

# AGENDA

## Executive

**Monday, 30 September 2013 AT 16:00**  
**In the Flensburg Room, Civic Centre, Carlisle, CA3 8QG**

### **Apologies for Absence**

To receive apologies for absence and notification of substitutions.

### **Declarations of Interest**

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

### **Public and Press**

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

### **Minutes of Previous Meetings**

To confirm the Minutes of the meetings of the Executive held on 17 June; 1 and 15 July; and 5 August 2013.

(Copy Minutes in Minute Book Volume 40(2))

## **PART A**

**To be considered when the Public and Press are present**

<b>A.1</b>	<b><u>CARLISLE'S PLAY PROVISION</u></b>	<b>7 - 20</b>
	(Key Decision - KD.018/13)	
	The Director of Local Environment to submit a report describing the process for reviewing Carlisle City Council's provision of fixed play areas and seeking Executive endorsement of the principles to be adopted in the review. (Copy Report LE.29/13 herewith)	
<b>A.2</b>	<b><u>REPAIRS TO THE CENOTAPH AND OTHER WAR MEMORIALS</u></b>	<b>21 - 30</b>
	(Key Decision - KD.020/13)	
	The Director of Resources to submit a report seeking approval to proceed with a project and funding to repair and clean The Cenotaph and other War Memorials in time for the 100th Anniversary of the commencement of the First World War (July 2014) (Copy Report RD.34/13 herewith)	
<b>A.3</b>	<b><u>APPLICATION FOR HEALTHY CITY DESIGNATION (PHASE VI)</u></b>	<b>31 - 34</b>
	(Key Decision - KD.021/13)	
	The Director of Community Engagement to submit a report seeking approval for the Council to make an application for World Health Organisation (WHO) Healthy City Designation (Phase VI). (Copy Report CD.46/13 herewith)	
<b>A.4</b>	<b><u>OLD TOWN HALL</u></b>	<b>35 - 42</b>
	(Key Decision - KD.022/13)	
	The Director of Economic Development to submit a report seeking approval of capital and revenue to progress Phase 2 improvements and modernisation of the Tourist Information Centre and the Assembly Room. (Copy Report ED.27/13 herewith)	
	Background papers - Reports PC.09/13 (Carlisle Plan 2013-16) and RD.11/13 (Provisional Capital Outturn 2012/13 and Revised Capital Programme 2013/14) are available on the Council's website - <a href="http://cmis.carlisle.gov.uk/cmis/">http://cmis.carlisle.gov.uk/cmis/</a>	

**A.5    NOTICE OF EXECUTIVE KEY DECISIONS**

**(Non Key Decision)**

The Notice of Executive Key Decisions, published on 30 August 2013, is submitted for information.

**A.6    JOINT MANAGEMENT TEAM**

**43 - 46**

(Non-Key Decision)

The Minutes of the meetings of the Joint Management Team held on 23 July; 5 and 16 August 2013 are submitted for information.

(Copy Minutes herewith)

**A.7    QUARTER ONE PERFORMANCE REPORT 2013.14**

**47 - 60**

(Non Key Decision)

The Policy and Communications Manager to submit the first quarter performance monitoring report.

(Copy Report RC.17/13 herewith)

**A.8    REPRESENTATIVES ON OUTSIDE BODIES**

**61 - 64**

(Non-Key Decision)

The Director of Governance to submit a report seeking the nomination of an Elected Member to serve on the Yewdale Community Centre Committee, and to confirm the representations on the Downagate Community Centre Management Committee.

(Copy Report GD.43/13 herewith)

Background Papers - Carlisle City Council's Constitution is available on the Council website

**A.9 LAND AND PROPERTY TRANSACTIONS - LAND AT  
ANNETWELL STREET AND LAND TO THE REAR OF HARRABY  
GROVE**

(Non Key Decision)

Background Papers - Reports CE 39/10; RD 17/11; RD 73/11 and LS 32/92 are available on the Council's website - <http://cmis.gov.uk/cmis/>

(Non Key Decision)

Background Papers - Scrap Metal Dealers Act 2013, Local Government Association Guidance and Home Office Guidance are available on the Council's website - <http://cmis.carlisle.gov.uk/cmis/>

(Non Key Decision)



## **A.12 SCHEDULE OF DECISIONS TAKEN BY OFFICERS**

**127 -  
128**

(Non-Key Decision)

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

(Copy Schedule herewith)

## **PART B**

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

### **B.1 DEVELOPMENT AT ROSEHILL**

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

### **B.2 LAND AND PROPERTY TRANSACTIONS**

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

#### **Members of the Executive**

Councillor C W Glover (Leader)

Councillor Mrs E B Martlew (Deputy Leader; and Environment and Transport Portfolio Holder)

Councillor Ms A Quilter (Culture, Health, Leisure and Young People Portfolio Holder)

Councillor Mrs J Riddle (Communities and Housing Portfolio Holder)

Councillor Dr L Tickner (Finance, Governance and Resources Portfolio Holder)

Councillor Mrs H M Bradley (Economy and Enterprise Portfolio Holder)

#### **Enquiries to:**

Lead Committee Clerk - Morag Durham tel: 817036

#### **Notes to Members:**

Decisions made at this meeting, if not subject to call-in, will become live on 10

October 2013

# Report to Executive

Agenda  
Item:

**A.1**

Meeting Date: 30th September 2013  
Portfolio: Environment and Transport  
Key Decision: Yes: Recorded in the Notice Ref:KD  
Within Policy and Budget Framework YES  
Public / Private Public

Title: CARLISLE'S PLAY PROVISION  
Report of: The Director of Local Environment  
Report Number: LE 29/13

## Purpose / Summary:

The report describes the process for reviewing Carlisle City Council's provision of fixed play areas and seeks endorsement of the principles to be adopted in the review.

## Recommendations:

1. That the Executive receives the report and refers it to the Community Overview and Scrutiny panel for consideration and comment.

## Tracking

Executive:	28/10/13
Overview and Scrutiny:	17/10/13
Council:	

## 1. BACKGROUND

- 1.1 Safe spaces in which to play are a fundamental right for every child. Play is an important part of the learning and development process in children. It teaches them about the basic capabilities of their growing bodies – balance, hand-eye coordination, strength and stretching. During play, children learn how to take calculated risks and how to challenge themselves to extend their abilities.
- 1.2 Play takes many different forms and can be undertaken alone or as part of a group. Definitions of play vary, but often include the principle that it is not supervised by adults – children are free to express themselves in whatever activities or behaviours seem appropriate to them.
- 1.3 Children will find opportunities for play in almost any environment, natural or artificial. While there is evidence to suggest that the radius of movement (with home at the centre) has declined for modern children, there is no doubt that many of them are engaged in similar activities as their parents and grandparents – building dens, collecting conkers, climbing trees etc. However, evidence of declining levels of physical activity among young people is mirrored by increasing incidence of childhood obesity and a concurrent rise in solitary, indoor activities based around a screen. Many initiatives are underway to try and counter this trend which is recognised as a threat to the future health of a generation. One way is to make play spaces as interesting as possible for young people. Local authorities have traditionally provided dedicated spaces for play, equipped with a variety of apparatus designed to encourage children to challenge themselves and have fun.
- 1.4 In addressing the priorities set out in the Carlisle Plan, we shall also contribute to **Equality** (by ensuring that all areas of the City have access to high quality play areas); **Community Safety** (by working with others to create safe play environments, for example by tackling anti-social behaviour); **Environmental Enhancement** (by improving the quality and environment of play areas as part of our on-going programme of improvements to Carlisle's parks and green spaces); and **Accessibility and Social Inclusion** (by ensuring that play areas are accessible and useable by all children and young people).
- 1.5 The views, opinions and experience of children and young people should be central to the planning and design of the environments in which they play.

## **2. The Resource**

- 2.1** Carlisle City Council operates 69 play areas serving its population of 106,000. '*Play for Today, Play for Tomorrow*' was the City Council's Play Policy and Strategy for Children and Young People 2007 - 2012 and it is now time for the City Council to review its approach to play area management.
- 2.2** The intention will be to create a legacy of play facilities offering high play value in a safe environment, accessible to every child and allowing them to explore their individual abilities and learn to assess and overcome the risks inherent in physical challenge.
- 2.3** To do this successfully our proposed strategy is to focus on quality. A methodology is set out below by which an assessment can be made of the quality, play value and accessibility of each individual equipped play area. The outcome of the assessment will be used to determine the type, specification and maintenance requirements of each site in the future. These may be broadly characterised as
- 'Destination' sites – where the accessibility and play value combine to attract visitors from a wider catchment area ((2,000m)
  - 'Neighbourhood' sites – used by children and young people living in the vicinity (1,200m)
  - 'Local Play' – smaller areas that may have no formal equipment but are managed as spaces for free play by all age groups (500m)

The standard adopted will aim to ensure that every child has access to a high quality play area within 500 metres of their home.

- 2.4** In some instances existing play equipment is either obsolete or poorly located (or both) and is no longer providing a quality play experience. Application of the criteria will identify these sites and allow decisions to be made on how their future management can contribute to raising quality standards, the outcome of which could be that the equipment is removed and not replaced. The Green Spaces team has therefore conducted a review of our stock of equipped play areas during 2013.

## **3. Risk Assessment**

A brief analysis of risks associated with the current play area stock includes:

- Escalating costs of repairs and maintenance of out-dated equipment
- Low play value of obsolete equipment leads to lack of engagement of children and young people in active play

- Vandalism – associated costs and safety issues
- Insurance claims resulting from our inability to maintain high standards of safety on ageing equipment (financial and reputational risks)
- Staff resources at full capacity on inspections and repairs
- Limited resources for development and improvement of play areas

#### 4. Play Areas Review - Aim and Outcomes

**Aim:** *Carlisle will be a child-friendly city where all children and young people have access to play opportunities in a range of different settings which offer variety, adventure and challenges. They will be able to play freely and safely and make choices about where, how and when they play.*

**Outcomes:** *This play area review focuses upon delivering two priority outcomes:*

- *Children are more physically active, emotionally resilient and are able to experience, judge and manage risk.*
- *Good quality and varied play spaces are widely available to children and young people in Carlisle.*

#### 5. Review Methodology

The review will be undertaken in 3 parts:

- Desk Study – examination of our records, files, inspection sheets, and annual RoSPA (Royal Society for the Prevention of Accidents) reports and risk assessments to get an understanding of the age and condition of each play area.
- Site audit – visit every play area to get an understanding of its location, siting, appearance and evidence of usage levels.
- Mapping – using GIS to map the access radius and status of each play area in order to present the results of 1 and 2 (above) in a way that is easy to visualise and comprehend.

#### 6. Criteria

The criteria by which the assessment is undertaken includes the following:

- **Play Value**  
RoSPA use a scoring system against a range of criteria in order to assess 'play value'. Depending upon their total score, play areas are categorised as being 'Excellent', 'Good', 'Average' etc. In practice, the approach means that 'Average' will be in excess of the national average for existing play areas.
- **Play Space Access Standard**

Residents should have access to at least **one** of the following:

- A play space of 'Average' play value within 500 metres walking distance
- A play space of 'Good' play value within 1200 metres walking distance
- A play space of 'Excellent' play value within 2000 metres walking distance

NB. All play areas will be high quality – 'play value' is a specific measure of the range and type of equipment present.

*(Adapted from a similar system used by Edinburgh City Council and based on the RoSPA 'play value' criteria)*

## **7. Conclusions**

The review of play provision in Carlisle is timely and will ensure that the highest standards can be maintained at all times. For the first time the City Council has set out the criteria for assessment and by which our play areas will be measured. As a result the community will be assured that the quality of provision is the best it can be.

## **8. Analysis**

In producing this review we have combined the following analyses:

- i. An audit of all known play areas in the city and district, produced for the City Council by RoSPA, following their 'Playsafe' approach which includes assessing each play area in terms of its age-group provision, age, play value, condition and safety; and
- ii. A spatial analysis, encompassing access to play areas, based upon the agreed access standard.

*(Note that the analysis only covers City Council owned and operated sites)*

## **9.0 RECOMMENDATIONS**

- 9.1 That the Executive receives the report and refers it to the Community Overview and Scrutiny panel for consideration and comment.

## **10.0 CONSULTATION**

- 10.1** No external consultation has been undertaken up to this point. Ward Councillors, 'Friends' of Parks and residents groups (where appropriate) will be consulted as the review moves to its action phases.

## **11.0 CONCLUSION AND REASONS FOR RECOMMENDATIONS**

- 11.1** Raising the standards of our children's play facilities will contribute to a number of 'Carlisle Plan' objectives and will also have an impact on wider social issues such as health and physical activity of young people. We believe the Play Provision Review is an important step towards these better standards.

## **12.0 CONTRIBUTION TO THE CARLISLE PLAN PRIORITIES**

***Aim 1: Develop vibrant sports, arts and cultural facilities, showcasing the City of Carlisle.*** The provision of fixed play equipment allows young people to develop balance, strength and hand-eye coordination, giving them skills they can use in a number of sports and outdoor activities elsewhere. High standard play areas provide challenges to help children measure their own capabilities and assess risks inherent in climbing, balancing and swinging.

***Aim 4: Support growth by ensuring a high quality environment which is attractive to new businesses and residents.*** Facilities for children's play close to where they live is a factor in determining the attractiveness of an area for residents - play areas on well established residential areas need to be kept at the highest possible standard in order to remain as an asset to residents and the children who live nearby. New developments will normally have play areas included as part of the planning process and where the provision can only be made off-site the Council will seek developer contributions to improve the standard of existing play areas.

**Contact Officer: Angela Culleton**

**Ext: 7325**

**Appendices  
attached to report:**

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



## **CORPORATE IMPLICATIONS/RISKS:**

### **Chief Executive's -**

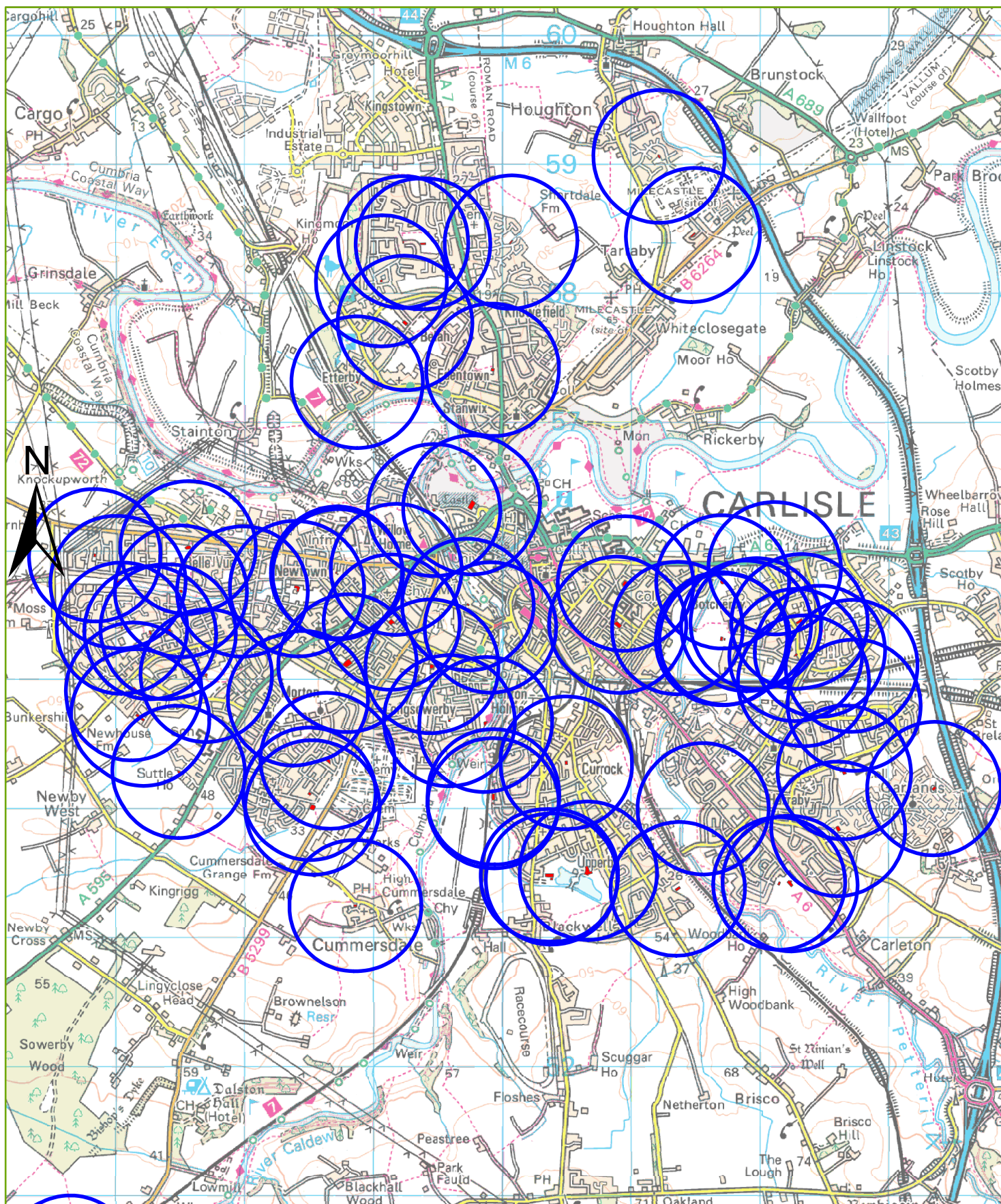
**Community Engagement** – The principles for playground assessment proposed here are wholly appropriate. In keeping with good practice in developing sports and active recreation, the application of these principles will promote access to good quality play opportunity and enhance healthy and active lifestyles.

### **Economic Development –**

**Governance** – The Council has a responsibility to manage its assets and ensure that those using its play areas (whether by invitation or trespass) are reasonably safe. The proposals in this Report are about ensuring the best management etc of the Council's play assets.

### **Local Environment –**

**Resources** - This review of the Council's play provision will be undertaken by existing staff and within existing base budgets.



**Play Area existing locations**

**500m buffer**

Scale: 1:40000

Date: 05/07/2013

© Crown Copyright. All rights reserved  
Carlisle City Council LA 0100024459. 2010

**CARLISLE**  
CITY COUNCIL



[www.carlisle.gov.uk](http://www.carlisle.gov.uk)

**Civic Centre**  
**Rickergate**  
**Carlisle**  
**CA3 8QG**

		<u>Equipment:</u>	<u>Equipment Condition:</u>	<u>Surfacing:</u>	<u>Surfacing Condition:</u>	<u>Furniture:</u>	<u>Furniture Condition:</u>	<u>Estimated Usage:</u>
1	<b>Sheffield Street</b>	2 swings (2 cradles) 1 rocker 1 roundabout	Average	Bark	Poor	2 benches 1 bin	Poor	Low
2	<b>Milbourne Street</b>	1 swing (2 flats/2 cradles) 1 climber (+ 1 slide) 2 rockers	Average	Bark	Good	Fencing 1 self closing gate 1 bench	Average	Low—Medium
3	<b>Bitts Park, Dacre Road</b>	4 swings (2 baskets/2 flats/4 cradles) 2 climbers 4 MPU's (+ 1 net climber/2 slides) 4 rockers 2 spinners 2 water features 1 sand pit 2 play panels 1 willow tunnel	Good—Excellent	Wetpour Sand Grass	Good	Fencing 2 self closing gates 10 seats 6 bins	Good	High
4	<b>Toronto Street, Currock</b>	1 swing (2 flats/2 cradles) 1 climber	Average	Bark	Good	1 bin	Excellent	Low
5	<b>Lund Crescent, Jubilee Road, Currock</b>	2 swings (4 flats/2 cradles) 1 MPU (+ 1 slide/1 net climber) 3 rockers	Average	Bark Wetpour	Average	Fencing 1 self closing gate	Average	Low-Medium
6	<b>Upperby Senior Hammonds Pond</b>	1 games wall 1 basketball hoop	Good	Tarmac	Good	3 seats	Good	Medium
7	<b>Upperby Junior Hammonds Pond</b>	3 swings (4 flats/2 cradles/1 basket) 1 rotating swing 4 MPU's (+ 3 slides/1 net climber) 1 slide 3 climbers 1 rocker 1 roundabout 1 spinner 1 aerial runway	Good	Bark Enviromulch Grass pack	Good	Fencing 2 self closing gates 6 seats 4 bins	Good	High
8	<b>Cammock Crescent Upperby</b>	2 swings (2 flats/2 cradles) 1 MPU (+ 1 slide/1 net climber) 2 rockers	Good	Wetpour	Good			Low-Medium
9	<b>Denton Street Denton Holme</b>	2 swings (2 flats/2 cradles) 1 cantilever 1 MPU (+ 1 slide) 1 playhouse (+ 1 slide) 2 rockers 1 roundabout	Good	Wetpour	Average	Fencing 2 gates 2 benches 1 bin	Average	Medium
10	<b>New Mills Denton Holme</b>	1 swing (2 flats/2 cradles) 1 MPU (+ 1 slide) 1 rocker	Average	Rubber tiles Wetpour	Poor—Excellent	Fencing 1 self closing gate 1 seat 1 bin	Average	Low



		<u>Equipment:</u>	<u>Equipment Condition:</u>	<u>Surfacing:</u>	<u>Surfacing Condition:</u>	<u>Furniture:</u>	<u>Furniture Condition:</u>	<u>Estimated Usage:</u>
11	<b>St James' Park Denton Holme</b>	2 swings (2 flats/2 cradles) 1 climber 1 playhouse 1 slide 1 seesaw 1 rocker 1 roundabout 3 balance steps 1 cycle track	Good	Wetpour Grass matting	Good	Fencing 1 self closing gate 4 benches 1 bin	Good	Medium
12	<b>Borrowdale Road Morton</b>	2 swings (4 flats/2 cradles) 1 MPU (+ 1 slide)	Average	Bark Wetpour	Average	Fencing 1 gate	Average	Low
13	<b>Morton Park Chances Park</b>	2 swings (4 cradles) 1 cantilever 1 adventure trail 2 MPUs (+ 2 slides) 2 climbers 1 net climber 1 rocker 1 spinner 1 rotating swing 1 aerial runway	Average—Excellent	Bark Wetpour Grass matting	Average—Good	Fencing 3 self closing gates 4 benches	Good	High
14	<b>Raiselands Road Morton</b>	1 swing (2 flats/2 cradles) 1 adventure trail 1 MPU (+ 1 slide)	Average	Bark	Good	1 bin	Average	Low-Medium
15	<b>The Beeches Morton</b>	2 swings (4 flats/4 cradles) 1 MPU (+ 1 slide) 2 rockers 1 games wall 1 basketball hoop	Good	Wetpour	Good	Fencing 1 gate 2 benches 1 bin	Good	Low-Medium
16	<b>St Edmunds' Park Orton Road</b>	1 swing (1 flat/1 cradle) 1 climber (+1 slide)	Average	Bark	Poor	Fencing 1 bench	Excellent	Low
17	<b>Yewdale Road Yewdale Park</b>	1 swing ( 2 cradles) 1 X-Scales 1 MPU (+1 slide) 1 climber 2 rockers 1 roundabout 1 spinner	Average	Bark	Average	Fencing 2 self closing gates 2 benches	Good	Medium
18	<b>Coniston Way Yewdale</b>	1 swing (2 flats/2 cradles)	Average	Bark	Good	Fencing 1 gate 1 bench	Average	Low
19	<b>Morton West Richmond Green</b>	2 swings (2 flats/2 cradles) 1 cantilever 1 climber (+ 3 net climbers) 1 slide 1 rocker 1 spinner	Excellent	Wood Chip	Good	Fencing 2 self closing gates 2 seats	Good	Medium

		<b><u>Equipment:</u></b>	<b><u>Equipment Condition:</u></b>	<b><u>Surfacing:</u></b>	<b><u>Surfacing Condition:</u></b>	<b><u>Furniture:</u></b>	<b><u>Furniture Condition:</u></b>	<b><u>Estimated Usage:</u></b>
20	<b>Trinity Caldewgate</b>	2 swings (2 flats/2 cradles) 1 MPU (+ 1 slide) 2 rockers 1 spinner 2 goal posts	Excellent	Grass matting	Good	Fencing 2 self closing gates 2 benches 1 bin	Good	Medium
21	<b>Peel Street Raffles</b>	1 swing (2 flats/2 cradles) 1 MPU (+ 1 slide/1 net climber) 1 climber 1 rocker	Average	Bark	Good	Fencing 2 self closing gates 2 benches	Poor	Low-Medium
22	<b>Turnstone Park Newtown Road</b>	1 swing (2 cradles/1 basket) 1 MPU (+ 1 slide/1 net climber) 2 rockers 1 spinner 1 OXO panel	Good	Wetpour	Good	Fencing 3 self closing gates 1 bench 1 bin	Good	Low—Medium
23	<b>Beaver Road Spider Park</b>	1 swing (2 flats/2 cradles) 1 cantilever 1 adventure trail 1 MPU (+1 slide/1 net climber) 1 climber (+ 2 spinners) 2 rockers 1 roundabout 1 games wall 1 basketball hoop	Good	Wetpour Grass	Good	1 bench 1 bin	Good	Low-Medium
24	<b>Acredale Road Belle Vue</b>	3 swings (2 flats/2 cradles/1 basket) 2 MPUs (+ 2 slides/2 net climbers) 1 climber 4 rockers 1 roundabout 4 spinners 1 aerial runway 1 play panel 1 skater 11 gym equipment	Excellent	Grass matting	Good	7 seats 2 bins 3 gates	Good	Low-Medium
25	<b>Heysham Park Raffles</b>	1 swing (1 basket) 1 MPU (+1 slide) 1 climber 1 rocker 1 roundabout 1 spinner	Good	Grass matting	Good	1 seat 1 bin	Excellent	Medium
26	<b>Raffles Community Centre Raffles Avenue</b>	1 swing (2 flats/2 cradles) 1 adventure trail (+ 1 net climber) 1 spinner 1 aerial runway	Poor—Good	Bark	Good	Fencing 2 gates	Average	Low—Medium
27	<b>Heysham Park Extension Green Lane</b>	2 swings (1 basket/2 cradles) 1 rotating swing 1 climber 1 slide 1 rocker	Excellent	Grass matting	Good			Low

		<u>Equipment:</u>	<u>Equipment Condition:</u>	<u>Surfacing:</u>	<u>Surfacing Condition:</u>	<u>Furniture:</u>	<u>Furniture Condition:</u>	<u>Estimated Usage:</u>
28	<b>Chesterholme Yewdale</b>	1 swing (1 cradle) 1 rocker	Average	Bark	Poor			Low
29	<b>Summerfields Dalston</b>	2 swings (2 flats/2 cradles) 1 MPU (+ 1 slide) 1 rocker	Average	Rubber tiles	Poor	2 seats 1 bin Fencing 1 self closing gate	Average	Low
30	<b>Cummersdale</b>	2 swings (1 basket/2 cradles) 1 MPU (+1 slide/1 net climber) 1 slide 1 rocker 1 roundabout	Good	Wetpour	Good	3 seats 1 bin	Good	Medium
31	<b>Broad Street St Aidans</b>	1 swing (2 flats/2 cradles) 1 MPU (+1 slide) 1 climber 1 rocker 1 roundabout 1 spinner 2 goal posts	Good	Wetpour	Good	5 seats 1 bin Fencing 2 gates	Good	Medium
32	<b>Fusehill Street St Aidans</b>	1 swing (1 basket) 1 MPU (+ 1 slide) 1 climber 1 rocker 1 spinner 1 goal post	Average—Good	Wetpour	Average	2 seats 2 bins Fencing 2 gates	Average	Medium
33	<b>Melbourne Park St Aidans</b>	2 swings (4 flats/4 cradles) 1 MPU (+1 net climber/1 slide)	Average	Grass matting Wetpour	Average	2 seats Fencing 1 self closing gate	Average	Low-Medium
34	<b>Eden Park Side Botcherby</b>	1 swing (2 flats/2 cradles) 1 rocker 1 spinner	Average	Bark	Good			Low-Medium
35	<b>Broad Oaks Grange Botcherby</b>	1 swing (2 cradles) 1 MPU (+ 1 slide) 2 rockers	Average	Bark	Excellent			Low
36	<b>Scotby Road Durrhill</b>	1 swing (2 flats/ 2 cradles) 1 MPU (+ 1 slide) 2 rockers	Average—Good	Wetpour	Average-Good	1 seat 1 bin Fencing 1 self closing gate	Average	Medium
37	<b>Scotby Gardens Durrhill</b>	1 MPU (+ 1 net climber) 1 rocker	Average	Bark	Good	Fencing 1 gate	Average	Low
38	<b>Metal Box Botcherby</b>	1 swing (2 flats/2 cradles) 1 cantilever 1 MPU (+ 1 slide) 1 climber 1 aerial runway	Average	Bark	Good	2 seats Fencing 2 self closing gates	Average	Medium-High

		<u>Equipment:</u>	<u>Equipment Condition:</u>	<u>Surfacing:</u>	<u>Surfacing Condition:</u>	<u>Furniture:</u>	<u>Furniture Condition:</u>	<u>Estimated Usage:</u>
39	<b>Keenan Park Harraby</b>	2 swings (2 baskets) 1 adventure trail 1 net climber 2 slides 1 rocker 2 spinners 1 aerial runway 1 teen shelter	Average—Good	Grass matting	Average	4 seats 1 bin	Good	Medium-High
40	<b>Harraby Community Centre</b>	2 swings (2 flats/2 cradles) 1 MPU (+ 1 slide/1 net climber) 1 climber (+ 1 net climber) 1 rocker 2 roundabouts 1 spinner 1 aerial runway	Good—Excellent	Grass matting	Good—Excellent	3 seats 1 bin	Good	Medium—High
41	<b>Lonsdale Grange Longholme Road</b>	1 swing (1 flat) 1 rocker	Average—Good	Bark	Average			Low—Medium
42	<b>Hunters Crescent Garlands</b>	1 swing (2 flats/2 cradles) 1 MPU (+1 net climber/1 slide) 1 seesaw 2 rockers 1 roundabout	Good	Wetpour	Good	Fencing 1 self closing gate	Poor	Medium
43	<b>Parkland Village Garlands</b>	2 swings (2 flats/2 cradles) 2 MPUs (+1 net climber/ 2 slides) 1 seesaw 1 rocker 1 roundabout 1 games wall	Good	Wetpour	Good	2 seats 1 bin Fencing 1 self closing gate	Good	Low-Medium
44	<b>Dale End London Road</b>	2 swings (4 flats/2 cradles) 1 MPU (+1 slide) 1 seesaw 2 rockers 1 spinner 2 play panels	Average	Bark	Excellent	5 seats Fencing 2 gates	Average	Medium
45	<b>Carliol Drive Harraby</b>	1 swing (2 cradles) 1 cantilever 1 climber 2 rockers 1 spinner	Average	Grass pack	Poor	2 seats 1 bin	Average	Medium
46	<b>Clarksfield Scotland Road</b>	1 swing (2 cradles/2 flats) 3 rockers (2 small/ 1 large) 1 roundabout 1 MPU (+ 1 slide) 4 stepping stones	Average	Wetpour	Average	Fencing 2 self closing gates 1 bench 1 bin	Good	Medium

		<u>Equipment:</u>	<u>Equipment Condition:</u>	<u>Surfacing:</u>	<u>Surfacing Condition:</u>	<u>Furniture:</u>	<u>Furniture Condition:</u>	<u>Estimated Usage:</u>
47	<b>Moorville Drive Stanwix</b>	3 swings (1 basket/5 flats/2 cradles) 1 multiplay (+ 1 slide/ 2 net climbers) 1 climber (+ 1 slide) 2 rockers 2 roundabouts 2 spinners 1 aerial runway	Good—Excellent	Grass matting	Good	3 benches	Excellent	Medium
48	<b>Esk Road Lowry Hill</b>	1 swing (2 cradles) 1 adventure trail	Good	Grass matting	Good			Low
49	<b>Crindledyke</b>	1 slide 1 spinner 2 rockers	Excellent	Grass matting	Excellent	Fencing 1 self closing gate 1 bench	Excellent	Low
50	<b>Windsor Way Stanwix</b>	2 swings (4 flats/4 cradles) 2 MPUs (+3 slides) 1 rocker	Good	Wetpour	Average—Poor	Fencing 1 self closing gate 3 benches	Good	low-medium
51	<b>Mountain View Belah Community Centre</b>	1 swing (2 flats/2 cradles) 1 MPU (+ 1 slide) 1 rocker 1 spinner 1 cycle track	Average—Poor	Grass pack	Average—Good	Fencing 2 self closing gates 1 bench	Good	low-medium
52	<b>Belah Parkside Belah Road</b>	1 swing (2 flats/2 cradles) 1 Climber (+ 1 slide) 1 rocker	Poor	Bark	Average	1 bench	Good	Low
53	<b>Etterby Gardens Gleneagles Drive</b>	1 swing (2 flats/2 cradles) 1 MPU (+ 1 slide) 2 rockers	Average	Rubber tiles	Poor	Fencing 1 self closing gate 1 bench 1 bin	average	low-medium
54	<b>Houghton Tribune Drive</b>	2 swings (2 flats/2 cradles) 1 MPU (+ 1 slide/1 net climber) 2 rockers 1 roundabout	Average	Bark	Good	Fencing 1 self closing gate 2 benches 2 bins	Good	low-medium
55	<b>Hadrians Gardens Centurions Walk</b>	1 swing (2 flats/2 cradles) 1 MPU (+1 slide/1 net climber) 1 Climber (+1 slide) 1 seesaw	Average	Enviromulch	Good	2 benches	Average	Low
56	<b>Talkin Tarn</b>	1 MPU (+ 1 slide/1 net climber) 1 adventure trail	Excellent	Bark	Average	Fencing 1 self closing gate	Excellent	High
57	<b>Irthing Park Brampton</b>	1 swing (2 flats/2 cradles) 1 MPU (+ 1 slide/1 net climber) 1 Rocker	Average-Good	Wetpour	Good	Fencing 1 self closing gate 2 benches	Average	low-medium
58	<b>Longtown Old Road</b>	2 swings (2 cradles/1 basket) 1 MPU (+ 1 slide) 1 rocker 1 roundabout	Average	Bark	Poor	Fencing 1 self closing gate 1 bench	Average	low
59	<b>Moor Crescent Longtown</b>	1 swing (2 flats/2 cradles) 1 roundabout	Excellent	Grass matting	Good			low
60	<b>Sandysykes</b>	1 swing (2 flats/2 cradles) 1 climber	Good	Bark	Good			low



# Report to Executive

Agenda  
Item:

**A.2**

Meeting Date: **30th September 2013**  
Portfolio: **Finance, Governance and Resources**  
Key Decision: **Yes KD.020/13**  
Within Policy and Budget Framework **YES**  
Public / Private **Public**

Title: **REPAIRS TO THE CENOTAPH AND OTHER WAR MEMORIALS**  
Report of: **DIRECTOR OF RESOURCES**  
Report Number: **RD34/13**

## Purpose / Summary:

This report seeks approval from the Executive to seek Council approval to proceed with the Cenotaph and other war memorials repair project and approve funding of £40,000.

## Recommendations:

The Executive is asked to recommend to Council to approve the development of the project and the release of capital funding of £40,000 to be spent as detailed at paragraph 4 of the report.

## Tracking

Executive:	<b>30th September 2013</b>
Overview and Scrutiny:	<b>Not Applicable</b>
Council:	<b>Not Applicable</b>

## **1. BACKGROUND**

The 100<sup>th</sup> anniversary of the start of the First World War takes place in July 2014. There are also several important anniversaries relating to events in that war taking place over the next 4 years. The Cumberland and Westmorland war memorial – the Cenotaph – is located in Rickerby Park and the City Council has responsibility for maintenance.

## **2. PROPOSALS**

**2.1** It is proposed that the City Council prepare for this important anniversary by ensuring that the Cenotaph and other war memorials in Carlisle are in good condition to show due respect to the sacrifice made by so many local people. In some cases this requires major restoration work and in others only cleaning is required.

The major part of the work involves restoration work to the Cenotaph. A schedule of repair work has been prepared and this has formed the basis of a successful grant application to the War Memorials Trust. Landscaping work is also to be carried out to the area enclosed by the iron railings surrounding the Cenotaph. This work will aim to restore the landscaping to the original design by Sir Robert Lorimer dating from the opening in 1922.

The County Council have been invited to participate in the project. To date they have responded by considering restoration of the memorial suspension bridge in Rickerby Park in time for the anniversary.

Other war memorials in the city will be included as part of the project. These are;

- Stanwix war memorial
- Harraby war memorial on London Road
- Botcherby war memorial on the corner of Warwick Road / Victoria Road
- Carlisle cemetery war memorial
- Greenmarket war memorial
- Civic Centre war memorial
- Eden Bridge Gardens war memorial

The work required to these memorials includes stone repairs, restoration of lettering, re-painting of railings, re-pointing of masonry joints, landscaping work and cleaning.

In addition to the restoration work the Department of Communities and Local Government is commissioning commemorative paving stones, one for each VC recipient, to be located in their home towns. Carlisle will receive two of these stones in commemoration of Rear Admiral Edward Courtney Boyle and Lt Joseph Henry Collins. Refer to appendix one and two.

## **Programme**

The proposed programme takes into account the need for the war memorials to be available and in good condition on Armistice Day (11<sup>th</sup> November 2013) and the preceding weekend.

Landscaping proposals are such that they can be carried out in the spring without the need for over-wintering to allow new plants to become established.

Grant award from English Heritage	21 <sup>st</sup> August 2013
Confirmation of funding requirement / Exec approval	30th September 2013
Investigation work at Cenotaph (metal detection)	by end of October 2013
Scheduling of work to smaller memorials	by end of December 2013
Repair and cleaning work to Cenotaph	March to May 2014
Repair / cleaning to smaller memorials	March to June 2014
Landscaping work at Cenotaph	April / May 2014
Other landscaping work	March to June 2014
100 <sup>th</sup> anniversary of start of WW1	28 <sup>th</sup> July 2014
Lay paving stone commemorating Rear Admiral Boyle	2015
Lay paving stone commemorating Lt Collins	2017

## **3. CONSULTATION**

### **3.1 Consultation to Date**

#### **The War Memorials Trust / English Heritage**

The War Memorials Trust has been approached for grant assistance with the Cenotaph project. They have approved the grant application and on 21<sup>st</sup> August awarded a sum of £27,575 to the project.

#### **Conservation Officer**

The Cenotaph is a Grade 2 listed monument. The council conservation officer has been consulted both on the cenotaph maintenance proposals and the restoration of the iron railings that took place last year.

### County Council

As the Cenotaph commemorates the sacrifice of both Cumberland and Westmorland, extending beyond Carlisle, the county council were informed of the city council proposals and invited to participate in a joint project.

### Access Officer

The council access officer has been consulted on the possibility of improving the access to the upper level of the monument where wreaths have traditionally been laid.

### Green Spaces Manager

The landscaping work is an important part of the project which is being organised by the council green spaces team.

### Royal British Legion

The local representative of the Royal British Legion, Mr Tony Parrini, has discussed the project with officers and offered the assistance of the Legion. His comments and suggestions have been noted and been given consideration.

Consultation proposed;

Finance

Communities Manager

## **4. Estimated Costs**

Work to Cenotaph - £40k

Work to other memorials - £15k

Landscaping work - £12k

Total Costs - £67k

Less Grant from English Heritage and the Wolfson Foundation of £27k

**Funding requirement - £40k**

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

**5.1** The Executive is asked to approve the Cenotaph and other war memorials repairs project and the release of funding of £40k.

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

**6.1** The project will contribute towards the council's heritage responsibilities and support educational and learning priorities relating to local and international history.

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

- None

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

**Chief Executive's** – No impact

**Community Engagement** – Local ex-servicemen's organisations, schools

**Economic Development** – Large scale anniversary events will attract visitors to Carlisle and boost local trade.

**Governance** – The project will help the Council to meet its legal requirements to protect heritage property

**Local Environment** – Will enhance local green spaces

**Resources** – The proposal to spend £67,000 on renovation and restoration works to the Council's war memorials will need to be added to the Capital Programme for 2013/14. As this is a new scheme, it will need to be funded from capital receipts. The Medium Term Financial Plan shows that there is a surplus balance of capital receipts anticipated by the end of 2018/19 of £522,000, and the agreement to use receipts for this scheme will reduce this figure to £462,000. There is a potential for some of the works to be grant funded pending the outcome of funding applications and any successful awards will reduce the amount required from capital receipts. hasen

**Contact Officer:**        **David Kay**

**Ext:**

**7230**

**Appendices**

**APPENDIX ONE – Extract from Dept. of Communities and**

**attached to report:    Local Government website 5<sup>th</sup> August 2013**

**APPENDIX TWO – Victoria cross citations Rear Admiral Boyle  
and Lt Collins**

## **Commemorative paving stones for Victoria Cross recipients**

Victoria Cross recipients will be at the heart of our plans to commemorate the centenary of the First World War. Special commemorative paving stones will be laid in the home towns of all those in the United Kingdom awarded the Victoria Cross for valour ‘in the face of the enemy’ during the conflict.

Communities Secretary Eric Pickles has announced a national competition to design specially commissioned paving stones which will be presented to councils in the areas where those Victoria Cross recipients of the First World War were born.

The stones will provide an enduring legacy in local communities of their local heroes- a fitting tribute to mark the centenary of their extraordinary bravery and service fighting for their country. This will also enable residents to gain a greater understanding of how their area fitted into the story of the First World War.

Communities Secretary Eric Pickles said:

It is our duty to remember the British and Commonwealth troops who lost their lives fighting in the Great War and we are determined to make sure their bravery for King and Country is not forgotten.

Laying paving stones to mark these Victoria Cross heroes will ensure that there is a permanent memorial to all the fallen who fought for our country and the competition is a great way for people from all corners of the United Kingdom to get involved.

This will connect communities to their shared history, help residents understand how their area played its part in the Great War, and ensure memories of that sacrifice for British freedom and liberty are kept alive for generations to come.

## APPENDIX TWO – VICTORIA CROSS CITATIONS

### Boyle, Edward Courtney

**Rank:** Lieutenant-Commander, later Rear Admiral

**Regiment/Service:**

Royal Navy

#### Citation

Admiralty, 21st May, 1915.

The KING has been graciously pleased to approve of the grant of the Victoria Cross to Lieutenant-Commander Edward Courtney Boyle, Royal Navy, for the conspicuous act of bravery specified below:

For most conspicuous bravery, in command of Submarine E. 14, when he dived his vessel under the enemy minefields and entered the Sea of Marmora on the 27th April, 1915. In spite of great navigational difficulties from strong currents, of the continual neighbourhood of hostile patrols, and of the hourly danger of attack from the enemy, he continued to operate in the narrow waters of the Straits and succeeded in sinking two Turkish gunboats and one large military transport

### COLLIN, JOSEPH HENRY

**Rank:**

Second Lieutenant

**Date of Death:**

09/04/1918

**Age:**

24

**Regiment/Service:**

King's Own (Royal Lancaster Regiment)

4th Bn.

**Awards:**

V C

**Grave Reference**

III. A. 11.

**Cemetery**

VIEILLE-CHAPELLE NEW MILITARY CEMETERY, LACOUTURE

**Additional Information:**

Son of Joseph and Mary Collin, of 8, Petteril Terrace, Harraby, Carlisle.

#### Citation

An extract from "The London Gazette," dated 25th June, 1918, records the following:- "For most conspicuous bravery, devotion to duty and self-sacrifice in action. After offering a long and gallant resistance against heavy odds in the Keep held by his platoon, this officer, with only five of his men remaining, slowly withdrew in the face of superior numbers, contesting every inch of the ground. The enemy were pressing him hard with bombs and machine-gun fire from close range. Single-handed 2nd Lt. Collin attacked the machine gun and team. After firing his revolver into the enemy, he



seized a Mills grenade and threw it into the hostile team, putting the gun out of action, killing four of the team and wounding two others. Observing a second hostile machine gun firing, he took a Lewis gun, and selecting a high point of vantage on the parapet whence he could engage the gun, he, unaided, kept the enemy at bay until he fell mortally wounded. The heroic self-sacrifice of 2nd Lt. Collin was a magnificent example to all."



## Report to Executive

Agenda  
Item:

**A.3**

Meeting Date: 30th September 2013  
Portfolio: Culture, Health, Leisure and Young People  
Key Decision: Yes: Recorded in the Notice Ref:KD  
Within Policy and  
Budget Framework YES  
Public / Private Public

Title: APPLICATION FOR HEALTY CITY DESIGNATION PHASE VI  
Report of: The Director of Community Engagement  
Report Number: CD 46/13

### **Purpose / Summary:**

The Executive is asked for their approval for Carlisle City Council to apply for World Health Organisation(WHO) Healthy City Designation (Phase VI).

The Council has held WHO Healthy City Designation since 2009 and needs to reapply as part of the next phase of the development of the programme. Being a 'Healthy City' is a process of building activities, policies, and awareness that gradually change people's behaviour, encouraging them to engage in a healthy lifestyle and also to create a healthy environment. All aspects of the City Council's work are part of this from Planning to Leisure policy. This phase will focus on reducing health inequalities which affect principally those in our most deprived communities.

The designation of Carlisle as a WHO Healthy City and the Council's promotion of this ethos as a core theme will also encourage visitors, business investment and raise the city's profile.

Council approval is a condition of the application procedure.

### **Recommendations:**

The Executive is requested to approve the Council application for Healthy City Status (Phase VI).

### **Tracking**

Executive:	<b>30 September 2013</b>
Overview and Scrutiny:	<b>N/A</b>
Council:	<b>N/A</b>

## 1. BACKGROUND

- 1.1** Carlisle achieved Healthy City Designation in 2009 under Phase V. This phase had 3 key themes - Caring and Supportive Environments, Healthy Living, and Healthy Urban Environment and Design. Healthy City designation has raised the issue of how we all contribute to making Carlisle a healthy place to live. For example, annually the Council run Healthy City week, coordinating activities throughout the City as well as hosting themed events to focus on key issues.

Under Phase VI the key themes are:

Phase VI goals and themes: overview			
Overarching Goals			
Tackling Health Inequalities Human rights and Gender		Promoting city leadership and participatory governance for health Whole of Government and whole of society approaches Health and health equity in all local policies City Health diplomacy	
Core Themes			
Life course approach and empowering people	Tackling public health priorities	Strengthening people-centred health systems and Public Health capacity	Community resilience
Highly Relevant priority issues			
Early life	Physical activity	Health and Social services	Community resilience
Older people	Nutrition and Obesity	Other wider city services	Healthy Settings
Vulnerability	Alcohol	Public Health Capacity	Healthy urban planning and design
Health Literacy		Tobacco	Healthy Transport
Mental Health and wellbeing		Climate Change	
Housing and regeneration			

The themes are based on proposals from the Marmot review and aimed at tackling Health Inequalities. Carlisle was selected as one of the 'spearhead' areas in England with the greatest health inequalities

## 2. PROPOSALS

- 2.1** Under the themes of Phase VI the focus will be to take forward programmes of work that tackle those health issues facing our most deprived communities. The benefits of

inclusion in the programme is not only practical through support, it is also reputational. Inclusion will also help the Council develop policies and partnerships which address key issues such as prosperity as part of Carlisle Plan, given that poverty and deprivation are key factors in health inequalities. Developing sports, arts and cultural facilities are also important part of creating resilient healthy communities, another key theme of Phase VI.

### **3. CONSULTATION**

**3.1** Consultation has taken place with and through the Carlisle Healthy City Steering Group.

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

**4.1** Carlisle as a Healthy City is held as an example to other Districts and communities in Cumbria. This work is supported by the Health and Wellbeing Board as a model for work throughout the county. Changing lifestyles and attitudes to health takes time and is a journey. Healthy City designation is also supported by our key partners in Health and Social Care as a preventative approach to tackling challenges such as an Ageing population, obesity, and improving mental wellbeing. The Council's support for the programme will raise the City's profile and enhance its reputation as a good place to live and work.

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

**5.1** Healthy City designation will support the following aims of the Carlisle Plan:

- To promote Carlisle as a prosperous City, one in which we can all be proud.
- We will support the growth of more high quality and sustainable business and employment opportunities.
- We will develop vibrant sports, arts and cultural facilities, showcasing the City of Carlisle.

**Contact Officer: Keith Gerrard**

**Ext: 7350**

**Appendices  
attached to report:**

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

- None

## **CORPORATE IMPLICATIONS/RISKS:**

**Chief Executive's -**

**Community Engagement –**

Loss of Healthy City designation will lead to a lessening of the focus on Health Inequalities, a key issue for our most deprived communities. Encouraging healthy lifestyles both impacts on people's quality of life as well as potentially reducing demand on health and social care services, keeping those services sustainable; important for Carlisle's reputation and promotion as a place to invest in.

**Economic Development –**

**Governance –**

**Local Environment –**

**Resources -**

## Report to Executive

Agenda  
Item:

**A.4**

Meeting Date: 30th September 2013  
Portfolio: Economy and Enterprise  
Key Decision: Yes: Recorded in the Notice Ref:KD022/13  
Within Policy and Budget Framework YES  
Public / Private YES

Title: OLD TOWN HALL  
Report of: Jane Meek  
Report Number: ED 27 13

### Purpose / Summary:

To update Members on the Old Town Hall following completion of the Phase 1 Repair Project, to set out the strategy for Phase II and seek approval for the City Council capital funding to facilitate development , management and delivery of a second phase of improvements. The work includes modernisation of services offered through the Tourist Information Centre with improved access from street level to the first floor and increased use of the Assembly Room.

### Recommendations:

The Executive is asked to:

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

### Tracking

Executive:	
------------	--

Overview and Scrutiny:	
Council:	



## **1. BACKGROUND**

- 1.1** The Old Town Hall is an iconic building situated in the centre of Carlisle. The building has a variety of uses over the years including most notably the Courts of Assize in 1861, the City's Magistrate Court until 1941 and Council Chamber and Offices of the City of Carlisle Corporation until 1964.

The building currently has two public spaces, one of which is used as a Tourist Information Centre and the other known as the Assembly Room which is currently used for meetings and functions. A number of retail and food and drink outlets are located on the ground floor. Over the years the fabric of the Old Town Hall has deteriorated and a Conservation Management Plan, Options Appraisal document and Business Plan were prepared in 2009/10. Following the demise of the Regional Development Agencies and the withdrawal of funding a revised scheme was produced.

The 'Repair and Restoration' project was drawn up and agreed by the City Council's Full Council in November 2012. This work is now complete at a cost of circa £500,000 of which English Heritage is contributing circa £56,000 through their PSICA scheme for Carlisle.

As part of this project the Tourist Information Centre temporarily relocated to the nearby Cathedral Lodge. They re-opened at the Old Town Hall on 1<sup>st</sup> July 2013 following completion of the Phase 1 repairs.

### **1.2 Project Scope**

The following areas have been selected by the Steering Group for further review from the original Feasibility Study and Business Plan Report which recommended retention of the Tourist Information Centre in its current location, creating a new public entrance area on the ground floor and securing improvements to the Assembly Room to support its use as a City Centre venue for exhibition and meeting space.

Restoration and upgrade of the building;

- Reworking the ground floor of the building, to accommodate a DDA and Fire Escape route compliant access from street level to the first floor including upgraded lobby, lift, staircase and disabled toilet facilities;
- Alterations to first floor circulation and service areas to access the Tourist Information Centre and Assembly Room

- Progression of works identified as ‘priority’ repairs in the Conservation Management Plan which were not progressed as part of the Phase 1 contract. Further intrusive survey work will be required, to allow a greater understanding of evident defects which will need to be addressed as part of the Phase 2 project

Retention and upgrading of the Tourist Information Centre in its current location

- Enhanced Tourist Information facilities providing an ‘information hub’ on the ‘Carlisle Story’, local history, attractions, festivals, events and accommodation in Carlisle and the surrounding area;
- Restoration and improvement of the Assembly Room
- Improvements to the Assembly Room to support its use as a City Centre venue for exhibition and meeting space, to compliment the Tourist Information Centre and support the viability of the Old Town Hall;

External upgrades

- Improved exterior signage and feature flood lighting to the building;
- External public realm improvements to the area in front of the building with enhanced links to the Historic Quarter and wider tourism offer

Whilst a previous design team was appointed for the 2009/10 review, due to the time gap, a further procurement exercise will be required to appoint a specialist design team to help develop and deliver the Phase 2 works. This will be done through open competition using the Council’s CHEST System.

There are advantages and disadvantages with each option, in particular the effect on the programme. In addition there may be an opportunity to combine the options. It is therefore proposed that the Council enter into negotiations in order to establish the best team to develop and deliver Phase 2 of the project.

As part of the development of the project it is proposed that options will be drawn up which will form the basis for discussion at a Member/Officer Workshop. Items for discussion include access, IT, signage and use of the Assembly Room.

## 2. PROPOSALS

- 2.1 Programme** - The Project Steering Group will work to the initial programme set out below. This will be further refined as the project develops.

Activity	Date by
Steering Group Inception Meeting.	11 <sup>th</sup> July 2013
Report to Executive	30 <sup>th</sup> Sept 2013

Design Team. Appointment	Sept to Nov 2013
Full design of access, public realm and fit out proposals for the TIC and Assembly Room.	March 2014
Tender for capital works and fit out	April – May 2014
Listed Building + Building Regulation Approval(s)	June 2014
Appoint Main Contractor + mobilisation period.	July – Aug 2014
Capital works commence.	Sept 2014
Capital works completed.	February 2015
Defects period completed (12 months).	March 2016
Final Claim certified.	June 2016

The Capital works are programmed to be undertaken between September 2014 and February 2015 and are timed (in the event that it is required), to allow for temporary alternative accommodation arrangements for the Tourist Information Centre during the quieter winter period.

**2.2 Budget** - A capital budget was allocated as part of the 2013/14 budget process for works to the Old Town Hall and the surrounding areas of the Greenmarket of £1,500,000 in 2014/15.

It is estimated that costs could be reduced in line with the following breakdown when the works completed as part of Phase 1 are factored in:

£000's	Year 1 2013/14	Year 2 2014/15	Year 3 2015/16	Total
<b>Capital</b>				
Building works		635	33	668
Fees: Professional - external	50	45	5	100
Professional - internal	12	13		25
LA fees: Planning & Bldg		5		5
<b>Sub total: Capital</b>	<b>62</b>	<b>698</b>	<b>38</b>	<b>798</b>
<b>Revenue</b>				
Temporary relocation costs TIC		10		10
Loose furniture and fittings		10		10
Tenant – relocation / compensation costs		15		15
<b>Sub total: Revenue</b>		<b>35</b>		<b>35</b>
<b>Total</b>				<b>833</b>

The budget will be reviewed and adjusted as project content and costs are developed / confirmed.

To enable the forecast main capital expenditure to be fully expended during 2014/15, a budget of £125,000 will need to be approved to cover project management fees and appointment of a project team from October 2013.

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

- I. The Executive note progress on the preparatory work for Phase 2 Improvements to the Old Town Hall and support ongoing actions to deliver the project.
- II. The Executive approve, for recommendation to Council, the re-profiling and release of dunging of £797,000, profiled £62,000 in 2013/14, £698,000 in 2014/15 and £38,000 in 2015/16 to commence work on the Phase 2 in line with the programme outlined in this report.

#### **3.1 Reasons For Recommendations**

- I. To ensure that the City Council maximises the use and commercialism of the Old Town Hall following completion of the Phase 1 Repair and Restoration works including developing its role as an information hub for Carlisle's historic, cultural and visitor assets.

**Contact Officer: Jane Meek**

**Ext: 7190**

**Appendices  
attached to report:**

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

- None

**CORPORATE IMPLICATIONS/RISKS:**

**Chief Executive's -**

**Community Engagement –**

**Economic Development –**

## **Governance –**

- Legal – As the property owner the Council is entitled to carry out repairs and/or alterations to the fabric of its building providing it complies with the requirements of any leases granted to tenants.
- All contractual relationships with providers must be entered into in accordance with the Council's Contract Procedure Rules.

## **Local Environment –**

## **Resources –**

- Staffing/Resources - There are sufficient in house resources to manage the project through to completion.
- Financial – Funding of £1.5 million in the 2014/15 capital budget was approved as part of the 2013/14 budget process for the Old Town Hall and Greenmarket public realm works, to improve facilities, appearance and services to the buildings in this small part of the city. The estimated cost of the Phase 2 works to the Old Town Hall as outlined in this report has reduced to £733,000 split £797,000 capital and £35,000 revenue when the works completed as part of Phase 1 are factored in.

This report requests that the Executive approve, for recommendation to Council, the release and re-profiling of the capital funding of £798,000 from the allocated £1.5 million based upon the estimated budget breakdown provided in Section 2.2. The budget will be reviewed and adjusted as project content and costs are confirmed.

The revenue costs of £35,000 outlined in 2.2 will need to be met from existing revenue budgets as these items do not meet the definition of capital expenditure and therefore cannot be funded from the capital funding.

The forecast reduction in rental income of £6,500 per annum from the required vacation of the unit currently occupied by Peter Fletcher Jewellers will need to be accommodated within existing budgets.

The Procurement route to be used to appoint contractors will need to be determined as part of the project, either utilising an existing framework agreement or undertaking the full tender exercises internally and using the CHEST e-tendering system.



## JOINT MANAGEMENT TEAM

Tuesday 23<sup>rd</sup> July 2013

## MINUTES

<b>Present:</b>	Councillors Colin Glover (Chair), E Martlew, A Quilter, J Riddle, H Bradley and L Tickner
	D Crossley, A Culleton, K Gerrard, J Gooding, M Lambert, P Mason and C Hardman
<b>Apologies:</b>	J Meek

<b>JMT 44/13</b>
<p><b>Jason introduced Pam Booth from the LGA.</b></p> <p>Pam gave a presentation on the “LGA Corporate Peer Challenge”. The group were interested in the proposals and asked the following questions:-</p> <p>When could it happen? The diary was full until Jan 2014 and they need 3 months lead up time. Could get team together then schedule focus and go ahead in May 2014.</p> <p>What follow up support would there be? The team could be brought back in to help with any improvements.</p> <p>Is there a lot of preparation for the officers before? This would be assessment based by talking to people, looking at transformation reports etc.</p> <p>This service is being offered free until December 2014</p> <p>Scoping – would it be limited to what it asked? Core elements are broad and tend to signpost to other areas too.</p> <p>CG thanked Pam and agreed the JMT would discuss further. Pam stated that they were also looking for Peers. Pam left the meeting at 5.45pm</p> <p style="text-align: right;"><b>ACTION:</b> – Scoping meetings need to be arranged for Spring 2014</p>
<b>JMT 45/13 – JMT minutes of previous meeting</b>
<p><b>Public Realm</b> – Task &amp; Finish Group in diaries.</p> <p><b>Medium Term Financial Plan</b> – All issues will need discussed and resolved in next 4/6 months. PM explained the accounts.</p> <p>Charging Policy needs to be discussed at JMT soon.</p> <p style="text-align: right;"><b>ACTION:</b></p>
<b>JMT 46/13 – Forward Plan of Executive Decisions</b>
<p>Agreed</p> <p style="text-align: right;"><b>ACTION:</b></p>
<b>JMT 48/13 – Forward Plan of JMT</b>
<p>Carlisle’s Play Provision Action Plan 6<sup>th</sup> August to make decision on principles applied to Play Areas.</p> <p style="text-align: right;"><b>ACTION:</b></p>
<b>JMT 49/13 – Any Other Business</b>

Hostel Review taking place.

**ACTION:** PA's to arrange Workshop for JMT on 12<sup>th</sup> August.

Youth Exchange Civic Lunch 26<sup>th</sup> July at 1.00pm – several members attending.

The meeting ended at 6.35pm



## JOINT MANAGEMENT TEAM

Monday, 5<sup>th</sup> August 2013

### MINUTES

<b>Present:</b>	Councillors Colin Glover (Chair), E Martlew, A Quilter, J Riddle, H Bradley and L Tickner
	K Gerrard, J Gooding, M Lambert, P Mason C Hardman and P Gray S O'Keeffe for Agenda Item 2 and R Simmons for Agenda Item 4
<b>Apologies:</b>	D Crossley, A Culleton, J Meek

<b>JMT 50/13 – JMT minutes of previous meeting</b>
Minutes of the previous meeting were discussed and amendments noted. <b>ACTION: D Anderson</b>
<b>JMT 51/13 – Armed Forces Covenant</b>
S O'Keeffe joined the meeting to provide an overview on the paper distributed earlier around the above. Full discussion took place with Cllr Riddle expressing the view this should be a Portfolio Holder decision going forward. <b>ACTION:</b>
<b>JMT 52/13 – Youth Exchange</b>
K Gerrard distributed papers relating to the impending Youth Exchange and a discussion was held around the various aspects involved with this and the most effective way to implement. Cllr Quilter will liaise with K Gerrard and Town Twinning Committee to move this forward. <b>ACTION: Cllr A Quilter</b>
<b>JMT 53/13 – Asset Management Business Case</b>
P Mason had distributed variety of papers providing an update on the above. R Simmons joined the meeting and discussion around content of these, addressing specific queries. P Mason will draft a paper on the content and bring back to a future JMT. <b>ACTION: P Mason</b>
<b>JMT 54/13 – Hostel Review</b>
K Gerrard provided an update on the above and confirmed Special JMT to discuss the above had been arranged for 12 <sup>th</sup> August and papers will be distributed prior to this. <b>ACTION: K Gerrard</b>
<b>JMT 55/13 – Notice of Executive Key Decisions</b>
Noted.
<b>JMT 56/13 – JMT Forward Plan</b>
No amendments advised.
<b>JMT 57/13 - AOB</b>
Cllr Tickner raised the issue of e-mail addresses within the City Council and possibility of making these clearer by incorporating christian and surname in them. J Gooding advised he would happy to support this. P Mason will take this forward. <b>ACTION: P Mason</b>

## JOINT MANAGEMENT TEAM

Friday 16<sup>th</sup> August 2013

### MINUTES

<b>Present:</b>	Councillors Colin Glover (Chair), E Martlew, A Quilter, H Bradley and L Tickner
	D Crossley, A Culleton, K Gerrard, J Gooding, M Lambert, P Mason, J Meek
<b>Apologies:</b>	Councillor J Riddle

<b>JMT 58/13 – JMT minutes of previous meeting</b>
Minutes of the previous meeting were discussed and agreed. <b>ACTION:</b>
<b>JMT 59/13 – Old Town Hall Phase 2</b>
J Meek presented a report a discussion took place around the options available to improve the Old Town Hall and the area around it. A further report to come back to a future JMT. <b>ACTION:J Meek</b>
<b>JMT 60/13 – Notice of Executive Key Decisions</b>
Noted.
<b>JMT 61/13 – JMT Forward Plan</b>
Discussed and updated.
<b>JMT 62/13 - AOB</b>
Police advised they can do nothing about parking in Annetwell Street. Invitation received for 3 representatives to a Cross Border Summit in Hawick

Meeting Date: 30 September 2013  
Portfolio: Finance, Governance and Resources  
Key Decision: No  
Within Policy and Budget Framework: Yes  
Public / Private: Public

Title: Quarter One Performance Report 2013/14  
Report of: Policy and Communications Manager  
Report Number: PC 17/13

**Purpose / Summary:**

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

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

**Recommendations:**

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

**Tracking**

Executive:	30 September 2013
Overview and Scrutiny:	Community – 22 August 2013 Resources – 29 August 2013 Environment and Economy – 12 September 2013

## **1. BACKGROUND**

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

A new service standard will be introduced from the autumn – Customer Satisfaction with Environmental Services. This will be measured from customer feedback from the website and through the Carlisle Focus magazine reader's survey.

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

## **2. CONSULTATION**

The report was reviewed by the Senior Management Team at their meeting on 6 August 2013 and was considered by the Overview and Scrutiny Panels on the following dates:

Community Overview and Scrutiny Panel	22 August 2013
Resources Overview and Scrutiny Panel	29 August 2013
Economy and Environment Overview and Scrutiny Panel	12 September 2013

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

The Executive are asked to comment on the 1<sup>st</sup> Quarter Performance Report.

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

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

## **CORPORATE IMPLICATIONS/RISKS**

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

**Community Engagement** – Responsible for managing high level projects and team level service standards on a day-to-day basis.

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

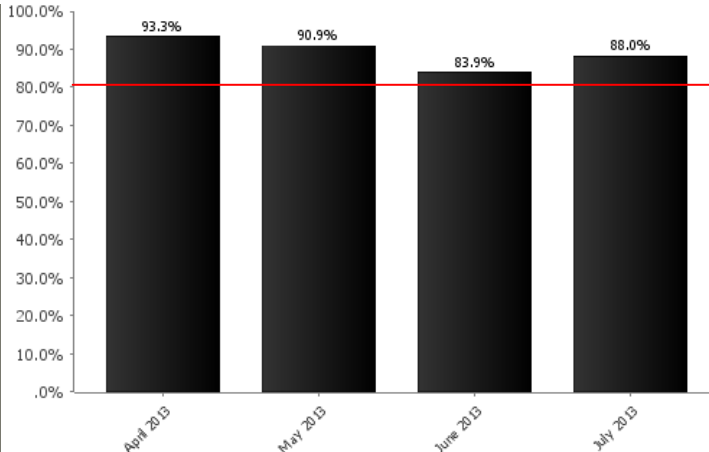
**Governance** – Responsible for corporate governance and managing team level service standards on a day-to-day basis.

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

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

## APPENDIX 1: 2013/14 QUARTER 1 SERVICE STANDARDS

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

Service Standard	Year to Date Figure	Performance by Month										
80% (Nationally set target)	88.2%	 <table><caption>Performance by Month Data</caption><thead><tr><th>Month</th><th>Percentage</th></tr></thead><tbody><tr><td>April 2013</td><td>93.3%</td></tr><tr><td>May 2013</td><td>90.9%</td></tr><tr><td>June 2013</td><td>83.9%</td></tr><tr><td>July 2013</td><td>88.0%</td></tr></tbody></table>	Month	Percentage	April 2013	93.3%	May 2013	90.9%	June 2013	83.9%	July 2013	88.0%
Month	Percentage											
April 2013	93.3%											
May 2013	90.9%											
June 2013	83.9%											
July 2013	88.0%											

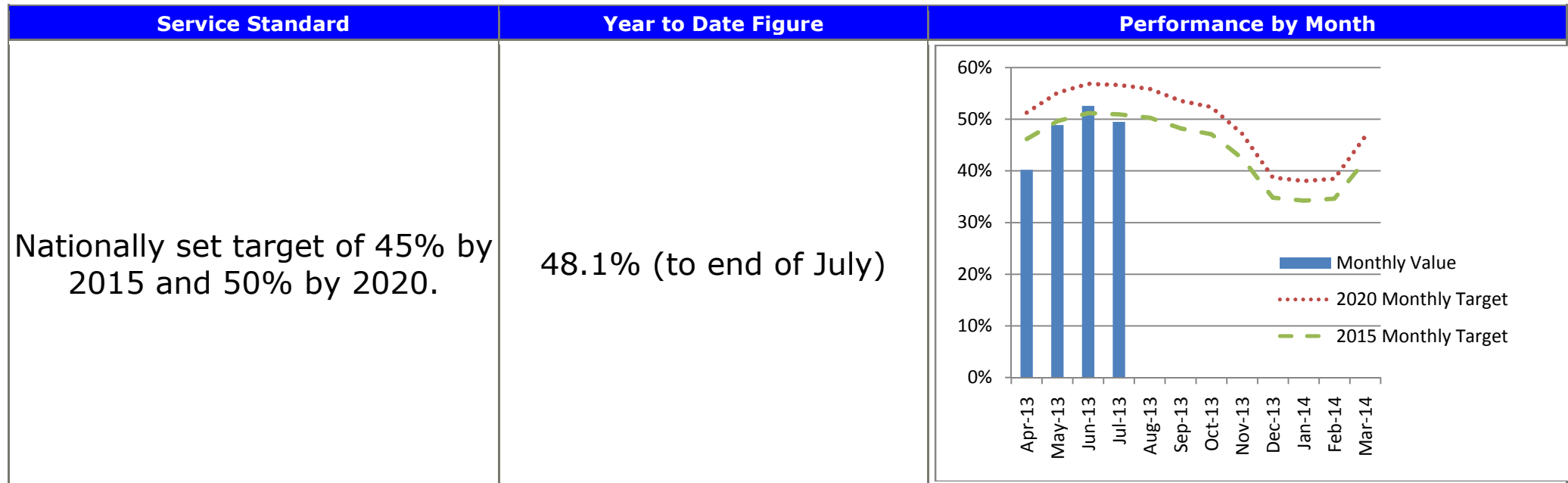
## Service Standard: Number of missed waste or recycling collections

Service Standard	Year to Date Figure	Performance by Month																										
40 missed collections per 100,000 (Industry Standard)	31.5 missed per 100,000 (2013/14 mean average)	<table><thead><tr><th>Month</th><th>Missed Collections per 100,000</th></tr></thead><tbody><tr><td>Aug-12</td><td>22</td></tr><tr><td>Sep-12</td><td>25</td></tr><tr><td>Oct-12</td><td>24</td></tr><tr><td>Nov-12</td><td>21</td></tr><tr><td>Dec-12</td><td>22</td></tr><tr><td>Jan-13</td><td>39</td></tr><tr><td>Feb-13</td><td>28</td></tr><tr><td>Mar-13</td><td>28</td></tr><tr><td>Apr-13</td><td>31</td></tr><tr><td>May-13</td><td>39</td></tr><tr><td>Jun-13</td><td>22</td></tr><tr><td>Jul-13</td><td>35</td></tr></tbody></table>	Month	Missed Collections per 100,000	Aug-12	22	Sep-12	25	Oct-12	24	Nov-12	21	Dec-12	22	Jan-13	39	Feb-13	28	Mar-13	28	Apr-13	31	May-13	39	Jun-13	22	Jul-13	35
Month	Missed Collections per 100,000																											
Aug-12	22																											
Sep-12	25																											
Oct-12	24																											
Nov-12	21																											
Dec-12	22																											
Jan-13	39																											
Feb-13	28																											
Mar-13	28																											
Apr-13	31																											
May-13	39																											
Jun-13	22																											
Jul-13	35																											

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

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

## Service Standard: Percentage of household waste sent for recycling



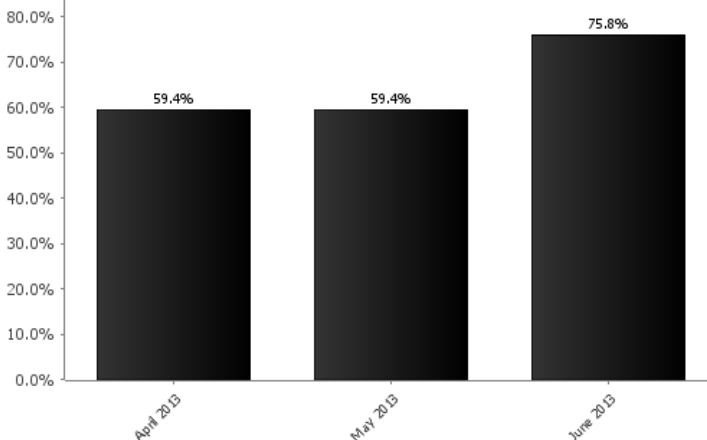
The graph above shows what the monthly target would be in order to achieve the EU 2015 target of 45% and the 2020 target of 50%. The monthly target changes to reflect seasonal variations of recycling rates; particularly garden waste tonnages. Work will be done to calculate the annual targets over the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

In reference to the 2013/14 performance, the total dry recycling and composting figure for April continues to follow the annual downward trend. A meeting has been arranged with the green box contractor to discuss why tonnages decreased over early months. However, one of the main



contributory factors for the low April figure is because the low temperatures affected the garden waste tonnages. This figure increased in May and June with the rise in temperature and onset of spring.

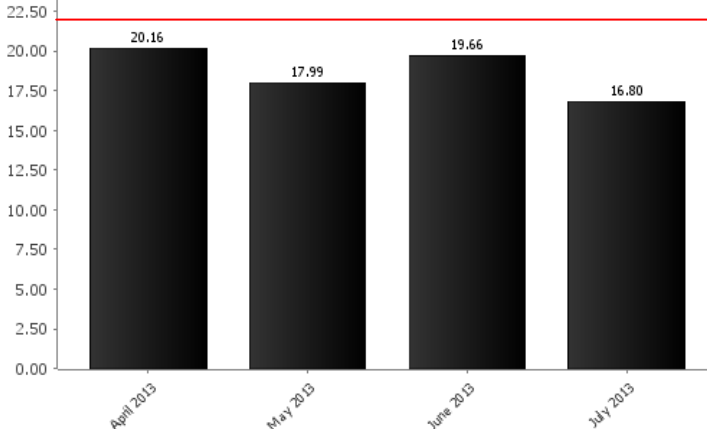
## Service Standard: Overall web user satisfaction

Service Standard	Year to Date Figure	Performance by Month								
There is currently no national standard for website satisfaction.	64.8%	 <table><caption>Performance by Month Data</caption><thead><tr><th>Month</th><th>Performance (%)</th></tr></thead><tbody><tr><td>April 2013</td><td>59.4%</td></tr><tr><td>May 2013</td><td>59.4%</td></tr><tr><td>June 2013</td><td>75.8%</td></tr></tbody></table>	Month	Performance (%)	April 2013	59.4%	May 2013	59.4%	June 2013	75.8%
Month	Performance (%)									
April 2013	59.4%									
May 2013	59.4%									
June 2013	75.8%									

For reference, the end of year figure for 2012/13 was 69.9%. This standard is currently measured using Govmetric's online web satisfaction software. This standard will be redefined as overall satisfaction with Council services. It will be measured using a combination of a survey on the most visited City Council web pages and the reader's survey in Carlisle Focus resident's magazine.

In future, satisfaction with the Council's website will be measured internally by Digital and Information Services.

## Service Standard: Average number of days to process new benefits claims

Service Standard	Year to Date Figure (Average)	Performance by Month										
All new claims should be processed within 22 days	18.65 days	 <table><thead><tr><th>Month</th><th>Average Days</th></tr></thead><tbody><tr><td>April 2013</td><td>20.16</td></tr><tr><td>May 2013</td><td>17.99</td></tr><tr><td>June 2013</td><td>19.66</td></tr><tr><td>July 2013</td><td>16.80</td></tr></tbody></table>	Month	Average Days	April 2013	20.16	May 2013	17.99	June 2013	19.66	July 2013	16.80
Month	Average Days											
April 2013	20.16											
May 2013	17.99											
June 2013	19.66											
July 2013	16.80											

This standard was previously measured in 2012/13 as the proportion of new claims that were processed within 28 days. This was a specific measure defined locally and consequently did not enable us to easily benchmark with other authorities. As a result we have now adopted the industry standard way of measuring the performance of this service. The Department for Work and Pensions (DWP) ranks authorities into quartiles and Carlisle's target is to not fall lower than the 2<sup>nd</sup> quartile.

Below shows the quartile ranges based on 2012/13 data. Carlisle's performance from April to July of 18.65 days would put us in the 2<sup>nd</sup> quartile.

DWP official figures for 2012/3:

- 6–18 days – Top Quartile
- 18-22 days – 2<sup>nd</sup> Quartile
- 22-28 days – 3<sup>rd</sup> Quartile
- >28 days – Bottom Quartile

## **Appendix 2: Carlisle Plan Update**

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

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

With this in mind, a Sense of Place, re-named the Carlisle Story, was launched at an event attended by more than a hundred businesses and organisations on 11 July. The Carlisle Story is designed to better promote the city in order to increase visitor numbers, encourage investment and attract people to live in the city.

The public consultation on developing the Local Plan began on 29 July and will run until 16 September. The Local Plan includes an Employment Land Review to identify strategic employment sites.

It also expresses the Council's desire to see between 550 and 650 homes built in and around the city every year between 2015 and 2030 in order to help ensure the economic growth of the city.

The M6 Corridor Protocol has been agreed and signed between Carlisle City, Eden and South Lakeland District Councils. This initiative seeks to capitalise on the strategic advantages of the M6 as a basis for targeting business investment around identified employment sites and support growth in key centres of Carlisle, Penrith and Kendal.

The Local Enterprise Partnership (LEP) has undertaken to establish a reference group to help develop a plan of action for the M6. It is envisaged that the M6 corridor initiative will address a range of issues that are identified within the draft LEP business plan, including broadband, skills and infrastructure provision.

An Economic Development Liaison Panel has been established with four meetings having already taken place with businesses / developers to date. A further meeting is scheduled before the end of August.

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

This priority supports tourism, the arts and creative industries. It is recognised that arts and leisure are important in making Carlisle a great place to work, live and visit.

Developing public realm improvements is a key piece of work under this priority. This involves the City and County Councils working together. Currently light business cases are being prepared for the various individual projects.

Phase 1 of the work at the Old Town Hall was completed at the end of June 2013. This included essential repairs to the fabric of the building. Plans for phase 2 are still being developed for implementation in 2014/15. This work will focus on the interior of the building and provide a more modern and enhanced tourist information facility.

The Carlisle Plan provides a pledge for development of an arts centre. The Executive approved funding on 5 August for the Warwick Street Fire Station to be the preferred option for the centre. A draft project plan was presented to the Corporate Programme Board on 11 July showing estimated completion of the Arts Centre by 31 October 2014.

The first Carlisle Tourism Conference was held at the end of April with over 100 delegates in attendance. The Carlisle Tourism Partnership is reviewing the outcomes of workshops held at the conference to agree actions for the next twelve months.

Other activity regarding this priority includes the completion of the Sport and Physical Activity Strategy. The vision of this strategy is for Carlisle to become more active, healthy and successful by creating opportunities and overcoming barriers to take part in sport and physical activity. Tenders have been received to build the cycleway ramp at Willowholme. Once these tenders have been reviewed a start date will be set.

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

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

The new Women and Families Accommodation building was opened on Water Street on 15 July. The facility replaces the hostel on London Road which has been in operation since 1975.

Homelife Carlisle, a home improvement agency hosted by the City Council has helped 25 people with affordable warmth and income maximisation measures through the Warm Homes service. It was also successful in gaining funding from the Electricity Safety Council for three thousand Pounds.

The function and membership of the Carlisle Partnership is currently being revised. As part of this revision the Healthy City Steering Group now carries out a strategic health function. The group now act as the principal district link to the County Health and Wellbeing Board.

The City Council has received external funding from the Cumbria Police Commissioner to support programmes associated with tackling antisocial behaviour and strengthening community resilience. This links in with the work being carried out by the Carlisle and Eden Community Safety Partnership.

Work with the Local Enterprise Partnership and representation on the Children's Trust Direct Delivery Group are also issues currently under consideration.

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

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

The Carlisle Economic Partnership (CEP) has developed an action plan of key priorities following the recent Economic Review of Carlisle. Priority 2 sets out some key actions to address skills gaps by identifying skills needs for growth and encouraging provision which meets those needs. This will be delivered through engagement with partners on the LEP, CEP and working with the Employment and Skills Commission.

The City Council has been working closely with the University of Cumbria to establish a Business Interaction Centre at Paternoster Row. Works are due to be completed by the end of August 2013.

The Carlisle Growth Hub has been established to deliver a package of co-ordinated business support through the Chamber of Commerce. This was delivered through the CEP as key priority 1, action 1 for business. There are additional actions within this priority which will continue to engage partners in exploring options for funding or opportunities to support business growth.

## **PRIORITY - Together we will make Carlisle clean and tidy**

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

As part of the Clean Up Carlisle campaign new litter bins incorporating an ashtray have been installed, a programme of roadside channel clearance using new deep clean machinery has been launched, a programme of school visits has been established and four prosecutions for dog-fouling offences have successfully been made.

The Traffic Order relating to the Public Realm improvements in the Historic Quarter is still to be completed and implemented. Formal objections will be considered by the Highways and Transport Working Group on 23 September 2013.

The project design regarding the Public Realm work in Caldewgate is to be progressed following the outcomes of other public realm work and 'Carlisle Story' activity. The designs for the Public Realm work will be styled in keeping with the 'Carlisle Story'.





Report to:  
**EXECUTIVE**

Agenda  
Item

A.8

Meeting Date: 30 September 2013

Portfolio: All Areas

Key Decision: Not applicable

Within Policy and Budget Framework: Yes/No (delete as appropriate)

Public/Private\*: Public

Title: **REPRESENTATIVES ON OUTSIDE BODIES**

Report Number: GD.43/13

Report of: Director of Governance

**PURPOSE/SUMMARY:**

To nominate an Elected Member to serve on the Yewdale Community Centre Committee and to confirm the representations on the Downagate Community Centre Management Committee.

**RECOMMENDATIONS:**

The Executive is requested to determine the nomination for the vacancy on the Yewdale Community Centre Committee and confirm the representations on the Downagate Community Centre Management Committee.

**TRACKING:**

Executive:	30 September 2013
Overview and Scrutiny:	N/A
Council:	N/A

## 1. BACKGROUND

- 1.1 The Executive had, at its meetings on 31 May 2013 and 5 August 2013, made appointments to the outside bodies which they had responsibility for (EX.60/13 and EX.93/13). A representative on the Yewdale Community Centre Committee had not been appointed at that time due to a vacancy on Carlisle City Council following the death of the Leader of the Council.
- 1.2 The current representation on the Yewdale Community Centre Management Committee and the proposed nomination for the vacancy is set out below:

Outside Body	Representation	Required Appointment	Executive's Proposal
Yewdale Community Centre Management Committee	Councillors Bowditch, Mrs Atkinson and one vacancy	1 nomination	Councillor Dodd

- 1.3 At its meeting on 5 August 2013 the Executive agreed to appoint Councillor Graham and Councillor Mrs Parsons to the Downagate Community Centre Management Committee subject to the agreement of the Management Committee.
- 1.4 The agreement of the Downagate Community Centre Management Committee had been sought and the Chairman agreed that both Councillors could be appointed as City Council representatives on the Management Committee.

## 2. RECOMMENDATIONS AND REASONS FOR RECOMMENDATIONS

- 2.1 The Executive is requested to determine the nomination for the vacancy on the Yewdale Community Centre Committee and confirm the representation on the Downagate Community Centre Management Committee.
- 2.2 In order to seek instructions from the Executive regarding the outstanding appointment to outside bodies for 2013/14.

**Contact Officer:** Rachel Rooney

**Ext:** 7039

### **Appendices attached to report:**

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

- Carlisle City Council's Constitution

**IMPLICATIONS:**

**Chief Executive's** – To ensure that the Council are represented on outside bodies within the Community

**Community Engagement** – None

**Economic Development** – None

**Governance** – Included in the report.

**Local Environment** – None

**Resources** - None



# Report to Executive

Agenda  
Item:

**A.9**

Meeting Date: 30 September 2013  
Portfolio: Finance, Governance and Resources  
Key Decision: No  
Within Policy and Budget Framework YES  
Public / Private Public

Title: **LAND AND PROPERTY TRANSACTIONS:-**  
**1. Disposal Programme – Land at Annetwell Street, Carlisle**  
**2. Land to the rear of Harraby Grove, Carlisle**  
Report of: **DIRECTOR OF RESOURCES**  
Report Number: **RD 41A/13**

## Purpose / Summary:

The Council is seeking to rationalise, consolidate and improve the performance of its property portfolio in support of the Carlisle Plan 2013/16. This Report seeks to further this ambition and requests Executive approval to the release and sale of 2 properties which have been identified for disposal in accordance with management policies set out in the Council's Asset Management Plan and the Asset Review Business Plan Disposal Programme. The commercially sensitive and financial aspects of the proposals are considered in Part B of this Report.

## Recommendations:

It is recommended that Executive consent is granted for the release and freehold disposal of the 2 properties set out in this Report, subject to the finalisation of terms and conditions agreed by the Property Services Manager.

## Tracking

Executive:	
Overview and Scrutiny:	
Council:	

## **1. BACKGROUND**

### **1.1. Asset Review Business Plan**

The Asset Review Business Plan was approved by full Council on 11 January 2011 (Report Reference CE39/10 refers). The Plan's objectives are to rationalise, consolidate and improve the performance of the property portfolio, with a programme of disposals over 4 years, originally aimed at realising capital receipts of £24million.

51 assets were identified for disposal between the financial years 2011/12 to 2014/15. To date the sale of 26 assets has been completed realising gross capital receipts of circa £5.442 million. Capital receipts will be used to fund reinvestment purchases and generate an additional £1 million in revenue, to support budgetary and efficiency savings, and help secure service delivery into the future.

Preparatory work is underway to bring forward the remaining asset sales over the next 2 years and Executive Members have been involved in a mid term review to take stock of the position in order to formalise and confirm the content of the programme for the next tranche of disposals.

### **1.2. Asset Management Plan and Statutory Considerations**

The Council's policy on the holding and release of assets for operational and non operational purposes is set out in the Asset Management Plan. In general terms the strategy provides for the disposal of all assets which are not required for service delivery, or social, economic or environmental benefits, or for longer term investment.

Surplus assets will be disposed of in the open market for the best price and in accordance with the provisions of Section 123 of the Local Government Act 1972, which imposes a statutory duty on the Council to sell property for the best consideration reasonably obtainable.

The method of sale, to ensure best price is achieved, will be influenced by the type and nature of the property involved, market circumstances and conditions, and purchaser supply and demand.

Sales will normally be undertaken by one or a combination of the following routes:

- Private treaty – with a special purchaser or on the open market.
- Public auction

- Formal or informal tender.

Sales will be conducted in accordance with the Council's property procedures and the Code of Conduct for dealing with planning matters.

## **2. PROPOSALS**

As part of the ongoing Disposal Programme and in order to dispose of surplus assets consent is sought for the release of 2 properties outlined below.

### **2.1. Land at Annetwell Street, Carlisle**

The release of this asset has been considered by the Executive on two earlier occasions; Report references RD 17/1 and RD 73/11 refer. The matter was deferred pending further clarification and information on the nature and terms of the sale, and the uncertainty which prevailed at the time around the continued use of the premises by the BBC, who were undertaking a internal review of their broadcasting services in the City. Now that the position on both issues has been resolved the matter has been brought back to the Executive for reconsideration.

The property subject to the disposal is situated on Annetwell Street, opposite the Castle and adjacent to Tullie House, identified edged red on the attached site plan Appendix I. The Council own the freehold interest in the land but, it is subject to a ground lease for 125 years originally granted to the BBC in 1993 for a premium payment of £60,000. The rent payable under the lease is a peppercorn without review and the buildings constructed on the site belong to the leaseholder. The BBC in a sale and leaseback transaction which took place in 2004 transferred their leasehold interest to Shardell Limited but, they remain in occupation through a sub lease.

Negotiations for the disposal of the Council's freehold interest have been undertaken with the current sitting tenant Graves (Cumberland Limited), who are special purchasers and provisionally agreed term for the sale are set out in Part B of this Report. A sale to Graves has the prospect of realising latent marriage value for the Council by joining up the freehold and leasehold interests. The position of the BBC under the sub lease from Graves remains unaffected by any potential transfer of the freehold.

### **2.2. Land to the rear of Harraby Grove, Carlisle**

The land is shown for identification purposes edged red on the attached plan Appendix I. It comprises an area of trees and scrub forming a buffer zone between

the rear of the houses on Harraby Grove and the adjoining Council allotment site. Following complaints from local residents, concerning fly tipping and issues over the security of their properties, the former Leisure Committee at its meeting on 25 February 1992 declared the land surplus to requirements and approved proposals to sell the land to local adjoining residents. A copy of the Report to the Leisure Committee LS 32/92 is attached for information as Appendix II to this Report. Since 1992 despite extensive negotiations and discussions with individual residents the sale of only one plot of land to the rear of Glen Tarras in 2007 has been successfully concluded. However terms have now been provisionally agreed for the sale of the remaining plots to two local residents but, due to the elapse of time since the original 1992 consents were granted, the Director of Governance has advised a further approval is required. This report seeks Executive consent to re-endorse the original approval granted in 1992 so that sales can take place in accordance with the terms set out in Part B of this Report.

### **3. CONSULTATION**

- 3.1.** The Asset Review Business Plan has been endorsed by full Council following an extensive period of consultation with stakeholders and Members. Ward Councillors have been advised of the proposals, no material comments or objections have been received but, if any arise prior to the Executive meeting, these will be notified to Members.

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

- 4.1.** In order to more effectively manage the Council's operational and non operational assets, and to bring forward the strategic objectives set out in the Asset Review Business Plan and Asset Management Plan, it is recommended that the Executive declare these 2 properties surplus to requirements so that they can be sold in the market place. Selling these assets will generate capital receipts, further future opportunities to improve the performance of the portfolio, and reduce ongoing management and maintenance liabilities.

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

- 5.1.** Capital receipts generated from sales will contribute to the attainment of the vision and actions set out in the Plan.
- 5.2.** The generation of increased revenue arising from the Asset Disposal Programme will assist the Council's capacity to continue the delivery of threatened services to its customers.



**Contact Officer: Raymond Simmons**

**Ext: 7421**

**Appendices  
attached to report:**

Appendix 1: - 2 Plans identifying the location and extent of the properties.

Appendix 2 :- Copy of the former Director of Leisure Report LS 32/92

**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: CE 39/10; RD 17/11; Rd 73/11 and LS 32/92**

**CORPORATE IMPLICATIONS/RISKS:**

**Chief Executive's - None**

**Community Engagement – None**

**Economic Development – None**

**Governance** –Section 123 of the Local Government Act 1972, the Council may dispose of land held by it in any manner it wishes, save that it shall not dispose of land otherwise than by way of a short tenancy, for a consideration less than the best that can be reasonably obtained. This is subject to any restrictive covenants which bind the land and also subject to the proviso that it may not without the consent of the Secretary of State dispose of any land consisting or forming part of a public open space without first advertising its intention to do so and considering any representations received.

The relevant Government Circular guidance on the matter (General Disposal Consent (England) 2003) sets out that it is Government policy that Local Authorities should dispose of surplus land wherever possible. Again, the disposals should be at the best reasonable consideration.

**Local Environment** – Have been consulted over the proposals to sell the land at Harraby Grove

**Resources** – The financial implications of the Asset Management Plan and the Disposal Programme were included in the 2013/14 budget process and approved the disposal and

purchase of assets in order to generate additional revenue income. Refer to Part B of this report.

Ref No. 275

ASSET NAME:  
Annetwell Street  
ASSET ADDRESS:  
CARLISLE CA3 8UN  
Deed Nos.  
C.355; C.1109

ANNETWELL STREET

Salvation Army  
Citadel

ABBAY STREET

WES WAL

Scale: 1:500 Date: 07/11/2011

© Crown Copyright. All rights reserved  
Carlisle City Council LA 0100024459. 2006.

CARLISLE  
CITY COUNCIL



www.carlisle.gov.uk

Civic Centre  
Rickergate  
Carlisle  
CA3 8QG

Tullie House (Museum)

13

14

12

9

4

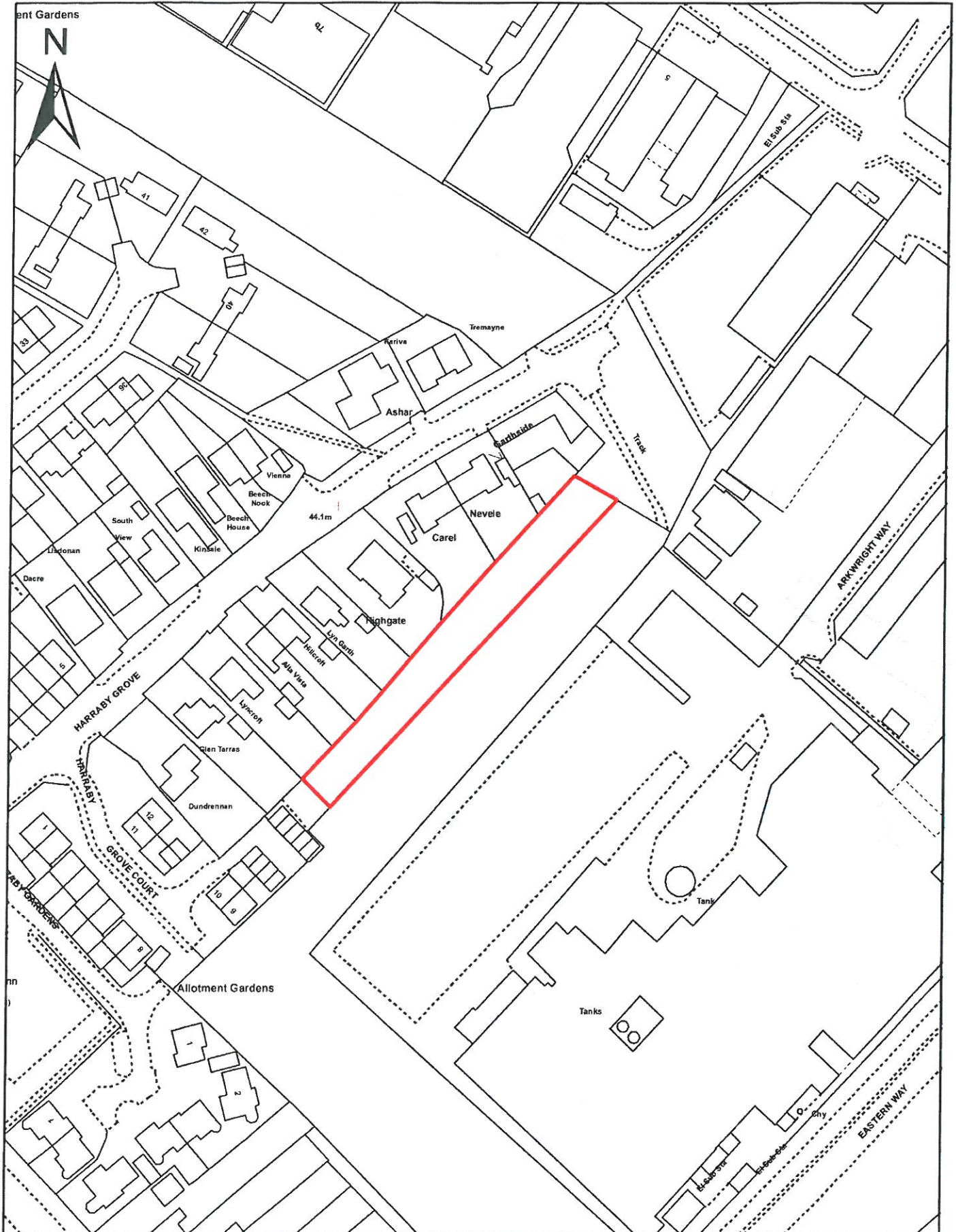
2

7

1 to 3

5

2



© Crown Copyright. All rights reserved  
 Carlisle City Council LA 0100024459. 2006.  
 Crown copyright material reproduced with  
 permission of Land Registry

Date: 06/09/2013

Scale: 1:1,250

**Land to the rear of  
 Harraby Grove Carlisle**

**CARLISLE  
 CITY COUNCIL**  
  
[www.carlisle.gov.uk](http://www.carlisle.gov.uk)

**Civic Centre  
 Rickergate  
 Carlisle  
 CA3 8QG**

Report to the Chairman and Members of :-

THE LEISURE COMMITTEE

Date of Meeting :-

24 February 1992

Public/Private \*

Policy/Operational Detail/Information

Delegated Yes/No

Report of:- DIRECTOR OF LEISURE SERVICES

Title :- SALE OF LAND AT REAR OF  
HARRABY GROVE, CARLISLE.

Report Reference:-  
LS. 32/92

## SUMMARY

To consider a request from residents of Harraby Grove to purchase an area of disused City Council land to the rear of their properties.

## RECOMMENDATIONS

It is recommended that the Committee:-

1. Declares the land to the rear of properties in Harraby Grove to be surplus to requirements.
2. Recommends to the Economic Development Committee that the land be sold to the residents of Harraby Grove.

Ward Council



## CITY OF CARLISLE

TO: THE CHAIRMAN AND MEMBERS OF  
THE LEISURE COMMITTEE  
24th February 1992

### SALE OF LAND AT REAR OF HARRABY GROVE, CARLISLE

#### 1. INTRODUCTION

- 1.1. A strip of land, 10 metres wide by 125 metres long, extends along the rear of properties situated on the south western side of Harraby Grove. The land is unused, and forms a buffer zone between the rear of the houses and the Mayfield Allotment Site. Residents of the houses have expressed concern to the Council that the land poses a threat to the security of their properties, possibly giving access to burglars. Complaints have also been received from residents in the past concerning the untidy condition of the land resulting from fly-tipping. The area is shown cross hatched on the attached plan.

#### 2. LAND USE

- 2.1. The land comprises trees and scrub, and its main purpose has always been considered to be the provision of a buffer zone between the allotment site, mainly consisting of pigeon lofts, and the rear of properties on Harraby Grove. The allotment tenants have been consulted as have the householders, and all are in favour of the proposal.

#### 3. CONDITIONS RELATING TO DISPOSAL

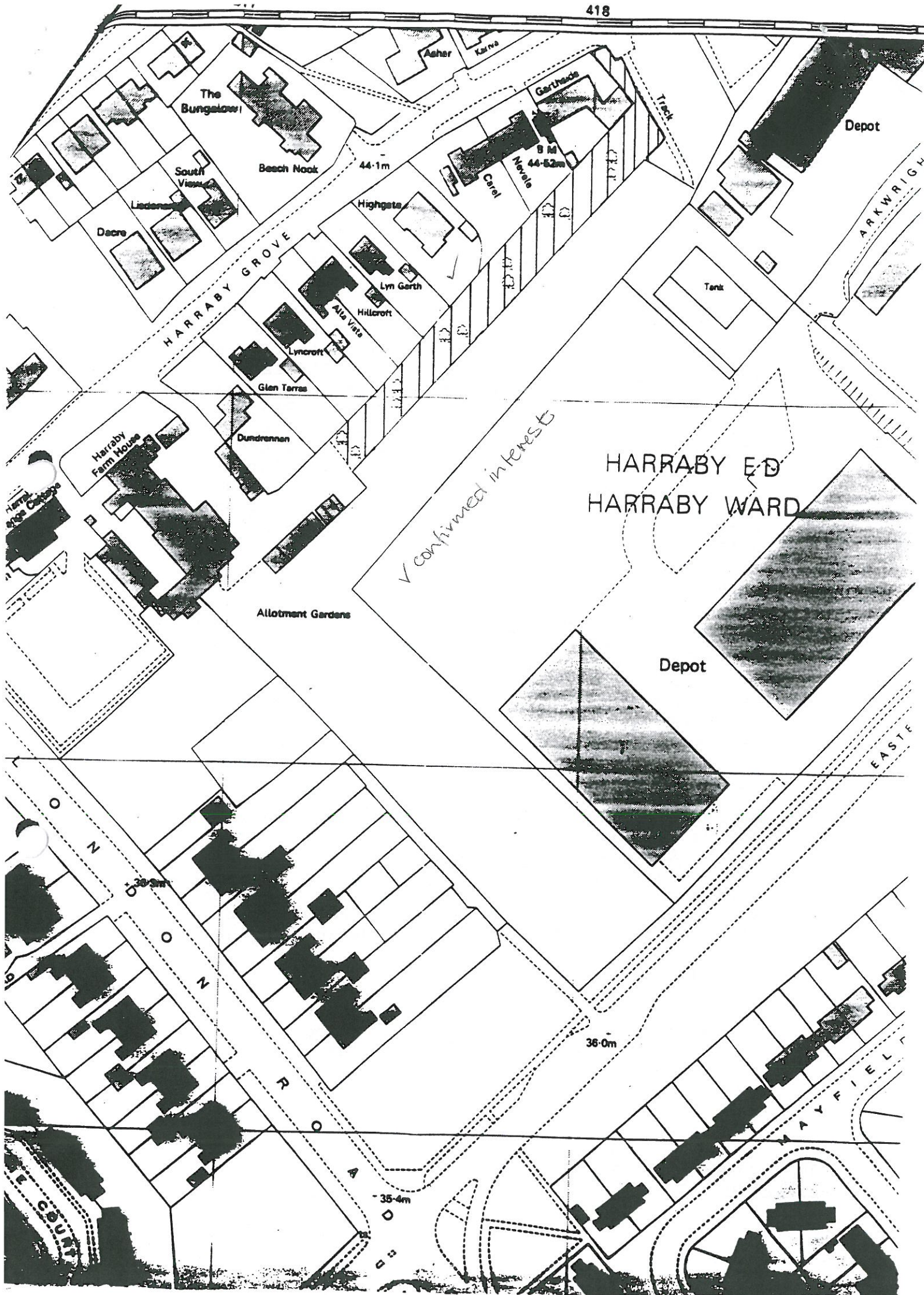
- 3.1. To avoid the City Council retaining small land-locked pieces of land, it is essential that all of the area is sold. Any areas remaining within the control of the City Council, due to householders not taking up the option to buy the land, or not agreeing to the terms of sale, would jeopardize the sale of the whole site. The land would be sold for use for gardening purposes only.

#### 4. SUMMARY

- 4.1. As both the householders and allotment tenants are in agreement that the buffer zone is no longer required, it is considered that the land is surplus to City Council requirements.

E. CARTWRIGHT  
Director of Leisure Services

jm/docs/cw/reports/harrabygro  
14th February 1992







# Report to Executive

Agenda  
Item:

**A.10**

Meeting Date: 30th September 2013  
Portfolio: Finance, Governance and Resources  
Key Decision: No  
Within Policy and Budget Framework: No  
Public / Private: Public

Title: Scrap Metal Dealers Act 2013  
Report of: Director of Governance  
Report Number: GD 44/13

## Purpose / Summary:

The Scrap Metal Dealers Act 2013 comes into force progressively from 1<sup>st</sup> October 2013. Local Authorities are required to determine applications for scrap metal licences and set the application fee. The purpose of this Report is to ensure that the Council has the appropriate approvals and systems in place to administer the new arrangements.

## Recommendations:

- (1) The Leader amend his Scheme of Delegation in the manner described in paragraph 2.2 (a) – (d) of this report;
- (2) The Executive note the recommendation of the Regulatory Panel meeting of 11<sup>th</sup> September 2013 and determine the appropriate fees to be charged.

## Tracking

Executive:	
Overview and Scrutiny:	
Council:	

## **1. BACKGROUND**

- 1.1** The Scrap Metal Dealers Act 2013 (“the 2013 Act”) received Royal Assent on 28 February 2013 and will come into force progressively from 1<sup>st</sup> October 2013.
- 1.2** The 2013 Act replaces the Scrap Metal Dealers Act 1964, which is listed in Schedule 1 to the Local Authorities (Functions and Responsibilities)(England) Regulations 2000 (“the Functions Regulations”), along with the majority of other licensing matters, as not being the responsibility of the Executive. In effect this means that it is a Council function as opposed to one which falls within the remit of the Executive. The City Council has to date delegated the function to the Regulatory Panel. In addition, the Director of Governance and Licensing Manager each have delegated powers to deal with such applications.
- 1.3** In accordance with normal practice it was expected that the Functions Regulations would be amended by the Government to include reference to the 2013 Act, therefore all local authorities have been working towards their licensing/regulatory committees dealing with this. A report was prepared for the Regulatory Panel on 11<sup>th</sup> September 2013 for their information and consideration of fees, and this is attached hereto.
- 1.4** Since submission of that report, however, it has become apparent that the Home Office has not yet amended (and will not amend before the commencement date) the Functions Regulations to include the 2013 Act. The information is that they are aware it needs to be done but do not have this programmed in to their schedule. Subject to what is said below, contrary to how all other licensing matters operate, this may mean that responsibility for determining fees and applications under the Scrap Metal Dealers Act 2013 falls to the Executive.
- 1.5** Despite the above, there is an alternative position. Section 17 of the Interpretation Act 1978 provides that “Where an Act repeals and re-enacts, with or without modification, a previous enactment then, unless the contrary intention appears ... any reference in any other enactment to the enactment so repealed shall be construed as a reference to the provision re-enacted”. If the 2013 Act is taken to repeal and re-enact the 1964 Act, then, there is no requirement for an amendment to the Functions Regulations. At the time of writing this report, that is not the position which has been taken by Department for Communities and Local Government or the Local Government Association, who maintain that a change to the Functions Regulations will be needed.

- 1.6** A considerable number of Local Authorities have taken the opposing view, however, and they have put pressure on the LGA to confirm its position. The LGA is meeting with the Department for Communities and Local Government on 13<sup>th</sup> September and will confirm its position shortly thereafter. Executive will be advised verbally the outcome of this meeting. Whichever route is chosen, what is important for Carlisle is to have a properly made decision to underpin the administration of the new regime.
- 1.7** On 11<sup>th</sup> September, the Regulatory Panel considered a report detailing the proposed charges to be levied, and made appropriate decisions. If the LGA confirms that the new Act is a 're-enactment' of its predecessor (and consequently the Interpretation Act does apply), nothing further needs to be done. The current scheme of delegation of Council functions will continue to apply.
- 1.8** If, however, the Department of Communities and Local Government advise that the new Act is not a 're-enactment' of its predecessor (and consequently the Interpretation Act does not apply) then, until the Functions Regulations are amended, the 2013 Act will be an Executive function, there would be no scheme of delegation in place and all applications would need to be brought to the Executive for consideration. This report is therefore being brought to Executive in order to protect the Council's position and enable it to effectively deal with applications, which will begin to be submitted on 1<sup>st</sup> October 2013.

## **2. PROPOSALS**

- 2.1** Section 9E of the Local Government Act 2000 provides that, where a function is the responsibility of the Executive, the senior Executive Member (ie the Leader) may arrange for the discharge of any of those functions by another member of the Executive or by an officer of the Authority.
- 2.2** Accordingly, until the Government amends the Functions Regulations to include the 2013 Act, the Leader is asked to amend the his scheme of delegation so as to:
- (a) delegate power to determine (including the imposition of conditions) all types of applications regarding Site Licences and Collectors' Licences (where no objection is made) to each of the Licensing Manager and the Director of Governance;
  - (b) delegate power to determine (including the imposition of conditions) all types of applications regarding Site Licences and Collector's Licences (where an

objection is made) to the Portfolio Holder for Finance, Governance and Resources and the Director of Governance acting together.

- (c) delegate power to otherwise refuse or revoke Site Licences and Collectors' Licences to the Portfolio Holder for Finance, Governance and Resources and the Director of Governance acting together;
- (d) delegate power to institute, defend or participate in any action or legal proceedings in respect of any matter relating to the 2013 Act (including but not limited to the service of any notice or order, the exercise of any power of entry or inspection; the commencement of a prosecution for any offence under the 2013 Act or the defence of any appeal against a decision of the Council made under the 2013 Act) in any case where the Director of Governance considers that such action is necessary to protect or progress the Council's interests, to the Director of Governance.

**2.3** The Executive is further asked to note the recommendation of the Regulatory Panel meeting of 11<sup>th</sup> September 2013 and determine the appropriate fees to be charged.

**Contact Officer:**            **Jim Messenger**  
   **Licensing Manager**

**Ext: 7025**

**Appendices**                            1. Report to Regulatory Panel 11 September 2013  
**attached to report:**                2. Minutes from Regulatory Panel 11 September 2013

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

- Scrap Metal Dealers Act 2013, Local Authorities (Functions and Responsibilities)(England) Regulations 2000, Interpretation Act 1978, Local Government Association and Home Office Guidance

**CORPORATE IMPLICATIONS/RISKS:**

**Chief Executive's – N/A**

**Community Engagement – N/A**

**Economic Development** – N/A

**Governance** – This report was prepared by the Licensing Manager in conjunction with the Legal Services Manager and legal comments are included within.

**Local Environment** – Scrap metal theft has risen due to the increase in its value world-wide. This has affected communities and transport. The Act should help tackle these issues and improve the environment we live in. The Scrap Metal Dealers Act 2013 has been introduced to reduce the levels of crime and disorder within the scrap metal industry.

**Resources** – The legislation allows each local authority to set the fees on a cost recovery basis, excluding enforcement of unlicensed operators.

---

## **EXCERPT FROM THE MINUTES OF THE REGULATORY PANEL HELD ON 11 SEPTEMBER 2013**

---

### **RP.43/13     SCRAP METAL DEALERS ACT 2013**

The Licensing Manager submitted report GD.42/13 regarding the Scrap metal Dealers Act 2013.

The Licensing Manager reported on the impending changes to the regulatory regime for scrap metal dealers which would be implemented through the provisions of the Scrap Metal Dealers Act 2013 (the Act) and would come into force progressively from 1 October 2013.

Carlisle City Council had thirty four scrap metal dealers registered, of which ten have premises and twenty four are itinerants. In addition the Council had two motor salvage operators registered.

The Licensing Manager explained that the Act repealed the Scrap metal Dealers Act 1964 (and linked legislation) and Part 1 of Vehicles (Crime) Act 2001, creating a revised regulatory regime for the scrap metal recycling and vehicle dismantling industries. He gave brief details of the provisions which included:

- Maintaining the local authority as the principle regulator
- Giving the local authority power to regulate who should and should not be licensed, allowing them to refuse a licence upon application or to revoke a licence at any time if they are not satisfied that the applicant is a suitable person to carry on business as a scrap metal dealer.
- Creating closure powers for unscrupulous dealers who operated without a licence.
- Giving the local authority and the Police powers to enter and inspect premises.
- Extending the record keeping requirements placed upon scrap metal dealers and required the verification and identification of the people scrap metal dealers were transacting with.
- The Act would integrate the separate regulation for motor salvage operators with the scrap metal sector
- It also created a fee raising power, to allow local authorities to recover the costs stemming from administering and seeking compliance with the regime.
- The Act brought to an end the cash exemption given to itinerant collectors under the 1964 Act.

The Licensing Manager highlighted the definition of “scrap metal dealer” and what was and was not included under the term “scrap metal”. He then outlined each section of the Act drawing Members attention to the application process and the transitional arrangements. He also highlighted Section 2 which specified the two types of licence with the Act, one for a Site Licence and the other was a Collector’s Licence. The Site

Licence authorised the licensee to carry on business at the sites listed in it and the Collector's Licence authorised the licensee to carry on business within the local authority area.

He explained that the Licensing Section had kept itself apprised of Government updates, kept the trade informed, acted upon regulations when published and attended training courses while also preparing application forms, procedures and licence formats. It had been anticipated that the new regime would mirror that of other licensing regimes and therefore following the same procedures for applications through delegated authority or the Regulatory Panel.

The fee would be set by each authority on a cost recovery basis which should reflect a number of considerations as set out in the report. The fees would differ due to the extra work involved in processing Site Licences to Collectors Licences. He reminded the Panel that the licence fee could not be used to support enforcement activity against unlicensed scrap metal dealers; any action against unlicensed dealers would be funded through existing funds.

The Legal Services Manager explained that, while it had been anticipated that responsibility for dealing with the 2013 Act would fall to the Regulatory Panel, as with other regulatory matters, in fact the Government has not yet amended the Local Authorities (Functions and Responsibilities) England Regulations 2000. This means that the new Act is an Executive function. Information has recently been received which suggests that the Government does intend to amend the Regulations and the LGA is due to meet with the Department for Communities and Local Government to discuss their position.

In the meantime, however, this is an Executive function and, unless an amendment to the Regulations is made beforehand, a report will be taken to the Executive on 30<sup>th</sup> September, in order that applications can be properly dealt with from 1<sup>st</sup> October.

In response to questions the Licensing Manager confirmed that:

- The Act did not allow traders to have both a Collectors Licence and a Site Licence with the same authority, however Collectors could licence with other authorities.
- Scrap Metal Dealers had been made aware of the changes some months ago to enable them to prepare for the move to non cash trading.
- Scotland operated under different legislation and customers from England may sell scrap in Scotland for cash but Dealers from Scotland could not trade in Carlisle, without a licence.
- All Scrap Metal Dealers in the Carlisle area had been invited to the Civic Centre on 24 September for a presentation on the changes and some guidance on application forms. Members were invited to attend the session if they so wished.
- It was intended that the changes would discourage unscrupulous dealers as they would have to pay and be paid in cheque or card format and no sale or purchase may be made without the verification of identification and an audit trail.

RESOLVED – 1) That report GD.42/13 Scrap Metal dealers Act 2013 be noted;

2) That, having considered the Home Office Guidance and the information as set out in report GD.42/13, the Regulatory Panel recommends that the Executive approve the following fees:

Site Licence

Grant	£280.00
Renewal	£280.00
Variation	£54.00

Collector's Licence

Grant	£140.00
Renewal	£140.00
Variation	£54.00



# Report to Executive

Agenda  
Item:  
  
**A.11**

Meeting Date: 30 September 2013  
Portfolio: Finance, Governance and Resources  
Key Decision: Not Applicable:  
Within Policy and Budget Framework NO  
Public / Private Public

Title: FINANCIAL RESILIENCE REPORT  
Report of: DIRECTOR OF RESOURCES  
Report Number: RD46/13

## Purpose / Summary:

This report presents the findings from the external auditor (Grant Thornton) on the Council's arrangements for securing Financial Resilience.

This report has been prepared by Grant Thornton as part of their review of the Council's accounts for 2012/13 and was presented by the auditor to the Audit Committee on 26 September.

## Recommendations:

That the Executive note the contents of the report from the external auditor on Financial Resilience

## Tracking

Executive:	<b>30 September 2013</b>
Overview and Scrutiny:	<b>n/a</b>
Council:	<b>n/a</b>

## **1. BACKGROUND**

- 1.1 The Council's external auditors, Grant Thornton, have been reviewing the Council's financial position as part of their audit of the 2012/13 financial statements. As part of their review, they have issued an unqualified opinion on both the Statement of Accounts and their Value for Money review. The Statement of Accounts were formally approved by Audit Committee on 26 September.
- 1.2 The auditors have also prepared a report outlining their opinion on the Council's arrangements for securing Financial Resilience. This report is attached at **Appendix 1.**
- 1.3 The review examined various areas regarding financial control, strategic financial planning and financial governance and an assessment was made as to whether the Council had arrangements that met or exceeded adequate standards, were potential risks or weaknesses or were high risk.
- 1.4 The report shows that in most areas the council meets or exceeds adequate standards. There are no areas of high risk highlighted.
- 1.5 An action plan to improve the areas where there are potential risks is shown at page 8 of the report.

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

- 2.1 That the Executive note the contents of the report from the external auditor on Financial Resilience

**Contact Officer: Steven Tickner**

**Ext: 7280**

**Appendices**  
**attached to report: Appendix 1 – Review of the Council's arrangements for securing Financial Resilience for Carlisle City Council**

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

- **None**

## **CORPORATE IMPLICATIONS/RISKS:**

**Chief Executive's -**

**Community Engagement –**

**Economic Development –**

**Governance** – The Financial Resilience Report highlights the sound governance practices and procedures that we are striving to achieve.

**Local Environment –**

**Resources** – The Financial Resilience report of the external auditor was presented to the Audit Committee on 26 September 2013.

# Review of the Council's Arrangements for Securing Financial Resilience for Carlisle City Council

**Year ended 31 March 2013**

September 2013

**Jackie Bellard**

Director

**T** 0161 234 6394 or 07880 456195

**E** [jackie.bellard@uk.gt.com](mailto:jackie.bellard@uk.gt.com)

**Richard McGahon**

Manager

**T** 0141 223 0889 or 07880 456156

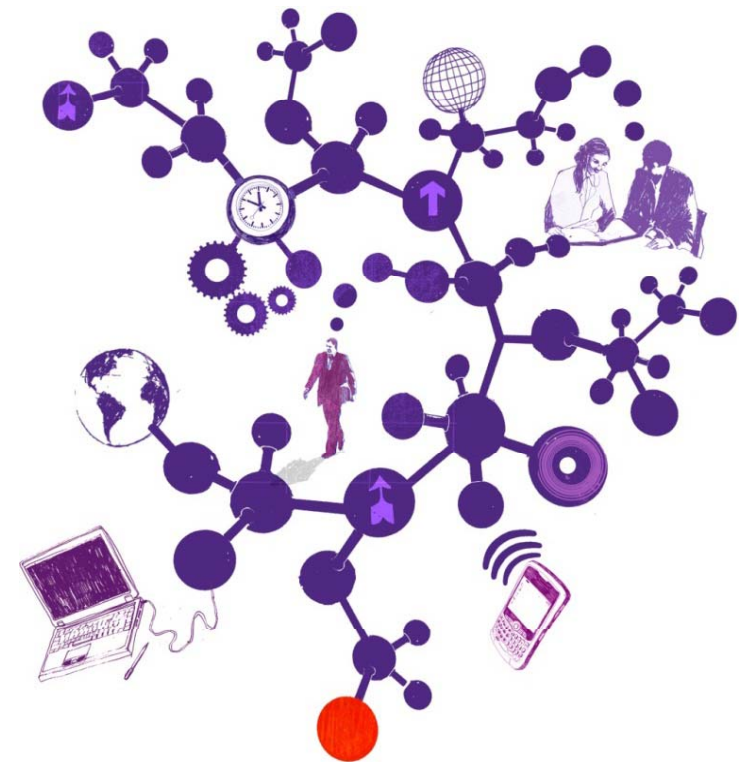
**E** [richard.a.mcgaon@uk.gt.com](mailto:richard.a.mcgaon@uk.gt.com)

**John Cangle**

Executive

**T** 0141 223 0893

**E** [john.d.cangle@uk.gt.com](mailto:john.d.cangle@uk.gt.com)



The contents of this report relate only to the matters which have come to our attention, which we believe need to be reported to you as part of our audit process. It is not a comprehensive record of all the relevant matters, which may be subject to change, and in particular we cannot be held responsible to you for reporting all of the risks which may affect the Council or any weaknesses in your internal controls. This report has been prepared solely for your benefit and should not be quoted in whole or in part without our prior written consent. We do not accept any responsibility for any loss occasioned to any third party acting, or refraining from acting on the basis of the content of this report, as this report was not prepared for, nor intended for, any other purpose.

---

# Contents

**1 Executive Summary** **Page 3**

**2 Key Indicators** **Page 9**

**3 Strategic Financial Planning** **Page 14**

**4 Financial Governance** **Page 17**

**5 Financial Control** **Page 20**

**Appendix - Key indicators of financial performance** **Page 25**

---

**1 Executive Summary**

**2 Key Indicators**

**3 Strategic Financial Planning**

**4 Financial Governance**

**5 Financial Control**

**Appendix - Key indicators of financial performance**

# Executive Summary

## Our approach

### Value for Money Conclusion

Our work supporting our Value for Money (VfM) conclusion, as part of the statutory external audit, includes a review to determine if the Council has proper arrangements in place for securing financial resilience.

In so doing we have considered whether the Council has robust financial systems and processes in place to manage its financial risks and opportunities, and to secure a stable financial position that enables it to continue to operate for the foreseeable future. We have carried out our work in discussion and agreement with officers and completed it in such a way as to minimise disruption to them.

The definition of foreseeable future for the purposes of this financial resilience review is 12 months from the date of this report.

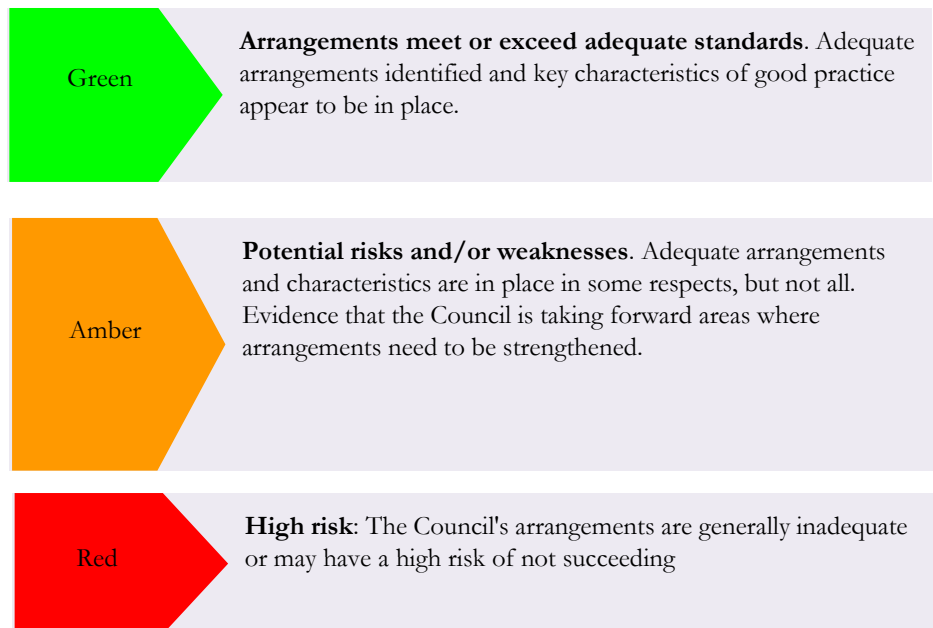
We have reviewed the financial resilience of the Council by looking at:

- Key indicators of financial performance;
- Its approach to strategic financial planning;
- Its approach to financial governance; and
- Its approach to financial control.

Overall we have assessed the Council as GREEN

Further detail on each of these areas is provided in the sections of the report that follow. Our overall conclusion is that whilst the Council has faced, and continues to experience significant financial pressures and risks, its current arrangements for securing financial resilience are satisfactory.

We have used a red/amber/green (RAG) rating with the following definitions.





---

# Executive Summary

## National and Local Context

### National Context

The Chancellor of the Exchequer announced the current Spending Review (SR10) to Parliament on 20 October 2010. SR10 represented the largest reductions in public spending since the 1920s. Revenue funding to local government was to reduce by 19% by 2014-15 (excluding schools, fire and police). After allowing for inflation, this equates to a 28% reduction in real terms with local government facing some of the largest cuts in the public sector. In addition, local government funding reductions were frontloaded, with 8% cash reductions in 2011-12. This followed a period of sustained growth in local government spending, which increased by 45% during the period 1997 to 2007.

The Chancellor of the Exchequer, in his Autumn Statement in November 2011, announced further public spending reductions of 0.9% in real terms in both 2015-16 and 2016-17. In his Autumn Statement on 5 December 2012, the Chancellor reinforced austerity measures announcing a further £6.6bn of savings during 2013-14 and 2014-15. Whilst health and schools will be continue to be protected in line with the Government's policy set out in SR10, local government will continue to face significant funding reductions. The Department for Communities and Local Government will contribute £470m of these additional savings, £445m of which will come from local authority funding during 2014-15, with local authorities being exempt from additional savings in 2013-14. In his March 2013 Budget the Chancellor announced further departmental 1% savings during each of 2013-14 and 2014-15. The NHS and schools remain protected, but police and local government will need to find an additional 0.5% over both years.

The next spending round period, 2015-16, was announced by the Chancellor on 26 June 2013. Local government will face a further 10% funding reduction for this period.

These funding reductions come at a time when demographic and recession based factors are increasing demand for some services, and there is a decreasing demand for some services, such as car parking, where customers pay a fee or charge.

Financial austerity is expected to continue until at least 2017.

### Local Context



For Carlisle City Council the financial impact of the Comprehensive Spending Review (CSR) 2010 equated to a £3.011million reduction in central government support for the lifetime of the review (a 28% total reduction in the four year period). It is likely that the 2013 Spending Round, which announced a further 10% funding reduction, could cost the Council an additional £260,000 per annum from 2015/16. However, the Council's transformation programme has been successful in achieving savings and has given the Council a solid financial base to address the savings required from both Spending Reviews. The Council has developed a savings strategy which is reviewed on an annual basis targeting three key areas:

- asset review
- alternative service delivery models
- services which do not fall within core priorities or which are not statutory.

The reductions in central government funding has been a significant financial challenge for the Council. Savings have been spread over the next four years as a way of maintaining the Council's future financial health. However the temporary use of revenue reserves to cushion the funding cuts has been necessary, these falling below minimum levels in 2013/14 and 2014/15, before increasing again.



# Executive Summary

## Overview of Arrangements

Risk area	Summary observations	High level risk assessment
Key Indicators of Performance	<ul style="list-style-type: none"><li>Carlisle's working capital ratio for 2011/12 was 2.65 which means that its above the preferred range of 2:1 whereas 3 of the comparable councils are now below the 2:1 ratio.</li><li>Carlisle's usable reserves were £5.086 million at the 31 March 2012 giving a ratio is 0.07 and is the lowest of its comparable councils, although it partly reflects the Council's decision to transfer its usable capital receipts to its Capital Adjustment Account.</li><li>The Council's General Fund balance at 31 March 2013 is £2.542 million which is just below its the Council set minimum level of £2.6 million. The Medium Term Financial Plan for 2013/14 to 2017/18 shows that the Council's General Fund balance will not reach its target level until the 31 March 2015. Members are well aware of this issue but the position should be closely monitored.</li><li>Carlisle's long term debt to tax revenue ratio of 1.06 for 2011/12 indicates that it has long term borrowing which slightly exceeds tax revenue. The increase to above 1.00 reflects the decreasing levels of central government funding and council tax freezes. Carlisle's long term borrowing represents approximately one tenth of its long term assets.</li><li>The Council sickness absence in 2012/13 totalled 9.1 full time equivalent (FTE) days compared with 11.1 days in 2011/12. This improvement has been as a result of a lean review of arrangements in early 2012 and the introduction of other initiatives such as an employee assistance programme.</li><li>The original capital budget for 2012/13 was £10.94 million and with carry forwards from 2011/12 added this increased to £12.63 million. Actual expenditure of £3.42 million against this represents only 27.1%. The Council needs to improve its profiling and delivery of its capital programme.</li></ul>	 Green
Strategic Financial Planning	<ul style="list-style-type: none"><li>The Council's Medium Term Financial Plan (MTFP) for 2013/14 to 2017/18 was approved in September 2012 and updated in November 2012. When the revenue and capital budgets for 2013/14 were set in February 2013 there was also an updated Medium Term Financial Plan (MTFP) to 2017/18.</li><li>Key planning assumptions cover the main areas which impact on the Council's operations and an annual review of fees and charges has been undertaken by each directorate.</li><li>The MTFP 2013/14 to 2017/18 indicates savings of £1.27 million will be required between 2014/15 to 2016/17.</li><li>The Council is faced with the continuing challenge of finding further savings which will become increasingly difficult. It will be essential therefore to ensure that its savings plans are clearly communicated, link to specific policy decisions, and that the impact on service levels and quality is clearly identified and monitored.</li></ul>	 Green

# Executive Summary

## Overview of Arrangements

Risk area	Summary observations	High level risk assessment
Financial Governance	<ul style="list-style-type: none"><li>• The Senior Management Team (SMT) monitor the financial position on a monthly basis and any significant issues would be highlighted to the relevant portfolio holder. This allows early corrective action to be taken. On a quarterly basis the Executive formally considers the revenue and capital monitoring reports.</li><li>• The quarterly revenue monitoring reports identify a number of high-risk budgets which required detailed monitoring throughout the year. The quarterly monitoring reports provided the financial position and narrative commentary on the individual high risk budgets.</li><li>• Training is provided to improve both members and officers awareness and understanding of financial matters. For 2012/13 this has included training on budget setting and control, understanding financial statements and treasury management</li><li>• The Audit Committee provides adequate challenge on financial governance matters. If they deem it necessary they will ask for further work on a particular issue i.e. asking officers to report back to them or internal audit to follow something up.</li><li>• In year reporting of the revenue budget on shows year end forecast from Q3 onwards. Quarterly capital monitoring reports do not include year end projections. There is a need to improve year end forecasting for revenue and capital and ensure that these forecasts are included from Q2 onwards.</li><li>• Public reporting on performance in 2012/13 has been limited to an assessment against five service standards but unclear how performance against Corporate Plan has been reported. Clear arrangements need to be in place to report performance against the Carlisle Plan 2013-2016.</li></ul>	 Green
Financial Control	<ul style="list-style-type: none"><li>• The Council has well established budget setting processes that encourage involvement and ownership from budget holders. Financial training is also provided to officers and members. The Council has a track record of managing within budget.</li><li>• Internal Audit identified the need to improve contract monitoring arrangements for outsourced contracts. Action plans have been agreed and the Council now needs to ensure that the recommendations are implemented.</li><li>• There is a clear process in place to produce the annual savings programme and progress against the plan is monitored through the Transformation Board.</li><li>• Internal Audit concluded in its annual report that "the Authority's system of internal control is operating satisfactorily".</li><li>• Appropriate risk management arrangements are in place.</li></ul>	 Green

# Executive Summary

## Next Steps

Area of review	Key points for consideration	Responsibility	Timescale	Management response
<b>Key Indicators of Performance</b>	The Council's General Fund balance will not reach its target level of £2.6 million until the 31 March 2015. Members are well aware of this issue but the position should be closely monitored.	Director of Resources	On-going	Use of revenue reserves will continue to be monitored via the quarterly monitoring reports; however half yearly MTFP reports providing details of revenue reserves will be introduced.
	The Council needs to improve its profiling and delivery of its capital programme. Consideration should be given to how progress is reported and the potential impact of delays on service delivery.	Director of Resources	2014/15 budget process	The Corporate Programme Board will continue to monitor significant Council projects; however use of earmarked provisions for potential capital projects will be developed during the annual budget processes.
<b>Financial Governance</b>	Improve year end forecasting for revenue and capital and ensure that these forecasts are included from Quarter 2.	Financial Services & HR Manager	2013/14 Quarter 3	To form part of future Quarter 2 reports. The revised FS structure will facilitate improved budget monitoring with year end forecasts being provided in conjunction with Directors.
	Public reporting on performance in 2012/13 has been limited to an assessment against five service standards but it is unclear how performance against the Corporate Plan is reported. Clear arrangements need to be in place to report performance against the Carlisle Plan 2013-2016.	Chief Executive	1 April 2013	Improvements have been implemented for monitoring performance against the 2013/14 Carlisle Plan.
<b>Financial Control</b>	Internal Audit identified the need to improve contract monitoring arrangements for outsourced contracts. Action plans have been agreed and the Council now needs to ensure that the recommendations are implemented.	Senior Management Team (SMT)	January 2014	Revised staffing structures will facilitate this improvement with responsibilities for the monitoring of outsourced contracts being identified within job descriptions. An internal audit follow up report and regularly reporting of progress through Corporate Governance action plan will provide the necessary assurances.

---

**1 Executive Summary**

**2 Key Indicators**

**3 Strategic Financial Planning**

**4 Financial Governance**

**5 Financial Control**

**Appendix - Key indicators of financial performance**

---

# Key Indicators

## Introduction

This section of the report includes analysis of key indicators of financial performance, benchmarked where this data is available. These indicators include:



- Working capital ratio
- Long term borrowing to tax revenue
- Long term borrowing to long term assets
- Sickness absence levels
- Out-turn against budget
- Useable Reserves: Gross Revenue Expenditure

We have used the Audit Commission's nearest neighbours benchmarking group comprising the following authorities:

St Edmundsbury Borough Council  
Boston Borough Council  
Fenland District Council  
Mansfield District Council  
Copeland Borough Council  
North West Leicestershire District Council  
Wyre Forest District Council  
Amber Valley Borough Council  
East Staffordshire Borough Council  
Worcester City Council  
North Warwickshire Borough Council  
Newcastle Under Lyme Borough Council  
Chesterfield Borough Council  
Newark and Sherwood District Council  
Bassetlaw District Council


# Key Indicators

## Overview of performance

Area of focus	Summary observations	Assessment
<b>Liquidity</b>	<ul style="list-style-type: none"> <li>Carlisle's working capital ratio for 2011/12 was 2.65 which means that its above the preferred range of 2:1 whereas 3 of the comparable councils are now below the 2:1 ratio.</li> <li>Based on the 2012/13 unaudited accounts the working capital ratio increases to 3.18 as a result of reducing short term creditors and overdrawn cash balance. The Council has also managed to significantly reduce debtors at 31 March 2013 whilst increasing the level of cash available to invest at 31 March 2013.</li> <li>The Council's working capital ratio has fluctuated over the last five years from 3.66 in 2007/08, rising to a high of 5.01 in 2008/09 and then falling to its lowest level of 2.25 in 2010/11 before starting to increase again. This fluctuating trend is consistent with most of the comparable councils. The working capital ratio reduction from a 2008/09 high has been a consequence of a significant reduction in investment balances and debtors as cash has been used to support the capital programme whilst creditor levels increased significantly in 2009/10.</li> <li>The Council's collection performance during 2012/13 of 97.78% for Council Tax and 98.58% for National Domestic Rates shows an improving position when compared with performance in 2011/12 of 97.61% and 97.78% respectively.</li> </ul>	 <b>Green</b>
<b>Reserve Balances</b>	<ul style="list-style-type: none"> <li>Carlisle's usable reserves were £5.086 million at the 31 March 2012 giving a ratio is 0.07 and is the lowest of its comparable councils. Based on the 2012/13 unaudited accounts the usable reserves ratio remains at this level at 31 March 2013.</li> <li>The Council's usable reserves ratio has reduced each year from 0.14 in 2008/09 to 0.07 in 2011/12. There is no clear trend in the comparable councils with some councils increasing usable reserves (as a percentage of gross expenditure) and others decreasing reserve levels. Carlisle's reducing trend is consistent with 8 out of 15 comparable councils.</li> <li>This Council's usable reserves have reduced in recent years with specific use being made of general fund reserves (£0.96 million) and earmarked reserves (reducing by £5.46 million).</li> <li>Usable reserves includes usable capital receipts (UCRs) but Carlisle's UCRs is zero as the Council transferred any remaining UCRs to the Capital Adjustment Account (CAA) to minimise the revenue impact of the statutory provision for the repayment of debt. The amount of UCRs in the CAA was £6.20 million at 31 March 2012. Had this been in the UCR reserve the usable reserve would have increased from 0.07 to 0.15 making it sixth lowest of the comparable councils.</li> <li>The Council 's revenue reserves as a percentage of the next year's net budget requirement are 38.2%.</li> <li>The Council's General Fund balance at 31 March 2013 is £2.542 million which is just below the Council's approved minimum level of £2.6 million. The Medium Term Financial Plan for 2013/14 to 2017/18 shows that the Council's General Fund balance will not reach its target level until the 31 March 2015. Members are well aware of this issue but the position should be closely monitored.</li> </ul>	 <b>Amber</b>

# Key Indicators



## Overview of performance

Area of focus	Summary observations	Assessment
<b>Borrowing</b>	<ul style="list-style-type: none"><li>• Carlisle's ratio of 1.06 for 2011/12 indicates that it has long term borrowing which slightly exceeds tax revenue. Carlisle is seventh lowest in the comparable group with six of the group having a ratio of 5.69 or over. Based on the 2012/13 unaudited accounts the long term borrowing ratio is 1.11 at 31 March 2013.</li><li>• The Council's long term borrowing ratio was 0.94 in 2007/08, reducing to a low of 0.86 in 2010/11 before rising to 1.06 in 2011/12. The increase to above 1.00 reflects the decreasing levels of central government funding and council tax freezes. The trend in the comparable group is a deteriorating position in terms of long term debt as a percentage of tax revenue with only one council showing an improving position between 2007/08 and 2011/12.</li><li>• Carlisle's ratio of 0.09 for 2011/12 shows that the Council's long term borrowing represents approximately one tenth of its long term assets - i.e. long term borrowing does not exceed its long term assets. Based on the 2012/13 unaudited accounts the Council's long term borrowing to long term assets ratio is 0.10 at 31 March 2013.</li><li>• The Council's long term borrowing as a share of long term assets has reduced only slightly from 0.10 in 2007/08 to 0.09 in 2011/12. As debt levels have remain constant the reduction related to the increasing value of the Council's long term assets, most notably the recognition of £16.1 million of heritage assets and increases of £8.63 million in investment properties. The trend in the comparable group is a deteriorating position in terms of long term debt as a percentage of long term assets with only two councils showing an improving position between 2007/08 and 2011/12.</li><li>• The Council's long term debt relates to a £15 million stock issue in 1995 for 25 years at 8.75%. The Council periodically reviews this arrangement but with interest rates currently 0.5% the early redemption premium that would need to be paid means that redeeming this loan is not currently viable.</li><li>• Target Minimum Level of Investments Classified as Specified was 50% but actual level at 31 March 2013 was 89%. This simply reflects the fact the Council has been investing its money for periods of under a year and not placing money with building societies that do not possess an appropriate credit rating.</li></ul>	 <b>Green</b>



# Key Indicators

## Overview of performance

Area of focus	Summary observations	Assessment
<b>Workforce</b>	<ul style="list-style-type: none"> <li>The Council's Transformation programme is continuing. Staffing cuts have reduced the Council's employee pay bill from £18.26 million in 2011-12, to £17.55 million in 2012-13, a reduction of £0.71 million.</li> <li>The Council set itself a target for sickness absence of 10 days per full time equivalent (FTE) in 2012-13. Actual sickness absence totalled 9.1 days compared with 11.1 days in 2011/12. This improvement has been as a result of a lean review of arrangements in early 2012 and the introduction of other initiatives such as an employee assistance programme. This was in response to an increasing trend from 2010/11 onwards, partly as a result of the introduction of the revenue and benefits shared service.</li> <li>Sickness absence is monitored monthly with quarterly reporting to the Senior Management Team (SMT) and the Council's Resources Overview and Scrutiny panel.</li> </ul>	 <b>Green</b>
<b>Performance Against Budgets: revenue &amp; capital</b>	<ul style="list-style-type: none"> <li>The overall revenue outturn, prior to any carry forwards, for 2012/13 was an underspend of £1.02 million against a revised budget of £14.58 million. In cash terms, the directorate with the best performance was Local Environment with an underspend of only £648 (-0.01%). Whereas the largest underspend in cash terms was the Resources directorate of £0.72 million (-23.96%) of which £0.63 million related to corporate issues. The main reasons for the overall revenue underspending related to savings on shared service pension costs (£0.17 million), greater than expected savings from staff turnover and pay awards (£0.65 million) and additional income from the Lanes (£0.1 million).</li> <li>The overall capital outturn, prior to any carry forwards, for 2012/13 was an underspend of £3.42 million against a revised budget of £7.98 million. This represents an underspend of 42.9%. The main reason for this underspend were that no asset acquisition opportunities were identified in line with the asset management plan (£1.56 million), delays in vehicle replacement plan (£0.31 million), families accommodation replacement to be completed in spring 2013 (£0.61 million), planning delays on Castle Way cycle ramp (0.35 million) and revisions to the work on Old Town Hall meaning they were not completed until June 2013 (£0.3 million).</li> <li>The original capital programme shows a worse position. The original capital budget for 2012/13 was £10.94 million and with carry forwards from 2011/12 added this increased to £12.63 million. Therefore actual expenditure of £3.42 million against this represents only 27.1%. The main budget reductions were re-profiling of asset acquisitions to future years (£3 million) and removal of environmental enhancement work (£1.79 million). The Council needs to improve its profiling and delivery of its capital programme. Consideration should also be given as to how the capital programme is reported, including an assessment of the impact of delays in the capital programme on service standards.</li> </ul>	 <b>Amber</b>

---

1 Executive Summary

2 Key Indicators

3 Strategic Financial Planning

4 Financial Governance

5 Financial Control

Appendix - Key indicators of financial performance

---

# Strategic Financial Planning






## **Key characteristics of good strategic financial planning**

In conducting our review of strategic financial planning we have assessed the Council's performance against the following indicators:

- Focus on achievement of corporate priorities is evident through the financial planning process. The MTFP focuses resources on priorities.
- The MTFP includes outcome measures, scenario planning, benchmarking, resource planning and details on partnership working. Targets have been set for future periods in respect of reserve balances, prudential indicators etc.
- Annual financial plans follow the longer term financial strategy.
- There is regular review of the MTFP and the assumptions made within it. The Council responds to changing circumstances and manages its financial risks.
- The Council has performed stress testing on its model using a range of economic assumptions including CSR.
- The MTFP is linked to and is consistent with other key strategies, including workforce.
- KPIs can be derived for future periods from the information included within the MTFP.

# Strategic Financial Planning

## Medium Term Financial Strategy

Area of focus	Summary observations	Assessment
<b>Focus of the MTFP</b>	<ul style="list-style-type: none"> <li>The Council's Medium Term Financial Plan (MTFP) for 2013/14 to 2017/18 was approved in September 2012. An update to the MTFP was considered by the Executive in November 2012. When the revenue and capital budgets for 2013/14 were set in February 2013 there was also an updated Medium Term Financial Plan (MTFP) to 2017/18.</li> <li>The MTFP includes high level sensitivity analysis, looking at a 1% change in costs or benefits and 1% change in population. Consideration is given to New Homes Bonus Grant and the effect of the localisation of Council tax benefit and business rates. The MTFP also adequately considers reductions in Government funding, shortfalls in income streams and the effect of its own revised Transformation targets.</li> </ul>	 <b>Green</b>
<b>Adequacy of planning assumptions</b>	<ul style="list-style-type: none"> <li>The key planning assumptions included with the MTFP are split between external and internal factors. The external factors considered included the impact of the recession, inflation and government policy. The internal factors included consideration of general inflation, pay inflation, income generation and how the Council's asset base will help deliver strategic priorities.</li> <li>The Council continued its annual review of fees and charges in each directorate. The Council's Corporate Charging Policy, which is part of the Strategic Financial Framework, was approved by the Executive and Full Council in September 2012 and sets out one of the key objectives of setting the charges is to recovering the cost of service provision.</li> <li>The MTFP 2013/14 to 2017/18 indicates savings of £1.27 million will be required between 2014/15 to 2016/17.</li> <li>The Council reviews the assumptions within its medium term plans as new information becomes available to mitigate against uncertainties in the level of future funding to be received from Government and the impact on savings required. However, given the current inherent uncertainties in the level of future funding to be received from Government and impact on savings required, this has been assessed as amber.</li> </ul>	 <b>Amber</b>
<b>Scope of the MTFP and links to annual planning</b>	<ul style="list-style-type: none"> <li>The MTFP shows the links between the Council's policy and budget frameworks. These then feed into Directorate Service Plans which provide a link between the resources used to deliver services and the delivery of agreed outputs. Service Plans are inextricably linked to each Directorate's budget. The MTFP also links to the Capital Strategy, Asset Management Plan, Procurement and Commissioning Strategy and the Organisational Development Plan.</li> </ul>	 <b>Green</b>
<b>Review processes</b>	<ul style="list-style-type: none"> <li>The MTFP is produced in September each year which means that it can reflect the true General Fund balance and earmarked reserves position from the previous year's accounts. The MTFP projections are then updated in the following February as part of the budget setting process. More frequent updates to the MTFP have been undertaken over the last couple of years to reflect the changing funding environment with an updated MTFP presented to the Executive in November 2012.</li> </ul>	 <b>Green</b>
<b>Responsiveness of the Plan</b>	<ul style="list-style-type: none"> <li>The Council has demonstrated that it has a process in place to update the MTFP and that it is willing to undertake more frequent updates as required. The arrangements for monitoring savings means that progress can be assessed as part of the updating of the MTFP. Scenario planning looking at changes of 1% of costs, benefits or population is useful in assessing impact. The MTFP includes a risk assessment and mitigation used to reduce the risk level.</li> </ul>	 <b>Green</b>

---

1 Executive Summary

2 Key Indicators

3 Strategic Financial Planning

4 Financial Governance

5 Financial Control

Appendix - Key indicators of financial performance

---

# Financial Governance

## Key characteristics of effective financial governance

In conducting our review of financial governance we have assessed the Council's performance against the following indicators:

### Understanding

- There is a clear understanding of the financial environment the Council is operating within:
  - Regular reporting to Members. Reports include detail of action planning and variance analysis etc.
  - Actions have been taken to address key risk areas.
  - Officers and managers understand the financial implications of current and alternative policies, programmes and activities.

### Engagement






- There is engagement with stakeholders including budget consultations.

### Monitoring and review

- There are comprehensive policies and procedures in place for Members, Officers and budget holders which clearly outline responsibilities.
- Number of internal and external recommendations overdue for implementation.
- Committees and Executive regularly review performance and it is subject to appropriate levels of scrutiny.
- There are effective recovery plans in place (if required).

# Financial Governance

## Understanding and engagement

Area of focus	Summary observations	Assessment
<b>Understanding the Financial Environment</b>	<ul style="list-style-type: none"> <li>The Senior Management Team (SMT) monitor the financial position on a monthly basis and any significant issues would be highlighted to the relevant portfolio holder.</li> <li>On a quarterly basis the Executive formally considers the revenue and capital monitoring reports.</li> <li>Training is provided to improve both members and officers awareness and understanding of financial matters. For 2012/13 this has included training on budget setting and control, understanding financial statements and treasury management.</li> </ul>	 <b>Green</b>
<b>Executive and Member Engagement</b>	<ul style="list-style-type: none"> <li>The level of senior management and member level engagement in the financial management process remains appropriate.</li> <li>In terms of consultation on the annual budget the Council consults with the trade unions and the large affinity group (large locally based firms).</li> <li>The Audit Committee provides adequate challenge on financial governance matters. If they deem it necessary they will ask for further work on a particular issue i.e. asking officers to report back to them or internal audit to follow something up.</li> </ul>	 <b>Green</b>
<b>Overview for controls over key cost categories</b>	<ul style="list-style-type: none"> <li>The quarterly revenue monitoring reports identified a number of high-risk budgets which required detailed monitoring throughout the year.</li> <li>In addition to the position to date the quarterly monitoring reports also provided narrative commentary on the individual high risk budgets.</li> </ul>	 <b>Green</b>
<b>Budget reporting: revenue and capital</b>	<ul style="list-style-type: none"> <li>In year reporting of revenue only included a forecasted outturn in Q3 and this suggested a year end overspend of £0.292 million which turned out to be an underspend of £1.02 million, reducing to an underspend of £0.325 million after committed carry forward. SMT were tasked after Q3 with closing the gap on the projected year end deficit. This included a moratorium on other than essential spending and taking a rigorous attitude to requests for carry forwards.</li> <li>Although the capital budget is adjusted during the year the quarterly capital monitoring reports only show spend to date but no year end projection. The Q3 report showed £4.73 million of the capital budget to be spent in the last quarter. However, only £1.20 million spent (25% of expected spend in Q4). Some of this difference of £3.53 million related to not making asset purchases as nothing available that was appropriate (£1.55 million) but much of the rest related to delays in projects.</li> </ul>	 <b>Amber</b>
<b>Adequacy of other Committee/ Executive Reporting</b>	<ul style="list-style-type: none"> <li>The Council has satisfactory reporting arrangements for reporting financial information to the Council, Executive and other committees. Financial reports are now trying to include better links to performance.</li> <li>Directorate performance is reported to SMT on a monthly basis and any significant performance issues would be reported to full Council through the Portfolio holder reports. However, public reporting of performance has been limited to achievement against five service standards with no obvious public reporting of performance against corporate objectives in 2012/13.</li> </ul>	 <b>Amber</b>

---

**1 Executive Summary**

**2 Key Indicators**

**3 Strategic Financial Planning**

**4 Financial Governance**

**5 Financial Control**

**Appendix - Key indicators of financial performance**



---

# Financial Control

## Key characteristics of effective financial control

In conducting our review of financial control we have assessed the Council's performance against the following indicators:

### Budget setting and budget monitoring

- Budgets are robust and prepared in a timely fashion.
- Budgets are monitored at an officer, member and Cabinet level and officers are held accountable for budgetary performance.
- Financial forecasting is well-developed and forecasts are subject to regular review.

### Savings Plans

- Processes for identifying, delivering and monitoring savings plan schemes are robust, well thought through and effective.

### Financial Systems

- Key financial systems have received satisfactory reports from internal and external audit.
- Financial systems are adequate for future needs.

### Finance Department




- The capacity and capability of the Finance Department is fit for purpose.

### Internal Control

- There is an effective internal audit which has the proper profile within the organisation. Agreed Internal Audit recommendations are routinely implemented in a timely manner.
- There is an assurance framework in place which is used effectively by the Council and business risks are managed and controlled.



# Financial Control

## Internal arrangements

Area of focus	Summary observations	Assessment
<b>Budget setting and monitoring - revenue and capital</b>	<ul style="list-style-type: none"> <li>The Council has well established budget setting processes that encourage involvement and ownership from budget holders. Financial training is also provided to officers and members. The Council has a track record in managing within budget.</li> <li>Budget monitoring reports are discussed at SMT on a monthly basis with formal reporting of the financial position in terms of revenue, capital and treasury management on a quarterly basis to the Executive.</li> <li>Monitoring arrangements are timely and capable of identifying areas requiring corrective action.</li> <li>The overall revenue outturn, prior to any carry forwards, for 2012/13 was an underspend of £1.02 million against a revised budget of £14.58 million. The overall capital outturn, prior to any carry forwards, for 2012/13 was an underspend of £3.42 million against a revised budget of £7.98 million. This represents an underspend of 42.9%. The need to improve year end forecasting has already been identified.</li> <li>During 2012/13 Internal Audit identified the need to improve contract monitoring arrangements for outsourced contract. Action plans have been agreed and the Council now needs to ensure that the recommendations are implemented.</li> </ul>	 <b>Amber</b>
<b>Performance against Savings Plans</b>	<ul style="list-style-type: none"> <li>There is a clear process in place to produce the annual savings programme and progress against the plan is monitored through the Transformation Board.</li> <li>The MTFP required savings of £1.38 million in 2012/13. The initial process was to deliver 10% savings across all Directorates with suggestions from directorate management teams. The new Administration, elected in May 2012, made changes to the proposals to minimise redundancies. The savings programme was re-scheduled for implementation between October 2012 and early 2013/14. Savings of £0.96 million were achieved with the rest to be delivered in 2013/14.</li> </ul>	 <b>Green</b>
<b>Key Financial Accounting Systems</b>	<ul style="list-style-type: none"> <li>As part of Internal Audit's plan for 2012/13 it identified twelve systems and processes which were regarded as material to the Council's financial management and production of the Council's financial statements.</li> <li>Of the twelve material systems 5 were given 'Substantial assurance' and 7 assessed as 'Reasonable assurance'.</li> <li>Our work and that of Internal Audit has confirmed that the Council's financial system are capable of producing accurate and reliable information.</li> <li>Internal Audit concluded in its annual report that "the Authority's system of internal control is operating satisfactorily".</li> </ul>	 <b>Green</b>



# Financial Control

## Internal and external assurances

Area of focus	Summary observations	Assessment
<b>Finance Department Resourcing</b>	<ul style="list-style-type: none"><li>• The Director of Resources has corporate responsibility for the finance function. He is supported by the Financial Services and HR Manager who is responsible for the day to day management of the finance function. Senior staff in the finance function are CIPFA qualified..</li><li>• The Finance function is responsible for financial planning, budget consultation and monitoring, producing the financial statements, treasury management, insurance, creditor payments, financial information systems, procurement and monitoring and reporting on partnerships and the efficiency agenda.</li><li>• The Council has a track record in recent years of delivering good quality accounts and identifying requirements and resources early on in the process. In previous years this included bringing in additional technical accountancy resources to support the implementation of International Financial Reporting Standards (IFRS)</li><li>• Overall assessment is that the Council's finance function is well resourced with experienced and capable staff.</li></ul>	 Green
<b>Internal audit arrangements</b>	<ul style="list-style-type: none"><li>• The Council has adequate arrangements in place. The Internal audit function is provided by a shared internal audit consortium hosted by Cumbria County Council and of which Carlisle CC is a partner.</li><li>• The internal audit consortium is substantially compliant with the CIPFA Code of Practice, per its self assessment . The area for improvement was updating the local audit manual and revising it for the wider shared Internal Audit service.</li><li>• The audit plan for 2012/13 was for 540 days but 559 days were delivered, the 19 days purchased to support unplanned work.</li><li>• A total of 40 audits were originally planned , although only 27 delivered in 2012/13 with a further 4 in progress. Of the remaining 9 audits 1 was cancelled and the rest deferred into 2013/14 at the request of management and to reflect the need for Internal Audit to undertake 3 pieces of unplanned work. The deferred reviews have been built into the 2013/14 audit plan.</li><li>• Process in place to follow up implementation of Internal Audit recommendations and report any where no action taken to implement an agreed recommendation. Internal Audit reported no instances where agreed recommendations were not being implemented in 2012/13.</li></ul>	 Green

# Financial Control

## Internal and external assurances

Area of focus	Summary observations	Assessment
<b>External audit arrangements</b>	<ul style="list-style-type: none"><li>• There were 6 recommendations made in the 2011/12 Annual Governance Report (ISA260 report).</li><li>• The key ones related to ensuring cash and cash equivalents are shown as a separate asset and liability in the balance sheet when there is no legal right of set off, giving greater consideration to the validity of large reconciling items in the bank reconciliation and ensuring the Council minimised the need to take out short term loans to cover short falls in cash flow and to meet its commitments.</li><li>• Management reported progress on implementing the recommendation in the 2011/12 Annual Governance report to the Audit Committee on 11 January 2013. This showed that action had been taken on all the recommendations. Our assessment of progress will be reported in our Audit Findings Report (ISA260 report).</li></ul>	 Green
<b>Assurance framework/risk management</b>	<ul style="list-style-type: none"><li>• The Council has a Risk Management policy and strategy in place.</li><li>• There is a portfolio holder responsible for risk management.</li><li>• There is an officer based Corporate Risk Management Group who are responsible for risk management within the Council. They and the Senior Management Team (SMT) review the Corporate Risk register which is then considered quarterly by the Executive and the Resources Overview and Scrutiny Panel. It is also presented to the Audit Committee to assure them that risk management arrangements are in place.</li><li>• The Corporate Risk Register assesses each risk against likelihood and impact and gives this a score. It also shows the score from previous assessments. There is a current action status / control strategy and a target date and target risk score. Individual risks are allocated to an officer and portfolio holder.</li><li>• Directorate risk registers are also maintained.</li></ul>	 Green

---

**1 Executive Summary**

**2 Key Indicators**

**3 Strategic Financial Planning**

**4 Financial Governance**

**5 Financial Control**

**Appendix - Key indicators of financial performance**

# Key Indicators of Financial Performance

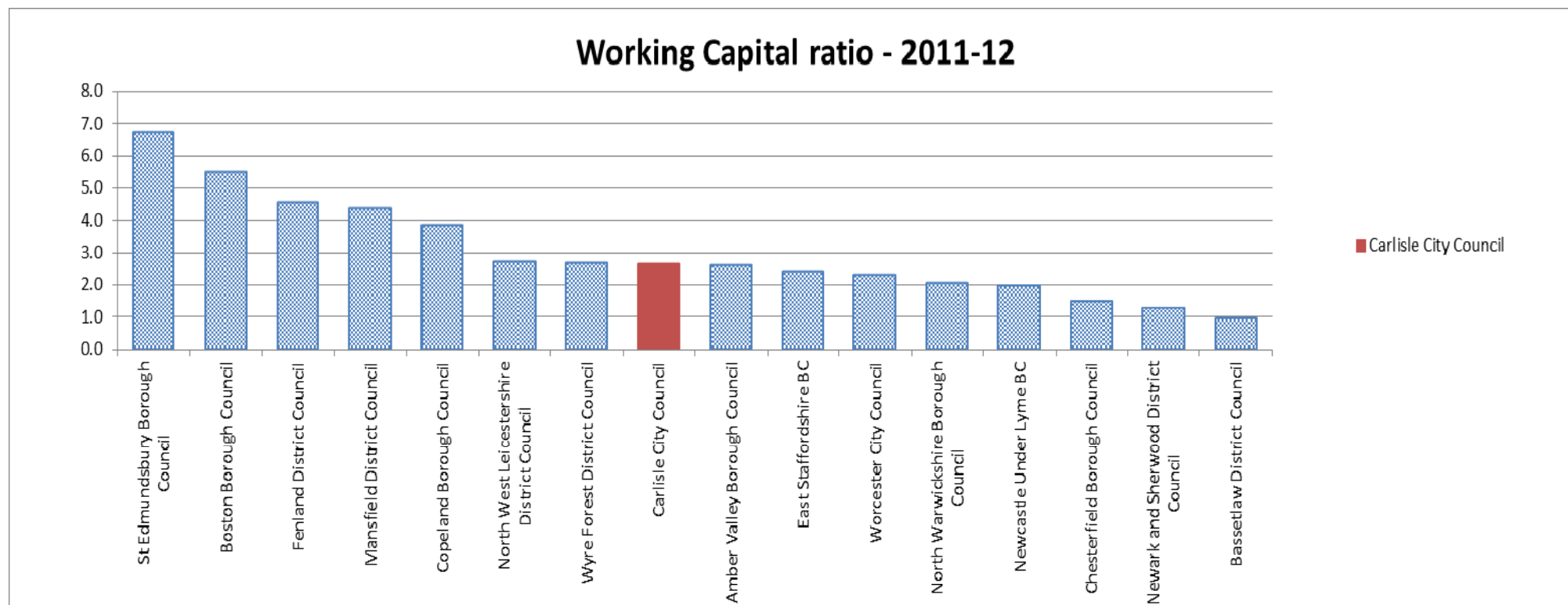
## Working Capital - Benchmarked

### Definition

The working capital ratio indicates if an authority has enough current assets, or resources, to cover its immediate liabilities - i.e. those liabilities to be met over the next twelve month period. A ratio of assets to liabilities of 2:1 is usually considered to be acceptable, whilst a ratio of less than one - i.e. current liabilities exceed current assets - indicates potential liquidity problems. It should be noted that a high working capital ratio isn't always a good thing; it could indicate that an authority is not effectively investing its excess cash.

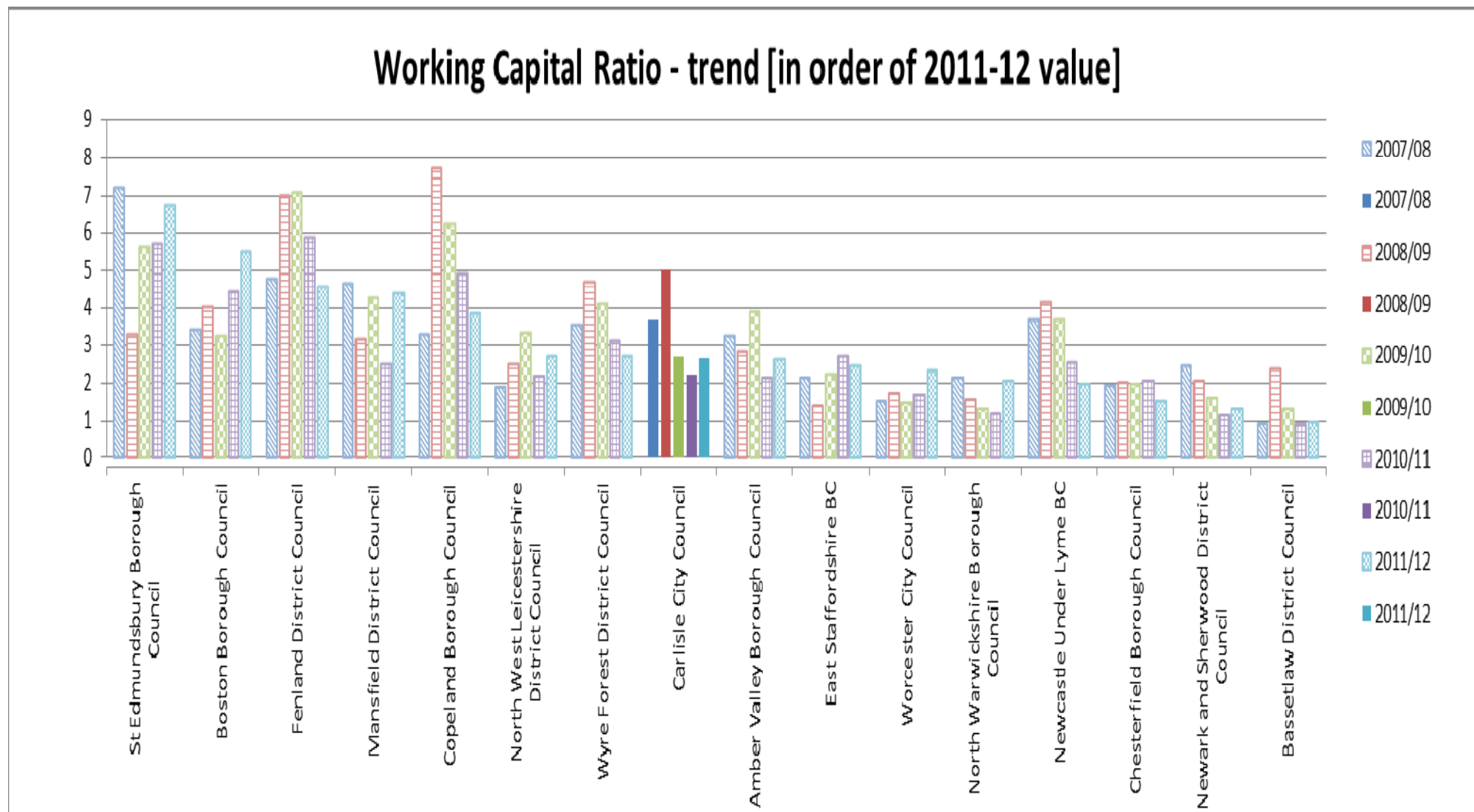
### Findings

Carlisle's working capital ratio for 2011/12 was 2.65 which means that its above the preferred range of 2:1.



# Key Indicators of Financial Performance

## Working Capital - Trend



# Key Indicators of Financial Performance

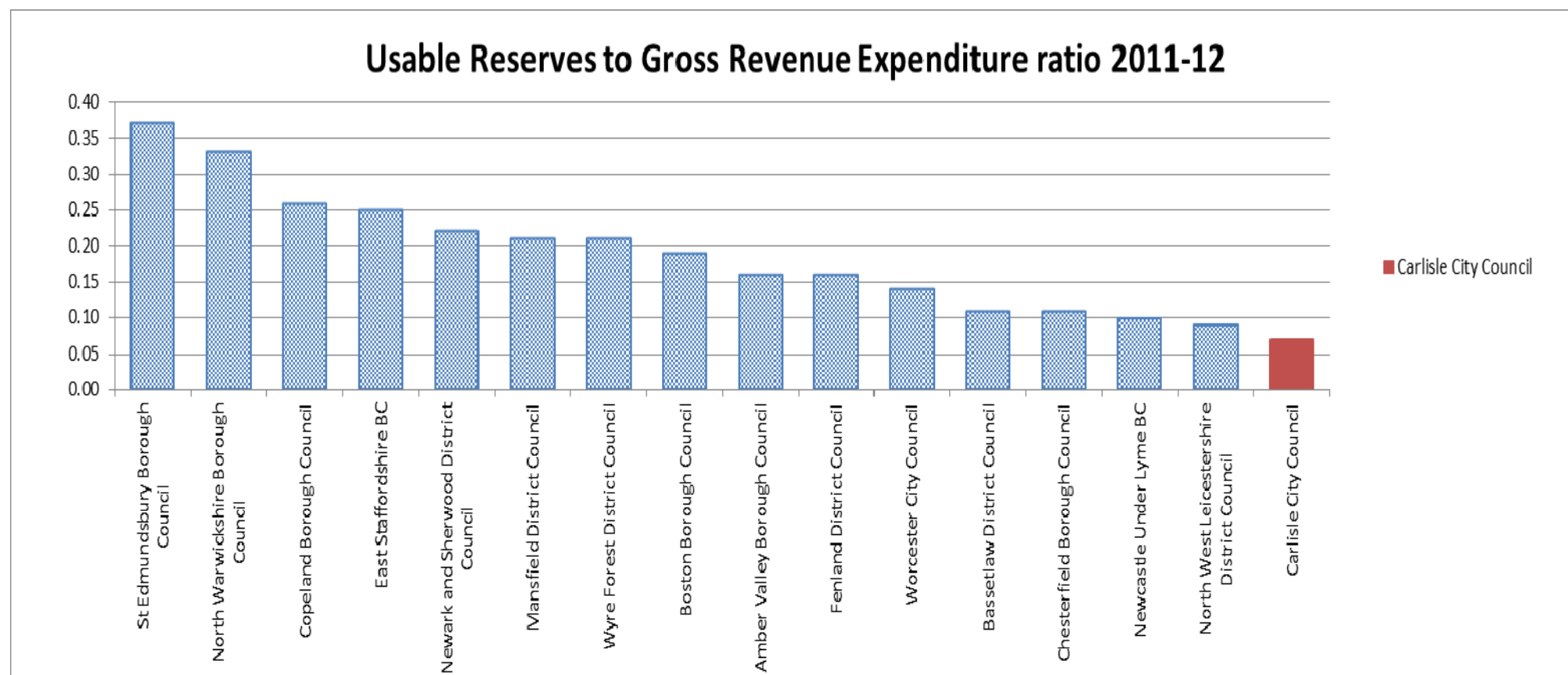
## Useable Reserves - Benchmarked

### Definition

This shows useable capital and revenue reserves as a share of expenditure. A ratio of one means the total reserves matches the level of expenditure.

### Findings

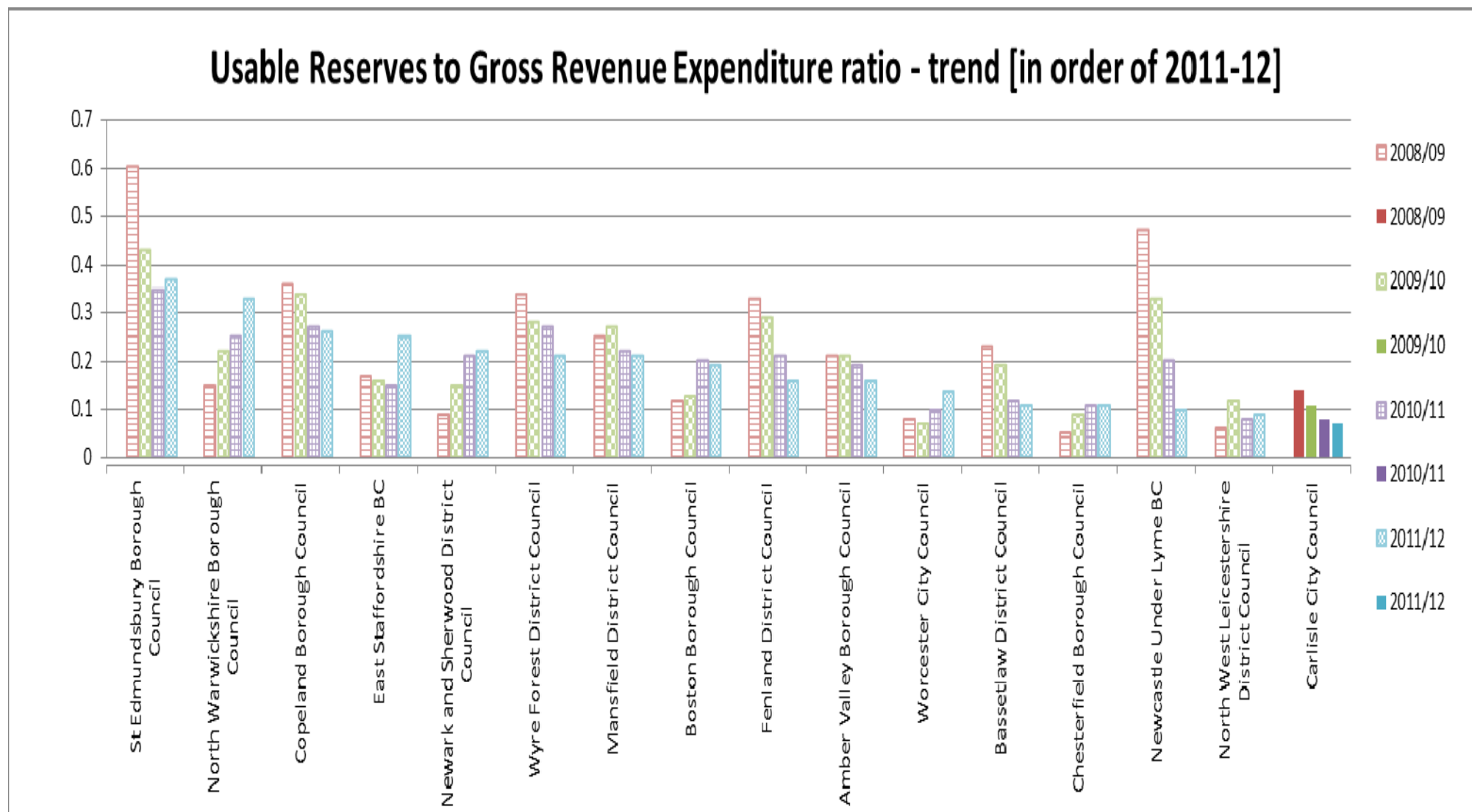
Carlisle's usable reserves ratio is 0.07 and is the lowest of its comparable council. Based on the 2012/13 unaudited accounts the usable reserves ratio remains at this level at 31 March 2013.





# Key Indicators of Financial Performance

## Useable Reserves - Trend



# Key Indicators of Financial Performance

## Long Term Borrowing to Tax Revenue - Benchmarked

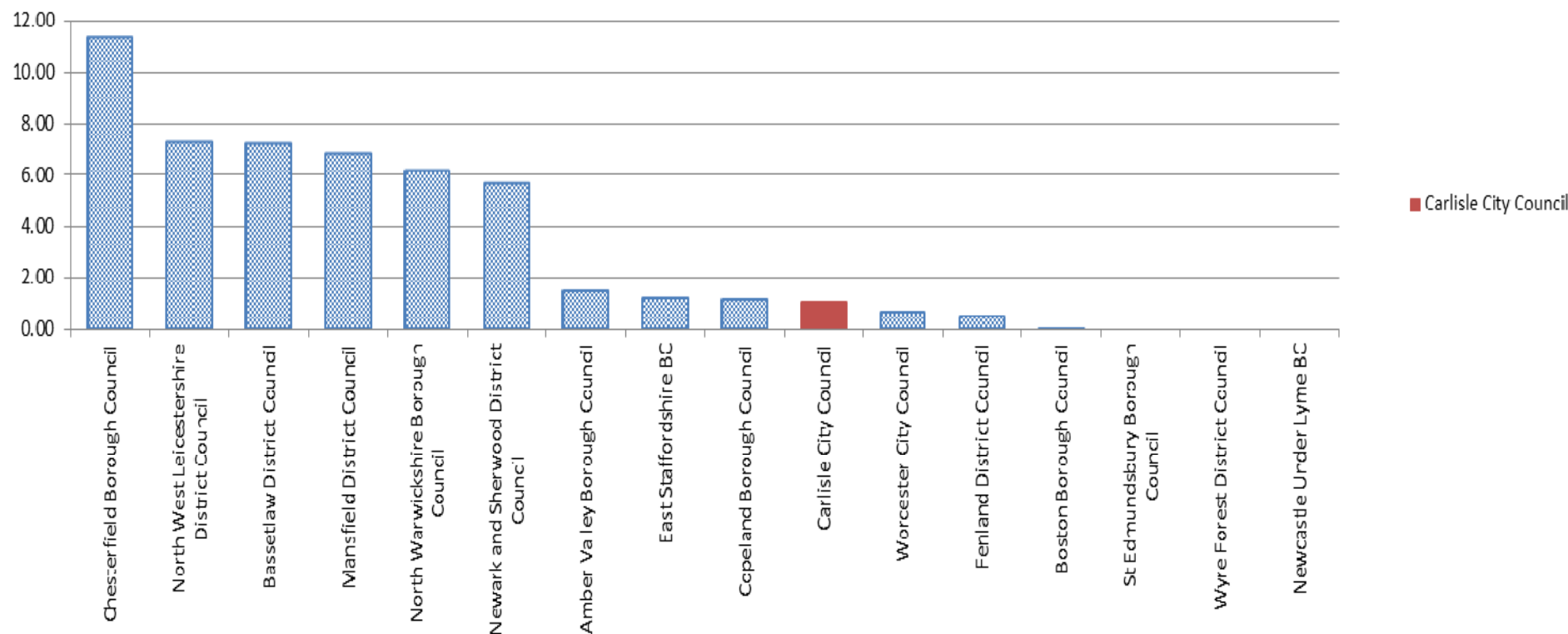
### Definition

Shows long term borrowing as a share of tax revenue. A ratio of more than one means that long term borrowing exceeds council tax revenue.

### Findings

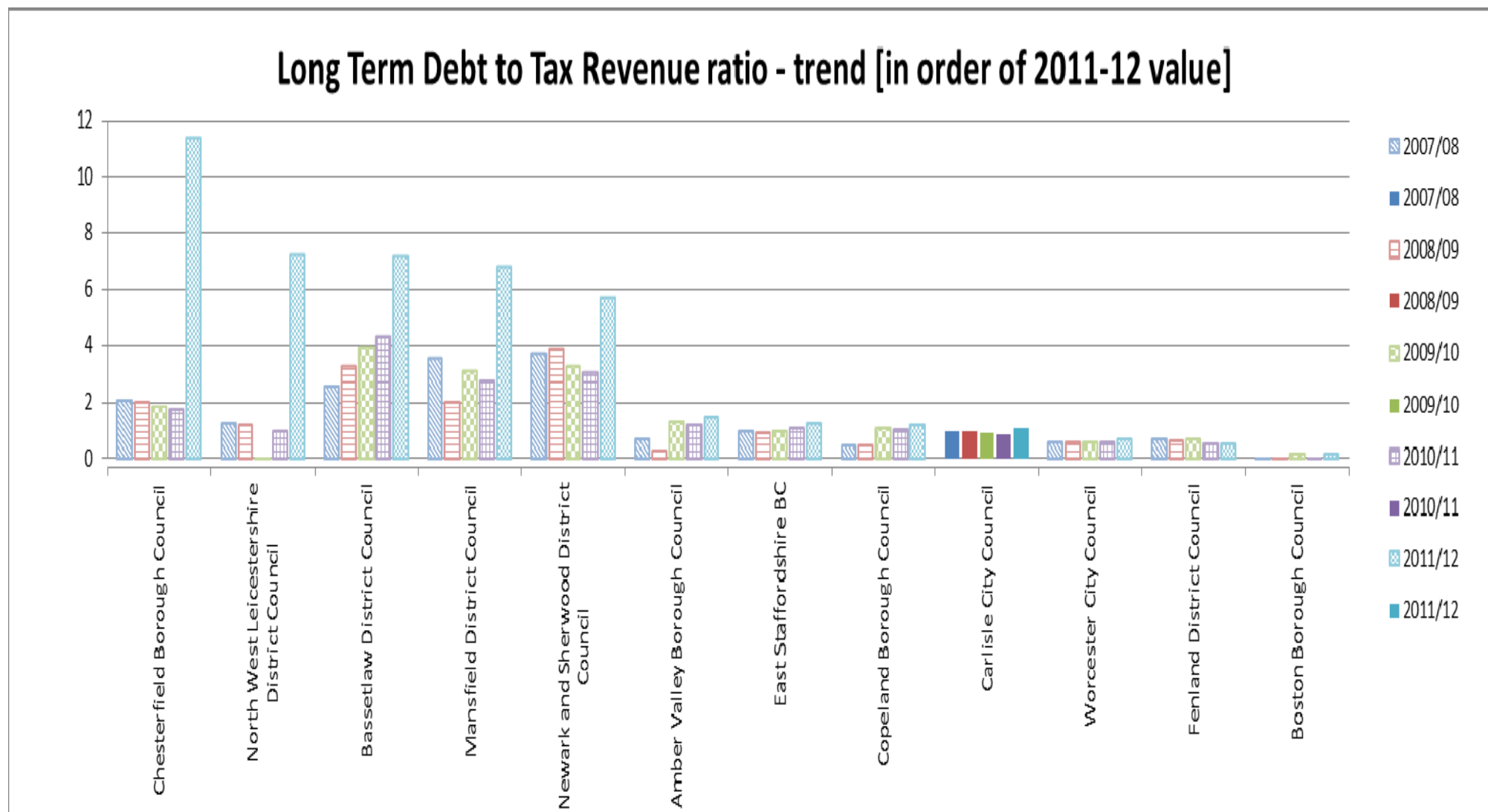
Carlisle's ratio of 1.06 indicates that it has long term borrowing which slightly exceeds tax revenue. Carlisle is seventh lowest in the comparable group with six of the group having a ratio of 5.69 or over.

**Long Term Debt to Tax Revenue ratio 2011-12**



# Key Indicators of Financial Performance

## Long Term Borrowing to Tax Revenue - Trend



# Key Indicators of Financial Performance

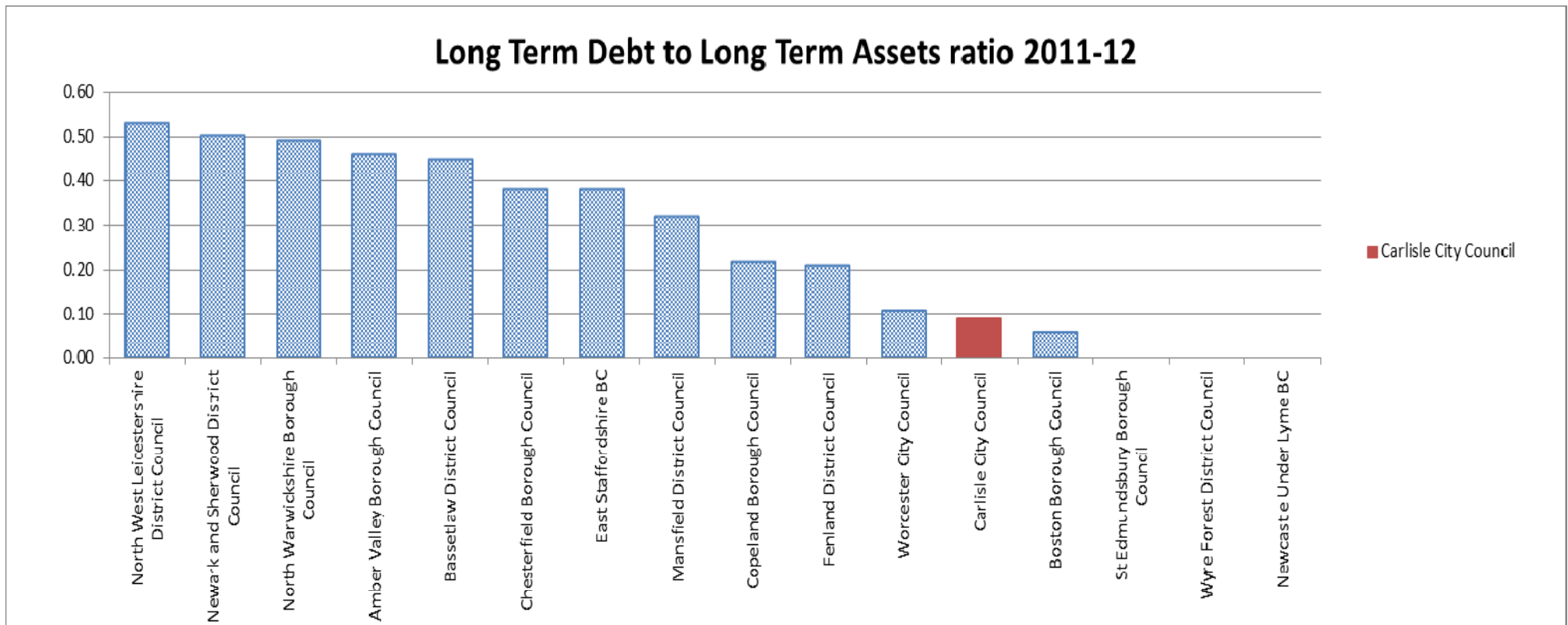
## Long-term borrowing to Long-term assets - Benchmarked

### Definition

This ratio shows long term borrowing as a share of long term assets. A ratio of more than one means that long term borrowing exceeds the value of long term assets.

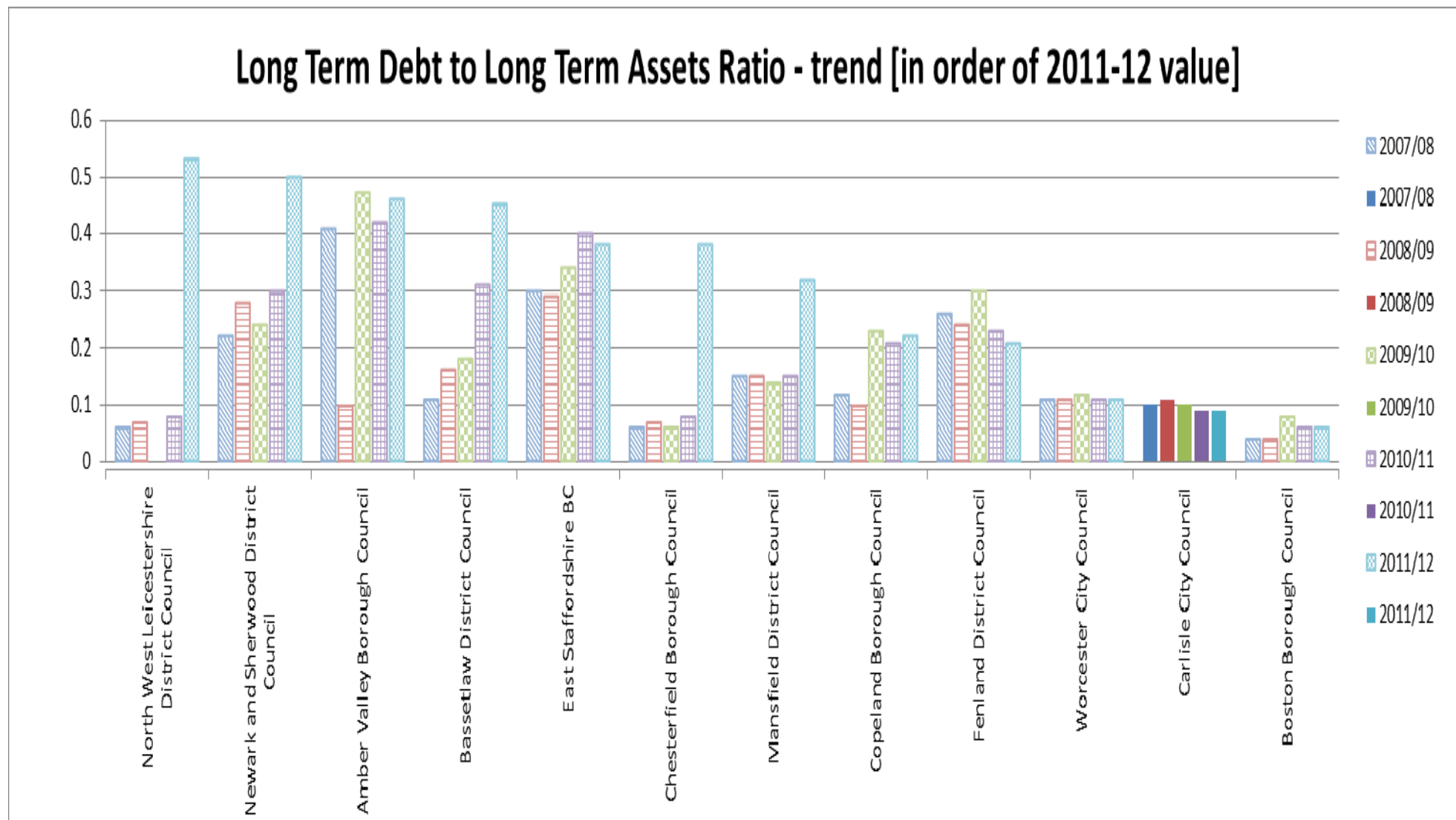
### Findings

Carlisle's ratio of 0.09 shows that the Council's long term borrowing represents approximately one tenth of its long term assets - i.e. long term borrowing does not exceed its long term assets. Carlisle is fifth lowest in the comparable group.



# Key Indicators of Financial Performance

## Long Term Borrowing to Long-term assets - Trend



# Key Indicators of Financial Performance

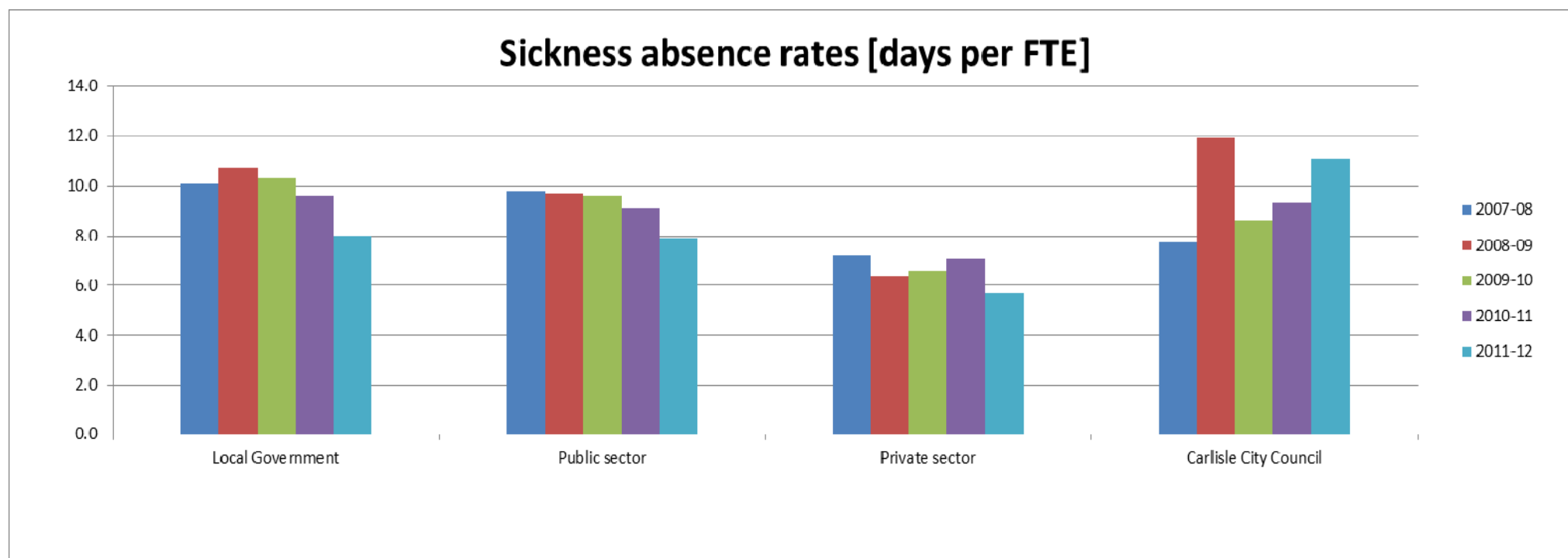
## Sickness Absence Levels

### Background

The average sickness absence level for the public sector overall is 7.9 days per full time equivalent (FTE) with local government being 8.0 days per FTE. The average sickness level in the private sector is 5.7 days per FTE. Reducing absenteeism saves money, improves productivity and can have a positive customer benefit.

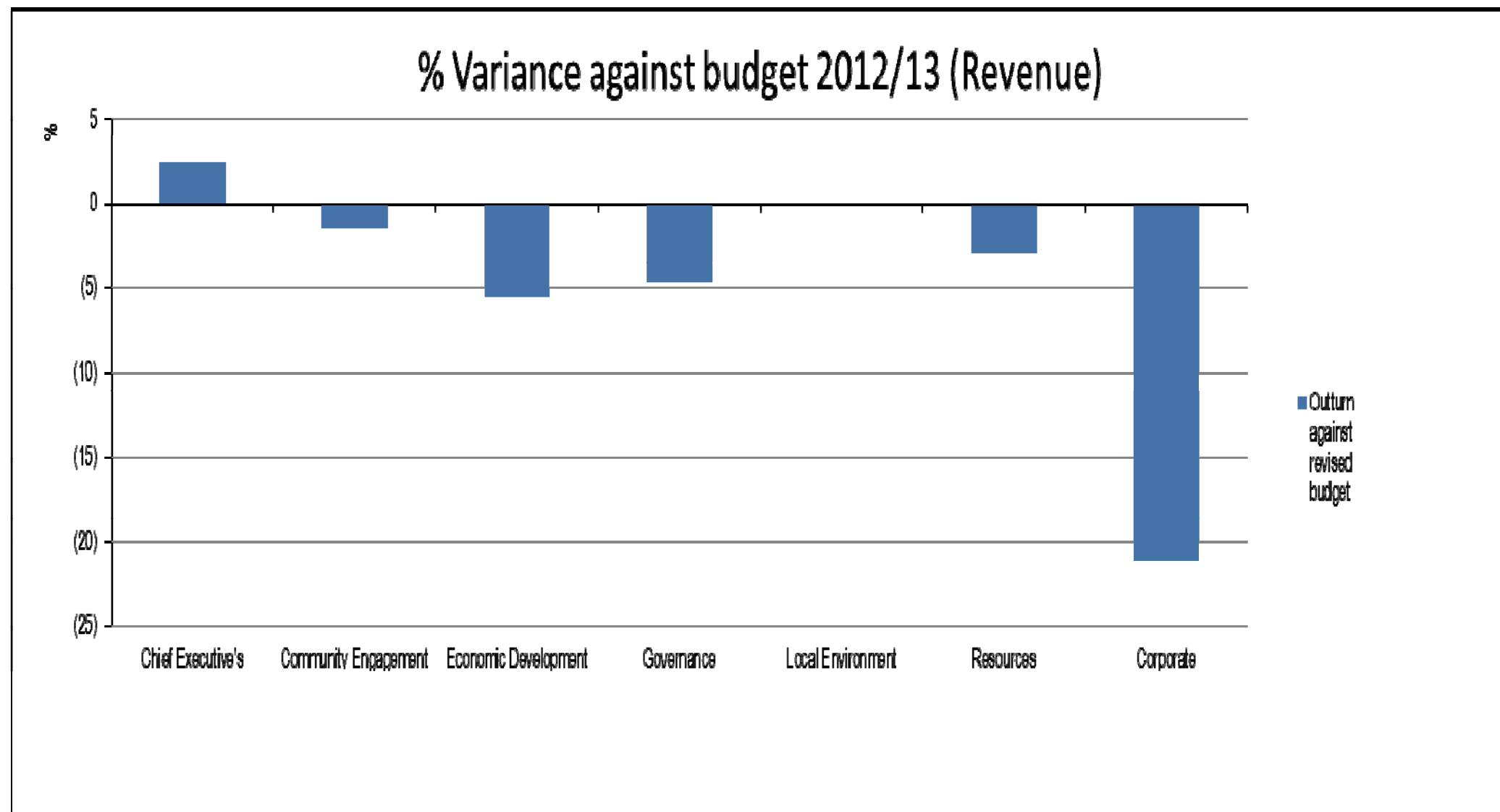
### Findings

Carlisle's sickness absence levels have fluctuated over the past five years. It was 7.76 days per FTE in 2007/08 but increased at a high of 11.92 days in 2008/09 (an increase of 53.6%). The position improved in 2009/10 with a reduction to 8.6 days but an increasing trend returned in 2010/11 (9.3 days) and 2011/12 (11.1 days). The Council's absence level during 2011/12 of 11.1 days per FTE was above the Council's target of 8.4 days and the national local government average of 8.0 days.



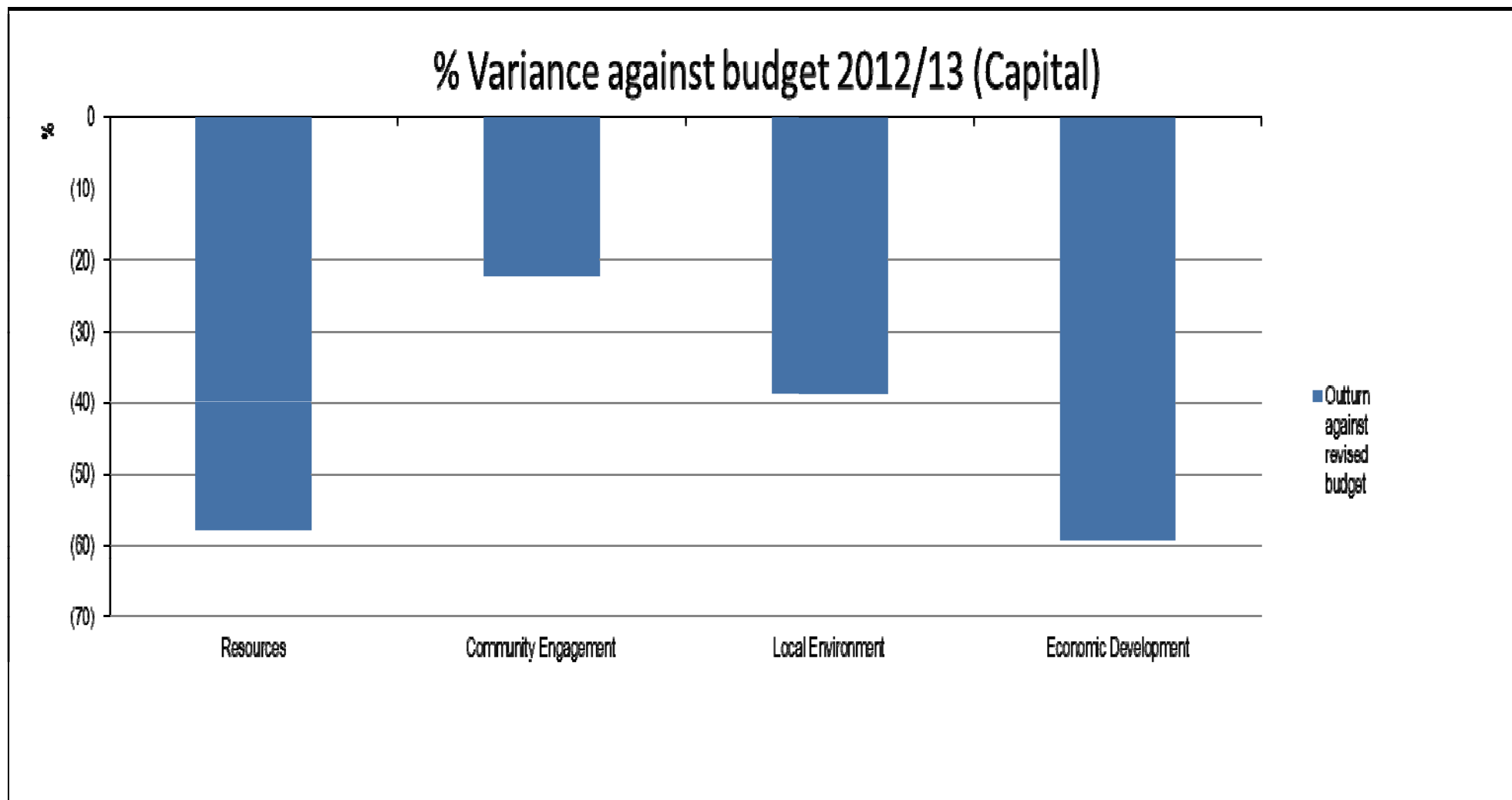
# Key Indicators of Financial Performance

Performance Against Budget: Percentage Variances from Revised Revenue Budget



# Key Indicators of Financial Performance

Performance Against Budget: Percentage Variances from Revised Capital Budget







© 2013 Grant Thornton UK LLP. All rights reserved.

'Grant Thornton' means Grant Thornton UK LLP, a limited liability partnership.

Grant Thornton is a member firm of Grant Thornton International Ltd (Grant Thornton International). References to 'Grant Thornton' are to the brand under which the Grant Thornton member firms operate and refer to one or more member firms, as the context requires. Grant Thornton International and the member firms are not a worldwide partnership. Services are delivered independently by member firms, which are not responsible for the services or activities of one another. Grant Thornton International does not provide services to clients.

**[grant-thornton.co.uk](http://grant-thornton.co.uk)**



<b>Decision Ref No</b>	OD.025/13		
<b>Subject Title:</b>	LGA Rural Conference - Member Training		
<b>Subject Matter</b>	To allow Councillor Layden to attend the LGA Rural Conference at Warwick on 4 September 2013 at a cost of £229		
<b>Decision</b>	That Councillor Layden be authorised to attend the LGA Rural Conference at Warwick on 4 September 2013 at a cost of £229		
<b>Key or Non-Key Decision</b>	Non-Key	<b>Key Decision Ref</b>	Not applicable
<b>Portfolio</b>	Finance, Governance and Resources		
<b>Who made decision</b>	Emma Titley, Organisational Development Manager		
<b>Date</b>	30-Aug-13		
<b>Reports and Background Papers considered</b>	Not Applicable		
<b>Reasons for Decision</b>	Appropriate event for elected Members - sufficient training budget (Conservative group) to accommodate		
<b>Summary of Options rejected</b>	Not to attend		
<b>Interests declared</b>	Not applicable		
<b>Date published</b>	05/09/2013		
<b>Urgent decision not subject to call in</b>	No		
<b>Consent of Chairman/ Deputy Chairman of Council to Urgency</b>	Not applicable		
<b>Deadline for call-in</b>	Not applicable		
<b>Implementation date if not called-in</b>	Not applicable		
<b>Relevant Overview and Scrutiny Committee</b>			

