

AGENDA

Executive

Wednesday, 29 May 2019 AT 16:00

In the Committee Rooms B & C, Civic Centre, Carlisle, CA3 8QG

Apologies for Absence

To receive apologies for absence.

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

To confirm the Minutes of the meetings of the Executive held on 11 and 18 February; and 11 March 2019.

[Copy Minutes in Minute Book Volume 45(6)]

PART A

To be considered when the Public and Press are present

A.1 2018/19 PROVISIONAL OUTTURN REPORTS

(Key Decision - KD.05/19)

(a) Provisional General Fund Revenue Outturn 2018/19 7 - 30

The Corporate Director of Finance and Resources to submit a report on the provisional general fund revenue outturn for 2018/19.

(Copy Report RD.01/19 herewith)

(b) Provisional Capital Outturn 2018/19 and Revised Capital Programme 2019/20 31 - 48

The Corporate Director of Finance and Resources to submit a report summarising the 2018/19 provisional capital outturn, and providing details of the revised capital programme for 2019/20.

(Copy Report RD.02/19 herewith)

(c) Treasury Management Outturn 2018/19 49 - 66

The Corporate Director of Finance and Resources to submit a report providing the annual report on Treasury Management, together with the regular report on Treasury Transactions.

(Copy Report RD.03/19 herewith)

(d) Council Tax and NNDR Provisional Outturn 2018/19 67 - 78

The Corporate Director of Finance and Resources to submit a report summarising the 2018/19 provisional outturn and performance position for Council Tax and NNDR.

(Copy Report RD.04/19 herewith)

(e) Elected Members' Allowances - Provisional Outturn Report for 2018/19 79 - 84

The Corporate Director of Finance and Resources to submit a report on the amount of allowances paid to Members as part of the Elected Members' Allowances Scheme for 2018/19.

(Copy Report RD.05/19 herewith)

A.2 FOOD LAW ENFORCEMENT SERVICE PLAN 85 - 108

(Key Decision - KD.10/19)

The Corporate Director of Governance and Regulatory Services to submit a report setting out how Regulatory Services will deploy its resources in 2019 to 2020 to improve hygiene standards, prevent food borne diseases, and help people live healthier lives.

(Copy Report GD.26/19 herewith)

A.3 NOTICE OF EXECUTIVE KEY DECISIONS 109 - 120

(Non Key Decision)

The Notice of Executive Key Decisions, published on 30 April 2019, is submitted for information.

The Deputy Chief Executive is not in a position to report on the undernoted key decision items at this time and they are therefore deferred:

- Bitts Park Lodge Restoration (KD.12/19)
- Capital Budget Transfer - Tennis Canopy to Bitts Park Lodge (KD.13/19)

In addition, the Deputy Chief Executive had been scheduled to submit a report on the Sands Centre Redevelopment (Key Decision - KD.14/19). The redevelopment of the Sands Centre is a large and multifaceted project and, whilst good progress has been made on developing the full capital and revenue implications of this project, further analysis is required.

(Copy Notice herewith)

A.4 SCHEDULE OF DECISIONS TAKEN BY OFFICERS 121 - 124

(Non Key Decision)

A Schedule detailing decisions taken by Officers under delegated powers is attached for information.

(Copy Schedule herewith)

Background Papers - as detailed within the Schedule

A.5 JOINT MANAGEMENT TEAM 125 - 126

(Non Key Decision)

The Minutes of the meeting of the Joint Management Team held on 15 April 2019 are submitted for information.

(Copy Minutes herewith)

A.6 RIGHT TO SPEAK POLICY 127 - 140

(Non Key Decision)

The Corporate Director of Economic Development to submit a report setting out a revised policy for those wishing to speak at Development Control Committee in relation to reports on planning applications or Tree Preservation Orders. The Development Control Committee considered the matter on 26 April 2019.

(Copy Report ED.21/19 herewith / Minute Excerpt to follow)

Background Papers - Report ED.4/19 - Right to Speak Policy is available on the Council's website - <http://cmis.carlisle.gov.uk/cmis/>

**A.7 ROUGH SLEEPING INITIATIVE AND RAPID REHOUSING
PATHWAY PROGRAMMES**

141 - 146

(Non Key Decision)

The Corporate Director of Governance and Regulatory Services to submit a report seeking Executive approval to utilise the grant funding award from the Ministry of Housing, Communities and Local Government; and top up homelessness funding to fund activities to meet the requirements of the Rough Sleeping Initiative and Rapid Rehousing Programmes.

(Copy Report GD.27/19 herewith)

PART B

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

- NIL -

Enquiries to:

Morag Durham - Tel: (01228) 817036 or
Morag.Durham@carlisle.gov.uk

Notes to Members:

Decisions made at this meeting, if not subject to call-in, will normally become live on 10 June 2019

Report to Executive

Agenda
Item:

A.1(a)

Meeting Date: 29th May 2019
Portfolio: Finance, Governance and Resources
Key Decision: Yes: Recorded in the Notice Ref:KD.05/19
Within Policy and Budget Framework YES
Public / Private Public

Title: PROVISIONAL GENERAL FUND REVENUE OUTTURN 2018/19
Report of: CORPORATE DIRECTOR OF FINANCE AND RESOURCES
Report Number: RD 01/19

Purpose / Summary: This report summarises the 2018/19 provisional outturn for the General Fund revenue budget and gives reasons for the variances. The outturn position will require an additional use of General fund reserves of £41,000 (as set out in paragraph 5.3).

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

It should be noted that the information contained in this report is provisional, subject to the formal audit process. The Draft Statement of Accounts for 2018/19 will be presented to the Audit Committee on 8 July, with final approval of the audited accounts on 30 July.

Recommendations:

The Executive is asked to:

- (i) Note the net overspend of £18,685 for Council Services as at 31 March 2019;
- (ii) Consider the committed expenditure totalling £406,700, to be incurred in 2019/20 and funded by a release from the General Fund Reserve in 2019/20 as detailed in Appendix D1 of the report for recommendation to Council;
- (iii) Approve the creation of new reserves and transfers into and from the new and existing reserves of £206,275, in addition to the transfer from the building control

reserve of £32,637 as detailed in paragraphs 5.1 and 5.2 and Appendix D2 of the report for recommendation to Council;

- (iv) Approve, for recommendation to Council, the revised delegations for the release of the Building Control Reserve.

Tracking

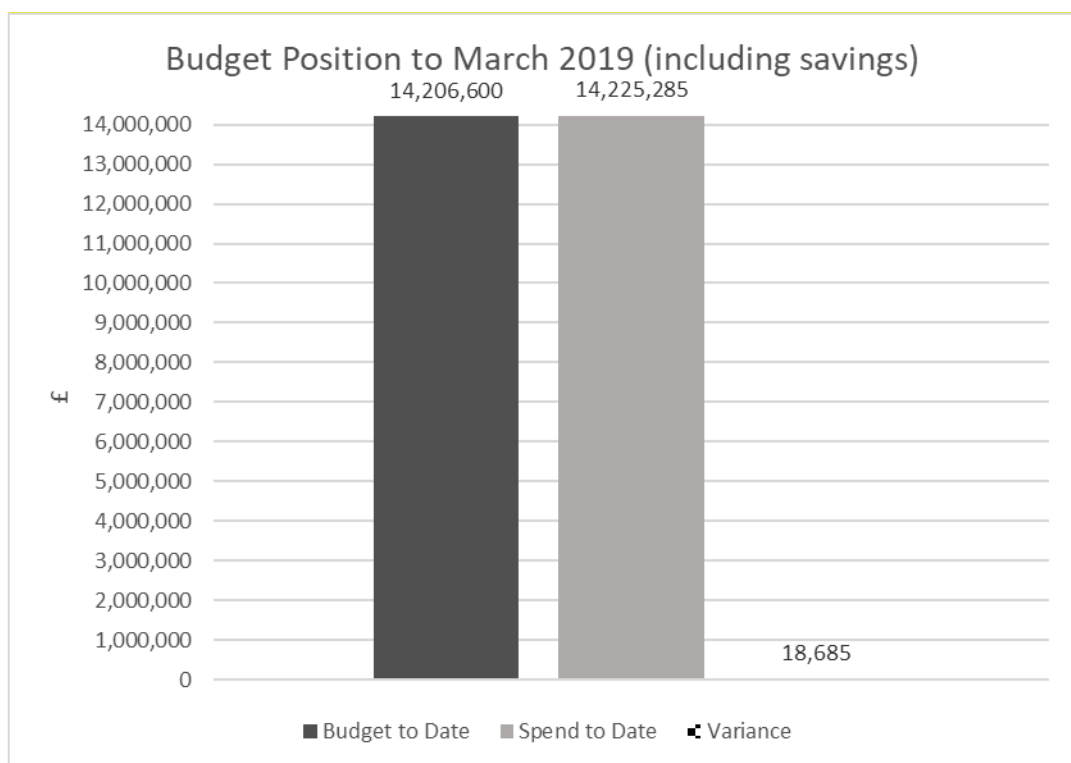
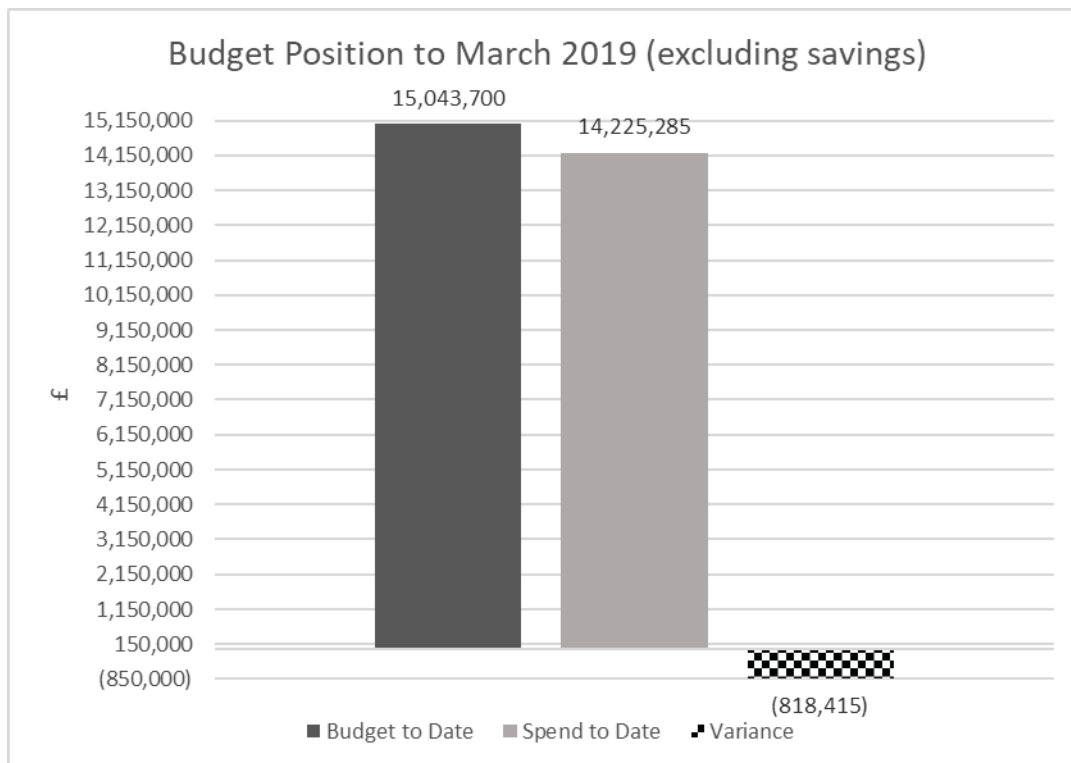
Executive:	29 May 2019
Scrutiny:	BTSP 30 May 2019
Audit Committee:	8 July 2019
Council:	16 July 2019

1. BACKGROUND

- 1.1 In accordance with the City Council's Financial Procedure Rules, the Corporate Director of Finance and Resources is required to report to the Executive on the overall budget position, the monitoring and control of expenditure against budget allocations and the exercise of virement on a regular basis. Further details of virements processed can be found in **Appendix A**. It is the responsibility of individual Directors to control income and expenditure within their service areas and to monitor performance, taking account of financial information provided by the Corporate Director of Finance and Resources.
- 1.2 This report shows the provisional outturn position for the General Fund Revenue budgets for 2018/19.
- 1.3 A summary of the overall position is shown in paragraph 2. Further details for each directorate are included in **Appendices B1 – B6** as follows:
- (i) A comparison of the outturn position against the budget.
 - (ii) An analysis of the major variances relating to both income and expenditure, with comments from the Directors.
 - (iii) The items of carry forwards to cover committed expenditure to be expended in line with the original purpose. These requests follow the procedure agreed by Council with every form being signed off by the relevant Director after discussion with the Portfolio holder, and the Corporate Director of Finance and Resources.
 - (iv) Reserves to be established and/or increased to support possible future funding obligations.
- 1.4 Members should note that the information contained in this report is provisional and subject to the formal audit process. The draft Statement of Accounts for 2018/19 will be presented to the Audit Committee on 8 July, with formal approval of the audited accounts on 30 July. Any significant changes required following the approval of the 2018/19 accounts will, if necessary, be reported to a future Executive meeting.
- 1.5 Please note that throughout this report:
- (i) the use of a bracket represents a favourable position i.e. either an underspend or additional income received,
 - (ii) the term 'underspend' is taken to include both reduced expenditure and/or increased income,
 - (iii) the term 'overspend' includes both spending above budget and/or reduced income levels.

2. SUMMARY REVENUE OUTTURN 2018/19

2.1 The draft outturn position of the Council for 2018/19 is presented below:



2.2 The provisional outturn position for the General Fund is summarised below and explanations for the main variances are provided in the appendices. The significant variances and key issues are highlighted in paragraph 3:

Directorate / Appendix	Original Budget £	Net Updated Budget £	Net Spend to Date £	Variance £	Carry Forwards £	Reserves £	Adjusted Variance £
Community Services (B1)	7,603,800	9,357,900	9,626,091	268,191	61,700	25,123	355,014
Corporate Support (B2)	2,889,700	1,472,000	1,321,893	(150,107)	10,000	0	(140,107)
Economic Development (B3)	889,100	1,808,900	1,786,150	(22,750)	34,800	38,687	50,737
Finance & Resources (B4)	2,592,500	1,115,300	839,403	(275,897)	6,300	54,100	(215,497)
Governance & Regulatory Services (B5)	254,900	880,800	849,021	(31,779)	43,600	88,365	100,186
Corporate Management (B6)	(1,603,000)	408,800	(197,273)	(606,073)	250,300	0	(355,773)
Service Expenditure	12,627,000	15,043,700	14,225,285	(818,415)	406,700	206,275	(205,440)
Transformation & Base Budget Savings	(1,242,000)	(837,100)	0	837,100	0	0	837,100
Service Expenditure	11,385,000	14,206,600	14,225,285	18,685	406,700	206,275	631,660
Parish Precepts	613,100	613,100	613,051	(49)	0	0	(49)
Total	11,998,100	14,819,700	14,838,336	18,636	406,700	206,275	631,611
<u>Transfers to/(from) Reserves</u>							
Car Park Improvement Reserve	0	(106,600)	(106,600)	0	0	0	0
Building Control Reserve	0	(32,300)	(64,937)	(32,637)	0	0	(32,637)
City Centre Reserve	0	(32,800)	(32,800)	0	0	0	0
Cremator Replacement Reserve	0	113,500	113,507	7	0	0	7
Carry Forward Reserve	(235,000)	(415,100)	(415,100)	0	0	0	0
Promoting Carlisle Reserve	0	(10,000)	(10,000)	0	0	0	0
Revenue Grants Reserve	0	(918,800)	(918,933)	(133)	0	0	(133)
General Fund Reserve	817,800	(543,000)	28,862	571,862	(406,700)	(206,275)	(41,113)
Planning Services Reserve	0	121,600	121,600	0	0	0	0
Prosecution Fund	0	(15,300)	(15,300)	0	0	0	0
Total Transfer to/(from) Reserves	582,800	(1,838,800)	(1,299,701)	539,099	(406,700)	(206,275)	(73,876)
Financed by:							
Precept from Collection Fund	(7,600,700)	(7,600,700)	(7,600,643)	57	0	0	57
Business Rate Retention	(4,531,700)	(4,931,700)	(5,489,451)	(557,751)	0	0	(557,751)
Revenue Support Grant	(448,500)	(448,500)	(448,541)	(41)	0	0	(41)
Total Grants	(12,580,900)	(12,980,900)	(13,538,635)	(557,735)	0	0	(557,735)
Total	(11,998,100)	(14,819,700)	(14,838,336)	(18,636)	(406,700)	(206,275)	(631,611)

2.3 The table above details the net Council budget. The Council's original gross budget for 2018/19 was £55.07m and although there are many individual variances

as detailed by directorates in **Appendices B1 – B6**, the net overspend equates to 1.15% of this budget.

3. EXPLANATION OF SIGNIFICANT VARIANCES & KEY ISSUES

- 3.1 The provisional outturn position for 2018/19 is an overspend of £631,660 after taking into account carry forward requests of £406,700 as set out in paragraph 4, and transfers to/from earmarked reserves totalling £206,275, as set out in paragraph 5.
- 3.2 Some of the **significant** service expenditure and income variances are set out below. Many of these have been reported throughout the year in budget monitoring reports and further explanations are provided in the appendices.
- Additional expenditure of £73,703 on Arts and Museums contracts due to payment of IT services to Tullie House.
 - Additional requirement of £125,463 in Recycling and Waste Management mainly due to a shortfall in income from recycling and garden waste.
 - Net additional expenditure of £80,476 in Garage Services mainly due to staffing resource pressures and therefore also a reduced level of job recharges income.
 - An underspend of £165,783 on Direct Revenue Funding of the Capital Programme. This relates to funding for schemes that are no longer progressing.
 - Additional salary turnover savings of £103,600.
 - Additional costs of £127,782 in relation to Insurance claims in excess of the estimated provision.
 - Additional government grants received of £101,510.
 - An underspend of £84,000 on the corporate inflation allocation.
 - A net underspend of £93,906 on ICT Services mainly in relation to reduced software and maintenance costs.
 - An underspend of £85,938 in Revenues and Benefits mainly in relation to Grants.
 - Additional expenditure of £81,088 in relation to the running costs of the Business Interaction Centre.
 - A saving of £91,400 on the Council's Minimum Revenue Provision (as a direct result of the capital expenditure underspend in 2017/18). This is partly offset by a shortfall in investment income of £25,186.
 - A net underspend of £139,287 in Benefits Overpayments and Subsidy.
 - A net overspend of £113,879 in Homeless Accommodation in the main due to a shortfall in income of £143,311.
 - A shortfall in Lanes Rental of £145,032.

- Additional expenditure on the Market Hall of £102,770 as a result of backdated head rent calculations.
- Additional income of £275,000 for a dilapidation settlement at Castle Street.
- A net underspend of £80,146 on Regulatory Services due to additional income received.

- 3.3 A subjective analysis of the summarised outturn position is shown in **Appendix C**.
- 3.4 The reallocation of central departments' balances to service areas still has to be carried out, which explains many of the small balances held on some management and support service cost centres. This reallocation will be completed before the Statement of Accounts is prepared, but has no impact on the overall out-turn position.
- 3.5 Members are regularly updated on the budget position throughout the year, with quarterly reports being considered by the Executive and scrutinised by Business and Transformation Scrutiny Panel. Many of the variances shown in the Appendices have previously been reported with any necessary steps to mitigate the impact on the future budget position dealt with as part of the 2019/20 budget. However, some pressures may have an ongoing impact which must be addressed during the forthcoming 2020/21 budget process.
- 3.6 During the 2019/20 budget process, a budget pressure was recognised totalling £837,000 mainly due to shortfalls of income in three key areas; The Lanes, Development Control and Recycling. There were also other items of anticipated additional expenditure identified where base budgets were not deemed sufficient. It was therefore agreed that a base budget review be carried out during 2019/20 to identify alternative savings to address these pressures as well as working with budget holders to assess the likelihood of the pressures occurring on a recurring basis. The impact of these shortfalls of income have been reported during the year as part of the quarterly budget monitoring procedures and as can be seen from the table below has added £463,150 as a budget shortfall for 2018/19.

	2019/20 Pressure identified £	2018/19 Net Variance £
City Centre Property rental income	23,000	37,311
Lances rental income	275,000	145,052
Rental income from other properties	96,000	128,338
Land Charges income	30,000	(24,753)
Reduced income from recyclates	164,000	133,283
Income from advertising	17,000	14,500
Development Control income	102,000	(7,220)
Local Plan monitoring fee	8,000	8,000
Loss of DWP funding	9,000	9,100
Asset valuations	10,000	10,200
Youth exchange	18,000	9,406
Revenue financing of capital	25,000	0
Increased Garden Waste tipping charges	60,000	(67)
	837,000	463,150

3.7 The Council also had to achieve £1.237million of transformation savings in the year of which £400,000 was vired from additional income generated from Business Rates (RD29/18 refers). This left £837,100 to be found, on a non-recurring basis, from the 2018/19 base budget although it was recognised that temporary use of reserves may be required to fund any shortfall (RD29/18 refers). Until the impact of the Fair Funding Review, the Comprehensive Spending Review and the Business Rate Retention scheme were clarified for 2020/21 and beyond, any savings and shortfalls of income were to be found on a non-recurring basis but which could also necessitate the temporary use of reserves (RD29/18 refers).

3.8 As can be seen from this provisional outturn report, the temporary use of additional general fund reserves is required; however, this, totalling £41,000, has been kept to a minimum whilst allowing transformation savings targets and income shortfalls to be met. This ensures that reserves are retained at above minimum levels in the medium term ensuring that all requested carry forwards are funded.

4. CARRY FORWARD REQUESTS

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

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

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

4.2 Details of the carry forward requests, which itemise committed expenditure, are contained within **Appendix D1**. The requests have been subject to the scrutiny of the relevant Director and Portfolio Holder prior to formal consideration by SMT and the Corporate Director of Finance and Resources; however, given the projected overspend on Council Services of £631,660, the Corporate Director of Finance and Resources does not have the delegated authority to approve all of the requests and two options are therefore available to the Executive:

- The Executive can approve the carry forward requests for recommendation to Council as a supplementary estimate (£631,660 if all requests were approved). This would have an impact on the revenue reserves, or
- The Executive could decide not to approve the carry forward requests or limit the request to the level of budget available. This would result in any carry forward request refused being a first call on Directorates' 2019/20 budgets, which would reduce the amount available to support 2019/20 services.

Members should review these requests and the net outturn position in the context of the overall Reserves position. The increased income from Business Rates (paragraphs 5.3 and 7.5 refers) has been added to the General Fund Reserve with

the table at paragraph 5.4 below showing the impact on Reserves if all of the carry forward and net transfers to reserves are approved. The overall impact indicates a reduction in General Fund Reserves of £41,000 as a result of the 2018/19 net outturn position.

The relevant Director will be able to give further details of carry forward requests if required at the meeting.

- 4.3 For information, the table below provides details of the outturn position (excluding funding) and level of carry forward requests over the last five years for illustrative purposes:

	2018/19 Provisional £	2017/18 £	2016/17 £	2015/16 £	2014/15 £
Variance at 31 March	18,685	(1,539,526)	(1,242,132)	(2,612,443)	(3,517,344)
Carry forward requests	406,700	663,800	393,000	593,900	671,600
Final Variance	425,385	(875,726)	(849,132)	(2,018,543)	(2,845,744)
Less Transfers	206,275	1,276,247	407,300	1,993,500	1,411,000
Service Expenditure variance	631,660	400,521	(441,832)	(25,043)	(1,434,744)
Percentage variance on service expenditure of original gross budget	1.15%	0.71%	(0.75)%	(0.04)%	(2.39)%

5. RESERVES AND PROVISIONS

- 5.1 Details of transfers into and from new/existing reserves and provisions requested as part of the outturn process are contained within **Appendix D2** and are summarised below.

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

The creation of the Apprentice Infrastructure Reserve is to hold allocated budgets for Apprentice posts that is committed but will not be required until future years.

- 5.2 In accordance with statutory requirements any surplus generated by the Building Control function is required to be held as an identified earmarked reserve and can only be utilised for Building Control. In 2018/19 the required amount to be transferred from the Building Control Reserve is £32,637. This is in addition to £32,300 released during 2018/19 to fund eligible costs.

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

- 5.3 The level of Council reserves was approved by Council in February. Due to the level of underspend identified within this report and if all of the carry forward requests and transfers to/from earmarked reserves are approved, an additional £41,000 will be required from the General Fund Reserve.

	31/03/2019 £'000s	31/03/2020 £'000s	31/03/2021 £'000s	31/03/2022 £'000s	31/03/2023 £'000s	31/03/2024 £'000s
Prudent Level of Reserves	(3,300)	(3,300)	(3,300)	(3,300)	(3,300)	(3,300)
Council Resolution General Fund Reserve	(4,867)	(4,354)	(3,327)	(3,655)	(3,861)	(4,248)
Overspend position to be taken from Reserves	19	0	0	0	0	0
Additional Funding from Business Rates	(558)					
Transfer (from)/to earmarked reserves & provisions: ⁽¹⁾						
- see paragraph 5.1	206					
- see paragraph 5.2	(33)					
Committed Carry Forwards	0	407	0	0	0	0
Revised Reserves Balance	(5,233)	(4,313)	(3,286)	(3,614)	(3,820)	(4,207)

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

Note 2: The Final Reserves Balance will be dependent on additional transfer as part of the Statement of Accounts including the final position on Business Rates.

- 5.4 The Carry Forward Reserve is retained as a general reserve rather than an earmarked reserve as budgets will be released back into the General Fund Reserve if the expenditure incurred in line with the original requests can be met from within base budgets.

6. BAD DEBT PROVISION

- 6.1 The Council's bad debt provision has been increased in respect of sundry debtors and penalty charge notices, and reduced in respect of housing benefit overpayments, and this has been allocated directly to the services. Further details can be found in report RD04/19 elsewhere on the agenda.

7. BALANCE SHEET

- 7.1 In line with suggested best practice, information relating to significant items on the Council's balance sheet has been reported regularly to Members during the course of the year. The Council's balance sheet as at 31 March 2019 forms part of the annual Statement of Accounts that will be considered by the Audit Committee on 8 July, with final approval of the audited accounts on 30 July.
- 7.2 The VAT partial exemption calculation has been finalised for 2018/19 resulting in 3.33% for the year which is well below the 5% limit set by HMRC. However, this will increase as expenditure is incurred on the capital programme especially on VAT exempt activities i.e. Civic Centre reinstatement.
- 7.3 The 2018/19 Council Tax Collection Fund projected surplus has decreased from £937,227 to £542,709 (Council share decreased from £117,885 to £66,944).
- 7.4 2018/19 is the sixth year of the Business Rate Retention Scheme and the Collection Fund Accounting Regulations and the fifth year the Council has participated in the Cumbria Pooling arrangement.
- 7.5 The detailed figures for Business rates are considered elsewhere on the agenda in report RD04/19. The Council budgeted for additional income of £1,650,000, and the outturn shows that an additional £558,000 on top of this has been achieved in 2018/19. This surplus on the budget will be an additional contribution to General Fund Reserves.

The Council Tax and NNDR Provisional outturn report provides further details and is considered elsewhere on the agenda (RD04/19).

8. RISKS

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

9. CONSULTATION

- 9.1 Consultation to date.

Portfolio Holders and SMT have considered the issues raised in this report.

9.2 Consultation Proposed.

Business and Transformation Scrutiny Panel will consider the report on 30 May 2019.

10. CONCLUSION AND REASONS FOR RECOMMENDATIONS

10.1 The Executive is asked to:

- (i) Note the net overspend of £18,685 for Council Services as at 31 March 2019;
- (ii) Consider the committed expenditure totalling £406,700, to be incurred in 2019/20 and funded by a release from the General Fund Reserve in 2019/20 as detailed in Appendix D1 of the report for recommendation to Council;
- (iii) Approve the creation of new reserves and transfers into and from the new and existing reserves of £206,275, in addition to the transfer from the building control reserve of £32,637 as detailed in paragraphs 5.1 and 5.2 and Appendix D2 of the report for recommendation to Council;
- (iv) Approve, for recommendation to Council, the revised delegations for the release of the Building Control Reserve.

11. CONTRIBUTION TO THE CARLISLE PLAN PRIORITIES

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

Contact Officer: Emma Gillespie

Ext: 7289

Appendices A, B1 to B6, C and D1 to D2.
attached to report:

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

- None

CORPORATE IMPLICATIONS:

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

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

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

INFORMATION GOVERNANCE – There are no information governance implications.

REVENUE BUDGET MONITORING 2018/19

VIREMENTS PROCESSED FOR PERIOD JANUARY TO MARCH 2019

Date	Virement Details	Recurring/ Non-recurring	Value	Authorised By
Requested by Officers (under £35,000 or delegated authority)				
07/02/2019;	Transfer of revenue from sale of waste receptacles to	Non-recurring	4,100	Neighbourhood Services Manager
08/03/2019	cover purchases in capital programme			
25/02/2019	Transfer of budgets from ICT back to Neighbourhood Services	Recurring	46,100	Neighbourhood Services Manager/ ICT Services Manager
27/02/2019; 04	Revenue contribution towards Green Gym at Harraby Community Centre	Non-recurring	32,500	Health and Wellbeing Manager
27/02/2019	Revenue contribution towards Skate Park	Non-recurring	1,000	Health and Wellbeing Manager
07/03/2019	Revenue contribution towards Car Park Improvements	Non-recurring	16,000	Neighbourhood Services Manager
07/03/2019; 1	Release of funding from Revenue Grant Reserve for Carlisle South Garden Village	Non-recurring	25,900	Corporate Director of Finance and Resources
08/03/2019	Revenue contribution towards Green Gym at Yewdale Community Centre	Non-recurring	6,300	Health and Wellbeing Manager
11/03/2019	Release of funding from Revenue Grant Reserve for One Public Estate	Non-recurring	13,000	Corporate Director of Finance and Resources
11/03/2019	Release of funding from Revenue Grant Reserve for Cycle Track Development	Non-recurring	5,100	Corporate Director of Finance and Resources
01/04/2019	Release of funding from Revenue Grant Reserve for Revenues and Benefits	Non-recurring	27,400	Corporate Director of Finance and Resources
01/04/2019	Transfer of budgets from Revenues and Benefits to provide funding for actuarial strain which are paid for corporately	Non-recurring	25,700	Revenues and Benefits Operations Manager
17/04/2019	Transfer of budgets from Civil Enforcement to provide funding for actuarial strain which are paid for corporately	Non-recurring	24,100	Neighbourhood Services Manager
25/04/2019	Revenue contribution towards capital works resulting from condition surveys on Council properties	Non-recurring	34,100	Corporate Director of Governance and Regulatory Services
26/04/2019	Release of carry forward reserve to fund capital works resulting from condition surveys on Council properties	Non-recurring	87,100	Corporate Director of Finance and Resources
30/04/2019	Transfer of Revenues and Benefits IT budgets from IT back into Revenues and Benefits	Non-recurring	13,500	Revenues and Benefits Operations Manager/ ICT Services Manager
Approved by Executive (£35,000 to £70,000 or delegated authority)				
Approved by Council (over £70,000)				
20/02/2019	Use of additional Business Rates Pooling to fund transformation savings unachieved	Non-recurring	400,000	2019/20 Budget - Council 20/02/19

REVENUE BUDGET MONITORING 2018/19

COMMUNITY SERVICES		Gross Expenditure	Gross Income	Recharges	Carry Forwards Awaiting Approval	Reserves / Provisions	Total
Position as at 31st March 2019		£	£	£	£	£	£
Annual Budget		18,319,900	(6,228,300)	(2,733,700)			9,357,900
Budget to date		18,319,900	(6,228,300)	(2,733,700)			9,357,900
Total Actual		18,267,996	(6,013,064)	(2,628,841)			9,626,091
Variance		(51,904)	215,236	104,859			268,191
Carry Forwards/Reserves & Provisions					61,700	25,123	86,823
Adjusted Variance		(51,904)	215,236	104,859	61,700	25,123	355,014

Analysis of Variances		Expenditure Variance	Income Variance	Recharges Variance	Carry Forwards Awaiting Approval	Reserves / Provisions	Adjusted Variance
Service	Note	£	£	£	£	£	£
Garage Services	1	(35,699)	8,695	107,480	0	0	80,476
Healthy City	2	78,655	28,417	0	2,000	(19,000)	90,072
Waste Services	3	(79,882)	151,593	(0)	47,900	5,854	125,465
Special Events	4	14,880	26,728	0	0	0	41,608
Miscellaneous	5	(29,859)	(197)	(2,621)	11,800	38,269	17,393
Total Variance to date		(51,904)	215,236	104,859	61,700	25,123	355,014

Note	Community Services - Comments
1.	Various minor underspends including employee related expenses and contract costs; shortfall in trading income.
2.	Additional contract payments made to Tullie House in respect of IT services, payment made in relation to previous Leisure Contract.
3.	Underspend on employee and transport related costs; shortfall in income from recyclates due to market prices for plastics and card being reduced.
4.	Overspend on running costs of events; shortfall in income from lamppost advertising.
5.	Various minor underspends and surplus in income across the service.

REVENUE BUDGET MONITORING 2018/19

CORPORATE SUPPORT		Gross Expenditure £	Gross Income £	Recharges £	Carry Forwards Awaiting Approval £	Reserves / Provisions £	Adjusted Total £
Position as at 31st March 2019							
Annual Budget		6,550,600	(1,537,100)	(3,541,500)			1,472,000
Budget to date		6,550,600	(1,537,100)	(3,541,500)			1,472,000
Total Actual		6,508,396	(1,636,848)	(3,549,655)			1,321,893
Variance		(42,204)	(99,748)	(8,155)			(150,107)
Carry Forwards/Reserves & Provisions					10,000	0	10,000
Adjusted Variance		(42,204)	(99,748)	(8,155)	10,000	0	(140,107)
Analysis of Variances		Expenditure Variance £	Income Variance £	Recharges Variance £	Carry Forwards Awaiting Approval £	Reserves / Provisions £	Adjusted Variance £
Service	Note						
Revenues and Benefits	1	1,607	(87,545)	(0)	0	0	(85,938)
ICT Services	2	(76,532)	(19,220)	(8,155)	10,000	0	(93,906)
Miscellaneous	3	32,721	7,017	0	0	0	39,737
Total Variance to date		(42,204)	(99,748)	(8,155)	10,000	0	(140,107)

Note	Corporate Support - Comments
1.	Various minor overspends; additional government grants received.
2.	Underspend on supplies and services due to reduced software maintenance; additional grant income received.
3.	Various minor overspends and reduced levels of income across the service.

REVENUE BUDGET MONITORING 2018/19

ECONOMIC DEVELOPMENT							
Position as at 31st March 2019							
	Gross Expenditure £	Gross Income £	Recharges £	Carry Forwards Awaiting Approval £	Reserves / Provisions £	Adjusted Total £	
Annual Budget	4,548,500	(2,263,600)	(476,000)			1,808,900	
Budget to date	4,548,500	(2,263,600)	(476,000)			1,808,900	
Total Actual	4,374,556	(2,112,406)	(476,000)			1,786,150	
Variance	(173,944)	151,194	0			(22,750)	
Carry Forwards/Reserves & Provisions				34,800	38,687	73,487	
Adjusted Variance	(173,944)	151,194	0	34,800	38,687	50,737	
Analysis of Variances	Expenditure Variance £	Income Variance £	Recharges Variance £	Carry Forwards Awaiting Approval £	Reserves / Provisions £	Adjusted Variance £	
Service	Note						
Business Interaction Centre	1	64,104	16,984	0	0	81,088	
Miscellaneous	2	(238,048)	134,210	34,800	38,687	(30,351)	
Total Variance to date		(173,944)	151,194	34,800	38,687	50,737	
Note	Economic Development - Comments						
1.	Overspend on monthly running costs which do not have budgets identified; shortfall in income.						
2.	Various net underspends and shortfall in income across the service.						

REVENUE BUDGET MONITORING 2018/19

FINANCE AND RESOURCES							
Position as at 31st March 2019							
	Gross Expenditure £	Gross Income £	Recharges £	Carry Forwards Awaiting Approval £	Reserves / Provisions £	Adjusted Total £	
Annual Budget	30,235,400	(25,945,500)	(3,174,600)			1,115,300	
Budget to date	30,235,400	(25,945,500)	(3,174,600)			1,115,300	
Total Actual	30,172,740	(26,156,602)	(3,176,735)			839,403	
Variance	(62,660)	(211,102)	(2,135)			(275,897)	
Carry Forwards/Reserves & Provisions				6,300	54,100	60,400	
Adjusted Variance	(62,660)	(211,102)	(2,135)	6,300	54,100	(215,497)	

Analysis of Variances							
Service	Note	Expenditure Variance £	Income Variance £	Recharges Variance £	Carry Forwards Awaiting Approval £	Reserves / Provisions £	Adjusted Variance £
Treasury and Debt Management	1	(91,343)	25,186	3,079	0	0	(63,079)
Benefits Payments and Subsidy	2	80,392	(219,679)	0	0	0	(139,287)
Miscellaneous	3	(51,709)	(16,609)	(5,214)	6,300	54,100	(13,131)
Total Variance to date		(62,660)	(211,102)	(2,135)	6,300	54,100	(215,497)

Finance and Resources - Comments	
Note	<p>1. Underspend on Minimum Revenue Provision; under achieved market deposit investment interest.</p> <p>2. Surplus on Housing Benefit Overpayments following subsidy finalisation & increase to bad debt provision.</p> <p>3. Various minor underspends and increased levels of income.</p>

REVENUE BUDGET MONITORING 2018/19

GOVERNANCE AND REGULATORY						
Position as at 31st March 2019						
	Gross Expenditure £	Gross Income £	Recharges £	Carry Forwards Awaiting Approval £	Reserves / Provisions £	Adjusted Total £
Annual Budget	9,962,200	(5,892,900)	(3,188,500)			880,800
Budget to date	9,962,200	(5,892,900)	(3,188,500)			880,800
Total Actual	10,222,246	(6,212,388)	(3,160,837)			849,021
Variance	260,046	(319,488)	27,663			(31,779)
Carry Forwards/Reserves & Provisions				43,600	88,365	131,965
Adjusted Variance	260,046	(319,488)	27,663	43,600	88,365	100,186

Analysis of Variances						
Service	Note	Expenditure Variance £	Income Variance £	Recharges Variance £	Carry Forwards Awaiting Approval £	Adjusted Variance £
The Lanes	1	(0)	144,977	0	0	144,977
Other Rental Properties	2	124,736	(222,408)	0	0	(163,232)
Homeless Accommodation	3	(29,432)	143,311	0	0	113,879
Homeless Prevention and Welfare	4	(24,355)	(108,128)	0	28,600	152
Regulatory Services	5	19,248	(148,365)	(919)	0	(80,146)
Miscellaneous	6	169,848	(128,874)	28,582	15,000	84,556
Total Variance to date		260,046	(319,488)	27,663	43,600	100,186

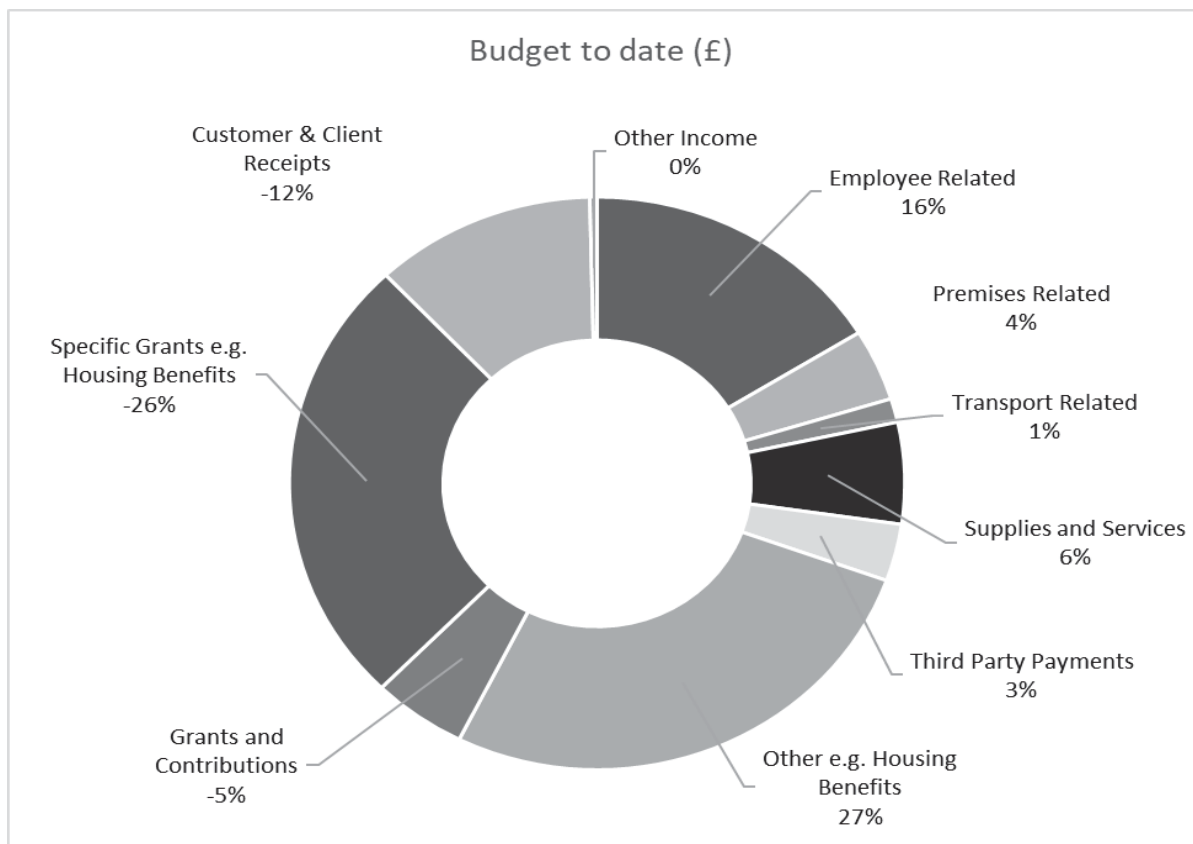
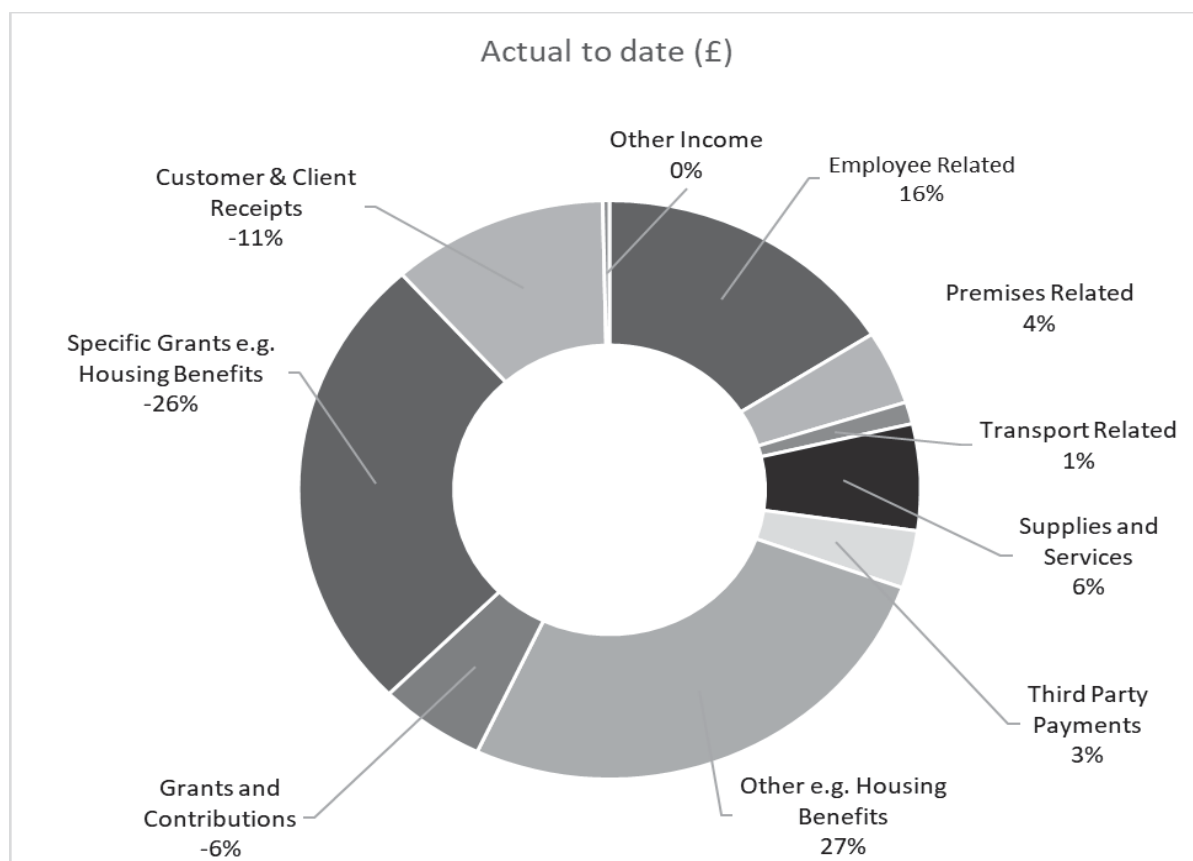
Governance & Regulatory Services - Comments	
1.	Shortfall in rent income for 2018/19.
2.	Overspend in relation to backdated head rent; Additional income generated mainly from a dilapidations settlement for premises on Castle Street.
3.	Underspend on premises maintenance; shortfall in income due to units being out of service during refurbishment.
4.	Underspend on supplies and services; additional government grants received.
5.	Minor overspends offset by additional fee income and government grants.
6.	Various overspends and surplus income across the service.

REVENUE BUDGET MONITORING 2018/19

CORPORATE MANAGEMENT							
Position as at 31st March 2019							
	Gross Expenditure	Gross Income	Recharges	Carry Forwards Awaiting Approval	Reserves / Provisions	Adjusted Total	
	£	£	£	£	£	£	
Annual Budget	2,288,700	(1,879,900)	0			408,800	
Budget to date	2,288,700	(1,879,900)	0			408,800	
Total Actual	1,786,637	(1,983,910)	0			(197,273)	
Variance	(502,063)	(104,010)	0			(606,073)	
Carry Forwards/Reserves & Provisions				250,300	0	250,300	
Adjusted Variance	(502,063)	(104,010)	0	250,300	0	(355,773)	

Analysis of Variances						
Service	Note	Expenditure Variance	Income Variance	Recharges Variance	Carry Forwards Awaiting Approval	Adjusted Variance
		£	£	£	£	£
Other Financial Costs Direct Revenue Financing Miscellaneous	1	(72,190)	(104,009)	0	0	(176,199)
	2	(416,083)	0	0	250,300	(165,783)
	3	(13,790)	(1)	0	0	(13,791)
Total Variance to date		(502,063)	(104,010)	0	250,300	(355,773)

Note	Corporate - Comments
1.	Improvements in savings for Salary Turnover (£103,600) & Inflation savings (£84,000). Overspend in relation to insurance claims in excess of the estimated provision. Additional government grants received.
2.	Carry forward to fund continuing capital schemes. Underspend due to schemes no longer progressing.
3.	Various minor underspends.

SUBJECTIVE ANALYSIS

Directorate/Section	Description	Requests into			Total
		2019/20 £	2020/21 £	2021/22 £	
<u>Corporate Support</u>					
ICT	For the provision of new card payment devices and associated software to enable point-to-point encryption which is crucial to ensuring the Council can comply with the Payment Card Industry Data Security Standard).	10,000			10,000
		10,000	0	0	10,000
<u>Finance and Resources</u>					
Internal Audit	To provide dedicated support of a specialist IT auditor due to be undertaken in April/May 2019.	6,300			6,300
		6,300	0	0	6,300
<u>Corporate Management</u>					
Direct Revenue Financing	Budgets allocated to fund capital programme where expenditure has slipped into 2019/20 and resources are required to be carried forward	250,300			250,300
		250,300	0	0	250,300
<u>Community Services</u>					
Policy & Communications	Two year fixed term Apprentice appointed (OSA044-18/19), part funded from Apprentice Infrastructure Fund and part from own budgets.	11,800			11,800
Neighbourhood Services	To ensure continuation of the apprentice scheme for approved posts in Neighbourhood Services	47,900			47,900
Small Scale Community Projects	Agreed contribution from 2018/19 allocation to Cowans Sheldon Art Project which is due to be paid across in 2019/20.	2,000			2,000
		61,700	0	0	61,700
<u>Economic Development</u>					
Community Infrastructure Levy	Project was unable to progress during 2018/19 as anticipated.	34,800			34,800
		34,800	0	0	34,800
<u>Governance & Regulatory</u>					
Homelessness Prevention Funding	To support Homeless Prevention Services in line with legislative/strategic requirements and objectives.	28,600			28,600
Electoral Registration	Income received to cover the additional costs of Individual Electoral Registration (EIR) however it is anticipated that it will instead be required in 2019/20.	15,000			15,000
		43,600	0	0	43,600
Total General Fund Carry Forward Requests		406,700	0	0	406,700

Reserve/Provision	Purpose	Management of the Reserve	Approval to Release Funds	2019/20 In to Reserve £	2019/20 From Reserve £	Total £
NEW Apprentice Infrastructure	To establish a reserve for the committed balances from the annual Apprentice Infrastructure budget that will be required in future years of the employment contracts.	Management of the Reserve rests with the Corporate Director of Finance and Resources	Approval to release funds from the reserve only be given by the Corporate Director of Finance and Resources in consultation with the relevant Chief Officer.	54,100		54,100
EXISTING Prosecution Fund	For future anticipated Barrister & Legal fees.	Management of the Reserve rests with the Corporate Director of Governance & Regulatory Services	Approval to release funds from the reserve can only be given by an Officer Decision Notice by the Corporate Director of Governance & Regulatory Services in consultation with the Chief Executive, Portfolio Holder & Corporate Director of Finance and Resources.	10,000		10,000
Revenue Grants Reserve	A reserve to hold revenue grant funds received by the Council which have not yet been utilised.	Management of the Reserve rests with the Corporate Director of Finance and Resources	Approval to release funds from the reserve only be given by the Corporate Director of Finance and Resources in consultation with the relevant Chief Officer.			142,175
Community Services	Health and Wellbeing: Grazing Land Management			15,774		
Community Services	Health and Wellbeing: Parks Improvement Funding			16,995	(19,000)	
Community Services	Health and Wellbeing: Art Centre				(4,800)	
Community Services	Health and Wellbeing: Woodland Grants			5,854		
Community Services	Neighbourhood Services: High Street Community Clean Up			200		
Community Services	Partnerships: Doorstep Walks			500		
Community Services	Partnerships: Food City			1,500		
Community Services	Partnerships: Food Coordinator			8,100		
Community Services	Partnerships: Sugar Smart				(65,559)	
Governance & Regulatory	Property Services: Land Lettings			33,856		
Governance & Regulatory	Regulatory Services: Rogue Landlords			6,033		
Governance & Regulatory	Regulatory Services: Gas Safe 2018/19			78,185		
Governance & Regulatory	Homeless Prevention and Accommodation: Flexible Homelessness Support & Prevention Grant					
Governance & Regulatory	Homeless Prevention and Accommodation: New Burdens			16,745		
Governance & Regulatory	Homeless Prevention and Accommodation: Homeless Prevention Top Up			4,000		
Governance & Regulatory	Homeless Prevention and Accommodation: Flexible Homelessness Support top up			1,000		
Governance & Regulatory	Homeless Prevention and Accommodation: New Burdens top up			3,631		
Governance & Regulatory	Homeless Prevention and Accommodation: Preventing Homelessness			474		
Economic Development	Investment & Policy: Brownfield Register Burden Funding			3,687		
Economic Development	Investment & Policy: Self/Custom Build Assistance Grant Year 3			30,000		
Economic Development	Investment & Policy: Wetheral Neighbourhood Planning Stage 1			5,000		
	TOTAL RESERVE REQUESTS			295,634	(89,359)	206,275
	TOTAL REQUESTS FOR RESERVES			295,634	(89,359)	206,275

Report to Executive

Agenda
Item:

A.1(b)

Meeting Date: 29th May 2019
Portfolio: Finance, Governance and Resources
Key Decision: Yes: Recorded in the Notice Ref: KD.05/19
Within Policy and Budget Framework YES
Public / Private Public

Title: PROVISIONAL CAPITAL OUTTURN 2018/19 AND REVISED CAPITAL PROGRAMME 2019/20
Report of: CORPORATE DIRECTOR OF FINANCE AND RESOURCES
Report Number: RD.02/19

Purpose / Summary:

This report summarises the 2018/19 provisional out-turn for the capital budget and provides details of the revised capital programme for 2019/20. The out-turn shows that the net underspend for Council Services as at 31 March 2019 once committed expenditure totalling £2,253,900 is taken into account is £44,083.

It should be noted that the information contained in this report is provisional subject to the formal audit process. The draft Statement of Accounts for 2018/19 will be presented to the Audit Committee on 8 July, with final approval of the audited accounts on 30 July.

Recommendations:

The Executive is asked to:

- (i) Note the net underspend as at 31 March 2019 of £44,083 which includes committed expenditure to be met totalling £2,253,900, which is recommended by the Corporate Director of Finance and Resources for approval to Council;
- (ii) Consider for recommendation to Council the ring-fencing of £120,000 capital receipts for repayment of a previous grant as set out in paragraph 4.1;
- (iii) Consider the revised programme for 2019/20, together with the proposed methods of financing, as detailed at paragraph 5 and Appendix B, for recommendation to Council, subject to any future decisions made on the Sands Centre Redevelopment.

Tracking

Executive:	29 May 2019
Scrutiny:	BTSP 30 May 2019
Audit Committee:	8 July 2019
Council:	16 July 2019

1. BACKGROUND

- 1.1 This report sets out the summarised financial out-turn for the Council's Capital Programme as follows:
- (i) the out-turn for individual schemes for 2018/19, summarised in **Appendix A**
 - (ii) the revised programme for 2019/20, and the provisional programme for 2020/21 to 2023/24, summarised in **Appendix B**.
- 1.2 The report sets out the financial implications arising from the out-turn including the impact on capital resources for 2019/20. Members should note that the information contained in this report is provisional and subject to the formal audit process. Any significant changes required following the approval of the 2018/19 accounts will, if required, be reported to a future Executive meeting.
- 1.3 Please note that throughout this report the use of brackets indicates a favourable variance i.e. either and underspend or additional income received.

2. PROPOSALS

- 2.1 The original capital programme of £4,032,600 for 2018/19 was approved in February 2018. Since then, a review of the capital programme has been undertaken and the capital funding has been revised. In accordance with proper accounting practices it has been necessary to gross up the expenditure budgets to properly reflect the total cost of the schemes including those fully funded from external grant/contributions.

The revised programme for 2018/19 of £8,561,500 is a result of the following funding streams:

2018/19 Capital Budget	£
Original 2018/19 Programme (approved Feb 2018)	4,032,600
Agreed Carry Forwards from 2017/18 (RD44/17 Council 06/03/18)	1,100,000
Agreed Carry Forwards from 2017/18 (RD04/18 Council 17/07/18)	2,091,900
Reprofiling of Sands Centre Redevelopment (CS16/18 Council 06/03/18)	1,769,100
Revenue contribution towards Central Plaza (ED23/18 Council 17/09/18)	650,000
Revenue contribution towards Harraby Cycle Track (CS30/18 Executive 20/08/18)	38,000
Revenue contribution towards Property Acquisition (GD51/18 Executive 23/07/18)	150,000
Additional grant towards Disabled Facilities Grants (RD19/18 Executive 20/08/18)	293,200
S106 contributions towards Affordable Homes (OD.065/18)	41,500
S106 contribution towards Crindledyke Cycleway (OD.068/18)	10,000
S106 contribution towards Open Space Improvements (CS28/18 Executive 25/06/18)	84,500
Agreed Carry forwards into 2019/20 (RD26/18 Council 08/01/19)	(380,000)
Agreed Carry forwards into 2019/20 (RD36/18 Council 05/03/19)	(982,100)
Removal of Projects by Executive (RD26/18 Executive 12/11/18)	(542,000)
Release of earmarked capital receipts for Chancergate (OD.06/19)	200,000
External contributions/grants/receipts	68,300
Schemes funded by Revenue budgets/reserves	446,500
Revised 2018/19 Capital Programme	9,071,500
Less Capital Reserves to be released by Executive	(510,000)
Revised 2018/19 Capital Programme (released)	8,561,500

2.2 The provisional out-turn position for the 2018/19 capital programme is shown below:

Directorate	Revised Annual Budget	Total Expenditure	Variance	Carry Forwards (Committed)	Proposed Reductions	Revised Variance
	£	£	£	£	£	£
Community Services	3,287,200	2,139,600	(1,147,600)	941,800	400,000	194,200
- Subject to further reports	723,200	0	(723,200)	550,700	0	(172,500)
Corporate Support	402,500	331,038	(71,462)	14,000	0	(57,462)
Economic Development	909,500	710,029	(199,471)	196,400	0	(3,071)
Governance & Regulatory Services	3,239,100	2,610,412	(628,688)	619,100	0	(9,588)
Total	8,561,500	5,791,079	(2,770,421)	2,322,000	400,000	(48,421)
Capital Flood Recovery	0	72,438	72,438	(68,100)	0	4,338
Total	8,561,500	5,863,517	(2,697,983)	2,253,900	400,000	(44,083)
Reserves to be released	510,000	0	(510,000)	0	510,000	0
Total	9,071,500	5,863,517	(3,207,983)	2,253,900	910,000	(44,083)

Schemes still to be released by the Executive have been removed from the budget monitoring process until the budgets have been released; however, the £510,000 relates to the Business Interaction Centre which is no longer required as the scheme is not progressing. The removal of this project will result in £75,000 being returned to capital reserves and £134,300 back into the revenue general fund reserve. The balance (£300,700) was expected to be received as an external grant.

The project to improve Tennis Facilities at Bitts Park is no longer progressing and the budget of £400,000 funded from external grant is to be removed from the programme. A carry forward is made for the remaining Council's contribution of £94,000 to be redirected towards a Bitts Park reinstatement project. (Progression of this scheme will be subject to further reports to the Executive).

2.3 The position for 2018/19 after committed carry forwards have been taken into account is an underspend of £44,083.

2.4 There main variances after carry forwards are summarised below:

- An overspend of £19,872 on the purchase of Waste Receptacles.
- An overspend of £172,428 on the released funding for the Sands Centre Development to progress the scheme to RIBA Stage 4. The overspend will be funded by restricting the available budget to carry forward which will reduce the balance available for the construction phase of the scheme.
- An underspend of £12,262 on IT Services after a carry forward of £14,000 is taken into account.
- An underspend of £45,200 on RBS ICT Upgrades. No request has been made to carry this budget forward so the project is to be removed from the capital programme.
- An overspend of £11,661 on expenditure at Central Plaza. The additional spend will be funded by an increased revenue contribution.
- An underspend of £14,962 at Durranshill Industrial Estate due to refunds received from contractors.
- Expenditure incurred on flood reinstatement projects at the Civic Centre and Bitts Park of £68,126 for which a negative carry forward has been included to be funded from the Flood Reserve in 2019/20.

2.5 Otherwise schemes are progressing within budget, although some schemes have not been completed to the original timescales which has resulted in the request for carry forwards.

2.6 Further details for each directorate are included in **Appendices A1-A5**.

- 2.7 The 2018/19 programme has been kept to a level that takes account of the Council's ability to deliver schemes with regard to capacity and available resources. Work has been carried out throughout the year to monitor the profiling of budgets and these have been adjusted to reflect progress in current capital schemes. The year end position for the capital programme is improved from previous years due to the implementation of the corporate reserves procedure and the improved profiling.

3. CARRY FORWARD REQUESTS

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

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

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

Carry forwards at the end of the year have been analysed to assess the year of potential expenditure to enable better profiling of budgets for future years. Of the committed carry forwards shown in paragraph 2.2, it is estimated that the full £2,253,900 will be spent in 2019/20.

4. FINANCING OF CAPITAL PROGRAMME 2018/19

- 4.1 Utilisation of resources to fund the 2018/19 Capital Programme in light of the out-turn is provisionally estimated as follows:

	Revised Budget £	Provisional Out-turn £
Capital Programme expenditure in year	9,071,500	5,863,517
<u>Financed by:</u>		
Capital Receipts (including PRTB receipts) (note 1)	562,000	606,999
Capital Grants		
• Disabled Facilities Grant	1,760,500	1,760,573
• General (note 2)	764,100	39,345
Reserves & Balances (note 3)		
• Earmarked Reserves	9,800	0
• Direct Revenue Financing	2,526,400	2,110,317
Contributions from other bodies incl S106 (note 4)	337,000	289,115
Borrowing Requirement (In Year)	3,111,700	1,057,168
Total Financing	9,071,500	5,863,517

Notes:

1. There were no usable capital receipts carried forward from 2017/18. Capital receipts generated during the year amount to £606,999 compared to the revised estimate figure of £562,000, an increase of £44,999.

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

The total sum available, £606,999 has been used to fund the Capital Programme in 2018/19, with the balance of funding required (£1,057,168) being financed from an internal borrowing requirement that is significantly lower than anticipated.

2. Capital grants were budgeted for in relation to Business Interaction Centre (£300,700) and Tennis Facilities (£400,000) for which the projects are no longer progressing. It should also be noted that a grant of £10,000 towards Fusehill Street Play Area was not received and therefore an additional call on

capital reserves was required to fund this shortfall in income. £23,200 has been carried forward into 2019/20 to allow the schemes to complete

3. The use of capital receipts has been optimised in order to fund 2018/19 capital expenditure. Direct revenue funding, S106 receipts and earmarked reserves and provisions specifically set up to fund capital expenditure have also been used to fund capital expenditure in 2018/19. Capital receipts are the last source of funding applied to finance the capital programme, external funding is always applied first.
4. Additional contributions were received towards DFGs and Play Areas, and the use of Section 106 receipts towards Affordable Homes was less than budgeted. £46,400 has been carried forward into 2019/20 to allow the schemes to complete.

5. FIVE YEAR CAPITAL PROGRAMME

- 5.1 A five-year Capital Programme for 2019/20 to 2023/24 is detailed in **Appendices B1-B2**.
- 5.2 The programme for **2019/20** totalling £28,739,700 is based upon the programme as agreed by Council in February 2019 of £25,071,200, the commitments brought forward from 2018/19 as identified above of £2,253,900, the commitments brought forward from 2018/19 already approved of £982,100 and an increase of £432,500 for additional Disabled Facilities Grant awarded which has only recently been advised and totals £1,899,764.
- 5.3 The 2019/20 programme will be continually reviewed to ensure the Council has the capacity to deliver this level of programme. The programme for 2019/20 and 2020/21 may be amended depending upon decisions made in respect of the Sands Centre Redevelopment, considered elsewhere on the agenda.
- 5.4 It is suggested that the revised programme for 2019/20 as detailed in Appendix B1 is financed as follows:

	<u>Original Budget</u> £	<u>Revised Budget</u> £
Original Programme	25,071,200	25,071,200
Add: Carried forward from 2018/19 (in Year)	0	982,100
Add: Carried forward from 2018/19 (Year End)	0	2,253,900
Add: Other adjustments to programme	0	432,500
Total Expenditure to be financed	25,071,200	28,739,700
<u>Financed by:</u>		
Capital Grants		
• DFG	1,467,300	1,899,800
• General	2,000,000	2,024,700
Capital Receipts	1,700,000	1,700,000
Contributions from other bodies	0	130,900
Direct Revenue Financing	1,316,400	1,566,700
Borrowing Requirement (In Year)	18,587,500	21,417,600
Total Financing	25,071,200	28,739,700

- 5.5 The proposed programme for **2020/21** to **2023/24** as detailed in Appendix B2 is based on the programme agreed by Council in February 2019 and the recommendations made in this report.

6. RISKS

- 6.1 Individual capital schemes have different risks involved.

7. CONSULTATION

- 7.1 Consultation to Date.
Portfolio Holders and SMT have considered the issues raised in this report.
- 7.2 Consultation Proposed.
Business and Transformation Scrutiny Panel will consider the report on 30 May 2019.

8. CONCLUSIONS AND REASONS FOR RECOMMENDATIONS

- 8.1 The Executive is asked to:
- (i) Note the net underspend as at 31 March 2019 of £44,083 which includes committed expenditure to be met totalling £2,253,900, which is recommended by the Corporate Director of Finance and Resources for approval to Council;
 - (ii) Consider for recommendation to Council the ring-fencing of £120,000 capital receipts for repayment of a previous grant as set out in paragraph 4.1;

- (iii) Consider the revised programme for 2019/20, together with the proposed methods of financing, as detailed at paragraph 5 and Appendix B, for recommendation to Council, subject to any future decisions made on the Sands Centre Redevelopment.

9. CONTRIBUTION TO THE CARLISLE PLAN PRIORITIES

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

Contact Officer: Emma Gillespie

Ext: 7289

Appendices A1 to A5 and B1 to B2
attached to report:

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

- None

CORPORATE IMPLICATIONS:

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

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

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

INFORMATION GOVERNANCE – There are no information governance implications.

PROVISIONAL GENERAL FUND CAPITAL OUTTURN 2018/19

APPENDIX A1

COMMUNITY SERVICES

Scheme	Revised Annual Budget £	Expenditure to date £	Variance to date £	Carry Forwards £	Proposed Reductions £	Adjusted Variance £	Details of major variance
Cemetery Infrastructure	30,000	18,809	(11,191)	11,200	0	9	Footbridge improvements underway and due to be complete early 2019/20.
Vehicles & Plant	1,092,000	263,122	(828,878)	828,800	0	(78)	Slippage of planned vehicle replacements in 2018/19 into 2019/20. Revised replacement plan is being developed.
Play Area Developments	94,100	92,914	(1,186)	0	0	(1,186)	Individual schemes progressed as planned.
Crindledyke Cycleway (S106)	173,600	177,741	4,141	0	0	4,141	Funded by Section 106 monies. Phase 2 complete.
Green Gyms	40,300	32,500	(7,800)	7,800	0	0	Budget released by Executive 30/05/18 (CS27/18). Carry forward required of contributions to work now planned for 2019/20.
Tennis Facilities	502,900	8,869	(494,031)	94,000	400,000	(31)	Approved by Council 08/09/15 (SD16/15). Project no longer progressing, carry forward requested to be transferred to Bitts Park reinstatement project.
Cycle Track Developments	50,700	49,728	(972)	0	0	(972)	Budget carried forward from 2017/18. Project complete.
Sands Centre Redevelopment	1,057,100	1,229,528	172,428	0	0	172,428	Budget approved by Council 06/03/18 (CS16/18). Project progressing to RIBA Stage 4. The overspend on this part of the project will impact the current budget available for the construction phase.
Sands Centre Redevelopment - RIBA Stage 5	723,200	0	(723,200)	550,700	0	(172,500)	Budget required to be carried forward to continue progression of this scheme, subject to further reports to the Executive and Council.
Car Park Improvements	180,300	180,317	17	0	0	17	Work complete on all agreed sites.
Waste Minimisation	66,200	86,072	19,872	0	0	19,872	Purchase of waste receptacles are overspent against the revised annual budget.
Grand Total	4,010,400	2,139,600	(1,870,800)	1,492,500	400,000	21,700	

CORPORATE SUPPORT

Scheme	Revised Annual Budget £	Expenditure to date £	Variance to date £	Carry Forwards £	Proposed Reductions £	Adjusted Variance £	Details of major variance
ICT Infrastructure	357,300	331,038	(26,262)	14,000	0	(12,262)	Part of ICT Strategy Business Case.
Revenues and Benefits ICT Upgrades	45,200	0	(45,200)	0	0	(45,200)	Budget carried forward as part of ICT Strategy. No longer required.
Grand Total	402,500	331,038	(71,462)	14,000	0	(57,462)	

ECONOMIC DEVELOPMENT

Scheme	Revised Annual Budget £	Expenditure to date £	Variance to date £	Carry Forwards £	Proposed Reductions £	Adjusted Variance £	Details of major variance
EA Central Plaza	598,000	609,661	11,661	0	0	11,661	Implementation of work under the Corporate Director of Economic Development's emergency powers with reference to the Building Act 1984 S78 Dangerous building - emergency measures. Use of General Fund Reserve approved to fund these emergency works.
Public Realm Work	5,300	5,530	230	0	0	230	Implementation of project plan now complete.
Durranshill Industrial Estate	0	(14,962)	(14,962)	0	0	(14,962)	Refund received for expenditure incurred in previous years.
Planning Software	150,000	0	(150,000)	150,000	0	0	Project yet to start.
Affordable Homes	156,200	109,800	(46,400)	46,400	0	0	Approved by Executive 31/07/17 (ED24/17) and OD.065/18.
Grand Total	909,500	710,029	(199,471)	196,400	0	(3,071)	

GOVERNANCE & REGULATORY SERVICES

Scheme	Revised Annual Budget £	Expenditure to date £	Variance to date £	Carry Forwards £	Proposed Reductions £	Adjusted Variance £	Details of major variance
Planned Enhancements to Council Property - core programme	201,600	122,073	(79,527)	79,600	0	73	Some slippage of planned projects into 2019/20.
Enhancements to Council Property - From Condition Surveys	113,900	113,992	92	0	0	92	Additional works agreed based on the outcome of condition surveys. Funding is provided from the Revenue Carry Forward Reserve.
Kingstown Industrial Estate Roads	9,800	0	(9,800)	0	0	(9,800)	Budget for additional public realm signage on the estate no longer required.
Minor Works Grants	23,200	0	(23,200)	23,200	0	0	Budget approved by Executive 04/04/16 (ED09/16).
Disabled Facilities Grants	2,540,600	2,133,506	(407,094)	407,100	0	6	Mandatory & Discretionary Grants being delivered in line with the Disabled Facilities Action Plan. The position is being closely monitored.
Asset Management Plan	150,000	0	(150,000)	150,000	0	0	Budget approved by Executive 23/07/18 (GD51/18). Delays in the purchase have resulted in slippage into 2019/20.
Chancerygate	200,000	240,841	40,841	(40,800)	0	41	Development and Improvement costs associated with the Junction 44 development.
Grand Total	3,239,100	2,610,412	(628,688)	619,100	0	(9,588)	

FLOOD RELATED CAPITAL EXPENDITURE

Scheme	Revised Annual Budget £	Expenditure to date £	Variance to date £	Carry Forwards £	Proposed Reductions £	Adjusted Variance £	Details of major variance
IC Buildings Flood Capital	0	72,438	72,438	(68,100)	0	4,338	Capitalisation of building improvements as a result of the flood.
Grand Total	0	72,438	72,438	(68,100)	0	4,338	

Scheme	Original Capital Programme 2019/20 £	Carry Forwards from 2018/19 £	Carry Forwards from 2018/19 £	Other Adjustments £	Revised Capital Programme 2019/20 £
<u>Current non-recurring commitments</u>					
Gateway 44	6,500,000	0	(40,800)	0	6,459,200
Play Area Green Gyms	0	25,000	7,800	0	32,800
Open Space Improvements	0	84,500	0	0	84,500
Bitts Park (Tennis/Reinstatement)	0	0	94,000	0	94,000
Cemetery Infrastructure	0	0	11,200	0	11,200
Affordable Homes	0	0	46,400	0	46,400
Planning Software	0	0	150,000	0	150,000
Property Purchase	0	0	150,000	0	150,000
Flood Reinstatements Projects	0	0	(68,100)	0	(68,100)
	6,500,000	109,500	350,500	0	6,960,000
<u>Recurring commitments</u>					
Planned Enhancements to Council Property	250,000	0	79,600	0	329,600
Vehicles, Plant & Equipment	896,000	0	828,800	0	1,724,800
Recycling Containers	45,000	0	0	0	45,000
ICT Infrastructure	102,900	0	14,000	0	116,900
	1,293,900	0	922,400	0	2,216,300
<u>Housing Related Grants</u>					
Private Sector Grants	1,467,300	872,600	407,100	432,500	3,179,500
Minor Works Grants	0	0	23,200	0	23,200
	1,467,300	872,600	430,300	432,500	3,202,700
TOTAL	9,261,200	982,100	1,703,200	432,500	12,379,000
<u>Capital Reserves to be released</u>					
Sands Centre Redevelopment	15,395,000	0	550,700	0	15,945,700
Play Area Improvements	35,000	0	0	0	35,000
Public Realm Improvements	380,000	0	0	0	380,000
	15,810,000	0	550,700	0	16,360,700
REVISED TOTAL	25,071,200	982,100	2,253,900	432,500	28,739,700

Scheme	Proposed Capital Programme 2020/21 £	Original Capital Programme 2021/22 £	Original Capital Programme 2022/23 £	Original Capital Programme 2023/24 £
Private Sector Grants	1,467,300	1,467,300	1,467,300	1,467,300
Planned Enhancements to Council Property	250,000	250,000	250,000	250,000
Vehicles, Plant & Equipment	647,000	1,486,000	1,297,000	0
ICT Infrastructure	82,600	82,600	115,600	170,700
Recycling Containers	45,000	45,000	45,000	45,000
Sands Centre Redevelopment	2,293,900	9,000	0	0
Carlisle Southern Link Road	0	0	5,000,000	0
TOTAL	4,785,800	3,339,900	8,174,900	1,933,000

Report to Executive

Agenda
Item:

A.1(c)

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

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

Purpose / Summary:

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

Recommendations:

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

Tracking

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

1. BACKGROUND

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

2. RISKS

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

3. CONSULTATION

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

4. CONCLUSION AND REASONS FOR RECOMMENDATIONS

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

5. CONTRIBUTION TO THE CARLISLE PLAN PRIORITIES

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

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

Appendices attached to report:

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

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

- None

CORPORATE IMPLICATIONS:

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

Finance – Included in the report

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

Information Governance – No implications

TREASURY MANAGEMENT 2018/19

1. INTRODUCTION

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

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

2. MONEY MARKET CONDITIONS

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

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

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

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

3. LONG TERM FUNDING

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

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

4. DEBT RESCHEDULING

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

5. LOANS OUTSTANDING

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

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

6. INVESTMENT TRANSACTIONS

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

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

7 INVESTMENT STRATEGY 2019/20

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

8. PERFORMANCE MANAGEMENT

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

9. TREASURY CONSULTANCY SERVICE (TCS)

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

10 CONCLUSIONS

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

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

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

CITY OF CARLISLEPERFORMANCE MEASUREMENT STATISTICS1. LOANS MANAGEMENT

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

Comment

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

2. INVESTMENT MANAGEMENT (Excl. Property Fund)

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

Comment

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

THE PRUDENTIAL CODE AND PRUDENTIAL BORROWING

1. Introduction

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

2. Prudential Indicators

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

3 Supported and Unsupported (or Prudential) Borrowing

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

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

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

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

(a) Prudence and Sustainability

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

TREASURY TRANSACTIONS
1 JANUARY 2019 TO 31 MARCH 2019

1. LOANS (DEBT)

1.1 Transactions 1 January 2019 to 31 March 2019

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

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

1.2 Loans (Debt) Outstanding at 31 March 2019

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

1.3 Loans Due for Repayment

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

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

1.4 Interest Rates

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

2. INVESTMENTS

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

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

3. REVENUES COLLECTED

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

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

4. BANK BALANCE

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

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

5. OUTTURN ON TREASURY MANAGEMENT IN 2018/19

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

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Outstanding Investments as at 31 March 2019

Appendix B3

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

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

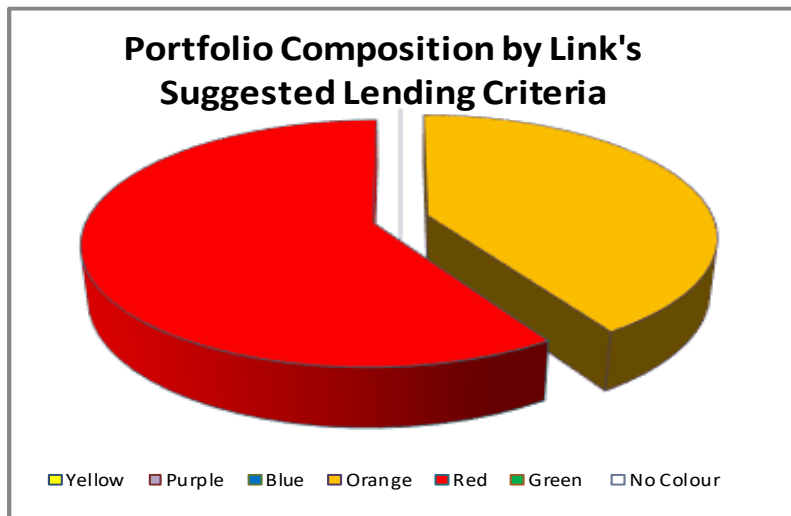
1. Entry Costs were charged against Treasury Management Budget in 2014/15

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

Investments Summary Sheet

					Weighted Average Rate of Return	Weighted Average Days to Maturity	Weighted Average Days to Maturity from Execution WAM at Execution
	% of Portfolio	Amount	% of Colour in Calls	Amount of Colour in Calls	% of Call in Portfolio	WARoR	WAM
Yellow	0.00%	-	0.00%	-	0.00%	0.00%	0
Purple	0.00%	-	0.00%	-	0.00%	0.00%	0
Blue	0.00%	-	0.00%	-	0.00%	0.00%	0
Orange	40.99%	6,600,000	9.09%	600,000	3.73%	1.09%	187
Red	59.01%	9,500,000	10.53%	1,000,000	6.21%	0.92%	68
Green	0.00%	-	0.00%	-	0.00%	0.00%	0
No Colour	0.00%	-	0.00%	-	0.00%	0.00%	0
	100.00%	16,100,000	9.94%	1,600,000	9.94%	0.99%	117
							209

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



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

Normal' Risk Score	3.5	3.5	3.5	3.5
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Report to Executive

Agenda
Item:

A.1(d)

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

Title: COUNCIL TAX & NNDR PROVISIONAL OUTTURN 2018/19
Report of: CORPORATE DIRECTOR OF FINANCE AND RESOURCES
Report Number: RD04/19

Purpose / Summary:

This report summarises the 2018/19 provisional outturn and performance position for Council Tax and NNDR.

Recommendations:

Members are asked to note the provisional outturn position at 31 March 2019 for Council Tax and NNDR and also note the position with regard to write offs and bad debt trends.

Tracking

Executive:	29 May 2019
Scrutiny Panel:	30 May 2019
Council:	N/A

1. BACKGROUND

1.1 The aim of this report is to:

- i) Advise Members of the current position on the 2018/19 Council Tax and Business Rates Accounts i.e. the total value of accounts raised and how much has been collected in the 2018/19 financial year.
- ii) Highlight and explain any variances against the expected (or budgeted) position.

2. COUNCIL TAX PROVISIONAL OUTTURN AS AT 31 MARCH 2019

2.1 Collection Fund (Council Tax)

2.1.1 The Council Tax Collection Fund records all the entries in relation to income and expenditure in relation to Council Tax. For budgeting purposes, the Collection Fund position is estimated on 15th January each year and it is this figure that forms the basis of the following year's budget.

2.1.2 For 2018/19, the estimated position on the collection fund was a surplus of £763,657, with the Council's share being £97,179.

2.1.3 When the actual position was calculated at the end of 2017/18 the surplus on the Council Tax Collection Fund was £937,227 of which the Council's share was £117,885. This increase in the surplus is then redistributed in the estimate for 2019/20 for budgeting purposes.

2.1.4 The actual collection fund position for 2018/19 has been calculated and the surplus has decreased, now standing at £542,709. The current position on the Council Tax Collection Fund is shown below:

Carlisle City Council	£000
Balance Brought Forward (Surplus)	(937)
Council Tax Income (Net)	(60,210)
Precepts from Major Preceptors	
Cumbria County Council	44,964
Police & Crime Commissioner for Cumbria	7,854
Carlisle City Council	7,601
Impairment of Debts / Bad Debt Provision	89
Contribution towards previous years surplus	97
In Year Deficit	395
Total Carried Forward Surplus	(542)
Distributed to preceptors:	
Cumbria County Council	(401)
Police & Crime Commissioner for Cumbria	(74)
Carlisle City Council	(67)

This surplus on the Collection fund is carried forward on the Balance Sheet and will be distributed as part of the budget process in 2020/21. The in-year deficit is as a result of an increased amount of discounts being given (both normal and Council Tax Reduction Scheme discounts have increased in 2018/19).

3. COUNCIL TAX COLLECTION PERFORMANCE

- 3.1 The Council's Council Tax collection performance for 2018/19 was 97.4% (2017/18 - 97.5%).

4. NNDR PROVISIONAL OUTTURN AS AT 31 MARCH 2019

- 4.1 2018/19 is the sixth year of the Business Rate Retention Scheme (BRRS) and the Collection Fund Accounting Regulations and the fifth year the Council has participated in the Cumbria Pooling arrangement.
- 4.2 For 2018/19, the BRRS baseline for the Council of £3.208m was used as its budget estimate for income to be retained from Business Rates and an additional £1.650m was estimated to be generated from additional business rate income over the baseline level and from the effects of participating in the Cumbria Pool.
- 4.3 Under normal circumstances any additional income over and above the baseline level is shared 50/50 between the Council and Central Government in what is known as a 'levy'. However, local areas can form combined pools, where the net

position of top ups and tariffs result in the pool being a net top-up authority. The benefit of forming the pool is that 100% of additional income is kept within that pool and not paid over to central government, meaning the local area benefits from growth in business rate income. However, there are also potential risks as the pool has to deal with any fall in business rates itself as the Government will not pay any safety net payments when income falls below 92.5% of the baseline.

- 4.4 The County Council are the administering body for the pool, with all Districts in Cumbria participating in the arrangement. Each district pays the 50% levy that would have gone to Central Government into the Pool. This is then distributed amongst the members on an agreed formula. The distribution is as follows:

Gross Retained Levies

- Administration Costs by County Council
- = Net Retained Levy

40% distributed on basis of spending baseline proportions

40% distributed on basis of gross levy proportions (i.e. how much each authority pays into the pool)

20% retained as a volatility reserve for any future decline in income

4.5 2018/19 Outturn

There are three elements to the 2018/19 outturn, firstly the performance of the City Council's Business Rate Retention, secondly the performance of the Pool and finally the performance of the Collection Fund.

4.6 Business Rate Retention & Pooling

The table below shows the outturn for the Council's Business Rate Retention Scheme.

Carlisle City Council	£000
Income due from Rates Retention	(16,133)
Tariff payable	12,090
	(4,043)
Small Business Rate Relief	(1,142)
Autumn Statement Reliefs, Localism Reliefs and 1/2 Small Business Rate Reliefs 13/14 - 18/19	(85)
Total Net Retained Income	(5,270)
Baseline Funding	(3,208)
Total Additional Income	(2,062)
Levy Payable (to Pool)	(1,031)
Income Retained	(1,031)

Therefore, the Council retains £1,031,049 and pays £1,031,049 into the pool. The table below shows the total performance of the pool and the redistribution the Council will receive.

Cumbria Business Rate Pool	Levies	Spending Baseline Proportions	Gross Levy Proportions	Total Retained levy	Share of Volatility Reserve
	£	£	£	£	£
Allerdale	980,460	86,204	390,301	476,505	118,412
Barrow	680,397	73,797	270,852	344,649	85,646
Carlisle	1,031,049	78,648	410,439	489,087	121,539
Copeland	1,249,257	59,468	497,303	556,771	138,358
Eden	660,029	40,457	262,744	303,201	75,346
South Lakeland	1,645,781	53,038	655,151	708,189	175,986
Cumbria		2,095,178	0	2,095,178	528,109
	6,246,973	2,486,790	2,486,790	4,973,580	1,243,396
Less Admin Cost	(30,000)				
Net Retained levy	6,216,973				

The Council has therefore benefited from the Pool by £489,087 and for 2018/19 it is not proposed to set the share of the Volatility Reserve up as a separate earmarked reserve as income is growing and the risk of approaching the safety net by any partner is extremely low (the pool members are between 13.3% and 44.2% away from requiring safety net support). Therefore, the retained shares that would normally be set aside in the Volatility reserve will be retained in the General Fund.

Therefore, the total income from pooling for the Council for 2018/19 is £610,626. There is also an adjustment due to the Council for the pooling gains from 2017/18 of £13,409 following the final reconciliation of 2017/18 gains made during the year. Therefore, the total recognised pooling gains will be £624,035 for 2018/19. The benefit of participating in the pool has effectively reduced the levy rate from 50% to 19.7% i.e. the Council gains £1,655,084 out of £2,062,098 growth, as opposed to £1,031,049 without pooling.

4.6.1 2018/19 Budget

The budget for funding from Business Rates was set at the baseline level which is set by Government and an additional amount to allow for growth and pooling benefits. However, actual income credited to the general fund is based on the 'NNDR1' estimate produced at the end of January 2018 and includes the estimate of Business Rate Income, the estimate for grant funding (Section 31 Grants) and the actual position on the Collection Fund. Therefore, the position **against the budget for retained income** is as follows:

Carlisle City Council	£000
Business Rate Baseline	(3,208)
Business Rate Multiplier Grant	(74)
Budgeted Growth/Pooling	(1,650)
Total Budgeted Funding	(4,932)
Income due from Rates Retention per NNDR1	(16,306)
Deficit on Collection Fund Brought Forward	836
Tariff payable	12,090
Section 31 Grants for Funded reliefs	(1,517)
Section 31 Grants for Flooding Reliefs ¹	(507)
Income due from Renewables Rate Growth	(516)
Enterprise Zone Reliefs	28
2017/18 Levy Adjustments	(5)
Levy Payable	1,031
Pooling Redistribution	(624)
Total Net Retained Income against Budget	(5,490)
Total Additional Income to be returned to Reserves	(558)

Note1: It should be noted that the Council is still awaiting final confirmation and reconciliation of flood discounts funding from MHCLG and how the scheme for flood discounts will be closed.

The amount to be returned to reserves highlighted in report RD01/19 will therefore increase by the £558,000 identified above.

4.6.2 Collection Fund

The final aspect of Business Rate Retention relates to the position on the Collection Fund. The Business Rates Collection Fund records all the entries in relation to income and expenditure in relation to Business Rates. In 2017/18 the deficit on the Business Rates Collection Fund was £1,251,729 of which the Council's share was £500,692.

The current position on the Business Rates Collection Fund is shown below:

Carlisle City Council	£000
Balance Brought Forward (Deficit)	1,252
Net Rates Payable	(44,225)
Transition payments	1,792
Cost of Collection	179
Shares to Major Preceptors	38,675
Renewables	319
Appeals Settled Provided for in 2017/18	(294)
New Appeals to be provided for 2018/19	1,875
Losses on Collection	289
In Year Surplus	(1,390)
Total Carried Forward Surplus	(138)
Carlisle City Council Share	(55)
Cumbria County Council Share	(14)
Central Government Share	(69)

The main reason for the improved position from a brought forward deficit to a surplus is in relation to a reduced amount of transitional payments following the revaluation in 2017.

The Surplus on the Collection fund of £137,523 is carried forward on the Balance Sheet and will be paid as part of the redistribution in 2020/21.

4.7 Summary Business Rates

- 4.7.1 Business Rates income has performed well in 2018/19 and has exceeded budgeted expectations by £558,000. The Council has achieved additional income from Retained Business Rates income of £2,062,098 in 2018/19 and by participating in the Cumbria Pool has managed to retain £1,655,084 of this. The Council's business rates collection performance for 2018/19 was 98.42% compared with 97.83% in 2017/18.

4.8 Overall Summary

- 4.8.1 In summary, the position on the Council Tax and Business Rates Collection Funds are as follows:

	Council Tax	Business Rates	Total
	£000	£000	£000
Balance Brought Forward (Surplus)/Deficit	(937)	1,252	315
In Year (Surplus)/Deficit	395	(1,390)	(995)
Total Carried Forward Deficit	(542)	(138)	(680)
Carlisle City Council Share	(67)	(55)	(122)
Cumbria County Council Share	(401)	(14)	(415)
Police & Crime Commissioner Share	(74)		(74)
Central Government Share		(69)	(69)

5. **BAD DEBT WRITE-OFFS FOR NNDR, COUNCIL TAX AND DEBTORS (INCLUDING PENALTY CHARGE NOTICES)**

- 5.1 In accordance with Constitution, the Corporate Director of Finance and Resources is delegated with authority for the write-off of outstanding debts, without limit, and the Executive is asked to note that debts totalling £149,554.53 have been written off for the period 1st January 2019 to 31st March 2019; such bad debts are summarised for the Executive's information in Table 1 of this report. The total amount written off in 2018/19 of £548,483.81 compares to total write-offs in 2017/18 of £281,314.22.
- 5.2 The write-ons itemised in Table 1 totalling £12,231.78 are in respect of balances originally written off that have since been paid and credit write-offs for the period 1st January 2019 to 31st March 2019.
- 5.3 Also noted in Table 1 are the cumulative write offs and write-ons 1st April 2018- 31st March 2019. Total write-ons for 2018/19 were £24,832.80 compared to £15,094.57 in 2017/18.

Table 1

<u>Type of Debt</u>	Write offs 01/04/18 - 30/06/18 Quarter 1				Write offs 01/07/18 - 30/09/18 Quarter 2				Write offs 01/10/18 - 31/12/18 Quarters 3				Write offs 01/01/19 - 31/03/19 Quarter 4				Total Write offs 2018/19			
	No	Write Offs	No	Write Ons	No	Write Offs	No	Write Ons	No	Write Offs	No	Write Ons	No	Write Offs	No	Write Ons	No	Write Offs	No	Write Ons
NNDR	9	43,054.28	7	194.12	11	59,462.61	10	372.17	16	151,182.54	4	43.22	29	74,275.42	11	11,153.39	65	327,974.85	32	11,762.90
NNDR (PSC)																	0	0.00	0	0.00
Council Tax	95	32,174.33	15	4576.62	53	26,425.25	15	1948.85	32	14,923.34	12	2,530.58	62	38,912.97	13	1,025.33	242	112,435.89	55	10,081.38
Debtors																	0	0.00	0	0.00
Private Tenants																	0	0.00	0	0.00
Housing Benefit	73	42,148.02	5	2811.13	56	17,807.55			20	5,033.85	3	123.11	62	18,529.79	1	39.31	211	83,519.21	9	2,973.55
Overpayments																	0	0.00	0	0.00
General Fund	20	1,254.22	5	0.92	8	1,023.55	3	0.04	5	5.00	1	0.26	20	17474.35	6	13.75	53	19,757.12	15	14.97
Penalty Charge																	0	0.00	0	0.00
Notices																	0	0.00	0	0.00
On Street 16	2	194.00			1	28.46			1	77.00			0	0			4	299.46	0	0.00
Off Street 3	30	2461.00			11	973.00			9	701.28			4	362.00			54	4,497.28	0	0.00
																	0	0.00	0	0.00
TOTAL	229	121,285.85	32	7,582.79	140	105,720.42	28	2,321.06	83	171,923.01	20.00	2,697.17	177	149,554.53	31	12,231.78	629	548,483.81	111	24,832.80

6. OUTTURN POSITION, WRITE OFFS/WRITE ONS VIA DEBTOR TYPE

6.1 The outturn position in respect of 2018/19 on a cumulative basis by fund indicates total debts written off amount to £548,483.81.

6.2 Write offs were debited as follows:

	£
Council Tax (Collection Fund	112,435.89
NNDR	327,974.85
General Fund	108,073.07
Total	548,483.81

6.3 Write-ons were credited as follows:

	£
Council Tax (Collection Fund	10,081.38
NNDR	11,762.90
General Fund	2,988.52
Total	24,832.80

6.4 In the case of General Fund, the write-offs will be charged against provisions made for bad debts (except for PCN's which are accounted for on a cash basis). However VAT which has been separately identified will be recouped in future VAT returns. Write-off/Write on of Council Tax will fall against the Collection Fund provisions within those accounts. Any Council Tax Court Costs written off will be charged against the costs 'Bad Debt' provision within the General Fund.

	General Fund	Council Tax	NNDR	Total
Opening Bad Debt Provision	1,511,910	1,430,212	290,228	3,102,940
Closing Bad Debt Provision	1,502,533	1,616,235	262,939	3,381,707

7. RISKS

With the implementation of Business Rate Retention, the Council relies on Business Rate income to support its service delivery. Any significant loss of income would have a significant impact on the Council's Medium Term Financial Plan.

8. CONSULTATION

- 8.1 Business and Transformation Scrutiny Panel will consider the report on 30 May 2019.

9. CONCLUSION AND REASONS FOR RECOMMENDATIONS

- 9.1 The provisional outturn position and comments on performance will feed into the overall Revenue accounts for 2018/19.
- 9.2 Members are asked to note the provisional outturn position at 31 March 2019 for Council Tax and NNDR and also note the position with regard to write offs and bad debt trends.

10. CONTRIBUTION TO THE CARLISLE PLAN PRIORITIES

- 10.1 The collection of Council Tax and NNDR directly affects all residents receiving services from Carlisle City Council.

Contact Officer: Steven Tickner

Ext: 7280

**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:

Legal – The Council has a statutory obligation to collect Council Tax (Local Government Finance Act 1992 and Council Tax (Administration and Enforcement) Regulations 1992 and NNDR (Local Government Finance Act 1988).

Finance – Included within this report

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

Information Governance - No Implications

Report to Executive

Agenda
Item:

A.1(e)

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

Title: ELECTED MEMBERS' ALLOWANCES - PROVISIONAL
OUTTURN REPORT FOR 2018/19
Report of: CORPORATE DIRECTOR OF FINANCE AND RESOURCES
Report Number: RD05/19

Purpose / Summary:

This report sets out the amount of allowances paid to Members as part of the Elected Members' Allowances Scheme for 2018/19.

Recommendations:

The Executive is asked to receive the report and note the overall underspend of £11,479 on allowances for 2018/19.

Tracking

Executive:	29/05/2019
Scrutiny:	BTSP 30/05/2019
Council:	Not applicable

1. BACKGROUND

- 1.1 Set out in the attached **Appendix 1** are the amounts paid directly to individual Members as part of the Elected Members' Allowances Scheme for 2018/19 as required under paragraph 15 of the Local Authority (Members Allowances) (England) regulations 2003.

2. PROPOSALS

- 2.1 The detail in respect of Travel and Subsistence for Members collectively is provided in paragraph 2.6.

- 2.2 The overall position is summarised as follows:

	Budget	Outturn	Variance
	£	£	£
Basic Allowance	258,500	253,360	(5,140)
Special Responsibility allowance	90,200	84,616	(5,584)
Dependent Carers' Allowance	0	0	0
Travel	9,700	7,714	(1,986)
Subsistence	2,600	3,831	1,231
Total	361,000	349,521	(11,479)

- 2.3 There is an underspend overall of £11,479.
- 2.4 The Basic Allowance budget is under-spent because budgets are allocated for a full year from April and there were vacancies on the Council for some part of the year.
- 2.5 The Special Responsibility Allowance budget is slightly under-spent. This is partly due to committees not sitting until later in the year and therefore allowances only being paid for part of the year. In addition, Members are only entitled to receive one Special Responsibility Allowance and therefore if they hold two positions that attract an allowance only one will be paid.

2.6 Details of Travel and Subsistence:

	Budget £	Outturn £
Public Transport		
• Public transport costs in respect of attendance at committee meetings and other approved duties	1,825	858
• Planning Site visits and other approved duties	1,175	1,175
	3,000	2,033
Mileage Expenses		
Mileage costs in respect of attendance at committee meetings and other approved duties	6,700	5,681
Subsistence Expenses		
Subsistence costs in respect of attendance at committee meetings and other approved duties	2,600	3,831

Please note that subsistence covers items such as:

- Accommodation
- Car parking charges
- Out of pocket expenses
- Meals

3. RISKS

3.1 There are no risks associated with the Members outturn report.

4. CONSULTATION

4.1 The report will be considered by Business and Transformation Scrutiny Panel on 30 May 2019.

5. CONCLUSION AND REASONS FOR RECOMMENDATIONS

5.1 The Executive is asked to receive the report and note the overall under-spend of £11,479 with the Members' Allowances Scheme for 2018/19.

6. CONTRIBUTION TO THE CARLISLE PLAN PRIORITIES

6.1 Members allowances form part of the Council's revenue budget and there is a requirement to report the outturn against the budget as part of the overall Council outturn position.

Contact Officer: Alison Taylor

Ext: 7290

Appendices attached to report: Appendix 1 – Members' Allowances Summary 2018/19

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

- **None**

CORPORATE IMPLICATIONS:

LEGAL - As stated within the body of the Report, the details herein are required to be reported by virtue of Regulation 15 of the Local Authorities (Members' Allowances) (England) Regulations 2003.

FINANCE – Contained within the report

EQUALITY – not applicable

INFORMATION GOVERNANCE – not applicable

MEMBERS' ALLOWANCES SUMMARY 2018/19

APPENDIX 1

Init	Surname	Basic	Became a councillor	Ceased to be a councillor	SRA	Travel	Subsistence	Notes
Ruth	Alcroft	4,887.00						
Trevor	Allison	4,887.00						
James	Bainbridge	4,887.00						
John	Bell	4,887.00			1,128.00			
Robert	Betton	4,887.00						
Pamela	Birks	4,887.00			3,880.48			
Raynor	Bloxham	4,887.00			157.68	597.98		
Jeffrey	Bomford	4,887.00			3,276.04			
Steven	Bowditch	446.66		03/05/2018	103.10			
Cyril	Bowman	4,887.00				314.00		
Marilyn	Bowman	4,887.00				438.28		
Heather	Bradley	446.66		03/05/2018	615.56			
Lisa	Brown	2,782.88	06/09/2018			98.50	93.00	Accommodation, meals
Robert	Burns	446.66		03/05/2018				
Paul	Carrigan	4,453.48	03/05/2018					
Nigel	Christian	4,887.00						
Joanna	Coleman	4,887.00						
John	Collier	4,887.00			100.71			
Susan	Crawford	4,453.48	03/05/2018			14.00		
Robert	Currie	4,453.48	03/05/2018					
Barry	Earp	4,887.00			157.68	164.06		
Gareth	Ellis	4,887.00						
Chirstine	Finlayson	4,887.00						
Anne	Glendinning	4,887.00			5,811.65			
Colin	Glover	4,887.00			17,967.00	961.31	1,365.55	Accommodation, meals, car parking
David	Graham	4,453.48	03/05/2018					
Abdul	Harid	4,887.00			157.68			
Stephen	Higgs	4,887.00						
James	Layden	4,887.00				554.52		
John	Mallinson	4,887.00			4,497.00		922.00	Accommodation
Elizabeth	Mallinson	4,887.00						
Hugh	McDevitt	1,287.44	05/07/2018					
Maureen	McDonald	4,887.00						
Ann	McKerrell	4,887.00						
Niall	McNulty	4,887.00						
Michael	Mitchelson	4,887.00						
David	Morton	4,887.00						
Nigel	Nedved	4,887.00			4,497.00	97.00	73.50	Accommodation
Doreen	Parsons	4,887.00				1,035.48	161.65	Accommodation, meals
John	Paton	4,887.00			4,497.00	51.05		
Lucy	Patrick	4,887.00			628.61			
Ann	Quilter	4,887.00			6,735.00			
Jessica	Riddle	4,887.00			628.61			
Fiona	Robson	4,887.00						
David	Shepherd	4,887.00				849.89		
Lee	Sherriff	4,887.00			6,735.00	766.47	263.91	Accommodation
Therese	Sidgwick	4,887.00			3,685.04	57.37		
Stephen	Sidgwick	4,887.00						
Christopher John	Southward	4,887.00			6,735.00			
George	Stothard	4,887.00						
Les	Tickner	4,887.00			11,229.00	106.70	951.21	Accommodation, meals, expenses
Raymond	Tinnion	4,887.00				432.74		
Patricia	Vasey	4,887.00						
Ann	Warwick	4,887.00			628.61			
Reginald	Watson	4,887.00						
Jo-Anne	Williams	4,887.00						
David	Wilson	446.66		03/05/2018				
STANDARDS COMMITTEE					765.00			
PLANNING VISITS						1,175.00		
VAT								
MEMBER LEARNING								
	Sum:	253,359.88			84,616.45	7,714.35	3,830.82	

Note: subsistence covers items such as accommodation, car parking charges, out of pocket expenses and meals.

Report to Executive

Agenda
Item:

A.2

Meeting Date: 29th May 2019
Portfolio: Environment and Transport
Key Decision: Yes: KD.
Within Policy and Budget Framework: Yes
Public / Private: Public

Title: FOOD LAW ENFORCEMENT SERVICE PLAN
Report of: Corporate Director of Governance and Regulatory Services
Report Number: GD.26/19

Purpose / Summary:

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

Recommendations:

That the Executive:

- i. Agree the key actions of the Food Law Enforcement Service Plan
- ii. Refer the said plan to Health & Wellbeing Overview & Scrutiny for information in accordance with the Council's Budget and Policy Framework.

Tracking

Executive:	29th May 2019 & 17th June 2019
Scrutiny:	6th June 2019
Council:	16th July 2019

1. BACKGROUND

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

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

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

2. PROPOSALS

- 2.1** That the Executive:
- i. Agree the key actions of the Food Law Enforcement Service Plan
 - ii. Refer the said plan to Overview & Scrutiny for information in accordance with the Council's Budget and Policy Framework.

3. RISKS

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

4. CONSULTATION

- 4.1** Consultation to Date. - The Plan has been drafted in consultation with officers within Regulatory Services.
- 4.2** Consultation proposed. - The Plan to be listed as an information agenda item for the Health & Wellbeing Scrutiny Panel on the 6th June 2019.

5. CONCLUSION AND REASONS FOR RECOMMENDATIONS

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

6. CONTRIBUTION TO THE CARLISLE PLAN PRIORITIES

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

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

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

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

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

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

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

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

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

- None

CORPORATE IMPLICATIONS:

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

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

EQUALITY – None.

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

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FOOD LAW ENFORCEMENT SERVICE PLAN 2019 – 2020 - Summary Report

Regulatory Services – Food & Public Protection Team

Background

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

Food Business Profile

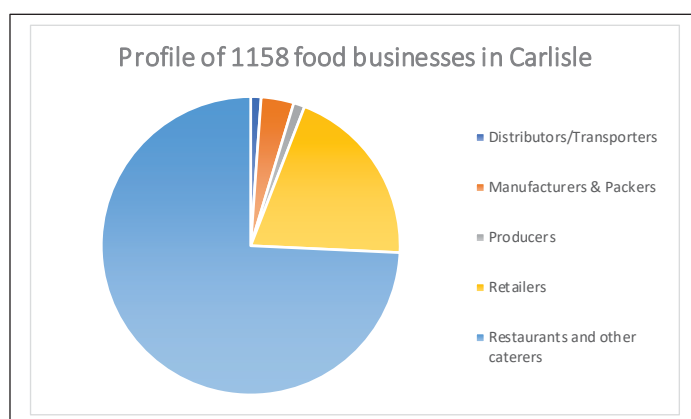


Figure 1: Chart showing the breakdown of food business types

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

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

Key work activities during 2018/19

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

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

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

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

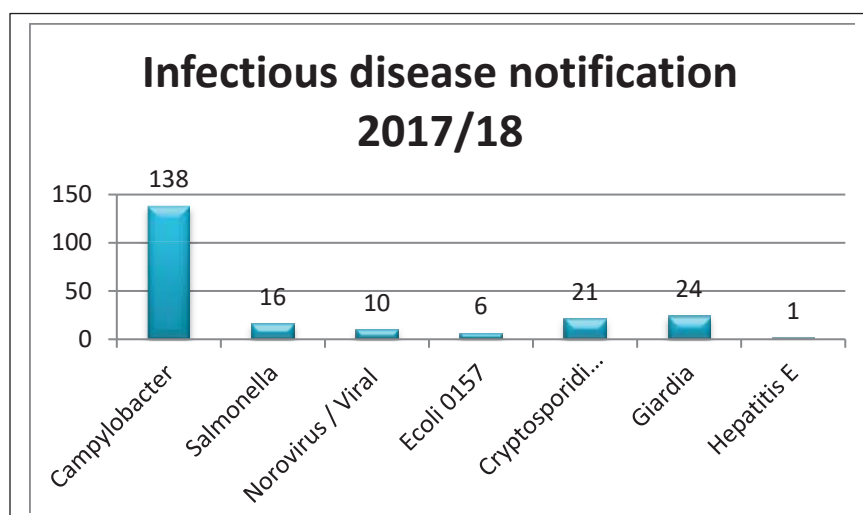


Figure 2 - Chart showing the number of foodborne / waterborne infectious diseases received and investigated during 2018/19

Enforcement actions by authorised officers 2018/19:

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

Planned inspections/interventions by risk category for 2019/20

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

Key objectives for 2019/20:

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

FOOD LAW ENFORCEMENT SERVICE PLAN 2019 - 2020

Carlisle City Council

Regulatory Services – Food & Public Protection Team

Governance & Regulatory Services

1. Introduction

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

2. Service aims and objectives

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

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

2.1 Links to Corporate Priorities and Plans

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

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

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

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

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

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

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

2.2 Links to Other Strategies

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

Regulatory Priority Outcomes:

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

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

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

3 Background

3.1 Organisational structure

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

3.2 Scope of the service

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

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

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

3.3 Demands on the food enforcement service

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Summary of food hygiene related visits made 2018/19

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

4 Service Delivery

4.1 Food interventions

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

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

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

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

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

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

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

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

4.2 Enforcement policy

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

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

4.3 Food complaints

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

4.4 Primary and home authority principle

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

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

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

4.5 Advice to business

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

4.6 Food sampling

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

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

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

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

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

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

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

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

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

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

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

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

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

*number of outbreaks e.g. residential homes

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

4.8 Food safety incidents

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

4.9 Liaison with other organisations

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

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

4.10 Food safety and promotions

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

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

5.0 Resources

5.1 Staffing resource

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

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

5.2 Officer development

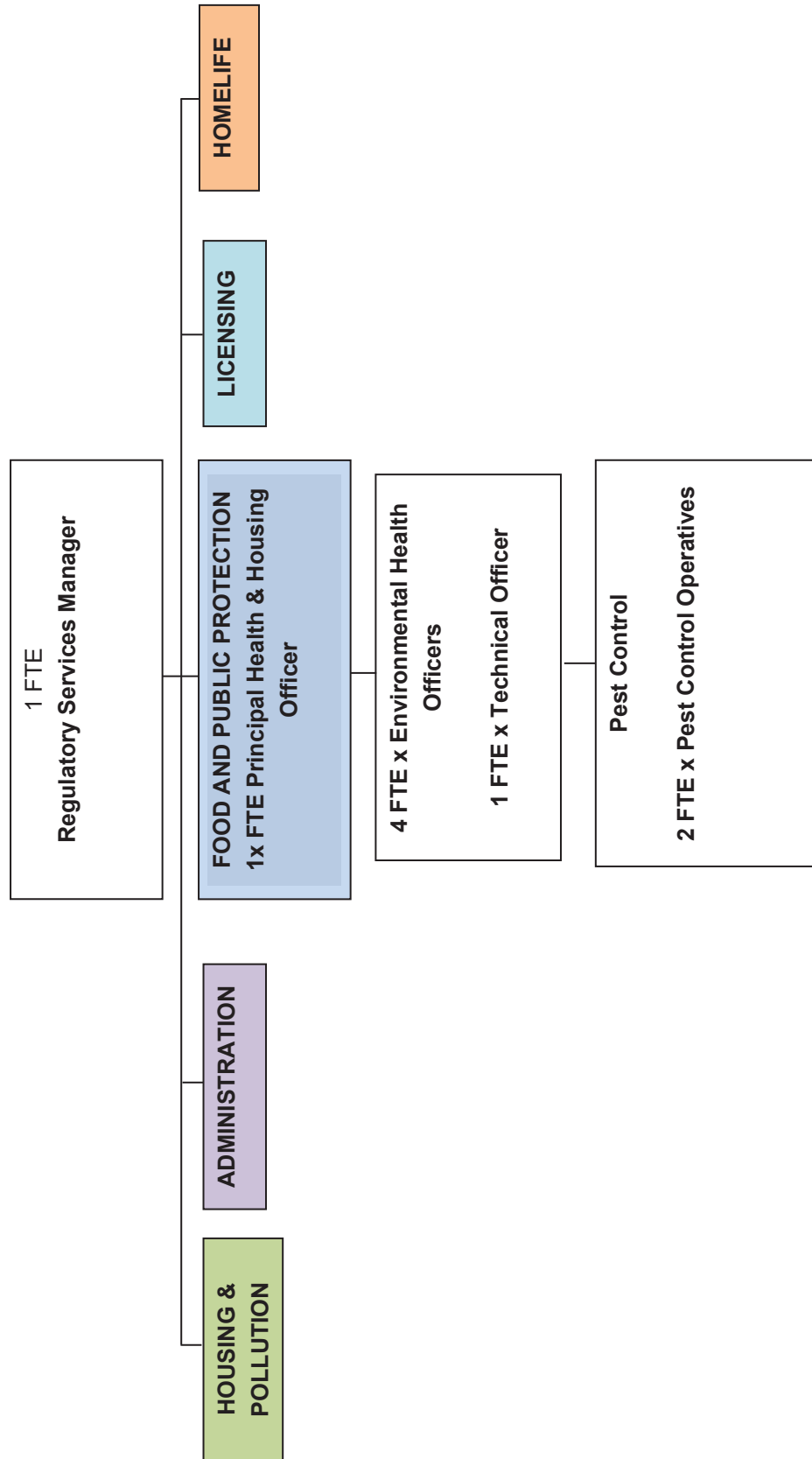
Carlisle City Council are committed to ensuring officers authorised to perform food safety enforcement functions receive relevant structured ongoing training to promote competency, ensure understanding of legislation and technological developments. As stipulated within the Food Law Code of Practice (England)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

5.3 Quality assessment and performance management

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

REGULATORY SERVICES

Structure Chart 2017 / 2018



Outcome	Key Actions	2018/19 Performance	Target 2019/20	Progress (6 month review)
• Support Economic Growth	Improve communication between the County's Regulatory Services through working through Cumbria's Food Liaison Group and Public Protection Group. (Priority)	Full representation at Cumbria Food Liaison Group & Public Protection Group Meetings.	Full representation and contribution at Food Liaison Group and Public Protection Group Meetings.	
	Review the Council's Web Site in relation to service provided by the Food & Public Protection Team to ensure information to the public is relevant and accessible and facilitates e-government for accessing application forms etc and specifying service provision and charges where appropriate. (Priority)	Food & Safety webpages reviewed and amended where necessary.	Food & Safety webpages to be monitored to ensure information is accurate and reliable.	
	Provide an informal out of hour's service for Food & Health and Safety where circumstances necessitate. (Priority where circumstances require immediate action to protect public health)	Arrangements made for out of hours food hygiene inspections and special events (e.g. Markets, Festivals, etc.)	React to out of hours requests where circumstances necessitate.	

<ul style="list-style-type: none"> • Sustainable Food Chain • Healthier lives 	Inspect food businesses at intervals in accordance with the Food Standard's Agencies Code of Practice and educate and enforce where necessary. (Priority)	<p>Category A – 100%</p> <p>Category B – 92% * *1 premises delayed due to illness of FBO</p> <p>Category C – 100%</p> <p>Category D – 100%</p> <p>Category E – 51% (of targeted) through the Alternative Enforcement Programme</p> <p>Unrated – 100% of those indented at start of year)</p>	<p>Category A – 100%</p> <p>Category B – 100%</p> <p>Category C – 95%</p> <p>Category D – 95%</p> <p>Category E – 80% through the Alternative Enforcement Programme</p> <p>Unrated (of those identified at the start of the year) – 100%</p>	
	Continue to work with and promote the National Food Hygiene Rating System. (Priority)	<p>FHRS ratings for registered businesses within the scope of the scheme uploaded onto the FSAs FHRS website and issued window sticker following intervention.</p> <p>Continued compliance with the</p>	<p>Ensure continued compliance with the Food Standards Agency brand standard agreement.</p> <p>Ensure registered food businesses within the scope of the scheme are issued a rating displayed on the FHRS website.</p>	<p>Check on:</p> <ul style="list-style-type: none"> • food.gov.uk/ratings • FHRS Web Data Tool

	Adopt and implement a charging policy for Food Hygiene Rating Scheme rescoring visits	FSA's brand standard agreement	Report to Regulatory Panel for consideration and formal adoption. Implement Oct 2019	
	To sample foodstuffs for microbiological safety in accordance with local and national need Local sampling programme – Priority Participation in National Surveys - Desirable	Participation in PHE coordinated surveys. 109 samples taken: <ul style="list-style-type: none"> • 77 satisfactory • 15 Borderline • 17 Unsatisfactory 	Collect samples as requested by the Public Health England coordinated sampling programme and local priority samples as determined by risk.	
	To actively take part in Cumbria Food Liaison Group (FLG) plan of work (Priority)	Representation at all FLG meetings Contributed to FLG work plan	Full Contribution and Attendance at meetings and development of Action Plan	
	Work with the Healthy Cities Forum and Carlisle Food Sub-group on actions in delivering the Healthy Cities Improvement Action Plan (Desirable)	Attendance & contribution at meetings	Continued support of Healthy Cities Steering Group & Healthy Communities Working Group. Participate in at least one coordinated campaign.	

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



NOTICE OF EXECUTIVE KEY DECISIONS

30 APRIL 2019

Notice of Key Decisions

This document provides information on the 'key decisions' to be taken by the Executive within the next 28 days. The Notice will be updated on a monthly basis and sets out:

- Details of the key decisions which are to be taken;
- Dates of the Executive meetings at which decisions will be taken;
- Details of who will be consulted and dates for consultation;
- Reports and background papers which will be considered during the decision making process;
- Details of who to contact if further information is required
- Details of where the document can be inspected
- Details of items which the public may be excluded from the meeting under regulation 4(2) and the reason why
- Details of documents relating to the decision which need not, because of regulation 20(3) be disclosed to the public and the reason why.

The dates on which each new Notice will be published are set below:

Publication Dates

30 April 2019	16 August 2019	17 December 2019
17 May 2019	13 September 2019	10 January 2020
21 June 2019	18 October 2019	7 February 2020
19 July 2019	15 November 2019	6 March 2020

Key decisions are taken by the City Council's Executive and these are usually open to the public. Agendas and reports and any other documents relevant to the decision which may be submitted can be viewed in the Customer Contact Centre at the Civic Centre, Carlisle or on the City Council's website (www.carlisle.gov.uk). Agendas and reports are published one week ahead of the meeting.

A Key Decision is an Executive decision which is likely –

- (a) to result in the relevant local authority incurring expenditure which is, or the making of savings which are, significant* having regard to the local authority's budget for the service or function to which the decision relates;
- (b) to be significant in terms of its effects on communities living or working in an area comprising two or more wards or electoral divisions in the area of the relevant local authority.

*significant expenditure or savings to the authority in excess of £70,000

The City Council's Executive Members are:

Councillor Glover –Leader
Councillor Dr Tickner – Finance, Governance and Resources Portfolio Holder
Councillor Ms Quilter – Culture, Heritage and Leisure Portfolio Holder
Councillor Miss Sherriff – Communities, Health and Wellbeing Portfolio Holder
Councillor Southward – Environment and Transport Portfolio Holder
Councillor Glendinning – Economy, Enterprise and Housing Portfolio Holder

Should you wish to make any representations in relation to the items being held in private or If you require further information regarding this notice please contact Democratic Services on 01228 817039 or committeeservices@carlisle.gov.uk.

Index of Active Key Decisions

		Date Decision to be considered:	Date Decision to be taken:
KD.05/19	2018/19 Provisional Outturn Reports		29 May 2019
KD.08/19	The Medium Term Financial Plan (including the Corporate Charging Policy) & the Capital Investment Strategy 2020/21 to 2024/25	22 July 2019 consultation period to include Overview and Scrutiny as appropriate	19 August 2019
KD.09/19	The Asset Management Plan 2019 to 2024	22 July 2019 consultation period to include Overview and Scrutiny as appropriate	19 August 2019
KD.10/19	Food Law Enforcement Service Plan 2019/2020	29 May 2019 consultation period to include Overview and Scrutiny as appropriate	17 June 2019
KD.12/19	Bitts Park Lodge Restoration		29 May 2019
KD.13/19	Capital Budget Transfer – Tennis Canopy to Bitts Park Lodge		29 May 2019
KD.14/19	Sands Centre Redevelopment	29 May 2019 consultation period to include Overview and Scrutiny as appropriate	10 June 2019

Notice of Key Decisions to be taken by the Executive

The following key decision is to be made on behalf of Carlisle City Council:

Key Decision Reference:	KD.05/19
Type of Decision:	Executive
Decision Title:	2018/19 Provisional Outturn Reports
Decision to be taken:	<p>The Executive will be asked to consider and approve the 2018/19 Provisional Outturn reports and make recommendations on any carry forward requests to Council on 16th July 2019</p> <ul style="list-style-type: none"> • Provisional Revenue Outturn • Provisional Capital Outturn • Elected Members Allowances – Provisional Outturn • Council Tax and National Non-Domestic Rates – Provisional Outturn • Treasury Management Provisional Outturn
Date Decision to be considered:	
Date Decision to be taken:	29 May 2019
Is the Decision Public or Private?:	The decision will be taken in public
Documents submitted for consideration in relation to the Decision:	The report of the Corporate Director of Finance and Resources will be available five working days before the meeting
Contact Officer for this Decision:	Corporate Director of Finance and Resources, Carlisle City Council, Civic Centre, Carlisle, CA3 8QG
Relevant Portfolio Area:	Finance, Governance and Resources (Councillor Dr Tickner)
Relevant or Lead Overview and Scrutiny Panel:	Business and Transformation Scrutiny Panel

All public reports can be viewed in the Customer Contact Centre of the Civic Centre, Carlisle, the Public Library and on the Council's website www.carlisle.gov.uk.

Other documents relevant to the matter may be submitted to the decision maker. These, if available, may be obtained by contacting the named contact officer.

Notice of Key Decisions to be taken by the Executive

The following key decision is to be made on behalf of Carlisle City Council:

Key Decision Reference:	KD.08/19
Type of Decision:	Executive
Decision Title:	The Medium Term Financial Plan (including the Corporate Charging Policy) & the Capital Investment Strategy 2020/21 to 2024/25
Decision to be taken:	The Executive will be asked to consider the Council's Medium Term Financial Plan and Corporate Charging Policy, and the Council's Capital Investment Strategy and make recommendations to Council on 10th September 2018
Date Decision to be considered:	22 July 2019 consultation period to include Overview and Scrutiny as appropriate
Date Decision to be taken:	19 August 2019
Is the Decision Public or Private?:	The decision will be taken in public
Documents submitted for consideration in relation to the Decision:	The report of the Corporate Director of Finance and Resources will be available five working days before the meeting
Contact Officer for this Decision:	Corporate Director of Finance and Resources, Carlisle City Council, Civic Centre, Carlisle, CA3 8QG
Relevant Portfolio Area:	Finance, Governance and Resources (Councillor Dr Tickner)
Relevant or Lead Overview and Scrutiny Panel:	Business and Transformation Scrutiny Panel

All public reports can be viewed in the Customer Contact Centre of the Civic Centre, Carlisle, the Public Library and on the Council's website www.carlisle.gov.uk.

Other documents relevant to the matter may be submitted to the decision maker. These, if available, may be obtained by contacting the named contact officer.

Notice of Key Decisions to be taken by the Executive

The following key decision is to be made on behalf of Carlisle City Council:

Key Decision Reference:	KD.09/19
Type of Decision:	Executive
Decision Title:	The Asset Management Plan 2019 to 2024
Decision to be taken:	The Executive will be asked to consider the Council's Asset Management Plan and make recommendations to Council on 10 September 2019
Date Decision to be considered:	22 July 2019 consultation period to include Overview and Scrutiny as appropriate
Date Decision to be taken:	19 August 2019
Is the Decision Public or Private?:	The decision will be taken in public
Documents submitted for consideration in relation to the Decision:	The report of the Corporate Director of Governance and Regulatory Services will be available five working days before the meeting
Contact Officer for this Decision:	Corporate Director of Governance and Regulatory Services, Carlisle City Council, Civic Centre, Carlisle, CA3 8QG
Relevant Portfolio Area:	Finance, Governance and Resources (Councillor Dr Tickner)
Relevant or Lead Overview and Scrutiny Panel:	Business and Transformation Scrutiny Panel

All public reports can be viewed in the Customer Contact Centre of the Civic Centre, Carlisle, the Public Library and on the Council's website www.carlisle.gov.uk.

Other documents relevant to the matter may be submitted to the decision maker. These, if available, may be obtained by contacting the named contact officer.

Notice of Key Decisions to be taken by the Executive

The following key decision is to be made on behalf of Carlisle City Council:

Key Decision Reference:	KD.10/19
Type of Decision:	Executive
Decision Title:	Food Law Enforcement Service Plan 2019/2020
Decision to be taken:	The Executive will be asked to decide the Regulatory Services' inspection and educational priorities for improving food safety in Carlisle during 2019/2020.
Date Decision to be considered:	29 May 2019 consultation period to include Overview and Scrutiny as appropriate
Date Decision to be taken:	17 June 2019
Is the Decision Public or Private?:	The decision will be taken in public
Documents submitted for consideration in relation to the Decision:	The report of the Corporate Director of Governance and Regulatory Services will be available five working days before the meeting
Contact Officer for this Decision:	Corporate Director of Governance and Regulatory Services, Carlisle City Council, Civic Centre, Carlisle, CA3 8QG
Relevant Portfolio Area:	Environment and Transport (Councillor Southward)
Relevant or Lead Overview and Scrutiny Panel:	Health and Wellbeing Scrutiny Panel

All public reports can be viewed in the Customer Contact Centre of the Civic Centre, Carlisle, the Public Library and on the Council's website www.carlisle.gov.uk.

Other documents relevant to the matter may be submitted to the decision maker. These, if available, may be obtained by contacting the named contact officer.

Notice of Key Decisions to be taken by the Executive

The following key decision is to be made on behalf of Carlisle City Council:

Key Decision Reference:	KD.12/19
Type of Decision:	Executive
Decision Title:	Bitts Park Lodge Restoration
Decision to be taken:	The Executive will be asked to consider an update on progress with the restoration of Bitts Park Lodge and its conversion into a catering outlet for visitors to the park and approve the outline proposals for this project.
Date Decision to be considered:	
Date Decision to be taken:	29 May 2019
Is the Decision Public or Private?:	The decision will be taken in public.
Documents submitted for consideration in relation to the Decision:	The report of the Deputy Chief Executive will be available five working days before the meeting
Contact Officer for this Decision:	Deputy Chief Executive, Carlisle City Council, Civic Centre, Carlisle, CA3 8QG
Relevant Portfolio Area:	Environment and Transport (Councillor Southward)
Relevant or Lead Overview and Scrutiny Panel:	Health and Wellbeing Scrutiny Panel

All public reports can be viewed in the Customer Contact Centre of the Civic Centre, Carlisle, the Public Library and on the Council's website www.carlisle.gov.uk.

Other documents relevant to the matter may be submitted to the decision maker. These, if available, may be obtained by contacting the named contact officer.

Notice of Key Decisions to be taken by the Executive

The following key decision is to be made on behalf of Carlisle City Council:

Key Decision Reference:	KD.13/19
Type of Decision:	Executive
Decision Title:	Capital Budget Transfer – Tennis Canopy to Bitts Park Lodge
Decision to be taken:	The Executive will be asked to approve the transfer of residual funds in the capital budget which were originally earmarked for the Tennis Canopy project, which for technical reasons will not now proceed. The figure of £94,000 will be transferred to the budget for restoration and conversion of Bitts Park Lodge to provide refreshment facilities for visitors to Bitts Park.
Date Decision to be considered:	
Date Decision to be taken:	29 May 2019
Is the Decision Public or Private?:	The decision will be taken in public.
Documents submitted for consideration in relation to the Decision:	The report of the Deputy Chief Executive will be available five working days before the meeting
Contact Officer for this Decision:	Deputy Chief Executive, Carlisle City Council, Civic Centre, Carlisle, CA3 8QG
Relevant Portfolio Area:	Environment and Transport (Councillor Southward)
Relevant or Lead Overview and Scrutiny Panel:	Health and wellbeing Scrutiny Panel

All public reports can be viewed in the Customer Contact Centre of the Civic Centre, Carlisle, the Public Library and on the Council's website www.carlisle.gov.uk.

Other documents relevant to the matter may be submitted to the decision maker. These, if available, may be obtained by contacting the named contact officer.

Notice of Key Decisions to be taken by the Executive

The following key decision is to be made on behalf of Carlisle City Council:

Key Decision Reference:	KD.14/19
Type of Decision:	Executive
Decision Title:	Sands Centre Redevelopment
Decision to be taken:	The Executive will be provided with a final design and full tender costs for redeveloping the Sands Centre in line with the City Councils Sports Facilities Strategy. Executive will be asked to review these proposals and refer the matter to Business and Transformation Scrutiny Panel (30th May 2019) and Health and Wellbeing Scrutiny Panel (6th June 2019) before reviewing any final recommendations and referring the matter to full Council for approval and any necessary adjustments to the Council's Budget Framework.
Date Decision to be considered:	29 May 2019 consultation period to include Overview and Scrutiny as appropriate
Date Decision to be taken:	10 June 2019
Is the Decision Public or Private?:	The decision will be taken in public
Documents submitted for consideration in relation to the Decision:	The report of the Deputy Chief Executive will be available five working days before the meeting
Contact Officer for this Decision:	Deputy Chief Executive, Carlisle City Council, Civic Centre, Carlisle, CA3 8QG
Relevant Portfolio Area:	Culture, Heritage and Leisure (Councillor Ms Quilter)
Relevant or Lead Overview and Scrutiny Panel:	Business & Transformation Scrutiny Panel and Health & Wellbeing Scrutiny Panel

All public reports can be viewed in the Customer Contact Centre of the Civic Centre, Carlisle, the Public Library and on the Council's website www.carlisle.gov.uk.

Other documents relevant to the matter may be submitted to the decision maker. These, if available, may be obtained by contacting the named contact officer.

Notice prepared by Councillor Colin Glover,
Leader of Carlisle City Council

Date: 30 April 2019

Officer Decisions

A.4

Below is a list of decisions taken by Officers of Carlisle City Council which they have classed as significant, full details and supporting background documents can be viewed on the Council's website: <http://cmis.carlisle.gov.uk/cmis/CouncilDecisions/OfficerDecisions.aspx>

Decision Ref No	Title:	Subject and Decision Taken:	Reports and Background Papers considered:	Date Decision Taken:
Property Services Manager				
OD.026/19	New Letting	7 St Albans Row, Carlisle, CA3 8JF	None	06/04/2019
Corporate Director of Finance and Resources				
OD.027/19	Treasury Management Advisory Services Contract	The Council has a contract with Link Asset Services for Treasury Management Advice. The contract was tendered two years ago for a two-year period, with an option to extend for a further two years. This decision is therefore to invoke the extension period on the same terms as the original contract. The extension will expire on 31 March 2021.	None	25/04/2019
Corporate Director of Economic Development				
OD.028/19	Plot 5, Dalston Road, Cummersdale - Deliver an Affordable Property using Commuted Sum Funding (Update)	Allocate an additional £3,900 to deliver an affordable property (3 bed semi-detached house) - plot 5, Dalston Road, Cummersdale, using pooled commuted sum receipts, in addition to the £46,500 already allocated under Officer Decision Notice - OD.065/18 (total £50,400).	Corporate Director's Briefing Report 23 April 2019	23/04/2019
Corporate Director of Economic Development				
OD.029/19	St Cuthbert's Garden Village - Stage 2 Masterplanning	Contract awarded to Arup to provide technical and specialist planning support across Stage 2 Masterplanning for St Cuthbert's Garden Village, following a competitive tender process.	Executive report ED.06/19 - St Cuthbert's Garden Village, Key Next Steps - 11 February 2019	25/02/2019
Corporate Director of Governance and Regulatory Services				
OD.030/19	Community Neighbours Grant	To accept revenue grant funding from Electricity North West Vulnerable Persons Fund for a 2 year project £80,660 (as per approval to accept grant funding application February 2019 signed by the Corporate Director of Governance and Regulatory Services and Corporate Director of Finance and Resources.)	The approval to submit a funding application and business case.	30/04/2019

Decision Ref No	Title:	Subject and Decision Taken:	Reports and Background Papers considered:	Date Decision Taken:
OD.030/19				
Deputy Chief Executive				
OD.031/19	British Cycling Places to Ride funding application	A decision has been taken to submit an outline application to the British Cycling Places to Ride funding programme for up to £762,000 to support the Council's 'Zero Carbon Carlisle' project. This is an initiative aimed towards reducing Carlisle's carbon footprint and eventually achieving carbon neutrality by 2030. The Council has already submitted a bid under the European Regional Development Fund to implement the project and is now progressing to a full application. Officer Decision Notices OD.114/18 and OD.115/18 refer to this bid.	None	26/04/2019
Licensing Manager				
OD.032/19	Licensing Decisions taken between 1 April and 30 April 2019	The Licensing Manager has granted the attached licences or permissions under an express authorisation delegated to her and in accordance with the Council's policy requirements. (can be viewed on the Council website http://CMIS.carlisle.gov.uk/CMIS/CouncilDecisions/OfficerDecisions.asp x)	Applications for various licences	30/04/2019
Corporate Director of Economic Development				
OD.033/19	Cumbria Extra Care Housing Forum - Joint Working Protocol	Sign up to the Joint Working Protocol for the Cumbria Extra Care Housing Forum	Joint Working Protocol for the Cumbria Extra Care Housing Forum	24/04/2019
Corporate Director Governance and Regulatory Services				
OD.034/19	Rough Sleeping Initiative Programme	To accept £80,000 grant funding from the Ministry of Housing, Communities and Local Government, and £36,000 top up homelessness funding from all district authorities in Cumbria.	None	07/05/2019

Decision Ref No	Title:	Subject and Decision Taken:	Reports and Background Papers considered:	Date Decision Taken:
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Property Services Manager

OD.035/19	Landlord's consent to a new letting	To grant Landlord's consent to the grant of a new lease of unit 32 at the Lanes Shopping Centre.	None	13/05/2019
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Corporate Director of Economic Development

OD.036/19	Place Management - Carlisle Ambassador Programme	Commissioning of specialist support to deliver Carlisle Ambassador Programme and required outputs. Decision: to appoint Michelle Masters Consulting as the only possible contractor or supplier in a position to deliver the Carlisle Ambassador programme 2019/20.	N/A	29/04/2019
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JOINT MANAGEMENT TEAM

Monday 15th April 2019

MINUTES

Present:	Councillor C Glover (Chair), A Glendinning, C Southward, L Sherriff, L Tickner, A Quilter J Gooding, A Taylor, M Lambert, S Robinson,
Apologies:	D Crossley, J Meek

JMT – Minutes of Previous Meeting	Action
The minutes of the previous meeting were agreed.	
City Centre Discussion	Action
ML gave an update on the City Centre.	ML
European Elections Verbal Update	Action
JG gave an update on European Elections. To be held on 23 rd May, the count will take place on Sunday 26 th May	JG
JMT Forward Plan	
Notice of Executive Key Decisions	
The Notice of Executive Key Decisions were agreed.	

Report to Executive

Agenda
Item:

A.6

Meeting Date: 29th May 2019
Portfolio: Economy, Enterprise and Housing
Key Decision: Not Applicable:
Within Policy and Budget Framework
Public / Private Public

Title: RIGHT TO SPEAK POLICY
Report of: Corporate Director of Economic Development
Report Number: ED.21/19

Purpose / Summary:

This report sets out a revised policy for those wishing to speak at Development Control Committee in relation to reports on planning applications or Tree Preservation Orders.

Recommendations:

That the Right To Speak Policy be adopted

Tracking

Executive:	
Scrutiny:	
Council:	

1. BACKGROUND

- 1.1 The Development Control Committee at its meeting on the 26th April 2019 resolved that the Right To Speak Policy be referred to Executive for adoption

2. PROPOSALS

- 2.1 The Council's Development Control Committee is a public meeting and allows members of the public to listen to the debate prior to determination of planning applications referred to the Committee under the provisions of the Council's Constitution and Scheme of Delegation.
- 2.2 Where the public object they are allowed to address the committee under provision of a Right TO Speak policy drawn up by the committee. The policy is reviewed from time to time to ensure that it reflects the needs of the customers and enables the smooth operation of the committee.
- 2.3 In reviewing the current policy, it was apparent that there had been instances when through lack of clarity the operation of the policy had affected both the smooth running of the meeting and put additional pressures on officers and the Chairman of the Committee. The current leaflet is short and leaves many questions unanswered leading to potentially an inconsistent approach.
- 2.4 In order to address the concerns and workshop was held with members of the Development Control Committee and a revised policy was presented to their meeting on the 26th April 2019. The attached report sets out the policy and Executive is now being asked to adopt this for the operation of the Development Control Committee from its next meeting on the 7 June.

3. RISKS

- 3.1 A lack of clarity already exists and this would enable to the process to be more transparent.

4. CONSULTATION

- 4.1 A workshop was held with members of the Development Control Committee to go through the many issues relating to who is allowed to speak, the time limits and procedural matters on the provision and submission of material.

5. CONCLUSION AND REASONS FOR RECOMMENDATIONS

5.1 That the revised Right To Speak Policy appended to this report be adopted.

6. CONTRIBUTION TO THE CARLISLE PLAN PRIORITIES

6.1 N/aal

Contact Officer: Chris Hardman

Ext: 7502

Appendices
attached to report:

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

- **Development Control Committee Report ED.4/19**

CORPORATE IMPLICATIONS:

LEGAL – Contained within the Development Control Committee Report.

FINANCE – n/a

EQUALITY – The revised policy allows representations from any individual

INFORMATION GOVERNANCE – Contained within the Development Control Committee Report

Development Control Committee

Agenda
Item:

A.3

Meeting Date: 26 April 2019
Portfolio: Economy, Enterprise and Housing
Key Decision: No
Within Policy and Budget Framework
Public / Private Public

Title: Right to Speak Policy for Development Control Committee
Report of: Corporate Director of Economic Development
Report Number: ED.4/19

Purpose / Summary:

To review and set out the policy for those who wish to address the Committee on matters relating to applications for planning permission and the making of Tree Preservation Orders

Recommendations:

It is recommended that the policy be referred to Executive for adoption.

Tracking

Executive:	
Scrutiny:	
Council:	

1. BACKGROUND

- 1.1 The current procedure for the people to address the development control committee (known as the “Right to Speak”) is contained in a leaflet produced following consideration by Members of this committee in 2009?
- 1.2 On consideration of application 18/0359 (Unit 11, Old Brewery Yard, Brampton), officers undertook to review the current policy and report back to members for their consideration on how the policy was working and any changes they wish to implement.

2. PROPOSALS

- 2.1 The current right to speak policy is contained in a brief leaflet setting out the main advice relating to the time allowances provided for members of the public and how to register your right. On reviewing the guidance, it was considered that this brief leaflet resulted in a number of further questions for officers and invariably matters being referred to the chair of the development control committee to determine when the guidance lacked clarity.
- 2.2 Officers undertook a review of current practice in a number of other local authorities (Cumbria and beyond). It was clear from the other authorities that there is not one consistent approach. The number of people being allowed to speak varied between authorities. In addition, the time slots allotted to members of the public varied but generally between 3 and 5 minutes.
- 2.3 In order to re-assess the position, a workshop was undertaken with Members of the Development Control Committee on the 4th March. In general, there was a consistency amongst the views of Members of the Committee. In summary these are:
 - Agents/application have a right of response and not an automatic right to address the committee
 - Members of the public will be allotted up to 3 minutes with no more than 5 slots available
 - Parish Councils may address the committee for up to 10 minutes
 - City Councillors may address the committee for up to 10 minutes.
- 2.4 The full details of the policy are set out in the appendix to this report. This also includes additional guidance on registering your right to speak, the timescale for

providing information and some practical tips regarding the operation of the committee.

- 2.5 At the workshop with members, there was one area of the right to speak policy which was not in agreement. This relates to the ability for Parish Councils to address the committee. It was noted that the site visits are not a public meeting and therefore the current practice is that only the ward members may address the committee at a site visit. The City Council has in place a working agreement with Parish Councils on planning matters. The right to speak on site visits is a matter which remains the subject of review. At a CPCA meeting earlier this year Parish Council's expressed a desire to address the meetings as they have local knowledge of the site which would be beneficial to the committee. In addition, some other local authorities in Cumbria allow parish councils to speak.
- 2.6 As part of reviewing the Right to Speak policy Members are asked to consider the role of parish councils and the way the committee operates. At the workshop with Members they highlighted three alternative approaches:
- a) Current practice – no right to address the committee. They remain as observers and if they wish to address the committee they can do so by registering a right to speak for the formal committee meeting. In addition, they can raise matters through the local ward member who can address the committee.
 - b) The right to speak is left to the chair of the committee to determine on the merits of each site visit and the issues the parish council wish to raise that pertain to the site visit only
 - c) An automatic right to address the committee on the site visit
- 2.7 It is recommended that the current practice continues for a number of reasons. The site visit is not a public meeting and there would be no opportunity for debate on the matters raised by the Parish Council. If the Parish Council consider that descriptive information of the site and surroundings is incorrect they have the opportunity to speak to the ward member or vice-chair to correct that information before the site visit ends. Following the site visit, there is still the opportunity to register a right to speak at the committee meeting to address the committee on other matters.

3. RISKS

- 3.1 Current practice lacks clarity and the risk is that users of the planning process are not treated equitably, leading to disruption of the processing of applications and potentially the committee's operation.

- 3.2 The policy improves advice to those engaging with the committee process in the consideration of planning applications and sets out the procedures.

4. CONSULTATION

- 4.1 The Policy clarifies the current position of the Development Control Committee on the Right to Speak, building on existing practice. Other than existing committee members no further consultation has taken place.

5. CONCLUSION AND REASONS FOR RECOMMENDATIONS

- 5.1 It is recommended that the policy be referred to Executive for adoption.

6. CONTRIBUTION TO THE CARLISLE PLAN PRIORITIES

- 6.1 The revised policy will improve the service provided as part of the planning process.

Contact Officer: Chris Hardman

Ext: 7502

**Appendices Right to Speak Policy for Development Control Committee
attached to report:**

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

- None

CORPORATE IMPLICATIONS:

LEGAL – The right to speak policy must be underpinned by fairness and equality and also allow people to participate in the planning system which the Council administers on their behalf.

FINANCE – There are no financial implications arising from this policy

EQUALITY – Equality principles are applied in the operation of the policy

INFORMATION GOVERNANCE – Included within the report

RIGHT TO SPEAK POLICY

This document sets out when members of the public and planning agents/applicants, Parish Councils and other Council Members can address Carlisle City Council's Development Control Committee. It sets out the "Right to Speak" policy in relation to planning applications and proposals for new Tree Preservation Orders.

Right to Speak on Planning Applications

For any application which is presented to the Committee you must first have made representation on the application prior to an officer report being published. Just because an objection may have been made to a planning application does not mean it will be reported to the Development Control Committee. Application will only be presented to the Committee when the criteria under the Council's scheme of delegation have been met (*INSERT HYPERLINK*).

When commenting on an application you may have requested a right to speak to the committee however you cannot register in advance. You will be advised that at the time of you making representation it is not clear whether the application is going to committee and we will not register your right to speak. If you wish to know whether an application will be reported to the Development Control Committee you will have to contact the case officer after the consultation period has ended. If it is going to committee, once the committee schedule of applications has been published (10 days prior to the meeting usually the Wednesday the week preceding the committee) you will be able to register along with others who have made representation.

Right to Speak on Tree Preservation Orders

When a new Tree Preservation Order has been made and an objection has been made this will be reported to Development Control Committee. There will be a right to speak as to whether or not the order should be made. Please note that when an application is made to undertake works to trees protected by a Tree Preservation Order this is usually dealt with under delegated powers by officers and not reported to the Development Control Committee.

When can you register your right to speak?

When the Committee agenda has been published you will be able to register to speak by telephone/email/letter to DCRTS@carlisle.gov.uk or 01228 817179. The agenda includes a schedule of planning applications which will be presented to the committee and you will find a copy of the officer's report within the papers. Reports on Tree Preservation Orders are listed separately on the main agenda.

You have until 23:59 on the Wednesday prior to the Committee meeting to register. Once a right to speak has been registered we will inform the agent/applicant hence we have to close the ability to register more than 24 hours prior to the meeting. For Parish Councils and Ward Members please note that whilst a site visit may be undertaken on the Wednesday prior to the meeting you should still register your right to speak by close of play 5pm the same day.

Please note that for delegated reports there is no right to speak and the consideration of all matters relies on written correspondence submitted as part of the application process.

Once a right to speak has been registered the Applicant/agent has a right of reply. There is no automatic right to speak to committee for agents/applicants. If the officer's report is recommending "refusal" of the application, the agent/applicant can have a right of response to the committee. The Technical Clerks will contact you to register the right to speak.

How long is the right to speak for?

For any member of the public wishing to speak you must first have made representation on the application prior to the officer report being published. You will then be able to address the committee for 3 minutes on planning related matters. Three minutes is ample time to present a cogent argument at a reasonable pace of speech, speaking faster to get more information in can result in part of your speech being missed and lessen the impact of what you are saying.

There is a limit of 5 places for members of the public (not from the same household) on each application. If more than 5 people wish to speak it operates on a first come first served basis and you may not be able to speak if you are the 6th person to register. Someone may speak on your behalf and your 3 minutes will be allotted to them. You must arrange this yourself and inform the Council if you choose for someone to speak on your behalf no later than the day prior to the committee meeting. There is therefore a maximum of 15 minutes for residents. Any residents group will be allotted time from within the 15 minutes for residents and no additional time will be given.

Parish Councils will be allowed 10 minutes to address the committee and should inform the Council which Parish Councillor will be speaking on their behalf with written confirmation (e-mail will suffice) from the Clerk/Chairman of the Parish Council.

City Councillors will be allowed 10 minutes to address the Committee where they act on behalf of a number of residents. Sometimes Councillors may have a personal interest and be acting as a local resident in which case they will be limited to 3 minutes.

County Councillors will be allowed to address the committee at the discretion of the committee chair.

The Planning Agent for the application will be notified when a right to speak has been registered and will be informed on the day prior to the meeting how many have registered in relation to the application. If there is no agent, we will inform the applicant. As the agent/applicant as a right of reply, you will be given the sum of time allotted to the other speakers up to a maximum of 15 minutes. Please note this is a maximum time available and it is not a requirement to fill this time.

If anyone chooses to have more than one person speak (e.g. a specialist on certain issues) this will form part of the total time allotted based on the above maximum limits and no additional time will be allowed for more speakers.

Please note that whilst the agent has a right to reply we will inform you of the timings anticipated for other speakers. If one or more speakers do not turn up on the day we will honour the time slot that you have been advised.

The Chair of the meeting will advise you when your time to speak is nearing its end and will request that you come to a prompt close. They also have the ability to override the microphone should you ignore their requests.

Presentations

You can choose to present information on screen if you consider that graphs/tables/images or photographs will assist. The presentations should be sent to the Council's planning technician through the email address DCRTS@carlisle.gov.uk by close of play on Wednesday prior to the meeting. This is to ensure they are incorporated within the presentations to committee and ensure any material requiring redaction is dealt with prior to the meeting (e.g. we redact vehicle registration numbers, or we may obscure faces of people who have not consented to images being used).

We cannot currently include videos within presentations

Late presentations will not be accepted.

Nothing will be allowed to be handed out to the councillors on the day of the committee. Do not expect to hand out notes or photographs to the committee or have a presentation uploaded on the morning of the meeting.

What if the application is to be refused?

If an application is to be refused the agent/applicant will be allowed a right to speak in response to the report. Members of the public who have written in support of the application will be allowed a right to speak as well as Parish Councils and City Councillors will also be allowed to speak. The agent/applicant will have up to 3 minutes to speak if no one else registers. Otherwise the time allowed will be based on the previous time allowances with a maximum of 15 minutes for agents/applicants.

Right to Speak on Tree Preservation Orders

Making of a tree preservation order is only reported to the Development Control Committee when there is an objection. The objector therefore has a 3-minute right to speak. Other people can speak in support or objection with no more than 5 people and a maximum 15 minutes in total.

Rights to speak at the site visit

These will not be allowed as this is not a public meeting.

Agent/applicant may be present (sometimes to allow access to land) but you will not be allowed to address the committee.

Parish Council's will be invited to attend the site visit to observe however if they wish to address the visit it shall be through the local ward member (or vice-chair of the committee if the local ward member is not present).

Members of the public will not be allowed to address the site visit as it is not a public meeting. The site visit is just to allow the Committee members to see the site and its surroundings.

Ward Councillors will be invited to the site visit and may address the committee at the site visit. If you wish to speak at the formal committee meeting please ensure you have registered your right to speak in accordance with this policy.

What happens at the committee?

On the day of the meeting please make the technical officers aware that you have arrived (they will be wearing name badges and be present at the entrance to the Council Chamber). They will then be able to inform the chair that you are in attendance. They will also direct you to a seat in the main chamber so that you will be able to make your right to speak when called. One seat in the chamber is reserved for the rights to speak. Please do not occupy this seat until called by the committee chair.

If you have not spoken at a committee meeting before, the meetings are held in public so please come and see how the meeting works on another day. You may be nervous by the formality of the meeting, but we do try to put you at your ease. You will be asked to leave a set of notes for the committee clerk to assist with the minutes of the meeting. We do not prepare a transcript but will summarise the salient planning points of your speech. Once the minutes have been approved by the committee the copy of your notes will be disposed of and cannot be returned.

Each planning item runs in the following order:

- The officer presents the application;
- Rights to speak are then heard in the following order:
 - Members of the public (Objectors to applications recommended for approval or Supporters of applications recommended for refusal)
 - Parish Council
 - City Councillors
 - Right of response by the applicant/agent
- The Committee will then debate the application and you will not be able to address the meeting further. You can return to your seat to listen to the debate.

What happens if the item is deferred from discussion at the meeting?

Deferring an application means that no decision on the application will be made at that meeting and further discussion will take place. It depends on when and why the application is deferred what happens to your right to speak.

Members may wish the application to be deferred for a site visit before any discussion has taken place and sometimes before the officer has presented the application. In this case your right to speak will be deferred until the next meeting of the committee.

Members may defer the application for more information or to suggest that the applicant may wish to make modifications to their application. This may arise during the debate and you will have had your right to speak. In which case, there is no automatic additional right to speak when the application returns to a later meeting. Exceptionally a further right to speak may be granted depending on what additional information comes forward.

In general, you only have one opportunity to address the committee. If the item is deferred before you have opportunity to speak you will be asked if you wish to speak or wait until the next meeting. We would normally advise that you wait however if you cannot attend the next meeting you can use your right. Please note that when items are deferred for more information or alterations it may be a couple of meetings before the application is reported back to the committee.

Ten practical tips

1. There is no need to stand up to address the committee.
2. There is a static microphone which is operated by a push button and it will be able to pick up your voice, but this will be less clear if you stand up.
3. The planning technician will operate slides for you in a presentation (remote slide changers currently do not operate from the right to speak desk) so please put in your notes when you wish to change the slides.
4. There is no cross-examination. You will not be able to ask questions of the case officer, the committee or the applicant. They will not be allowed to ask questions of you.
5. Focus on planning matters as these are the only matters that the committee can consider (Add in examples). The chair or officers may remind you during your right to speak if they consider your issues may not be relevant to the committee.
6. If you have prepared a 3D model (usually for other purposes) it may be put on display outside the chamber and we will advise the members to view it on their way to the meeting.
7. Banners will not be allowed in the chamber
8. Notes are not to be passed to members of the committee and there should be no interaction with members of the committee once the meeting has started.
9. Heckling of officers/members will not be tolerated and you may be removed from the chamber.
10. When your item has been discussed please leave the chamber quietly as the meeting will continue and others will wish to participate and listen to subsequent items.

Special access arrangements

Please note that current access to the Council chamber involves stairs. If you require assistance, please mention this when registering your right to speak so that we can make the necessary arrangements.

Scheduling the timing of the meeting

Please note that the Development Control Committee commences at 10:00 and as each item is debated in order we cannot estimate the timing of when applications will be heard by the committee. Only under exceptional circumstances will items be moved on the agenda.

What happens after the committee?

If an application is refused by the committee, the applicant has the right to appeal to the Planning Inspectorate. This process is then undertaken by the Planning Inspectorate and not the City Council. The Planning Inspectorate's web site advises on procedures for the different types of appeal.

Data Protection

When you register your right to speak we will ask you for contact details including your phone number/email address and we will ask for your postal address to confirm that you have made representation prior to the reports being published.

Your information will only be for the committee purposes in relation to that planning application to be heard in case we need to contact you about any changes to the meeting. We will not pass this information on to any third parties. This is why, if someone is to speak on your behalf you must contact us again and inform us of this change.

Your name will be read out at the meeting when you are called to give your right to speak and you will be named in the Committee minutes. This is to ensure that the impacts of the development are understood and considered by the committee and recorded as such.

Please be aware that we are not able to control what speakers at the committee may say and they may identify individuals during their right to speak. (Add hyperlink to privacy policy for Development Management).

Report to Executive

Agenda
Item:

A.7

Meeting Date: 29th May 2019
Portfolio: Economy, Enterprise and Housing
Key Decision: No
Within Policy and Budget Framework
Public / Private Public

Title: ROUGH SLEEPING INITIATIVE & RAPID REHOUSING
PATHWAY PROGRAMMES
Report of: Corporate Director of Governance and Regulatory Services
Report Number: GD.27/19

Purpose / Summary:

Carlisle City Council, as the lead authority (representing all Cumbrian districts) has accepted £391,640 grant funding from the Ministry of Housing, Communities and Local Government; and £36,000 top up homelessness funding from all district authorities in Cumbria to fund activities to meet the requirements of the Rough Sleeping Initiative and Rapid Rehousing Programmes.

Recommendations:

Members of the Executive are recommended:

1. To approve utilising £116,000 of the funding awarded to employ 3 full time equivalent staff (on a 12-month fixed term basis) who will work across all district local authorities on the Rough Sleeping Initiative Programme.
2. In accordance with Section 2a of the Council's Constitution, subject to formal agreements being in place between the authorities, to approve the placing of two of these staff at the disposal of partner authorities: one to Allerdale Borough Council/Copeland Borough Council and one to South Lakeland District Council/Barrow Borough Council.

Tracking

Executive:	
Scrutiny:	
Council:	

1. BACKGROUND

- 1.1** Carlisle City Council as the lead authority, submitted two successful bids on behalf of all the Cumbrian district local authorities to support rough sleepers and those at risk of rough sleeping:
- £311,640 (countywide) has been awarded from the Rapid Rehousing Pathway fund from the Ministry of Housing, Communities and Local Government, to fund supported lettings and local lettings agencies;
 - **£80,000** has been awarded from the Ministry of Housing, Communities and Local Government to fund rough sleeping coordinator roles; and forms part of the commitment to tackle and end rough sleeping as outlined within the governments Rough Sleeping Strategy
<https://www.gov.uk/government/publications/the-rough-sleeping-strategy>.
- 1.2** In addition, a total of **£36,000** has been committed from the district LAs homelessness teams, using external flexible homeless grant funding to support the Rough Sleeping Initiative programme.
- 1.3** The total combined funding of **£116,000** will be utilised to cover all associated staffing costs linked to the Rough Sleeping Coordinator posts.

2. PROPOSALS

Rough Sleeping Initiative Programme

- 2.1** The MHCLG and all district LA partners agreed that in terms of consistency, value and increased performance, the rough sleeping coordinators will be employed by the same authority.
- 2.2** It is proposed that Carlisle City Council, as the lead authority, utilise the funding to employ 3 FTE rough sleeping coordinators (on a 12-month fixed term basis) to work across the district areas as follows:
- Carlisle and Eden
 - Allerdale and Copeland
 - South Lakeland and Barrow
- 2.3** All districts councils will provide office space for the relevant rough sleeping coordinators to utilise when required on a hot desking basis; note that these roles

are predominantly outreach with clients and in-reach to other key organisations / services.

2.4 The 3 FTE rough sleeping coordinators will be required to:

- develop and coordinate Cumbria's response to rough sleeping
- establish local key partnerships relating to rough sleeping linked to local district homeless prevention and national rough sleeping strategic priorities
- identify the needs of rough sleepers, manage cases, and coordinate services
- monitor, provide analysis, report on data and design initiatives to inform service developments to end rough sleeping
- assist in developing a county wide rough sleeping strategy to inform future funding allocations / commissioning

2.5 The rough sleeping coordinator post job descriptions have been drafted and evaluated at a grade F.

3. RISKS

3.1 There is a potential risk that there could be increased costs associated with the project delivery: the district LAs have agreed that any additional costs will be split on an equal basis, and this has been incorporated in to the legal agreements with each local authority partner. Carlisle City Council has flexible homeless support grant funding that could be used for this purpose if required.

3.2 There is a risk that there are difficulties in recruiting: the advert will be shared across the county both to internal teams and external key partners to encourage secondment opportunities; and across social media platforms to gain as wider reach as possible.

3.3 There is a risk that the project does not deliver the outcomes within the timescale (31st March 2019) due to potential delays in recruitment / appointment: the MHCLG and districts have confirmed the full amount of funding will be provided for the projects in 2019/20; giving the funding certainty to advertise posts on a 12 month basis from appointment; and acknowledging that a proportion of the funding will be committed and spent in 2020/21.

3.4 There is a risk that there are barriers in terms of information sharing / GDPR that impact on successful outcomes: appropriate information sharing agreements, privacy statements, risk management, and consent forms will be implemented as part of the legal partnership agreements.

4. CONCLUSION AND REASONS FOR RECOMMENDATIONS

- 4.1** This is a great opportunity for Cumbria to utilise the project findings to understand the scale and the needs of those who are / and at risk of rough sleeping to develop and publish a Rough Sleeping Strategy in 2019/20 to meet statutory requirements and inform future funding allocations / commissioning.

5. CONTRIBUTION TO THE CARLISLE PLAN PRIORITIES

- 5.1** Addressing Carlisle's current and future housing needs

Contact Officer: Tammie Rhodes

Ext: 7217

Appendices

attached to report: None

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

- None

CORPORATE IMPLICATIONS:

LEGAL – The funds must be spent in accordance with the terms of the grant. A formal agreement will be needed between the Council and the other local authority partners in this project. The Constitution (Section 2a) requires that the Executive must consent to the secondment of staff to other Councils.

FINANCE – The Council is the accountable body for a grant award for the district Council's in Cumbria and will employ the three FTE posts required for this initiative. The posts will work across the 6 Cumbrian districts. There are risks that the costs could outweigh the available funding however, the agreements with the other Council's will ensure these costs are recovered and Carlisle has already identified where any additional costs would be funded from.

HR have been fully involved in discussions regarding the framework of the roles. It is critical for the success of the project that posts are appropriately appointed too with the right skills and experience identified. Due to the short-term nature of the project, alternative recruitment options will be considered, to ensure maximum options for recruitment (for example, secondment opportunities).

Additionally, HR have advised on risks, such as redundancy entitlements.

EQUALITY – None

INFORMATION GOVERNANCE – As acknowledged at section 3.4, an appropriate legal partnership agreement will be required which must explicitly set out the GDPR requirements to ensure compliance. Due to the proposal of the City Council employing the staff to work on behalf of the other districts, it is recommended that the Council's Information Governance Manager be consulted throughout the development of key GDPR related documentation.

