughout.

The Executive represents a new partnership between the public, private, voluntary and community sectors in the City. It is expected to play a key role in contributing to the delivery of the Carlisle Renaissance agenda

The key milestones for 2006-07 are the establishment of the LSP Executive and Thematic Groups and the publication of the new Carlisle Community Plan and associated action plan.

Local Area Agreements (LAAs)

Local Area Agreements (LAAs) are aimed at improving the effectiveness and efficiency in the way Central Government works with Local Authorities to improve public services.

Key Features

- A focus for harnessing partnership activity and “joined-up” Government
- Simplification of government funding streams
- Improvements in efficiency and reduction in bureaucracy
- Opportunities for additional performance based funding
- Added flexibility in the use of Government funding

Cumbria County Council, the accountable body for the Cumbria Strategic Partnership, will oversee the preparation of a Cumbria wide LAA for Central Government on behalf of local partners, including the new Carlisle LSP.

The Cumbria LAA will include “service blocks” that cover the thematic groups of the Carlisle LSP. The Safer & Stronger Communities block will go live in April 2006. The remainder of the LAA blocks will go live in early 2007, subject to the agreement of partner organisations.

The role of local authorities like Carlisle in promoting sustainable communities, i.e. where people choose to live, work and study is significant and continues to expand. There are a number of new and existing duties that the Council must address when planning and delivering its services for local people. A new duty is:

The Children's Act 2004

The Children's Act 2004 was passed to address the recommendations following the inquiry into the death of Victoria Climbié. At the heart of those recommendations was recognition of the need for joined up services and clear leadership and accountability across all organisations charged with the welfare of Children.

A key theme that underpins the Children's Act is the requirement for partnership working involving all relevant partners, including the government, the voluntary and the community sector, to help improve services to children and families and to ensure proper protection and support for them. The principal legislative duties will fall on the County Council as the Children's Services Authority, but the Act also has important implications for the City Council, either specific duties placed upon it or the obligation to work in partnership with others involved in the child care field.

Duties that the City Council must fulfil:

The City Council has a duty to co-operate with Cumbria County Council who must create robust partnership arrangements with a range of bodies, including ourselves in order to make these partnership arrangements work properly.

We must make arrangements to ensure that we carry out our functions having regard to the need to safeguard and promote the welfare of children at all times. This is an important obligation and means that, in every aspect of the ways in which we plan and deliver services, it needs to be able to demonstrate that we have given due regard to matters relating to child welfare and tailored our services to meet this requirement.

The City Council will also have responsibilities, along with other partners, to share information databases in connection with child welfare matters.

There is an obligation under the legislation on the part of the County to set up a Local Safeguarding Children's Board, which will comprise of broad partner representation, including district representation. The City will be required to play its part by way of representation on this Board.

The new duties will therefore impact on the City Council both directly (particularly in respect of its specific duty to have regard to the welfare of children in the planning and delivery of its own services) and also indirectly in respect of its broader duties to participate in the wider partnership arrangements envisaged by the legislation. It is likely to have the most impact in areas including housing, culture and leisure, crime reduction, the environment, planning and the Council in its capacity as an employer, all of which touch on the welfare of children in some

way. The Council has recently undertaken an audit of all those areas where its work touches on the welfare of children and young people and they are extensive.

Achievements so far in implementing the Children's Act:

- We have undertaken a detailed audit of those areas where we are involved in work connected with the welfare of children and young people.
- We have appointed an elected Member and Officer "Children's champions" Cllr Marilyn Bowman, A Member of the Council's Executive Committee and John Egan, Director of Legal and Democratic Services who can be contacted on 01228 817004 or JohnE@carlisle.gov.uk
- Carlisle is the district Council's representative on the Children and Young Persons Strategic Partnership, the Children and Young People's Board and the Local Safeguarding Children's Board.
- Awareness training is planned for elected Members as part of the ACE⁵ training programme.
- A review of the work of the Council's Community Services Unit is planned (2006) to focus on the work which that Unit does in connection with the welfare of children and young people.

Housing Strategy

The Housing Strategy for 2005 – 2010 has now been adopted and there are some important challenges for the Council, working in partnership with local, regional and national agencies and with our local communities. The detailed actions within the Action Plan are reviewed regularly by Community Overview and Scrutiny Committee. The remaining broad principles are now being translated into additional detailed actions.

The concept of area renewal is now being addressed in more detail. The council has a duty to ensure that Carlisle's housing stock meets decent homes standards. Through area renewal there is an opportunity to integrate this work with other initiatives to ensure a holistic approach to regeneration in those areas deemed to be a high priority.

Following the agreement by Full Council in autumn 2005 to an area renewal approach, Community Overview and Scrutiny Committee has initiated the process of defining the programme. Further analysis of the baseline data will enable decisions to be made during the year on the order in which this work will be progressed.

⁵ Achieving Cumbria Excellence

Since the Autumn of 2004 the six district Council's and the County Council have been working together through the reformed Cumbria Sub Regional Housing Group (CSRHG). The group also has representatives of housing providers, statutory services and voluntary organisations on it as well as having regular attendance from the Government Office of the North West (GONW), Audit Commission and the Housing Corporation. By Autumn 2006 the CSRHG will have produced a sub regional Housing Strategy for Cumbria to take forward work between organisations on housing issues.

For further information contact Simon Taylor, Housing Services & Health Partnerships Manager on 0228 817327 or SimonT@carlisle.gov.uk

Service Standards 2006-07

Our Best Value Performance Plan, 2005/06 identified a range of Service Standards for each of the Council's 12 Business Units.

In August 2005 we began a review of the Council's management structure in response to a number of issues:

- A lack of corporate working
- A lack of customer focus in some service areas
- The current structure did not easily align with the cross cutting priorities that cut across service areas
- To improve partnership working
- To address the Government's modernising agenda

In addition to these concerns, the Council faced a number of challenges that a revised structure could more readily address:

- The impact of the devastating floods in January 2005 and how effectively the Council worked during the emergency and recovery phases
- The Carlisle Renaissance agenda and the on-going flood recovery work
- The Efficiency Agenda (Gershon) requires significant savings to be made over the next 3 years
- Savings will be re-directed to delivering Council's key priorities
- The 'Direction of Travel' undertaken at the end of 2004 and its recommendations
- Comprehensive Performance Assessment (CPA) due in 2007

These challenges above provided a strong rationale for a management restructure.

The restructure took place over a period of 7 months from August 2005 and the new management structure was established on 27th February 2006. We now have a new Senior Management Team (SMT) comprising 6 Corporate Directorates led by Directors. One of the Corporate Directors also has the role of Deputy Chief Executive, and together with the Town Clerk & Chief Executive. The SMT meets every week (refer to appendix for more details of new structure) its role includes:

- Focusing on the Council's priorities and ensuring they are properly resourced
- Building the corporate capacity for continuous improvement
- A much improved focus on performance management and delivery of high quality services for local people
- Stronger support for elected Members, including the Executive and Overview & Scrutiny roles.

Each of the new Directorates will be more focussed on managing performance. The reduction from 12 Business Units to 6 Directorates, including the new Carlisle Renaissance Directorate shows the commitment of the Council to bring related services together, to achieve financial savings to satisfy the Gershon agenda which will be re-directed to the Council's priorities. The new structure will enable us to work better together and with partners, corporately to improve our services to local communities and for Carlisle City Council to become an excellent Council.

It is important that our local communities and our partners understand our Service Standards and our performance requirements, because they provide a means by which our performance may be judged.

Service Standards

We will:

- Provide access to all council services through the customer contact centre, 9-5pm Mon-Thurs and 9-4pm Fridays
- Deal with 85% of all enquiries at the first point of contact
- Provide information about all council services through the council's website, 24hours per day 7 days per week
- Inspect all reports of abandoned vehicles within 24 hours
- Remove abandoned vehicles to a secure compound:
 - Within 24 hours of inspection if on a highway
 - Within 15 days if on private land, with the land owners permission

- Repair reported faults on street lights within 5 working days (unless the power supply has failed)
- Inspect and make safe reported damaged street furniture within 24 hours
- Grit defined routes within 5 hours of call out when snow or ice is expected or present
- Refill grit bins within 24 hours of a request
- Remove fly tipping from council owned land within 24 hours
- Respond to a missed bin collection the same working day
- Make special collections from households within 5 working days
- Deliver a replacement refuse bin or recycling box within 14 days of a request
- Offer cremation services within 6 working days of a death
- Investigate public complaints about dog fouling within 2 working days
- Issue fixed penalty notices to reduce dog fouling in public areas
- Deal with requests for pest control services within 5 working days
- Deal with queries about car parking penalty notices within 14 working days
- Issue residents' parking permits within 5 working days
- Carry out 89% of all planned food hygiene inspections
- Carry out 60% of all high risk health and safety inspections due
- On receiving reports of potential dangers, e.g. trees, hazardous materials, we will inspect the site within one hour and make it safe within the next hour (2 hours out of hours / weekends)
- Respond to all requests for information under the Freedom of Information Act within the statutory timescale of 20 days
- Respond to all requests for "subject access" to CCTV under the Data Protection Act within the statutory timescale of 40 days

- Carry out safety inspections of council play areas every 7 days
- Run 20 community and school based environmental events each year
- Provide 6 new exhibitions at Tullie House each year
- Provide out of school and holiday play scheme activities for young people, aged 8-12 – on first come, first served basis
- Process grants to support local athletes and sports clubs within 14 days
- Provide 5 special outdoor events, e.g. Spring Show, pop2thepark
- Publish, with the Chamber of Commerce, a register of vacant industrial and commercial property register 3 times per year
- Achieve 85% occupancy at the Carlisle Enterprise Centre (for existing and new small businesses)
- Reduce the average length of stay in bed and breakfast accommodation for homeless families and pregnant female households from 2 weeks to 1 week
- Deal with all applications for disabled adaptations in the statutory timescale of 6 months
- Bring 20 empty properties in Carlisle back into use in private sector housing
- Determine 60% of major planning applications within 13 weeks
- Determine 75% minor planning applications within 8 weeks
- Determine 87% of other planning applications within 8 weeks
- Aim for 98% return of electoral registration forms in the annual canvas
- Publish a revised electoral register by 30 November every year
- Send out committee papers 5 working days in advance of meetings, in accordance with the Access to Information Act
- Aim for 99% of local land charges to be returned within 10 working days
- Issue licences within 10 working days of receipt of a completed application
- Pay undisputed invoices within 30 days

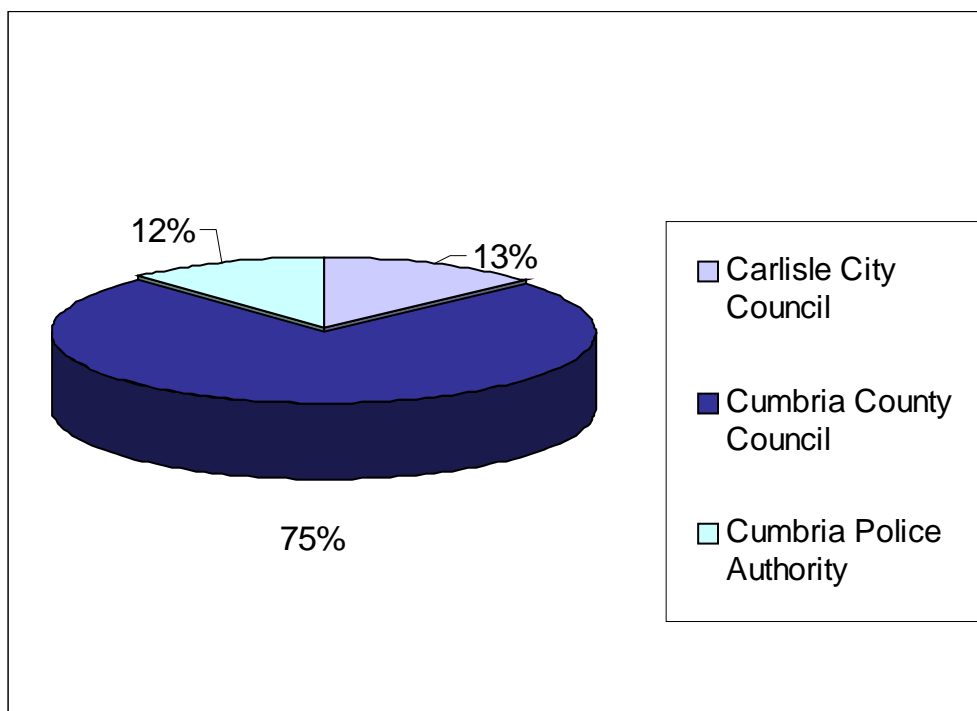
- Collect 97.3% of Council Tax due this year
- Report immediately to the HSE all serious incidents and fatalities on Council premises or which have occurred as a direct result of the acts or omissions of the Council or its representatives, with a copy of the relevant form sent to the HSE within 10 days of the incident
- Process new claims for housing benefit within an average of 29 days
- Process changes in circumstances for housing benefit within an average of 11 days
- Keep 80% of our property in a sustainable condition and suitable for use.
- Ensure at least 90% occupancy of the Council's commercially let business units

Financial Summary and Corporate Governance

2006/07 Budgets - How the Council Tax is Redistributed

Carlisle City Council will invoice local taxpayers £45,764,144 in 2006/07, which is redistributed to precepting authorities as follows:

	£
Carlisle City Council	6,075,835
Cumbria County Council	34,214,883
Cumbria Police Authority	5,473,426
	45,764,144



Council Tax collection rates currently stand at 98.5% of the total amount invoiced. Any outstanding arrears at the year-end are shown in the billing authority's accounts (i.e. Carlisle City Council) and the collection fund forms part of the statutory Statement of Accounts. These statements are subject to external audit and public scrutiny. Any surplus generated is redistributed to the precepting authorities in the following year.

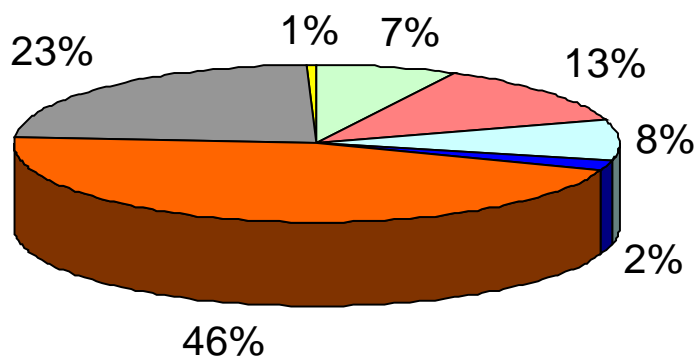
National Non Domestic Rates (NNDR)

Although the City Council invoices local businesses for NNDR (£31.5m for 2006/07), this is paid over to the NNDR National Pool on a monthly basis. The ODPM assesses the City Council's requirements from the National Pool based upon various factors and again this is paid to the Council on a monthly basis. The 2006/07 contributions from the National Pool equate to £8.190m

2006/07 Budgets - Summary of Overall Gross and Net Expenditure

	% of Gross	Gross	Grants &	Fees &	Net
	Expenditure	Expenditure	Receipts	Charges	Expenditure
		£	£	£	£
Planning & Economic Development	7	4,398,300	0	(4,117,300)	281,000
Recreation & Tourism	13	7,561,500	0	(1,044,200)	6,517,300
Environmental Health	8	4,773,300	0	(1,713,000)	3,060,300
Refuse Collection	2	1,424,700	0	(423,200)	1,001,500
Housing	46	27,039,300	(24,759,800)	(1,038,700)	1,240,800
Other Services	23	13,657,800		(9,038,000)	4,619,800
Parish Precepts	1	335,555	0	0	335,555
	100	59,190,455	(24,759,800)	(17,374,400)	17,056,255
Reserves					(1,063,945)
TOTAL		59,190,455	(24,759,800)	(17,374,400)	15,992,310

Gross expenditure 2006/07

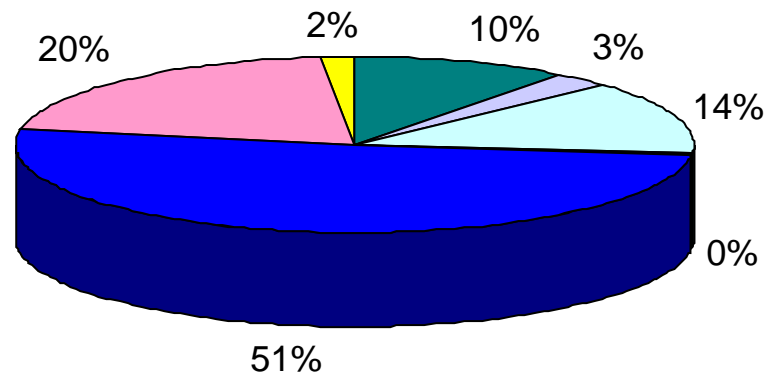


■	Planning & Economic Development
■	Recreation & Tourism
■	Environmental Health
■	Refuse Collection
■	Housing
■	Other Services
■	Parish Precepts

2006/07 Budgets - How the Gross Budget is Financed

Source			£	%
Council Tax			6,075,835	10
Revenue Support Grant			1,581,045	3
National Non-Domestic Rates			8,190,430	14
Council Tax Surplus			145,589	0
Budget requirement for Council Tax purposes			15,992,899	27
Grants & Receipts			30,014,400	51
Fees & Charges			12,119,800	20
Reserves			1,063,356	2
			59,190,455	100

Gross income 2006/07



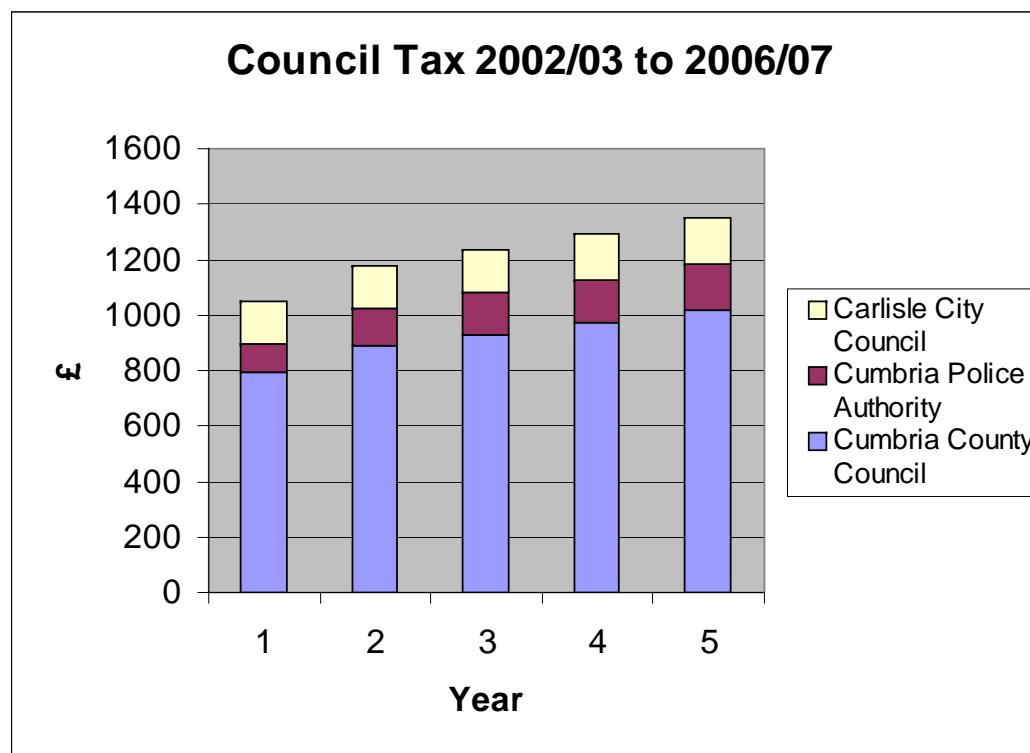
- Council Tax
- Revenue Support Grant
- National Non-Domestic Rates
- Surplus
- Grants & Receipts
- Fees & Charges
- Reserves

COUNCIL TAX - BAND D INCREASES

	2002/03			2003/04			2004/05			2005/06			2006/07		
	£	£ inc.	% inc.	£	£ inc.	% inc.	£	£ inc.	% inc.	£	£ inc.	% inc.	£	£ inc.	% inc.
Cumbria County Council															
Cumbria Police Authority															
Carlisle City Council	795.96	58.96	8.0	890.43	94.47	11.9	928.30	37.87	4.3	971.16	42.86	4.6	1019.43	48.27	5.0
Total	100.48	9.88	10.9	130.71	30.23	30.1	150.28	19.57	15.0	155.43	5.15	3.4	163.08	7.65	4.9
	150.35	10.45	7.5	155.61	5.26	3.5	159.66	4.05	2.6	165.25	5.59	3.5	171.03	5.78	3.5
	1046.79	79.29	8.2	1176.75	129.96	12.4	1238.24	61.49	5.2	1291.84	53.60	4.3	1353.54	61.70	4.8

NB Figures exclude Parish Precepts

Year 1 - 2002/03
Year 2 - 2003/04
Year 3 - 2004/05
Year 4 - 2005/06
Year 5 - 2006/07



Use of Resources – VFM

The revised CPA process 'The Harder Test' issued by the Audit Commission in July 2005 includes a section on measuring the Councils performance on Use of Resources. The five categories are:

- Financial Reporting
- Financial Management
- Financial Standing
- Internal Control
- Value For Money

Initial indications from the Audit Commission are that the Council has scored an overall level 2, which indicates a 'fair' level of performance but this has not yet been confirmed.

Gershon Efficiency Review

In September 2003, Sir Peter Gershon was commissioned to investigate public sector efficiency. As a result of his report, Government departments and local government has been set an efficiency saving target of 2.5% per annum over the next three years. The Council is fully engaged in this process and is investigating innovative ways of reorganising and delivering services in order to make savings while continuing to focus on continuous improvement. The Council has submitted its annual efficiency plan and looks forward to the challenge of achieving greater efficiencies.

The savings target of £645,000 for 2004/05 was achieved. The target for 2005/06 is £772,000 and we are on track to achieve this. This would equal to £1417,000 saving over two years. The total target for 2007/08 is £1.8m.

For further information on financial issues contact Angela Brown, Director of Corporate Service on 01228 817299 or AngelaB@carlisle.gov.uk

Managing Risk

Carlisle City Council is strongly committed to the benefits of a sound and positive approach to Risk Management. It believes that by identifying and actively managing risks it can make better-informed decisions and reduce and control the potential consequences of risks more effectively.

The Council separates risks into three categories: Corporate, Operational and Project risks.

Corporate risks are the biggest risks affecting the whole Council and its activities. The Council has set up a Corporate Risk Register which identifies these risks,

scores them for impact and likelihood and shows what actions have been taken (or are planned to be taken) to reduce any potential consequences. These risks are rigorously and continually managed and monitored by its Senior Management Team and fully scrutinised by Members. Currently there are 24 corporate risks included on this Register, e.g. new and emerging risks are added as required and risks, which are no longer considered of significant impact or likelihood are removed.

Operational risks are those relevant to each of the individual Directorates, who maintain and manage their own risk register. These risks generally comprise of day-to-day risks associated with the particular service, or a one-off risk, e.g. implementing new legislation. Again, risk is scored and actions identified and implemented.

The third category of risk covers Projects. All major one-off or individual projects are subjected to a rigorous project management process, part of which is the development and management of e.g. risks. All risks are assessed and scored and actions identified. They are subjected to comprehensive monitoring and scrutiny by Officers and Members.

Comprehensive Performance Assessment

District councils, as best value authorities, have “a duty to put in place arrangements to secure continuous improvement “....having regard to a combination of economy, efficiency and effectiveness.” The Audit Commission has a duty to assess how well councils are fulfilling this requirement for continuous improvement. Comprehensive Performance Assessment is part of this process and includes:

- A demanding assessment of financial management, including how the Council ensures value for money.
- Assessment of how a number of service areas perform; these are yet to be finalised for 2006 onwards (we will amend this before June) but could include environmental services, housing benefits and culture.
- A Direction of travel statement that indicates how the Council is striving to improve.

The Council's next performance assessment is likely to be 2007.

For further information contact Carolyn Curr, Head of Policy and Performance on 01228 817017 or CarolynC@carlisle.gov.uk

Equality & Diversity

The Race Relations (Amendment) Act 2000 placed a general duty upon the Council to actively promote race equality. In addition, it placed a specific duty on the authority to prepare and publish a Race Equality Scheme, which explains

how the Council will ensure that none of its policies discriminate against service users on the basis of race. The Council also has a duty to ensure that its policies do not adversely affect the population due to their sexuality, age, gender, level of disability or religion. This process is termed Impact Assessment.

Carlisle City Council last reviewed its Race Equality Scheme in 2004 and it prioritised the following policies for Equality Impact Assessment:

- Recruitment and selection
- Procurement
- Corporate charging
- Physical activity and sports
- Anti-poverty
- The Rural Strategy
- Local Plan.

Assessment of the impact that these Council policies have on minority groups began in June 2005. Consultation with community groups and on a comprehensive equalities policy for the council will be taking place in May 2006. The Race Equality Scheme will be reviewed in light of this work after the end of May 2006.

Preparations for the adoption of a Disability Equalities Scheme are underway with discussion with community representatives about their role, a key feature of our work plan.

In terms of the Local Government equality standard (BV2a) and the duty to promote Race Equality (BV2b) the Council is on course to achieve its targets for 2005/06.

Our priorities for the coming financial year are:

1. To ensure that staff are trained in equality and diversity awareness
2. To complete an audit of equalities
3. Adopt a comprehensive equality policy and develop an Equalities Action Plan to underpin this.
4. To develop and adapt a Disability Equality Scheme
5. To overcome the communication barriers which have been identified from the consultation with the BME community; and
6. To review the Council's approach to reporting racial incidents.

Insert graph for BV2a Level: Equality Standard for Local Government and BV2b The duty to promote race equality - checklist score

The Council is firmly committed to its duty to promote equality, in whatever form, in all aspects of its work. If you would like to find out more about our work on equalities, contact Lesley Dixon, Policy and Performance Officer on 01228 817016 or LesleyD@carlisle.gov.uk

Achieving Cumbrian Excellence – The ACE Programme A Joint Capacity Building Programme for the Cumbrian Authorities

Introduction

In 2004, the 8 Cumbria Local Authorities bid for and were awarded £175k from the ODPM Capacity Building Fund for ACE – a year long joint capacity building programme of county-wide activities for officers and members to deliver the following outcomes:

- For members to be confident about their role in providing leadership at a local, county and regional level.
- For the councils in Cumbria to be working together in a concerted way to improve their performance on cross-cutting issues.
- For members and managers across Cumbria to have accessed information about good practice from inside and outside the county for this to have resulted in changes to the way that services are being provided.
- For strong and sustainable networks to be developed at member and manager level which support the drive to improve services across Cumbria.

Year One Outcomes taken from the Centre for Regional Economic Development (CRED) Independent Evaluation Report

- Improved networks and relationships between members and officers from the 8 Local Authorities
- Increased awareness among members of key issues facing Cumbria and the local government sector.
- Improved communication and stronger links between the Cumbria Local Authorities and a range of external agencies and providers.
- Specific outcomes from the joint conferences and workshops, include:
 - i. Waste management - an action plan setting out new ways of working for the partner Authorities, now being implemented.
 - ii. Benefits – a joint successful bid to the Department of Work & Pensions a benefits take-up campaign between District Councils.
 - iii. Efficiency and Procurement - an agreed approach to working with the Regional Centre of Excellence and funding secured for a county-wide project manager.

- iv. Housing – a project plan defining activities and responsibilities for developing a county-wide strategy, which is now being implemented.

Carlisle City Council's Role in the Programme

Carlisle City Council is the host Authority and Accountable Body for the ACE Programme. The Authority oversees the design, implementation and evaluation of the programme on behalf of the Cumbria Local Authorities.

ACE - The Current Position

A further proposal to the North West Improvement Network (NWIN) for a second stage of ACE was successful and has now begun delivery. As well as continuing with the four outcomes from Year 1 (above), the ACE Programme will also:

- Focus on specific programmes of work
- Resulting in clear actions, leading to specific, performance related improvements and
- Developing sustainable arrangements for future partnership work and shared services

The second stage of the Programme is focusing on the following themes:

- Customer Services
- Organisation Transformation
- Shared Services – working jointly with the Connected Cumbria Programme and Cumbria Procurement Initiative
- Community Leadership and Political Governance

These themes were highlighted as key capacity building areas for Authorities that could be delivered on a cross Authority basis. They were determined by a process of Authority Learning Plans, feedback from the independent Evaluation Report and feedback from those involved in the Programme from Year 1.

For further information contact Lucy Black, ACE Programme Manager on 01228 817451 or LucyB@carlisle.gov.uk

The Council as an Employer

Home-working

Our Revenues and Benefits Service has been piloting home working. Early indications are that performance targets have been met. These were:

- An increase in productivity of 15% or more
- A reduction in short-term sickness absence for participants
- No discernible drop in the quality of work produced

Once a full review has taken place, consideration will be given to rolling out the scheme across the Council.

Pay and Workforce Strategy

All Councils are being directed to produce a Pay and Workforce Strategy to ensure they have the skilled and motivated workforce we needed to deliver the best possible services for local people. The strategy will take around 3 years to produce objectives over the next decade. A PRINCE 2 project management methodology has been adopted and resources allocated. Excellent progress has been made with two of five 'workstreams', a Job Evaluation exercise, which will run throughout 2006, and the production of a Workforce Development Plan (WPD) scheduled for Easter 2006. Work on the remaining three workstreams is planned to begin shortly (i.e. Single, Status, Equal Pay and a Reward Strategy).

Appraisal

An appraisal scheme for all employees was introduced in 2003 and reviewed recently after two years of operation. Whilst the review found widespread satisfaction among employees with the scheme itself, there are still some management and cultural issues that need to be addressed to provide the appropriate climate for appraisal to bring all the benefits expected from it. Some small but focussed changes have been made to the scheme as a result of the review. Wider issues will be addressed through the Workforce Development Plan mentioned above.

Employee Survey

Our first-ever survey of employee opinion has been conducted recently. The results are still under analysis but an Action Plan will be developed to address issues that emerge from it.

Sickness

This has been a priority for the council as it performs poorly in this area. Existing procedures and practices to address the problem (e.g. training of managers: return to work interviews) have been overhauled. Good progress has been made with three new initiatives, investment in an enhanced occupational health scheme, closer working with trade union and addressing these projects are still 'work in progress' but are signs sickness absence is beginning to reduce.

Insert graph for BV12 Average days sickness per staff member

For further information contact David Williams, Head of Personnel and Development on 01228 817082 or DavidW@carlisle.gov.uk

Brief Statement of Contracts

"During 2005/06 the City Council lost the contract for providing grounds maintenance services to Carlisle Housing Association.

This contract terminated on 31 March 2006 and up to 15 employees transferred to Carlisle Housing Association's alternative provider. It was fully accepted by all parties that the Transfer of Undertaking and Protection of Employment Regulations applied".

The City Council has acquired Talkin Tarn with effect from 1/4/06. Around 4 employees will transfer to the City Council from the County Council, in accordance with current TUPE Regulations.

New Carlisle City Council Management Structure – to be inserted in designed document

Details of Performance

Performance against Carlisle City Council Service Standards 2005-06

Our Service Standards are ordered within the new management structure. We have shown what the Council said it would achieve during last year, why performance in some cases did not reach our expectations and what we did achieve.

Community Services

Our objectives are to deliver a wide range of customer facing service including: Highways and Parking Services, CCTV, Parks, Waste

Area Working, Environmental Quality; Food Safety; Building Management; Bereavement Services; Resource Planning; Sports & Recreation; Arts & Museums; Community Support; Customer Services.

What we said we would do	What we achieved
Reply to general challenges or queries relating to penalty charge notices within 10 working days	Achieved
Issue residents' parking permits within 5 working days	Achieved
Operate a fair and consistent Appeals process for those individuals who feel they have wrongly received Parking Charge Notices	Achieved
Carry out site inspections of reported abandoned vehicles within 24 hours of a report	Achieved
Remove the abandoned vehicle to a secure compound: - Within 24 hours of inspection if on a highway within 15 days if on private land	Achieved in the week however at weekends this removal was undertaken within 48 hours Due to the need to liase with other agencies – new schemes introduced to improve performance
Inspect a reported untaxed vehicle and remove to a secure compound within 24 hours of a report	Achieved in the week however at weekends this removal was undertaken within 48 hours Due to the need to liase with other agencies
Deal with requests for 'Subject Access' to CCTV under the Data Protection Act within 40 days	Achieved
Repair reported faults on street lights within 5 working days (unless there is a failed power supply)	Achieved
Inspect and make safe reported damaged street furniture within 24 hours of a report	Achieved
Replace a damaged lighting column or repair damaged guard rails within 14 working days of report	Achieved
Replace damaged traffic signs. Warning signs will be replaced within 7 days and information signs will be replaced within 28 days	Achieved

What we said we would do	What we achieved
When snow or ice is expected or present, we will complete the gritting of defined routes within 5 hours of call out. Other gritting undertaken according to resources available	Achieved
Grit bins refilled within 24 hours of request	Achieved
In the event of a report of a dangerous fault on the highway, we will carry out an inspection within 1 hour and make safe within the next hour	Achieved
Deal with reports of fly tipping by the next working day	Achieved
Respond to a report of a missed refuse collection within the same day	Achieved
Make special collections from households within 5 working days of the request	Achieved
On receiving reports of potential dangers (trees, hazardous materials, etc), we will inspect the site within 1 hour and make it safe within the next hour	Achieved
Deliver a replacement refuse bin or recycling box within 14 days of the request	Achieved
Emergency repairs (where there is risk to life, limb, serious property damage or total deprivation of service) will be undertaken within 3 hours, with an appropriate follow-up work programme	Achieved
If work is urgent, but not an emergency, repairs will be completed within 3 days	Achieved
Any standard repairs will be completed within 7 days	Achieved
Update the Tullie House website within 48 hours of the announcement of any new exhibition	Achieved on 4 out of 6 occasions Staff left the service leading to delays in updates taking place. Staff training identified to ensure adequate cover to resolve potential future delays.
Provide activity sessions for young people aged 8-12 during school holidays on a first-come-first-served basis	Achieved with sessions in schools under the community sports scheme, Go4it provided a range of activities for 6 weeks of school holidays. Go4it plus provided targeted sessions for children with a disability. Fishing sessions focused on children from wards with highest level of deprivation in the City.
Maintain open access to parks for all residents	All parks are patrolled by either mobile or dedicated staff, major parks, e.g. Bitts Hammonds Pond are locked each day at dusk
Provide 6 new exhibitions at Tullie House per year	Achieved either as result of using the Tullie collection or securing grants to buy in travelling exhibitions or through partnership e.g.

What we said we would do	What we achieved
	Cumberland News
Run 20 community and school based environmental events annually	39 sessions actually achieved, this was higher than expected due to take up from schools this year. In addition 48 practical conservation days were staged with local groups e.g. tree planting
Process new allotment applications within ten working days	Achieved
Prune street trees on a 5 yearly cycle	Achieved, a data base of trees is being established to ensure this can be more closely monitored.
Carry out a safety inspection on each Council Play area every 7 days	Achieved
Provide assistance to help sports clubs apply for external grants from the lottery for example	Ongoing assistance is being provided to a number of sports clubs as they apply for lottery funds plus partnership funding for the NACRO. Extra time scheme achieved working with young people from a risk groups. Funding packages achieved for community sports, gymnastics and cricket.
Help to support the establishment of friends groups for the city's parks	Help provided for Morton, Hammonds and Bitts Park.
Provide administration support to the Carlisle Sports Council	Achieved, this was developed to help the Sports Council to provide a greater integration with the objectives set out in the Council's own sport and physical activity strategy.
Provide a grants scheme to support local athletes and club development and process applications within 14 days	Achieved, a total of 130 grants were processed, 7 club, 44 coach, 74 performance and 5 free use
Health and safety and, with appropriate support from other agencies, a varied and entertaining programme of a minimum of five special outdoor events such as the Spring Show, the Fireshow and pop2thepark	Events Programme for 2005/6 included Fireshow, Festival of Nations, Upperby Gala and pop2thepark. All our events are organised with full involvement from police, fire, and Cumbria ambulance.
Organise and provide support and advice to other groups wishing to do so, a programme of high quality Out of School and Holiday Playscheme activities for children 8- 12 years old, in a minimum of 18 urban and rural areas, in a safe, secure and entertaining environment, within	A Programme of activities including 5 x weekly Out of School Activity Clubs, 27 x Holiday Playschemes and other special events was

What we said we would do	What we achieved
the statutory obligations of the Children Act and other relevant legislation	organised during the course of the year. They took place in 29 targeted areas, urban and rural areas in safe and secure and entertaining environment, within all our statutory obligations of the Children's Act and other relevant legislation.
Provide a service which offers up to date, relevant and legal advice, information, training and support on a variety of matters relating to the creation and development of new community groups	Training courses ranging from crèche work to fire safety was organised and our Community Engagement Team worked with over 50 local groups on issues like attracting grant funding, healthy eating, stress therapy and community safety. We have offered advice and training on the creation and development of new community groups, including advice on Charity Law, Health and Safety and Financial regulations.
We will work in partnership with other relevant agencies such as the County Council and Connexions Cumbria, to provide projects and opportunities, including a Youth Panel, which encourage good citizenship and enable young people, particularly those outside the 'mainstream' to participate in activities and which will meet the requirements of Ofsted inspection, where required	In partnership with Connexions, the Youth Panel has been developed into a number of special interest groups, focussing on issues such as bullying, music and discrimination. We were contracted by Cumbria County Council to produce a programme of work to involve young people outside the mainstream, all of which is delivered to Ofsted and other appropriate standards. We work with and support other groups such as the Skatepark Users and the Youth Festival Group.
We will take positive action to put into practice and raise awareness of equality and diversity issues, by targeting specific activities at ethnic and minority groups, particularly the Bangladeshi Community Association and the Chinese Community Association and groups isolated by geographic location	We have developed our work in the area of equality and diversity, including delivering a series of 'multicultural' workshops in 41 local schools. In addition we were involved with UNISON, in organising an event focussing on the lessons to be learnt from the Holocaust, about intolerance, bigotry and all forms of bullying and discrimination. We worked with

What we said we would do	What we achieved
	the Bangladeshi Community Association and other individuals on protecting them from racism related incidents, including security measures at the local mosque. We have facilitated and are working with other partner agencies on developing joined up approaches to tackling racism and discrimination in the city. We have maintained regular contact with the Chinese Association, which includes providing admin help with producing information leaflets and publicity stuff for their celebration days.
We will continue to support the operation of the Anchorage Pensioners Centre, both financially and by ensuring that the building remains attractive and safe for pensioners to use	We continue to support the operation of the Anchorage Pensioners Centre, financially and by ensuring the building remains attractive and safe for pensioners to use.
As a key partner in the Sure Start Carlisle South Programme achieve a 6% reduction in the proportion of mothers in the Sure Start area, who smoke during pregnancy	We have been unable to collect data on smoking during pregnancy because the health authority collects this information and cannot release it due to the data protection act.
We will provide management support, advice, funding and training to Trustees and staff of 12 Community Centres in the urban and rural areas and organise an Annual Meeting between Trustees and City Council Members	We continue to support, advise, train and provide funding towards the operation and development of 12 Community Centres. An annual meeting has not yet been organised between Trustees and City Council Members.
From Monday to Thursday, the Customer Contact Centre will be open between 09.00 and 17.00. On Fridays, it will be open between 09.00 and 16.00	Achieved in a temporary location due to the flood with service maintained to customers

What we said we would do	What we achieved
We will answer telephone calls within 18 seconds	Achieved
We will see customers within 10 minutes of their arrival	Achieved, in spite of the problems caused by the flood, getting a lower time is difficult to guarantee due to the unknown nature of the queries, which arise from each individual.
We will acknowledge all emails within 1 working day of receipt	Not achieved Problems arising from the flood damage resulted in a software issue to resolve which has yet to be completed
We will deal with the bereaved and bereavement services in a competent, professional and caring way, in accordance with the 35 rights in the Institute of Burial and Cremation Administration's Charter for the Bereaved	Achieved
We will offer cremation services within 6 working days of death	Achieved
We will respond within 5 working days to requests for service	
We will contact those who have confirmed cases of notifiable diseases within 2 working days	
We will carry out 85% of Health and Safety inspections when due	Not achieved. Extra resources will help us to improve performance in this area.
We will respond to complaints of noise and statutory nuisance within 2 working days. Action to deal with the complaint will be initiated within this time, although final resolution of the issue may take longer	Responded to 85% noise complaints and 90% statutory nuisance complaints
We will respond to service requests with respect to pest control within 2 working days	Responded to 96%
We will enforce dog-fouling legislation to bring about a reduction in the incidence of dog fouling in public areas. This is done by issuing fixed penalty notices, investigating public complaints (within 2 working days) and initiating and maintaining an educational programme	61% in 2 days Carried out a schools and community based education programme
We will carry out 85% of planned Health and Safety inspections at workplaces at a frequency determined by the HSE Risk Assessment Priority Rating System	

Development Services

The Directorate combines many of the services that will shape Carlisle's future. It provides the main interface with partner agencies involved in spatial and economic development and its integration with social factors to create and maintain sustainable communities. Key strands of the work of the Directorate are:

- To undertake the Council's statutory and allied town and country planning and building control responsibilities and activities.
- To enable a comprehensive approach to housing and the delivery of the Carlisle Housing Strategy.
- To advise about the how property can achieve corporate objectives combined with the responsibility to undertake best practice asset, estates and facilities management of the whole of the Council's corporate property portfolio.
- To support, in partnership, the development and marketing of Carlisle's tourism product.
- To ensure that the Council's own resources and those obtainable through partnership are brought towards seeking to achieve sustainable communities within a strong local and sustainable economy.

What we said we would do	What we achieved
We will deliver New Deal contracts to provide work experience and employability skills to long term unemployed people at least to the standards required by JobCentre Plus and the Adult Learning Inspectorate	
In partnership with the Chamber of Commerce, we will publish a register of vacant industrial and commercial property register three times a year	<ul style="list-style-type: none"> - Actual performance register published six times in the year. - Service standard for the forthcoming year six issues per year plus launch of web based version.
We will manage the Carlisle Enterprise Centre to achieve a minimum of 75% occupancy and to meet the needs of existing and new small businesses	<ul style="list-style-type: none"> - Standard achieved 85% occupancy. In a survey of 21 businesses (55% of occupants) 90% said that they found Centre staff either sympathetic or very sympathetic to their needs - Forthcoming year - maintain occupancy at 75%
We will operate the Brampton Business and Telecentre in a way that supports local and national rural regeneration objectives	Programme of Vocational and Non Vocational training delivered plus community access to ICT facilities.

What we said we would do	What we achieved
We will provide a Benefits Advice Service which meets the standards required to achieve the Community Legal Services Quality Mark	Benefits Advice Service operates within the guidelines of the Legal Services Commission's Quality Mark for 'General Help with Casework'. We meet the standards required to achieve the Community Legal Services Quality mark
We will reduce homelessness within the Carlisle district	The number of those who are eligible, unintentionally homeless and in priority need has increased. For the first 3 quarters of 05/06 the figure was 255 compared to 186 for the same period in the year 04/05. The total number of decisions made on applications also increased to 425 from 382. The figures given are based on the first three quarters of 05/06. A number of external factors outside of the Council's control impact on the numbers of people becoming homeless. The Council has started to develop its preventing homelessness strategies as well as schemes aimed at housing those accepted as homeless in a quicker time-scale
All applications for funding for disabled adaptations will be dealt with within the statutory time-scale	All applications for funding for disabled adaptations will be dealt with within the statutory time-scale. To deal with applications in the statutory time-scale Disabled Facilities Grants are mandatory grants provided by Local Authorities for the provision of a broad range of essential aids and adaptations so that disabled people can remain and be cared for in their own homes. They include provision of stair lifts; through-floor lifts; level access showers; ground floor bedroom/bathroom facilities etc. Grants are generally means tested, but this requirement has been removed, where the adaptation is for the benefit of a child. All applications received

What we said we would do	What we achieved
	<p>for funding in 2005/06 have been dealt with within the six-month statutory time-scale as laid down by Government. To date, in 2005/06, the City Council has committed over £1 million for disabled facilities grants, assisting more than 100 disabled people, and committing to assist a further 56, at an average cost of just over £5,100. We will continue to work with charitable/voluntary agencies, the Home Improvement Agency and other Cumbrian Local Authorities, to use best practice to continually improve our performance</p>
<p>We will reduce the number of long term empty properties in the Carlisle district.</p>	<p>We said that overall we would reduce the number of long term empty properties in the area</p> <p>To the end of December 2005, 280 properties were brought back into use, both by referring homeless people to registered social landlords, and by the provision of grant assistance.</p> <p>By working with colleagues in Council tax to identify appropriate properties, these can be targeted for intervention, and, by working in partnership with officers in Eden District Council, and the Empty Homes Agency, we have produced a joint strategy to tackle this particular issue. Carlisle City Council is encouraging owners of empty properties to bring them back onto the housing market, by offering 25% grants to ensure that the property is fit to be let. We are working with Registered Social Landlords, who have agreed in principle to act as managing agents, should the owner/landlord not wish to take on this</p>

What we said we would do	What we achieved
	role, once the property is ready to let
We will operate Tourist Information Centres in Carlisle (open all year) and Brampton (open April – October) providing a friendly and efficient service for visitors and local residents alike	Operation of TICs undertaken as per times/dates set out for the year with high satisfaction with service provided.
We will support the operation of Southwaite Tourist Information Centre, with representation on its Management Committee	Financial support provided and TIC operated as per 2005/6 planned schedule. Management meetings attended.
We will promote and facilitate the use of the Old Town Hall Assembly Room for community groups and organisation	2005/6 use of Assembly Room restricted by space requirements for temporary housing of flood recovery advice centre. Accommodation of 'Communities Reunited' in Assembly Room
We will operate the Carlisle Conference desk on behalf of Carlisle Conference Group and work with conference and meeting organisers to facilitate their use of Carlisle venues	Full service delivered (enhanced in 2005/6 by temporary engagement of Conference Assistant) and response targets met.
We will assist members of the local tourism industry to promote themselves through Council publications	All core publications – Holiday Guide/ Places To Visit/Events Leaflet – produced and made available for local industry for advertising opportunities.
We will work with relevant groups and organisations to develop and market Carlisle's tourism product including: <ul style="list-style-type: none"> - Carlisle Tourism (formal representative body of the local tourism industry) - Carlisle Conference Group - City Centre Marketing Group - Cumbria Chamber of Commerce and Industry - Cumbria Tourist Board - Settle – Carlisle Railway Development Company - Hadrian's Wall Tourism Partnership - English Heritage - North West Development agency 	Attendance at regular meetings of all core groups, along with the formulation and implementation of joint promotional initiatives
We will offer advice and provide relevant information for organisations and individuals who wish to develop and initiate new tourism projects	Information, contacts and advice provided for enquirers.

What we said we would do	What we achieved
We will arrange for appropriate advice to be given to tourism businesses, who require business support such as training or skills enhancement	Successful programme of business support initiatives implemented in conjunction with Hadrian's Wall Tourism Partnership
<p>With respect to planning applications, we will determine:</p> <ul style="list-style-type: none"> - 50% of major applications within 13 weeks - 65% of minor applications within 8 weeks - 80% of other applications within 8 weeks 	<p>47%</p> <p>72%</p> <p>86%</p> <p>The Council is a Standards Authority for 'Major' applications in 2006/07. Changes have been introduced which will improve performance. Case loads for Case Officers above national recommended level.</p>
<p>With respect to building control applications, we will:</p> <ul style="list-style-type: none"> - Check 75% of Full Plans applications within 14 days of receipt - Determine 99% of Full Plans applications within the statutory period: i.e. 5 weeks (or 2 months with agreed extension of time) 	<p>92%</p> <p>100%</p>
<p>With respect to inquiries and applications for work to trees and hedgerows, we will:</p> <ul style="list-style-type: none"> - Consider 100% of such inquiries or applications in respect of trees covered by tree preservation orders within 8 weeks - Consider 100% of such inquiries or applications in respect of trees within a conservation area within 6 weeks - Consider 100% of applications to remove a hedgerow under the hedgerow regulations within 6 weeks - Resolve disputes over high hedges within 12 weeks (this is guidance only at the moment, due to the novelty of the regulations) 	<p>100%</p> <p>100%</p> <p>100%</p> <p>100%</p>
We undertake to provide good management advice about all of the Council's assets	<p>Target excelled</p> <p>Shortlisted for Beacon Council Status for asset management – rated an excellent service</p>
80% of all rent reviews and lease renewals will be completed within the year in which they are due	<p>Income has exceeded estimates by circa £60,000 per annum</p> <p>Unable to report % of rent reviews and lease renewals as a database to record this has not</p>

What we said we would do	What we achieved
	been set up yet
93% of all lettable units will remain in occupation	Target excelled 95.1% of all units are in occupation (1/10/05 – 31/12/05 – Q3)
£500,000 of capital receipts will be raised per year	Target excelled Over £1 million of capital receipts have been raised
£4 million of rental income per year will be maintained	Target excelled Over £4 million pa has been achieved
All assets capable of adaptation will be made accessible to disabled people	Target achieved All assets capable of adaptation for use by disabled people have been improved
The Council will aim to ensure all its assets are maintained fit for purpose	Continued programme

Legal and Democratic Services

The Directorate acts as the Council's in-house legal service, administers the Council's licensing function and undertakes the provision of co-ordination and support in relation to the operation of the Council's democratic, corporate and decision making functions.

The Unit carries out a number of functions including:

- Provision of a comprehensive legal service to the Council, its members and officers in connection with the discharge of all the Council's functions including :
 - Operation of the land charges function
 - Administration of the Council's licensing function
 - Processing and facilitating the Council's response to complaints to the Local Government Ombudsman.
 - The provision of democratic services including :
 - Committee administration

- Support Services for Members
- Electoral administration
- The provision of civic services including :
 - Support and assistance to the mayoralty
 - Town twinning
- Acting as the Monitoring Officer for Parish Councils
- The Head of the Service is the Council's statutory Monitoring Officer

What we said we would do	What we achieved
We will aim for a 98% return of registration forms in response to the annual canvass	97.5% of registration forms were returned in response to the annual canvass against the target of 98% Fewer registration forms returned during canvass
We will publish a revised electoral register by 30 November every year	A revised electoral register was published on 1 December in accordance with statutory requirements
We will process registration applications within 3 days of receipt	All registration applications were processed within 3 days of receipt
We will send publicity leaflets to all secondary schools at the commencement of the annual canvass to encourage 16 and 17 year-olds to register	Publicity leaflets were sent to all secondary schools at the commencement of the annual canvass
We will administer all elections strictly in accordance with statutory and procedural requirements	The combined Parliamentary and County Council elections on 5 May 2005 and the City Council by-election in the Castle ward on 24 November 2005 were administered in accordance with statutory requirements
All requests for legal advice shall be acknowledged within 5 working days and substantively responded to within 10 working days. Advice given orally shall be confirmed in writing within 24 hours	Random audit undertaken of legal files. All compiled with target: 100%
With respect to litigation, advice on the evidence and merits of a case will be given within 10	Random audit undertaken of legal files. All

What we said we would do	What we achieved
days after the receipt of specific instructions	compiled with target: 100%
A Committee Clerk will service all meetings of the City Council, the Executive, Overview and Scrutiny Committees and Regulatory Panels	A Committee Clerk attended and serviced all formal meetings of the City Council, the Executive Overview and Scrutiny Committees, and Regulatory Panels

What we said we would do	What we achieved
Papers will be sent out for the above meetings 5 clear working days in advance, as required by the Access to Information Act	<p>Agendas were sent out for all the above meetings five working days in advance as required by the Access to Information Act</p> <p>So far in 2006 there have been three reports which have been dispatched less than five working days before the meeting, although these reports were dispatched by the Committee Services Section as soon as they were received from the authors of the reports. During the period May to December 2005 formal records on late reports were not kept although there were very few reports which have not met this deadline</p>
We will draft minutes of the Executive meetings within 2 working days and place them on the Committee Management Information System (CMIS) for internal and external access	Minutes of the Executive meetings were all drafted within two working days and were placed on the Committee Management Information system for internal and external access
We will produce a 4 month rolling Forward Plan each month	A four-month rolling forward plan was produced each month
We will update the CMIS on a daily basis, including the Member information pages (subject to receipt of information)	CMIS has been updated on a daily basis to include Member information pages, Committee Agendas reports etc.
We will publish Part A ⁶ reports and meeting agendas on the CMIS system 1 day after despatch to Members	All part A reports and meeting Agendas were published on the CMIS system one day after they were dispatched to Members
We will open tenders within 2 hours of the closing time, subject to the availability of the Mayor	All tenders were opened within 2 hours of the closing time, subject to the availability of the Mayor
We will ensure that Declarations of Acceptance of Office to the City and Parish Councils are signed within 2 calendar months of election	Declarations of acceptance of Office for City Councillors have all been signed within two calendar months of their election. Parish Council Clerks are reminded regularly of the

What we said we would do	What we achieved
	need to ensure that the necessary forms are signed within the appropriate time-scales for any Parish Councillors elected/co-opted onto the Parish
We will ensure that Registers of Financial Interest are signed within 28 days of election	All registers of Financial Interest for City Councillors have been signed within twenty-eight days of election and Members are reminded on a regular basis of the need to ensure that their Register of Financial Interest is up to date and current. All Parish Council Clerks are reminded of the need for the Register of Financial Interest to be signed within the necessary time-scales and are reminded of the need to keep the register current
We will aim to return 99% of local land charges within 10 working days	Currently 99.8%
We will licence, inspect and enforce the controls in respect of all licences issued by the Authority and ensure relevant standards are met and maintained.	All met except in relation to the Licensing Act 2003. This inspection and enforcement regime has only commenced this month following the issue of all new licences, the commencement date of licences being 24/11/05
We will issue licences within 10 working days of receipt of a completed application.	All met except for LA 2003. These applications have a 28 day consultation period, followed by a further 28 day determination period. These dates were all met.
We will ensure procedures are in place to operate the new Licensing regime (Licensing Act 2003) by the deadline of 24th November 2005	Procedures in place by June 2005

Corporate Services

The Directorate provides support services to other Directorates to ensure that the support infrastructure is in place to enable the Council's priorities to be delivered. In particular it is responsible for:

- Overall financial management and control as guided by the Medium Term Financial Plan

- Internal Audit services as guided by the Strategic Audit Plan
- Information Technology as guided by the IT Strategy

The Directorate is also responsible for direct service provision to the public particularly in relation Housing Benefits, Council Tax and Non Domestic Rates Administration. The Head of the Service is the Councils Statutory Responsible Finance Officer.

What we said we would do	What we achieved
We are statutorily responsible for the proper administration of the City Council's financial affairs in accordance with the provisions of Section 151 of the Local Government Act 1972 and Section 114 of the Local Government Act 1988 and we will manage information systems in support of this objective.	Balanced budget set 23/02/06 and council tax 07/03/06 (statutory deadline 11/03/06) Statement of Accounts for 2004/05 approved by statutory date. However, the external audit process was not completed to statutory deadlines. The Statement of Accounts for 2004/05 were not signed off by the Audit Commission by the statutory deadline due to some concerns raised by the Audit Commission that are being addressed via an action plan.
We will continue to develop and monitor the Medium Term Financial Plan so that it ensures the use of resources is directed by the objectives and priorities of the authority	In Development Work progressing, likely to be late 2006 before use of resources and priorities fully directed by the council objectives
We will support the authority's Members, Business Units and Partners in delivering the council's objectives and priorities by providing sound and timely advice and information that is in accordance with changing legislation	In Development Proactively supporting the development of system to meet this objective
We will ensure a robust financial control system is maintained including improving the budget monitoring process and the links to outputs achieved	In Development 1 st detailed monitoring report linking base budget projections to corporate priorities Feb

What we said we would do	What we achieved
	2006
We will ensure resources are accurately and effectively planned, recorded and accounted for in line with changing legislation	Achieved to date
We will ensure resources are accurately and effectively planned, recorded and accounted for in line with changing legislation	Achieved to date
We will provide Officers and Councillors with quarterly financial and budgetary information	Achieved
We will offer Business Units monthly budget monitoring meetings	Achieved
We will settle undisputed invoices within 30 days of receipt	97.6% Target for 2005/06 to Ambitious (top quartile 95%)
The Council will strive to make sure that all accounts and benefits assessments sent out are accurate. Monitoring procedures will determine that at least 98% accuracy rates are achieved.	97% Accuracy rate achieved Disappointing staff resources seconded to accuracy checking to identify and rectify recurring errors
The Council will take timely, effective but fair action to recover 98.5% of Council Tax liability within 3 years of year demanded (97% in year demanded)	Achieved
The Council will, under its 'anti poverty measures', assist Council Tax Payers in financial difficulties by offering weekly or fortnightly instalment plans as appropriate	Achieved Approximately 2,000 tax payers in financial difficulties, paying on instalment plans
The Council will under its 'anti poverty measures' assist Benefit claimants in severe financial difficulties or under threat of eviction by fast tracking claims, making of interim payments, also consider backdating or paying additional benefit under hardship provisions, as appropriate.	Achieved Benefit administration up to date so no requirement for fast tracking or interim payments £168,000 backdated benefit awarded £15,000 paid out under hardship provisions
The Council will follow effective fraud detection procedures in detecting and preventing benefit fraud in making sure that benefit is paid to only genuine claimants	Achieved £50,000 in Benefit Fraud detected and sanctioned Additional staff resource seconded to Fraud

What we said we would do	What we achieved
	Investigation
The Council will determine any claim for benefit within 10 working days of receipt of completed claim	Achieved
The Council's website will be available 7 days a week, 24 hours a day and there will be less than 4 hours per month of downtime due to planned maintenance	Achieved
Internet email will be available 7 days a week, 24 hours a day and there will be less than 4 hours per month of downtime due to planned maintenance	Achieved
Access to the internet for staff will be available between 08:00 and 18:00 per working day, with less than 1 hour per month of planned downtime	Achieved

People, Policy and Performance

The team is responsible for driving continuous improvement in services most important to local people. We measure and monitor the Council's performance to ensure we are on track to deliver our key priorities of a Cleaner, Greener, Safer Carlisle and Learning City. Other services include Community Safety, research, consultation and communication with local people, and developing Council policy that takes account of our diverse local communities.

The team ensures that the council stays a good employer, for whom people are attracted to come and work. Once here we help employees to do their jobs to the best of their ability by rewarding them appropriately, maintaining their motivation, providing opportunities for them to enhance their knowledge and skills, ensuring their health and safety, promoting diversity and assuring equality.

What we said we would do	What we achieved
Employees and Elected Members will have their salary and allowances paid on the 15 th monthly or nearest working day if falls over a weekend) and accuracy will be within a tolerance of 1%	Achieved
We will respond to telephone enquiries from Elected Members and any requests for administrative assistance within 24 hours	Achieved
Enquiries from the public for advertised staff vacancies will be dealt with within two working days of receipt of the enquiry	Achieved
Serious incidents, fatalities, or incidents involving employees, Elected members or members of the public will be reported in line with the legislative requirements of the Reporting of Injuries, Diseases and Dangerous Occurrence regulations 1995. In addition the Safety Manager will	All incidents, which have been reported the same day to the Safety Unit, have been reported to the HSE in accordance with the

What we said we would do	What we achieved
make every attempt to visit the location within the hour, depending on location.	R.I.D.D.O.R. 1995 regulations. All serious incidents, which have been reported to the Safety Manager, have been personally attended on site or verbal advice has been provided in the case where a visit has not been required or not been possible
Joining instructions will be sent out eight working days prior to the start of each staff-training event.	Where there are sufficient numbers of participants to be assured that an event will be going ahead then Joining Instructions have been issued 8 days in advance. In other situations there have been inevitable delays as we seek to enable all events to go ahead as planned, if at all possible.
An updated work programme for each cycle of meetings.	Achieved
Advice to members and committees on Forward Plan for each O&S committee meeting.	Achieved
Briefing for Chairman and Vice-chairman during five working day period preceding each meeting of operational O&S committees.	Achieved
A 30 minute confidential briefing immediately before each operational O&S committee meeting.	Achieved
An O&S Annual Report to be produced by 30 th April each year	Achieved
We aim to respond to 100% of media enquiries within deadline imposed by the enquirer	100% media enquiries dealt with on time
We will aim for a 100% internal customer satisfaction rating with all our print and marketing jobs	100% satisfaction from internal customers for printing and marketing service
We will update the website to increase the number of transactional services available from it	Website updated on time Transactional services available on website - on target for end March
We will publish four Carlisle focus magazines each year	Achieved
We will respond to enquiries about any of our services (e.g. Indicata+, consultation, equalities, information management, partnerships, procurement, risk, general policy advice etc) within three working days. If the queries are complex, this may be a holding reply. We will agree a further deadline for response with you at that time.	Achieved e.g. the Freedom of Information Act, Access to Information came into force 2005; we received 153 requests for information and responded to 100% within the time-scale allowed of 20 days

What we said we would do	What we achieved
We will carry out an annual staff survey	An employee opinion survey was carried out in Nov 05
We will draft, consult upon and publish a Best Value Performance Plan annually	The BVPP was published in June 06
We will produce monthly, quarterly and annual performance information according to a published timetable	Performance information produced on time. Work underway to improve performance and financial reporting.
We will support best value reviews throughout the organisation	The Revenue and Benefit Review and planning completed.
We will produce an annual report on the progress and findings of any equalities impact assessments which have been carried out through the year	Work on equalities is behind schedule. We have a project plan in place to help us to tackle the issues, including impact assessments i.e. Assessment of the impact that these Council policies have on minority groups
We will aim for 100% satisfaction rating with all policy and performance support work	Achieved
We will support Business Units on major policy development issues within the Council as requested and prioritised	Achieved e.g. co-ordinated Housing Strategy for Carlisle, awarded "fit for purpose" by Government Office for the North West
As a key member of the Crime and Disorder Reduction Partnership, we will work to enable people to enjoy their lives without fear or hinderance from the criminal or anti social behaviour of others and aim to achieve an improvement to 65% sense of safety amongst residents of the City	We continue to contribute to the operation and management of the Carlisle and Eden Crime and Disorder Reduction Partnership and have instigated a number of projects in Carlisle which contribute to the sense of safety and security of local residents. These include a graffiti removal scheme, alleygates, anti racism reassurance measures, mobile police station and anti social behaviour measures. We are not sure if we have achieved an improvement to 65% sense of safety amongst residents of the City; we plan to include a question in the next citizen's panel.
We will acknowledge receipt of your complaint within 5 working days.	
We will provide a response to first time complaints within 10 working days.	
If you are not satisfied with the initial response to your complaint, we will arrange further investigation by a senior manager and provide a response within 15 working days	24 Corporate Complaints were received, one of which was withdrawn. 82.6% compliance to standard.

What we said we would do	What we achieved
	Please note the Corporate Complaints officer was on sick level between 23/09/05 to 02/01/06 inclusive. 4 complaints failed to provide a full response within 15 days.
If we call a Board of Arbitration to resolve your complaint you will be sent the decision of the Board within 20 working days	Two Boards of Arbitration were called in 2005/2006 to review complaints 05/03 and 05/14. 100% complainance to standard.

Details of Performance

The information previously under this section will be incorporated into future PIs and shown in the Performance Indicator tables, which will be reported in May/June.

Appendix 1 Glossary

ACE – Achieving Cumbrian Excellence
BME – Black Minority Ethnic
BV – Best Value
BVPP – Best Value Performance Plan
CCTV - Close Circuit Television
CDRP - Crime and Disorder Reduction Partnership
CPA – Comprehensive Performance Assessment
CMIS – Committee Management Information System
CRED – Centre for Regional Economic Development
CVP – City Vision Partnership
DEFRA - Department for Environment Food and Rural Affairs
GVA - Gross Volume Added
HSE – Health and Safety Executive
ICCM – Institute of Crematory and Crematorium
ICT - Information and Communications Technology
IT – Information Technology
LAA – Local Area Agreement
LP – Local Performance
LSC – Learning and Skills Council
LSP - Local Strategic Partnership
NACRO - National Association for the Care and Resettlement of Offenders
NNDR – National Non Domestic Rates
NWIN – North West Improvement Network
ODPM – Office of Deputy Prime Minister
Ofsted - Office for Standards in Education (England)
PRINCE2 - Projects in Controlled Environment
PROP - Prolific Offender Programme
RIDDOR - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations - 1995
SMT - Senior Management Team
TIC – Tourist Information Centre
TTWA - Travel To Work Areas
TUPE – Transfer of Undertakings (Protection of Employment) Regulations
UCLAN – University of Central Lancashire
UNISON - The trade union for people delivering public services
WDP – Workforce Development Plan

Definitions

Adult learning inspectorate: Responsible for inspecting all publicly funded work-based training for people over 16 and learning for post-19s.

Audit Commission: An independent public body that is responsible for ensuring that the Council spend your money economically, efficiently, and effectively.

Authority learning plans: A plan focusing on the Authority's approach to learning & development, its key priorities, high level needs and links with sub regional and regional learning.

Beacon assessors: Assess the Council against the Beacon Scheme, which identifies excellence and innovation in local government. The scheme exists to share good practice so that best value authorities can learn from each other and deliver high quality services to all. For more information visit <http://www.idea-knowledge.gov.uk/>

Best Value: Each local authority has a duty to 'make arrangements to secure continuous improvement in the way in which its functions are exercised, having regard to a combination of economy, efficiency and effectiveness'.

This basically means that authorities need to review all their activities in line with Best Value legislation and ensure there are action plans from these reviews to ensure improvement will take place. This improvement involves consideration of costs as well as making the most of money spent, making sure that services meet the needs of communities and authorities' priorities.

Brampton business centre and telecentre: Offers members of the public and business community access to technology, training, conference facilities and office hire. Photocopying fax and document presentation services are available

Carlisle conference group: Is a marketing partnership between Carlisle City Council and over 20 local conference venues. More information is available on our web site.

Carlisle enterprise centre: Provides managed workspace for over forty small businesses in a range of workshop, studio and office units available on a monthly licence. More information is available on our web site.

Carlisle sports council: A support group made up of representatives of local Sports Clubs, the City Council and other Sporting bodies who discuss/share information on topical issues

Chamber of commerce: The British Chambers of Commerce comprise a national network of quality-accredited Chambers of Commerce, all uniquely

positioned at the heart of every business community in the UK and representing more than 135,000 businesses of all sizes in all sectors of the economy - equivalent to five million jobs.

Citizens Panel: A randomly selected group of approximately 1,500 people who provide representative cross section of local people. The Panel is used to gauge public opinion on a variety of issues, it does not make decisions but provides members and officers with information to help in the decision making process.

Community Strategy: This will provide the framework for regeneration and service improvement over the next ten years and sets out the priorities for partnership action over the next three years, having formally been confirmed by the Carlisle's Local Strategic Partnership and approved by Carlisle City Council.

Constitution: sets out how the Council operates, how decisions are made and the procedures which are followed to ensure that these are efficient, transparent and accountable to local people. Some of these processes are required by the law, while others are a matter for the Council to choose. A summary and explanation and the full document is available on our web site.

CRED: The independent research part of the University of Central Lancashire and conducts academic and commercial research around economic development.

Cumbria Strategic Partnership: A Cumbria wide partnership of people that brings together organisations from the public, private, community and voluntary sector within Cumbria, with the objective of improving people's quality of life. For more information visit <http://www.cumbriastrategicpartnership.org.uk/>

Data protection Act 1998 - this is a piece of legislation, based on a European Directive, which aims to protect individuals' information which is held by organisations (both public and private sector) and provides a mechanism for individuals to gain access to their information. There are eight principles which all organisations that process personal information must adhere to, all based around the first principle, which states that "information must be processed fairly and lawfully".

Decent Homes Standard: Targets for decent homes in the private sector. 65% of those occupied by vulnerable people to reach the standard by 2006, 70% by 2010 and 75% by 2020.

Department of Work and Pensions: Promotes opportunities and independence for all modern, customer-focused services.

Development framework and Movement strategy: Sets out proposals for physical change in Carlisle City Centre. The plan will decide on future uses for

the areas of the City Centre requiring change and will identify opportunities to improve movement in and around Carlisle. More information is available on our web site under Carlisle Renaissance.

Direction of travel: Refer to page 28.

Equal pay: We must investigate so as to better understand and then to correct any pay gaps due to gender or other diversity impacts which are not justifiable. In addition we will need to implement an arrangement for conducting subsequent audits so as to record progress towards reducing any gender pay gap should one exist, and for ongoing monitoring of the impact of our reward strategy to ensure gender fairness.

Executive: Provides leadership for the authority and is the body charged with the day to day decisions of the Council.

Freedom of Information Act 2000 - this legislation, which applies only to public authorities, gives a general right of access to everyone to information held by such public authorities. It places a duty on these public authorities to be more open, accountable and transparent.

Gershon: Refer to page 27.

Go 4 it: A programme of sport and physical activities for children aged 10-14 organised by Carlisle City Council

Gross added value: A measure of economic wealth derived from earnings and profits.

Harris Report: A report, commissioned by the Higher Educational Funding Council for England (HEFCE) and published in September 2005, which recommended the establishment of a University of Cumbria, preferably by August 2007. It will involve the merger of St Martins College and Cumbria Institute of the Arts and is expected to include the current Cumbrian campuses of the University of Central Lancashire in Carlisle and Penrith.

Housing Strategy: Sets out the priorities for improving housing choices in our urban and rural communities over the next five years. This is available on our web site.

Housing Area Renewal: This is a process whereby private sector housing within a specific area can be improved on a phased basis. Apart of the process can also see improvements within other services provided by a range of organisations co-ordinated within the same area.

Housing & Community Recovery Group: Following the flooding emergency in 2005 this group was set up to oversee the medium to long term recovery programme which include the expenditure of government grant on specific projects. The group is made up of representatives from the Council and key partners from statutory agencies and other bodies.

Job centre plus: Provides help and advice on jobs and training for people who can work and financial help for those who cannot.

Job evaluation: This is an exercise designed to objectively determine the relative sizes of jobs that exist within the council so as to enable us to then decide upon a fair and appropriate reward strategy.

Learning village: One of the options for secondary education in Carlisle being considered by the Cumbria County Council Strategic Review of School Organisation. It would involve a 'campus' in the centre of Carlisle, with shared facilities and curriculum, particularly for students over 14 years of age.

Local Strategic Partnership: An overall partnership of people that brings together organisations from the public, private, community and voluntary sector within a local authority area, with the objective of improving people's quality of life.

Multiple deprivation: usually refers to a situation in which an individual or group suffers a series of disadvantages, including poverty, poor health, exposure to criminality, inadequate housing and so on. Geographically often used to denote those denied easy spatial access to a range of services, such as housing, health care, education and also transport.

National Play Day: A day set aside nationally to celebrate children's play. In Carlisle, an event is held annually in Bitts Park.

New deal: This initiative has been created to help young people into work through work experience, education and training. More information is available on our web site.

North West Improvement Network: A collaboration involving all North West Authorities for capacity building in the region.

Occupational health scheme: This is an arrangement whereby in partnership with a provider we aim to improve the health of our employees, reduce sickness absence levels, and hence increase the productivity of our workforce.

Overview and Scrutiny: The Council has three Overview and Scrutiny Committees, Corporate Resources, Community and Infrastructure, which support the work of the Council and Executive as a whole by:

- Advising the Council and the Executive on policy, budget and service delivery
- Monitoring the decisions of the Executive
- Holding the Executive to account about decisions made by the Executive but not yet implemented

Part A of a Council report: Items of business within Part A of the agenda should be dealt with in public.

Pay and workforce strategy: This is a major 3 year project for the authority to ensure that we have the right numbers of people in the right place with the right skills, being motivated and rewarded appropriately in order to deliver improved services, enhanced productivity and greater customer focus. It includes all the separate elements described below:

Physical activity strategy: Defines what providers of physical activity and sport in Carlisle would like to achieve and influence in order to improve opportunities for participation. It provides a framework and direction for all groups and organisations.

It suggests a co-ordinated approach, detailing the ways in which, over the next five years, partners can work together to develop the physical activity and sporting potential of the local community.

Play Fair: A joint scheme, organised by Carlisle City Council and Carlisle United with the Carlisle Glass Youth Football League, which encourages and rewards good citizenship, healthy eating, anti racist attitudes and good sportsmanship amongst children age up to 11.

Regional Centre of excellence (RCEs): There are nine RCEs that were set up as lead change agencies by the ODPM to support local authorities in delivering efficiencies and service improvements.

Reward strategy: This enables us to achieve a modern pay and reward framework that will motivate, recruit, retain and develop people within the constraints of affordability, recognising variations in local labour markets and achieving flexibility in making best use of employees and meeting customer needs

Rural Play Schemes: A programme of activities for children aged from 5 to 11 organised in rural venues during the school holidays

RWP Training: RWP Training Limited offers Apprenticeships, Advanced Apprenticeships (formerly Foundation Modern Apprenticeships and Advanced Modern Apprenticeships) and National Vocational Qualifications (NVQs)

throughout North and West Cumbria. Find [more information about RWP Training Ltd.](#)

Single status: This is a process by which we will ensure that we redress historical anomalies that exist between groups of our employees, whereby some have better terms and conditions (e.g. holiday entitlement, sick leave) that are unjustifiable and undesirable in a modern workforce.

Skills for life: These are the fundamental reading, writing, speaking and listening, and maths skills that every adult needs to be able to function and progress at work and in society in general.

Sure Start: A national, Govt funded programme, which in Carlisle is centred around the Carlisle South area. The Programme aims to promote the health and well being of families and children from before birth to school age, particularly in areas with high levels of disadvantage.

Vocational learning centre: An option currently being considered by Carlisle College for 14-19 year olds, using on of the College buildings on Strand Road. It would provide specialist facilities for vocational learning, together with additional services such as information, advice and guidance, and would be accessed by all secondary schools in Carlisle as well as the College.

Workforce development plan: This helps us to secure the workforce necessary to achieve the organisation's vision and objectives including any changes to jobs and work patterns required by new service delivery needs.

Youth festival group: A group of young people, supported by youth workers from the City Council and Connexions Cumbria, who help to organise events specifically aimed at young people, particularly the Youth Music Festival

Appendix 2 List of strategies referred to

Area Transport Plan
Community Strategy*
Development Framework
Housing Strategy*
IT Strategy
Local Plan*
Movement Strategy
Pay and Workforce Strategy
Physical Activity Strategy*
Reward Strategy

*These documents are available on under publications at www.carlisle.gov.uk/carlislecc/

Useful Web site addresses

Carlisle City Council www.carlisle.gov.uk

Carlisle Renaissance <http://www.carlisle.gov.uk/carlislecc/main.asp?page=1199>

Carlisle and Eden Crime and Disorder Partnership
<http://www.carlisleandedencdrp.org.uk>

Green box recycling <http://www.greenbox.org.uk/>

Tullie house <http://www.tulliehouse.co.uk/>

Cumbria Strategic partnership <http://www.cumbriastrategicpartnership.org.uk/>

Carlisle Housing Association <http://www.riverside.org.uk/riverside/carlisle/>

EXCERPT FROM THE MINUTES OF THE COMMUNITY OVERVIEW AND SCRUTINY COMMITTEE HELD ON 30 MARCH 2006

COS.41/06 BEST VALUE PERFORMANCE PLAN 2006/07

The Head of Policy and Performance Services submitted report SP.10/06 enclosing an initial draft of the text of the Best Value Performance Plan for 2006/7. The Plan had been considered by the Executive on 20 March 2006 (EX.050/06) and had been referred to the three Overview and Scrutiny Committees for consultation.

The Policy and Performance Officer advised that the performance indicator information would be added to the Plan at the end of May 2006 when it had been quality assured. Special meetings of the Executive had been arranged for 25 May and 26 June 2006 prior to the finalised Performance Plan and performance indicator information going to the Council for approval at a special meeting on 29 June 2006.

In considering the draft Best Value Performance Plan Text Members made the following comments and observations: -

- (a) Page 11 – The penultimate paragraph states that “Carlisle is unlikely to see the levels of investment in regeneration that other areas in the North West have and will continue to experience in coming years”. Members felt that this was a negative and defeatist statement and should be rewritten.

The Deputy Chief Executive advised that the Statement could be set in context, particularly with regard to European support.

- (b) Page 15 – The section on “Future challenges for community safety” – Members felt that there could be a more robust statement developed around the “Stretching targets on volume crime”.
- (c) The section on details of performance – performance against Carlisle City Council Service Standards 2005/06 – Members commented that there was a great amount of detail in this section, some of which would be fairly meaningless to the public and would not make it an appealing document.

The Deputy Chief Executive responded that there was a level of information which the Council was required to include within the Best Value Performance Plan. However, work was being carried out on outward focusing Service Standards and future developments would include rationalising this section to look more like a Customer Charter, which would hopefully be of more interest to the public.

- (d) The glossary needs to be developed further to ensure that all the acronyms

referred to in the report are fully explained.

- (e) There were some grammatical errors particularly relating to the use of the word “too”.
- (f) Members welcomed the opportunity to comment on the text of the draft Performance Plan at this stage, as it was an earlier stage than in previous years.
- (g) A Member referred to two of the following Service Standards on page 48 of the document, namely: “The Council will determine any claim for benefit within 10 working days of receipt of completed claim”; and “The Council’s Website will be available 7 days a week, 24 hours a day and there will be less than 4 hours per month of down time due to planned maintenance”. The Plan stated that these had both been achieved, but a Member stated that they did not believe that these had been achieved. The Deputy Chief Executive undertook to examine these matters and revise as necessary.
- (h) The foreword of the draft Performance Plan included the use of the word “loose” instead of the word “lose”.
- (i) Page 13 refers to a Multi Sports Area in “Bothergate” but this should be changed to “Botcherby”.
- (j) A Member referred to pages 28 and onwards where Directors are reporting on different aspects of work. There was concern that these were presented in different formats and styles of information and the document was not coherent.

The Policy and Performance Officer responded that this aspect of the document was being amended and it would look quite different when it came to the finalised version.

- (k) There was concern about the statement on page 12 that “the City Council will take the lead in neighbourhood/area based regeneration”. Members were concerned about the strength of this statement. The Head of Policy and Performance Services undertook to review this with the relevant Director.
- (l) The previous year’s Best Value Performance Plan contained a large section on the Direction of Travel Review. Members suggested that this year’s plan should contain an update on progress with the Direction of Travel Review Action Plan.

The Deputy Chief Executive undertook to add this section on the Direction of Travel Action Plan and also commented that there would be other issues arising from the Annual Audit Letter which would also need to be included within the plan.

RESOLVED – (1) The Committee welcomes the opportunity to comment on the Best Value Performance Plan at an earlier stage than in previous years.

(2) The Committee looks forward to receiving the next version of the Plan, including the Performance Indicator Information, at the meeting in June 2006.

(3) That the detailed comments of the Committee as outlined above be forwarded to the Executive for consideration in relation to the re-drafted Plan.

**EXCERPT FROM THE MINUTES OF THE
CORPORATE RESOURCES OVERVIEW AND SCRUTINY
COMMITTEE
HELD ON 6 APRIL 2006**

CROS.37/06 DRAFT PERFORMANCE PLAN 2006/07

A report of the Head of Policy and Performance Services (SP.16/06) was submitted enclosing an initial draft of the text of the Best Value Performance Plan for 2006/07. The Plan had been considered by the Executive on 20 March 2006 (EX.050/06) and had been referred to the three Overview and Scrutiny Committees for consultation.

The Policy and Performance Officer advised that the Performance Indicator information would be added to the Plan at the end of May 2006 when it had been quality assured. Special meetings of the Executive had been arranged for 25 May and 26 June 2006 prior to the finalised Performance Plan and Performance Indicator information going to the City Council for approval at a special meeting on 29 June 2006.

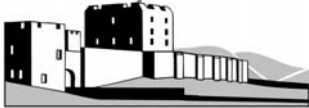
Members made the following comments and observations :

- (a) The Chairman noted that the column "why performance did not reach our expectations" would need to be completed where appropriate.
- (b) A Member considered that the document could be written in more user-friendly terms. He drew attention to the use of "we will" or "the Council will" and considered that this should be standardised using just one of these phrases.
- (c) A Member noted that in the entries under "Details of Performance," a number of columns were blank.

The Policy and Performance Officer reported that the draft Plan was a working document and that this information would be included when available. The information related to Performance Indicators which was currently being compiled. Members would see a further revised draft of the Performance Plan in June 2006.

RESOLVED – (1) That the comments of this Committee be forwarded to the Executive.

(2) That this Committee is satisfied that the draft Performance Plan meets the requirements of the Local Government Act 1999.



REPORT TO EXECUTIVE

PORTFOLIO AREA: HEALTH AND COMMUNITY ACTIVITIES

Date of Meeting: 24th April 2006

Public

Key Decision: Yes

Recorded in Forward Plan:

Yes

Inside Policy Framework

Title: PLAY AREA POLICY
Report of: COMMUNITY SERVICES
Report reference: CS20/06

Summary:

To approve a policy for the assessment and prioritisation of play areas owned by the City Council which will then be used to determine an investment programme.

Recommendations:

The Executive is recommended to:

1. Approve the Play Area Policy and refer it to Council for adoption.

Contact Officer: Mark Beveridge

Ext: 7350

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

1. INTRODUCTION

- 1.1 The Executive has previously considered the draft policy (CS08/06 appended for information) and referred it to Community O&S for comment. Their comments are provided on this agenda for consideration by the Executive.
- 1.2 As outlined in CS08/06, the policy if adopted will enable officers to apply the criteria to the play area portfolio and place in priority order with a timetable for redevelopment for each play area, including those planned for closure.
- 1.3 Once this list has been established the budget provision made available for 2006/07 can be allocated and work procured as soon as practicable on the first play areas identified through the application of the criteria set out in the policy as priorities for work.
- 1.4 Conclusion
- 1.5 The establishment of a policy for addressing the management and development of play areas across the City will enable members, officers and local residents to know when individual play areas will be subject to re-development. Whilst at the same time providing flexibility for local people to establish community groups to help access grants which are not available to the Council and thereby assist in accelerating the development of particular play areas where such involvement occurs. The allocation of specific budget provision for this work will ensure a year on year improvement of the portfolio of play areas the Council manages.

2. CONSULTATION

- 2.1 Consultation to date
PFH, Executive, CMT, Community O&S
- 2.2 Consultation proposed
Council

3. RECOMMENDATIONS

The Executive is recommended to:

1. Approve the Play Area Policy and refer it to Council for adoption.

13. REASONS FOR RECOMMENDATIONS

To provide a policy that will enable officers to determine the priority list and timetable for play area development across all of the play areas owned and managed by the City Council.

4. IMPLICATIONS

- Staffing/Resources – The policy will be implemented using the existing staff resources.
- Financial – An annual budget provision of £50,000 has been approved from 2006/07 for refurbishing existing play areas.
- Legal – The policy document is intended to be processed for adoption by full Council as part of the authority's Policy Framework. It is consistent with putting measures in place to fulfil the council's new duties under the Children's Act 2004 to make arrangements to ensure that it carries out its functions having regard to the need to safeguard and promote the welfare of children at all times.
- Corporate – Play Area Provision is integral to the Council's Priority of Cleaner, Greener & Safer, in addition the play development of young children is a key aspect of the Learning City priority.
- Risk Management – All play areas are fully risk assessed.
- Equality Issues – All new play areas are designed to provide play for all.
- Environmental – Play areas will where practical use recycled material
- Crime and Disorder – The play areas provide something for young people to do and if designed well add to the overall quality of life for local residents.

(REVISED)

A4

**CARLISLE
CITY COUNCIL**



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REPORT TO EXECUTIVE

PORTFOLIO AREA: HEALTH AND COMMUNITY ACTIVITIES

Date of Meeting: 20TH MARCH 2006

Public

Key Decision: Yes

Recorded in Forward Plan: Yes

Inside Policy Framework

Title: PLAY AREA POLICY
Report of: COMMUNITY SERVICES
Report reference: CS0806

Summary:

To establish a policy for the assessment and prioritisation of play areas owned by the City Council which will then be used to determine an investment programme.

Recommendations:

The Executive is recommended to:

1. Approve the Draft Policy and refer it to Community O&S 30/03/06 for comment.

Contact Officer: Mark Beveridge

Ext: 7350

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

1. INTRODUCTION

- 1.1 Carlisle City Council has a portfolio of 68 outdoor equipped areas for play which it manages and maintains. These are a combination of areas which have been built by the Council or acquired as a result of a planning requirement linked to housing developments.

The range of play areas varies both in age, condition and size. However, to date there has been no investment programme over and above the annual maintenance programme.

- 1.2 Play area provision itself should be set in the wider context of play provision as a whole. While recognising this necessity, this policy does not attempt to place play areas in this context. That will be taken up within an overall Play Strategy that will be drafted in 2007.

- 1.3 It is widely recognised that children and young people enjoy playing outdoors and that it benefits them in many ways.

- Physical outdoor exercise will help to combat the prevalence of obesity in children and young people.
- Children playing out will encounter potential difficulties and challenges – physical, emotional, mental and social. They will learn from adults, friends and through their own experience how to cope.

Good outdoor play opportunities also help families and communities. If there are good play opportunities provided, children should be discouraged from encroaching on adult spaces, parents should be reassured their children are not causing trouble and improvement of the actual spaces should contribute to local social cohesion through the consultation process and subsequent use.

- 1.4 A number of play areas have been subject to anti social behaviour problems in the past, however in considering the issue of assessment this will not form part of the determination of investment. These issues should and will be addressed by other means such as secure by design and involving the CDRP.

2. PLAY AND OUTDOOR ENVIRONMENT

- 2.1 Playareas should be seen as only part of the outdoors environment where children can play. Distinction needs to be made between playareas where equipment is provided for children to play on and places where children play. Consideration should be given to improving all places where children and young people play to make them accessible. How this can be achieved is outside the scope of this report but should be addressed by the wider play strategy. Basic ideas are listed in Appendix 1. This is in keeping with City Council policies and objectives – see Appendix 2.

3. SAFETY

- 3.1 There are concerns about the safety of children and young people at play. These cover two areas: playing out generally and playing on fixed equipment playareas.

- 3.2 Playing out generally:

- Stranger danger

It is important to keep this threat in perspective and remember that the numbers of children harmed by adults they do not know is extremely low. One way to address this fear is to encourage more children to play out and provide a “safety in numbers” factor. More child friendly design of open places, and playareas, with increased lighting, oversight where children “can see and be seen”, should also contribute to the decrease of fears.

- Fear of street crime and bullying

Again, good design, lighting and oversight and the “safety in numbers” factors should help prevent the likelihood of this happening.

- Traffic dangers

- 3.3 The City Council recognises these concerns. Addressing them is not within the scope of this report but will be dealt with in the forthcoming play strategy.

- 3.4 Playing in fixed equipment playareas

Children need and want to take risks when they play. Play provision aims to respond to these needs and wishes by offering children stimulating, challenging environments for exploring and developing their abilities. In doing this, play

provision aims to manage the level of risk so that children are not exposed to unacceptable risks of death or serious injury.

"Managing Risk in Play provision: a position statement" – Play Safety Forum, August 2002

Summary statement:

This statement has been widely accepted as best practice by the Health and Safety Executive, playarea providers and the play industry.

- 3.5 Playareas provided by the City Council will follow the precepts of this statement and will be as exciting and physically challenging with as much play value as possible and as much safety provision as necessary. It is noted in the statement and reiterated here, that if playareas are not challenging enough, then children will probably seek out risks elsewhere in environments that are not controlled or designed for them. See Appendix 3. Regular weekly structural inspections carried out by the Council's playarea inspection and maintenance staff, an annual inspection by the Royal Society for the Prevention of Accidents and an annual risk assessment will continue to be carried out and provide an acceptable management of any risks involved.

4. LOCATION

- 4.1 Location of playareas is a vital component of their use; poorly used playareas are often poorly located.
- 4.2 It is not always possible to site playareas in good locations as sufficient space is not always available where needed. Many new playareas are provided by housing developers as part of a planning agreement. These playareas are built to serve only that particular development and are often poorly sited. These issues are outside the scope of this report but will be addressed by the wider play strategy and a Special Planning Document relating to housing developers which is being prepared by Planning Services. See Appendix 4.
- 4.3 The City Council will endeavour to locate its playareas where high use can be encouraged. It will achieve this by carrying out meaningful consultation in the future, with playarea users i.e. children, young people and their carers.

5. DISABILITY

- 5.1 "The aspiration of those providing play facilities must be to create challenges for all and barriers for none. Where totally shared play experience is not always possible, then at least opportunities can be created for similar, and if possible, qualitatively equal experiences for all children. If every item of play equipment is not wholly accessible, then more needs to be gained from those that are."

Hicks, John with Heseltine, Peter (2001) "Playgrounds for Children with Special Needs" Royal Society for Prevention of Accidents.

- 5.2 The City Council recognises the validity of the above quotation and will endeavour to provide playareas which are accessible to children of all abilities and will provide some qualitative play experience for all.

6. PLAY AREA CATEGORIES

- 6.1 Three categories of play areas are proposed which will contribute as a factor for the investment programme.

The Council's playareas have traditionally been grouped in areas according to the major obstacles children encounter to reach playareas such as main roads, rivers and railway lines. Within these areas the playareas have then been sorted further into three categories:

A - playareas of primary importance

B - second tier playareas

C - playareas serving clearly defined areas of housing

See Appendix 5

Categorising the playareas thus, helps identify which ones are the most used and therefore most important and therefore warrant the most attention and renovation.

Category A Play Areas

Those which are of primary importance, to be retained and improved.

These play areas are better, larger and newer than the average. These will be the ones which will be the focus for the immediate future. If commuted sums are made

available from developers then these would be the play areas that would be invested in.

These should cater for a wide age range, be freely accessible and provide play facilities for all abilities.

Category B Play Areas

These are not of primary importance but none the less should be retained and renovated where appropriate.

Category C Play Areas

Those which serve specific areas of housing which should be retained and renovated where appropriate.

The geographical distribution of categories proposed is in appendix 5. However, it must be stressed this is not the sole criteria for assessing investment.

7. Play Area Schedule of works

- 7.1 It is proposed that each play area will be assessed against a number of factors that will then be scored and this will produce a priority list for every play area the Council owns.
- 7.2 Once agreed, the scoring system would be applied to each play area and a timescale for investment can then be determined.
- 7.3 Appendix 6 outlines the scoring system which will be used to determine a schedule of works.

8. FUNDING

- 8.1 The current arrangements for funding rely on the revenue budget for repairs and replacement and repair of play areas. The extent of damage incurred each year to

the play area stock determines the amount of budget available for renewal of equipment.

- 8.2 In addition to the Council budget, when a new play area is provided via an housing development, once the area is handed over to the Council a commuted sum of £10,000 is payable to cover maintenance in the first 10 years. This sum will be reviewed by the Planning section.
- 8.3 There are various sources of external funding available for playareas, which the Council will seek out to maximise the value of Council budgets.
- 8.4 Playareas attracting external funding will be renovated as soon as the funding becomes available, and will be given priority despite their rating in the overall scoring system.

9. Conclusion

- 9.1 The number of play areas managed and maintained by the City Council is such that to address all at one time would require financial and human resources beyond the capacity of the Council. However, having a planned approach to investment and using the budget provision made available 2006/07 and subsequent years will enable a strategic approach to be taken.
- 9.2 The policy outlined and measures proposed in this report will, if agreed, enable officers to draw up a time table for investment for each play area, which with the release of funding from the Council's budget enable the investment programme to be implemented.
- 9.3 In a recent Citizens Panel Survey one of the five key issues to improve local communities was providing more things for young people to do. The enhancement of play areas will help contribute to this demand.

10. BACKGROUND INFORMATION AND OPTIONS

11. CONSULTATION

11.1 Consultation to date

11.2 Consultation proposed

12. RECOMMENDATIONS

The Executive is recommended to:

1. Approve the Draft Policy and refer it to Community O&S (30/03/06) for comment.

13. REASONS FOR RECOMMENDATIONS

To provide a policy to enable staff to determine the investment programme for play areas providing a timetable allocating a schedule for each play area in the city.

13. IMPLICATIONS

- Staffing/Resources – The policy will be implemented using the existing staff resources.
- Financial – The budget provision of £50,000 has been approved for refurbishing play areas.
- Legal – The policy document is intended to be processed for adoption by full Council as part of the authority's Policy Framework. It is consistent with putting measures in place to fulfil the council's new duties under the Children's Act 2004 to make arrangements to ensure that it carries out its functions having regard to the need to safeguard and promote the welfare of children at all times.
- Corporate – Play Area Provision is integral to the Council's Priority of Cleaner, Greener & Safer, in addition the play development of young children is a key aspect of the Learning City priority.
- Risk Management – All play areas are fully risk assessed.
- Equality Issues – All new play areas are designed to provide play for all.
- Environmental –
- Crime and Disorder – The play areas provide something for young people to do and if designed well add to the overall quality of life for local residents.

Appendix 1 – Child friendly open/public spaces

Children will play everywhere, not just in playareas. Although well located and well maintained playareas are important, emphasis should also be placed on how to make all open and public spaces child and young person friendly and welcoming for play/recreation.

Public Spaces

- Child sized seating
- Tolerance of, or alternative provision made for, skaters and skateboarders

Green open spaces/Parks

- Hard surfaced areas/paths for bike riding and winter ball games with markings – hopscotch etc
- Stepping stones/trails/mazes in grass or on paths
- Natural features – trees/shrub planting/longer grass/flower meadows
- Mounds
- Trees (climbable or otherwise)
- Fallen logs, stumps
- Shelter
- Child sized seating
- Lighting
- Fencing where appropriate, if adjacent to busy roads
- Dog waste bins and signs, regular patrol to catch offenders (owners not dogs)
- Park warden patrolling
- Regular and efficient litter and dog waste clearance

Streets – living street/Woonerf (a Dutch term to describe such areas)

Design streets in new developments and renovate existing streets, (especially in areas of dense terraced housing) for pedestrians and recreation, not primarily for traffic

- Traffic calming – chicanes, road humps
- Trees
- Seats

Appendix 2

The italicised sections describe how playarea provision fits into the Corporate Plan 2004-7 and Best Value Performance Plan, 2005-6

Corporate Plan 2004-2007

Promise 1 – Ensure Carlisle is a safe and attractive place where people are included and feel they belong

AIMS

- Improve the perception of Carlisle as a place to live

Well designed and well maintained playareas with exciting, challenging equipment for a wide range of ages and abilities will prove a highly visible reminder that Carlisle City Council provides good services for its children and young people.

- Increase community engagement and access to local services

It is widely recognised that playareas need to be sited in the right localities and provide suitable risks and challenges if they are to be used by children and young people. Wide consultation with local communities, particularly children and young people, is a tried and tested way of ensuring that playarea providers are “getting it right”. Playareas need to be accessible for children of all abilities.

- Improve cultural, leisure and sporting facilities

Play is a vital ingredient of all children’s lives, encouraging physical, mental and social development. Playarea provision is one of the ways that the City Council provides cultural, leisure and sporting facilities for its younger citizens. Thoughtful design of new, and refurbishment of older playareas, will encourage children to play in many ways and thus enhance their lives.

Promise 4 – Improve local housing, health and well being

AIMS

- In partnership, promote healthy living and lifestyles

One of the ways to counteract the recent rise in childhood obesity and its consequent health risks is to encourage children to play out again. Challenging and exciting playareas, designed to be overlooked and to eliminate unacceptable risks, can play a major role here.

MEASURES OF SUCCESS

- In partnership, increase the amount of young peoples activities in target areas

Well sited and well designed playareas can help to increase and encourage children's and young peoples activities, but can also be used as a base and starting point for other activities.

- Increase the number of people taking regular moderate exercise by 1% annually

Children who play out and therefore use playareas regularly will hopefully become adults who are used to going outside for recreation and will hopefully continue to exercise.

BEST VALUE PERFORMANCE PLAN 2005-6

Cleaner, Greener, Safer

A cleaner, greener and safer city means a city with a Council that is working with partners to get the basics right. It means setting and achieving challenging targets for the resource-intensive front line services that are important to local people. In the Council's view, the themes "clean", "green" and "safe" are mutually dependent.

Playarea provision definitely falls into the "resource-intensive front line services that are important to local people"

Playareas are often the target of anti-social behaviour and siting, design, and lighting will help to solve this problem

Consultation with local communities, particularly direct users should also alleviate the problem of the playareas as locations for anti-social behaviour.

Learning City

Our ambition is to create a lifelong learning society in Carlisle that will benefit our citizens and future generations. We will work together to promote learning and encourage all members of our communities to take pride in their city and understand its cultural value.

Play is fundamentally a learning process for children. Lifelong learning can begin in the City's playareas.

Enjoying outdoor playareas can be the first steps children take in understanding they are part of a community that they can take a pride in.

Appendix 3 – Safety in Playareas

Exciting and physically challenging play equipment

British Standards Institute (1998) BS EN 1176-1 "Playground Equipment" is the recommended standard for play equipment and playarea design. Not all play equipment on the market conforms to this standard in every aspect. Carlisle City Council will generally install play equipment which conforms to this standard. However, should there be a piece of equipment which is of high play value and appropriate to the location, then there is no reason why it should not be installed provided there is a risk assessment carried out for it which would weigh the risks against the benefits. As described in "Managing Risk in Play provision: A Position Statement", exposure to minor and easily healed injuries such as bruises, grazes and sprains is acceptable. Exposure to significant likelihood of permanent disability or life-threatening injuries is not acceptable.

Use of safety surfacing

Impact absorbing surfacing will be installed under play equipment where it is thought to be appropriate. In certain situations where the fall height is low (e.g. up to 600mm) and on to well maintained grass it may not be necessary to install surfacing. Installation of surfacing can reduce the amount of money available to be spent on play equipment. In some circumstances it would be appropriate to dispense with the surfacing in favour of more play equipment. Again a risk assessment would be written to cover any perceived risks, weighing up risk against benefits. Exposure to minor and easily healed injuries such as bruises, grazes and sprains is acceptable. Exposure to significant likelihood of permanent disability or life-threatening injuries is not acceptable.

Fencing

Low fencing round playareas serves two functions: keeping out dogs and preventing small children running away into potentially dangerous situations. In order for this to be effective any gates into the playarea must be self-closing. It is virtually impossible to purchase and install a gate which will self-close fast enough to exclude dogs but slow enough to prevent small children being trapped between the gate and the post. There have been several reported instances in recent years of children's faces being cut and bruised by playarea gates. There have been no reported instances of dogs fouling and/or frightening children within a fenced playarea.

Fencing round playareas will only be installed in future if it is felt to be appropriate i.e. to prevent excessive dog fouling as in St James Parks or to prevent life threatening instances to small children. Risks and benefits will be closely weighed for each situation.

As with safety surfacing, installation of fencing can reduce the funds available to spend on play equipment.

Appendix 4 - Location

A poorly located playarea will not be used, and is a poor use of resources.

Considerations for a well-located playarea

- Oversight – “see and be seen” by trusted adults
- High probability of other people passing by or through
- Accessible. Children’s range often restricted by busy roads i.e. 30mph
-

Young people will also appreciate the above factors with the addition of lighting so the facility can be used in the evenings

Each area is unique and special to its own community; only the local children, young people and their carers are really qualified to advise the best location for a play facility. Other members of the community should also be consulted.

Planning requirements stipulate a distance of 30m between a piece of play equipment and a house. A large area of land therefore is needed for a playarea, which is not always available. Newer playareas therefore tend to be situated in open parkland which is not always overlooked.

Playareas installed before this regulation and with a lesser distance between the equipment and housing can continue, provided that replacement equipment is in approximately the same position. These playareas tend to survive as once entirely removed they are lost forever and cannot be replaced. They are not always in ideal locations for the local community but are better than no playarea at all.

Many new playareas are provided by housing developers as part of fulfilling a planning agreement. As a consequence, they are not located and designed with the needs of the children and their carers in mind. This provision needs to be looked at more closely:

- Is the playarea located in the best position for children?

- Is the entire estate child friendly? i.e. are all places where children play, child-friendly?
Are there speed restriction in the streets?
- When is it appropriate for the playarea provision be converted into cash (section 106 agreement) to be spent on the nearest Council owned playarea?

Appendix 5 - PLAYAREAS BY AREAS – see also plans

Category A playareas – those which are of primary importance, to be retained and improved.

These playareas are better, larger, and newer than the average and if not already, are to be the playareas which will be concentrated on in the future. If commuted sums are made available from developers then these playareas are the ones which will benefit from additional cash.

These should cater for a wide age range, should be fully accessible and provide play facilities for all abilities.

Category B playareas – those playareas which are not of primary importance but nonetheless should be retained and renovated when appropriate. Access and play facilities for children with disabilities will be borne in mind when renovations are made.

Category C playareas – those which serve specific areas of housing which should be retained and renovated when appropriate. Access and play facilities for children with disabilities will be borne in mind when renovations are made. It is generally the case that these are playareas which have been installed as part of a new housing development.

Stanwix – area north of the river Eden

Category A playareas:

Briar bank

Clarksfield

Moorville Drive

Category B playareas

Belah Parkside

Kershope Road

Esk Road

Category C playareas

Etterby Gardens

Hadrians Gardens

Windsor Way

The residential areas to the east of Scotland Road are poorly served for playareas

Central – older residential area close to City centre, bounded by Warwick Road, Botchergate and River Petteril

Category A playareas:

Owing to the built up nature of this area and the paucity of gardens, green spaces and informal play spaces, all the playareas in this area are important.

Bitts Park

Broad Street

Fusehill Street

Melbourne Park

Bitts Park skate park

Bitts Park

Although the playarea in Bitts Park is one of the two major playareas in the City and functions primarily as a family visit playarea rather than one which local children will visit unaccompanied, there are still a number of residential streets for whom Bitts Park is the nearest playarea.

Botcherby – area contained by River Petteril, Eastern Way and railway line to Newcastle.
Contains Botcherby estate.

Category A playareas:

Botcherby Metal Box

Multi Use Games Area

Category B playareas:

Botcherby Avenue

Borland Avenue – Renovation of this playarea for the under 5's was proposed by Surestart, but was abandoned due to lack of funds. If the plans are resurrected then the status of this playarea may change to Category A.

Eden Park Crescent

Durranhill – recommended for closure

Category C playareas

Scotby Gardens

Scotby Road

Broad Oaks Grange

Kingfisher Park

Harraby – area contained by Eastern Way, London Road and railway line to Newcastle
Contains Harraby estate

Category A playareas:

Harraby Community Centre

Keenan Park

Category B playarea:

Lonsdale Grange

Category C playareas:

Parkland Village

Barratts estate (not taken over yet, but destined to be Council playarea)

Petteril Bank – area defined by London Road and main line railway to south

Category A playareas:

Dale End Road

Multi Use Games Area (yet to be completed)

Carloli Drive

Currock/Upperby – area defined by main railway line to south and west coast railway line to Barrow

Category A playareas:

Upperby Park toddler

Upperby Park junior

Upperby Park senior

Upperby Park toddler and junior combined, is one of the two major playareas in the city. Although it functions as a family visit playarea it is also a local playarea and recreation place for local children on a visit alone or with friends basis.

Lund Crescent

Category B playarea:

Toronto Street

Category C playarea:

Cammock Crescent

Denton Holme – area defined by River Caldew and Dalston Road

Category A playareas:

Denton Holme

St James Park

Milbourne Street

Category B playarea:

Sheffield Street

Category C playarea:

New Mills

Morton – area defined by Wigton Road and Dalston Road

Category A playareas:

Morton Park

Borrowdale Road

Dalston road

Category B playareas:

Raiselands Road

Winscale Way – recommended for closure

Dowbeck Road – recommended for closure

Dowbeck Road is strategically placed to be a category A playarea, but is very run down and constantly vandalised. If it is closed, then constructive thought should be given as to how to turn this into a useful and meaningful informal play space.

Raffles – area defined by Wigton Road and Newtown Road

Category A playareas:

Morton West

Yewdale

Peel Street

Beaver Road

Trinity Churchyard

Raffles

Beck Field/Heysham Park/Heysham Park Extension. Development of Heysham Park area by CHA/Lovells should mean that there will be major new playarea provision in the park in the next few years. No improvements or replacements will go ahead on the playareas below until the plans are finalised. Playareas affected for removal/renovation:

Raffles

Heysham Park

Heysham Park Extension

Green Lane

Category B playareas:

Acresdale Road – recommended for closure

Coniston Way

Sandsfield Park/Chesterholm

Hebden Ave – recommended for closure

Heysham Park – recommended for closure

Heysham Park Extension

Green Lane

Category C playareas:

St Edmunds Park

The Beeches

Rural

Category A playareas:

Cummersdale

Category B playareas:

Longtown

Millriggs – recommended for closure

Category C playareas:

Greenfield Lane, Brampton

Sandysike

Summerfields, Dalston

Houghton

The City Council's playarea at Longtown is not among the major playareas in the town.
These are run by Arthuret parish council

APPENDIX 6 - PLAYAREA SCHEDULE OF WORKS

Scoring system for playareas

The playareas have been assessed for a number of factors which will ascertain which ones would most benefit, and are most in need of renovation.

Category score

Playareas of Category A are deemed more important as they will be used more often by more children; they therefore have a weighting in their favour. They will also have a shorter shelf life due to harder wear.

- 1 – Category C playareas – those serving clearly defined areas of housing
- 2 – category B playareas – second tier playareas
- 3 – Category A playareas – those of primary importance

Disability access score

Playareas should be accessible by children of all abilities and should provide some play experience for them. The City's playareas were audited for accessibility by RoSPA in 2003 and are scored with reference to this audit. The higher the score, the less accessible the playarea and the more in need of renovation.

- 1 – Playarea acceptable for use by children with disabilities
- 2 – Playarea partially acceptable for use by children with disabilities
- 3 – Playarea unacceptable for use by children with disabilities

Age Score

Playareas have a limited shelf life; they begin to wear out after approximately five years and generally will need replacing between 10 and 15 years after installation. The older the playarea, the more in need of renovation and hence the higher the score. If partial improvements have been carried out on a playarea, the mean of the original installation

year and the improvement year has been taken to represent the date of installation and used to calculate the age of the playarea.

- 1 Less than 5 years old
- 2 5-10 years old
- 3 10-15 years old
- 4 More than 15 years old

Activity/Status score

Playareas should provide, on average, opportunities for around five activities. These include swinging, climbing, sliding, rocking, rotating, agility, co-ordination and creative play. As the playarea ages and potentially dangerous and worn out pieces of equipment are removed, the number of activities decreases. The fewer activities in a playarea, the more a playarea is in need of renovation and the higher the score.

- 1 – 5 or more activities
- 2 – 3 or 4 activities
- 3 – 2 or less activities

Community Involvement

Play areas are an integral part of the communities, which they serve. As with parks, involvement from local groups will help with ensuring investment proposals meet the requirements of the children and their parents/carers who will be using the facilities. Creation of local groups or incorporation into appropriate ones which exist, for the development of play areas, will also help in building a sense of local ownership of play areas and could facilitate access to external grants to help maximise the Council's own budget provision.

Therefore where local residents have formed a playgroup this will receive a maximum score:

- 1 - Group in the process of being formed, evidence of meetings and volunteers for community.
- 3 - Group established with members and actively involved in fund raising or promoting the issue of play in the local area.

The overall score for individual playareas is reached by adding together the above five categories of scores.

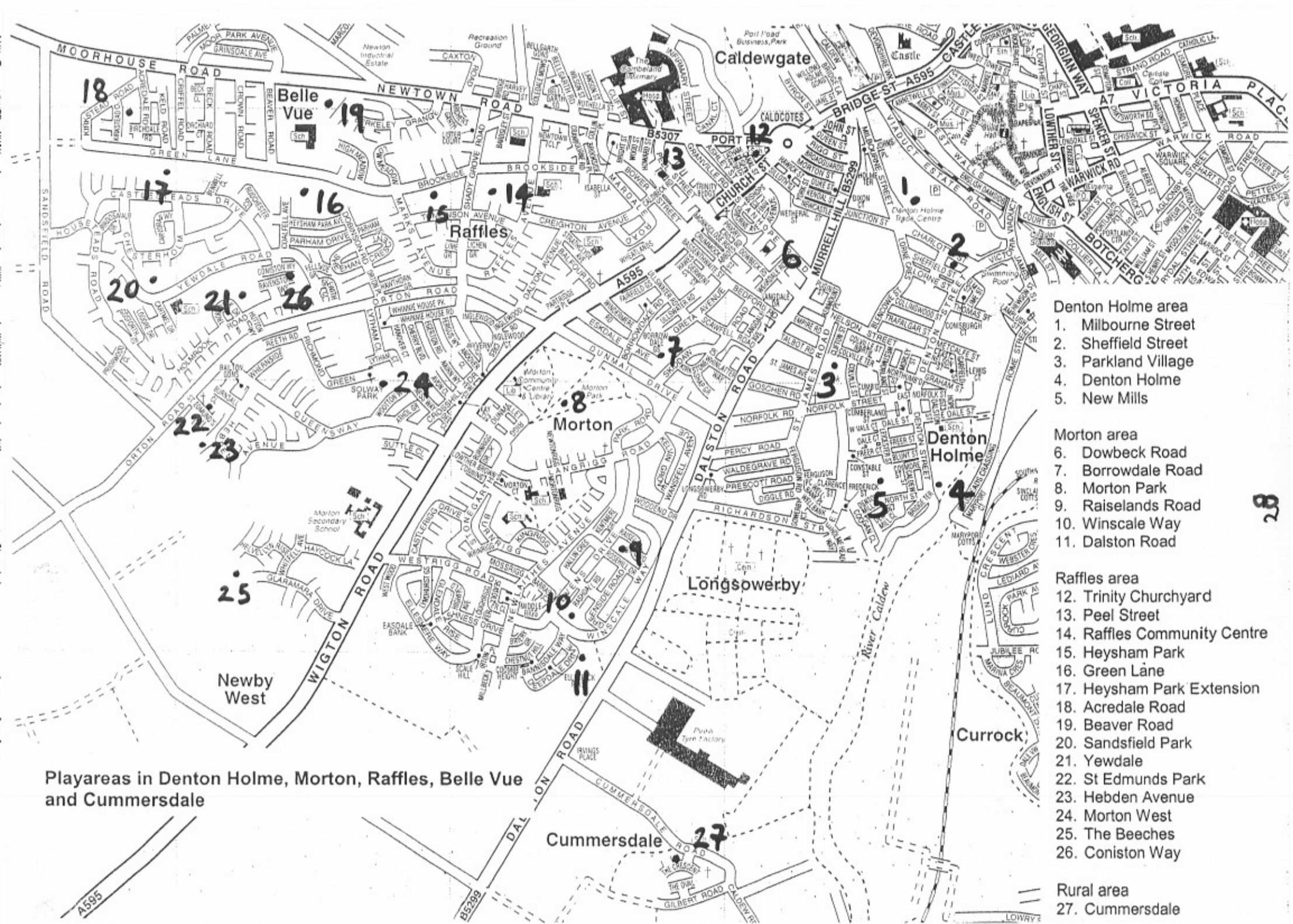
This will be combined with the category of play area for determination of the priority within the work programme for investment.

MAPS RELATING TO

APPENDIX 5

REPORT REF CS0806

PLAY AREA POLICY



Denton Holme area

1. Milbourne Street
2. Sheffield Street
3. Parkland Village
4. Denton Holme
5. New Mills

Morton area

6. Dowbeck Road
7. Borrowdale Road
8. Morton Park
9. Raiselands Road
10. Winscale Way
11. Dalston Road

Raffles area

12. Trinity Churchyard
13. Peel Street
14. Raffles Community Centre
15. Heysham Park
16. Green Lane
17. Heysham Park Extension
18. Acredale Road
19. Beaver Road
20. Sandsfield Park
21. Yewdale
22. St Edmunds Park
23. Hebden Avenue
24. Morton West
25. The Beeches
26. Coniston Way

Rural area

27. Cummersdale

Playareas in Denton Holme, Morton, Raffles, Belle Vue and Cummersdale

Playareas in Harraby, Petteril Bank, Currock and Upperby

Harraby area

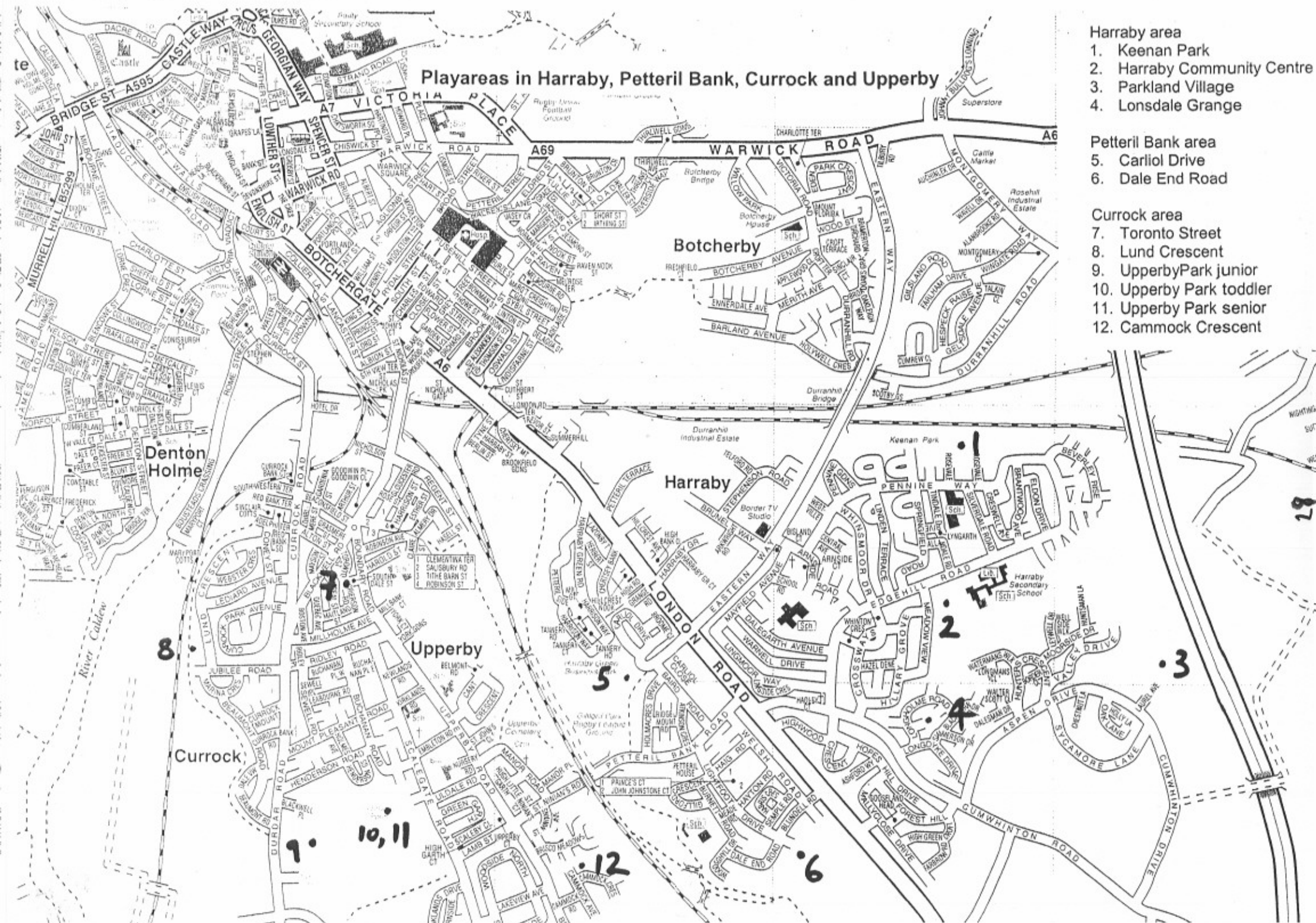
1. Keenan Park
2. Harraby Community Centre
3. Parkland Village
4. Lonsdale Grange

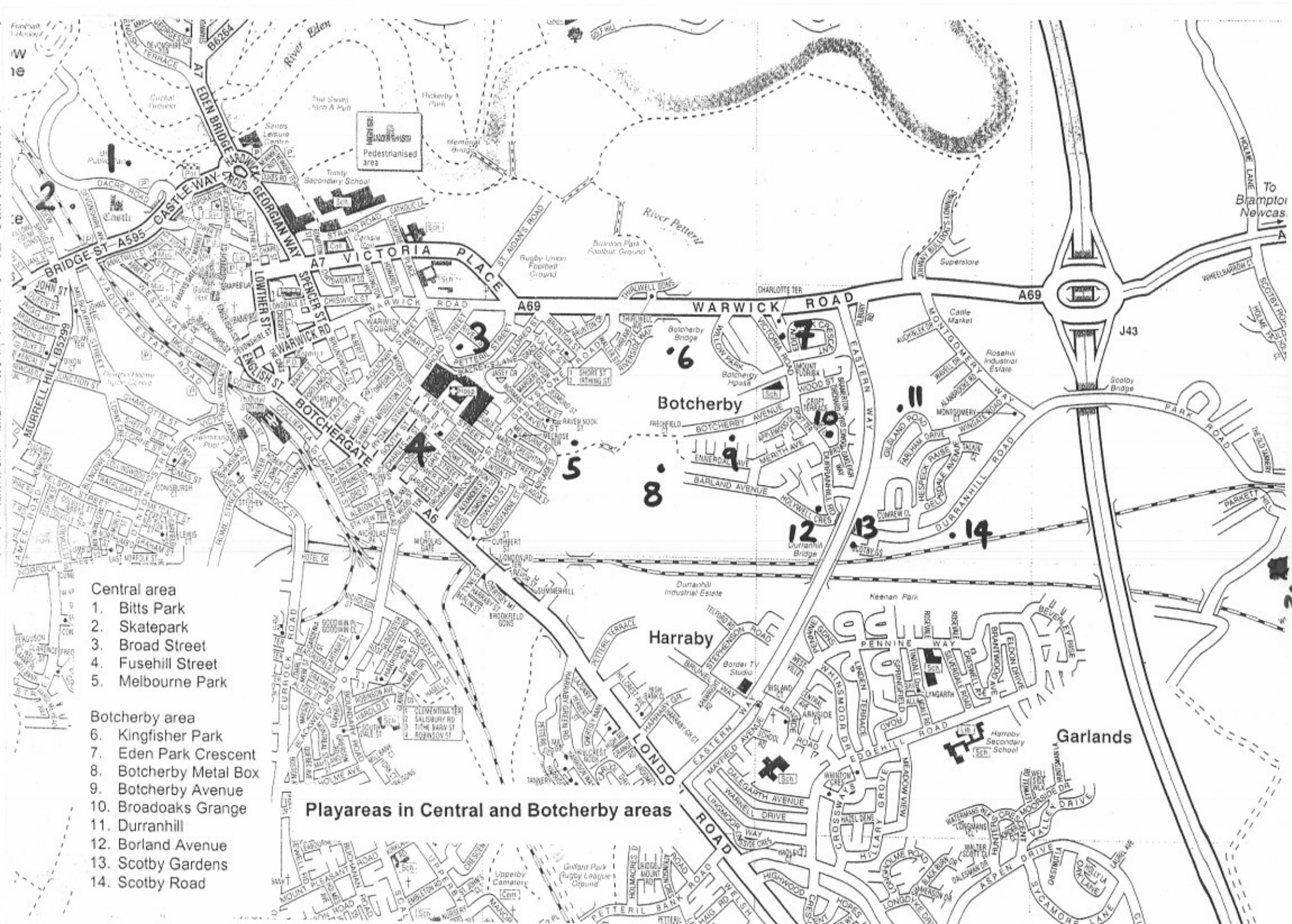
Petteril Bank area

5. Carloli Drive
6. Dale End Road

Currock area

7. Toronto Street
8. Lund Crescent
9. Upperby Park junior
10. Upperby Park toddler
11. Upperby Park senior
12. Cammock Crescent





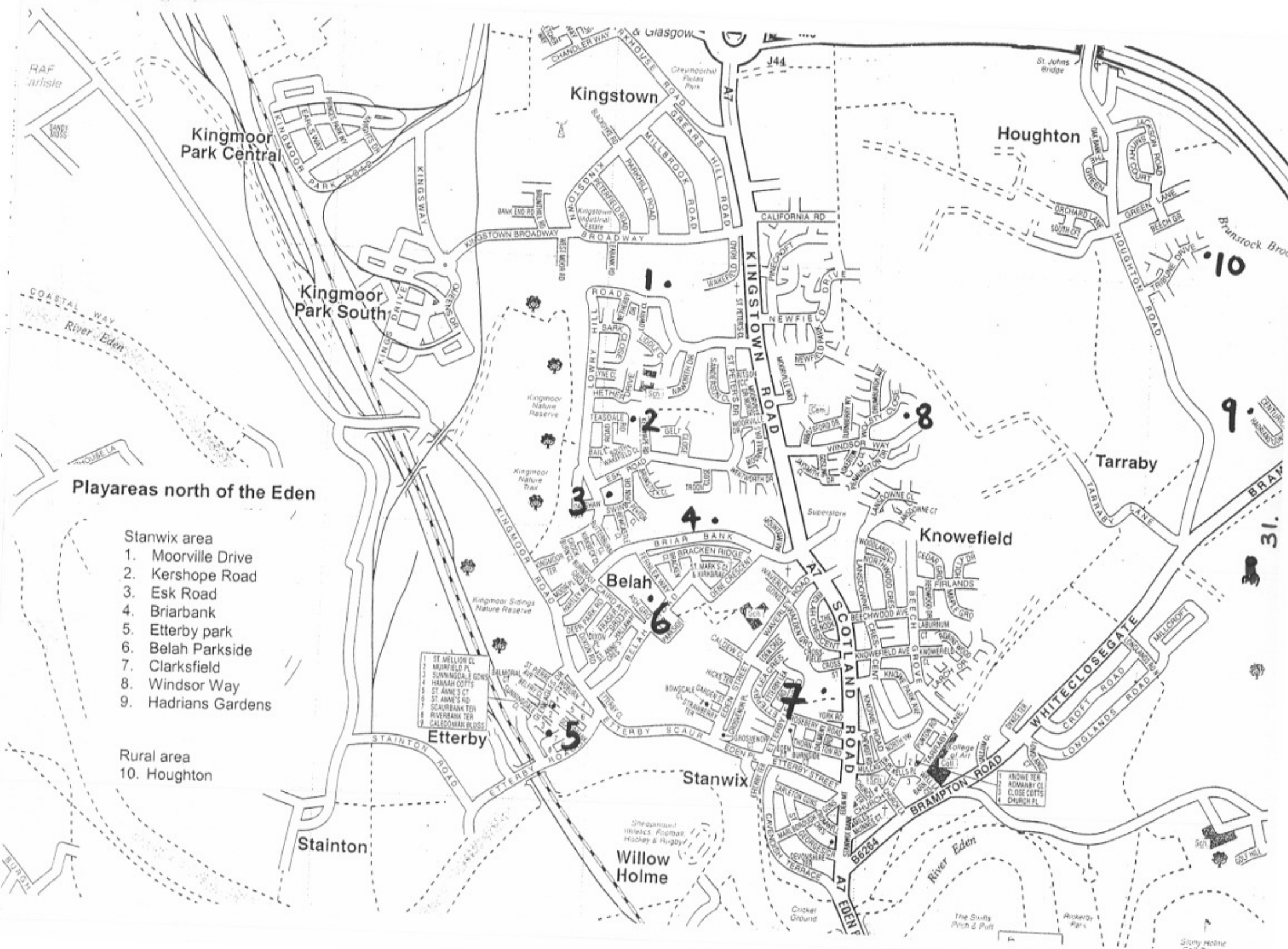
Central area

1. Bitts Park
2. Skatepark
3. Broad Street
4. Fusehill Street
5. Melbourne Park

Botcherby area

6. Kingfisher Park
7. Eden Park Crescent
8. Botcherby Metal Box
9. Botcherby Avenue
10. Broadoaks Grange
11. Durranhill
12. Borland Avenue
13. Scotby Gardens
14. Scotby Road

Playareas in Central and Botcherby areas



Playareas north of the Eden

- Stanwix area
1. Moorville Drive
 2. Kershope Road
 3. Esk Road
 4. Briarbank
 5. Etterby park
 6. Belah Parkside
 7. Clarksfield
 8. Windsor Way
 9. Hadrians Gardens

- Rural area
10. Houghton

EXCERPT FROM THE MINUTES OF THE COMMUNITY OVERVIEW AND SCRUTINY COMMITTEE HELD ON 30 MARCH 2006

COS.42/06 PLAY AREA POLICY

Mr Gray, the Project Officer presented Report CS.08/06 on a review of the Council's Portfolio of 68 outdoor equipped areas for play in order that a Play Area Policy could be developed. The Executive on 20 March 2006 (EX.052/06) had considered the report and approved it as a basis for consultation with this Committee.

Within the proposed Play Area Policy, existing play areas had been categorised as follows: -

Category A – Play areas of primary importance.

Category B – Second tier play areas.

Category C – Play areas serving clearly defined areas of housing.

The categories would help to identify those play areas that were most used and therefore warrant most attention and renovation. It was intended that each play area would be assessed against a number of factors which would then be scored, producing a priority list for every play area the Council owns.

In considering the Play Area Policy Members made the following comments and observations: -

- (a) Paragraph 8.2 states that “In addition to the Council Budget, when a new play area is provided via a Housing Development, once the area is handed over to the Council a commuted sum of £10,000 is payable to cover maintenance in the first 10 years”. Members queried this stating that £10,000 over 10 years seemed a very small amount and suggested that Officers should seek a reasonable increase in this amount.

Mr Gray responded that he was drafting a report which would propose that this figure be reviewed on an annual basis, with at the very least an adjustment in accordance with the Retail Price Index to be made each year.

- (b) The description of Category A play areas on page 5 of “These play areas are better, larger and newer than the average” seemed to be at odds with the activity/status score set out on page 25 of the document. The activity/status score seemed to suggest that smaller play areas would score more highly and would be in greater need of renovation.

Mr Gray undertook to raise this with the Head of Culture and Community Services with a suggestion that he seek a clearer way of expressing intentions.

The Health and Community Activities Portfolio Holder added that the intention behind the Policy was to review the 68 play areas and ensure that there was adequate access to good quality play areas.

Mr Gray commented that some play areas had become unused, neglected and abandoned and decisions would have to be taken on whether to renew and refurbish to attract people back or whether to close the play areas. Members responded that there may be some play areas are in the wrong location but there are other play areas which are becoming dilapidated because they are being colonised by “over-age” children. This differentiation must be recognised as there may be some play areas which would benefit from investment, upgrade and better supervision and could therefore be brought back into more productive use.

Mr Gray advised that one of the criteria which was being introduced was accessibility to and distance from other suitable play areas.

- (c) A Member expressed concern that some developers seem to allocate random areas of land for which they can't find any better use as play areas and that these may not always be the most suitable areas of land. In addition, Members suggested that local developers should be forced to complete play areas after Phase 1 of the developments, before they are allowed to commence Phase 2.

Mr Gray responded that historically there may have been a problem with the inappropriate allocation of areas of land for play areas. Officers were now more aware of this and were taking a more proactive role in ensuring that play areas were included in the design element of developments and that they were located appropriately. Planning Officers were using planning conditions to ensure that developers were giving adequate consideration to this at the design stage.

- (d) Paragraph 1.4 states that a number of Play Areas had been subject to anti-social behaviour problems and that these issues would be addressed “by other means”. A Member commented that this statement should show how these problems would be addressed. It is important that Play Areas are clean and fit for use and that there is no anti-social behaviour.

Mr Gray responded that there is a regular maintenance programme for the Council's 68 Play Areas, with operatives visiting each Play Area at least once a week, but most damage takes place over a weekend and it is not possible to clean every play area on a Monday.

- (e) A Member commented that many Play Areas in the Rural Area benefit from active Management Committees. It was suggested that this should also be encouraged within the Urban Area. Mr Gray outlined the ways in which this approach was being encouraged and advised that community involvement was one of the factors within the Play Area policy.

- (f) Members referred to a number of Category B Play Areas which were recommended for closure in the Policy, these included Millriggs and some Play Areas in Morton. It should be investigated whether a more appropriate location for the Play Areas would be beneficial, or in relation to the Play Area in Winscale Way, whether closure of some of the many entrances would help reduce the problems.

Members were concerned that the immediate reaction for some disused Play Areas seemed to be to “recommend for closure” but there should be full consideration of alternatives including re-siting of Play Areas or addressing specific problems for these areas.

Mr Gray undertook to raise Members’ concerns in relation to Millriggs, Winscale Way and Dalston Road to the Head of Culture and Community Services and ask him to provide written responses to the Members in relation to these areas.

- (f) Members highlighted the importance of ensuring that developers complete Play Areas and have them transferred to the City Council as quickly as possible in order to ensure that proper maintenance arrangements are put in place.

Mr Gray responded that he was working on a procedure which could be followed to ensure that Play Areas are adopted by the City Council at the earliest opportunity.

Members welcomed any procedure to ensure that developers design Play Areas into developments, build them according to the required timescales and hand them over to the City Council at the appropriate time.

- (g) Page 22 stated that “The development of Heysham Park area by CHA/Lovells should mean that there will be major Play Area provision in the park in the next few years and that no improvements or replacements would go ahead on four Play Areas in the area until the plans were finalised”.

Members were concerned about the timescales involved and sought clarification of progress with Heysham Park by CHA and Lovells and reassurances that they would soon be in a position to finalise plans.

Mr Gray responded that it was his understanding that the Play Area in Heysham Park was due for renovation. He undertook to ask the Head of Culture and Community Services to write to Members of the Committee to clarify the position regarding Heysham Park.

- (h) A Member corrected the policy stating that Dowbeck Road is in Castle Ward.
- (i) It was suggested that another influencing factor within the Play Area policy should be the Property type surrounding Play Areas. Terraced properties have less garden area for children to play in and therefore Play Areas are more important in these areas.

Mr Gray welcomed this suggested refinement to the scoring system and accepted that the type of residential development and proximity of other Play Areas should be taken in to consideration.

- (j) A Member commented that the Executive seemed to have missed an opportunity to make more funding available for the improvement of Play Areas. The Executive should be asked to reconsider this and allocate additional resources.
- (k) Community involvement was an aspect of the scoring system within the Policy, but Members commented that in some areas Officers would need to actively encourage and promote community involvement, building the capacity to assist “ownership” of play areas.
- (l) Consideration of improvements to Play Areas should also be done within wider regeneration activities taking place in specific areas, and should therefore be linked to other Council priorities in terms of regeneration.
- (m) A scoring system does give transparency but there also needs to be some discretion exercised. In instances where there is a recommendation for closure there should be full consideration of whether there could be an alternative relocation of the Play Area or any other measures which could be taken to prevent closure. The Play Area policy needs to be seen as a positive process and should not become a negative strategy for closure of Play Areas.

Mr Gray then updated Members on four Play Areas which are due to be refurbished between April and June 2006, these included Bitts Park, Carliol Drive, Denton Holme and Fusehill Street.

RESOLVED – That the Executive be informed that in addition to the detailed comments outlined above:

- (1) The Committee welcomes the report and finds the notion of a Play Area policy helpful and looks forward to development of the policy based on the comments of this Committee.
- (2) That the Play Areas recommended for closure within the Play Area policy should be examined further and local Ward Members should be involved in consideration of the issues and possible solutions.
- (3) That the resources allocated for Play Areas should be re-examined to ensure that there is sufficient investment to meet the commitment to develop high standards of play areas in all parts of the District.
- (4) That in relation to new housing developments, the system for ensuring that there is an appropriate process for the design, location and adoption of Play Areas needs to be re-examined and improved.
- (5) The Committee looks forward to further reports on the Play Area policy and having an input to its future development.



REPORT TO EXECUTIVE

Portfolio Area: Health and Community Activities

Date of Meeting: 24 April 2006

Public

Key Decision: Yes

Recorded in Forward Plan:

Yes

Inside Policy Framework

Title: Theatre / Arts Centre Feasibility Study

Report of: Director of Community Services

Report reference: CS13/06

Summary: To update the Executive on the Theatre / Arts Centre Feasibility Study which is being led by the City Council, in partnership with the Arts Council for England.

Recommendations:

That the Executive:

1. Notes the tender arrangements and the timetable for the Feasibility Study
2. Approves the scope of the Study.

Contact Officer: Mark Beveridge

Ext: 7350

1. BACKGROUND INFORMATION AND OPTIONS

It was agreed at the Executive Committee of 20 Feb 2006 (CLS003/06) that officers should appoint consultants to carry out a Feasibility Study on an Theatre / Arts Centre for Carlisle. Prior to this work being put out for tender, a brief needs to be prepared in collaboration with the Arts Council for England who have indicated their support to the Council for the work.

The proposal for a Theatre / Arts Centre facility will need to be placed in the context of Carlisle Renaissance and the master planning currently underway. The work will link closely with the proposed university developments and the Cumbria Institute for the Arts and with the work to be undertaken on the Cultural Strategy and Tullie House.

1.1 The Feasibility Study

A project team will be established from within existing Council staff, which will be led by the Head of Culture and Community and utilise expertise from external consultants as well as using them to provide detailed work in relation to the scope of the study.

The development of a major Theatre and Arts Centre for the City has been an aspiration for some time. A centre that is flexible in terms of its use and accessible for Carlisle residents and visitors. This is a key element of Carlisle Renaissance and was commented by the ODPM as a “good thing” for the City to have during visits following the flood.

Consultation to-date on Carlisle Renaissance concurs with this vision for the City

Work was carried out several years ago regarding a proposal for a theatre based at the Sands Centre, which at the time did not receive lottery support. A similar exercise based on Theatre / Arts Centre, which the Council supported was led by the Lonsdale Theatre Trust Group, but this did not get further than an initial feasibility study.

Following discussions, The Arts Council England - North West are prepared to support the work on the Feasibility Study with a grant, providing match funding to enable the Council to undertake a major piece of work. Their support is both integral and encouraging, because of the expertise which they can provide to the Council in undertaking such a study, but also their access to grants which would be necessary if a facility were to be provided and operated in the City. Their involvement at this stage is to be applauded because of it is an indication of potential they see in the final outcome of the study whatever that may be. One

of the conditions of their support is that we draw up a brief in conjunction with an “enabler” appointed by CABA (Commission for Architecture and the Built Environment).

The selected “enabler” is an architect-planner with a particular interest in the conservation, development and regeneration of the historic environment. The “enabler” will advise on the following issues: -

- Client team governance issues and establishing the client's roles and responsibilities
- Establishing the client's vision for their project and assisting them to translate this into a detailed design brief
- Appointing consultants to perform feasibility studies
- Selection and appointment of design teams , including European procurement procedures
- Working with development partners and/or within a wider masterplan project.

1.2 The Scope of the Feasibility Study

In consultation with the Arts Council for England North West, it has been determined that the most appropriate method of approaching the project will be through separating it in two stages. In the first stage it is essential that the purpose and need for a Theatre / Arts Centre is clearly defined and it meets the requirements of the City and takes account of the significant work being undertaken as part of Carlisle Renaissance. The two stages are:-

Stage 1 is defining the Purpose and assessing the Needs of a Theatre / Arts Centre and Stage2 is carrying out the Options Appraisal, Business Plan and the Outline Design.

Stage 1 and Stage 2 require the preparation of a brief in close consultation with the Arts Council and the appointed “enabler” from CABA. The Stage 1 defining the Purpose and Needs Analysis and Stage 2 Options Appraisal, Business Plan and Outline Design will need to be carried out by qualified consultants with relevant experience. The work will be put out to tender, following the Council procurement regulations. The tenders when returned will be assessed by the City Council and the CABA “enabler”. The applications will be shortlisted and interviews held as appropriate.

Stage 1

The Arts Council will provide a list of potential consultants, who have the relevant qualifications and experience to undertake the Stage 1 Needs Analysis. This list will be the list used for tendering the work. It is estimated that the Stage 1 work will cost £30,000. The work will include: -

- Establishing the artistic vision, aims and objectives for the Theatre / Arts Centre project
- Fitting the project into the strategic context - national, regional and local. Consultants will be instructed to make use of any previous reports on arts provision in Carlisle.
- Working in close consultation with current and potential stakeholders and partners , including Cumbria Institute for the Arts, University of Cumbria, the County Council and local and regional arts organisations

Stage1 will be followed by a two month consultation period with Members and key stakeholders, prior to moving on to Stage 2. Consultation will be carried out with relevant educational, leisure and arts organisations, including Cumbria Institute for the Arts, the Lonsdale Group, the Sands Centre, Prism and West Walls.

Stage 2

A brief will need to be prepared and the tendering process followed for continuing with Stage 2 of the Feasibility Study. The work required for Stage 2 includes: -

- Carrying out a thorough examination of the potential sites for a Theatre / Arts Centre. This could include the conversion of an existing building or a new build. This stage will include a comprehensive options appraisal.

A decision will then need to be made by the Council on the preferred option.

The consultants will follow this: -

- Working up an outline design of the preferred option. This will need to meet Design Stage B of RIBA.
- Preparing a Business Plan, which will provide a clear indication of the capital costs, the revenue costs and includes governance issues.
- Preparing a Fundraising strategy

At this stage Members will need to make the decision on taking the capital project forward.

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1.3 Proposed Timetable

The timetable gives a prudent view of the schedule of work to be undertaken. When the work is underway there may be opportunities to accelerate the process.

Brief for Stage 1 – the Needs Analysis is prepared - end April 2006

Stage1 – Tendering process complete – May 2006

Interviews, Selection and appointment of consultants – late May / early June 2006

Substantial completion stage – September 2006

Stage 2 - Prepare brief and Tender Stage 2 work – Nov 2006

Appointment of consultants – Dec/Jan 2007

Options Appraisal prepared – Feb 2007

Review of options – Feb / March 2007

Undertake outline Design and prepare Business Plan – May / June 2007

2. CONSULTATION

2.1 Consultation to Date.- A seminar was held on 1 Feb 2006 with a cross party group from Carlisle City Council, representatives from Cumbria Institute of the Arts, Arts Council England North West. Further consultation has been carried out with PFH, Member Group and SMT.

General Public - Questionnaires via Carlisle Renaissance Consultation Events

- "What would you prefer to happen in Rickergate?"
- 57% of the panel would prefer a theatre/concert hall as a development option in Rickergate" - the top answer
- 29% of the panel would prefer a hotel and conference venue

Primary school Results

"What do you do when you go into the city centre?" (more than 1 choice)

- 86% go into the city to go shopping
- 74% go into the city to go the cinema
- 53% go into the city to meet friends

Secondary School Results

"There are plenty of arts and music facilities and events in Carlisle"

- 31% of Young People agree
- 38% of Young People disagree
- 31% of Young People are unsure

"What would you prefer to happen in each of the following areas?"

- Rickergate
- 31% would prefer a Theatre and Concert hall

Questionnaire numbers for reference:

- Completed and Returned Questionnaires:
- 629 Citizens Panel
- 349 Consultation Events
- 17 Online
- 487 Primary Schools
- 862 Secondary Schools

Total received = 2344

- 2.2 Future Consultation - The work will be carried out in close collaboration with the Arts Council England North West and the “enabler”. PFH, Executive, Community O&S, current and potential stakeholders (e.g. Cumbria Inst of the Arts, West Walls, Lonsdale Group, Prism)

3. RECOMMENDATIONS

That the Executive:

1. Notes the tender arrangements and the timetable for the Feasibility Study
2. Approves the scope of the Study.

4. REASONS FOR RECOMMENDATIONS

The recommendations are based on the advice provided by the Arts Council and the “enabler” and facilitate this Council project to be moved forward as quickly as practicable.

5. IMPLICATIONS

- Staffing/Resources – Existing staff resources would be used to prepare the documentation for the feasibility study, which itself would be delivered by consultants. A Council project team would be established with input from Arts Council England
- Financial – The Feasibility Study can be funded from a budget of £26,000 which was allocated for a Theatre/Arts Review and carried forward from 2004/05 and match funded by the Arts Council England
- Legal – Not Applicable at this stage
- Corporate – The enhancement of the cultural offer in the City has been identified by the Council as important, linking to the Learning City priority and Carlisle Renaissance.
- Risk Management – The provision of a Feasibility Study will reduce any risk. The project will be subject to a full risk assessment
- Equality Issues – A full access audit would form part of the Feasibility Study.
- Environmental – Any building proposals, which may ultimately be suggested, will need to take into account energy efficiency and sustainable resources.
- Crime and Disorder – Performing Arts have been shown to engage young people as part of a wider programme to reduce social exclusion and links closer with the work being carried out by Tullie House Museum and Art Gallery under the Renaissance in the Regions programme.



REPORT TO EXECUTIVE

PORTFOLIO AREA: INFRASTRUCTURE, HOUSING, ENVIRONMENT & TRANSPORT

Date of Meeting: 24th APRIL 2006

Public

Key Decision: Yes

Recorded in Forward Plan: Yes

Inside Policy Framework

Title: CLEAN NEIGHBOURHOODS & ENVIRONMENT ACT 2005

Report of: CORPORATE DIRECTOR – COMMUNITY SERVICES

Report reference: CS 17/06

Summary:

This report provides a further update and proposals for the effective implementation of this Act and outlines options for taking this forward.

Recommendations:

It is recommended that the Executive select the preferred option for implementing measures associated with this Act.

Contact Officer: Michael Battersby
Les Tickner

Ext: 5005

Ext: 5034

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

1. BACKGROUND INFORMATION AND OPTIONS

- 1.1 At the Executive held on 20th March 2006 (Minutes Ex56/06 refers) the Director of Community Services submitted Report CS 09/06 updating the Executive on key issues for the practical implementation of the Act.

Details of the new powers available to Local Authorities under the provisions of the Act were submitted. A one-off allocation of £150,000 funding for implementation of the Act and environmental improvements has been included in the 2006/07 Budget.

The report outlined the way in which it was intended to deal with the new powers, which included:-

- preparing an awareness/education strategy in conjunction with the Communications Team
- looking at a range of enforcement issues
- adopting a partnership approach with the Police, Housing Associations and the County Council through its Waste and Trading Standards functions;
- looking at making a range of significant changes in the delivery and improvement of existing services

The Clean Neighbourhoods and Environment Act had been a joint Overview and Scrutiny subject review and the Community and Infrastructure Overview and Scrutiny Committees have been invited to comment on the implementation proposals.

Further detailed work has been undertaken in respect to:-

- Consultation, awareness and education strategy
- Consultation, awareness and education programme
- Enforcement policy considerations and implications
- Evaluation and performance measurement

These specific issues were considered at the Overview & Scrutiny workshop held on Monday 10th April 2006.

- 1.2 Consultation, Awareness and Education Strategy/Programme

Following on from the Public Awareness/Education Statement contained in report CS 09/06 to Executive on 20th March 2006 Officers have worked together to produce a draft Marketing/Creative Brief included as Appendix B and a draft Communications Strategy included as Appendix C. Officers from Community

Services, People Policy and Performance and CDRP are working together to develop publicity material and an agreed programme of visits to schools, Neighbourhood Forums, Trade Shows etc. This campaign will run from June through to October 2006 and will cover media involvement including Focus magazine, local press and local media, poster campaigns and bus advertising internal and external as well as the City Council website.

Utilising existing in house expertise it is also proposed to create a short promotional DVD/Video for use in schools, members, forums and tenants groups.

This list is not exhaustive and Appendix B provides more comprehensive list of options.

1.3 Enforcement Policy Considerations and Implications

- (i) The City Council currently employs a range of enforcement Officers including Parking Wardens, Dog Fouling Officers, Park Wardens.
A review of the most appropriate staff is being undertaken however there is limited capacity for efficiency and in order to ensure existing enforcement is not diminished it is proposed to employ additional fixed term resources specifically recruited, trained and deployed to enforce priority aspects of this particular Act.
- (ii) A substantial volume of offences take place after normal working hours and at weekends and in order to target these times effectively the additional resources will be expected to undertake enforcement over these periods
- (iii) There are currently 84 authorities actively engaged in enforcement. As a member authority of APSE (Association for Public Service Excellence) Officers are making approaches to these authorities in order to seek advice on best practice in relation to recruitment, training and enforcement.
- (iv) Due to the potentially confrontational aspect of the Fixed Penalty issue an initial risk assessment considers that enforcement will require two person teams with transport.
- (v) In considering enforcement policies it is proposed to assume the sums suggested within the Act, however this view may be amended following information received through APSE.
- (vi) A decision must be taken in regard to the issue of FPN's to minors. Again advice on this issue is being sought.
- (vii) In line with the recommendations of the workshop held on 12th December 2005 priority will be given to the offences of littering, graffiti, fly posting and fly tipping.

1.4 Evaluation and Performance Management

- (i) It is considered that the relative levels of income from FPN's will be modest therefore a performance measure, simply based on income is not considered appropriate.
- (ii) The authority currently utilises Best Value indicators related to public realm and environmental quality particularly BV199 which measures the proportion of land assessed across four categories of cleanliness; litter, graffiti, fly posting, fly tipping (reduction & increase in enforcement action). It is proposed to assess our current base line performance and measure progress and improvement against this over a period.

The "LIVING PLACES Cleaner, Safer, Greener" document published by the Office of the Deputy Prime Minister in October 2002 also proposes additional performance standards which the authority may wish to benchmark itself against in order to evaluate the effectiveness of the enforcement campaign. A selection of the most relevant of these are included as Appendix D.

1.5 Options Appraisal

The attached spreadsheet included as Appendix A gives a detailed breakdown of operational and financial options to consider.

The primary concern is the level and ability to enforce the legislation and this is directly related to resource levels. Feedback from the Citizens Panel indicates strong support for a high level of enforcement. In order to supplement existing resources there are four options put forward:-

Option 1 – proposes four fixed term contracts of one year. This is not considered the favoured option, as it is felt that it will be difficult to attract the right calibre of employee for a one year post. Also by the time training is undertaken and the enforcement is becoming effective the year will virtually be over. It does however provide two teams.

Option 2 – proposes two fixed term contracts for two years. This option improves the recruitment and duration of the enforcement but provides no cover for absence and provides only one additional team to cover all enforcement activity.

Option 3 – proposes the best elements of options 1 and option 2 as it provides two teams with two years. This gives the opportunity to make a sustained improvement

however it would require additional 'one-off' funding over and above the £150,000 already allocated for the second year of approximately £110,000.

Option 4 – proposes one team of two for only one year and is the least favoured option for reasons already mentioned above.

The preferred options of officers are option 2 or option 3 if there is support for additional funding.

All four options include a budget allocation for specific items as follows: -

- (i) Promotional DVD production as part of the communications and education programme
- (ii) Provision of new litter bins to ensure more accessibility and therefore less excuse to litter.
- (iii) Text the Council – This is a novel and innovative proposal by which members of the public particularly young people and children can report instances of fly posting, fly tipping, abandoned vehicles, etc., using a text message. It is estimated that some 80% of residents use text as a means of communication. The text would be received in the customer contact centre where it will be automatically converted to an e-mail and then an immediate service request to the relevant enforcement officer or team. This is proposed as an additional means of communication to supplement telephone calls, e-mails and in person visits. This service provides opportunities for other City Council Service requests as well as those connected to the Clean Neighbourhoods Act.
- (iv) Communications Strategy and Programme – See Appendix B & C.
- (v) Minor Environmental Improvements – This element of the budget allocation will be used specifically to address 'grot-spots' and to design out physical element which are contributing to offences. An example would be the installation of bollards or high kerbing to prevent vehicle access to stop the instances of stolen vehicles being driven onto parkland or open spaces to be burnt out.

It is recommended that these elements are included with the chosen option.

2. CONSULTATION

2.1 Consultation to Date.

The Citizens panel were supportive of the enforcement elements of the Act.

2.2 Consultation proposed.

Additional consultees are included in the communication strategy and programme Appendix B.

2.3 Infrastructure Overview and Scrutiny Workshop

The workshop held on Monday 10th April 2006 made recommendations which are included as Appendix E.

3. **RECOMMENDATIONS**

- 3.1 It is recommended that the Executive select the preferred option for implementing measures associated with this Act.

4. **REASONS FOR RECOMMENDATIONS**

This Act provides the potential to make significant improvements to local neighbourhoods and the delivery of a corporate priority.

5. **IMPLICATIONS**

- Staffing/Resources – Implications once chosen option is progressed.
- Financial – Implications once chosen option is progressed.
- Legal – Incorporated into the Report
- Corporate – This Act will make a major contribution to the 'Cleaner, Greener & Safer' priority
- Risk Management – N/A at this stage
- Equality Issues – N/A at this stage
- Environmental – Provides the potential to improve the local environment and directly impact upon the quality of people's lives.
- Crime and Disorder – Should reduce antisocial/environmental crime

- Impact on Customers – The issues covered by this Act are important within local communities

CNEA Budget Spend – Proposed Breakdown 2006/2007

APPENDIX A

Option 1 - Four staff for one year

Option 2 - Two staff for two years

2 staff @ Salary Scp 19	£ 33,480.00
Oncosts	£ 7,440.00
Insurance	£ 600.00
PPE	£ 450.00
Training	£ 600.00
Communications	£ 200.00
Transport	£ 5,200.00
Supervision	£ 3,000.00
Central Overheads	£ 3,000.00
	£ 53,970.00

2 staff @ Salary Scp 19 x 3%	£ 34,484.00
Oncosts	£ 7,663.00
Insurance	£ 600.00
PPE	£ 450.00
Training	£ 600.00
Communications	£ 200.00
Transport	£ 5,200.00
Supervision	£ 3,000.00
Central Overheads	£ 3,000.00
	£ 55,197.00

four staff for one year £ 107,940.00

two staff for two years £ 110,394.00

Promotional DVD £ 2,000.00

Promotional DVD £ 2,000.00

New litter bins £ 10,000.00

New litter bins £ 8,000.00

Text the Council Public Communications £ 4,000.00

Text the Council Public Communications £ 6,500.00

Communications Strategy and Programme £ 15,000.00

Communications Strategy and Programme £ 15,000.00

Minor Environmental Improvements £ 10,000.00

Minor Environmental Improvements £ 8,000.00

Total **£ 148,940.00**

Total **£ 149,894.00**

CNEA Budget Spend – Proposed Breakdown 2006/2007

APPENDIX A

Option 3 - Four staff for two years

4 staff @ Salary Scp 19 x 3%	£ 68,968.00
Oncosts	£ 15,326.00
Insurance	£ 1,200.00
PPE	£ 900.00
Training	£ 1,200.00
Communications	£ 400.00
Transport	£ 10,400.00
Supervision	£ 6,000.00
Central Overheads	£ 6,000.00
	£ 110,394.00

four staff for two years £ 220,788.00

Promotional DVD £ 2,000.00

New litter bins £ 8,000.00

Text the Council Public Communications £ 6,500.00

Communications Strategy and Programme £ 15,000.00

Minor Environmental Improvements £ 8,000.00

Total £ 260,288.00

Option 4 - Two staff for one year

2 staff @ Salary Scp 19	£ 33,480.00
Oncosts	£ 7,440.00
Insurance	£ 600.00
PPE	£ 450.00
Training	£ 600.00
Communications	£ 200.00
Transport	£ 5,200.00
Supervision	£ 3,000.00
Central Overheads	£ 3,000.00
	£ 53,970.00

two staff for one year £ 53,970.00

Promotional DVD £ 2,000.00

New litter bins £ 10,000.00

Text the Council Public Communications £ 4,000.00

Communications Strategy and Programme £ 15,000.00

Minor Environmental Improvements £ 10,000.00

Total £ 94,970.00

Clean Neighbourhood & Environment Act Marketing/Creative Brief

Introduction/Background

The Clean Neighbourhood & Environment Act provides the potential to make significant improvements to the local neighbourhoods and the delivery of Carlisle City Council's 'Cleaner, Greener, Safer' corporate priority.

The main purpose of the Act is to improve the quality of the local environment. It provides additional powers for local authorities and the Environment Agency to tackle local environmental quality and anti-social behaviour. It forms an important element of the cross-cutting Cleaner, Safer, Greener agenda and builds on the Crime and Disorder Act 1998 & Anti-social Behaviour Act 2003. It is also a key component of the Government's Nuisance Vehicle strategy.

Proposed measures extend the objectives of Crime and Disorder Reduction Partnerships - which are led by police and local authorities - to specifically include local environmental crime. They also give local authorities and others more powers to tackle local environmental quality and anti-social behaviour, including; litter; fly-posting; abandoned & nuisance vehicles; waste (including fly-tipping); nuisance (night time noise, insects and light pollution); dog byelaws and nuisance alley-ways. It will enable greater local flexibility by enhancing the powers of local authorities, and parish and town councils in some cases, to issue on the spot fines and pursue offenders

Aims/Objectives

- **Campaign one** (June – October 2006)
to raise awareness of the new legislation
- **Campaign two** (November 2006 – March 2007)
enforcing the legislation

Target Audiences

- All Carlisle residents
- Schools – with emphasis on year nine students
- City Council staff
- Councillors

What is to be communicated?

Carlisle is a clean city and we want to keep it that way!

Both campaigns will be focusing on five areas of the legislation:-

- Graffiti
- Dog Fouling
- Flytipping
- Littering
- Flyposting

Specific messages

Graffiti and littering are the key areas to concentrate on when communicating with the younger audiences.

Specific Targets

- To generate x hits on the appropriate pages of the City Council's website
- To generate at least 100 responses to Carlisle Focus editorial
- To generate x calls from residents to the Customer Contact Centre reporting specific clean up areas
- To generate stories in the media between x and x 2006.

(x – targets to be defined).

Methods of communication

- Posters

- Leaflets
- Stickers
- Lamp post and building banners
- Web pages on City Council website
- Radio advertising
- Education packs for schools + stickers
- Press Releases
- Competitions
- Bus advertising – internal and external

Design considerations

- Must be visually appealing to encourage the target audiences to notice and recall the campaign message.
- Be a simple enough design to appeal to everyone in the city.
- Provide a clear 'call to action' to assist the City Council in reaching its targets.
- The basic design will need to be tailored slightly for different communication methods whilst still retaining the core messages and visual identity.
- The design will also need to be adapted to successfully communicate with the younger target audience.
- The design must be eye-catching but in line with the City Council's branding guidelines and accessibility guidelines.
- All material must include the City Council's logo and the Cleaner, Greener & Safer styling.

Measurement of success

The campaign can be evaluated through achievement of the specific targets.

Monitoring

The number of people that get in touch will help prove the success of the materials??

Timing

See attached Marketing Action Plan

Budget

£15,000

Communications Strategy
Promoting Clean Neighbourhood & Environment Act

Context:

Effective communications lies at the heart of modern local government. Carlisle City Council is committed to providing a professional corporate communications service to keep its various audiences, both internal and external, informed about the work of the authority.

The authority's Corporate Communications services are delivered by the Corporate Communications team which has a wide remit, including running the press office and providing corporate marketing services.

Media

The media is just one vehicle, albeit an important one, that is used to get messages out to the authority's various publics and press releases and statements are issued regularly about services and Council decisions.

This protocol sets out how Carlisle City Council will approach the production of Press Releases and the issuing of information to the media.

Such guidance will be within the context of the Local Government Act 1986 section 2, amended by section 27 of the Local Government Act 1988 which directs that a local authority shall not publish any material that appears to affect support for a political party.

Responsibilities:

The issuing of media releases is the responsibility of the Communications Manager.

Media Releases will, where appropriate, contain quotes from the Council Leader, relevant Portfolio Holder or Chair of an Overview & Scrutiny Committee. These quotes will not be party political.

Any Media Release issued on behalf of an Overview & Scrutiny Committee will include a quote from the Chair of that Committee.

If a journalist requests information about comments made by an individual Member during any meeting, the journalist will be referred to the Member in question.

Agendas and notices of all public meetings are issued to the local media so they are aware of issues being discussed in public and know that they are able to

Publicity:

All press releases from Carlisle City Council will be issued through the Corporate Communications team and will follow this protocol.

All media enquiries to Carlisle City Council will be handled by the Corporate Communications team, with reference to the relevant member of staff and Portfolio Holder.

In response to media enquiries, members of the Corporate Communications team will restrict themselves to making factual comments and advising on Council policy. Any issues of a party political nature will be referred to the appropriate Member.

All media requests for interviews on corporate issues relating to Carlisle City Council will be handled by the Corporate Communications team.

This protocol pertains to all corporate information published by the City Council (including corporate documents and the website).

Press release distribution:

All press releases will be emailed to the local media (and specialist/national media where appropriate). When involving a partner agency/council – they too will be consulted on the content before issue and will be sent a final version of the press release for reference.

Marketing

The corporate Communications team can give you advice and support on all areas of marketing and help you devise and deliver an appropriate campaign.

For the promotion of the Clean Neighbourhoods & Environment Act, the Communications team, working alongside the task group, will take responsibility for developing and implementing a two-stage campaign based on awareness and enforcement of the legislation.

All printed material will be approved by a member of the Corporate Communications team before printing.

Marketing material

All material produced for this campaign must include the City Council's branding as well as the Cleaner, Greener & Safer styling and adhere to the following City Council guidelines:

- Accessibility guidelines;
- Corporate branding guidelines; and
- Plain English guidelines.

All material, where appropriate, will include the following text:-

If you would like this document in another format, please contact us on

01228 xxxxxx or email x@carlisle.gov.uk.

Cleaner, Greener & Safer

All material within this campaign will include the following styling, which must be appear on all printed materials:-

Cleaner, greener & safer

Advertising

All advertising will carry the Carlisle City Council logo and the Cleaner, Greener & Safer styling.

Images

All images used on any marketing material must be appropriate and of high quality. The appropriate copyright disclaimers must always be included, where appropriate.

Design/Printing

Ensure at least three quotes are requested for each item.

Where appropriate, an electronic version of all publications (pdf) will be supplied for both inclusion on the City Council's website and for internal distribution.

Evaluation/monitoring

All elements of the campaign will be monitored and evaluated. The type of monitoring will depend on what material is used, for example through achievement of specific targets e.g. achieving x calls from residents to the Customer Contact Centre reporting

April 2006

**Living Places – Cleaner Safer Greener
Performance Indicators**

APPENDIX D

The Vision	What we measure	More specifically	Measure Available already?
Safe Communities	Robbery* (or 'Street Crime')	Incidents per 1000 population	Personal Robberies - Recorded Crime Statistics (BCU and CDRP level).
	Satisfaction with the safety of the local area	% of residents that feel safe in their local environment	New BVPI 189 on 'public reassurance and quality of life', collected for 1st time in 2003-04. (three yearly)
	Anti-Social Behaviour rates	As assessed in British Crime Survey	Only at Police Authority Level
Clean Streets	Street and local environmental cleanliness	Using ENCAMS' Environment Quality Survey (LEQS) methodology, which is being piloted for the new BVPI.	New BVPI on this area in 2003-04
	Satisfaction with street cleanliness	% of residents satisfied with standard of clean streets and other areas	BVPI 89 - collected in 2000-01 and again in 2003-04. (Three yearly)
	Graffiti	Clean up rate/areas free to acceptable standard	LEQS methodology can be used and is already being used in number of local authority areas
	Flytipping	Clean up rate/areas free to acceptable standard	LEQS methodology can be used and is already being used in number of local authority areas
	Abandoned Vehicle clean up rates	Number of days after report of abandoned vehicle to clean up	No measuring methodology available as yet

**Living Places – Cleaner Safer Greener
Performance Indicators**

APPENDIX D

Balanced Use of Streets	Pedestrian and cyclist casualties	Rate per 100,000 population	BVPI 99 - gives us number of road accident casualties broken down by (i) nature of casualties and (ii) road user type. Road user types include: pedestrians and pedal cyclists
	Congestion/Vehicle Pollution	As measured by DfT	No local authority measure available as yet
	Streets to cater for all users - not just motor vehicles		No measure available as yet
Quality Footways	Quality footways	Condition of the footway network	BVPI 187 - measures condition based on Detailed Visual Inspection (DVI) surveys of the whole network on a cycle of 15% per year.
Open Spaces/Facilities	Satisfaction with quality parks/open spaces, safe play areas	(i) How satisfied are you overall with parks, green spaces and play areas in the LA? (ii) How satisfied are you with their maintenance? (iii) How satisfied are you with your access to these facilities? (iv) How satisfied are you with the safety, sense of safety to these facilities?	BVPI 119 - satisfaction with cultural & recreational facilities
	Safe Play Areas	Provision of accredited play areas may be one possibility	No indicator available as yet
	Other (LA) recreational facilities	Libraries, sports centres, museums	BVPI 119 - satisfaction with cultural & recreational facilities (collected 2000-01 and again in 2003-04). (Three yearly).

**Living Places – Cleaner Safer Greener
Performance Indicators**

APPENDIX D

Community Involvement in delivery	Community involvement	Community participation in local environmental improvements or design of service delivery	Audit Commission project is working up range of options relevant for this indicator
Design quality	Design quality of local environment	Design quality of new publicly funded buildings	No single measure available, but design quality indicator set being piloted by a range of public sector bodies.
Housing Decency		% of social/council housing of decent standard	Measured for ODPM PSA target
Biodiversity	Number of different species of birds (as proxy for local biodiversity)	Parkland, farmland or other species	Measured for DEFRA PSA target

INFRASTRUCTURE OVERVIEW AND SCRUTINY COMMITTEE
MONDAY 10TH APRIL 2006 AT 10.00 SLUPSK ROOM

CNEA 2005 WORKSHOP

The Committee made the following observations and recommendations.

Consultation, awareness and education strategy and programme

- Ensure a presence at Spring Show, Upperby Gala etc.
- Widen audience to include local business.
- Ensure promotional DVD is made available to schools and school governors.
- Work closely with the County Council and other Districts to ensure one message and a consistent approach is adopted.
- Ensure all age groups are accessed.
- Reconsider the use of stickers as an advertising medium.

Enforcement policy consideration considerations and implications

- The designated enforcement area will be the whole of the Council area.
- Issuing officers will require official authorisation.
- FPN levels to be as proposed within the Act subject to Best Practice elsewhere
- Treatment of minors to be subject to agreed legal protocols when undertaking enforcement for this group.
- Agreed to supplement existing resources by employment of fixed term staff. The proposed spend profile (Appendix A) was discussed in detail. Option 3 was given support in general however this exceeded the budget currently available. Therefore Option 2 was the favoured option providing the budget can be spread over two years with Option 1 being the favoured option if the budget could not be spread over two years.
- Agreed that recruitment, training and ongoing support was crucial to the success of the initiative.
- Agreed to support all the other elements of the listed options.

Evaluation and Performance Measurement

- Agreed to utilise Fly capture data and BV 199 to agree baseline position and monitor them for performance improvement measures.
- Agree to also utilise the 'Clean Streets' indicator elements within Appendix D to monitor performance.
- Agreed to utilise the citizens panel for a baseline satisfaction statement to be evaluated over the two years.

L Tickner

Head of Environmental Services

EXCERPT FROM THE MINUTES OF THE COMMUNITY OVERVIEW AND SCRUTINY COMMITTEE HELD ON 30 MARCH 2006

COS.40/06 REFERENCE FROM THE EXECUTIVE – CLEAN NEIGHBOURHOODS AND ENVIRONMENT ACT 2005

The Executive on 20 March 2006 (EX.056/06) had considered a report by the Director of Community Services (CS.09/06) on the Key Issues for the practical implementation of the Clean Neighbourhoods and Environment Act 2005. The Executive had referred the report to this Committee and to the Infrastructure Overview and Scrutiny Committee for comments prior to a further report being submitted back to the Executive incorporating these comments.

The Director of Community Services presented report CS.09/06 commenting that the implementation of the Act would involve the following key areas:

- public awareness/education;
- enforcement;
- partnership approach;
- service improvements.

In considering the report Members made the following comments and observations:

- (a) In response to a Member's question about the speed of progress on the implementation of the Act, the Director of Community Services advised that different aspects of the Act came into force at different times and that the Act reinforces some existing legislation. The Council wanted to approach the public awareness/education aspect through a structured communication strategy in order to involve the community by raising public awareness of issues and emphasising the benefits of monitoring the quality of the local environment. The designation of resources to support the implementation of the Act may have been delayed slightly but this did not affect the rigour with which the Council would approach enforcement.
- (b) A Member queried whether other Authorities across Cumbria would be as rigorous as Carlisle in enforcement and particularly in relation to the issue of Fixed Penalty Notices where it had been agreed that there should be a consistent level fixed across Cumbria.

The Director of Community Services advised that the Government had defined Fixed Penalty Notice levels and that a Countywide group had resolved to use the same level of Fixed Penalty Notices. However, to his knowledge no other Authority in Cumbria had allocated additional resources towards the implementation or enforcement of this Act.

The Environment, Housing, Infrastructure and Transport Portfolio Holder commented on the good work which the Council had been undertaking over a number of years in relation to the enforcement action against fly tipping and dog fouling. He commented that this rigorous approach would be transferred to the other areas which would be covered by this Act.

- (c) There would need to be a balance between the public awareness/education aspect and the enforcement aspect. A Member queried how this would be achieved within the context of limited resources.

The Environment, Housing, Infrastructure and Transport Portfolio Holder responded that judgements would have to be made about where resources should be used most effectively. The Director of Community Services added that he would be submitting a report to the Executive on 24 April 2006 with suggestions of where the budget of £150,000 should be allocated. He advised that best practice in other Authorities had been examined and that decisions on allocation of resources between public awareness/education and enforcement would be reviewed with changes being made in the future if necessary.

- (d) A Member queried what the national body, Environmental Campaign (ENCAMS) were doing in relation to this Act and also suggested that there should be lobbying of companies producing products in packaging to ensure that packaging is minimised and biodegradable.

The Director of Community Services responded that the Cumbria Strategic Partnership was addressing this issue generally. He emphasised that if the amount the Council spent on picking up litter could be reduced then this could be reinvested on publicity to stop the litter being dropped in the first place.

- (e) A Member suggested that an increase in the number of litter bins would help the situation and also that the Council employees cutting grass should be encouraged to pick up litter. The Director of Community Services advised that an additional £10,000 had been allocated for bins and this may be increased with part of the £150,000 allocation overall.
- (f) Members referred to the Partnership approach outlined in the report and emphasised the need for positive partnerships with the Police, Housing Associations and the County Council. Members often experienced difficulties when trying to get different Agencies to accept responsibility for and clean up specific areas of land.

The Director of Community Services advised that a Partnership approach was key to the successful implementation of the Act. Good Partnership relationships had been built with Cumbria Constabulary, who had expressed a commitment to work with the Council's Area Teams to address problems in specific neighbourhoods through Neighbourhood Action Plans.

The Director advised that it was his intention to involve the Police and the Housing Associations in the future Ward visits where potential problem areas could be identified and solutions discussed and addressed.

The Environment, Housing, Infrastructure and Transport Portfolio Holder added that this Partnership approach was key and that if individual Members were encountering problems with different organisations not taking responsibility for specific areas of land then this should be brought to the attention of the Director of Community Services.

- (g) The positive consultation work which had been undertaken with schools and young people in relation to Carlisle Renaissance was acknowledged and it was suggested that this could be built on and developed to maintain a dialogue with young people in relation to this area of work.
- (h) In response to a Member's question about progress with the Car Clear Scheme, the Director of Community Services advised that it would be appropriate to review the Pilot Scheme at the next meeting of the Committee in June 2006.
- (i) The Committee had held a joint workshop with the Infrastructure Overview and Scrutiny Committee in December 2005 on the Clean Neighbourhoods and Environment Act. It was suggested that the Director of Community Services should provide feedback on how the views communicated at that workshop had been taken forward or if they had not been acted on, the reasons for that decision.

RESOLVED – (1) That the Committee welcomes progress with the implementation of the Clean Neighbourhoods and Environment Act.

(2) The Committee looks forward to further reports providing an update on progress with the implementation of the Act and Pilot Schemes and in particular the partnership approach and joint working arrangements.

(3) That the Director of Community Services submit a report on the Pilot Car Clear Scheme to the next meeting of the Committee in June 2006.



REPORT TO EXECUTIVE

PORTFOLIO AREA: INFRASTRUCTURE HOUSING, ENVIRONMENT & TRANSPORT

Date of Meeting: 24th April 2006

Public

Key Decision: Yes

Recorded in Forward Plan:

Yes

Inside Policy Framework

Title: SMALL SCALE COMMUNITY PROJECTS

Report of: Director of Community Services

Report reference: CS 18/06

Summary:

This report sets out, for consideration, a framework for the allocation and use of funding for this initiative.

Recommendations:

It is RECOMMENDED that the framework as set out within this report be approved.

Contact Officer: Michael Battersby

Ext: 5005

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

1. BACKGROUND INFORMATION AND OPTIONS

1.1 The Council has approved a capital budget of £60,000 in 2006/7 for small scale community projects. As part of that resolution the 3 Group Leaders had to agree a framework for the initiative. This report defines a framework for approval.

1.2 The use of the budget should be for small scale physical projects which contribute to the Council's priority of "Cleaner, Greener, Safer". An indicative example of these works includes:-

- amenity lighting
- street furniture & signage
- environmental improvements
- dropped kerbs for improved disabled access
- litter bins
- parking improvements

This list is not exhaustive and is intended to set out the context.

1.3 The Director of Community Services will prepare a 'pro-forma' which Members would prepare, discuss and complete. These application forms would be checked and funding authorised by the Director of Community Services after consultation with the PH for Infrastructure, Housing, Transport & Environment. A mid-year and out-turn report will be provided to Infrastructure O/S on the use of this budget.

1.4 The budget will not be allocated as grants. To ensure probity and guarantee a robust audit trail any works would be procured through the Community Services Directorate once authorised.

1.5 There will be benefit in achieving external funding from other sources and the onus will be on the Ward Member to pursue this, supported where necessary by staff within Community Services. Formal written evidence of external funding would be required. It must be emphasised that the relative budget amounts to each Member/Ward is relatively modest and offers the greatest benefit if it is used for 'pump priming'.

1.6 The identification and support for these type of works is one for individual Members or groups of Members to resolve. Members may wish to consider the use of the Neighbourhood Forums to seek community views on relevant initiatives and potentially pursue contributing funding from other agencies.

- 1.7 The allocation of the budget to each Ward has been calculated on a per capita basis (based on the 2004 census) and is included as Appendix A. It is suggested that each Ward Member be allocated an equal amount of their Wards however the relative scale of the budget is such they may wish to 'pool' their allocations.
- 1.8 Subject to approval it is proposed that this initiative would commence at the start of the Municipal Year in May 2006, with a cut-off date for funding applications being the end of February 2007 (to enable the works to be committed/completed in the financial year. It should also be recognised that some works in the public highway may need to be notified to the Highway Authority.
- 1.9 Again subject to agreement of the framework each City Councillor would receive an outline (as set out in this report) of the criteria, budget allocations and pro-forma's to apply for funding.

2. CONSULTATION

2.1 Consultation to Date

Group Leaders.

2.2 Consultation Proposed

N/A.

3. RECOMMENDATIONS

It is RECOMMENDED that the framework as set out within this report be approved.

4. REASONS FOR RECOMMENDATIONS

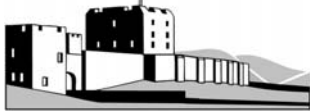
The recommendation provides a relevant framework for this initiative which contributes to the corporate priority of 'cleaner, greener & safer'.

5. IMPLICATIONS

- Staffing/Resources – Existing in-house resources, supplemented by specialist contractors as necessary
- Financial – A one-off budget of £60,000 has been agreed by Council for 2006/7 and the Audit Services Managers views have been incorporated in this report.
- Legal – It is proposed that the formal power to approve funding is for legal purposes, delegated to the Director of Community Services (after all necessary consultations) and, if this is to be the case, then the Leaders scheme of Delegation should be amended to include this.
- Corporate – N/A
- Risk Management – Any works may need to be programmed in existing planned works
- Equality Issues – The framework should ensure probity and a clear auditable trail
- Environmental – The works should contribute to the corporate priority
- Crime and Disorder – As above
- Impact on Customers – The works should improve some aspects of the physical environment in communities

SMALL SCALE COMMUNITY PROJECTS**BUDGET ALLOCATION (based on 2004 census)**

WARD	NO. OF COUNCILLORS	<u>WARD BUDGET</u> (£)
Belah	3	3,526
Belle Vue	3	3,200
Botcherby	3	3,496
Brampton	2	2,622
Burgh	1	1,194
Castle	3	3,025
Currock	3	3,432
Dalston	3	3,442
Denton Holme	3	3,582
Great Corby & Geltsdale	1	1,249
Harraby	3	3,356
Hayton	1	1,174
Irthing	1	1,165
Longtown & Rockcliffe	2	2,385
Lyne	1	1,154
Morton	3	3,464
St Aidans	3	3,316
Stanwix Rural	2	2,493
Stanwix Urban	3	3,391
Upperby	3	3,196
Wetheral	2	2,615
Yewdale	3	3,523
	<hr/> 52	<hr/> £60,000



REPORT TO EXECUTIVE

PORTFOLIO AREA: PROMOTING CARLISLE

Date of Meeting: 24 APRIL 2006

Public

Key Decision: Yes

Recorded in Forward Plan:

Yes

Inside Policy Framework

Title: CONSTITUTION IN RESPECT OF THE CARLISLE LSP

Report of: DIRECTOR OF LEGAL AND DEMOCRATIC SERVICES

Report reference: LDS.13/06

Summary:

To consider the working draft of the Constitution for the Carlisle Local Strategic Partnership which was presented to the inaugural meeting of the LSP on 7 March last.

Recommendations:

It is recommended that the Executive considers the working draft Constitution attached and forwards any comments which it may have to the Carlisle LSP.

Contact Officer: John Egan

Ext: 7004

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: Copy Constitution attached

1. BACKGROUND INFORMATION AND OPTIONS

- 1.1 Members will be aware from previous reports that they have agreed to the establishment of a Local Strategic Partnership for the Carlisle area following the dissolution of the joint LSP with Eden District Council. The creation of an LSP, as Members will be aware, reflects Government thinking on securing joined up service delivery across the wide spectrum of public, business, community and voluntary sector bodies in an authority's area who all have an important collective contribution to make in delivering improvements to the quality of life of all citizens in the area. It also appears from recent national consultation on LSPs that their role is going to be strengthened, especially in terms of Local Area Agreements.
- 1.2 In order to move the creation of the Carlisle LSP forward, an inaugural meeting of all the key stakeholders from the various sectors was organised on the 7 March last. This initial meeting was intended to deal with a number of necessary procedural issues, including receipt and adoption of the proposed Constitution for the LSP.
- 1.3 At the inaugural meeting on the 7 March, the body of representatives present (which included cross party representation from the City Council) received the draft Constitution attached Appendix 1, appointed a Chairman and Vice-Chairman of the main LSP Forum (the Leader of the Council and the Leader of the Opposition respectively) and confirmed the proposals for standing membership of the Executive as set out in paragraph 4.2 of the draft Constitution. The Forum also approved the establishment of the 4 Priority Groups referred to in paragraph 4.3 of the Constitution and appointed nominated individuals to complete the formation of those groups and take their work forward.
- 1.4 The attached Constitution is relatively short and self explanatory and the Carlisle/Eden LSP Constitution was used as a basis for drafting it. The principal issues which need some comment are set out below.
- 1.5 **Purpose and Objectives**

Paragraphs 1 – 4 of the Constitution set out the purpose and objectives of the LSP. They recognise that a major objective of the LSP is the creation and implementation of the Carlisle Community Strategy by co-ordinating the work of all the stakeholders and partners involved in delivering the various aspects of the Strategy. The LSP will also have a leading role in co-ordinating the work of all the partners involved in delivering the relevant targets for Carlisle which will be set out in the Cumbria Local Area Agreement which is scheduled to come into being as from the 1 April 2007. The detailed objectives of the LSP are particularised in the relevant paragraphs of the Constitution.

1.6 Structure

There are 3 basic constitutional elements to the proposed LSP structure to make it work. These are :

- The full LSP Forum
- The Executive and
- The Priority Groups

These are dealt with briefly in turn below.

The full LSP Forum

- This is the governing sovereign body of the LSP and will dictate its strategic direction.
- Membership is open to all public, private, community and voluntary sector bodies who can demonstrate that they are able to contribute to the overall objectives and work of the LSP.
- On membership, it is proposed that the City Council will nominate 3 Councillors to the Forum, plus the Leader. The County Council can also nominate one Councillor. Other bodies are entitled to nominate one member. All members of the Forum are to serve for a 3 year term and all members are entitled to appoint substitutes if their lead member cannot attend.
- Applications to join the Forum are submitted to the Chairman and considered at a full Forum meeting.
- The Forum will hold an Annual General Meeting in June and, in addition, at least 2 other meetings will be held during the year. There is provision to call special meetings as required.
- There needs to be a Chair and Vice-Chair of the Forum appointed. They will be elected by the full Forum and the Chair and Vice-Chair of the Forum will also be the Chair and Vice-Chair of the Executive. The Chair and Vice-Chair will thereafter be elected annually. As mentioned earlier, the Leader was elected Chair and Councillor Bradley Vice-Chair at the inaugural meeting on 7 March last for the first year.

The Executive

- The Executive will be the body responsible for driving forward the LSP objectives.
- Some permanent standing Members of the Executive are provided for in the Constitution (see paragraph 4.2). These are the Chair and Vice-Chair of the Forum; the Leader and Chief Executive of the City Council; an elected Member from each

- political group on the City Council; the Chairs of each Priority Group and one elected Member from Cumbria County Council. The LSP will then appoint such other Members to the Executive as determined by the Forum.
- The Executive is to meet every 2 months with provision to call extra meetings as required.

1.7 Priority Groups

- Paragraph 4.3 proposes the setting up of a number of Priority Groups. These are in effect special interest groups directed to focus on particular themes or areas and to be responsible for driving forward work in those areas. It is intended that they mirror the thematic blocks in the proposed Cumbria Local Area Agreement and therefore will cover Safer and Stronger Communities; Children and Young People; Healthy Communities and Older People and Economic Development and Enterprise.
- The Priority Groups will meet as often as is required and their membership is to be drawn from the main body of the Forum. The Groups will elect their own Chair who will then qualify automatically for membership of the Executive.

1.8 Recognition of Governance arrangements of individual Members of the LSP

- The LSP comprises of members of a variety of organisations, all of which have their own governance arrangements and constitutions setting out how decisions are made by them. Paragraph 7 of the Constitution recognises that any “decisions” made by the LSP will, in many cases, have to be ratified or approved by the individual partner organisations according to their own particular decision making processes. A good example of this is the Community Strategy itself which will have to be submitted through the City Council’s own internal procedures for consideration and formal adoption by the authority.
- This paragraph (and similar references in the Preamble to the Constitution) is a recognition of the need to respect the appropriate decision making processes of the various stakeholders in the way in which the LSP undertakes its work.

2. CONSULTATION

2.1 Consultation to Date.

The Constitution was presented and debated at the inaugural meeting of the Forum on the 7 March last.

2.2 Consultation proposed.

It is presented to the Executive for any comment and will similarly be referred to the Corporate Resources Overview and Scrutiny Committee Meeting on the 15 June 2006. Other stakeholder members will similarly be able to respond with any comments which they may have on the Constitution.

3. **RECOMMENDATIONS**

It is recommended that the Executive considers the working draft Constitution attached and forwards any comments which it may have to the Carlisle LSP.

4. **REASONS FOR RECOMMENDATIONS**

To enable the City Council, as a key stakeholder in the LSP, to make any comments which it may have on the proposed working arrangements so that they can be passed on to the LSP for consideration.

5. **IMPLICATIONS**

- Staffing/Resources – The Constitution itself will not have any direct staffing implications other than that the Treasurer is to be the Director of Corporate Resources of the City Council and secretarial support to the LSP will be provided by the Council.
- Financial – It is not envisaged that there will be any direct financial consequences arising from the Constitution particulars.
- Legal – These have been incorporated into this report and into the draft Constitution itself.
- Corporate – The Constitution is an integral part of the effective working of the Carlisle LSP which, as part of its functions, will help the authority fulfil its corporate objectives of producing a Community Strategy, procuring its implementation and acting in accordance with Central Government's current directional thinking on facilitating joined up service delivery.
- Risk Management – It is not envisaged that there will be any direct risk to the City Council arising from the proposals in the Constitution itself. The LSP is not intended to have any direct spending powers or the capacity to make decisions which will bind the City Council and these matters will need to be processed through the normal decision making channels in the authority.

- Equality Issues – There will be an expectation that all the various stakeholders involved in the Forum will act in accordance with best practice in this area and one of the objectives of the LSP is to reduce inequalities in the community.
- Environmental – The work of the LSP is intended to make a substantial contribution to the environmental wellbeing of the area.
- Crime and Disorder – One of the key objectives of the LSP is to reduce crime and the fear of crime and it is intended that there is a specific thematic Priority Group to be set up to focus on Safer and Stronger Communities.

John Egan
Director of Legal and Democratic Services

March 2006

Carlisle Local Strategic Partnership

Constitution

1 Preamble

The Carlisle Local Strategic Partnership (Carlisle LSP) brings together public, private, community and voluntary sector organisations which have a role to play in improving the quality of life of Carlisle people and will address key issues such as health, housing, education, employment and community safety across the whole of Carlisle. The Carlisle LSP will have regard to issues affecting communities in rural and urban areas and, through its partners, will encourage action to tackle social exclusion.

Each Local Authority must prepare a Sustainable Community Strategy for promoting and improving the social, environmental and economic well being of its area. The guidance issued by the Secretary of State requires a Local Strategic Partnership to prepare and implement a Sustainable Community Strategy. A principal purpose in the establishment of the Carlisle LSP is the creation and implementation of the Carlisle Sustainable Community Strategy. It is recognised that each organisation involved in the Carlisle LSP will be required to adopt the Carlisle Sustainable Community Strategy and be responsible for authorising the actions to be taken in its own particular areas of responsibility in order to implement the Carlisle Sustainable Community Strategy and that these matters will require ratification where necessary in accordance with each organisation's own governance arrangements.

2 Introduction

- a) The Partnership shall be known as the "Carlisle Local Strategic Partnership" ("Carlisle LSP").
- b) The Carlisle LSP shall comprise representatives of the main public, business, community and voluntary bodies operating in the area of Carlisle City Council.
- c) The role of the Carlisle LSP is to:
 - Update and implement the Carlisle Sustainable Community Strategy.
 - Ensure that the Carlisle LSP focuses on a delivery plan for strategic issues, encouraging joint action by Carlisle LSP members to tackle these issues.
 - Specify measures to monitor progress in achieving the Carlisle Sustainable Community Strategy.
 - Provide an overview of plans, other partnerships and initiatives within Carlisle and ensure that bodies work effectively together to deliver them.
 - Ensure that the delivery and commissioning of services in Carlisle corresponds with the objectives of the Carlisle LSP.
 - Seek the views and involvement of the communities within Carlisle and ensure this 'voice' is heard at a sub-regional, regional and national level.
 - Lobby European, national, regional, and sub-regional bodies and seek access to funding and assistance to give effect to the Carlisle Sustainable Community Strategy.

3 Objectives

The objectives of the Carlisle LSP are to:

- Support the development of a strong community network which encourages all residents to participate in and contribute to their communities.
- Reduce crime and the fear of crime.

- Improve the health and well-being of communities by reducing health inequalities, promoting healthy living and supporting locally accessible, high quality health care.
- Support the development of an economically prosperous area that encourages investment, supports business development and enables local people to achieve their full potential.
- Provide a framework where children and young people can thrive and improve their life chances.
- Support the development and maintenance of decent, affordable housing which meets the needs of local people and supports economic development.
- Assist in the development of an effective, accessible and sustainable transport system whilst protecting and enhancing the environment.
- Promote Carlisle locally, nationally and internationally.
- Monitor the quality of and the delivery of its activities.

4 Structure and Membership

The Carlisle LSP will comprise:

- The Carlisle LSP Forum
- An Executive
- Priority Groups

4.1 Carlisle LSP Forum

4.1.1 Membership criteria:

- a) A body wishing to become a member of the Carlisle LSP Forum shall be a public body, a private sector business, a voluntary or community organisation or a group operating within Carlisle.
- b) The body must:
 - have a remit or sphere of operations or a significant interest in Carlisle;
 - if it is an organisation be properly constituted;
 - comply with the constitutional arrangements for the Carlisle LSP; and
 - have experience and/or qualifications appropriate to the objectives of the Carlisle LSP.
- c) Where the body is a community organisation or group:
 - the representative should obtain the agreement of the community concerned to represent its collective views;
 - the community interest should have a remit or sphere of operation or a significant interest in issues arising in Carlisle;
 - the representative and the community of interest should be able to demonstrate a system is in place for two-way communication and consultation;
 - the representative shall have the necessary level of experience to contribute to issues on behalf of the community; and
 - the representative shall undertake to comply (on behalf of the community) with the constitutional arrangements of the Carlisle LSP.
- d) Local Authority Membership

Carlisle City Council may nominate three Councillors to the Carlisle LSP Forum and to the LSP Executive as its representatives in addition to the Leader of Carlisle City Council, and Cumbria County Council may nominate one Councillor.

4.1.2 Nominations

Any organisation or body wishing to become a member of the Carlisle LSP Forum shall apply in writing to the Chairman of the Carlisle LSP. Any such request will be considered at the next meeting of the Carlisle LSP Forum and will be subject to the usual voting arrangements.

4.1.3 Participating Observers

The Carlisle LSP Forum shall be able to appoint, for a specific purpose, representatives from other organisations which have an aim to achieve at least one of the Objectives of the Carlisle LSP, as it so determines, to act as Participating Observers. Such Participating Observers shall receive appropriate agendas and papers for Carlisle LSP meetings and shall have the right to speak but not vote on any item.

4.1.4 Period of Office of Representatives

Each member of the Carlisle LSP Forum shall appoint one person to be its representative at any meetings of the Carlisle LSP Forum. Each representative of a member of the Carlisle LSP will be entitled to serve for such period not exceeding 3 years as his/her nominating body shall determine; any such nomination shall be submitted in writing to the Secretary of the Carlisle LSP. Any representative will be entitled to re-nomination by his/her nominating body.

4.1.5 Substitution

Each member of the Carlisle LSP Forum may authorise, in respect of any duly appointed representative, an "alternative representative" who, in the event of the appointed representative being unable to attend any meeting of the Carlisle LSP Forum or its sub-groups, may attend, speak and vote on his/her behalf at such meeting. The alternative representative should be at a level equivalent to that of the permanent representative.

An alternative representative attending any meeting of the Carlisle LSP Forum or its sub-groups who purports to represent any individual Partner shall not be allowed to do so unless proper written authorisation is provided to the Secretary in advance of the meeting.

4.1.6 New Representatives or Alternative Representatives

Any member of the Carlisle LSP Forum may, by written notice given to the Secretary, nominate a new representative or alternative representative who shall immediately replace the representative or alternative representative previously nominated by such approved body.

4.1.7 Resignation

- i) Any member wishing to resign from the Carlisle LSP Forum may do so at any time in writing to the Secretary.
- ii) Any representative shall cease to serve on the Carlisle LSP Forum if, in the case of a local authority representative, he/she ceases to be an elected Councillor on his/her local authority or the local authority appoint another representative in his/her place and notify such to the Secretary; and in the case of the non local authority member if the member concerned so requires their resignation, and notifies such to the Secretary or where the Carlisle LSP Forum ceases to recognise a formerly approved organisation.

4.1.8 Appointment of a Chairman and Vice-Chairman

The Carlisle LSP Forum will elect a Chair and Vice-Chair on an annual basis using the arrangements outlined below in 4.5 a) below. The Chair and Vice-Chair of the Carlisle LSP Forum will also act as Chair and Vice-Chair of the Carlisle LSP Executive.

4.2 The Executive

- a) The Carlisle LSP will have an Executive comprising:
 - the Chair and Vice-Chair of the Carlisle LSP Forum;
 - the Chairs of each Priority Group;
 - the Leader and Chief Executive of Carlisle City Council;

- one elected member from each of the political groups on Carlisle City Council;
 - one elected member from Cumbria County Council; and
 - such other members as determined annually by the Carlisle LSP Forum at its Annual General Meeting
- b) The Executive will meet every 2 months and be supported by the Carlisle LSP Manager.
- c) The Executive will make a difference by:
- Defining and agreeing a clear purpose and ambitious agenda for Carlisle
 - Monitoring the strategic direction for Carlisle through the implementation of the Carlisle Sustainable Community Strategy and promoting the further development of the Strategy through the Carlisle LSP
 - Acting as champions and community leaders for the creation of sustainable communities in Carlisle;
 - Consulting communities and listening to their views;
 - Developing an updated and focused Carlisle Sustainable Community Strategy with a deliverable action plan;
 - Promoting and commissioning projects and initiatives to meet Carlisle LSP objectives, and with other agencies;
 - Advising and influencing organisations and agencies at both a strategic and local level to effect improvements in the planning, procurement and delivery of services and initiatives to the benefit of Carlisle;
 - Encouraging and promoting joint working between members of the Carlisle LSP including aligning existing organisational strategies to complement each other and meet jointly agreed objectives;
 - Seeking to attract external funding to meet Carlisle LSP objectives;
 - Creating positive links with the rest of Cumbria;
 - Developing effective and innovative mechanisms to enhance communications with stakeholders, individuals, communities and businesses;
 - Reducing inequalities and social exclusion in both rural and urban areas of Carlisle.

4.3 Priority Groups

The number of Priority Groups will be for the Carlisle LSP Forum to determine, dependent on need, from time to time. It is likely that the Groups will encompass at minimum:

- a) Safer and Stronger Communities
- b) Children and Young People
- c) Healthy Communities and Older People
- d) Economic Development and Enterprise

Members of the Priority Groups will be drawn from the membership of the Carlisle LSP Forum and in addition the Groups may co-opt members as needed to augment their expertise.

As a matter of principle the number of any sub-groups of the Priority Groups will be kept to the minimum necessary.

4.4 List of Members

The Secretary will maintain a comprehensive list of the members of the Carlisle LSP.

4.5 Rules of Meetings

- a) Voting

The general arrangements for voting on any matter at the Annual General Meeting or a General Meeting or a meeting of the Executive will be:

- i) there to be one vote for each representative present at a meeting;
 - ii) decisions will be taken on a simple majority of those voting and present at the meeting, indicated by a show of hands;
 - iii) in the event of an equal number of votes for and against a proposal, the Chairman shall have a second or casting vote.
- b) **Quorum for a General Meeting of the Carlisle LSP Forum**
The quorum for meetings of the Carlisle LSP Forum shall be a third of the membership of the Carlisle LSP.
- c) **Quorum for the Executive**
The quorum for a meeting of the Executive will be a third of those representatives entitled to attend.
- d) **Minutes**
Minutes will be kept by the Secretary to provide a record of all proceedings and resolutions of General Meetings and of the Executive. Arrangements will be made by the Secretary to circulate copies of the minutes as soon as possible to all members of the Carlisle LSP so that all are kept fully informed of the decisions of the Carlisle LSP.

4.6 Secretary

The secretariat to the Carlisle LSP will be provided by Carlisle City Council. The secretariat shall ensure that agendas are circulated in good time, minutes are produced and all other necessary duties to ensure that the business of the Carlisle LSP is conducted expeditiously are undertaken.

4.7 Meetings

a) Annual General Meeting

Once in each year, normally in the month of June, an Annual General Meeting of the Carlisle LSP Forum will be held. At least 14 days notice shall be given by the Secretary to all members of the Carlisle LSP Forum.

The business of each Annual General Meeting shall be to:

- i) consider the work and activities of the Carlisle LSP during the previous year;
- ii) elect a Chair and Vice-Chair of the Forum and Executive;
- iii) review and determine the membership of the Carlisle LSP Forum;
- viii) review the operation of this constitution and make such revisions as are necessary;
- iv) determine the dates and times of future meetings and of General Meetings;
- v) determine how secretarial support will be provided and funded;
- vi) transact any other business, as appropriate;

b) General Meetings

General Meetings of the Carlisle LSP Forum will take place at least twice in each year in accordance with a programme decided at the Annual General Meeting. General meetings will:

- i) be a Community Conference at which issues of strategic importance within Carlisle can be discussed;
- ii) consider reports from each Priority Group and monitor the work of these Groups against the objectives of the Carlisle LSP; and
- iii) review and monitor the implementation of the Carlisle Sustainable Community Strategy.

c) **Frequency of Meetings**

A General Meeting and any meeting of the Executive will be convened by the Secretary with a minimum of 7 days notice upon request from the Chair.

4.8 Task Groups, Working Groups etc

The Carlisle LSP may form such committees, sub-committees and task groups/working parties as it considers necessary.

4.9 Attendance of the Public at Meetings

Meetings of the Carlisle LSP Forum shall normally be open to the public, subject to their right of exclusion in appropriate circumstances if the Carlisle LSP Forum agrees by a simple majority of those present and voting, but the meetings of the Executive, any committees, sub-committees and task groups/working parties shall be private.

4.10 Items of Business

Members of the Carlisle LSP may propose that future items of business are placed onto the Agenda as appropriate.

5 Accountable Body and Treasurer

The Accountable Body for the Carlisle LSP will be Carlisle City Council and the Treasurer will be the Director of Corporate Services of Carlisle City Council.

6 Dissolution

In the event of the Carlisle LSP being dissolved any assets which it has will be refunded or returned to the body from whom they were obtained or where this is inappropriate distributed to such bodies as may be decided by a majority of the members of the Carlisle LSP at that time to be used for purposes which are comparable to and compatible with the priorities and objectives of the of the Carlisle Sustainable Community Strategy.

7 Recognition of governance arrangements of individual members

It is recognised that individual members will have their own particular decision-making arrangements to comply with in respect of authorising any action to be taken or giving any necessary approvals in furtherance of the work of the Carlisle LSP. Nothing in this Constitution is intended to affect the rights and obligations of the members and organisations involved, and in particular those of the local authority members, to be solely responsible for the consideration and formal adoption of the Carlisle Sustainable Community Strategy and any subsequent changes in accordance with their own internal governance arrangements, and for authorising any action in respect of the implementation of the Strategy or otherwise insofar as it affects their own functions and responsibilities. It is therefore recognised that the implementation of any action agreed by the Carlisle LSP will be dependent upon ratification by each member in accordance with their own governance and delegation arrangements.



REPORT TO EXECUTIVE

PORTFOLIO AREA: HEALTH AND COMMUNITY ACTIVITIES

Date of Meeting: 24th April 2006

Public

Key Decision: Yes

Recorded in Forward Plan:

No

Outside Policy Framework

Title: EQUALITY AND DIVERSITY POLICY

Report of: Head of Policy and Performance

Report reference: SP17/06

Summary:

The report presents a draft Equality and Diversity Policy for the Council and informs the Executive that consultation with community groups and representatives will be taking place over the coming months.

Recommendations:

The Executive is asked to note the content of the report.

Contact Officer: Lesley Dixon

Ext: 7016

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

1. BACKGROUND INFORMATION AND OPTIONS

Executive report SP01/06 “Equalities” provided members with an update on the progress of the Council in meeting its statutory duties and its targets in relation to this area of work. One of the actions that the report highlighted was the need for the Council to adopt a comprehensive Equality and Diversity policy and to consult on the content of the policy before it was adopted by Council.

The attached draft Equality and Diversity policy represents the first stage in the process of adopting such a policy. It is brought to the Executive as an information item before officers begin the consultation with community representatives and groups. In addition to consultation with the external community, officers need to consider the implications of the policy and to seek the views of Community Overview and Scrutiny before it is adopted by the Council.

Officers from People, Policy and Performance and Community Services are working together to draw together a consultation plan and a questionnaire, which will form the basis of the consultation. Not only will this ask for views on the broad content of the policy but will also address the issues that have arisen from the Impact Assessment pilot.

2. CONSULTATION

2.1 Consultation to Date - none.

2.2 Consultation proposed – a consultation plan and questionnaire are currently being prepared.

3. RECOMMENDATIONS

The Executive is asked to note the content of the report and the intention to consult with community representatives.

4. REASONS FOR RECOMMENDATIONS

To provide the Executive with a copy of the draft policy before consultation begins.

5. IMPLICATIONS

- Staffing/Resources – within existing resources and budgets.
- Financial – none.
- Legal – none.
- Corporate – none at this stage.
- Risk Management – the Council needs to begin consultation to with community representatives to ensure that it is meeting its statutory responsibilities.
- Equality Issues – these will be addressed as part of the consultation.
- Environmental – none.
- Crime and Disorder – none.
- Impact on Customers – improved service user focus.

Equality and Diversity Policy – Draft

March 2006

Introduction

Carlisle City Council is committed to ensuring a high quality of life for all in both its urban and rural communities.

This commitment is reflected in three of the Council's eight core values:

- ◆ Putting customers first;
- ◆ Valuing staff; and
- ◆ Achieving equality.

In practice this means that the Council will endeavour to ensure that the varied needs and circumstances of residents and employees are met and that its services are provided to all without discrimination.

The Council recognises that the relatively small size of our black and minority ethnic community means that it has a particular responsibility to avoid believing that there is no problem of racism. We have a responsibility to challenge the everyday racism that has been highlighted in the Cumbria Attitude Survey and the Cumbria Race and Diversity Partnership's consultation with the black and minority ethnic communities in Cumbria.

The Council recognises and embraces its role in promoting good community relations and recognises the need to:

- ◆ Identify a common sense of vision and belonging for all of Carlisle's communities;
- ◆ Value and appreciate the diversity of people's backgrounds and circumstances;
- ◆ Ensure that everyone living, working, studying and visiting Carlisle have similar access to services and opportunities; and
- ◆ Develop strong and positive relationships between people from different backgrounds and experience.

Carlisle City Council is working towards embedding these commitments into all of its policies, procedures, practices and external relationships.

The policy is supported by a separate Equality and Diversity Action Plan, which identifies the practical steps required to put this policy into practice.

In addition, the approach of the Council with regard to the implementation of its statutory duty to promote race equality is detailed in the Race Equality Scheme.

Policy Statement

In support of this the Council has adopted the following policy statement for employment and service delivery.

Employment:

No Council employee or job applicant will receive less favourable treatment on the grounds of race, colour, nationality, ethnic or national origin, sex, marital status, sexual orientation, trade union activity, age, religious or political belief, disability or will be disadvantaged by conditions or requirements which cannot be justified.

Service delivery:

The Council will ensure that its services, including the ones carried out in partnership with or on behalf of the Council, are available equally to all, regardless of race, colour, nationality, ethnic origin, sex, marital status, sexual orientation, disability, age, religious or political belief, making sure that no-one is disadvantaged by conditions or requirements which cannot be justified.

Legislation

This policy, the Council's Equality and Diversity Action Plan (existing project plan to be redesignated once "Diversity in the Districts" work completed) and the Race Equality Scheme conforms to the current equality legislation including:

- ◆ Equal Pay Act 1970;
- ◆ Sex Discrimination Act 1975;
- ◆ Race Relations Act 1976;
- ◆ Disability Discrimination Act 1995;
- ◆ Human Rights Act 1998;
- ◆ Race Relations (Amendment) Act 2000;
- ◆ Employment Equality (Sexual Orientation) Regulations 2003;
- ◆ Employment Equality (Religion or Belief) Regulations 2003;
- ◆ Employment Act 1989;
- ◆ Employment Rights Act 1996.

In addition, the policy will be amended in the light of any future changes to the Codes of Practice produced by the CRE, the EOC and the Disability Rights Commission.

Employment Services/Employing People

Carlisle City Council values all employees and is committed to developing and nurturing a workforce in which people from differing backgrounds are encouraged to contribute to the delivery of high quality services to all members of the community.

- ◆ Ensure that all recruitment, selection and training procedures operate in a fair and non-discriminatory way;
- ◆ Carry out recruitment and workforce monitoring both to meet the Council's employment duty but also to ensure that the workforce reflects the community it serves. Furthermore it will address any gaps highlighted by the monitoring;
- ◆ Consult regularly with trade unions and other staff representatives to identify gaps in employment policies and take steps to remedy them;
- ◆ Work with trade unions to develop its approach to equalities and diversity;
- ◆ Develop and adopt supportive policies on.....(*Insert those we have already developed*);
- ◆ Deal effectively with any proven act of discrimination, abuse or harassment committed by staff or service users;
- ◆ Make any reasonable adjustments to facilitate employment within the Council for disabled employees or someone who becomes disabled during the course of their employment with Carlisle City Council;
- ◆ Interview all applicants with a disability who meet the essential criteria for a job vacancy and consider them on their ability to do the job;
- ◆ Treat people working for the Council with the same dignity and respect that it expects from them in their dealings with customers;
- ◆ Ensure that all staff attend equalities and diversity awareness training and that they receive a copy of this policy and the accompanying leaflet which explains what this means in practice; and
- ◆ Meet all of its statutory responsibilities and review its policies in the light of changes to the statutory framework on equalities.

Service Delivery/Providing Services

Carlisle City Council will ensure that all of its services are accessible to people without discrimination and this will be reflected in all of its strategies and supporting policies and practices. Every customer, client or service user will be treated in a professional manner and with courtesy and respect.

In support of its commitment to equality in service delivery, the Council will:

- Improve access to Council buildings and to our leisure and community facilities including provision of advice, information and grant aid;
- In our planning role seek to ensure that pedestrian environments and transport facilities are designed to meet the needs of all our community;
- Ensure our employees are properly trained and supported to deliver good quality customer service in line with the policy;
- Meet all of its statutory responsibilities and review its policies in the light of changes to the statutory framework on equalities;
- Encourage participation in public service provision by consulting regularly with community groups and representatives to identify gaps in service provision and take steps to remedy them;
- Identify, remove and overcome barriers to communication and provide clear and understandable information and application forms in a variety of formats;
- Ensure that all meetings and social activities are fully accessible;
- Impact assess its functions, policies and practices for differential impact in the following areas: *include a list*;
- *Or Carry out service audits and maintain effective monitoring arrangements designed to identify differential impact on service users*;
- Ensure that the approach outlined in this policy is adhered to when the Council procures services, contracts with others to provide services and works in partnership with other agencies/ organisations;
- *Or Promote equality when it procures services either on a contractual or partnership basis.*

What to do if something goes wrong – addressing discrimination or harassment

Carlisle City Council recognises that harassment and discrimination of employees and service users is unacceptable and is working towards building a local culture that reinforces this belief. The Council is therefore committed to addressing harassment of its employees and service users because it is a barrier to achieving the aspirations of this policy.

For members of the public/ service users

- ❖ If you think that the Council is not providing a service in line with this policy or you think that you have been unfairly treated, you can complain to the City Council. *(Insert some detail about corporate complaints.)*
- ❖ If you wish to report a racist incident contact *Insert details – this should reflect what the police force is doing and provide a link to the website.)*
- ❖ To report hate crime or a homophobic incident please contact – *again insert the link to the police website.*

Perhaps this should also contain a definition of a hate crime?

For Council employees

- ❖ If you are concerned about equality issues relating to your employment you should speak to your line manager and/or someone in the personnel section of People, Policy and Performance.
- ❖ If you feel embarrassed, humiliated, offended, distressed, alarmed, apprehensive or fearful because of someone else's behaviour towards you, you have the right to have that behaviour stopped. *(Note for LD this needs to reflect what is in the Dignity and Respect Policy).*

Responsibility for policy implementation

Elected members – overall responsibility for the implementation of the policy and supporting Equality Action Plan is the Executive's.

The member's champion for equalities and diversity is the Leader of the Council.

Community Overview and Scrutiny has a responsibility for monitoring the implementation of the Equality Action Plan.

At officer level the lead officer for this policy is the officer champion ie. the Deputy Chief Executive, but corporate implementation of the policy is the responsibility of the Council's Senior Management Team.

(Chester City Council – a level 2 authority – have much more detail on responsibilities that we could reflect if this was felt to be usefu.)

Implementation

- ❖ **The Council will produce an Annual Equality Plan (the co-ordination of which will be led by People, Policy and Performance- PPP) that sets out the action it intends to take to implement the policy;**
- ❖ **SMT and the Executive will identify resources available to meet the commitments available;**
- ❖ **The Council's Executive and SMT will ensure that any actions to implement this policy and the Annual Equality Plan are reflected in service plans and that appropriate targets are set. This activity will be supported by PPP;**
- ❖ **PPP will establish in consultation with SMT a rolling programme of Equality Impact Assessments and consultation with service users. In addition, it will provide a district profile on diversity and liaise with other agencies eg Cumbria County Council to identify equality targets.**



REPORT TO EXECUTIVE

PORTFOLIO AREA: HEALTH & COMMUNITY ACTIVITIES

Date of Meeting: 24TH APRIL 2006

Public

Key Decision: Yes

Recorded in Forward Plan:

No

Inside Policy Framework

Title: BITTS PARK TENNIS AIRDOME PROPOSAL

Report of: DIRECTOR OF COMMUNITY SERVICES

Report reference: CS10/06

Summary: This report sets out the an outline proposal for the provision of a Tennis Airdome in Bitts Park on the site of the existing grass courts.

Recommendations: That the Executive approve the proposed re-directing of the remaining balance of the £1.15M capital programme allocated to Carlisle Leisure Limited to the proposed Bitts Park Tennis Airdome scheme, subject to a successful funding application from the Lawn Tennis Association. A further report will be submitted when the outcome of this funding application is known and the scheme has been developed further.

Contact Officer: RICHARD LEWIS

Ext: 7447

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

1. BACKGROUND INFORMATION AND OPTIONS

- 1.1 The Council agreed a contract for the management of the City's Leisure Facilities with Carlisle Leisure Limited in 2002. As part of this agreement the Council committed to a £1.15m phased capital investment programme.
- 1.2 This has involved various phased developments since the start of the Contract and has included upgrading the Sands seating, fitness facilities and lift, improvements to vending facilities and the bar extension. The final phase refurbishment of Stoney Holme Golf Club House is nearing completion and this is the completion of the identified and agreed capital investment programme.
- 1.3 Early indications are that approximately £70,000 will remain of the £1.15m (subject to final completion of the Stoney Holme Golf Club House) and following discussions with Carlisle Leisure Limited this proposal for investment of the remaining balance would be a good opportunity to access potential match funding from the Lawn Tennis Association, which in turn would generate additional income in the region of £15,000 - £30,000 subject to usage. Carlisle Leisure Limited have also indicated that they would consider further investment in the scheme up to a maximum of £30,000. This would be subject to the Council and CLL reaching agreement for a contract payment reduction taking into account the additional income generated and the amount of investment made by Carlisle Leisure Limited.
- 1.4 Discussions have taken place with Cumbria Lawn Tennis Association about a proposal for a new tennis development adjacent to the current hard courts in Bitts Park. The development would comprise of four new outdoor courts, two of which would be floodlit and would be covered with an inflatable Air dome (please see Appendix 1) during the winter months from October to March. The courts would be located on the existing grass courts, which are currently under used and are of poor quality. There would be a revenue implication for court maintenance and the Airdome skin replacement every 5 years. This would be incorporated in any agreement with Carlisle Leisure Limited as outlined in 1.3 above and would be the responsibility of Carlisle Leisure Limited as for the existing courts within Bitts Park
- 1.5 Early indications are that the Lawn Tennis Association would consider match funding in the region of £100K subject to the Council meeting LTA funding criteria and it is anticipated that the overall project cost will be in the region of £200K
- 1.6 Bitts Park tennis courts currently host the City Tennis Club a joint partnership between the Council, the Lawn Tennis Association and Carlisle Leisure Limited.

The City Tennis Club provides a comprehensive junior coaching programme in line with the Lawn Tennis Association's national junior club development programme. The City Tennis Club enjoyed recent success in winning the 2005 National finals at the City Tennis Clubs tournament. This project would make an important contribution to the Learning City corporate priority as well as fitting in with the Carlisle Renaissance agenda.

- 1.7 Development of indoor pay and play provision is one of the Lawn Tennis Association's key priorities and the only current indoor Tennis provision in Carlisle is Chatsworth Tennis Club, a private members club. There currently is no indoor pay and play facility within Carlisle.

2. CONSULTATION

- 2.1 Consultation has taken place to date with Portfolio holder Cllr Knapton and with the Lawn Tennis Association's lighting and design consultants as well as County Development Officer Bruce Lawson. Initial discussions have taken place with Jim Douglas, Managing Director of Carlisle Leisure Limited, property services and planning
- 2.2 Further consultation proposed would be as per 2.1 above

3. RECOMMENDATIONS

- 3.1 That the Executive approve the proposed re-directing of the remaining balance of the £1.15m capital programme allocated to Carlisle Leisure Limited to the proposed Bitts Park Tennis Airdome scheme, subject to a successful funding application from the Lawn Tennis Association. A further report will be submitted when the outcome of this funding application is known and the scheme has been developed further

4. REASONS FOR RECOMMENDATIONS

- 4.1 To enable development of an additional tennis facility, providing all year round and winter indoor tennis pay and play opportunities
- 4.2 To allow for further development of the City Tennis Club and to offer more learning and development opportunities for the young people of Carlisle

5. IMPLICATIONS

- Staffing/Resources – project managed internally
- Financial – The City Council originally allocated a budget of £1.15m to the capital schemes for Council assets utilised by Carlisle Leisure Ltd, comprising of £630,000 in 2003/04, £270,000 in 2004/05 and £250,000 in 2005/06. The funding for the Airdome project of approximately £70,000 was originally allocated to the Pools, which was the final project in the asset improvement scheme. The final amount available for the Airdome will be known once the remaining Carlisle Leisure schemes have been completed.
- Legal – Any match funding from the Lawn Tennis Association would be subject to terms and conditions to be agreed between the parties. Planning permission may also be necessary for the siting of the Airdome
- Corporate – link to corporate priorities of learning city and cleaner greener safer
- Risk Management –risk register has been carried out for this project. In order to minimise risk the project will be managed under a Prince 2 process model.
Current risks envisaged in this project are:-
 1. Delays to commencement may lose external funding.
 2. Airdome needs to be commissioned to ensure completion before winter 2006
- Equality Issues – any proposed facility would meet all DDA requirements
- Environmental – N/A
- Crime and Disorder – Would provide young people with more participation opportunities, would increase the number of facilities available and would give the City Tennis Club the opportunity to deliver organised activity to a greater number of young people

Appendix1 – Tennis Airdome example



OFFICER DECISIONS

Below is a list of decisions taken by Officers which they have classed as significant:-

REF: OD.007/06 NATIONAL ASSOCIATION OF COUNCILLORS - AGM AND CONFERENCE

Decision of Head of Personnel and Development Services

Portfolio Corporate Resources

Subject Matter

To authorise Councillor Geddes to attend the Annual General Meeting and Conference of the National Association of Councillors on 7 to 9 April 2006 at Scarborough.

Summary of Options Rejected

None

DECISION

That Councillor Geddes be authorised to attend the Annual General Meeting and Conference of the National Association of Councillors on 7 to 9 April 2006 at Scarborough.

Reason for Decision

Appropriate event for elected Members - sufficient Conservative Group devolved budget to accommodate.

Date Decision Made

10 March 2006

REF: OD.008/06 FUTURE OF LOCAL GOVERNMENT

Decision of Head of Personnel and Development Services

Portfolio Corporate Resources

Subject Matter

To authorise Councillor Allison and Councillor Luckley to attend the Future of Local Government seminar at the University of Birmingham on 28 March

2006.

Summary of Options Rejected

None

DECISION

That Councillor Allison and Councillor Luckley be authorised to attend the Future of Local Government seminar at the University of Birmingham on 28 March 2006.

Reason for Decision

Appropriate event for elected Members - sufficient Liberal Democrat Group devolved budget to accommodate.

Date Decision Made

6 March 2006

REF: OD.009/06 BUILDING CONTROL CHARGES

Decision of The Head of Planning and Housing Services

Portfolio Environment, Housing, Infrastructure and Transport

Subject Matter

To consider an increase of Building Control Charges for 2006/07 by 5%.

Summary of Options Rejected

None

DECISION

That Building Control Charges for 2006/07 be increase by 5% with effect from 1 April 2006.

Reason for Decision

During 2005/06 the Building Control Service continued to make an operational loss. The Building Control Service is required to be self- financing over a three-year rolling period and these losses are covered by the operational surpluses made in previous years. It is considered that there is a need to increase all Building Control fees by 5%. This will help ensure that the operational side of the Building Control Service is self-financing.

Under paragraph 8.2.7 of the Constitution the Head of Planning Services has delegated powers to vary the agreed Scheme of Charges by plus or minus 10% should this be necessary to maintain cost recovery and income levels.

Date Decision Made

27 March 2006

REF: OD.010/06 LGA ANNUAL CONFERENCE AND EXHIBITION 2006

Decision of Director of People, Policy & Performance

Portfolio Corporate Resources

Subject Matter

To authorise three Members and one Officer to attend the LGA Annual Conference and Exhibition 2006 to be held in the Bournemouth International centre from 4 to 7 July 2006.

Summary of Options Rejected

None

DECISION

That Councillors Mitchelson, Bradley and one Member to be nominated and the Town Clerk & Chief Executive be authorised to attend the LGA Annual Conference and Exhibition 2006 to be held in Bournemouth International Centre from 4 to 7 July 2006.

Reason for Decision

Appropriate event for elected members - sufficient Executive, Conservative and Labour group budgets to accommodate.

Date Decision Made

30 March 2006

INDIVIDUAL PORTFOLIO HOLDERS DECISIONS

Below is a list of decisions taken by Individual Portfolio Holders acting under delegated powers:

REF: 003/06 **WILLIAM HOWARD SCHOOL – URU SECONDARY SCHOOL, TANZANIA**

Decision of Councillor Mitchelson, Leader

Portfolio Leader

Subject Matter

To consider an application for a grant from the William Howard School towards the cost of a student exchange visit to Uru School, Tanzania in July 2006.

Summary of Options Rejected

None

DECISION

That a grant of £500 from the Town Twinning Budget be awarded to the William Howard School to support their student exchange visit to Uru School, Tanzania in July 2006.

Reason for Decision

To provide financial support to the William Howard School towards the cost of their student exchange visit to Uru School, Tanzania in July 2006.

Date Decision Made

20 March 2006

Date Decision Implemented

28 March 2006

CUMBRIA STRATEGIC WASTE PARTNERSHIP

Minutes of a Meeting of the Cumbria Strategic Waste Partnership held on Wednesday 22 March 2006 at The Town Council Chamber, Kendal Town Hall at 1.00 pm.

PRESENT

Mr R Bloxham – Carlisle City Council (Chair)

Mr J Askew – Allerdale Borough Council
Mr A Holliday – Copeland Borough Council
Mr D Kendal – North West Waste Forum
Mr B Metz – Eden District Council
Ms A Thomson – Barrow Borough Council
Mrs B Woof – South Lakeland District Council

Also in Attendance:-

Ms J Carrol	–	Copeland Borough Council
Mr L Conway	-	South Lakeland District Council
Mr R G Denby	-	Allerdale Borough Council
Ms W Ferry	-	Cumbria County Council
Mr M Gardner	-	Carlisle City Council
Mrs S Garrett	-	Cumbria County Council (Secretary)
Mr G Harrison	-	Cumbria County Council
Mr F Laird	-	Barrow Borough Council
Mr C Pickering	-	Cumbria County Council
Mr R Watson	-	Government Office North West
Mr A Yates	-	Eden District Council

1. APOLOGIES FOR ABSENCE

Apologies for absence had been received from Mr J Richardson – Cumbria County Council (Mr R Bloxham in the Chair for the meeting).

The Chairman informed members that Mr Richard Watson had replaced Mr Stewart Donaldson as the Government Office North West representative on the Group. He welcomed Mr Donaldson to the Partnership.

2. DISCLOSURES OF INTEREST

The Chairman explained that in future, members would be invited to declare a personal or personal and prejudicial interest in items of business on the agenda. As most items of the business on the Partnership Board's agenda were likely to cover matters relating to the business of individual local authorities and, therefore, constitute a personal interest for the members of those authorities, members agreed that at this, and all future meetings, it would

be entered in the minutes that they had declared a personal interest in any matter on the agenda that affected their local authority. Members would need to declare a personal and prejudicial interest when relevant and should withdraw from the meeting for that item.

Mr R Bloxham (Carlisle City Council), Mr J Askew (Allerdale Borough Council), Mr A Holliday (Copeland Borough Council), Mr B Metz (Eden District Council), Ms A Thomson (Barrow Borough Council) and Mrs B Woof (South Lakeland District Council) declared a personal interest in all items of business on the agenda that affected their respective local authorities.

3. MINUTES

AGREED, that the Minutes of the meeting of the Cumbria Strategic Waste Partnership held on 12 January 2006 be confirmed as a correct record and signed by the Chairman.

The Chairman informed the Group that immediately preceding the meeting there had been a meeting of Scrutiny Panel to discuss the work of the Strategic Waste Partnership. He thought that the meeting had been positive and that the Scrutiny Panel understood the need for funding and the importance of the work in respect of waste management. Members of the Scrutiny Panel did, however, suggest that the work of the Partnership should be publicised and promoted in a positive manner.

A member asked what had happened with regard to a logo for the Partnership and Mr Harrison explained that "Resource Cumbria" would be the phrase used. There would be an official launch involving everyone in the Partnership in the not too distant future.

The Chair then informed members that at the training session held on 15 February it had been agreed that Mr Metz, Mr Bloxham and Mrs Woof supported by Graham Harrison, Mike Gardiner and Lawrence Conway would represent the Cumbria Strategic Waste Partnership at the meeting of the Scrutiny Network on 22 March. It was also agreed that the aforementioned would hold a pre-meeting in Kendal to prepare for the appointment with the Scrutiny Committee.

4. WASTE MANAGEMENT STRATEGIC SERVICE PARTNER AND GENERAL ISSUES UPDATE

Mr Harrison presented a report outlining the work carried out by the County Council Steering Group since the last meeting of the Partnership.

Since submission of the Invitation to Negotiate documents the Steering Group had been reviewing the potential for Cumbria Waste Management (CWM) to provide a service outwith the main contract. The reasons for this initiative was the apparent inability of one of the preferred bidders to take on landfill arrangements and the need for the County Council to develop economic activity.

The Steering Group had sought legal advice on:

The Council's power to operate a waste disposal company;

Whether it would be able to treat a local authority owned company as an "in-house" operation;

The ability of the Council to directly provide waste disposal services.

Section 47 of the Clean Neighbourhood and Environment Act 2005 (CNEA) afforded the Council flexibility on how it could deliver a waste management service and allow Cumbria Waste Management to provide waste services despite the repeal of the Environment Protection Act 1990.

One option would be for the Council to provide waste management services via a service department. This would permit the handling of waste collected by WCAs and also WCA commercial waste arisings. However, this option would require careful regard to Defra guidance on internalising waste management services. Any company would have to operate independently and would be subject to competitive tendering.

Mr Pickering stressed that it was not a case of one bidder not wanting anything to do with landfill but rather that there would be substantial charges for them doing so.

He informed members that it was intended that the Steering Group would report to Council on 29 June 2006.

AGREED, that

- (a) the report be noted;
- (b) the recent activity undertaken by the Cumbria Steering Group be noted.

5. HOUSEHOLD WASTE RECYCLING CENTRES – UPDATE

Mr Harrison presented a report informing members of progress made on the Household Waste Recycling Centre (HWRC) action plan since the last meeting of the Partnership and requested members' approval for the action taken since, and their support for the initiatives currently underway.

Work had commenced at Flusco at the beginning of October 2005 and would be completed by the end of the current week. Lease completion would follow now that legal aspects of the licence had been agreed.

The Flusco site would have enough large skips for green waste, wood, cardboard, scrap metal, soil and general waste. Facilities for collection of batteries, paper, glass, cans, gas bottles, WEEE, TV and computer monitors, florescent tubes, textiles, CDs and DVDs, paint, oil, white goods, plastic and tetrapacks would be available and there would also be more operatives on site to assist the public. The site would run for a short while to ensure there were no problems before an official opening took place.

A permit scheme had been introduced at Flusco and would be monitored for a few months before it was rolled out to all sites.

A member of the partnership was concerned that £2m prudential borrowing had to be spent in 2006/07, but Mr Pickering assured the meeting that this would be allocated to the 2006/07 capital programme. Bids for funding would be included in the budget process for future years.

The County Council, in February 2006, had included an increase in the waste budget for 2006/07 from £3,355,000 to £5,023,000 which allowed for extra staff to be employed and for longer opening hours at sites.

Proposals included in the submissions from the bidders were attached as an Appendix to the report.

AGREED, that

- (a) the report be noted;
- (b) proposals for the permit scheme be noted;
- (c) action taken by the Steering Group since the last meeting of the Partnership be noted.

6. A REVIEW OF ENGLANDS WASTE STRATEGY

Mr Harrison presented an executive summary of the consultation on revision of the existing waste strategy for England. He informed members that he was attending a meeting regarding the review of England's Waste Strategy on 6 April 2006 and he would report back to the Partnership at its next meeting.

The Chairman congratulated Cumbria for achieving a positive mention by the North West Centre of Excellence and suggested that the local press be informed. Mr Pickering agreed that this would be included in a press release publicising the work of the Partnership. Mr Metz suggested that it would be prudent for the Chairman to write a letter to the local press as it was often more likely that a letter would be published.

7. WASTE PERFORMANCE AND EFFICIENCY GRANT 2006/07 AND 2007/08

Members considered a report setting out the Waste Performance and Efficiency Grant for 2006/07 and 2007/08.

It was noted that the grant allocation for 2006/07 was £962k with £1,008k for 2007/08. Officers had estimated that the 2006/07 grant would divert an extra 9704 tonnes of biodegradable waste and 3508 tonnes of non-biodegradable waste from landfill sites, thus saving £1.4m in LATs penalties.

Members' asked that the recommendation be amended to ask for their 'approval' of the allocation rather than asking them to 'note' the allocation.

The Chairman informed the Group that, with the agreement of the Partnership it was proposed to use some of the balance from the Waste Performance and Efficiency Grant (WPEG) to fund, for at least the next two years, a post of Policy Officer to take forward Resource Cumbria. Members sought and were given assurance that, when the Policy Officer post had been funded, the balance would be brought back to the Partnership to allocate to districts.

In respect the New Joint Municipal Waste Management Strategy, Mr Bloxham informed members that at the meeting of the Partnership held on 15 February Mr Harrison had tabled a scoping document prepared by Entec to begin the process of re-writing the waste strategy. Mr Kendal, Mr Yates and Mr Gardiner had suggested slight amendments which were taken on board and members had agreed that funding for the exercise could come from the balance of the Waste Performance and Efficiency Grant in the first instance although they were advised that a bid to Defra's Local Authority Support Unit was being prepared to obtain grant funding.

AGREED, that

- (a) the report be received;
- (b) subject to the word "note" being changed to "approve" the recommendation be agreed;
- (c) some of the balance of the WPEG be used to fund the post of Policy Officer, initially for two years
- (d) re-writing the waste strategy could be funded in initially from balance of the WPE.

8. THE POTENTIAL FOR A CUMBRIA STRATEGIC WASTE PARTNERSHIP CONTROLLED MATERIALS MARKETING ORGANISATION

Mr Harrison presented a report on the Potential for a Cumbria Strategic Waste Partnership Controlled Materials Marketing Organisation. The report recommended that Members note the potential to develop a local authority controlled materials marketing organisation together with the possible objectives of that organisation and, that officers explore the legal and financial implications and options for a local authority owned materials marketing organisation.

The bidders proposed treatment plant had capacity to handle 50% of municipal waste with little contingency capacity should growth in municipal waste exceed expectations. There was no additional capacity for 'non-contract' (commercial and industrial') waste.

The report concluded that the County Council had to procure a strategic service partner and the establishment of a treatment plant for municipal waste. There seemed to be advantages in retaining local authority control of recycle marketing and progressing a local market development programme through a local authority controlled materials marketing organisation. Mr Pickering assured Members that this was not a political mandate to retain Cumbria Waste Management.

AGREED, that

- (a) the report be noted;
- (b) Members note the potential to develop a local authority controlled materials marketing organisation including possible objectives of that organisation;
- (c) officers explore the legal and financial implications and options for a local authority owned materials marketing organisation.

9. WASTE PREVENTIONS AND COMMUNICATION ACTION PLANS UPDATE

Members considered a report summarising the progress made on the Waste Prevention and Communication Action Plans.

Mr Harrison explained that the report referred to initiatives taken in districts regarding waste reduction.

Members agreed that this was an interesting report and requested regular updates on progress.

AGREED, that

- (a) the report be received;
- (b) updates on the Waste Prevention and Communication Action Plans be presented to the Partnership on a regular basis.

10. REPORTS FROM GOVERNMENT OFFICE NORTH WEST

There were no issues from Government Office North West to report to the Partnership for this meeting.

11. ANY OTHER BUSINESS

Mr Harrison passed round a copy of “Resource Cumbria” and a report from the Communication Working Group for Members’ information.

Members were informed that they would be contacted regarding a Workshop to discuss the Strategy but that the Workshop would not be convened on the same day as a meeting of the Partnership.

12. DATES AND VENUES FOR FUTURE MEETINGS

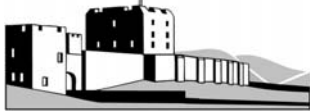
It was noted that the next meeting of the Partnership would be held on Wednesday 19 April 2006 at 1.00 pm in Barrow.

It was agreed that a meeting, hosted by Cumbria County Council would take place on Tuesday 23 May 2006. Mr Pickering suggested, and Members agreed, that the meeting would be held at the premises of Client Services at Dalston.

The Chairman thanked everyone for their attendance.

The meeting ended at 2.20 pm.

DRAFT



REPORT TO EXECUTIVE

PORTFOLIO AREA: Health and Community Activities

Date of Meeting: 24th April 2006

Public

Key Decision: No

Recorded in Forward Plan:

No

Inside Policy Framework

Title: COMMUNITIES RE-UNITED

Report of: Community Services Directorate

Report reference: CS 15/06

Summary:

To consider the Council's continuing commitment to support the Communities Re-united Project for a further limited period.

Recommendations:

Members are recommended to approve the suggestion in Section 3 of this report, together with the budgetary implications outlined in Section 4, regarding the continuation, for a limited period, of the Communities Re-united Project.

Contact Officer: Rob Burns

Ext: 7352

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

1. BACKGROUND INFORMATION

- 1.1 The Communities Re-united Project was set up in response to the floods of January 2005.
- 1.2 It emanated from the Carlisle Churches Flood Response Group which had operated a number of respite centres from various temporary locations in the affected areas. It was originally established to trace and find many of the 3,500 people who moved out of their homes having been flooded and whose whereabouts were uncertain. This resulted in a 95% success rate.
- 1.3 The ongoing emotional and practical support which Communities Re - United continues to provide, developed from the overwhelming demand from flood victims which resulted initially in a series of Advice and Help days (18 to date). Additionally a regular monthly Newsletter has also provided an essential link and support for those who were flooded.
- 1.4 The Project, which has operated from the Assembly Rooms in the Old Town Hall since March 2005, is run by Carlisle Churches Flood Response Group, but has been funded from a variety of sources, including Cumbria Community Foundation, Cumbria County Council and the City Council.
- 1.5 It was originally intended that the Project should finish after Christmas 2005, but such was the demand still being made on it's services, it was agreed, in consultation with the Housing and Community Recovery Group, (a multi-agency group set up to co-ordinate social, welfare and housing recovery issues in flood affected areas), to continue until Easter 2006. (a spreadsheet illustrating the breadth of issues being covered by the current 'live' caseload of 27 enquiries, is attached)
- 1.6 The funding to enable this has come from a grant of £17,950 from the City Council and a further grant of £5,000 from the Cumbria Community Foundation.
- 1.7 Since it's inception, over 2,800 people have sought advice and support from the Project on a variety of issues, predominately complex building and insurance matters. Other matters include late payments for utility bills, insurance content lists and complaints re poor workmanship.
- 1.8 Also, a number of specific information and advice days run every three weeks have been organised around issues such as insurance, flood defences, health, etc. The

Project acts as a 'one-stop shop', as many people expressed frustration at having to go from one agency to another to resolve different issues and the service includes giving assistance to write letters, make phone calls and visit homes for inspections.

- 1.9 In addition, off-shoot projects have also emerged, such as the Flood Therapy Centre, stress busting sessions etc etc.

2.0 CONTINUING SUPPORT

- 2.1 As at the end of March, there are still over 300 households who have not returned to their homes post flood and the Project continues to be a source of support, both to people who have returned but who have on- going social or housing issues and to people who still seek help to return. Since Christmas, on average, 42 people have visited the office each week with existing problems, and an additional 18 new people have made contact with problems that have arisen since they have moved back home. A further 55 people on average, contact the Project by telephone for advice.
- 2.2 Some of the outstanding issues that continue to be a problem include, unsatisfactory building work, insurance settlements, emotional / welfare support etc
- 2.3 It is true that the staff running the Project have developed a rapport with many hundreds of individuals who have sought their advice and support and who continue to do so and it is true also that that support has undoubtedly been more effective because it has come from a single source.
- 2.4 However, as the numbers reduce and the need diminishes, further reflection needs to take place with regard to how the service should continue.
- 2.5 An 'exit strategy' is being prepared by various partner agencies, which will clearly outline the support network which will be available to residents who still require it, on the cessation of the Communities Re-united Project at the end of June.
- 2.6 It is anticipated that by Easter, perhaps around 200 homes will remain unoccupied, although it is difficult to estimate the exact number, particularly as builders keep putting completion dates off and people continue to remain uncertain how long its going to be. Also, some builders as they reach the end of their contracts, find it is uneconomical to travel distances to complete outstanding properties, so they pull out and work remains incomplete.

- 2.7 For those who remain in temporary accommodation and indeed for some of those who have recently returned home, many of the social, welfare, health and practical issues will continue to affect them and so, the need for a service to be available which can continue to offer advice and support will also remain.
- 2.8 It is possible that the majority of these issues could now be picked up by relevant statutory and voluntary agencies who would have had the expertise and skill but perhaps not the capacity to do so when numbers were high, e.g. Trading Standards, Building Control, CAB, the Churches themselves, but it is felt, that for a limited period and perhaps on a reduced basis, Communities Re-united are in fact best placed to continue to provide these services, using the specific experience and contacts they have built up over the past 15 months.

3.0 THE WAY FORWARD

- 3.1 Following discussion with the Carlisle Churches Group, it is suggested that, in order to continue to support those families and individuals who remain unable to return to their homes, the following action be taken;

The Communities Re-united Project should remain open, but on a diminishing scale, up until the end of June. This would mean retaining the service at it's current level of 3 staff, five days a week until the end of April, reducing it to two staff, 5 days a week, until the end of May and further reducing it to one day a week with one person until the end of June.

During this period, an 'exit strategy' will be developed which will ensure that a system of referrals to other agencies will be introduced, to ensure that those people who continue to require advice and information after the Project has ended, will still be supported.

4.0 COSTS

- 4.1 Carlisle Churches have estimated that the cost to continue the Project as outlined would in the region of £12,000.
- 4.2 In addition to these costs, some minor subsidiary costs may also be required, not more than £500, to ensure that adequate training and supporting information is available to staff and volunteers from those agencies who will continue to offer the range of support which some residents may still require after the Project has closed.

- 4.3 The funding for this could come from the following sources;
- a) The Cumbria Community Foundation will agree a further grant of £2,500;
 - b) Carlisle Churches will contribute £1,000;
 - c) The remaining £9,000 will be contributed from within existing Carlisle City Council budgets.

5.0 RECOMMENDATIONS

- 5.1 Members are recommended to approve the suggestion in Section 3 of this report, together with the budgetary implications outlined in Section 4, regarding the continuation, for a limited period, of the Communities Re-united Project.

6.0 REASONS FOR RECOMMENDATIONS

- 6.1 To enable Carlisle Churches Flood Response Group and other agencies, to make appropriate arrangements for a continuation of the support services available to residents of flood affected properties after the currently proposed closure of the Communities Re-united Project at Easter.

7.0 IMPLICATIONS

- Staffing/Resources – Possible implications for Customer Contact staff in increased no of enquiries if CU Project finishes at Easter
- Financial – If Council agrees to continue to financially support the Project, there could be a maximum expenditure of £9,000, which would have to be found from within existing budgets.
- Legal – n/a
- Corporate – There may be a temporary increase in the numbers of people requiring assistance from a variety of Council services e.g. Customer Contact, Building Control, Community Support etc
- Risk Management – There may be a risk to the Council's reputation if we do not support the continuation of the project whilst an identified need remains.

- Equality Issues – n/a
- Environmental – n/a
- Crime and Disorder – n/a
- Impact on Customers – continuation of Project would enhance the Council's reputation as a caring Council

RB/VH

12th April 2006

Director of Community Services

Current Active Inquiry Issues as of 31 March 2006

[illegible]



REPORT TO EXECUTIVE

PORTFOLIO AREA: ENVIRONMENT, HOUSING, INFRASTRUCTURE AND TRANSPORT

Date of Meeting: 24th April 2006

Public

Key Decision: No

Recorded in Forward Plan:

No

Inside Policy Framework

Title: JOINT COMMITTEE - SUPPLEMENTARY PLANNING
DOCUMENTS

Report of: Head of Planning Services

Report reference: DS.16/06

Summary:

This report sets out progress on the establishment of a Joint Committee for the production of Supplementary Planning Documents. It raises a number of questions to determine the most appropriate way forward.

Recommendations:

It is recommended that Executive advise Council of its views in respect of questions 1-3 as set out in section 1 of this report so that the Council can determine its position in response to the questions raised.

Catherine Elliot

Director of Development Services

Contact Officer: Chris Hardman

Ext: 7190

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: PPS12; Planning and Compulsory Purchase Act 2004 and the Town and Country (Local Development) (England) Regulations 2004

1.0 BACKGROUND INFORMATION AND OPTIONS

- 1.1 Members of Executive received report DS. 04/06 regarding the establishment of a Joint Committee to undertake the production of two Supplementary Planning Documents. The documents relate to Wind Energy Development and Landscape Character. The guidance relates to policies in the County Council and Lake District National Park Authority Joint Structure Plan which is shortly to be adopted. The Joint Committee can be set up under new regulations coming into force following the Planning and Compulsory Purchase Act 2004.
- 1.2 Executive resolved (Minute EX.024/06) to agree in principle to the setting up of a Joint Committee subject to the terms of reference being agreed before final participation is resolved. Further work has progressed on the terms of reference attached (Appendix 1) and officers are satisfied that these are now appropriate for undertaking the documents. Concerns about the reference to a third sustainability Supplementary Planning Document and that once established, a Joint Committee could extend the remit, have been addressed.
- 1.3 During the discussions on the terms of reference concerns have been raised about whether the Joint Committee is fully supported by all authorities and whether it is necessary to undertake this approach rather than a less formal joint working process. As a consequence, all authorities are being asked a number of questions
- 1) *Does the Council support the formation of a Cumbria wide Joint Planning Committee to agree the formulation of two supplementary planning documents that will support the policies of the Joint Structure Plan? The SPDs will consider:*
- i. Wind Energy Development*
 - ii. Landscape Character*
- This will be the only scope of the Joint Planning Committee and this scope will be reflected in a legal agreement between all consenting authorities.*

- 1.4 The establishment of a Joint Committee is a new function under the Planning and Compulsory Purchase Act 2004 aimed at focussing Local Planning Authority powers for joint document production to a small committee comprising each authority. The intention is that there would be only one committee to report to rather than that of each district and the County Council. This would speed up the process. Once established a Joint Committee would be faster although the legal process has not yet commenced until all authorities sign up to the terms of reference. It could be a further 6 months before the committee becomes formally established.
- 1.5 The time required establishing the Joint Committee for only two Supplementary Planning Documents does raise questions whether this is the most appropriate mechanism. In the spirit of the new development plan system officers consider there are benefits to bring production of documents together in this manner. The main consideration would be consistency of approach over the whole of Cumbria with regard to interpreting the Structure Plan policies. In addition the document would revise existing Supplementary Planning Guidance which is now out-of-date.
- 1.6 If the Executive resolves to recommend to Council that a Joint Committee is established, the terms of reference should also be agreed to in order to progress the formal regulatory processes.
- 2) *If the Council supports the principle of the Joint Planning Committee how many authorities would it require to secure an ongoing commitment:*
- iii. *All eight local authorities*
- iv. *Less than eight local authorities (if so how many)*
- 1.7 Consistency is important to ensure that whatever Supplementary Planning Document is produced is appropriate for the whole of Cumbria. If not, each Council could just produce its own guidance when it is required. The revised Local Plan contains a policy on all renewable energy and it may be appropriate to produce guidance for the whole policy if the opportunity to produce a joint wind energy document was not available. On this basis officers consider that if we were to proceed with a Joint Committee, it would be essential that all eight authorities participated.

- 3) *As a worse case scenario, if consensus on setting up a Joint Planning Committee cannot be obtained, would the Council support a joint working approach for the preparation of the SPD's and seek to adopt them, in due cause as county wide SPD's?*

- 1.8 Should the result of the questions to districts fail to establish a Joint Committee, officers would consider producing the guidance as a joint working approach. This has been successful in the past and there is no reason why this method could not continue. It was this process that was used to produce the existing guidance.
- 1.9 Executive nominated Members for the Joint Committee at its meeting on the 20th February and these Members could receive reports back from Officers on progress although no formal process is established. The joint working would be at officer not Member level. In due course the documents would be reported to Overview and Scrutiny Committee and Executive as part of normal SPD production.

2.0 CONSULTATION

2.1 Consultation to Date

Consultation on the scope of the SPD for Wind Energy has commenced but no consultation on a Joint Committee process has been undertaken except the questions of this committee as set out above.

2.2 Consultation Proposed

Consultation processes on the guidance will be forthcoming.

3.0 RECOMMENDATIONS

- 3.1 It is recommended that Executive advise Council of its views in respect of questions 1-3 as set out in section 1 of this report so that the Council can determine its position in response to the questions raised.

4.0 REASONS FOR RECOMMENDATIONS

- 4.1 As a Joint Committee removes Local Planning Authority powers for the production of Supplementary Planning Documents from Carlisle City Council to the Joint Committee, it requires the decision of Council to proceed.

5.0 IMPLICATIONS

- Staffing/Resources – The administration for any Joint Committee or joint working would be undertaken by the County Council. A lead officer would be nominated from the Local Plans and Conservation Section to progress the work. Legal and Democratic services have been involved in the Terms of Reference.
- Financial – The only financial implications would be covered by the Local Plans and Conservation Section budget for document production.
- Legal – The Local Authorities (Functions and Responsibilities) (Amendment) (No.2) (England) Regulations 2005 provides, inter alia, that the making of an agreement to establish a joint committee for the purposes of the Planning and Compulsory Purchase Act 2004 shall not be the function of the Executive. Once established a Joint Planning Committee is the Local Planning Authority for its defined activities and area.
- Corporate – The guidance produced at the end of this process would contribute towards the greener element of the Council's priority on "Cleaner, Greener and Safer".
- Risk Management – The questions being asked in this report will assist in determining a clear direction for production of the documents. Without establishing these answers from all districts could have lead to longer delays in document production.
- Equality Issues – None

- Environmental – The Joint Committee relates to environmental topics of guidance on wind energy developments and impact on landscape character.
- Crime and Disorder – None
- Impact on Customers – Production of guidance will provide the customers with additional information on how policies are to be interpreted.

Catherine Elliot
Director of Development Services

Contact Officer: Chris Hardman

Ext: 7190

Development”) the local planning authority for the Area(s) specified and in respect of such Matters as are set out in the Agreement.

- (3) It is intended by the Constituent Authorities that the JC will develop and adopt two Supplementary Planning Documents (SPD’s) (as defined in the 2004 Act) to take effect as policy documents for the guidance and implementation of development. and its effect on the Landscape and for Wind Energy Development. in the areas of the constituent authorities.
- (4) The Constituent Authorities have duly resolved to enter these arrangements and to apply to the First Secretary of State (ODPM) for an Order to constitute the JCs to be the local planning authority for the Area(s) and the Matters (as specified).
- (5) This Agreement also provides for the membership of the JC, its standing orders governing rules of debate and related matters, its terms of reference, officer steering groups, technical and secretariat support and financial matters as set out below.
- (6)
- (6) For the avoidance of doubt and for the purposes of Interpretation all references in this Agreement to the masculine include the feminine and to the singular include the plural and vice versa.

It is HEREBY AGREED AS FOLLOWS:

1. Commencement and Duration

- 1.1. This Agreement shall come into effect on and shall continue until its Terms of Reference are discharged and/or the First Secretary of State has made an Order to dissolve the JC under s.31 of the 2004 Act.

2. Secretariat and Related Expenses

- 2.1. Certain expenses arising out of the exercise of the Functions of the JC from the Commencement date shall be defrayed as follows.
- 2.1.1. All secretariat functions and provision of clerical support and suitable meeting rooms (which shall normally be at offices of the County Council) preparation, printing and dispatch of committee papers, compilation and circulation of minutes, all related correspondence and sundry expenses in connection therewith shall be borne by the County Council.
- 2.1.2. The Secretariat shall be provided by the Head of Democratic Services at the County Council who shall also provide a Democratic Services Officer to act as secretary to JC meetings and who will advise the Chairman on procedural matters during the course of such meeting.
- 2.1.3. All other expenses such as the obtaining of expert or technical opinions or advice as agreed by the JC or its officer steering group the cost of technical documents, statutory notices, other related printing and stationery costs shall be borne in equal shares by the Constituent Authorities though the County shall be responsible for the initial settlement of any such cost and shall be reimbursed by the other constituent authorities as soon as reasonably possible thereafter (as further provided in Section 10 of this Agreement).

3. Dissolution

- 3.1. If any constituent authority wishes to secede from the JC it shall apply to the First Secretary of State for an Order under s.31 of the 2004 Act.
- 3.2. The JC may itself resolve to wind itself up at any time by a simple majority vote and thereafter the Constituent Authorities will apply for an Order under s.31 of the 2004 Act.

4. Joint Committee (JC) and Terms of Reference

4.1. The JC will be the local planning authority for the purposes set out in clause 4.2 below for the administrative areas of each of the constituent authorities which areas are appended in Schedule 1 hereto.

4.2. The Terms of Reference with regard to the new Supplementary Planning Document (SPD) on Landscape and Wind Energy are set out as follows:

4.2.1. It is proposed that new guidance on Landscape and Wind Energy be prepared as Supplementary Planning Documents (SPDs) and will be incorporated into the District Councils' and Lake District National Park Local Development Frameworks (LDFs) in accordance with the Government's Planning Policy Statement 12 (PPS12). This will ensure that these have currency beyond that of the current Replacement Joint Structure Plan. Preparation of such guidance will conform to Part 5 of the Local Development Regulations 2004.

4.2.2. Sustainability Appraisal

When preparing these SPD's, Constituent Authorities will have regard to environmental, social and economic considerations, and in relation to the area of the LDNPA shall always act in accordance with the provisions contained in the National Parks and Access to the Countryside Act 1949 the Environment Act 1995 and such other specific legislation which relates to the exercise of planning functions by the LDNPA. Sustainability Appraisals will be used to help demonstrate how these different factors are considered and to ensure each factor is addressed fully. The Sustainability Appraisal Framework (used to inform the preparation of the

current (replacement) Cumbria and Lake District Joint Structure Plan 2001-2016) will be applied to the preparation of these two SPD's.

4.2.3. The preparation of each SPD will comprise a series of three detailed stages for the preparation of each of the two SPD's as follows:-

4.2.3.1. Stage 1: Pre-production – including evidence gathering, community involvement and inclusion in each local planning authority Local Development Scheme (LDS).

Stage 2: Main Production – including sustainability appraisal of the draft SPD; approval of consultation draft by the JC; public participation; statement of representations and the finalised SPD.

Stage 3: Adoption – including adoption by JC, SPD entry into all the constituent authorities within the JC area, as Local Development documents (LDD's) thereafter monitoring and review.

4.2.4. Unless otherwise agreed the preparation of each of the new SPD's will be steered by a group of planning (and other) officers from all Constituent Authorities (known as the Officers Steering Group) (OSG). Staff within the County Council's Transport and Spatial Unit and Environment Unit, will lead the process and be responsible for commissioning work from external consultants, for conducting consultations and for preparing and reviewing the draft documents.

4.2.5. Consultations

4.2.5.1. In accordance with the Local Development Regulations 2004 and the Statement of Community Involvement (SCI) and statutory publication requirements of each constituent authority a formal period for public participation will be held over a 6 week period. For each constituent

authority the consultation documentation will be made available at their principal offices on their websites and in local libraries. The draft SPD's will be forwarded to a wide range of consultees and will be advertised in the local press.

4.2.5.2. Representations made on each draft SPD will be considered individually and a statement will be made by the JC as to how they have been addressed within the final SPD document. The Report on consultations will be made available to members of the public prior to the adoption of each SPD.

4.2.6. Approval of the Final SPD Document

Final adoption will be the responsibility of the JC acting as the local planning authority for each of these two SPD matters.

4.3. The foregoing Terms of Reference set out in this section of the Agreement constitutes the "Matters" for which the JC shall be responsible for in terms of Section 29(1)(b) of the 2004 Act.

4.4. The Constituent Authorities do not intend to apply for any additional functions pursuant to s.30 of the 2004 Act.

5. Membership of Joint Committee ("JC")

5.1. The JC will consist of one Member from each of the constituent authorities

5.2. Each Member representative on the JC should currently hold responsibility for Town and Country Planning and be a Member of the Constituent Authorities Planning Committee.

- 5.3. Each Constituent Authority shall nominate two Members of the Authority to act as substitutes on a first reserve and second reserve basis for any meeting whenever one of its appointed representatives is unable to attend.
- 5.4. The Quorum for the JC shall be three-quarters of its Membership.
- 5.5. The payment of Member Allowances in connection with the proceedings and business of the JC will be a matter for each constituent authority in terms of its own Member representation on the JC.
6. Tenure of Office and Appointment of Chairman and Vice Chairman and JC Members.
- 6.1. The JC will appoint a Chairman and a Vice Chairman at its first meeting who will each hold office for the first year of the JC proceedings. Thereafter in the second year of the JC and consequently a new Chairman and Vice Chairman shall be appointed as agreed.
- 6.2. The Chairman shall be a County Council Member the first year from the commencement of the Agreement and thereafter as agreed from year to year by the JC and the Vice Chairman shall be agreed from year to year by the JC as it shall deem fit.
- 6.3. In the absence of the Chairman, the Vice Chairman shall preside.
- 6.4. The tenure of office of the Member representative from the each other Constituent Authority shall initially be for one year. The identity of that Member (and the two nominated Substitutes) shall be re-confirmed or substituted by each Constituent Authority on an annual basis thereafter.
- 6.5. In the event of the death, illness, incapacity making the Member concerned unable to perform his JC duties, the JC will invite his constituent authority to nominate

another Member of equivalent planning expertise for JC Membership and that constituent authority shall do so forthwith.

- 6.6. Pursuant to 5.3 above, casual vacancies at particular JC meetings may be filled by nominated substitutes

7. Meetings and Proceedings of JC

- 7.1. These shall conform to the National Model of Standing Orders the County Council Standing Orders and to the Local Authorities (Standing Orders) Regulations 1993 (as amended) and all other like statutory provisions as are set out in Schedule 3 to this Agreement
- 7.2. The JC shall meet at least quarterly in each calendar year or more frequently as it shall deem necessary.
- 7.3. The JC shall sit in public (though nothing contained in this provision shall prevent the JC establishing a working group of JC Members (as it shall see fit) who may meet in private. Such working group shall work with and be advised by the Officer Steering Group.
- 7.4. The JC may exclude members of the press and public from meetings whenever it is likely that exempt information as defined by Section 100 Local Government Act 1972 (as amended) would otherwise be disclosed.

8. Staffing and Secondment

- 8.1. The JC shall not employ any staff but each of the Constituent Authorities will make officers available to the JC as necessary to enable the JC to carry out its functions in accordance with this Agreement.

9. Officer Steering Group (OSG)

- 9.1. The OSG shall be established as agreed by the JC and shall consist of at least one Planning or Landscape Officer (or their equivalent) from each Constituent Authority.
- 9.2. The OSG shall advise the JC on all matters relating to the preparation adoption monitoring and review of each of the SPDs. This shall be carried out principally (though not always) by the lead officer.
- 9.3. The lead officer of the OSG shall be from the County Council. In consultation with the Chairman and after discussion with the OSG he or she shall determine the Agenda for the JC Meetings and shall brief the Chairman as necessary regarding items appearing on such Agenda.
- 9.4. If the OSG decides that it has become necessary to obtain expert legal opinion this shall be commissioned through the Lead Officer (in consultation with the OSG) who will utilise the County Council's Legal Services Unit to instruct suitable planning Counsel or external solicitors (of appropriate seniority or expertise) to advise accordingly. The County's Legal Services Unit costs will be borne by the County Council though the fees of instructed Counsel or solicitors will be borne by the Constituent Authorities proportionately (as with any other necessary external consultant or specialist in the manner provided for in the following Section 10.0 of this Agreement).

- 9.5. No member of the OSG or any other officer who may otherwise be called upon to give the JC advice from time to time shall be required to do so if he or she considers after proper reflection that the giving of such advice (or the taking of any step) will be in conflict with the interest of his or her constituent authority.
- 9.6. Further the OSG shall carry out the following detailed work and activities:
- 9.6.1. take the necessary steps to ensure that that JC is able to comply with all obligations in relation to the promulgation and draft stages of each of the SPD's (as set out in the Terms of Reference in this Agreement) so as to comply with the provisions of the 2004 Act or any future statutory provisions or regulations which may be enacted or come into force;
- 9.6.2. The Lead Officer shall under instruction from and in consultation with the OSG determine a work programme throughout the two SPD periods including identifying all steps necessary to promulgate, monitor and review each of the SPD's through to the adoption Stage in accordance with the Terms of Reference as set out in this Agreement.
- 9.6.3. maintain information systems and collect and analyse data for the purposes of each of the SPDs;
- 9.6.4. carry out such other tasks as the JC may from time to time consider necessary in relation to the SPDs;
- 9.6.5. The OSG shall conduct meetings to be held at least quarterly per annum or on such other occasions as the OSG may from time to time determine and the Lead Officer and other officers shall report to it as necessary.
- 9.6.6. Technical, planning or other consultancy services may be purchased by or provided to the JC in addition to those provided by the OSG. However such

services may only be purchased or provided if the JC is so advised by the OSG and agrees that such services are necessary.

10. Finances (Further Provision)

- 10.1. Each party's contribution to the costs of the OSG or other JC expenses (with the exception of the Secretariat and the County's Legal Services Unit in instructing Counsel when necessary and as provided for in this Agreement) shall be in equal shares.
- 10.2. The costs of the OSG will consist of the following elements:
 - 10.2.1. external Consultancy and Technical costs for services not available within the OSG.
 - 10.2.2. other costs – technical documents, statutory notices, printing and stationery, etc. (not being JC Secretariat costs).
- 10.3. As appropriate an estimate of the total annual costs of the above will be prepared by the end of the December preceding each financial year by the Lead Officer, and reported to the next available JC meeting which will include an indicative split amount for the forthcoming financial year for each Constituent Authority's contribution.
- 10.4. External Consultancy and Technical costs incurred and their time expended in the performance of this Agreement shall be monitored on a six monthly basis by the OSG.
- 10.5. At the end of each financial year, the Lead Officer shall prepare a statement summarising both external consultancy and other costs and expenses (as above) for that year and will make a report accordingly to the next available JC meeting. As a result of this an apportionment of total costs contributions shall be prepared

on an equal cost sharing basis and an invoice shall be submitted to each of the Constituent Authorities who shall then make the appropriate remittance to the County Council as soon as reasonably possible.

- 10.6. Internal costs relating to planning officer (and other staff such as legal) shall be measured by the Lead Officer (and collated from the constitutional authorities as necessary) and also reported by way of information to the JC at the end of each financial year.

11. Miscellaneous Provisions

- 11.1. This Agreement constitutes the entire agreement between the Constituent Authorities and no other document or course of dealing is between Constituent Authorities can be taken in any way to add to or detract from or to interpret the terms of this Agreement.
- 11.2. The Contract (Rights of Third Parties Act) 1999 shall have no application to the terms of this Agreement which are personal to the constituent authorities and no other body or person.
- 11.3. The provisions of this Agreement may be later varied in writing as may be necessary by a Supplemental Agreement as agreed by all the parties hereto though not in such a manner as to contravene the provisions in the 2004 Act relating to Joint Committees.

Executed as a deed by _____)

affixing the Common Seal of _____)

CUMBRIA COUNTY COUNCIL _____)

in the presence of: _____)

Authorised Signatory.....

Executed as a deed by)

affixing the Common Seal of)

.....

in the presence of:)

Authorised Signatory.....

SCHEDULE 1

The Area of Cumbria to which this JC Agreement applies and in respect of which any JC local planning authority appointed by the Secretary of State shall be operative is shown edged red on that attached Ordnance Survey Plan(s).

SCHEDULE 2

JC Standing Orders and Rules of Procedure and Debate (compliant with Cumbria County Council Standing Orders and the Local Authorities (Standing Orders) Regulations 1993 (as amended))

1. JC – Standing Orders and Rules of Procedure and Debate

1.1. Meetings

Meetings of the JC will take place in accordance with a programme decided by it.

Ordinary Meetings will:

- 1.1.1. elect a person to preside if the Chairman and Vice-Chairman are not present;
- 1.1.2. receive any declarations of interest from Members;
- 1.1.3. approve the Minutes of the last Meeting;
- 1.1.4. receive any announcements from the Chairman
- 1.1.5. receive reports about, and receive questions and answers on, the business of joint arrangements and external organisations;
- 1.1.6. consider any other business specified in the Summons to the Meeting

1.2. Extraordinary Meetings

1.2.1 Calling Extraordinary Meetings

- 1.2.1.1. the Chairman of the JC
- 1.2.1.2. any 2 Members of the JC, if they have signed a requisition presented to the Chairman and he/she has refused to call a Meeting or has failed to call a Meeting within 7 days of the presentation of the requisition

1.2.3 Business

An Extraordinary Meeting will only consider a specific item or items set out in the Summons to the JC Meeting

1.3. Appointment of Replacement Members of JCs

Each consistent authority may alter its nominated Member Representatives or substitute from time to time as it shall see fit provided always that written notice to that effect shall first be given by that constituent authority to the JC Secretariat in advance of the meeting.

1.4. Time and Place of Meetings

The time of Meetings will be determined by the JC. Meetings of the JC will commence at 10.00am unless otherwise determined by the JC. The place of the meetings will be the County Council offices or such other venue as may be agreed by the JC from time to time and on the basis that any premises cost, lighting,

heating costs and the like (if any are charged) is borne by each of the constituent authorities in equal shares in conformity with section 10 of the Agreement.

1.5. Notice of, and Summons to, Meetings

The JC Secretariat will give notice to the public of the time and place of any Meeting, in accordance with the Access to Information Procedure Rules (Local Government Act 1972 as amended). At least five clear days before a Meeting, the JC Secretariat will send a Summons duly signed and posted, to every Member of the JC, or leave it at their usual place of residence. The Summons will give the date, time, and place of each Meeting, and specify the business to be transacted, and will be accompanied by such reports as are available.

1.6. Absence of Chairman of Meeting

If the Chairman and/or Vice Chairman are absent for any reason so long as the JC Meeting is quorate it shall decide upon a Chairman to preside for the remainder of that Meeting. The person presiding at the Meeting may exercise any power or duty of the Chairman

1.7. Quorum

The quorum of a Meeting will be a minimum of three quarters of the Membership (rounded down if necessary). During any Meeting, if the Chair counts and/or identifies the number and /or identity of Members present and declares there is not a quorum present, then the Meeting will adjourn for 15 minutes. If, after 15 minutes, the Chairman, after again counting the number of identified Members present, declares that there is still no quorum, the Meeting will adjourn immediately.

Remaining business will be considered at a time and date fixed by the Chairman. If he/she does not fix a date, the remaining business will be considered at the next Ordinary Meeting.

1.8. Duration of JC Meeting

1.8.1. At all Meetings of the JC, which have commenced in the morning, there shall be an automatic adjournment for luncheon at 1.00pm, unless the body concerned resolves to continue or a luncheon break has already commenced.

1.8.2. At all Meetings of the JC, there shall be an automatic evening adjournment at 6.00pm, to a date to be fixed by the Chair, unless the JC resolves to continue.

1.9. Questions by Members of the JC

A Member of the JC may ask the Chairman of the JC any question, without notice, upon an item in a report of the JC, when that item is being received or under consideration by the JC.

1.10 Motions without Notice

- 1.10.1 The following Motions may be moved without notice to appoint a Chairman or Vice Chairman of the Meeting at which the Motion is moved
- 1.10.2 in relation to the accuracy of the Minutes;
- 1.10.3 to change the order of business in the Agenda;
- 1.10.4 to refer back or to an appropriate body or individual a recommendation of the JC;
- 1.10.5 to appoint a Member arising from an item on the Summons for the JC Meeting;
- 1.10.6 to receive reports or adoption of recommendations of the Officers and Steering Group or JTT any resolutions following from them;
- 1.10.7 to withdraw a Motion,
- 1.10.8 to amend a Motion;
- 1.10.9 to proceed to the next business;
- 1.10.10 that the question be now put;
- 1.10.11 to adjourn a debate;
- 1.10.12 to adjourn a Meeting;

- 1.10.13 to continue the Meeting beyond the time fixed for automatic adjournment
- 1.10.14 to suspend a particular JC Procedure Rule
- 1.10.15 to exclude the public and press in accordance with the Access to Information Procedure Rules;
- 1.10.16 to give the consent of the JC where its consent is required by these Standing Orders

1.11.1 Rules of Debate

1.11.2 No Speeches until Motion Seconded

No speeches may be made after the mover has moved a proposal and explained the purpose of it until the Motion has been seconded.

1.11.2 Right to Require Motion in Writing

Unless notice of the Motion has already been given, the Chairman may require it to be written down and handed to him/her before it is discussed.

1.11.3 Secunder's Speech

When seconding a Motion or Amendment, a Member may reserve his/her speech until later in the debate.

1.11.4 Content and Length of Speeches

Speeches must be directed to the question under discussion, or to a personal explanation or Point of Order. No speech may exceed 5 minutes without the consent of the Chairman.

1.11.5 When a Member may Speak Again

A member who has spoken on a Motion may not speak again whilst it is the subject of debate except:

1.11.5.1 to speak once on an Amendment moved by another Member;

1.11.5.1.1 to move a further Amendment if the Motion has been amended since he/she last spoke;

- 1.11.5.1.2 if his/her first speech was on an Amendment moved by another Member, to speak on the main issue (whether or not the Amendment on which he/she spoke was carried);
- 1.11.5.2 in exercise of a right of reply;
- 1.11.5.3 on a Point of Order; and
- 1.11.5.4 by way of personal explanation.
- 1.11.5.5 Amendments to Motions
- 1.11.5.6 An Amendment to a Motion must be relevant to the Motion, and will either be:
 - 1.11.5.6.1 to refer the matter to an appropriate body or individual for consideration or reconsideration;
 - 1.11.5.6.2 to leave out words;
 - 1.11.5.6.3 to leave out words and insert or add others; or
 - 1.11.5.6.4 to insert or add words;
- 1.11.5.7 as long as the effect is not to negate the Motion
- 1.11.5.8 Normally, only one Amendment may be moved and discussed at any one time. No further Amendment may be moved until the Amendment under discussion has been disposed of. The Chairman may permit two or more Amendments to be discussed (but not voted upon) together, if circumstances suggest that his course would facilitate the proper conduct of the JC's business.
- 1.11.5.9 If an Amendment is not carried, other Amendments to the original Motion may be moved.

1.11.5.10 If an Amendment is carried, the Motion as amended takes the place of the original Motion. This becomes the Substantive Motion to which any further Amendments are moved.

1.11.5.11 After an Amendment has been carried, the Chairman will read out the Amended Motion before accepting any further Amendments, or, if there are none, put it to the vote.

1.11.6 Alteration of Motion

1.11.6.1 A Member may alter a Motion of which he/she has given notice with the consent of the JC Meeting. The JC Meeting's consent will be signified without discussion.

1.11.6.2 A Member may alter a Motion which he/she has moved without notice with the consent of both the Meeting and the seconder. The JC Meeting's consent will be significant without discussion.

1.11.6.3 Only alterations which could be made as an Amendment may be made.

1.11.6.4 Withdrawal of Motion

A Member may withdraw a Motion which he/she has moved with the consent of both the JC Meeting and the seconder. The Meeting's consent will be signified without discussion. No Member may speak on the Motion after the mover has asked permission to withdraw it unless permission is refused.

1.11.7 Right of Reply

1.11.7.1 The mover of a Motion has right to reply at the end of the debate on the Motion, immediately before it is put to the vote.

1.11.7.2 If an Amendment is moved, the mover of the original Motion has the right of reply at the close of the debate on the Amendment, but may not otherwise speak on it.

- 1.11.7.3 The mover of the Amendment has the right of reply to the debate on his or her Amendment immediately before any reply by the mover of the Motion.
- 1.11.7.4 Motions which may be moved during Debate When a Motion is under debate, no other Motion may be moved except the following Procedural Motions:
- 1.11.8.1 to withdraw a Motion;
 - 1.11.8.2 to amend a Motion;
 - 1.11.8.3 to proceed to the next business;
 - 1.11.8.4 that the question be now put;
 - 1.11.8.5 to adjourn a debate;
 - 1.11.8.6 to adjourn a Meeting;
 - 1.11.8.7 that the Meeting continue beyond the time fixed for adjournment
 - 1.11.8.8 to exclude the public and press in accordance with the said Access to Information Procedure Rules; and
 - 1.11.8.9 Closure Motions
 - 1.11.8.10 A Member may move, without comment, the following Motions at the end of a speech of another Member;
 - 1.11.8.10.1 to proceed to the next business;
 - 1.11.8.10.2 that the question be now put;
 - 1.11.8.10.3 to adjourn a debate; or
 - 1.11.8.10.4 to adjourn a JC Meeting.
 - 1.11.8.11 If a Motion to proceed to next business is seconded, and the Chairman thinks the item has been sufficiently discussed, he or she will put the Procedural Motion to the vote.
 - 1.11.8.12 If a Motion that the question be now put is seconded, and the Chairman thinks the item has been sufficiently discussed, he/she will put the Procedural

Motion to the vote. If it is passed, he/she will give the mover of the original Motion and, if appropriate, the mover of an Amendment which is being debated, a right of reply before putting the Motion to the vote.

1.11.8.13 If a Motion to adjourn the debate, or to adjourn the JC Meeting, is seconded, and the Chairman thinks the item has not been sufficiently discussed, and cannot reasonably be so discussed on that occasion, he/she will put the Procedural Motion to the vote without giving the mover of the original Motion the right of reply.

1.11.8.14 A second Closure Motion may not be made for 30 minutes, unless it is moved by the Chairman.

1.12 Voting

1.12.1 Majority

Whilst the JC will endeavour to proceed in the first instance on the basis of a consensus decision if this proves not to be possible any matter will be decided by a simple majority of those Members voting and present in the room at the time the question was put.

1.12.2 Casting Vote

If there are equal numbers of votes for and against, the Chair will not have a second or casting vote and any such motion will accordingly be lost. Show of Hands

Unless a recorded vote is demanded under Rule 1.16.4, the Chairman will take the vote by show of hands, or, if there is no dissent, by the affirmation of the JC Meeting.

1.12.3 Recorded Vote

The vote will take place by recorded vote if one quarter of the members present at the meeting demanded such a vote by rising in their places or raising their hands.

The names for and against the Motion or Amendment or abstaining from voting will be taken down in writing and entered into the minutes.

1.12.4 Right to Require Individual Vote to be recorded

Where any Member requests it immediately after the vote is taken, their vote will be so recorded in the Minutes to show whether they voted for or against the Motion or abstained from voting. (Regulation 4 / and Schedule 2 para 1, 1993 Standing Order Regulations).

1.13 Minutes

1.13.1 Signing the Minutes

The Chairman will sign the Minutes of the proceedings at the next suitable JC Meeting. The Chairman will move that the Minutes of the previous JC Meeting be signed as a correct record. The only part of the Minutes that can be discussed is their accuracy.

1.13.2 Signing Minutes at Extraordinary Meetings

- 1.13.2.1 Where, in relation to any Meeting, the next Meeting for the purpose of signing the Minutes is a Meeting called under paragraph 3 of Schedule 12 to the Local Government Act 1972 (an Extraordinary Meeting), then the next following Meeting (being a Meeting called otherwise than under that paragraph) will be treated as a suitable Meeting for the purpose of paragraph 41 (1) and (2) of Schedule 12 relating to signing of Minutes. (Regulation 4 Schedule 2 para 2 1993 Standing Order Regulations).

1.13.3 Form of Minutes

Minutes will contain all Motions and Amendments in the exact form and order the Chairman put them.

1.14 Record of Attendance

All Members present during the whole or part of a JC Meeting must sign their names on the attendance sheets before the conclusion of every Meeting to assist with the record of attendance.

1.15 Exclusion of the Public

Members of the public and press may only be excluded either in accordance with the Access to Information Procedure Rule 1.21.4 or Rule 1.22 (Disturbance by the Public, etc.)

1.15.1 Members' Conduct

1.15.2 Chair Standing

When the Chairman stands during a debate, any Member speaking at the time must stop and sit down. The JC Meeting must be silent.

1.15.3 Member not to be heard further

If a Member persistently disregards the ruling of the Chairman by behaving improperly or offensively, or deliberately obstructs business, the Chairman may move that the Member be not heard further. If seconded, the Motion will be voted on without discussion.

1.15.4 Member to leave the Meeting

If the Member continues to behave improperly after such a Motion is carried, the Chairman may move that either the Member leaves the Meeting or that the Meeting is adjourned for a specified period. If seconded, the Motion will be voted on without discussion.

1.15.5 General Disturbance

If there is a general disturbance, making orderly business impossible, the Chairman may adjourn the Meeting for as long as he/she thinks necessary.

1.16 Disturbance by the Public

1.16.1 Removal of a Member of the Public

If a member of the public interrupts proceedings, the Chairman will warn the person concerned. If they continue to interrupt, the Chairman will order their removal from the Meeting room.

1.16.2 Clearance of Part of Meeting Room

If there is a general disturbance in any part of the Meeting room open to the public, the Chairman may call for that part to be cleared.

1.17 Amendment of JC Procedure Rules and Standing Orders

1.17.1 Amendment

Any Motion to add to, vary, or revoke these JC Procedure Rules and Standing Orders will, when proposed and seconded, stand adjourned without discussion to the next Ordinary Meeting of the JC, to await a report from the Steering Officer Groups.

1.18 Disqualification of Members from the JC

1.18.1 If any Member from a Constituent Authority cease to be a Member of that Authority or is suspended from office as a Member of that Authority for whatever reason then he or she shall immediately cease to be a Member of the JC and to participate in its business and the relevant Constituent Authority shall then nominate a replacement Member with suitable qualifications for membership of the JC together with a substitute if necessary.

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REPORT TO EXECUTIVE

PORTFOLIO AREA: FINANCE AND RESOURCES

Date of Meeting: 24 April 2006

Public

Key Decision: No

Recorded in Forward Plan:

No

Inside Policy Framework

Title: RENEWAL OF THE CITY COUNCIL'S INSURANCE
ARRANGEMENTS 2006/07

Report of: The Director of Corporate Services

Report reference: FS7/06

Summary:

To report on the prospects for the City Council's insurance arrangements in 2006/07.

Recommendations:

- (i) That the position on the renewal of the City Council's insurances from 1 May 2006 be noted and that the Director of Corporate Services will report further once discussions with the insurers have been finalised.
- (ii) That the implications arising from the proposed co-insurance clauses be referred to the Risk Management Group for further consideration.

Contact Officer: David Steele

Ext: 7288

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: Insurance renewal proposals for 2006/07 from St Paul Travelers, Zurich Municipal and others as arranged by Marsh UK Ltd.

CITY OF CARLISLE

To: The Executive
24 April 2006

FS7/06

RENEWAL OF THE CITY COUNCIL'S INSURANCE ARRANGEMENTS 2006/07

1. INTRODUCTION

- 1.1 The City Council last undertook a full retendering exercise for its insurances in the spring of 2003. The outcome was to retain St Paul Travelers as the Council's principal insurance provider with Zurich Municipal providing public liability insurance on highways claimed rights. Some small specialist insurance covers are also sourced from elsewhere. The purpose of this report is to detail the current prospects for the Council's insurance arrangements in 2006/07. At this stage it is not possible to detail the costs in this financial year as negotiations are still continuing with the insurance providers. These will be reported to a future meeting of the Executive when these discussions have been finalised. The Council's insurance renewal date each year is 1 May.

2. INSURANCE PROSPECTS 2006/07

- 2.1 The outcome of the last retendering exercise saw an increase in the Council's annual insurance bill of almost £200,000. This outcome was a reflection of the very difficult state of the insurance market at that present time and the 50% increase in premium costs experienced by this authority was not untypical.
- 2.2 The insurance market remains difficult, not just for local authorities but also in the wider commercial world. The current insurance contract incorporates a three year long term agreement with a two year extension option which would normally afford a certain level of price stability as well as a small discount on gross premium costs. Following the January 2005 flood, the insurers broke the long term agreement in respect of the property element of the cover resulting in an increase in the annual premium of some £85,000. This action would normally have triggered a retendering exercise. This option was however considered neither practical nor desirable at the time and this recommendation was reported to members (Report FS 1/2005).

- 2.3 Discussions with St Paul Travelers on insurance renewal have been taking place over several weeks. The Council continues to be advised by its insurance consultants (Marsh) and their recommendation is that the Council's main insurance covers remain with St Paul Travelers. The bulk of the cover provided would remain unaltered from the current year but insurers understandably remain concerned by the flood risks in the Carlisle area. Accordingly they have proposed:
- i) Continuation of full flood cover with a 20% co-insurance clause capped at £500,000 only applying to the three specific locations of Bitts Park, Sheepmount and Stony Holme Golf Pavilion;
 - ii) Increase in the material damage and business interruption premia only by 15%.
- 2.4 These terms are in fact less onerous than those originally proposed which embraced an increase of 25% in the above premia and a co-insurance clause which covered a much wider area in the City. Representatives of St Paul Travelers visited Carlisle as part of the renewal negotiations and were made fully aware of the steps that are being taken by the City Council and other organisations to minimise the risk of any future flooding in Carlisle, particularly that on the scale experienced in January 2005.
- 2.5 Negotiations are continuing between the City Council, Marsh and St Paul Travelers although the prospects for any further improvement in the terms on offer are not high. Nevertheless, the recommendation from Marsh is that the Council renews its insurance with St Paul Travelers from 1 May 2006 for a further twelve months. The principal risk from the City Council's viewpoint is that another flood on the co-insurance areas could involve the Council taking a 'hit' of up to £500,000. There is already a specific excess on the Sheepmount of £25,000 which was in situ prior to January 2005 and it is recommended that this issue be considered further by the Risk Management Group.
- 2.6 Although the principal insurance covers are provided by St Paul Travelers, Zurich Municipal is still the Council's insurer for highways claimed rights issues. Proposals for the new financial year have recently been received from Zurich which indicate that a small reduction in the premium for 2006/07 can be accommodated due to the improved recent claims history of the authority. The reduction would be £7,600 net of a fee of £2,000 compulsory risk management report to be undertaken by ZM which it is hoped would help to further manage risk and reduce future claims.

3 INSURANCE COSTS IN 2006/07

- 3.1 Due to the fact that negotiations are ongoing, including the proposed level of index linking of all premia which is still to be determined, it is not yet possible to provide a definitive assessment of the costs to the Council of insurance cover in 2006/07. This will be provided as part of the follow up report to the next meeting of the Executive but the indications at this stage are that costs overall can be broadly accommodated within budget. This is notwithstanding the increases proposed in para 2.3 but there is a risk that there will be a modest increase in the required sum. The amount of index linking to be applied to next year's premia may result in an increase over budget as may any adverse financial effect of the revaluation of the City Council's property assets, an exercise that is only just being completed.

4 JANUARY 2005 FLOOD CLAIM

- 4.1 Members may wish to note that the insurance claim arising out of the 2005 floods still remains to be completed. Negotiations between the Council and St Paul Travelers are however close to being finalised and most major issues between the two parties have now been agreed. It is currently anticipated that all remaining matters, in what has been a long and complicated claim, can be settled within the next few weeks.

3. RECOMMENDATIONS

- 3.1 That the position on the renewal of the City Council's insurances from 1 May 2006 be noted and that the Director of Corporate Services will report further once discussions with the insurers have been finalised.
- 3.2 That the implications arising from the proposed co-insurance clauses be referred to the Risk management Group for further consideration.

4. REASONS FOR RECOMMENDATIONS

To ensure continuity in the City Council's insurance cover.

5. IMPLICATIONS

- Staffing/Resources – Included in the report.
- Financial – Included in the report.
- Legal – None.
- Corporate – Included in the report.
- Risk Management – Risk Management is at the heart of the insurance process. The principal additional risk that the Council may face is in respect of the proposed co-insurance clauses at three locations in the City that in the event of a catastrophic flood on the scale of January 2005 could cost the authority up to an additional £500,000. There is also a risk that the total premia required in 2006/07 will be in excess of the budgeted provision
- Equality Issues – None.
- Environmental – None.
- Crime and Disorder – None.
- Impact on Customers – None.

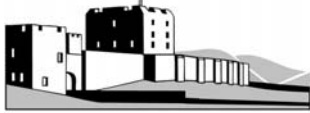
ANGELA BROWN
Director of Corporate Services

Contact Officer: David Steele

Ext: 7288

Financial Services
Carlisle City Council
12 April 2006

DKS/CH/FS7-06 Ren of CC Ins Arrngmts Exec 24.4.06



REPORT TO EXECUTIVE

PORTFOLIO AREA: HEALTH & COMMUNITY ACTIVITIES

Date of Meeting: 24TH APRIL 2006

Public

Key Decision: No

Recorded in Forward Plan:

No

Inside Policy Framework

Title: HAMMONDS POND PARK MULTI-USE GAMES AREA
PROPOSAL

Report of: DIRECTOR OF COMMUNITY SERVICES

Report reference: CS11/06

Summary: This report sets out the background and proposals for the provision of a Multi-Use Games Area situated within Hammonds Pond Park.

Recommendations: That the Executive note the contents of this report and the acceptance of £50K capital funding from the Barclays Spaces for Sport scheme by NACRO working in partnership with the Council.

Contact Officer: RICHARD LEWIS

Ext: 7447

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

1. BACKGROUND INFORMATION AND OPTIONS

- 1.1 The Council have recently opened two multi-use games areas at Dale End Road and Melbourne Park. These were funded by Sport England for which the Council received £248K of funding.
- 1.2 Although these two facilities have only been open for a few weeks they are already proving popular with the local young people and are starting to have an effect on Crime and Disorder, particularly at times where the Sport & Recreation section, in conjunction with the National Association for Care and Rehabilitation of Offenders (NACRO), deliver activities
- 1.3 The Sport and Recreation section currently house and part fund NACRO's Extra Time Project Co-ordinator and work closely with NACRO in delivering activities in priority wards based around shared priorities of providing diversionary activities for young people and the reduction of anti-social behaviour
- 1.4 NACRO nationally were approached in September 2005 and were requested to propose suitable sites for consideration under the Barclays Spaces for Sport scheme where up to £50K was available for development of sports facilities. NACRO subsequently submitted a number of bids and the North East branch of NACRO submitted an application for Carlisle having worked closely with the Sport & Recreation Manager in compiling a bid
- 1.5 In October 2005 the Carlisle bid was selected to go forward to phase 2 of the bidding process. Submission of the completed bid was made in December 2005 and as part of the Barclays bid process full planning permission had to be granted and local consultation of key partners had to be carried out prior to this submission
- 1.6 In February 2006 the Carlisle bid was approved and selected as only 1 of 30 successful funding applications (out of total of 90 phase 2 submitted projects). The offer of £50K has recently been accepted by NACRO and will form the majority funding for the approximate project cost of £120,000. The remaining funding has come from Carlisle Housing Association (£15,000), Crime & Disorder Reduction Partnership (£15,000) and the Council (£37,200 - originally allocated to the Multi-Use Games Area developments at Melbourne Park and Dale End Road, but due to prudent project management of this scheme it has been possible to use this money to secure the Barclays funding for a third facility). All funding has been received except for the Barclays allocation.

- 1.7 Barclays lay down certain conditions with regards the funding. The key condition being that the project is completed by October 2006. It is anticipated that construction work will be completed by October 2006 and that the funding condition will be met

2. CONSULTATION

- 2.1 Consultation has taken place to date with Portfolio holder Cllr Knapton, Cllr David Wilson, local community police, local primary schools, football clubs currently using the park and the park keeping staff
- 2.2 Further consultation proposed would be as per 2.1 above

3. RECOMMENDATIONS

- 3.1 That the Executive note the contents of this report and the acceptance of £50K capital funding from the Barclays Spaces for Sport scheme by NACRO working in partnership with the Council

4. REASONS FOR RECOMMENDATIONS

- 4.1 To enable development of a new facility and the council's third Multi-Use Games Area providing all year round recreational playing opportunities

5. IMPLICATIONS

- Staffing/Resources – project managed internally
- Financial – The scheme will be funded as in paragraph 1.6. Maintenance costs will need to be funded from the repairs and maintenance budgets.
- Legal – The funding from Barclays is subject to terms and conditions. The Council must be content that the terms and conditions are acceptable and that we are able to comply therewith (particularly the required completion timescales)
- Corporate – link to corporate priorities of learning city and cleaner greener safer
- Risk Management –risk register has been completed for this project. In order to minimise risk the project will be managed under a Prince 2 process model. Current risks envisaged in this project are:-
 1. Delays to commencement will lose external funding.
 2. The Multi-Use Games Area needs to be commissioned to ensure completion before winter 2006
- Equality Issues – any proposed facility would meet all DDA requirements and would support under privileged children in Carlisle South
- Environmental – N/A

- Crime and Disorder – Would provide young people with more participation opportunities, would increase the number of facilities available and would give the Council in conjunction with NACRO the opportunity to deliver organised activity to a greater number of young people



REPORT TO EXECUTIVE

PORTFOLIO AREA: ECONOMIC PROSPERITY

Date of Meeting: 24th April 2006

Public YES

Key Decision: No

Recorded in Forward Plan:

Inside/Outside Policy Framework

Title: **BID TO THE CASINO ADVISORY PANEL**

Report of: **Director of Development Services**

Report reference: **DS.19/06**

Summary:

Following the Council's resolution at its meeting on 7th March, a proposal putting Carlisle forward as a possible location for a casino has been sent to the Dept. of Media, Culture and Sport's Casino Advisory Panel. This report briefly outlines the main elements of the proposal.

Recommendations:

That the Executive notes the report

Contact Officer: David Beaty 7120

1.0 BACKGROUND INFORMATION AND OPTIONS

- 1.1 The proposal to the Casino Panel followed a format that required responses to a number of set questions. These included information on Tourism plans, regeneration opportunities and needs, how the social impact would be assessed and managed, willingness to licence, the probability of implementation and the planning policy context.
- 1.2 The proposal identifies a large casino, [roughly the size of the Lidl supermarket on Charlotte Street], as the preference for Carlisle. This category of casino would have a greater potential to encourage investment and contribute to the regeneration of the centre of Carlisle and could improve the case for the development of a four star hotel. It would also have a greater impact on the visitor economy and could employ up to 400 people¹.
- 1.3 No specific location for a casino was identified in the proposal. The vehicle through which proposals would be channelled to identify sites would be Carlisle Renaissance – particularly the Development Framework and Movement Strategy – with the detail being worked through the review of the local plan and subsequent Local Development Framework documents. There are a number of sites around the edge of the City Centre where a casino would be appropriate and where an investment of this nature would contribute to wider regeneration objectives. It is essential however that proposals for a casino development are fully integrated with the plans for a rejuvenated City Centre offer and for this reason, proposals for sites outside the urban core should not be supported.
- 1.4 The Government is clearly keen to be able to assess the social impact of the liberalisation of the Gambling laws. If the proposal is successful, the Council would have a key role in ensuring the benefits from a casino licence - in terms of planning benefits and possible financial benefits to the community from the Casino operation - were realised and managed effectively. The Council would also have a role in bringing together the Casino operator and those agencies that would have to deal with the adverse affects of gambling to ensure effective co-operation. There would also be a need to put measures in place [presumably funded by the casino operator] to monitor social impact.
- 1.5 The timetable for decision making by the Casino Panel indicates that initial selections from the submissions received will be made during May. Reasons why

¹ Employment forecast from Casino Market Demand Study. Pion Economics. pub. NWDA June 2005 para 5.3.1

particular proposals have, or have not, been selected for further examination will be posted on the Panel's web site. For those submissions that survive the initial sift, there will then be further consultations with Regional Planning bodies and further written evidence may be required for proposals for large and small casinos during August and September. Final reports will be submitted to the Secretary of State by the end of December 2006.

2.0 CONSULTATION

- 2.1 Consultation to Date - Liaison with Cumbria Tourist Board
- 2.2 Consultation proposed - Circulation of proposal and this report to agencies that may be involved in managing social impact.

3.0 RECOMMENDATIONS

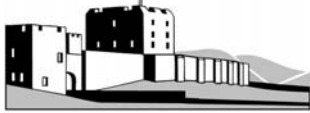
That the report be noted.

4.0 REASONS FOR RECOMMENDATIONS

To advise the Executive of the main points of the Casino proposal.

5.0 IMPLICATIONS

- Staffing/Resources – None at this stage
- Financial – None at this stage
- Legal – Legal observations included in report to Council on 7th March 2006
- Corporate – None at this stage
- Risk Management – Risk assessment depending on success of proposal
- Equality Issues – None at this stage
- Environmental – None at this stage
- Crime and Disorder – to be assessed
- Impact on Customers – To be assessed



REPORT TO EXECUTIVE

PORTFOLIO AREA: HEALTH & COMMUNITY ACTIVITIES

Date of Meeting: 24TH APRIL 2006

Public

Key Decision: No

Recorded in Forward Plan:

No

Inside Policy Framework

Title: CARLISLE INTERNATIONAL SUMMER FESTIVAL

Report of: DIRECTOR OF COMMUNITY SERVICES

Report reference: CS.19/06

Summary:

To consider an application for funding towards the Carlisle International Summer Festival

Recommendations:

Members are recommended to consider the request and decide on an appropriate response

Contact Officer: Rob Burns

Ext: 7352

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

1. BACKGROUND INFORMATION AND OPTIONS

- 1.1 Attached is a letter from the organisers of the Carlisle International Summer Festival, requesting continuing financial support for the event which is held annually in July
- 1.2 The Festival is one of the biggest of its kind in the Country and grows in reputation and scale each year.
- 1.3 It undoubtedly adds to the cultural and artistic diversity offer in the City and covers a range of musical interest not provide in this form by any other organisation.
- 1.4 The Council has supported the organisation over the past two years, giving £1,500 in 2003/4 and £2,500 last year.
- 1.5 In addition the Festival is included in the publicity and promotional material for our 'music city' Sounds of Summer advertising which also includes the Festival of Nations, Brampton Live and pop2thepark.
- 1.6 The request is for a revenue grant of £5,000 a year.

2. RECOMMENDATIONS

- 2.1 Members are requested to consider the request and approve an appropriate contribution.

3. REASONS FOR RECOMMENDATIONS

- 3.1 A grant would help ensure the success of the event and enhance the Council's contribution to the development of cultural and artistic diversity in the city

12th April 2006

Director of Community Services

**EXCERPT FROM THE MINUTES OF THE
CORPORATE RESOURCES OVERVIEW AND SCRUTINY
COMMITTEE
HELD ON 6 APRIL 2006**

CROS.39/06 CIVIC CENTRE ACCOMMODATION OPTIONS

The Director of Community Services and Director of Development Services submitted Report CS.12/06 updating Members on the review of the Civic Centre ground floor accommodation.

The reinstatement works following the flood were almost complete and the Customer Contact Centre was to move back to its original location over the Easter weekend, which would leave the Octagon below the Council Chamber vacant. The Head of Property Services was exploring potential "location options" for this vacant accommodation.

Two of the lifts had been refurbished and should be fully operational by mid April 2006. The new public toilet block on the ground floor was due for completion in April/early May 2006.

This Committee had previously requested to be kept informed of the review of accommodation for Members. It had been agreed that provision should be made on the ground floor west elevation close to the staircase for the Civic Suite and meeting rooms and comprise :

- A new Member Resource Room which had evolved through the Member Training and Development Group;
- The Conservative Group Office moved from the 9th floor;
- The Liberal Democrat Group Office moved from the 9th floor;
- The Labour Group Office would remain on the ground floor.

The anticipated timescale for completion/occupation was mid April 2006.

Officers offered to show Members of the Committee the refurbished ground floor accommodation at the end of the meeting.

In considering the Report Members made the following comments.

(a) A Member had concerns over the present Civic Suite arrangements whereby the Mayor was using a very small office and meeting guests on the Block Floor. He considered that an option for the use of the Octagon could be a new Mayor's Suite.

(b) A Member asked whether shower facilities were to be provided for staff.

The Head of Facilities reported that showers were to be provided in the basement along with ladies and gents toilets as part of the flood refurbishment works.

(c) A Member suggested that the Octagon could be used as a staff canteen/cafe facility for staff.

The Head of Facilities reported that there had been a staff room on the 9th Floor but this had been very rarely used.

Dr Gooding reported that the Executive had given a clear steer on what they wanted on the Ground Floor in the Civic Centre and this did not include a staff café.

RESOLVED – (1) That the report be noted.

(2) That the Executive be informed of this Committee's views on the potential options for the future use of the vacant Octagon on the ground floor of the Civic Centre and, in particular, its possible use as a staff café.

**JOINT MANAGEMENT TEAM
THURSDAY 2 MARCH 2006**

MINUTES

Present: Councillor M Mitchelson (Chair), Councillors E Firth, D Jefferson, J Geddes, R Bloxham, R Knapton and M Bowman

M Mooney, C Elliot, A Brown, M Battersby, J Egan, I McNichol, D Beaty & John Grainger (for item 4) and D Kavanagh (Minutes)

Apologies: J Gooding (arrived for item 9)

JMT 38/06 MINUTES OF JMT HELD ON 16 FEBRUARY 2006

The minutes of the meeting held on 16 February were discussed and agreed as a true record.

JMT 39/06 MINUTES OF SMT

6 February 2006

The minutes of the meeting held on 6 February 2006 were noted for information and the following issue was discussed under matters arising:

Ground Floor Accommodation – C Elliot gave JMT an update on the requirements for accommodation by the Hadrian's Wall Company and discussions on possible location within Carlisle.

**Action: C Elliot / M Battersby
To discuss options**

Direction of Travel – M Mooney gave JMT an update on discussions at SMT and following a meeting with Keith Power of the Audit Commission.

14 February 2006

The minutes of the meeting held on 14 February 2006 were noted for information and the following issues were discussed under matters arising:

Neighbourhood Forum Review – M Battersby gave JMT an update and advised that a report is being prepared which will advise Members on the outcome of the review. Meetings with the County Council are still taking place.

Action: M Battersby

Predicted Flu Pandemic – M Battersby advised JMT that work is taking place on contingency plans to prepare for a possible flu pandemic.

CPA Excellence – M Mooney gave JMT an overview on discussions at SMT and an update following a meeting with Phil Swann regarding process maps.

Arrangements for Relocation – I McNichol gave JMT an overview of the discussion at SMT and the meeting with Corporate Resources on 16 February to begin this work.

21 February 2006

The minutes of the meeting held on 21 February 2006 were noted for information.

JMT 40/06 MINUTES OF CMT HELD ON 23 JANUARY 2006

The minutes of the meeting held on 23 January 2006 were noted for information and the following issues discussed as matters arising:

CMT 11/06 – Play Area Strategy – M Battersby advised JMT that a report will be brought to the Executive on 20 March setting out a template for the Play Area Strategy.

JMT 41/06 INVEST IN CUMBRIA

John Grainger and David Beaty joined JMT to give a presentation on 'Invest in Cumbria'. John Grainger gave background on the way the agency was formed, its role in enhancing the economy and the growing involvement with Cumbria Vision. He stressed that Invest in Cumbria are part of, but act independently from, Cumbria County Council and described the make up of the new Board. He advised that the role of the agency was to work with mid to large companies and that Archie Workman is in the process of contacting local companies to look at investment plans with them.

John Grainger then took questions from JMT and gave further clarification on a range of issues. He stressed that Invest in Cumbria requires the support across all partners in Cumbria. Invest in Cumbria will continue to work across Cumbria and seek inward investment.

I McNichol asked that a meeting be arranged to discuss Carlisle Renaissance and economic development issues and to co-ordinate work with large employers.

Action: I McNicol / D Beaty

JMT 42/06 LEARNING CITY STRATEGY

M Mooney gave JMT an overview of the draft Learning City Strategy and advised JMT that the final document will be brought to the Executive and Overview & Scrutiny for approval and recommendation to Council for formal adoption of the Strategy.

JMT 43/06 CARLISLE RENAISSANCE: GOVERNANCE & MANAGEMENT

I McNichol gave JMT an update on Carlisle Renaissance and an overview of the governance and management arrangements through the Task Group, Steering Group and Overview & Scrutiny.

He then went on to give an overview of the Working Groups.

- Rickergate Working Group – made up of Councillors and Officers from all relevant partners in the Rickergate area. The Steering Group have expanded the number of Members on this Group which may compromise the effective working of the Group. It is therefore proposed that we separate the Members Group from the Officer Group with liaison through the officer who chairs the Officer Group.
- Development Framework & Movement Strategy Members Working Group first meeting is scheduled for 8 March 2006. A Development Framework & Movement Strategy Officer Project Group – will meet separately and liaise with the Member Working Group.
- Relocation Group – Still being formed to deal with issues around access to services and our ability to deliver services.
- Other aspects to be explored - developing an economic strategy for the City.

I McNichol stressed that these groups were not decision-making bodies – the two points of decision making were the Executive (City Council) and the Cabinet (County Council).

JMT 44/06 LSP UPDATE

The first LSP Forum meeting is set for 7 March 2006.

This meeting will nominate members of the Executive and a Chair. The members of the LSP Executive will include: Elected Members from the City and County Council, representatives from the private, voluntary and community sectors and the Chief Executive of the City Council.

The role of the LSP will be to establish a Community Plan. The City Council will support the LSP by providing an LSP Manager.

Below the LSP Executive there will be a set of Thematic Groups, each of which will be chaired by a member of the LSP Executive. The LSP will share objectives which are similar to those of Carlisle Renaissance and will be key in moving forward the work of Carlisle Renaissance. The LSP Executive and Thematic Groups, which will link to the LAA service blocks, could help in accessing vital funding.

JMT 45/06 AUDIT COMMISSION / ACCOUNTS COMMITTEE

A Brown gave JMT an overview of a report, which will be brought to the Accounts Committee on 7 March 2006. She highlighted key issues for JMT and gave an update on progress with addressing areas of concern. The report provides an action plan for future working and picks up all Audit Commission comments and addresses issues raised.

M Mooney advised JMT that a meeting had been held with the Audit Commission earlier that week to discuss any issues. She advised that an in depth review will be carried out, which will assist Finance staff look at procedures and improvements.

Bank Reconciliation – A Brown advised that the new format for the Bank Reconciliation will be circulated at the Accounts Committee meeting on 7 March.

JMT 46/06 COMMUNITIES RE-UNITED UPDATE

The Leader advised JMT of a Motion to Council requesting the continuation of the Communities Re-United Service until July.

J Gooding gave JMT further background and to this issue. He advised JMT that a meeting is arranged with Churches Together to talk about the service. Discussion took place on possible solutions to maintain the service until July.

JMT 47/06 FORWARD PLAN FOR JMT

Agenda items for forthcoming JMT meetings were discussed with the following items proposed:

16 March

- BVPP – C Curr

JMT 48/06 ANY OTHER BUSINESS

Lonsdale Cinema

Discussion took place on the issues around the feasibility study, which will look into facilities for a performing arts centre within the City.

Telephone Contract

This is currently being reviewed and A Brown advised JMT that she will be monitoring this and will report back to JMT.

Action: A Brown

Meeting Closed: 3:35pm

**JOINT MANAGEMENT TEAM
THURSDAY 16 MARCH 2006**

MINUTES

Present: Councillor E Firth (Chair), Councillors E Firth, D Jefferson, J Geddes, R Bloxham, R Knapton and M Bowman

M Mooney, J Gooding, C Elliot, A Brown, M Battersby, J Egan, I McNichol, C Curr, J Williams (for item 4) and D Kavanagh (Minutes)

Apologies: Councillor M Mitchelson

JMT 49/06 MINUTES OF JMT HELD ON 2 MARCH 2006

The minutes of the meeting held on 2 March were discussed and agreed as a true record.

The following was discussed under matters arising:

JMT 39/06 – SMT Minutes 14 February 2006 – Neighbourhood Forum Review – Councillor M Bowman advised that an update had been circulated by M Battersby. It was noted that Councillors need to be kept advised which Officer will be attending Neighbourhood Forums, especially when there is a change or substitute attending.

Action: All Neighbourhood Forum Officer reps to note

JMT 42/06 – Learning City Strategy – discussion took place and an update was provided by Officers.

JMT 50/06 MINUTES OF SMT – 7 MARCH 2006

The minutes of the meeting held on 7 March 2006 were noted, with the following issues discussed as matters arising:

Local Government Re-organisation – M Mooney raised the option of a workshop with Members on this issue. The workshop would be led by Officers to help raise awareness and provide Members with information including analysis and structures of possible unitary areas in Cumbria. The Government's White Paper will be out in June and this approach would provide a forum for open discussion for Members. Following the presentation, the information could then be used within the Political Groups.

Action: M Mooney to arrange workshop

ECCP – It was suggested that this be added to the agenda for the next Joint Meeting with Eden DC which is scheduled for 7 April 2006.

Action: J Egan

JMT 51/06 MINUTES OF CMT - 23 FEBRUARY 2006

The minutes of the meeting held on 23 February 2006 were noted with the following issues discussed as matters arising:

CMT 10/06 – Edward I Anniversary – Councillor Bloxham advised JMT that Brampton Parish Council was working closely with Lanercost Priory to organise celebrations for this event. J Gooding gave JMT an overview of the discussions at CMT on this matter. M Mooney advised JMT that Officers needed to focus on the Council's agreed Priorities but would be happy to be involved and support these celebration events within available resources. The Portfolio Holder and C Elliot will discuss this further at their regular briefing meeting.

Action: Portfolio Holder / C Elliot

JMT 52/06 BVPP

Carolyn Curr and Jennifer Williams joined JMT to provide an overview on the draft performance plan for 2006/07.

Jennifer set out the key issues within the plan for JMT and outlined future challenges for the Council and relevant performance information. She advised JMT that the BVPP would be reported to the Executive on 20 March and then to Overview and Scrutiny before the final document is brought to the Executive at the end of April.

C Curr stressed that this is a very important document for the City Council which will need to be easy to read (accessible), easy to understand and aimed at local communities. This will be borne in mind as the document is finalised.

JMT discussed various aspects of the document and further clarification was given by officers.

JMT 53/06 USE OF RESOURCES – Formal Feedback

A Brown took JMT through to the Audit Commission Use of Resources report. The overall the scores for each element were discussed by JMT. A Brown advised JMT that Senior Management Team would be meeting with the Audit Commission later that day to discuss the scores.

JMT discuss various aspects of the report and A Brown gave clarification on specific points.

M Mooney briefed JMT on the need to accept the current score set by the Audit Commission given that the score seemed fair in terms of the Council's current position on Use of Resources. The aim is to be an excellent Council in the future and by addressing issues raised in the Audit Commission report, significant progress could be made.

The issue of the problems with the IT system experienced by Finance Officers was raised. A Brown advised JMT that she would be meeting with the supplier next week to discuss

any outstanding issues with the system. This will be picked up again on the SFPG agenda. Agreed that the Executives concerns would be reported to the Supplier.

Action: SFPG agenda – A Brown

Discussion took place on value for money and what this means for City Council services. J Gooding gave further clarification and feedback.

JMT 54/06 DIRECTION OF TRAVEL

J Gooding gave JMT an update on the Direction of Travel following discussions with Keith Power of the Audit Commission. He advised JMT on the likely comments on the Direction of Travel, which will form part of the Annual Audit Letter.

C Elliot added that this document is a 'snap shot in time' set some time ago and that the City Council has improved since this was taken. It was suggested that it would be useful for this document to be updated by officers with a current position statement to show where the City Council is now. J Gooding to progress this with the Improvement Plan. The Direction of Travel to be discussed at a future JMT and then will progress, as part of the Improvement Plan to Overview & Scrutiny.

Action: J Gooding

JMT 55/06 RICKERGATE – Memorandum of Understanding

I McNichol gave JMT an update on the Memorandum of Understanding for the Rickergate Working Group and advised JMT that the main partners are now ready to sign. He stressed that the MOU is not a legally binding document but a statement of intent and an important document which will help encourage public sector partners to work closely together.

JMT 56/06 OFFICE ACCOMMODATION

M Battersby gave an update to JMT on work on the ground floor accommodation. The key outstanding issue is the options for use of the octagon area and general discussion took place.

C Elliot advised JMT on discussion with Hadrian's Wall Company and Cumbria Vision regarding their accommodation requirements. Both organisations have yet to reach their decisions on whether the options for space within the Civic Centre are suitable for them.

M Mooney gave JMT further background on the option for a Cafeteria area within the octagon. She reminded JMT that the Civic Centre does not have any such facility for visitors, Members and Staff and that it would be welcomed by staff who need, along with Members, the informal opportunity to meet together.

However, the general consensus was that the options for shared accommodation are addressed as a priority and discussions take place with interested organisations.

Action: M Battersby / C Elliot

Councillor Geddes gave JMT an update following her visit to South Ribble where a Members' Resource Centre and Group Offices were integrated facilities for Members. M Mooney gave further background on this and reminded JMT that there had been agreement to provide this facility within the new ground floor accommodation. The general consensus was that the plan as agreed should do ahead to ensure that work was completed with the usage of these areas monitored.

JMT 57/06 FORWARD PLAN FOR JMT

A list of agenda items for forthcoming JMT meetings was circulated with the following items proposed:

30 March

- Access to Services Project – Ian McNichol
- Casinos – Ian McNichol & David Beaty
- LABGI – Catherine Elliot
- Raffles Vision – Mike Battersby
- Diversity in the Districts Programme – Lesley Dixon

JMT 58/06 ANY OTHER BUSINESS

CNDR

M Mooney alerted JMT to a Press enquiry on the CNDR. She advised JMT that this could be an issue for Members to be aware of over the next few days.

Meeting Closed: 1:30pm